

Receipts SOP

1. When checking-in the CPC needs to ensure each member has the following and if necessary, it is correctly filled out to be sent to PSD via TOPS:
 - a. Orders endorsed with time/date member reported
 - b. Applicable Travel Claims
 - i. Lodging receipts for TLE
 - ii. Receipts for any expenses of \$75 or more i.e. taxes, extra baggage, tolls.
 - iii. SATO endorsement for rental cars and plane tickets when purchased on own
 - iv. DLA as necessary
 - c. BAH pg 13
 - d. E5 and below requesting to live out in town must have request chits for BAH and BAS and a signed Barracks check out sheet

2. CPC also needs to check the member's Page Two and SGLI. If either needs to be updated the member has two choices:
 - a. Report to PSD within two days of checking-in between the hours of 0730 -1600 with updates to Page 2 and SGLI made on copies printed from their NSIPS Self Service Account. PSD can then make the changes while the member waits so the Page 2 can be signed immediately.
 - b. Have their CPC send annotated corrections to PSD via TOPS. PSD will make updates and TOPS back to CPC. CPC will then notify the member when the corrected Page 2 is ready to be signed.

- *If adding a spouse or child to a Page 2 originals of the following are needed:
 - Marriage Certificate
 - Birth Certificate/Proof of Birth letter
 - Single male members with children must provide proof of support, and letter of affidavit
 - Member married to another Military Member with children from another branch must provide spouses LES.

3. Receipts clerk will input gain document and submit applicable travel claims.