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## Chapter 9

### Reimbursement of Auxiliarists

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#### Introduction

14 U.S.C. § 831 states, *“When any member of the Auxiliary is assigned to such duty he may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from his home.”* Reimbursement for Auxiliary travel to, from, and during officially assigned duty will be consistent with the prevailing per diem rates authorized for Federal civilian employees and administered pursuant to provision in the Federal travel regulations.

Auxiliarists, as volunteers dedicated to helping support Coast Guard missions, often expend significant amounts of personal resources to effectuate such support. It is, therefore, incumbent upon each Coast Guard order issuing authority to clearly and comprehensively consider its capacity to reimburse Auxiliarists for authorized expenses, completely or to the extent to which the availability of its own resources allow. For example, recognizing that reimbursement is subject to the availability of funds, an Auxiliary Sector Coordinator (ASC) who, due to the nature of their support frequently travels to and from the command, may be reimbursed full travel expenses (e.g., mileage and tolls), partial travel expenses (e.g., just tolls), or no travel expenses dependent upon the availability of the Sector command’s funds. In order to foster and facilitate the strongest support relationship, it is vital for the order issuing authority to clearly explain and define expectations to the Auxiliarist at the outset of support coordination. Auxiliarists must be aware of the implications of unit resource limitations, and that Coast Guard District Commanders are responsible for ensuring that budgeted levels are not exceeded.

The provisions of this chapter apply only to Coast Guard funded orders issued to Auxiliarists for official duty. They do not apply to Auxiliary funded orders.

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## Section A. Types of Orders

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<b>Introduction</b>	The issuance of Coast Guard orders as described in this section (except invitational orders) and those orders issued by the Auxiliary on the Military Temporary Duty or Civilian Temporary Duty Travel Order Form (CG-4521), in addition to the other methods of assignment to duty contained in Chapter 5 of this Manual, constitute assignment to duty under the provisions of 14 U.S.C. § 831. This section describes the various types of Coast Guard funded orders under which Auxiliarists may be assigned to duty and for which Auxiliarists may be eligible for reimbursement.
<b>A.1. Travel Orders</b>	To be eligible for reimbursement for travel, the Auxiliarist must be traveling on reimbursable orders issued by an appropriate Coast Guard official. Travel by an Auxiliarist or the use of a vehicle, vessel, or airplane without Coast Guard orders is done as a private citizen of the U.S. and is not covered by 14 U.S.C. § 831, 832, or other provisions pertaining to the Auxiliary. It is the responsibility of the Auxiliarist to ensure up until the time of departure on the mission that he or she is properly assigned to duty by an appropriate order issuing authority and that the mission for which travel orders have been issued is still authorized and scheduled to occur. If in any doubt, the Auxiliarist shall contact the Director, order issuing authority, or, in the case of "C" school attendance, the lead instructor, as appropriate.
A.1.a. Trip Orders	Trip orders, reimbursable or non-reimbursable, are issued to an Auxiliarist to attend a specific function (conference, meeting), for a specific time frame, at a specific location. An Auxiliarist serving at a Coast Guard command on an occasional basis would receive this type of order.
A.1.b. Monthly/Quarterly Orders	Monthly/quarterly orders, reimbursable or non-reimbursable, are normally used for an Auxiliarist who serves at a certain station or office on a regular basis over an extended period of time. The purpose of this type of order is to reduce the administrative need to issue the same orders many times over a period of time. Travel conducted under this type of order is accomplished throughout the stated period, with a single claim for reimbursement filed at the end of that period. The Auxiliarist who provides weekly administrative assistance at a Director's office, or someone serving as a regular weekend watchstander at a station or group, could receive this type of orders. Orders covering periods longer than a quarter are discouraged.

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A.1.c. Patrol Orders	Patrol orders, reimbursable or non-reimbursable, are issued by an order issuing authority using the Patrol Order Management System (POMS) to order the use of an AUXFAC (vessel, airplane, motorized vehicle, and communication station). Use of POMS is mandatory.
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A.1.c.(1) Patrol Order Management System	The Patrol Order Management System (POMS) shall be used for all types of orders, including those for surface, air, and mobile radio facilities including for occasions of SAR standby. POMS is an easy-to-use web-accessible patrol order and claim processing application that automates and streamlines the entire patrol order process, including the direct deposit of claim payments. POMS is available both on the Coast Guard Intranet and Internet for Auxiliarists to request orders and submit claims. Orders and claims are approved by the appropriate Coast Guard authority only after the POMS application automatically verifies and validates necessary information such as operator and facility qualifications, currency maintenance, and claim data. POMS receives daily qualification updates from AUXDATA to ensure accuracy. The approved claim is transmitted directly to FINCEN for reimbursement. Additional guidance concerning patrol-related claims and activity as well as about POMS can be found in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
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A.1.c.(2) Meals For Auxiliarists During Patrols	Reimbursement for meals while on assigned patrols after hours is authorized as subsistence in kind. The Coast Guard Auxiliary basic allowance for subsistence (BAS) policy is based upon $\frac{1}{30}$ of the monthly enlisted BAS. Subsistence-in-kind is authorized for recruits, cadets, non-prior-service officer candidates, and Auxiliarists. If not possible, Auxiliary meal rates will be based upon the daily enlisted regular BAS rate.
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A.1.d. Verbal Orders	In times of emergency or critical operational need, an Auxiliarist may receive verbal orders to proceed on a mission. These orders can be reimbursable or non-reimbursable. The orders must be noted in the logs of the Coast Guard unit issuing the orders and must be followed up with written orders as soon as conditions permit (for reimbursement if authorized, or with nonreimbursable orders if injury, damage, or mishap occurs).
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A.1.e. Invitational Orders	Invitational orders are normally reserved for individuals who are not associated with the Coast Guard or the Auxiliary. These orders authorize the travel of a civilian at the Government's expense for the purpose of supporting a Coast Guard mission or activity. These orders may only be issued by Commandant or specifically designated authorities. The specific procedures for invitational orders are covered in the Invitational Travel, COMDTINST 12570.3 (series).
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**A.1.f. Official  
Foreign Travel  
Orders**

All Auxiliarists who conduct foreign travel for the Coast Guard must have written orders in hand prior to departure from the U.S. Official foreign travel by Auxiliarists must be cleared through and approved by CG-DCO. Foreign travel orders require a minimum of 180 days advance approval. Auxiliarists must realize that although they may travel under Coast Guard orders, they may not be protected under various Status of Forces Agreements with foreign countries since they are not military personnel. These provisions do not apply for emergency SAR missions in foreign waters.

The Department of State does not recognize the Coast Guard Auxiliary as an entity that can normally apply for an official passport to perform duties on behalf of the Coast Guard. Typically, Auxiliarists will be directed to obtain a tourist passport to use for their Temporary Duty (TDY) mission. The cost of a tourist Passport is not reimbursable. In special circumstances, Auxiliarists may be issued an official passport in accordance with provisions of Passports and Visas, COMDTINST 4650.10. Auxiliarists must route their passport requests through CG-5421 for approval. If CG-5421 approves the request, it will be forwarded to CG-DCO-I for approval. The final decision to issue an official passport for Auxiliarists ultimately rests with the Department of State.

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**A.2. Coast  
Guard TAD  
Orders**

Auxiliarists are normally assigned to temporary additional duty (TAD) using Form CG-4251. This form can be used for both reimbursable and non-reimbursable orders. Although Auxiliarists will not normally be tasked with preparing these order forms, it is important they understand certain information contained on this form. If uncertain about what is expected or upon noting an error, the traveler must resolve their concerns with the order issuing authority before departure. The following information is contained on the form:

- a. Boxes 5 and 6 contain the departure date and estimated days absent.
  - b. Box 9 indicates the place (or places) scheduled for visit. It should be specific, indicating more than just the city to be visited.
  - c. Box 10 indicates some of the special conditions needed for these orders. Items such as a conference registration fee, excess baggage to carry Government equipment, or the authority to rent a car are indicated in this box. If these items are needed and not indicated, reimbursement will not be possible.
  - d. Box 11 indicates the mode of travel authorized. If a privately owned car is going to be used, it must be indicated here. If not, reimbursement will not occur.
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- e. Box 12 is used to indicate special instructions or to authorize additional items on the travel order. This section will also contain a certification for signature that there are no unresolved travel advances from previous travel. Non-reimbursable orders should be noted in this box.
  - f. Box 13 is signed by the traveler, indicating acceptance of the orders and the conditions listed therein.
  - g. Box 14 indicates the accounting data and other information for funding these orders. Contained within this line is the Travel Order Number (TONO), which is needed for the travel claim after the travel is completed.
  - h. Boxes 16 and 17 indicate the appropriate mileage and per diem rates for this particular travel. Expenses beyond these rates cannot be reimbursed unless prior authorization has been received. If a scheduled meeting or conference is being held at a place exceeding these rates, authorization for actual expenses must be included as part of the orders.
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**A.3. Non-Reimbursable Orders**

Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement. These orders are issued to properly recognize that an Auxiliarist is assigned to duty and to provide liability coverage for the Auxiliarist while performing duties for the Coast Guard. For patrol orders, the appropriate box will be checked indicating non-reimbursable orders. Travel orders will contain the following statement on the non-reimbursable orders: "The Government will pay no part of any expense incurred under this authorization. If you do not want to bear the necessary expenses, you will consider this authorization canceled."

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**A.4. Coast Guard Auxiliary Funded Orders**

The procedures for reimbursement under Auxiliary funded orders are contained in the Auxiliary's Fiscal Policy Guide. Questions regarding these procedures should be referred to the Treasurer, CGAuxA, Inc.

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## Section B. Miscellaneous Expenses

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**Introduction** This section describes miscellaneous expenses for which Auxiliarists may be reimbursed.

**B.1. Actual Necessary Expenses of Operations** Auxiliarists are eligible for actual expenses of operations when using their facility in conjunction with Coast Guard orders (14 U.S.C. § 830). The actual necessary expenses of operation are defined as including fuel, oil, power, water, supplies, and provisions used in the conduct of those orders. Other expenses for landing fees, ramp fees, and miscellaneous costs will be reimbursed separately from maintenance and fuel. Whenever budgetary circumstances allow and the total fuel cost exceeds the amount that would be reimbursed by the flat hourly rate, the actual fuel cost will be reimbursed in lieu of the flat hourly rate. Fuel receipts must be submitted with any claim for fuel-only reimbursement. The procedures for obtaining reimbursement for these items are listed in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

**B.2. Standard Auxiliary Maintenance Allowance (SAMA)** This reimbursable allowance is authorized by Coast Guard policy and is subject to the availability of funds. Formerly known as hourly maintenance allowance (aviation program), SAMA was established as a standard reimbursement for a portion of the maintenance expenses of Auxiliary facilities while operating under official orders in support of the Coast Guard. SAMA is based on an hourly rate of underway/airborne operational mission hours for specified categories of facilities. Hours are logged or recorded by an installed mechanical device (hour meter etc). Underway mission hours shall be the time the vessel, aircraft or communications facility starts patrol or activity to the end of the patrol excluding standby periods such as moored during the evening awaiting the second day of duties of a multi-day marine event. Underway hours will also include time moored or anchored in the direct support of the orders such as moored to an aid to navigation for servicing, or strategically anchored in an area to warn mariners of a danger such as boat races, marine disasters, or military support.

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The established rate is designed to reimburse the facility owner for routine maintenance costs incurred while assigned to Coast Guard duties. The SAMA rate is not based on expenses currently payable under patrol orders, or those expenses eligible for payment under the claims process (including the catastrophic claims policy), or any expense that is either purely service or prospective in nature. The SAMA rate is designed to help cover minor/routine expenses such as oil and filter changes, transmission fluid replacement and air filter replacement. Reimbursement rates are based on categories including vessel length, single or multiple engines and horsepower rating, etc. For detailed information on SAMA, review the appropriate sections in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

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**B.3.  
Catastrophic  
Failure**

When there is a catastrophic failure to an Auxiliary facility, where the facility is damaged by reason of its use, a claim may be payable for repair and replacement of the facility or equipment subject to the availability of funds. A key element in the determination of any amount payable is the proportional amount of the facility's total operating time that can be attributed to Auxiliary missions. More information about catastrophic failure is available in the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series), and the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

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**B.4. Damage  
and Loss Claims**

