



Command Pay & Personnel Administrator (CPPA)

Travel Claims & NP2

Objectives



- Identify the steps to complete a travel claim.
- Review NP2 upon submission of travel voucher.
- Define specific entitlements and allowances.

Travel Claim and Voucher



A written or electronic request for reimbursement of expenses associated with official travel.

Travel Entitlements



Transportation Allowance

Per Diem Allowance

Miscellaneous Reimbursable Expenses

Transportation Allowance



The amount of reimbursement depends upon the type of transportation authorized or approved, the type of transportation available, and the type that the traveler actually uses. Multiple transportation options are available to a traveler. The Government will consider the needs of the traveler, the purpose of travel, the cost, and other factors and then do one of the following:

- A. Provide Government transportation.
- B. Purchase commercial transportation on behalf of the traveler.
- C. Reimburse the traveler for personally purchased transportation.
- D. Reimburse the traveler for use of a privately owned vehicle (POV).

Per Diem Allowance (See Current Rates)



The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The following list of standard incidental expenses applies to all travelers:

- A. Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.
- B. Laundry, dry cleaning, and pressing of clothing only while outside the continental United States (OCONUS).
- C. Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.
- D. Expenses related to lodging that are listed in the room account.
- E. Transportation tips for courtesy transportation (for example, an airport shuttle).

Miscellaneous Reimbursable Expenses



Miscellaneous reimbursable expenses are one of the three major types of standard travel and transportation allowances.

Miscellaneous expenses that are neither transportation-related nor per diem-related may require AO authorization or approval.

Traditional vs. NP2



Traditional:

- Forms will be filled out manually by the Sailor and CPPA.
- Once the forms are received, the CPPA reviews and submits the travel claim package for processing to the TPC.

NP2:

- Forms are generated via the NP2 Travel Voucher Wizard.
- The CPPA can return the claim to member if corrections are need or route to TPC for processing.

Traditional Travel Claim Submission



Travel Claim liquidation efficiency requirements:

- Submit each Travel Claim package in 1 PDF file and in the document order outlined in the Traveler checklist.
- 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.

TVLR	CPPA	AO			
			Latest version of DD 1351-2 Travel Voucher or Subvoucher submitted		
			Original orders with endorsements/stamps, and no highlighting		
			Do you have an order modification? If yes, provide ALL modifications.	Yes	No
			If you used your Government Travel Card for PCS travel, ensure you place the amount you would like to pay to the credit card under "Split Disbursement" in the appropriate block at the top of the DD 1351-2.	Yes	No
			Do you want your travel reimbursement to be sent to the same bank account your paycheck is deposited? If not, you must provide a NPPSC 7000/1 NPPSC Travel Electronic Funds Transfer (EFT) Information.	Yes	No
NA			Signed DD 1351-2 Travel Voucher or Subvoucher	Verify ALL blocks, paying close attention to:	
NA			Block 4	- Full Social Security number required	
NA			Block 5	- Check all type of payments being requested	

**Corresponding initials
must be filled out for
accountability**

Traditional Travel Claim 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).

PCS Orders



Verify all
Endorsements:
Detaching,
Intermediate
and Ultimate
Activities

ORIGINAL

CENSURFCOMBATSYS DET NORFOLK, VA
DETACHED DATE: 17 DEC 27

CERTIFIED TO BE ORIGINAL ORDERS
OFFICIAL TRANSFER DATE: 17 DEC 01

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
MILLINGTON, TN 38055

ORIGINAL
1326
PERS-4010F
08 AUG 2017

SUBJ: BUPERS ORDER: 1792/ /IT2 GENDER: FEMALE PERS-N4010F
OFFICIAL CHANGE DUTY ORDERS FOR
USN 2791
XX
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.

XX
PART ONE
- MEMBER ADVISED: IF THIS ORDER CONTAINS FY18 OM&N (TRAINING PER
DIEM) FUNDING, PROGRAM/FUND ALLOCATION IS ISSUED IN ANTICIPATION OF
ENACTMENT OF THE FY18 DOD APPROPRIATIONS ACT OR A FY18 CONTINUING
RESOLUTION (CR) AND IS SUBJECT TO AVAILABILITY OF FUNDS AND ALL
PROVISIONS OF WHICHEVER ACT IS APPLICABLE.
FORMAT FD100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY!!
THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT. HOWEVER, IF IT
----- DETACHING ACTIVITY (S) -----
- REQUIRED OBLIGATED SERVICE TO: DEC 20.
WHEN DIRECTED DETACH IN DEC 12
FROM DEFENSE INTEL AGENCY
PERMANENT DUTY STATION WASHINGTON, DC
FROM DUTY
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET WASHINGTON DC
----- INTERMEDIATE ACTIVITY (S) -----
REPORT NOT LATER THAN 15 DEC 17 BUT NET 14 DEC 17
TO CENSURFCOMBATSYS DET NORFOLK VA
LOCATION: NORFOLK, VA
FOR TEMPORARY DUTY - UNDER INSTRUCTION
FOR APPROXIMATELY 13 DAY/S/
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET NORVA
CLASS: 12345 CONV: 18 DEC 17 GRAD: 27 DEC 17 ENEC: 1234
UPON COMPLETION OF TEMPORARY DUTY - UNDER INSTRUCTION
AND WHEN DIRECTED, DETACH.
----- ULTIMATE ACTIVITY (S) -----
REPORT NOT LATER THAN 10 JAN 18
TO COMNAVPERSCOM MILLINGTON TN
PERMANENT DUTY STATION MILLINGTON, TN
FOR DUTY
ASSIGNED RATE: IT2 DNEC1: 0000 DNEC2:
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET MEMPHIS

CENSURFCOMBATSYS DET NORFOLK, VA
DATE AND TIME REPORTED: 17 DEC 15 @ 0900

COMNAVPERSCOM MILLINGTON, TN
DATE AND TIME REPORTED: 17 DEC 30 @ 1000

EDD: DEC 17
UIC: 63415
ACC: 100
UIC: 42557
EDA: 14 DEC 17
UIC: 45952
ACC: 341
UIC: 42574
CDP: 7890
EDD: 27 DEC 17
EDA: 10 JAN 18
UIC: 62980
ACC: 100
PRD: 2012

Estimated
Detach
Date
(EDD)

Estimated
Date of
Arrival
(EDA)

PCS Orders (Accounting Data)



- YOU ARE ELIGIBLE FOR USE OF YOUR GOVERNMENT TRAVEL CARD (GTCC) DURING YOUR UPCOMING PCS MOVE. REFER TO NAVADMIN 297/19 FOR GTCC PCS USE ELIGIBILITY CRITERIA.

