

Travel Guide



Miramar Finance Office

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1 April 2003
(Last Updated)

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Introduction

This Travel Guide was written to assist travelers and administrative units in the preparation and submission of travel claims. It is not meant nor intended to be a replacement for the Joint Federal Travel Regulations (JFTR), the Marine Corps Travel Reporting Instructions Manual (MCTIM), or other pertinent travel regulations. In any case where this guide conflicts with applicable travel regulations those regulations will take precedent.

Individuals using this guide should refer to pertinent travel regulations when there is a question or need for additional clarification. Additional questions, comments, or suggestions for improvements to this guide should be directed to the Miramar Finance Office, Travel Section, P.O. Box 452009, San Diego CA 92145-2009 (858) 577-6980 (DSN) 267-6980.

Note: All rates listed in this guide are subject to change without prior notice. Actual rates used in computing claims will be those in effect at the time of settlement by the Disbursing Office and may differ from those listed in this guide.

Completion of the DD 1351-2 Travel Voucher

General Complete each travel claim by typewriter, black ink or ballpoint pen. **Pencil will not be accepted.** All entries must be legible and complete.

Vouchers DD 1351-2 Travel Voucher or subvoucher (dated JUL 2002)
DD 1351-2C Travel Voucher or subvoucher (Continuation Sheet dated Aug 1997)

The block instructions below refer to the Jul 2002 version of the DD 1351-2. **All previous versions are obsolete.**

Block 1 Mark EFT box for **Electronic Funds Transfer** (effective 990101 EFT will be the only method of payment).

If the traveler desires any portion of the settlement to be paid directly to the Bank of America (GTCC), the “**SPLIT DISBURSEMENT**” block must be checked and the amount indicated on the line provided. If the traveler is identified as a “**FREQUENT TRAVELER**” in the travel orders this block must be completed indicating an amount, “0”, or “NONE”. If left blank disbursing is required to compute and pay a split disbursement amount per Travel Advisory Notice (TAN) 1-02.

Civilian travelers, members of another branch of service, or Marines who desire their payment to go to an account other than the direct deposit account must submit an “**Electronic Fund Transfer Form**” with the first claim submitted to the Finance Office.

Block 2 –4 Traveler’s Name, Rank, and SSN

Block 5 Mark the box that indicates what type of travel was performed.

TDY	=	Temporary Additional Duty
PCS	=	Permanent Change Of Station
DLA	=	Dislocation Allowance
Other	=	Any other type of travel not listed

Member/Employee	-	Check for the member
Dependent(s)	-	Check for dependents (applies to PCS only)

(Note: **Both member and dependent blocks must be checked if PCS claim is for Member and Dependents**)

Block 6 a Member's current residential address.

Block 6 b-d City, State and Zip Code.

Block 6 e List email address (required if desire to receive a copy of settled voucher via email directly from disbursing).

Block 7 List daytime phone number (contact number in case there are any questions).

Block 8 Leave blank

Block 9 List all travel advance payments received. If no travel advances were received this block must be marked "NONE". **Do not list any ATM cash withdrawals taken.**

Note: Claims received without this block completed will be returned without action.

Block 10 a-c Leave blank.

Block 10 d Include clarifying statements in this block, such as foreign currency conversion rates, statement if traveler commuted to TAD site daily, if meals were included with a conference or registration fee, etc...

Block 11 Complete with unit/duty station information.

Block 12 TAD/TDY claims—Leave blank.

PCS claims only—Check the appropriate box and list dependents that moved in conjunction with the members PCS. **Do not list dependents that did not relocate.** If dependents did not relocate in conjunction with PCS then make a statement in **block 29** certifying that dependents did not move.

Accompanied = Member/dependents traveled together.
(Same itinerary/travel dates)

Unaccompanied = Member/dependents **did not** travel together.
(Different itinerary and/or travel dates.)

Note: If dependents traveled separately from the member during any portion of the PCS, then a separate DD 1351-2C must be completed for dependents itinerary.

Block 13 TAD/TDY—Leave blank.

PCS claims only—list dependents complete address **prior** to relocating in conjunction with PCS.

Block 14 TAD/TDY—Leave blank.

