



U.S. ARMY



# U.S. Army Financial Management Command

## Army Military Pay Office – PCS In-processing via Smart Voucher

**Version 1.0**

As of 11/1/2021

36000 Darnall Loop  
Building 36000 Fourth Floor  
Fort Hood, TX 76844





# IN PROCESSING Smart Voucher

1. Create DD form 1351-2 within smart voucher
2. Upload Complete set of PCS Orders
3. Upload Completed PCS DA form 31
4. Other Supporting Documents may include
  - a. TLA documents
  - b. TLE documents
  - c. Receipts for reimbursable expenses \$75.00 and over
    - Lodging/Hotels regardless of cost
    - Airfare
    - Excess Baggage

Note: The DD form 1351-2, PCS Orders and PCS DA form 31 are the documents the technician will use to process Soldiers arrival transaction and change the zip code (BAH) to the new duty station

**Service to Soldiers!**





# Smart Voucher Instructions

## Instructions for Completing PCS Travel Voucher via Smart Voucher





# 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 [dfas-smartdocs@mail.mil](mailto:dfas-smartdocs@mail.mil) to your address book and review your spam folder for notifications)
- A separate voucher (Supplemental voucher) is required to be completed for
  - dependents period of travel if the Soldier moved his dependents to the new duty station and did not accompany them
  - POV pick-up if the trip was done separately from the actual PCS travel (example, soldier reported to **Fort Hood** on 1 JUL and POV pick-up took place 15 JUL)





# Smart Voucher Instructions



## SmartVoucher

### What is SmartVoucher?

- SmartVoucher is a web-based tool that guides you, the traveler, through a series of user-friendly questions about yourself and your travel (and your dependents (as applicable)).
- Your responses to these questions help to populate your DD1351-2 and other necessary forms.
- The tool prompts travelers to upload supporting documents that will be securely and electronically submitted with your travel voucher.

### Where is SmartVoucher located?

- SmartVoucher is available under the myPay Quick Links, “SmartVoucher – Complete a DD 1351-2” or
- Directly at <https://smartvoucher.dfas.mil/voucher/>.





# Smart Voucher Instructions

- Go to <https://mypay.dfas.mil/#/> – do not log in
- Select “Quick Links”

The screenshot shows the myPay website interface. At the top, there is a navigation bar with the following links: ACCESSIBILITY/SECTION 508, SECURITY, FAQ, QUICK LINKS (circled in red), and CONTACT US. To the right of these links are social media icons for YouTube and Facebook, with the text 'STAY CONNECTED WITH DFAS'. Below the navigation bar is a large banner with the word 'Welcome' in a purple font. The main content area features the myPay logo, which includes the text 'myPay' in a stylized font and a graphic of a key. Below the logo, the text reads 'Simpler | Streamlined | Mobile-Friendly'. To the right of the banner is a 'Sign In' section with two input fields: 'Login ID' and 'Password'. Below these fields is a blue 'Sign In' button and two links: 'Forgot your Login ID?' and 'Forgot or Need a Password?'. At the bottom of the sign-in section is a 'Smart Card Login' box with a small image of a smart card and the text 'DoD CAC | PIV (Insert Card First)'.





# Smart Voucher Instructions



## SmartVoucher

### ***How do I begin?***

On the Menu tab, select the “Create New Voucher” button.

Menu User Type Initial Advances Personal Itinerary Reimbursables Meals Misc Finish Preview View/Print [Logoff](#)

General Instructions ([show help](#))

**Create New Voucher** Create Supplemental Voucher Create Dependent Voucher

Create Travel Advance





# Smart Voucher Instructions



## SmartVoucher



- On the User Type tab, please identify your type of travel, in this case PCS, and what type of traveler you are, i.e. Active Duty, Active Guard Reserve, National Guard, Reserve, or Cadet.
- Next, from the drop down select which Finance Office or Army Military Pay Office you are working with to in process, this helps to ensure your travel claim packet flows to the correct team for review and approval. **Select Fort Hood, TX**
- “What DMPO are you submitting from?”
  - If you are retiring, please select “I am retiring from service”
  - If you are separating, please select “I am separating from service”
  - To allow your claim to flow directly to DFAS for processing.



