



In & Out Processing and Smart Voucher

Building 750 Room 103

Phone: 520-706-8584

Temporary Lodging Allowance

Building 750 Room 103

Phone: 520-706-8596

Hours of Operation:

Monday - Thursday 0900 -1600

Friday 1200 - 1600

Open on a DONSA

Closed for Federal Holidays





AMPO Services



BLDG 689 – Main AMPO Next to the Commissary

- IPPSA CRM Cases No walk in pay inquiry
- Statement of Charges
- Debt Management
- Foreign Language Pay
- Special Duty Pay
- Unit Commander's Financial Report (UCFR)
- VIP In-Processing or Actions



BLDG 750 RM 103 Soldier Support Center

- In-and-Out Processing
- Smart Voucher / Travel
- Temporary Lodging Allowance
- Retirement / Separation





Entitlements That Stop With PCS

Entitlements that stop Day of Departure from last PDS:

- Family Separation Allowance
- Assignment Incentive Pay
- Demolition Pay
- Hostile Fire Pay
- Parachute Pay (IPPS-A action required by HR)
- Fly Pay (enlisted members)
- Save Pay

Entitlements that stop Day Prior to Departure:

- Special Duty Assignment Pay (IPPS-A action required by HR)
- Cost of Living Allowance





Enlistment Bonus and FLPB

Initial Enlistment Bonus:

- BLDG 689 S1 submits bonus packet to Customer Service/Processing Section
- Required Documentation:
 - MOS Orders
 - Enlistment Contract (DD Form 4; 4-1, 4-2, 4-3)
 - DA Form 3286 Annex B
 - If bonus is specific to MOS Memorandum from unit Commander stating Soldier is performing duties in specified MOS

Foreign Language Proficiency Bonus:

- BLDG 689 S1 must submit current documents to Military Pay Review Section to be placed in suspense file
- Required Documentation:
 - IPPSA PAR
 - DA Form 330





Blended Retirement System

- If you are enrolled in Blended Retirement System (BRS) you may be eligible for BRS Continuation Pay (BRS Co-Pay)
- Co-Pay is a direct cash payout, like a bonus, available to service members enrolled in BRS
- CY25: Must have completed no less than 8 years and no more than 12 years of service
- CY26: Must have completed no less than 7 years and no more than 12 years of service,
 - Computed from Pay Entry Base Date (PEBD)
- Must be eligible to enter an agreement to serve four additional years of service in the component in which you serve
- See your S1 for more information, form, and submission



Advance Pay - Base Pay Loan

Intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that <u>exceed reimbursements</u> incurred with a member's PCS.

- This is a loan against your own base pay.
- 1 Month Base Pay minus Deductions (on LES)
- Collected back over 12 months on LES
 - Married Soldiers E-3 and below must obtain their Commander's signature
 - Married Soldiers E-4 and above do not need Commander's signature
 - First request does not need to list expenses Write in PCS EXPENSE
 - ALL (REGARDLESS OF RANK) Single Soldiers must have Commander's signature and must show justification in writing and itemize expenses
 - ALL Second advance requests must be approved by Commander and need to show justification in writing and itemize expenses

AMPO is NOT required to make payment per AR 637-1

- DD Form 2560 Advance Pay Certification/Authorization
- PCS Orders
- Approved PCS Absence Request
- Most recent month LES





Cost of Living Allowance (COLA)

COLA starts upon arrival to Oahu once signed in, off leave

COLA Rates:

- 9 Barracks rate w/Meal Deduction
- 0 Service member only / Barracks rate w/no Meal Deduction
- 1 1 command sponsored dependent on island
- 2 2 command sponsored dependents on island
- 3 3 command sponsored dependents on island
- 4 4 command sponsored dependents on island
- 5 MAX 5 + command sponsored dependents on island

If command sponsored dependents depart you MUST update your COLA via your S1 and ensure changes made to your pay by verifying LES under Pay Data.

 Rates fluctuate each month due to number of days in the month, rank change, years of service and if rate is reduced or increased by DOD



Cost of Living Allowance (COLA)

- KEEP YOUR COLA CURRENT IT CAUSES DEBTS AND UNDERPAYMENTS
- Documents needed to correct COLA rate:
 - IPPS-A PAR Includes effective date, rate change from/to, justification for the change, name of dependent, DOM/DOB of dependents
 - Supporting Documentation Examples:
 - Barracks Termination / Assignment Memo
 - Housing CNA (authorization to reside out of the barracks)
 - PCS Orders/Command sponsorship memo
 - Marriage certificate
 - Flight itinerary arriving or departing
 - Birth certificate
 - Divorce decree
 - Death certificate





BAH With Dependents

- All BAH for Hawaii will start the day SIGNED IN from leave
- Concurrent Travel Authorized:
 - SM will receive HAWAII BAH w/dependent regardless if dependents have arrived or not





BAH With Dependents

- Unaccompanied Tour:
 - Orders will state tour is unaccompanied/dependent restricted and will list the location and zip code the dependents are authorized to reside at, or relocate to
 - E5 and below will reside in the barracks
 - E6 and above will be paid FSH-BAH once they have a lease (Family Separation Housing – BAH)
- Documents to receive FSH-BAH are sent through S-1
 - 2 x DA5960 one for without dependent for Hawaii rate, and one for with dependent for dependent location
 - PCS Orders with unaccompanied tour and zip code of dependent specified
 - Hawaii lease
 - AMPO may request additional documents if needed





BAH Without Dependents

- Single Soldiers E-6 and above will receive BAH at the without dependent rate for Hawaii.
- Single Soldiers E-5 and below will be assigned to the barracks and receive Partial BAH.





