



UNITED STATES MARINE CORPS

4TH MARINE LOGISTICS GROUP
MARINE FORCES RESERVE
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NEW ORLEANS, LOUISIANA 70146-5400

4600

G1

12 MAY 2006

GROUP POLICY LETTER 3-06

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR OFFICIAL TRAVEL (SHORT
TITLE: SOP FOR OFFICIAL TRAVEL)

Ref: (a) ForO P4650.1
(b) MSG/MFR/201834Z OCT 04
(c) MSG/MFR/021318Z OCT 03
(d) MCO 4600.40A

Encl: (1) Procedures for Individual Travel
(2) Procedures for Small Group Travel (SGT)
(3) Procedures for Large Group Travel (LGT)
(4) Guidelines for the Commercial Ticketing Program (CTP)
(5) Sample Official Travel Request Form

1. Situation. To publish policies and procedures for the processing of official travel orders. Additionally, to provide guidelines and delineate responsibilities for individual travelers, unit fund managers, fund administrators, and order writers within 4th Marine Logistics Group (MLG).

2. Mission. 4th MLG units shall issue official travel orders in accordance with reference (a) and the guidance provided in this SOP.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To amplify policies and procedures as set forth in the references for the preparation of official travel orders.

(2) Concept of Operations

(a) Local Command Procedures. Commanders will implement local internal procedures to ensure official travel requests are processed in sufficient time to take maximum

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advantage of government quarters, messing and transportation, and the lowest possible commercial air fare procured through RAVANEL travel. At a minimum, local procedures should include a standardized form to request official travel orders, and a routing process that includes order writers, fiscal managers, and operations/training representatives. Enclosure (5) provides an example of a TAD Request. The implementation of Defense Travel System (DTS) has begun within Marine Forces Reserve (MFR). Implementation at 4th MLG units is scheduled to begin in FY-06. Detailed information will be provided to 4th MLG units prior to its implementation.

(b) Orders Process. Enclosures (1) through (4) are provided to assist units in the orders preparation process and are directed for use by all 4th MLG units. Per reference (c), Reserve Order Writing System (ROWS) requests must be submitted 14 days prior to the travel date to give all departments (i.e. Commercial Travel Office (CTO), FUNDING, AO, RA, and Traffic Management Office (TMO) required time to work and route travel request/orders. Frequent changes in flight itineraries may cause delays in the issuance of airline tickets. Questions pertaining to the orders process should be addressed to 4th MLG G-1 at (504) 678-0675/4976.

(c) Reservations

1. All Marine Forces Reserve (MFR) travelers are required to use Ravenel Travel, MFR Commercial Travel Office (CTO) for all official travel. Units will contact MFR CTO during normal working hours (0800-1630) Central Standard Time by phone at (504) 678-7361 or fax (504) 678-7366 and make reservations as soon as travel requirements are known. The **preferred** lead time for requesting travel itineraries is 21 days for CONUS travel and 30 days for OCONUS travel in order to obtain the lowest possible fare. When the situation permits, travel requests will be submitted 21 days in advance but not later than 7 working days prior to travel.

2. Per reference (b), individual units must provide the MFR TMO a copy of orders 72 hours prior to travel. Failure to adhere to this timeline will result in cancellation of reservations. Untimely submission of travel orders does not constitute an emergency and units are not authorized to contact the CTO after-hours/emergency number in these instances. A legitimate emergency must exist and that emergency must occur outside of regular MFR CTO working hours. The emergency service center will not be used to make initial reservations, change previously existing reservations, or in situations where a member failed to confirm that their ticket was paid before arrival at the airport. For legitimate emergencies that occur while in a

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travel status, travelers must contact the CTO after hours/emergency service center at (800) 639-7955. Units are directed to contact the TMO after hours duty number at (504) 914-9177 to resolve travel issues for members who encounter problems after hours.

