

VOLUME 9, CHAPTER 8: “PROCESSING TRAVEL CLAIMS”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue and underlined font](#).

The previous version dated [July 2014](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references and hyperlinks. Formatted to comply with SOP/administrative instruction.	Revision
0801	Revised General section to add “Purpose” and “Authoritative Guidance” paragraphs.	Addition
0802	Added Section for “Additional Guidance” and renumbered subsequent sections and paragraphs throughout the remainder of the chapter.	Addition
080401.H Policy Memo	Incorporated the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) memorandum dated March 6, 2015, titled, “Prohibition Against Travelers Requesting Reimbursement for Travel Expenses of Others”. Cancelled the OUSD(C) memorandum.	Addition
080604.A	Added statement that claims for the Funeral Honors Duty Allowance (FHDA) \$50.00 stipend authorized in Volume 7A, Chapter 58, and Volume 7B, Chapter 22, are not Travel allowances and must be submitted to and paid through the appropriate Military Pay office.	Addition
080611	Incorporated Volume 9, Chapter 09, Coast Guard guidance into Chapter 08, and cancelled/archived Chapter 09.	Addition
All	This publication has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with Department of Defense Directive (DoDD) 5154.31, Volume 5, dated October 8, 2015, as PDTATAC Case RR15018. Any conflict between this publication and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this publication.	Addition

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CHAPTER 8

PROCESSING TRAVEL CLAIMS***0801 GENERAL**

080101. Purpose

This chapter provides general policy to travelers for the preparation, submission, and processing of travel claims for electronic submission through the Defense Travel System (DTS) and for Permanent Duty Travel (PDT) and Temporary Duty Travel (TDY) forms for hard-copy submission.

080102. Authoritative Guidance

This chapter provides guidance under authorities contained in statute, Joint Travel Regulations (JTR), the Federal Travel Regulation (FTR), and the Department of Defense Financial Management Regulation (DoD FMR). It does not include every condition in which the JTR either authorizes or limits travel and transportation allowances. Information contained in this volume does not supersede the JTR.

***0802 ADDITIONAL GUIDANCE**

080201. Disbursing Officer and Certifying Official Responsibilities

The disbursing officer (DO) is accountable for all travel payments and the DO's responsibilities are in Volume 5, Chapter 2. The certifying officer is responsible for the accuracy and propriety of payments to include ensuring that travel statements and claims are accurate and properly supported (see Volume 5, Chapter 5). Additionally, the disbursing office is responsible for ensuring that random audits are conducted.

080202. Payment Method

Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within DoD. Supervisors may authorize alternate methods of payment in limited situations in which the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement, which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount, must be available to travelers as a payment option. This payment option enables travelers to elect a split disbursement by indicating the amount of money from the settlement sent to the card contractor.

080203. Adjustments of \$10 or Less

The DO must pay the traveler all amounts due on the original settlement claim. The DO, however, is not required to make collections of \$10 or less on a final settlement or on an

overpayment of \$10 or less that [the DO](#) subsequently [detects](#). Conversely, [the DO must process](#) supplemental payments for \$10 or less only when specifically requested by the traveler.

080204. Over Advances

If upon settlement of the travel claim the DO determines that a traveler received an excessive travel advance greater than \$10, the official must forward a letter of indebtedness and give the traveler an opportunity to immediately repay the excess advance. If immediate payment is not made, initiate collection action as required in accordance with Volume 8, Chapter 8, paragraph [080602](#), Volume 5, Chapter 28, or [Volume 7A, Chapter 50, subparagraph 500104.A](#).

080205. Overpayments

If [the DO detects](#) an overpayment greater than \$10, the DO must forward a letter of indebtedness to the traveler that requests remittance. The traveler is required to pay the indebtedness within 30 calendar days after the date of notification; otherwise, [initiate collection action](#) as outlined in Volume 8, Chapter 8, paragraph [080602](#), Volume 5, Chapter 28, or [Volume 7A, Chapter 50, subparagraph 500104.A](#).

080206. Income Taxation of Reimbursable Temporary Duty (TDY) Allowances

A civilian employee who performs a TDY assignment at one location for more than a year is considered by the Internal Revenue Service (IRS) to be permanent and any reimbursement (e.g., per diem) is considered taxable income (see 26 United States Code (U.S.C). [section 162\(a\)](#) and [Internal Revenue Ruling 99-7](#)). [The IRS may consider](#) a TDY assignment at one location for less than a year to be permanent, depending upon the specific criteria. Travel Authorizing Officials (AOs) must determine, in accordance with (IAW) JTR, Chapter 2, Part C, par. 2230-A, that the assignment is not a Temporary Change of Station (TCS) or a Permanent Change of Station (PCS) move before authorizing a long term TDY assignment away from the permanent duty station (PDS) for more than 180 days. When TDY reimbursements are taxable income, [the travel office must compute](#) all applicable taxes deducted from the travelers claim(s), and [issue](#) an IRS Form W-2, Wage and Tax Statement, to the traveler. The IRS W-2's must include income and the tax deducted amounts. Employees who perform long-term TDY assignments for which TDY allowances are taxable are also authorized an Income Tax Reimbursement Allowance (ITRA) IAW JTR, [par. 4970](#). At a minimum, travelers will submit a Department of Defense (DD) Form 1351-2, Travel Voucher or Subvoucher, a copy of their travel orders, and the W-2 issued from the travel settlement office to claim the ITRA. Note: [The traveler must submit](#) travel claims involving taxable TDY allowances on a DD 1351-2 to the appropriate travel settlement office. DTS does not compute claims involving income taxes; [do not use DTS](#) in these instances.

