APPROVING OFFICIAL CHECKLIST
FOR PERMANENT DUTY TRAVEL SETTLEMENT VOUCHERS

User: Approving Official (AO) is an individual appointed in writing and responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability and approving travel claims for validity after completion of travel.

Purpose: This checklist pertains to the August 2006 version of the DD Form 1351-2 and should be used by the AO for after-the-fact approval of entitlements not listed on the original orders for civilian PDT travel.

BEFORE APPROVING ANY AFTER-THE-FACT PDT ENTITLEMENTS YOU MUST VERIFY THAT THE ENTITLEMENT IS SUBJECT TO AFTER THE FACT APPROVAL, THEN VERIFY YOUR COMMAND'S POLICIES REGARDING MONETARY LIMITATIONS FOR APPROVING AFTER THE FACT ENTITLEMENTS.

1.___ Were rental car expenses claimed in conjunction with a House-Hunting Trip or en route travel? If so, was the rental car obtained through proper channels (Government contracted office, e.g. Carlson or Sato?) Rental car size used and fuel expenses claimed should be conducive to the authorized travel. A copy of the paid receipt must be attached if the cost is $75 or more (pre-calculation rental car receipts are not acceptable).

2.___ Was excess accompanied baggage claimed? If yes, this may only be approved after the PDT travel. If approved, did you sign the DD 1351-2 in block 21a to include the date in block 21b of the DD 1351-2 and include a statement specifically authorizing? Amounts $75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt.

3____ Is commercial airfare claimed? If so, the amount must be claimed and supported by the airline ticket, paid receipt, or a statement for lost/missing receipt. If a paper ticket was issued, orders must include authorization for a paper ticket. Is the statement indicating whether transportation tickets are to be purchased using a Centrally -Billed Account (CBA) or Individually- Billed Account (IBA), included in the remarks block of the orders? If the traveler is filing for reimbursement of HHT and traveled via air, a copy of their airline receipt/air schedule must be attached.

4.___ Is the traveler filing for maximum (itemized)MEA? If so is the claim supported by evidence of expenses incurred? Does the amount claimed exceed the employee's basic salary rate(at the time the employee reports at new duty station) of 1 week if the employee is without dependents, 2 weeks if the employee has dependents that were relocated?
NOTE: In no instance can the allowable amount exceed the maximum rate of Grade GS-13 (step 10).
Is the following statement 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." Did the traveler indicate on the DD 1351-2 who actually relocated with him/her? If approved, did you sign the DD 1351-2 in block 21a to include the date in block 21b of the DD 1351-2 and include a statement specifically authorizing?

5. ___ Have you reviewed the line of accounting provided on the DD Form 1614?

6.____ Ensure the claim is forwarded to the appropriate liaison office or travel computation office within 2 working days following the traveler's submission.

7.____ If the after-the-fact travel expense is not listed above, please contact your servicing DFAS Travel Office for guidance as to whether or not the entitlement exists in accordance with the Joint Travel Regulation.

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