3. Units must go to the reservations website at www.mytripandmore.com to ensure flights are ticketed 24 hours prior to travel. Flights scheduled for weekends or holidays must be confirmed the last working day prior to travel. The absence of a ticket number in the itinerary indicates that the reservation has not been ticketed and requires further coordination with the MFR TMO. Units may also contact the MFR TMO 24 hours prior to travel in order to confirm ticketing. In no case will units direct travelers to arrive at the airport without first checking to see if reservations have been ticketed. Travelers are **NOT** authorized to purchase commercial air travel with a government travel charge card (GTCC). Travelers must contact their administrative section or the CTO after hours/emergency number for instructions in cases where reservations are not ticketed on the day of travel.

(d) Funding. The most critical step in the orders process is the accuracy of fiscal information. Order-writers must know the funding source and nature of travel for all official travel **BEFORE** initiating a set of orders in ROWS or SABRS. When in doubt, order-writers will coordinate with those in the orders process via their chain of command to resolve issues dealing with funding.

1. The Commercial Ticketing Program (CTP) will be utilized to fund travel for events sponsored by the Chairman of the Joint Chiefs of Staff (CJCS). Such events will be identified in the TEEP as "CJCS Event." Instructions for the CTP are contained in enclosure (4).

2. Questions pertaining to TEEP event and CTP funding should be addressed to 4th MLG G-3 TEEP Officer or TEEP Chief at (504) 678-4982 or 0674.

3. Questions pertaining to PME funding should be addressed to 4th MLG G-3 Training at (504) 678-4983.

4. Questions pertaining to all other funding issues should be addressed to 4th MLG Fiscal at (504) 678-4825/4827.

(e) Government Travel Charge Card (GTCC). Per reference (d), it is mandatory that the GTCC be used by all personnel, unless exempted, to pay for all expenses arising from

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official government travel to include travel advances, lodging, transportation, rental cars, meals and other incidental expenses. Individuals who travel at least 3 or more times per year are frequent travelers and will be issued a GTCC. All 4th MLG personnel assigned to sites that have an evacuation plan must submit a GTCC application, unless otherwise exempted per reference (d). Administrators will ensure that all orders issued indicate whether or not the traveler is a GTCC holder. Mandatory split disbursement will be enforced in accordance with MARADMIN 515/03.

(f) Travel Claims. Members will submit travel vouchers within 5 working days of completion of travel. Receipts are required for lodging expenses regardless of amount, and also for all expenditures of \$75.00 or more. If receipts are impractical to obtain or have been inadvertently lost or destroyed, a statement in lieu of receipts must be submitted. For lodging, the statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

(g) Paper Tickets. Depending on the availability of electronic tickets (e-tickets) on foreign carriers or airline requirements, OCONUS travelers may be issued a paper ticket. Personnel who are local to the New Orleans area will receive their paper tickets from MFR TMO via their respective administrative office. Non-local travelers will be issued a pre-paid ticket and must collect their ticket at the airline ticket counter. Pre-paid tickets cost an additional \$100.00 minimum and must be allocated in the estimated cost of the ticket. Travelers are reminded that pre-paid tickets and e-tickets are two different forms of ticketing and are not to be confused with each other.

(h) Lost/Stolen/Unused Ticket/GTR Reimbursement. Travelers must safeguard tickets, if issued, carefully at all times and must immediately notify the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible for purchasing a replacement ticket with personal funds. If the government pays for the lost/stolen ticket, the traveler will not be reimbursed for the purchase of a replacement ticket until the government has received a refund for the lost/stolen ticket. The traveler must return all unused tickets to the CTO.

4. Administration and Logistics. The 4th MLG G-1 shall maintain administrative oversight of the orders process for 4th MLG units. However, issuance of orders, auditing and submission of travel claims, funds management, and internal travel controls and procedures is an individual unit responsibility. Commanders at all levels will ensure that official travel is administered in

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accordance with this SOP and all applicable directives and
policies.

5. Command and Signal. This SOP is applicable to all 4th MLG
units. Address questions pertaining to this SOP to 4th MLG G-1
at 504-678-0675.



