

Revised: January 2004

Key to Understanding the Travel Voucher Summary Sheet

Your total entitlement to be direct deposited into your account can be found in block 20. Any remarks regarding your claim can be found in block 35.

Block #	Explanation
1. Block Number	This is the number assigned to the block. It is broken down by date and then a 4-digit number. MMDD####. The claims are filed by this number and it should be used when trying to reference your claim to PSC TVL.
2. Claim Number	This number is assigned to all claims in the order that they were processed or logged.
3. Examiner	This is the examiner who processed your travel claim. The letters are a code assigned to an individual examiner within TVL ¹ .
4. UTS AO	If the Travel claim was completed using UTS, this block will show the UTS Authorizing Official.
5. Social Security #	This is the last 4 digits of the Social Security Number listed in our travel payment system. If this number is incorrect, contact PSC Customer Service Division (CSD)
6. Travel Order Number	This is the Travel Order Number. It is a 16 character string that is taken from your travel orders and shows which set of orders the Travel Voucher Summary is associated with. Industrial and ARSC tonos are shorter.
7. Travel Type	This block will show the type of travel (TDY or PCS).
8. Grade/Rank	This is the Grade/Rank that is listed in our travel payment system. The Entitlements for TDY travel are the same regardless of rank; However, PCS Entitlements are not. If this block is incorrect, please contact PSC-CSD to have it corrected.
9. Depart Date	This block will show the depart date on your claim (this date may be different from the date your entitlements begin—dependent upon if leave was taken enroute).

Block #	Explanation
10. Return Date	This block will show the return date of your claim (this may be different from the date your entitlements end).
11. Advances/Prior Pay.	This block will show any Government payments that were received by the traveler ² . Advances from the member's Govt. Charge card should not be listed on the claim and thus, they should not appear in this block.
12. Voucher Type	This block will show whether the claim processed was a Final (will still say this if on a blanket TONO) or a Supplemental.
13. Mbr's Per Diem	This line will show the total amount being paid for Meals and Incidental Expenses (M&IE) and Lodging on the travel claim.
14. Mileage/Transp Allow	This line shows the total amount being paid for transportation allowance. This total will include all mileage, tolls, rental cars, fuel, ferry's bus fare, train fare, service fees, and GARS.
15. Reimbursable Expenses	This line will show the total amount being paid for reimbursable expenses (If any) that do not fit into the other categories (lodging tax, skycaps...).
16. Total Entitlement	This line will show a total of all the amounts being paid in the above categories (13 – 14).
17. Less Partial Payments	This line will show any monetary amounts that are being deducted for prior payments (if this claim is a supplemental claim, the original amount reimbursed would be displayed here).
18. Total Charged	This line is the amount of the total entitlement less any partial payments (15-16). This amount is how much will be charged to the unit accounting.

Block #	Explanation
19. Less Tvl Adv.	This line will show any Government advances from the travel claim (Block 11).
20. Total Payable	This line will show the total amount that is payable on the travel claim. The amount that is shown in this section is the amount that will be transferred to the traveler upon disbursement from FINCEN/Treasury ³ .
21. Miles/Rate/Amount	This block shows the number of miles being reimbursed, the current mileage rate per mile, and the total dollar amount being reimbursed. $(miles) \times (rate) = amount$
22. Fiscal Year 01'	When the travel dates cross fiscal years, the amounts payable, listed in the previously described columns, are broken up into the appropriate fiscal year.
23. Fiscal Year 02'	Same as above
24. Total	This line totals the amounts from each of the fiscal years.
25. Tono Line 1	This is the first Travel Order Number that the claim amount is charged to.
26. Tono Line 2	A second TONO line is needed for claims that cross fiscal years since the amounts are to be charged to different fiscal year budgets. NOTE: A separate claim should be filed for all claims where different units are funding a portion of the total travel.
27. Local Date	This column shows the actual dates of travel that the member was reimbursed for.
28. Day Type	This column shows what type of Per Diem calculation was used (as they are defined in the JFTR). "LP" stands for Lodgings Plus. LP Per Diem is calculated using Appendices B & D of the JFTR where all whole days are paid at 100% of the rate for the locality TDY and the first and last day of travel is calculated at 75% of the M&IE rate. "AE" stands for Actual Expense. This can represent both Actual Expense for lodging only (150% higher amount for lodging) or Actual Expense for everything (must claim lodging, meals, etc.)

