

Quick Start Guide

Completing an TVI

The Travel Voucher Interview (TVI) module is an electronic method of processing a newly joined or Marine's travel voucher .

Please enter information completely and accurately to avoid errors or delays in processing.

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1 Log in to MOL at <https://mol.tfs.usmc.mil/>



2 Click on the "Travel" menu item

Individual Member

- Outbound Interview
- Inbound Interview
- View Basic Orders
- Historical Vouchers
- **Travel Voucher** (Travel only, D)

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3 On the left side of the screen click on "Travel Voucher"

4 You will be prompted to **Select** your itinerary.
If you do not see this option contact your Unit administration section.

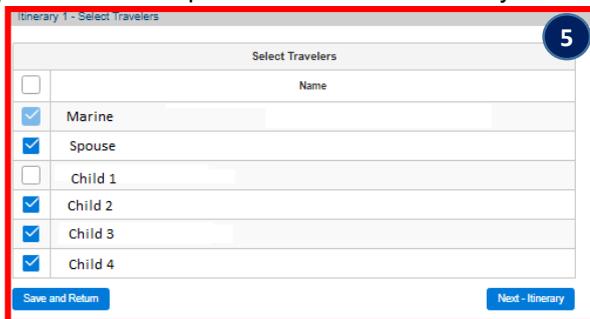
Document ID

- In Progress - Travel Voucher has been started but not yet submitted
- Submitted (SEP) - Travel Voucher has been submitted and is in the process of being processed which point it will be sent to the Disbursing/Finance Office
- Submitted (PCS) - Your claim has been submitted to the Disbursing/Finance Office
- Processing - Travel Voucher has been accepted for processing
- Returned - Travel Voucher has inaccuracies that need to be corrected
- Settled - Travel Voucher has been processed and sent to the Disbursing/Finance Office

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→ **Begin Itinerary 1**

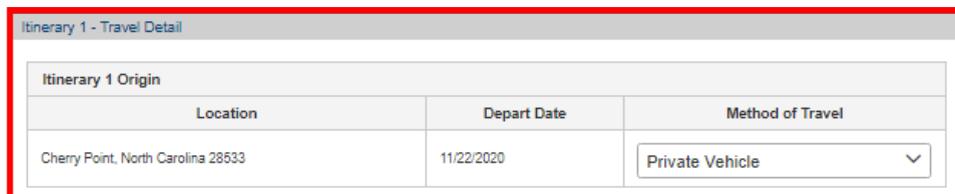
5 Click Each dependent that traveled with you.



A form titled 'Itinerary 1 - Select Travelers'. It has a table with columns for 'Name' and checkboxes. The rows are: Marine (checked), Spouse (checked), Child 1 (unchecked), Child 2 (checked), Child 3 (checked), and Child 4 (checked). There are 'Save and Return' and 'Next - Itinerary' buttons at the bottom.

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6 Input all Travel details.



A form titled 'Itinerary 1 - Travel Detail'. It contains a table for 'Itinerary 1 Origin' with columns: Location, Depart Date, and Method of Travel. The data row shows: Location: Cherry Point, North Carolina 28533; Depart Date: 11/22/2020; Method of Travel: Private Vehicle (dropdown menu).

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7 Input all Temporary Lodging Expense (TLE), then click “next”.

Lodging Date	Occupants	Nightly Rate	Nightly Taxes	Nightly Total
11/22/2020	5	\$500.00	\$75.00	\$575.00
11/23/2020	5	\$500.00	\$75.00	\$575.00

8 Input All other travel related expenses, then click “next”.

#	Type	Amount	Start Date	End Date	Receipt	Action
1	Taxi - Terminal	\$100.00	20201123	20201123	Yes	

9 Review Travel claim information then click “next”.

Stop Location	Arrive Date	Depart Date	Method
Marine, California 55555	11/22/2020	11/26/2020	Private Vehicle

#	TLE Location	Lodging Type	Missing Receipt	First Night	Last Night	Amount
1	New PDS	Government / On Base Lodging	No	11/22/2020	11/23/2020	\$1,150.00

Type	Date	Amount	Missing Receipt	Company Name	Company Phone	Company Address
TAXI	2020-11-23	\$100.00	No	N/A	N/A	N/A

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- 10 Confirm Travel claim information by clicking "Submit".

Itinerary 1 - Sign and Submit

Contact Information

Mailing Address: 1775 Marine Way
City: Quantico State: VIRGINIA ZIP: 22134
Type: USA Foreign
Email: IANMARINE@USMC.MIL Phone #: 555-555-5555

Disbursing Office

Address: Finance Office, PO Box 206, Quantico, VA 22134
Phone: 784-2171/3193
Fax: 784-432-0301
Email: quantraveloffice@usmc.mil

Account Details

Financial Institution: NAVY FEDERAL CREDIT UNION
Account Type: Checking
Account Number: *****USMC

myPay 

[Save and Return](#) [Back - Review](#) [Submit Travel Voucher](#)

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What happens next?

After submitting your TVI, it will be submitted to the local finance office for processing.