

Top Reasons for Travel Voucher Returns

A Quick Guide from HQ RIO

Keep these in mind when filing a travel voucher

1. RTS (myFSS)—Incorrect and/or incomplete DD1351-2 hard copy vouchers ([RTS Voucher Quick Guide](#))

- a. Ensure that the dates claimed match the dates on the orders
 - Block 15a on the DD1351-2 directly under "DATE" can be used to identify the year
 - The day and month must be listed next to each line either to/from HOR or to/from duty location(s) for the duration of the order
 - For accrual vouchers, the start and end date for the claim needs to be included
- b. When traveling to/from HOR, ensure that it is written as "city, state"
- c. Ensure that the duty location(s) on the voucher match the duty location(s) identified in block 12 of the AF938 or block 11 of DD1610 orders
 - Ensure that the base or city, state of duty location is identified in block 15b.
- d. Ensure that "means/mode of travel" and "reasons for stop" are identified in blocks 15c and 15 d.
 - Page 2 of the DD1351-2 identifies the appropriate codes for blocks 15c and 15d.
- e. In order to claim mileage, ensure that block 16 is marked as "own/operate."
- f. Don't forget to SIGN THE VOUCHER!
 - Ensure that blocks 20a-f are all complete
 - The Reviewer is your Active Component supervisor/someone in your chain who can verify your travel
- g. In very specific instances, you may need AO approval for expenses incurred (ie resort fees, hotel parking, tolls, charged for larger rental car than authorized in orders, AEA for lodging, etc.)
 - Your AO (preferably from your AC unit) will need to complete blocks 21a-d as well as provide specific approval remarks in block 29 on the reverse of the DD1351-2

2. RTS (IDT Travel) DD1351-3 missing for IDT outside normal commute travel reimbursement (Critical AFSC IDT travel) claims ([IDT Travel Quick Guide](#))

- a. IDT travel is paid on an actual expense basis
- b. All receipts (except for tolls) and forms are required, even for items less than \$75
- c. The DD1351-2 is used as a coversheet for itinerary and mileage only
- d. Airfare, taxi, meals, etc. need to be claimed on the DD1351-3
- e. Reimbursement is travel days only (to/from the IDT location) and only for assigned duty location
- f. Don't forget to SIGN THE VOUCHER!

3. RTS (IDT Lodging) Form 40As not included with IDT Lodging claims ([IDT Lodging Quick Guide](#))

- a. UTAPS calendars showing dates worked as paid is a substitute for the three (3) signatures on the 40As--unsigned copies are still required
- b. It's not required for all dates to be combined when printing/downloading 40As from UTAPS
- c. If system limitations will only allow one duty period per 40A, they will still be accepted
- d. Blocks 7 & 8 (Total amount claimed and reviewer signature) MUST be completed
- E. Don't forget to SIGN THE OF1164 CLAIM FOR REIMBURSEMENT!

4. DTS ([DTS Quick Guide](#))

- a. All orders (including any MODs must be uploaded to the substantiating documents
- b. If you're on a TDY with an underlying MPA or RPA order, that order (and its MODs) must be uploaded there as well
- c. Incorrect M&IE
 - When AT is performed with quarters and meals available (per orders) and lodged on base, M&IE is \$0
 - If quarters are directed in your orders, but lodging is booked outside of DTS and you received a non-availability letter, then you will need to attach the letter from base lodging
 - If you stayed off base without a non-availability letter, adjust lodging expenses claimed in the per diem section to the ON BASE RATE (found on dodlodging.net or by calling Lodging)
 - Ensure that hotel fees/taxes are claimed SEPARATELY in the expenses section
- d. Separate CTO fee from airfare expenses—claim separately
 - This is typically an issue when airfare is booked through CTO outside of DTS
- e. Include original CTO booked airfare ticket if/when exchanged for a different flight.
 - Original ticket is required so technicians can verify claimed airfare expenses