

## **Completing and Submitting the Travel Voucher (DD Form 1351-2)**

☀ The DD Form 1351-2 must be filed within 5 days after completion of travel.

☀ The travel voucher package must include the following:

- Original DD Form 1351-2
- The original DD Form 1610 (travel order)
- Airline itinerary and final stub
- Lodging receipt
- One copy of all other receipts for expenses greater than \$75.00.

☀ The DD Form 1351-2 must be signed by the traveler, the traveler's supervisor and reviewed and signed by the reviewing official at the ordering issue facility. The package should then be submitted to the following address: ***(Do not send package to AFIP!)***

DFAS Travel Pay Services

ATTN: Dept 3700

8899 E. 56<sup>th</sup> Street

Indianapolis, IN 46249

FAX Numbers: 317-510-3913/3914/4124

Phone Numbers: 317-510-2164/3061

☀ Upon settlement, one legible copy of the paid settlement voucher must be forwarded to:

Armed Forces Institute of Pathology  
14th & Alaska Avenue, NW  
Bldg. 54; Room G095  
Attn: Mr. Reginald Wilkes  
Washington, DC 20306-6000