U.S. Army Financial Management Command
PCS In-Processing Brief

Army Military Pay Office
Joint Base Lewis-McChord

AMPO JBLM IN-PROCESSING BRIEF

- ✓Required Supporting Documents
- ✓Military Pay Information
- ✓Travel Entitlements
- ✓Spousal Reimbursement
- ✓Enlistment Bonus
- ✓Temporary Lodging Expense/ Allowance (TLE/TLA)
- ✓DD1351-2 SmartVoucher Information/Instructions

DOCUMENTS REQUIRED

✓**PCS Orders/ Amendments (All Pages)**

✓**IPPS-A Absent Management Leave Form***

(PCS Absence, Annual Absence, House Hunting, Hometown Recruiting)

- Should cover ENTIRE period from the day the Soldier left their last permanent duty station until the day prior to the report date on their orders

✓**DD-1610 if TDY enroute (NOT PTDY or HRAP)**

✓**Receipts for expenses of $75.00 or more****

** Pet Expenses of any dollar amount require a receipt

BASIC ALLOWANCE FOR HOUSING (BAH)

✓ **BAH Rate Changes**

- Effective date for the JBLM rate is the date stamped on the Soldier's IPPS-A Absence Management Leave Form/ DA Form 31

✓ **Recertification**

- All Soldier's BAH is recertified upon PCS'ing on a DA Form 5960 with supporting documents at their gaining unit

✓ **Single E5 and Below**

- Automatically assigned the barracks rate with meal deductions effective the date you signed into JBLM

✓ **Dual Military** (E5 and below without dependents)

- Include a copy of your spouse's orders so we can assign the correct BAH rate

✓ **Life Changing Event En Route** (Marriage, Divorce, Birth of a Child)

- Submit a signed DA Form 5960 and Supporting Documents to gaining unit S1 for a PAR and UDL

SUPPORTING DOCUMENTS FOR BAH

✓ **Married to Civilian Spouse -** Marriage Certificate

✓ **Married to Military Member (Non-Parent) -** Marriage Certificate
- Both Soldiers will collect WITHOUT dependent rate

✓ **Married to Military Member (With Children) -** Marriage Certificate and Children's Birth Certificate(s)
- One Soldier will collect WITH dependent rate, and one will collect WITHOUT dependent rate

✓ **Single Female Custodial Parent (Not Married) -** Birth Certificate

✓ **Single Male Parent (Not Married) -** Birth Certificate
- Parenting plan naming father the primary physical custodial parent

OR

- Proof of support payments in the amount equal or greater than the differential rate for the Soldier's rank

ENTITLEMENT VERIFICATION

- ✓ **Day of Departure**
  - Family Separation Allowance
  - Assignment Incentive Pay/Save Pay
  - Hardship Duty Pay
  - Hostile Fire Pay
  - Parachute Pay <u>*Now done in IPPS-A</u>
  - Demo Pay

- ✓ **Day Prior to Departure**
  - SDAP <u>*Now done in IPPS-A</u>
  - Cost of Living Allowance

- ✓ **Foreign Language Pay**
  - Started, Stopped and Recertified by Unit

SPOUSAL REIMBURSEMENT

✓ **Require Documents for Reimbursement for Licensure and Certification Costs:**

- Standard form 1034 - Signed by the unit Commander as the **Approving Officer** and signed by the S-1 as the **Certifying Official- MUST have two different signatures**
- Supporting documents depicting payments of fees: receipts, money orders, credit card payment, etc.
- Copy of current PCS Orders and Amendments.
- Copy of original State license or certification
- Copy of new State license or certification number with new issue date.
- Valid home mailing address.

MilPay E-Message 21-012

ENLISTMENT BONUS

****Bonus documents need to be submitted through your S1 to the Processing section****

****Put phone your number on top of the 4-1****

✓ **Documents Needed**

- DD Form 4-1, 4-2, 4-3 (or DD Form 4)
  - *If prior service, need DD214, in lieu of the 4-3
- DA form 3286, **ANNEX B** - Statement for Enlistment
- Graduation Certificate from AIT with MOS or MOS orders with Effective Date
  - *Must match ANNEX B
- Airborne and/or Ranger Training Certificate (if applicable)

*****All of these documents can be found in your iPERMS or from your recruiter**

Once submitted and processed, the bonus will be credited on your LES and money will be sent as a separate deposit to your financial institution. If the amount exceeds $10,000, the remaining balance will be paid in annual installments on anniversary date.

