

POINTS OF CONTACT
LONG TERM TDY/TAD TRAVEL (Revised 9 Jan 03)

All interim travel vouchers for military personnel ***must be*** submitted through DRM TRAVEL CELL to ensure completeness and accuracy in the filing of long term TDY accrual settlements. (***EXCEPTION: Personnel who are TDY enroute at a location not serviced by DFAS-Lawton see page 2)***

DRM TRAVEL CELL Assistance POCs:

Commercial (785) 239-2601/2169 or DSN 856-2601/2169 or
1-800-873-0491 Ft Riley Toll-free official business

Email Inquiries: gumataotaoal@riley.army.mil or
cottonlj@riley.army.mil

OR

FAX:

FORT RILEY (785) 239-8270 DSN 856-8270

Mailing address for Fort Riley DRM TRAVEL CELL long term TDY travel correspondence:

**DIRECTORATE OF RESOURCE MANAGEMENT
ATTN: Travel Cell, AFZN-RM
Building 512, Room 124
512 Reed Avenue
Fort Riley, KS 66442-5091**

FORMS UTILIZED

DD1610 (REQUEST AND AUTHORIZATION FOR TRAVEL OF DOD PERSONNEL) OR ANY ELECTRONIC ORDER - Used for request of advances and as a required attachment for settlement claims.

DD1351-2 (TRAVEL VOUCHER OR SUBVOUCHER) - Used for the submission of temporary duty claims and supplemental payment. Can also be used as a continuation sheet if DD1351-2C is not available.

SF 1199 (FASTSTART/DIRECT DEPOSIT) - Used to initiate or change financial institution information traveler desires travel DD/EFT transactions to be sent to. If used for payroll purposes and you desire your travel deposits to be sent to the same financial institution, please ensure travel is given a copy of this form as civilian payroll and travel systems do **not** interface in all instances. Once a civilian traveler has furnished this form to the DFAS Lawton travel section, no further forms are needed unless the traveler changes the account. If military travelers wish their travel payments to go to a separate account from their regular pay, then they must submit a separate form to the travel section designating for travel payments only. **Voided checks will also be accepted but deposit slips cannot be. Deposit slips from some banks contain extra digits therefore causing the payment to go to the incorrect account or to reject and delay the payment.**

DFAS-LW 2001-R - Used to initiate or change financial institution account to which travel EFT payments are being sent.

SIMPLIFIED INSTRUCTIONS FOR FILING INTERIM VOUCHERS FOR LONG TERM TDY

Long Term TDY/TAD includes travel for training (course of instruction) and/or TDY/TAD assignment in excess of 45 calendar days and less than 180 calendar days at one location.

Travelers should file for their first 30 days of expenses for long term TDY/TAD as soon as this filing period has elapsed; however, it must cover at least 30 days. When the traveler has only 30 days remaining on their long term TDY, no further accrued per diem payments will be processed until after the traveler returns to their permanent duty station.

SUBMIT:

1. Completed DD1351-2 marked 1st accrued per diem (See Attachment 1 for example). If the travel charge card was used split disbursement is mandatory. Recommend having "ALL" of interim settlement amount applied against travel card to avoid final settlement problems.
2. Copy of paid lodging receipts.
3. Copy of travel orders.
4. Copy of any receipt exceeding \$75.00 for which you are claiming reimbursement.
5. Statement of Non-availability for meals and/or lodging if necessary.
6. Direct deposit information or copy of a voided check if you have never filed a travel settlement with the DFAS site supporting the permanent duty station, or if you have recently changed financial institutions.

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Detailed information on interim settlements can be found on page 3 and 4.

EXCEPTION:

Interim (accrued per diem) vouchers will be submitted through the DRM TRAVEL CELL, unless you are in a TDY in conjunction with PCS status (TDY enroute). At that point the voucher is submitted with *the DFAS site supporting the TDY point, when the TDY is in conjunction with a PCS*. Currently DFAS LAWTON supports the following installations.

Ft Bliss TX	Ft Lee VA	Ft Carson CO	Ft Riley KS
Ft Hood TX	Ft Sill OK	Ft Irwin CA	Ft Leonardwood MO

For the above TDY sites you would continue to file through the DRM TRAVEL CELL. If your TDY enroute is not one of the above sites call the DRM TRAVEL CELL for guidance on where to submit the interim settlement.

Final settlement vouchers should be submitted to the DFAS site supporting the traveler's permanent duty station, or upon arrival at the new permanent duty station.

