

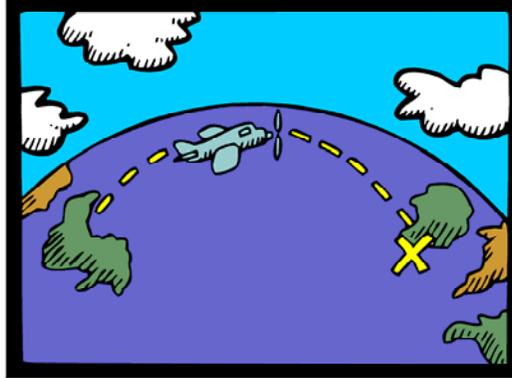
**This slide show is presented as a job aid for military members who are transferred PCS and must submit a Travel Claim (DD 1351-2) for reimbursement.**

**The entitlements listed in this presentation are current for 2011. For the most current entitlements please refer to <http://www.defensetravel.dod.mil/site/perdiem.cfm>**

Ready...

Set...

Click!



Slide Presentation by YNC Joshua Braarud

How Military Personnel Complete a PCS Travel Claim, DD-1351-2

First, a few words about entitlements...



## How to Complete a Military PCS Travel Claim

### PCS Mileage

POC Mileage Rate - \$.19 per mile

### Per Diem

Member - \$123 per travel day

Dependent age 12 and older - \$92.25 per travel day (75%)

Dependent under age 12 - \$61.50 per travel day (50%)

### Per Diem – Flying

Member – 75% of arriving locality rate.

Same percentage rules for dependents apply here.

### Current Rates

<http://www.defensetravel.dod.mil/perdiem/rateinfo.html>

## Rates

Member \$123.00

Over 12 \$92.25

Under 12 \$61.50

## How to Complete a Military PCS Travel Claim

### DLA

#### Dislocation Allowance

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS. See Chapter 5, Part G of the JFTR.

DLA Not entitle for first PDS IAW JFTR U5630.C.1

DLA is not payable on separation or retirement orders.

<http://www.defensetravel.dod.mil/site/otherratesDLA.cfm>

DLA Not entitle for first unit IAW JFTR U5630.C.1

## How to Complete a Military PCS Travel Claim

### TLE - Temporary Lodging Expenses

\*\*Temporary Lodging Expense (TLE) is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS due to a PCS.

- **10 days for a PCS to a CONUS PDS**
- **5 days for a PCS to an OCONUS PDS**
- **Temporary Lodging Allowance (TLA) is only payable OCONUS. Please check with the SPO for TLA entitlements.**
- TLE temporarily increased locations, up to 60 days:
  - Fort Drum, NY 20 Mar 2008 – 31 Dec 2011 60
  - Fort Bliss, TX 19 Mar 2010 – 18 Mar 2013 60

\*\*Note: Itemized receipts with the name and address of lodging is required. If you stay with friends or family and choose only to receive the meals portion of TLE, then the name and address of the person you stayed with must be provided in the remarks block of the 1351-2.

TLE

### Temporary Increase

***Effective for TLE incurred on/after 20 March 2008. For TLE between 30 May 2006 and 19 March 2008, the maximum TLE period is 20 days.***

1. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
  - b. A sudden increase in the number of members assigned to the PDS.
2. TLE temporarily increased locations:
  - Fort Drum, NY 20 Mar 2008 – 31 Dec 2011 60
  - Fort Bliss, TX 19 Mar 2010 – 18 Mar 2013 60

## TLE

### How to Complete a Military PCS Travel Claim

1. TLE is payable at the old or new PDS for:
  - Lodging and Meals, or meals only.
2. TLE maximum payable is 10 days:
  - It may be divided between the old and new PDS.
  - If leaving CONUS, TLE maximum is 5 days.
3. To claim TLE, the following are required:
  - An itemized lodging receipt from a hotel or motel
  - Block 18, Nature of Expense must show the Establishment, City and State where you stayed.
4. Other TLE notes:
  - If you stay with family /friends you are entitled to the Meal portion of TLE only.
  - Maximum daily amount of TLE is \$290.00.
  - TLE is not payable for days when per diem is paid.
  - TLE is not paid on no-cost orders, separation orders, or on permissive orders.

