

TDY Travel Guide

Defense Finance and Accounting Service Rome NY Operating Location July 2000

Although this brochure contains most of the information you need to plan your travel and complete your voucher, it doesn't have all the answers. If you have a question about any travel issue not mentioned in this brochure or need more information about something discussed in this brochure, please call the DFAS-Rome travel customer service specialists at toll free 1-800-447-1150.

For information on per diem rates for CONUS/OCONUS travel, travel regulations (JTR/JFTR), frequently asked travel questions and much more, access the Per Diem Committee world wide web address at "http://www.dtic.mil/perdiem/".

ADVANCES

All advances must be obtained by using the Government charge card currently managed by NationsBank to preclude the issuance of cash advances. All permanently assigned personnel, regardless of grade/rank, are eligible for a Government charge card. Applications to obtain a charge card can be obtained from your local travel card agency program coordinator.

Authorized **Government charge card** advances can be obtained from automated teller machines (ATMs) at most financial institutions. Fees (e.g., withdrawal fees, service charges) for obtaining ATM advances are reimbursable to the traveler by claiming such fees in the Reimbursable Expense section on their settlement voucher.

NON-GOVERNMENT CHARGE CARD ADVANCES

When a traveler is denied a Government charge card or is traveling to an isolated site that does not accept the Government charge card, a routine advance in excess of \$100 can be obtained from the operating location with approval of the installation resource manager, program director or unit commander. Requests for routine advances must be received at the operating location at least 10 days prior to commencement of travel. All routine advances will be issued via Electronic Fund Transfer (EFT). When a routine non-Government charge card advance is authorized, the installation resource manager, program director or unit commander will mail the Request for Travel Advance form, along with a copy of the traveler's orders and if applicable, a DD Form 2278 for non-PCS Do-It-Yourself (DITY) moves, to the operating location. In time critical situations, requests can be faxed to 1-877-696-6764, DSN 220-6709/6710 or CML (315) 330-6709/6710.

TRAVEL VOUCHER SETTLEMENTS

Upon receipt of a travel voucher for settlement at the operating location, vouchers are logged into the travel system and processed on a first-in, first-out basis. The operating location will strive to compute entitlements within four (4) business days, not including mailing time. Actual payment will then be made by the DFAS-IN centralized disbursing office, who will mail the Advice of Payment (AOP) to the traveler as proof and explanation of the payment.

Electronic Fund Transfer (EFT) is mandatory for all federal payments including travel payments to military and civilian travelers. Even though you may already have your military pay or civilian pay forwarded to an account via EFT, that does not mean that your travel payments will automatically go to the same account. Travelers not enrolled for EFT travel payments are advised to submit either a completed SF 1199A (Direct Deposit sign-up Form) or FMS 2231 (FASTSTART Direct Deposit Form) or voided check with their next travel voucher. Once a travelers EFT account has been established, it is not necessary to submit a new form with each voucher. However, when travelers change or close their account with their financial institution, or another buys out their

financial institution, it is the travelers responsibility to provide the operating location his new EFT information. Updating your military or civilian pay does not automatically update DFAS Rome Travel. Failure to provide updated EFT data could result in a delay of up to three (3) weeks in the receipt of your payment.

SETTLEMENT PROCEDURES

All travelers must complete a travel voucher, DD Form 1351-2, within five (5) days of completing travel. (A step-by-step guide on the preparation of travel vouchers is provided later in this brochure.) The voucher may be completed electronically, typewritten or handwritten in blue or black ink. Handwritten vouchers must be legible.

In order to receive reimbursement for any expense incurred during travel it **must be claimed** on your settlement voucher. For example, if you drove your POV to and from an airport terminal but did not claim mileage in block 15f, POV Miles, and check the owner/operator selection in block 16, POV Travel, you will not be reimbursed for that expense. The same is true if you used a rental car but did not claim the expense in block 18, Reimbursable Expenses. You will then have to file a supplemental voucher to receive payment.

