

RESERVE MOBILIZATION



Chapter 11 Overview

By: Mrs. Patricia Hanser &
PO Olivia Winchester

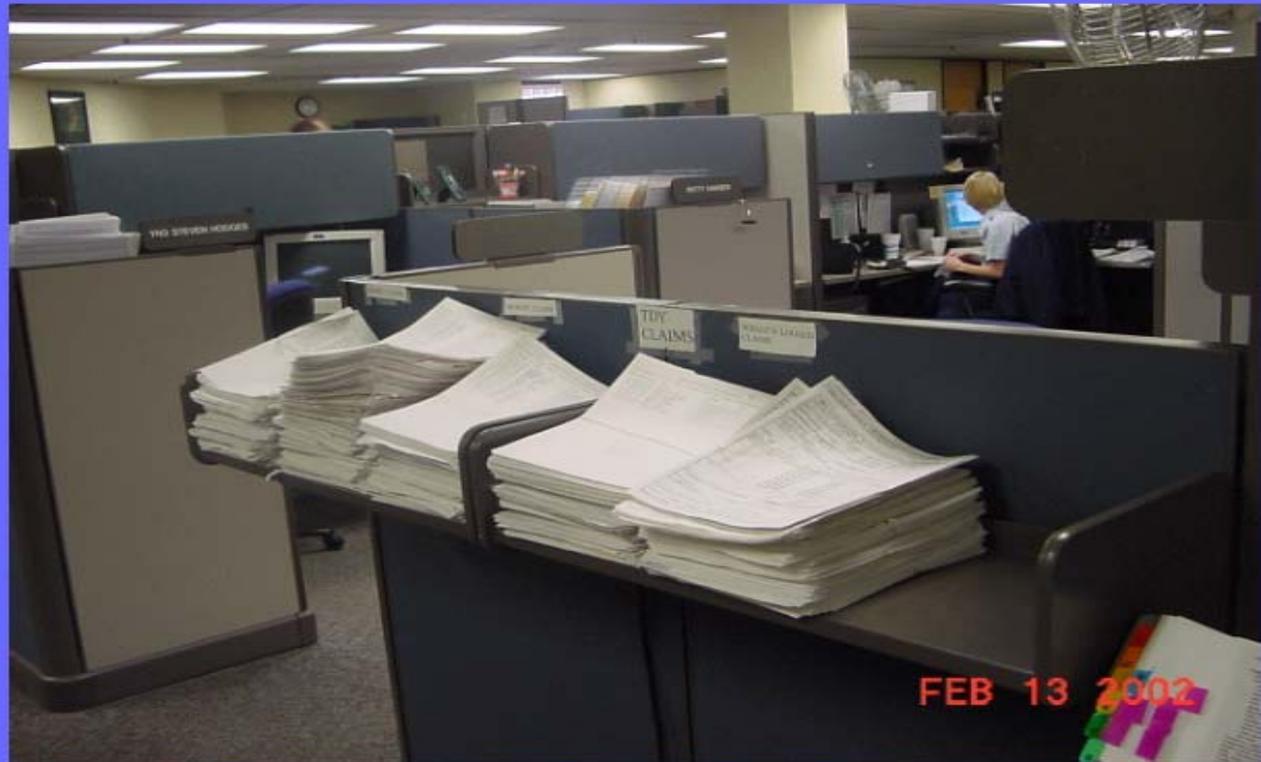
Claims received by HRSIC

The HRSIC Travel Branch receives several hundred claims per day.
Completing your travel claim correctly will ensure timely
reimbursement.



Claims Waiting to be manually processed

Each individual travel claim is, literally, one out of several thousand claims processed by HRSIC Travel each week.



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- HRSIC is mandated to have Legal, Accurate, and Prompt payments.
 - HRSIC does not interpret regulations, Commandant (WPM) gives guidance for decisions

Travel Claims During Mobilization Status

- Supporting Documents
 - Travel claim must have original signatures
 - Orders must be signed by AO
 - Itemized Lodging receipts
 - Transportation receipts
 - Form of payment (showing first 6 digits of CC # or statement that member purchased ticket on own card)
 - Receipts for expenses over \$75
- Recording LV
 - Member not entitled to per diem when on leave; Lodging only if in “long term” agreement
 - Leave must be indicated on travel claim
 - Do not start or end travel claim in a leave status

Itemized airline receipt



This is an example of an itemized airline receipt.

Friendly Wings Airlines		Boarding Pass	
		Topeka TOP-Miami MIA	
FP 5568 0201 2345 6789			
USD	245.00	CCCCCCCCCC XXXXXXXXXXXXXXXX	XXXXXXXXX
TAX	24.50	RRRRRRRRRR XXXXXXXXXXXXXXXX	
TOTAL	269.50	Thank you for flying Friendly Wings Airlines	

The airline receipt above shows the form of payment: the traveler's Government MasterCard (as indicated by the sixth digit of the card number) as well as the amount paid

When an electronic itinerary is the only thing provided, it MUST show a form of payment clearly identifying the traveler purchased the ticket (first six digits of credit card used).



Itemized Lodging receipt

This is an example of an itemized lodging receipt.

	Location	Identifying information
	The Sleep Inn Motor Lodge 1642 Bridgeview Blvd. Anytown, TX 64332	Name: Susie Q. Sailor Date in: 02/02/02 Date out: 02/04/02 Daily Charge: \$55.00 # Persons: 1
Itemized Breakdown	<hr/>	
	02/02 Room Charge	\$55.00
	02/02 State Tax	\$5.50
	02/03 Room Charge	\$55.00
	02/03 State Tax	\$5.50
	02/03 Movie	\$9.95
	02/04 Balance Paid 556802XXXXXXXXXXXX	\$130.95

Shows Balance Paid

Statement of lost receipt (lodging or airfare)

If itemized receipts cannot be submitted (lost, destroyed...), you **MUST** submit a statement with the required information.

SUBJ: Lost lodging receipt

I stayed at the Happy Slumber Hotel in Concord, CT from 1/15/02 through 1/18/02 at a daily single room rate of \$67 per night. The lodging taxes were \$6.70 per night for a total of \$221.10. I certify that the amount listed here was charged to my Government Travel Card.

Susie Q. Sactor

SUBJ: Lost Airfare receipt

I flew on United Airlines from KC, MO to Boston, MA on 1/1/03 and returned on 2/28/03. My airfare was \$661.50 with a service fee of \$24.64 for a total of \$688.14. I certify that the amount listed here was charged to my personal Government Travel Card.

