

HOW TO PREPARE A TRAVEL VOUCHER (DD FORM 1351-2)

A STEP-BY-STEP GUIDE FOR
FAMILIES OF ARMY WOUNDED WARRIORS

Prepared by Travel Pay Operations
Defense Finance & Accounting Service
August 2011



Serving those who serve all...

Thank you for your family's service to the nation, and thank you in advance for referring to this guide as you prepare your travel vouchers. We have finance personnel supporting most medical treatment facilities who stand ready to assist you in completing this form to ensure timely and proper payment.

This "How to" guide is intended for family members traveling on official orders. It provides step-by-step procedures in preparing a travel voucher so it is "pay ready" upon submission. The goal with this guide and other travel information pamphlets is to assist family members in receiving faster payment. Submitting "pay ready" vouchers to the Defense Finance and Accounting Service will assist in providing timely and accurate payment to the traveler.

The DFAS Travel Pay Operations Team

Got questions?

Army Wounded Warrior Travel Pay TRAVEL CUSTOMER SERVICE INQUIRIES

Have a question? Need to check on your travel voucher submission or status of payment? We're standing by to assist you.

Call customer service at 1-317-212-3562 between 7 a.m. and 6 p.m. (Eastern)

Or send us an email at DFAS-IN.casualty.customer.service@dfas.mil.

You can also contact your local Wounded Warrior Pay Management Team for help in completing your travel voucher, reviewing your travel voucher package and submitting it to DFAS for processing.

Ready to submit your travel voucher?

By email: DFAS-INTravelCasualty@dfas.mil

By FAX: (317) 275-0138

By mail: DFAS-IN/Casualty Travel
Dept. 3700
8899 E. 56th St.
Indianapolis, IN 46249-3700

A complete travel voucher packet includes...

- DD Form 1351-2
- All orders and any amendments/extensions (if issued)
- Receipts for all lodging, regardless of amount
- All receipts for expenses incurred for \$75.00 and over
- IF APPLICABLE: Any period of time your Wounded Warrior is on leave must be annotated on your DD Form 1351-2
- DIRECT DEPOSIT: Family member should provide direct deposit information for their financial institution by submitting a SF 1199 Direct Deposit Form or a voided check with their claim

Need a form?

Your travel voucher packet may require you to download forms. Here's where you can find them:

DD Form 1351-2 (Travel Voucher or Subvoucher). This form has been updated and is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf>

The form may be downloaded and completed on your computer, or printed and filled in by hand.

Remember, your 1351-2 must include your signature! Print out the completed form and sign it.

SF 1199A (Direct Deposit Sign-up Form). Available online at <http://www.gsa.gov/portal/forms/download/4DE12D5D772A58F905256B8E0064956C>.

You can fax the signed forms, receipts and other documentation to the number on page 2, or scan your package and send to DFAS-INTravelCasualty@dfas.mil.

Protect yourself! Email can be an insecure way to send your personal information. If possible, encrypt you message to help keep yourself safe from identity thieves. If you are unsure, fax or mail your documents to us.

Instructions for completing a DD Form 1351-2

Block 1: Electronic Funds Transfer (EFT) is highly recommended, though checks may be issued.

* Use a voided check or SF1199 Direct Deposit Form

***Note:* Split disbursement option is only for Government Issued Travel Card holders.

1. PAYMENT		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.	
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT)	<input type="checkbox"/> Payment by Check	Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____	

Block 2: Last Name, First Name, Middle Initial of family member

Block 3: If non-DoD employee, or non-military, indicate "CIV"

Block 4: Social Security Number of family member

Block 5: Indicate "TDY" for short term visitation and "Other"

Blocks 6a-6d: Valid mailing address for receipt of advice of payment

Block 6e: Valid email address

Block 7: Daytime telephone number in the event DFAS-IN should need to make contact

Block 8: Order number, which is typically listed on the upper left hand corner of the orders provided to the family member

Block 9: List any and all previous payments paid from any Finance Office pertaining to the travel period being claimed

Block 10: Do Not Use - Leave Blank

Block 11: Hospital or medical treatment facility in which Soldier is being treated

2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN		5. TYPE OF PAYMENT (X as applicable)	
					<input type="checkbox"/> TDY	<input type="checkbox"/> Member/Employee
6. ADDRESS. a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE	<input type="checkbox"/> PCS	<input type="checkbox"/> Other
					<input type="checkbox"/> Dependent(s)	<input type="checkbox"/> DLA
e. E-MAIL ADDRESS					10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		
				a. D.O. VOUCHER NUMBER		
11. ORGANIZATION AND STATION				b. SUBVOUCHER NUMBER		