Block #	Explanation
29. Ldg Rate	This line shows the max lodging rate payable for that day. The amount shown depends upon the Day Type. A Day Type of "AE" will show the Actual Expense max-lodging amount.
30. M&IE Rate	This line shows the Commercial Meals and Incidental Expense rate for the area. On the first and last day of travel, the traveler is reimbursed 75% of this rate. On days where Government Mess is directed or the unit is essential messing, the commercial M&IE rate will be shown in full but not paid in full.
31. Br Ln Dn	This section shows the meal type that the traveler is being reimbursed for the particular meal of Breakfast, Lunch, and Dinner. CM is commercial messing, GV is government messing and DE is deductible messing. PP stands for proportional messing, which will also be paid anytime the traveler has at least one commercial meal and one other type of meal.
32. Lodg	This section shows the amount that is being reimbursed for lodging. Within the 50 states and territories and possessions of the US, this amount will be the daily room rate without the lodging tax (since it is a separately reimb. expense). Unlike M&IE, the lodging amount is not fully reimbursed. The traveler is reimbursed the amount spent up to the max-lodging rate. If the traveler spent more than the max rate and Actual Expense Allowance for lodging was not authorized, the traveler will only see the max rate reimbursed in this line.
33. Break. Lunch Dinner Incidtl	This line shows you how the particular M&IE rate is broken down by meal. When Actual Expense for everything has been authorized, there will be no amount reflected unless the traveler claims each meal on a DD1351-3 along with the travel claim DD1351-2. The incidental rate INCONUS is \$2.00 per day and the incidental rate OCONUS on a Government Installation is \$3.50 per day. OCONUS incidental rates when the traveler does not stay on a Government Installation are dictated by the TDY location.

Block #	Explanation
34. Total Amount	This line shows the total amount of per diem being paid for that day. The total amount of per diem being paid is displayed at the bottom of this column and this amount will show in the “Member’s Per Diem” block on the front.
35. Remarks	The Remarks block allows the examiner who processed your claim to convey any information that is deemed necessary. Whenever any claimed item is not reimbursed, the remarks on the travel voucher summary sheet should explain why it was not.
36. Approved Reimbursable Expenses	This section will show what items were reimbursed to the traveler. This section will not include the traveler’s per diem since this was shown on the previous page(s). The nature of the item will dictate which column it is associated with on page one of the summary (i.e. Airfare will be grouped into the “Mileage/Transp. Allowance” column, Skycap will be grouped into the “Reimbursable Exp.” column).
37. List of Required Receipts	This section will list any receipts that are required. The regulations for all travel claim processing states that ALL lodging receipts must be provided for lodging reimbursement regardless of cost (these receipts MUST be itemized to show the daily room rate, lodging taxes, additional fees, number of nights, number of occupants...). The regulations state that any expense of \$75 or more must have a receipt provided to be reimbursed. When several items of the same nature are claimed, the examiner may group them together. In these instances, several \$20 taxis may be added together to make \$80 worth of taxis. In these instances, the taxi would appear as a required receipt. Please disregard this. This list of receipts appears solely as a reference and is not a request to provide these receipts. If the item requiring a receipt was reimbursed to the traveler, then a receipt was provided.

¹ The examiner is responsible for processing the travel claim and sending the traveler a Travel Voucher Summary Sheet. If there are any questions or discrepancies concerning this Travel Voucher Summary sheet, they are to be handled by the PSC Customer Service Division.

Phone #: 1 (866) 772-8724

E-Mail: PSCCustomerCare@hrrsic.uscg.mil

Be sure to include your Travel Order Number (TONO) and SSN with your question.

² This includes the prior payment if the claim is a supplemental.

³ Once the claim is released for payment to the Finance Center, it generally takes 7 to 10 business days for this amount to reach your direct deposit account. The Travel Branch is responsible for processing your travel claim and/or correcting any discrepancies. Once an amount has been determined and the claim information is transferred, the Finance Center must be contacted to resolve any issues regarding non-receipt of that payment.

