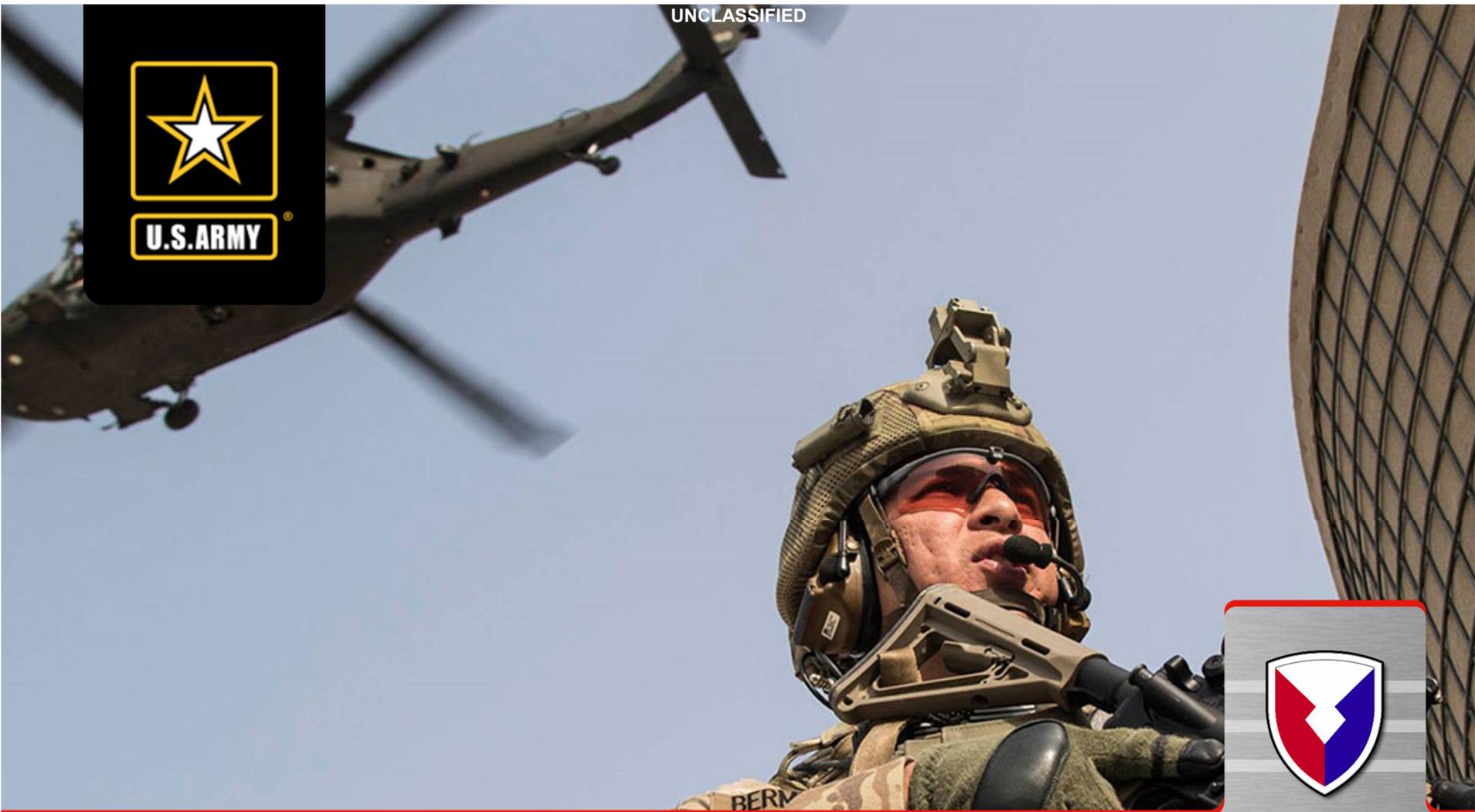


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U.S. Army Financial Management Command

**Army Military Pay Office – Military Pay and Smart
Voucher PCS In-processing via Smart Voucher**

As of 11/1/2021

36000 Darnall Loop
Building 36000 Fourth Floor
Fort Hood, TX 76844

UNCLASSIFIED



Military Pay Brief

**Please listen to the briefer,
remember this is your
PAY**





Entitlements

- **Entitlements that will stop:**
 - **Hostile Fire Pay - Last day of the Departure month**
 - **Assignment Incentive Pay – Day of Departure**
 - **Save Pay - Day of Departure**
 - **Parachute - Day prior to Departure**
 - **Demolition Pay - Day of Departure**
 - **Family Separation Hardship - Day of Departure**
 - **Cost of Living Allowance - Day prior to Departure**
 - **DA Form 4187 required for authorization for COLA, if applicable, based upon unit location**
 - **Special Duty Assignment Pay - Day prior to Departure**





