

IN-PROCESSING BRIEF

FORT GREGG-ADAMS, VA 23801





LOCATION Soldier Support Center, Room 122

CUSTOMER SERVICE HOURS

Mon 0830-1530 Tues 0830-1530 Wed 0830-1530 Thurs (Closed for Training)(Emergencies Only) Fri 0830-1530

All In-Processing documents will be submitted -

THROUGH SMARTVOUCHER





NO COST MOVE - INTRAPOST TRANSFER

**Turn in PCS Orders/amendments to S-1 S-1 submit to AMPO on UTL

Dependents Travel voucher and TLE will be processed using SMARTVOUCHER





ENLISTMENT BONUS

- Statement for enlistment DA Form 3286 (Annex B)
- Copy of form DD 4/1, 4/2, 4/3, and Enlistment contract.
- Copy of graduation diploma showing completion of MOS.
- Assignment orders reporting to 1st PCS After graduation.





Army ALARACT 057/2024

Reimbursement for State Licensure and Certification Costs for the Spouse of a Soldier Arising from a Permanent Change of Station.

Eligible for this program when they PCS from State to State.

Standard Form 1034 (SF 1034) signed by the unit Commander as the Approving Officer and signed by the S-1as the Certifying Official. Submitted via a Transmittal Letter by the S-1 to the finance office.

Supporting documents depicting 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 Good home mailing address





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Entitlements that could terminate/change upon departure from old PDS

Hostile Fire Pay Family Separation Allowance Special Duty Assignment Pay Combat zone tax exclusion (CZTE) Save Pay Demolition Pay Cost of Living Allowance Foreign Language Proficiency Bonus Assignment Incentive Pay Parachute Pay

If you are entitled to a special pay on your arrival, your unit can input into IPPS-A.





BASIC ALLOWANCE for HOUSING (BAH)

BAH while in-transit is based on your losing permanent duty station (PDS). The BAH rate for your gaining Permanent Duty Station will be effective the **DATE YOU SIGN IN FOR DUTY**. It **IS NOT** effective the date you sign for your housing. It is also **NOT** effective the date you arrive in the local area unless you sign into your unit.

You only have to update your BAH by doing a DA Form 5960 if your dependency status has changed. IE: marriage, divorce, had a child and you are single.

** NOTE **

UPDATED DEERS DEPENDENCY INFORMATION DOES NOT AUTOMATICALLY TRANSFER TO THE MILITARY PAY SYSTEM NOR VICE VERSA. MAKE SURE TO UPDATE DEPENDENCY INFORMATION AT EACH LOCATION.





FAMILY SEPARATION ALLOWANCE (FSA)

- FSA is only processed for permanent party Soldiers SM married to SM or TDY and return/enroute to this installation
- DA 1561 and a copy of the travel settlement voucher showing dates of separation and 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 Driving

As of JAN 1, 2025, the mileage rate is paid at \$0.21 per authorized vehicle.

The use of a maximum of 2 vehicles is authorized per family provided both vehicles are driven to the next duty station. (max \$0.42 per mile).

Per Diem: (Effective 1 OCT 2024)

Soldiers are authorized \$178.00 per travel day.

Family member(s) 12 years or older receive \$133.50 and family member(s) under 12 receive \$89.00 per travel day.

Family members must be listed on Orders and reflect "Dependents Traveling or Dependents authorized Travel".





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.

Payable within 75 miles or commuting distance of SM's previous CONUS PDS and/or the gaining PDS during the PCS process.

TLE Days authorized: (Effective 27 November 24) 1.CONUS - CONUS 21 DAYS 2.OCONUS- CONUS 21 DAYS





CONDITIONS OF TLE PAYMENT/AUTHORIZATION

****NOTE****ADMIN ABSENCE HAS NO IMPACT ON TLE DAYS THEY ARE 2 DIFFERENT ENTITLEMENTS***

TLE may be claimed at/near Old PDS: From the date Transportation packs HHG through the day prior to departure from the area.