----- ACCOUNTING DATA -----

PCS ACCOUNTING DATA:

MAC CIC: N0002222CTE9TWJ

CIC: AMDK21GB

LOA: 1721453.2258 210 0022P 056521 2D D74200 02222CTE9TWJ

SDN: N0002222CTE9TWJ

TAC: NAD2

NTS ACCOUNTING DATA: (REPLACE UNDERSCORES WITH CURRENT FY)

NTS TAC: NT6

SAC LOA: 1721453.2258 210 0022P 056521 2D D74200 02222CTE9TWJ

NTS SDN: N00022__CBSNT6_

TEMDUINS ACCOUNTING DATA FOR FY-22

LOA: 1721804.22M1 210 6298P 056521 2D OE9TWJ 00022208100E

SDN: N6298022TOE9TWJ

P A R T T W O

(PERS-405CE)

OFFICIAL MODIFICATION TO CHANGE DUTY ORDERS FOR

USN

The accounting data is required for any type of travel payments.

Without this data, your orders are not funded for any travel entitlements.



Travel Voucher DD Form 1351-2

[illegible]

The DD Form 1351-2 is required to document a traveler's elapsed time and provide information regarding the travel and any reimbursable expenses.

Completing the DD Form 1351-2



Block 1: Electronic Funds Transfer (EFT) is mandatory for all service members.

Split disbursement option is only for Government Issued Travel Charge Card holders

1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you select a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card instance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$	
2. NAME (Last, First, Middle Initial (Print or type))		3. GRADE E5	4. SSN
6. ADDRESS: a. NUMBER AND STREET MILLINGTON		c. STATE TN	d. ZIP CODE 38002
e. E-MAIL ADDRESS		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> Dependent(s) <input checked="" type="checkbox"/> Member/Employee <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> DLA	
7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES	
11. ORGANIZATION AND STATION Navy Personnel Command Millington, TN		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	

Check box and enter Split Disbursement amount

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).

Completing the DD Form 1351-2 (Cont'd)



ITEM 15 - ITINERARY - SYMBOLS 1

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

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	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	Leave En Route - LV
Authorized Return - AR	Mission Complete - MC
Awaiting Transportation - AT	Temporary Duty - TD
Hospital Admittance - HA	Voluntary Return - VR
Hospital Discharge - HD	

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.

"Reason for Stop" (Two letter code)

AD: Authorized Delay is used for overnight stays or if delayed at airport over midnight.

AT: Awaiting Transportation is used when waiting for other modes of travel. This is usually conducted in same day travel, no overnight at terminal.

HA: Hospital Admittance is used to indicate inpatient care at a medical treatment facility or hospital.

HD: Hospital Discharge is used to indicate discharge from inpatient care.

TD: Temporary Duty is used to indicate time spent performing official business at a location other than the old or new permanent duty station (PDS)

LV: Leave is used to indicate time away from military duty; either on site, at home of residence or chosen location.

MC: Mission Complete is used to conclude travel. "MC" for Permanent Change of Station (PCS) indicates the date the entitlement being claimed is executed to the new PDS. For example, MC for enroute travel is the date the member arrives at the new PDS to report for duty. MC for a Personally Procured Move is the date the Household Goods (HHG) arrive at the new PDS.

NPPSC 7220/2 (TLE Certification)



TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE CERTIFICATION NPPSC 7220/2 (04-2017)			Supporting Directive NPPSCINST 5213.1		
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; NPPSCINST 5213.1; and E.O. 9397 (SSN). PRINCIPAL PURPOSE: To provide information needed in order to file for Temporary Lodging Expense. ROUTINE USES: Department of Defense employees involved in processing and authorizing a Temporary Lodging Expense. DISCLOSURE: Voluntary. However, failure to provide the needed information may result in Temporary Lodging Expense not being approved.					
1. Name:			2. SSN:		
3. Name/Location of last Permanent Duty Station (PDS) homeport/designated place: DEFENSE INTEL AGENCY, WASHINGTON, D.C.					
4. Date Detach from last PDS:		Dec 1, 2017		5. Date Report to new PDS:	
				Dec 30, 2017	
6. Dependent Information:					
Name: Relationship: Date of Marriage/Birth:					
+	X	SPOUSE		Sep 16, 2012	
+	X	DAUGHTER		Sep 16, 2014	
+	X	SON		Sep 16, 2013	
7. TLE at Old PDS:					
Temporary Lodging was Obtained at: NAVY LODGE Daily Cost of Lodging (receipts attached): \$85.00					
8. Date Temporary Lodging Occupied (Note: After Reporting for dependents after arrival at PDS):					
Prior to Detachment From:		Dec 20, 2017		To: Dec 29, 2017	
After Reporting:				To:	
Note: If commercial lodging facilities were used, a non-availability of government quarters statement must be attached.					
9. Temporary Lodging Expense Certification Statements:					
I certify that in connection with my departure from last PDS.					
I was required to obtain temporary lodging for my dependents only.					
I also certify these quarters were not my permanent quarters at either the old or new permanent duty station.					
Provide copy of Certificate of Non-Availability (CNA), if available.					
10. Member Name:		11. Signature:		12. Date:	
				30 DEC 2017	
13. Interviewed By:		14. Signature:		15. Date:	
				30 DEC 2017	

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.

Knowledge Check



Q1. Why is it important to use the NPPSC 1300/2 (Traveler Checklist)?

Q2. Where do travel claims get submitted and within how much time?

Q3. What documents must be submitted with each travel claim?

Break slide



10-15 min break



NP2 Travel Voucher

CPPA Role

How to access training



BETA Last Login:

[LOGIN](#)

[NEWS](#)

[USER INFO](#)

[TRAINING](#)

[HELP DESK](#)

[RESOURCES](#)

SAMPLE



ACCEPT

FOR TRAINING & MORE RESOURCES, PLEASE SCROLL DOWN PRIOR TO CLICKING ACCEPT

How to access training cont.



ORACLE
USER PRODUCTIVITY KIT

search

- PCS Transfer Package
- MOB/DEMOB Transfer Package
- ADOS Transfer Package
- Officer Recall
- MyPCS Travel Processing Center Cap
 - Service Member
 - CPPA
 - View Previous Travel Voucher
 - CPPA Travel Voucher Review**
 - TPC Clerk
 - TPC Administrator
 - TPC Auditor
 - MyPCS Travel Entitlements Calculator

Share

See It! Try It! Print It!

Upon completion of this training, the User will have the ability to:

1. Review a Travel Voucher submitted by a Service Member.
2. Print a travel voucher.
3. Approve a travel voucher to be sent to a TPC Clerk for review.
4. Recycle a travel voucher to a Service Member for correction.

