

Active Duty/Civilian TDY Settlement Checklist

CUSTOMER USE with DD Form 1351-2

	Traveler's Name:	YES	NO	N/A
1	Block 1: Must mark Electronic Fund Transfer (EFT). GTCC split disbursements are mandatory for government travel card holders. Is GTCC amount identified?			
2	Blocks 2, 3, 4, 6, 7, 11: Is your personal information correct and legible? (Name, grade, SSN - all 9 digits are required, mailing address, <u>email address</u> , and phone number, organization, and station)			
3	Block 5: Must mark type of payment.			
4	Block 8: Does the travel order number on the 1351-2 match the travel orders filed with the voucher? Attach copies of travel orders to voucher (to include amendments) NOTE: Front and back page of orders (if applicable) are required.			
6	Block 9: Are previous advances claimed on the DD Form 1351-2?			
5	Block 15a-15d: Is your itinerary complete, legible, and in chronological order? The dates in 15a should clearly indicate the exact date you departed and arrived at each location. Indicate year at the top of 15a and include month/day (MM/DD) in the boxes below. Clearly indicate locations (Fort or City, State) in Block 15b, only one entry per box. In 15c & 15d use appropriate two letter codes (found on the back of the 1351-2) for MEAN/MODE OF TRAVEL and REASON FOR STOP. If applicable include Lodging Costs and POC/Terminal Mileage in 15e & 15f. NOTE: MUST END ITINERARY WITH MISSION COMPLETE (MC).			
7	Block 16: For POC Travel, check the appropriate block. (Owner/Operator or Passenger)			
8	Block 17: Is (duration of travel) on DD Form 1351-2 checked? If TDY was LESS THAN 12 hours, did you claim actual meal costs as a reimbursable expense? NOTE: Civilian travelers cannot claim actual meal costs for trips less than 12 hours.			
9	Block 18: Are all <u>expenses claimed</u> and <u>required receipts</u> attached to include itemized lodging and any expense \$75.00 or more? Use DD Form 1351-2C for additional expenses. If you are missing receipts for any expense claimed, provide a statement in lieu of a receipt. NOTE: All reimbursable expenses must be on orders or separately authorized by the approving official in Block 21a.			
10	Are Non-Availability Statements or Contract Quarters Authorization numbers attached for off-base lodging not authorized in orders? (if applicable)			
11	Is any period(s) of leave taken during the TDY trip annotated on the voucher to prevent the payment of Per Diem while on leave? Is the leave form(s) approved by the TDY Commander attached? NOTE: Annotate leave dates in Block 10d (COMPUTATIONS).			
12	Block 20a-b: Did you sign and date the DD Form 1351-2? (Must be after the MC date) (MANDATORY)			
13	Block 20c-f: Did your supervisor print name, sign, list telephone number and date the DD Form 1351-2? (Must be after the claimant's signature) (MANDATORY)			
14	Block 21a: Are you claiming expenses not authorized in your orders? If yes, did the approving official print name, sign, list telephone number, and date the DD Form 1351-2?			
15	Is this the first time you have submitted a voucher for reimbursement of travel expenses? If so, a completed SF 1199A must be attached to the voucher. (Civilians ONLY)			

NOTE 1: ONLY ONE COPY OF THE TRAVEL VOUCHER, ORDERS AND RECEIPTS ARE REQUIRED WITH THIS CHECKLIST.

NOTE 2: TO BE CONSIDERED A VALID RECEIPT IT MUST SHOW THE COMPANY NAME, DATE SERVICES WERE PROVIDED, PRICE OF ITEM/SERVICE, ANY TAXES CHARGED SHOULD BE SHOWN SEPARATELY ON THE DOCUMENT, AMOUNT "PAID" AND "AMOUNT DUE" OF \$0.00 OR EVIDENCE OF PAYMENT.

NOTE 3: IT IS YOUR RESPONSIBILITY TO RETAIN A COPY OF THE TRAVEL VOUCHER, ORDERS, AND RECEIPTS.

NOTE 4: REFER TO [WWW.DFAS.MIL](http://www.dfas.mil) UNDER TRAVEL FOR GUIDANCE IN FILING PAY READY TRAVEL VOUCHERS - DIRECT LINK TO TRAVEL INFO IS <http://www.dfas.mil/tdytravel.html> OR SCAN THE CODE TO THE RIGHT WITH YOUR SMART PHONE- SUBMITTING PAY READY VOUCHERS WILL REDUCE THE POTENTIAL FOR SIGNIFICANT DELAYS AND RETURNS.

NOTE 5: IF YOU WANT TO MAKE SUBMITTING YOUR CLAIM EVEN EASIER USE THE NEW SMARTVOUCHER. <https://smartdocs.dfas.mil/voucher/>

