



U.S. ARMY

PP PCS IN-PROCESSING BRIEFING

AMPO Fort Lee

5 MAY 2026





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Scan the QR Code to Sign In



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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

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Personal Procured Moves (PPM/DITY)

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

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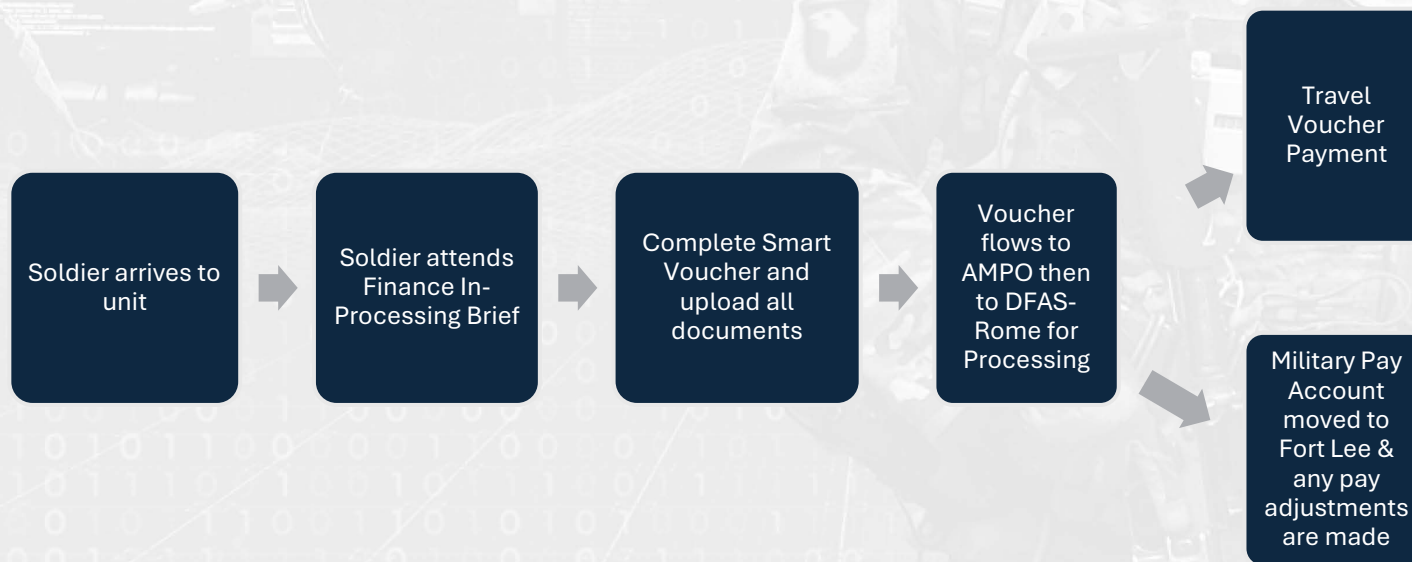


PCS Document Workflow

- 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



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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).

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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.

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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.

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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)

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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>

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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.

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Mileage for Authorized Travel

- As of 1 January 2026, the mileage rate is paid at \$0.20 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 \$0.40 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.

<u>Miles</u>	<u>Travel Days</u>		<u>Miles</u>	<u>Travel Days</u>		<u>Miles</u>	<u>Travel Days</u>
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

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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			

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Travel Per Diem Rates

- Soldier: \$178.00 per travel day
- Dependents ages 12 & above: \$133.50 per travel day
- Dependents ages 11 & under: \$89.00 per travel day
- Soldiers and dependents receive 75% of Per Diem on the first and last day of travel, regardless of mode of travel.