BAH – Non-Custodial Parent

- Single Soldiers who are paying child support and are assigned to the barracks may be eligible to receive BAQ-DIFF.
- Single Soldiers E-6 and above who are paying child support may be eligible to receive BAH at the with dependent rate for Hawaii.
- To receive BAQ-DIFF, or with dependent BAH, Service member must be paying above the BAQ-DIFF rate for their grade.
- Documents are submitted via S-1
 - DA5960
 - Divorce decree / Child support Order
 - Proof of payment

**Dual Military Divorce – only ONE can claim the child. If one gets physical custody and the other is ordered to pay child support, then the member ordered to pay child support will not be able to claim the child for BAH with dependent or BAQ-DIFF



BAH Dual Military

- Dual military soldiers that arrive together and are not claiming dependents will both receive BAH at the without dependent rate.
- Dual military soldiers (E5 and below) that arrive separately and are not claiming dependents:
 - The first service member to arrive will be assigned to the barracks and be given Partial BAH unless the spouse will arrive within 120 days.
 - PCS orders will state Joint Domicile or Service member will have to provide the spouse's orders to prove the above requirement to receive without dependent BAH.
- If dual military soldiers have dependents and are stationed together ONLY ONE member is entitled to With Dependent BAH. The other will receive Without Dependent BAH.
 - CANNOT EACH CLAIM THEIR OWN NO MATTER WHERE DEPENDENTS RESIDE
 - DOD FMR VOL 7A CHAPTER 26



Updating BAH Rate

- Soldiers must report changes that have occurred and not been processed:
 - · Marriage, divorce, birth of child
 - Court ordered child support
 - Spouse or dependent joins or discharged from military
 - Promotion / Authorization to reside off post

All the above may be pay affecting and can result in debt or underpayment

BAH is updated through your S-1

YOU ARE RESPONSIBLE FOR YOUR OWN PAY
Check LES to ensure changes were made

BAH FRAUD IS REPORTED TO CID





PCS Debts

- Service member may be overpaid allowances during PCS status for prior duty location or in transit rate BAH due to system cut off dates or <u>lateness of submitting Smart</u> <u>Voucher</u>.
- Debt will be on the LES in the Entitlements Section listed as ADV DEBT (payment, not collected)
- Debt may be collected immediately and would show in the Deductions section as Debt.
- If an ADV DEBT is on the Entitlement side of the LES and no Debt in the Deductions section, then the collection has NOT been made. Expect it to be collected within the next 2 months
- NO DEBT LETTER under \$500





LES Verification

Ensure ADSN is listed as 4829

- Entitlements will include:
 - BASE PAY
 - BAS
 - BAH
 - COLA





LES Example

Single barracks Soldier that has correctly in-processed Finance

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LES Example

Single E6 and above that has correctly in-processed Finance

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LES Example

Soldier/w Dependents that has correctly in-processed Finance

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Temporary Lodging Allowance (TLA)

- A PARTIAL REIMBURSEMENT for lodging OCONUS
- Housing Services Office is the approving authority for TLA.
- Service member must attend a Housing Services TLA brief upon arriving on island.
- The Housing Services Office is located at 344 Heard Ave. (across from Martinez Gym)
- TLA approved hotel listings and additional information can be found on Housing Services Office US Army Garrison HI page:

https://home.army.mil/hawaii/garrison/dpw/housing/hso





TLA for Hawaii

First submission of TLA will require the following documents:

- 1. Housing Services Office Authorization Memorandum
- 2. Itemized Receipt showing \$0 Balance Due

 Must be daily itemized receipt that includes lodging cost and taxes
- 3. Kitchen Memo as applicable for meals
- 4. PCS Orders and all amendments
- 5. Flight itinerary (including dependents)
- 6. DD1351-2 (Smart Travel Voucher)

All Subsequent submissions will only require items (1-4)

NOTE: A signed copy having both traveler and reviewer signature on DD Form 1351-2 is required with the 1st submission of TLA.

- TLA payment will reflect on Mid Month or End of Month paycheck.
 - YOU MUST PAY OFF YOUR GTCC
- All TLA, including previous duty OCONUS locations not claimed before departure can be submitted to BLDG 750 Room 103 for processing



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 routing to DFAS Rome for final computation, audit and payment of travel pay. Payments are made to the government travel card and to the traveler.
- Once the AMPO reviews and signs the voucher, 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.







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
- Text Message Opt-In under Profile receive Smart Voucher updates

https://mypay.dfas.mil/





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 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.



Government Travel Charge Card (GTCC)

- Contact your Organization 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 credit card 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





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





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 attach receipts for \$75.00 and up
- Excess and Overweight Baggage must be authorized in orders
- 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
- 1 Pet per PCS order (Cat or Dog)
- \$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
 - AND you have an ITEMIZED receipt showing \$0 balance due





Dislocation Allowance (DLA)

2025 Primary DLA Rates

Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$4,997.43	\$6,151.81
O -9	\$4,997.43	\$6,151.81
O-8	\$4,997.43	\$6,151.81
0-7	\$4,997.43	\$6,151.81
O-6	\$4,584.74	\$5,539.14
O-5	\$4,415.71	\$5,339.17
O-4	\$4,092.11	\$4,706.58
O-3	\$3,279.49	\$3,893.91
O-2	\$2,601.45	\$3,324.93
0-1	\$2,190.58	\$2,972.28
O-3E	\$3,541.26	\$4,184.78
O-2E	\$3,010.47	\$3,775.79
O-1E	\$2,588.72	\$3,488.54
W- 5	\$4,157.52	\$4,542.95
W-4	\$3,692.15	\$4,164.85
W- 3	\$3,103.16	\$3,815.78
W-2	\$2,755.97	\$3,510.36
W-1	\$2,306.89	\$3,035.94
E-9	\$3,032.31	\$3,997.60
E-8	\$2,783.21	\$3,684.91
E-7	\$2,377.83	\$3,421.30
E-6	\$2,301.95	\$3,418.13
E-5	\$2,301.95	\$3,418.13
E-4	\$2,301.95	\$3,418.13
E-3	\$2,269.25	\$3,418.13
E-2	\$1,951.12	\$3,418.13
E-1	\$1,802.10	\$3,418.13

To partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS

Only one DLA payment is permitted in a fiscal year, unless the situation qualifies as an exception specified in the <u>JTR</u>, par. 050501 [PDF].

