

Travel Processing Center



Unclassified

CPPA Travel Processing Center Training

- Instructor Introduction
- Administrative Notes

Revision: Jun 2024

Approved for Public Release; Distribution is Unlimited

Disclaimer



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This Lesson is Unclassified

These slides are for
"TRAINING PURPOSES
ONLY".

Objectives



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In this lesson we will cover:

- APC / GTCC
- Entitlements / Allowances
- NPPSC 1300/2 – Tvl Checklist
- KSDs
- Orders
- DD Form 1352-2 – Tvl Voucher
- NPPSC 7220/2 – TLE Cert
- NAVPTO Cost Comparison

Goals



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- **To submit clean claims on the first attempt**
- **Reduce the number of claims placed in “CPPA Action”**
- **Help complete the claims already in “CPPA Action”**

Getting Sailors paid quickly!

Agency Program Coordinator (APC)



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- Place Agency Program Coordinator (APC) on your checkout sheet.
- Ensure the member has verified they are in a Mission Critical (MC) travel status if they are on a regular pipeline PCS, to have their GTCC credit line increased.



Government Travel Credit Card

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- Please remind each Sailor of their Authorized Travel and Proceed Time
- Remind Service Members **NOT** to submit a travel claim until they are gained at their Ultimate Duty Station for full liquidation.
- For Sailors with GTCC issues during their PCS move:
 - Phone and email support is available 24/7 from MNCC:
 - 1-833-330-MNCC (6622)
 - askmncc@navy.mil
 - Or from Citibank:
 - 1-800-200-7056 (CONUS)
 - 904-954-7850 (OCONUS)

Travel Entitlements



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- **Transportation Allowances**
- **Per Diem Allowance**
- **MALT**
- **DLA**
- **Miscellaneous Reimbursable Expenses**

Transportation Allowances



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What are Transportation Allowances?

The amount of reimbursement based upon the type of transportation authorized or approved, the type of transportation available, and the type the traveler uses.

The traveler may have multiple transportation options available.

The Government will consider traveler's needs, purpose of travel, cost, and other factors and then do one or more of the following:

- Provide Government transportation.
- Purchase commercial transportation on behalf of the traveler.
- Reimburse the traveler for personally purchased transportation.
- Reimburse the traveler for use of a privately owned vehicle (POV)

Per Diem Allowances



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What is a Per Diem Allowance?

A daily rate meant to cover living expenses and provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses.

Flat rate per diem – Sailors in execution of PCS orders who choose to drive may receive reimbursement at the Daily Flat Rate at maximum of their approved travel days using the **350 miles per day rule** (with 51 miles being an additional day), lodging receipts, and fuel receipts are not required.

Per Diem Allowances



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The following list of standard incidental expenses applies to all travelers:

- Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.
- Laundry, dry cleaning, and pressing of clothing **only** while outside the continental United States (OCONUS).
- Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.
- Expenses related to lodging that are listed in the room account.
- Transportation tips for courtesy transportation (i.e. airport shuttle)

Monetary Allowance in Lieu of Transportation (MALT)



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What is MALT?

- MALT is used as mileage reimbursement for Service Members and dependents during a PCS move.
- MALT reimbursement is authorized for two POCs, if used.
- MALT is paid on a per mile basis for the official distance of each portion of the travel.
- The DFAS website lists the MALT rate per authorized POC.
- The rate does change at least once a year.

[Defense Finance and Accounting Service > MilitaryMembers > travelpay > armypcs > malt](#)

- Need additional MALT information?

See Chapter 5: Permanent Duty Travel of the [Joint Travel Regulations \(JTR\)](#) or contact your local pay office.

Dislocation Allowance (DLA)



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Dislocation Allowance (DLA)

The purpose of DLA is to partially reimburse a member, with or without dependents, for expenses incurred in relocating the member's household during a PCS move.

