



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/>.



How do I access SmartVoucher?

Login with CAC OR myPay Username and Password/PIN.

Welcome to Travel Pay Service's SmartVoucher!

This website has been tested on IE8, Firefox and Chrome

Login with myPay Username and Password

Fields are case-sensitive:

Login ID
(Same as myPay, NOT your Social Security Number)

Password
(Same as myPay, NOT Interactive Voice Response System (IVRS) Personal Identification Number (PIN))

Forgot your Login ID or Password, click [HERE!](#)

To enter your Password more securely, click on the On-Screen Keyboard button below.

Login with DoD CAC

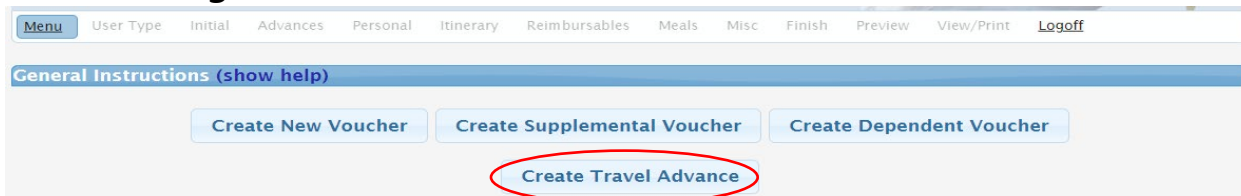


You may also log in with YOUR own personal Common Access Card (CAC). You cannot use someone else's CAC.

Please select your NON-Email certificate.

If you do not have your myPay username and password/PIN, click the Forgot your Login ID or Password link or contact our Customer Care Center at 1-888-DFAS411 or 1-888-332-7411, option 5, then option 2, Monday – Friday between the hours of 0800-1700 Eastern Time.

How do I begin a new TRAVEL ADVANCE? On the Menu tab, click on “Create Travel Advance”.



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

General Instructions (show help)

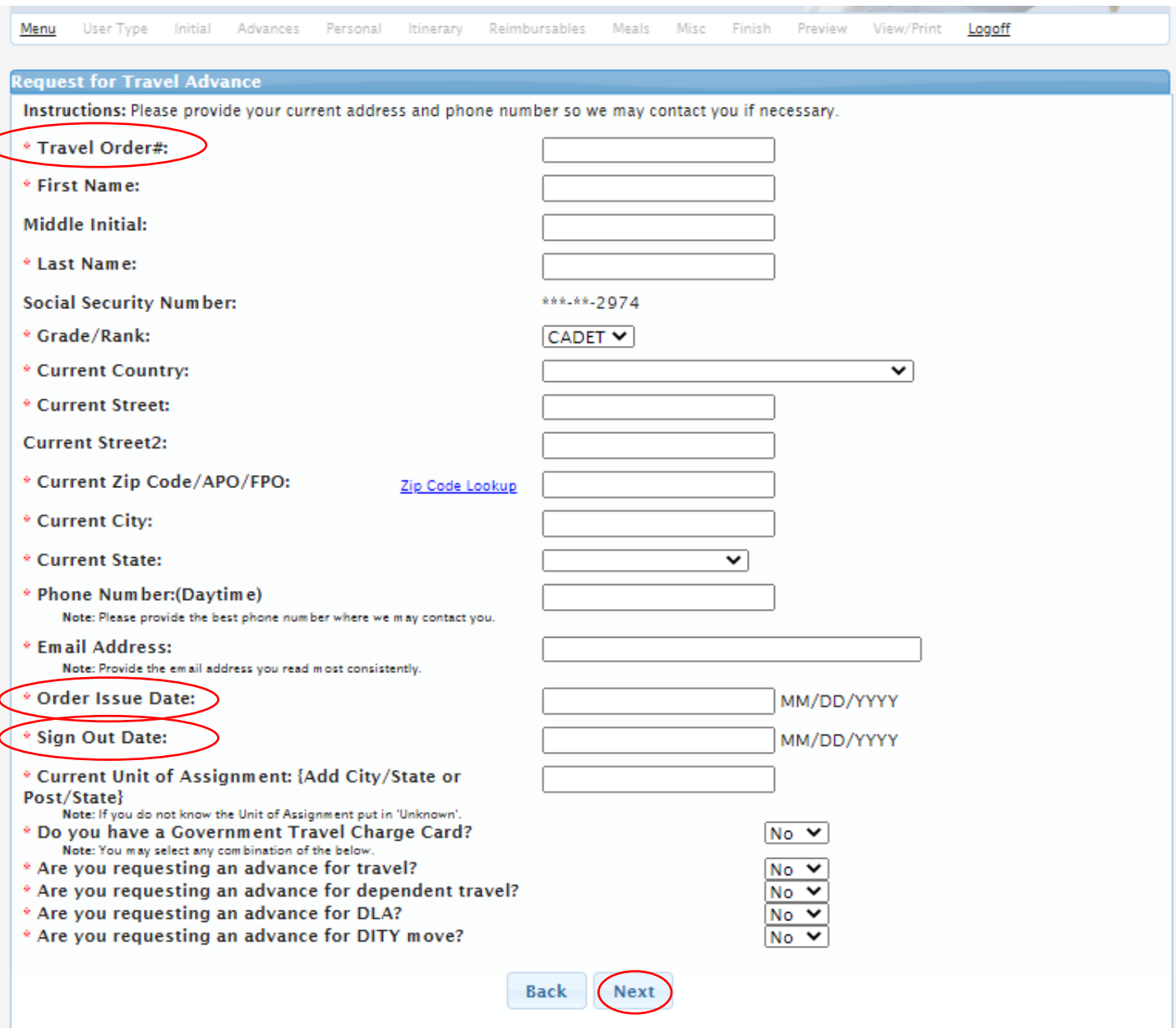
Create New Voucher Create Supplemental Voucher Create Dependent Voucher

