



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
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RFF-11

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From: Head, Finance Branch, Fiscal Division, Programs and
Resources Department, Headquarters, U.S. Marine Corps
To: Marine Corps Disbursing and Finance Officers (DOs/FOs)
Subj: POLICY LETTER 9-10 (COMPUTATION OF TURNAROUND TIME FOR
TRAVEL PAYMENTS)
Ref: (a) RFF Policy Letter Dated March 31, 2003 Computation and
Turnaround Time for Travel Payment
(b) Travel Advisory Notice 5-00: Settlement Timeliness for
PCS and TDY Travel Claims

1. This policy letter redefines the processing time for PCS and TDY travel vouchers and cancels reference (a) and (b). The current PCS and TDY settlement timelines have been in effect for over two decades. Systemic upgrades within the disbursing community including the implementation of IATS and DTS increased productivity and reduced the manual workload in our offices. Effective 1 January 2011, processing times will not exceed five (5) business days for PCS claims and three (3) business days for TDY claims. These requirements will be reevaluated annually as additional process or system improvements are deployed to the field.

2. A business day is defined as a standard Monday through Friday weekday. The business day immediately following receipt of a claim is considered the first processing day. The day the settlement is processed for payment is considered the last processing day. All business days between the first and last day will be counted. The processing time and defined business days applies regardless of how the travel claim was submitted (e.g. over the counter or DTMS Travel Module).

3. Events that cause the processing time to exceed the defined parameters will be documented and included in the applicable monthly workload report.

4. The point of contact on this issue is MSgt Michael O'Brien at DSN 224-4981.

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