

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





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



CITI Manager for GTCC

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		ser ID / Password?	
	Forgot <u>Us</u>		

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







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/





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.



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.





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 <u>dfas-smartdocs@mail.mil</u> 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





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





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)





Pet Travel Reimbursement

- Pet Transportation Reimbursements are approved with an effective date of 1 January 2024. No retroactive Reimbursement
- <u>**1 Pet</u>** per PCS Household (Cat or Dog)</u>
- \$2,000 OCONUS max
- The authorization must be included in the PCS orders
- 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





Temporary Lodging Expense (TLE)

- 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 <u>75-mile radius</u> of last permanent duty station
 - <u>AND</u> you have an ITEMIZED receipt showing \$0 balance due





A Complete Packet Submission

- DD 1351-2 Travel Voucher (This is system generated by Smart Voucher)
- PCS Orders ALL PAGES of <u>original (.00 IPPSA order)</u> w/Amendments, if applicable
- IPPSA Absence Request date stamped by Airport or reception company for sign in.
- Flight itineraries: 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





Gaining Access to Smart Voucher

https://smartvoucher.dfas.mil/voucher



This QR will take you to the Smart Voucher site.





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





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





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.

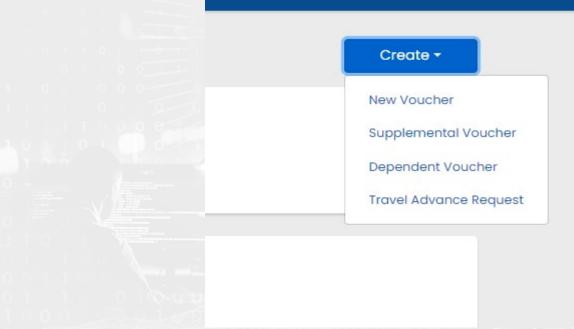
Login with CAC

Smart Voucher can be logged in with:

- Common Access Card
- myPay Login ID & Password







<u>New Voucher</u> – 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)





		Fort Stewart, GA
		Fort Wainwright, AK
User Type	Step 1 of 12 -	Honduras
		Hunter Army Air Field, GA
	3	I am retiring from service
What is your category of travel?		I am separating from service
PCS V		Korea
		MacDill AFB, FL
What type of user are you?		Naval War College, RI
		Pentagon, DC
Active Duty ~		Presidio of Monterey, CA
		Redstone Arsenal, AL
What Local Finance Office are you submitting from?		Rock Island, IL (MPD)
Schofield Barracks, HI 🗸 🗸		Schofield Barracks, HI
		Shaw AFB, SC
		Torii Station, Japan
		USASD (Student Detachment)
Return to My Vouchers Continue		USMTM, Saudi Arabia
		Walter Reed, DC
ubmit to Schofield Perrocks AMPO		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.





Travel Orde	der Number	G
72645		
	er the Travel Order Number (TONO), between 1 and 15 s, from your original PCS Orders.	
*For IPPS-A	A orders, the TONO is the last 5 characters of the SDN	
	attach a copy of your orders/amendments in order for th e processed	is
Add a Do	ocument	
What is the	e issue date on the order?	
03/19/2	2024	
03/13/2	2024	
	Deposit • 9 48 hours for the change to register throughout the syste	m
Allow 24 to		
	nip your household goods?	
	nip your household goods? Y	
Did you shi	nip your household goods?	
Did you shi Yes	nip your household goods?	

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 <u>OR</u> if you are a single E6 and above <u>OR</u>

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





Are you claiming a Temporary Lodging Expense (TLE)?



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?

Previous

No

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

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





Marital Status?



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





Advances

Step 3 of 12 -

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



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

Payment/Advance Amount	DOV Number	
\$3,270.94	unknown	Delete
SmartVoucher allows a maximu advances per travel order	ım of 20 payments	and/or
Enter a Payment/Advance		

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

Save & Continue

No

You must answer YES if you took a DLA Advance

This does not include a Pay Advance, DD2560

Click Save & Continue



Previous



First Name	Enter your person
Donald	information
Middle Initial (not required)	
Last Name	
Duck	
DoD ID	
Grade/Rank	
E-6 🗸	





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

Current Country of Residence

USA

Current Street Address

4524 Loalina Rd

Current Zip Code/APO/FPO

96857

USPS Zip Code Lookup

Installation/Base/City

Schofield Barracks

Current State

Hawaii

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





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







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?



