



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85363-9100

StaO 7220.13D  
3FC  
**23 APR 1997**

STATION ORDER 7220.13D

From: Commanding Officer  
To: Distribution List

Subj: PROCEDURES FOR THE ADMINISTRATION OF TRAVEL

Ref: (a) MCO P4650.37C, Marine Corps Travel Instructions Manual  
(MCTIM)  
(b) Joint Federal Travel Regulations (JFTR)  
(c) MCO 4600.40, Government Travel Charge Card Program (GTCCP)

Encl: (1) Travel Advance Checklist  
(2) Travel Settlement Checklist  
(3) Illustration of Orders Package  
(4) Sample DD Form 1351-2, Member with PCS Orders  
(5) Sample DD Form 1351-2, Member with PCS Orders including  
Temporary Duty (TAD) Enroute  
(6) Sample DD Form 1351-2, Member with Temporary Additional Duty  
Orders  
(7) Sample DD Form 1351-2, Dependent's Travel  
(8) Sample DD Form 1351-3, Statement of Actual Expenses for High  
Cost Areas  
(9) Tips for Completion of Travel Vouchers  
(10) List of Terms Commonly Associated with Travel Orders and  
Their Effect on Entitlements  
(11) Traveler's Helper  
(12) Lodging Plus Per Diem

1. Purpose. To provide guidance for Commanders, Department Heads and their administrative personnel in the administration and preparation of travel claims in accordance with references (a) through (c).

2. Cancellation. StaO 7220.13C.

3. Information

a. The complexity of regulations governing payment of travel allowances dictates the need for complete documentation of all claims being submitted for advance payment and/or settlement of travel. Reference (a) provides instructions and guidelines for the preparation of individual and dependent travel vouchers.

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b. Travel and transportation allowances are authorized in accordance with the current edition of the Joint Federal Travel Regulations (JFTR) only when Marines are actually in a travel status. A Marine is deemed to be in travel status when performing travel away from his permanent duty station, or on public business pursuant to competent travel orders. This includes necessary delays incident to the mode of travel and periods of authorized Temporary Additional Duty (TAD).

c. Travel status commences at the time a Marine leaves the point of departure and ends upon arrival at his place of abode, his permanent duty station, or other authorized point(s) of arrival.

#### 4. Action

a. Unit Commanders and Department Heads will ensure: (1) All personnel involved in the preparation and submission of travel claims become familiar with the contents of this order; and (2) All claims submitted for advance payment or liquidation of orders are in compliance with this order and the references.

b. Reference (a) lists those responsibilities of the Commanding Officer and the Disbursing Officer for the administration of travel. Responsibility for the legality and validity of information on an individual's travel claim rests with the claimant. Commanding Officers will not accept a signed blank claim form from the claimant.

c. Requests for travel advances and claims for liquidation of travel will be submitted to the Disbursing Officer via the claimant's Commanding Officer.

d. Only authorized unit representatives will deliver requests for travel advances and claims for liquidation to the Disbursing Officer. Representatives will also be authorized to receipt for individual checks issued by the Disbursing Officer.

e. The Finance Office will require ten working days for processing routine Permanent Change of Station (PCS) and TAD claims.

f. PCS advances may be made up to ten calendar days prior to the member's date of detachment.

g. TAD advances may be made up to three working days prior to commencement of travel.

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5. Assistance. Enclosures (1) through (12) will assist unit commanders in the administration of travel.
6. Summary of Revision. This directive contains significant changes and should be reviewed in its entirety.
7. Concurrence. The Commanding Officers of MAG-13, 1st LAAM Bn, MWSS-371, MAWTS-1, CSSD-16, and VMFT-401 concur in and make this directive applicable.

  
C. J. TURNER

DISTRIBUTION: B

TRAVEL ADVANCE CHECKLIST

1. PCS - NO TAD INVOLVED

a. Amounts Authorized

(1) Travel by Privately Owned Conveyance: Monetary Allowance in Lieu of Transportation (MALT) for the official ordered distance plus Flat Per Diem for the number of travel days authorized for the official distance.

(2) Travel by Commercial Common Carrier: Monetary allowance equal to actual cost of a commercial ticket not to exceed the cost of a Transportation Request (TR) for the official ordered distance.

(3) Travel by Mixed Modes: Monetary allowance equal to cost of actual travel not to exceed the greater of: (1) Cost of a TR for official ordered travel, or (2) MALT plus Flat Rate Per Diem for official ordered distance.

b. Substantiation: Original and two copies of travel orders.

2. PCS - WITH TAD ENROUTE

a. Amounts Authorized: Member may be advanced travel allowances in accordance with mode to be utilized (see above) plus up to 80% of 30 days TAD Per Diem.

(1) Advances can be paid at the individual's old primary duty station or at the TAD site if Marine Corps disbursing services are available.

(2) Travelers are advised that requests for advances at TAD sites other than Marine Corps installations will no longer be accepted and processed (See enclosure (11), Cross Disbursements).

b. Substantiation: Original and two copies (both sides) of travel orders.

3. PCS - DEPENDENTS TRAVEL

a. Amounts Authorized

(1) MALT plus per diem for all travel of dependents except trans-oceanic. The distance for which MALT is payable will be the official

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distance between the old and new permanent duty station or points otherwise authorized by reference (b).