Additional DLA information from DFAS:







Dislocation Allowance (DLA)

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





Gaining Access to Smart Voucher

https://smartvoucher.dfas.mil/consent



This QR will take you to the Smart Voucher site.





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





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.

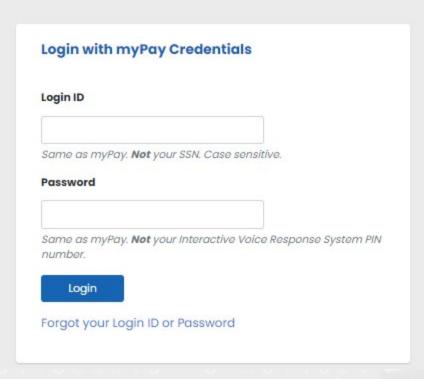
I agree with above terms

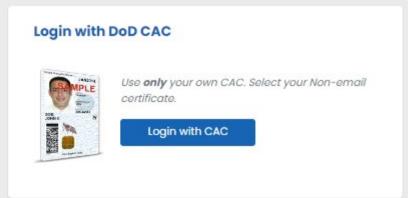
Click the agree box





Welcome to Travel Pay Service's SmartVoucher



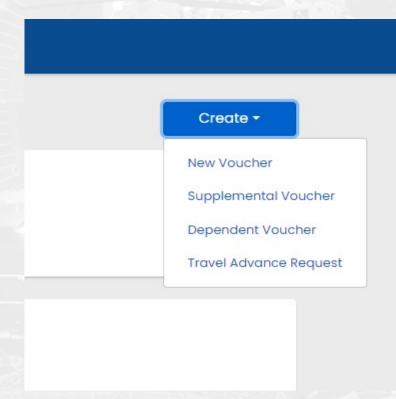


Smart Voucher can be logged in with:

- Common Access Card
- myPay Login ID & Password







<u>New Voucher</u> – This is for Service member only, or Service member with Dependents traveling on same day from same location

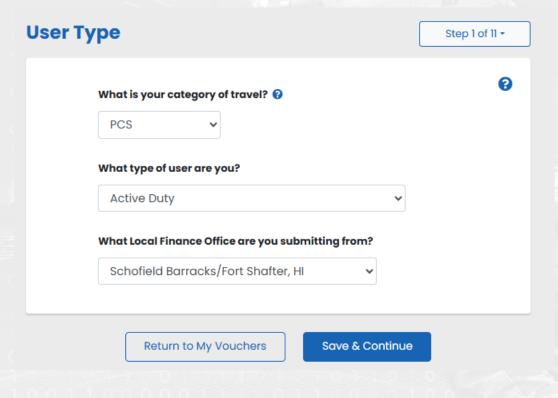
Supplemental Voucher – Used for expenses that were not included on original voucher.

Ex. POV Shipment outside of PCS leave or Forgot to Add

Flight Receipt for Airfare

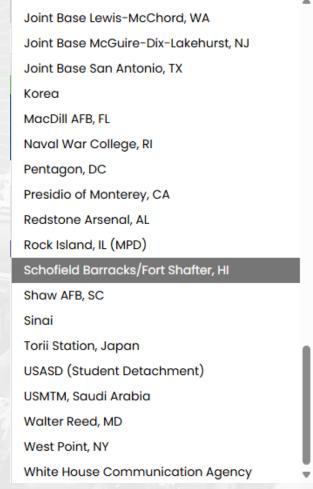
<u>Dependent Voucher</u> – This is used for dependents only, if traveled from a separate location or on a different date than the Service member)





Submit to Schofield Barracks/Fort Shafter AMPO

- No matter which location you are going to, you must select Schofield Barracks/Fort Shafter, HI.
- 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.



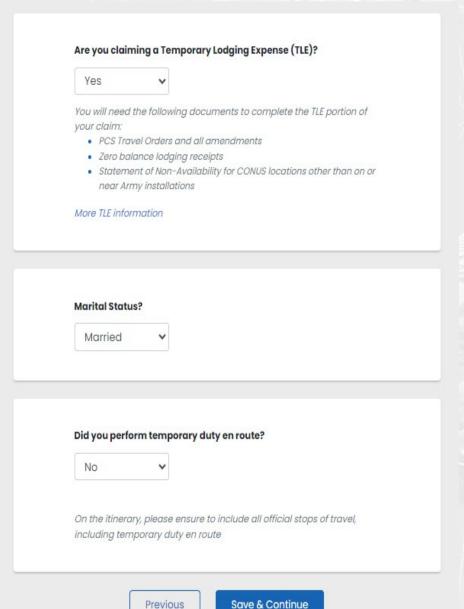


Initial Information Step 2 of 11 -Travel Order Number Please enter the Travel Order Number (TONO), between 1 and 15 characters, from your original PCS Orders. *For IPPS-A orders, the TONO is the last 5 characters of the SDN You must attach a copy of your orders/amendments in order for this claim to be processed Add a Document What is the issue date on the order? mm/dd/yyyy 繭 You will be paid by Direct Deposit > Note that PCS moves must be direct deposit Allow 24 to 48 hours for the change to register throughout the system To ensure payment is routed properly, please ensure your EFT info is updated. To verify or update, please login to your myPay Account Did you ship your household goods? Are you claiming a Dislocation Allowance (DLA) on this voucher? 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.

