

DFAS -Indianapolis, Travel Pay Operations

The Reserve Traveler



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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 above 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

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.

Common Claim Mistakes

Are you tired of receiving returned travel claims? Avoid these common pitfalls and save yourself time and hassle:

- Missing reviewer signature on your travel voucher.
- Not correctly filling out block 16/17 on the travel voucher.
- Using a digital signature on vouchers that are not the May 2011 version of 1351-2 (Digital signatures are ONLY acceptable on the May 2011 version as of August 2011).
- Listing the hotel as a travel destination. The city and state are required for the destination.

Annex Rosters and Group Orders

Not having an annex roster attached to your group orders can lead to long delays in having your claim paid. An annex order is essential for DFAS personnel to pay your claim, as it lists entitlements that are available under that order. Without an annex roster your claim will be returned without payment and you will be asked to resubmit your orders with an annex roster attached; this can add days or weeks to the time it takes for your claim to be paid. Your annex roster can be obtained through your unit administrator.

Attaching a training calendar to orders as a substitute for annex rosters is a common practice; however, this is not a valid substitute for an annex roster and will result in your claim being returned. You will be asked to resubmit your orders with the annex roster attached.

Non-reimbursable Travel Expenses

- Mission-related expenses are not reimbursable as travel expenses.
- Personal expenses such as batteries, tools, film, gifts, pet care, gym fees and similar items.

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

Vouchers Returned (June 2011):

Orders (missing, incomplete, illegible)	1,092
1351-2 (incomplete, missing, illegible)	1,725
Missing Receipts	95
Incomplete Advance	0
Unauthorized Expense	0
Miscellaneous/DTS claims	1,502