TLE may be claimed at/near New PDS: From the date of arrival to the area through the date of completion of 21 days.

SM may also claim "Meals Only" for self and/or dependents for days that HHG were not accessible/available (ie any days stayed with family/friends and/or residing in housing without access to HHG).



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TEMPORARY LODGING EXPENSE (TLE): Payable <u>w/in 75 miles of each CONUS duty station</u> during the PCS process. The purpose of TLE is to help offset the cost of acquiring temporary lodging upon departure from old duty station or arrival at new duty station (if CONUS).

Та	ible 5-17. Daily Lodging Ceiling and M & IE Rate Percentage	s for TLE
#	of Eligible Persons Occupying Temp Lodging Applicable Pe	ercentage 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%
	EACH MEMBER MAY BE REIMBURSED UP TO \$290 PER DAY.	





DISLOCATION ALLOWANCE (DLA)

A dislocation allowance partially reimburses a Service member for expenses incurred when moving a household. A dislocation allowance is a flat amount and may be paid as a primary dislocation allowance, a secondary dislocation allowance, or a partial dislocation allowance, depending upon the circumstances of the household move. Only one dislocation allowance payment is permitted in a fiscal year, unless the situation qualifies as an exception in JTR, par. 050501.

DLA IS PAYABLE TO SSG/E6 AND ABOVE

DLA IS ONLY PAYABLE TO SGT/E5 AND BELOW WHO RELOCATE AUTHORIZED DEPENDENTS.





Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$4,997.43	\$6,151.81
O-9	\$4,997.43	\$6,151.81
O-8	\$4,997.43	\$6,151.81
0-7	\$4,997.43	\$6,151.81
O-6	\$4,584.74	\$5,539.14
O-5	\$4,415.71	\$5,339.17
0-4	\$4,092.11	\$4,706.58
O-3	\$3,279.49	\$3,893.91
O-2	\$2,601.45	\$3,324.93
0-1	\$2,190.58	\$2,972.28
O-3E	\$3,541.26	\$4,184.78
0-2E	\$3,010.47	\$3,775.79
0-1E	\$2,588.72	\$3,488.54

R E S





Grade	Without-Dependent Rate	With-Dependent Rate
W-5	\$4,157.52	\$4,542.95
W-4	\$3,692.15	\$4,164.85
W-3	\$3,103.16	\$3,815.78
W-2	\$2,755.97	\$3,510.36
W-1	\$2,306.89	\$3,035.94
E-9	\$3,032.31	\$3,997.60
E-8	\$2,783.21	\$3,684.91
E-7	\$2,377.83	\$3,421.30
E-6	\$2,301.95	\$3,418.13
E-5	\$2,301.95	\$3,418.13
E-4	\$2,301.95	\$3,418.13
E-3	\$2,269.25	\$3,418.13
E-2	\$1,951.12	\$3,418.13
E-1	\$1,802.10	\$3,418.13

E S

R





PCS ADVANCE PAY

Requested on DD Form 2560.

SGT/E-5 and above can request the advance on their own right. SPC/E-4 and below, commander signature required. Repayment prorated @ no more than 12 months; interest-free.

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





PET EXPENSE INFORMATION (JTR 050107)

- Pet Expenses Due to PCS-Effective 1 January 2024-Needs to be reflected on ORDERS to be PAYABLE. Must list in Reimbursables on SmartVoucher.
 - 1. A household pet is a cat or dog.
 - 2. Eligibility-SM on PCS order *with effective date of January 1, 2024 or later, as defined in Appedix A,* may be authorized reimbursement for the costs related to the relocation of **ONE** household pet that arises from a PCS.
 - **3.** <u>**CONUS-**</u>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.
 - 4. <u>OCONUS-</u> 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 trans must be used if available or reimbursement is not authorized. Reimbursement is limited to \$2000 per PCS move.





