



U.S. ARMY

Smart Voucher Instructions

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





U.S. ARMY

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/>





U.S. ARMY

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.





U.S. ARMY

Government Travel Charge Card (GTCC)

- 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 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 dfas-smartdocs@mail.mil to your address book and review your spam folder for notifications)

- A separate voucher (Dependent Voucher) is required to be completed for dependents period of travel if the dependents traveled at a different date or from a different location than you.
- A separate voucher is required for POV drop-off and/or pick-up if the trip was done separately from the actual PCS travel





U.S. ARMY

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)





U.S. ARMY

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





U.S. ARMY

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





U.S. ARMY

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
O-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
O-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 [JTR, par. 050501 \[PDF\]](#).

Additional DLA information from DFAS:





Dislocation Allowance (DLA)

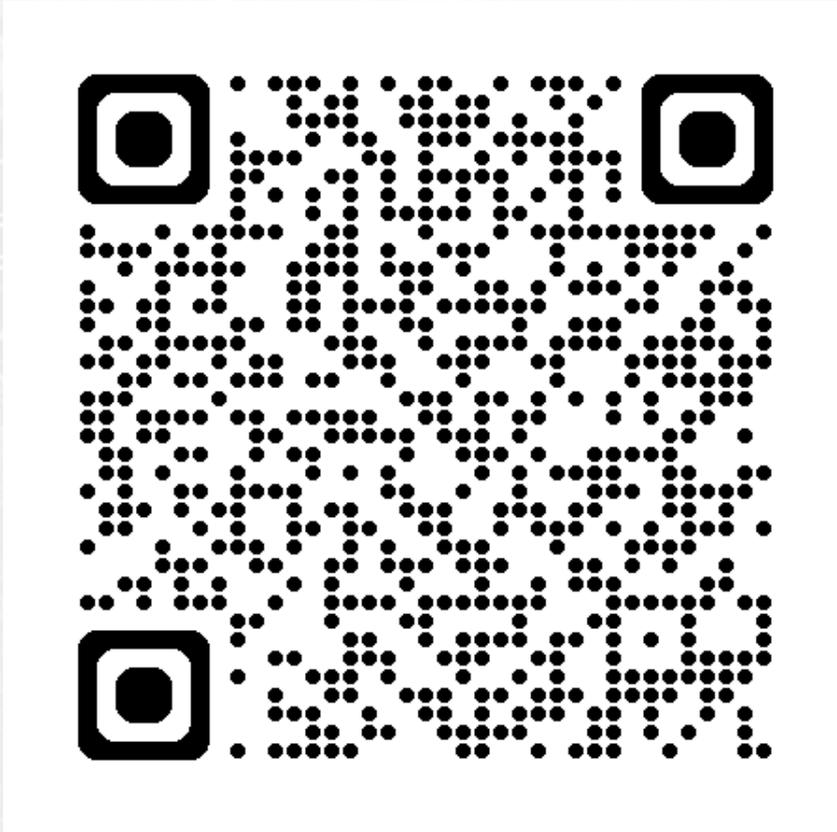
- IAW JTR (0505), DoDFMR (060601), & ARMY Housing policy (420-1); Government Quarters are issued for **Single Soldiers E6** and below for an OCONUS PDS.
- To pay DLA to single E6 (or below) one of the following must be included with smart voucher submission:
 - E6 - Local Housing Policy:
 - **Policy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





U.S. ARMY

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**





U.S. ARMY

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





U.S. ARMY

Smart Voucher Instructions

Welcome to Travel Pay Service's SmartVoucher

Login with myPay Credentials

Login ID

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

Password

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

Login

[Forgot your Login ID or Password](#)

Login with DoD CAC



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

Login with CAC

Smart Voucher can be logged in with:

