

VOLUME 9, CHAPTER 8: “PROCESSING TRAVEL CLAIMS – OTHER THAN DEFENSE TRAVEL SYSTEM”

SUMMARY OF MAJOR CHANGES

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue and underlined font***.

The previous version dated February 2010 is archived.

PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated/verified hyperlinks, references and forms throughout the chapter.	Update
080301.A	Added guidance for use of digital signatures on Department of Defense (DD) form 1351-2.	Update
080303	Added hyperlink to state specific tax exemption forms.	Update
080503	Changed section name from “Nonmedical Attendant for Specialty Care” to “Nonmedical Attendants”.	Update
080503.D	Added guidance on nonmedical attendants for very seriously and seriously wounded, ill, or injured members.	Update
080505.B	Added guidance for travel to specialty care over 100 miles.	Update
080506.A	Added guidance for attendance at deceased member’s memorial ceremony.	Update
080511	Added guidance for submission of travel claims by International Military Students and guest instructors.	Update

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CHAPTER 8

PROCESSING TRAVEL CLAIMS-OTHER THAN DEFENSE TRAVEL SYSTEM

0801 GENERAL

This chapter covers general guidance for the preparation, submission, and processing of travel claims and forms used for travelers not under the Defense Travel System (DTS) and for Permanent Duty Travel (PDT) travelers.

080101. Disbursing Official Responsibilities

A. Travel Payments. The disbursing officer is responsible for all travel payment operations and is accountable for money disbursed for travel payments as identified in Volume 5, Chapter 11 of this Regulation.

B. Accuracy and Propriety of Payments. The disbursing officer is not responsible for the preparation of a traveler's settlement voucher. The disbursing officer or, if designated, the certifying officer is responsible for the accuracy and propriety of payments, to include ensuring that travel statements and vouchers are accurate and properly supported. The disbursing officer is not required to pay incomplete, improperly prepared, or doubtful claims.

C. Random Audits. The disbursing office is responsible for ensuring that random audits are conducted.

080102. Payment Method

Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department. Supervisors may authorize alternate methods of payment in limited situations where the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement, which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount, shall be made available to travelers as a payment option. This payment option enables travelers to elect a split disbursement by stating on the voucher in block 1 (payment required by) the amount of money to be forwarded to the card contractor.

080103. Adjustments of \$10 or Less

The traveler shall be paid all amounts due on the original settlement voucher. The disbursing officer, however, is not required to make collections of \$10 or less on a final settlement or on an overpayment that subsequently is detected. Conversely, supplemental payments for \$10 or less shall be processed only when specifically requested by the traveler.

080104. Over Advances

If, upon settlement of the travel claim, the disbursing officer determines that a civilian traveler received an excessive travel advance greater than \$10, then that official must forward a letter of indebtedness and give the civilian traveler an opportunity to immediately repay the excess advance. If immediate payment is not made, then initiate collection action as required in accordance with Volume 8, Chapter 8, paragraph 080502 and Volume 5, Chapter 28, paragraph 280802 of this Regulation.

080105. Overpayments

If an overpayment greater than \$10 is detected, then the disbursing officer must forward a letter of indebtedness to the traveler that requests remittance. The traveler is required to pay the indebtedness within 30 calendar days after the date of notification; otherwise, collection action must be initiated as outlined in Volume 8, Chapter 8, paragraph 080503, Volume 5, Chapter 28, paragraph 280802, and Volume 7A, Chapter 50, subparagraph 500104.A of this Regulation.

080106. Customer Service Information

The disbursing officer shall develop procedures that allow for courteous customer service to be provided to all travelers. Information that will be included with the final travel vouchers and Advices of Payment (AOP) are a point of contact and telephone number for the responsible travel computation office. This information will allow the traveler to contact someone with questions or concerns pertaining to travel-related issues. The following mediums may be considered:

- A. Locally devised pamphlets.
- B. Information sheets providing travel tips.
- C. Travel information articles in installation or unit newspapers.
- D. Articles in daily or weekly bulletins or notices.
- E. Briefings at commander's calls, organizational meetings, or similar functions.
- F. Department of Defense (DoD) Component internet addresses with financial customer service links.

080107. Income Taxation of Reimbursable Temporary Duty (TDY) Allowances

A TDY assignment at one location for more than a year is considered by the Internal Revenue Service (IRS) to be permanent, and any reimbursement is taxable income (see [IRS Code, 26 U.S.C. section 162\(a\)](#) and [Internal Revenue Ruling 99-7](#)). A TDY assignment at one location for less than a year may be considered by the IRS to be permanent, depending upon the specific facts. Travel Authorizing Officials should consider a Temporary Change of Station (TCS) instead of an extended TDY when an employee must remain at a TDY assignment

location for more than 180 days. A TD Form W-2 (“Wage and Tax Statement”) will be issued for all allowances when TDY assignments are taxable. Employees who perform long-term TDY assignments for which TDY allowances are taxable are also authorized an Income Tax Reimbursement Allowance in accordance with [JTR, paragraph C4715](#). (NOTE: Travel claims involving taxable TDY allowances should be submitted on a DD 1351-2 to the appropriate travel settlement office, as the DTS does not currently have the capability to compute claims involving taxes.)