Create Travel Advance

On the Request for Travel Advance screen, please enter your travel order number and order issue date from your PCS orders, your sign out date from your DA31 – Leave form and provide information about yourself. Your SSN is populated and masked because you accessed with your CAC or myPay username and password/PIN.

NOTE: Please input your original PCS travel order number, NOT your latest amendment number.

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 Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

Request for Travel Advance

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

* Travel Order#:

* First Name:

Middle Initial:

* Last Name:

Social Security Number: ***-**-2974

* Grade/Rank: CADET ▾

* Current Country:

* Current Street:

Current Street2:

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

* Current City:

* Current State:

* 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.

* Order Issue Date: MM/DD/YYYY

* Sign Out Date: MM/DD/YYYY

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

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

* Do you have a Government Travel Charge Card? No ▾

Note: You may select any combination of the 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? No ▾

* Are you requesting an advance for DITY move? No ▾

Back Next

Please pay close attention to the questions at the bottom of the screen, your answers are important to calculate your advance accurately. Depending on your answers to the questions, additional questions may be displayed. If you have a

Government Travel Charge Card, IAW Army Policy, GTCC holders are only authorized advance payments for DLA entitlement. GTCC should be utilized for all other authorized PCS expenses.

After clicking on the Next button to advance to the next screen you will be required to enter your dates, mode of travel, your old duty station zip code, name, and state (where you will depart from) and your new duty station zip code, name, and state (where you will arrive).

Add/Edit Travel Mode

Departure Information

What day will your travel begin?

MM/DD/YYYY

Is any of your travel going to be by POC?

Yes ▾

Number of POCs used for this PCS move?

▾

What country did you depart from?

USA ▾

What is the zip code of your departure location?

[Zip Code Lookup](#)

Installation/Base/City

State

▾

Arrival Information

What date will you arrive?

MM/DD/YYYY

Where is the arrival country?

USA ▾

What is the zip code of your arrival location?

[Zip Code Lookup](#)

What city?

State

▾

Back

Next

Click on the Next button to move to the next tab.

Please provide information about your dependents (if any) on the next screen. If you do not have any dependents or they are not relocating with you to your new duty station, please select No.

Travel Advance Dependents

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.

* Are your dependents relocating?

No ▼

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

Back

Next

If you have dependents and they are relocating with you to your new duty station, please select Yes. SmartVoucher will allow up to sixteen dependents to be added. Enter information about each individually, click Save and repeat (Click Add Dependent button) until all have been entered and saved.

Travel Advance Dependents

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.

* Are your dependents relocating?

Yes ▼

* What date will your dependents depart?

MM/DD/YYYY

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

No ▼

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

Please Note: By selecting this option, this voucher will be solely for dependent entitlements. If the Soldier and dependents travel different routes, on different dates, or via different modes; separate vouchers must be completed and submitted.

Currently, no dependents have been entered through 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:

SPOUSE ▼

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

* Is your spouse active duty military?

No ▼

* 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 will complete travel?