# Smart Voucher Instructions



## SmartVoucher



Menu **User Type** Initial Advances Personal Itinerary Reimbursables Meals Misc Finish Preview View/Print [Logout](#)

### User Type Selection

Step 1 of 11

- What is your category of travel?
- What type of user are you?
- What DMPO are you submitting from?

PCS

Active Duty

~~Fort Sill, OK~~

Select Fort Hood, TX

**Permanent Change of Station (PCS)** - the official relocation of an active duty service member and/or civilian--along with valid dependents-- to a different duty location, such as a military base. A permanent change of station applies until replaced by another military PCS order, completion of active duty service, or some other such preemptive event.

For **Military Temporary Change of Station (TCS)** - select TDY

**Note:** If retiring/separating and filing final PCS voucher, select user type from which you retired.

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Select the Next button to move to the next tab.



# Smart Voucher Instructions



## SmartVoucher

- On the Initial tab, please provide information from your PCS travel orders. **Show/Hide Help is available and will provide visual aids on the requested information.**
- Travel Order Number is usually at the top of your PCS orders.
- Travel Order Issue Date is usually at the top of your PCS orders.

Menu [User Type](#) **Initial** [Advances](#) [Personal](#) [Dependents](#) [Itinerary](#) [Reimbursables](#) [Meals](#) [Misc](#) [Finish](#) [Preview](#) [View/Print](#) [Logoff](#)

**Initial Information** Step 2 of 12

\* **Travel Order Number** [Show/Hide Help](#)

\* **What is the issue date on the orders?** MM/DD/YYYY

Note: Enter your original PCS order number in the box.

What is your travel order number? For PCS, the order number is located in the upper left hand corner.

DEPARTMENT OF THE ARMY  
Headquarters, Third Infantry Division and Fort Stewart  
55 Pony Soldier Road, Building 253  
Fort Stewart, Georgia 31314-5000

Example: ORDERS 213-0007 01 August 2018

[REDACTED]

STEWART, GA 31314 (WBDUAA), FORT

\* **You will be paid by direct deposit** [Show/Hide Help](#) [Direct Deposit](#) ▾

[myPay](#)

NOTE: Allow 24 to 48 hours for the change to register throughout the system.

**DOD Regulation**

DoDFMR Vol 9 Chp 8-080102. Payment Method. Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department. Supervisors may authorize alternate methods of payment in limited situations where the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement, which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount, shall be made available to travelers as a payment option. This payment option enables travelers to elect a split disbursement by stating on the voucher in block 1 (payment required by) the amount of money to be forwarded to the card contractor.





# Smart Voucher Instructions



## SmartVoucher

❖ Did you ship your house hold goods?

Yes ▾

❖ Are you claiming Dislocation Allowance (DLA)?

No ▾

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

**Note:** [Click here](#) to link to the JTR to review DLA entitlement. Once at the JTR, go to Chapter 5 (PDT), then Section 050104 (DLA) for details.

❖ Are you married?

No ▾

❖ Are you claiming a Temporary Lodging Expense (TLE)?

No ▾

**Note:** If you select 'Yes' then you are required to fill out a [TLE form](#).

\*\*\* For additional information on TLE, [Click here](#).

❖ Did you perform temporary duty en route?

No ▾

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- Select the appropriate answers to the questions on the page for the travel order that you input above.
- Your answers to these questions may trigger additional questions to be answered and will help to populate your travel claim.
- Select the Next button to move to the next tab.





# Smart Voucher Instructions



## SmartVoucher

On the Advances tab, select the appropriate answers to the questions on the page for the travel order that you input on the Initial tab.

