

DD Form 1351-2 Travel Voucher CHECKLIST

Military Permanent Change of Station (PCS)

Online help - Use SmartVoucher to complete your DD Form 1351-2

Use SmartVoucher, www.dfas.mil/military/travelpay/smartvoucher.html, to make filling in your DD Form 1351-2 easier. Sending in vouchers that are legible, correct and include all the necessary information and documents is the first step in getting your travel claim paid promptly.

After you've sent your voucher, check the status online!

www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html

Use this QR code to check out our website at www.dfas.mil/militarymembers/travelpay/armypcs.html for details about how to complete and submit your travel voucher. Follow us on Facebook and YouTube for travel pay tips.



Documents to include when claiming entitlements:

ORDERS: Make sure you have a complete set of orders and all amendments attached to your travel claim. Send in both the front and back pages of your orders. Include the final page of your orders, it may contain just the official seal. *****
OFFICIAL

Only one set of the DD Form 1351-2 voucher, your orders and receipts are required. You are encouraged to attach this checklist also.

Note: It is *your responsibility* to keep a copy of your voucher, orders and receipts that make up your travel claim package.

RECEIPTS: A valid receipt must show the following:

- | | |
|-----------------------------------|--|
| 1) company name | 4) taxes (shown as a separate item on receipt) |
| 2) date item/service was provided | 5) proof of payment (marked "paid" or "amount due \$0.00") |
| 3) cost of item/service | |

DD Form 1351-2 (v. May 2011) - Use an ink pen, typewriter, or computer/printer to complete your form.

- Block 1** You must mark Electronic Funds Transfer (EFT) and if you desire a split disbursement, check the box and enter the amount. Make sure your bank account information is updated in *myPay*.
Note: Updating your direct deposit information for your regular pay does not automatically update your travel direct deposit, make sure you also update your "travel EFT" bank account information.
- Blocks 2 - 4** Make sure your personal information is correct and legible.
- Block 5** Select *all* applicable boxes.
- Block 6 and 7** Make sure your mailing address, email address and phone number are correct and legible. Voucher status email notifications are sent to this email address.
- Block 8** Your travel order number must match the number on your orders. Attach copies of travel orders to your voucher including any amendments. The final page containing the "OFFICIAL" seal is required.
Note: If applicable, front and back page of the the orders are required.
- Block 9** List the amount of any advance and/or partial payments you received. Write "NONE" if you didn't receive an advance. Do not indicate ATM cash withdrawals here.
- Block 12** Must be completed, select if dependent(s) traveled with you, accompanied or unaccompanied. Please do not check both boxes. Be sure to complete blocks 12 a, b, c and check "Dependent(s)" in block 5 to claim dependent travel.
- Block 13** If dependent travel is claimed, show their address at the time orders were received.
- Block 14** Have your household goods been shipped? Select "yes" or "no".
- Block 15** Itinerary must be legible and in chronological order with travel dates, locations, modes of travel, and reason for stops. Look at second page of DD Form 1351-2 for correct mode/stop codes.
- Block 15a** Fill in the exact date you departed and arrived at each location. Place the year at the top of 15a under the word DATE. Fill in the month/date (MM/DD) in the column below.
- Block 15b** Write the locations, one entry per box, indicating the Fort, State or City, State.
Note: Filling in "home" does not work. Write the name of the "fort" or the "city/state".
- Block 15c and d** Use the codes on the second page of the 1351-2 to fill in your "means/mode of travel" and "reason for stop". Your last entry in column "d" will be "MC" for mission complete.
- Block 15e** If lodging is claimed, you must turn in paid receipts (even if less than \$75) or a certified Statement in Lieu of Receipt form.
- Block 15f** If POC miles are being claimed, you must select block 16 "Own/Operate".
- Block 16** Select the appropriate block, "own/operate" or "passenger". Enter the number of vehicles driven in the space to the right of the word.
- Block 18** Claim all reimbursable expenses of \$75 or more and you must have a paid receipt. This includes itemized lodging. If you are missing a receipt, fill out a Statement in Lieu of a Receipt form.
- Block 20a, b** You must sign and date the form. Your voucher will not be processed if your signature/date are missing. Make sure the date is after the mission complete date in block 15a.
- Block 20c-f** Your reviewer must sign and date the form. This date must be on or after the date in block 20b.

