



# FINANCE OFFICE FOCUS

## DSSN 6796

1st Quarter 2004

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Finance Officer - Capt J.S. Mattoon  
Asst F.O. - GS11 E.L. Berger  
Finance Chief- MSgt R.H. Baxter

### REMINDERS

#### OFFICE HOURS

Monday - Friday  
0730-1630

Finance Office Fax number:  
(858)577-8614, DSN 267.

The Finance Office website can be found within the MCAS Miramar website: [Finance Office Website](#)  
The website contains information, policies and downloadable documents specific to the Miramar Finance Office.

Marines E-5 and below must go to their Administrative unit for assistance. If further assistance is required, the Administrative unit must notify the Finance Office prior to referring the Marine.

Marines conducting business in the Finance Office must be in the uniform of the day. The only exceptions are Marines that are on leave, in which case appropriate civilian attire is required.

#### MyPay

Temporary PIN's for the MyPay system can be issued at the Finance Office during normal business hours. Marines must bring their ID cards. The MyPay website can be found at <https://mypay.dfas.mil>. It is recommended that Marines use "MyPay" to obtain copies of their W-2 and LES's and stop the LES hard copy. Marines also have the capability to view travel vouchers, and make changes to their personal records affecting pay and allowances.

### PAY NEWS

OIC - CWO2 J. Denovitz  
SNCOIC - GySgt D.L. Thomas  
Contact # - 858-577-6981

#### W-2s

For replacement W-2s, Marines should go to the MyPay website. Admin Units with Marines needing W-2 corrections should provide a list to the Finance Office on Mondays

and will receive those corrected W-2's that Friday

#### NAVMC 11116 SUBMISSION

Detailed information and guidance on how to fill out a 11116 for specific requests can be found by looking on the Finance Office website or contacting Sgt Ortega at ext 6981.

11116 requests for payday payments must be submitted to the Finance Office at least 48-72 hours prior to payday. Late 11116's will be processed within normal payment guidelines.

#### TEXAS BASED UNITS ONLY

MyPay PINs can be issued via email directly to the requesting Marine. Marines needing a PIN must send an email request directly to [GreenleeEE@Miramar.USMC.mil](mailto:GreenleeEE@Miramar.USMC.mil). This email must come from a Military email account and include the Marines SSN.

Pay related documents may be submitted to the Pay Section OMB via: [MilPay@miramar.usmc.mil](mailto:MilPay@miramar.usmc.mil)

### SEPARATIONS NEWS

Contact # - 858-577-8617

#### NAVMC 11060 SUBMISSION

11060's must be submitted at least 10 business days prior to the Marine's separation date to prevent late payments. Packages received

after this time will be paid within 10 working days of receipt. Administrative Units must ensure all necessary diary entries have posted prior to submission of the 11060.

### MGIB

If a Marine's MGIB allotment has been started but will not be completed before the month prior to separation the Marine must bring the remaining amount to the Finance Office with the appropriate documentation. If the remaining balance is not contributed, the allotment will be stopped the month prior to separation and closed.

### LEAVE

It is the responsibility of each Marine to ensure annual leave is run in the system before taking terminal leave. This will limit the possibility of being in an excess leave status.

If a Marine takes annual leave after the separation package has been submitted, the Finance Office must be notified to prevent possible excess leave.

### TRAVEL NEWS

OIC – 1stLt A.M. Maltese  
SNCOIC - SSgt T. Arroyoarroyo  
Contact # - 858-577-1677

MARADMIN 515-03 outlines the specifics of the mandatory split disbursement and should be reviewed.

### SETTLEMENT SUMMARY

EMAIL for IATS allows members to receive their travel voucher via email once their claim has been settled. The email address must be annotated on the checklist.

Travel vouchers can also be obtained from the MyPay or Marine on Line (MOL) websites.

All travel voucher summary sheets are posted to the Marine Corps Public Domain in Adobe Acrobat format for administrative purposes. This service is specifically designed for Administrative Units and Fund Administrators to retrieve vouchers and reconcile their accounts. Access and instructions to the public folder is restricted and can be requested via email to GS11 E.L. Berger.

### ATM USAGE FEES

GTCC users must claim the total amount withdrawn plus transaction fees to be reimbursed. Block 18b of the 1351-2 should reflect the amount withdrawn and block 18c should reflect the transaction fees. GTCC holders will not be reimbursed fees incurred from access to personal accounts. Non-GTCC holders may be reimbursed the transaction fees incurred for access to personal accounts only if an advance was received via EFT from the Finance Office. Claims only need to list the total fees incurred on the 1351-2.

GTCC and Non-GTCC members are reminded that ATM withdraws are limited to 80% of the authorized per diem on the orders. Fees will be reimbursed up to this amount only.

