



**U.S.ARMY**

# Advance DLA Instructions

**Fort Campbell Army Military Pay Office (AMPO)**





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# Advance Dislocation Allowance for Authorized Soldiers

Effective 10 October 2019, the Army revised their policy on Dislocation Allowance Advances allowing service members with government travel cards to request DLA advances only.



DEPARTMENT OF THE ARMY  
WASHINGTON DC 20310

10 OCT 2019

MEMORANDUM FOR SEE DISTRIBUTION

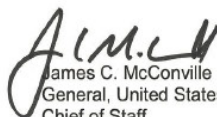
SUBJECT: Advance Dislocation Allowance for Authorized Soldiers

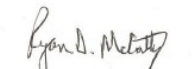
1. References:

- a. Memorandum, Department of the Army, 29 April 2011, Subject: Policies, Procedures, and Responsibilities for the Army Travel Charge Card Program, Individually Billed Accounts (IBA).
- b. Memorandum, Department of the Army, 25 July 2014, Subject: Mandatory Use of the Government Travel Charge Card for Permanent Change of Station (PCS) Expenses.
- c. DoDI 5154.31, Volume 4, Department of Defense Government Travel Charge Card Regulation, October 16, 2015.
- d. Department of Defense Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Volume 4, June 2019.
- e. Department of Defense, Joint Travel Regulations, Change September 1, 2019.

2. Effective immediately, Soldiers authorized to receive Dislocation Allowance (DLA) may elect advance payment of their DLA entitlement even though they possess an Individually Billed Account (IBA) travel charge card. If elected, the travel advance is authorized for DLA only; the IBA must be used for all other travel allowances. This memorandum modifies reference 1b to authorize an advance payment for DLA; however, it leaves all other provisions in effect.

3. Implementation instructions will be provided in an All Army Activities (ALARACT) message.

  
James C. McConville  
General, United States Army  
Chief of Staff

  
Ryan D. McCarthy  
Secretary of the Army





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# Access SmartVoucher and Create DLA Advance

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







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# Consent Banner

- Click on the I consent to the above conditions banner

ortal x +

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

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Notwithstanding the above, using this IS does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications, or work product, related to 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.

I consent to the above conditions





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# Advance Dislocation Allowance for Authorized Soldiers

- Click on the I agree with above terms banner

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

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





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# Advance Dislocation Allowance for Authorized Soldiers

- Sign in with your Login ID and Password or with your CAC

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

## SmartVoucher

### Welcome to Travel Pay Service's SmartVoucher

#### Login with myPay Credentials

**Login ID**

Same as myPay. **Not** your SSN. Case sensitive.


**Password**

Same as myPay. **Not** your Interactive Voice Response System PIN number.

Login

[Forgot your Login ID or Password](#)

#### Login with DoD CAC



Use **only** your own CAC. Select your Non-email certificate.

Login with CAC

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





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## For DLA Advances...necessary steps are below

- Click on create and choose Travel Advance Request

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**SmartVoucher** Logout

**My Dashboard** ?

Create ▾

[New Voucher](#)  
[Supplemental Voucher](#)  
[Dependent Voucher](#)  
[Travel Advance Request](#)





# Personal Information

## Personal Information

Step 1 of 4 ▾

**Travel Order Number**

**First Name**

**Middle Initial** (not required)

**Last Name**

**Social Security Number**

- ▶ Enter the Travel Order Number. It will be in the top left-hand corner of your PCS order
- ▶ Enter First Name
- ▶ Enter Middle Initial
- ▶ Enter Last Name
- ▶ Enter SSN

**\*\*Note:** This may automatically populate if you have completed a SmartVoucher previously







## Personal Information continued

### Grade/Rank

### Unit of assignment

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

### Order Issue Date

### Sign Out Date

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

### Current Street Address

### Current Street Address 2 (not required)

- Enter Rank
- Enter Fort Campbell, KY as Unit of Assignment
- Enter Order Issue Date. It will be in the top right-hand corner of your PCS orders
- Enter Sign Out date. Should be the same date in block 14 on your DA 31

- Enter a good mailing address





# Personal Information continued

## Current Zip Code or APO/FPO

[USPS Zip Code Lookup](#)

## Current City

## Current State

## Current Country of Residence

- Enter Zip Code
- Enter City
- Enter State
- Enter Country
- Enter Phone Number
- Enter Email Address

## Phone Number

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

## Email





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## Personal Information continued

Do you have a Government Travel Charge Card?

