DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
ATLANTIC
1755 POWHATAN ST. SUITE 303
NORFOLK, VA 23511-2985

PERSUPPACTLANTINST 7220.8F CH-1
N2
27 Apr 04

PERSUPPACT ATLANTIC INSTRUCTION 7220.8F CHANGE TRANSMITTAL 1

Subj: TEMPORARY DUTY (TDY) TRAVEL VOUCHER PREPARATION GUIDE

1. Purpose. To promulgate change 1 to subject instruction.

2. Action. Make the following pen and ink change to the basic instruction:

a. Change Section 906, Parking Fees on page 26 to read: "Parking fees are reimbursable when using a government vehicle, rental car, or when using Privately Own Conveyance (POC) if authorized/approved. Parking reimbursement is limited. When using POC, parking fees at the terminal while TDY, may be reimbursed NOT TO EXCEED the cost of two one-way taxicab fares, including allowable tips."

T. P. WADLEY
Acting

Distribution: (PERSUPPACTNORVAINST 5216.1V)
Lists I and II

DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
ATLANTIC
1755 POWHATAN ST. SUITE 303
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PERSUPPACTLANTINST 7220.8F
N2
24 Feb 04

PERSUPPACT ATLANTIC INSTRUCTION 7220.8F

Subj: TEMPORARY DUTY (TDY) TRAVEL VOUCHER PREPARATION GUIDE

Ref: (a) Joint Federal Travel Regulations (JFTR), Vol. I
(b) Joint Travel Regulations (JTR), Vol. II
(c) DOD Financial Management Regulation, Vol. 9

Encl: (1) PERSUPPACT Atlantic Travel Voucher Preparation Guide (January 2004)
(2) Traveler's Checklist for Temporary Duty (TDY) Travel Settlement Voucher
(3) Approving Official (AO) Checklist for TDY Settlement Voucher
(4) Sample Travel Voucher or SubVoucher (DD FORM 1351-2, December 2003)

1. Purpose. To publish a simplified travel voucher guide for official TDY travel, to be utilized by Voucher Examiners and customer commands. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. PERSUPPACTNORVAINST 7220.8E.

3. Background. It is required that all travel claims shall be submitted within five working days after returning from Temporary Duty (TDY). Travelers on long term TDY (over 45 days) are required to submit an interim travel claim every 30 days to the Personnel Support Activity Detachment (PERSUPPDET) that provides travel claim service at the traveler's permanent duty station. This instruction does not supercede regulations, rules or policies in references (a) through (c), but is published to provide assistance, and simplification of references (a) through (c), in properly preparing a travel voucher. Enclosure (1) will assist the command and the traveler in submitting a properly prepared and accurate travel voucher. Compliance with this instruction should help reduce and eventually eliminate errors that cause delays in processing travel claims. Personnel Support Activity (PERSUPPACT), Atlantic's goal is to settle travel vouchers within five working days after receipt. Enclosures (2) and (3) are checklists to be used by the traveler and the Approving Official (AO) in the proper preparation and approval of a travel voucher. Enclosure (4) is the acceptable travel claim form to use. Travel voucher forms are available at: http://www.dior.whs.mil/forms/DD1351-2.PDF.

4. Action. This instruction should be disseminated to all Voucher Examiners, travelers, and all command individuals who assist in the preparation and approval of TDY orders and travel vouchers. When completed, enclosure (3) should be attached to all TDY travel vouchers submitted for processing.

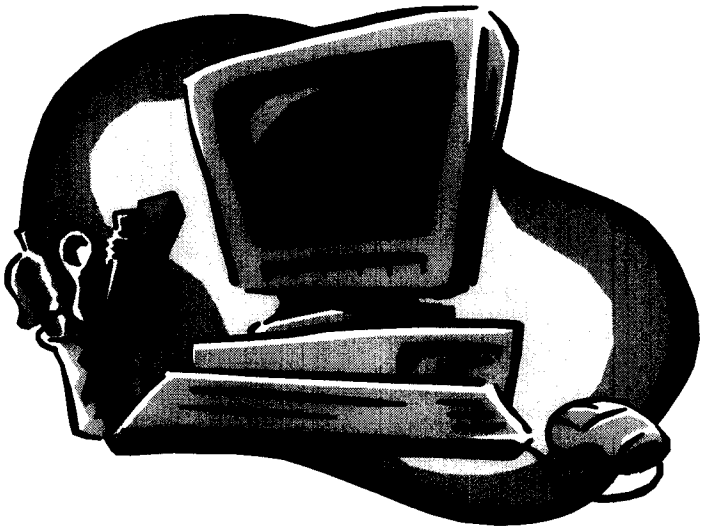
A. J. KOCH

Distribution: (PERSUPPACTLANTINST 5216.1V)
Lists I and II

PERSUPPACTLANTINST 7220.8F
24 Feb 04

PERSONNEL SUPPORT ACTIVITY, ATLANTIC

TRAVEL VOUCHER PREPARATION GUIDE
(Revised January 2004)



Enclosure (1)

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INTRODUCTION

Listed below are terms and definitions used throughout this Travel Voucher Guide.

1. **TERMINOLOGY**. The official phraseology required to legally describe certain items makes references (a) and (b) rather difficult to understand. This instruction attempts to provide a better understanding of the terms listed below:

a. **Continental United States (CONUS)** The 48 contiguous States and the District of Columbia.

b. **Non-Foreign Overseas (OCONUS) Area**. The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Marianas Islands, Guam and the territories and possessions of the United States listed in Appendix B of the JFTR and JTR.

c. **Government Travel Charge Card (GTCC)**. Effective 1 May 2000, it is DOD requirement for all military and civilian personnel to use the GTCC for all expenses arising from official government travel, unless they are exempted.

