U.S. ARMY

REASSIGNMENT BRIEFING


Viale Verona (Strada Regionale 11)


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Corso SS. Felice e Fortunato


Porta Santa Maria Pisa

WE ARE THE ARMY'S HOME

SETAF AFRICA

SUSTAIN SUPPORT DEFEND

Briefer name
Briefer directorate & position
U.S. Army Garrison Italy
U.S. Army Installation Management Command

As of: 240945MAR2023
Title Version

Finance Travel Entitlements

DOCUMENTS REQUIRED:

Orders and all amendments

Addendum, if applicable

Itinerary for Service Member and dependents

Special Pay Termination, if applicable

DD Form 2367 – OHA Stop, if applicable

Government Quarters Termination Memo, if applicable

Approved PAR for COLA, if applicable

PAR is required for dependents who departed prior to the Service Member, even by 1 day. Additional document needed to support the PAR is the dependent(s) flight itinerary. This does not apply for completed ERD process with finance.

Absence Request

* For PCS move, Leave Form <u>MUST</u> be PCS Entries as first category, then PCS absence as secondary category. Permissive TDY (House Hunting) is authorized under PCS entries and can be applied in conjunction with PCS absence.

Finance Travel Entitlements

Travel Time

A Soldier and/or dependent is authorized travel time to complete a PCS move.

If the ordered travel is 400 or fewer miles and the traveler uses a POV, then 1 day of travel is authorized for the official distance. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed.

If travel is by commercial air, one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).

Finance Travel Entitlements

Mileage and Transportation Allowance

- Use of a privately owned vehicle (POV) is reimbursed at a per-mile rate rather than actual operating expenses. Distances are determined by the Defense Table of Official Distances (DTOD).
- A Soldier authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs may only be approved through the Secretarial Process (HQDA, DCS G1, Compensation and Entitlements Branch).
- Mileage and per diem rates are available on the Defense Travel Management Officer website, under Travel and Transportation Rules, at https://www.defensetravel.dod.mil/index.cfm.

Finance Travel Entitlements

Per Diem

- The per diem allowance is a daily rate meant to cover living expenses (lodging, meals, and incidental expenses). It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses at a specific location (official duty location or authorized stopover).
- When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS. PCS allowances are not authorized for dependent travel to, from, or while at an en-route TDY location.
- When dependents travel with the Soldier, dependent per diem is paid at 75% of the Soldier rate for dependents 12 years or older, and at 50% for dependents under 12.
- When dependents travel separately from the Soldier, per diem is paid at 100% for the first dependent, with additional dependents paid at 75% if 12 years or older, and at 50% if under 12.

- Mileage and per diem rates are available on the Defense Travel Management Officer website at https://www.defensetravel.dod.mil/index.cfm under Travel and Transportation Rules.

Finance Travel Entitlements

✓Dislocation Allowance (DLA)

- DLA is a flat amount that partially reimburses a Soldier for expenses incurred in moving a household.
- DLA advance can be requested through the DFAS Smart Voucher site.
- Soldiers with dependents who relocate in connection with the PCS are entitled to with-dependents rate DLA. Authorization to relocate dependents must be included in the orders. Soldiers are entitled to without-dependent rate when they have dependents who do not move.
- DLA is not authorized for assignment to the first PDS unless dependents move with the Soldier.
- DLA is not authorized for Soldiers without dependents who move into government quarters at the new PDS.
- Dual military members without dependents may be eligible for DLA, if living in separate dwelling due to military orders, or when both are without dependents and are moving into family-type government quarters at the new PDS.
- If paying child support, DLA without-dependent rate is payable.

Finance Travel Entitlements

✓Temporary Lodging Expense (TLE) (CONUS only)

- TLE is an allowance intended to partially reimburse Soldiers for lodging/meal expenses incurred by a Soldier/dependent(s) while occupying temporary lodging in CONUS in association with a PCS move.
- TLE is authorized at the old CONUS Permanent Duty Station (PDS) and/or the new CONUS Permanent Duty Station and is limited between 14 to 21 days total (7 days if the new PDS is OCONUS).
- The Soldier/dependent(s) temporary lodging must be in the vicinity of the old or new PDS.
- TLE may be split between locations, for example 5 days near the losing PDS and 9 days near the gaining PDS.
- TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.
- When a Soldier or dependent stays with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.

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Finance Travel Entitlements

✓Temporary Lodging Allowance (TLA) (**OCONUS only**)

- TLA is intended to partially pay a Soldier for higher-than-normal expenses incurred by a Soldier or dependent while occupying temporary lodging in the vicinity of the old or new OCONUS PDS.
- The amount of the TLA payment depends on the expenses incurred at the temporary lodging. The Soldier must obtain and keep receipts for lodging expenses to support TLA payment.
- TLA Upon Arrival. TLA authorization for a PDS assignment to OCONUS ordinarily should not exceed 60 days. Additional periods may be approved in increments of 15 or fewer days when HHG are delayed, or housing is not available.
- TLA Upon Departure. The TLA period cannot start more than 10 days before the Soldier leaves the PDS (3 days when clearing government housing), unless housing is terminated early, or departure is delayed.
- Lodging expenses are not allowed while staying with friends or relatives, but the meal and incidental expense rate (M&IE) is payable for the eligible TLA period.

Finance Travel Entitlements

✓Basic Allowance for Housing (BAH) during PCS

- Old PDS in the United States. A Soldier's old PDS is the PDS for BAH purposes from the day the Soldier departs the old PDS through the day before the Soldier reports to the new PDS in compliance with a PCS order.
- Old PDS Outside the United States. The day the Soldier departs the Soldier is authorized BAH-Transit, if not receiving a with-dependent housing allowance for a dependent residing separately. If the Soldier is being paid BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Soldier arrives at the new PDS.