RELEASE 5.330 Travel Voucher Summary Date Prepared: 12/07/01
 SSN: 012-34-5678 TONO: 1101231555777000

Local	Day	Ldg	M&IE	Br	Ln	Dn	Lodg	Break.	Lunch	Dinner	Incidtl	Total
====	====	====	====	==	==	==	====	====	====	====	====	====
09/15	LP	55.00	30.00	CM	CM	CM	55.00		reimbursed	mie =	22.50	77.50
09/16	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/17	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/18	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/19	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/20	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/21	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/22	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/23	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/24	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/25	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/26	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/27	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/28	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/29	LP	55.00	30.00	CM	CM	CM	55.00	6.00	6.00	16.00	2.00	85.00
09/30	AE	134.00	42.00	CM	CM	CM	79.00	9.00	9.00	22.00	2.00	121.00
10/01	AE	134.00	42.00	CM	CM	CM	79.00	9.00	9.00	22.00	2.00	121.00
10/02	AE	134.00	42.00	CM	CM	CM	79.00	9.00	9.00	22.00	2.00	121.00
10/03	AE	134.00	42.00	CM	CM	CM	79.00	9.00	9.00	22.00	2.00	121.00
10/04	AE	134.00	42.00	CM	CM	CM	79.00	9.00	9.00	22.00	2.00	121.00
10/05	LP	119.00	46.00	CM	CM	CM	0.00	9.00	11.00	24.00	2.00	46.00
10/06	LP	119.00	46.00	GV	GV	GV	0.00		reimbursed	mie =	10.10	10.10
10/07	LP	119.00	46.00	GV	GV	GV	0.00		reimbursed	mie =	10.10	10.10
10/08	LP	119.00	46.00	GV	CM	GV	0.00		reimbursed	mie =	28.00	28.00
10/09	LP	119.00	46.00	GV	GV	GV	0.00		reimbursed	mie =	10.10	10.10
10/10	LP	119.00	46.00	CM	CM	CM	0.00	9.00	11.00	24.00	2.00	46.00
10/11	LP	119.00	46.00	DE	DE	DE	0.00	0.00	0.00	0.00	2.00	2.00
10/12	LP	119.00	46.00	DE	DE	DE	0.00	0.00	0.00	0.00	2.00	2.00
10/13	LP	119.00	46.00	DE	DE	DE	0.00	0.00	0.00	0.00	2.00	2.00
10/14	LP	119.00	46.00	DE	DE	DE	0.00	0.00	0.00	0.00	2.00	2.00
10/15	LP	119.00	46.00	CM	CM	CM	0.00	9.00	11.00	24.00	2.00	46.00
10/16	LP	119.00	46.00	PP	PP	PP	0.00		reimbursed	mie =	28.00	28.00
10/17	LP	119.00	46.00	PP	PP	PP	0.00		reimbursed	mie =	28.00	28.00
10/18	LP	119.00	46.00	PP	PP	PP	0.00		reimbursed	mie =	28.00	28.00
10/19	LP	119.00	46.00	PP	PP	PP	0.00		reimbursed	mie =	28.00	28.00
10/25	AE	134.00	42.00	CM	CM	CM	100.00	9.00	9.00	22.00	2.00	142.00
10/26	AE	134.00	42.00	CM	CM	CM	100.00	9.00	9.00	22.00	2.00	142.00
10/27	AE	134.00	42.00	CM	CM	CM	100.00	9.00	9.00	22.00	2.00	142.00
10/28	AE	134.00	42.00	CM	CM	CM	100.00	9.00	9.00	22.00	2.00	142.00
10/29	AE	134.00	42.00	CM	CM	CM	100.00	9.00	9.00	22.00	2.00	142.00
10/30	AE	134.00	42.00	CM	CM	CM	100.00	9.00	9.00	22.00	2.00	142.00
10/31	AE	75.00	42.00	CM	CM	CM	0.00		reimbursed	mie =	31.50	31.50

3072.30												
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36. Remarks

THIS IS A SAMPLE TRAVEL VOUCHER FOR TRAINING PURPOSES. ANY ITEMS WHICH WERE REQUESTED BUT NOT REIMBURSED WHEN THE CLAIM WAS PROCESSED SHOULD HAVE A REASON FOR NONPAYMENT STATED IN THIS REMARKS SECTION. (See error code listing on the next page for code descriptions.)