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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

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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/>

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Dislocation Allowance (DLA) Rates

Grade	Without-Dependent Rate	With-Dependent Rate	Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$5,187.33	\$6,385.58	W-5	\$4,315.51	\$4,715.58
O-9	\$5,187.33	\$6,385.58	W-4	\$3,832.45	\$4,323.11
O-8	\$5,187.33	\$6,385.58	W-3	\$3,221.08	\$3,960.78
O-7	\$5,187.33	\$6,385.58	W-2	\$2,860.70	\$3,643.75
O-6	\$4,758.96	\$5,749.63	W-1	\$2,394.55	\$3,151.31
O-5	\$4,583.51	\$5,542.06	E-9	\$3,147.54	\$4,149.51
O-4	\$4,247.61	\$4,885.43	E-8	\$2,888.97	\$3,824.94
O-3	\$3,404.11	\$4,041.88	E-7	\$2,468.19	\$3,551.31
O-2	\$2,700.31	\$3,451.28	E-6	\$2,389.42	\$3,548.02
O-1	\$2,273.82	\$3,085.23	E-5	\$2,389.42	\$3,548.02
O-3E	\$3,675.83	\$4,343.80	E-4	\$2,389.42	\$3,548.02
O-2E	\$3,124.87	\$3,919.27	E-3	\$2,355.48	\$3,548.02
O-1E	\$2,687.09	\$3,621.10	E-2	\$2,025.26	\$3,548.02
			E-1	\$1,870.58	\$3,548.02

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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/faqvla.cfm>

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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.

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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

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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 BATTALLION COMMANDER 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 RECEIPT IF LODGING EXPENSES WERE INCURRED

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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

myPay Accessibility/Section 508 Security **FAQ** Quick Links Contact Us STAY CONNECTED WITH DFAS

Welcome

myPay

Simpler | Streamlined | Mobile-Friendly

Sign In

Login ID

Password

Sign In

Forgot your Login ID?

Forgot or Need a Password?

Smart Card Login
DoD CAC | PIV
(Insert Card First)

QUICK LINKS

DFAS Resources

- Affordable Care Act
- AskDFAS Tax Statement Reissue Requests
- DFAS - Home
- How to read a DoD Civilian LES?
- How to read a DoDEA LES?
- Pay Inquiries: Army (Active/Reserve/Guard) Navy (Active/Reserve) Air Force (Active/Reserve/Guard)
- SmartVoucher - Complete a DD 1351-2**
- Travel Voucher Checklist

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Smart Voucher Instructions

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

QUICK LINKS

DFAS Resources

- [Affordable Care Act](#)
- [AskDFAS Tax Statement Reissue Requests](#)
- [DFAS - Home](#)
- [How to read a DoD Civilian LES?](#)
- [How to read a DoDEA LES?](#)
- [Pay Inquiries: Army \(Active/Reserve/Guard\), Navy \(Active/Reserve\) Air Force \(Active/Reserve/Guard\)](#)
- [SmartVoucher - Complete a DD 1351-2](#)
- [Travel Voucher Checklist](#)





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Smart Voucher Instructions

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher

Consent Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests – not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

I consent to the above conditions

Click the consent box





Smart Voucher Instructions

SmartVoucher

Privacy Act Statement

The information you provide to SmartVoucher is covered by the Privacy Act of 1974. For questions regarding your personal information and/or acquiring a copy of the Privacy Statement, contact your local Human Resources Office.

Authority: 5 U.S.C. Section 301; Department Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R, Volume 9; and E.O. 9397 (SSN), as amended.

Principal Purposes: Personally identifiable information is collected in order to populate fields on the Travel Voucher submission form.

Routine Uses: For users to complete and submit DD Form 1351-2 to their Travel Office.

Disclosure: Voluntary. However, failure to provide the information may mean your Travel Voucher cannot be processed.

I agree with above terms

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

Click Agree





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Smart Voucher Instructions

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

OR

- Click “Login with CAC”

SmartVoucher

Welcome to Travel Pay Service's SmartVoucher

Login with myPay Credentials

Login ID

Same as myPay. **Not** your SSN. Case sensitive.

Password

Same as myPay. **Not** your Interactive Voice Response System number.

Login

[Forgot your Login ID or Password](#)

Login with DoD CAC



Use **only** your own CAC. Select your Non-email certificate.

Login with CAC

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***





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Smart Voucher Instructions

My Dashboard ?

