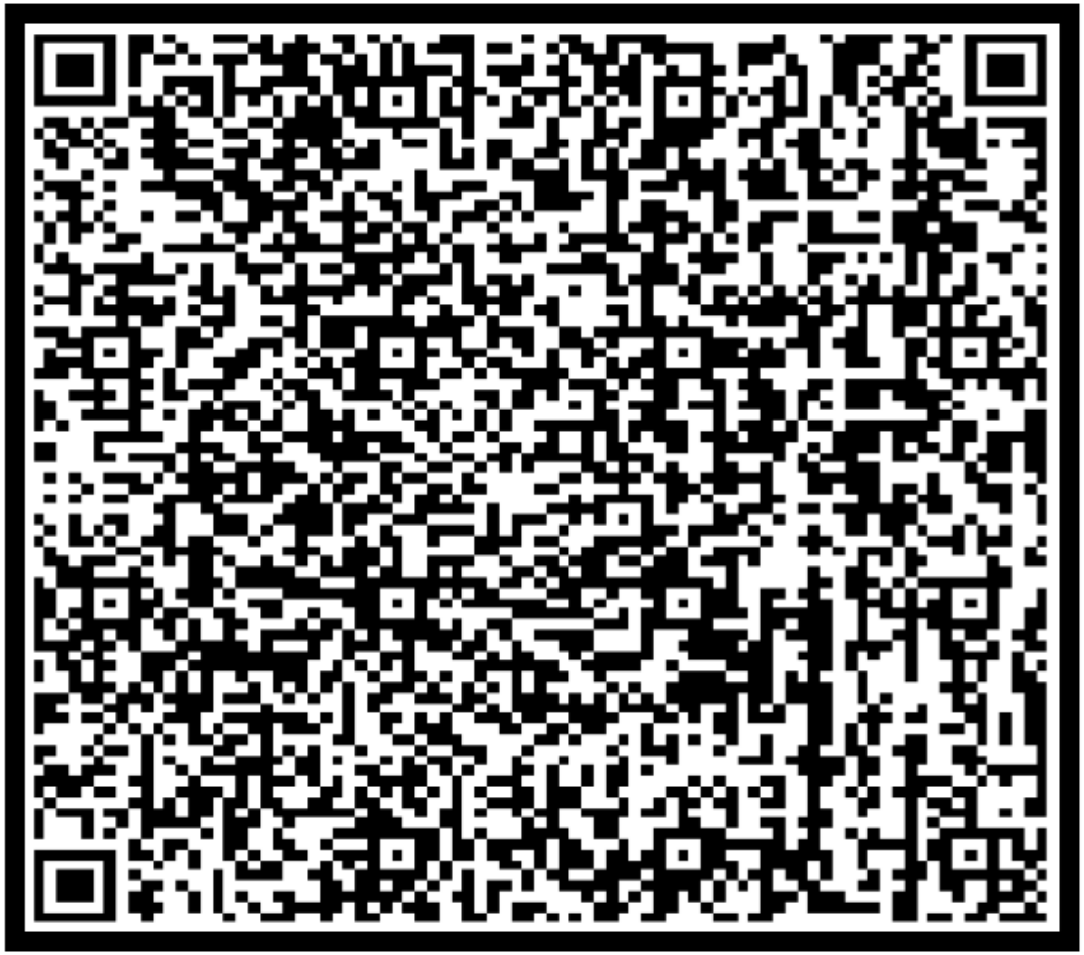

U.S. ARMY
PP PCS
IN-PROCESSING
BRIEFING
AMPO Fort Lee
6 OCT 2026
SERVICE TO SOLDIERS

U.S. ARMY

Scan the QR Code to Sign In



UNDERSTAND VISUALIZE DESCRIBE DIRECT

LEAD & ASSESS

LOCATION

Soldier Support Center
Bldg 3400, Room 122

CUSTOMER SERVICE HOURS

Mon: 0900-1500
Tues: 0900-1500
Wed: 0900-1500
Thurs: (Closed for Training)(Appointments Only)
Fri: 0900-1500

All In-Processing documents will be submitted -

THROUGH SMARTVOUCHER

Personal Procured Moves (PPM/DITY)

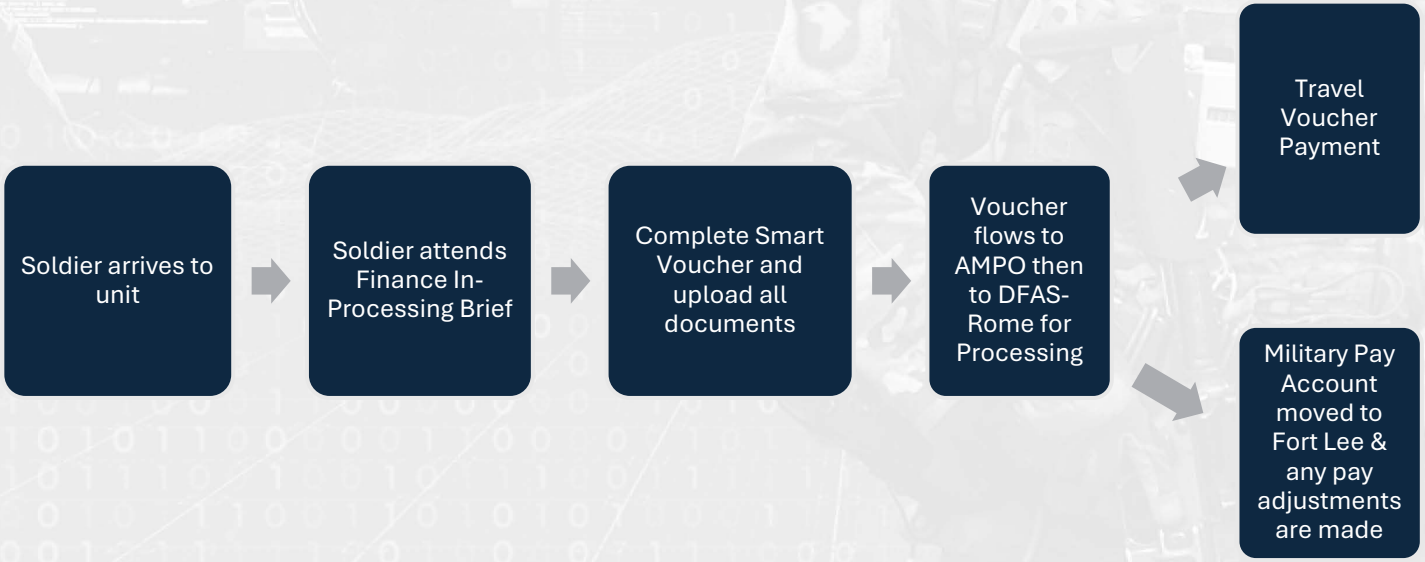
- Handled by the Transportation Office located at Soldier Support Center Room 119

PCS Document Workflow

- Complete PCS Travel Voucher via Smart Voucher for Soldier and dependents
- Flows similar to TurboTax
- In-Processing will be completed after Soldier has submitted Smart voucher

FOR INTRAPOST TRANSFER

- No Cost Move (No travel voucher submitted)
- Turn in PCS Orders/Amendments to S1 to submit to AMPO via UDL



Spouse State License/Certification Reimbursement

ALARACT 057/2024 Reimbursement for State Licensure and Certification Costs for the Spouse of a Soldier due to a PCS

- Eligible for this program when PCS from State to State.
- Standard Form 1034 (SF 1034) signed by the unit Commander as the Approving Officer and signed by the S-1 as the Certifying Official. Submitted via a Transmittal Letter by the S-1 to the finance office.
- Supporting documents showing payment of fees for new state license (receipts, money orders, credit card payments, etc.)
- Copy of current PCS orders
- Copy of New State License or Certification
- Previous State License or Certification Number, License Type, and Issue Date
- Accurate home mailing address

Note: Payment is considered taxable income, tax rate of 22%. A W2 will be available on myPay under Travel/Miscellaneous Tax Statement and Tax Statement (W2).

Enlistment Bonus

- Once submitted and processed, the bonus will be credited to your next LES and sent as a separate deposit to your financial institution a few days after processing is complete.
- If the amount of the bonus exceeds $10,000.00 the remaining balance will be paid in annual installments on the enlistment anniversary date.

Required Documents

- Statement for enlistment DA Form 3286 (Annex B)
- Copy of Enlistment Contract to include DD Form 4, pages 1, 2, 3.
- Copy of graduation diploma showing completion of MOS.
- Assignment orders reporting to 1st PCS after graduation.

Termination of Entitlements

Entitlements that will terminate/change upon departure from old PDS

- Hostile Fire Pay – Day of Departure
- Assignment Incentive Pay – Day of Departure
- Save Pay – Day of Departure
- Parachute Pay – Day of Departure (IPPS-A action required by HR)
- Demolition Pay – Day of Departure
- Family Separation Allowance – Day of Departure
- Cost of Living Allowance – Day prior to Departure
- Special Duty Assignment Pay – Day prior to Departure (IPPS-A action required by HR)
- Combat zone tax exclusion (CZTE) - Day of Departure
- Foreign Language Proficiency Pay (FLPB)

  If you continue to receive FLPB, you must submit a PAR to your S1 with current orders and corresponding DA 330 to send to finance.

Entitlements not stopped upon your departure will be stopped when you are in-processed; this may cause a debt, please review your next LES and let your S1 know if there are any questions.

Basic Allowance for Housing (BAH)

- BAH while in-transit is based on your losing Permanent Duty Station (PDS). The BAH rate for your gaining PDS will be effective the **DATE AFTER YOU SIGN IN FOR DUTY**.
    - BAH is NOT effective the date you sign for your housing.
    - BAH is also NOT effective the date you arrive in the local area unless you sign into your unit.
- Only update your BAH by completing a DA Form 5960 if your dependency status has changed. IE: marriage, divorce, had a child and you are single. Ensure to send to S1 to submit to finance via Unit Detail Listing (UDL)

Note: DEERS dependency information does not automatically update the Military Pay System, nor do we update DEERS. Make sure to update Dependency Information with both agencies (DEERS and Military Pay)

BAH Continued

- If overpaid BAH at the old location due to the military pay system cut-off (update) schedule, your LES will have an “Advance Debt” in the entitlement column of your LES. This isn’t necessarily the total amount of the debt, just the amount of the overpayment at the old rate.

- The new location entitlement will be effective the date after you sign in to Fort Lee. This entitlement may be “back-paid” based on the cut-off (update) schedule.

- If the amount of the Advance Debt in the Entitlement column and the amount of the “Debt” in the Deductions column is equal, then no further action is required.

If there is not a corresponding “Debt” amount, then the Advance Debt is suspended for 60 days. Collection will automatically resume unless a repayment plan is agreed upon by you and our office.

- If you PCS from Overseas, BAH Type II (In-transit) will be paid effective the day your PCS leave started.

BAH rates can be found here: https://www.defensetravel.dod.mil/site/bahCalc.cfm

Family Separation Allowance (FSA)

- FSA is only processed for permanent party Soldiers – SM married to SM or TDY and return/enroute to this installation

Documents Required

- DA Form 1561
- Copy of the travel settlement voucher showing dates of separation or DD Form 1610/order. Soldier will sign and date block 9A and 9B. Commander must complete blocks 15A thru 15D and date block 16.

Mileage for Authorized Travel

- As of 1 July 2026, the mileage rate is paid at $0.235 per mile, per authorized vehicle. The use of a maximum of two vehicles is authorized per Family, provided both vehicles are driven to the next duty station (max $0.47 per mile) and must have an authorized dependent of driving age to be reimbursed for the second vehicle.
- POC/POV: Generally, one day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, one day's travel time is allowed.
- Authorized one day for commercial air transportation anywhere in CONUS (unless delayed, letter from airline or commander is needed). OCONUS is based off the official flight itinerary.

Miles	Travel Days	Miles	Travel Days	Miles	Travel Days
1-400	1	1451-1800	5	2851-3200	9
401-750	2	1801-2150	6	3201-3550	10
751-1100	3	2151-2500	7	3551-3900	11
1101-1450	4	2501-2850	8	3901-4250	12

Authorized Travel Days and Mileage Listing

LOCATION	MILES	DAYS TVL	LOCATION	MILES	DAYS TVL
ABERDEEN PG, MD	192	1	FT DEVENS, MA	559	2
FT MEADE, MD	154	1	PENTAGON, DC	129	1
FT BELVOIR, VA	130	1	WALTER REED, DC	136	1
FT MYER, VA	128	1	PRESIDIO, CA	2825	8
FT EUSTIS, VA (JBLE)	60	1	FT IRWIN, CA	2501	7
FT HOOD, TX (CAVAZOS)	1387	4	FT POLK, LA (JOHNSON)	1122	4
FT BLISS, TX	1873	6	REDSTONE, AL	641	2
FT SAM HOUSTON, TX	1255	4	FT RUCKER, AL (NOVOSEL)	726	2
FT BRAGG, NC (LIBERTY)	192	1	INDIANAPOLIS, IN	626	2
FT CARSON, CO	1653	5	FT RILEY, KS	1203	4
CARLISLE, PA	233	1	FT LEAVENWORTH, KS	1108	4
WEST POINT, NY	403	2	FT HUACHUCA, AZ	2163	7
FT DRUM, NY	573	2	FT CAMPBELL, KY	654	2
FT BENNING, GA (MOORE)	430	2	FT KNOX, KY	596	2
FT GORDON, GA (EISENHOWER)	623	2	FT RICHARDSON, AK	4333	13
GILLEM ENCLAVE, GA	518	2	FT WAINWRIGHT, AK	4224	12
FT STEWART, GA	480	2	ALL HAWAII	0	1
HUNTER AAF, GA	452	2	EGYPT	0	2
FT JACKSON, SC	344	1	HONDURAS	0	1
SHAW AFB, SC	322	1	ITALY	0	1
FT LEONARDWOOD, MO	965	3	JAPAN CAMP ZAMA	0	2
FT LEWIS, WA (JBLM)	2801	8	JAPAN TORI STATION	0	2
FT MCCOY, WI	1033	3	KOREA	0	2
ROCK ISLAND, IL	925	3	KUWAIT	0	2
SCOTT AFB, IL	812	3	GERMANY	0	1
EGLIN AFB, FL	810	3	SHAPE, BELGIUM	0	1
MACDILL AFB, FL	778	3	SAUDI ARABIA	0	2
CAMP SHELBY, MS	894	3	TURKEY	0	2
FT SILL, OK	1344	4			

Travel Per Diem Rates

- Soldier: $181.00 per travel day
- Dependents ages 12 & above: $135.75 per travel day
- Dependents ages 11 & under: $90.50 per travel day
- Soldiers and dependents receive 75% of Per Diem on the first and last day of travel, regardless of mode of travel.

- Effective October 1, 2026

Temporary Lodging Expense (TLE)

The purpose of TLE is to offset temporary lodging expenses prior to departure from old CONUS PDS and/or arrival at New CONUS PDS.

- Stateside: 21 days authorized (effective 27 Nov 24)
- Maximum Entitlement: $290.00 per day
  (Most soldiers do not receive full amount)
- Must have itemized receipt with $0.00 balance.
- Must be within **50 miles** of PDS

Table 5-17. Daily Lodging Ceiling and M&IE Rate Percentages for TLE		
	Number of Eligible Persons Occupying Temporary Quarters	**Applicable Percentage Rate**
1	Service member or one dependent	65
2	Service member and one dependent, or two dependents only	100
3	For each additional dependent 12 years of age or older	35
4	For each additional dependent younger than 12 years of age	25

Dislocation Allowance (DLA)

Authorized only for:

- Soldiers relocating Family members with them to new duty station
- Soldiers authorized to relocate their Family members to designated location, not locally
- Single Soldiers in grades E6 and above
- Single Soldiers E5 and below with assignments that don't provide government quarters

Soldiers authorized to receive DLA may elect an advance via Smart Voucher. This advance is authorized even if they have a Government Travel Credit Card (GTCC) or orders stating Individual Billed Account (IBA). The GTCC must be used for all other authorized travel expense. Rates are located at Defense Travel Management Office website:

https://www.travel.dod.mil/Travel-Transportation-Rates/Dislocation-Allowance/

Dislocation Allowance (DLA) Rates

Grade	Without-Dependent Rate	With-Dependent Rate
O-10	$5,187.33	$6,385.58
O-9	$5,187.33	$6,385.58
O-8	$5,187.33	$6,385.58
O-7	$5,187.33	$6,385.58
O-6	$4,758.96	$5,749.63
O-5	$4,583.51	$5,542.06
O-4	$4,247.61	$4,885.43
O-3	$3,404.11	$4,041.88
O-2	$2,700.31	$3,451.28
O-1	$2,273.82	$3,085.23
O-3E	$3,675.83	$4,343.80
O-2E	$3,124.87	$3,919.27
O-1E	$2,687.09	$3,621.10

Grade	Without-Dependent Rate	With-Dependent Rate
W-5	$4,315.51	$4,715.58
W-4	$3,832.45	$4,323.11
W-3	$3,221.08	$3,960.78
W-2	$2,860.70	$3,643.75
W-1	$2,394.55	$3,151.31
E-9	$3,147.54	$4,149.51
E-8	$2,888.97	$3,824.94
E-7	$2,468.19	$3,551.31
E-6	$2,389.42	$3,548.02
E-5	$2,389.42	$3,548.02
E-4	$2,389.42	$3,548.02
E-3	$2,355.48	$3,548.02
E-2	$2,025.26	$3,548.02
E-1	$1,870.58	$3,548.02

Temporary Lodging Allowance (TLA)

- TLA is intended to partially pay a Service Member for higher-than-normal expenses incurred by a member or dependents while occupying temporary lodging OCONUS
- TLA is available when is necessary for a Service Member or dependent to occupy temporary lodging upon arrival at or immediately before leaving a PDS OCONUS. Entitlement is approved by OCONUS housing, which will provide a memo for the approval prior to PCS
- Personal inconvenience to a Service Member or dependent is never a determining factor for authorization for TLA
- TLA is no intended, and must not be used for the personal enrichment of the Service Member, including authorization or approval of TLA special

- Additional information can be found here: https://www.defensetravel.dod.mil/site/faqtla.cfm

PCS Advance Pay

- The purpose of Advance Pay is to provide funds to a member to meet extraordinary expenses due to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military leaving, that precede or exceed reimbursements incurred in a member's change in duty locations.
- A member may be paid an advance of basic pay not to exceed three months less deductions.
- Married Soldiers, if this is your first advance pay request, then you don't have to itemize your expenses.
- Soldiers in pay grade E3 and below, and all Soldiers requesting a second or third advance pay, must obtain the commander's signature and must itemize their expenses.

Required forms:

- DD Form 2560.
- SPC/E-4 and above can request the advance on their own right.
- PFC/E-3 and below, commander signature required.
- Repayment prorated @ no more than 12 months; interest-free.

Payable upon your report to Ft Lee and up to 180 days afterward. If this is your second pay advance no matter your rank/grade it's mandatory for your Commander to sign the form.

Pet Transportation Allowance

- Effective 1 January 2024 per Joint Travel Regulation, par 050107, pet expenses due to PCS must be reflected on **orders** to be **payable**.
  - 140 – Pet Transportation/Fees authorized per JTR
  - May be authorized reimbursement for the costs related to the relocation of **one** household pet
- A household pet is defined as a cat or dog owned for personal companionship
- Must be listed under discretionary expenses on SmartVoucher
- **CONUS-** SM may be authorized the reasonable and substantiated costs at the new PDS, shipping fees if SM flies, or if pet is flown separately. Reimbursement is limited to $550 per PCS move
- **OCONUS-** SM may be authorized the reasonable and substantiated costs at the new PDS, shipping fees if SM flies, testing, if flown separately. For transoceanic travel, use of Govt or Govt procured transportation must be used if available or reimbursement is not authorized. Reimbursement is limited to $2,000.00 per PCS move

DOCUMENTS NEEDED TO COMPLETE YOUR SMARTVOUCHER

- REQUIRED DOCUMENTS:

1. ORDERS TO FORT LEE
   - TO INCLUDE ALL AMENDMENTS

2. UPDATED IPPS-A ABSENCE REQUEST
   - WE WILL ONLY ACCEPT THE UPDATED REQUEST AFTER YOUR HR PRO HAS ARRIVED YOU IN IPPS-A USING THE INTRANSIT GRID
   - IF THE LEAVE FORM CANNOT NOT BE UPDATED THEN WE CAN ACCEPT A MEMO FROM YOUR S-1 ASKING FINANCE TO CORRECT LEAVE.