Personal Data - Privacy Act of 1974 - Handle with care page no: 3

RELEASE 5.330 Travel Voucher Summary Date Prepared: 12/07/01
SSN: 012-34-5678 TONO: 1101231555777000

Approved Reimbursable Expenses

Date	Description	Amount
09/15/01	AUTO MILEAGE	34.50
10/31/01	AUTO MILEAGE	34.50
37. 09/15/01	AIRFARE	500.00
09/15/01	RENTAL CAR	500.00
10/31/01	SKYCAP	5.00
10/31/01	REGISTRATION FEE	100.00
10/31/01	LODGING TAX-CONUS/US TERR ONLY	50.00

List of Required Receipts

Date(s)	Description	Amount
09/15/01	AIRFARE	500.00
38. 09/15/01	RENTAL CAR	500.00
10/31/01	REGISTRATION FEE	100.00
09/15/01 - 09/30/01	Hotel(s) at TOPEKA	825.00
09/30/01 - 10/05/01	Hotel(s) at MIAMI	395.00
10/25/01 - 10/31/01	Hotel(s) at MIAMI	600.00

100

Amendment(s) not signed by approving authority. Claim processed w/o changes from amendment.

101

Member was married en route need amendment authorizing dependent travel.

102

Need amendment authorizing additional members born after orders issued.

103

Member needs to submit dependent travel.

104

Need amendment authorizing excess baggage.

105

Orders do not specify specific entitlements indicating orders are silent. Per Diem & Lodging reimbursed as CM. All other entitlements must be approved with an amendment.

106

Incomplete itinerary, only reimbursable expenses paid.

107

Member attending REBI. No per diem allowance authorized. Only paid travel allowances.

200

Lodging taxes must be listed separately in block 18.

201

Dual lodging must be authorized on orders.

202

Quarters were directed.

203

Lodging nights exceed dates on orders and not reimbursed.

204

Nightly lodging not requested on itinerary in block 15E.

205

Lodging must have an itemized receipt - For reimbursement of hotel expenses you must provide an itemized receipt(s). If your receipt is lost, destroyed, or impractical to obtain, you must provide a statement explaining the circumstances why receipt was not enclosed. Included in this statement, provide the name and address of the lodging facility, the date lodging was obtained, whether others shared the room and the cost incurred. IAW JFTR U2510.

206

Lodging exceeded maximum daily rate - Your daily lodging rate exceeded the rate allowed by the JFTR. You have been reimbursed the maximum lodging rate for your TDY area. To receive your total lodging cost you must receive an authorization for actual expense. Actual Expense Allowance (AEA) must be authorized on travel orders or amendments by order issuing officials to receive payment of expenses, which exceed the maximum per diem rate. IAW JFTR U4210. Actual Expense is to be used on a case by case basis and can only be placed on blanket orders as a separate endorsement indicating the location, date, and duration for Actual Expense IAW JFTR U4200

207

Only entitled to one-half of daily cost - Your lodging receipt shows a charge for double occupancy. Your entitlement is half of the double occupancy charge unless the other person occupying the room is not under orders. If the person occupying the room is not under orders you are authorized the single room rate. Member must supply the single room rate. IAW JFTR 4129-D.

208

TDY Lodging exceeds the daily room cost. Receipts and/or claim appear to identify that dependents accompanied the member TDY. When dependents are not traveling at Government expense, the member is entitled to the single room rate. IAW JFTR U 4139. Member must supply the single room rate IAW U4129-D.

209

Lodging tax - Your lodging tax reimbursement has been reduced to a tax based on the maximum lodging rate for your area IAW JFTR U4520-A5.

210

Temporary lodging expense/allowance - TLA could not be reimbursed, TLA is paid through your OCONUS housing office. IAW JFTR U9201.B.1 TLE is not payable during days in which per diem is paid. IAW JFTR U5705.A. Five days TLE is authorized in connection with a PCS to an OCONUS PDS (split between old PDS and designated place as the member desires) IAW JFTR U5710.A. When claiming TLE and staying with friends or family, the name and address of the individual is required. IAW JFTR U5714.3 (NOTE). There is no TLE entitlement when leaving active duty IAW JFTR U5705.C.

