

# INSTRUCTIONS FOR DD FORM 1351-2

**Leave all shaded boxes blank.**

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. PAYMENT</b> <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) cardholder the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b> _____		<b>3. GRADE</b> CIV		<b>4. SSN</b> _____		<b>5. TYPE OF PAYMENT (X as applicable)</b> <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS Member/Employee <input type="checkbox"/> Other Dependent(s) <input type="checkbox"/> DLA	
<b>ADDRESS:</b> a. NUMBER AND STREET _____ b. CITY _____		c. STATE _____ d. ZIP CODE _____		<b>6. FOR D.O. (Check one)</b> <input type="checkbox"/> D.O. VOUCHER <input type="checkbox"/> SUBVOUCHER <input type="checkbox"/> PAID BY: _____		<b>7. COMPUTATION</b> (1) Per Diem (2) Actual Expense (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable/Non-Reimbursable (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
<b>E-MAIL ADDRESS</b> _____		<b>8. TRAVEL ORDER/AUTHORIZATION NUMBER</b> _____		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b> _____		<b>10. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)</b> _____	
<b>11. ORGANIZATION AND STATION</b> TRICARE Regional Office - West				<b>12. DEPENDENT(S) (X and complete as applicable)</b> ACCOMPANIED _____ UNACCOMPANIED _____ a. NAME (Last, First, Middle Initial) _____ b. RELATIONSHIP _____ c. DATE OF BIRTH OR MARRIAGE _____			
<b>13. HAVE HOUSEHOLD GOODS BEEN SHIPPED?</b> YES _____ NO (Explain in Remarks) _____				<b>14. MEANS/REASON FOR STOP</b> _____			
<b>15. ITINERARY</b> a. DATE 2009 _____		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) _____		c. LOGGING COST _____		d. POC MILES _____	
DEP RESIDENCE CITY, STATE		ARR _____		DEP DESTINATION CITY, STATE		ARR _____	
DEP RESIDENCE CITY, STATE		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	
DEP _____		ARR _____		DEP _____		ARR _____	