Susie Q. Sactor

Liquidation of Advances



- Time period in which to claim
 - If an advance is received, the member must claim the advance on the travel claim that corresponds with the dates of the advance
- Where to claim
 - Claim advances in Block 9 of UTS claims & Block 10 of manual claims.
- Prior payments
 - DO NOT report prior payments or cash advances from ATM/Credit Cards

Definitions

- Government Lodging
 - Lodging provided on any government installation at a reduced cost to member
- Government Contracted Quarters
 - Generally commercial lodging (see below) that the government has contracted with minimal or no cost to member
- Commercial Lodging
 - Commercial lodging (hotels, motels, & boarding houses) based on single room rate

Definitions cont'd

- **On Base Lodging**

- Lodging that is located on the U. S. Installation to which the member is assigned TDY. (TDY to ISC Alameda and berthed at ISC Alameda Guest Quarters)

- **Off Base Lodging**

- Lodging that is located away from the TDY location that the member is assigned (TDY to ISC Alameda and berthed at Group SF Yerba Buena Is.)

- **Field Duty**

- Duty performing maneuvers, war games or field exercises when subsistence is provided by field rations at no or little cost to the member.

Definitions cont'd

- **Government Messing**
 - When messing is provided to member at no cost or a reduced cost to member. Member must be assigned to government quarters.
- **Proportional Messing**
 - When at least one meal is provided at the government rate or no cost to member. Member must be berthed in on base lodging.
- **Commercial Messing**
 - When no meals are provided and member is required to pay for meals on the economy.
- **Deductible Meal**
 - Meal provided to the member at no cost. Must be claimed on the member's travel claim.

Definitions cont'd

- Tono-Tono Lodging
 - When member is in a continuation of TDY status either on the same or on a different TONO and lodging is incurred on last night of first claim
- 25% additional Per Diem
 - When member is in a continuation of TDY status either on the same or on a different TONO and it is not the first or last day of TDY, additional per diem is owed.

Definitions cont'd

- Actual Expense – order issuing authority must approve
 - Must be approved on orders when lodging exceeds the maximum lodging amount allowed (up to 150% of the normal rate)
- Super Actual Expense – order issuing authority must approve
 - Must be approved on orders when lodging exceeds the maximum lodging amount allowed by actual expense (up to 300% of the normal rate)
- (Generally an amendment to the original orders is needed by the funding authority if authorization is not on the original orders)

Definitions cont'd

- Lodging Costs
 - All lodging receipts are required
 - Receipts must be itemized to show nightly room rate, total taxes, and number of persons per room
- Voluntary Return
 - When member is granted liberty and decides to return home (does not pertain to members commuting on a daily basis.)
 - Member is authorized the lesser of:
 - A) reimbursement of round trip transportation cost & travel per diem (75% of rate) for two travel days, & lodging if member is in a long term agreement
 - B) reimbursement of lodging and per diem as if member never left TDY site

Definitions cont'd

- Overlapping Travel Dates

- Start &/or Stop dates on travel claims cannot overlap into another travel claim Authorized Delay
- In order to claim dual lodging, it must be approved on the members orders with the date and location specified.
- Amendment may be required

- Laundry Expense

- Active Duty Service members are entitled to \$2/day when TDY exceeds 7 nights. Laundry may only be claimed when money has been expended.

Definitions cont'd

- Blanket TONO

- A 13 doc type used for multiple locations and dates, normally used for durations of 31 days or more.
- Each claim is a final, unless correcting a previously settled claim, then it is a supplemental.
- Travel dates may not overlap previous claims.
- A 13 doc type is not authorized to be used on the Local Claim (SF-1164).

- Normal TONO

- An 11 doc type is used for a specific period of time to specific locations. One trip only.
- The claim is a final unless correcting a previously settled claim, then it is a supplemental.

TDY Orders

All Dates Listed

Unit, City, County,
and State Included

TDY ORDERS -

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Department of Transportation
U.S. Coast Guard
CG-4251--(TEST)

MILITARY TEMPORARY DUTY (TDY) OR
ALLIAN TEMPORARY DUTY (TDY) ORDER

Social Security No. 123-45-6789

1. Name of Traveler (Last Name, First Name, MI) SMITH, JOHN D
2. Grade/Rank YNC/E-7

3. Departure Date 01 JAN 02
4. Expected Date of Return 28 FEB 02
5. Estimated Days 000

6. BLANKET ORDERS FOR REPEAT TRAVEL (Doc-type 13-TONO) (MO...
Period of travel from 0000 to 0000 (See Block 12 for Gen...
7. FOR MEDICAL TRAVEL: Inpatient Outpatient Attendant Escort

8. REPORT TO: UNIT / CITY / COUNTY / STATE / CO...
CG-STATION, MANHATTAN, NY
0000
0000

9. Purpose of TDY MOBILIZATION
0000

10. Dates of TDY 01 JAN 02 - 28 FEB 02
0000

11. Authorized Variations
Yes No
Yes No
Yes No

12. REMAIN-OVER-NIGHT (RON) awaiting transportation may be authorized for 000 night(s) at (locality) 0000

13. CURRENT MESSING ENTITLEMENT AT PERMANENT DUTY STATION (Choose only one): Partial-BAS SEPRATS Full-BAS (Enlisted & Officer)

Page Sec At Ln Col REC TRK EXT OVR

TDY Orders cont'd

Ensure type of lodging and per diem is listed

Mode of Travel Checked

Dual Lodging for specific date and place Authorized in remarks

TDY G

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Table Head

14: CURRENT DUTY STATION: (Choose one) Partial-BAS SEPRATS Full-BAS (Enlisted & Officer) x

15: PER-DIEM (Military rules: U4125, JFTR; Civilian rules: 301-11, FTR)

Max Locality Per-Diem Rate: Lodging \$208 M&IE \$46 (Lodging Receipts required for reimbursement)

QUARTERS: GOVERNMENT Directed Contracted? (fee reimbursable)

COMMERCIAL Lodging (Gov't Quarters NOT Available)

MESSING: GOVERNMENT Rate (Military Only)

Mess is Directed for ALL three meals

Proportional Rate

Reduced per diem of \$000 (IAW COMDT (G-WPM-2) LTR 4600 of 0000)

COMMERCIAL Rate (Full Locality Per Diem)

Reduced per diem of \$000 (Civilian Only)

NO PER-DIEM Authorized (Civilian Only)

EXEMPTION: Actual Expense Authorized (REF U4210-A, JFTR) The Amount \$000 per day allowed at 0000 for period 0000

16: MODE-OF-TRAVEL: (Mode of travel TDY's fee and RETURN Arrange Official travel from either a CTO, in-house office or TMC, US120, JFTR)

Commercial Carrier (At own expense subject to reimbursement)

GOV'T Procured Transportation (GPT)

GOV'T Owned Car

Privately Owned

POC is more

POC is auth

17: TRAVEL-AT-TDY

Rental Car (comp)

Local travel: taxi

18: AUTHORIZED-REIMBURSEMENT

Registration Fees

Conference Costs

Excess baggage

Official Communication (phone, fax, data service, etc.)

