

PERSON OF THE YEAR
TIME
THE AMERICAN SOLDIER

DFAS is proud to serve Time's
Person of the Year


<https://dfas4dod.dfas.mil/centers/dfasin/travpay/>



***DEFENSE FINANCE
AND
ACCOUNTING SERVICE***

Travel Voucher Guide
TDY Travel

Your Financial Partner @ Work

TRAVEL PAY SERVICES

JUNE 2004

TRAVEL POC'S

TRAVEL PAY SERVICES INDIANAPOLIS

TOLL FREE: 1-888-332-7366
FAX: 317-510-4124

DFAS-IN, TPS
Dept. 3700
8899 E 56th Street
Indianapolis, IN 46249-3700

TRAVEL PAY SERVICES ORLANDO

TOLL FREE: 1-800-950-9784
DSN: 791-4991

DFAS-OR, TPS
Building 301
2500 Leahy Avenue, Box 934675
Orlando, FL 32893-4500

TRAVEL PAY SERVICES ST. LOUIS

TOLL FREE: 1-877-303-4337
FAX: 314-290-0290

DFAS-ST. LOUIS, TPS
4300 Goodfellow Blvd., Bldg 110
PO BOX 200009
St. Louis, MO 63120-0009

TRAVEL PAY SERVICES ROME

TOLL FREE: 1-800-447-1150
FAX: 315-330-6710

DFAS-ROME
ATTN: DFAS-FT/RO
325 Brooks Road
Rome, NY 13441-4527

TRAVEL PAY SERVICES COLUMBUS

TOLL FREE: 1-800-756-4571
FAX:

DFAS-CO, TPS

TRAVEL PAY SERVICES SAN ANTONIO

CUST. SERVICE: 866-296-1166
FAX: 210-527-8141

DFAS-San Antonio, TPS
Attn: DFAS-FT/SA
500 McCullough Avenue
San Antonio, TX 78215-2100

TRAVEL PAY SERVICES LAWTON

TOLL FREE: 1-888-891-1292
DSN: 639-0172

DFAS-LW, TPS

TRAVEL PAY SERVICES ROCK ISLAND

TOLL FREE: 1-888-332-7742
FAX: 309-782-9310

DFAS-RI, TPS
1 Rock Island Arsenal
Rock Island, IL 61299-8000

DID YOU KNOW?



Having an AKO account is now a requirement for all soldiers. Through AKO, DFAS Travel Pay Services will automatically send you an email to notify you that your travel voucher was received by your servicing DFAS, and it will also let you know when your payment has been disbursed. Each email sent to you will provide you with contact information so you can reach DFAS if you need further assistance. Sign up for your AKO account at: <http://www.U.S.Army.Mil>.



Having a myPay PIN and Password gives you electronic access to important pay information. You can view/print your LES, view your Travel Vouchers, and view DFAS Travel Vouchers paid for the last 6 months. Sign up for a myPay account at <http://mypay.dfas.mil/>.



DFAS Travel Pay Services now has a Toll Free number you can call to check on the status of your Travel Voucher. This Interactive Voice Response System can tell you when your voucher was received, when payment was disbursed, how much was paid to you, and how much was paid to your Bank of America account. You can get this information for all Travel Vouchers for the past 90 days.

Toll Free: 1-888-332-7366 DSN: 699-0300

HIGHLIGHTS OF SETTLEMENT VOUCHER PREPARATION

6 Key Items:

1. Copy of Orders & Supporting Documents.

2. Claim all Previous Payments, advances paid by finance office, or indicate "NONE". Use split disbursement option.

3. Complete itinerary, Reimbursable expenses, & POC Travel.

4. Supervisor's Signature & Date

5. Claimant's Signature & Date

6. Approving Official & Date

1 Copy of additional documents as required:

1 Copy of Advance (DD1351) (if any)

Original copy of receipts over \$75.00 and all lodging receipts

1 Copy of orders (original & amendment)

- Receipt (Not the ticket) for unused portions of airline ticket.
- Leave Form
- E-Mail address

Original DD 1351-2

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and meals; and you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$			
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable) TDY PCS Other Dependent/OLA			
8. ADDRESS - a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE			
e. E-MAIL ADDRESS		7. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION		12. DEPENDENT(S) (X and complete as applicable) ACCOMPANIED UNACCOMPANIED		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE				
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES NO (Explain in Remarks)		15. ITINERARY a. DATE		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. REASON FOR TRAVEL	d. LODGING COST	e. POC, MILES
16. POC TRAVEL (X one) DRIVER/OPERATE PASSENGER		17. DURATION OF TOY TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) OLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due			
18. REIMBURSABLE EXPENSES a. DATE		b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED			
19. GOVERNMENT DEDUCTIBLE MEALS a. DATE		b. NO. OF MEALS	c. DATE	d. NO. OF MEALS			
20. CLAIMANT SIGNATURE		b. DATE	SUPERVISOR SIGNATURE		d. DATE		
21. APPROVING OFFICER SIGNATURE						b. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/AUTHORIZATION POSTED BY	27. RECEIVED (Physic Signature and Date or Check No.)	28. AMOUNT PAID			

DD FORM 1351-2, DEC 2003 PREVIOUS EDITION JUL 2002 OF DD FORM 1351-2 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1013 approved by 924/RMS 12-91.