No ▼

Back

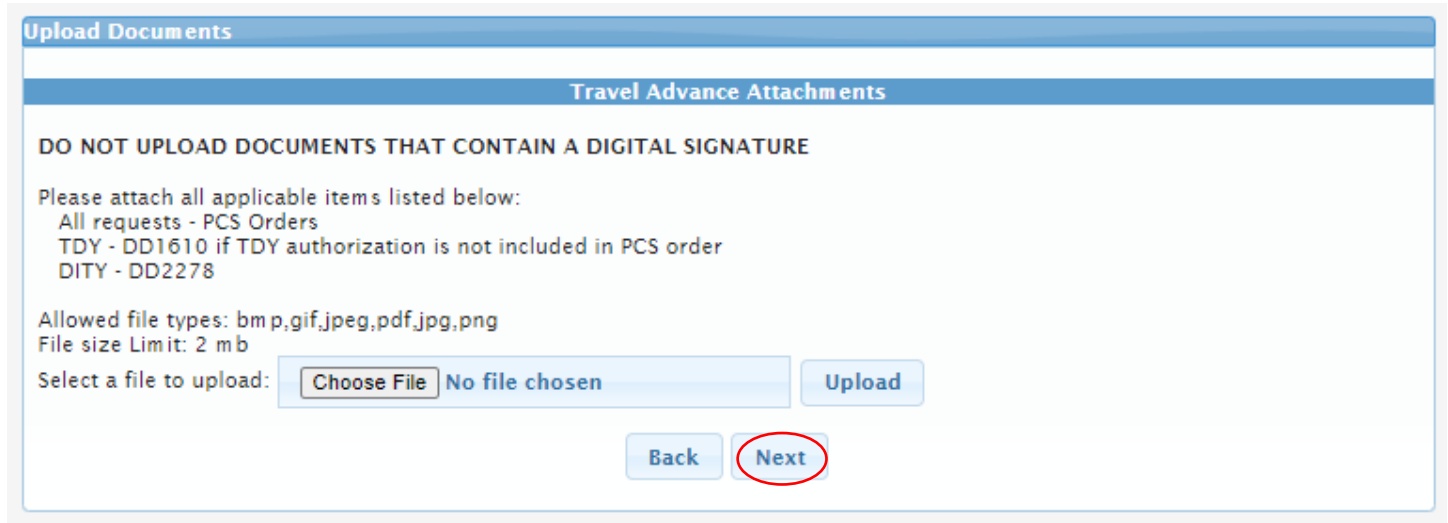
Save

After clicking on the Next button to advance to the next screen you will have the opportunity to upload your supporting documents.

ALL REQUESTS MUST ATTACH/UPLOAD COMPLETE PCS ORDERS AND ANY/ALL AMENDMENTS!

If an advance for DITY/PPM is requested, your DD2278 is required.

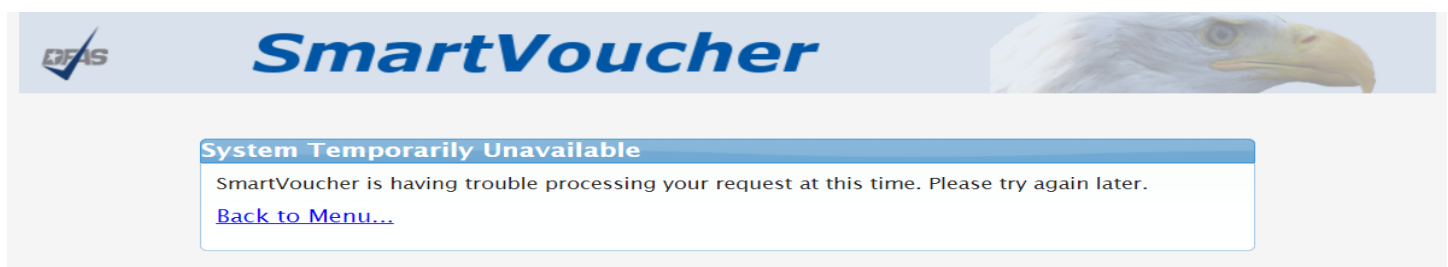
If an advance for TDY en route is requested, your DD1610 is required if not included in your PCS orders.



Click on the Choose File button to navigate to the file you wish to upload, click on it to highlight, click on the Open button to select, and click on the Upload button to upload the file to SmartVoucher.

SmartVoucher will allow as many files as necessary however the file size limit is 2MB and only the following files types are allowed: PDF, BMP, GIF, JPEG, JPG, PNG.

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.



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.

1. Open PDF file
2. Select Print from the File menu
3. Select Microsoft Print to PDF from the Printer dropdown list
4. Click on the Print button
5. Save file where it can be retrieved to upload into SmartVoucher

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.

Click the Next button to move to the next tab.

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

Once you have completed our review, click Next to move to next tab.

On the View/Print Travel Advance tab, you are provided a list of supporting documents that must accompany your travel advance. If you need to upload additional supporting documents, click the back button and proceed to screen to upload.

NOTE: PLEASE UPLOAD YOUR COMPLETE SET OF ORDERS AND ANY AMENDMENTS ALONG WITH SUPPORTING DOCUMENTS LISTED OR YOUR ADVANCE MAY BE RETURNED WITHOUT PAYMENT.

View/Print Travel Advance

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

- All requests - PCS Orders
- TDY - DD1610 if TDY authorization is not included in PCS order
- DITY - DD2278

Instructions for Opening PDF

To view and print your travel claim, click on the **View Travel Advance** 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 travel advance prior to submission.

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

To create a new travel advance, click on the 'Create Travel Advance' button and follow the instructions.

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

Signature

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

☐ Sign

Back

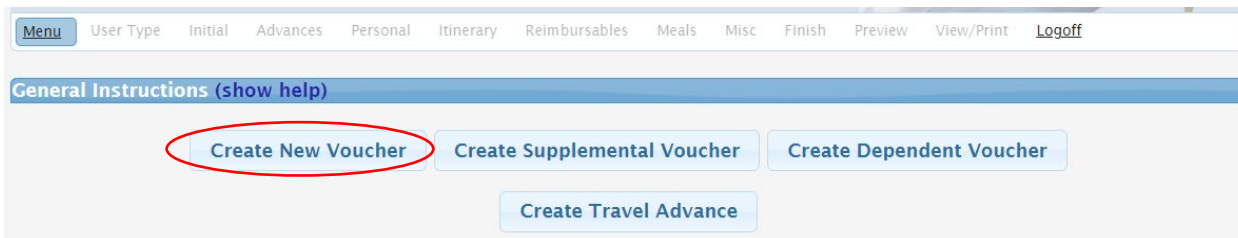
View Travel Advance

Submit Travel Advance

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

How do I begin a new PCS VOUCHER?

