



U.S. ARMY

U.S. Army Financial Management Command

**Army Military Pay Office
(AMPO)
Out-Processing Briefing**

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General Information

➤ This is a 2-part briefing.

➤ Part 1 – Information that pertains to ALL Soldiers PCSing. The brief covers:

- PCS Travel Entitlements
- Pay changes to expect when leaving Ft. Cavazos
- Finance Clearing Process

➤ Part 2 – Filling out the PCS advances (DLA, Travel Advances and Pay advances)

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PCS ENTITLEMENTS

- **Soldiers on PCS orders may be entitled to:**
 - **Per Diem** - Per diem is a set allowance for lodging, meal and incidental costs per day of authorized travel.
 - **Dislocation Allowance** – DLA partially reimburses a service member for expenses incurred when moving. Rates are based on the member's grade and dependency status.
 - **Mileage** - Mileage allowance reimburses gas and other operating expenses for official PCS or TDY travel by POV, privately owned vehicle.
 - **Temporary Lodging Expense** – Reimburses hotel costs within 75 miles of current or new duty station.

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Per Diem

- Paid per day of authorized travel, per authorized dependent.
- Covers lodging, meals and incidental per day of travel.
- Per diem rates consist of a lodging allowance, and meals (M&IE). Most of CONUS is covered by the rate of \$166 (\$107 lodging, \$59 M&IE)
- Flights receive \$44.25
- On the day of departure from the permanent duty station and on the day of arrival, traveler is paid 75% of the M&IE rate regardless of departure or return time.

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Per Diem

➤ Per diem

- To assist with payment of lodging and meals for Soldiers and their dependents while enroute the new duty station:
- Per diem rate when traveling by POV :
 - Soldier \$166 per day
 - Dependents 12 and over \$124.50 per day
 - Dependents under 11 \$83 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 12
 - \$ 22.13 for one day of travel for dependents 11 and under

➤ **Lodging receipts for the in-transit portion of your PCS move are not required.**

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Mileage (MALT)

➤ Mileage Allowance

- Reimburses gas and other operating expenses for official PCS or TDY travel by POV To assist with payment of lodging and meals for Soldiers and their dependents while enroute the new duty station:
- **1 Vehicle: \$.22 per mile**
- **2 Vehicle: \$.22 per mile (total \$.44 per mile)**
- **3 Vehicles: Require Exception to Policy, Army G-1**

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Dislocation Allowance (DLA)

- Payable once per fiscal year with limited exceptions.
- Payment rates are based on the member's grade and dependency status. Not authorized for members assigned to barracks.

PRIMARY DLA RATES		
Effective January 1, 2024		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$4,782.23	\$5,886.90
O-9	\$4,782.23	\$5,886.90
O-8	\$4,782.23	\$5,886.90
O-7	\$4,782.23	\$5,886.90
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
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

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Dislocation Allowance (DLA)

- **Single or unaccompanied SSG or above will receive DLA at the “without dependent” rate**
- **Please note that if Senior Quarters are available for single or unaccompanied SSG and above the DLA may be collected back.**
- **Single SGT/E-5 and below may not receive DLA.**

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Temporary Lodging Expense (TLE)

- TLE partially offsets the added living expenses within CONUS incurred by a member and dependents PCS
 - It is a reimbursement for lodging at your losing or gaining station (maximum daily rate of \$290.00)
 - Applies to Soldier's who have a large family and use of two or more than rooms
 - You are authorized 14 days of TLE on a CONUS to CONUS move or OCONUS to CONUS move
 - CONUS to OCONUS Moves - allowed up to 5 days MAX
 - Hotel must be within 75 miles of current or new duty station
- **TLE claim is submitted at your gaining station**

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Temporary Lodging Expense (TLE)

- You will file your TLE claim at your new duty station
- You must have the following when submitting your TLE claim
 - Itemized receipts for lodging (original lodging receipt with a **zero balance** regardless of lodging cost
 - Hotel must be within 75 miles of current or new duty station
- TLE for Retiring or Separating Soldiers is not authorized

