



U.S. ARMY

Smart Voucher Instructions

Army Military Pay Office
In and Out Processing
BLDG 750 RM 103





U.S. ARMY

Government Travel Charge Card (GTCC)

- If you used the Government Travel Card during your PCS move, you choose “Split Disbursement” on the Smart Voucher along with a dollar amount owed to have the balance paid directly to Citibank by DFAS Rome.
- Contact your Organizational Defense Travel Administrator (ODTA) Immediately upon arrival to your unit to ensure your account is placed in a “**Mission Critical Status**” to avoid account becoming delinquent while waiting for reimbursement.
- If you are arriving from an overseas location, you will need bank statements to reimburse foreign exchange fees.
- **If you purchased your airline ticket with your GTCC, ensure you claim reimbursement for this in Reimbursable Expense Tab in Smart Voucher**
- To request GTCC balance call CITI Bank at **1-800-200-7056**.

YOU ARE RESPONSIBLE TO PAY YOUR GTCC OR CITIBANK WILL GARNISH YOUR WAGES AND CHARGE LATE FEES





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CITI Manager for GTCC



User ID Password

User ID Password

☐ Remember User ID

Sign On

[Forgot User ID / Password?](#)

[Register as a Cardholder](#)

[Register as a Non-Cardholder](#)

- Go to your BN S3 or BDE G8 if you need assistance





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Allows customer electronic access to:

- LES View/Print
- EFT – Change bank account for direct deposit
- Adjust Federal and State tax withholding
- W-2 view and print
- Allotments – Start, Stop, Change
- TSP (Election and address changes)
- DFAS Vouchers Paid Within Last 12 Months
- **AOP (Advice of Payment) See and View your paid Smart Voucher**

<https://mypay.dfas.mil/>





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Smart Voucher Information

- Smart Voucher is a self-contained system that allows travelers to complete travel voucher submissions and routes them to the AMPO for review and subsequent routing to DFAS Rome for final computation, audit and payment. Payments are made to the government travel card (if chosen by the traveler) and to the traveler.
- Once the AMPO reviews the voucher and everything is correct, your documents will be downloaded to process all required changes to your military pay account, to include BAH, COLA and meal deductions; no further action is required unless there are any additional documents that were not included.





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Email Notifications From Smart Voucher

- AMPO (Smart Voucher system refers to as DMPO) reviews Smart Voucher and will either accept or reject Smart Voucher.
- If Smart Voucher is rejected, you will receive an email notification to correct your previous smart voucher and resubmit.
 - **Failure to resubmit until accepted will result in suspended paycheck in 90 days**
- If Smart Voucher is accepted, you will receive an email notification that it has been signed by DMPO.





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Smart Voucher Information

Information Required:

- New unit of assignment (as reflected on your PCS order)
- Date of marriage
- Date(s) of birth of children
- E-mail address (add dfas-smartdocs@mail.mil to your address book and review your spam folder for notifications)
- A separate voucher (Dependent Voucher) is required to be completed for dependents period of travel if the dependents traveled at a different date or from a different location than you.
- A separate voucher is required for POV drop-off and/or pick-up if the trip was done separately from the actual PCS travel (example, you reported to Schofield Barracks 10 FEB and POV Drop-off took place 2 JAN)





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NON-Reimbursable Expenses

- Rental Car (Unless authorized during TDY period on 1610)
- Laundry Fees
- ATM Fees
- Gas
- Food
- Lodging more than 75 miles outside of last duty station
- Baggage carts
- Tolls





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Reimbursable Expenses

- Taxi Fares (need receipts for \$75.00 and up)
- Excess and Overweight Baggage (need receipts)
- Commercial Plane Tickets (IBA authorized)
- CTO Fee (SATO booking fee)
- Foreign Exchange fee (requires CITIBANK statement)
- Pet Expense
- Temporary Lodging Expense (TLE)





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Dislocation Allowance (DLA)

- IAW JTR (0505), DoDFMR (060601), & ARMY Housing policy (420-1); Government Quarters are issued for **Single Soldiers E6** and below for an OCONUS PDS.
- To pay DLA to single E6 (or below) one of the following must be included with smart voucher submission:
 - E6 - Local Housing Policy:
 - **Policy 39 Unaccompanied Personnel Housing Policy**
 - **<https://home.army.mil/hawaii/index.php/about/command-pubs>**
 - E5 and below - Individual CNA authorizing member to receive without dependent BAH by Housing
- This policy was put in effect on 11 May 2022 By DFAS ROME





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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Temporary Lodging Expense (TLE)

- TLE is for CONUS lodging
- 7 days from CONUS to OCONUS
- Must complete TLE portion of Smart Voucher and attach \$0 balance lodging receipts
 - You will be prompted with questions that will create the TLE form in Smart Voucher.
- **Only** reimbursable if:
 - The hotel was within a **75-mile radius** of last permanent duty station
 - **AND** you have an ITEMIZED receipt showing \$0 balance due





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A Complete Packet Submission

- DD 1351-2 Travel Voucher (This is system generated by Smart Voucher)
- PCS Orders - ALL PAGES of original (.00 IPPSA order) w/Amendments, if applicable
- Flight itinerary: Receipt will read, **“This is your official receipt of travel”** under traveler names
- POV Shipment Form (if vehicle was shipped) - Either the diagram with marks, or the short form with monetary amount in the upper right hand corner.
- TLE worksheet and lodging receipt with \$0 balance. (Each day and what you were charged needs to reflect on the receipt).
- All receipts for reimbursements - Commercial plane tickets, taxi, pet, etc.
- GTCC statement if arriving from overseas location for exchange fees
- DD Form 1610 – For TDY En-route





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Gaining Access to Smart Voucher

<https://smartvoucher.dfas.mil/consent>



This QR will take you to
the
Smart Voucher site.





