

<b>SUMMARY OF MAJOR CHANGES TO DOD 7000.14-R, VOLUME 9, CHAPTER 8 “PROCESSING TRAVEL CLAIMS – OTHER THAN DEFENSE TRAVEL SYSTEM”</b>		
<b>Substantive revisions are denoted by a ★ preceding the section, paragraph, table, or figure that includes the revision</b>		
<b>PARA</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
<b>★080504</b>	<b>Change the term invitation travel order to invitational travel authorization in accordance with the Joint Federal Travel Regulations, Appendix E.</b>	<b>Update</b>

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## CHAPTER 8

PROCESSING TRAVEL CLAIMS – OTHER THAN DEFENSE TRAVEL SYSTEM0801 GENERAL

This chapter covers general guidance for the preparation, submission, and processing of travel claims and the forms used for travel for travelers not under the Defense Travel System (DTS) and Permanent Duty Travel (PDT) travelers.

080101. Disbursing Official Responsibilities

A. Travel Payments. The disbursing officer is responsible for all travel payment operations and is accountable for money disbursed for travel payments as identified in [Volume 5, Chapter 11](#), of this regulation.

B. Accuracy and Propriety of Payments. The disbursing officer is not responsible for the preparation of a traveler's settlement voucher. The disbursing officer or, if designated, the certifying officer, is responsible for the accuracy and propriety of payments, to include ensuring that travel statements and vouchers are accurate and properly supported. The disbursing officer is not required to pay incomplete, improperly prepared, or doubtful claims.

C. Random Audits. 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 the Department. Supervisors may authorize alternate methods of payment in limited situations where 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--shall be made available to travelers as a payment option. This payment option enables travelers to elect a split disbursement by stating on the voucher in block 1 (payment required by) the amount of money to be forwarded to the card contractor.

080103. Adjustments of \$10 or Less. The traveler shall be paid all amounts due on the original settlement voucher. The disbursing officer, however, is not required to make collections of \$10 or less on a final settlement or on an overpayment that subsequently is detected. Conversely, supplemental payments for \$10 or less shall be processed only when specifically requested by the traveler.

080104. Over Advances. If, upon settlement of the travel claim, the disbursing officer determines that a civilian traveler received an excessive travel advance greater than \$10, that official shall forward a letter of indebtedness and give the civilian 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](#), subparagraph 080502, and [Volume 5](#), subparagraph 300203, of this regulation.

080105. Overpayments. If an overpayment greater than \$10 is detected, the disbursing officer shall 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 or collection action shall be initiated as outlined in [Volume 8, subparagraph 080503](#), [Volume 5](#), subparagraph 300205, and [Volume 7A](#), subparagraph 500104.A, of this regulation.

080106. Customer Service Information. The disbursing officer shall offer courteous customer service to all travelers and develop procedures to aid that effort. Include with final travel vouchers and Advices of Payment a point of contact and telephone number at the travel computation unit for the traveler to contact with questions or concerns. The following mediums may be considered:

- A. Locally devised pamphlets.
- B. Information sheets providing travel tips.
- C. Travel information articles in installation or unit newspapers.
- D. Articles in daily or weekly bulletins or notices.
- E. Briefings at commander's calls, organizational meetings or similar functions.
- F. DoD Component internet addresses with financial customer service links.

080107. Income Taxation of Reimbursable Temporary Duty (TDY) Allowances. The definition of TDY payments potentially liable for taxation is found in the [JTR](#), paragraph C4430. 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 is taxable income. A TDY assignment at one location for less than a year may be considered by the IRS to be permanent depending upon the specific facts. Travel Authorizing Officials should consider a Temporary Change of Station instead of an extended TDY when an employee must remain at a TDY assignment location for more than 180 days. A TD Form W-2 ("Wage and Tax Statement") is issued for all entitlements when TDY assignments are taxable. Employees who perform long-term TDY assignments for which TDY entitlements are taxable are also entitled to an Income Tax Reimbursement Allowance in accordance with [JTR](#), paragraph C16001

0802 FORMS

The following forms may be used by travelers to claim travel and transportation allowances:

DD Form 1610 (“Request and Authorization for TDY Travel of DoD Personnel”)  
(NOTE: Used to support travel claim payments)

DD Form 1614 (“Request and Authorization for DoD Civilian Permanent Duty Travel”)  
(NOTE: Used to support PDT travel payments.)