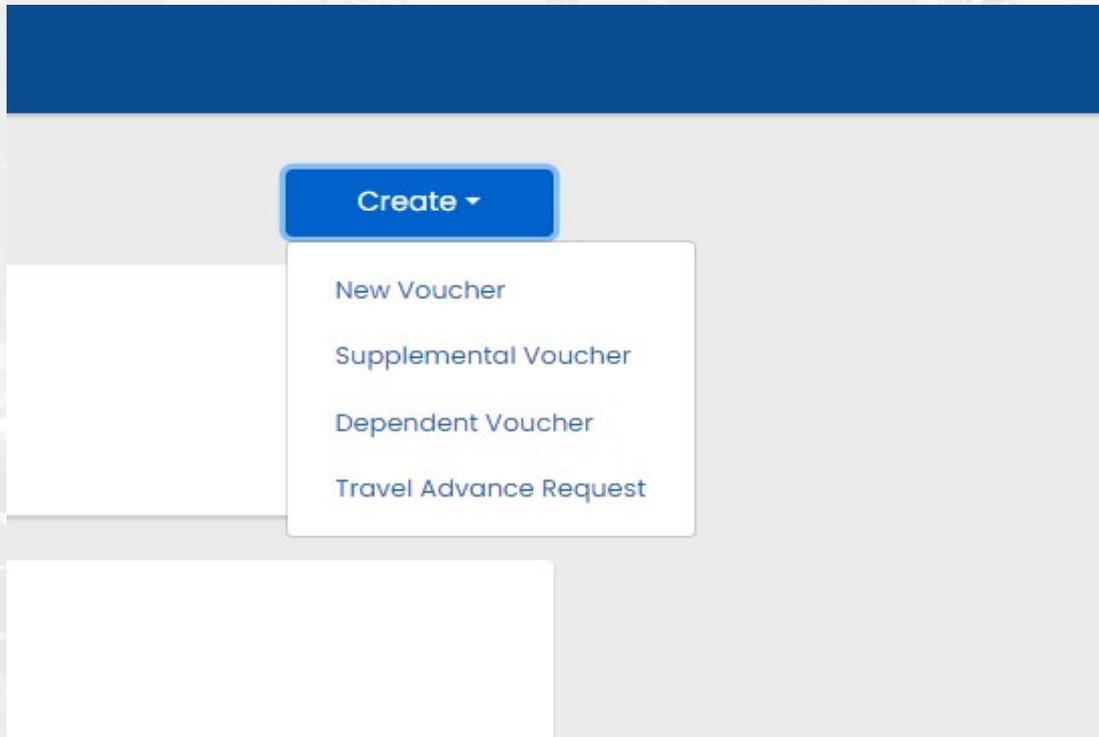
- Common Access Card
- myPay Login ID & Password





U.S. ARMY

Smart Voucher Instructions



New Voucher – 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

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





U.S. ARMY

Smart Voucher Instructions

User Type

Step 1 of 11

What is your category of travel? ?

PCS

What type of user are you?

Active Duty

What Local Finance Office are you submitting from?

Schofield Barracks/Fort Shafter, HI

[Return to My Vouchers](#)

[Save & Continue](#)

- Joint Base Lewis-McChord, WA
- Joint Base McGuire-Dix-Lakehurst, NJ
- Joint Base San Antonio, TX
- Korea
- MacDill AFB, FL
- Naval War College, RI
- Pentagon, DC
- Presidio of Monterey, CA
- Redstone Arsenal, AL
- Rock Island, IL (MPD)
- Schofield Barracks/Fort Shafter, HI**
- Shaw AFB, SC
- Sinai
- Torii Station, Japan
- USASD (Student Detachment)
- USMTM, Saudi Arabia
- Walter Reed, MD
- West Point, NY
- White House Communication Agency

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.





U.S. ARMY

Smart Voucher Instructions

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?

You will be paid by

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 OR 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**





U.S. ARMY

Smart Voucher Instructions

Are you claiming a Temporary Lodging Expense (TLE)?

Yes ▼

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

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

[More TLE information](#)

Marital Status?

Married ▼

Did you perform temporary duty en route?

No ▼

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

Previous

Save & Continue

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





U.S. ARMY

Smart Voucher Instructions

Marital Status?

