

U. S. MARINE CORPS FORCES, EUROPE
TRAVEL VOUCHER REVIEW CHECKLIST (Rev. 991007)

- Orders
 - Authorizing Official signed orders
 - All orders and modifications (if applicable) are on-hand
 - Personal Information is correct
 - Destinations are authorized in orders
 - Modes of travel used are authorized in orders
 - Endorsements/Orders correctly indicate periods of
 - Field Duty
 - Sea Duty
 - Endorsements/Orders indicated non/availability of Govt Qtrs/Messing
 - Endorsements/Orders correctly indicate Non/Reduced Per Diem periods
 - Times/Dates start/stop
 - Messing Availability
 - Commercial Meal Rate
 - Government Meal Rate
 - Proportional Per Diem Rate
 - Corrections needed have been effected through preparation of orders modifications
 - If applicable, modifications requested via naval message
- 1351(-2; -3) (Travel Claim) completion
 - Personal Data is correct
 - Address block reflects MFE's address'
 - Advances drawn shown on voucher in Block 10 (if no advances – annotate "none")
 - DOV #
 - Amount
 - Date paid
 - Traveler's Itinerary match orders
 - Origination Point of travel is as stated in TAD orders
 - All destinations are authorized in orders
 - Modes of Travel/Reason for Stops
 - Reasons for stop codes are correct
 - Transportation mode used is authorized in orders and codes are correct
 - Lodging Cost
 - Total lodging cost is annotated in currency paid
 - POV Mileage
 - POV mileage is annotated for each leg of travel POV was utilized
 - Reimbursable Expenses
 - All expenses are authorized in orders
 - All expenses are annotated in currency paid
 - POV Travel
 - Block 18 is checked "Own/Operate" or "Passenger" if POV was utilized
 - Member signed & dated travel voucher
- RECEIPTS:
 - Phone calls, e-mail charges – must be authorized in orders
 - Rental Car receipts present
 - Airline ticket receipts if authorized to purchase own commercial tickets
 - Lodging receipts present
 - Receipts are itemized showing nightly cost for each day of lodging
 - Receipts are in English
 - Dual lodging receipts – authorization shown on orders
 - Individual's cost, taxes per room, per night (TAD IN CONUS ONLY)
 - Conference/Registration fees receipts
 - Receipts are present for all expenses of \$75.00 or more
 - INDICATE FOREIGN EXCHANGE RATES on voucher

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➤ Statement in lieu of receipts

- Submit statement in lieu in case receipts not available
 - Must itemize
 - Amounts
 - Daily charges
 - Total Charges
 - Address and Tel # of establishment
 - Member must sign

*Statement in lieu of receipts must be completed for all lodging receipts that do not show itemized daily lodging expenses and all receipts that are not in English

TRAVEL CODES

Modes of Transportation

TP - Government procured plane
CP - Commercial plane purchased by member
GP - Government plane (AMC flight, C-130, C-9)

CA - Commercial auto (Rental car, Taxi)
CB - Commercial bus
CR - Commercial rail
CV - Commercial vessel (Ferry)

PA - Personal Auto
PM - Personal Motorcycle

Reasons for Stops

AT - Awaiting Transportation
LV - Annual Leave
MC - Mission Complete
HA - Hospital Admittance
VR - Voluntary Return

TD - Temporary Duty
AD - Authorized Delay
AR - Authorized Return
HD - Hospital Discharge