Menu **User Type** Initial **Advances** Personal Dependents Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

**Advances Information** Step 4 of 12

Did you receive any previous government payments/partial payment/advances for this travel order?

Note: Do not include Automated Teller Machine (ATM) withdrawals from your Government Travel Charge Card.

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

- Your answers to these questions may trigger additional questions to be answered, prompt you for supporting documents, and will help to populate your travel claim.
- Select the Next button to move to the next tab.





# Smart Voucher Instructions



## SmartVoucher

- On the Personal tab, please provide information about yourself. Your SSN is populated and masked because you accessed with your CAC or MyPay username and password/PIN.
- Once input, your information will be archived in the system for future use. You are able to edit all fields, except SSN, as needed.

Menu User Type Initial Advances **Personal** Dependents Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

**Personal Information** Step 5 of 12

**Instructions:** Please provide your current address and phone number so we may contact you if necessary.

\* **First Name:**

**Middle Initial:**

\* **Last Name:**

**Social Security Number:** \*\*\*-\*\*-6605

\* **Grade/Rank:**  ▾

\* **Current Country:**  ▾

\* **Current Street:**

**Current Street2:**

\* **Current Zip Code/APO/FPO:**  [Zip Code Lookup](#)





# Smart Voucher Instructions



## SmartVoucher



\* What Installation/Base/City did you depart from?

\* Phone Number:(Daytime)

Note: Please provide the best phone number where we may contact you.

\* Email Address:

Note: Provide the email address you read most consistently.

Do you have a Government Travel Charge Card?

Note: If you say no you will not be able to request split disbursements.

\* Unit of Assignment: {Add City/State or Post/State}

Note: If you do not know the Unit of Assignment put in 'Unknown'.

Opt in to receive updates on the status of your claim via text message in myPay!



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- Please ensure your email address is accurate and checked on a regular basis because you will receive notification from SmartVoucher if your voucher needs to be returned for correction. SmartVoucher notifications do NOT contain PII so you may use your personal email address.
- If you have a Government Travel Charge Card and select Yes, the tool will help compile your split disbursement amount.
- If you wish to receive text notifications on the status of your claim (and future claims) as they make their way through the computation and payment process, please click on the MyPay link (<https://mypay.dfas.mil/#/>) to add your cell phone number to your MyPay profile and “Opt In” to receive text notifications.
- Select the Next button to move to the next tab.





# Smart Voucher Instructions



## SmartVoucher



On the Dependents tab, please provide information about your dependents.

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**Dependents**
Step 5 of 12

**Instructions:** Please provide dependent information. You must use the "Save" button before going to the "Next" button. 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.

\* On this voucher, are you claiming dependents? Yes ▾

The dependent address should be the address upon receipt of orders.

NOTE: For PCS travel to/from CONUS locations orders must authorize dependents. For PCS travel to/from an OCONUS location, dependents must be Command Sponsored

- My dependents left the previous duty station with me and arrived at my new duty station on the same day (Select even if they traveled in a separate vehicle).
- My dependents traveled at a separate time or from a different location than me.
- My dependents traveled to a designated location authorized on my PCS orders.

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# Smart Voucher Instructions



## SmartVoucher

Choose the first option if your dependents traveled **with you**, at the same time and to/from the same locations, *this option will check the Member/Employee AND Dependent(s) boxes on the 1351-2 block 5 will be checked.*

Choose the second option if your dependents traveled **separately from you**, at a different time or from a different location, *this option will ONLY check the Dependent(s) box on the 1351-2 block 5 will be checked, you are creating a dependent claim and will need to create your PCS claim separately where you will not claim dependents.*

Choose the third option if your dependents traveled **separately from you** to a different location, *this option will ONLY check the Dependent(s) box on the 1351-2 block 5 will be checked, you are creating a dependent claim and will need to create your PCS claim separately where you will not claim dependents.*





# Smart Voucher Instructions



## SmartVoucher

**Note:** If your dependents have different permanent addresses then you will have to complete a separate itinerary (block 15a-15f) on a DD form 1351-2 for each dependent.

