

Purpose

This training guide covers the navigation of the Travel Voucher Interview (TVI)

Overview

The Travel Voucher Interview is designed to assist reporting units and finance offices in the proper reporting of travel entitlements. The TVI will automatically generate a 1351-2 for permanent change of station and separation order types.

Training Guide

Travel Voucher Interview

Travel and Orders

- Individual Members will use the Travel Voucher link.
 - If member has executed PCS type orders the traveler will need an approved Inbound Interview prior to proceeding.



Travel and Orders

COVID-19 TR

IAW DOD MILPERS GUIDANCE AND MAR.
FROM LEVEL 2 AND 3 COUNTRIES ARE REQUIRI
OF 14 DAYS. ENSURE ALL PERSONNEL EX
OR RETIREMENT ORDERS HAVE SUFFICIEI
REQUESTED P1
<https://www.mari>

Individual Member

- [Outbound Interview](#)
- [Inbound Interview](#)
- [View Basic Orders](#)
- [Historical Vouchers](#)
- [Travel Voucher \(Travel only, DO NOT use for property claims\)](#)

Personal Property / Passenger (External Sites)

- [Move.mil](#)
- [Pets / Passenger Transportation](#)
- [Airline Pet Policy](#)
- [Personal Property / Household Goods Transportation](#)
- [Personally Procured Move \(PPM\) Claims](#)

Unit Leaders

- [Outbound Management](#)
- [Inbound Management](#)

Starting the interview.

- Select the Begin Itinerary 1.
- Select all dependents that are traveling currently with you to the next duty station.
- Select “Next”



Claim Summary

Itinerary 1			
	Status	Last Status Update	Document ID
Details	Not Started	2021-04-28 - 10:46 CDT	

[→ Begin Itinerary 1](#)

Itinerary 1 - Select Travelers

Select Travelers	
<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Marine
<input checked="" type="checkbox"/>	Spouse
<input type="checkbox"/>	Child 1
<input checked="" type="checkbox"/>	Child 2
<input checked="" type="checkbox"/>	Child 3
<input checked="" type="checkbox"/>	Child 4

[Save and Return](#)

[Next - Itinerary](#)

Travel Detail

- Select Method of travel.
 - If POV is selected Traveler must input number of vehicles making the trip at the bottom of this page.
- Click on add initial stop
 - Then Click on each section to input the information required.
- For additional stops
 - Select the ‘+’ and repeat steps.
- Once complete select the “Next ” button

Itinerary 1 - Travel Detail

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

Itinerary 1 Stop

Click each individual cell to edit.

Stop Location	Arrive Date	Depart Date	Method	Stop Reason	Action
<p>Address Type:</p> <p><input checked="" type="radio"/> USA <input type="radio"/> Foreign</p> <p>City: <input type="text" value="Marine"/></p> <p>State: <input type="text" value="CALIFORN"/></p> <p>Zip: <input type="text" value="555555"/></p>					<input type="button" value="Add Initial Stop"/> <input type="button" value="Delete"/> <input type="button" value="+"/>

Itinerary 1 Destination

Location	Arrival Date	Stop Reason
Camp Lejeune, North Carolina 28542	04/28/2021	Travel Complete

How many privately owned vehicles did you and/or dependents take for this trip

Temporary Lodging Expense (TLE)

- If you are claiming TLE select “Yes”.
 - If not select “No” and then “Next”.
- Then select “Add Temporary Lodging Expense”
- Fill in all information for the TLE expense.
- To Add attachments for TLE click “Browse”
- Then select “Attachment Type”
- Then select “Attach File”
- Then select next.

Itinerary 1 - Temporary Lodging Expenses

Did you stay in temporary lodging near your Old / New PDS? Yes No

TLE is not applicable for periods of Restriction of Movement (ROM) related to COVID-19 Quarantine, those expenses must be claimed on the expenses page.

Temporary Lodging Expense							
#	TLE Location	Lodging Type	Receipt	First Night	Last Night	Amount	Action
No records found.							

[+ Add Temporary Lodging Expense](#)

#	TLE Location	Lodging Type	Receipt	First Night	Last Night	Amount	Action
🕒	New PDS	Government / On Base Lodging	<input checked="" type="radio"/> Yes <input type="radio"/> No	20201122	20201123	\$1,150.00	🗑️

A Service member on PCS orders, living in temporary lodging in the vicinity of the Old or New PDS location, may be eligible for a Temporary Lodging Expense (TLE) allowance for lodging and meal expenses.

