

## Additional Information

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### Pay Review

Review your LES via MyPay for accuracy 30-60 days after the IBI/TVI process is complete and verify your Government Charge Card Balance.

- \* Review your LES to verify your entitlements.
- \* Depending on your circumstances you may rate OHA, COLA, BAH and/or FSA.

If there are any payroll issues please contact IPAC.

### Travel Claim

You are able to check the status of your voucher through MOL by selecting the **TRAVEL** tab, under the section **Individual Marine** and then select the **Travel Voucher**.

If there are any discrepancies with your travel voucher, you have the option of submitting an amendment with any additional supporting documentation. If you have any questions regarding your voucher you may contact Disbursing at 645-3047/7013.

### Resources

There is additional resources on the IPAC websites:

- \* <https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/>



QR code gives you quick access to the website

## Frequently Asked Questions

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Q. Can I use the Safari browser to complete my IBI/TVI?

A. Yes, if you are receiving an error message copy the below link into your browser to continue. <https://mol.tfs.usmc.mil/tvi/ibiTemp/home.e.xhtml>

Q. How long does it take for my IBI to be approved?

A. Once both the IBI and TVI have been submitted the S-1 will be able to approve the IBI the same day.

Q. How long does it take for money to be deposited into my account from my travel claim?

A. Disbursing typically processes a voucher within 2-10 business days. It may take up to 48 hours following that period for the payment to post to your account. Marines are advised to periodically check the status of their voucher through MOL in the event a voucher is returned for corrective action by the claimant.

Q. What should I do if I'm having issues with IBI/TVI?

A. Contact your S-1 and provide them a screenshot of the issue, they'll be able to submit a trouble ticket.

## IPAC Okinawa

Inbound Branch  
Bldg 5699, Second Floor, Room 221  
Camp Foster

Phone: 315-645-7728 or 098-970-7728  
E-mail: [ipac\\_campfoster\\_inb@usmc.mil](mailto:ipac_campfoster_inb@usmc.mil)

## IPAC Okinawa Inbound Branch

Individual Member  
Inbound Interview  
(IBI)

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Travel Voucher Interview  
(TVI)

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Temporary Lodging  
Allowance  
(TLA)

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*Providing effective and efficient personnel administration services to all Commanders, their Marines and family members.*

## Individual Member Inbound Interview (IBI)

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The transition from the face-to-face Inbound process to the self-service online Inbound Interview (IBI) process has been fully implemented for all Okinawa based Units. All Marines arriving to Okinawa are directed to report to their gaining command and utilize this function. There is no requirement to physically check-in to IPAC. To complete this process:

1. Report to S-1 and inform them of your arrival date ([the date you arrived on island](#)) by referencing your flight documents. The S-1 personnel must input and approve your arrival in MOL.
2. Log on to MOL, select the **TRAVEL** tab, under the section **Individual Marine** and then select the **Inbound Interview**. You will be prompted to verify the date that you reported to your command ([the date you arrived on island](#)). The report date has a direct impact on your pay and allowance.
3. Complete your Inbound Interview through IBI. This allows your overseas station allowances to be updated. Upon submission of the IBI, you will automatically be re-directed to the Travel Voucher Interview (TVI) to complete your travel voucher.
4. Notify the S-1 that your IBI and TVI have been submitted. Your IBI must be reviewed and approved by the S-1 **AFTER** you submit your travel voucher through TVI.
5. After your IBI/TVI have been submitted, IPAC will review your record and complete any forms necessary and send them to you via EPAR. Please review/sign and return the forms as soon as possible. IPAC is unable to report the appropriate overseas station allowance without the signed form(s).

IBI supports all PCS order types except for Accession, DUINS and TEMINS. These Marines are required to check into IPAC as soon as possible.

## Travel Voucher Interview (TVI)

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Once you've completed your Inbound Interview, if not automatically re-directed you'll be able to use the **Travel Voucher** link located on the **Travel Tab** under the **Individual Member** to complete your Travel Voucher. You will be prompted to select your itinerary and then the voucher will populate with the information resident in the system. You will be able to modify and/or add information as necessary.

1. The following documents are required to be uploaded to the voucher:
  - \* Area Clearance for Dependents
  - \* Port Call showing AMC Flight Itinerary for each dependent and member
  - \* Commercial flight payment confirmation receipt
  - \* Any lodging receipts with \$0.00 balance
  - \* All VPC documents, if vehicle was stored  
Note: Orders must state VPC authorized
  - \* Delayed Dependent Travel Approval from MMIB, if applicable
  - \* Delay Letter, if any flight was delayed
2. Other documents (if applicable):
  - \* ROM lodging receipt with \$0.00 balance
  - \* Pet Quarantine Receipts– Up to \$550.00 can be claimed
  - \* MDJ Form 270 - Pet Quarantine and DD Form 2209 - Examination Certificate
  - \* Housing Assignment Letter, if quarters assigned upon arrival
  - \* Excess baggage receipts (if applicable)
  - \* COVID 19 Testing Receipt

Expenses authorized for reimbursement in connection with travel are listed in the Joint Travel Regulations (JTR), Chapter 2 Miscellaneous Reimbursable Expenses : <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

## Temporary Lodging Allowance (TLA)

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To partially reimburse Service Members for more than normal expenses stemming from the use of Temporary Lodging Facility (TLF) in conjunction with a Permanent Change of Station (PCS) move to/from an Outside Continental United States (OCONUS) location. Payable in 10 day increments.

This process is outlined on the IPAC Okinawa website:

- \* <https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/>
- \* TLA POC: 645-7914



QR code gives you quick access to the website

All Inbound accompanied Marines must visit the Kadena Housing Office within 2 business days upon arriving. Failure to could delay your TLA entitlement reimbursement.

Kadena Housing Office info:

- \* DSN: 634-0582/83 or 098-961-0582/83
- \* Building 217, Kadena AFB
- \* Website: [https://www.kadena.af.mil/Kadena\\_Housing\\_Office/](https://www.kadena.af.mil/Kadena_Housing_Office/)

Members arriving without their dependent(s) are not authorized TLF and must check-in with the BEQ/BOQ.