DD Form 1351 (“Travel Voucher”)  
(NOTE: Multiple use form)

DD Form 1351-2 (“Travel Voucher or Subvoucher”)  
(NOTE: Used to claim PDT/TDY travel allowances for official travel performed, including dependents’ travel and other PDT allowances.)

DD Form 1351-2c (“Travel Voucher or Subvoucher Continuation Sheet”)  
(NOTE: Used when the DD Form 1351-2 does not provide sufficient space.)

DD Form 1351-3 (“Statement of Actual Expenses”)  
(NOTE: Used to claim actual subsistence expenses when the TDY is performed on an actual expense basis.)

DD Form 1351-6 (“Multiple Travel Payment List”)  
(NOTE: Used to make multiple payments for travel and TDY performed under like conditions and circumstances.)

SF 1164 (“Claim for Reimbursement for Expenditures on Official Business”)  
(NOTE: Used to claim reimbursement for (a) expenses incurred for recruiting duty and (b) expenses incurred within and around a PDS station.)

0803 VOUCHER PREPARATION

080301. Completion. The traveler is responsible for preparing his or her DD Form 1351-2 to claim reimbursement for official travel. Even when someone else prepares the voucher, the traveler is responsible for the truth and accuracy of the information. When the traveler signs the form (and this signature authority must never be delegated), he or she attests that the statements are true and complete and that he or she is aware of the liability for filing a false claim. All claims and attached statements shall be completed using ink, typewriter, or computer-generated forms.

A. General. Use the DD Form 1351-2 to submit individual claims for official travel. The voucher is prepared and submitted, with necessary attachments and required approvals, to the travel computation office for computation and settlement with the number of copies prescribed in Component guidance. The traveler shall review carefully and sign the original voucher in ink. A legible facsimile of a signed voucher and supporting documents may be accepted.

B. Erasures and Alterations. Erasures and alterations in totals on reimbursement vouchers shall be initialed by the traveler. Erasures and alterations in the totals on receipts shall be initialed by the person who signed the receipt.

C. Leave of Absence. When leave of absence of any kind is taken while in a travel status or at TDY point(s), the number of hours, type of leave and dates for employees or dates for members shall be shown in the reimbursement voucher along with the scheduled hours of duty if a leave of absence is taken.

D. Return To Permanent Station or Home on Nonworkdays. If return to the PDS or home from which the traveler commutes daily to the PDS is made over a weekend or on any nonworkday, the following information shall be entered on the voucher:

1. Date of arrival at PDS (or home).
2. Round trip ticket cost or round trip distance traveled by privately owned conveyance (POC).
3. Date of return to TDY location.

NOTE: Per diem is not payable for time spent at the PDS or home. A mileage allowance is not payable for POC travel if the traveler traveled with another employee or uniformed member unless the traveler was responsible for paying the POC operating expenses.

E. Travel by POC. When travel is by POC, the points between which travel is performed shall be shown on the voucher. Any unusual conditions or circumstances that may affect allowances shall be explained. The names and the department or agency of passengers in a POC under travel orders also shall be shown. When the claimant is a passenger, the claimant shall show the name of the person under travel orders with whom the claimant rode. In either situation, the points between which travel was performed shall be shown.

F. Travel by Special Conveyance. Use of a special conveyance, under the provisions of the JTR, paragraph C2102, and JFTR, paragraph U3415, requires a determination of advantage to the government before reimbursement is allowed. This authorization should be in the orders. Otherwise, approval is indicated by a statement signed by an appropriate approving official to the effect that 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 shall be stated on the voucher and do not require special authorization or approval.

