How to:

Mobilization Travel Voucher

NEEDED DOCUMENTS

MOB ORDERS/ ANY Amendments

TCS ODERS/ Any Amendments

REFRAD ORDERS/ Any Amendments

DD 214/ If applicable DD 214C

DA 31 (Stamped one) OR Memorandum From Commander

Examples Follow

FOR OFFICIAL USE ONLY - PRIVACY ACT

MOB ORDERS

OFFICE OF THE ADJUTANT GENERAL STATE OF NEW YORK 330 OLD NISKAYUNA ROAD LATHAM, NEW YORK 12110-2224

ORDERS 080-088

21 March 2011

(QA7AA-712) 1700 PARKWAY EAST

SGT 107 MP CO (-) UTICA

NY 13501

You are ordered to active duty as a member of your Reserve Component Unit for the period indicated unless sooner released or unless extended. Proceed from your current location in sufficient time to report by the date specified. You enter active duty upon reporting to unit home station.

REPORT TO HOME STATION: 15 June 2011 , UTICA G1
REPORT TO MO3 STATION: 18 June 2011 , Ft Bliss
Period of active duty: Not to exceed 490 days
Purpose: IN SUPPORT OF OPERATION ENDURING FREEDOM
Mobilization Category Code: G
Additional instructions:

- (a) You are ordered to active duty for a period of less than 30 days for mobilization processing that includes medical & dental screening and/or care.
- (b) If upon reporting for duty you fail to meet deployment medical standards (whether because of a temporary or permanent medical condition, you may be released from active duty, returned to your prior reserve status, and returned to your home address, subject to a subsequent order to active duty upon resolution of the disqualifying medical condition.
- (c) Pursuant to Presidential Executive Order of 14 Sep 01, you are relieved from your present reserve component status and ordered to active duty not to exceed 25 days for mobilization processing. Proceed from your present location in sufficient time to report by the date specified.
- (d) This is not a permanent change of station (PCS), normal PCS entitlements and allowances and relocation of family members are not authorized. Soldiers are deployed in a TCS status/unit members will travel as a group.
- (e) The soldier will be excluded from the Active Army end-strength per section 115, title 10, USC, and will not be placed on the active duty list (sections 641 (1)(D) and 620 (a), Title 10, USC).
- (f) Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check on line at www.ESGR.org if you have questions regarding your employment/reemployment rights.
- (g) You are ordered to active duty with the consent of the Governor of New York. All Soldiers will call the JOC (518-786-6104) upon arriving at MOB Station.
- (h) POV storage may be authorized for both regular active duty and RC single Soldiers; Soldiers married to another service member when both are deployed; and Soldiers married to another service member residing at a different permanent duty stations.
- (i) 21 1 2020.0000 B1 BITC 135197 21T1/T2 VFRE F4209 AZVARE 12161 SAF
- (j) Meals and lodging will be provided at no cost to the Soldier. Claims for reimbursement require a statement of non-availability control number.

MOB ORDERS

FOR OFFICIAL USE ONLY - PRIVACY ACT

ORDERS 080-088 HQ NY NG, OTAG, 21 March 2011 Additional instructions (cont): (k) FOR UNRESOLVED PAY ISSUES, CONTACT THE ARMS Pay Ombudsman at tell-free 1-877-ARNGFAY or by email at ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL FOR ARMY USE Auth: 10 USC 12302 FUSA Perm Order #1A-10-321-001, dated 17 Nov 2010 Acct clas: Enl pay/alw: 211/2/3 2010.0000 01-1100 P2A200 11**/12** VFRE F1201 5570 01ENGU \$12120 Enl tv1/pd: 2112020.0000 B1 B1TC 135197 21T1/T2 VFRE F4209 AZVAZE 12161 SAF Enl pay/alw: 212/2/3 2010.0000 01-1100 P2A200 11**/12** VFRE F1201 5570 01ENGU 512 Enl tvl/pd: 2122020.0000 B1 B1TC 135197 21T1/T2 VFRE F4209 AZVAZE 12161 SAF SDN: SUR4393T080088 Sex: M MDC: PM PMOS/AOS/ASI/LIC: 19D2, HOR: DOR: 17-DEC-07 PEBD: 15-MAR-04 Security Clearance: S Comp: ARNGUS Format: 165 FOR THE ADJUTANT GENERAL: HQ, NYARNG 11 OFFICIAL DISTRIBUTION: THERESA VANCORT MOB Orders COL, AG, NYARNG Director Military Personnel

