

SmartVoucher Guide

Senior Soldiers

2021



Army Military Pay Office, Fort Drum New York

FT. DRUM AMPO INPROCESSING PACKET

You will complete your in-processing via the Smart Voucher program which can be accessed on the MyPay website under Quick Links.

To further assist you we have attached information: Finance Information Brief, how to complete Smart Voucher, and how to complete TLE.

Utilize the below checklist to ensure that all documents are attached to your travel voucher via Smart Voucher Program.

- Y Travel Voucher (DD-1351-2) (must be submitted through *Smart Voucher*).
- Y *PCS Orders* (including all amendments, DD 1610 for TDY, and recruiter's dutyassignment order).
- Y PCS Leave Form (DA-31) *Ensure blocks 1-16* are completed.
- Y Temporary Lodging Expense (TLE DFAS 9098 attached) for *10 days* of hotel lodging to include a *zero balance itemized receipt*. For all members with dependents or single Staff Sergeants and above who lodged *in empty house/ apartment/ stayed with family or friends within 50 miles of the losing or gaining installation*, you will receive *10 days* paid for meals and incidentals only.
- Y Temporary Lodging Allowance – Housing approval, zero balance receipt (if coming from oversea location)
- Y Any orders for specialty pay (if applicable)

*QUESTIONS? Please call between 1000-1500 hours Mon, Wed & Fri
DSN 772-5421/ 7832 / CIV 315-772-5421/ 7832*

Finance In processing Brief Sheet
Army Military Pay Office (AMPO)
Fort Drum, New York

SEE ATTACHED INPROCESSING PCS SMARTVOUCHER TO START AND SUBMIT YOUR PACKET TO FINANCE

1. Location or Duty Specific Pay: If you were receiving any location or duty specific pays (Assignment Incentive Pay, Cost Of Living Allowance, Demolition Duty Pay, Family Separation Allowance, Hardship Duty Pay, Hostile Fire Pay, Parachute Duty Pay, Save Pay, Special Duty Assignment Pay) and they were not stopped upon your departure they will be stopped when you are in- processed; they may cause a debt, please review your next LES and let your S-1 know if there are any questions.

2. Foreign Language Proficiency Bonus (FLPB): If you are receiving FLPB and are to continue receiving it, you must provide the AMPO with the current orders and corresponding DA 330 through the Unit S1.

3. Advance Pay:

a. An advance pay is intended to provide funds to a member to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations. (If the Soldier doesn't have a government issued travel card GTC).

b. Soldiers that did not request an Advance Pay prior to PCS, have 180 days after arrival to new duty station to request an Advance Pay. Advance Pays are requested on a DD2560 and submitted along with a copy of the PCS order and DA31.

4. BAH Changes incident to a PCS:

a. You may have been/be overpaid BAH at the old location due to the military pay system cut-off (update) schedule. If you are overpaid, your LES will have an "Advance Debt" in the entitlements column of your LES. This isn't necessarily the total amount of the debt, just the amount of overpayment at the old rate. The new location entitlement will be effective the date you sign into Fort Drum. This entitlement may be "back-paid" based on the cut-off (update) schedule. If the amount of the Advance Debt in the Entitlements column and the amount of the "Debt" in the Deductions column equal then no further action is required. If there is not a corresponding "Debt" amount then the Advance Debt is suspended for 60 days. Collection will automatically resume unless a repayment plan is agreed upon by you and our office.

b. If you PCS'd from Overseas, BAH Type II will be paid effective the day your PCS leave started.

c. An example of how the Advance Debt and deduction will appear on your LES if the deduction is made in the same month as the overpayment/advance debt:

ENTITLEMENTS		DEDUCTIONS		
TYPE	AMOUNT	TYPE	AMOUNT	
A	BASE PAY	4752.60	FEDERAL TAXES	420.01
B	BAS	372.71	FICA-SOC SECURITY	294.66
C	BAH	1524.00	FICA-MEDICARE	68.91
D	FSH	25.00	STATE TAXES	51.12
E	ADVANCE DEBT	281.00	SGLI	25.00
F			AFRH	0.50
G			SGLI-FAM/SPOUSE	7.00
H			DEBT	281.00
I			MBD-MONTH PAY	2903.56

d. An example of how the Advance Debt and deduction will appear on your LES if the deduction is not made in the same month as the overpayment/advance debt:

Month #1 (After Arrival To Fort Drum)

ENTITLEMENTS		DEDUCTIONS		
TYPE	AMOUNT	TYPE	AMOUNT	
A	BASE PAY	4752.60	FEDERAL TAXES	420.01
B	BAS	372.71	FICA-SOC SECURITY	294.66
C	BAH	1524.00	FICA-MEDICARE	68.91
D	FSH	25.00	STATE TAXES	51.12
E	ADVANCE DEBT	281.00	SGLI	25.00
F			AFRH	0.50
G			SGLI FAM/SPOUSE	7.00
H			MID-MONTH PAY	2903.56

Month #3 (After Arrival To Fort Drum)

ENTITLEMENTS		DEDUCTIONS		
TYPE	AMOUNT	TYPE	AMOUNT	
A	BASE PAY	4752.60	FEDERAL TAXES	420.01
B	BAS	372.71	FICA-SOC SECURITY	294.66
C	BAH	1524.00	FICA-MEDICARE	68.91
D	FSH	25.00	STATE TAXES	51.12
E			SGLI	25.00
F			AFRH	0.50
G			SGLI FAM/SPOUSE	7.00
H			DEBT	281.00
I			MID-MONTH PAY	2903.56

Note: BAH rates can be found here: <https://www.defensetravel.dod.mil/site/search.cfm?keywords=BAH&x=0&y=0>