At the Coast Guard order-issuing authority's discretion, Auxiliarists may submit minor damage or loss claims (less than \$200) without necessity of an investigation to establish proof of an identifiable relationship between the specific patrol activity and the minor damage/loss. A minor damage/loss claim must be submitted on Form CG-4112 and forwarded to the Coast Guard order-issuing authority for processing and payment. Such claim must include a statement by the Auxiliarist explaining the facts/circumstances of the damage or loss. Further investigation will only be required if the Coast Guard order-issuing authority has reason to look beyond the Auxiliarist's statement. If approved, such claim must be funded from the Operating Expense (OE/AFC-30) funding of the Coast Guard order-issuing authority. Claims in excess of \$200 must be processed in accordance with applicable district and Legal Services Command (LSC) guidance. These claims will require an investigation and, if approved, funded through the Coast Guard claims account. Claims may be submitted for loss of personal property while assigned to duty and in accordance with the above prescribed procedures. More information about damage and loss claims is available in the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series). Mishap reporting thresholds are established in the Coast Guard Safety and Environmental Health Manual, COMDTINST M5100.47.

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**B.5. Auxiliary  
Vessel Facility  
Salvage  
Funding  
Procedures**

Auxiliary vessel facilities that operate on orders are, by law, Coast Guard vessels and shall be treated as such. The use of Coast Guard funds is authorized for salvage operations involving Auxiliary vessel facilities, operating on orders, in emergent situations to minimize:

- a. The possibility for loss of life or severe injury to members.
- b. The possibility for total vessel facility loss.
- c. The possibility for a marine pollution incident.
- d. The possibility for hazards to navigation.
- e. The possibility for endangerment of marine life or wildlife.

This process shall be executed exactly like a salvage response to a Government vessel. Depending upon the circumstances, an operational commander may direct local funds to be expended or seek support through the Coast Guard's naval engineering program.

The Office of Boat Forces (CG-731) will reimburse the funding unit for funds expended in Auxiliary vessel facility salvage operations.

The conventional Auxiliary damage claim process remains otherwise unchanged. Auxiliarists must submit damage claims for the repair of Auxiliary vessel facilities damaged while operating on orders. The conventional damage claim process shall be used for all non-emergent cases as determined by the operational commander.

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## Section C. Reimbursement Guidelines

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<b>Introduction</b>	Specific questions regarding travel policies contained in the Federal Travel Regulations (FTR) should be referred to the local civilian travel management specialist or the Authorized Certifying Officer (ACO). Additional information about Coast Guard travel policies and the FTR can be found at the Coast Guard Pay and Personnel Center (PPC) web site (see Appendix I). This section contains general guidance for specific reimbursement issues for Auxiliarists.
<b>C.1. Per Diem Allowance</b>	Auxiliarists traveling on official orders may be authorized per diem. Per diem is provided to cover the costs of lodging, meals, and certain incidentals while traveling.
<b>C.2. Transportation</b>	Travel on official business shall be by the method of transportation that will result in the greatest advantage and least cost to the Government.
C.2.a. Air, Rail, or Bus	Normally, commercial transportation is considered to be the most advantageous to the Government. Auxiliarists traveling by air under government orders must use discount prices available through Government contract air carriers when available. Similar Government contracts exist for rail and bus transportation and must be used if available. Failure to use these rates will make the Auxiliarist liable for the difference between the contract carrier and actual rates. These rates are available upon presentation of the Auxiliarist's ID card and a copy of the official orders. Frequent traveler miles, credits, or points derived from official travel may be retained and utilized by Auxiliarists to conduct personal travel.
C.2.b. Personally Owned Vehicle (POV)	Travel using a POV will only be authorized when its use is advantageous to the Government. Use of this means of transportation must be specifically authorized on the orders. POV-related reimbursable expenses must also be specifically authorized. If no such expenses are authorized for reimbursement, then the following provision should be included on the orders, "POV authorized for liability purposes only, not reimbursement." POV-related reimbursable expenses may include mileage at the prevailing FTR mileage rate, fuel receipts in lieu of mileage, tolls, and parking. The Claim For Reimbursement Form (SF 1164) should be utilized whenever possible for local POV mileage. It can be found on the Auxiliary web site and should be used when travel distance to an assigned site is less than 50 miles one-way.

