

Travel Voucher Direct >>>>>>>

Travel Voucher Direct Submission Instructions

- Go to <https://www.dfas.mil>
- Click on “Military Members” tab
- Ensure documents are saved to desktop or mobile phone
- Select Travel Pay tab, select Travel Voucher Direct
 - Click on highlighted Travel Voucher Direct
- Click Agree
- Then select “Submit a Ticket”
- Select Type of Voucher
 - Military PCS covers Active PCS moves
 - Reserves covers Reserve PCS travel
- Complete your information and create a passcode
- Browse to add attachments/Select Mobile Upload to add attachments
- Select Upload Attachments
- Submit

**Additional forms and resources can be located via

<https://www.dfas.mil/militarymembers/travelpay/information.html>

YouTube Visual Reference

https://m.youtube.com/watch?v=a5EDix_9LEQ

Permanent Change of Station
Information as of 19 January 2019

TOTAL SUPPORT

Documents to bring to Out Processing: Two copies of your PCS Orders and any amendments; two copies of the DA Form 31, signed by unit authorized approving official. You must have a DA Form 31, even if you are not taking leave. Clearing papers will be signed once designated areas have been cleared. ***You cannot clear Finance if you have not cleared the Central Issue Facility (CIF).***

Submission of Travel

Effective October 1st, Finance will be fully implementing the Digital Workflow System. All travel claims can be submitted directly to DFAS Rome via the Travel Voucher Direct System. All forms of travel can be submitted directly to DFAS Rome through this link <https://www.dfas.mil/militarymembers/travelpay/travelvoucherdirect.html>.

Please retain a copy of your completed travel voucher to turn in to your gaining finance office.

**Travel Voucher
Direct >>>>>**

Requesting an Advance of your PCS Travel Entitlements: Effective July 24, 2014, a soldier who has been issued a government travel card (GTCC) must use it for all PCS travel expenses (see attached memorandum from Dept. of the Army). If the soldier does not have an active travel card, or the credit limit cannot be increased to accommodate PCS expenses, the soldier must have a memorandum from the AGENCY PROGRAM COORDINATOR (APC) noting the circumstance in order for DFAS Rome to pay the travel advance. Once the memorandum is obtained, the soldier can submit the DFAS 9114 accompanied by the DA31, PCS orders and amendments through Travel Voucher Direct.

PER DIEM Rates Are as Follows:

Driving to Gaining Station:

Soldier	\$149.00	Fam Mbr over 12 75%	\$111.75
Spouse 75%	\$111.75	Fam Mbr 12 & under 50%	\$74.50

Flying to Gaining Station:

Soldier	\$51.75	Fam Mbr over 12	\$38.812
Spouse	\$38.812	Fam Mbr 12 & under 50%	\$25.875

Authorized Travel Time: Computed by dividing the official distance by 350 miles (400 miles driven on the first day). Members may be entitled to drive their POV between authorized points. Mileage rate is \$0.20 per mile. Soldiers moving dependents are authorized up to 2 POVs for a total mileage rate of \$0.40 per mile.

Dislocation Allowance (DLA): DLA is payable at the without rate for single E6 or above and other single soldiers not assigned to government quarters. Soldiers moving dependents are authorized DLA at the with-dependent rate. DLA rates can be found at <http://defensetravel.dod.mil/site/otherratesDLA.cfm>. DLA is a travel entitlement and therefore cannot be advanced without a memorandum from the commander stating the circumstance for the request.

Temporary Lodging Expenses (TLE): Ten (10) days may be claimed when PCSing state to state. The lodging facility must be in the area of the old or new duty stations (50 mile radius). TLE is not paid in advance. TLE may be claimed at the new duty station as part of the PCS travel settlement. Five (5) days of TLE may be claimed to soldiers that PCS to OCONUS. The DFAS Form 9098 can be found at <http://www.dfas.mil/pcstravel/forms.html>. Third party booking sites such as Air B&B, Hotels.com and Travelocity are not reimbursable for lodging expenses. Any member who utilizes third party booking sites will only be reimbursed for meals.

Temporary Lodging Allowance (TLA): The gaining overseas Housing Office or Designated Official is the approving official for this entitlement (i.e. number of days authorized).

Do It Yourself Move (DITY): The Finance Office does not authorize DITY moves; the Transportation Office are the certifying officials. Transportation is located at at 9910 Tracy Loop Bldg. 766, 703-805-5674. Hours of Operation 0800-1500 hrs.

Permissive TDY: Finance is not the approving official in block 13 on the DA31; the Soldier's commander (O-5 and above) is the approving authority.