



U.S.ARMY®

Fort Campbell Army Military Pay Office SmartVoucher In Processing Brief

Fort Campbell Army Military Pay Office (AMPO)





Key Supporting Documents Required

- **Documents required for In-Processing**

- PCS Orders to include Amendments
- DD Form 1610 and Amendments, (if TDY en route)
- DD Form 1351-2 - Travel Voucher (will be created within the SmartVoucher System, directions are later in the brief)
- DA Form 31 - Leave Request Form
- Receipts for any reimbursable expense \$75.00 and over
 - Lodging/Hotels receipts regardless of cost
 - Airfare receipt to include Itinerary
 - Excess Baggage (must be authorized in orders)
- All receipts to include the above must show a “Zero (0) Balance” indicating payment has been made in full
 - If you were not issued a receipt with a zero balance, you may complete the applicable Statement In Lieu of Actual Receipts located in the Forms section of the link below
 - <https://home.army.mil/campbell/index.php/finance>
- TLA Authorization Memorandum from losing Housing Office (if not already paid)
- Promotion order if PCS orders and/or amendments do not have the correct rank at the time travel took place
- DA Form 5960 – Authorization to Start, Stop, or Change BAH (located in the Form section of the link below)
 - <https://home.army.mil/campbell/index.php/finance>
 - Applicable for those who were married enroute or divorced within the last year
 - Must submit marriage certificate and or divorce decree/parenting plan





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Entitlements

- **Entitlements that will stop upon your departure from your last duty station:**
 - Family Separation Allowance – Day of Departure
 - Assignment Incentive Pay – Day of Departure
 - Demolition Pay – Day prior to Departure
 - Hardship Duty Pay – Day of Departure
 - Hostile Fire Pay – Day of Departure
 - Parachute Pay – Day prior to Departure
 - Cost of Living Allowance – Day prior to Departure
 - DA Form 4187 required for authorization for COLA, if applicable, based upon unit location
 - Special Duty Assignment Pay – Termination orders required
 - Save Pay – Day of Departure
 - Foreign Language Proficiency Bonus (FLPB)
 - If you are receiving Foreign Language Proficiency Bonus (FLPB) and are to continue receiving it, you must provide us with the DA form 4187 (Written Service Agreement). The DA Form 4187 must be signed by the Company Commander as well as the Orders Issuing Authority





DA Form 31 – Request for Leave

- **DA Form 31**

- Leave form must have a sign in and sign out date (Blocks 14a-f & 16a-f must be complete)
- It must cover the entire period from the time the Soldier left the old duty station; to the time he/she reported to the new duty station
- If Soldier was TDY enroute, the leave form must cover the period the Soldier was TDY as well
- If Soldier requested Permissive TDY (PTDY), the DA Form 31 must:
 - Be signed by a Lieutenant Colonel (LTC) or higher or must have an Assumption of Command Order if below a LTC
 - PTDY dates must be annotated in the remarks section of the DA Form 31
- If Soldier requested Hometown Recruiter Assistance Program (HRAP) the DA Form 31 must:
 - Be signed by a Lieutenant Colonel (LTC) or higher or must have an Assumption of Command Order if below a LTC
 - Have the recruiters phone number listed in the remarks section of the DA Form 31
 - Have the dates the Soldier signed in/out of the recruiting station. Must be in the remarks section of the DA Form 31





Advance Pay

- To provide funds to a member to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations
- A member may be paid an advance of basic pay not to exceed 3 months less deductions
 - Married Soldiers – if this is your first Advance Pay then you do not have to itemize your expenses. Annotate PCS
 - Soldiers in the pay grade of E3 and below, and all Soldiers requesting a 2nd or 3rd advance pay, must obtain their Commander's signature and must itemize their expenses
 - Soldiers that did not request an Advance Pay prior to PCS have 180 days after arrival to new duty station to request an Advance Pay. Soldiers requesting an advance pay 61-180 days after their arrival will need to itemize their request and also have their Commanders signature
- DD Form 2560 - Advance Pay Certification/Authorization located in the Forms section of the link below
 - <https://home.army.mil/campbell/index.php/finance>
 - Submit DD Form 2560, PCS Orders, and your DA Form 31 to your S1





Basic Allowance for Subsistence (BAS)

- **Basic Allowance for Subsistence (BAS)**

- All Soldiers are entitled to BAS
- Unaccompanied Soldiers E5 and below that are residing in the barracks will have meal collections deducted from their LES. See example below

ENTITLEMENTS			DEDUCTIONS	
	TYPE	AMOUNT	TYPE	AMOUNT
A	BASE PAY	2378.40	FEDERAL TAXES	216.94
B	BAS	372.71	FICA-SOC SECURITY	147.46
C	BAH	8.10	FICA-MEDICARE	34.49
D			STATE TAXES	78.49
E			SGLI	25.00
F			AFRH	0.50
G			MEAL DEDUCTION	307.40
H			MID-MONTH PAY	949.22

- IAW the Army BAS Policy Army BAS Policy and AR 637-1 Commanders in the grade of O5 or above may approve an exception to ESM for Soldiers in the grades of E1 through E5, when a Soldier's assigned duties cause him or her to miss more than 20 percent of his or her meals the government furnishes on a monthly basis. Soldiers must apply and be approved for at least 20 missed meals for three consecutive months before approving a Soldier's request to mess separately
- Submit a DD Form 1475 (can be located in the Form Section of the link below) for 3 consecutive months then the O5 can submit a DA Form 4187 requesting to stop meal deductions on the fourth month
- <https://home.army.mil/campbell/index.php/finance>





Basic Allowance for Housing: Changes due to PCS

- Soldiers are entitled to Basic Allowance for Housing (BAH) at the last duty stations rate through the day prior to arrival to the New Duty Station
- Soldiers may be overpaid allowances at the old rate due to system cutoff dates. If this happens, a debt will be on the Soldiers Leave and Earning Statement (LES)
- The debt may be collected immediately. Please watch your LES for changes. If you have an ADV DEBT on the entitlement side of the LES then the collection has NOT been made so expect it to be collected within the next 2 months
- If you are returning from overseas and were receiving COLA/OHA, these entitlements stop upon departure and BAH Type II will be effective from the day of SIGN OUT of the OLD DUTY STATION until you SIGN IN to the NEW DUTY STATION. This is a flat rate according to rank
- Soldier married to Soldier without dependent children who are located at separate duty stations are considered single Soldiers for Housing purposes and will be assigned a barracks room per AR 420-1. If the spouse's arrival date is within 120 days, the Housing office may authorize the Soldier to reside off base





Temporary Lodging Allowance (TLA)

