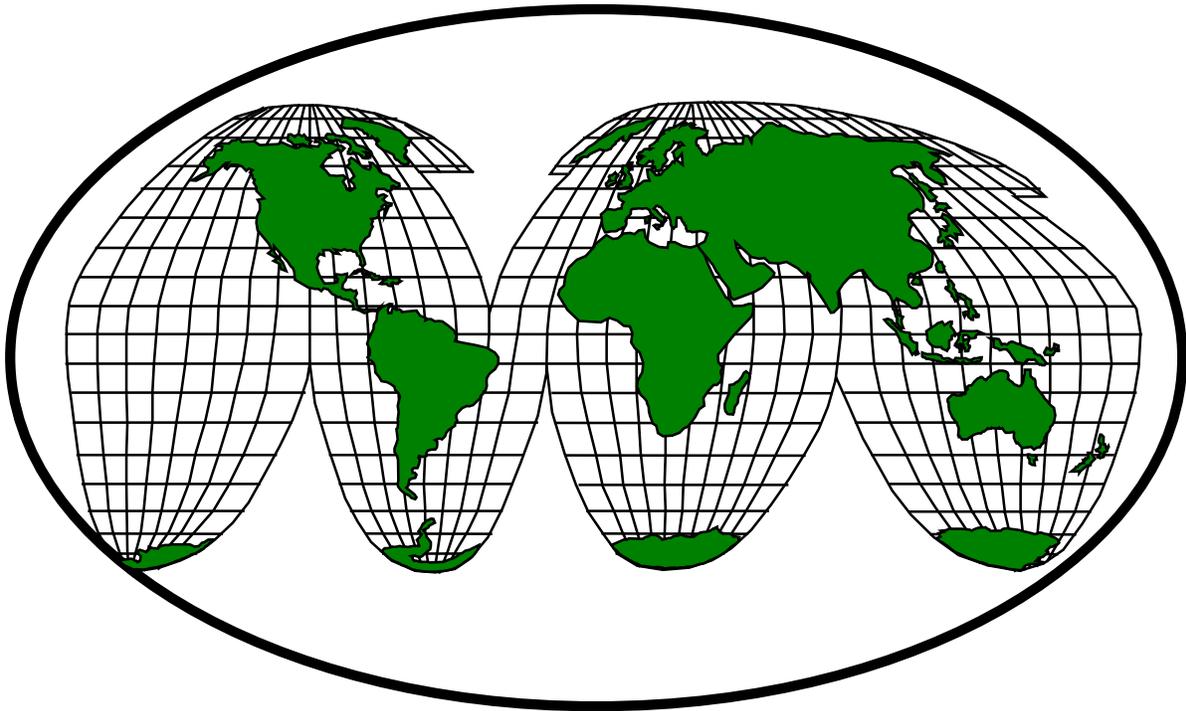




Travel Pay Services

**Travel Operations
Indianapolis**

TRAVEL GUIDE



**“We Travel the World”
APRIL 2001**

PREFACE

The Travel Operations-Indianapolis (TOI) goal is to make all Travel Payments within 7 workdays from our date of receipt and reduce the baseline cost while maintaining effective and efficient customer service. The TOI Travel Guide is a major step towards meeting our goal. It provides basic information on travel claims processing as a ready reference for all our customers. This publication reflects our local procedures as well as regulatory information. **It does not represent an agency-wide “position” on processing travel claims.** Your local commander may have supplemental policy.

This Travel Guide provides relevant information that will benefit all of our customers from the Reservists who may travel once a year, to those Active Duty customers who travel year round. It is our intent to provide the widest dissemination of this document so that all TOI customers may benefit from our processing expertise. Travelers need to be aware that specific processing procedures may vary from one Defense Finance and Accounting Service site to another. Travelers in doubt should contact the Defense Finance and Accounting Service site processing office for travel guidance.

This pamphlet is a joint endeavor of representatives of TOI, Directorate of Network Operations Accounting, Disbursing and Systems divisions. The TOI Travel Guide is not intended to replace guidance found in the Joint Federal Travel Regulations (JFTR) Volume 1 or the Joint Travel Regulations (JTR) Volume 2. To help us better serve our customers please provide comments, recommendations or changes to the following address:

DEFENSE FINANCE AND ACCOUNTING SERVICE INDIANAPOLIS CENTER
TRAVEL OPERATIONS - INDIANAPOLIS
ATTN: TRAVEL STEERING GROUP
DEPT 3700
8899 EAST 56TH STREET
INDIANAPOLIS IN 46249-3700

I solicit your support on behalf of the TOI Travel Divisions, so that we can maximize customer service and economic benefits. With your support, TOI looks forward to improving our customer service while streamlining our travel claims processing and reducing turn around time.

John Medley
Director, Travel Pay Services

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GENERAL POLICY AND PROCEDURES

The information provided in this pamphlet is designed to assist travelers in the proper preparation of travel claims and to answer questions, which may arise concerning travel policies. The Customer Service number listed on page 5 should be used as a first resource to answer such questions.

- Travel regulations do not require travel orders to be amended unless, the number of days of TDY authorized is exceeded by 100 percent or 7 days, and whichever is less. Example: If TDY is for 8 days, the traveler may be on TDY for 15 days, including travel time, before an amendment is required. Additionally, official travel may begin as many as 7 days before or after the date indicated on the travel order before an amendment is required. **Exception:** Travel orders which cite Reserve Personnel Army (RPA) funds can only be paid for the number of days cited in the order. RPA orders contain an accounting classification, which begins with 21 * 2070.
- Travel advance payment policies conform to the Joint Federal Travel Regulations (JFTR), Volume I and the Joint Travel Regulations (JTR), Volume II. As a convenient alternative to the issuance of a travel advance, travelers are to use, to the maximum extent possible, the Government Sponsored Charge Card. Our policy is to process advances 10 workdays prior to the proceed on or about date on a travel order. Requests for advances should be forwarded at least 15 workdays in advance of the proceed date, if at all possible.
- Travel advances not properly liquidated will prompt one advisory letter. If not settled in the prescribed 30-day time frame, it will be promptly collected from the traveler's pay unless other arrangements have been approved by Directorate of Network Operations, Accounting Division.
- SF 1164 (Claim for Reimbursement for Expenditures on Official Business) should be submitted to the travel office on a monthly basis. TOI requests all applicable sections be completed to include block 1 and the "Accounting Classification" section.

We currently process advance and travel claims using the Integrated Automated Travel System (IATS). Travel payments can be paid by Electronic Funds Transfer (EFT) to the traveler's bank account or paid by check and mailed to the traveler.

SUBMISSION OF TRAVEL CLAIMS

All military PCS vouchers for ACTIVE Component and Army Guard Reserve (AGR) personnel are processed by the Defense Military Pay Office (DMPO) that provides military pay service at the gaining installation. Accrual vouchers for PCS w/TDY enroute are processed by the Defenses Finance and Accounting site that provides TDY service to the installation.