0803 FORMS

Travelers, in conjunction with official travel [may use the following forms](#):

<u>DD Form 730</u>	Receipt for Unused Transportation Request and/or Tickets, Including Unused Meal Tickets
<u>DD 788</u>	Private Vehicle Shipping Document for Automobile
<u>DD 1351</u>	Travel Voucher NOTE: Multiple use form.
<u>DD 1351-2</u>	Travel Voucher or Subvoucher NOTE: Used to claim PDT/TDY travel allowances for official travel performed, including dependents' travel and other PDT allowances.
<u>DD 1351-2C</u>	Travel Voucher or Subvoucher Continuation Sheet NOTE: Used when the DD 1351-2 does not provide sufficient space.
<u>DD 1351-3</u>	Statement of Actual Expenses NOTE: Used to claim actual subsistence expenses when the traveler performs TDY on an actual expense basis.
<u>DD 1351-5</u>	Government Quarters And/Or Mess
<u>DD 1351-6</u>	Multiple Travel Payment List NOTE: Used to make multiple payments for travel and TDY performed under like conditions and circumstances.
<u>DD 1610</u>	Request and Authorization for TDY Travel of DoD Personnel NOTE: Used to support travel claim payments.
<u>DD 1614</u>	Request and Authorization for DoD Civilian Permanent Duty Travel NOTE: Used to support PDT travel payments.
<u>DD 1705</u>	Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses
<u>DD 2278</u>	Application for Do-It-Yourself Move and Counseling Checklist

<u>DD 2461</u>	Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees
<u>DD 2912</u>	Claim for Temporary Quarters Subsistence Expense (TQSE)
<u>Optional Form (OF) 1164</u>	Claim for Reimbursement for Expenditures on Official Business NOTE: Used to claim reimbursement for expenses incurred for recruiting duty and expenses incurred within and around a PDS station.
<u>Standard Form (SF) 1199A</u>	Direct Deposit Sign-Up Form

0804 CLAIM PREPARATION

080401. Completion

The traveler is responsible for preparing their DD 1351-2 to claim reimbursement for official travel. Even when someone else prepares the claim, the traveler remains responsible for the truth and accuracy of the information. When the traveler or a legally appointed designee signs the form, the traveler attests that the statements are true and complete and that the traveler is aware of the liability for filing a false claim. All claims and attached statements must be completed using ink, typewriter, or computer-generated forms.

A. General. Travelers must use the DD 1351-2 to submit travel claims requesting reimbursement for expenses incurred while on official travel. The claim is prepared and submitted, with required attachments and approvals, to their servicing travel computation office. The traveler must carefully review expenses claimed on the DD 1351-2 and sign the original claim. Electronic certifications (digital signatures) may be submitted and accepted for payment on a travel claim, in addition to those signed in ink, only if all of the requirements listed in, Volume 5, Chapter 1, subparagraph 010305.C, are met.

B. Erasures and Alterations. **The traveler must initial** erasures and alterations on totals of reimbursement claims. **The person who issued or signed the receipt must initial alterations**, such as erasures and alterations in totals on receipts.

C. Leave of Absence. When **the traveler takes** leave while in a travel status or at the TDY point(s), **the traveler must show the** number of hours, type of leave, and dates for civilian employees, or dates for military members, on the reimbursement claim along with the scheduled hours of duty if **the traveler takes** leave of absence.

D. Return to PDS or Home on Non-workdays. If return to the PDS or home from which the traveler commutes daily to the PDS occurs over a weekend or on any non-workday, the following information must be entered on the claim:

1. Date of arrival at PDS (or home);
2. Roundtrip ticket cost or roundtrip distance traveled by privately owned conveyance (POC); and
3. Date of return to TDY location.

NOTE: Per diem is not payable for time spent at the PDS or home.

E. Travel by POC. When travel is by POC, **the traveler must show the points between which the traveler performs** travel on the travel claim. **The traveler must explain any unusual conditions or circumstances that may affect allowances on the settlement claim, or attached on a separate sheet as supporting documentation.** When two travelers on official duty ride together in the same POC, the travelers must identify the name of the owner-operator of the POC and the name of the passenger, along with the name of the department or agency **for whom** they work. IAW JTR, Chapter 4, Part G, **par. 4725**, the traveler responsible for POC operating expenses (ordinarily the POC operator/owner) is authorized TDY mileage for the official distance. A traveler not responsible for POC operating expenses (ordinarily a passenger) is not authorized TDY mileage.

F. Travel by Special Conveyance. Use of a special conveyance, under the provisions of JTR, **par. 3320**, requires a determination of advantage to the government before **allowing** reimbursement. This authorization must be in the orders. Otherwise, approval is indicated by a statement signed by an appropriate approving official to the effect that **a** local public carrier (taxicab or other conveyance) used for official business is approved as the transportation mode most advantageous to the government. The use of taxicabs between home or hotel and transportation terminals is a usual item of reimbursable expense. Such usual items must be stated on the claim and do not require special authorization or approval.