E. G. PAYNE

DISTRIBUTION: A

Procedures for Individual Travel

<u>ACTION SEQUENCE</u>	<u>WHOM</u>	<u>NOTES</u>	<u>COMMENTS</u>
Member submits travel request	Member		
Travel Rep submits reservation request (GTR Cost for cost estimate)	Travel Rep		
Travel Rep prepares cost estimate	Travel Rep		
Travel Rep identifies funding source	Travel Rep	1	
Travel Rep routes travel request for command approval	Travel Rep		
Travel Rep initiates orders in ROWS/SABRS	Travel Rep		
Orders routed to Reservations	system generated		(ROWS only)
Orders routed to "Hard Hold"	system generated	2	(ROWS only)
"Hard Hold" removed	Travel Rep		
Orders routed to Reserve Affairs (RA)	system generated	3	(ROWS only)
Orders approved or disapproved by RA	HQMC RA		
Orders routed to Fund Administrator (FA)	system generated	4	(ROWS only)
Orders approved by FA	Fund Administrator		
Orders routed to Authenticator	system generated	5	(ROWS only)
Orders authenticated	Designated Official		
Orders routed to TMO (ticketing)	system generated	6	(ROWS only)
Tickets paid; ticket number issued; itinerary updated with ticket info	MFR TMO		
Travel Rep issues orders & itinerary to member	Travel Rep		
Member executes travel	Member		
Member submits travel claim within 5 days of return	Member		

Note 1: The correct funding source must be identified BEFORE orders are initiated in ROWS/SABRS. For ROWS orders, the funding source will determine who takes action to fund approve the orders. Orders for TEEP events will be funded using TEEP funds. TEEP requests must be submitted and approved prior to initiating orders. The POC for TEEP funding is the 4th MLG G-3 TEEP Officer or TEEP Chief at 504-678-4982 or 0674. All TEEP requests must be submitted to the 4th MLG TEEP Chief a minimum of 14 days prior to travel.

Note 2: "Hard Holds" are system generated prompts in ROWS that alert the order writer that some administrative action must be taken before the orders can continue to process. The most common "Hard Holds" are: expired physical, expired HIV, orders end date exceeds RECC, or wrong component code. "Hard Holds" must be removed by the Travel Rep after corrective action has been taken.

Note 3: Routing to Reserve Affairs (RA) is situational dependent in ROWS. The following are some situations that will cause orders to route to RA: members with 16 yrs active service; ADSW in excess of 139 days; ADSW in excess of 179 days, AT orders in excess of 15 days. Travel Reps must provide details in non-standard paragraphs for OCONUS ATs that exceed 15 days. Travel Reps are encouraged to coordinate with HQMC RA in those situations that require RA approval.

Note 4: The Fund Administrator (FA) is the person who fund approves orders in ROWS. The Travel Rep is responsible for notifying the FA that orders are waiting fund approval. If the FA is HQ 4th MLG, contact Mr. James Anderson or Ms. Karen Robinson at 504-678-4825 or 4827. All mobilization orders are fund approved by the HQ 4th MLG FA.

Note 5: The member's parent unit is responsible to authenticate all orders issued in ROWS. Orders prepared by a command other than the member's parent unit must be coordinated with the parent command for authentication. Authentication is the final step before TMO can pay for a ticket. Orders must be received by TMO a minimum of 72 hrs (**3 working days**) prior to travel. Travel that is to occur over a weekend or holiday should be delivered to TMO 3 working days prior to the start of the weekend or holiday routine. Travel Reps must confirm receipt by TMO for all orders that are faxed.

Note 6: TMO will pay for tickets once they receive a signed set of SABRS orders or orders that have been authenticated in ROWS. Travel Reps must confirm that tickets have been paid by reviewing the itinerary at [//www.mytripandmore.com/](http://www.mytripandmore.com/). Scroll to the bottom of the itinerary and confirm the presence of a ticket number and a line of accounting. The absence of a ticket number indicates that the ticket has not been paid for and requires further coordination with MFR TMO. Under no circumstance will travelers report to the airport without first confirming that tickets have been paid.