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.

- 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



Previous



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

Date of Birth/Marriage Traveled

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

Address

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)



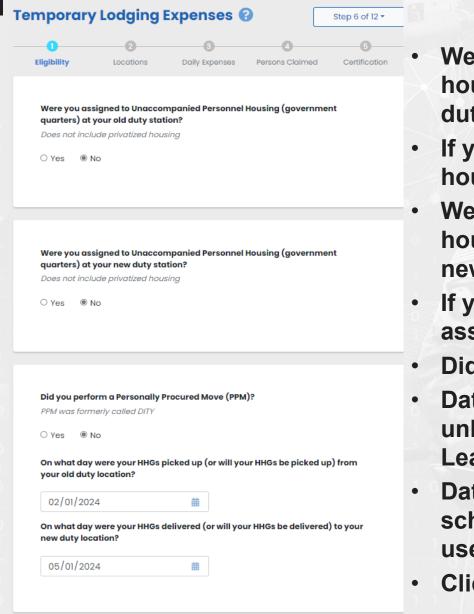


Add/Edit a Dependent ×	Dependent Residence at the Time You Received Your Orders	
First Name	Country	
	Choose one 🗸	
Aiddle Initial (not required)	Street Address	
ast Name	Zip Code	
	USPS Zip Code Lookup	
elationship to You	City	
Choose one Children over 21, wards and parents require an approval memorandum rom Dependency Entitlements (DFAS)	State	
on papanancy churanants (pras)	Choose one 🗸	
	Did the dependent complete travel?	
	Choose one 🗸	
	Sava	
	Save Cancel	

- Street Address, City, State, Country and Zip Code is your <u>OLD Address</u> (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





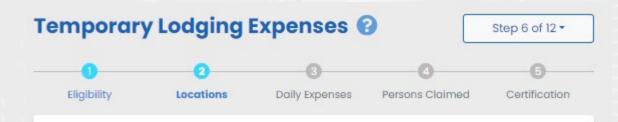


TLE Eligibility

- 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 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







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.

	You have not add	ed a location for this trave	luqueber
	You have not dade	a a location for this trave	i voucner
		Add a Location	
	Previous	Save & Con	tinue

Click Add a Location





Add/Edit Location(s)

Is your location at or near an Army Co	ONUS Installation?
--	--------------------

Yes	s 🔿 No
@ 10.	

Did you stay in off-post lodging?

Yes O No

Your arrival date is ty	pically paid	as a travel pei	diem day an	d does no
count as a TLE day				

mm/dd/yyyy 🋗

A valid date is required.

				-			
LO	ca	tic	on	A	do	dr	ess
					_	-	

X TLE is limited to the 48 contiguous states and DC

Zip Code

USPS Zip C	ode Lookup	
City		

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

mm/dd/yyyy 🛗

Choose one...

Did you incur daily lodging expenses at the location?

Yes O No

Note: Lodging costs will be entered on the next screen



Cancel

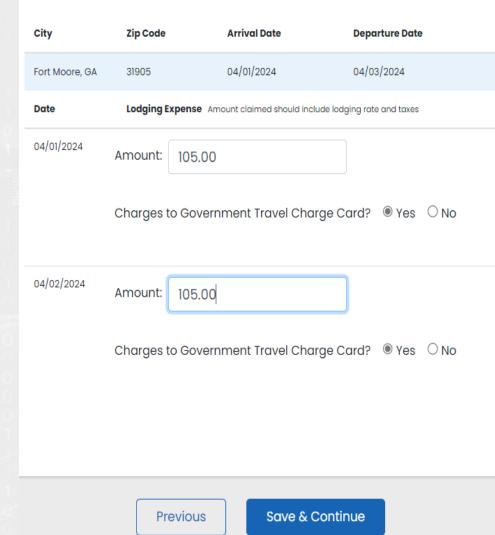
- Is your location at or near an Army CONUS installation? Select YES to enter lodging location.
 - TLE location must be within 75 miles of losing duty station.
- Enter required lodging location
- If you are claiming meals only select NO for daily lodging costs.
- Each hotel location or rate change must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







Daily Expenses



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





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	SelfDaisy Duck			•
04/02/2024	SelfDaisy Duck			

Check each block for each dependent claimed as applicable for each date.

