

APPENDIX M

MEAL TICKET/CHECKS

A. MEAL TICKETS

The provisions of this appendix relate to the issuance, use, and care of DD Form 652, Uniformed Services Meal Tickets, [Figure M-1](#), and Uniformed Services Meal Checks, [Figure M-5](#), for travel within the Continental United States (CONUS) under the provisions of the Joint Federal Travel Regulations (JFTR), Paragraph (par.) U2030, Meal Tickets. Meal tickets are used by all authorized users under the JFTR provisions with the exception of recruits assigned to the Military Entrance Processing Stations (MEPS) under the command of the United States (US) Military Entrance Processing Command (MEPCOM) (See par. C). Meal checks are used by Department of Defense (DOD) and Department of Homeland Security (DHS) (Coast Guard) recruits while in transit from the MEPS to the Service training centers.

1. Procurement, Stocking, Distribution, and Accounting. Procedures for the procurement, stocking, distribution, and accounting of meal tickets are prescribed in DOD Component directives.
2. Issuance. Meal tickets will be issued for:
 - a. Individual and group travel under provisions of the JFTR with the exception of recruits traveling from the MEPS to the Service training Centers.
 - b. Non-Foreign Military Sales trainees traveling at the expense of the US Government.
 - c. Reserve and National Guard personnel on inactive duty training (with pay) upon written request from the Commander (CDR) of the Reserve or National Guard unit. The request will indicate the accounting classification for payment of meals and contain the CDR's certification that Government dining facilities are not available and contractual feeding cannot be arranged. This provision will not be used to routinely subsist personnel who are in an inactive duty training status.
 - d. Military dependents when authorized to travel on a per diem basis as an official escort for a deceased military sponsor.
3. Issuance to Other Services.
 - a. Meal tickets may be issued to members of another DOD Component upon presentation of travel orders containing the appropriation. In each case, the information entered in the meal ticket will be the same except for the address in the "Bill to" space. The address, as shown in Block 1 of [Figure M-2](#), will be inserted in the "Bill to" space.
 - b. Immediately after issuing meal tickets, the Transportation Office (TO) will forward the triplicate copy of each ticket to the fiscal station shown in the accounting classification block along with a copy of travel orders.
4. Number of Meal Tickets to Issue.
 - a. Meals. No more than six hours will elapse between meals in the sequence prescribed below, and no more than 12 hours between the serving of dinner and breakfast. After the travel schedule has been determined, a separate meal ticket will be issued for each meal involved, except as provided for in par. 4.b, below. Three meal tickets will be furnished for each full day in travel status. Meal hours are as follows:
 - (1) Breakfast: 0600 through 0730.
 - (2) Lunch: 1130 through 1300.

- (3) Dinner: 1700 through 1830.
 - b. Additional Meal Tickets. Additional meal tickets may be issued when it is anticipated that there might be unavoidable delays en route (except when delay en route is authorized and chargeable to leave).
5. Preparation of DD Form 652. Typewriter, ink, or indelible pencil will be used to make entries on meal tickets. Care must be taken to avoid alterations or erasures in preparing meal tickets. However, when alterations or erasures are necessary, the issuing officer will initial them before the meal tickets are released to the travelers. Meal tickets will not prescribe any date for which meals will be procured. The issuing officer, as prescribed in Figure M-2, will make specific entries on meal tickets. (See Figure M-1 for blank Meal Ticket with corresponding numbering blocks).
 6. Disposition.
 - a. Original: To person for who ticket is drawn.
 - b. Duplicate:
 - (1) Army and Air Force: Retained by issuing office for file.
 - (2) Navy and Marine Corps: Refer to the DOD Component directive.
 - c. Triplicate:
 - (1) Air Force and Army:
 - (a) Forward immediately, with a copy of the travel orders, to the fiscal station shown in the accounting classification.
 - (b) Triplicate copies of meal tickets issued for recruits payable from Army funds will be discarded.
 - (2) Marine Corps and Navy: Refer to the DOD Component directive.
 7. Meal Ticket Chargeable to Member. When the cost of meal tickets is chargeable to a member, whether the meal ticket is issued in the name of the member or in the name of another person for and on behalf of a member charged with the cost, a DD Form 139, Pay Adjustment Authorization, Figure M-3, will be prepared.

