DFAS-INDIANAPOLIS, TRAVEL PAY OPERATIONS

The Reserve Traveler
April 2012

SmartVoucher Makes Completing Your DD-Form 1351-2 as easy as 1-2-3!

Need to fill out your travel voucher, DD Form 1351-2? Use the SmartVoucher interactive application!

The SmartVoucher makes it easier for Army active, reserve and mobilized National Guard Soldiers to complete their temporary duty (TDY) travel vouchers error-free. It goes step-by-step through a series of questions and once you are finished it will generate a completed DD Form 1351-2 travel voucher. The SmartVoucher makes sure that all required blocks on the voucher are filled. Soldiers need their myPay username and password to access SmartVoucher. SmartVoucher only applies to vouchers that are not processed in the Defense Travel System (DTS).

SmartVoucher provides a checklist of required documents to include with your travel package based off your responses to the questions within the application. SmartVoucher does not currently offer the ability to digitally sign your voucher or gather all necessary documents. **Click the SmartVoucher picture below** and you will be directed to the SmartVoucher home page. From here, you simply run through the application until you have a completed form free of errors! After your package is complete, check out our **Where to Submit a Travel Claim** section as seen in this newsletter to learn where you should submit your travel claim to us. Be sure to **look for the Five Showstoppers** before you submit your claim to us. You can find the Five Showstoppers in this newsletter.

SmartVoucher

Do You Know Where to Submit a Travel Claim?

Travel Pay Operations is trying to help you get your travel claim to the correct processing location. If you are unsure of where to file your travel claim, please click on the picture below and navigate through the guide to find the correct submission channel. The guide is meant to be tailored to your unique travel situation in order to ensure you get paid as quickly as possible.

Where to Submit a Travel Claim

Send Comments, Questions, and/or Ideas to:
TheReserveTraveler@dfas.mil
Note: This is NOT a method of travel claim submission

To check the status of your travel claim, call 1-888-332-7336.
*** Please allow 24 hours for claim to be logged into our system**

The Five Showstoppers

Any voucher not meeting the below requirements **WILL** be returned to the traveler for correction and will subsequently delay settlement payment to the traveler.

1. Complete Block 1. Electronic Fund Transfer (EFT) **MUST** be checked!

2. Complete Blocks 2 through 6. Name, Grade, SSN, Type of Payment, and Address **MUST** be filled out!

3. Complete Block 15. Itinerary **MUST** be fully completed so that it identifies the period of time the traveler is seeking reimbursement.
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4. Complete Blocks 20a through 20d. Both the Claimant (Traveler) and the voucher reviewer **MUST** sign and date in their respective blocks. Digital Signatures are acceptable only on the May 2011 version of the form.

5. Include all orders covering travel dates and locations. All travel orders associated with the travel dates listed on the itinerary **MUST** be included with the submission of the travel voucher. voucher.