



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser: 009-24

Procedure Update: **SELF-PROCURED TRAVEL REIMBURSEMENT REQUESTS**

Release Date: 3/11/2024

Effective Date: Immediately

BLUF: In most instances, Service Members are required to book their Permanent Change of Station (PCS) Travel through NAVPTO. On rare occasions, a Service Member's orders authorize self-procured transportation. When self-procured travel is necessary, Command Pay and Personnel Administrators (CPPAs) will request a Government Travel Rate (GTR) from Navy Passenger Transportation Office (NAVPTO) prior to a Service Member self-procuring PCS transportation. NAVPTO will provide the GTR for the transportation as applicable. Refer to reference (a) for restrictions on entitlements for self-procured travel.

REFERENCES:

- (a) [Joint Travel Regulations, paragraph 0202 Transportation](#)
- (b) Case Routing Guidance – Navy Passenger Transportation Office
- (c) Case Routing Guidance – Travel Claims, Travel Advances & Travel Debt

DISCUSSION: To avoid non-reimbursable expenses, Service Members should route a self-procured travel cost comparison to NAVPTO **prior** to purchase. NAVPTO will provide the GTR for authorized self-procured travel to inform Service Members of the expenses Travel Processing Center can reimburse. When Service Members are authorized self-procured transportation, it is still recommended that Service Members use NAVPTO to procure air travel and rental cars. GTRs are a required Key Supporting Document (KSD) when submitting a travel claim if self-procured travel is involved. The reimbursable amount for self-procured travel is up to the amount authorized in the GTR; costs in excess of the GTR amount cannot be reimbursed.

ACTION:

- CPPAs representing **detaching Service Members** will submit requests to NAVPTO per reference (b) **PRIOR** to the purchase of self-procured air travel.
- CPPAs representing **gaining Service Members** will submit requests to NAVPTO per reference (b) **AFTER** the execution of PCS travel for rental car reimbursement.
- CPPAs will utilize reference (a) regarding reimbursement for self-procured travel. If eligible for reimbursement, CPPAs will provide a GTR from NAVPTO when submitting travel claim cases.
- Cases submitted without the proper KSDs will be returned to the CPPA per reference (c).

WHAT THIS MEANS TO YOU:

- ✚ **CPPAs:** Ensure the timely submission of all travel claim KSDs to TPC. For requests involving self-procured travel, submit a NAVPTO GTR with travel claim submission.
- ✚ This guidance has been incorporated into the Case Routing Guidance for NAVPTO and TPC, which can be found on the [MyNavy HR CPPA Resources eCRM library](#).
- ✚ **CPPAs:** Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info on the [RSC SharePoint Pages](#).
- ✚ OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance (eCRM Library) and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#).

***** REGIONAL SUPPORT CENTERS: DISSEMINATE TO COMMANDS AND CPPAs IN YOUR AOR *****

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