0802 FORMS

The following forms may be used by travelers to claim travel and transportation allowances:

[DD Form 1610](#) (Request and Authorization for TDY Travel of DoD Personnel)
(NOTE: Used to support travel claim payments)

[DD Form 1614](#) (Request and Authorization for DoD Civilian Permanent
Duty Travel)
(NOTE: Used to support PDT travel payments)

[DD Form 1351](#) (Travel Voucher)
(NOTE: Multiple use form)

[DD Form 1351-2](#) (Travel Voucher or Subvoucher)
(NOTE: Used to claim PDT/TDY travel allowances for official travel performed, including dependents’ travel and other PDT allowances)

[DD Form 1351-2C](#) (Travel Voucher or Subvoucher Continuation Sheet)
(NOTE: Used when the DD Form 1351-2 does not provide sufficient space)

[DD Form 1351-3](#) (Statement of Actual Expenses)
(NOTE: Used to claim actual subsistence expenses when the TDY is performed on an actual expense basis)

[DD Form 1351-6](#) (Multiple Travel Payment List)
(NOTE: Used to make multiple payments for travel and TDY performed under like conditions and circumstances)

[SF 1164](#) (Claim for Reimbursement for Expenditures on Official Business)
(NOTE: Used to claim reimbursement for expenses incurred for recruiting duty and expenses incurred within and around a PDS station)

0803 VOUCHER PREPARATION

080301. Completion

The traveler is responsible for preparing his or her DD Form 1351-2 to claim reimbursement for official travel. Even when someone else prepares the voucher, the traveler is responsible for the truth and accuracy of the information. When the traveler or a legally appointed designee signs the form, he or she attests that the statements are true and complete and that he or she is aware of the liability for filing a false claim. All claims and attached statements must be completed using ink, typewriter, or computer-generated forms.

* A. General. Traveler's will use the DD Form 1351-2 to submit travel claims requesting reimbursement for expenses incurred while on official travel. The voucher is prepared and submitted, with necessary attachments and required approvals, to their servicing travel computation office. Travelers will attach the number of copies of the DD Form 1351-2 and supporting documents prescribed in Component guidance. The traveler must carefully review expenses claimed on the DD Form 1351-2 and [sign the original voucher](#). [Electronic certifications \(digital signatures\) may be submitted and accepted for payment on a travel voucher, in addition to those signed in ink, only if all of the requirements listed in, Volume 5, Chapter 1, subparagraph 010303.D, of the Regulation, are met.](#) A legible facsimile of a properly completed, signed voucher and all required supporting documents may be accepted. [Voucher facsimiles signed digitally must still comply with requirements in Volume 5, Chapter 1, in order to be accepted.](#)

B. Erasures and Alterations. Erasures and alterations in totals on reimbursement vouchers must be initialed by the traveler. Any alterations, such as erasures and alterations in totals on receipts, must be initialed by the person who issued or signed the receipt.

C. Leave of Absence. When any type of leave is taken while in a travel status or at the TDY point(s), the number of hours, type of leave, and dates for civilian employees or dates for military members must be shown on the reimbursement voucher along with the scheduled hours of duty if a leave of absence is taken.

D. Return to Permanent Station or Home on Nonworkdays. If return to the PDS or home from which the traveler commutes daily to the PDS is made over a weekend or on any nonworkday, then the following information must be entered on the voucher:

1. Date of arrival at PDS (or home).
2. Roundtrip ticket cost or roundtrip distance traveled by privately owned conveyance (POC).
3. Date of return to TDY location.

NOTE: Per diem is not payable for time spent at the PDS or home. A mileage allowance is not payable for privately owned conveyance (POC) travel if the traveler traveled with another

employee or uniformed member, unless the traveler was responsible for paying the POC operating expenses.

E. Travel by POC. When travel is by POC, always show on the travel claim the points between which travel is performed. Any unusual conditions or circumstances that may affect allowances must be explained on the settlement voucher, or attached on a separate sheet as supporting documentation. When two employees on official duty ride together in the same POC, the travelers must identify the name of the owner-operator of the POC and the name of the passenger, along with the name of the department or agency they work for. In either situation, the points between which travel was performed must be shown.

F. Travel by Special Conveyance. Use of a special conveyance, under the provisions of JTR, paragraph C2102 and, JFTR, paragraph U3415 requires a determination of advantage to the government before reimbursement is allowed. This authorization should be in the orders. Otherwise, approval is indicated by a statement signed by an appropriate approving official to the effect that local public carrier (taxicab or other conveyance) used for official business is approved as the transportation mode most advantageous to the government. The use of taxicabs between home or hotel and transportation terminals is a usual item of reimbursable expense. Such usual items shall be stated on the voucher and do not require special authorization or approval.

