

DFAS-CO 1404.3-PH

**THE TRAVELER'S
HANDY HELPER**



DFAS COLUMBUS

April 1999

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This pamphlet supersedes DFAS-CO 1404.3-PH The Traveler's Handy Helper, dated May 1998, and is not intended to replace guidance found in the Joint Federal Travel Regulations (JFTR) Volume 1 or the Joint Travel Regulations (JTR) Volume 2. Comments, recommendations or changes to better serve our

customers should be addressed to Ms. Terri Loper at commercial 614 693-0810, or via E-mail to: terri.loper@dfas.mil, or write to:

Defense Finance and Accounting Service - Columbus Center
ATTN: DFAS-CO/LTC
P O Box 369015
Columbus OH 43236-9015

The information provided in this pamphlet is designed to assist travelers in understanding general policies and procedures relating to travel, obtaining advances, submitting travel claim settlement vouchers, payment processes, and handling indebtedness related to travel. The Customer Service numbers listed on page 1 should be used as a first resource to answer such questions.

ACRONYMS USED IN TRAVEL

CTO	Commercial Travel Office (under contract to the Government to provide travel services. Comprised of corporations like LIFCO, Carlson Wagonlit, Crimson Travel, Sato, etc.).
DFAS-CO	Defense Finance & Accounting Service - Columbus Center
DSN	Defense Switching Network (formerly Autovon)
EFT	Electronic Funds Transfer (direct deposit of travel payments to bank accounts)
FSN	Fiscal Station Number
GSA	General Services Administration
IATS	Integrated Automated Travel System (system used in the computation of travel claims)
JFTR	Joint Federal Travel Regulations (regulation that governs Service Members travel)
JTR	Joint Travel Regulations (regulation that governs Civilian employees travel)
PDS	Permanent Duty Station (the place where an employee reports for duty). See the JFTR and/or JTR for the complete definition.
PDATAC	Per Diem, Travel and Transportation Allowance Committee, (publishes the JTR (civilian) and JFTR (military)).
SRDI	Stanfins Redesign 1 (system used for the disbursement of travel claims)
TDY/TAD	Temporary Duty (travel away from a permanent duty station to perform duties for a temporary period of time, and upon completion of assignment return or proceed to permanent duty station)
TFO	Transaction For Others – (when the Fiscal Station Number (FSN) in the line of accounting is other than 033181.)

POINTS OF CONTACT - TDY/TAD TRAVEL

DSN: 869-XXXX

Chief, Travel Division, Larry E. Gallagher, DFAS-CO/LT

CUSTOMER SERVICE:

1-800-756-4571 option 4

614 693-8507 option 4
FAX: 614 693-0807

Chief, Customer Service Branch, Connie Dickerson,
DFAS-CO/LTC

Supervisor: Nancy Wade

Chief, Travel Payments Section, Mary S. LeMond,
DFAS-CO/LTTA

Supervisors: Long-term, Debt Management, Advances, TDY/TAD,
and Travel Mail: Dennis Gaither and Debbie Jackson

FAX 614 693-0499 (ADVANCES ONLY)
FAX 614 693-1205 (TDY/TAD PAYMENTS ONLY)

FAX 614 693-1305 (TDY/TAD PAYMENTS ONLY)

ELECTRONIC FUNDS TRANSFER (EFT) - TRAVEL:
(Disbursing Directorate)

CUSTOMER SERVICE 1 800-756-4571
FAX: 614 693-5078

CHECKS: LOST, STOLEN, and MUTILATED

CUSTOMER SERVICE 1-800-756-4571

HELPFUL WEB SITES (E:MAIL ADDRESSES)

DFAS web site: www.dfas.mil
www.dfas.mil/money/travel/

PDTATAC: www.dtic.mil/perdiem/
GSA: www.policyworks.gov

MAILING ADDRESSES - TDY/TAD TRAVEL

The use of First Class and U.S. Priority mail is recommended for the mailing of all travel claims. The following address should be used to mail all travel correspondence funded by FSN S33181:

DEFENSE FINANCE AND ACCOUNTING SERVICE -
COLUMBUS CENTER
ATTN: DFAS-CO/LTT
P O BOX 369015
COLUMBUS OH 43236-9015

All travel claims are to be by Direct Deposit/Electronic Funds Transfer (DD/EFT) to the financial institution of choice. Submit a revised DFAS-CO Form 136 or FMS Form 2231 for DD/EFT to the address below :

DEFENSE FINANCE AND ACCOUNTING SERVICE -
COLUMBUS CENTER
ATTN: DFAS-CO/FQR
P O BOX 369019
COLUMBUS OH 43236-9019

or FAX the request to 614 693-5078 or DSN 869-5078.

PLEASE NOTE: If you change your DD/EFT banking information for payroll, you will need to fax a copy to DFAS-CO/FQR to update your Travel EFT information.

If a trip is canceled, the travel advance must be returned. The traveler may return the Treasury Check or send a personal check or money order (made payable to **US TREASURY or DFAS-COF&AO**) attached to a copy of the travel orders, to the following address:

DEFENSE FINANCE AND ACCOUNTING SERVICE -
COLUMBUS CENTER
ATTN: DFAS-CO/FPDD
P O BOX 182267
COLUMBUS OH 43218-2267

Personal checks or money orders to make restitution for travel related indebtedness also need to be made out to **US TREASURY or DFAS-CO F&AO** and mailed to the above address. Please attach a copy of the debt letter to the check or money order.

