



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO
7300
G-8

MAR 27 2019

COMMANDING GENERAL'S POLICY LETTER 001-19

From: Commanding General
To: Distribution List

Subj: REIMBURSEMENT FOR TRAVEL IN AND AROUND THE LOCAL COMMUTING AREA, MARINE CORPS RECRUIT DEPOT, PARRIS ISLAND, SOUTH CAROLINA

Ref: (a) Joint Travel Regulations, Par. 0206
(b) DoD 7400.14R, Financial Management Regulations, Vol 9, Par. 0407

1. Situation. References (a) and (b) require the Commanding General prescribe the boundaries of the local commuting area of the duty station between which the commuting public travels during normal business hours on a daily basis. Except under unusual circumstances, government directed travel within this area precludes the requirement to issue orders and payment of per diem allowances. Reimbursement for the use of personally procured transportation may be authorized when government transportation is not available, or impractical to utilize.

2. Mission. To define the local travel area in which transportation allowances may be authorized or approved for conducting official business, and to prescribe administrative procedures for reimbursement of such travel.

3. Execution. For purposes of this policy, the local travel/commuting area for Marine Corps Recruit Depot, Parris Island, SC is defined as the area encompassing Savannah, Georgia to the south, Hampton, South Carolina to the west, and Charleston, South Carolina to the north.

a. When government transportation is not available or impractical to use, fund managers appointed by the Commanding General may approve reimbursement for authorized travel between alternate duty sites, residence, and a duty site other than the usual duty site for personnel other than themselves.

b. Military personnel who are ordered to a Medical Treatment Facility (MTF) within the local commuting area are on official business and may be reimbursed for travel provided that the medical treatment is not on a voluntary basis. When authorized, reimbursement can include:

(1) Local public transportation.

(2) Travel by commercial means, including special conveyance.

(3) Travel by Privately Owned Conveyance (POC) based on odometer readings, or other acceptable evidence.

c. When use of a POC is authorized, reimbursement for travel from a residence to an alternate duty site is limited to the distance that exceeds the normal commuting from the residence to the usual duty site.

d. When reimbursement for expenses incurred as a result of travel in the local commuting area is authorized, a local voucher will be used as the reimbursing voucher document which may be done using the Defense Travel System (DTS). The individual requesting payment through DTS will digitally sign the

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request which will automatically be routed to the reviewing official to determine validity and ensure the accounting data is correct. The finance office approving officials will digitally sign authorizing payment of the claim. DTS will then process the voucher through the pay system. Settlement will be received by the traveler electronically within 72 hours of approval.

4. Administration and Logistics. The G-8 point of contact in the DTS office is Mr. Peter Torinese, 843-228-4931.

5. Command and Signal

a. Command. This policy letter is applicable for all organizational personnel and tenant activities located aboard Marine Corps Recruit Depot, Parris Island, SC.

b. Signal. This policy letter is effective the date signed.



F. GLYNN

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