

TRAVEL VOUCHER OR SUBVOUCHER Read Privacy Act Statement, Penalty Statement and instructions on back before completing form. Use typewriter, ink or ball point pen. DO NOT use pencil. If more space is needed, continue in Remarks.

1. TYPE OF TRAVEL <input type="checkbox"/> PCS <input checked="" type="checkbox"/> TAD/TDY <input type="checkbox"/> OTHER	2. EFT INFORMATION <input type="checkbox"/> Member/Employee <input type="checkbox"/> Dependent <input type="checkbox"/> DLA <input type="checkbox"/> NEW/ <input type="checkbox"/> CHANGE <input type="checkbox"/> No Change/Use EFT on FILE	RTN: Name/Address of Financial Institution:	ACCT #: ACCT TYPE: SAV <input type="checkbox"/> CK <input type="checkbox"/>
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PLEASE INCLUDE COMPLETE INFO IF YOU HAVE NOT FILED A CLAIM WITHIN THE LAST 6 MONTHS.

3. NAME (Last, First, Middle Initial) (Print or type) JONAS DOE	4. GRADE CDR	5. SSN 123-45-5678	6. TRAVEL ORDER NUMBER
7. ORGANIZATION AND STATION/CIVILIAN PAYROLL OFFICE NMCS D		8. E-MAIL ADDRESS OR FAX NUMBER	
10.a. ADDRESS (Number, Street, City, State, Zip Code) 567 NEED HELP		b. CITY SAN DIEGO	c. STATE CA
		d. ZIP CODE 92104	9. WORK PHONE (w/ Area Code) 619-532-0000
			e. HOME PHONE (w/ Area Code) 619-295-0000

11. ITINERARY:										12. PREVIOUS TVL ADVANCES (Excluding ATM)	
a. DATE (YEAR)	b. LOCAL TIME (24 hour)		c. PLACE (Home, Office, Base, Activity, City and State; City and County, etc)	d. MEANS/ MODE OF TRAVEL	e. REASON FOR STOP	f. NUMBER OF MEALS		g. DAILY COST OF LODGING	h. POC MILES		
	(1) Govt. (B-L-D)	(2) Ded. (B-L-D)									
02/01	DEP	0800	HOME	TP				115.00		13. SPLIT PAY OPTION/ NATIONS BANK VISA \$	
	ARR	1600	WASHINGTON		TD						
02/06	DEP	0900		TP							
	ARR	1300	HOME		MC						
	DEP										
	ARR										

WHEN FILLING OUT THE TRAVEL VOUCHER IT IS NOT NECESSARY TO INCLUDE TRIP TO AND FROM THE AIRPORT. PLEASE USE BLOCK 17 (REIMBURSABLE EXPENSE) TO INDICATE HOW YOU MADE IT TO THE AIRPORT. PLEASE BE SURE THAT BLOCK 11D (MEANS/MODE OF TRAVEL) AND BLOCK 11E (REASON FOR STOP) ARE COMPLETELY FILLED OUT.

ITENERARY SYMBOLS:

BLOCK 11D (MEANS/MODE OF TRAVEL)

- TP = GOVT TICKET PROVIDED (VIA CTO) GA = GOVT AUTO
- CP = PURCHASED OWN AIRLINE TICKET GV = GOVT VESSEL (SHIP)
- PA = YOU DROVE YOUR OWN VEHICLE TO AND FROM TAD SITE. PLEASE INDICATE POV MILEAGE IN BLOCK 11H (POC MILES).

BLOCK 11E (REASON FOR STOP)

- TD = TEMPORARY DUTY VR = VOLUNTARY RETURN
- MC = MISSION COMPLETE AT = AWAITING TRANSPORTATION
- AD = AUTHORIZED DELAY (ONLY IF THERE IS AN OVERNIGHT DELAY)
- LV = LEAVE (MILITARY ANNUAL LEAVE). PLEASE INDICATE IN BLOCK 15A.

14. DURATION OF TDY/TAD TVL

12 HRS OR LESS

OVER 12 /LESS 24 HRS

OVER 24 HRS

15.a LEAVE

DAYS (MIL)	HOURS (CIV)
FROM	TO

b. PROCEED TIME (PSD USE ONLY)

c. TRAVEL TIME (PSD USE ONLY)

17. REIMBURSABLE EXPENSES			
a. DATE	b. NATURE OF EXPENSES	c. AMOUNT	d. ALLOWED
02/01 - 06	LODGING (ORIGINAL RECEIPT IS REQUIRED)	850.00	
02/01 - 06	LODGING TAX (STATE, LOCAL, AND OCCP TAX)	125.00	
02/01 - 06	ENERGY SURCHARGE TAX	18.00	
02/01	POV TO AND FROM SAN DIEGO AIRPORT - 18 MILES		
02/01	SHUTTLE/TAXI TO AND FROM WASHINGTON, DC AIRPORT	28.00	
02/01	CONF, EXAM OR REGISTRATION FEES IF AUTHORIZED ON TAD ORDERS (INDICATE IF FULL MEALS WERE PROVIDED WITH AUTHORIZATION FEES)	650.00	
02/01	RENTAL CAR IF AUTHORIZED ON TAD ORDERS (RECEIPT IS REQUIRED)	310.00	
02/01	GAS FOR RENTAL CAR (RECEIPT IS REQUIRED IF TOTAL IS GREATER THAN \$74)	12.00	

