

**TAD TRAVEL CLAIM CHECKLIST**

NAME \_\_\_\_\_ UNIT \_\_\_\_\_ MBR WORK EXT \_\_\_\_\_ BOX \_\_\_\_\_

PROVIDE YOUR E-MAIL ADDRESS TO RECEIVE A COPY OF YOUR SETTLED VOUCHER

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**DD 1351-2 (Travel Voucher)**

- \_\_\_ Complete Blocks 1-9, 15-18, sign and date.
- \_\_\_ TAD leave is authorized and annotated in Block 15 of the DD1351-2.
- \_\_\_ Exchange rates are provided when going TAD abroad and claiming reimbursable expenses.
- \_\_\_ Submit DD 1351-2 and one (1) copy of all orders, modifications, and receipts.
- \_\_\_ Claims requiring AO signature on Block 21.a. of the DD 1351-2 require typed or printed name and signature.

**SPLIT DISBURSEMENT**

- \_\_\_ ENTER THE AMOUNT TO BE PAID TO THE GOVERNMENT CREDIT CARD \$ \_\_\_\_\_.
- \_\_\_ Annotate in Block 1 of the DD 1351-2 the amount elected to be paid to the government credit card account. At a minimum, the Finance Office will pay the amounts for transportation, lodging, and rental car to BOA for members identified as GTCC holders.

**MESSING**

- \_\_\_ The messing rate, GMR, PMR, or CMR, will be reimbursed as directed in the TAD orders. If government messing is not available at a government installation submit a statement of non-availability.

**LODGING**

- \_\_\_ Submit itemized lodging receipts. If TAD is performed at a government installation and no government quarters are available, submit a non-availability statement or confirmation number. If the traveler misplaces their receipt, the traveler may submit a MCB 7200/5 (Lodging Statement in Lieu of Receipts). Complete in its entirety, with the establishment's address and telephone number.

**CONFERENCE/REGISTRATION FEE**

- \_\_\_ Submit receipt and state on DD 1351-2 if any meals were included in the cost of the conference/registration fee. If no meals were included state "No meals included in the conference/registration fee".

**ATM WITHDRAWAL FEE (for government credit card only)**

- \_\_\_ State the dollar amount of the withdrawal using the government credit card and any additional fees charged by the ATM (i.e., ATM advance \$200.00 + \$2.50 ATM fee). Ensure orders indicate an authorized amount to withdraw.

**REIMBURSABLE EXPENSES**

- \_\_\_ Submit receipts for any expense over \$75.00
- \_\_\_ Annotate any miscellaneous expenses incurred in the reimbursable expense section of the DD 1351-2.

**SUPPLEMENTAL CLAIMS**

- \_\_\_ A new DD 1351-2 is filled out with "Supplemental" and reason written across itinerary.
- \_\_\_ Submit a copy of the previous settled claim to include IATS voucher printout.

**CIVILIANS AND OTHER SERVICE MEMBERS MUST COMPLETE THE DIRECT DEPOSIT FORM**

The administrative unit must review all TAD claims before being submitted to the Travel Section Finance Branch.

Administrative Section certification and date \_\_\_\_\_  
Telephone: \_\_\_\_\_