Dual Military ▾

Spouse's SSN

Spouse's First Name

Spouse's Middle Initial

Spouse's Last Name

Spouse's Military Branch

Spouse's Current Duty Station

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

Marital Status:

- **Dual Military**

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





U.S. ARMY

Smart Voucher Instructions

Advances

Step 3 of 12 ▾

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

Payment/Advance Amount	DOV Number	
\$3,418.13	unknown	Delete

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

Enter a Payment/Advance

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

No ▾

Previous

Save & Continue

Advances:

You must answer YES if you took a DLA Advance

This does not include a Pay Advance, DD2560

- Click Save & Continue





U.S. ARMY

Smart Voucher Instructions

Personal Information

Step 4 of 12 ▾

First Name

Donald

Middle Initial (not required)

Last Name

Duck

DoD ID

Grade/Rank

E-6 ▾

- Enter your personal information





U.S. ARMY

Smart Voucher Instructions

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

Current Country of Residence

USA

Current Street Address

4524 Loalina Rd

Current Zip Code/APO/FPO

96857

[USPS Zip Code Lookup](#)

Installation/Base/City

Schofield Barracks

Current State

Hawaii

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





U.S. ARMY

Smart Voucher Instructions

Unit of assignment

HHC |

Enter City/State or Post/State
If you don't know it, enter "Unknown"

Phone Number

808-655-5555

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

Email

donaldduck@yahoo.com

Provide your primary email, the one you read most consistently

Do you have a Government Travel Charge Card?

Yes

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

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

Previous

Save & Continue





U.S. ARMY

Smart Voucher Instructions

Dependents

Step 5 of 12 ▾

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

Are you claiming dependents on this voucher?

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

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

For PCS travel to/from a OCONUS location, dependents must be Command Sponsored

My dependents left the previous duty station with me and arrived at my new duty station on the same day
Select even if your dependents traveled in a separate vehicle

My dependents traveled at a separate time or from a different location than me
By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

My dependents traveled to a designated location authorized on my PCS orders
By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

Previous

Save & Continue

- If your dependents traveled with you and select **Yes** for claiming dependents
- Select **No** If your dependents traveled separately or are arriving later, 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





U.S. ARMY

Smart Voucher Instructions

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

Select even if your dependents traveled in a separate vehicle

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

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

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

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

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

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

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

[Add a Dependent](#)

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

[Previous](#)

[Save & Continue](#)





U.S. ARMY

Smart Voucher Instructions

Add/Edit a Dependent

First Name

Middle Initial (not required)

Last Name

Relationship to You

Choose one... ▼

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

x Dependent Residence at the Time You Received Your Orders

Country

Choose one... ▼

Street Address

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one... ▼

Did the dependent complete travel?

Choose one... ▼

Save

Cancel

- Street Address, City, State, Country and Zip Code is **your OLD Address (address at last duty station) OR your dependent's address when you received your orders**
- 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





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 -

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

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

Does not include privatized housing

Yes No

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

Does not include privatized housing

Yes No

Did you perform a Personally Procured Move (PPM)?

PPM was formerly called DITY

Yes No

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

mm/dd/yyyy



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

mm/dd/yyyy



Previous

Save & Continue

Temporary Lodging 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 you were you assigned? Enter date.
- Did you perform a PPM move?
- Date household goods picked up? (If unknown use leave sign out date on leave form)
- Date household goods delivered or scheduled for delivery? (If unknown select estimated delivery date)
- Click Save & Continue





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 ▾



TLE Locations

You must add at least one location.

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

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

City	State	Zip Code	Arrival Date	Departure Date
------	-------	----------	--------------	----------------

You have not added a location for this travel voucher

Add a Location

Previous

Save & Continue

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





U.S. ARMY

Smart Voucher Instructions

Add/Edit Location(s) ✕

Is your location at or near an Army CONUS Installation?

Yes No

Did you stay in off-post lodging?

Yes No

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

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

mm/dd/yyyy

Location Address

TLE is limited to the 48 contiguous states and DC

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one...

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

mm/dd/yyyy

Did you incur daily lodging expenses at the location?

