

**Summary Report for Individual Task
805A-36A-6011
Manage Travel Obligations
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are the OIC of the Travel Section and you are presented with a travel authorization or settlement voucher. You have access to: a. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation. b. DoD Financial Management Regulation 7000.14-R, Volume 9, Travel Policy and Procedures. c. Joint Federal Travel Regulation, Volume 1. d. Joint Travel Regulation, Volume 2. e. General Office Supplies. This task should not be trained in MOPP.

Standard: You must perform the steps listed below with 100% accuracy: a. Review the travel claims to verify the entitlement is correct. b. Review the travel advance to verify the payment is correct.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Review voucher to verify:

- a. The voucher is prepared correctly.
- b. Admin data is correct.
- c. Any prior payments are annotated.
- d. Signature of the claimant is on the voucher.
- e. The claim is substantiated.
- f. Travel orders are provided with the voucher.
- g. All original receipts for items \$75.00 or greater and all lodging receipts are provided with the voucher.
- h. A statement by the traveler is obtained for lost or destroyed receipts.
- i. Any special items (i.e., conference fees, registration fees, rental car, etc.) are:
 - (1) Authorized in the traveler's orders.
 - (2) Approved by the order approving official on the travel claim.
- j. Fraudulent claims are not paid.
- k. Do not allow a claim for an expense if there is reasonable suspicion of it being falsified.
- l. Deny per diem payments for every day a claim for lodging, meals, or incidentals is reasonably suspected as being falsified.
- m. Report the questionable claim to the supervisor for possible action by the suspect's commander, the Criminal Investigation Division, or Military Police Investigator.
- n. Sign or initial voucher.

2. Review travel advance to verify:

- a. Travel orders are valid.
- b. The claimant does not have a Government travel charge card.
- c. The advance is no more than 80% of the authorized per diem rate.
- d. Payment is not made earlier than 10 work days before travel commences.
- e. Only one advance is paid per order.

f. Payment for temporary duty (TDY) travel in excess of 30 days is paid as an accrued per diem payment.

g. All payments are processed via EFT when possible.

h. The use of Travel Voucher (DD Form 1351) for individual travel advances

i. The use of a Multiple Travel Payments List (DD Form 1351-6) for group travel advances.

j. Travel advances are settled within 5 days of completion of travel.

k. Sign or initial voucher.

(Asterisks indicates a leader performance step.)

Evaluation Guidance:

Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation:

This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured travel claims were processed.			
a. Ensured the correct voucher was submitted.			
b. Ensured the voucher was prepared correctly.			
c. Ensured the claim was substantiated.			
d. Ensured the payment was made.			
e. Ensured fraudulent claims were not paid.			
f. Ensured the vouchers were correctly dispositioned.			
2. Ensured advance travel payments were processed.			
a. Did not make an advance to a Government credit card holder.			
b. Paid no more than 80% of the authorized per diem rate to non-cardholders.			
c. Did not pay earlier than 10 days before travel commenced.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
1.	DODFMR 7000.14-R, VOL 9	Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures	Yes	No
1.	JFTR VOL 1	Joint Federal Travel Regulations (JFTR) Volume 1 Chapters 1-10 Uniformed Service Members	Yes	No
1.	JTR, VOLUME II	Joint Travel Regulations, Civilian Personnel	Yes	No
2.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
2.	DODFMR 7000.14-R, VOL 9	Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures	Yes	No
2.	JFTR VOL 1	Joint Federal Travel Regulations (JFTR) Volume 1 Chapters 1-10 Uniformed Service Members	Yes	No
2.	JTR, VOLUME II	Joint Travel Regulations, Civilian Personnel	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
14-2-8001	Provide Travel Pay Services	14 - Finance (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
36A - Financial Manager - LT	Officer	AOC: 36A, Rank: LT