

**CHAPTER 9**

**PROCEDURES FOR COAST GUARD MEMBERS**

0901 **COAST GUARD MEMBERS TRAVELING USING DOD APPROPRIATIONS**

Coast Guard members who travel on orders citing DoD appropriations will file travel claims the same as active duty DoD members using the instructions for the disbursing office of the unit whose funds are involved. Disbursing offices will settle these vouchers like those of any other member. If any excess travel time is involved, forward a copy of the settlement voucher to Commanding Officer, Coast Guard Human Resources Service & Information Center, 444 SE Quincy St., Topeka, KS 66683-3591.

0902 **COAST GUARD MEMBERS TRAVELING ON NON-DOD APPROPRIATION**

When a Coast Guard member requests a travel advance or settlement payment on orders citing other than a DoD appropriation, the disbursing officer will not provide any payment without receiving authorization from the Commanding Officer (OGRR), Coast Guard Finance Center, in Chesapeake, VA 23326. Contact may be made by calling 757-523-6837.