TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT

[X] Electronic Fund Transfer (EFT)

[ ] Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $_____

2. NAME (Last, First, Middle Initial) (Print or type)
Smith, John O.

3. GRADE
O-4

4. SSN
123-45-6789

5. TYPE OF PAYMENT (X as applicable)
[X] TDY | [ ] Member/Employee
[ ] PCS | [ ] Other
[ ] Dependent(s) | [ ] DLA

6. ADDRESS.
a. NUMBER AND STREET: 1234 Garnet Street
b. CITY: Torrance
c. STATE: CA
d. ZIP CODE: 90***

e. E-MAIL ADDRESS john.smith.sample.mil@mail.mil

10. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER

7. DAYTIME TELEPHONE NUMBER & AREA CODE
1-951-***-****

8. TRAVEL ORDER/AUTHORIZATION NUMBER
T-12-345-****

9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES
0.00

11. ORGANIZATION AND STATION
G-2, U.S. Army Japan, Camp Zama, Japan

12. DEPENDENT(S) (X and complete as applicable)
[ ] ACCOMPANIED [X] UNACCOMPANIED
a. NAME (Last, First, Middle Initial)
b. RELATIONSHIP
c. DATE OF BIRTH OR MARRIAGE

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED (X one)
[ ] YES [X] NO (Explain in Remarks)

15. ITINERARY

a. DATE 2016		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
07/30	DEP	HOR, Torrance, CA	CA			
07/30	ARR	Los Angeles Int'l Airport (LAX), CA		AT		15
07/30	DEP		CP			
07/31	ARR	Narita Int'l Airport (NRT), Tokyo, Japan		AT		
07/31	DEP		GB			
08/01	ARR	Camp Zama, Japan		TD	481.00	
08/12	DEP	(Annual Training)				
08/13	ARR	Camp Zama, Japan		TD		
09/05	DEP	(In-active Duty Training)	GB			
09/05	ARR	Narita Int'l Airport (NRT), Tokyo, Japan		AT		
09/05	DEP		CP			
09/05	ARR	Los Angeles Int'l Airport (LAX), CA				15
09/05	DEP		CA			
09/05	ARR	HOR, Torrance, CA	MC			

16. POC TRAVEL (X one) [ ] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
[ ] 12 HOURS OR LESS
[ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
[X] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
20160801	Taxi	20.00	
20160810	Laundry	10.00	
20160812	Lodging	481.00	
20160905	Taxi	20.00	

e. SUMMARY OF PAYMENT
(1)
(2)
(3)
(4)
(5)
(6) Reimbursable Expenses
(7) Total

19. GOVERNMENT/DEDUCTIBLE
a. DATE | b. NO. O...

20.a. CLAIMANT SIGNATURE
b. DATE 20160906

c. REVIEWER'S PRINTED NAME
Wilson, Mary J.

d. REVIEWER SIGNATURE

e. TELEPHONE NUMBER 315-263-****

f. DATE 20160907

21.a. APPROVING OFFICIAL'S PRINTED NAME
b. SIGNATURE
c. TELEPHONE NUMBER
d. DATE

22. ACCOUNTING C...

23. COLLECTION D...

24. COMPUTED BY | **25. AUDITED BY** | **26. TRAVEL ORDER/AUTHORIZATION POSTED BY** | **27. R...**

DD FORM 1351-2, MAY 2011   PREVIOUS EDITION IS OBSOLETE.   Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Designer 8.0

Annotation callouts:

- If you perform both AT & IDT, please have two separate lodging receipts for AT and IDT, showing zero balance on AT receipt. This is DFAS requirement for your pay process.
- Lodging for AT (Reimbursable)
- Lodging for IDT (NOT Reimbursable)
- After you arrived your HOR, please sign and submit this to DFAS.
- Please have your section supervisor's signature here.
- **DD 1351-2 Sample:** **Travel Voucher for Annual Training** Travel Expenses for Annual Training will be reimbursed. (IDT is NOT included)