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



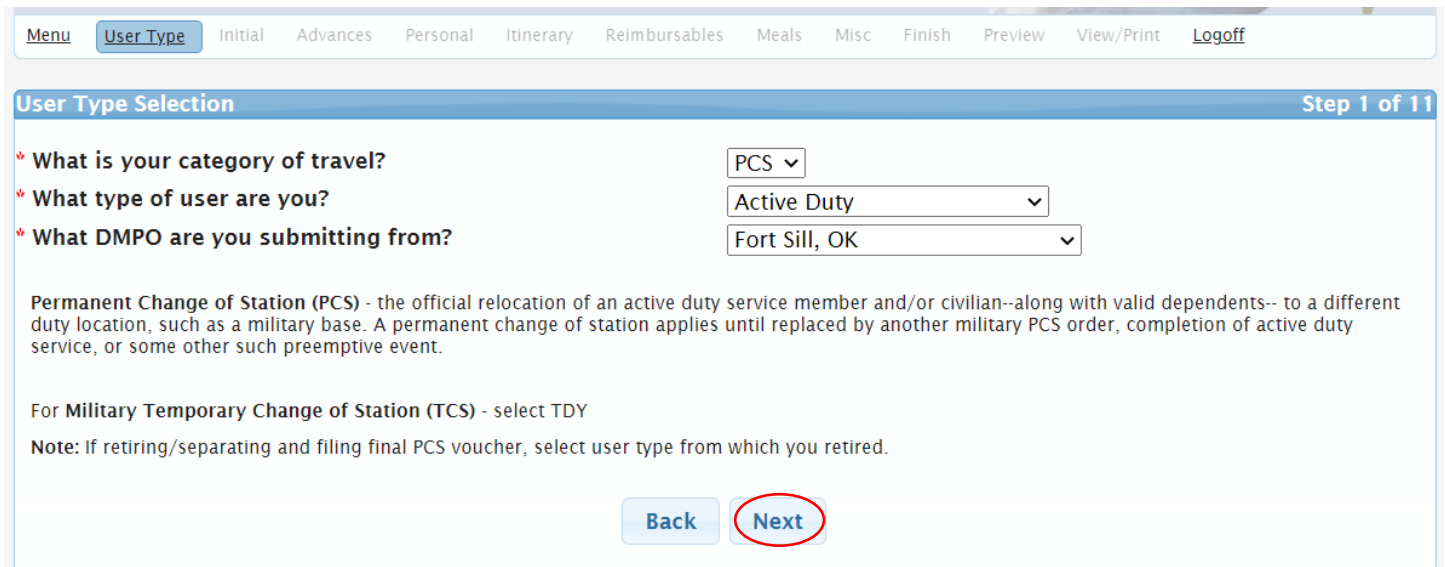
The screenshot shows a navigation bar with tabs: Menu, User Type, Initial, Advances, Personal, Itinerary, Reimbursables, Meals, Misc, Finish, Preview, View/Print, and Logoff. Below the navigation bar is a blue header for 'General Instructions (show help)'. Underneath, there are four buttons: 'Create New Voucher' (circled in red), 'Create Supplemental Voucher', 'Create Dependent Voucher', and 'Create Travel Advance'.

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.

If you are retiring or separating from service, please select one of the following selections under the “What DMPO are you submitting from?”

If you are retiring, please select “I am retiring from service” to allow your claim to flow directly to DFAS for processing.

If you are separating, please select “I am separating from service” to allow your claim to flow directly to DFAS for processing.



The screenshot shows the 'User Type Selection' page, labeled 'Step 1 of 11'. It has a navigation bar with tabs: Menu, User Type, Initial, Advances, Personal, Itinerary, Reimbursables, Meals, Misc, Finish, Preview, View/Print, and Logoff. The main content area contains three questions with dropdown menus:

- What is your category of travel? (PCS)
- What type of user are you? (Active Duty)
- What DMPO are you submitting from? (Fort Sill, OK)

Below the questions, there is a paragraph explaining PCS: "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."

Below that, it says: "For Military Temporary Change of Station (TCS) - select TDY"

At the bottom, there is a note: "Note: If retiring/separating and filing final PCS voucher, select user type from which you retired."

At the bottom right, there are two buttons: 'Back' and 'Next' (circled in red).

Select the Next button to move to the next tab.

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.

NOTE: Please input your original PCS travel order number, NOT your latest amendment number.

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**

✧ **What is the issue date on the orders?**

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.

Example:

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

ORDERS 213-0007

01 August 2018

STEWART, GA 31314

(WBDUAA), FORT

Show/Hide Help

MM/DD/YYYY

✧ **You will be paid by 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.

Show/Hide Help

Direct Deposit ▾

✧ **Did you ship your house hold goods?**

✧ **Are you claiming Dislocation Allowance (DLA)?**

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?**

✧ **Are you claiming a Temporary Lodging Expense (TLE)?**

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?**

Yes ▾

No ▾

No ▾

No ▾

No ▾

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

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.

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? No ▾

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 ▾

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

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.

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](#)

✧ **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!



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.

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

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

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.

[Back](#)

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.*

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:** SPOUSE ▾
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? No ▾

[Back](#) [Save](#)

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?

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.

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

Back

Next

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.

If you selected “Yes” to the question “Are you claiming a Temporary Lodging Expense (TLE)?” the TLE tab will be available to you.

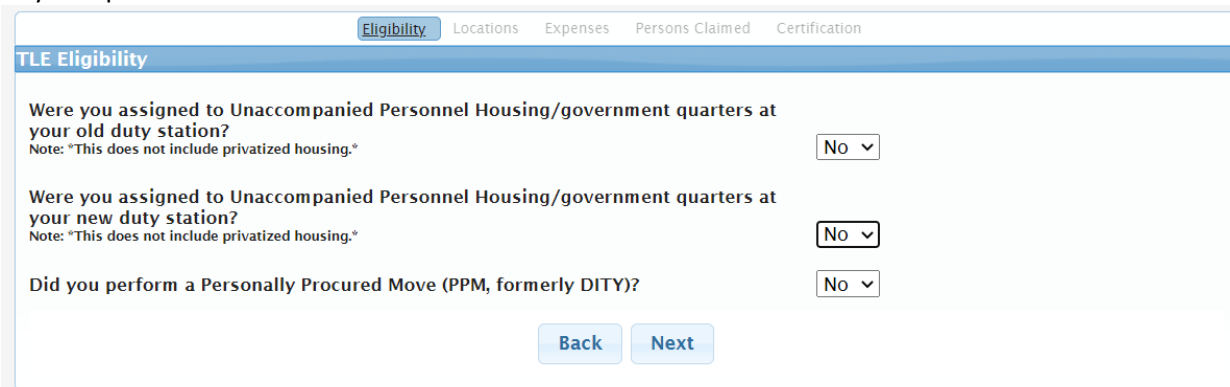


The image shows the top section of the SmartVoucher application. It features a header with the 'SmartVoucher' logo and a navigation bar with tabs: Menu, User Type, Initial, Advances, Personal, Dependents, TLE (highlighted), Itinerary, Reimbursables, Meals, Misc, Finish, Preview, View/Print, and Logoff. Below the navigation bar is a sub-menu bar with tabs: Eligibility (highlighted), Locations, Expenses, Persons Claimed, and Certification.

Within the TLE tab, there are five areas, Eligibility, Locations, Expenses, Persons Claimed, and Certification. Each area will guide you with questions.

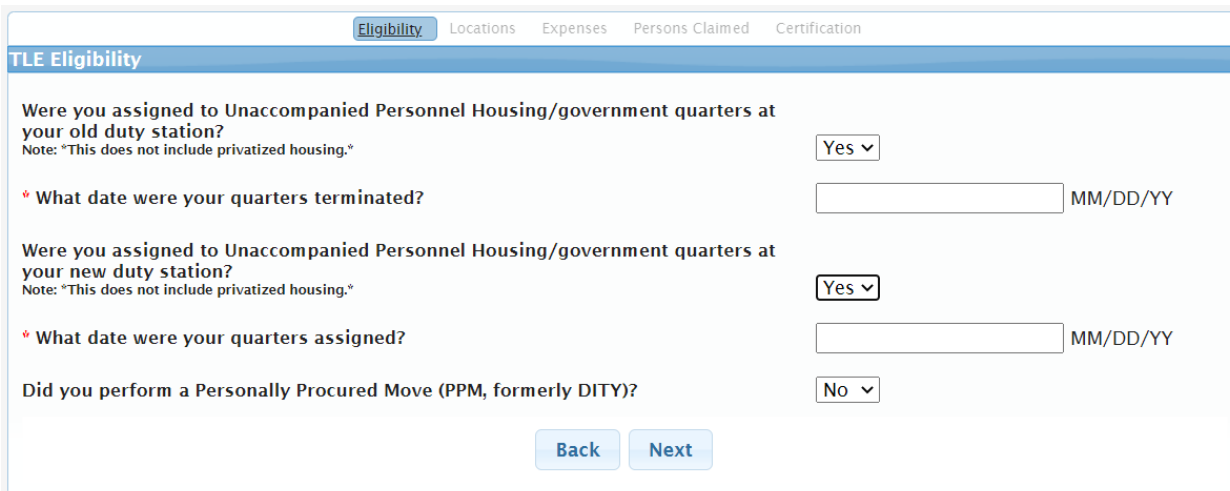
TLE Eligibility

SmartVoucher will prompt you with questions to determine your eligibility for TLE. Answer the questions as they pertain to your specific situation.



This screenshot shows the 'TLE Eligibility' form. It contains three questions, each with a 'No' dropdown menu. The first question is 'Were you assigned to Unaccompanied Personnel Housing/government quarters at your old duty station?' with a note: '*This does not include privatized housing.*'. The second question is 'Were you assigned to Unaccompanied Personnel Housing/government quarters at your new duty station?' with a note: '*This does not include privatized housing.*'. The third question is 'Did you perform a Personally Procured Move (PPM, formerly DITY)?'. At the bottom are 'Back' and 'Next' buttons.

There may be additional information required based upon your responses to the questions.



This screenshot shows the 'TLE Eligibility' form with additional date fields. The first question is 'Were you assigned to Unaccompanied Personnel Housing/government quarters at your old duty station?' with a note: '*This does not include privatized housing.*' and a 'Yes' dropdown menu. Below it is a question: '* What date were your quarters terminated?' with a text input field and 'MM/DD/YY' label. The second question is 'Were you assigned to Unaccompanied Personnel Housing/government quarters at your new duty station?' with a note: '*This does not include privatized housing.*' and a 'Yes' dropdown menu. Below it is a question: '* What date were your quarters assigned?' with a text input field and 'MM/DD/YY' label. The third question is 'Did you perform a Personally Procured Move (PPM, formerly DITY)?'. At the bottom are 'Back' and 'Next' buttons.

Click Next button.

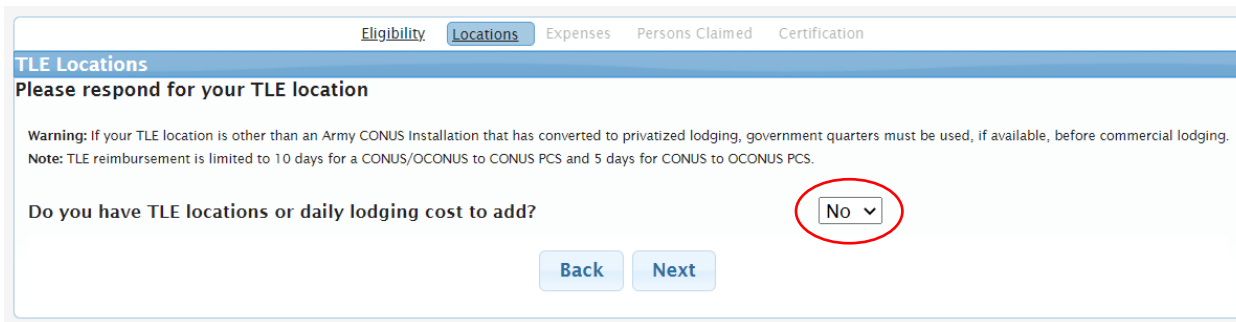
TLE Locations

Next you will be required to input information about your TLE locations.

Please note: If your TLE location is other than an Army CONUS Installation that has converted to privatized lodging, government quarters must be used, if available, before commercial lodging.

Temporary Lodging Expense (TLE) reimbursement is limited to 10 days for CONUS/OCONUS to CONUS PCS and 5 days for CONUS to OCONUS PCS.

Temporary Lodging incurred OCONUS is considered Temporary Lodging Allowance (TLA) and is NOT a Travel Pay entitlement and cannot be claimed in SmartVoucher. TLA is a Military Pay entitlement and must be filed/claimed with your Finance Office.



The screenshot shows a web application interface for 'TLE Locations'. At the top, there are tabs: 'Eligibility', 'Locations' (which is selected and highlighted in blue), 'Expenses', 'Persons Claimed', and 'Certification'. Below the tabs, the title 'TLE Locations' is displayed in a blue header bar. The main content area has the heading 'Please respond for your TLE location'. Below this heading, there are two lines of text: a 'Warning' and a 'Note'. The 'Warning' states: 'Warning: If your TLE location is other than an Army CONUS Installation that has converted to privatized lodging, government quarters must be used, if available, before commercial lodging.' The 'Note' states: 'Note: TLE reimbursement is limited to 10 days for a CONUS/OCONUS to CONUS PCS and 5 days for CONUS to OCONUS PCS.' Below the text, there is a question: 'Do you have TLE locations or daily lodging cost to add?'. To the right of this question is a dropdown menu with the text 'No' and a downward arrow. The dropdown menu is circled in red. At the bottom of the form, there are two buttons: 'Back' and 'Next'.

Select "yes" and additional questions will be presented.

If you made an error and do not have TLE expenses to claim, proceed back to Initial screen and change your response to the "Are you claiming a Temporary Lodging Expense (TLE)?" to "no".

Click Next button.

Be sure to read and respond to all questions.

If you are claiming meals only for a date, date range, or location, select “No” to the question “Did you incur daily lodging costs at this location?”

If you have another date, date range, or location to claim, select “Yes” to “Do you have another TLE location or different daily lodging cost to add?” and click Save button.

If you only have one date, date range, or location to claim, select “No” to “Do you have another TLE location or different daily lodging cost to add?” and click Next button.

