PERSPAY Center of Excellence: Travel Claims and Advances

26 July 2022

Hosted by Travel Processing Center Memphis
References

- **Joint Travel Regulation (JTR)**
  - Chapter 5, Permanent Duty Travel, Part A, Uniformed Members Only
  - Appendix G: Quick Reference Tables for Reimbursable and Non-Reimbursable Official Travel Expenses

- **DOD FMR Volume 9**
  - Chapter 6: Permanent Duty Travel
  - Chapter 8: Processing Travel Claims

- **MILPERSMAN 1070-270: NAVPERS 1070/602, Dependency Application/Record of Emergency Data**

- **Defense Travel Management Office Website:**
    - Travel Tools
    - Training Resources
    - Travel Regulations and Allowances
    - Travel Programs and Assistance
NAVADMIN 129/22: Mandatory Use of the Navy Personnel and Pay (NP2) MyPCS Travel Voucher Submission Tool and Government Travel Charge Card (GTCC) during Permanent Change of Station (PCS) Travel

MILPCS Travel Claim Settlement SOP:

Other Associated SOPs
Travel Advances

- **Timelines:** Submit travel advance requests at least 45 days prior to transfer date.

  **Please note advance pay requests (DD Form 2560) are NOT submitted to TSC Memphis and must be submitted to the TSC responsible for your PCS Transfer:**
  - TSC San Diego: Gains & Losses West
  - TSC Pensacola: Gains & Losses East
  - TSC Yokosuka: Gains & Losses OCONUS

- **eCRM:** In eCRM, submit requests to **PP TRAVEL ADVANCES** queue.

- **Required Form.** NPPSC 1300/1 Application for Transfer and Advances

- **Naming Convention:** in eCRM, submit requests using the following naming convention: *Last Name, First Name*
Required Documents

- Use NPPSC 1300/2 Traveler Checklist to ensure all required documents are submitted.

![Traveler Checklist Image]

Corresponding initials must be filled out for accountability.
Required Documents

- Travel Voucher (DD Form 1351-2); and Travel Voucher Continuation Sheet (DD Form 1351-2C), if needed.
- All flight itineraries for member and dependents, used or unused. A reservation is not a receipt.
- Zero balance lodging receipts for any authorized lodging (I-Stops, etc).
- Temporary Lodging Expense (TLE) Certification (NPPSC 7220/2)
  - TLE zero balance receipts
- Electronic Funds Transfer Information (NPPSC 7000/1) (Only if required)
- Orders and all modifications - with all endorsements and accounting lines, newest to oldest.
- Receipts are required for any reimbursable expenses that cost $75 or more.
- Appointment/Termination Record (DD Form 577).
Travel Claim Submission  
Best Practices and Timelines

- **Timeline:** Submit travel claim within 5 days of Sailor reporting.

- **Travel Claim liquidation efficiency requirements:**
  - Submit each Travel Claim package in 1 PDF file and in the document order outlined in the following slide.
  - Only submit documents that are required to liquidate the travel claim.

- **Submit a supplemental Travel Claim if:**
  - A reimbursable expense was not reimbursed or included with the original voucher.
  - Delayed travel of dependents was authorized.
  - A liquidated claim requires correction.
  - Include the full, original travel claim package with any supplemental claims.
Ensure CPPA receives all required documents IAW the NPPSC Traveler Checklist (especially all orders/modifications).

Make sure lodging receipt is itemized with a zero balance.

Make sure CPPA has a DD577 on file when signing as the approving official (AO).

If using the GTCC, make sure split disbursement is selected and the amount entered.

Maintain access to current forms and utilize NPPSC Traveler Checklist. [https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/](https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/)
NP2 is expanding automation of the Travel Voucher submission process to reduce errors and expedite Sailor travel reimbursement.
Establishing a CPPA role in NP2

- CPPAs who possess the CPPA profile in NSIPS are automatically granted the CPPA MyNavy HR Workforce role in NP2 for the purpose of reviewing electronic Travel Vouchers.