Click Save & Continue

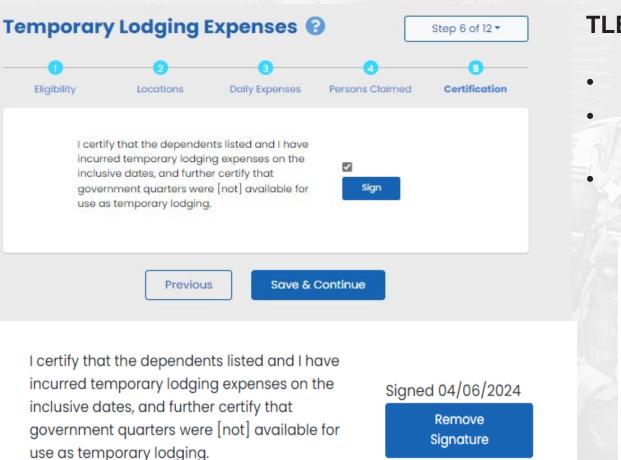
Previous



Save & Continue

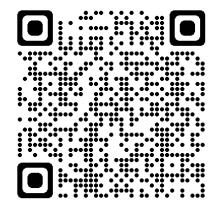






TLE Certification

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



Additional TLE information





Instructions - Itinerary Information

Instructions

- Begin your travel ltinerary 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 ltinerary.
- 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

R 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 dropdown reason for each stop
 - You will need your IPPSA absence request and PCS orders
- Select the box in the bottom left

•





Dom market was	Demertune	Arrival	Arrival	Trend	Reason for		
Departure Date	Departure City	Date	City	Travel Mode	Stop	POC Miles	Lodging
					s travel voucher.		
		A	dd Itinerary Ir	nformation			



Departure	Next Stop	
On what day did your travel begin?		 On what day did your travel begin? THIS MUST MATCH THE START DATE OF YOUR ABSENCE REQUEST
USA What is the departing location zip code?	~	 Departing Location Zip Code THIS IS YOUR PRIOR DUTY STATION ZIP CODE FROM
31905 <i>USPS Zip Code Lookup</i> From what installation/base/city did you depo		ORDERS City and State will Auto
Fort Moore		Populate once you add prior duty zip code
From what state did you depart? Georgia ~		 Mode of transportation? How you left that zip code, most commonly Automobile
By what mode of transportation did you trave	1?	to drive to leave location, TDY enroute, or to the airport





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



Select "Yes" if you drove a rental vehicle

How many automobiles did you drive?



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?



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Select No if you were a passenger.

Was this leg of travel to or from a terminal?



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

- 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



Cancel

call.

Save & Continue to Next Stop Information



~

Departure

Next Stop

On what date did you arrive at Atlanta?

04/03/2024

苗

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

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- 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





What was your reason for stopping at Atlanta?

Leave en route

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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?

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



No



Did you incur any lodging exp	
No 🗸	
Did you incur any lodging e	xpenses while at Atlanta?
Yes 🗸	
What were the lodging cost	s incurred before taxes?
Daily Lodging Cost	Total Lodging Cost
What was the lodging tax in	
What was the lodging tax in Daily Lodging Tax	ncurred? Total Lodging Tax
Daily Lodging Tax	Total Lodging Tax
Daily Lodging Tax Were these lodging costs ch	Total Lodging Tax
Daily Lodging Tax Were these lodging costs ch	