Access <u>SmartVoucher</u> 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 下 🛉	QUICK LINKS
Webcone Singler Streamlined Mobile-Friendly	Sign In Login ID A Password Sign In Forgot your Login ID? Forgot or Need a Password? Corport or Need a Password? Mart Card Login DoD CAC PIV (Insert Card First)	 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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- Click "Login with CAC" or input your username and password for MyPay
- Click "I Agree" twice

a fis	SmartVouch	er	0
	Welcome to Travel Pay S This website has been tested of	ervice's Smar	tVoucher!
	Login with myPay Username and Password Fields are case-sensitive: Login ID (Same as myPay, NOT your Social Security Number) Password (Same as myPay, NOT Interactive Voice Response System (IVRS) Personal Identification Number (PIN) Forgot your Login ID or Password, click HEREI To enter your Password more securely, click on the On-Screen Keyboard button below. On-Screen Keyboard	Login with DoD CAO	You may also log in with YOUR own personal Common Access Card (CAC). You cannot use someone else's CAC. Please select your NON-Email certificate. Login with CAC







SmartVoucher	Logout
My Dashboard 😮	Create

Smart Voucher Home Page

* Click on Create which gives a drop down menu

* Click New Voucher for PCSing

* If you are only doing a Dependent voucher select that option or Supplemental if need be.







	0	t Optoment of travel will be "DOO"
What is your category of travel?		* Type of User is "Active Duty"
PCS v		* Select " Fort Great Adams" as your DM
If you are retiring or separating and this is the final PCS vouch	her you are	Select Fort Gregg-Adams as your Divi
submitting, select "DoD Civilian" for type of user and then the from which you are retiring or separating.	service or agency	* SAVE & CONTINUE
What type of user are you?		
Active Duty ~		
What DMPO are you submitting from?		
Fort Gregg-Adams, VA (formerly Fort Lee)	This will be Fort G	Bregg-Adams
		55





Step 2 of 11.

Travel Order Number



You will be paidby

Direct Deposit v

Allow 24 to 48 hours for the change to register throughout the system

Did you ship your household goods?

Yes v

IF YOU DID A DITY/PPM THIS IS STILL YES



IF YOU GOT AN ADVANCE FOR DLA ANSWER YES!!! DLA IS ONLY FOR MARRIED SOLDIERS OR FOR

Are you claiming a Dislocation Allowance (DLA)?

Yes v

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.

E-6 AND HIGHER.

IF YOU ARE DUAL MILITARY ONLY ONE CAN CLAIM DLA ***UNLESS YOU ARE COMING FROM **DIFFERENT DUTY LOCATIONS.*****

Are you claiming a Temporary Lodging Expense (TLE)?

Yes

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

ONLY SAY YES IF YOU ARE GOING TO CLAIM ON THIS VOUCHER, IF NOT SAY NO AND DO A SUPPLEMENTAL WHEN DONE STAYING IN THE LODGING.

TLE is only payable within 75 miles or commuting distance of SM's previous CONUS PDS and/or the gaining PDS during the PCS process.





Marital Startus?	Marital Status?
Dual Military v	Single v
Spouse's SSN	
000001623	
Spouse's Fir.st Name Stitch	Marital status is important. If you are dual military, you have to put your spouse's information in the system.
Spouse's Middle Initial	This helps to determine your entitlements.
Snouse's Latet Name	Did you perform temporary duty en route?
Alien	0 ν
Spouse's Military B.r,anch Space Force	On the itinerary, please ensure to include all official stops of travel, including temporary duty en route
Spouse's Currenrt Duty Station	Previous Save & Continue

Your military spouse cannot be claimed as your dependent for a Temporary lodging Expense {HE}. Also, you cannot claim a dependent that your military spouse hos already claimed for the same HE time period.

Hawaii





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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

If you did not get an advance on your DLA, both of these questions are NO.

THIS IS NOT FOR PPM/DITY ADVANCES

This question will be no regardless, unless you went TDY enroute.

IF YOU GOT AN ADVANCE ON YOUR DLA, ANSWER YES AND CONTINUE.





