

HPSP Program
Frequently Asked Questions of the
ADT & Reimbursement Section

Objective: Provide basic information about the HPSP Active Duty for Training (ADT) requirements. This is required by U.S.C. Title 10 and performance is 45 days annually or 14 days if you are a FAP student. There are Three types of ADT used to meet the 45 days requirement, school orders, Officer Development School (Mandatory if not a prior Naval officer) and Clerkships/Auditions at military hospitals in 3rd or 4th year. Review our FAQs for more details about this paid training which may or may not involve some travel and how to complete travel claims.

Table of Contents

| | |
|---------------------------------------|----|
| Acronyms | 2 |
| Duty of ADT & Reimbursement Section | 3 |
| HPSP Scholarship Requirements | 3 |
| Types of ADT | 3 |
| How to Request ADT | 4 |
| School Orders | 4 |
| ODS | 5 |
| Clerkships/Military Hospital Training | 6 |
| Travel Claim Information | 8 |
| Travel Tips | 9 |
| Endorsed Orders Example | 10 |
| E-Ticket Example | 11 |
| Travel Voucher Example (1351-2) | 12 |

ACRONYMS

| | |
|----------|---|
| AT | Annual Training |
| ADT | Active Duty Training |
| BAH | Basic Allowance for Housing |
| BAS | Basic Allowance for Subsistence (Food) |
| CNA | Certificate of Non-Availability |
| CTO | Commercial Ticket Office (Also called SATO/NAVPTO) |
| EFT | Electronic Funds Transfer/Bank info |
| E-Ticket | Electronic Ticket/Flight receipt/airfare paid for by the Government |
| FY | Fiscal Year |
| FY-23 | Fiscal Year 23 |
| GME | Graduate Medical Education |
| HPSP | Health Professionals Scholarship Program |
| LES | Leave and Earnings Statement/Pay Stub |
| NGIS | Navy Gateway Inns and Suites |
| ODS | Officer Development School |

DUTY AND REQUIREMENTS FOR REIMBURSEMENT

Disclaimer: Information is for reference or to be used in the capacity as a guide. Approved information about the HPSP Program can be found on the official Accessions website. Travel information can be found in the Joint Travel Regulations (JTR) and Pay and Allowances information can be found in the DoDFMR Volume 7A.

Primary duty of the ADT & Reimbursement department is to reimburse students for expenses incurred while assigned to the HPSP Program. To include reimbursement for required educational materials and annual Active Duty for Training requirements.

HPSP SCHOLARSHIP REQUIREMENTS

THREE YEAR SCHOLARSHIP RECIPIENT

If you are on THREE years scholarship with HPSP, you entitled to THREE (45 days) ADT while in the program. Which means that you will have 45 days ADT per each FY for three years. It is HIGHLY recommended that you use one of the trainings to attend ODS. The other two 45 days ADT can be used for Clerkship rotation or auditions. HPSP WILL NOT FUND A FOURTH ADT for a three-scholarship recipient.

FOUR YEAR SCHOLARSHIP RECIPIENT

If you are on FOUR years scholarship with HPSP, you entitled to FOUR (45 days) ADT while in the program. Which means that you will have 45 days ADT per each FY for four years. It is HIGHLY recommended that, you use one of those FY to attend ODS in the first or second year in the program. It is the student responsibility to work with his/her school to adjustment classes to allow enough time to attend ODS. Dentistry students can attend ODS after graduation from HPSP. At the same time, Dentistry students can still attend ODS while in HPSP. The request to attend ODS after graduation will have to be through the detailer. The detailer is the person who will assign follow-on assignments after graduation.

THREE TYPES OF ADT

ADT allows the student to have Active duty benefits while on orders for 45 days per Fiscal Year (FY). Benefits includes Active duty base pay, Basic Allowances for House (BAH), Basic Allowances for Substances (BAS/Food money), Leave Sell Back, one time Uniform Allowance and TRICARE.