All Reserve Component vouchers for periods of 140 – 365 days (except Joint Task Force) are considered to be PCS, but will be processed by TOI.

All final PCS vouchers for army retirees will be mailed to the address listed below.

MAILING ADDRESS - TRAVEL - The use of First Class and U.S. Priority mail is the recommended means for submission. FAX is also accepted.

The following address should be used to mail all travel correspondence or documents for those activities serviced by TOI.

Defense Finance and Accounting Service - Indianapolis Center
Travel Operations - Indianapolis
Dept. 3700
8899 East 56th Street
Indianapolis IN 46249-3700

The following address should be used for customers who were previously serviced by the following DFAS sites: Lexington, Seaside, Pacific, and Norfolk.

Defense Finance and Accounting Service - Indianapolis Center
Travel Operations – Indianapolis
Dept 3777
8899 East 56th Street
Indianapolis In 46249-3777

FAX

DSN 699 or Commercial (317) 510 Extensions -5551, 4143, 4053, 4124, 4351, 6213

POINTS OF CONTACT – Your travel inquiries may be directed to our TOI Customer Service representatives at our toll-free number at 1-888-332-7366. For additional information, visit our website at <https://dfas4dod.dfas.mil/centers/dfasin/dno/index.htm>.

PAYMENT OF TRAVEL CLAIMS - All travel claims should be paid by Direct Deposit/Electronic Funds Transfer (DD/EFT) into your bank account. *Effective January 1, 1999, EFT will be the only method of payment with few exceptions. Note: Just because your military pay is going to your financial institution does not mean that your travel pay will automatically go to the same institution.* You must submit a SF 1199A (Direct Deposit), located at APPENDIX B, to the address identified above and attach it to your next travel voucher if you are not currently receiving your travel pay by EFT.

TRIP CANCELLATION OR PAYMENT OF TRAVEL DEBT - If a trip is canceled, the travel advance must be returned. The traveler may return the Treasury Check to the appropriate address or send a personal check or money order made payable to **US TREASURY** after attaching it to a copy of the travel orders. Personal checks or money orders to make restitution for travel related Indebtedness also need to be made payable to **US TREASURY** and mailed to the address on page five. Travelers should attach a copy of the debt letter to the check or money order.

PERMANENT CHANGE of STATION (PCS)
(CIVILIAN)

The following pertains to civilian permanent change of station moves and contains general information.

The gaining accounting office processes advances and settlement vouchers. All PCS travel claims should be paid by direct deposit to your financial institution. Attach a SF 1199A or a copy of a voided check to your PCS claim and mail all documents to Defense Finance and Accounting Service – Indianapolis, Travel Operations-Indianapolis, Department 3700 (Civilian PCS), 8899 East 56th Street, Indianapolis, IN 46229-3700. It is recommended that first class or priority mail be used to mail your PCS claim.

If a PCS is canceled, any advance must be returned. All settlements are to be filed within ten workdays of the completion of each portion of the PCS move. Although you have two years in which to complete your move, vouchers are to be promptly submitted for liquidation of travel advances and timely reconciliation of funds. Extension requests, to exceed the two year limitation for real estate purposes, must be submitted in writing to the gaining personnel office prior to the expiration of the two-year period.

Save every document (receipts, bill of sale, invoices, etc) for every expense incurred during the move for reimbursement and/or tax purposes. Be sure to keep a copy of all submitted documentation and a copy of settled vouchers for your records.

In addition to notifying your payroll offices each time you change your mailing address throughout your PCS move; please notify this office via our customer service representatives at 1-888-332-7366. Receiving this information will allow us to get important documentation (W-2's, payment vouchers, etc.) back to you in a timely manner. The Joint Travel Regulation (JTR) states the binding provisions for PCS moves. In addition you may request a copy of our Civilian PCS Travel Guide for additional information. Specific questions regarding your PCS move may be emailed to Connie.Rabel@dfas.mil.

TEMPORARY DUTY (TDY)

TEMPORARY DUTY ADVANCES - As a convenient alternative to the issuance of a travel advance, travelers are to use, to the maximum extent possible, the Government Sponsored Charge Card for obtaining ATM withdrawals for meals and incidental expenses for official travel. Personnel using this

service will be billed on their personal Government Sponsored Charge Card account for *ALL* ATM withdrawals obtained from the ATMs, plus an administrative fee. Do not show the ATM withdrawal as a previous payment in item 10 of the DD 1351-2, travel voucher.

Employees may be reimbursed for the administrative fees they are billed. Any administrative fee amount, up to and including that which otherwise would have been advanced for the travel concerned, may be claimed as a reimbursable expense in block 18 of the Travel Voucher or Subvoucher (DD 1351-2). If an ATM withdrawal is obtained, and the TDY is subsequently canceled, the administrative fee can be claimed on a SF 1164 submitted with a copy of the TDY orders and cancellation orders.

NOTE: ADVANCES WILL NOT BE ISSUED TO TRAVELERS HAVING ATM ACCESS WITH THEIR GOVERNMENT SPONSORED CHARGE CARD, EXCEPT IN THE RARE INSTANCES WHERE ATM USE IS NOT PRACTICAL OR IS UNAVAILABLE (i.e., THE LOCATION DOES NOT ACCEPT THE GOVERNMENT SPONSORED CHARGE CARD OR FACILITIES ARE NOT AVAILABLE). TRAVEL ORDERS MUST SPECIFICALLY AUTHORIZE A CASH TRAVEL ADVANCE IF THE AFOREMENTIONED SITUATION ARISES.

No voucher is required for the payment of travel advances. Fax or mail one copy of your orders to TOI. The address and FAX is identified on page five. Include a cover sheet requesting an advance with your name, address and daytime phone number. If you are not currently receiving your travel pay by EFT, include a completed SF 1199A (See APPENDIX B). If the traveler is an EFT customer, an address is still required to ensure that the Advice of Payment is mailed to the proper address. An advance may be requested anytime prior to travel but will not be processed until 10 days prior to departure. Government Sponsored Charge cardholders may not receive advances except in rare instances.

Advances will be paid in accordance with the policies provided in the Joint Federal Travel Regulations and Joint Travel Regulations. Unless the travel order specifies otherwise, authorized travel advances may include lodging, meals, rental car charges and registration fees.

Travelers will receive an 80% advance for lodging and meals, and 100% of budgeted 'Other Reimbursable Expenses.' The travel approval authority may, and with the concurrence of the finance officer, under limited circumstances, increase the amount of the travel advance when circumstances preclude the use of the Government Sponsored Charge Card or the charge card was not offered to the employee or member. The authorization will be shown in the remark section of the travel order. This exception may not be exercised for travelers who have elected not to accept the Government Sponsored Charge Card or whose Government Sponsored Charge Card has been suspended or revoked because of delinquent payments.