**Note:** SmartVoucher currently only allows for sixteen (16) dependents to be added.

\* **Dependent First Name:**

**Dependent Middle Initial:**

\* **Dependent Last Name:**

\* **Dependent Relationship:**

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

\* **Date of Marriage:**

MM/DD/YYYY

\* **Dependent Country:**

\* **Dependent Street:**

**Note: Use dependent address upon receipt of orders.**

\* **Dependent Zip Code:**

[Zip Code Lookup](#)

\* **Dependent City:**

\* **Dependent State:**

**Dependent completed travel?**

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Save





# Smart Voucher Instructions



## SmartVoucher

If Spouse is selected, Date of Marriage is required. If Dependent is selected, Date of Birth is required. Be sure to SAVE!  
 Dependent address information must be the address upon receipt of orders, which is typically at your old duty station.

### Dependents

Step 5 of 12

**Instructions:** Please provide dependent information. You must use the "Save" button before going to the "Next" button. 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.

\* On this voucher, are you claiming dependents?

The dependent address should be the address upon receipt of orders.

NOTE: For PCS travel to/from CONUS locations orders must authorize dependents. For PCS travel to/from an OCONUS location, dependents must be Command Sponsored

- My dependents left the previous duty station with me and arrived at my new duty station on the same day (Select even if they traveled in a separate vehicle).
- My dependents traveled at a separate time or from a different location than me.
- My dependents traveled to a designated location authorized on my PCS orders.

Edit	Delete	First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
Edit	Delete	Mickey		Mouse	My Street Holland Patent NY. 13354 USA	06/07/2005	<input checked="" type="checkbox"/>

Note: If your dependents have different permanent addresses then you will have to complete a separate itinerary (block 15a-15f) on a DD form 1351-2 for each dependent.

Note: SmartVoucher currently only allows for sixteen (16) dependents to be added.

[Add Dependent](#)

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# Smart Voucher Instructions



## SmartVoucher

- Be sure the checkbox is checked for the dependents that should be included on the travel claim you are building.
- You do NOT need to delete your dependents who did not travel with you, simply uncheck the checkbox under Traveled.
- Once input, your dependents' information will be archived in the system for future use. You are able to edit all fields as needed.
- SmartVoucher allows for sixteen dependents to be added.
- Select the Next button to move to the next tab.





# Smart Voucher Instructions



## SmartVoucher



On the Itinerary tab, please review the instructions on the screen.

Menu User Type Initial Advances Personal Dependents Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

Itinerary Information Click to Show Instructions Step 6 of 12

**Instructions:**

1. Begin your travel itinerary with the date that you officially began traveling, and from the location (Installation/Base/City) that you officially traveled 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 status, or any Leave taken should 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.

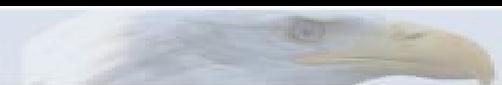




# Smart Voucher Instructions



## SmartVoucher



Once you have reviewed the instructions, click the checkbox at the bottom of the page.

Select Add to begin your itinerary.

<a href="#">Menu</a>	<a href="#">User Type</a>	<a href="#">Initial</a>	<a href="#">Advances</a>	<a href="#">Personal</a>	<a href="#">Dependents</a>	<a href="#">Itinerary</a>	<a href="#">Reimbursables</a>	<a href="#">Meals</a>	<a href="#">Misc</a>	<a href="#">Finish</a>	<a href="#">Preview</a>	<a href="#">View/Print</a>	<a href="#">Logoff</a>
Itinerary Information		Click to Show Instructions										Step 6 of 12	
Currently, you have not entered any stops for this travel voucher.													
						<a href="#">Back</a>	<a href="#">Add</a>						





# Smart Voucher Instructions



## SmartVoucher

- Your answers to these questions will trigger additional questions to be answered, prompt you for supporting documents, and will help to populate your travel claim.
- Click Save to enter an additional itinerary leg.
- SmartVoucher will prompt you for additional legs to your itinerary until your reason for stopping is Mission Complete

### Add/Edit Itinerary Leg

#### Departure Information

What day did your travel begin?

