



The



DFAS-Indianapolis
Travel Pay Operations



Reserve Traveler

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Accrual Travel Claims. What are they, and when should you file one?

Imagine you have been given official orders to attend training for four months at a military base in Texas. Or think about that upcoming year long deployment in the Continental United States (CONUS) in support of contingency operations. In both of these cases, you would be an ideal candidate for filing an accrual travel voucher. Currently, the DOD Financial Management Regulation, Volume 9, Chapter 5, and DFAS-IN Regulation 37-1 states that travelers whose TDY extends beyond 30 days may file a travel claim for the preceding 30 day period and continue to file for every subsequent 30 calendar day period throughout the TDY period.

So what is an accrual? It is a partial payment of TDY expenses already incurred while on TDY. This means that each day you remain on TDY, you are accruing Per Diem and other entitlements like lodging that could be authorized in your orders. Those entitlements and expenses accrued on a daily basis can be reimbursed to you before your TDY mission is completed.

So what is required to file an accrual? For starters, ensure your TDY trip is longer than 30 days. Additionally, should you be filing multiple accruals throughout your TDY stay, make sure each subsequent accrual request indicates the 30 day period being requested.

When submitting an accrual claim, a DD Form 1351-2, signed and dated by both claimant and reviewer, needs to be present. Furthermore, the DD Form 1351-2 should be marked "ACCRUAL" in the itinerary section, and all orders, lodging receipts, and receipts for any items of costing \$75 or more need to accompany the claim for proper processing and reimbursement. Keep in mind that if you file accruals during your lengthy TDY trip, you must still file a final settlement to ensure all expenses and entitlements were properly paid and reimbursed.

It is important to get your claim right so this Doesn't Happen to You...

Vouchers Returned (November 2009):	6,318
Orders (missing, incomplete, illegible)	1,459
1351-2 (incomplete, missing, illegible)	1,727
Missing Receipts	542
Incomplete Advance	0
Unauthorized Expense	9
Miscellaneous/DTS claims	2,581

Tax Season Awaits! What you need to know about travel pay before you file your annual tax return.

Did you file a travel claim in calendar year 2009? If so, did you receive any interest on top of your reimbursed claim greater than \$10? If you did, then you received taxable interest and it must be reported to the IRS as taxable income when you file your return for 2009.

For those individuals that received an interest payment with your claim greater than \$10, you will be receiving an IRS Form 1099-INT from DFAS, in the mail, around the first week in February. This form summarizes the interest income you received from DFAS. Additionally, once you receive your copy of the 1099-INT, keep in mind that a digital copy of the same information will be sent to the IRS for record.

If you fall under this category, be on the look out for your IRS Form 1099-INT and do not forget to file your taxes by Thursday, April 15, 2010!

Reserve Return Cell: Soldiers helping Soldiers!

Have you ever had a claim returned? Were you ever contacted about your claim because something was missing to process it? Well if you have, you probably spoke to one of the four experienced United States Army Reserve soldiers that augment our staff here at DFAS-Indianapolis. These fine soldiers are a valuable asset to our team and play an integral part in ensuring your Reserve Travel Claim is complete and pay ready.

Should a claim be identified as incomplete or not pay ready, one of our Reserve soldiers will attempt to contact you or fix the claim through various procedures. Their actions ensure your claim is either pay ready or returned to you for correction. Because we have these soldiers supporting our Reserve Travel Pay division, they have saved you, the taxpayer, and the Army a considerable amount of time and money in processing your claim. Since the augmentation of these soldiers to our team, they have saved an estimated \$1,237,090 by correcting over 32,555 claims. They continue to show impeccable professionalism and their bearing is above reproach. So if you get the opportunity to speak with one of our Reserve soldiers, remember to thank them for their service as they are assisting you in getting paid in a timely and accurate manner!

To check the status of your travel claim,
Call **1-888-332-7366**.



Send Comments, Questions, and/or Ideas to:
TheReserveTraveler@DFAS.MIL

Note: This is NOT a method of travel claim submission.

