



U.S. ARMY



U.S. Army Financial Management Command

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

As of 1/9/2024

36000 Darnall Loop
Building 36000 Fourth Floor
Fort Cavazos, TX 76544



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**





Disclaimer

- ▶ For those Soldiers that are in-processing near the mid-month cutoff for pay effecting the 15th pay-check (usually between the 4-7th of the month) and the end of month cutoff for pay affecting the 1st of the month pay-check (usually between the 20-23rd of the month) you may occur a debt for overpayment of entitlements for previous duty station that will reflect on the end of the month LES.





Leave

- IPPS-A leave request 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 soldier must have a DD-1610
- 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





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)
- DA Form 3286-59, 3286-63, 3289-66 Annex B(not Annex A) all pages 1-10/11
- 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 and 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 -

- **Fort Cavazos BAH starts effective date you sign-in to installation.**
- **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

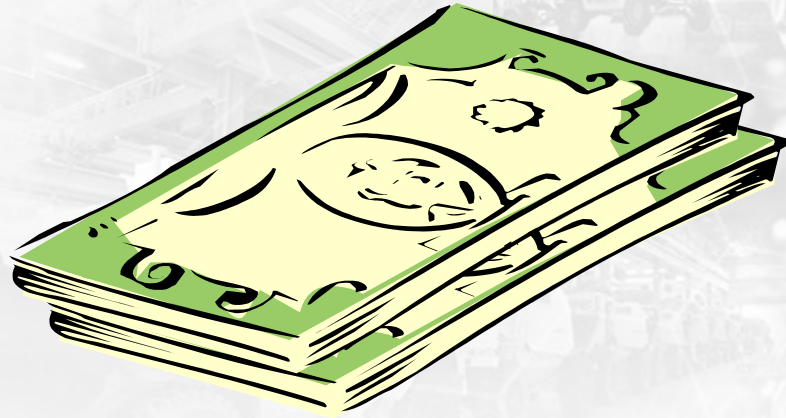
► Per eMessage 18-019 effective 5 March 2018

- ✓ 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





TRAVEL PAY BRIEF





How To Submit Travel Pay Claims?

- ▶ **All PCS Travel Pay requests and reimbursements are processed through the Smart Voucher System.**
- ▶ **You can submit claims for:**
 - ✓ Dependent travel and DLA
 - ✓ Hotels (TLE)
 - ✓ Flights
 - ✓ TDY in-around mileage
 - ✓ POV mileage pay
 - ✓ PCS Per-Diem
- ▶ **Detailed instructions on completing a Smart voucher for PCS Travel Pay located on slide 27**





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**





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**





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 14 days of TLE on a CONUS to CONUS move or OCONUS to CONUS move no more than 75 miles from losing or gaining duty station. Any hotels in between is covered in per diem.
 - **NO EXTENSION will be authorized for reimbursement beyond the 14 days authorized.**
- 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**
- **Soldier must have following documents to request TLA for overseas hotels**
Statement of Non-Availability (SNA)/Housing Authority Memo, Hotel Receipt
(detailed and zero balance), DD Form 1351-2, TLA Request Memo.
- **Submit directly to Finance office**
- **TLA is to partially reimburse a member for expenses incurred while occupying temporary lodgings overseas.**
- **This entitlement requires prior authorization from the overseas housing office.**





PCS Travel Entitlements

- **Mileage and Transportation Allowance**
 - Covers the cost of gas for Soldier and their dependents for mileage reimbursement
 - Reimbursement for two vehicles as of 1 January 2020:
 - **One vehicle - \$0.22 Two vehicles - \$0.22**
 - Total for two vehicles is **\$0.44** per mile
 - POV reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process (it must be stated on the orders)
- **Per diem**
 - To assist with payment of lodging and meals for Soldiers and dependents while enroute
 - Per diem rate when driving POV, effective 1 Oct 2023
 - **Soldier \$166.00 per day**
 - **Dependents 12 and over \$124.50 per day**
 - **Dependents under 12 \$ 83.00 per day**
 - Per diem rate when flying:
 - \$44.25 for one day of travel when flying
 - \$33.19 for one day of travel for dependents over the age of 12
 - \$22.13 for one day of travel for dependents under the age of 12