- A member's grade and dependency status on the [permanent change of station \(PCS\) travel order's effective date \[PDF, 2 pages\]](#) determines the amount of the DLA.
- Only **one DLA payment is permitted in a fiscal year**, unless it qualifies as an exception specified in the [JTR, par. 050501](#)

With dependent rate will only be paid if all criteria are met**

Dislocation Allowance (DLA)



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DLA is **NOT authorized** if:

- This is your first PCS move and you do not have dependents
- You are ordered to Active Duty and you do not have dependents
- You are performing separation or retirement travel
- You have already received reimbursement for DLA within the same fiscal year (exceptions apply, please see [**Joint Travel Regulations \(JTR\) U5450**](#) for further information)

DLA rates can be found on the [DoD Per Diem, Travel and Transportation Allowance Committee's website**](#)

Miscellaneous Reimbursable Expenses



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- Miscellaneous reimbursable expenses are one of the three major types of standard travel and transportation allowances.
- Miscellaneous expenses that are neither transportation-related nor per-diem related may require AO authorization or approval, per JTR.

NPPSC 1300/2 Traveler Checklist



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DoD ID #		
TRAVELER CHECKLIST NPPSC 1300/2 (Rev. 11-2023)		
PREVIOUS EDITIONS OBSOLETE Supporting Directive NPPSCINST 5213.1B		
Permanent Change of Station (PCS) Checklist		
User: All military personnel on PCS travel. Purpose: This checklist is used to complete a DD 1351-2 Travel Voucher or Subvoucher. This checklist is required to be used by the traveler (TVLR), command pay/personnel administrator (CPPA), and authorizing official (AO) to ensure travel claims are completed correctly and in compliance with the PCS orders. A traveler is required to submit a travel claim within 5 days of reporting to the new permanent duty station (PDS). References: Joint Travel Regulations (JTR), DoD Financial Management Regulation (DoD FMR) Volume 9.		
TVLR	CPPA	AO
The preferred transmission method for the DD 1351-2 for PCS is eCRM https://navynpc.my.salesforce.mil/		
Latest version of DD 1351-2 Travel Voucher or Subvoucher submitted		
Original orders with endorsements/stamps, and no highlighting		
Do you have an order modification? If yes, provide ALL modifications.		
		Yes No
If you used your Government Travel Card for PCS travel, ensure you place the amount you would like to pay to the credit card under "Split Disbursement" in the appropriate block at the top of the DD 1351-2.		
		Yes No
Do you want your travel reimbursement to be sent to the same bank account your paycheck is deposited? If not, you must provide a NPPSC 7000/1 NPPSC Travel Electronic Funds Transfer (EFT) Information.		
		Yes No
Signed DD 1351-2 Travel Voucher or Subvoucher. Verify ALL blocks, paying close attention to:		
Block 4 - Full Social Security number required		
Block 5 - Check all type of payments being requested		
Block 6 - Must contain the new permanent address (not command address) for the member and civilian email address to receive travel claim updates.		
Block 9 - Did you receive a travel advancement, to include advance DLA? If yes, then enter that amount. (Note: If the ship did an advance, did they also do a DITY advance? Please include DITY paperwork.)		
Block 10d - Number of privately owned vehicles (POV)		
Block 12 - A check in the appropriate box is required		
Block 13 - Must include the address the dependents are detaching from. (Note: The address on block 6 and block 13 should not be the same. If the government has booked your flights via NAVPTO, include NAVPTO itinerary with the package.)		
Block 14 - Must be checked if applicable. A personal property move is considered a Government move		
Block 15 - Complete itinerary from the last PDS including all intermediate stops and leave taken during PCS. If departing from a ship located at sea, start with "USS XXX at sea" then list first land arrival location. Utilize DD 1351-2 (BACK) to fill-out information on blocks 15c and 15d.		
Block 16 - Must be marked if travel was completed using POV		
Block 18 - Must include all reimbursable expenses (e.g., lodging, taxi, tolls, temporary lodging expenses, etc.). For reimbursement of commercial lodging expenses during TDY, a Certificate of Non-availability (CNA) of Government quarters must be provided.		
Block 20 - Must be signed and dated by the Service member		
Block 21 - Must be signed by command AO with a signed DD 577 Appointment/Termination Record - Authorized Signature on file. DD 577 must be uploaded with DD 1351-2		
Is travel to or from an overseas or outside the continental United States (CONUS) location? If yes, include the port of embarkation (POE) or port of debarkation (POD) in the itinerary (Block 15) of the DD 1351-2		
POE - (1) Air Travel. The airport where the traveler boards an international/transoceanic flight		
POE - (2) Ship Travel. The place where a traveler boards a ship for a journey of 24 or more hours		
POD - (1) Air Travel. The destination airport where the traveler leaves an international or transoceanic flight		
POD - (2) Ship Travel. The place where a traveler leaves a ship for a journey of 24 or more hours		
Was temporary lodging obtained at or around the detaching or ultimate activity or designated place within the continental United States (CONUS)? If yes, provide and verify the following items:		
- NPPSC 7220/2 NPPSC Temporary Lodging Expense (TLE) Allowance Certification		
- Daily itemized lodging receipt with a zero balance (if lodging was obtained)		
- CNA (if applicable)		
Include receipts for all claimed expenses of \$75.00 or greater and for lodging expenses of any amount.		
Is airline ticket claimed? If yes, provide/verify the following:		
		Yes No
- Paid receipt (not reservation)		
- NAVPTO or commercial flight itinerary		
- Unused government purchased flight itineraries (if issued)		
Is rental car claimed? If yes, provide/verify the following:		
		Yes No
- Paid receipt (showing the form of payment and rental car "time-out" and "time-in")		
- NAVPTO itinerary (showing the reservation for the rental car)		
- PCS orders or modification authorizing use of rental car		
Remarks:		
Member Name:	Member Signature:	Date:
CPPA/AO Name:	CPPA/AO Signature:	Date:

TVLR	CPPA	AO

Corresponding initials must be filled out for accountability

Member and AO sign to verify correct information is submitted

Member Name:	Member Signature:	Date:
CPPA/AO Name:	CPPA/AO Signature:	Date:

Traveler Checklist NPPSC 1300/2



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TVLR	CPPA	AO	The preferred transmission method for the DD 1351-2 for PCS is eCRM https://navynpc.my.salesforce.mil/
			Latest version of DD 1351-2 Travel Voucher or Subvoucher submitted
			Original orders with endorsements/stamps, and no highlighting
			Do you have an order modification? If yes, provide ALL modifications.
			If you used your Government Travel Card for PCS travel, ensure you place the amount you would like to pay to the credit card under "Split Disbursement" in the appropriate block at the top of the DD 1351-2.
			Do you want your travel reimbursement to be sent to the same bank account your paycheck is deposited? If not, you must provide a NPPSC 7000/1 NPPSC Travel Electronic Funds Transfer (EFT) Information.
			Signed DD 1351-2 Travel Voucher or Subvoucher. Verify ALL blocks, paying close attention to:
			Block 4 - Full Social Security number required
			Block 5 - Check all type of payments being requested
			Block 6 - Must contain the new permanent address (not command address) for the member and civilian email address to receive travel claim updates.
			Block 9 - Did you receive a travel advancement, to include advance DLA? If yes, then enter that amount. (Note: If the ship did an advance, did they also do a DITY advance? Please include DITY paperwork.)
			Block 10d - Number of privately owned vehicles (POV)
			Block 12 - A check in the appropriate box is required
			Block 13 - Must include the address the dependents are detaching from. (Note: The address on block 6 and block 13 should not be the same. If the government has booked your flights via NAVPTO, include NAVPTO itinerary with the package.)
			Block 14 - Must be checked if applicable. A personal property move is considered a Government move
			Block 15 - Complete itinerary from the last PDS including all intermediate stops and leave taken during PCS. If departing from a ship located at sea, start with "USS XXX at sea" then list first land arrival location. Utilize DD 1351-2 (BACK) to fill-out information on blocks 15c and 15d.
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			Block 18 - Must include all reimbursable expenses (e.g., lodging, taxi, tolls, temporary lodging expenses, etc.). For reimbursement of commercial lodging expenses during TDY, a Certificate of Non-availability (CNA) of Government quarters must be provided.
			Block 20 - Must be signed and dated by the Service member
			Block 21 - Must be signed by command AO with a signed DD 577 Appointment/Termination Record - Authorized Signature on file. DD 577 must be uploaded with DD 1351-2
			Is travel to or from an overseas or outside the continental United States (OCONUS) location? If yes, include the port of embarkation (POE) or port of debarkation (POD) in the itinerary (Block 15) of the DD 1351-2
			POE - (1) Air Travel. The airport where the traveler boards an international/transoceanic flight
			POE - (2) Ship Travel. The place where a traveler boards a ship for a journey of 24 or more hours
			POD - (1) Air Travel. The destination airport where the traveler leaves an international or transoceanic flight
			POD - (2) Ship Travel. The place where a traveler leaves a ship for a journey of 24 or more hours
			Was temporary lodging obtained at or around the detaching or ultimate activity or designated place within the continental United States (CONUS)? If yes, provide and verify the following items:
			- NPPSC 7220/2 NPPSC Temporary Lodging Expense (TLE) Allowance Certification
			- Daily itemized lodging receipt with a zero balance (if lodging was obtained)
			- CNA (if applicable)
			Include receipts for all claimed expenses of \$75.00 or greater and for lodging expenses of any amount.
			Is airline ticket claimed? If yes, provide/verify the following:
			- Paid receipt (not reservation)
			- NAVPTO or commercial flight itinerary
			- Unused government purchased flight itineraries (if issued)
			Is rental car claimed? If yes, provide/verify the following:
			- Paid receipt (showing the form of payment and rental car "time-out" and "time-in")
			- NAVPTO itinerary (showing the reservation for the rental car)
			- PCS orders or modification authorizing use of rental car

