



# Outbound Interview

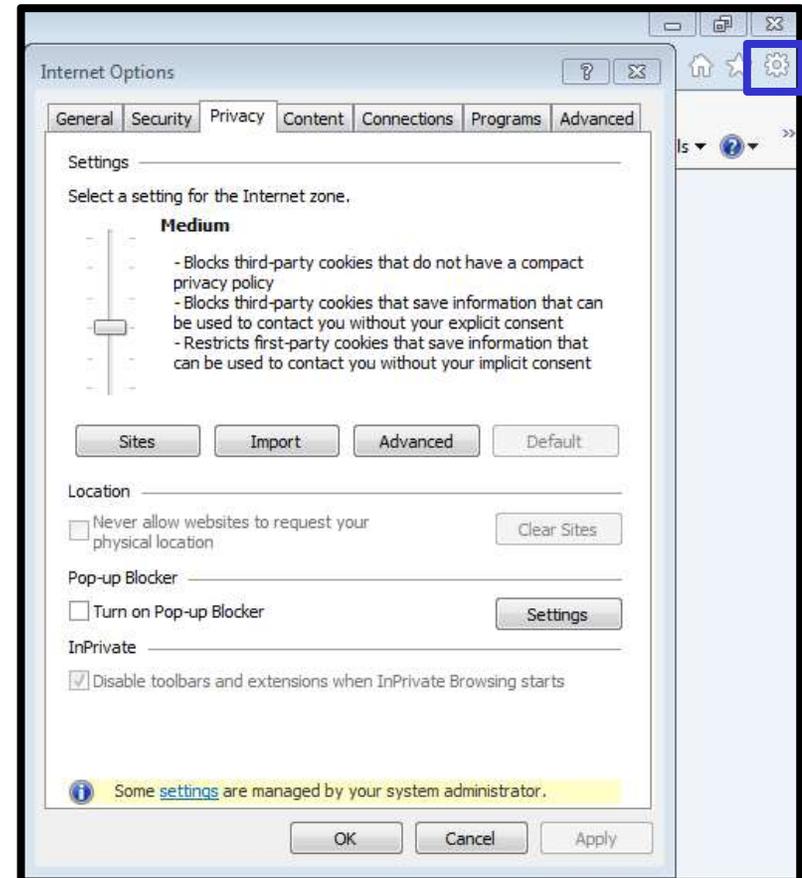
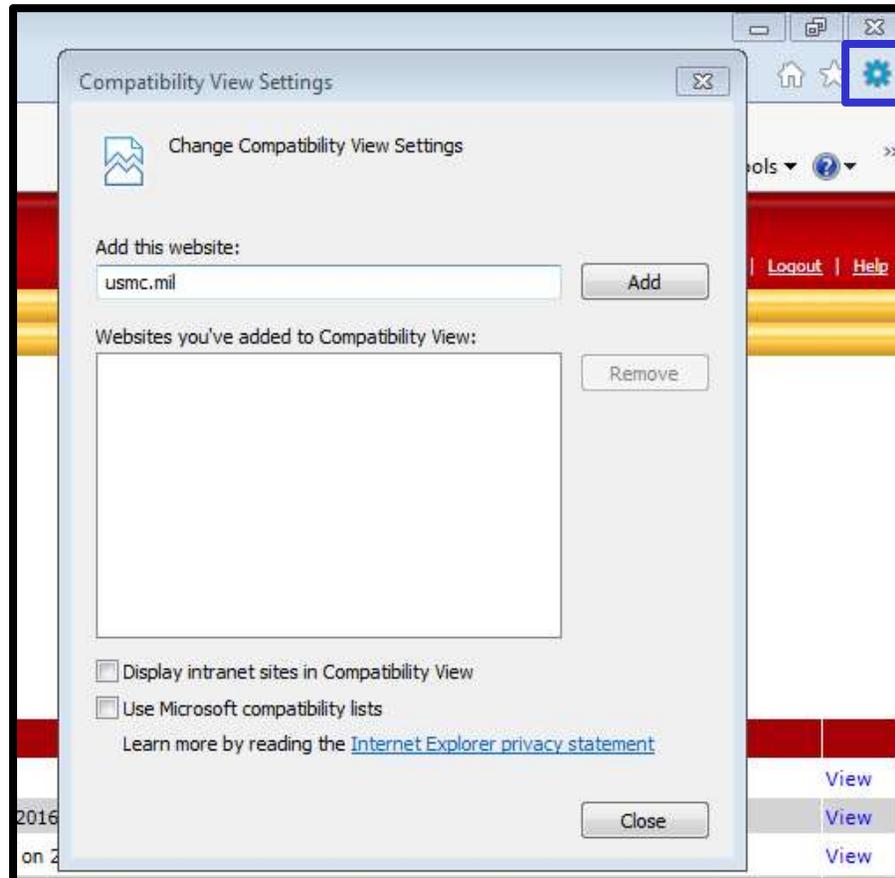
## Final Travel Voucher