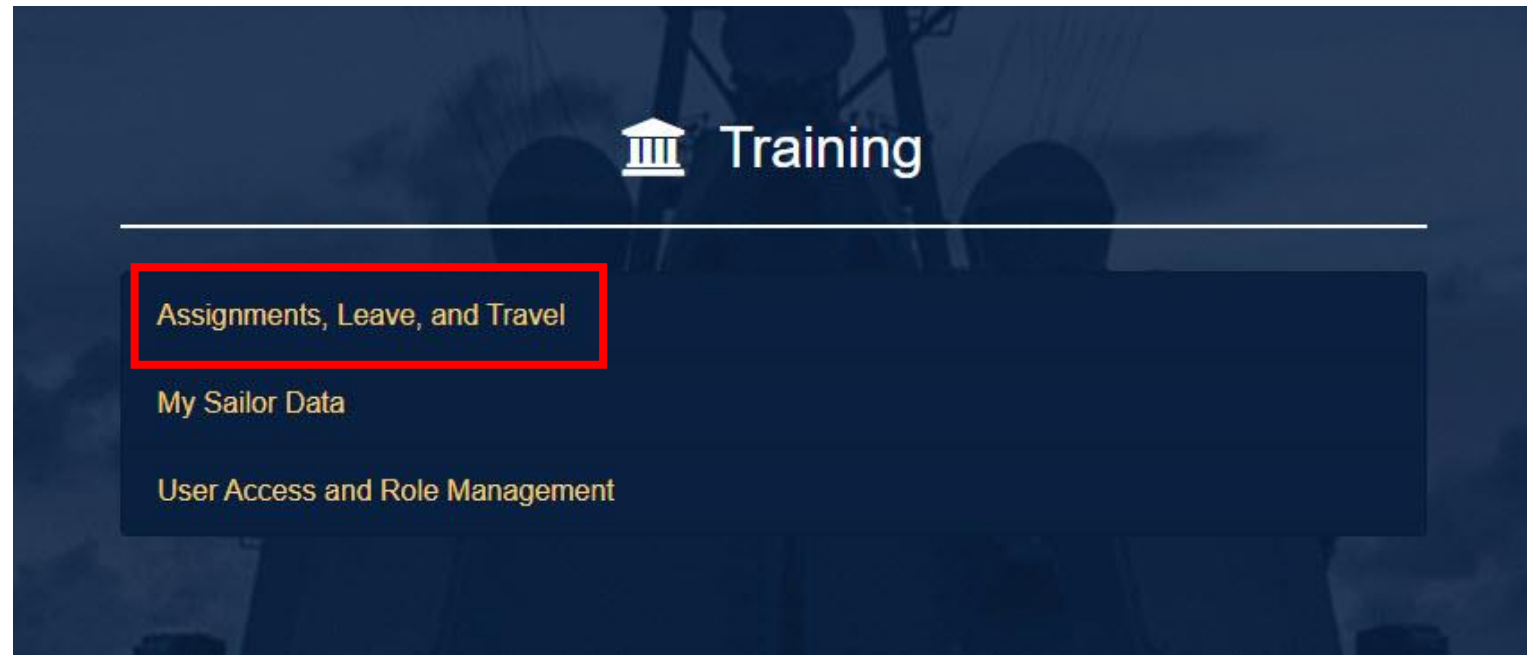


When a service member logs into NP2, they have an option to use the “Calculate your Travel Entitlement”.

The Travel Entitlements Calculator provides the ability to estimate travel entitlements.

The actual entitlement will be determined when all applicable travel vouchers are submitted.

How to access training cont.



How to access training cont.



 Assignments, Leave, and Travel ×

Assignments, Leave, and Travel (Mobile Friendly)

Assignments, Leave, and Travel (Desktop)

CLOSE

Travel Claim Entitlements



Travel Entitlements Calculator



Assignments, Leave and Travel **Travel Entitlements Calculator**

This calculator is an aid for Sailors to estimate their PCS travel entitlements. Travel rules and entitlements are subject to change and are officially calculated in accordance with [Joint Travel Regulations](#). The [Defense Travel Management Office](#) provides details on current [DLA rates](#) and [additional allowances](#) you may be entitled to as part of your PCS. Sailors should consult with their CPPA for more information and specific situations.

You have no dependents on record. If inaccurate, please go to the [NSIIP's website](#) to add new dependents.

Your paygrade is E7.

You are not separating or retiring.

DLA Type
Primary Secondary Partial

Will you be living in Government Quarters (ship, barracks) at your new duty station?
No Yes

Estimated Mileage
500

Authorized Privately Owned Vehicles
2

Total Travel Days Authorized	2
Estimated DLA Amount	\$1,954.84
Flat Per Diem Total	\$604.00
PCS Mileage Total	\$170.00
Total Estimate	\$2,728.84

NPPSC 1300/2 (Traveler Checklist)



DoD ID #			
TRAVELER CHECKLIST NPPSC 1300/2 (Rev. 01-2020)		PREVIOUS EDITIONS OBSOLETE Supporting Directive NPPSCINST 5213.1B	
Permanent Change of Station (PCS) Checklist			
User: All military personnel on PCS travel.			
Purpose: This checklist is required to be used by the traveler (TVLR), command pay/personnel administrator (CPPA), and authorizing official (AO) to ensure travel claims are completed correctly and in compliance with the PCS orders. A traveler is required to submit a travel claim within 5 days of reporting to the new permanent duty station (PDS).			
References: Joint Travel Regulations (JTR), DoD Financial Management Regulation (DoD FMR) Volume 9.			
TVLR	CPPA	AO	
			Latest version of DD 1351-2 Travel Voucher or Subvoucher submitted
			Original orders with endorsements/stamps, and no highlighting
			Do you have an order modification? If yes, provide ALL modifications.
			Yes No
			If you used your Government Travel Card for PCS travel, ensure you place the amount you would like to pay to the credit card under "Split Disbursement" in the appropriate block at the top of the DD 1351-2.
			Yes No
			Do you want your travel reimbursement to be sent to the same bank account your paycheck is deposited? If not, you must provide a NPPSC 7000/1 NPPSC Travel Electronic Funds Transfer (EFT) Information.
			Yes No
NA			Signed DD 1351-2 Travel Voucher or Subvoucher. Verify ALL blocks, paying close attention to:
NA			Block 4 - Full Social Security number required
NA			Block 5 - Check all type of payments being requested
NA			Block 6 - Must contain the new permanent address (not command address) for the member
NA			Block 10d - Number of privately owned vehicles (POV)
NA			Block 12 - A check in the appropriate box is required
NA			Block 13 - Must include the address of dependents on date of receipt of orders
NA			Block 14 - Must be checked if applicable. A personal property move is considered a Government move
NA			Block 15 - Complete itinerary from the last PDS including all intermediate stops and leave taken during PCS. If departing from a ship located at sea, start with "USS XXX at sea" then list first land arrival location. Utilize DD 1351-2 (BACK) to fill-out information on blocks 15c and 15d.
NA			Block 16 - Must be marked if travel was completed using POV
NA			Block 18 - Must include all reimbursable expenses (e.g., lodging, taxi, tolls, temporary lodging expenses, etc.). For reimbursement of commercial lodging expenses during TDY, a Certificate of Non-availability (CNA) of Government quarters must be provided or a valid CNA number listed in block 10d.
NA			Block 20 - Must be signed and dated by the Service member
NA			Block 21 - Must be signed by command AO with a signed DD 577 Appointment/Termination Record - Authorized Signature on file. DD 577 must be uploaded with DD 1351-2
			Is travel to or from an overseas or outside the continental United States (OCONUS) location? If yes, include the port of embarkation (POE) or port of debarkation (POD) in the itinerary (Block 15) of the DD 1351-2
			POE - (1) Air Travel. The airport where the traveler boards an international/transoceanic flight
			POE - (2) Ship Travel. The place where a traveler boards a ship for a journey of 24 or more hours
			POD - (1) Air Travel. The destination airport where the traveler leaves an international or transoceanic flight
			POD - (2) Ship Travel. The place where a traveler leaves a ship for a journey of 24 or more hours
			Was temporary lodging obtained at or around the detaching or ultimate activity or designated place within the continental United States (CONUS)? If yes, provide and verify the following items:
			- NPPSC 7220/2 NPPSC Temporary Lodging Expense (TLE) Allowance Certification
			- Daily itemized lodging receipt with a zero balance (if lodging was obtained)
			Include receipts for all claimed expenses of \$75.00 or greater and for lodging expenses of any amount.
			Is airline ticket claimed? If yes, provide/verify the following:
			- Paid receipt (not reservation)
			- Scheduled Airline Ticket Office (SATO) or commercial flight itinerary
			- Unused government purchased flight itineraries (if issued)
			Is rental car claimed? If yes, provide/verify the following:
			- Paid receipt (showing the form of payment and rental car "time-out" and "time-in")
			- SATO itinerary (showing the reservation for the rental car)
			- PCS orders or modification authorizing use of rental car
Remarks:			
Member Name:		Member Signature:	Date:
CPPA/AO Name:		CPPA/AO Signature:	Date:

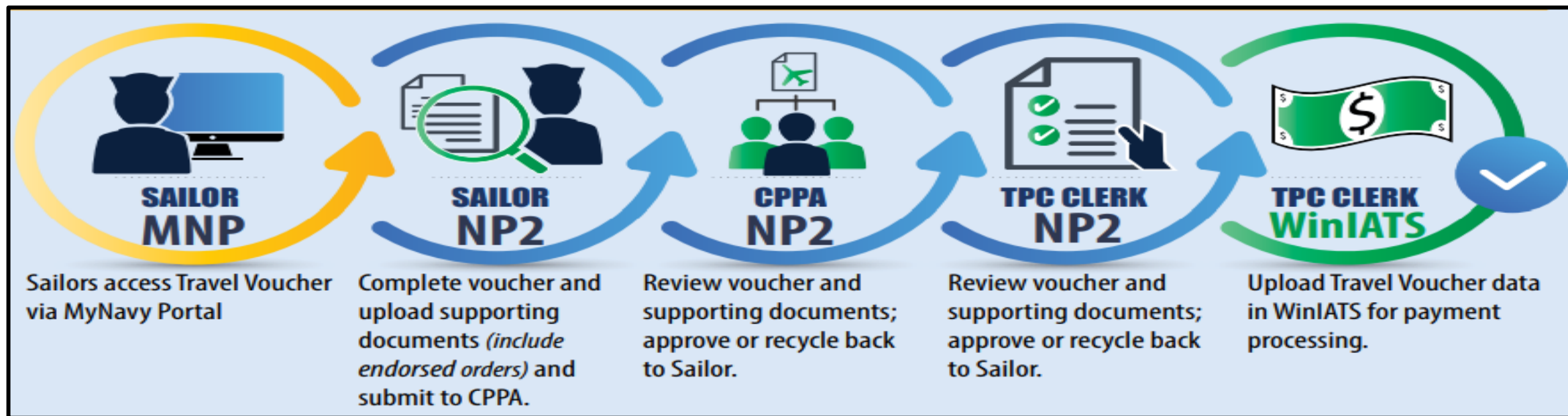
TVLR	CPPA	AO	
			Latest version of DD 1351-2 Travel Voucher or Subvoucher submitted
			Original orders with endorsements/stamps, and no highlighting
			Do you have an order modification? If yes, provide ALL modifications.
			Yes No
			If you used your Government Travel Card for PCS travel, ensure you place the amount you would like to pay to the credit card under "Split Disbursement" in the appropriate block at the top of the DD 1351-2.
			Yes No
			Do you want your travel reimbursement to be sent to the same bank account your paycheck is deposited? If not, you must provide a NPPSC 7000/1 NPPSC Travel Electronic Funds Transfer (EFT) Information.
			Yes No
NA			Signed DD 1351-2 Travel Voucher or Subvoucher. Verify ALL blocks, paying close attention to:
NA			Block 4 - Full Social Security number required
NA			Block 5 - Check all type of payments being requested

Even If the check list is not needed in the NP2 claim as you can see these are items that should be looked for and verified by the CPPA and AO

NP2 CPPA Travel Voucher Overview



NP2 is expanding automation of the Travel Voucher submission process to reduce errors and expedite Sailor travel reimbursement.



NP2 Travel Voucher Flow Breakdown



SAILOR

- 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.

CPPA

- Upon CPPA voucher approval, NP2 will automatically place the approved voucher in a queue for TPC clerks to access, select, and process.
- This automation eliminates the need for CPPAs to manually print, scan, and transmit vouchers.
- Receive email notification that a voucher has been returned from the TPC clerk to the Sailor for correction and resubmission through the CPPA.

TPC

- Vouchers will automatically be available in NP2 for retrieval to begin processing.
- Vouchers requiring corrections can be routed back to the Sailor for correction and resubmission through the Sailor's CPPA.
- Once the TPC clerk approves a voucher for pay, the data from the voucher will be uploaded into the WinIATS for payment processing.

NP2 CPPA Role Establishment



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.



NP2 Travel Voucher Wizard

Things to keep in mind...



- Ensure all documents have been submitted.
- All document requirements must be met and reviewed for accuracy by the CPPA.
- TLE is an option the service member can select if applicable. However, the TLE Certificate must be completed and uploaded with all other required documentation in NP2 or TLE will not be processed. This will cause a kick back affecting timeliness.
- Check the service member MMPA when reviewing the NP2 Voucher to be aware of certain travel entitlements such as DLA with dependents/single.
- When reviewing the service member's travel claim, verify all order endorsements for arriving/ detachment dates as well as MMPA and NISPS history of assignments.

Things to keep in mind...



- In order to recycle a claim, the 1351-2 must be viewed.
- If you recycle a claim, the claim is removed from the CPPA's list. It will return when the member resubmits the claim.
- Orders history should show the members orders within NP2. If unavailable, they will need to be pulled from the member's NSIPS ESR.
- If the member is submitting a supplemental, it must be annotated in the remarks section on the 1351-2 and must indicate the purpose of the supplemental.



Check the service member MMPA when reviewing the NP2 Voucher to be aware of certain travel entitlements such as DLA with dependents/single.

When reviewing the service member's travel claim, verify all order endorsements for arriving/detachment dates as well as MMPA and NISPS history of assignments.

DJMS COMMON VERBS



JJAA –MMPA Inquiry

LOPG – Enlisted Master File

LOOG – Officers Master File



JUMPS MMPA INQUIRIES

KLGLG0N1 ----- Entry Validation -----
Date: 08/18/22 System: MXC
Time: 11:12:41 Device: AZSTHP2G

Identification:

Userid.....

Password.....

Change Password ? N (Y or N)

Additional Information:

Group.....

Acct.....

Proc.....

Bulletins: *ATTENTION* Users having trouble using the CAC/PKI sessions can contact their system administrator.

