

1351-2 TRAVEL VOUCHER OR SUBVOUCHER

COMPLETION GUIDELINES: MUST COMPLETE STEPS IN EITHER SECTION 1 OR SECTION 2, NOT BOTH

As with the USNA 4600/8 Request and Authorization for Midshipmen Accession Travel, this form/portion is **OPTIONAL** and is only for any incoming midshipman that wish to have their travel to USNA arranged by the U.S. government and/or reimbursed for travel expenses.

SECTION 1

If you **ARE NOT** requesting travel be arranged or reimbursement do not fill out this form but make sure you have sent the following email...

TO: monteith@usna.edu

SUBJ: NOT SEEKING TRAVEL REIMBURSEMENT – CLASS OF 2026

BODY OF THE EMAIL: I will be arranging my own travel to USNA and will not be submitting reimbursement for my travel.

Very Respectfully,

YOUR NAME

SECTION 2

If you **ARE** requesting travel arrangements to be made and/or requesting reimbursement, write the following information into the numbered blocks:

BLOCK 2 – Write your last name, first name, and middle initial

BLOCK 4 – Full SSN, not just last 4 digits

BLOCK 6.e – personal email address of traveler and legal guardian / emergency contact

BLOCK 8 – In the blank after “CTA” write the last four digits of your candidate number

BLOCK 15 – Blocks a through f, **LEAVE BLANK** and instead write the answers to the questions on the next page marked **BLOCK 15 QUESTIONS** page, print that page and staple it to the 1351-2

BLOCK 18 – Indicate only the following types of expenses in a, b, and c. (leave d blank)

- Airline tickets, tolls, uber/taxi (hotels not required as they are covered in per diem rate, if auth)

BLOCK 20 – Sign in block a and put your I-Day date in block b (once completed and printed)

BLOCK 22 – In the blank after “CTA” write the last four digits of your candidate number

BLOCK 29 – (on the bottom of page 2) complete as indicated. If you wish to be reimbursed to the same bank account as your SF-1199A and are in the process of applying for a bank account, please have that finalized so you may include that info in this block.

SUBMISSION GUIDELINES:

DO NOT EMAIL THESE DOCUMENTS as they will contain full SSNs, credit card info, and other sensitive information. Print (one-sided) and bring the completed 1351-2, BLOCK 15 QUESTIONS page, and your flight receipt (if flying) with you on I-Day and turn them in to the station marked “DISBURSING”.

BLOCK 15 QUESTIONS - 1351-2 TRAVEL VOUCHER OR SUBVOUCHER

FULL NAME: _____

Fill only one of the following sections A or B to indicate if your primary means of travel was either driving or flying

SECTION A – DRIVING

- 1 – Date departed home/abode/last duty station _____
- 2 – **FULL ADDRESS** of home/abode/last duty station _____ (street address)
_____ (City, State)
_____ (Zip Code, Country)
- 3 – Date of arrival in Annapolis, MD _____
If you paid for any tolls, please write them in Block 18 of the 1351-2

SECTION B – FLYING

- 1 – Date departed home/abode/last duty station _____
- 2 – **FULL ADDRESS** of home/abode/last duty station _____ (street address)
_____ (City, State)
_____ (Zip Code, Country)
- 3 – Means of arrival at airport (taxi/uber/dropped off) _____
If you paid for any taxi/uber, please write it in Block 18 of the 1351-2
- 4 – Name of departing airport and airport code _____
(i.e. Norfolk International Airport – ORF)
- 5 – Date of flight _____

If you paid for your flight, please write it in Block 18 of the 1351-2 and **bring a printed receipt**. Flight receipt must show name of traveler, date, and partial credit information showing charge. Paying with points will not be reimbursed. If no credit card info is shown, then a copy of CC statement should also be printed and included highlighting the purchase. Attach all of those documents this form/package.

- 6 – Name of arriving airport and airport code _____
(i.e. Norfolk International Airport – ORF)
- 7 – Date of arrival in Annapolis, MD _____
- 8 – Means of arrival at Annapolis (taxi/uber/dropped off) _____
If you paid for any taxi/uber, please write it in Block 18 of the 1351-2