TEMPORARY LODGING ALLOWANCE (TLA)

- ✓ To partially reimburse a member their lodging and meals, prior to departing their OCONUS locations, which includes Alaska and HI.
- ✓ Required Documents ****Upload with SmartVoucher if not already paid***
  - TLA authorization memorandum from O'CONUS Housing Office
  - Itemized receipts
- ✓ If not requested at time of SmartVoucher submission, will need to send the following documents through their S1
  - TLA authorization memorandum from O'CONUS Housing Office
  - Itemized receipts
  - PCS orders, leave form and copy of travel voucher

TEMPORARY LODGING EXPENSE (TLE)

- ✓ **TLE partially offsets the added living expenses within CONUS incurred by a Soldier and dependents incident to a PCS**
  - It is a reimbursement for lodging within a 75 mile radius from your losing or gaining station. (maximum daily rate of $290.00)
  - You are authorized 21 days of TLE on a CONUS to CONUS or OCONUS to CONUS move
  - No extension for TLE are authorized at this time.
  - TLE is a percentage-based entitlement, see JTR
- ✓ **You may only certify TLE if you have completed your stay**
- ✓ **Additional information may be found in Joint Travel Regulation, JTR, Chapter 5, Part A, Section 9 and here:** [Defense Travel Management Office | Home (https://www.travel.dod.mil)](https://www.travel.dod.mil)
- ✓ **You must have:**
  - Itemized receipts for lodging (original lodging receipt with a zero balance).

*****Stayed with friends or family within a 75 mile radius? You may file TLE for meals only. No food receipts needed.**

ADVANCE PAY- Base Pay

- ✓ **To provide funds to a member to meet extra-ordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations**

- ✓ **A member may be paid an advance of basic pay not to exceed 3 months less deductions.**
  - Married Soldiers – if this is your first Advance Pay then you do not have to itemize your expenses
  - Single Soldiers – regardless of grade will need to itemize expenses
  - Soldiers in the pay grade of E-3 and below, and all Soldiers requesting a 2nd or 3rd advance pay, must obtain their Commander's signature

- ✓ **DA Form 2560 - Advance Pay Certification/Authorization**
  - Soldiers that did not request an Advance Pay prior to PCS, have 180 days after arrival to new duty station to request an Advance Pay.
  - DA Form 2560 **MUST** be submitted with **PCS Orders & Absence Request.**

