

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

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * 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 August 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Revised chapter to include administrative updates and hyperlinks.	Revision
All	Renamed chapter to include processing of DTS travel claims.	Addition
080101	Deleted redundant policy already contained in DoD FMR Volume 5	Deletion
080106	Deleted redundant policy and replaced with expanded policy on income taxation of reimbursable Temporary Duty (TDY) allowances and the Income Tax Reimbursement Allowance (ITRA).	Revision
0802	Added additional travel forms from the Volume 9, Forms Index, which has been deleted.	Addition
080301.E	Added policy on claiming reimbursable expenses when traveling by Privately Owned Conveyance.	Addition
080301.G	Expanded policy on use of foreign currency.	Revision
080301.H	Deleted outdated policy on exchange fees and renumbered subparagraphs within the section.	Deletion
080401	Deleted redundant policy already contained in DoD FMR, Volume 5 and re-numbered subparagraphs within the section.	Deletion
080503, 080504, and 080506	Updated policy on when to use the Department of Defense (DD) Form 1351-2, versus the Standard Form (SF) 1164, when filing travel claims for Nonmedical Attendants, Funeral Honors Detail, and Deceased and Next of Kin.	Revision

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	This publication has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with Department of Defense Directive (DoDD) 5154.29, dated 9 March 1993, as PDTATAC Case RR 13025. Any conflict between this publication and the Joint Federal Travel Regulation (JFTR), Volume 1 and Joint Travel Regulation (JTR), Volume 2 is resolved based on the JFTR/JTR and not this publication.	Addition

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CHAPTER 8

PROCESSING TRAVEL CLAIMS

0801 GENERAL

This chapter covers general policy for travelers for the preparation, submission, and processing of travel claims for electronic submission through the Defense Travel System (DTS) (see Chapter 2) and for Permanent Duty Travel (PDT) and Temporary Duty Travel (TDY) forms for hard-copy submission. Travelers are responsible for completion of settlement voucher and compliance with travel regulations such as the [Joint Federal Travel Regulation \(JFTR\)](#), the [Joint Travel Regulation \(JTR\)](#), the Federal Travel Regulation ([FTR](#)), and Volume 9. Additionally, travelers must comply with their specific Department of Defense (DoD) Component travel policy.

080101. Disbursing Officer and Certifying Official Responsibilities

The disbursing officer (DO) is accountable for all travel payments and the DO's responsibilities are provided in Volume 5, Chapter 11. 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 33). Additionally, the disbursing office is responsible for ensuring that random audits are conducted.

080102. 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 to be forwarded to the card contractor.

080103. Adjustments of \$10 or Less

The traveler [must](#) be paid 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 is subsequently detected. Conversely, supplemental payments for \$10 or less [must](#) be processed only when specifically requested by the traveler.

080104. 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, paragraph 280802, or Volume 7A, Chapter 50, subparagraph 500104.A.

080105. Overpayments

If an overpayment greater than \$10 is detected, 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, collection action must be initiated as outlined in Volume 8, Chapter 8, paragraph 080602, Volume 5, Chapter 28, paragraph 280802, or Volume 7A, Chapter 50, subparagraph 500104.A.

*080106. 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](#)). A TDY assignment at one location for less than a year may also be considered by the IRS to be permanent, depending upon the specific criteria. Travel Authorizing Officials (AO's) must determine, in accordance with (IAW) JTR, Chapter 2, Part C, paragraph C2230-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, all applicable taxes must be computed by the travel office, deducted from the travelers claim(s), and an Internal Revenue (IRS) Form W-2, Wage and Tax Statement, must be issued 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, paragraph C4950. 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: Travel claims involving taxable TDY allowances must be submitted on a DD 1351-2 to the appropriate travel settlement office. DTS does not compute claims involving income taxes, and must not be used in these instances.

*0802 FORMS

The following forms may be used by travelers [in conjunction with official travel](#):

<u>DoD (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 TDY is performed 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

DD 2912 Claim for Temporary Quarters Subsistence Expense (TQSE)

Standard Form (SF) 1164 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.

SF 1199A Direct Deposit Sign-Up Form

0803 CLAIM PREPARATION

080301. 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 010303.D, are met.

B. Erasures and Alterations. Erasures and alterations [on](#) totals of reimbursement [claims](#) must be initialed by the traveler. Any alterations, such as erasures and alterations in totals on receipts, must be initialed by the person who issued or signed the receipt.