MOB ORDERS AMENDMENT

FOR OFFICIAL USE ONLY - PRIVACY ACT

OFFICE OF THE ADJUTANT GENERAL. ORDERS 178-036 26 June 2012 Following order is amended as indicated. So much of: Orders 080088 this Hq dtd 21 March 2011 Pertaining to: MOS for 089-78-4393 SGT 107 MP CO (-) (QA7AA-712) Home Station: 1700 PARKWAY FAST UTICA NΥ 13501 As reads: Period of active duty: Not to exceed 400 days(18JUL12) How changed: Period of active duty: Not to exceed 408 days (26JUL12) PDMRA 20120627-20120627 PATERNITY LEAVE 20120608-20120707 SDN: SUR4393T080088 Auth: 10 USC 12302 FUSA Perm Order #1A-10-321-001, dated 17 Nov 2010 APC DJMS RC: D7EMOB PM/TDC: MOB MOB Format: 700 * FOR THE ADJUTANT GENERAL: HQ. NYARNG OFFICIAL DISTRIBUTION: THERESA VANCORT MOB Orders COL, AG, NYARNG Director Military Personnel

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TCS ORDERS

DEPARTMENT OF THE ARMY

HEADQUARTERS, FORT BLISS 1733 PLEASONTON ROAD FORT BLISS, TX 79916-6816

ORDERS: BL-200-0170 19 July 2011

9

SGT 0107 MP CO

COMBAT SPT (WQA7AA)

You are deployed in a Temporary Change of Station (TCS) status as shown below and are to return to your permanent station upon completion of your tour in support of this operation. You will submit a reviewed travel voucher for this travel to the finance office within 5 working days after return to home station.

Assigned to: 0107 MP CO COMBAT SPT (WQA7AA)

Purpose: Deployment will be in support of OPERATION ENDURING FREEDOM GUANTANAMO BAY, CUBA Number of days: Not to exceed 362 days.

Will proceed on or about: 23 July 2011

Security Clearance: SECRET, NONE 12 April 2004

Accounting classification: 21 1 2020.0000 Bl BUTC 135197 21T1/T2 VPRE F4209 AZVAZE 12161 SAF Subject to Availability of Funds. The use of this funding/line of accounting without approval is prohibited and will result in an anti-deficiency act violation. All violations will be reported to ASA-FM&C and an official investigation will be conducted. Funding is authorized only for the fiscal year indicated on this order. Amendments will be required for future funding, subject to availability of funding. Soldiers and authorized Army officials must sign into https://mobcop.army.mil/DAMPSCTCS to retrieve copies of orders/amendments.

SDN: SUR4393T080088

Customer Identification Code (CIC): 2120B1AZVA12161 Movement designator code: PME1 Will Proceed Through: N/A Demob Station: Ft Bliss Additional instructions:N/A