5. If you are residing in the barracks and have a meal card an example of how your LES will look is:

ENTITLEMENTS		DEDUCTIONS		
TYPE	AMOUNT	TYPE	AMOUNT	
A	BASE PAY	2378.40	FEDERAL TAXES	216.94
B	BAS	372.71	FICA-SOC SECURITY	147.46
C	BAH	8.10	FICA-MEDICARE	34.49
D			STATE TAXES	78.49
E			SGLI	25.00
F			AFRH	0.50
G			MEAL DEDUCTION	307.40
H			MID-MONTH PAY	949.22

6. Enlistment Bonus: If you are entitled to a bonus submit the following documents through your S1: DD 4/1, DD 4/2, DD 4/3, DA 3286 Annex B, MOS Order or AIT graduation certificate including the MOS. Once submitted and processed, the bonus will be credited to your next LES and sent as a separate deposit to your financial institution a few days after processing is complete. If the amount of the bonus exceeds \$10,000.00 the remaining balance will be paid in annual installments on the enlistment anniversary date.

7. Travel EFT: Ensure you update your Travel EFT information on MyPay, this is where your Travel Settlement will be deposited. You will also receive an Advice of Payment (AOP) e-mailed to the address you provided on the Travel Voucher once your voucher has been processed. If dependents are traveling separately at a later date ensure you complete a voucher for them once they have arrived to Fort Drum. If you elected a split disbursement to your Government Travel Card the payment will be sent at the same time the deposit is sent to your financial institution.

8. Per Diem: Is established to assist with payment of lodging and meals for Member and their authorized Dependents. The rate when driving a POV for the Member is \$151.00 per day, Dependents 12 and over is \$113.25 per day, Dependents under 12 is \$75.50 per day.

POV Miles/Travel Days Authorized

<u>Miles</u>	<u>Travel Days</u>	<u>Miles</u>	<u>Travel Days</u>	<u>Miles</u>	<u>Travel Days</u>
1-400	1	1451-1800	5	2851-3200	9
401-750	2	1801-2150	6	3201-3550	10
751-1100	3	2151-2500	7	3551-3900	11
1101-1450	4	2501-2850	8	3901-4250	12

Note: Per Diem rates can be found here: <https://www.defensetravel.dod.mil/site/perdiem.cfm>

9. Mileage (MALT): Covers the movement of Member as well as their Dependents. When driving a POV, the mileage reimbursement rates are as follows:

1 Vehicle	\$0.16 per mile	2 Vehicles	\$0.32 per mile
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Note: Mileage rates can be found here: <https://www.defensetravel.dod.mil/site/Mileage.cfm>

10. Temporary Lodging Expense (TLE): Is a partial reimbursement for temporary lodging expenses incurred during a PCS. The maximum reimbursement is 10 days for a move to CONUS. TLE cannot be used at gaining installation prior to signing out of your losing installation. Single Soldiers reimbursement is limited to 65% of the lodging and Per Diem rates. Additional information may be found in Joint Travel Regulation, Chapter 5, Part A, Section 9 and here: <https://www.defensetravel.dod.mil/site/faqtle.cfm>

11. Temporary Lodging Allowance (TLA): Is a partial reimbursement for temporary lodging expenses incurred at an OCONUS duty location (to include Alaska & Hawaii). If TLA has not been paid and was submitted to our office it will be credited to your next LES and the next available payday. Additional information can be found here: <https://www.defensetravel.dod.mil/site/faqtle.cfm>

12. Dislocation Allowance (DLA): Is to partially reimburse a member for the expenses incurred in relocating the member's household on a PCS. The eligibility for DLA is found in the Joint Travel Regulation, Chapter 5, Part A, Section 10:

a. Member with Dependents. A member with dependents is entitled to DLA when dependents relocate in conjunction with a PCS.

b. Member without Dependents. A member without dependents is authorized DLA when relocated in conjunction with a PCS to a PDS where government quarters are not assigned.

Primary DLA Rates

Grade	Without-Dependent	With-Dependent	Grade	Without-Dependent	With-Dependent
O-7+	\$4,231.68	\$5,209.17	W-3	\$2,627.66	\$3,231.09
O-6	\$3,882.23	\$4,690.38	W-2	\$2,333.67	\$2,972.47
O-5	\$3,739.09	\$4,521.05	W-1	\$1,953.41	\$2,570.75
O-4	\$3,465.07	\$3,985.38	E-9	\$2,567.67	\$3,385.04
O-3	\$2,776.98	\$3,297.24	E-8	\$2,356.74	\$3,120.27
O-2	\$2,202.83	\$2,815.45	E-7	\$2,013.49	\$2,897.06
O-1	\$1,854.92	\$2,516.85	E-6	\$1,822.56	\$2,676.91
O-3E	\$2,998.64	\$3,543.55	E-5	\$1,680.96	\$2,407.52
O-2E	\$2,549.17	\$3,197.23	E-4	\$1,462.37	\$2,407.52
O-1E	\$2,192.04	\$2,954.00	E-3	\$1,434.67	\$2,407.52
W-5	\$3,520.47	\$3,846.84	E-2	\$1,165.30	\$2,407.52
W-4	\$3,126.41	\$3,526.67	E-1	\$1,039.11	\$2,407.52

Note: Single E6 and above are authorized DLA at the without rate upon arrival to Fort Drum. Rates can also be found here: <https://www.defensetravel.dod.mil/site/DLA.cfm>

13. Personally Procured Moves (PPM/DITY): Handled by Transportation Office. They are located in Clark Hall BLDG 10720 Mount Belvedere Blvd, Room A2-42.

