

Reviewer's Checklist for Travel Vouchers

REVIEWER CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT

Requirement: Reviewers must review and sign all military and civilian travel settlement vouchers, as well as non-DoD individuals traveling on invitational travel orders. This applies to TDY vouchers for all travelers serviced by the DFAS Network.

User: Commanders/supervisors (or designated reviewers when the commander/supervisor is unavailable) of military and civilian personnel. For invitational travel orders, the person inviting the traveler will review and sign the claim. For IRR/IMA soldiers, the supervisor/commander at the site where the duty is performed will review and sign the claim.

Purpose: This checklist pertains to the March 2008 version of the DD 1351-2 and should be completed by the users above to ensure travel settlement voucher claims are proper, complete, and in compliance with the intent of the order. The reviewer's signature does not constitute approval of items requiring approval by specific statutes or regulations (e.g., long distance calls and excess baggage).

- Block 1:** Must be marked and split disbursement amounts must be completed as appropriate.
- Blocks 2-8 & 11:** Does the administrative data (i.e., SSN and name) on the travel voucher agree with the orders? If not, have the traveler make the necessary changes and initial.
- Block 9:** Are advances and/or accrued per diem payments listed in block 9? If not, "NONE" should be written in the box.
- Block 15:** Is the itinerary completed correctly and the appropriate transportation and stop codes used?
- Block 16:** If POC Travel is indicated by the traveler, then mileage should be reasonable according to the mission performed. POC mileage is mileage in and around the TDY site, to and from the airport, and to and from TDY site.
- Block 18:** Are the reimbursable expenses claimed authorized? Any reimbursable expenses claimed of \$75.00 or more on the travel voucher must be supported by a paid receipt or a justification statement explaining why receipts are not attached.

Some general reimbursable expenses claimed are as follows:

- Rental car must be obtained through government contracted travel office (e.g., Carlson Wagonlit or SATO). Rental car size and fuel expenses claimed should be conducive to the mission. Unless an upgrade is authorized, a compact sized rental car is customary. Receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable.
- If lodging is claimed, it must be supported by a paid receipt regardless of amount or a justification statement attached explaining why receipts are not available. Receipts **MUST** show that the balance was paid in full.
- If a conference or registration fee is claimed, the traveler must state the number of meals provided at no cost in block 19.
- Blocks 20a-b:** Did the traveler sign the voucher?
- Blocks 20c-f:** As the reviewer, did you complete these blocks?

Additional items for review:

- Are control numbers for non-availability of government quarters in the remarks block of the orders for military travelers? If not, the Approving Official must authorize commercial lodging by signing in block 21a or issue an amended order.
- Did the traveler list the exchange rate if foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
- Was leave taken in conjunction with TDY? If so, was it annotated in the itinerary and in block 29?
- For military travelers, is a copy of the DA 31 attached if leave was taken in conjunction with the TDY?
- Was any deviation from the travel order authorized and in the government's best interest?
- If there are specific items not in the original order that require approval, then obtain an amended order or an Approving Official may approve the item by signing block 21a. Make sure the items are properly claimed and the necessary receipts are attached.
- Are the required orders, receipts, statements, justifications, etc. attached to the travel claim and is the claim reasonable and consistent with the mission?
- Do not return the voucher to the traveler. Forward completed claims to your servicing DFAS Travel Office.