

# PCS Frequently asked Questions

**Q: What can I use my Government Travel Charge Card for?**

**A: The travel card is intended for official travel-related use only. Refer to the Travel Card Regulations at <http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>**

**Q: How long will it take to receive an Advance Pay?**

**A: You can expect to receive the money 5-7 business days from the date of the request as long as you are within 30 days of PCSing.**

**Q: Do I have to clear my unit before clearing Finance?**

**A: Yes, you must clear the entire installation to include your unit before you clear Finance.**

**Q: What if I incur more than 10 days for TLE?**

**A: You will only be reimbursed for 10 days. Submit all receipts and we will pay for the 10 most expensive days.**

**Q: Can I request a DLA (Dislocation Allowance) Advance or Travel Advance?**

**A: You can request a DLA Advance but not a Travel Advance.**

**Q: Can I be reimbursed for driving a second vehicle for my PCS?**

**A: Yes, you may be reimbursed for up to 2 POVs during your PCS. A 3<sup>rd</sup> POV must be authorized in orders before being reimbursed.**

**Q: I am not taking leave during my PCS, do I still have to have a Leave Form?**

**A: All Soldiers must have a DA Form 31 whether taking leave or not. If not taking leave, the DA Form 31 will cover the travel days to your next duty station.**

**Q: What does IBA and or CBA mean on my orders?**

**A: CBA is a type of account where the traveler is not responsible for personally purchasing their airline tickets. A traveler will make their flight reservations through a contact travel office (CTO), and the CTO charges the airfare costs to a CBA and then submits the claim for direct reimbursement to Commercial Pay. IBA is when a traveler makes their airfare reservations through a CTO and their government charge-card was charged for the amount of the ticket. The traveler now has an out-of-pocket expense that they can claim on their travel voucher.**

**Q: Are single Soldiers authorized DLA?**

**A: Single Soldiers are typically not authorized DLA. SSGs and above may be authorized DLA at the without dependent rate. This is contingent on post policy and or whether you are authorized to reside off base.**

**Q: When should I expect to receive my PCS entitlements?**

**A: You should receive your PCS entitlement approximately 14 business days from the date you submit your travel voucher.**

**Q: How do I receive my DLA entitlement after relocating my family?**

**A: You will need to complete a Smart Voucher at the below link.  
<https://smartvoucher.dfas.mil/voucher/>**