

SUBJECT: SUBSTANTIATING LEAVE DAYS DURING A TRAVEL EVENT
(TRAVEL TECHNICAL MESSAGE 10-01)

A. JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

B. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATIONS
(DODFMR), VOLUME 9

C. DFAS REGULATION 37-1, CHAPTER 10

D. AR 600-8-105, MILITARY ORDERS

E. AR 600-8-105, LEAVES AND PASSES

1. THIS IS THE FIRST TRAVEL TECHNICAL MESSAGE ISSUED FOR 2010.

2. THIS MESSAGE APPLIES TO MILITARY TRAVELERS ONLY. IT APPLIES WHEN THE MEMBER IS ON PERMANENT CHANGE OF STATION (PCS) ORDERS, TEMPORARY DUTY (TDY) ORDERS OR TEMPORARY CHANGE OF STATION (TCS) ORDERS. THE PROVISIONS OF THIS MESSAGE ARE EFFECTIVE FOR TRAVEL VOUCHERS (DD FORM 1351-2) SUBMITTED ON/AFTER OCTOBER 1, 2010.

3. WHEN A MILITARY MEMBER IS ON TRAVEL ORDERS AND TAKES LEAVE, REFERENCE D REQUIRES THAT THE LEAVE BE APPROVED/DOCUMENTED BY A DA FORM 31. WHEN A MILITARY MEMBER PERFORMS A TRAVEL EVENT (PCS, TDY, TCS) AND TAKES LEAVE, THE LEAVE MUST BE DOCUMENTED WITH A DA FORM 31. THE DA FORM 31 MUST BE COMPLETED PROPERLY, TO INCLUDE THE LEAVE DATES AND THE TYPE OF LEAVE TAKEN.

4. WHEN FILING A TRAVEL CLAIM FOR THE TRAVEL EVENT, REFS B AND C REQUIRE THE ITINERARY TO REFLECT WHAT THE TRAVELER ACTUALLY DID. ACCURATE COMPLETION OF THE DD FORM 1351-2 ALLOWS DETERMINATION OF THE TRAVELER'S STATUS AT ALL TIMES DURING TRAVEL (EN ROUTE, TDY, LEAVE, PASS, ETC). THIS MEANS THAT THE TRAVEL CLAIM MUST REFLECT ANY LEAVE TAKEN DURING THE TRAVEL EVENT. THE DA FORM 31 MUST ACCOMPANY THE TRAVEL CLAIM. ADDITIONALLY, THE TRAVEL VOUCHER (DD FORM 1351-2) ITINERARY AND THE DA FORM 31 MUST CONTAIN THE SAME LEAVE DATES. IF THE DATES ARE NOT THE SAME, THE UNIT/TRAVELER MUST CORRECT THE APPROPRIATE DOCUMENT SO THAT THEY MATCH.

5. EFFECTIVE OCTOBER 1, 2010, TRAVEL CLAIMS DURING WHICH LEAVE WAS TAKEN THAT ARE NOT SUPPORTED BY A DA FORM 31 WILL NOT BE PROCESSED. THEY WILL BE RETURNED TO THE ORIGINATOR FOR THE DA

FORM 31. IF THE TRAVELER OR THE UNIT DOES NOT HAVE THE DA FORM 31, THE UNIT WILL RECONSTRUCT THE DA FORM 31 AS DIRECTED IN REFERENCE D.

6. EFFECTIVE OCTOBER 1, 2010, TRAVEL CLAIMS FOR PERIODS DURING WHICH LEAVE WAS TAKEN AND ARE ACCOMPANIED BY A DA FORM 31, BUT THE LEAVE DATES ON THE DA FORM 31 AND THE TRAVEL CLAIM DO NOT MATCH, WILL NOT BE PROCESSED. THEY WILL BE RETURNED TO THE ORIGINATOR FOR CORRECTION OF THE APPROPRIATE DOCUMENT SO THAT THE DATES MATCH.

7. ONLY IF THE DA FORM 31 CANNOT BE RECONSTRUCTED, AND THE UNIT PROVIDES A STATEMENT TO THAT EFFECT, CAN THE LEAVE DATES IN THE DJMS BE USED TO VERIFY THE LEAVE DATES ON THE TRAVEL VOUCHER (DD FORM 3151-2).

8. THIS MESSAGE HAS BEEN COORDINATED WITH THE US ARMY FINANCE COMMAND.

9. POC FOR THIS MESSAGE IS THE TRAVEL FUNCTIONAL AREA, STANDARDS AND COMPLIANCE, DFAS.