Due to funding and accounting data restrictions, **ADT CANNOT CROSS-OVER TWO FISCAL YEARS.**

Navy Fiscal Year starts 01 October and ends on 30 September. Example of FY ADT cross-over: ADT request at NMCP for 15 September 2022 -13 October 2022. This request will be denied by HPSP because it crosses two Fiscal Years.

The 45 days ADT Clerkship CANNOT be separated into two different ADT's/cannot split into two different rotations during the 45 days requested for ADT. For example, if you request to go to San Diego, then your orders are for San Diego only, you cannot also request to go Portsmouth, VA during the same period. ADT clerkship is 28 days, the rest of the 17 days is credited as School orders on the same ADT orders.

HOW TO REQUEST ADT CLERKSHIP/ODS/SCHOOL ORDERS

To request ADT Clerkship, ODS, and School orders, use the ADT request form, fill completely and you MUST enter start date of training. School orders must begin on the 1st or 16th of the month, ODS is fiscal year training and training dates are published on our website. Clerkship requests must also have a confirmation/acceptance letter from military training hospital.

All ADT Requests must be sent via the ADT and Reimbursement email

usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil The ADT email inbox is ONLY for all ADT requests.

DO NOT SEND ANY ADT REQUEST TO USN-OH-Student email inbox: USN OH-Student usn.ncr.bumedfchva.mbx.usn-oh-student@health.mil. The USN-OH-Student email is for Personnel Department and Student Program Department.

***** It is very important you utilize the right email inbox to avoid a delay in processing your request *****

SCHOOL ORDERS

A form of Active Duty for Training(ADT) and when requested using the ADT request form, the student is on active duty for 45 days at his/her school, which must begin on the **1st or 16th of the month** (e.g., 01 February or 16 February). Request must be received 6-8 weeks before the start date.

This is counted towards annual training requirement in the fiscal year.

Stipend payments are stopped during the 45-day period and will automatically resume upon completion of school orders. Students cannot receive both Stipend and active duty pay at the same time.

Student is paid 45 days of military pay and allowances (Base pay, BAH, BAS and Leave).

Student is not required to travel and must be requested when school is in session.

School orders are not written when school is on break for spring, summer, winter, if student will be on vacation. Cannot be on vacation in Prague, Milano, Fiji, Cancun, Miami, Disney World, etc.

No travel is required for school orders. Student remains in school and receive active duty benefits.

Use the Address where you are physically located during school session, and not the address of your parents, friend etc.

*****School orders Request must be received via the ADT and Reimbursement email inbox:**

usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil

Email the ADT and Reimbursement email inbox if you have submitted School orders request and have not received your orders TWO weeks before the start date.

You do not need to wear uniform while on School orders. Send email using ADT & Reimbursement email to cancel school orders.

ODS

Officer Development School is a form of active duty training, and when requested, student is on active duty for 45 days. ODS is located at 2911 Kollmeyer Street, Newport, RI 02841. HPSP does not run ODS and have no control over ODS quotas. HPSP receives ODS quotas from Officer Training Command, Newport, RI and publishes the quotas on the Accession website.

It is the student's responsibility to apply for ODS class and HPSP will create military orders and arrange travel/flight to ODS.

Training request is for 45 days, but ODS training may only be 30 to 35 days. Other days are credited to the student as School orders. School orders portion can be use before ODS or after ODS class. School orders portion will be on the ODS orders and not two separate orders.

ODS classes are available each fiscal year and summer is the most requested class which fills up quickly. This is a first come, first serve basis for class requests. Again, HPSP does not control who goes to ODS.

If required to attend ODS, this training counts towards the student annual training requirement for the Fiscal Year.

This training requires travel to Newport, RI, for instructions of military customs and traditions, uniform wear and other necessary trainings.

Students must read their orders entirely and verify start and end location is correct before beginning of travel. Students are not authorized deviations from their orders. If Orders state start travel from Miami, FL, student cannot start travel from Orlando, FL.

Orders and flight itinerary are processed 30 days in advance, and students should receive copies at least 15 days in advance. An E-Ticket/flight receipt showing ticket number should be received within 72 hours of travel to confirm airline flight is paid. **AT NO POINT SHOULD YOU BUY YOUR OWN AIRLINE TICKET.**

Lodging is provided on base free of charge to the students.