300

Orders cancelled - Advance was liquidated.

301

Non-travel related items will not be paid - Item(s) is(are) not a travel related expense and is not reimbursable through PSC travel. You should seek reimbursement through your unit supply officer or unit comptroller following accepted procurement practices.

302

Receipts - Your item(s) could not be reimbursed. Receipts are required for expenses of \$75 or more and for transportation expenses. If a required receipt is missing you must provide a statement explaining why a receipt could not be obtained. If the item has been combined with other items you must claim each item separately IAW JFTR U2510-B.

303

Receipt items not requested on claim were not reimbursed.

304

Member is OBLIGATED to exercise prudence. IAW JFTR U 2010

400

Medical travel - Medical attendant(s) are paid full per diem vice actual expenses. IAW JFTR U7554.

401

Reduced per diem - Your TDY per diem has been paid at the REDUCED RATE as established by COMDT (WPM-2) IAW JFTR U-4177.

402

While on leave mbr not entitled to per diem. If lodging is based on a long term basis and prudent, then lodging was adjusted upwards for days mbr was entitled to per diem, NTE max daily lodging. JFTR U-4141

403

Local travel - A member is not entitled to per diem for TDY performed entirely within 12 hours JFTR U-4102-F. Occasional meals may be reimbursed under JFTR U-4510.

404

Proportional per diem or Government Meal Rates can't be directed on orders when lodging location is different than the TDY site. Authorized/paid full M&IE
IAW JFTR U 4149/U 4151.

405

Actual expense for meals must be authorized - Actual Expense Allowance (AEA) must be authorized on travel orders or amendments by order issuing officials to receive payment of expenses, which exceed the maximum per diem rate. JFTR U4210. Dependents are entitled to Actual Expense Allowance (AEA) when they are the patient. AEA is authorized not to exceed the per diem rate prescribed for the area concerned JFTR U-5240-C-.3.

406

Travel was more than 12 hours but less than 24 hours. Prorated per diem paid JFTR U-4159.

407

Traveler was on sea duty, per diem not authorized.

408

Mbr was at "A" school or "OCS" only incidentals were reimbursed.

410

Mbr paid proportional per diem.

411

Authorized commercial messing - Messing cannot be divided between weekdays & weekends. If one is CM then all days are deemed CM.

412

Wrong departure/arrival date - Claim has been reconstructed.

413

Meals paid by purchase order (PO), only incidentals were paid.

414

Mbr was on field duty - No per diem authorized.

415

Mbr not entitled payment when with in the vicinity of PDS.

416

Mbr must request 25 percent of M&IE for first or last day in reimbursables.

417

1351-3 Required for dependent or actual expense claims

418

Can't pay 25 percent per diem on first or last day unless on continuous travel.

419

Member not entitled to the Incidentals portion of per diem allowance. Members who have not arrived at their first Permanent Duty Station are not authorized incidental expenses. JFTR U-7125-B

500

Not authorized telephone - Reimbursement for personal/official telephone charges must be authorized on your travel orders and approved by the Order Issuing Authority. (Military must have a specific daily amount authorized)
JFTR U-4505

501

Tips must be itemized - The PSC ACO has determined the "customary" amount allowed for skycap to be \$1/bag, limit 4 bags/airport visit when bags are checked. JFTR U3605. Tips for taxis and limos are reimbursable NTE 15% of each taxi fare. JFTR U3410.B. Tips to train attendants are reimbursable up to \$1/calendar day. JFTR U3135.E. Tips to drivers provided by the hotel may be reimbursed up to \$1/one-way trip. JFTR U3430.B. Other fees and tips are covered in the incidental portion of your per diem FTR 301-7.3(c)(3)(i).(civilian only) (does not apply if civilian is disabled or carrying govt. equip.) See Appendix A (per diem) of the JFTR (military) or 301-7.3(c)(3)(i) of the FTR (civilian).

502

Not authorized laundry - Military mbrs must have 7 consecutive nights of TDY & civilians must have 4 consecutive nights of TDY. If Mbr is OCONUS then laundry expense is included in the incidental portion of your per diem. JFTR U-4520

503

Excess baggage must be authorized on orders - Your request for excess baggage expenses could not be reimbursed. Excess baggage must be authorized and approved by the order issuing authority on your travel orders or amendments. JFTR U-3015. On PCS claims, excess baggage that includes HHG items is considered to be a transportation issue, these items must be claimed through FINCEN.