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Temporary Lodging Allowance (TLA)

Applies to Soldiers on PCS orders to an Overseas Assignment

- 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
- May be authorized upon reporting to an OCONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available
- **Overseas housing office is the approving agency for TLA.**

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PCS Travel Entitlements

PAY CHANGES TO EXPECT WHEN DEPARTING FT. CAVAZOS

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Pay Changes To Expect

➤ **Entitlements that will stop upon departure:**

- **Assignment Incentive Pay – Day of Departure**
- **Save Pay - Day of Departure**
- **Parachute / Jump Pay - Day prior to Departure**
- **Special Duty Assignment Pay - Day prior to Departure**

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Basic Allowance for Housing (BAH)

- **Fort Cavazos BAH remain in effect until you sign-in to your gaining duty station.**
- **If your BAH entitlement changed!! – You are required to inform your unit commander for certification of a **NEW** DA Form 5960.**
- **Reasons for commander to certify BAH are:**
 - **Terminating non-family residence (barracks)**
 - **Marital or Dependency Status Change (married, divorced, or birth of child)**
 - **You have a court ordered child support**
 - **Spouse enlisted or discharged from military**
 - **Spouse enlisted or commissioned – enlisted contract or Oath of Office**
 - **Spouse Separated from service – Commander will need spouse's DD 214**

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PCS Travel Entitlements

FINANCE CLEARING PROCESS

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Clearing Process

- Submit clearing documents **at least 10 days prior to your sign-out date** as stated on your IPPS-A Absence request, email address is listed on next slide.
- Submit the below documents **ENCRYPTED** or through S-1 to clear, unencrypted emails cannot be serviced due to security protocols:
 - Orders, amendments, and any DD 1610 for TDY enroute
 - IPPS-A Absence Request
 - Do not send clearing papers for PCS clearing

Before going to final out, call finance to confirm you're cleared. (254) 618-7613 or (254) 618-7614

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PCS Clearing

To clear send an **ENCRYPTED** email to:

**usarmy.cavazos.fin-mgt-
cmd.mbx.ampo-iop-
travel- section@army.mil**

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Clearing Information

- All clearing is digital using the ISMS system, no more hard copy stamps on the clearing papers.
- You **NO** longer have to physically visit Finance to get your clearance papers stamped as you will be digitally cleared thru the Installation Support Modules (ISM) system.
- The AMPO will **digitally clear** you, three (3) business days prior to the departure date stated on the IPPS-A Absence Request Form.

Before going to final out, call finance to confirm you're cleared. (254) 618-7613 or (254) 618-7614

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Temporary Duty (TDY) en-route

- If you are performing TDY en-route you must have valid TDY orders (DD Form 1610, if TDY period is not included on the original PCS order) and/or any amendments with a valid Line of Accounting (LOA) in order to get paid for your TDY.
- You may be entitled to Family Separation Allowance (FSA) if separated from your dependents for a period greater than 30 days which is paid by the gaining station.
- Must list all authorized expenses incurred on your Smartvoucher or DD Form 1351-2 (Travel Voucher); include lodging; you must break down In and Around mileage if authorized; keep all receipts.

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PCS Travel Entitlements

PCS ADVANCES

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PCS Advances

- **Soldiers on PCS orders may request advances to offset the cost of PCS expenses. All advances are optional.**
 - Travel Advances - An advance of 80% of mileage and per diem.
 - DLA Advance – An advance of DLA when authorized DLA.
 - Pay Advance – An advance of 1-month's base pay.

******DLA and travel advances must be settled at the gaining station or advances will result in collections.******

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DLA Advance & Travel Advance

- To partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS
- **Travel Advances are requested thru the SmartVoucher system**
- (<https://smartvoucher.dfas.mil>)
 - Login with CAC or Userid/Password
 - Click on Create (upper right corner)
 - Select Travel Advance Request
 - Upload orders and leave request

Need help? Detailed instructions on submitting a travel advance in Smartvoucher located on slide 28.