- 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





Departu	ire	Next Stop
What day did	you depart Atlanta?	
04/09/202		
04/09/202	24	
By what mode	e of transportation did	you travel?
Automobil	e 🗸	
Did vou own o	r were vou personaliv	responsible for the operating
	he automobile?	
No	~	
Select "Yes" if y	you drove a rental vehic	2/0
	you arove a remai verna	.1E
Did the gover		
	nment own the autom	
Did the govern		
No		obile?
No	nment own the autom	obile?
No Did you have Yes	nment own the autom	obile? he automobile?
No Did you have t Yes Note: If you use	to personally pay for t	obile? he automobile? Hect 'Yes'
No Did you have to Yes Note: If you use	to personally pay for t	obile? he automobile? Hect 'Yes'
No Did you have to Yes Note: If you use	to personally pay for t ed your GTCC to pay, se	obile? he automobile? Hect 'Yes'
No Did you have to Yes Note: If you use What was the 04/09/202	to personally pay for t ed your GTCC to pay, se	obile? he automobile? Heat Yes' s incurred?
No Did you have to Yes Note: If you use What was the 04/09/202	to personally pay for t ed your GTCC to pay, se a date this expense wa	obile? he automobile? Heat Yes' s incurred?
No Did you have to Yes Note: If you use What was the 04/09/202 What was the Taxi - Term	to personally pay for t ed your GTCC to pay, se date this expense wa 24	obile? he automobile? Heat Yes' s incurred?
No Did you have to Yes Note: If you use What was the 04/09/202 What was the Taxi - Term	to personally pay for t ed your GTCC to pay, se a date this expense wa	obile? he automobile? Heat Yes' s incurred?

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



Yes

 \sim



Departure

Next Stop

On what date did you arrive at Atlanta?



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

V

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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





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

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

~

Did you incur any lodging expenses while at Atlanta?

Previous

Save & Complete

No

Cancel

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





04/09/202	24	曲				
By what mode	o of transno	rtation di	d vou **	avol2		
By what mou	eoraanspo	rtation ai	a you u	uvei:		
Plane	~					
Did the gover	nment own	the plane	?			
No	~					
Did you have	to personal	y pay for	the pla	ne?		
Yes	~					
Note: If you us		C to point a	ala at N			
Note. Il you usi	ea your Grc			25		
		0 10 p 0), 0	0.0001.10			
What was the	e date this e			red?		
				red?		
What was the				red?		
04/09/202	24	kpense wo	as incur	red?		
	24	kpense wo	as incur	red?		
04/09/202	24 e nature of th	kpense wo	as incur	red?		
04/09/202 What was the Air Ticket -	24 e nature of th Paid by tro	kpense wo iiii nis expensiveler	se?	red?		
04/09/202 What was the	24 e nature of th Paid by tro	kpense wo iiii nis expensiveler	se?	red?		
04/09/202 What was the Air Ticket -	24 e nature of th Paid by tro	kpense wo iiii nis expensiveler	se?	red?		
04/09/202 What was the Air Ticket – What was the	24 e nature of th Paid by tro	kpense wo iiii nis expensiveler	se?	red?		
04/09/202 What was the Air Ticket – What was the	Paid by tra cost of the	nis expense weler	se?		t Travel	Charge

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.







Next Stop

On what date did you arrive at Honolulu?

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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

v

In what city did you arrive?

Honolulu

In what state did you arrive?

Hawaii

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

- What date did you arrive?
- What Country?

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Add zip and city and state will populate

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





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

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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

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



Did you incur any lodging expenses while at Honolulu?

No

~

Previous



Cancel



	2
Departure	Next Stop
What day did you depart	Honolulu?
04/09/2024	ti i i i i i i i i i i i i i i i i i i
By what mode of transpo	rtation did you travel?
Automobile 🗸 🗸	
Did you own or were you expenses of the automot	personally responsible for the operating vile?
No 🗸	
elect "Yes" if you drove a	rental vehicle
id the government own	the automobile?
No 🗸	
	ly pay for the automobile?
Yes Vote: If you used your GTC	" to priv select 'Ves'
Vhat was the date this e	xpense was incurred?
04/09/2024	苗
Vhat was the nature of t	his expense?
Taxi - Terminal	
What was the cost of the	expense?
100.00	
•	
Did you charge this expe Card(GTCC)?	nse to your Government Travel Charge
Yes 🗸	

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





Next Stop

On what date did you arrive at Schofield Barracks?