- The TONO is the last 5 characters of the SDN
- 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 will or have traveled to new duty station or relocated to designated location in orders <u>OR</u> if you are a single E6 and above. *read note under question

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





- 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?
 - If yes, will ask if claiming on this voucher
- Save & Continue





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 yo	
Temporary Lodging Expense (TLE). Also, you c	
that your military spouse has already claimed period.	a for the same ILE time

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 ▼

Advances:

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

Yes 🕶

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

\$3,418.13 unknown Delete

\$martVoucher 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





Personal Information

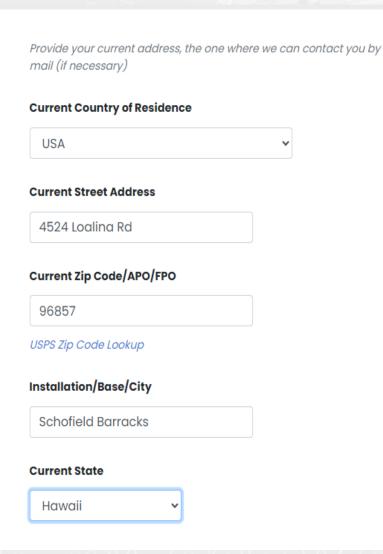
Step 4 of 12 -

First Name	
Donald	
Middle Initial (not required)	
Last Name	
Duck	
DoD ID	
Grade/Rank	
E-6 🔻	

Enter your personal information







- 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"

•	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
	1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

808-655-5555	
Provide your primary p likely to reach you	phone number, the one at which we are mos
Email	
donaldduck@yah	00 00m

- Please provide Phone # and Email that you can be reached at
 - AMPO & DFAS Rome will communicate through these if needed

Do you have a Government Travel Charge Card?

Yes 🔻

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

- Choose YES, if have a GTCC
- Click Save & Continue



Previous

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.

If your dependents traveled with you and select Yes for claiming dependents

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 Select No If your dependents traveled separately or are arriving later, this voucher will be for your travel only. Another voucher for your dependents will be completed upon their arrival.

 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. 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





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.

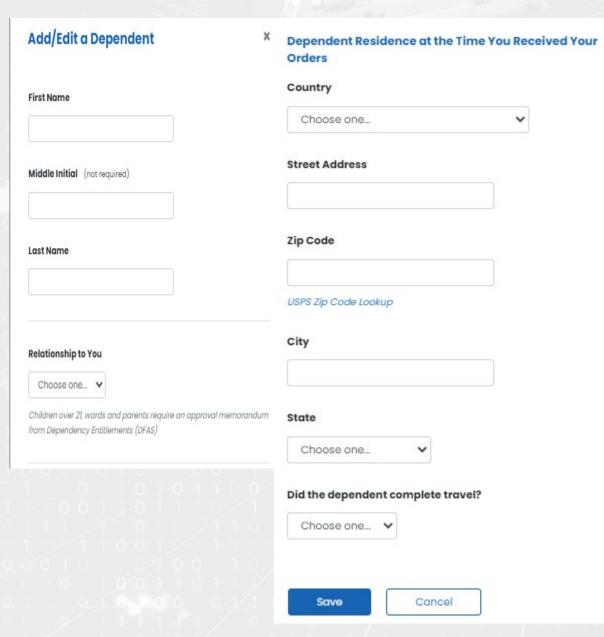
Add a Dependent

- · 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)



Save & Continue





- Street Address, City,
 State, Country and Zip
 Code is your <u>OLD</u>
 <u>Address</u> (address at
 last duty station) OR
 your dependent's
 address when you
 received your orders
- Mark Yes if your dependent completed travel
- If you are claiming a secondary dependent, the approval memo from DFAS is required
- Click Save to add another dependent



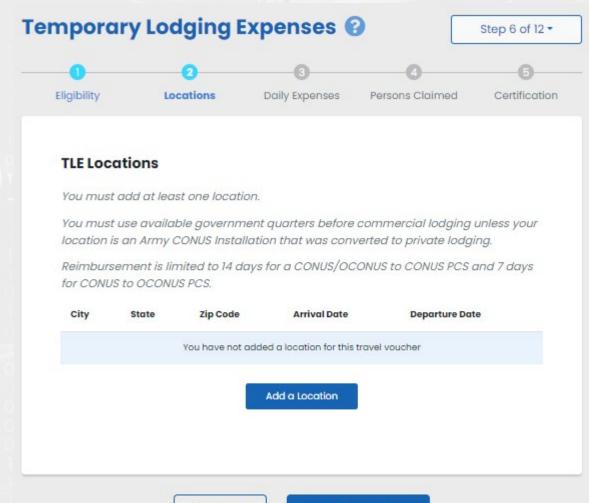


	,	Expenses (Step 6 of 12
0	2	3	4	
Eligibility	Locations	Daily Expenses	Persons Claimed	Certificat
Were you as	ssigned to Unacco	ompanied Personnel	Housing (governme	ent
	t your old duty sta			
Does not inc	lude privatized hou	using		
O Yes 💿	No			
	ssigned to Unacco	•	Housing (governme	ent
	lude privatized hou			
O Yes 💿	No			
	form a Personally merly called DITY	Procured Move (PPN	M)?	
rrivi was ion	nerry carea on r			
O Yes 💿	No			
On what day	v were vour HHGs	picked up (or will vo	our HHGs be picked u	n) from
your old dut		pionou up (or tim yo	a. Tilleo de pienea a	p,
mm/dd/	уууу	=		
		delivered (or will yo	ur HHGs be delivered	i) to your
On what day	cations			
		iii		
new duty lo		i		