(2) Travel by Mixed Modes: Cost of Transportation Request from Transportation Management Officer (TMO). Member limited to Actual Travel, not to exceed cost of TR of mileage plus per diem, whichever is the greater. Advance will be the cost of the TR.

b. Substantiation

(1) Authorization for Advance Dependents Travel and/or Dislocation Allowance (NAVMC 11115).

(2) Original and two copies (both sides) of travel orders; or

(3) Certificate in Lieu of Orders (NAVMC 11062).

4. PCS - DISLOCATION ALLOWANCE. Amount authorized is equal to twice the monthly rate of Basic Allowance for Quarters prescribed for the member's pay grade. The dislocation allowance at the "With or Without Dependent's Rate" is based on the member's dependency status on the effective date of the member's orders.

5. TAD - NO PCS INVOLVED - NONGOVERNMENT AMEX CARD HOLDER

a. Amounts Authorized

(1) 100% of the cost of transportation if travel is to be performed at personal expense subject to reimbursement; limited to cost of common carrier if POV is authorized vice POV more advantageous.

(2) 100% of known miscellaneous expenses authorized in the orders (e.g., registration fee(s), taxi, etc.); and

(3) 100% rental car; and

(4) Up to 30 days advance per diem.

(a) No travel advance will normally be made when costs are estimated to be less than \$50.00.

ENCLOSURE (1)

(b) The Finance Office will only pay travel advances to individuals not possessing the Government AMEX travel card, and when the following statement is contained in their temporary duty orders:

"Finance Office Advance Authorized"

(c) TAD advances are limited to 80% of the meals and incidental expenses (M&IE) and lodging at the locality rate prescribed in reference (b) or as directed by the order writing authority. (Copy of excess cost approved by CMC must be attached.)

b. Substantiation: Original and two copies (both sides) of travel orders.

6. TAD - NO PCS INVOLVED - GOVERNMENT AMEX CARD HOLDER

a. No advances authorized from Finance Office. All advances will be obtained from the ATM withdrawal.

b. In extenuating circumstances, the Finance Office will pay travel advances to travelers possessing the Government AMEX travel card. These travel advance requests will be handled on a case by case basis.

c. Substantiation: Original and two copies (both sides) of travel orders.

7. SEPARATION TRAVEL (MEMBER AND/OR DEPENDENTS)

a. Amounts Authorized: Reference (a), Chapter 21 lists specifics of entitlement based on the type of separation and the degree of contractual fulfillment.

b. Separation Documents

- (1) NAVMC 11060
- (2) NAVMC 11062
- (3) Separation Orders
- (4) NAVMC 11131

ENCLOSURE (1)

TRAVEL SETTLEMENT CHECKLIST

1. PCS - NO TAD ENROUTE SUBSTANTIATION

- a. Properly completed DD Form 1351-2 (Travel Voucher or Subvoucher).
- b. Original and two copies of all travel orders (front and back).
- c. Detaching and reporting endorsements.
- d. Unused or partially used GTR's, tickets, and/or meal tickets, unless previously turned in to proper authority and the travel orders have been appropriately endorsed.
- e. Receipts for reimbursable (miscellaneous) expenses in excess of \$75.00.
- f. Cost of TR when mixed modes involved.

2. PCS - TAD ENROUTE SUBSTANTIATION

- a. Properly completed DD Form 1351-2.
- b. Original and two copies of all travel orders (front and back).
- c. Required reporting/detaching endorsements.
- d. Government quarters/messing availability statements while at the TAD site(s).
- e. All unused or partially used GTR's, tickets, and/or meal tickets, unless previously turned in to proper authority and the travel orders have been appropriately endorsed.
- f. Receipts for all lodging at the TAD site(s).
- g. Receipts for all reimbursable (miscellaneous) expenses in excess of \$75.00.
- h. Actual Expense Allowance must be authorized and approved in accordance with reference (b).
- i. Cost of TR when mixed modes involved.

ENCLOSURE (2)

3. DEPENDENT'S TRAVEL AND/OR DISLOCATION ALLOWANCE SUBSTANTIATION

- a. Properly completed DD Form 1351-2 (Voucher or Claim for Dependent's Travel and Dislocation or Trailer Allowance).
- b. NAVMC 118 (21): Dependent's Travel Record.
- c. Attached to the member's PCS claim if being submitted concurrently.
- d. Original and two copies of the member's travel orders (front and back) if being submitted separately.
- e. Completed DD Form 1351-2C showing dependent's itinerary.

4. TEMPORARY LODGING EXPENSES (TLE) ALLOWANCE SUBSTANTIATION

- a. Member only/member with dependents - DD Form 1351-2 (Travel Voucher or Subvoucher).
- b. Dependents only - DD Form 1351-2 (Voucher or Claim for Dependents Travel and Dislocation or Trailer Allowance).
- c. Original and two copies of all travel orders (front and back).
- d. Detaching and reporting endorsements.
- e. Claims for TLE must be signed by authorized personnel certifying the non-availability of Government quarters.