#### Clarification for claiming TLE - Temporary Lodging Expenses:

1. TLE is payable for Lodging and Meals or Meals only at either the old or new PDS (Permanent Duty Site) location (usually within a 60 mile radius of the unit).
2. The maximum TLE payable is 10 days which may be divided between the old and new PDS. However, only 5 days TLE is allowed if you are leaving CONUS.
3. An itemized lodging receipt is required for reimbursement of lodging costs.

You must indicate in block 18 the City and State where you stayed.

4. If you stay with an individual and not a hotel/motel business establishment you are only entitled to reimbursement for the meal portion of the TLE.

The maximum daily TLE amount allowed is \$110.00 which includes the meal portion. Reimbursement of TLE is based on formula using various factors, BAH rate, number of travelers etc. therefore your reimbursement may be less than the your actual expense.

TLE is not paid for days when Per Diem is paid.

TLE is not paid for the first or last move when entering or leaving active duty.

**Shipping  
A  
POV**

## How to Complete a Military PCS Travel Claim

For shipment of POV please refer to Chapter 5, Part E of the JFTR.  
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

POV delivery/pick-up when travel is not concurrent with PCS travel, the member is authorized round trip auto mileage at the TDY auto mileage rate.

Travel aboard the Alaska Marine Highway system is not considered shipment of a POV.

## How to Complete a Military PCS Travel Claim

### Shipping A POV

#### Shipment of POV INCONUS – JFTR U5417

When An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

- (a) Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;
- (b) Member and dependents then travel at one time in one POC;
- (c) Government's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT Plus' for driving two POCs to the new PDS (example, par. U5417-D); **and**
- (d) Member is financially responsible for all excess costs/additional expenses associated with POV transportation.

## How to Complete a Military PCS Travel Claim

Beginning  
your PCS  
Claim

### To begin your PCS claim process you will need:

- Your original PCS travel orders and any amendments.
- DD Form 1351-2 (revised March 2008)
- Receipts for lodging, AMHS, and any item \$75.00 or more.

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### Important!

A complete and legible travel claim is required to receive correct reimbursement.

To begin your PCS Travel Claim process you will need:

- Your original PCS Travel Orders
- DD Form 1351-2 revision date Marc 2008 - other editions are obsolete
- Your receipts for transportation such as air fare or rental car, lodging and any individual item which cost \$75.00 or more.

Important:

A complete and legible travel claim is needed to receive correct reimbursement in a timely manner.



## How to Complete a Military PCS Travel Claim

Mark all the applicable blocks, entitlements **will not** be paid for blocks not marked!

Important! These blocks (6a-d) are mandatory for claiming DLA, single or married. Enter the member's current physical residential address. If the member has not secured a permanent residence in the vicinity of the new PDS, the duty address may be used. Note in block 29 if member is establishing a residence in the vicinity of the PDS and if dependents accompanied the member to the new PDS.

Blocks 1-11

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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
2. NAME (Last, First, Middle Initial) (Print or type) COASTIE, SAMUEL J.		3. GRADE YN2	4. SSN 987-65-4321	5. TYPE OF PAYMENT (if as applicable) TOY <input type="checkbox"/> Member/Employee <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Other <input checked="" type="checkbox"/> Dependents <input checked="" type="checkbox"/> DLA			
6. ADDRESS: a. NUMBER AND STREET 1234 MAIN ST		b. CITY ANYTOWN	c. STATE VA	d. ZIP CODE 22203	10. FOR D.O. USE ONLY		
e. E-MAIL ADDRESS SAMUEL.J.COASTIE@USCG.MIL		7. DAYTIME TELEPHONE NUMBER & AREA CODE 703-555-9999		8. TRAVEL ORDER AUTHORIZATION NUMBER 1210G80PRA1T8000	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES 3,457.29	a. D.O. VOUCHER NUMBER	b. SUBVOUCHER NUMBER
11. ORGANIZATION AND STATION CG PSC (EPM)							

List your new unit

List your total travel advance.  
Do not include advance pay.

