



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775**

IN REPLY REFER TO:
7220
RFL-F9
MAR 3 1 2003

From: Head, Finance Liaison & Technical Services Branch,
Programs and Resources Department, Headquarters, U.S.
Marine Corps, Washington, D.C. 20380-1775

To: Marine Corps Disbursing and Finance Officers

Subj: Computation of Turnaround time for Travel Payments

Ref: (a) Travel Advisory Notice 5-00 Settlement Timeliness for
PCS and TDY Travel Claims
(b) MCO P4650.37 Marine Corps Travel Instruction Manual,
paragraph 30421 and 80421

1. This policy letter further defines the method to compute PCS and TDY travel voucher-processing time. The reference provides that PCS claims will be processed within ten business days and TDY claims within five business days.

2. A claim received by the Disbursing/Finance office prior to 1200 will be date stamped and entered into IATS for that day's business and that day is considered as the first day of the designated five or ten day processing window. A claim received after 1200 will be date stamped and entered into IATS with the next day's business. The day the settlement is processed through SRD-1 for payment is considered as the last day of the processing window. All business days between the first and last day will be counted. A business day is defined as any day DFAS-Kansas City accepts business for payment. Extenuating circumstances such as system problems and special liberty do not exclude a day from being included in the computation of processing time.

3. Each site must adhere to the applicable PCS and TDY processing time requirements and document any significant event that causes the processing time to exceed the defined parameters in their monthly workload report.

4. My point of contact on this issue is CWO2 Bryan Carey at DSN 224-4981.

A handwritten signature in cursive script, appearing to read "H. E. Leeman".

**H. E. LEEMAN
HEAD, FINANCE SECTION
LIAISON AND TECHNICAL SERVICES BRANCH
FISCAL DIVISION**