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04/09/2024

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

v

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
 - YOU HAVE TO BE SIGNED IN OFF LEAVE TO START HAWAII ENTITLEMENTS
 - Should have signed in with replacement company at airport
- What date did you arrive at Schofield (or next duty station)
- What Country?
- Add zip code, city and state will populate





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

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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

Arriving at Duty Station

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



Cancel

Previous

Save & Complete



Step 7 of 12 -

Itinerary Information

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	ΡΑ	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





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



Save & Continue



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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



Check this box to acknowledge expense date outside travel $\hfill \Box$ dates

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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 O No

- 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





Upload Supporting Documents



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

Туре	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
- Absence Request
- Flight Itinerary
- Any other receipts
- DO NOT ATTACH A DIGITALLY SIGNED DOCUMENT.
 - PRINT TO
 MICROSOFT PDF
 AND THEN ATTACH





Document Preparation

- Documents submitted <u>Must be legible or your voucher will be rejected</u>
- 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



Pri <u>n</u> ter:	Adobe PDF
<u>C</u> opies:	Adobe PDF Fax
_	Microsoft Print to PDF





- 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

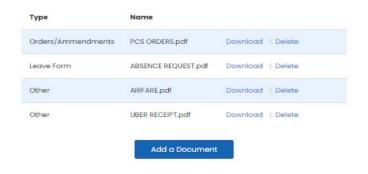




Step 9 of 12 -

Miscellaneous Information

Voucher Attachments



Do you have unused tickets from this trip?



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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

Miscellaneous Information

- Once you have attached all your documents you can add any remarks you may have regarding the voucher
- Save & Continue





Split Disbursements

Step 10 of 12 -

Split disbursement is mandatory for any expense you charged to your Governement 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:



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





Verify all of your information then select Save & Continue

neview and alick edit to make necessary changes.										6 ctile
ther Type			Name	Relationship to You	conte of significant	nisge	Current	Address		Traveled?
Travel Category PCS	Las		Daity Duck	SPOUSE	ar/or/201	•	87523 kat c1, \$297	t 96 Lann Do Futur	anulike	VAL
User Type Active Duty Local Finance Office		Itinero	iry Inform	nation						
Schofield Barracks, H										6cBt
			Departure Date	Deporture city	Arrival Date	Arrival City	Mode at Travel	tor Stop	NDec Miles	Owner] Operator
al Information			04/02/2024	i-ort Mooro, Lier. Loan	04/03/2024	Artispina, Set USIA	95	111	a	100 VIII.
	Edit		04/09/3024	Adianda, Seo trao	04/98/9994	Antiantra, Set. USEA	CA.		a	NO
Travel Order Number 77777			04/09/3034	Articantica, Gen Utan	04/08/3024	Honolula. HILDER	CP	-		140
Reimbursement Type			04/09/2004	Honolulu, HILLER	04/06/3024	schofield Ramocks, Histor	-04	MC	.e.	Pi0
Direct Deposit			4.0							
Poyvent[Advance Amount DOV Number	kelte		Expense Date			ture of tapen				idit Amaant
\$3,275.94 unknown			D4/08/2024 V			d - terminol -				800.00
			04/06/3024 1			Ticker - Pold I		-3		\$1,004.08
conal Information			04/06/3024 %	s 04/08/0024	10	d - terminal -	4			\$100.00
	100									
Name Donald Duck		Meals								
Grade/Rank										i dh
E-6				No	Medi Experi	overse instanrens	ation ove	ailatole.		
Unit of Assignment										
нно										
Current Address 4524 Loalina Rd		Miscel	idneous	Informati	on					
esze Loaina ka Schofield Barracks, Hi 96857 USA			mused Tick	ets						6 cfit
Contact Information			eneral Ren	narka						
denaldduckgryahoa.com 808-655-5555										
Government Travel Charge Card						-				
Yes				P	evious	Sav	e & Con	dinue		





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

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



Submit



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





Gener	al Instr	uctions (sho	w help)					
		Create	New Voucher	Create Supple	emental Voucher	Create De	ependent Vouch	ier
				Create	Travel Advance			
ΓDY \	/oucher	s						
Edit	Delete	View/Print	Travel Or	der	Start Date	End D	ate Supple	emental Status
PCS V	oucher	s (show help)					
Edit	Delete	View/Print	Travel Order	Dependents	Start Date	End Date	Supplemental	
<u>Edit</u>	<u>Delete</u>	Q	2126792		10/08/2021	10/08/2021	No	Returned by DMPO
rave	l Advar	ices						
			No ⁻	Fravel Advances have	e been entered through	SmartVoucher.		
		Create	New Voucher	Create Supple	emental Voucher	Create De	ependent Vouch	ier
				Create	e Travel Advance			

Rejected Voucher

Email will be sent if your submission was REJECTED. Follow the link on the email or login to account to come to this screen

To see the reason for reject please click 'Returned by DMPO' under Status

