



## Travel Voucher

MARADMIN 193/21 introduced the use of the IBI/TVI process in MOL.

Marines that complete their IBI are able to use the **Travel Voucher** link within MOL for any the PCS interview certified through the IBI. The travel claim(s) can be started and completed as soon as the Marine completed their portion of the IBI.

## Travelers

Authorized travelers can be removed and added to separate itineraries, but can only be included on one itinerary.

## Itinerary

The claim will automatically be populated with information from the details in the certified OBI. Marines are able to edit or add additional information as required.

## Temporary Lodge Expense (TLE)

Travelers in temporary lodging at the Old/New PDS in the continental United States will submit lodging expenses in the TLE section. If the travel is still in a TLE Status, an amendment to the travel voucher can be submitted after TLE ends.

## Dislocation Allowance

Traveler with Family members can select DLA at the with-dependent rate when relocating family members.

Single SSgt and below will be required to attach a command endorsement to receive DLA at the own-right rate when not assigned single type government quarters.

## Expenses

Expenses authorized for reimbursement in connection with this travel are listed in the Joint Travel Regulations (JTR), Chapter 2 Miscellaneous Reimbursable Expenses:

<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Expenses at or above \$75.00 require a receipt or other supporting document to be uploaded. Lodging requires a receipt regardless of amount claimed.

In cases where providing a copy of the original receipt is unavailable and a replacement cannot be obtained, a dialog box will open upon selecting "No" under the "Receipt" column that must be completed with the information for the expense.

## Split Disbursements

Annotate the amount to be paid directly to the GTCC. The balance can be obtained by calling 1-800-790-7206 or by visiting the website.

<https://www.citimanager.com/login>

If the traveler selects zero to be paid to the GTCC, upon receipt of the bill the travel must pay the balance in full.

## Sign and Submit Travel Voucher

The sign and submit travel voucher page requires the Marine to check a box attesting that he/she read and understands the Statement of Privacy Act.

Check the box and Select **Sign and Submit**

Selecting the **Sign and Submit** icon will submit the claim for review/payment to the Disbursing/ Finance Office.

## Trends That Delay Payment

1. Itinerary reflects the correct reason for stops.
  - Pay close attention to make sure that the travel dates and reason for stops on your itinerary match what you actually did prior to submission.
2. Excessive unnecessary receipts.
  - Receipts for fuel and food are not needed as these expenses are covered through MALT and per diem.
  - Required receipts are not attach or legible.
3. Amendment (Supplemental Claim)
  - Marines are not stating what changes were made to the originally submitted claim within the comments section.

## Frequently Asked Questions (FAQs)

How long does it take for money to be deposited into my account?

Disbursing will normally complete a claim within 2 to 10 business days. It may take up to 48 hours following that for the payment to post. Recommend checking the status periodically through MOL for any action needed to be taken.

Can I use the Safari browser to complete my IBI/TVI?

Yes, if you are receiving an error message copy the below link into your browser to continue.

<https://mol.tfs.usmc.mil/tvi/ibiTemp/home.xhtml>



## Help

The help icon is displayed in the upper right hand corner of every screen in the TVI. Selecting the help icon will provide guidance for completing the TVI.

## Historical Voucher

Historical vouchers can be found under the MOL Travel Tab. Once your travel voucher has been settled it is important to review your travel voucher to ensure that you have been properly reimbursed. If you failed to claim an expenses or it was not reimburse, you can submit an amendment to your previously submitted Travel Voucher.

## \$It's your Money\$

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## Travel Voucher

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*A Travel Voucher Interview is a request for reimbursement for expenses incurred while transiting from your current Permanent Duty Station (PDS) to your next PDS. Included are basic instructions for completing a Travel Voucher Interview.*

## Requirements

The Travel Voucher Interview (TVI) will be available for use once the Traveler has completed the Inbound Interview (IBI) application.

The TVI will only be available to Travelers that have completed the IBI.

## Log On to Marine Online (MOL)

1. Access the MOL Home page:  
<https://www.mol.usmc.mil>
2. Enter Username and Password or CAC
3. Select **Login**
4. A link to reset your password is available by selecting **Forgot your Password? Click here!**. Security questions are case sensitive.
5. Members may need to adjust their compatibility settings and enable Pop-ups.
6. MOL Help Desk contact information:  
(816) 394.7232 (0730-1630 CST)  
MOL.Helpdesk@usmc.mil