

**HQMC, International Affairs Program (PLU-8)
Language, Regional Expertise, and Culture Sustainment Program (LSP)
Training Execution and Reimbursement Procedures and Requirements**

1. Purpose. To provide guidance on the procedures and requirements for travel execution and reimbursement through the HQMC PLU-8 LSP.

2. Procedures – Administrative

- Upon notification of approved LSP POI, said named Marine (SNM) will provide PLU-8, via phone or encrypted email, the following information:
 - Full SSN
 - Contact information of SNM’s administrative POC (name, email, phone)
 - Information requested in “Tuition Execution and Reimbursement Procedures and Requirements”
- PLU-8 will use the requested information to establish Cross-Organization Funding in the Defense Travel System (DTS) to provide SNM access to the LSP Line of Accounting (LOA) for travel orders. PLU-8 will inform SNM when the cross-org is complete.

3. Procedures – Travel Preparation

- **LSP TAD must be coordinated through DTS**, and in accordance with the Joint Travel Regulations (JTR). **All travel expenses MUST be paid with an active Government Travel Charge Card (GTCC)**. SNM is responsible for creation of TAD orders and subsequent travel and lodging arrangements. SNM must possess an active GTCC with appropriate credit limits to cover the anticipated TAD costs.
 - When tuition costs include lodging and meals provided as part of an all-inclusive immersion education package, SNM will adjust the travel orders accordingly (i.e., “zero-out” lodging and applicable meals). Use of GTCC for travel costs included in tuition is NOT authorized.
 - Per the SecDef memo “Track Four Efficiency Initiatives Decisions” dated 14 Mar 2011, SNM must include the following statement in the “comments to approving official” in the DTS TAD request: “Alternate means such as Secure Video Teleconference (SVTC) or other web-based communication are not sufficient to accomplish travel objectives.”
- TAD requests must be submitted via DTS and received by PLU-8 NLT 10 business days prior to the requested date of departure.

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4. Procedures – Travel Execution

- LSP TAD must be conducted in accordance with the JTR and following IAP DTS Policy Letter. All expenses must be paid with a GTCC. SNM is responsible for obtaining receipts for following expenses:
 - Airfare
 - Rental Car (must show zero balance)
 - Lodging (must show zero balance)
 - All other expenses over \$75
- SNM must inform PLU-8 immediately of any changes to TAD that impact the date of departure and/or return, or if the TAD must be cancelled for any reason.
- SNM will notify PLU-8 upon safe return to current duty station.

5. Procedures – Travel Reimbursement

- SNM will complete a TAD voucher in DTS within 5 business days of return. All foreign receipts will have the pertinent information translated into English, and expenses will be converted into USD, with conversion rate shown (e.g. “1 USD = xx”).
 - Per MARADMIN 216/13, SNM will adjust the GTCC disbursement allocation to cover the full balance on the account, and will include the following mandatory statement in the Pre-Audit flag that results from the adjustment: “The traveler is aware of the GTCC balance, and that the split disbursement will cover all undisputed charges resulting from the applicable travel authorization.”
- SNM will provide receipts for non-travel expenses to PLU-8 in accordance with the guidance provided in the “Tuition Execution and Reimbursement Procedures and Requirements.” This includes any travel expenses that were covered separately through an inclusive tuition package (e.g. billeting).
- Within 15 days of return from TAD, SNM will provide PLU-8 with an After Action Report that includes at a minimum:
 - Rationale for TAD location
 - Format of training/immersion and illustrative itinerary
 - Lessons Learned
 - Recommendations
- Within 60 days of return from TAD, SNM will take the Defense Language Proficiency Test (DLPT) and Oral Proficiency Interview (OPI) to measure the effectiveness of training. SNM will provide the results to PLU-8.

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6. Coordinating Instructions. Direct questions/concerns regarding travel reimbursement to:

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6.a. Additional POCs:

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