- DOCUMENTS NEEDED BASED ON TRAVEL

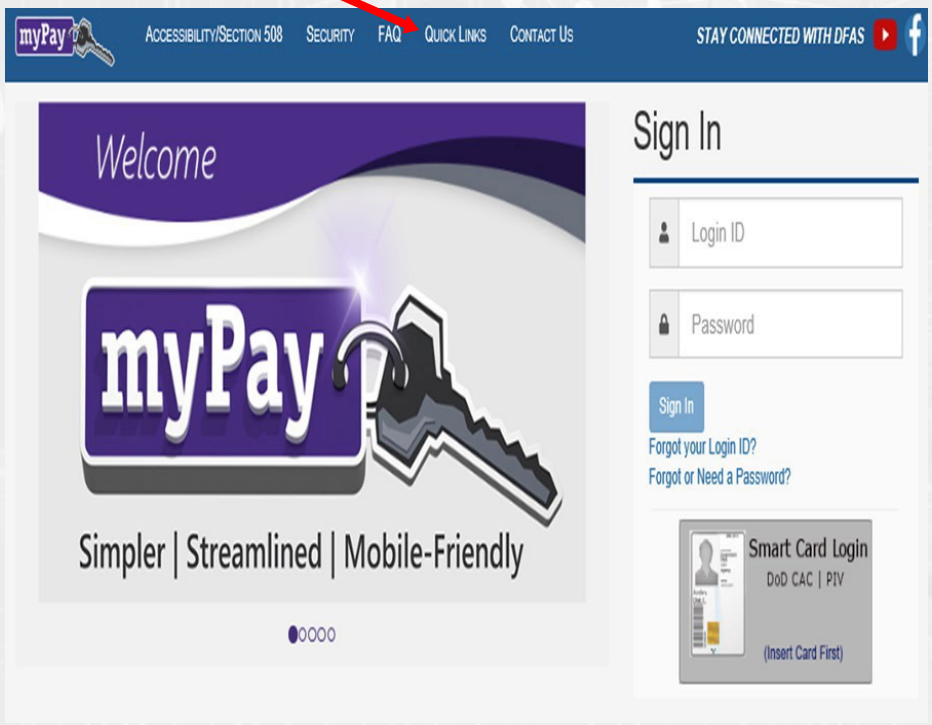
  - CLAIMING TLE W/ LODGING COSTS
    - WE NEED A COPY OF THE LODGING RECEIPT WITH ZERO BALANCE OR STATEMENT IN LEIU OF LODGING

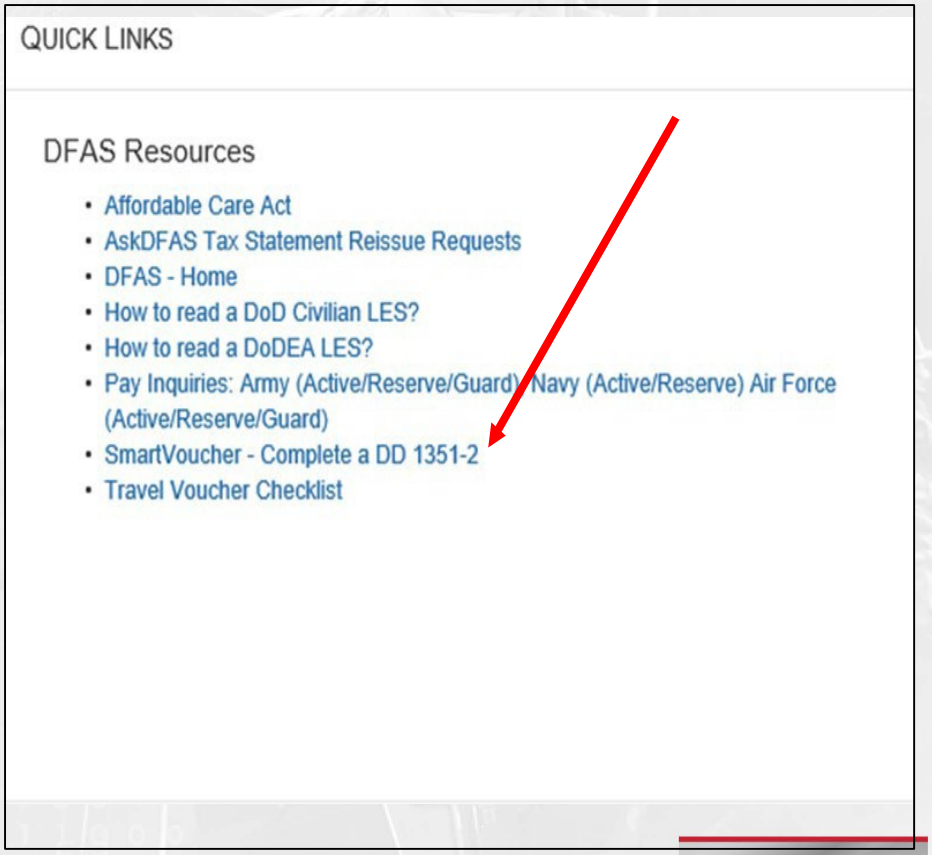
  - CLAIMING PET EXPENSES
    - ANY PET EXPENSES BEING CLAIMED MUST HAVE A RECEIPT TO CORRESPOND WITH THE EXPENSE

  - CLAIMING TLA (IF OCONUS PDS DID NOT PROCESS)
    - TLA AUTHORIZATION MEMO FROM OCONUS HOUSING
    - LODGING RECIPT IF LODGING EXPENSES WERE INCURRED

Smart Voucher Process

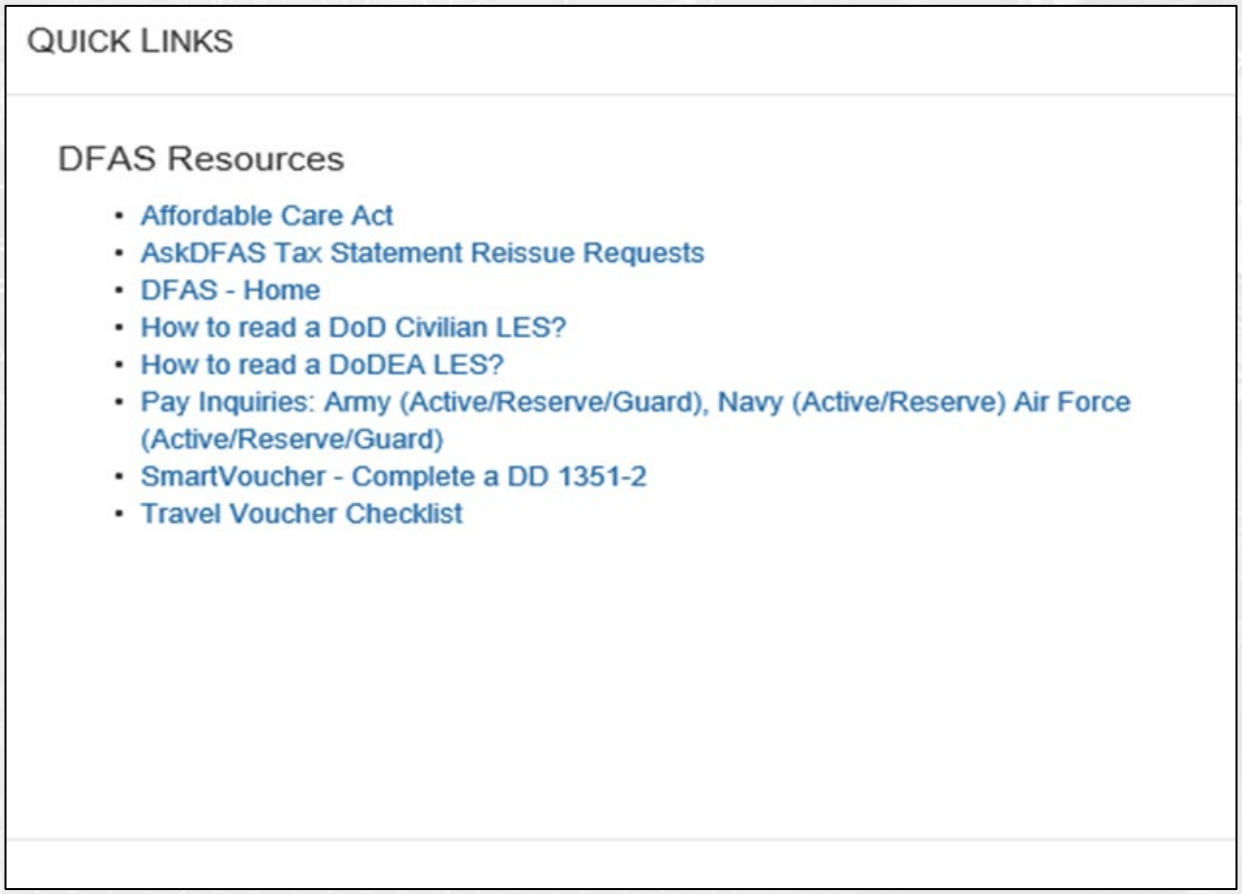
Access SmartVoucher by going to the MyPay website and clicking on QuickLicks at the top of the page. On the next page click on SmartVoucher-Complete a DD 1351-2



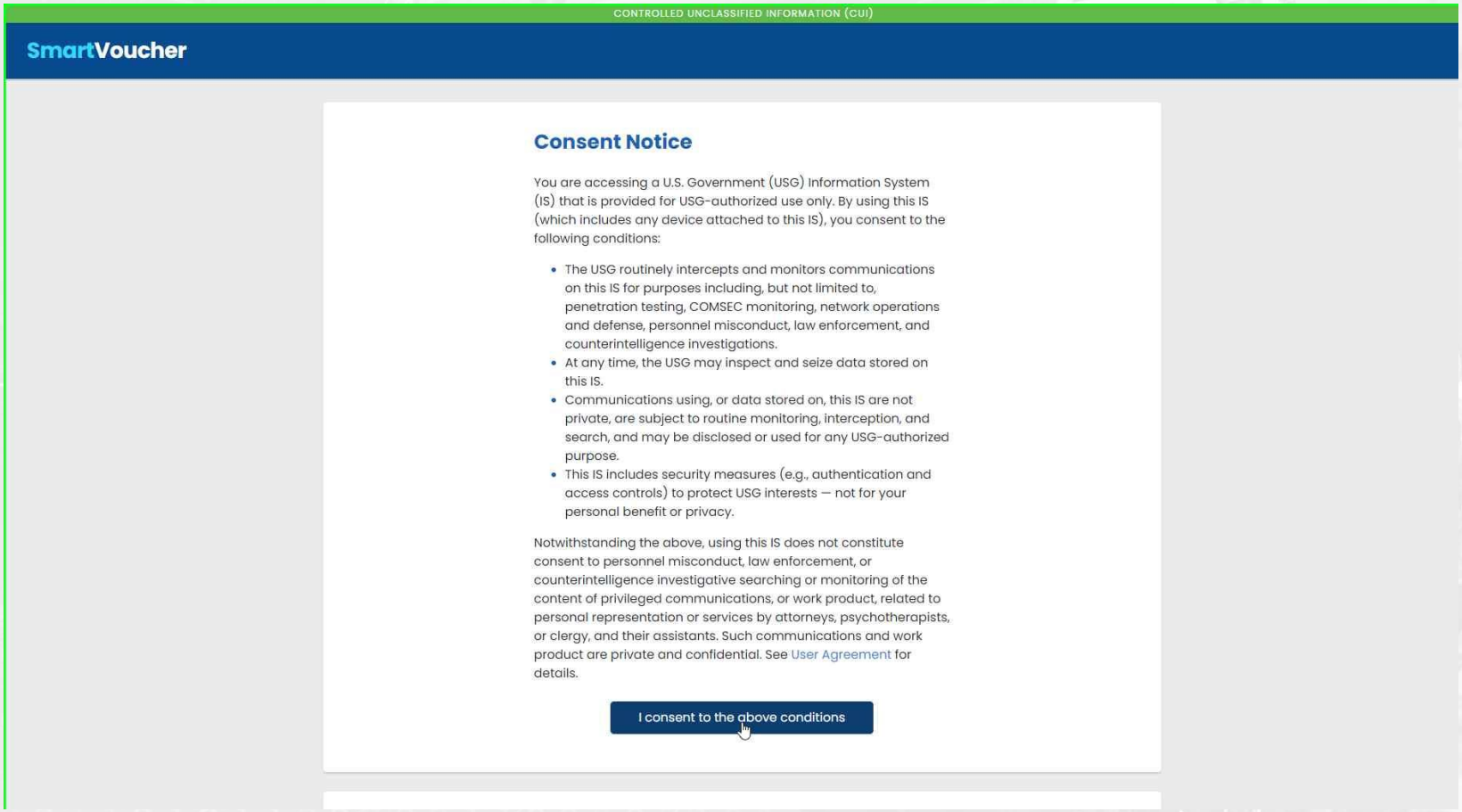


Smart Voucher Instructions

- Under DFAS Resources, second from the bottom of the list, select "Smart Voucher – Complete a DD Form 1351-2"

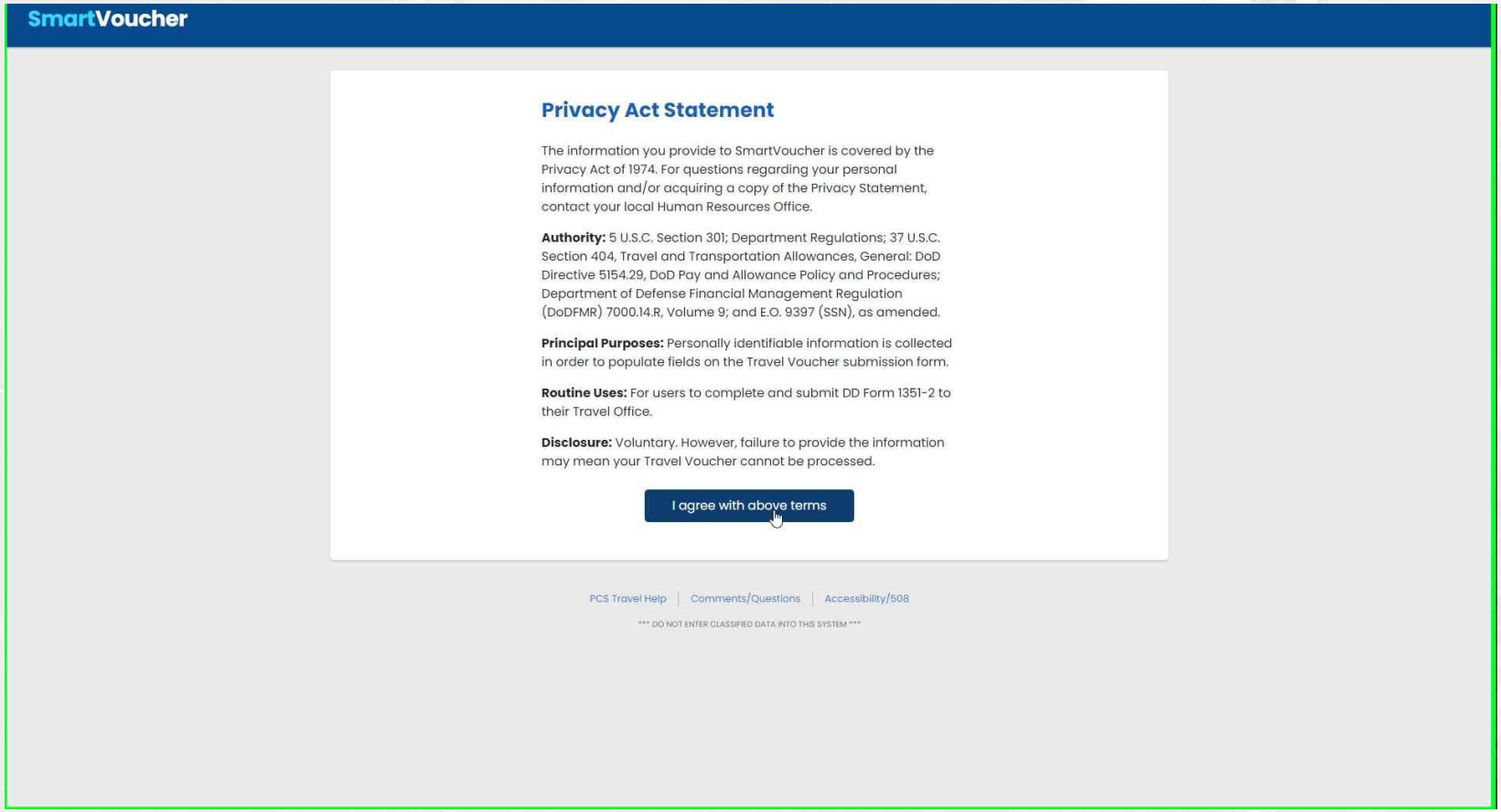


Smart Voucher Instructions



Click the consent box

Smart Voucher Instructions



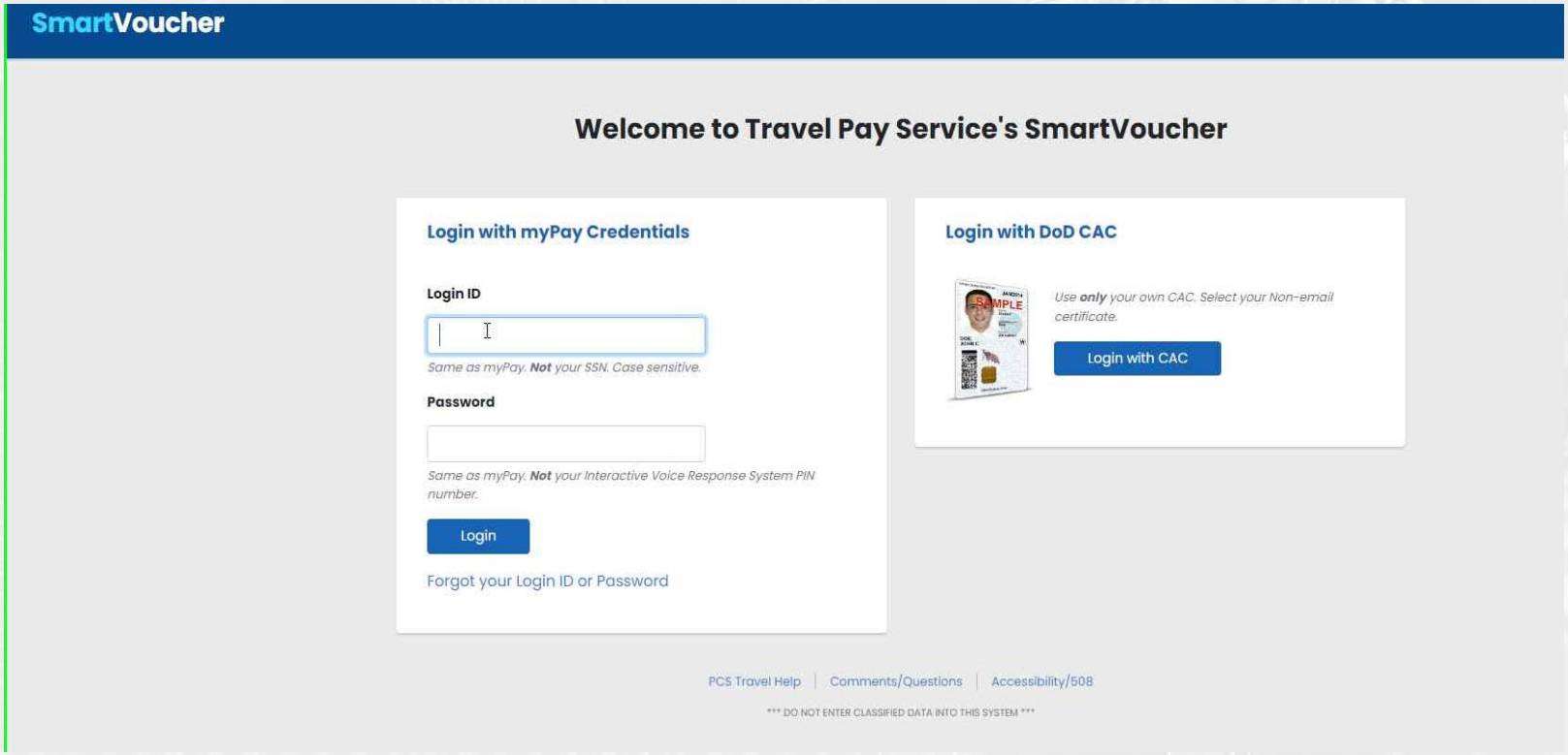
Click Agree

Smart Voucher Instructions

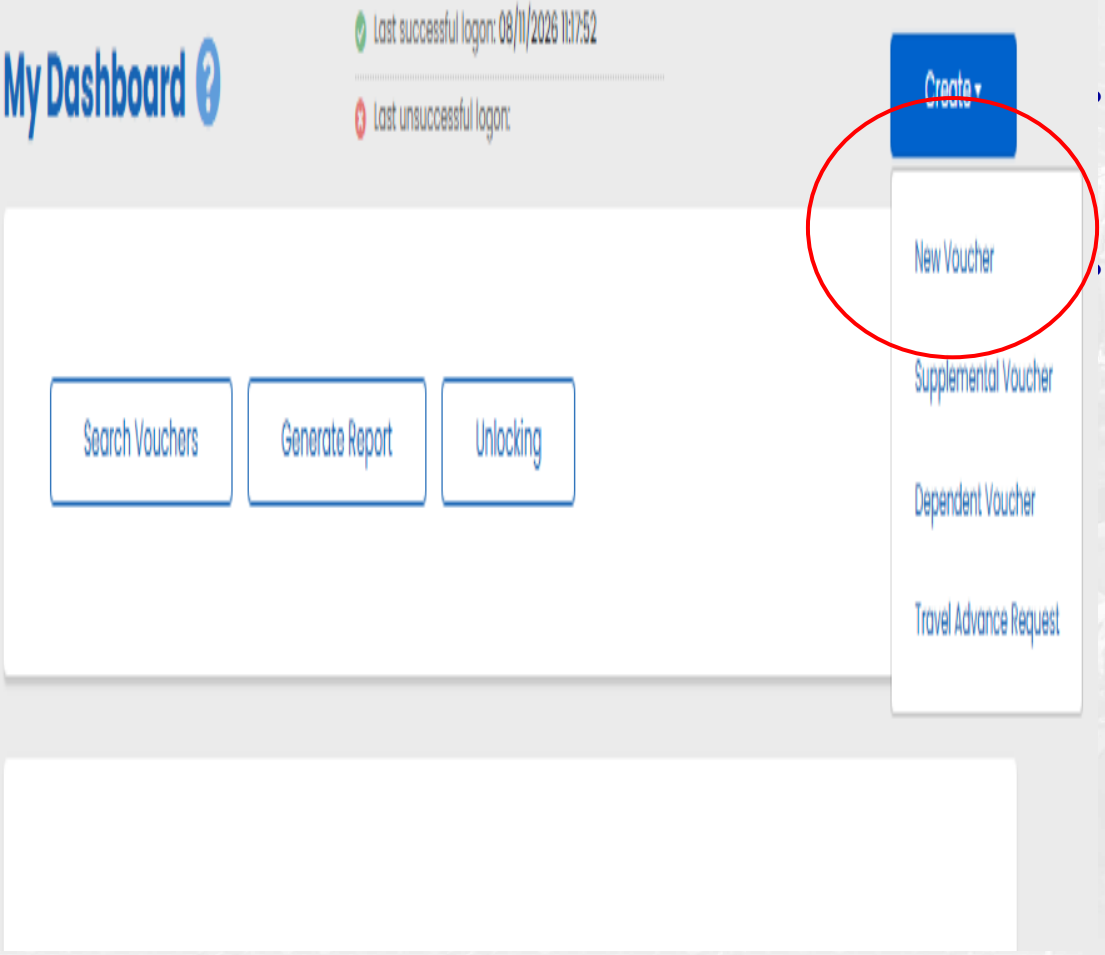
- Log in with your credentials (MyPay username and password)