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C.2.c. Rental Cars	When authorized, Auxiliarists may use rental cars while on official travel. Rental car costs, together with the costs of fuel, tolls, and parking, are reimbursable. The costs of damage waivers or insurance are not reimbursable.
C.2.d. Unused Airline Tickets	Unused airline tickets remain the property of the Government and must be returned for credit.
<b>C.3. Lodging</b>	<p>When Government lodging is not available and commercial lodging is authorized, an Auxiliarist will be reimbursed for lodging at a rate not to exceed the prescribed per diem rate for that particular geographic area. The prescribed per diem rates are listed in the FTR and are available at the PPC web site (see Appendix I).</p> <p>If lodging is required at a rate exceeding the maximum lodging rate, prior authorization for actual lodging expenses must be obtained in order to get full reimbursement. This authorization must be attached to the orders and submitted with the travel claim.</p>
<b>C.4. Subsistence</b>	Auxiliarists are eligible to dine in Coast Guard dining facilities, e.g., while under orders attending a “C” school at a Coast Guard TRACEN. The dining facility must be notified in advance when Auxiliarists plan to dine there, especially at smaller facilities, to ensure sufficient meals are prepared.
C.4.a. Access to Dining Facility/ Reimbursable Orders	If Auxiliarists have to pay for their meals at a Coast Guard dining facility (CGDF), they will be reimbursed for what they pay. The Auxiliarist’s orders must be endorsed at the dining facility to show the number and type of meals provided.
C.4.b. Access to Dining Facility/ Non-Reimbursable Orders	When assigned to duty under nonreimbursable orders at a place that is accessible to a CGDF, Auxiliarists shall be provided with partial rations, entitling them to dine without paying. Auxiliarists are eligible to receive meals at the discounted daily meal rate. The Auxiliarist’s orders must be endorsed at the dining facility to show the number and type of meals provided. Auxiliarists attending Coast Guard “C” schools at TRACENs are normally reimbursed for meals. A copy of the orders will have to be provided to the dining facility. The dining facility will endorse the original orders indicating the number and type of meals provided.
C.4.c. Verbal Order Assignment	When assigned to duty under verbal orders, Auxiliarists must pay for meals and then seek reimbursement upon receipt of the written orders. Reimbursement will be paid at the prevailing per diem rates for meals in that geographic area outlined in the FTR. Prevailing per diem rates are listed in Appendix A, Chapter 301 of the FTR, and are available at the PPC web site (see Appendix I).



C.4.d. Non-Access to Dining Facility	When assigned to duty at a place under reimbursable orders that is not accessible to a CGDF, Auxiliarists must pay for their own meals subject to reimbursement at the prevailing per diem rates for that geographic area. Prevailing per diem rates are listed in Appendix A, Chapter 301 of the FTR, and are available at the PPC web site (see Appendix I).
C.4.e. Flight Status Assignment	When assigned to duty while serving in flight status on Coast Guard aircraft, Auxiliarists are entitled to flight rations. If meals are provided to the aircrew, Auxiliarists are entitled to the same meals and do not have to pay for them. If the aircrew is required to pay for their meals, then the Auxiliarist should do the same and file for reimbursement.
C.4.f. Not Assigned to Duty	When not assigned to duty, Auxiliarists may dine at a CGDF, subject to the availability of meals. They will pay the standard meal rate and are not eligible for reimbursement. Dining under these circumstances must be approved by the Coast Guard unit CO/OIC sufficiently in advance as defined by the unit command.
C.4.g. Cutter/Boat Assignment	When assigned to duty on a cutter or boat that has dining facilities, Auxiliarists are expected to eat at the prescribed facilities and will not be paid per diem.
C.4.h. Travel Under Reimbursable Orders	When traveling under reimbursable orders, reimbursement of meals at the actual expense rate is not normally authorized. Anticipated exceptional circumstances must be reviewed with the order issuing authority in advance of such travel in order to effect any appropriate modifications to orders.
<b>C.5. Additional Expenses</b>	<p>Certain additional expenses may be claimed for reimbursement if these expenses are incurred while conducting travel associated with Coast Guard reimbursable orders. These expenses include:</p> <ol style="list-style-type: none"> <li>a. Normal costs of taxi/limo services (including reasonable tips) between airports or other terminals, and the Auxiliarist's home.</li> <li>b. Tips for handling baggage containing Government property necessary for the travel as well as excess baggage charges, when specifically authorized.</li> <li>c. The cost of conference/meeting rooms for Government business, when authorized on the orders.</li> <li>d. Brief telephone calls to home less than five minutes each day while away on orders. Maximum reimbursement for actual calls made is limited to \$5 per day. Official telephone calls should be indicated separately.</li> <li>e. Transaction fees for traveler's checks purchased in conjunction with official travel.</li> </ol>



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- f. Tourist passport expenses if necessary to travel to a foreign country and if an official no-fee passport cannot be obtained from the Department of State via the Coast Guard Director of International Affairs and Foreign Policy (CG-DCO-I).
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**C.6. Required Receipts**

Receipts for any lodging or air fare of any amount that is claimed for reimbursement must be submitted with the travel claim. Additionally, receipts for any other expenses (e.g., rental car cost, taxi/limo fare) that are \$75 or more must be included with the travel claim.