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 2024

➤ Gr	W/O Dep	With Dep
➤ E-9	\$2,901.73	\$3,825.45
➤ E-8	\$2,663.36	\$3,526.23
➤ E-7	\$2,275.44	\$3,273.97
➤ E-6	\$2,202.82	\$3,270.94
➤ E-5	\$2,202.82	\$3,270.94
➤ E-4	\$2,202.82	\$3,270.94
➤ E-3	\$2,171.53	\$3,270.94
➤ E-2	\$1,867.10	\$3,270.94
➤ E-1	\$1,724.50	\$3,270.94

➤ Gr	W/O Dep	With Dep
➤ O-6	\$4,387.31	\$5,300.61
➤ O-5	\$4,225.56	\$5,109.25
➤ O-4	\$3,915.89	\$4,503.90
➤ O-3	\$3,138.27	\$3,726.23
➤ O-2	\$2,489.43	\$3,181.75
➤ O-1	\$2,096.25	\$2,844.29
➤ O-3E	\$3,388.77	\$4,004.57
➤ O-2E	\$2,880.83	\$3,613.20
➤ O-1E	\$2,477.24	\$3,338.32
➤ W-5	\$3,978.49	\$4,347.32
➤ W-4	\$3,533.16	\$3,985.50
➤ W-3	\$2,969.53	\$3,651.46
➤ W-2	\$2,637.29	\$3,359.20
➤ W-1	\$2,207.55	\$2,905.21





AMPO Points Of Contact

Need Assistance?

- **QUESTIONS - Contact your servicing Army Military Pay Office (AMPO) at **254-287-9697** or **254-618- 7609****
- **Or email us at our group mailbox:**
 - usarmy.cavazos.fin-mgt-cmd.mbx.ampo-iop-travel-section@army.mil





References

- **DoD Financial Management Regulation Volume 7A - Military Pay Policy And Procedures - Active Duty And Reserve Pay**
- **Joint Travel Regulation**
 - **Chapter 5**





Documents Required

Documents Required For Military Pay and PCS Travel and TDY Enroute Processing





Packet Breakdown

Arrival/Travel Packet

- Completed Smartvoucher
- DFAS 9098 – TLE Form, **if applicable**
- PCS Orders to include
 - Amendments, **if applicable**
 - DD 1610, **if applicable**
- Itemized daily lodging receipt for TLE claim with a ZERO balance, **if applicable**
- Receipts for any reimbursable expense over \$75.00
- IPPSA– Leave Form with blocks 14 and 16 completed

➤ TLA Packet

- DMPO Form – TLA Worksheet
- DD 1351-2 – Travel Voucher
- DA 31 – Leave Form with blocks 14 and 16 completed
- PCS Orders to include
 - Amendments, **if applicable**
 - DD 1610, **if applicable**
- Itemized daily lodging receipt for TLA claim with a ZERO balance
- Authorization from Overseas Housing Office





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





Completing the Travel Voucher

Smart Voucher Instructions





Smart Voucher Instructions

- Log in with your credentials (myPay username and password)

OR

- Click “Login with CAC”

SmartVoucher

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

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***





Smart Voucher Instructions

My Dashboard ?

✓ Last successful login: 09/20/2022 09:33:15
✗ Last unsuccessful login: 09/16/2022 06:29:26

TDY Vouchers

Travel Order	Start Date	End Date	Supplemental?	Status
No TDY travel Vouchers have been entered through SmartVoucher				

PCS Vouchers ?

Travel Order	Start Date	End Date	Supplemental?	Dependents	Status
mhh543	07/14/2021	07/16/2021	No		PDF Prepared Edit Delete View/Print
Sykes2	11/01/2021	11/01/2021	No		Traveler Signed Delete View/Print
Sykes2	11/06/2021	11/06/2021	No	BarnBarn, Dino	Traveler Signed Edit Delete View/Print
MP27485	05/10/2022	05/12/2022	No	BarnBarn, Dino	Rome Reviewer Approved Edit Delete View/Print
mp78956			No	BarnBarn, Dino	In Progress Edit Delete View/Print
mpl28529	03/01/2022	03/02/2022	No	BarnBarn, Dino	In Progress Edit Delete View/Print
mp56987	06/10/2022	06/21/2022	No	BarnBarn, Dino	Rome Reviewer Approved Edit Delete View/Print
mpl2589pov	06/14/2022	06/16/2022	No	BarnBarn, Dino	Rome Reviewer Approved Edit Delete View/Print
mp87654	05/04/2022	05/31/2022	No	BarnBarn, Dino	Rome Reviewer Approved Edit Delete View/Print
mp825965	06/01/2022	06/02/2022	No	BarnBarn, Dino	Rome Reviewer Approved Edit Delete View/Print
MP27485	05/10/2022	05/12/2022	Yes	BarnBarn, Dino	Rome Reviewer Approved Edit Delete View/Print
mp825965	06/01/2022	06/02/2022	Yes	BarnBarn, Dino	Rome Reviewer Approved Edit Delete View/Print

