Employee’s Travel Claim Responsibilities – Preventing common mistakes ensures speedy travel pay

RAT Traveler’s Checklist

RAT Travel Voucher or Subvoucher / DD FORM 1351-2, JUL 2004 (See attached sample)

Sample Memo from TMO for Reimbursement of 100lbs Postage
**EMPLOYEE’S TRAVEL CLAIM:**

**RESPONSIBILITIES**

Before you prepare/submit your Travel Voucher to your supervisor, for approval, ensure that you have included all of your reimbursable expenses.

The suggested time to submit your Travel Voucher is one week. Make sure that you have attached the following:

**The Traveler’s Checklist**

- One (1) copy of your travel orders and any amendments that you have made in connection to your RAT orders attached to
- One (1) copy of all completed Travel Voucher or Subvoucher (DD Form 1351-2, JUL 2004)
- One (1) copy of Direct Deposit Authorization (DD FORM 2762, OCT 1997 (EG))
- Memo from TMO for Reimbursement of 100 lb Postage (If appropriate)
- Copies of all appropriate receipts and tickets (Note: Must submit receipts for ALL lodging, must maintain receipts for other expenses under $75.)
- Submit your Travel Voucher to your supervisor/school administrator for approval & required signature (Blocks 20 c & D)
- After the Travel Voucher is approved, you or your supervisor’s office will forward your paperwork to DFAS Columbus using one of the options below.

**NOTE:** If an AO signature is required forward to the Area HR Division Chief.

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**WHERE TO SEND YOUR CLAIM**

| 1 – Mailing the Voucher | DFAS Columbus Center Attn: DFAS-PTB/CO P.O. Box 369015 Columbus, OH 43236-9015 |
| 2 – Emailing the Voucher | Col-travel-claims@dfas.mil |
| 3 – FAXing the Voucher | Attention: Civilian PCS/Separation Claims and Advance requests FAX # (614) 693-2463 |
| 4 – FEDEX Address | DFAS-PTBFB/CO, PCS TRAVEL, 3990 E Broad ST, BLDG 21, Columbus, OH 43213-1152 |

"PLEASE do not send your Travel Voucher to DoDDS Human Resources Division" unless you need AO Signature
“DoDDS RAT Travel Voucher”
TRAVELER’S CHECKLIST FOR CIVILIAN RAT SETTLEMENT VOUCHER (DD1351-2)
Updated 11 May 2009

User - All civilian travelers submitting claims for RAT claims are to be completed within 5 working days of the completion of the travel.

Purpose - This checklist should be used by the travelers to ensure their travel claims are proper, complete, and comply with the intent of the order before submitting them to the reviewing/approving official for signature.

To Do:

- The Travel Voucher (DD Form 1351-2, JUL 2004) must be prepared in ink, typewriter, or computer generated.
- Do you have one (1) copy of Orders/Amendment? Are the reverse sides of the Orders included? Are they the correct Orders?
- Blocks 1 to 9 and 11 must be completed on all vouchers and be legible. Provide a duty phone number and e-mail address. Does the administrative data, i.e. name, SSN on the travel voucher agree with the orders? If not, make administrative corrections and initial.
- You should annotate “NONE” in Block 9 since there is no advance for RAT.
- Indicate on Block 12 of the Voucher all family members who actually traveled with you. If your dependents are on delayed travel, a separate travel voucher must be completed after their arrival at your location.
- In Block 15, columns (a) through (e) must be completed using dates and not times, modes of travel, and reason for stops. Refer to the reverse page of the DD 1351-2 for correct “modes of travel” and “reason for stop” codes. Your voucher will be returned if any of the dates or codes are omitted. Is the itinerary complete? (I.e. port of Embarkation—Vicenza, Italy/Home to Debarkation. HOR/Alternate Destination/Home to Vicenza, Italy). Are the correct Modes of Travel/Reasons for Stop completed? If the government is purchasing your ticket/s the mode of Travel will be GP, if you are purchasing your own ticket/s the mode of Travel will be CP (like on the sample travel voucher)
- In Block 16, (POC travel) checked if mileage is claimed? Examples of POC mileage are: to and from the airport, and to new duty location and from old duty location. Indicate the number of people of per POC, if more than one POC is
authorized and used. If the traveler is claiming Taxi/s to/from airport terminals are the “to and from points” listed?