GENERAL POLICY AND PROCEDURES

Effective 4/1/99, the POC mileage rate changed to \$0.31 per mile.

For all travel 12 hours or less there is no per diem entitlement.

Taxable TAD/TDY entitlement for Civilian travelers only:

- a. Travel greater than 12 hours and less than 24 hours;
- b. Long-term travel in excess of a year;

Travel regulations require travel orders to be amended when the number of days TDY/TAD authorized is exceeded by 100 percent or 7 days, whichever is less. Example - If TDY/TAD is for 8 days, the traveler may be TDY/TAD for 15 days, including travel time, before an amendment is required. Additionally, official travel may begin as many as 7 days before or after the date indicated on the travel order before an amendment is required.

DFAS-CO requests that the SF1164 (Claim for Reimbursement for Expenditures on Official Business) be submitted to the travel office on a monthly basis. DFAS-CO requires that all applicable sections be completed to include block 1 and the "Accounting Classification" section.

Travelers desiring the Travel Payments Branch to pay all or a portion of their Government Travel charge card bill must identify and highlight the amount to pay the Government Travel charge card on the front of the claim. Please complete Block 1 if using the Aug 97 version of the DD1351-2. **To take advantage of this service, travelers must first have an EFT account set up for travel.**

Because of the vast geographical area serviced by the DFAS-CO travel payment office, SF1164s and settlements are transmitted by Electronic Funds Transfer (EFT) to the traveler's bank account or paid by check, on an exception basis, and mailed to the traveler. **(With the passage of the Debt Collection Improvement Act of 1996 (ACT), Public Law 104-134, EFT will become mandatory for all personnel receiving travel payments on or after January 1, 1999.)**

Facsimiles are accepted for all TDY/TAD payments provided the paying station is DFAS - Columbus Center (FSN 33181). See page 1 for fax numbers.

TEMPORARY DUTY ADVANCES

As a convenient alternative to the issuance of a travel advance, please utilize, to the maximum extent possible, the Government Contract Travel Charge Card ATM Network for obtaining cash withdrawals for meals and incidental expenses for official travel. Personnel using this service will be billed on their personal Government Contract Travel Charge Card account for ALL cash withdrawals obtained from the ATMs, plus a 1.9% administrative fee. Employees may be reimbursed for the administrative fees they are billed on any amount up to and including that which otherwise would have been advanced for the travel concerned, by claiming the administrative fee as a reimbursable expense in the remarks section of the Travel Voucher or Sub-voucher (DD1351-2). A Service fee charged for the privilege of using a financial institution's ATM facility is also reimbursable. These fees normally range from \$.50 to \$1.50. Add this fee to the amount withdrawn and multiply the amount by 1.9% to get the administrative fee, which is reimbursable. Additionally, the service fee is a separate reimbursable amount, which is to be claimed as a reimbursable expense. If an ATM advance is obtained, and the TDY/TAD is canceled, the administrative fee can be claimed on a SF1164 along with a copy of the TDY/TAD orders and cancellation orders.

Travel advances not properly liquidated will receive one advisory letter, and if not settled in the prescribed 30-day time frame, will be promptly collected from the traveler's pay unless other arrangements have been approved by DFAS-CO/LTTA.

NOTE: ADVANCES WILL NOT BE ISSUED TO TRAVELERS HAVING ATM ACCESS TO THEIR GOVERNMENT CONTRACT TRAVEL CHARGE CARD, EXCEPT IN THE RARE INSTANCES WHERE ATM USE IS NOT PRACTICAL OR IS UNAVAILABLE (i.e., THE LOCATION DOES NOT ACCEPT THE GOVERNMENT TRAVEL CHARGE CARD) OR THE TRAVELER HAS NOT BEEN OFFERED THE TRAVEL CARD. IF A TRAVELER FITS INTO ONE OR MORE OF THE ABOVE SCENARIOS SUCH INFORMATION WILL BE FULLY STATED IN THE TRAVEL ORDERS AND WILL BE THE BASIS FOR AUTHORIZING AN ADVANCE AT 80 PERCENT.

A voucher is not required for the payment of travel advances. Submit the original (front, reverse and any amendments) of the TDY/TAD order (DD1610), by mail or facsimile copy, a statement that an advance of funds

is requested and a valid mailing address for the mailing of the backup documentation (voucher copies). Additionally, a complete commercial phone number, including area code, an e-mail address if available (especially for traveler's located outside the continental United States), and a point of contact in case additional information is needed. **NO HOME TELEPHONE NUMBERS.** Travel orders should be faxed to DFAS-CO/LTTA (for FSN S33181 only) at least ten days prior to the proceed date, to allow sufficient processing time.

Generally, advances will not be issued for TDY/TAD of one (1) day or less than \$50.00, unless a registration fee of \$10.00 or more is included.

An advance will not be granted if the employee/member involved has failed, for reasons unacceptable to an approving official, to submit a claim on a previous travel order under which an advance was paid, or has not made arrangements for settlement of an outstanding advance or overpayment. An employee will be informed that any overpayment must be paid in full by the employee/member within 30 days. If the employee/member does not make voluntary settlement of the indebtedness, collection action will be taken via payroll deduction plus a \$12.00 administrative fee and any applicable interest.

