DEPARTMENT OF THE ARMY
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Memorandum
Number 1-11

16 October 2000

Administration
Temporary Duty (TDY) Travel

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*This memorandum supersedes AMEDDC&S Memo 1-11, 31 October 1995.

1. **PURPOSE.** To establish policies and procedures for the TDY travel of military and civilian employees assigned to the U.S. Army Medical Department Center and School (AMEDDC&S), students attending Academy of Health Sciences courses, contract personnel, and non-Department of Defense (DOD) civilians invited to travel on official business utilizing AMEDDC&S funds.

2. **REFERENCES.** See Appendix A.

3. **SCOPE.** This memorandum applies to all personnel assigned/ attached for duty to the AMEDDC&S at Fort Sam Houston or Camp Bullis, Texas. The U.S. Army School of Aviation Medicine will comply in general with the guidelines, policies, and procedures outlined by Memorandums of Agreement/Understanding established with their respective host installations.

4. **EXPLANATION OF TERMS.**

a. Office Chiefs. Directors; chiefs of separate activities; department chiefs; special staff; Commander, Center Brigade; Commandant, Army Medical Department Noncommissioned Officers Academy; and any other activity or individual authorized a direct TDY budget.

b. Military Personnel. Active duty, Reserve or National Guard Armed Forces personnel, assigned or attached to the AMEDDC&S as staff, cadre, student, subject matter expert, or otherwise attached for administration.

c. Civilian Employees. For the purpose of this publication, this includes Department of the Army or DOD civilian employees, working within the AMEDDC&S in a full- or part-time status.

d. Contract Personnel. Civilian(s) on duty with the AMEDDC&S with a contract to service or maintain programs, projects, or equipment; or to serve on the AMEDDC&S staff as an instructor, or in any other bonafide contractual capacity.

e. Non-Department of Defense Civilian. Civilian(s) invited to travel at AMEDDC&S expense to support official functions such as an instructor, technician, guest speaker, observer, or in any way defined as official support of the AMEDDC&S in an official capacity. This includes contract personnel.

f. Department of Defense Form 1610, Request and Authorization for TDY Travel of DOD Personnel. This form is

used to establish written conditions for official travel and transportation, at government expense, by all categories of government employed personnel.

g. Requesting Official. The official with full knowledge and authority to initiate a request for TDY travel. This is usually the traveler's immediate supervisor, who signs in block 17 on DD Form 1610. Authority to request travel will be determined by the office chief.

h. Approving Official. The Executive Officer (XO) (or the Chief of Staff in his absence) will sign block 18, DD Form 1610 for office chiefs. Office chiefs or a designated representative, sign in block 18, DD Form 1610 for members of their staff. An individual may not approve their own travel. **Approving officials will ensure travelers, captain and below and master sergeant and below, process through their respective Duty Roster Sections prior to forwarding to the Program and Budget Division, Directorate of Resource Management (DRM).**

i. Funds-Approving Official. A designated Program and Budget Division, DRM, representative. The Program and Budget Division, DRM is also responsible to affix or verify the appropriate fund citation and sign or place initials in block 19, DD Form 1610, or on the Invitational Travel Order (ITO) as appropriate.

j. Order Authorizing Official. The Program and Budget Division, DRM, representative will authenticate the TO in blocks 20, 21, and 22 of the DD Form 1610 and on the ITO.

k. Mission travel. Official TDY for which the disapproval or delay would have a detrimental or adverse impact on the mission of the AMEDDC&S.

l. Disbursing Station Serial Number, (DSSN). For the purpose of this memorandum, this is a number assigned to the Defense Finance and Accounting Service (DFAS) to identify it as an authorized disbursement center of TDY funds for the U.S. Government.

m. Gratuities. Any gift, favor, entertainment, hospitality, transportation, loan, any other tangible item, and any tangible benefit (e.g., discounts, passes, promotional vendor training, etc.) given and extended to or on behalf of DOD personnel, their immediate families, or households for which

fair market value is not paid by the recipient or the U.S. Government.

n. Administrative Travel. Travel for which the fundamental purpose could readily be achieved by alternate means or even canceled without any adverse impact on the mission. This travel is never defined as essential to the mission.

o. Invitational Travel Order (ITO). An invitation extended to a non-DOD civilian, invited to visit the AMEDDC&S, or accompany AMEDDC&S personnel on a mission-related trip at a different location, in the capacity as an instructor, technician, guest speaker, subject matter expert, consultant, or any other official status in support of the AMEDDC&S mission. An ITO does not apply to a contractor or contract employee. (See Appendix B for examples.)

