



U.S. ARMY

U.S. Army Financial Management Command

**SmartVoucher DLA &
Travel Advances
Help Guide**

08 June 2026





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General Information

➤ **DLA and Travel Advances are requested through DFAS SmartVoucher**

➤ **<https://smartvoucher.dfas.mil/voucher/consent>**

➤ **Required Documents:**

- **PCS Orders**
- **Approved IPPS-A Request**

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VISUALIZE

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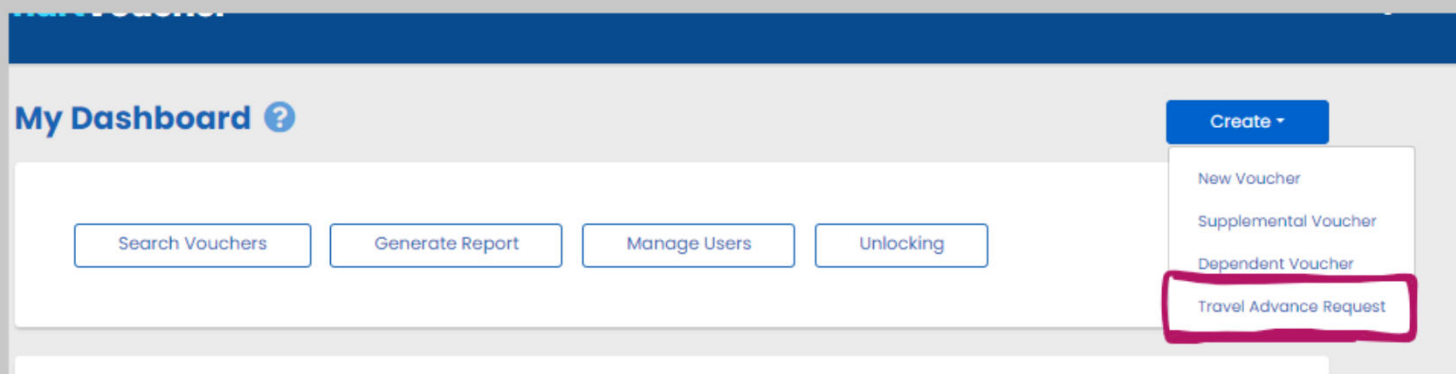




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General Information

➤ Create “Travel Advance Request”



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General Information

Step 1

Select advances needed for PCS travel.

You can select any combination of advance types below

Are you requesting an advance for travel?

Yes ▼

Are you requesting an advance for dependent travel?

Yes ▼

Are you requesting an advance for DLA?

Yes ▼

Are your dependents relocating?

Yes ▼

Are you requesting an advance for DITY move?

No ▼

If yes, you must attach a DD2278 to this advance

Are you requesting an advance for TDY enroute?

No ▼

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General Information

- **Step 2**
- **Answer if travel will be by POC “ Privately Owned Car”**
- **Add travel locations, losing to gaining station.**

Is any of your travel going to be by POC?

Yes ▼

What is the number of POCs used for this POC move?

1 ▼

From what country will you depart?

USA ▼

What is the departing location zip code?

76544

[USPS Zip Code Lookup](#)

From what installation/base/city will you depart?

Fort Cavazos

From what state will you depart?

Texas ▼

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➤ Step 3

➤ Add dependents

Dependent Information

Step 3 of 7 ▾

Please provide dependent information. 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.

Are your dependents relocating?

Yes ▾

On what day will your Dependents depart?

05/15/2024



Is any of their travel going to be by POC?

No ▾

POC – Personally Owned Conveyance

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- **Step 4**
- **Add dependent travel locations.**

Dependent Itinerary Information

Step 4 of 7 ▾

Departure Information

On what day will your Dependents depart?

05/15/2024



Are you buying your own ticket?

No, N/A



From what country will your Dependents depart?

Choose one...



From what installation/base/city will your Dependents depart?

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General Information

➤ Step 5

➤ Upload orders and leave form.

Upload Attachments

Step 5 of 7 ▾

List of Required Attachments

Based on the information you provided, the following documents must be scanned, printed, and submitted with your paper voucher.

1. All requests - PCS Orders
2. TDY - DD1610 if TDY authorization is not included in PCS Order
3. DITY - DD2278

Type

Name

Orders/Ammendments

sil0.pdf

[Download](#)

[Delete](#)

[Add a Document](#)

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General Information

➤ Step 6

➤ Review Advance

Summary/Preview

Step 6 of 7 ▾

Please review and click edit to make necessary changes.

Personal Information

[Edit](#)

Travel Order Number

0000

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General Information

- **Step 7**
- **Sign and Select Submit**

Sign and Submit Travel Advance

By clicking 'Submit Travel Advance Request' below you are legally submitting a signed travel advance for routing and approval.

☐ **Sign**

Previous

Submit Travel Advance Request

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Questions

**Call
254-287-9207
for assistance.**

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