

Overview

When using the Reserve Travel System (RTS), Individual Reservists (IRs) use Department of Defense (DD) Form 1351-2 (Travel Voucher) to request refund for travel expenses.

Unit Reserve Coordinators (URCs) must be familiar with DD Form 1351-2 and understand its purpose. The purpose of DD Form 1351-2 is for IRs to seek refund for approved travel and lodging expenses. In order to determine whether the IR uses Defense Travel System (DTS) or submit claims manually the information can be found on IR's order (AF Form 938, page 2, Item E). If submitting claims manually, IRs use RTS. The IMA Travel Office at Dobbins ARB processes the claims. This is important because DTS and RTS have a different processing chain. URCs should inform IRs to contact their detachment or operating location for general questions about DTS and RTS use.

Supporting documents that should be submitted with the DD Form 1351-2 include:

- Lodging receipts
- Non-availability letters from the Base Lodging Office
- Rental car receipts
- Airline receipts
- Parking receipts for airport parking, taxi, shuttle, etc. (if over \$75.00)
- Copy of certified orders

Sample DD Form 1351-2 (page 1 of 2) (For Training Purposes Only)

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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ <u>5</u>					
3. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN L.		3. GRADE E-8	4. SSN 123-45-6789		5. TYPE OF PAYMENT (Check applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		
6. ADDRESS: a. NUMBER AND STREET 123 MAIN STREET		b. CITY ANY TOWN	c. STATE HI	d. ZIP CODE 12345			
e. E-MAIL ADDRESS JOHN.DOE@US.AF.MIL						10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE 808-888-8888		8. TRAVEL ORDER AUTHORIZATION NUMBER D-12345		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		3. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION IMA TRAVEL, DOBBINS AFB GA 30069						b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDER (Include Zip Code)				c. PAID BY	
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE					
14. ITINERARY		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				g. COMPUTATIONS	
a. DATE 2014	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
1 JUL 1 JUL 1 JUL 1 JUL 1 JUL 12 JUL 12 JUL 12 JUL 12 JUL 12 JUL 12 JUL	DEP ARR DEP ARR DEP ARR DEP ARR DEP ARR DEP ARR	HOR ATL HARTFIELD AIRPORT MIA INT AIRPORT TDY LOCATION MIA INT AIRPORT ATL HARTFIELD AIRPORT HOR	PA CP CB CB CP CP PA	AT AT TD AT AT MC	123.45	35	
16. FCG TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		18. GOVERNMENT/DEDUCTIBLE MEALS		e. SUMMARY OF PAYMENT	
18. REIMBURSABLE EXPENSES						(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	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
12 JUL	LODGING	123.45					
12 JUL	RENTAL CAR	100.00					
12 JUL	AIRLINE TICKETS	234.56					
12 JUL	SATO TRAVEL FEE	24.50					
19. CLAIMANT SIGNATURE 		"MEMBERS ELECTRONIC SIGNATURE"		b. DATE			
7. REVIEWER'S PRINTED NAME JOE A. SUPERVISOR, CMGT, USAF		8. REVIEWER SIGNATURE "ELECTRONIC SIGNATURE"		a. TELEPHONE NUMBER 888-999-9999		f. DATE 13 JUL 14	
21. APPROVING OFFICIAL'S PRINTED NAME AMY D. BOSS, COL, USAF		9. SIGNATURE "ELECTRONIC SIGNATURE"		c. TELEPHONE NUMBER 888-999-9999		g. DATE 15 JUL 14	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	18. TRAVEL ORDER AUTHORIZATOR POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID	

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by SSA/IRMS 12-91
Adobe Designer 8.0

NOTE: Signatures may be pen/ink or electronic



DD Form 1351-2



Sample DD Form 1351-2 (page 2 of 2) (For Training Purposes Only)

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.
Applicable SORN: T7333 (<http://privacy.defense.gov/notices/dfas/T7333.shtml>).

ROUTINE USE(S): Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy.
Applicable SORN: <http://dpclo.defense.gov/privacy/SORNs/component/dfas/preamble.html>.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note) - T	Automobile - A
Government Transportation - G	Motorcycle - M
Commercial Transportation (Own expense) - C	Bus - B
Privately Owned Conveyance (POC) - P	Plane - P
	Rail - R
	Vessel - V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay - AD	Leave En Route - LV
Authorized Return - AR	Mission Complete - MC
Awaiting Transportation - AT	Temporary Duty - TD
Hospital Admittance - HA	Voluntary Return - VR
Hospital Discharge - HD	

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.