



Temporary Duty (TDY) Travel Voucher Guide

How to Complete the DD 1351-2



created April 2015

Thank you for your service to our nation and thank you in advance for referring to this guide as you prepare your travel vouchers.

This “How to” guide is intended for all service members and civilian employees serviced by DFAS Rome Travel Pay Services. It provides step-by-step procedures in preparing a travel voucher so it is “pay ready” upon submission. Submitting “pay ready” vouchers will assist us in providing you a timely and accurate payment.

Defense Finance and Accounting Service
Travel Pay Operations
Rome, New York



www.dfas.mil/militarymembers/travelpay/armyactivetdy

www.dfas.mil/civilianemployees/travelpay/tdy

Instructions for completing a DD Form 1351-2

The DD Form 1351-2 is the primary form used to record travel itineraries and claim expenses for government travel. As with tax forms there is a correct way to fill out the DD 1351-2, regardless of the type of travel you are performing. The following is a step-by-step guide to ensure that you are filling the form out correctly. The numbers listed below correspond to the numbers shown in the blocks on the DD 1351-2.

Make sure you have the most current version of the DD1351-2 Form dated May 2011.

Block 1: **PAYMENT** - Choose direct deposit, also known as Electronic Funds Transfer (EFT). Service members and civilian employees are required by your chain of command to use EFT for travel. If you are an Active Duty, Guard, or Reserve service member you are required to file EFT information. Login to your *myPay* account to set up your EFT account information.

Choose “Payment by Check” if you are a civilian on invitational travel orders with the government (such as a court martial appearance or medical attendant for a service member) or will, to the best of your knowledge, be traveling very rarely with the government. If you are a civilian government employee or service member, please include your EFT/bank account information.

SPLIT DISBURSEMENT – Check the box and indicate how much of your total entitlement you would like to be paid directly to your government travel card. If you chose “Payment by Check” in step 1, above that overrides this option; your entire entitlement will be paid in check form. Please make sure that the split amount adequately covers charges you’ve placed on your credit card.

Block 2: **NAME** – Fill in your last name, first name and middle initial.

Block 3: **GRADE** - If you are a civilian employee, write “C” in Box 3. If you are a service member, write in your current rank or grade.

Block 4: **SSN** - Please use your *complete* nine digit social security number. We can process claims with only the last four digits on the 1351-2 when your full social security number is clearly shown on the travel order. For civilian government employees, we can accept the last four digits on the 1351-2, provided the full social security number appears on another official government document. But, if the social security number is illegible we will return your claim.

Block 5: **TYPE OF PAYMENT** – Select “TDY” and “Member/Employee.”

Block 6a - d: **ADDRESS** - Your most current mailing address. If we need to contact you about changes or corrections to your travel claim, we will do so via e-mail or telephone, but we still need your full mailing address.

- Block 6e: E-MAIL ADDRESS - This is EXTREMELY important. Your e-mail address will be our primary means of communication in the event we have any questions about your travel claim or corrections need to be made. Choose your primary duty or official e-mail address, an e-mail address you will access regularly while TDY and at home.
- Block 7: DAYTIME TELEPHONE NUMBER AND AREA CODE - Your primary duty phone or a telephone number where you can be reached.
- Block 8: TRAVEL ORDER/AUTHORIZATION NUMBER – You’ll find this number on the upper left hand corner of your orders, if TCS orders, or from Box 22 of your DD Form 1610. Invitational travel orders should have this number clearly indicated on the orders.
- Block 9: PREVIOUS GOVERNMENT PAYMENTS/ADVANCES - Have you received any advances or other payments for the specific TDY trip you are filing this claim for? If so, write the amounts in this box. If not, or if you are unsure, leave this box blank.
- Block 10: FOR D.O. USE ONLY - This box is rarely used in full. Block 10d can be used to indicate annual leave taken while on TDY travel. Please write in the dates of your leave and indicate type of leave, for example “Annual Leave, 10-15 APR 2014.”
- Block 11: ORGANIZATION AND STATION - Write in your unit or organization name. For example, A CO, 4 BN, 5 RGT; Defense Information Systems Agency, etc.
- Block 12: DEPENDENT(S) – Mark the “unaccompanied” box since TDY travel does not authorize dependents.
- Block 13: DEPENDENTS’ ADDRESS ON RECEIPT OF ORDERS – Leave blank since dependent travel is not authorized on TDY travel.
- Block 14: HAVE HOUSEHOLD GOODS BEEN SHIPPED - TDY travel rarely involves shipment of household goods, so this box can usually be marked “No”. Claim storage of household goods while TCS (temporary change of station) separately on another DD 1351-2.
- Block 15a-f: ITINERARY – You *must* fill out in chronological order. If for any reason the dates are not in chronological order, illegible or missing then you will only be reimbursed for travel that has occurred prior to the error.

