

## **Helpful RAT/PCS Voucher Information**

### **New Very Important Information**

- Vouchers are now processed through DFAS Rome. The number to use to fax vouchers: 216-367-3422. The new email address is, [DRO-216-367-3422@DFAS.mil](mailto:DRO-216-367-3422@DFAS.mil)
- For travel customer service, you call 1-888-332-7366, listen for the correct option.
- The address if you need to mail your voucher is:

DFAS ROME

ATTN: Travel Pay, Civilian Relocation  
325 Brooks Rd  
Rome, NY 13441

You can email or fax your voucher to the email address or phone number above. However, I recommend that you email you voucher with a delivery and read receipt.

### **Bags**

- You are entitled to travel with two 50 pound bags per person on RAT.
- If you have to pay for these bags, just keep your receipt and send it in with your RAT voucher.
- Be sure to add the dollar amount under reimbursable expenses (Item # 18).
- Your RAT voucher does not require a second signature for this expense.
- Your RAT orders should have this as one of your authorizations: Each traveler is allowed up to two bags of no more than 50 pounds per bag as checked luggage. Should the airlines charge baggage fees on either of the first two bags the fee will be reimbursed when the travel voucher is processed. For those employees on RAT, any additional bags or weight above the 50 pounds per bag is considered excess baggage and will count against the 100 pounds of authorized excess baggage. (JTR, Vol 2, C2305.)

### **Second Signature**

- All RAT vouchers require the signature of your local admin.
- If you are claiming anything out of the ordinary, such as a rental car in Aviano and Vicenza, or an overnight stop in a hotel, you **MUST** get a second signature on your voucher. This is in addition to your signature and your admin's signature. Remember, you will only be reimbursed for a hotel if there is no way to get home without spending the night, or your flight was delayed or canceled through no fault of your own.
- The second signature is given by the HQ Budget Officer. The POC is Teresa Moore
- Please send your completed RAT voucher to Teresa Moore, [Teresa.Moore@hq.dodea.edu](mailto:Teresa.Moore@hq.dodea.edu)
- If she has any questions, she will contact you directly.
- Remember, if you send in your voucher without the second signature, with any expenses mentioned above, DFAS will not reimburse you for those expenses.

## Receipts

- You must provide a receipt for any expenses of \$75 or more.
- If you pay for any expenses in a foreign currency, convert the amount to US dollars and list the dollar amount in column C under reimbursable expenses (Item # 18). Then list the currency exchange rate at the bottom under reimbursable expenses (Item # 18). Example: \$1=1.86 TL
- If you are buying your own airline tickets, you must get a cost comparison letter to submit with your voucher. However, this year, DODEA required all teachers to get amended orders that showed the cost listed on the SATO cost comparison letter. Be sure to include your original orders and any amendments with your voucher.
- If you paid for your own airfare, include the airfare amount in dollars on the bottom of your voucher under reimbursable expenses (Item # 18).
- If you purchase your own airline tickets, you must send proof of payment with your voucher. Unless your airline tickets show the amount paid and include proof of payment you must include a receipt from an agent or a copy of your credit card statement showing the amount of the purchase. If you send a credit card statement, be sure to black out all other information before sending it.
- In addition, you need a signed statement certifying that "the airfare in the claimed amount of \$\_\_\_\_ was personally procured and paid by a personal credit card." You can attach the signed statement with your voucher or annotate on the travel voucher. An example of this statement is attached.

## Miscellaneous Expense Allowance (MEA) (Joint Travel Regulation (JTR), Chapter 5, paras. C5300-C5310)

- The Miscellaneous Expense Portion of the MEA is designed to help cover miscellaneous expenses that are incurred when PCSing.
- The flat amount for an employee without a family is now \$650 and \$1,300 for an employee with family effective July 18, 2011.
- Transferring employees will apply for this money on their travel voucher. Please add the MEA amount to the bottom of your voucher under reimbursable expenses (Item # 18).
- You must submit the attached Memorandum Regarding Miscellaneous Expenses with your voucher to receive reimbursement.
- New Conus Hires apply for this money through DAPS on the 1190.

