

# 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**