“Soldiers ordered to active duty at a CONUS location outside the local commuting area of their principal residence, are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour. These soldiers are also authorized per diem during the entire period of active duty. Per diem will be reduced when government quarters and mess are available.”
RC Soldiers ordered to duty at a location within the local commuting area of their principal residence are entitled to travel pay to their duty station on the first day, and from the duty station to their residence upon release from active duty on the last day. They are not authorized per diem or mileage during the remainder of the active duty tour.
Top 10 Reasons For Problem Vouchers

✓ Missing Traveler/Reviewer/Approving Official Signatures/Dates
✓ Missing Orders
✓ Missing Receipts/ Invalid Receipts
✓ Meals not Identified When Claiming Registration Fees
✓ Expenses Claimed but not Authorized in Orders
✓ Block for Mileage not checked/ Owner Operator not Claimed
✓ Incomplete Itinerary
✓ Traveler does not submit/Reviewer does not forward voucher within 5 business days of completion of travel
✓ ATM Expenses not Separated
FILLING OUT YOUR DD 1351-2
### Block 1 (Payment):

- **EFT MANDATORY**

### SPLIT DISBURSEMENT:

- Amount indicated is paid directly to Bank of America account
- Any or all can be sent to BOA
- Must indicate “ALL” or specific dollar amount
Department of Army has directed **mandatory split payments** for all military

(EFT) payments only--not check payments

Any portion or **all** of the travel payment can be sent to Bank of America charge card account

Reviewing Official and Traveler determine Amount to be sent to BOA

Any Voucher not having a check in Block 1 will not be processed. DFAS will attempt to call and resolve within 48 hours.
Block 2, 3, & 4: Self-explanatory
(Blocks 2 - 4: Compare with orders, if orders are incorrect, you must correct & initial orders)

Block 5: TDY, Member, & Other

Block 6:
- Column a - d: Indicate PERSONAL mailing address; this is where correspondence will be sent in case there is a problem with your paperwork
- Column e: valid e-mail address
Block 7: DAYTIME telephone #

Block 8: Travel Order #, see block 22 of Orders

Block 9:
- List ALL payments made for this TO# by any Finance Office for advances/accruals/previous settlements
- Indicate Amount paid, Date paid, & DOV#
- Do NOT list ATM advances/withdrawals

Block 10: Leave blank
| **Block 11 (Organization & station): Unit of Assignment (Permanent)** |
| **Block 12 & 13 & 14: Leave Blank; for PCS travel only** |

| 72nd FA, FORT DIX, NJ | NONE or $$$.$$$ |
**Block 15 Column c (mode of travel):**
- P = privately owned/operated
- C = commercial (own expense)
- G = government (HMMV/TMP)
- TR = transportation request (GTR)
- A = auto
- P = plane
- B = bus

**Block 15 Column d (reason for stop):**
- AT = awaiting transportation
- AD = authorized delay
- LV = leave
- TD = TDY
- MC = mission complete

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Mode</th>
<th>Reason</th>
<th>Lodging</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Jan</td>
<td>509 Any street, Anytown, SC 29210 (HAR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Jan</td>
<td>B CO 1/109 IN, Williamsport, PA 17701 (Home Station)</td>
<td></td>
<td>TD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Jan</td>
<td>Ft Dix, NJ 08640 (Mob Station)</td>
<td>GB</td>
<td>TD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 May</td>
<td>IRAQ - OIF operations</td>
<td>CP</td>
<td>TD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Feb</td>
<td>IRAQ - OIF operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Feb</td>
<td>R &amp; R leave (DA 31 Attached)</td>
<td></td>
<td>LV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Jun</td>
<td>Ft Dix, NJ 08640 (Demob Station)</td>
<td></td>
<td>TD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Jun</td>
<td>B CO 1/109 IN, Williamsport, PA 17701</td>
<td></td>
<td>TD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Place</td>
<td>Reason for Stop</td>
<td>Lodging Cost</td>
<td>Mileage</td>
<td></td>
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<td>-------</td>
<td>------------------------------</td>
<td>-----------------</td>
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</tr>
<tr>
<td>16 Jun</td>
<td>B CO 1/109 IN, Williamsport, PA</td>
<td>1701</td>
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<td></td>
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<tr>
<td>16 Jun</td>
<td>509 Any street, Anytown, SC (HOR)</td>
<td>29210 MC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Block 18 (Reimbursable expenses):

