



DFAS - INDIANAPOLIS, TRAVEL PAY OPERATIONS

The Reserve Traveler

July 2012

The Five Showstoppers

Any voucher not meeting the below requirements **WILL** be returned to the traveler for correction and will result in delayed 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 (all nine digits please!), 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 and reflects what the traveler actually did.
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.



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.



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

Are You Getting The Most Savings While Traveling?

Did you know that it can be exciting to save money while traveling? If you know how long you will be at that temporary duty station you can begin to plan for the financial aspect of being away from home. With a game plan you can execute a thrifty travel budget.

Preparing for travel can be easy with some research. Take advantage of the internet and cell phone applications for savings and coupons. Research your destination to find local hotels and restaurants. If you know what is around the new destination you can plan to save based on what restaurants are available in the area.

Military service members can take advantage of savings by asking for military discounts from hotels, car rentals, and restaurants. Compare the military discount with the usual government rate, and you will sometimes find that the discount rate is less than the government rate! Budgets are tight all around and it is fulfilling to save anywhere you can. There are several web sites that can be visited in research for the next temporary duty travel event.

You can find a listing of major chain hotels, car rentals, and restaurants that offer military discounts at <http://www.militarydiscountscentral.com>.

You can find a search engine for military discounts at <http://www.armytimes.com/marketplace/discounts/>.

Savings Tips

Research Your Destination
Budget
Pack Light
Pack Smart
Manage Your Money
Know About Bank Fees
Keep Cash Close Hold
Sleep Inexpensively
Eat Inexpensively



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