

U.S. Army Financial Management Command

Instructions for Completing PCS Travel Voucher via Smart Voucher

As of 231106

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Smart Voucher Instructions

- ✓ **Log in**
 - Use CAC to log into laptop using your name
 - Go to mypay.dfas.mil/homepage – **do not log in**
- ✓ **Information needed:**
 - PCS Orders
 - Leave Form
 - Receipts for anything over \$75.00
 - Hotels
 - Air Fare
 - Excess Baggage
- ✓ **New unit of assignment**
- ✓ **Date of Birth of Children**
- ✓ **Date of Marriage**
- ✓ **If dependents traveled separately, you will need two different vouchers**





Smart Voucher Instructions

- ✓ Once on the myPay homepage, do not log in
- ✓ Select “Quick Links”

myPay ACCESSIBILITY/SECTION 508 SECURITY FAQ QUICK LINKS CONTACT US STAY CONNECTED WITH DFAS

Welcome

myPay

Simpler | Streamlined | Mobile-Friendly

Sign In

Login ID

Password

Sign In

Forgot your Login ID?

Forgot or Need a Password?

Smart Card Login
DoD CAC | PIV
(Insert Card First)





Smart Voucher Instructions

- ✓ Under DFAS Resources, second from the bottom on the list, select “Smart Voucher- Complete a DD Form 1351-2”

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](#)
- [How to request Air Force/Army/Navy LES older than 13 months](#)
- [How to request Marine LES older than 13 months](#)





Smart Voucher Instructions

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

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 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

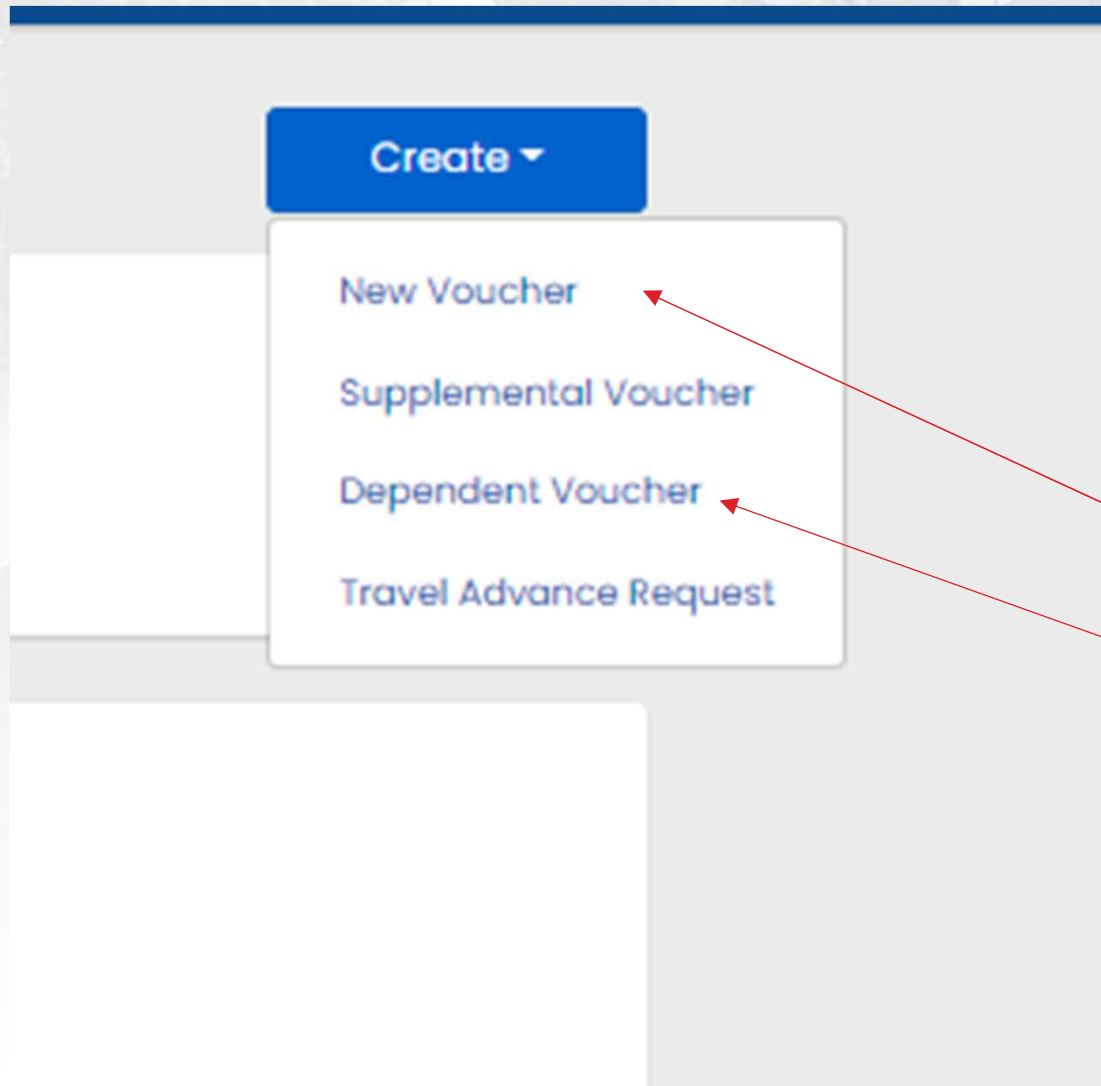
[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