Travel orders shall contain a statement notifying the traveler of the mandatory use requirement of the Travel and Transportation Reform Act of 1998 (TTRA). Expenses covered by the "meals and incidentals" portion of the Per Diem allowance are exempt from mandatory use of the travel card. Funds to cover these and other "out of pocket" expenses must be obtained from an Automatic Teller Machine (ATM) by use of the GTCC or traveler's personal funds.

d. **Constructed Per Diem**. Per Diem for the direct travel time required via commercial air to reach an official destination.

e. **Home**. The traveler's place of residence while assigned to the permanent duty station (i.e., one's house, apartment, BOQ/BEQ, etc.).

f. **Lodging**. The term "Lodging" includes expenses for overnight sleeping facilities (including government quarters), baths, personal use of the room during daytime, telephone access fee and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.

g. **Meals & Incidental Expenses (M&IE).** The prescribed amount of reimbursement for meals and incidental expenses is determined by location.

(1) **Meal Rates**

(a) **Commercial Meal Rate (CMR).** The locality meal rate for the location.

(b) **Proportional Meal Rate (PMR).** The average of the standard Government Meal Rate (GMR) and the meals portion of the applicable M&IE rate rounded to the nearest dollar.

(c) **Government Meal Rate (GMR).** The daily rate ($8.30) when meals are available in non-Government dining facility effective 1 January 2004.

h. **Office.** The place where the traveler works while assigned to the permanent duty station (i.e. NAB, ACU4, SIMA, etc.).

i. **Authorizing/Order Issuing Official.** The individual responsible for directing TDY travel, authorizing TDY travel and has responsibility for funding.

Note: The Disbursing Officer (DO) must have a DD Form 577 (Signature Card) on file with the name and sample signature of the command authorizing/order issuing authority.

j. **Travel Approving Official (AO).** The individual responsible for ensuring travel claims are properly prepared, amounts claimed are accurate; required orders, receipts, statements, justifications, etc… are attached to the travel claim; claimed expenses are authorized and allowable. Any deviation from the original travel order must be mission essential, in the best interest of the government and claimed items requiring approval, but not approved in the order were necessary in the conduct of official business; approved (in whole or in part) or deny reimbursement, as appropriate.

Note: The DO must have a DD Form 577 (Signature Card) on file with the name and sample signature of the AO. The DD Form 577 is available from the website:
http://www.dior.whs.mil/forms/DD0577.PDF.

k. **Place of duty.** Any place where the traveler conducts official business while at a temporary duty site.

l. **Per Diem.** Per Diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The Per Diem allowance is separate from transportation expenses and other miscellaneous expenses. The Per Diem allowance covers all charges, including taxes (except taxes for lodging in CONUS and non-Foreign overseas areas) and service charges where applicable.

m. **Miscellaneous Expenses.** Expenses related in the performance of official business, in addition to authorized Per Diem or actual subsistence expenses, are reimbursable such as official phone calls, connections used for computers (see Para. JTR C4705 for details). Each item claimed must be identified on the reimbursement voucher.

n. **Terminal.** The place where the traveler makes connections for the main part of the trip (i.e., airport, bus station, Naval Air Station, etc.).

2. **MODES OF TRAVEL.** Must be indicated with the correct two-letter code at each departure point. If Privately Owned Conveyance (PA) is used, list the number of miles in the "POC MILES" section of the travel voucher.

PA - Privately Owned Conveyance(car, motorcycle, plane, boat)

CP - Traveler Purchased Airline Ticket

CB - Traveler Purchased Bus Ticket

CR - Traveler Purchased Train Ticket

CA - Taxi, Limousine, or Rental Car

TP - Airline Ticket Provided By CTO

TB - Bus Ticket Provided By CTO

TR - Train Ticket Provided By CTO

GA - Government Auto

GP - Government Plane

GB - Government Bus

GV - Government Vessel (Aboard a U.S. or Foreign ship)

3. **REASONS FOR STOPS.** Must be indicated with the correct two-letter code at each OFFICIAL arrival point.

AT - Awaiting Transportation (Airports, bus terminals, etc.)

LV - Leave

AD - Authorized Delay (Overnight stay at a point as required by official travel)

TD - Temporary Duty/Temporary Additional Duty (Command or site where actual temporary duty is performed)

MC - Mission Completed (End of Travel)

CHAPTER 1

GENERAL TIME SAVERS

101. **BE SPECIFIC.** Fully describe each item claimed in Block 18 under "REIMBURSABLE EXPENSES" section of the travel voucher, which requires dates, nature of expenses, and amount claimed. For any item(s) claimed over $75.00 or more, a receipt is required.

102. **TRAVEL APPROVING OFFICIAL (AO) SIGNATURE REQUIRED.** By signing Block 21a of the DD Form 1351-2, the AO acknowledges the necessity of the trip as mission essential, availability of funds, the travel statements with all supporting documents are accurate and the propriety of payments are legal.

Travel Claims (DD Form 1351-2) without AO signature received by PERSUPPDETs, Customer Service Desks (CUSERVDESKS) and/or Travel Processing Centers (TPC) will be returned to the traveler's command for AO review and signature.

For mobilized reservists travel vouchers, signature by an AO at the ultimate duty station is required.