Valid receipts (charge card receipts are **not** valid receipts) are required for all lodging expenses regardless of cost and for any other miscellaneous expenses (rental car, taxi, parking, registration fees, etc.) of \$75 or more. If any of these receipts are lost or destroyed, then a certified statement from the traveler must be attached to the voucher identifying such costs IAW JTR/JFTR.

Travelers must review their voucher to ensure it is properly completed, signed and that required orders, receipts, non-availability statements and any other supporting documents are attached before submitting it to their supervisor/commander for review .

Supervisors/Commanders must sign the settlement voucher to authenticate that a review was performed. The only exception to this review policy is for partial settlement vouchers associated with long-term training or extended TDY. Commander /supervisors will have an opportunity to review these partial payments when the traveler submits his final settlement voucher for review.

If after the review process the traveler or reviewer chooses to **mail** the voucher to the operating location for processing then the following number of packages are required:

Civilian TDY - 1 package consisting of the original 1351-2, original receipt for lodging regardless of cost, and original receipt(s) for any other reimbursable expense claimed of \$75 or more, plus 1 copy of orders and amendments and any other supporting documents (e.g., GTR ticket stub, advances, partial payments, Statement of Nonavailability (SNA), copy of leave slip (SF 71) etc.).

Military TDY - 1 package consisting of the original 1351-2, original receipt for lodging regardless of cost, and original receipt(s) for any other reimbursable expense claimed of \$75 or more, plus 1 copy of orders and amendments and any other supporting documents (e.g., GTR ticket stub, advances, partial payments, SNA, leave statements, family separation allowance form, etc.); **plus a second package** consisting of a copy of the original 1351-2, a copy of the orders and amendments, and a copy of any leave statements or family separation allowance forms.

Vouchers should be mailed to:
Defense Finance and Accounting Service – Rome
ATTN: DFAS-RO/FPT
325 Brooks Road
Rome New York 13441-4527

If the Approving Official chooses to **fax** settlement vouchers to the operating location for processing, then we need the same number of packages (copies) of the original 1351-2, receipts, orders, amendments, advances, etc., as discussed above. **If settlement vouchers are faxed, the Approving Official must maintain the original receipts for two years.** Fax all documents with a cover sheet to the attention of our Receiving Section via toll free 1-877-696-6764 or DSN 220-6709/6710 Remember, **only Approving Officials** are authorized to fax vouchers and their signature must appear in block 21a, Approving Officer Signature.

The Approving Officials must maintain the original receipts for two years. The **only** time it is acceptable for a traveler to fax vouchers directly to the operating location is for the submission of partial settlement vouchers (accrued per diem payments of 30 days) associated with long term TDY.

LONG TERM TRAINING/EXTENDED TDY

When TDY assignments are for more than 45 days and additional funds are necessary, travelers may file partial settlement vouchers for payment of accrued per diem after 30 days period. The first partial claim cannot be filed until the traveler has been at the TDY site for **at least** 30 days. Subsequent partial settlements can then be done every 30 days until the end of the TDY assignment, at which time the final settlement is made. (TDY trips within a TDY should also be processed at this time. Do not process them separately.) You can elect to split disburse your partial and final payment so that the disbursing office automatically sends payment to NationsBank an amount you have determined to be appropriate.

Please do not send partial settlement vouchers for processing before they are due. You **MUST** have earned the reimbursement, e.g., actually paid the expense (lodging) and have appropriate copy of the receipts for the time period you are requesting reimbursement for before we can settle your claim. The only exception to this policy is for IMET students who are authorized early payment per State Department guidance.

The original receipts (lodging, rental car, GTR ticket stub, etc.), supporting documentation (advances, previous partial payments, orders, amendments, etc.) and number of packages of your settlement claim that must be provided to the operating location on routine TDY trips is also required for final settlement long term training and extended TDY assignments. You must attach a copy of all partial settlement voucher payments to your final settlement voucher.

Follow the same steps in preparing your **partial settlement** voucher as you would for a regular TDY trip (see pages 3 and 4) except as discussed below.

