

## Travel Worksheet Info

### Travel Worksheet Guidance

1. If a training application been approved as a reservation and the student is eligible for centralized funding, an email will be sent 30 days prior to the course start date providing the time table for completing the Travel Worksheet. The Travel Worksheet will be available as early as 60 days prior to the class start date. The information on the Worksheet is required to complete the Travel Orders (DD Form 1610) and determine the amount of money obligated on the Orders. Before the worksheet is prepared, there are essential costs that need to be identified/obtained. The daily BOQ or other lodging rate, without taxes, and the total cost of any commercial travel (airline/bus/train) must first be known. The Travel Worksheet must be submitted by the due date or the traveler risks not receiving centralized funding.

2. To access your travel worksheet, go to <https://www.atrrs.army.mil/channels/aitas>. Once the travel worksheet has been submitted and processed, an email containing the travel orders (DD-1610) will be sent to the student.

3. Within 5 days after the student returns from travel, he/she is responsible for submitting a travel claim. Please scan and e-mail your travel voucher (DD Form 1351-2) and receipts to [DRO-armytravel@dfas.mil](mailto:DRO-armytravel@dfas.mil) or fax to (317) 510-3913, 3914, 6213. Voucher must be signed in blocks 20a, 20c, and 21a. If you do not have a DD Form 1352-2, google the form and ensure it is the March 2008 version.

3b. Any questions regarding travel vouchers, please contact DFAS at 1-888-332-7366 (dsn 699-0300) or email your questions at [DFAS\\_IN.Travel@dfas.mil](mailto:DFAS_IN.Travel@dfas.mil). The turnaround time is 48 hours, but you can possibly find the help you need. DFAS actually has 30 days turnaround time for refunds. However, if there is something wrong with the submitted 1352-52 form, it could take longer. When you send an inquiry please make sure to include your full name, social security number, correct email address, the course number EXP-RQM 310, start date and location of the class.

4. Prior travel accounts must be completely settled before additional centralized travel funding will be authorized. The status of the Travel Worksheet can be reviewed via the Create/Edit Travel Worksheet link on the Student Travel Menu. The status of any submitted travel worksheet that has not been processed will reflect "Worksheet not yet processed", while the status of any submitted travel worksheet that has been processed (DD Form 1610 issued) will reflect "Worksheet has been processed".

For more Travel Worksheet information please [Click here](#) to review The Student Travel Procedures. Last Updated 1 October 2008  
For USAASC rental car guidance [Click here](#) to review The USAASC rental car guidance.