Yes No

Note: Lodging costs will be entered on the next screen

Save **Cancel**

- Is your location at or near an Army CONUS installation? Select YES to enter lodging location
- 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





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 -

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

Daily Expenses

City	Zip Code	Arrival Date	Departure Date
Fort Benning, GA	31905	06/01/2025	06/08/2025

Date	Lodging Expense	Amount claimed should include lodging rate and taxes
06/01/2025	Amount: <input type="text" value="0"/>	Charges to Government Travel Charge Card? <input type="radio"/> Yes <input checked="" type="radio"/> No
06/02/2025	Amount: <input type="text" value="0"/>	Charges to Government Travel Charge Card? <input type="radio"/> Yes <input checked="" type="radio"/> No
06/03/2025	Amount: <input type="text" value="120.00"/>	Charges to Government Travel Charge Card? <input checked="" type="radio"/> Yes <input type="radio"/> No
06/04/2025	Amount: <input type="text" value="120.00"/>	Charges to Government Travel Charge Card? <input checked="" type="radio"/> Yes <input type="radio"/> No
06/05/2025	Amount: <input type="text" value="120.00"/>	Charges to Government Travel Charge Card? <input checked="" type="radio"/> Yes <input type="radio"/> No

- From your lodging receipt, add daily lodging cost (minus pet fees) and taxes together. This will be your daily lodging total for each day.

- **IMPORTANT: Select yes or no if charged to GTCC**

- **Click Save & Continue**





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 ▾

1

Eligibility

2

Locations

3

Daily Expenses

4

Persons Claimed

5

Certification

Persons Claimed

City	Zip Code	Arrival Date	Departure Date
Fort Benning, GA	31905	06/01/2025	06/08/2025

Date

Persons Claimed

06/01/2025

Self

Daisy Duck

06/02/2025

Self

Daisy Duck

06/03/2025

Self

Daisy Duck

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





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 ▾

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

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



Sign

Please check the box to sign before continuing

Previous

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

Signed 07/02/2025

Remove Signature

Previous

Save & Continue

TLE Certification:

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



Additional TLE information





U.S. ARMY

Smart Voucher Instructions

Instructions - Itinerary Information

Instructions

1. 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:

- 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





U.S. ARMY

Smart Voucher Instructions

Itinerary Information

Step 7 of 12 ▾

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging
----------------	----------------	--------------	--------------	-------------	-----------------	-----------	---------

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

Add Itinerary Information

Previous

- Click Add Itinerary Information





U.S. ARMY

Smart Voucher Instructions

1

Departure

2

Next Stop

On what day did your travel begin?

mm/dd/yyyy



From what country did you depart?

Choose one...



From what installation/base/city did you depart?

By what mode of transportation did you travel?

Choose one...



Cancel

Save & Continue to Next Stop 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





U.S. ARMY

Smart Voucher Instructions

By what mode of transportation did you travel?

Automobile ▾

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

Yes ▾

Select "Yes" if you drove a rental vehicle

How many automobiles did you drive?

1 ▾

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

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

Were you the operator of the automobile?

Yes ▾

Select No if you were a passenger.

Was this leg of travel to or from a terminal?

No ▾

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

Example 1:

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

Cancel

Save & Continue to Next Stop Information





U.S. ARMY

Smart Voucher Instructions

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

Cancel

Save & Continue to Next Step Information





U.S. ARMY

Smart Voucher Instructions

1

Departure

On what date did you arrive at destination?

mm/dd/yyyy



2

Next Stop

In what country did you arrive?

Choose one...



In what city did you arrive?

What was your reason for stopping at destination?

Choose one...



Reasons for Stopping Defined

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





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Atlanta?

Leave en route ▾

Reasons for Stopping Defined

Authorized Delay (AD) – A period of time that a member is authorized, by regulations, to delay while en route to the PCS point

Authorized Return (AR) – Authorized travel home periodically on weekends or non-workdays while at the PCS point

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

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

Hospital Discharge (HD) – Discharge from a medical facility after inpatient treatment

Leave en route (LV) – Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) – Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

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

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

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

No ▾

Did you incur any lodging expenses while at Atlanta?