Generally, advances will not be issued for TDY of one (1) night or less than \$50.00. An advance will not be granted if the traveler has failed, for reasons unacceptable to an approving official, to submit a claim on a previous travel order under which an advance was paid, or has not made arrangements for settlement of an outstanding advance or overpayment. An employee will be informed that any overpayment must be paid in full by the employee/member within 30 days. If the employee/member does not make voluntary settlement of the indebtedness, collection action will be taken by payroll deduction plus a **\$15.00 administrative fee** and any applicable interest.

COMPLETION OF TEMPORARY DUTY (TDY) SETTLEMENTS
DD1351-2 (MAR 00) See APPENDIX C

General Complete by typewriter, ink or ball point pen. **Pencil will not be accepted.** All entries must be legible and complete.

Vouchers DD 1351-2 Travel Voucher or Subvoucher (dated MAR 00)
DD 1351-2C Travel Voucher or Subvoucher (Continuation Sheet) (as needed)

Note: Do not use the 1991, 1997 or the NOV 2000 version of the DD 1351-2 if the MAR 2000 version is available.

The checklist below refers to the March 2000 version of the DD 1351-2 (only) located at APPENDIX C.

Block 1 Put an "X" in the appropriate box of choice. *If you choose split disbursement, write in the amount you want to be sent to your government charge card account. Do not leave this blank.*

Block 2 Put an "X" in the box that indicates what type of travel was performed.

Block 3 Do not complete this section.

Blocks 4-7

Note: A current mailing address is needed even if the payment is paid via EFT. The address is used to mail a completed copy of the advice of payment (AOP) to the traveler.

Block 8 Enter a **complete** duty or work (**DAYTIME**) phone number to include area code.

Block 9 Enter your travel order number (obtain from the travel order).

Block 10 Write the amount of any payments (advances, accruals or previous settlements received against the referenced travel order or write "**NONE**" if applicable. **Do not list ATM withdrawals here.**

Block 11 Enter the name and location of your unit/permanent duty station.

Blocks 12-14 Applicable for PCS claims only. **Do not use these blocks for TDY travel.**

Block 15 **Itinerary must be complete and exact.** The date of departure from and arrival at the permanent duty station or other place where official travel begins and ends, and points at which temporary duty is performed must be shown. These locations should be listed as City and State. All overnight stops must be listed.

- Deviations from the TDY orders, such as all non-government travel and return trips Home during the TDY, must be shown. When deviations occur, include a statement

on the voucher as to the duty beginning and ending time at the TDY point. Use Appropriate symbols from the reverse side of the DD 1351-2 for blocks 15c and 15d.

- The lodging costs should be recorded in block 15e.
- The number of miles traveled by privately owned conveyance (POC) to and from the TDY points, or to and from home/office to airport and return must be shown in 15f.
- Do not list unit names or Home of Record (HOR)/Home in the itinerary always write the name of the city and the state.

Block 16 Select owner operator or passenger when travel is performed in a privately owned conveyance.

Block 17 If you begin and end travel on the same calendar day, check the appropriate block.

Block 18 **Reimbursable Expenses** - Show all itemized expenses in this area to include: mileage to/from commercial transportation terminals, mileage within the vicinity of the TDY point, parking, tolls, taxis, rental car, gas for rental car, commercial airfare (where applicable), registration/conference fees, official local and long distance telephone calls, ATM fees, handlers fees for bags at airports (military only), lodging tax and other authorized miscellaneous expenses. The cost of mission related items are **NOT** reimbursable through travel.

Block 19 Write the date and the number of meals that were eaten in a government dining facility or provided to you at no cost. If no meals were eaten free of charge or in a government mess hall, zero fill the blocks. A government meal is furnished in a government mess hall and the traveler pays a discounted or standard surcharge rate. A deductible meal is furnished to the traveler at no cost to him/her.

Block 20a & 20b **SIGNATURE AND DATE ARE REQUIRED.**

Block 20c **REVIEWING OFFICIAL'S SIGNATURE AND DATE**

Block 21a Authorized approving official (AO) must sign and date attesting to the validity of and approving payment of any additional items not originally authorized on the orders. Write a remark in the Remarks Section, Block 29 (reverse side of the DD 1351-2) explaining what additional items are being approved.

Blocks 22-28 These blocks are for Finance and Accounting Office uses.

Block 29 Complete this section when special authorization is not included in the orders prior to travel being performed. May also be used to explain unusual circumstances or to clarify voucher entries on front of the DD 1351-2. No signature is required for clarification statements.

ATTACHMENTS FOR TDY SETTLEMENTS (DD1351-2)

Orders (1 legible copy) DD1610, Format 400 orders or any other travel orders and *all*

amendments to the original orders.

Lodging

(Original or 1 legible copy) All lodging claimed, enroute or at site. Travelers must include a paid, itemized receipt from hotel, motel or other commercial establishment or government facility. If TDY is performed at a military installation where government quarters are available, commercial lodging will be limited to the Government quarters cost unless non-use of the government quarters is supported by ***a statement or confirmation number of non-availability or other appropriate justification.***

If double occupancy rates are charged, the voucher must show the name of the other government employee on official travel. One half of the double occupancy charge will be allowed for each employee. If the person sharing the room is not a government employee on official travel, the name is not required. ***The traveler is responsible for obtaining the single room rate if only the double rate is shown on the lodging receipt.***

Rental Car

(Original or 1 legible copy) The use of a rental car must be authorized in the travel orders. When an authorized rental car is reserved in advance, it is the traveler's responsibility to see that he or she is charged only the reserved rate. This information is on the flight itinerary from Scheduled Airline Ticket Office or other authorized U. S. Government ticket-issuing agency. If the traveler is charged more than the reserved rate, an explanation is required on the voucher. Reimbursement for insurance paid by the traveler will not be authorized (except overseas). Upgrade charges are not reimbursable unless the approving official certifies that the upgrade was necessary to the mission and certifies this by signing in block 21a.

NOTE: PRE-CALCULATION RECEIPTS ARE NOT VALID. TRAVELER MUST BE IN POSSESSION OF FINAL PAID BILL FROM THE RENTAL AGENCY, WHICH SHOWS PROOF OF PAYMENT AND ITEMIZED EXPENSES.

Transportation

(Original or 1 legible copy) Whenever the traveler purchases his or her own commercial transportation tickets, a copy of the receipt (airline, train, etc.), must be submitted with the travel voucher. Reimbursement will be made not to exceed the cost that would have been incurred if transportation had been purchased by the Government or other limitations as prescribed by the governing travel regulations.

NOTE: WHEN TICKETS ARE PURCHASED FROM A TRAVEL AGENCY OTHER THAN THOSE UNDER CONTRACT WITH THE U. S. GOVERNMENT, REIMBURSEMENT OF THE COST OF TICKETS COULD BE DENIED.