PCS claims only—Indicate by checking the appropriate box whether Household Goods were shipped in conjunction with PCS.

Block 15 **Itinerary must be complete and exact.**

?? The date of departure from and arrival at the Permanent Duty Station (PDS) or other place where “official” travel begins and ends, and points where Temporary Duty (TDY/TAD) is performed. These locations should be listed as City and State.

?? All overnight stops on TAD claims must be listed and arrivals at all duty stations. The location (city/state) where stopped overnight.

?? **All return trips home while TAD/TDY must be shown.**

?? **Any other deviation from the TAD/TDY orders must include a statement on the voucher in block 29.**

?? Use appropriate symbols from the reverse side (see instructions) of the DD 1351-2 for blocks 15c and 15d to show reasons for stops and modes of travel.

15c. Means/Modes of Travel (Use two letters)

T – GTR/TKT

G – Government Transportation

C – Commercial Transportation
(Own Expense)

P – Privately Owned Conveyance (POC)

A – Automobile

M – Motorcycle

B – Bus

P – Plane

R – Rail

V – Vessel

15d. Reason For Stop

AD – Authorized Delay

AR – Authorized Return

AT – Awaiting Transportation

HA – Hospital Admittance

HD – Hospital Discharge

LV – Leave En Route

MC – Mission Complete

TD – Temporary Duty

VR – Voluntary Return

?? The lodging cost should be recorded in block 15e.

Block 16 Complete this block if used a privately owned vehicle.

Own/Operate =	Member used own personal vehicle.
Passenger =	Member rode in someone else's vehicle.

Block 17 **PCS claims**—Leave blank.

TAD/TDY claims only—Check appropriate block indicating duration of travel.

Block 18 List any itemized reimbursable expenses to include: mileage to and from commercial transportation terminals, mileage within vicinity of the TAD/TDY points, parking, tolls, taxis, rental car, gas for rental car, commercial airfare (where applicable), registration/conference fees, official local and long distance telephone calls, ATM fees, handlers fees for bags at airports (military only), and other authorized miscellaneous expenses.

Block 19 Complete this section if meals were eaten in a government dining facility. If none were taken leave blank.

Block 20 **Signature and date are required.**

Note: Claims received without this block completed will be returned without action.
--

Block 21 Authorized approving official must sign and date attesting to the validity of any information listed in **block 18 & 29** on the DD-1351-2 that was not originally authorized in the orders.

Note: Failure to obtain the approving official's signature will result in those items being disallowed.
--

Block 22-28 Leave blank. These blocks are only for Finance and Accounting Office use.

Block 29 Complete this section when special authorization is not included in the orders prior to travel being performed. **Any authorizations or modifications listed in this block require an “Approving Officer Signature” in Block 21.** This block may also be used to explain unusual circumstances or to clarify voucher entries on front of the DD 1351-2. No signature is required for clarification statements.

Required Documentation for TAD/TDY Settlement

Attachments to the Travel Voucher (DD1351-2)

Orders 1 copy of original orders and *all* endorsements and modifications or amendments to the original orders.

Lodging 1 copy of lodging receipts for lodging claimed, en-route or at site. Travelers must include itemized receipt from hotel, motel, or other commercial establishment or government facility. If TAD/TDY is performed at a military installation where government quarters are available, commercial lodging will be limited to the Government quarters cost unless non-use of the government quarters is supported by modification to orders directing otherwise.

If double occupancy rates are charged, the voucher must show the name of the other government employee on official travel. Only one half of the double occupancy charge will be allowed for each employee. If the person sharing the room is not a government employee on official travel, the name is not required. **The traveler is responsible for obtaining the single room rate and providing it on their receipt if only the double room rate is shown.**

Note: If lodging receipts were lost then a “Lodging Statement in Lieu of Receipts” must be submitted. (page 17)

Rental Car 1 copy of the rental car receipt. **The use of a rental car must be authorized in the travel orders.** Authorized rental cars are reserved by the PTO in advance, it is the traveler’s responsibility to see that he or she is charged only the reserved rate. This information is on the flight itinerary from PTO or other authorized U.S. Government ticket-issuing agency. If the traveler is charged more than the reserved rate, an explanation is required on the voucher. This itinerary will **not** suffice as a receipt. **Reimbursement for insurance paid by the traveler will not be authorized (except overseas).** Upgrade charges are not reimbursable unless the approving official certifies the upgrade. Statement in lieu of receipts will not be accepted for rental cars.