G. Foreign Currency. IAW JTR, **par. 2830-G**, a traveler who pays with a credit card for Outside the **Continental** United States (OCONUS) expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. **Travelers may use the** currency exchange rate at which the credit card **vendor settles the credit card** bill to determine OCONUS expenses charged to the card. Travelers must report reimbursable expenditures in the foreign currency of the country actually paid. To receive proper reimbursement, the traveler must report the following information on their travel claim: The amount of the expense in foreign currency; the exchange rate on the day the item was purchased in cash, or, the exchange rate at which the credit card was billed if paid with a credit card; and the bank commission(s) charged for conversion of U.S. dollars to foreign currency. **The traveler must show the** rates of conversion and the commission(s) charged. If the **traveler does not show the** conversion rate(s), the activity settling the claim must use an appropriate exchange rate for the date

the expense was paid. Note: Travelers are not authorized reimbursement for losses, and are not liable for [repayment to the Government for gains](#), resulting from currency conversions.

* H. [Reimbursements for Other Travelers Expenses](#). Reimbursements to travelers that pay for other traveler's expenses are strictly forbidden. Travelers are only reimbursed for expenses, which they themselves incur, and not for expenses incurred by, or on behalf of, any other Government personnel. Approving Officials, Authorizing Officials, and Certifying Officers must deny approval of all travel claims in which travel expenses of other personnel are claimed. Approval of this type of claim will subject Approving Officials, Authorizing Officials, and Certifying Officers to potential pecuniary liability (see Chapter 5, paragraph 050201 for information on pecuniary liabilities of Departmental Accountable Officials).

I. [Items Denied Reimbursements](#). The travel computation office must deny [claims](#) for items in vouchers that are not reimbursable under this volume and the JTR, or not properly supported by receipts where required. The claimant must be notified and informed of the reason(s) and required corrective action, if any. [If the traveler later reclaims these items, the traveler must itemize them](#) in a subsequent regular or supplemental claim and supported by the original or copy of the denial notice.

J. [Supporting Documents](#). In addition to expense statements or other declarations, when required, support the claim by including the following documents.

1. [Travel Orders](#). Travel orders and issued amendments to the claim for TDY and two copies for PDT.

2. [Government-Procured Transportation Documents](#). Memorandum copies of transportation request documents.

3. [Unused Government-Procured Transportation Documents](#). The traveler obtains receipts for the unused portion of travel when [they return](#) the unused portion of the ticket to a Transportation Officer (TO). This is not applicable to the Navy.

4. [Statements for Common Carrier Reimbursement](#). When a traveler claims reimbursement for common carrier transportation paid by cash, the following statement must be included on the claim: "I hereby assign to the U.S. any rights I may have against other parties in consideration with any reimbursable carrier transportation charges described herein."

5. [Unused Tickets](#). When itineraries are changed or trips are canceled after tickets have been issued to the traveler, the traveler must write and initial a statement on the travel claim that all tickets have either been used for official purposes, and/or all unused tickets, or portions thereof, have been properly accounted for and turned in to the TO or commercial travel office (CTO). [The traveler must attach receipts](#) issued by TO/CTO for unused tickets to the travel settlement claim.

6. Actual Expense Authorization (AEA). When AEA is authorized or approved in connection with TDY and the travel order **does not reflect it, the traveler must attach** three copies of the AEA to the claim.

080402. Itinerary

Claims must contain a complete itinerary for the entire period of travel. This includes return to the PDS during temporary duty and any type of leave taken and the periods the leave is used. On claims for TDY travel, the first entry must be the traveler's residence or office, as applicable, except for an aircrew traveler (see JTR, [par. 2255-A, Table 2D-1](#)) or extended TDY (i.e., TDY in excess of 30 days). The first entry on PDT travel claims must be the last PDS. **The traveler does not need to list travel** from the residence or office to a carrier terminal in the itinerary; the **traveler claims the** mileage or taxi as a reimbursable expense. This also applies to travel from a carrier terminal to the place of lodging or TDY site. The claimant must list the dates of departure from and arrival at a port of embarkation/port of debarkation.

080403. Reimbursable Expenses

The traveler must enter all allowable reimbursable expenses. Tax on lodging is a separate reimbursable expense from the room charge and **the traveler must claim it** separately on the travel claim for travel within **Continental United States (CONUS)** and non-foreign OCONUS areas. **Travelers may find information** regarding specific State exemptions for lodging taxes at [GSA-Smartpay State Tax Letters](#).

080404. Recruiting Expenses

Recruiters must claim reimbursement using the SF 1164.

080405. Other Instructions

A. The traveler must attach all lodging receipts regardless of amount and any other receipts for expenses of \$75 or more to the claim. **The traveler must furnish a statement explaining the circumstances** if a receipt is impracticable to obtain or it has been inadvertently lost/destroyed.

B. Travelers must receive 75 percent of the meals and incidental expense rate for the first and on the last day of travel. Per diem for all official TDY travel must be computed under the 'Lodging Plus' method except when authorized IAW JTR, Chapter 4, [par. 4130-B2](#).

0805 RESPONSIBILITIES

080501. Authorizing Official (AO)

Refer to Chapter 5, Section 0502 for additional AO responsibilities.