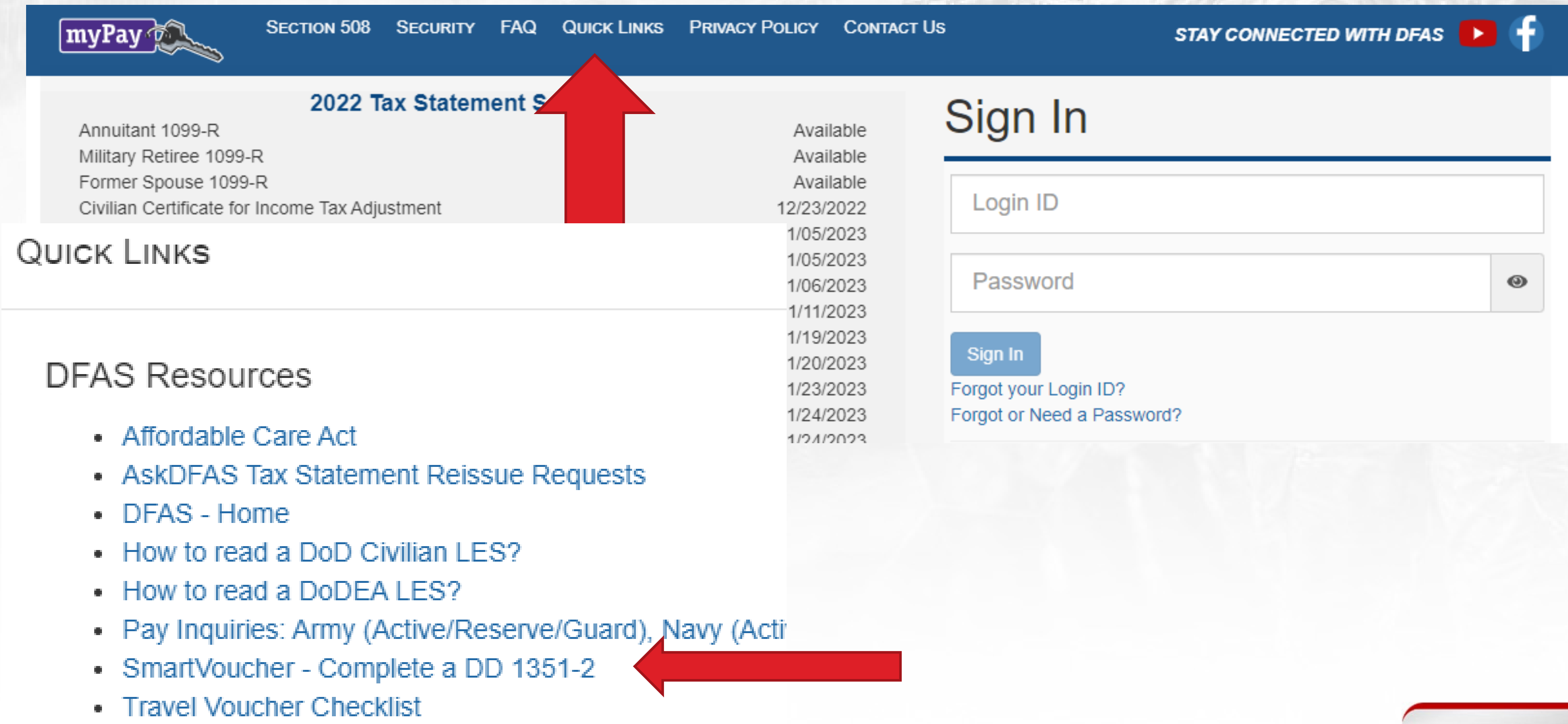
ADVANCE BAH

- ✓ **To provide funds to a member to assist with costs of moving into a new lease agreement**
  - Security Deposit
  - First Month Rent
  - Utilities if specifically outlined in the lease agreement
  - Does NOT include: Pet or Application Fees
- ✓ **Must be within three days prior to lease start date or NO MORE than 30 days after lease start date**
- ✓ **Required Documents**
  - DA 4187
    - Must be filled out with "Is Approved" and Commander signature (assumption of command if applicable)
    - Include Service Member's phone number on the top of the form
  - Lease agreement or Intent to lease