18. a. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Including ZIP CODE):	19. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED	20. DEPENDENT(S) TRAVEL INFORMATION
b. DEPENDENT'S NEW ADDRESS (including ZIP CODE):	a. NAME (Last, First, Middle Initial)	a. DT TVL BEGAN:
	b. RELATIONSHIP	b. DT TVL ENDED:
	c. DOB OR DOM	c. DID DEPENDENT(S) TRAVEL WITH MEMBER?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

21. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES NO

22. DISLOCATION ALLOWANCE

1. This is the _____ (number) claim for dislocation allowance based on a permanent change of station during **FY-**_____. I have not and will not request Government procured shipment of a house trailer or reimbursement for shipment at personal expense if I am claiming A dislocation allowance for this PCS.

NOTE: ENDORSEMENT ON ORIGINAL ORDERS THAT GOVT QUARTERS IS NOT ASSIGNED IS REQUIRED TO BE ENTITLED TO SINGLE DLA.

23.a. CLAIMANT SIGNATURE	b. DATE	24.a. APPROVING OFFICER SIGNATURE	b. DATE
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PLEASE BE SURE TO SIGN

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

REQUIRED ATTACHMENTS

1. Original and/or legible copies of all travel orders and amendments, as applicable.
2. Original and 1 copy of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of commercial ticket or receipt.
5. Original Hotel/Motel receipts and any item of expense claimed in excess of \$75.00.
6. Other attachments as directed.

DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see *JFTR, Vol. 1 App A and JTR, Vol 2, App. D for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

Acronyms:

TVL = Travel	TAD = Temporary Additional Duty
DT = Date	DOB = Date of Birth
TDY = Temporary Duty	DOM = Date of Marriage

ITEM 11. ITINERARY - SYMBOLS

11d. Means/Mode of travel (use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own expense)	- C	Bus	- B
Privately Owned Conveyance (POC)	- P	Plane	- P
		Rail	- R
		Vessel	- V

11e. Reason for Stop

Awaiting Transportation	- AT	Voluntary	-VR
Leave En Route	- LV	Return	
Mission Complete	- MC	Hospital	-HA
Authorized Delay	- AD	Admittance	
Temporary Duty	- TD	Hospital	-HD
		Discharge	

11f. Number of Meals

Breakfast – B Lunch – L Dinner – D

12. Previous TVL Advances – Refers to advances paid by PSD's and Navy Disbursing Officers including shipboard.

13. Split Pay Option (SPO) – Specified amount to be paid directly to American Express (AMEXCARD).

25. REMARKS

Instructions for Filing a Travel Voucher

You will need to file for reimbursement as soon as you complete your TAD. The Travel Voucher is DD Form 1351-2 (PSASD), which can be found at the TAD office located in bldg. 2G. Please follow the instructions below. If you have any questions regarding the Travel Voucher, or pertaining to TAD please call 532-6536.

- a. If you are a **Civilian** employee please provide your BANK ROUTING (RTN) info, plus the ACCOUNT number to which your reimbursement will be electronically transferred (upper right hand corner).
- b. Blocks 3-10e are self-explanatory (please use home address), the Travel Order Number is in block 2 of your orders.
- c. In blocks 11a, 11b, and 11c list your trip itinerary. DO NOT list all stops-only the places where you stayed overnight.
- d. In blocks 11d and 11e please use the proper symbols for *Mode of Travel and *Reason for Stop
- e. In block 11g please indicate the daily cost of lodging (before tax). If you had various rates please list them individually.
- f. Block **11h** need only be filled out if your mode of travel to the TAD point was POV.
- g. If you used a Nations Bank Government Visa while on TAD and would like a specified amount of money to go directly to Nations Bank, please indicate amount in block 13.
- h. Did you take Leave in conjunction with TAD? And was your Leave on your TAD orders? If “yes,” please fill out the number of Leave days in blocks 14 and 15a-c.
- i. Block 17 is the most IMPORTANT section of the Travel Voucher. Here you will list all **authorized** reimbursable expenses (lodging, conference fees, taxis, shuttles, rental car, roundtrip POV miles from home/airport, baggage handling tips etc.). Please be sure to list actual daily expenses for lodging and lodging tax separately (city tax, occupancy tax etc. may be added together).
- j. Remember to sign and date your Travel Voucher in block 23a!

THE END!

*ITINERARY SYMBOLS

Means/Mode of Travel

TP = Government ticket provided (via CTO)

GA = Govt. auto

CP = You purchased your airline ticket “on the outside”

GV= Govt. ship

PA = You drove your own vehicle to the TAD point

CA = Commercial vehicle shuttle/taxi

Reason for stop

AT = Awaiting Transportation

LV = Leave (Annual Leave)

TD = Temporary Duty

AD = Authorized Delay

VR = Voluntary Return

MC = Mission Complete

In addition to the original Travel Voucher, you will need to submit **ORIGINAL ORDERS**, and original receipts. Thank you!