5. TAD - NO PCS INVOLVED SUBSTANTIATION

- a. Properly completed DD Form 1351-2.
- b. Original and two copies of all travel orders (front and back).
- c. Required reporting/detaching endorsements.
- d. Government quarters/messing availability statements (unless utilization was not required in the original orders).
- e. All unused or partially used GTR's, tickets, and/or meal tickets, unless previously turned in to proper authority and the travel orders have been appropriately endorsed.

ENCLOSURE (2)

f. Receipts for all lodging.

g. Receipts for any other reimbursable (miscellaneous) expenses in excess of \$75.00.

h. When the directed mode of travel is not used, a certificate of non-availability will be obtained from proper authority and included with the claim.

i. When the directed mode of travel was available and not used, a statement as to the circumstances involved will be included.

6. SEPARATION TRAVEL (INCLUDING TRANSFER TO FMCR/RETIRED LIST)

a. Each Marine who is separated from active service will be provided the following:

(1) DD Form 1351-2 (Travel Voucher or Subvoucher) and DD Form 1351-4 (Voucher or Claim for Dependents Travel and Dislocation or Trailer Allowance).

(2) A prepaid return envelope to expedite the return of claim(s).

(3) Instructions for the completion and return of claim(s).

(4) NAVMC 11062 (Certificate in LIEU of Orders).

(5) Original orders vice certification in LIEU of orders must be utilized for Marines retiring or transferring to the FMCR.

b. Upon completion of travel, the member will complete the DD Form 1351-2/1351-4 (as applicable) and return it to the Disbursing Officer in the envelope provided.

Note: Travel must be completed before the 181st day following separation from the service or relief from active duty or within 1 year after termination of active service for retirement, placement on temporary disability retired list, discharge with severance or separation pay or involuntary release to inactive duty with readjustment or separation pay to be eligible for the entitlement. Exceptions to the time restrictions are listed in reference (b). Claims should be submitted no later than 45 days after separation.

ENCLOSURE (2)

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7. CONFIRMATION AND ENDORSEMENTS. When a modification to a PCS or TAD order is received, an endorsement regarding the time, date and place of receipt will be entered on the orders and signed by the individual. Modification may be verbal, telephonic, written or by message. If written or message, the endorsement will be entered when received. If verbal or telephonic, the endorsement will be entered at the time confirmation orders are issued showing the actual time, date and place the verbal or telephonic authority was given and by whom. ACTS Manual, paragraphs 4109-1 and 4402.4a(1) apply.

8. COLLECTION OF EXCESS TRAVEL ADVANCES. Commanders will notify the Disbursing Officer by the 11th working day to effect collection action when a Marine's TAD orders are cancelled or modified and no repayment by the Marine has been effected. (Reference (a), paragraph 40301.3d refers.) In all other circumstances regarding excess travel advances, Commanders/ Department Heads will notify the Disbursing Officer eleven (11) calendar days following the completion of travel by their Marines and civilians. (NAVCOMPT Manual, Vol. 3, paragraph 032106.2c refers.)

ENCLOSURE (2)

ILLUSTRATION OF ORDERS PACKAGE

RECEIPTS  
TMO ENDORSEMENTS FOR UNUSED TR  
TRANSPORTATION REQUEST(S)  
REPORTING ENDORSEMENT TO PERM DUTY STATION  
LEAVE EXTENSIONS  
DETACHING ENDORSEMENT TAD/TDY  
AVAILABILITY OF QTRS AND MESS  
REPORTING ENDORSEMENT TAD/TDY  
CMC MESSAGE (RECRUITER'S AIDE)  
DETACHING ENDORSEMENT FROM PERM DUTY STATION  
BASIC ORDER

NOTE: THIS ILLUSTRATES ONE COMPLETE SET OF ORDERS. ORIGINAL AND TWO SETS (FRONT AND BACK) ARE REQUIRED FOR PCS, ORIGINAL AND TWO FOR TAD.