LONG TERM TDY/TAD

Interim (Accrual) Settlements

Travel Charge Card Holders

Long Term TDY/TAD includes travel for training (course of instruction) and/or TDY/TAD assignment in excess of 45 calendar days and less than 180 calendar days at one location. All long term travelers using the travel charge card must file accrued per diem requests (a form of partial payment against the TDY order) so they may be reimbursed for TDY costs incurred up to that time. This will allow the traveler to pay travel card expenses, keeping the card status current and preventing a suspended travel card. ***It is mandatory that the traveler use split disbursement when filing travel settlements if they have used the travel charge card.*** It is highly recommended that the traveler use the payment amount of “ALL” when filing the accrued per diem interim settlement. This will ensure the traveler fully covers all expenses, and is not short in meeting final card charges after submitting the final settlement. Traveler must be aware of their allowed entitlements and not overspend allowances. Procedures for filing for accrued per diem are described below.

Accrued Per Diem Filing Procedures: Traveler’s must file for their first 30 days of expenses for long term TDY/TAD as soon as this filing period has elapsed; **however, it must cover at least 30 days.** The travel claim ***must*** be submitted through DRM TRAVEL CELL at Fort Riley for an accuracy review (see exception for TDY enroute). If your receipts were paid in advance, we suggest sending the travel claim to DRM TRAVEL CELL at the 25-day mark, claiming expenses for the 30-day period. This will ensure your settlement can be processed in a more timely manner. For example, TDY/TAD begins June 20. Lodging costs are from June 20 to July 19. The traveler should submit their first claim on July 19, for the period June 20 through July 19, 2400 hours local time. DRM TRAVEL CELL will review the travel claim for the initial 30 days and forward to DFAS for processing. Subsequent claims should be submitted for 30 day periods (example, for the period July 20 through August 19.)

Submit the following:

1. Completed DD1351-2 (the DD1351-2 showing when the traveler left their residence, the mode of travel, when the traveler arrived at their TDY site and annotated in the reimbursable expenses “**1st accrued per diem**” for the period dd/mm/yy through dd/mm/yy. This is normally the date you arrived at the TDY location through the 30th day at the TDY location. Subsequent requests for accrued per diem would state “**2nd accrued per diem**”, **3rd**, **4th**, etc.) NOTE: All leave and/or returns to the (PDS) or residence must be shown on the travel claim. Absences from the TDY locations will reduce entitlements since per diem is not payable in these situations. Suggest marking split disbursement in Block 1 with “ALL” in “Amt to Govt Tvl Charge Card” for interim settlements.
2. If the travel orders say government lodging or mess available, and after arrival at the TDY site the traveler finds that lodging and/or mess are not available the following steps need to be taken.
 - a) The best solution is for the traveler to immediately contact their supporting station that issued the original orders and get amended orders stating that government lodging and/or mess are not available (whichever situation may apply).
 - b) An alternative solution is to send the travel settlement back to the approving officer at the supporting station for signature in Block 21a of the DD1351-2 (MAR 2000) with a statement saying “Orders inaccurate, government lodging or mess is not available”. This would have to be done for each interim settlement. This can seriously delay the settlements and payments.
 - c) “Statements of Non-availability” for meals and lodging, whichever is applicable are no longer valid mechanisms for supporting full payment unless the approving official signs the travel settlement in Block 21a of the DD1351-2 (MAR 2000). If the DD1351-2 is not signed the traveler is paid at the reduced government rate and then must file a supplemental voucher signed by the approving officer.
3. One copy of paid lodging receipts. NOTE: Retain all original copies of lodging receipts for submission with your final travel settlement voucher. An itemized lodging receipt is required, credit card charge slips are not acceptable. **Lodging cost and lodging taxes must be claimed separately.** Copies of ATM withdrawals showing ATM transaction fees are only necessary if the fees claimed exceed \$75.00.

4. One copy of travel orders.
5. Direct deposit information or copy of a voided check if you have never filed a travel settlement with the DFAS site supporting the permanent duty station, or if you have recently changed financial institutions.

Final settlement vouchers should be submitted through DRM TRAVEL CELL to the DFAS site supporting the traveler’s permanent duty station, or upon arrival at the new permanent duty station. After the accrued per diem payment is received, it will take three to five workdays for the voucher to be audited (if necessary) and processed for payment into the traveler’s bank account. When the traveler has only 30 days remaining on their TDY, no further accrued per diem payments will be processed until after the traveler returns to their permanent duty station. A final settlement voucher must be prepared in accordance with regulatory guidance. **Make sure you indicate on the final settlement voucher that previous accruals have been filed (indicate date, voucher number, and dollar amount).**

Tips for speedy processing – Ensure you may be reached at phone number listed on voucher. Ensure voucher is complete and signed with good mailing address. Attach itemized lodging receipts with paid dates matching accrual time frame claimed. Make sure a copy of your orders are included with the claim. **Make sure you claim lodging cost separate from lodging taxes. Follow the example for claiming ATM transaction fees. Make sure you show the total of the ATM withdrawals below the line for fees claimed.**