5. **GENERAL POLICIES**

a. Temporary Duty Travel performed with AMEDDC&S funding is to be effectively managed to ensure maximum benefits are realized and only essential travel is performed or directed. The travel must clearly result in a direct benefit to the AMEDDC&S, the U.S. Army, and the Federal Government. There is no exception to this policy without direct written approval by the Commanding General, Executive Officer, or Chief of Staff.

b. Temporary Duty travel will be programmed by fiscal year when requirements can be identified or projected. Travel that is not programmed is to be kept to a minimum and must be consistent with the AMEDDC&S mission.

c. Travel arrangements for military personnel and DOD civilians are made through the transportation contract services, currently Carlson Travel. Arrangements are made by referral of the transportation agent, located in building 367, along with Carlson Travel Network. Requests for noncontract airfare must be justified fully in writing by formal memorandum, signed by the order-approving official (block 18, DD Form 1610), and submitted to the transportation agent for approval. The justification accompanies the TDY orders and is presented to the transportation agent when processing for transportation services. Non-DOD Civilian Personnel on ITOs are required to fund air travel expenses in advance and include the purchase receipt for reimbursement after travel has been performed. Travel arrangements can be processed through Carlson Leisure Sales.

d. To conserve scarce resources, TDY is performed by the least costly means. When appropriate, funds (other than AMEDDC&S funds) from alternate funding sources that are available will be used. When requested to travel by another organization, for the primary benefit of the sponsoring organization, every effort must be made to ensure the benefiting organization funds the travel.

e. Administration of the AMEDDC&S TDY Program is decentralized to the extent Office Chiefs may monitor and control their own TDY funds that are provided for the official TDY travel of personnel within their activity. It is the responsibility of each staff activity to manage their TDY funds in terms of timing of expenditures, multiple travelers to the same destination, and any other established criteria. Centralized service, processing, and oversight will occur as outlined below:

(1) The Program and Budget Division, DRM, will certify the availability of funds and confirm provision of paragraph 5b is met. They will do so by completion and signature in block 19 on the DD Form 1610. When non-AMEDDC&S funds are used, the Program and Budget Division, DRM will indicate verification of the fund citation by placing their initials in block 19, DD Form 1610 and on the ITO. All TDY orders, regardless of funding sources, will be processed through the Program and Budget Division, DRM.

(2) The Program and Budget Division, DRM will review the completed DD Form 1610 and the ITO to ensure the administrative accuracy, ensure the compliance with this and other pertinent directives, assign the date, order number, and authenticate the orders. The Program and Budget Division, DRM will maintain a log of all TDY order numbers issued and will require a signature in the logbook for every order as it is picked up. Completed TDY orders are not forwarded to the traveler through the Distribution Center. The original copy of DD Form 1610 is provided for use by the traveler and the Program and Budget Division, DRM will retain a copy.

(3) The DFAS will issue advance travel pay for qualified personnel, process settlement claims, and pay for those expenses approved for payment resulting from the travel. One copy of the TO, original receipts, and a completed DD Form 1351-2, Travel Voucher or Subvoucher accompany settlement vouchers. Military members will have their vouchers reviewed with the reviewer signing and dating above his/her printed name

in the upper right corner of the DD Form 1351-2. Civilian travelers will have their vouchers reviewed by a Travel Approving official, normally the person in block 18 of the DD Form 1610, and sign over his/her printed name in block 21a of the DD Form 1351-2. A DD Form 577, Signature Card, for the Travel Approving Official must be on file with DFAS-SA-FPT. For more information, please see Appendix D and paragraph 11.