Current as of 26 March 2021



# Settings

2



- Before attempting to access the Travel Voucher, Marines may need to adjust their compatibility view settings and their Pop-up Blocker settings.
- Both can be found by selecting “Tools” from the Internet Explorer Menu Bar as shown above.



# Location

3

**MARINE ONLINE** | Logout | Help

Home | Resources | Performance | A Few Good... Links | Users Manual | **Travel**

Personal Info | MyEPAR | Leave/Liberty | Locator | My Account | My Messages | My Permissions | My OMPF | Trouble Tickets |

Information Last Updated: 10 Mar 2021

You have 6 new messages.

**Notifications for**

- You do not have any notifications.

You do not have any Commander's Messages

- The Final Travel Voucher will be available for use with any separation interview certified through the Outbound Interview application. This includes those certified prior to the implementation of the Final Travel Voucher.



# Location

4

**MARINE ONLINE** | Logout | Help

Home | Resources | Unit Leaders | Reports | Performance | MOL Management | A Few Good... Links | Users Manual | **Travel**

## Travel and Orders

**COVID-19 TRAVEL IMPACTS**

SAW DOD HELPERS GUIDANCE AND MARADMEN 147/20 ALL PERSONNEL RETURNING FROM LEVEL 2 AND 3 COUNTRIES ARE REQUIRED TO QUARANTINE FOR NOT LESS THAN A PERIOD OF 14 DAYS. ENSURE ALL PERSONNEL EXECUTING CHANGE OF STATION, SEPARATION OR RETIREMENT ORDERS HAVE SUFFICIENT OBLIGATED SERVICE IN ADDITION TO ANY REQUESTED PTAD/DELAY/LWAS.

<https://www.marines.mil/Coronavirus/>

**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

**Checklists**

**Independent Duty**

- Screening / Interview Guide (Active duty only, not necessary for All)
- Financial Worksheet

**Overseas Screening**

If you have questions about the medical portion of the "Suitability Screening" process or need assistance with completion of the forms, please contact your nearest "Navy Medical Treatment Facility" (NMTF).

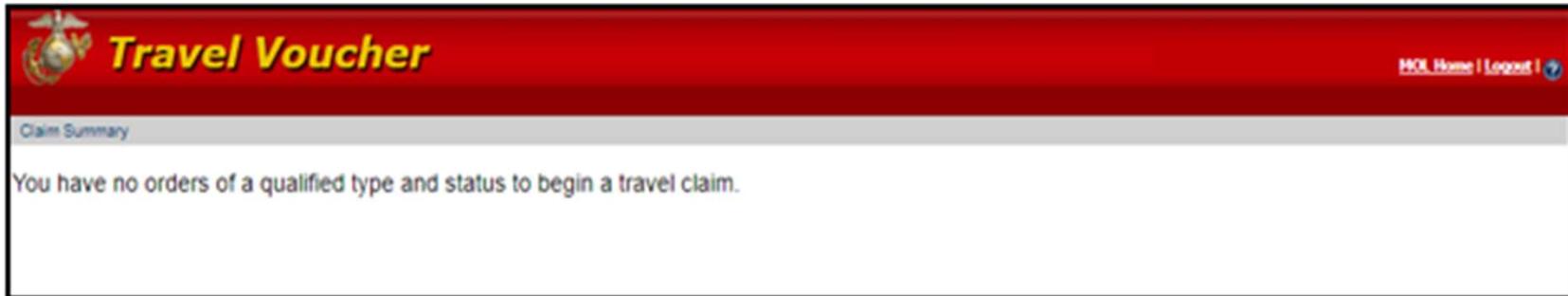
- DoN Overseas Suitability Screening Process
- NAVPER 1300/16
- NAVMED 1300/1
- NAVMED 1300/2
- DD Form 2807-1