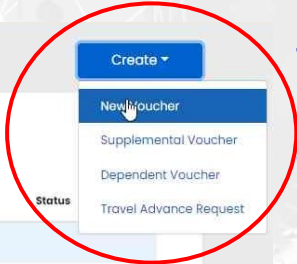
Last successful login: 09/20/2022 09:13:15
Last unsuccessful login: 09/16/2022 06:29:26

TDY Vouchers

Travel Order	Start Date	End Date	Supplemental?	Status
No TDY travel Vouchers have been entered through SmartVoucher				

PCS Vouchers ?

Travel Order	Start Date	End Date	Supplemental?	Dependents	Status
mhh543	07/14/2021	07/16/2021	No		PDF Prepared Edit Delete View/Print
Sykes2	11/01/2021	11/01/2021	No		Traveler Signed Delete View/Print
Sykes2	11/06/2021	11/06/2021	No	BamBam, Dino	Traveler Signed Edit Delete View/Print
MP27485	05/10/2022	05/12/2022	No	BamBam, Dino	Rome Reviewer Approved Edit Delete View/Print
mp78956			No	BamBam, Dino	In Progress Edit Delete View/Print
mpl28529	03/01/2022	03/02/2022	No	BamBam, Dino	In Progress Edit Delete View/Print
mp56987	06/10/2022	06/21/2022	No	BamBam, Dino	Rome Reviewer Approved Edit Delete View/Print
mpl2589pov	06/14/2022	06/16/2022	No	BamBam, Dino	Rome Reviewer Approved Edit Delete View/Print
mp87654	05/04/2022	05/31/2022	No	BamBam, Dino	Rome Reviewer Approved Edit Delete View/Print
mp825965	06/01/2022	06/02/2022	No	BamBam, Dino	Rome Reviewer Approved Edit Delete View/Print
MP27485	05/10/2022	05/12/2022	Yes	BamBam, Dino	Rome Reviewer Approved Edit Delete View/Print
mp825965	06/01/2022	06/02/2022	Yes	BamBam, Dino	Rome Reviewer Approved Edit Delete View/Print



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.





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Smart Voucher Instructions

User Type

Step 1 of 12 ▾

What is your category of travel? ⓘ

PCS ▾

What type of user are you?

Active Duty ▾

What Local Finance Office are you submitting from?

Fort Lee, VA ▾

[Return to My Vouchers](#)

[Save & Continue](#)

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





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Initial Information

Step 2 of 10 -

Travel Order Number [?]

Enter Travel Order Number

Please enter the Travel Order Number (TONO), between 1 and 15 characters, from your original PCS Orders.

**For IPPS-A orders, the TONO is the last 5 characters of the Assignment ID*

Proceed

You must attach a copy of your orders/amendments in order for this claim to be processed

Add a Document

What is the issue date on the order?

01/01/2026

Do you have a Government Travel Charge Card?

Yes

You can't request split disbursements if you don't have a card

You will be paid by:

Direct Deposit

Note that PCS moves must be direct deposit
Allow 24 to 48 hours for the change to register throughout the system

To ensure payment is routed properly, please ensure your EFT info is updated. To verify or update, please login to your myPay Account

Did you ship your household goods?

Yes

Are you claiming a Dislocation Allowance (DLA) on this voucher?

Yes

Select "No" if this is your first move without dependents, if you are residing in the barracks, or if this is a retirement/separation

See Chapter 5, Section 050104 of the JTR for more details about Dislocation Allowance (DLA) entitlement.

Secondary DLA, Chapter 5, Section 050507, Dislocation Allowance Chapter 5 Section 0505.

- Travel Order # - Please enter the Travel Order Number (TONO), the TONO is the last 5 characters of the SDN
 - 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**





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Smart Voucher Instructions

Are you claiming a Temporary Lodging Expense (TLE)?

No

You will need the following documents to complete the TLE portion of your claim:

- PCS Travel Orders and all amendments
- Zero balance lodging receipts
- Statement of Non-Availability for CONUS locations other than on or near Army installations

[More TLE information](#)

Marital Status?

Single

Did you perform temporary duty en route?

