

*MCBH Kaneohe Bay DISBURSING*  
*SEPARATION BRIEF*



# Separation Travel Topics

- Places to Travel
- Modes of Travel Authorized
- Mileage Amount
- Per Diem Amount
- Authorized Days of Travel
- Travel Advance
- Travel Settlement
- Submission of Travel Claim

# Places to Travel

- **Home of Record-** The address you enlisted from
- **Place entered Active Duty / MEPS-** For broken service time Marines. This is where you were living at after your break in service.
- **Home of Selection-** This applies only to retired Marines (medically or normally). The member can elect any place within the 48 continental states. OCONUS destinations must be authorized by M&RA HQMC prior to departure. All OCONUS destinations will be limited to the maximum CONUS allowance, unless the members original HOR is that destination.

# Modes of Travel

## 1. Privately Owned Vehicle (POV)

**Note:** a maximum of two POVs are authorized upon separation.

## 1. Air (Commercial or GTR)

**Note:** Commercial Air is authorized, however reimbursement is limited to the cost of a government transportation request (GTR).

# Mileage Amount

- **Per Vehicle** **0.23 per mile**

**NOTE: More than 2 vehicles must be authorized by MMIB-3(MMIA)**

# Driving Per Diem

- **Member** **\$129.00 per day**
  - **Dependent 12 & over** **\$96.75 per day**
  - **Dependent 11 & under** **\$64.50 per day**
- 
- **If dependent is traveling separately, one dependent 12 or older would rate \$129.00 per day. This is usually the spouse.**



# Authorized Days of Travel

- “Mileage is paid according to distance traveled”.
- **1-400 miles = 1 day travel**
- **401-750 = 2 days travel**
- **751-1100 = 3 days travel**
- **1101-1450 = 4 days travel**
- **1451-1800 = 5 days travel**
- **1801-2150 = 6 days travel**
- **2151-2500 = 7 days travel**
- **2501-2850 = 8 days travel**
- **2851-3200 = 9 days travel**
- **3201 and over = 10 days travel**



# Commercial Air Per Diem

- You are entitled to 1 day of per diem at 75% of the local city rate you are going to
- You can be reimbursed taxi fares
- Dependents also rate 1 day of per diem

# Travel Advance

- **Travel Advance Information: You are authorized 100% of the mileage rate per Vehicle. NO ENTITLEMENT TO DLA OR TLE upon separation.**
- **We suggest you not request an advance if you do not need it.**
- **YOU MUST SUBMIT A TRAVEL CLAIM TO CAMP PENDLETON, CA AND ALBANY, GA AFTER YOU MOVE REGARDLESS OF ADVANCE PAYMENTS MADE!**
- **ALL UNSETTLED ADVANCES WILL BE RECOUPED BY THE GOVERNMENT 30 DAYS AFTER YOUR ESTAMATED ARRIVAL DATE OR 30 DAYS AFTER YOU ECC (WHICHEVER IS GREATER).**
- **UNSETTLED CLAIMS WILL BE FORWARDED TO A COLLECTION AGENCY, FAILURE TO SETTLE MAY HAVE A SIGNIFICANT IMPACT ON YOUR CREDIT AND MAY PREVENT AGENCIES (SUCH AS BANKS AND CREDIT UNIONS) FROM ENGAGING IN BUSINESS WITH YOU.**

# Travel Settlement

- Upon completion of your travel, you are required to submit the following documentation
  - Completed DD Form **1351-2** (Travel Voucher)
  - Copy of **separation orders** / **terminal leave orders**
  - Copy of **NAVMC 11060**
  - Commercial transportation receipts equal to or greater than \$75.00 (TOLLS MUST BE ACQUIRED USING MOST DIRECT ROUTE BETWEEN PDS AND LOCATION)
  - **Settle your travel claim as soon as you get home, EMAIL IS HIGHLY PREFERRED!**  
**([MCBH.FINANCE.FMB@usmc.mil](mailto:MCBH.FINANCE.FMB@usmc.mil))**

# Travel Payment

- Travel settlement payments will be deposited into your **existing** direct deposit account. If an alternate account is requested, complete the Alternate EFT Account Election Form provided to your Separations section personnel.
- In the event of your EFT account becoming inactive we will have to send your claim back and have you fill out a new eft form.

# Travel Claim Submission

- Submit travel claims to:

Commanding Officer

Marine Corps Base

Hawaii Kaneohe Bay

Finance Office

P.O. BOX 96863

- **COMM: 808-  
257-7771,  
7766,8811**

# Separations Pay

# FINAL SEPARATION PAY

- DO NOT CLOSE YOUR CURRENT DIRECT DEPOSIT
- Lump Sum Leave (LSL)
- Clothing Replacement Allowance (CRA) - Enlisted Only
- Basic Pay
- Basic Allowance for Housing (BAH)
- Basic Allowance for Subsistence (BAS)
- Separations Pay (if applicable)
- Disability Severance Pay (if applicable)

