

231630Z JUNE 14 ZYP
FM CMC WASHINGTON DC/RF//
UNCLASS FOR CMDR'S, FO'S, DO'S, MISSE'S, MCAAT'S, DIR FIN MGT SCOL
AND PERS ADMIN SCOL FOR CMC WASHINGTON DC
MSGID/GENADMIN/HQMC P&R RF//
SUBJ/PROCESSING TRAVEL CLAIMS FOR CONFERENCES//
REF/A/DODFMR VOL 9//
REF/B/JFTR/APP/R//
REF/C/JTR/APP/R//
POC/HQMC-RFF/GYSGT SCOTT A. COCHRAN/ (703)784-9650//

RMKS/1. THIS MESSAGE IS LABELED TAN 13-14 FOR ID PURPOSES.

2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE CLARIFICATION ON THE PROCESSING OF
CONFERENCE TRAVEL CLAIMS WHEN THE TRAVELER IS NOT CHARGED A FEE.

3. BACKGROUND. WHEN ATTENDING A CONFERENCE A TRAVELER MUST IDENTIFY WHETHER OR NOT
MEALS WERE PROVIDED PER REF A AND B. AN INCONSISTENCY WAS IDENTIFIED WHEN A TRAVELER
ATTENDED A CONFERENCE WHERE MEALS WERE PROVIDED AND NO CONFERENCE FEE WAS ACCESSED.

4. ACTIONS EFFECTIVE IMMEDIATELY:

A. ADMINISTRATIVE OFFICE ACTIONS. ENSURE THAT ALL CONFERENCE TRAVEL CLAIMS HAVE A
STATEMENT ON WHETHER OR NOT MEALS WERE PROVIDED TO THE TRAVELER WHILE ATTENDING THE
CONFERENCE. THIS REQUIREMENT EXISTS WHETHER OR NOT A CONFERENCE FEE IS ACCESSED.

B. DISBURSING/FINANCE OFFICE (DO/FO) ACTIONS. IF THE CONFERENCE TRAVEL CLAIM DOES NOT
HAVE A MEAL STATEMENT, THEN THE DO/FO MAY ONLY REIMBURSE THE DEDUCTIBLE MEAL RATE ON
THE TRAVEL CLAIM FOR THE DAYS OF THE CONFERENCE. THIS ACTION WILL AVOID OVERPAYING THE
TRAVELER.

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