TRAVELER'S CHECKLIST FOR CIVILIAN PERMANENT DUTY TRAVEL SETTLEMENT VOUCHERS

User. All civilian travelers submitting claims for PERMANENT DUTY.TRAVEL PDT/PCS claims are to be completed within 5 working days of the completion of each portion of travel (i.e.. House hunting, En route, 1st 30 TQSE days, etc.).
Purpose. This checklist should be used by the travelers to ensure their travel claims are proper, complete, and comply with the intent of the order before submitting them to the reviewing/approving official for signature.

1. ___The Travel Voucher (DD Form 1351-2 July 2004) must be prepared in ink, typewriter, or computer generated.
2. ___Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. ___All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, ssn on the travel voucher agree with the orders? If not, make administrative corrections and initial. If you are requesting payment via Electronic Funds Transfer, did you include a completed Form DD2762?
4. ___Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
5. ___Block 12 must be completed, indicating if dependent(s) traveled concurrent or delayed. If submitting for reimbursement of your HHT, indicate if your spouse traveled on the HHT.
6. ___The itinerary in block 15a-15d must be completed using dates and not times, modes of travel, and reason for stops. refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
7. ___Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage are: to and from the airport, and to and from the Permanent Duty Station (PDS). Indicate the number of people per POC, if more than one POC is authorized and used.
8. ___Block 17 must be completed indicating the duration of your travel period.
9. ___If filing for TQSE (AE), did you include both pages of a completed DFAS-CO FM148, to include the actual cost of meals and indicating if the meals were commercial or home cooked? Did you attach receipts for any meal expense of $75 or more for one or more individuals?
10. ___If filing for MEA, did you include the following statement in block 18 of the 1351-2: "I certify that I have discontinued my residence at the old PDS and have established a residence at the new PDS.", along with the dollar amounts being claimed? Did you indicate on the 1351-2, who actually relocated with you? If itemizing, did you include receipts for expenses incurred and obtain the signature of the authorizing/approving official (AO), to include the date in block 21a and 21b of the 1351-2?
11. ___Is lodging claimed and supported by paid receipts (regardless of amount) or a certified statement attached explaining why receipts are not available to include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room and the cost incurred? Did you include a copy of your lease or rental agreement if you are renting an apartment?
12. ___Are reimbursable expenses of $75 or more claimed on the travel voucher and supported by a paid receipt or certified statement explaining why receipts are not attached, when specific services were rendered or articles purchased, and the unit price?
13. ___If filing for your HHT and you traveled via air, did you include a copy of your airline receipt/air schedule?
14. ___Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. dollars.
15. ___Was leave taken in conjunction with the travel? If so, was it annotated in the itinerary and in block 29, Remarks Section?
16. ___If you are filing for Real Estate expenses, you must include a completed/approved DD1705-in blocks 18&20 or 19 & 20, a purchase or sales contract, a copy of the signed settlement statement and receipts for items paid outside of closing..
17. ___If you are filing for a RIT Allowance did you include: copies of all W-2 forms for your earned income (to include spouses' if you are filing a joint return) for the applicable year, IRS FM1099 for Military retired pay, a completed RIT Allowance Status Certification Form, a 1351-2 claiming the RIT Allowance with the required signatures?
18. ___If you are filing for HHG Shipment/Storage, did you include: Proof of gross, tare and net weight, paid commercial bill of lading if moved by a commercial mover, a paid rental truck receipt-all itemized receipts for expenses incurred due to the move, paid storage receipts showing dates, where stored, and rates billed?
19. ___Are there specific items not in the original order that require and amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
20. ___Are the required orders and all amendments(to include the accounting citation, reverse side of 1614 and/or continuation page), receipts, statements, certifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
21. ___You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official for signature and date in block 20c and 20d of the 1351-2, if your agency requires.

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REVIEWER CHECKLIST FOR CIVILIAN PERMANENT DUTY TRAVEL SETTLEMENT VOUCHERS

Requirement. Review and signature is required by regulation for all Civilian Travel Settlements. This applies to PDT vouchers for all travelers serviced by the DFAS Network whose agency has finalized union negotiations on this issue.

User. Commanders/supervisors (or their designees) of civilian personnel.

Purpose. This checklist pertains to the July 2004 version of the DD 1351-2 and should be completed by the users above to ensure Travel Settlement Voucher claims are proper, complete, and in compliance with the intent of the order. The reviewer's signature does not constitute approval of items requiring approval by specific statutes or regulations, e.g., Itemized MEA, excess baggage..