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Smart Voucher Instructions

Consent Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

I consent to the above conditions

- **Click consent box**





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Smart Voucher Instructions

Privacy Act Statement

The information you provide to SmartVoucher is covered by the Privacy Act of 1974. For questions regarding your personal information and/or acquiring a copy of the Privacy Statement, contact your local Human Resources Office.

Authority: 5 U.S.C. Section 301; Department Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R, Volume 9; and E.O. 9397 (SSN), as amended.

Principal Purposes: Personally identifiable information is collected in order to populate fields on the Travel Voucher submission form.

Routine Uses: For users to complete and submit DD Form 1351-2 to their Travel Office.

Disclosure: Voluntary. However, failure to provide the information may mean your Travel Voucher cannot be processed.

I agree with above terms

- Click the agree box





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Smart Voucher Instructions

Welcome to Travel Pay Service's SmartVoucher

Login with myPay Credentials

Login ID

Same as myPay. **Not** your SSN. Case sensitive.

Password

Same as myPay. **Not** your Interactive Voice Response System PIN number.

Login

[Forgot your Login ID or Password](#)

Login with DoD CAC



Use **only** your own CAC. Select your Non-email certificate.

Login with CAC

Smart Voucher can be logged in with:

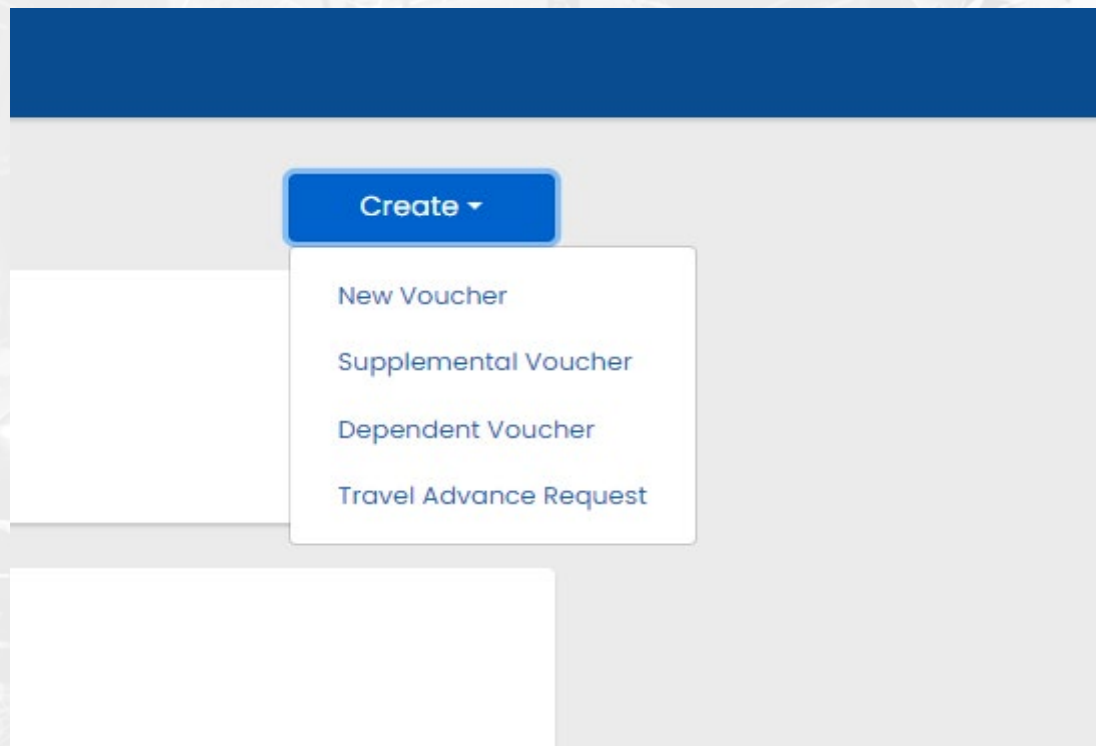
- Common Access Card
- myPay Login ID & Password





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Smart Voucher Instructions



New Voucher – This is for Service member only & Service member with Dependents traveling on same day same flight

Supplemental Voucher – Used for expenses that were not included on original voucher.
Ex. Forgot to Add Flight Receipt for Airfare

Dependent Voucher – This is used for dependents only, if traveled separately (unaccompanied by service member)





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Smart Voucher Instructions

User Type

Step 1 of 12 ▾

What is your category of travel?

PCS ▾

What type of user are you?

Active Duty ▾

What Local Finance Office are you submitting from?

Schofield Barracks, HI ▾

[Return to My Vouchers](#)

[Continue](#)

Fort Stewart, GA
Fort Wainwright, AK
Honduras
Hunter Army Air Field, GA
I am retiring from service
I am separating from service
Korea
MacDill AFB, FL
Naval War College, RI
Pentagon, DC
Presidio of Monterey, CA
Redstone Arsenal, AL
Rock Island, IL (MPD)
Schofield Barracks, HI
Shaw AFB, SC
Torii Station, Japan
USASD (Student Detachment)
USMTM, Saudi Arabia
Walter Reed, DC
West Point, NY

Submit to Schofield Barracks AMPO

- No matter which location you are going to, you must select Schofield Barracks.
- Schofield Barracks AMPO will not be able to view or search your submission OR in process your pay account if submitted to any other location.





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Smart Voucher Instructions

Initial Information

Step 2 of 11

Travel Order Number

72645

Please enter the Travel Order Number (TONO), between 1 and 15 characters, from your original PCS Orders.

