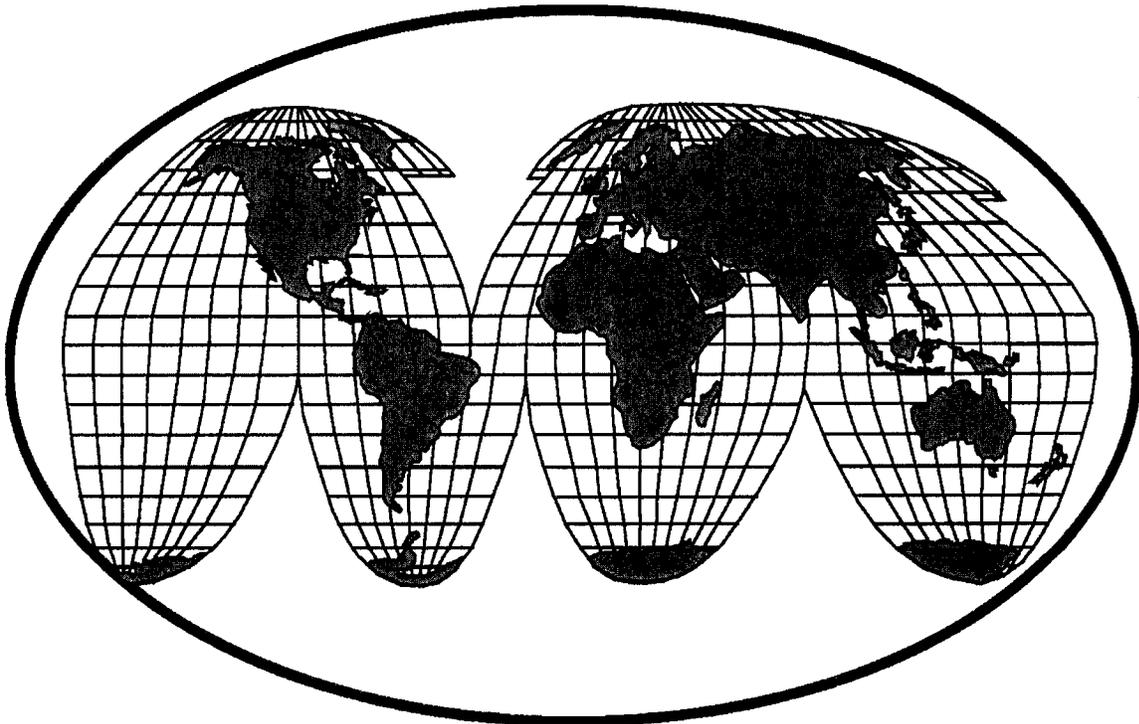




Travel Pay Operations

TRAVEL GUIDE



“We Travel the World”

APRIL 2006

PREFACE

The Travel Pay Operations (TPO) goal is to make all travel payments within 7 workdays from our date of receipt and reduce the baseline cost while maintaining effective and efficient customer service. The TPO Travel Guide is a major step towards meeting our goal. It provides basic information on travel claims processing as a ready reference for all our customers. This publication reflects our local procedures as well as regulatory information. **It does not represent an agency-wide “position” on processing travel claims.** Your local commander may have supplemental policy.

This Travel Guide provides relevant information that will benefit all of our customers from the reservists who may travel once a year, to those active duty customers who travel year round. It is our intent to provide the widest dissemination of this document so that all TPO customers may benefit from our processing expertise. Travelers need to be aware that specific processing procedures may vary from one Defense Finance and Accounting Service site to another. Travelers in doubt should contact their Defense Finance and Accounting Service site processing office for travel guidance.

This pamphlet is a joint endeavor of representatives of TPO, Directorate of Network Operations Accounting, Disbursing and Systems divisions. The TPO Travel Guide is not intended to replace guidance found in the Joint Federal Travel Regulations (JFTR) Volume 1 or the Joint Travel Regulations (JTR) Volume 2. To help us better serve our customers please provide comments, recommendations, or changes to the following address:

DEFENSE FINANCE AND ACCOUNTING SERVICE - INDIANAPOLIS CENTER
TRAVEL PAY OPERATIONS
ATTN: TRAVEL STEERING GROUP
DEPT 3700
8899 EAST 56TH STREET
INDIANAPOLIS IN 46249-3700

I solicit your support on behalf of the TPO Travel Divisions, so that we can maximize customer service and economic benefits. With your support, TPO looks forward to improving our customer service while streamlining our travel claims processing and reducing turn around time.

Phillip C. Tincher
Director, Travel Pay Operations

TABLE OF CONTENTS

	Page
General Policy and Procedures	1
Submission of Travel Claims	
Mailing Address – Travel	2
Points of Contact	2
Payment of Travel Claims	2
Trip Cancellation or Payment of Travel Debt	3
Temporary Duty	
TDY Advances	4
Completion of TDY Settlements	6
Review of Travel Vouchers	9
Submission Procedures	9
Retired Military Travel	11
Claim for Reimbursement for Expenditures on Official Business	
SF 1164 (Local/Vicinity Travel) Completion	13
Attachments for SF 1164	14
Submission Procedures	14
Other TDY Provisions	
Actual Expense Authorization (AEA)	15
ATM Fees	15
Direct Deposit/Electronic Funds Transfer (DD/EFT)	15
Extended TDY for Active/Civilian Personnel	15
Extended TDY for Military Reserve Personnel	16
Supplemental Payments	17
Group Orders for Reservists	17
TDY Indebtedness	18
Per Diem Allowances	18
Proportional Per Diem Rates Affect TDY Travelers	18
Internet Travel Aids	20
Forms Used	21
APPENDIX A	List of Acronyms Used in Travel
APPENDIX B	Travel Voucher or Subvoucher (DD Form 1351-2)
APPENDIX C	Claim for Reimbursement for Expenditures on Official Business (SF 1164)
APPENDIX D	Extended TDY Voucher Samples

GENERAL POLICY AND PROCEDURES

The information provided in this pamphlet is designed to assist travelers in the proper preparation of travel claims and to answer questions, which may arise concerning travel policies. The Customer Service number listed on page 2 should be used as a first resource to answer such questions.

