

## OUT-PROCESSING INFORMATION

- When orders are received, go to your unit S1/PAC (Personnel Action Center). Complete the finance out-processing packet. The forms should be submitted to finance no more than 30 days and no less than 10 workdays from the departure date on the DA Form 31 (Request and Authority for Leave) to ensure any advance requests are processed prior to departure date. Complete the form legibly and completely. Any questions about this form should be directed to your S1.
- If you are requesting an advance pay, complete form DD Form 2560 (Advance Pay Form) and attach a copy of the out-processing packet. An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other allowances and entitlements, if those advances are used (to include travel allowances and per diem, overseas station housing allowance, basic allowance for housing, and dislocation allowance).
- The unit S1/PAC will review and send your PCS paperwork to finance to establish an appointment date. Finance will return an appointment slip through the S1/PAC to you. Your appointment will normally be scheduled for two workdays prior to the departure date on your DA Form 31. If you do not receive an appointment slip, check with your S1/PAC. If your packet was received less than 10 days prior to departure, finance cannot guarantee payment prior to departure.
- On the day of your final out-processing appointment, report to the finance office window marked "PCS Out" and sign in. Finance will review your checklist and then sign your installation clearance papers.

## TRAVEL REQUIREMENTS

- **TRAVEL ADVANCES ARE ONLY AUTHORIZED FOR SOLDIERS WHO DO NOT HAVE A GOVERNMENT TRAVEL CREDIT CARD; OTHERWISE, THE CARD WILL BE USED AND NO TRAVEL ADVANCES WILL BE PROCESSED.**
- PCS Travel Advance Request Form is required for payment of travel allowances. Complete the PCS Travel Advance form (DFAS Form 9114, dated Feb 13) and give to your S1/PAC. Soldier may receive travel if travel is concurrent to overseas station, CONUS, or to a designated location (must state in orders). No dependent travel advance or with dependent DLA (dislocation allowance) is payable if dependents are on deferred travel to new station. Temporary Lodging Expense (TLE) is authorized for 10 days for CONUS to CONUS moves and 5 days at current station prior to departure to overseas station. Soldier must be within a 50 mile radius of departing or gaining duty station to claim TLE.
- If you have any questions regarding travel allowances for yourself and/or dependents, DLA, TLE, please ask your S1/PAC to assist you or the travel section in the finance office located at Building 1384.

## GENERAL INFORMATION

- BAH will be received at the Fort Knox rate or your current duty station rate until you arrive and sign in at your new duty station, unless otherwise authorized to reside at a different location.
- If assigned to a government restricted tour (such as Korea, etc.) you will be entitled to BAH at the zip code where your family is residing. You will also be entitled to family separation allowance. You must take a copy of your lease or home payment with you to the overseas station.
- You are authorized no more than 5 days TLE if you are relocating to an OCONUS location and 10 days TLE if you are relocating to a CONUS location, including Alaska and Hawaii. If you stay off post you will not need a statement of non-availability from the housing office for reimbursement of your hotel, you will only need the itemized lodging receipt with a zero balance, copy of your PCS orders/amendments, and your DD Form 1351-2 (Travel Voucher) and TLE Form.
- Because you have an appointment at central clearance does not mean you have an appointment at finance. Make sure you see your S1/PAC and complete a PCS/TDY travel advance request form if applicable.
- Finance customer service hours are Monday thru Friday from 0800-1600, and we are open during lunch.