Procedures for Small Group Travel (SGT)

<u>ACTION SEQUENCE</u>	<u>WHOM</u>	<u>NOTES</u>	<u>COMMENTS</u>
Members submit travel requests	Member		
Travel Rep submits reservation request (GTR Cost for cost estimate)	Travel Rep	1	
Travel Rep prepares cost estimate	Travel Rep		
Travel Rep identifies funding source	Travel Rep	2	
Travel Rep routes travel request for command approval	Travel Rep		
Travel Rep initiates orders in ROWS/SABRS	Travel Rep		
Orders routed to Reservations	system generated		(ROWS only)
Orders routed to "Hard Hold"	system generated	3	(ROWS only)
"Hard Hold" removed	Travel Rep		
Orders routed to Reserve Affairs (RA)	system generated	4	(ROWS only)
Orders approved or disapproved by RA	HQMC RA		
Orders routed to Fund Administrator (FA)	system generated	5	(ROWS only)
Orders approved by FA	Fund Administrator		
Orders routed to Authenticator	system generated	6	(ROWS only)
Orders authenticated	Designated Official		
Orders routed to TMO (ticketing)	system generated	7	(ROWS only)
Tickets paid; ticket number issued; itinerary updated with ticket info	MFR TMO		
Travel Rep issues orders & itinerary to member	Travel Rep		
Member executes travel	Member		
Member submits travel claim within 5 days of return	Member		

Note 1: Small Group Travel (SGT) is defined as 2 or more members traveling together. Members traveling together will be listed on one RAVANEL travel request. Members will be booked on the same flight. However, members will still be issued individual orders. Units are cautioned that changes in group reservations may result in cancellation of reservations for the entire group.

Note 2: The correct funding source must be identified BEFORE orders are initiated in ROWS/SABRS. For ROWS orders, the funding source will determine who takes action to fund approve the orders. Orders for TEEP events will be funded using TEEP funds. TEEP requests must be submitted and approved prior to initiating orders. The POC for TEEP funding is the 4th MLG G-3 TEEP Officer or TEEP Chief at 504-678-4982 or 0674. All TEEP requests must be submitted to the 4th MLG TEEP Chief a minimum of 14 days prior to travel.

Note 3: "Hard Holds" are system generated prompts in ROWS that alert the order writer that some administrative action must be taken before the orders can continue to process. The most common "Hard Holds" are: expired physical, expired HIV, orders end date exceeds RECC, or wrong component code. "Hard Holds" must be removed by the Travel Rep after corrective action has been taken. A "hard hold" for one member who is a part of group orders will delay processing of the entire group.

Note 4: Routing to Reserve Affairs (RA) is situational dependent in ROWS. The following are some situations that will cause orders to route to RA: members with 16 yrs active service; ADSW in excess of 139 days; ADSW in excess of 179 days, AT orders in excess of 15 days. Travel Reps must provide details in non-standard paragraphs for OCONUS ATs that exceed 15 days. Travel Reps are encouraged to coordinate with HQMC RA in those situations that require RA approval.

Note 5: The Fund Administrator (FA) is the person who fund approves orders in ROWS. The Travel Rep is responsible for notifying the FA that orders are waiting fund approval. If the FA is HQ 4th MLG, contact Mr. James Anderson or Ms. Karen Robinson at 504-678-4825 or 4827. All mobilization orders are fund approved by the HQ 4th MLG FA.

Note 6: The member's parent unit is responsible to authenticate all orders issued in ROWS. Orders prepared by a command other than the member's parent unit must be coordinated with the parent command for authentication. Authentication is the final step before TMO can pay for a ticket. Orders must be received by TMO a minimum of 72 hrs (3 working days) prior to travel. Travel that is to occur over a weekend or holiday should be delivered to TMO 3 working days prior to the start of the weekend or holiday routine. Travel Reps must confirm receipt by TMO for all orders that are faxed.

