

232000Z JUN 14 ZYP
FM CMC WASHINGTON DC/RF//
UNCLASS FOR CMDR'S, FO'S, DO'S, MISSO'S, MCAAT, DIR FIN MGT SCOL
AND PERS ADMIN SCOL FOR CMC WASHINGTON DC
MSGID/GENADMIN/HQMC P&R RFF//
SUBJ/REIMBURSEMENT OF ATM FEES//
REF/A/DODFMR VOL 9//
REF/B/JFTR//
REF/C/JTR//
REF/D/MARADMIN 712/12//
POC/HQMC-RFF/CWO4 DOUG HOELSCHER/ (703)432-9810 DSN 378-9810//

RMKS/1. THIS MESSAGE IS LABELED TAN 12-14 FOR ID PURPOSES.

2. THE PURPOSE OF THIS TAN IS TO PROVIDE AMPLIFYING GUIDANCE FOR THE REIMBURSEMENT OF ATM FEES IN CONJUNCTION WITH TAD.

3. BACKGROUND. REGULATIONS DIRECT THE MAXIMUM USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) WHENEVER POSSIBLE. ATM FEE REIMBURSEMENT FOR THE MARINE CORPS FOR CALENDAR YEAR 2013 EXCEEDED 400 THOUSAND DOLLARS.

4. EFFECTIVE IMMEDIATELY, ATM FEES REIMBURSEMENTS WILL BE LIMITED TO A SINGLE ATM WITHDRAWAL REIMBURSEMENT PER TAD EVERY 30 DAYS. A SINGLE ATM WITHDRAWAL REIMBURSEMENT IS INCLUSIVE OF ONE ATM TERMINAL ADVANCE AND ONE ATM ADVANCE FEE.

A. EXAMPLE 1: TAD FOR 30 DAYS OR LESS, TRAVELER MAY BE REIMBURSED FOR A SINGLE ATM ADVANCE (TERMINAL FEE AND ADVANCE FEE).

B. EXAMPLE 2: TAD FOR 31 DAYS OR MORE, TRAVELER MAY BE REIMBURSED FOR TWO ATM ADVANCES (TERMINAL FEE AND ADVANCE FEE FOR EACH).

C. EXAMPLE 3: TWO TADS WITHIN A SINGLE 30 DAY PERIOD, TRAVELER MAY BE REIMBURSED FOR A SINGLE ATM ADVANCE FOR EACH TAD PERIOD (TERMINAL FEE AND ADVANCE FEE FOR EACH TAD).

5. EXCESSIVE ATM FEES (MORE THAN THE ALLOTTED AMOUNT) MAY ONLY BE REIMBURSED IF THE TRAVELER PROVIDES A WRITTEN JUSTIFICATION FOR EACH EXCESSIVE FEE AND THE AUTHORIZING OFFICIAL PROVIDES A WRITTEN STATEMENT SPECIFICALLY AUTHORIZING THE EXCESSIVE REIMBURSEMENT. THE AO SIGNATURE ALONE IS NOT CONSIDERED TO BE A WRITTEN STATEMENT.

6. THIS MESSAGE HAS BEEN COORDINATED WITH MCDOSS, MI, MPO, AND RFF.