

**BY ORDER OF THE COMMANDER
908TH AIRLIFT WING**

**AIR FORCE INSTRUCTION 65-114
908TH AIRLIFT WING SUPPLEMENT 1**



21 JANUARY 2009
Certified Current 25 April 2011

Financial Management

***TRAVEL-POLICY AND PROCEDURES FOR FINANCE SERVICES
OFFICE AND FINANCE OFFICES-RESERVE COMPONENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 908 AW/FMAR

Certified by: 908 AW/FMA (Linda D. Roberts)

Pages: 2

This supplement implements and extends the guidance Air Force Instruction AFI 65-114, *Travel-Policy and Procedures For Financial Services Offices and Finance Offices-Reserve Component*, 26 Aug 05. This supplement describes the 908th Airlift Wing (908 AW) travel document requirements. It applies to all 908 AW personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847 *Recommendation for Change of Publication*, as prescribed by AFI 11-215, *USAF Flight Manual Program (FMP)*. Route AF Form 847 to the 908 AW/FMA at Maxwell AFB AL.

8.4.1. **(Added-908AW)** Each unit will have a process in place to review the travel documents prior to submission to the Reserve Pay Office (RPO) to insure all requirements are completed before submission.

8.4.1.1. **(Added-908AW)** Units must have a checklist that will assist travelers in accurately completing their travel vouchers so they do not get delayed for payment.

8.4.1.2. **(Added-908AW)** Incomplete travel documents and associated pay documents will be returned from the RPO.

8.4.2. **(Added-908AW)** Travel documents that will be accepted are:

8.4.2.1 (**Added-908AW**) An original, completed DD Form 1351-2 with receipts and two copies or (2) a completed POV mileage statement (statement completed on AF Form 938, *Request and Authorization For Active Duty Training/Active Tour*) and two copies; or (3) a copy of the orders with the handwritten statement declining any claim for travel funds.

8.4.3. (**Added-908AW**) The only exception to filing a travel voucher will be those orders that have no funds identified in block 27 of the AF Form 938. Documents received without the required travel documents will be returned without action to the individual's unit for correction.

9. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 938, *Request and Authorization For Active Duty Training/Active Tour*

DD Form 1351-2, *Travel Voucher or Subvoucher*

MICHAEL J. UNDERKOFER, Colonel, USAFR
Commander