ARIS, EAIS, OAIS or ODIS users contact 901-874-3249.

DFAS NES/OPINS & MMPA/RC users contact 216-522-5890.

NIWC/Navy NES/OPINS & MMPA/AC users contact 504-697-3088.

JJAA - Login



```
                JUMPS MMPA INQUIRIES

SSAN: _- - - - - ('X' TO EXIT)

REQUEST CODES:  - - -   - - -   - - -   - - -
                  - - -   - - -   - - -   - - -
                  - - -   - - -   - - -   - - -

PRINT: -                NAME: - - - - -

HISTORY MMPA?: N

'X' IN SSAN (OR PF3) TO EXIT
'P' OR 'X' IN PRINT (OR PF9) TO PRINT THIS REQUEST
PF1 FOR HELP
PF4 FOR ADDITIONAL OPTIONS
PF6 TO CANCEL REQUEST
```


Recognizing FIDs



Open →

```
SSAN (OR CMD) _----- NEW REQ ? --- PRINT - NAME -----
(`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 22/08/18 --
                                                    01 OF 03

08 MJ:    LB:3800 LC:2208 SA:A SX:1 TK:880620 TU:888888 TH:000000
FIXED/OPEN/HISTORY
01 BP*  ENTRY-OPEN-DT 220621 17 06 2  ACTN C4  START 220620  ENTLMT-MM
4,462.80  ENTLMT 8,925.60  ENTLMT-NM 8,925.60
35 BAQ*  ENTRY-OPEN-DT 220207 09 02 1  ACTN 04  START 220101  ENTLMT-MM 0.15
ENTLMT 0.30  ENTLMT-NM 0.30  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 2  QTR-ADQ 0
HELD-INDCTR 1
40 BAS*  ENTRY-OPEN-DT 220101 99 01 1  CNTRL-CODE 0  ACTN Z4  START 220101
ENTLMT-MM 140.14  ENTLMT 280.29  ENTLMT-NM 280.29  BAS-TYPE 0
68 BAH*  ENTRY-OPEN-DT 220207 09 02 1  CNTRL-CODE 0  ACTN 05  START 220101
ENTLMT-MM 1,097.85  ENTLMT 2,195.70  ENTLMT-NM 2,195.70  ACCOM 0  ZIP-CODE
38054  RENT 0.00  SHARE-NR 1  RENT-STAT R  PRCNTGE .00  PROTECTED-RATE 0.00
CLOST-DEPN
01 BP*  ENTRY-OPEN-DT 220101 99 01 1  ENTRY-CLSD-DT 220621 17 06 2  CNTRL-CODE
2  ACTN C4  START 220101  STOP 220619  ENTLMT-MM 4,462.80  ENTLMT 5,652.88
ENTLMT-NM 0.00  MNTLY-RATE 8,925.60
01 BP*  ENTRY-OPEN-DT 210101 99 01 1  ENTRY-CLSD-DT 220101 99 01 1  CNTRL-CODE
2  ACTN Z4  START 210101  STOP 211231  ENTLMT-MM 0.00  ENTLMT 0.00
ENTLMT-NM 0.00  MNTLY-RATE 8,691.00

MA + >> 06/049
```


MMPA JJAA BREAKDOWN



```
SSAN (OR CMD) _----- NEW REQ ? --- PRINT - NAME -----
(`X` TO EXIT, PF##, PB##) PF8 OR ENTER - PAGE FORWARD PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 22/08/18 --
                                                    01 OF 03
```

```
08 MJ: LB:3800 LC:2208 SA:A SX:1 TK:880620 TU:888888 TH:000000
FIXED/OPEN/HISTORY
```

```
01 BP* ENTRY-OPEN-DT 220621 17 06 2 ACTN C4 START 220620 ENTLMT-MM
4,462.80 ENTLMT 8,925.60 ENTLMT-NM 8,925.60
```

```
35 BAQ* ENTRY-OPEN-DT 220207 09 02 1 ACTN 04 START 220101 ENTLMT-MM 0.15
ENTLMT 0.30 ENTLMT-NM 0.30 NR-DEPN 0 CLOST-DEPN R QTR-ASGN 2 QTR-ADQ 0
HELD-INDCTR 1
```

```
40 BAS* ENTRY-OPEN-DT 220101 99 01 1 CNTRL-CODE 0 ACTN Z4 START 220101
ENTLMT-MM 140.14 ENTLMT 280.29 ENTLMT-NM 280.29 BAS-TYPE 0
```

```
68 BAH* ENTRY-OPEN-DT 220207 09 02 1 CNTRL-CODE 0 ACTN 05 START 220101
ENTLMT-MM 1,097.85 ENTLMT 2,195.70 ENTLMT-NM 2,195.70 ACCOM 0 ZIP-CODE
38054 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00
CLOST-DEPN
```

```
01-BP* ENTRY-OPEN-DT 220101 99 01 1 ENTRY-CLSD-DT 220621 17 06 2 CNTRL-CODE
2 ACTN C4 START 220101 STOP 220619 ENTLMT-MM 4,462.80 ENTLMT 5,652.88
ENTLMT-NM 0.00 MNTLY-RATE 8,925.60
```

```
01-BP* ENTRY-OPEN-DT 210101 99 01 1 ENTRY-CLSD-DT 220101 99 01 1 CNTRL-CODE
2 ACTN Z4 START 210101 STOP 211231 ENTLMT-MM 0.00 ENTLMT 0.00
ENTLMT-NM 0.00 MNTLY-RATE 8,691.00
```

MA +

>>

06/049

Basic Pay – Open
Updated based on rate change,
grade change, longevity

Action indicator code

Accompanied status
0 = w/o dep / 1 = w/dep

Zip code determines rate of
BAH

Transaction is closed



JUMPS MMPA INQUIRIES

PERSONNEL ON LINE LISTING (POLL) SCREEN SELECTION MENU

- 1). CURRENT EVALUATIONS DATA
- 2). MONTGOMERY G.I. BILL
- 3). PAGE 1 - RATING, PAY, LOSS
- 4). PAGE 2 - PERSONAL
- 5). PAGE 3 - HISTORY
- 6). PAGE 4 - ORDERS, TEMDU, UPG, AV
- 7). PAGE 5 - APTITUDE, RECRUITCOM, SRB
- 8). PAGE 6 - SUBMARINE PAY
- 9). PAGE 7 - SPOUSAL, INITIAL ENTRY, NLDP, EMC