**PART I - COMMANDING OFFICER**

UNIT COMMANDING OFFICER MCAS MIRAMAR PO BOX 452003, SAN DIEGO CA 92145		DATE 20120328
NAME (Last, First, Middle Initial)	RANK CPL	SSN 20070605
AUTH FOR SEPARATION AND PROGRAM DESIGNATOR CODE MBK1 - VOL REL/TR (COMP OF REQ ACTIVE SERVICE)		EFFECTIVE DATE OF SEPARATION FROM ACTIVE DUTY 20120604
REASON <input checked="" type="checkbox"/> RELACDU <input type="checkbox"/> DISCHARGE <input type="checkbox"/> RETIREMENT <input type="checkbox"/> RESIGNATION <input type="checkbox"/> TRANSFER TO FMCR <input type="checkbox"/> TRANSFER TO TDRL/PDRL		
TYPE OF DISCHARGE <input checked="" type="checkbox"/> HONORABLE <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER THAN HONORABLE <input type="checkbox"/> BAD CONDUCT <input type="checkbox"/> DISHONORABLE		
HOME OF RECORD NEW BOSTON IX 75570	PLACE FROM ORDERED TO ACTIVE DUTY LITTLE ROCK AR 72202	

**PAY INFORMATION**

RECOUP ENLISTMENT BONUS:  YES  NO RECOUP REENLISTMENT BONUS: YES  NO

PAY SEPARATION PAY.  FULL  HALF ACTIVE SERVICE \_\_\_\_ YEARS \_\_\_\_ MONTHS  
 PREVIOUSLY PAID \_\_\_\_ READJUSTMENT PAY

PAY DISABILITY SEVERANCE PAY. RESULT OF COMBAT:  YES  NO ACTIVE SERVICE \_\_\_\_ YEARS \_\_\_\_ MONTHS

POST DEPLOYMENT MOBILIZATION RESPITE ABSENCE (PDMRA) FROM (TIME AND DATE) \_\_\_\_\_  
 TO (TIME AND DATE) \_\_\_\_\_

LEAVE AWAITING SEPARATION (NUMBER OF DAYS 62.0) FROM (TIME AND DATE) 1201 20120403  
 TO (TIME AND DATE) 2359 20120604

RECOUPMENT OF NAVY RELIEF SOCIETY LOAN \_\_\_\_\_  YES  NO

OTHER COST CODE: 74125 LUMP SUM LEAVE (0.5) DAYS

**ACCOUNTING/APPROPRIATION DATA - ACCOUNTING CLASSIFICATION FOR SEPARATION**

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT NO	SUB ALLOT	AUTHORIZING ACCOUNTING ACTIVITY	TRANS TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE
1721105.2750 M4002712CTB22XO	217	41690		067443	2D	000000	000000000000
1721105.2750 M7000112CB0M9C2	220	41690		067443	2D	000000	M9C200000000

DATA CONTAINED IN MCTFS IS CORRECT AND MAY BE USED TO SUBSTANTIATE DEPENDENCY FOR TRAVEL CLAIM

SIGNATURE OF COMMANDING OFFICER/CERTIFYING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

**PART II - MARINE**

- APPELLATE LEAVE ACTION (IF APPLICABLE)
- A.  I DO  DO NOT elect payment \_\_\_\_ days RLB and \_\_\_\_ days SLB in connection with involuntary appellate leave.
- B. In connection with voluntary appellate leave, I understand that I will remain in a pay status until my current leave balance of \_\_\_\_ days is used, and will enter an excess leave status thereafter.
- C. I understand that my leave balance is \_\_\_\_ days excess leave and that I will be charged pay and allowances for each day of excess leave.

**TRAVEL ELECTION**

- I DO NOT ELECT to be paid an advance separation travel allowance.
- I ELECT to be issued a Government Transportation Request(s) for travel for myself and my dependents from \_\_\_\_\_ to \_\_\_\_\_  
(Duty Station) (City, State)
- I ELECT to be paid advance travel allowances for myself and my 00 dependent(s) from MCAS MIRAMAR SDIEGO CA  
 to NEW BOSTON TX by POV on 20120403  
(Complete mailing address for travel allowance) (Mode of travel) (Est date of departure)

Permanent Mailing Address after separation: NEW BOSTON, TX 75570 U.S.A.  
 Phone Number after separation: 903-314-9092  
 E-MAIL Address after separation: \_\_\_\_\_

The amount advanced is a partial advance and the remaining amount due will not be paid unless and until a travel claim is submitted for travel actually performed. Submit to: DISBURSING OFFICER - 1ST MLG FMFPAC CAMP PENDLETON, CA 92055  
(Complete address of the disbursing office paying the advance)

# LUMP SUM LEAVE

- Each Active Duty Marine can sell up to a maximum of 60 days of leave in their career.
- Each Marine can only carry over 60 days to new fiscal year.
- LSL=leave balance(basic pay / 30 X leave days)
  - LSL taxed 25% federal tax and applicable state tax rate