Create

New Voucher

Supplemental Voucher

Dependent Voucher

Travel Advance Request

Smart Voucher homepage

- Can view old vouchers and create new vouchers
- Click on “Create”
 - Click on “New Voucher” to create a voucher
 - Click on “Create Dependent Voucher” if your dependents traveled separately
 - Click on “Create Travel Advance” to request advanced travel or advanced DLA payments.





Smart Voucher Instructions

User Type Step 1 of 12

What is your category of travel?

PCS

If you are retiring or separating and this is the final PCS voucher you are submitting, select "DoD Civilian" for type of user and then the service or agency from which you are retiring or separating.

What type of user are you?

Active Duty

What DMPO are you submitting from?

Fort Sill, OK

Return to My Vouchers Continue

User Type Step 1

Fort McCoy, WI
Fort Meade, MD
Fort Myer, VA
Fort Polk, LA
Fort Richardson, AK
Fort Riley, KS
Fort Rucker, AL
Fort Sam Houston, TX
Fort Sill, OK
Fort Stewart, GA
Fort Wainwright, AK
Honduras
Hunter Army Air Field, GA
I am retiring from service
I am separating from service
Korea
MacDill AFB, FL
Pentagon, DC
Presidio of Monterey, CA
Redstone Arsenal, AL
Choose one...

Return to My Vouchers Continue

- Category of travel will be "PCS"
- Type of user is "Active Duty"
- Select "Fort Cavazos, TX" as your AMPO for PCS
- If separating, select either "I am retiring from service" or "I am separating from service" as appropriate.
- Select "Continue"





Smart Voucher Instructions

Initial Information

Step 2 of 11 ▾

Travel Order Number

8679305

Enter your original PCS order number

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?

03/27/2023 📅

You will be paid by

Direct Deposit ▾

Allow 24 to 48 hours for the change to register throughout the system

Did you ship your household goods?

Yes ▾

- Travel Order # - found in the top left corner of your orders
- Issue date of orders is found in the top right corner
- If you are not submitting voucher to an AMPO, you must upload your orders here.
- Did your household goods move?
- You can claim DLA if your dependents traveled with you OR if you are a single E6 and above OR traveling from an unaccompanied PCS and your family is here
- **NOTE: If you received a DLA advanced payment, you MUST select YES for DLA**





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.

- If your spouse is active duty military, select “Yes”
- Fill in using your spouse's information:
 - ✓ Social Security Number
 - ✓ First name
 - ✓ Last name
 - ✓ Branch of service
 - ✓ Current duty station





Smart Voucher Instructions

Advances

Step 3 of 12 ▼

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

No ▼

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

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

No ▼

Previous

Save & Continue

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- You will answer “Yes” if you took a travel advance or DLA advance
- Does not include a Pay Advance





Smart Voucher Instructions

Personal Information

Step 4 of 12 ▾

First Name

Freddrick

Middle Initial (not required)

Last Name

Flintstone

Social Security Number

***--9394

Grade/Rank

E-7 ▾

- Enter your personal information





Smart Voucher Instructions

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

Current Country of Residence

Current Street Address

Current Street Address 2 (not required)

Current Zip Code/APO/FPO

[USPS Zip Code Lookup](#)

Installation/Base/City

Current State

- Use local address if you have one
- If you do not have a permanent address, use the following:
- **Replacement Detachment
Building 16008
Fort Cavazos, TX 76544**





Smart Voucher Instructions

Unit of assignment

FCOE

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

Phone Number

3158675309

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

Email

test@noemail.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

[Previous](#) [Save & Continue](#)

- **Unit of Assignment:**
 - ✓ New unit you are going to
 - ✓ Make sure to include:
 - “Fort Cavazos, TX”
- **Email address can be military or civilian**
 - ✓ Use an email that you use often
- **Do you have GTCC?**
“Yes” or “No”





Smart Voucher Instructions

Are you claiming dependents on this voucher?

