

CPPA CHECKLIST
CIVILIAN EVACUATION TRAVEL ORDERS & CLAIMS
23 DEC 2021

Overall Guidance:

- Government Travel Card (GTCC) is authorized to be used.
- These instructions apply to Appropriated Fund Navy Civilians only.

Travel Claims:

- Interim Travel claims may be submitted after 30-days or upon checking out of lodging, whichever comes first.
- Incidental Expenses require itemized receipts for expense \$75 and over
- Lodging Receipt must be \$0 Balance due, itemized receipt from the hotel. (For civilians not utilizing pre-paid lodging procured by CNIC)

Review the required forms:

- DD1351-2 (Travel Voucher) (To be completed by civilian employee and reviewed by the supervisor)
 - Block 1. Verify EFT is checked
 - Split Disbursement, if a GTCC was used, the payment can be made directly to the card by the traveler to ensure proper and timely payment.
 - Confirm Block 2-4, 6-8 are accurate and complete.
 - Block 5 should annotated TDY, Member/Employee, and Dependents (if applicable)
 - Block 9 should only have an amount IF a Travel Advance was processed
 - **Block 10.d. PLEASE CONFIRM License Plate # of POV (if applicable) and DOD ID # that's required for processing in TOPS by PSD.**
 - Block 11 should indicate the Command Name as listed on the DD1610
 - Block 12 and 13 should match the DD1610. No additions authorized on the DD1351-2. If dependents were left off the orders DD1610, amended orders will be required to validate dependency by the Command
 - Block 15.a. 2021 goes in the top space and the date MM/DD is entered in the subsequent blocks. Starting with the date departed residence/checking into lodging and ending with the date checked out of lodging/returning to residence.
 - IF multiple lodging/hotels were used/required, each physical move should be listed to accurately represent the supporting documentation (e.g., receipts) and correspond with the matching dates. Ensure that hotel bills do not overlap. Multiple hotels are not authorized on the same night.
 - Block 15.e. should list the amount of the hotel room cost (not to exceed the maximum authorized amount per diem)
 - Block 16. Block checked if POV was used to relocate to lodging/hotel.
 - Block 17. Block checked for More than 24 hours
 - Block 18. Expenses should be listed for the lodging room, lodging tax, resort fees, parking (if applicable POV was used). If other expenses are listed as line items, ensure the expense was specifically authorized on the orders DD1610 and a receipt is accompanying the claim (if more than \$75).
 - Block 20.a. Signature of the employee (prefer digitally signatures) 20.b. date filled in
 - Block 20.c.-20.f. Reviewer is the responsibility of the supervisor of the employee. All Blocks are required for payment. Digital signatures are preferred.
 - Block 21.a.-21.d. Command AO completes these blocks and signs. All blocks are required for payment. Digital signatures are preferred.
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- Copy of Evacuation Orders DD1610
 - Verify the orders are signed in Block 17, 18, and 20.
 - Verify LOA is listed in Block 19.
- Receipts for Lodging and authorized expenses \$75 and over
 - Lodging Receipt must be \$0 balance due, itemized charges
 - Resort Fees are reimbursed if stated on the orders as approved by Command due to normal costs for lodging in Oahu.
- Completed copy of Evacuation Lodging Certification Sheet
 - Verify name, grade, SSN, Command are the same as listed on the DD1610
 - Confirm lodging receipt is the same as listed on this certification sheet. Multiple hotels may have been required, all should be listed in the additional information section.
 - Certification sheet should be signed by both employee and “command”
 - “Command Authorizing Official” signature should match the Reviewer on the DD1351-2 or the signatures on the DD1610. If there’s a discrepancy, ask for verification.
- Completed copy of the NPSSC Travel Electronic Funds Transfer (EFT) Information Form
 - Verify Banking Information is complete and employee signature on the form. Digital signature is preferred.
- Completed copy of the Evacuation Dependent Certification Form
 - Confirm that the names on this form match the names on the orders. No Additions.
 - Child/Dependents must be under 18 years of age
- Copy of the Evacuation Authorization Order/Memos
 - **As of 22-DEC, COMANVREG HAWAII NOTICE 11101 extended thru 4-JAN-2022**
- Copy of DD 577 – Appointment Record for Command Approving Official (AO)
 - Upload a copy of the AO’s DD577 who signed in Block 21 on the DD1351-2

Travel Advances:

- Advance should only be granted to a Civilian that does not have a Government Travel Card (GTCC) or has extenuating circumstances, determined case by case.
- Advance payment will be deducted from the authorized travel claim reimbursement
- Reference document titled A-10 Guidance for Advances for Evacuation Orders
- Employee must complete **A-8 Application for Transfer and Advances Form NPPSC 1300/1**
 - Completed Blocks 1-4
 - Blocks 5 & 8 should be Civilian’s Command UIC
 - Block 14 should be date entered lodging
 - Completed Block 15-18
 - Block 19-20 should be NOT include any air travel for Evac Orders
 - Skip Blocks 22 & 23
 - Block 24 should be blank. If the box checked is “intend to use my GTCC”, return for verification of requirement to request Advance.
 - Block 25 – select all that apply. If Mileage is checked, confirm that POV is checked in Block 19-21. Mileage for Depends is not authorized IAW A-5 DTMO CONSU Evacuation Allowances Summary
 - Skip Block 26-29
 - Advanced Basic Pay is not authorized for Civilians

- Block 30 – Civilians should check the 2nd block (Different account). The EFT Information must be included on this form and match the NPSSC Travel Electronics Funds Transfer (EFT) Information Form.
- Block 31-33 Completed
- Additional supporting forms required:
 - Copy of Evacuation Orders DD1610
 - Completed copy of Evacuation Lodging Certification Sheet
 - Completed copy of the NPSSC Travel Electronic Funds Transfer (EFT) Information Form
 - Completed copy of the Evacuation Dependent Certification Form
 - Copy of the Evacuation Authorization Order/Memos
 - Copy of DD 577 – Appointment Record for Command Approving Official (AO)

Per Diem Rates

Civilian rates are based on number of dependents and age of dependents.

Lodging Rates available online <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

6 Jan 2021 to 16 Dec 2021 \$177

17 Dec 2021 to 5 Jan 2022 \$312

Meals \$119/day

Incidentals \$30/day

Day 1-30:

Adults and dependents age 12 and above – 100% per diem rate

Dependents under age 12 – 50% per diem rate

Day 31-180:

Adults and dependents age 12 and above – 60% per diem rate

Dependents under age 12 – 30% per diem rate

For questions or concerns:

- Employees contact your Command POC for support.
- Command POC contact your local Human Resources Director for support.
- CPPA contact the Personnel Support Detachment Pearl Harbor for support.