BLOCK 8 - Daytime Telephone Number - please provide a good TDY phone number where you can be reached in the event we have questions regarding any of your partial voucher. BLOCK 15 -The itinerary, on the first partial settlement voucher must show the date of departure from the permanent duty site or residence, mode of transportation, any mileage (if POV is used), the date of arrival at the TDY site and the ending date for which you are claiming reimbursement. Subsequent partial settlements should show the date arrived at the TDY site (mark first departure block Place field, 15c, "N/A", and first arrival block Place field with the TDY site) and the date departed (mark "IN PLACE" in the Place field for departure) for the period in which the partial settlement is being requested.

Dates listed on the first partial and subsequent partial settlements should never overlap. If the number of days for which partial settlements are made exceed the total days authorized in the orders, you must include the amended orders. You must complete a new DD1351-2 for all partial with original signatures.

A **final settlement** voucher must be processed within five (5) days when the TDY trip is over and the traveler returns to their permanent duty station. (Failure to file a final voucher will result in the collection of all partial payment monies from the traveler pay). When completing your final voucher, show the whole TDY in the itinerary, block 15, include extended stops or overnight stays using appropriate mode of travel and reason for stop codes provided on the reverse of the DD Form 1351-2. TDY trips within a TDY must be included in the itinerary and processed at this time. Returning to your duty station overnight must also be included in the itinerary. Claim all reimbursable expenses and any mileage for the whole trip.

Traveler must provide copies of all past partial payments and supporting

documentation, plus original final voucher and original receipts for expenses claimed on the final voucher.

Due to the size of the final voucher and the unreliability of receiving readable faxed copies, final settlement vouchers **must be mailed**, not faxed, to the operating location. (It is acceptable to fax partial settlement vouchers.)

COLLECTIONS

Travelers who receive too much of an advance (e.g., upon submission of their settlement voucher the operating location determines their travel entitlements were less than their advance), are indebted to the U.S. Government and will receive a collection letter from the operating location. Travelers receiving a collection letter should forward a check or money order in the amount owed, made payable to the "Centralized Disbursing Officer" to the address below along with a **copy of the collection letter**. If payment is not received by the required due date the traveler will be assessed a \$15 service charge.

When a traveler receives an advance but doesn't perform the travel, he/she is also indebted to the U.S. Government. If the advance was made via check, the preferred method to settle this debt is for the traveler to immediately return the advance check to the operating location along with a copy of the advance voucher — **do not cash the check!** If the advance was made via EFT or the check was cashed, the traveler should immediately forward a check or money order to the address below, made out to the "Centralized Disbursing Officer", along with a **copy of the advance voucher**. If the traveler does not settle this debt within 15 days after their orders have been canceled, the operating location will issue a collection letter per above.

Mail checks/money orders to:
Defense Finance Accounting Service - Rome
ATTN: DFAS-RO/FD (Debt Management)
325 Brooks Road
Rome New York 13441-4527

Customer service inquiries regarding collections can be made by calling CML (315) 330-6505 or DSN 220-6505.

SPLIT DISBURSEMENTS

To simplify the Government credit card settlement process, travelers can select the split disbursement payment option on their settlement voucher. This option allows the operating location to send a dollar amount, specified by the traveler, directly to NationsBank thus saving the traveler postage and mail lead-time in paying their bill. In order to use this option, the traveler **must** have EFT established for their travel settlement payments.

To request this type payment, simply complete block 1, PAYMENT, of the DD Form 1351-2 by selecting payment by EFT and the split disbursement option. (The latest DD Form 1351-2, which contains the new split disbursement blocks, is available at Internet address <http://web1.whs.osd.mil/icdhome/ddeform.htm>.) The traveler then specifies the dollar amount to send to their Government charge card account. If the box is X but traveler does not indicate a money amount, then all but \$5 will be sent to the government credit card company.

If your DD Form 1351-2 form does not contain the split option, you can designate this information in block 3c, FOR D.O. USE ONLY - PAID BY, by writing the word SPLIT and the appropriate dollar amount, e.g., SPLIT \$250.