FOUO Personal Tele (NTE \$000 daily)

19: REMARKS / AUTHORIZATIONS / ADDITIONAL INSTRUCTIONS: (A receipt is required for any expense \$75.00 or greater)

AUTHORIZED-DUAL-LODGING-FOR-MANHATTAN,NY-FOR-1/10/02--1/13/02

Page 1 Sec 1 At Ln Col REC TRK EXT OVR

TDY Orders cont'd

11 TONO for 1 trip
13 TONO for repeated Trips

Authorizing Official
Signature Included

TDY Order Form (DD-1351-2)

20. TRAVEL-ADVANCE AUTHORIZATION: GOV'T Travel Charge Card Not a GOV'T Travel Charge Card

21. Coast Guard Travel-Order Number (13-digits): 500853

22. If Using Other Gov't Agency Funds, Contact FINCEN (OGG) and insert Reimbursable Agreement Number (RAN): ..000000..

23. AUTHORIZING OFFICIAL SIGNATURE (Name, Rank, Title): MICHAEL SMITH, CAPT, USCG

24. TRAVELERS SIGNATURE (OPTIONAL):

25. Use this block to amend the order when not previously authorized after travel has been completed. The following amends this order to authorize (may be handwritten):

Must be signed by Approving Official Only: _____ Date: _____

Doc-Types	Fiscal-Year	Site-Code	COA	RBA	Prog-Element	Document-Sequence	Surfix	Agency-Code	Reg-Disb	Appn-Code	Obj-Code	Allo-Code	Program-Element	Cost-Center	Object-Class	Estimated-Cost
1	3	0	2	0	0	0	0	2	3	32	30	0	76	70880	2108	\$ 000
								2				0				\$ 000
												0				\$ 000

Abbreviations: Defined in APP-5, JFTR, Applicable Privacy Act/Classifications: DD-1351-2R, Use Travel Voucher DD-1351-2 (August 1997) Version 8

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TDY Orders cont'd

Unit, City, County, and State are listed

Use 13 Blanket TONO for recall orders
13 TONO for repeated Trips.

Mode of Travel Listed

All Travel Dates Included

Authorizing Official Signature Included

Ensure type of lodging and per diem specified

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5533 (Rev. 11-94)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL													
1. UNIT		2. NAME (Last, First, Middle Initial)				3. GRADE/RANK		4. CURRENT DUTY STATION							
EMPLOYEE ID		SMITH, JOHN D				TNC/ET		CG MSGIC							
5. LEAVE ADDRESS (Street Address, City, State, Zip Area Code & Prefix)		6. TRAVELER AUTHORITY													
444 SE QUIRKY ST. TOPREA, KS 66693		COMDT MSG 0000000000													
7. TRAVEL AND PAY NEEDS EARLY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:															
DOCUMENT IDENTIFICATION NUMBER															
A. TRIP	D. TRIP CODE	E. AFPM CODE	F. LB CODE	G. ADJST FREQ	H. ADJST LVL	I. PROGRAM ELEMENT	J. CG ST CENTER	K. OBJECT CLASS	L. TYPE			M. NUMBER			
									1	2	3				
2	P	103	299	10	0	10	70880	117H	71	03					
2	P	103	299	10	0	10	70880	122R	71	03					
2	3	103	132	30	0	76	70880	2108	14	03					
2	3	103	132	30	0	76	70880	2108	13	03					
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR EMPLOYMENT WHEN IN EXCESS OF 30 DAYS BY AUTHORITY:															
9. PROCESSED AND REPORT IN THE ORDER LISTED BELOW															
SCHEDULED DEPARTURE DATE:															
INFORMATION/PLACE															
NATURE OF DUTY															
TIME/DATE REPORTING															
08-16240 CG 3P NEW ORLEANS, LA															
MORILISATION															
0900, MMN, DD, YYYY															
10. REQUIREMENTS/NOTICE/REGULATIONS:															
ORDERS ISSUED UNDER 10 USC 12302, ARE NORMALLY FROM A MINIMUM OF 181 DAYS TO A MAXIMUM YEAR. SUCH ORDERS MAY BE EXTENDED, UNDER COMDT AUTHORITY, SO LONG AS THE PERIOD OF A DUTY DOES NOT EXCEED MORE THAN 24 CONSECUTIVE MONTHS.															
DATES OF THIS ORDER ARE MMN, DD, YYYY TO MMN, DD, YYYY.															
BERTHING AVAILABLE / NOT AVAILABLE IAW JPTR															
AUTHORIZED / NOT AUTHORIZED SAN N OR M/O DESP IAW CG PAY SAN & JPTR															
MESSING AVAILABLE / NOT AVAILABLE IAW CG PAY MSG															
ADDITIONAL SPECIFIC DUTIES: SEA DUTY, DIVING, FLIGHT CREW, PHYSICIAN ASSISTANT															
AUTHORIZED USE OF GOV OR POV (LOCAL MILRAGE AUTHORIZED)															
ACCOUNTING TO CHANGE EFFECTIVE OCT 1, 2003 UNLESS DEMOBILIZED															
0/P/104/299/10/0/10/70880/117H/71/04/#####0000 PAY & ALLOWANCES															
104/299/10/0/10/70880/122R/71/04/#####0001 FICA															
04/132/30/0/76/70880/2108/14/04/#####0000 GTR															
04/132/30/0/76/70880/2108/13/04/#####0000 BLANKET TRAVEL															
IF YOU HAVE QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS, YOU CAN CALL 1-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE) OR VISIT OUR WEBSITE AT HTTP://WWW.EDMGR.ORG OR ON-LINE FOR THE CG LEGAL FACT SHEET ABOUT THE 1964 CIVIL RELIEF ACT (88CRA) @ HTTP://WWW.USCG.MIL/LEGAL/LA/TOPICS/88CRA.HTM															
Traveler's Acknowledgement: I have been counseled on the appropriate provisions of the JPTR and Coast Guard Directives regarding PCS orders. I understand that I must secure a "Release From Mandatory Assignment" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I understand that I must submit my travel claim for certification and liquidation purposes within 30 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.															
11a. AUTHORIZING OFFICIAL (Name, Position, Signature)				11b. DATE				11c. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED				11d. DATE			
MICHAEL SMITH, CAPT, USCG								JOHN D. SMITH,				TOPREA, KS			

Example of Incorrect Orders

Note: POV not stated as most advantageous & does not have cost of GTR.

