

Travel Claim 13-4.02-P

PREPARE a Travel Claim, as presented in the E-PME Study Guide.

Preparing a Travel Claim To begin your PCS claim process, you need the following items:

- Your original PCS travel orders, including any amendments or endorsements
- DD Form 1351-2 (Revision March 2000) (Original) (*Form DD-1351-2 is available in either Forms Plus Laser on SWS II, or in USCG Forms. Using either of these programs will ensure your claim is readable.*)
- Original receipts for transportation, lodging, and any reimbursable items \$75.00 or more

Travel claims are filed in T-PAX for TDY.

IMPORTANT: A complete and legible travel claim is required to receive correct reimbursement for your expenses.

DD Form 1351-2

The type of information requested on DD Form 1351-2 is described below.

- Blocks 1 through 11 are the identifying blocks of the Travel Claim. These can be considered the **MOST IMPORTANT** blocks; if not properly completed, your claim will be returned unprocessed.
 - Blocks 12 through 14 are for PCS transfers only. TDY travelers need to proceed to block 15 (Itinerary). Submit all claims at the conclusion of all travel (members/dependents).
 - Block 15, Itinerary, provides accounting of the time spent on your trip. You need to provide:
 - ▶ Dates of arrivals and departures
 - ▶ Locations
 - ▶ Primary mode of travel used during your trip
-

DD Form 1351-2

List reason(s) for any stops where you overnight (hang your hat).

- Blocks 16 through 19 are for listing your reimbursable expenses.
 - Blocks 20 and 21 are signatory blocks.
 - Block 22 allows for additional remarks.
 - Blocks 23 through 26 are not used.
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Completing the DD Form 1351-2

Instructions for completing DD Form 1351-2 are presented in the following table.

Field	Instructions
1. Payment	Electronic Fund Transfer (EFT) is the only option.
2. Type of Payment	Mark the appropriate blocks as applicable to your type of mission.
3. For D.O. use only	Leave this box BLANK.
4. Name	Use this order for your name: Last Name, First Name, Middle Initial, e.g., Sailor, Susie Q.
5. Grade	Your military rate or rank, e.g., YN2 (E-5), CDR (O-5).
6. SSN	Social Security Number.
7. Address	<div style="border: 1px solid black; padding: 5px;"><p>NOTE: You must provide a mailing address even if you are requesting payment by EFT. If, for some reason, your direct deposit payment fails, a check may be mailed to the address indicated in blocks 7a-7d. This address will also be used to mail a copy of the Travel Voucher Summary (TVS) or return Incomplete Travel Claims.</p></div> <p>7a through 7d: Enter your home mailing address. Be sure to include an apartment number or P.O. Box number as appropriate.</p>
8. Daytime Telephone	Enter the area code and telephone number where you can be contacted during the daytime.