Leave

- **DA Form 31 – Request for Leave must have a sign in and sign out date**
- **It must cover the entire period from the time the Soldier left the old duty station; to the time he/she reported to the new one**
- **If Soldier was TDY enroute, the leave form must cover the period the soldier was TDY**
- **If the soldier requested Permissive TDY, the DA Form 31 must:**
 - **Be signed by a Lieutenant Colonel (LTC)**
 - **PTDY dates must be annotated in the remarks section**
 - **Be stamped by the Housing Office noting when the PTDY began**





Advance Pay

- To provide funds to a member to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations
- A member may be paid an advance of basic pay not to exceed 3 months less deductions
 - Married Soldiers – if this is your first Advance Pay then you do not have to itemize your expenses
 - Single Soldiers – regardless of grade will need to itemize expenses
 - Soldiers in the pay grade of CPL and below, and all Soldiers, regardless of rank, requesting a 2nd or 3rd advance pay, must obtain their Commander's signature and must itemize their expenses
- DA Form 2560 - Advance Pay Certification/Authorization





Documents Required for Enlistment Bonus

- Graduation Certificate from AIT or MOS orders with effective date
- DD Form 4-1, 4-2, 4-3 (enlistment/reenlistment contract)
- DD Forms 1966-2 and 1966-3 (other personal data)
- DA Form 3286-59, 3286-63, 3289-66 OR pages 1-6 Statement for Enlistment United States Army Enlistment Program
- These documents can be found in your 201 file, AKO Personnel files (iPERMS), or from your recruiter
- If bonus is specific to MOS – Memorandum from unit commander stating you are performing duties in the MOS you enlisted for

- ❖ **Need to submit documentation listed above to your S-1 for submission on a UTL to finance.**

- ❖ **Listed documents will NOT be accepted at finance must be submitted by your S-1 for accountability**





Completing the DD Form 5960

Blocks 1-11: Self Explanatory

1. Name (Last, First, MI)		2. DOD ID Number	3. Grade
4. Member's Physical Address (Street, City, State, and Zip Code)		5. Duty Location (Unit Location or City, State, and Zip Code)	
6. Effective Date Of Action	7. Type Of Action (Select Only One) <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Stop <input type="checkbox"/> Recertify		8. BAH Type (Select Only One) <input type="checkbox"/> With Dependents <input type="checkbox"/> Without Dependents <input type="checkbox"/> Differential
9. Marital Status (Select Only One) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed		Has your spouse or former spouse ever served in a branch of the Uniformed Services? (If Yes, complete blocks a, b, c & d) YES <input type="checkbox"/> NO <input type="checkbox"/>	
10. Spouse's Name (Last, First, MI)		a. Spouse's DOD ID Number	
11. Spouse's Physical Address (Street, City, State, and Zip Code)		b. Spouse's Branch Of Service	
		c. Date Spouse Last Entered Service	
		d. Date Spouse Last Separated Service	





Completing the DD Form 5960

Block 12 – List all of your family members

12. Other Dependent Information (Children and Secondary Dependents). Additional Dependents Will Be Listed On Additional Forms					
Name	Physical Address	Relationship	Date Of Birth	Custody	
				Physical	Legal

13. Certification of Dependent Support

Read and Initial: I understand that the legal purpose of a housing allowance on behalf of a dependent is to partially reimburse a Service Member for the expense of providing a private sector residence for the dependents when Government Quarters are not provided. I further understand that a housing allowance for a dependent is not a bonus merely for the technical status of being married or a parent.

Read and Initial: I understand that I am required to provide adequate support to those dependents on whose behalf I am receiving a housing allowance and if I fail to provide adequate support, the housing allowance that I received for that dependent will be recouped for nonsupport or inadequate support periods.

Read and Initial: I understand that a legal separation agreement, court decree, judgment, or order that does not state the dependent support amount, or absolves me of my dependent support responsibility, does not of itself affect my housing allowance. I further understand that if I am authorized a housing allowance on behalf of a dependent that I must contribute to my dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

Read and Initial: I understand that if there is a court order or legal separation agreement stating the support amount, I must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

Read and Initial: I certify that I provide or am willing to provide adequate support to the above named dependents.

