



Army National Guard

Travel Per Diem and Entitlements

6 MAY 05



Introduction: The National Guard Bureau would like to thank you for your selfless service. As a mobilized ARNG Soldier, we want you to know that we are here to help. This flyer was designed to provide you useful information regarding your travel entitlements as authorized on your orders. Contingency Travel Office (CTO) in Indianapolis, IN pays all travel claims for mobilized Soldiers supporting contingency operations. Detailed information on submitting claims or inquiries is available at

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300. If you cannot get the answers you need regarding your travel pay, you can always telephone 1-877-ARNGPAY (1-877-276-4729) or e-mail ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL.

- **Per Diem.** Per diem is a travel allowance that comprises a set dollar amount for lodging and a set dollar amount for meals. These rates are specific to each location. Generally, you will be furnished government mess and lodging when they are available. If you are provided meals and lodging, the daily incidental rate you'll receive for per diem will be \$5.00 for stateside locations and \$3.50 for overseas locations.
- **Duty While within Local Commuting Distance.** If you are within the local commuting distance (which will be established by the commander) of your mob location or duty location, you are not entitled to any per diem.
- **Statement(s) of Non-availability.** The installation commander at your mobilization or duty location will determine if government-provided lodging and meals are available. If not available, then you will be provided a Statement of Non-Availability for meals and/or lodging. It is possible that you can have one but not the other. This document or number is required for you to be reimbursed for either lodging or meals.
- **Privately Owned Vehicle (POV).** You may use your POV as transportation from your home of residence to the assigned mob station and/or duty location. Per the Personnel Policy Guidance, you will need to keep in mind that the total payment of travel reimbursement will not exceed the government's cost had government procured commercial transportation been used between locations (i.e., cost of airline ticket).
- **In and Around Mileage.** There is no authorization for the payment of in and around mileage while on temporary change of station orders for Noble Eagle/Enduring Freedom/Iraqi Freedom. You may be authorized in and around mileage while on TDY orders (DD Form 1610/Format 400). If you are authorized in and around mileage, you must keep a log showing the required miles driven and submit a copy of this log with your travel voucher to get reimbursed mileage.
- **Rental Vehicles.** Your orders will indicate if you are authorized use of a rental car. When you are authorized the use of a rental vehicle for official business, you will be reimbursed the rental cost, taxes and fuel. You will not be reimbursed for any additional insurance coverage purchased while stateside. NOTE: Contingency operation (ONE, OEF, OIF) funds **cannot** be used for reimbursement of a rental vehicle.
- **Storage of Household Goods (HHG).** If authorized on your orders, you are eligible for reimbursement of HHG for the period of the contingency operation. The Transportation Officer's approval is required before you can be reimbursed for any of the storage fees. Request for reimbursement of HHG should be submitted on the final travel voucher with all appropriate receipts to Contingency Travel.
- **Official Phone Calls.** Contingency operation funds cannot be used for reimbursement of official phone calls. To be reimbursed, official phone calls must be authorized on TDY orders (DD form 1610/Format 400) and be have the approving officer's signature in block 21a of the DD 1351-2.



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(Continued)

- **Excess Baggage.** Your orders may authorize excess baggage traveling to your next duty location as accompanied baggage only. Items authorized to transport are valid individual clothing or equipment. No unit equipment or personal HHG will be authorized as excess baggage. **Postage** is a separate travel entitlement and must be claimed separately. To be reimbursed postage, you must be authorized shipment of HHG in your orders and have a letter from the transportation officer.
- **Laundry.** You are eligible to claim laundry expense in addition to your per diem, but only while stationed at stateside duty locations. Maximum amount reimbursed is \$2.00 per day, which must be claimed as a reimbursable expense. You must be outside commuting distance from your home of residence and on duty for 7 consecutive nights to be eligible for reimbursement.
- **ATM Fees.** Bank fees and ATM fees must be claimed separately. Bank fees are fees charged by the bank to use the ATM machine. ATM fees will be limited to 3% of the amount authorized for a cash advance per month on your government travel card. Personal ATM fees are reimbursed when your orders state that you are not eligible, or the approving official may include a remark on the DD 1351-2 stating you are not eligible for the government travel charge card. Use only when on official travel status.
- **Reviewing Travel Vouchers.** All travel vouchers must be reviewed and signed by a person designated by your unit commander before submission for payment. The reviewer is responsible for looking over your travel claim (DD 1351-2) to ensure all the appropriate blocks are filled out correctly and the travel matches the orders attached with the travel claim. The most common errors on travel claims are missing orders, missing lodging receipts and owner/operator (block 16 on DD 1351-2) not checked. Claimant and supervisor signatures (blocks 20a-d) **must** be completed in order for the claim to be processed.
- **Individual Government Travel Charge Card (GTCC).** The use of the government travel charge card is discouraged; if you already have a GTCC, it will be deactivated from the losing Agency Program Coordinator (APC). The gaining active component commander will determine whether or not mobilized ARNG Soldiers require an individual GTCC. The purpose of the individual GTCC is to pay for reimbursable travel expenses incurred in the performance of official government travel, including lodging, transportation, rental cars, fuel, meals, ATM advances and other incidental expenses, unless otherwise specified.

Don'ts with the GTCC. The GTCC is to be used for official government related travel expenses only. All charges placed on your card are monitored to ensure compliance. The following are examples of items that you **CANNOT** purchase using the GTCC: Uniform items, prescriptions, school supplies, distance learning fees, membership dues, purchases at drinking establishments, and **never** use the card to pay for another individual's travel expenses.

