DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7220.5C CH-2
Code N31A
12 April 1996

PERSUPPACT SAN DIEGO INSTRUCTION 7220.5C CHANGE TRANSMITTAL 2

Subj: TRAVEL CLAIM PROCESSING FOR PCS, TEMADD (TAD/TDY) AND TRAVEL CLAIMS FOR AT/ADT (ACDUTRA)

Encl: (1) Revised pages 1 and 6

1. Purpose. To transmit new pages 1 and 6 to the basic instruction.

2. Change. Remove pages 1 and 6 of the basic instuction and insert enclosure (1).

3. Cancellation. When the basic directive is superseded by a revision, or is otherwise canceled.

J. H. GAZE

Distribution:
PERSUPPACTSANDIEGOINST 5216.1H, List II

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Ref: (a) NAVCOMPTINST 4650.8
(b) NAVCOMPT Manual Vol III Para 032106
(c) DODFMR Vol. 7 (A

Encl: (1) Sample TEMADD Handout: What you'll Need For Your Travel Claim (PSASD Form 4650/9 (10-87)
(2) Fraud, Waste, and Abuse Desk Guide 9PSASD Form 5370/1 (6-84)
(3) PSASD Form 1070/14 (New 2/85)
(4) Travel Claim Processing Work Flow Chart

1. Purpose. To establish policy, responsibility and accountability procedures and reporting requirements in administering travel claims submitted by Military and civilian employees to any of the Personnel Support Activity Detachments (PERSUPPDET's) under the cognizance of the Personnel Support Activity San Diego (PERSUPPACT) network. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. PERSUPPACTSANDIEGOINST 7220.5B.

3. Background. Reference (a) states that the Disbursing Division of Personnel Support Activity Detachments (PERSUPPDET's) shall process all claims for pay, allowances and travel of Naval reservists on active duty for training (AT/ADT), military and civilian travel claims, and military and civilian travel advances. It further regulates certain interface functions (tasks) to be performed by the PERSUPPDET and the customer command. These interface functions are enumerated below for convenience:

a. Customer Command

(1) Prepare all TEMADD orders. When Service Record and/or Personal Financial Record (PFR) is required to accompany member, deliver orders to PERSUPPDET for appropriate service record entries and preparation of NAVCOMPT 3067/SDS event.

(2) Establish a system to ensure that travel claims are prepared and submitted within ten days of completion of TEMADD.

(3) Upon completion of TEMADD, assist member in completing travel claim (DD 1351--2) prior to submission to PERSUPPDET for settlement.

(4) Ensure that travel claims are complete, supported by original and two copies of orders, proper endorsements and receipts, and that reimbursement claimed is reasonable.

(5) Ensure that completed travel claims with checks are picked up from the processing detachment within two working days of notification.

b. PERSUPPDET.

(1) Upon receipt of TEMADD orders requiring Service Record and/or Personal Financial Record (PFR) to accompany member, complete appropriate service record entries and prepare NAVCOMPT 3067/SDS event.

(2) Arrange the most economical transportation that will meet mission requirements; provide traveler with travel advice, reservations, transportation documents (i.e., port call), airline ticket, GTR, AMC transportation authorization, and passport/visa application service.

(3) Pay travel advances when requested. Payment of travel advances will generally not be made more than three working days prior to the date travel is to commence.

(4) Prepare military pay orders (NAVCOMPT 3060) on all completed TEMADD when credit/checkage of leave and/or separate rations (RATSEP) is required. Prior to completing travel claim payment process, the voucher examiner will request preparation of NAVCOMPT 3060 from MILPERS Division via PSASD Form 1070/14 (Leave in conjunction with TEMADD orders) on all leave taken in connection with TEMADD regardless if service record is held by the detachment. A copy of the completed NC 3060 will be attached to and become a permanent part of the retained copy of the travel claim.

