



**U.S. ARMY**

# **U.S. Army Financial Management Command**

## **SmartVoucher DLA & Travel Advances Help Guide**

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Controlled by: HQ USAFMCOM  
Controlled by: Office symbol  
Category: OPSEC  
POC: Ronesha Jordan  
Ronesha.d.jordan2.civ@army.mil





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# General Information

➤ **DLA and Travel Advances are requested through DFAS SmartVoucher**

➤ **<https://smartvoucher.dfas.mil/voucher/consent>**

➤ **Required Documents:**

- **PCS Orders**
- **Approved IPPS-A Request**

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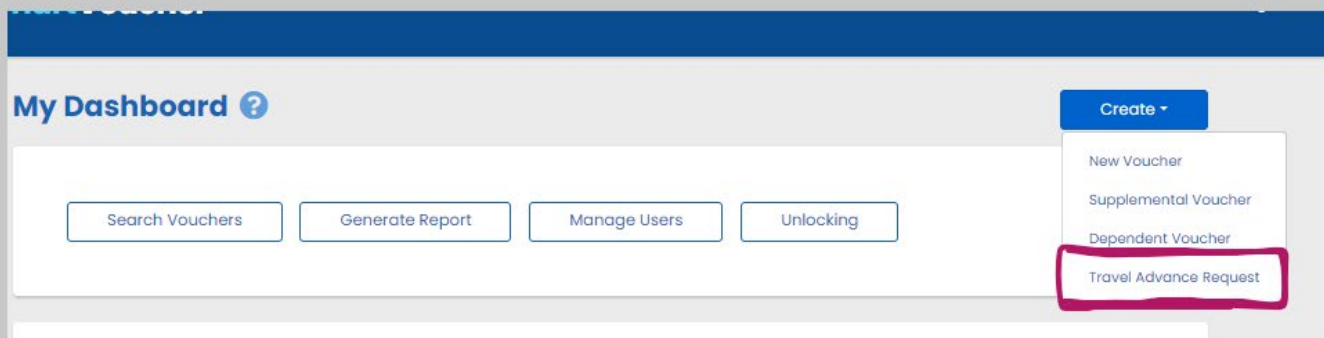




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# General Information

## ➤ Create “Travel Advance Request”



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# General Information

- **Step 1**
- **Select advances needed for PCS travel.**

You can select any combination of advance types below

Are you requesting an advance for travel?

Yes

▼

Are you requesting an advance for dependent travel?

Yes

▼

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*

Are you requesting an advance for TDY enroute?

No

▼

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# General Information

## ➤ Step 2

- Answer if travel will be by POC “Privately Owned Car”
- Add travel locations, losing to gaining station.

Is any of your travel going to be by POC?

Yes ▼

What is the number of POCs used for this POC move?

1 ▼

From what country will you depart?

USA ▼

What is the departing location zip code?

76544

[USPS Zip Code Lookup](#)

From what installation/base/city will you depart?

Fort Cavazos

From what state will you depart?

Texas ▼

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# General Information

## ➤ Step 3

## ➤ Add dependents

### Dependent Information

Step 3 of 7

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?

05/15/2024



Is any of their travel going to be by POC?

No



POC-Privately Owned Car

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# General Information

- Step 4
- Add dependent travel locations.



## Dependent Itinerary Information

Step 4 of 7 ▾

### Departure Information

On what day will your Dependents depart?

05/15/2024 

Are you buying your own ticket?

No, N/A ▾

From what country will your Dependents depart?

Choose one... ▾

From what installation/base/city will your Dependents depart?

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# General Information

- **Step 5**
- **Upload orders and leave form.**

## Upload Attachments

Step 5 of 7 ▾

### List of Required Attachments

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

- 1. All requests - PCS Orders
- 2. TDY - DD1610 if TDY authorization is not included in PCS Order
- 3. DITY - DD2278

Type	Name	
Orders/Ammendments	sil0.pdf	<a href="#">Download</a>   <a href="#">Delete</a>

Add a Document







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# General Information

- **Step 6**
- **Review Advance**

## Summary/Preview

Step 6 of 7 ▾

Please review and click edit to make necessary changes.

### Personal Information

**Travel Order Number**

0000

Edit





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# General Information

## ➤ Step 7

## ➤ Sign and Select Submit

### 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

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# Questions

# Call

**254-287-9201 or 254-618-7614**

**for assistance.**

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