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**C.7. Government Travel Card**

Although Auxiliarists are considered Federal employees for the purpose of using government rates for such expenses as transportation and lodging while traveling under orders, they are not considered Federal employees for the purpose of holding a Government Travel Card. Therefore, Auxiliarists are not authorized to be issued a Government Travel Card nor have an associated account established for them. This determination is based upon extensive review between the Coast Guard and the General Services Administration (GSA).

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## Section D. Travel Claim Procedures

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**Introduction** The final step for any travel process is the filing of a travel claim to liquidate and reimburse travel expenditures. Two major Coast Guard commands are involved in the processing and reimbursement of travel claims: the Coast Guard Pay and Personnel Center (PPC) located in Topeka, KS and the Coast Guard Finance Center (FINCEN) located in Chesapeake, VA. PPC effectively reviews and conducts periodic audits of travel claims once they have been submitted from an order issuing authority. FINCEN effectively executes payment of the claimed expenses that have been approved for reimbursement.

**D.1. Direct Deposit (DD)/Electronic Fund Transfer (EFT)** The Coast Guard makes payroll and claim reimbursements to personnel through its DD/EFT program (this includes claims for travel, damages, official expenses). DD/EFT is required for all Coast Guard active duty, Reserve and civilian personnel. It allows the Coast Guard to effect payments and reimbursements via DD/EFT quickly, securely, and directly to the bank account specified by the individual/claimant. This eliminates a lot of time, cost, and administrative overhead associated with processing, printing, and mailing payroll and reimbursement checks.

DD/EFT is mandatory for Auxiliarists. In order to receive reimbursements from the Coast Guard for expenses associated with patrols, official travel, or any other claims (e.g., equipment damage), an Auxiliarist must have established DD/EFT service. Establishing DD/EFT service is open to any and all Auxiliarists. Failure to establish DD/EFT service shall constitute grounds for denial of assignments to duty, issuance of official orders, and reimbursement of claims.

DD/EFT service can be most easily established by enrolling on the Coast Guard Finance Center (FINCEN) web site at [www.fincen.uscg.mil/aux\\_info.htm](http://www.fincen.uscg.mil/aux_info.htm) (select the "EFT/ACH Enrollment Form" option, fill in the blanks, and electronically submit the form directly to FINCEN). In accordance with instructions on the electronic form, it can either be faxed to FINCEN (ATTN: T-16) at (757) 523-6769, or it can be mailed to FINCEN at:

Commanding Officer (opc-5c)  
 U.S. Coast Guard Finance Center  
 1430A Kristina Way  
 Chesapeake, VA 23326-1000

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## **D.2. Orders, Receipts, and Claims for Reimbursement**

Claims for reimbursement of official travel must be completed on the Coast Guard Travel Voucher (DD Form 1351-2). It can be found on the Auxiliary web site. This signed form, along with original travel orders and substantiating receipts, should be turned into the Coast Guard office that issued the travel orders, or the Director, within three days of travel completion. This is required so an administrative claim review may be completed before forwarding the claim for payment. The Claim for Reimbursement Form (SF-1164) should be utilized whenever possible for local POV mileage (i.e., when travel distance to an assigned unit is less than 50 miles one-way), telephone calls, and miscellaneous expenses.

### **D.2.a. Changes to Orders**

Occasionally, circumstances change during the execution of orders. Normally, any deviation from the original orders must be approved and documented. This is accomplished by an official "Amendment to Orders" issued and signed by the order-issuing authority. An example of a required amendment to order authorization is remaining overnight at a location not designated on the original set of orders. If it becomes necessary to deviate from the stated original set of orders, the order-issuing authority must be immediately contacted to obtain approval and to amend the orders as soon as practicable. Failure to take such notification action may seriously jeopardize an Auxiliarist's entitlement to authorized reimbursements.

