

## Active duty TDY -- 1351-2 CHECKLIST -- for Travelers

**DD Form 1351-2** (v. May 2011) - Use an ink pen, typewriter, or computer/prINTER to complete your form.

- Block 1** Select method of payment.
- Block 2** Enter full name.
- Block 3** Enter grade or rank.
- Block 4** Enter nine-digit Social Security Number.
- Block 5** Select type of payment, for active duty travel "TDY" and "Member/Employee" is correct.
- Block 6a-d** Provide current mailing address.
- Block 6e** Make sure your email address is correct and legible. Voucher status email notifications are sent to this email address.
- Block 7** Provide your daytime (duty) telephone number.
- Block 8** Enter your travel order/authorization number.
- Block 9** List the amount of any advance and/or partial payments you received. Write "NONE" if you didn't receive an advance. Do not indicate ATM cash withdrawals here.
- Block 10** Write "annual leave" if applicable under "d. computations".
- Block 11** Provide organization name and duty station you traveled to.
- Block 12** Select "unaccompanied".
- Block 13** Not applicable.
- Block 14** Select "no".
- Block 15a** List all travel dates in chronological order.
- Block 15b** List all stop locations, one per box.
- Block 15c** Use correct means/mode of travel code (see second page of DD 1351-2).
- Block 15d** Use correct code for reason for stop (see second page of DD 1351-2).
- Block 15f** If authorized, enter the number of miles traveled by POC.
- Block 16** If POC miles claimed in 15f, select "own/operate".
- Block 17** Select the duration of your travel.
- Block 18a-d** List dates and reimbursable expenses. All lodging and any single expense over \$75 must have a receipt.
- Block 19** List all government meals and the date provided.
- Block 20a** Traveler's signature goes in the "claimant signature" box.
- Block 20b** Date must be on or after the "mission complete" date in the itinerary.
- Block 20c-f** Reviewer's name, signature, phone number and date is required; must be on or after traveler's signature/date.
- Block 21a-d** Get approving official's name, signature, phone number and date (if required); must be on or after the reviewer's signature/date.
- Block 29a** Did you take leave in conjunction with the travel? If so, include in block 15 or block 10d portion and indicate the dates on second page of 1351-2 in block 29a. Also, list here items claimed but not authorized in original orders need approving official's signature in block 21a-d.

Before submitting your claim, make sure your claim package includes the following:

- Completed DD Form 1351-2 signed/dated by you in blocks 20a/20b and by your reviewer in blocks 20d/20f
- Complete copies of all TDY orders and amendments
- Supplemental forms and documentation as described above
- Receipts for reimbursable expenses of \$75 or more and all lodging and/or rental care expenses (if authorized)
- If your direct deposit (electronic funds transfer, EFT) account has changed since your last travel claim, include a voided check or SF1199A.

**Send via email:** [dfas.rome.jft.mbx.army-travel@mail.mil](mailto:dfas.rome.jft.mbx.army-travel@mail.mil)  
**or fax:** 317-275-0329

Note: Vouchers submitted via email must be in PDF format. We cannot accept encrypted emails, encapsulated emails or password protected files. Make sure your email address (block 6e) is legible. Within 24-48 hours receipt notifications are sent as your claim is logged into our system. Please submit each claim once. Multiple submissions of the same voucher could slow processing of your claim.

If you do not receive the "notification of receipt" after 48 hours, please contact our Customer Care Center.

- 1-888-332-7366
- [dfas.rome.jft.mbx.ccc.travelpay@mail.mil](mailto:dfas.rome.jft.mbx.ccc.travelpay@mail.mil) (send questions only, not travel claims to this address)
- <http://go.usa.gov/9Sx>