103. **COPIES.** Submit one copy of the orders with signatures, Commercial Travel Office (CTO) endorsement and all other endorsements. In addition, include all original lodging receipts and other receipts of $75.00 or more. If an endorsement is stamped on the back of the orders, ensure one copy of the endorsement(s) is included. (For example, many facilities will stamp the back of the original orders with the statement *"Government messing not available)."*

104. **HEADING.** In Block 1 of the Travel Voucher, the traveler may select the Split Disbursement Option. This option eliminates the inconvenience, cost of writing and mailing personal checks for travel expenses incurred to pay Bank of America. Complete Block 2 as applicable.

In Blocks 2, 3 and 4, print legibly the NAME, GRADE/RANK, and SSN.

In Block 6, enter the complete home address except if residing in the BOQ/BEQ, the unit address may be used; Block 7, enter the daytime telephone number and in Block 8 the Travel Order Number (TON). The TON is the Standard Document Number (SDN) consisting

of fifteen characters preceded by an alpha designator followed by the Unit Identification Code (UIC) found on the TDY orders. In Block 9, PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES, list any advances received in connection with the orders. (DO NOT INCLUDE cash advances obtained with the GTCC via ATM).

105. **ITINERARY.** Block 15 of the travel voucher is self-explanatory. Complete 15a through 15f as applicable. Within the continental United States (CONUS), include the City and State. For outside CONUS (OCONUS), include the City and country in which the TDY point is located, not just the arrival airport.

106. **LEAVE IN CONJUNCTION WITH TDY.** Leave must be authorized on the original Travel Orders and must be shown in Block 15 after the word ITINERARY. Indicate the inclusive period and the number of days leave taken, i.e. 3/1/01-3/05/02 (five days). Upon completion of TDY, military personnel must submit the travel claim to their servicing PERSUPPDET with a copy of the orders and travel voucher to properly charge his/her leave account. For civilian personnel, the traveler's command must take action to charge the leave.

107. **POC TRAVEL.** To be reimbursed for POC travel from home to terminal or for POC mileage to TDY point, complete Block 16 "POC TRAVEL" section of the travel voucher. If the traveler is not the owner/operator of the vehicle, place an X in the "PASSENGER" section. No entitlement exists for a passenger.

108. **RECEIPTS.** The original lodging receipt(s) and other receipts for $75.00 or more must be stapled to the original travel voucher. For lost original receipts in CONUS, the traveler must obtain a copy of the receipt; a fax copy is acceptable. For OCONUS, if a receipt is in foreign currency, the exchange rate must be annotated on the receipt and the amount must be converted to United States dollars. If a receipt is not available, attach a signed statement explaining why the receipt is not included with the voucher, and sufficient information to substantiate the expenses (i.e., name of hotel, date occupied, daily rate or rental car agency, amount paid).

109. **UNUSED TICKETS**. Unused tickets must be stapled on top of the travel voucher. When the entire trip is cancelled the complete unused ticket must be returned to the Navy Passenger Transportation Office (NAVPTO).

110. **SIGNATURE. Sign your voucher!** It's easy to overlook and your travel claim cannot be paid without a signature.

CHAPTER 2

ADVANCE PER DIEM

201. **AUTHORIZATION.** All travelers who are not issued a GTCC are authorized to receive a travel advance. All travel advances are paid via Electronic Fund Transfer (EFT).

202. **TYPES OF TRAVELERS.** The travel orders must indicate whether the traveler is a GTCC holder or a non-cardholder.

a. GTCC Holder. Permanently assigned military and civilian personnel who are likely to travel more than two times a year.

b. Non-cardholder. Exempted personnel, as defined in reference (c) Para. 030302, personnel denied individual card, or whose individual card has been cancelled because of financial irresponsibility or other specific reasons, are authorized a travel advance.

203. **MAXIMUM AMOUNT**. The amount to be advanced is based on whether the traveler is a GTCC cardholder or a non-cardholder.

a. GTCC Holder. TDY cash advances for Cardholders will be obtained from an ATM using the GTCC. The amount authorized to be advanced from the ATM **MUST BE** indicated on the original TDY orders. The amount authorized indicates the amount of ATM fee the traveler may claim.

b. Non-Cardholder. TDY advances for travelers without a GTCC will be limited to 100 percent of the M&IE rate, miscellaneous transportation expenses, gasoline and other variable expenses normally covered by the mileage allowance, and 80 percent of estimated additional cash expenses (i.e. lodging and rental car costs). The advance will be paid via EFT.

c. Travel advances of M&IE and other miscellaneous advances beyond the first 30-day period is not authorized unless the TDY orders contain a certification that the traveler will perform duty at a location where disbursing facilities are not available. The maximum advance payable is based on the number of TDY days at such location and limited to 100 percent of the M&IE total amount and 80 percent of estimated additional cash expenses.

e. Partial payments to travelers on extended TDY (over 45 days) will be made by the PERSUPPDET travel settlement office

servicing the travelers' permanent duty station. The traveler will submit a completed travel voucher for payment at the end of each 30-day period via the AO of the parent command.

204. **MINIMUM AMOUNT.** Travel advance to a non-GTCC cardholder may not be made for amounts less than $50.00 unless the order writing authority states on the orders that denial of a travel advance would result in a financial hardship on the traveler.

205. **ONE DAY TRIP.** Travel advances may not be made for one-day trips.

206. **HOW FAR IN ADVANCE.** Travel advances may be paid no earlier than three days prior to commencement of travel. The Commanding Officer may waive this limitation on an individual basis for advance payment of registration fees or similar specific purposes.

