

**DOCUMENT NAME: Continuous Travel Orders****DOCUMENT TYPE: 13**

1. **Description:** Travel orders issued on a continuing basis (monthly, quarterly, annually).
2. **Primary Forms:** DD-1351-2, Travel Voucher or Subvoucher
3. **Related Forms:** CG-4251, Military and Civilian (TAD/TD) Request and Travel Orders  
CG-5131, Standard Travel Orders For Military Personnel (refer to Figure 12C-21)

4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 1314904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
13	14	90	4	F	AB	001	

5. **Accounting Line:** If multiple lines are used, a different suffix is required for each line starting with 000.

SAMPLE: 2/F/401/136/30/0/AB/12345/2100 (See Note)

Note: For reimbursable travel be sure to include the reimbursable number after the object class code. For further information see Chapter 9.

6. **FINCEN Critical Processing Requirements:**

- a. Issuing units must ensure travel orders CG-4251 or CG-5131 are completed in entirety. The following information is critical for processing:
  - (1) Name and SSN of traveler.
  - (2) Accounting data - CG-4251, block 21; CG-5131, block 7.
  - (3) Standard document number - CG-4251, block 21 under Document ID, Travel Order Number (TONO) heading; CG-5131, block 7 under Document Identification Number heading.
  - (4) Appropriate Treasury Symbol (Appendix B) - CG-4251, block 19; CG-5131, block 10.
  - (5) Estimated cost - CG-4251, block 21; CG-5131, block 7.

6. a. (6) Civilian Mileage/Per diem- CG-4251, blocks 15 and 16 must be completed for civilian personnel.

7. **Other Information:** A different suffix must be assigned for each member traveling under group orders. Begin with suffix 001 and number each traveler consecutively.

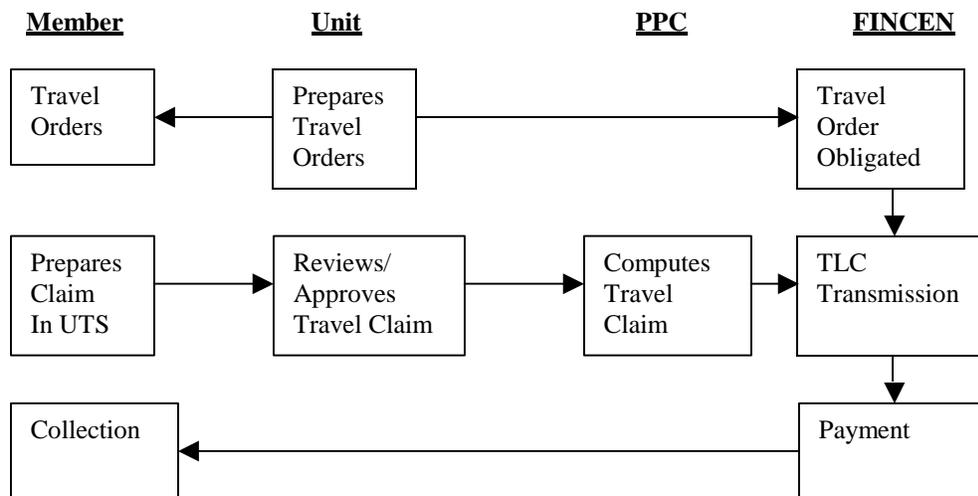
8. **FPD Information:**

a. Travel orders (CG-4251) are created in the Requisitions Applet. Generic input is made through Simplified Acquisitions under the Miscellaneous Icon. If a Government Transportation Request (GTR) or Scheduled Airline Travel Office (SATO) ticket is issued for transportation, see document type 14 in this Chapter.

b. Obligation will transmit electronically via **FPD**.

c. A copy of this document is NOT to be mailed to FINCEN if the obligation is transmitted via **FPD**.

