

## COMMON ERRORS ON TRAVEL CLAIMS

- Block 1. PAYMENT – Many Auxiliary members are not set up with EFT. This causes delay in payment due to the Finance Center having to issue a Treasury check. There are Direct Deposit forms available in the DIRAUX office and thru the Auxiliary website.
- Block 6. TRAVEL ORDER NUMBER (OR TONO) – This is the accounting string that is used to pay for the orders. The travel order number is listed on the orders.
- Block 15. ITINERARY – Aux members will almost always depart from their HOME, and travel will always end at their HOME. In section (e) Lodging Cost, only the DAILY RATE should be listed. Not the entire trip lodging cost. The arrival and departure times will be list the amount of days you are to be reimbursed. All orders will end with MC = Mission Complete.
- Block 16. REIMBURSABLE EXPENSES – Where lodging tax, parking fees, phone charges (if authorized) tips, taxis, etcetera will be listed. Do NOT list meals!!! Per Diem is paid AUTOMATICALLY, regardless is it's local per diem rate Government rate. NO meals should be listed unless specified in your orders.
- RENTAL CARS – Rental cars must be approved by TQC, HQ, or DIRAUX before you travel. The order issuing authority must approve the request prior to TDY start date. Do not assume that because you got a rental car, you will automatically be reimbursed for it. If you do not get approval for rental vehicle, you will NOT be reimbursed for it. This rule applies to all Coast Guard and Coast Guard Auxiliary members.
- Block 20 a. CLAIMANT SIGNATURE - You must sign and date the original travel voucher (claim) and sign your original orders. Claims will only be processed with ORIGINAL signatures and receipts. COPIES are kept by YOU.
- TRAVEL CLAIM PROCESS – The travel claim process can be a lengthy one if the claim is not filled out properly. Upon completion of orders, you are reminded to submit the travel claim within 3 days (working/business). Once they are received here by me at the DIRAUX office, I have only 2 working days to process them and mail them to PSC. PSC has 14 working days to process once received. After they are entered into the computer, Finance Center will run an update. Updates are run every week (Friday) to process all claims that were input. So the turn around time for Fincen is roughly 5 days. So it will usually take 3 weeks (21 days) to get your reimbursement for travel.

FOR ANY FURTHER QUESTIONS OR HELP WITH CLAIMS, PLEASE CONTACT ME (YN1 KILFOYLE) DIRECTLY. CONTACT INFO IS AS FOLLOWS:

YN1 Jillian Kilfoyle, (310)732-7287  
Jillian.E.Kilfoyle@uscg.mil

MAILING ADDRESS FOR TRAVEL CLAIMS  
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