No

On the itinerary, please ensure to include all official stops of travel, including temporary duty en route

Previous

Save & Continue

- 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"





U.S. ARMY

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





U.S. ARMY

Smart Voucher Instructions

Advances

Step 3 of 12 ▾

Did you receive any previous government payments, partial payments, or advances for this travel order?

No ▾

Does **not** include ATM withdrawals from your government travel charge card

Did you receive any payments from the Defense Travel System (DTS) during this travel period?

No ▾

Previous

Save & Continue

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

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





U.S. ARMY

Smart Voucher Instructions

Personal Information

Step 4 of 12 ▾

First Name

Freddrick

Middle Initial (not required)

Last Name

Flintstone

Social Security Number

***-**-9394

Grade/Rank

E-7 ▾

- Enter your personal information





U.S. ARMY

Smart Voucher Instructions

Provide your current address, the one where we can contact you by mail (if necessary)

Current Country of Residence

USA

Current Street Address

1 Soldier Ave

Current Zip Code/APO/FPO

23801

[USPS Zip Code Lookup](#)

Installation/Base/City

Fort Lee

Current State

Virginia

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





U.S. ARMY

Smart Voucher Instructions

Unit Identification Code (UIC)

UIC is located on IPSS-A Orders between DODID and duty location

Phone Number

Provide your primary phone number, the one at which we are most likely to reach you

Email

Provide your primary email, the one you read most consistently

Previous

Save & Continue

- **Unit Identification Code (UIC) :**
 - ✓ UIC is located on IPSS-A Orders between DODID and duty location
- **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

Are you claiming dependents on this voucher?

Yes

The address of a dependent should be their address at the time you received your orders

For PCS travel to/from a CONUS location, dependents must be authorized on your orders

For PCS travel to/from a OCONUS location, dependents must be Command Sponsored

My dependents left the previous duty station with me and arrived at my new duty station on the same day

Select even if your dependents traveled in a separate vehicle

My dependents traveled at a separate time or from a different location than me

By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

My dependents traveled to a designated location authorized on my PCS orders

By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

Previous

Save & Continue

- 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.**





U.S. ARMY

Smart Voucher Instructions

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled	
WILLMA		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	07/01/2022	<input type="checkbox"/>	Edit Delete
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	<input type="checkbox"/>	Edit Delete
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	<input type="checkbox"/>	Edit Delete

[Add a Dependent](#)

- A limit of 16 dependents can be added to this voucher.
- If your dependents have different permanent addresses, you must complete a separate itinerary for each of them on a DD Form 1351-2(blocks 15a to 15f).

[Previous](#)

[Save & Continue](#)

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





U.S. ARMY

Smart Voucher Instructions

Add/Edit a Dependent

First Name

Pebbles

Middle Initial (not required)

Last Name

Flintstone

Relationship to You

Choose one...

Dependent

Spouse

and parents require an approval memo from DFAS

Dependent Residence at the Time You Received Your Orders

Country

USA

Street Address

1812 G Washington Ave

Zip Code

22182

[USPS Zip Code Lookup](#)

City

Vienna

State

Virginia

Did the dependent complete travel?

Choose one...

Yes

No

Save

Cancel

- 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





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12

1 Eligibility 2 Locations 3 Daily Expenses 4 Persons Claimed 5 Certification

Were you assigned to Unaccompanied Personnel Housing (government quarters) at your old duty station?

Does not include privatized housing

Yes No

Were you assigned to Unaccompanied Personnel Housing (government quarters) at your new duty station?

Does not include privatized housing

Yes No

Did you perform a Personally Procured Move (PPM)?

PPM was formerly called DITY

Yes No

On what day were your HHGs picked up (or will your HHGs be picked up) from your old duty location?

09/01/2022

On what day were your HHGs delivered (or will your HHGs be delivered) to your new duty location?

09/12/2022

Previous

Save & Continue

- **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)*





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 ▾

1

Eligibility

2

Locations

3

Daily Expenses

4

Persons Claimed

5

Certification

TLE Locations

You must add at least one location.

You must use available government quarters before commercial lodging unless your location is an Army CONUS Installation that was converted to private lodging.