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TRAVEL VOUCHER OR SUBVOUCHER		Read Policy for Statement, Penalty Statement, and Instructions on back before submitting form. Use appropriate info. on call point plan. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																													
1. PAYMENT <input checked="" type="checkbox"/> Traveler Paid (Traveler PTD) <input type="checkbox"/> Agency Paid <input checked="" type="checkbox"/> Agency Reimbursed (Agency PTD) <input type="checkbox"/> Agency Paid		2. TYPE OF TRAVEL (See instructions) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Business <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> Official <input type="checkbox"/> Other																													
3. FOR S.O. USE ONLY 4. VOUC. AC. NO.		5. GRADE 6. APO E-7 123-45-6789																													
7. ADDRESS (A. H. NAME) (A. H. NAME) SMITH, JOHN A.		8. CITY 9. STATE FORT RILEY KS																													
10. DATING TELEPHONE NUMBER (AREA CODE) 234-5678		11. TRAVEL UNDER NUMBER H-T-614																													
12. PREVIOUS GOVERNMENT PAYMENTS NONE		13. DEPENDENTS (ADDRESS ON RECEIPT OF GOVERNMENT PAYMENTS)																													
14. OPERATOR AND STATION ABLE CO, FT. RILEY, KS 66442		15. HOUSEHOLD GOODS BEEN SHIPPED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																													
16. DEPENDENTS (NAME, ADDRESS, PHONE NO.) <input type="checkbox"/> Accompanied <input checked="" type="checkbox"/> Unaccompanied <input type="checkbox"/> Home Care (See instructions) <input type="checkbox"/> Relatives (See instructions)		17. ALLIANCE DISBURSEMENT 5 ALLI.																													
18. ITINERARY a. DATE b. FROM c. TO d. TO e. FROM f. TO g. FROM h. TO 5 JAN 01 0800 FORT RILEY, KS PA 190 5 JAN 01 0800 KANSAS CITY AIRPORT CP 190 5 JAN 01 0800 FT. BENNING, GA (ANCOG) CP 190 1st ACFTUAL - INTERCOM (5 Jan - 4 Feb 2001)		19. ALLIANCE DISBURSEMENT <input type="checkbox"/> None <input type="checkbox"/> 5 ALLI.																													
20. REASON FOR TRAVEL (See instructions) <input checked="" type="checkbox"/> Official		21. DURATION OF TRIP (YEAR) <input type="checkbox"/> 12 - Other (See instructions)																													
22. REASONABLE EXPENSES <table border="1"> <thead> <tr> <th>a. DATE</th> <th>b. NAT. OR FOREIGN</th> <th>c. AMOUNT</th> <th>d. ALLOWED</th> </tr> </thead> <tbody> <tr> <td>5 JAN</td> <td>FOOD</td> <td>7.50</td> <td></td> </tr> <tr> <td>1/5-2/4</td> <td>LOADING</td> <td>1055.00</td> <td></td> </tr> <tr> <td>1/5-2/4</td> <td>LOADING TAXES</td> <td>84.16</td> <td></td> </tr> <tr> <td>1/5-2/4</td> <td>ATM FEES (Jan 8, 15, 22, 29)</td> <td>10.35</td> <td></td> </tr> <tr> <td colspan="2">Total ATM draws</td> <td>3850.00</td> <td></td> </tr> <tr> <td colspan="4">1st accrued per diem 5 Jan 2001 - 4 Feb 2001</td> </tr> </tbody> </table>		a. DATE	b. NAT. OR FOREIGN	c. AMOUNT	d. ALLOWED	5 JAN	FOOD	7.50		1/5-2/4	LOADING	1055.00		1/5-2/4	LOADING TAXES	84.16		1/5-2/4	ATM FEES (Jan 8, 15, 22, 29)	10.35		Total ATM draws		3850.00		1st accrued per diem 5 Jan 2001 - 4 Feb 2001				23. DURATION OF TRIP (YEAR) <input type="checkbox"/> 12 - Other (See instructions)	
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24. CLAIMANT SIGNATURE 25. DATE 4 Feb 01		26. SUPERVISOR SIGNATURE 27. DATE																													
28. APPROVING OFFICER SIGNATURE 29. DATE		30. APPROVING OFFICER SIGNATURE 31. DATE																													
32. ACCOUNTING IS RESPONSIBLE FOR																															
33. DOLLAR-TIME FORM																															
34. COMPLETED BY 35. AUDITED BY		36. TRAVEL ORDER POSTED BY 37. RECEIVED FROM (Signature and Date of Order No.)																													
38. BARRANTY FILE		39. BARRANTY FILE																													

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND SHOULD NOT BE USED. EXCEPT FOR 1351-2 APPROVED BY GSA FORM 1351-2 MAY BE REPRODUCED IN FULL OR IN PART.

**THIS FORM HAS BEEN REPLACED - USE JULY 2002 FORM IF AVAILABLE.