- Travel regulations do not require travel orders to be amended unless, the number of days of TDY authorized is exceeded by 100 percent or 7 days, and whichever is less. Example: If TDY is for 8 days, the traveler may be on TDY for 15 days, including travel time, before an amendment is required. Additionally, official travel may begin as many as 7 days before or after the date indicated on the travel order before an amendment is required. **Exception:** Travel orders which cite Reserve Personnel Army (RPA) funds can only be paid for the number of days cited in the order. RPA orders contain an accounting classification, which begins with 21 * 2070.
- Travel advance payment policies conform to the Joint Federal Travel Regulations (JFTR), Volume 1 and the Joint Travel Regulations (JTR), Volume 2. As a convenient alternative to the issuance of a travel advance, travelers are to use, to the maximum extent possible, the Government Sponsored Charge Card. Our policy is to process advances 10 workdays prior to the proceed on or about date on a travel order. Requests for advances should be forwarded at least 15 workdays in advance of the proceed date, if at all possible.
- Travel advances not properly liquidated will prompt one advisory letter. If not settled in the prescribed 30-day time frame, it will be promptly collected from the traveler's pay unless other arrangements have been approved by Directorate of Network Operations, Accounting Division.
- SF 1164 (Claim for Reimbursement for Expenditures on Official Business) should be submitted to the travel office on a monthly basis. TPO requests all applicable sections be completed to include block 1 and the "Accounting Classification" section.

We currently process advance and travel claims using the Integrated Automated Travel System (IATS). Travel payments can be paid by Electronic Funds Transfer (EFT) to the traveler's bank account or paid by check and mailed to the traveler.

SUBMISSION OF TRAVEL CLAIMS

All military PCS vouchers for Active Component and Army Guard Reserve (AGR) personnel are processed by the Defense Military Pay Office (DMPO) that provides military pay service at the gaining installation. Accrual vouchers for PCS w/TDY enroute are processed by the Defenses Finance and Accounting site that provides TDY service to the installation.

All Reserve Component vouchers for periods of 140 – 365 days (except Joint Task Force) are considered to be PCS, but will be processed by TPO. All final PCS vouchers for army retirees will be mailed to the address listed below.

MAILING ADDRESS - TRAVEL The use of First Class and U.S. Priority mail is the recommended means for submission. Fax is also accepted.

The following address should be used to mail all travel correspondence or documents for those activities serviced by TPO.

Defense Finance and Accounting Service – Indianapolis Center
Travel Pay Operations
Dept. 3700
8899 East 56th Street
Indianapolis, IN 46249-3700

The following address should be used for customers who were previously serviced by the following DFAS sites: Lexington, Seaside, Pacific, and Norfolk.

Defense Finance and Accounting Service – Indianapolis Center
Travel Pay Operations
Dept. 3777
8899 East 56th Street
Indianapolis, IN 46249-3777

FAX

DSN 699 or Commercial (317) 510 Extensions -4124, 4143, 5551, 6213

POINTS OF CONTACT Your travel inquiries may be directed to our TPO Customer Service representatives at our toll-free number at 1-888-332-7366. For additional information, visit our website at <http://www.dod.mil/dfas/travelpay.html>.

PAYMENT OF TRAVEL CLAIMS All travel claims should be paid by Direct Deposit/Electronic Funds Transfer (DD/EFT) into your bank account. *Effective January 1, 1999, EFT will be the only method of payment with few exceptions. Note: Just because your*

military pay is going to your financial institution does not mean that your travel pay will automatically go to the same institution. Army military members should visit myPay to view and/or update their travel EFT information.

TRIP CANCELLATION OR PAYMENT OF TRAVEL DEBT If a trip is canceled, the travel advance must be returned. The traveler may return the Treasury Check to the appropriate address or send a personal check or money order made payable to **US TREASURY** after attaching it to a copy of the travel orders. Personal checks or money orders to make restitution for travel related indebtedness also need to be made payable to **US TREASURY** and mailed to the address on page 2. Travelers should attach a copy of the debt letter (if applicable) to the check or money order.

TEMPORARY DUTY (TDY)

TEMPORARY DUTY ADVANCES As a convenient alternative to the issuance of a travel advance, travelers are to use, to the maximum extent possible, the Government Sponsored Charge Card for obtaining ATM withdrawals for meals and incidental expenses for official travel. Personnel using this service will be billed on their personal Government Sponsored Charge Card account for *ALL* ATM withdrawals obtained from the ATMs, plus an administrative fee. Do not show the ATM withdrawal as a previous payment in item 10 of the DD 1351-2, travel voucher.

Employees may be reimbursed for the administrative fees they are billed. Any administrative fee amount, up to and including that which otherwise would have been advanced for the travel concerned, may be claimed as a reimbursable expense in block 18 of the Travel Voucher or Subvoucher (DD 13512). If an ATM withdrawal is obtained and the TDY is subsequently canceled, the administrative fee can be claimed on a SF 1164 submitted with a copy of the TDY orders and cancellation orders.

NOTE: ADVANCES WILL NOT BE ISSUED TO TRAVELERS HAVING ATM ACCESS WITH THEIR GOVERNMENT SPONSORED CHARGE CARD, EXCEPT IN THE RARE INSTANCES WHERE ATM USE IS NOT PRACTICAL OR IS UNAVAILABLE (i.e., THE LOCATION DOES NOT ACCEPT THE GOVERNMENT SPONSORED CHARGE CARD OR FACILITIES ARE NOT AVAILABLE). TRAVEL ORDERS MUST SPECIFICALLY AUTHORIZE A CASH TRAVEL ADVANCE IF THE AFOREMENTIONED SITUATION ARISES.