- Currently, the only way for a Command Approving Official (with a DD577) to review and approve Sailors’ Travel Vouchers in NP2 is to first establish a CPPA profile in NSIPS.
Travel Claim Submission
Primary: MyPCS Travel Voucher

- Navigating to NP2
  - Go to MyNavy Portal (my.navy.mil)
  - Select Quick Links on the landing page.
  - On the Quick Links menu page, choose MyPCS or NP2.
  - Click Accept.
  - Select the CAC option to login.
## Travel Claim Submission
### Primary: MyPCS Travel Voucher

<table>
<thead>
<tr>
<th>SAILOR</th>
<th>CPPA</th>
<th>TPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Will continue to complete and electronically sign an online Travel Voucher in NP2, upload receipts and any additional key supporting documents, and electronically submit the voucher to their CPPA for approval.</td>
<td>➢ Upon CPPA voucher approval, NP2 will automatically place the approved voucher in a queue for TPC clerks to access, select, and process.</td>
<td>➢ Vouchers will automatically be available in NP2 for retrieval to begin processing.</td>
</tr>
<tr>
<td>➢ Will receive email notification when their Travel Voucher has been directly returned to them from the TPC clerk for corrections and resubmission through their CPPA.</td>
<td>➢ This automation eliminates the need for CPPAs to manually print, scan, and transmit vouchers.</td>
<td>➢ Vouchers requiring corrections can be routed back to the Sailor for correction and resubmission through the Sailor’s CPPA.</td>
</tr>
<tr>
<td>➢ Are required to upload their endorsed orders with their voucher submission.</td>
<td>➢ Receive email notification that a voucher has been returned from the TPC clerk to the Sailor for correction and resubmission through the CPPA.</td>
<td>➢ Once the TPC clerk approves a voucher for pay, the data from the voucher will be uploaded into the WinIATS for payment processing.</td>
</tr>
</tbody>
</table>
CPPAs: The guide in the next slides (pages 1 - 4) will guide you in processing a travel claim using MyPCS Travel Voucher.

Sailors: The guide in the next slides (pages 4 - 9) will guide you on how to submit a travel claim using MyPCS Travel Voucher.
**NP2 Offers Improved Travel Voucher Processing**

BLUF: The NP2 automated Travel Voucher feature is operational for Active Duty and TAR (Training and Administration of the Reserve) Sailors completing Permanent Change of Station (PCS) travel. In addition, the NP2 Travel Voucher is also operational for Selected Reservists completing PCS travel authorized on Active Duty for Operational Support (ADOS) and Officer Recall orders. This NP2 What’s New for You (WNFY) provides the following: (1) Travel Voucher Capability Summary, (2) CPPA Travel Voucher Feature Overview, (3) Additional Training Information and (4) Sailor Self-Service Travel Voucher Features.

**Travel Voucher Capability Summary**

NP2 is expanding automation of the Travel Voucher submission process to reduce errors and expedite Sailor travel reimbursement. Sailor Travel Vouchers approved in NP2 by Command Pay and Personnel Administrators (CPPAs) will be electronically available in NP2 for Travel Processing Center (TPC) clerks to open and begin processing for pay. TPC clerks will view and approve vouchers in NP2 and generate documents for pay processing. TPC clerks also have the capability to expedite voucher issue adjudications by recycling vouchers directly back to Sailors in NP2 for required corrections.

**General Process Flow Overview**

- **SAILOR MNP**: Sailors access Travel Voucher via MyNavy Portal.
- **SAILOR NP2**: Complete voucher and upload supporting documents (include endorsed orders) and submit to CPPA.
- **CPPA NP2**: Review voucher and supporting documents; approve or recycle back to Sailor.
- **TPC CLERK NP2**: Review voucher and supporting documents; approve or recycle back to Sailor.
- **TPC CLERK WinIATS**: Upload Travel Voucher data in WinIATS for payment processing.

**SAILORS**

- Will continue to complete and electronically sign an online Travel Voucher in NP2, upload receipts and any additional key supporting documents, and electronically submit the voucher to their CPPA for approval.
- Will receive email notification when their Travel Voucher has been directly returned to them from the TPC clerk for corrections and resubmission through their CPPA.
- Are required to upload their endorsed orders with their voucher submission.

**Note**: A future NP2 upgrade will automate this process.
1. Establishing a CPPA role in NP2
   CPPAs who possess the CPPA profile in NSIPS are automatically granted the CPPA MyNavy HR Workforce role in NP2 for the purpose of reviewing electronic Travel Vouchers. Currently, the only way for a Command Approving Official (with a DD577) to review and approve Sailors’ Travel Vouchers in NP2 is to first establish a CPPA profile in NSIPS.