Temporary Loding Expense (CONUS meals/lodging):

- Were you assigned unaccompanied housing (barracks room) at old duty station? Yes or No
- If yes, what date did you clear housing? Enter date.
- Were you assigned unaccompanied housing (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 select estimated delivery date)
- Click Save & Continue





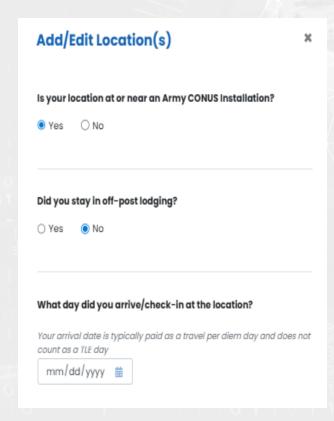
- Click Add a Location
- Will need to Add a Location for each hotel if stayed at more than one hotel within 75 mile radius of prior PDS

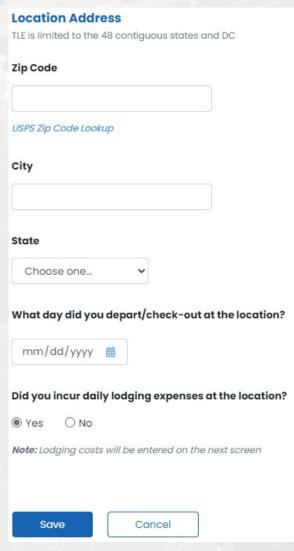
Previous

Save & Continue









- Is your location at or near an Army CONUS installation? Select YES to enter lodging location
- Enter lodging location and check in and out dates
- If you are claiming meals only for all days select NO for: Did you incur daily lodging expenses.
- Click Save





Step 6 of 12 -

E	ligibility	2 Locations	Daily Expenses	Persons Claimed	Certification
	Daily Expens	es			
	City	Zip Code	Arrival Date	Departure Date	
	Fort Benning, GA	31905	06/01/2025	08/08/2025	
	Date	Lodging E	expense Amount claimed should inc	lude lodging rate and taxes	
	06/01/2025	Amount	0		
		Charges t	to Government Travel Cha	arge Card? O Yes	■ No
	06/02/2025	Amount	0		
		Charges t	to Government Travel Cha	arge Card? O Yes	No
	06/03/2025	Amount	120.00		
		Charges t	to Government Travel Cha	arge Card? • Yes	○No
	08/04/2025	Amount	120.00		
		Charges t	to Government Travel Cho	arge Card? • Yes	○No
	06/05/2025	Amount:	120.00		
		Charges t	to Government Travel Cha	arge Card? • Yes	○ No

Temporary Lodging 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 if charged to GTCC
- Click Save & Continue





06/03/2025

Smart Voucher Instructions

Temporary Lodging Expenses 🚱 Step 6 of 12 ▼ Eligibility Daily Expenses **Persons Claimed** Certification Locations **Persons Claimed** City Zip Code Arrival Date Departure Date Fort Benning, GA 06/01/2025 06/08/2025 31905 Persons Claimed Date 06/01/2025 Self Daisy Duck 06/02/2025 Self Daisy Duck

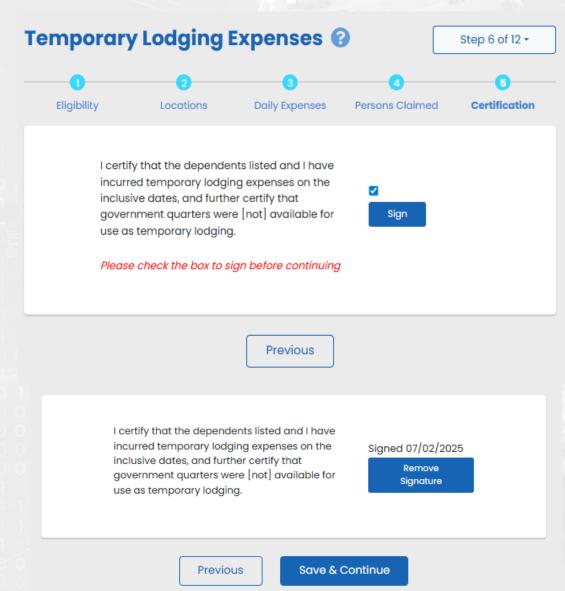
Self

Daisy Duck

- Check each block for each dependent claimed for each date
- Click 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 itinerary with the date that you officially began traveling, and from the location (Installation/Base/City) that you officially traveled from under the applicable travel order, to include travel to the airport.

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:

- o 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.

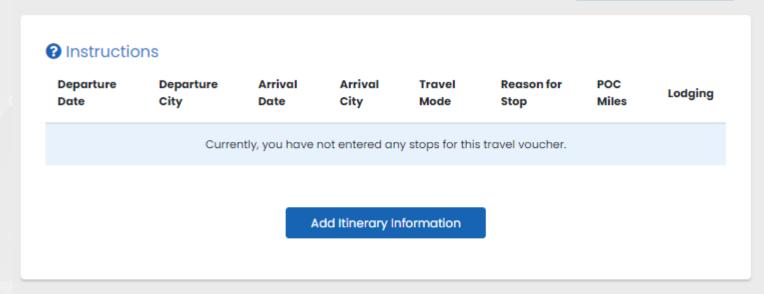
Itinerary:

- This is how DFAS Rome will reimburse you for your travel
- Ensure your dates and locations are correct.
 Start from Prior Duty
 Location on First day of
 Leave and Mission
 Complete at Current Duty
 location on Date Signed
 In off leave. List stops in between.
- Read the Instructions
- Select the box in the bottom left



