

## PROCEDURES FOR COMPLETING THE TRAVEL VOUCHER DD-1351-2

**NOTE:** While filling out the form you must avoid using the return (Enter) key because this will readjust the form length and create a second page. You must use the mouse, tab, or an arrow key to navigate from one block to another.

Blk 1. Payment. Place an X in the box that applies to member. Insert dollar amount that is due for reimbursement.

Blk 2. Name. Type last, first and middle initial.

Blk 3. Grade. Type rank/rate or grade (CDR, ENS, DKCS, QMC, GM-12, GS-9, etc).

Blk 4. SSN. Type social security number including dashes.

Blk 5. Type of Payment. Place an X in boxes that apply to member. If dependent travel is involved, and Dislocation Lodging Allowance (DLA) is claimed, all applicable boxes must be completed.

Blk 6. Address. These blocks are mandatory for members claiming DLA, single or married:

- Number and Street – house or apartment number and street name.
- City – spell out name of city or municipality.
- State – 2-digit state code.
- Zip code – 5- or 9-digit zip code.
- E-mail address. Type e-mail addresses. Completion of this block will allow voucher examiners additional means to contact travelers in case of problems (i.e., missing receipts, travel claim errors) and could possibly deter payment delay or travel claim rejection.

Blk 7. Daytime Telephone Number and Area Code.

Blk 8. Travel Order Number. Type Tango number for Temporary Additional Duty (TAD) orders or the Navy Personnel Command (NAVPERS [formerly Bureau of Naval Personnel]) order number for Permanent Change of Station (PCS).

Blk 9. Previous Government Payments/Advances.

Blk 10. a, b, c, d and e are for D.O. use only.

Blk 11. Organization and Station. Type command currently attached (COMPHIGRU THREE, USS CONSTELLATION, etc.) civilian payroll office – indicate paying activity (i.e., DFAS-DE, DFAS-CL, etc.).

Blk 12. Dependents. Type an (x) in Accompanied if dependents traveled to member's new duty station, or in Unaccompanied if dependents did not relocate.

- a. Name
- b. Relationship (son, daughter, wife, mother, etc.)
- c. Date of Birth (DOB) or Date of Marriage, DOB of children.  
If member is single, type N/A.

Blk 13. Dependents' Addresses on Receipt of Orders. Type complete dependents' addresses while attached to last command or duty station.

Blk 14. Have household goods been shipped? Check applicable block.

Blk 15a-f. Ensure ALL stops are included, especially Temporary Duty (TDY) and leave locations. Use proper mode of travel and reason for stop codes, which are provided on the reverse side of DD 1351-2. Arrival and departure times are no longer required, but may be used for clarification.

Blk 15. Itinerary.

- a. Date. Indicate current year, then date of departure or arrival in each block, in month and day (i.e., 2/1, 11/20).
- b. Place. Indicate place, command, city, base, activity, or airport the traveler made a stop, report for duty or perform a mission.
- c. Means/Mode of Travel. See 2-digit codes on reverse.
- d. Reason for Stop. See 2-digit codes on reverse.
- e. Lodging Cost. Indicate daily hotel/motel, Bachelor Enlisted Quarters (BEQ) or Bachelor Officers' Quarters (BOQ) cost in U.S. currency (excluding state and local taxes).
- f. Privately Owned Conveyance (POC) miles. Indicate one-way mileage. Example: from home to airport, base to airport or place of departure, or travel from airport to home.

Blk 16. POC Travel. Indicate whether an owner/operator or a passenger for POC. Member must "X" either Own/Operate or Passenger if a private auto or commercial auto is used in itinerary.

Blk 17. Duration of TDY travel. Place an X in applicable blocks. If member (military or civilian) travels less than 12 hours, per diem allowances are not payable. Certain items of expense can be claimed on an SF 1164 claim for reimbursement for expenditure on official business.

Blk 18. Reimbursable Expenses (more spaces are now allocated.). Type all items of reimbursable expenses (i.e., lodging cost, lodging taxes).

Example:

Member TAD to Washington, DC, and occupied commercial hotel accommodations for 5 days. Total bill with taxes \$800. Receipt showed daily room rate is \$100 and state/local or occupancy tax per day is \$20.

Line one	Total lodging	\$700
----------	---------------	-------

Line two      Total lodging tax                      \$100  
This information must be broken down as explained above.

In addition, rental car, conference fees, registration fees, bridge tolls, gas, ferry fees, taxi expense, exam fees, etc., should be listed in this block. Tips and porter fees must be itemized, showing actual cost and number of bags. For official long distance phone calls, block 24a and 24b must be completed. When listing conference fee, member must state whether meals were provided.

Claim for 2 or 3 POCs in conjunction with PCS can also be shown in these blocks.

Blk 19. Government Deductible Meals. Indicate number of government meals or deductible meals that are available or provided while on duty or TAD to stations. Meals provided by hotels or commercial flights are not considered government or deductible meals.

Blk 20    a. Claimant signature – signature of traveler.  
          b. Date – date member signs the claim.  
          c. Supervisor Signature  
          d. Date– date supervisor signs the claim.

Blk 21    a. Approving Officer Signature (for travel re-engineering program) – signature of command representative authorized to obligate funds (used for TAD orders).  
          b. Date – date approved.

Blk 22    Accounting Classification

Blk 23    Collection Data

Blk 24    Computed By

Blk 25    Audited By

Blk 26    Travel Order/Authorization Posted By

Blk 27    Received

Blk 28    Amount Paid

**NOTE:** Submit the completed Original DD Form 1351-2, 2 copies of the DD Form 1351-2, original orders, 1 copy of the original orders, and all original receipts.