

CHECKLIST: TRICARE Prime Travel Voucher

Block 1: (Payment Method): Select method of payment. For Split Disbursement – If Government Travel Charge Card was used, check the split payment box and indicate the dollar amount to be sent to the charge card company.

Blocks 2 – 7 & 11: Complete with valid information and provide a current mailing address.

Block 9: “NONE”

Block 15: The itinerary must be completed using dates, modes of travel, and reason for stops. Please refer to the reverse page of the DD Form 1351-2. Travel times are not required. If you used your Privately Owned Conveyance (POC) for any portion of the travel, make sure Private Auto (PA) is claimed in block 15c.

Block 16: If POC travel was used, then check this box appropriately.

Block 17: Indicate which was correct for your trip. This block has eliminated the need for documenting arrival / departure times in block 15.

Block 18: Receipts are required for ALL reasonable actual expense being claimed. Lodging and rental car receipts must be in the claimant's name, and must show that balance was paid in full or indicate a zero balance. Pre-calculation rental car receipts are not acceptable. Please do not mark or use highlighter on receipts. If possible, arrange receipts in chronological order and keep them intact.

Block 19: Not applicable in TRICARE Prime Travel.

Block 20a-f: Your signature and date are required.

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