OR

- Click “Login with CAC”



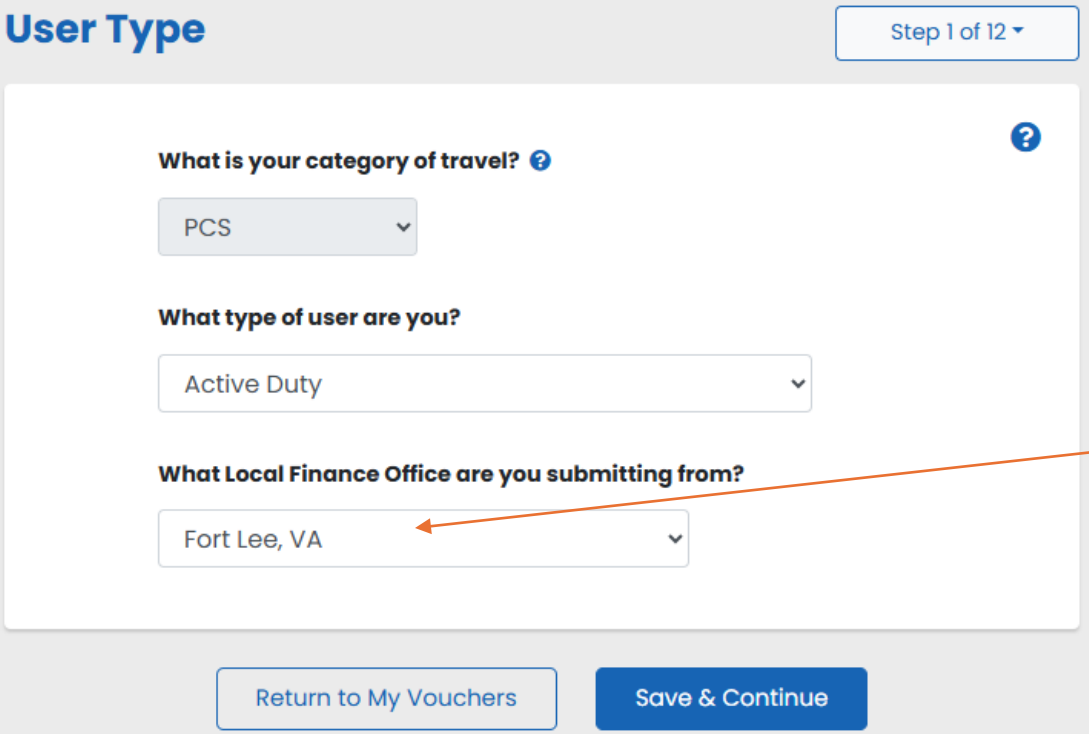
Smart Voucher Instructions



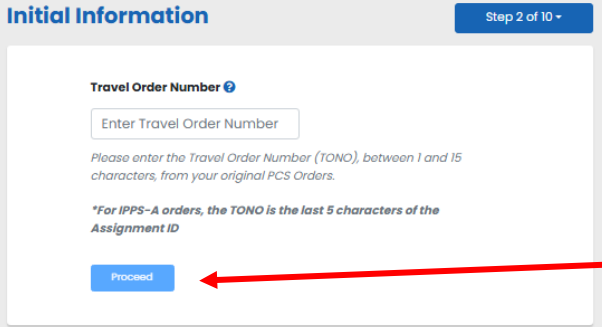
Smart Voucher homepage

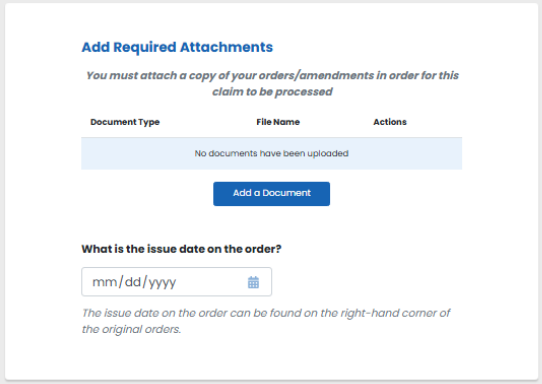
- Can view old vouchers and create new vouchers
- Click on “Create”
  - Click on “New Voucher” to create a voucher
  - Click on “Create Dependent Voucher” if your dependents traveled separately
  - Click on “Create Travel Advance” to request advanced travel or advanced DLA payments.

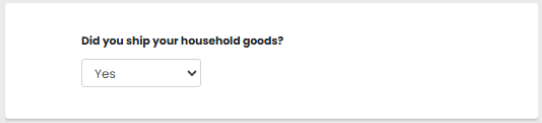
Smart Voucher Instructions

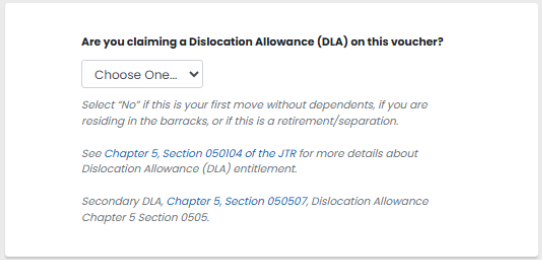


- Category of travel will be "PCS"
- Type of user is "Active Duty"
- Select "Fort Lee, VA" as your Finance Office for PCS
- Select "Continue"



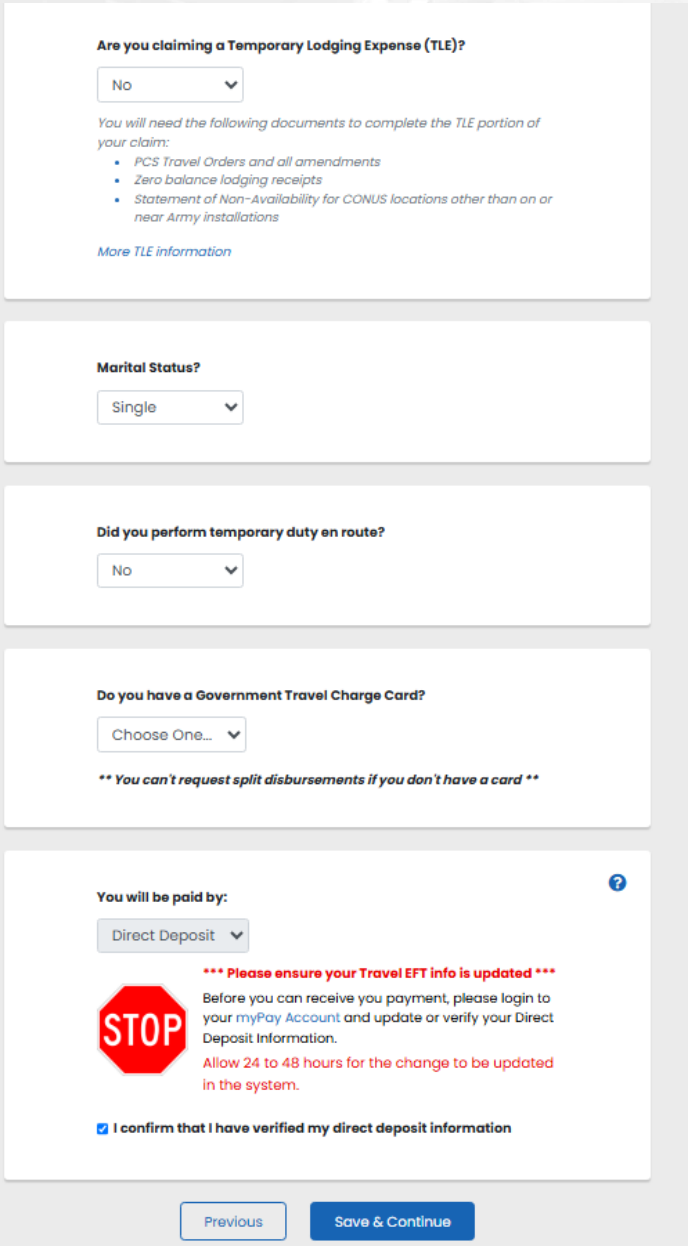






- Travel Order # - Please enter the Travel Order Number (TONO), the TONO is the last 5 characters of the ASSIGNMENT ID
  - Click Proceed
- Issue date of orders is found in the top right corner
- If you are not submitting voucher to an AMPO, you must upload your orders here.
- Did your household goods move?
- You can claim DLA if your dependents traveled with you 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

Smart Voucher Instructions



- Are you claiming Temporary Lodging Expense?
  - ✓If you are still in the hotel, you will claim TLE when you check out of the hotel by submitting a Supplemental Voucher
- Are you single/married/dual military?
- 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

Did you and your spouse share the same dwelling at your OLD PDS (or the PDS you departed)?

Choose One...

Did you and your spouse share the same dwelling at your NEW PDS (or the PDS you arrived at)?

Choose One...

Did you or your spouse claim Dependents?

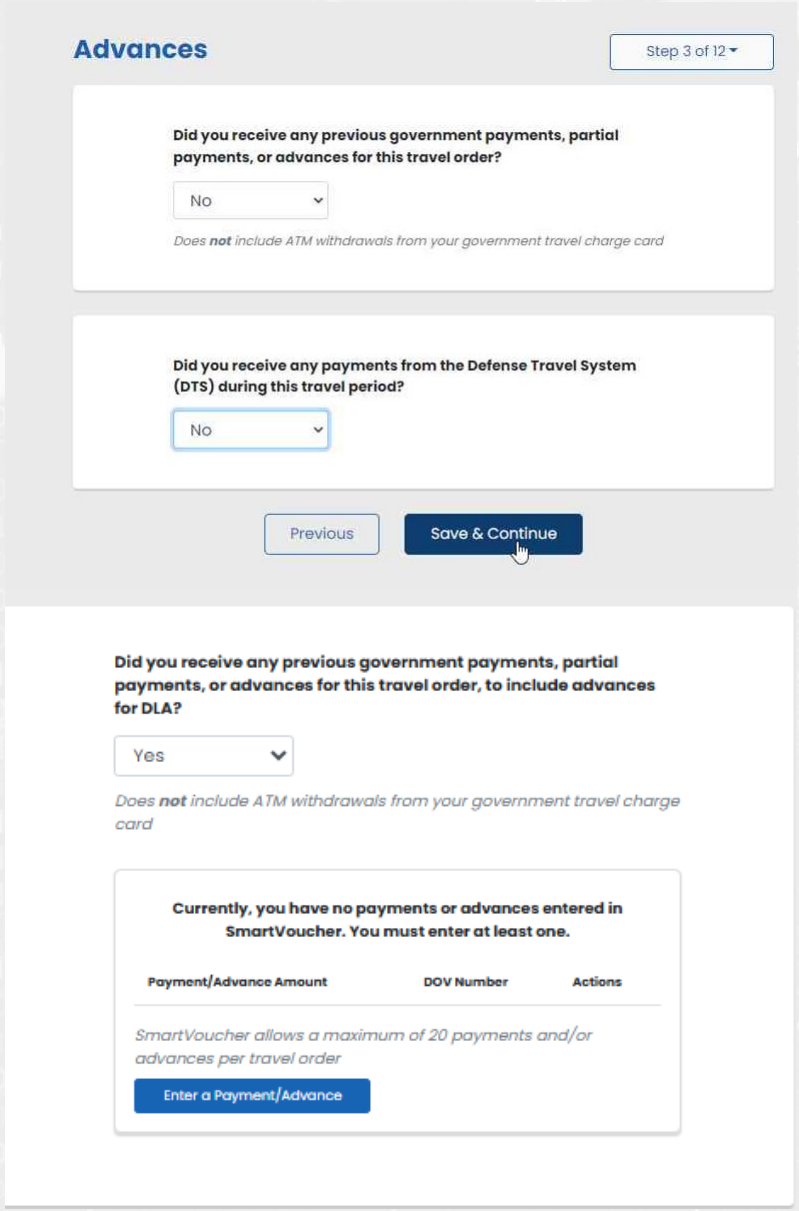
Choose One...

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.

Please consult your Military Pay or Finance Office if you have questions about the DLA entitlement that you are claiming. See Chapter 5, Section 050506-B of the JTR for more details about authorizations for dual military.

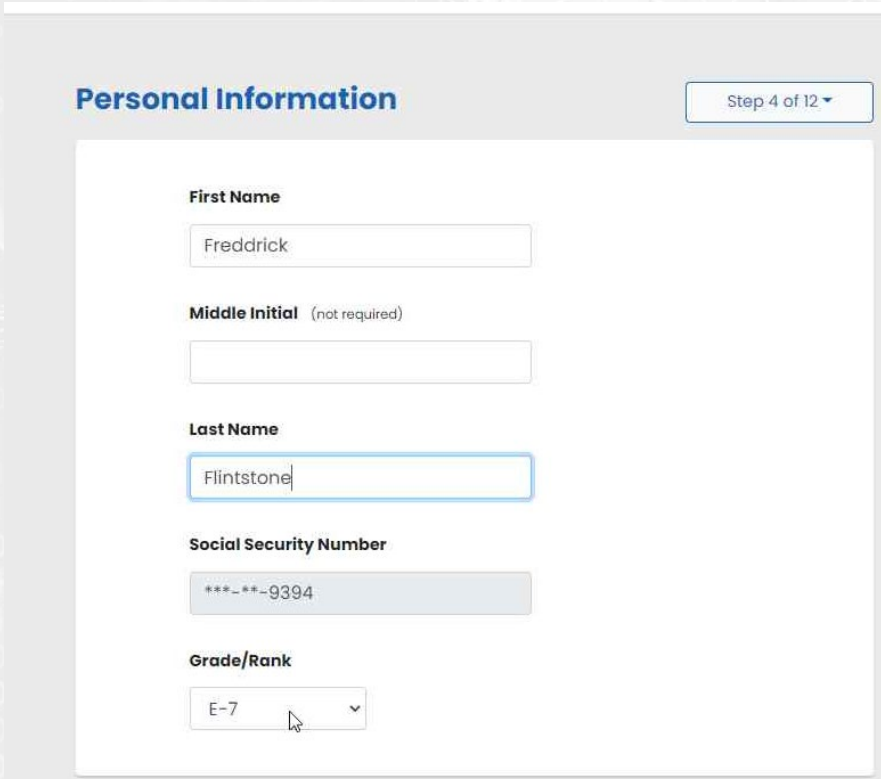
- Answer questions based on your situation and PCS move

Smart Voucher Instructions



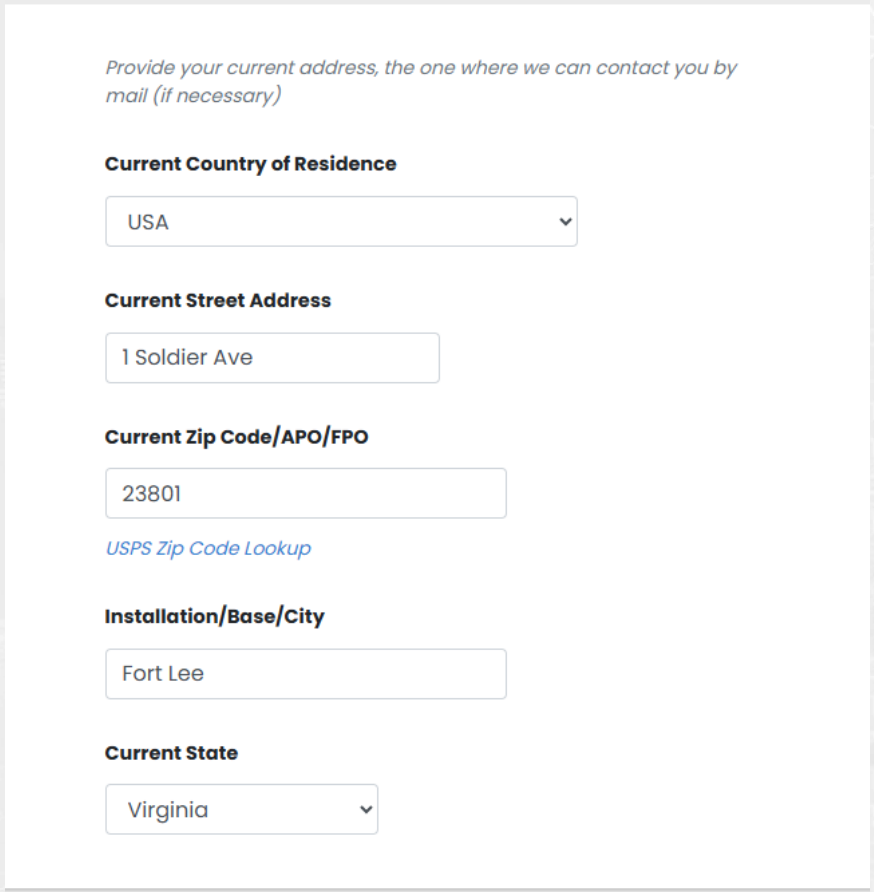
- You will answer “Yes” if you took a travel advance or DLA advance
  - Does not include a Pay Advance

Smart Voucher Instructions



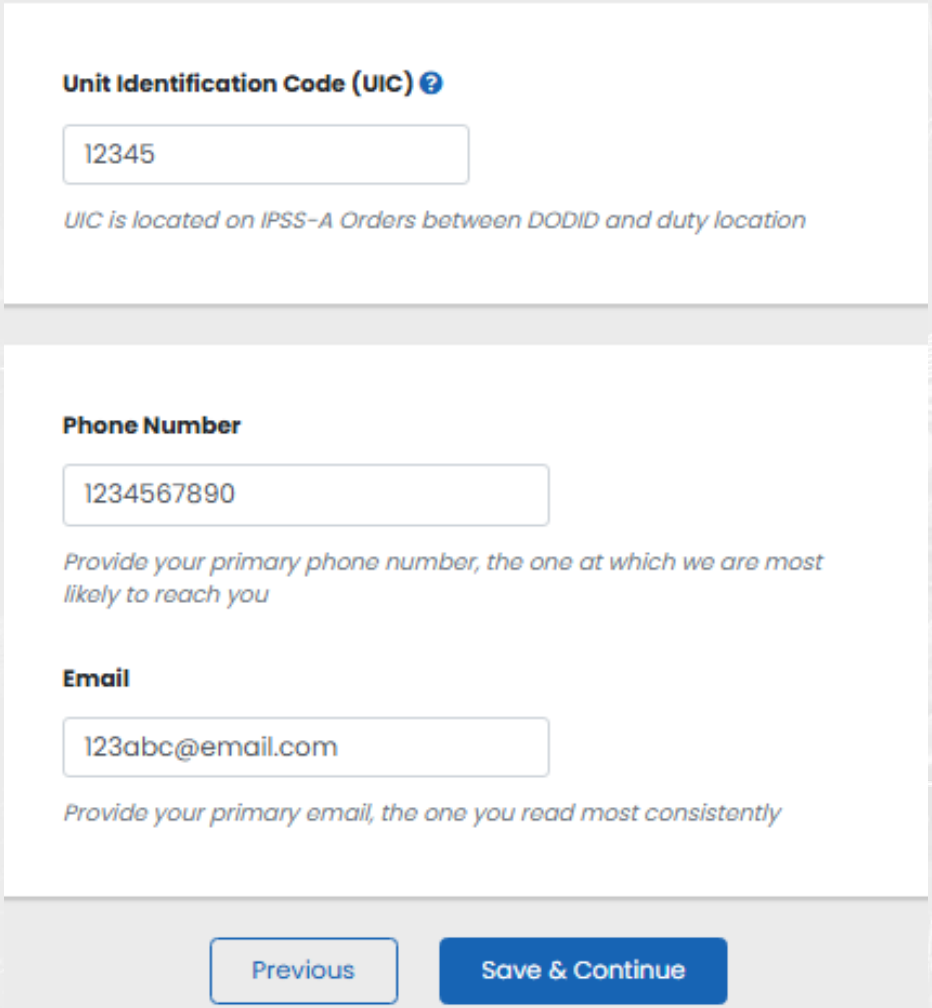
- Enter your personal information

Smart Voucher Instructions



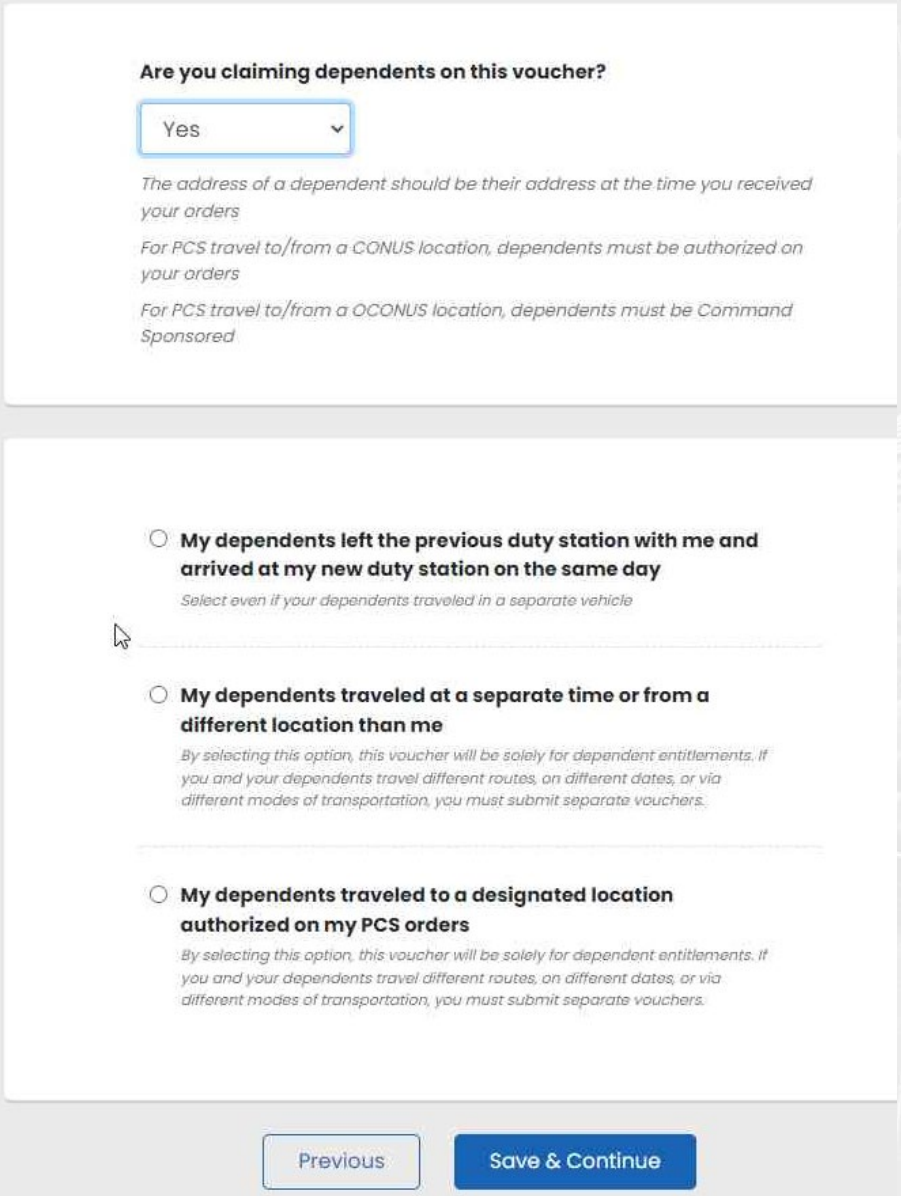
- Use current address if you have one; if none, use **Your Unit Address**