Weapon: N/A

- a. This a Temporary Change of Station (TCS), Soldiers will be attached to TCS duty stations. Normal PCS entitlements, allowances, and relocation of family members are not authorized. Consolidated Personnel Policy Guidance (PPG) for Operations Iraqi Freedom and Enduring Freedom is found on the DCS, G-1 web site http://www.armygl.army.mil/militarypersonnel/policy.asp
- b. Soldiers must secure a reservation for the CONUS replacement center (CRC) in order to attend the mandatory training enroute to the CENTCOM AOR if applicable. Commands will call Army Travelers Assistance Center (ATAC) at 1-800-582-5552 or send an email to atac@hoffman.army.mil. CBA/IBA authorized for OCO TCS CONUS Travel (VARIATION NOT AUTHORIZED). All transportation to/from the CENTCOM AOR is funded by ARCENT. Commercial air is not authorized to/from the CENTCOM AOR without prior approval of the ARCENT CDR. The IMCOM LOA above must not be used to fund any transportation to/from the CENTCOM AOR. Use of IMCOM OCO TCS funds for commercial transportation is not authorized for travel to/from the AOR under any circumstance.
- c. Temporary storage of HHG authorized as provided by paragraph U4770A-A of the JFTR, but may impact on your BAH authorization. Contact your local transportation office for assistance. For BAH questions, please contact your supporting finance office.
- d. Travel by POV is authorized if duty is in CONUS as not advantageous to the government; cost of transportation is limited to Official Directed Mode; reimbursement is limited to the government cost of transportation. POV storage may be authorized, contact the local Installation Transportation Office (ITO) for assistance.
- e. Soldiers are authorized shipment of 4 checked bags one personal bag and two issued bags of OCIE (not to exceed 70 lbs/bag) and 1 standard carry-on bag on AMC/contracted flights. When AMC or contracted transportation is not available, Soldiers are authorized 4 checked bags weighing more than 50lbs to a max of 70lbs per bag authorized as excess baggage.
- f. Temporary Duty (TDY) Household Goods (HHG) Weight allowance is authorized for CONUS and OCONUS based personnel that are on active duty for a period greater than 200-days, excluding those areas designated as Hostile Fire/Immediate Danger Pay areas.
- g. You will bring only those items specified by the PPG or other appropriate authority. A list of those items will be provided by the servicing personnel service center/company.
- h. Soldier readiness processing will be accomplished prior to departure from losing installation/home station per chapter 4, AR 600-8-101. Losing installation commander will determine the extent of out-processing. Soldier will hand carry out-processing packet; field Military Personnel Records Jacket (MPRJ) along with associated transfer documents, records, and deployment packet to the gaining PSC or replacement activity.
- Government quarters and dining facilities will be used at the replacement activity and during deployment. Essential Unit Mess (BUM) has been declared by Assistance Secretary

TCS ORDERS

of the Army (Manpower and Reserve Affairs) ASA(M&RA) for the mobilization and demobilization sites not to exceed (10) days. Per diem payable is \$5.00 per day for CONUS and \$3.50 per day for CONUS for this period of duty.

- j. Within 48 hours of receiving these orders, the Soldier must check with the supporting installation housing office before securing temporary lodging at the duty location. If lodging is not available or Soldier is not assigned to an installation, the Soldier must contact Army Lodging Success within 48 hours but no sooner than 45 days prior to orders start date to obtain housing or a statement of nonavailability (SNA). For toll-free reservation services 24/7 contact: 1-866-363-5771; http://www.lodgingsuccess.com/ or central reservations at 1-800-462-7691 email: centeralreservations@redstone.army.mil. When issued an SNA to reside on the economy, the Soldier is authorized 55% of the local lodging, meals, and incidental per diem rate. Lodging Success will attempt to obtain lodging for the Soldier at the duty location no later than 3 working days after the Soldier has contacted Lodging Success. If Lodging Success is unable to obtain lodging during these 3 working days, they will issue an SNA for a temporary period (no longer than 8 days) at 100% per diem until suitable lodging can be obtained. If suitable lodging cannot be obtained, the Soldier will be issued an SNA to substantiate 55% of the local per diem for the remainder of the order.
- k. For Soldiers residing on installations, the per diem rate paid is based on availability of lodging and meals found in the world wide listing W/O official travel Government Quarters found at the following link: http://www.armymwr.com/portal/travel/lodging/.
- During period of assignment/deployment, gaining/deployed unit commander has
 responsibility for personnel service support to include awards and decorations, UCMJ, and
 all other forms of personnel and legal administration support except Reserve Component
 promotional authority.
- m. For active duty Soldiers, Basic Allowance for Housing (BAH) is based upon their permanent duty station. For RC Soldiers and retired Soldiers called or ordered to active duty, BAH is based on principal residence when ordered to active duty in a Temporary Duty (TDY) Status. Shipment of HHG and movement of dependents are not authorized in a TDY status.
- n. Soldier may submit interim travel voucher if otherwise entitled to per diem and/or travel for the monthly payment of accrual travel payment. Care should be taken to keep all required documents to support payments/request for payments. Soldier must submit all ASA(M&RA) waivers and SNAs issued when filing claims. All supporting documents must accompany the final settlement voucher.
- o. Use of leave during this deployment is recommended for all Soldiers. A copy of the leave record will be submitted upon completion of this operation with the final settlement voucher. If unable to take leave during this period of duty, selling back leave, with "no impact", applies only to RC Soldiers. The only option for AC Enlisted Soldiers is a one-time opportunity to sell back leave in excess of 120 days. The days sold back will be "charged" against their current leave balance and count against the 60 day career sell back limit. AC Officers do not have this option.
- p. Additional movement requirements will be completed using amendment orders, order format 401 or 700, as appropriate.
- q. Soldiers will logon to the AKO website at https://www.us.army.mil/portal/portal_home.jhtml and establish an AKO email account.