For unresolved travel issues, contact:
1-877-ARNGPAY (1-877-276-4729)
ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

For comments or suggestions, contact:
ARNG Financial Services Center
ATTN: NGB-ARC-F (Column 118D)
8899 E. 56th St.
Indianapolis, IN 46249-5100



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Final DD Form 1351-2 Settlement Voucher Requirements Checklist

6 MAY 05



The following checklist was designed to assist ARNG Soldiers serving in contingency operations to prepare and assemble their final DD Form 1351-2 travel settlement voucher. Soldiers should ensure that their voucher is completed correctly, and all required documents are attached in the order listed below. After completion, all Soldiers will have their supervisor review and sign the travel voucher before mailing or faxing the document to Contingency Travel Office (CTO) for payment. Failure to comply with these instructions will result in your travel voucher being returned to you for corrective action, which will delay payment.

- DD Form 1351-2 (Travel Voucher or Sub Voucher)
- DD Form 1351-2c (Continuation sheet, Travel Voucher or Sub Voucher), if required.
- Block 1, **PAYMENT**: must be completed. EFT must be checked.
- If split amount is checked, it is mandatory to have a dollar amount.
- Make sure the address information is correct. This is where the advice of payment will be sent.
- Make sure a valid phone number and email address are provided in the appropriate blocks.
- Be sure your Individual Mobilization orders are attached (Orders bringing you on active duty).
 - NOTE: Be sure you include all amendments if applicable.
- Be sure your Temporary Change of Station (TCS) orders are attached.
 - NOTE: Be sure you include all amendments if applicable.
- Be sure your DD Form 1610s/Format 400 TDY orders are attached.
 - NOTE: Be sure you include all amendments if applicable.
- Statement of Non-availability (SNA) or control number (if requesting reimbursement for commercial meals or lodging), if applicable.
- Receipts (Lodging, airfare, etc., and/or anything claimed that is \$75.00 or more requires a receipt and must be authorized on orders).
- DA Form 31 Request and Authority for Leave.
- DD Form 214 Certificate of Release or Discharge From Active Duty, and/or REFRAAD order.
- Sign and date blocks 20 a & b. The voucher cannot be signed/dated until completion of travel.
- Blocks 20 c & d must be reviewed and signed by the commander or authorized representative. The voucher cannot be signed/dated until completion of travel.

****KEEP COPIES OF ALL VOUCHERS, ORDERS, FORMS, AND RECEIPTS****

After all actions have been completed and the Soldier has returned to his residence after demobilization, they can mail or fax their settlement voucher with all substantiating documents to:

DFAS-IN/Contingency Travel Office
Dept. 3900
8899 E. 56th St.
Indianapolis, IN 46249-3900
OR
FAX: Commercial (317) 317-0332

If you develop a travel voucher related problem that continues to be unresolved, contact the ARNG Pay Ombudsman at toll free 1-877-ARNGPAY, or by email at ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL



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Final DD Form 1351-2 Settlement Voucher Supervisor's Checklist



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Requirement: All DD Form 1351-2 packets must be reviewed for accuracy and completeness, IAW the DODFMR Vol 9, after completion of travel. After the voucher is reviewed, sign and date blocks 20c & d prior to mailing or faxing to the Contingency Travel Office (CTO). This should be accomplished immediately upon arrival at home station.

User: The reviewer is the Commander or someone designated by the Commander to review the vouchers.

Purpose: This checklist pertains to the latest version of the DD Form 1351-2 and should be completed by the reviewer to ensure travel settlement voucher claims are proper, complete, and in compliance with the intent of the order. Reviewer's signature does not constitute approval of items requiring an approving officer's signature.

- The DD Form 1351-2 must be completed in ink, typewriter or computer generated.
- Block 1, **PAYMENT:** has the EFT block been checked ?
- If split disbursement is checked, a dollar amount must be indicated.
 - NOTE: If the government travel card was used , split disbursement is mandatory.
- Make sure the address information is correct. This is where the advice of payment will go.
- The **ITINERARY SECTION:** Does block 15 have all dates, location, means/mode of travel and reason for stop(s)?
- If POC travel is used, make sure block 16 is checked.
- Are the reimbursable expenses claimed authorized? There must be receipts for those that apply.
- Do all expenses \$75.00 and over have a receipt? Lodging requires a receipt regardless of the amount.
- Is a Statement of Non-availability or control number included in the packet when claiming commercial meals/lodging? This document must be signed by the installation commander of the duty location.
- Has the Soldier signed and dated blocks 20 a & b?
- Do blocks 20 c & d have the reviewer's signature and date?
- Does the packet include the Individual Mob orders?
 - NOTE: Be sure you include all amendments if applicable.
- Does the packet include the TCS orders?
 - NOTE: Be sure you include all amendments if applicable.
- Does the packet include any TDY orders format 400/DD Forms 1610?
 - NOTE: Be sure you include all amendments if applicable.
- If the voucher is a final, does the packet contain a DD Form 214/REFRAD?

Common Errors which result in unpaid claims:

- Missing or incomplete orders.
- Itinerary incomplete, illegible, block 15 missing dates, locations, means/mode of travel, reason for stop(s).
- Block 16 not checked if claiming mileage.
- Illegible documents.
- **Claimant Signature, Date, Supervisor Signature, Date:** Blocks 20 a, b, c, d.