Please read block 13, if applicable to you





Completing the DD Form 5960

Block 14 – your signature

Block 15 – date form was signed by you

Block 16 – Commander's Signature

Block 18 – date commander signed form

I certify ALL information regarding this authorization is correct. I will immediately notify the servicing Finance/Personnel Office of any changes in the information above, due to divorce, marriage, death, living in government quarters etc., which could affect my BAH entitlement.

IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.

14. Member's Signature	15. Date	16. Commander's Signature	17. Date
------------------------	----------	---------------------------	----------





Completing the DD Form 5960

ALL SOLDIERS – regardless of marital status -

- **Please complete this form and submit to your commander for his/her signature.**
- **Your S-1 will then scan and place a copy in your iPERMS file.**
- **Your BN/BDE S-1 will submit to finance, if needed, due to divorce, marriage, birth of a child.**





Completing the DD Form 5960

▶ Per eMessage 18-019 effective 5 March 2018

- ✓ YOUR commander or your first officer in the chain of command is the certifying officer for the DA Form 5960
- ✓ Your orders will serve as our Key Supporting Documentation (KSD) for changing your BAH rate to Fort Hood, TX
- ✓ If orders are **INCORRECT**, they must be amended.
 - See your S-1 or commander for guidance
- ✓ If Life event occurred during your PCS move (marriage, divorce, birth of a child)
 - Must have your commander or first officer in chain of command to sign the DA Form 5960
 - Unit will forward DA Form 5960 on a Unit Transmittal Letter/Unit Transmittal Memorandum (UTL/UTM) to finance

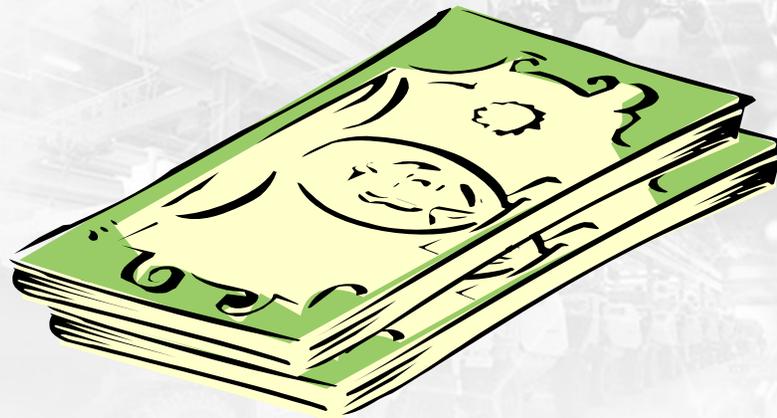


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U.S. ARMY

TRAVEL PAY BRIEF



UNCLASSIFIED



Travel Notes

- **Travel payment(s) will not show up on your LES**
- **A notification will be emailed to your AKO account when voucher is received and processed (disbursed)**
- **Settlement information will be emailed to you**
- **Settlement information will be available in MYPAY**
- **If you have been overpaid through advances, you will be notified by DFAS Debt Management for repayment options (payroll deduction may appear on LES)**

www.dfas.mil/checktravelstatus





SPLIT DISBURSEMENT

- **Split Disbursement allows DFAS to pay your Government Travel Charge Card (GTCC) for you**
- **By using split disbursement you avoid late charges and penalties by CITIBANK**
- **Avoid the harassment by your chain of command by using split disbursement**
- **Don't remember the amount – call CITIBANK to get amount after the briefing**





Temporary Duty (TDY) Enroute

- **PCS or TDY orders:**
 - If TDY period is not included on the original PCS order then a DD1610 is required, to include any amendments.
 - The PCS orders and DD1610 must have a valid line of accounting (LOA).
- **If the LOA is invalid – check with your S-8 or G-8 to correct**
- **Finance cannot:**
 - correct your LOA
 - Publish new DD 1610 – see your S-8 or G-8
- **Must list all authorized expenses incurred (to include lodging)**
 - If In and Around mileage authorized – need a daily log





Temporary Lodging Expense (TLE)

