## TRAVELER CHECKLIST NPPSC 1300/2 (02-2017)

Supporting Directive NPPSCINST 5213.1

## Temporary Duty Travel (TDY) Checklist

**User**: All military personnel on Annual Training/Active Duty for Training (AT/ADT), Temporary Duty (TDY), Individual Augmentee (IA), Mobilization (MOB) travel, and DoD Civilians.

**Purpose**: This checklist is required to be used by the Traveler(TVLR) and Authorizing Official (AO) to ensure travel claims are completed correctly and comply with the intent of the orders before submitting. Claims are to be completed within five business days upon completion of travel.

TVLR	AO				
		Provide Initial Orders (stamped/endorsed with no highlights).			
		Do you have an order modification? If yes, provide ALL modifications.	Yes	No	
		Provide NPPSC 7000/1 Travel Electronic Funds Transfer (EFT) Information			
		Signed DD 1351-2 Travel Voucher or Subvoucher.Verify ALL blocks, paying close attention to:Block 1- Mandatory for ALL Government Travel Charge Card holders.Block 4- Full SSN required.Block 5- TDY Member/Employee.Block 15- Refer to the reverse page of the DD 1351-2 for correct codes.Block 16- Must be marked if mileage is claimed.Block 18- Must include all reimbursable expenses.Block 21- Must have AO's signature.			
		Provide all lodging receipts with a zero balance (regardless of the amount).			
		Did you obtain commercial lodging? If yes, provide Certificate of Non-Availability.	Yes	No	
		Did you utilize a lease while TDY? If yes, the paid receipt and lease are required.	Yes	No	
	Receipts with a zero balance for all reimbursable expenses \$75.00 and above.				
	Was leave taken while TDY? If yes, please provide approved leave request. Y				
	Are you claiming in and around mileage? If yes, please provide daily log.				
		Is airline ticket claimed? If yes, provide paid receipt and CTO endorsement. Yes N			
	Is rental car claimed? If yes, provide paid receipt and CTO endorsement.			No	
Remarks	s:		1 1		

Member Name:	Member Signature:	Date:
CPC/Authorized Official Name:	CPC/Authorized Official Signature:	Date: