

# Navy Reserve Travel and Pay Processing Checklist

## 1. Messing and Berthing

Verify whether you will be reimbursed for commercial or government berthing and messing:

- A Berthing Endorsement or Certification of Non-Availability (CNA) is required for reimbursement of commercial lodging expenses (*hotel costs*). If a CNA is not provided on your itinerary and you are directed to stay in government berthing, you must stay in government quarters or obtain a CNA endorsement from the local berthing authority.
- Verify government messing availability/non-availability at check-in. If messing is directed but not available, endorsement or order modification is required for meal reimbursement.

## 2. SELRES Pay & Allowance (for AT & ADT orders)

Upon reporting for duty, submit to that Command's local PSD:

- Orders with Command Endorsements (*Note: Orders must be imprinted with the word "ORIGINAL"*).
- Copy of current/verified NAVPERS 1070/60 "Page 2."
- Completed and signed ACDUTRA PAY AND ALLOWANCE CHECKLIST (*requirement varies by PSD*).

## 3. SELRES Travel Claim Checklist (for all orders: AT, ADT: & IDTT)

Submit the following to your Reserve Activity within two (2) working days of completing travel:

- Completed Travel Voucher DD 1351-2 with ORIGINAL signature.
- Copy of endorsed orders.
- Second copy of endorsed orders (*only required for IDTT processing*).
- Receipts for lodging (regardless of amount) and all reimbursable expenses over \$75.00 or more. Credit card receipts are not acceptable for rental cars--actual rental car receipts are required.
- Copy of SATO Travel Itinerary (*if travel incurred*).
- Completed Direct Deposit "verification" form with electronic funds transfer (EFT) data (*some PSDs require this only upon change to EFT data; requirement varies by PSD*).
- Certification of Non-Availability (CNA) for commercial lodging/meals from the BEQ/BOQ (*if SATO has not already provided this on your Itinerary*).
- Reserve Activity Authorizing Officer (AO) approval.

NOTE: Incomplete Travel Claims can result in returned or incomplete payment!

To minimize errors on your Travel Claims, see detailed instructions for your PSD and global forms at <http://www.pasd.navy.mil> or view the Travel section of "The Gouge" (SELRES Survival Guide) at: [www.navalreserve.navy.mil](http://www.navalreserve.navy.mil) > COMNAVRESFORCOM (Private Side) > Welcome Aboard > Customer Service > THE GOUGE.

REF: JFTR VOL 1 and JTR VOL 2 / DODFMR VOL9 U2510

Endorsed and approved by: PSAs LANT, WEST, PAC and EUR  
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