

SUPPLEMENTAL DESK TOP GUIDE PSD PORTSMOUTH

Return reasons for PCS (Settlements)

1. Copy of Orders is missing: to include all pages and modifications.
2. Lodging receipts for TEMDU (TDY in between PDSS) missing
3. Certificate of non-availability for TEMDU, to include meals.
4. Commercial airfare endorsement from CTO/SATO missing.
5. Incomplete DEPN info on 1351-2; attach PG2 for secondary or questionable DEPNS.
6. TLE certificate missing.
7. Advances/accruals received not reflected on 1351-2.
8. **DLA:** Check the box on 1351-2; provide new & old addresses.

Return reasons for PCS (Advances)

1. Single DLA: for E-5 and below; old & new address info, bill of lading, endorsements from gaining command.
2. Two or more POVs: vehicle registrations not attached.

NOTE: Ensure that advance requests are completely filled out. Attach copies of CTO requests for lodging, rental car, etc, for TDY. Delays or non-payments usually occur if we skip basic policies.

Return reasons for TDY/Reserve

1. Non-utilization of CTO-mandatory policy for airfare and rental car; No proper documentation for after-the-fact payment requests.
2. Questionable items on reimbursables (especially supplementals).
3. Improperly filled out itinerary, especially dates and localities.
4. Member statement on BLOCK 29 of DD 1351-2 (back/page 2, refer to DoDFMR Vol. 9, 080301.K.4 for statement) for personally procured transportation.

Return reasons for TOPS Dispatch

1. Attachment: Unreadable; quick rule is---if you can't read it, we can't either; no attachment; duplication of attachments in **one** transaction; info on transaction does not match attachment/s; re-attached what is required when returned - not the whole package again.
2. Attachment is corrupted: double check the scanned attachments, if the file/s open or not. If you can't open it - nobody can. If possible use PDF format for your attachments.
3. Missing EFT information for travelers, especially civilians: mandatory since there is no MMPA for civilian personnel to cross verify.
4. Copy of Orders is missing: to include all pages and modifications.
5. Copy of Itinerary is missing
6. Missing AO Signature
7. Missing Member's Signature
8. **Duplicate Claims:** need to tighten accountability for travel claim process, from beginning to end; flag your supplementals, clarify what needs to be paid/looked at.

NOTE: Make sure to make the necessary corrections to TOPS returns before sending them back to TPC San Diego. Do not refer to old TOPS transactions over 35 days or more, the old attached files might not be accessible anymore.