Reimbursement is limited to 21 days for a CONUS/OCONUS to CONUS PCS and 7 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date
------	-------	----------	--------------	----------------

You have not added a location for this travel voucher

Add a Location

Previous

Save & Continue

- Click “Add a Location”





U.S. ARMY

Smart Voucher Instructions

Add/Edit Location(s) ✕

Is your location at or near an Army CONUS Installation?

Yes No

Did you stay in off-post lodging?

Yes No

What day did you arrive/check-in at the location?

Your arrival date is typically paid as a travel per diem day and does not count as a TLE day

01/01/2025

Location Address

TLE is limited to the 48 contiguous states and DC

Zip Code

23801

[USPS Zip Code Lookup](#)

City

Fort LEE

State

Virginia

What day did you depart/check-out at the location?

03/06/2025

Did you incur daily lodging expenses at the location?

Yes No

Note: Lodging costs will be entered on the next screen

Save

Cancel

- **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.*





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12 ▾

1

Eligibility

2

Locations

3

Daily Expenses

4

Persons Claimed

5

Certification

TLE Locations

You must add at least one location.

You must use available government quarters before commercial lodging unless your location is an Army CONUS Installation that was converted to private lodging.

Reimbursement is limited to 21 days for a CONUS/OCONUS to CONUS PCS and 7 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date	
Fort LEE	VA	23801	02/15/2025	03/06/2025	Edit Delete

Add a Location

Previous

Save & Continue

- Verify information and choose “Add a Location” for additional hotels or “Save & Continue”





U.S. ARMY

Smart Voucher Instructions

09/08/2022

Amount:

Charges to Government Travel Charge Card? Yes No

09/09/2022

Amount:

Charges to Government Travel Charge Card? Yes No

09/10/2022

Amount:

Charges to Government Travel Charge Card? Yes No

09/11/2022

Amount:

Charges to Government Travel Charge Card? Yes No

Previous

Save & Continue

- **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.*





U.S. ARMY

Smart Voucher Instructions

Persons Claimed

City, State	Zip Code	Arrival Date	Departure Date
-------------	----------	--------------	----------------

Fort Lee, VA	23061	03/01/2026	03/22/2026
--------------	-------	------------	------------

Claim All Days for Location

Date	Persons Claimed
------	-----------------

03/01/2026	<input type="checkbox"/> Claim All
------------	------------------------------------

Self

03/02/2026	<input type="checkbox"/> Claim All
------------	------------------------------------

Self

03/03/2026	<input type="checkbox"/> Claim All
------------	------------------------------------

Self

03/04/2026	<input type="checkbox"/> Claim All
------------	------------------------------------

Self

03/05/2026	<input type="checkbox"/> Claim All
------------	------------------------------------

- **TLE Persons Claimed**

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

Claiming All Days for Location

Location: Fort Lee, VA

Arrival: 03/01/2026

Departure: 03/22/2026

You are validating that all travelers resided in the claimed Temporary Lodging

Agree

Cancel





U.S. ARMY

Smart Voucher Instructions

Temporary Lodging Expenses ?

Step 6 of 12

- 1 Eligibility
- 2 Locations
- 3 Daily Expenses
- 4 Persons Claimed
- 5 **Certification**

I certify that the dependents listed and I have incurred temporary lodging expenses on the inclusive dates, and further certify that government quarters were [not] available for use as temporary lodging.



Sign

Previous

Save & Continue

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

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





U.S. ARMY

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





U.S. ARMY

Smart Voucher Instructions

Recording Now | DISA Multi-Host Int... | godocs Travel Pay... | https--smartvouche... | iPERMS RMA | ISM - Log In | The Integrated Pers... | Homepage | Login

Stop Record | Add Comment

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Itinerary Information

Step 7 of 12

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging
Currently, you have not entered any stops for this travel voucher.							

Add Itinerary Information

Previous

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***

CLICK ADD





U.S. ARMY

Smart Voucher Instructions

1

Departure

2

Next Stop

On what day did you sign-out of your losing duty location?

01/01/2026



The sign-out date should match the date on your IPPS-A absence request form or DA-31

On what day did your travel begin?