2. CPPA Access
   Go to MyNavy Portal (my.navy.mil) and select Quick Links on the landing page.
   **Note:** Currently NP2 is best accessed through Chrome, Firefox, Safari or Edge.
   On the Quick Links menu page, choose MyPCS or NP2.
   **Note:** CPPAs must select the NP2 CAC login option. CAC-free (Okta) is not available for the CPPA role.

3. Navigation
   A. From the MySailor Homepage, select MyNavy HR Workforce to access the CPPA Dashboard tile.

   B. Open the CPPA Dashboard tile>select My Work tab>Approvals to view Pending Travel Vouchers.

   C. Select a Sailor’s Voucher that is specific to their Order Number and click the View Voucher Wizard link from the Actions drop-down menu.
4. Review and Approve Travel Voucher

**Step 1: Personnel Details**
Personnel Details provides the CPWA a read-only view of the Name, SSN, Address, Current Activity, Email and Phone for the member. **Note:** The Sailor’s Personnel Details are pre-populated with data from NSIPS. Updates made in the Travel Voucher will not be reflected in NP2 until the information is corrected in NSIPS.

**Step 2: Voucher Travel**
Voucher Travel will display the financial impacts, shipping status, and timeframe for the Voucher in review. The CPWA will review this information to verify that it matches the Sailor’s PCS move.

**Step 3: Voucher Details**
Voucher Details will display the dependent’s address as of receipt of orders as well as each of the dependents listed on this particular voucher. The CPWA will ensure that the information for the dependent listed is correct.

**Step 4: Travel Itinerary**
Travel Itinerary page will display with the individual details of each of the Sailor’s stops along the way and allows the CPWA to review the specifics of each itinerary departure and arrival. **IMPORTANT:** Start and end travel dates must match the checkout and check-in dates on the Sailor’s endorsed orders.

**Step 5: Reimbursements**
Reimbursements will allow the CPWA to view an itemized record of reimbursements sought by the Service Member, as well as specifics for each of these items when selected.

**Step 6: Additional Attachments**
Additional Attachments allows the CPWA to view the Sailor’s attachments and Add/Delete attachments on behalf of the Service Member. **Note:** The Sailor’s Endorsed Orders must be attached. A Temporary Lodging Expense (TLE) attachment must be submitted if a TLE expense is being claimed.

**Step 7: Privacy Act and Penalty Acknowledgment**
Acknowledgment displays whether the terms of the Privacy Act Statement and Penalty Statement have been agreed to. The CPWA will verify that this information matches the expected time, date and Service Member for whom the Travel Voucher is made.

**Step 8: Print/Submit**
Print/Submit allows the CPWA to:
- Review Service Member Remarks (if provided)
  **Note:** The remarks section is where the Sailor should indicate that more than one Privately Owned Vehicle (POV) was used in their move, e.g., “2 POVs.”
- Download PDF attachments that the Service Member has attached to support their Travel Voucher claim
- Print and/or view a copy of the Sailor’s DD Form 1351-2
- Approve the form once viewed or recycle the form to the Service Member for corrections
- Add CPWA comments to inform the Service Member of any issues that exist
Once the CPPA approves a voucher, it automatically becomes available in a queue for a TPC clerk to select for processing.

**Note:** When the CPPA “Approves” or “Recycles” (Rejects) the form, the Service Member is sent a notification to their preferred email account informing them of the status of their Travel Voucher. If the form requires correction, the CPPA will make comments as to what correction is necessary and route the form back to the Service Member in a status of “CPPA Rejected” in the homepage.

### Additional Training

Detailed step-by-step instructions for completing actions in the Travel Voucher Wizard are available for the CPPA in the Travel Voucher training aid accessed via the Assignments, Leave, and Travel link under Training on the NP2 landing page.

### Sailor Self-Service Feature Overview

#### 1. NP2 Access

- **A. Quick Links**
  
  Go to MyNavy Portal (my.navy.mil) and select **Quick Links** on the landing page.

  **Note:** Currently NP2 is best accessed through Chrome, Firefox, Safari or Edge.

- **B. CAC-free**
  
  Sailors may choose to access and complete their Travel Voucher on a mobile device using the CAC-free option. **Note:** For instructions on how to set up CAC-free capability, view the video “Setting up CAC-free Access” located in the MNP Tutorials on the MNP homepage; or review the Okta Verify (iPhone/Android) training aid in the NP2 Training Section.