No ▾

Cancel

Previous

Save & Complete

- 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





U.S. ARMY

Smart Voucher Instructions

Did you incur any lodging expenses while at Atlanta?

Did you incur any lodging expenses while at Atlanta?

What were the lodging costs incurred before taxes?

Daily Lodging Cost

Total Lodging Cost

What was the lodging tax incurred?

Daily Lodging Tax

Total Lodging Tax

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

- 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

Cancel

Previous

Save & Complete





U.S. ARMY

Smart Voucher Instructions

Itinerary Information

Step 7 of 12 ▾

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
06/08/2025	Fort Benning, GA USA	06/08/2025	Atlanta, GA USA	PA	LV	0	0.00	Edit Delete

Add Itinerary Information

Previous

1

Departure

What day did you depart Atlanta?

mm/dd/yyyy



2

Next Stop

By what mode of transportation did you travel?

Choose one... ▾

Cancel

Save & Continue to Next Stop Information

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





U.S. ARMY

Smart Voucher Instructions

1

Departure

What day did you depart Atlanta?

06/12/2025



By what mode of transportation did you travel?

Plane



Did the government own the plane?

No



Did you have to personally pay for the plane?

Yes



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

What was the date this expense was incurred?

06/08/2025



What was the nature of this expense?

Air Ticket - Paid by traveler

What was the cost of the plane ticket?

1051.00

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

Yes



Cancel

Save & Continue to Next Stop Information

2

Next Stop

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.





U.S. ARMY

Smart Voucher Instructions

1

Departure

On what date did you arrive at destination?

mm/dd/yyyy



2

Next Stop

In what country did you arrive?

Choose one...



In what city did you arrive?

What was your reason for stopping at destination?

Choose one...



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

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

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

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





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Honolulu?

Awaiting Transportation ▾

Reasons for Stopping Defined

Authorized Delay (AD) – A period of time that a member is authorized, by regulations, to delay while en route to the PCS point

Authorized Return (AR) – Authorized travel home periodically on weekends or non-workdays while at the PCS point

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

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

Hospital Discharge (HD) – Discharge from a medical facility after inpatient treatment

Leave en route (LV) – Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) – Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

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

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

Did you incur any lodging expenses while at Honolulu?

No ▾

Cancel

Previous

Save & Complete

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

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





U.S. ARMY

Smart Voucher Instructions

1

Departure

2

Next Stop

What day did you depart Honolulu?

06/12/2025

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?

06/12/2025

What was the nature of this expense?

Taxi - Terminal

What was the cost of the expense?

130.00

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

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

Cancel

Save & Continue to Next Stop Information





U.S. ARMY

Smart Voucher Instructions

1 Departure

2 Next Stop

On what date did you arrive at Schofield Barracks?

06/12/2025

In what country did you arrive?

USA

What is the arrival location zip code?

96857

[USPS Zip Code Lookup](#)

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

In what city did you arrive?

Schofield Barracks

In what state did you arrive?

Hawaii

Arriving at Duty Station

- 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 IPSS-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





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Schofield Barracks?

Mission Complete

Reasons for Stopping Defined

Authorized Delay (AD) – A period of time that a member is authorized, by regulations, to delay while en route to the PCS point

Authorized Return (AR) – Authorized travel home periodically on weekends or non-workdays while at the PCS point

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

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

Hospital Discharge (HD) – Discharge from a medical facility after inpatient treatment

Leave en route (LV) – Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) – Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

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

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

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

No

Cancel

Previous

Save & Complete

Arriving at Duty Station

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





U.S. ARMY

Smart Voucher Instructions

Itinerary Information

Step 7 of 12 ▾

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
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	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 day you signed in off leave and location must be new permanent duty station
- Save & Continue





U.S. ARMY

Smart Voucher Instructions

Reimbursable Expenses

Step 8 of 12 ▾

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required	
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





U.S. ARMY

Smart Voucher Instructions

Add/Edit an Expense ✕

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

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

One-Time Daily

Expense Date

mm/dd/yyyy



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?

