Travel Voucher Interview

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 permeant change of station and separation order types.

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.



Individual Member

- Outbound Interview
- Inbound Interview
- View Basic Orders
 Historical Vouchar

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 Program Mayor (PPM) Claims
- Personally Procured Move (PPM) Claims

Unit Leaders

- Outbound Management
- Inbound Management

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Travel Voucher Interview

Starting the interview.

Travel Voucher

Claim Summary

Itinerary 1 - Select Travelers

• Select the Begin Itinerary 1.



- Select all dependents that are traveling currently with you to the next duty station.
- Select "Next"

		Se	lect Travelers	
			Name	
\leq	Marine			
\leq	Spouse			
	Child 1			
\leq	Child 2			
\leq	Child 3			
\leq	Child 4			
Save a	and Return			Next - Itinerary

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Begin Itinerary 1

Travel Voucher Interview

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.

tinerary 1 - Travel Detail					
Itinerary 1 Origin					
Location	Depart Date	Me	ethod of Travel		
Cherry Point, North Carolina 28533	11/22/2020	Private Vehic	cle	~	
		1		1	
Itinerary 1 Stop Click each indicatual cell to edit.					ld Initial Stop
Stop Location	Arrive Date	Depart Date	Method	Stop Reas	on Action
Address Type: USA Foreign					
City: Marine					💼 🛨
State: CALIFORN V					
Zip: 555555					

 Once complete select the "Next " button

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 to	rip 0 🗢 🖸	
Save and Return		Next - Temporary Lodging Expense

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Traveler Role

Training Guide

Travel Voucher Interview

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.



Attach a File by clicking the Browse button and clicking the Attach File button



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Travel Voucher Interview

Save and Exit

Dislocation Allowance (DLA)

Traveler Role

- 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)?	O Yes	○ No
You are claiming DLA With Dependents		



Did your dependent(s) relocate on these orders? Are you assigned to single type government quarters (ie. barracks room)? Would you like to claim Dislocation Allowance (DLA)? You are claiming DLA Without Dependents	Ves Yes Yes	 No No No 		
Save and Exit			Back - Temporary Lodging	Next - Expenses

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Travel Voucher Interview

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.

			Expenses	i		+ Add	Expense
#	Туре	Amount	Start Date	End Date		Receipt	Action
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			Attachments				
	File Name		Attachmen	t Type		Action	
No re	cords found.						
			File Uploader				
Attach	a File by clicking the Browse butto	n and clicking the Attach	h File button.				
-	Browse DLA with out	PNG	Taxi Receip	t	~	Attach File	
Save	and Exit			В	ack - Disloca	ation Allowance N	ext - Review

Travel Voucher Interview

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.

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