No

*You can't request split disbursements if you don't have a card*

You can select any combination of advance types below

Are you requesting an advance for travel?

No

Are you requesting an advance for dependent travel?

No

Are you requesting an advance for DLA?

Yes

Are your dependents relocating?

Yes

Are you requesting an advance for DITY move?

No

*If yes, you must attach a DD2278 to this advance*

[Return to My Vouchers](#)

[Save & Continue](#)

- Do you have a GTCC?
- Select No for Advance Travel
- Select No Advance Dependent Travel
- Select **YES** for DLA Advance
- Select **YES** for relocating your dependents
- Select No for Advance Dity Move
- Click Save & Continue





# Dependent Information

## Dependent Information

Step 2 of 5 ▾

Please provide dependent information. Separate vouchers are needed for any dependent that traveled to/from a separate location or during a different timeframe. You may use the "Create Dependent Voucher" feature found on the Menu screen to begin a dependent travel claim.

**Are your dependents relocating?**

Yes ▾

**On what day will your dependents depart?**

mm/dd/yyyy



**Is any of their travel going to be by POC?**

Yes ▾

First Name

MI

Last Name

Address

Date of Birth/Marriage

Traveled

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

- ▶ Select **YES** for relocating your dependents
- ▶ Enter the day you dependents will depart
- ▶ Select **YES** for traveling by POC
  
- ▶ Click on Add a Dependent banner





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## Personal Information continued

### Add/Edit a Dependent ✕

**First Name**

**Middle Initial** (not required)

**Last Name**

**Relationship to You**

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

**Street Address**

**Zip Code**

**City**

**State**

**Dependent Residence at the Time You Received Your Orders**

**Country**

**Did the dependent complete travel?**

Save

Cancel

- Enter dependent information
- Click Save & Continue





# Upload Attachments

## Upload Attachments

Step 3 of 5 ▾

### List of Required Attachments

Based on the information your provided, the following documents must be scanned, printed, and submitted with your paper voucher.

Document Name

Add a Document

Previous

Save & Continue

[PCS Travel Help](#)

[Comments/Questions](#)

[Accessibility/508](#)

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

- Upload your **PCS orders** to include any amendments and your **DA 31**







# Summary/Preview

## Summary/Preview

Step 4 of 5 ▾

Please review and click edit to make necessary changes.

### Personal Information

[Edit](#)

**Travel Order Number**

111

**Name**

g g g

**Grade/Rank**

E-1

**Current Unit of Assignment**

ftcky

**Current Address**

g  
g, AZ 42223  
USA

[Previous](#)

[Save & Continue](#)

[PCS Travel Help](#)

[Comments/Questions](#)

[Accessibility/508](#)

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

- Verify your information you added
- Click Save & Continue





# View/Print and Submit

## Additional Information

Please ensure that any changes made throughout this process are reflected on your travel advance request prior to submitting it.

To view or edit an existing voucher, go to the My Vouchers page and click "View/Print" or "Edit" to the right of the travel advance.

To create a new travel advance request, go to the My Vouchers page and select "Travel Advance Request" from the "Create New" dropdown in the upper right.

[View/Print Travel Advance](#)

## Sign and Submit Travel Advance

By clicking 'Submit Travel Advance Request' below you are legally submitting a signed travel advance for routing and approval.

☐ **Sign**

[Previous](#)

[Submit Travel Advance Request](#)

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

View/Print  
Travel Advance  
if you would like

Click the Sign  
box

Submit Travel  
Advance  
request





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# U.S. Army Financial Management Command