G. Foreign Currency. Persons traveling in foreign countries shall report their reimbursable expenditures in the currency actually paid. In order to receive proper reimbursement, the traveler must report the following information on his or her travel claim: The amount of the expense in foreign currency; the exchange rate on the day the item was purchased; and the bank commission(s) charged for conversion of U.S. dollars to foreign currency. The rates of conversion and the commission(s) charged must be shown. If the conversion rate(s) is not shown, then the activity settling the voucher must use an appropriate exchange rate for the date the expense was paid. NOTE: Travelers are not authorized reimbursement for losses, and are not liable for gains, resulting from currency conversions.

H. Exchange Fees. Itemize charges for cashing U.S. Government checks issued in reimbursement of expenses incurred for travel in foreign countries by entering the date and the amount of the fee on the travel voucher.

I. Payments to Other Employees. Reimbursements are not allowed for payments made to other government employees for transportation expenses, except in cases of necessity, which must be satisfactorily explained.

J. Items Denied Reimbursements. Claims for items in vouchers that are not reimbursable under this volume and the JFTR or JTR, or not properly supported by receipts where required, must be denied by the travel office. The claimant must be notified and informed of the reason(s) and required corrective action, if any. These items, if later reclaimed, must be itemized in a subsequent regular or supplemental voucher and supported by the original or copy of the denial notice.

K. Supporting Documents. In addition to expense statements or other declarations, when required, support the voucher by including the following documents.

1. Travel Orders. Attach one copy of travel orders and issued amendments to the voucher for TDY and two copies for PDT. In the Navy, attach the original and two copies of travel orders for PDT travel.

2. Government-Procured Transportation Documents. Attach memorandum copies of transportation request documents to the voucher. A traveler using the DTS for arrangements only must print a copy of the final itinerary and attach it to the settlement voucher.

3. Unused Government-Procured Transportation Documents. Attach receipts for the unused portion of transportation documents to the travel voucher. Receipts for the unused portion of travel are obtained when the unused portion of the ticket is returned to a transportation officer (TO). This is not applicable to the Navy.

4. Statements for Common Carrier Reimbursement. When a traveler claims reimbursement for common carrier transportation paid by cash, the following statement must be included on the voucher: "I hereby assign to the U.S. any rights I may have against other parties in consideration with any reimbursable carrier transportation charges described herein."

5. Unused Tickets. When itineraries are changed or trips are canceled after tickets have been issued to the traveler, the traveler must write and initial a statement on the travel voucher that all tickets have either been used for official purposes, and/or all unused tickets, or portions thereof, have been properly accounted for and turned in to the TO or commercial travel office (CTO). Receipts issued by TO/CTO for unused tickets must be attached to the travel settlement voucher.

6. Actual Expense Authorization (AEA). When an AEA has been authorized or approved in connection with TDY and not documented on the travel order, three copies of the AEA must be attached to the voucher.

080302. Itinerary

Claims must contain a complete itinerary for the entire period of travel. This includes return to the PDS during temporary duty and any type of leave taken and the periods the leave was used. On claims for TDY travel, the first entry must be the traveler's residence or office, as applicable, except for aircrews ([JFTR, Chapter 2, Table U2C-1](#)) or extended TDY (i.e., TDY in excess of 30 days). The first entry on PDT travel claims must be the last PDS. Travel from the residence or office to a carrier terminal does not need to be listed in the itinerary; the mileage or taxi is claimed as a reimbursable expense. This also applies to travel from a carrier terminal to the place of lodging or TDY site. The claimant must list the dates of departure from and arrival at a port of embarkation/port of debarkation (POE/POD).

*080303. Reimbursable Expenses

The traveler must enter all allowable reimbursable expenses. Tax on lodging is a separate reimbursable expense from the room charge and must be claimed separately on the travel claim for travel within CONUS and OCONUS non-foreign areas. [Information regarding specific State exemptions for lodging taxes can be found at GSA-Smartpay State Tax Letters.](#)

080304. Recruiting Expenses

Recruiters must claim reimbursement using the Claim for Reimbursement for Expenditures on Official Business form (SF 1164).

080305. Other Instructions

A. The traveler must attach all lodging receipts and any other receipt for expenses of \$75 or more to the voucher. A statement (instead of a receipt) is acceptable for the use of government quarters if authorized in Service regulations. (See [JFTR, paragraph U2510](#) and [JTR, paragraph C1310](#).)

B. Travelers shall receive 75 percent of the meals and incidental expense rate for the first and on the last day of travel.

0804 RESPONSIBILITIES

080401. General

Refer to section 0502 of this volume for responsibilities of accountable officials in the travel process.

080402. Authorizing Official (AO)

Refer to section 0502 of this volume for AO responsibilities.

A. Reviewing Travel Claims. The AO confirms the authorized travel and must ensure the following when reviewing and signing travel claims:

1. Claim is properly prepared using ink or computer-generated forms.
2. All amounts claimed are accurate.
3. Required orders, receipts, statements, and justifications are attached to the travel claim.
4. All expenses claimed are authorized and allowable.