Format: 401

FOR THE COMMANDER:



C.D. YOUNG

TCS ORDER AMENDMENT

DEPARTMENT OF THE ARMY

HEADQUARTERS, FORT BLISS 1733 PLEASONTON ROAD FORT BLISS, TX 79916-6816

ORDERS: BL-200-0170 (A1)

30 September 2011



SGT 0107 MP CO

COMBAT SPT (WQA7AA)

The following order is amended as follows. So much of: Order BL-200-0170, HEADQUARTERS, FORT BLISS, dated 19 July 2011

Authority: PCN: N/A

Added:

Accounting Code

21 2 2020.0000 B1 B1TC 135197 21T1/T2 VFRE F4209 AZVA2E 12161

CIC: 2220B1AZVA12161

Funds are available upon the U.S. Congress Enacting FY12 Defense Appropriation. Funding is authorized only for the fiscal year indicated on this order. Amendments will be required for subsequent fiscal years. Soldiers and authorized Army officials must sign into https://mobcop.army.mil/DAMPSCTCS to retrieve copies of orders/amendments.

Format: 700

FOR THE COMMANDER:



DISTRIBUTION: 1- Cdr, Ft Bliss
1- Cdr, WQA7AA, 0107 MP CO COMBAT SPT,

TCS ORDER AMENDMENT

DEPARTMENT OF THE ARMY

HEADQUARTERS, FORT BLISS 1733 PLEASONTON ROAD FORT BLISS, TX 79916-6816

ORDERS: BL-200-0170 (A2)

22 October 2011

SGT 0107 MP CO

COMBAT SFT (WQA7AA)

The following order is amended as follows. So much of: Order BL-200-0170, HEADQUARTERS, FORT BLISS, dated 30 September 2011

Authority: PCN: N/A

Accounting classification

As Reads: 21 2 2020.0000 B1 B1TC 135197 21T1/T2 VFRE F4209 AZVA2E 12161 Funds are available upon the U.S. Congress Enacting FY12 Defense Appropriation. Funding is authorized only for the fiscal year indicated on this order. Amendments will be required for subsequent fiscal years. Soldiers and authorized Army officials must sign into https://mobcop.army.mil/DAMPSCTCS to retrieve copies of orders/amendments.

Changed To: 21 2 2020.0000 B1 B1TC 12101220F1M 21T1/21T2 VFRE F4209 AZVC2E 12161 Funds are available upon the U.S. Congress Enacting FY12 Defense Appropriation. Funding is authorized only for the fiscal year indicated on this order. Amendments will be required for subsequent fiscal years. Soldiers and authorized Army officials must sign into https://mobcop.army.mil/DAMPSCTCS to retrieve copies of orders/amendments.

Customer Identification Code (CIC)

As Reads: 2220B1AZVA12161

Changed To: 2220B1AZVC12161

Format: 700

FOR THE COMMANDER:



DISTRIBUTION: 1- Cdr, Ft Bliss
1- Cdr, WQA7AA, 0107 MP CO COMBAT SPT,

REFRAD ORDERS

DEPARTMENT OF THE ARMY HEADQUARTERS, 1ST ARMORED DIVISION & FORT BLISS FORT BLISS, TEXAS 79916-6816

ORDERS 174-0025 22 June 2012

DI TOC WY 70014

SGT 107TH MILITARY POLICE CO (-), (WQA7AA), FT

BLISS, TX 79916

You are released from active duty, not by reason of physical disability, and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty.

Effective date: 25 JUL 12

Assigned to: 107 MP CO (-), UTICA, NY 13501

Terminal date of Reserve obligation: Not applicable

Additional instructions: a. Soldier is eligible for Transitional Health Care under 10 USC Section 1145 until 25 January 2013. b. You are required to report directly to your rear detachment prior to commencement of transition leave. c. Soldier was REFRAD for contingency Operation

Enduring Freedom and the REFRAD is for demobilization of forces from a contingency operation.

