

**DEFENSE FINANCE
AND
ACCOUNTING SERVICE
INDIANAPOLIS CENTER**

**Contingency Operations
Travel**

TRAVEL OFFICE
INDIANAPOLIS
TRAVEL PAY CONTACT LIST:

Toll-Free

Customer Information Number

1-888-DFAS-DNO

1-888-332-7366

For Travel Pay Customer Inquires please
press "1"

•Please listen carefully to the following
"8" selections:

•**PRESS "1"** - For Operation Joint Forge &
Other Contingency Operations

•**PRESS "2"** - For Reserve Travel TDY

PRESS "3" - All Other

Hours of Operation: 7:30 - 11:30AM

Noon - 4:00PM Eastern Standard Time

(No time changes)

Fax Numbers

(317) 510-2189

(317) 510-1190

MAIL ALL TRAVEL VOUCHERS TO

DFAS-IN/Contingency Travel

Dept. 3900

**8899 E. 56th St.
Indianapolis, IN 46249-3900**

USARC, DCSCOMPT, TRAVEL

1-800-359-8483

Extension 8273

1-404-464-8273

DSN 367-8273

Contingency Operations Travel-
Indianapolis processes TDY and TCS travel
for mobilized Army Reserves and National
Guard. The travel voucher that you submit
represents money in your bank account. We
want you to receive your travel payments in
a timely manner. The primary way for you
to ensure this happens is to fill out your
travel voucher (DD-1351-2) correctly and
provide all necessary documentation.

SUBMITTING VOUCHER

You should submit your voucher within **five**
days of completing your travel and being
released from Active Duty.

A complete travel package includes the
original or 1 clear copy of:

- DD Form 1351-2

- Orders (mob, emob/DD214, TCS, 1610s,
etc.)

- Amendments (if issued)

- Statement of non-availability (if
required)

- Lodging receipts

- Any receipts \$75.00 or more

The following check list should help us in
this endeavor:

- 1) Sign your voucher.
- 2) Provide a daytime phone number.
- 3) Staple attachments to voucher.
- 4) Double check your voucher to ensure all
information is correct.
- 5) Keep a copy of your complete voucher
package for your reference.

SIGNING UP FOR EFT

Payment by EFT is mandatory for federal
payments including travel for military and
civilians. To sign up for EFT, mail or fax a
completed SF1199A or a voided personal
check to the Travel Pay Division prior to
traveling or with your next claim.

The web site for the **SF 1199A** is
**[http://web1.whs.osd.mil/
ICDHOME/SFEFORMS.HTM](http://web1.whs.osd.mil/ICDHOME/SFEFORMS.HTM)**

REQUESTING ADVANCES

To request a travel advance you should fax
a copy of your orders and include a cover
sheet with name, address, and daytime
phone number. **FAX IS THE MOST
EFFICIENT WAY TO REQUEST AN
ADVANCE.** You are encouraged to use a
Travel Advance Request Sheet.

Government Sponsored Charge cardholders
are not entitled to government disbursed
advances. Cardholders should get needed
funds from an Automated Teller Machine
(ATM).

**ADVANCES ARE NOT AUTHORIZED
FOR SOLDIERS DEPLOYING FOR
OPERATION JOINT FORGE (SFOR or
KFOR)**

Q. HOW DO I GET AN ADVANCE?

The orders must state that you are a non-charge cardholder or travel circumstances prohibit the use of a charge card. If this is the case, fax one copy of your orders to Contingency Operations Travel-Indianapolis.

If you do not have EFT, include a completed SF1199A or a voided personal check.

Q. WHEN SHOULD AN ADVANCE BE REQUESTED?

An advance can be requested anytime prior to travel but will not be processed until 10 days prior to your departure. Government Sponsored Charge cardholders are not entitled to advances except in rare instances.

Q. HOW ARE ADVANCES COMPUTED?

Advances are limited to 100% of Lodging and miscellaneous expenses (i.e., rental car) and 80% of Meals and Incidentals (M&IE).

ACCRUALS

An accrual should be requested after 30 days of TDY have elapsed. Each request for an accrual should indicate the 30 day period being requested: 1st, 2nd, 3rd, etc. A final settlement is required upon completion of travel and it is at that time when advances will be collected.

Q. WHAT IS AN ACCRUAL/PARTIAL PAYMENT?

An accrual is a partial payment of TDY/TCS expenses incurred while

mobilized for a contingency operation (over 139 days).