Blocks 12-14: Leave Blank

Block 15: Itinerary

a: Date: List the year the travel was conducted. Next to "DEP" list the date you departed your residence. Next to "ARR" list the date arrived at the next mode of travel or location

b: Place:

DEP: List the city and state that was departed

ARR: List the city and state in which you arrived

Once this is complete, indicate the date of departure of current location. Repeat step "b" until all overnight stops are listed and final destination has been reached.

c: Means/Modes of Travel: List the type of transportation used for each leg of travel. Use the two-letter code found in the Means/Modes of Travel box below.

d: Reason for Stop: List the reason for stops using the appropriate two letter code listed here:

AD -Authorized Delay is used for overnight stays or if delayed at airport.

AT -Awaiting Transportation is used when waiting for other modes of travel. This is usually conducted in same day travel.

TD -Temporary Duty is used to indicate time spent at medical treatment facility.

LV - Leave is used to indicate time away from the medical treatment facility; either on site, at home of residence or chosen location. Leave of the soldier should also be reflected on the family member voucher.

MC - Mission Complete is used to conclude travel.

e: **Lodging Cost** is used to list any lodging expense incurred while TDY at the medical treatment facility.

f: **POC (Privately Owned Conveyance) Miles** is used to list any Privately Owned Vehicle mileage incurred. Check the box for own/operate if you owned or physically operated (e.g., drove) the vehicle used to travel to or from the TDY/PCS location. *Ensure Block 16 is complete when claiming automobile mileage.*

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE 2007	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			
3/14	DEP	Freedom, IN	TP	
3/14	ARR	Walter Reed AMC, DC		TD
7/05	DEP		TP	
7/05	ARR	Freedom, IN		MC
	DEP			
	ARR			
	DEP			

The "Means/Modes of Travel" block should include the appropriate two-letter code:

<p>Choices for first letter:</p> <p>T: Government provided ticket</p> <p>G: Government Transportation</p> <p>C: Commercial Transportation</p> <p>P: Privately Owned Conveyance</p>	<p>Choices for second letter:</p> <p>A: Automobile</p> <p>M: Motorcycle</p> <p>B: Bus</p> <p>P: Plane</p> <p>R: Rail</p>
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Most common combinations:

PA - Private Auto	TP - Government provided airfare (no cost)
CA - Commercial Auto (taxi)	CP - Commercial airfare (traveler purchased)

Block 16: Must indicate whether Privately Own Conveyance is Own/Operator or Passenger

16. POC TRAVEL (X one)	OWN/OPERATE	PASSENGER
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Block 17: Indicate the duration of Temporary Duty (TDY) travel

Block 18: Reimbursable Expenses:

- a: List the date the expense was incurred
- b: List the type of expense (i.e., lodging taxes)
- c: List the amount of the expense

18. REIMBURSABLE EXPENSES			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
3/17/07	Lodging Taxes	\$XX.xx	

Block 19: Government/Deductible Meals (circle one)

a: Date the meals were provided

b: Number of meals provided by the government with no cost to the traveler

****Note:** This block will typically be left blank unless certain meals are provided to you by the government at reduced or no cost to you.

19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

Block 20 (a & b): Physical signature of traveler and date the voucher was signed. **Both must be complete.**

Block 20 (c & d): Finance Office signature once voucher is reviewed for accuracy and date the voucher was reviewed. **Both must be complete.**

Block 21 (if applicable): Handwritten name and signature of approving officer if authorizing expenses not listed on original order. (**Note:** Approving officer must list additional expenses authorized). Must include date signed in Block 21a.

20.a. CLAIMANT SIGNATURE	b. DATE	c. SUPERVISOR SIGNATURE	d. DATE

21.a. APPROVING OFFICER SIGNATURE	b. DATE

Block 22: Leave Blank - Finance Office use only

Blocks 23-28: Leave Blank - Finance Office use only

Block 29: Used to clarify anything out of the ordinary, such as:

- Indicate any and all leave periods during temporary duty
- Clarify any additional travel-related issues
- Reflect exchange rates when working with foreign currency

Army Wounded Warrior - Travel Pay Frequently Asked Questions

Q. WHAT ARE INVITATIONAL TRAVEL AUTHORIZATIONS?

Invitational Travel Authorizations (ITAs) are government orders that can authorize up to three family members of a Wounded Warrior to travel to the medical facility where the service member is receiving care.

