

Form Examples/Instructions

TRAVEL VOUCHERS (DD Form 1351-2)

- *Put your home address or Ft. Jackson address, either one works.
- *Block 8: Travel order number is found in 1610.
- *Block 9: If you've received a TDY advance or reimbursement for another travel voucher using your current 1610, put it here.
- *Block 15: Include all travel. If this is not your final TDY travel voucher, write "Continuons/Cont. TDY at Ft. Jackson, SC." This is what pays your Per Diem from the date you're claiming FROM to your TO date. See attached examples.
- *Block 16: Make sure to mark OWN/OPERATE if you used your POV.
- *Block 18: Must include expenses in itemized form. Include a FROM-TO date (i.e. 1/29-2/28). Do not worry about your meals or Per Diem. Meals are your BAS on your LES and Per Diem is paid through by the dates in Block 15. See attached examples.
- *Block 20: Make sure to sign your name here. DO NOT get your buddy or anyone to sign as the reviewer (especially if you're having A Co, send it for you).
- *FYI: If you send your voucher to DFAS yourself A Co. cannot track it for you. (i.e. don't ask A Co. questions about it because they can't help you). Also, once you send a travel voucher yourself, A Co. cannot send any future travel vouchers for you on the same travel orders. (i.e. unless you get a new 1610, you are responsible for sending all future travel vouchers on your own.
- *Attach to Travel Voucher:
 - Copy of 1610
 - Copy of orders (if living off-post need to include copy of orders WITH non-availability statement)
 - Any lodging receipts (needs to show a 0.00 balance)
 - Rental agreement (ONLY if living off-post WITH a non-availability statement)
 - Mileage Log (1610 shows mileage authorized if living ON post and if living OFF post. It differs.)
 - Laundry (You're allowed \$2.00 per day, automatically. Even if you're living in a place with free laundry.)
 - Copy of Cable bill/Electricity/Gas Bill (if renting off post WITH a non-availability statement)
- *YOU CAN ONLY LIVE OFF POST IF YOU HAVE A NON-AVAILABILITY STATEMENT FROM HOUSING STATING THAT THERE WAS NO ROOM FOR YOU IN LODGING ON POST!

LEAVE (DA FORM 31)

- *Be sure to put your leave address, including YOUR CELL PHONE NUMBER.
- *Block 9: Include all days in Block 10, in the requested box, even if they're non-chargeable travel days/PTDY/etc.
- *Block 7: See attached examples for the different types of PCS/Leave.
- *Block 10: If you're graduating your leave MUST start on the date of graduation, unless told otherwise by CO. No exceptions!
- *Block 12: PCS/Leave 30 days and under - signed by CO or supervisor
PCS/Leave 30 days and over, PTDY, HRAP - signed by CO
- *Block 13: PCS/Leave 30 days and under - signed by CO
PCS/Leave 30 days and over, PTDY, HRAP - signed by BC (i.e. leave this space blank)
- *Blocks 14-16: Leave blank!
- *Block 17: Description of your plans if it's Leave in Conjunction with PCS/HRAP/PTDY/TDY Travel.
- (HRAP): Must include HRAP statement AR 600-8-10. (see attached example)
- (PTDY): Must include statement. (if in Conj. w/HRAP, put in Block 19)
- *Block 19: Can also be used as description of plans if you've included the HRAP or PTDY statement in Block 17.
- *Attach to Leave form:
 - Copy of most current LES
 - Copy of orders (if PCS/TDY Leave)
 - POV Inspection (if driving)
 - TRIPS Risk Assessment showing LOW RISK (if driving)
 - Itinerary (if flying. If it's not Columbia you must include the POV/Risk assessment to the airport you're flying out of)
 - Anti-Terrorism Level 1 Certificate (if OCONUS leave/PCS)
 - Safety Contract (BN policy)

FYI: Hand into A Co. personnel.

You cannot sign out until the date your leave starts in Block 10a. (i.e. not until midnight of that day)

You sign in and out leave at BN (Bldg 3360). If you are going on leave during snowbirding/class your leave forms stays at BN, and you may ask for them to make a copy for you. If you're leaving the installation to go to BOLC II, Airborne, Ranger school or PCS, you will take your leave form with you.

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: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
2. NAME (Last, First, Middle Initial) (Print or type) LAST, FIRST M.		3. GRADE O1		4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)	
6. ADDRESS. a. NUMBER AND STREET ALPHA CO, TSB BLDG 10,000		b. CITY FORT JACKSON		c. STATE SC		d. ZIP CODE 29207	
e. E-MAIL ADDRESS YOUR AKO EMAIL ADDRESS		7. DAYTIME TELEPHONE NUMBER & AREA CODE YOUR CELL #		8. TRAVEL ORDER/AUTHORIZATION NUMBER ORIGINAL ORDER #		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION A CO TSB, Fort Jackson, SC 29207		12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY.	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE		d. COMPUTATIONS	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES		<input type="checkbox"/> NO (Explain in Remarks)		15. ITINERARY a. DATE 2010		1. Always include receipts, amended orders, in/around mileage log (if authorized), orders with SNA stamp, itemized lodging receipts, and DD Form 1610. 2. DD Form 1351-2 must be typed. 3. You will receive your original packet once it has been scanned to DFAS. Keep your packet until you have been paid your settlement. 4. HAVE PATIENCE WITH DFAS	
b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) Fort Benning, GA		c. MEANS/ MODE OF TRAVEL PA		d. REASON FOR STOP LV		e. LODGING COST	
f. POC MILES		16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS		(1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total 0.00 (8) Less Advance (9) Amount Owed (10) Amount Due	
18. REIMBURSABLE EXPENSES a. DATE 20100506		b. NATURE OF EXPENSE Lodging		c. AMOUNT 1,290.00		d. ALLOWED	
20100506		Laundry @ 2/30 Days		60.00		e. SUMMARY OF PAYMENT	
20100506		ATM Fees		15.00		(10) Amount Due	
20100506		In/Around Mileage (620 miles)		X		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS	
20. a. CLAIMANT SIGNATURE YOUR SIGNATURE HERE		b. DATE DATE		c. REVIEWER'S PRINTED NAME A COMPANY 1SG WILL PRINT NAME		d. REVIEWER SIGNATURE ALPHA COMPANY 1SG WILL SIGN	
e. TELEPHONE NUMBER 803-751-8189		f. DATE DATE		21. a. APPROVING OFFICIAL'S PRINTED NAME DFAS OFFICIAL WILL PRINT NAME		b. SIGNATURE DFAS OFFICIAL WILL SIGN	
c. TELEPHONE NUMBER		d. DATE DATE		22. ACCOUNTING CLASSIFICATION		23. COLLECTION DATA	
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

