

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 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.

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.

Reminders for Soldiers

- When submitting your travel package, ensure you include the original travel order as well as ALL applicable amended travel orders. For example, if there are three amendments to an original travel order, be sure to send in all four orders (the original travel order and all three amendments).
- Please ensure that all travel orders are submitted in their entirety. This is essential as typically the signature block and/or seal is at the bottom of the travel order; and the signature block and/or seal is required to validate the travel order.
- If an order states that your duty is within commuting distance, no per diem is payable. In order for mileage to be paid, a 24-R must be filed with your unit; a voucher does not need to be filed with DFAS.

Email for Submitting Claims

Effective September 30th, 2011 TravelOPNS@dfas.mil will be deactivated. You will not be able to submit claims through this email. There will now be two separate e-mail addresses which will focus on your type of travel.

If you are traveling on Contingency orders, you should now submit your travel voucher to:
contingency_travel@dfas.mil.

If you are traveling on Reserve orders, you should submit your travel voucher to reserve_travel@dfas.mil.

Please review the September issue of the Reserve Traveler for information on how distinguish between Reserve and Contingency claims.

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

Vouchers Returned (Sept 2011):

Orders (missing, incomplete, illegible)	1050
1351-2 (incomplete, missing, illegible)	83
Group Order Annex Incorrect	1494
Traveler's Signature Missing	118
Reviewer's Signature Missing	991
Miscellaneous/DTS claims	85