Verify all documents are thoroughly checked for any missing or inaccurate information before submitting.

Traditional Travel Claim Documents



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- ☐ Travel Voucher (DD Form 1351-2)
 - ☐ Travel Voucher Continuation Sheet (DD Form 1351-2C), if needed.
- ☐ All flight itineraries for member and dependents, used or unused.
 - ☐ A reservation is NOT a receipt.
- ☐ Zero balance lodging receipts for any authorized lodging (I-Stops, etc.).
- ☐ Certificate of Non-Availability
 - ☐ For lodging if on-base lodging wasn't used, as required.
- ☐ Temporary Lodging Expense (TLE) Certification (NPPSC 7220/2)
- ☐ TLE zero balance receipts

Traditional Travel Claim Documents



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- ☐ Itemized zero balance Rental car receipts
 - ☐ Not an estimated cost
- ☐ Electronic Funds Transfer Information (NPPSC 7000/1) (if required)
- ☐ Orders and all modifications
 - ☐ With all endorsements and accounting lines
 - ☐ Newest to oldest
- ☐ Receipts required for any reimbursable expenses of \$75 or more.
 - ☐ Note: Lodging and fuel receipts are not required when receiving flat rate per diem.
- ☐ Appointment / Termination Record (DD Form 577)
 - ☐ For Demob / Mob / & IA only

The seal of the Mynavy Career Center is a circular emblem. It features a central compass rose with eight points, set against a background of a world map. The words "MYNAVY CAREER CENTER" are inscribed in a blue arc at the top, and "24/7 HR SERVICE CENTER" is inscribed in a blue arc at the bottom. Two small blue stars are positioned on the left and right sides of the seal.

Verify all
Endorsements:
Detaching,
Intermediate, and
Ultimate Activities

No Earlier Than Date (NET)

Estimated
Detach Date
(EDD)

Estimated
Date of
Arrival
(EDA)

USS RUSSELL (DDG 59)

REPORT DATE: _____

Detach Date: 11 AUG 23

Signature: _____

SUBJ: BUPERS ORDER:
OFFICIAL CHANGE DUTY ORDERS FOR

GENDER: MALE

ORIGINAL
1326
PERS-406CF
26 JAN 202

XXX
IN CARRYING OUT PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.
FOR OFFICIAL USE ONLY
XXX

PART ONE

- MEMBER ADVISED: IF THIS ORDER CONTAINS OM&N (TRAINING PER DIEM) FUNDING, ALLOCATION IS ISSUED IN ANTICIPATION OF ENACTMENT OF DOD APPROPRIATIONS ACT OR CONTINUING RESOLUTION ACT (CRA) FOR FISCAL YEAR SITED IN LINE OF ACCOUNTING, IS SUBJECT TO AVAILABILITY OF FUNDS AND ALL PROVISIONS OF APPLICABLE ACT.
- FORMAT FD100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY!! THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT. HOWEVER, IF IT MUST BE FORWARDED VIA EMAIL TO PERSON(S) WITH A NEED TO KNOW, YOU MUST ENSURE PROPER SAFEGUARDS ARE TAKEN TO PROTECT THE CONTENTS SINCE IT MAY CONTAIN SENSITIVE PII. YOU MUST ENCRYPT AND DIGITALLY SIGN ALL EMAILS THAT CONTAIN SENSITIVE PII. IF THE EMAIL FAILS TO SEND BECAUSE OF ENCRYPTION ISSUES, DO NOT SEND UNENCRYPTED AS THAT ACTION CONSTITUTES A PII BREACH AND MUST BE REPORTED. INSTEAD, CONTACT YOUR IAM FOR ASSISTANCE. SENSITIVE PII IS DEFINED AS THAT INFORMATION ABOUT AN INDIVIDUAL THAT, IF LOST, STOLEN OR COMPROMISED WOULD CAUSE UNDUE HARM AND AN UNWARRANTED INVASION OF PERSONAL PRIVACY.