Smart Voucher Instructions



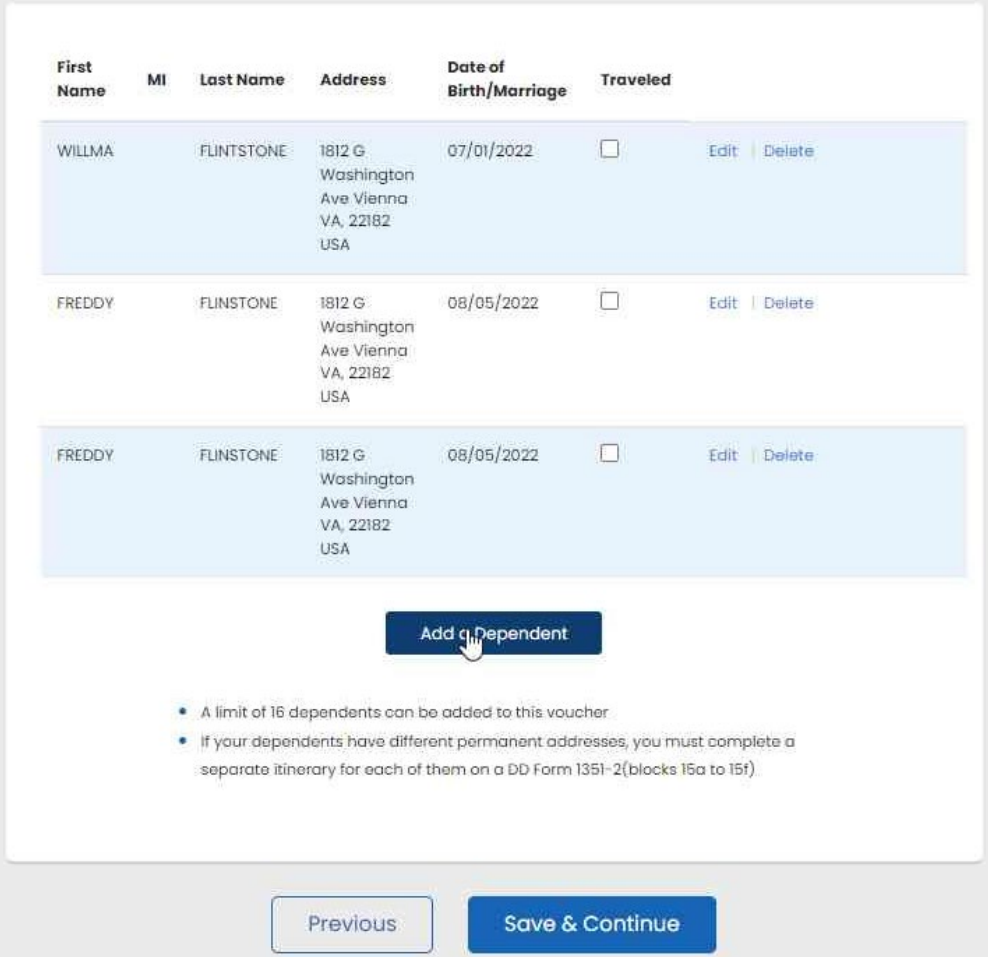
- Unit Identification Code (UIC) :
  - ✓ UIC is located on IPSS-A Orders
- Phone Number
  - ✓ Provide your primary phone number, the one at which we are most likely to reach you
- Email address can be military or civilian
  - ✓ Use an email that you use often

Smart Voucher Instructions



- 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.

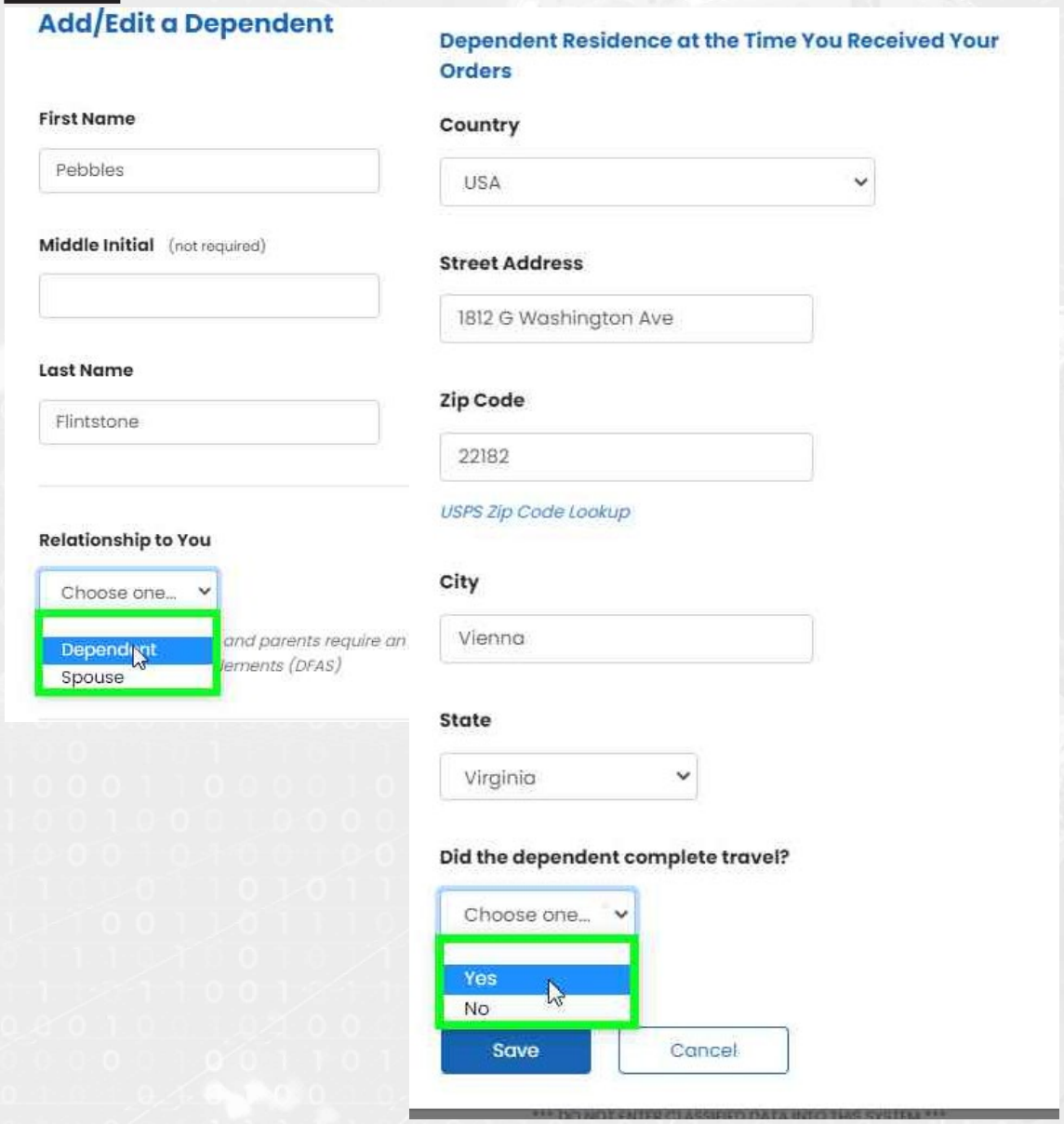
Smart Voucher Instructions



First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled	
WILLMA		FLINTSTONE	1812 G Washington Ave Vienna VA, 22182 USA	07/01/2022	☐	Edit | Delete
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	☐	Edit | Delete
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	☐	Edit | Delete

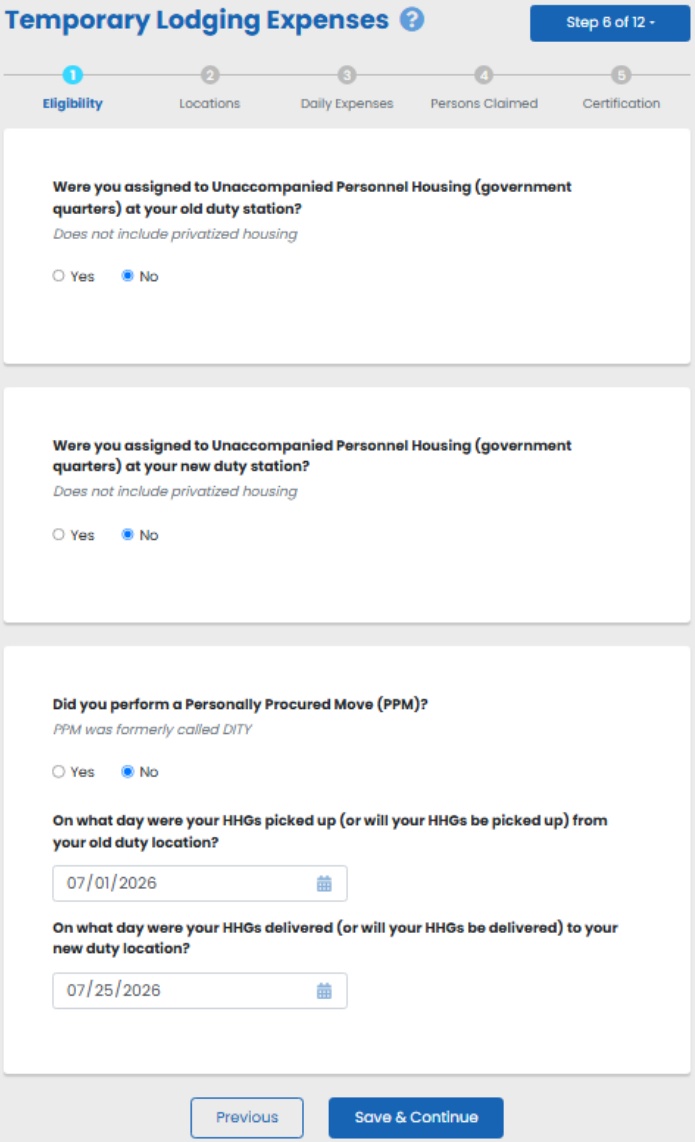
- Check the “Traveled” box for each dependent you are claiming or click “Add Dependent” to add new dependents

Smart Voucher Instructions



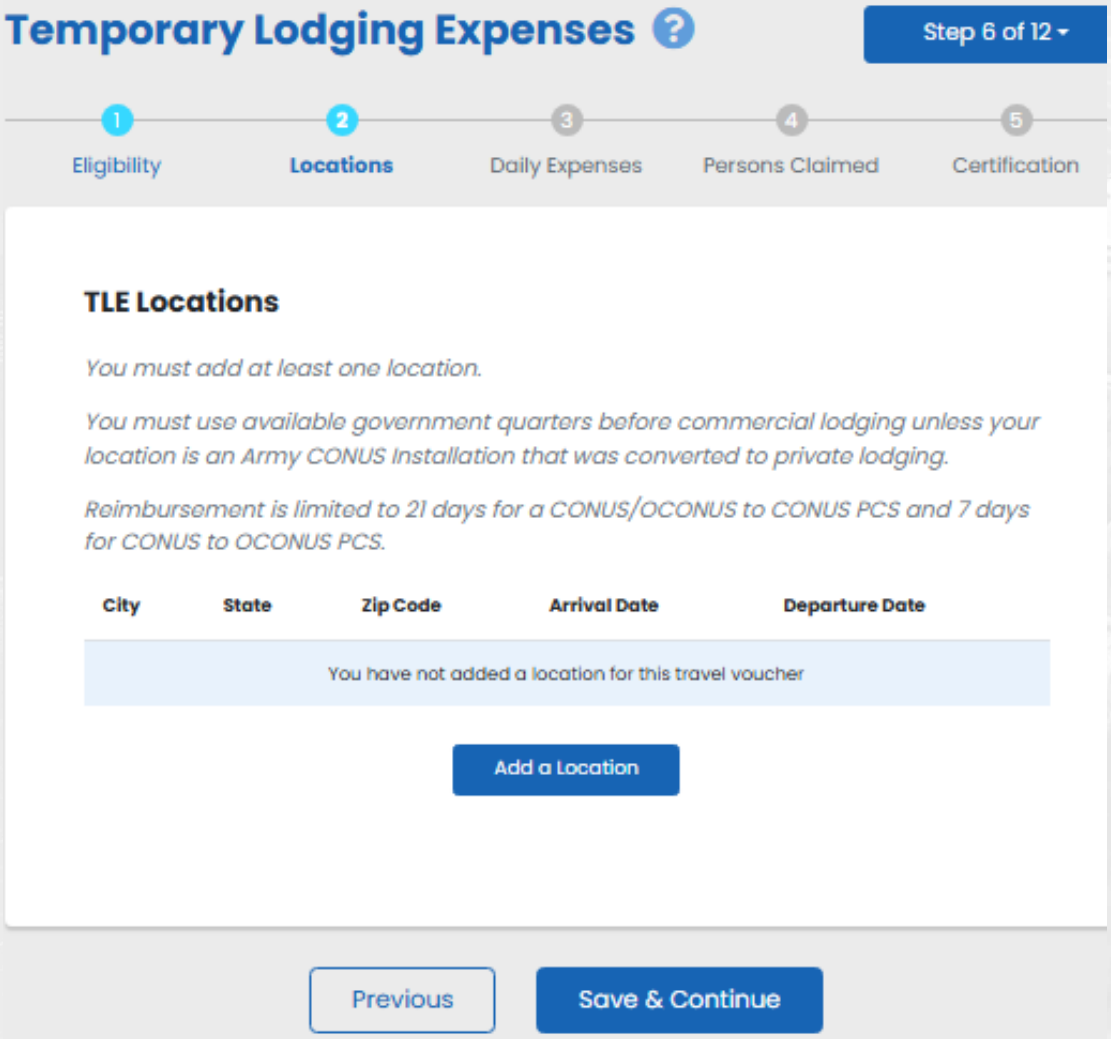
- Each dependent who traveled with you will be entered on separate pages
- **Dependent Street, City, State, Country and Zip Code is your OLD address (address at last duty station) OR your dependent's address when you received your orders**
- Don't forget to mark off "Yes" if your dependent completed travel
- In order to get reimbursed for all dependent travel, you need to list **ALL** dependents that moved with you
- *If you are claiming a secondary dependent, the approval memo from DFAS is required*
- Click "Save" to add another dependent

Smart Voucher Instructions



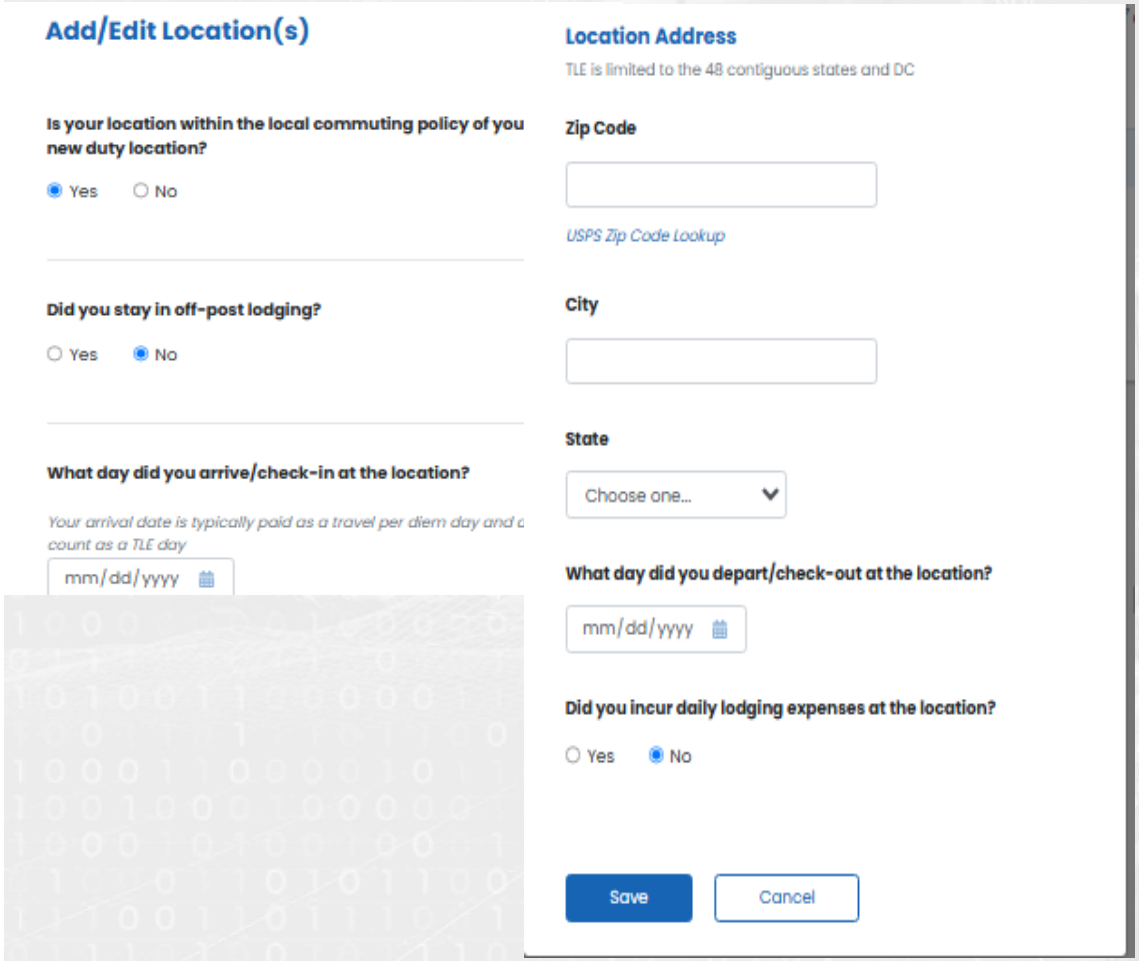
- **TLE Eligibility**
- Were you assigned unaccompanied housing (i.e a barracks room) at old duty station? Yes or No
- If yes, what date did you clear housing? Enter date.
- Were you assigned unaccompanied housing (i.e a barracks room) at new duty station? Yes or No
- If yes, what date did you sign into housing? Enter date.
- Did you do a PPM/DITY move?
- *Date household goods picked up? (If unknown use leave sign-out date on Absence Request)*
- *Date household goods delivered or scheduled for delivery? (If unknown use leave sign-in date on Absence Request)*

Smart Voucher Instructions



- Click “Add a Location”