5. Any deviation from the travel order is in the government's best interest.
6. Claimed items requiring approval after the fact, but not approved in the order, were necessary in the conduct of official business.
7. Reimbursement, as appropriate, is approved (in whole or in part) or reimbursement is revised.
8. The claim is on an original travel voucher with an original signature and date.
9. Advance and partial payments are annotated, or "NONE" is entered in block 10 of the DD Form 1351-2.
10. When foreign currency was used for reimbursable expenses, the appropriate blocks of the DD Form 1351-2 must include the expense both in foreign currency and U.S. dollars, the exchange rate, and commission charges for the foreign currency at the time of the transaction.

B. Approving Items. Before an AO may approve an item involving use of a transportation mode not authorized in a travel order, the necessity for that mode shall be explained on the voucher. When a traveler claims POC expense under orders that authorize travel by common carrier or government vehicle, and a travel-approving official does not determine that such use is in the government's best interest, reimbursement is limited per [JTR, paragraph C2156](#), and [JFTR, paragraph U3310](#). An AO also may approve:

1. Excess baggage expenses.
2. Communications and other miscellaneous expenses.
3. Minor deviations in TDY duration or location.
4. Per diem, if the per diem amount was unintentionally omitted from a travel order.
5. Additional travel expenses incurred by an employee with a disability or special needs. (See [JTR, Chapter 7, Part J](#))

C. Items Requiring Advance Authorization. The following require advance authorization and may not be approved on the voucher after the fact:

1. Use of reduced fares for group or charter arrangements.
2. Payment of a reduced rate of per diem for subsistence expenses.

3. Acceptance of payment from a nonfederal source for travel expenses.

4. Travel expenses related to attendance at a conference.

080403. Review of Travel Claims

An AO or supervisor that has knowledge of the purpose and conditions of the travel claim prepared by the traveler conducts the review of the claim by ensuring that:

A. The claim is properly prepared.

1. The correct travel voucher forms (printed in ink, computer-generated or typewritten form) are used.

2. The claim is on an original travel voucher with an original signature and date.

3. Any advance or partial payments authorized are annotated on the travel voucher, or "NONE" is identified in the appropriate block.

4. When foreign currency is used while traveling on official business, the traveler includes the expense in both foreign currency and U.S. dollars, indicating the exchange rate and commission charges for the foreign currency at the time of the transaction.

B. The amounts claimed are accurate and reasonable.

C. The required orders authorizing the travel, receipts, statements, and any justifications are attached to the travel claim.

1. The traveler has submitted original lodging receipts regardless of the dollar amount.

2. The traveler has submitted receipts for all single items of expense that exceed \$75.

D. The claimed expenses were authorized and allowable, and that any deviations from the authorized travel were in the best interest of the government.

E. The AO or supervisor has reviewed, signed, and dated all travel claims and forwarded them to the travel office for computation.

080404. Travel Computation Office

Refer to subparagraph 050201.G of this volume for the travel computation office's responsibilities.

080405. Traveler

Refer to subparagraph 050201.J this volume for the traveler's responsibilities.

0805 SUBMISSION OF TRAVEL CLAIMS

080501. Temporary Duty (TDY) and Permanent Duty Travel (PDT) Claims

All claims must be submitted within 5 working days of return to or arrival at the PDS. In the case of extended TDY (over 45 days), and reservists on Annual Training, Active Duty Training, or Inactive Duty Training that is known to be greater than 45 days, the traveler must submit a claim for each 30-day period. That claim must be submitted within 5 days after each 30-day period.

080502. Local Travel at Permanent Duty Station (PDS).

A. General. Claims for reimbursement for expenditures for official business must be submitted using the [SF 1164](#). This form may be used for such expenses as taxicabs, public carriers, or POCs while transacting official business in the locality of the PDS. Claims must be submitted as soon as practical after expense has occurred. Claims may be submitted for each individual trip or by combining recurring trips on one claim. The [SF 1164](#) must not be used for reimbursement of fares or mileage for use of POC in connection with TDY travel involving per diem allowance.

B. Voucher Submission. The [SF 1164](#) must identify the date, point of origin and destination, and the amount of fare and tips or distance for each trip. When the point of destination of one trip is identical to the point of origin of the next trip, the point of origin column need not be completed. When identical trips are claimed on a voucher, only the first trip must show the points of origin, destination, and date the trip was performed. Subsequent trips may be annotated with a statement such as "Same trip made on date(s)." Unless required by local authority, it is not necessary to compute mileage reimbursement for each trip. The "number of miles" column (Block 6(e)) may be added and the total multiplied by the mileage rate. The form must be signed by the claimant and submitted as provided in applicable Component guidance.

