



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7220.4
Code N3
18 November 1996

PERSUPPACT SAN DIEGO INSTRUCTION 7220.4

Subj: PROCESSING TEMPORARY DUTY (TDY) TRAVEL CLAIMS BY FACSIMILE TRANSMISSION

Ref: (a) Joint Travel Federal Regulation (JFTR) VOLS 1 and II
(b) DFAS-HQ memo 9 Oct 1996
(c) Travel Advisory 04/96
(d) Military Pay Advisory 71/96

Encl: (1) Approving Official (AO) Check-Off List
(2) Travelers' Responsibility List

1. Purpose. To provide procedures and guidelines for processing TDY travel claims received by means of Facsimile transmission.
2. Background. References (a) through (d) authorized members of the Department of Defense (DoD) components to submit TDY travel claims and supporting documents by means of Facsimile transmission in lieu of the original signed voucher(s) and supporting documents. The travel claims must be reviewed and approved by the customer command's Approving Official (AO) prior to transmission. The servicing Personnel Support Activity Detachment (PERSUPPDET) will process the claim and treat the facsimile transmitted travel claims package as original documents.
3. Applicability. Reference (d) states it is legally acceptable for PSD's to settle travel claims with faxed signatures. This authorization is a major customer service enhancement for customers located far from the PSD and customized procedures should be made to allow it. In general, customers that are within 50 miles of the PSD should continue to use current methods, delivering original documents to the PSD. OIC's are urged to make exceptions for local commands when urgent action is required, and the use of fax makes sense.
4. Points of Contacts. The servicing PERSUPPDET will maintain a list of names with specimen signatures and phone numbers of personnel authorized by the customer commands to send and receive facsimile transmitted travel claims to the servicing PERSUPPDET. This is an audit item and must be kept current at all times.
5. Procedures and guidelines
 - a. Training. The servicing PERSUPPDET will assist the customer command AOs in implementing this instruction and responding to inquiries concerning travel entitlements and regulations. Enclosures (1) and (2) contain strict guidance procedures.

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b. Upon Receipt. Examine the travel claims package. Ensure all supporting documents are legible and complete. Immediately contact the originating AO if the travel claims package is incomplete or ineligible for processing. Log-in the claims for processing.

c. Processing of Travel Claims. Treat and process the travel claims package as original documents. Determine and compute travel entitlements. Pay travel claims by EFT or check mailed to a designated address.

d. Distribution of Documents. Upon payment, attach a copy of the Travel Voucher Summary sheets to the travel claims package. This is your retain file. FAX a copy of the Travel Voucher Summary sheets (not the whole package, just the summary sheets) back to the customer command's AO.



J. H. GAZE

Distribution:

PERSUPPACTSANDIEGOINST 5216.1H, List II

PSD FAX NR: _____

**THE AUTHORIZING OFFICIAL (AO) CHECK OFF LIST PRIOR TO FAXING TRAVEL
CLAIMS TO SERVICING PERSUPPDET**

The following list of items will assist the local AOs when validating and sending travel claims by fax to the servicing PERSUPPDET. The local AO may substitute or add other items not mentioned in this list to fit their requirements.

1. The Approving Official (AO) must be designated in writing by the command's CO. A current list of designated AO(s) with specimen signatures and phone numbers must be provided to the servicing PERSUPPDET.
2. Standard contents of a Travel Claims Package (1 copy each only): (All copies must be of photo quality. The AO can pen and ink copies if necessary)

Travel Orders (ensure orders are signed and the accounting data is accurate and complete)
Endorsement/Addendum/Modification (if any)
Lodging receipts
Receipt for any expense of \$75.00 or more
Travel Voucher or Subvoucher (DD Form 1351/2)

The traveler may put more than one receipt on each page of the fax.

3. Required information on the DD Form 1351/2 (Printed or Typewritten):

Block 1: Method of payment (EFT or Check only)
Block 2: Type of payment (TDY/member/employee/dependent)
Block 4 - 6: Name, Rank/Grade, and SSN
Block 7(a-d): Address (Number, Street, City, State, ZIP Code)
Block 8 - 11: Telephone number, Travel SDN number, Advance payment (if any) and Command/Unit
Block 15 (a-g): Itinerary. Must complete Block 18 if traveling by POC
Block 16 (a-d): Reimbursable expenses (e.g. Lodging, Car rental, Gas)
Block 17 (a-d): Leave taken in conjunction with TDY
Block 18: Must fill when claiming POC reimbursement
Block 21 (a-b): Claimant's signature and date
Block 22 (a-b): Approving Official's (AO) signature and date

4. Expenses claimed by the traveler are authorized/approved. Expenses must be within the Per Diem limits. The PERSUPPDET will only pay the allowed rates.
5. Receipts for expenses of \$75.00 or more are included in the package. If receipts are lost, the Traveler must certify in writing the expenses are factual containing information such as dates, type location and cost. Note: Lodging receipts are always required regardless of the cost.

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6. Travel claims are signed in appropriate blocks. Don't forget to sign approval authorization for long distance calls, if approved.
7. All travel documents are clear and legible for Facsimile transmission.
8. Advise the traveler to keep the original travel claim payment voucher, and related documents for a minimum of three years. The IRS requires retention of taxable records for audit purposes.
9. Claims disputes are settled between the AO and the traveler before FAXing the travel claims package.
10. Consult with the servicing PERSUPPDET for Travel Entitlements/Regulations.
11. Sign and date Block 22a of the Travel Voucher or Subvoucher (DD Form 1351/2).
12. Transmit travel claims within 2 working days of the traveler(s) submission of claim(s).
13. Follow-up or confirm by phone if the travel claim package(s) is/are received by the servicing PERSUPPDET.
14. Provide the member a copy of the Travel Voucher Summary sheets This is the proof of payment. The AO may retain a copy for command budget tracking/control purposes.

TRAVELER'S RESPONSIBILITY

1. The traveler is expected to exercise the same care and regard for expenses as a prudent person would exercise when traveling at personal expense. The traveler should maintain records to validate expenses.
2. Prepare original travel claim (DD Form 1351/2) in ink or typewritten. Fill-in the necessary information required by the AO.
3. Attach to the travel claim (originals only) Travel Orders and any Addendum, Modification, Endorsement, Lost receipt statement (if any), Expense receipts for Lodging, Car Rental, and any other expenses for \$75.00 or more.
4. Sign and date DD Form 1351/2.
5. Submit travel claims package to the command AO for approval within 5 working days after the date of return from TDY.
6. Settle any travel claim dispute with the AO.
7. Retain original travel claims, receipts, and payment voucher for a period of 3 years. The paid travel claims package must be available for audit as required.