Personal Information	Step 4 of 12,	
	THIS I	IS YOUR INFORMATION EVEN IF YOU
First Natime	ARE D	OOING A DEPENDENT VOUCHER.
JANE		
Middle Initial (not required)		
Las:tName		
DOE		
DoDID		
1087167522		
Grade/Rank		
E-6	Provide your curre rnail (it necessary)	ntaddress, the one where we can contact you by)
	Current Country of	of Residence
	LJSA	
	Current Street Add	dre.ss
	1234 CHAMPION	NS DRIVE
	Current Zip Code/	A P O / F P O
	238011	
	USPS Zip Code Loo	kup
	Insta IIIa†tion/Base	/city
	Fort Gregg Ada	a m s
	Current State	
	Virginia	



Unit of assignment

B CO 563RD

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PLEASE PUT YOUR UNIT OF ASSIGNMENT IF NOT THE UIC ON YOUR ORDERS WILL WORK. DON'T JUST PUT FORT GREGG-ADAMS OR VIRGINIA.

Enter City/State or Post/State If you don't know it, enter "Unknown"

Phone Number

804-777-1212

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

Email

Yes

DOEFORYOU@HOTMAILCOM

PLEASE USE AN EMAIL YOU WILL MONITOR

Provide your primary email, the one you read most consistently

Do you have a Government Travel Charge Card?

o you have a Government Travel Charge Cara?

IF YOU DON'T NEED MONEY TO GO ON YOUR CARD SAY **NO**

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





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Step 5 of 11 -
n a separate location or during New" dropdown on the My

Previous

If your dependents traveled on a different day, or by a different mode of travel you have to do a separate voucher. You will not claim dependents on your voucher.

Save & Continue

If you picked up dependents enroute, you will select the first option. If not you will not get your entitlements.

Are you claiming dependents on this voucher?

V	00		
19	65		

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

If your dependents traveled with you but in another car, mark this one.

 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.





Middle Initial (not requiled) City
Schofield Barracks
Last Name
Relationship to, You Hawaii
Spouse
Children over 2i wards and parents require an approval memorandum from Dependency Entitlements (DFAS)
Date of Marriage Yes V
m/01/2001
Dependent Residence at the Time You Received Your Orders THIS IS THE ADDRESS THEY LEFT FROM. USA Add as many dependents as you have that travels with you and are authorized by your orders. If you are coming from Overseas you have to know the State (NY, FL, CA) your mail was routed through. You have to put the Country you came from.
4567 SUNNY SIDE ROAD



Zip Code

Confirm Dependent Address!

was this the dependent's address upon receipt of Orders tor Travel Order Number: 56859 ?



The system asks you if the address you entered is the address your family left from. If you put your current (local) address you will not get your family's per diem.

YOU WILL ONLY FILL THIS OUT IF YOU ARE CLAIMING TLE ON THIS VOUCHER.



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

Does not include privatized housing

0Yes @No

Were you assigned barracks?

TEMPORARY LODGING ALLOWANCE (TLA) FROM OVERSEAS DOES NOT GO IN THIS FORM. JUST UPLOAD THE DOCUMENTS REQUIRED TO PAY.

TLA- receipts and approved memo from housing can be submitted through your unit S-1 for processing or be submitted via your SMART Voucher

TLA IS NOT PAID BY DFAS ROME IT IS PAID VIA YOUR PAYCHECK IF YOU USED YOUR GOVERNMENT TRAVEL CARD FOR YOUR TLA YOU NEED TO USE THAT MONEY TO PAY YOUR CARD LOOK FOR IT ON YOUR LES NOT YOUR TRAVEL PAYMENT

