

## TEMINS Personnel

All Marines who conduct training enroute to their final duty station that is classified as TEMINS must complete their claim to settle money owed via the Defense Travel System prior to settlement of their PCS Claim. The TEMINS Claims must be settled prior to submission of the PCS Claim.

In order to complete a DTS claim the Marine must have a TECOM Approved Authorization created first. Once the authorization is created a voucher can be created to seek reimbursement and payment.

To check on the status of your authorization or voucher go to [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).

**PCS Travel will not be settled by disbursing until you complete the TECOM Travel. IPAC has nothing to do with your DTS Claim. Your S-1 has the ability to assist.**

Your DTS Claim will pay for the following:

- Any expenses authorized and incurred the school
- Meals at the school (Typically limited to the Government Meal Rate)
- Any lodging at the school that occurred during the course dates on your TECOM Funding Letter

In order to submit your DTS claim you must have the following:

- TECOM Funding Letter
- Reporting Endorsement from TEMINS Site
- Detaching Endorsement from TEMINS Site
- Any Receipts of items you are claiming

How to retrieve your funding letter:

Option 1: Go to <https://www.marines.mil/Marines/> and click on Training and Education Command. Click Marine Corps Training Information System and this will take you to <https://mctims.usmc.mil/Homeport/Default.aspx>. Go to Student registrar search and Type in your class name: Example: Manpower, Intelligence. Make sure the selection is Search Course/ Class. Find your class. Click the drop down by your name. Generate funding letter.

Option 2: A second option is to search your EDIPI and change the search option to student. Find your course and click the drop down to generate the letter.

If you have trouble retrieving your funding letter from MCTIMS please contact your PMOS Monitor in accordance with the information outlined in your basic orders. Routine information on basic orders is as follows:

*"IF TECOM FUNDING LETTER DOES NOT GENERATE IN MCTIMS 2 WEEKS PRIOR TO COURSE CONVENE DATE, SNO IS DIRECTED TO CONTACT HQMC (PMOS MONITOR)."*

### **Once your claim is submitted and paid**

Let us know and we will resubmit your PCS Claim. Once we resubmit your claim expect up to 3 weeks for disbursing to process your PCS Claim for settlement.

### **References:**

[https://www.manpower.usmc.mil/webcenter/portal/Finance/pages\\_TANS](https://www.manpower.usmc.mil/webcenter/portal/Finance/pages_TANS)

TAN 02-20 TRAVEL CLAIM SETTLEMENT PROCEDURES FOR ACTIVE DUTY MEMBERS ONLY THAT PERFORM PERMANENT CHANGE OF STATION ORDERS WITH TEMPORARY DUTY UNDER INSTRUCTION

MARADMIN 635/20 TRAVEL CLAIM SETTLEMENT PROCEDURES FOR PERMANENT CHANGE OF STATION ORDERS WITH TEMPORARY DUTY UNDER INSTRUCTION