[Eligibility](#) [Locations](#) [Expenses](#) [Persons Claimed](#) [Certification](#)

TLE Locations

Please respond for your TLE location

Warning: If your TLE location is other than an Army CONUS Installation that has converted to privatized lodging, government quarters must be used, if available, before commercial lodging.

Note: TLE reimbursement is limited to 10 days for a CONUS/OCONUS to CONUS PCS and 5 days for CONUS to OCONUS PCS.

Do you have TLE locations or daily lodging cost to add?

Yes ▾

Is your TLE location at or near an Army CONUS Installation?

Yes ▾

Did you stay in off-post lodging?

No ▾

✧ What day did you arrive/check-in?

MM/DD/YY

Note: Your arrival date is typically paid as a travel per diem day and will not count as a TLE day.

✧ What is the zip code of this TLE location?

[Zip Code Lookup](#)

Note: TLE is limited the 48 contiguous states

✧ City?

✧ State?

▾

Did you incur daily lodging costs at this location?

No ▾

✧ What day did you depart/check out?

MM/DD/YY

Do you have another TLE location or different daily lodging cost to add?

No ▾

Back

Next

Click Next button.

TLE Expenses

Next you will be required to input information about your TLE expenses.

PLEASE BE SURE TO INCLUDE TAXES AND FEES IN YOUR DAILY TLE LODGING EXPENSE. Do NOT input an average, please input the actual daily lodging expense including taxes and fees.

Also, annotate if your lodging expenses were charged on your Government Travel Charge Card, SmartVoucher will add up your expenses for your split disbursement.

[Eligibility](#) [Locations](#) [Expenses](#) [Persons Claimed](#) [Certification](#)

TLE Location Daily Lodging Costs

Note: Amount claimed should include lodging rate and taxes

City	State	Zip Code	Arrival Date	Departure Date
Indianapolis	IN	46256	8/6/21	8/13/21
Date	Lodging Expense			
8/6/21	Amount: <input type="text" value="0"/>	Applied to Government Travel Charge Card: <input type="radio"/> No <input checked="" type="radio"/> Yes		
8/7/21	Amount: <input type="text" value="0"/>	Applied to Government Travel Charge Card: <input type="radio"/> No <input checked="" type="radio"/> Yes		
8/8/21	Amount: <input type="text" value="0"/>	Applied to Government Travel Charge Card: <input type="radio"/> No <input checked="" type="radio"/> Yes		
8/9/21	Amount: <input type="text" value="0"/>	Applied to Government Travel Charge Card: <input type="radio"/> No <input checked="" type="radio"/> Yes		
8/10/21	Amount: <input type="text" value="0"/>	Applied to Government Travel Charge Card: <input type="radio"/> No <input checked="" type="radio"/> Yes		
8/11/21	Amount: <input type="text" value="0"/>	Applied to Government Travel Charge Card: <input type="radio"/> No <input checked="" type="radio"/> Yes		
8/12/21	Amount: <input type="text" value="0"/>	Applied to Government Travel Charge Card: <input type="radio"/> No <input checked="" type="radio"/> Yes		

Click Next button.

TLE Persons Claimed

If your dependents traveled with you or you are creating a dependent travel claim, your dependents' information was added on the Dependent screen.

Check the boxes next to the persons you are claiming for each date and location listed.

[Eligibility](#) [Locations](#) [Expenses](#) [Persons Claimed](#) [Certification](#)

TLE Persons Claimed

City	State	Zip Code	Arrival Date	Departure Date
Indianapolis	IN	46256	8/6/21	8/13/21
Date	Persons Claimed			
8/6/21	Self			<input type="checkbox"/>
	Alyssa Cushman			<input type="checkbox"/>
	Lyla Cushman			<input type="checkbox"/>
	Michaela Cushman			<input type="checkbox"/>
8/7/21	Self			<input type="checkbox"/>
	Alyssa Cushman			<input type="checkbox"/>
	Lyla Cushman			<input type="checkbox"/>
	Michaela Cushman			<input type="checkbox"/>



Click Next button.

TLE Certification

Read the TLE Certification Statement and if you concur, click the checkbox and click the Sign button. Doing this adds your electronic signature to your TLE Form.

Click Next button.

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.

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

Select Add to begin your itinerary.

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

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

Back Add

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?

USA ▼

What is the zip code of your departure location?
[Zip Code Lookup](#)

Installation/Base/City

State

▼

What was your mode of travel?

▼

Next Stop Information

What date did you arrive?

MM/DD/YYYY

What country did you arrive in?

USA ▼

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

[Zip Code Lookup](#)

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

Menu	User Type	Initial	Advances	Personal	Dependents	Itinerary	Reimbursables	Meals	Misc	Finish	Preview	View/Print	Logoff
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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
Edit	Delete	06/04/2021	Fort Drum	NY	USA	06/04/2021	Fort George G Meade	MD	USA	PA	LV	0	\$0.00

[Back](#)
[Add Next Stop](#)

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

Menu	User Type	Initial	Advances	Personal	Dependents	Itinerary	Reimbursables	Meals	Misc	Finish	Preview	View/Print	Logoff
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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
Edit		06/04/2021	Fort Drum	NY	USA	06/04/2021	Fort George G Meade	MD	USA	PA	LV	0	\$0.00
Edit	Delete	06/07/2021	Fort George G Meade	MD	USA	06/07/2021	Fort Bragg	NC	USA	PA	MC	0	\$0.00

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

If you are claiming Reimbursable expenses, select Add on the Reimbursables tab.