mporar	ry Lodging E	Expenses f)	Step) 6 of 12•
0 - Eligibility	8- Locations	Daily Expenses F	Persons Claimed C	Certification
TLELoca	tions			
Youmust o	dd ot least one locati	on.		
Youmust u location is	iseavailable governn an Army CONUSInsta	nent quarters before con Ilation that wasconverte	mercial lodging unless d to private lodging.	; your
Reimbursen for CONUS	nent is limited to 14 da to OCONUS PCS.	ys for a CONUS/OCONUS	S to CONUSPCS and 7	days
City	State ZipCode	Arrival Date	Departure Date	
	Youhaveno	tadded a location for this trave	voucher	
		Add a Location	YOU	ARE AUTHORIZED 14 DAYS FOR
			REIM	BUREMENT, CLICK ADD A LOCATION.
			YOU	CAN HAVE MULTIPLE LOCATIONS.
	Previou	s Save & Cor	tinue	
			ENRC	OUTE HOTELS ARE NOT TLE.

PLEASE NOTE

TLE extensions are not authorized for individual requests. The installation/MHA must be part of the TLE extension location in order to qualify for TLE extension. There is no ETP process and please do not submit requests to HQDA.

Add/Edit Location(s)

Х

Is your location at or near an Army CONUS Installation?

@Yes Q No

or

LOC

Did you stay inoff-post lodging?

@Yes QNo

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

Your arrival dare is typically paid os a travel per diem day and does not count as a TI£day .212212023

Location Address TLE is limited to tile 48 contiguous states and DC

Zip Code

2383

USPS Zip Code lookup

City

Chester

IF YOU ARE DOING ***MEALS ONLY*** THE DAY YOU ARRIVE/ CHECK IN*** IS THE DAY YOU STARTED STAYING WITH FRIEND/ RELATIVE. SAME WITH DEPARTURE DATE.

What day did you depart/check-out at tihe loc<ition?

m/04/2024

You cannot put future

dates!!

Did you incur daily lodging expenses at the location?

@Yes 0 No

Note: Lodging costs will be entered on r.he next screen

If you do not say yes to this question and stayed in lodging of some type, you will not be reimbursed for it.

Cancel

Temporary Lodging Expenses f) Step 6 of 12• ----0 -----f) ----8 Eligibility Locations Daily Expenses Persons Claimed Certification

Daily Expenses

City	Zip Code	Arrival Date	Departure Date
Chester, VA	23836	12/22/2023	01/04/2024
Date	Lodging Expense A toJ1as	mounl clo.irnad should inclu	de lodgir ,9ota and
12/22/2023	Amount: 152.6	5	

Charges to Government Travel Charge Card? @Yes O No

12/23/2023 Amount: 185.92

Charges to Government Travel Charge Card? @Yes O No

^{12/24/2023} Amount: 185.92

Charges to Government Travel Charge Card? @Yes O No

This is where you put your daily lodging costs to include taxes. If the rates vary from day to day then you have to make that change from day to day.

If you have a receipt for one full amount you have to divide it by the number of days so you can enter the daily amount.

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This is the day	Departure	2 Next Stop	If you took a cab/taxi this will be no. Did you own or were you personally responsible tor the operating
on leave	Onwhat day did your travel begin?		Yes
	From what country did you depart? USA		Select µYes if you drove a rental vehicle How many aut,omobile.s did you drive?
	What is the departing location zip code? 96857		v Per JTR, reimbursement for the use of more than two vehicles within the same household for PDT must be authorized/approved through the
	USPS Zip Code lookup From what installation/ba.se/city did you depart?		Secretarial Process. Reimbursement for the use of more than two vehicles must be authorized
	Schofield Barracks	You have to leave	Were you the operator of the automobile?
	From what state did you depart? Hawaii	from the installation	Dn. Yes Select No if you were a passenger.
			was this leg of travel to or from a terminal?
	By what mode of transportation did you travel?		Yes III
	Automobile		Terminals include airports, bus depots, train stations, and/or ports of call

How many miles did you travel from your departure location to the terminal?