- PAYMENT:** Elect the manner in which you would like your reimbursement delivered; either EFT or Check. The Split Disbursement option is not currently available.
- NAME:** Enter your name as: Last Name, First Name, Middle Initial.
- GRADE:**
  - Military Personnel - Your rank or rate and paygrade YN2(E5), CDR(05) etc.
  - Civilian Employees - Your civilian grade, GS-7, WG-3 etc.
  - Auxiliarists Enter "AUX"
- SSN:** Your 9 digit Social Security Number.
- TYPE OF PAYMENT:** Mark all applicable blocks such as PCS, DLA, Member and Dependents. If you received an advance for DLA, you must still check the box to liquidate the amount on your claim.
- ADDRESS:** Please indicate your current [a] Street Address, [b] City, State and [c] Zip Code. Note: These blocks are mandatory for claiming DLA, single or married. Enter the member's current physical residential address. If the member has not secured a permanent residence in the vicinity of the new PDS, the duty address may be used. Note in block 29 if member is establishing a residence in the vicinity of the PDS and if dependents accompanied the member to the new PDS.
- DAYTIME PHONE NUMBER.**
- TRAVEL ORDER NUMBER:** Also known as a "TONO." For your PCS this will be a 16 digit number beginning with 12 and ending with 000. It's listed on your PCS orders about halfway down the first page.

## How to Complete a Military PCS Travel Claim

Indicate whether or not your dependents traveled with you.

List your dependents here.

List your dependent's previous address here.

Blocks 12-14

12. DEPENDENTS (X and complete as applicable)			13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)	14. PAID BY
<input checked="" type="checkbox"/> ACCOMPANIED	<input type="checkbox"/> UNACCOMPANIED		987 SECOND ST	
3. NAME (LAST, FIRST, MIDDLE INITIAL)	4. RELATIONSHIP	5. DATE OF BIRTH OR MARRIAGE	SAN DIEGO CA 94321	
COASTIE, JANE D.	SPOUSE	01/25/99		
COASTIE, RANDY L.	SON	08/18/03		
			14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X ONE)	6. COMPUTATIONS
			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)	

Indicate whether or not your household goods have been shipped.

12. DEPENDENTS: Indicate if your travel was accompanied, with your dependents, or unaccompanied. For each dependent show their:

- NAME: Last Name, First Name and Middle Initial
- RELATIONSHIP: Spouse, husband, son, daughter etc.
- DATE OF BIRTH OR MARRIAGE: Use the date of marriage for the spouse, and birth date for all children. Any other dependents should use the date of dependency as authorized by PPC.

13. DEPENDENT ADDRESS ON RECEIPT OF ORDERS: if you have dependents, what was their address when you received these orders?

14. HAVE HHGs BEEN SHIPPED: This includes a DITY or Self-Procured Move. If not, you should explain in the remarks.

## How to Complete a Military PCS Travel Claim

Block 15

Enter the year in which travel began.

Enter the month and day of each departure and arrival.

Enter each departure and arrival made in conjunction with these PCS orders. List units as necessary.

Two letter code for mode of travel.

15	ITINERARY	1	2	3	4	5	6	7
DATE	PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	MEANS/MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES			
2010								
14 JUN	DEP CG SECTOR SAN DIEGO, CA	PA						
07 JUL	ARR CG PSC	MC			2691			
	DEP ARLINGTON VA							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							

Leave blank

Official mileage from the old to the new duty station

### 15. ITINERARY:

[a] DATE: Enter the year, 2010 etc.

DEP/ARR: Enter each departure and arrival date made in conjunction with these orders. Only list places where the mode of travel changes. There is no need to list leave locations or places where you stayed overnight.

[b] PLACE: Enter the location of each departure and arrival made during the trip. List your new assignment in the final arrival destination.