01/01/2026



From what country did you depart?

USA



What is the departing location zip code?

80913

[USPS Zip Code Lookup](#)

From what installation/base/city did you depart?

FORT CARSON

From what state did you depart?

Colorado



SAME DATE



- **CONUS DEPARTURE**
- The day you departed your previous duty station.
 - ✓ **THIS MUST BE THE DATE YOU SIGNED OUT ON LEAVE**
- **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"





U.S. ARMY

Smart Voucher Instructions

POV Drivers Only

By what mode of transportation did you travel?

Automobile ▾

Did you own or were you personally responsible for the operating expenses of the automobile?

Yes ▾

Select "Yes" if you drove a rental vehicle.

How many automobiles did you drive?

2 ▾

Per JTR, reimbursement for the use of more than two vehicles within the same household for PDT must be authorized/approved through the Secretarial Process.

Reimbursement for the use of more than two vehicles must be authorized.

Were you the operator of the automobile?

Yes ▾

Select No if you were a passenger.

Was this leg of travel to or from a terminal?

No ▾

Terminals include airports, bus depots, train stations, and/or ports of call.

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"

Cancel

Save & Continue to Next Stop Information





U.S. ARMY

Smart Voucher Instructions

1 Departure

2 Next Stop

SAME DATE

On what date did you arrive at Fort Lee?

Did you drop off/store or pick up a automobile at this location?

In what country did you arrive?

On what day did you sign-in at your new duty location?

The sign-in date should match the date on your IPPS-A absence request form or DA-31

What is the arrival location zip code?

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?

In what state did you arrive?

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?

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

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"
- **Arrival Date is the day you Reported to your new Unit**
- 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"





U.S. ARMY

Smart Voucher Instructions

What was your reason for stopping at Fort Sill?

Choose one... ▾

- Authorized Delay
- Authorized Return
- Awaiting Transportation
- Hospital Admittance
- Hospital Discharge
- Leave en route
- Mission Complete**
- Temporary Duty
- Voluntary Return

Leave en route (LV) – Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) – Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

Temporary Duty (TD) – Official duty while at the temporary duty site

Voluntary Return (VR) – Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you drop off/store or pick up a automobile at this location?

▾

Cancel

Previous

Save & Complete

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





U.S. ARMY

Smart Voucher Instructions

1

Departure

On what date did you arrive at Incheon?

04/01/2024



2

Next Stop

In what country did you arrive?

KOREA (SOUTH)



In what city did you arrive?

Incheon

- **OCONUS DEPARTURE**
- The day you departed your previous duty station.
 - ✓ **THIS MUST BE THE DAY YOU SIGN OUT ON LEAVE**
- **OCONUS**
- Enter country departing from
- Use last duty station





U.S. ARMY

Smart Voucher Instructions

Flying to Fort Lee: Part 1

By what mode of transportation did you travel?

Automobile

Did you own or were you personally responsible for the operating expenses of the automobile?

No

Select "Yes" if you drove a rental vehicle

Did the government own the automobile?

No

Did you have to personally pay for the automobile?

Yes

What was the date this expense was incurred?

09/13/2022



What was the nature of this expense?

Taxi - Terminal

What was the cost of the expense?

60.00

Did you charge this expense to your Government Travel Charge Card(GTCC)?

Yes

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





U.S. ARMY

Smart Voucher Instructions

Flying to Fort Lee: Part 1 Cont.

1

Departure

2

Next Stop

On what date did you arrive at INCHON?

09/13/2022



In what country did you arrive?

KOREA (SOUTH)



In what city did you arrive?

INCHON

What was your reason for stopping at Seattle?

Awaiting Transportation



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 transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a medical facility after inpatient treatment

Leave en route (LV) — Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) — Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

Temporary Duty (TD) — Official duty while at the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you incur any lodging expenses while at Seattle?

No



Cancel

Previous

Save & Complete

- 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*





U.S. ARMY

Smart Voucher Instructions

Flying to Fort Lee: Part 2

1 Departure 2 Next Stop

What day did you depart INCHON?