Field	Instructions								
9. Travel Order Number	<p>Enter the Travel Order Number (TONO)/Document ID Number from your travel order. The location of the TONO or Document ID Number, as it is sometimes referred to, varies depending on what type of form or format was used for your original travel order. All TONOs consist of 16 digits—the first four characters represent the Type of Travel (TDY, PCS, Blanket) and the Fiscal Year (FY).</p> <p>TONO Identification. Your TONO should be similar to one of the following:</p> <table border="1" data-bbox="529 606 1235 758"> <thead> <tr> <th>Type of Order</th> <th>TONO Example</th> </tr> </thead> <tbody> <tr> <td>TAD/TDY</td> <td>1102232PBZA73000</td> </tr> <tr> <td>PCS, Retirement, Discharge</td> <td>202232P23704000</td> </tr> <tr> <td>Blanket or Repeat Orders</td> <td>1302232ZM1233000</td> </tr> </tbody> </table> <p>The TONO Block MUST be filled out correctly and reflect the number that is on the original orders. If there is an error in this block, the Travel Claim CANNOT be processed.</p> <p><i>Multi Document ID Numbers on Original Orders.</i> There are times when a set of orders has two or more TONOs assigned. You must file a separate Travel Claim for each of the Document IDs, clearly identifying the period of time for EACH of the TONOs on their respective claims. A separate copy of the orders must be submitted with each Travel Claim as if it were a single TONO.</p> <p><i>Reserve ADT Orders.</i> On some orders prepared for reserve members, there are three or more different Document ID numbers. The only TONO that applies to Travel entitlements are one of the travel numbers listed in the prior box: Document Type 11 or 13. Ensure they are on your orders.</p>	Type of Order	TONO Example	TAD/TDY	1102232PBZA73000	PCS, Retirement, Discharge	202232P23704000	Blanket or Repeat Orders	1302232ZM1233000
Type of Order	TONO Example								
TAD/TDY	1102232PBZA73000								
PCS, Retirement, Discharge	202232P23704000								
Blanket or Repeat Orders	1302232ZM1233000								
10. Previous Government Payment	<p>Enter the amount of any travel advances taken against the Government and NOT your Government-issued travel credit card. To receive an advance of funds, you had to complete a Standard Form 1038, Advance of Funds Application and Account. Attach a copy of this form as supporting documentation with your travel claim if available.</p> <div data-bbox="532 1642 1398 1772" style="border: 1px solid black; padding: 5px;"> <p>NOTE: If the advance was taken against your Government-issued travel credit card (ATM withdrawal, for example), it is NOT an advance of funds against the Government and need NOT be listed on the travel voucher</p> </div>								

Field	Instructions
11. Organization and Station	This is your Permanent Duty Station. Enter station name and address, e.g., ISC Portsmouth , 4000 Coast Guard Boulevard.
12. Dependent(s)	<ul style="list-style-type: none"> • If your dependent(s) traveled: <ul style="list-style-type: none"> ▶ At the same time, From and To the same locations as you did, then mark the ACCOMPANIED box and complete the remainder of the Travel Voucher. ▶ At a different time or different location than you, mark the UNACCOMPANIED box and complete the remainder of the Travel Voucher showing your itinerary in block 15. Complete a separate Travel Voucher with the dependent(s) itinerary in blocks 15 a through 15g. • <i>Block 12a:</i> Enter the dependent(s) name(s) in the following format: Last, First, Middle Initial. • <i>Block 12b:</i> Enter the relationship of your dependents. Do NOT list persons who traveled as a result of these orders, but are NOT listed on either your CG-4170 for BAH purposes or a DD-1172 for dependent ID card purposes. <i>In order to be eligible for reimbursement for dependent travel, your dependent(s) must be listed on your Travel Orders.</i> • <i>Block 12c:</i> Enter the date of birth or marriage for that dependent <ul style="list-style-type: none"> ▶ <i>Spouse:</i> Enter the date of Marriage ▶ <i>Children:</i> Enter date of Birth ▶ <i>Others:</i> Enter the date the dependent was approved by the Coast Guard or a DEERS official and listed on your CG-4170A or DD-1172.
13. Dependents' Address	Enter the complete mailing address, including zip code, of your dependent(s) on the date you received your orders.
14. Have goods been shipped?	Indicate, by marking the "Yes" or "No" block, whether or not your household goods have been shipped to the area of your new duty station or to the area where your dependent(s) will reside in your absence. If you marked the "No (Explain in Remarks)" block, please state the reason household goods were not shipped.

