

# Mil 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.



## Welcome to your new Permanent Duty Station (PDS)



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.

**Streamline the PCS Voucher Process, use SmartVoucher to create and submit!**



## Where should you start?

### 1. Basic information you will need:

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

### 2. Documents you will need to scan for retrieval later:

- PCS orders and amendments
- DA Form 31, "Leave Form"
- Zero balance receipts for all lodging and any expense greater \$75.00

- DFAS Form 9098, if you are claiming Temporary Lodging Expense (TLE)
- DD2278 and OPE worksheet, if you are claiming Personally Procured Move (PPM)/DITY

### 3. If you had TDY en route 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 Pay Office for help since these vouchers may be complicated to complete

## Our Core Values

INTEGRITY | SERVICE | INNOVATION

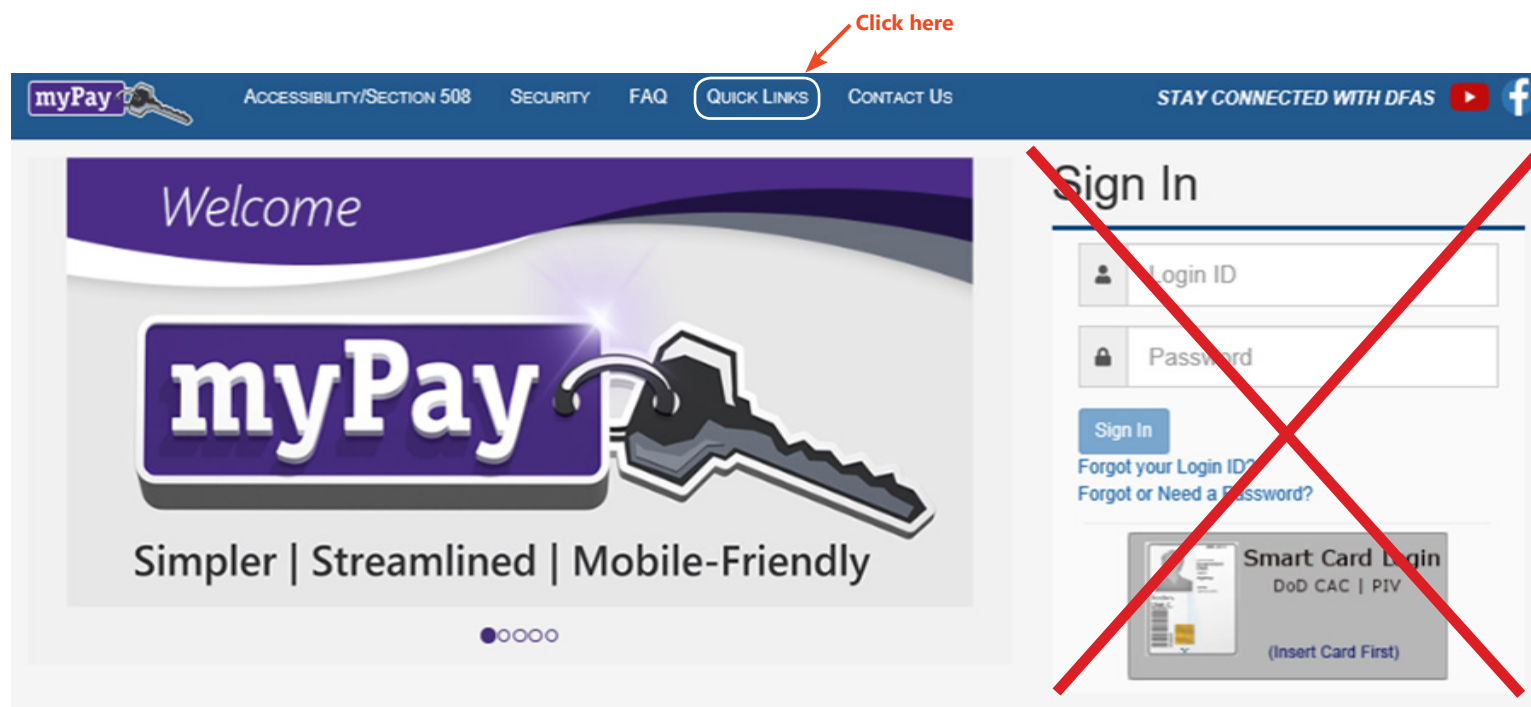
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## 4. Let's get started

1. **You will need to login to the site and you have two options:**
  - a. You may use a government computer at work with your CAC, or
  - b. You may use your personal computer to login with your MyPay Login ID and Password/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. What day did your travel begin? This is normally the date in block 14 of your DA 31. Your Mission Complete/Arrival Date at your new permanent duty station is the day you arrived, this is normally the date in block 16 of your DA 31. The exception would be if you took leave or PTDY in the local area prior to signing in.
5. When answering the question, "What Pay Office are you submitting from?" this will usually be the same as the installation that you PCS to. **BE SURE to select the new DMPO/AMPO that you are assigned to on the User Tab!**
6. Attach scanned copies of PCS orders, leave form, amendments, any appropriate "zero" balance receipts, TLE claim form (DFAS 9098) with "zero" balance receipts, etc.
7. Electronically sign the SmartVoucher in the View/Print tab and select Submit Travel Voucher. This will electronically send a copy of the voucher to your new Pay Office for their review.  
**NOTE:** If you do not have the Submit Travel Voucher button, you must download your PDF voucher, digitally sign it, and submit it along with your supporting documents (orders, leave form, receipts, etc.) via email or Travel Voucher Direct.
8. If you make any errors, the Pay Office 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 click "edit" or uncheck the signature box in SmartVoucher, before submitting to the Pay Office, to make your correction it.
9. If you completed and submitted your SmartVoucher PCS claim outside of the Pay Office, please be sure to see/contact the Pay Office to complete your in-processing.