#### 2. Navigate to Travel Voucher

  From the MySailor Homepage select the Assignments, Leave, Travel tile.

  Start a new voucher or access a previous voucher for changes.
**Note:** The application only allows the member to functionally work on one voucher at any time. Any in-progress voucher must be submitted or canceled to be able to start a new voucher.

**Note:** Once a voucher is submitted, changes or corrections may be required by the CPPA or Transaction Processing Center (TPC). Should this be necessary, the Sailor will receive notification of required action via their NP2 preferred email account.

When a Sailor has dependents that qualify for PCS travel, the system provides the ability to choose for whom the Travel Voucher is created.

**There are 3 options to select from when initiating the voucher:**
1) **Member only**, 2) **Member + Dependents**, and 3) ** Dependents Only**.

If you and your dependents do not travel together (e.g., you travel first while your spouse and children stay behind to finish the school semester), then two separate vouchers need to be submitted, one for you and a second for your dependents.

### 3. Completing a Travel Voucher

Once the Sailor has started a new voucher or selected a previous voucher to edit, the application will launch the "Travel Voucher Wizard" to walk the Sailor through eight sequential steps to complete their Travel Voucher, upload receipts, and submit for travel reimbursement.

#### Travel Voucher Wizard

1. Personnel Details  
2. Voucher Travel  
3. Voucher Dependents  
4. Travel Itinerary  
5. Reimbursements  
6. Additional Attachments  
7. Acknowledgment  
8. Print/Submit

#### Step 1: Personnel Details

Verify personal information is correct. If any discrepancy exists, the Sailor can click the "Edit Personal Information" to update/correct the information displayed on this page.

**IMPORTANT:** Updates made in the Travel Voucher will not update information in NSIPS/NP2. To correct your permanent record, please go to the NSIPS website or contact your CPPA.
Step 2: Voucher Travel
Provide travel information indicating status of Government Travel Charge Card (GTCC) use, Dislocation Allowance (DLA), household goods shipment, advance travel payments, travel time, Temporary Lodging Expenses (TLE), and use of commercial lodging facilities.

Per NAVADMIN 286/21, starting 1 January 2022, use of the GTCC for PCS travel is mandatory for all Active Duty and TAR in the paygrades of E-9 as well as O-6 and above.

If you already received a travel advance that included DLA, you still need to claim it by selecting “Yes” here.

Step 3: Dependent Details
Add or update dependent information in relation to current voucher.
Note: This step will not display for a “Member-only” Travel Voucher.
Step 4: Travel Itinerary
View and edit fields that contain departure and arrival dates (including stops made along your route), locations of departures and arrivals, mode of travel and lodging costs.

Note: Travel Vouchers can be created with any travel dates.

Important: Start and end travel dates must match the checkout and check-in dates on the Sailor’s endorsed orders.

Step 5: Reimbursements
Add PCS reimbursement expenses (e.g., tolls, rental car, parking, taxi/limo to airport, metro).

Step 6: Additional Attachments
Upload any supporting documents for this travel claim.

Important: You must upload a copy of your endorsed orders before submitting your Travel Voucher to your CPPA for review and approval.

- Upload a Temporary Lodging Expense (TLE) Allowance Certification (NPPSC 7220/2 form) if you incurred a temporary lodging expense.
  Note: NPPSC forms may be downloaded from the MyNavy HR website, [https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/](https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/)

- Upload a Certificate of Non-Availability (CNA) if claiming a commercial lodging expense.
  Note: A CNA will be issued to you by a Navy or DoD operated lodging facility when government lodging is unavailable.
Step 7: Privacy Act and Penalty Acknowledgment

View and acknowledge Privacy Act and Penalty Statements to verify information on the Travel Voucher is true and correct. Once you agree and save, the data entered will be stamped as belonging to the current voucher.

Note: A saved voucher may be accessed later and edited up until TPC approval. Once the voucher has been approved by the TPC, any additional changes must be submitted through the creation of a Supplemental Voucher.

Step 8: Print/Submit

1. Enter any remarks you want added on the Travel Voucher (optional).
   
   Note: The remarks section is where you indicate more than one Privately Owned Vehicle (POV) was used in your move, e.g., “2 POVs.”