Field	Instructions																								
15. Itinerary	<p>This block is to be used to submit accounting of the time spent on your trip. You need to provide dates of arrivals and departures, locations, and <i>primary</i> mode of travel used during your trip. List reason(s) for any stops where you overnight (i.e., flight was canceled). Include itinerary information for each portion of your trip for which you want reimbursement—the distance traveled between various points when traveling by privately-owned conveyance (POC).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: If you run out of room in the itinerary section (block 15), attach a DD Form 1351-2C, Travel Voucher or Sub-voucher (Continuation Sheet).</p> </div> <ul style="list-style-type: none"> • <i>Block 15a:</i> In the top of the column, enter the year you started the travel, e.g., 2001. In the remaining rows, enter the month and day (e.g., 10/15) for each departure or arrival made during the trip. • <i>Block 15b:</i> Enter the location of each departure or arrival where you overnigheted, during the trip. Include the unit name or other identifying title (home, airport, etc.), city, county, and state or country (e.g., Home; Tampa, Hillsborough, FL). Only claim PRIMARY modes of transportation in the itinerary section of the DD-1351. If you are going to claim: <ul style="list-style-type: none"> ▶ POV mileage from office or home to an airport (plane being the primary mode of transportation), complete as a reimbursable expense (block 18). ▶ Taxi service, request reimbursement in block 18. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTES: These blocks MUST be filled out accurately to ensure you are paid the correct amount of per-diem for which you are entitled. Per-diem is based on the city/county where you are performing your duties. If you run out of room in the itinerary section (block 15), attach a DD Form 1351-2C, Travel Voucher or Sub-voucher (Continuation Sheet).</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 60%;">First Letter</th> <th colspan="3">Second Letter</th> </tr> </thead> <tbody> <tr> <td>Transportation Request</td> <td>T</td> <td>Auto</td> <td>A</td> </tr> <tr> <td>Government Transportation</td> <td>G</td> <td>Bus</td> <td>B</td> </tr> <tr> <td rowspan="2">Commercial Transportation</td> <td rowspan="2">C</td> <td>Plane</td> <td>P</td> </tr> <tr> <td>Rail</td> <td>R</td> </tr> <tr> <td rowspan="2">Privately-owned Conveyance</td> <td rowspan="2">P</td> <td>Vessel</td> <td>V</td> </tr> <tr> <td>Motorcycle</td> <td>M</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • <i>Block 15d:</i> Enter the appropriate two-letter code in this block, using the following codes, to indicate the reason for stop: 	First Letter	Second Letter			Transportation Request	T	Auto	A	Government Transportation	G	Bus	B	Commercial Transportation	C	Plane	P	Rail	R	Privately-owned Conveyance	P	Vessel	V	Motorcycle	M
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Stop Code													
Awaiting Transportation	AT												
Leave En Route	LV												
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Authorized Delay	AD												
Temporary Duty	TD												

ITINERARY					
a. Date	b. Place	c. means/Mode of Travel	d. Reason for Stop	e. Lodging Cost	f. POC Miles
2/13/04	Home Alameda	CP			
	O'CCGDSEVE N Miami, FL	CP	TD	67.00 Daily Lodging (do not include taxes)	
2/26/04	Home Alameda, Ca.		MC		

	On a trip from Point A to B and return, the itinerary should list A to B, then B to A.
16. POC Travel	Mark either OWNER/OPERATOR or PASSENGER. If you travel by POC, but do NOT mark this block, you will NOT be reimbursed for claimed mileage.
17. Duration of TDY Travel	Indicate the duration of your TDY by marking the appropriate block.
18. Reimbursable Expenses	<p>Use this section (blocks 18a through 18d) to claim any reimbursable expenses. Detailed instructions for the completion of this block are given in JFTR–Miscellaneous Expense Link.</p> <p>Note: If you run out of room in the Reimbursable Expenses (block 18), attach a DD Form 1351-2C, Travel Voucher or Sub-voucher (Continuation Sheet).</p> <ul style="list-style-type: none"> • Block 18a: Enter the date the expense was incurred. • Block 18b: Enter the purpose of the expenses (e.g., taxi, bridge toll, hotel, rental car, hotel taxes, etc.) For AirFare/lodging reimbursement, a charge card receipt is NOT