CHAPTER 3

LODGINGS PLUS SYSTEM

301. **CENTRALIZED RESERVATION SYSTEM**. The Navy's centralized reservation system, as used by the servicing CTO, provides convenient one-stop travel arrangement services to Navy traveler(s).

It is DOD/Navy policy that all lodging, including commercial hotel or motel, government quarters and contract quarters, and rental vehicle shall be booked through the servicing CTO.

Travelers disregarding rental car arrangements made by the CTO will be required to provide justification for additional rental car cost before reimbursement is allowed. Reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangement.

Lodging requests should be forwarded with the same request for transportation and rental vehicle.

Commands and travelers should be informed of the cancellation policy of commercial lodging facilities. A nonrefundable cancellation fee may be charged should the traveler fail to cancel his/her reservation per the lodging and/or car rental establishment's policy.

302. **NON-AVAILABILITY STATEMENTS**. The CTO will obtain confirmation on the availability of government quarters by contacting the destination billeting office. If quarters are not available, the billeting office is required to give the CTO a non-availability number. When government or contract quarters are not confirmed as available, government quarters will be considered not available.

303. **LODGING EXPENSE**. Lodging expense is the amount incurred or the maximum amount prescribed for the locality concerned, whichever is less. The Per Diem allowance covers all charges, including taxes (except taxes for lodging in CONUS and non-foreign overseas areas). Taxes for lodging in CONUS and non-foreign overseas areas are claimed on the travel voucher as a separate miscellaneous reimbursable expense in Block 18 of the DD FORM 1351-2.

304. **COST LIMIT**. The amount of reimbursement for lodging expenses is limited to the applicable lodging rate for the locality (TDY point).

305. **ACTUAL EXPENSE ALLOWANCE.** Actual and necessary expenses for official travel may be authorized for specific travel assignments when; necessary lodging expenses are unusually high due to unique circumstances and exceed the locality daily lodging rate. The order-issuing official has the authority to authorize actual expense for military personnel. The Commanding Officer or the Head of the Agency must approve actual expense reimbursement for civilian personnel.

306. **DUAL LODGING.** Dual lodging on a single day may be reimbursed if authorized and approved by the order issuing official. Normally, dual lodging is necessary in order to retain Government Quarters at the TDY site or to retain any quarters in an area where quarters are limited. Reimbursement for second quarters will not exceed the lodging rate for the area where lodging was procured. (NOTE: The dual lodging expense must be listed in "REIMBURSABLE EXPENSES" section of the travel voucher i.e. 10/5/01 Dual Lodging $45.00).

307. **OCCASIONAL MEALS AND LODGING.** A traveler in one or more of the below situations who is required to procure occasional meals and/or lodging (including government quarters) is entitled to the Proportional Meal Rate(PMR), but not incidental expenses based on the Per Diem rate for the TDY locality where the meals are procured.

a. Members traveling together from the same point of origin to the same destination.

b. Members on TDY at or near the permanent duty station.

c. A traveler is not entitled to Per Diem for TDY that is performed entirely within 12 hours. However, occasional meals may be reimbursed to a military member required to procure meals at personal expense outside the permanent duty stations limits. Civilian employees are not entitled to reimbursement for occasional meals for TDY performed within 12 hours. When lodging is required, the cost must be claimed under "REIMBURSABLE EXPENSES" block.

308. **RECEIPTS REQUIRED**. Furnish the ORIGINAL paid itemized receipt for all lodging expenses, regardless of the amount. The receipt must include the name of the establishment (i.e., Holiday

Inn or BOQ NAS Jacksonville). If lodging is shared with another government traveler, state the name of the person, date(s) lodging was shared, and the cost per person. If lodging is shared with other than a government traveler, the single rate must be provided and claimed. (If dual lodging is required, see Para. 306). Original receipts for claimed reimbursable expenses, other than lodging, in the amount of $75.00 or more are also required.

309. **HOW TO CLAIM**

a. CONUS and non-foreign overseas areas. Enter the cost of lodging in the "LODGING COST" section and enter the amount of tax in the "REIMBURSABLE EXPENSES" block of the travel voucher.

b. OCONUS. Enter the total cost of lodging in the "LODGING COST" section of the travel voucher. (Lodging Taxes for lodging OCONUS are not a separate reimbursable expense).

CHAPTER 4

MEALS

401. **MEAL RATE.** The order-issuing authority determines meal rates and may prescribe GMR, PMR, or CMR. Typically, GMR or PMR must be prescribed on the orders before travel begins if the traveler will be staying in on-base government quarters with full or partial access to a government mess, or if it is known beforehand that a meal will be covered by a registration fee on a certain day. If neither GMR nor PMR are indicated on the orders, the traveler will receive CMR. Travel orders may not be retroactively downgraded, after travel is completed, to PMR or GMR, even if a government mess was partially or fully available. Both civilian and military travelers are required to indicate on the travel claim each day a meal was eaten in a Government Mess.

