View this and other Wounded Warrior pay and entitlement information at
https://go.usa.gov/xNmww

How To Prepare A Travel Voucher
(DD Form 1351-2)

A Step-By-Step Guide for Families of Army Wounded Warriors

Prepared by
Expeditionary Support Organization Defense
Finance and Accounting Service
July 2017
Serving those who serve all

Thank you for your family’s service to the nation, and thank you in advance for referring to this guide as you prepare your travel vouchers. We have finance personnel supporting most medical treatment facilities who stand ready to assist you in completing this form to ensure timely and proper payment.

This “How to” guide is intended for family members traveling on official orders. It provides step-by-step procedures in preparing a travel voucher so it is “pay ready” upon submission. The goal with this guide and other travel information pamphlets is to assist family members in receiving faster payment. Submitting “pay ready” vouchers to the Defense Finance and Accounting Service will assist in providing timely and accurate payment to the traveler.

The DFAS Expeditionary Support Organization
Army Wounded Warrior Travel Pay

Contact Information

Have a question? Need to check on your travel voucher submission or status of payment? We’re standing by to assist you.

Call a Travel Customer Service Representative at 1-317-212-3562 (DSN 699-3562) between 7 a.m. and 3 p.m. EST

Or email us at dfas.indianapolis-in.jfa.mbx.casualty-customer-service@mail.mil

You can also contact your local Wounded Warrior Pay Management Team (WWPMT) for help in completing your travel voucher, reviewing your travel voucher package, and submitting it to DFAS for processing.

Ready to submit your travel voucher?

By email: dfas.indianapolis-in.jfa.mbx.in-travel-casualty@mail.mil

By FAX: (317) 275-0194; DSN: 510-366-0138

By mail: DFAS-IN/Casualty Travel (JFA)
8899 E. 56th St.
Indianapolis, IN 46249

____________________________
Personnel Office:

____________________________
Finance Office:

____________________________
Wounded Warrior Pay Management Team:

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Notes:

____________________________

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View this and other Wounded Warrior pay and entitlement information at https://go.usa.gov/xNmww
A complete voucher packet includes...

- DD Form 1351-2
- All orders and any amendments/extensions (if issued)
- Receipts for all lodging regardless of amount
- All receipts for expenses incurred for $75.00 and over
- DIRECT DEPOSIT: Family member should provide direct deposit information for their financial institution by submitting a SF 1199 Direct Deposit Form or a voided check with their claim

Need a form?

The DD Form 1351-2 has been updated. All travel voucher packets must use the latest form available online at:

The form may be downloaded and completed on your computer, or printed and filled in by hand.

Remember, your 1351-2 must include your signature! Print out the completed form and sign it. You can fax the signed form, receipts, and other documentation to the number on page 3 or scan your package and send to dfas.indianapolis-in.jfa.mbx.in-travel-casualty@mail.mil

Protect yourself! Email can be an insecure way to send your personal information. If possible, encrypt your message to help keep yourself safe from identity thieves. If you are unsure, fax or mail your documents to us.

TOP 10 REASONS FOR PAYMENT DELAYS

1. Missing Traveler/Reviewer/Approving Official signatures/dates
2. Missing orders
3. Missing receipts/invalid receipts
4. Missing or incorrect bank information
5. Block for mileage not checked (Block 16)/owner operator not claimed
6. Incomplete itinerary
7. Traveler does not submit or reviewer does not forward voucher within five (5) business days of completion of travel
8. Orders do not have required lines of accounting
9. Incorrect SSN on travel vouchers and/or orders
10. Expenses claimed but not authorized in orders or authorized by Approving Officer
Q. HOW DO I PREPARE A SUPPLEMENTAL CLAIM?

A. The supplemental claim must include:

a. A DD1351-2 marked “SUPPLEMENTAL.” Provide a full explanation of the item(s) of expense in question on the revised DD1351-2 or on a separate sheet of paper
b. A copy of the Advice of Payment for the voucher in question
c. A copy of the initial DD 1351-2 and continuation sheets (if any)
d. One copy of the orders and amendments
e. A copy of all supporting documentation applicable to the supplemental claim

If not available, provide a written statement attesting to the accuracy of items claimed for which no receipt is available. Statements should reflect the same information that would have been on the receipt had it been available.
Instructions for completing a DD Form 1351-2

Block 1:  Electronic Funds Transfer (EFT) * is highly recommended though checks may be issued.