----- DETACHING ACTIVITY (M) -----

FROM DDG 59 RUSSELL SAN DIEGO, CA

PERSONNEL ACCOUNTING SUPPORT: TSC SAN DIEGO DET AFFILIATED

FOR AN ENHANCED PCS MOVE EXPERIENCE PLEASE BE SURE TO COMPLETE MOBILE AVAILABLE AT [HTTPS://WWW.NP2.NAVY.MIL/](https://www.np2.navy.mil/) TO CREATE A CHECKLIST TAILORED FOR THE NEEDS OF YOUR UPCOMING MOVEMENT. REVIEW THE ORDERS AND INITIATE YOUR TRAVEL VOUCHER AND SUBMIT TO CPFA.

----- INTERMEDIATE (01) ACTIVITY (M) -----

TO STU NSSAC LRN STE SAN DIEGO
LOCATION: SAN DIEGO, CA
FOR TEMPORARY DUTY - UNDER INSTRUCTION
FOR APPROXIMATELY 021 DAY(S)
PERSONNEL ACCOUNTING SUPPORT: TRANSACTION SERVICE CENTER

TO INCLUDE 019 DAY(S) AT NTC
CLASS: 34301 CONV: 14 AUG 23 GRAD: 01 SEP 23 ENEC: 905A GDP: 4640
UPON COMPLETION OF TEMPORARY DUTY - UNDER INSTRUCTION
AND WHEN DIRECTED, DETACH.

ADD: 01 SEP 23

PCS Orders (Accounting Data)



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----- ACCOUNTING DATA -----

PCS ACCOUNTING DATA:

MAC CIC: N0002223CTEFBAK

CIC: ANDA31EC

LOA: 1731453.2258 210 0022P 056521 2D D74200 02223CTEFBAK

SDN: N0002223CTEFBAK

TAC: NAD3

NTS ACCOUNTING DATA: (REPLACE UNDERSCORES WITH CURRENT FY)

NTS TAC: NT6

SAC LOA: 1731453.2258 210 0022P 056521 2D D74200 02223CTEFBAK

NTS SDN: N00022__CBSNT6_

TEMDUINS ACCOUNTING DATA FOR FY-23

LOA: 1731804.22M1 210 6298P 056521 2D OEFBAK 00022308100E

SDN: N6298023TOEFBAK

The accounting data is required for any type of Travel Payments.
Without this data, your orders are not funded for any Travel Entitlements.

DD Form 1351-2 Travel Voucher



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TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.	
1. PAYMENT ☐ Electronic Fund Transfer (EFT) ☐ Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$	
2. NAME: (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN
6. ADDRESS: a. NUMBER AND STREET		b. CITY	c. STATE d. ZIP CODE
5. TYPE OF PAYMENT (X as applicable) ☐ TDY ☐ PCS ☐ Dependent(s)		☐ Member/Employee ☐ Other ☐ DLA	
6. E-MAIL ADDRESS		10. FOR D.O. USE ONLY	

Block 1: Electronic Fund Transfer (EFT) is **mandatory** for all Service Members

****GTCC split Disbursement amount** – Important to put the amount that has been charged **

Block 2: Name of Member (Last, First, Middle Initial) - **NOT** dependent's name

Block 3: Member's Current Paygrade - **DO NOT** use Frocked Paygrade. Example (O4, E7, W2)

Block 4: Full Social Security Number of Service Member. - **NOT** last 4 or DOD ID

Block 5: - Indicate PCS and Member (Service Member Only)

- Indicate PCS, Member, Dependent, and DLA (Service Member and Dependents)
- Indicate PCS and TDY (TDY En route)
- Indicate PCS, Dependent, and DLA (Dependent(s) travel only)

Blocks 6a. – 6d.: Valid mailing address. - This is the **NEW LOCATION ADDRESS**

Block 6e: Valid **personal** e-mail address.

