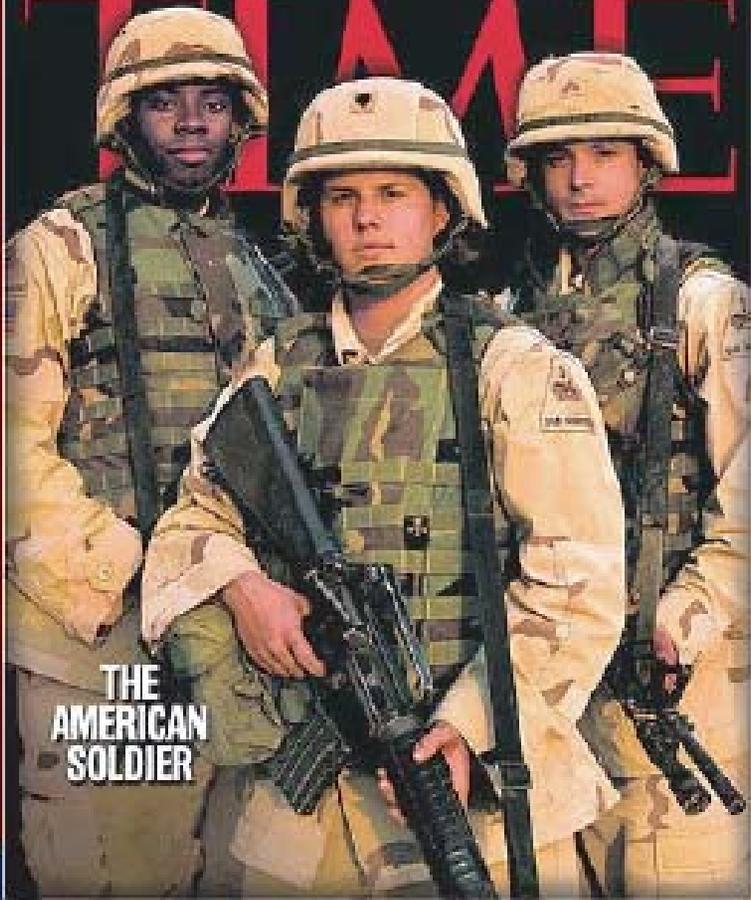


PERSON OF THE YEAR



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



**DEFENSE FINANCE  
AND  
ACCOUNTING SERVICE**



**Travel Voucher Guide**  
**TDY Travel**

*Your Financial Partner @ Work*

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

**TRAVEL PAY SERVICES**

**JUNE 2004**

## TRAVELER

Prepare **DD1351-2** (Travel Voucher or Subvoucher)

Use the *Traveler's Checklist* to ensure claim is properly completed

Submit completed voucher with all orders and receipts to supervisor/commander for review within **5 business days** of completion of travel

## REVIEWING OFFICIAL—SUPERVISOR/COMMANDER

Ensure the claim is:

*Properly completed*

*Complies with the intent of the orders*

*All required receipts/orders are attached*

*Split disbursement is utilized*

Use the *Reviewer's Checklist* to assist with review

After reviewing, sign and date blocks 20c and 20d. **DO NOT** return voucher to traveler.

Forward completed claims to the servicing DFAS Travel Office **within 5 business days** of completion of travel.

## APPROVING OFFICIAL (AO)

Sign and date in blocks 21a and 21b if:

*After-the-fact entitlements are not on orders*

Use *Approving Official checklist* to assist with review

AO is required to keep original documents for **2 years** if settlement vouchers are faxed.

## REQUIRED RECEIPTS AND ATTACHMENTS FOR TDY SETTLEMENTS



ALONG WITH YOUR **1351-2**

SEND **ONE COPY** OF:

**ORDERS**

Original order and any amendments

**LODGING RECEIPTS**

A daily itemized paid lodging receipt is required regardless of amount

**RENTAL CAR RECEIPT**

Ensure receipt submitted is the final paid itemized receipt and includes date-out, date-in, and shows a zero balance.

**COPY OF PRIOR PAYMENT**

Attach copies of any advances or accrued per diem payments received.

**RECEIPTS FOR OTHER EXPENSES \$75 OR MORE**

(i.e. registration fee, airfare)

**DAILY ITEMIZATION OF IN/AROUND MILEAGE**

If use of POC is authorized, a daily itemization sheet to include dates, places traveled to and from and number of miles for each trip is required.

**DA31**

Military Leave form when leave was taken in conjunction with TDY.

**NOTE:**

Credit card receipts or credit card statements are not acceptable.

**TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL  
SETTLEMENT VOUCHERS**

User: All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within 5 days upon completion of travel.