Departure	Next Stop	What was your reason for stopping at Honolulu?
		Awaiting Transportation v
On what date did you arrive,at Hon	olulu?	Reasons for Stopping Defined
12/15/2023		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 trove/ home periodically on weekends or non-workdays while at the PCS point
In what c,ountry was the terminal?		Awaiting Transportation (AT) - Necessary delay while awaiting further transportation after travel status hos begun
USA		Hospital Admittance (HA) - Admittance to o medical facility for inpatient treatment
What is the arrival location zip cod	9?	Hospital Discharge (HD) - Discharge from a medical facility after inpatient treatment
96819		Leave en route (LV) - Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point
USPS Zip Code lookup		Mission Complete (MC) - Completion of PCS upon arrival to new
If the reason for stopping at this loca the arrival location zip code on your	tion is "Mission Complete," enter orders	permanent duty station, home of record, home of selection, or designated duty station
In what city did you arrive?		Temporary Duty (TD) - Official duty while at the temporary duty site
Honolulu		Voluntary Return (VR) - Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point
In what state did you arriv,e?		
Hawaii v	THIS SHOULD BE	Did you drop off/store or pick up a automobile at this location?
	THE AIRPORT	No v

Departure

Next Stop

What day did you depart Honolulu?

12/15/2023

By what mode, of transportation did you travel?

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Plane v

Did the government own the plane?

No v

Did you have to personally pay for the plane?

Yes v

Note: If you used your GTCC to pay, select Yes'

What was the date this expense was incurred?

12/01/2023

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Unless you have CBA in your orders, you paid for your flight. Or you took a Space A.

Did you charge this expense to your Government Trav,el Charge Card(GTCC)?



Cancel

Save & Continue to Next stop Information

What was the natur eof this expense?

Air Ticket - Paid by traveler

YOU HAVE TO LIST THE FIRST AIRPORT YOU FLEW INTO.

Departure	Next Stop,	What was your reason for stopping at Romulus (DETROIT)?
		Awaiting Transportation v
On what date did you arrive at Romulus (DE	TIROIT)?	Reasons for Stopping Defined
12/15/2023		Authorized Delay (AD) - Aperiod 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 hos begun
In what country did you arrive?		Hospital Admittance (HA) - Admittance to o medical facility for inpatient treatment
What is the arrival location zip code?		Hospital Discharge (HD) - Discharge from a medico/ facility after inpatient treatment
48174		Leave en route (LV) - Authorized to travel to leave point (no per diem authorized while at leave site} then on to the PCS point
USPS Zip Code lookup		Mission Complete (MC) - Completion of PCS upon arrival to new
If the reason for stopping at this locotion is "Mi the arrivol location zip code on your orders	ssion Complete," enter	permanent duty station, home of record, home of selection, or designated duty station
		Temporary Duty {TD) - Officio! duty while at the temporary duty site
In what city did you arrive? Romulus (DETROIT)		Voluntary Return (VR) - Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point
Romulus (DETROIT) In what state did you arrive?		point

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.

Did you incur any lodging expenses while at Romulus (DETROIT)?

Departure

Next Stop

12/15/2023

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You have to leave to the airport if from here you are going to a leave destination and then on to Fort Gregg-Adams.

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 V

Select "Yes" if you drove a rental vehicle

Were you the operator of the automobile?

Yes V

Select No if you were a passenger.

Was this leg of travel to or from a terminal?

How many miles did you travel from your departure location to the Yes V terminal? Terminals include airports, bus depots, train stations, and/or,:. 68 call.

