

## Civilian Relocation -- DoDEA/DoDDS CHECKLIST -- for Travelers and Reviewers

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

- Blocks 1-9 and 11** Complete all information.
- Block 6e** Make sure your email address is correct and legible. Voucher status email notifications are sent to this email address.
- 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 12** Must be completed, select if dependent(s) traveled with you, accompanied or unaccompanied. Please do not check both boxes. Be sure to complete blocks 12 a, b, c and check "Dependent(s)" in block 5 to claim dependent travel.
- Block 13** If dependent travel is claimed, show their address at the time orders were received.
- Block 14** Have your household goods been shipped? Select yes or no.
- Block 15a -15d** Itinerary must be completed for travel dates, locations, modes of travel, and reason for stops. Refer to second page of 1351-2 for correct mode/stop codes.
- Block 15e (or block 18)** If lodging is claimed, you must turn in paid receipts (even if less than \$75) or a certified statement in lieu of receipt.
- Block 15f** If POC miles are being claimed, you must select block 16 "Own/Operate".
- Block 17** Must be completed, indicating the duration of your travel.
- Block 18** Reimbursable expenses of \$75 or more must have a paid receipt.
- Block 20a, b** You must sign and date the form.
- Block 20d, f** Your reviewer must sign and date the form. This date must be on or after the date in block 20b.
- Block 21** Transportation agreement must be signed prior to start of HHT (House Hunting Trip), RAT (Renewal Agreement Travel) or TQSE (Temporary Quarters Subsistence Expenses).
- Block 29a** Did you take leave in conjunction with the travel? If so, include in itinerary (block 15) portion and indicate the dates on second page of 1351-2.

### All DoDEA/DoDDS Travel

- Claims for reimbursement of personally procured airfare must include the itinerary of air schedule, a paid receipt and a signed statement certifying that "the airfare in the claimed amount of \$\_\_\_\_\_ was personally procured and paid by a personal credit card."

#### Renewal Agreement Travel (RAT)

- Reimbursement of personally procured round trip airfare that is not purchased from a commercial travel office (CTO) will be limited to the lesser of:
  - The amount in block 20b of 1614 orders or;
  - GSA City Pair YCA rate between duty station and home of record (HOR) or alternate destination (AD). If no direct City Pair is available a policy constructed rate is built using multiple City Pairs. If the AD City Pair rate is higher than the HOR rate, reimbursement is limited to the HOR rate. Check City Pair rates at <http://cpsearch.fas.gsa.gov>.
- Excess accompanied baggage reimbursement is limited to 100 pounds per person. The weight must be annotated on the baggage ticket or provided by the traveler via this signed statement "I certify the excess accompanied baggage transported during RAT weighed \_\_\_\_\_ pounds". Write this statement in Block 18 of DD 1351-2.
- Postage reimbursement is limited to 100 pounds per person. The weight must be annotated on the postage receipt or provided by the traveler via this signed statement "I certify the postage shipped in support of RAT weighed \_\_\_\_\_ pounds".
- Authorizing Official (AO) approval on the DD 1351-2 for en route lodging must include a statement that the lodging was due to circumstances beyond the traveler's control and not for personal convenience.

Before submitting your claim. Make sure your claim packet includes all of 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 DD 1614 orders, amendments and memorandums
- Supplemental forms and documentation as described above
- Receipts for reimbursable expenses of \$75 or more and all lodging expenses
- 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:** [dro-216-367-3422@dfas.mil](mailto:dro-216-367-3422@dfas.mil) **or fax:** 216-367-3422

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
- [dro-travel-pay-ccc@dfas.mil](mailto:dro-travel-pay-ccc@dfas.mil) (Emails sent to this address cannot be recalled.)
- <http://go.usa.gov/9Sx>

#### Student Education Travel (SET)

- Reimbursement for transportation is limited to the government cost between the school and duty station.
- If unaccompanied baggage (UAB) is authorized, send a transportation management office (TMO) memo with the government cost of transportation and paid receipts to get reimbursed for the claim.
- If the employee selects storage in lieu of UAB transportation, send a TMO memo specifying what the government cost would have been for UAB and paid receipts to get reimbursed for the claim.
- SET is limited to one round trip within a 12 month period.
- Student must be < 21 years for K-12 SET and < 23 years for college SET. When military service delays education, this limit is extended by one year.

#### Separation from OCONUS Duty Travel (SOT)

- Travel and transportation allowances are limited from the OCONUS duty station to the actual residence established at the time of transfer. If the employee travels to alternate destination reimbursement will be limited to the cost of travel from the permanent duty station (PDS) to the home of record (HOR) unless the employee signed a new service agreement and has been granted PCS entitlements to a new duty station.
- The employee is personally responsible for any excess costs.
- SOT should be completed with 90 days of separation date. The OCONUS commanding officer may extend this for up to one year if there are unusual extenuating circumstances.

#### Other Travel Entitlements

Please read the Civilian Relocation DD 1351-2 Checklist at

<http://www.dfas.mil/pcstravel/checklists.html> for other entitlements including:

- Household Goods Shipment/Storage (HHG)
- Miscellaneous Expense Allowance (MEA)
- Privately Owned Vehicle Shipment
- Real Estate Purchase/Sale
- Relocation Income Tax Allowance
- Temporary Quarters Subsistence Expense (TQSE)

