

REVIEWER CHECKLIST FOR TRAVEL SETTLEMENT VOUCHERS

Requirements: Commander/Supervisory Review is required for all Military and Civilian Travel Settlement Vouchers.

User: Commanders/Supervisors (or designated reviewers when the commander/supervisor is unavailable) of military and civilian Travel Settlement Vouchers.

Purpose: This checklist should be used by the users above to ensure Travel Settlement Voucher claims are proper and complete, not to compute payment. The review does not constitute approval of items requiring approval by specific statutes or regulations, e.g., long distance calls, and excess baggage.

1. ___ Is the Travel Voucher claim (DD 1351-2) an original, not a copy? The claim must be prepared with ink, typewriter, or computer-generated.
2. ___ Is the signature on the Travel Voucher an original signature?
3. ___ Does the administrative data on the Travel Voucher agree with the orders?
4. ___ Are advances and/or accrued per diem payments listed in Block 10? The traveler annotates "NONE" in block 10 if there were no advance or partial payments.
5. ___ Is Block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. POC mileage includes mileage within and around the TDY site, to and return from the airport, and to and return from TDY station.
6. ___ Are Reimbursable Expenses claimed authorized in the travel order? Mission related expenses that are not travel expenses (e.g. **dry ice and film**) are not reimbursable travel expenses, therefore these must be on the orders.
7. ___ Was rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO? Rental cars size used and fuel expenses claimed should be conducive to the mission.
8. ___ Are **confirmation numbers** of **non-availability** of government quarters **in the remarks block** of the orders? If not, and obtained after the fact, a Travel Approving Official must authorize commercial lodging in Block 29 (Remarks Section) of the DD1351-2 and sign in block 21a of the DD Form 1351-2.
9. ___ Is lodging claimed and supported by original itemized paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available?
10. ___ Are expenses of \$75.00 or more supported by a receipt of justification statement explaining why receipts are not available?
11. ___ Did the traveler list the exchange rate obtained in Block 29. Remarks Section, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
12. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in Block 29, Remarks Section.
13. ___ Is a copy of DA Form 31 (Request and Authority for Leave) for military members attached when leave or pass was taken in conjunction with the TDY?
14. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim?
15. ___ Was any deviation from the travel order in the government's best interest?
16. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of a Travel Approving Official? If the answer is yes, follow local procedures and either return the claim to the traveler or forward the claim to the Travel Approving Official.
17. ___ As the commander/reviewer, did you sign in block 20C and enter date in block 20D (on the March 2000 Form)? If the old voucher was used did you sign and date above your printed name in the upper right corner of the travel voucher?