Note: Quarters or messing (per diem) are not specified.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131(Rev.11-94)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL																
1. SSN		2. NAME (Last Name, First Name, MI)				3. RATE/RANK YN1		4. CURRENT DUTY STATIONS										
5. LEAVE ADDRESS (Street / Address, City, State, Zip / Area Code & Phone)								6. TRANSFER AUTHORITY E-MAIL FM ISC ST LOUIS (FOT)										
7. TRAVEL AND PAY NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:																		
A G E N T I C Y	D I S T R I C T	APPN CODE	LIM CODE	ALLOT FUND	ALLOT LVL	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT IDENTIFICATION NUMBER				ESTIMATED COST	MISC				
									TYPE	FY	NUMBER	SUFFIX						
2	P	301	299	10	0	10	70880	117H	72	03	253P10109	000						
2	P	301	299	10	0	10	70880	122R	72	03	253P10109	001						
2	P	301	132	30	0	76	70880	2108	13	03	253376109	000						
8. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HERON (Indicate number of days delay authorized):																		
1		0		0		0		0		0		0						
TRAVEL TIME		PROCEED TIME		LEAVE (INCONUS)		LEAVE (OUTCONUS)		COMPENSATORY ABSENCE		NON CHARGEABLE ABSENCE		DATE LINE ADJUSTMENT						
9. PROCEED AND REPORT IN THE ORDER LISTED BELOW:										SCHEDULED DEPARTURE DATE: 03 JAN 15								
UNIT / STATION / PLACE								NATURE OF DUTY			TIME / DATE REPORTING							
0833241 CG MSO PORT ARTHUR								PERMDU			NLT 0800 03 JAN 16							
10. REMARKS / AUTHORIZATIONS / ADDITIONAL INSTRUCTIONS:																		
Duty Type Code PERMDU New PERSRU 08-31180 CG BASE GALVESTON MEMBER AUTHORIZED ONE ROUND TRIP FROM HOME TO DUTY SITE. PURPOSE: RECALL UNDER TITLE 10 USC 12302 MBR IS AUTHORIZED TRAVEL BY POV SNM IS TO REPORT NLT 0800 TO CG MSO PORT ARTHUR 08-33241 DEPN INFO: (WW) DOM: 2002JAN25 QUARTERS NOT AVAILABLE MEMBER WAS MOBILIZED IN SUPPORT OF CONTINGENCY OPERATION NOBLE EAGLE UNDER TITLE 10 USC 12302 MOBILIZATION ORDERS UNDER TITLE 10 USC SHOULD BE FOR A MINIMUM OF 180 DAYS TO A MAXIMUM OF 365 DAYS TO ENSURE PROPER ENTITLEMENTS.																		
11. Member's Acknowledgement: I have been counseled on the appropriate provisions of the JFTR and Coast Guard Directives regarding my entitlements and have had all my questions answered. If under PCS orders, I understand I must secure a "Release From Mandatory Assignment to Government Housing" from the Local Housing Authority (LHA) prior to procuring housing in the civilian sector of the area surrounding my new duty assignment. Further, I acknowledge receipt of these orders and understand that I must submit my travel claim for certification and liquidation purposes within 3 working days of either my PCS reporting, ADT greater than 20 weeks, or completion of travel in connection with my separation.																		
12a. AUTHORIZING OFFICIAL (Name, Rate / Rank, Signature)						12b. DATE 03 JAN 14			13a. MEMBER'S SIGNATURE AND PLACE ORDERS RECEIVED				13b. DATE 03 JAN 14					

Note: County not specified.

Corrected Set of Orders

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2	P	301	299	10	0	10	70880	117H	72	03	253P10109	000		
2	P	301	299	10	0	10	70880	122R	72	03	253P10109	000		
2	P	301	132		30	30	70880	2108	13	03	253P10109	000		

7. DAYS AUTHORIZED DELAY EN ROUTE BY REGULATIONS OR ENDORSEMENT HEREON (Indicate number of days delay authorized):

1 TRAVEL TIME 0 PROCEED TIME 0 LEAVE (INCONUS) 0 LEAVE (OUTCONUS) 0 COMPENSATORY ABSENCE 0 NON CHARGEABLE ABSENCE 0 DATE LINE ADJUSTMENT

9. PROCEED AND REPORT IN THE ORDER LISTED BELOW: SCHEDULED DEPARTURE DATE:

UNIT/STATION/PLACE	NATURE OF DUTY	TIME/DATE REPORTING
0833241 CG MSO PORT ARTHUR, TX. (JEFFERSON)	PERMDU	NLT 0800 03 JAN 16

10. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS:

Duty Type Code PERMDU New PERSRU 08-31180 CG BASE GALVESTON
 MEMBER AUTHORIZED POV AS MOST ADVANTAGEOUS TO GOVERNMENT NTE ONE ROUND TRIP FROM HOME TO DUTY SITE.
 PURPOSE: RECALL UNDER TITLE 10 USC 12302
 SNM IS TO REPORT NLT 0800 TO CG MSO PORT ARTHUR 08-33241
 GOVERNMENT QUARTERS & MESSING IS DIRECTED. IF NOT AVAILABLE, A STATEMENT OF NON-AVAILABILITY IS REQUIRED FOR COMMERCIAL LODGING & PER DIEM.
 MEMBER WAS MOBILIZED IN SUPPORT OF CONTINGENCY OPERATION NOBLE EAGLE
 UNDER TITLE 10 USC 12302 MOBILIZATION ORDERS UNDER TITLE 10 USC SHOULD BE FOR A MINIMUM OF 180 DAYS TO A MAXIMUM OF 365 DAYS TO ENSURE PROPER ENTITLEMENTS.