[c] MEANS/MODE OF TRAVEL: Enter the two letter code indicating how you traveled. (Codes are found on page 2, (back) of the DD 1351-2)

[d] REASON FOR STOP: Use the two letter code for your reason for stopping.

[e] LODGING COST: Leave blank. Per Diem is automatically upon submission of the claim. TLE is claimed under Reimbursable Expenses.

[f] POC MILES: This is the mileage from the old to the new PDS as listed on the orders or from the Defense Table of Distances.

## How to Complete a Military PCS Travel Claim

This itinerary shows multiple modes of travel.

Enter the month and day of each departure and arrival.

Enter each departure and arrival.

Two letter code for each mode of travel.

Official mileage.

Block 15  
Multiple  
Modes

15. ITINERARY		a. DATE (2010)		b. PLACE (Home, Office Base, Activity, City and State, City and Country, etc.)		MEANS/MODE OF TRAVEL	REASON FOR STOP	* LODGING COST	† POC MILES
14	JUN	DEP	CG D17, JUNEAU, AK			CV			
18	JUN	ARR		BELLINGHAM, WA		AT			
18	JUN	DEP				PA			
07	JUL	ARR	CG PSC	ARLINGTON, VA		MC		2851	
		DEP							
		ARR							
		DEP							
		ARR							
		DEP							
		ARR							
		DEP							
		ARR							
		DEP							
		ARR							

### 15. ITINERARY:

[a] DATE: Enter the year, 2010 etc.

DEP/ARR: Enter each departure and arrival date made in conjunction with these orders. Only list places where the mode of travel changes. There is no need to list leave locations or places where you stayed overnight.

[b] PLACE: Enter the location of each departure and arrival made during the trip. List your new assignment in the final arrival destination.

[c] MEANS/MODE OF TRAVEL: Enter the two letter code indicating how you traveled. (Codes are found on page 2, (back) of the DD 1351-2)

[d] REASON FOR STOP: Use the two letter code for your reason for stopping.

[e] LODGING COST: Leave blank. Per Diem is automatically upon submission of the claim. TLE is claimed under Reimbursable Expenses.

[f] POC MILES: This is the mileage from the old to the new PDS (or between points listed in itinerary) as listed on the orders or from the Defense Table of Distances.

Blocks 16-18

## How to Complete a Military PCS Travel Claim

If you used a privately owned conveyance (POC) for any portion of this transfer, indicate whether you were the owner/operator or a passenger.

This block is not applicable for PCS claims.

16. POC TRAVEL (X ONE)		X OWN/OPERATE		PASSENGER		17. DURATION OF TRAVEL	
18. REIMBURSABLE EXPENSES							
A. DATE	B. NATURE OF EXPENSE	C. AMOUNT	D. ALLOWED				
20JUN10	TLE (05 DAYS)	1,290.57			12 HOURS OR LESS		
12JUL10	TLE (05 DAYS)	967.98			MORE THAN 12 HOURS BUT 24 HOURS OR LESS		
7JUL10	TOLLS	15.00			MORE THAN 24 HOURS		
19. GOVERNMENT DEDUCTIBLE							
A. DATE		D. NO. OF					

Claim items such as TLE, tolls, airline or ferry ticket, and mileage to and from vehicle shipping ports.

16. POC TRAVEL: If you traveled by a privately owned vehicle for any portion of this transfer indicate whether you were the owner/operator, responsible for the operating expenses, or a passenger.

17. DURATION OF TRAVEL: This is not applicable for a PCS claim.

18. REIMBURSABLE EXPENSES: This is where you claim items such as Temporary Lodging Expense, Tolls, airline or ferry tickets (that were paid by the member), or mileage to and from vehicle shipping ports.

## How to Complete a Military PCS Travel Claim

Receipts are required for lodging, and/or any item over \$75.

Claims for TLE require an itemized receipt.

Receipts must show a form of payment.