A. Reviewing Travel Claims. The AO confirms the authorized travel and must ensure the following when reviewing and signing travel claims:

1. The traveler properly prepared the claim using ink or computer-generated forms;
2. All amounts claimed are accurate;
3. The traveler attached required orders, receipts, statements, and justifications to the travel claim;
4. All expenses claimed are authorized and allowable;
5. Any deviation from the travel order is in the government's best interest;
6. Claimed items requiring approval after the fact, but not approved in the order, were necessary in the conduct of official business;
7. Reimbursement, as appropriate, is approved (in whole or in part) or reimbursement is revised;
8. The claim is on an original travel voucher with an original/electronic signature and date;
9. Advance and partial payments are annotated, or "NONE" is entered in block 10 of the DD 1351-2; and
10. When the traveler used foreign currency for reimbursable expenses, the appropriate blocks of the DD 1351-2 must include the expense both in foreign currency and U.S. dollars, the exchange rate, and commission charges for the foreign currency at the time of the transaction.

B. Approving Items. Before an AO may approve an item involving use of a transportation mode not authorized in a travel order, the traveler must explain the necessity for that mode on the claim. When a traveler claims POC expense under orders that authorize travel by common carrier or government vehicle, and a travel-approving official does not determine that such use is in the government's best interest, reimbursement is limited per JTR, [pars. 4730-B, and 4735](#). An AO also may approve:

1. Excess accompanied baggage expenses;
2. Communications and other miscellaneous expenses;
3. Minor deviations in TDY duration or location;

4. Per diem, if the per diem amount was unintentionally omitted from a travel order; and

5. Additional travel expenses incurred by an employee with a disability or special needs (see JTR, par. 7815-F).

C. Items Requiring Advance Authorization. The following require advance authorization and may not be approved on the claim after the fact:

1. Use of reduced fares for group or charter arrangements;
2. Payment of a reduced rate of per diem for subsistence expenses;
3. Acceptance of payment from a nonfederal source for travel expenses; and
4. Travel expenses related to attendance at a conference.

080502. Review of Travel Claims

An AO or supervisor that has knowledge of the purpose and conditions of the travel claim prepared by the traveler conducts the review of the claim by ensuring that:

- A. The claim is properly prepared;
 1. The **traveler used the** correct travel claim forms (printed in ink, computer-generated or typewritten form).
 2. The claim is on an original travel voucher with an original/electronic signature and date.
 3. **The traveler annotates any** advances or partial payments authorized on the travel claim or “NONE” in the appropriate block.
 4. When foreign currency is used while traveling on official business, the traveler includes the expense in both foreign currency and U.S. dollars, indicating the exchange rate and commission charges for the foreign currency at the time of the transaction if paid with cash, or the rate at which the credit card bill was settled if paid with a credit card.

B. The amounts claimed are accurate and reasonable;

C. The **traveler attached the** required orders authorizing the travel, receipts, statements, and any justifications to the travel claim; Note: For the definition of what constitutes a valid receipt, see Volume 9, Definitions;

1. The traveler has submitted original lodging receipts regardless of the dollar amount.

2. The traveler has submitted receipts for all single items of expense that exceed \$75.

D. The claimed expenses were authorized and allowable, and that any deviations from the authorized travel were in the best interest of the government; and

E. The AO or supervisor has reviewed, signed, and dated all travel claims and forwarded them to the travel office for computation.

080503. Travel Computation Office

Refer to Chapter 5, subparagraph 050201.G for the travel computation office's responsibilities.

080504. Traveler

Refer to Chapter 5, subparagraph 050201.J for the traveler's responsibilities.

0806 SUBMISSION OF TRAVEL CLAIMS

080601. Temporary Duty (TDY) and Permanent Duty Travel (PDT) Claims

The traveler must submit all claims within five working days of return to or arrival at the PDS. In cases of extended TDY (over 45 days), and reservists on Annual Training, Active Duty Training, or Inactive Duty Training that is known to be greater than 45 days, the traveler must submit a claim for each 30-day period. The traveler must submit the claim within five working days after each 30-day period.

080602. Local Travel at Permanent Duty Station (PDS)

A. General. The traveler must submit claims for reimbursement of expenditures for official business using the SF 1164. This form is used for such expenses as taxicabs, public carriers, or POCs while transacting official business in the locality of the PDS. The traveler must submit claims as soon as practical after expense has occurred. Travelers may submit claims for each individual trip or by combining recurring trips on one claim. The SF 1164 is not used for reimbursement of fares or mileage for use of POC in connection with TDY travel involving per diem allowance.

B. Claim Submission. The SF 1164 must identify the date, point of origin and destination, and the amount of fare and tips or distance for each trip. The traveler need not complete the point of origin column, when the point of destination of one trip is identical to the point of origin of the next trip. When the traveler claims identical trips on a voucher, only the first trip must show the points of origin, destination, and date for the trip. Subsequent trips may be

annotated with a statement such as “Same trip made on date(s).” Unless required by local authority, it is not necessary to compute mileage reimbursement for each trip. The traveler may add the “number of miles” in column (Block 6(e)) and the total multiplied by the mileage rate. The claimant must sign the form and must submit as provided in applicable Component policy.

080603. Nonmedical Attendants

A. Nonmedical Attendant for Specialty Care Over 100 Miles. If a patient meets the travel requirements in JTR, par. 7095-A, roundtrip transportation and travel expenses for one necessary attendant are authorized. The attendant must be a parent, guardian, or another adult member of the patient’s family who is at least 21 years of age. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses prescribed as follows (see JTR, par. 7100):

1. Military Member as Attendant. A member who is a family member, and ordered to be an attendant, is authorized TDY travel and transportation allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee who is a family member, and assigned as an attendant, is authorized the TDY travel and transportation allowances prescribed in regulations issued by the employee’s agency or department funding the travel.