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL
2002		
1/01	DEP TOPEKA, KS (SHAUNEE)	CP
1/01	ARR MANHATTAN, NY (COUNTY)	TD
1/09	DEP	CA
1/09	ARR BOSTON, MA (COUNTY)	MC
1/14	DEP	CA
1/14	ARR MANHATTAN, NY (COUNTY)	TD
1/31	DEP	CP
1/31	ARR CONTINUATION OF RECALL	MC
	DEP	
	ARR	
	DEP	
	ARR	
	DEP	
	ARR	

Member is activated on 1/1/02 to NY, then on 1/10 is sent TAD to Boston. This temporarily ends TAD in NY so Member must MC on 1/9. Member returns to NY on 1/14 to continue his/her original orders.

Member must claim additional 25% per diem for each travel day used after activation that is required to complete the mission.

Member must claim dual lodging expenses in block 18 for the days that member is in a second location (if approved on Member's orders).

Member must claim the last night of lodging in block 18 when in a continuation of recall status.

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

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. AMOUNT PAID
1/09/02	25% PERDIEM	11.25	11.25
1/14/02	25% PERDIEM	11.25	11.25
1/31/02	25% PERDIEM	11.25	11.25
1/31/02	LODGING TAX	396.00	396.00
1/09-13	DUAL LODGING	600.00	600.00
1/01/02	AIRFARE	375.00	375.00
1/01/02	AIRFARE SVC FEE	35.00	35.00
1/31/02	LAUNDRY (\$2/DAY)	62.00	62.00
1/31/02	TOMO-TONO LODGING	120.00	120.00

20. a. CLAIMANT SIGNATURE _____ b. DATE _____ c. SUPERVISOR SIGNATURE _____ d. DATE _____

Example 1 of Member being activated, break in tono to another tono, continuation of recall. Member must complete separate travel claim for Boston trip

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15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. REASON FOR STOP	d. LODGING COST	e. POC MILES
2002				
1/10	DEP MANHATTAN, NY (COUNTY)	CA		
1/10	ARR BOSTON, MA (COUNTY) - TAD	TD	159.00	
1/13	DEP WITHIN TAD UNDER SEP TONO	CA		
1/13	ARR MANHATTAN, NY (COUNTY) -	MC		
	DEP CONT UNDER SEP TONO			
	ARR			
	DEP			

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

17. DURATION OF TRAVEL

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
1/10/02	25% PERDIEM	12.50	12.50
1/13/02	25% PERDIEM	12.50	12.50
1/13/02	LODGING TAX	69.96	69.96
1/13/02	TONO-TONO LODGING	159.00	159.00
1/13/02	RENTAL CAR	227.59	227.59
1/13/02	RENTAL FUEL	27.00	27.00

19. EXPENSES

- Mileage
- Dependent Travel
- DLA
- Reimbursable Expenses
- Total
- Less Advance
- Amount Owed

20. DURATION OF TRAVEL

- 12 HOURS OR LESS
- MORE THAN 12 HOURS BUT 24 HOURS OR LESS
- MORE THAN 24 HOURS

Member indicates that they are in a dual TAD status.

Member indicates that travel continues under another tono, therefore authorizing 25% per diem and the last nights lodging.

Member must claim 25% additional per diem for each travel day when required to perform additional duties.

Member must claim the last night lodging in block 18 when a continuation of duty exists.

Example 2 shows Member's TAD within a TAD claim.

15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, e.t.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	LO COS
2002				
2/01	CONTINUATION OF RECALL	CP		
2/01	ARR MANHATTAN, NY (COUNTY)		TD	120
2/10	DEP	CP		
2/10	ARR TOPEKA, KS (SHAWNEE)		LV	
2/17	DEP	CP		
2/17	ARR MANHATTAN, NY (COUNTY)		TD	120.00
2/28	DEP	CP		
2/28	ARR TOPEKA, KS (SHAWNEE) END OF RECALL		MC	
	DEP			
	ARR			
	DEP			

Member is taking leave on the dates of 2/11 – 2/17. Member must show leave starting on the last work day before leave and return to duty on the last day of leave in order to receive the proper per diem amount.

Member shows in this block recall has ended and member has returned home.

Member is entitled to 25% additional per diem for the first day of continuation of recall claim and the last full day of work prior to leave.

16. POCTR

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLO
2/01/02	25% PERDIEM	11.25	11.25
2/10/02	25% PERDIEM	11.25	11.25
2/28/02	LODGING TAX	250.80	250.80
2/28/02	AIRFARE	275.00	275.00
2/28/02	AIRFARE SVC FEE	35.00	35.00
2/28/02	LAUNDRY (\$2*21 DAYS)	42.00	42.00

17. DUR

HOURS OR
<input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS
<input checked="" type="checkbox"/> MORE THAN 24 HOURS

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

Example 3 shows continuation of recall, Leave taken on 2/11-2/17, & end of recall.

You can view information on any of the requests above by clicking on "View Request". Please note that there is a difference between Authorization (Orders), Settlement (Travel Claim), and Advances.

Please note that this is an example of an 11 Doc type Tono. 13 Doc types will look the same.

The screenshot shows a software window titled "History" with a menu bar containing "File" and "Help". The main content area is titled "History of Transactions" and displays the following information:

TONO: Detach Date: Report Date:

Navigation buttons: <- Previous Order, Next Order ->, More Order Data

Type of Request	Start Date	End Date	Category	Status	Status Date	Request ID	Amount
Settlement	03/26/2001	04/11/2001	TDY	Acknowledged by HRSIC	05/01/2001	12677	To Be Determin
Authorization	03/26/2001	04/11/2001	TDY	Approved by Auth Official	03/09/2001	10897	\$0.00 (est)
Advance	03/26/2001	04/11/2001	TDY	Acknowledged by HRSIC	03/09/2001	10925	\$1,300.00

Bottom navigation buttons: Print, View Request, Return

This is the travel itinerary and list of reimbursable expenses. Completing the travel claim in UTS will be covered next.

To make daily
Exceptions to
travel claim, click
here.

Trip -- [VIEW ONLY]

File Jump To View other info Help

WACHTER, ANDREW M Trip 1101G81PPG079000

Top Itinerary Reimbursable Exp.