**DD730/
Proof of
Return of
Unused
Tickets**

(Original or 1 legible copy) of any cancellation form for government procured transportation issued. **Do not send unused airline tickets** with the travel voucher. Turn them in to the issuing activity

**Registration/
Conference
Fees**

(Original or 1 legible copy) Registration/conference fees must be included in the travel orders. List all meals included in the cost of registration fees, by meal(s), i.e., (B-breakfast L- lunch D-dinner) and the date(s).

Miscellaneous Expense (Original or 1 legible copy) of any additional authorized expense receipts that are **\$75 or more**. If small items of expense, such as gas, tolls, or parking charges are lumped together and exceed **\$75**, show on the voucher the individual breakdown of expenses. Example: a claim for \$76 in gas would be entered as follows:

Block 18 = Feb. 1-15;

Block 18 = Gas \$11, \$15, \$18; \$20, \$12

Block 18 = \$76.

Foreign Travel If travel was to a foreign country, claim all lodging and reimbursable expenses in foreign currency, also in US currency and include on the voucher the **Conversion Rate Used**.

Miscellaneous Attachments One copy of any letters approving actual expense allowance or other pertinent letters/forms. Control numbers for Statements of Non-Availability (SNA) will be used instead of the paper copy. These SNA control numbers must be written on the voucher and must list what was not available (i.e., meals and/or lodging).

NOTE: CREDIT CARD RECEIPTS CANNOT BE USED AS THE PRIMARY RECEIPT FOR LODGING, RENTAL CAR OR COMMERCIAL TRANSPORTATION (AIRLINE TICKET, TRAIN, OR BUS). RECEIPTS ARE REQUIRED FOR LODGING, REGARDLESS OF THE AMOUNT, AND FOR RENTAL CARS IF \$75 DOLLARS OR MORE.

REVIEW OF TRAVEL VOUCHERS - All travelers are required to have their travel claims reviewed in block 20c unless the approving official has signed the claim in block 21a, then no reviewer's signature is required.

SUBMISSION PROCEDURES - Submit each DD 1351-2 separately. If you have several vouchers, each voucher must be assembled as a separate claim and mailed in the same envelope. **DO NOT STAPLE SEPARATE CLAIMS TOGETHER.** To allow each budget officer to effectively track the expenditure of funds, each DD 1351-2 should be submitted for payment within five (5) days of return from travel. However, in all instances a voucher must be submitted for payment no later than 30 days after the end of the fiscal year in which travel was performed. ***In all cases the traveler should retain a complete copy of the claim.*** If there are no travel orders, wrong or amended travel orders, or the signature is missing from the travel voucher, the voucher may be returned to the employee if proper documentation is not faxed within one business day after being contacted for the information. Other reasons for a travel voucher to be returned:

- The travel location on the travel itinerary does not match travel orders.
- Travel voucher dates on the travel itinerary are inconsistent with the travel orders.
- Accounting Processing Code (APC) is missing.
- The customer is not serviced by this office.
- The social security number on the travel orders does not match the TDY settlement voucher.
- Missing date on vocal orders - verbal confirmation (departed before travel order issue).

RETIRED MILITARY TRAVEL

This travel pertains to active duty members retiring from the military to a home of selection. Travel must be completed within one year after termination of active duty. Once a home is selected and transportation is furnished, or a travel and transportation allowance is received, a selection of the home is irrevocable. The final travel claim may be processed after the effective date of retirement. Settlement claims received prior to effective retirement dates are held in suspense and paid on or after the effective date of retirement.

Military members traveling under retirement orders may either drive their own privately owned vehicle, fly, or take a bus. A flat rate for per diem of \$50.00 a day for each authorized travel day is paid if the member uses his/her privately owned vehicle. This rate includes lodging and meals. No further reimbursement for lodging or meals will be paid. The total number of authorized travel days is computed by dividing the official mileage by 350 miles per day. A member receives \$.15 a mile when traveling by privately owned vehicle for each authorized mile. The mileage is based on the official

mileage from the member's last duty station to the home of selection. **Do not compute** the distance from the member's current home address to the home of selection. The computation **must be** from his or her **last Permanent Duty Station(PDS)**. A member receives per diem for one day of travel when traveling by air to the home of selection. If the member purchases the airline ticket, he or she will be reimbursed the cost of the ticket not to exceed what the government would have paid. A member traveling by bus will receive per diem for each authorized day of travel based on the distance from the member's permanent duty station to the home of selection.

Military members are authorized per diem and mileage for their dependents when the dependents travel by a privately owned vehicle. The member's spouse and any dependent children 12 years of age and over receive a flat per diem of \$37.50 for each authorized dependent, per day. Dependents age 11 and under receive \$25.00 a day for each authorized travel day. If a spouse travels separately from the service member, the spouse is entitled to \$50.00 a day. Other dependent allowances remain the same. A member is authorized the use of a second privately owned vehicle when the member's dependent drives the vehicle to the home of selection. This will normally be the member's spouse or dependent child that is of driving age. This individual is reimbursed \$.15 a mile. When one privately owned vehicle is used, the member will receive the following mileage allowances:

- Member with no dependent: .15 cents a mile
- 1 Dependent 02 additional per mile
- 2 Dependents .04 additional per mile
- 3 or more Dependents .05 additional per mile

Generally, one day of travel time is allowed for every 350 miles of the official distance when travel is by privately owned conveyance. One additional day of travel time is allowed for any distance in excess of multiples of 350 miles if the excess is 51 miles or more. When the total official distance is 400 miles or less, 1 day's travel time will be allowed. If a member does not use all of the authorized days, the computation will be for the actual number of days used. If the member exceeds the computed number of days, the system will automatically limit payment to the computed maximum days allowable.

If TDY was required to outprocess away from the PDS for more than 1 day, a separate fund cite must be indicated on the orders before per diem and transportation costs will be paid.

C LAIM for REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (SF 1164)

SF1164 (LOCAL/VICINITY TRAVEL) COMPLETION (See APPENDIX D)

General Complete by typewriter, ink or ball point pen. **Pencil will not be accepted.** All entries must be legible and complete.

The checklist below refers to the sample SF 1164 located at APPENDIX D.

Block 1 Show the complete address of the traveler's assigned organization.

Blocks 2-3 Finance and Accounting Office use.

Block 4a Complete **NAME**, **RANK** or **GRADE**.

4b Must include social security number.