2. Select “View/Print” and closely review the DD Form 1351-2 for accuracy and completeness.

   Important: Any errors in your Travel Voucher may void the request and require you to re-submit, which will delay reimbursement of your Travel costs.

   Note: You will not be able to “Submit” your Travel Voucher without performing this step.

   Note: Submitting a hard copy of your DD Form 1351-2 to your CPPA IS NOT required. However, “View/Print” gives the option to print a copy of the DD Form 1351-2 for your records.

3. Submit to your CPPA.

   Note: Selecting Submit electronically routes your Travel Voucher to your CPPA for review. Upon CPPA approval the Travel Voucher will be forwarded to the TPC for processing.

Sample of Travel Voucher

DD Form 1351-2

Entries displayed on the DD Form 1351-2 are view-only for verification before submission. Desired changes to any of the form fields must be made by reentering data in the corresponding Wizard step.
Additional Training

Detailed step-by-step instructions for completing actions in the Travel Voucher Wizard are available for the Sailor in the Travel Voucher training aid accessed via the Assignments, Leave, and Travel link under Training on the NP2 landing page.
For Sailors/commands exempt from using MyPCS Travel Voucher per NAVADMIN 129/22 paragraph 10c, eCRM is the primary means of submitting a travel claim to Travel Processing Center Memphis.

- In eCRM, submit claims to PP PCS TRAVEL – TPD MEMPHIS queue.

- Naming Convention: in eCRM, submit requests using the following naming convention: Last Name, First Name
The DD Form 1351-2 is required to document a traveler’s elapsed time and provide information regarding the travel and any reimbursable expenses.
Travel Claim Submission
Alternate: eCRM – Completing the DD Form 1351-2

1. PAYMENT

Electronic Fund Transfer (EFT) is mandatory for all service members.
- Split disbursement option is only for Government Issued Travel Charge Card holders.

2. NAME: (Last, First, Middle Initial) (Print or type)

3. GRADE

4. SSN

5. TYPE OF PAYMENT (X as applicable)

- TDY
- PCS
- Member/Employee
- Other
- Dependent(s)
- DLA

6. ADDRESS: a. NUMBER AND STREET

b. CITY

c. STATE
d. ZIP CODE

7. DAYTIME TELEPHONE NUMBER & AREA CODE

8. TRAVEL ORDER/AUTHORIZATION NUMBER

9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES

10. FOR D.O. USE ONLY

a. D.O. VOUCHER NUMBER

b. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION

- Block 1: Electronic Funds Transfer (EFT) is mandatory for all service members.
- Block 2: Last name, First name, and Middle Initial of service member.
- Block 3: Enter the member's current paygrade. DO NOT use frocked paygrade.
- Block 4: Full Social Security Number of service member.
- Block 5: Indicate PCS and Member (service member only)
  - Indicate PCS, Member, Dependent(s), and DLA (member and dependents)
  - Indicate PCS and TDY (TDY enroute)
  - Indicate PCS, Dependent(s), and DLA (dependent(s) travel only)
- Blocks 6a-6e: Valid mailing address and valid Email address.
- Block 7: Daytime telephone number should TPC need to make contact.
- Block 8: Order number listed on the PCS orders.
- Block 9: List all advances, none, or “?”, if not certain if advances received.
- Block 10: For Disbursing Officer use only member does not fill out.
- Block 11: Service member's new duty address, (where service member is being assigned).

Check box and enter Split Disbursement amount
Blocks 12-14: Dependent(s): If dependents moved from previous duty station or residence to new duty station, select accompanied or unaccompanied as appropriate.

- Block 12a: List last name, first name, and middle initial of all dependents who traveled.
- Block 12b: List the relationship to the member.
- Block 12c: List the date of birth of dependent children and date of marriage for spouse.
- Block 13: Address where dependents were residing at time PCS orders were received.
- Block 14: Indicate whether household goods have been shipped.

** Note: Mark “accompanied” if family traveled with service member or “unaccompanied” if family is traveling separate from the service member.

** Blk 13 - if no address is put in the block, this can affect the payment amount and entitlement for the dependents travel.
# Travel Claim Submission

Alternate: eCRM – Completing the DD Form 1351-2

<table>
<thead>
<tr>
<th>Block 15: Itinerary</th>
</tr>
</thead>
</table>
| **a**: Date: List the year the travel was conducted. Next to “DEP” list the date organization/residence was departed. Next to “ARR” list the date arrived first leave or I-Stop location (this could be the same day or new PDS if no leave taken). Next to “DEP” list the date departed first leave or I-Stop location. Next to “ARR” list the date arrived at each leave or I-Stop location enroute to New Permanent Duty Station. 