Departure	Next Stop	You don't have to put you went on leave, but if you are picking up family enroute you have to
On what date did you arrive at Flint? 12/16/2023		show you went to their location to get them. What was your reason for stopping at Filint? Leave en route
		Reasons tor Stopping Defined Authorized Delay (AD) - A per;od of time that a member is authorized; by regulations, to delay while en route to the PCS point
In what country was the terminal?		Authorized Return (AR) -Authorized trove/ home periodically on weekends or non-workdays wh;le at the PCS point
USA	7	Awaiting Transportation (AT) - Necessary delay while awaiting further transportation after travel status hos begun
What is the arrival locationzip code?		Hospital Admittance (HA) - Admittance to o medical facility for inpatient treatment
48503		Hospital Discharge (HD) - Discharge from a medico/ facility after inpatient treatment
USPS Zip Code Lookup If the reason for stopping at this location is "Missi	onComplete, enter	leave en route (I v) - Authorized to travel to leave point (no per diem authorized while at leave site} then on to the PCS point
the arrival focation zip code on your orders		Mission Complete (MC) - Compfetjon of PCS upon arrival to new permanent duty statjon, home of record, home of selection, or designated duty station
Flint		Temporary Duty (TD) - Officio! duty while at the temporary duty site Voluntary Return (VR) - Unauthor;zed travel home periodically on weekends or non-workdays, for personal convenience,.while at the PCS point
Michigan v		Didyoudrop oft/store orpick up a automobile at this location?'
ls this your first CONUS stop, aka the airport at w CONUS?	hich youfirst arrived	No
Manager and the large set of the first state of the		

You must include your first stop when arriving from 0C0NUS.

What day didyoudepart Flint?

12/20/2023

By what mode of transportation did you travel?

Automobile v

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

Yes

Select "Yes·if you drove a rental vehicle

v

Were you the operator of the automobile?

v

Yes

Select No if you were a passenger.

Was this leg of travel to or from a terminal?

v

No

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

Departure

Next Stop

This is the date you signed into your unit.

On what date did you arrive at Fort Gregg Adams?

12/22/2023

This is NOT the date you arrived local area!!!

V

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?

YOU HAVE TO ARRIVE poir

TO FORT GREGG-ADAMS

THIS IS NOT WHERE YOU

LIVE LOCALLY!!!

No

Fort Gregg Adams

In what state did you arrive?

Virginia

What was your reason for stopping at Fort, Greg,g Adams?'

Mission Complete v

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 trove! home periodically on weekends or non-workdays while at the PCS point

Awaiting Transportation (AT) - Necessary delay while awaiting further transportation ofter travel status hos begun

Hospital Admittance (HA)-Admittance too medical focility for inpatient treatment

Hospital Discharge (HD) -Discharge from a medico! fadHtyafter 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) - Officio! duty while at the temporary duty site Voluntary Return (VR) - Unauthorized travel home periodically on weekends or non-workdays, for personal conveniencef while at the PCS point

THIS IS NOT FOR A

UHAUL.

l1t:lhi1t:vnurlir1t:l IUIII_t:1t:lnnnl,nlhAnirnl'IrInIwhi,-hvn11lir1t:fnrrivArI

THIS IS IF YOU SHIPPED A VEHICLE

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

Itinerary Information

Step 7 of 12 •

9	Instructio	ns								
	Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging		
	12/15/2023	Schofield Barracks , I I USA	12/15/2023	Honolulu, HIUSA	PA	AT	23	0.00	Cdit	
	12/15/2023	t-Ionolu1u , I I USA	12/15/2023	Romulus (DETROIT). MIUSA	CP	AT		0.00	Cdit	
	12/15/2023	Romulus (DETROIT), MIUSA	12/16/2023	Flint. MI USA	PA	LV	68	0.00	Cdit	
	12/20/2023	Flint, M I USA	12/22/2023	Fort Gregg Adams, VA USA	PA	MC	0	0.00	Cdit	Delete

If you flew this is what your itinerary should look like or very similar.

If you are coming from another conus installation. You only have to show you left from your last installation and you arrived here.

Previous

Save & Continue

REIMBURSABLES

Add/Edit an Expense

If you want to claim on 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 doily 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 O Daily		CTO/SATO FEES		
Expense Date		TAXI/UBERS		
		EXCESS BAGS		
12/21/2023	11B	FERRY		

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 andthen enter your expense type in the field that will display below

One-Time Expense Amount

23.oq

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?