- 4c** Complete address is required even if payment is being made by Electronic Funds Transfer (EFT).
- 4d** Include complete duty telephone number.
- Block 5** Finance and Accounting Office use.
- Block 6** Complete this section fully explaining the nature of expenses being claimed and total amounts of reimbursement being requested.
- a. If round trip mileage is being claimed to an alternate duty location, and this trip was performed on additional days, only one trip needs to be shown and an annotation as to the dates the same additional trips were made.
 - b. If reverse side is needed for additional expenses be sure to carry amounts to the front page items C through I.
- Block 7** Include in this section the **TOTAL** amount of the claim. Transfer subtotals from the reverse to the front.
- Blocks 8-9** Must have the original signature and date of an authorized approving official. A faxed copy is acceptable. Voucher **CANNOT** be processed without this signature.
- Block 10** Must have the traveler's original signature and date. A faxed copy is acceptable.
- Blocks 11-12** For Finance and Accounting Office use.
- Accounting Classification** This section must be completed by the funds certifying official, resource advisor or person appointed by the organization for funds control. SF 1164 payment vouchers, will be returned if this section is not complete.

NOTE: A STANDARD DOCUMENT NUMBER IN THE ACCOUNTING CLASSIFICATION AND MONEY AMOUNT MUST BE INCLUDED OR CLAIM WILL BE RETURNED UNPAID.

ATTACHMENTS FOR SF 1164 - Include the original (front and back) of the voucher and one copy of any receipt for an item of expense \$75.00 or more.

SUBMISSION PROCEDURES - If you have several SF 1164s to submit, each voucher must be assembled as a separate claim and may be mailed in the same envelope. **DO NOT STAPLE SEPARATE CLAIMS TOGETHER.** To allow each budget officer to more effectively track the expenditure of funds, each SF 1164 should be submitted for payment within five days of the end of the claim period. *In all cases the traveler should retain a complete copy of the claim.*

OTHER TDY PROVISIONS

ACTUAL EXPENSE AUTHORIZATION (AEA) - AEA may be authorized before travel begins or approved after travel has been performed. **AEA cannot be authorized on a blanket order.**

ATM FEES - ATM fees are reimbursable with use of the Government Sponsored Charge Card. ATM cash withdrawals shall be limited to amounts to cover the meals and incidental expenses portion of per diem, plus miscellaneous reimbursable expenses that cannot be charged to the card (i.e., taxis, local public transportation, tolls, parking fees, and gasoline). Funds will not be withdrawn for lodging, car rental or commercial transportation. These expenses may be charged to the Government Sponsored Charge Card.

When travel is performed, enter the amount of the withdrawal(s) in block 18 of the DD 1351-2, for example, "ATM withdrawal \$200.00." In the column titled "amount" enter the ATM *transaction fee*. However, when travel is not performed, submit a request for reimbursement on a SF 1164. Enter "ATM withdrawal (amount)" in section 6 and in the column titled "amount claimed" enter the ATM transaction fee. Additionally, a copy of the order and cancellation must be attached to the SF 1164.

DIRECT DEPOSIT / ELECTRONIC FUNDS TRANSFER (DD/EFT) - EFT for travel payments is not based on your payroll check being direct deposited. Each traveler must apply to this office to start or change direct deposit of his/her travel payments. In accordance with Travel Technical message 96-03, all military members will receive their advances and reimbursements by EFT.

EXTENDED TDY FOR ACTIVE/CIVILIAN PERSONNEL - Extended TDY includes a TDY assignment for active duty persons 60-179 days and civilian personnel 60 days up to 365. Travelers on TDY assignments up to 59 days will be paid one 30 days accrual payment if requested.

Advance of Funds: TOI will issue a travel advance covering the first 30 days of TDY if the traveler does not possess a government-sponsored charge card. Include statements of non-availability control numbers if you are going to a military installation. You may be refused an advance if you do not include this information. We will advance 80% of the total Per Diem and 100% of reimbursable expenses.

Filing Procedures: You should file your first 30 days of expenses for long term TDY when this filing period has elapsed. We suggest that you submit your claim to receive the payment in time to pay your monthly lodging costs in a timely manner.

For example, TDY begins June 20. Lodging costs are from June 20 to July 19. Your first accrual payment would be from 20 Jun - 19 Jul XX.

Subsequent claims for accruals should be submitted for 30-day periods (in this example, for the period July 5 through August 3). Each request for an accrual should indicate the 30 day period being requested: ***“1st ACCRUAL,” “2nd ACCRUAL,” “3rd ACCRUAL,” etc.*** A final settlement is required upon completion of travel and it is at that time that any advances paid previously will be collected. The top of the DD1351-2 must read ***“FINAL”***.

Block 15 should begin with the 1st TDY day through the 30th day. Block 18 must reflect the expenses for the 30 days (lodging, rental car, etc.). If a control number has been issued by the billeting office for use of commercial meals and/or lodging, it should also be placed in block 18. Civilian employees who are only authorized 55% per diem should include a copy of their lease with the first accrual voucher. For subsequent accruals, please attach copies of the original orders, all previous payment vouchers, and all amendments. **Travel vouchers are to clearly show all travel (including authorized and voluntary returns to the permanent duty station (PDS)/residence, side trips, all other travel to locations other than the PDS, etc.). DO NOT SUBMIT SEPARATE VOUCHERS FOR AUTHORIZED TDY’S AND VOLUNTARY RETURNS TO THE PDS.**

All leave and/or return to the PDS or residence must be shown on the travel claim. Leave or return to the PDS/residence may reduce your entitlements.

NOTE: ADVANCE(S) WILL NOT BE DEDUCTED UNTIL THE FINAL VOUCHER FOR THAT SPECIFIC TDY IS SUBMITTED. MOST OFTEN THIS CREATES A DEBT, SINCE MOST INITIAL ADVANCES ARE FOR 30 DAYS AND THE FINAL VOUCHER PAYMENT IS FOR LESS THAN 30 DAYS.

EXTENDED TDY FOR RESERVE MILITARY - Extended TDY includes travel in excess of 60 calendar days and less than 140 days for reserve military.

Advance of Funds: DNO will issue a travel advance covering the first 45 days of TDY. If you know the cost of your lodging at the TDY point, write it on the order you are sending in with your advance request. We will advance 80% of the total Per Diem rate if you do not have a Government Sponsored Charge Card.

Filing Procedures: You should file your first 30 days of expenses for long term TDY when this filing period has elapsed. We suggest that you submit your claim to receive the payment in time to pay your monthly lodging costs in a timely manner.

TOI will process your first travel claim at the end of the first calendar month after the TDY begins. Subsequent claims for accruals should be submitted for 30-day periods. (For example, for the period July 1 through July 31). Each request for an accrual should indicate the 30 day period being requested: ***“1st ACCRUAL,” “2nd ACCRUAL,” “3rd ACCRUAL,” etc.*** A final settlement is required upon completion of travel and it is at that time that advances will be collected. The top of the DD1351-2 must read ***“FINAL”***.

Block 15 should begin with the 1st TDY day through the 30th day. Block 18 must reflect the expenses for the 30 days (lodging, rental car, etc.). If a control number has been issued by the billeting office for use of commercial meals and/or lodging, it should also be placed in block 18. For subsequent accruals, please attach copies of the original orders, all amendments, and all previous payment vouchers. Travel vouchers are to clearly show all travel (including authorized and voluntary returns to the permanent duty station (PDS)/residence, side trips, all other travel to locations other than the PDS, etc.).