* Use a voided check or SF1199 Direct Deposit Form

** Note: Split disbursement option is only for Government Issued Travel Cardholders

Block 2:  Last Name, First Name, Middle Initial of family member

Block 3:  If non-DoD employee or non-military, indicate “CIV”

Block 4:  Full Social Security Number (9 digits of family member

Block 5:  Indicate “TDY” for short term visitation and “Other”

Blocks 6a-6d:  Valid mailing address for receipt of advice of payment or check

Block 6e:  Valid e-mail address

Block 7:  Daytime telephone number in the event DFAS-IN should need to make contact

Block 8:  Order number, which is typically listed on the upper left hand corner of the orders provided to the family member

Block 9:  List any and all previous payments paid from any finance office pertaining to the travel period being claimed

Block 10:  Do Not Use - Leave Blank

Block 11:  Hospital or medical treatment facility in which Soldier is being treated

Blocks 12-14:  Leave blank

Block 15:  Itinerary

Q. WHAT IS A MONTHLY TRAVEL ACCRUAL?
A. A monthly accrual is a voucher that is submitted every month to pay the travel entitlements accrued from the previous month. Your local WWPMT can assist you in completing and submitting these vouchers every month. If preferred, you can wait until your travel is complete before you submit a voucher. Your voucher would then reimburse you for the entire period.

Q. WHAT ARE NON-MEDICAL ATTENDANT ORDERS?
A. When your Wounded Warrior becomes an outpatient, you may be issued Non-Medical Attendant (NMA) orders. While the Service Member is an outpatient, typically one person is authorized travel entitlements. NMAs work similar to ITAs with the same travel entitlements authorized. You are still authorized per diem and lodging costs at the current location not to exceed the approved lodging rate for that specific location. Please continue to file a monthly travel voucher through DTS.

Army Wounded Warrior - Travel Pay Supplemental Claims

Q. WHAT DO I DO WHEN I FEEL I’VE BEEN PAID IN ERROR?
A. When it is suspected that an error and/or omission has been made in the payment of a travel voucher, please call the Travel Customer Service Representative at 1-317-212-3562 or DSN 699-3562 or email us at DFAS.indianapolis-in.jfa.mbx.casualty-customer-service@mail.mil

Q. WHAT DO I DO WHEN AN ERROR OR OMISSION HAS OCCURRED?
A. When an error or omission has occurred, submit a supplemental claim to the Casualty Travel Team by fax to (317) 275-0194 (DSN 510-366-0138) by e-mail at dfas.indianapolis-in.jfa.mbx.in-travel-casualty@mail.mil or by mail at:

DFAS-IN/Casualty (JFA) Travel
8899 E. 56th St.
Indianapolis, IN 46249
Q. WHAT ARE INVITATIONAL TRAVEL AUTHORIZATIONS?
A. Invitational Travel Authorizations (ITAs) are government orders that can authorize up to three family members of a Wounded Warrior to travel to the medical treatment facility where the Service Member is receiving care.

Q. WHAT DO ITAs AUTHORIZE?
A. ITAs can authorize up to three family members to travel to the location of the Service Member. When on ITAs, your travel to and from the hospital, lodging costs, meals, and incidental expenses are reimbursed by the government. You will be paid a daily rate (per diem) for your meals and incidental expenses. The per diem rates received may differ depending on the location on the orders—not the location of the hotel. Lodging costs cannot exceed the approved lodging rate for the area you are temporarily staying. Per diem and maximum lodging rates vary for each location. Please contact your local Wounded Warrior Pay Management Team for current rates.

