How To Prepare A Travel Voucher (DD Form 1351-2)
A Step-By-Step Guide For Army Wounded Warriors

View this and other Wounded Warrior pay and entitlement information at https://go.usa.gov/xNmww
Thank you for your 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 Army Wounded Warriors. 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 the traveler 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

Local Information:

Local Personnel Office: 

Local Finance Office: 

Local Wounded Warrior Pay Management Team: 

Notes: 

To view the latest Wounded Warrior pay and entitlement information online, go to https://go.usa.gov/xNmww
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

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
A complete voucher packet includes...

- DD Form 1351-2
- All orders issued for the mission to include mobilization orders (if applicable), Temporary Change of Station (TCS) orders, attachments, endorsements, any and all amendments, and Permanent Change of Station (PCS) orders, Demobilization/REFRAD/DD214 orders when filing final voucher (Reserve/National Guard only)
- Additional TDY orders (e.g., DD 1610s)
- All previous accruals/advances received from overseas finance offices (non-submission of previous payment data will result in delays of payment) especially DTS payments
- Receipts for all lodging regardless of amount
- All receipts for expenses incurred for $75.00 and over
- DA 31 leave form Note: leave must be annotated on the 1351-2)
- IF APPLICABLE: Statement of Non-Availability for commercial lodging and meals (i.e., if you had to stay in a commercial hotel due to unavailability of quarters)
- DIRECT DEPOSIT: Service members should provide direct deposit information for their financial institution by submitting a SF 1199 Direct Deposit Form or a voided check with their claim and ensure their myPay account for Travel Pay is updated with current banking information.

Need a form?
The DD Form 1351-2 has been updated. All travel completed during or after May 2011 must use the latest form available online at: http://www.dtic.mil/whs/directives/forms/eforms/dd1351-2.pdf

The form may be downloaded and completed on your computer, or printed and filled in by hand. If you are using a CAC computer, you can now digitally sign your form.

Remember, your 1351-2 must include your signature! If you cannot digitally sign the form, 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! If you submit your voucher via email, we suggest you encrypt the message to make sure your important personal identification information is secure. If you are unsure, fax or mail your travel documents to us.

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.

Travel Reimbursable Expenses

Room Taxes: If travel occurred in the Continental United States (CONUS), room taxes should be claimed in Block 18 (separately from lodging expense). If outside the Continental United States (OCONUS), do not separate expense

Personal Auto Miles: As of 1 January 2017, the rate for Personally Owned Conveyance (POC) mileage is $0.535 per mile. The most current mileage rate is available at www.gsa.gov and select POV Mileage Reimbursement in the “Most Requested Links” section

Note: As of 1 October 2014, reimbursement of ATM Fees and laundry are not authorized
Common scenarios while receiving care at a medical treatment facility (MTF)...

Scenario 1. While at the MTF, you remain on Temporary Change of Station (TCS) Orders.

When you file your first travel voucher at the MTF, your travel itinerary will show your movement from home to mobilization site, to theater, and then to the MTF for care. A full page example of this scenario is on page 6. This is often referred to as your “first accrual.” If you remain at the MTF for an extended time, you can file subsequent monthly vouchers to receive your travel entitlements accrued from the previous month.

If you choose, you can wait to file your first travel voucher until after your care at the MTF has concluded and you return to your home station. An example of this type of itinerary is on page 9 of this guide.

Scenario 2. While at the MTF, you receive Permanent Change of Station (PCS) Orders.

When you file your travel voucher at the MTF, your travel itinerary will show your movement from your previous permanent duty station, into theater, and then to the MTF where you are PCS'd. An example of this type of itinerary is on page 9 of this guide. When you PCS, you may also have dependents moving to your new permanent duty location. In many cases, dependent movement is not the same as the Soldier's. An example of an itinerary for PCS dependent movement can be found on page 9 of this guide. Completion of the PCS dependent travel portion of the voucher can be filed separately or with the Soldier’s PCS travel voucher. If dependent’s travel itinerary is different from the Soldier, then include a second DD Form 1351-2 in the packet to show the dependent travel itinerary. Soldier specific information should remain at the top of the second 1351-2 (Blocks 1-11.)

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 a 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 via:
   Phone: (317) 275-0194; DSN: 510-366-0138
   Email: dfas.indianapolis-in.jfa.mbx.in-travel-casualty@mail.mil
   Mail: DFAS-IN/Casualty Travel (JFA)
   8899 E. 56th St.
   Indianapolis, IN 46249

Q. How do I prepare a supplemental claim?
A. The supplemental claim must include:
   a. A DD Form 1351-2 marked “SUPPLEMENTAL” Provide a full explanation of the item(s) of expense in question on the revised DD Form 1351-2 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 Form 1351-2 and continuation sheets (if any)
   d. One copy of the orders and amendments
Example of a first accrual travel voucher

Block 18: Reimbursable Expenses:
   a: List the date the expense was incurred
   b: List the type of expense, i.e. taxi fares
   c: List the amount of the expense

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

**Note:** If you have a Statement of Non-Availability (SNA) for meals and consume a meal either at cost or no cost, you will have to annotate the number of meals in block 19b. If the meal was furnished at cost, circle Government. If the meal was furnished without cost, circle Deductible. If both Government and Deductible meals were provided, indicate “Ded” or “Gov” next to the number of meals.

