

# PCS Smart Voucher (SV) Quick Start Guide



Mission: Lead our customers in finance and accounting by ensuring the delivery of efficient, exceptional quality pay and financial information.



## Moving to another duty station?



Get your Permanent Change of Station (PCS) travel voucher paid faster. Once you submit one PCS SV, your next voucher will be even easier to prepare.

## Streamlining the SmartVoucher Process



## Where should you start?

### 1. Basic information you will need:

- New unit of assignment
- Date of birth of children
- Date of marriage

### 2. Documents you will need:

Scan for retrieval later.

- PCS Orders/amendments
- DA Form 31, "Leave Form"
- DFAS Form 9098, If you are filing for

Temporary Lodging Expense (TLE)

- Applicable "zero" balance receipts for OCONUS travel, TLE receipts, etc.

### 3. If you had TDY enroute with your PCS:

- You will need a copy of your DD Form 1610 if your TDY info and line of accounting are not on your PCS order.
- You may need to call your S1 or new DMPO for help since these vouchers may be complicated to complete.

## Our Core Values

INTEGRITY | SERVICE | INNOVATION

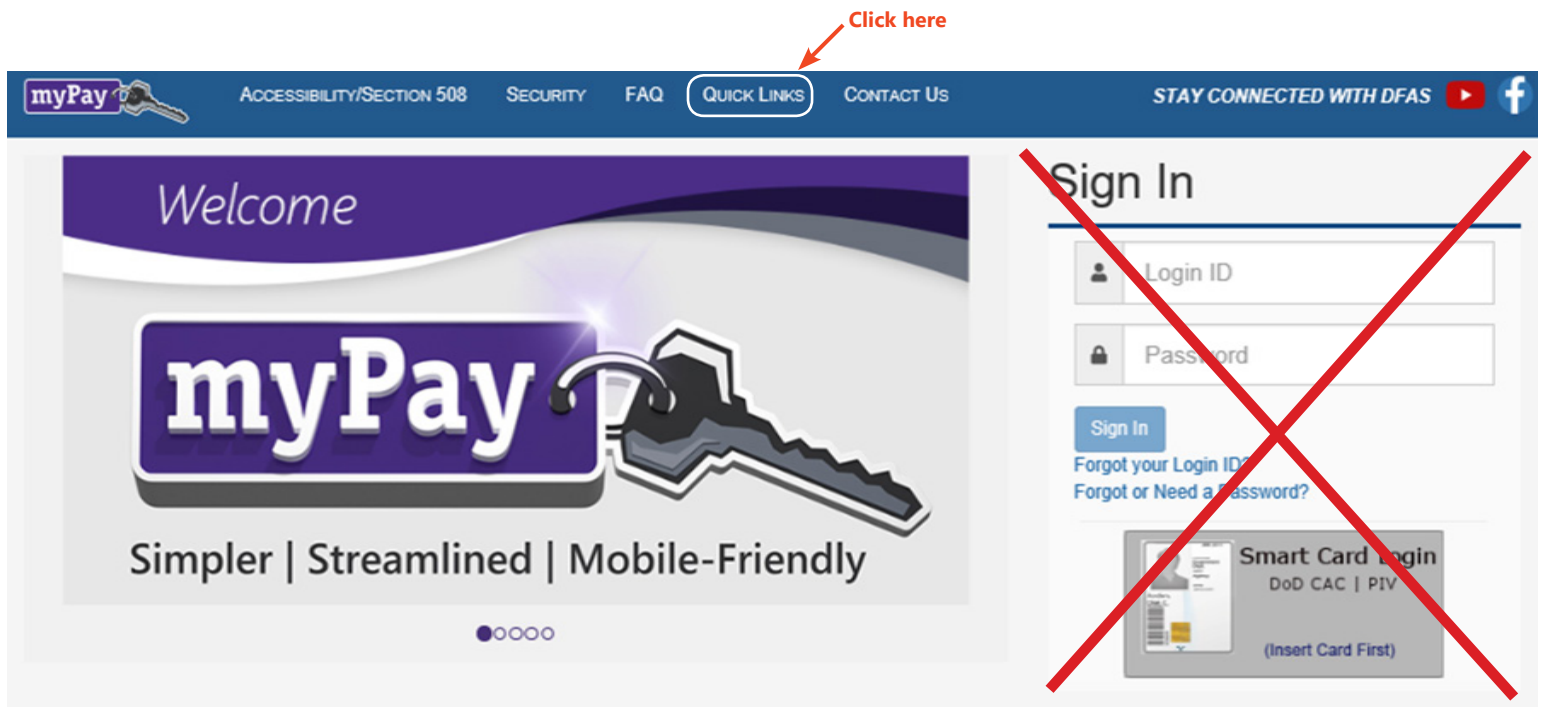
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## 4. Let's get started

1. You will need to login to the site. Here you have two options:
  - a. You can use a government computer at work, or
  - b. You can use your personal computer to login with your MyPay Login ID and PIN.
2. You have two ways to enter SmartVoucher:
  - a. Go directly to SmartVoucher at <https://smartvoucher.dfas.mil/voucher/>, or
  - b. You can also find it at Quick Links at the MyPay page. If you enter through MyPay, please don't login until after you arrive at the SmartVoucher link on the Quick Links.



3. Once you are in, start answering the questions.
4. When answering the question, "What AMPO are you submitting from?" this will usually be the same as the installation that you PCSed to.
5. Attach scanned copies of PCS orders, leave form, amendments, any appropriate "zero" balance receipts, TLE voucher with "zero" balance receipts, etc.
6. Electronically sign the SmartVoucher in the View/Print tab and select Submit Travel Voucher. This will send a copy of the voucher to your new AMPO for their review. If you make any errors, the AMPO or DFAS Rome Travel Office will return the voucher to you in SmartVoucher, so watch your e-mail for any follow-on messages. Also, if you realize that you made an error, you can unsign the SmartVoucher, before submitting to the AMPO, by unchecking the signature box to pull it back in order to correct it.

**Your AMPO is: AMPO FT Gordon**