*For IPPS-A orders, the TONO is the last 5 characters of the SDN

You must attach a copy of your orders/amendments in order for this claim to be processed

Add a Document

What is the issue date on the order?

03/19/2024

You will be paid by

Direct Deposit

Allow 24 to 48 hours for the change to register throughout the system

Did you ship your household goods?

Yes

Are you claiming a Dislocation Allowance (DLA)?

No

Select "No" if this is your first move without dependents, if you are residing in the barracks, or if this is a retirement/separation

See Chapter 5, Section 050104 of the JTR for more details about Dislocation Allowance (DLA) entitlement.

- Travel Order Number (TONO) - Found in the top left corner of orders
- *For IPPS-A orders, the TONO is the last 5 characters of the SDN
 - (Found on page 2 of original)
- Issue date of orders is found in the top right corner of the original order
- Did you ship your household goods?
- You can claim DLA if your dependents are command sponsored and traveled to new duty station OR if you are a single E6 and above OR

NOTE: IF YOU RECEIVED A DLA ADVANCE, YOU MUST SELECT YES FOR DLA OR DFAS ROME WILL TAKE IT BACK AND DEBT YOU





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Smart Voucher Instructions

Are you claiming a Temporary Lodging Expense (TLE)?

Yes



You will need the following documents to complete the TLE portion of your claim:

- PCS Travel Orders and all amendments
- Zero balance lodging receipts
- Statement of Non-Availability for CONUS locations other than on or near Army installations

[More TLE information](#)

Marital Status?

Married



Did you perform temporary duty en route?

No



On the itinerary, please ensure to include all official stops of travel, including temporary duty en route

Previous

Save & Continue

- Are you claiming TLE?
 - Can claim 7 days CONUS, at hotel within 75 miles of prior duty location – NOT ENROUTE
- Marital Status
 - Dual Military required to add spouses' information (Name, SSN, Branch, and current duty location) for proper payment processing of claim
- Did you go TDY enroute?
 - Yes, will ask if claiming on this voucher
- Save & Continue





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Smart Voucher Instructions

Marital Status?

Dual Military ▼

Spouse's SSN

Spouse's First Name

Spouse's Middle Initial

Spouse's Last Name

Spouse's Military Branch

Spouse's Current Duty Station

Your military spouse cannot be claimed as your dependent for a Temporary Lodging Expense (TLE). Also, you cannot claim a dependent that your military spouse has already claimed for the same TLE time period.

- **Marital Status**
 - **Dual Military**
- **Fill in using your spouse's information:**
 - **Social Security Number**
 - **First name**
 - **Middle Initial**
 - **Last name**
 - **Branch of Service**
 - **Current duty station**





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Smart Voucher Instructions

Advances

Step 3 of 12 ▾

Did you receive any previous government payments, partial payments, or advances for this travel order?

Yes ▾

Does **not** include ATM withdrawals from your government travel charge card

Payment/Advance Amount

DOV Number

\$3,270.94

unknown

Delete

SmartVoucher allows a maximum of 20 payments and/or advances per travel order

Enter a Payment/Advance

Did you receive any payments from the Defense Travel System (DTS) during this travel period?

No ▾

Previous

Save & Continue

You must answer YES if you took a DLA Advance

This does not include a Pay Advance, DD2560

- **Click Save & Continue**





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Smart Voucher Instructions

Personal Information

Step 4 of 12 ▾

First Name

Donald

Middle Initial (not required)

Last Name

Duck

DoD ID

Grade/Rank

E-6 ▾

- Enter your personal information





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Smart Voucher Instructions

Provide your current address, the one where we can contact you by mail (if necessary)

Current Country of Residence

USA

Current Street Address

4524 Loolina Rd

Current Zip Code/APO/FPO

96857

[USPS Zip Code Lookup](#)

Installation/Base/City

Schofield Barracks

Current State

Hawaii

- **Your current mailing address OR Any mailing address that you can get mail from.**
 - **(Ex. Parent's or Friend's address)**





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Smart Voucher Instructions

Unit of assignment

HHC |

Enter City/State or Post/State

If you don't know it, enter "Unknown"

Phone Number

808-655-5555

Provide your primary phone number, the one at which we are most likely to reach you

Email

donaldduck@yahoo.com

Provide your primary email, the one you read most consistently

Do you have a Government Travel Charge Card?

Yes



You can't request split disbursements if you don't have a card

- If you are not sure what your actual Unit of Assignment is then put USAG-HI or what is written on your orders as Assignment
- Please provide Phone # and Email that you can be reached at
 - Our office & DFAS Rome will communicate through these if needed
- Choose YES, if have a GTCC
- Click Save & Continue

Previous

Save & Continue





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Smart Voucher Instructions

Dependents

Step 5 of 12 ▾

A separate "Dependent Voucher" is needed for any dependent that traveled to/from a separate location or during a different timeframe. To create one, select "Dependent Voucher" from the "Create New" dropdown on the My Vouchers page.

Are you claiming dependents on this voucher?

