



The Reserve Traveler

May 2012

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! Be sure to include all nine digits of your SSN!
3. Complete Block 15. Itinerary **MUST** be fully completed so that it identifies the period of time the traveler is seeking reimbursement.
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

Why is Lodging Not Paid Even Though a Receipt is Submitted?

Receipts are required for lodging and rental car expenses regardless of amount and for miscellaneous expenses of \$75.00 or more. The receipt must show when specific services were rendered or articles purchased and the unit price. Express checkout receipts from hotels do not show that all items charged were paid in full. Without proof of payment, the document is simply a bill. A copy of your credit card statement showing the balance was paid will suffice as proof of payment, so long as it is attached with the itemized receipt that shows what was charged. A copy of your credit card statement, by itself, is not acceptable as a receipt. Also, if more than one person stays in a room, and the receipt shows more than one person, please indicate if the other person was on official orders or not. That can make a difference in your reimbursement.



Parking at the Airport?

When privately owned conveyance (POC) is used for one-way travel to a transportation terminal and then from terminal back to home or duty station when TDY is complete, the traveler is authorized reimbursement of the following for the most direct route:

- mileage
- parking fees*
- ferry fares
- road, bridge and tunnel tolls

*Parking fees are limited to the cost of two one-way taxicab fares, including allowable tips, unless the approving official waives this limitation. This applies only to parking fees, POC mileage is not to be included. A flat rate of \$50.00 for a one-way taxicab fare is used for limiting terminal parking reimbursement. If you disagree with the amount of limitation and provide actual cost documentation or a written statement reflecting the actual cost of the taxi fare to/from the terminal, then Travel Pay Operations will recompute the claim based on the actual taxi cost as the limitation.

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