Tolls may only be claimed from the direct route between the old and new PDS. JFTR U5105-B

16. POC TRAVEL (X 16)		<input checked="" type="checkbox"/> OWN/OPERATE		PASSENGER		17. DURATION OF TRAVEL	
18. REIMBURSABLE EXPENSES							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		12 HOURS OR LESS		
20JUN10	TLE (05 DAYS)	1,290.57			MORE THAN 12 HOURS BUT 24 HOURS OR LESS		
12JUL10	TLE (05 DAYS)	967.98			MORE THAN 24 HOURS		
7JUL10	TOLLS	15.00					
19. GOVERNMENT DEDUCTIBLE							
a. DATE		b. NO. OF					

16. POC TRAVEL: If you traveled by a privately owned vehicle for any portion of this transfer indicate whether you were the owner/operator, responsible for the operating expenses, or a passenger.

17. DURATION OF TRAVEL: This is not applicable for a PCS claim.

18. REIMBURSABLE EXPENSES: This is where you claim items such as Temporary Lodging Expense, Tolls, airline or ferry tickets (that were paid by the member), or milieage to and from vehicle shipping ports.

## How to Complete a Military PCS Travel Claim

You MUST sign your claim and have an Approving Officer signature for your claim to be processed.

An Approving Officer signature is not required if you are making your final claim upon separation or retirement.

Blocks 20-28

20 a. CLAIMANT SIGNATURE S. J. COASTIE		b. DATE 15JUL10	
c. REVIEWER'S PRINTED NAME		d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER
f. DATE			
31 a. APPROVING OFFICIAL'S PRINTED NAME A.O. REVIEWER, YNC, USCG		b. SIGNATURE	c. TELEPHONE NUMBER
22. ACCOUNTING CLASSIFICATION		202-555-1234	
32. DATE		15JUL10	
33. COLLECTION DATA			
34. COMPLETED BY	35. AUDITED BY	26. TRAVEL ORDER AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)
		38. AMOUNT PAID	

Signatures should be in blue ink.

Leave Blocks 22 through 28 blank

20a/b. CLAIMANT SIGNATURE: DATE:

21a/b. APPROVING OFFICER SIGNATURE: DATE

- It is important that you sign and date and that an Approving Officer, or Administrative Reviewer sign and date your claim
- Your claim can not be processed with both of these signatures unless you are making a final claim upon discharge or retirement.

22 through 28: These blocks are not used.

### How to Complete a Military PCS Travel Claim

- If you have received advances for member and dependent travel, then a travel claim should not be submitted until all travel is complete.
- If you travel separately from your dependents, you should fill out two travel claims. Check "Member" in block 5 on one claim and "Dependent's" in the other. Mail both claims together.
- If you need to file a supplemental claim, make a copy of your initial claim and write "SUPPLEMENTAL" at the top. Handwrite any changes on the claim. Then you and the AO should resign in blue ink.

### How to Complete a Military PCS Travel Claim

- If you are married to another Coast Guard member, write "MEMBER TO MEMBER" at the top of the claim. If possible, mail both claims together.
- If you are authorized a delay in route, must travel to meet your unit away from home port, or travel differently than authorized on your orders, you must get an amendment to your orders.

**Sending  
Your  
Claim**

## How to Complete a Military PCS Travel Claim

Here's what to mail:

- DD-1351-2 (ver. Mar 2008) and any continuations sheets
- Original orders
- Any amendments to orders (originals)
- Receipts associated with TLE
- Receipts for items \$75 or more
- Itinerary for Alaska Marine Highway System or airline tickets, even if charged to the Coast Guard.

Send your claim to:

Commanding Officer (TVL)  
Pay & Personnel Center  
444 SE QUINCY ST  
Topeka, KS 66683-3591

## How to Complete a Military PCS Travel Claim

Additional information about PCS entitlements are detailed in Chapter 5 of the JFTR:

<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>

If you need more room to claim additional items, use DD Form 1351-2C - Continuation Sheet.

If you need space to record remarks, use the space provided on the reverse side of the DD 1351-2.

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For additional information please visit our website:

<http://www.uscg.mil/ppc/tvl.asp>

our blog:

<http://uscgppc.blogspot.com/search/label/PCS>

or call PPC Customer Care at: 1-800-772-8724