No voucher is required for the payment of travel advances. Fax or mail one copy of your orders to TPO. The address and fax is identified on page 2. Include a cover sheet requesting an advance with your name, address, and daytime phone number. If you are not currently receiving your travel pay by EFT, include a completed SF 1199A (See APPENDIX B). If the traveler is an EFT customer, an address is still required to ensure that the Advice of Payment is mailed to the proper address. An advance may be requested anytime prior to travel but will not be processed until 10 days prior to departure. Government Sponsored Charge cardholders may not receive advances except in rare instances.

Advances will be paid in accordance with the policies provided in the Joint Federal Travel Regulations and Joint Travel Regulations. Unless the travel order specifies otherwise, authorized travel advances may include lodging, meals, rental car charges and registration fees.

Travelers will receive an 80% advance for lodging and meals, and 100% of budgeted 'Other Reimbursable Expenses.' The travel approval authority may, and with the concurrence of the finance officer, under limited circumstances, increase the amount of the travel advance when circumstances preclude the use of the Government Sponsored Charge Card or the charge card was not offered to the employee or member. The authorization will be shown in the remark

section of the travel order. This exception may not be exercised for travelers who have elected not to accept the Government Sponsored Charge Card or whose Government Sponsored Charge Card has been suspended or revoked because of delinquent payments.

Generally, advances will not be issued for TDY of one (1) night or less than \$50.00. An advance will not be granted if the traveler has failed, for reasons unacceptable to an approving official, to submit a claim on a previous travel order under which an advance was paid, or has not made arrangements for settlement of an outstanding advance or overpayment. An employee will be informed that any overpayment must be paid in full by the employee/member within 30 days. If the employee/member does not make voluntary settlement of the indebtedness, collection action will be taken by payroll deduction plus a **\$15.00 administrative fee** and any applicable interest.

COMPLETION OF TEMPORARY DUTY (TDY) SETTLEMENTS
DD Form 1351-2 (See APPENDIX B)

- General** Complete by typewriter, ink, or ball point pen. **Pencil will not be accepted.** All entries must be legible and complete.
- Vouchers** DD 1351-2 Travel Voucher or Subvoucher (dated JUL 04) DD 1351-2C Travel Voucher or Subvoucher (Continuation Sheet) as needed
- The checklist below refers to the July 2004 version of the DD 1351-2 (only) located at APPENDIX B.
- Block 1** Put an “X” in the appropriate box. *If you choose split disbursement, write in the amount you want to be sent to your government charge card account. Do not leave this blank.*
- Blocks 2, 3, 4, & 6** Note: A current mailing address is needed even if the payment is paid via EFT. The address is used to mail a completed copy of the advice of payment (AOP) to the traveler.
- Block 5** Put an “X” in the box that indicates what type of travel was performed.
- Blocks 7** Enter a *complete* duty or work (*DAYTIME*) phone number to include area code.
- Block 8** Enter your travel order number (obtain from the travel order).
- Block 9** Write the amount of any payments (advances, accruals, or previous settlements) received against the referenced travel order or write “*NONE*” if applicable. **Do not list ATM withdrawals here.**
- Block 11** Enter the name and location of your unit/permanent duty station.
- Blocks 12-14** Applicable for PCS claims only. **Do not use these blocks for TDY travel.**
- Block 15** **Itinerary must be complete and exact.** The date of departure from and arrival at the permanent duty station or other place where official travel begins and ends, and points at which temporary duty is performed must be shown. These locations should be listed as City and State. All overnight stops must be listed.
- Deviations from the TDY orders, such as all non-government travel and return trips Home during the TDY, must be shown. When deviations occur, include a statement on the voucher as to the duty beginning and ending time at the TDY point.

Use appropriate symbols from the reverse side of the DD 1351-2 for blocks 15c and 15d.

- The lodging costs should be recorded in block 15e.
- The number of miles traveled by privately owned conveyance (POC) to and from the TDY points, or to and from home/office to airport and return must be shown in 15f.
- Do not list unit names or Home of Record (HOR)/Home in the itinerary. Always write the name of the city and state.

Block 16 Select owner/operator or passenger when travel is performed in a privately owned conveyance.

Block 17 If you begin and end travel on the same calendar day, check the appropriate block.

Block 18 **Reimbursable Expenses** - Show all itemized expenses in this area to include: mileage to/from commercial transportation terminals, mileage within the vicinity of the TDY point, 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), lodging tax and other authorized miscellaneous expenses. The cost of mission related items are NOT reimbursable through travel.

Block 19 Write the date and the number of meals that were eaten in a government dining facility or provided to you at no cost. If no meals were eaten free of charge or in a government mess hall, zero fill the blocks. A government meal is furnished in a government mess hall and the traveler pays a discounted or standard surcharge rate. A deductible meal is furnished to the traveler at no cost to him/her.

Block 20a & 20b **SIGNATURE AND DATE ARE REQUIRED**

Block 20c **REVIEWING OFFICIAL'S SIGNATURE AND DATE**

Block 21a Authorized approving official (AO) must sign and date attesting to the validity of and approving payment of any additional items not originally authorized on the orders. Write a remark in the Remarks Section, Block 29 (reverse side of the DD 1351-2) explaining what additional items are being approved.

Blocks 22-28 These blocks are for Finance and Accounting Office uses

Block 29 Complete this section when special authorization is not included in the orders prior to travel being performed. 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.

ATTACHMENTS REQUIRED FOR TDY SETTLEMENTS

Orders (1 legible copy) DD1610, Format 400 orders, or any other travel orders and *all* amendments to the original orders.

Lodging (Original or 1 legible copy) All lodging claimed, enroute or at site. Travelers must include a paid, itemized receipt from hotel, motel, or other commercial establishment or government facility. If 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 *a statement or confirmation number of non-availability or other appropriate justification.*

If double occupancy rates are charged, the voucher must show the name of the other government employee on official travel. 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 if only the double rate is shown on the lodging receipt.*

Rental Car (Original or 1 legible copy) The use of a rental car must be authorized in the travel orders. When an authorized rental car is reserved 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 authorized U. S. Government ticket-issuing agencies. If the traveler is charged more than the reserved rate, an explanation is required on the voucher. Reimbursement for insurance paid by the traveler will not be authorized (except overseas). Upgrade charges are not reimbursable unless the approving official certifies that the upgrade was necessary to the mission and certifies this by signing in block 21a.