Yes

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

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

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

☐ **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 they are here, select "Yes" for claiming dependents. If you and your family left the last duty location at the same time and drove two vehicles.
- 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

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled	
WILLMA		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	07/01/2022	<input type="checkbox"/>	Edit Delete
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	<input type="checkbox"/>	Edit Delete
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	<input type="checkbox"/>	Edit Delete

[Add 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](#)

- Check the “Traveled” box for each dependent you are claiming or click “Add Dependent” to add new dependents





Smart Voucher Instructions

Add/Edit a Dependent

First Name

Pebbles

Middle Initial (not required)

Last Name

Flintstone

Relationship to You

Choose one...

Dependent
Spouse

and parents require c
lements (DFAS)

Dependent Residence at the Time You Received Your Orders

Country

USA

Street Address

1812 G Washington Ave

Zip Code

22182

[USPS Zip Code Lookup](#)

City

Vienna

State

Virginia

Did the dependent complete travel?

Choose one...

Yes
No

Save

Cancel

- Each dependent who traveled with you will be entered on separate pages
- Dependent Street, 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**
- Don't forget to mark off "Yes" if your dependent completed travel
- In order to get reimbursed for all dependent travel, you need to list **ALL** dependents that moved with you
- If you are claiming a secondary dependent, the approval memo from DFAS is required*
- Click "Save" to add another dependent





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?

09/01/2022

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

09/12/2022

Previous Save & Continue

- **TLE Eligibility**
- Were you assigned unaccompanied housing (i.e a barracks room) at old duty station? Yes or No
- If yes, what date did you clear housing? Enter date.
- Were you assigned unaccompanied housing (i.e a barracks room) at new duty station? Yes or No
- If yes, what date did you sign into housing? Enter date.
- Did you do a PPM/DITY move?
- *Date household goods picked up? (If unknown use leave sign-out date on DA31)*
- *Date household goods delivered or scheduled for delivery? (If unknown use leave sign-in date on DA31)*





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 10 days for a CONUS/OCONUS to CONUS PCS and 5 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date
Currently, you have not entered any location for this travel voucher.				

Add a Location

Previous

Save & Continue

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- Click “Add a Location”





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 count as a TLE day

09/02/2022

Location Address

TLE is limited to the 48 contiguous states

Zip Code

76544

USPS Zip Code Lookup

City

Fort Hood

State

Texas

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

09/12/2022

Did you incur daily lodging expenses at the location?

☒ Yes ☐ No

Note: Lodging costs will be entered on the next screen

Save

Cancel

- **TLE Location**
- Select YES to enter TLE lodging locations.
- TLE location must be within 75 miles of gaining or losing duty station.
- Enter required lodging information.
- If you are claiming "meals only" select NO for daily lodging costs.
- Each hotel location or rate change must be entered separately. Select yes until all dates and locations to be claimed are listed.
- Select next when completed.





Smart Voucher Instructions

09/08/2022

Amount: 70.00

Charges to Government Travel Charge Card? ☒ Yes ☐ No

09/09/2022

Amount: 70.00

Charges to Government Travel Charge Card? ☒ Yes ☐ No

09/10/2022

Amount: 70.00

Charges to Government Travel Charge Card? ☒ Yes ☐ No

09/11/2022

Amount: 70.00

Charges to Government Travel Charge Card? ☒ Yes ☐ No

Previous

Save & Continue

- **TLE Expenses**
- *From your lodging receipt, add daily lodging cost (minus pet fees) and taxes together. This will be your daily lodging total.*
- *Enter the total daily lodging cost in the amount block for the appropriate day.*
- **IMPORTANT:** *Select yes or no depending on if GTCC was used.*





Smart Voucher Instructions

09/09/2022

- ☒ Self
- ☒ FREDDY FLINSTONE
- ☒ FREDDY FLINSTONE
- ☒ FREDDY FLINSTONE
- ☒ Pebbles Flintstone

