DFAS-INDIANAPOLIS, TRAVEL PAY OPERATIONS

The Reserve Traveler
March 2012

Top Errors on Vouchers

1. **Missing Traveler's Signature (Form 1351-2)**
Your signature is required under penalty of perjury and fraud; A parent or legal guardian should sign the travel voucher for a dependent minor .

2. **Missing Reviewer's Signature (Form 1351-2)**
The Reviewer must verify their knowledge of the travel and review the voucher for completeness and accuracy by signing Form 1351-2.

3. **Missing Orders**
Travel orders are required with the travel voucher submission. Orders must cover the period of travel claimed.

4. **Missing Amended Orders**
If the original travel order was amended, then the amended order is required

5. **Group Order Annex Missing**
If you are traveling on a Reserve group order, then the annex roster must be included in the voucher submission.

6. **Reserve Orders Missing 21T2 in Line of Accounting (LOA)**
The LOA must include a 21T2 line. This line authorizes travel and transportation allowances. Please have your orders amended to incorporate the 21T2 in the LOA.

7. **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.

8. **Inside Commuting Distance (Reserve Travel Exclusive)**
If your order states you are "Inside Commuting Distance", then you are entitled to one roundtrip mileage reimbursement. No per diem is payable inside commuting distance.

9. **National Guard Vouchers**
We only pay claims for National Guard members 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).

10. **Illegible Documents**
All documents submitted must be easy to read.

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.

The Five Requirements

- Complete Block 1. Electronic Fund Transfer (EFT) **MUST** be checked!
- Complete Blocks 2 through 6. Name, Grade, SSN, Type of Payment, and Address **MUST** be filled out!
- Complete Block 15. Itinerary **MUST** be fully completed so that it identifies the period of time the traveler is seeking reimbursement.
- 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.
- 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.

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

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