C. Leave of Absence. When leave is taken while in a travel status or at the TDY point(s), the number of hours, type of leave, and dates for civilian employees or dates for military members must be shown on the reimbursement [claim](#) along with the scheduled hours of duty if a leave of absence is taken.

D. Return to PDS or Home on Nonworkdays. If return to the PDS or home from which the traveler commutes daily to the PDS occurs over a weekend or on any nonworkday, 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 points between which travel is performed must be shown on the travel claim. Any unusual conditions or circumstances that may affect allowances must be explained 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 they work for. IAW Joint Federal Travel Regulation (JFTR), Chapter 4, Part G, paragraph U4725 and JTR, Chapter 4, Part G, paragraph C4725, 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, paragraph C3320 and JFTR, paragraph U3320 requires a determination of advantage to the government before reimbursement is allowed. 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 JFTR/JTR, Appendix G, a traveler who pays with a credit card for Outside the Contiguous 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. The currency exchange rate at which the credit card bill was settled may be used 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 rates of conversion and the commission(s) charged must be shown. If the conversion rate(s) is not shown, 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 gains, resulting from currency conversions.

H. Payments to Other Employees. Reimbursements are not allowed for payments made to other government employees for transportation expenses.

I. Items Denied Reimbursements. Claims for items in vouchers that are not reimbursable under this volume and the JTR or JFTR, or not properly supported by receipts where required, must be denied by the [travel computation](#) office. The claimant must be notified and informed of the reason(s) and required corrective action, if any. These items, if later reclaimed, must be itemized 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. Receipts for the unused portion of transportation documents to the travel [claim](#). Receipts for the unused portion of travel are obtained when the unused portion of the ticket is returned 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). Receipts issued by TO/CTO for unused tickets must be attached to the travel settlement [claim](#).

6. Actual Expense Authorization (AEA). When an AEA is authorized or approved in connection with TDY and not documented on the travel order, three copies of the AEA must be attached to the [claim](#).

080302. 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 JFTR, Chapter 2, [Table U2D-1](#).) or extended TDY (i.e., TDY in excess of 30 days). The first entry on PDT travel claims must be the last PDS. Travel from the residence or office to a carrier terminal does not need to be listed in the itinerary; the mileage or taxi is claimed 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.

080303. Reimbursable Expenses

The traveler must enter all allowable reimbursable expenses. Tax on lodging is a separate reimbursable expense from the room charge and must be claimed separately on the travel claim for travel within CONUS and non-foreign OCONUS areas. Information regarding specific State exemptions for lodging taxes is found at [GSA-Smartpay State Tax Letters](#).

080304. Recruiting Expenses

Recruiters must claim reimbursement using the SF 1164.

080305. 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. [If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.](#)

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 JFTR, Chapter 4, paragraph U4130-B2 and JTR, Chapter 4, paragraph C4130-B2.](#)

0804 RESPONSIBILITIES

080401. Authorizing Official (AO)

Refer to [Volume 9, 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. Claim is properly prepared using ink or computer-generated forms;

2. All amounts claimed are accurate;
3. Required orders, receipts, statements, and justifications are attached 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 foreign currency is used 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 necessity for that mode **must** be explained 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, paragraph C4730-B**, and **JFTR, paragraph U4730-B**. 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, Chapter 7, Part Q.)

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.

080402. 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 correct travel [claim](#) forms (printed in ink, computer-generated or typewritten form) are used;
 2. The claim is on an original travel voucher with an original/[electronic](#) signature and date.
 3. Any advances or partial payments authorized are annotated on the travel [claim](#) or “NONE” is identified 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 required orders authorizing the travel, receipts, statements, and any justifications are attached 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.

080403. Travel Computation Office

Refer to [Volume 9, Chapter 5](#), subparagraph 050201.G for the travel computation office's responsibilities.

080404. Traveler

Refer to [Volume 9, Chapter 5](#), subparagraph 050201.J for the traveler's responsibilities.

0805 SUBMISSION OF TRAVEL CLAIMS

080501. Temporary Duty (TDY) and Permanent Duty Travel (PDT) Claims

All claims must be submitted 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 claim must be submitted within five [working](#) days after each 30-day period.

080502. Local Travel at Permanent Duty Station (PDS)

A. General. Claims for reimbursement of expenditures for official business must be submitted 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. Claims must be submitted as soon as practical after expense has occurred. Claims may be submitted for each individual trip or by combining recurring trips on one claim. The SF 1164 must not be 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. When the point of destination of one trip is identical to the point of origin of the next trip, the point of origin column need not be completed. When identical trips are claimed on a voucher, only the first trip must show the points of origin, destination, and date the trip was performed. 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 "number of miles" column (Block 6(e)) may be added and the total multiplied by the mileage rate. The form must be signed by the claimant and submitted as provided in applicable Component policy.