NOTE: PRE-CALCULATION RECEIPTS ARE NOT VALID. TRAVELER MUST BE IN POSSESSION OF FINAL PAID BILL FROM THE RENTAL AGENCY, WHICH SHOWS PROOF OF PAYMENT AND ITEMIZED EXPENSES.

Transportation (Original or 1 legible copy) Whenever the traveler purchases his or her own commercial transportation tickets, 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 if transportation had been purchased by the Government or other limitations as prescribed by the governing travel regulations.

NOTE: WHEN TICKETS ARE PURCHASED FROM A TRAVEL AGENCY OTHER THAN THOSE UNDER CONTRACT WITH THE U. S. GOVERNMENT, REIMBURSEMENT OF THE COST OF TICKETS COULD BE DENIED.

DD730/ Proof of Return of Unused Tickets (Original or 1 legible copy) of any cancellation form for government procured transportation issued. Do not send unused airline tickets with the travel voucher. Return them in to the issuing activity.

Registration/ Conference Fees (Original or 1 legible copy) Registration/conference fees must be included in the travel orders. List all meals included in the cost of registration fees, by meal(s), i.e., (**B**-Fees breakfast **L**- lunch **D**-dinner) and the date(s) in block 19 of the DD Form 1351-2.

Miscellaneous Expense (Original or 1 legible copy) of any additional authorized expense receipts that are **\$75 or more**. If small items of expense, such as gas, tolls, or parking charges are lumped together and exceed **\$75**, show on the voucher the individual breakdown of expenses. Example: A claim for \$76 in gas would be entered as follows:

Block 18 = Feb. 1-15;

Block 18 = Gas \$11, \$15, \$18; \$20, \$12

Block 18 = \$76.

Foreign Travel If travel was to a foreign country, claim all lodging and reimbursable expenses incurred in foreign currency as U.S. currency and include on the voucher the ***Conversion Rate Used***.

Miscellaneous Attachments One copy of any letters approving actual expense allowance or other pertinent letters/forms. Control numbers for Statements of Non-Availability (SNA) will be used instead of the paper copy. These SNA control numbers must be written on the voucher and must list what was not available (i.e., meals and/or lodging).

NOTE: CREDIT CARD RECEIPTS CANNOT BE USED AS THE PRIMARY RECEIPT FOR LODGING, RENTAL CAR, OR COMMERCIAL TRANSPORTATION (AIRLINE TICKET, TRAIN, OR BUS). RECEIPTS ARE REQUIRED FOR LODGING AND RENTAL CARS, REGARDLESS OF THE AMOUNT, AND FOR ANY MISCELLANEOUS EXPENSES OF \$75 DOLLARS OR MORE.

REVIEW OF TRAVEL VOUCHERS All travelers are required to have their travel claims reviewed in block 20c unless the approving official has signed the claim in block 21a, then no reviewer's signature is required.

SUBMISSION PROCEDURES Submit each DD 1351-2 separately. If you have several vouchers, each voucher must be assembled as a separate claim. **DO NOT STAPLE SEPARATE CLAIMS TOGETHER.** To allow each budget officer to effectively track the

expenditure of funds, each DD 1351-2 should be submitted for payment within five (5) days of return from travel. However, in all instances a voucher must be submitted for payment no later than 30 days after the end of the fiscal year in which travel was performed. ***In all cases the traveler should retain a complete copy of the claim.*** If there are no travel orders, wrong or amended travel orders, or the signature is missing from the travel voucher, the voucher may be returned to the traveler for proper documentation. Other reasons for a travel voucher to be returned:

- The travel location on the travel itinerary does not match travel orders.
- Travel voucher dates on the travel itinerary are inconsistent with the travel orders.
- Accounting Processing Code (APC) is missing.
- The customer is not serviced by this office.
- The social security number on the travel orders does not match the TDY settlement voucher.
- Missing date on vocal orders - verbal confirmation (departed before travel order issue).

RETIREED MILITARY TRAVEL

This travel pertains to active duty members retiring from the military to a home of selection. Travel must be completed within one year after termination of active duty. Once a home is selected and transportation is furnished, or a travel and transportation allowance is received, a selection of the home is irrevocable. The final travel claim may be processed after the effective date of retirement. Settlement claims received prior to effective retirement dates are held in suspense and paid on or after the effective date of retirement.

Military members traveling under retirement orders may either drive their own privately owned vehicle, fly, or take a bus. A flat rate for per diem of \$50.00 a day for each authorized travel day is paid if the member uses his/her privately owned vehicle. This rate includes lodging and meals. No further reimbursement for lodging or meals will be paid. The total number of authorized travel days is computed by dividing the official mileage by 350 miles per day. A member receives \$.15 a mile when traveling by privately owned vehicle for each authorized mile. The mileage is based on the official mileage from the member's last duty station to the home of selection. **Do not compute** the distance from the member's current home address to the home of selection. The computation **must be** from his or her **last Permanent Duty Station(PDS)**. A member receives per diem for one day of travel when traveling by air to the home of selection. If the member purchases the airline ticket, he or she will be reimbursed the cost of the ticket not to exceed what the government would have paid. A member traveling by bus will receive per diem for each authorized day of travel based on the distance from the member's permanent duty station to the home of selection.

Military members are authorized per diem and mileage for their dependents when the dependents travel by a privately owned vehicle. The member's spouse and any dependent children 12 years of age and over receive a flat per diem of \$37.50 for each authorized dependent, per day. Dependents age 11 and under receive \$25.00 a day for each authorized travel day. If a spouse travels separately from the service member, the spouse is entitled to \$50.00 a day. Other dependent allowances remain the same. A member is authorized the use of a second privately owned vehicle when the member's dependent drives the vehicle to the home of selection. This will normally be the member's spouse or dependent child that is of driving age. This individual is reimbursed \$.15 a mile. When one privately owned vehicle is used, the member will receive the following mileage allowances:

- Member with no dependents .15 cents a mile
- 1 Dependent .02 additional per mile
- 2 Dependents .04 additional per mile
- 3 or more Dependents .05 additional per mile

Generally, one day of travel time is allowed for every 350 miles of the official distance when travel is by privately owned conveyance. One additional day of travel time is allowed for any distance in excess of multiples of 350 miles if the excess is 51 miles or more. When the total

official distance is 400 miles or less, 1 day travel time will be allowed. If a member does not use all of the authorized days, the computation will be for the actual number of days used. If the member exceeds the computed number of days, the system will automatically limit payment to the computed maximum days allowable.