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





Smart Voucher Instructions



Smart Voucher Homepage

- ✓ Can view old voucher and create new vouchers
- ✓ Move through the voucher using the menu on the top right of the page
- ✓ Click on “Create New Voucher”
- ✓ Click on “Create Dependent Voucher” if your dependents traveled **separately**





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 Huachuca, AZ ▾

Return to My Vouchers

Continue

- ✓ Category of travel will be "PCS"
- ✓ Type of user is "Active Duty"
- ✓ Select "Fort Gregg-Adams" as your AMPO
- ✓ Select "Continue"

NOTE: Ensure you select Fort Huachuca as your AMPO





Smart Voucher Instructions

Initial Information

Step 2 of 11 ▾

Travel Order Number ?

Please enter the Travel Order Number (TONO), between 1 and 15 characters, from your original PCS Orders.

*For IPPS-A orders, the TONO is the last 5 characters of the SDN

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?

You will be paid by ?

Direct Deposit ▾

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

- ✓ Travel Order # - found on page 2 of IPPS-A orders under "SDN: XXXXXXXXXXXXXXXX (the last 5 of this line will be the order #)
- ✓ Issue date of orders is found in the top right corner
- ✓ Direct Deposit will stay as is





Smart Voucher Instructions

Did you ship your household goods?

Yes

Are you claiming a Dislocation Allowance (DLA)?

Yes

Select "No" if this is your first move without dependents, if you are residing in the barracks, or if this is a retirement/separation

See Chapter 5, Section 050104 of the JTR for more details about Dislocation Allowance (DLA) entitlement.

Are you claiming a Temporary Lodging Expense (TLE)?

Yes

You will need the following documents to complete the TLE portion of your claim:

- PCS Travel Orders and all amendments
- Zero balance lodging receipts
- Statement of Non-Availability for CONUS locations other than on or near Army installations

[More TLE information](#)

- ✓ Were your household goods shipped?
 - ✓ If you performed a PPM/DITY, select YES

- ✓ You can claim DLA if your dependents traveled with you and are here now 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**

- ✓ Are you claiming TLE?
 - If you are still in the hotel you will claim TLE when you check out; this will be as a supplemental if you are not claiming at time of creating PCS voucher





Smart Voucher Instructions

Marital Status?

Married ▾

Did you perform temporary duty en route?

