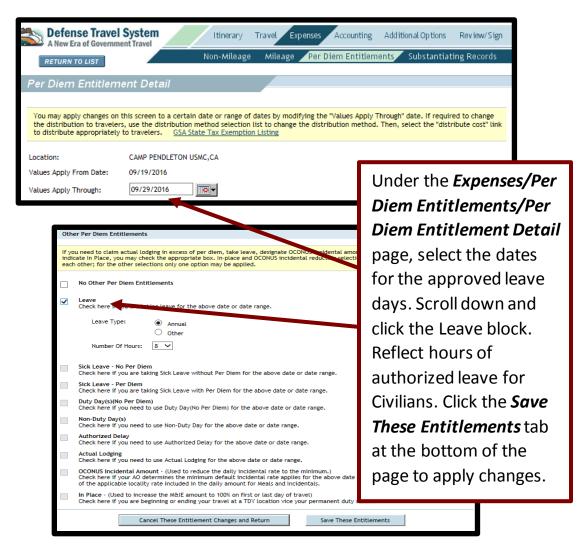
HOW TO REFLECT LEAVE ON A DTS AUTHORIZATION/ VOUCHER

Prepared by the

III MEF/ MCI WPAC - MCB CAMP FOSTER DTS HELP DESK

In the case of a traveler wanting to take leave before, during, or after he/she is TAD, the AO can authorize leave in conjunction with TAD. To begin, leave should be approved in MOL or the appropriate payroll system prior to the traveler executing TAD orders.





EXAMPLES 1

Air Travel:	Carrier:	American Airlines				
	Flight:	423				
	Fare:	\$756.50				
	Airport Passenger facility charge included in ticket price					
	Depart:	SAN-San Diego International 29-Sep-16 07:00AM				
	Arrive:	DFW-Dallas Dallas/Fort Worth Intl Apt 29-Sep-16 11:59AM				
	Method Of Reimbursement:	GOVCC				
	Seat Preference:	17A				
Air Travel:	Carrier:	American Airlines				
	Flight:	61				
	Depart:	DFW-Dallas Dallas/Fort Worth Intl Apt 29-Sep-16 01:05PM				
	Arrive:	NRT-Tokyo Narita Intl 30-Sep-16 04:30PM				
	Method Of Reimbursement:	GOVCC				
	Seat Preference:	22B				
Air Travel:	Carrier:	American Airlines				
	Flight:	8449				
	Depart:	NRT-Tokyo Narita Intl 30-Sep-16 06:55PM				
	Arrive:	OKA-Okinawa Naha Apt 30-Sep-16 10:00PM				
	Method Of Reimbursement:	GOVCC				

For a TWO day flight itinerary crossing the IDL W:

- 1. The M&IE will be 75% for the 1st travel day of the TAD Itinerary.
- 2. The member will rate 2 travel days for the return trip.
 - -For the 2^{nd} to last travel day the M&IE will be 100%.
 - -The last travel day will be 75%.
- To do this the itinerary must reflect that the member departs the TAD location and arrives at the PDS on the last day.

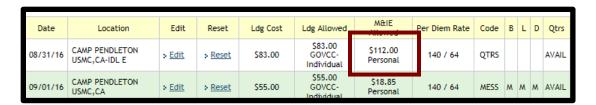
	USMC,CA				Individual	Personal				
09/26/16	CAMP PENDLETON USMC,CA	> <u>Edit</u>	> <u>Reset</u>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE		
09/27/16	CAMP PENDLETON USMC,CA	> <u>Edit</u>	> <u>Reset</u>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE		
09/28/16	CAMP PENDLETON USMC,CA	y <u>Edit</u>) <u>Reset</u>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE		
09/29/16	CAMP PENDLETON USMC,CA) <u>Edit</u>) <u>Reset</u>	\$83.00	\$83.00 GOVCC- Individual	\$64.00 Personal	140 / 64	QTRS	A	VAIL
09/30/16	CAMP PENDLETON USMC,CA-IDL W	> <u>Edit</u>	> <u>Reset</u>	\$0.00	\$0.00 GOVCC- Individual	\$48.00 Personal	140 / 64	QTRS	A	VAIL

EXAMPLES 2

Air Travel: Edit	Carrier:	American Airlines				
	Flight:	8479				
	Fare:	\$685.70				
	Airport Passenger facility charge included in ticket price					
	Depart:	SAN-San Diego International 28-Sep-16 01:35PM				
	Arrive:	NRT-Tokyo Narita Intl 29-Sep-16 04:55PM				
	Method Of Reimbursement:	GOVCC				
	Seat Preference:	24K				
Air Travel: Edit	Carrier:	American Airlines				
	Flight:	8461				
	Depart:	HND-Tokyo Intl (Haneda) 30-Sep-16 06:25AM				
	Arrive:	OKA-Okinawa Naha Apt 30-Sep-16 09:00AM				
	Method Of Reimbursement:	GOVCC				

For a THREE day flight itinerary crossing the IDL W:

- 1. The M&IE will be 175% for the 1st travel day of the TAD Itinerary.
- 2. The member will rate 2 travel days for the return trip.
 - -For the 3nd to last day the M&IE will be 100%.
 - -The 2^{nd} to last day will be a lost day and there will be no per diem.
 - -The last travel day will be 75%.
- 3. To do this the itinerary must reflect the dates of the flight itinerary from the TAD location to the PDS. Leaving the last 2 days as IN TRANSIT on the per diem entitlement page.



09/26/16	CAMP PENDLETON USMC,CA	> Edit	> <u>Reset</u>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE
09/27/16	CAMP PENDLETON USMC,CA	> Edit	> <u>Reset</u>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE
09/28/16	CAMP PENDLETON USMC,CA	> Edit	> Reset	\$0.00	\$0.00 GOVCC- Individual	\$64.00 Personal	140 / 64	NONE
09/29/16	IN TRANSIT-IDL W	> Edit	> Reset	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	NONE
09/30/16	IN TRANSIT	> Edit	> Reset	\$0.00	\$0.00 GOVCC- Individual	\$48.00 Personal	140 / 64	NONE

Please Note - It is one of the responsibilities of the Commanders/ Commander Supporting Establishment (Major Commands) and Installation Commanders to ensure leave taken in conjunction with TAD is reported in the Marine Corps Total Force System for Marines and in the civilian payroll system for civilian employees.

The Disbursing Office will verify any periods of leave to ensure they have been properly reported in MCTFS. IF it is determined that the leaves dates were not reported, or they were reported incorrectly, leave will be checked or credited based on the voucher.