

DFAS -Indianapolis, Travel Pay Operations

The Reserve Traveler



Volume I, Issue I, January 2012

Do you know where to file your 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.

Five Show Stoppers

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 **NOT** acceptable.

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.

Reimbursable Expenses

The Joint Federal Travel Regulation (JFTR), Appendix G has detailed information on reimbursable expenses while traveling on official government orders.

Some commonly Authorized Reimbursable Expenses

- Reimbursement is authorized for administrative fees for ATM use to obtain money with:

a. The GTCC, or
b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized/approved by the AO for an ATM travel advance.

- Excess accompanied baggage transportation (APP A1 'Baggage' definition) costs may be authorized/approved by the AO (JFTR, par. U3015 and JTR, par. C2302). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee. This is not an automatic entitlement and must be authorized or approved by the AO.

-- For military travelers, costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).

- Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.

- Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.

It is important to get your claim right so this doesn't happen to you...

Vouchers Returned (Jan 2012):

Orders (missing, incomplete, illegible)	830
1351-2 (incomplete, missing, illegible)	212
Group Order Annex Incorrect	445
Traveler's Signature Missing	135
Reviewer's Signature Missing	738
Miscellaneous/DTS claims	45