The above link will always be present. However, the voucher is only available when you have a certified separation interview.



# Location

5



- The above screen will be displayed when a separation interview has not been certified.
- Marines that have been separated and still receive this message are advised to follow the instructions on the separation endorsement to submit a hard copy final travel voucher.
- The Travel Voucher will only populate for Marines with a component code 11 or B1-B4 (Active Duty and Active Reserve).



# Claim Summary

6

**Travel Voucher** | MOL Home | Logout | ?

Claim Summary

Itinerary 1			
	Status	Last Status Update	Document ID
<a href="#">Details</a>	Not Started	2016-12-21 - 12:39 CST	

[Begin Itinerary 1](#)

**Status Legend**

- In Progress** - Travel Voucher has been started but not submitted.
- Submitted** - Travel Voucher has been submitted but it is being held until separation at EAS has successfully processed in the Marine Corps Total Force System, at which point it will be sent to the Disbursing/Finance Office.
- Processing** - Travel Voucher has been accepted for processing by the Disbursing/Finance Office.
- Returned** - Travel Voucher has inaccuracies that need to be addressed and re-submission is required to continue processing.
- Settled** - Travel Voucher has been processed and settlement can be reviewed in [myPay](#)

**Disbursing Office**

**Address:** Commanding General, Attn: Disbursing Office, 2D Marine Logistics Group, PCS Box 20002, Camp Lejeune, NC 28542-0002  
**Phone:** 910-449-9161  
**Email:** smblejdisbotravel@usmc.mil

The Status Legend to the far right of this screen defines what each status is.

- The “Claim Summary” page is where the Marine will be able to begin the itinerary.
- This page displays the status of each itinerary, as well as the “Status Legend” with detailed definitions for each status.
- The “myPay” icon is a hyperlink to the website where the settled claim can be viewed.
- The applicable Disbursing Office contact information is provided for Marines wishing to speak directly with them for assistance as required.



# Claim Summary Detail View

**Claim Summary**

**Itinerary 1**

Status	Last Status Update	Document ID
<input type="checkbox"/> Details Not Started	2016-12-21 - 12:39 CST	

Traveling	Relationship
	MEMBER
	SPOUSE
	LEGITIMATE DAUGHTER
	LEGITIMATE SON

Depart	Date	Arrive	Date	Method
Camp Lejeune, North Carolina 28542	2016-09-21	Not Specified		Aircraft
Not Specified		Kansas City, Missouri 64419	2016-09-21	Vehicle

**Expenses**

Type	Date	Amount	Missing Receipt	Company Name	Company Phone	Company Address
There have been no expenses added to this claim.						

**Attachments**

File Name
There have been no attachments added to this claim.

**Claim History**

Date	Changes
There have been no updates to the status of this claim.	

[→ Begin Itinerary 1](#)

- Selecting the “Details” arrow will provide the Marine with a detailed summary of the itinerary.
- This information is built directly from the certified OBI.
- Updates to this information will appear as the Marine begins the itinerary and saves any changes.
- “Claim History” provides historical data relating the routing of the OBI.



# Select Travelers

8

Itinerary 1 - Select Travelers

Select Travelers	
Name	Relation
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	MEMBER
<input checked="" type="checkbox"/>	SPOUSE
<input checked="" type="checkbox"/>	LEGITIMATE DAUGHTER
<input checked="" type="checkbox"/>	LEGITIMATE SON

Save and Return      Next - Itinerary

- The Marine will be able to select what travelers are part of each itinerary.
- The red arrow will select/de-select all family members.
- Each blue arrow will select/de-select a single family member.