Travel advances by check or EFT/DD will be in accordance with the policies set forth in the Joint Federal Travel Regulations and Joint Travel Regulations, per the below scenarios:

Scenario 1: Traveler is offered a Government Contracted Travel charge card but declines

Advance is limited to 100% of "cash transaction expenses", i.e. M&IE; local transit system fares; taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; airplane parking, landing, and tiedown fees; gasoline and other variable expenses covered by the mileage allowance for advantageous use of a POV for official business; and other miscellaneous expenses which cannot be charged. All cash transaction expenses (except M&IE and mileage allowance) shall be listed in the remark section of the TDY orders with a dollar amount next to each item.

Scenario 2: Traveler's card was suspended or revoked because of abuse

Advance is limited to 100% of "cash transaction expenses", i.e. M&IE; local transit system fares; taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; airplane parking, landing, and tiedown fees; gasoline and other variable expenses covered by the mileage allowance for advantageous use of a POV for official business; and other miscellaneous

expenses which cannot be charged. All cash transaction expenses (except M&IE and mileage allowance) shall be listed in the remark section of the TDY orders with a dollar amount next to each item.

Scenario 3: Traveler is not offered a Government Contract Travel charge card and/or use precluded

- Automatically authorized 100% of "cash transaction expenses".
The order-issuing official may authorize an increase to the amount of the above travel advance, up to 80% of the **additional cash expenses**, i.e. transportation, lodging, car rental, or other travel expenses that normally would be charged.

- If the 80% will cause a financial hardship, a request for a waiver up to 100% may be addressed to:

Defense Finance and Accounting Service, Headquarters
ATTN: Disbursing and Travel Directorate
1931 Jefferson Davis Highway
Arlington VA 22204-5291

Exception and waiver authority may not be exercised for travelers who have declined the Government charge card, or whose Government charge card has been suspended or revoked because of delinquent payments.

It is DFAS-CO policy to process advances 10 workdays prior to the proceed on or about date on a travel order. Requests for advances should be forwarded at least 10 workdays in advance of the proceed date, if at all possible.

Travel advances not properly liquidated will receive one advisory letter, and if not settled in the prescribed 30-day time frame, will be promptly collected from the traveler's pay unless other arrangements have been approved by DFAS-CO/LTTA.

REMINDER: The request for a travel advance must be received at least ten days prior to the date of travel departure.

FORMS UTILIZED

DFAS-CO uses and processes the following forms:

DD1610 (REQUEST AND AUTHORIZATION FOR TRAVEL OF DoD PERSONNEL) OR ANY ELECTRONIC ORDER - Used for request of advances and as a required attachment for settlement claims.

DD1351-2 (TRAVEL VOUCHER OR SUBVOUCHER) - Used for the submission of temporary duty claims and supplemental payments. Can also be used as a continuation sheet if DD1351-2C is not available.

DD1351-2C (TRAVEL VOUCHER OR SUBVOUCHER)
(Continuation Sheet) - Used as a continuation sheet with the DD1351-2 when additional items or space are required.

DD1351-3 (STATEMENT OF ACTUAL EXPENSE) - Used to claim Actual Expenses when authorized while on official travel. Must be accompanied by a completed DD1351-2.

SF1164 (CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS) - Used for the submission of local/vicinity travel and other miscellaneous expenses when a travel order is not required. Can also be used with the DD1351-2, as an attachment, for vicinity mileage in the area of a TDY/TAD point.

Revised DFAS-CO FORM 136 - Used to initiate or change financial institution information you desire travel DD/EFT transactions to be sent to. If used for payroll purposes, and you desire your travel deposits to be sent to the same financial institution, please ensure travel is given a copy of this form as payroll and travel systems do **not** interface.

FMS Form 2231 – Used to initiate or change your financial institution information for travel DD/EFT transactions

INSERT DD1351-2 REVERSE HERE

TEMPORARY DUTY (TDY/TAD) SETTLEMENTS:
COMPLETION

- Vouchers** DD1351-2 Travel Voucher or Subvoucher (Orig or fax copy)
DD1351-2C Travel Voucher or Subvoucher (Continuation Sheet) (as needed)
- General** **Use typewriter, ink or ball point pen only.**
DO NOT USE PENCIL
- Block 1** Place an "X" in the box of choice. If Split Disbursement indicate amount. See item 1 - PAYMENT on reverse for clarifying statement.
- Block 2** Place an "X" in the box that indicates the type of travel performed.
- Block 3** Do not complete this section. Exception: Can list amount to be designated for Split Disbursement.
- Blocks 4-7** Self-explanatory. Note: A current mailing address is needed even if payment is via EFT. Required to ensure EFT paperwork is being mailed to the proper address.
- Block 8** A **complete** duty phone number to include area code .
NO HOME TELEPHONE NUMBERS.
- Block 9** Obtained from the travel order.
- Block 10** Include all travel payments applicable to referenced travel order or **NONE** if not applicable. **DO NOT INCLUDE ATM WITHDRAWALS. USE BLOCK 18.**
- Block 11** Complete with permanent duty station information.
- Blocks 12-14** Complete as applicable for PCS claims only.