FOR ARMY USE

HOR: ROCHESTER, NY

Place EAD or OAD: UTICA, NY

MDC: NZE2 Comp: ARNG

PEBD: Not applicable

Format: 523

FOR THE COMMANDER:

C. D. YOUNG ADJUTANT GENERAL

DISTRIBUTION: 020 PLUS ado

DD 214

ENTIFICATION PURPOSES	ERTIFICATE C	SAFEGUAR F RELEASE OR	DISCHARGE FRO	M ACTIVE D	UTY			
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28. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)

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DD Form 1351-2

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15. ITINERARY							_		d.		f.	\vdash				
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15Jun DEP		NY 14619		oiv.j			TRAVEL	S	TOP	0001	mices					
15Jun ARR	_	13501 (Du							TD		140					
18Jun DEP			,				GP									
18Jun ARR	Fort Bliss	TX 79916	(MOB Sta	tion)				1	ΓD							
23Jul DEP							GP									
23Jul ARR		no Bay, A						- 1	TD							
24Jan DEP	_	ear 2011-20					GP					_				
24Jan ARR		NY 14619		1 1			CD		LV			_				
07Feb DEP	,		orm 31 Atta	iched)			GP					<u> </u>				
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26Jul ARR	Utica, NY	13501 (Du	ty Station)						ΓD			· /	Mileage			
16. POC TRAVE	_		OPERATE		PASS	SENGE	R		17. D	JRATION OF TRA	VEL	(4)	Dependent Trave	el		
18. REIMBURS	ABLE EXPEN	SES										(5)	DLA			
a. DATE	ь	. NATURE O	F EXPENSE		c. AMOU	NT	d. ALLOW	/ED		12 HOURS OR	LESS	(6)	Reimbursable Ex	penses		
15Jun11	LAUND:	RY (\$2.00	x 35 day	s)	72	2.00				MORE THAN 12	HOURS	(7)	l otal			0.00
		I- 22 Jul 1								BUT 24 HOURS	OR LESS	(8) I	ess Advance			
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c. REVIEWER'S	PRINTED N	AME			d. SIGNATU	IRE						e. Ti	ELEPHONE NUM	MBER	f. C	ATE
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PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301: Departmental Regulations: 37 U.S.C. Section 404. Travel and Transportation Allowances. General: DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.

Applicable SORN: T7333 (http://privacy.defense.gov/notices/dfas/T7333.shtml).

ROUTINE USE(S): Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid $redundancy. \ \ Applicable \ \ SORN: \ \ \underline{http://dpclo.defense.gov/privacy/SORNs/component/dfas/preamble.html}.$

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credt to the DoD traveler's pay account for any residual or shortage.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

- 1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
- 2. Two copies of dependent travel authorization if issued.
- 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
- 4. Copy of GTR, MTA or ticket used.
- 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more
- 6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
	•		
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals

Adobe Professional 8.0

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN: (24 Jan 12- 07 Feb 12) DA Form 31 Attached
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

DD FORM 1351-2 (BACK), MAY 2011

Print

DD Form 1351-2C

			TRAVEL \	OUCHER O		DUCHE	ER			PAGE	3	OF	3	PAGES
NAN			Middle Initial) (Pr	rint or type)										
5. ITIN										3. FOR D	.o. US	E ONLY		
. DATE			b. PLAC (Home, Office, Base, State; City and C	E Activity City and		c. MEANS/	d. REASON FOR STOP	e. LODGING	f. POC MILES					
2012							FOR STOP	LODGING COST	MILES					
26Jul 26Jul	DEP ARR	Utica, N	Y 13501 (Duty	y Station)		PA	MG		140					
20341	DEP	Rochest	er, NY 14619 ((HOR)	-		MC		140					
	ARR													
	DEP													
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). GO	VERN	a. DAT	EDUCTIBLE ME E		OF MEALS			a. DATE			b. NO	D. OF M	EALS	
9. REI	MARK	(S												