0 Yes @ No

Add/Edit an Expense

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



PET FEES

@ One-Time O Daily

Expense Date

12/21/2023

Expense Type

Other

v

v

CROSS BORDER FEE

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 andthen enter your expense type in the field that will display below

Explanation of Expense Type

BAGGAGE FEE

One-Time Expense Amount

35.00

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.

Add/Edit an Expense

If you wont to claim on ·in/Around Mileoge·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 tor each day youdrove.

Х

v

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

@ One-Time O Daily

Expense Date

12/21/2023

Expense Type

IN/ AROUND MILEAGE

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

ii.

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

How many milesdid you travel?



MILES AND MEALS ARE ONLY IF YOU WERE TDY ENROUTE.

MEALS AND MILES ARE CALCULATED BY DFAS ROME AND ARE PART OF YOUR PER DIEM.

Miscellaneous Informat	tion	Step 9 of 12
Voucher Attachments		
Туре	Name	
	Add a Document	
Upload Supporting Documen	ts	
Document Type		
Orders/ Ammendments		
[Choose File] STITCH ORDERS.pdf	Uplood Selected	
When scanning documents, make sure scanner is	s set to "black: and white and at	t least 300 dpi or "fine-
DO NOT UPLOAD DOCUMENTS THAT CONTAIN A D	DIGITAL SJGNATUR'E	
Documents cannot be larger than 2MB		
Documents must be in one of the following form	nats: bmp, git, jpeg, jpg, png_or po	df

This is where you will upload all your remaining documents.

ORDERS /AMENDMENTS (if not visable) HOTEL RECEIPTS (for TLE only)

Χ

AIRFARE/TAXI-RECEIPT TLA (documents for payment by local office)

Miscellaneous Information

Step 9 of 12 •

Voucher Attachments

Туре	Name		
Orders/Ammendments	STITOI ORDERS.pd/	Download	Delete
Leave Form	STITCH LV FORM.pdf	Download	Delete
Lodging Receipts	STITCH HOHL RECEIPT.pd!	Download	Delete
Other	STITCH AIRFARE BAGGAGE FEE.pdf	Download	Delete
	Add a Dacument	1	

If you cannot physically see your documents neither can the finance office. Please upload your orders as Orders/Amendments or your voucher cannot be sent to DFAS for payment.

Split Disbursements

Step IO of 12 ...

Split disbursement is mandatory for any expense you charged to your Government rravel Charge card (Gree)

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:

\$ 3802.68

r.eset 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.

save & Continue

Expenses you did not charge to your GTCC:

Previous

\$ 0.00

If this amount is more than what it should be or isn't enough then you an alter the amount. Just remember you are ultimately responsible for your GTCC. The finance office is not.

Summary/Preview

Step 11 of 12 ...

Please review and click edit ta mak, e necessmy changes.

Step 11 shows all your information just make sure everything is correct.



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



You can look at your voucher (1351-2) prior to submitting it to make sure it looks good and all the documents uploaded are readable. Click the box next to sign, and click the submit voucher block. If this is not done the voucher will stay in your que and not be submitted to finance.





U.S. ARMY

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)

Ms. Smalls 520-692-9592 Mr. Chung 520-687-7258

Mrs. Morgan 520-945-8339 Mr. Westmoreland 520-691-5589

Please contact DFAS-Rome Travel Pay Customer Service (888)332-7366





PLEASE WATCH YOUR EMAIL THAT YOU USED ON YOUR SMART VOUCHER FOR A RETURN FROM EITHER SMARTVOUCHER, AN AMPO EMPLOYEE, OR DFAS ROME

IF A CORRECTION IS NEEDED YOU WILL BE CONTACTED EITHER BY A SYSTEM GENERATED EMAIL OR BY AN AMPO EMPLOYEE

YOUR GTCC IS YOUR RESPONSIBILITY TO PAY. APPROXIMATELY, A WEEK AFTER YOU GET YOUR ADVICE OF PAYMENT YOUR GTCC WILL BE PAID BY DFAS ROME IF YOU REQUESTED A SPLIT DISBURSEMENT.





QUESTIONS?

