

Temporary Duty Travel Checklist

User: All military personnel on Annual Training - Active Duty for Training - Temporary Duty (TDY) - Individual Augmentee (IA) – Mobilization (MOB) travel – DOD Civilians.

Purpose This checklist should be used by the Traveler (TVLR) and Authorizing Officials (AO) to ensure travel claims are completed correctly, and comply with the intent of the orders before submitting. Claims are to be completed within five business days upon completion of travel.

TVLR AO

		Provide Initial Orders (with no highlights)
		Do you have an order modification? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide all order modifications.
		Provide NPPSC Travel History Form
		Signed 1351-2 (Travel Voucher) Verify all blocks with close attention to:
		Block 1 (this is mandatory for ALL Government Travel Charge Card holders) Block 4 (full SSN is required) Block 5 (TDY Member/Employee) Block 15 (Please refer to the reverse page of the DD 1351-2 for correct codes) Block 16 (must be marked if mileage is claimed) Block 18 (must contain all reimbursable expenses) Block 21 (must have AO's signature)
		Provide all lodging receipts with a zero balance (regardless of the amount)
		Did you obtain commercial lodging? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide Certificate of Non-Availability)
		Did you utilize a lease while TDY? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, the paid receipt and lease are required.
		Receipts with a zero balance for all reimbursable expenses \$75.00 and above.
		Was leave taken while TDY? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide approved leave request.
		Are you claiming in and around mileage? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide signed daily log .
		Is airline ticket claimed? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide paid receipt and CTO endorsement .
		Is rental car claimed? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide paid receipt and CTO endorsement .
Remarks:		
Member Signature:		Date:
CPC Signature:		Date:

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