TRAVEL VOU	CHER OR SUBVOUCHER	form. Use type	ct Statement, Penalty Statement, writer, ink, or ball point pen. PRI d, continue in remarks.	and II ESS H	nstructions on ARD. DO NOT	back use	before completing pencil. If more
1. PAYMENT Electronic Fund Transfer (EFT) Payment by Check	SPLIT DISBURSEMENT: The Paying Office representing travel charges for transportation, located designate a payment that equals the total of the NOTE: A split disbursement is only network Pay the following amount of this rein	dging, and rental car if neir outstanding gover ecessary when a G	you are a civilian employee, unless you nment travel card balance to the GTCC of GTCC is used while on official tra	elect a ontract vel fo	different amount. or. r the Governm	Militar	
T dyffiont by officer	T dy the following amount of this foll	iibursement uneen	y to the Government Travel Charge			*	
2. NAME (Last, First, Middle I	nitial) (Print or type)	3. GRADE	4. SSN	5. TY	PE OF PAYMENT	(X as	applicable)
				Χ	TDY	Member/Employee	

Block 1: PAYMENT (Check Box EFT)

Block 2: NAME (ex- DOE, JOHN S.)

Block 3: GRADE (ex- E-4)

Block 4: SSN (ex- 123-45-6789)

Block 5: TYPE OF PAYMENT (Check TDY Box)

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
e. E-MAIL ADDRESS			

Block 6: ADDRESS a. NUMBER and STREET b. CITY c. STATE d. ZIP CODE e. E-MAIL

(Ex- a. 1 MAIN ST b. ROCHESTER c. NY d. 14619

e. john.doe@us.army.mil (USE AKO)

ADDRESS MUST MATCH WHAT IS ON MOB ORDERS / AMMENDMENT

FOR OFFICIAL USE ONLY - PRIVACY ACT 080-088 HO NY NG. OTAG. 21 March 2011 ORDERS Additional instructions (cont): (k) FOR UNRESOLVED PAY ISSUES, CONTACT THE ARNG Pay Ombudsman at toll-free 1-877-ARNGPAY or by email at ARNG-MILPAYCARNG-FSC.NGB.ARMY.MIL FOR ARMY USE Auth: 10 USC 12302 FUSA Perm Order #1A-10-321-001, dated 17 Nov 2010 Enl pay/alw: 211/2/3 2010.0000 01-1100 P2A200 11**/12** VFRE F1201 5570 01ENGU S12120 Enl tv1/pd: 2112020.0000 B1 B1TC 135197 21T1/T2 VFRE F4209 A2VA2E 12161 SAF Enl pay/alw: 212/2/3 2010.0000 01-1100 P2A200 11**/12** VFRE F1201 5570 01ENGU S12 Enl tvl/pd: 2122020.0060 B1 BITC 135197 21T1/T2 VFRE F4209 AZVAZE 12161 SAF SDN: SUR4393T080088 Sew: M MDC: PM PMOS/AOS/ASI/LIC: 19D2 HOR: DOR: 17-DEC-07 PEBD: 15-MAR-04 Security Clearance: S Comp: ARNGUS Format: 165 FOR THE ADJUTANT GENERAL: 11 11 HQ, NYARNG 11 OFFICIAL DISTRIBUTION: THERESA VANCORT MOB Orders COL, AG, NYARNG

Director Military Personnel

	AYTIME TELEPHONE NUMBER &		8. TRAVEL ORDER/AUTHORIZATIO NUMBER			REVIOUS 0	OVER	RNMENT PAYMENTS/		
AH	(518) 555-5555	ΑĬ	ALL Order Numbers			DVANCES				
11. 0	RGANIZATION AND STATION									
12. DI	EPENDENT(S) (X and complete as ap	plicabl	le)	13. DEPENDENTS' ADDRESS ON RECEIPT						
	ACCOMPANIED	×	UNACCOMPA		(ORDERS (In	clude i	Zip Code)		
a.	NAME (Last, First, Middle Initial)	b. RE	ELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE						
					14. l	AVE HOUS (X one)	EHOL	D GOODS BEEN SHIPPED?		
						YES		NO (Explain in Remarks)		

Block 7: Phone Number (ex- 555-555-5874)

Block 8: Travel Order/ Auth Number (ex- 174-0025/178-036/080-088)

** Since there are many different orders and the order numbers will not all fit, just put the MOB order/amendment and REFRAD order numbers.