Yes ▾

The address of a dependent should be their address at the time you received your orders

For PCS travel to/from a CONUS location, dependents must be authorized on your orders

For PCS travel to/from a 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 your dependents traveled in a separate vehicle

☐ **My dependents traveled at a separate time or from a different location than me**

By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

☐ **My dependents traveled to a designated location authorized on my PCS orders**

By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

Previous

Save & Continue

- If your dependents traveled with you and select "Yes" for claiming dependents.
- Select No If your dependents traveled separately or are arriving at a later date, this voucher will be for your travel only. Another voucher for your dependents will be completed upon their arrival.
- 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.
- Voucher will AUTO change to Dependent Voucher if you choose Middle or Last option





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Smart Voucher Instructions

- ☒ **My dependents left the previous duty station with me and arrived at my new duty station on the same day**

Select even if your dependents traveled in a separate vehicle

- ☐ **My dependents traveled at a separate time or from a different location than me**

By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

- ☐ **My dependents traveled to a designated location authorized on my PCS orders**

By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

- Click Add Dependent to add additional dependent
- You will need to add each dependent individually

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
------------	----	-----------	---------	------------------------	----------

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

Add a Dependent

- A limit of 16 dependents can be added to this voucher
- If your dependents have different permanent addresses, you must complete a separate itinerary for each of them on a DD Form 1351-2(blocks 15a to 15f)

Previous

Save & Continue





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Smart Voucher Instructions

Add/Edit a Dependent

First Name

Middle Initial (not required)

Last Name

Relationship to You

Choose one... ▼

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

x Dependent Residence at the Time You Received Your Orders

Country

Choose one... ▼

Street Address

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one... ▼

Did the dependent complete travel?

Choose one... ▼

Save

Cancel

- Street Address, City, State, Country and Zip Code is **your OLD Address (address at last duty station) OR your dependent's address when you received your orders**
- Don't forget to mark off Yes if your dependent completed travel
- In order to get reimbursed for all dependent travel, you need to list ALL dependents that moved with you
- If you are claiming a secondary dependent, the approval memo from DFAS is required
- Click Save to add another dependent





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Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12

1
Eligibility

2
Locations

3
Daily Expenses

4
Persons Claimed

5
Certification

Were you assigned to Unaccompanied Personnel Housing (government quarters) at your old duty station?

Does not include privatized housing

☐ Yes ☒ No

Were you assigned to Unaccompanied Personnel Housing (government quarters) at your new duty station?

Does not include privatized housing

☐ Yes ☒ No

Did you perform a Personally Procured Move (PPM)?

PPM was formerly called DITY

☐ Yes ☒ No

On what day were your HHGs picked up (or will your HHGs be picked up) from your old duty location?

02/01/2024



On what day were your HHGs delivered (or will your HHGs be delivered) to your new duty location?

05/01/2024



Previous

Save & Continue

TLE Eligibility

- Were you assigned unaccompanied housing (i.e a barracks room) at old duty station? Yes or No
- If yes, what date did you clear housing? Enter date.
- Were you assigned unaccompanied housing (i.e a barracks room) at new duty station? Yes or No
- If yes, what date did you were you assigned? Enter date.
- Did you perform a PPM move?
- Date household goods picked up? (If unknown use leave sign out date on Leave form)
- Date household goods delivered or scheduled for delivery? (If unknown use leave sign-in date on Leave form)
- Click Save & Continue





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Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 ▾

- 1 Eligibility
- 2 **Locations**
- 3 Daily Expenses
- 4 Persons Claimed
- 5 Certification

TLE Locations

You must add at least one location.

You must use available government quarters before commercial lodging unless your location is an Army CONUS Installation that was converted to private lodging.

Reimbursement is limited to 14 days for a CONUS/OCONUS to CONUS PCS and 7 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date
You have not added a location for this travel voucher				

Add a Location

Previous

Save & Continue

- Click Add a Location





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Smart Voucher Instructions

Add/Edit Location(s)

Is your location at or near an Army CONUS Installation?

☒ Yes ☐ No

Did you stay in off-post lodging?

☒ Yes ☐ No

What day did you arrive/check-in at the location?

Your arrival date is typically paid as a travel per diem day and does not count as a TLE day

mm/dd/yyyy

A valid date is required.

Location Address

TLE is limited to the 48 contiguous states and DC

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one...

What day did you depart/check-out at the location?

mm/dd/yyyy

Did you incur daily lodging expenses at the location?

☒ Yes ☐ No

Note: Lodging costs will be entered on the next screen

Save

Cancel

- Is your location at or near an Army CONUS installation? Select YES to enter lodging location.
 - TLE location must be within 75 miles of losing duty station.
- Enter required lodging location
- If you are claiming meals only select NO for daily lodging costs.
- Each hotel location or rate change must be entered separately. Select yes until all dates and locations to be claimed are listed.
- Click Save





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Smart Voucher Instructions

Daily Expenses

City	Zip Code	Arrival Date	Departure Date
Fort Moore, GA	31905	04/01/2024	04/03/2024

Date	Lodging Expense	Amount claimed should include lodging rate and taxes
04/01/2024	Amount:	<input type="text" value="105.00"/>
Charges to Government Travel Charge Card? <input checked="" type="radio"/> Yes <input type="radio"/> No		
04/02/2024	Amount:	<input type="text" value="105.00"/>
Charges to Government Travel Charge Card? <input checked="" type="radio"/> Yes <input type="radio"/> No		

- From your lodging receipt, add daily lodging cost (minus pet fees) and taxes together. This will be your daily lodging total for each day.
- **IMPORTANT: Select yes or no depending on if GTCC was used.**
- **Click Save & Continue**

Previous

Save & Continue





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Smart Voucher Instructions

Persons Claimed

City	Zip Code	Arrival Date	Departure Date
Fort Moore, GA	31905	04/01/2024	04/03/2024

Date	Persons Claimed
04/01/2024	<input checked="" type="checkbox"/> Self <input checked="" type="checkbox"/> Daisy Duck
04/02/2024	<input checked="" type="checkbox"/> Self <input checked="" type="checkbox"/> Daisy Duck

- Check each block for each dependent claimed as applicable for each date.
- Click Save & Continue

Previous

Save & Continue





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Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 ▾

- 1 Eligibility
- 2 Locations
- 3 Daily Expenses
- 4 Persons Claimed
- 5 **Certification**

I certify that the dependents listed and I have incurred temporary lodging expenses on the inclusive dates, and further certify that government quarters were [not] available for use as temporary lodging.



