

Consecutive Overseas Tour (COT) & In-Place COT (IPCOT) - Military
Relocation Agreement Travel (RAT) - Civilian
Voucher processing

Manual Submission guide to COT/IPCOT/RAT

Submit all required documents to the 86CPTS.CS@US.AF.MIL org box

Required Documents

- Checklist (complete the appropriate checklist, only fill out the top portion for customers)
- 1351-2, Travel Voucher (must be MAY 2011 form, previous editions not accepted)
- 1351-2C, Travel Voucher Continuation Sheet (if your itinerary will not fit in block 15)
- COT/IPCOT/RAT Orders (front and backside)
- PCS Orders (front and backside)
- SATO/CTO Airfare Itinerary Receipt
- Receipts for expenses over \$75 dollars
- IBA Statement
- GTC Statement (optional -- preferred to pay out actual cost of expenses that were paid in foreign currency)
- Lost Receipt Form (if provided receipts are not sufficient or available)
- Direct Deposit Form [civilians only]
- WTA Form [civilians only]

Active Duty PDT Entitlements (PDT, PPM, TLE, Dep Tvl, etc.) Checklist

FOR MILITARY ONLY		CUSTOMER USE			
Traveler's Name:					
Traveler's SSN:		Order #:	YES	NO	N/A
1	DATA MASKED Information-Does voucher or supporting documents contain data masked (classified) information? Was any portion of your travel to/from a data masked (classified) location?				
2	Is your personal information correct and legible? (Name, grade, SSN, mailing address, email address and phone number)				
3	Does the travel order number on the voucher match the travel order number filed with the voucher?				
4	Is itinerary correct and legible to include verification of dates traveled, places, modes of travel, reasons for stops, lodging costs and POC/Terminal mileages (if applicable)?				
5	Split disbursements are mandatory for Government Travel Card (GTC) holders. Is split disbursement amount identified?				
6	Are previous advances claimed on the DD Form 1351-2 (Annotated in Block 9)?				
7	Are your dependents listed on DD Form 1351-2 and is the accompanied or unaccompanied block checked? Does this information match your orders?				
8	Did you check Block 16, POC Travel? Check appropriate block (Owner/Operator or Passenger)				
9	Are all expenses claimed and required receipts attached to include itemized lodging and any expense \$75.00 or more? Use DD Form 1351-2C for additional expenses. If you are missing receipts for any expense claimed, use a local "missing receipt form" (obtained from The Finance Office).				
10	Are Non-Availability Statements or Contract Quarters Authorization numbers attached for off-base lodging not authorized in orders? (if applicable)				
11	If you shipped a vehicle at government expense, is DD Form 788 (front and back) with appropriate signatures attached?				
12	For Personally Procured Moves (PPM), did you attach TMO required worksheets?				
13	Are you claiming expenses not authorized in your orders? Did the approving official print name, sign, list telephone number, date DD Form 1351-2 in Block 21a? Did they specify what reimbursable expense(s) they're approving and annotate on the DD Form 1351-2 in Block 29? (MANDATORY, if you claim expenses not authorized in orders)				
14	Are copies of travel orders attached to include amendments? NOTE: Front and back of orders (if applicable) are required.				
15	If TDY enroute and leave was taken, Is any period(s) of leave taken while at the TDY enroute location annotated on the voucher to prevent the payment of Per Diem while on leave? Is the leave form(s) approved by the TDY Commander attached?				
16	Did you sign and date the DD Form 1351-2? (MANDATORY)				
17	If this is your first Permanent Duty Travel (PDT), ensure you establish your travel payment account information by completing SF 1199A or FMS 2231. NOTE: You cannot be reimbursed for travel expenses until this information is provided.				
18	For TDY enroute only: 1) If locations listed are not on orders, are amendments attached or variations authorized? 2) If TDY was LESS THAN 12 hours, did you claim actual meal cost in reimbursable expenses?				
19	Did you complete the PDT arrival worksheet and included it with your voucher?				
20	Traveler's signature: _____ Date: _____				

- * **ONLY ONE COPY OF THE TRAVEL VOUCHER, ORDERS AND RECEIPTS ARE REQUIRED WITH THIS CHECKLIST**
- * **TO BE CONSIDERED A VALID RECEIPT IT MUST SHOW THE COMPANY NAME, DATE SERVICES WERE PROVIDED, UNIT PRICE OF ITEM/SERVICE, AMOUNT "PAID" AND "AMOUNT DUE" OF \$0.00 OR EVIDENCE OF PAYMENT**
- * **IT IS YOUR RESPONSIBILITY TO RETAIN A COPY OF THE TRAVEL VOUCHER, ORDERS, AND RECEIPTS. THE FINANCE OFFICE WILL DESTROY SUBMITTED COPIES AFTER 90 DAYS.**