*080503. [Nonmedical Attendants](#)

A. [Nonmedical Attendant for Specialty Care](#). Roundtrip transportation and travel expenses are authorized for one nonmedical attendant. The attendant must be a parent, guardian, another adult (over 21) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed as follows (see [JFTR, paragraph U7961](#)):

1. Military Member as Attendant. The member ordered on TDY as an attendant is authorized TDY allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

3. Other Person as Attendant. A person other than a military member or U.S. Government civilian employee who is designated to travel as an attendant should be issued an Invitational Travel Authorization (ITA) or be included in the patient's travel authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in JFTR, paras. U7960.C and U7960.D. (NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).

B. Claims. Claims for reimbursement for expenditures for military members/civilian employee attendants must be submitted using the DD Form 1351-2. Claims for reimbursement for expenditures for other persons as an attendant must be submitted using the SF 1164 when overnight lodging is not claimed. When overnight lodging is required, the claim must be filed on a DD Form 1351-2. The SF 1164 form may be used for such expenses as occasional meals, taxicabs, public carriers, or POCs while performing as an attendant for specialty care patients referred to a specialty care provider more than 100 miles away. Claims must be submitted to the Primary Care Manager (PCM) as soon as practical after the expense has been incurred.

C. Voucher Submission. The SF 1164 must identify the date, point of origin and destination, and the actual expense to perform as a nonmedical attendant for specialty care patients. The voucher must be submitted to the PCM for approval. A mileage allowance may not be paid. Reimbursement for POC actual expenses are limited to fuel, oil, parking, ferry fares, road, bridge, and tunnel tolls. The DD Form 1351-2 must be used for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses contained in JFTR/JTR, Appendix G may be authorized and approved.

* D. Nonmedical Attendant for Very Seriously and Seriously Wounded, Ill, or Injured Member. Transportation and per diem may be provided an attendant as determined by appropriate authority under JFTR, Chapter 5, Part C, section 6, paragraph U5250. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed as follows:

1. Military Member as Attendant. The member is authorized TDY travel and travel allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel.

3. Other Person as Attendant. A person other than a military member or U.S. Government civilian employee who is designated to travel as an attendant should be

issued an Invitational Travel Authorization. This person is authorized reimbursement of travel allowances as prescribed in [JFTR, Chapter 5, Part C, Section 6, paras. U5250.D, U5250.E, U5250.F, and U5250.G.](#)

E. Claims. Claims for reimbursement for expenditures for military members/civilian employee attendants must be submitted using the [DD Form 1351-2](#). Claims for reimbursement for expenditures for other persons as an attendant must be submitted using the [SF 1164](#) when overnight lodging is not claimed. When overnight lodging is required, the claim must be filed on a [DD Form 1351-2](#).

F. Voucher Submission. The [SF 1164](#) must identify the date, point of origin and destination. The [DD Form 1351-2](#) must be used for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned.

080504. Travel and Transportation for Funeral Honors Detail

A. General

1. Military Members

a. Should use the [SF 1164](#) for reimbursement of expenditures for funeral honors detail when overnight lodging is not claimed.

b. Must use the [DD Form 1351-2](#) when overnight lodging is claimed. Authorized allowances for military members performing funeral honors duty are contained in the [JFTR, paragraph. U7156](#) and [JFTR/JTR, Appendix O, paragraph T4045.F.](#)

2. Individuals Not Employed by the Government

a. Should use the [SF 1164](#) for reimbursement for expenditures for funeral honors detail when overnight lodging is not claimed.

b. Must use an Invitational Travel Authorization and the [DD Form 1351-2](#) when overnight lodging is claimed. Entitlements for individuals not employed by the government performing funeral honors detail are contained in the [JFTR/JTR, Appendix E, Part 1, paragraph C7.](#)

B. Voucher Submission. The [SF 1164](#) must identify the date, point of origin and destination, and the actual expense to perform the Funeral Honors Detail. The voucher is submitted to the military unit augmented for approval. A mileage allowance may not be paid. Reimbursement for POC actual expenses is limited to fuel, oil, parking, ferry fares, road, bridge, and tunnel tolls. The ITA must be used for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses contained in [JFTR/JTR, Appendix G](#) may be authorized and approved.

080505. Separatees or Retirees-Members.

A. General. A separated or retired member who has not received an advance must forward the claim to the disbursing office responsible for that person's pay accounts prior to separation or retirement. All claims submitted within 1 year of separation or retirement must be paid by the disbursing officer. The disbursing office that supports U.S. Marine Corps separatees or retirees must pay all claims submitted within 60 days of the month of separation or retirement. All other claims received after the stated time periods for filing shall be forwarded to the following designated Service address:

Army: Indianapolis Operations
Department 3700
8899 East 56th Street
Indianapolis, IN 46249-3700

Navy: Personnel Support Detachment (PSD) or
servicing disbursing officer at separatee's or retiree's
separation point

Air Force: Member's last servicing
Financial Services Office (FSO)

Marine Corps: Member's last servicing
Finance/Disbursing Office (FO/DO)

1. Officers. Travel allowances payable to a separating or retiring officer must be used to offset indebtedness to the government when paid as an advance or settlement.