SAMPLE DD FORM 1351-2, MEMBER WITH PCS ORDERS

TRAVEL VOUCHER OR 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 REQUIRED BY (X one)		2. TYPE OF PAYMENT (X as applicable)			3. FOR D.O. USE ONLY		
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	<input type="checkbox"/> TDY/TAD	<input checked="" type="checkbox"/> PCS	<input type="checkbox"/> Member/Employee	<input type="checkbox"/> Dependent(s)	<input type="checkbox"/> DLA	a. D.O. VOUCHER NUMBER
<input checked="" type="checkbox"/> ELECTRONIC FUND TRANSFER		<input type="checkbox"/> OTHER			b. SUBVOUCHER NUMBER		
4. NAME (Last, First, Middle Initial) (Print or type)				5. GRADE		6. SSN	
GIVEME, MONEL				E-3		987-56-4321	
7. ADDRESS. a. NUMBER AND STREET			b. CITY		c. STATE	d. ZIP CODE	c. PAID BY
BKS 898			YUMA		NY	85359	
8. TELEPHONE NUMBER (include Area Code)		9. TRAVEL ORDER NUMBER		10. PREVIOUS PAYMENTS/ADVANCES			
(520) 341-5689							
11. ORGANIZATION AND STATION				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
MWSS-371 MCAS YUMA AZ							
12. DEPENDENT(S) (X and complete as applicable)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)			
<input type="checkbox"/> ACCOMPANIED		<input checked="" type="checkbox"/> UNACCOMPANIED		YES <input type="checkbox"/> NO <input type="checkbox"/> (Explain in Remarks)			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE				
15. ITINERARY							
4. DATE 1995	b. LOCAL TIME (24 hour)	c. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	d. MEANS/MODE OF TRAVEL	e. REASON FOR STOP	f. NUMBER OF MEALS		g. POC MILES
					(1) Gov't (B-L-D)	(2) Ded (B-L-D)	
22 Apr	DEP 08:00	OKINAWA JA	TP				
22 Apr	ARR 13:00	LAX		AT			
22 Apr	DEP 19:35		CP				
22 Apr	ARR 22:30	SALT LAKE CITY UT		AT			
22 Apr	DEP 23:00	AIRPORT	CA				
22 Apr	ARR 23:20	MAGNA UT		LV			
28 Apr	DEP 18:00		PA				
12 May	ARR 13:00	MCAS YUMA AZ		MC			
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. REIMBURSABLE EXPENSES				17. LEAVE		e. SUMMARY OF PAYMENT	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	e. DAYS	b. HOURS	(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	
18. POC TRAVEL (X one)				19. GOVERNMENT TRANSPORTATION REQUEST (GTR)/MILITARY TRANSPORTATION AUTHORIZATION (MTA)			
<input checked="" type="checkbox"/> OWN/OPERATE		<input type="checkbox"/> PASSENGER		a. GTR/MTA NO.		b. FROM	
20. LONG DISTANCE TELEPHONE CALLS ARE CERTIFIED AS NECESSARY IN THE INTEREST OF THE GOVERNMENT. APPROVING OFFICER (31 USC 1348(b))				c. TO			
21. a. CLAIMANT SIGNATURE			b. DATE	22. a. APPROVING OFFICER SIGNATURE		b. DATE	
			12 Jun 96				
23. ACCOUNTING CLASSIFICATION							
24. COLLECTION DATA							
25. COMPUTED BY		26. AUDITED BY		27. TRAVEL ORDER POSTED BY		28. RECEIVED (Payee Signature and Date or Check No.)	
29. AMOUNT PAID							

**SAMPLE DD FORM 1351-2, MEMBER WITH PCS ORDERS  
INCLUDING TEMPORARY DUTY (TAD) ENROUTE**

<b>TRAVEL VOUCHER OR SUBVOUCHER</b>				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 REQUIRED BY (X one)		2. TYPE OF PAYMENT (X as applicable)			3. FOR D.O. USE ONLY				
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> ELECTRONIC FUND TRANSFER		<input type="checkbox"/> TDY/TAD <input checked="" type="checkbox"/> PCS <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA			a. D.O. VOUCHER NUMBER				
4. NAME (Last, First, Middle Initial) (Print or type) SNIKPER, MICHAEL .				5. GRADE PFC	6. SSN 123-45-6789		b. SUBVOUCHER NUMBER		
7. ADDRESS. a. NUMBER AND STREET BRKS 7820			b. CITY YUMA	c. STATE AZ	d. ZIP CODE 85369		c. PAID BY		
8. TELEPHONE NUMBER (include Area Code) (520) 341-0000		9. TRAVEL ORDER NUMBER		10. PREVIOUS PAYMENTS/ADVANCES					
11. ORGANIZATION AND STATION HQHQON, S-1				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)					
12. DEPENDENT(S) (X and complete as applicable)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)					
<input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial)    b. RELATIONSHIP    c. DATE OF BIRTH OR MARRIAGE				YES <input checked="" type="checkbox"/>		NO (Explain in Remarks)			
16. ITINERARY									
a. DATE 1995	b. LOCAL TIME (24 hour)	c. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		d. MEANS/MODE OF TRAVEL	e. REASON FOR STOP		f. NUMBER OF MEALS (1) Gov't (B-L-D) (2) Ded (B-L-D)		g. POC MILES
27 Oct	DEP 11:00	MCRD PISC		PA					
28 Oct	ARR 15:00				LV				
7 Nov	DEP 08:00	STERLING, MA		PA					
7 Nov	ARR 09:00				AT				
7 Nov	DEP 09:30	BOSTON MA AIRPORT		CP					
7 Nov	ARR 12:00				AT				
7 Nov	DEP 12:30	JACKSONVILLE AIRPORT		GB					
7 Nov	ARR 15:00				TD				
1 Dec	DEP 09:00	CAMP GEIGER MCT		GB					
1 Dec	ARR 14:00				TD				
17 May	DEP 13:00	CAMP JOHNSON		PA					
22 May	ARR 11:25	MCAS YUMA			MC				
	DEP								
	ARR								
	DEP								
	ARR								
16. REMBURSABLE EXPENSES				17. LEAVE		e. SUMMARY OF PAYMENT			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DAYS	b. HOURS	(1) Per Diem			
1 Jul 96	PLANE TICKET	276.00				(2) Actual Expense Allowance			
				c. TAKEN BETWEEN		(3) Mileage			
				d. AND		(4) Dependent Travel			
						(5) DLA			
						(6) Reimbursable Expenses			
						(7) Total			
						(8) Less Advance			
						(9) Amount Owed			
						(10) Amount Due			
18. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				19. GOVERNMENT TRANSPORTATION REQUEST (GTR)/MILITARY TRANSPORTATION AUTHORIZATION (MTA)					
20. LONG DISTANCE TELEPHONE CALLS ARE CERTIFIED AS NECESSARY IN THE INTEREST OF THE GOVERNMENT. APPROVING OFFICER (31 USC 1348(b))				a. GTR/MTA NO.		b. FROM		c. TO	
21. a. CLAIMANT SIGNATURE				b. DATE 3 Jun 96		22. a. APPROVING OFFICER SIGNATURE		b. DATE	
23. ACCOUNTING CLASSIFICATION									
24. COLLECTION DATA									
25. COMPUTED BY		26. AUDITED BY		27. TRAVEL ORDER POSTED BY		28. RECEIVED (Payee Signature and Date or Check No.)		29. AMOUNT PAID	

