

## FINANCE PCS IN-BRIEFING

- Appointments to in-process finance should be made in Building 2020, unless designated personnel have been assigned to assist you.
- The briefings are held:
  - WHEN: Wednesday TIME: 0800
  - WHERE: Fort Knox Education Center, Building 65, Room 202
- Please be seated by 0755. If you show up later than 0800, you will not be permitted into the briefing and will have to come back to another scheduled briefing.
- Bring a pen to complete all paperwork.
- Make all copies at your unit before coming to the briefing. Please make sure they are legible.
- Please do not bring family and friends to the briefing.
- Must be in duty uniform to in-process.
- Please bring the following required documents to the briefing:
  - ✓ 1 copy of smart voucher 1351-2
  - ✓ 2 copies of your PCS orders (front and back) including all amendments
  - ✓ 2 copies of your DA Form 31 (Request and Authority for Leave). Make sure that blocks 14 and 16 are complete before you come to the briefing. This is the responsibility of the Soldier and the Soldier's unit. Finance cannot make any changes to leave forms.
  - ✓ If you were TDY enroute for any school, you must provide leave forms that cover you from the day you departed your permanent duty station to school/TDY and school/TDY to Fort Knox. If TDY was at more than one location, you will also need the leave forms covering you between those school//TDY locations.
  - ✓ For permissive TDY, make sure the leave form is signed by an O5 or above. If the leave form is signed by an O4, then we will need the assumption of command orders.
  - ✓ Receipts for your authorized Temporary Lodging Expense (TLE). The TLE receipt must be itemized and have a zero balance from the hotel in which you stayed.
  - ✓ If you were married and/or divorced enroute to Fort Knox, please bring a copy of your marriage certificate and/or divorce decree.
  - ✓ Bring your in-processing checklist for us to sign.
  - ✓ If you did not go to Smart Voucher, you will complete your PCS Travel Voucher in the briefing.
  - ✓ Please bring receipts for authorized PCS travel expenses incurred by you (i.e. Temporary Lodging Expenses and airline tickets that your orders authorized you to purchase).