## Unaccompanied Baggage/Postage

- Your travel orders will have the following listed under authorizations: For Renewal Agreement Travel (RAT), excess baggage not to exceed 100 lbs. per person is authorized at Government expense in addition to the free checkable baggage. It can be carried as accompanied baggage, shipped as unaccompanied baggage, or mailed if the local TMO determines that mailing is more economical than shipping. Baggage allowance is limited to personal clothing and articles necessary for the trip. (JTR, Vol 2, C2305.)

- All employees and their dependents are entitled to 100 pounds per person as excess baggage both ways. This is NOT the same as your two 50 pound bags that was discussed above.
- You can either send this baggage through the military/TMO or mail it through the USPS. (We are aware that teachers in Turkey and Spain are not authorized to use TMO for this entitlement due to custom regulations.)
- If you mail your unaccompanied baggage through the USPS, you would include your US mail receipts with your travel voucher. **We NO longer need to go to TMO for a letter!** Be sure that the package weight is on the postage receipt and that the weight and dollar amount on your receipt is legible. DFAS will reimburse you for the **total** cost of your postage, up to the weight authorized, with the exception of insurance. If you choose to insure your packages, you will not be reimbursed for that cost.
- Be sure to add the total dollar amount for your postage on the bottom of your voucher under reimbursable expenses (Item # 18).
- You can also bring this additional weight with you through the airlines as excess baggage. If you choose to bring it back as excess baggage, you must submit your paid airline excess baggage receipt with your travel voucher and obtain the second signature discussed above.

#### **Disclosure Statement**

- Teachers are now required to sign a "Disclosure Statement" prior to DLA issuing RAT or PCS orders. See attached statement. This statement is also required by DFAS and, when signed by the party, states that no third party has accepted duplicate reimbursement for any expenses claimed. See the attached example.

#### **Direct Deposit Authorization**

- If you do not have a direct deposit authorization on file with DFAS-Columbus with your currant banking, a completed DD2762 for Direct Deposit Authorization (designating your checking or savings account) is required for payment. In the absence of the DD2762 your documentation must include the following information:
  - Traveler's name
  - Traveler's SSN
  - Traveler's Address
  - The Routing number
  - Type of account (checking or savings)

#### **Sending in RAT/PCS Vouchers - Please note the important email change**

- The best way to send in your voucher is through email. This way you will have documentation to show when it was sent.
- Email all vouchers to [DRO-216-367-3422@DFAS.mil](mailto:DRO-216-367-3422@DFAS.mil)
- On your email, be sure to check the boxes to request a delivery receipt and a read receipt.

- The DFAS server has a 5MB limit for messages, which is less than the DoDEA server. If you receive an undeliverable message to your request for a delivery receipt with this message: The e-mail system was unable to deliver the message, but did not report a specific reason. Check the address and try again. If it still fails, contact your system administrator. <Zot3.eu.dodea.edu #5.0.0 X-Spam-&-Virus-Firewall; message size 7568068 exceeds size limit 5000000 of server dns30a.dfas.mil [207.133.76.243 then your attachment was too large for the DFAS server. Rescan your voucher into two parts and email both separately. Be sure to note on both emails that your voucher is in two parts.

### **Reimbursement of vouchers**

- With 72 hours after emailing your voucher, you should receive a "Notification of Travel Claim Receipt" from DFAS.
- You should receive a second notice when your voucher is completed with a travel summary voucher attached.
- If you do not understand your travel summary or do not receive payment for your voucher, please let me know. I will continue to work very closely this year with DoDEA and DFAS Rome to get all outstanding RAT/PCS vouchers paid.

### **For Further Information**

The Defense Finance and Accounting Service (DFAS) has the information you need to make your Permanent Change of Station (PCS) move go smoothly:

- Find out which entitlements are taxable.
- Learn how to fill out a Travel Voucher (Form 1351-2).
- Identify where to send your claim.
- Find out how to avoid the top seven errors that travelers make that delay payment of their claim!
- For this and more PCS information, visit the updated DFAS Civilian Travel website:  
<http://www.dfas.mil/pcstravel.html>
- You can also find a checklist on completing your voucher through the website above or go directly to <http://www.dfas.mil/pcstravel/checklists.html>

**Please contact me if you have any questions or concerns about the above information.**

Thank you,

Linda A. Hogan  
 European Director  
 Overseas Federation of Teachers, AFT, AFL-CIO  
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