



## MARINE ONLINE

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Access the Travel Voucher Interview from the **Travel** tab

## Travel Voucher

Marines who completed their Inbound Interview are able to use the **Travel Voucher** link located under the **Individual Member** heading

## Travelers

Authorized travelers may be removed & added to separate itineraries, but can only be included on one itinerary.

## Itinerary

The voucher will pre-populate with information pulled from the previously certified Outbound Interview. Marines are able to modify and/or add information as necessary.

## Temporary Lodge Expense (TLE)

Travelers in temporary lodging at the Old/New PDS in the continental United States will submit lodging expenses in the TLE section. If the traveler remains in a TLE Status, an amendment to the travel voucher can be submitted after the TLE period ends.

<https://www.defensetravel.dod.mil/site/faqtle.cfm>

## Dislocation Allowance (DLA)

Marines accompanied by dependents who are authorized reimbursement for travel & transportation may select DLA at the **with-dependent** rate when relocating family members. Single Staff Sergeants & below must attach a command endorsement attesting they are not assigned to single type government quarters to receive DLA at the **without dependent** (own-right) rate.

<https://www.defensetravel.dod.mil/site/faqdla.cfm>

## Expenses

Expenses authorized for reimbursement in connection with travel are listed in the Joint Travel Regulations (JTR), Chapter 2 *Miscellaneous Reimbursable Expenses*:

<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Individual expenses in the amount of \$75.00 or more require a receipt or other supporting documentation to be uploaded to the voucher. *Exception:* Lodging expenses require a receipt regardless of the amount claimed.

In cases where providing a copy of the original receipt is unavailable and a replacement cannot be reasonably obtained, a dialog box will open upon selecting "No" under the "Receipt" column. This box must be completed with the information for the expense.

## Split Disbursements

Marines must use the split disbursement feature, which automatically pays the Government Travel Charge Card (GTCC) vendor, Citi, for credit card charges incurred while traveling.

Annotate the amount to be paid directly to the GTCC. The balance can be obtained by calling 1-800-790-7206 or by visiting the following website:

<https://home.cards.citidirect.com/CommercialCard/login>

If the traveler selects \$0.00 to be paid to the GTCC, the traveler must pay the balance in full upon receipt of the bill.

## Sign and Submit Travel Voucher

The "sign and submit travel voucher" page requires the Marine to check a box attesting they have read and understand the Statement of Privacy Act.

Check the box and Select **Sign and Submit**

Selecting the **Sign and Submit** icon submits the voucher to the Disbursing/ Finance Office.

### Trends that Delay Payment

1. Itinerary does not reflect the correct reason for stops - Pay close attention to ensure travel dates & reasons for stops on the itinerary match what you actually did prior to submission.
2. Unnecessary receipts
  - Receipts for fuel & food are not necessary as these expenses are covered through MALT and per diem.
  - Required receipts are not attached or illegible
3. Amendment (Supplemental Claim) - Marines do not specify the changes being made to the original voucher in the comments section.

### Frequently Asked Questions

Q. *How long does it take for money to be deposited into my account?*

A. Disbursing typically processes a voucher within 2-10 business days. It may take up to 48 hours following that for the payment to post. Marines are advised to periodically check the status of their voucher through MOL in the event a voucher is returned for corrective action by the claimant.

Q. *Can I use the Safari browser to complete my IBI/TVI?*

A. Yes, copy the below link into your browser if you receive an error message:

<https://mol.tfs.usmc.mil/tvi/ibiTemp/home.xhtml>



## Help

The help icon is displayed in the upper right hand corner of every screen in the TVI. Selecting the **Help** icon will provide guidance for completing the TVI.

### Historical Vouchers

Historical travel vouchers may be retrieved under the **Travel** tab in MOL. Once your voucher has been settled, it is important to review to validate you have been properly reimbursed. If an expense was inadvertently omitted from your initial voucher or an authorized expense was not reimbursed, you may submit an amendment to your previously submitted voucher.

### \$It's your Money\$

*\*This document is controlled by MISSA/MISSO and is available for download at <https://eis.usmc.mil/sites/missa/default.aspx>. Printed copies may be obsolete (Please check the revision prior to distribution).*



## Travel Voucher Interview (TVI)

(Updated 14 October 2021)

[MARADMIN 193/21](#) introduced the implementation of the Inbound Interview (IBI)/Travel Voucher Interview (TVI) processes in Marine OnLine (MOL).

*This trifold provides basic instructions for completing a Travel Voucher Interview*

### Log on to MOL

1. Access MOL at <https://www.mol.usmc.mil>
2. Enter Username & Password or CAC
3. A link to reset your password is available by selecting **Forgot your Password? Click here!** Security questions are case sensitive.
4. Members may need to adjust their compatibility view settings and enable Pop-ups (see page 2)
5. MOL Help Desk contact information:

#### **MISSO-2 MCB Camp Lejeune**

(910) 450-1825/0411/1259 DSN 750

#### **MISSO-3 MCB Camp Pendleton**

(760) 725-5233/5701/6982 DSN 365

#### **MISSO-6 MCB Hawaii**

(808) 257-2844/0780/1334 DSN 457

#### **MISSO-9 MCB Quantico**

(703) 784-9652 DSN 278, (703) 432-9729/9731 DSN 378

#### **MISSO-16/17, Kansas City**

(816) 705-5304 DSN 322

#### **MISSO-27 (Okinawa, Japan)**

DSN 315 645-3739/3229