Civilian Authorized Departure Travel Voucher

**Background:** Authorized Departure (AD) was granted by the Department of State based on the COVID-19 pandemic. The Secretary of Defense (SECDEF) signed memos titled: “Authorized Departure- Individuals at Higher Risk for COVID-19” and “Modification and Reissuance of DoD Response to Coronavirus Disease 2019 Travel Restrictions (20 April 2020),” which established the parameters for travel orders to support employees and eligible family members who were at higher risk of a poor outcome if exposed to COVID-19.

**During Authorized Departure:** Authorized Departure (AD) orders have been established for 90 days for DoDEA employees and/or their family members who were determined to be at a higher risk. Scheduled Partial Payments (SPP) were established for the travel orders which means a percentage of the authorized travel order will be paid automatically every 30 days to the designated bank account identified in the Defense Travel System (DTS). The employee/eligible family member does not need to submit anything for payment during this time. DoDEA has encouraged all employees to utilize the SATO travel offices when arranging travel to their safe haven locations. For those who did not utilize SATO, airfare will be reimbursed up to the government constructed cost upon conclusion of the Authorized Departure.

**At the Termination of the Authorized Departure:** The traveler is required to coordinate return travel within 3 days with their respective Region Resource Management team who provided initial departure orders to assist with return travel arrangements.

Once the Authorized Departure (AD) is terminated by the Department of State, it is mandatory that each traveler reconcile the travel as stated below:

1. A voucher must be submitted after returning from Authorized Departure travel.
2. When the voucher is submitted, the DTS will deduct the SPP amounts previously paid from the total reimbursable entitlement.
3. At the time of the voucher submission - a completed DD 1351-2 form, a copy of all lodging receipts, final airline ticket invoices (for travel to and from the safe haven location), and costs associated with pet transportation/quarantine will be required for final reconciliation.
4. No receipts are required for meals, the $25 a day safe haven transportation, or the Unaccompanied Baggage allowance.
5. If the SPP exceeds the actual expenses incurred, the employee will be indebted.

Employees will **NOT** create or enter anything in DTS. Vouchers will be initiated and processed by DoDEA Region Resource Management personnel. Submit the completed DD 1351-2 with all required supporting documents to DoDEA.Evacuations@dodea.edu.

Items to be included:

1. Completed, signed DD 1351-2, Travel Voucher (dated May 2011; earlier versions NOT accepted) – preferably completed electronically to allow for digital signature. The DD1351-2 only needs to be signed by the claimant, block 20a.
2. Clear, legible receipts for ALL expenses. Note: If the currency charged/paid is not in US dollars (USD), you must annotate the currency type in Block 18 with the expense. If you do not provide a statement showing converted USD amount, an online tool will be used to convert the amount. Receipts are not required for meals.

3. Flight itinerary (E-ticket) – must include ALL traveler(s) names listed on the voucher. Note: Itinerary must include complete travel route, full costs, method AND proof of payment (credit card statement), if self-procured. Boarding passes for flights are not needed.

Submit the completed DD 1351-2 with all required supporting documents to DoDEA.Evacuations@dodea.edu.
How to complete the DD 1351-2, Travel Voucher

Items 1 – 6.

1. EFT
2. Full name
3. Grade – GS-12, TP-CD, TE-CM, AD-05, etc.
4. Full SSN
5. Type of Payment- Select “Other”
   Select as applicable:
   -Member/Employee for your travel
   -Dependent(s) for any eligible family member
6. a-d. Full address (if Overseas, use AP or AE address);
   e. Email address – provide an active email address for contact

Items 7 – 14.

7. Full phone number
8. Travel Order number – Block 22 on DD 1610 (if multiple order numbers, list in Block 29 on pg. 2)
9. Leave blank
10. Leave blank
11. Enter your duty location as stated in Block 5 on your Travel Authorization (DD 1610)
12. List full name for dependent(s), relationship, and date of marriage for spouse/date of birth for children. Mark either ‘Accompanied’ or ‘Unaccompanied’
   *Note: Mark ‘Accompanied’ for dependent(s) on the employee’s voucher ONLY if they traveled at the same time and to the same destination(s). If the dependent(s) did not travel at
the same times, list them on a separate DD 1351-2 and indicate ‘Unaccompanied’. Do NOT list them on the employee’s voucher if they traveled separately.

13. Leave blank

14. Leave blank

**Item 15.**

- a. Enter the Year in the top box; put Month/Day in the lower boxes
- b. List route of travel
  1. Depart home or duty location
  2. List first airport (or commercial terminal) after departing home
  3. List final airport in CONUS
  4. List Authorized Departure location
  5. List first airport departing Authorized Departure location
  6. List final airport in duty country
- c. List Modes of Travel – 2-digit code
   Examples:
   - TP (government purchased airfare)
   - CP (self-procured commercial airfare)
   - PA (private auto)
   - CA (commercial auto)
   - CR (commercial rail)
   - CV (commercial vessel)
- d. Reason for Stop – 2-digit code
   Examples:
   - AT (awaiting transportation)
   - AD (authorized delay - not to be used for Authorized Departure location)
   - LV (leave)
   - MC (mission complete)
- e. Indicate total lodging costs (do not include taxes or fees)
- f. List mileage to/from home and airport, if personal auto (PA) is used for mode of travel
Items 16 – 19.

16. Leave blank
17. Mark ‘More than 24 hours’
18. List expenses you are claiming for reimbursement. You must identify the currency paid – e.g., Won, Yen, Euro, etc. If not identified, US Dollars will be assumed. If you provide a credit card statement showing the exact converted amount, this will be reimbursed; otherwise, the amount will be converted using a standard website, based on the estimated business posting date of actual charge.
19. Leave Blank

Items 20 – 28.

20. a. Employee’s signature – prefer digital signature
   b. Date employee signed (does not auto-fill, so enter before digitally signing)
   c.-f. Leave blank
21. – 28. Leave blank
29. If you personally procured your own airfare, you MUST include the following statement:

“Airfare was personally procured and paid for using a personal credit card, it was not billed to the CBA. Frequent flyer miles were not used to purchase the tickets and this amount does not include any seat upgrade charges.” This statement can be entered in Item 29 or on a separate attached sheet (must be signed if on separate sheet). You must include a copy of the credit card statement showing the charges.

**Common errors when completing a DD 1351-2, Travel Voucher**

1. Do not include tips for baggage handling – e.g., bellhops, skycaps, etc.
2. Do not include laundry charges – not reimbursable, effective 1 Oct, 2014.
3. Rental cars are NOT authorized.
4. Do not include meals.
5. Do not include seat upgrade charges for self-procured tickets – this is not reimbursable unless authorized in the orders. *This is not typical; requires additional supporting documentation.*
6. Make sure amounts for expenses claimed match the receipts provided.
7. Parking expenses are not reimbursable.

Please address any questions to DoDEA.Evacuations@DoDEA.edu