G. Foreign Currency. Persons traveling in foreign countries shall report their reimbursable expenditures in the currency actually paid. In order to receive proper reimbursement, the traveler shall report the following information on his or her travel claim: The amount of the expense in foreign currency, the exchange rate on the day the item was purchased, and the bank commission(s) charged for conversion of U.S. dollars to foreign currency. The rates of conversion and the commission(s) charged shall be shown. If the conversion rate(s) is not shown, the activity settling the voucher shall use an appropriate exchange rate for the date the expense was paid. (NOTE: Travelers are not entitled to reimbursement for losses, and are not liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).

H. Exchange Fees. Itemize charges for cashing U.S. Government checks issued in reimbursement of expenses incurred for travel in foreign countries by entering the date and the amount of fee on the travel voucher.

I. Payments to Other Employees. Reimbursements are not allowed for payments made to other government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained.

J. Items Denied Reimbursements. Claims for items in vouchers that are not reimbursable under this volume and the JFTR or JTR, or not properly supported by receipts where required, shall be denied by the travel office. The claimant shall be notified and informed of the reason(s) and required corrective action, if any. These items, if later reclaimed, shall be itemized in a subsequent regular or supplemental voucher and supported by the original or copy of the denial notice.

K. Supporting Documents. In addition to expense statements or other declarations, when required, support the voucher by including the documents described below.

1. Travel Orders. Attach one copy of travel orders and issued amendments to the voucher for TDY and two copies for PDT. In the Navy, attach the original and two copies of travel orders for PDT travel.

2. Government-Procured Transportation Documents. Attach memorandum copies of transportation request documents to the voucher. Travelers using the DTS for arrangements only shall print a copy of their final itinerary and attach it to their voucher.

3. Unused Government-Procured Transportation Documents. Attach receipts for unused documents to the voucher. These are obtained when unused documents are 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 shall be included on the voucher: "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 shall enter and initial a statement on the travel voucher, that all tickets either have 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). A receipt issued by a TO or CTO for unused tickets should be attached to the claim voucher.

6. Actual Expense Authorization (AEA). When an AEA has been authorized or approved in connection with TDY and not documented on the travel order, three copies of the AEA shall be attached to the voucher.

080302. Itinerary. Claims shall contain a complete itinerary for the entire period of travel. This includes return to the PDS during temporary duty and periods of leave used. On claims for TDY travel, the first entry shall be the traveler's residence or office, as applicable, except for aircrews (JFTR, Table U2C-1) or extended TDY (i.e., TDY in excess of 30 days). The first entry on PDT travel claims shall 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 shall list the dates of departure from and arrival at a port of embarkation/port of debarkation (POE/POD).

080303. Reimbursable Expenses. The traveler shall enter all allowable reimbursable expenses. Tax on lodging is a separate reimbursable expense and shall be listed separately for travel within the CONUS and OCONUS non-foreign areas.

080304. Recruiting Expenses. Recruiters shall claim reimbursement using the SF 1164.

080305. Other Instructions

A. The traveler shall attach all lodging receipts and any other receipt for expenses of \$75 or more to the voucher. A statement (instead of a receipt) is acceptable for the use of government quarters if authorized in Service regulations. (See [JFTR](#), paragraph 2510 and [JTR](#), paragraph C1310.)

B. Travelers shall receive 75 percent of the meals and incidental expense rate on the first and on the last day of travel.

0804 RESPONSIBILITIES

080401. General. Refer to section 0502 of this volume for responsibilities of accountable officials in the travel process.

080402. Authorizing Official (AO). Refer to section 0502 of this volume for AO responsibilities.

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

1. The claim is properly prepared using ink or typewritten/computer generated forms.
2. The amounts claimed are accurate.
3. The required orders, receipts, statements, justifications, etc., are attached to the travel claim.
4. The claimed expenses are authorized and allowable.
5. Any deviation from the travel order was in the government's best interest.
6. Claimed items requiring approval, 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 signature and date.

9. Advance and partial payments are annotated, or "NONE" is entered in block 10 of the DD Form 1351-2.

10. When foreign currency was used for reimbursable expenses, the appropriate blocks of the DD Form 1351-2 must include the expense in both 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 shall be explained on the voucher. 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 C2150 and JFTR, paragraph U3310. An AO also may approve:

1. Use of premium common carrier accommodations when necessary in the interest of security.
2. Excess baggage expenses.
3. Communications and other miscellaneous expenses.
4. Minor deviations in TDY duration or location.
5. Per diem, if the per diem amount unintentionally was omitted from a travel order.
6. Additional travel expenses incurred by an employee with a disability. (See JTR, paragraph C6552.)

