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Finance Management

DEPLOYMENT TRAVEL VOUCHERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to assist 944th Fighter Wing personnel in completing DD Form 1351-2, **Travel Voucher or Subvoucher** IAW DFAS-DE 7010.3-R, *Travel Transactions at Base Level*. This instruction implements AFD 65-1, *Management of Financial Services*. This instruction applies to all personnel assigned to the 944th Fighter Wing.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision reorganizes text and updates format.

1. Responsibilities:

- 1.1. During the assignment of personnel to a deployed location the Senior Deploying Official will designate a Travel Voucher Control Coordinator (TVCC).
- 1.2. Prior to any deployment, the TVCC must contact the 56 FW Travel Pay Office for the latest changes pertaining to DD Form 1351-2.
- 1.3. If required, the TVCC will designate an individual for each aircraft to be responsible for checking the accuracy and completeness of all travel vouchers being submitted.
- 1.4. The TVCC is responsible for collecting and submitting all travel vouchers to the 56 FW Travel Pay Office.

2. Procedures:

- 2.1. The TVCC will have available samples, checklist, and/or this instruction at the deployed site to assist members in properly completing a DD Form 1351-2.

2.2. The TVCC or designee will collect completed travel vouchers along with certified copies of order, AF Form 938s, **Request and Authorization for Active Duty Training/Active Tour** from members prior to departing deployed location.

2.3. The TVCC or designee will hand carry the travel vouchers to the 56 FW Travel Pay Office NLT 1 duty day after returning to Luke. Certified orders will be turned in to the 944 FW Military Pay Office.

CRAIG S. FERGUSON, Colonel, USAFR
Commander

Attachment 1**DD FORM 1351-2 (CARBON SET)
(TRAVEL VOUCHER CHECKLIST)**

- A1.1.** When completing a travel voucher print legibly, attach four (4) copies of all orders, a copy of billing receipt and all other receipts for expenses incurred on deployment.
- A1.2.** Block 1: Place a mark in the Electronic Fund Transfer block only.
- A1.3.** Blocks 2, 4, 5, 6, 7a, 7b, 7c, 7d, and 8: Self-explanatory.
- A1.4.** Block 9: List all order numbers from AF Forms 938, block 34, AF Forms 973, **Request and Authorization for Change of Administrative Orders**, block 12, and DD Forms 1610, **Request and Authorization for TDY Travel of DOD Personnel**, block 22, as applicable.
- A1.5.** Block 10: List only advances made to you by a military installation. Do not include ATM withdrawals. If no advance payments were received enter NONE.
- A1.6.** Block 11: Self-explanatory. (See AF Form 938, block 38 or DD Form 1610, block 19 for applicable information.)
- A1.7.** Blocks 12, 13, and 14: Not applicable.
- A1.8.** Block 15a: Directly below the date, enter the year, then below the year enter the day and month for each departure and arrival.
- Block 15b: Local times of arrival/departure.
- Block 15c: You do not need to show all stops, but you must show where you changed the type of transportation (i.e. car to plane, plane to car) and if you remained overnight.
- Block 15d: See reverse side of travel voucher for code.
- Block 15e: See reverse side of travel voucher for code.
- Block 15f: Not Applicable
- Block 15g. You may claim POC round trip mileage, at the beginning and end of orders, if a family member or another person drops you off or picks you up in your car.
- A1.9.** Block 16: List expenses, i.e. authorized rental car, visa card ATM use fee, official calls only, total cost of lodging, or excess baggage fees, etc. **NOTE:** If rental car was approved after orders were published and/or official calls are claimed, orders approving official must sign in block 20.
- A1.10.** Block 18: Mark Owner/Operator block even if a family member drives your car. If passenger in someone else's car, mark Passenger block.
- A1.11.** Block 21a and 21b: Please sign and date the travel voucher.

Attachment 2**DD FORM 1351-2, (ELECTRONIC GENERATED)
(TRAVEL VOUCHER CHECKLIST)**

- A2.1.** When completing a travel voucher print legibly, attach four (4) copies of all orders, a copy of billing receipt and all other receipts for expenses incurred on deployment.
- A2.2.** Block 1: Place a mark in Electronic Fund Transfer block only.
- A2.3.** Blocks 2, 4, 5, 6, 7a, 7b, 7c, 7d, and 8: Self-explanatory.
- A2.4.** Block 9: List all order numbers from AF Forms 938, block 34, AF Forms 973, block 12, and on the civilian order, DD Forms 1610, block 22.
- A2.5.** Block 10: List only advances made to you by a military installation. Do not include ATM withdrawals. If no advance payments were received enter NONE.
- A2.6.** Block 11: Self-explanatory. (See AF Form 938, block 38 or DD Form 1610, block 19 for information).
- A2.7.** Blocks 12, 13, and 14: Not applicable.
- A2.8.** Block 15a: Directly below the date, enter the year, then below the year enter, the day and month for each departure and arrival.
- Block 15b: You do not need to show all stops, but you must show where you changed the type of transportation (i.e. car to plane, plane to car) and if you remained overnight.
- Block 15c: See reverse side of travel voucher for code.
- Block 15d: See reverse side of travel voucher for code.
- Block 15e: Enter in Block 18.
- Block 15f: You may claim round POC round trip mileage, at beginning and end of orders, if a family member or another person drops you off or picks you up in your car.
- A2.9.** Block 16: Mark Owner/Operator block even if a family member drives your car. If passenger in someone else's car, mark Passenger block.
- A2.10.** Block 17: Not applicable.
- A2.11.** Block 18: List expenses, i.e. authorized rental car, visa card ATM use fee, official calls only, total cost of lodging, excess baggage fees, etc. **NOTE:** If rental car was approved after orders were cut and/or official calls are claimed, orders approving official must sign in block 21a.
- A2.12.** Block 20a and 20b: Sign and date the travel voucher.

Attachment 3

**CERTIFICATION OF AF FORM 938, REQUEST AND AUTHORIZATION FOR ACTIVE
DUTY TRAINING/ACTIVE DUTY TOUR CHECKLIST
(ORDERS)**

A3.1. Block 38a: Enter location from which you departed (i.e. Home Of Record (HOR) time, day, and month.

A3.2. Block 38b: Enter location of duty station plus time, day, and month that you arrived and the mode of travel: POV (Private Vehicle), GP (Government Plane), and/or GTR (Government Transportation Request).

A3.3. Block 38c: Enter duty location that you are departing from, the time, day, and month.

A3.4. Block 38d: Enter location of your final destination for this order (i.e. HOR or Remain in Place when you convert to another order).

A3.5. Block 39: Please read and circle applicable statements.

A3.6. Block 40 and 41: Sign and date.

A3.7. Block 42: Must reflect the actual start and finish dates of duty only. **Do not** include travel days.

A3.8. Blocks 43, 44, 45, and 46: Are to be completed by the certifying official.

A3.9. Blocks 47 and 48: Must be signed by the member's civil service timekeeper if applicable.

A3.10. Block 49: Applicable to Pilots and Flight Surgeons only.