Q. HOW WOULD ONE COMPLETE THE PAPERWORK?

The top of the DD 1351-2 must read “Continued TDY in place”. Complete blocks 1-10 with the required information. Block 15 (Itinerary) should begin with the 1st TDY day through the 30th day. Block 16 must reflect the expenses for the 30 days (lodging, rental car, etc.). If a control number has been issued by the billeting office for use of commercial meals and/or lodging, it should also be placed in block 16.

Q. WHAT DOCUMENTS ARE REQUIRED?

Original or one copy of DD 1351-2 form marked “ACCRUAL,” orders, lodging receipts, and any items of expense \$75.00 or more.

First Accrual Voucher

Example 1: If the travel begins during the first 15 days of the calendar month, the request would be from the first day of travel through the end of the month.

- Travel begins on the 9th of May. Class begins on the 12th of May.

1st voucher would be from the 9th to the end of the month.

- Example 2: If travel begins after the 15th of the month, the request would be from the first day of travel through the end of the following month.

- Travel begins on the 16th of May. Class begins on the 18th of May.

Last voucher would be from the 16th of May through 30 June.

Full Calendar Month Accruals

Subsequent accruals will be filed on a monthly basis until the final voucher is submitted.

Final Accrual Voucher

Example 1: If travel ends before the 16th of the month, there are two scenarios for the final accrual voucher.

- Travel ends on the 14 of May and an advance was received.

Last voucher would be from the 1st of April through 14 May.

Example 2: Travel ends on 14th of May and an advance was **not** received.

Last voucher would be from the 1st of May through 14 May.

- If travel ends on or after the 16th of the month, the voucher would be from the 1st day of the month to the last day of travel, regardless of an advance received.

Example 3: Travel ends on the 25th of May
Last voucher would be from the 1st of May through the 25th of May

DETAILED EXAMPLES

Below are three examples of different TDY situations and what dates should be included

on the accrual requests based on each situation.

• **Example 1:** TDY

7 March - 11 June

*An advance **was** received*

Accrual request 1

7 - 31 March

Accrual request 2

1 - 30 April

Accrual request 3

1 May - 11 June

• **Example 2:** TDY

7 March - 11 June

*An advance **was not** received*

Accrual request 1

7 - 31 March

Accrual request 2

1 - 30 April

Accrual request 3

1 - 31 May

Accrual request 4

1 - 11 June

• **Example 3:** TDY

24 January - 25 May

Accrual request 1

24 January - 28 February

Accrual request 2

1 - 31 March

Accrual request 3

1 - 30 April

Accrual request 4

1 - 25 May

Supplemental accruals ***will not be*** accepted. Unclaimed reimbursements for preceding accruals can be claimed on subsequent accrual requests.

FINAL SETTLEMENTS

Q. HOW DO I GET REIMBURSED FOR TRAVEL?

To get reimbursed for travel expenses, you must submit a DD 1351-2.

Q. WHEN SHOULD I SUBMIT THE TRAVEL VOUCHER?

You should submit your DD 1351-2 within **five days** of completing travel and being released from active duty.

Q. WHAT DOCUMENTS ARE REQUIRED?

The basic travel package includes the original DD 1351-2 and one copy of:

- a. Your orders and amendments (if any)
- b. Lodging receipts
- c. All receipts \$75.00 or more

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TRAVEL SETTLEMENT VOUCHERS FOR CONTINGENCY OPERATIONS

The following list is provided to assist soldiers in preparing their final travel settlement claims for Contingency Operations. The documents should be attached to a completed 1351-2 (Travel Voucher Summary) in the order given below:

- All Mobilization Orders (call-up, TCS, attachments, endorsements, etc)
- Additional TDY Orders (i.e. 1610s)
- Demobilization Orders (REFRAD or DD214)
- All previous Accruals or Advances received from Overseas Finance Offices. (non-submission of previous payment data will result in delays of payment)
- Receipts for All Lodging, Regardless of Amount
- All Receipts for Expenses incurred for \$75.00 and Over.
- DA 31 Leave Form (or leave must be annotated on the 1351-2).

