

CHECKLIST FOR TRAVEL CLAIMS

User: All military and civilian personnel on official travel.

Purpose. This checklist should be used by the Traveler (TVLR) and Authorizing Official's (AO) to ensure travel claims are proper, complete, and comply with the intent of the orders before submitting. Claims are to be completed within five business days upon completion of travel.

Definitions:

Traveler - Individual who performed the travel.

Authorizing Official (AO) - Individual designated in writing by the command using Appointment/Termination Record-Authorized Signature (DD Form 557)

TVLR AO

1.		The Travel Voucher (DD Form 1351-2 Mar 2008) must be prepared in ink, typewriter, or computer generated and include full SSN.
2.		Member's signature must be in Block 20a, and dated in Block 20b AO's must complete Blocks 21a-21d on the travel voucher. NO AO SIGNATURE REQUIRED ON PCS.
3.		All information in Blocks 1-9 and 11 of the travel voucher must be completed. Blk 12 and 13 for dependent PCS only. Provide a duty phone number and e-mail address. Ensure the administrative data i.e. name, SSN on the travel voucher agree with the orders. If not, make administrative corrections and initial.
4.		Indicate advances and/or accrued per diem payments listed in Block 9. Annotate "NONE" in Block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in Block 9.
5.		Annotate Block 1 of the DD1351-2 (Split Disbursement) to reflect amounts charged to the Government Travel Charge Card (GTCC). This is mandatory for GTCC holders for TDY only not in conjunction with PCS.
6.		Itinerary in Block 15a must use dates (not times), modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct codes.
7.		Check Block 16 (POC Travel) if mileage is claimed.
8.		Block 17 must be completed indicating duration of travel period.
9.		Indicate all of the authorized reimbursable expenses in Block 18. Mission related items (e.g. batteries/film) are not reimbursable travel expenses and should be submitted through Vendor Pay.
10.		Is rental car expense or airline ticket reimbursement claimed? If so, only rental car and airline tickets obtained through proper channels (government contracted office, e.g. SATO) will be reimbursed. Rental Car/Airline Ticket receipts are required regardless of dollar amount. Pre-calculation receipts are not acceptable. Receipts must have a zero balance. <u>Include a copy of the government contracted travel office (SATO) itinerary.</u> If you didn't use a government contracted office you will only be reimbursed the GOVT rate.
11.		Annotate control numbers for non-availability of government quarters in the remarks. If not, and approved after the fact, the Approving Official's signature authorizing commercial lodging or an amended order issued must be included. (TDY only and not in conjunction with PCS). Provide/attach copy of CNA.
12.		Lodging must be claimed and supported by paid receipts (regardless of amount). Receipts must show a zero balance. Attach copy of lodging receipt.
13.		All reimbursable expenses of \$75.00 or more claimed on the travel voucher must be supported by an original paid receipt/ or lost receipt. Attach copies of all receipts over 75.00.
14.		Is a conference or registration fee claimed? If so, state the number of meals provided at no cost in Block 19 of the DD 1351-2. If none, please state. Attach copy of conference fee receipt.
15.		Exchange rate when foreign currency is involved must be annotated on the reimbursable block. The traveler must include the itemized expense in both foreign currency and U.S. Dollars.
16.		Was leave taken in conjunction with the travel? If so, annotate it in the itinerary and in Block 29, Remarks section. Attach a copy of the NAVCOMP 3065 (leave form - MILITARY ONLY) if leave was taken in conjunction with travel.

17.			Attach complete copy of orders and all modifications.
18.			If claiming dependent Dislocation Allowance (DLA) annotate DLA in BLK 18 and fill out attached DLA Statement. Attach old and new page 2 (Record of Emergency (Military only). TLE is to be claimed in BLK 18 of the travel voucher and fill out attached TLE statement. Attach lodging receipts for TLE.
19.			Ensure the required orders, receipts, statements, justifications, etc., are attached to the travel claim and that the claim is reasonable and consistent with the mission.
20.			Is the bank account information on file with your travel office correct? If so, any funds not being sent to the GTCC account will be electronically sent to the personal account. If not, complete form SF 1199A and attach a copy to travel claim.
21.		N/A	Forward the completed travel voucher and supporting documentation to the Supervisor/Reviewing official or Authorizing Official.

Remarks:

Date Submitted by Member		Member Signature	
Date Approved by AO		AO Signature	