Block 11: Unit Name

Block 12: Dependents (Make sure unaccompanied is checked, this was an unaccompanied tour)

15. ITINE	RARY	3121 4	C. MEANS/					
2012		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES		
	DEP	Insert Address (HOR)	PA					
	ARR	Insert Address (Duty Station)		TD				
	DEP		GP					
	ARR	Insert Address (MOB Station)		TD				
	DEP		GP					
	ARR	Insert Address (Deployment Location)		TD				
	DEP		GP					
	ARR	Insert Address (HOR)		LV				
	DEP	(R&R Leave, DA Form 31 Attached)	GP					
	ARR	Insert Address (Deployment Location)		TD				
	DEP		GP					
	ARR	Insert Address (DEMOB Station)		TD				
	DEP		GP					
	ARR	Insert Address (Duty Station)		TD				

Block 15: ITINERARY

- ** When filling in dates follow orders precisely
- ** The only things that you should add/change from above example is the DEP/ARR date and filling in HOR location (must match address at top)
- ** POC Miles can be calculated using google maps
- ** Individuals who did not take leave just take out the R&R and the return to GTMO

Use MOB Orders, TCS Orders, DA 31, and DD 214

18. REIMBURS	ABLE EXPENSES		
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
DMY	LAUNDRY (\$2.00 x days)		
	DD MMM 11- DD MMM 11		
DMY	M&IE (\$5.00 x days)		
	DD MMM 11- DD MMM 11		
DMY	M&IE (\$3.50 x days)		
	DD MMM 11-DD MMM 12		
DMY	LAUNDRY (\$2.00 x days)		
	DD MMM 12- DD MMM 12		
DMY	M&IE (\$5.00 x days)		

Block 18: REIMBURSABLE EXPENSES

- These blocks you only need to add the correct dates/ number of days

EXAMPLE:

18. REIMBURS	ABLE EXPENSES		
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
15Jun11	LAUNDRY (\$2.00 x 35 days)	72.00	
	18 Jun 11- 22 Jul 11		
15Jun11	M&IE (\$5.00 x 35 days)	180.00	
	18 Jun 11- 22 Jul 11		
23Jul 11	M&IE (\$3.50 x 313 days)	1,095.50	
	23 Jul 11-14 Jun 12		
15Jun12	LAUNDRY (\$2.00 x 41 days)	82.00	
	15 Jun 12- 26 Jul 12		
15Jun12	M&IE (\$5.00 x 41 days)	205.00	

20.a. CLAIMANT SIGNATURE					
c. REVIEWER'S PRINTED NAME	d. SIGNATURE	e. TELEPHONE NUMBER	f. DATE		

Block 20.a.b.: Sign Your Name/ Date

c.: Have someone in your chain of command review/sign/#/date

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN: (DD MMM YY-DD MMM YY) DA Form 31 Attached
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

Second Page

Block 29:

a. Indicate dates on which leave was taken (Change the DD MMM YY to actual dates)

TRAVEL VOUCHER OR SUBVOUCHER (Continuation Sheet)				PAGE	3	OF	3	PAGES			
4. NAM	IE (L	ast, First, Middle Initial) (Print or type)									
15. ITIN	ERA	RY					3. FOR D.C). US	E ONLY		
a. DATE 2012		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES					
	DEP	Utica, NY 13501 (Duty Station)	PA								
	ARR	CITY STATE ZID Code (LIOD)		MC							
	DEP	CITY, STATE ZIP Code (HOR)									
	ARR										
15. ITIN a. DATE 2012	DEP ARR DEP	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING		3. FOR D.C	D. US	E ONLY		

DD Form 1351-2C

Block 4: NAME

Block 15: ITINERARY (Same as block 15 on page 1) just add dates/ HOR/ POC

Miles

Use REFRAD Orders for ARR to HOR date

18. REIMBURSABLE EXPENSES							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
15Jun11	Tolls (If applicable)						
26Jul12	Tolls (If applicable)						

DD Form 1351-2C

Block 18: REIMBURSABLE EXPENSES (Tolls if applicable)

After Completion of Voucher:

Scan all documents as 1 PDF

Fax: 317-275-0334 or 0332

Or

Mail: DFAS-IN/Contingency Travel

Dept. 3900

8899 E. 56th St.

Indianapolis, IN 46249-3900

Or

Email: dfas-armytravel@mail.mil

To get travel voucher status contact DFAS at: 1-888-332-7411