


EFFECTIVE 1 NOVEMBER 2021

ALL TRAVEL CLAIMS WILL BE SUBMITTED USING THE SMART VOUCHER (SV) PROGRAM

Three ways to logon to complete your Smart Voucher

<p><u>Go to the following website:</u> https://smartvoucher.dfas.mil/</p> <ul style="list-style-type: none">- You will use your CAC or- MyPay username or password to log in.	<p><u>DFAS Website</u> www.dfas.mil</p> <ul style="list-style-type: none">- click on the MyPay icon then click on quick links- click on the left screen - make sure you have a USERID and Password, if you don't have a USERID/Password then log in to MyPay to get started	<p><u>Use the QR code</u></p> 
<p>Once you are logged in - Click on the appropriate claim to get started If you used SV before some of your information will be available for review/edit Answer the questions regarding your request</p>		
<p>What type of claim can I file using SmartVoucher:</p> <ul style="list-style-type: none">- Dependent Travel Claims- Temporary Lodging Expense (TLE) Claims- POV Pick Up- Advance Travel Pay- Supplemental Claims		
<p><u>Scan and upload supporting documents:</u></p> <ul style="list-style-type: none">- Allowed files: bmp, gif, jpeg, or pdf- 2 MB limit each- No digital signature/secure documents required	<p><u>All travel requests MUST include -</u></p> <ul style="list-style-type: none">- Complete set of PCS orders- Amendment orders, if applicable- DD Form 1610 - if you were orders on TDY- Lodging Receipts are require regardless of cost- Receipts for any expense over \$75.00 are required- NO digital signature or secure documents required	
<h3>YOU CAN CONTACT US AT:</h3>		
<p>If you need assistance please call us at 254-287-9207 or Email us at our group mailbox: usarmy.hood.fin-mgt-cmd.mbx.ampo-iop-travel-section@army.mil</p>		
<h3>Remember to ENCRYPT your email if it contains PII</h3>		
<h3><u>Personally Procured Moves/DITY (PPM/DITY)</u></h3> <p>Please contact the Transportation Section located in the Copeland Center, 1st Floor Please do not attached PPM/DITY documents to your PCS Travel Claim as this will slow the processing of your travel claim</p>		