- **TLE partially offsets the added living expenses within CONUS incurred by a member and dependents incident to a PCS**
 - **It is a reimbursement for lodging at your losing or gaining station (maximum daily rate of \$290.00)**
 - **You are authorized 10 days of TLE on a CONUS to CONUS move or OCONUS to CONUS move**
- **Submit your TLE claim once you have completed your stay**
- **You must have**
 - **Itemized receipts for lodging (original lodging receipt with a zero balance)
Paid in full, proof of payment.**





Temporary Lodging Allowance (TLA)

- **Authorized by the Overseas Housing Office**
- **To partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and expenses for meals obtained as a direct result of using temporary lodgings OCONUS that do not have facilities for preparing and consuming meals**
- **While waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not Reimbursement for lodging at your overseas location**





Dislocation Allowance

- To partially reimburse a soldier, with or without dependents, for the expenses incurred in relocating the member's household on a PCS
- **DLA is not authorized for first PCS move if dependents are not relocating**
- All soldiers, regardless of rank when accompanied with dependents will receive DLA at the “with dependent” rate
- **DLA is limited to one payment per fiscal year, unless an exception as stated in JTR 5450B applies**
- DLA rate is based on the calendar year of the soldier’s effective date of travel
- **DLA Rates can be found at the following web site:**
<http://www.defensetravel.dod.mil/site/otherratesDLA.cfm>





DLA Rates effective 1 Jan 2021

	W/O Dep	With Dep	➤ Gr	W/O Dep	With Dep
➤ E-9	\$2,492.88	\$3,286.45	➤ O-6	\$3,769.16	\$4,553.77
➤ E-8	\$2,288.10	\$3,029.39	➤ O-5	\$3,630.18	\$4,389.37
➤ E-7	\$1,954.84	\$2,812.68	➤ O-4	\$3,364.15	\$3,869.30
➤ E-6	\$1,769.48	\$2,598.94	➤ O-3	\$2,696.10	\$3,201.20
➤ E-5	\$1,632.00	\$2,337.40	➤ O-2	\$2,138.67	\$2,733.45
➤ E-4	\$1,419.78	\$2,337.40	➤ O-1	\$1,800.89	\$2,443.54
➤ E-3	\$1,392.88	\$2,337.40	➤ O-3E	\$2,911.30	\$3,440.34
➤ E-2	\$1,131.36	\$2,337.40	➤ O-2E	\$2,474.92	\$3,104.11
			➤ O-1E	\$2,128.19	\$2,867.96
			➤ W-5	\$3,417.93	\$3,734.80
			➤ W-4	\$3,035.35	\$3,423.95
			➤ W-3	\$2,551.13	\$3,136.98
			➤ W-2	\$2,265.70	\$2,885.89





Personally Procured Move (PPM)

- **PPM/DITY moves are processed thru Transportation located in the Copeland Center (Building 18010)**
- **Please direct all questions concerning your PPM/DITY move to Transportation personnel**





Smart Voucher Information

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





Key Supporting Documents Required

- PCS Orders and Amendments
- **DD Form 1610 and Amendments, (if TDY en-route)**
- DD Form 1351-2 - Travel Voucher (will be created within the Smart Voucher System, directions are later in the brief)
- **DA Form 31 - Leave Request Form**
- Receipts for any reimbursable expense \$75.00 and over
 - Lodging/Hotels regardless of cost
 - Airfare
 - Excess Baggage – must be authorized in your orders
- **Other Supporting Documents may include**
 - **TLA documents**
 - **TLE documents**
 - **Receipts for reimbursable expenses**





Smart Voucher Instructions

- Information Required:
 - New unit of assignment (as reflected on your PCS order)
 - Date of marriage
 - Date(s) of birth of child(ren)
 - E-mail address (add dfas-smartdocs@mail.mil to your address book and review your spam folder for notifications)
- A separate voucher (Supplemental voucher) is required to be completed for dependents period of travel if the Soldier moved his dependents to the new duty station and did not accompany them
- A separate voucher (Supplemental voucher) is required for POV drop-off and/or pick-up if the trip was done separately from the actual PCS travel (example, soldier reported to **Fort Hood** on 1 JUL and POV pick-up took place 15 JUL)





Smart Voucher Instructions

Instructions for Completing PCS Travel Voucher via Smart Voucher





Smart Voucher Instructions

- Go to <https://mypay.dfas.mil/#/> – do not log in
- Select “Quick Links”

The screenshot shows the myPay website interface. At the top, there is a navigation bar with the following links: myPay (with a key icon), ACCESSIBILITY/SECTION 508, SECURITY, FAQ, QUICK LINKS (circled in red), and CONTACT US. To the right of the navigation bar, there is a section titled 'STAY CONNECTED WITH DFAS' with YouTube and Facebook icons.