*080503. Nonmedical Attendants

A. Nonmedical Attendant for Specialty Care. If a patient meets the travel requirements in JFTR, paragraph U7175-A, roundtrip transportation and travel expenses are authorized for one necessary attendant. 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 JFTR, paragraph U7180.):

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 JFTR, paras. U7175-C and U7175-D. NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).

B. Claims. Claims for reimbursement of expenditures for military members/civilian employee attendants must be submitted using the DD 1351-2. Claims for reimbursement of expenditures for other persons as an attendant must be submitted using the SF 1164 when overnight lodging and/or per diem is not incurred. When overnight lodging and/or per diem is incurred, the claim must be filed 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. Claims must be submitted to the Primary Care Manager (PCM) as soon as practical after the expense has been incurred.

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 claim must be submitted to the PCM for approval. A mileage allowance may not be paid. Reimbursement for POC actual expenses are limited to fuel, oil, parking, ferry fares, road, bridge, and tunnel tolls. The DD 1351-2 must be used 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 JFTR, paragraph U7175-D. Other expenses contained in JFTR/JTR, Appendix G are not authorized.

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 JFTR, paragraph U7220-B. 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. A person other than a military member or U.S. Government civilian employee designated to travel as an attendant **must** be issued an **ITA**. This person is authorized reimbursement of travel allowances as prescribed in JFTR, Chapter 7, Part F, Section 4, paras. U7220-D, U7220-E, and U7220-F.

E. Claims. Claims for reimbursement of expenditures for military members/civilian employee attendants must be submitted using the DD 1351-2. Claims for reimbursement of expenditures for other persons as an attendant must be submitted using the SF 1164 when overnight lodging and/or per diem is not incurred. When overnight lodging and/or per diem is incurred, the claim must be filed on a DD 1351-2.

F. Claim Submission. The SF 1164 must identify the date, point of origin and destination. The DD 1351-2 must be used for reimbursement for per diem.

*080504. Travel and Transportation for Funeral Honors Detail

A. General

1. Military Members

a. **Must** use the SF 1164 for reimbursement of expenditures for funeral honors detail when overnight lodging and/or per diem is not incurred.

b. **Must** use the DD 1351-2 when overnight lodging and/or per diem is incurred. Authorized allowances for military members performing funeral honors duty are contained in the JFTR, paragraph. U7630 and JFTR/JTR, Appendix O, paragraph T4045.F. 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 JFTR, 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 overnight lodging **and/or per diem** is not **incurred**.

b. Must use an **ITA** and the DD 1351-2 when overnight lodging **and/or per diem** is **incurred**. Entitlements for individuals not employed by the government performing funeral honors detail are contained in the JFTR/JTR, Appendix E, Part 1, paragraph 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 **claim** is submitted 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 ITA must be used for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses contained in JFTR/JTR, Appendix G may be authorized and approved.

080505. 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. All claims submitted within one year of separation or retirement must be paid by the DO. 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. All other 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 JFTR, Chapter 7, Part Q, paragraph U7175.)

*080506. 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](#) JFTR, paragraph U7070 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 JFTR, paragraph U7070-A5. [Note: the families of cadets/midshipmen are not eligible for this transportation.](#)

1. Claims. Eligible family members attending a memorial service [must](#) be issued an ITA. Travel and transportation allowances for attendance at a memorial service are contained in JFTR, paragraph U7070-A. This trip must be completed within 2 years following the member's death, unless the Service Secretary waives the time limitation.

2. Claim Submission. An SF 1164 [must](#) be used for reimbursement of expenditures when overnight lodging and/or per diem is not [incurred](#). The SF 1164 must identify the date(s), point of origin and destination, and the actual expense in attending the memorial service. When overnight lodging [and/or per diem is](#) incurred, a DD 1351-2 must be used.

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 080506.D for address) for payment or collection. For deceased employees, any outstanding travel claims must be signed by the surviving spouse or legal representative, the executor, or administrator. These claims must be computed locally and forwarded to the civilian payroll office for inclusion in the death claim payment.

C. Claims for Dependents of Deceased Members. Travel performed under the provisions of JFTR, paragraph U7065 **must** be supported by two copies of DD 1300, Department of Defense Report of Casualty.