- TLA can be authorized upon departing from an OCONUS PDS
- Required Documents for submitting reimbursement
 - TLA authorization from housing (Housing Authority Approval Form/Letter)
 - Statement of non-availability from housing (If applicable)
 - Lodging Receipt(s) with Zero Balance (If applicable)
 - PCS Orders and Amendments (Orders must include dependents)
 - 1 Copy of your DA Form 31
- TLA reimbursement will be paid on your LES, this is not a part of the Travel Settlement
- Submit claims to the link below or Room 217 at the Soldier Support Center (2702 Michigan Ave)

usarmy.campbell.fin-mgt-cmd.mbx.AMPO-Travel-Section@army.mil





Temporary Lodging Expense

- **TLE: Temporary Lodging Expense (TLE)**
 - TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in the Continental United States (CONUS) in association with a Permanent Change of Station (PCS) move
 - Single Soldiers in the grade of E5 and below are not authorized TLE
- **TLE Eligibility:**
 - Reimbursement is limited to 10 days (before 1 Oct 22) 14 days (after 1 Oct 22) of TLE on a CONUS to CONUS move
 - Reimbursement is limited to 5 days (before 1 Oct 22) 7 days (after 1 Oct 22) of TLE on a CONUS to OCONUS move
 - No exceptions for TLE extensions currently at Fort Campbell
 - In order to file this claim today you must be finished with your TLE and have a zero-balance receipt
 - If you are not ready to file your claim today, you may submit your TLE request via SmartVoucher only after your original PCS Travel claim has been is paid
- **Documents required:**
 - 1 copy of orders PCS and all amendments
 - 1 copy of leave form Blocks 14a and 16a completed
 - 1 copy of itemized hotel receipts indicating a zero-balance





PCS Travel Entitlements

- **Mileage and Transportation Allowance**

- Covers the cost of gas for Soldiers and their dependents for mileage reimbursement
- Reimbursement as of 1 July 2022:
 - One vehicle - \$0.22
 - Two vehicles - \$0.44
- POV reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process (it must be stated on the orders)

- **Per Diem rate when driving POV:**

- To assist with payment of lodging and meals for Soldiers and dependents while enroute to new PDS
- Per diem rate when driving POV as of 1 October 2021:
 - Soldier \$157.00 per day
 - Dependents 12 and over \$117.75 per day
 - Dependents under 12 \$78.50 per day

Official Travel Time - Driving Miles Per Day	
Miles	Authorized Travel Days
1-400	1 Day
401-750	2 Days
751-1100	3 Days
1101-1450	4 Days
1451-1800	5 Days
1801-2150	6 Days
2151-2500	7 Days
2501-2850	8 Days
2851-3200	9 Days
3201-3550	10 Days

- **Per Diem rate when flying:**

- \$41.25 for one day of travel when flying
- \$30.94 for one day of travel for dependents over the age of 12
- \$20.63 for one day of travel for dependents under the age of 12





Dislocation Allowance (DLA)

- To partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS
- All Soldiers, regardless of rank when accompanied with dependents may receive DLA at the “with dependent” rate as long as their orders state “dependents yes”
- Single E6 and above (depending location) may receive DLA at the “without dependent” rate





Dislocation Allowance (DLA) Rates

PRIMARY DLA RATES Effective January 1, 2023		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$4,545.85	\$5,595.91
O-9	\$4,545.85	\$5,595.91
O-8	\$4,545.85	\$5,595.91
O-7	\$4,545.85	\$5,595.91
O-6	\$4,170.45	\$5,038.60
O-5	\$4,016.69	\$4,856.70
O-4	\$3,722.33	\$4,281.27
O-3	\$2,983.15	\$3,542.04
O-2	\$2,366.38	\$3,024.48
O-1	\$1,992.63	\$2,703.70
O-3E	\$3,221.26	\$3,806.63
O-2E	\$2,738.43	\$3,434.60
O-1E	\$2,354.79	\$3,173.31
W-5	\$3,781.83	\$4,132.43
W-4	\$3,358.52	\$3,788.50
W-3	\$2,822.75	\$3,470.97
W-2	\$2,506.93	\$3,193.16
W-1	\$2,098.43	\$2,761.61
E-9	\$2,758.30	\$3,636.36
E-8	\$2,531.71	\$3,351.93
E-7	\$2,162.97	\$3,112.14
E-6	\$2,093.94	\$3,109.26
E-5	\$2,093.94	\$3,109.26
E-4	\$2,093.94	\$3,109.26
E-3	\$2,064.19	\$3,109.26
E-2	\$1,774.81	\$3,109.26
E-1	\$1,639.26	\$3,109.26





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Enlistment Bonus/Reenlistment Bonus Processing

- **Selective Enlistment Bonus (SEB)**
 - DD Form 4 or the old 4-1, 4-2, 4-3 (enlistment/reenlistment contract)
 - DA Form 3286-66 (Annex B)
 - Graduation Certificate from AIT with MOS or MOS orders with effective date
 - College Transcript (if applicable)
 - Airborne and/or Ranger Training Certificate (if applicable)
 - These documents can be found in your AKO Personnel files (iPERMS), or from your recruiter
 - Submit all documentation to your S1. Once submitted and processed, the bonus will be credited to your LES within 30 days and sent as a separate deposit to your financial institution
 - If the amount of the bonus exceeds \$10,000.00 the remaining balance will be paid in annual installments on the enlistment anniversary date
- **Selective Reenlistment Bonus (SRB)**
 - All Reenlistment bonuses are processed through your Career Counselor and or the Retention office





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Did You Know?



- **Allows customer electronic access to:**
 - Allotments – Start, Stop, Change
 - LES View/Print
 - Pay option – Change bank account
 - DFAS Vouchers Paid Within Last 12 Months
 - W-2 view and print
 - TSP (Election and address changes)

<https://mypay.dfas.mil/>





Spouse State License/Certification Reimbursement

- **Effective 12 December 2017**

- Reimbursement is eligible when a Soldier is reassigned, either as a permanent change of station or permanent change of assignment, from a duty station in one state to a duty station in another state; and, the movement of the soldier's dependents is authorized at the expense of the United States as part of the reassignment
- Soldiers may now be reimbursed up to the maximum of \$1000.00 in connection with each reassignment
- Please refer to Military Pay E-Message 22-012 for additional guidance and procedures for submitting request
- This reimbursement is taxable income and is taxed at the same rate as a one-time payment which is 22%
- W2 will be generated via myPay under Travel/Miscellaneous Tax Statement (W-2) in addition to Tax Statement (W-2)





Government Travel Charge Card (GTCC)