Field	Instructions																																
18. (Continued)	<p>acceptable as proof of payment since it only shows the amount paid and not for what was purchased.</p> <ul style="list-style-type: none"> • Block 18c: Enter the amount you are claiming for reimbursement. You must have actually used/procured items to submit a claim for reimbursement. <p>Reminder: You must provide itemized receipts for lodging and any expenses of \$75.00 or more.</p> <p>Block 18d: You do NOT complete this item. Leave blank. An itemized listing of allowed reimbursable expenses along with the amount of reimbursement will be provided in the Travel Voucher Summary (TVS) that will be e-mailed to you at your global e-mail address.</p> <p>Note: Only claim “travel-related” expenses...NOT “mission-related” expenses.</p> <p>An example of a properly completed Reimbursable Expenses section of a travel claim for TAD travel is presented below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="background-color: #0000FF; color: white;">Example Completed Reimbursable Expenses</th> </tr> <tr> <th style="background-color: #0000FF; color: white;">a. Date</th> <th style="background-color: #0000FF; color: white;">b. Nature of Expense</th> <th style="background-color: #0000FF; color: white;">c. Amount</th> <th style="background-color: #0000FF; color: white;">d. Allowed</th> </tr> </thead> <tbody> <tr> <td>2/2/24</td> <td>POC mileage</td> <td>45 miles</td> <td></td> </tr> <tr> <td>2/26/04</td> <td>Rental car (contract attached)</td> <td>\$259.00</td> <td></td> </tr> <tr> <td>2/27/04</td> <td>Fuel for rental car</td> <td>\$20.00</td> <td></td> </tr> <tr> <td>2/26/04</td> <td>Airport Parking Oakland</td> <td>\$50.00</td> <td></td> </tr> <tr> <td>2/26/04</td> <td>04 Hotel Taxes</td> <td>\$31.37</td> <td></td> </tr> <tr> <td>2/10/04</td> <td>Airline ticket Oakland to Miami</td> <td>\$412.00</td> <td></td> </tr> </tbody> </table> <p>Policy for Reimbursable Expenses Claims:</p> <ul style="list-style-type: none"> • An original itemized receipt must accompany all reimbursable expenses of \$75 or over. • Temporary Lodging Expense (TLE)—When staying with friends or relatives, provide a complete mailing address, including county and zip code to ensure proper per-diem is used in calculating reimbursement. • T-PAX approving officials must have accessed/viewed all receipts PRIOR to submitting for payment. 	Example Completed Reimbursable Expenses				a. Date	b. Nature of Expense	c. Amount	d. Allowed	2/2/24	POC mileage	45 miles		2/26/04	Rental car (contract attached)	\$259.00		2/27/04	Fuel for rental car	\$20.00		2/26/04	Airport Parking Oakland	\$50.00		2/26/04	04 Hotel Taxes	\$31.37		2/10/04	Airline ticket Oakland to Miami	\$412.00	
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Field	Instructions
18. (Continued)	<ul style="list-style-type: none"> • If any required receipts are lost/stolen, member must itemize and certify these expenses and sign this certification as authentic. • As a military member of the Coast Guard, you need to follow these rules when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business: • Local calls may only be claimed when the calls were for official business and you provide an itemized listing when you submit your travel voucher. • Long distance calls are not reimbursable unless the order-issuing official completes the certification in block 20 of your travel voucher. • You may not certify your own phone calls for reimbursement for official telephone calls or other communication charges. <p>Additional information is given in Military Personnel Manual COMDINST M1000.6.</p>
19. Deductible Meals	When on commercial per-diem, itemize any government-provided meals. This will affect your Meals and Incidental Expenses portion for these days.
20. Claimant Signature	<ul style="list-style-type: none"> • <i>Block 20a.</i> Sign your travel voucher. This is <i>very important</i>. Your travel voucher cannot be processed unless you sign it. If you are filing a UTS claim, this must be the ELECTRONIC SIGNATURE...not an ink signature. • <i>Block 20b.</i> Enter the date you sign the travel voucher. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTES:</p> <ul style="list-style-type: none"> • PCS: Wait until ALL travelers have completed the travel if a Government Advance of Funds was received. • TDY: The travel voucher must be submitted to your supervisor within three days of completion of your trip. </div>
21. Supervisor/ Approving Officer Signature	<p>One of these blocks MUST be completed by the authorized supervisor/administrative reviewer/Approving Official. By signing, the supervisor/administrative reviewer is certifying that the:</p> <ul style="list-style-type: none"> • Travel was performed in accordance with the order as issued/amended. • All expenditures were reasonable, justified, and consistent with the mission. • Travel voucher was completed in accordance with the instructions. • All necessary documentation (orders, receipts. etc.) are attached to the claim.