C. Items Requiring Advance Authorization. The following require advance authorization and may not be approved on the voucher 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.
4. Travel expenses related to attendance at a conference.

080403. 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 voucher forms (printed in ink, computer-generated or typewritten form) are used.

2. The claim is on an original travel voucher with an original signature and date.

3. Any advance or partial payments authorized are annotated on the travel voucher, 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.

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.

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.

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

080404. Travel Computation Office. Refer to subparagraph 050201.G of this volume for the travel computation office’s responsibilities.

080405. Traveler. Refer to paragraph 050202 of this volume for the traveler’s responsibilities.

0805 SUBMISSION OF TRAVEL CLAIMS

080501. Temporary Duty (TDY) and Permanent Duty Travel (PDT) Claims. All claims shall be submitted within 5 working days of return to or arrival at the PDS. In the case 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 shall submit a claim for each 30-day period. That claim must be submitted within 5 days after each 30-day period.

080502. Local Travel at Permanent Duty Station (PDS)

A. General. Claims for reimbursement for expenditures for official business shall be submitted using the SF 1164. This form may be used for such expenses as taxicabs, public carriers, or POCs while transacting official business in the locality of the PDS. Claims shall 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 shall not be used for reimbursement of fares or mileage for use of POC in connection with TDY travel involving per diem allowance.

B. Voucher Submission. The SF 1164 shall 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 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 shall show the points of origin and 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 shall be signed by the claimant and submitted as provided in applicable Component guidance.

080503. Non-Medical Attendant for Specialty Care

A. General. Round trip transportation and travel expenses are authorized for one non-medical attendant. The attendant must be a parent, guardian, or another adult (over 21) member of the patient's family. 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. A military member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

3. Other Person as Attendant A person other than a military member or U.S. government civilian employee, who is designated to travel as an attendant, must be included in the patient's travel authorization and identified as an attendant. (See JFTR,

paragraph U7961-D). This person is authorized reimbursement of reasonable travel expenses as in paragraphs U7960-C and U7960-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 for reimbursement for expenditures for military members/civilian employee attendant for specialty care patients shall be submitted using the DD Form 1351-2. Claims for reimbursement for expenditures for other person as an attendant for specialty care including the patient shall be submitted using the SF 1164 when overnight lodging is not claimed. When overnight lodging is required, the claim must be filed on a DD Form 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 shall be submitted to the Primary Care Manager (PCM) as soon as practical after the expense has been incurred.

C. Voucher Submission. The SF 1164 shall identify the date, point of origin and destination, and the actual expense to perform as a non-medical attendant for specialty care patients. The voucher will 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 Form 1351-2 will 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 paragraph C4709 (JFTR) may be authorized and approved.

080504. Local Travel at PDS for Funeral Honors Detail

★ A. General. Claims for reimbursement for expenditures for the Funeral Honors Detail shall be submitted using the SF 1164. This form may be used for such expenses as occasional meals, taxicabs, public carriers, or POCs while performing the Funeral Honors Detail in the locality of the authorizing/military augmented unit. Claims shall be submitted as soon as practical after the expense has been incurred. The invitational travel [authorization \(ITA\)](#) will be used for reimbursement of fares or mileage for POCs used in conjunction with TDY travel involving per diem allowance.

B. Voucher Submission. The SF 1164 shall identify the date, point of origin and destination, and the actual expense to perform the Funeral Honors Detail. The voucher will be submitted to the military unit augmented 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 ITA shall 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 JTR, paragraph C4709 may be authorized and approved.

