

Civilian Relocation -- APPROVING OFFICIAL CHECKLIST

To help you approve Travel Vouchers, DD 1351-2

Approving Officials are appointed in writing and responsible for...

1. authorizing travel
2. approving travel claims by determining the necessity of trips and funds availability
3. approving travel claims for validity after completion of travel.

Before approving any after-the-fact civilian relocation 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 these entitlements.

- Check to make sure the correct line of accounting is used.
- If approved, complete blocks 21 a – d with your name, signature, telephone number and date.
Note: Be sure date is on or after the date traveler put in block 20b.
- Ensure the voucher and all documentation is forwarded to DFAS-Rome in a timely manner.

After-the-fact Entitlements:

Car Rental

Were rental car expenses claimed in conjunction with a house hunting trip or en route travel?

- If so, did the traveler get the rental car through proper channels (government contracted office, e.g. Carlson or Sato)?
- Rental car size used and fuel expenses claimed should be appropriate for the authorized travel.
- Attach a copy of the itemized paid receipt (pre-calculation rental car receipts are not acceptable).

Commercial Airfare

Was commercial airfare claimed?

- If yes, the amount must be claimed and supported by a copy of the itinerary with breakdown of expenses showing method of payment.
- Include the statement indicating whether transportation tickets are to be purchased using a Centrally -Billed Account (CBA) or Individually- Billed Account (IBA) in the remarks block of the orders.
- If the traveler is filing for reimbursement of HHT (including the fixed HHT) and traveled via air, include a copy of their airline itinerary with breakdown of expenses showing method of payment must be attached.

Excess Baggage

Was excess accompanied baggage claimed?

- Include a statement specifically authorizing this entitlement (block 29). Amounts must be claimed in block 18 and supported by a receipt showing payment.

Miscellaneous Expense Allowance

Is the traveler filing for maximum (itemized) miscellaneous expense allowance (MEA)?

- If so, claim must be supported by evidence of "paid in full" expenses the traveler incurred.
- The amount claimed cannot exceed the employee's basic salary rate (at the time the employee reports at new duty station) of 1 week, without dependents, or 2 weeks, with dependents.
Note: The allowable amount cannot exceed the maximum rate of grade GS-13 (step 10).
- Include the following statement:
"I certify that I/We have discontinued my/our residence at the old PDS and have established a residence at the new PDS ."
Signature _____ Date _____
- Dependents that actually relocated with the traveler are listed in block 12.
- A copy of traveler's LES is included for itemized MEA claims.