**Note:** Date of departure on your leave form.

 MM/DD/YYYY

What country did you depart from?

What is the zip code of your departure location?

[Zip Code Lookup](#)

Installation/Base/City

State

What was your mode of travel?





# Smart Voucher Instructions



## SmartVoucher

### Next Stop Information

What date did you arrive?

 MM/DD/YYYY

What country did you arrive in?

What is the zip code?

[Zip Code Lookup](#)

**Note:** If the reason for stopping at this location is Mission Complete, enter the arrival zip code on your orders.

City

State

What was your reason for stopping?

#### Definitions

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 PCS point.

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

Hospital Admittance (HA) - Admittance to Medical Facility for inpatient treatment.

Hospital Discharge (HD) - Discharge from 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 Temporary Duty Site.

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

Did you incur any lodging expenses while at destination?

Cancel

Save





# Smart Voucher Instructions



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### Itinerary Information

[Click to Show Instructions](#)

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Edit	Delete	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Travel Mode	Reason for Stop	POC Miles	Lodging
<a href="#">Edit</a>	<a href="#">Delete</a>	06/04/2021	Fort Drum	NY	USA	06/04/2021	Fort George G Meade	MD	USA	PA	LV	0	\$0.00

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[Add Next Stop](#)

SmartVoucher will prompt you for additional legs to your itinerary until your reason for stopping is Mission Complete.

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### Itinerary Information

[Click to Show Instructions](#)

Step 6 of 12

Edit	Delete	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Travel Mode	Reason for Stop	POC Miles	Lodging
<a href="#">Edit</a>		06/04/2021	Fort Drum	NY	USA	06/04/2021	Fort George G Meade	MD	USA	PA	LV	0	\$0.00
<a href="#">Edit</a>	<a href="#">Delete</a>	06/07/2021	Fort George G Meade	MD	USA	06/07/2021	Fort Bragg	NC	USA	PA	MC	0	\$0.00

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# Smart Voucher Instructions



*SmartVoucher*

- **If you clicked on Add, your answers to these questions may trigger additional questions to be answered, prompt you for supporting documents, and will help to populate your travel claim.**
- **Be sure to SAVE!**
- **Your selection to the Government Travel Charge Card question, will help compile your split disbursement amount.**





# Smart Voucher Instructions



## SmartVoucher



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### Instructions

- o In accordance with regulatory requirements, an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more is required to be submitted with the travel voucher for reimbursement. Click the "Add" button below to add a reimbursable expense.

### Reimbursable Expenses

Currently, you have not entered any expenses for this travel voucher.

Total: \$0.00

\$0.00

### Add/Edit Expense

- o You can add one time expenses or daily expenses incurred during a specific time frame.

\* Was this a One-Time Expense or a Daily Expense?

One-Time Expense  Daily Expense

\* What was the date of this expense?

MM/DD/YYYY

\* Type of expense?

▼

\* What was the amount of the one-time expense?

\* Was this expense charged to your Government Travel Charge Card?

No  Yes

Cancel

Save





# Smart Voucher Instructions



## SmartVoucher

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### Instructions

- In accordance with regulatory requirements, an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more is required to be submitted with the travel voucher for reimbursement. Click the "Add" button below to add a reimbursable expense.

### Reimbursable Expenses

Edit	Delete	Expense Date	Nature of Expense	Amount	Gov't Travel Charge Card	Receipt Required
<a href="#">Edit</a>	<a href="#">Delete</a>	06/04/2021	TOLLS (HIGHWAYS, BRIDGES, ETC.)	\$80.00	<input type="radio"/> No <input checked="" type="radio"/> Yes	YES
				Total: \$80.00	\$80.00	

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Add

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Continue to Add Reimbursable Expenses until complete and then select Next to move the next tab.