(4) The Internal Review and Audit Compliance Office as well as other audit activities within the DOD will audit TDY procedures within the Program and Budget Division.

(5) Office Chiefs will appoint Internal Control Officers in compliance with AR 11-2, Internal Control Systems. The Internal Control Officer will provide appropriate oversight within their activity to assure procedures are structured to preclude waste, fraud, or misuse of government funds through abuse of the TDY program. Funds (Budget) Control Officers, appointed in accordance with provisions outlined in Headquarters, U.S. Army Medical Command (MEDCOM) Regulation 37-3, Fund Control Policies and Procedures, will ensure informal commitment of TDY funds are made.

f. Mission TDY is directive in nature, resulting in nonwaiverable entitlement for travel and per diem expenses of military or civilian personnel. Any activity lacking sufficient TDY funds may not approve additional TDY travel of an individual while already in an official TDY status, allowing the Army traveler, voluntary or not, to personally fund or incur additional travel or expenses. The conduct of official business while on administrative absence, leave, or while on any other unofficial status is prohibited.

g. Permissive TDY is performed at no expense to the government. Permissive TDY is explained in detail in AR 600-8-10, Leaves and Passes, and is administered by the Commander, Center Brigade. (See the current edition of All Ranks Personnel Handbook (UPDATE).) Questions regarding administrative procedures for Permissive TDY can be referred to the S-1 Office, Center Brigade.

h. Blanket/Repeat TDY Travel Orders are approved for travelers performing frequent and continuous travel, as defined in AR 600-8-105, Military Orders. Currently only individuals from the command group, AMEDDC&S, possess these TOs. Approval will be at the discretion of the command group on a case by case basis.

i. The use of a special conveyance (rental car/van) will be kept to an absolute minimum, consistent with mission accomplishment, essentiality, and/or least cost to the government. Temporary Duty TOs must state that a rental car is authorized or reimbursement is not made by the DFAS. Advance reservations for a rental car are recommended to ensure availability upon arrival at the TDY station.

j. The use of privately owned vehicles (POV) in the performance of TDY travel will be authorized only when it is clearly more advantageous to the government. One way distance to the TDY station may not exceed 450 miles when travel by POV is authorized.

k. Benefits received incident to TDY travel is an issue of continuing concern. Various airline companies, car rental companies, and hotels frequently offer incentive programs that provide discount privileges such as free travel, upgraded services, or other tangible gifts. The basic rules regarding the acceptance of these, or any other incentives, are basically clear and straightforward. However, there is often confusion about them among military and civilian Army personnel. These rules are generally comprised of two basic principles:

(1) Principle #1: Government Property. In general, anything received by the Army traveler, wholly or in part, as a result of official travel by an Army traveler, belongs to the government. This rule may be found in the DOD Joint Ethics Regulation (JER).

(2) Principle #2: Gratuities. The Army traveler may not: accept a gratuity from a DOD contractor, or any prohibited source; or accept a gratuity further because of his official position unless that gratuity falls under an express exception. This rule is discussed in the DOD Joint Ethics Regulation (JER).

(3) Appendix E discusses benefits in greater detail as a guide to the traveler providing a greater explanation of benefits authorized and those that are not resulting from official travel.

6. **ADMINISTRATIVE PROCEDURES.**

a. Requests for TDY are submitted using DD Form 1610. Either the interleaved carbon sets, available through the Publications/Forms Stockroom, located in bldg 4190, or the electronic version are acceptable for use. Complete the form

following the instructions contained in AR 600-8-105, figure 12-1; a copy is reproduced in this publication in Appendix B, for your convenience. The AMEDDC&S Form 975-E, 3 May 97, TDY Itinerary, may be used for your convenience. (See Appendix B.) Questions regarding the procedures contained in this memorandum may be referred to the Program and Budget Division, DRM.