- **Government Travel Charge Card (GTCC)**
 - If you used the Government Travel Card during your PCS move, you will need to indicate “Split Disbursement” on the DD Form 1351-2 along with a dollar amount owed to have the balance paid directly to CitiBank
 - Contact your Organizational Defense Travel Administrator (ODTA) Immediately upon arrival to your unit to ensure your account is placed in a “**Mission Critical Status**” to avoid account becoming delinquent while waiting for reimbursement
 - If you purchased your airline ticket with your GTCC, ensure you claim reimbursement for this on your SmartVoucher





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Smart Voucher Instructions

Instructions for Completing SmartVoucher





Smart Voucher Information

- SmartVoucher is a self-contained system that allows travelers to complete travel voucher submissions and routes them to the finance office for review and subsequent routing to DFAS-Rome for final computation, audit and payment. Payments are made to the government travel card (if chosen by the traveler) and to the traveler
- Once the Finance office reviews the voucher and everything is correct, your documents will be downloaded to process all required changes to your military pay account, to include BAH; no further action is required unless there are any additional documents that were not included





Smart Voucher Instructions

- Information Required:
 - New unit of assignment (as reflected on your PCS order)
 - Date of marriage
 - Date(s) of birth of child(ren)
 - E-mail address (add <https://smartvoucher.dfas.mil/> to your address book and review your spam folder for notifications)
- A separate voucher (Dependent Voucher) is required to be completed for dependents period of travel if the dependents traveled from a different date/location than the Soldier
- A separate voucher (Supplemental Voucher) is required for POV drop-off and/or pick-up if the trip was done separately from the actual PCS travel (example, soldier reported to Fort Campbell 1 DEC and POV pick-up took place 15 DEC)





Consent Banner

- Go to <https://smartvoucher.dfas.mil/>

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher

Consent Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

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For persons with disabilities experiencing difficulties accessing content on a particular DFAS website, please send an email to the [DFAS Section 508 Coordinator](#). In your email, indicate the nature of your issue and provide your contact information.

For more information about Section 508, please visit the [DoD CIO Section 508 Website](#).

- Click on the I consent Banner





Privacy Act Statement

Smart Voucher Portal x +

https://smartvoucher.dfas.mil/voucher/privacy

CONTROLLED UNCLASSIFIED INFORMATION (CU)

SmartVoucher

Privacy Act Statement

The information you provide to SmartVoucher is covered by the Privacy Act of 1974. For questions regarding your personal information and/or acquiring a copy of the Privacy Statement, contact your local Human Resources Office.

Authority: 5 U.S.C. Section 301; Department Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R, Volume 9; and E.O. 9397 (SSN), as amended.

Principal Purposes: Personally identifiable information is collected in order to populate fields on the Travel Voucher submission form.

Routine Uses: For users to complete and submit DD Form 1351-2 to their Travel Office.

Disclosure: Voluntary. However, failure to provide the information may mean your Travel Voucher cannot be processed.

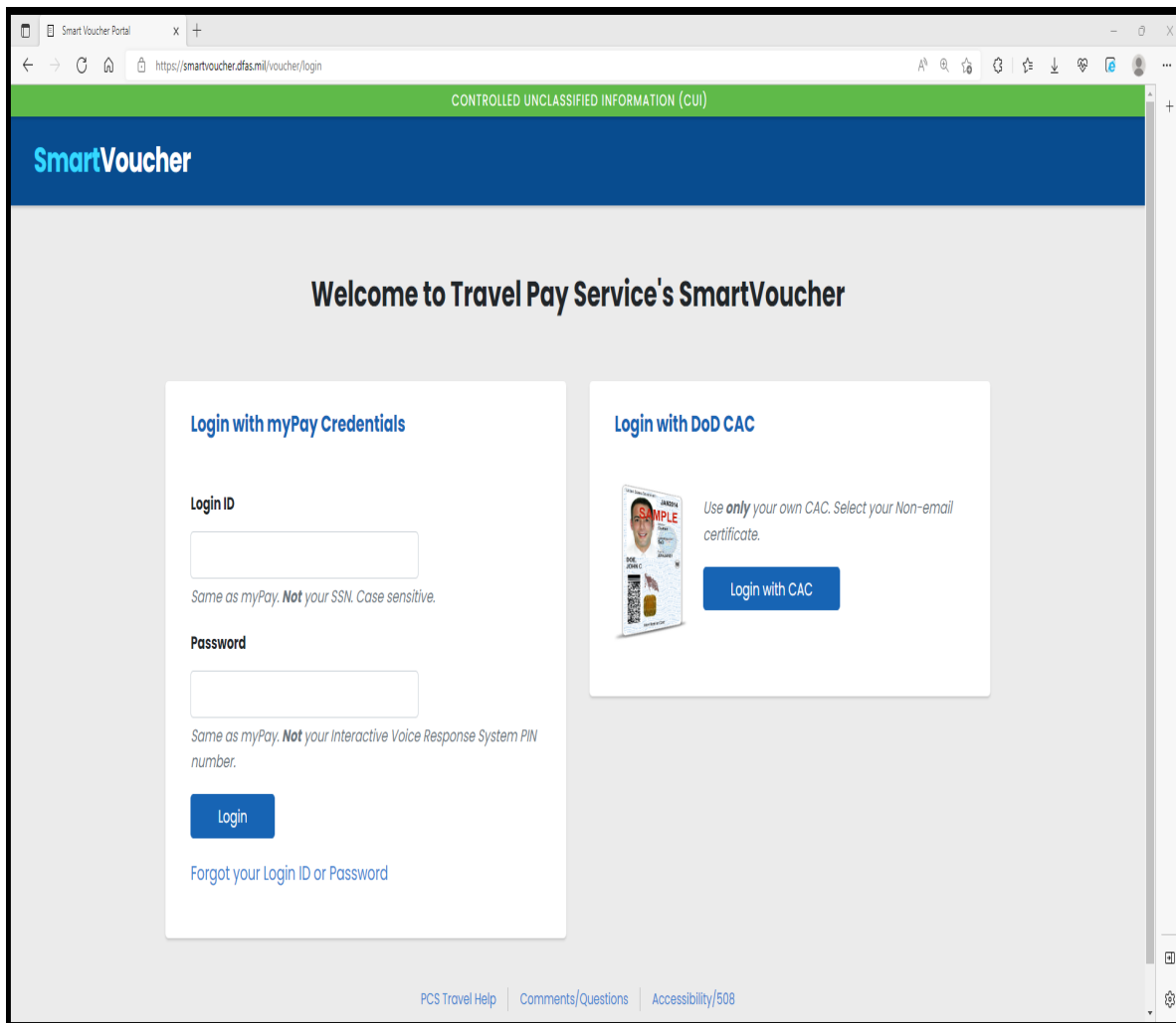
[I agree with above terms](#)

