

Hurricane FLORENCE Travel Voucher Instructions. Ensure you are using the DD 1351-2 dated May 2011 Applicable for: Civilians and their Dependents; Military dependents
Military will complete their authorizations / orders separately in DTS

BLOCK	DESCRIPTION/EXPLANATION
	Select EFT
1	Split Disbursement Box. If you used a government travel charge card to pay for any expenses or withdraw cash, select this box and put the balance of the card on the line next to the \$ sign.
2	Last name, First name, Middle Initial. This is of the civilian employee or eldest dependent if for military dependent(s)
3	Grade/Rank, or DEP for (Dependent)
4	Full SSN
5	- Select member/employee if the voucher is only for a DoD civilian employee; - Select Dependent(s) if the voucher is for either dependent(s) of Military or dependent(s) of DoD civilians; - Select member/employee and Select Dependents if the voucher is for DoD civilian employee and dependent(s)
6a-d	Fill out home address in applicable blocks. Must reside in a mandatory evacuation location.
6e	Use employee's/sponsors @mail.mil email address
7	Phone #
8	Fill in from DD1610/Orders
9	Should be left blank unless there was an advance provided.
10a-e	Leave Blank
11	List sponsor's (Military or DoD Civilian) Organization,
12a-c	Check accompanied if applicable. Add all authorized dependents. Correct dates of birth are important to compute entitlements.
13	Should be same as home address. If evacuated from another area besides home, confirm with your supervisor that you are authorized reimbursement. If so, list that location and ensure it is reflected in the order.
14	NO
15a	Fill in applicable dates for each stop. Evacuation order covers DATE OF EVAC. There is no reimbursement authorized before or after these dates.
15b	First line should be the home address that was evacuated; subsequent lines should list safe haven location(s) (city, state, zip). Use multiple lines if you stayed at different locations each day. The last line should be back to the home address.
15c	Most should be using PA for privately owned automobile or PM for privately owned motorcycle.
15d	Reason for stop should be TD at the safe haven location(s). Upon return to the home address it should be MC.
15e	15e. Add applicable lodging cost for each night. A receipt must be included to receive reimbursement. There is no lodging reimbursement for staying with friends or relatives. Lodging or room taxes are claimed separately under Block 18.
15f	Can be left blank, the official distance will be computed by DFAS Rome. If you had to travel farther Than 300 miles to find lodging, add a statement explaining that in the remarks in block 29.
16	- Select Own/Operate of driving your own vehicle or fully paying for the vehicle expenses. - Select Passenger if you rode with someone else who paid for the vehicle expenses.
17	Select the duration of the travel / time gone from your home location.
18a	Select the date of the expense
18b	Enter in authorized expenses
18c	Enter the amount of the expense. Lodging/Room taxes here if applicable. Some expenses that should not go on here are: Gas (reimbursed separately under mileage); Food (reimbursed separately as per diem); 18d. Is for the supervisor or resource manager to adjust if the traveler is claiming more than authorized.
19	Claim how many meals, if any
20a-b	The person whose name is in Block 2 signs/dates here.
20c-f	The reviewer should be the same person that signed in block 18 of the travel order (DD 1610). This person is a approving official in the Defense Travel System (DTS). This individual must validate the information in the claim and can be held liable for approving incorrect vouchers.
21a-d	Leave Blank
22	LOA of MSC J / D Code
23-28	Leave blank
29	Enter in any additional remarks on the back as applicable.