B. ISSUANCE

1. Endorsement of Marine Corps and Navy Travel Orders. Original travel orders will be endorsed to show serial numbers of meal tickets issued, types, and number of meals (for example, one lunch and one dinner), and the total maximum value of meal tickets.
2. Meal Ticket Instructions.
 - a. General Instructions. TOs will inform persons to whom meal tickets are issued of the instructions on the reverse of meal tickets, and will also caution them that they will be held responsible for unauthorized meals obtained through use of such tickets.
 - b. Guard Escorting Prisoner. Persons designated as guards to escort prisoners will have custody of meal tickets issued for prisoners. Guards will be instructed that meal tickets are not to be surrendered to the prisoners. After meals have been received, the guard having custody of the tickets will complete the bottom portion of meal tickets and present them to the representative furnishing the meals.

3. Loss, Theft, Mutilation, or Destruction.
 - a. Unissued Meal Tickets. When issuing officers discover the loss, theft, mutilation, or destruction of meal tickets while in their custody, they will immediately notify, in writing, the fiscal office designated by their DOD Component and furnish the serial numbers of such meal tickets.
 - b. Issued Meal Tickets. Issuing officers will instruct individuals, or persons in charge of groups, of their responsibility on discovery of loss, theft, mutilation, or destruction of meal tickets. Individuals or persons in charge of groups will report the loss of such tickets to either the issuing officer or the TO at the next duty station who, in turn, will notify the issuing officer.
4. Replacement. When a member reports to the TO that original meal tickets issued to the member have been lost or inadvertently destroyed, the TO will issue the required amount of new meal tickets. When it is clearly established that the member was negligent in the loss or destruction of meal tickets, the monetary value of the newly issued tickets are chargeable against the member's pay account.
5. Disposition of Recovered Meal Ticket. When lost or stolen meal tickets are recovered, disposition will be made as follows:
 - a. Recovery of Unissued Meal Tickets. TOs will, upon recovery of unissued meal tickets, notify the fiscal office for removal of the stop-payment order.
 - b. Recovery of Originally Issued Meal Tickets. If new meal tickets have been issued and charged against a member's pay account or against a person in charge, TOs will prepare and distribute DD Form 139 authorizing credit for previous excess cost/checkage.
6. Unused Meal Ticket.
 - a. Travelers or Persons In Charge of Groups: Issuing TOs will instruct travelers to turn in unused meal tickets immediately on return to their duty station or on arrival at new duty station.
 - b. Action by TOs: TOs receiving unused meal tickets will:
 - (1) Stamp or write in ink the word "Canceled" across the front of the original and all available copies of the meal ticket.
 - (2) Prepare DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets (Figure M-4). Endorse the original orders for Marine Corps and Navy members. Disposition of DD Form 730 and unused or canceled meal tickets issued to members will be in accordance with DOD Component regulations. If the TO receiving unused meal tickets is other than the issuing officer, the canceled original meal ticket and a copy of DD Form 730 will be forwarded to the issuing officer.
7. Restrictions. Meal tickets may not be used:
 - a. To buy alcoholic beverages.
 - b. When travel is by commercial aircraft and passenger rates include meal service.
 - c. When travel is by privately owned conveyance on a mileage reimbursable basis.
 - d. When an advance allowance of per diem has been received.
 - e. When any portion of travel extends beyond the CONUS.
 - f. For travel of civilian employees of shipper services.

- g. For travel of military dependents, except when a dependent is authorized per diem for the purpose of escorting a deceased military sponsor.
- h. For payment of gratuity (tips).