If the traveler elects to have their entire entitlement go to their **Government charge card** account (place "**ALL**" in the money amount field) the operating location will automatically designate \$5 to go to the traveler's EFT account (required due to systems constraints) and the balance to their

charge card account. If the traveler designates a specific amount, that amount will be forwarded to their charge card account and any remaining balance will be forwarded to the traveler's EFT account. If the box is checked but the traveler does not indicate a money amount, then all but \$5.00 will be sent to the government credit card company.

The traveler will receive an Advice of Payment (AOP) from the DFAS-Indianapolis Centralized Disbursing office reflecting payments made and to whom. The payment should also be reflected on the traveler's next Government charge card statement. The traveler is responsible for paying any amount above what was designated on their voucher via split disbursement to cover actual charge card expenses incurred during the TDY trip.

If the traveler has a credit on their Government charge card account due to overpayment, and desires a refund, it must be requested in writing. Call the 1-800 customer service number on the back of your charge card for additional information.

SUPPLEMENTAL VERSUS ADMINISTRATIVE CORRECTION

If a correction is needed to a previously submitted travel settlement, it will be done either as an administrative correction or a supplemental voucher. If the operating location erroneously computed the travel settlement or neglected to pay a valid reimbursable expense, the operating location will process an administrative correction to make the additional payment without requiring additional paperwork from the traveler.

A supplemental voucher is a second submission of a travel claim in which the traveler either forgot to claim an expense or didn't provide supporting documents (amended order, receipts, etc.) to justify the expense. Travelers can prevent supplemental vouchers by completing the DD Form 1351-2 block-by-block as described below.

If a supplemental voucher must be submitted please prepare a new DD Form 1351-2, annotate "**supplemental**" somewhere in block 15b and also indicate why you are submitting the voucher

(e.g., supplement voucher for lodging) and claim appropriate expenses in block 18. If you are claiming POV miles please remember to check (X) the owner/operator box in block 16.

In order to process your supplemental claim we will need your new supplemental voucher, a copy of the previous settlement voucher, a copy of the AOP, and a copy of all supporting documents (orders, amendments, receipts, etc.).

INSTRUCTIONS FOR TRAVEL VOUCHER COMPLETION (DD FORM 1351-2, AUG 1997 version)

- Block 1 PAYMENT – Check appropriate block; either EFT or Split Disbursement.
- Block 2 TYPE OF PAYMENT – Check block for TDY.
- Blocks 3a-c FOR D.O. USE ONLY – Leave Blank.
- Block 4 NAME – Enter last name, first, & middle initial.
- Block 5 GRADE – Enter grade/rank (E-6, O-8, GS-11).
- Block 6 SSN – Enter social security number.
- Blocks 7a-d ADDRESS, CITY, STATE, ZIP – Enter an accurate, current mailing address to receive your AOP. Also, if your permanent duty station is an OCONUS (other than 48 contiguous states plus D.C.) location please provide your APO address or you will not receive your AOP. Personnel submitting partial payment vouchers every 30 days may have the AOP forwarded to their TDY address if there is sufficient time for the voucher to be processed and forwarded to their TDY address