The main content area is divided into two sections:

- Welcome:** A purple banner with the word 'Welcome' in white. Below it is a large graphic of the myPay logo (a purple box with 'myPay' in white) and a key graphic. Below the graphic, the text reads 'Simpler | Streamlined | Mobile-Friendly'.
- Sign In:** A white box containing a 'Sign In' button, a 'Forgot your Login ID?' link, and a 'Forgot or Need a Password?' link. Below these links is a 'Smart Card Login' section with a DoD CAC | PIV icon and the instruction '(Insert Card First)'.



Smart Voucher Instructions

- Under DFAS Resources, select “Smart Voucher – Complete a DD Form 1351-2”

QUICK LINKS

DFAS Resources

- [Affordable Care Act](#)
- [AskDFAS Tax Statement Reissue Requests](#)
- [DFAS - Home](#)
- [How to read a DoD Civilian LES?](#)
- [How to read a DoDEA LES?](#)
- [Pay Inquiries: Army \(Active/Reserve/Guard\), Navy \(Active/Reserve\) Air Force \(Active/Reserve/Guard\)](#)
- [SmartVoucher - Complete a DD 1351-2](#)
- [Travel Voucher Checklist](#)





Smart Voucher Instructions

CAC LOG IN FROM A GOVERNMENT COMPUTER

- Log in with your credentials
- Click “I Agree” twice
- Click “Login with CAC”
 - Make sure it is **NOT** your email certificate



SmartVoucher



Welcome to Travel Pay Service's SmartVoucher!

This website has been tested on IES, Firefox and Chrome

Login with myPay Username and Password

Fields are case-sensitive:

Login ID

(Same as myPay, NOT your Social Security Number)

Password

(Same as myPay, NOT Interactive Voice Response System (IVRS) Personal Identification Number (PIN))

Login

Forgot your Login ID or Password, click [HERE!](#)

To enter your Password more securely, click on the On-Screen Keyboard button below.

On-Screen Keyboard

Login with DoD CAC



You may also log in with YOUR own personal Common Access Card (CAC). You cannot use someone else's CAC.

Please select your NON-Email certificate.

Login with CAC





Smart Voucher Instructions

USERID AND PASSWORD LOG IN

- Log in with your credentials
- Click “I Agree” twice
- Click “Login with USERID and Password”
 - Make sure it is **NOT** your email certificate



SmartVoucher



Welcome to Travel Pay Service's SmartVoucher!

This website has been tested on IES, Firefox and Chrome

Login with myPay Username and Password

Fields are case-sensitive:

Login ID
(Same as myPay, NOT your Social Security Number)

Password
(Same as myPay, NOT Interactive Voice Response System (IVRS) Personal Identification Number (PIN))

Login

Forgot your Login ID or Password, click [HERE!](#)

To enter your Password more securely, click on the On-Screen Keyboard button below.

On-Screen Keyboard

Login with DoD CAC



You may also log in with YOUR own personal Common Access Card (CAC). You cannot use someone else's CAC.

Please select your NON-Email certificate.

Login with CAC





Smart Voucher Instructions

Menu User Type Initial Advances Personal Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

General Instructions (show help)

Create New Voucher Create Supplemental Voucher Create Dependent Voucher

TDY Vouchers

No TDY travel Vouchers have been entered through SmartVoucher.

PCS Vouchers (show help)

No PCS travel Vouchers have been entered through SmartVoucher.

Create New Voucher Create Supplemental Voucher Create Dependent Voucher

Smart Voucher homepage

- Able to view old vouchers and create new vouchers
- Navigate through the voucher using the menu at the top of the page
- Click on “Create New Voucher”
- Click on “Create Dependent Voucher” if your dependents traveled separately





Smart Voucher Instructions



SmartVoucher



Menu User Type Initial Advances Personal Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

User Type Selection
Step 1 of 11

* What is your category of travel? PCS ▾

* What type of user are you? Active Duty ▾

* What DMPO are you submitting from? ~~Fort Hood, TX~~ ▾ Fort Hood, TX

Permanent Change of Station (PCS) - the official relocation of an active duty service member and/or civilian--along with valid dependents-- to a different duty location, such as a military base. A permanent change of station applies until replaced by another military PCS order, completion of active duty service, or some other such preemptive event.

