



**ARMY MILITARY PAY OFFICE (AMPO)**  
**United States Army Financial Management Command**  
**532 Augur Avenue**  
**BUILDING 22216**  
**FORT HUACHUCA, ARIZONA 85613-6000**

Individuals in processing Fort Huachuca are typically authorized the following entitlements:

1. MALT or government furnished air travel
2. Per Diem
3. Dislocation Allowance (DLA)
4. Advance Pay
5. Temporary Lodging Expense (TLE)
6. Normal LES entitlements (Base Pay, BAH, BAS)

**MALT:** paid to service member when electing to use privately owned conveyance during PCS. It is paid in place of the government furnishing transportation for the service member and dependents. When driving a POV, mileage reimbursement is as follows:

1 POV = \$.21 per mile (As of 1 Jan 2024)

2nd POV = \$.21 per mile (total for 2 POVs \$.42)

**Per Diem:** Paid for daily expenses during the PCS travel between stations. It is intended to cover lodging, food and incidental expenses. Reimbursement is as follows

1. Service member = \$178/authorized travel day
2. Each dependent 12 and over = \$133.50/authorized travel day
3. Each dependent 11 or younger = \$89.00/authorized travel day

**Dislocation Allowance (DLA):** Paid to reimburse the service member for expenses incurred due to relocating a household. DLA rates are computed by rank and with or without dependents.

Not everyone is entitled DLA. Those entitled DLA at Fort Huachuca are any service member with dependents, and E-6 and above as well as officers. The without dependent rate will be paid for those E-6s and above who do not have dependents. Single soldiers/officers on their 1<sup>st</sup> PCS move are not entitled to DLA.

**Temporary Lodging Expense (TLE):** The TLE allowance is intended to partially offset lodging and meal expenses when the Soldier and/or family members need to occupy temporary lodging at Fort Huachuca incident to a PCS move. Temporary lodging facilities must be in the area of the permanent duty station. A maximum of ten days is payable. A soldier can claim TLE at their previous duty station (CONUS only) and the current duty station, not to exceed 14 days. Both members of a dual military couple are entitled to TLE. This entitlement exists whether or not temporary lodgings are jointly or separately occupied. Soldiers must submit an original itemized temporary lodging receipt to claim TLE. The maximum entitlement per day for a single officer/enlisted person is \$115.70. Depending on the size of family and cost of lodging, the maximum entitlement per day can be \$290.00

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**Example 1 (Soldier stationed at Fort Huachuca)**

Per Diem rate for Fort Huachuca is \$155.00, 110.00 for lodging and 6850 for meals and incidental expenses  
Soldier with 3 dependents (spouse, one child over 12, one under 12) occupy Army Lodging at a cost of \$80.00 per night. Soldier has 10 nights of temporary lodging.

**Step 1 Determine M&IE and ceiling for lodging**

160% x 68.00 = 108.80 (M&IE)

160% x 110.00 = 176.00 (ceiling for lodging)

**Step 2 determine lodging costs**

\$115.00 (max lodging is \$176.00 se lesser amount)

**Step 3**

Add amount determine in step 1

108.80 + 115.00 = \$223.80

**Step 4**

Compare \$290.00 with amount in Step 3 use the lesser of these amounts

\$223.80 x 10 days = \$2238.00

**BASIC ALLOWANCE FOR HOUSING (BAH):** Will be updated to your duty location per your PCS orders, or as stated in your BAH Waiver approval memorandum (if applicable). If the duty location zip code is incorrect you must get with the order issuing authority for an amendment. When terminating or moving into privatize housing, the housing office will stop, change or start the housing allotment. While in an in transit status (date PCS leave started until day prior to signing off of PCS leave, BAH is based on your losing PDS. Life changing events (marriage, divorce, birth of child or any other changes that affect the entitlement to BAH), must be reported to your unit and finance office.

**PET EXPENSES DUE TO PCS:** On January 1, 2024, the following pet transportation allowances apply:

1. Eligibility. A Service member on a PCS order with an effective date of 1/1/2024 or later, may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station. A household pet is a cat or a dog owned for personal companionship. For CONUS PCS, the reimbursement for pet expenses are limited to \$550 per PCS move. For OCONUS PCS, the pet expenses are limited to \$2000 per PCS move. See paragraph 050107 in the joint travel regulations for more information.

**FOREIGN LANGUAGE PROFICIENCY BONUS:** Soldiers receiving FLPB pay need to supply the finance office with a copy of their orders and their DA form 330. If not available during in processing, submit to the office within 30 days.

**Advance Pay:** Service members who can justify the need can apply for up to one month's advance pay less deductions. Repayment is prorated over 12 months. The amount of the advance will be limited to cost directly related to the PCS and not covered by other entitlements. Advance Pays are NOT granted for purchases of automobiles, vacations enroute to next station or investments.

**Enlistment Bonus:** For soldiers who are seeking to get paid their enlistment bonus, the unit career counselor is the point of contact. Soldiers will need to submit the following: DD form 4/1, 4/2, and 4/3 (when applicable), Annex B or DA form 3286, MOS award orders or AIT diploma, college transcript (when applicable), Airborne training and Ranger training certificates (when applicable). The career counselor will obtain the proper documents from each soldier and they will in turn submit these documents to the Finance Office for payment.

Termination of Entitlements and Allowances on Departure from Previous Duty station

- a. Hostile Fire Pay – Day of Departure
- b. Assignment Incentive Pay – Day Prior to Departure
- c. Save Pay – Day Prior to Departure
- d. Demolition Pay – Day Prior to Departure
- e. Family Separation Allowance – Day Prior to Departure
- f. Cost of Living Allowance - Day Prior to Departure
- g. Special Duty Assignment Pay – Day Prior to Departure

**ADVANCE DEBT:** Depending on the location of the prior duty station, a soldier may see a debt posted to their LES after in processing with the finance office. This debt will represent an overpayment of an entitlement (BAH, COLA for example). The debt will be listed on the entitlement side of the LES. When the debt is posted on the LES, this is the first notice. The debt is dormant for the month when listed on the LES and the following month. The pay system will collect the debt in full during the 3<sup>rd</sup> month. To prevent any hardship, review your LES and see your S1/PAC for assistance when the advance debt first appears on the LES.

**If a soldier does not have a complete set of orders, or the leave form is incomplete (block 14 or 16 is left blank, or the soldier departed before start date of leave or signs in after the end date (block 10a and 10b), the finance office will process the necessary transactions to arrive soldier to Fort Huachuca and start the proper entitlements, but their travel pay will be put on hold until we received the complete and corrected documents.**

Operating hours are Monday – Friday, 0800-1600 hrs.