Miscellaneous Questions

Owner Operator of P.O.V. Duration of TDY travel: GE24

Itinerary

Date	Location	Trans	Reason	Method	Quarters	Messing	Lodging	POC Miles
03/26/2001	DEP Topeka ; KANSAS	TP			<input type="checkbox"/>			
03/26/2001	ARR San Diego ; CALIFORNIA	TD	LDP	CQ	CM	\$69.50		
03/28/2001	DEP San Diego ; CALIFORNIA	CA			<input type="checkbox"/>			
03/28/2001	ARR Los Angeles ; CALIFORNIA	TD	LDP	CQ	CM	\$47.50		
03/30/2001	DEP Los Angeles ; CALIFORNIA	CA			<input type="checkbox"/>			
03/30/2001	ARR Alameda ; CALIFORNIA	TD	LDP	CQ	CM	\$54.50		
04/05/2001	DEP Alameda ; CALIFORNIA	CA			<input type="checkbox"/>			
04/05/2001	ARR Portland ; OREGON	TD	LDP	CQ	CM	\$39.50		
04/08/2001	DEP Portland ; OREGON	CA			<input type="checkbox"/>			
04/08/2001	ARR Astoria ; OREGON	TD	LDP	CQ	CM	\$34.50		
04/09/2001	DEP Astoria ; OREGON	CA			<input type="checkbox"/>			
04/09/2001	ARR Seattle ; WASHINGTON	TD	LDP	CQ	CM	\$35.50		

Exceptions to Daily Expenses Occasional Expenses

Reimbursable Expenses

Date	Nature of Expense	Claimed	Approved
03/26/2001	LODGING TAX-CONUS/US TERR ONLY	113.64	113.64
03/26/2001	LAUNDRY SERVICES	42.00	42.00
03/26/2001	TELEPHONE CALLS LOCAL	105.00	105.00
03/26/2001	FUEL EXPENSES	73.54	73.54
03/26/2001	PARKING	77.00	77.00
03/26/2001	TOLLS	22.00	22.00
03/26/2001	FUEL EXPENSES	70.92	70.92
03/26/2001	PARKING	59.00	59.00

Delete this Voucher Cancel Print Return

Use the Daily Exceptions screen to indicate a missed meal, deductible meal, or a change in the lodging amount. Once you have modified a meal or the rate for particular days, click on "Save."

Exceptions [X]

File View other info Help

WACHTER, ANDREW M **Daily Exceptions** 1102293852095000

The Itinerary (for information only)

Arrive Date	Location	Reason For Stop	Lodging	Quarters
08/15/2002	Miami ; FLORIDA	TD	\$79.00	CQ
08/17/2002	Corpus Christi ; TEXAS	MC	\$0.00	-

Daily Records

	Date	Day Type	B-Type	L-Type	D-Type	Lodging	Breakfast	Lunch	Dinner	Incidental Expenses
▶	8/15/02	LDP	CM	CM	CM	79	\$0.00	\$0.00	\$0.00	\$0.00
	8/16/02	LDP	CM	CM	CM	\$79.00	\$0.00	\$0.00	\$0.00	\$0.00
	8/17/02	LDP	CM	CM	CM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

May change daily meal rates here to GM, DE, or CM

May change nightly lodging rate here.

Lodging cost

Cancel all changes Save

Most common UTS problems

- Proportional per diem or reduced per diem claims cannot be processed in UTS.
- Select from drop down menu the closest city to the TDY location. Generic locations are not accepted in UTS.
- When marking "Not Advantageous" as mode of travel, mileage must be placed in itinerary and the cost of the GTR in reimbursables. Mileage will not be paid, but is required with PA as mode of transportation.

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 REQUIRED BY (X one) <input checked="" type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Payment By Check <input type="checkbox"/> Split Disbursement: Amt to Govt. Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				FOR D.O. USE ONLY 3. D.O. VOUCHER NUMBER				
4. NAME (Last, First, Middle Initial) (print or type) PERFORMANCE, STELLA R				5. GRADE E6		6. SSN 987-65-4321		SUBVOUCHER NUMBER				
7. ADDRESS a. NUMBER AND STREET 12 ELM STREET			b. CITY TOPEKA		c. STATE KS		d. ZIP CODE 66609		c. PAID BY			
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-339-2250		9. TRAVEL ORDER NUMBER 1303000003374000		10. PREVIOUS GOVERNMENT PAYMENT /ADVANCES (Do not include ATM Advances)								
11. ORGANIZATION AND STATION 5347400 - CG HUMAN RESOURCES SERVICE & INFORMATION CTR												
12. DEPENDENTS (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED						13. DEPENDENTS ADDRESS ON RECEIPT of ORDERS (include Zip Code)						
a. NAME (Last, First, Middle Initial)			b. RELATIONSHIP			c. Date of Birth or Marriage						
						14. Have Household Goods Been Shipped? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)						
15. ITINERARY												
a. DATE	02	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			
11/1	DEP	SAINT LOUIS ; MISSOURI				PA						
11/1	ARR	TOPEKA ; KANSAS;					TD		270			
11/10	DEP	TOPEKA ; KANSAS				CA		63.00				
11/10	ARR	LAWRENCE ; KANSAS;					LV		0			
11/13	DEP	LAWRENCE ; KANSAS				CA		0.00				
11/13	ARR	TOPEKA ; KANSAS;					TD		0			
11/30	DEP	TOPEKA ; KANSAS				GA		63.00				
11/30	ARR	TOPEKA ; KANSAS;					MC		0			
	DEP											
	ARR											
	DEP											
	ARR											
	DEP											
	ARR											
	DEP											
	ARR											
										e. SUMMARY OF PAYMENT		
										(1) Per diem		
										(2) Actual Expenses Allowance		
										(3) Mileage		
										(4) Dependent Travel		
										(5) DLA		
										(6) Reimbursable Expenses		
										(7) Total		
										(8) Less Advance		
										(9) Amount Owed		
										(10) Amount Due		
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE				PASSENGER		DURATION OF TDY TRAVEL						
18. REIMBURSABLE EXPENSES						12 HOURS OR LESS						
a. DATE	b. NATURE OF EXPENSE			c. AMOUNT	d. ALLOWED							
11/1/02	AUTO MILEAGE			360 MI	360 MI							
11/1/02	TOLLS			2.20	2.20							
11/1/02	LAUNDRY SERVICES			60.00	60.00	X	MORE THAN 12 HOURS BUT 24 HOURS OR LESS					
11/1/02	PARKING			30.00	30.00							
11/1/02	LODGING TAX-CONUS/US TERR			240.00	240.00							
11/1/02	LODGING/TONO-2-TONO TRANSI			63.00	63.00			a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS	
11/1/02	PER DIEM (25%) TONO-TO-TON			7.50	7.50							
(SEE DAILY EXPENSES)												
20 a. CLAIMANT SIGNATURE STELLA R PERFORMANCE				b. DATE 01/06/2003		21 a. APPROVING OFFICER SIGNATURE NOT YET APPROVED				b. DATE		
22. ACCOUNTING CLASSIFICATION 2 3 301 132300 EC 51282 2151												
23. COLLECTION DATA												
24. COMPUTED BY			25. AUDITED BY			26. Travel Order Posted by		27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID	