14. Spouse State License/Certification Reimbursement:

a. Reimbursement is eligible when a soldier is reassigned, either as a permanent change of station or permanent change of assignment, from a duty station in one state to a duty station in another state; and, the movement of the soldier's dependents is authorized at the expense of the United States as part of the reassignment.

b. The spouse is not required to have held the license in the immediately preceding duty station state. So long as the spouse, while married to the soldier, held the license at any prior duty station state, reimbursement eligibility requirements are met upon pcs to the new duty station state. Thus, for example, a soldier PCSing from OCONUS to CONUS may meet eligibility requirements for spousal licensure reimbursement; likewise, a soldier's spouse who, upon pcs to a new state, renews his/her license after a lapse between duty stations may meet eligibility requirements.

c. Authorized movement of the soldier's dependents includes authorized movement of the soldier's dependents to the Soldier's PCS duty station, and authorized movement of the soldier's dependents to another designated location as part of the soldier's reassignment.

d. Qualified relicensing costs provided to a soldier may not exceed the amount established by applicable law.

1) When the request for reimbursement was adjudicated on or prior to 19 December 2019, the reimbursable amount is the lesser amount between fees paid and \$500.

2) When the request for reimbursement was adjudicated on or after 20 December 2019, the reimbursable amount is the lesser amount between fees paid and \$1,000.

e. Documents Required:

- 1) SF1034 signed by the unit Commander as the Approving Officer and signed by the S-1 as the Certifying Official.
 - 2) Supporting documents depicting payment of fees for new state license (receipts, money orders, credit card payments, etc.)
 - 3) Copy of current PCS order
 - 4) Copy of new State License or Certification
 - 5) Previous State License or Certification Number, License Type, and Issue Date.
- f. Payment is taxable income, tax rate of 22%.
- g. A W-2 will be available on MyPay under Travel/Miscellaneous Tax Statement, also in Tax Statement (W-2).

Tax Statement (W-2)

Travel/Miscellaneous Tax Statement (W-2)

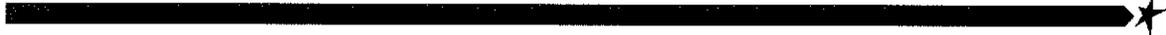
15. Inquiries: All inquiries are to be submitted through your S-1. Our office is located in Clark Hall BLDG 10720 Mount Belvedere Blvd, Room A2-06. In and Out Processing / Travel can be reached at 772-5421/ 772-7832 during our hours of operation are Monday through Friday, 1000 – 1500 hours.



PCS SmartVoucher Inprocessing

Defense Finance and Accounting Service

Army Military Pay Office
Fort Drum New York



**Walk Through:
Instructions for completing
PCS Travel Voucher
via SmartVoucher
<https://mypay.dfas.mil/#!/>**



Smart Voucher Instructions



- Once on the myPay homepage, do NOT log in
- Select "Quick Links"

myPay ACCESSIBILITY/SECTION 508 SECURITY FAQ Quick Links CONTACT US STAY CONNECTED WITH DFAS

Welcome

myPay

Simpler | Streamlined | Mobile-Friendly

Sign In

Login ID

Password

Sign In

Forgot your Login ID?

Forgot or Need a Password?

Smart Card Login
DoD CAC | PIV
Insert Card First

Smart Voucher Instructions



- Under DFAS Resources, second from the bottom of the list, select "Smart Voucher – Complete a DD Form 1351-2"

QUICK LINKS

DFAS Resources

- Affordable Care Act
- AskDFAS Tax Statement Reissue Requests
- DFAS - Home
- How to read a DoD Civilian LES?
- How to read a DoDEA LES?
- Pay Inquiries: Army (Active/Reserve/Guard) Navy (Active/Reserve) Air Force (Active/Reserve/Guard)
- SmartVoucher - Complete a DD 1351-2
- Travel Voucher Checklist

Smart Voucher Instructions



- Log in with your credentials
- Click "I Agree" twice
- Click "Login with CAC"
 - ✓ Make sure it is NOT your email certificate



Smart Voucher Instructions



- Smart Voucher homepage
- Can view old vouchers and create new vouchers
 - Move through the voucher using the menu at the top of the page
 - Click on "Create New Voucher"
 - Click on "Create Dependent Voucher" if your dependents traveled separately
 - Click on "Create Travel Advance" to request advanced travel or DLA payments.



Smart Voucher Instructions



- Category of travel will be "PCS"
- Type of user is "Active Duty"
- Select "Fort Drum, NY" as your AMPO
- Select "Next"

Smart Voucher Instructions



- Travel Order # - found in the top left corner of your orders
- Issue date of orders is found in the top right corner
- Did your household goods move?
- You can claim DLA if your dependents traveled with you and are here now **OR** if you are a single E6 and above **OR** traveling from an unaccompanied PCS and your family is here
- Are you married?
- Is your spouse active duty military?
 - ✓ You will need your spouse's information
 - ✓ Detailed instructions are on next slide
- Are you claiming TLE?
 - ✓ If you are still in the hotel you will claim TLE when you check out, You will need to complete the attached DD Form 9098
- Did you go TDY enroute?
 - ✓ Did you go to a school on your way here?
- How many vehicles did you drive?
- Select "Next"

Smart Voucher Instructions



* Is your spouse active duty military?