If TDY was required to out-process away from the PDS for more than 1 day, a separate fund cite must be indicated on the orders before per diem and transportation costs will be paid.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (SF 1164)

SF1164 (LOCAL/VICINITY TRAVEL) COMPLETION (See APPENDIX C)

- General** Complete by typewriter, ink or ball point pen. **Pencil will not be accepted.** All entries must be legible and complete.
- The checklist below refers to the sample SF 1164 located at Appendix C.*
- Blocks 1** Show the complete address of the traveler's assigned organization.
- Blocks 2-3** Finance and Accounting Office use.
- Block 4a** Complete NAME and RANK or GRADE.
- 4b** Must include social security number.
- 4c** Complete address is required even if payment is being made by direct deposit.
- 4d** Include complete duty telephone number.
- Block 5** Finance and Accounting Office use.
- Block 6** Complete this section fully explaining the nature of expenses being claimed and total amounts 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.
- 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.
- Blocks 8-9** Must have the signature and date of an authorized approving official. Voucher **CANNOT** be processed without this signature.

- Block 10** Must have the traveler's signature and date.
- Blocks 11-12** Finance and Accounting Office use.
- Accounting Classification** This section must be completed by the funds certifying official, resource advisor, or person appointed by the organization for funds control. SF 1164 payment vouchers will be returned if this section is not complete.

NOTE: A STANDARD DOCUMENT NUMBER IN THE ACCOUNTING CLASSIFICATION AND MONEY AMOUNT MUST BE INCLUDED OR CLAIM WILL BE RETURNED UNPAID.

ATTACHMENTS FOR SF 1164 Include the original (front and back) of the voucher and one copy of any receipt for an item of expense \$75.00 or more.

SUBMISSION PROCEDURES If you have several SF 1164s to submit, each voucher must be assembled as a separate claim. **DO NOT STAPLE SEPARATE CLAIMS TOGETHER.** To allow each budget officer to more effectively track the expenditure of funds, each SF 1164 should be submitted for payment within five days of the end of the claim period. *In all cases the traveler should retain a complete copy of the claim.*

OTHER TDY PROVISIONS

ACTUAL EXPENSE AUTHORIZATION (AEA) AEA may be authorized before travel begins or approved after travel has been performed. **AEA cannot be authorized on a blanket travel order but rather on a cases-by-case basis.**

ATM FEES ATM fees are reimbursable with use of the Government Sponsored Charge Card. ATM cash withdrawals shall be limited to amounts to cover the 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 Sponsored Charge Card.

When travel is performed, enter the amount of the withdrawal(s) in block 18, column titled "Nature of Expense" of the DD 1351-2, for example, "ATM withdrawal \$200.00." In the column titled "amount" enter the actual ATM *transaction fee*. However, when travel is not performed, submit a request for reimbursement on a SF 1164. Enter "ATM withdrawal (amount)" in section 6 and in the column titled "amount claimed" enter the ATM transaction fee. Additionally, a copy of the order and cancellation must be attached to the SF 1164.

DIRECT DEPOSIT / ELECTRONIC FUNDS TRANSFER (DD/EFT) EFT is the mandatory means by which a travel claim is settled within the Department. Army active duty & Army reservists must manage their travel EFT designation via myPay. Otherwise, travel disbursements will default to a traveler's payroll EFT account.

EXTENDED TDY FOR ACTIVE/CIVILIAN PERSONNEL Extended TDY includes a TDY assignment for active duty persons 60-179 days and civilian personnel 60 days up to 365. Travelers on TDY assignments up to 59 days will be paid one 30 days accrual payment if requested.

Advance of Funds: TPO will issue a travel advance covering the first 30 days of TDY if the traveler does not possess a government-sponsored charge card. Include statements of non-availability control numbers if you are going to a military installation. You may be refused an advance if you do not include this information. We will advance 80% of the total per diem and 100% of reimbursable expenses.

Filing Procedures: You should file your first 30 days of expenses for long term TDY when this filing period has elapsed. We suggest that you submit your claim to receive the payment in time to pay your monthly lodging costs in a timely manner.

For example, TDY begins June 20. Lodging costs are from June 20 to July 19. Your first accrual payment would be from 20 Jun - 19 Jul XX.
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Subsequent claims for accruals should be submitted for 30-day periods (in this example, for the period July 5 through August 3). Each request for an accrual should indicate the 30 day period being requested: “*1st ACCRUAL*,” “*2nd ACCRUAL*,” “*3rd ACCRUAL*,” *etc.* A final settlement is required upon completion of travel and it is at that time that any advances previously paid will be collected. The top of the DD1351-2 must read “*FINAL*”.

Block 15 should begin with the 1st TDY day through the 30th day. Block 18 must reflect the expenses for the 30 days (lodging, rental car, etc.). If a control number has been issued by the billeting office for use of commercial meals and/or lodging, it should also be placed in block 18. Civilian employees who are only authorized 55% per diem should include a copy of their lease with the first accrual voucher. For subsequent accruals, please attach copies of the original orders, travel order amendments, previous payment vouchers, lodging and rental car receipts, and receipts for any expense of \$75 or more.

Travel vouchers are to clearly show all travel (including authorized and voluntary returns to the permanent duty station (PDS)/residence, side trips, all other travel to locations other than the PDS, etc.). DO NOT SUBMIT SEPARATE VOUCHERS FOR AUTHORIZED TDY’S AND VOLUNTARY RETURNS TO THE PDS.