For Military Temporary Change of Station (TCS) - select TDY

Note: If retiring/separating and filing final PCS voucher, select user type from which you retired.

Back
Next

- Category of travel will be “PCS”
- Type of user is “Active Duty”
- Select “**Fort Hood, TX**” as your AMPO (Finance Office)
- Select “Next”





Smart Voucher Instructions

Dependents
Step 5 of 12

Instructions: Please provide dependent information. You must use the "Save" button before going to the "Next" button. 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.

* On this voucher, are you claiming dependents? Yes ▾

The dependent address should be the address upon receipt of orders.

NOTE: For PCS travel to/from CONUS locations orders must authorize dependents. For PCS travel to/from an 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.

My dependents traveled separately from me to my current duty station.

My dependents traveled to designated location authorized on my PCS orders.

Back

- If your dependents traveled with you and they are here, select "Yes" for claiming dependents.
- **If your dependents traveled separately or are arriving at a later date, this voucher will be for your travel only. Another voucher for your dependents will be completed upon their arrival.**
- Separate vouchers are needed for any dependent that traveled to/from a separate location or during a different timeframe. You may use the "Create Dependent Voucher" feature found on the Menu screen to begin a dependent travel claim.





Smart Voucher Instructions

Note: If your dependents have different permanent addresses then you will have to complete a separate itinerary (block 15a-15f) on a DD form 1351-2 for each dependent.

Note: SmartVoucher currently only allows for sixteen (16) dependents to be added.

* Dependent First Name:

Dependent Middle Initial:

* Dependent Last Name:

* Dependent Relationship: ▼
Note: Children over 21, wards and parents require approval memorandum from Dependency Entitlements (DFAS).

* Date of Marriage: MM/DD/YYYY

* Dependent Street:
Note: Use dependent address upon receipt of orders.

* Dependent City:

* Dependent State: ▼

* Dependent Country: ▼

* Dependent Zip Code: [Zip Code Lookup](#)

Dependent completed travel? ▼

Back

Save

- Each dependent who traveled with you will be entered on separate pages
- **Dependent's full address at losing station OR your dependent's address when you received your orders**
- Don't forget to mark off "Yes" if your dependent completed travel
- Click "Save" to add another dependent





Smart Voucher Instructions

Edit	Delete	First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
Edit	Delete	Jane		Smith	1234 Main ST Fort Hood TX, 76542 USA	12/15/2011	<input checked="" type="checkbox"/>

* Dependent First Name:

Dependent Middle Initial:

* Dependent Last Name:

* Dependent Relationship: Note: Children over 21, wards and parents require approval memorandum from Dependency Entitlements (DFAS).

* Date of Birth: MM/DD/YYYY

* Dependent Street: Note: Use dependent address upon receipt of orders.

* Dependent City:

* Dependent State:

* Dependent Country:

* Dependent Zip Code: [Zip Code Lookup](#)

Dependent completed travel?

- Click “Add Dependent”
- Address will automatically populate
- Again, don’t forget to mark “Yes” for completed travel
- In order to get reimbursed for all dependent travel, you need to list **ALL** dependents that moved with you
- Once they are all listed and saved, select “Next”
- *If you are claiming a secondary dependent, the approval memo from DFAS is required*





Smart Voucher Instructions

POV Drivers Only

Add/Edit Itinerary Leg

Departure Information

What day did your travel begin? MM/DD/YYYY
Note: Date of departure on your leave form.

What country did you depart from?

What is the zip code of your departure location? [Zip Code Lookup](#)

Installation/Base/City

State

What was your mode of travel?

Did you own or were you personally responsible for the operating expenses of the motorcycle?
Note: If you drove a rental vehicle, select "Yes"

How many vehicles did you drive?
NOTE: Per JTR, Reimbursement for the use of more than two vehicle's, within the same household for PDT, must be authorized/approved through the Secretarial Process.
 NOTE: Reimbursement for the use of more than two vehicle's must be authorized.

Were you the operator of the vehicle?
Note: Select 'No' if you were a passenger.

Next Stop Information

What date did you arrive? MM/DD/YYYY

Was this leg of travel to or from a terminal?
Note: Terminals include airports, bus depots, train stations, and/or ports of call.

What country did you arrive in?

What is the zip code? [Zip Code Lookup](#)
Note: If the reason for stopping at this location is Mission Complete, enter the arrival zip code on your orders.