 Yes

• If your spouse is active duty military, select "Yes"

* Please put in your spouse's ssn:

• Fill in using your spouse's information:

* Please put in your spouse's first name:

✓ Social Security Number

Please put in your spouse's middle initial:

✓ First name

* Please put in your spouse's last name:

✓ Last name

* Please put in your spouse's branch of military they are in:

✓ Branch of service

Smart Voucher Instructions



Menu User Type Initial **Adv** General Operations Home Administration Mail Mail Tools Review Voucher Logoff

Advances Information [View Question?](#)

* Did you receive any previous government payments/partial payment/advances for this travel order? No Yes
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? No Yes

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

• If you have a GTCC, you will answer "No" to both questions

• You will answer "Yes" only if you took a travel advance

- Does not include a Pay Advance or DITY Move Advance

Smart Voucher Instructions



Personal Information

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:

* Grade/Rank:

* Current Street:

Current Street2:

* Current City:

* Current State:

* Current Country:

* Current Zip Code/APO/FPO: Zip Code Lookup

* Phone Number:(Daytime)
Note: Please provide the best phone number where we may contact you.

I agree to opt-in to receive text messaging alerts Yes

* I accept that data rates may apply Yes

* Provider Carrier:

* Email Address:
Note: Provide the email address you read most consistently.

Do you have a Government Travel Charge Card? Yes
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'.

Back Next

- Use your personal information
- Use current address if you have one; if none, use an address you will be able to receive your mail!
- You can now opt to receive updates on your travel via text. Answer all questions if you would like to receive updates.
- Email address can be military or civilian
 - ✓ Use an email that you use often
- Do you have GTCC? – “Yes” or “No”
- Unit of Assignment:
 - ✓ New unit you are going to
 - ✓ Make sure to include: “Fort Drum NY 13602” OR AREA DUTY LOCATION IF DIFFERENT

Smart Voucher Instructions



Dependents Step 3 of 3

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.

My dependents traveled separately from me to my current duty station.

My dependents traveled to designated location authorized on my PCS orders.

Back

- If your dependents traveled with you and they are here, select “Yes” for claiming dependents.
- If your dependents traveled separately or are arriving at a later date, this voucher will be for your travel only. Another voucher for your dependents will be completed upon their arrival.
- 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.

Smart Voucher Instructions



Notes: If your dependents have different permanent addresses then you will have to complete a separate itinerary (Block: 15A-15J) 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 Street: Note: Use dependent address upon receipt of orders.
 * Dependent City:
 * Dependent State:
 * Dependent Country:
 * Dependent Zip Code: Zip Code Lookup
 Dependent completed travel? Yes

Back Save

- Each dependent who traveled with you will be entered on separate pages
- **Dependent Street, City, State, Country and Zip Code is your OLD address (address at last duty station) OR your dependent's address when you received your orders**
- Don't forget to mark off "Yes" if your dependent completed travel
- Click "Save" to add another dependent

Smart Voucher Instructions



Edit	Delete	First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
Edit	Delete	Jane		Smith	1234 Main ST Fort Hood TX, 76542 USA	12/15/2011	<input checked="" type="checkbox"/>

* 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 Birth: MM/DD/YYYY
 * Dependent Street: Note: Use dependent address upon receipt of orders.
 * Dependent City:
 * Dependent State:
 * Dependent Country:
 * Dependent Zip Code: Zip Code Lookup
 Dependent completed travel? Yes

Cancel Save

- Click "Add Dependent"
- Address will automatically populate
- Again, don't forget to mark "Yes" for completed travel
- In order to get reimbursed for all dependent travel, you need to list **ALL** dependents that moved with you
- Once they are all listed and saved, select "Next"
- *If you are claiming a secondary dependent, the approval memo from DFAS is required*

Smart Voucher Instructions



Itinerary Information Steps: 0 of 2

Instructions:

1. Begin your travel itinerary with the date that you officially began traveling, as well as from the location (Installation/Base/City) that you officially started from under the applicable travel order.

Note: When going TDY your itinerary should start with the location (Installation/Base/City) which you are located at prior to going to the official TDY location.

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 claim status, or any Leave taken should also be reflected in your itinerary.

Note: Travelers who have been provided with new travel orders to travel to a new temporary duty location (TDY) while they are still on travel orders at another TDY location must show each location/stop in their itinerary and attach all applicable travel orders with the travel package. (This applies to TDY within a TDY).

Example: John Doe receives orders to go TDY to Fort Carson from January 1st through January 31st. While at Fort Carson, John Doe receives another set of order to go TDY from Fort Carson to Fort Knox and return to Fort Carson from January 12 through January 14th. John Doe should submit one travel voucher package showing his time at Fort Carson and reflecting his TDY to Fort Knox as well. If John Doe has already been paid for the trip to Fort Knox (such as through another system), then John Doe needs to attach copies of the payment vouchers and orders for the Fort Knox interim TDY.

3. Any lodging expenses incurred at each travel location must be shown.

Note: Please do your best to complete the itinerary accurately. If one of the two errors below are made on the itinerary then you may be required to delete all the preceding entries until you are back at the entry that needs to be amended.

- Missing a stop (forgot to include a leg of the travel)
- Incorrect arrival or depart dates

4. In order to claim mileage, you must include the location to which you drove as a stop in your itinerary.

Example: A traveler's orders direct him/her to travel to Fort Bliss. The traveler is ~~driving~~ to Fort Bliss. The individual is leaving from home, driving to the airport, and then flying to their TDY location. In this scenario the traveler must show the method of travel to the airport, and include the stop at the airport as assisting transportation, in order to claim mileage to the airport.

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.

- This is how you get reimbursed for your travels
- We need to know every time you changed modes of transportation
 - ✓ i.e. Cab to the airport then got on a plane
- You will need your leave form for the dates that you signed in and out (blocks 14 & 16)
- Select the box in the bottom left
- Select "Add" on the next screen

Smart Voucher Instructions



Itinerary Information Steps: 0 of 2

Click to show instructions

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

Back Add

Add

CLICK ADD

Smart Voucher Instructions



SmartVoucher

Home | User Type | InMail | Alerts | Personal | Dependents | **Reentry** | Logout

General Information | **Departure Information** | Stop/Cancel

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

Departure Information

What day did your travel begin? MM/DD/YYYY
Notes: Date of departure on your leave form.