**All leave and/or returns to the PDS or residence must be shown on the travel claim.
Leave or returns to the PDS/residence may reduce your entitlements.**

EXTENDED TDY FOR MILITARY RESERVE PERSONNEL Extended TDY includes travel in excess of 60 calendar days and less than 140 days for reserve military.

Advance of Funds: TPO will issue a travel advance covering the first 45 days of TDY. If you know the cost of your lodging at the TDY point, write it on the order you are sending in with your advance request. We will advance 80% of the total per diem rate if you do not have a government sponsored charge card.

Filing Procedures: You should file your first 30 days of expenses for long term TDY when this filing period has elapsed. We suggest that you submit your claim to receive the payment in time to pay your monthly lodging costs in a timely manner.

TPO will process your first travel claim at the end of the first calendar month after the TDY begins. Subsequent claims for accruals should be submitted for 30-day periods. (For example, for the period July 1 through July 31). Each request for an accrual should indicate the 30 day period being requested: “*1st ACCRUAL*,” “*2nd ACCRUAL*,” “*3rd ACCRUAL*,” *etc.* A final settlement is required upon completion of travel and it is at that time that advances will be collected. The top of the DD1351-2 must read “*FINAL*”.

Block 15 should begin with the 1st TDY day through the 30th day. Block 18 must reflect the expenses for the 30 days (lodging, rental car, etc.). If a control number has been issued by the billeting office for use of commercial meals and/or lodging, it should also be placed in block 18.

For subsequent accruals, please attach copies of the original orders, all amendments, and all previous payment vouchers. Travel vouchers are to clearly show all travel (including authorized and voluntary returns to the permanent duty station (PDS)/residence, side trips, all other travel to locations other than the PDS, etc.).

All leave and/or returns to the PDS or residence must be shown on the travel claim. Leave or returns to the PDS/residence may reduce your entitlements.

NOTE: ADVANCE(S) WILL NOT BE DEDUCTED UNTIL THE FINAL VOUCHER FOR THAT SPECIFIC TDY IS SUBMITTED. MOST OFTEN THIS CREATES A DEBT, SINCE MOST INITIAL ADVANCES ARE FOR 45 DAYS AND THE FINAL VOUCHER PAYMENT IS FOR LESS THAN 30 DAYS.

SUPPLEMENTAL PAYMENTS If you suspect that an error/omission was made in the payment of a settlement voucher, please contact our Travel Customer Service representatives for information on filing a supplemental claim. As a minimum, the following must be included with a supplemental voucher submission:

- A revised DD 1351-2 marked *SUPPLEMENTAL* (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.
- A copy of the previous payment voucher.
- A copy of the initial DD 1351-2 and any continuation pages.
- One copy of the orders and any amendments (to include reverse side if applicable).
- A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of items claimed for which no receipt is available. Statements should reflect, as a minimum, the same information that would have been on the receipt had it been available.

GROUP ORDERS FOR RESERVISTS Reservists on group travel orders must include the appropriate Annex for transportation entitlements and/or control numbers of non-availability for mess and/or lodging with all vouchers. The attached Annex must indicate the travel entitlement to the rendezvous point. You must also include any specialized instructions, for example, rental car authorization.

NOTE: DO NOT FILE THE VOUCHER IF YOU DO NOT HAVE THESE DOCUMENTS.

TDY INDEBTEDNESS Travelers should never remit a personal check or money order for payment of a suspected travel indebtedness *until* they have received a letter of notification of the exact amount of overpayment from TPO or Directorate of Network Operations, Accounting Division. This letter is very important. It indicates the proper accounting classification (necessary for deposit purposes for our Disbursing 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 payment instead of 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:

- **Lodging** The term “lodging” includes expenses for overnight sleeping facilities and personal use of the room during the daytime. The term “lodging” doesn’t 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 and tips (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- **Incidental Expenses** Such expenses that are *not* reimbursable include:
 1. Fees and tips to bellhops, maids, porters, and baggage persons in hotels, stewards or stewardesses and others on vessels, and hotel servants in foreign countries;
 2. Cost of telegrams and telephone calls necessary to reserve lodging accommodations;
 3. Mailing cost associated with filing travel vouchers and payment of government sponsored charge card billings;
 4. Local transportation (i.e. bus, subway) expenses between places of lodging or duty and place where meals are taken if suitable meals cannot be obtained at the TDY site, (**NOTE: If, in the opinion of the order-issuing authority, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for the cost of travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved.**)

PROPORTIONAL PER DIEM RATES AFFECT TDY TRAVELERS Proportional per diem rates, that affect the amount of per diem temporary duty travelers receive, went into effect October 1, 1996. Under this system, the rates travelers are paid will be determined by their order approving official, based on the availability of government meals at the TDY location and the mission requirements. The rates apply only to the meal portion of per diem; the lodging and incidental expense portion of per diem are not affected. There are now five per diem options

available: Actual Expense (AE), Government Meal Rate (GMR), Commercial Meal Rate (CMR), Deductible Meal Rate (DMR), or the Proportional Meal Rate (PMR).

- The order-approving official *will* select one of the following options:
 1. Actual Expense – Generally, 150% in excess of the prescribed locality rate.
 2. Government Meal Rate - \$9.05 plus the appropriate incidental expenses portion of per diem or the OCONUS locality incidental rate as prescribed by JFTR.
 3. Commercial Meal Rate - The full amount of the applicable locality meal rate plus incidental portion of per diem.
 4. Deductible Meal Rate - Incidental Expense portion of per diem is \$3 per day in CONUS and \$3.50 per day OCONUS.
 5. Proportional Meal Rate - The GMR plus the locality meal rate divided by 2, rounded to the nearest dollar, plus the appropriate incidental portion of per diem.

- Unless the Order Approving Official *directs* in the orders a specific type of meal rate, the commercial meal rate will apply. (This does not apply to members of the reserves when performing Annual Training.)

It is the traveler's responsibility to satisfy the Order Approving Official's requirements in order to affect these changes after the travel has been completed.

- Civilian employees who are provided a meal at no cost, (i.e. paid for as part of a registration fee), must claim the meal(s) on the DD1351-2 indicating the date and which meal(s) was consumed.