SMARTVOUCHER INSTRUCTIONS

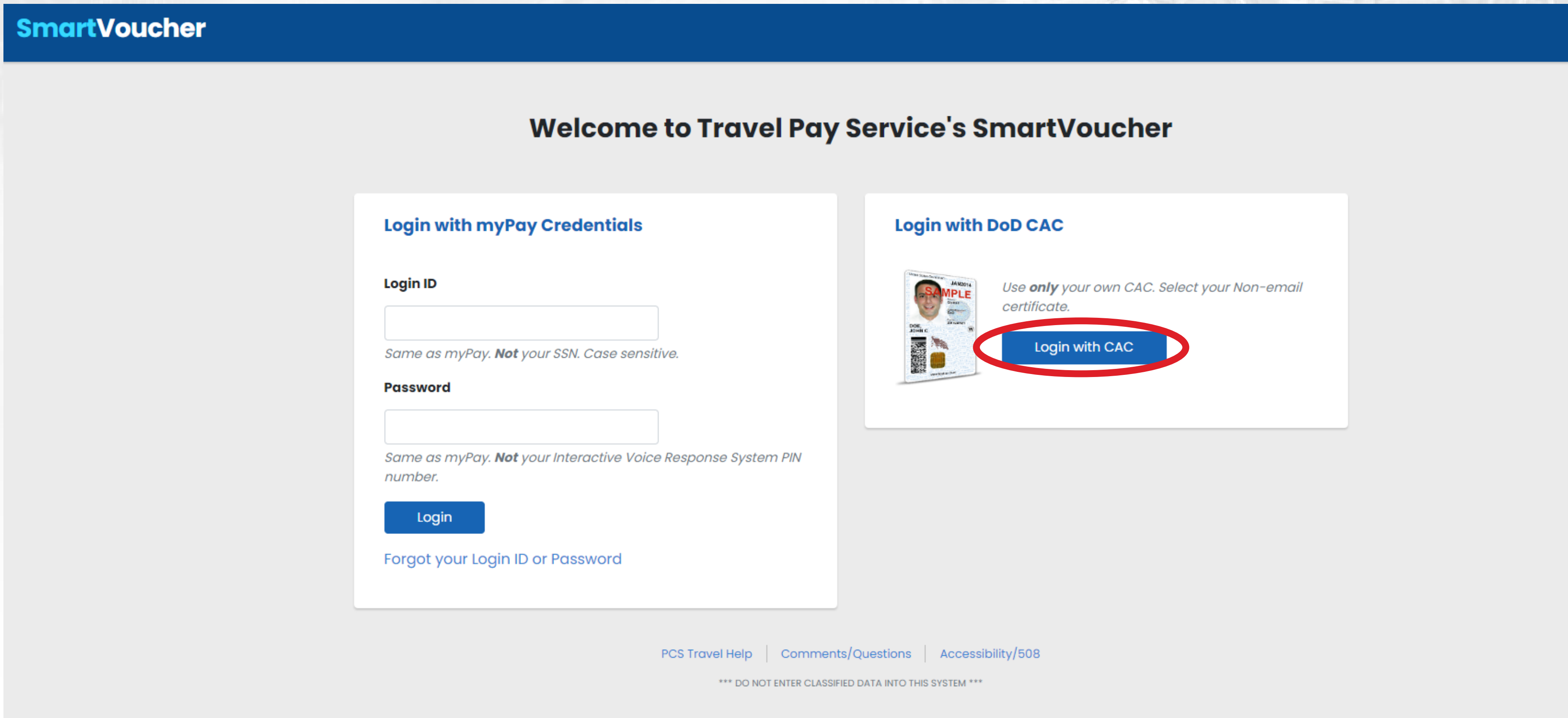
✓ http://mypay.dfas.mil

- Select “Quick Links” <u>PRIOR</u> to logging in
- Select SMARTVOUCHER – COMPLETE A DD 1351-2



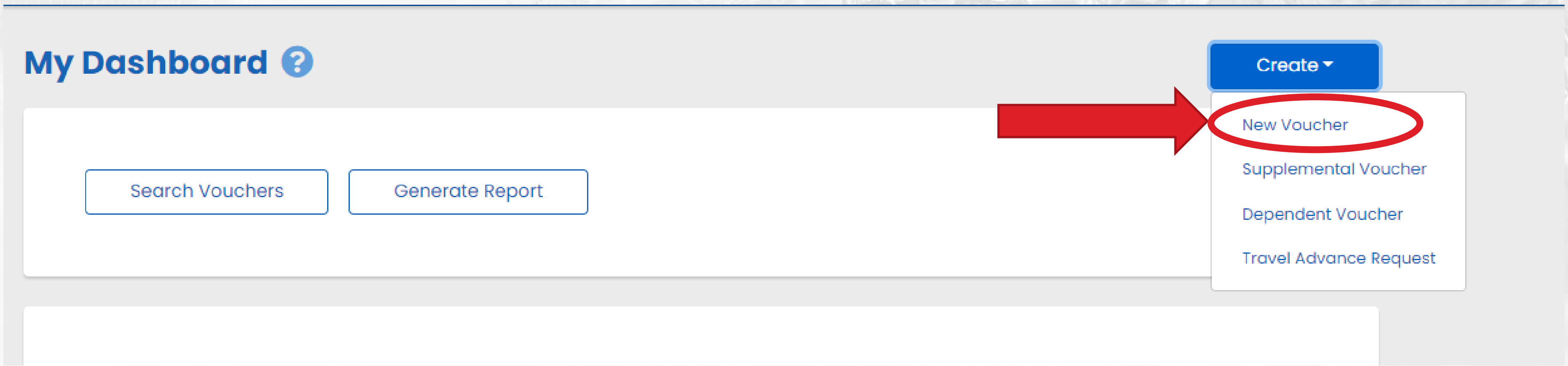
SMARTVOUCHER INSTRUCTIONS

Log in with your myPay credentials <u>OR</u> click “Login in with CAC”