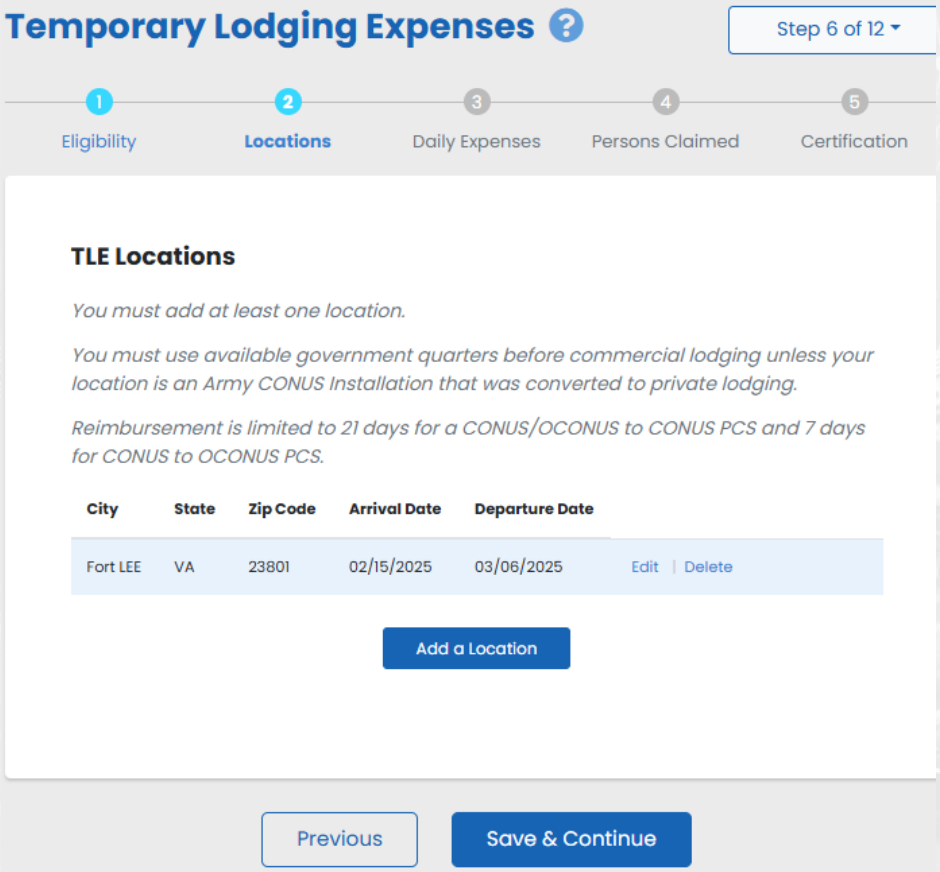
Smart Voucher Instructions



- **TLE Location**

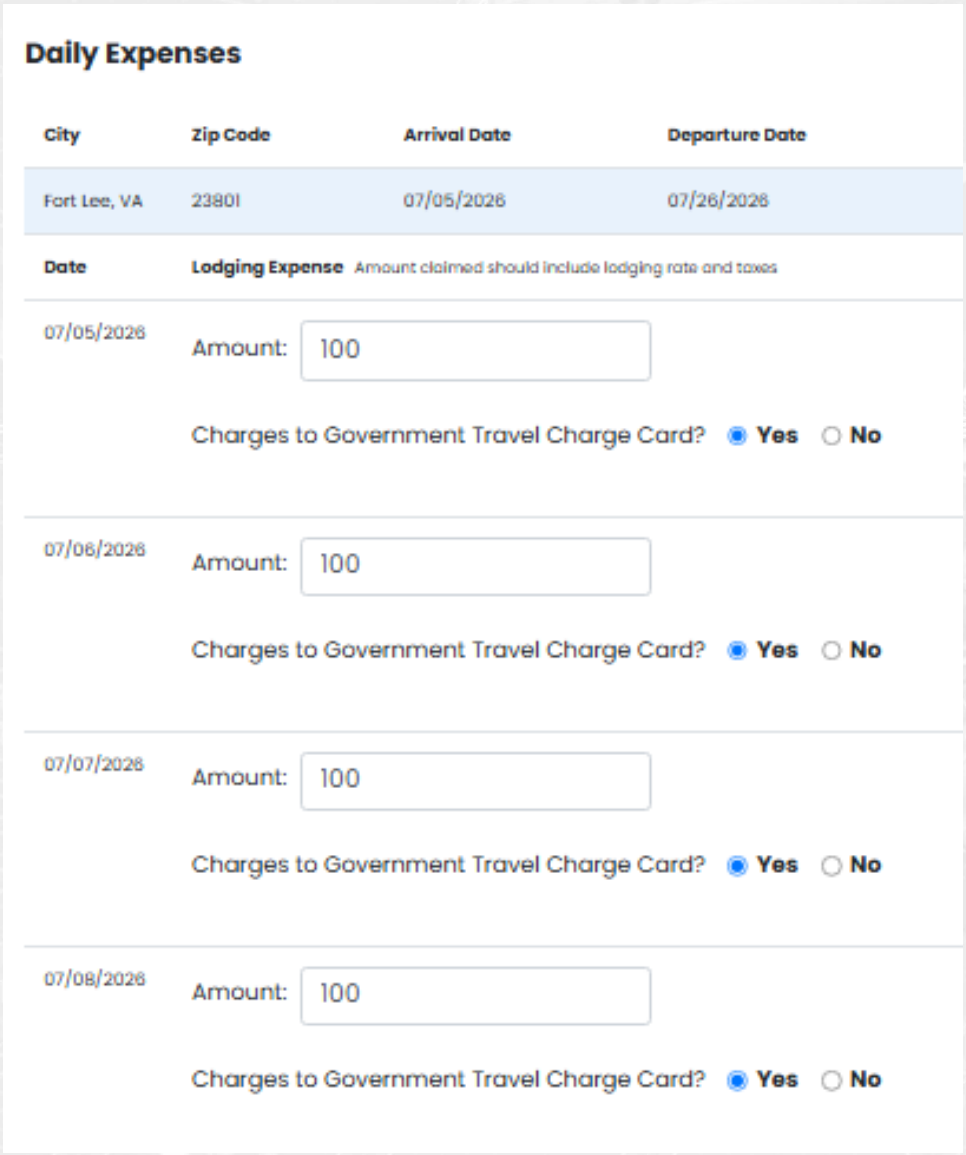
- *Select YES to enter TLE lodging locations.*
- *TLE location must be within 50 miles of gaining or losing duty station.*
- *Enter required lodging information.*
- *If you are claiming "meals only" select NO for daily lodging costs.*
- *Each hotel location or rate change must be entered separately. Select yes until all dates and locations to be claimed are listed.*
- *Select next when completed.*

Smart Voucher Instructions



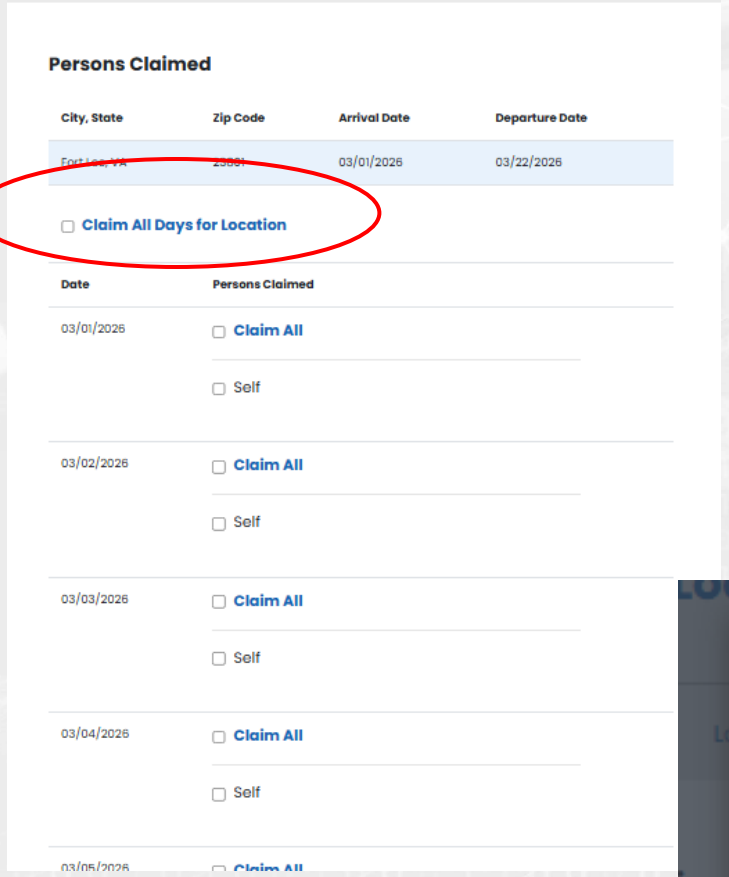
- *Verify information and choose "Add a Location" for additional hotels or "Save & Continue"*

Smart Voucher Instructions

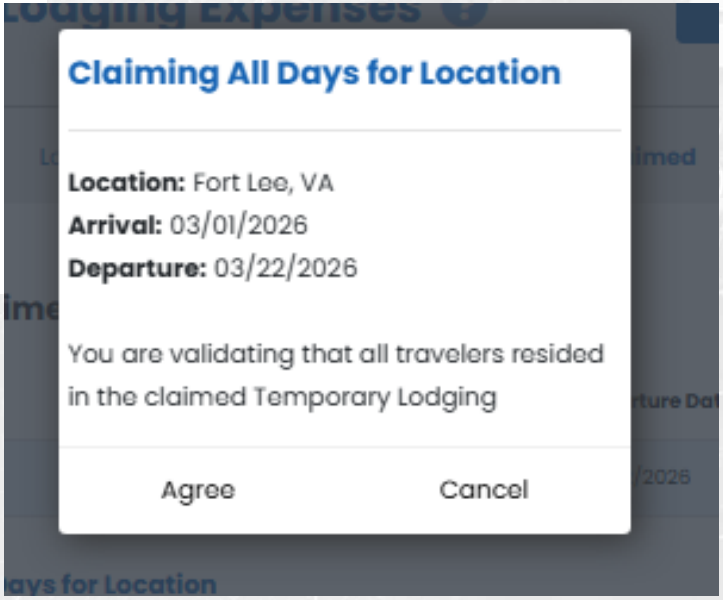


- **TLE Expenses**
- *From your lodging receipt, add daily lodging cost (minus pet fees) and taxes together. This will be your daily lodging total.*
- *Enter the total daily lodging cost in the amount block for the appropriate day.*
- *IMPORTANT: Select yes or no depending on if GTCC was used.*

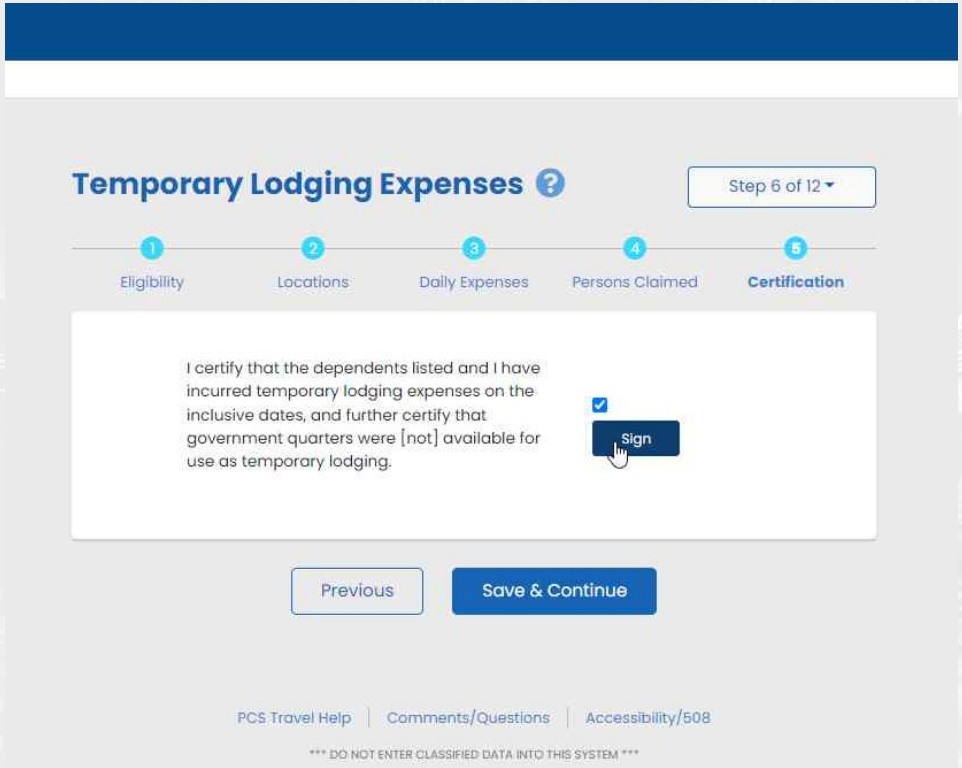
Smart Voucher Instructions



- **TLE Persons Claimed**
- *Check each block for persons claimed as applicable for each date range.*

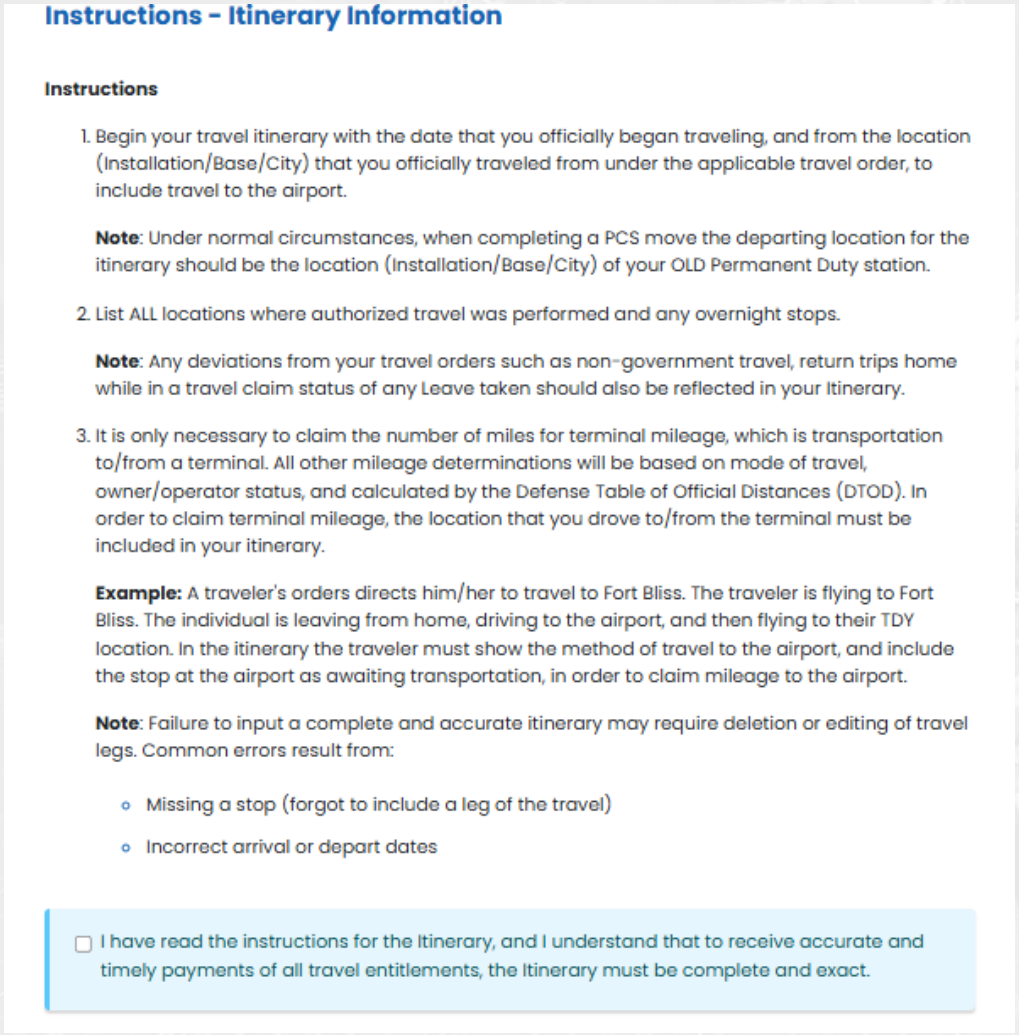


Smart Voucher Instructions



- **TLE Certification**
- *Check the signature box*
- *Click the Sign button*

Smart Voucher Instructions



Instructions - Itinerary Information

Instructions

1. Begin your travel itinerary with the date that you officially began traveling, and from the location (Installation/Base/City) that you officially traveled from under the applicable travel order, to include travel to the airport.

   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.

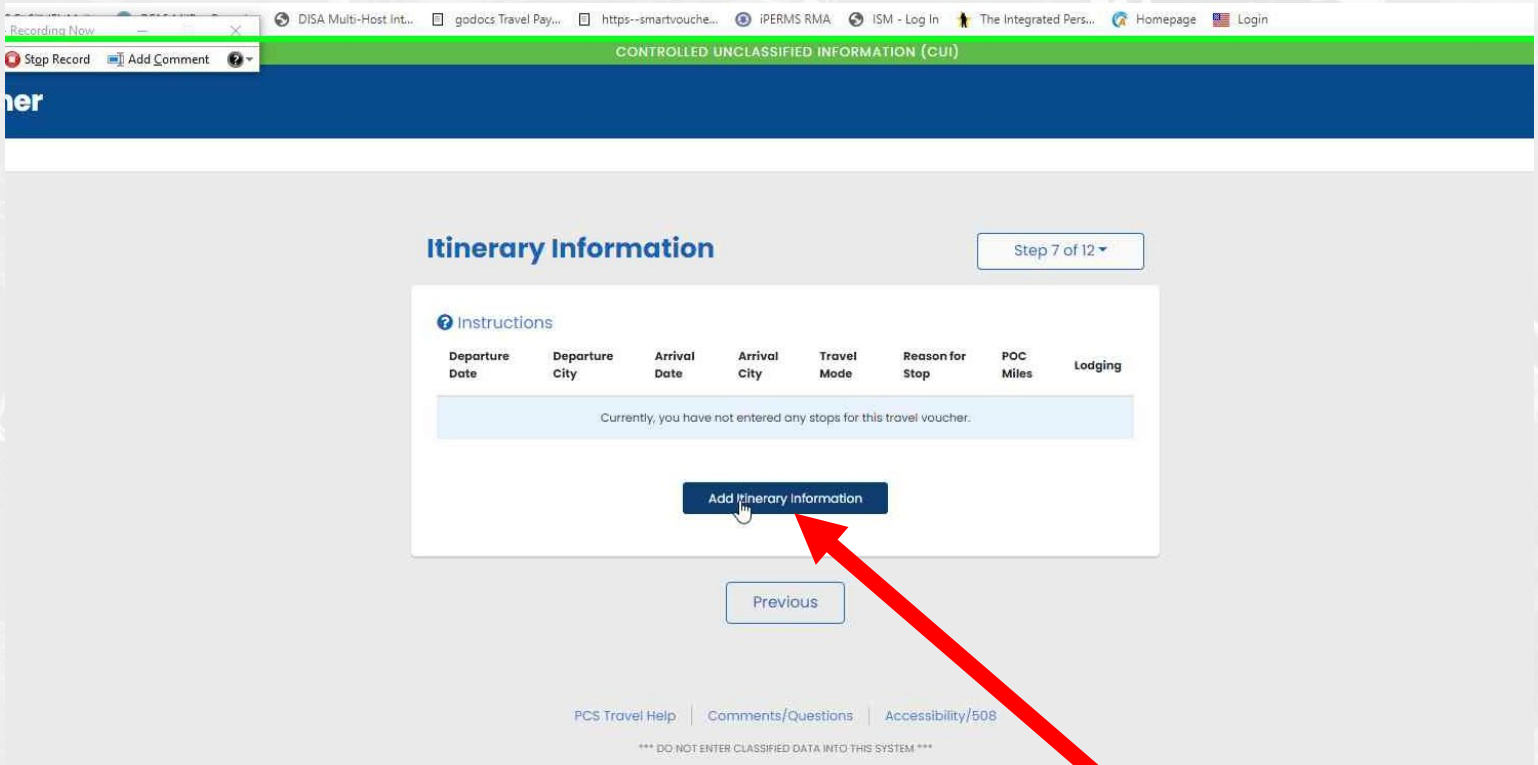
   Note: Failure to input a complete and accurate itinerary may require deletion or editing of travel legs. Common errors result from:

   - 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.