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, a statement must be furnished to that effect showing the name and relationship of the person to whose residence travel was performed.

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

080507. 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. Classified orders must be distributed only to persons who have the proper clearance and who require a copy of the order. If an unclassified extract from a classified order furnishes enough information, it may be used to support the payment voucher. 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. If the disbursing official can apply the per diem rate, the claim must be paid. 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.

080508. Special Approval Required for Payment

When special approval is required for payment of a [claim](#) covering travel that is performed under the following specified circumstances, the claim presented for reimbursement of expenses must be approved administratively by the commanding officer or an individual specifically designated to act for and in the employee's behalf on such claims. A statement of facts justifying the approval action must be attached to the reimbursement [claim](#). Special approval is required for the following forms of travel:

A. TDY Travel. Special approval is required when official TDY travel is performed without a prior authorization. This does not include situations where verbal orders [are](#) issued and confirmatory orders prepared. A statement of facts pertaining to the circumstances requiring the travel and the reason why prior authorization was not obtained must be prepared by the official who ordinarily would have requested travel authority for the traveler.

B. PDT Travel. Special approval must be required when travel and transportation are not authorized 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 it is desired the traveler be reimbursed for expenses incurred for travel and transportation. The facts and circumstance in such cases, established by the civilian personnel [officer](#) or the [Service order issuing proponent](#), through available records and investigation, must be presented 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.

080509. 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, a [travel](#) claim may be submitted on a [DD 1351-6](#), Multiple Payments List, to cover the entire group. The notation "See Attached" must be entered in the appropriate blocks for the claimant's name and the certifying official. The claims must be supported by a DD 1351-2.

080510. Navy Oceanographic Office

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

080511. 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.](#))

0806 COLLECTIONS AND INDEBTEDNESS FOR EMPLOYEES

080601. Collections

An employee must be 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.

080602. Uncollectible Cases

If the actions prescribed in paragraph 080601 do not result in full reimbursement to the government, a record of all collection efforts and transactions must be forwarded to the same address as for an agreement violation claim in subparagraph 061103.C, except for delinquent indebtedness cases of former civilian employees of the Military Services.

Debts for former civilian employees of the Military Services must be forwarded to:

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

0807 ADVANCE DECISIONS, DOUBTFUL CLAIMS AND RECLAIM/RECONSIDERATION REQUESTS

080701. 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 presentment of a **claim**. The request must be prepared and submitted as required in Volume 5, Chapter 25. The original request package and two copies **must** be submitted 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 JFTR/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
Air Force	Member's last servicing Financial Services Office (FSO)

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. All requests for advance decisions **must** be forwarded 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 25, subparagraph 250302.B).

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).

080702. Reconsideration Requests and Reclaims

When the travel office makes a decision concerning an allowance determination that is not agreed to by the traveler, that 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 080704), 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 claim may be forwarded as a reclaim or appeal to DOHA or the [CBCA](#). A reclaim or appeal is a claim that 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. Such claims are forwarded 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

080703. Waivers

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

080704. Unions and Third-Party Review

When the claimant is covered by a collective bargaining agreement, neither the Department, the Office of Personnel Management, the [Civilian](#) Board of Contract Appeals, nor the Defense Office of Hearings and Appeals, has jurisdiction over the claim unless the matter of travel claims explicitly is excluded from grievance under the collective bargaining agreement.

0808 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*](#).

080801. 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. Reimbursement of the travel claim is made within 30 calendar days after the supervisor reviews, signs, and dates the travel claim. 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.

080802. Late Payment Fee and Charges

If a travel claim is not paid within 30 days after it is received by the office where the claim is to be approved, 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 payment is disbursed by the government. 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 traveler must be paid 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 payment equal to the late payment charge is reported 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**. Late fees are not assessed until 75 days following the billing statement.

080803. Systems Modifications

As necessary, DoD Component travel systems must be modified 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.

080804. 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. Each such supplemental travel claim must be submitted through the office where the claim is reviewed/approved. That office must annotate the claim with the date that the original travel claim was received.

080805. 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 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. The traveler must be paid by EFT or check if the previous payment was by check. The accounting classification used for the original travel claim must be used for the amount charged to the supplemental travel claim. When required, prepare a TD Form **1099-INT**, Interest Income, for the traveler in accordance with IRS regulations.

080806. 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 a claim is disallowed, no late payment fee is earned. If part of the claim is allowed, 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.