DD Form 1351-2, OCT 91. Replaces previous editions of DD Form 1351-2 and DD Form 1351-4, which may be used. Exception to SF 1012 approved by GSA/IRMS 12-91.

SAMPLE DD FORM 1351-2, MEMBER WITH TEMPORARY ADDITIONAL DUTY ORDERS

TRAVEL VOUCHER OR 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 REQUIRED BY (X one)		2. TYPE OF PAYMENT (X as applicable)			3. FOR D.O. USE ONLY			
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	<input checked="" type="checkbox"/> TDY/TAD	<input type="checkbox"/> PCS	<input type="checkbox"/> Member/Employee	<input type="checkbox"/> Dependent(s)	<input type="checkbox"/> DLA	a. D.O. VOUCHER NUMBER	
<input checked="" type="checkbox"/> ELECTRONIC FUND TRANSFER		OTHER			b. SUBVOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type)			5. GRADE	6. SSN		c. PAID BY		
SHMOE, JOE K			E-5	123-45-6789				
7. ADDRESS. a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE				
460 HALSTEAD AVE		YUMA	AZ	85359				
8. TELEPHONE NUMBER (include Area Code)		9. TRAVEL ORDER NUMBER		10. PREVIOUS PAYMENTS/ADVANCES				
(520) 341-3633		M6297496TOE0000		\$360.00, 960515, DOV 4Y000				
11. ORGANIZATION AND STATION				12. DEPENDENT(S) (X and complete as applicable)				
MCAS YUMA HQHQRON DISBO				<input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED				
a. NAME (Last, First, Middle initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)			
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)				
				YES <input type="checkbox"/> NO <input type="checkbox"/> (Explain in Remarks)				
				d. COMPUTATIONS				
15. ITINERARY								
a. DATE 1995	b. LOCAL TIME (24 hour)	c. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		d. MEANS/ MODE OF TRAVEL	e. REASON FOR STOP	f. NUMBER OF MEALS (1) Gov't (B-L-D) (2) Ded (B-L-D)		g. POC MILES
17 May	DEP 06:00	MCAS YUMA		GP				
17 May	ARR 13:00	ANDREWS AFB			AT			
17 May	DEP 14:30	WASHINGTON DC		GP				
18 May	ARR 01:30	LAKENHEATH AFB			TD			
25 May	DEP 07:00	WASHINGTON DC		GP				
25 May	ARR 10:00	ANDREWS AFB			AT			
25 May	DEP 11:00	WASHINGTON DC		GP				
25 May	ARR 13:00	MCAS YUMA AZ			MC			
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
				e. 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. REIMBURSABLE EXPENSES				17. LEAVE				
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DAYS	b. HOURS			
				c. TAKEN BETWEEN				
				d. AND				
18. POC TRAVEL (X one)				19. GOVERNMENT TRANSPORTATION REQUEST (GTR)/MILITARY TRANSPORTATION AUTHORIZATION (MTA)				
OWN/OPERATE		<input checked="" type="checkbox"/> PASSENGER		a. GTR/MTA NO.	b. FROM	c. TO		
20. LONG DISTANCE TELEPHONE CALLS ARE CERTIFIED AS NECESSARY IN THE INTEREST OF THE GOVERNMENT. APPROVING OFFICER (31 USC 1348(b))								
21. a. CLAIMANT SIGNATURE		b. DATE	22. a. APPROVING OFFICER SIGNATURE		b. DATE			
		27 May 96						
23. ACCOUNTING CLASSIFICATION								
24. COLLECTION DATA								
25. COMPUTED BY		26. AUDITED BY		27. TRAVEL ORDER POSTED BY		28. RECEIVED (Payee Signature and Date or Check No.)		
				29. AMOUNT PAID				

