

TRAVEL VOUCHER DIRECT

Upload your travel voucher and supporting documents online!

Travel Voucher Direct is available for all non-DTS travel claims computed and paid by DFAS.

Submit your travel voucher and supporting documents on this secure website or scan the QR code.

<https://www.dfas.mil/militarymembers/travelpay/travelvoucherdirect/>



TRAVEL VOUCHER DIRECT -- ONLINE CUSTOMER SERVICE

FAQs

Submit A Ticket

Help

Exit

- ✓ Step 1. Category selected is: **Travel Voucher Direct**
Step 2: Select a Subcategory by clicking the >> button next to the subcategory name.

Under the 'Subcategories' heading, click the type of travel you are filing your voucher for. This ensures your voucher gets to the proper DFAS office for processing.

Categories	Subcategories
> Travel Voucher Direct	> Civilian Permanent Change of Station-PCS > Evacuations > Military Permanent Change of Station-PCS > Non-Appropriated Funds (NAF) > Temporary Duty (TDY) Claims (NON-DTS) > Wounded in Action(Medical Treatment)/KIA

On the next page, enter name, email address, create a passcode, Type of User, Rank or Grade, Social Security Number and choose type of claim the upload your documents. After completed the fields, upload your document(s). **SUBMIT ONLY ONE CLAIM AT A TIME-NOT MULTIPLES.**

You are limited to 20 files with the following criteria:

- The following formats are accepted: .xlsx, .docx, .pptx, .pdf, .gif, .bmp, .jpg, .jpeg, and text files.
- Total files per ticket cannot exceed 35 MB (35,000KB) in size.
- Only attach the required files and please be patient while the files are transmitted.

Your voucher cannot be processed without supporting documents. Be sure that your files have successfully uploaded before you click 'Submit'

You will receive a **confirmation email** after your voucher is received.

TRAVEL VOUCHER DIRECT

NOTE: Not for use with travel processed in the Defense Travel System (DTS).



Upload your travel voucher and supporting documents online. Travel Voucher Direct is available for all travel claims computed and paid by DFAS.

You can upload your claim in three files of up to 5MB per file. The following formats are accepted: .xls, .xlsx, .doc, .docx, .ppt, .pptx, .msg, .pdf, .gif, .bmp, .jpg, .jpeg, .rtf, .tif, .tiff, .fdl, .xfdl and text files.

To find another method for submitting your claim use this [Where to Submit](#) guide to make sure you send it to the appropriate DFAS office. You can send via fax, email or mail. However, using the Travel Voucher Direct is recommended as the most secure method and fastest method for sending in your voucher.

After we receive your claim, you can [check the status](#) online or by phone.

Page updated March 2, 2015

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Providing responsive, professional finance and accounting services for the people who defend America means delivering timely useful information. Our site allows customers the ability to request support or provide feedback. Every individual is unique, but they often face similar issues. Browse our frequently asked questions database before submitting a question for best results.

INSTRUCTIONS:

Submit your travel voucher and supporting documents on this secure website.

Select the 'Submit A Ticket' button above.

On the next page, under the 'Subcategories' heading select the **type of travel** you are filing your voucher for. This ensures your voucher gets to the proper DFAS office for processing. On the next page, enter name and email address then upload your documents and submit your voucher. You are limited to 10 files not to exceed 35MB total. And, make sure your file(s) is in one of the accepted file formats listed.

Your voucher cannot be processed without supporting documents. Be sure that your files have successfully uploaded before you click 'Submit'.

You will receive a confirmation email after your voucher is received.

Civilian Employees: Click [here](#) for detailed guidance on your voucher submission.

Search (FAQs) from Travel Voucher Direct:

Go

Clear

Category:

Travel Voucher Direct

Subcategory:

All Subcategories

No FAQs

ADDITIONAL INFORMATION:

TRAVEL-PAY DFAS-ROME

CUSTOMER SERVICE NUMBER:

888-332-7366

TDY TRAVEL PACKET CONSISTS OF:

1. TRAVEL VOUCHER DD 1351-2
2. ORDERS AND DD 1610

INSTRUCTIONS TO
FILL OUT TRAVEL
VOUCHER OR
SUBVOUCHER



1. PAYMENT: Select “Electronic Fund Transfer”

1. PAYMENT

Electronic Fund Transfer (EFT)

Payment by Check

2. Name: Enter Last Name, First Name, Middle Initial

2. NAME (Last, First, Middle Initial) (Print or type)

DOE, JOHN

3. GRADE: Enter your Grade

3. GRADE

E-1

4. Select “SSN” and enter your SSN

4. SSN DoD ID

123-45-6789

5. TYPE OF PAYMENT: SELECT “TDY” & “MEMBER/EMPLOYEE”

5. TYPE OF PAYMENT *(X as applicable)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> TDY | <input checked="" type="checkbox"/> Member/Employee |
| <input type="checkbox"/> PCS | <input type="checkbox"/> Other |
| <input type="checkbox"/> Dependent(s) | <input type="checkbox"/> DLA |

6A-D. ADDRESS: ENTER YOUR ADDRESS

6. ADDRESS. a. NUMBER AND STREET IHG	b. CITY FORT LEE
c. STATE VA	d. ZIP CODE 23801

7. DAYTIME TELEPHONE NUMBER & AREA CODE: ENTER YOUR PHONE NUMBER

7. DAYTIME TELEPHONE NUMBER & AREA CODE

444-555-6666

8. TRAVEL ORDER/AUTHORIZATION NUMBER: ENTER “ORDERS”

8. TRAVEL ORDER/AUTHORIZATION NUMBER

YOUR ORDER'S NUMBER

11. ORGANIZATION AND STATION: ENTER "ALU FT LEE VA 23801"

11. ORGANIZATION AND STATION
ALU FT LEE VA 23801

12. DEPENDENT(S)

12. DEPENDENT(S) (X and complete as applicable)

ACCOMPANIED UNACCOMPANIED

18B. REIMBURSABLE EXPENSES: ENTER "MEAL ACCURAL DATE TO DATE"

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE
	MEAL ACCURAL
07/13/25 -08/13/25	

16. POC TRAVEL

16. POC TRAVEL (X one) OWN/OPERATE PASSENGER

15B & D. ITINERARY : ENTER YOUR OWN INFORMATION IN THE AREAS HIGHLIGHTED IN YELLOW

15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		
2025			
YOUR DEPARTURE DATE	DEP FROM YOUR HOME OR OLD PDS	PA	
YOUR ARRIVAL DATE	ARR FORT LEE, VA 23801		TD
	DEP		
	ARR		
	DEP		
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	DEP		
	ARR 1ST ACCURAL 04/01/25 TO 05/02/2025		
	DEP		
	ARR		

20A. CLAIMANT SIGNATURE & DATE: SIGN AND DATE FORM

20.a. CLAIMANT SIGNATURE *JOHN DOE* 20.b. DATE 25DEC25