2. Enlisted Personnel. Travel allowances payable in advance to separating or retiring enlisted personnel for personal travel home may not be used to offset any debts to the government. Travel allowances payable to enlisted members after they have returned home must be withheld and applied against their debts.

3. Dependents and Household Goods Claims. Advances and settlements of dependent travel allowances and household goods entitlements must be withheld and applied to indebtedness to the government.

* B. Travel to Specialty Care over 100 Miles. When a retired member with a combat-related disability, who is not a TRICARE Prime enrollee, is referred by a primary care provider for follow-on specialty care, services, and supplies, for that particular disability, more than 100 miles from the primary care provider's office, the patient must be reimbursed for reasonable travel expenses. (See JFTR, Chapter 7, Part Y, paragraph U7960)

080506. Deceased and Next of Kin

* A. Attendance at Deceased Member's Memorial Ceremony. In addition to the burial ceremony, an eligible family member may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service, if that memorial service, for a deceased member who dies while on active duty, occurs at a location other than the burial ceremony location, as provided in JFTR, Chapter 5, Part C, paragraph U5242.A.5.

1. Claims. Eligible family members attending a memorial service should be issued an ITA. Travel and transportation allowances for attendance at a memorial service are contained in JFTR, Chapter 5, Part C, para. U5242.A.5. This trip must be completed within 2 years following the member's death, unless the Service Secretary waives the time limitation.

2. Voucher Submission. An SF 1164 should be used for reimbursement of expenditures when overnight lodging is not claimed. The SF 1164 must identify the date(s), point of origin and destination, and the actual expense in attending the memorial service. When overnight lodging is incurred, a DD Form 1351-2 must be used.

B. Unsettled Claims for Deceased Travelers. The individual designated by the Service to settle a deceased member's affairs is responsible for the preparation of the travel claim for the travel of the deceased member. The finance official computes and forwards all claims to the supporting DFAS/Service Site (see subparagraph 080506.D for address) for payment or collection. For deceased employees, any outstanding travel claims must be signed by the surviving spouse or legal representative, the executor, or administrator. These claims must be computed locally and forwarded to the civilian payroll office for inclusion in the death claim payment.

C. Claims for Dependents of Deceased Members. Travel performed under the provisions of JFTR, paragraph U5241 shall be supported by two copies of DD Form 1300 (Department of Defense Report of Casualty).

1. If the claim is for travel to a member's home of record, as shown on DD Form 1300, then no further documentation is required.

2. If the claim is for travel to the official residence of a relative, then a statement must be furnished to that effect showing the name and relationship of the person to whose residence travel was performed.

D. Forward these claims to the following applicable address:

Army: DFAS-Indianapolis Site
Director, Military Pay
ATTN: DFAS-IN/FJECB
8899 East 56th Street

Indianapolis, IN 46249-0885

Navy: DFAS-Cleveland Site
Federal Office Bldg.
1240 East 9th Street
Cleveland, OH 44199-2055

Air Force: Member's last servicing
Financial Services Office (FSO)

U.S. Marine Corps: FO/DO responsible for the deceased Marine

080507. Travel Under Classified Orders

If classification of a TDY order is necessary, then classify, mark, and handle the special order according to the applicable DoD Component security regulation.

A. Statement Substitute. The approving official may withdraw such orders and substitute the following certificate:

"I certify that the travel upon which allowances on this voucher are claimed was authorized by SECRET (or CONFIDENTIAL) travel orders issued on (date); the travel so ordered was performed; that where travel by private conveyance is involved, the official distance so covered is as stated on the voucher; that where per diem is involved, the days and times of departure are as stated; that no government quarters or meals were furnished except as stated thereon; the transportation mode and basis for reimbursement are correct; the time for which reimbursement is claimed was the minimum necessary; and I have shown or mailed to the paying disbursing official a copy of the travel orders upon which the voucher is based."

B. Voucher Support. Classified orders must be distributed only to persons who have the proper clearance and who require a copy of the order. If an unclassified extract from a classified order furnishes enough information, then it may be used to support the payment voucher. This permits filing an unclassified travel voucher. For classified locations, the traveler must indicate in the itinerary of the travel claim the location by showing site 1, site 2, and so forth.

If the disbursing official can apply the per diem rate, then the claim must be paid. If, however, the disbursing official does not have knowledge of the location or the traveler insists on not showing the location, then process the travel claim and documentation per Service instructions.

080508. Special Approval Required for Payment

When special approval is required for payment of a voucher covering travel that is performed under the following specified circumstances, the claim presented for reimbursement of expenses must be approved administratively by the commanding officer or an individual specifically designated to act for and in the employee's behalf on such claims. A statement of

facts justifying the approval action must be attached to the reimbursement voucher. Special approval is required for the following forms of travel:

A. Temporary Duty (TDY) Travel. Special approval is required when official TDY travel is performed without a prior authorization. This does not include situations where verbal orders were issued and confirmatory orders prepared. The statement of facts pertaining to the circumstances requiring the travel and the reason why prior authorization was not obtained must be prepared by the official who ordinarily would have requested travel authority for the traveler.

