TRAVELER'S CHECKLIST FOR CIVILIAN PERMANENT DUTY TRAVEL SETTLEMENT VOUCHERS

User: All civilian travelers submitting claims for PERMANENT DUTY TRAVEL. PDT/ PCS claims are to be completed within 5 working days of the completion of each portion of travel (i.e., House hunting, En route, 1st 30 TQSE days, etc.).
Purpose. This checklist should be used by the travelers to ensure their travel claims are proper, complete, and comply with the intent of the order before submitting them to the reviewing/approving official for signature.

1. ___ The Travel Voucher (DD Form 1351-2 August 2006) must be prepared in ink, typewriter, or computer generated.
2. ___ Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. ___ All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, ssn # on the travel voucher agree with the orders? If not, make administrative corrections and initial. If you are requesting payment via Electronic Funds Transfer, did you include a completed DD Form 2762?
4. ___ Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
5. ___ Block 12 must be completed, indicating if dependent(s) traveled concurrent or delayed. If submitting for reimbursement of your HHT, indicate if your spouse traveled on the HHT.
6. ___ The itinerary in block 15a –15d must be completed using dates and not times, modes of travel, and reason 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 if mileage is claimed? Examples of POC mileage are: to and from the airport, and to and from the Permanent Duty Station (PDS). Indicate the number of people per POC, if more than one POC is authorized and used.
8. ___ Block 17 must be completed indicating the duration of your travel period.
9. ___ If filing for TQSE (AE), did you 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? Did you attach receipts for any meal expense of $75 or more for one or more individuals?
10. ___ If filing for MEA, did you include the following statement in block 18 of the DD1351-2: "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 amounts being claimed? Did you indicate on the DD1351-2, who actually relocated with you? If itemizing, did you include receipts for expenses incurred and obtain the signature of the authorizing/approving official (AO), to include the date in block 21a and 21b of the DD1351-2?
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? Did you include a copy of your lease or rental agreement if you are renting an apartment?
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 filing for your HHT and you traveled via air, did you include a copy of your airline receipt/air schedule?
14. ___ Exchange rate when foreign currency is involved must be indicated on the travel voucher. 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 you are filing for Real Estate expenses, you 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 you are filing for a RIT Allowance did you include: copies of all W-2 forms for your earned income (to include spouses' if you are filing a joint return) for the applicable year, IRS FM1099 for Military retired pay, a completed RIT Allowance Status Certification Form, a DD1351-2 claiming the RIT allowance with the required signatures?
18. ___ If you are filing for HHG Shipment/Storage, did you 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 for expenses incurred due to the move, paid storage receipts showing dates, where stored, and rates billed?
19. ___ 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?
20. ___ 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?
21. ___ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official for signature and date in block 20c and 20d of the DD1351-2, if your agency requires.

Edition: May 2007, Travel Operations Columbus