- Block 15** **Itinerary must be exact!** The date of departure from and arrival at the permanent duty station or other place where official travel begins and ends, and points at which temporary duty is performed, must be shown on the voucher. All overnight stops will be listed in the itinerary. Deviations from the TDY/TAD orders, such as, all non-government travel to include leave, and return trips home during the TDY/TAD must be accounted for on the voucher. Use appropriate symbols from the reverse side of the DD1351-2 for blocks 15c and d. In block 15e list total lodging cost for each TDY/TAD or enroute location. Number of miles traveled by privately owned conveyance (POC) to and from the TDY/TAD point must be shown in 15f. On a separate line, show mileage to/from the commercial transportation terminals in 15f. (Indicate dates of leave in block 29.)
- Block 16** Complete this section whenever **ANY** privately owned conveyance is used.
- Block 17** **MUST MARK THE APPROPRIATE BLOCK.**
- Block 18** Reimbursable Expenses - Show all itemized expenses in this area to include CONUS lodging tax, actual expenses for personal laundry and/or dry cleaning when travel is within CONUS and requires at least 4 consecutive nights TDY lodging (note: not after returning to or arriving at PDS), mileage within the vicinity of the TDY/TAD point, parking, tolls, taxis, rental vehicle, gas for rental vehicle, personally procured commercial airfare, registration/conference fees, official local and long distance telephone calls, Government charge card ATM fees, fees charged by financial institutions for ATM withdrawals only with use of the Government Travel charge card and other authorized miscellaneous expenses.
- Block 19** List by date the number of meals consumed in a Government dining facility or included in a registration or conference fee. See item 19 on the reverse side of the DD Form 1351-2, DEDUCTIBLE MEALS for a clarifying statement.

- Block 20** Traveler's signature and date.
- Block 21** An authorized approving official will sign and date when approving claimed items that are not supported by entries on the travel order.
- Blocks 22-28** These blocks are for Finance and Accounting Office use.
- Block 29** Complete this section when employees have taken leave for more than 4 hours on any given date within the dates of official travel. Service members will indicate full calendar date(s) on which leave was taken to include weekends within the dates of official travel. Can also be used for any clarifying remarks pertaining to the official travel.

**ATTACHMENTS FOR DD1351-2 TEMPORARY DUTY
(TDY/TAD) SETTLEMENTS:**

- Orders** (Original and one copy or two copies) DD1610 or other travel orders and any amendments to the original orders to include the reverse. **A DIGITAL SIGNATURE IS NOT APPROVED FOR USE ON A DD1610 OR ANY ELECTRONIC ORDER.**
- Lodging** (Original or copy) All lodging claimed, enroute or at TDY/TAD location. Receipt from hotel, motel, other commercial establishment or government facility.
- Rental Vehicle** (Original or copy) The use of a rental vehicle should be authorized in the travel orders (DD1610). After the fact approval may be authorized and approved on the DD1351-2 by having the orders approving the DD1351-2. When an authorized rental vehicle is reserved in advance, it is the traveler's responsibility to ensure he/she is charged only the reserved rate. This information is usually on the flight itinerary provided by the CTO. If the traveler is charged more than the reserved rate, an explanation is required on the voucher. Reimbursement for insurance paid by the traveler will not be authorized (except overseas). Receipts are required to support claims in amounts of \$75 or more or in cases where the rental receipt includes charges other than rental fee and tax.

NOTE: Pre-calculation receipts are NOT valid. Traveler must be in possession of final bill from rental agency, which shows proof of payment and itemized expenses.

- Transportation** (Original or copy) Whenever the traveler purchases their own commercial transportation tickets, a copy of the receipt (airline, train, etc.), must be submitted with the travel voucher. Reimbursement will be made not to exceed the cost, which would have been incurred if the Government had purchased transportation. Just a reminder, when tickets are purchased from a

travel tickets could	agency other than those under contract with the U.S. Government, reimbursement of the cost of be denied.
Government Procured Transportation	(Original or copy) Any transportation paid for by the government through an authorized CTO under contract with the U.S. Government (SATO, LIFCO, CARLSON WAGONLIT, CRIMSON TRAVEL, etc.)
DD730	(Original or copy) Cancellation form for government procured transportation issued. Do NOT send unused airline tickets with the travel voucher. Turn them in to the issuing activity for DD730 issuance.
Registration/Conference Fees	(Original or copy) (if expense is \$75 or more) Authorization of registration/conference fees must be in the travel orders. List the number of meals per day included in the cost of registration/conference fees.
Miscellaneous Expenses	(Original or copy) Additional authorized reimbursable expenses that are \$75 or more. If small items of expense, such as gas, tolls, or parking charges are lumped together and are \$75 or more, show on the travel voucher the individual breakdown of expenses. Example, a claim for \$75 in gas would be entered as follows: block 18a = Nov 2-27 block 18b = gas \$16, \$17, \$14, \$11, \$4, \$13; block 18c = \$75.
Foreign Travel claimed	If travel was to a foreign country, include on the voucher the amount claimed in foreign currency, amount in U.S. Currency and the CONVERSION RATE USED.
Miscellaneous attachments	(Original or copy) Letters approving actual expense or other pertinent letters/forms.

NOTE: CREDIT CARD RECEIPTS CANNOT BE USED AS THE PRIMARY RECEIPT FOR LODGING, RENTAL CAR OR COMMERCIAL TRANSPORTATION (AIRLINE TICKET, TRAIN, OR BUS).

