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MARINEFORCESRESERVE | JANUARY 2016

# COMMUNICATOR

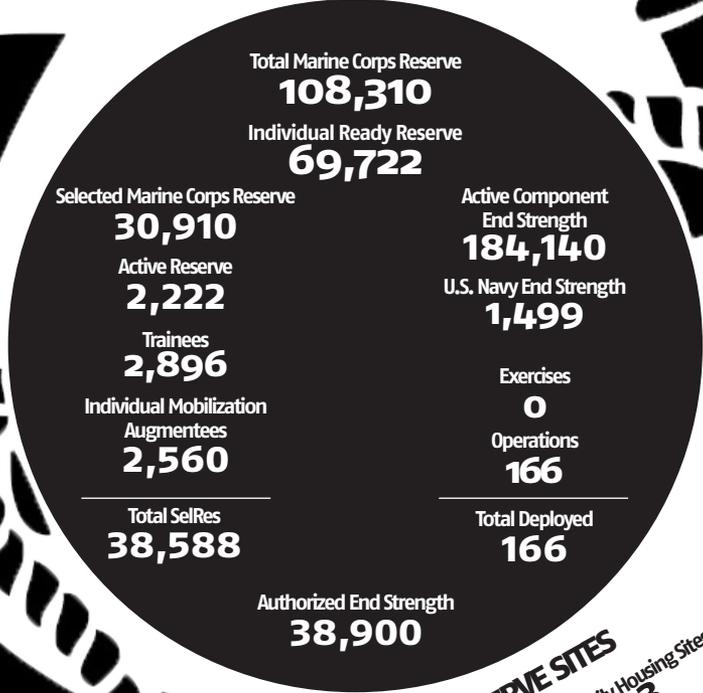
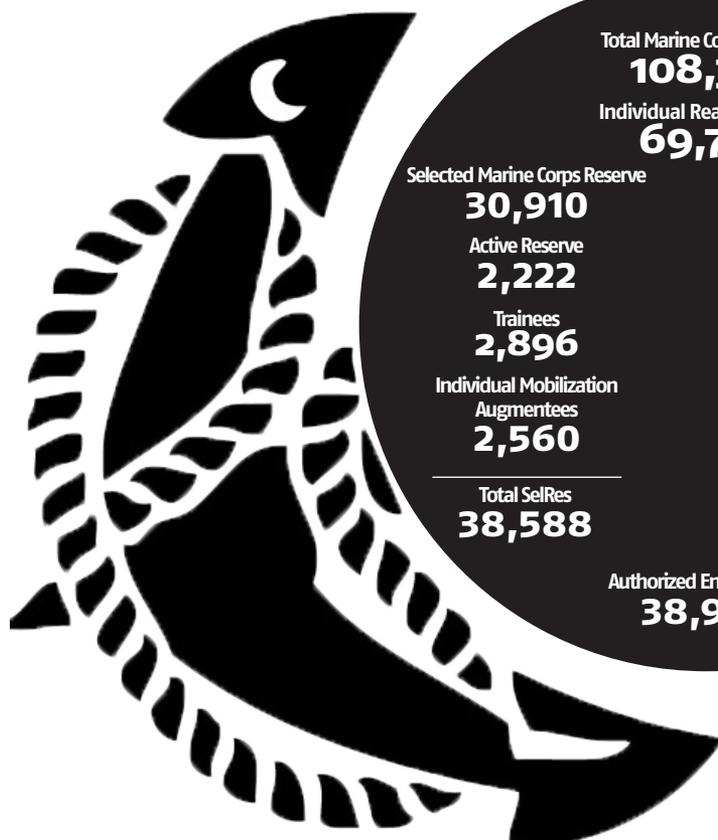
## BY THE NUMBERS

\* As of December 2015



**LT. GEN. REX C. MCMILLIAN**  
Commander, Marine Forces Reserve

Whenever we execute orders for duty, it is critical that we meet all the administrative requirements associated with coming on and off those orders. Whether an active-duty Marine is returning from a planning conference or a Reserve Marine is completing annual training, there are a number of administrative hurdles we must overcome. One of those hurdles is the submission and payment of travel claims. It is a simple process, but it is easy to make mistakes along the way, and some of those mistakes have larger consequences - like preventing a Marine from getting paid on time. It is incumbent upon all of our leaders to understand this process and make sure it is being executed. Take care of yourselves and take care of your Marines. Semper Fidelis.