Field	Instructions
21. Continued	<div style="border: 1px solid black; padding: 5px;"> <p>REMINDERS:</p> <ul style="list-style-type: none"> • If you are filing a UTS claim, it MUST have the ELECTRONIC SIGNATURE. Pen and Ink signatures are NOT allowed. • The administrative review must be completed within two (2) days of receipt of the claim from the traveler. </div>
22. Accounting Classification Data	Additional Remarks..., Supplemental Claim, etc...NOT to be used for an amendment to orders.
23. Collection Data	This block is not to be used by you. Leave it blank.
24. Audited by 25. Travel Order Posted By 26. Received 27. Amount Paid	These blocks are NOT used by you. They will be relayed to you, the traveler, via the Travel Voucher Summary (TVS). The TVS will be sent via e-mail to you at your global e-mail address.

Completing the DD Form 1351-2

A copy of DD Form 1351-2 is found on the following page of this E-PME Study Guide.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

***Supplemental
Travel Claim
Submission***

On occasion, a submitted travel claim that does not have ALL the required information is processed with the partial information. The required information not included may have been:

- A receipt (plane, hotel lodging, etc.)
- An overpayment. For example, a member was overpaid because an entitlement (such as meals) wasn't identified as being provided on the original claim.

You must submit a supplemental travel claim when an error is discovered from a processed travel claim. The procedures to correctly process a travel claim are very similar to filing your original claim.

When submitting a supplemental travel claim, follow these steps:

- Obtain ALL documentation from your original submission and make legible copies; submit the documentation with your supplemental claim.
 - In LARGE letters on the TOP and BOTTOM of A NEW DD-1351, write the word "SUPPLEMENTAL."
 - Clearly identify the reason for the supplemental claim (e.g., Lodging—\$\$\$.\$\$ amount).
 - Indicate in Remarks (Block 22) that proper documentation is enclosed for the supplemental claim.
 - Both the member and Approving Official/Administrative Reviewer MUST sign and date the supplemental claim.
 - If the original travel order did NOT authorize the additional claimed items, an Amendment To Orders MUST be completed.
-

Unit Travel System

For Temporary Duty (TDY) travel, you must submit your claim for travel expense reimbursement electronically using T-PAX C

NOTE: Failure to save work will result in lose of all information

T-PAX can be accessed several ways through these untestable links:

- Internet: By logging in on PSC's home page:
<http://www.uscg.mil/hq/psc/quickrefguides.htm#travel>
- Intranet: FINCEN website:
<http://cgweb.fincen.uscg.mil/metaframe.htm>
- Assistance: Available at this website:
<http://www.uscg.mil/hq/psc/customerservice.htm>

Once T-PAX is accessed, you need to log on and set up your profile. Then, you enter your claim and forward it for approval.

A slide show to help you navigate T-PAX is available in the T-PAX resource section of the following web page:

<http://www.uscg.mil/hq/psc/tvl.asp>

This guide covers all the basics, from signing on to completing your first set of orders and travel claim.

Accounting Data

A frequent cause for delays in processing travel claims is incorrect accounting data. The following review will help you to determine whether or not the accounting data on your travel order is correct.

- Document Number
- Accounting String

The untestable Quick Reference Guide for Travel Claims can be found on the following website:

<http://www.uscg.mil/hq/psc/quickrefguides.htm#travel>

Note: Not all the information on the Quick Reference Guide is testable. Only the information presented in this Study Guide will be used in both the End of Course and SWE tests.

