

Where can you find help?

DFAS does NOT compute Mil PCS voucher for Air Force, Navy or Marine Corps. If DFAS does not compute your Mil PCS voucher, please contact your local Pay Office for assistance.

If you create and submit your Mil PCS SmartVoucher outside of your Pay Office, please contact your Pay Office to complete your in-processing.

For questions about your **Personally Procured Move (PPM, formerly DI-TY)**, please contact your Transportation Office. Your Transportation Office must approve your weight allowance prior to sending your voucher to DFAS for computation and payment.

If you are **separating or retiring** from the Army please call DFAS Customer Care Center at 1-888-332-7366 or submit your question online at AskDFAS (Ask Travel Pay at <https://corpweb1.dfas.mil/askDFAS/custMain.do?mid=6>).

Additional resources are available online at <https://www.dfas.mil/MilitaryMembers/travelpay/armypcs/>

If you are submitting a casualty Mil PCS voucher packet, please submit to: dfas.indianapolis-in.jfa.mbx.in-travel-casualty@mail.mil.



**DEFENSE FINANCE &
ACCOUNTING SERVICE**

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

Mil PCS SmartVoucher (SV) Quick Start Guide

SmartVoucher

Welcome to your new Permanent Duty Station



**DEFENSE FINANCE &
ACCOUNTING SERVICE**

For hard copy submissions please send to:
DFAS Rome
ATTN: Travel Pay—Mil PCS
325 Brooks Road
Rome, NY 13441-4527

For email submissions please send to:
Claims—DFAS-MILPCS@mail.mil
Advances—DFAS-MILPCSADVANCE@mail.mil

Where do you begin?

I. Basic information you will need:

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

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

- PCS orders & amendments
- DA Form 31, "Leave Form"
- Zero balance receipts for all lodging and any expense greater than \$75
- DFAS Form 9098, if claiming Temporary Lodging Expense (TLE)
- DD Form 2278 and OPE worksheet, if claiming Personally Procured Move (PPM)/DITY

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 SI or new Pay Office for help since these voucher may be complicated to complete

4. Let's get started with your voucher!

1. You will need to login to the site using either option:

- You may use government computer at work with your CAC, or
- You may use your personal computer to login with your myPay Login ID and Password/PIN

2. You have two ways to enter SmartVoucher:

- Go directly to SmartVoucher at <https://smartvoucher.dfas.mil/voucher/>, or

The logo for SmartVoucher, featuring the word "SmartVoucher" in a stylized, white, outlined font on a dark blue rectangular background.

- You may also find it at Quick Links at the myPay page. If you enter through myPay, please do not log in until after you arrive at the SmartVoucher link

The logo for myPay, featuring the word "myPay" in a white, sans-serif font on a dark blue rectangular background, with a silver key icon to the right.

3. Once you have successfully logged in, start answering the questions.

4. What day did your travel begin? Typically, the date in block 14 of your DA 31. Your Mission Complete/Arrival Date at your new PDS is the day you arrived, typically the date in block 16 of your DA 31. **EXCEPTION:** 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?, usually the same as the installation that you PCSed to. **BE SURE** to select the new DMPO/AMPO location where you are assigned.

6. Attached scanned copies of your PCS orders/amendments, leave form, any appropriate zero balance receipts, TLE and/or PPM forms (see Documents you will need to scan for retrieval later section).

7. After you have reviewed your voucher, electronically sign it in the View/Print tab and select Submit Travel Voucher. Your claim will be electronically sent to your new Pay Office for review.

NOTE: If you do NOT have the Submit Travel Voucher button, you must download your PDF voucher, sign it, and submit it along with your supporting documents (orders, leave form, receipts, etc.) via email or Travel Voucher Direct.

8. If your voucher has any errors or supporting documents are missing, it will be returned by DFAS or your Pay Office to you in SmartVoucher, so **be sure to watch your email** for any messages. Also, if you realize that you made an error prior to submitting, click on edit (this will unsign your SmartVoucher), make your correction, sign and submit.

9. If you have completed your SmartVoucher PCS claim outside of the Pay Office, **please be sure to contact the Pay Office to complete your in-processing.**