



# PRE-PAYMENT TRAVEL VOUCHER REVIEW

The following provides a list of items that should be reviewed in the prepayment phase of the travel voucher administrative examination for both Permanent Change of Station (PCS) and Temporary Additional Duty (TAD/TDY) claims. The purpose of this checklist is to ensure that the voucher has been properly completed and that all supporting documents/statements are attached.

NAME (Last, First, MI)

Rank/Rate

SSN

## **PCS and TAD/TDY Travel Claims** (Verify the following are attached or completed, as required:)

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No                              | 1. Signature ( <i>original</i> ) of traveler.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 2. Supervisory verification/approval.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                              | 3. Complete copy of all original orders and endorsements and original supporting documents.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 4. Verify itinerary with orders and ensure completion.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 5. Advances including dollar amount, date issued, DOV number or ATM amount and acronym (ATM) written next to amount.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 6. Detaching/reporting endorsements.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 7. <b>Confirmation</b> of availability/nonavailability for government facilities, if required.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 8. Valid lodging receipt, or traveler's statement as to why one was not furnished, then an itemized list of amounts, etc., of daily receipts.                    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 9. Valid receipt for reimbursable expenses over <b>\$75</b> to include conference fees, tuition and if meals were included in the cost, or traveler's statement. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 10. Signature for official long distance calls and for official business statement on local calls.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 11. Verify mode of travel with orders. For POV travel, ensure item 15g is completed on Block 9 on the DD Form 1351-2.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 12. <b>Civilian PCS ONLY.</b> DD Form 1351-3, signed by the traveler, if actual expenses claimed ( <i>and authorized or approved</i> ).                          |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 13. <b>PCS ONLY.</b> Endorsement stating that government quarters were not assigned at new permanent duty station ( <i>for DLA Own Right</i> ).                  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 14. Miscellaneous PCS discrepancy ( <i>please specify</i> )  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 15. Miscellaneous TAD/TDY discrepancy ( <i>please specify</i> )  |

## **Separation Travel Allowances** (Verify that following are attached, as required:)

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No                              | 1. Separation travel order.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                              | 2. Separation travel allowances election certificate.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 3. Verify distances for which travel is claimed does not exceed the distance to the Home of Record or Place of Entitlement, as the member may elect. |

## **Retirement Travel Allowances** (Verify the following are attached, as required:)

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No                              | 1. Complete travel order.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                              | 2. Home of selection certificate.  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | 3. Extension approval if travel is not performed within 1 year of retirement date. |

Member's Signature

Date

Verified By

Date