☐ Block 17 must be completed indicating the duration of your travel period.

☐ You must list in Block 18 all expenses for which you are claiming reimbursement. Receipts must be attached for all airline tickets and lodging or certified statement explaining why receipts are not attached. Receipts are not required for taxi fares under $75.00.

☐ Are the Plane Tickets (government issued and commercial) attached?

☐ Are Hotel receipts for authorized layovers attached? (Voucher must be signed and annotated by Authorizing Official – HR Staff (Area or HQ) (in addition to the Supervisor’s signature) that layover was authorized/necessary.)

☐ In Block 18 - Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and in US dollars.

☐ If traveler is claiming package mailing expense, are receipts w/weight amount written on the receipt attached – 100 LBS per person limit? (Poundage is required on all mail receipts in order to receive reimbursement).

☐ Your original signature must be in Block 20a, and dated in Block 20b of the travel voucher

☐ Fill out the attached Direct Deposit Authorization (DD FORM 2762, OCT 1997 (EG) as the money will be deposited via Electronic Funds Transfer (EFT) into your bank account? (Or indicate on file if EFT used on previous claims).

☐ You must forward your completed travel voucher and supporting documentation to your supervisor or appropriate reviewing official for signature and date in Blocks 20c and 20d. This is required before your voucher is sent to DFAS.

☐ Did you make a copy for your personal files before giving your packet to your supervisor?
All Blocks highlighted in yellow should be completed

Box 5 should be checked “other.” Write or type “RAT” to indicate the type of travel

Write “None” in box 9

Using the instructions for 15c on the back of the claim, enter the two letter code for each type of travel

“G” stands for Government transportation—anything the government pays for (including tickets)

“C” is for commercial transportation

“P” means privately owned transportation

The second letter indicates the type of vehicle used for transport

Block 17 refers to the total duration of the trip—from departure to return.

Be sure that your claim is signed by you, your supervisor and (if necessary) the area office

Attach receipts for the expenses claimed in Block 18. Receipts are not required for taxi fares under $75

All Blocks highlighted in yellow should be completed
Travel Voucher Forms can be downloaded from http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1000-1499.htm

OR

Enter “dd form 1351-2c” for a Travel Voucher or Subvoucher Continuation Sheet

Enter “dd form 1351-2” for a Travel Voucher or Subvoucher
RAT Travel Voucher
Procedures on Claiming Reimbursement of 100# Postage
11-May-09

The DoDDS sponsor is responsible for the following in order to be reimbursed for the 100 lb shipment:

1. Before leaving your district, the sponsor must have a letter from the local TMO, stating that they are authorized reimbursement of their mailable items (See example at right).

2. The sponsor must obtain receipts indicating mailing facility address, date, itemized costs and weights.

3. The sponsor must remember that clothing and materials related to the travel are only reimbursable items.

4. The sponsor must remember that additional services and expenses associated with personally procuring shipment such as duty, insurance, etc. is not authorized reimbursement.

5. The sponsor must have a copy of their current travel orders.

Failure to do all of the above may delay processing of reimbursement.

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MEMORANDUM

SUBJECT: Authorization for Reimbursement of Personally Arranged Shipment of Personal Property

1. Reference: JTR VOL II, U8210.

2. In Accordance with the above reference, TP-1701-CD, SMITH, MARY, 123-45-6789 is authorized to ship his/her personal property shipment at own expense based on reimbursement by the Government under travel order number PC81238 dated 10 Mar 09 issued by Department of Defense Education Activity Personnel Center 4040 N. Fairfax Drive, Arlington, VA 22203-1634.

3. Government transportation cost for personal property via Code-8, under IS08 rate per 100 pounds net from Wherever, Germany to Columbia, MO is $188.79 and from COLUMBIA, MO to Wherever, Germany is $178.65. The member is responsible to obtain weight ticket of mail shipment in order to support reimbursement of personally arranged shipment of personal property. The cost of insurance will not be paid by the government.

<Original Signed>
Jane Fillintheblank
Chief, Movements Branch