UTS Example of Travel Claim (pg 11-31)

UTS Page 2 – Daily Exceptions (pg 11-32)

TRAVEL VOUCHER OR SUBVOUCHER

(Daily Expenses)

4. NAME (Last, First, Middle Initial)

PERFORMANCE, STELLA R

Date	Day Type	Daily Lodging	Computed Meal Types			Claimed Meal Types			Actual Expenses Claimed			
			Br	Lu	Dn	Br	Lu	Dn	Br	Lu	Dn	Inc
11/01/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/02/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/03/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/04/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/05/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/06/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/07/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/08/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/09/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/10/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/11/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/12/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/13/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/14/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/15/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/16/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/17/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/18/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/19/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/20/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/21/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/22/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/23/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/24/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/25/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/26/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/27/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/28/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/29/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/30/2002	LDP	0.00	CM	CM	CM	CM	CM	CM				

Day Types

LDP = Lodging Plus, OB = OnBoard Ship, FD = Field Duty, SD = Sea Duty, LV = Leave, AE = Actual Expense, AELP = Actual Expense/Meals LDP
 GRP = Group Travel, FLT = Flat Per Diem, RED = Reduced Per Diem, AF = Alaskan Ferry, NP = No Per Diem, SAE = 300 % AE, SAELP = 300 % AELP



Customer Assistance Service Team

- What if there is a problem or question with my claim?
- SUPPLEMENTALS

Example 1

- From: Smith, Joe
- To: **HRSIC-UTSCST**
- Subj: Smith, Joe
- I am MK2 Joe Smith, 1234. My tona is: 13-03-123456000, period of travel: 1-31 OCT 03. This claim was filed using UTS.
- I have checked with my AO and we cannot figure out why my mileage was not paid. Do I need to do a supplemental?
- I can be reached via phone at: 123-456-7890.
- If a claim was sent using "paper:"

Example 2

- From: Smith, Joe
- To: **HRSIC-TVLCST**
- Subj: Smith, Joe
- I am MK2 Joe Smith, 1234. My tono is: 13-03-123456000, period of travel: 1-31 OCT 03. This claim was submitted on 3 December 2002.
- I have checked with my AO and we cannot figure out why my mileage was not paid. Do I need to do a supplemental?
- I can be reached via phone at: 123-456-7890.

CATs Cont'd

- PLEASE NOTE THE TWO DIFFERENT ADDRESSES. All UTS inquiries should be sent to **HRSIC-UTSCST**. All other inquiries should be sent to **HRSIC-TVLCST**.

HRSIC Travel Messages

- To locate updated messages, go to :
<http://www.uscg.mil/hq/hrsic/TVL.htm>
- Go to the bottom of the page for updated messages from HRSIC Travel

HRSIC Travel Business Line - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://www.uscg.mil/hq/hrsic/TVL.htm> Go Links >>

Acrobat

- [Evacuation Voucher Assistance](#)
- [Travel Regulations - JFTR & JTR](#)
- [▶ Subscribe to JFTR/JTR Changes](#)
Subscribe to receive notification when Rates, Allowances, Travel Regulations Changes, etc. are added or updated.
- [Change/Update Your Direct Deposit Account for Travel Claim Payments](#) (Note: This does not change your account for direct deposit of pay.)
Or, you may use the [Fast Start Form](#) and mail your account info to the FINCEN
- [DD Form 1351-2 Travel Voucher \(Rev. Jun 2002\)](#) (*Adobe Acrobat Format*)
- [▶ Travel Claim Payment Status](#)
 - [Internet Access to Travel Claim Payment Status](#)
 - [Intranet Travel Claim Payment Status \(CG Intranet Link\)](#)
- Travel Messages
 - [Travel Claim Processing Improvement](#)
 - [TDY Supplemental Claims Processing](#)

- [Industrial Claims](#)
- [Personnel who prepare Travel Orders](#)
- [Travel Pay Non-Receipt Issues](#)
- [UTS Navigation Support](#)

Voice: 785-339-2250
Fax: 785-339-3775
E-Mail Address: HRSIC-TVLCST@hrsic.uscg.mil

UTS Assistance:

Email to: HRSIC-UTSCST@hrsic.uscg.mil

- [UTS Sign-in Page](#)
- [CGHRMS Sign-in Page](#)
- [UTS AO Designation Form \(MS Word\)](#)
- [UTS Frequently Asked Questions](#)
- [UTS Quick Reference Guide \(MS Word\)](#)
- [UTS AO Reference Guide \(MS Word\)](#)
- [UTS Users Guide \(Adobe Acrobat\)](#)
- [UTS Slide Show \(MS PowerPoint\)](#)
- [UTS Error Report](#)

Internet

Example of Supplemental Claim

JetForm Filler - DD-1351 - Pages 1-3 / U:\DESKTOP\RSV_EX_2.DAT[rec#1/1]-Page:3

File Edit Data Options Position Signature JetNotes Mail Help

Open Data New Save Use Form Print Spelling Next Page Prev. Page EXIT Exit

ARR							
DEP							
ARR							

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
1/13/03	**Telephone Charges**	15.00	15.00

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

29. REMARKS

This is a supplemental to claim telephone charges not previously reimbursed.

**This is an example of a supplemental claim. The entire claim should be submitted identical to the original claim with the supplemental portion on PG 2 of the claim with changes clearly marked (in this case **) and comments in block 29 (remarks). Claim should be clearly marked "SUPPLEMENTAL" on top and bottom of first page of claim. All documentation required should be attached (all receipts, orders, original TVS, original claim, ect.)

DD FORM 1351-2C, MAR 2000 PREVIOUS EDITION MAY BE USED Exception to SF 1012A approved by GSA/IRMS 12-91.