09/13/2022

Enter the date of departure on your leave form

By what mode of transportation did you travel?

Plane

Did the government own the plane?

No

Did you have to personally pay for the plane?

No

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





U.S. ARMY

Smart Voucher Instructions

Flying to Fort Lee: Part 2 Cont.

1

Departure

2

Next Stop

On what date did you arrive at Seattle?

09/13/2022



In what country did you arrive?

USA

What is the arrival location zip code?

98158

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?

Seattle

In what state did you arrive?

Washington

What was your reason for stopping at Seattle?

Awaiting Transportation

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 transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a medical facility after inpatient treatment

Leave en route (LV) — Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) — Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

Temporary Duty (TD) — Official duty while at the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you incur any lodging expenses while at Seattle?

No

Cancel

Previous

Save & Complete

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






U.S. ARMY

Smart Voucher Instructions

Flying to Fort Lee: Part 3


1 Departure 2 Next Stop

What day did you depart Seattle?


09/13/2022 

Enter the date of departure on your leave form


By what mode of transportation did you travel?

Bus 

Did the government own the bus?

No 

Did you have to personally pay for the bus?

No 

- Part 3 is about the day you left the arrival airport
- Answer the questions regarding mode of travel





U.S. ARMY

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**”
- **Arrival Date is the day you Reported to your new Unit**
- Lodging expenses do not include TLE
 - ✓ Will be filled out a separate form





U.S. ARMY

Smart Voucher Instructions

Itinerary Information

Step 6 of 11

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
04/01/2024	Camp Humphries, KOREA (SOUTH)	04/01/2024	OSAN, KOREA (SOUTH)	GA	AT	0	0.00	Edit
04/01/2024	OSAN, KOREA (SOUTH)	04/01/2024	Charlotte, NC USA	TP	AT		0.00	Edit
04/01/2024	Charlotte, NC USA	04/01/2024	Richmond, VA USA	TP	AT		0.00	Edit
04/01/2024	Richmond, VA USA	04/01/2024	Fort Lee, VA USA	CA	MC	0	0.00	Edit Delete

Previous

Save & Continue

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





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1351-2 ITINERARY GUIDANCE

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
mm/dd	DEP	YOUR DEPARTURE DATE MUST BE THE DAY YOU SIGNED OUT ON LEAVE (NOT THE FIRST DAY OF TRAVEL; IF THEY ARE DIFFERENT)				
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	ARR	YOUR MISSION COMPLETE (MC) DATE IS THE DATE THAT YOU REPORTED TO YOUR UNIT (NOT THE FINAL DAY OF TRAVEL; IF THEY ARE DIFFERENT)				
	DEP					
	ARR					
	DEP					
mm/dd	ARR			MC		
	DEP					
	ARR					

**YOUR ITINERARY
NEEDS TO BE BUILT
THIS WAY OR YOUR
PAY CAN BE
SUSPENDED AFTER
90 DAYS DUE TO
NON-ARRIVAL**

e. SUMMARY OF PAYMENT

(1) Per Diem	
(2) Actual Expense Allowance	
(3) Mileage	
(4) Subsistence Travel	

16. DUTY TRAVEL (Y or N)

COMMINGRATED

PASSENGER

17. DURATION OF TRAVEL





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Smart Voucher Instructions

Reimbursable Expenses

Step 8 of 12

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required
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Currently, you have not entered any reimbursable expenses for this travel voucher.

Add an Expense

- Claim all expenses related to authorized travel that are not directly reimbursed by your per diem or meals and incidental expenses
- You must submit an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more
- For reimbursable expenses incurred in a foreign country, claim the expense in the local currency and in the US dollars

Previous

Save & Continue

[PCS Travel Help](#)

[Comments/Questions](#)

[Accessibility/508](#)

- 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"





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Smart Voucher Instructions

Add/Edit an Expense ✕

If you want to claim an "In/Around Mileage" expense type, select a Daily expense, then "In/Around Mileage" in the Expense Type dropdown, then enter the total number of miles you traveled. If your daily mileage varied, you can enter a one-time expense for each day you drove.