(5) Complete processing of travel claims within ten working days after receipt of properly prepared claims in accordance with work flow chart depicted in enclosure (4). Notify customer commands that claims and checks are available as soon as they are processed. In order to facilitate management review, detachments will report to the MILPAY Director at Personnel Support Activity, San Diego (AV: 522-3238/COM: 532-3238) whenever their backlog is five working days or more.

(6) Forward unused airline tickets and credit memorandum to NAVPTO San Diego promptly upon receipt.

and QA visits. If generation of a check is involved, the travel claim processing date will be the actual date of the check, not the date the claim is processed. Check preparation time must be included in the ten-day standard since it represents a quantifiable delay before a customer receives his/her money.

c. All PERSUPPDET's shall institute regular "travel seminars" for customer command's OPTAR/Travel administrators, clerical personnel, and PASS Liaison Representatives (PLR's) to ensure that regulations, procedures and accountability are fully understood.

d. Policy on TEMADD Advance Payments. It is the policy of PERSUPPACT San Diego that unless otherwise authorized by the commanding officer of the traveler in block 21 of the TEMADD orders, for military, and the appropriate block(s) in civilian orders, advance per diem/travel payments shall be limited to the following in accordance with the guidance contained in reference (a).

Transportation:	100% if government transportation or GTR is not directed
Per Diem:	80% if non-frequent traveler 0% if frequent traveler
Miscellaneous Expenses (M&IE):	80% if non-frequent traveler 40% if frequent traveler
TEMADD Advances that are less than $50.00 or TEMADD less than one day	Not authorized except in cases where the CO authorizes it in writing.

All PERSUPPDET's shall follow guidelines and restrictions posed in reference (b) when TEMADD orders cite CINCPACFLT funds. Deputy disbursing officers shall ensure compliance with guidelines established by NAVCOMPT in paying advances.

e. Policy on PCS Advance Payments. Advance payments on PCS travel shall be in accordance with current NAVCOMPT and Navy Travel Instructions (NTI) regulations.

R) f. Collections. During settlement of a travel claim, if it has been determined that the traveler received an excess travel advance, he/she will be notified in writing with a copy to the traveler's commanding officer to refund the excess within fifteen days. If the refund is not received within fifteen days, or the traveler's commanding officer has not notified the deputy disbursing officer in writing of extenuating circumstances within fifteen days, the following procedures apply:

R) (1) Military personnel: Collect from member's pay involuntarily not to exceed two-thirds of disposable pay in accordance with reference (c).

R) (2) Civilian personnel: Forward copy of collection letter and voucher to employee's payroll office for collection.

g. PCS Travel Claims. PCS travel claims shall be submitted by all individuals reporting for duty during the check-in process with the servicing PERSUPPDET and will include dependent travel where applicable. Military Pay personnel shall not accept member's PFR until all receipt documents, including the appropriate travel claims, are received. Personnel whose travel claim indicates travel by privately owned vehicle (POV) and previous duty station was outside the geographical area shall be required to complete block 9 of DD 1351-2.

h. Fraudulent Claims. All OIC's shall immediately refer suspected fraudulent claims to PERSUPPACT San Diego without referral to the commanding officer involved. Such referral will be under the signature of the OIC. Enclosure (2) is a desk guide to be utilized during review of travel claims. Claims referred to NIS shall be under the signature of the executive officer. The Director of Internal Review shall be kept fully informed of all claims referred to NIS.

i. AT/ADT (ACDUTRA) Travel Claim. Travel performed with AT/ADT is an integral part of travel claim administration. Although travel claims for AT/ADT are usually settled on the same voucher covering AT/ADT pay, they must be counted as a separate travel claims transaction.

j. Questionable Entitlements. Those claims in which specific items of entitlement/necessary documentation is questioned by the voucher examiner will be referred to PERSUPPACT Disbursing Officer via lead voucher examiner. The authority to direct/deny a payment or waiver documentation rests solely with PERSUPPACT Disbursing Officer and will be in writing. A copy of