b. Forward DD Forms 1610 prepared as indicated in Appendix B, to the Program and Budget Division, DRM, for completion as discussed previously. Under normal conditions TDY orders are completed within 48 hours of receipt in the Program and Budget Division, DRM. Occasionally, TDY plans evolve or change with little or no notice. In these instances, staff cooperation is requested in initiating TDY orders at the earliest possible time once the travel is recognized as necessary. Every consideration is given to the traveler, so as not to delay procedures.

c. The ITO is prepared in the Army letter format, a sample is at Appendix B. ITOs are processed in the same manner as the DD Form 1610, however, only an original copy is required. The originating office representative must come to the Program and Budget Division, DRM, sign for the order, reproduce sufficient copies, and mail the order to the guest. Assistance in processing the settlement voucher also rests with the sponsoring office, to include providing the necessary forms, instructions, and where to process the voucher.

d. Confirmatory TDY is when the situation demands immediate action, a commander may issue verbal orders and the paperwork is done within 30 calendar days of the TDY. When preparing the DD Form 1610, ensure block 7 reads "Confirmatory TDY" and in block 16, include the statement "VOCO, _____ *(the date in block 10b)*. See Appendix B for example.

7 AMENDMENTS AND REVOCATIONS.

a. Use DD Form 1610 to amend TOs prepared on DD Form 1610. Following the procedures outlined in AR 600-8-105, Para 12-6; blocks 1 through 6 contain the same data contained in the order being amended unless any of these blocks need to be amended. Type the word "Amendment" in block 7. Complete only the block(s) actually being amended, by typing in the correct data in the amended block. Enter an asterisk (*) following every corrected entry, as shown in the sample at Appendix B. In block 16 type the statement "AMEDDC&S TDY Order No._____ *(from block 21 of order being amended)* is amended as indicated by and asterisk (*), copy enclosed." Blocks 17 through 20 will be

completed in the same manner as the order being amended. Enclose a copy of the order being amended and process following the same procedures as for the basic order.

b. Use DD Form 1610 to revoke a TO prepared on DD Form 1610. Follow the same procedures outlined above for blocks 1 through 6. Type the word "Revocation" in block 7. In block 16 type the statement "AMEDDC&S TDY Order No._____ *(from block 21 of the order being revoked)* is revoked, copy enclosed." Blocks 17 through 20 will be completed in the same manner as the order being revoked. Enclose a copy of the revoked order and process following the same procedures as for the basic order. When revoking a travel order with an amendment it is only necessary to revoke the basic order. See Appendix B for examples.

c. It is important to prepare and process amendments and revocation to TDY orders as quickly as it is known when either action is necessary. This will allow the Program and Budget Division, DRM to allocate or reallocate funds, as appropriate. It also allows your activity to more accurately account for and/or utilize their funds in a more timely and effective manner. Remember, any delay in publishing an amendment to TDY orders can result in possible financial hardship to the traveler in terms of time, money, or even possible embarrassment.

d. If an ITO is revoked or amended, prepare the action using an Army Letter in the same basic format as the original letter (See Appendix B). Enclose a copy of the original ITO to the revoked/amended letter. The Program and Budget Division, DRM will issue a new TDY order number, in the same manner as the original letter. The sponsoring office mails copies of these to the addressee, to officially revoke or amend the commitment. The wording in the sample at Appendix B is modified to fit the individual situation, but the TO number and date of the original letter is included in the action.

e. Equally important to remember is that an error on an amendment cannot be amended. To correct a situation of this nature the incorrect amendment is first revoked, then an amendment with the correct information is processed. The revocation must be completed prior to the issuing of the new amendment.