### 30-DAY PARTIAL SETTLEMENTS

Marines submitting 30-day partials must include a copy of the travel summary from the last partial claim submitted. Marines are reminded that all leave and concurrent TDY trips must be shown on the itinerary since per diem entitlements will be effected. The statement "I did/did not have leave during this period",

must be written on the 1351-2. All previous partial payments or advances must be annotated on the 1351-2. **TAN 13 - 03** outlines specific guidance on travel claim submission requirements for extended TDY periods.

### 1351-2 COMPLETION

Dec 2003 is the most current version of the 1351-2. The July 2002 version of the 1351-2 will be accepted by this office until July 2004. After July 2004, the only form accepted by this office will be the Dec 2003 version.

All reimbursable expenses (lodging, rental cars, fuel, etc) will be sent to "split disbursement" to pay for the government credit card. This only applies to those individuals who own a government credit card. For further clarification please read MarAdmin 515/03.

All TAD claims need to have block 20c signed by a supervisor. No TAD claim will be processed without this signature.

Travelers are reminded to submit only copies of receipts, and maintain the originals for themselves.

Authorizing Officials signing the 1351-2 in block 21a must print their name, extension and reason for signature to help the Finance Office research information concerning the claim.

PCS claims with TEMINS in route must start the itinerary at the original PDS (vice intermediary TAD sites) even when the member has received partial settlements. Administrative Units should verify that the TEMINS site has provided appropriation data for the time period the member was TEMINS.

PCS Claims must have reporting and detaching endorsements for all sites visited on the orders. If submitting a lost orders statement, Marines are reminded that a certified Page 3 of the SRB must accompany the signed lost orders statement.

When resubmitting a claim for a supplemental payment, annotate on the itinerary portion of the 1351-2 that the claim is a supplemental and the entitlements claimed.

**ORDERS**

Travelers are strongly encouraged to thoroughly read their orders to understand exactly what expenses (i.e. rental car, conference fees) are authorized. If there is a discrepancy contact your administrative unit before beginning travel. Orders must state either GTCC Holder or Non GTCC Holder, per MARADMIN 515-03

**CONFERENCE FEES**

The conference fee must be authorized in the orders. Conference fee receipts must be included when settling a claim to indicate meals provided with the fee. If not, the statement “no meals provided” must be included. Without a meals statement, conference fees will not be reimbursed.

**REIMBURSABLE EXPENSES**

Members are reminded to claim all reimbursable expenses on the 1351-2. Expense receipts within the package will not be reimbursed if not claimed on the 1351-2.

Every traveler must pay his or her own expenses. GTCC holders **may not** pay any expenses for another traveler. Expenses paid for another traveler will not be reimbursed.

Laundry expense is not an automatic entitlement. Tan 16-03 states Marines must claim the actual amount of laundry expense incurred during the TDY period, not just the flat rate of \$2.00 per day.

Rental car receipts must be submitted to the Finance Office. A traveler submitting a “Statement in lieu of receipts” will not be reimbursed for a rental car.

Reimbursement for commercial airfares must be explicitly authorized in the orders. Plane ticket will not be reimbursed if the orders do not specify “member authorized to purchase commercial ticket in the amount of \$\$\$\$\$”. The member must present his/her plane ticket (or copy of it) in order to be reimbursed. No “statement in lieu” will be accepted.

Reimbursement for taxis in and around the TAD site must be authorized in the orders.

**OPERATIONS NEWS**

OIC - GS11 E.L Berger  
CivPay – GS07 P.A Garcia  
Contact # - 858-577-1748

**NAVMC 11119**

The Finance Office has converted all NAVMC 11119’s to a new format. The new forms are designed specifically for business with this office and can be obtained by contacting GS11 Berger. NAVMC 11119’s must be updated regularly to continue business with the Finance Office.

**BONDS AND ALLOTMENTS**

The Finance Office issues Electronic signatures (ELSIGS) for

bonds and allotments. ELSIGS that are not changed within the 60-day requirements will be deleted without notice. For all ELSIG administration, email your requests to GS11 Berger: [bergerel@miramar.usmc.mil](mailto:bergerel@miramar.usmc.mil).

**COLLECTION VOUCHERS**

Collection Voucher numbers (CV#) are given upon our receipt of the collection/deposit tickets. Collection Agents must come to the Finance Office with the completed voucher and deposit tickets to have the CV# assigned and the voucher processed.

**DTL NUMBERS**

DTL #'s are given to Administrative Units over the phone for allotment certification at DSN 267-1748.

**CIVILIAN PAY**

Civilians wishing to conduct business with Civilian Pay must first go through their supervisors prior to visiting the CSR. All documents submitted must be in guard mail envelopes and given directly to the CSR or to the Customer Service Marine in the event the CSR is absent.

**UPCOMING DUTY PAY OFFICER**

February	1stLt Maltese
March	CWO Denovitz
April	GS11 Berger

Duty Pay Officer Cell Phone (858) 864-4632