

# 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](mailto: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.

### New Email Addresses to Submit 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.

How do you distinguish between a Contingency and Reserve Voucher? Some key phrases are listed below:

#### CONTINGENCY VOUCHER:

- Mobilization orders supporting GWOT, OEF, or OCO
- TCS (You are deployed in a TCS status.)
- CO-ADOS (Contingency Active Duty for Operational Support.)
- CO TTAD (Contingency Operations Temporary Tour of Active Duty)
- COEAD (Contingency Operations Extended Active Duty)

#### RESERVE VOUCHER:

- Long-term or Short-term TDY (Cut by Reserve or St. Louis)
- ADOS for less than 180 days (Active Duty for Operational Support)
- BOLC orders cut by Reserve or St. Louis (Basic Officer Leader Course)
- ADOS-RC (Active Duty for Operational Support – Reserve Component)
- TDRL for reservists (Temporary Disability Retired list)
- Training—ADT, IADT, AT, or WTC (19 weeks or less)

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

#### **Vouchers Returned (Aug 2011):**

Orders (missing, incomplete, illegible)	1297
1351-2 (incomplete, missing, illegible)	341
Group Order Annex Incorrect	2127
Traveler's Signature Missing	305
Reviewer's Signature Missing	1750
Miscellaneous/DTS claims	35