No ▾

On the itinerary, please ensure to include all official stops of travel, including temporary duty en route

Previous

Save & Continue

- ✓ Are you married?
- ✓ Is your spouse active duty military?
 - You will need your spouse's information
 - Detailed instructions are on next slide
- ✓ Did you go TDY enroute?
 - ✓ Did you go to a school on your way here?
- ✓ Select "Save&Continue"





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 "Dual Military"
- ✓ Fill in using your spouse's information:
 - Social Security Number
 - First name
 - Middle initial
 - Last name
 - Branch of service
 - Current duty station





Smart Voucher Instructions

Advances

Step 3 of 11

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

- ✓ If you have a GTCC and did not request ANY travel/DITY/DLA advance, you will answer “No” to both questions
- ✓ You will answer “Yes” only if you took a travel/DITY/DLA advance to the top part
 - Does not include a Pay Advance or a DITY Move Advance
 - If “YES”, you will need the voucher number and amount
 - Write “**UNKNOWN**” to both if you do not know either voucher and/or amount





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 ▾

✓ Use 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 current address if you have one or any good mailing address





Smart Voucher Instructions

Unit of assignment

Unit of Assignment is required and must not exceed 50 characters.

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

Phone Number

Phone number (XXX XXX XXXX) is required and must not exceed 20 characters.

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

Email

Valid Email is required and must not exceed 50 characters.

Provide your primary email, the one you read most consistently

Do you have a Government Travel Charge Card?

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 include **company and unit**
 - Make sure to include: "Fort Huachuca, AZ"

- ✓ Provide a good phone number

- ✓ Email address can be military or civilian
 - Use an email that you use often

- ✓ Do you have a GTCC? – "Yes" or "No"





Smart Voucher Instructions

Dependents

Step 5 of 11

A separate "Dependent Voucher" is needed for any dependent that traveled to/from a separate location or during a different timeframe. To create one, select "Dependent Voucher" from the "Create New" dropdown on the My Vouchers page.

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 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

Add/Edit a Dependent ✕

First Name

Middle Initial (not required)

Last Name

Relationship to You

Choose one... ▼

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

- ✓ Each dependent who traveled with you will have its own entry
- ✓ Click “Add Dependent” if you have more to add
- ✓ Address will automatically populate once you have done it for the 1st dependent
- ✓ If you are claiming a secondary dependent, the approval memo from DFAS is required





Smart Voucher Instructions

Dependent Residence at the Time You Received Your Orders

Country

Street Address

Zip Code

[USPS Zip Code Lookup](#)

City

State

Did the dependent complete travel?

- ✓ 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
- ✓ Click "Save"
 - ✓ It will ask you again to confirm that dependents travelled on those specific orders

Confirm Dependent Address!

Was this the dependent's address upon receipt of Orders for Travel Order Number: 123456 ?





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?

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

- ✓ Temporary Lodging Expenses
 - Only for hotels within 75 miles of departing location and/or arrival location
 - 21 days max for reimbursement
 - Must have zero balance hotel receipts
 - If stayed with family, can only claim meals
- ✓ If you did a DITY or partial DITY, this will be a YES
- ✓ If future date cannot be used, use current and make annotations on REMARKS section
- ✓ Save & Continue





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 ***

✓ Add location and Save & Continue





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 not count as a TLE day

Location Address
TLE is limited to the 48 contiguous states

Zip Code

USPS Zip Code Lookup

City

State

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

Did you incur daily lodging expenses at the location?
 Yes No

- ✓ Date of check in at hotel or with family & friends
- ✓ Complete the zip code, it will automatically fill in the city and state
- ✓ Date of Departure from hotel or family & friends
- ✓ If you paid for a hotel, then this will be "YES"
- ✓ If stayed with family/friends, this will be a "NO"
- ✓ Save when done





Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12

1 Eligibility 2 **Locations** 3 Daily Expenses 4 Persons Claimed 5 Certification

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 | |
|-----------|-------|----------|--------------|----------------|---------------|
| Fort Hood | TX | 78544 | 09/02/2022 | 09/12/2022 | Edit Delete |

Add a Location

Previous

Save & Continue

- ✓ Verify information and choose “Add a Location” for additional hotels or “Save & Continue”





Smart Voucher Instructions

Daily Expenses

| City | Zip Code | Arrival Date | Departure Date |
|------------------|----------|--------------|----------------|
| Sierra Vista, AZ | 85635 | 11/14/2022 | 11/18/2022 |

