

## Required Documents for Excess Baggage Fees Reimbursement

- AA form from the Marine containing the following information:
  - How many travelers and how many bags traveled with
  - Copy of PCS Orders
  - Airline Receipt showing charges for Excess Baggage
  - Weight Receipt from Airline showing weights of any bags that incurred a charge
- Endorsement package by O5 or higher in chain of command

### STEPS TO COMPLETE:

Draft AA Form

Route and have signed by your immediate CO (O5 Level)

Submit via S-1 to [smb.manpower.mmib3@usmc.mil](mailto:smb.manpower.mmib3@usmc.mil)

Wait for approval or requests for more documents (up to 3 weeks)

Submit HQMC (MMIB-3) Approval Letter to IPAC via EPAR at <https://mol.tfs.usmc.mil/epar-app/eparRecord.xhtml> requesting a supplemental travel claim for Excess Baggage Fees.

### References:

-JTR

-MARADMIN 287/09

-MMIB-3: [https://www.manpower.usmc.mil/webcenter/portal/MMIB3/pages\\_references](https://www.manpower.usmc.mil/webcenter/portal/MMIB3/pages_references)

**ADMINISTRATIVE ACTION  
(5216)**

		1. ACTION NO.	2. SSIC/FILE NO. 1330
		3. DATE 2021-10-20	
4. FROM (Grade, Name, EDIPI, MOS or CO, Pers. O., etc.) Sgt Chesty B. Puller 1234567890/0111 USMC		5. ORGANIZATION AND STATION (Complete address) COMMANDING OFFICER UNIT ADDRESS	
6. VIA (As required) (1) Battalion Commander			
7. Commandant of the Marine Corps (MMIB-3) Headquarters, United States Marine Corps 3280 Russell Rd TO: Quantico, VA 22134-5103		8. NATURE OF ACTION/SUBJECT REQUEST FOR PAYMENT OF EXCESS BAGGAGE FEES	
		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable) (a) JTR (b) MARADMIN 287/09		11. ENCLOSURES (if any) (1) PCS Orders (2) Copy of Excess Baggage Receipt	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			
1. IAW the references I am requesting reimbursement for excess baggage fees I incurred while PCSing to Okinawa, Japan.			
2. The point of contact is Sergeant Puller at email: chesty.puller@usmc.mil or DSN: (315) 645-1775.			
C. B. PULLER			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)			