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Advance of Pay, DD Form 2560

- To provide funds to a member to meet extraordinary incidental expenses to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses.
- An advance of ONE (1) month base pay minus regular deductions to include child support.
 - **Soldiers in the pay grade of E-4 and below must obtain their Commander's (O-3 and above) signature**
- Payment may take up to 5 business days to process.
- How to Apply?
 - Complete a DD 2058
 - Attach orders and leave request
 - **Submit directly to Finance office**

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Mandatory use of the Government Travel Charge Card (GTCC)

- **Military personnel who possess a Government Travel Charge Card (GTCC) utilize their GTCC for official relocation expenses per the Secretary of the Army.**
- **If the Traveler does not possess a GTCC:**
 - **You may receive travel advances and DLA advances**
- **Have A GTCC? = DLA ADVANCE ONLY**

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Revoked, Amended or Rescinded Orders

- **Please notify the AMPO if you are no longer departing Fort Cavazos, or you were extended so that we may adjust or cancel your departure date in the system otherwise the system will put you in a suspended status and you will **NOT GET PAID.****
- **Do It Yourself (DITY) Moves are handled through the local Transportation Office.**

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References

- **DoD Financial Management Regulation Volume 7A
-Military Pay Policy And Procedures - Active Duty
And Reserve Pay**
 - **Chapter 26 – Basic Allowance for Housing**
- **Defense Travel Management Office [Per Diem | Defense Travel Management Office \(dod.mil\)](#)**
- **Joint Travel Regulation**
 - **Chapter 5 – PCS Travel**

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Questions

Call

254-287-9697

254-287-6773

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SmartVoucher



How do I begin a new TRAVEL ADVANCE? On the Menu tab, click on “Create Travel Advance”.

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

Create Travel Advance

On the Request for Travel Advance screen, please enter your travel order number and order issue date from your PCS orders, your sign out date from your DA31 – Leave form and provide information about yourself. Your SSN is populated and masked because you accessed with your CAC or myPay username and password/PIN.

Once input, your information will be archived in the system for future use. You are able to edit all fields, except SSN, as needed.





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[Menu](#) [User Type](#) [Initial](#) [Advances](#) [Personal](#) [Itinerary](#) [Reimbursables](#) [Meals](#) [Misc](#) [Finish](#) [Preview](#) [View/Print](#) [Logoff](#)

Request for Travel Advance

Instructions: Please provide your current address and phone number so we may contact you if necessary.

✦ **Travel Order#:**

✦ **First Name:**

Middle Initial:

✦ **Last Name:**

Social Security Number:

✦ **Grade/Rank:**

✦ **Current Country:**

✦ **Current Street:**

Current Street2:

✦ **Current Zip Code/APO/FPO:**

[Zip Code Lookup](#)

✦ **Current City:**

✦ **Current State:**

Located top left
of IPPSA orders
right above
name and rank

***-**-2974

CADET ▼





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* Phone Number:(Daytime)

Note: Please provide the best phone number where we may contact you.

* Email Address:

Note: Provide the email address you read most consistently.

* Order Issue Date:

MM/DD/YYYY

* Sign Out Date:

MM/DD/YYYY

* Current Unit of Assignment: {Add City/State or Post/State}

Note: If you do not know the Unit of Assignment put in 'Unknown'.

* Do you have a Government Travel Charge Card?

Note: You may select any combination of the below.

No ▼

* Are you requesting an advance for travel?

No ▼

* Are you requesting an advance for dependent travel?

No ▼

* Are you requesting an advance for DLA?

No ▼

* Are you requesting an advance for DITY move?