Sign

Previous

Save & Continue

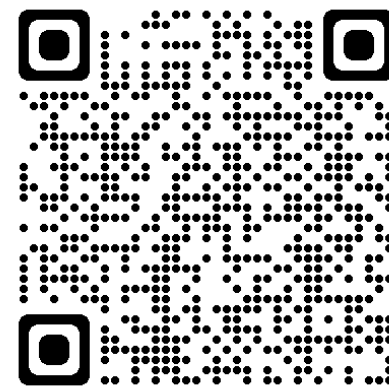
I certify that the dependents listed and I have incurred temporary lodging expenses on the inclusive dates, and further certify that government quarters were [not] available for use as temporary lodging.

Signed 04/06/2024

Remove
Signature

TLE Certification

- Check the Sign box
- Click the Sign button to sign
- Click Save & Continue



Additional TLE information





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Smart Voucher Instructions

Instructions - Itinerary Information

Instructions

1. Begin your travel Itinerary with the date that you officially began traveling, as well as from the location (Installation, Base, City) that you officially started 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 claim status of any Leave taken should also 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.

- This is how DFAS Rome will reimburse you for your travels
- We need to know every stop you made, and you need to select the appropriate drop-down reason for each stop
- You will need to reference your IPPS-A absence request and PCS orders
- Select the box in the bottom left





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Smart Voucher Instructions

Itinerary Information

Step 7 of 12 ▾

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging
Currently, you have not entered any stops for this travel voucher.							

Add Itinerary Information

Previous

- Click Add Itinerary Information





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Smart Voucher Instructions

Departure

Next Stop

On what day did your travel begin?

04/03/2024



From what country did you depart?

USA



What is the departing location zip code?

31905

[USPS Zip Code Lookup](#)

From what installation/base/city did you depart?

Fort Moore

From what state did you depart?

Georgia



By what mode of transportation did you travel?

Automobile



- On what day did your travel begin?

- **THIS MUST MATCH THE START DATE OF YOUR ABSENCE REQUEST TO PROPERLY PAY TRAVEL PER DIEM**

- Departing Location Zip Code

- **THIS IS YOUR PRIOR DUTY STATION ZIP CODE FROM ORDERS**

- City and State will Auto Populate once you add prior duty zip code

- Mode of transportation?

- How you left that zip code, most commonly Automobile to drive to leave location, TDY enroute, or to the airport





U.S. ARMY

Smart Voucher Instructions

Did you own or were you personally responsible for the operating expenses of the automobile?

Yes ▼

Select "Yes" if you drove a rental vehicle

How many automobiles did you drive?

1 ▼

Per JTR, reimbursement for the use of more than two vehicles within the same household for PDT must be authorized/approved through the Secretarial Process.

Reimbursement for the use of more than two vehicles must be authorized.

Were you the operator of the automobile?

Yes ▼

Select No if you were a passenger.

Was this leg of travel to or from a terminal?

No ▼

Terminals include airports, bus depots, train stations, and/or ports of call.

Cancel

Save & Continue to Next Stop Information

- In this example, they drove one car and it was not to the airport
 - 2 POV authorized for mileage, one for shipping
- Save & Continue to Next Stop





U.S. ARMY

Smart Voucher Instructions

Departure

Next Stop

On what date did you arrive at Atlanta?

04/03/2024



In what country did you arrive?

USA



What is the arrival location zip code?

30301

[USPS Zip Code Lookup](#)

If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders

In what city did you arrive?

Atlanta

In what state did you arrive?

Georgia



- What date did you arrive at your next stop
- What Country?
- Drop down will appear for zip code
- Add zip and city and state will populate





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Atlanta?

Leave en route



Reasons for Stopping Defined

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 the PCS point

Awaiting Transportation (AT) — Necessary delay while awaiting further transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a 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 the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you drop off/store or pick up a automobile at this location?

No



- **What was your reason for stopping? Read the reasons and choose the appropriate option**
- **Did you drop off/store or pick up and automobile at this location?**
- **Pick from drop down. This would be for POV drop off at VPC or Pick up if applicable for this travel period**





U.S. ARMY

Smart Voucher Instructions

- Did you incur any lodging expenses?
- Choose option from drop down
- Remember only lodging 75 miles from prior duty is payable as TLE. This could be used for authorized delay (orders authorized stop)
- If Yes, you will fill out the blocks and attach \$0 balance receipt
- Save & Complete
 - Now on leave

Did you incur any lodging expenses while at Atlanta?

No



Did you incur any lodging expenses while at Atlanta?

Yes



What were the lodging costs incurred before taxes?

Daily Lodging Cost

Total Lodging Cost

What was the lodging tax incurred?

Daily Lodging Tax

Total Lodging Tax

Were these lodging costs charged to your Government Travel Charge Card (GTCC)?



Cancel

Previous

Save & Complete





U.S. ARMY

Smart Voucher Instructions

1

Departure

2

Next Stop

What day did you depart Atlanta?

04/09/2024

By what mode of transportation did you travel?

Automobile

Did you own or were you personally responsible for the operating expenses of the automobile?

No

Select "Yes" if you drove a rental vehicle

Did the government own the automobile?

No

Did you have to personally pay for the automobile?

Yes

Note: If you used your GTCC to pay, select "Yes"

What was the date this expense was incurred?

04/09/2024

What was the nature of this expense?

Taxi - Terminal

What was the cost of the expense?

60.00

Did you charge this expense to your Government Travel Charge Card(GTCC)?