C. MEAL CHECKS

The provisions of this par. relate to the issuance, use, and care of Uniformed Services Meal Checks for DOD and DHS-Coast Guard recruits while in transit from the MEPS to the Service training centers within the CONUS under the provisions of the JFTR, par. U2030. MEPS Transportation Assistant (TA) or alternate, appointed by the MEPCOM funds certifying officer as disbursement clerks (cashiers), are the only persons authorized to issue meal checks.

1. Process Overview. The MEPS TA or alternate will issue meal checks to individual DOD and DHS-Coast Guard recruits in transit to their first duty station. Recruits use the meal checks to eat in private sector restaurants when government facilities are not available or a meal is not being served on the airline while in transit. The MEPS will use the MEPCOM's automated MEPCOM Integrated Resource System (MIRS) to issue computer-generated checks. A contracted private sector bank will pay the restaurants electronically within 48 hours through the normal banking process. After the bank pays the restaurants, DFAS will reimburse the bank by electronic funds transfer.
2. Funding. At the beginning of each fiscal year, the Air Force, Navy, Marine Corps, and Coast Guard appropriation sponsors will provide obligation authority by providing a Military Interdepartmental Purchase Request to the Army's Operating Agency 22, Resources Services-Washington, D.C. Army appropriation sponsors will provide authorization letters to the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA [FM&C]).
3. Procurement, Stocking, Distribution, Meal Check Internal Controls, and Accounting. Procedures for the procurement, stocking, meal check internal controls, and distribution of meal checks are prescribed in USMEPCOM Regulation 55-2, Recruit Travel. DFAS prescribes procedures for the accounting of meal checks.
4. Issuance/Usage.
 - a. Issuance: Meal checks will be issued only by a MEPS TA or alternate to DOD and DHS-Coast Guard recruits traveling under provisions of the JFTR. This includes recruits from the Active Army, Army National Guard, Army Reserve, Active Air Force, Air National Guard, Air Force Reserve, Navy Active, Naval Reserve, Marine Corps Active, Marine Corps Reserve, and Coast Guard.
 - b. Usage: Meal checks are valid at all airport restaurants owned, operated, or contracted by Host Marriott Services Host Corporation and most other food vendors.
5. Number of Meal Checks to Issue.
 - a. Meals: No more than six hours will elapse between meals in the sequence prescribed below, and no more than 12 hours between the serving of dinner and breakfast. After the travel schedule has been determined, a separate meal check will be issued for each meal involved, except as provided for in par. 5.b, below. Three meal checks will be furnished for each full day in a travel status. Meal hours are as follows:
 - (1) Breakfast: 0600 through 0730.
 - (2) Lunch: 1130 through 1300.
 - (3) Dinner: 1700 through 1830.

