



TRAVEL PAY TIPS SETTLEMENTS

Mailing Address

Defense Finance & Accounting Service
DFAS-SA/FPT
500 McCullough Ave.
San Antonio, TX 78215-2100

- Q. HOW DO I GET REIMBURSED FOR TRAVEL?**
To get reimbursed for travel expenses, you must submit an original DD 1351-2, available on Form Flow.
- Q. WHEN SHOULD I SUBMIT THE TRAVEL VOUCHER?**
You should submit you DD 1351-2 within five days of completing travel.
- Q. WHAT DOCUMENTS ARE REQUIRED?**
The basic travel package includes:
- Original DD Form 1351-2 with original signature of traveler and supervisor.
 - A copy of your orders and amendments (if any)
 - The original itemized lodging receipts.
 - The original of all receipts for rental car, fees, etc. Also include receipts for any miscellaneous expense of \$75.00 or more.
 - Itinerary and airline ticket stub.
- Q. WHERE DO I MAIL MY SETTLEMENT VOUCHER?**
Turn your voucher into Resource Management Division. Your voucher will be Fed Ex'd to DFAS, San Antonio, TX. The voucher will be processed by the DFAS Travel Branch. Any payment due the traveler will be electronically deposited to the traveler's bank account, normally within three weeks of receipt of the voucher by DFAS.
- Prior to turning in your voucher to RMD, please:
- Sign your voucher and obtain signature of your supervisor on the voucher.
 - Submit your voucher with attachments stapled to voucher. (Only 1 copy required, keep a copy for yourself until payment is received from DFAS)
 - Do not staple more than one voucher with attachments together.
 - Double check your voucher to ensure all information is correct.
 - Provide a day-time phone number.
- Q. WHERE DO I CALL FOR QUESTIONS?**
If you have questions concerning your travel payment or need additional information, please call a customer service representative at DFAS: 210-527-8234 or DSN 448-8234.

15 May 03/dlg