



U.S. ARMY

**IN/OUT PROCESSING BRIEF
LEVY BRIEF**

Army Military Pay Office





U.S. ARMY

Army Military Pay Office

HOURS OF OPERATION

Office Hours:

Monday - Thursday 0900 – 1600

Friday 1200-1600

Closed on Federal Holidays





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PAY ENTITLEMENTS

Cost of Living Allowance (COLA)

- COLA stops the day prior to departure date (start of absence request)

Basic Allowance for Housing (BAH)

- BAH remains at the Hawaii rate until sign into new Permanent Duty Station
- If TDY enroute, BAH remains at the Hawaii rate until sign into new Permanent Duty Station
- Single Barracks Soldiers – BAH is paid at the Hawaii without dependent rate while on PCS leave
 - **IN PROCESS QUICKLY TO AVOID DEBT**

Family Separation Housing (FSH or Dual BAH)

- Hawaii rate stops the day prior to departure date
- BAH will remain with dependent for dependent location





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ADVANCE PAY / DLA

- ONE Month's advance pay may be requested prior to departure or at gaining duty station
 - Can be requested 30 days prior to PCS departure OR 60 days after your PCS arrival at next PDS
 - DD2560 (Use ARMY PUBS), PCS orders and absence request
 - Single soldiers (regardless of rank) must provide written justification and have commanders' approval. At AMPO discretion if payment is authorized
- Advance DLA requires 10-15 Business days to be processed
 - Request via: <https://smartvoucher.dfas.mil/>
 - Create Travel Advance Request





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Dislocation Allowance Advance

SmartVoucher

Logout

My Dashboard ?

Create ▾

Search Vouchers

Generate Report

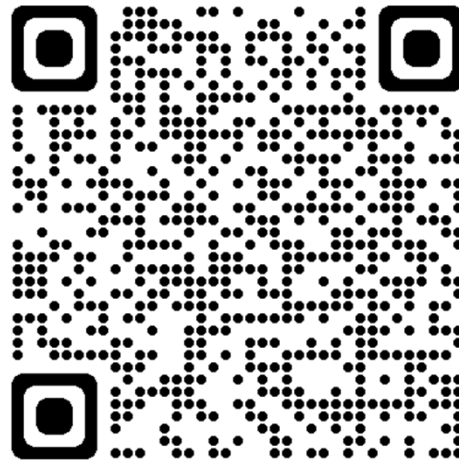
New Voucher

Supplemental Voucher

Dependent Voucher

Travel Advance Request

- Additional information on what DLA is and how it works





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Pet Travel Reimbursement

- Pet Transportation Reimbursements are approved with an effective date of 1 January 2024. No retroactive Reimbursement
- **1 Pet** per PCS Household (Cat or Dog only)
- \$2,000 OCONUS max
- The authorization must be included in the PCS orders.
 - If using a pet moving service, you will need a SNA from Transportation office
- The expense needs to be claimed on the Smart Voucher in reimbursables section
- Need a valid paid receipt for the expenses claimed:
- Mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member





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Government Travel Charge Card (GTCC)

- Before your departure, contact your Organizational Defense Travel Administrator (ODTA) to ensure your account is placed in a “Mission Critical Status” to avoid account becoming delinquent while waiting for reimbursement.
- Can be found at the BN S3 or BDE S8





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CITI Manager for GTCC

User ID Password

User ID

Sign On

[Forgot User ID / Password?](#)

[Register as a Cardholder](#)

[Register as a Non-Cardholder](#)



DOWNLOAD THE CITIMANAGER APP

- You can create a username and password, download the app and control it, like any other banking app.





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TEMPORARY LODGING ALLOWANCE - TLA

Required documents to process Departure TLA :

- TLA authorization memo from housing services
- Original lodging receipts (daily itemized, zero (0) balance hotel receipt) with kitchen memo as applicable
- Complete copy of PCS orders (one sided)
- Approved IPPS-A Absence Request
- Flight itinerary (including dependents if applicable)

TLA PACKET must be single sided and walked into the finance office.

After departure can be emailed for payment:

usarmy.schofield.usarpac.mbx.usafmcom-ampo-tla1@army.mil

Additional information can be found at [Policy 19: Housing Services Office :: U.S. Army Garrison Hawaii](#)

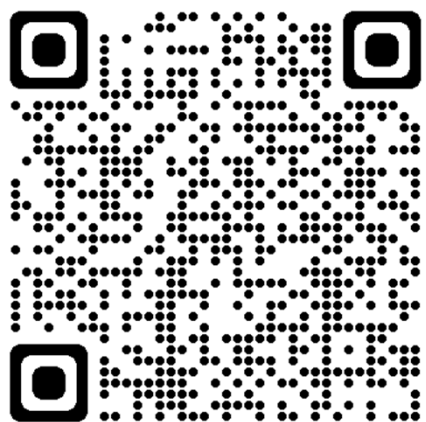




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TEMPORARY LODGING EXPENSE - TLE

- Mainland hotel expense at next permanent duty station
- 14 days is authorized
- Meals only or Meals and Lodging
- You must be within 75 miles of gaining station to be eligible, and your hotel receipts must be itemized. i.e. everyday, broken down by charge(s) with a \$0 balance receipt



- If you would like additional information on TLE
- www.dfas.mil





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CLEARING PAY OFFICE

SM MUST clear all sections prior to clearing the Pay Office besides final out

If issued a statement of charges by CIF it MUST BE stamped by CIF to be processed by finance

Can clear no more than 3 business days prior to your departure date (start of leave) Must be in uniform

Required documents:

- Clearing papers
- 1 copy of PCS Orders (w/amendments, if applicable)
- 1 copy of IPPSA Absence Request
 - Absence Request or 1610 for TDY is required to cover all days until Report date on orders
- 1 copy of Flight Itinerary (dependents, if applicable))
- **If there is a discrepancy with the pay account, more documentation may be required prior to clearing**

