



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE AND SEVENTH ARMY
STAFF FINANCE AND ACCOUNTING OFFICER
UNIT 29001
APO AE 09007



AEAFC-FS (600-8-105)

24 Feb 01

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Processing Travel Vouchers for Deployed Soldiers within the United States Army Europe (USAREUR) (Travel Policy Memorandum #01-02)

1. References.

- a. AR 600-8-105, 24 October 1994, Military Orders.
- b. Department of Defense Financial Management Regulation (DODFMR), Volume 9, 19 September 2000, Travel Policy and Procedures.
- c. Defense Finance and Accounting Service-Indianapolis (DFAS-IN) Regulation 37-1, 25 January 2000, Finance and Accounting Policy Implementation.
- d. The Joint Federal Travel Regulations (JFTR), 1 January 2001.
- e. Travel Technical Message #00-08, 26 May 00, Administrative Review and Signature on Travel Settlement Vouchers.
- f. Travel Technical Message #97-01, Acceptance of Facsimile Signatures and Receipts for Temporary Duty (TDY) Travel Vouchers.

2. Purpose. This memorandum establishes policy for processing temporary duty (TDY) and temporary change of station (TCS) travel settlement vouchers for Active Component (AC) soldiers, Reserve Component (RC) (U.S. Army Reserves and Army National Guard) soldiers, and Department of Defense (DoD) civilians deployed within the USAREUR area of responsibility (AOR).

3. Definitions.

- a. The JFTR defines TDY as duty at one or more locations, away from the permanent duty station (PDS), under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

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b. TCS is the temporary reassignment of soldiers as augmentees or temporary fillers to a deployed unit, in support of a contingency operation. Soldiers deploying for periods greater than 30 days are considered TCS.

4. Per Diem. Finance offices will pay soldiers deployed in support of contingency operations per diem.

a. Finance offices will pay soldiers deployed in support of SFOR accrued per diem at 80 percent of the monthly rate, which will show on the Leave and Earning Statement (LES). Finance offices will pay the remaining per diem (20 percent) to soldiers who were deployed in support of SFOR upon travel voucher settlement. Soldiers can elect to receive a lump-sum settlement when submitting the final travel voucher.

b. Finance offices will pay soldiers who were deployed in support of KFOR 100 percent of their per diem upon travel voucher settlement.

5. Processing travel vouchers. The 208th Finance Battalion will process travel vouchers (DD Form 1351-2, Travel Voucher or Subvoucher) for all continental U.S.-based (CONUS) AC soldiers, RC soldiers, and DoD civilians performing TDY travel within a TCS. DFAS-IN will process travel vouchers for all CONUS-based RC soldiers performing TDY with return to home station or TCS travel. For USAREUR-based soldiers and DoD civilians, the PDS servicing finance battalions will process all travel vouchers (TDY, TCS, TDY within a TCS) normally serviced by that battalion. For example, the 106th Finance Battalion will process all travel vouchers for a soldier permanently assigned to Wuerzburg, Germany.

a. All travelers must submit travel vouchers for review within five days of completion of travel. Soldiers are responsible for providing all documentation for settling travel vouchers. Attach all copies of previous travel payments (e.g. advances, accruals, partial payments, etc.) to the final travel voucher.

(1) AC soldiers and DoD civilians performing TDY travel for 30 days or less and return to the PDS (using DD Form 1610) will settle travel vouchers with their PDS servicing finance offices.

(2) RC soldiers TDY and return to home station for 30 days or less (using DD Form 1610) will settle travel vouchers with DFAS-IN.

b. Deployed finance offices will collect all travel vouchers and forward travel vouchers with supporting documents to servicing finance battalions for settlement. Log all vouchers using DA

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Form 4051-R or a locally produced log sheet. At a minimum, locally produced logs must contain names, social security numbers (SSN), and date received. Finance offices will maintain logs on file for 2 years, and then destroy logs.

c. Deployed finance offices will verify that all supporting documents are present and complete. Documents may include DD Form 1351-2, DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), lodging receipts (if the traveler paid for lodging), and car rental receipts (if the traveler rented a car). Attach additional documents such as receipts and/or statements when available. Support claims for reimbursements in excess of \$74.99 with receipts. Travelers must support claims for lost or destroyed receipts with a statement. Statements of non-availability must have confirmation numbers.

