SEPARATION/RETIREMENT TRAVEL VOUCHER INSTRUCTIONS

Send this back with **DEERs print**, **orders**, and **checklist**.

You are paid mileage and per diem for the travel. Per diem is paid at $144.00 per day. Dependents over the age of 12 are paid 75% of this rate. Dependents 12 and younger are paid 50% of this rate. Mileage is $0.18 per mile.

Separations, you are authorized six months to file this travel voucher with Finance.

Retirees, you are authorized a year to file this voucher with Finance. If you go over a year and are able to receive an extension with TMO, send in a copy of your extension with your voucher.

This voucher will need to be filed with Finance to be paid for your travel, and is separate from TMO's travel voucher.

- Block 5 – Will be Member/Employee, PCS, and if there are dependents they should be marked too.
- Block 6 – Will be the address that you are residing at when you file your voucher.
- Block 8 – Will be the order number off of your Sep/Retirement orders.
- Block 10d – If you travel with two POVs (providing you have a dependent of age to drive) you will write "2 POVs used."
- Block 11 – Will be "Moody AFB, GA"
- Block 12 – If you have dependents.
- Block 13 – Please provide address dependents are moving from.
- Block 15a – Write the year in the first box. Then write what date you depart Moody AFB, GA and the date you arrive to your next residence.
- Block 15b – Write "Moody AFB, GA" as your first location you are traveling from.
- Block 15c&d – These codes are located on the reverse side of the 1351-2. These are TWO digit alphabetical codes.
- Block 16 – Mark "Owner/Operator" if you drive.
- Block 18 – If you have any road tolls, air fare, or bus fare claim this here.
- Block 20 – Sign and date.

When you submit your travel voucher fill out the checklist that's provided and send a copy of your Sep/Retirement orders. YOU MUST ALSO INCLUDE A DEERS PRINT-OUT.

Thank you.

Mail to: OR   Email to:
23rd CPTS/FMF   moody.finance@us.af.mil
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