

TOP 10 REASONS TRAVEL CLAIMS ARE RETURNED

IMPORTANT INFORMATION FROM DFAS ROME TRAVEL DIRECTORATE:

Incomplete information will stop your claim from being paid! Don't make these common mistakes on your claim

1. Missing orders (DD Form1614) and/or any and all amendments.
2. Missing Reviewer or Approving Official signatures and dates on the DD Form1351-2.
3. Incomplete itinerary (block 15) on the DD Form1351-2.
4. Missing Direct Deposit (EFT) Information.
5. Missing traveler's signatures and dates (blocks 20 a & b) on the DD Form1351-2.
6. Missing or improperly completed statement with the Miscellaneous Expense Allowance.
7. Missing or improperly completed DD Form2912 for Temporary Quarters Subsistence Expenses.
8. Missing Real Estate - Purchase and/or Sale information or signatures.
9. Personal information is not accurate or is incomplete on the DD Form1351-2 (blocks 1-14).
10. Order, DD Form1614, or amendments are incorrect or incomplete.



Other helpful hints:

- . Almost all of your travel entitlements are taxable!
- . If you use your own personal vehicle as mode of travel, block 16 must be completed.
- . If you are authorized TDY en route, please ensure that your orders reflect accurate and complete TDY information. Although your TDY en route information should be included on your PCS order; in some cases, you may receive separate orders. Please submit copies of any/all orders received.
- . All previous advances received related to the PCS Travel (non-submission of previous payment data can result in delays of payment).
- . Receipts for all lodging, regardless of amount.
- . All receipts for expenses incurred for \$75.00 or more must be submitted.
- . Be sure to include a copy of your travel orders, DD Form1614, with any amendments each time you submit a claim.
- . DIRECT DEPOSIT: All approved claims are paid via Electronic Funds Transfer.(EFT)

. Additional information regarding claims are available at the following links

DFAS Rome Handbook for Civilian Permanent Duty Travel (PDT)
Joint Travel Regulation (JTR) Volume II Chapter 5

<http://www.dfas.mil/pcstravel.html>

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

. Often times several vouchers (DD Form 1351-2) will be submitted during the PCS transition to the new duty station. Blocks 1 -14 will be completed in similar fashion each time and in accordance with the guidance below. However please remember as you locate permanent residence to provide a current address to which information including your W-2 Form may be sent. Also, be sure to update you email address and duty station phone number if and as those changes occur.

Bottom line: Employees are highly encouraged to submit their vouchers correctly to DFAS the first time.