INTERNET TRAVEL AIDS

https://secureapp2.hqda.pentagon.mil/perdiem/	Per Diem, Travel and Transportation Allowance Committee
http://www.mapquest.com/	MapQuest (NOTE: Mileage reimbursement for official travel will be paid based on the Defense Table of Official Distance)
http://www.oanda.com/	Currency Converter
http://www.dod.mil/dfas/index.html	Defense Finance & Accounting Service
http://www.army.mil/	US Army
http://www.armyreserve.army.mil/arweb	US Army Reserve
https://www.hrc.army.mil/site/active/index2.asp	US Army Human Resources Command
http://www.dod.mil/comptroller/fmr/	DoD Financial Management Regulation
http://www.bankofamerica.com/government/	Bank of America Government Card Services
http://www.asafm.army.mil/fo/fod/fincom/fincom.asp	US Army Finance Command
http://apps.fss.gsa.gov/citypairs/	GSA City Pair Program
http://www.fedtravel.com/GSA/	FedTravel
https://mypay.dfas.mil/mypay.aspx	myPay

FORMS USED

TPO 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.
- **DD1351-3 (Statement of Actual Expense)** - Used to claim actual expenses when authorized while on official travel. Must be accompanied by a completed DD 1351-2. One copy of the approved Actual Expense Authorization (AEA) must be attached to your voucher.
- **SF 1164 (Claim For Reimbursement For Expenditures 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.

APPENDIX A - LIST OF ACRONYMS USED IN TRAVEL

AEA	Actual Expense Authorization
AOP	Advice of Payment- Provides settlement data to the traveler (i.e. amount and date paid, dates of travel, voucher remarks etc.)
CMR	Commercial Meal Rate
CONUS	Continental United States
DSN	Defense Switching Network (Formerly AUTOVON)
EFT	Electronic Funds Transfer (direct deposit of travel payments to bank accounts)
GMR	Government Meal Rate
HOR	Home of Record
IATS	Integrated Automated Travel System (system used in the computation of travel claims)
JFTR	Joint Federal Travel Regulation (military members' travel)
JTR	Joint Travel Regulation (civilian employees' travel)
M&IE	Meals & Incidental Expense
PDS	Permanent Duty Station (the place where an employee reports for duty)
POC	Privately Owned Conveyance
POV	Privately Owned Vehicle
PMR/PPD	Proportional Meal Rate/Proportional Per Diem
OCONUS	Outside the Continental United States
SNA	Statement of Non-availability
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)
TPO	Travel Pay Operations

APPENDIX B – Travel Voucher or Subvoucher (DD Form 1351-2)

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		SPLIT DISBURSEMENT: The Paying Office 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.					
<input checked="" type="checkbox"/>	Electronic Fund Transfer (EFT)	<input checked="" type="checkbox"/>		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 2258.00			
2. NAME (Last, First, Middle Initial (if applicable))		3. GRADE	4. SSN	5. TYPE OF PAYMENT (if applicable)			
SMITH, John A		GS09	000-00-0000	<input checked="" type="checkbox"/>	TOY	<input type="checkbox"/>	Member/Employee
6. ADDRESS (Number and Street)		6. CITY	7. STATE	8. ZIP CODE	<input type="checkbox"/>	POD	Other
555 Nowhere Street		Indianapolis	IN	46249	<input type="checkbox"/>	Dependent	DUA
9. E-MAIL ADDRESS: john.a.smith@internet.address				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS ADVANCES		a. D.O. VOUCHER NUMBER	
(317) 555-0000		RA001		0.00		b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION				12. DEPENDENT(S) (if and complete as applicable)			
DFAS-IN Indianapolis, IN				<input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH			
13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?			
				<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY				16. SUMMARY OF PAYMENT			
a. DATE	b. PLACE (Home Office, Base, Working City and State, City and Country, etc.)	c. MEANS OF TRANSPORT	d. REASON FOR STOP	e. LODGING COST	f. POD VALUE	a. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage	
2 Feb	DEF Indianapolis, IN	CP					
2 Feb	ARR Orlando, FL		TD	1,633.00	36		
27 Feb	DEF Indianapolis, IN	TP					
27 Feb	ARR Indianapolis, IN		MC		36		
	DEF						
	ARR						
	DEF						
	ARR						
	DEF						
	ARR						
	DEF						
	ARR						
	DEF						
	ARR						
16. POD TRAVEL (if checked) <input checked="" type="checkbox"/> OWN OPERATE <input type="checkbox"/>				17. DURATION OF TOY TRAVEL		18. DEPENDENT TRAVEL	
<input type="checkbox"/> PASSENGER <input type="checkbox"/>				12 HOURS OR LESS		<input type="checkbox"/> DUA	
19. REIMBURSABLE EXPENSES				MORE THAN 12 HOURS BUT 24 HOURS OR LESS		<input type="checkbox"/> Reimbursable Expenses	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 24 HOURS		17. Total 0.00	
2 Feb	Airline Ticket	89.00		<input checked="" type="checkbox"/>		18. Less Advance	
23 Feb	ATM Withdrawal Fee	1.50				19. Amount Owed 0.00	
27 Feb	Rental Car	625.00				20. Amount Due	
21. GOVERNMENT DEDUCTIBLE MEALS				22. CLAIMANT'S SIGNATURE			
a. DATE	b. NO. OF MEALS	c. DATE	d. NO. OF MEALS	C			
	0			Date			
23. APPROVING OFFICER SIGNATURE				24. SUPERVISOR SIGNATURE		25. DATE	
				S		Date	
26. ACCOUNTING CLASSIFICATION				27. RECEIVED (Please Sign and Date if Check Not)			
28. COLLECTION DATA				29. AMOUNT PAID			
30. COMPUTED BY	31. AUDITED BY	32. TRAVEL ORDER AUTHORIZATION POSTED BY	33. RECEIVED (Please Sign and Date if Check Not)	34. AMOUNT PAID			