# Smart Voucher Instructions



## SmartVoucher

On the Misc tab, you may upload supporting documents/voucher attachments, provide details on unused transportation tickets, and add any additional explanations and/or remarks as needed.

Menu User Type Initial Advances Personal Dependents Itinerary Reimbursables Meals **Misc** Finish Preview View/Print Logoff

### Miscellaneous Information

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#### Voucher Attachments

**DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE**

Allowed file types: bmp,gif,jpeg,pdf,jpg,png

File size Limit: 2 mb

Select a file to upload:

Choose File

No file chosen

Upload

#### Unused Tickets

**I do have unused tickets from this trip:**  If yes, turn those tickets into the Transportation Office (T/O) or Commercial Travel Office (CTO).

**NOTE:** 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.

#### Remarks

Specify any general remarks regarding this voucher:

Remaining Characters: 800

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# Smart Voucher Instructions



## SmartVoucher



- If you receive this message, "System Temporarily Unavailable", while you are attempting to upload your supporting documents, there is a problem with the file that you are attempting to upload.

CONTROLLED UNCLASSIFIED INFORMATION (CUI)



## SmartVoucher



### System Temporarily Unavailable

SmartVoucher is having trouble processing your request at this time. Please try again later.

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- If your file contains any "active" digital signatures (signature box and "Click to Sign" arrow are visible), you must "flatten" the file prior to upload.
- 6. Open PDF file
- 7. Select Print from the File menu
- 8. Select Microsoft Print to PDF from the Printer dropdown list
- 9. Click on the Print button
- 10. Save file where it can be retrieved to upload into GoDocs
- This prints and scans the PDF to "flatten" the digital signatures, signature blocks may still be visible however the signatures will not be able to be manipulated.





# Smart Voucher Instructions



## SmartVoucher

- On the Finish tab, if you selected that you have a Government Travel Charge Card, you will complete your Split Disbursement.
- SmartVoucher will provide the total amount you entered and you may edit the amount as needed for card charges associated with your PCS.

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### Split Disbursements

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#### Split Disbursement

##### Instructions:

Split disbursement is mandatory for any expense paid for with your Government Travel Charge Card (GTCC). If you indicated you paid any expense with your GTCC, it is noted below.

To check the current balance on your GTCC please call 1-800-200-7056 or visit the Citibank website: [Check GTCC Balance](#)

You indicated that you charged this amount to your Government Travel Charge Card for this voucher: **(Format: 100.00)**



\$ 80.00

[Recalculate](#)

NOTE: Traveler may change the calculated amount.

NOTE: If you have made any changes to your expense or lodging amounts, please verify your split disbursement amount before submitting.

**\$0.00 - Expenses not applied to Government Travel Charge Card**

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[Next](#)

- Once complete, click Next to move to next tab.





# Smart Voucher Instructions



## SmartVoucher

On the Preview tab, you may review all of your input and edit as needed.

### Initial Data

Step 11 of 12

#### Instructions:

Please review and click edit to make necessary changes.

Edit

Travel Order

Reimbursement Type

Edit

LISATESTSAMPLE

Direct Deposit

### Advances

No Advances information is available.