B. Permanent Duty (PDT) Travel. Special approval must be required when travel and transportation are not authorized at government expense in a PDT, reassignment, or transfer of a member or employee, but such PDT, reassignment, or transfer is later determined to be in the government's best interest and it is desired the traveler be reimbursed for expenses incurred for travel and transportation. The facts and circumstance in such cases, established by the civilian personnel or industrial relations officer through available records and investigation, must be presented to the commanding officer with advice as to the pertinent guidance. This procedure also may be applied to similar situations involving payment of travel and transportation expenses to first duty station.

080509. Multiple Payment Procedures in Connection With Sea Trial Trips

When more than one traveler participates in sea trial trips at the same time, between the same points, and the same accounting data are chargeable, a claim may be submitted on a [DD Form 1351-6](#) "Multiple Payments List" as a claim or claim voucher to cover the entire group. The notation "See Attached" must be entered in the appropriate blocks for the claimant's name and the certifying official. The claims must be supported by a [DD Form 1351-2](#).

080510. Navy Oceanographic Office

Travel claims of employees of the Navy Oceanographic Office for travel aboard survey ships are paid by the disbursing office of the ship if presented for payment before completion of travel. Travel claims filed after return to the traveler's duty station are paid by the disbursing office of the station.

*080511. [Travel and Living Allowance \(TLA\) for International Military Students and Guest Instructors](#)

[International Military Students and Guest instructors who are paid a Travel and Living Allowance, as defined in Chapter 10 of DoD 5105.38-M, "Security Assistance Management Manual," should submit travel claims along with copies of their travel orders/authorization and required receipts for reimbursement to the appropriate travel settlement office. \(See \[DoD 5105.38-M, Chapter 10, Table C10.T3.\]\(#\)\)](#)

0806 COLLECTIONS AND INDEBTEDNESS FOR EMPLOYEES

080601. Collections

An employee must be billed in writing with a demand for payment. If the employee does not remit payment, then the disbursing officer must initiate collection through salary deductions, set-off from final salary and allowances, lump-sum leave payment, the employee's retirement account, or other amounts due the employee in accordance with controlling debt collection regulations.

080602. Uncollectible Cases

If the actions prescribed in paragraph 080601 do not result in full reimbursement to the government, then a record of all collection efforts and transactions must be forwarded to the same address as for an agreement violation claim in subparagraph 061103.F of this volume, except for delinquent indebtedness cases of former civilian employees of the Military Services. Debts for former civilian employees of the Military Services must be forwarded to:

DFAS-IN/Debt and Claims
 Department 3300
 8899 East 56th Street
 Indianapolis, IN 46249-3300

0807 ADVANCE DECISIONS, DOUBTFUL CLAIMS AND RECLAIM/RECONSIDERATION REQUESTS

080701. Request for Advance Decision

A DoD disbursing officer or certifying officer may request an advance decision on any questionable voucher presented for payment. Additionally, accountable officials and others with final responsibility for adjudicating claims may request advance decision on doubtful claims (claims involving doubtful questions of law or fact) prior to preparation or presentment of a voucher. The request must be prepared and submitted as required in Volume 5, Chapter 25 of this Regulation. The original request package and two copies will be submitted to the DFAS-Indianapolis office through the supporting DFAS site for the DoD Component that funds the travel order.

Army and Marine Corps	DFAS-Indianapolis Center Travel Functional Area ATTN: DFAS-JJFT/IN (Travel Procedures) 8899 East 56 th Street Indianapolis, IN 46249
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Defense Agencies who receive travel pay services from	DFAS-Columbus Travel Pay Service ATTN: DFAS-PTAA (Travel Procedures)
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DFAS-CO Sites P.O. Box 369015
and all Dept. of Columbus, OH 43236-9015
Navy

Air Force Member's last servicing
 Financial Services Office (FSO)

A. Amounts Over \$250. The supporting DFAS site shall review each request and contact the disbursing officer to resolve any questions. Requests for amounts over \$250 require advance decisions by the Defense Department Office of Hearing and Appeals (DOHA) for Service members and the General Services Administration Board of Contract Appeals (GSBCA) for DoD employees. All requests for advance decisions shall be forwarded through the General Counsel of the requesting Component or the Defense Finance and Accounting Service (DFAS) to the General Counsel, DoD before referral to any authorized official outside the Department of Defense (see Volume 5, Chapter 25, subparagraph 250302.B of this Regulation).

B. Amounts Under \$250. If the advance decision request is for not more than \$250, then the GC, DoD may refer the request to the General Counsel, DFAS. The General Counsel, DFAS shall review the request and issue an advance decision (see [DoD Instruction 1340.21, "Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests," Enclosure 8, paragraph E8.5.3](#)).

