

REVIEWER CHECKLIST FOR CIVILIAN PERMANENT DUTY TRAVEL SETTLEMENT VOUCHERS

Requirement. Review and signature is required by regulation for all Civilian Travel Settlements. This applies to PDT vouchers for all travelers serviced by the DFAS Network whose agency has finalized union negotiations on this issue.

User. Commanders/supervisors (or their designees) of civilian personnel.

Purpose. This checklist pertains to the March 2008 version of the DD Form 1351-2 and should be completed by the users above to ensure Travel Settlement Voucher claims are proper, complete, and in compliance with the intent of the order. The reviewer's signature does not constitute approval of items requiring approval by specific statutes or regulations, e.g., Itemized MEA, excess baggage.

1. ___ Is the Travel Voucher Claim (DD Form 1351-2) you are reviewing an original, not a copy? The claim must be prepared in ink, by typewriter, or computer generated.
2. ___ Is the traveler's signature on the Travel Voucher (block 20a) an original signature?
3. ___ Does the administrative data i.e. ssn# , name on the Travel Voucher agree with the orders? If not, have the traveler make the necessary changes and initial. Is the traveler requesting payment via Electronic Funds Transfer? If so, has the traveler submitted a completed DD Form 2762?
4. ___ Are advances and/or previous payments listed in block 9? The traveler annotates "NONE" in block 9 if there were no advances or previous payments. ATM cash withdrawals should not be listed in block 9.
5. ___ Is block 12 completed by the traveler, indicating if dependent(s) traveled concurrent or delayed? If the voucher is for reimbursement of a HHT, was the travel performed by the traveler's spouse ?
6. ___ Is the itinerary in block 15a –15d complete, using dates and not times, modes of travel, and reasons for stops? Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
7. ___ Is block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. Examples of POC mileage are: to and from the airport, and to and from the Permanent Duty Station (PDS). Are additional POC's authorized and used? If so, did the traveler indicate the number of people per POC?
8. ___ Is block 17 completed, indicating the duration of the travel period?
9. ___ If filing for TQSE (AE), did the traveler include both pages of a completed DD Form 2912, to include the actual cost of meals and indicating if the meals were commercial or home cooked? Are there receipts attached for any meal expense of \$75 or more for one or more individuals?
10. ___ If the traveler is filing for MEA, the following statement must be annotated in block 18 of the DD 1351-2: "I certify that _____ I/We have discontinued my/our residence at the old PDS and have established a residence at the new PDS.", along with the dollar amount being claimed. Did the traveler indicate on the DD 1351-2 who actually relocated with them? If itemizing, did the traveler include receipts for expenses incurred and obtain the signature of the authorizing/approving official (AO), to include the date in block 21a, 21b and 21d of the DD 1351-2?
11. ___ Is lodging claimed and supported by paid receipts (regardless of amount) or a certified statement attached explaining why receipts are not available to include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room and the cost incurred? If the traveler is renting an apartment a copy of their lease or rental agreement must support this.
12. ___ Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by a paid receipt or certified statement explaining why receipts are not attached, when specific services were rendered or articles purchased, and the unit price?
13. ___ If the traveler is filing for reimbursement of HHT and traveled via air, a copy of their airline receipt/air schedule must be attached.
14. ___ Did the traveler list the exchange rate, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
15. ___ Was leave taken in conjunction with the travel? If so, was it annotated in the itinerary and in block 29, Remarks Section.
16. ___ If the traveler is filing for Real Estate expenses, they must include, a completed/approved DD Form 1705- in blocks 18 & 20 or 19 & 20, a purchase or sales contract, a copy of the signed settlement statement and receipts for items paid outside of closing.
17. ___ If the traveler is filing for a RIT Allowance did they include: copies of all W-2 forms for their earned income (to include spouse's if they are filing a joint return) for the applicable year, IRS Form 1099 for Military retired pay, a completed RIT Allowance Status Certification Form, a DD 1351-2 claiming the RIT allowance with the required signatures?
18. ___ If the traveler is filing for HHG Shipment/Storage, did they include: Proof of gross, tare and net weight, paid commercial bill of lading if moved by a commercial mover, a paid rental truck receipt-all itemized receipts incurred by the move, paid storage receipts showing dates, where stored, and rates billed?
19. ___ Was any deviation from the travel orders in the government's best interest?
20. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
21. ___ Are the required orders, and all amendments (to include the accounting citation, reverse side of DD Form 1614 and/or continuation page), receipts, statements, certifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
22. ___ As the commander/reviewer, did you complete sections 20c ,d, e, & f (March 2008 form)?
23. ___ Do not return the voucher to traveler. Forward completed claims to your servicing DFAS Travel Office.