8. **OUTSIDE CONTINENTAL UNITED STATES (OCONUS) TEMPORARY DUTY TRAVEL.**

a. Official TDY travel OCONUS must be restricted to absolutely mission essential travel. Only those requirements that cannot be carried out by other means are approved. Trips to the same areas should be combined and the lengths of visits to the same OCONUS locations should be kept to a minimum. **Travelers are reminded the states of Alaska and Hawaii, as well as U.S. possessions and territories are considered OCONUS areas and require the same documentation as other OCONUS travel.** Antiterrorism/Force Protection (AT/FP) briefings are not required for Alaska, Hawaii, U.S. Possessions and Territories unless specifically required by the Area of Responsibility Commander-in-Chief (AOR CINC).

b. In accordance with provisions of AR 55-46, Travel Overseas, the Commander, U.S. Army Medical Command (MEDCOM), is responsible for approval of official mission TDY travel outside CONUS, and is, therefore, the approving authority for travel OCONUS, by AMEDDC&S personnel. Requests for OCONUS TDY are submitted on a Formal Memorandum, prepared for signature by the XO (or the Chief of Staff in his/her absence). This authority may not be further delegated.

c. Requests for OCONUS TDY travel must be forwarded so as to reach MEDCOM at least 60 days prior to desired departure date (75 days if State Department clearance is required). The DD Form 1610, must be an enclosure of the formal memorandum, processed through Program and Budget Division, DRM, (through block 19) before OCONUS approval will be granted. If the request does not meet the required lead-time, it must include a statement justifying why your request does not meet the established time frame. Requests are prepared in the format provided, see Appendix B, and include all the information, shown in the instructions at Appendix C. Response to any line in the example at Appendix C that does not apply, will be identified and responded to with the abbreviation "NA" for "not applicable." The lead-time is necessary to allow sufficient time for review and/or approval of the appropriate theater/country/special area clearance(s).

d. The formal memorandum is addressed to the Commander, U.S. Army Medical Command, ATTN: MCPE-MA, for final approval. Any internal routing is determined by the office chiefs and annotated on the record copy or AMEDDC&S Form 429, Cover Sheet Action Form. Enclose the DD Form 1610, any memorandums granting

theater/country clearance, security briefing stamp/paperwork, and a copy of AMEDDC&S Form Letter 583-E, North Atlantic Treaty Organization (NATO) TOs, if applicable. (See paragraph 9 for NATO TOs.)

e. Personnel traveling OCONUS must have an AT/FP briefing within six months of travel. Counterintelligence and Security Office, Readiness and Logistics Business Center, conducts scheduled AT/FP briefings and provides the required certification memorandum, destination country information, and Graphic Training Aids (GTAs) upon completion of the briefing. The traveler must attend one of these scheduled briefings; or, must contact their unit/activity AT/FP officer and/or certified briefer to obtain the required briefing.

f. Upon receipt of the approving endorsement from HQ, MEDCOM, the TDY TOs may be submitted for signature. Enclose a copy of the MEDCOM approving endorsement to the memorandum requesting OCONUS travel, along with the DD Form 1610, and NATO TOs, if applicable, so the Program and Budget Division, DRM, can determine all necessary action has been completed. The TDY orders are not releasable without written verification of the MEDCOM approval and accordingly cannot be authenticated.

g. Certain TDYs, directing Army personnel on a special mission (tasking), such as duty in Honduras, do not require MEDCOM approval. These types of clearances have already been approved at MEDCOM or at Department of Army level. Enclose a copy of the tasking document/memorandum issued by MEDCOM with the DD Form 1610. The Program and Budget Division, DRM will verify these special situations on a case by case basis with the appropriate MEDCOM activity.

9. **NATO TO.** U.S. Military Personnel who are directed to travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom are required to issue NATO TOs in addition to the DD Form 1610. The NATO TO will **not** be issued to civilian personnel. Use AMEDDC&S Form Letter 583-E, NATO TO. Print this form letter on letterhead paper. Any instructions printed on the back (page 2) are to be in English only. A Theater/Country/Special Area Clearance will still need to be obtained in order for the NATO TO and DD Form 1610 to be authenticated. See Appendix C.

10. **PASSPORTS.** All military personnel and civilian employees traveling in a TDY status on official business to a country requiring a passport must obtain a no-fee passport. A no-fee passport identifies the bearer as an official traveler. The Community Service Center, Transportation Office, has a full service passport office in building 367. The Passport office provides specific guidance on the requirements and procedures for obtaining a no-fee passport. Regulatory guidance, policy, and information is contained in DOD 1000.21-R, Passports and Passport Agent Services Regulation.

