



FINANCE Newsletter
Alpha Detachment, 176th Finance Battalion, Yongsan Korea
September 2003 Edition



TDY Travel

In order to receive reimbursement for TDY lodging, submit an itemized receipt which shows the number of days residing in lodging and the amount per day for lodging. Please use the most current 1351-2 dated Jul 2002 when filing all travel claims. This form includes blocks for your e-mail address and telephone number in case there are any complications with your travel settlement. Travelers only need to submit an original and one copy of their travel vouchers. All vouchers must have appropriate documentation and supervisor signature in block 20c. "Review by" on top of voucher is not acceptable. Block 17c, supervisor signature, must also be complete.

Policy on Advances for First Month's Rent and Security Deposit

176th Finance BN does not except Won checks when clearing a soldiers advance of security deposit and/or first months rent. Please make sure that you receive Won or Dollars from Landlord or Realtor and this is returned along with a cash collection voucher (CCV-available at cashier) to 176th Finance BN before your final outprocessing.

TSP Open Season

Open season for the Thrift Savings Plan begins 15 October and runs through 31 December. TSP is a voluntary retirement savings and investment plan. TSP open season is the chance for service members to start or change the amount of their contributions to TSP. Service members can elect to contribute up to 8% of their base pay plus up to 100% of incentive and special pays toward TSP. The form to start or change TSP contributions, TSP-U-1, is available at the finance office or www.tsp.gov, where you can also find more valuable information about TSP.

FINCOM Organization Day

The Finance office will be closed on Friday, 17 October for FINCOM Organization Day.

Finance Briefings

The finance inprocessing briefing is held Monday, Tuesday, Wednesday, and Friday at 0930 at building 4034 by the Dragon Hill Lodge. The outprocessing briefing is held Mondays and Wednesdays at building 4034 at 1630.

Points of Contact

<u>SECTION</u>	<u>PHONE NO.</u>
176 th Finance Bn Commander	725-8838
176 th Finance BN CSM	723-7959
A Detachment Commander	723-5676
A Detachment Sergeant	723-7463
Chief of Military Pay	723-7699
In and Out Processing	723-5676
Customer Service	723-8453
Processing	723-3589
Travel	723-8257
Separations	723-8453
Reserve Pay	723-5676
Chief of Military Pay	723-4078
175 th FINCOM website	http://175fincom.korea.army.mil
Finance Hotline for Unresolved Military or Civilian Pay Inquiries	725-CASH

OFFICE HOURS

M, T, W, F 0900-1600 (Open During Lunch)

The Disbursing Cashier Cage closes at 1600 on M, T, W, F and Thursdays at 1500.

NOTE: Finance is CLOSED every Thursday for Sergeants Time Training. This does not include the cashier's cage.