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. Department or Establishment, Bureau, Division or Office DFAS-CO COLUMBUS OH 43236-9015		2. VOUCHER NUMBER				
				3. SCHEDULE NUMBER				
Read the Privacy Act Statement on the back of this form.								
4. a. NAME (Last, first, middle initial) SMITH, JOHN A		b. SOCIAL SECURITY NO. 000-00-0000		5. PAID BY				
c. MAILING ADDRESS (Include ZIP Code) 555 NOWHERE ST COLUMBUS OH 43211		d. OFFICE TELEPHONE NUMBER (614)693-1255						
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)								
DATE	C O D E	Show appropriate code in col. (b):		MILEAGE RATE	AMOUNT CLAIMED			
		(Explain expenditures in specific detail.)			NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PERSONS (h)
(a)	(b)	(c) FROM	(d) TO	(e)				
19 96	A	COLUMBUS OH	MANSFIELD OH	64.0	19.84			
	A	MANSFIELD OH	COLUMBUS OH	64.0	19.84			
		SAME TRIP PERFORMED ON 5,6,7,8 NOV96		256.0	79.36			
					0.00			
03 NOV	C	REGISTRATION FEE	TOTAL QUALITY MGMT CONFERENCE		0.00			65.00
					0.00			
		REGISTRATION FEES ARE PAID ON THIS FORM ONLY			0.00			
		IF ACCOMPANIED BY A REQUEST FOR MILEAGE			0.00			
		REIMBURSEMENT			0.00			
					0.00			
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK				
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).)				TOTALS	384	119.04		65.00
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a.) Travel miles from residence to permanent duty station have been deducted. Approved, Proper, Correct, and Advantageous to the Government. <i>Sign Original Only</i>				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. PAYMENT DESIRED <input type="checkbox"/> CHECK <i>Sign Original Only</i> <input type="checkbox"/> CASH CLAIMANT SIGN HERE		DATE 14 JAN 97		
APPROVING OFFICIAL SIGN HERE		DATE		11. CASH PAYMENT RECEIPT				
9. This claim is certified correct and proper for payment. <i>Sign Original Only</i>		DATE		a. PAYEE (Signature)		b. DATE RECEIVED		
AUTHORIZED CERTIFYING OFFICER SIGN HERE		DATE				c. AMOUNT \$		
12. PAYMENT MADE BY CHECK NO.								

ACCOUNTING CLASSIFICATION

APPROPRIATE ACCOUNTING CLASSIFICATION MUST BE SHOWN IN THIS SECTION

APC DOCUMENT NUMBER

1164-210-07

Standard Form 1164 (Rev 11-77) (EF) Prescribed by GSA, FPMR (CFR 41) 101-7
Exception approved April 1980

(DIA-R) (DTS, Inc.)
ReFORM PRO V 3.01

CLAIM FOR REIMBURSEMENT FOR
EXPENDITURES ON OFFICIAL BUSINESS
(Local/Vicinity Travel): Completion

- Voucher** Standard Form (SF1164) Original or facsimile copy
- General** **Complete by typewriter, ink or ball point pen**
PENCIL WILL NOT BE ACCEPTED.
- Section 1** Show the complete address of the organization assigned to.
- Section 2-3** Finance and Accounting Office use.
- Section 4a** Complete name.
- 4b** Must include social security number.
- 4c** Complete address is required even if payment is being made by Electronic Funds Transfer (EFT).
- 4d** Include complete duty telephone number.
- Section 5** Finance and Accounting Office use.
- Section 6** Complete this section fully, explaining the nature of expenses being claimed and total amounts of reimbursement being requested. If round trip mileage is being claimed to an alternate duty location and this trip was performed on additional days, only one trip needs to be shown and an annotation as to the dates the same additional trips were made. If reverse side is needed for additional expenses be sure to carry amounts to the front page.
- NOTE:** **ONLY MILES DRIVEN IN EXCESS OF NORMAL COMMUTE TO REGULAR WORK PLACE CAN BE CLAIMED.**
- Section 7** Include in this section the **TOTAL** amount of the claim. Transfer subtotals from the reverse to the front.

- Section 8** Must have the signature and date of an authorized approving official. Voucher **CANNOT** be processed without this signature!
- Section 9** Needs to be completed when a local Registration/Conference fee is being reimbursed or when local policy requires.
- Section 10** Must have the traveler's signature and date.
- Section 11-12** For Finance and Accounting Office use.
- Accounting Classification** This section must be completed by funds certifying official, resource advisor or person appointed by the organization for funds control. Payment vouchers will be returned if this section is not complete.
NOTE: A STANDARD DOCUMENT NUMBER MUST BE INCLUDED OR CLAIM COULD BE RETURNED UNPAID.

ATTACHMENTS FOR SF1164

- Receipts** (Original or one copy) Of any item of expense of \$75.00 or more.

