

The Reserve Traveler

April 2014



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When Should I Use DTS?

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 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 to DFAS for payment via direct deposit to the traveler's bank account and/or GTCC.

The [Defense Travel System](#) (DTS) should be used if the travel orders sent you to an, "area not authorized to receive combat entitlements." Since June 2008, 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 on DTS](#) on our website and visit the [DTS website](#).

Tips To Avoid Payment Delays

When DTS is not authorized (see article above) send your travel claim via email or fax to expedite processing. Travel claims received via email or fax are automatically scanned into the DFAS Travel Pay System (TPS). The system sends an automatic "notification of receipt" email so you can begin to track the payment process.

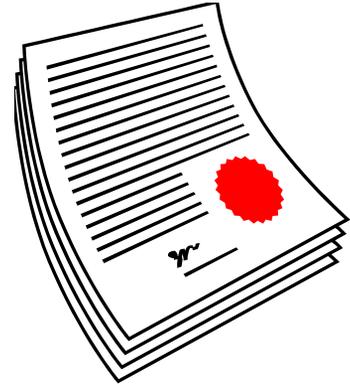


Mailing of your claim is **not** recommended because it takes 7-10 business days to arrive and requires manual scanning into TPS. Also we recommend using the [SmartVoucher](#) to complete your information. Often hand-written forms are illegible and delay payment.

Please be aware when submitting your travel claim there is a 20MB attachment size limit. Efforts are underway to increase file size limit. At this time, if your claim exceeds this size, fax your voucher to the appropriate number based on the type of travel claim you are submitting (see last page).

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.

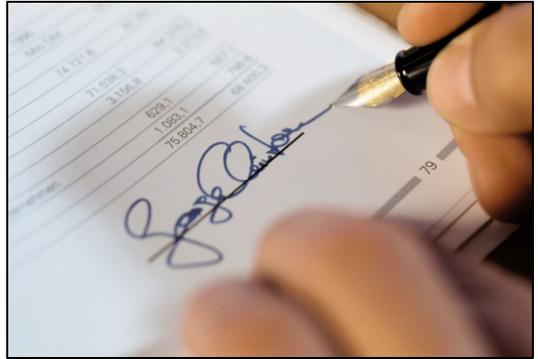
* Please Note: In the event of individual mobilizations, sometimes MOB orders and TCS orders will be on the same document; for example, Contingency Operation for Active Duty Operational Support (COADOS) orders with overseas duties.

Avoid These Common Mistakes

To ensure you receive a full reimbursement of your travel claim your DD 1351-2 must be appropriately completed. Below are some common mistakes that cause delays in processing and claims to be returned and tips to prevent them.

- **Signature Dates**

“Claimant” means you, the traveler. The dates for the claimant signature must be on or after the last date of travel (mission complete date). The reviewer’s signature date must be on or after the claimant’s signature date.



- **Mileage Reimbursement**

Don't leave Block 16 blank. You must choose whether you owned/operated or were a passenger in a privately owned conveyance (POV).

- **Reimbursable Expenses**

When claiming laundry use a date range (01Jan-15Feb). For ATM fee, excess baggage, taxi or tolls that occur on just one day use the specific date (28Jan14).

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-travel@dfas.mil
Fax: 317-275-0329

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

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