- **Column a**: date expense occurred
- **Column b**: type expense, e.g. hotel, travel, meals
- **Column c**: amount of expense

<table>
<thead>
<tr>
<th>Date</th>
<th>Nature of Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 May 05</td>
<td>Laundry (2 x 129 days)</td>
<td>$258.00</td>
</tr>
<tr>
<td>22 Jan 05 - 30 May 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 May 05</td>
<td>M&amp;IE $3 x 129 Days</td>
<td>$387.00</td>
</tr>
<tr>
<td>15 Jun 06</td>
<td>Laundry (2 x 5 days)</td>
<td>$10.00</td>
</tr>
<tr>
<td>11 Jun 06 - 15 Jun 06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Jun 06</td>
<td>M&amp;IE $3 x 5 Days</td>
<td>$15.00</td>
</tr>
<tr>
<td>10 Jun 06</td>
<td>M&amp;IE $3.50 x 359 Days</td>
<td>$1256.50</td>
</tr>
</tbody>
</table>
ATM Fees: Service members that  
1) do not have a government charge card and  
2) use their personal card can be reimbursed  
any fees for making a withdrawal for travel.

Room Taxes: If travel occurred CONUS, room  
taxes should be claimed in Block 18 (separately  
from lodging expense). If OCONUS, do not  
separate expense.
Block 21 Column a (Approving officer signature):
- Approving official "approves" entitlements not on original order
- MUST have DD577 on file with paying Finance Office
- Should indicate items approved or anything claimed will be considered approved
- Printed name & signature block with signature

Block 20:
- Column a: Traveler’s signature
- Column b: Date (cannot be signed & dated prior to last day of travel)
- Column c: Supervisor’s signature (must be signed by "reviewer" - see reviewer’s checklist)
- Column d: Date signed (cannot be signed & dated prior to last day of travel)
## TRAVEL VOUCHER
### DD1351-2

**PRIVACY ACT STATEMENT**


Principal Purpose(s): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

Routine Use(s): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. Information is disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income tax, and to "user" as published in the Federal Register.

Disclosure: Voluntary; however, failure to furnish the information requested may result in total or partial disallowance of travel claims.

**PENALTY STATEMENT**

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim.

**INSTRUCTIONS**

<table>
<thead>
<tr>
<th>ITEM 1 - PAYMENT</th>
<th>ITEM 15 - ITINERARY - SYMBOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 reimbursement entitlement. Refer to ivc.mil/don/mpcon/pc.conf/acc/act.</td>
<td></td>
</tr>
<tr>
<td>OTR/TXT or CBA (See Notes)</td>
<td></td>
</tr>
</tbody>
</table>

**20. REMARKS**

a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:

1. Leave taken (11 Feb 06-27 Feb 06) DA 31 included.

b. ALL UNUSED TICKETS (INCLUDING IDENTIFICATION OF UNUSED "E-TICKETS") MUST BE TURNED IN TO THE T/O OR CTO.
Did You Know??

myPay

- Allows customer electronic access to:
  - LES View/Print
  - Travel Voucher View
  - DFAS Vouchers Paid Within Last 6 Months

http://mypay.dfas.mil/

1-800-332-7366 or DSN: 699

- Allows traveler to check (for past 90 days):
  - Receipt of voucher
  - Payment of voucher
Did You Know??

- Requirement for all soldiers; sign-up at [http://www.us.army.mil](http://www.us.army.mil)

- Automatically Sends Email to:
  - Notify Traveler When Voucher is Received by Servicing DFAS
  - Notify Traveler When Payment is Disbursed and the Amount
  - Provide Contact Information to Traveler for Servicing DFAS
QUESTIONS?