- Click on the I Agree Banner





Smart Voucher Instructions



- Log in with your CAC
 - Make sure it is **NOT** your email certificate

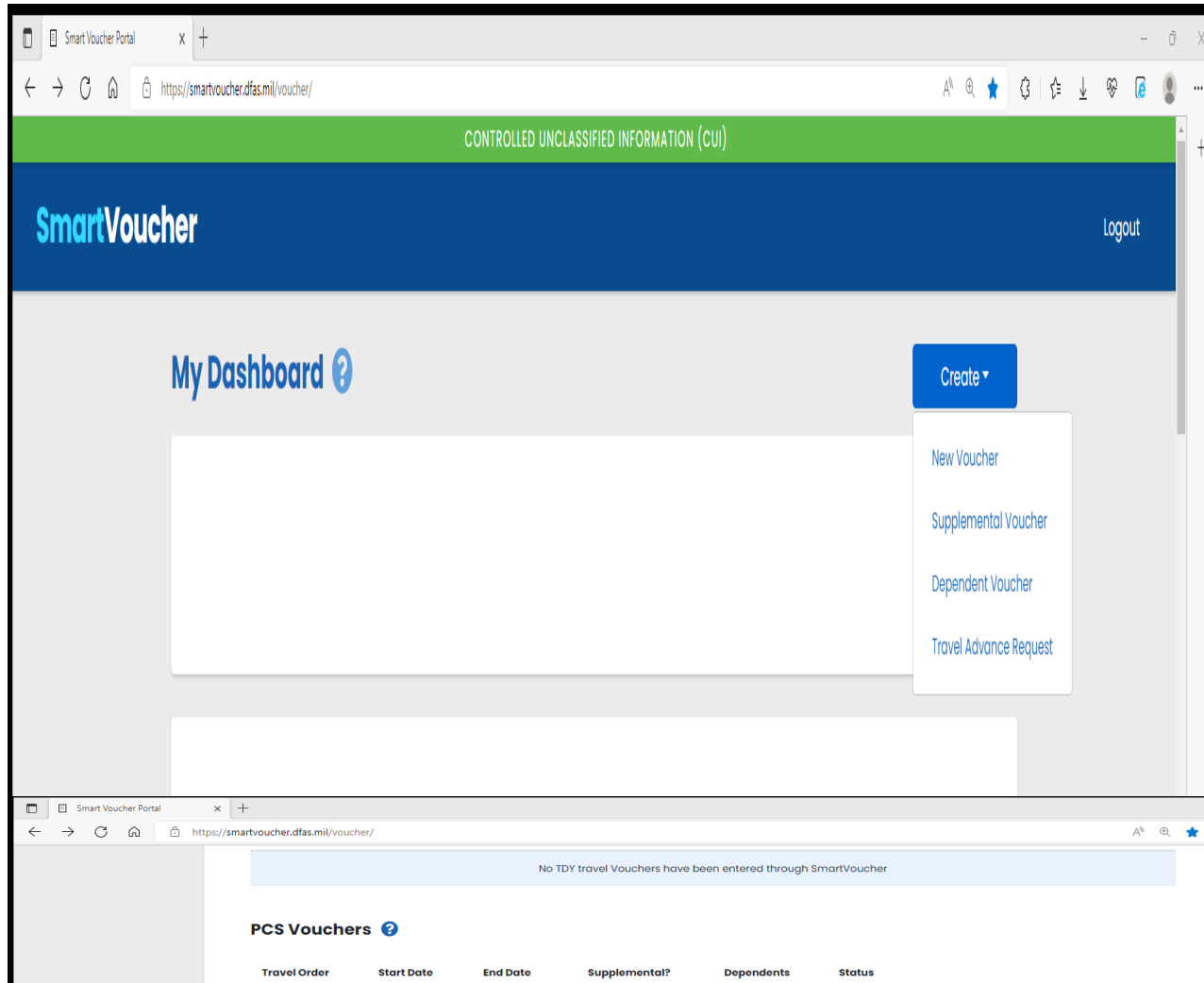
OR

- Log in with your myPay Username and Password





Smart Voucher Instructions



- Click on “Create New Voucher”
- If your dependents traveled on a different date or location than yourself, you would have to create a separate Dependent Voucher for their trip
- A supplemental voucher is only completed if you have already been paid for a portion of your travel and you need to submit an additional expense, e.g. TLE





User Type

Smart Voucher Portal x +
https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/new/user-type

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher

My Vouchers

User Type

Step 1 of 12 ▾

What is your category of travel? ⓘ

PCS ▾

If you are retiring or separating and this is the final PCS voucher you are submitting, select "DoD Civilian" for type of user and then the service or agency from which you are retiring or separating.

What type of user are you?

Active Duty ▾

What DMPO are you submitting from?

Fort Campbell, KY ▾

[Return to My Vouchers](#) [Continue](#)

- Category of travel will be **“PCS”**
- Type of user is **“Active Duty”**
- **Select “Fort Campbell, KY” as your DMPO or you will not be able to submit your SmartVoucher at the end**
- Select Continue





Initial Information

Smart Voucher Portal

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/new/initial-info

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher Logout

My Vouchers

Initial Information

Step 2 of 11

Travel Order Number ⓘ

1256687

Enter your original PCS order number

What is the issue date on the order?

07/21/2022 ⓘ

You will be paid by ⓘ

Direct Deposit ▾

Allow 24 to 48 hours for the change to register throughout the system

- Travel Order # is found in the top left corner of the original order
- Issue date of orders is found in the top right corner of the original order





Initial Information

Smart Voucher Portal x +

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/new/initial-info

Did you ship your household goods?

Yes

Are you claiming a Dislocation Allowance (DLA)?

No

Select "No" if this is your first move without dependents, if you are residing in the barracks, or if this is a retirement/separation

See [Chapter 5, Section 050104 of the JTR](#) for more details about Dislocation Allowance (DLA) entitlement.

Are you claiming a Temporary Lodging Expense (TLE)?

No

You will need the following documents to complete the TLE portion of your claim:

- PCS Travel Orders and all amendments
- Zero balance lodging receipts
- Statement of Non-Availability for CONUS locations other than on or near Army installations

[More TLE information](#)

- **Select Yes:** for DLA if you are a Single E6 and above
- **Select Yes:** if your dependents have moved to your current location
- **Select No:** if you will be residing in the barracks
- Refer to **Slide 9** for eligibility of TLE





Initial Information

Marital Status?

Single ▾

Did you perform temporary duty en route?