Rental car is not authorized.

Students received per diem (Meals and incidental)

Students received Active duty pay and allowances while on ODS orders

Stipend payments are stopped during this training period. Will restart upon completion of ODS training.

If for any reason, you have to cancel the ODS request, send an email to the ADT & Reimbursement section to cancel the request 60 days in advance to avoid pay disruptions which can lead to overpayment of pay and allowances leading to debts owed to the U.S. Government.

*****ODS request must be received via the ADT and Reimbursement email inbox:**

usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil

*****Email the ADT and Reimbursement email inbox if you have submitted ODS request and have not received your orders THREE weeks before the ODS class start date.**

It is law to submit a travel claim 5 days after travel has ended. This confirms that orders were executed, and training was fulfilled. Failure to account for funds, used to send you to train, will lead to those funds being returned to the U.S. Treasury.

Even if you have not paid for any expenses while on ODS travel, you must submit a travel claim because again, it tells the U.S. Treasury the orders created by HPSP were used to fund and account for your training.

Submit required items with your ODS travel claim:

1. Travel voucher-1351-2 (block 6 of travel claim address must match address on orders)
2. EFT Form
3. Travel Checklist
4. Endorsed Orders—Print copy of your orders. Someone at ODS has written/Stamped the date of arrival to ODS and date of departure from ODS. Submit all pages of your orders. This is a U.S. Navy requirement.
5. Zero balance receipts for one day stay at Navy Gateway Inn (NGIS). Lodging reservations does not show proof of payment. A final receipt upon check out will show form of payment and zero balance. Provide zero balance receipts for all expenses over \$75.00. Taxi, Bus, etc.

ADT CLERKSHIP ROTATION AND AUDITION

A form of active duty training, and when requested, student is on active duty for 45 day. All ADT clerkship request and confirmation letter or email must be received by 6-8 weeks prior to the start date.

Please note that payment of rental car, gas, lodging/hotel, and taxis to and from the airport will be paid up-front by you the traveler. HPSP will pay for your flight to and from your clerkship site and will book your rental car with the government rate. You will be reimbursed for all expenses once your travel claim is submitted with all required and paid in full receipts.

Student is required to request and be accepted by the hospital or Medical Training command to perform the training and is coordinated through the hospitals GME Office. Requirement for completion of ODS is specific to each military training facility so ask the GME office. See military hospital points of contact on page 2.

This training counts towards the student annual training requirement for the Fiscal Year.

Due to funding and accounting data restrictions, **ADT CANNOT CROSS-OVER TWO FISCAL YEARS.**

Fiscal Year starts 01 October and ends on 30 September. Example of FY ADT cross-over: ADT request at NMCP for 15 September 2022 -13 October 2022. This request will be denied by HPSP because it crosses two Fiscal Years.

The 45 days ADT Clerkship CANNOT be separated into two different ADT's. Students cannot request to go to San Diego and Portsmouth, VA during same 45 days ADT. Normally ADT clerkship is 28 days, the rest of the 17 days is credited as School orders on the same ADT orders.

Orders are issued and flights are arranged and paid for by the HPSP program. Students must read their orders entirely and verify start and end location is correct before beginning of travel. Students are not authorized deviations from their orders. If Orders state start travel from Miami, FL, student cannot start travel from Orlando, FL.

Orders and flight itinerary are processed 30 days in advance, and students should receive copies at least 15 days in advance. An E-Ticket/flight receipt showing ticket number should be received within 72 hours of travel to confirm airline flight is paid. **AT NO POINT SHOULD YOU BUY YOUR OWN AIRLINE TICKET.** Personally bought airfare and personally booked rental cars are not reimbursable by HPSP.

The Navy mandates that you must use government lodging if you are going to a Navy or other military installation. If NGIS, Navy Lodge or Inns of the Corps has no room, you must obtain a Certificate-of-Non-Availability (CNA) statement from the on-base military lodging facility. CNA is required even when living conditions are not at acceptable standards.

Rental car is authorized on some ADT clerkship location.