Transportation 1 copy of any receipts for personally procured transportation. Whenever the travelers purchase their own commercial Transportation, a copy of the receipt (airline, train, etc.), must be submitted with the travel voucher. Reimbursement will not exceed the cost that would have been incurred had transportation been purchased by the Government.

Note: Per DoD Policy it is mandatory to use the Passenger Transportation Office (PTO) to make commercial air travel arrangements. Personally procured air travel will not be reimbursed without an availability endorsement from PTO, even if the commercial rate is cheaper.

**Registration/
Conference
Fees**

1 copy of Registration/conference fee receipt. Registration/conference fees must be authorized in the travel orders. List all meals included in the cost of the registration fees, by meal (i.e. B-breakfast, L-lunch, D-dinner) and the dates.

Miscellaneous

1 copy of any other receipts/documentation not previously listed.

?? **1 copy** of receipts for any additional authorized expense that is **\$75 or more**. If the total for small expenses, such as gas, tolls or parking charges are lumped together and exceed **\$75**, show the individual breakdown of expenses on the travel voucher (Block 16 or 29).

Example: a claim for \$26 in gas would be entered as follows:

Block 18a = Feb. 1-7;

Block 18b = Gas \$6, \$7, \$13;

Block 18c = \$26.

?? **1 copy** of any certificates of non-availability for government quarters and/or meals. Letters authorization from order issuing official for approval of Actual Expense Allowance (AEA). Any other pertinent letters/forms.

Note: If any required receipt was lost a “Statement in Lieu of Receipts” must be submitted with the claim in order to receive reimbursement for those expenses. Statement in lieu of receipts for rental cars will not be accepted. (page 19)

Foreign Travel

If travel was to a foreign country and any reimbursable expenses were incurred/paid in a foreign currency, include the amount paid in foreign currency, amount claimed in U. S. Currency, and the **Conversion Rate Used.**

Travel Voucher DD 1351-2 Submission Procedures

- ☞☞ Claims (DD 1351-2) for reimbursement of official travel should be submitted within five (5) working days of returning from travel. In all cases a voucher should be submitted within thirty (30) days after the end of the fiscal year in which travel was completed.
- ☞☞ For each trip submit a travel voucher (DD 1351-2) separately along with all required documentation/receipts. If you have several vouchers, each voucher must be assembled as a separate claim.
- ☞☞ **DO NOT STAPLE MULTIPLE CLAIMS TOGETHER.**
- ☞☞ Submit claims to the Finance Office via established procedures.

Common Errors /Reasons Travel Vouchers are Returned

- ☞☞ No travel orders.
- ☞☞ Incorrect orders or incorrectly amended travel orders.
- ☞☞ Block 9 of the travel voucher concerning travel advances not completed properly.
- ☞☞ Block 20 of the travel voucher not signed by the member.
- ☞☞ The travel destination on the itinerary does not match the ordered destination and variation of itinerary not authorized in orders.
- ☞☞ The social security number on the travel voucher does not match the travel orders.
- ☞☞ Conference fee or rental car claimed on voucher but not authorized in orders.
- ☞☞ Conference fee receipt does not have meals provided/not provided statement.
- ☞☞ Actual Expense Allowance (AEA) claimed but no authorization letter for AEA from order issuing official.
- ☞☞ Block 15 of the travel voucher concerning actual itinerary not complete, or improperly completed.
- ☞☞ 15 Digit Standard Document Number or 12 Digit Cost Code not shown on orders.
- ☞☞ Orders and endorsements conflict with dates provided on itinerary
- ☞☞ Travel conducted over multiple fiscal years with only 1 fiscal year Standard Document Number (SDN) and Appropriation.

Reimbursement for Expenditures on Official Business and Local Travel

SF1164 Completion

General Complete by typewriter, ink or ballpoint pen. **Pencil will not be accepted.** All entries must be legible and complete.

The block instructions below refer to SF 1164.