# Smart Voucher Instructions



## SmartVoucher



### Personal Information [Edit](#)

Question	Answer
First Name:	Lisa
Middle Initial:	
Last Name:	DFAS
Grade/Rank:	O-9
Organization:	Ft Hood TX
Street:	1919 Irish Way
City:	Camp Arifjan
State:	AE
Country:	AFGHANISTAN
Zip Code:	09803
Email:	noemail@mail.mil
Phone Number:	(315) 867-5309
Government Travel Charge Card:	Yes





# Smart Voucher Instructions



## SmartVoucher



Dependent												
Edit	First name	Middle Initial	Last name	Relationship	Effective Date	Street	City	State	ZIP	Country	Traveling	
<a href="#">Edit</a>	Mickey		Mouse	DEPENDENT	06/07/2005	My Street	Holland Patent	NY	13354	USA	Yes	

Itinerary Information													
Edit	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator	Lodging
<a href="#">Edit</a>	06/04/2021	Fort Drum	NY	USA	06/04/2021	Fort George G Meade	MD	USA	PA	LV	0	Yes	\$0.00
<a href="#">Edit</a>	06/07/2021	Fort George G Meade	MD	USA	06/07/2021	Fort Bragg	NC	USA	PA	MC	0	No	\$0.00

Reimbursable Expenses			
Edit	Expense Date	Nature of Expense	Amount
<a href="#">Edit</a>	06/04/2021	TOLLS (HIGHWAYS, BRIDGES, ETC.)	\$80.00

Meal Expenses	
No Meal Expenses information available.	

Miscellaneous Information		
Edit	Question	Answer
<a href="#">Edit</a>	Leave Taken:	
<a href="#">Edit</a>	Unused Tickets:	
<a href="#">Edit</a>	Remarks:	

[Back](#)
[Next](#)




# Smart Voucher Instructions



## SmartVoucher

- On the View/Print Voucher tab, you are provided a list of supporting documents that must accompany your travel voucher.
- If you need to upload additional supporting documents, click on Misc tab and proceed to upload.
- **NOTE: PLEASE UPLOAD YOUR COMPLETE SET OF ORDERS AND ANY AMENDMENTS ALONG WITH SUPPORTING DOCUMENTS LISTED OR YOUR CLAIM MAY BE RETURNED WITHOUT PAYMENT.**

### View/Print Voucher

Step 12 of 12

Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:

Item Number	Documents	Comments
1	Travel Order LISATESTSAMPLE	In addition to this travel order, please ensure you include all corresponding amended orders.
2	List the Required Receipts	
	Required Receipt	TOLLS (HIGHWAYS, BRIDGES, ETC.) Amount: \$80.00
3	DA Form 31	Document DA Form 31 is needed for the leave that was taken.





# Smart Voucher Instructions



## SmartVoucher



### Instructions for Opening PDF

To view and print your travel claim, click on the **View Travel Voucher** button below.  
When the File Download dialog box appears, do the following steps:

- Click **Open**
- Select **Print...** from the menu.
- Once you have printed or saved it to your hard drive, check the 'X' in the upper right hand corner to close the window.

### Additional Information

Please ensure any changes made throughout this process are reflected on your voucher prior to submission.

If you want to view or change your claim, click the 'Menu' tab and all the travel claims created via SmartVoucher will be listed. Click on the 'Edit' link next to the travel claim that you would like to view/edit with the applicable Travel Order.

To create a new travel claim, click on the 'Create New Voucher' button and follow the instructions.

To create a supplement travel claim, click on the 'Supplemental Voucher' button and select the travel claim that you would like to supplement with the applicable Travel Order.

[Have a question or comment? Your opinions are very important to us. Click here to submit an ICE Survey.](#)

### Signature

By clicking "Submit Travel Voucher" you are legally signing this document to be submitted for routing and approval.

Sign

Back

View Travel Voucher

Submit Travel Voucher





# Smart Voucher Instructions



## SmartVoucher



- Once you have uploaded all of your supporting documents you may select View Travel Voucher to see your completed forms and attachments prior to submitting your claim.
- Once you are satisfied with your claim and attachments, click the Sign box, and select the Submit Travel Voucher button.
- This will send your claim packet to the AMPO reviewer for review and approval.

***Need Assistance?***

**QUESTIONS - Contact your servicing Army Military Pay Office (AMPO) at 254-287-9207**





U.S. ARMY

# U.S. Army Financial Management Command



## Army Military Pay Office