Yes No

Save

Cancel

- 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





U.S. ARMY

Document Preparation

- Documents submitted **Must be legible or your voucher will be rejected**
- 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





U.S. ARMY

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





U.S. ARMY

Smart Voucher Instructions

Miscellaneous Information

Step 9 of 12 ▾

Voucher Attachments

Document Type

File Name

Add a Document

Do you have unused tickets from this trip?

No ▾

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

If lodging was required as part of this trip, you must include a receipt regardless of amount. All other expenses over \$75 require a receipt.

Enter any general remarks you may have regarding this voucher

Remaining Characters: 800

Previous

Save & Continue

Miscellaneous Information:

- 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**





Smart Voucher Instructions

Miscellaneous Information

Step 9 of 12

Voucher Attachments

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

Add a Document

Do you have unused tickets from this trip?

No

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

If lodging was required as part of this trip, you must include a receipt regardless of amount. All other expenses over \$75 require a receipt.

Enter any general remarks you may have regarding this voucher

Remaining Characters: 800

Previous

Save & Continue

- 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





U.S. ARMY

Smart Voucher Instructions

Split Disbursements

Step 10 of 12 ▾

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

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

To check your current GTCC balance, call 1-800-200-7056 or visit your Online Citibank GTCC Account

You indicated that you charged this amount to your GTCC:

\$ 1574.59

Reset Amount

You can change the amount displayed here

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

Expenses you did not charge to your GTCC:

\$ 0.00

Previous

Save & Continue

Split Disbursements:

- **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**





U.S. ARMY

Smart Voucher Instructions

Summary: Verify your information then select Save & Continue

Summary/Preview

Step 11 of 12

Please review and click edit to make necessary changes.

Voucher Type

Travel Category

PCS

User Type

Active Duty

Local Finance Office

Schofield Barracks/Fort Shafter, HI

Initial Information

Travel Order Number

78542

Reimbursement Type

Direct Deposit

Advances

Payment/Advance Amount

\$1,488.13

DOV Number

unknown

Personal Information

Name

MERCEDES CASE

Grade/Rank

E-5

Unit of Assignment

HHC

Current Address

4524 Loalima Rd
Schofield Barracks, HI 96857
USA

Contact Information

donaldduck@yahoo.com
808-655-5555

Government Travel Charge Card

Yes

Dependents Information

Name	Relationship to You	Date of Birth/Marriage	Current Address	Traveled?
Daisy Duck	SPOUSE	02/02/2018	123 Fort Benning GA, 39905 USA	Yes

Travel History Information

Departure Date	Departure City	Arrival Date	Arrival City	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator
08/08/2025	Fort Benning, GA USA	08/08/2025	Atlanta, GA USA	FA	IV	0	Yes
08/12/2025	Atlanta, GA USA	08/12/2025	Honolulu, HI USA	CP	AT	No	No
08/12/2025	Honolulu, HI USA	08/12/2025	Schofield Barracks, HI USA	CA	MC	0	No

Non-Reimbursable Expenses

Expense Date	Nature of Expense	Mileage	Amount
08/08/2025 to 08/08/2025	Air Ticket - Paid by traveler -2		\$1,025.00
08/12/2025 to 08/12/2025	Taxi - Terminal -3		\$130.00

Miscellaneous Information

Unused Tickets

General Remarks

Previous

Save & Continue





U.S. ARMY

Smart Voucher Instructions

Submit Voucher

Step 12 of 12 ▾

List of Required Attachments

Based on the information you 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

[Previous](#)

[Submit Voucher](#)

Submit Voucher:

- 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 legible**
- Check the sign box under Sign and Submit Voucher
- Click Submit Voucher





U.S. ARMY

A Complete Packet Submission

- DD 1351-2 Travel Voucher (This is system generated by Smart Voucher)
- PCS Orders - **ALL PAGES** 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





U.S. ARMY

Smart Voucher Return

PCS Vouchers [8] ?

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

Rejected Voucher

Voucher Returned Reason



Travel Voucher ID: 1927527

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

Ok

- 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**