Itinerary Information

Step 7 of 12 ▼

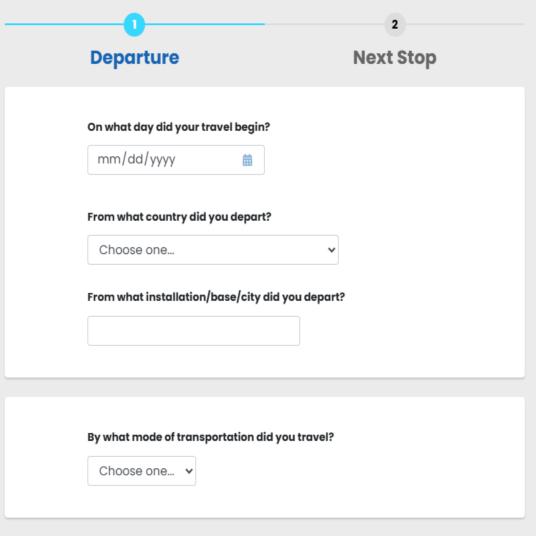


Previous

Click Add Itinerary Information







- On what day did your travel begin?
- THIS MUST MATCH THE START DATE OF YOUR PCS ABSENCE 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

Cancel

Save & Continue to Next Stop Information



By what mode of transportation did you travel?



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?



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 call.

Example 1:

- In this example, they drove one car
 - 2 POV authorized for mileage, one for shipping
- Save & Continue





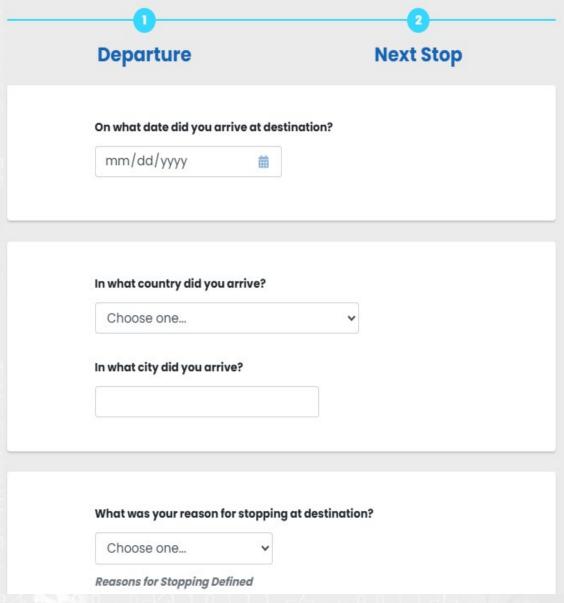
By what mode of transportation did you travel? Automobile Did you own or were you personally responsible for the operating expenses of the automobile? No Select "Yes" if you drove a rental vehicle Did the government own the automobile? No Did you have to personally pay for the automobile? Yes Note: If you used your GTCC to pay, select 'Yes' What was the date this expense was incurred? 06/08/2025 What was the nature of this expense? Taxi - Terminal What was the cost of the expense? 65.00 Did you charge this expense to your Government Travel Charge Card(GTCC)? Yes

Example 2:

- In this example, they took a taxi to the airport
- Save & Continue







- 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 e	en route	~
Leave 6	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	~

Did you incur any lodging expenses while at Atlanta?

No	~

- What was your reason for stopping? Read the reasons and choose the appropriate option
- Leave en route if at leave location, Awaiting transportation if at the airport, Temporary Duty if TDY
- Did you drop off/store or pick up and automobile at this location? This would be for POV drop off at VPC or Pick up if applicable for this travel period



Cancel

Previous

Save & Complete



Did you incur any lodging exper	nses while at Atlanta?
No 🕶	
Pid you incur any lodging exp	enses while at Atlanta?
What were the lodging costs i	incurred before toyog?
Daily Lodging Cost	Total Lodging Cost
What was the lodging tax inc	urred?
Daily Lodging Tax	Total Lodging Tax
Were these lodging costs cha Charge Card (GTCC)?	rged to your Government Travel
~	

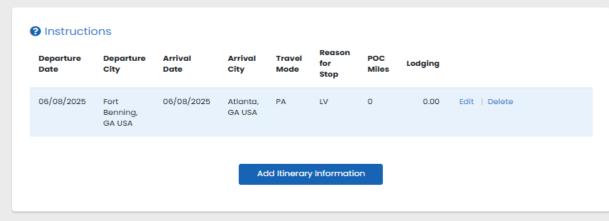
- Did you incur any lodging expenses?
- Choose option from drop down
- Remember only lodging 75 miles from prior duty is payable as TLE. This could be used for authorized delay (orders authorized stop)
- If Yes, you will fill out the blocks and attach \$0 balance receipt
- Save & Complete