**Note:** If traveling to/from OCONUS, Port of Embarkation and Debarkation must be listed. |
| **b**: Place: List the full location, command name, and homeport if applicable. |
| **c**: Means/Mode of Travel: List the type of transportation used for each leg of travel. |
| **d**: Reason for Stop: List the reason for stops using the appropriate two letter code. |
| **e**: Lodging Cost: List any lodging expense incurred while TDY enroute. |
| **f**: POC (Privately Owned Conveyance) Miles: Use only for reserve claims, list actual mileage, and indicate if trip was round trip by writing “RT” adjacent to the block. |

## Example

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Mode of Travel</th>
<th>Reason for Stop</th>
<th>Lodging Cost</th>
<th>POC Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Dec</td>
<td>USS Sullivans (DDG-68) (Underway)</td>
<td>GV</td>
<td>AT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Dec</td>
<td>NSA Bahrain Manama, Bahrain</td>
<td>CA</td>
<td>AT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Dec</td>
<td>Bahrain International Airport</td>
<td>TP</td>
<td>AT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Dec</td>
<td>Heathrow Airport London</td>
<td>TP</td>
<td>AT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Dec</td>
<td>Jacksonville Airport Jacksonville, FL</td>
<td>TP</td>
<td>AT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Dec</td>
<td>Mayport, FL</td>
<td>TP</td>
<td>LV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Dec</td>
<td>CSCS San Diego, CA</td>
<td>TP</td>
<td>TD</td>
<td>1,020.00</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If traveling to/from OCONUS, Port of Embarkation and Debarkation must be listed.
Travel Claim Submission
Alternate: eCRM – Completing the DD Form 1351-2

ITEM 15 - ITINERARY - SYMBOLS 1

5c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note) - T
Government Transportation - G
Commercial Transportation (Own expense) - C
Privately Owned Conveyance (POC) - P

Automobile - A
Motorcycle - M
Bus - B
Plane - P
Rail - R
Vessel - V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay - AD
Authorized Return - AR
Awaiting Transportation - AT
Hospital Admittance - HA
Hospital Discharge - HD
Leave En Route - LV
Mission Complete - MC
Temporary Duty - TD
Voluntary Return - VR

ITEM 15e. LODGING COST
Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS
Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.
Travel Claim Submission
Alternate: eCRM – Completing the DD Form 1351-2

Block 16: POC Travel: Must indicate whether POC is Own/Operator or Passenger.

Block 17: Indicate the duration of TDY travel en route.

Block 18: Reimbursable Expenses:
   a: List the date the expense was incurred.
   b: List the type of expense (e.g., taxi fares).
   c: List the amount of the expense.

Block 19: Do not use. TPC uses order endorsements and Certificates of Non-availability.
Block 20 (a & b): Signature of traveler and date the voucher was signed. Both must be complete.

Block 20 (c & d): CPPA signs after reviewing for accuracy.

Block 21: Name and signature of approving official.

Block 22-28: Leave Blank – TPC use only.

Block 29: Used to clarify anything out of the ordinary. List all unused tickets provided to the member. Unused tickets must be returned to NAVPTO.
Travel Claim Submission
NPPSC 7220/2 Temporary Lodging Expense

Complete the Temporary Lodging Expense (TLE) Certification (NPPSC 7220/2) and provide zero balance lodging receipts.

TLE Limitations:

- 10 days CONUS-to-CONUS.
  - May be split between detaching and ultimate activities.

- 5 days CONUS-to-OCONUS.
  - Must be used within the vicinity of the detaching CONUS activity.

- 10 days OCONUS-to-CONUS.
  - Must be used within the vicinity of the ultimate CONUS activity.
Travel Processing Center: POCs

- Primary means of communication is via MyPCS Travel Voucher or eCRM comments.
- For emergency issues, contact tpc_memphis@us.navy.mil.
  - Please note primary communication for status on travel claims and advances must be conducted in MyPCS Travel Voucher or eCRM. Submitting non-emergency inquiries to this distro creates duplicate work and slows down the processing of claims.
Any Questions?