- **IF APPLICABLE:**

Statement of Non-Availability/Control Number for Commercial Quarters (i.e. hotel)

- **IF APPLICABLE**

Claims for Postage Reimbursement must include:

1. Authorization in orders
2. Authorization or memorandum from local transportation office
3. Receipt(s) (insurance is not reimbursable)

- **IF APPLICABLE:**

Claims for Rental Car Reimbursement must include:

1. Authorization in orders (signature in block 21A of 1351-2 is not acceptable)
2. Rental contract
3. Receipt(s)

- **IF APPLICABLE:**

Service members entitled to Proportional or Commercial Meals must have an endorsement to TCS orders from the gaining command overseas. Memorandums are NOT acceptable for reimbursement of meals.

- **ENTITLEMENTS:**

Service members deployed to the Area of Responsibility (AOR), which includes Bosnia, Hungary, Croatia, Macedonia, and Kosovo, are entitled to the incidental expense rate of \$3.50 per day only. Memorandums and orders authorizing an increase up to the local incidental rate of \$15.00 per day are not valid and will not be used for payment. The rate is established by the 266th Finance Command in conjunction

with guidance from the Department of Army.

- **DIRECT DEPOSIT:**

Service members should provide direct deposit information for their financial institution by submitting a SF1199 Direct Deposit Form or a voided check with their claim.

For further information on the completion and submission of DD Form 1351-2/2C for final settlement, contact the Operation Joint Forge/Contingency Operations Travel Division at **1-888-DFAS-DNO (1-888-332-7366) extension 1 and 1.**

SPLIT DISBURSEMENTS

The Department of Defense (DOD) has a “split-disbursement” payment option for travelers using the DOD’s government charge card. When submitting travel settlements, DOD travelers may elect Electronic Fund Transfer (EFT) to send a designated part of the traveler’s reimbursement to the DOD charge card and the balance to the traveler’s designated financial institution account. Split-disbursements allow payments to be sent directly to the DOD government charge card account, eliminating the traveler as a middleman.

To elect the split-disbursement payment option:

1. Make sure an EFT relationship has been established with your designated financial institution.

2. Determine the amount you want to be send directly to your government charge card account and enter that amount on the travel voucher (DD Form 1351-2) in block 1.

Example: Traveler is due \$725 in official travel reimbursement and elects to send the government charge card a split-disbursement to pay the \$600 charged on the DOD’s traveler’s government charge card for hotels, meals, and rental car expense. In the **travel voucher’s block 1** enter: “**SPLIT \$600.**” The remaining \$125 reimbursement is sent via EFT to your designated financial institution account.

SUPPLEMENTALS

Q. WHAT DO I DO WHEN I FEEL I’VE BEEN PAID IN ERROR?

When it is suspected that an error and/or omission has been made in the payment of a travel voucher, please call our Travel Customer Service representative. They will provide you with an explanation of the payment you received, phone 1-888-332-7366 (prompts 1 and 1).

Q. WHAT DO I DO WHEN AN ERROR OR OMISSION HAS OCCURRED?

When an error or omission has occurred due to an error on the part of the traveler, you need to submit a supplemental claim. When an error or omission has occurred due to an error on the part of Travel Pay Services, the supplemental claim will be generated by Travel Pay Services.

Q. HOW DO I PREPARE A SUPPLEMENTAL CLAIM?

The supplemental claims must include:

- a. A DD1351-2 marked SUPPLEMENTAL. Provide a full explanation of the item(s) of expense in question on the revised DD1351-2 or on a separate sheet of paper.
- b. A copy of the Advice of Payment voucher in question.
- c. A copy of the initial DD 1351-2 and continuation sheets.
- d. One copy of the orders and amendments.
- e. A copy of all supporting documentation applicable to the supplemental claim. If not available, provide a written statement attesting to the accuracy of 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.

Q. WHAT DOCUMENTATION WILL I RECEIVE?

If an error or omission did occur you will receive an additional payment. If no error was found you will receive a letter explaining the reason.

REQUEST FOR TDY TRAVEL ADVANCE

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: Travel advance is authorized and traveler does not have a government charge card. If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a Government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 100602). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on *Invitational Travel Orders*, you are authorized a travel advance. The amount of the advance must be *approved* by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5 par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

PLEASE PRINT

NAME: _____ GRADE/RANK: _____ SSN# _____

DAYTIME NUMBER (____) _____ FAX NUMBER _____ E-MAIL _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