SUBMISSION PROCEDURES

Submit one SF1164 per month. If you have several lines of accounting, list them all, with the amount claimed next to each appropriation in the accounting classification block of the SF1164. Or,

Submit a separate SF1164 for each different line of accounting. Staple all SF1164s together and number them sequentially, with the total amount to be paid annotated in block 7 of the first SF1164. Only one group of these per traveler should be submitted for travel during any one month. To allow each budget officer to more effectively track the expenditure of their funds, it is highly recommended that SF1164s be submitted for payment monthly. However, in all instances a SF1164 must be submitted for payment no later than 30 days after the end of the fiscal year in which travel was performed

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ballpoint pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		2. TYPE OF PAYMENT (X as applicable)		3. FOR D.O. USE ONLY			
<input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check <input checked="" type="checkbox"/> Split Disbursement: Amt to Govt. Trav. Charge Card \$ 3200.00		<input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type)		5. GRADE	6. SSN	b. SUBVOUCHER NUMBER			
PUBLIC, JOHN Q		GS-11	000-00-0000				
7. ADDRESS: a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE	c. PAID BY		
555 NOWHERE ST		COLUMBUS	OH	43211-0000			
8. DAYTIME TELEPHONE NUMBER & AREA CODE (614) 693-1255	9. TRAVEL ORDER NUMBER		10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES				
	QD0002		DEDUCT HALF NOW				
11. ORGANIZATION AND STATION			3690.00 441111 6-97				
DFAS-CO COLUMBUS OH			6551				
12. DEPENDENT(S) (X and complete as applicable)				13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE							
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)			
				YES <input type="checkbox"/> NO <input type="checkbox"/> (Explain in Remarks)			
15. ITINERARY							
a. DATE '97	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
23JUN	CONTINUING TDY						
6JUL	WASHINGTON DC	CP	TD	1400.00			
6JUL	BOSTON MA	CP	TD	348.00			
9JUL	WASHINGTON DC	CP	TD				
11JUL	COLUMBUS OH	CP	AR		18		
13JUL	AUTHORIZED RETURN	CP	TD		18		
13JUL	WASHINGTON DC						
	CONTINUING TDY						
						a. SUMMARY OF PAYMENT	
						(1) Per Diem	
						(2) Actual Expense Allowance	
						(3) Mileage	
						(4) Dependent Travel	
						(5) DLA	
						(6) Reimbursable Expenses	
						(7) Total	
						(8) Less Advance	
						(9) Amount Owed	
						(10) Amount Due	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TDY TRAVEL					
18. REIMBURSABLE EXPENSES		12 HOURS OR LESS					
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
6JUL	TAXI LODGING TO ARPT	28.50					
6JUL	TAXI ARPT TO LODGING	32.75					
9JUL	TAXI LODGING TO ARPT	36.75					
9JUL	TAXI ARPT TO LODGING	35.00					
6&9JUL	TAXI TIPS (4.30, 4.95, 5.55)	14.80					
9JUL	TAXI TIP	5.25					
13JUL	TAXI ARPT TO LODGING	36.00					
13JUL	TAXI TIP	4.00					
9JUL	RENTAL VEHICLE	140.00					
20. a. CLAIMANT SIGNATURE		b. DATE	21. a. APPROVING OFFICER SIGNATURE		b. DATE		
		23JUL97			23JUL97		
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID		

DD FORM 1351-2, AUG 1997 (EG)

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1012 approved by GSA/IRMS 12-91.

OTHER TDY/TAD PROVISIONS

1. ACTUAL EXPENSE AUTHORIZATION (AEA) - AEA may be authorized before travel begins or approved after travel has been performed. AEA requests for civilians should be sent to the appropriate office listed in the Joint Travel Regulations (JTR) Appendix L. AEA for Uniformed Service Members will be requested and approved per the Joint Federal Travel Regulations (JFTR), Chapter 4, Part C. When authorized in advance of the travel, the AEA for a specific travel assignment will be stated in the travel order per the JTR or JFTR.

2. ATM FEES – Only those ATM fees assessed with use of the Government Contract Travel Charge Card are reimbursable. ATM cash withdrawals shall be limited to amounts to cover the meals and incidental expenses portion of per diem, plus miscellaneous reimbursable expenses which cannot be charged to the card, such as taxis, local public transportation, tolls, parking fees, and gasoline. Monies **will not** be withdrawn for lodging, car rental or commercial transportation--these expenses can be charged to the Government Travel charge card. **NOTE:** Some ATMs disburse only specific denominations of currency, \$20 bills for example. In this case round up your requested amount. The reimbursement of the small additional transaction fee is authorized.

When travel is performed enter the amount of the withdrawal(s) (made on the Government Travel charge card) in block 18 of the DD1351-2, i.e., "ATM withdrawal". In the column titled "amount" enter the amount withdrawn, in this case, \$200. If a bank fee is assessed enter this amount on the next line.

When travel is not performed, submit a request for reimbursement on a SF1164. Enter the date funds withdrawn and "ATM withdrawal (amount)" in section 6. If a bank fee is assessed enter this amount on the next line. **Reimbursement is only authorized for Government Travel charge card withdrawals.** Also, a copy of the order and cancellation document must be attached to the SF1164.

NOTE: ATM withdrawal fees **will not** be reimbursed if the transaction occurred more than two work days prior to the scheduled departure date of the TDY/TAD. Additionally, fees for ATM withdrawals made after the last day of travel are not reimbursable.

To preclude misleading the traveler as to the amount of an advance he or she is authorized, block 15 of the DD1610 is to be left blank.