3. Other Person as Attendant. A person other than a military member or U.S. Government civilian employee who is at least 21 years of age and a family member, who is designated to travel as an attendant, is issued an Invitational Travel Authorization (ITA) or be included in the patient’s travel order and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in JTR, pars. 7095-C and 7095-D. NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot be paid mileage when traveling by POC.).

B. Claims. The traveler must submit claims for reimbursement of expenditures for military members/civilian employee attendants using the DD 1351-2. Travelers must submit claims for reimbursement of expenditures for other persons as an attendant using the SF 1164 when they do not incur overnight lodging and/or meals. When travelers incur overnight lodging and/or meals, the traveler must file the claim on a DD 1351-2. The SF 1164 form may be used for such expenses as occasional meals, taxicabs, public carriers, or POCs while performing as an attendant for specialty care patients referred to a specialty care provider more than 100 miles away. The traveler must submit the claims to the Primary Care Manager (PCM) as soon as practical after they incur the expense.

C. Claim Submission. The SF 1164 must identify the date, point of origin and destination, and the actual expense to perform as a nonmedical attendant for specialty care patients. The traveler must submit the claim to the PCM for approval. A mileage allowance is paid when a POC is used and reimbursement is authorized for parking, ferry fares, and road/bridge/tunnel tolls. The traveler must use a DD 1351-2 for reimbursement for actual cost of lodging and meals up to

the per diem rate prescribed for the area concerned. Reimbursement is only for expenses specifically authorized in JTR, [par. 7095-D](#). [The traveler is not authorized other](#) expenses contained in JTR, Appendix G.

D. Nonmedical Attendant for Very Seriously and Seriously Wounded, Ill, or Injured Member. A nonmedical attendant of a member may be provided transportation and per diem as described in and determined by appropriate authority under JTR, [par. 7205](#). NOTE: Cadets/midshipmen are not eligible for nonmedical attendant allowances. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed as follows:

1. Military Member as Attendant. The member is authorized TDY travel and travel allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel.

3. Other Person as Attendant. [An ITA must be issued](#) to a person other than a military member or U.S. Government civilian employee designated to travel as an attendant. This person is authorized reimbursement of travel allowances as prescribed in JTR, [pars. 7205-D, 7205-E, and 7205-F](#).

E. Claims. [Submit claims](#) for reimbursement of expenditures for military members/civilian employee attendants using the DD 1351-2. [Submit claims](#) for reimbursement of expenditures for other persons as an attendant using the SF 1164 when [they do not incur](#) overnight lodging and/or per diem. When [travelers incur](#) overnight lodging and/or per diem, the [traveler must file the](#) claim must on a DD 1351-2.

F. Claim Submission. The SF 1164 must identify the date, point of origin and destination. The [traveler must use the](#) DD 1351-2 for reimbursement for per diem.

* 080604. Travel and Transportation for Funeral Honors Detail

A. General. [Claims for the Funeral Honors Duty Allowance \(FHDA\) \\$50.00 stipend authorized in Volume 7A, Chapter 58, and Volume 7B, Chapter 22, are not travel allowances and must be submitted to and paid through the appropriate Military Pay office.](#)

1. Military Members

a. Must use the SF 1164 for reimbursement of expenditures for funeral honors detail when [they do not incur](#) overnight lodging and/or per diem.

b. Must use the DD 1351-2 when [they incur](#) overnight lodging and/or per diem. Authorized allowances for military members performing funeral honors duty are contained in the JTR, [par. 7385](#). Reserve Component (RC) members performing funeral honors

duty at a location 50 or more miles from the member's residence are authorized TDY travel and transportation allowances contained in the JTR, Chapters 3 and 4.

2. Individuals Not Employed by the Government

a. Must use the SF 1164 for reimbursement for expenditures for funeral honors detail when **they do not incur** overnight lodging and/or per diem.

b. Must use an ITA and the DD 1351-2 when **they incur** overnight lodging and/or per diem. Entitlements for individuals not employed by the government performing funeral honors detail are contained in the JTR, Appendix E, Part 1, **par. C7**.

B. **Claim Submission.** The SF 1164 or DD 1351-2 must identify the date, point of origin and destination, and the actual expense to perform the Funeral Honors Detail. The **traveler submits the** claim to the military unit augmented for approval. A mileage allowance may not be paid. Reimbursement for POC actual expenses is limited to fuel, oil, parking, ferry fares, road, bridge, and tunnel tolls. The **traveler must use an ITA** for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned. Reimbursements **may be authorized and approved** for miscellaneous expenses contained in JTR, Appendix G.