R 131329Z JAN 03 ZUI ASN-A13013000014

FM COGARD HRSIC TOPEKA KS//TVL//

TO AIG 11939

BT

UNCLAS //N04600//

SUBJ: TDY TRAVEL ADVANCES FOR MOBILIZED RESERVES

1. TRAVEL ADVANCES FOR MOBILIZED RESERVES SHALL NOT BE PROCESSED IN UTS. MOBILIZED RESERVISTS THAT REQUIRE ADVANCES ARE TO FAX A COMPLETED (INCLUDING COMPLETE MAILING ADDRESS) REQUEST FOR ADVANCE OF FUNDS (SF-1038) AND A COPY OF ORDERS TO HRSIC TRAVEL AT 785-339-3775. MEMBERS/UNITS ARE TO ENSURE THAT A GOOD CONTACT NUMBER IS PROVIDED ON THE SF-1038 AND PLACE THE WORDS "MOBILIZED RESERVISTS" ON THE TOP OF THE 1038.
2. HRSIC TRAVEL WILL PROCESS AND RELEASE THE ADVANCES FOR MOBILIZED RESERVISTS BY THE COB ON THE DAY FOLLOWING RECEIPT. MEMBERS SHOULD EXPECT DEPOSIT IN THEIR ACCOUNTS WITH IN 10 WORKING DAYS FROM THE DATE SUBMITTED.
3. QUESTIONS CONCERNING THIS MESSAGE CAN BE DIRECTED TO THE HRSIC CLAIMS ASSISTANCE TEAM AT 785-339-2250 OR 1-888-USCG-TVL. UNITS MAY ALSO INQUIRE BY EMAIL TO HRSIC-TVLCST(AT)HRSIC.USCG.MIL.

BT

NNNN

R 151859Z JAN 03 ZUI ASN-A13015000036

FM COGARD HRSIC TOPEKA KS//TVL//

TO AIG 11939

BT

UNCLAS //N04600//

SUBJ: TDY SUPPLEMENTAL CLAIM PROCESSING

A. COGARD HRSIC 072155Z DEC 01

B. COGARD HRSIC 022028Z JUL 02

C. PERSONNEL AND PAY PROCEDURES MANUAL, HRSICINST M1000.2A

D. ALCOAST 051/02, E-COAST GUARD TRAVEL CLAIM PROCESSING

1. REFS A THRU D SET PROCEDURES ON THE TDY SUPPLEMENTAL CLAIM PROCESS. WE HAVE ACHIEVED SOME SUCCESS IN THIS PROCESS BY HAVING 35 PERCENT OF UNITS CONSISTENTLY FOLLOW THESE PROCEDURES. WE WOULD LIKE TO DO BETTER TO ENSURE OUR MEMBERS RECEIVE CORRECT AND TIMELY PAYMENT OF TRAVEL ENTITLEMENTS.
2. THE TDY SUPPLEMENTAL PROCESS HAS IMPROVED SIGNIFICANTLY THROUGH TEAM EFFORT BETWEEN FIELD UNITS AND HRSIC. AN IMPORTANT STEP THAT HAS IMPROVED SUPPLEMENTAL PROCESSING IS THAT MANY MEMBERS AND UNITS ARE MAKING COPIES OF THE ORIGINAL CLAIMS, ORDERS AND RECEIPTS PRIOR TO MAILING. BY MAINTAINING THESE COPIES, THEY CAN SPEED UP THE PROCESS IF A SUPPLEMENTAL CLAIM NEEDS TO BE FILED ALLOWING THE



MEMBER TO BE PAID THE PROPER ENTITLEMENTS MORE QUICKLY.

3. IN ORDER TO PROCESS PAPER TDY SUPPLEMENTAL CLAIMS MORE EFFICIENTLY, THE STEPS BELOW SHOULD BE FOLLOWED:

A. OBTAIN ALL DOCUMENTATION FROM YOUR ORIGINAL SUBMISSION AND MAKE LEGIBLE COPIES.

B. ATTACH ANY NEW OR PREVIOUSLY MISSING RECEIPTS OR AMENDMENTS.

C. IN LARGE LETTERS ON THE TOP AND BOTTOM OF A NEW DD FORM 1351-2 WRITE IN THE WORD "SUPPLEMENTAL".

D. CLEARLY IDENTIFY THE REASON FOR THE SUPPLEMENTAL CLAIM IN REMARKS SECTION ON PAGE 2 OF DD FORM 1351-2. I.E. LODGING - \$\$\$ AMOUNT. DO NOT REMOVE ANYTHING PREVIOUSLY CLAIMED ON THE ORIGINAL CLAIM UNLESS IT WAS NOT AN ENTITLEMENT DURING THE TDY PERIOD.

E. MARK IN THE ACCOUNTING CLASSIFICATION BLOCK THAT "PROPER DOCUMENTATION IS ENCLOSED FOR THE SUPPLEMENTAL CLAIM". THIS BLOCK MAY ALSO BE USED TO PROVIDE AMPLIFYING INFORMATION.

F. THE MEMBER AND APPROVING OFFICIAL/ADMIN REVIEWER MUST SIGN AND DATE THE SUPPLEMENTAL CLAIM.

G. ATTACH A COPY OF THE TRAVEL VOUCHER SUMMARY (TVS) FROM THE ORIGINAL CLAIM WITH THIS PACKAGE, ALONG WITH COPIES OF ALL DOCUMENTATION (I.E. AMENDMENTS, RECEIPTS, ETC).



4. ALL UNITS ARE ENCOURAGED TO USE THE UNIT TRAVEL SYSTEM (UTS) FOR TVL CLAIM SUBMISSIONS. ORIGINAL TDY AND SUPPLEMENTAL TDY CLAIMS CAN BE SUBMITTED THROUGH UTS WITHOUT THE NEED TO PRODUCE, COPY, AND MAIL PAPERWORK TO HRSIC, THUS REDUCING PROCESSING TIME AND DELIVERING PAYMENT TO THE MEMBER RAPIDLY. CURRENTLY OVER HALF OF TDY TRAVEL CLAIMS ARE SUBMITTED THROUGH UTS WITH AN AVERAGE PROCESSING TIME OF 2 BUSINESS DAYS.

5. WE HAVE DEVELOPED A COMPREHENSIVE SYSTEM OF DOCUMENTATION TO ASSIST MEMBERS WITH TRAVEL CLAIM SUBMISSION, INCLUDING A QUICK REFERENCE GUIDE (QRG), DOWNLOADABLE PRESENTATIONS ON HOW TO COMPLETE TRAVEL CLAIMS, TRAVEL TERMINOLOGY, AND WHERE TO SEEK ASSISTANCE. TRAVELERS MAY ACCESS THESE REFERENCES AT: WWW.USCG.MIL/HQ/HRSIC/TVL.HTM. ALL TRAVELERS MAY E-MAIL QUESTIONS TO: HRSIC-TVLCST@HRSIC.USCG.MIL OR TELEPHONE 1-888-872-4885.

BT

NNNN