402. **REIMBURSEMENT**

a. **GOVERNMENT MEAL RATE (GMR)**

(1) CONUS. $8.30 plus incidental expense rate of $3.00 = $11.30 daily

(2) OCONUS. $8.30 plus incidental expense rate of $3.50 = $11.80 daily (Government Quarters occupied)

b. **PROPORTIONAL MEAL RATE (PMR)**

(1) CONUS. The average of the locality rate and the Government meal rate plus incidental expense (I.E.) rate of $3.00

Example: M&IE rate ($26.00) minus I.E. ($3.00) = $23.00
$23 + $8.30 = $31.30/2 = $15.65 (**ROUND UP TO NEAREST DOLLAR**) = $16.00
$16.00 + $3.00 = $19.00 daily

(2) OCONUS. The average of the locality rate and the Government Meal Rate (GMR) plus incidental expense rate of $3.50 (Government Quarters occupied)

Example: M&IE rate ($64.00) minus I.E. $13.00 = $51.00
$51 + $8.30 = $59.30/2 = $29.65 (**ROUND UP TO NEAREST DOLLAR**) = $30.00)
$30.00 + $3.50 = $33.50 **(DO NOT ROUND UP TO NEAREST DOLLAR)**

c. **COMMERCIAL MEAL RATE (CMR)**. The locality meal rate.

403. **DAY OF DEPARTURE FROM AND DAY OF RETURN TO PERMANENT DUTY STATION (PDS)**. Seventy-Five percent of the appropriate M&IE rate prescribed for the TDY locality is paid for the day of departure from and day of return to the PDS, regardless of what time the member actually departs or returns.

CHAPTER 5

PRIVATELY OWNED CONVEYANCE (POC)

501. **DRIVER AND PASSENGER REIMBURSEMENT.** When the use of POC is authorized, the appropriate area in Block 16 of DD Form 1351-2, "POC TRAVEL" (Own/Operate) or (Passenger) must be checked on the travel voucher. However, only the owner/operator will be paid for the mileage even if the passenger traveler pays the operator. The passenger traveler is not entitled to any reimbursement. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is also authorized in conjunction with this authorization.

502. **POC TO THE TERMINAL.** Reimbursement for POC travel from home or office to the terminal and return will be at the rate prescribed in JFTR Vol. I, Para. U2600, and JTR Vol. II, Para. C2500 if:

a. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

b. Travel from home or office to the terminal is listed in the itinerary and the mileage is entered in Block 15f "POC MILES" section of the travel voucher.

c. Someone drives the traveler to the terminal in the traveler's car and returns to the traveler's home or office and upon return from TDY the traveler was met at the terminal driven to the traveler's home or office, the traveler is entitled to round trip mileage for both trips and short-term parking fees.

d. Long-term parking fees at the terminal are reimbursable, however they are limited as indicated in subparagraph "e" below.

e. Total reimbursement for mileage and parking fees may not exceed the usual cost of round trip taxi fare between the applicable points.

503. **POC TO THE TDY SITE.** Reimbursement for authorized POC travel from the permanent duty station to a temporary duty site and return will be at the rate prescribed in JFTR Vol. 1, Para. U2600 and JTR Vol. II, Para. C2500, plus any parking fees, ferry fares, road, bridge and tunnel tolls if:

a. The orders state **"AUTHORIZED TO TRAVEL VIA POC AS MORE ADVANTAGEOUS TO THE GOVERNMENT** and the traveler is responsible for paying the operating expenses, the traveler is entitled to MALT for the official distance of ordered TDY period." The traveler is also entitled to Per Diem or Actual Expense Allowance (AEA) for the normal time allowed per Para. U3305-A of reference (a) or Para. C2402-D of reference (b) for travel by car.

b. The orders state, **"AUTHORIZED TO TRAVEL VIA POC."** The traveler is entitled to the mileage, tolls and Per Diem, not to exceed the cost of a Government Transportation Request (GTR) plus Per Diem. Any travel time during normal workdays in excess of constructed travel time must be charged as leave.

c. The city of the traveler's home or office must be listed in the itinerary. The Travel Claim Examiner will determine the number of miles based on the Defense Table of Distances (DTOD). For access, click on: http://dtod1.mtmc.army.mil/.

504. **IN AND AROUND THE TDY SITE.** Travelers authorized to perform TDY travel via POC may also be authorized/approved for POC travel at the TDY location. Reimbursement will be at the rate prescribed in JFTR Vol. I, Para. U2600, and JTR Vol. II, Para. C2500 for travel between:

a. Place of lodging and place of duty.

b. Place of duty and another place of duty.

c. Lodging or place of duty and place where meals are taken.

CHAPTER 6

COMMERCIAL AIR TRANSPORTATION

601. **AUTHORIZATION.** Travel by common air transportation is generally the most cost efficient and expeditious way to travel, thus this method is generally used when it is reasonably available except when government air is available. Travel orders should specify the mode of transportation, (i.e., use an endorsement such as *"COMMERCIAL AIR AUTHORIZED")*. If the orders direct government transportation (i.e., *"GOVERNMENT AIR DIRECTED"*), a non-availability certification is required prior to reimbursement for commercial transportation. If no mode is directed, commercial transportation is authorized.

602. **RESERVATIONS.** The CTO reservation itinerary endorsement **must be attached** to the original orders. This is an official document and part of the orders and is required in the settlement of the travel voucher.

603. **PERSONALLY PROCURED.** A traveler may be reimbursed for personally procured transportation when a specific transportation mode is directed (as distinguished from authorized) to travel by specific mode (Government/Government-procured, transoceanic or transportation furnished by a foreign government or Government contractor.

a. CTO Unavailable. If circumstances do not allow for arrangement of travel by a CTO or a CTO is not available, the traveler may be reimbursed for the actual transportation cost for the transportation mode authorized and actually used up to the constructed commercial transportation cost between authorized points.

In all cases, the traveler must provide a statement describing the circumstances, the command must modify the order authorizing the reimbursement, and the orders must then be endorsed by the NAVPTO.