- b. **Additional Meal Checks:** Additional meal checks may be issued when it is anticipated that there might be unavoidable delays en route (except when delay en route is authorized and chargeable to leave).
6. **Preparation of Meal Checks.** The MEPS TA or alternate will use MIRS to issue computer-generated checks. **Figure M-5** is a sample of the meal check. The information on the computer-generated check is explained below:
 - a. **No:** The MEPS MIRS will assign a unique number to each meal check.
 - b. **Date:** The MEPS MIRS will print the date the check is issued.
 - c. **Recruit Must Use Check by (date):** The MEPS MIRS will print a second date, which is seven days after the date of issuance, to indicate that the check is valid for only seven days after the date of issuance. Recruits must use checks on travel days. The seven days is to allow for unavoidable delays in travel plans.
 - d. **Meal Check Not to Exceed \$6.00 or \$16.00:** The MEPS MIRS will print either \$6.00 or \$16.00 on the meal check depending on the type of meal authorized.
 - e. **MEMO:** The MEPS MIRS will print the recruit's name on the meal check.
 - f. **Magnetic Ink Character Recognition (MICR) line code:** The MEPS MIRS will print a MICR line code on the check identifying the appropriation account that will be charged for the meal check cost.
 - g. **Signature Line:** The MEPS MIRS will print a facsimile of the authorized signature of the MEPCOM funds certifying officer on the signature line.
 - h. **Pay to the Order of:** The recruit will print (in ink) the restaurant's name when the meal is purchased.
 - i. **\$ Value:** The recruit will print the numerical value of the actual meal cost (not to exceed \$6.00 or \$16.00) in this block when the meal is purchased. The actual dollar amount will not be higher than the meal check not to exceed \$6.00 or \$16.00 amount.
 - j. **Dollars:** The recruit will print the dollar amount in words when the meal is purchased. At the same time, the recruit will initial the meal check near the dollar box.
7. **Meal Check Instructions.**
 - a. **General Instructions:** During the transportation briefing, the MEPS travel specialist or alternate will inform the recruit on the authorized use of the meal check, the procedures for completing the meal check, their responsibility to use the check for authorized meals, the locations that will accept meal checks, and their responsibility for safeguarding their meal check.
 - b. **Amount of Meal Checks:** The MEPS travel specialist or alternate will inform the recruit that he/she is not authorized to write checks for amounts greater than the not to exceed amount of \$6.00 or \$16.00. The recruit will be responsible for any cost greater than the not to exceed amount. The vendors will not give the recruits any change if the cost is less than the not to exceed amount. Chase Manhattan Bank, the bank representing the DOD, will not honor checks exceeding these amounts. The recruit will be informed that it is their responsibility to follow these guidelines to ensure that the vendors are compensated for honoring the meal checks.
 - c. **Points of Contact (POC):** The MEPS travel specialist or alternate will provide the recruit with POCs to call at the MEPS and the Defense Travel Management Office (DTMO) for

- assistance if there are problems using the meal check during travel from the MEPS to the reception station.
- d. [Recruit Assistance Program](#): The Recruit Assistance Program at DTMO is available to provide emergency assistance to recruits traveling from the MEPS to reception stations. Assistance includes providing authorization for a meal using a centrally billed credit card account.
8. [Internal Controls](#). Duties and responsibilities of the MEPS travel specialist or alternate in regards to meal check controls and internal controls are outlined in the USMEPCOM Regulation 55-2, and the MEPCOM Management Control Evaluation Checklist for Meal Checks. Major controls are as follows:
- a. MEPCOM funds certifying officer will appoint the travel specialist and alternate(s) as disbursement clerks (Cashiers) to be accountable for the issued meal checks.
 - b. The CDR or CDR's designated representative must counsel the travel specialist and alternate travel specialist that they are strictly liable to the US for all public funds under their control and they must be provided written and oral instructions on their responsibilities and duties.
 - c. The MEPS travel specialist will issue meal checks only to authorized users in the amount based on the individual travel orders and insure correct appropriation information is used on each meal check.
 - d. The MEPS travel specialist will only create a Meal Check in connection with MIRS using proper user identification and assigned password.
 - e. The MEPS travel specialist will only print a valid meal check on the authorized check stock using a MICR toner cartridge and dedicated printer. The dedicated printer may not be used for any other purpose.
 - f. The travel specialist must verify the accuracy of the meal check. Alterations or erasures are not permitted. If errors are found, a new meal check must be issued. The erroneous meal check will be properly voided by writing "VOID" on the face of the meal check and filed with the daily transaction listing and retained for two years.
 - g. The MEPS travel specialist will report any loss of printed meal checks to the immediate supervisor. Manual meal check input requires daily review by the CDR or CDR's designated representative (Operations Officer/Non-Commissioned Officer in Charge). The issuance of meal checks is subject to internal reviews and inspections by HQ USMEPCOM and, by the Army Audit Agency.
 - h. At the end of each day, HQ USMEPCOM will forward through MIRS an electronic file listing all valid meal checks issued for that day at each MEPS to the OASA (FM&C) Army Budget Cell to ensure that paid meal checks are valid issued meal checks.
9. [Expiration Date for Meal Checks](#): Recruits must use meal checks on travel day(s). Vendors will not accept meal checks after the date indicated by "Recruit must use check by (date)".
10. [Restrictions](#). Meal Checks may not be used:
- a. To buy alcoholic beverages.
 - b. When travel is by commercial aircraft and passenger rates include meal service.
 - c. When travel is by privately owned conveyance on a mileage reimbursable basis.
 - d. When an advance allowance of per diem has been received.
 - e. When any portion of travel extends beyond the CONUS.

