

**Active Duty PDT Entitlements (PDT, PPM, TLE, Dep Tvl, etc.) Checklist**

**CUSTOMER USE**

CUSTOMER USE				
Traveler's Name:				
Traveler's SSN:		Order #:		
		YES	NO	N/A
1	<b>DATA MASKED</b> Information-Does voucher or supporting documents contain data masked (classified) information? Was any portion of your travel to/from a data masked (classified)			
2	Is your personal information correct and legible? (Name, grade, SSN, mailing address, <u>email address</u> and phone number)			
3	Does the travel order number on the voucher match the travel order number filed with the voucher?			
4	Is itinerary correct and legible to include verification of dates traveled, places, modes of travel, reasons for stops, lodging costs and POC/Terminal mileages (if applicable)?			
5	Are previous advances claimed on the DD Form 1351-2 (Annotated in Block 9)?			
6	Are your dependents listed on DD Form 1351-2 and is the accompanied or unaccompanied block checked? Does this information match your orders?			
7	Did you check Block 16, POC Travel? Check appropriate block (Owner/Operator or Passenger)			
8	Are all <b>expenses claimed</b> and <b>required receipts</b> attached to include any expense \$75.00 or more? Use DD Form 1351-2C for additional expenses. <b>If you are missing receipts for any expense claimed, use a local "missing receipt form" (obtained from The Finance Office).</b>			
9	If you shipped a vehicle at government expense, is DD Form 788 (front and back) with appropriate signatures attached?			
10	Are you claiming expenses not authorized in your orders? Did the approving official print name, sign, list telephone number, date DD Form 1351-2 in Block 21a? Did they specify what reimbursable expense(s) they're approving and annotate on the DD Form 1351-2 in Block 29? (MANDATORY, if you <b>claim expenses not authorized in orders</b> ).			
11	Are copies of travel orders attached to include amendments? NOTE: Front and back of orders (if applicable) are required.			
12	Did you sign and date the DD Form 1351-2? (MANDATORY)			
13	Is a copy of your DEERs print out attached?			
14	Traveler's signature: _____ Date: _____			

\* ONLY ONE COPY OF THE TRAVEL VOUCHER, ORDERS AND RECEIPTS ARE REQUIRED WITH THIS CHECKLIST

\* MAKE SURE TO SEND A COPY OF DEERs PRINTOUT AND SEPERATION/RETIREMENT ORDERS ALONG WITH THE VOUCHER

\* TO BE CONSIDERED A VALID RECEIPT IT MUST SHOW THE COMPANY NAME, DATE SERVICES WERE PROVIDED, UNIT PRICE OF ITEM/SERVICE, AMOUNT "PAID" AND "AMOUNT DUE" OF \$0.00 OR EVIDENCE OF PAYMENT

\* IT IS YOUR RESPONSIBILITY TO RETAIN A COPY OF THE TRAVEL VOUCHER, ORDERS, AND RECEIPTS. THE FINANCE OFFICE DOES NOT RETAIN COPIES.

**FINANCE USE ONLY**

FINANCE USE ONLY				
		YES	NO	N/A
1	<b>DATA MASKED</b> Information-Does voucher or supporting documents contain data masked (classified) information that needs to be submitted on an AF Form 32? (refer to AFFSC-Base Level Business Rules) If so, <u>remove classified data, complete AF Form 32 and submit via FM Workflow.</u>			
2	Verification check - has the customer completed requirements listed above? Are all <b>expenses claimed</b> and <b>required receipts</b> attached to include itemized lodging and any expense \$75.00 or more? If not, <b>RETURN VOUCHER TO CUSTOMER</b>			
3	Is the voucher date stamped?			
4	Is the member's banking account information built in RTS? If not, attach SF 1199A or FMS 2231.			
5	Is the PDT arrival worksheet attached and dates verified against itinerary? Has member provided current mailing address for their W-2 and a valid email address for payment/debt			
6	For Ret/Sep final vouchers, have DJMS, RTS and DTS been checked for outstanding debts? Ref: AFMAN 65-116V1, Para 69.14.3. If debts are found document them and include in the voucher submission to AFFSC with a screen shot from DJMS showing outstanding debt amount. The remaining debt will be collected from any amounts due the member for transportation of dependents, shipment of personal property, and separation travel (officers only).			
7	Are copies of the travel orders attached (to include amendments)? NOTE: Front and back page of orders are required.			
8	Are orders properly certified and the line of accounting legible?			
9	Checklist completed by (Printed Name): _____ Date: _____			
10	Checklist audited by (Printed Name): _____ Date: _____			

Privacy Act-1974 as amended applies to this memo. This memo may contain information which must be protected IAW AFI 33-332 and DoD Regulation 5400.11 and is for Official Use Only (FOUO)