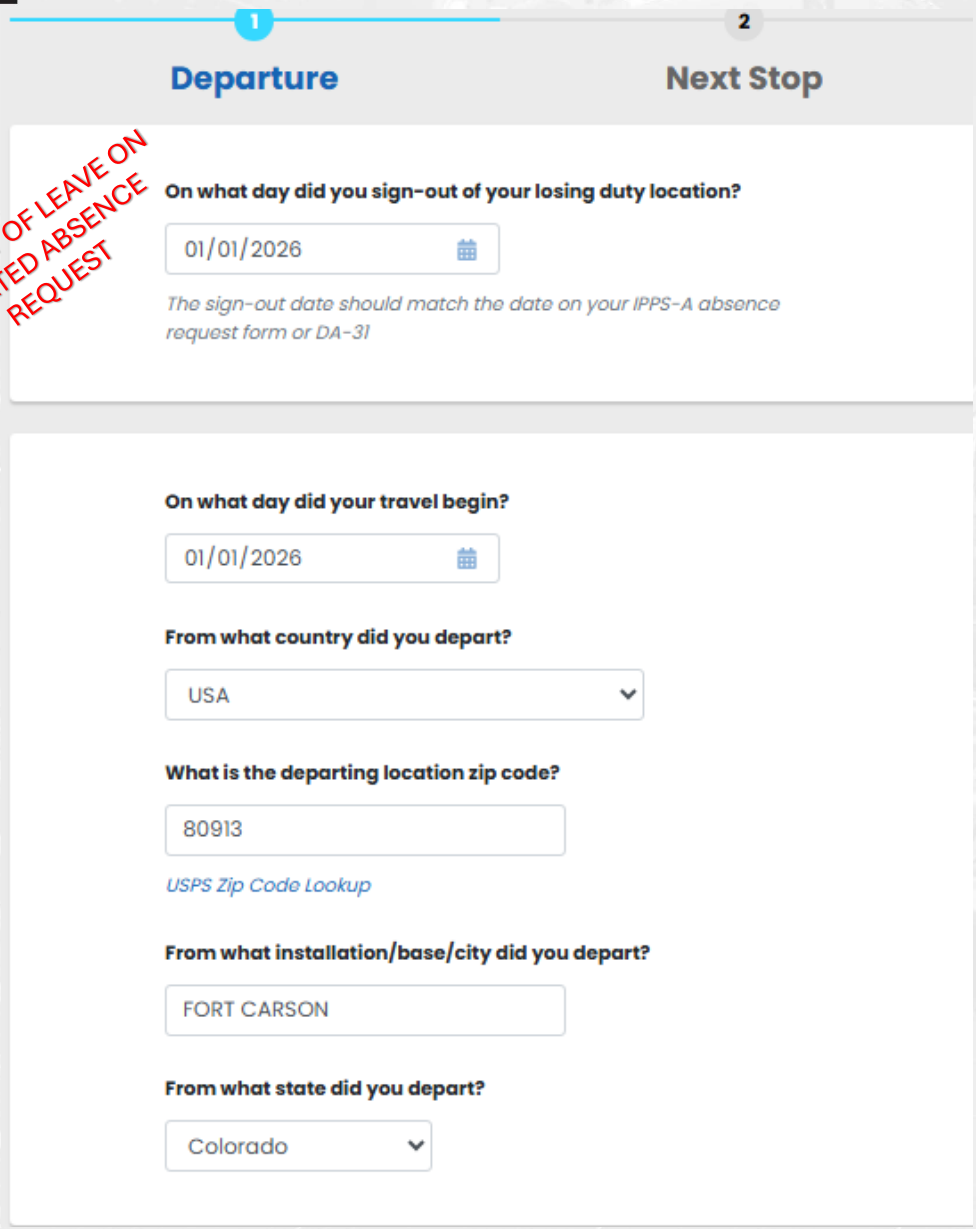
- This is how you get reimbursed for your travels
- We need to know every time you changed modes of transportation
  - ✓ i.e. Cab to the airport then got on a plane
- You will need your leave form for the dates that you signed in and out
- Select the box in the bottom left

Smart Voucher Instructions



CLICK ADD

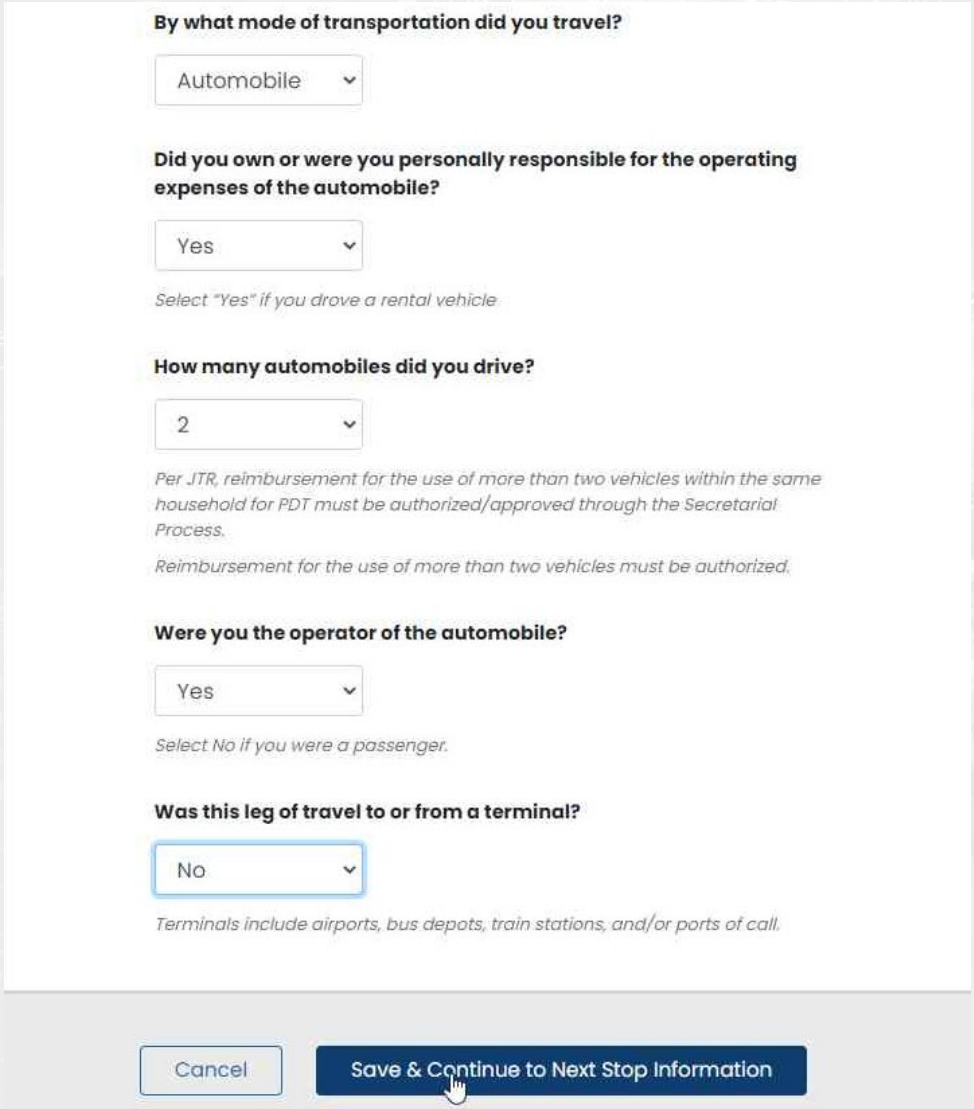
Smart Voucher Instructions



- **CONUS DEPARTURE**
- The day you departed your previous duty station.
- **CONUS/HI/AK**
- Enter USA
- Use last duty location
- Zip code from your orders
- Mode of travel: “Automobile”
- Were you personally responsible for the operating expenses? “Yes or No”
- Were you the owner/operator? “Yes or No”

Smart Voucher Instructions

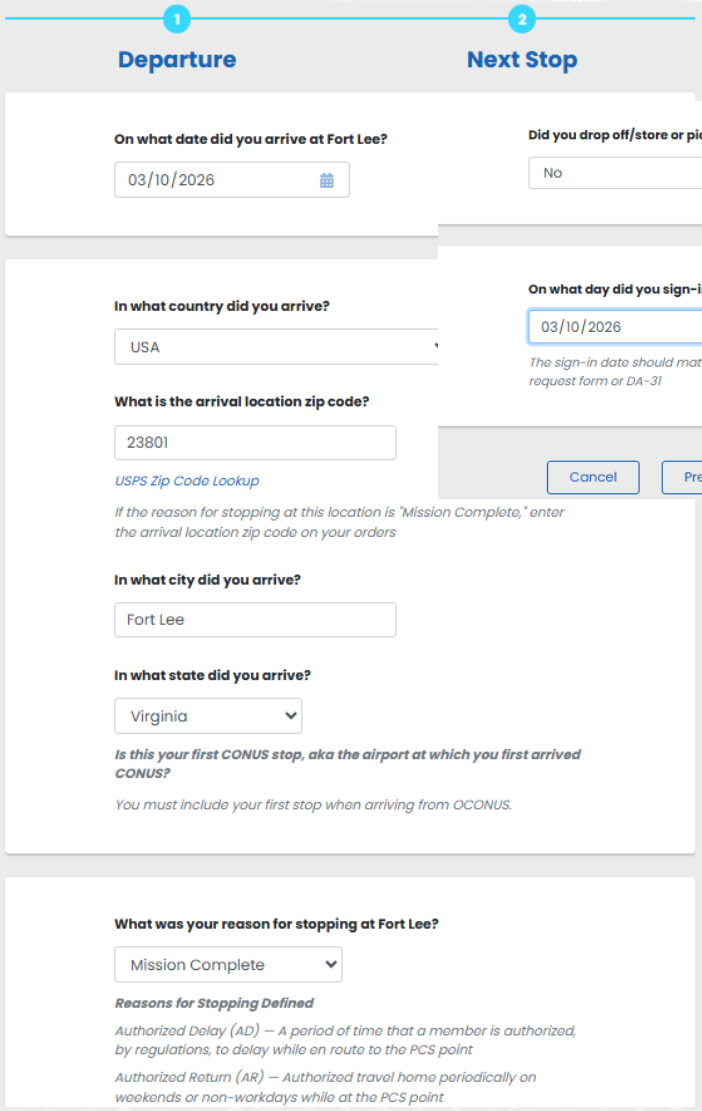
POV Drivers Only



If you drove from your last duty location to Fort Lee, this is what your Next Stop should look like

- Mode of travel: "Automobile"
- Were you personally responsible for the operating expenses? "Yes"
- Were you the owner/operator? "Yes"
- Did you drive to/from terminal? "No"
- Click "Save"

Smart Voucher Instructions

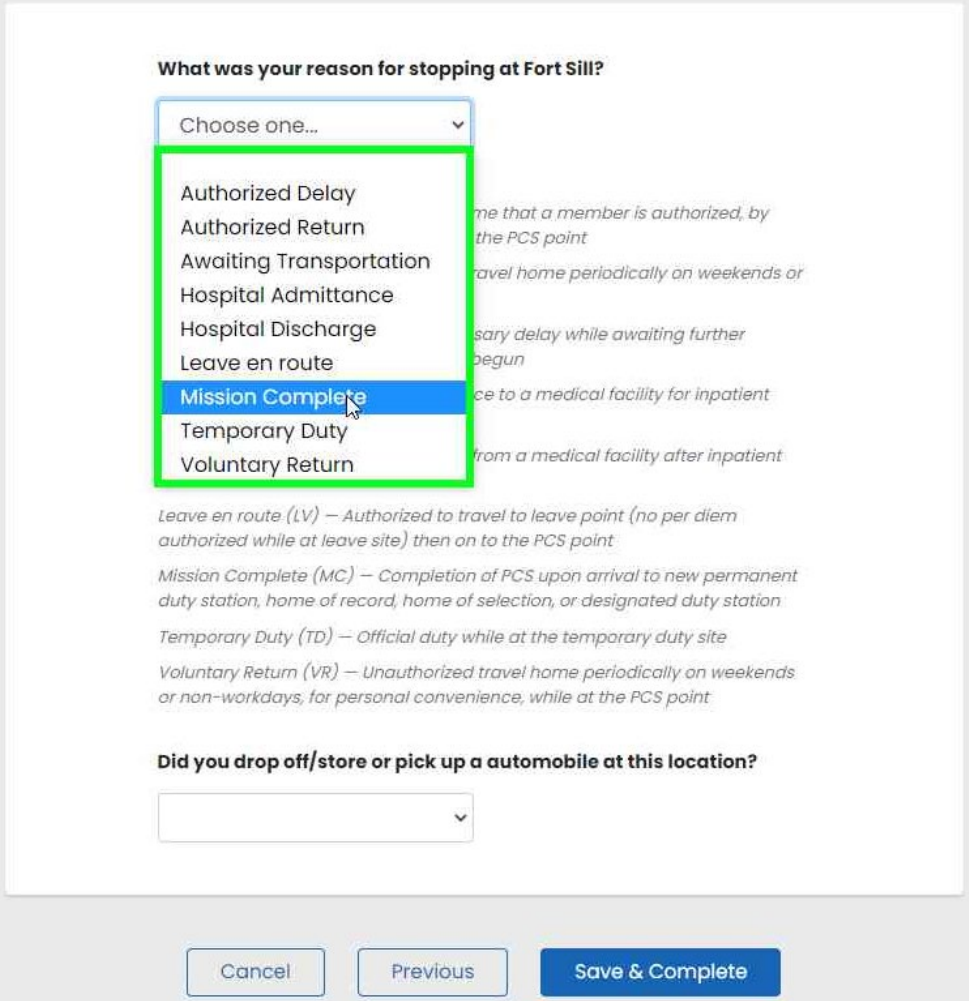


DAY AFTER THE LAST DAY OF LEAVE ON UPDATED ABSENCE REQUEST (REPORT DATE)

If you drove from your last duty location to Fort Lee, this is what your Next Stop should look like

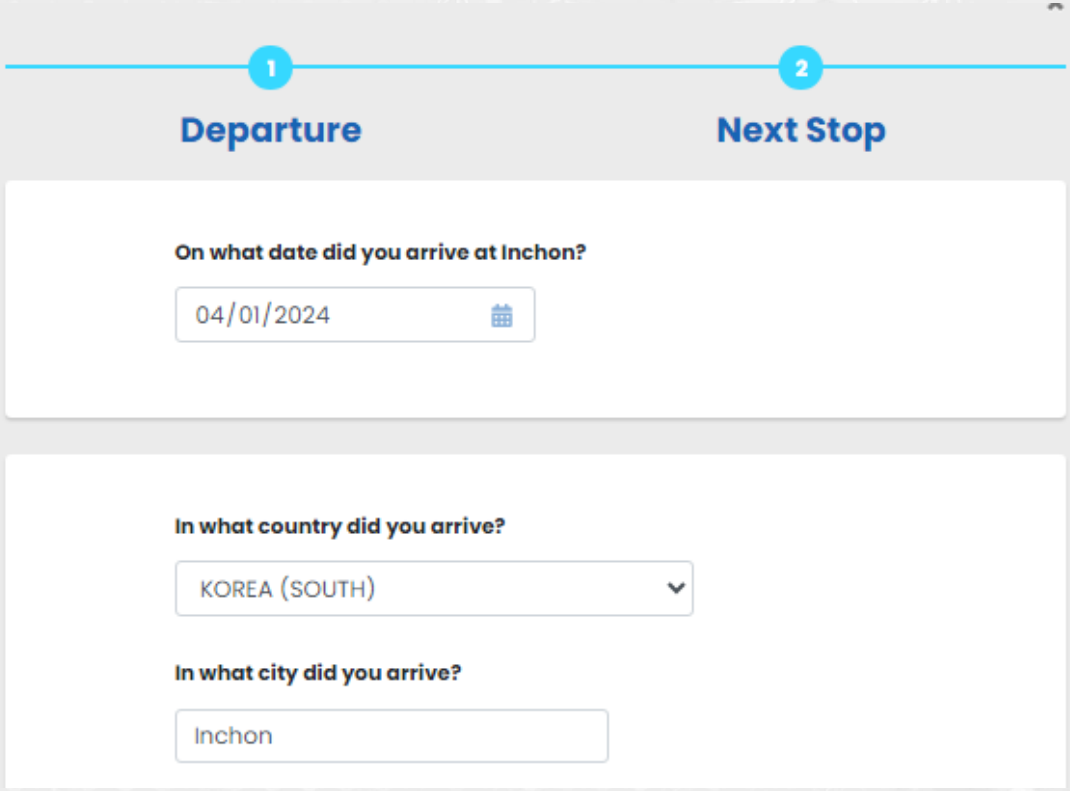
- Mode of travel: “Automobile”
- Were you personally responsible for the operating expenses? “Yes”
- Were you the owner/operator? “Yes”
- Did you drop off, pick up, or store a vehicle is for VPC pick up or drop off
- Did you drive to/from terminal? “No”
- Arrival country: USA
- Arrival city: is always “Fort Lee” State: Virginia Zip: 23801
- Reason for stopping: “**Mission Complete**”
- Did you incur any lodging? This is separate from TLE. .
  - ✓ We will fill out a different form for your TLE stay
  - ✓ Do not list hotels in route during travel. These are covered by your travel per diem
- Click “Save”

Smart Voucher Instructions



- Reason for stopping: **"Mission Complete"**
- Select "No" for vehicle drop off/pick up
- Click "Save & Continue"

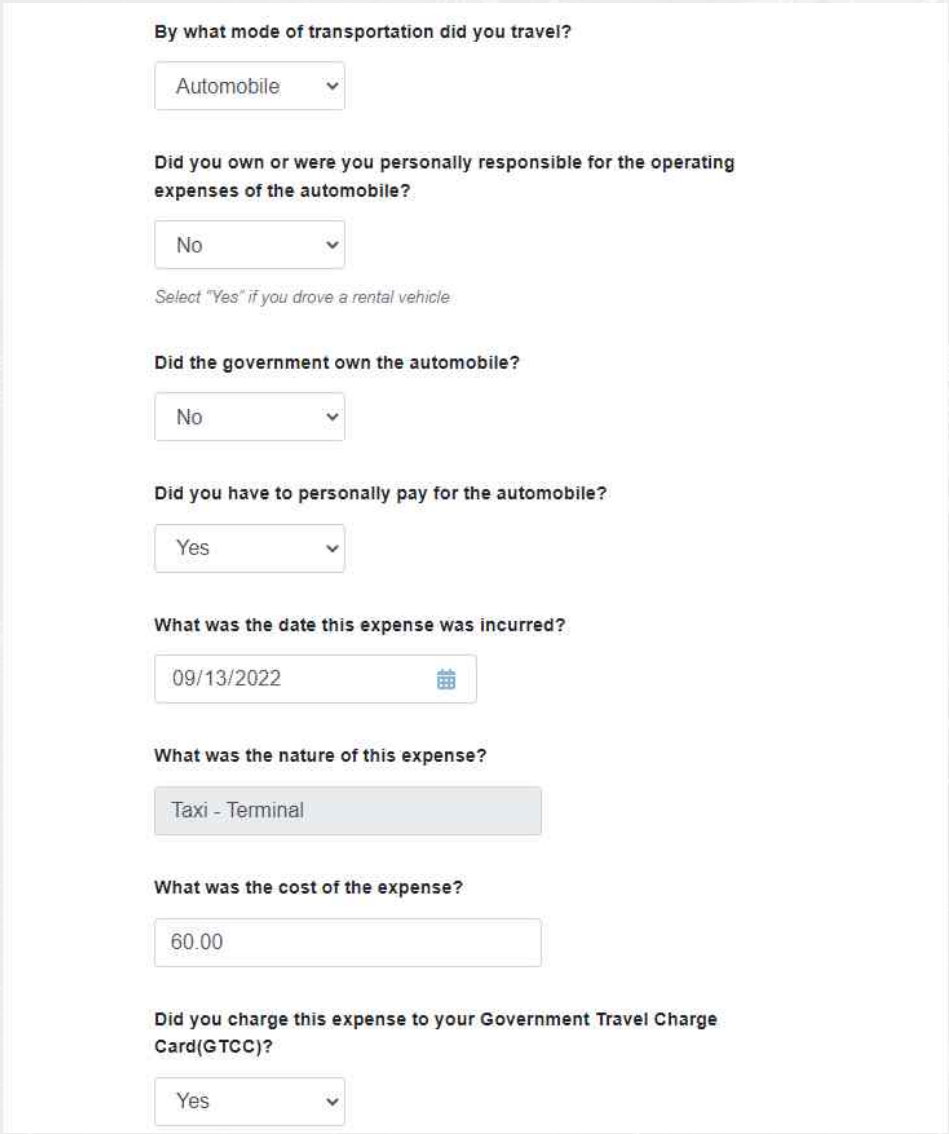
Smart Voucher Instructions



- **OCONUS DEPARTURE**
- The day you departed your previous duty station.
- **OCONUS**
- Enter country departing from
- Use last duty station

Smart Voucher Instructions

Flying to Fort Lee: Part 1

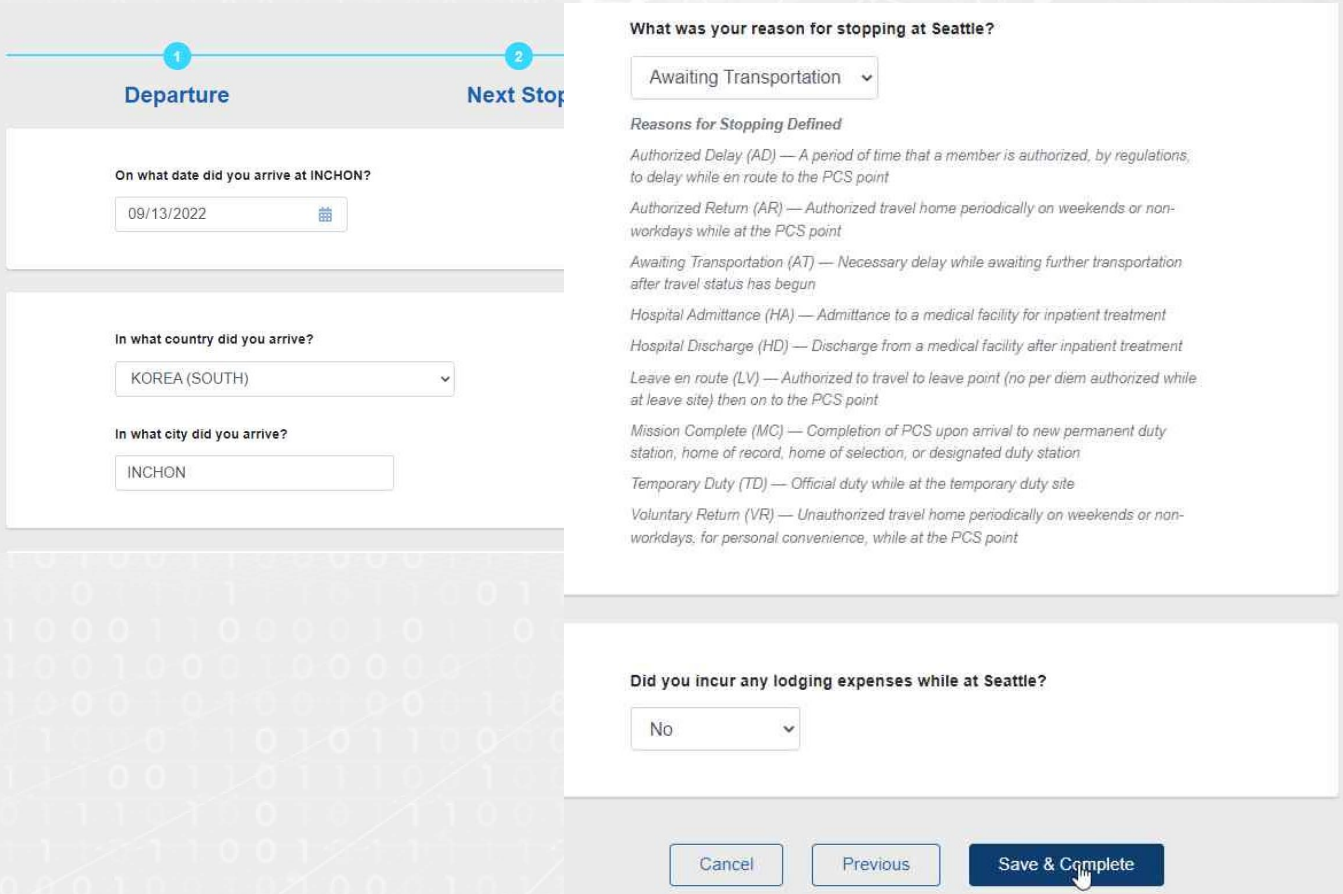


We need to know how you got to the airport first.