- prior to their departure .
- Block 8 DAYTIME PHONE # – Enter phone number where you can be reached 7:00 a.m. to 4:00 p.m. EST if questions arise concerning your claim. (i.e., office #)
- Block 9 TRAVEL ORDER # – Enter the travel order number for basic order and all amendments. Attach appropriate copies to voucher.
- Block 10 PREVIOUS PAYMENTS – Enter dollar amount and voucher number for any travel advances or partial payments in connection with this voucher. Attach appropriate copies of travel advance or previous partial payments to voucher. **Do not** include Government card cash advances here.
- Block 11 ORGANIZATION & STATION – Enter organization/unit and station.
- Block 12 DEPENDENTS – Leave blank.
- Block 13 DEPENDENTS ADDRESS – Leave blank.
- Block 14 HOUSEHOLD GOODS SHIPMENT – Leave blank.
- Block 15a DATE – Enter the year in the space provided and then actual dates of travel (e.g., 3/10, 4/24) .
- Block 15b PLACE – Enter actual places (city and state) from which travel started, place of stops and place where official travel ended. If the travel began and ended at your home, indicate the city and state instead of HOME. If any stop occurred or duty was performed at a military installation, indicate the name of the installation, not the city and state.
- Block 15c MODE OF TRAVEL – Indicate the mode of travel for each segment of travel. Applicable codes are on the reverse of DD 1351-2 Use TP if transportation by plane was provided at no cost to you.
- Block 15d REASON FOR STOP – Indicate reason for each stop. Codes are on reverse of DD 1351-2.
- Block 15e LODGING COST – Lodging receipt is mandatory regardless of the amount. List total lodging cost, excluding room taxes, for each **CONUS** (48 contiguous states plus D.C.) location either here or in block 18. Per diem rates for CONUS travel no longer include lodging taxes as part of the maximum lodging allowance. Therefore, **taxes for CONUS lodging must be claimed separately** under block 18, Reimbursable Expenses, when performing CONUS travel in order to receive reimbursement. However, room taxes for **OCONUS** travel must be included in the maximum lodging allowance portion of the per diem rates and are therefore not separately reimbursable. Total lodging costs identified in either block 15e or 18 must include, attach the original daily itemized lodging receipt to your voucher. **Charge card receipt is not an itemized receipt. Travelers are not authorized to pay for someone else lodging.**
- Block 15f POV MILES – Enter the mileage if privately owned conveyance (POV) is used and authorized on orders. Civilian travelers are authorized a deviation from the official mileage in the Defense Table of Official Distances (DTOD) of 3% or 10 miles, which ever is greater. Military members are **limited** to the official mileage listed in the DTOD (available via Internet address <http://dtod-mtmc.belvoir.army.mil/>). If you drove your POV to the terminal, you must claim your mileage in this block.
- Block 16 POV TRAVEL – Check appropriate box, e.g., owner/operator or passenger. This section **MUST** be completed whenever any privately owned conveyance is used (mode of travel codes PA, PM, PB, PP, PR, or PV). If you drive your POV and forget to check the owner/operator box, you will not be reimbursed for mileage identified in block 15f.

Block 17 DURATION OF TDY TRAVEL – Mark appropriate block.

Blocks 18 a-c REIMBURSABLE EXPENSE – Enter the date(s), brief description of the expense and amount claimed in these blocks. See below for examples of expenses that can be claimed.

Lodging: see block #15 .

Lodging Taxes: Lodging taxes must be claimed separately in this section for CONUS travel. (Attach daily itemized lodging receipt to your voucher.) **Statement of Nonavailability** - you must indicate the SNA number in this block.

Airfare: If block 15c is CP, airline ticket you purchased from Government Contracted Travel Office (CTO), remember to claim airfare and attach ticket stub to voucher. Must be authorized in orders to receive reimbursement. Airfare purchase from a non-CTO office is not reimbursable unless approved in your orders.

Rental Car/Gas: Attach rental car receipt to voucher if cost is \$75 or over. A pre-calculation sheet or charge card receipt will not be accepted. The use of a rental car must be authorized on your orders . **Travelers are not authorized to pay for more than one rental car.**

Laundry/Dry Cleaning: Only authorized for civilian travelers performing CONUS travel for at least 4 consecutive nights. Cost must be incurred during TDY, not before or after. Only other way for civilian or military travelers to receive separate reimbursement for these expenses during CONUS travel is via actual expense allowance (same applies for OCONUS travel since OCONUS per diem rates still include allowances for laundry/dry cleaning).

Baggage Handling: Service members are authorized reimbursement for tips for handling personal baggage at transportation terminals (e.g., redcap, skycap). Civilian travelers, excluding those with disabilities, are not authorized reimbursement for personal baggage handling unless actual expense is authorized.