For example, if the traveler mistakenly writes ARR Kandahar Afghanistan 15DEC2014 and DEP Kandahar Afghanistan 8DEC2014, the traveler can only be reimbursed up to Dec. 8. The traveler will have to file a corrected supplemental claim to be reimbursed past Dec. 8.

Block 15a: Write only the full year in which the travel began even when the travel crosses into the next calendar year. For example, if your travel began 22Nov2014 and ended 15Feb2015 write 2014 as the year.

Write in every stop to/from your temporary duty location and home using the “DEP” and “ARR” rows to make sure you are paid correctly for all stops, including any overnight stays while en route.

Also, it is *imperative* that you return to your permanent duty station (PDS) or home of record (HOR) by the final day on your travel order. For example, the traveler goes TCS to Afghanistan and is authorized 270 days out. The traveler leaves the area of responsibility (AOR) on day 270 but it takes 3 days to return to his PDS bringing the total number of days out to 273. The traveler must obtain an amendment and file a supplemental claim to be reimbursed for travel on those 3 days. Otherwise he will only be paid for the 270 days. Contact the command who issued the original orders to get the amendment.

Block 15b: PLACE - Each box in this section should only have one location per box.

Block 15c: MEANS/MODE OF TRAVEL - The second page of your DD Form 1351-2 lists the two-letter codes under the instructions section that indicate which form of transportation used en route. For example, code “GP” is Government Plane; code “PA” is Privately Owned Auto, etc.

Block 15d: REASON FOR STOP - The second page of your DD Form 1351-2 lists the “reasons for stop” under the instructions section. Please note that for TCS orders, the “reason for stop” is limited to the following:

- AD – Authorized delay, for layovers while en route to the AOR. You are authorized up to 14 days in active duty (AD) status. Beyond that, you need an amendment authorizing any additional time.
- TD – Temporary Duty, for the TD location(s) authorized in your orders.
- MC – Mission Complete, for the date you return to your PDS or HOR.

Block 15e: LODGING COST - If your trip involved an overnight stay with lodging costs for the location you wrote in block 15b and you are entitled to reimbursement for those lodging costs, write that dollar amount in the space. Also, don’t forget to send in lodging receipts or a Statement in Lieu of Receipt. The receipt needs to show the following:

- 1) lodging name and address
- 2) your name
- 3) check-in/check-out dates
- 4) means of payment (VISA, Mastercard, etc...)
- 5) dollar amount with charges itemized
- 6) a zero balance (proof that you paid for your entire stay)

For example: Holiday Inn, 12345 Main Street, Smithville, TN, 22587
Check in – 05/14/214
Check out – 05/15/2014
Guest name: John Smith
Room rate: 68.00
State tax: 3.00
County tax: 2.00
Service fee: .75
Total: \$73.75
Paid in full: \$0.00 balance
Method of payment: visa

Please note, you **MUST** include a receipt for both lodging and rental car (if authorized), regardless of the amount. Receipts for items \$75 and over are required, but we highly recommend you keep and submit copies of *all* receipts. If your receipts are lost or destroyed, please submit a Statement in Lieu of a Receipt.

Block 15f: POC MILES - Did you drive to your TDY location in your personal vehicle? If so, write in the number of miles to your TDY location. Did you drive to the airport in your personal vehicle? Write in the number of miles to the airport. Do the same when departing your TDY location or the airport to reach your final (MC) destination.

Block 16: POC TRAVEL - Please note, you *must* check the box before “Own/Operate” to be reimbursed for the POC miles you list in column 15f.

Block 17: DURATION OF TRAVEL - Check the approximate duration of your TD travel. If travel was less than 12 hours you will not receive per diem for that day. If it is between 12-24 hours you will receive partial per diem. If more than 24 hours you will receive full Per Diem.

