

Traveler's Checklist for TDY Settlement Vouchers

TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

User: All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within 5 days upon completion of travel.

Purpose. This checklist should be used by travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

- ___ **Block 1 (Payment Method):** Select method of payment. If block 1 is not marked, then the travel voucher will be returned without action.
- (**Split Disbursement**): Did you use a Government Travel Charge Card (GTCC)? If GTCC was used, then you are required to pay off this debt. Check the split payment box and indicate the dollar amount to be sent to the charge card company.
- ___ **Blocks 2 – 8 & 11:** Complete with valid information and provide a current mailing address for any correspondence.
- ___ **Block 9:** Indicate any prior advances received and/or accrued per diem payments. You must annotate "NONE" in block 9 if there were no advances or partial payments received. Do not indicate ATM cash withdrawals in block 9.
- ___ **Block 15:** The itinerary must be completed using dates, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes or see your reviewer for assistance in constructing the itinerary portion of the voucher. Travel times are not required. If you used your Privately Owned Conveyance (POC) for any portion of the travel, make sure Private Auto (PA) is claimed in block 15c and the mileage is shown in 15f. POC mileage is driving from residence to Unit/TDY location/airport or from TDY/Unit/airport to residence.
- ___ **Block 16:** If POC travel was used, then check this box appropriately.
- ___ **Block 17:** Indicate which was correct for your trip. This block has eliminated the need for documenting arrival/departure times in block 15.
- ___ **Block 18:** Claim all of your authorized/approved reimbursable and miscellaneous expenses. Any reimbursable expense of \$75.00 or more claimed 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 are:**
- Lodging – Must be supported by paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available. Receipts **MUST** show that balance was paid in full.
- Rental Car – If claimed, was the rental car obtained through proper channels, such as a government contracted travel office (CTO) (e.g., Carlson Wagonlit or SATO)? Rental car receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable. Include a copy of your CTO itinerary.
- Transportation expenses – If any commercial transportation was used (i.e., taxis, buses, ferries), then describe and claim amount incurred.
- In and around POC mileage – Must be authorized in the orders or approved on the travel voucher. The total number of in and around miles should be claimed in block 18.
- ___ **Block 19:** Government/Deductible meals – If any meals were provided at no cost such as included in a registration fee, did you state the number of meals provided in block 19 of the DD1351-2? If none, please state. Don't forget to claim the actual registration fee amount in block 18.
- ___ **Block 20a-f:** Your signature and date are required. Your reviewer should print and sign their name, as well as date the form. If these items are missing, then the claim will be returned for correction.
- ___ **Block 21a-d:** An approving official's signature/date is only needed when they are approving an expense that was not authorized previously in the orders.
- ___ **Miscellaneous items to consider when filing claims:**
- ___ Annotate any leave taken in conjunction with the TDY in the itinerary and in block 29. Military members should also attach a copy of their DA 31 (leave form).
- ___ Control numbers or statements of non-availability of government quarters for military travelers are normally in the remarks block of the travel orders. If not and obtained after the fact, you must have an Approving Official's signature authorizing commercial lodging or an amended order issued.
- ___ Ensure specific items not in the original order are supported by an amended order or are approved by an Approving Official's signature in block 21a. Also, ensure those items are properly claimed and a receipt, if required, is provided.
- ___ When foreign currency is involved the exchange rate must be indicated on the travel voucher. You must include the expense in both foreign currency and U.S. dollars.
- Before having a reviewer sign your claim, make sure you and the reviewer fully understand what is needed in your packet to be paid correctly the first time. If there are any questions, please don't hesitate to call our Customer Service Department at 1-888-332-7366 or DSN 699-0300, which is available Monday through Friday 7:00 AM to 6:00 PM (EST). Send emailed questions to DFAS-IN.Travel@dfas.mil and scanned travel voucher submissions may be sent to TravelOps@dfas.mil.**