080605. Separatees or Retirees-Members

A. **General.** A separated or retired member who has not received an advance must forward the claim to the disbursing office responsible for that person's pay accounts prior to separation or retirement. **The DO must pay all** claims submitted within one year of separation or retirement. The disbursing office that supports U.S. Marine Corps separatees or retirees must pay all claims submitted within 60 days of the month of separation or retirement. **Claims received** after the stated time periods for filing must be forwarded to the following designated Service address:

Army: Indianapolis Operations
Department 3700
8899 East 56th Street
Indianapolis, IN 46249-3700

Navy: Personnel Support Detachment (PSD) or
servicing DO at separatee's or retiree's
separation point

Air Force: Member's last servicing
Financial Services Office (FSO)

Marine Corps: Member's last servicing
Finance/Disbursing Office (FO/DO)

1. **Officers.** Travel allowances payable to a separating or retiring officer must be used to offset indebtedness to the government when paid as an advance or

settlement.

2. Enlisted Personnel. Travel allowances payable in advance to separating or retiring enlisted personnel for personal travel home may not be used to offset any debts to the government. Travel allowances payable to enlisted members after they have returned home must be withheld and applied against their debts.

3. Dependents and Household Goods Claims. Advances and settlements of dependent travel allowances and household goods entitlements must be withheld and applied to indebtedness to the government.

B. Travel to Specialty Care over 100 Miles. When a retired member with a combat-related disability, who is not a TRICARE Prime enrollee, is referred by a primary care provider for follow-on specialty care, services, and supplies, for that particular disability, more than 100 miles from the primary care provider's office, the patient must be reimbursed for reasonable travel expenses (see JTR, [par. 7095-A2](#)).

080606. Deceased and Next of Kin

A. Attendance at a Deceased Member's Memorial Ceremony. In addition to round trip travel and transportation allowances to attend burial ceremonies, an eligible family member as described in JTR, [par. 7260-A5](#) may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service, if that memorial service, for a deceased member who dies while on active duty, occurs at a location other than the burial ceremony location, as provided in JTR, [par. 7260-A5](#). Note: the families of cadets/midshipmen are not eligible for this transportation.

1. Claims. [ITA's must be issued](#) to eligible family members attending a memorial service. Travel and transportation allowances for attendance at a memorial service are contained in JTR, [par. 7260-A5](#). [The traveler must complete this trip](#) within 2 years following the member's death, unless the Service Secretary waives the time limitation.

2. Claim Submission. [The traveler must use](#) an SF 1164 for reimbursement of expenditures when [they do not incur](#) overnight lodging and/or per diem. The SF 1164 must identify the date(s), point of origin and destination, and the actual expense in attending the memorial service. [The traveler must use a DD 1351-2 when they incur](#) overnight lodging and/or per diem.

B. Unsettled Claims for Deceased Travelers. The individual designated by the Service to settle a deceased member's affairs is responsible for the preparation of the travel claim for the travel of the deceased member. The finance official computes and forwards all claims to the supporting Defense Finance and Accounting Service (DFAS)/Service Site (see subparagraph 080606.D for address) for payment or collection. For deceased employees, the surviving spouse or legal representative, the executor, or administrator [must sign any outstanding](#)

travel claims. The travel office computes these claims locally and forwards them to the civilian payroll office for inclusion in the death claim payment.

C. Claims for Dependents of Deceased Members. Two copies of a DD 1300, Department of Defense Report of Casualty, support travel performed under the provisions of JTR, par. 7255.

1. If the claim is for travel to a member's home of record, as shown on DD 1300, no further documentation is required.

2. If the claim is for travel to the official residence of a relative, the claimant must furnish a statement to that effect showing the name and relationship of the person to whose residence they traveled.

D. Forward these claims to the following applicable address:

Army: DFAS-Indianapolis Site
Director, Military Pay
ATTN: DFAS-IN/FJECB
8899 East 56th Street
Indianapolis, IN 46249-0885

Navy: DFAS-Cleveland Site
Federal Office Bldg
1240 East 9th Street
Cleveland, OH 44199-2055

Air Force: Member's last servicing
Financial Services Office (FSO)

U.S. Marine Corps: FO/DO responsible for the deceased Marine

080607. Travel Under Classified Orders

If classification of a TDY order is necessary, classify, mark, and handle the special order according to the applicable DoD Component security regulation.

A. Statement Substitute. The approving official may withdraw such orders and substitute the following certificate:

"I certify that the travel upon which allowances on this voucher are claimed was authorized by SECRET (or CONFIDENTIAL) travel orders issued on (date); the travel so ordered was performed; that where travel by private conveyance is involved, the official distance so covered is as stated on the claim; that where per diem is involved, the days and times of departure are as stated; that no government quarters or meals were furnished except as stated thereon; the transportation mode and basis for reimbursement are correct; the time for which reimbursement is

claimed was the minimum necessary; and I have shown or mailed to the paying disbursing official a copy of the travel orders upon which the voucher is based.”

B. Voucher Support. Distribute classified orders **only** to persons who have the proper clearance and who require a copy of the order. **An unclassified extract from a classified order may be used** to support the payment voucher **if it** furnishes enough information. This permits filing an unclassified travel claim. For classified locations, the traveler must indicate in the itinerary of the travel claim the location by showing site 1, site 2, and so forth. **The DO must pay the claim if they** can apply the per diem rate. If, however, the disbursing official does not have knowledge of the location or the traveler insists on not showing the location, process the travel claim and documentation per Service instructions.