Date **Lodging Expense** Amount claimed should include lodging rate and taxes

11/14/2022 Amount:
This field is required

Charges to Government Travel Charge Card? Yes No

11/15/2022 Amount:
This field is required

Charges to Government Travel Charge Card? Yes No

11/16/2022 Amount:
This field is required

Charges to Government Travel Charge Card? Yes No

11/17/2022 Amount:
This field is required

Charges to Government Travel Charge Card? Yes No

Previous

Save & Continue

✓ Verify dates on top for the TLE days you are claiming

✓ Daily Lodging Costs:

- ✓ Daily rate plus taxes
- ✓ Pet fees = NOT reimbursable expense

✓ Answer question under each daily amount: was this amount charge to GTC?

- ✓ Selecting YES will create a split disbursement selection

✓ Save & Continue





Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12

1 Eligibility 2 Locations 3 Daily Expenses 4 **Persons Claimed** 5 Certification

Persons Claimed

| City | Zip Code | Arrival Date | Departure Date |
|------------------|----------|--------------|----------------|
| Sierra Vista, AZ | 85635 | 11/14/2022 | 11/25/2022 |

| Date | Persons Claimed |
|------------|-------------------------------|
| 11/14/2022 | <input type="checkbox"/> Self |
| 11/15/2022 | <input type="checkbox"/> Self |
| 11/16/2022 | <input type="checkbox"/> Self |
| 11/17/2022 | <input type="checkbox"/> Self |
| 11/18/2022 | <input type="checkbox"/> Self |
| 11/19/2022 | <input type="checkbox"/> Self |
| 11/20/2022 | <input type="checkbox"/> Self |
| 11/21/2022 | <input type="checkbox"/> Self |
| 11/22/2022 | <input type="checkbox"/> Self |
| 11/23/2022 | <input type="checkbox"/> Self |
| 11/24/2022 | <input type="checkbox"/> Self |

✓ Verify dates on top for the TLE days you are claiming

✓ Check persons you are claiming TLE for during dates at the top
 ✓ Select for each day

✓ Save & Continue

Previous

Save & Continue





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 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

- ✓ Read the excerpt
- ✓ Click on box and Sign
- ✓ Save & Continue





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
- ✓ Select "Add" on the next screen



Smart Voucher Instructions



1
2

Departure
Next Stop

On what day did your travel begin?

Enter the date of departure on your leave form

From what country did you depart?

What is the departing location zip code?

USPS Zip Code Lookup

From what installation/base/city did you depart?

From what state did you depart?

By what mode of transportation did you travel?

Did you own or were you personally responsible for the operating expenses of the automobile?

Select "Yes" if you drove a rental vehicle

How many automobiles did you drive?

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?

Select No if you were a passenger.

Was this leg of travel to or from a terminal?

Terminals include airports, bus depots, train stations, and/or ports of call.

Cancel
Save & Continue to Next Stop Information

- ✓ Travel began **on/after** the day that you signed out on leave
- ✓ Use last duty location zip code
- ✓ State/AP/FPO of last duty location
 - If coming from Korea, select **A/FPO FL**
 - If coming from other overseas location, select **A/FPO NY**
- ✓ Include zip code and country
- ✓ If CONUS and drove, itinerary **WILL** be from duty location to duty location
 - If you drove, annotate how many vehicles
 - If coming from AK, please annotate **first stateside entrance**
- ✓ Traveling from Overseas, your itinerary needs to reflect as follows:
 - Depart duty location, to 1st airport you flew out of, to 1st stateside airport and how you made your way to Ft Huachuca, AZ



Smart Voucher Instructions



1
2

Departure
Next Stop

On what date did you arrive at Fort Huachuca?

In what country did you arrive?

What is the arrival location zip code?

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?

In what state did you arrive?

What was your reason for stopping at Fort Huachuca?

