

# Processing Off-Site Travel Vouchers



DD Form 1351-2  
- Travel Voucher Form

1. Once your Off-Site IDT travel is complete and you have returned to your primary residence address
2. Log into MOL to submit and EPAR
3. Include the following in the EPAR
  1. Signed MROWS orders along with any modifications
  2. Signed and completed DD Form 1351-2
    1. Select EFT and Pay the following amount of this reimbursement directly to the GTCC contractor
    2. Include your full social security number vice EDIPI (disbursing office requirement), For this reason, please do not email your DD Form 1351-2
    3. Box 5: Select TDY and Member/Employee
    4. Box 8: Refer to your MROWS orders and look for SDN: M\_\_\_\_\_, usually found in paragraph 4
    5. Box 15a-b: Ensure the itinerary matches your orders dates and accompanying receipts
    6. Box 15c-f: Ensure you are referencing the second page of the DD Form 1351-2 labeled INSTRUCTIONS for this portion
    7. Box 17: Even if you only drove/flew less than 12 hours worth of travel, if your orders are for written for multiple days, select MORE THAN 24 HOURS
    8. Box 18: Ensure lodging expense is broken down by the lodging taxes and actual lodging cost, separate flight cost and TMC fee if shown on your elnvoice, rental car and gas for the rental should also be separate.
  3. Zero-balance lodging receipts
  4. elnvoice from Alamo Travel Group
  5. Any Uber/Lyft/Taxi receipts
- If any receipts do not show a zero-balance, please include your CitiBank statement as a supporting document.
- Reimbursable expenses also may include:
  - Rental Car (should be requested if reasonably necessary to perform duties off site IDT requirements)
  - Parking at the airport (do not use Premium or Valet parking due to the JTR reasonably prudent traveler rule; you will be limited reimbursement if appropriate justification is not provided to the AO)