080608. Special Approval Required for Payment

When special approval is required for payment of a claim covering travel performed under the following specified circumstances, the commanding officer or an individual specifically designated to act for and in the employee’s behalf on such claims **must administratively approve the claim presented for reimbursement of expenses**. **The traveler must attach a statement** of facts justifying the approval action to the reimbursement claim. Special approval is required for the following forms of travel:

A. TDY Travel. **When a traveler performs official** travel without a prior authorization, **special approval is required**. This does not include situations where the **AO/Ordering Official issues** verbal orders and confirmatory orders **are** prepared. **The official who ordinarily would have requested travel authority for the traveler must prepare a** statement of facts pertaining to the circumstances requiring the travel and the reason **for not obtaining** prior authorization.

B. PDT Travel. Special approval **is** required when the order-issuing proponent does not authorize travel and transportation at government expense in a PDT, reassignment, or transfer of a member or employee, but such PDT, reassignment, or transfer is later determined to be in the government’s best interest, **and the commanding officer desires to reimburse** the traveler for expenses incurred for travel and transportation. The civilian personnel officer or the Service order-issuing proponent **must present the facts and circumstance in such cases**, through available records and investigation, to the commanding officer with advice as to the pertinent policy. This procedure also may be applied to similar situations involving payment of travel and transportation expenses to first duty station.

080609. Multiple Payment Procedures in Connection With Sea Trial Trips

When more than one traveler participates in sea trial trips at the same time, between the same points, and the same accounting data is chargeable, **submit** a travel on a DD 1351-6, Multiple Payments List, to cover the entire group. **Enter the** notation “See Attached” in the appropriate blocks for the claimant’s name and the certifying official. **A DD 1351-2 must support the claim**.

080610. Navy Oceanographic Office

The disbursing office of the ship pays travel claims of employees of the Navy Oceanographic Office for travel aboard survey ships if presented for payment before completion of travel. The disbursing office of the traveler's duty station pays travel claims filed after return to the traveler's duty station.

* 080611. U.S. Coast Guard

A. U.S. Coast Guard Travel Using DoD Appropriations. Coast Guard members who travel on orders citing DoD appropriations should file travel claims the same as active-duty DoD members using the procedures applicable at the disbursing office of the unit whose funds are involved. Disbursing offices shall settle these vouchers like those of any other member. If any excess travel time is involved, then forward a copy of the settlement voucher to:

Commanding Officer (TVL)
U.S. Coast Guard Pay and Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

B. U.S. Coast Guard Travel on Other Than DoD Appropriations. When a Coast Guard member requests a travel advance or settlement payment on orders citing other than a DoD appropriation, the disbursing officer may provide payment and seek reimbursement from:

Commanding Officer
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

080612. Travel and Living Allowance (T&LA) for International Military Students and Guest Instructors

International Military Students and Guest instructors who are paid T&LA, as defined in Chapter 10 of Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, Security Assistance Management Manual, must submit travel claims along with copies of their travel orders/authorization and required receipts for reimbursement to the appropriate travel settlement office (see [DSCA Manual, Chapter 10, Section C10.13](#)).

0807 COLLECTIONS AND INDEBTEDNESS FOR EMPLOYEES

080701. Collections

The employee is billed in writing with a demand for payment. If the employee does not remit payment, the DO must initiate collection through salary deductions, set-off from final salary and allowances, lump-sum leave payment, the employee's retirement account, or other amounts due the employee in accordance with controlling debt collection regulations.

080702. Uncollectible Cases

If the actions prescribed in subparagraph 080701 do not result in full reimbursement to the government, forward a record of all collection efforts and transactions to the same office as for an agreement violation claim in Chapter 6, subparagraph 061104, except for delinquent indebtedness cases of former civilian employees of the Military Services. Forward debts for former civilian employees of the Military Services to:

DFAS-IN/Debt and Claims
 Department 3300
 8899 East 56th Street
 Indianapolis, IN 46249-3300

0808 ADVANCE DECISIONS, DOUBTFUL CLAIMS AND RECLAIM/RECONSIDERATION REQUESTS

080801. Request for Advance Decision

A DoD DO or certifying officer may request an advance decision on any questionable claim presented for payment. Additionally, accountable officials and others with final responsibility for adjudicating claims may request advance decision on doubtful claims (claims involving doubtful questions of law or fact) prior to preparation or presentation of a claim. The request must be prepared and submitted as required in Volume 5, Chapter 12. Submit the original request package and two copies to the DFAS-Indianapolis office through the supporting DFAS site for the DoD Component that funds the travel order. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request through the PDTATAC.

Army, Marine Corps, Navy, and all Defense Agencies	DFAS-Indianapolis Center Travel Functional Area ATTN: DFAS-JJFT/IN (Travel Procedures) 8899 East 56 th Street Indianapolis, IN 46249
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Air Force	Member's last servicing Financial Services Office (FSO)
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A. Amounts Over \$250. The supporting DFAS site must review each request and contact the DO to resolve any questions. Requests for amounts over \$250 require advance decisions by the Defense Department Office of Hearing and Appeals (DOHA) for Service members and the Civilian Board of Contract Appeals (CBCA) for DoD civilian employees. [Forward all](#) requests for advance decisions through the General Counsel of the requesting Component or the DFAS to the General Counsel, DoD, before referral to any authorized official outside the Department of Defense (see Volume 5, Chapter 12, subparagraph 120301).

B. Amounts Under \$250. If the advance decision request is for \$250 or less, the General Counsel, DoD, may refer the request to the General Counsel, DFAS. The General Counsel, DFAS must review the request and issue an advance decision (see [DoD Instruction 1340.21](#), Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests, Enclosure 8, paragraph E8.5.3.).