CHAPTER 7

TAXICAB, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

701. **GENERAL.** Each mode of transportation used (taxicab, limousine, bus, streetcar or subway must be listed separately showing the date(s), departure point, destination and cost.

Example#1: "10/5-10/7/01"…"*SUBWAY - PENTAGON TO AIRPORT*" ... $1.20 or "*BUS - HOTEL TO NAVY YARD TO HOTEL (3 trips $2.20 each)* $6.60."

Example#2: "10/04/01"…"*TAXI - AIRPORT TO HOTEL $11.00 + $1.65 (TIP) = $12.65*".

702. **NORMALLY ALLOWED.** Reimbursement is authorized for fares plus reasonable/customary tips as follows:

a. Between places of residence, lodging, or place of duty at the permanent or TDY station, and terminals, stations, airports, wharves, etc. of the mode of commercial transportation used.

b. Between carrier terminals when needed due to a change of transportation and free transfer is not provided.

703. **RECEIPTS REQUIRED.** The traveler must provide a receipt for any transportation expense of $75.00 or more. Any such expense not supported by either a receipt, or a signed statement as to why a receipt was not furnished, will be disallowed in its entirety.

NOTE: Claims for expenses less than $75.00 still require descriptions of such. **This does not mean a traveler can automatically claim $74.99 for every taxicab ride.**

704. **HOW TO CLAIM.** The amount claimed should be entered in Block 18 of the DD FORM 1351-2, under "REIMBURSABLE EXPENSES" block.

CHAPTER 8

CAR RENTAL

801. **RESERVATION.** It is mandatory to obtain rental vehicles through the CTO (JFTR Para. U3415-B and JTR C2207-A1).

802. **AUTHORIZATION.**

a. Commands and travelers should be informed of the cancellation policy of car rental companies. A nonrefundable cancellation fee may be charged should the traveler fail to cancel his/her reservation per the company's policy.

b. When a rental vehicle has been arranged through a CTO and the traveler procures a rental vehicle from another source, reimbursement is limited to the cost of the vehicle arranged for the CTO or the actual cost of the rental vehicle, whichever is less, provided the vehicle arranged for the CTO was available at the negotiated price.

c. If the traveler has a justifiable reason for not using the rental vehicle reserved, he/she must submit a signed statement fully explaining the circumstances for approval by the AO of the command. This statement must be attached at the top of the travel claim to be forwarded to NAVPTO via the PERSUPPDET's Travel Section.

803. **TYPES OF RENTAL CARS.** Personal preference or minor inconvenience will not be the basis for authorization or approving the use of a special conveyance instead of a cheaper mode of transportation. The order writing authority must determine the size of car required for mission requirements (i.e. number of passengers, amount of equipment to be carried, etc.). List the car by the size that is required. Use the following codes:

CODE	DESCRIPTION
ECAR or EWGN	Economy (car or wagon)
CCAR or CWGN	Compact (car or wagon)
ICAR or IWGN	Intermediate (car or wagon)

SCAR or SWGN	Standard Size (car or wagon)
SPCL	Special Car (Specify what kind)

804. **INSURANCE.** The cost of collision insurance (e.g. Collision Damage Waiver Adjustment (CDW), theft protection, etc.) to provide full collision coverage is not reimbursable if the car is rented in CONUS or in a non-foreign overseas area. The government chooses to self-insure and will pay the deductible for damage sustained in the performance of official duties.

a. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only per JFTR Para. U3415-C2 or JTR Para. C2102-D if:

(1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or

(2) Certain classified special operations are involved.

805. **RECEIPTS REQUIRED.** Furnish the original of the itemized paid receipt for all car rental expenses of $75.00 or more. Paid receipts must be in the name of the traveler who is authorized the rental car and claiming it on the travel voucher. Any reimbursable item for which a receipt is specifically required shall be denied in its entirety when the voucher is not supported by a receipt or statement explaining why a receipt is not furnished.

NOTE: A "dime store" type receipt is not considered sufficient documentation for reimbursement if a credit card number does not appear on the receipt for rental car expenses.

806. **WHERE TO CLAIM.** To claim car rental expenses, including gasoline purchases, parking fees and/or toll fees, the amount claimed should be entered separately in Block 18 in the "REIMBURSABLE EXPENSES" section of the travel voucher.

CHAPTER 9

REIMBURSABLE EXPENSES

901. **ATM FEE.** To claim the reimbursable ATM fees, the amount claimed should be entered separately in Block 18 in the "REIMBURSABLE EXPENSES" section of the travel voucher. Reimbursement is limited to three percent of the ATM amount or $2.00, whichever is greater. Total ATM withdrawals should not exceed the authorized advance as shown on the orders. Service fees on withdrawals in excess of the authorized amount of advance will be disallowed. Surcharges on ATM transactions by other banks is also reimbursable. **Fees on ATM transactions on other than the GTCC are not reimbursable, except for military personnel.**

a. There is a $20.00 fee for expedited delivery of cards to new cardholders. **This fee does not apply to expedited delivery of emergency replacement cards that are lost, stolen or unusable when travelers are in a travel status.**

For returned checks, and when an account is 75 days past the billing period, a late fee charge of $29 per month may be charged by Bank of America at the cardholder's expense and is **a non-reimbursable expense item**. In addition, if the cardholder elects to pay their travel charge bill by phone, a $10 fee will be charged to the cardholder's account and **is a non-reimbursable item.**

902. **BAGGAGE, HOTELS, REDCAP OR SKYCAP TIPS.**

a. **Military travelers**. Customary tips for handling personal baggage or government property at transportation terminals is reimbursable.

b. **Civilian travelers**. Tips for handling government property only are reimbursable at terminal and hotels.

