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.Us.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: If you have a Government credit card, ATM fees are reimbursable. If you are in the Military, do not have a Government credit card, and use your personal card, ATM fees are reimbursable, too.

ROOM TAXES: Room taxes should be claimed separately in Block 18 if travel was in CONUS. Do not separate taxes from room rate if travel was in OCONUS.

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

DEFENSE FINANCE AND ACCOUNTING SERVICE

Travel Voucher Guide

TDY Travel

Your Financial Partner @ Work

TRAVEL PAY SERVICES

JUNE 2004

BLOCK 1 Check "Split Disbursement" box. Enter $ amount spent on the provided line.

BLOCKS 2-4 Put your name, rank and SSN here. Make sure this info is right on your or-

BLOCKS 6-7 Put your personal address and phone number here.

BLOCK 11 Put the name and location of your permanent duty location here.

BLOCK 15a Put the year and dates you trav-

BLOCK 15b Write the stops you made during your travel including start & end location.

BLOCK 16 Check either "Own/Operate" or "Passenger" if you used your PA

BLOCK 18 Put the date, type of reimbursable expense, and amount here.

BLOCKS 20a-b Sign and date here.

BLOCKS 21a-b Have your Approving Official sign and date here if necessary.

BLOCKS 22-28 Leave Blank

Additional Comments:

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 — Electronic Fund Transfer (EFT) — Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of [illegible] representing travel charges for transportation, lodging, and rental car if 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 one) — TDY, Member/Employee, PCS, Other, Dependent Travel, DLA

6. ADDRESS. a. NUMBER AND STREET | b. CITY | c. STATE | d. ZIP CODE

e. E-MAIL ADDRESS

7. DAYTIME TELEPHONE NUMBER & AREA CODE | 8. 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 — a. NAME (Last, First, Middle Initial) — b. RELATIONSHIP — c. DATE OF BIRTH OR MARRIAGE

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) — c. PAID BY

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) — YES — NO (Explain in Remarks)

c. COMPUTATIONS

15. ITINERARY — a. DATE — b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) — c. MEANS/ MODE OF TRAVEL — d. REASON FOR STOP — e. LODGING COST — f. POC MILES — DEP / ARR

16. POC TRAVEL (X one) — OWN/OPERATE — PASSENGER

17. DURATION OF TDY 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) DLA — (6) Reimbursable Expenses — (7) Total 0.00 — (8) Less Advance — (9) Amount Owed 0.00 — (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 — a. DATE — b. NO. OF MEALS

20. a. CLAIMANT SIGNATURE — b. DATE — c. SUPERVISOR SIGNATURE — d. DATE

21. a. 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 (Payee 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. — Reset — Exception to SF 1012 approved by GSA/IRMS 12-91.

BLOCK 5 Check boxes "TDY" and "Member/Employee"

BLOCK 8 Put your Travel Order # here (found on your TDY orders)

BLOCK 9 Put the amount of any travel advances made here

BLOCKS 10, 12-13 Leave Blank

BLOCK 14 Mark "yes" if you were authorized and shipped household goods to your TDY location.

BLOCK 15c List the different modes of travel you used here.

BLOCK 15d Put the correct codes (found on back of form 1351-2) here to show "reason for stop".

BLOCK 15e Enter the cost of lodging here. Don't include taxes if TDY was in CONUS.

BLOCK 15f Put the number of miles traveled using your Private Auto (PA) here.

BLOCK 17 Check the box showing how long you were on TDY.

BLOCK 19 Put the date and number of Government deductible meals here.

BLOCKS 20c-d Have your Supervisor sign and date here.

BLOCK 29 Write any explanations for expenses incurred, leave taken, etc.