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?

Did you own or were you personally responsible for the operating expenses of the motorcycle?
Notes: If you drove a rental vehicle, select "Yes"

How many vehicles did you drive?
NOTE: For JTA, claim payment for one you if more than one vehicle, with in the same household for PDI, must be submitted through the Recrual Process
NOTE: For maintenance for the use of more than one vehicle's must be submitted

Were you the operator of the vehicle?
Notes: Select "No" if you are a passenger.

- Travel began on the day that you signed out on leave
 - ✓ This must match your DA 31 block 14
- CONUS/HI/AK
- Enter USA
- Use last duty location
- Zip code form your orders
- Mode of travel: "Automobile"
- Were you personally responsible for the operating expenses? "Yes"
- Were you the owner/operator? "Yes"

Smart Voucher Instructions



SmartVoucher

Home | User Type | InMail | Alerts | Personal | Dependents | **Reentry** | Logout

General Information | **Departure Information** | Stop/Cancel

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

Departure Information

What day did your travel begin? MM/DD/YYYY
Notes: Date of departure on your leave form.

What country did you depart from?

What Installation/Base/City did you depart from?

What was your mode of travel?

Did you own or were you personally responsible for the operating expenses of the automobile?
Notes: If you drove a rental vehicle, select "Yes"

Did the government own the vehicle?

Did you have to personally pay for the Automobile?
Notes: If you used your GICC to pay, select "Yes"

- Travel began on the day that you signed out on leave
 - ✓ This must match your DA 31 block 14
- OCONUS
- Enter country departing from
- Use last duty station

Smart Voucher Instructions



INSTRUCTIONS
• Click the "Add Expenses" 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
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Back Add Next

- Reimbursable expenses include:
 - ✓ Tolls
 - ✓ Airfare
 - ✓ Excess Baggage
 - ✓ Authorized Delay at Airport
 - ✓ Taxi Cabs
- If you have a reimbursable expenses, select "Add"

Smart Voucher Instructions



INSTRUCTIONS
• Click the "Add Expenses" 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
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ADD AN EXPENSE
• 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

- Select "One Time Expense" or "Daily Expense"
- Select date of expense
- Select type of expense
- Insert the amount
 - ✓ Remember, a receipt is needed for anything over \$75
- Select "No" or "Yes" if it was charged to you GTCC
- Click "Save"
- If you have other Reimbursable Expenses, select "Add"
- If no others, select "Next"

Smart Voucher Instructions



Microsoft Internet Explorer SmartVoucher

Voucher Attachments

Allowed file types: bmp,gif,jpeg,pdf,pjpep,png
File size limit: 2 mb

Select a file to 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: 6000

Back Next

- Click "browse" to select documents to be uploaded: orders, DA 31, and any additional documents
- Click "Upload" to upload the selected documents to SmartVoucher
- Specify if you have any unused plane tickets; this may be left blank
- Specify any general remarks

Smart Voucher Instructions



Microsoft Internet Explorer SmartVoucher

Split Disbursement

Instructions:
Split disbursement is mandatory. If you have indicated you paid certain expenses with a government charge card, it is noted below.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.

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)

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

\$5.00 - Expenses not applied to Government Travel Charge Card

Back Next

- Split Disbursement is used if you have a GTCC and used it
- You can opt to have a specified amount go straight to your GTCC
- You'll have time to call Citi Bank to find out your balance
- *Keep in mind, you are responsible for your GTCC*
- Select "Next"

Smart Voucher Instructions



Verify all of your information then select "Next"

Instructions:
Please review and click edit to make necessary changes.

Travel Order:
Travel Order: 12345
Submission Type: Direct Deposit

Personal Information:

Question	Answer
First Name:	John
Middle Initial:	
Last Name:	Smith
Grade/Rank:	E4
Organization:	312 Fort Sill OK 73103
Street:	4700 How Way Rd
City:	Fort Sill
State:	OK
Country:	USA
Zip Code:	73103
Email:	john.smith@army.mil
Phone Number:	(555) 412-1234
Government Travel Charge Card:	Yes

Dependents:

Edit	First Name	Middle Initial	Last Name	Relationship	Effective Date	Street	City	State	ZIP	Country	Traveled
Edit	Jane		Smith	SPOUSE	12/15/2011	1234 Main St	Fort Hood TX	76542	USA	Yes	
Edit	James		Smith	DEPENDENT	02/17/2015	1234 Main St	Fort Hood TX	76542	USA	Yes	

Travel Itinerary:

Edit	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Mode of Travel	Reason for Trip	PCS Duty	Overseas Operator	Lodging
Edit	01/01/2019	Osan	AA	KOREA	01/01/2019	Osan	AA	KOREA	CB	AT	0	No	\$0.00
Edit	01/01/2019	Osan	AA	KOREA	01/01/2019	Evanson	OK	USA	CP	AT	0	No	\$0.00
Edit	01/01/2019	Evanson	OK	USA	01/01/2019	Fort Sill	OK	USA	EA	NC	0	No	\$0.00

Travel Expenses:

Edit	Expense Date	Nature of Expense	Amount
Edit	01/01/2019	TICKETS PROGRAMS, BOOKS, ETC	\$5.00

Meal Expenses:
No Meal Expenses information available.

Travel Account Information:

Edit	Question	Answer
Edit	Leave Taken	
Edit	Unused Tickets	
Edit	Remarks	

Back Next

Smart Voucher Instructions



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 123456	In addition to this travel order, please ensure you include all corresponding amended orders.
3	Temporary Lodging Expense Form	TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS due to a PCS.