If you are not claiming Reimbursable expenses, select Next on the Reimbursables tab.

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

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

Currently, you have not entered any expenses for this travel voucher.	Total: \$0.00	\$0.00
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[Back](#) [Add](#) [Next](#)

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.

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

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

Currently, you have not entered any expenses for this travel voucher.	Total: \$0.00	\$0.00
---	---------------	--------

Add/Edit 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](#)

Menu	User Type	Initial	Advances	Personal	Dependents	Itinerary	Reimbursables	Meals	Misc	Finish	Preview	View/Print	Logoff
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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
Edit	Delete	06/04/2021	TOLLS (HIGHWAYS, BRIDGES, ETC.)	\$80.00	<input type="radio"/> No <input checked="" type="radio"/> Yes	YES
				Total: \$80.00	\$80.00	

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

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

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.

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Miscellaneous Information

Step 9 of 12

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:

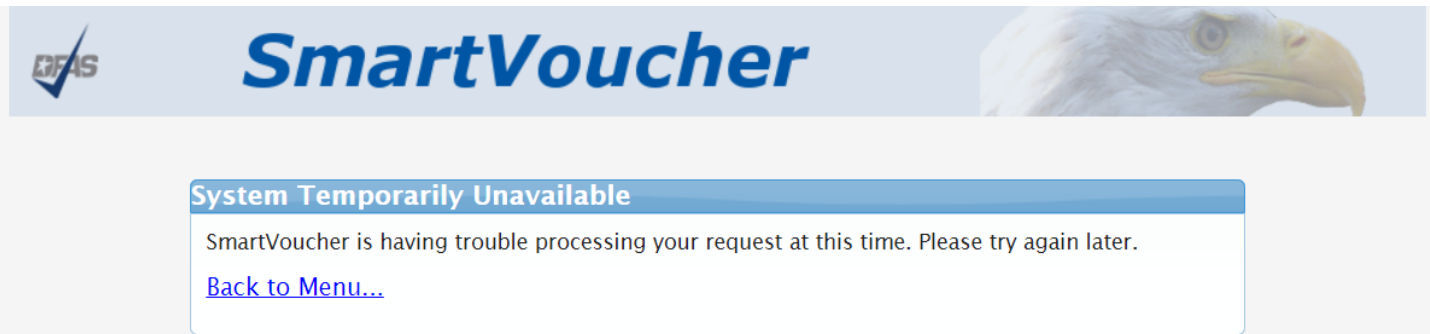
Remaining Characters: 800

Back

Next

Select the Next button to move to the next tab.

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.



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.

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.

A screenshot of the "Split Disbursement" form in the SmartVoucher application. The top navigation bar includes tabs: Menu, User Type, Initial, Advances, Personal, Dependents, Itinerary, Reimbursables, Meals, Misc, Finish (highlighted), Preview, View/Print, and Logoff. The form title is "Split Disbursement" with a sub-header "Split Disbursement" and a step indicator "Step 10 of 12". The "Instructions:" section states: "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." Below this, a link "Check GTCC Balance" is provided. The main input area shows the text "You indicated that you charged this amount to your Government Travel Charge Card for this voucher: (Format: 100.00)" followed by a red arrow pointing to a text box containing "\$ 80.00" and a "Recalculate" button. A "NOTE:" states: "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." Below the note, the text "\$0.00 - Expenses not applied to Government Travel Charge Card" is displayed. At the bottom are "Back" and "Next" buttons, with the "Next" button circled in red.

Once complete, click Next to move to next tab.

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

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

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

Dependent												
Edit	First name	Middle Initial	Last name	Relationship	Effective Date	Street	City	State	ZIP	Country	Traveling	
Edit	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	
Edit	06/04/2021	Fort Drum	NY	USA	06/04/2021	Fort George G Meade	MD	USA	PA	LV	0	Yes	\$0.00	
Edit	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
Edit	06/04/2021	TOLLS (HIGHWAYS, BRIDGES, ETC.)	\$80.00

Meal Expenses	
No Meal Expenses information available.	

Miscellaneous Information		
Edit	Question	Answer
Edit	Leave Taken:	
Edit	Unused Tickets:	
Edit	Remarks:	

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

Once you have completed our review, click Next to move to next tab.

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. IN ADDITION, PLEASE UPLOAD YOUR COMPLETED DA 31 FORM FOR IN PROCESSING.

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

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.

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

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 help?

1. Contact your servicing Army Military Pay Office (AMPO), or
2. Contact our Customer Care Center at 1-888-DFAS411 or 1-888-332-7411, Monday – Friday between the hours of 0800-1700 Eastern Time, or
3. Visit our website at <https://www.dfas.mil/MilitaryMembers/travelpay/armypcs/>, or
4. Submit your question via AskDFAS at <https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=6>.