-
- Block 1** Show the complete address of the traveler's assigned organization.
- Block 2-3** Finance and Accounting Office use only.
- Block 4a** Complete **NAME, RANK** or **GRADE**.
- 4b** Must include social security number.
- 4c** Complete address is required even if payment is being made by electronic funds Transfer (EFT).
- 4d** Include complete daytime telephone number. (contact number for questions regarding the claim.)
- Block 5** Finance and Accounting Office use only.
- Block 6** Complete this section fully explaining the nature of expenses being claimed and total amount of reimbursement being requested.
- a. If round trip mileage is being claimed to an alternate duty location, and this trip was performed on additional days, only one trip needs to be shown and an annotation as to the dates the same additional trips were made. Mileage should be listed in miles not Km.
 - b. If reverse side is needed for additional expenses be sure to carry amounts to the front page.
- Block 7** Include in this section the **Total** amount of the claim. Transfer subtotals from the reverse to the front.

Block 8-9 Must have the signature and date of an authorized approving official. A faxed copy is acceptable. Vouchers **CANNOT** be processed without this signature.

Block 10 Must have the traveler's signature and date. A faxed copy is acceptable.

Blocks 11-12 For Finance and Accounting Office use only.

Accounting Classification The certifying official controlling the funds from which reimbursement will come must complete this section. **Vouchers will be returned if this section is not complete.**

Attachments for the SF 1164

☞ 1 copy (front and back) of the voucher.

☞ One copy of any receipt for expenses of \$75.00 or more.

☞ All conference fee receipts, with statements of meals provided/not provided.

Submission Procedures

☞ **DO NOT STAPLE CLAIMS TOGETHER.**

☞ SF 1164's should be submitted for payment within five days of the end of the claim.

☞ An individual claim must be made for each individual trip.

Additional TAD/TDY provisions

Actual Expense Authorization (AEA) (JTR Chapter 4 Part M)

- ✂✂ AEA may be authorized before travel begins or approved after the travel has been performed.
- ✂✂ AEA can only be approved by the Order Issuing official. CMC retains approval authority for AEA for the Order Issuing official.
- ✂✂ AEA may be authorized in the orders or via a separate letter of authorization. If done via separate correspondence then 1 copy of the authorization should be attached to the voucher.
- ✂✂ Approving Official can authorize by signing block 21a, and a statement on the voucher of what is being authorized.

ATM Fees

- ✂✂ ATM cash withdrawals shall be limited to amounts to cover meals and incidental expenses portion of per diem, plus miscellaneous reimbursable expenses that cannot be charged to the card (i.e., taxis, local public transportation, tolls, parking fees and gasoline).
- ✂✂ Funds will not be withdrawn for lodging, car rental or commercial transportation. These expenses may be charged to the Government Charge Card.
- ✂✂ To claim reimbursement for ATM fees:
 - ✂✂ Enter the actual amount of withdrawal(s) in block 16 of the DD 1351-2, for example, “ATM withdrawal 200.00.”
 - ✂✂ In the column titled “amount” enter the bank’s ATM *transaction fee*.
- ✂✂ Frequent travelers cannot be reimbursed ATM/Bank fees for withdrawals from personal checking/savings accounts.
- ✂✂ If an ATM withdrawal was taken but travel was not performed:
 - ✂✂ Submit a request for reimbursement on a SF 1164.
 - ✂✂ Enter “ATM withdrawal (amount)” in section 6.
 - ✂✂ In the column titled “amount claimed” enter the ATM transaction fee.
 - ✂✂ Include a copy of the original orders and their cancellation modification with the SF 1164.

Note: ATM withdrawal fees cannot be reimbursed if they are taken more than two (2) days prior to TAD/TDY or after the last day of travel.

Supplemental Settlements

If you suspect that an error/omission was made in the payment of a settlement voucher, please contact your administration unit for information on filing a supplemental claim. At a minimum the following must be included:

- ✍✍ A revised DD1351-2 clearly marked “**SUPPLEMENTAL.**”
- ✍✍ The revised voucher should show the correct information (for items incorrectly claimed/paid, or not claimed on the original voucher).
- ✍✍ Provide a full explanation on the revised claim or separate sheet of paper for the item(s) of expense in question.
- ✍✍ Include a complete copy of the previously settled. Please include:
 - ✍✍ A copy of the computer generated Travel Voucher Summary.
 - ✍✍ A copy of the original DD1351-2 and any continuation pages.
 - ✍✍ A copy of all supporting documentation applicable to the supplemental claim.