APPENDIX B – Travel Voucher or Subvoucher (DD Form 1351-2) Back Page

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. 552(e)(1), 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 Purchase Contract 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, half 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. **Caution:** If you forwarded less dollars than you owe, the statement will read: 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 sticker 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 or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation	- C	Bus	- B
Private Expense	- P	Plane	- P
Privately Owned Conveyance (POC)	- F	Rail	- R
		Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LE
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admission	- 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 source other than a government mess (see *JTR*, par. 04125-40g and *JTR*, par. 04554-6 for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

- a. INDICATE DATE ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused tickets) MUST BE TURNED IN TO THE T/O OR C/O

APPENDIX C – Claim for Reimbursement for Expenditures on Official Business (SF 1164)

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		DEPARTMENT OR FIELD AGENCY, STREET, DIVISION OR OFFICE DFAS-Indianapolis Indianapolis, IN 46249-3700		2. VOUCHER NUMBER			
				3. SCHEDULE NUMBER			
<i>Read the Privacy Act Statement on the back of this form.</i>				5. PAID BY			
4. CLAIMANT	a. NAME (Last, first, middle initial) SMITH, John A.		b. SOCIAL SECURITY NO. 000-00-0000				
	c. MAILING ADDRESS (Include ZIP Code) 555 Nowhere Street Indianapolis, IN 46249		e. OFFICE TELEPHONE NUMBER 317-555-0000				
6. EXPENDITURES (If fare claimed in col. (g), exceeds charge for one person, show in col. (h), the number of additional persons which accompanied the claimant.)							
DATE	MILEAGE RATE	MILEAGE	AMOUNT CLAIMED				
			FARE OR TOLL	ADD. REF. DOLL.	TIP AND MISC.	LANE DOLL.	
(From applicable rate in column A - Local travel B - Telephone or telegraph, or C - Other expenses itemized D - Funeral, Honoraria Detail E - Coed activity Code		(Specify expenditures in specific detail)					
a.	b.	c.	d.	e.	f.	g.	h.
15 Jan	0.44	24					
17 Jan	0.44	24					
15 Jan						120.00	
SUBTOTALS CARRIED FORWARD FROM THE BACK		0.00	0.00	0.00	0	0.00	
7. AMOUNT CLAIMED (Total of col. (f), (g) and (h))		8. TOTALS		46.00	20.47	0.00	0 120.00
9. This claim is approved. (Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Notes: If long distance calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify. (51 U.S.C. 1600a).				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment of cash has not been received on this.			
Sign Original Only				Sign Original Only			
APPROVING OFFICIAL SIGN HERE				CLAIMANT SIGN HERE		DATE	
AUTHORIZED CERTIFYING OFFICER SIGN HERE				CASH PAYMENT RECEIPT			
DATE				11. PAYEE (Optional)		12. DATE RECEIVED	
DATE				12. AMOUNT		BY CHECK NO	

APPENDIX D – Extended TDY Voucher (Middle)

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 <input checked="" type="checkbox"/> Electronic Fund Transfer for IEF <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office 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 civil servant 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.					
2. NAME (Last, First, Middle Initial (if applicable)) SMITH, John A.		3. GRADE GS09	4. SSN 000-00-0000	5. TYPE OF PAYMENT (if applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependents <input type="checkbox"/> DUA			
6. ADDRESS - NUMBER AND STREET 555 Nowhere Street		6. CITY Indianapolis	6. STATE IN	6. ZIP CODE 46249			
7. DAYTIME TELEPHONE NUMBER & AREA CODE (317) 555-0000				8. TRAVEL ORDER AUTHORIZATION NUMBER RA001		9. PREVIOUS GOVERNMENT PAYMENTS: ADVANCES \$190.00	
10. ORGANIZATION AND STATION DFAS-IN Indianapolis, IN				10. FOR D.O. USE ONLY		a. D.O. VOUCHER NUMBER	
11. DEPENDENTS (if applicable)				12. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		b. SUBVOUCHER NUMBER	
<input type="checkbox"/> ACCOMPANIED a. NAME (Last, First, Middle Initial)		<input checked="" type="checkbox"/> UNACCOMPANIED b. RELATIONSHIP		c. DATE RECEIPT		13. PAID BY	
14. ITINERARY				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? YES <input type="checkbox"/> NO <input type="checkbox"/> Explain in Remarks:		14. COMPLETIONS	
a. DATE DEF	b. PLACE (Home, Office, Base, Hotel, City and State, City and Country, etc.) Washington DC	1. MEANS MODE OF TRAVEL	2. REASON FOR STOP TD	3. LODGING COST 2045.00	4. ROOM NEEDED	a. SUMMARY OF PAYMENT	
1 Apr	DEF	Continuing TDY				(1) Per Diem	
	DEF					(2) Actual Expense Allowance	
	DEF					(3) Mileage	
	DEF					(4) Dependent Travel	
	DEF					(5) CLA	
	DEF					(6) Reimbursable Expenses	
	DEF					(7) Total 0.00	
	DEF					(8) Less Advance	
	DEF					(9) Amount Owed 0.00	
	DEF					(10) Amount Due	
16. PCS TRAVEL (if applicable)				17. DURATION OF TDY TRAVEL		18. GOVERNMENT DEDUCTIBLE MEALS	
<input checked="" type="checkbox"/> OWN OPERATE		<input type="checkbox"/> PASSENGER		10 HOURS OR LESS MORE THAN 10 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		a. DATE b. NO. OF MEALS 0	
19. REIMBURSABLE EXPENSES		20. CLAIMANT SIGNATURE C		21. SUPERVISOR SIGNATURE S		22. ACCOUNTING CLASSIFICATION	
a. DATE 30 Apr	b. NATURE OF EXPENSE Rental Car	c. AMOUNT 525.00	d. ALLOWED	e. DATE Date	f. DATE Date	23. COLLECTION DATA	
						24. COMPUTED BY	
						25. AUDITED BY	
						26. TRAVEL ORDER AUTHORIZATION POSTED BY	
						27. RECEIVED (Person Signature and Date of Check No.)	
						28. AMOUNT PAID	

