

**TAD TRAVEL CLAIM CHECKLIST**

NAME \_\_\_\_\_ UNIT \_\_\_\_\_ MBR WORK EXT. \_\_\_\_\_ BOX # \_\_\_\_\_

PROVIDE YOUR E-MAIL ADDRESS TO RECEIVE A COPY OF YOUR SETTLED VOUCHER  
\_\_\_\_\_

**1351-2 (TRAVEL VOUCHER)**

- \_\_\_\_ Complete blocks 1-9, 15-18, sign and date.
- \_\_\_\_ TAD leave is authorized and annotated in block 15 of the 1351-2.
- \_\_\_\_ Exchange rates are provided when going TAD abroad and claiming reimbursable expenses.
- \_\_\_\_ Submit 1351-2 and one copy of all orders, modifications, and receipts.
- \_\_\_\_ Claims requiring AO signature on block 21a of the 1351-2 require typed or printed name and signature.

**SPLIT DISBURSEMENT**

- \_\_\_\_ ENTER THE AMOUNT TO BE PAID TO THE GOV'T CREDIT CARD \$ \_\_\_\_\_
- \_\_\_\_ Annotate in block 1 of the 1351-2 the amount elected to be paid the gov't credit card account. If left blank, the Finance Office will pay the amounts for transportation, lodging, and rental car to BOA. For frequent travelers, these entitlements are paid via the orders.

**MESSING**

- \_\_\_\_ The messing rate, GMR, PMR, or CMR, will be reimbursed as directed in the TAD orders. If gov't messing is not available at a gov't installation submit a statement of non-availability.

**LODGING**

- \_\_\_\_ Submit **itemized** lodging receipts. If TAD is performed at a gov't installation and no gov't quarters are available, submit a non-availability statement or confirmation number

**CONFERENCE/REGISTRATION FEE**

- \_\_\_\_ Submit receipt and state on 1351-2 if any meals were included in the cost of the conference/registration fee. If no meals were included state **"no meals included in conference/registration fee"**

**ATM WITHDRAWAL FEE** (for government credit card only)

- \_\_\_\_ State the dollar amount of the withdrawal using the gov't credit card and any additional fee charged by the ATM (i.e. ATM Advance \$200.00 + \$2.50 ATM fee)

**REIMBURSABLE EXPENSES**

- \_\_\_\_ Submit receipts for any expense over \$75.00.
- \_\_\_\_ Annotate any miscellaneous expenses incurred in the reimbursable expense section of the 1351-2.

**SUPPLEMENTAL CLAIMS**

- \_\_\_\_ A new 1351-2 is filled out with "Supplemental" and reason written across itinerary.
- \_\_\_\_ Submit a copy of the previous settled claim to include IATS printout.

\_\_\_\_ **CIVILIANS AND OTHER SERVICE MEMBERS MUST COMPLETE THE DIRECT DEPOSIT SECTION OF THIS FORM.** Marines wanting their entitlements to go to a different bank account must also complete this section

**DIRECT DEPOSIT INFORMATION**

**SOCIAL SECURITY NUMBER** \_\_\_\_\_

**BANK ROUTING NUMBER** \_\_\_\_\_

**ACCOUNT NUMBER** \_\_\_\_\_

( ) CHECKING ACCOUNT ( ) SAVINGS ACCOUNT

**I request that my Travel payment be sent to above bank and account number.**

\_\_\_\_\_  
**Member's signature/date**

All TAD claims must be review by your admin section before being submitted to the Finance Office. Admin's certification/date \_\_\_\_\_ ext. \_\_\_\_\_