3. DIRECT DEPOSIT / ELECTRONIC FUNDS TRANSFER (DD/EFT) - Public Law 104-134, the Debt Collection Improvement Act of 1996, (ACT) mandates DD/EFT for all Federal Payments to recipients who become eligible for payments on or after July 26, 1996. Waivers to this mandate may be granted to recipients that certify in writing that they do not have an account with a financial institution or authorized payment agent. All waivers will expire on December 31, 1998. Each traveler must apply to start or change direct deposit of their travel payments by completing a revised DFAS-CO Form 136, which can be obtained from each Liaison Office or call 1 800-342-0375 to have the form sent to you. **DD/EFT for travel payments does not interface with the payroll DD/EFT information. A copy of the payroll DD/EFT sign up form must be faxed to DFAS-CO Disbursing to establish the DD/EFT for travel.**

4. LODGING

CIVILIAN EMPLOYEES

Government civilian employees TDY/TAD to U.S. Government installations may not be required to use available Government quarters. However, when adequate Government quarters are available and other lodging is used, reimbursement is limited to the Government quarters cost. Government quarters aren't available if:

1. The TDY or delay is to other than a U.S. installation;
2. The DOD component concerned identifies the employee as one whose normal duties require official travel in excess of 50 percent of the total number of the employee's basic administrative work weeks during the current fiscal year (except as indicated in Appendix B, footnote 2). ("Normal duties" as used here doesn't include attendance at training courses, conferences, meetings, seminars, and similar functions.);

3. The order-issuing official determines Government quarters use would affect mission performance adversely (this doesn't apply to employees attending service schools at an installation); employees of grades GS-16 or above and SES employees (including individuals described under 5 U.S.C. 5703) make this determination for their own travel;
4. All periods of travel en route; or
5. Any TDY or delay of less than 24 hours.

The travel authorization or voucher must document when one of the above circumstances applies. In all other situations, Government quarters availability must be checked and documented.

DOCUMENTATION

If adequate quarters aren't available, the travel authorization or voucher must document the nonavailability (by confirmation number, if provided by the Service in its registration process; otherwise, the employee must note the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted). If acceptable documentation is provided by the employee of Government quarters nonavailability on the travel authorization or voucher, the order-issuing official then shall authorize/approve commercial lodging.

SERVICE MEMBERS

Uniformed members on official travel must use adequate available government quarters. When adequate Government quarters are available and other lodging is used, the reimbursement for a member on official travel is limited to the Government quarters cost.

Government quarters aren't available when:

1. TDY or delay point is to other than a U.S. installation;
2. The order-issuing official determines use of Government quarters would adversely affect mission performance (this doesn't apply to members attending service schools at an installation); officers in grades 0-7 through 0-10 make this determination for their own travel;
 - (a) and per diem is payable under par. U5105 (MALT plus) [PCS ONLY];

(b) the member is accompanied by dependents authorized to travel concurrently, and the family unit can't be lodged together in Government quarters at ports of embarkation/debarkation (PCS ONLY); or

(c) to a ship or an afloat staff homeported OCONUS, the member, accompanied by dependents authorized to travel concurrently, is put on TDY at the homeport awaiting arrival of the ship/staff or onward transportation, and Government quarters aren't available for the family unit; or

3. all periods of travel en route;

4. any TDY or delay of less than 24 hours at one location; or

5. the member is TDY at a medical facility as a nonmedical attendant accompanying a dependant in an outpatient status (see par. U7551).

DOCUMENTATION

The travel order or voucher must document when one of the above circumstances applies. In all other situations:

1. the availability of Government quarters must be checked and documented by the order-issuing official;

2. the travel order or voucher must document that quarters aren't available by:

(a) the confirmation number provided by the Service in its registration process;

(b) the date the attempt to acquire reservations was made and the phone number and point of contact at the billeting office contacted; or

(c) member documentation that Government quarters weren't available on arrival; and

3. the order-issuing authority shall then authorizes/approves commercial lodging.

NOTE: FOR COAST GUARD PERSONNEL ONLY: *Government quarters are available only if use is directed in the order.*

If a lodging receipt shows a charge for double occupancy, that fact is shown on the voucher with the name and organization or employing agency or office of the person sharing the room if the person is a Service Member or Government employee on official travel. In this case, the traveler is allowed one-half of the double occupancy charge. If the person sharing the room is not a Service Member or Government employee on official travel, identification of the person sharing the room is not required and the traveler may be allowed the single room rate. The traveler is required to provide the single room rate.

5. LONG TERM TDY/TAD - Long Term Definition: Long Term TDY/TAD includes travel for training (course of instruction) in excess of 30 calendar days or a TDY/TAD assignment in excess of 180 calendar days at **one** location.

Authorized Per Diem: Normally (unless government quarters and messing are available) 55% of the applicable maximum amount for the TDY/TAD location rounded to the next higher dollar. Rate payable is effective the day after arrival and payable through the day prior to departure from the TDY/TAD point.

Advance of Funds: DFAS-CO/LTTA will issue a travel advance covering the first 45 days of TDY/TAD (at the reduced rate specified above). Use fax number 614 693-0499 or DSN 869-0499 to forward your orders (to include reverse side if applicable) requesting an advance of funds.