Q. HOW CAN AN ADVANCE BE OBTAINED?
A. You are authorized a one-time advance while staying at the medical treatment facility. Authorization for the advance must be reflected on your orders. The advance amount you are eligible to receive will depend upon the length of your stay at the facility. The amount received for each day will be 80% of the set per diem and 100% of the lodging rate to be paid. You are able to receive your advance via electronic funds transfer (EFT), check, or in some instances you can be paid cash. Your local WWPMT can help you fill out your advance request and can submit it for payment on your behalf. A travel voucher must be filed with your local WWPMT in order to settle the advance received.

Q. HOW DO I GET REIMBURSED FOR MY TRAVEL ENTITLEMENTS WHILE AT THE MEDICAL TREATMENT FACILITY?
A. In order to be reimbursed for the amount you have spent on travel, lodging, meals, and incidentals you must complete a travel voucher, DD 1351-2. If you have been issued an advance at the start of your trip you must claim the total amount of the advance on your first voucher submitted. The advance must be paid back to the U.S. Government. If
**The “Means/Modes of Travel” block should include the appropriate two-letter code:**

<table>
<thead>
<tr>
<th>Choices for first letter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>T: Government provided ticket</td>
</tr>
<tr>
<td>G: Government Transportation</td>
</tr>
<tr>
<td>C: Commercial Transportation</td>
</tr>
<tr>
<td>P: Privately Owned Conveyance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choices for second letter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Automobile</td>
</tr>
<tr>
<td>M: Motorcycle</td>
</tr>
<tr>
<td>B: Bus</td>
</tr>
<tr>
<td>P: Plane</td>
</tr>
<tr>
<td>R: Rail</td>
</tr>
</tbody>
</table>

**Most common combinations:**

- PA - Private Auto
- TP - Government provided airfare (no cost)
- CA - Commercial Auto (taxi)
- CP - Commercial airfare (traveler purchased)

**Block 16:** Must indicate whether Privately Own Conveyance is Own/Operator or Passenger

<table>
<thead>
<tr>
<th>16. POC TRAVEL (X one)</th>
<th>OWN/OPERATE</th>
<th>PASSENGER</th>
</tr>
</thead>
</table>

**Block 17:** Indicate the duration of Temporary Duty (TDY) travel

<table>
<thead>
<tr>
<th>17. DURATION OF TRAVEL</th>
<th>12 HOURS OR LESS</th>
<th>MORE THAN 12 HOURS BUT 24 HOURS OR LESS</th>
<th>MORE THAN 24 HOURS</th>
</tr>
</thead>
</table>

**Block 18:** Reimbursable Expenses:

- a: List the date the expense was incurred
- b: List the type of expense (i.e., lodging taxes)
- c: List the amount of the expense

<table>
<thead>
<tr>
<th>18. REIMBURSABLE EXPENSES</th>
<th>a. DATE</th>
<th>b. NATURE OF EXPENSE</th>
<th>c. AMOUNT</th>
<th>d. ALLOWED</th>
</tr>
</thead>
</table>

**Block 19:** Government/Deductible Meals (circle one)

- a: Date the meals were provided
- b: Number of meals provided by the government with no cost to the traveler

<table>
<thead>
<tr>
<th>19. GOVERNMENT/DEDUCTIBLE MEALS</th>
<th>a. DATE</th>
<th>b. NO. OF MEALS</th>
<th>a. DATE</th>
<th>b. NO. OF MEALS</th>
</tr>
</thead>
</table>

**Note:** This block will typically be left blank unless certain meals are provided to you by the government at reduced or not cost to you

**Block 20 (a & b):** Physical signature of traveler and date the voucher was Signed. **Both must be complete**

**Block 20 (c, d, e & f):** Finance Office signature once voucher is reviewed for accuracy and date the voucher was reviewed. **Both must be complete**

**Block 21 (if applicable):** Handwritten name and signature of approving officer if authorizing expenses not listed on original order. **Note:** Approving officer must list additional expenses authorized. Must include date signed in Block 21

**Block 22:** Leave Blank - Finance Office use only

**Blocks 23-28:** Leave Blank - Finance Office use only

**Block 29:** Used to clarify anything out of the ordinary, such as:
- Indicate any and all leave periods during temporary duty
- Clarify any additional travel-related issues
- Reflect exchange rates when working with foreign currency