



U.S. ARMY



Fort Wainwright Levy Brief

Defense Finance Accounting Services (DFAS) Brief



Fort Wainwright LEVY Brief

(DFAS) Military Finance

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Finance

BLDG 3401, RM #212

HOURS OF OPERATION

Mon – Fri: 0900 – 1600

WE ARE OPEN DURING LUNCH HOURS

DSN: 353-1307





THINGS TO REMEMBER

- ***Finance is the last stop to clear before the final out processing with MPD***
- Submit any type of travel advance requests at least 10 business days prior to leave date.
- **You will need 1 copy of orders, amendments and leave form**
- If dependency status has changed, submit marriage certificate, divorce decree, child custody paperwork, etc. to your S1. Be sure to get a UTL number for your documents upon submitting them for tracking purposes.





THINGS TO CONSIDER

- BAH will start / continue with the current rate until in-processing at new permanent duty station.
- COLA will stop the day that you out-process (please monitor your LES and bank account to avoid overpayment).
- You are authorized travel according to your orders.
- **ALL** payments are made by Electronic Funds Transfer (EFT) Direct Deposit





ADVANCE PAY REQUEST

You must complete an Advance Pay Request (DD Form 2560) and attach 1 copy of your orders, amendments, and leave form (DA Form 31).

**** Service members E-4 and below require commander's signature in blocks 18 through 22.***

DITY MOVE

Contact Transportation for DITY information.





TRAVEL ENTITLEMENTS

- Soldier Per Diem is \$151/day, based on 350 miles/day.
- Soldier Mileage: \$0.17/mile.
- Dependent Per Diem: \$113.25 for 12yrs and over, \$75.50 for under 12 years
- Dislocation Allowance (DLA) is authorized for Soldiers who are relocating dependents at the with dependent rate or for single Soldiers E-6 and above at the without dependent rate:
- Advance Travel will be submitted via SmartVoucher. Go to www.dfas.mil, Military Member, Travel Pay, SmartVoucher, Access SmartVoucher and “Create Advance Travel.” You will need to upload a copy of your orders and leave form.

Note: DLA advances are paid at 100%. Mileage and per diem advances are paid at 80%, with the remaining 20% paid at the new duty station after completion of travel settlement upon in-processing. If the orders state IBA a “DLA Advance ONLY” is authorized.





TEMPORARY LODGING ALLOWANCE (TLA)

Contact Housing for TLA authorization. They will submit the packet to Finance for reimbursement.

Please be aware of the following rates:

SEASONAL DATES	MAX LODGING RATE	MEAL PER DIEM
05/05 – 09/15 (Summer)	\$154.00	\$100.00
09/16 – 05/04 (Winter)	\$75.00	\$100.00

Please refer to the JFTR Chapter 9 or go to <http://www.defensetravel.dod.mil>, for further questions or visit your local Finance Office.





QUESTION

Military Finance
Building 3401 (2nd floor)
907-353-1307