- Mode of travel is “Automobile” if you took a cab or someone drove you; “Bus” if you took a bus
- Arrival country
- What bus depot= airport that you flew out of
- Answer the next questions based on your travel

Smart Voucher Instructions

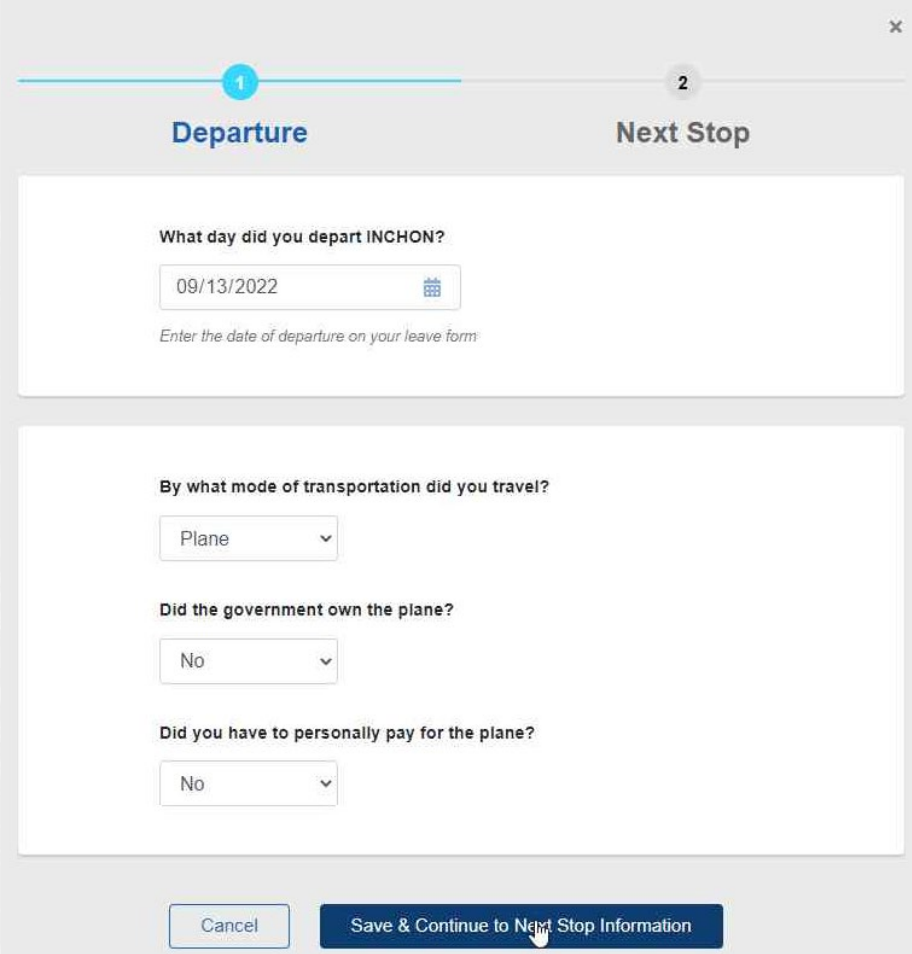
Flying to Fort Lee: Part 1 Cont.



- Reason for stopping at the airport is **“Awaiting Transportation”**
- Day you arrived should be the same day or next day
- Lodging expenses? *Only if you have an authorized delay*

Smart Voucher Instructions

Flying to Fort Lee: Part 2

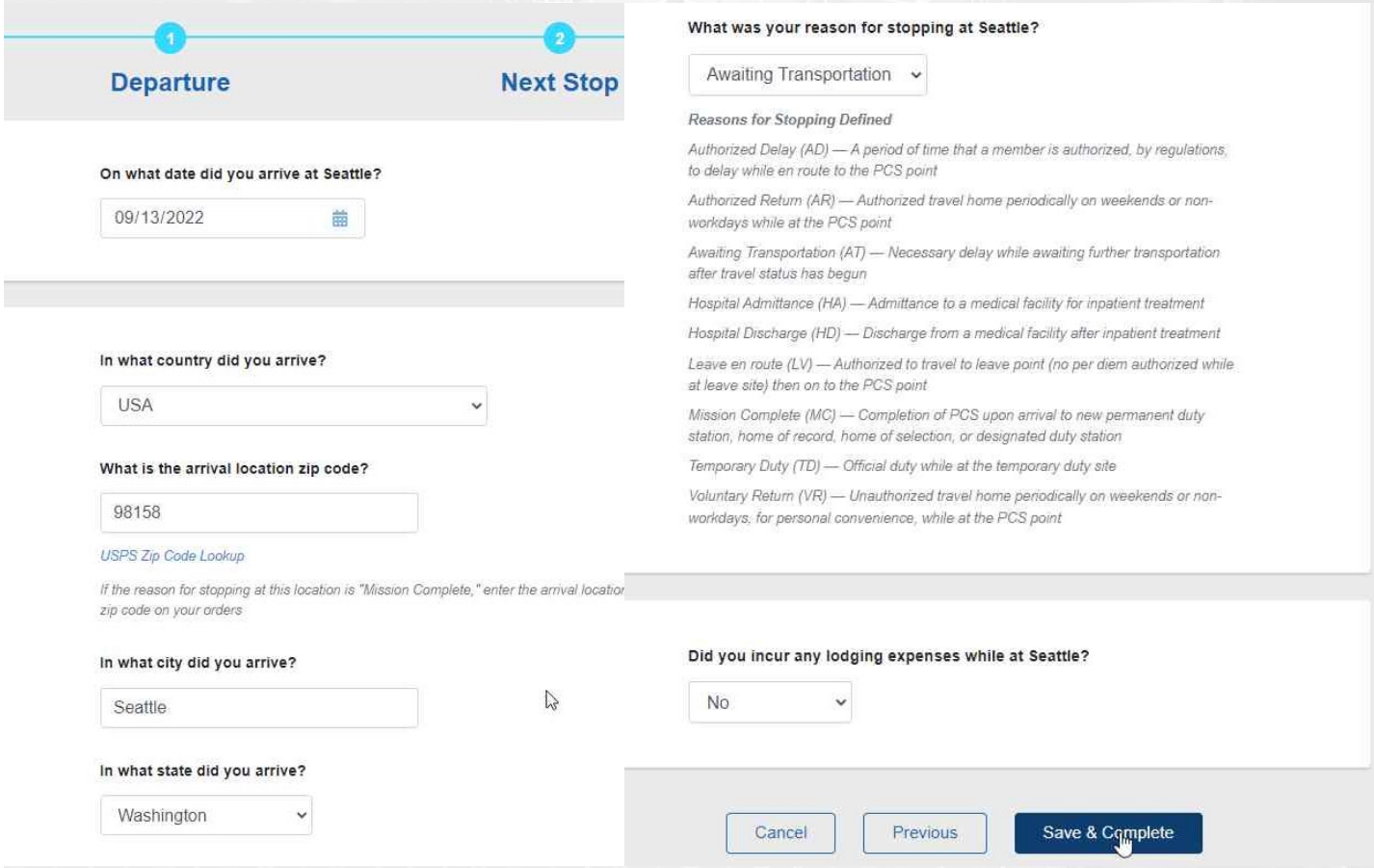


Part 2 is about the day you left the airport

- Mode of travel “Plane”
- Arrival country/airport/state/zip code is the location that you flew into
  - ✓ When flying from OCONUS location, First stop is the port of entry to USA
- Did the government own the plane?
- Did you have to pay for your plane ticket?
  - ✓ If you used your GTCC, you personally paid for your ticket

Smart Voucher Instructions

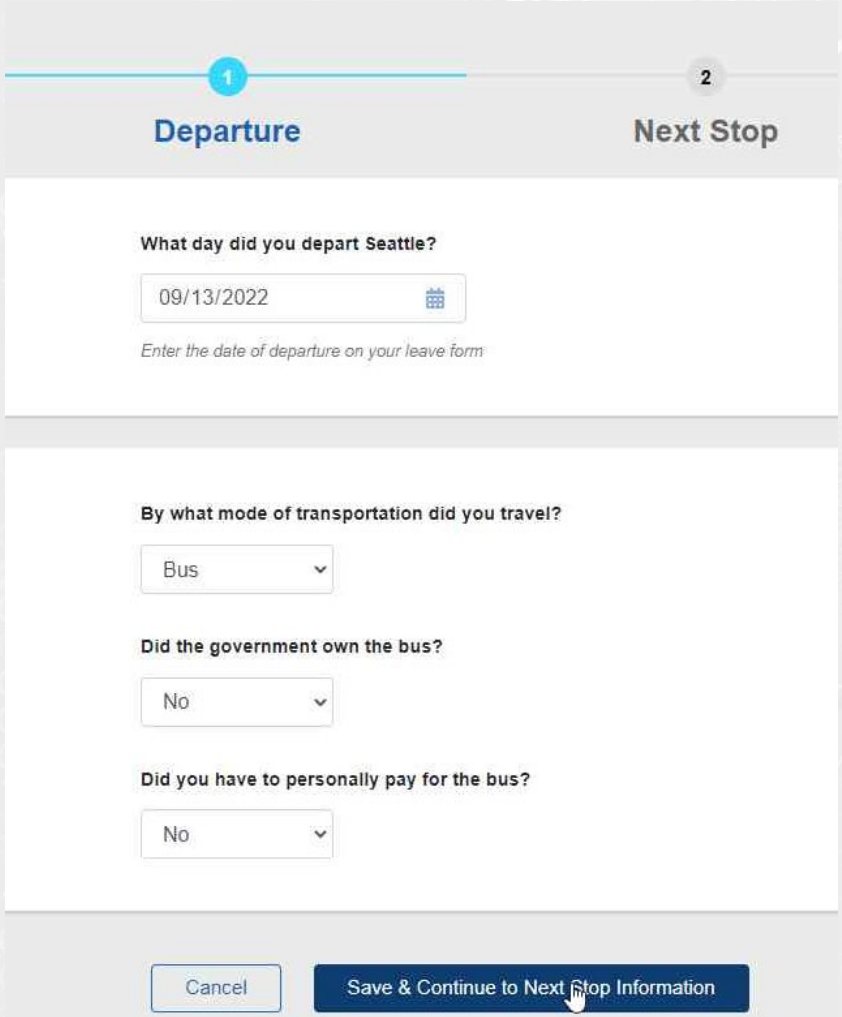
Flying to Fort Lee: Part 2 Cont.



- Reason for stopping is **"Awaiting Transportation"**
- Arrival date
  - ✓ Should be same day or next day
- Lodging expenses?
  - ✓ Does not include TLE
- Click "Save"

Smart Voucher Instructions

Flying to Fort Lee: Part 3

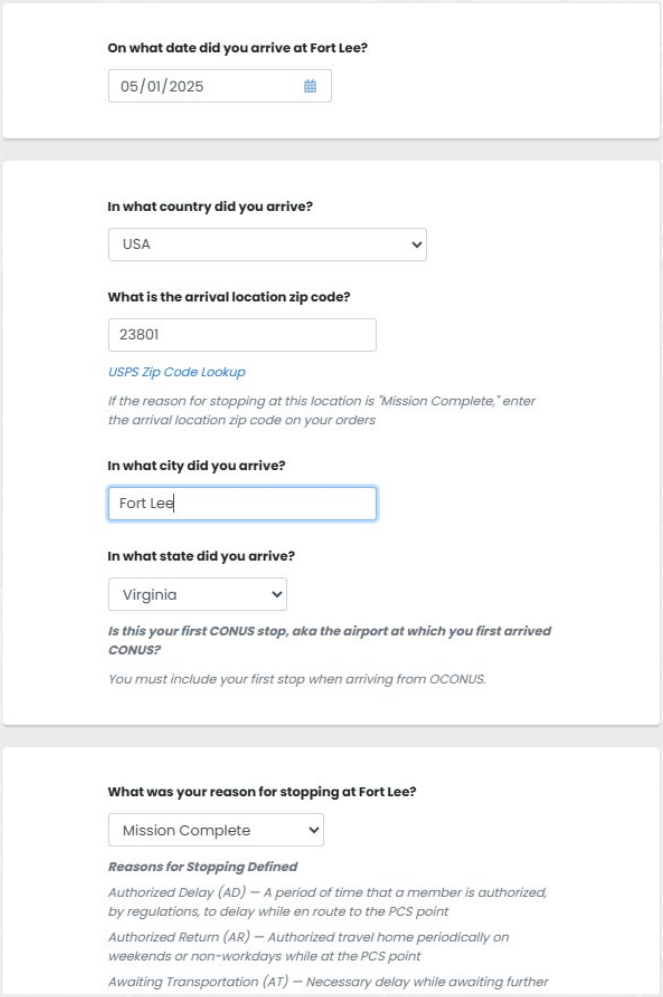


Part 3 is about the day you left the arrival airport

- Answer the questions regarding mode of travel

Smart Voucher Instructions

Flying to Fort Lee: Part 3 Cont.



On what date did you arrive at Fort Lee?

05/01/2025

In what country did you arrive?

USA

What is the arrival location zip code?

23801

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?

Fort Lee

In what state did you arrive?

Virginia

Is this your first CONUS stop, aka the airport at which you first arrived CONUS?

You must include your first stop when arriving from OCONUS.

What was your reason for stopping at Fort Lee?

Mission Complete

Reasons for Stopping Defined

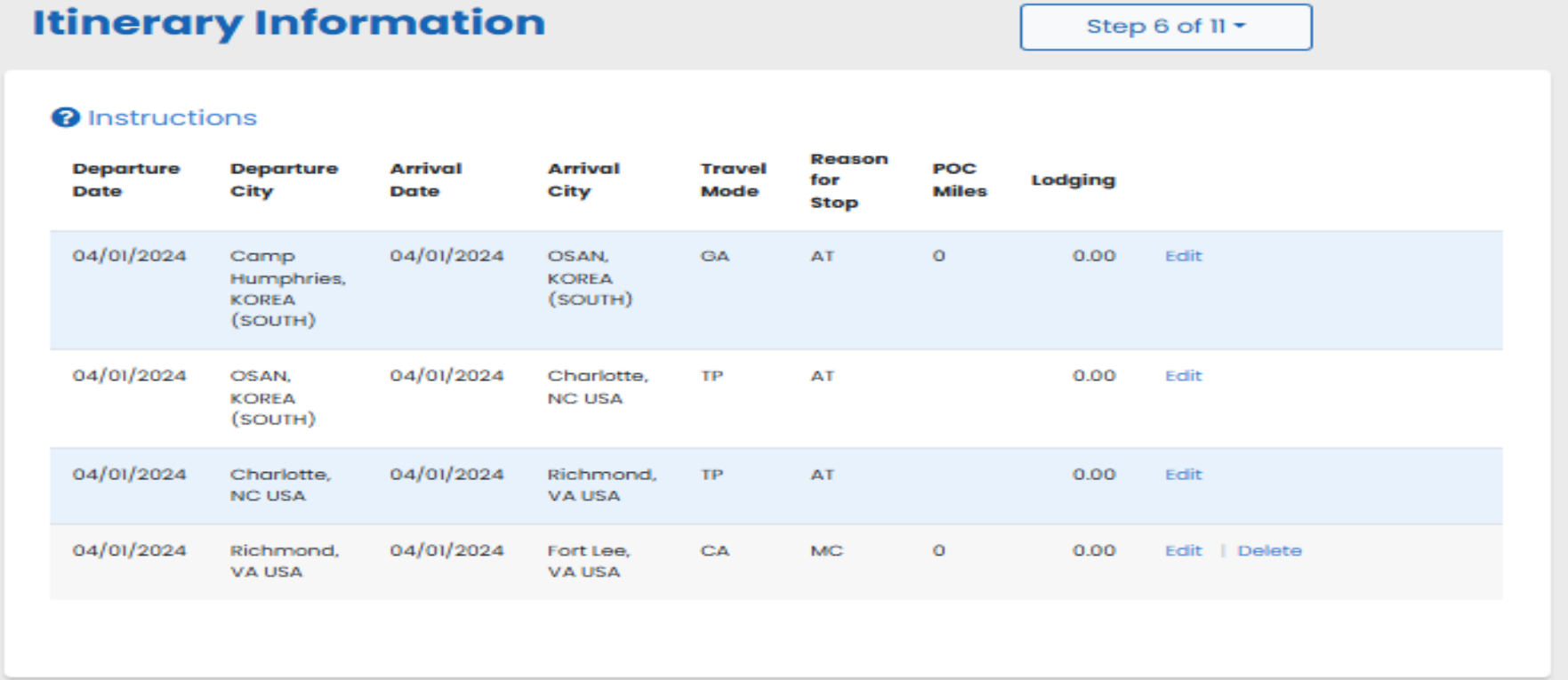
Authorized Delay (AD) — A period of time that a member is authorized, by regulations, to delay while en route to the PCS point

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

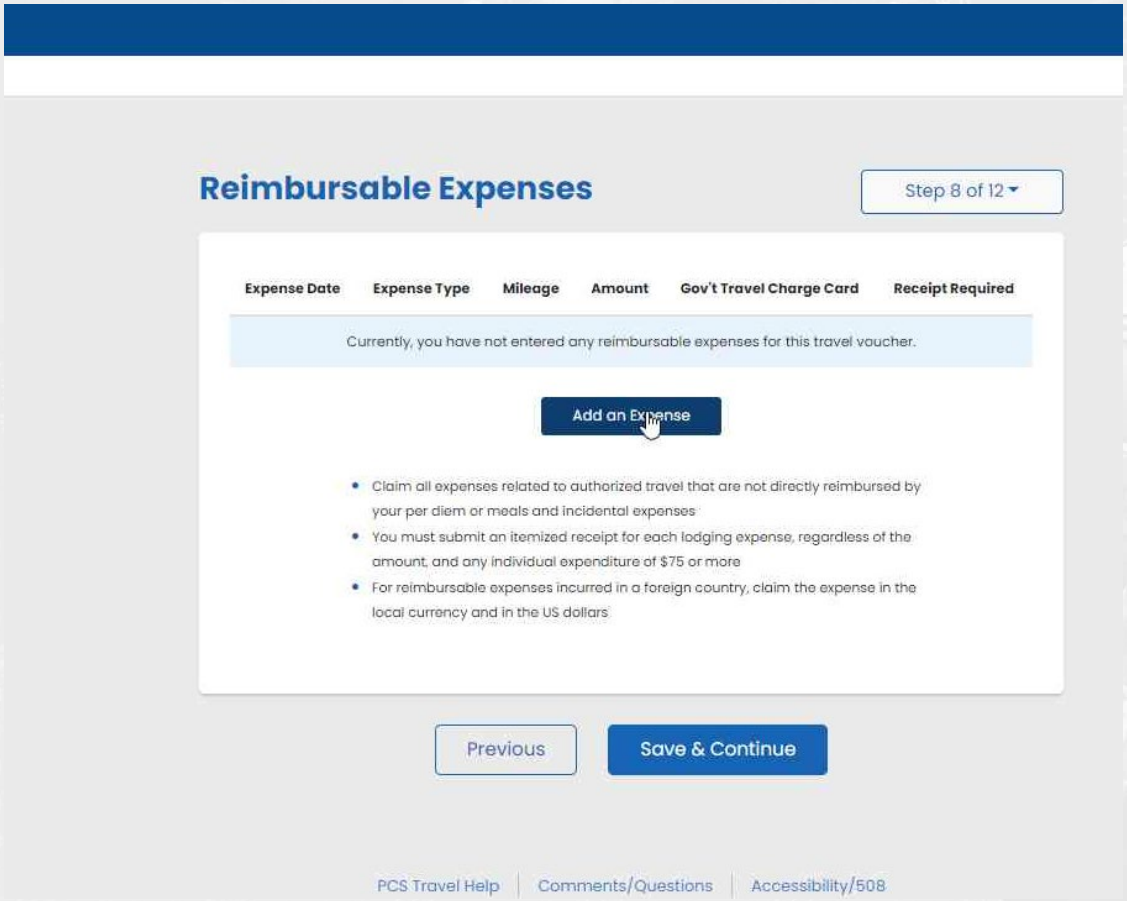
- Arrival ZIP CODE is “23801”
  - ✓ Your final arrival city will always be your new duty location
- Reason for stopping at your new duty location is ALWAYS “**Mission Complete**”
- Lodging expenses do not include TLE
  - ✓ Will be filled out a separate form

Smart Voucher Instructions



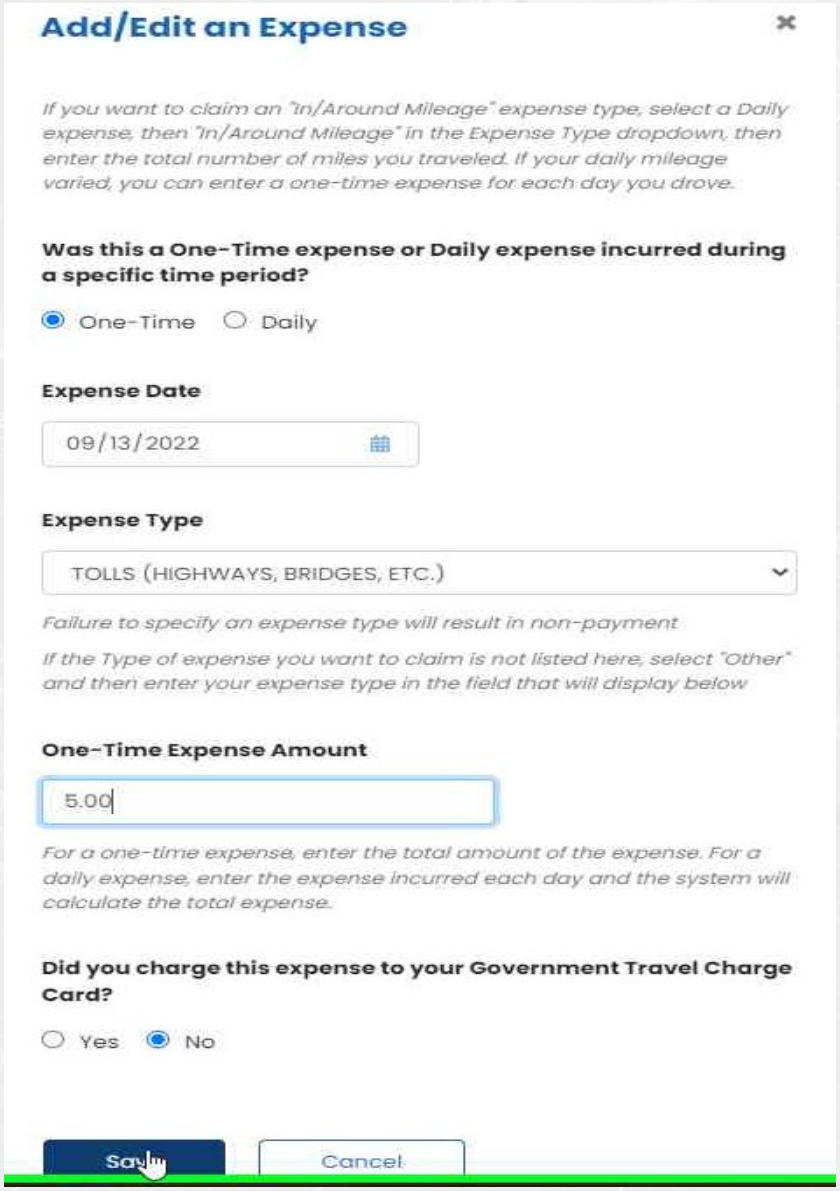
- Check your itinerary for completeness
  - ✓ Remember, we need to know every time you change modes of transportation
- Select “Save & Continue”