- S). TRANSFER TO SPECIAL SCREEN PROGRAM
- H). HOW TO USE POLL
- D). CONTENTS OF ENLISTED SCREENS

ENTER NUMBER OF DESIRED SCREEN --> _ <--

ENTER SSN --> <--

Screen 3 Member Data



```
PERSONNEL ONLINE LISTING (POLL)          DATE: 23022
RATING, PAY, LOSS                        LAST UPDATE: 15221
SCIND: XFXXX CREATE DATE: 140219 SEX: M

ACTIVITY NAME    AUIC  SS  DRATE  PMAN  DTROB  ACC  DTTRF  PRD-REASON  CIC
CURR  PAYPER SUPCTR  40389  1  PS2    B11  220415  100    2505  BA
PAST  FRC MA SEAOPDET  46963  2  PS2    F13  190329  100    220402  2204  AA  AMDJ91GW
DUPE  DDG 55 STOUT    21685  2  PS3    F23  150330  100    190315  1903  AA  AVAI428F
CURR  10 DIGIT CODE: 2000005700
(----- RATING DATA -----) (----- PAY RELATED DATA -----)
CURRENT          PROSP          BRCL: 11          EAOSIND:          MOD: 0
RATE: PS2        RATE:          ADSD: 140902     EXTSCO:          TYPE ENL: 40
EFDT: 201216     EFDT:          PEBD: 140902     EXTOTH: 11      TERM STATUS: 2
TIR: 200701      TIR:          CED: 180625    INVOL:          RADODA: ***
AUTH: 8          LIMDT:          EAOS: 240624    RADOMO:        ( -- LOST TIME -- )
IND: ACC ADV IND: S-EAOS: 250524    EREN:          EAOS-ADSD:
CODE: 18003      RESCON:          TERM: 6        EAOS-PEBD:
PREVIOUS:        TRCK RATE:      OEX:          NO ENL: 2      ( --SDCD SHDCD-- )
RATE: PS3        ABBR: PS          CADD:          PADD:          2204
EFDT: 180616     CODE: 1800 PTS STATUS:      PTS EFDT: 211209
(----- NAVY LOSS DATA -----) (----- PROCESS DATE: -----)
LOSS DATE:        DOD CODE:      LOSS PROPAY:    COS CODE:
BUPERS CODE:      RQC CODE: 1        LOSS SOURCE:    ELOSSIND:
```

Current command in addition to gain and loss information.

Information for advancement exam eligibility.



```
MXC CAC/PKI Model5 ['V2']
File Edit Connection Setup Macro View Help

PERSONNEL ON LINE LISTING (POLL)                                09/08/22
LOG OFFICER SIGNON SCREEN                                       07:07:43

LL      00000000      00000000      GGGGGGGG
LL      000000000000      0000000000      GGGGGGGGGG
LL      00      000      00      00      GG
LL      00      000      00      00      GG      GGGG
LL      00      000      00      00      GG      GGGG
LL      000      00      00      00      GG      GG
LLLLLLLLLLLL      00000000000      0000000000      GGGGGGGGGG
LLLLLLLLLLLL      00000000      00000000      GGGGGGGG

SIGNIN WITH YOUR OPINS/FORMAN SOURCE CODE AND PASSWORD

SOURCE CODE: IN      PASSWORD:

KEY IN SOURCE CODE AND PASSWORD.  DEPRESS ENTER.
TO EXIT, TAB UPPER LEFT CORNER, ENTER X, DEPRESS ENTER

MA + >> 02/003
```

PF1	PF2	PF3	PF4	PF5	PF6
PF7	PF8	PF9	P10	P11	P12
P13	P14	P15	P16	P17	P18
P19	P20	P21	P22	P23	P24

⌂	←	ATN	CLR	DVC
	↵	CRS	ERI	FDL
			ERS	DUP
RST	ENT	PRN	SRQ	FLD

PA1	PA2	PA3	⌂
⌂	⌂	⌂	⌂
⌂	⌂	⌂	⌂
⌂	⌂	⌂	⌂

			SPC
7	8	9	⌂
4	5	6	.
1	2	3	ENT
0	.		

2,3 >> ibm3270 SE Connected Bound 3.3 RSA 128-bit AES SHA2 tn3270e://miaproxy.csd.disa.mil:992 AXCTHVD7

Officer Screen Selection Menu



MXC CAC/PKI Model5 ('V2')

File Edit Connection Setup Macro View Help

PERSONNEL ON LINE LISTING (POLL)
OFFICER SCREEN SELECTION MENU

1). SUMMARY, DUTY HISTORY
2). SPECIALTIES, AQD, HEALTH
3). EDUCATION, LANGUAGES
4). PENDING GAIN, HISTORY
5). PROMOTION, ADMIN, ACCTG
6). SLATING, TAC, SECURITY

H). HOW TO USE POLL
D). CONTENTS OF OFFICER SCREENS

ENTER NUMBER OF DESIRED SCREEN --> <--

ENTER SSN --> <--

***** PRESS CLEAR TO EXIT

MA + 17/049

17,49 ibm3270 SE Connected Bound 3.3 RSA 128-bit AES SHA2 tn3270e://miaproxy.csd.disa.mil:992 AXCTHVD7

PF1	PF2	PF3	PF4	PF5	PF6
PF7	PF8	PF9	P10	P11	P12
P13	P14	P15	P16	P17	P18
P19	P20	P21	P22	P23	P24

←	→	ATN	CLR	DVC
↶	↷	CRS	ERI	FDL
			ERS	DUP
RST	ENT	PRN	SRQ	FLD

PA1	PA2	PA3	⌂
←	↶	↷	↵
↶	↷	↶	↷
←	↶	↷	↵

			SPC
7	8	9	↵
4	5	6	.
1	2	3	ENT
0	.		

Officer Summary/Duty History



MXC CAC/PKI Model5 ('V2')

File Edit Connection Setup Macro View Help

PERSONNEL ON LINE LISTING SUMMARY, DUTY HISTORY DATE: 22251 LAST UPDATE: 007

ACC: 100 DESIG: 1110 GRD: 190901 GLI:

FROM	TO	DUTY STATION	T	HOMEPORT	DPL	STA	NOBC1	MOS	NOBC2	MOS	NOBC3	MOS	U
2011		LPD 21 NEW YORK	C	NORVA			9236						
1709	2007	CENTCOM HQ	S	MACDIL		08Y	9960	34					L
1408	1606	DDG 92 MOMSEN	C	EVERET			9235	22					A
1302	1408	DDG 92 MOMSEN	C	EVERET			9228	18					A
0910	1206	DIRJIATF-SOUTH	S	K WEST		08Y	9086	32					L
0610	0807	COMDESRON 24	C	MAYPRT									A
0503	0609	FFG 50 TAYLOR	C	MAYPRT		24D	9274	16					A
0201	0408	ATG MAYPORT	S	MAYPRT									


CURRENT DUTY				SUMMARY DATA						
PRI	DUTY:	CO AFLOAT CAPT	PRECEDENCE:	L	01693050	LOSS	DTE:	CODE:		
UICA:	3013A	RPDT: 201130	DOR:	190901	PEBD:	950926	ETHNIC:	4	RACE:	E
BSC:	00120	PCN:	ACBD:	970815	PSD:		DOB:	710110	SEX:	M
AODB: 950926				PLSD:						
MSRI: 0108				SPDOR: 190901		SUB1: 3105P		OSC: 061		
PRI SEC NR DATE				PRD: 2209		PRDO: 2211		SUB2: 2000P		CSC: 061
3 0 2011				OS: D		SUB3: 6301S				

MA + >> 04/002

4,2 ibm3270 SE Connected Bound 3.3 RSA 128-bit AES SHA2 tn3270e://miaproxy.csd.disa.mil:992 AXCTHVD7

DMO MMPA Inquiry



 **MMPA** Welcome [Redacted] [Log Out](#) | [Help](#)

Member Inquiry

SSN:


DoD ID:

Information in this system is covered by the Privacy Act of 1974 and must be protected from unauthorized access or use.