Block 18: REIMBURSABLE EXPENSES - This is an itemized list for a number of expenses, such as airline tickets, rental car and fuel, public transportation or taxi fare, excess baggage, baggage cart charges, etc. For this section please include receipts for all expenses \$75.00 and over. Also, the expense must have been incurred during the period of actual TDY travel. For example, if SGT Pepper began TDY travel on May 11 SGT Pepper cannot be reimbursed for a taxi fare incurred on May 8.

Another rule to note is that aside from lodging, which should listed in Block 15e, all other non-meal expenses should be listed in Block 18. If you don’t claim it we can’t pay it, even if you are entitled to it. The one exception is your meal rate. If you are entitled to a certain meal rate and it is clearly indicated on your orders, you don’t need to list the cost or include receipts. The system will calculate that meal rate automatically.

Block 19: GOVERNMENT/DEDUCTIBLE MEALS – You may be entitled to the local commercial rate for meals but be required to dine in a dining facility (DFAC) or other government facility during your stay. If so, write the date and number of meals you purchased at the dining facility. Example: SGT Pepper is sent TDY to Kuwait and is authorized the local commercial meal rate for Kuwait. However, as part of the TDY, SGT Pepper must visit several forward operating bases (FOB) in Afghanistan which only have government dining facilities. The date and number of meals go in this block.

Block 20a: SIGNATURE - As simple as this box may be to fill out, it is one of the largest problem areas. You *must* sign your DD 1351-2 or it will be returned for corrections. “Claimant” refers to you as the person on TDY travel.

Block 20b: DATE - This box *must* contain the MONTH, DATE, and YEAR (all three items) to be considered valid or your DD 1351-2 will be returned automatically. Many choose to sign their DD 1351-2 electronically, which is permitted, but DO NOT rely on the date in the electronic signature to remain legible throughout the processing life of your claim. It is *highly* recommended that you include the date, typed or hand-written, in Box 20b to avoid delays in processing your claim.

Also, the date must be on or after the mission complete (MC) date provided in the itinerary above.

Block 20c: REVIEWER’S PRINTED NAME - Your reviewer should be your commander or supervisor who has knowledge of the travel and can confirm accuracy. You *cannot* sign as the reviewer; your claim will be returned.

Block 20d: REVIEWER’S SIGNATURE – Your claim *must* have the signature of your commander or supervisor.

Block 20f: DATE – Be sure the date in Block 20f is on the same day or after the date in Block 20b. If the reviewer signs and dates your claim before you sign/date it your claim will be returned for corrections.

Block 21a: APPROVING OFFICIAL’S PRINTED NAME - An approving official must sign and date attesting to the validity of, and approving payment for, any additional items not originally authorized on the orders. You must include a remark in the remarks section, Block 29, page 2 of DD 1351-2, explaining what additional items are being approved.

Block 21b: APPROVING OFFICIAL’S SIGNATURE – Your claim *must* have the approving official’s signature to be complete. Note, only needed if approving additional items as described above. Reviewer and Approving Official cannot be the same person.

Block 21d: DATE – Be sure the date in Block 21d is on or after the date in Block 20f.

Pay attention to the dates. If the signature dates are not in chronological order and on/after the MC date, your claim will be returned for corrections.

Blocks 22 - 28: Do not complete. These are to be filled out by your S1 or finance officer.

Block 29: REMARKS (on second page): Claim items authorized by the Authorizing Official (Block 21a) in this additional space. You may also use to list leave dates, though leave dates can also be listed in Block 10.

Temporary Duty Travel Customer Service Inquiries

Please contact the agency or official issuing your travel orders for specific assistance with your travel order, DD Form 1610.

Check the status of your voucher with the [Online Payment Status Tool](#). Simply enter your Travel Order/Authorization Number and the first four letters of the last name, and you'll receive an email within minutes telling you the status of your voucher.



For information regarding the processing of or explanation of payment for TDY travel vouchers processed by DFAS Rome Travel Pay Services contact us at:

Toll Free: 1-888-332-7366

Email, questions only: dfas.rome.jft.mbx.ccc.travelpay@mail.mil

Voucher submission by email: dfas.rome.jft.mbx.army-travel@mail.mil

Voucher submissions by fax: 1-317-275-0329

Important Information

Incomplete information will stop your claim from being paid! Don't make these common mistakes when completing your DD Form 1351-2 travel voucher.

