



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 037-20

**Advisory: TRANSACTION SUPPORT CENTER (TSC) TRAVEL PROCESSING DEPARTMENT
(TPD) TRANSACTION ONLINE PROCESSING SYSTEM (TOPS) ACCOUNT SECTION
DISTRIBUTION GUIDE INSTRUCTIONS**

Release Date: 07/10/2020 Effective Date: IMMEDIATELY

BLUF: Navy Pay and Personnel Support Center (NPPSC) is providing additional guidance to Command Pay and Personnel Administrator (CPPA) regarding the correct section to submit travel claims/advances in the Travel Support Center (TSC) Travel Processing Department (TPD) Transaction Online Processing System (TOPS).

DISCUSSION: Below is the CPPA Travel Processing Center (TPC) TOPS Account Section Travel Claim/Advance Distribution Guide.

TVL ADVANCE REQ

- ✚ Travel Advance Requests
- ✚ PPM/DITY Advance Requests

CONUS CMD TVL CLAIM

- ✚ Permanent Change of Station (PCS) Travel Claims
- ✚ Permanent Change of Activity (PCA) Travel Claims
- ✚ Reserve PCS only Travel Claims (ADSW, ADT, Recall etc., when both the origination and destination points are in CONUS)
- ✚ Invitational Travel Claims
- ✚ Naval Accession Training (NAT) Travel Claims
- ✚ Officer Training Candidate Navy (OTCN)
- ✚ Naval Preparatory School Travel Claims
- ✚ SF 1164 Claim for Reimbursements

OCONUS CMD TVL CLAIM

- ✚ Permanent Change of Station (PCS) Travel Claims
- ✚ Permanent Change of Activity (PCA) Travel Claims
- ✚ Reserve PCS only Travel Claims (ADSW, ADT, Recall etc., when either the origination or the destination points are OCONUS)
- ✚ Invitational Travel Claims
- ✚ SF 1164 Claim for Reimbursements

IA TEMADD TVL CLAIM - Individual Augmentee (IA) Travel Claims

RESERVE TVL CLAIM - Reserve Travel Claims that are not PCS (MOB, DEMOB, ADSW non-PCS, etc.)

EVACUATION TVL CLAIM - Evacuation Travel Claims

AUDIT HQ - Do NOT place any transaction in this section.

APPROVED FOR PUBLIC RELEASE: DISTRIBUTION UNLIMITED

WHAT THIS MEANS TO YOU:

- CPPA's continue to follow procedures set forth in Standard Operating Procedures (SOPs), NAVADMINs and instructions.
- This will streamline the Travel Claim process and alleviate any kickback of Travel Claims.
- CPPA's will review the checklist and the most common errors made prior to submission to eliminate any kickback of travel claims.

******Disseminate to all tenant commands and CPPA's under your AOR******

POC:

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