Introduction

This guide provides the procedures for filing a manual travel claim for PCS on paper form or filling out the PDF online.

Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Here is the blank travel claim DD Form 1351-2. This guide will break down each area to explain each block. This scenario covers a member traveling from Florida to Illinois with dependents via 2 cars. Household Goods were shipped and an Advance was received prior to traveling.</td>
</tr>
</tbody>
</table>
Filing a Manual Travel Claim for PCS, Continued

Procedures, continued

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>Block 1:</strong> Select the <strong>Electronic Fund Transfer (EFT)</strong> box. If that is not set up, then a check will be sent. Split Disbursement travelers have the option to change the amount that is sent to the card but are still liable for all that is charged to the Government card. Check the box and enter in the amount to be transferred on the money line.</td>
</tr>
</tbody>
</table>

| 3    | **Block 2:** Enter in your name. **Block 3:** Enter in your grade or rank. **Block 4:** Enter in your Social Security Number or EMPLID **Block 6:** Enter in your street address, city state, zip code at the **NEW PDS** and email address. |

| 4    | **Block 5:**  
- TDY is checked for a Temporary Duty Assignment claim.  
- PCS is checked for a Permanent Change of Station claim.  
- Dependent(s) is checked if children and/or Spouse are traveling with you.  
- Member/Employee must be checked so you can be paid for your travel expenses.  
- Other is checked if claiming anything other than what is listed like TLE.  
- DLA is checked if you are entitled to Dislocation Allowance. |

| 5    | **TYPE OF PAYMENT** *(X as applicable)*  
- TDY  
- PCS  
- **X** Dependent(s)  
- **X** Member/Employee  
- Other  
- DLA |
Filing a Manual Travel Claim for PCS, Continued

Procedures, continued

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| 5    | **Block 7:** Enter your telephone number including the area code.  
**Block 8:** Enter in the Travel Order Number (TONO) found on the PCS orders (begins with a 12).  
**Block 9:** Enter in the amount of any advances received for this trip (Only travel advances, NOT BAH, pay, etc.).  
**Skip Block 10.** This section is reserved for Disbursing Offices only.  
**Block 11:** Enter in your **NEW** Permanent Duty Station (PDS) name. |

| 6    | **Block 12:** Check the box for Accompanied IF your dependents traveled with you. Check Unaccompanied traveling as a single member or if dependents traveled separately (or not at all) and a separate claim will need to be submitted.  
- Fill in the name of the dependent, including middle initial.  
- Fill in the relationship to you.  
- Fill in the date of birth or the date of marriage (Spouse).  
**NOTE:** If member is single enter N/A.  
**Block 13:** Enter in the address of the dependents at the **previous** address when PCS orders were received (OLD Permanent Duty Station location). **Block 13 cannot be the same address as block 6.** This shows that the dependent(s) relocated and can be reimbursed dependent(s) travel entitlements and DLA with dependents.  
**Block 14:** Check the applicable block.  
**NOTE:** If the answer is no, an explanation MUST be entered in Remarks (block 29) to receive payment. |

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Continued on next page
### Step 7

<table>
<thead>
<tr>
<th>Block 15:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong> - Indicate current year (month/day should be listed below)</td>
</tr>
<tr>
<td><strong>Place</strong> - Enter City/State and zip code from which member departed (previous duty station) and to which member reported (new duty station)</td>
</tr>
<tr>
<td><strong>Means/Modes of Travel</strong> - See 2-digit codes on reverse page (pg2 of 1351-2)</td>
</tr>
<tr>
<td><strong>Reason for stop</strong> - See 2-digit codes on reverse (pg2 of 1351-2)</td>
</tr>
<tr>
<td><strong>Lodging Cost</strong> - Not applicable for PCS travel (pg2 of 1351-2)</td>
</tr>
<tr>
<td><strong>Privately Owned Conveyance (POC) miles</strong> - Indicate total mileage.</td>
</tr>
</tbody>
</table>

**NOTE**: Member need only list the date of departure from old PDS (Effective Date of Orders), and the date of arrival at new PDS (Official Date of Report), as indicated on the signed PCS orders. It is not necessary to list each stop and departure.

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**Continued on next page**
Filing a Manual Travel Claim for PCS, Continued

Procedures, continued

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| 8    | **Block 16**: If private auto is listed in the itinerary, member must indicate whether they are an owner/operator or a passenger.  
**Block 17**: Select the appropriate block. Typically, More Than 24 hours is checked. |
| 9    | **Block 18**: Enter Temporary Lodging Expense (TLE), tolls, etc. here.  
**Block 19**: Not applicable to PCS travel. |
Filing a Manual Travel Claim for PCS, Continued

Procedures, continued

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<td><strong>10</strong></td>
<td><strong>Block 20:</strong> Original hand written signatures of the traveler. Reviewer is optional. Enter in telephone numbers for contact information and enter in the dates that the document was signed. <strong>Block 21:</strong> Approving Official <strong>MUST</strong> print, sign, and date. <strong>NOTE:</strong> On final PCS the following statement is allowed to be entered in block 21a or block 21b: “Final PCS, AO not available.” <strong>Block 22:</strong> Enter in the Line of Accounting data. <strong>Skip Blocks 23 - 28.</strong> This is for accounting purposes only.</td>
</tr>
</tbody>
</table>

The reverse side of the claim provides the Privacy Statement and the Penalty Statement at the top.

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Filing a Manual Travel Claim for PCS, Continued

Procedures, continued

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<tr>
<td>12</td>
<td>The bottom of page 2 has instructions for use in blocks 1, 15 and 19. <strong>Block 29</strong>: Use this for any information that needs to be explained or is important for Travel to know about this claim (household goods not shipped).</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

**ITEM 1 - PAYMENT**
Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method in 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 this 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: 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 issued.
3. Copies of secretarial approval of travel if claim concerns a parent who did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of OTR, MTA or ticket used.
5. Hotel/motel receipt 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 OF TRAVEL (Use two letters)
- STRWT or CRA (See Note) - T
- Government Transportation - G
- Commercial Transportation
  - (Own expense) - C
- Privately-Owned Conveyance (POC) - P
- Vessel - V

Note: Transportation tickets purchased with a GBA must not be claimed in Item 19 as a reimbursable expense.

**ITEM 15d. REASON FOR STOP**
- Authorized Delay - AD
- Leave En Route - LV
- Authorized Return - AR
- Mission Completed - MC
- Awaiting Transportation - AT
- Temporary Duty - TD
- Hospital Admit - HA
- Hospital Discharge - HD
- Voluntary Return - VR

**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 meal (see AFR, par. 4105.49 and JTR, par. 3405.8 for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

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DD FORM 1351-2 (BACK), MAY 2011