Note: Tips to bellboys, maids and baggage men at hotels are not reimbursable, except where there was a separate charge for handling government property.

903. **LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING**

a. **MILITARY (CONUS and non-foreign overseas area):** The cost incurred during TDY travel (not after returning to PDS) for

personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to Per Diem/AEA when travel within CONUS requires at least seven consecutive nights TDY lodging in CONUS.

b. **MILITARY (OCONUS)**: The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing **is not** a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the Per Diem rates/AEA authorized/approved for OCONUS travel.

c. **CIVILIANS (CONUS and non-foreign overseas areas)**: The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is a separately reimbursable travel expense when travel within CONUS requires at least four consecutive nights TDY/PCS lodging in CONUS.

d. **CIVILIANS (OCONUS)**: The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing **is not** a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the Per Diem/AEA authorized/approved for travel OCONUS.

904. **MISCELLANEOUS PREPARATORY EXPENSES**. Miscellaneous preparatory travel expenses reasonably incurred before orders were canceled or modified are reimbursable provided that a refund is not obtainable and orders were canceled for the benefit of the government and because of conditions beyond the control of the member (i.e., fees for traveler's checks, passport fees, etc.).

905. **NONREFUNDABLE ROOM DEPOSIT**. Reimbursement of a nonrefundable advance room deposit is authorized, if orders are amended, canceled, modified or revoked for reasons beyond the control of the member. Reimbursement may be authorized for other conditions beyond the control of the member such as early termination of the TDY.

906. **PARKING FEES**. Parking fees are reimbursable when using a government vehicle, rental car and when using a POC if authorized/approved as more advantageous to the government.

907. **REGISTRATION FEES**. Registration fees are reimbursable, but must be specifically authorized on the travel orders. Example: "*AUTHORIZED $40.00 REGISTRATION FEE FOR RECRUITING CONFERENCE.*" Travelers must provide a statement to indicate if any meals were

included as part of the registration fee and must specify which meals and on what dates they were provided. Receipts for registration fees must accompany the travel voucher if the amount is $75.00 or higher.

908. **TELEPHONE CALLS/COMMUNICATION.** Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official (AO) may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. **The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit.** The travel approving/directing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

909. **TOLLS.** Road, bridge and tunnel tolls paid while using a government vehicle, rental car or POC as more advantageous to the government are reimbursable.

910. **ADDITIONAL MISCELLANEOUS EXPENSES.** For additional miscellaneous reimbursements, see JFTR Vol. I, Para.U4520 for military and JTR Vol. II, Para. C4720 for civilians.

911. **WHERE TO CLAIM.** To claim reimbursable expenses, the amount claimed should be entered separately in Block 18 of DD Form 1351-2 , "REIMBURSABLE EXPENSES" section of the travel voucher to include: date, nature of expense and amount (i.e. car rental, taxi from home to airport, ATM service charge).

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 five 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 black 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. ___ Is block 1 of the DD1351-2 (Split Disbursement) annotated to reflect amounts charged to your Government Travel Charge Card (GTCC). This is mandatory for charge card holders? Yes __ or No__
6. ___ 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.
7. ___ 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 total mileage driven each day listed. This travel should be included on the TDY claim or as an attachment.
8. ___ Block 17 must be completed indicating duration of TDY period.
9. ___ 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.
10. ___ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g. SATO)? Rental Car receipts are required regardless of dollar amount . Pre-calculation receipts are not acceptable. Include a copy of your government contracted travel office (SATO) itinerary.
11. ___ Are control numbers of non-availability of government quarters in the remarks of the block 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)
12. ___ 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.
13. ___ 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?
14. ___ 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.
15. ___ 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.
16. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks section?
17. ___ Military members: attach a copy of your NAVCOMP 3065 (leave form) if leave was taken in conjunction with TDY.
18. ___ 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?
19. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
20. ___ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official.

PERSUPPACTLANT FORM 7220.8 (Rev 2-04)

APPROVING OFFICIAL CHECKLIST FOR TEMPORARY DUTY TRAVEL
SETTLEMENT VOUCHERS

Requirement. Review and signature is required for all military and Civilian Travel Settlement Vouchers, as well as Non-DOD individuals on Invitational Travel Orders. This applies to TDY vouchers for all travelers serviced by the PSD or TPC.

User: Commanders/Approving Officials of military and civilian personnel. For Invitational Travel Orders, the person inviting the traveler will review the claim.

Purpose. This checklist pertains to the July 2002 version of the DD 1351-2 and should be completed by the users above to ensure Travel Settlement Voucher claims are proper, complete, and in compliance with the intent of the order.

BEFORE APPROVING ANY AFTER-THE-FACT TDY ENTITLEMNENTS, YOU MUST VERIFY THAT THE ENTITLEMENT IS SUBJECT TO AFTER THE FACT APPROVAL, THEN VERIFY YOUR COMMAND'S POLICIES REGARDING MONETARY LIMITATIONS FOR APPROVING AFTER THE FACT ENTITLEMENTS.