5.0.220820 - Server C - Last at Successful Logon: 9/8/2022 6:49 AM
Controlled Unclassified Information

MMPA LOPG Web Entitlements



 **MMPA** [New Inquiry](#)

Log Out | ? Help

Details View

Summary View

LES View

Processed Transactions

Pending Transactions

Tax History

Customized View

MMPA Year: 2022 2021 2020

MMPA update in progress

Tax Calculator

Name: [REDACTED] Branch: N - Navy Service Component: R - Active Duty Years Of Service: 0 Location: 3013A SSN: [REDACTED] As Of Date: 2022-09-08 Pay Grade: E-5 Petty Officer 2nd Class DOS: 2025-09-09 ETS: 2024-09-09

Pay Date/PEBD: 2020-09-10 MMPA Month: September Paying ADSN: 3800 Servicing ADSN: 3508 AFMPC Match Flag Code: Number of Statuses: 1- Account has 1 open status entry. Status: On Station

Saved Views: (Select a View) ▼

Check All | UnCheck All

☐ Allotments

☐ Deductions

☒ Entitlements

- Check All | UnCheck All
- ☐ Basic Allowance for Housing (BAH)
- ☒ Basic Allowance for Quarters (BAQ)
- ☐ Basic Allowance for Subsistence (BAS)
- ☐ Basic Pay (BP)
- ☒ Career Sea Pay (CSP)
- ☐ Clothing Maintenance Allowance (CMA)
- ☐ Initial Clothing Monetary Allowance (ICMA)

☐ Leave Balance

☐ Location and Direct Deposit

☐ Members Miscellaneous

☐ Memos

☐ Pay

☐ Reenlistment Continuation Pay

☐ Status

Entitlements

Basic Allowance for Quarters (BAQ)	
Entry Open Data	220718 15 07 2
Start Date	2022-07-16
Action Indicator	D4 - Changed by Promotions or Demotions
Entitlement Amount	\$0.30
Entitlement Amount Mid-Month	\$0.15
Entitlement Amount Next Month	\$0.30
Number of Dependents for BAQ	0 - No Dependents
Closest BAQ Dependent Type	R - BAQ own right
Government Housing Adequacy	0 - Not Applicable
Government Housing Assignment/Quarters Available	2 - Not Assigned
Pay Held Indicator	1 - NO
Entry Open Data	220101 99 01 1
Entry Closed Data	220718 15 07 2
Computer Processing Control Code	2 - Closed entry that affects pay.
Start Date	2022-01-01
Stop Date	2022-07-15
Action Indicator	D4 - Changed by Promotions or Demotions
Entitlement Amount	\$0.15
Entitlement Amount Mid-Month	\$0.15
Entitlement Amount Next Month	\$0.00

1/7/2024

UNCLASSIFIED

47

Travel Voucher Summary



Once the service member is paid, a Travel Voucher Summary can be requested for a breakdown of the travel claim payment.

Travel Voucher Summary



Personal Data - Privacy Act of 1974 - Handle with care Page No: 1

RELEASE 7.5.0
CLAIM NO: 4162583

Travel Voucher Summary

Block: 2103030045

Name:




DO Voucher No. A43161

Paid By

SYMBOL B8522
DFAS-CLEVELAND CTR HQ 103
CLEVELAND OH 44199

Start Date: 9/13/2019 End Date: 9/17/2019
Detach Date: 9/13/2019 Report Date: 10/25/2019

Paid 3/8/2021

SSN: XXX-XX- T/O : N0002219CTEXRT8
Travel Type: PCS Grade/Rank: E5

PSD MEMPHIS 43322
NPPSC 40389

Prepared: 3/3/2021

The block this claim belongs to within the IATS system

The actual date paid

The date the claim was prepared in IATS

The dates the encompass the claim

Travel Voucher Summary



Advances/Prior Payments: 2210.73
Supplemental Voucher

Memb/Emp PCS Per Diem	447.00
Memb/Emp MALT	181.20
DLA	1582.93

Total amount paid per entitlement authorized

Total Entitlement	2211.13
Less Partial Payments	627.80

Total is the sum of the previous section. Less partial payments account for any prior payments made to this claims

Total Charged to Acct. Class ...	1583.33
Zero Voucher Adjustment	-0.40

Less Travel Advances	1582.93
Less Uncollected Settlements ...	1582.93

Total Amount Payable	0.00
----------------------------	------

Total amount paid after advances and current claim have been calculated

Zero Voucher

Travel Voucher Summary



Zero Voucher

Remarks

Supplemental for DLA...running 68 in JJAA supports entitlement

Accounting Summary IBOP Code: US

AA	17	9	1453	2258	210	0022P	056521	2D	D74200	02219CTEXRT8	1582.93Db
AA	17	9	1453	2258	210	0022P	056521	1K	D74200	02219CTEXRT8	1582.93Cr

Who had claim: KD, KD, KKH, KKH, JSA, JSA, KKH, KKH, JMW

Examiner: JSA Auditor: KKH Method of Pay: None for 0.00

Remarks made by TSC clerk to provide more information on the claim, will also show reasons why payment was done in a specific fashion

This section just holds the initials of who has worked on the claim within IATS

Travel Voucher Summary



Personal Data - Privacy Act of 1974 - Handle with care

Page No: 2

RELEASE 7.5.0

Travel Voucher Summary

Block: 2103030045

CLAIM NO: 4162583

SSN: XXX-XX-██████

TONO: N0002219CTEXRT8

Local Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incid	Amount	Ldg Tax
09/14	FP	\$0.00	\$0.00	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00	\$0.00
09/15	FP	\$0.00	\$0.00	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00	\$0.00
09/16	FP	\$0.00	\$0.00	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00	\$0.00
							\$0.00					\$447.00	\$0.00
							=====					=====	=====

Shows a break down of what was reimbursed to the member on each given date of travel

Travel Voucher Summary



Local Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incid	Amount	Ldg Tax
10/01	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/02	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/03	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/04	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/05	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/06	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/07	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/08	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/09	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/10	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/11	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/12	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/13	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/14	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/15	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/16	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73
10/17	LDP	\$240.00	\$76.00	CM	CM	CM	\$240.00	\$18.00	\$19.00	\$34.00	\$5.00	\$316.00	\$27.73

The maximum lodging rate authorized per the area the member staid in

the actual lodging amount per the members Zero balance receipt

Travel Voucher Summary



Reimbursable Expenses

Date	Description	Split?	Amount Claimed	Amount Approved	TY	Ctry Code
10/31/19	PARKING	N	420.00	420.00	0	US

Accounting Summary IBOP Code: US

AA 17 0 1804 22CA 210 0022P 056521 2D ORT482 000220TW211E 9071.10Db

The shows the amount the service member selected to be sent to pay off there GTCC amount

Routing Guidance



PERSPAY CENTER OF EXCELLENCE CASE ROUTING GUIDANCE

Update: 30 Sep 2022

CENTER OF EXCELLENCE (TRAVEL CLAIMS & ADVANCES)

Effective Date: Immediately

BLUF: Effective immediately, the Center of Excellence for Travel Claims and Travel Advances (COE-TC&A), hosted by Travel Processing Center (TPC) Memphis, will process all Navy travel claims and travel advances. **Please note that Advance Pay requests must be submitted to the Transaction Service Center (TSC) processing transfers for your command.**

DISCUSSION: All Command Pay and Personnel Administrators (CPPA) will submit travel claims and travel advance requests to TPC Memphis effectively immediately.