09/10/2022

- ☒ Self
- ☒ FREDDY FLINSTONE
- ☒ FREDDY FLINSTONE
- ☒ FREDDY FLINSTONE
- ☒ Pebbles Flintstone

09/11/2022

- ☒ Self
- ☒ FREDDY FLINSTONE
- ☒ FREDDY FLINSTONE
- ☒ FREDDY FLINSTONE
- ☒ Pebbles Flintstone

Previous

Save & Continue

- **TLE Persons Claimed**
- *Check each block for persons claimed as applicable for each date range.*





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

Previous

Save & Continue

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

- **TLE Certification**
- *Check the signature box*
- *Click the Sign button*





Smart Voucher Instructions

Instructions - Itinerary Information

Instructions

1. Begin your travel Itinerary with the date that you officially began traveling, as well as from the location (Installation, Base, City) that you officially started from under the applicable travel order.

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.

- This is how you get reimbursed for your travels
- We need to know every time you changed modes of transportation
 - ✓ i.e. Cab to the airport then got on a plane
- You will need your leave form for the dates that you signed in and out (blocks 14 & 16)
- Select the box in the bottom left





Smart Voucher Instructions

Recording Now | DISA Multi-Host Int... | godocs Travel Pay... | https-smartvouche... | IPERMS RMA | ISM - Log In | The Integrated Pers... | Homepage | Login

Step Record | Add Comment

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

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

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

CLICK ADD





Smart Voucher Instructions

1

Departure

On what day did your travel begin?

09/13/2022



Enter the date of departure on your leave form

From what country did you depart?

USA

What is the departing location zip code?

76544

[USPS Zip Code Lookup](#)

From what installation/base/city did you depart?

Fort Hood

From what state did you depart?

Texas

By what mode of transportation did you travel?

2

Next Stop

- **CONUS DEPARTURE**
- The day you departed your previous duty station.
 - ✓ This must be on or after your DA 31 block 14 sign out date or your IPPS-A Absence Request Form
- **CONUS/HI/AK**
- Enter USA
- Use last duty location – Last Duty Station not where you resided
- Zip code from your orders
- Mode of travel: “Automobile”
- Were you personally responsible for the operating expenses? “Yes or No”
- Were you the owner/operator? “Yes or No”





Smart Voucher Instructions

POV Drivers Only

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?

2 ▼

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.

Cancel

Save & Continue to Next Stop Information

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

- Mode of travel: "Automobile"
- Were you personally responsible for the operating expenses? "Yes"
- Were you the owner/operator? "Yes"
- Did you drive to/from terminal? "No"
- Click "Save"





Smart Voucher Instructions

1

Departure

2

Next Stop

On what date did you arrive at Fort Sill?

09/13/2022

In what country did you arrive?

USA

What is the arrival location zip code?

73503

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?

Fort Sill

In what state did you arrive?

Oklahoma

- Arrival country: USA
- Arrival city: is always "Fort Cavazos, TX" **NOT where you are residing at or going to reside at**
- State: Texas Zip: 76544
- **Arrival Date is the day you signed in at your new duty station (on or before DA 31 block 16 sign in date)**
- **Did you incur any lodging? This is separate from TLE.**
 - ✓ We will fill out a different form for your TLE stay
 - ✓ Do not list hotels in route during travel. These are covered by your travel per diem
- Click "Save"





What was your reason for stopping at Fort Sill?

Choose one... ▼

- Authorized Delay
- Authorized Return
- Awaiting Transportation
- Hospital Admittance
- Hospital Discharge
- Leave en route
- Mission Complete**
- Temporary Duty
- Voluntary Return

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?

▼

Cancel

Previous

Save & Complete

- Reason for stopping: **“Mission Complete”**
- Select “No” for vehicle drop off/pick up
- Click “Save & Continue”





Smart Voucher Instructions

1

2

Departure

Next Stop

On what day did your travel begin?

09/13/2022

Enter the date of departure on your leave form

From what country did you depart?

KOREA (SOUTH)

From what installation/base/city did you depart?