d. Deployed finance offices will verify the traveler's commander, 1SG, supervisor, or other individual who had knowledge of the travel reviewed the voucher. Reviewers must sign in block 20c of the travel voucher. Review ensures claims are complete and proper, and comply with the intent of the orders. If travel vouchers have all supporting documents and are ready for processing, "date stamp" the travel voucher in the upper right-hand corner of the travel voucher.

e. Deployed finance offices will scan individual travel vouchers, complete with all supporting documents. Scan travel vouchers at 600 dpi resolution. Name each saved travel voucher using the first five letters of the traveler's last name and the original order number (i.e., Pinck 01-021). Save travel vouchers within the sub-directory for the year/month received. Label sub-directories by calendar year and month (i.e., 2001 01, 2001 02, 2001 03, 2001 04, etc.).

f. Deployed finance offices will e-mail all travel vouchers to servicing finance offices daily. Attach travel vouchers to e-mail messages. Prior to attaching travel vouchers, enter each traveler's last name and SSN, using a separate line for each traveler. These entries act as the transmittal letter. Send all messages with travel vouchers attached requesting "Read" receipts. Maintain "Read" receipts for 3 months, and then delete. In cases where a "message" is not read within 3 working days, resend the message with attached vouchers and call the servicing finance battalion to confirm receipt and identify any problems (i.e., addressee is on leave, exchange server is down, etc.). For RC soldiers, e-mail travel vouchers to DFAS-IN for settlement.

g. Deployed finance offices will maintain original copies and supporting documents for 2 years in the office files, and then destroy IAW the MARKS filing system. Do not return original claims with supporting documents to the traveler. Inform travelers to maintain a copy for 3 years. Maintain scanned copies for 90 days, and then delete (i.e., delete 2001 01 in April 2001).

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h. USAREUR-based (Germany) finance battalions will only process travel vouchers received, by e-mail or fax, from deployed finance offices or from order-approving officials. USAREUR-based finance battalions will not process travel vouchers received, by e-mail or fax, from travelers.

6. Processing time. USAREUR-based finance battalions will process all travel vouchers for settlement/payment within 4 working days of receipt at their central travel sections. Deployed finance offices will forward travel vouchers to the USAREUR-based finance battalions within 24 hours of receipt of travel vouchers. USAREUR-based finance battalions will process travel vouchers using the Integrated Automated Travel System (IATS) for upload into the Disbursing Office Payment System (DOPS). Travelers should receive payment within 7 days of submitting travel voucher.

7. Entitlements. When soldiers perform TDY travel in an area entitled to other pay and allowances, finance offices will verify all entitlements based on the TDY location and will start, stop, report, and/or correct entitlements for payment when settling travel vouchers. Deployed finance offices will start, stop, report, and/or correct entitlements based on TCS locations. Finance offices will pay entitlements in accordance with criteria set forth by DODFMR Vol. 7A.

8. Advances.

a. Travel advances will be kept to a minimum. All travelers are strongly encouraged to use their Government Travel Charge Card to pay for travel expenses. AC soldiers TDY for 30 days or less may receive an advance, however, these advances should be strongly discouraged. To maintain an audit trail, casual payments should be used instead. RC soldiers TDY for 30 days or less will not be paid travel advances or casual payments.

b. Finance travel sections will forward any travel advances/accruals documentation to (1) the soldier's PDS servicing finance office for AC soldiers and (2) DFAS-IN for RC soldiers. Mail RC documents to:

Defense Finance and Accounting Service-IN
ATTN: DNO
Department 3900
8899 East 56th Street
Indianapolis, IN 46249-3900

c. Forwarding documentation minimizes the possibility of fraud while providing supporting documents to the office maintaining the soldier's travel card (DD Form 1588). Forward the

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copies of travel advances via e-mail (primary method), fax (alternate), or transmittal letter (alternate) for entry on the travel card. Maintain a 1-31 day suspense file to monitor all settlements and collect on delinquent travel advances. When soldiers have the Government Travel Charge Card, do not make cash advances.

9. Point of contact is the Travel Policy Branch, DSN 379-5164/5166.


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