Note: Supplemental claims submitted without the proper documentation will be returned for correction.

Indebtedness

Travelers should never remit a personal check or money order for payment of suspected travel indebtedness **until** they have received a letter of notification of the exact amount of overpayment from the Finance Office, and if a Marine, the amount has posted to the LES. This letter will indicate the proper accounting classification (necessary for deposit purposes for the Finance Office) and the “remit to” address.

In addition, the submission of a personal check or money order prior to the submission of a supplemental claim could result in the collection being improperly applied and the travel indebtedness erroneously remaining outstanding.

Per Diem Allowances

The Per Diem allowance is a daily allowance that is paid instead of the actual expenses for lodging, meals and related incidental expenses (M&IE). The per diem allowance is distinguished from transportation and other miscellaneous travel expenses and covers charges, including taxes and service charges where applicable, for the following types of expenses: The lodging portion has a ceiling, but is based on the amount of the lodging expense. The meals and incidentals portion is a set rate determined by location.

☞☞**Lodging:** The term “lodging” includes expenses for overnight sleeping facilities and personal use of the room during the daytime. The term “lodging” does not include accommodations on airplanes, trains, buses or vessels. Such cost is included in the transportation cost and is not considered a lodging expense.

☞☞**Meals:** Includes the cost of breakfast, lunch and dinner and all taxes (specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons).

☞☞**Incidental Expenses:** Expenses that are not reimbursable include:

☞☞ Fees and tips to bellhops, housekeepers, porters, and baggage persons in hotels, stewards or flight attendants and others on vessels and hotel servants in foreign countries (see JFTR para U3610-C for reimbursement of fees and tips at transportation terminals).

☞☞ Service charges for fans, air conditioners, and heaters furnished in rooms when the charges aren't included in the room rate.

☞☞ Telegrams and telephone calls necessary to reserve lodging accommodations.

☞☞ Mailing cost associated with filing travel vouchers and payment of Government Travel Charge Card billings.

☞☞ Local transportation including usual tips, between places of lodging or duty and place where meals are taken, when not otherwise reimbursable under Chapter 3, Part F and Chapter 4, Part F of the JTR.

Proportional Per Diem Rates

Proportional per diem rates went into effect October 1, 1996. Under this system, the rates travelers are paid will be determined by their order-issuing official, based on the availability of government meals at the TAD/TDY location and the mission requirements. The rates apply only

to the meal portion of per diem. The lodging and incidental expense portions of per diem are not affected. However, the incidental rate paid will be the government rate.

There are now five per diem options available: Actual Expense, Government Meal Rate (GMR), Commercial Meal Rate (CMR), Deductible Meal Rate, or the Proportional Meal Rate (PMR). The order-approving official *is required* to select one of the following options:

~~☞☞~~ **Actual Expense**- no change.

~~☞☞~~ **Government Meal Rate (GMR)**- Effective 1 Oct 2001 the GMR is \$8.10 plus the appropriate incidental expenses portion of per diem or the OCONUS locality incidental rate as prescribed by JFTR. (Conus-\$2.00 per day or Oconus-\$3.50 per day)

~~☞☞~~ **Commercial Meal Rate (CMR)**- The full amount of the applicable locality meal rate plus incidental portion of per diem. (\$2.00 Conus/ \$3.50 Oconus (if Govt Quarters are used.)

~~☞☞~~ **Deductible Meal Rate**- Incidental Expense portion of per diem is \$2 per day in CONUS, and \$3.50 per day OCONUS.

~~☞☞~~ **Proportional Meal Rate (PMR)**- The (GMR) plus the locality meal rate divided by 2, rounded to the nearest dollar, plus the appropriate incidental portion of per diem. (\$2.00 for CONUS or \$3.50 for OCONUS, as applicable)

The Order Approving Official *is required to direct* in the orders:

~~☞☞~~ **Use of government mess** - For military members when government mess is available, the traveler is quartered on a U.S installation, and its use *will not* adversely affect the mission.