Q. WHAT DO ITAs AUTHORIZE?

ITAs can authorize up to 3 family members to travel to the location of the service member. When on ITAs your travel to and from the hospital, lodging costs, meals, and incidental expenses are reimbursed by the government. You will be paid a daily rate (per diem) for your meals and incidental expenses. The per diem rates received may differ depending on the location you are staying. Lodging costs cannot exceed the approved lodging rate for the area you are temporarily staying. Per diem and maximum lodging rates vary for each location. Please contact your local Wounded Warrior Pay Management Team for current rates.

Q. HOW CAN AN ADVANCE BE OBTAINED?

You are authorized a one-time advance while staying at the medical treatment facility. The advance amount you are eligible to receive will depend upon the length of your stay at the facility. The amount received for each day will be 80% of the set per diem and 100% of the lodging rate to be paid. You are able to receive your advance via electronic funds transfer (EFT), check, or in some instances you can be paid cash. Your local WWPMT can help you fill out your advance request and can submit it for payment on your behalf. A travel voucher must be filed with your local WWPMT in order to settle the advance received.

Q. HOW DO I GET REIMBURSED FOR MY TRAVEL ENTITLEMENTS WHILE AT THE MEDICAL TREATMENT FACILITY?

In order to be reimbursed for the amount you have spent on travel, lodging, meals, and incidentals you must complete a travel voucher, DD 1351-2. If you have been issued an advance at the start of your trip you must claim the total amount of the advance on your first voucher submitted. The advance must be paid back to the government. If you do not claim the amount of the advance in your first travel voucher there is a possibility you will be in debt to the U.S. government. When filing your travel voucher you must submit a copy of all orders with your voucher.

Q. WHAT IS A MONTHLY TRAVEL ACCRUAL?

A monthly accrual is a voucher that is submitted every month to pay the travel entitlements accrued from the previous month. Your local WWPMT can assist you in completing and submitting these vouchers every month. If preferred, you can wait until your travel is completed before you submit a voucher. Your voucher would then reimburse you for the entire period.

Q. WHAT ARE NON-MEDICAL ATTENDANT ORDERS?

When your Wounded Warrior becomes an outpatient, you may be issued Non-Medical Attendant (NMA) orders. While the service member is an outpatient, typically one person is authorized travel entitlements. NMAs work similar to ITAs, with the same travel entitlements authorized. You are still authorized per diem and lodging costs at the current location not to exceed the approved lodging rate for that specific location. Please continue to file a monthly travel voucher.

Army Wounded Warrior - Travel Pay Supplemental FAQs

Q. WHAT DO I DO WHEN I FEEL I'VE BEEN PAID IN ERROR?

When it is suspected that an error and/or omission has been made in the payment of a travel voucher, please call a Travel Customer Service representative at 317-212-3562.

Q. WHAT DO I DO WHEN AN ERROR OR OMISSION HAS OCCURRED?

When an error or omission has occurred, submit a supplemental claim to the Casualty Travel Team by fax to (317) 275-0138 (DSN 699-0138) by email at DFAS-IN.casualty.customer.service@dfas.mil, or by mail at:

DFAS-IN/Casualty Travel
Dept. 3700
8899 E. 56th St.
Indianapolis, IN 46249-3700

Q. HOW DO I PREPARE A SUPPLEMENTAL CLAIM?

The supplemental claim must include:

- a. A DD1351-2 marked "SUPPLEMENTAL". Provide a full explanation of the item(s) of expense in question on the revised DD1351-2 or on a separate sheet of paper.
- b. A copy of the Advice of Payment for the voucher in question.
- c. A copy of the initial DD 1351-2 and continuation sheets (if any).
- d. One copy of the orders and amendments.
- e. 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 the same information that would have been on the receipt had it been available.

Before you send your packet...

The top reasons for travel payment delays

1. Missing Traveler/Reviewer/Approving Official signatures/dates
2. Missing orders
3. Missing receipts/invalid receipts
4. Expenses claimed but not authorized in orders or authorized by Approving Officer
5. Block for mileage not checked (Block 16)/owner operator not claimed
6. Incomplete itinerary
7. Traveler does not submit or reviewer does not forward voucher within 5 business days of completion of travel
8. Incorrect SSN on travel vouchers and/or orders

