

PCS – REAL ESTATE CLAIMS CHECKLIST
REQUIRED DOCUMENT

Employee Names _____

Date _____

_____ DD Form 1351-2, Travel Voucher (Employee/Supervisor Signatures)

_____ DD Form 1614, Request/Authorization for DoD Civilian Permanent Duty or
Temporary Change of Station Travel. Please include Amendments _____

_____ DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost
Expenses

_____ Please itemize each amount on the second page

_____ Purchase Agreement (buyer/seller/settlement agent signatures)

_____ Settlement Statement/HUD-1 (buyer/seller signatures)

For any expenses claimed that were paid outside of contract, a receipt is required.
(Cancelled check, invoice provided by the appraisal fee)

If any documents were signed by someone on your behalf, a letter giving your
authorization to do so or a Power of Attorney will be required.

PLEASE MAKE SURE ALL DOCUMENTS ARE
COMPLETELY LEGIBLE AND HAVE ALL PROPER
SIGNATURES/DATES

Please forward all documents via scan/e-mail (preferred method), fax, or mail to:

Scan/e-mail to: TravelTeam help desk

Fax: (703) 607-4207

Mail to: DISA-MPS41 Travel Office
P. O. Box 4502
Arlington, VA 22204-4502