

## Contact the Benelux Travel Section

### Customer Inquiry Lines:

SHAPE, BE – 423-4843

Brussels, BE – 365-9760

Brunsssum, NL – 364-3037/2829

### Fax Number:

SHAPE, BE – 423-3429

### Mailing Address:

Commander

Benelux Finance Office

Attn: Travel

Unit 21420, Box 3803

APO AE 09705

### Voucher Drop-off Points:

SHAPE:

Bldg 2122

Brussels:

NSA Bldg

AFNORTH

Bldg H-603

### NOTES:

1. Effective 1 January 2000, all travel vouchers must be reviewed by the traveler's commander/supervisor .

2. The most recent version of DD Form 1351-2 is available for download in Form Flow and Adobe formats from <http://web1.whs.osd.mil/ICDHOME/DDEFORMS.HTM>

## Travel Guide

### Provided by the Benelux Travel Section



Proudly Serving the Soldiers and  
Civilians of SHAPE and  
AFNORTH

The Travel Section of the Benelux Finance Office is committed to providing Outstanding Customer Service. We are also dedicated to timely and accurate payment of your travel claim.

**Purpose:** The purpose of this guide is to provide assistance to you in the preparation of your voucher upon completion of your Temporary Duty (TDY) travel.

### Travel Tips:

1. Keep a blank copy of DD Form 1351-2, Travel Voucher Or Subvoucher, with you during your travels. Write down your expenses as they are incurred.
2. Make sure that the Electronic Funds Transfer (EFT) data on file with the travel section is current. ***Changing your pay option for your Military or Civilian paychecks will not change the information on the travel system.***
3. Keep your receipts. Lodging receipts must be submitted with your voucher. Receipts for all other expenses of \$75 or more must also be included with your voucher. You will not be reimbursed for lodging or expenses of \$75 or more without a receipt.
4. Do not purchase airline tickets from a travel agent. Tickets purchased from a travel agent cannot be reimbursed except in very rare situations. If you have any questions, check with your local travel office **before** purchasing tickets for official travel.

# Completing the DD Form 1351-2, Travel Voucher Or Subvoucher

1. PAYMENT. Mark the appropriate block for payment option desired, either EFT or Payment by Check. Payment by check is only authorized for local national employees. Include a Standard Form 1199A, Direct Deposit Sign-Up Form; deposit ticket with the bank routing number; or a voided blank check if this is the first voucher submitted to the Benelux Finance Office or if you have recently changed your bank account. Select split disbursement option to have payment made directly to Government Sponsored Travel Card.

- a. Entire settlement will be applied to travel card account.
- b. Enter amount to be applied to travel card account. Payment will not exceed total entitlement.

2. NAME. Self explanatory.

3. GRADE. Either your military rank or your GS/WG rating.

4. SSN. Self explanatory.

5. TYPE OF PAYMENT. Check the appropriate block(s) as required. TDY and Member/Employee to indicate temporary duty of a soldier or civilian traveler.

6. ADDRESS.

- a. Number and Street. The address to which you would like to receive your copy of the completed travel voucher.
- b. City. This is the city portion of the mailing address. Use **APO** for receiving mail through the Military Postal Service (MPS).
- c. STATE. The two letter state abbreviation of the mailing address. Use **AE** for MPS mail.
- d. ZIP CODE. The zip code for your mailing address.

7. DAYTIME TELEPHONE NUMBER & AREA CODE. A phone number where you may be reached if there is a question regarding your voucher.

8. TRAVEL ORDER NUMBER. The travel order number from DD Form 1610.

9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES. Any payment that you have already received for this travel. Do not include cash advances received using the government charge card.

10 a-e. FOR D.O. USE ONLY. Do not write anything in these blocks.

11. ORGANIZATION AND STATION. Your unit and location.

12 a-c. DEPENDENTS. This is for Permanent Change of Station (PCS) travel only. Leave blank.

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code). This is for PCS travel only. Leave blank.

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? This is for PCS travel only. Leave blank.

15. ITINERARY. Complete the itinerary in the order the travel actually occurred. (Continue on DD Form 1351-2C, Travel

Voucher or Subvoucher (Continuation Sheet) if additional space is required.)

- a. DATE. Include the year either as one entry at the top of this column or with each date entered.
- b. PLACE. The location from which you started traveling and any stops.
- c. MEANS/MODE OF TRAVEL. Enter the two-digit code for mode of travel.

First Digit:

- T – GTR/TKT
- G – Government provided transportation
- C – Personally procured commercial transportation
- P – Privately owned conveyance (i.e. car or motorcycle).

Second Digit:

- A – Automobile
- M – Motorcycle
- B – Bus
- P – Plane
- R – Rail (Train)
- V – Vessel (Ship or Ferry)

d. REASON FOR STOP. Enter the two-digit abbreviation for the reason for stop.

- AD – Authorized Delay
- AR – Authorized Return
- AT – Awaiting Transportation
- HA – Hospital Admittance
- HD – Hospital Discharge
- LV – Leave
- MC – Mission Complete
- TD – Temporary Duty
- VR – Voluntary Return

e. LODGING COST. Enter the cost of lodging in U.S. Dollars. Convert foreign currency at the rate at which foreign currency was originally purchased if paying with cash or the exchange rate in effect the date payment is made with a credit card.

f. POC MILES. Enter the actual number of miles driven if PA or PM mode of travel is used. You will be paid the lesser of actual miles driven or authorized miles as determined by the Official Table of Distances.

16. POC TRAVEL. Own/Operator if you are responsible for maintenance of the vehicle (i.e. gas, insurance, etc.) Passenger if you are the passenger traveling with another government traveler.

17. DURATION OF TRAVEL. Check the appropriate block.

18. REIMBURSABLE EXPENSES. List all official expenses incurred as a result of travel. (Continue on DD Form 1351-2C, Travel Voucher or Subvoucher (Continuation Sheet) if additional space is required.)

- a. DATE. Date the expense was incurred.
- b. NATURE OF EXPENSE. Describe the expense. You must list the number of bags when requesting reimbursement of tips to porters, skycaps, etc. List conversion rate for expenses in foreign currency.
- c. AMOUNT. Enter the amount of the expense in U.S. Dollars.
- d. ALLOWED. Leave Blank

19. GOVERNMENT/DEDUCTIBLE MEALS. The date and type of meal provided at no expense to the traveler. (Continue on DD Form 1351-2C, Travel Voucher or Subvoucher (Continuation Sheet) if additional space is required.) A deductible meal is a meal:

- (1) Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
- (2) Included in a registration fee ultimately paid for by the Government;
- (3) Furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- (4) Furnished by the Government at no cost to a member.

20a. CLAIMANT SIGNATURE. Sign the voucher.

20b. DATE. The date the voucher is signed.

20c. SUPERVISOR SIGNATURE. The signature of the traveler's supervisor or supervisors designated representative. The designated representative must be appointed in writing.

20d. DATE. The date the traveler's supervisor reviews and signs the voucher.

21a. APPROVING OFFICER SIGNATURE. Signature of approving official for expenses not originally covered by the travel order (i.e. official phone calls). This must be the same approving official that signed DD Form 1610.

21b. DATE. Date the approving officer signs the travel voucher.

22-28. Leave Blank