Rental car is not authorized at Walter Reed, Bethesda, MD.

Stipend payments are stopped during this training period. Will restart upon completion of clerkship training.

Students are paid military pay and allowances

Students receive per diem which covers lodging, rental car and meals.

If you have to cancel the ADT request for any reason, send an email to ADT & Reimbursement section to cancel the request 60 days in advance to avoid pay disruptions which can lead to overpayment of pay and allowances leading to debts owed to the U.S. Government.

*****All ADT request must be received via the ADT and Reimbursement email inbox:**

usn.ncr.bumedfchva.mbx.usn-hpsp-adt-reimburse@health.mil

***Email the ADT and Reimbursement email inbox if you have submitted ADT request and have not received your orders **THREE** weeks before the ADT start date.

It is law to submit a travel claim 5 days after travel has ended. This confirms that orders were executed, and training was fulfilled.

Submit required items with your Clerkship travel claim:

1. Travel voucher-1351-2 (Only persons in Bethesda can sign your travel voucher in blk 20c. and blk 21.)
2. EFT Form
3. Travel Checklist
4. Endorsed Orders--Print a copy. Someone at the GME office has written/Stamped the date of arrival to the hospital and date of departure from the hospital. Submit all pages of your orders. This is a U.S. Navy requirement.
5. Zero balance receipts for lodging, rental car, any expenses over \$75, gas, taxi, subway, etc. Do not submit receipts for food.
6. If you drove do not submit gas receipts. Payment is only for official distance traveled at a per mile rate.

TRAVEL CLAIM INFORMATION

For all travel expenses incurred while performing authorized travel, a travel claim is required to be completed, signed and submitted to the ADT & Reimbursement section.

Submit claims within 5 days after your travel has completed. For example, if travel ended on 01 January, then submit travel claim by 06 January.

ONLY staff at HPSP Bethesda, MD can sign blk 20c. and blk 21 on your travel voucher. Others may be authorized but since they are not sending your travel claim for payment, they are **NOT** authorized to sign your claim. If travel to Ft. Belvoir do not allow anyone there to sign your travel claim.

You must have approved orders directing you to your ADT/TDY location. If you do not have orders, do not perform travel. Contact ADT & Reimbursement section 3 weeks before travel to confirm orders have been approved and travel arrangements are made.

Ensure you have a return flight before travel begins. You may get an itinerary to confirm your reservation, but you need an E-Ticket/paid receipt for travel. The E-ticket means your flight is paid for. If you do not have an E-ticket for a flight, do not perform travel.

You may also use your personal car to go to these approved sites, as long as the distance is 400 miles or less each way. You must be approved prior to the start of your travel and is not retroactively reimbursed. The Navy pays a flat rate for the miles driven, and gas reimbursement is not authorized/paid. FY-22 rate for POV use is \$0.585.

If you must book flight, lodging, car reservations, ensure it is booked directly with the Vendor. Do not use Hotwire, Expedia, Orbitz, Travelocity, Kayak, VRBO, and Air-BNB to make travel arrangements for official travel. They do not provide itemized and/or zero balance receipts. These third-party sites do not own the rooms/flight/car, and you can end up stranded, due to room, flight or car booked may not exist.

The Navy mandates that you must use government lodging if you are going to a Navy or other military installation. If NGIS or Navy Lodge or Inns of the Corps has no room, you must obtain a CNA.

If you were issued a CNA, do not book motels, hostels etc. as these have easy walk-up access to your room door and are not secure. Book only hotels that has an enclosed lobby, with security and no one can easily walk to your door. Use reputable hotels like Hampton Inn, Holiday Inn, Hilton, Marriott, Hyatt, Westin, as long as they are within per diem rates. Again, do not use Expedia, Orbitz, Air-BnB to book lodging.

The Army bases uses the Holiday Inn as base lodging and is authorized for your stay.

Rental car is authorized for ADT travel and when authorized, ensure it was approved on your orders and the travel office has booked it for you. You the traveler will pay for all expenses related to rental car upfront. The government has an agreement with rental car companies which charges you \$5.00 daily for insurance. This relieves military members from having to purchase liability insurance.