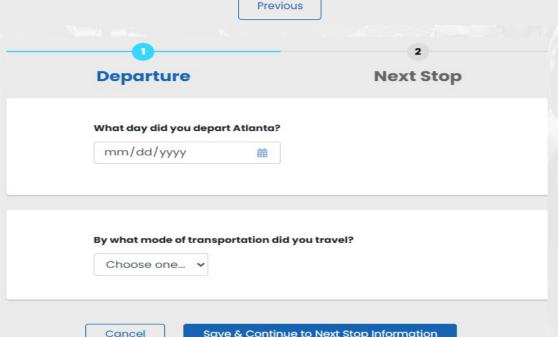


Itinerary Information

Step 7 of 12 ▼

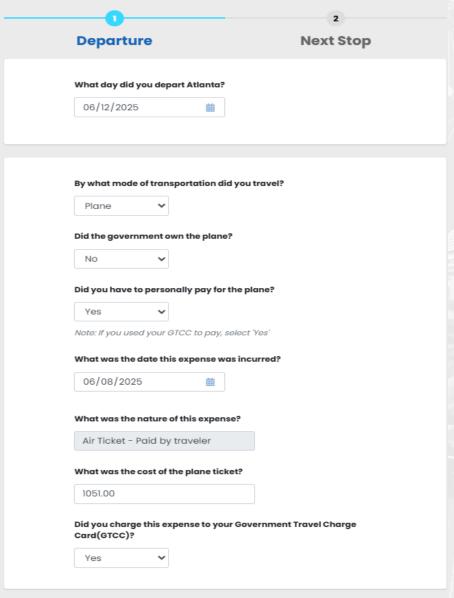


Add Itinerary Information for **Departure from your Arrival City to** continue travel









Departing the Airport

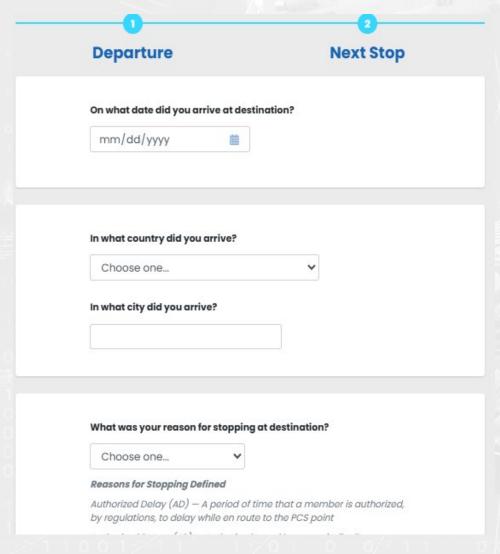
- Mode of travel: Plane
- Did the government own the plane?
- Did you have to pay for the plane?
 - If you used your GTCC or credit card, you personally paid for your ticket
- Add Cost
- Did you charge this to your GTCC?
 Yes or No
- Click Save and Continue to Next Stop
- If you had a layover, add it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



Cancel

Save & Continue to Next Stop Information





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.





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?

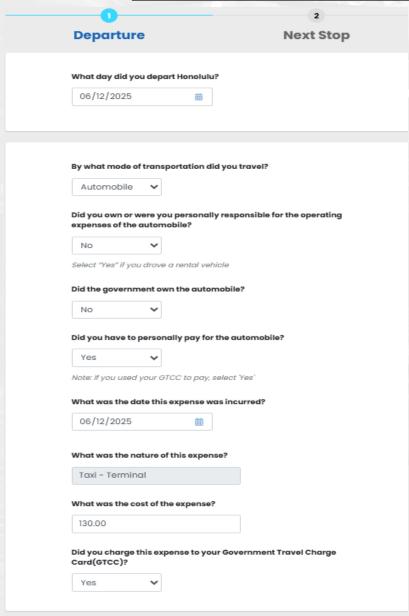
No 🗸

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





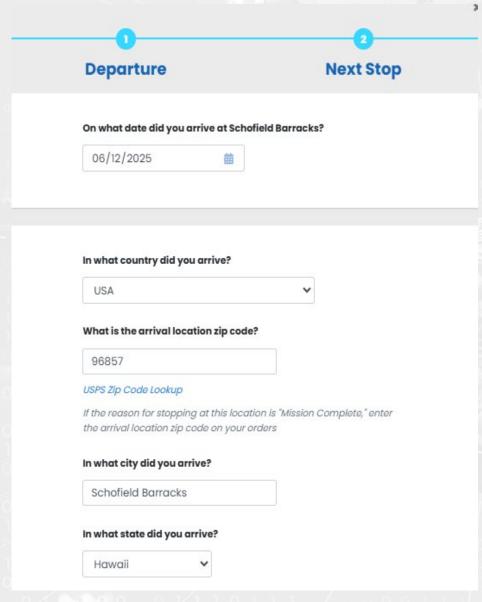


Departing the Airport to Duty Station

- 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







Arriving at Duty Station

- Mission Complete date MUST be the day you signed 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
- What date did you arrive at next duty station
- What Country?
- Add zip code, city and state will populate





What was your reason for stopping at Schofield Barracks?



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?



Arriving at Duty Station

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

Cancel

Previous

Save & Complete





Itinerary Information

Step 7 of 12 ▼

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
06/08/2025	Fort Benning, GA USA	06/08/2025	Atlanta, GA USA	PA	LV	0	0.00	Edit
06/12/2025	Atlanta, GA USA	06/12/2025	Honolulu, HI USA	CP	AT		0.00	Edit
06/12/2025	Honolulu, HI USA	06/12/2025	Schofield Barracks, HI USA	CA	мс	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 day you signed in off leave 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	
06/08/2025 to 06/08/2025	Air Ticket - Paid by traveler		\$1,051.00	Yes	Yes	Generated
06/12/2025 to 06/12/2025	Taxi - Terminal		\$130.00	Yes	Yes	Generated
		Total:	\$1,181.00	\$1,181.00		

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 foreign currency, please claim the expense in US dollars

Previous

Save & Continue

Reimbursable Expenses:

- Expenses added to itinerary will auto populate
- Receipt needed for any expense over \$75
- Click Add an Expense for any expense not listed you want to claim
- Save & Continue





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	0	Daily
--	----------	---	-------

Expense Date

mm/dd/yyyy iii

Expense Type

Choose one...

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

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?

