

# MFR IPAC - TRAVEL CLAIM CHECKLIST

(ADOS/RCT/PME/AT/IDT)

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## DD 1351-2 TRAVEL VOUCHER

-ALL BLOCKS (1-20) FILLED OUT ACCORDING TO MROWS ISSUED.

-IF FURTHER ASSISTANCE IS NEEDED, VISIT

[http://www.marforres.marines.mil/GeneralSpecialStaff/G1/Deployment\\_Section/TravelClaim.aspx](http://www.marforres.marines.mil/GeneralSpecialStaff/G1/Deployment_Section/TravelClaim.aspx) FOR ASSISTANCE.

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## DD 1351-2C TRAVEL VOUCHER (IF APPLICABLE).

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## ENDORSED MROWS ORDERS

-LAST PAGE MUST HAVE A SIGNATURE AND DATE.

-DATE CANNOT BE BEFORE THE AUTHENTICATION DATE (TOP RIGHT OF ORDERS) OR AFTER START DATE OF THE ORDERS.

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## REPORTING ENDORSEMENT (IF APPLICABLE)

-IF FIRST PARAGRAPH OF MROWS STATE "REPORTING", THE CLAIM MUST HAVE A REPORTING ENDORSEMENT FROM THE TAD SITE.

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## DETACHING ENDORSEMENT (IF APPLICABLE)

-IF FIRST PARAGRAPH OF MROWS STATE "REPORTING", THE CLAIM MUST HAVE A DETACHING ENDORSEMENT FROM THE TAD SITE.

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## RENTAL CAR RECEIPT (IF APPLICABLE)

-IF ORDERS STATE THAT A RENTAL CAR WAS AUTHORIZED, THE RECEIPT MUST NOT SHOW A BALANCE DUE.

-ORDERS AND RECEIPT MUST REFLECT THE SAME CAR CLASS CODE (IE. ORDERS SAY COMPACT, RECEIPT MUST REFLECT).

-IF UPGRADE WAS GIVEN AT NO CHARGE, A RECEIPT OR LETTER FROM THE RENTAL CAR COMPANY MUST STATE AS SUCH.

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## LODGING RECEIPT (IF APPLICABLE)

-EXPRESS RECEIPTS ARE NOT ACCEPTED. IF THE RECEIPT REFLECTS "WILL BE SETTLED TO", FINANCE WILL NOT PAY THE EXPENSE.

-RECEIPTS MUST HAVE A BALANCE OF 0.00.

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## MISCELLANEOUS RECEIPTS (IF APPLICABLE)

-ALL MISCELLANEOUS RECEIPTS (IE. GAS) MUST BE PROVIDED.

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## AIRFARE RECEIPTS (IF APPLICABLE)

-IF IDT TYPE MROWS, <http://www.mytripandmore.com> EXPENSE RECEIPT MUST ACCOMPANY THE CLAIM.

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## FOREIGN CONVERSION (IF APPLICABLE)

-IF TRAVEL OCONUS, RECEIPTS MUST HAVE A FOREIGN CONVERSION FROM

<http://www.oanda.com/currency/converter/> WEBSITE FOR EACH RECEIPT.