- Enter a legible personal email to have a breakdown sent when it has been processed.
- Use a personal email as member may not be able to access their military email.

Completing the DD Form 1351-2



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7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES	
11. ORGANIZATION AND STATION					
12. DEPENDENT(S) (X and complete as applicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)	
ACCOMPANIED		UNACCOMPANIED			
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE			
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)	
				YES ☐ NO (Explain in Remarks) ☐	

10. FOR D.O. USE ONLY	
a. D.O. VOUCHER NUMBER	
b. SUBVOUCHER NUMBER	
c. PAID BY	
d. COMPUTATIONS	

Block 7: Daytime Telephone Number should TPC need to make contact

Block 8: Travel Order Number listed on PCS orders

Block 9: List all advances, None, or “?” if not certain advances were received

Block 10: DO NOT FILL IN (For Disbursing Office only)

Block 11: Service member’s new duty address (where being assigned)

Blocks 12-14: If you are single DO NOT check the box.

- Mark “ACCOMPANIED” if family traveled with you on the same date.
- Mark “UNACCOMPANIED” if family traveled on a different date and/or different Path of Travel.

Blocks 12a, b, c: List dependent information.

- For dependent **SPOUSE**, enter the **Date of Marriage**, **NOT** date of birth.

Block 13: Address dependents were residing when PCS orders were received. (**OLD ADDRESS**)

Block 14: Indicate whether household goods have been shipped

Completing the DD Form 1351-2



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15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
16. POC TRAVEL (X one)		OWN/OPERATE		PASSENGER	
				17. DURATION OF TRAVEL	

Block 15: ITINERARY

a: Date: – Enter the year the travel began.

– Enter the month and date when the Departure (DEP) or Arrival (ARR) occurred.

b: Place: List command, home port, city and state

c: Means / Mode of Travel: List the type of transportation used for each leg of travel. *

d: Reason for Stop: List the reason for stops using the appropriate two letter code. *

* - (guidance on the back of 1351-2 ... On next slide)

e: Lodging Cost: List total lodging expense incurred for each TDY in route.

f: POC (Privately Owned Conveyance) Miles: Use only for reserve claims, list actual mileage, and indicate if trip was round trip by writing “RT” adjacent to the block

15c & d – ITINERARY SYMBOLS



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15c. MEANS/MODE OF TRAVEL (Two letter code)

FIRST LETTER

- T** - Government provided ticket (no out of pocket cost to traveler)
- G** - Government transportation (no out of pocket cost to traveler)
- C** - Commercial transportation (traveler personally purchases transportation)
- P** – Privately Owned Conveyance

The back of the 1351-2 will provide help in filling out Block 15c. and 15d. (Itinerary)

SECOND LETTER

- A** – Automobile
- M** – Motorcycle
- B** – Bus
- P** – Plane
- R** – Rail
- V** – Vessel

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

COMMON COMBINATIONS

- PA** – Private auto
- CA** – Commercial auto (taxi)
- TP** - Government provided airfare (no cost)
- CP** – Commercial airfare (traveler purchased)

15d. REASON FOR STOP

Authorized Delay	- AD
Authorized Return	- AR
Awaiting Transportation	- AT
Hospital Admittance	- HA
Hospital Discharge	- HD

Leave En Route	- LV
Mission Complete	- MC
Temporary Duty	- TD
Voluntary Return	- VR

Completing the DD Form 1351-2



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Block 16: POC Travel:

- Mark “X” only if the means / modes of travel is considered as a Privately Owned Conveyance (POC) (Codes: PA, PM, PP, and PV).
- Member can be either OWN / OPERATE or PASSENGER, **NOT both**.

Block 17: Mark the duration of the travel

Block 18: Reimbursable Expenses:

- a:** List the date the expense was incurred.
- b:** List the type of expense
Taxi fares, rental car, etc.
Enter **TLE information** in this block.
- c:** List the amount of the expense

Block 19: Do NOT use.