Yes

Cancel

Save & Continue to Next Stop Information

Departing leave location to the airport

We need to know how you traveled to the airport

- Mode of travel is automobile if you took a cab or someone drove you, bus if you took a bus
- Answer the next questions based on your travel
- Save & Continue to Next Stop





U.S. ARMY

Smart Voucher Instructions

1

Departure

On what date did you arrive at Atlanta?

04/09/2024



2

Next Stop

In what country did you arrive?

USA



What is the arrival location zip code?

30301

[USPS Zip Code Lookup](#)

If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders

In what city did you arrive?

Atlanta

In what state did you arrive?

Georgia



Is this your first CONUS stop, aka the airport at which you first arrived CONUS?

You must include your first stop when arriving from OCONUS.

Arriving at the Airport

- What date did you arrive at the airport?
- What Country?
- Add zip code, city and state will populate





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Atlanta?

Awaiting Transportation ▼

Reasons for Stopping Defined

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 the PCS point

Awaiting Transportation (AT) — Necessary delay while awaiting further transportation after travel status has begun

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Temporary Duty (TD) — Official duty while at the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you drop off/store or pick up a automobile at this location?

No ▼

Did you incur any lodging expenses while at Atlanta?

No ▼

Cancel

Previous

Save & Complete

Arriving at the Airport

- What was your reason for stopping?
- Awaiting Transportation
- Did you drop off/store automobile
 - No
- Lodging?
 - No, unless this was authorized delay





U.S. ARMY

Smart Voucher Instructions

What day did you depart Atlanta?

04/09/2024



By what mode of transportation did you travel?

Plane



Did the government own the plane?

No



Did you have to personally pay for the plane?

Yes



Note: If you used your GTCC to pay, select 'Yes'

What was the date this expense was incurred?

04/09/2024



What was the nature of this expense?

Air Ticket - Paid by traveler

What was the cost of the plane ticket?

1204.59

Did you charge this expense to your Government Travel Charge Card(GTCC)?

Yes



Cancel

Save & Continue to Next Stop Information

Departing the Airport

- Mode of travel: Plane
- Did the government own the plane?
- Did you have to pay for your plane ticket?
 - If you used your GTCC, you personally paid for your ticket
- Add Cost
- Did you charge this to your GTCC? Yes or No
- Click Save and Continue to Next Stop
- If you had a layover, you will add it as the next stop and save and complete as Awaiting Transportation then start next leg of travel.





U.S. ARMY

Smart Voucher Instructions

1

Departure

2

Next Stop

On what date did you arrive at Honolulu?

04/09/2024



In what country did you arrive?

USA



What is the arrival location zip code?

96819

[USPS Zip Code Lookup](#)

If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders

In what city did you arrive?

Honolulu

In what state did you arrive?

Hawaii



Arriving in Honolulu (or final airport if not stationed in HI)

- What date did you arrive?
- What Country?
- Add zip and city and state will populate

**YOU ARE NOT MISSION COMPLETE.
YOU ARE AT THE AIRPORT.**





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Honolulu?

Awaiting Transportation ▼

Reasons for Stopping Defined

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 the PCS point

Awaiting Transportation (AT) — Necessary delay while awaiting further transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a 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 the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you incur any lodging expenses while at Honolulu?

No ▼

Cancel

Previous

Save & Complete

Arriving in Honolulu (or final airport if not stationed in HI)

- **Awaiting Transportation**
 - **You must arrive at your next duty station and then you will be mission complete**
- **Did you incur any lodging?**
 - **No**
 - **Hotel in Hawaii is NOT claimed on the Smart Voucher – It is TLA you will turn into the AMPO separately for payment**





U.S. ARMY

Smart Voucher Instructions

1 Departure

2 Next Stop

What day did you depart Honolulu?

04/09/2024



By what mode of transportation did you travel?

Automobile



Did you own or were you personally responsible for the operating expenses of the automobile?

No



Select "Yes" if you drove a rental vehicle

Did the government own the automobile?

No



Did you have to personally pay for the automobile?

Yes



Note: If you used your GTCC to pay, select "Yes"

What was the date this expense was incurred?

04/09/2024



What was the nature of this expense?

Taxi - Terminal

What was the cost of the expense?

100.00

Did you charge this expense to your Government Travel Charge Card(GTCC)?

Yes



Cancel

Save & Continue to Next Stop Information

Departing the Airport to Duty Station

- What date did you depart the Airport?
- Mode of transportation
- Did you own or were you personally responsible for the operating expenses of the automobile
 - NO unless this was your own car waiting for you at the airport
- Did the government own the automobile?
 - Yes, if this was your unit picking you up
- Did you personally pay for the automobile (taxi), fill out the blocks for payment
- Save & Continue to Next Stop





U.S. ARMY

Smart Voucher Instructions

1

Departure

On what date did you arrive at Schofield Barracks?

04/09/2024



2

Next Stop

In what country did you arrive?

USA



What is the arrival location zip code?

96857

[USPS Zip Code Lookup](#)

If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders

In what city did you arrive?

Schofield Barracks

In what state did you arrive?

Hawaii



Arriving at Duty Station

- Even if you left the airport and went to a hotel you need to **Mission Complete** the same day you arrive at the airport if you are signing in off leave
 - **YOUR LEAVE HAS TO END IN ORDER TO START HAWAII ENTITLEMENTS**
 - **LEAVE IS CORRECTED IN IPPS-A BY HR PROFESSIONAL, NOT THE AMPO**
 - **We can arrive you AFTER your leave ends**
- What date did you arrive at Schofield (or next duty station)
- What Country?
- Add zip code, city and state will populate





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Schofield Barracks?

