



***\*\*\*Leave is not to be charged for any day of official travel.\*\*\****

**EXAMPLES 1**

Air Travel: <a href="#">Edit</a>	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: <a href="#">Edit</a>	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: <a href="#">Edit</a>	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:**

- The M&IE will be 75% for the 1st travel day of the TAD Itinerary.**
- The member will rate 2 travel days for the return trip.**
  - For the 2<sup>nd</sup> 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 PENDELTON USMC,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE			
09/27/16	CAMP PENDELTON USMC,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE			
09/28/16	CAMP PENDELTON USMC,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC- Individual	\$0.00 Personal	140 / 64	ALVE			
09/29/16	CAMP PENDELTON USMC,CA	<a href="#">Edit</a>	<a href="#">Reset</a>	\$83.00	\$83.00 GOVCC- Individual	\$64.00 Personal	140 / 64	QTRS			AVAIL
09/30/16	CAMP PENDELTON USMC,CA-IDL W	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC- Individual	\$48.00 Personal	140 / 64	QTRS			AVAIL

## EXAMPLES 2

Air Travel: <a href="#">Edit</a>	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
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Air Travel: <a href="#">Edit</a>	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 3<sup>rd</sup> to last day the M&IE will be 100%.
  - The 2<sup>nd</sup> 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.

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/31/16	CAMP PENDLETON USMC,CA-IDL E	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$83.00	\$83.00 GOVCC-Individual	\$112.00 Personal	140 / 64	QTRS				AVAIL
09/01/16	CAMP PENDLETON USMC,CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$18.85 Personal	140 / 64	MESS	M	M	M	AVAIL

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