# State Flat Tax Rates

- AL - 5%
- AK - N/A
- AZ - N/A
- AR - 7%
- CA - 6.6%
- CO - 4.63%
- CT - 6.7%
- DE - 4%
- DC - 4%
- FL - N/A
- GA - 4%
- HI - 4%
- ID - 7.4%
- IL - N/A
- IN - 4%
- IA - N/A
- KS - 5%
- KY - N/A
- LA - 4%
- ME - 5%
- MD - 5.5%
- MA - 4%
- MI - N/A
- MN - N/A
- MS - 4%
- MO - 6%
- NV - N/A
- NH - N/A
- NJ - 4%
- NM - 4.9%
- NY - 9.62%
- NC - 6%
- ND - 21%
- OH - 3.5%
- OK - N/A
- OR - 9%
- PA - 3.07%
- PR - 4%
- RI - 5.99%
- SC - 7%
- SD - N/A
- TN - N/A
- TX - N/A
- UT - 5%
- VT - 27% OF FITW WITHHELD
- VA - 5.75%
- WA - N/A
- WV - N/A
- WI - 4%
- WY - N/A

# Separations Pay

- **A Marine must have between 6-19 years of active service prior to involuntary release from active duty.**
- **Full Seps Pay - Base pay X 12 X 10% X # years & months (days not included) of active service. The total is taxed by 25% (fed tax) and % of (state tax) if applicable.**
- **Half Seps Pay – Full Seps Pay divided by 2**
- **FULL/HALF SEPS PAY DETERMINED BY HQMC**

# Separations Pay

- **Example : Sergeant with 10 years of active service and his monthly pay is \$2995.00 (GA state is 4%)**
- **$\$2995.00 \times 12 \times 10\% \times (10 \text{ yrs}) = \$35,940.00$**
- **$\$35,940.00 - (29\%) = \$25,517.40$  (Full Seps)**
- **$\$35,940.00 / 2 - (29\%) = \$12,758.70$  (Half Seps)**

# Disability Severance Pay

- **Computation : Base Pay X 2 X years of active service (19 years max)**
- **Total taxed by 25% fed tax and % of state tax if applicable.**
- **If the injury is Combat Related it's not taxable.**
  - **In line of duty minimum 6 yrs**
  - **Simulated training minimum 3 yrs**

# Disability Severance Pay

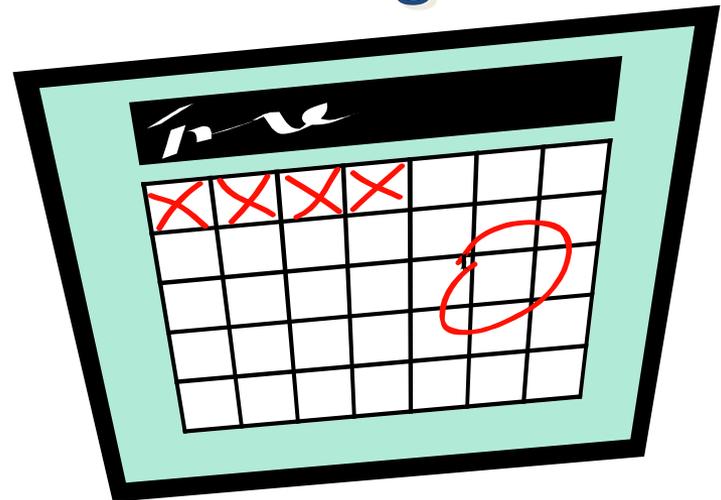
- **Example: A sergeant with 10 years of active service.**

**Base Pay is \$2995.00 (GA 4% state tax)**

- **$\$2995.00 \times 2 \times 10 \text{ years} = \$59,900.00$**
- **$\$59,900.00 - (29\%) = \$42,529.00$**

# ALLOTMENTS

- **When retiring, your allotments will continue unless requested to stop.**
- **For Marines separating, all allotments will be stopped the month prior to discharge.**



# Direct Deposit Account

- **\*\*\* DO NOT close your direct deposit account. Pay and Travel settlements are sent via Electronic Funds Transfer (EFT) to your current direct deposit account.\*\*\***
  - **Closing your direct deposit account will significantly delay the receipt of your settlements.**
- **NO HARDCHECKS**

# Things to Remember

- Terminal Lv/PTAD. PTAD is authorized in conjunction with Terminal Lv (up to 20 days CONUS/up to 30 days OCONUS). Verify your leave days before submittal to avoid excess leave. **Involuntary discharges are authorized to receive 20 days of PTAD.**
- Disbo can only speak to the Admin Unit/IPAC and amounts **CANNOT** be given over the phone.
- Admin/IPAC submits your documentation to disbo once you have been “dropped”. Disbo has 5 working days to process your final payment.

# POINTS OF CONTACT

- **DFAS Cleveland handles all retired pay inquires. Ph # 1-800-321-1080**
- **Savings Bonds are handled by DFAS by contacting Kevin Walsh #(216)-522-5880**
- **Thrift Savings Plans may be contacted at #1-(877)-968-3778 or by visiting [www.tsp.gov](http://www.tsp.gov)**



QUESTIONS?