Document Number The Document ID Number or Travel Order Number (TONO) consists of 16 digits. The first four digits represent the type of travel and fiscal year.
Your TONO should be similar to one of the following:

Type of Order	TONO Example
TDY	1102234PBZA73000
PCS Retirement Discharge	1202234p23704000
Blanket or Repeat	1302234zm1233000

Only TONOs that begin with 11, 12, or 13 are to be submitted to the Personnel Support Center (PSC) for liquidation.

Accounting String The accounting string is used to charge the cost of travel to the appropriate unit and funding account. The string is represented by a series of alphanumeric characters.

The general format of Coast Guard accounting line data is:

2/	F/	201/	136	30/0/	AB/	12345/	2100
Agency	Region	Appn	Appn	Allotment	Program	Cost	Object
Code "2"	District	Code	Limitation	Level	Element	Center	Class

Document Type 33 and Self-Procured Moves Forward claims for reimbursement to the Coast Guard Finance Center (FINCEN) for the following:

- Document Type 33 (miscellaneous items)
- Self-procured moves

These types of claims are not processed by PSC (tv1). Send Document type 33 and Self Procured Move claims to:

Commanding Officer
U.S. Coast Guard Finance Center
1430 A Kristina Way
Chesapeake, VA 23326-1000

Local 1164 Travel

Local Travel is claimed on Standard Form 1164, which is available on USCG Forms or may be completed on UTS. If a claimed expense is denied by the Personnel Support Center (PSC) (TVL) as a non-travel item, submit the form to FINCEN at the following address:

Commanding Officer
U.S. Coast Guard Finance Center
1430 A Kristina Way
Chesapeake, VA 23326-1000

A copy of Standard Form 1164 is found on the following pages.

***Amendments to
Travel Orders***

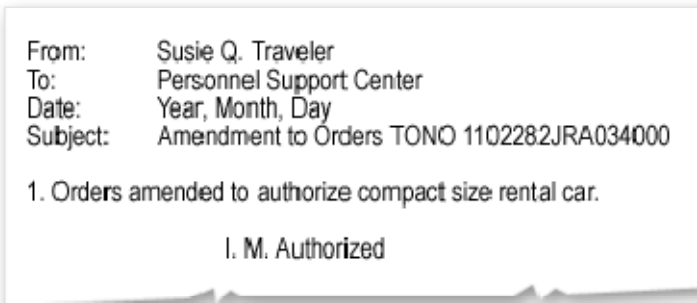
Amendments to travel orders are required when authorized travel entitlements change. For example, a rental car or an actual expense for lodging is required that was not known when the original orders were prepared.

When preparing an Amendment to Orders, identify the following on the amendment:

- Traveler Name
- Full TONO/accounting data
- Changes to the original orders

Per-diem rates for a member CANNOT be lowered after the travel has been completed. It is recommended that amendments be prepared in Coast Guard letter-type format.

Review the example format shown here:



Completing a Travel Claim For this performance requirement, you need to complete a sample Travel Claim using the following information or create your own Coast Guard TDY scenario. Submit the completed travel claim to your supervisor.

You received TDY orders to attend a five-day course in Seattle, WA on government network security.

- You are currently stationed at Air Station Savannah, GA.
- Your round-trip airline ticket cost \$840.
- Car rental expense was \$287.50.
- Road tolls amounted to \$20.00
- Your hotel lodging came to \$120.00 plus \$12.00 tax per day.
- Meals were not provided.
- Roundtrip taxi fare to and from Savannah airport amounted to \$36.00, plus a \$3 tip each way.

Travel Claim Reminders

When completing your travel claim, remember that:

- Direct Access, Travel and T-PAX Customer Care can be reached by calling toll-free: 866-PSC-USCG (772-8724).
 - Copy of SF-1038 (Advance of Funds) should be attached if advance funds were received. An advance against YOUR Government-issued travel credit card IS NOT considered an advance of funds.
 - Ensure you have a signed copy (UTS electronic signature) of orders, amendments, endorsements, and receipts to the travel claim.
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