



U.S. ARMY

U.S. Army Financial Management Command

**SmartVoucher DLA &
Travel Advances
Help Guide**

04 APR 2024



Controlled by: HQ USAFMCOM
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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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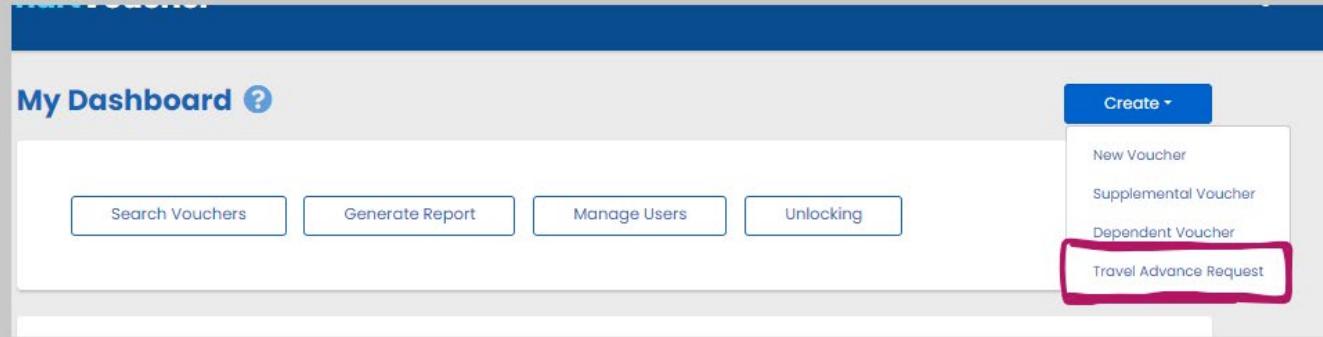
DIRECT





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 you 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

silo.pdf

[Download](#) | [Delete](#)

[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	<input type="text" value="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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