

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION  
65-101**



**6 FEBRUARY 2015**

**Financial Management**

**UNIT AND TRAVELER RESPONSIBILITIES  
FOR PAY AND TRAVEL DOCUMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It establishes procedures to assist 944th Fighter Wing (944 FW) personnel in submitting financial documents or travel documents according to Department of Defense (DOD) 7000.14-R, *Financial Management Regulations (FMRS)*, Volume 9, Chapter 8. This instruction applies to all personnel assigned to the 944 FW and Geographically Separated Units (GSU). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through unit publication/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** Major changes reorganized the program to include the replacement 10AF Form 11, *Orders Request* with 944 FW Form 4, *Orders Request* and Air Reserve Component Network (ARCNet), all travel documents will no longer be submitted to the 56th Military Travel Pay Office (56 CPTS/FMFS) by member, and responsibilities listed for supervisors or unit Quality Control Monitors (QCM) has been removed along with **Attachments 3-9**.

**1. General.** This instruction covers general guidance for the preparation and submission of pay and travel documents.

**2. Documentation/Forms:**

2.1. 944 FW Form 4 (**Attachment 2**) or ARCNet, is used by the member to request orders to perform duty.

2.2. AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*, is used to order military personnel to report for military duty, away from or at home station. The AF Form 938 is also used to claim travel expenses (mileage only) to home station from member's home of record (HOR) for personnel who live outside the corporate limits.

2.3. DD Form 1610, *Request and Authorization for Temporary Duty (TDY) Travel of DoD Personnel*, is used to order civilian, Air Reserve Technician (ART) and Active Guard/Reserve (AGR) personnel to report for duty away from home station.

2.4. The Defense Travel System (DTS) or DD Form 1351-2, *Travel Voucher or Subvoucher*, or eFinance will be used by all personnel traveling away from home station for travel expense reimbursement. Financial Services Office (FSO) Reserve TDY Voucher Checklist is submitted with the DD Form 1351-2.

2.5. Statement in Absence of Receipt form, is used by the member when miscellaneous receipts have been lost.

2.6. Accrual TDY Voucher Worksheet is used by the member during long tours (45 days or more).

**3. Requirements:**

3.1. The Government Travel Card (GTC) will be used for payment of authorized government travel expenses. Airline ticket and fee; rental car, if applicable; lodging and all travel-related expenses will be listed on DD Form 1351-2 or in DTS. Note: All expenses \$75 and higher require an original receipt or a lost receipt form.

3.2. Split disbursement is required on all travel vouchers when the GTC has been used.

3.3. Member will turn in pay documents to their unit prior to going home at the end of the tour and/or when member comes off accrual leave. Travel documents must be signed by the member, signed/certified by a unit representative, and sent to the 944 FW Finance office (944 FW/FM) within five (5) working days after completion of the tour.

3.3.1. One copy of the certified AF Form 938/DD Form 1610 with amendments, if applicable, and DD Form 1351-2 along with all travel-related original receipts and applicable checklists must be submitted to the 944 FW DTS Technician (944 FW/FMAT), or submitted in DTS or eFinance for travel pay.

3.3.2. One certified AF Form 938 will be submitted to 944 FW/FM for Military Pay entitlements. Note: For overseas tours, attach a copy of Contingency Exercise Deployment (CED) (TE-Series) orders along with the AF Form 938 or DD Form 1610 to the travel voucher.

3.4. To avoid delinquent GTC accounts, members performing long tours (45 days or more) will complete an Accrual TDY Voucher Worksheet every 30 days while away from home

station and fax or mail it to their unit orderly room. The unit will review, sign and date the member's travel voucher and forward it to the 944 FW/FMAT.

#### **4. Responsibilities:**

4.1. Traveler. The traveler is responsible for preparing the DD Form 1351-2 or DTS submission to claim reimbursement for official travel expenses away from home station, and AF Form 938 to claim military pay entitlements and/or travel pay (mileage only) from home station to home of record, if applicable. The traveler is responsible for the truth and accuracy of the information on the documents.

4.2. Unit. Each unit is required to establish an effective program to ensure their members file travel and pay documents in a timely manner upon completion of duty. Each unit must provide assistance to their members in completing travel and pay documents. Supervisors and unit-appointed Quality Control Monitors (QCM) or DTS Organizational Defense Travel Administrators (ODTA) will assist members with their travel voucher.