INSTRUCTIONS FOR COMPLETION OF DD FORM 652

Block 1: "Bill To". For billing purpose, use Service address listed below.

Air Force	Defense Finance and Accounting Service Limestone Field Organization
27 Arkansas Road	Limestone, Me, 04751-1500
Army	Defense Finance and Accounting Service (DFAS-IN/FJE) 8899 East 56th Street Indianapolis, IN 46249-0100
Marine Corps	Defense Finance and Accounting Service (DFAS-KC/FJA) 1500 East 95th Street Kansas City, MO 64197-0001
Navy	Defense Finance and Accounting Service (DFAS-CL/FMC) 1240 East Ninth Street Cleveland, OH 44199-2055
Coast Guard	US Coast Guard Finance Center 1430A Kristina Way Chesapeake, VA 23326-5000

Block 2: "MT No". Numbers are normally pre-printed.

Block 3:

- a. "Person Receiving Meal or in Charge", as identified below:
 - (1) Individual travel. Enter name and grade of traveler.
 - (2) Group travel. Enter name and grade of person in charge of group.
 - (3) Guard(s) escorting prisoner. Enter name and grade of guard(s) (separate from prisoner).
 - (4) Prisoner escorted by guard. Enter name and grade of guard and in parentheses enter "for use of *Name and grade of prisoner*". Separate meal tickets will be issued for each prisoner under guard.
- b. For group travel only. Behind the group leader's name, enter the number of individuals in the group beside the group leader.

EXAMPLE: John Doe, Sgt, USA, and 5 others

Block 4: "Travel Orders". Enter travel order identification number. When meal tickets are issued to applicants for enlistment for travel to a MEPS, enter DOD Component regulation authorizing enlistment.

Block 5: "TR No". Enter serial number of GTR issued in connection with meal ticket. If a GTR is not issued, enter "None".

Figure M-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket

Block 6: "Appropriation Charge". Enter the appropriation cited in the travel orders.

Block 7: "Issuing Station or Ship and Date of Issue". Enter designation and location of activity or ship and date meal ticket is issued.

Block 8: "Total Number of Meals". Enter the same number of meals as there are members involved for the morning, noon, or evening meal. The number of meals to be procured will be indicated in words, i.e., five (not in numeric characters).

Block 9: "Cost Per Meal Not To Exceed". The rates per meal for members are in the JFTR, par. U2030. These rates are the maximum amounts and do not prevent the traveler or person in charge from securing meals at lower rates whenever desirable. When meals are purchased at a fixed amount, TOs will complete all sections of the meal ticket except the "Certified By" space that will be accomplished by the traveler or traveler in charge. Meals may also be purchased at a rate higher than the value of the meal ticket, provided the individual pays the additional costs with personal funds.

NOTE: If meal service has been prearranged, the TO will complete all sections of the meal ticket except for Block 13, "Certified By" space. The person in charge of the group will complete this space.

Block 10: "Date". Enter current date.

Block 11: "Number of Meals Furnished". Enter the number of meals consumed on this meal ticket.

Block 12: "Total Cost". Enter the total cost of all meals used on this meal ticket.

Block 13: "Certified By". Signature of traveler or group leader.

Block 14: "Name and Address of Person or Concern Furnishing Meals". Enter name, address, city, state, and ZIP code of facility where meal was consumed.

