

Travel Claim GUIDE: (updated April 2025)

Each Traveler needs to be submitted as their own PDF with their own receipts. Multiple PDFs are ok in one email, but if receipts are missing from one of the Travelers, it will be returned without action. New update, if the Traveler attended 2 Events at the same location around the same time, a separate OPNAV 1770/2 and NAVPERS 1351-2 must be submitted for each event.

BLOCK 1. Did Traveler check desired method of Payment? If Electronic Fund Transfer (EFT) Block 1 is checked, please ensure an EFT document is filled out and signed.

BLOCK 2. Self-Explanatory **(PLEASE ENSURE THIS NAME MATCHES NAME ON OPNAV 1770/2).**

BLOCK 3. If Military, include Grade. If Civilian, put N/A

BLOCK 4: Include FULL SSN

BLOCK 5: Leave Blank

BLOCK 6(a-d): Full mailing address. **(ENSURE THIS ADDRESS MATCHES ADDRESS ON OPNAV 1770/2).**

BLOCK 7: Self-Explanatory

BLOCK 8: N/A

BLOCK 9: N/A

BLOCK 10: N/A

BLOCK 11: N/A

BLOCK 12: N/A - **** UNLIKE PCS TRAVEL CLAIMS, EACH TRAVELER MUST HAVE THEIR OWN DD FORM 1351-2/OPNAV 1770/2 AND EFT) NOTE: IF MINOR (17 & UNDER), THE GUARDIAN CAN SIGN THE DD 1351-2 AND EFT FORM.**

BLOCK 13: N/A

BLOCK 14: N/A

BLOCK 15: **SEE EXAMPLE PROVIDED**

BLOCK 16: SELF EXPLANATORY; **SIDE NOTE: IF BLOCK IS NOT MARKED, THEY WILL BE CONSIDERED A PASSENGER. ALSO ONLY 1 PERSON WILL RECEIVE MILEAGE PER HOUSEHOLD WHEN TRAVELING TOGETHER, NO MATTER HOW MANY MILES WERE DRIVEN.**

BLOCK 17: SELF EXPLANATORY

BLOCK 18: SEE EXAMPLE

BLOCK 19: N/A

BLOCK 20(A-B): Signature and Date is required (Digital or Wet Signatures Only).

BLOCK 20(C-F): N/A

BLOCKS 22-28: N/A

Travel Claim QUICK HELP GUIDE (Questions to ask yourself before forwarding)

1. Does Name on DD Form 1351 Match w/OPNAV 1770/2?
2. Does SSN on DD Form 1351 Match w/ OPNAV 1770/2?
3. Does Address on DD Form 1351 Match w/ OPNAV 1770/2?
4. Is Purpose of Event (Block 13) correct (i.e. Funeral, Memorial, Bedside or Dignified Transfer of Remains)?
5. Is the Date of Event (Block 14) correct?
6. Is Place of Event (Block 15) correct?
7. For Funeral Travel, is the Place of Event (Block 15 on OPNAV 1770/2), the same location as (Block 7 on DD 3045) State of Disposition of Military Remains?
8. For Memorial Travel, is the Place of Event (Block 15 on OPNAV 1770/2), the same location as City and State on the Command Memorial Invite?

NOTES

TRAVEL VOUCHER (DD1351-2): [completed, signed and dated by the traveler (Guardian if Minor Child) & all expenses claimed must be listed separately.] **Only Wet or Digital Signatures (No Adobe PDF Created signatures will be accepted).**

DD-1351-2, Block 15a is the Year of Travel.

Dates indicated in Blocks 19 and 23 of OPNAV 1770/2 must match the dates of travel indicated on DD 1351-2 of 1st "DEP" Block and Last Block filled in for "ARR."

ITEMS 1-8: Must be completed to include full address, telephone number and e-mail address (if available).

ITEM 15: Complete itinerary of travel must be provided.

ITEM 16: If Privately Owned Conveyance (POC) is utilized, mileage paid will be up to the cost of government airfare and to the owner/operator of the POC only. Note: Multiple drivers will not be reimbursed because of length of drive.

ITEM 17: Indicate duration of travel.

ITEM 18: All expenses for reimbursement must be listed separately. **(Do not Submit Gas/Food Receipts)**

ITEM 19: N/A; do not provide receipts for meals.

ITEM 20a. – b.: Must be signed and dated by the traveler (or guardian if a minor) only, **CACO cannot sign for Travelers.**

RECEIPT SPECIFIC GUIDANCE:

- All reimbursable expenses claimed must be supported by an original PAID receipt and the Receipt must be clear and legible.
- A receipt must be from the hotel or airline in the name of the traveler requesting reimbursement (if not Affidavit must be submitted). Hotel Receipts **must** include a zero balance and total expense paid.
- Online itinerary/confirmation is non-acceptable.
- Reimbursement is authorized for hotel lodging and/or personally procured airfare obtained through an online booking agent only when the traveler can provide:

Hotel

- Name of Traveler (must match with OPNAV 1770/2 and DD 1351-2)
- Daily itemized cost (Daily rate and Taxes each day itemized)
- Form of payment
- Must show ZERO Balance as a part of the original receipt, not hand-written or typed on receipt.

Vacation Rental Sites (AIR BnBs/Home Away/VRBO) are now authorized for reimbursement ONLY IF they meet the requirements of a Valid Hotel Receipt above.

Airline Receipts via personally procured

- Name of Traveler on receipt must match with OPNAV 1770/2 and DD 1351-2.
- Documented, itemized cost of flight, fees and taxes from the airline.
- Complete itinerary
- Cost and method of payment.
- Extra items are not authorized for reimbursement (Upgrade of Seat Selections/Early Booking etc.)

Airline tickets personally procured will be reimbursed up to the cost of Government Airfare – GSA Pair rate. Award Miles or exchange as a form of payment does not have any monetary value and cannot be reimbursed.

RENTAL CAR IS NOT AUTHORIZED FOR ANY TRAVEL WITH THE EXCEPTION OF CASUALTY WILL REIMBURSE THE CACO FOR A RENTAL CAR FOR DIGNIFIED TRANSFER OF REMAINS TRAVEL ONLY!!

AIRPORT PARKING: [funeral/memorial travel: reimbursement for maximum of three (3) days only. Bedside Travel reimbursement only authorized for dates bedside was warranted and possible 1 day each on both sides of bedside start and ending date.

BAGGAGE FEE: 1 checked bag per person, up to the cost as set by the Airline (previously was \$35) each way with receipt in the name of the traveler.

TOLLS: If block 16 own/operate is checked then tolls will be reimbursed, with receipts to the owner/operator only.