080505. Separatees or Retirees - Members. A separated or retired member, who has not received an advance, shall 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 shall be paid by the disbursing officer. The disbursing office that supports U.S. Marine Corps separatees or retirees shall pay all claims submitted within 60 days of the month of separation or retirement. All other claims received after the above stated time periods for filing shall be forwarded to the following designated Service address:

Army:	DFAS-Indianapolis Site ATTN: Director, Network Operations, Dept. 3700 8899 East 56th Street Indianapolis, IN 46249-3700
Navy:	Personnel Support Detachment (PSD) or servicing disbursing officer at separatees or retirees separation point
Air Force:	Member's last servicing Financial Services Office (FSO)
Marine Corps	DFAS-Kansas City Site ATTN: Separations Travel (Code FT) 1500 East Bannister Road. Kansas City, MO 64197-0001

A. Officers. Travel allowances payable to a separating or retiring officer shall be used to offset indebtedness to the government when paid as an advance or settlement.

B. 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 shall be withheld and applied against their debts.

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

080506. Deceased and Next of Kin

A. 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 disbursing official computes and forwards all claims to the supporting DFAS Site (see below for address) for payment or collection. For deceased employees, any outstanding travel claims shall be signed by the surviving spouse or legal representative, the executor, or administrator. These claims shall be computed locally and forwarded to civilian payroll office for inclusion in the death claim payment.

B. Claims for Dependents of Deceased Members. Travel performed under the provisions of JFTR paragraph U5241, shall be supported by two copies of DD Form 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 Form 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.

C. 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: DFAS-Denver Site  
6760 East Irvington Place  
Denver, CO 80279-8000

U.S. Marine Corps DFAS-Kansas City Site  
ATTN: Separations Travel (Code FT)  
1500 East Bannister Road.  
Kansas City, MO 64197-0001

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 voucher; 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 shall 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 voucher. 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 shall 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 voucher covering travel that is performed under the circumstances specified below, the claim presented for reimbursement of expenses shall 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 shall be attached to the reimbursement voucher. Special approval is required for the following forms of travel.

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

B. Permanent Duty (PDT) Travel. Special approval shall 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 best interest of the government 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 or industrial relations officer through available records and investigation, shall be presented to the commanding officer with advice as to the pertinent guidance. 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 are chargeable, a DD Form 1351-2 may be submitted as a claim or claim voucher 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 claim shall be supported by a DD Form 1351-6 ("Multiple Payments List").

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 shall be paid by the disbursing office of the station.

080511. Vouchers Involving the Loss of Original Travel Order (Navy)

A. Navy. When the original travel order is not available, the Navy disbursing office that supports the traveler's PDS shall be responsible for processing and settling the voucher.

B. Marine Corps Civilian Personnel. Travel claims of Marine Corps civilian personnel for which the original orders have been lost shall be forwarded for settlement to:

Commander, Military Sealift Command  
Washington, DC 20390

B. Marine Corps Disbursing Offices. Marine Corps disbursing offices shall forward vouchers for settlement to:

DFAS-Kansas City Site  
ATTN: Separations Travel (Code FT)  
1500 East Bannister Road.  
Kansas City, MO 64197-0001

NOTE: The claimant shall certify on the claim that the original orders are lost and no other claim for the travel has been or shall be submitted. The disbursing office that forwards the claim shall state, if appropriate, the claim has not been paid. When an advance of funds has been made to the traveler, the disbursing office handling travel claims for the traveler's PDS shall settle the claim.

#### 0806 COLLECTIONS AND INDEBTEDNESS FOR EMPLOYEES

080601. Collections. An employee shall be billed in writing with a demand for payment. If the employee does not remit payment, the disbursing officer shall initiate collection through salary deductions, setoff 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, above, do not result in full reimbursement to the government, a record of all collection efforts and transactions shall be forwarded to the same address as for an agreement violation claim in subparagraph 061103.F, except for delinquent indebtedness cases of former civilian employees of the Military Services. Debts for former civilian employees of the Military Services shall be forwarded to:

Defense Finance and Accounting Service – Denver Site  
ATTN: DFAS-DE/FYDE  
6700 East Irvington Place  
Denver, CO 80279-5000

#### 0807 ADVANCE DECISIONS AND QUESTIONABLE CLAIMS

080701. Request for Advance Decision. A DoD disbursing officer or certifying officer may request an advance decision on any questionable voucher presented for payment. The request shall be prepared and submitted as required in Volume 5, Chapter 25 of this regulation. Submit the original and two copies to the DFAS Arlington through the supporting DFAS Site for the DoD Component that funds the travel order.