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 (LE) – 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

- ✓ If you drove from your last duty location to Fort Huachuca, this is what your Next Stop should look like
- Arrival Date is the day you physically arrived to Ft Huachuca, AZ
 - Arrival city: is always “Fort Huachuca, AZ” (duty location)
 - Reason for stopping: **“Mission Complete”**
 - Did you drop off, pick up or store a vehicle is for VPC pick up or drop off





Smart Voucher Instructions

Reimbursable Expenses

Step 7 of 11 ▾

| Expense Date | Expense Type | Mileage | Amount | Gov't Travel Charge Card | Receipt Required |
|--------------------------|-------------------------------|---------|---------------|--------------------------|------------------|
| 11/20/2023 to 11/20/2023 | Air Ticket - Paid by traveler | | \$1.00 | | No |
| Total: | | | \$1.00 | \$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

- ✓ Reimbursable expenses include:
 - Tolls
 - Airfare
 - Excess Baggage
 - Authorized Delay at Airport
 - Taxi Cabs
- ✓ If you have a reimbursable expense, 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

11/07/2022

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.

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
- ✓ Select "No" or "Yes" if it was charged to your GTCC
- ✓ Click "Save"
- ✓ If you have other Reimbursable Expenses, select "Add"
- ✓ If no others, select "Next"





Smart Voucher Instructions

Miscellaneous Information

Step 8 of 11 ▾

Voucher Attachments

| Type | Name |
|---|------|
| <input type="button" value="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

Remaining Characters: 800

Previous

Save & Continue

- ✓ **Upload documents in this section**
 - ✓ i.e. orders
 - ✓ IPPS-A leave(s)
 - ✓ Zero-balance hotel receipts
 - ✓ Official airfare receipts
 - ✓ G1 BAH waiver (if applicable)
 - ✓ SILO – statements in lieu of
 - ✓ Receipts for Pet reimbursements
- ✓ Specify if you have any unused plane tickets; this may be left blank
- ✓ Specify any general remarks to include DITY moves





Smart Voucher Instructions

Split Disbursements

Step 9 of 11 ▾

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](#)

Expenses you did not charge to your GTCC:

\$ 1.00

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
- ✓ You'll have time to call Citi Bank to find out your balance
- ✓ Select "Next"

- ✓ *Keep in mind, you are responsible for your GTCC*
- ✓ *Local finance does NOT track payments directly from DFAS-Rome to Citi*





Smart Voucher Instructions

✓ Verify all of your information then select “Save & Continue”

Summary/Preview

Step 10 of 11

Please review and click edit to make necessary changes.

Voucher Type

Travel Category [Edit](#)

PCS

User Type

Active Duty

Local Finance Office

Fort Huachuca, AZ

Initial Information

Travel Order Number [Edit](#)

123456

Reimbursement Type

Direct Deposit

Advances

[Edit](#)

No Advances information is available.

Personal Information

[Edit](#)

Name

cindy mcclay

Grade/Rank

O-1

Unit of Assignment

Finance, Ft Huachuca, AZ

Current Address

40 Rhea Ave
Sierra Vista, AZ 85635
USA

Contact Information

yahoo@yahoo.com
1234567890

Government Travel Charge Card

No

Dependents Information

[Edit](#)

| Name | Relationship to You | Date of Birth/Marriage | Current Address | Traveled? |
|------------|---------------------|------------------------|-------------------------------------|-----------|
| Joe snuffy | SPOUSE | 10/01/2022 | 123 Tank Rd Fort Hood TX, 76544 USA | Yes |





Smart Voucher Instructions

✓ Verify all of your information then select “Save & Continue”

Itinerary Information

[Edit](#)

| Departure Date | Departure City | Arrival Date | Arrival City | Mode of Travel | Reason for Stop | POC Miles | Owner / Operator |
|----------------|------------------------|--------------|-----------------------|----------------|-----------------|-----------|------------------|
| 10/06/2022 | Kaiserlautern, GERMANY | 11/20/2023 | Frankfurt, GERMANY | PA | AT | 0 | Yes |
| 11/20/2023 | Frankfurt, GERMANY | 11/20/2023 | Baltimore, MD USA | CP | AT | | No |
| 11/20/2023 | Baltimore, MD USA | 11/27/2023 | Fort Huachuca, AZ USA | PA | MC | 0 | Yes |

← ————— →

Miscellaneous Information

[Edit](#)

Unused Tickets

General Remarks

Previous
Save & Continue

Reimbursable Expenses

[Edit](#)

| Expense Date | Nature of Expense | Mileage | Amount |
|--------------------------|----------------------------------|---------|--------|
| 11/20/2023 to 11/20/2023 | Air Ticket - Paid by traveler -2 | | \$1.00 |

Meals

[Edit](#)

No Meal Expenses information available.