Temporary Lodging Expense Rates				
Update occupants by clicking the individual cell.				
Lodging Date	Occupants	Nightly Rate	Nightly Taxes	Nightly Total
11/22/2020	5	\$500.00	\$75.00	\$575.00
11/23/2020	5	\$500.00	\$75.00	\$575.00

Attach a file by clicking the browse button and clicking the Attach File button.

+ Browse	attachment.PNG	Temporary Lodging Expense Receipt	Attach File
--------------------------	----------------	-----------------------------------	-----------------------------

[Save and Exit](#)

Select Attachment Type

- Temporary Lodging Expense Receipt
- Statement of Non-Availability of Government Lodging

[Next - Dislocation Allowance](#)

Dislocation Allowance (DLA)

- If you have dependents moved with you select “Yes”.
- If you would like to claim DLA select “Yes”.
- If you don’t have dependents or they didn’t travel with you may still rate DLA without Dependents.
- Select “No” if dependents did not travel with you.
- Select No if you are not assigned a barracks room.
 - If you are assigned a barracks room you will not rate DLA.
 - If you are E5 and below without depends you will need to attach “Authorization to reside out in town”.
- If you would like to claim DLA select “Yes”.

Did your dependent(s) relocate on these orders? Yes No

Would you like to claim Dislocation Allowance (DLA)? Yes No

You are claiming DLA With Dependents

[Save and Exit](#) [Back - Temporary Lodging](#) [Next - Expenses](#)

Did your dependent(s) relocate on these orders? Yes No

Are you assigned to single type government quarters (ie. barracks room)? Yes No

Would you like to claim Dislocation Allowance (DLA)? Yes No

You are claiming DLA Without Dependents

[Save and Exit](#) [Back - Temporary Lodging](#) [Next - Expenses](#)

Other Expenses.

- If you incurred any other expense.
- Select “Add Expense”
- Fill out expense information
- If expense is \$75 or more you will need a receipt.
- To attach receipt click on “Browse”.
- Select file
- Update “Attachment Type”
- Click “Attach File”

Itinerary 1 - Expenses

- Please add all reimbursable expenses, to include the type of expense, amount and date incurred.
- Any expense \$75 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 claimed 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

#	Type	Amount	Start Date	End Date	Receipt	Action
⌚	Taxi - Terminal ▼	\$100.00	20201123	20201123	<input checked="" type="radio"/> Yes <input type="radio"/> No	🗑️

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.

+ Browse	DLA with out.PNG	Taxi Receipt ▼	Attach File
---	------------------	---	--

Save and Exit

Back - Dislocation Allowance
Next - Review

Review Travel claim.

- Review claim
- If claim is correct click "Next"

Confirm Travel claim.

- Verify all contact and deposit information.
- Then click Submit Travel Voucher.

Itinerary 1 - Summary and Review

Stop Location	Arrive Date	Depart Date	Method
Marine, California 555555	11/22/2020	11/26/2020	Private Vehicle
Destination		Arrival Date	
Quantico, Virginia 22134		11/26/2020	

Temporary Lodging Expenses

#	TLE Location	Lodging Type	Missing Receipt	First Night	Last Night	Amount
1	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 Dependents

Expenses

Type	Date	Amount	Missing Receipt	Company Name	Company Phone	Company Address
TAXI	2020-11-23	\$100.00	No	N/A	N/A	N/A

Attachments

Filename	Attachment Type
attachment.PNG	Temporary Lodging Expense Receipt
DLA with out.PNG	Taxi Receipt

Comments:

4000 characters remaining

[Save and Exit](#)
[Back - Expenses](#)
[Next - Confirm](#)

Itinerary 1 - Sign and Submit

Contact Information

Mailing Address: 1775 Marine Way
 Type: USA Foreign
 City: Quantico State: VIRGINIA ZIP: 5555E
 Email: IAMMARINE@USMC.MIL Phone: 555-555-5555

Disbursing Office

Address: Finance Office, PO Box 206, Quantico, VA 22134
 Phone: 784-2171/3193
 Fax: 784-432-0301
 Email: quantraveloffice@usmc.mil

Account Details

Financial Institution: NAVY FEDERAL CREDIT UNION
 Account Type: Checking
 Account Number: *****usmc

myPay

[Save and Return](#)
[Back - Review](#)
[Submit Travel Voucher](#)