

Final Submission of Travel Claims

For more information on this process, please contact Employee Claims Customer Support at email: EmployeeClaims@state.gov or call CGFS Charleston tel: 843-308-5461.

From Ask Admin:

Where to send final travel vouchers or PCS claims after an employee resigns, retires, or separates:

Send the final travel voucher to Employee Claims via one of the following ways:

- **Overnight Deliveries Only:**
1969 Dyess Avenue
Charleston, SC 29405
- **Regular Mail Only:**
PO Box 150008
N. Charleston, SC 29415-5008
- Scanned and emailed:
GFSCWOEC@state.gov

Please be sure to print a hard copy of the DS-0189 (attached) that may be required to be submitted for reimbursement. The employee's signature is sufficient for authorization.