~~☞☞~~ **Proportional Meal Rate (PMR)** - When it is not known in advance if one or two government meals *will not* be available for the duration of the TAD/TDY or on a specific day, and the member is quartered on a U.S installation.

Note: Commercial messing rates will automatically be given if commercial quarters were occupied. Commercial messing will be reimbursed if there is not a specific statement requiring another rate (GMR/PMR) in the orders.

Forms used by the Finance Office

The Finance Office processes the following travel forms:

- ✍✍ **DD 1351-2 (Travel Voucher or Subvoucher)**- Used for the submission of temporary duty claims and supplemental payments. May also be used as a continuation sheet if DD 1351-2C is not available.
- ✍✍ **DD 1351-2C (Travel Voucher or Subvoucher) (Continuation Sheet)**- Used as a continuation sheet with the DD 1351-2 when additional space or items are required.
- ✍✍ **DD 1351-3 (Statement of Actual Expense)**- Used to claim actual expenses when authorized while on official travel. Must be accompanied by a completed DD 1351 -2. Two copies of the approved Actual Expense Authorization (AEA) must be attached to your voucher.
- ✍✍ **SF 1164 (Claim For Reimbursement For Expenditure On Official Business)**- Used for submission of local/vicinity travel and other miscellaneous expenses when a travel order is not required. May also be used with the DD 1351-2, as an attachment, for vicinity mileage in the area of a TDY point.
- ✍✍ **Lodging Statement in Lieu of Receipts** – Local Finance Office form used to substantiate lodging costs when actual/original receipt was lost.
- ✍✍ **Statement in Lieu of Receipts** – Local Finance Office form used to substantiate expenses claimed for which a receipt is required but was lost, with the exception of Rental Cars.
- ✍✍ **Electronic Fund Transfer Form** - Used to designate required Electronic Funds Transfer (EFT) information. This information is required to receive a travel payment. This form must be submitted the first time a traveler submits a claim to the Finance Office and any other time after that if the member desires to change where their travel settlements are sent.

Acronyms used by the Finance Office

AEA	Actual Expense Authorization
CMR	Commercial Meal Rate
DFAS KC	Defense Finance and Accounting Service Kansas City
EFT	Electronic Fund Transfer (direct deposit of travel payments to bank accounts)
GMR	Government Meal Rate
IATS	Integrated Automated Travel system (system used in the computation of travel claims)
JFTR	Joint Federal Travel Regulation (regulation that governs military members' travel)
JTR	Joint Travel Regulation (regulation that governs civilian employees' travel)
PDS	Permanent Duty Station (the place where an employee reports for duty)
PMR	Proportional Meal Rate
PTO	Professional Travel Office (office that issues government procured (contract) commercial transportation and reserves rental vehicles).
TAD/TDY	Temporary Duty (travel away from a permanent duty station to perform duties for a temporary period of time and upon completion of assignment, return or proceed to permanent duty station)

LODGING STATEMENT IN LIEU OF RECEIPTS

1. Name of Establishment (from where no receipt is available):

2. Address/Location:

3. Inclusive Dates of Lodging:

from: _____ to: _____

from: _____ to: _____

from: _____ to: _____

4. Rate per Night: \$

5. Room Tax: \$

6. Total per Night: \$

7. Total Amount Covered by this Statement: \$

8. Explanation for missing receipt:

Ref: (a) JFTR Para U4156-A

In accordance with reference (a), I hereby certify that lodging was obtained from the establishment listed above for the period(s) shown and that receipts were impractical to obtain/inadvertently destroyed. I further certify that the amount(s) listed are for lodging and tax only and does not include any amount(s) non-reimbursable or any amount reimbursable elsewhere on the travel claim. I understand that my travel claim may be formally investigated prior to final payment.

