

CACO Travel Guidance for Memorial, Funeral and Bedside Warranted with QA and Travel Claim Cover Sheet

When PERS provides the plane tickets in advance (via DTS), the Travel Request (1770-2) must be submitted to PERS three working days before the desired travel date, usually a day or two before the ceremony. When/if they self-fund their trip, they will be reimbursed at the government rate and lose money. Travel Claims need the right kind of receipts to be refunded fully. Please read on.

The Traveler is required to make their hotel reservations. They should stay close to the ceremony location to avoid traffic delays. The local command must provide local transportation. The local command should suggest the best hotel for them to stay at. Recommend they ask for GSA Rates for all their reservations.

TRAVEL REQUEST - In the 1770-2 Travel Request, the departure and return airport must be closest to their residence. For example, they cannot request to fly in or out Boston for a ceremony in New York. It will be rejected.

PERS MAKES ONLY AIR TRAVEL RESERVATIONS in DTS, which does not allow for group reservations. In some instances, airlines have multiple flights going to the same place at the same time, and because these requests are at the last minute, there is a possibility that the NOK won't be seated next to each other or on the same flight. The itineraries are sent directly to the travelers; they may find all this out at the last minute.

ASAP - Those already in DTS due to their occupation or status (Military/DOD Civilian) must request their organizations to release them from their DTS so Navy Casualty may pick them up and work their itinerary. This may cause the individual not to get a ticket in time to travel with their group. They will have to pay for their ticket (full price) and fly separately from their group.

SELF FUNDING - If making their reservations, self-funding, recommend they ask the airline and hotel companies for special fares for these types of occasions, military discounts, or GSA Rates. The travelers will technically be on Invitational Travel Orders.

TO MAKE SURE THEY GET REIMBURSED PROPERLY (NO SURPRISES)

RECEIPT-SPECIFIC GUIDANCE:

All reimbursable expenses claimed must be supported by an original PAID receipt.

A receipt must be from the hotel or airline in the traveler's name requesting reimbursement (if not, an affidavit for payment must be submitted). Hotel Receipts **must** include a zero balance and total expenses paid.

Online itinerary/confirmation is NOT acceptable.

Online booking agent-Reimbursement. It is authorized for lodging and personally procured airfare obtained through an online booking agent **only when** the traveler can provide the following:

(1) Daily itemized cost (Daily rate and Taxes each day itemized) for lodging, the form of payment, and ZERO Balance is required.

(2) Documented, itemized receipt from the airline showing the traveler's name, itinerary, cost, and payment method.

RENTAL CARS ARE NOT AUTHORIZED BY REGULATIONS – NO EXCEPTIONS; they can get one, but this expense is not reimbursable.

PERSONALLY PROCURED AIRFARE: Tickets personally procured will be reimbursed up to the cost of government airfare; award miles or exchange as a form of payment has no monetary value and will not be reimbursed

LODGING: Actual receipt from hotel in the traveler's name or confirmation of payment; award points used as payment have no monetary value and will not be reimbursed.

AIRPORT PARKING: Funeral/memorial travel: a reimbursement for three (3) days only;
BAGGAGE FEE: One (1) checked bag per person, up to \$35 each way with receipt in the name of the traveler.
TOLLS: [if block 16 own/operate is checked tolls will be reimbursed, with receipts, to the owner/operator only.
BEDSIDE TRAVEL (BSW) FOR SI/VSI Reimbursement only authorized for days bedside is warranted AS PER Medical Authority.

WHAT TO KNOW ABOUT COMPLETING THE TRAVEL CLAIM TO AVOID REJECTIONS, RE-SENDING AND DELAY IN PAYMENT

TRAVEL VOUCHER (DD1351-2): [completed, signed by the traveler & dated; all expenses claimed must be listed separately.]

NOTES: BLOCK BY BLOCK

- ITEMS 1-8: Must be completed to include full address, telephone number and e-mail address if available.
- ITEM 15: Complete itinerary of travel must be provided.
- ITEM 16: If Privately Owned Conveyance (POC) is utilized, mileage paid will be up to the cost of government airfare and to the owner/operator of the POC only.
- ITEM 17: Indicate duration of travel.
- ITEM 18: All expenses traveler claims for reimbursement must be listed separately.
- ITEM 19: N/A; do not provide receipts for meals.
- ITEM 20a. – b.: Must be signed and dated by the traveler (or guardian if a minor) only, CACO cannot sign for Travelers.

| TO AVOID REJECTIONS, RE-SENDING ALL DOCUMENTS AND DELAYING PAYMENTS PLEASE REVIEW THE CLAIM FOR THESE COMMON MISTAKES |
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| QA TABLE |
| 1. Does Name on DD Form 1351 Match w/NAVPERS 1770/2 |
| 2. Does SSN on DD Form 1351 Match w/NAVPERS 1770/2 |
| 3. Does Address on DD Form 1351 Match w/NAVPERS 1770/2 |
| 4. Is Purpose of Event (Block 13) correct (i.e. Funeral, Memorial, Bedside or Dignified Transfer of Remains)? |
| 5. Is the Date of Event (Block 14) correct? |
| 6. Is Place of Event (Block 15) correct? |
| 7. Is EFT form type of account selected with Routing and Account number along with Signature of Traveler? |

A TRAVEL CLAIM PACKAGE MUST BE SUBMITTED FOR EACH TRAVELER SEPARATELY

THESE CLAIMS WILL BE PROCESSED BY DIFFERENT INDIVIDUALS AT THE PERS TRAVEL CELL, THEY NEED EVERYTHING FOR ONE PERSON IN ONE FILE.

BEFORE SCANNING THE PACKAGE, A BEST PRACTICE IS TO ADD A COVER SHEET FOR EACH PACKAGE EXPLAINING ANYTHING THAT MAY CONFUSE THEM AND CAUSE THEM TO REJECT THE CLAIM.

WHO IS AUTHORIZED TO TRAVEL? See these MILPERSMAN

FUNERAL TRAVEL [1770-270 \(navy.mil\)](http://1770-270.navy.mil)

MEMORIAL SERVICE TRAVEL [1770-271 \(navy.mil\)](http://1770-271.navy.mil)

BEDSIDE TRAVEL [1770-230.pdf \(navy.mil\)](http://1770-230.pdf.navy.mil)

NDW TRAVEL CLAIM COVER SHEET

| | |
|-------------------------|---|
| CASE LAST NAME | |
| DATE OF CEREMONY | |
| TYPE OF TRAVEL (circle) | Memorial -- Funeral -- Illness -- Other |
| TYPE OF NOK | |
| Submitted by: | |

Any Details needing explanation about missing receipts, etc.?

SCANNING Document inventory

- _____ 1770-2 TRAVEL REQUEST
- _____ TRAVEL VOUCHER FORM 1351-2 (SIGNED)
- _____ TRAVEL EFT FORM
- _____ Airline Receipt with proof of payment/zero balance
- _____ Baggage Claim (1) with proof of payment/zero balance
- _____ Hotel Receipt with proof of payment/zero balance
- _____ TOLLS RECEIPT
- _____ PARKING RECEIPT
- _____ OTHER SUSTANTIATING RECEIPTS FOR _____

CREDIT CARD STATEMENTS ARE NOT VALID FOR THESE CLAIMS