METHODS FOR CASE SUBMISSION: Primary means of submission for travel claims is via the [MyPCS Travel Voucher Website](#) and for travel advances is via [enterprise Customer Relationship Management \(eCRM/Salesforce\)](#).

Pri: Travel Claims: [MyPCS Travel Voucher Website](#)
Travel Advances: See "Alt" section below

** Per [NAVADMIN 129/22](#), effective 1 July 2022, all Active Duty and Training and Administration of the Reserve (TAR) Sailors are required to use the MyPCS Travel Voucher for submission of PCS travel claims. Exemptions to this requirement are listed in NAVADMIN 129/22 par. 10c. Selected Reserve Sailors executing Active Duty for Operational Support (ADOS) and Recall orders will also use MyPCS to submit travel vouchers.

Travel Claims NOT submitted via MyPCS: (For submission, see "Alt" section below)

- Personnel attached to CVN, AS, and LCC
- Sailors requiring partial travel claim liquidation (Extended TEMADD/TDY for Reserve Mobilization/Demobilization Only)
- Evacuation Claims
- Individual Augmentee (IA) claims
- Department of Defense (DoD) Civilian personnel or Contractors

Alt 1: Travel Claims: eCRM to "PP PCS TRAVEL-TPD MEMPHIS" queue*
* Only if authorized not to use MyPCS Travel Voucher per NAVADMIN 129/22 par. 10c.
Travel Advances: eCRM to "PP TRAVEL ADVANCES" queue.

Routing Guidance



**** Submit eCRM cases in "lightning" mode only. Do not submit transactions under "Salesforce classic" view. Microsoft Edge and Google Chrome are the preferred browsers. Mozilla Firefox may be used if you are experiencing issues with Microsoft Edge and Google Chrome. Do not use Internet Explorer. ****

Alt 2: In accordance with OPS Alert 006-22, only commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize the Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. The primary means for submitting pay, personnel, and transportation transactions is via eCRM/Salesforce. For temporary use of TOPS, an ETP must be submitted and approved.

For commands with an approved ETP, submit to TRAVEL PROCESSING CENTER (utilize appropriate box as needed, based on type of claim/advance).

For Surface ships, DESRON and PHIBRON staffs, CPPAs **MUST** include the following information. TOPS transactions without the information below will be completed/returned to the CPPA without action.

- **Do you have an eCRM account:** Y / N



PERSPAY CENTER OF EXCELLENCE CASE ROUTING GUIDANCE TRAVEL CLAIMS AND TRAVEL ADVANCES

METHODS FOR CASE SUBMISSION (CONT'D):

- If YES, why eCRM was not used for this transaction: (describe reason: e.g. ship currently underway/low connectivity, or include brief explanation of technical issues – this information will help us better understand the nature of eCRM issues preventing CPPAs from utilizing the system).
- MNCC trouble ticket number regarding eCRM account: (insert ticket number)
- If NO, eCRM SAAR submission date: (insert date)

Final Travel Claim for Discharge, Separation and Retirement: Mail final travel claim documents to:

- Navy Personnel Command
MyNavy Career Center (TPD)
BLDG 768 RM E302
5720 Integrity Drive
Millington TN 38055-6300

**** Please do not submit duplicate transactions/cases in MyPCS Travel Voucher, eCRM and TOPS. ****

****Duplicate transactions/cases must be validated and significantly slow down the processing of travel claims and advances. ****

CPPAs must submit all required Key Supporting Documents per NPPSC 1300/2 (Rev. 01-2020) Traveler Checklist.

TIMELINES:

Travel claims must be submitted within 5 days of arrival.

Travel advances should be submitted at least 45 days prior to transfer date.

Routing Guidance



NAMING CONVENTION:

To ensure travel advances are processed in a timely manner, CPPAs must use the following naming convention in the subject line of your request and appropriate drop down menu selections in eCRM. The convention and drop downs allow travel offices to quickly identify which cases require expedited processing. Submissions dated prior to the effective date of this guidance will be processed.

- **eCRM:** Submit requests in eCRM using the following naming convention:
 - Travel Advance: Last Name, First Name, ADV TRAVEL, DD MMM YYYY (TRANSFER DATE)
 - Per Diem Advance: Last Name, First Name, ADV PERDIEM, DD MMM YYYY (TRANSFER DATE)
 - Advance PPM: Last Name, First Name, ADV DITY, DD MMM YYYY (REQUEST DATE)
- **TOPS:** Submit requests in TOPS using the following naming convention:
 - Travel Advance: Last Name, First Name, ADV TRAVEL, DD MMM YYYY (TRANSFER DATE)
 - Per Diem Advance: Last Name, First Name, ADV PERDIEM, DD MMM YYYY (TRANSFER DATE)
 - Advance PPM: Last Name, First Name, ADV DITY, DD MMM YYYY (REQUEST DATE)

**** NPPSC 1300/I Application for Transfer and Advances** is the only authorized Travel Advance Request form - earlier versions are obsolete. Submissions dated prior to the effective date of this guidance will be processed.

TRAINING: Regional Support Centers (RSC) conduct weekly training, to include travel claim and travel advance submission procedures. Please reach out to your local RSC for regional training schedules. Additionally, training slides are available on the [MyNavy HR CPPA Resources page](#). Training provides a common process for customer commands to follow for the submission or travel claims and advances.

WHAT THIS MEANS TO YOU:

- ✦ Realignment of travel claims and advances under COE-TC&A at TPC Memphis will improve proficiency and reduce errors. COE-TC&A coordination with CPPAs and customer commands will yield a significant improvement in case processing timelines, accuracy and training.
- ✦ MNCC Standard Operating Procedures pay, personnel, and travel are available on the [MyNavy Career Center Share Point](#).
- ✦ Case routing guidance, training and materials are available on the [MyNavy HR CPPA Resources page](#).

Best Practices



- Ensure service member provides all required documents IAW the NPPSC Traveler Checklist (especially all orders/modifications).
- Ensure lodging receipt is itemized with a zero balance.
- Ensure CPPA has a documented DD577 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/>

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:
<http://www.defensetravel.dod.mil/>
 - 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:
https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
- Other Associated SOPs
 - Receipt SOP https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx



Questions?

Conclusion



Thanks for your participation in
today's
NP2 Travel Claim
training!