11. **TEMPORARY DUTY TRAVEL ADVANCES**

a. It is current DOD policy that DOD personnel pay for all costs incidental to official business travel, including travel advances with the Government-sponsored contractor-issued charge card, currently Bank of America. Travelers will use their government charge card to access the Automatic Teller Machine (ATM) network to obtain cash in lieu of agency-provided travel advances for meals and incidental expenses. Cardholders are authorized ATM withdrawal limits of $150.00 a day, $500.00 a week, and $600.00 per month. To obtain a Bank of America government charge card, contact the AMEDDC&S Charge Card Coordinator in the Program and Budget Division, DRM.

b. Travelers who do not have a government charge card and request an exception, will have their request forwarded by DFAS-SA to MEDCOM Finance and Accounting Office for approval. To apply for an advance temporary duty travel allowance prior to your departure date, fax to DFAS a completed DFAS-SA Form 500-E, Request for Travel Advance, one copy of the DD Form 1610, and a voided check from your bank or a SF Form 1199A form from your bank to COMML 210-527-8141 or DSN 448-8141 for processing not later than 7 working days prior to the actual date the advance is needed. It takes approximately 5-6 working days to process and receive the advance via direct deposit. Checks are no longer issued for pickup at DFAS. Personnel in possession of and or eligible for a government credit card are not authorized a travel advance and must obtain an advance using the ATM network with their government charge card.

12. **GOVERNMENT CHARGE CARD.** The government charge card is intended for use on official government business <u>only</u>. Use of this card for a private purpose violates the agreement signed on the original application. The following information regarding the use of the government charge card is provided for your

information. Questions regarding the government charge card should be referred to the Program and Budget Division, DRM.

a. Obtaining a Government Charge Card. Eligible military and DOD civilian employees can obtain a government charge card by completing a government charge card application available in the Program and Management Division, DRM. Upon completion of the application, return it to the AMEDDC&S Charge Card Coordinator, DRM who will review and forward the application to Bank of America. A new member card will be embossed with the individual's name and agency (if desired), and mailed directly to the cardholder's billing address, unless otherwise stated. A background credit check is not required at the time the new card is issued; however, Bank of America reserves the right to request a credit history at any time after enrollment in the program.

b. Employee Transfer, Retirement, or Termination. When a cardholder (military or civilian) is reassigned, they must keep their card and notify your new activity of it when inprocessing. When a cardholder (military or civilian) retires, is terminated, or resigns, out-processing through the Program and Budget Division, DRM is required. The Bank of America card is surrendered to the DRM, who will cut the card in half in the presence of the cardholder. The cardholder's clearance papers are then appropriately annotated, thereby relieving the card member from any charges from that date forward. The AMEDDC&S Charge Card Coordinator will notify Bank of America Account Specialists to cancel the account.

13. **LEAVE OR PASS IN CONJUNCTION WITH TDY.** Personnel absences in a leave or pass status is authorized in conjunction with TDY travel. Payment of per diem is not authorized during leave or pass periods. Under normal circumstances, per diem is not paid incident to early arrival at their TDY station. The official who approves the leave or pass must ascertain from the traveler any leave or pass desires and ensure TDY orders are prepared to suit the travel time and authorized absence involved. The following procedures apply:

a. AR 600-8-10, Chapter 7, Leaves and Passes, outlines the policies and procedures regarding leave in conjunction with TDY for military personnel. Reference to leave **is not** to be made on the DD Form 1610; however, a copy of the **approved DA Form 31**, Request and Authority for Leave, will be enclosed with the DD Form 1610. The TDY must not give the appearance the travel was

arranged to provide transportation for leave at government expense or for the convenience of the traveler.