080802. Reconsideration Requests and Reclaims

When the travel office makes a decision concerning an allowance determination that the traveler [disagrees with](#), that [travel](#) office must issue the traveler a written explanation and advise the traveler of the right to have the claim reconsidered. If the traveler does not accept the explanation of the DO, the DO must assist with the resubmission of the claim. To have a claim reconsidered (see exceptions in paragraph 080804), send:

- A. A copy of the claim;
- B. A letter of explanation from the traveler;
- C. An endorsement from the approving officer; and
- D. A letter of position from the travel computation office, through the major Command, to the appropriate DFAS site.

The DFAS site must respond to the DO or traveler. If the traveler does not accept the decision, the [DFAS site may forward](#) the claim as a reclaim or appeal to DOHA or the CBCA. A reclaim or appeal is forwarded because the claimant is unwilling to accept the decision, and not because the travel office or accountable official has doubts as to whether the claim should be paid. The travel office or accountable official forwards such claims through the appropriate DFAS site to DOHA for Service members and the CBCA for DoD civilian employees.

Defense Office of Hearings and Appeals
Claims Division
PO Box 3656
Arlington, VA 22203-1995

Civilian Board of Contract Appeals
ATTN: Clerk of the Board
1800 F Street, NW.
Washington, DC 20405

080803. Waivers

Travelers or Components must submit waiver requests resulting from erroneous travel payments and transportation allowances to the DFAS-Indianapolis site.

080804. Unions and Third-Party Review

When covered by a collective bargaining agreement, neither the Department, the Office of Personnel Management, the [CBCA](#), nor [the DOHA](#), has jurisdiction over the [claimants](#) claim unless the matter of travel claims [is](#) explicitly excluded from grievance under the collective bargaining agreement.

0809 CLAIM FOR LATE PAYMENT FEE

The DoD policy for implementation of the Travel and Transportation Reform Act (TTRA) of 1998 (Public Law 105-264), which governs the claim for late payment fees for late processing of a traveler's travel claim, is contained in the [DoD TTRA Policy Statement](#).

080901. Submission of Travel Claim

Travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. [The disbursing office pays](#) the travel claim within 30 calendar days after [the claim is signed and dated as received by the supervisor/approving official](#). The supervisor/approving official or the travel computation office has seven calendar days to notify the traveler if the travel claim is not proper or complete for payment.

080902. Late Payment Fee and Charges

[If the disbursing office does not pay](#) a travel claim within 30 [calendar](#) days after it is received by the office [with responsibility to approve](#) the claim, that office may be required to pay a late payment fee. This fee is payable, using the Prompt Payment Act interest rate, beginning on the 31st day after the submission of a proper travel claim and ending on the date that the government [disburses the payment](#). The only exception is that no payments are required for amounts less than \$1.00. Interest payment funding instructions are located in Volume 10, Chapter 7. In addition, the [government must pay the](#) traveler an amount equal to any late payment charge that the card contractor would have been able to charge had the traveler not paid the bill. The IRS has determined that the late payment fee is reportable as interest and that the [government reports](#) payment equal to the late payment charge as additional wages. In addition, travelers must be reimbursed for late fees imposed by the bank if the nonpayment that caused the late fee was a

result of the government's untimely processing of the travel claim. [The bank does not assess late fees until 75 days following the billing statement.](#)

080903. Systems Modifications

As necessary, [modifications are made](#) to DoD Component travel systems to capture the date of submission of a proper travel claim and compute entitlement for late payment fees due as a result of untimely settlements.

080904. Claims for Late Payment Fees

Payment of late fees must be calculated and paid at the time the claim is processed. Travelers who believe that late payment fees were not included in the calculation of their travel claim may submit supplemental travel claims for late payment fees. [Claimants must submit each](#) such supplemental travel claim through the office where the claim is reviewed/approved. That office must annotate the claim with the date [of receipt of](#) the original travel claim.

080905. Receipt of Travel Claim for Late Payment Fee

Upon receipt of a travel claim for a late payment fee, the travel computation office must review the claim. That office must calculate the number of elapsed calendar days beginning with the signature and date of receipt by the supervisor/[approving official](#) and the date the claim was paid. The date the supervisor/approving official receives the proper travel claim counts as the first day and the payment date of the travel claim counts as the last day. If the number of days exceeds 30 calendar days, the travel computation office multiplies the amount paid on the delayed travel claim by the daily Prompt Pay Act interest rate by the number of days in excess of 30 days. [Pay the traveler by EFT, or check if the previous payment was by check.](#) The [disbursing office must use the](#) accounting classification used for the original travel claim for the amount charged to the supplemental travel claim. When required, prepare an [IRS Form 1099-INT](#), Interest Income, for the traveler in accordance with IRS regulations.

080906. Travel Claim Forwarded to Another Activity

If the traveler submits a travel claim and the travel computation office requires a review by another activity, such as for doubtful claims, the 30-day clock continues to run. If [the travel computation office disallows](#) a claim, [the claimant earns](#) no late payment fee. If [the travel computation office allows](#) part of the claim, that amount is subject to the late payment fee and that portion of the payment earns interest from the original submission date. Claims returned to the traveler for errors or incomplete travel claims do not earn interest. Start the 30-day clock when a corrected claim is submitted to the supervisor/approving official.