Filing Procedures: You should file your first 15-30 days of expenses for long term TDY/TAD as soon as this filing period has elapsed; however, it must cover at least 15 days. We suggest that you submit your claim so as to receive the payment in time to pay your monthly lodging costs in a timely manner. For example, TDY/TAD begins June 20. Lodging costs are from June 20 to July 19. You may want to submit your first claim on July 5, for the period June 20 through July 4, 2400 hours local time. DFAS-CO/LTTA will process your travel claim for the initial 15 days. Subsequent claims should be submitted for 30 day periods (in this example, for the period July 5 through August 3.) Travel vouchers are to clearly show all travel (including authorized and voluntary returns to the permanent duty station (PDS)/residence, side trips, all other travel to locations other than the PDS, etc.).

Examples: Pages 17 and 18 have samples of the initial and subsequent travel claims. All leave and/or returns to the PDS or residence must be shown on the travel claim. Leave or returns to the PDS/residence will reduce your entitlement since per diem is not payable in these situations.

An IRS ruling states that any TDY/TAD assignment in excess of one year will be viewed as permanent in nature. Consequently, any reimbursement received by a Civilian traveler in excess of one year will be taxable income (does not apply to the Service Member).

NOTE: ADVANCE(S) NORMALLY WILL NOT BE DEDUCTED UNTIL THE FINAL VOUCHER, UNLESS THE TRAVELER SPECIFICALLY REQUESTS DEDUCTION FROM AN EARLIER PAYMENT. FAILURE TO REQUEST DEDUCTIONS OF ADVANCES PRIOR TO THE FINAL VOUCHER NORMALLY CREATES A DEBT, SINCE MOST INITIAL ADVANCES ARE FOR 45 DAYS AND THE FINAL VOUCHER PAYMENT IS FOR 30 DAYS OR LESS.

6. PROPORTIONAL PER DIEM - Under this system which became effective October 1, 1996, the rates travelers are paid are determined by the order approving official, based on the availability of government meals at the temporary duty location, and/or mission requirements.

The per diem meal options available are:

- **Actual Expense** - No change to the rules. The traveler claims the actual meal costs incurred.
- **Government Meal Rate** (primarily for military travelers) - No change to the entitlements, unless "occasional meals" are authorized or approved. In this case, the Proportional Meal Rate applies.
- **Deductible Meal Rate** - The Incidental Expense portion of per diem is \$2 per day in the continental United States, and \$3.50 per day outside the continental United States.
- **Commercial Meal Rate** - The full amount of the applicable locality meal rate, plus the Incidental Expense portion of per diem.

Proportional Meal Rate - The Government Meal Rate plus the applicable locality meal rate divided by two--rounded to the nearest dollar-- plus the appropriate incidental portion of per diem.

If the order approving official does not direct the Government meal rate or proportional meal rate for a military traveler, the traveler will be reimbursed at the commercial meal rate.

For civilian travelers, government meals and/or meals included in a registration fee must be indicated on the DD Form 1351-2 (Travel Voucher) or the DD Form 1610 (Travel Order).

Travelers are responsible for satisfying order-approving officials' requirements to make any changes after the travel has been completed.

7. SPLIT DISBURSEMENT - A payment method where the Columbus Center, Travel Payments Branch, submits all or a designated portion of a travel settlement directly to the Government contracted charge card . **To take advantage of this service, travelers must first have a DD/EFT account set up for travel. NOTE: Payroll Direct Deposit does NOT mean your Travel Direct Deposit is established automatically. You must submit separate applications and specifically identify each application as Travel or Payroll. Please contact a Disbursing Customer Service Representative at 1-800-342-0375 for forms, facsimile number, or additional information concerning Direct Deposit.**

8. SUPPLEMENTAL PAYMENTS - When it is suspected that an error has been made in the computation of a settlement voucher, please contact our Travel Customer Service representatives for information on filing a supplemental claim. To expedite payment the following should be mailed or faxed (614 693-0807 or DSN 869-0807) to the Columbus Center:

- a. A revised DD1351-2 (for items incorrectly claimed/paid, or not claimed on the original voucher). Provide a full explanation of the item(s) of expense in question on the revised claim or a separate sheet of paper.
- b. A copy of the TROY Advice of Payment computer generated Travel Voucher.
- c. A copy of the initial DD1351-2 and continuation pages.

d. A copy of the DD1610 and any amendments (to include reverse side if applicable).

e. A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of the items claimed for which no receipt is available. Statements should reflect, as a minimum, the same information that would have been on the receipt had it been available.

NOTE: FOR BEST FAX RESULTS, MAKE A COPY OF EACH DOCUMENT THAT IS TO BE FAXED, AND FAX THE COPIES YOU MADE. CARBON COPIES DO NOT FAX WELL.

9. TAX EXEMPTION CERTIFICATES - Tax exemption certificates **are not** available through the Columbus Center. For additional information on tax exemption for Government travel, refer to the PDTATAC web site, www.dtic.mil/perdiem/. The tax exemption is addressed in the FAQ (Frequently Asked Questions) section of the web page.

10. TDY/TAD INDEBTEDNESS - Travelers should never remit a personal check or money order for payment of a suspected travel indebtedness until they have received a letter of notification of the exact amount of overpayment from DFAS-CO/LTT. This letter is very important since it also indicates the proper accounting classification necessary for deposit purposes for our Disbursing Office, and the "remit to" address. In addition, the submission of a personal check or money order prior to the submission of a supplemental claim could result in the collection being improperly applied and the travel indebtedness erroneously remaining outstanding.