All leave and/or return to the PDS or residence must be shown on the travel claim. Leave or return to the PDS/residence may reduce your entitlements.

NOTE: ADVANCE(S) WILL NOT BE DEDUCTED UNTIL THE FINAL VOUCHER FOR THAT SPECIFIC TDY IS SUBMITTED. MOST OFTEN THIS CREATES A DEBT, SINCE MOST INITIAL ADVANCES ARE FOR 45 DAYS AND THE FINAL VOUCHER PAYMENT IS FOR LESS THAN 30 DAYS.

SUPPLEMENTAL PAYMENTS - If you suspect that an error/omission was made in the payment of a settlement voucher, please contact our Travel Customer Service representatives for information on filing a supplemental claim. As a minimum the following must be included:

- A revised DD 1351-2 marked ***SUPPLEMENTAL*** (for items incorrectly claimed/paid, or not claimed on the original voucher). Provide a full explanation on the revised claim or separate sheet of paper for the item(s) of expense in question.
- A copy of the computer generated Travel Voucher Summary.
- A copy of the initial DD 1351-2 and continuation pages.
- One copy of the orders and any amendments (to include reverse side if applicable).
- A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of items claimed for which no receipt is available. Statements should reflect, as a minimum, the same information that would have been on the receipt had it been available.

GROUP ORDERS FOR RESERVISTS - Reservists on group travel orders must include the appropriate Annex for transportation entitlements and/or control numbers of non-availability for mess and/or lodging with all vouchers. The attached annex must indicate the travel entitlement to the rendezvous point. You must also include any specialized instructions, for example, rental car authorization.

NOTE: DO NOT FILE THE VOUCHER IF YOU DO NOT HAVE ANY OF DOCUMENTS.

TDY INDEBTEDNESS - Travelers should never remit a personal check or money order for payment of a suspected travel indebtedness *until* they have received a letter of notification of the exact amount of overpayment from TOI or Directorate of Network Operations, Accounting Division. This letter is very important. It indicates the proper accounting classification (necessary for deposit purposes for our Disbursing Office) and the “remit to” address. In addition, the submission of a personal check or money order prior to the submission of a supplemental claim could result in the collection being improperly applied and the travel indebtedness erroneously remaining outstanding.

PER DIEM ALLOWANCES - The per diem allowance is a daily payment instead of actual expenses for lodging, meals and related incidental expenses (M&IE). The per diem allowance is distinguished from transportation and other miscellaneous travel expenses and covers charges, including taxes and service charges where applicable, for the following types of expenses:

- **Lodging**. The term “lodging” includes expenses for overnight sleeping facilities and personal use of the room during the daytime. The term “lodging” doesn’t include accommodations on airplanes, trains, buses or vessels. Such cost is included in the transportation cost and is not considered a lodging expense.
- **Meals**. Includes the cost of breakfast, lunch and dinner and all taxes and tips (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- **Incidental Expenses**. Such expenses that are ***not*** reimbursable include:
 1. Fees and tips to bellhops, maids, porters, and baggage persons in hotels, stewards or stewardesses and others on vessels, and hotel servants in foreign countries;
 2. Cost of telegrams and telephone calls necessary to reserve lodging accommodations;
 3. Mailing cost associated with filing travel vouchers and payment of Government Sponsored Charge Card billings;
 4. Local transportation (i.e. bus, subway) expenses between places of lodging or duty and place where meals are taken if suitable meals cannot be obtained at the TDY site, **(NOTE: If, in the opinion of the order-issuing authority, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for the cost of travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved.**

PROPORTIONAL PER DIEM RATES AFFECT TDY TRAVELERS - Proportional per diem rates, that affect the amount of per diem temporary duty travelers receive, went into effect October 1, 1996. Under this system, the rates travelers are paid will be determined by their order approving official, based

on the availability of government meals at the TDY location and the mission requirements. The rates apply only to the meal portion of per diem; the lodging and incidental expense portion of per diem are not affected. There are now five per diem options available: Actual Expense, Government Meal Rate (GMR), Commercial Meal Rate (CMR), Deductible Meal Rate (DMR), or the Proportional Meal Rate (PMR).

- The order-approving official *will* select one of the following options:
 1. Actual Expense - no change.
 2. Government Meal Rate (GMR) - \$8 plus the appropriate incidental expenses portion of per diem or the OCONUS locality incidental rate as prescribed by JFTR.
 3. Commercial Meal Rate (CMR) - The full amount of the applicable locality meal rate plus incidental portion of per diem.
 4. Deductible Meal Rate (DMR) - Incidental Expense portion of per diem is \$2 per day in CONUS, and \$3.50 per day OCONUS.
 5. Proportional Meal Rate (PMR) - The (GMR) plus the locality meal rate divided by 2, rounded to the nearest dollar, plus the appropriate incidental portion of per diem.
- Unless the Order Approving Official *directs* in the orders a specific type of meal rate, the commercial meal rate will apply. (This does not apply to members of the reserves when performing Annual Training.)

It is the traveler's responsibility to satisfy the Order Approving Official's requirements in order to effect these changes after the travel has been completed.

- Civilian employees who are provided a meal at no cost, (i.e. paid for as part of a registration fee), must claim the meal(s) on the DD1351-2 indicating the date and which meal(s) was consumed.

INTERNET TRAVEL AIDS

<http://www.dtic.mil/perdiem/>

The current per diem rates are included on this page. The automated JFTR and the JTR is also located here.

<http://www.MAPQUEST.com>

This page gives the mileage from point A to point B. Just click on the interactive Atlas entry point. This may not be the exact mileage travel will pay, but it will be very close. The official mileage paid will be based on the Defense Table of Official Distance

<http://web1.whs.osd.mil/ICDHOME/SFEFORMS.HTM>

This page contains SF 1199A.

<http://referencetool.dfas.mil>

This reference tool is the best way to locate where accounting and disbursing for consolidated installations are being done. You can find the accountable station, vendor pay office, or travel computation office by entering the FSN, Authorized Accounting Activity (AAA), or name of the activity/installation into the query.