The government does not reimburse for accidents due to misconduct, speeding tickets or towing fees for cars parked illegally.

You are also required to pump your own gas before returning rental cars.

The Car Company will charge you for a full tank of gas even though you only used a quarter tank.

Receipts and required documents for your claim:

1. Endorsed orders-ADT/TDY location stamps your orders to confirm arrival/departure from that location. A printed copy of your orders is required.
2. Travel voucher- DD 1351-2-block 6 address must match address on your ADT orders.
3. Sato Itinerary E-Ticket—if you flew. Not needed if you drove to your ADT/TDY location
4. Lodging Receipt-Must be itemized with daily room charge and have a zero balance
5. Rental car—must have a zero balance
6. Provide all other receipts as applicable. (Gas, Tolls, Taxi)
7. EFT Form—your bank information
8. TDY Travel Checklist-confirms all required documents are submitted for payment.

***Missing items delays payment because we cannot send incomplete claims to the travel processing center.

***A travel claim is required even if you don't have additional expenses. Since we created orders for your travel, we have to account for the funds used to send you to train. A travel claim confirms to the U.S. Treasury that public funds were used as intended.

TRAVEL TIPS

Sign up for TSA Pre-Check through Milconnect.

Maintain/retain travel claim and receipts for 3 years or more.

Present your orders to get bag fees waived, when on active duty orders.

To view your reservation and changes to your flight before travel begins, use the locator/confirmation number, (e.g., FGT9YU), on your E-ticket and log on to the airline's website to see your reservations.

Download the airline's App and add your confirmation number to track your flight, and to get alerts for gate changes or cancellations.

You must check in for your flight 24 hours before take-off. This will confirm you have a flight and if needed, you can contact HPSP/NROWS Helpdesk CNRF travel for assistance. Contact information on your E-Ticket.

In the event of flight changes, contact HPSP during working hours or contact the NROWS Helpdesk after working hours to assist with flight changes. Do not contact airline directly, because we are using a travel agency (third party) to purchase flights on your behalf. NROWS Helpdesk/CNRF Travel is 1-800-537-4617 or send email to cnrfc_code_n33.fct@navy.mil.

Example of required documents for travel claim presented here:

ENDORSED ORDERS

ORIGINAL

WALTER REED NATIONAL MILITARY MEDICAL CENTER

CHECK-OUT TIME 1820
CHECK-OUT DATE 04 OCT 21
CDN STAFF NM MCKINLEY

1572
27 SEP 2021

FROM: [REDACTED]
TO: [REDACTED]

STARTING LOCATION: [REDACTED] ENDING LOCATION: [REDACTED]

SUBJ: ORDERED TO ADT-HPSF; CASE OF ENS [REDACTED] USN, *****/1975L

1. COMMANDER, NAVY RESERVE FORCE ORDERS YOU TO REPORT FOR ACTIVE DUTY FOR TRAINING ADT-HPSF TO THE COMMANDING OFFICER, NUMED DETACHMENT BETHESDA, 8901 WISCONSIN AVE, BETHESDA, MD 208895611 NO LATER THAN 0000 ON 03 OCT 2021 FOR DUTY WITH CLERKSHIP, UIC: [REDACTED] FFA: US NAVY RECRUITING, FOR DUTY WITH SCHOOL.

PERIOD OF DUTY: 03 OCT 2021 TO 16 NOV 2021 FOR 45 DAYS. YOU ARE A MEMBER OF HPSP BETHESDA RESERVE UIC: 8806N. IF FOR ANY REASON YOU ARE UNABLE TO EXECUTE THESE ORDERS, RETURN THEM TO YOUR ADMINISTRATIVE PARENT COMMAND NOTING THE REASON FOR RETURN. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ). FOR ALL IDTT ORDERS IN FOREIGN COUNTRIES, INACTIVE DUTY TRAINING PERIODS SHALL RUN CONTINUOUSLY FROM TIME OF ARRIVAL IN COUNTRY UNTIL TIME OF DEPARTURE. AS THEY ARE ON ORDERS IN A DUTY STATUS, MEMBERS WILL BE SUBJECT TO APPLICABLE STATUS OF FORCES AGREEMENTS (SOFAs) AS WELL AS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

2. This period of uniformed service is ordered under 10 USC 12301(d). Therefore, the service is NONEXEMPT under USERRA's five-year service limitation (38 USC 4312(c)).

3. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL. YOU WILL STAND RELEASED FROM SUBJECT DUTY (JTR 1130.A1). FOR BACK TO BACK ORDERS, UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL. YOU WILL STAND RELEASED FROM DUTY (JTR 5120.A AND 02014).

4. APPROPRIATION FOR THE PERIOD OF 03 OCT 2021 16 NOV 2021 (45 DAYS) ID: PAY and ALLOWANCE:
AA 1721405.1820 117 47674 0 068566 2D T00585 8806N2171770A 00005539WZ
SDN: N8806N2171770A ORDER NUMBER: 200585 APC: V71770
BAH:
A2 1721405.1820 116 47674 0 068566 2D T00585 8806N2171770A 00002163ZD
SDN: N8806N2171770A ORDER NUMBER: 200585 APC: V71770
BAG:
A3 1721405.1820 117 47674 0 068566 2D T00585 8806N2171770A 00000399ZT
SDN: N8806N2171770A ORDER NUMBER: 200585 APC: V71770
PER DIEM, TRAVEL, AND MISC:
AC 1721405.1820 210 47674 U 068566 2D T00585 0006N2174771E 0000393100
SDN: N8806N2171770A ORDER NUMBER: 200585 APC: V71770
FICA:
AD 1721405.1820 122 47674 0 068566 2D T00585 8806N2171770A 0000037989
SDN: N8806N2171770A ORDER NUMBER: 200585 APC: V71770
FSC FOR THIS PERIOD OF DUTY IS: 2022476740H7IF
Funding Source: HPSP AT

5. PERSONNEL ACCOUNTING SUPPORT- TRANSACTION SERVICE CTR NO

6. MEMBERS ON DUTY FOR 31 DAYS OR MORE MAY BE ENTITLED TO FAMILY SEPARATION
FOR OFFICIAL USE ONLY

Arrived: WENMMC, 01/10/2021, 0830, Laura Benita-Gonzalez, [Signature], Box 295 4397
Departed: WENMMC, 27/10/2021, 1600, Laura Benita-Gonzalez, [Signature], Box 295 4397

E-TICKET

CWT
SatoTravel

Your Itinerary

Trip on Oct 03, 2021

Locator: EJQMYK

Date: Oct 01, 2021

Traveler

THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL
PLEASE RETAIN FOR VOUCHERING OR
REIMBURSEMENT PURPOSES.

Customer Number

R5853JL

Agent

81

CABIN-ECONOMY

Friday, October 29, 2021

Confirmation EJQMYK



Flight AMERICAN AIRLINES 2034

DEPARTURE
WASHINGTON/DULLES
5:23 PM, Oct 29, 2021

ARRIVAL
CHARLOTTE, NC
7:06 PM, Oct 29, 2021

| | |
|--------------|----------------------------|
| Status | Confirmed |
| Class | Coach Class - G |
| Duration | 01:43 (Non-stop) |
| Equipment | Airbus Industrie 320 |
| Meal Service | None |
| Notes | ONEWORLD CABIN-ECONOMY. |

| Name | Invoice / Ticket / Date | Base | Tax 1 | Tax 2 | Tax 3 | Total |
|--------------|-------------------------|------------|---------|--------|---------|--------|
| | 01OCT21 | USD 154.42 | 11.58US | 8.60ZP | 18.70XT | 193.30 |
| Total Amount | | | | | | 193.30 |

Form of Payment:

GENERAL INFORMATION

LOCAL OFFICE HOURS/ MONDAY - FRIDAY,

HOURS OF OPERATION 730 AM - 330 PM

GOVERNMENT RESERVATIONS.....800-716-7286


GOVERNMENT FAX.....866-680-4012

EMERGENCY ASSISTANCE 24 HOURS..800-716-7286

EMERGENCY WORLDWIDE COLLECT....210-877-3255

DTS/NROWS HELP DESK800-537-4617

TVL CLAIM

| TRAVEL VOUCHER 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. | | | |
|--|--|---|--|--|--|---|--|
| 1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check | | | | 2. SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and meals if you are a federal employee, unless you need a different method. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ | | | |
| 3. NAME (Last, first, middle initial) (Print or type) DOE, JOHN Q | | 4. GRADE ENS/O1 | | 5. SSN 111-11-1111 | | 6. TYPE OF PAYMENT (If applicable) <input checked="" type="checkbox"/> FTY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Other <input type="checkbox"/> OLA | |
| 7. ADDRESS, S. NUMBER AND STREET 105 NAVY WAY | | 8. CITY ANNAPOLIS | | 9. STATE MD | | 10. ZIP CODE 12345 | |
| 11. MAIL ADDRESS JOHN.DOE@MAIL.COM/EDU | | | | 12. FOR S.O. USE ONLY | | | |
| 13. GATEWAY TELEPHONE NUMBER & AREA CODE 212-555-7777 | | 14. TRAVEL ORDER/CONTINUATION NUMBER NS80621RT00001 | | 15. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 0.00 | | 16. S.O. VOUCHER NUMBER | |
| 17. ORGANIZATION AND STATION HSPSP BETHESDA, MD | | | | 18. SUBVOUCHER NUMBER | | | |
| 19. DEPENDENT(S) (If not complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, first, middle initial) N/A | | | | 20. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include ZIP Code) N/A | | | |
| 21. HAVE HOUSEHOLD GOODS BEEN SHIPPED (If any) <input type="checkbox"/> YES <input type="checkbox"/> NO (Specify in Remarks) | | | | 22. COMPUTATIONS | | | |
| 23. ITINERARY a. DATE 4/1 DEP ANNAPOLIS, MD (HOME) 4/1 ARR OTTCN NEWPORT, RI 4/24 DEP OTTCN NEWPORT, RI 4/24 ARR ANNAPOLIS, MD (HOME) | | | | b. MEANS OF TRANSPORT TP TD TP MC | | | |
| c. PLACE (Person, Office, Base, Activity, City and State, City and Country, etc.) ANNAPOLIS, MD (HOME) OTTCN NEWPORT, RI ANNAPOLIS, MD (HOME) | | | | d. REASON FOR TRIP TP TD MC | | | |
| e. LODGING COST 1,231.00 25 | | | | f. ASO MEALS 25 | | | |
| 24. POST TRAVEL (Circle) <input checked="" type="checkbox"/> ONVACATIONS <input type="checkbox"/> FRIEDGIVER | | | | 25. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS, BUT 24 HOURS OR LESS MORE THAN 24 HOURS | | | |
| 26. REIMBURSABLE EXPENSES a. DATE 4/24 LODGING 1,000.00 4/24 RENTAL CAR 900.00 4/6 GAS 25.00 4/18 TAXI 25.00 4/24 TAXI 25.00 4/24 LODGING TAXES 231.00 4/24 If applicable-Commercial Meals 1,633.00 | | | | 27. GOVERNMENT DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS | | | |
| 28. CLAIMANT SIGNATURE  | | | | 29. DATE 4/29/2021 | | | |
| 30. REVIEWER'S PRINTED NAME | | | | 31. REVIEWER SIGNATURE | | | |
| 32. APPROVING OFFICIAL'S PRINTED NAME | | | | 33. SIGNATURE | | | |
| 34. ACCOUNTING CLASSIFICATION | | | | 35. TELEPHONE NUMBER | | | |
| 36. COLLECTION DATA | | | | 37. DATE | | | |
| 38. COMPLETED BY | | | | 39. AUDITED BY | | | |
| 40. TRAVEL ORDER AUTHORIZATION POSTED BY | | | | 41. RECEIVED (Physic Signature and Date or Check No.) | | | |
| 42. AMOUNT PAID | | | | 43. AMOUNT PAID | | | |

DO FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Replaces DTP 1012 Approved by DTP 1012