**SAMPLE FORM 1351-2, DEPENDENTS TRAVEL**

TRAVEL VOUCHER OR 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 REQUIRED BY (X one)		2. TYPE OF PAYMENT (X as applicable)		3. FOR D.O. USE ONLY			
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	<input type="checkbox"/> TOY/TAD	<input checked="" type="checkbox"/> PCS	a. D.O. VOUCHER NUMBER			
<input checked="" type="checkbox"/> ELECTRONIC FUND TRANSFER	<input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> Member/Employee	<input checked="" type="checkbox"/> Dependent/ist	<input checked="" type="checkbox"/> DLA	b. SUBVOUCHER NUMBER		
4. NAME (Last, First, Middle Initial) (Print or type)			5. GRADE	6. ESN		c. PAID BY	
BROWN, CHARLIE			E-7	012-34-5678			
7. ADDRESS, a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE			
3820 HARLEY LOOP		YUMA	AZ	85369			
8. TELEPHONE NUMBER (Include Area Code)		9. TRAVEL ORDER NUMBER		10. PREVIOUS PAYMENTS/ADVANCES			
(520) 341-5495							
11. ORGANIZATION AND STATION				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
HQHQRON, S-4				18 KAPLAN DR			
12. DEPENDENT(S) (X and complete as applicable)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)			
<input checked="" 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)			
BROWN, LUCY		WIFE	25 Dec 93	18 KAPLAN DR			
BROWN, CHARLIE		SON	28 May 95	CHERRY POINT, NC 28532			
BROWN, LUCINDA		DAU	28 May 95	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY							
a. DATE 1996	b. LOCAL TIME (24 hour)	c. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	d. MEANS/ MODE OF TRAVEL	e. REASON FOR STOP	f. NUMBER OF MEALS		g. FCC MILES
17 May	DEP 15:00	LUBBOCK TEXAS	PA		(1) Gov't (S-L-D)	(2) Ded (S-L-D)	
18 May	ARR 17:00	MCAS YUMA AZ	MC	Leave			
	DEP						
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	DEP						
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e. 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. REIMBURSABLE EXPENSES				17. LEAVE			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DAYS	b. HOURS		
				c. TAKEN BETWEEN			
				d. AND			
18. POC TRAVEL (X one)				19. GOVERNMENT TRANSPORTATION REQUEST (GTR)/MILITARY TRANSPORTATION AUTHORIZATION (MTA)			
<input checked="" type="checkbox"/> OWN/OPERATE				<input type="checkbox"/> PASSENGER			
20. LONG DISTANCE TELEPHONE CALLS ARE CERTIFIED AS NECESSARY IN THE INTEREST OF THE GOVERNMENT. APPROVING OFFICER (31 USC 1548(b))				a. GTR/MTA NO.	b. FROM	c. TO	
21. a. CLAIMANT SIGNATURE		b. DATE	22. a. APPROVING OFFICER SIGNATURE		b. DATE		
		20 May 96					
23. ACCOUNTING CLASSIFICATION							
24. COLLECTION DATA							
25. COMPUTED BY	26. AUDITED BY	27. TRAVEL ORDER POSTED BY	28. RECEIVED (Payee Signature and Date or Check No.)			29. AMOUNT PAID	

DD Form 1351-2, OCT 91. Replaces previous editions of DD Form 1351-2 and DD Form 1351-4, which may be used. Exception to SF 1012 approved by GSA/IRMS 12-61.



TIPS FOR COMPLETION OF TRAVEL VOUCHERS

1. The following statement must be on the DD Form 1351-2 when the member has lost the original lodging receipt. Reference (a), paragraph 50112:

"I certify that my lodging receipt was lost or destroyed. I stayed at the (name of motel) and the address is \_\_\_\_\_. The telephone number is \_\_\_\_\_. I paid (amount per night) for a total of \$\_\_\_\_\_."

2. If member shared a room with another military member, the following statement must be on the travel voucher:

"I certify that I shared a room with (name and rank of member) and the room rate was (per night + tax) for a total of \$\_\_\_\_\_. Each person paid half."

The total cost each person paid will be shown in Block 3 of the itinerary.

3. If member shared a room with a civilian (wife, husband, friend, etc.), the following statement must be on the travel voucher:

"I certify that I shared a room with \_\_\_\_\_ and that the single rate + tax for the room was \_\_\_\_\_."

4. Registration fees, match fees, etc., must be certified on the travel claim showing a complete breakdown of what services were included in the fee. Example: Registration fee was \$250.00. Luncheon each day was \$10.00 per meal, cocktail party \$25.00. The remainder was the fee for attending the event (seminar, match, etc.).

5. If a member has lost the original orders, the following statement must be on the travel voucher. Reference (a), paragraph 20301:

"I certify that my original orders were lost or destroyed, that I have not submitted a prior claim, and that, if the original orders are located, I will not submit a further claim. I further certify that I (did/did not) receive a travel advance in connection with these orders."

If an advance was received the member must provide the amount, the date of advance, and where the advance was received.

ENCLOSURE (9)

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6. If receipts are in foreign currency, a translation in English will accompany it. When they are expressed in foreign currency, the travel voucher will show all amounts equivalent to United States currency at the rate which the foreign currency was exchanged. Reference (a), paragraph 50114:

Example: 260 Yen = \$1.00 (U.S. Dollar at the time of exchange)

7. CONFIRMATION AND ENDORSEMENTS. When a modification to a PCS or TAD order is received by the individual concerned, an endorsement recording time, place and date of receipt will be entered on the orders signed by the individual.

