

Deployment Travel Voucher Checklist

One of the lessons learned from operation joint endeavor is that many reserve soldiers do not know what is required from them to settle their travel voucher for the period of deployment. the following check list is provided to assist soldiers in preparing their final travel settlement. A good rule of thumb is to "keep every document" associated with the deployment

Required	Documents	Explanation
Yes No	Unit Mobilization Orders-	The travel section will use the orders to verify reporting dates
Yes No	Unit Demobilization Orders-	
Yes No	Any amendments to orders	
Yes No	Any TDY orders issued	
	<i>1 Copy of each order</i>	
Yes No	DA Form 31	Request and Soldier's entitlements change when a Soldier Authority for Leave is on leave.
	<i>1 Copy of each DA Form 31</i>	
Yes No	Travel Advances	The soldier will receive a computer printout that summarizes each advance and a computerized sheet that shows the calculation of entitlements. The soldier must provide a copy of every advance received while deployed. Providing a copy of the calculation sheet will help prevent an overpayment.
	<i>1 Copy of each advance</i>	
Yes No	DD Form 1351-2- Accrual	These are interim travel settlements received Payments during the deployment
	<i>1 Copy of each DD Form 1351-2</i>	
Yes No	Statement of Non-Availability for Meals	This document allows the soldier to eat his/her meals off post and receive reimbursement . It is issued by the installation. In some cases, control number will be issued by the installation to each soldier in lieu of the Statement of Non-Availability. If this is the case, this number must be annotated at the top of the final DD Form 1351-2 travel settlement voucher. Also, a soldier's orders may state that "Full Per-Diem" Authorized". If this is the case, then a Statement of Non-Availability or a control number is not required. The Commander may also certify that meals are not available. If this is the case, then a signed memo must accompany the final settlement voucher. Additionally, include a copy of any other statements regarding missed meals or a change in per diem status.
	<i>1 Copy of each Statement of Non-Availability or the Memorandum from the Commander</i>	

Required	Documents	Explanation
Yes No	Statement of Non-Availability for Lodging 1 copy of each	This document is issued by the installation. It allows a soldier to stay off post and receive reimbursement for his/her lodging cost" Receipts for paid lodging must accompany the travel voucher. A control number may be issued in lieu of a statement of non-availability to each soldier. If this is the case, then the control number must be annotated on top of the final DD Form 1351-2 travel voucher.
Yes No	Transportation 1 Copy of each	A copy of each TR (government issued ticket) or commercial ticket must accompany the final travel voucher. If a soldier is required to pay for transportation to and from meals, then they must have a statement listing the cost of transportation for <i>each meal</i> . Reimbursement for transportation costs for more than one meal per day must have the approval of the Commander, NTE 3 meals per day. Additionally, the statement of non-availability for transportation issued by the installation must be attached to the settlement voucher.
Yes No	U.S. Post Office Shipping 1 Copy of all receipts 1 Copy of Commanders Authorization 1 Copy of all receipts 1 Copy of Commanders Authorization 1 Copy of Transportation Authorization	If a soldier ships items home from the deployment area, he/she must provide the receipt. Transportation will determine what items are authorized for shipment. A memo from the Commander authorizing the shipment is also required

Miscellaneous Information

1. Save all receipts. Place them in an area where they won't get lost.
2. Anything claimed under \$75.00, except lodging, does not require a receipt (unless otherwise noted)
3. When completing the DD Form 1351-2, ensure that the itinerary is complete, with no missing periods of time. *Incomplete itineraries and missing documents will result in the return of the soldier's travel voucher for corrective action.*
4. Include any other statements or official documents associated with each soldiers travel (DA Form 4187, memorandums, etc.)