

Civilian Relocation DD 1351-2 Checklist– for Travelers and Reviewers

DD Form 1351-2 (v. May 2011) - This form is required to be completed and submitted for all entitlements along with specified documentation listed below

- **Blocks 1-9 and 11** Complete all information.
- **Block 6e** Be sure email address is correct and legible.
- **Block 9** List the amount of any advance and/or partial payments you received. Do not include ATM cash withdrawals here.
- **Block 12** Must be completed. Select if dependents traveled with you accompanied, or unaccompanied. Check "Dependent(s)" in block 5 to claim dependent travel.
- **Block 13** If dependent travel is claimed, show their address at the time orders were received.
- **Block 14** Have your household goods been shipped?
- **Block 15a-15d** Itinerary must be completed for travel dates, locations, modes of travel, and reason for stops.
- **Block 15e (or Block 18)** If lodging is claimed, you must provide paid receipts (even if less than \$75)
- **Block 15f** If Privately Owned Conveyance (POC) miles are being claimed, you must select **block 16** Own/ Operate.
- **Block 17** Complete indicating the duration of your travel.
- **Block 18** List expenses/entitlements being claimed (ex. TQSE, MEA, UEL) **Note:** reimbursable expenses of \$75 or more must have a paid receipt.
- **Block 20 a, b** You must sign and date the form. This should be on or after the date you completed the travel.
- **Block 20 d-f** Your reviewer must sign and date the form. This must be on or after the date in block 20b.
- **Block 21 a-d** Approving official's signature as needed.
- **Block 29a** Indicate leave in itinerary (Block 15) portion and indicate the dates on the second page of the 1351-2.

For Detailed Instructions Visit: [DFAS-WePayDoD \(YouTube\)](#)

Documents to include when claiming entitlements:

Household Goods (HHG) Shipment/Storage

- * Cost Construction Memo from your Transportation Office
- * Proof of gross, tare, and net weight
- * Paid commercial bill of lading if moved by commercial mover
- * Paid rental truck receipts
- * All itemized, paid receipts for expenses incurred during you movement of HHG
- * Paid storage receipts showing dates, where stored, and rates billed

House Hunting Trip (HHT)

- * If you traveled by air, a copy of your air receipt/schedule. Airfare tickets during a HHT are taxable even when the government provides them, we need to know cost.
- * If you traveled 250 miles or more each way by privately owned conveyance (POC), a cost comparison from your approving official (AO) authorizing POC travel during HHT is required.

Miscellaneous Expense Allowance (MEA)

- * Insert this statement with your claim: "I certify that I/we (circle one) have discontinued my/our (circle one) residence at the old PDS and have established a residence at the new PDS." Signature _____ Date _____
- * Include dollar amounts being claimed in Block 18c if itemizing.
- * If itemizing, include paid receipts for expenses, LES or SF50 from the time you reported for duty, and approving official signature and date in Block 21 a-d.

Privately Owned Vehicle (POV) Shipment

- * Cost construction memo from the Transportation Office or Surface Deployment and Distribution Command and paid receipts
- * To find your nearest [Transportation Office](#) go to: <http://go.usa.gov/x8PDB>

Send via email: dfas-civrelo-vouchers@mail.mil
or fax: 216-367-3422

or Use Travel Voucher Direct: <http://go.usa.gov/x8PWY>

If you do not receive the notification of receipt after 48 hours please contact our customer care center: 1-888-332-7366 Option 1, Option 0, Option 1

or dfas-civrel-questiononly@mail.mil (cannot be recalled)

or <http://go.usa.gov/9Sx>

Real Estate Purchase/Sale

- * Completed/approved/signed DD Form 1705
- * Purchase or sales contract signed by buyer and seller
- * Copy of the signed settlement statement (HUD 1) or Closing Disclosure Statement (after 10/1/2015)
- * Paid in full receipts for items paid outside of closing

Relocation Income Tax Allowance (RITA)

- * There are two different RITA processes dependent on the year your official travel occurred. Visit [DFAS.mil](#) to find out what process to follow and the documents required.

Temp Quarters Subsistence Expense (TQSE)

- * **Actual:** Both pages of completed TQSE claim form DD 2912 to include the actual cost of meals and itemized, paid in full receipts for any meal expense of \$75 or more.
- * **Fixed/Lump Sum:** Include the following statement: "I have agreed to accept the offer of the TQSE Lump Sum entitlement and I certify that TQSE will be occupied and if not occupied, I am required to return the TQSE Lump Sum payment amount in full. I certify that I have accepted the terms of this entitlement effective (date in block 21 of DD 1614 orders)." Signature _____ Date _____

Unexpired Lease

- * Complete copy of your signed lease to include any renewal agreements
- * Copy of the notification of intent to vacate you provided to the landlord
- * Written statement providing the exact date you vacated the apartment
- * Copy of the final receipts from the landlord showing payment of expenses relating to lease termination

Before submitting your claim be sure your packet includes:

- Completed DD form 1351-2 signed/dated by you (blocks 20 a-b) and your reviewer (blocks 21a-d).
- Complete copies of all 1614 orders, amendments, and memorandums
- Supplemental forms and documentation described above
- Paid in full receipts for reimbursable expenses of \$75 or more and all lodging expenses
- Direct Deposit/Electronic Fund Transfer form SF1199A