

DD Form 1351-2 Travel Voucher CHECKLIST

Military Permanent Change of Station (PCS)

Online help - Use SmartVoucher to complete your DD Form 1351-2

Use SmartVoucher, <https://smartvoucher.dfas.mil/voucher/>, to make filling in your DD Form 1351-2 easier. Sending in vouchers that are legible, correct, and include all the necessary information and documents is the first step in getting your travel claim paid promptly.

BE SURE to select the DMPO/AMPO that you are assigned to on the User Tab in SmartVoucher!

After you've sent your voucher, check the status online! <https://lt-apps.dfas.mil/opstt>

Use this QR code to check out our website at <https://www.dfas.mil/militarymembers/travelpay/armypcs/> for details about how to complete and submit your travel voucher. Follow us on Facebook and YouTube for travel pay tips.



Documents to include when claiming entitlements:

ORDERS: Make sure you have a complete set of orders and all amendments attached to your travel claim. Send in both the front and back pages of your orders. Include the final page of your orders, it may contain just the official seal. *****
** OFFICIAL **

Only one copy of your DD Form 1351-2 voucher, orders, and receipts are required. A copy of your DA-31 is required for in-processing.

Note: It is *your responsibility* to keep a copy of your voucher, orders, and receipts that make up your travel claim package.

RECEIPTS: A valid receipt must show the following:

- 1) Company name
- 2) Date item/service was provided
- 3) Cost of item/service
- 4) Taxes (shown as a separate item on receipt)
- 5) Proof of payment (marked "paid" or "amount due \$0.00")

DD Form 1351-2 (v. May 2011) - If unable to use SmartVoucher, please use ink pen, or computer/printer to complete your form.

- Block 1** - You must mark Electronic Funds Transfer (EFT) and if you require a split disbursement, check that box and enter the amount to apply to your GTCC (*Remember to verify/ update this amount when submitting a supplemental claim*). Make sure your bank account information is updated in *myPay*.
Note: Updating your direct deposit information for your regular pay does *not* automatically update your travel direct deposit, make sure you also update your "travel EFT" bank account information.
- Blocks 2 - 4** - Make sure your personal information is correct and legible.
- Block 5** - Select *all* applicable boxes.
- Blocks 6 & 7** - Make sure your mailing address, email address, and phone number are correct and legible. Voucher status email notifications are sent to this email address.
- Block 8** - Your travel order number must match the number on your original orders. Attach a copy of travel orders to your voucher, including *all* amendments. The final page containing the "OFFICIAL" seal is required.
Note: Please review your orders, if they were printed front and back, both front and back are required with your claim.
- Block 9** - List the amount of any advance and/or partial payments you received. Write "UNKNOWN" if you received and cannot remember the amount. Write "NONE" if you didn't receive an advance. Do not indicate ATM cash withdrawals here.
- Block 12** - Must be completed. Select "accompanied" if dependent(s) traveled with you on the same dates, route, and mode of travel, even if in more than 1 POV. Please do not check both boxes. Be sure to complete blocks 12 a, b, c and check "Dependent(s)" in block 5 to claim dependent travel.
- Block 13** - If dependent travel is claimed, show their address at the time orders were received.
- Block 14** - Have your household goods been shipped? Select "yes" or "no".
- Block 15** - Itinerary must be legible and in chronological order with travel dates, locations, modes of travel, and reason for stops included. Look at second page of DD Form 1351-2 for correct mode/stop codes.
- Block 15a** - Fill in the exact date you departed and arrived at each location. Place the year at the top of 15a under the word DATE. Fill in the month/date (MM/DD) in the column below.
- Block 15b** - Write the locations, one entry per box, indicating the Fort, State or City, State, and Zip Code. Note: Filling in "home" is not acceptable. Write the name of the "fort" or the "city/state" and include zip code.
- Block 15c & d** - Use the codes on the second page of the 1351-2 to fill in your "means/mode of travel" and "reason for stop". Your last entry in column "d" will be "MC" for mission complete.
- Block 15e** - If lodging is claimed, you must turn in valid receipts (even if less than \$75) or a certified Statement in Lieu of Receipt form.
- Block 15f** - If POC miles are being claimed, you must select block 16 "Own/Operate". Note: Only miles to and from a terminal need to be claimed. POV miles for en route travel will be calculated using the Defense Table of Official Distance (DTOD).
- Block 16** - Select the appropriate block, "own/operate" or "passenger". Annotate the number of vehicles driven to the right of the check boxes, i.e. 1 POV, 2 POVs. Note: "Own/Operate" must be checked to be reimbursed for POV mileage.
- Block 18** - Claim all reimbursable expenses of \$75 or more. You must attach a valid receipt or complete a Statement in Lieu of a Receipt form.
- Block 20a&b** - You must sign and date the form. Your voucher will not be processed if your signature/date are missing. Make sure the date is after the mission complete date in block 15a.
- Block 20c-f** - Your reviewer must sign and date the form. This date must be on or after the date in block 20b.