Signature of Marine/Rank

SSN

TRAVEL FEDLINE AUTHORIZATION

ELECTRONIC FUNDS TRANSFER (EFT) ACCOUNT INFORMATION

NAME: _____

SSN: _____

UNIT / SECTION: _____

WORK PHONE: _____

HOME PHONE: (CIV ONLY) _____

MILITARY SPOUSE'S SSN _____

BANK NAME: _____

BANK ROUTING NUMBER: _____

(NINE DIGIT IDENTIFICATION NUMBER OF YOUR BANK)

BANK ACCOUNT: _____

CHECKING: _____

SAVINGS: _____

COMMON ROUTING NUMBERS

NAVY FED	256074974
MAR CORPS FED	253174893
WACHOVIA BK (NC)	053100494
1 ST CITIZENS BK	053100300
MAR CORPS WEST	322274925
BK OF AMERICA	012200061

SIGN: _____

From: _____
 NAME RANK SSN MOS

To: Finance Officer

Subj: **MISCELLANEOUS STATEMENT IN LIEU OF RECEIPTS**

I hereby certify that the expense(s) claimed below was actually incurred and that the receipt was (circle one) impractical to obtain/inadvertently lost or destroyed. I further certify that the amount claimed includes only that expense (i.e. plane ticket, rental car, etc.) and no other. **I understand that the information furnished may be investigated for validity.**

1. Type of receipt (circle one):

Air Fare Bus Fare Limo/Shuttle Taxi Reg/Conf Fee Other

2. Name of business: _____

3. Inclusive date(s) of expense: _____

4. Amount claimed: _____

5. If for transportation, point of departure/arrival: _____

6. If for registration/conference fees, number of meals provided _____

Signature _____

Date _____

PCS TRAVEL CLAIM CHECKLIST

Updated 3/20/2003
Station Order 1320.1

NAME _____ UNIT _____ MBR WORK EXT. _____ BOX # _____

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

PCS CLAIM

- ___ Name and SSN are correct on the orders and the 1351-2.
- ___ Advances or partial settlements must be annotated in block 9 of the 1351-2.
- ___ Appropriate box in block 18 of the 1351-2 is marked if member traveled by POV.
- ___ Annotate on the 1351-2 if two POV's were utilized.
- ___ Submit ORIGINAL 1351-2 and one copy of all orders, modifications, and receipts.
- ___ Submit all receipts for travel or reimbursable expenses that exceed \$75.00.
- ___ Copies of receipts consolidated on one sheet of paper are preferred.

TEMPORARY LODGING EXPENSE

- ___ Submit a completed TLE certification.
- ___ Submit itemized lodging receipts or a Statement-in-lieu for Lodging.

DEPENDENT TRAVEL

- ___ Compete blocks 12, 13, and 14 of the 1351-2.
- ___ If block 14 of the 1351-2 is marked NO, explain why.
- ___ Dependent travel must be authorized in the member's orders.
- ___ Submit a 2nd itinerary if dependent travel is different from the members.
- ___ Submit DLA Certification if married to an Active Duty Spouse.

DLA

- ___ Ensure blocks 6 and 9 of the 1351-2 have dependents old and new physical address
- ___ For payment of DLA own right, submit a DLA own right certification. Provide old and new physical address.
- ___ Complete block 14 of the 1351-2. If block 14 of the 1351-2 is marked NO, explain why.
- ___ Submit DLA Certification if married to an active duty spouse.

TAD ENROUTE

- ___ Submit orders with TAD appropriation data that authorize TAD.
- ___ Submit reporting and detaching endorsements from the TAD site.

SUPPLEMENTAL CLAIMS

- ___ A new 1351-2 is filled out with "Supplemental" and reason written across itinerary.
- ___ Submit a copy of the original 1351-2, computation sheets, and ONE copy of all orders and endorsements.
- ___ All previous payments and advances are annotated in block 9 on the new 1351-2.

SPLIT PAY OPTION

- ___ Annotate on the 1351-2 the amount elected to be paid the gov't credit card account.

MARINES THAT WANT THEIR ENTITLEMENTS TO GO TO A DIFFERENT ACCOUNT OTHER THAN THEIR REGULAR DIRECT DEPOSIT ACCOUNT MUST COMPLETE A DIRECT DEPOSIT FORM.

All PCS claims must be review by the admin section before being submitted to the Finance Office.

Admin's certification/date _____ ext. _____

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 to 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 members identified as frequent travelers in their 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 voucher printout.

____ **CIVILIANS AND OTHER SERVICE MEMBERS MUST COMPLETE THE DIRECT DEP OSIT 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. _____