**Purpose.** This checklist should be used by the travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

1. \_\_\_ The Travel Voucher (DD Form 1351-2 July 2002) must be prepared in ink, typewriter, or computer generated.
2. \_\_\_ Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. \_\_\_ All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, ssn # on the travel voucher agree with the orders? If not, make administrative corrections and initial.
4. \_\_\_ Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
5. \_\_\_ The itinerary in block 15a must be completed using dates and not times, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
6. \_\_\_ Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage is within and around the TDY site, to and from the airport, and to and from the TDY site. In/around POC mileage must be approved/authorized. In/around mileage must be claimed and the total mileage driven each day listed. This travel should be included on the TDY claim or as an attachment.
7. \_\_\_ Block 17 must be completed indicating the duration of TDY period.
8. \_\_\_ Did you claim all of your authorized reimbursable expenses in block 18? Mission related items (e.g. batteries /film) are not reimbursable travel expenses and should be submitted through Vendor Pay.
9. \_\_\_ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO)? Rental Car receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable. Include a copy of your government contracted travel office (SATO/Carlson) itinerary.
10. \_\_\_ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, and obtained after the fact, you must have the Approving Official's signature authorizing commercial lodging or an amended order issued. (Military Members Only)
11. \_\_\_ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available? Receipts must show a zero balance.
12. \_\_\_ Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by an original paid receipt or justification statement explaining why receipts are not attached?
13. \_\_\_ Is a conference or registration fee claimed? If so, did you state the number of meals provided at no cost in block 19 of the DD1351-2. If none, please state.
14. \_\_\_ Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. dollars.
15. \_\_\_ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
16. \_\_\_ Military members: attach a copy of your DA 31 (leave form) if leave was taken in conjunction with the TDY.
17. \_\_\_ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
18. \_\_\_ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
19. \_\_\_ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official.

Edition: September 1, 2002

**USE THIS CHECKLIST TO ENSURE THAT YOU HAVE  
PROPERLY FILLED OUT YOUR TRAVEL SETTLEMENT  
VOUCHER AND THAT YOU HAVE ATTACHED ALL  
REQUIRED DOCUMENTS**

# 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  
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. Lewis, MO 63120-0009**

**TRAVEL PAY SERVICES  
COLUMBUS**

TOLL FREE: 1-800-756-4571

FAX:

**DFAS-CO, TPS**

**TRAVEL PAY SERVICES  
LAWTON**

TOLL FREE: 1-888-891-1292

DSN: 639-0172

**DFAS-LW, TPS**

**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  
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  
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  
ROCK ISLAND**

TOLL FREE: 1-888-332-7742

FAX: 309-782-9310

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

# Travel Acronyms

AEA	Actual Expense Authorization
CLA	Conference Lodging Allowance
CONUS	Continental United States—the 48 contiguous States & D.C.
CMR	Commercial Meal Rate
DFAS	Defense Finance and Accounting Service
DMPO	Defense Military Pay Office
DSN	Defense Switching Network (Formerly AUTOVON)
DTS	Defense Travel System
EFT	Electronic Funds Transfer ( <i>direct deposit of travel payments to bank accounts</i> )
FSN	Fiscal Station Number
GMR	Government Meal Rate
HHG	Household Goods
JFTR	Joint Federal Travel Regulation ( <i>regulation that governs military members travel</i> )
PDS	Permanent Duty Station
PMR	Proportional Meal Rate
SATO	Scheduled Airline Ticket Office ( <i>office that issues gov. contract commercial transportation—AKA LIFCO, Wagon Lit, Crimson Travel, etc.</i> )
TDY	Temporary Duty
TTM	Travel Technical Message
TTRA	Travel and Transportation Reform Act ( <i>Public Law 105</i> )

# 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**

# UPDATES

## SPLIT DISBURSMENT

The Department of the Army has directed ***mandatory split payments*** for all military. This means that there will only be EFT payments—not check payments. Any portion or all of the travel payment can be sent to Bank of America charge card account. The Reviewing Official and Traveler determine the amount to be sent to BOA.



## REIMBURSABLE EXPENSES

**ATM FEES:** Service members that do not have a government charge card and use their personal card can be reimbursed any fees for making a withdrawal for travel.

**ROOM TAXES:** This is a new reimbursable expense. Room taxes are not part of per diem. They should be claimed in Block 18 separately from the lodging expense.

**PRIVATE AUTO (PA) MILES:** The rate for POC mileage has been changed to \$.375 per mile (*effective 1 Jan 04*).

## TOP 10 REASONS WHY TRAVEL CLAIMS ARE DELAYED

- 10** Missing Traveler/Reviewer/Approving Official's Signatures & Dates
- 9** Missing Orders
- 8** Missing Receipts
- 7** Incorrect SSN on travel vouchers and/or orders
- 6** Meals not identified when claiming registration fees
- 5** Expenses Claimed But Not Authorized in Orders
- 4** Block For Mileage Not Checked/ Owner Operator Not Claimed
- 3** Incomplete Itinerary
- 2** Traveler does not submit/ Reviewer does not forward voucher within 5 business days of travel
- 1** ATM Expenses Not Separated