4.3. RA/CCMs. Unit RAs or CCMs are responsible for the accounting of funds in their organization and required to:

4.3.1. Sign 944 FW Form 4, ensuring funds are available when members request orders to perform duty and keep a ledger to maintain unit funds/balances.

KURT GALLEGOS, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTATION*****References***

AFPD 65-1, *Management of Financial Services*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

DOD 7000.14-R, *Financial Management Regulations (FMRS)*, Vol 9, Ch 8, July 2014

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFI 65-109, *Preparation of AF Form 938*, 1 September 96

***Prescribed Form***

944 FW Form 4, *Orders Request*

***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*

DD Form 1610, *Request and Authorization for Temporary Duty (TDY) Travel of DoD Personnel*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AGR**—Active Guard/Reserve

**ARCNET**—Air Reserve Component Network

**ART**—Air Reserve Technician

**CED**—Contingency Exercise Deployment

**DOD**—Department of Defense

**DTS**—Defense Travel System

**FSO**—Financial Services Office

**GSU**—Geographically Separated Units

**GTC**—Government Travel Card

**HOR**—Home of Record

**ODTA**—Organizational Defense Travel Administrators

**OPR**—Office of Primary Responsibility

**QCM**—Quality Control Monitor

**RDS**—Records Disposition Schedule

**TDY**—Temporary Duty

Attachment 2

SAMPLE – 944 FW FORM 4, ORDERS REQUEST

Figure A2.1. Sample – 944 FW Form 4, Orders Request.

ORDERS REQUEST			
Read instructions on back before completing form. This form covers multiple order types and multiple locations.			
<b>SECTION I - MEMBER INFORMATION</b>			
1. NAME (Last, First, Middle Initial)		2. DATE	
3. PURPOSE/JUSTIFICATION			
<b>SECTION II - ITINERARY</b>			
(List multiple order types/duty location/travel modes.)		5. DEPARTURE LOCATION	
4. TRAVEL DATE		<input type="checkbox"/> HOME OF RECORD <input type="checkbox"/> PERMANENT DUTY STATION <input type="checkbox"/> OTHER	
6. RETURN LOCATION		<input type="checkbox"/> HOME OF RECORD <input type="checkbox"/> PERMANENT DUTY STATION <input type="checkbox"/> OTHER	
7. INITIAL REPORT DATE	REPORT TIME	ORDER TYPE	
TRAVEL MODE	POV COST	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER (Driver's Name)	
DUTY LOCATION:		DEPARTING AIRPORT (If comm air)	GTR COST
UNIT	ADDRESS	ARRIVAL AIRPORT	PER DIEM
BASE	CITY	STATE	ZIP
RENTAL CAR	PER DIEM	COST	
<input type="checkbox"/> YES	<input type="checkbox"/> NO		
8. REPORT DATE	POV COST	ORDER TYPE	
TRAVEL MODE	REPORT TIME	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER (Driver's Name)	
DUTY LOCATION:		DEPARTING AIRPORT (If comm air)	GTR COST
UNIT	ADDRESS	ARRIVAL AIRPORT	PER DIEM
BASE	CITY	STATE	ZIP
RENTAL CAR	PER DIEM	COST	
<input type="checkbox"/> YES	<input type="checkbox"/> NO		
9. ORDER END DATE	RETURN TRAVEL DATE	ORDER TYPE	
RETURN TRAVEL MODE	POV COST	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER (Driver's Name)	
DUTY LOCATION:		DEPARTING AIRPORT (If comm air)	GTR COST
UNIT	ADDRESS	ARRIVAL AIRPORT	PER DIEM
BASE	CITY	STATE	ZIP
RENTAL CAR	PER DIEM	COST	
<input type="checkbox"/> YES	<input type="checkbox"/> NO		
<b>SECTION III - OTHER</b>			
10. EXPENSES <input type="checkbox"/> CONF/REG FEES		11. <input type="checkbox"/> AFTP PERFORMED <input type="checkbox"/> AF FORM 40A REQUIRED	
12. REMARKS			
<b>SECTION IV - AUTHORIZED SIGNATURES</b>			
	PRINT NAME, RANK/GRADE	SIGNATURE	DATE
13. MEMBER			
14. SUPERVISOR			
15. RESOURCE ADVISOR			
16. DIRECTOR			