FILING A PCS TRAVEL CLAIM?

Here are a few things you will need to turn in to your admin or CPPA when you arrive at your new duty station:

- PCS Orders with Check in/Check out dates/stamps
- Any and ALL Order modifications
- DD 1351 (Travel Claim) filled out and signed by service member and authorizing official – if you used your Government Travel Charge Card, please provide the amount in the first block and mark "Split Disbursement"
- Temporary Lodging Expense Allowance form if you stayed at a hotel at or around the detaching or ultimate activity within CONUS
- Any and ALL lodging receipts for authorized temporary duty locations per your Orders showing no money owed ($0.00 (ZERO) balance receipt)
- Rental Car receipt (if authorized on orders) when paid in full
- Receipts for any other reimbursable items that is in excess of $75.00

*This is the minimum requirements. Admin may ask for more documents. Please ensure you are engaged with your admin or CPPA to track your travel claim reimbursement! Questions? Contact your command admin or CPPA or MNCC at (833) 330-MNCC