CAMP CASY

- **OCONUS DEPARTURE**
- The day you departed your previous duty station.
 - ✓ This must be on or after your DA 31 block 14 sign out date.
- **OCONUS**
- Enter country departing from
- Use last duty station





Smart Voucher Instructions

Flying to Fort Cavazos: Part 1

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 ▼

What was the date this expense was incurred?

09/13/2022



What was the nature of this expense?

Taxi - Terminal

What was the cost of the expense?

60.00

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

Yes ▼

We need to know how you got to the airport first.

- Mode of travel is "Automobile" if you took a cab or someone drove you; "Bus" if you took a bus
- Arrival country
- What bus depot= airport that you flew out of
- Answer the next questions based on your travel





Smart Voucher Instructions

Flying to Fort Cavazos: Part 1 Cont.

1
Departure

2
Next Stop

On what date did you arrive at INCHON?

09/13/2022



In what country did you arrive?

KOREA (SOUTH)

In what city did you arrive?

INCHON

What was your reason for stopping at Seattle?

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 Seattle?

No

Cancel

Previous

Save & Complete

- Reason for stopping at the airport is **“Awaiting Transportation”**
- Day you arrived should be the same day or next day
- Lodging expenses? *Only if you have an authorized delay*





Smart Voucher Instructions

Flying to Fort Cavazos: Part 2

1 Departure 2 Next Stop

What day did you depart INCHON?

09/13/2022

Enter the date of departure on your leave form

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?

No

Cancel Save & Continue to Next Stop Information

Part 2 is about the day you left the airport

- Mode of travel "Plane"
- Arrival country/airport/state/zip code is the location that you flew into
 - ✓ When flying from OCONUS location, First stop is the port of entry to USA
- Did the government own the plane?
- Did you have to pay for your plane ticket?
 - ✓ If you used your GTCC, you personally paid for your ticket





Smart Voucher Instructions

Flying to Fort Cavazos: Part 2 Cont.

1 Departure 2 Next Stop

On what date did you arrive at Seattle?

09/13/2022

In what country did you arrive?

USA

What is the arrival location zip code?

98158

[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?

Seattle

In what state did you arrive?

Washington

What was your reason for stopping at Seattle?

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 Seattle?

No

Cancel

Previous

Save & Complete

- Reason for stopping is “Awaiting Transportation”
- Arrival date
 - ✓ Should be same day or next day
- Lodging expenses?
 - ✓ Does not include TLE
- Click “Save”





Smart Voucher Instructions

Flying to Fort Cavazos: Part 3

1

Departure

2

Next Stop

What day did you depart Seattle?



Enter the date of departure on your leave form

By what mode of transportation did you travel?

Did the government own the bus?

Did you have to personally pay for the bus?

Part 3 is about the day you left the arrival airport

- Answer the questions regarding mode of travel





Smart Voucher Instructions

Flying to Fort Cavazos: Part 3 Cont.

1 Departure **2** Next

On what date did you arrive at Fort Sill?

09/13/2022

In what country did you arrive?

USA

What is the arrival location zip code?

73503

[USPS Zip Code Lookup](#)

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

In what city did you arrive?

Fort Sill

In what state did you arrive?

Oklahoma

What was your reason for stopping at Fort Sill?

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

Cancel Previous **Save & Complete**

- Arrival ZIP CODE is "76544"
 - ✓ Your final arrival city will always be your new duty location
- Reason for stopping at your new duty location is ALWAYS **"Mission Complete"**
- Arrival Date is the day you signed in at your new duty station (on or before DA 31 block 16 sign in date)
- Lodging expenses do not include TLE
 - ✓ Will be filled out a separate form





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	
09/13/2022	Fort Hood, TX USA	09/13/2022	Fort Sill, OK USA	PA	MC	0	0.00	Edit Delete

Previous

Save & Continue

[PCS Travel Help](#)

[Comments/Questions](#)

[Accessibility/508](#)

- Check your itinerary for completeness
 - ✓ Remember, we need to know every time you change modes of transportation
- Select “Save & Continue”





Smart Voucher Instructions

Reimbursable Expenses

Step 8 of 12

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

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

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 a foreign country, claim the expense in the local currency and in the US dollars:

Previous

Save & Continue

[PCS Travel Help](#)

[Comments/Questions](#)

[Accessibility/508](#)

- Reimbursable expenses include:
 - ✓ Tolls
 - ✓ Airfare
 - ✓ Excess Baggage (Must be stated on the orders)
 - ✓ Authorized Delay at Airport
 - ✓ Taxi Cabs
 - ✓ CTO fees
- If you have a reimbursable expenses, select “Add”





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

09/13/2022



Expense Type

TOLLS (HIGHWAYS, BRIDGES, ETC.)



