

## **STANDARD OPERATING PROCEDURE REQUEST FOR TRAVEL ORDERS/COMPLETION OF TRAVEL VOUCHERS**

**Purpose:** To establish procedures and controls for requesting travel orders, processing travel claims, and submitting paid travel vouchers to the DSO so that effective and efficient use can be made of district financial resources.

**Applicability:** This guidance applies to all district employees whose duties involve performing official travel of any kind.

### **Procedures for Requesting Orders:**

1. Using the KDSO Travel Request Form (attached), travel order requirements must be submitted through the principal/supervisor.
2. Once reviewed and approved by the principal (**for school level staff**), the travel orders request can be sent via fax, scanned, e-mailed, or handcarried to the KDSO, Attention: Budget Assistant. Orders will be prepared and faxed or scanned back to the general school mailbox. For **principals**, the travel order request must be reviewed and approved by the appropriate assistant superintendent. For **DSO staff**, the TDY orders must be reviewed and approved by the direct supervisor. Normal turnaround time will be five workdays. In order to allow enough time to request tickets through SATO/TMO and complete other arrangements regarding the travel, requests for orders should come to the KDSO at least two weeks prior to the first day of travel. **Orders will not be prepared or issued without this required documentation.**

### **Procedures for Submitting Travel Vouchers:**

1. **Within five days following completion of travel**, the employee will submit the DD form 1351-2 along with all receipts for any air fares, rail, taxi, mileage, registration fees, hotel/BOQ costs to the appropriate finance office (*Vol 9, Chapter 8, Section 0805, Oct 2003, DoD Financial Management Regulation*). **A copy of the DD1351-2 only should be sent to the district budget assistant as documentation that the travel voucher is being processed.**
2. Upon receipt of DD form 1351 (Settlement Travel Voucher) from DFAS, a copy of the voucher must be sent to the KDSO Budget Assistant for completion of the travel disbursement process. (Even if the government paid for the plane/train ticket, a copy of it must also be sent to the KDSO.) The employee may also access and print a copy of the paid travel voucher on-line at <http://mypay.dfas.mil> under "Civilian Pay."
3. If the travel was **not** performed, the employee must notify the district budget assistant via e-mail, telephone, fax or in person as soon as the employees knows that travel will not be performed.

4. Once the DD form 1351-2 (Travel Voucher) has been submitted to DFAS, individuals can log on to <https://myPay.dfas.mil> and enter their SSN and PIN to check the status of their voucher.

**NOTE: Individuals who have not submitted the DD form 1351 (Settlement Travel Voucher) from DFAS to the KDSO Budget Assistant within 30 days of travel completion will receive a reminder letter from the district budget assistant, and the names of these individuals will be sent to the supervisor and the district superintendent for further action. In addition, any future requests for TDY orders will not be honored until proof of submission of the DD form 1351-2 has been submitted to the KDSO Budget Assistant.**

**Controls:**

1. Approved Request for Orders Form (DD1351-2)
2. Paid Settlement Travel Voucher (DD 1351).
3. List of individuals with delinquent vouchers.

// original signed //

DR. DELL MCMULLEN  
Superintendent

Attachments

1. District Request for Travel Orders
2. Travel Voucher or SubVoucher DD form 1351-2

REQUEST FOR TRAVEL ORDERS

TO: KAISERSLAUTERN DISTRICT SUPERINTENDENT'S OFFICE  
ATTENTION: \_\_\_\_\_  
APO AE 09094

Tel: (DSN): 489-6339/6848 (Com): 0631-3513731 FAX: 0631-98762

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Duty Location: \_\_\_\_\_ Date: \_\_\_\_\_

Traveler(s): (Attach list if there is more than one traveler.)

<u>Name</u>	<u>SSN</u>	<u>Position/Duty Station</u>
_____	_____	_____

PURPOSE OF TRAVEL: \_\_\_\_\_  
Attach supporting documentation (invitation, letter, e-mail, Red Cross message, etc.)

Destination/Location of Activity: \_\_\_\_\_

\*Mode of Travel: Air \_\_\_ Train \_\_\_ POV \_\_\_ GovVeh \_\_\_ Bus \_\_\_ (Check all that apply.)

Activity Begins: \_\_\_\_\_ Activity Ends: \_\_\_\_\_

No of Days TDY: \_\_\_\_\_ No. of Overnights: \_\_\_\_\_

Other Information/Special Needs: \_\_\_\_\_

A substitute is required: \_\_\_ Yes \_\_\_ No

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NOTE:

- \_\_\_ I am purchasing my ticket through a commercial carrier and will submit the ticket for reimbursement up to the government rate.
- \_\_\_ I intend to use my orders (with the government fund citation) to bill DoDDS for my travel.

Principal/Supervisor Statement:

I have reviewed and approve this request for travel orders for a trip that appears to be over 12 hours in length.

\_\_\_\_\_  
Principal/Supervisor

\*I understand that, without prior approval, I will not be reimbursed for rental car expenses.

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FOR K-DSO USE ONLY

Orders Funded By: \_\_\_ DoDEA \_\_\_ D0DDS-E \_\_\_ K-DSO \_\_\_ Other \_\_\_\_\_

Reviewed/Approved by DSO: \_\_\_\_\_ Reviewed by Budget Office: \_\_\_\_\_ PCode: \_\_\_\_\_



## 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.