



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 002-20

Procedure Update: **TRAVEL ADVANCE AND ADVANCE PER DIEM**

Release Date: 01/22/2020

Effective Date: 01/22/2020

BLUF: To ensure the processing of Travel Advance and Advance Per Diem requests in a timely manner.

Discussion: To promote the timely processing of Travel Advance and Advance Per Diem Requests, NPPSC reminds customers to submit TOPS transactions with the required Key Supporting Documents (KSDs).

1. To assist NPPSC is processing Travel Advance and Advance Per Diem Requests in a timely manner, CPPAs must submit Travel Advance requests completely and accurately. Below is a list of the most common errors that will result in TOPS submissions being rejected, thus causing a delay in the timely processing of Travel Advance Requests:
 - Using the wrong Travel Advance Request form;
 - Missing Orders or not submitting the full set of Orders;
 - Missing Certificate of Non-Availability when Government Lodging not available;
 - No lodging Reservation provided when requesting TDY Per Diem;
 - Missing SATO endorsement when requesting Rental Car;
 - Missing Signatures on NPPSC 1300/1 or DD Form 2278 (DITY).
2. It is mandatory to submit only one attachment to each TOPS request. This will help to ensure the TOPS requests are processed expeditiously.
3. Travel advance requests should be submitted up to 60 days prior to transfer date, but no later than 30 days. This will ensure members are paid prior to detaching.

What this means to you:

This OPS Alert will ensure TOPS requests for Travel Advance and Advance Per Diem are submitted correctly, resulting in timely processing of Advance requests.

****Disseminate to all tenant commands under your AOR****

POC:

NPPSC Global Operations

Personnel_nppsc.fct@navy.mil

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