**<http://www.olsen.ch/> or
[http://www.oanda.com/site/
cc_index.html](http://www.oanda.com/site/cc_index.html)**

This is a currency converter page. Click on the 164 Currenciew Converters option on the second site. This will give the exchange rates by date. You only need to use this if you neglected to obtain that rate while you were overseas. Travel will use this page to verify any rate you use.

www.dfas.mil	Defense Finance and Accounting Service homepage
http://dfas4dod.dfas.mil/centers/dfasin/dno/index.htm	DNO homepage
www.asafm.army.mil/dfas	DFAS systems and policy links
www.army.mil/	Army homepage
www-perscom.army.mil/	US Army Personnel Command homepage
www.army.mil/usar/ocar.htm	Office of the Chief of Army Reserve homepage
www.army.mil/usar/psc/ocarhp.htm	OCAR Pay Support Office homepage
www-usappc.hoffman.army.mil/	US Army Publishing Agency homepage
www.dtic.mil/comptroller/fmr/	Financial Management Regulations (FMR Series)
web1.whs.osd.mil/icdhome/icdhome.htm	DOD Forms Program
www.asafm.army.mil/	Army Financial Management homepage

FORMS USED

DNO processes the following travel forms:

- **DD 1351-2 (Travel Voucher or Subvoucher)** - Used for the submission of temporary duty claims and supplemental payments. May also be used as a continuation sheet if DD 1351-2C is not available.
- **DD 1351-2C (Travel Voucher or Subvoucher) (Continuation Sheet)** - Used as a continuation sheet with the DD 1351-2 when additional space or items are required.
- **DD1351-3 (Statement of Actual Expense)** - Used to claim actual expenses when authorized while on official travel. Must be accompanied by a completed DD 1351-2. One copy of the approved Actual Expense Authorization (AEA) must be attached to your voucher.
- **SF 1164 (Claim For Reimbursement For Expenditures On Official Business)** - Used for submission of local/vicinity travel and other miscellaneous expenses when a travel order is not required. May also be used with the DD 1351-2, as an attachment, for vicinity mileage in the area of a TDY point.
- **SF1199A (Direct Deposit)** - Used to initiate or change financial institution/account information for paying your travel settlement Direct Deposit/EFT. If used for payroll purposes, and you desire your

travel deposits to be sent to the same financial institution, please ensure the TOI received a copy.
The payroll and travel systems are separate databases.

APPENDIX A - LIST OF ACRONYMS USED IN TRAVEL

AEA	Actual Expense Authorization
AOP	Advice of Payment- Provides settlement data to the traveler (i.e. amount and date paid, dates of travel, voucher remarks etc.))
CMR	Commercial Meal Rate
DFAS IN	Defense Finance and Accounting Service Indianapolis Center
DNO	Directorate for Network Operations
DSN	Defense Switching Network (Formerly AUTOVON)
EFT	Electronic Funds Transfer (direct deposit of travel payments to bank accounts)
GMR	Government Meal Rate
IATS	Integrated Automated Travel System (system used in the computation of travel claims)

JFTR	Joint Federal Travel Regulation (regulation that governs military members' travel)
JTR	Joint Travel Regulation (regulation that governs civilian employees' travel)
PDS	Permanent Duty Station (the place where an employee reports for duty)
PMR/PPD	Proportional Meal Rate/Proportional Per Diem
SATO	Scheduled Airline Ticket Office (office that issues government procured (contract) commercial transportation - e.g., LIFCO, Wagon Lit, Crimson Travel, etc.)
TDY	Temporary Duty (travel away from a permanent duty station to perform duties for a temporary period of time and upon completion of assignment, return or proceed to permanent duty station)
TOI	Travel Operations Indianapolis

APPENDIX B - Direct Deposit/Electronic Fund Transfer (DD/EFT)

APPENDIX C – Travel Voucher or Subvoucher (DD Form 1351-2 Mar 2000)

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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) Smith, John A.				5. GRADE GS-9		6. SSN 000-00-0000		b. SUBVOUCHER NUMBER			
7. ADDRESS. a. NUMBER AND STREET 555 Nowhere Street		b. CITY Indianapolis		c. STATE IN	d. ZIP CODE 43211-		c. PAID BY				
8. DAYTIME TELEPHONE NUMBER & AREA CODE (317) 693-1255		9. TRAVEL ORDER NUMBER RA0001		10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES None							
11. ORGANIZATION AND STATION DFAS-IN Indianapolis, IN				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED											
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE								
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)								d. COMPUTATIONS			
15. ITINERARY											
a. DATE 2000	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				
2 Nov	DEF	Indianapolis, IN			CP						
2 Nov	ARR					TD		36			
27 Nov	DEF	Orlando, FL			TP		1633.00				
27 Nov	ARR	Indianapolis, IN				MC		36			
	DEF										
	ARR										
	DEF										
	ARR										
	DEF										
	ARR										
	DEF										
	ARR										
	DEF										
	ARR										
	DEF										
e. SUMMARY OF PAYMENT											
(1) Per Diem											
(2) Actual Expense Allowance											
(3) Mileage											
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL							
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS							
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED		MORE THAN 12 HOURS BUT 24 HOURS OR LESS					
2 Nov	Airline Ticket		89.00								
23 Nov	ATM Withdrawl Fee		1.50								
27 Nov	Rental Car		625.00			<input checked="" type="checkbox"/> MORE THAN 24 HOURS					
				19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS					
		0									
20.a. CLAIMANT SIGNATURE /S/		b. DATE 11/30/00		c. SUPERVISOR SIGNATURE /S/		d. DATE 11/30/00					
21.a. APPROVING OFFICER SIGNATURE								b. DATE			
22. ACCOUNTING CLASSIFICATION											
23. COLLECTION DATA											
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID			

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1012 approved by GSA/IRMS 12-91.

APPENDIX C – Travel Voucher or Subvoucher (DD Form 1351-2 Mar 2000 Back Page)

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS

UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN

APPENDIX D - Claim For Reimbursement For Expenditures On Official Business (SF 1164)

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE DFAS-IN INDIANAPOLIS IN 46249-3700	2. VOUCHER NUMBER
		3. SCHEDULE NUMBER
<i>Read the Privacy Act Statement on the back of this form.</i>		
4. a. NAME (Last, first, middle initial) SMITH, JOHN A		b. SOCIAL SECURITY NO. 000-00-0000
c. MAILING ADDRESS (Include ZIP Code) 555 NOWHERE STREET INDIANAPOLIS IN 46249-3700		d. OFFICE TELEPHONE NUMBER (000) 000-0000
5. PAID BY		

6. EXPENDITURES (If fare claimed incl. (g) exceeds charge for one person, show incl. (h) the number of additional persons which accompanied the claimant.)

