**DEPLOYMENT TRAVEL VOUCHER CHECKLIST**

\_\_\_\_\_\_\_: **938 Certified Orders** to include all amendments. If you do not have certified orders please log into AROWS; print your orders and certified a hard copy.

\_\_\_\_\_\_\_: **CED Orders** will have two pages. Front page showing the authority to travel and second page will have your name showing the last 4 of your SSN. Make sure you write out the full Social Security Number and initials after completion.

\_\_\_\_\_\_: **Airfare Receipts**. Any travel booked through WINGGATE receipt can be retrieve using the Airfare Receipt Tab (2). Flights booked for your return trips, you should have been provided a copy/receipt. If you do not have this receipt you will need to complete a **lost receipt form** based upon the information from your **Government Travel Card Statement**. Also any item(s) purchase in **Foreign Currency** must be claim in foreign currency and provide copies of government travel card statements or pending transactions; showing GOVT. RATE conversion/appropriate charges. The Conversion Rate, Date of conversion and United States Dollar amount must be written on the receipt being submitted for claimed.

\_\_\_\_\_\_\_: **Lodging receipts** should have your name, payment completed, arrival, and departure dates.

\_\_\_\_\_\_\_: **AF Form 988**  approved leave form signed by you and an authorized supervisor.

\_\_\_\_\_\_\_: **IPR Check in Sheet** showing your authorized leave/down time GRATIS leave.

(**913th Airlift Group Post-Deployment Alternative Deployment Plan (ADP) Individual Checklist**)

\_\_\_\_\_\_\_: **Direct Deposit Form**: If you elect to do “Split Disbursement” please make sure you complete and load the attached Direct Deposit Form Tab (3). You may already have a direct deposit form/information loaded in E-finance under the profile/personal documents tab.

**Notes:** Recommend apply full payment to Government Travel Card. Once travel voucher has processed and there’s a credit…contact the 1-800 on the back of your card to speak with an Operator. Before calling make sure you have a Bank account and routing number. The credit can be deposit into your account. If you do a split disbursement, remember to make sure the card is showing **“ZERO BALANCE”** after payment, this is the **member’s responsibility!**