No ▾

On the itinerary, please ensure to include all official stops of travel, including temporary duty en route

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Enter Marital Status:
 - ✓ Single
 - ✓ Married
 - ✓ Dual Military
- Did you perform Temporary Duty en route to Ft. Campbell
 - ✓ Yes or No
- Select Save & Continue





Advances

Smart Voucher Portal x +

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/new/advances

Advances

Step 3 of 11

Did you receive any previous government payments, partial payments, or advances for this travel order?

No

Does not include ATM withdrawals from your government travel charge card

Did you receive any payments from the Defense Travel System (DTS) during this travel period?

No

Previous Save & Continue

PCS Travel Help | Comments/Questions | Accessibility/508

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Did you receive any type of PCS Advance (Do not include Advance Pay)
- Did you receive any payments from Defense Travel System (DTS)
- Select Save & Continue





Personal Information

Smart Voucher Portal x +
https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603827/personal

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher Logout

My Vouchers

Personal Information Step 4 of 11

First Name

Middle Initial (not required)

Last Name

Social Security Number

Grade/Rank
E-1

- Enter information as requested





Personal Information continued

Smart Voucher Portal x +

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603827/personal

Provide your current address, the one where we can contact you by mail (if necessary)

Current Country of Residence

USA

Current Street Address

Current Street Address 2 (not required)

Current Zip Code/APO/FPO

42223

[USPS Zip Code Lookup](#)

Installation/Base/City

Current State

Arizona

- Enter information as requested





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Personal Information continued

Smart Voucher Portal x +
https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603827/personal

Current State
Arizona

Unit of assignment
ftcky
*Enter City/State or Post/State
If you don't know it, enter "Unknown"*

Phone Number
7198
Provide your primary phone number, the one at which we are most likely to reach you

Email

Provide your primary email, the one you read most consistently

Do you have a Government Travel Charge Card?
No
You can't request split disbursements if you don't have a card

Previous Save & Continue

PCS Travel Help | Comments/Questions | Accessibility/508
*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Enter information as requested
- Enter email that you check most often
- Select Save & Continue





Dependents

SmartVoucher Portal
https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/368332/dependents
CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher Logout

My Vouchers

Dependents

Step 5 of 11

A separate "Dependent Voucher" is needed for any dependent that traveled to/from a separate location or during a different timeframe. To create one, select "Dependent Voucher" from the "Create New" dropdown on the My Vouchers page.

Are you claiming dependents on this voucher?

Yes

The address of a dependent should be their address at the time you received your orders

For PCS travel to/from a CONUS location, dependents must be authorized on your orders

For PCS travel to/from a OCONUS location, dependents must be Command Sponsored

- Select **Yes** only if your Dependents traveled with you to your current duty station

OR

- Select **No** if you do not have Dependents or your dependents traveled at a different date than yourself

SmartVoucher Portal
https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/368332/dependents
CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher Logout

My Vouchers

Dependents

Step 5 of 11

A separate "Dependent Voucher" is needed for any dependent that traveled to/from a separate location or during a different timeframe. To create one, select "Dependent Voucher" from the "Create New" dropdown on the My Vouchers page.

Are you claiming dependents on this voucher?

No

Previous Save & Continue

- If you selected **No Dependents and No TLE**, please skip to slide 48
- If you selected **No Dependents but Yes for TLE (Single E6 & above only)**, please skip to slide 38





Dependents continued

Smart Voucher Portal x +
https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/368332/dependents

My dependents left the previous duty station with me and arrived at my new duty station on the same day
Select even if your dependents traveled in a separate vehicle

My dependents traveled at a separate time or from a different location than me
By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

My dependents traveled to a designated location authorized on my PCS orders
By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Select the response that applies to your dependents travel status
- Select Save & Continue





Dependents continued

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
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Currently, you have not entered any dependents for this travel voucher.

Add a Dependent

- A limit of 16 dependents can be added to this voucher
- If your dependents have different permanent addresses, you must complete a separate itinerary for each of them on a DD Form 1351-2 (blocks 15a to 15f)

- Select Add Dependent





Dependents continued

03914/dependents

○ My dependents traveled to a designated location

Add/Edit a Dependent ✕

First Name

Middle Initial (not required)

Last Name

Relationship to You

Spouse ▼

Children over 21, wards and parents require an approval memorandum from Dependency Entitlements (DFAS)

Date of Marriage

- Enter Dependents information
- Enter Relationship
 - ✓ Dependent/Child
 - ✓ Spouse
- If selected **Spouse**, enter **Date of Marriage**
- If selected **Dependent**, enter **Date of Birth**





Dependents continued

503914/dependents

Dependent Residence at the Time You Received Your Orders

Country

Choose one... ▾

Street Address

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one... ▾

Did the dependent complete travel?

Choose one... ▾

Save

Cancel

- Enter the address your Dependents were residing when you received your PCS orders
- Did your Dependents complete the travel?
- A note will pop up asking you if the address listed was the address your dependents were at when you received your PCS orders.





Dependents continued

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
					<input checked="" type="checkbox"/> Edit Delete

[Add a Dependent](#)

- A limit of 16 dependents can be added to this voucher
- If your dependents have different permanent addresses, you must complete a separate itinerary for each of them on a DD Form 1351-2(blocks 15a to 15f)

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

- Add another dependent

OR

- Select Save & Continue





Temporary Lodging Expense (TLE)

Smart Voucher Portal

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/tle

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher Logout

My Vouchers

Temporary Lodging Expenses ?

Step 6 of 12

1 Eligibility 2 Locations 3 Daily Expenses 4 Persons Claimed 5 Certification

Were you assigned to Unaccompanied Personnel Housing (government quarters) at your old duty station?
Does not include privatized housing

Yes No

Were you assigned to Unaccompanied Personnel Housing (government quarters) at your new duty station?
Does not include privatized housing

Yes No

- Did you live in Government Quarters at your last Duty station?
- Did you live in Government Quarters at your current Duty station?





Temporary Lodging Expense (TLE)

Did you perform a Personally Procured Move (PPM)?
PPM was formerly called DITY

Yes No

On what day were your HHGs picked up (or will your HHGs be picked up) from your old duty location?

On what day were your HHGs delivered (or will your HHGs be delivered) to your new duty location?

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Did you perform a PPM or DITY move?
- Select date that your HHGs were picked up
- Select date that your HHGs were or will be delivered
- Select Save & Continue





Temporary Lodging Expense (TLE)

The screenshot shows a web browser window with the URL <https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/tle>. The page has a progress bar at the top with five steps: 1. Eligibility, 2. Locations (highlighted), 3. Daily Expenses, 4. Persons Claimed, and 5. Certification. The main content area is titled "TLE Locations" and contains the following text:

TLE Locations

You must add at least one location.