No ▼

Back

Next

Please pay close attention to the questions at the bottom of the screen, your answers are important to calculate your advance accurately. Depending on your answers to the questions, additional questions may be displayed. *If you have a Government Travel Charge Card, IAW Army Policy, GTCC holders are only authorized advance payments for DLA entitlement. GTCC should be utilized for all other authorized PCS expenses.*

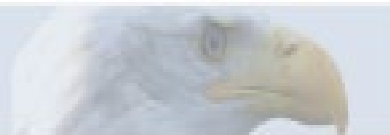




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After clicking on the Next button to advance to the next screen you will be required to enter your dates, mode of travel, your old duty station zip code, name, and state (where you will depart from) and your new duty station zip code, name, and state (where you will arrive).

Add/Edit Travel Mode

Departure Information

What day will your travel begin?

 MM/DD/YYYY

Is any of your travel going to be by POC?

Yes ▼

Number of POCs used for this PCS move?

▼

What country did you depart from?

USA ▼

What is the zip code of your departure location?

[Zip Code Lookup](#)

Installation/Base/City

State

▼





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Arrival Information

What date will you arrive?

 MM/DD/YYYY

Where is the arrival country?

What is the zip code of your arrival location?

[Zip Code Lookup](#)

What city?

State

Back

Next

Click on the Next button to move to the next tab.





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Please provide information about your dependents (if any) on the next screen. If you do not have any dependents or they are not relocating with you to your new duty station, please select No.

Travel Advance Dependents

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.

* Are your dependents relocating?

No ▼

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

Back

Next

If you have dependents and they are relocating with you to your new duty station, please select Yes. SmartVoucher will allow up to sixteen dependents to be added. Enter information about each individually, click Save and repeat (Click Add Dependent button) until all have been entered and saved.





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Travel Advance Dependents

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.

♦ Are your dependents relocating?

Yes ▼

♦ What date will your dependents depart?

MM/DD/YYYY

♦ Is any of their travel going to be by POC?

No ▼

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

Please Note: By selecting this option, this voucher will be solely for dependent entitlements. If the Soldier and dependents travel different routes, on different dates, or via different modes; separate vouchers must be completed and submitted.

Currently, no dependents have been entered through SmartVoucher.

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:

SPOUSE ▼

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

♦ Is your spouse active duty military?

No ▼





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✦ Date of Marriage:

 MM/DD/YYYY

✦ Dependent Country:

 ▼

✦ Dependent Street:

Note: Use dependent address upon receipt of orders.

✦ Dependent Zip Code:

[Zip Code Lookup](#)

✦ Dependent City:

✦ Dependent State:

 ▼

✦ Dependent will complete travel?

 No ▼

Back

Save





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After clicking on the Next button to advance to the next screen you will have the opportunity to upload your supporting documents.

ALL REQUESTS MUST ATTACH/UPLOAD COMPLETE PCS ORDERS AND ANY/ALL AMENDMENTS!

If an advance for DITY/PPM is requested, your DD2278 is required.

If an advance for TDY en route is requested, your DD1610 is required if not included in your PCS orders.

Upload Documents

Travel Advance Attachments

DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE

Please attach all applicable items listed below:

All requests - PCS Orders

TDY - DD1610 if TDY authorization is not included in PCS order

DITY - DD2278

Allowed file types: bmp,gif,jpeg,pdf,jpg,png

File size Limit: 2 mb

Select a file to upload:

Choose File

No file chosen

Upload

Back

Next





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SmartVoucher



Additional Information

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

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

To create a new travel advance, click on the 'Create Travel Advance' button and follow the instructions.

[Have a question or comment? Your opinions are very important to us. Click here to submit an ICE Survey.](#)

Signature

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



Back

View Travel Advance

Submit Travel Advance

Once you have uploaded all of your supporting documents you may select View Travel Voucher to see your completed form and attachments prior to submitting your advance. Once you are satisfied with your advance and attachments, click the Sign box, and select the Submit Travel Advance button. This will send your claim packet to DFAS Rome for review, approval, and processing.

