

FEB 2010

MSFSC TRAVEL ADVISORY

Subj: SHIPBOARD PROCEDURES FOR PROVIDING COPY OF TRAVEL ORDERS

Encl: (1) Blank Travel Order for Electronic Submission

1. Purpose: To establish procedures and guidance for the streamlining of the travel claim liquidation process.
2. Discussion: To ensure a timely and smooth liquidation process for travel claims it is necessary that a copy of any travel orders issued from any ship be forwarded to the N8232 travel staff. Once a copy of the travel order arrives, the data on the travel order is entered into the Financial Management System (FMS) to begin the accounting chain for the money authorized for the travel. When a CIVMAR files the travel claim, if the data is not in the FMS, verifying the information can take additional time and delays the liquidation process. It is also mandatory to have this information to track those travel claims that are not filed when they should be.
3. Procedures:
 - (a) Cash in lieu (or a cash settlement) is presently only valid in CONUS. If cash in lieu orders are issued, the CIVMAR does not have to file a travel claim since, in effect, they are saying the funds they received are sufficient for travel and they will make no further claim for that travel. This is the only instance where a travel claim is not required to be filed.
 - (b) In all other instances, travel claims must be filed to account for the money spent on the travel. This includes ticket price and per diem costs.
 - (c) Upon completion of creating the travel orders, provide a copy to the CIVMAR to file with the travel claim upon completion of travel. Inform the CIVMAR of the requirement to submit a travel claim within 5 days. The travel orders comments "FILE TRAVEL CLAIM WITHIN 05 DAYS AFTER COMPLETION OF TRAVEL" is required when preparing the travel orders. Provide the CIVMAR with a DD 1351 and 1351- 2, Travel Voucher or Sub-voucher to assist the CIVMAR expedite his claim in a timely manner.
 - (d) The travel order will be endorsed with the funding advance information. This information will include the date of the advance amount and Disbursing Officer Voucher (DOV) number. To determine the price of a ticket when you are in an area where there is no SATO/PSD, contact the ship's agent to determine the authorized amount advanced to cover travel between the ship and the respective CSU.

(e) Send a copy of every travel order prepared to this Travel Mailbox, this box may also be used by the ship to send travel claims for CIVMARS assigned to the ship.
MSFSC_TRAVEL@navy.mil

(1) Electronic means on a weekly basis or soon thereafter.

In the event email of a connectivity problem, travel orders may be mailed to the address below. Be advised this will delay processing any travel claims due of the mail delays. DO NOT SEND both electronic and mail.

MSFSC
471 EAST C STREET
ATTN N8232
NORFOLK VA 23511-2419

4. Any questions may be directed to MSFSC Travel.