Monthly Accrual with TDY & Split Disbursement (1 OF 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

- [X] Electronic Fund Transfer (EFT)
- [ ] 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 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.

[X] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ 1,164.99

2. NAME (Last, First, Middle Initial) (Print or type)	3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)
DOE, JOHN	E6	123-45-6789	[X] TDY [ ] PCS [ ] Dependent(s) [ ] Member/Employee [ ] Other [ ] DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
8899 E. 56TH ST	INDIANAPOLIS	IN	46249

e. E-MAIL ADDRESS: john.doe@us.army.mil

10. FOR D.O. USE ONLY

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
317-555-1111	12-321	

a. D.O. VOUCHER NUMBER

b. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION: ARNG-FSC NGB INDIANAPOLIS, IN

12. DEPENDENT(S) (X and complete as applicable)

[ ] ACCOMPANIED [ ] UNACCOMPANIED

a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

c. PAID BY

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) [ ] YES [ ] NO (Explain in Remarks)

d. COMPUTATIONS

15. ITINERARY

a. DATE 2008		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
0701	DEP	Continuous duty at				
	ARR	FT CAMPBELL, KY		TD		
0709	DEP		GP			
0709	ARR	FT HOOD, TX		TD	480.00	
0718	DEP		GP			
0718	ARR	FT CAMPBELL, KY		TD		
0719	DEP		GP			
0719	ARR	INDIANAPOLIS, IN (HOR) LEAVE		LV		
0802	DEP		GP			
0802	ARR	FT CAMPBELL, KY		TD		
	DEP					
	ARR	Continuous duty 3 AUG - 15 DEC 08				
	DEP					
	ARR					

e. SUMMARY OF PAYMENT

(1) Per Diem	
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	
(5) DLA	
(6) Reimbursable Expenses	
(7) Total	0.00
(8) Less Advance	
(9) Amount Owed	
(10) Amount Due	

16. POC TRAVEL (X one) [X] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
- [ ] 12 HOURS OR LESS
- [ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
- [X] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
070908-071808		0.00	
071808	RENTAL CAR	568.00	
071808	LODGING TAX	48.99	
070908	TAXI	35.00	
071808	TAXI	35.00	
070908-071808	FUEL	68.00	
	SEE DD FM 1351-2C		

18. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE: MUST BE SIGNED — b. DATE: MMDDYY

c. REVIEWER'S PRINTED NAME	d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
SFC SNUFFY SMITH	MUST BE SIGNED	285-231/1610	MMDDYY

21.a. APPROVING OFFICIAL'S PRINTED NAME	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE

22. ACCOUNTING CLASSIFICATION

23. COLLECTION DATA

24. COMPUTED BY	26. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID

DD FORM 1351-2, MAR 2008 — PREVIOUS EDITION MAY BE USED — Exception to SF 1012 approved by GSA/IRMS 12-91

Monthly Accrual with TDY (2 OF 2)

TRAVEL VOUCHER OR SUBVOUCHER
(Continuation Sheet)

PAGE 2 OF 2 PAGES

4. NAME *(Last, First, Middle Initial) (Print or type)*
DOE, JOHN

15. ITINERARY

3. FOR D.O. USE ONLY

a. DATE 2008		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
	DEP					
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18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
070108-			
071808	LAUNDRY	$ 36.00	
080308-			
083108	LAUNDRY	$ 58.00	
090808-			
093008	LAUNDRY	$ 60.00	
100108-			
103108	LAUNDRY	$ 62.00	

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

29. REMARKS

3