City

State

What was your reason for stopping?
Definitions
 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 PCS point.
 Awaiting Transportation (AT) - Necessary delay while awaiting further transportation after travel status has begun.
 Hospital Admittance (HA) - Admittance to Medical Facility for inpatient treatment.
 Hospital Discharge (HD) - Discharge from 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, or designated duty station.
 Temporary Duty (TD) - Official Duty while at Temporary Duty Site.
 Voluntary Return (VR) - Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at PCS point.

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

If you drove from your last duty location to **Fort Hood, TX**, this is what your Next Stop should look like

- Mode of travel: "Automobile"
- Were you personally responsible for the operating expenses? "Yes"
- How many vehicles did you drive? 1 or 2
- Were you the owner/operator? "Yes"
- Arrival country: USA
- Arrival city: is always duty location on your orders
- State: duty location on your orders
Zip: on your Orders
- Reason for stopping: "Mission Complete"
- **Arrival Date is the day you physically arrived (date you signed in at the Copeland Center (block 16 of your DA 31))**
- Click "Save"





Smart Voucher Instructions

Miscellaneous Information Step 9 of 12

Voucher Attachments

Allowed file types: bmp,gif,jpeg,pdf,pjpeg,png
File size Limit: 2 mb

Select a file to upload:

Unused Tickets

I do have unused tickets from this trip: If yes, turn those tickets into the Transportation Office (T/O) or Commercial Travel Office (CTO).

NOTE: 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.

Remarks

Specify any general remarks regarding this voucher:
Remaining Characters:

- Attach the PCS order(s), DA31, and all receipts required
- Specify if you have any unused plane tickets; this may be left blank
- Specify any general remarks





Smart Voucher Instructions

Split Disbursements

Step 10 of 12

Split Disbursement

Instructions:

Split disbursement is mandatory. If you have indicated you paid certain expenses with a government charge card, it is noted below.

NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.

To check the current balance on your GTCC please call 1-800-200-7056 or visit the Citibank website: [Check GTCC Balance](#)

You indicated that you charged this amount to your Government
Travel Charge Card for this voucher: **(Format: 100.00)**

NOTE: Traveler may change the calculated amount.

NOTE: If you have made any changes to your expense or lodging amounts, please verify your split disbursement amount before submitting.

\$5.00 – Expenses not applied to Government Travel Charge Card

- Split Disbursement is used if you have a GTCC and used it
- You can opt to have a specified amount go straight to your GTCC
- Select “Next”





Smart Voucher Instructions

Verify all of your information then select “Next”

Initial Data Step 11 of 12

Instructions:

Please review and click edit to make necessary changes.

Edit	Travel Order	Reimbursement Type
Edit	123456	Direct Deposit

Advances

No Advances information is available.

Personal Information - Edit

Question	Answer
First Name:	John
Middle Initial:	H
Last Name:	Smith
Grade/Rank:	O-4
Organization:	CGSC, Fort Leavenworth, KS 66027
Street:	823 McClellan Ave
City:	Fort Leavenworth
State:	KS
Country:	USA
Zip Code:	66027
Email:	john.h.smith.mil2@mail.mil
Phone Number:	(111) 222-3333
Government Travel Charge Card:	No

Dependent

No Dependent information is available.

Itinerary Information

Edit	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator	Lodging
Edit	06/02/2020	Fort Wainwright	AK	USA	06/02/2020	Fort Leavenworth	KS	USA	PA	MC	0	Yes	\$0.00

Reimbursable Expenses

No Expenses information available.

Meal Expenses

No Meal Expenses information available.

Miscellaneous Information

Edit	Question	Answer
Edit	Leave Taken:	
Edit	Unused Tickets:	
Edit	Remarks:	

Back

Next





Smart Voucher Instructions

View/Print Voucher Step 12 of 12

Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:

Item Number	Documents	Comments
1	Travel Order 123456	In addition to this travel order, please ensure you include all corresponding amended orders.
3	Temporary Lodging Expense Form	TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS due to a PCS.

Instructions for Opening PDF

To view and print your travel claim, click on the View Travel Voucher button below. When the File Download dialog box appears, do the following steps:

- Click **Open**
- Select **Print...** from the menu.
- Once you have printed or saved it to your hard drive, check the 'X' in the upper right hand corner to close the window.

Submission Instructions

To ensure a **high quality** submission to prevent rejects/returns:

- Ensure your fax / scanner is set to **300 dpi** (also called "fine" or "super-fine").
- Verify your scanner or printer settings are set to **black and white** not grayscale.
- Make sure you do not have seams in the document from folding it.
- Make sure the glass on your fax/scanner is clean (no fingerprints, dust, or smudges).