Conference/Registration Fees: Attendance at conferences, meetings, and seminars are reimbursable when authorized in orders or subsequently approved by the approving official by signing block 21a.

Travel In and Around TDY Site: Includes POV in and around mileage or travel by commercial means (e.g., taxi, bus, subway, commuter trains, etc.). Reimbursement for transportation expenses at the TDY site for travel between lodging and duty site, or lodging or duty site and dining facilities, must be authorized in orders or subsequently approved by the approving official by signing block 21a. The attachment of a Government stamp or statement of non-availability to the travel voucher **does not** constitute authority for reimbursement. Daily logs of in and around mileage are required for TDY assignments. In and around mileage must be claimed in this block.

Communication Costs: Includes telephone calls, FAX transmissions, e-mail transmissions, etc. Reimbursement for these items must be authorized on your orders or subsequently approved by the approving official by signing block 21a. The fee charged at some hotels for the privilege of having a telephone turned on in their room should be included as part of the daily lodging cost and not claimed separately here.

ATM Withdrawal Fees: Claim fees for obtaining cash advances via Government charge card. Charge is currently 1.9% times amount withdrawn including any service charges.

ATM Service Charge: Claim service charge (ranges from \$.50 to \$1.50 per transaction depending on financial institution) assessed for obtaining advance.

Parking Fees: E.g., airport or conference parking fees.

Tolls: Applies to POV and government vehicle.

Airport Limo /Taxi Service: E.g., service provided

to and from airport. In addition to the usual fare, reimbursement is authorized for tips up to 15% of the actual fare. List tips separately from actual limo/taxi fares.

Block 19 GOVERNMENT/DEDUCTIBLE MEALS –

List by date and type, the number of Government (GV) and/or Deductible (DE) meals that were provided during TDY. **Government meals** include those provided or made available, even though officers are assessed a charge, by a general or organizational mess, student officers' field mess, box lunches, in-flight meals or rations furnished by the government on military aircraft. **Deductible meals** are meals (1) made available pursuant to an agreement between a uniformed service and any organization, (2) furnished by the Government at no cost to the traveler, (3) included in a registration fee, or (4) furnished at no cost to the traveler by a school while attending a course of instruction and ultimately paid for by the Government.

Note: If the orders are silent with regards to meals and /or lodging and the voucher is processed with commercial meals and /or lodging when it was intended to give the traveler another rate, per DFAS Regulation 37-1 an amended order CANNOT be cut to reduce the rate of per diem after the TDY is completed. The only exception to this policy is (1) if the traveler is attending schoolhouse training where the Commandant of the school directs a specific meal rate (2) if the traveler submits a supplemental voucher stating that they were paid incorrectly.

Block 20a-b CLAIMANT SIGNATURE, DATE –

Traveler **MUST SIGN** and **DATE** the voucher or it will be returned without action.

Block 20c-d REVIEWER SIGNATURE, DATE-

Commander/supervisors **MUST SIGN** and **DATE** the voucher or it will be returned without action (reviewer signs in the upper right hand corner if this is an old DD1351-2).

Blocks 21a-b APPROVING OFFICER SIGNATURE –

Signature and date of approving official is required. **Must** be signed if voucher is faxed.

Blocks 22-28 ACCOUNT CLASS, COLLECTION

DATA, COMPUTED BY, AUDITED/POSTED BY, RECEIVED, AMOUNT PAID – Leave all fields blank.

Block 29 REMARKS (Reverse side of DD 1351-2) – This

block can be used by the traveler to explain any deviations not entered in the itinerary or other unusual circumstances. Examples include delays in starting travel or the identification of leave taken. For leave purposes, **civilian employees** will enter the date(s) and total number of leave hours taken each date when taking leave for more than one-half of their prescribed daily working hours (e.g., 4 hours when working 8 hour days, 4.5 hours when working 9 hour days, etc.) during TDY. **Military personnel** will enter the dates on which leave was taken during this TDY and attach appropriate copies of the approved DA Form 31 to their voucher.