SUPERVISOR/UA'S NAME _____ PHONE NUMBER (____) _____

1. Are you going TDY to a Lodging Success Program (LSP) area? If so, did you call the LSP number 1-800-GOARMY1? If a room was not available, enter your LSP non-availability control number # _____. NOTE: for Army personnel only.
2. If TDY **is not** to a LSP location, contact your servicing commercial travel office (CTO) for lodging arrangements.
3. What will you be paying for lodging per night (not including taxes)? \$ _____ How many nights will you require lodging? _____ Will you have multiple TDY points? If yes, how many nights will you stay at each area? List the TDY points and the nightly cost of lodging at each TDY point

4. Are you going TDY to a military installation? If yes and a room is not available through the billeting office, enter your non-availability control number _____.
5. Will meals be provided for you at no cost? YES ___ NO _____. Will you be required to pay the surcharge rate for meals at a government dining facility? YES ___ NO _____
6. Is a rental car authorized on your orders? YES ___ NO _____ DAILY RATE: \$ _____
You are required to make the arrangements through a government travel office (CTO).
7. Will you be driving your privately owned vehicle (POV) to the TDY point? YES ___ NO _____ If yes, you may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".
8. Will you be required to pay for a registration/conference fee? If so, how much? \$ _____ Will any meals be included in the cost of the registration/conference fee? If yes, how many? _____.
9. Will you be taking leave before, during or after your TDY? If yes, what dates will you be on leave? _____.

ADDITIONAL COMMENTS:

DIRECT DEPOSIT IS THE MANDATORY METHOD OF PAYMENT FOR ADVANCES

EFT INFORMATION: (print clearly)

ENTER YOUR 9 DIGIT BANK ROUTING NUMBER _____

ENTER YOUR CHECKING OR SAVINGS ACCOUNT NUMBER _____

SELECT ONE: _____ SAVINGS ACCOUNT _____ CHECKING ACCOUNT

SIGNATURE AND DATE OF REQUEST

PRIVACY ACT STATEMENT: AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397. **PRINCIPAL PURPOSE(S):** Used for reviewing, and determining the amount of an authorized travel advance. SSN is used to maintain a numerical identification system for individual requests. **ROUTINE USE:** To substantiate a request for advance payment for official travel. **DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

Contingency Operations Travel (OCT 2001) Highlights of Settlement Voucher Preparation

4 Key Items:

1. One Copy of Orders & Supporting Documents.

2. Claim all Previous Payments. All Adv(s) Paid by Finance or DJMS Or Indicate "NONE."

3. Complete Itinerary, Reimbursable Expenses, & POC Travel.

4. Claimant's Signature & Date.

1 Copy of orders (original & amendment)

Original DD 1351-2

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Privacy Statement, and Instructions on back before completing form. Use keyboard, ink, or ball-point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Direct/Fund Transfer (FT) <input type="checkbox"/> Payment by Check Spk: Disbursement Amt to Govt/Tel Charge Card \$ 100.00		2. TYPE OF PAYMENT (if applicable) <input checked="" type="checkbox"/> Other <input type="checkbox"/> Member Employee <input type="checkbox"/> PCS <input type="checkbox"/> CLA		3. FOR B.O. USE ONLY a. D.O. VOUCHER NUMBER		b. SUBVOUCHER NUMBER	
4. NAME (Last, First, Middle Initial) (Print or type) WHITTNER, JOHN L.		5. GRADE 04/MAJ		6. SSN 255-55-5555		7. PAID BY	
7. ADDRESS - NUMBER AND STREET 2010 BUNGALOW ROAD		8. CITY HINESVILLE		9. STATE GA		4. ZIP CODE 30530	
8. DAYTIME TELEPHONE NUMBER & AREA CODE (912) 368-1811		9. TRAVEL ORDER NUMBER C3-010		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NONE			
11. ORGANIZATION AND STATION 81st RSC		12. DEPENDENT(S) (if applicable) <input type="checkbox"/> UNACCOMPANIED		13. DEFENDENTE ADDRESS ON RECEIPT OF ORDERS (include Zip Code)			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARITAGE		14. PAID THROUGH/WHILE AWAY (if applicable) <input type="checkbox"/> YES <input type="checkbox"/> NO (Specify in Remarks)	
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS OF TRANSPORT	d. REASON FOR TRAVEL	e. LODGING COST	f. POC MILES	g. COMMENTS	
03-01	DEP HINESVILLE, GEORGIA	Auto	Ab				
03-01	ARR FT. GORDON, GEORGIA	Auto	Tc	\$220.00	138		
03-05	DEP HINESVILLE, GEORGIA	Auto	Mi		138		
ARR							
DEP							
ARR							
DEP							
STATEMENT OF NON-AVAILABILITY CONTROL # 25784							
FOR LODGING							
ARR							
DEP							
ARR							
DEP							
16. POC TRAVEL (if any) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER							
18. REIMBURSABLE EXPENSES				17. DURATION OF TRIP TRAVEL			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	12. NO. OF LEGS		10. GOVERNMENT DEDUCTIBLE MEALS	
03/05	ROOM TAX FOR 4 NIGHTS	28.00		MORE THAN 2 HOURS BUT 24 HOURS OR LESS		a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS	
03/05	HOTEL PARKING 4 NIGHTS	10.00		MORE THAN 24 HOURS			
03/05	REGISTRATION FEE	100.00					
20. a. CLAIMANT SIGNATURE John L. Whittner							
b. DATE 03/05/01							
c. SUPERVISOR SIGNATURE Robert B. Hodder							
d. DATE 03/06/01							
21. APPROVING OFFICER SIGNATURE C. K. Jackson, RMO (912) 368-1812							
e. DATE 3/07/01							
22. ACCOUNTING/ADMINISTRATIVE SEE REMARKS IN BLOCK #29.							
23. OTHER COMMENTS							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Type Signature and Date or Check No.)	
28. AMOUNT PAID							