Note 7: TMO will pay for tickets once they receive a signed set of SABRS orders or orders that have been authenticated in ROWS. Travel Reps must confirm that tickets have been paid by reviewing the itinerary at [//www.mytripandmore.com/](http://www.mytripandmore.com/). Scroll to the bottom of the itinerary and confirm the presence of a ticket number and a line of accounting. The absence of a ticket number indicates that the ticket has not been paid for and requires further coordination with MFR TMO. Under no circumstance will travelers report to the airport without first confirming that tickets have been paid.

PROCEDURES FOR LARGE GROUP TRAVEL (LGT)

Action Sequence

	<u>Whom</u>	
Unit Rep submits a TEEP request for TOP funding for all TEEP'd events	Unit Rep	(Note 1)
Unit submits travel request to MLG G-4	Unit Rep	(Note 2)
MLG travel rep views request	MLG G-4 Rep	
MLG G-4 travel rep identifies funding source (i.e. TEEP'd event, Mobilization or Unit Funded)	MLG G-4 Rep	
MLG travel rep forwards request to TMO	MLG G-4 Rep	
TMO forwards the request to Ravenel	TMO Rep	
Ravenel makes reservation and forwards to TMO	Ravenel Rep	
TMO forwards itineraries to MLG rep	TMO Rep	
MLG G-3 approves/ denies itinerary per the unit requirements	MLG G-3 Rep	
TMO purchases tickets (OCONUS/ CONUS moves maybe issued as E-Ticket or Hard Tickets)	TMO Rep	
MLG rep forwards hard tickets to battalion rep for distribution	MLG G-4 Rep	
Battalion ensure travelers receive tickets	Unit Rep	
Travelers execute movement (See Note 3)	Traveler	

Notes

1. When identifying the funding source, the MLG rep will verify the type of operation i.e.. TEEP, Mobilization or unit funded event. If it is a TEEP event, MLG G-4 rep will ensure that the battalion has submitted a funding request to MLG G-3 for the appropriate funding source. Appropriate TOP funding must be sourced for approval.

2. Submission for LGT

- CONUS missions. (21 Pax to 89) MUST be submitted to MLG no less than 30 days prior to travel
- OCONUS Missions (21 Pax to 90) MUST be submitted to MLG no less than 120 days prior to travel
- Charter Air (91 Pax or More) must be received 90 days Prior to travel
- 100 pax or more a SAAM request must be completed. https://www.ois.disa.mil/nolsc/navtrans/saam/saam_format.doc

3. Individual Marines will be charged for excess baggage when traveling with a weapon. Battalion's must identify in the request if the travelers will be carrying weapons. All orders will include excess baggage.

Remarks

4th MLG G-4 has disseminated a TOP request in the form of a word document. This form will be used for all LGT movements and has been cut and paste from the old Lotus Notes TOP request. This is a temporary method of requesting LGT. TMO is currently working on updating their SOP and are creating a New Database to replace Lotus Notes.

Commercial Ticketing Program (CTP) Guidelines

1. Funds. Commercial Ticketing Program (CTP) funds are made available for Chairman Joint Chiefs of Staff (CJCS) sponsored events. These events will be identified on the TEEP as "CJCS" Event. CTP will fund the cost of airfare **only** for both small and large group travel. CTP funds must be pre-authorized by Marine Forces Reserve.

2. Travel. The CTP will only cover the cost of Marines and Sailors going OCONUS for travel:

a. From HTC/RTC to event and back (only if HTC/RTC is designated as the APOE/APOD).

b. From Consolidated Area (APOE/APOD) to event and back.

c. Home of record (HOR) to event and back. Travel from/to HOR must be approved by the 4th MLG the TEEP Chief or TEEP Officer.

3. Supporting Travel. 4th MLG TEEP will fund supporting travel for Marines and Sailors in conjunction with the CTP for travel:

a. From Home to HTC/RTC and back

b. From HTC/RTC to Consolidation Area (APOE/APOD)

4. Orders

a. Active Duty Orders. Units will submit the below information via email to the 4th MLG TEEP Chief NLT 11 days prior to movement for all CTP-funded movements:

- (1) RANK
- (2) LAST NAME
- (3) FIRST NAME
- (4) MI
- (5) SSN
- (6) START DATE
- (7) RETURN DATE
- (8) COST

b. Reserve Orders. The following steps will be used when writing orders in ROWS for all CTP-funded movements:

- (1) GO TO THE TRAVEL LINE OF Marines/Sailors orders

Commercial Ticketing Program (CTP) Guidelines

- (2) SELECT COMMAND "P" for FORCE
- (3) SELECT FUNDING SOURCE PID "CTT"
- (4) SELECT FUND APPROVER "G3/T3"

TEEP funds will be transferred to Battalion accounts to pay for per diem and pay and allowances.

5. Travel

a. LGT for CTP. Battalions will submit a LGT request to 4th MLG G-4. The comments field must state that it is a CTP funded event.

b. SGT/Individual Arguments (IA) for CTP. Battalions are responsible for arranging travel through Ravenel Travel for individual arguments and personnel traveling under SGT.

4TH MLC OFFICIAL TRAVEL REQUEST

SUBMIT AT LEAST 7 WORKING DAYS PRIOR TO TRAVEL. Submit travel claim within 3 days of completion of travel.

Type Orders: ADSW AT IDT TAD MOB (RAVANEL Travel request must be submitted separately)

Section: _____ Traveler E-Mail & Phone: _____

TRAVELER'S INFO

Last Name First Name MI Rank SSN MOS SecCinc

Justification for Travel _____ Visit Request Required YES / NO

POC for Visit Request at TAD site: _____

Dates of Travel: Depart on _____ Return on _____ # Days TAD _____

Mode of Travel: () Govt Transp Air () Govt Transp Ground () POV () Commercial Auto () Other _____

() Report To: _____ () Non-Reporting

ITINERARY

Table with columns: Date, From, To, Lodging Cost (per night), Confirmation #

RAVANEL REQUEST SUBMITTED ON _____

ITINERARY RECEIVED ON _____

QUARTERS: () Govt Quarters Avail @ \$ _____ per night () Govt Quarters Not Avail () Govt Quarters Not Required

Note: If TAD at or near a military installation and government quarters are not available, traveler must obtain certificate of non-availability.

MESSING: () Govt Messing Avail @ \$ _____ per day () Govt Messing Not Avail () Govt Mess Not Required

SPECIAL PROVISIONS: Authorized Annual Leave from (date) _____ to (date) _____

Leave Address/Phone Number: _____

Emergency POC Name/Relation/Address/Ph # (only if leave authorized): _____

Yes / No Frequent Traveler w/GTCC Yes / No Authorized Excess Baggage

Yes / No Field Duty from _____ to _____ (dates) Yes / No Authorized official phone calls

Yes / No Classified Materials will be carried to TAD site (If yes, has courier card been requested / issued)

Yes / No Registration / Conference Fee (Amount \$ _____) * Must attach Conference Message

Yes / No Rental Car: () Compact () Mid-size () Full-size () Van *Mid-size car or Full-size or van must be justified

Yes / No Advance Per Diem Requested (Non-frequent travelers w/out a GTCC)

Traveler's Signature _____ Sect Head Approval _____ Chief of Staff _____

ESTIMATED COSTS

Pay & Allowances (ADSW ONLY) Travel Per Diem Misc Rental Car

ENCLOSURE (5)

4TH MLG OFFICIAL TRAVEL REQUEST

TOTAL ESTIMATED COST: PAY & ALLOWANCES + TRAVEL + PER DIEM + MISC + RENTAL CAR = \$ _____

Advance = \$ _____ (80%) (Per Diem + Lodging + Misc x .80 = Authorized Advance Amount)

G-3 USE ONLY

TEEP EVENT YES / NO EVENT NAME _____ TEEP REQUEST REC'D YES / NO
TEEP EVENT # _____ JON # _____ TEEP OFFICER / CHIEF SIGNATURE & DATE _____
PME YES / NO PME TYPE _____ Course ID # _____
SCOL SEAT CONFIRMED YES / NO CONVENE DATE _____ COMPLETION DATE _____
TRAINING OFFICER / CHIEF SIGNATURE & DATE _____

