

Check List for Completing A Travel Claim Voucher (DD 1351)

➤ **Travel Claim Voucher DD1351**

- Block 1 – Check Electronic Fund Transfer (EFT)
- Block 2 – Name
- Block 3 – Pay Grade
- Block 4 – SSN
- Block 5 – Check TDY (Temp. Duty)
- Block 6 – HOME address, including a good email contact
- Block 7 – Good contact phone number
- Block 8 – Last 5#'s of SDN (after RT), from the top right corner of orders.
- Block 9 – Fill out if you received advanced travel for this AT
- Block 11 – Place of duty, located part 1 of orders (ex: NMCSD, STU NETC NEWPORT)
- Block 12 – Check Unaccompanied
- Block 15 – See example below, remember to include the year

Date <u>2019</u>		Place	Mode	Reason for stop
26JUN	Dep	Home Town	**	
26JUN 20JUL	Arr Dep	Duty Station	**	TD
20JUL	Arr	Home Town		MC

*** For Means/Mode of Travel use PA (Private Auto) or CP (Commercial Plane)*

- Block 16 – If driving, check appropriate box
- Block 18 – List applicable Lodging, Car Rental and Car Rental Gas, Receipts (taxi, baggage, and dry cleaning). If you did not incur any expenses, leave blank
- Block 21 – Remember to hand-sign

➤ **Copy of Orders**

- Must say "ORIGINAL" on top and have clearly legible "Command Endorsement Stamp(s)" which are dated with the date and time you checked into the command and checked out of the command
- Include all pages
- Include any appropriate order modifications issued

➤ **Lodging** – If you did not stay in the Bachelor Officer Quarters

- CNA- Certificate of Non-Availability. May be a stamp, letter, or SATO number stating that the BOQ was full
- Itemized receipt, day-by-day charges incurred

- **Car Rental** – if authorized in orders
 - Complete copy of Itinerary. Contact SATO if this is no longer available via web
 - Rental Agreement – lists charges, type of car, ect, Will have the total amount due listed
 - Receipt for payment (should say Amount Due \$0.00)
 - Gas receipts (for car rental only)

- **Proof of Payment for Other Expenses**
 - Dry Cleaning (Max \$2 daily, after first 7 days – only while at place of duty)
 - Extra Baggage
 - Taxi (while traveling to/from airport)
 - Tolls

- **Electronic Funds Transfer (EFT) Form**
 - Bank account information is not stored. A new EFT form is required for each ADT.
 - Please double check to make sure your personal information is correct, and sign.

- **What Not to Include:**
 - Gas receipts for POV travel. If you are driving to/from your duty station, you will be paid based on mileage.
 - Food receipts. You will be paid per diem if it is authorized in the orders i.e. “The use of mess adversely affects mission performance, per-diem authorized at commercial rate.”
 - Credit card statements. These are not considered acceptable proof of payment by PSD. If you do not have a receipt for an expense, you will need to contact that company and request one.

When you have gathered all of the above items, submit them to OH.

- *The most efficient method of submission is via e-mail.*

NAVMEDAD E-mail: USN.HPSP-ADT.Reimburse@mail.mil
ATTN: ADT Travel Department

After being processed through OH Mailbox, all claims will go to PSD for approval and payment. The complete process takes 4-6 weeks. If more than 6 weeks have passed, please follow up with NAVMEDAD via e-mail. If your payment amount differs from what you had expected, or if you have any questions regarding your processed claim, contact NAVMEDAD and request a copy of your travel voucher.

Reimbursement for travel is deposited directly into the member’s direct deposit account. Because it is a “reimbursement” and paid by voucher, it will not be seen on a Leave and Earnings Statement.