Instructions for Printing:
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.

Submission Instructions:
To ensure a high quality submission to prevent rejects/returns:
- Ensure your fax / scanner is set to 300 dpi (also called "fine" or "super-fine")
- Verify your scanner or printer settings are set to black and white not grayscale.
- Make sure you do not have seams in the document from folding it.
- Make sure the glass on your fax/scanner is clean (no fingerprints, dust, or smudges).

1. After printing a hard copy of your travel claim, be sure to sign block 20a, and obtain all other required signatures.
2. Attach all the required documents listed above.
Note: Ensure you submit pages 1, and 2 (front and back) of the 1351-2 and all continuation pages.
Note: RETAIN A COPY OF ALL SUBMITTED DOCUMENTS FOR YOUR OWN RECORDS.
3. Use the following link to determine the correct Travel Pay location to submit your travel claim:

Where to Submit a Travel Claim

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

Back View Travel Voucher

Review these comments. If you need any supporting documents, Smart Voucher will let you know what is needed.

Click on "View Travel Voucher" to preview what your Smart Voucher will look like.

Smart Voucher Instructions



SMARTVOUCHER

TRAVEL VOUCHER OR SUBVOUCHER

Printed Pursuant to the Department of Defense Travel Regulation and Instructions on Travel Orders (containing forms, Smart Voucher, and the Smart Voucher Form) and the Department of Defense Travel Regulation and Instructions on Travel Orders (containing forms, Smart Voucher, and the Smart Voucher Form) and the Department of Defense Travel Regulation and Instructions on Travel Orders (containing forms, Smart Voucher, and the Smart Voucher Form).

1. **TRAVEL VOUCHER** 2. **SUBVOUCHER**

3. **TRAVEL ORDER NUMBER** 4. **TRAVEL ORDER DATE** 5. **TRAVEL ORDER TYPE** 6. **TRAVEL ORDER STATUS** 7. **TRAVEL ORDER CLASSIFICATION** 8. **TRAVEL ORDER CATEGORY** 9. **TRAVEL ORDER SUBCATEGORY** 10. **TRAVEL ORDER SUBCLASSIFICATION** 11. **TRAVEL ORDER SUBCLASSIFICATION** 12. **TRAVEL ORDER SUBCLASSIFICATION** 13. **TRAVEL ORDER SUBCLASSIFICATION** 14. **TRAVEL ORDER SUBCLASSIFICATION** 15. **TRAVEL ORDER SUBCLASSIFICATION** 16. **TRAVEL ORDER SUBCLASSIFICATION** 17. **TRAVEL ORDER SUBCLASSIFICATION** 18. **TRAVEL ORDER SUBCLASSIFICATION** 19. **TRAVEL ORDER SUBCLASSIFICATION** 20. **TRAVEL ORDER SUBCLASSIFICATION** 21. **TRAVEL ORDER SUBCLASSIFICATION** 22. **TRAVEL ORDER SUBCLASSIFICATION** 23. **TRAVEL ORDER SUBCLASSIFICATION** 24. **TRAVEL ORDER SUBCLASSIFICATION** 25. **TRAVEL ORDER SUBCLASSIFICATION** 26. **TRAVEL ORDER SUBCLASSIFICATION** 27. **TRAVEL ORDER SUBCLASSIFICATION** 28. **TRAVEL ORDER SUBCLASSIFICATION** 29. **TRAVEL ORDER SUBCLASSIFICATION** 30. **TRAVEL ORDER SUBCLASSIFICATION** 31. **TRAVEL ORDER SUBCLASSIFICATION** 32. **TRAVEL ORDER SUBCLASSIFICATION** 33. **TRAVEL ORDER SUBCLASSIFICATION** 34. **TRAVEL ORDER SUBCLASSIFICATION** 35. **TRAVEL ORDER SUBCLASSIFICATION** 36. **TRAVEL ORDER SUBCLASSIFICATION** 37. **TRAVEL ORDER SUBCLASSIFICATION** 38. **TRAVEL ORDER SUBCLASSIFICATION** 39. **TRAVEL ORDER SUBCLASSIFICATION** 40. **TRAVEL ORDER SUBCLASSIFICATION** 41. **TRAVEL ORDER SUBCLASSIFICATION** 42. **TRAVEL ORDER SUBCLASSIFICATION** 43. **TRAVEL ORDER SUBCLASSIFICATION** 44. **TRAVEL ORDER SUBCLASSIFICATION** 45. **TRAVEL ORDER SUBCLASSIFICATION** 46. **TRAVEL ORDER SUBCLASSIFICATION** 47. **TRAVEL ORDER SUBCLASSIFICATION** 48. **TRAVEL ORDER SUBCLASSIFICATION** 49. **TRAVEL ORDER SUBCLASSIFICATION** 50. **TRAVEL ORDER SUBCLASSIFICATION** 51. **TRAVEL ORDER SUBCLASSIFICATION** 52. **TRAVEL ORDER SUBCLASSIFICATION** 53. **TRAVEL ORDER SUBCLASSIFICATION** 54. **TRAVEL ORDER SUBCLASSIFICATION** 55. **TRAVEL ORDER SUBCLASSIFICATION** 56. **TRAVEL ORDER SUBCLASSIFICATION** 57. **TRAVEL ORDER SUBCLASSIFICATION** 58. **TRAVEL ORDER SUBCLASSIFICATION** 59. **TRAVEL ORDER SUBCLASSIFICATION** 60. **TRAVEL ORDER SUBCLASSIFICATION** 61. **TRAVEL ORDER SUBCLASSIFICATION** 62. **TRAVEL ORDER SUBCLASSIFICATION** 63. **TRAVEL ORDER SUBCLASSIFICATION** 64. **TRAVEL ORDER SUBCLASSIFICATION** 65. **TRAVEL ORDER SUBCLASSIFICATION** 66. **TRAVEL ORDER SUBCLASSIFICATION** 67. **TRAVEL ORDER SUBCLASSIFICATION** 68. **TRAVEL ORDER SUBCLASSIFICATION** 69. **TRAVEL ORDER SUBCLASSIFICATION** 70. **TRAVEL ORDER SUBCLASSIFICATION** 71. **TRAVEL ORDER SUBCLASSIFICATION** 72. **TRAVEL ORDER SUBCLASSIFICATION** 73. **TRAVEL ORDER SUBCLASSIFICATION** 74. **TRAVEL ORDER SUBCLASSIFICATION** 75. **TRAVEL ORDER SUBCLASSIFICATION** 76. **TRAVEL ORDER SUBCLASSIFICATION** 77. **TRAVEL ORDER SUBCLASSIFICATION** 78. **TRAVEL ORDER SUBCLASSIFICATION** 79. **TRAVEL ORDER SUBCLASSIFICATION** 80. **TRAVEL ORDER SUBCLASSIFICATION** 81. **TRAVEL ORDER SUBCLASSIFICATION** 82. **TRAVEL ORDER SUBCLASSIFICATION** 83. **TRAVEL ORDER SUBCLASSIFICATION** 84. **TRAVEL ORDER SUBCLASSIFICATION** 85. **TRAVEL ORDER SUBCLASSIFICATION** 86. **TRAVEL ORDER SUBCLASSIFICATION** 87. **TRAVEL ORDER SUBCLASSIFICATION** 88. **TRAVEL ORDER SUBCLASSIFICATION** 89. **TRAVEL ORDER SUBCLASSIFICATION** 90. **TRAVEL ORDER SUBCLASSIFICATION** 91. **TRAVEL ORDER SUBCLASSIFICATION** 92. **TRAVEL ORDER SUBCLASSIFICATION** 93. **TRAVEL ORDER SUBCLASSIFICATION** 94. **TRAVEL ORDER SUBCLASSIFICATION** 95. **TRAVEL ORDER SUBCLASSIFICATION** 96. **TRAVEL ORDER SUBCLASSIFICATION** 97. **TRAVEL ORDER SUBCLASSIFICATION** 98. **TRAVEL ORDER SUBCLASSIFICATION** 99. **TRAVEL ORDER SUBCLASSIFICATION** 100. **TRAVEL ORDER SUBCLASSIFICATION**