1. ___ Is the Travel Voucher Claim (DD Form 1351-2) you are reviewing an original, not a copy? The claim must be prepared in ink, by typewriter, or computer generated.
2. ___ Is the traveler's signature on the Travel Voucher (block 20a) an original signature?
3. ___ Does the administrative data i.e. ssn# , name on the Travel Voucher agree with the orders? If not, have the traveler make the necessary changes and initial. Is the traveler requesting payment via Electronic Funds Transfer? If so, has the traveler submitted a completed Form DD 2762?
4. ___ Are advances and/or previous payments listed in block 9? The traveler annotates "NONE" in block 9 if there were no advances or previous payments. ATM cash withdrawals should not be listed in block 9.
5. ___ Is block 12 completed by the traveler, indicating if dependent(s) traveled concurrent or delayed? If the voucher is for reimbursement of a HHT, was the travel performed by the traveler's spouse ?
6. ___ Is block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. Examples of POC mileage are: to and from the airport, and to and from the Permanent Duty Station (PDS). Are additional POC's authorized and used? If so, did the traveler indicate the number of people per POC?
7. ___ If filing for TQSE (AE), did the traveler include both pages of a completed DFAS-CO FM148, to include the actual cost of meals and indicating if the meals were commercial or home cooked.? Are there receipts attached for any meal expense of $75 or more for one or more individuals?
8. ___ If the traveler is filing for MEA, the following statement must be annotated in block 18 of the 1351-2: "I certify that I have discontinued my residence at the old PDS and have established a residence at the new PDS.", along with the dollar amount being claimed. Did the traveler indicate on the 1351-2 who actually relocated with them? If itemizing, did the traveler include receipts for expenses incurred and obtain the signature of the authorizing/approving official (AO), to include the date in block 21a and 21b of the 1351-2?
9. ___ Is lodging claimed and supported by paid receipts (regardless of amount) or a certified statement attached explaining why receipts are not available to include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room and the cost incurred? If the traveler is renting an apartment a copy of their lease or rental agreement must support this.
10. ___ Are reimbursable expenses of $75.00 or more claimed on the travel voucher and supported by a paid receipt or certified statement explaining why receipts are not attached, when specific services were rendered or articles purchased, and the unit price?
11. ___ If the traveler is filing for reimbursement of HHT and traveled via air, a copy of their airline receipt/air schedule must be attached.
12. ___ Did the traveler list the exchange rate, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
13. ___ Was leave taken in conjunction with the travel? If so, was it annotated in the itinerary and in block 29, Remarks Section?
14. ___ If the traveler is filing for Real Estate expenses, they must include, a completed/approved DD1705- in blocks 18 & 20 or 19 & 20, a purchase or sales contract, a copy of the signed settlement statement and receipts for items paid outside of closing.
15. ___ If the traveler is filing for a RIT Allowance did they include: copies of all W-2 forms for their earned income (to include spouse's if they are filing a joint return)for the applicable year, IRS Form 1099 for Military retired pay, a completed RIT Allowance Status Certification Form, a 1351-2 claiming the RIT allowance with the required signatures?
16. ___ If the traveler is filing for HHG Shipment/Storage, did they include: Proof of gross, tare and net weight, paid commercial bill of lading if moved by a commercial mover, a paid rental truck receipt-all itemized receipts incurred by the move, paid storage receipts showing dates, where stored, and rates billed?
17. ___ Was any deviation from the travel orders in the government's best interest?
18. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
19. ___ Are the required orders, and all amendments (to include the accounting citation, reverse side of 1614 and/or continuation page), receipts, statements, certifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
20. ___ As the commander/reviewer, did you sign in block 20c and date block 20d (July 2004 form)?
21. ___ Do not return the voucher to traveler. Forward completed claims to your servicing DFAS Travel Office.

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APPROVING OFFICIAL CHECKLIST
FOR PERMANENT DUTY TRAVEL SETTLEMENT VOUCHERS

User: Approving Official (AO) is an individual appointed in writing and responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability and approving travel claims for validity after completion of travel.

Purpose: This checklist pertains to the July 2004 version of the DD 1351-2 and should be used by the AO for after-the-fact approval of entitlements not listed on the original orders for civilian PDT travel.

BEFORE APPROVING ANY AFTER-THE-FACT PDT ENTITLEMENTS YOU MUST VERIFY THAT THE ENTITLEMENT IS SUBJECT TO AFTER THE FACT APPROVAL, THEN VERIFY YOUR COMMAND'S POLICIES REGARDING MONETARY LIMITATIONS FOR APPROVING AFTER THE FACT ENTITLEMENTS.

1.___ Were rental car expenses claimed in conjunction with a House-Hunting Trip or en route travel? If so, was the rental car obtained through proper channels (Government contracted office, e.g. Carlson or Sato?) Rental car size used and fuel expenses claimed should be conducive to the authorized travel. A copy of the paid receipt must be attached if the cost is $75 or more (pre-calculation rental car receipts are not acceptable).

2.___ Was excess accompanied baggage claimed? If yes, this may only be approved after the PDT travel. If approved, did you sign the 1351-2 in block 21a to include the date in block 21b of the 1351-2 and include a statement specifically authorizing? Amounts $75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt.

3____ Is commercial airfare claimed? If so, the amount must be claimed and supported by the airline ticket, paid receipt, or a statement for lost/missing receipt. If a paper ticket was issued, orders must include authorization for a paper ticket. Is the statement indicating whether transportation tickets are to be purchased using a Centrally -Billed Account (CBA) or Individually- Billed Account (IBA), included in the remarks block of the orders? If the traveler is filing for reimbursement of HHT and traveled via air, a copy of their airline receipt/air schedule must be attached.

4.___ Is the traveler filing for maximum (itemized)MEA? If so is the claim supported by evidence of expenses incurred? Does the amount claimed exceed the employee's basic salary rate(at the time the employee reports at new duty station) of 1 week if the employee is without dependents, 2 weeks if the employee has dependents that were relocated? NOTE: In no instance can the allowable amount exceed the maximum rate of Grade GS-13 (step 10). Is the following statement annotated in block 18 of the 1351-2? "I certify that I have discontinued my residence at the old PDS and have established a residence at the new PDS." Did the traveler indicate on the 1351-2 who actually relocated with him/her? If approved, did you sign the 1351-2 in block 21a to include the date in block 21b of the 1351-2 and include a statement specifically authorizing?

5.____ Have you reviewed the line of accounting provided on the DD1614?

6.____ Ensure the claim is forwarded to the appropriate liaison office or travel computation office within 2 working days following the traveler's submission.

7.____ If the after-the-fact travel expense is not listed above, please contact your servicing DFAS Travel Office for guidance as to whether or not the entitlement exists in accordance with the Joint Travel Regulation.

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