- The travelers listed on this page will be carried directly from the certified separation interview.
- The Marine will have the option to edit any decisions from the interview.
- Any family members not listed on an itinerary may be already listed on a separate itinerary.



# Itinerary

## Claim Summary

Itinerary 1						
Status	Last Status Update		Document ID			
Details	In Progress	2016-12-21 - 13:03 CST				
Traveling			Relationship			
			MEMBER			
Depart	Date	Arrive	Date	Method		
Camp Lejeune, North Carolina 28542	2016-09-21	West Columbia, South Carolina 29172	2016-09-21	Aircraft		
West Columbia, South Carolina 29172	2016-09-21	Kansas City, Missouri 64419	2016-09-21	Vehicle		
Expenses						
Type	Date	Amount	Missing Receipt	Company Name	Company Phone	Company Address
TAXI	2016-09-21	\$50.00	No	N/A	N/A	N/A
TOLLS	2016-09-21	\$75.00	Yes	WV Turnpike	555-555-5555	12 Main St, Charleston, WV 55555
Attachments						
File Name						
<a href="#">travel.PNG</a>						
Claim History						
Date	Changes					
There have been no updates to the status of this claim.						

- The Itinerary details will list any travelers that have not been removed from the itinerary.

- The "Not Traveling" field lists eligible dependents identified in the OBI as not traveling with the member.

- This is also where you will be able to find travelers removed from any itinerary.

- These travelers are available to add to a separate travel claim if applicable.

[Continue Itinerary 1](#)

Not Traveling	
Name	Relationship
	SPOUSE
	LEGITIMATE DAUGHTER
	LEGITIMATE SON

[Add Another Travel Claim](#)



# Travel Detail

10

Itinerary 1 - Travel Detail

**Itinerary 1 Segments** + Add Segment

Departed	Date	Arrived	Date	Method	Stop Reason	Action
Camp Lejeune, North Carolina 28542	10/03/2016	Orlando, Florida 32812	10/04/2016	Private Vehicle		 

How many privately owned vehicles did you and/or dependents take for this trip?  
Selecting 0 signifies that all of the travelers on this itinerary were passengers.

  **The counter button is used to select the number of POVs that were used for an itinerary.**

Save and Return Back - Travelers Next - Expenses

- This page allows the Marine to review and make changes to the segments of travel for an itinerary.
- The “+ Add Segment” button can be used to claim an additional segment of travel.
- The pencil button under the “Action” header allows the Marine to edit each segment.
- The trash can button under the “Action” header allows the Marine to delete a segment.



# Edit Travel Segment

11

### Edit Travel Segment

#### Departed

Method of Travel  
Private Vehicle

Date  
2018-10-03

Address Type  
 USA  Foreign

City  
CAMP LEJEUNE

State  
NORTH CAROLINA

ZIP  
28542

#### Arrived

Date  
2018-10-04

Address Type  
 USA  Foreign

City  
ORLANDO

State  
FLORIDA

ZIP  
32812

Reason For Stop

Travel to final destination is complete. No additional travel segments required.

Awaiting follow-on transportation. Requires additional travel segments until travel is complete.

Temporary stay on the way to final destination, i.e. leave, vacation, visit, interim work, etc... Requires additional travel segments until travel is complete.

Cancel Save and Close

- The dates may be entered using the calendar button.
- The method of travel is selected by using the drop down arrow and selecting the appropriate option (i.e., Commercial Aircraft).
- An action button allows the Marine to select either a US or Foreign Address.
- The “State” can be selected by using the drop down.
- Both the “City” and “ZIP” are free text boxes to manually enter the appropriate value.
- Once Completed, select “Save and Close”



# Expenses

**Travel Voucher**

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.
- For any lost receipts select 'No' under the Receipt column and fill out the additional fields below.