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. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the 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 pre-designated 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 pre-designated 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/authorizations 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 or CBA (See Note)	- 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

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

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

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.



DEPARTMENT OF THE ARMY
ALPHA COMPANY, TRAINING SUPPORT BATTALION
US ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON SC 29207-7025

REPLY TO
ATTENTION OF

ATSG-SB-A

29 June 2010

MEMORANDUM FOR RECORD

SUBJECT: Driving Distance from Lodging Facilities to SSI and Postal School

1. Due to the lodging arrangements for students attending AGBOLC, FMBOLC, AGWOAC, AGWOBC, and Postal Schools, most students require either POV or rental car authorized as a method of travel. Lodging facilities are not co-located with the schoolhouse which requires students to travel anywhere from 1-10 miles from lodging location to the schoolhouse.
2. A government dining facility is not available to officer students attending AGBOLC, FMBOLC, WOAC, AGWOBC, or Postal Schools and meal cards are not issued. Commercial food establishments are available within 2-10 miles from the students' place of lodging and/or the schoolhouse.
3. The point of contact for this memorandum is the undersigned at (803) 751-8188 or DSN 734-8188.

A handwritten signature in black ink, appearing to read "NJ", is written over a horizontal line.

NICOLE L. JEPSEN
CPT, AG
Commanding



DEPARTMENT OF THE ARMY
US ARMY ADJUTANT GENERAL SCHOOL
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE CO/TSB
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

ATSG-AG

14 July 2010

MEMORANDUM FOR Soldier Support Institute, US Army Adjutant General School, Basic Officer Leadership Course (BOLC), Warrant Officer Basic/Advance Course (WOBC and WOAC) and Active Guard Reserve (AGR) Students, Captains Career Course Reserve Component (AGCCC-RC), and Human Resource Management Course (FA43)

SUBJECT: Statement of Non-Availability

1. Per Diem. Effective 1 October 2005, students attending BOLC or Active Guard Reserve students at the US Army Adjutant General School, Soldier Support Institute, Fort Jackson, South Carolina, are entitled to the current commercial meal rate. As of 1 October 2009 the rates are \$46.00 for meals, plus \$5.00 for incidentals.

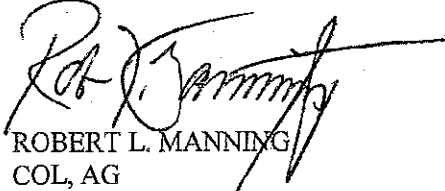
a. A government dining facility is not available to officer students attending the above mentioned courses and meal cards are not issued.

b. Commercial food establishments are within 2.5 miles of Fort Jackson and a number of restaurants are available on and off-post.

2. This statement of non-availability can only be used with an amended order or DD Form 1610 authorizing reimbursement.

3. In accordance with JFTR, para U4155 states "A schoolhouse commandant is authorized to determine if one of the two meal rates based on government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate – regardless of what the Authorizing Official may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher."

4. Point of contact for this action is CPT Nicole Jepsen, A Company Commander, at nicole.gross@conus.army.mil or by commercial (803)751-8188 or DSN 734-8168.


ROBERT L. MANNING
COL, AG
Commandant



DEPARTMENT OF THE ARMY
US ARMY FINANCIAL MANAGEMENT SCHOOL
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7050

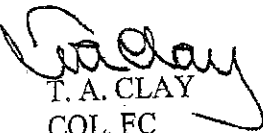
16 December 2010

ATSG-FMS

MEMORANDUM FOR All Financial Management School Students

SUBJECT: Statement of Non-Availability

1. Per Diem. Effective 1 October 2005, students attending BOLC or Active Guard Reserve students at the US Army Financial Management School, Soldier Support Institute, Fort Jackson, South Carolina, are entitled to the current commercial meal rate. As of 1 October 2010 the rates are \$46.00, plus \$5.00 for incidentals.
 - a. A government dining facility is not available to officer students attending the above mentioned courses and meal cards are not issued.
 - b. Commercial food establishments are within 2.5 miles of Fort Jackson and a number of restaurants are available on-post.
2. This statement of non-availability can only be used with an amended order or DD Form 1610 authorizing reimbursement.
3. In accordance with JFTR, para U4155 states "A schoolhouse commandant is authorized to determine if one of the two meal rates based on government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate – regardless of what the Authorizing Official may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher."
4. Point of contact for this action is CPT Nicole Jepsen, Alpha Company Commander at commercial (803) 751-8188, DSN 734-8188, or nicole.gross@conus.army.mil.


T. A. CLAY
COL, FC
Commandant