Newsletter for Army Reserve and National Guard Soldiers

The Army Traveler

October 2014

STAY CONNECTED

When Should I Use DTS?

The Defense Travel System (DTS) is an online system that automates the authorization, approval, and payment of temporary duty (TDY) travel. It allows travelers to book reservations and direct settlement payments to their bank account and/or Government Travel Charge Card (GTCC).

Documents are submitted, processed, and approved by the organization responsible for funding the travel. Once approved by the organizational approving official, the payment is electronically sent from DFAS via direct deposit to the traveler's bank account and/or GTCC. Payment occurs within three days after approved by the Organizational Approving Official.

DTS should not be used if the travel orders send you to an, "area authorized to receive combat entitlements." ALL travel claims for CONUS and OCONUS travel/duty performed outside a combat zone or qualified hazardous duty area shall be processed via DTS.

Read the FAQ's about DTS on our website and visit the DTS website.

Defense Travel System
A New Era of Government Travel

Remember there's a *NEW* Way to Submit Your Voucher

Travel Voucher Direct

Travel Voucher Direct is now available for submitting travel vouchers securely online. Don't pay for postage, worry about lost or stolen mail, or fax numerous pages when submitting your travel claim.

The new Travel Voucher Direct allows you to securely upload your complete travel claim while also encrypting your Personal Identifying Information (PII) from unauthorized access.

Travel Voucher Direct is available for all travel claims computed and paid by DFAS. Please note, Travel Voucher Direct is not for those using DTS for their travel vouchers.
http://www.dfas.mil/militarymembers/travelpay/travelvoucherdirect.html

Preparing Your Travel Claim for a Contingency Operation

To get full reimbursement of your travel expenses after deployment, all supporting documents to include orders, amendments and receipts must be provided. There are typically three different types of orders that may be issued for Reservist or National Guard deployment travel. Read the descriptions below and be sure to include your orders in your travel claim package.

1. Mobilization Order (MOB)
Both Reserve and National Guard MOB orders are usually two pages long and starts with "You are ordered to Active Duty as a member of a Reserve Component."

a. *Reserve MOB orders* generally have a short paragraph indicating the duty location(s), along with a list of numbers and the comment, "See page 2". All pages must be submitted with your claim.
b. *National Guard MOB orders* generally have the same paragraph, but after the duty location(s) it includes the additional instructions, usually in a letter bulletin format.

2. Temporary Change of Stations order (TCS)
Orders that send you overseas.

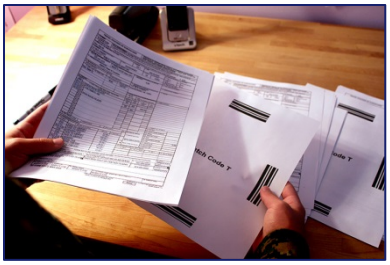
a. The first paragraph generally includes, "You are deployed to a Temporary Change of Station". Order is usually two pages and has at least one amendment. The original TCS order and all amendments must be submitted with your claim.

3. Release from Active Duty order (REFRAD)
Order that releases you from active duty status back to reserve status.

a. This looks similar to the MOB order, but begins with, "You are released from Active Duty" and is generally one page long. This order or a copy of your DD 214 must be submitted with your claim.

* Please Note: In the event of individual mobilizations, sometimes MOB orders and TCS orders will be on the same document; for example, Contingency Operation for Active Duty Operational Support (COADOS) orders with overseas duties.

Don't Forget to Include a Separator Sheet



If you have more than one claim to submit at the same time, be sure to include the separator sheet between each claim that includes your DD1351-2 voucher and supporting documents. This automates the process and gets your claim into our system faster.

We know you don't want any delays in processing and getting paid, so don't forget to print and insert the separator sheet with multiple claims!

Reminder: Provide an Accurate, Legible Email Address

Travel Pay Operations aims to pay service members as fast as possible when a claim is received. When additional information is needed from the service member our first line of communication is email or telephone. Often, vouchers are missing the email address or have an invalid email address. This causes delays in the claim being processed.

When filing your travel claim, please be sure your email address is legible. If the space on the DD1351-2 form is too small place your email address somewhere on your voucher so that it's legible. Don't forget to include a daytime phone number where we can reach you, in Block 7.

Look at DOD travel regulations for more details. http://www.defensetravel.dod.mil/site/travelreg.cfm

Where to Submit Your Travel Claim:

Contingency – Reserve, National Guard mobilized for contingency operations
Email: contingency_travel@dfas.mil
Fax: 317-275-0332

Active Duty - Active Duty TDY and Contingency
Email: dro-armytravel@dfas.mil
Fax: 317-275-0329

Reserve – Reserve, National Guard TDY, schools and training
Email: reserve_travel@dfas.mil
Fax: 317-275-0334

Navy DLA - TDY, schools and training
Email: DFASINTravelcolumbus@dfas.mil
Fax: 317-275-0150

Casualty - Wounded Warriors and families of deceased service members
Email: DFAS-INTravelcasualty@dfas.mil
Fax: 317-275-0138

Casualty - For Wounded Warrior questions (not voucher submission)
Email: DFAS-IN.casualty.customer.service@dfas.mil
Phone: 317-212-3562