

**PSA Atlantic / PSA West  
Navy Reserve Travel & Pay Processing Checklist**

**1**

**MESSING AND  
BERTHING**

**Verify whether you will be reimbursed for commercial or government berthing and messing:**

- A Berthing Endorsement or Certification of Non-Availability (CNA) is required for reimbursement of commercial lodging expenses (hotel costs). If a CNA is not provided on your itinerary, you must stay in government quarters or obtain a CNA endorsement from the local berthing authority.
- Verify government messing availability/non-availability at check-in.

**2**

**SELRES PAY & ALLOWANCE  
(FOR AT & ADT ORDERS)**

**Upon reporting for duty, submit to that Command's local PSD:**

- ORIGINAL** orders with Command Endorsements (Note: Orders must be marked as "ORIGINAL").
- Copy of current /verified NAVPERS 1070/60 "Page 2."
- Completed and signed ACDUTRA PAY AND ALLOWANCE "BAH" CHECKLIST (requirement varies by PSD).

**3**

**SELRES TRAVEL CLAIM CHECKLIST  
(FOR ALL ORDERS: AT, ADT, & IDTT)**

**Submit the following to your Reserve Activity within five (5) working days of completing travel:**

- Completed Travel Voucher DD 1351-2 with **ORIGINAL** signature.
- Copy of endorsed orders.
- Second copy of endorsed orders (only required for IDTT processing).
- ORIGINAL** receipts for lodging (regardless of amount) and all reimbursable expenses over \$75.00.
- Copy of SATO Travel Itinerary.
- Completed Direct Deposit "verification" form with electronic funds transfer (EFT) data (exact requirement varies by PSD).
- Certification of Non-Availability (CNA) for commercial lodging/meals from the BEQ/BOQ (if SATO has not already provided this on your Itinerary).
- Submitted via your Reserve Activity (Authorizing Officer approval required) prior to processing at supporting PSD.

**NOTE: Incomplete Travel Claims will be returned & result in payment delays!**

To minimize errors on your Travel Claims, see detailed instructions for your PSD & global forms at <http://www.pasd.navy.mil> or view the Travel section of "THE GOUGE" (SELRES Survival Guide) at: [www.navalreserve.navy.mil](http://www.navalreserve.navy.mil)> COMNAVRESFORCOM (Private Side)>Welcome Aboard>Customer Service> **THE GOUGE**

REF: JFTR VOL 1 and JTR VOL 2 / DODFMR VOL9 U2510

Endorsed and approved by: PSA LANT /PSD WEST (N. Mixon/T Stolzoff)  
Provided by: CNRFC CUSTOMER SERVICE DIRECTORATE / N00Q

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