8. All transoceanic travel must be procured through the TMO, per ACTS Manual, paragraph 4200.

9. Statement needed if member is claiming Dislocation Allowance Own Right. Reference (a), paragraph 50103:

"This is the (Number) claim for Dislocation Allowance based on a permanent change of station during FY \_\_\_\_\_. The home address at the old duty station and home address at the new duty station are required."

10. Commanding Officer's Certification for step-children, adopted children, legitimate children over 21 years of age and incapacitated for self-support, parents, and illegitimate children: On the reverse side of the DD Form 1351-4 (Dependents Travel Claim), the following statement must be made:

"The dependent(s) named in Section 1 of this claim are authorized dependents as determined by CMC (Code MHP-20)."

This form must be signed by the Commanding Officer or a designated representative.

11. Claims for Temporary Lodging Expenses (TLE) Allowance must contain the following statement:

"I certify that (I and/or my dependents listed on this claim) incurred temporary lodging expenses on (inclusive dates). Government quarters (were/were not) available for use as temporary lodging."

ENCLOSURE (9)

12. The following statement must be on a DD Form 1351-2 for an enlisted member settling TAD orders when messing was available:

"I certify that I (did/did not) receive a meal card while TAD at \_\_\_\_\_.

13. The following statement must be on a DD Form 1351-2 for all TAD settlements:

"I (do/do not) consent to an automatic pay account checkage/salary offset for any excess travel advance paid."

ENCLOSURE (9)

LIST OF TERMS COMMONLY ASSOCIATED WITH  
TRAVEL ORDERS AND THEIR EFFECT ON ENTITLEMENTS

1. GOVAIR/GOV VEHICLE DIRECTED - Member must use the directed mode of transportation. No reimbursement for mileage and/or transportation is authorized.
2. GOVAIR DIRECTED IF AVAILABLE/TRAVEL REQUEST - Government aircraft must be utilized if available. If not available, a certificate to that effect must be obtained and transportation by Government procured TR must be utilized. No reimbursement for mileage and/or transportation is authorized.
3. GOVAIR/GOV VEHICLE DIRECTED/PRIVATELY OWNED VEHICLE AUTHORIZED OWN CONVENIENCE - Government transportation directed, but the member is authorized to travel via privately owned vehicle. No entitlement to reimbursement for mileage exists. Travel time and per diem entitlement will be on a constructive schedule.
4. TR DIRECTED - Travel must be performed by TR. If member travels by common carrier at personal expense, reimbursement is prohibited unless the member obtains a certification that GTR was not available at the time and place required to comply with orders.
5. TR AUTHORIZED - When travel by TR is authorized (not directed) and the member procures transportation on common carrier at personal expense, reimbursement is authorized not to exceed the cost to the Government for the authorized transportation and accommodations over a usually traveled direct route in accordance with schedule(s) necessary to meet the requirements of the orders had a TR been used. Reimbursement for travel by POV is authorized provided it does not exceed the estimated cost by common carrier.
6. TR DIRECTED IF AVAILABLE/COMMERCIAL AIR AUTHORIZED - TR must be used if available. If not available, a certification to that effect must be obtained from the TMO. Reimbursement for POV mileage and per diem can be made limited to the constructive travel schedule over a usually traveled air route or by surface common carrier, whichever most nearly meets the requirements of the Government. Excess travel time will be charged as annual leave. If non-availability certification is obtained, member may be reimbursed actual cost by common carrier.

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7. POV AUTHORIZED - Per diem is payable for travel performed by POV, not to exceed that payable for constructive travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders and is more economical to the Government. Mileage will be paid based on the mileage in the Official Table of Distances (OTD).

8. FIELD DUTY - All duty under orders with troops operating against an enemy, actual or potential, or serving with troops participating in maneuvers, field exercises, or similar types of operations; and,

a. The member is subsisted by Government mess or with an organization drawing field rations, and is quartered in accommodations normally associated with field exercises; or

b. Students are participating in survival training and forage for subsistence and improvise their own shelter. Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent authority. Competent authority for this purpose will be the senior commander in charge of the exercise in coordination with the order issuing activity.

c. Except under specific conditions outlined in reference (b), paragraph U4102.Q and, after a conclusive finding of the facts, a statement must be included in the orders or an endorsement showing the inclusive dates during which the Marine was NOT performing field duty. In the absence of such a statement, it is assumed that entitlement to per diem does not exist.

9. POV AUTHORIZED AS MORE ADVANTAGEOUS TO THE GOVERNMENT - When travel orders specifically state that travel by POV is authorized as more advantageous to the Government, per diem allowance will be computed on the actual travel time necessary to perform the directed travel or for travel time computed in accordance with reference (b). Mileage for the official ordered distance will be paid based on rates in effect at the time. Reimbursable expenses listed in reference (b), Part I, will also be paid. When POV is authorized as more advantageous, the order issuing authority must comply with paragraph 100102 of reference (a).

10. GROUP TRAVEL - A movement of several (three or more) members traveling in a group for which transportation will be furnished by Government conveyance or GTR from the same point of origin to the same destination under one order which is specifically designated as a "Group Travel Order." No entitlement to mileage or per diem exists. Members may be reimbursed for occasional meals and/or quarters necessarily procured.