080702. Reconsideration Requests and Reclaims

When the travel office makes a decision concerning an allowance determination that is not agreed to by the traveler, that office must issue the traveler a written explanation and advise the traveler of the right to have the claim reconsidered. If the traveler does not accept the explanation of the disbursing officer, then the disbursing officer must assist with the resubmission of the claim. To have a claim reconsidered (see exceptions in paragraph 080704), send: (A) a copy of the claim; (B) a letter of explanation from the traveler; (C) an endorsement from the approving officer; and (D) a letter of position from the travel computation office through the major command to the appropriate DFAS site. The DFAS site shall respond to the disbursing officer or traveler. If the traveler does not accept the decision, then the claim may be forwarded as a reclaim or appeal to DOHA or the GSBCA. A reclaim or appeal is a claim that is forwarded because the claimant is unwilling to accept the decision, and not because the travel office or accountable official has doubts as to whether the claim should be paid. Such claims are forwarded through the appropriate DFAS site and DFAS-Arlington to DOHA for Service members and the GSBCA for DoD employees.

Defense Office of Hearings and Appeals
Claims Division
PO Box 3656
Arlington, VA 22203-1995

General Service Administration Board of Contract Appeals

8th & F Streets, NW.
Washington, DC 20405

080703. Waivers

Travelers or Components must submit waiver requests resulting from erroneous travel payments and transportation allowances to the DFAS-Indianapolis site.

080704. Unions and Third-Party Review

When the claimant is covered by a collective bargaining agreement, neither the Department, the Office of Personnel Management, the GSA Board of Contract Appeals, nor the Defense Office of Hearings and Appeals has jurisdiction over the claim unless the matter of travel claims explicitly is excluded from grievance under the collective bargaining agreement.

0808 CLAIM FOR LATE PAYMENT FEE

The [“Travel and Transportation Reform Act of 1998”](#) (Public Law 105-264) governs the claim for late payment fees for late processing of a traveler’s travel claim.

080801. Submission of Travel Claim

Travelers must submit a properly prepared travel claim to their supervisor/approving official within 5 working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after the supervisor reviews, signs, and dates the travel claim. The supervisor/approving official or the travel computation office has 7 calendar days to notify the traveler if the travel claim is not proper or complete for payment.

080802. Late Payment Fee and Charges

If a travel claim is not paid within 30 days after it is received by the office where the claim is to be approved, then that office may be required to pay a late payment fee. This fee is payable, using the Prompt Payment Act interest rate, beginning on the 31st day after the submission of a proper travel claim and ending on the date that the payment is disbursed by the government. The only exception is that no payments are required for amounts less than \$1.00. Interest payment funding instructions are located in Volume 10, Chapter 7 of this Regulation. In addition, the traveler must be paid an amount equal to any late payment charge that the card contractor would have been able to charge had the traveler not paid the bill. The IRS has determined that the late payment fee is reportable as interest and that the payment equal to the late payment charge is to be reported as additional wages. In addition, travelers may be reimbursed for late fees imposed by the bank if the nonpayment that caused the late fee was a result of the government’s untimely processing of the travel voucher. Late fees are not assessed until 75 days following the billing statement.

080803. Systems Modifications

As necessary, DoD Component travel systems must be modified to capture the date of submission of a proper travel claim and compute entitlement for late payment fees due as a result of untimely settlements.

080804. Claims for Late Payment Fees

Payment of late fees should be calculated and paid at the time the voucher is processed. Travelers who believe that late payment fees were not included in the calculation of their travel voucher may submit supplemental travel claims for late payment fees. Each such supplemental travel claim must be submitted through the office where the claim is reviewed/approved. That office must annotate the claim with the date that the original travel claim was received.

080805. Receipt of Travel Claim for Late Payment Fee

Upon receipt of a travel claim for a late payment fee, the travel computation office must review the claim. That office must calculate the number of elapsed calendar days beginning with the signature and date of receipt by the supervisor and the date the voucher was paid. The date the supervisor/approving official receives the proper travel claim counts as the first day and the payment date of the travel claim counts as the last day. If the number of days exceeds 30 calendar days, then the travel computation office multiplies the amount paid on the delayed travel claim by the daily Prompt Pay Act interest rate by the number of days in excess of 30 days. The traveler must be paid by EFT or check if the previous payment was by check. The accounting classification used for the original travel claim must be used for the amount charged to the supplemental travel claim. When required, prepare a TD Form [1099-INT](#) (Interest Income) for the traveler in accordance with IRS regulations.

080806. Travel Claim Forwarded to Another Activity

If the traveler submits a travel claim and the travel computation office requires a review by another activity, such as for doubtful claims, then the 30-day clock continues to run. If the claim is disallowed, then no late payment fee is earned. If part of the claim is allowed, then that amount is subject to the late payment fee and that portion of the payment earns interest from the original submission date. Vouchers returned to the traveler for errors or incomplete travel claims do not earn interest. Start the 30-day clock when a corrected voucher is submitted to the supervisor/approving official.