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

5.00

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

- Select "One Time Expense" or "Daily Expense"
- Select date of expense
- Select type of expense
- Insert the amount
 - ✓ Remember, a receipt is needed for anything over \$75 and all lodging
- Select "No" or "Yes" if it was charged to you GTCC
- Click "Save"





Smart Voucher Instructions

Reimbursable Expenses

Step 8 of 12 ▾

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required	
09/13/2022	TOLLS (HIGHWAYS, BRIDGES, ETC.)		\$5.00	No	No	Edit Delete
Total:			\$5.00	\$0.00		

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 a foreign country, claim the expense in the local currency and in the US dollars.

Previous

Save & Continue

- If you have other Reimbursable Expenses, select “Add”
- If no others, select “Save & Continue”





Smart Voucher Instructions

Step 9

Miscellaneous Information

Step 9 of 12

Voucher Attachments

Document 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

ADD ANY COMMENTS OR ADDITIONAL INFO HERE

Remaining Characters: 760

Previous

Save & Continue

- Add a Document-see next slide
- Specify if you have any unused plane tickets; this may be left blank
- Specify any general remarks





Smart Voucher Instructions

Upload Supporting Documents

Document Type

Choose one...

Orders/Ammendments
Statement of Non-Availability
Lodging Receipts
Leave Form
Other

Upload Selected

When scanning documents, make sure scanner is set to "black and white" and at least 300 dpi or "fine"

DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE

Documents cannot be larger than 2MB

Documents must be in one of the following formats: bmp, gif, jpeg, jpg, png or pdf

Done

ADD a document

- Click Add a Document
- Select the appropriate category. **Note: a document must be uploaded in the orders category before submission to DFAS.**
- Choose file location and upload document

Upload Supporting Documents

Document Type

Orders/Ammendments

Choose File No file chosen

Upload Selected

When scanning documents, make sure scanner is set to "black and white" and at least 300 dpi or "fine"

DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE

Documents cannot be larger than 2MB

Documents must be in one of the following formats: bmp, gif, jpeg, jpg, png or pdf

Done





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:

\$ 700.00

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:

\$ 5.00

Previous

Save & Continue

- 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
- ***Keep in mind, you are responsible for your GTCC***
- Select “Save & Continue”





Smart Voucher Instructions

Verify all of your information then select “Next”

Summary/Preview

Step 11 of 12

Please review and click edit to make necessary changes.

Voucher Type

Travel Category

PCS

User Type

Active Duty

DMPO

Fort Sill, OK

Initial Information

Travel Order Number

8675309

Reimbursement Type

Direct Deposit

Personal Information

Name

Freddrick Flintstone

Grade/Rank

O-10

Unit of Assignment

FCOE

Current Address

4 Yankee Way
Duluth, MN 55811
USA

Contact Information

test@noemail.com
3158675309

Government Travel Charge Card

Yes

Miscellaneous Information

Unused Tickets

General Remarks

ADD ANY COMMENTS OR ADDITIONAL INFO HERE

Name	Relationship to You	Date of Birth/Marriage	Current Address	Traveled?
FREDDY FLINTSTONE	DEPENDENT	08/05/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes
FREDDY FLINTSTONE	DEPENDENT	08/05/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes
FREDDY FLINTSTONE	DEPENDENT	08/05/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes
Pebbles Flintstone	DEPENDENT	07/01/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes

Itinerary Information

Departure Date	Departure City	Arrival Date	Arrival City	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator	Loc Co
09/13/2022	Fort Hood, TX USA	09/13/2022	Fort Sill, OK USA	PA	MC	0	Yes	\$0.

Previous

Save & Continue



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Smart Voucher Instructions

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

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

- Click on "View Travel Voucher" to preview what your Smart Voucher will look like.
- Check the sign box
- Click submit travel voucher





U.S. Army Financial Management Command



Army Military Pay Office