- TPC uses order endorsements and Certificates of Non-availability

16. POC TRAVEL (X one)		OWN/OPERATE		PASSENGER		17. DURATION OF TRAVEL		(3) Mileage		
						☐ 12 HOURS OR LESS		(4) Dependent Travel		
						☐ MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(5) DLA		
						☐ MORE THAN 24 HOURS		(6) Reimbursable Expenses		
								(7) Total		
								(8) Less Advance		
								(9) Amount Owed		
								(10) Amount Due		
18. REIMBURSABLE EXPENSES										
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED							
19. GOVERNMENT/DEDUCTIBLE MEALS										
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS				

Completing the DD Form 1351-2



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20.a. CLAIMANT SIGNATURE			b. DATE	
c. REVIEWER'S PRINTED NAME		d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
21.a. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
22. ACCOUNTING CLASSIFICATION				
23. COLLECTION DATA				
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID

Block 20a.-b.: Service Member must sign and date

Block 20c.-f.: Supervisor/Reviewer and Date, (c & d) CPPA signs after reviewing for accuracy.

Block 21a.-d.: Approving Official Signature, number, and date
(For Demob / Mob / & IA only)

Blocks 22-28: Leave Blank – TPC use only.

Completing the DD Form 1351-2



Unclassified

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- 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

Block 29: Utilize block 29 to provided any extra information that is not on the first page of the 1351-2. For example:

- Extra Dependents
- Member utilized 2 POV
- Extra reimbursables not listed in block 18
- Delays
- Any other comments pertaining to the service member's travel

NPPSC 7220/2 TLE Certification



Unclassified

Complete the Temporary Lodging Expense (NPPSC 7220/2) and provide itemized zero balance lodging receipts from the Detaching / Ultimate activities.

Time Limitations:

- 7 days CONUS-to-OCONUS
 - Must be within the vicinity of the Detaching CONUS Activity
- 21 days OCONUS-to-CONUS
 - Must be within the vicinity of the Ultimate CONUS Activity
- 21 days CONUS-to-CONUS
 - May be split between the Detaching and Ultimate activities
 - Before 11/27/2024 the TLE time was 14 days
 - 11/27/2024 TLE was extended - CONUS only

TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE CERTIFICATION		Supporting Directive NPPSCINST 5213.1	
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; NPPSCINST 5213.1; and E.O. 9397 (SSN). PRINCIPAL PURPOSE: To provide information needed in order to file for Temporary Lodging Expense. ROUTINE USES: Department of Defense employees involved in processing and authorizing a Temporary Lodging Expense. DISCLOSURE: Voluntary. However, failure to provide the needed information may result in Temporary Lodging Expense not being approved.			
1. Name:		2. SSN:	
3. Name/Location of last Permanent Duty Station (PDS) homeport/designated place:			
4. Date Detach from last PDS:		5. Date Report to new PDS:	
6. Dependent information:			
Name:		Relationship:	Date of Marriage/Birth:
+ X			
7. Date Temporary Lodging Occupied:			
At Old PDS:		To:	
At New PDS:		To:	
Note: If commercial lodging facilities were used, a non-availability of government quarters statement must be attached.			
8. Temporary Lodging Expense Certification Statements:			
I certify that in connection with		Attach non-availability of government quarter statement	
I was required to obtain temporary lodging for		Attach copy of CNA	
I also certify these quarters were not my permanent quarters at either the old or new permanent duty station.			
Provide copy of Certificate of Non-Availability (CNA), if available.			
9. Member Name:		10. Signature:	11. Date:
12. Interviewed By:		13. Signature:	14. Date:

NPPSC 7220/2 TLE Certification



Unclassified

TLE is an allowance intended to **partially pay** members for lodging / meal expenses incurred by a member / dependent(s) while occupying temporary lodging in the Continental United States (CONUS) in association with a Permanent Change of Station (PCS) move.

Determine the TLE entitlement by multiply the percentage in the following table by the applicable [locality lodging and M&IE rates](#).

TLE will be paid upfront, once the member has completed their stay for TLE and checked out from the lodging they will provide a zero-ed out receipt and you will submit a supplemental travel claim for TLE filling out the NPPSC 7220/2 form.