Expenses <span>+ Add Expense</span>						
#	Type	Amount	Start Date	End Date	Receipt	Action
1	Taxi - Terminal	\$50.00	9/21/16		<input checked="" type="radio"/> Yes <input type="radio"/> No	
2	Tolls (highway bridge, etc.)	\$75.00	9/21/16		<input type="radio"/> Yes <input checked="" type="radio"/> No	

This expense/amount requires additional information. Enter details in the fields below:

\* Company Name: WV Turnpike  
\* Company Phone: 555-555-5555  
\* Company Address: 12 Main St, Charleston, WV 55555

**Selecting "No" on an expense of \$75 or more generates these missing receipt fields.**

Attachments	
File Name	Action
travel.PNG	

**File Uploader**

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

+ Browse    adv.PNG    Attach File

Save and Exit    Back - Itinerary    Next - Review

**The file will not be attached if the "Attach File" button is not selected.**

- The Marine will list all applicable/authorized expenses incurred during the authorized travel period. For a list of authorized expenses, refer to the Joint Travel Regulations (JTR), Appendix G.
- The Marine must select "Yes" or "No" under the "Receipt" header to indicate if he/she has a receipt or not.
- Selecting "Yes" will prompt the Marine to attach the receipt.
- The Marine will then attach the file by selecting the "Browse" button.



# Summary and Review

13

**Itinerary 1 - Summary and Review**

- Review the details of the travel claim you are about to submit. If changes are required, return to the applicable page(s) and edit as needed.

**Travelers**

Name	Relationship
	MEMBER
	SPOUSE
	LEGITIMATE DAUGHTER
	LEGITIMATE SON

**Itinerary**

Departed	Date	Arrived	Date	Method of Travel
Camp Lejeune, North Carolina 28542	2016-09-21	West Columbia, South Carolina 29172	2016-09-21	Aircraft
West Columbia, South Carolina 29172	2016-09-21	Kansas City, Missouri 64419	2016-09-21	Vehicle

**Expenses**

Type	Date	Amount	Missing Receipt	Company Name	Company Phone	Company Address
TAXI	2016-09-21	\$50.00	No	N/A	N/A	N/A
TOLLS	2016-09-21	\$75.00	Yes	WV Turnpike	555-555-5555	12 Main St, Charleston, WV 55555

**Attachments**

travel.PNG

Comments:

- This page is a quick glance at what is being claimed prior to submission.
- The Marine has the option to return to the previous page to make any changes if necessary or save and exit if the claim is not ready to be submitted.



# Sign and Submit

14

**Itinerary 1 - Sign and Submit**

**Contact Information**

**Mailing Address**  **Type**  
 US Address  Foreign Address

**City**  **State**  **ZIP**

**Email**  **Phone \***

**Disbursing Office**

**Address:** Commanding General, Attn: Disbursing Office, 2D Marine Logistics Group, PCS Box 20002, Camp Lejeune, NC 28542-0002  
**Phone:** 910-449-9161  
**Email:** smblejdisbotravel@usmc.mil

**Account Details**

**Financial Institution:** USAA FEDERAL SAVINGS BANK  
**Account Type:** Checking  
**Account Number:** \*\*\*\*\*

**myPay**

Accurate contact information will allow the Finance office to get in touch with you if they have any questions.

- The Marine will have the option to edit his/her contact information on the this page.
- The applicable Disbursing Office contact information and a “myPay” hyperlink are provided for convenience.
- The “Account Details” portion displays what account the payment will go to. Any changes to this information must be made directly through the “myPay” website.



# Sign and Submit Travel Voucher

15

**Sign and Submit Travel Voucher** [X]

**Statement of Privacy Act**

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim.

(18 USC Sections 287 and 1001, and 31 USC section 3729)

Unused electronic or paper tickets have a monetary value and belong to the US Government. All unused tickets must be reported and returned to the CTO as soon as possible for the applicable credit.

Instructions may be found at <https://www.defensetravel.dod.mil/site/unusedTkt.cfm>

I have read and understood the statement above.

