

REVIEWER'S CHECKLIST

Remarks: After travel completion, each traveler must prepare a DD Form 1351-2. The traveler's commander/supervisor **must review** the completed voucher prior to sending the voucher to the Defense Accounting Office (DAO), for payment. The designated reviewer **can not** be the traveler. The commander/supervisor's review is not intended as a payment computation. Neither is it for approval of items of the claim. Rather it ensures that the claim is complete and proper, and complies with the intent of the orders. The travel voucher will contain or be supported by a complete and correct itinerary, itemization of reimbursable expenses (when required), and information as to the mode of transportation used. If the reviewer would follow these few steps, the processing of the voucher can be made in a more accurate and timely manner.

1. Claim presented on an original travel voucher with an original signature and date.
2. Three (3) copies of each travel order and amendments.
3. Three (3) copies of travel advance, if received, and amount entered in **Block 10** of DD Form 1351-2.
4. Administrative data on the voucher agrees with the orders.
5. **RECEIPTS:** The original receipt and two (2) copies of the following when reimbursement is claimed:
 - a. Lodging regardless of cost, it should be a daily itemized statement with a zero (0) balance, or credit card receipt.
 - b. Rental car charges and all gas receipts. Gas receipts should be taped on a sheet of paper. All small receipts are to be tapped down on paper.
 - c. Registration fees and tuition costs. If no receipt, a copy of the canceled check or credit card receipt.
 - d. All expenses, **\$75.00 or more**, for all other reimbursable expense, i.e., taxis, traveler checks.
 - e. Official phone calls must be approved in **Block 20** on DD Form 1351-2 (Travel Voucher). Copy of charges is required no matter the amount.
 - f. Airline itinerary and last copy of airline ticket.
6. Statements of non-availability are attached.
7. Claim is reasonable and consistent with the mission as authorized on DD Form 1610 (Travel Order).
8. Authorized and used rental car was appropriate to the mission and number of travelers and lowest cost available. (***Cost limited to Carlson Travel Network, Building 108, Fort Hood, TX.***)
9. Traveler did not use more days than necessary to perform the mission.
10. When foreign currency was used, traveler's claimed reimbursable expenses must be in both foreign currency and U.S. dollars.
11. Reviewer places "Reviewed (date) and signs over his/her typed/printed name in the upper right hand corner of DD Form 1351-2." (***Do not use Block 22 for this signature***)