

These instructions explain how to complete the Reserve Reporting and Detaching Endorsement.

☎ Travel Section: (760) 763-7100, ext. 1

Notes:

- The endorsement serves as an official endorsement to a travel claim and must be completed in unit letterhead. It assists disbursing to determine the appropriate per diem entitlements to reimburse a member.
- The Reserve Reporting and Detaching Endorsement serves to validate the TAD dates, government quarters and messing availability.

Instructions:

- All locations and dates must match the itinerary on the DD 1351-2.
- Select the correct availability of government quarters and messing for each location.
- Include any periods of field duty and periods in which members were directed to travel together.
- The endorsement must be signed by the Commanding Officer or unit Approving Official.

Government Quarters

- At no cost** – Government quarters provided at no cost to the member.
- At cost** – Member charged to stay in government quarters.
- Not Available** – Government quarters are not available to the member. Commercial lodging authorized.
- Commuted daily** – Member commuted daily from the permanent residence.

Government Messing

- At no cost** – Messing available at no cost to the member (meal card issued).
- At cost** – This means the member was charged for messing. Government Meal Rate authorized.
- Not Available** – Messing was not available or provided to the member. Commercial Meal Authorized.
- Proportional Meal Rate** - Government messing available for at least one meal; or, one or two meals provided at no cost to the member. Proportional Meal Rate authorized.

Field Duty

- Any periods of field duty in which government quarters and messing were provided. (There is not entitlement to per diem for periods of field duty.)

Members traveling together with limited Reimbursement - This applies when members are directed to travel together due to mission requirements and reimbursement of meals and lodging is limited to the actual cost paid.

Members traveling together with No Reimbursement - This applies when members are directed to travel together due to mission requirements and meals are provided at no cost to the member.