FINANCE USE ONLY		YES	NO	N/A
1	DATA MASKED Information-Does voucher or supporting documents contain data masked (classified) information that needs to be submitted on an AF Form 32? (refer to AFFSC- Base Level Business Rules) If so, remove classified data, complete AF Form 32 and submit via FM Workflow/RAD.			
2	Verification check - has the customer completed requirements listed above? Are all expenses claimed and required receipts attached to include itemized lodging and any expense \$75.00 or more? If not, RETURN VOUCHER TO CUSTOMER.			
3	Is the voucher date stamped?			
4	Split Disbursements are mandatory for GTC holders. Is split disbursement amount identified?			
5	Is the member's banking account information built in RTS? If not, attach SF 1199A or FMS 2231.			
6	Is the PDT arrival worksheet attached and dates verified against itinerary? Has member provided current mailing address for their W-2 and a valid email address for payment/debt notification?			
7	For Ret/Sep final vouchers, have DJMS, RTS and DTS been checked for outstanding debts? Ref: AFMAN 65-116V1, Para 69.14.3. If debts are found document them and include in the voucher submission to AFFSC with a screen shot from DJMS showing outstanding debt amount. The remaining debt will be collected from any amounts due the member for transportation of dependents, shipment of personal property, and separation travel (officers only).			
8	Are orders properly certified and the line of accounting legible?			
9	Are copies of the travel orders attached (to include amendments)? NOTE: Front and back page of orders are required.			
10	For TDY enroute only: 1) Are meal statements on all orders validated for accuracy to ensure computation of correct daily per diem? Are CED order meal statements circled or underlined? 2) If member is entitled to FSA (for TDY over 30 days), advise member to submit a DD Form 1561 with the voucher and provide the location of dependents. 3) Are FSR and PSR annotated and legible?			
11	Checklist completed by (Printed Name): _____ Date: _____			
12	Checklist audited by (Printed Name): _____ Date: _____			

CIV PDT Renewal Agreement Travel Checklist

CUSTOMER USE

	Traveler's Name:	SSN:	YES	NO	N/A
1	Does the travel itinerary or any documents submitted on your behalf contain CLASSIFIED INFORMATION? If so, the FSO must complete an AF Form 32 for classified travel reimbursement.				
2	Is your personal information correct and legible? (Name, Grade, SSN, mailing address, <u>email address</u> and phone number)				
3	Does the travel order number on the voucher match the travel order number filed with the voucher?				
4	Is the itinerary correct and legible to include verification of dates traveled, places, mode of travel, reason for stops, lodging costs and POC/Terminal mileage (if applicable)? NOTE: If you list locations not on orders, are amendments attached or variations authorized?				
5	Did you have a government travel card? If yes, did you identify the dollar amount for the split disbursement in Block 1 of the DD Form 1351-2? (GTC split disbursements are MANDATORY)				
6	Are previous advances claimed on the DD Form 1351-2 (Annotated in Block 9)?				
7	Did you specify if the travel was unaccompanied or accompanied? If accompanied, did you list all dependents who traveled concurrently?				
8	Did you check Block 17 (duration of travel) on DD Form 1351-2?				
9	Are all <u>expenses claimed</u> and <u>required receipts</u> attached to include itemized lodging and any expense \$75.00 or more? Use DD Form 1351-2C for additional expenses. If you are missing receipts for any expense claimed, use a local "missing receipt form" (obtained from The Finance Office).				
10	Did you claim all expenses in Block 18 of DD Form 1351-2? If not, you will not be reimbursed solely on receipts, it has to be claimed?				
11	Did you indicate your retirement code (FERS/CSRS)?				
12	Did you claim a state of legal residence for tax purposes?				
13	Are copies of travel orders attached to include amendments? NOTE: Front and back of orders (if applicable) are required.				
14	Did you sign and date the DD Form 1351-2? (MANDATORY)				
15	Is this the first time you have submitted a voucher for reimbursement outside of the Defense Travel System (DTS)? If so, a completed SF 1199A or FMS 2231 is required.				
16	Traveler's signature:	Date:			

* **ONLY ONE COPY OF THE TRAVEL VOUCHER, ORDERS AND RECEIPTS ARE REQUIRED WITH THIS CHECKLIST**

* **IT IS YOUR RESPONSIBILITY TO RETAIN A COPY OF THE TRAVEL VOUCHER, ORDERS AND RECEIPTS. THE FINANCE OFFICE WILL DESTROY SUBMITTED COPIES AFTER 90 DAYS.**