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

Block 20 (c, d, e & f): Supervisory Chain of Command 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 21a
**Instructions for completing a DD Form 1351-2**

**Block 1:** Electronic Funds Transfer (EFT) is mandatory for all service members
* Use a voided check or SF1199 Direct Deposit Form or MyPay
* Split disbursement: Amount indicated to be paid to your Government Issued Travel Card if Soldier used the U.S. Government-provided VISA card
* Any amount can be sent to your Government Issued Travel Card
* Indicate “ALL” or specific dollar amount

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

**Block 2:** Last Name, First Name, Middle Initial of Soldier

**Block 3:** Grade of the Soldier

**Block 4:** Social Security Number of Soldier (Regulation requires all 9 digits)

**Block 5:** Indicate “TDY” for short term visitation. Mark “PCS” if assigned to medical treatment facility and indicate “Dependents” and “DLA” (Dislocation Allowance) if there is permanent family movement. DLA is also entitled if the Soldier is single (E-6 and above) and elects to live off base

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

**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 listed on the orders provided to the Soldier

**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

**The “Means/Modes of Travel” block should include the appropriate two-letter code:**

<table>
<thead>
<tr>
<th>Choices for first letter:</th>
<th>Choices for second letter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>T: Government provided ticket</td>
<td>A: Automobile</td>
</tr>
<tr>
<td>G: Government Transportation</td>
<td>M: Motorcycle</td>
</tr>
<tr>
<td>C: Commercial Transportation</td>
<td>B: Bus</td>
</tr>
<tr>
<td>P: Privately Owned Conveyance</td>
<td>P: Plane</td>
</tr>
<tr>
<td>R: Rail</td>
<td></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)

**The “Reason for Stop” block should include the appropriate two-letter code:**

- AD - Authorized Delay is used for overnight stays or if delayed at airport
- AT - Awaiting Transportation is used when waiting for other modes of travel. This is usually conducted in same day travel
- HA - Hospital Admittance is used to indicate inpatient care at a medical treatment facility or hospital
- HD - Hospital Discharge is used to indicate discharge from inpatient care
- TD - Temporary Duty is used to indicate time spent at a medical treatment facility while in an outpatient status
- LV - Leave is used to indicate time away from military duty; either on site, at home of residence or chosen location. LV is also used for convalescent leave
- MC - Mission Complete is used to conclude travel. “MC” for Permanent Change of Station (PCS) indicates the date subsequent to shipment of household goods, and clearance of quarters from the previous permanent duty station

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

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

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

**The “PAYMENT” block should include the appropriate two-letter code:**

<table>
<thead>
<tr>
<th>Choices for first letter:</th>
<th>Choices for second letter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X: Direct Deposit</td>
<td>X: Mail/Telebank</td>
</tr>
<tr>
<td>T: Traveler’s Allowance</td>
<td>T: Other</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)
Blocks 12-14: Leave blocks 12-14 blank if remaining on Temporary Change of Station (TCS) orders while at the medical treatment facility. If you receive PCS orders and are moving dependents from previous duty station or home of residence to medical facility, then follow steps on the next page to complete this portion. See page 9 for an itinerary for family member movement.

**Note:** Mark “unaccompanied” if family is traveling separate from the Soldier (i.e., Soldier is already at the PCS location)

Block 12: Dependents
- a: List last name, first name, and middle initial of all dependents
- b: List the relationship to the Soldier being treated
- c: List the date of birth for all dependent children and your date of marriage

Block 13: List the address where dependents were residing at time PCS orders were received

Block 14: Indicate whether household goods have been shipped by the government

Block 15: Itinerary
- a: Date: List the year the travel was conducted. Next to “DEP” list the date organization/residence was departed (e.g., 12/1). Next to “ARR” list the date arrived at the next location (this could be the same day)
- b: Place: List the location for each travel step for departure, duty, change of transportation modes, leave, etc. This block should include city/state (e.g., Ft. Drum, NY) or overseas location (e.g., Kuwait). Ensure all overnight stops are listed, including your final destination. **Note:** Only one location can be listed per block
- c: Means/Modes of Travel: List the type of transportation used for each
- d: Reason for Stop: List the reason for stops using the appropriate
- e: Lodging Cost is used to list any lodging expense incurred while TDY at the medical treatment facility
- f: POC (Privately Owned Conveyance) Miles is used to list any Privately Owned Vehicle mileage incurred.

Typically this is mileage to home station or mobilization site. Check the box for own/operate in block 1b if you owned or physically operated (e.g., drove) the vehicle used to travel to or from the TDY/PCS location. Ensure Block 16 is complete when claiming automobile mileage.

**Note:** Even if you are already at the medical treatment facility when PCS orders are issued, you are allowed sufficient time to initiate PCS from the previous duty station, but no later than the report date issued on the orders.

The “Means/Modes of Travel” abbreviations are on the next page.