1. After printing a hard copy of your travel claim, be sure to sign block 20a, and obtain all other required signatures.
2. Attach all the required documents listed above.
 Note: Ensure you submit pages 1 and 2 (front and back) of the 1351-2 and all continuation pages.
 Note: **RETAIN A COPY OF ALL SUBMITTED DOCUMENTS FOR YOUR OWN RECORDS.**
3. Use the following link to determine the correct Travel Pay location to submit your travel claim:

Additional Information

Please ensure any changes made throughout this process are reflected on your voucher prior to submission.

If you want to view or change your claim, click the 'Menu' tab and all the travel claims created via SmartVoucher will be listed. Click on the 'Edit' link next to the travel claim that you would like to view/edit with the applicable Travel Order.

To create a new travel claim, click on the 'Create New Voucher' button and follow the instructions.

To create a supplement travel claim, click on the 'Supplemental Voucher' button and select the travel claim that you would like to supplement with the applicable Travel Order.

- Review these comments. If you need any supporting documents, Smart Voucher will let you know what is needed.
- Click on "View Travel Voucher" to preview what your Smart Voucher will look like.





Smart Voucher Instructions

Menu User Type Initial Advances Personal Dependents Itinerary Reimbursables Means Misc Final Review **View/Print** Logout

View/Print Voucher Step 12 of 12

Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:

Item Number	Documents	Comments
1	Travel Order 12345	In addition to this travel order, please ensure you include all corresponding amended orders.

Instructions for Opening PDF

To view and print your travel claim, click on the **View Travel Voucher** button below. When the File Download dialog box appears, do the following steps:

- Click **Open**
- Select **Print...** from the menu.
- Once you have printed or saved it to your hard drive, check the 'X' in the upper right hand corner to close the window.

Additional Information

Please ensure any changes made throughout this process are reflected on your voucher prior to submission.

If you want to view or change your claim, click the 'Menu' tab and all the travel claims created via SmartVoucher will be listed. Click on the 'Edit' link next to the travel claim that you would like to view/edit with the applicable Travel Order.

To create a new travel claim, click on the 'Create New Voucher' button and follow the instructions.

To create a supplement travel claim, click on the 'Supplemental Voucher' button and select the travel claim that you would like to supplement with the applicable Travel Order.

Signature

By clicking "Submit Travel Voucher" you are legally signing this document to be submitted for routing and approval. Sign

[Back](#) [View Travel Voucher](#) [Submit Travel Voucher](#)

- Check the sign box (if you are unable to check the box go back to the "User Type" tab and verify you chose **Fort Hood** under the "What AMPO are you submitting from?" option
- Click submit travel voucher.





Smart Voucher Concerns

- **Missing Complete Set of PCS Orders**
- **DA form 31 missing information**
 - a. signature from sign out date, sign in date and approved extension
 - b. Soldier departs duty station(on travel voucher) prior to the start date of leave on the DA form 31
 - c. Dates on the DA form 31 and DD form 1351-2 do not match
- **DD 1351-2 form missing information**
 - a. **“X” member/employee**
 - b. **block # 6 and #13 are the same address even though dependents PCS'ed with the Soldier to the new duty station** (if dependent travel and Soldier's travel dates are different, the Soldier can do two separate travel vouchers)
 - c. Smart voucher rejected back to the Soldier however the Soldier is not making necessary corrections and resubmitting the travel voucher via smart voucher





Smart Voucher Concerns continued

- d. Uploading more documents than necessary
- e. Uploading pictures of documents that are usually distorted and **not legible**
- f. **Missing zero balance receipts for TLE and TLA payments**
- g. **Missing DFAS form 9098 TLE:** <https://www.dfas.mil/MilitaryMembers/travelpay/forms/>

Ensure that you select **FORT HOOD, TX** as your servicing **DMPO/AMPO?**





AMPO Points Of Contact

Need Assistance?

- **QUESTIONS - Contact your servicing Army Military Pay Office (AMPO) at **254-287-9207****

- **Or email us at our group mailbox:**
 - **usarmy.hood.fin-mgt-cmd.mbx.ampo-iop-travel-section@army.mil**

 - **If you submit PII documentation – make sure that you encrypt your email**



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U.S. ARMY

U.S. Army Financial Management Command



Army Military Pay Office



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