

1351-2 Fill out and submission **Procedures**

(Travel Claim)

Marine Corps Base Hawaii

(808)257-7766,7771,8811

Submission address

- E-mail- MCBH.FINANCE.FMB@usmc.mil
- Regular mail-
Commanding Officer
Marine Corps Base Hawaii Finance Office
PO BOX 63062 MCBH Kaneohe Bay H.I.96863

What is a DD form 1351-2

The DD form 1351-2 is a form that identifies who you are, your dependents, where you traveled from, and where you and your family traveled to. It is the documentation that the Disbursing office utilizes to pay your entitlements accurately. Improper, incorrect, or illegible claims may significantly delay your payment resulting in a possible debt to the government and credit report/score degradation.

- Submitting a false claim will result in a fine with a possible jail sentence in accordance with **U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729**

Finding your 1351-2

Click below to be directed to a 1351-2...

[1351-2](#)

Or use your favorite search engine...

Is your 1351-2 the correct version?

- If there is a line or an “X” through blocks 20 or 21 (signature blocks) then you must find another one.
- Does block 21 have an A, B, & C block, or only A & B? Those with only A & B are outdated and no longer accepted.
- The correct version will have a date of May 2011 or newer.

Block 1

(Payment)

When filling out block 1 you will need to select the EFT block or Payment by Check block.

NOTE: If this is your **Permanent change of station** (PCS) claim, separation claim or retirement claim, the Government travel credit card is not authorized for use. Payment by check is not valid for separations or retirement claims.

Blocks 2-5

(Personal information)

- 2) Your name
- 3) Your pay grade
- 4) Your full social security number
- 5) Mark the appropriate entitlements you would like to be reimbursed for.

NOTE: DLA and TLE are not reimbursable for your final travel claim when separating or retiring from the Marine Corps.

Block 6

(Address)

6) The address you are currently residing in.

NOTE: This is also known as your new residence or home of record. This address should also be the one you entered on your 11060 (papers you were given by IPAC outbound upon separation). If it is something different you will need to attach a statement as to why you did not move to the address you listed on your 11060. You will also need to contact IPAC outbound and update your address in our systems. Failure to do so can delay payment.

Block 7

(Phone number)

7) Your telephone number.

NOTE: Please enter a phone number which you can be reached at from 0800-1700 pacific standard time. The Disbursing Office will contact you via this number if there are any questions with regards to your claim. The finance office will not give this number to personnel outside of the office. It will also not be used for any purpose other than your travel claim.

Blocks 8-9

These will be left blank by the member and are for the Disbursing office's use only. Filling these out may cause a processing error and may ultimately delay your payment.

Block 10

(For D.O use only)

- a) Disbursing use only
- b) Disbursing use only
- c) Disbursing use only
- d) Annotate the number of vehicles used in your move(1,2,or 3 POVs), and any other information you feel is pertinent to the submission of the claim.

Block 11

(Organization and station)

This block will be left blank by the member and is for the Disbursing Office's use only. Filling out this block may cause an error within the office and may ultimately delay your payment.

Block 12

(Dependent(s))

(1 of 2)

Accompanied- If your dependents have moved from your old duty station and are now residing with you.

Unaccompanied- If your dependents were already located where you moved to, or did not relocate.

NOTE: If you feel that your dependents were in an unaccompanied status please write a statement in block 10 or attach a document that has been signed and dated by you (the member) explaining why you feel the travel was unaccompanied. If you leave this block blank your claim will be returned in an unpaid status.

Block 12

(2 of 2)

- a) Dependents' first and last name
- b) Relationship to you (spouse, son, daughter)
- b) Date of birth or marriage

NOTE: If your dependents are not listed on your orders you are required to contact your IPAC and have them send you a correct set of orders showing all dependents prior to separation from the Marine Corps. If you did not relocate all of your dependents you (the member) need to attach a document that has been signed and dated by you (the member) explaining why and the location of these dependents. If your dependents move within your allotted time (6 months for separates and 1 year for retirees) you can submit a supplemental for their travels. An extension can be submitted for additional time through HQMC. For information contact your servicing IPAC.

Block 13

(Dependents address on receipt of orders)

This is the address your dependents were living at on the date you started your terminal leave or the same date you went to IPAC and received your separations orders and 11060.

NOTE: If your dependents moved prior to you receiving your orders or they departed after you had already departed, you may rate entitlements for their travels. You will need to fill out a separate [DD Form 1351-2C](#) showing the dates of their travels. The determination will come from the finance office when your files are reviewed. If your dependents traveled prior to the issuance of appropriation data (the date your orders were authorized by HQMC), then you will not rate travel entitlements for them. When submitting the 1351-2C it needs to be accompanied by a letter authorizing the early departure of your dependents. If you are unsure of this please contact the Disbursing Office.

Block 14

(have household goods been shipped?)

If your belongings have been relocated to your new residence mark yes. If your belongings are in storage at the old duty station or in another location other than the address listed in block number 6; then you have not established a new household and you do not rate travel entitlements.

Block 15

(Itinerary)

1 of 4

- a) Use a day and month format DD/MM, the year will be located just below the word DATE.
- b) To the right of DEP in the first block you will need to list the starting location of your move (city and state only). This should be the base in which you (the member) moved from. Your final destination on your travel claim should reflect the same city and state as blocks 6.b and 6.c. If this is the dependent travel itinerary (1351-2C) you will need to put the city and state the dependents relocated from. The next block containing both ARR and DEP should contain your final destination. If you have a TAD location between your starting and ending location enter all locations in orders with one for each block.

Block 15

(Itinerary)

2 of 4

c) Use the second page of the 1351-2 for the two letter combination codes. The codes will go in the white blocks only.

NOTE: The most common codes are PA for personal auto and CP for commercial plane.

d) Enter the reason for the stop in the white spots only. The shaded blocks are to be left blank. At your final destination, reason for stopping should be annotated as MC for Mission Complete.

Block 15

(Itinerary)

3 of 4

e) Please leave this column blank, they are not used for separation travel claims. Lodging costs are automatically factored into per diem and are not reimbursable unless you have W95 orders.

f) Please leave this column blank, mileage is not calculated off the amount you claim on your separations travel claim. It is calculated based off your separations discharge type, your Home of Record in the system among other variables.

Block 16

POC Travel

Please annotate whether you were the operator of the vehicle you used or a passenger. This block will affect mileage reimbursement. If for whatever reason you do not feel this accurately portrays your situation, utilize block 10 D where it says 'Computations' to explain in more depth your situation.

Block 17

Duration of Travel

In this block simply put an X next to the amount of time that it took for you to travel once separated from the Marine Corps. In most situations this box should be marked as 'More Than 24 Hours'.

Block 18

Reimbursable Expenses

- a) Please write the date the expense occurred.
- b) Please write the actual name of the expense.
- c) Please write the amount it cost for your expense.
- d) Please leave this column blank, this is for our office only.

NOTE: Most expenses Marines request reimbursement for are not reimbursable on a separations travel claim. Only tolls enroute to your new home and airfare are reimbursable. Lodging while awaiting your EAS are reimbursable to Marines with W95 orders only.

Block 19

Government Meals

Please leave this entire block blank as it does not affect your reimbursement at all in relation to your separations travel claim.

Block 20

Claimant Signature and Date

- a) Please sign your name here certifying that everything written on this travel claim is an accurate portrayal of what occurred when you left the Marine Corps.
- b) Please write the date that you signed your travel claim here. If this date is prior to the date you finalized your travel on your claim, your claim will get rejected.

Remaining Blocks

Please leave the remaining blocks blank as they are for the Disbursing Office's use only.