Mission Complete

Reasons for Stopping Defined

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 the PCS point

Awaiting Transportation (AT) — Necessary delay while awaiting further transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a 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 the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you drop off/store or pick up a automobile at this location?

No

Cancel

Previous

Save & Complete

Arriving at Duty Station

- **Mission Complete**
- **Did you drop off/store or pick up an automobile**
 - **No**
- **Save & Complete**





U.S. ARMY

Smart Voucher Instructions

Itinerary Information

Step 7 of 12 ▾

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
04/03/2024	Fort Moore, GA USA	04/03/2024	Atlanta, GA USA	PA	LV	0	0.00	Edit
04/09/2024	Atlanta, GA USA	04/09/2024	Atlanta, GA USA	PA	AT	5	0.00	Edit
04/09/2024	Atlanta, GA USA	04/09/2024	Honolulu, HI USA	CP	AT		0.00	Edit
04/09/2024	Honolulu, HI USA	04/09/2024	Schofield Barracks, HI USA	CA	MC	0	0.00	Edit Delete

Previous

Save & Continue

- Review your Itinerary
- Every stop must be accounted for.
- Date of top departure date must be start date of your absence request and location must be your prior duty station
- Mission Complete location must be the end date of your absence request or date signed in at airport and location must be new Permanent Duty Station
- Save & Continue





U.S. ARMY

Smart Voucher Instructions

Reimbursable Expenses

Step 8 of 12 ▾

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required	
04/09/2024 to 04/09/2024	Taxi - Terminal		\$60.00	Yes	No	Generated
04/09/2024 to 04/09/2024	Air Ticket - Paid by traveler		\$1,204.59	Yes	Yes	Generated
04/09/2024 to 04/09/2024	Taxi - Terminal		\$100.00	Yes	Yes	Generated

Total: \$1,364.59 \$1,364.59

Add an Expense

- Claim all expenses related to authorized travel that are not directly reimbursed by your per diem or meals and incidental expenses
- You must submit an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more
- For reimbursable expenses incurred in a foreign country, claim the expense in the local currency and in the US dollars

- Taxi and Air Ticket auto populate since it was a cost added to itinerary
- Receipt needed for any expense over \$75
- Click Add an Expense for any cost not listed you are claiming
- Save & Continue

Previous

Save & Continue





U.S. ARMY

Smart Voucher Instructions

Add/Edit an Expense ✕

If you want to claim an "In/Around Mileage" expense type, select a Daily expense, then "In/Around Mileage" in the Expense Type dropdown, then enter the total number of miles you traveled. If your daily mileage varied, you can enter a one-time expense for each day you drove.

Was this a One-Time expense or Daily expense incurred during a specific time period?

☒ One-Time ☐ Daily

Expense Date

03/16/2024



☐ Check this box to acknowledge expense date outside travel dates

Expense Type

PET EXPENSE



Failure to specify an expense type will result in non-payment

If the Type of expense you want to claim is not listed here, select "Other" and then enter your expense type in the field that will display below

One-Time Expense Amount

1500.00

For a one-time expense, enter the total amount of the expense. For a daily expense, enter the expense incurred each day and the system will calculate the total expense.

Did you charge this expense to your Government Travel Charge Card?

☒ Yes ☐ No

Save

Cancel

- When you click Add Expense this screen will populate.
- Fill out as applicable:
 - Pet Expense
 - CTO Fee (SATO booking fee)
 - Airfare (if not added yet)
 - Excess baggage
 - Foreign Exchange fee





U.S. ARMY

Smart Voucher Instructions

Upload Supporting Documents

Document Type

Choose one...



Choose File No file chosen

Upload Selected

When scanning documents, make sure scanner is set to "black and white" and at least 300 dpi or "fine"

DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE

Documents cannot be larger than 2MB

Documents must be in one of the following formats: bmp, gif, jpeg, jpg, png or pdf

Supporting Documents

Type	Name	
Orders/Ammendments	PCS ORDERS.pdf	Download Delete
Leave Form	ABSENCE REQUEST.pdf	Download Delete
Other	AIRFARE.pdf	Download Delete
Other	UBER RECEIPT.pdf	Download Delete

Done

Miscellaneous Information

This is where you attach all documents

- PCS Orders
- Flight Itinerary
- Any other receipts
- **DO NOT ATTACH A DIGITALLY SIGNED DOCUMENT.**
 - **PRINT TO MICROSOFT PDF AND THEN ATTACH**





U.S. ARMY

Document Preparation

- Documents submitted **Must be legible or your voucher will be rejected**
- If you do not have access to a digital scanner, you can either download a scanner app on your phone or use the “notes” app if you have an iPhone. You will need to press and hold the “notes” app on your iPhone and it will then give you an option to “scan document”
- Please do not submit documents with the blue signature panel line on them. If you do then we will not be able to review or sign your voucher. We will have to call DFAS Rome IT Support and they will delete your entire claim and you will have to start over.

This or similar BLUE banner at the top of document means it needs to be “Microsoft Print to PDF” saved, and then attached



Signed and all signatures are valid.

Signature Panel

Printer: Adobe PDF

Adobe PDF

Copies: Fax

Microsoft Print to PDF





Document Preparation

- Documents that will be rejected:
 - PICTURES
 - Why?
 - They often include, hands, fingers, fingernails, noses, arms, faces, laps, feet, knees, boots, tables, chairs, benches, clothing, suitcases, floors, computers, kids, pets, and many other outside objects that do not pertain to a PCS
 - They tend to be off center, sideways and blurry





U.S. ARMY

Smart Voucher Instructions

Miscellaneous Information

Step 9 of 12

Voucher Attachments

Type	Name	
Orders/Ammendments	PCS ORDERS.pdf	Download Delete
Leave Form	ABSENCE REQUEST.pdf	Download Delete
Other	AIRFARE.pdf	Download Delete
Other	UBER RECEIPT.pdf	Download Delete

[Add a Document](#)

Do you have unused tickets from this trip?