504

Not authorized fuel costs while in Govt auto or w/o rental car.

505

Item(s) not reimbursable w/o amendment.

506

Not authorized conference fees.

507

Luggage cart not reimbursable.

508

Tolls not authorized when traveling as a passenger in a vehicle or while on leave.

509

Not authorized parking when traveling as a passenger in a vehicle or while on leave.

510

Postal fees for HHG is a transportation issue and must be submitted to FINCEN.

511

DITY moves are processed through FINCEN.

512

TLA reimbursement is through FINCEN.

513

Orders do not authorize DLA.

514

TLE is authorized at old or new pds not en route. IAW JFTR U5705

515

Member's assigned govt quarters are not authorized DLA. JFTR U-5610-B

516

TLE not reimbursable going to A school.

517

Single members are not authorized DLA upon completion of boot camp.

JFTR U-5630-C

518

Reimbursement for auto repairs is the responsibility of the owner/operator.

JFTR U-3305-B-NOTE

519

ATM fees are in an excessive amount for the number of days traveled. ATM fees adjusted as appropriate. JFTR U-2010 / U-4520

520

DLA when separating/retiring not reimbursable. JFTR U-5630

600

Rental car not authorized on orders.

601

Block 16 must be marked for reimbursement of POV mileage - To be reimbursed for mileage, you need to indicate if you were the owner/operator or passenger.

JFTR U-3305-A

602

Block 16 was marked as passenger and mileage was claimed. Only the owner/operator is reimbursed auto mileage. JFTR U-3305-A

603

GTR has been determined to be more cost effective than actual mileage & additional travel days.

604

Orders state that POV authorized NTE the cost of the GTR, the GTR cost must be stated on the orders to determine which mode of travel is most cost effective before any mode of travel will be reimbursed. See PSC message 072155Z DEC 01, message may be viewed on the PSC Travel web page at <http://cgweb.uscg.mil/g-w/hrsic/tvl.htm>. Message subject is TRAVEL CLAIM PROCESSING IMPROVEMENT

605

Airfare receipt must show the first 6 digits of CC number or have a signed statement - To be reimbursed for your flight costs, a copy of the airline ticket showing the form of payment or a statement indicating who paid for the airfare and the cost must be submitted. IAW JFTR-U2500.B.3. The receipt that you provided only indicated the cost of the airfare. The signed statement must certify all information that would be shown on an airline ticket.

606

GTR/GTA airfare is not a reimbursable expense.

607

Airfare service charges must be claimed as a reimbursable item.

608

Not authorized airfare on orders.

609

Rental vehicle upgraded but not authorized - Reimbursement for your rental car has been reduced to the cost of a Compact/Economy size car vice an upgraded car as indicated on your receipt. If the cost was not indicated on your receipt you were not reimbursed for the rental expense. Your orders do not authorize an upgrade as mission essential. JFTR U-3415-B

610

Additional insurance on rental car not authorized. JFTR U-3415-C-2

611

Local travel / Taxi not authorized - Local mileage/travel in/around TDY site must be authorized on your orders for payment. JFTR U-3510

612

POC/POV not authorized on orders.

613

When shipping POV mbr is only entitled to the reimbursement mileage equaling one round trip. IAW JFTR U5413

614

Ferry tickets paid with purchase order/GTA account, ferry costs not reimbursable

615

MBR's entitlements did not fully liquidate advances, resulting in a negative balance. Advances exceed member's entitlements.

616

Airfare reimbursement not authorized. Member's orders authorize FAILURE TO USE government transportation would result in zero travel entitlement.

617

Taxi while on leave not reimbursable.

618

Airfare needs to be claimed in block 18 on DD form 1351-2.

619

Need proof of payment for the Alaska Marine Highway. (White cards).

620

Rental cars only reimbursable when IAW JFTR U5461

621

Airfare reimbursed at cost of GTR.

622

Member serves less than prescribe period of service.. IAW JFTR U-5125-A-5 Member authorized transportation in kind (no per diem) by least expensive transportation mode available.