

PCS Separation/Retirement

Upon separation the following documentation is REQUIRED for processing and reimbursement.
Failure to provide the documentation listed will result in the claims prolonged processing. DD FORM 1351-2:

- ☐ Blocks 1 through 20 and subsidiary blocks must be completed.
The **dates and locations of the departure and arrival will be listed.**

SEPARATION TRAVEL ORDERS:

- ☐ Signed copy of the travel orders.

RECEIPTS:

- ☐ To be considered a valid receipt, **the payment method is required.**
Itinerary/Confirmation is not a valid receipt.

FLIGHT RECEIPTS:

- ☐ All flight receipts will have **flight itinerary, locations and travelers.**
The receipt must have **proof of payment.**

AMHS RECEIPTS:

- ☐ AMHS **confirmation is not a valid receipt.** The AMHS receipt must have the proof of payment.

TOLL FEES:

- ☐ Proof of toll payment for tolls **over \$74.**
PPM:

- ☐ **PPM receipts are required.**

<https://www.dfas.mil/MilitaryMembers/travelpay/armypcs/dityppmmoves/>

Secondary DD 1351-2 for PPM and HHG expenses only.

REIMBURSABLE EXPENSES:

- ☐ Meals and POV fuel are calculated via M&IE and MALT, receipts are not needed. They are not a claimable expense under block 18 of the DD 1351 - TLE is not an authorized expense upon separation.

SIGNATURES:

- ☐ The DD 1351-2 will be signed by the claimant. Orders will be signed by the claimant and the AO.

Have any questions? Contact PPC Travel claim related assistance: PPC Customer Care PPC-DG-CustomerCare@uscg.mil or by phone at (866) 772-8724