DATE	CODE	MILEAGE RATE	AMOUNT CLAIMED			
			MILEAGE	FARE OR TOLL	ADD. PERSONS	TIPS AND MISCELLANEOUS
19 96		0.31 /c				
03 NOV	A	150.0	46.50			
03 NOV	A	150.0	46.50			
		1200.0	372.00			
			0.00			
03 NOV	C		0.00			65.00
			0.00			
			0.00			
			0.00			
			0.00			
			0.00			
<i>If additional space is required continue on the back.</i>		SUBTOTALS CARRIED FORWARD FROM THE BACK				

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (h).) \$ 530.00 **TOTALS** 1500.0 465.00 65.00

<p>8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 USC 680a).)</p> <p style="text-align: center;"><i>Sign Original Only</i></p> <p>APPROVING OFFICIAL SIGN HERE</p> <p>DATE</p>	<p>10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.</p> <p style="text-align: center;"><i>Sign Original Only</i></p> <p>CLAIMANT SIGN HERE</p> <p>DATE</p>
<p>9. This claim is certified correct and proper for payment.</p> <p style="text-align: center;"><i>Sign Original Only</i></p> <p>AUTHORIZED CERTIFYING OFFICER SIGN HERE</p> <p>DATE</p>	<p>11. CASH PAYMENT RECEIPT</p> <p>a. PAYEE (Signature)</p> <p>b. DATE RECEIVED</p> <p>c. AMOUNT \$</p>
<p>12. PAYMENT MADE BY CHECKING</p>	

ACCOUNTING CLASSIFICATION

APPENDIX E – Extended TDY Voucher Preparation Initial Submission

Please mark “1st Accural” at the top of the voucher

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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) Smith, John A.				5. GRADE GS-9		6. SSN 000-00-0000		b. SUBVOUCHER NUMBER			
7. ADDRESS. a. NUMBER AND STREET 555 Nowhere Street		b. CITY Indianapolis		c. STATE IN	d. ZIP CODE 43211-	c. PAID BY					
8. DAYTIME TELEPHONE NUMBER & AREA CODE (317) 693-1255		9. TRAVEL ORDER NUMBER RA0001		10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES \$3,690.00, DOV 541111 6/00 5570							
11. ORGANIZATION AND STATION DFAS-IN Indianapolis, IN				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED											
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE								
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)								d. COMPUTATIONS			
15. ITINERARY											
a. DATE 2000		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				
6 Jun	DEP	Indianapolis, IN		TP							
6 Jun	ARR				TD						
30 Jun	DEP	Washington DC				1650.00	18				
	ARR										
	DEP	Continuing TDY									
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
				e. SUMMARY OF PAYMENT							
				(1) Per Diem							
				(2) Actual Expense Allowance							
				(3) Mileage							
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL							
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED								
6 Jun	Taxi to Hotel	17.50									
22 Jun	Rental Car	525.00									
				<input checked="" type="checkbox"/> MORE THAN 24 HOURS							
				19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS					
		0									
20. a. CLAIMANT SIGNATURE /S/				b. DATE 3 Jul 00		c. SUPERVISOR SIGNATURE /S/		d. DATE			
21. a. APPROVING OFFICER SIGNATURE								b. DATE			
22. ACCOUNTING CLASSIFICATION											
23. COLLECTION DATA											
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID			

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1012 approved by GSA/IRMS 12-91.

APPENDIX E – Extended TDY Voucher Preparation Interim Submission

Please mark “2nd or 3rd Accrual” at the top of the voucher

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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) Smith, John A.				5. GRADE GS-9		6. SSN 000-00-0000		b. SUBVOUCHER NUMBER			
7. ADDRESS. a. NUMBER AND STREET 555 Nowhere Street			b. CITY Indianapolis		c. STATE IN	d. ZIP CODE 43211-		c. PAID BY			
8. DAYTIME TELEPHONE NUMBER & AREA CODE (317) 693-1255		9. TRAVEL ORDER NUMBER RA0001		10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES \$3,690.00, DOV 541111, 6/00 \$2,500.00, DOV 412345, 7/00							
11. ORGANIZATION AND STATION DFAS-IN Indianapolis, IN				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)							
15. ITINERARY				d. COMPUTATIONS							
a. DATE 2000	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	e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due					
1 Aug	DEP										
31 Aug	ARR	Washington DC	TD	2046.00							
	DEP										
	ARR	Continuing TDY									
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER											
18. REIMBURSABLE EXPENSES				17. DURATION OF TDY TRAVEL							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	<input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS							
1-31 Aug	Rental Car	525.00									
19. GOVERNMENT/DEDUCTIBLE MEALS											
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS								
	0										
20.a. CLAIMANT SIGNATURE /S/		b. DATE 2 Sep 00	c. SUPERVISOR SIGNATURE /S/		d. DATE						
21.a. APPROVING OFFICER SIGNATURE				b. DATE							
22. ACCOUNTING CLASSIFICATION											
23. COLLECTION DATA											
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID						

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1012 approved by GSA/IRMS 12-91.

APPENDIX E – Extended TDY Voucher Preparation Final Submission

Please mark as “Final Voucher” at the top of the page

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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) Smith, John A.				5. GRADE GS-9		6. SSN 000-00-0000		b. SUBVOUCHER NUMBER			
7. ADDRESS. a. NUMBER AND STREET 555 Nowhere Street			b. CITY Indianapolis		c. STATE IN	d. ZIP CODE 43211-		c. PAID BY			
8. DAYTIME TELEPHONE NUMBER & AREA CODE (317) 693-1255		9. TRAVEL ORDER NUMBER RA0001		10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES \$3,690.00, DOV 541111, 6/00 \$2,500.00, DOV 412345, 7/00 \$2,500.00, DOV 412946, 8/00				d. COMPUTATIONS			
11. ORGANIZATION AND STATION DFAS-IN Indianapolis, IN				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)				e. SUMMARY OF PAYMENT			
12. DEPENDENT(S) (X and complete as applicable)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				(1) Per Diem			
<input type="checkbox"/> ACCOMPANIED		<input type="checkbox"/> UNACCOMPANIED		a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE			
15. ITINERARY											
a. DATE 2000		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			
6 Jun	DEF	Indianapolis			TP						
6 Jun	ARR	Washington DC			TP	TD	2112.00	18			
7 Jul	DEF										
7 Jul	ARR	Boston, MA			TP	TD	160.00				
9 Jul	DEF										
9 Jul	ARR	Washington, DC			TP	TD	2112.00				
14 Aug	DEF										
14 Aug	ARR	Indianapolis, IN Authorized Return			TP	TD		18			
16 Aug	DEF										
16 Aug	ARR	Washington, DC			TP	TD	1980.00	18			
15 Sep	DEF										
15 Sep	ARR	Indianapolis, IN				MC		18			
	DEF										
	ARR										
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL							
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS							
a. DATE	b. NATURE OF EXPENSE			c. AMOUNT	d. ALLOWED						
6 Jun	Taxi to Hotel			17.50							
15 Sep	Rental Car			1837.50							
19. GOVERNMENT/DEDUCTIBLE MEALS											
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS					
		0									
20.a. CLAIMANT SIGNATURE /S/				b. DATE 09/18/00		c. SUPERVISOR SIGNATURE /S/		d. DATE			
21.a. APPROVING OFFICER SIGNATURE								b. DATE			
22. ACCOUNTING CLASSIFICATION											
23. COLLECTION DATA											
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID			

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1012 approved by GSA/IRMS 12-91.