NPPSC 7220/2 TLE Certification



Unclassified

Reminder it is off government rate. If you have no CNA you only get paid for government rate. The table below also indicates its “partially pay members” for just a single “member” at 65%

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent	65%*
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

For more information on TLE please go to:

<https://www.dfas.mil/militarymembers/travelpay/information/>

NAVPTO COST COMPARISON



Unclassified



CASE ROUTING GUIDANCE TRAVEL PROCESSING CENTER

2 October 2024

CLAIM PROCEDURES FOR SELF-PROCURED TRAVEL

BLUE: Sailors should not self-procure plane tickets or rental cars, unless explicitly authorized in the Permanent Change of Station (PCS) orders. In the event a Service Member plans to self-procure plane tickets or rental vehicles, it is the Service Member's responsibility to obtain a cost comparison from Navy Passenger Transportation Office (NAVPTO) prior to making reservations. The procedures below will also be used to request a cost comparison in cases where Sailors have already executed self-procured travel.

CPPAs will request cost comparison from NAVPTO via eCRM as follows.

Case Drop-Down	Select	Notes
Request Type	NAVPTO_Transportation	
Problem Code	Self-Procured Cost Comparison Request	
Routed PSD	NAVPTO	
Effective Date	The date of the requested travel. If cost comparison request is submitted after travel has completed, effective date is the date the cost comparison request is submitted.	
Contact Name	Utilize your Sailor's SSN or DoD ID to find correct record and prevent a case being opened on the wrong Sailor. This is the Sailor's information, NOT the CPPA's .	

NOTES:

- Sailors are advised not to procure their own travel prior to receiving cost comparison to avoid non-reimbursable costs associated with self-procured travel. Refer to the Joint Travel Regulations for restrictions on entitlements for self-procured travel, to include instances where no reimbursement may be provided for self-procured travel.
- CPPAs will provide NAVPTO-generated cost comparison for travel claim requests involving self-procured travel with the travel claim submission. Packages received without the cost comparison will not be reimbursed self-procured travel.
- Reimbursement is limited to government expense.

TRAINING: Regional Support Centers (RSC) conduct weekly training, to include travel claim and PCS travel advance submission procedures. Please reach out to [your RSC for training schedules](#). Additionally, training slides are available on the [MyNavy HR CPPA Resources page](#) (Training). Training provides a common process for customer commands to follow for the submission of travel claims and advances.

- ✦ Standard Operating Procedures for pay, personnel, and travel are available on the [MyNavy HR CPPA Resources page SOP Library](#).
- ✦ Case routing guidance, training and resources are available on the [MyNavy HR CPPA Resources page](#) and the [Regional Support Center Information Center](#).

NAVPTO COST COMPARISON



Unclassified

Cost Comparison for Airfare:

- If a Service member self procures their flight the original ticket from SATO must be refunded along with a NAVPTO cost comparison submitted with the travel claim for reimbursement.
- Service member's self procuring airfare on orders traveling OCONUS, a NAVPTO cost comparison is needed, along with an additional order modification changing the verbiage in the orders to read:
- *"If Transoceanic/International travel is required to execute these PCS orders, government air/government-procured air is vice directed."*
- This verbiage is authorization for the Member to receive reimbursement for the self-procurement of airfare up to the government rate.

NAVPTO COST COMPARISON



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- Service Members traveling on TDY orders may only utilize POV for travel 250 miles or less one way; 500 miles roundtrip as of April 2024.
- When travel via POV on TDY orders exceeds the authorized 250 miles; reimbursement is limited to the preferable travel by airplane rate and a NAVPTO flight cost comparison is required.
 - When submitting to the NAVPTO Transportation Office leave detailed remarks for reason of NAVPTO Cost Comparison
 - “Submitting to NAVPTO for member for cost comparison for (Rental / Flight)”

Cost Comparison for Rental car:

Service Members retain the responsibility to obtain a cost comparison from (NAVPTO) prior to making reservations.

SUMMARY



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In this lesson we covered:

- APC / GTCC
- Entitlements / Allowances
- NPPSC 1300/2 – Tvl Checklist
- KSDs
- Orders
- DD Form 1352-2 – Tvl Voucher
- NPPSC 7220/2 – TLE Cert
- NAVPTO Cost Comparison

Approved for Public Release; Distribution is Unlimited



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Questions?

Conclusion



Unclassified



Thanks for your participation in today's
Travel Processing Center training!

For Qualtrics this is lesson #**357**
Scan QR code for attendance!

https://usnavy.gov1.qualtrics.com/jfe/form/SV_oTgIQYZg67NX9pY