You must use available government quarters before commercial lodging unless your location is an Army CONUS Installation that was converted to private lodging.

Reimbursement is limited to 14 days for a CONUS/OCONUS to CONUS PCS and 7 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date
Currently, you have not entered any location for this travel voucher.				

Below the table is a blue button labeled "Add a Location". At the bottom of the page are two buttons: "Previous" and "Save & Continue".

At the bottom of the page, there are links for "PCS Travel Help", "Comments/Questions", and "Accessibility/508".

At the very bottom, there is a disclaimer: "*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***"

- Select Add a Location





Temporary Lodging Expense (TLE)

/603914/tle

Add/Edit Location(s) ✕

Is your location at or near an Army CONUS Installation?

Yes No

Did you stay in off-post lodging?

Yes No

What day did you arrive/check-in at the location?

Your arrival date is typically paid as a travel per diem day and does not count as a TLE day

mm/dd/yyyy

Location Address

TLE is limited to the 48 contiguous states

Zip Code

[USPS Zip Code Lookup](#)

- Complete information requested
- What day did you arrive at the Hotel/Motel/Air B&B, etc
- Enter Zip code of Hotel





Temporary Lodging Expense (TLE)

City

Clarksville

State

Tennessee

What day did you depart/check-out at the location?

mm/dd/yyyy

Did you incur daily lodging expenses at the location?

Yes No

Save

Cancel

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- What day did you depart the Hotel/Motel/Air B&B, etc





Temporary Lodging Expense (TLE)

TLE Locations

You must add at least one location.

You must use available government quarters before commercial lodging unless your location is an Army CONUS Installation that was converted to private lodging.

Reimbursement is limited to 14 days for a CONUS/OCONUS to CONUS PCS and 7 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date	
Clarksville	TN	37042	10/19/2022	10/25/2022	Edit Delete

[Add a Location](#)

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Add a location for TLE
- Must add additional location if stayed in different Hotels. (Days Inn & Holiday In Express)
- Select Save & Continue





Temporary Lodging Expense (TLE)

Smart Voucher Portal

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/tle

Daily Expenses

City	Zip Code	Arrival Date	Departure Date
Clarksville, TN	37042	10/19/2022	10/21/2022

Date **Lodging Expense** Amount claimed should include lodging rate and taxes

10/19/2022 Amount:

Charges to Government Travel Charge Card? Yes No

10/20/2022 Amount:

Charges to Government Travel Charge Card? Yes No

[Previous](#) [Save & Continue](#)

- Enter total amount claimed each day to include tax
- Annotate whether you charged the room on the GTCC
- Select Save & Continue





Temporary Lodging Expense (TLE)

Smart Voucher Portal x +

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/tle

Eligibility Locations Daily Expenses **Persons Claimed** Certification

Persons Claimed

City	Zip Code	Arrival Date	Departure Date
Clarksville, TN	37042	10/19/2022	10/21/2022

Date	Persons Claimed
10/19/2022	<input type="checkbox"/> Self <input type="checkbox"/> gg g
10/20/2022	<input type="checkbox"/> Self <input type="checkbox"/> gg g

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Select the personnel who stayed each night at the lodging establishment
- Select Save & Continue





Temporary Lodging Expense (TLE)

Smart Voucher Portal

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/tle

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher Logout

My Vouchers

Temporary Lodging Expenses ?

Step 6 of 12

1 Eligibility 2 Locations 3 Daily Expenses 4 Persons Claimed 5 Certification

I certify that the dependents listed and I have incurred temporary lodging expenses on the inclusive dates, and further certify that government quarters were [not] available for use as temporary lodging.

Sign

Previous Save & Continue

PCS Travel Help | Comments/Questions | Accessibility/508

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Check the block and then click on the “Sign” block
- Select Save & Continue





Instructions for Itinerary

/voucher/dashboard/vouchers/603914/itinerary

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Instructions - Itinerary Information

Instructions

1. Begin your travel Itinerary with the date that you officially began traveling, as well as from the location (Installation, Base, City) that you officially started from under the applicable travel order.

Note: Under normal circumstances, when completing a PCS move the departing location for the itinerary should be the location (Installation/Base/City) of your OLD Permanent Duty station.

2. List ALL locations where authorized travel was performed and any overnight stops.

Note: Any deviations from your travel orders such as non-government travel, return trips home while in a travel claim status of any Leave taken should also be reflected in your Itinerary.

3. It is only necessary to claim the number of miles for terminal mileage, which is transportation to/from a terminal. All other mileage determinations will be based on mode of travel, owner/operator status, and calculated by the Defense Table of Official Distances (DTOD). In order to claim terminal mileage, the location that you drove to/from the terminal must be included in your itinerary.

Example: A traveler's orders directs him/her to travel to Fort Bliss. The traveler is flying to Fort Bliss. The individual is leaving from home, driving to the airport, and then flying to their TDY location. In the itinerary the traveler must show the method of travel to the airport, and include the stop at the airport as awaiting transportation, in order to claim mileage to the airport.

Note: Failure to input a complete and accurate itinerary may require deletion or editing of travel legs. Common errors result from:

- Missing a stop (forgot to include a leg of the travel)
- Incorrect arrival or depart dates

I have read the instructions for the Itinerary, and I understand that to receive accurate and timely payments of all travel entitlements, the Itinerary must be complete and exact.

- Read instructions and then check the block below





Smart Voucher Instructions

The screenshot shows a web browser window with the URL <https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/itinerary>. The page has a green header with "CONTROLLED UNCLASSIFIED INFORMATION (CUI)" and a blue navigation bar with "SmartVoucher" and "Logout". Below the navigation bar is a "My Vouchers" section. The main content area is titled "Itinerary Information" and includes a "Step 7 of 12" indicator. A central white box contains an "Instructions" section with a table header and a message: "Currently, you have not entered any stops for this travel voucher." Below the message is a blue "Add Itinerary Information" button. At the bottom of the white box is a "Previous" button. The footer contains links for "PCS Travel Help", "Comments/Questions", and "Accessibility/508", along with a disclaimer: "*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***".

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging
Currently, you have not entered any stops for this travel voucher.							