Smart Voucher Instructions

Submit Voucher

Step 11 of 11

List of Required Attachments

Based on the information you provided, the following documents must be scanned and added as attachments to your submitted voucher:

1. Travel Order 123456

In addition to this travel order, please ensure you include all corresponding amended orders.

2. DA-31

Completed DA-31 Form or IPPS-A absence report.

When scanning a document, make sure the:

- Document is smooth and flat
- Scanner's glass is clean
- Scanner is set to 300 dpi or "fine"
- Scanner is set to "black and white" **not** "greyscale"

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](#)

Using SmartVoucher to complete your travel claim does NOT replace the requirement to In-process at your new duty station.

✓ 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 looks like



Smart Voucher Instructions



SMARTVOUCHER

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in reverse.

| | | | | | |
|--|--|---|----------------------------|--|---|
| 1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check | | SPLIT DISBURSEMENT: The paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and meals (if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.) | | | |
| 2. NAME (Last, First, Middle Initial/Print or Type) Smith, John | | 3. GRADE E-6 | 4. SSN 138943383 | 5. TYPE OF PAYMENT (if applicable) <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Dependent(s) <input checked="" type="checkbox"/> DLA | |
| 6. ADDRESS - NUMBER AND STREET 4700 Mow Way Rd | | 7. CITY Fort Sill | 8. STATE OK | 9. ZIP CODE 73503 | 10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER |
| 11. ORGANIZATION AND STATION 3/2 Fort Sill OK 73503 | | 12. DEPENDENTS (if and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED | | 13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code) 1234 Main St Fort Hood TX 76842 USA | |
| 14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (if any) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks) | | 15. ITINERARY | | 16. COMPUTATIONS | |
| 15. ITINERARY (continued) | | 16. COMPUTATIONS (continued) | | 17. SUMMARY OF PAYMENT | |
| 17. SUMMARY OF PAYMENT (continued) | | 18. REIMBURSABLE EXPENSES | | 19. GOVERNMENT-DUCTIBLE MEALS | |
| 19. GOVERNMENT-DUCTIBLE MEALS (continued) | | 20. CLAIMANT SIGNATURE | | 21. APPROVING OFFICIAL'S PRINTED NAME | |
| 21. APPROVING OFFICIAL'S PRINTED NAME (continued) | | 22. ACCOUNTING CLASSIFICATION | | 23. COLLECTION DATA | |
| 23. COLLECTION DATA (continued) | | 24. COMPUTED BY | | 25. AMOUNT PAID | |

DD FORM 1351-2, MAY 2011 PREVIOUS EDITIONS ARE OBSOLETE. SMARTVOUCHER

- ✓ This is your Smart Voucher generated travel voucher in PDF format
- ✓ From here, we will collect all your supporting documents (DA 31, orders and all amendments, plus any receipts)
- ✓ We will send your travel voucher up to DFAS so that you will be reimbursed for your travel expenses
- ✓ **Make sure to check your email or texts for updates!**





Smart Voucher Instructions

Sign and Submit Voucher

By clicking 'Submit Voucher' below you are legally submitting a signed travel voucher for routing and approval.

Sign

- ✓ A technician will review your voucher prior to signing and submitting
- ✓ Check the “Sign” box
- ✓ Click “Submit Travel Voucher”
- ✓ *This does not submit your travel voucher to DFAS. A tech at the finance office will review for accuracy and submit to DFAS-Rome.*



Welcome to Fort Huachuca!



U.S. ARMY