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Expiration Term of Service (ETS) for Separating or Retiring Service Members

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If you are unable to utilize SmartVoucher, please upload your completed claim and supporting documents securely online, using Travel Voucher Direct, <https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5080>

After you've sent your voucher, check the status online! <https://lt-apps.dfas.mil/opstt>

Use this QR code to check out our website at <https://www.dfas.mil/militarymembers/travelpay/armypcs/> for details about how to complete and submit your travel voucher. Follow us on Facebook and YouTube for travel pay tips.



Documents to include when claiming entitlements:

ORDERS: Make sure you have a complete set of orders and all amendments attached to your travel claim. Send in both the front and back pages of your orders. Include the final page of your orders, it may contain just the official seal. *****
** OFFICIAL **

Only one copy of your DD Form 1351-2 voucher, orders, and receipts are required. A copy of your DA-31 is required in your separation packet. Note: It is *your responsibility* to keep a copy of your voucher, orders, and receipts that make up your travel claim package.

RECEIPTS: A valid receipt must show the following:

- | | |
|-----------------------------------|---|
| 1) Company name | 4) Taxes (shown as a separate item on receipt) |
| 2) Date item/service was provided | 5) Proof of payment (marked "paid" or "amount due \$0.00) |
| 3) Cost of item/service | |

UPDATED EFT INFO IS NEEDED FOR RET/ETS SUBMISSIONS (SF1199A, FMS Form 2231, or voided check)

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- Blocks 2 - 4** - Make sure your personal information is correct and legible.
- Block 5** - Select *all* applicable boxes.
- Blocks 6 & 7** - Make sure your mailing address, email address, and phone number are correct and legible. Voucher status email notifications are sent to this email address.
- Block 8** - Your travel order number must match the number on your original orders. Attach a copy of travel orders to your voucher, including *all* amendments. The final page containing the "OFFICIAL" seal is required. Note: Please review your orders, if they were printed front and back, both front and back are required with your claim.
- Block 9** - List the amount of any advance and/or partial payments you received. Write "UNKNOWN" if you received and cannot remember the amount. Write "NONE" if you didn't receive an advance. Do not indicate ATM cash withdrawals here.
- Block 12** - Must be completed. Select "accompanied" if dependent(s) traveled with you on the same dates, route, and mode of travel, even if in more than 1 POV. Please do not check both boxes. Be sure to complete blocks 12 a, b, c and check "Dependent(s)" in block 5 to claim dependent travel.
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- Block 15** - Itinerary must be legible and in chronological order with travel dates, locations, modes of travel, and reason for stops included. Look at second page of DD Form 1351-2 for correct mode/stop codes.
- Block 15a** - Fill in the exact date you departed and arrived at each location. Place the year at the top of 15a under the word DATE. Fill in the month/date (MM/DD) in the column below.
- Block 15b** - Write the locations, one entry per box, indicating the Fort, State or City, State, and Zip Code. Note: Filling in "home" is not acceptable. Write the name of the "fort" or the "city/state" and include zip code.
- Block 15c & d** - Use the codes on the second page of the 1351-2 to fill in your "means/mode of travel" and "reason for stop". Your last entry in column "d" will be "MC" for mission complete.
- Block 15e** - If lodging is claimed, you must turn in valid receipts (even if less than \$75) or a certified Statement in Lieu of Receipt form.
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- Block 18** - Claim all reimbursable expenses of \$75 or more. You must attach a valid receipt or complete a Statement in Lieu of a Receipt form.
- Block 20a&b** - You must sign and date the form. Your voucher will not be processed if your signature/date are missing. Make sure the date is after the mission complete date in block 15a.
- Block 20c-f** - A reviewer's signature is not required for your ETS (separating or retiring) travel claim.