

FINANCE TRAVEL SETTLEMENT CHECK LIST

The following documents are REQUIRED during your Finance Travel Settlement Briefing. Go over the list and bring whatever applies to you.

- A) DA Form 4187 for HRAP (Hometown Recruiting), properly signed and filled by the Recruiting Command.
- B) DD Form 1610 (TDY) or any orders for TDY.
- C) Receipts such as plane tickets, bus, taxi, lodging, etc.
- D) Original DD Form 788 (POV Form – shipment and pick up).
- E) Advance Pay from your last duty unit.
- F) Yellow Finance envelope from your last unit.
- G) Termination of quarters.
- H) Marriage Certificate (If you got married while on leave)

***NOTE: PTDY for house hunting are completed prior to signing in at the replacement and must be stamped by housing for PTDY to be non chargeable.

***NOTE: DA Form 4187 must be properly signed and filled by Recruiting Command for HRAP to be non chargeable leave. Contact the Recruiting Command if this are not done correctly.