# **Quick Start Guide**

### **Completing an TVI**

The Travel Voucher Interview (TVI) module is an electronic method of processing a newly joined or Marine's travel voucher. Please enter information completely and accurately to avoid errors or delays in processing. Log in to MOL at https://mol.tfs.usmc.mil/ ent | A Few Good... Links | Users Manual | Travel ges | My Permissions | My OMPF | Trouble Tickets Click on the "Travel" menu item Individual Member Outbound Interviev On the left side of the screen **click** on "Travel Inbound Interview 3 View Basic Orders Voucher" Travel Voucher (T el only, D You will be prompted to Select your itinerary. 4 If you do not see this option contact your Unit administration section. In Progress - Travel Voucher has been started but no Document ID Submitted (SEP) - Travel Voucher has been submitted which point it will be sent to the Disbursing/Finance O

Submitted (PCS) - Your claim has been submitted to Processing - Travel Voucher has been accepted for Returned - Travel Voucher has inaccuracies that nee Settled - Travel Voucher has been processed and se



Begin Itinerary 1



#### Input all Travel details.

Itinerary 1 - Travel Detail		
Itinerary 1 Origin		
Location	Depart Date	Method of Travel
Cherry Point, North Carolina 28533	11/22/2020	Private Vehicle

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## **Quick Start Guide**

### Completing an TVI

Input all Temporary Lodging Expense (TLE), then click "next". Temporary Lodging Expense TLE Location Lodging Type First Night Last Night Ar Act -O Ves No Government / On Base Lodging 🗸 New PDS 🗸 20201122 20201123 \$1,150.00 7 e member on PCS orders, living in temporary lodging in the vicinity of the Old or New PDS loca owance for lodging and meal expenses Temporary Lodging Expense Rates Update occupants by clicking the individual cell. Nightly Rate Lodging Date Occupants Nightly Taxes Nightly Total 11/22/2020 5 \$575.00 \$500.00 \$75.00 11/23/2020 \$575.00 \$500.00 \$75.00 Input All other travel related expenses, then click "next". 8 Itinerary 1 - Expenses Please add all reimbursable expenses, to include the type of expense, amount and date incurred.
Any expense 375 or more requires a supporting receipt. Use the file uploader below to upload your receipts.
Please do not include receipts for gas or food expenses. They are already included in your reimbursement calculation and are not able to be object. 8 as separate expenses For any lost receipts select 'No' under the Receipt column and fill out the additional fields below All command endorsements issued outside the MOL interview process must be attached under the File Upload section. + Add Expense Expenses # Туре Amount Start Date End Date Receipt Action  $\odot$ V O Yes 🕖 No Û Taxi - Terminal 20201123 \$100.00 20201123 Attachments File Name Attachment Type Action No records found. File Uploader Attach a File by clicking the Browse button and clicking the Attach File button. DLA with out.PNG Taxi Receipt  $\sim$ Attach File +Browse Save and Exit Back - Dislocation Allowance Next - Revie Review Travel claim information then click "next". 9 Stop Location Arrive Di
California 555555 
Destination 11/26/2020 Private Vehicle Arrival Date Quantico, Virginia 22134 11/28/2020 Lodging Type Temporary Lodging Expenses 
 #
 TLE Location
 Lodging Type
 Missing Receipt
 First Night
 Last Night
 Amount

 ③
 New PDS
 Government / On Base Lodging
 No
 11/22/2020
 11/23/2020
 \$1,150.00
 Dislocation Allowance (DLA) Claiming DLA DLA Type Yes DLA With Depen Company Name Com, N/A 
 Type
 Date
 Amount
 Missing R

 TAXI
 2020-11-23
 \$100.00
 No
 Missing Receipt Comp o N/A mpany Phone Attachments Filename attchment.PNG DLA v<sup>are</sup> Attachment Type Temporary Lodging Expense Receipt nments: 00 characters ren ave and Exit

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### **Completing an IBI**

erary 1 - Sign and Subm	it			
	Contact In	nformation		
lailing Address		Туре		
1775 Marine Way		USA	Foreign	
ity	State	ZIP		
Quantico	VIRGINIA	∽ 55555		
mail	Phone *			
IAMMARINE@USMC.MIL	655-655-6556			
	Disbursi	ing Office		
ddress: Finance Office, P	O Box 206, Quantico, VA 2213	4		
Phone: 784-2171/3193				
Fax: 784-432-0301 Email: quantraveloffice@	usine mil			
	Accourt	nt Details		
Financial NAVA	EEDERAL CREDIT UNION			
Institution:			m	ıyPay 🕵
Account type: Check	ong			

#### What happens next?

After submitting your TVI, it will be submitted to the local finance office for processing.

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