A. Amounts Over \$100. The supporting DFAS Site shall review each request and contact the disbursing officer to resolve any questions. Requests for amounts over \$100 require advance decisions by the OSD Office of the General Counsel for Service members and the General Services Administration Board of Contract Appeals (GSBCA) for DoD employees. These requests are referred through the appropriate DFAS Site to DFAS Arlington for submission to the Per Diem, Travel and Transportation Allowance Committee.

B. Amounts Under \$100. The supporting DFAS Site reviews the case and prepares a decision package for approval or disapproval of the claim by the Site director. If a decision is rendered that the payment is proper, the original voucher is returned to the disbursing officer for payment. The supporting DFAS Site shall include a statement in the transmittal letter to the effect that, should the disbursing officer disagree, the file may be returned for further adjudication.

080702. Doubtful Travel Claims. If a traveler does not accept the decision of the travel computation office concerning an entitlement determination, that office shall explain, in writing, the decision and advise the traveler of the right to have the claim reconsidered. If the traveler does not accept the explanation of the disbursing officer, the disbursing officer shall assist with the resubmission of the claim. To have a claim reconsidered, send a copy of the claim; a letter of explanation from the traveler; an endorsement from the approving officer; and a letter of position from the travel computation office through the major command, to the appropriate DFAS Site. The DFAS Site shall respond to the disbursing officer or traveler. If the traveler does not accept the decision, the claim may be forwarded through the appropriate DFAS Site and DFAS Arlington to the Defense Office of Hearings and Appeals for Service members and the GSBCA for DoD employees.

Defense Office of Hearings and Appeals  
Claims Appeals Board  
PO Box 3656  
Arlington, VA 22203-0656

General Service Administration Board of Contract  
Appeals  
8<sup>th</sup> & F Streets, NW  
Washington, DC 20405

080703. Waivers. Travelers or Components shall submit waiver requests resulting from erroneous payments of travel and transportation allowances to the DFAS-Denver 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 GSA 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 “Travel and Transportation Reform Act of 1998” (Public Law 105-264) governs the claim for late payment fees for late processing of a traveler’s travel claim.

080801. Submission of Travel Claim. Travelers shall submit a properly prepared travel claim to their supervisor/approving official within 5 calendar 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 7 calendar days to notify the traveler if the travel claim is not proper or complete for payment.

080802. Late Payment Fee and Charges. Should payment of the travel settlement take longer than 30 days following receipt 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 31<sup>st</sup> 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 to the requirement for this payment is that no payments are required for amounts less than \$1.00. Interest payment funding instructions can be found in [Volume 10, Chapter 7](#), of this regulation. In addition, the traveler shall 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 Internal Revenue Service has determined that the late payment fee is reportable as interest and that the payment equal to the late payment charge is to be reported as additional wages. In addition, travelers may 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 voucher. Late fees are not assessed until 75 days following the billing statement.

080803. Systems Modifications. As necessary, DoD Component travel systems shall 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 should be calculated and paid at the time the voucher is processed. Travelers who believe that late payment fees were not included in the calculation of their travel voucher may submit supplemental travel claims for late payment fees. Each such supplemental travel claim shall be submitted through the office where the claim is reviewed/approved. That office shall 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 shall review the claim. That office shall calculate the number of elapsed calendar days beginning with the signature and date of receipt by the supervisor and the date the voucher 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 will multiply the amount paid on the delayed travel claim times the daily Prompt Pay Act interest rate times the number of days in excess of 30 days. The traveler shall be paid by EFT, or check, if the previous payment was by check. The accounting classification used for the original travel claim shall 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 the claim is disallowed, then no late payment fee is earned. If part of the claim is allowed, then that amount is subject to the late payment fee and that portion of the payment earns interest from the original submission date. Vouchers returned to the traveler for errors or incomplete travel claims do not earn interest. Start the 30-day clock when a corrected voucher is submitted to the supervisor/approving official.