No

If "yes", turn your tickets into the Transportation Office or Commercial Travel Office

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.

Enter any general remarks you may have regarding this voucher

Remaining Characters: 800

[Previous](#)

[Save & Continue](#)

Miscellaneous Information

- **DO NOT ATTACH PHOTOS OR DIGITALLY SIGNED DOCUMENTS**
- **Once you have attached all your documents you can add any remarks you may have regarding the voucher**
- **Save & Continue**





U.S. ARMY

Smart Voucher Instructions

Split Disbursements

Step 10 of 12 ▾

Split disbursement is mandatory for any expense you charged to your Government Travel Charge Card (GTCC)

If you indicated that you paid any expense with your GTCC, it is noted below.

To check your current GTCC balance, call 1-800-200-7056 or visit your [Online Citibank GTCC Account](#)

You indicated that you charged this amount to your GTCC:

\$ 1574.59

Reset Amount

You can change the amount displayed here

If you made changes to your expense or lodging amounts, please verify your split disbursement amount before submitting this voucher.

Expenses you did not charge to your GTCC:

\$ 0.00

Previous

Save & Continue

- This is where you indicate how much you want sent to your GTCC. It will auto populate with any expense you told the system was charged to your GTCC.
- Adjust as needed
 - Call CitiBank to get your balance
- Save & Continue





U.S. ARMY

Smart Voucher Instructions

Verify all of your information then select Save & Continue

Summary/Preview

Step 11 of 12 -

Please review and click edit to make necessary changes.

Voucher Type

Travel Category

PCS

User Type

Active Duty

Local Finance Office

Schofield Barracks, HI

Initial Information

Travel Order Number

77777

Reimbursement Type

Direct Deposit

Advances

Payment/Advance Amount

\$3,270.94

BOV Number

unknown

Personal Information

Name

Donald Duck

Grade/Rank

E-5

Unit of Assignment

HHC

Current Address

4524 Loaina Rd
Schofield Barracks, HI 96857
USA

Contact Information

donald.duck@yahoo.com
808-555-5555

Government Travel Charge Card

Yes

Dependents Information

Name	Relationship to You	Date of Birth/Anniversary	Current Address	Traveler?
Daisy Duck	Spouse	01/01/2002	RT222 East 96 Lane Danville, CA, 94514 USA	Yes

Itinerary Information

Departure Date	Departure City	Arrival Date	Arrival City	Mode of Travel	Reason for Trip	POC Miles	Owner / Operator
04/04/2024	Fort Belvoir, WA, USA	04/24/2024	Atlanta, GA, USA	PA	SR	0	Yes
04/04/2024	Atlanta, GA, USA	04/24/2024	Atlanta, GA, USA	CA	SR	0	No
04/04/2024	Atlanta, GA, USA	04/24/2024	Honolulu, HI, USA	CP	SR	0	No
04/04/2024	Honolulu, HI, USA	04/24/2024	Schofield Barracks, HI, USA	CA	MC	0	No

Reimbursable Expenses

Expense Date	Nature of Expense	Mileage	Amount
04/04/2024 to 04/04/2024	Taxi - Terminal - 2		\$60.00
04/04/2024 to 04/04/2024	Air Ticket - Paid by traveler - 3		\$1,204.56
04/04/2024 to 04/04/2024	Taxi - Terminal - 5		\$100.00

Meals

No Meal Expenses information available.

Miscellaneous Information

Unused Tickets

General Remarks

Previous

Save & Continue





U.S. ARMY

Smart Voucher Instructions

Additional Information

Before submitting your voucher, make sure that any changes made throughout this process are reflected in it

To view or edit an existing voucher, go to the My Vouchers page and click "View/Print" or "Edit" to the right of the voucher

To create a new voucher, go to the My Vouchers page and select "New Voucher" from the "Create" dropdown in the upper right

To create a supplemental voucher, go to the My Vouchers page and select "Supplemental Voucher" from the "Create" dropdown in the upper right

View/Print Voucher

Sign and Submit Voucher

By clicking 'Submit Voucher' below you are legally submitting a signed travel voucher for routing and approval.

☒ Sign

Previous

Submit Voucher

Final Step

- Click **View/Print Voucher** to ensure your voucher is complete, correct, and all documents have been uploaded and are legible
- Check the sign box under Sign and Submit Voucher
- Click **Submit Voucher**





U.S. ARMY

CHECK SMART VOUCHER FOR REJECTS

If you do not in process within 90
days of arrival your pay will stop
until you properly submit your Smart
Voucher





U.S. ARMY

Smart Voucher Instructions

[General Instructions \(show help\)](#)

Create New Voucher

Create Supplemental Voucher

Create Dependent Voucher

Create Travel Advance

TDY Vouchers

EditDeleteView/PrintTravel OrderStart DateEnd DateSupplementalStatus

PCS Vouchers (show help)

EditDeleteView/PrintTravel OrderDependentsStart DateEnd DateSupplementalStatus

EditDelete

2126792

10/08/2021

10/08/2021

No

[Returned by DMPO](#)

Travel Advances

No Travel Advances have been entered through SmartVoucher.

Create New VoucherCreate Supplemental VoucherCreate Dependent VoucherCreate Travel Advance

Rejected Voucher

- Email will be sent if your submission was **REJECTED**. Follow the link on the email or log-in to account to come to this screen
- To see the reason for reject please click 'Returned by DMPO' under Status