Smart Voucher Instructions



- Reimbursable expenses include:
  - ✓ Tolls
  - ✓ Airfare
  - ✓ Excess Baggage (Must be stated on the orders)
  - ✓ Authorized Delay at Airport
  - ✓ Taxi Cabs
  - ✓ CTO fees
- If you have a reimbursable expenses, select “Add”

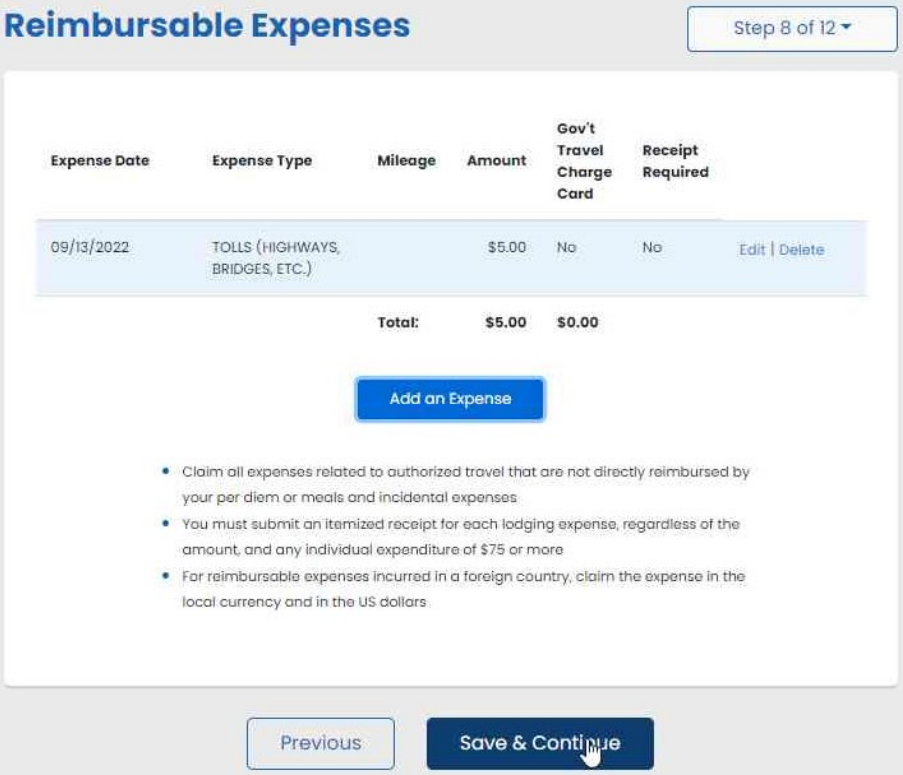
Smart Voucher Instructions



- Select “One Time Expense” or “Daily Expense”

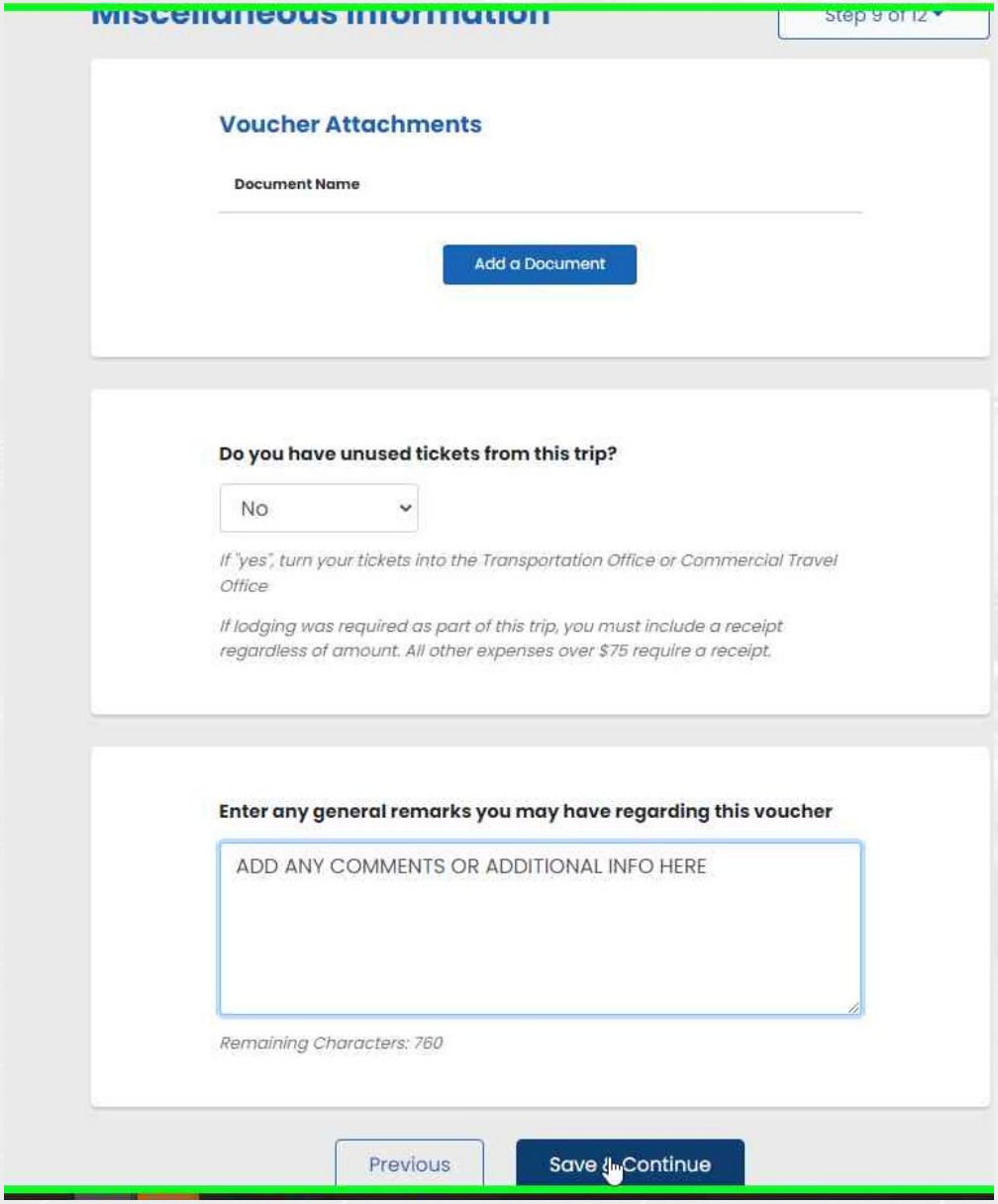
- Select date of expense
- Select type of expense
- Insert the amount
  - ✓ Remember, a receipt is needed for anything over $75 and all lodging
- Select “No” or “Yes” if it was charged to you GTCC
- Click “Save”

Smart Voucher Instructions



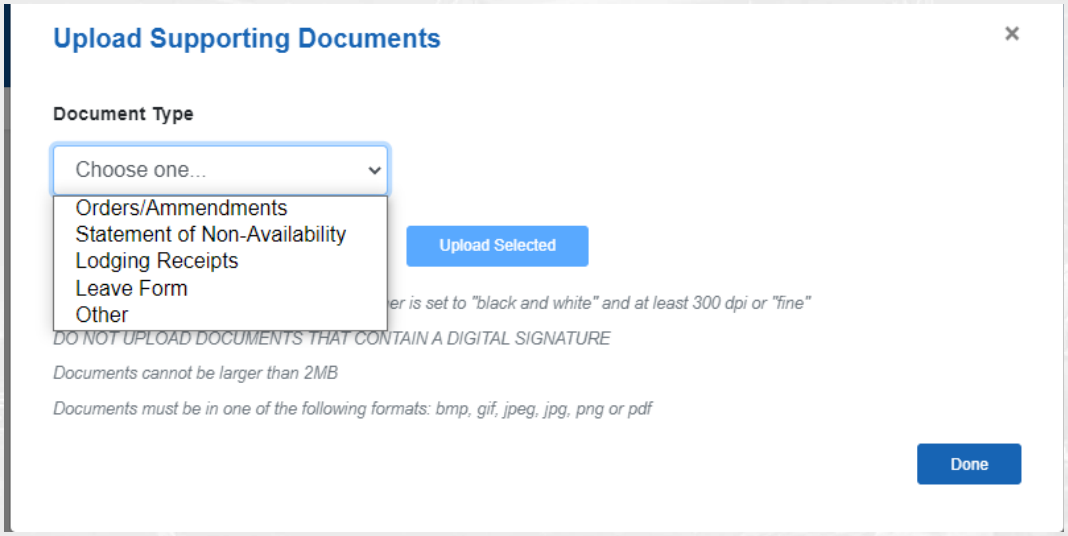
- If you have other Reimbursable Expenses, select “Add”
- If no others, select “Save & Continue”

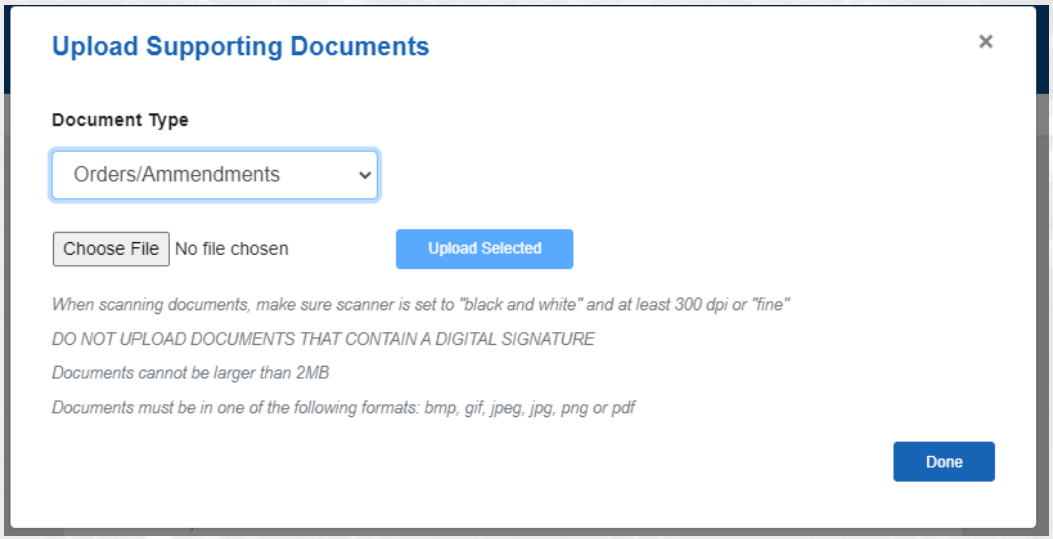
Smart Voucher Instructions



- Add a Document-see next slide
- Specify if you have any unused plane tickets; this may be left blank
- Specify any general remarks

Smart Voucher Instructions

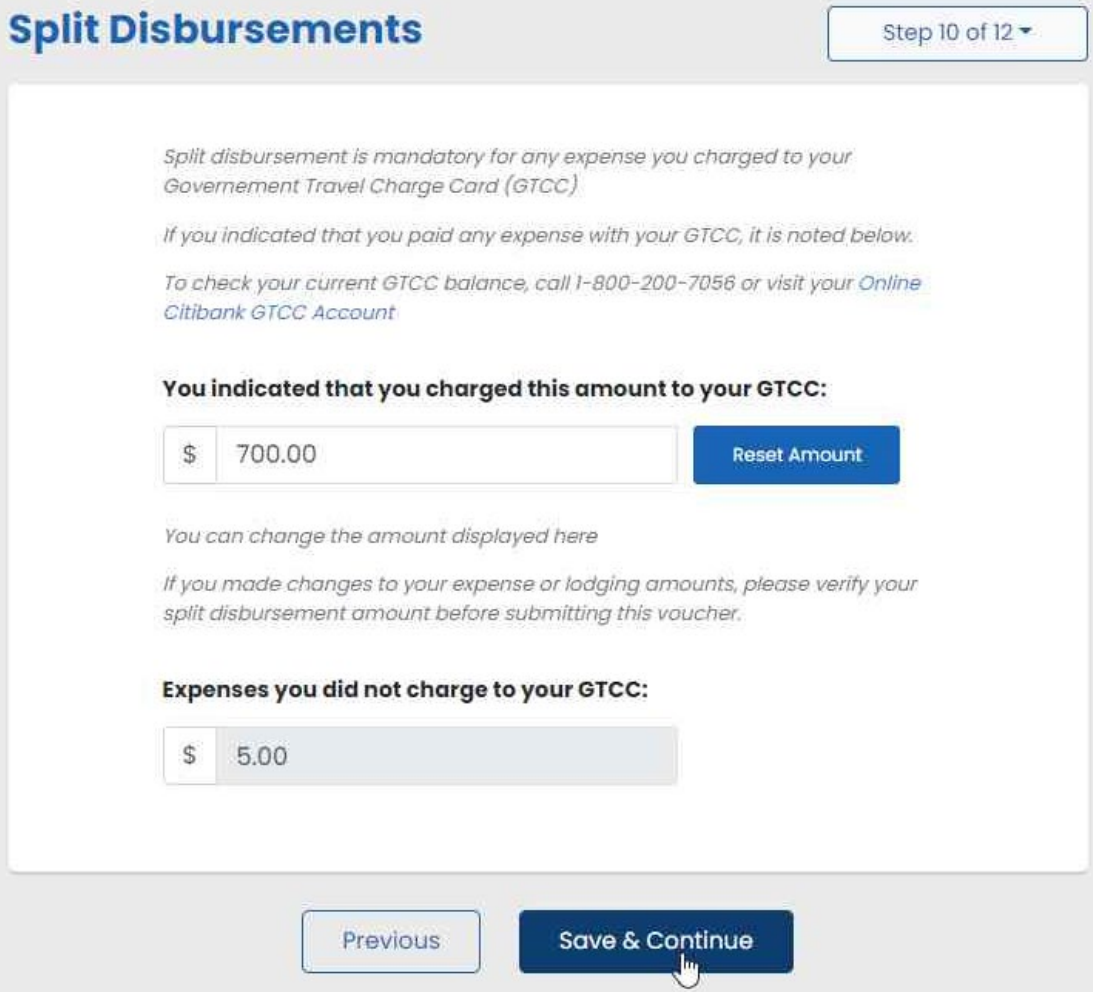




ADD a document

- Click Add a Document
- Select the appropriate category. Note: a document must be uploaded in the orders category before submission to DFAS.
- Choose file location and upload document

Smart Voucher Instructions



- 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
- *Keep in mind, you are responsible for your GTCC*
- Select “Save & Continue”

Smart Voucher Instructions

Verify all of your information then select “Next”

Summary/Preview

Step 11 of 12

Please review and click edit to make necessary changes.

Voucher Type

Edit

Travel Category
PCS

User Type
Active Duty

DMPO
Fort Sill, OK

Initial Information

Edit

Travel Order Number
8675309

Reimbursement Type
Direct Deposit

Personal Information

Name
Freddrick Flintstone

Grade/Rank
O-10

Unit of Assignment
FCOE

Current Address
4 Yankee Way
Duluth, MN 55811
USA

Contact Information
test@noemail.com
3158675309

Government Travel Charge Card
Yes

Dependents Information

Edit

Name	Relationship to You	Date of Birth/Marriage	Current Address	Traveled?
Spouse Shand	SPOUSE	01/01/2001	123 main st Manhattan KS, 66503 USA	No

Itinerary Information

Edit

Departure Date	Departure City	Arrival Date	Arrival City	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator
04/01/2024	Camp Humphries, KOREA (SOUTH)	04/01/2024	OSAN, KOREA (SOUTH)	GA	AT	0	No
04/01/2024	OSAN, KOREA (SOUTH)	04/01/2024	Charlotte, NC USA	TP	AT		No
04/01/2024	Charlotte, NC USA	04/01/2024	Richmond, VA USA	TP	AT		No
04/01/2024	Richmond, VA USA	04/01/2024	Fort Lee, VA USA	CA	MC	0	No

Miscellaneous Information

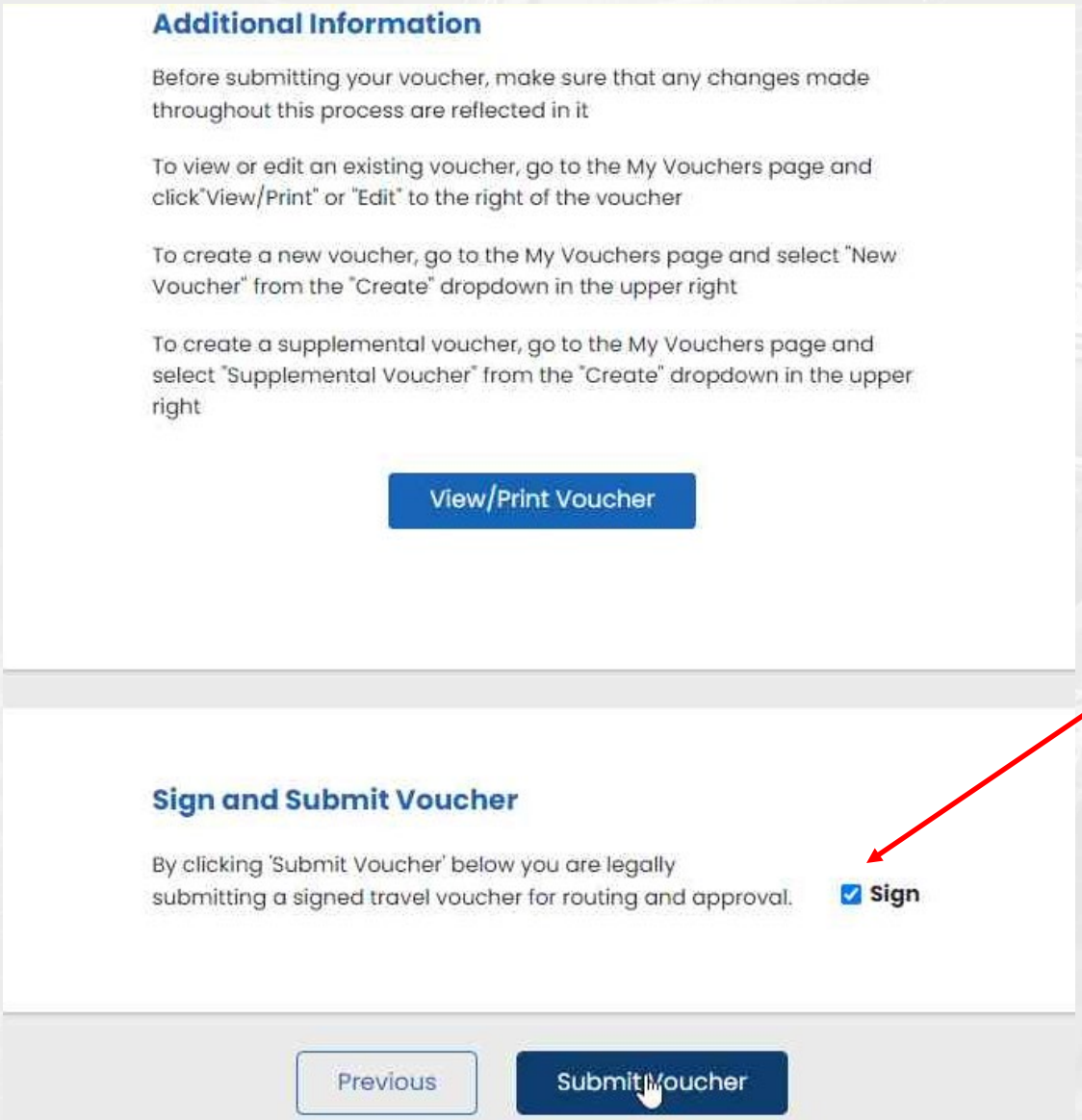
Edit

Unused Tickets

General Remarks
ADD ANY COMMENTS OR ADDITIONAL INFO HERE

Previous | Save & Continue

Smart Voucher Instructions



- Click on “View Travel Voucher” to preview what your Smart Voucher will look like.
- Check the sign box
- Click submit travel voucher

ARMY MILITARY PAY OFFICE (AMPO)

IF YOU ARE CHECKING SMART VOUCHER FOR YOUR STATUS AND IT STATES IN PROGRESS, THAT MEANS IT IS IN YOUR CONTROL.

CHECK FOR A RETURN MEMO FROM AMPO, IF NONE IT JUST NEEDS TO BE SIGNED.

If you would like to speak with someone, see below: (520-Teams #s)

Mr. Shand (520) 944-1470

AMPO Lee Customer Service Desk (520) 706-8997

DFAS-Rome Travel Pay Customer Service (888) 332-7366 for PPM/PCS/Supplemental/Dependent/DTS/Final vouchers.


U.S. ARMY
QUESTIONS?
SERVICE TO SOLDIERS

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