1. ___ Is the Travel Voucher Claim (DD Form 1351-2) an original, not a copy? The claim must be prepared in ink, typewriter, or computer generated.
2. ___ Is the traveler's signature on the Travel Voucher (block 20a) an original signature?
3. ___ Does the administrative data i.e. SSN #, name on the Travel Voucher agree with the orders? If not, have the traveler make the necessary changed and initial.
4. ___ Are advances and/or accrued per diem payments listed in block 9? The traveler annotates "NONE" in block 9 if there were no advances or partial payments.
5. ___ Is block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. Examples of POC mileage are, mileage within and around the TDY site, to and return from the airport, and to and from the TDY site.
6. ___ Are the reimbursable expenses claimed and authorized? Mission related expenses (e.g. batteries/film) are not reimbursable travel expenses. These types should be submitted through Vendor Pay.
7. ___ Were rental expenses claimed? If so, was the rental car obtained through proper channels (government contracted travel office SATO)? Rental car size and fuel expenses claimed should be conducive to the mission. Unless an upgrade is authorized, a compact rental car is the standard. Receipts are required regardless of dollar amount.
8. ___ Are control numbers of non-availability of government quarters in the remarks block of the orders? (Military Members Only)
9. ___ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available?
10. ___ Was in/around taxicabs claimed and authorized in the orders? If yes, amounts $75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt.
11. ___ Was Excess Baggage claimed and authorized in the orders? If yes, amounts $75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt.
12. ___ Were conference or registration fees claimed? If so, amounts $75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt. All meals included in the cost must be claimed in block 19 of the DD1351-2.
13. ___ Is commercial airfare claimed? If so, the amount must be claimed and supported by the airline ticket, paid receipt, or a statement for lost/missing receipt.
14. ___ Are expenses of $75.00 or more claimed on the Travel Voucher and supported by an original receipt or justification statement explaining why receipts are not attached? Pre-calculation rental car receipts are not acceptable.
15. ___ Did the traveler list the exchange rate, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. Dollars.
16. ___ Was leaving taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks section?
17. ___ Is a copy of the military leave form for military members attached when leave was taken in conjunction with the TDY?
18. ___ Was any deviation from the travel orders in the government's best interest?
19. Are their 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?
20. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
21. ___ As the Commander/AO, did you sign in block 20c and date block 20d (July 2002 form)? All other versions of the DD1351-2 are obsolete.
22. Forward completed claims to your servicing PSD Travel office.

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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 REQUIRED BY
[ ] **ELECTRONIC FUND TRANSER (EFT)**
Name/Address of Financial Institution (Bank):
Routing Number: | Account Number:
Account Type: ( ) Saving ( ) Checking

SPLIT DISBURSEMENT: The Paying Office Pay the following amount of this will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement 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 as applicable)*
[ ] TDY [ ] Member/Employee
[ ] PCS [ ] Other
[ ] Dependent(s) [ ] DLA

6. ADDRESS. a. NUMBER AND STREET | b. CITY | c. STATE | d. ZIP CODE
e. E-MAIL ADDRESS

7. DAY TIME TELEPHONE NUMBER &
8. TRAVEL ORDER/AUTHORIZATION
9. PREVIOUS PAYMENTS/ADVANCES
10. **FOR D.O. USE ONLY**
a. **D.O. VOUCHER NUMBER**
b. **SUBVOUCHER NUMBER**
c. **PAID BY**

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)*

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

d. COMPUTATIONS

15. ITINERARY

a. DATE		b. PLACE *(Home, Office, Base, Activity, City and State; City and Country, etc.)*	d. MEANS/ MODE OF TRAVEL	e. REASON FOR STOP		g. POC MILES
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

NOTE: Please complete applicable items in Block #29 of 1351-2 (BACK).

e. SUMMARY OF PAYMENT

(1) Per Diem	
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	
(5) DLA	
(6) Reimbursable Expenses	
(7) Total	
(8) Less Advance	
(9) Amount Owed	
(10) Amount Due	

16. POC TRAVEL (X ONE) [ ] OWN/OPERATE [ ] PASSENGER NO. OF POV USED

17. **DURATION OF TDY TRAVEL**
[ ] 12 HOURS OR LESS
[ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
[ ] MORE THAN 24 HOURS

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 SIGNATURE | d. DATE

22. ACCOUNTING CLASSIFICATION

23. COLLECTIONS DATA

24. COMPUTED BY | 25. AUDITED BY | 26. TRAVEL ORDER POSTED BY | 27. RECEIVED *(Payee Signature and Date or Check No.)* | 28. AMOUNT PAID

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, $250.00 in the "Amount to Government Travel Charge Card" block means that $250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, $250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, $250.00, $15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of $75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL *(Use two letters)*

(GTR/TKT	-T		
Government Transportation	-G	Automobile	-A
Commercial Transportation		Motorcycle	-M
(Own expense)	-C	Bus	-B
Privately Owned		Plane	-P
Conveyance *(POC)*	-P	Rail	-R
		Vessel	-V

15d. REASON FOR STOP

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

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/ employee when furnished with or without charge incident to an official assignment by sources other than a government mess *(see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals)*. Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

INDICATE DATES ON WHICH LEAVE WAS TAKEN:

29a. DLA CLAIM: This is _ (number) claim of DLA based on a Permanent Change of Station (PCS) during FY 20 . I have not and will not request procured shipment of a Housetrailer or reimbursement for shipment at personal expense if I am claiming a DLA for this PCS. Claim for Single DLA for pay grade E-6 and below must be supported by certificate of non-assignment to Government Quarters signed by Base or Installation BEQ Manager. For E-7 and above: ***"I certify that I did not occupy Government Quarters on or after my date of reporting at my new PDS for more than 60 days," and resides at:***

(Local Address) ____

_____ _____

Member Signature **Date**

_____ _____

Print Name **SSN**

DD Form 1351-2 (BACK)
PERSUPPACTLANT 1351/2 (Rev 03-04)