- Add locations to Itinerary
- **Must show each leg of the trip**
- **See Examples on the next few pages before completing Itinerary**





Itinerary Examples Driving

Example Driving with no leave taken: (Do not include any stops where you stayed the night enroute)

Departure Location = Last Duty Station (Fort Bragg, NC)

Arrival Location = Fort Campbell KY (New Duty Station)

Example Driving with leave taken: (Do not include any stops where you stayed the night enroute)

Departure Location = Last Duty Station (Fort Bragg, NC)

Arrival Location = Pensacola, FL (City/State of Leave Location)

Departure Location = Pensacola, FL (City/State of Leave Location)

Arrival Location = Fort Campbell KY (New Duty Station)





Itinerary Examples Flying **CONUS to CONUS**

Example of Flying with no leave taken:

Departure Location = Last Duty Station (Fort Bragg, NC)

Arrival Location = Fayetteville, NC airport (City/State of airport you flew out of)

Departure Location = Fayetteville, NC airport (City/State of airport you flew out of)

Arrival Location = Nashville, TN airport (City/State of airport you flew in to)

Departure Location = Nashville, TN airport (City/State of airport you flew in to)

Arrival Location = Fort Campbell, KY (New Duty Station)

Example of Flying with leave taken:

Departure Location = Last Duty Station (Fort Bragg, NC)

Arrival Location = Fayetteville, NC airport (City/State of airport you flew out of)

Departure Location = Fayetteville, NC airport (City/State of airport you flew out of)

Arrival Location = Atlanta, GA airport (City/State of airport you flew in to take leave)

Departure Location = Atlanta, GA airport (City/State of airport you flew in to take leave)

Arrival Location = Marietta, GA (City/State of Leave Location)

Departure Location = Marietta, GA (City/State of Leave Location)

Arrival Location = Atlanta, GA airport (City/State of airport you flew out of from leave)

Departure Location = Atlanta, GA airport (City/State of airport you flew out of from leave)

Arrival Location = Nashville, TN airport (City/State of airport you flew in to)

Departure Location = Nashville, TN airport (City/State of airport you flew in to)

Arrival Location = Fort Campbell, KY (New Duty Station)





Itinerary Examples Flying **OCONUS** to **CONUS**

Example of Flying with no leave taken:

Departure Location = Last Duty Station (Camp Casey, Korea)

Arrival Location = Yongsan, Korea airport (Overseas airport you flew out of)

Departure Location = Yongsan, Korea airport (Overseas airport you flew out of)

Arrival Location = San Francisco, CA airport (City/State of airport you flew in to)

Departure Location = San Francisco, CA airport (City/State of airport you flew out of)

Arrival Location = Nashville, TN airport (City/State of airport you flew in to)

Departure Location = Nashville, TN airport (City/State of airport you flew in to)

Arrival Location = Fort Campbell, KY (New Duty Station)

Example of Flying with leave taken:

Departure Location = Last Duty Station (Camp Casey, Korea)

Arrival Location = Yongsan, Korea airport (Overseas airport you flew out of)

Departure Location = Yongsan, Korea airport (Overseas airport you flew out of)

Arrival Location = San Francisco, CA airport (City/State of airport you flew in to)

Departure Location = San Francisco, CA airport (City/State of airport you flew out of)

Arrival Location = Dallas Fort Worth Airport (City/State of airport you flew in to take leave)

Departure Location = Dallas Fort Worth Airport (City/State of airport you flew in to take leave)

Arrival Location = Dallas, TX (City/State of Leave Location)

Departure Location = Dallas, TX (City/State of Leave Location)

Arrival Location = Dallas Fort Worth Airport (City/State of airport you flew out of from leave)

Departure Location = Dallas Fort Worth Airport (City/State of airport you flew out of from leave)

Arrival Location = Nashville, TN airport (City/State of airport you flew in to)

Departure Location = Nashville, TN airport (City/State of airport you flew in to)

Arrival Location = Fort Campbell, KY (New Duty Station)





Itinerary Examples **Flying** and **Driving** combined

Example of Flying and Driving combined with leave taken:

Departure Location = Last Duty Station (Baumholder, Germany)

Arrival Location = Frankfurt, Germany Airport (Overseas airport you flew out of)

Departure Location = Frankfurt, Germany Airport (Overseas airport you flew out of)

Arrival Location = Baltimore, MD Airport (City/State of airport you flew in to)

Departure Location = Baltimore, MD Airport (City/State of airport you flew out of)

Arrival Location = Indianapolis, IN Airport (City/State of airport you flew in to take leave)

Departure Location = Indianapolis, IN Airport (City/State of airport you flew in to take leave)

Arrival Location = Evansville, IN (City/State of Leave Location)

Departure Location = Evansville, IN (City/State of Leave Location)

Arrival Location = Fort Campbell, KY (New Duty Station)





Means/Modes of Travel & Reason for Stop

Means/Modes of Travel

PA – Privately Owned Auto (Your Personal Vehicle)

CA – Commercial Auto (Taxi/Uber/Lyft),

CB – Commercial Bus (Paid for by Soldier)

GB – Government Bus (Issue/Paid by Government)

CP – Commercial Plane (Paid for by Soldier)

GP- Government Plane (Issue/Paid by Government)

Reason for Stop

AT – Awaiting Transportation (Waiting at an airport for a connect flight. Must be less than 24 hours)

AD – Authorized Delay (for layovers while en route that are more than 24 hours)

LV – Leave

MC – Mission Complete (Arrival at new Duty Station)

TD – Temporary Duty (official TDY stated in orders or a 1610)





Common Zip Codes

- **Common CONUS airport zip codes**

- Atlanta, GA Airport: 30320
- Augusta, GA Airport: 30906
- Baltimore, MD Airport: 21240
- Columbia, SC Airport: 29170
- Dallas, TX Airport: 75261
- Kansas City, MO Airport: 64153
- Nashville, TN Airport 37214
- New York, NY Airport: 11430
- Richmond, VA Airport 23250
- Seattle, WA Airport: 98158
- St. Louis, MO Airport: 63145
- San Francisco, CA Airport: 94128

- USPS Zip Code Query: <https://tools.usps.com/go/ZipLookupAction>





Itinerary

oucher/dashboard/vouchers/603914/itinerary

1

Departure

On what day did your travel begin?

10/17/2022



Enter the date of departure on your leave form

From what country did you depart?

USA



What is the departing location zip code?

[USPS Zip Code Lookup](#)

From what installation/base/city did you depart?

From what state did you depart?

Choose one...



By what mode of transportation did you travel?

Cancel

Save & Continue to Next Stop Information

2

Next Stop

- Enter the date you signed out on leave **Must match block 14a of your DA 31**
- Choose departure country
- Enter the Zip code of your last duty station
- Annotate your last duty station
- Annotate the State where you departed
- What mode of Travel did you use? **See slide 53**





Itinerary

oucher/dashboard/vouchers/603914/itinerary

1

Departure

On what date did you arrive at

10/21/2022



In what country did you arrive?