✓BAH Waivers-When government quarters are not assigned, a Soldier is entitled to housing allowance based on the Soldier's grade, dependency status, and location. A Soldier may be eligible to receive a housing allowance for dependents at a location other than his/her PDS when movement of dependents is authorized. Waiver approval authority for the active component has been delegated to HRC; reserve and national guard Soldiers on active duty are managed by ARNG G1 and the Office of the Chief of Army Reserve G1.

Finance Travel Entitlements

✓Overseas Housing Allowance (OHA) (OCONUS only)

- Paid monthly to help offset housing expenses for a Soldier or dependent authorized to live in private-sector leased or owned housing at an assigned overseas location outside the United States.

✓OCONUS Cost of Living Allowance (OCONUS COLA) (OCONUS only)

- A non-taxable allowance that offsets the higher prices of goods and services, excluding housing, in foreign countries, U.S. territories, Alaska, and Hawaii.
- If dependent(s) depart prior to the Service Member, an approved IPPS-A PAR must be completed.

✓CONUS COLA (CONUS only)

- Authorized in CONUS only in high-cost locations.

✓Consecutive Overseas Tours (COT) Entitlements

- Soldiers who volunteer to serve two full consecutive OCONUS tours are authorized government paid travel for themselves and command sponsored Family members to leave locations equal to the distance to the Soldier's home of record.

Finance Travel Entitlements

✓Family Separation Allowance (FSA)

- FSA provides compensation for added expenses incurred because of an enforced family separation.
- FSA is payable in the following situations:
  - When a Soldier is assigned to a dependent-restricted tour.
  - When a Soldier receives approved concurrent travel, but the Family is delayed by the service for more than 30 days.
  - When a Soldier receives approved deferred travel.
  - When a Soldier is denied concurrent travel.
  - Entitlement to FSA upon CONUS PCS is authorized only when movement of a Soldier's dependents to the new PDS is not authorized at government expense, or when dependents cannot accompany the Soldier at that PDS due to certified medical reasons.

Finance Travel Entitlements

✓Individually Billed Account (IBA) vs Centrally Billed Account (CBA)

- All PCS orders must state that either IBA or CBA (not both) is authorized.
- IBA-Mandatory for all Soldiers with a Government Travel Charge Card (GTCC) (unless exempt) and must be included in the PCS order.
  - If travelling by air, the Soldier must contact the supporting Commercial Travel Office (CTO) or Travel Management Center (TMC) to make air travel reservation arrangements.
  - The GTCC eliminates the need for an advance of travel entitlements and reduces the traveler's dependency on personal funds.
  - If IBA is authorized in the PCS order, the Soldiers will contact their unit travel charge card Agency Program Coordinator (APC) to register into the PCS program to increase spending limits.
  - The GTCC will be used for all expenses associated with the PCS.
- CBA-If the Soldier does not possess a GTCC, or IBA is not authorized, CBA is authorized and must be included in the PCS order.
  - The Soldier is not responsible for personally purchasing airline tickets. The Soldier must contact the supporting CTO or TMC to make air travel reservation arrangements.

Finance Travel Entitlements

✓Advance Travel Pay

- GTCC holders are not authorized Advance Travel Pay, except advance DLA. The GTCC must be used for all PCS travel related expenses unless the GTCC is not authorized at the new PDS.
- Soldiers without a GTCC may request a Travel Pay advance of up to 80% of Per Diem and Mileage, and 100% of DLA, if eligible.

✓Advance Base Pay

- To assist Soldiers in meeting extraordinary expenses related to a PCS. Advance Pay is intended to assist with some of the out-of-pocket expenses related to PCS relocation, not typical of day-to-day military living.
- Soldiers may be paid an advance of base pay not to exceed 3 months, minus deductions (i.e., taxes, allotments, etc.).
- Advance Pay amount will be paid back over 12 months.

Finance Travel Entitlements

Army Military Pay Offices are implementing the DFAS SmartVoucher (SV) Workflow system across CONUS installations, Europe and Japan NLT 31 Dec 21.

SV is a TurboTax-like version of the Military PCS Voucher, which a soldier can complete on both government computer with CAC or on their own personal communication device with myPay Login ID and Password. It is a web-based system which walks the Soldier through a series of questions to complete their voucher during in processing and allows for virtual submission.

Soldiers can access SV at the following site: https://smartvoucher.dfas.mil/voucher/.

Financial Readiness Common Military Training Requirement

✓Soldiers in the ranks of PVT-SPC/CPL, WO1-CW2, and 2LT-CPT are required to take the HQDA "Permanent Change of Station" financial readiness course upon receipt of orders or within 60 days of reporting to a new installation.

✓Options to take the training:

- Face-to-Face: At the installation with a Personal Financial Manager or counselor.
- Group Training: At the installation in a classroom environment.
- Distributed Learning: https://olms.armyfamilywebportal.com/
  - Use an updated browser (i.e., Chrome, Safari, etc.)
  - Individual log-in

✓Provide certificate of completion to Unit Training Manager (S3) to assist with expedient out-processing.

Finance Office Location and Additional Information

In-and-Out Processing Finance Office

Consolidated Service Center (CSC) – Building 309, Office 17

Hours of Operation:

Monday, Tuesday, Wednesday, Friday

0800-1200, 1300-1530

Thursday

1300-1530

**It is highly recommended to stop by the Finance Office for pre-screening for pre-clearing.

Entitlement rates and Joint Travel Regulation (JTR) can be found on:
https://www.travel.dod.mil