OD FORM 1331-1, MAY 2011

SMARTVOUCHER

- This is your Smart Voucher generated travel voucher in PDF format.
- From here, we will collect all your supporting documents (DA 31 must be completed correctly block 14 and 17 must be annotated, orders and all amendments, plus any receipts).
- We will send your travel voucher up to DFAS so that you will be reimbursed for your travel expenses.
- Make sure to check your email or texts for updates!

Smart Voucher Instructions



View | Print | Home | Help | Feedback | Support | Administration | Settings | Logout

View Travel Voucher SCRP2002

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 12345	In addition to this travel order, please ensure you include all corresponding amended orders.

Instructions to the Operator:

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.

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

- Check the sign box
- Click submit travel voucher
- It will come to the Fort Drum AMPO for review, if corrections are needed it will be return to Soldier for corrections, once return, it will be forwarded to DFAS Travel for payment.

TLE



contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD 'Blanket Routine Uses' set forth at the beginning of the DFAS compilation of systems of records notices apply. Disclosure: Voluntary, however, failure to provide the requested information may result in a delay or suspension of your claim(s) for reimbursement.

Form with fields: 1. RANK, 2. LAST NAME, 3. FIRST NAME, 4. SSN, 5. PHONE NUMBER, 6. STREET ADDRESS, 7. CITY, 8. STATE, 9. ZIP, 10. CURRENT UNIT ASSIGNMENT, 11. PHONE NUMBER, 12. MARITAL STATUS, 13. IF MILITARY, SPOUSE'S SSN, 14. SPOUSE'S CURRENT DUTY STATION, 15. DID YOU STAY IN OFF-POST LODGING?, 16. STATEMENT OF NON-AVAILABILITY #, SECTION I - LIST DEPENDENTS YOU ARE CLAIMING TLE FOR, 17. NAME, 18. RELATIONSHIP, 19. DATE OF MARRIAGE, 20. DATE OF BIRTH, 21. DATE HHG PICKED UP, 22. DATE HHG DELIVERED, 23. DID YOU DO A DITY MOVE?, 24. IF YES, WHAT DATE?

Blks 1-3: Self Explanatory

Blk 4: Full SSN

Blks 5-9: Phone number, current address

Blks 10-11: Current Unit and unit phone number

Blks 12-14: Marital Status (if spouse is military need Full SSN and duty station

Blks 15-16: Yes or NO, Ft Drum DOES require a SNA.

Blks 17-20: List dependents that traveled with soldier, relationship, date of marriage for spouse and date of birth for children.

Blks 21-22: dates Household goods picked up and delivered (if haven't been delivered yet leave blank.