FUND ADMINISTRATOR / FISCAL USE ONLY

Local Funds (4th MLG) _____ Funded by outside source _____ (if not funded by 4TH MLG, attach funding information)

SIC _____ BEA _____ BESA _____ PID Code _____ BRC _____ Amount Obligated \$ _____ Tracking # _____
FUND ADMINISTRATOR SIGNATURE & DATE _____

GTCC ACTIVATION

GTCC ACTIVATED ON _____

APC SIGNATURE _____

MISCELLANEOUS TRAVEL INFORMATION

CONCURRENT TAD FOR MOBILIZED MARINES IS FUNDED USING APPN DATA CONTAINED IN THE MEMBER'S MOBILIZATION ORDERS
ALL ORDERS ISSUED FOR TEEP EVENTS REQUIRE SUBMISSION OF A TEEP REQUEST TO 4TH MLG G-3 TEEP OFFICER OR CHIEF 15 DAYS PRIOR TO MOVEMENT
COMPLETED ORDERS MUST BE PROVIDED TO MTR TWO 72 HOURS PRIOR TO TRAVEL
UNIT TRAVEL REP MUST CONFIRM TICKETS ARE PAID FOR PRIOR TO COMMENCEMENT OF TRAVEL
IDT ORDERS (OFF-SITE DRILL) MUST BE ISSUED IF THE MEMBER IS PERFORMING DRILLS OUTSIDE OF THE LOCAL COMMUTING DISTANCE OF THE MEMBERS PRIMARY RESIDENCE. REIMBURSEMENT FOR TRAVEL IS LIMITED TO THE COST OF TRAVEL FROM THE MEMBER'S HTC TO THE OFF-SITE DRILL LOCATION. THE MEMBER MUST PURCHASE HIS OWN TICKET WHEN PERFORMING OFF-SITE DRILLS THAT INVOLVE COMMERCIAL TRAVEL AND SUBMIT A TRAVEL CLAIM UPON COMPLETION OF TRAVEL.
MEMBERS PERFORMING COURTESY DRILLS NEED NOT BE ISSUED IDT ORDERS IF THERE ARE NO COSTS INVOLVED IN TRAVEL TO THE COURTESY DRILL LOCATION
GTCC'S ARE NOT AUTHORIZED TO BE USED DURING PERIODS OF FIELD DUTY. MEMBERS MUST BE ISSUED "REPORTING ORDERS" FOR OFFICIAL TRAVEL THAT INVOLVES A PERIOD OF FIELD DUTY. REPORTING AND DETACHING ENDORSEMENTS ARE REQUIRED TO SUBSTANTIATE THE AVAILABILITY OF GOVERNMENT QUARTERS AND MESSING.
MEMBERS MUST CHECK OUT WITH THE HQBN PERSONNEL ADMINISTRATION CENTER FOR ALL PERIODS OF DUTY THAT INVOLVE TAD IN EXCESS OF 30 DAYS
ALL MEMBERS REPORTING TO 4TH MLG HQ FOR ADSW MUST CHECK IN AND OUT WITH THE HQBN PERSONNEL ADMINISTRATION CENTER
GUIDANCE FOR ISSUANCE AND FUNDING OF MOBILIZATION ORDERS (PRESIDENTIAL RECALL) AND ACTIVE DUTY ORDERS ISO OIF/OEF IS CONTAINED IN COMMARFORRES MESSAGE 231817Z NOV 04 (FUNDING GUIDANCE FOR MOBILIZATION AND ACTIVATION OF SELECTED MARINE CORPS RESERVE UNITS AND DETS AND THE GLOBAL WAR ON TERRORISM
REFERENCES FOR OFFICIAL TRAVEL ARE THE JOINT FEDERAL TRAVEL REGULATIONS (JFTR), MARINE CORPS TRAVEL INSTRUCTIONS MANUAL (MCTIM), ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEMS MANUAL (ACTSMAN), FORCE ORDER P4650.1, AND THE 4TH MLG SOP FOR OFFICIAL TRAVEL

ENCLOSURE (5)