USA

What is the arrival location zip code?

[USPS Zip Code Lookup](#)

If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders

In what city did you arrive?

In what state did you arrive?

2

Next Stop

What was your reason for stopping at

Leave en route

Reasons for Stopping Defined

Authorized Delay (AD) — A period of time that a member is authorized, by regulations, to delay while en route to the PCS point

Authorized Return (AR) — Authorized travel home periodically on weekends or non-workdays while at the PCS point

Awaiting Transportation (AT) — Necessary delay while awaiting further transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a medical facility after inpatient treatment

Leave en route (LV) — Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) — Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

Temporary Duty (TD) — Official duty while at the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

- Enter the next place you went after departing your last duty station
- Enter Country
- Enter zip code of location
- Enter City
- Enter State
- Select Reason for Stop. **See slide 53**





Itinerary

voucher/dashboard/vouchers/603914/itinerary

In what country did you arrive?

What is the arrival location zip code?

[USPS Zip Code Lookup](#)

If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders

In what city did you arrive?

In what state did you arrive?

What was your reason for stopping at Fort Campbell?

Reasons for Stopping Defined

Cancel

Previous

Save & Complete

- You will continue to add locations ensuring to include each leg of the trip until your destination of Fort Campbell
- Select Save & Complete





Itinerary

Smart Voucher Portal

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/itinerary

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher

Logout

My Vouchers

Itinerary Information

Step 7 of 12

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging
[Redacted Content]							

Previous Save & Continue

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Review Itinerary to ensure that each leg of the trip is annotated.
- Select Save & Continue





Reimbursable Expenses

Smart Voucher Portal

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/reimbursables

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher Logout

My Vouchers

Reimbursable Expenses

Step 8 of 12

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required
Currently, you have not entered any reimbursable expenses for this travel voucher.					

Add an Expense

- Claim all expenses related to authorized travel that are not directly reimbursed by your per diem or meals and incidental expenses
- You must submit an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more
- For reimbursable expenses incurred in a foreign country, claim the expense in the local currency and in the US dollars

Previous Save & Continue

- Click on Add Expense if claiming items **(Do not claim any lodging en route or TLE here)**
- Skip to slide 60 if not adding any expenses





Reimbursable Expenses

03914/reimbursables

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Add/Edit an Expense

If you want to claim an "In/Around Mileage" expense type, select a Daily expense, then "In/Around Mileage" in the Expense Type dropdown, then enter the total number of miles you traveled. If your daily mileage varied, you can enter a one-time expense for each day you drove.

Was this a One-Time expense or Daily expense incurred during a specific time period?

One-Time Daily

Expense Date

mm/dd/yyyy

Expense Type

Choose one...

Failure to specify an expense type will result in non-payment

If the Type of expense you want to claim is not listed here, select "Other" and then enter your expense type in the field that will display below

One-Time Expense Amount

For a one-time expense, enter the total amount of the expense. For a daily expense, enter the expense incurred each day and the system will calculate the total expense.

Save

Cancel

- Select One-Time or Daily expense
- Enter date of expense
- Select Type of expense
- Enter amount of expense
- Select Save





Attaching Supporting Documentation

Dashboard/vouchers/603914/misc

Miscellaneous Information

Step 9 of 12

Voucher Attachments

Document Name

Add a Document

Do you have unused tickets from this trip?

No

If "yes", turn your tickets into the Transportation Office or Commercial Travel Office

If lodging was required as part of this trip, you must include a receipt regardless of amount. All other expenses over \$75 require a receipt.

Enter any general remarks you may have regarding this voucher

Remaining Characters: 800

Previous

Save & Continue

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Attach all supporting documentation
- See **slide 2** for required documentation
- Annotate whether you have unused tickets
- Add any additional remarks
- Select Save & Continue





Split Disbursement

Smart Voucher Portal

https://smartvoucher.dfas.mil/voucher/dashboard/vouchers/603914/split-disbursements

SmartVoucher

Logout

My Vouchers

Split Disbursements

Step 10 of 12

Split disbursement is mandatory for any expense you charged to your Government Travel Charge Card (GTCC)

If you indicated that you paid any expense with your GTCC, it is noted below.

To check your current GTCC balance, call 1-800-200-7056 or visit your [Online Citibank GTCC Account](#)

Expenses you did not charge to your GTCC:

\$

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Review split disbursements
- Select Save & Continue





U.S. ARMY

Summary/Preview

dashboard/vouchers/603914/summary-preview

Summary/Preview

Step 11 of 12

Please review and click edit to make necessary changes.

Voucher Type

Travel Category

PCS

[Edit](#)

User Type

Active Duty

DMPO

Fort Campbell, KY

Initial Information

Travel Order Number

555555

[Edit](#)

Meals

No Meal Expenses information available.

[Edit](#)

Miscellaneous Information

Unused Tickets

General Remarks

[Edit](#)

[Previous](#)

[Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Review all information listed
- Select Save & Continue





Submission

Dashboard/vouchers/603914/submit-voucher

Submit Voucher

Step 12 of 12

List of Required Attachments

Based on the information you provided, the following documents must be scanned and added as attachments to your submitted voucher:

1. Travel Order 555555

In addition to this travel order, please ensure you include all corresponding amended orders.

When scanning a document, make sure the:

- Document is smooth and flat
- Scanner's glass is clean
- Scanner is set to 300 dpi or "fine"
- Scanner is set to "black and white" **not** "greyscale"

To create a new voucher, go to the My Vouchers page and select "New Voucher" from the "Create" dropdown in the upper right

To create a supplemental voucher, go to the My Vouchers page and select "Supplemental Voucher" from the "Create" dropdown in the upper right

[View/Print Voucher](#)

Sign and Submit Voucher

By clicking 'Submit Voucher' below you are legally submitting a signed travel voucher for routing and approval.

Sign

[Previous](#)

[Submit Voucher](#)

Complete an ICE Survey. Your opinions are important to us.

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Click on **View/Print Voucher**. This will bring up a copy of the 1351-2 that was generated by your responses
- Review 1351-2 to ensure all necessary blocks are complete
- Sign the Voucher by checking the
- Submit Voucher





Do It Yourself (DITY)/PPM Moves(Transportation)

- PPM are a completely separate voucher submitted through the Transportation Office directly.
- Complete PPM Closeout packets need to be turned in at one of the Transportation PPM briefings held Monday-Thursday, **promptly**, at 1000, 1300, or 1430.
- For questions about PPM Closeouts, please call Transportation directly at 270-798-7151 or email:

usarmy.campbell.asc.mbx.lrc-obpersprop@mail.mil





U.S. ARMY

U.S. Army Financial Management Command