1. **Incomplete/incorrect Itinerary**
Fill out block 15 completely and accurately describing your travel stops. Include complete dates (MM/DD) in block 15a for each travel leg shown in itinerary. Annotate "place" location in block 15b by City/State, Military Installation/State, or City/Country. Use the correct two-digit characters (codes) for block 15c and 15d. The correct codes are listed on the second page of the DD 1351-2.
2. **Missing supporting documentation**
Receipts must be included for lodging or any expense of \$75 or more.
3. **Proof of Paid Receipts**
Receipts do not show a zero balance or state "paid in full." See information on next page under "Receipts."
4. **Using an Individually Billed Account (IBA) without Authorization**
Travel orders must authorize use of an "IBA" in order for the traveler to be reimbursed airfare charged to their government credit card.
5. **Missing Traveler's Signature and Date**
Your signature is required under penalty of perjury and fraud. A parent or legal guardian should sign the travel voucher for a dependent minor (see [signing vouchers on behalf of a minor](#)).
6. **Missing Reviewer's Signature and Date**
The Reviewer must verify their knowledge of the travel and review the voucher for completeness and accuracy by signing the DD Form 1351-2.
7. **Missing Orders or Amendments**
Travel orders are required with the travel voucher submission. Orders must cover the period of travel claimed. If the original travel order was amended, then the amended order is required.
8. **Group Order Annex Missing**
If you are traveling on a Reserve Group Order then the annex order/roster must be included in the voucher submission. The annex order/roster must contain the verbiage authorizing per diem and/or travel day expense (inside or outside of commuting distance).
9. **Failure to provide Line of Accounting**
Line of Accounting on travel order is missing, incomplete or invalid.
 - Reserve Orders missing 21T in Line of Accounting (LOA), the LOA must include a 21T line. This LOA authorizes travel and transportation allowances. Please have your orders amended to incorporate the 21T in the LOA.
10. **Missing Signature Block on Reserve Orders**
All reserve component travel orders must include a signature brief block to validate that it is an official document.
11. **Inside Commuting Distance (Reserve Travel Exclusive)**
If your order states you are "inside commuting distance," then you are entitled to one roundtrip mileage reimbursement. Per diem is not payable inside commuting distance.
12. **National Guard Vouchers**
Claims are paid for National Guard members only when traveling in support of contingency operations. All other National Guard vouchers should be submitted to the traveler's servicing state United States Property Fiscal Office (USPFO).
13. **Illegible Documents**
All documents submitted must be easy to read.

Helpful Hints

Visit our website at www.dfas.mil to take advantage of the online resources. These resources make it easier to fill out your voucher, send it in and check the status of your payment.



The [SmartVoucher](#) makes it easier for you to complete travel vouchers error-free. It guides you step-by-step through a series of questions then I generates a completed DD Form 1351-2 travel voucher.



Upload your travel voucher and supporting documents online with the [Travel Voucher Direct](#). For all travel claims computed and paid by DFAS. *Not for those using DTS (Defense Travel System) for their travel vouchers.*



With the [Online Payment Status Tool](#) simply enter your Travel Order/Authorization Number and the first four letters of your last name. You'll receive an email within minutes telling you the status of your voucher.

Receipt Helpful Hints

Any and all receipts submitted with a claim should contain the following:

- 1) business name and address
- 2) your name
- 3) check-in/check-out dates(if applicable)
- 4) means of payment (VISA, Mastercard, etc...)
- 5) dollar amount with charges itemized
- 6) a zero balance (proof that you paid for your entire stay) – Please note, if receipt does not show a zero (\$0.00) balance but states the amount will be paid to the traveler's IBA, you need to submit a Statement in Lieu of Receipt.

For example: Holiday Inn, 12345 Main Street, Smithville, TN, 22587

Check in – 05/14/214

Check out – 05/15/2014

Guest name: John Smith

Room rate: \$68.00

State tax: 3.00

County tax: 2.00

Service fee: .75

Total: \$73.75

Paid in full: \$0.00 balance

Method of payment: visa

Please note, you MUST include a receipt for both lodging and rental car (if authorized), regardless of the amount.

If for any reason a receipt is illegible, missing, or was not provided for the goods or services in question, please submit a [Statement In Lieu of Actual Receipt](#). The Statement in Lieu of Actual Receipt must include the dates the expenses were incurred, as well as the signature date.

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
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 (send questions only, not travel claims to this address)
- <http://go.usa.gov/9Sx>