1 Copy of Additional Documents as Required:

- Receipt (Not the Ticket) for unused portions of airline tickets.
- Leave Form
- Installation or LSP non-availability control number must be annotated on the DD 1351-2.

Contingency Operations Travel (OCT 2001) Highlights of Advise of Payment Voucher

1-888-326-7366

Centralized
Disbursing'

TRAVEL
ORDER

*WORK CENTER
DESIGNATOR

DISALLOWAN
CE

TDY POINT

000290-000291
TRAVEL VOUCHER
DPAS-INDIANAPOLIS CENTER
DIR FOR CENTRAL DISB
8899 E. 56TH STREET
INDIANAPOLIS, IN 46249-8600

VOUCHER NO: 414408
PAID BY JIMMY L. HELLER
DATE VOUCHER PREPARED: 03/02/01
PAID BY DSSN: 5570
PAYMENT FOR TDY SETTLEMENT

Section I: Personal Information

PAYER'S NAME AND ADDRESS
 John L. Whitener
 2010 Bungalow Road
 Hainesville, GA 30830
Address

This is your travel voucher for the travel period indicated below. Questions or comments that you have regarding this voucher can be addressed by calling: 859-293-4363.

Section 2: Summary of Entitlements - Includes all allowed reimbursements net of any previous government payments/advances

<small>PAYER (LAST NAME, FIRST, MI)</small>	<small>RANK OR GRADE</small>	<small>SOCIAL SECURITY NUMBER</small>
WHITENER, JOHN L.	C	255-55-5555

<small>TRAVEL ORDER</small>	<small>TDY PERIOD</small>	<small>GCC TRCH#</small>
01-16400 DPAS-IN DNC	01/15/01 - 01/16/01	074036050171599

<small>ENTITLEMENTS</small>	
<small>PER DIEM</small>	79.00
<small>REIMBURSABLE EXP / MILEAGE</small>	2.29
<small>TOTAL ENTITLEMENTS</small>	\$81.29
<small>LESS: PARTIAL PAYMENT DEDUCTED</small>	0.00
<small>TRAVEL ADVANCE DEDUCTED</small>	0.00
<small>GOVT CHARGE CARD PAYMENT</small>	81.29
AMOUNT PAID TO TRAVELER	\$81.29

REMARKS

<small>LOCATION FROM</small>	<small>TO</small>	<small>#DAYS</small>	<small>M&IE</small>	<small>LODGING</small>	<small>AMOUNT</small>
IN INDIANAPOLIS / MARION	01/01/15	1	22.50*	34.00	56.50
KY FT KNOX (OTH)	01/01/15 01/01/16	1	.00	.00	.00
IN INDIANAPOLIS / MARION	01/01/16 01/01/16	0	22.50*	.00	22.50

DD 1351 1

VOUCHER
NUMBER

PAYING
DSSN

TYPE OF

DISBURSED
AMOUNT

*The Work Center Designator Code (WCD) identifies what location computed your travel claim, the example above identifies that this claim was computed by LXTVL or Lexington OPLOC..