Was this a One-Time expense or Daily expense incurred during a specific time period?

One-Time Daily

Expense Date

09/13/2022

Expense Type

TOLLS (HIGHWAYS, BRIDGES, ETC.)

Failure to specify an expense type will result in non-payment.

If the Type of expense you want to claim is not listed here, select "Other" and then enter your expense type in the field that will display below

One-Time Expense Amount

5.00

For a one-time expense, enter the total amount of the expense. For a daily expense, enter the expense incurred each day and the system will calculate the total expense.

Did you charge this expense to your Government Travel Charge Card?

Yes No

Save **Cancel**

- 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"





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Smart Voucher Instructions

Reimbursable Expenses

Step 8 of 12

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required	
09/13/2022	TOLLS (HIGHWAYS, BRIDGES, ETC.)		\$5.00	No	No	Edit Delete
Total:			\$5.00	\$0.00		

Add an Expense

- Claim all expenses related to authorized travel that are not directly reimbursed by your per diem or meals and incidental expenses.
- You must submit an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more
- For reimbursable expenses incurred in a foreign country, claim the expense in the local currency and in the US dollars

Previous

Save & Continue

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





Smart Voucher Instructions

Miscellaneous Information

Step 9 of 12

Voucher Attachments

Document Name

Add a Document

Do you have unused tickets from this trip?

No

If 'yes', turn your tickets into the Transportation Office or Commercial Travel Office

If lodging was required as part of this trip, you must include a receipt regardless of amount. All other expenses over \$75 require a receipt.

Enter any general remarks you may have regarding this voucher

ADD ANY COMMENTS OR ADDITIONAL INFO HERE

Remaining Characters: 760

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Save & Continue

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





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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

Upload Supporting Documents

Document Type

Choose one... ▾

- Orders/Ammendments
- Statement of Non-Availability
- Lodging Receipts
- Leave Form
- Other

Upload Selected

Scanner is set to "black and white" and at least 300 dpi or "fine"

DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE

Documents cannot be larger than 2MB

Documents must be in one of the following formats: bmp, gif, jpeg, jpg, png or pdf

Done

Upload Supporting Documents

Document Type

Orders/Ammendments ▾

Choose File No file chosen

Upload Selected

When scanning documents, make sure scanner is set to "black and white" and at least 300 dpi or "fine"

DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE

Documents cannot be larger than 2MB

Documents must be in one of the following formats: bmp, gif, jpeg, jpg, png or pdf

Done





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Smart Voucher Instructions

Split Disbursements

Step 10 of 12 ▾

Split disbursement is mandatory for any expense you charged to your Government Travel Charge Card (GTCC)

If you indicated that you paid any expense with your GTCC, it is noted below.

To check your current GTCC balance, call 1-800-200-7056 or visit your Online Citibank GTCC Account

You indicated that you charged this amount to your GTCC:

\$ 700.00

Reset Amount

You can change the amount displayed here

If you made changes to your expense or lodging amounts, please verify your split disbursement amount before submitting this voucher.

Expenses you did not charge to your GTCC:

\$ 5.00

Previous

Save & Continue

- 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”





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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

Travel Category

PCS

User Type

Active Duty

DMPO

Fort Sill, OK

Edit

Initial Information

Travel Order Number

8675309

Reimbursement Type

Direct Deposit

Edit

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

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Save & Continue





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Smart Voucher Instructions

Additional Information

Before submitting your voucher, make sure that any changes made throughout this process are reflected in it

To view or edit an existing voucher, go to the My Vouchers page and click "View/Print" or "Edit" to the right of the voucher

To create a new voucher, go to the My Vouchers page and select "New Voucher" from the "Create" dropdown in the upper right

To create a supplemental voucher, go to the My Vouchers page and select "Supplemental Voucher" from the "Create" dropdown in the upper right

View/Print Voucher

Sign and Submit Voucher

By clicking 'Submit Voucher' below you are legally submitting a signed travel voucher for routing and approval.

Sign

Previous

Submit Voucher

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





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QUESTIONS?





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NEED A COPY OF THIS BRIEF?

SCAN QR CODE