FINANCE USE ONLY

		YES	NO	N/A
1	Does voucher/attachments contain classified information (Data Masked) that needs to be submitted on an AF Form 32? (refer to AFFSC- Base Level Business Rules) If so, remove classified data, complete AF Form 32 and submit via FM Workflow/RAD.			
2	Verification check - has the customer completed requirements listed above? If not, RETURN VOUCHER TO CUSTOMER			
3	Is the voucher date stamped?			
4	Has employee provided a current address for W-2 and email address (@.mil, hotmail, yahoo, etc) for notification?			
5	Is the employee's banking account information built in RTS? If not, attach SF 1199A or FMS 2231.			
6	Does the employee have a GTC? If yes, has the dollar amount for the split disbursement been indicated?			
7	If employee received a cash advance, is the applicable documentation submitted with this claim?			
8	If voucher is a supplemental claim, is the original RTS voucher summary and original documents included?			
9	Is TR cost provided? (Required if employee traveled to locations other than HOR or for indirect travel)			
10	Are orders properly certified?			
11	Are accounting lines on the orders built in BQ (EEIC 395 TV07, EEIC 395 TV05, EEIC 421SS TV05, EEIC 421 TV05, and EEIC 462 TV05)?			
12	Are FSR and PSR annotated on certified orders (if applicable) and is line of accounting legible?			
13	Are copies of the travel orders attached (to include amendments)? NOTE: Front and back page of orders are required.			
14	Checklist reviewed/finalized by (Printed Name):			
15	Checklist audited by (Printed Name):			

Privacy Act-1974 as amended applies to this memo. This memo may contain information which must be protected IAW AFI 33-332 and DoD Regulation 5400.11 and is for Official Use Only (FOUO)

Version 31 March 2010

1351-2 – Travel Voucher

Please review each item to verify the accuracy of your voucher. Each numbered item coincides with the numbered blocks of the 1351-2.

- 1
 - Select either EFT or check payment
 - To the right, identify the amount to be paid to your GTC (can be \$0.00)
- 2
- 3
 - List your name. (last, first, middle initial)
- 4
 - List your grade (ex. E-5, O-5, GS-15)
- 5
 - List your complete SSN
- 6
 - Check Other
- 7
 - List your PSC address in sections a, b, c, and d (ex. PSC 1 Box 2345 APO AE 12345) *note* this is where your check will be mailed if you selected that method of payment
 - Section e - List your email address so we may contact you and send a payment notification
- 8
 - List your phone number (DSN or commercial)
- 9
 - List your order number (found in block 20 of your orders)
- 10
 - List how much money you have already been paid to complete this travel. If you have not been advanced any money, place 0.00 in this block.
- 11
 - Leave sections a, b, and c blank.
 - Section d - List your state of legal residence, and retirement code [civilians only]
- 12
 - List your current organization and station (ex. 86 AMXS / Ramstein Air Base)
- 13
 - Check which applies; accompanied/unaccompanied
 - Column a - List the name of your dependent
 - Column b - List the relationship of your dependent
 - Column c - List the birth date/marriage of your dependent
- 14
 - List physical address of dependents upon receipt of orders
- 15
 - Check “NO” for household goods shipment
- 16
 - Notes
 - Date the itinerary, including year
 - All reasons for stop at an entry/exit airport will be AD, between CONUS locations is AT
 - Include all airports
 - Mode of travel, from airport to airport, will be CP, if you paid for the tickets yourself
 - If you cannot fit your itinerary in block 15, please use the attached 1351-2C

Modes of Travel

PA = Private automobile
CA = Commercial automobile (Taxi)
CP = Commercial Plane
TP = Plane tickets purchased by government

Reasons for Stop

AT = Airports (within CONUS)
AD = Airports used to change countries (to/from)
LV = Dependent’s stop in Germany
MC = Final stop on itinerary

16

- If a private automobile was used for any portion of this travel, check whether your dependent was owner, operator, or passenger

17

- Check the appropriate box, depending on the time span of your itinerary

18

- Column a - List the date(s) you paid for your expense(s) (GTC statements are helpful)
- Column b - List the name(s) of the expense(s) you are claiming
- Column c - List the cost of the expense(s) in US dollars (GTC statements are helpful)

19

- Leave this block blank

20

- Section a - Sign your voucher
- Section b - Date your signature
- Sections c, d, e, and f - leave blank

21 – 28

- Leave these blocks blank