**RESERVE SITES**  
 Tenant Locations **135**  
 Owned Sites **26**  
 Family Housing Sites **3**

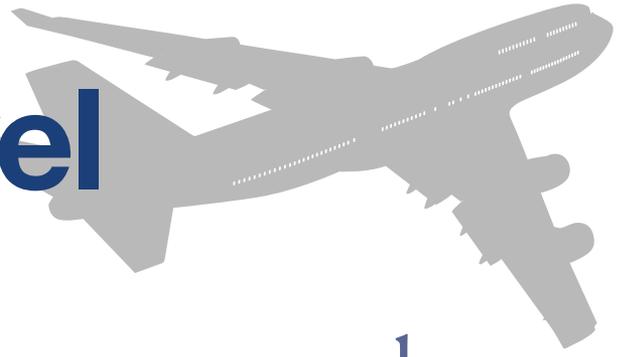
Click on the names below to view the bios and photos

# LEADERSHIP

- |   |                           |   |                                  |
|---|---------------------------|---|----------------------------------|
| Secretary of the Navy                     | Hon. Ray Mabus            | Sergeant Major, Marine Forces Reserve       | Sgt. Maj. Anthony A. Spadaro     |
| Commandant of the Marine Corps            | Gen. Robert B. Neller     | Command Master Chief, Marine Forces Reserve | CMDCM Chris Kotz                 |
| Assistant Commandant                      | Gen. John M. Paxton Jr.   | 4th Marine Division                         | Brig. Gen. Paul K. Lebidine      |
| Sergeant Major of the Marine Corps        | Sgt. Maj. Ronald L. Green | 4th Marine Aircraft Wing                    | Maj. Gen. William T. Collins     |
| Commander, Marine Forces Reserve          | Lt. Gen. Rex C. McMillian | 4th Marine Logistics Group                  | Brig. Gen. Patrick J. Hermesmann |
| Executive Director, Marine Forces Reserve | Mr. Gregg T. Habel        | Force Headquarters Group                    | Brig. Gen. Helen G. Pratt        |

# Reserve Travel Claims:

## Filing an accurate voucher



DD Form 1351-2 is required for Reserve Marines to liquidate travel expenses while TAD. For a detailed tutorial on how to properly fill out this form and submit your travel claim, watch the following video:<https://www.youtube.com/watch?v=vScpPME09D4> Reserve Marines should also be familiar with Force Policy Letter 13-11, Reserve Travel Claims.

### *Common Errors, Issues and Requirements*

#### **Submit on time**

- Within 5 business days of completion of orders
- Sign your claim
- Ensure travel dates claimed match dates listed on orders

#### **Receipts**

- All receipts equal to or greater than \$75 must be included
- All lodging and rental car receipts are required regardless of amount
- Lodging and rental car receipts must show a zero balance due (e.g. paid in full)

#### **Rental Cars**

- Read orders to ensure rental is authorized
- Do not rent car if not authorized in orders
- Unless larger car is authorized to support mission, only compact cars are authorized, regardless of rank
- Purchase of supplemental insurance will not be reimbursed

#### **Government Travel Charge**

- ATM fees will not be reimbursed
- Ensure split disbursement amount covers all charges placed on GTCC
- Tips no longer reimbursable for anything other than meals

#### **Commercial Flights**

- All flights should be pre-paid
- Do not purchase flights at ticket counter, immediately contact your unit representative

#### **Fuel**

- Pre-paid fuel will not be reimbursed
- Keep gas receipts

#### **Certificates of non-availability (CNA)**

- Government lodging not available means certificate of nonavailability is required when duty is aboard military installations

Under all circumstances, submit your travel claims in accordance with your unit's standard operating procedures. For more information, see the Joint Travel Regulations: <http://defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