O Yes

No

- Add/Edit an Expense
- Fill out as applicable
 - Pet Expense
 - CTO Fee (SATO booking fee)
 - Airfare (if not added yet)
 - Excess baggage
 - Foreign Exchange fee





Document Preparation

- Documents submitted <u>Must be legible or your voucher will be rejected</u>
- Download documents from iPERMS, IPPS-A, email or you can download a scanning app on your phone. Adobe Scan is a good free option.
- Do not attach documents with the blue signature panel. Smart voucher system will generate an error message. AMPO will not be able to review or sign your voucher. DFAS Rome IT Support will delete 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, noses, arms, faces, laps, feet, knees, boots, tables, chairs, benches, floors, computers, and many other outside objects that do not pertain to a PCS
 - Most importantly: They tend to be off center, sideways, blurry and cut off information





Miscellaneous Information Step 9 of 12 -**Voucher Attachments** File Name **Document Type** Add a Document Do you have unused tickets from this trip? No If "yes", turn your tickets into the Transportation Office or Commercial 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

Miscellaneous Information:

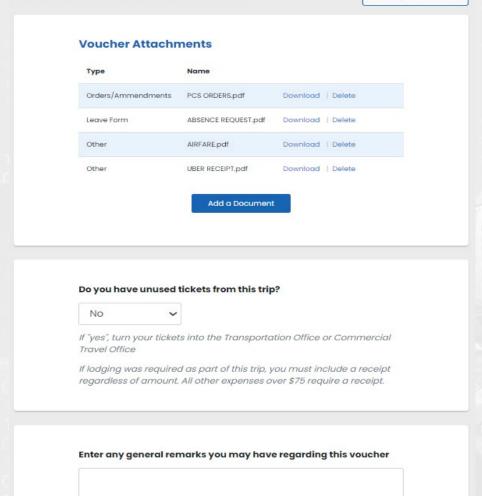
- Attach all documents
- PCS Orders ALL pages
- IPPS-A Absence (updated version with correct chargeable leave)
- Flight Itinerary
- All other receipts
- DO NOT ATTACH A DIGITALLY SIGNED DOCUMENT.
 - PRINT TO MICROSOFT PDF AND THEN ATTACH





Miscellaneous Information

Step 9 of 12 *



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



Remaining Characters: 800



Split Disbursements

Step 10 of 12 -

Split Disbursements:

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:

\$

0.00

 This is where you indicate how much you want sent to your GTCC. It will auto populate with any expense you entered on the voucher as charged to GTCC.

- Adjust as needed
 - Call CitiBank to get your balance
- Save & Continue

Previous

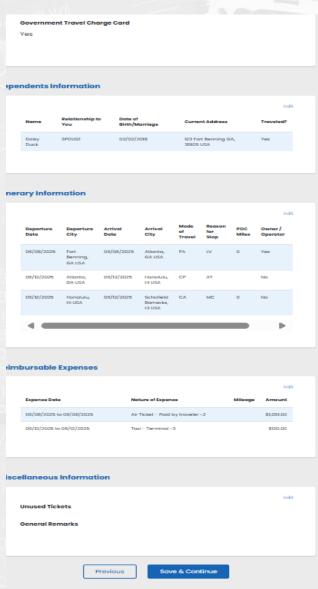
Save & Continue





Summary: Verify your information then select Save & Continue

ummary/Preview		Step 11 of 12 *
ase review and click edit to make nec	essary changes.	
ucher Type		
Travel Category		Edit
PCS		
User Type		
Active Duty		
Local Finance Office Schofield Barracks/Fort Shaft	er. HI	
	,	
tial Information		
		Edit
Travel Order Number		
76542		
Reimbursement Type		
Direct Deposit		
dvances		folit
Payment/Advance Amount	DOV Number	
\$3,410.13	unknown	
ersonal Information		
Name		Edit
MERCEDES CASE		
Conda (Dona)		
Grade/Rank E-8		
Unit of Assignment HHC		
HHC		
Current Address		
4524 Loalina Rd Schofield Barracks, HI 96857		
USA		
Contact Information		
donaldduck@yahoo.com		







Submit Voucher

Step 12 of 12 ▼

Submit Voucher:

List of Required Attachments

Based on the information your provided, the following documents must be scanned and added as attachments to your submitted voucher:

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

Using SmartVoucher to complete your travel claim does NOT replace the requirement to In-process at your new duty station.

Sign and Submit Voucher

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

Sign

- System will give you a list of documents it thinks you need based on how you filled out the voucher
- Click View/Print Voucher to ensure your voucher is complete, correct, and all documents have been uploaded and are <u>legible</u>
- Check the sign box under Sign and Submit Voucher
- Click Submit Voucher





A Complete Packet Submission

- DD 1351-2 Travel Voucher (This is system generated by Smart Voucher)
- PCS Orders <u>ALL PAGES</u> with amendments, if applicable
- IPPS-A Absence Request (After in-transit grid version)
- Flight itineraries: SATO receipt will read, "This is your official receipt of travel" under traveler names
- POV Shipment Form (if vehicle was shipped) Either the car 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.
 - AMPO has Statement in Lieu if needed
- GTCC statement if arriving from overseas location for foreign exchange fees
- DD Form 1610 For TDY En-route





Smart Voucher Return

PCS Vouchers [8] ② Travel Order Start Date End Date Supplemental? Dependents Status 76542 06/08/2025 06/12/2025 No Daisy Returned by DMPO Edit | Delete | View/Print | History

×

Voucher Returned Reason

Travel Voucher ID: 1927527

 07/02/2025 08:50: Missing updated absence request and flight itinerary



Rejected Voucher

- Email will be sent if your submission was RETURNED. Follow the link on the email or log-in to account to come to this screen
- To see the reason for reject click "History"



CHECK SMART VOUCHER FOR RETURNS

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