ENCLOSURE (10)

11. PERMISSIVE ORDERS

a. TAD orders authorizing a member to travel vice directing the travel. The orders must contain a statement reading:

"This authorization is issued with the understanding that you will not be entitled to reimbursement for transportation, per diem or miscellaneous expenses in connection therewith. In case you do not desire to personally bear this expense, you will consider this authorization canceled."

b. Condensed version of the above statement, e.g., "NO COST TO THE GOVERNMENT" or similar abbreviated phraseology will be without effect. Claims of individuals whose orders do not include complete unabbreviated statements set forth above may be determined to be proper for payment regardless of the order writer's intent.

12. CONFIRMATION AND ENDORSEMENTS - When a modification to a PCS or TAD order is received, an endorsement regarding the time, date and place of receipt will be entered on the orders and signed by the individual. Modification may be verbal, telephonic, written or by message. If written or message, the endorsement will be entered at the time confirmation orders are issued showing the actual time, date and place the verbal or telephonic authority was given and by whom. Reference (d), paragraphs 4110-2 and 4402.4a(1) apply.

ENCLOSURE (10)

TRAVELERS HELPER

1. BEFORE DEPARTING ON TAD

- a. Ensure Original Orders are in your possession.
- b. Obtain TMO endorsement if GTR is authorized.

2. WHILE ON TAD

a. Reporting and Detaching Endorsements

(1) Reporting if orders are reporting orders, must come from the command to which member was ordered to report.

(2) Not required if ordered to a city or hotel, or if orders say "proceed to" instead of "report".

(3) If in doubt, obtain reporting and detaching endorsements.

b. Messing and Quarters Availability Statements

(1) Required from Billeting Office.

(2) Required in all cases of TAD over 24 hours when quarters and/or messing is not available, including non-reporting orders, unless specifically excepted in TAD orders.

c. Receipts Required

(1) Claims will be supported by actual receipts. Actual receipts can be, for example, original paid invoices provided to travelers by hotels, or carbon copy paid invoices provided by rental car agencies or a signed statement that the receipt is not available. A receipt is required for any item over \$75.00.

(2) Daily itemized lodging receipts (e.g., room, tax, telephone, etc.), if any, are always required. Charge cards (e.g., VISA Master Card) are NOT valid receipts.

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(3) Registration fee receipts (e.g., training course registration fee or fee for attendance at meetings), if any, to include a breakdown of items considered to be a part of the fee (e.g., dinners, luncheon, receptions, etc.).

(4) Rental car receipts. Extra collision insurance is not reimbursable. Damage payments by the traveler are reimbursable only if damage was sustained in the performance of official business.

### 3. AFTER RETURNING FROM TAD

a. Civilian employees will submit their travel vouchers directly to Disbursing.

b. Military personnel will submit travel claims through the squadron/battalion S-1 (no exceptions will be permitted).

(1) It is the traveler's responsibility to report to the squadron/battalion S-1 the first working day after returning from TAD for preparation of a claim (DD Form 1351-2).

(2) The DD Form 1351-2 should be filled out completely and signed by the traveler.

c. The traveler's S-1 will submit the claim to the Disbursing Production Section within three (3) working days after return from TAD.

(1) Disbursing will return an improperly filed claim to the squadron/battalion S-1, which will increase processing time. The S-1 has three (3) working days to correct and resubmit the claim to Disbursing.

(2) Any question or inquiries by the traveler shall be made to the squadron/battalion S-1 only.

### 4. ADVANCES

a. If an advance was drawn prior to departure, the advance must be listed on the DD Form 1351-2.

b. If an advance was drawn and the traveler did not execute the orders, the squadron/battalion shall request a cancellation by forwarding the original orders with a cancellation request to their respective S-1's or Group Fiscal Office. When the cancellation and original orders are returned

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to the unit, the traveler must repay the advance. Failure to do so will result in a pay checkage being initiated by the Finance Officer and possible disciplinary action to the member.

5. CROSS DISBURSEMENTS

a. Effective 1 October 1996 individual travel payments will no longer be cross-disbursed.

b. The applicable exceptions to this policy are as follows:

(1) Travel is funded by multiple funding sources, open allotment, or by special centrally-managed funds.

(2) Travel is performed entirely outside CONUS or is funded by an activity OCONUS, but performed within the 50 states.

(3) Travel is funded by special access programs.

(4) Travel is required as a result of a deployment, an emergency, or a disaster.

(5) The accountable station has no disbursing station symbol number.

LODGING PLUS PER DIEM

1. The following information is provided for all members involved in Temporary Additional Duty effective on or after 15 July 1987.
2. The major features of the Marine Corps Lodgings Plus Per Diem are:
  - a. The lodging portion of per diem is based on the actual daily cost of lodging not to exceed the amount prescribed for lodging within a per diem area. Receipts are required for all lodging costs incurred from commercial or Government lodging facilities.
  - b. Per diem is computed with the formula:  
$$\text{Daily lodging cost} + \text{M\&IE} - \text{deductions} = \text{per diem allowance}$$
  - c. The meals and incidentals expense (M&IE) portion of the per diem is based on fixed amounts for breakfast, lunch, dinner and incidental expenses. No receipts required.
  - d. The lodging plus per diem has no effect on travel performed under permanent change of station orders.