9. **Document Flow:**



**Figure 12C-9 Travel – TDY/Continuous**

9. a. Figure 12C-9 describes the procedures for processing Continuous Travel Orders.
- b. The unit prepares the travel orders for the member, retains a copy for the unit files and gives the original copy to the member.
- c. Travel will then be arranged either by the member with their personal Government Travel card or by the unit's corporate travel card. If a Government Transportation Request (GTR) is involved, see the document type 14 section of this chapter.
- d. When a cash advance is required and the member does not have a Government Travel card, the unit prepares a SF-1038 for the member. Advances may be paid via cash or traveler's checks and the SF-1038 is submitted to the authorized approving official for signature. (For more information on Traveler's Checks see Chapter 11). Cash advances are limited to **\$500.00**. The member gives the imprest fund cashier the SF-1038 along with the original and one copy of the travel orders.
- e. The imprest fund cashier endorses the original copy of the travel orders and gives the member the cash advance. The cashier also returns the original copy of the travel orders to the member. The imprest fund cashier forwards the original SF-1038 and a copy of the travel orders weekly to the FINCEN for replenishment.
- f. Upon completion of travel, the traveler prepares a DD-1351-2 in TPAX and submits it along with the original travel orders to the unit for audit purposes.
- g. The IATS program at PPC computes the claim and transmits it to the FINCEN via the Travel Liquidation Certification (TLC) program. Payment will then be made to the member, if required. See Chapter 11 for more information on TLC. Also see the Travel Advance Control (TAC) section of Chapter 11 if an advance has been made.
- h. If the travel is for another government agency on a reimbursable basis, a copy of the agreement must be FAXED to the FINCEN (OGR) at (757) 523-6024 at the time the order is created. See the Reimbursable Travel section of Chapter 9.
- i. TAD and Reserve Training spanning more than one FY are discussed in Chapter 11, paragraph 21, Section II on fiscal year closeout procedures. Most expenditures are prorated to each FY, but airfare is charged to the FY in which the travel began.

10. **Sample Forms:** See Figures 12C-10 and 12C-11.

11. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1314904FAB001000	051	04216FHBF	12345	2100	0.00	150.00	0.00	0.00
1314904FAB001000	0512	04259FHXB	12345	2100	0.00	150.00-	0.00	0.00
1314904FAB001000	102F	04259FHXB	12345	2100	0.00	0.00	0.00	150.00

12. **References:**

- a. COMDTINST M4600.17, Coast Guard Supplement to Joint Federal Travel Regulations, Volume I.
- b. COMDTINST 4600.14A, Travel Charge Card Program.
- c. COMDTINST M7210.1B, Certifying and Disbursing Manual.
- d. COMDTINST 12570.4, Civilian Travel Management Program.
- e. Joint Travel Regulations, Volume I.

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$		2. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> PCS <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) Smith, John		5. GRADE SK1	6. SSN 123-12-1234		b. SUBVOUCHER NUMBER		
7. ADDRESS. a. NUMBER AND STREET 1800 Portsmouth Blvd.		b. CITY Portsmouth	c. STATE VA	d. ZIP CODE 23706	c. PAID BY		
8. DAYTIME TELEPHONE NUMBER & AREA CODE 757-396-5731	9. TRAVEL ORDER NUMBER 1304234FAB004	10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES					
11. ORGANIZATION AND STATION USCGC Eveready, Portsmouth, VA		12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED					
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)			
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
2004							
1/04 DEP	Home - Portsmouth, Va	PA					
1/04 ARR	Destination		TD		100		
1/05 DEP	Williamsburg, Va	PA		90.00			
1/05 ARR	Home - Portsmouth, Va		MC		100		
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL			
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
01/04/04	Toll	10.00		X MORE THAN 24 HOURS			
01/05/04	Toll	10.00					
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS				
20.a. CLAIMANT SIGNATURE Signature Required		b. DATE 01/06/04	c. SUPERVISOR SIGNATURE		d. DATE		
21.a. APPROVING OFFICER SIGNATURE Signature Required					b. DATE		
22. ACCOUNTING CLASSIFICATION 2/F/401/136/30/0/AB/12345/2100 Treasury Symbol: 704-0610							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID		

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Figure 12C-10 DD-1351-2, Travel Voucher or Subvoucher