### **D.2.b. Required Attachments to the DD-1351-2**

The Auxiliarist should send the following original data and retain a copy of all travel claim documentation:

- (1) Original of the orders.
- (2) Original lodging receipt.
- (3) Original airline ticket receipt.

Original receipts for any expenses \$75 or more.

### **D.2.c. PPC Completing the DD-1351-2**

Current instructions and tips for the completion of travel vouchers are available in many different formats on the PPC-Travel web site found in Appendix I. If Internet access is not available, the order-issuing authority or Director can provide printed information for use. A self-explanatory electronic version of the form is also available on the Auxiliary web site (see Appendix I).

### **D.2.c.(1) Payment**

Payment of travel claims will be made directly to the financial account provided on the electronic transfer/direct deposit form (FMS 2231-CGAUX). If payment has not been deposited after 30 days of submission, an Auxiliarist should contact the PPC Customer Care Branch for status at 1-866-PPC-USCG (772-8724) or via the customer care branch of the PPC web site (see Appendix I). Detailed payment and deposit status for travel expenditures is available via the online travel claim status/payment history section of the FINCEN web site (see Appendix I).





D.2.c.(2) Advance of Travel Funds (SF-1038)	<p>Advances of funds may be requested to defer initial expenses associated with executing official Coast Guard travel. To obtain up to 80 percent of advance funding of the estimated cost of travel expenses, an approved request must be forwarded by the order-issuing authority at least seven working days prior to commencement of travel. Once the request has been approved, it is forwarded to PPC–Travel for payment. Actual payment of the advance to the Auxiliarist will be coordinated by the order issuing authority. It is imperative that a travel claim is submitted upon completion of travel to liquidate any advances and prevent debt collection activity.</p>
D.2.d. Travel Voucher Summaries	<p>A Travel Voucher Summary (TVS) explains reimbursed travel expenses in detail. TVSs are available at the PPC web site (see Appendix I). They may also be manually mailed upon request by the claimant to the Director to the address provided on the travel claim (DD Form 1351) if the claimant does not have Internet service. Although there is a block for an e-mail address on the travel claim (DD Form 1351), it is not used for distribution of the TVS. Detailed explanation of the TVS is available on the PPC-Travel web site (see Appendix I).</p>
D.2.e. Errors in Reimbursement	<p>Occasionally, situations occur where a travel claim is not reimbursed accurately. Discrepancies can occur by omitting expenses or from errors on the initial travel claim. If a discrepancy is noted in reimbursement after reviewing the TVS, a supplemental claim will normally be required to gain complete reimbursement. A supplemental claim is a new claim, with the word “Supplemental” marked at the top and bottom of the DD-1351. This signed claim must be forwarded, along with all necessary documentation, to the Approving Official who signed the original travel claim for processing by PPC–Travel. Instructions for the completion of supplemental claims are available on the PPC-Travel web site (see Appendix I).</p>
D.2.f. Common Errors to Avoid When Filing Travel Claims	<p>The following are common errors to avoid when filing travel claims:</p> <ol style="list-style-type: none"> <li>(1) Auxiliarist travels and resides with spouse during official travel. Auxiliarist’s lodging will be reimbursed at the “single-room rate” and the lodging receipt must indicate the single-room rate in addition to the actual amount paid.</li> <li>(2) Official phone calls must be authorized on orders (or amendment).</li> <li>(3) Do not seek reimbursement for optional banquets or meals while at conferences. The daily rate paid for per-diem is for meals and incidental expenses which is the maximum allowed by law to be reimbursed.</li> <li>(4) Actual expense not authorized for lodging when lodging expenses exceed per-diem rate. Actual expense must be authorized on orders or an amendment to orders. Close advance coordination with the order issuing authority is critical to reimbursement.</li> </ol>



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- (5) Travel authorized not to exceed cost of Government Procured Travel. Privately owned conveyance (normally referred to as POV or privately owned vehicle) mileage will normally only be reimbursed up to and not to exceed the constructive cost of what it would cost the Government to fly a member to/from a TDY site. This amount must be provided on the original orders for prompt reimbursement of member privately owned conveyance mileage expenses.
  - (6) Incomplete itineraries. Ensure itineraries are complete for accurate reimbursement.
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