

## **TRAVEL VOUCHER GUIDANCE**

Travel Voucher, DD Form 1351-2 should be completed and sent to brigade within 5 days after completing travel. Individuals may not request payment for items on their voucher which are not approved on their Orders... i.e.. PA or mileage, when mode of travel is bus. Additionally, you must submit all receipts for lodging and all other receipts for \$75.00 or more at the time you file your voucher. The biggest problem with vouchers are travelers not completing the voucher completely and correctly.

### **How to properly fill out the 1351-2 Travel Voucher for JSOCC:**

#### **Block 1:**

Electronic Fund Transfer: Check this block only if you have previously established an account with DFAS to deposit money into. If not, you can still check this block as long as you provide a blank check that shows the routing number and account number along with the travel voucher. (NOTE: Ensure you write "VOID" across the check.)

Payment By Check: Check this if the above does not apply and a check will be sent to the address on the Travel Voucher. Ensure the address is legible!

Split Disbursement: Applies only if you have an active Government Travel Card that you used during your trip. Should not apply for retirees!

#### **Block 2-4:**

Self explanatory.

#### **Block 5:**

Check the "TDY" block.

#### **Block 6a,b,c,d,e:**

Your home address and email address (AKO preferably). Ensure it is legible. This home address will be used if you checked "Payment by Check" block in Block 1.

#### **Block 7:**

Self explanatory.

#### **Block 8:**

Enter your travel order number found on the ITO that was sent to you. It is normally hand written at the top left side next to the words "Invitational Travel Orders".

#### **Block 9and 10:**

Enter N/A

#### **Block 11:**

Your JROTC unit and location.

**Block 12:**

Check "Unaccompanied". Your spouse can attend with you but travel will not be reimbursed.

**Block 13:**

Enter N/A

**Block 14:**

Disregard.

**Block 15:**

(a) Enter the year (ie. 2004) in the first top block. All other blocks in the (a) column should be the dates of the month you conducted travel. (ie. 11 Jan)

(b) Enter city and state traveled from or too.

(c) Enter mode of travel (Privately owned vehicle = PA, Bus = GB)

(d) Reason for stop is "TD" for Temporary Duty in the first block of block (d) and "MC" for Mission Complete in the second block of block (d).

(e) Normally no input required. Hotel is paid for with a different fund site. You are not charged nor will you be reimbursed for anything you put in this block. Leave blank. If lodging is approved on your orders then put the cost of lodging minus tax. Put tax in 18 a, b, c.

(f) Input the miles it took you from your school address to the TDY location , in the first block of block (f) and from the TDY location back to your school address in the second block of block (f).

**Block 16:**

If you drove your POV, check "own/operate". If you rode with someone else or by commercial vehicle you will not have any input in block (15f) and you will check "passenger".

**Block 17:**

Check "More than 24 hours".

**Block 18:**

Normally "N/A"; You will have no reimbursable expenses because none are authorized. You will receive per diem for the area in which you are staying and are reimbursed for travel in accordance with the JTR. If lodging is approved on your orders then put the cost of lodging tax. Put tax in 18 a, b, c.

**Block 19:**

Disregard

**Block 20a and b:**

Traveler will sign and date.

**Block 20c and 21a and b:**

To be signed by authorized representatives at 4th Bde JROTC.

You are finished filling out the 1351-2. You may now fax a signed copy along with a copy of your Invitational Travel Orders and all necessary receipts to 910-396-3854. Once received, the 1351-2 will be reviewed and approved by the Brigade approving authority. It will then be faxed to DFAS by 4th Bde JROTC. Give DFAS at least four weeks to process your voucher and deposit the money in your account before you inquire about your voucher. If, within four weeks, payment has not been received, you may call the DFAS Helpline at 1-888-332-1766/0300 to inquire about your payment. **Due to the privacy act, this office cannot inquire about your payment.** We can only verify that DFAS has received your voucher. You, the traveler, must contact DFAS for specific questions regarding your claim. Please keep a copy of your submitted voucher until you have received your funds. Additionally, if you have an Army Knowledge Online email address and list it on your voucher, DFAS will notify you when your claim has been completely processed and paid.