b. Policies and procedures regarding pass in conjunction with TDY are contained in AR 600-8-10, chapter 5. Inclusive dates of the pass period will be shown in block 16 of the DD Form 1610 with the statement "____ days Pass authorized in conjunction with this TDY from *(show inclusive dates)*." This is required so that the DFAS can determine the actual number of days of per diem authorized during this TDY period. **Personnel in the rank of 0-3/E-8 and below will coordinate their absence with their respective duty roster sections prior to authentication of the TDY order.**

c. Except as indicated above, requests for leaves or passes are processed in the same manner as they would be if no TDY was involved. Any additional information regarding policies and procedures for personnel absences should be referred to your respective battalion PAC as well as AR 630-5 (See the current edition of All Ranks Personnel Handbook (UPDATE).)

d. Annual Leave for civilian employees will be coordinated between the employee, the timekeeper, and the office chief concerned. Block 16 of the DD Form 1610 will indicate "___ days annual leave authorized, *show inclusive dates of annual leave.)"*

e. Any orders received for authentication which do not meet the provisions outlined in the paragraphs above, will be returned to the originating office for correction. These requirements are regulatory in nature, and not simply local policy.

14. TEMPORARY DUTY TRAVEL SETTLEMENTS

a. Upon completion of the TDY travel, and within 5 working days, complete and submit DD Form 1351-2 to DFAS. The correct preparation of a travel voucher is an integral part of its timely, accurate processing. Errors in the voucher may result in costly, time-consuming follow-up by the finance office. This can cause a delay in receiving your settlement money. Some common errors detected on the DD Form 1351-2 by DFAS include:

(1 Illegible paperwork. All originals must be legible.

(2) Incomplete address. The address block or check mailing address, must contain a complete address, to include a zip+4 code.

(3) Organization and Station. This is the official designation of the organization to which an individual is assigned.

(4) Insufficient or inappropriate copies of supporting documents. Supporting documents smaller in size than 4"x 6" are to be mounted on blank paper using transparent tape (not stapled).

b. To ensure a more timely period for processing, your travel settlement voucher must include, as a minimum, the following documentation:

(1) A copy of the DFAS Form 500-E, if you received an advance travel allowance.

(2) A properly completed set of DD Form 1351-2 or an original if you use the electronic version of the form. See Appendix D for details on completing this form.

(3) Original DD Form 1610, as well as originals of any amendments and/or revocations thereto. A revocation would be required in the event an advance travel allowance had been provided by DFAS, and then the trip canceled.

(4) An original receipt of the rental car or special conveyance billing, if applicable.

(5) An original of the itemized billing for your hotel or lodging accommodations.

(6) An original and one copy of any receipts for registration fees, entry fees, examination fees, or any other miscellaneous reimbursable expenses of $75 or more.

(7) Two copies of the DA Form 31 when leave is taken in conjunction with the TDY travel.

c. Military travelers must ensure the reviewer has signed and dated the completed DD Form 1351-2 just above block 10 (upper right hand corner of the form) when after the fact entitlements are not claimed before submitting to finance for payment. Civilian travelers must have their DD Form 1351-2 signed above their printed or typed name, by a Travel Approving Official in block 21a.

APPENDIX A

REFERENCES

1 Joint Federal Travel Regulations

2. AR 11-2. Management Control

3. AR 40-501. Standards of Medical Fitness.

4. AR 55-46. Travel Overseas.

5. AR 310-50. Authorized Abbreviations and Brevity Codes

6. AR 380-5. Department of the Army Information Security Program.

7. AR 380-67. Department of the Army Personnel Security Program.

8. AR 381-12. Subversion and Espionage Directed Against United States Army (SAEDA).

9. AR 600-8-105. Military Orders.

10. AR 630-5. Leaves and Passes

11 DFAS-IN Regulation 37-1,

12. HSC Reg 1-1. Temporary Duty Travel.

13. HSC Reg 37-3. Fund Control Policies and Procedures.

14. FSH Reg 37-5. Financial Administration.

15. AMEDDC&S Memo 25-50. Correspondence/Administrative Publication Guide.

16. DOD 1000.21-R. Passport and Passport Agent Services Regulation.

17. DOD 4500.54-G. Department of Defense Force Foreign Clearance Guide (FCG).

18. DOD 5500.7-R, The Joint Ethics Regulation

19. DOD 7000.14R Volume 9, Travel Policies and Procedures.