Blk 23-24: Mark yes or no, if yest provide date performed the DITY Move



TLE



SECTION II - LODGING INFORMATION. PCS VOUCHER, ORIGINAL LODGING RECEIPTS, AND A FULL COPY OF ORDERS MUST BE ATTACHED TO THIS FORM. IF YOU NEED MORE DAYS PUSH THE ADD ROW BUTTON BELOW. Fields include: 25. FROM DATE, 26. TO DATE, 27. NO. OF DAYS, 28. LOCATION OF LODGING (CITY, STATE), 29. MEALS ONLY/PER DIEM, 30. DAILY LODGING COSTS, 31. NUMBER OF PERSONS CLAIMED (SM, OVER 12, UNDER 12), 32. DATE TERMINATED QUARTERS (IF APPLICABLE), 33. DATE ASSIGNED QUARTERS (IF APPLICABLE), 34. DEPARTURE DATE FROM OLD DUTY STATION, 35. ARRIVAL DATE AT NEW DUTY STATION, 36. DATE OF SIGNATURE, 37. PRINTED NAME, 38. SIGNATURE, 39. DATE OF SIGNATURE, 40. TIME, 41. PRINTED NAME OF FINANCE CLERK, 42. SIGNATURE OF FINANCE CLERK, 43. COMMENTS.

BLKS 25-26: DATES FROM LODGING RECEIPT (IF RATES CHANGED COMPLETE A SEPARATE LINE FOR EACH RATE

BLK 27: NUMBER OF DAYS STAYED

BLK 28: LODGING LOCATION CITY AND STATE

BLK 29: IF STAYED IN LODGING MARK "NO" IF STAYED WITH FRIENDS/FAMILY MARK "YES"

BLK 30: DAILY LODGING COST PLUS TAXES (PARKING AND PET FEES NOT REIMBURSABLE)

BLK 31: NUMBER OF SM AND DEPENDENTS THAT STAYED IN LODGING

BLKS 34-35: DATE DEPARTED AND ARRIVED OLD AND NEW DUTY STATIONS

BLKS 36-38: DATE PRINT AND SIGN FORM



TLE CONT

CLAIM FOR TEMPORARY LODGING EXPENSE

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301, Departmental Regulations, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol 9, Joint Federal Travel Regulation (JFTR) Vol 1, Chapter 5, Part H, and E. O. 9397 (SSN).

Purpose: To substantiate and evaluate the amount claimed for Temporary Lodging Expenses.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD 'Blanket Routine Uses' set forth at the beginning of the DFAS compilation of systems of records notices apply.

Disclosure: Voluntary, however, failure to provide the requested information may result in a delay or suspension of your claim(s) for reimbursement.

1. RANK	2. LAST NAME	3. FIRST NAME	4. SSN	5. PHONE NUMBER
6. STREET ADDRESS		7. CITY	8. STATE	9. ZIP
10. CURRENT UNIT ASSIGNMENT				11. PHONE NUMBER
12. MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> DUAL MILITARY		13. IF MILITARY, SPOUSE'S SSN	14. SPOUSE'S CURRENT DUTY STATION	
15. DID YOU STAY IN OFF-POST LODGING? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. STATEMENT OF NON-AVAILABILITY #	(Without an SNA# from housing you are only authorized reimbursement for the on-post rate)		

SECTION I - LIST DEPENDENTS YOU ARE CLAIMING TLE FOR:

ADD ROW	17. NAME	18. RELATIONSHIP	19. DATE OF MARRIAGE	20. DATE OF BIRTH
REMOVE ROW				

21. DATE HHG PICKED UP	22. DATE HHG DELIVERED	23. DID YOU DO A DITY MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO	24. IF YES, WHAT DATE?
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SECTION II - LODGING INFORMATION

PCS VOUCHER, ORIGINAL LODGING RECEIPTS, AND A FULL COPY OF ORDERS MUST BE ATTACHED TO THIS FORM.

IF YOU NEED MORE DAYS PUSH THE ADD ROW BUTTON BELOW.

	25. FROM DATE	26. TO DATE	27. NO. OF DAYS	28. LOCATION OF LODGING		29. MEALS ONLY/PER DIEM <input type="checkbox"/> YES <input type="checkbox"/> NO	30. DAILY LODGING COSTS	31. NUMBER OF PERSONS CLAIMED		
				CITY	STATE			SM	OVER 12	UNDER 12
						<input type="checkbox"/> YES <input type="checkbox"/> NO				
						<input type="checkbox"/> YES <input type="checkbox"/> NO				
						<input type="checkbox"/> YES <input type="checkbox"/> NO				
						<input type="checkbox"/> YES <input type="checkbox"/> NO				
						<input type="checkbox"/> YES <input type="checkbox"/> NO				
						<input type="checkbox"/> YES <input type="checkbox"/> NO				
						<input type="checkbox"/> YES <input type="checkbox"/> NO				

25. FROM DATE	26. TO DATE	27. NO. OF DAYS	28. LOCATION OF LODGING		29. MEALS ONLY/PER DIEM <input type="checkbox"/> YES <input type="checkbox"/> NO	30. DAILY LODGING COSTS	31. NUMBER OF PERSONS CLAIMED		
			CITY	STATE			SM	OVER 12	UNDER 12
					<input type="checkbox"/> YES <input type="checkbox"/> NO				
					<input type="checkbox"/> YES <input type="checkbox"/> NO				
					<input type="checkbox"/> YES <input type="checkbox"/> NO				
32. DATE TERMINATED QUARTERS (IF APPLICABLE)					33. DATE ASSIGNED QUARTERS (IF APPLICABLE)				
34. DEPARTURE DATE FROM OLD DUTY STATION					35. ARRIVAL DATE AT NEW DUTY STATION				
I hereby certify that I was required to obtain temporary lodging for the days noted above:									
36. DATE OF SIGNATURE		37. PRINTED NAME			38. SIGNATURE				
THIS DEPOSIT WILL BE MADE ELECTRONICALLY TO YOUR PAYROLL DIRECT DEPOSIT ACCOUNT.									
39. DATE OF SIGNATURE		40. TIME	41. PRINTED NAME OF FINANCE CLERK		42. SIGNATURE OF FINANCE CLERK				
43. COMMENTS									