**Figure M-2. Instructions for Completion of DD Form 652, Uniformed Services Meal Ticket
(Cont'd)**

PAY ADJUSTMENT AUTHORIZATION			<i>Note: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</i>					
MEMBER (Last name)		(First)	(Middle)	SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
PAY GRADE NO.	LAST PAY RECORD EXAMINED <i>(if applicable)</i>		AMOUNT	APPROPRIATION DATA				
FROM				NAME OF ACCOUNTABLE D.O.				
				SYMBOL NO.		G.A.O. EXCEPTION CODE		
TO				<input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE				
EXPLANATION AND/OR REASON FOR ADJUSTMENT								
<i>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</i>								
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)				
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)							
	TO				TYPED NAME AND GRADE OF D.O.			
					D.O. SYMBOL NO.		DATE	
				SIGNATURE				

Figure M-3. DD Form 139, Pay Adjustment Authorization

RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS									
1. TO (Name of Traveler: <i>(Last, First, Middle Initial)</i>)							2. DATE		
3. RECEIPT OF THE FOLLOWING IS HEREBY ACKNOWLEDGED									
A. CARRIER'S TICKETS									
NAME OF ISSUING CARRIER (1)	TICKET FORM AND NO. (2)	ISSUED FOR TYPE OF TRANSPORTATION OR ACCOMMODATIONS (3)	CLASS (4)	FROM (5)	TO (6)				
VIA (7)				DATE AND HOUR SPACE CANCELED (8)		PROCURED IN EXCHANGE FOR T/R (9)		ISSUED AT (10)	
(11) POINTS BETWEEN WHICH UNUSED <i>(if punched)</i>						(12) REASONS FOR RETURN OR NONUSE			
(13) BAGGAGE <i>(if ticket punched)</i>							COACH CLASS USED	OWN ACCOM. PURCH.	NEW T/R ISSUED
						RETURN OF PULLMAN TICKETS			
NO. PIECES CHECKED	FROM	TO	WEIGHT <i>(Approx.)</i>			NONUSE OF PARLOR OR SLEEPING CAR REQUESTS			
B. TRANSPORTATION REQUESTS									
T/R NO. (1)	ISSUED FOR (2)	FROM (3)	TO (4)			ISSUED AT (5)			
C. MEAL TICKETS									
(1) UNUSED MEAL TICKET NUMBERS									
E. AUTHORITY FOR ISSUANCE									
(1) AUTHORITY		(2) DATE		(3) P/A		(4) INSTALLATION		(5) COST CHARGE CREDIT	
								YES	NO
(6) TRANSPORTATION OFFICER									
(a) TYPED NAME				(b) GRADE		(c) SIGNATURE		(d) DATE SIGNED	

DISTRIBUTION: 1 & 2 – TRAVELER. 3 – FOUSA. 4 – file. 5 – ISSUING OFFICER (When required). 6 – FISCAL OFFICER (When required).

DD Form 730, NOV 84 (EG)

Previous editions may be used.

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Figure M-4. DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets

UNIFORMED SERVICES MEAL CHECK (This check good for meals only)	No. <u>6200000010</u> 62-26 Date: <u>Preprinted by MEPS</u> <u>943309</u> 311
PAY TO THE ORDER OF: <u>Recruit Print Restaurant Name</u>	Recruit must use check by (date) MEAL CHECK NOT TO EXCEED \$6.00 OR \$16.00 <u>Recruit Initial</u> \$ <u>Recruit Print Dollars</u>
<u>Recruit Print Dollar Amount in Words and Include Cents (xx/100)</u>	DOLLARS
Chase Manhattan Delaware Wilmington, DE 19801	<u>Authorized Signature Preprinted by MEPS</u>
MEMO: Meal Check for <u>Recruit's Name Preprinted by MEPS</u>	
6200000010 :031100267 : 6301494336 509	

Figure M-5. Blank Uniformed Services Meal Check