**Sign and Submit**

- The Marine must select the check box certifying that he/she has read the Privacy Act Statement prior to signing and submitting.
- Selecting “Sign and Submit” will submit the claim for review/payment.
- The Marine can then return to the main page to view the current status of the itinerary.
- When the itinerary is in a submitted status the Marine will be able to make any changes to what is being claimed.
- Once the itinerary is in a “Processing” status the Marine will not be able to make any changes.



# Submitted Claim Status

16

**Claim Summary**

**i** Your claim has been submitted. It will be sent to disbursing once your separation has processed in MCTFS. Until that time, you may reopen the claim and make changes. If you make changes, you will need to resubmit.

Itinerary 1			
	Status	Last Status Update	Document ID
<b>i</b> Details	Submitted	2016-12-23 - 09:11 CST	

[Edit Itinerary 1](#)

- A confirmation will be provided to the Marine once the claim has been submitted.
- Here the Marine will still have the opportunity to edit the claim dependent upon the claim status. The Marine must keep in mind that the claim will need to be resubmitted once edited in order for the Disbursing Office to take action.



# Processing Claim Status

17

Claim Summary

**Itinerary 1**

Status	Last Status Update	Document ID
<a href="#">Details</a> Processing	2016-12-24 - 00:00 CST	1234567

**Not Traveling**

Name	Relationship
	SPOUSE
	LEGITIMATE DAUGHTER
	LEGITIMATE SON

[Add Another Travel Claim](#)

- The status will change to processing once Admin has reported the release from active duty in MCTFS.
- Once it is in a “Processing” status, the Marine no longer has the ability to edit the claim.
- The Document ID provided from the Disbursing Office will then be listed for reference.
- Any travelers listed under the “Not Traveling” list will be available to add to another travel claim once travel has been completed.



# Returned Claim

**Claim Summary**

Itinerary 1			
Status	Last Status Update	Document ID	
<span style="color: red;">▼</span> Details <span style="background-color: yellow;">Returned</span>	2017-01-04 - 09:03 CST		

**Reason for Rejection**

Shouldn't you be on your Dependents claim? You all traveled together didn't you? (THIS IS ONLY A TEST MESSAGE)

Traveling	Relationship
	MEMBER

Depart	Date	Arrive	Date	Method
Camp Lejeune, North Carolina 28542	2016-09-21	West Columbia, South Carolina 29172	2016-09-21	Aircraft
West Columbia, South Carolina 29172	2016-09-21	Kansas City, Missouri 64419	2016-09-21	Vehicle

**Expenses**

Type	Date	Amount	Missing Receipt	Company Name	Company Phone	Company Address
TAXI	2016-09-21	\$50.00	No	N/A	N/A	N/A
TOLLS	2016-09-21	\$75.00	Yes	WV Turnpike	555-555-5555	12 Main St, Charleston, WV 55555

**Attachments**

File Name

[travel.PNG](#)

**Claim History**

Date	Changes
2016-12-23 - 09:11 CST	Claim submitted by member
2016-12-24 - 00:00 CST	Claim sent to disbursing
2017-01-04 - 09:03 CST	Claim rejected by disbursing

[→ Edit Itinerary 1](#)

- Marines are required to periodically check the status of their claim(s) throughout this process in order to ensure completion.
- Selecting the “Details” arrow will display the “Reason for Rejection” provided by the Disbursing Office when a claim is returned.
- Selecting the “Edit Itinerary” button will allow the Marine to make the necessary corrections and resubmit for processing.



# Amend Claim

19

**Claim Summary**

Itinerary 1			
	Status	Last Status Update	Document ID
 Details	Returned	2017-01-04 - 09:03 CST	1234567

[→ Edit Itinerary 1](#)

Itinerary 2			
	Status	Last Status Update	Document ID
 Details	Settled	2017-01-04 - 09:08 CST	1234568

[Amend Itinerary 2](#)

- The “Amend Itinerary” button allows the Marine to make changes to a claim that has previously been settled by the Disbursing Office.
- Justification comments are required when submitting an amendment in order to enable everyone in the routing chain to quickly and easily identify what further actions are required.



# Outbound Interview