SMARTVOUCHER INSTRUCTIONS

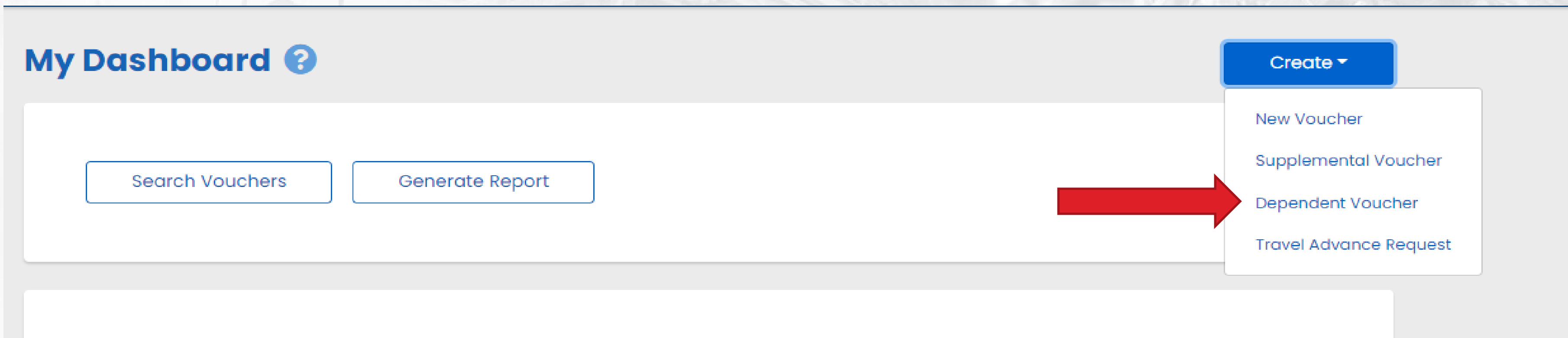
Select “Create” > “New Voucher”



SMARTVOUCHER INSTRUCTIONS

✓ Dependent Voucher

- If dependent(s) did **NOT** travel from the same location, on the same days or in the same mode of transpiration a dependent voucher is required



* The Soldier's voucher **MUST** be completed before their dependent voucher

SMARTVOUCHER INSTRUCTIONS

SmartVoucher

My Vouchers

User Type

New

- ✓ Category: “PCS”
- ✓ User: “Active Duty”
- ✓ Finance Office: **“Joint Base Lewis McChord, WA”**

What is your category of travel?

PCS

What type of user are you?

Active Duty

What Local Finance Office are you submitting from?

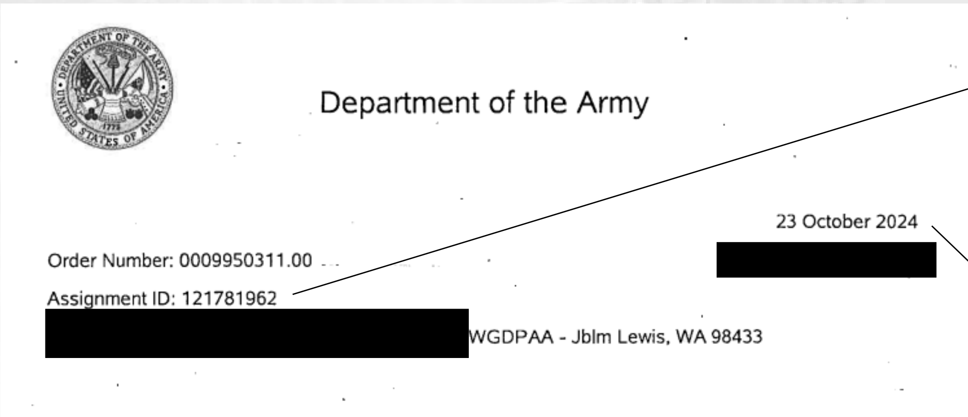
Fort Lewis, WA

Return to My Vouchers | Save & Continue

MIL PCS Travel Help | CIV PCS Travel Help | Comments/Questions | Accessibility/508

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

SMARTVOUCHER INSTRUCTIONS

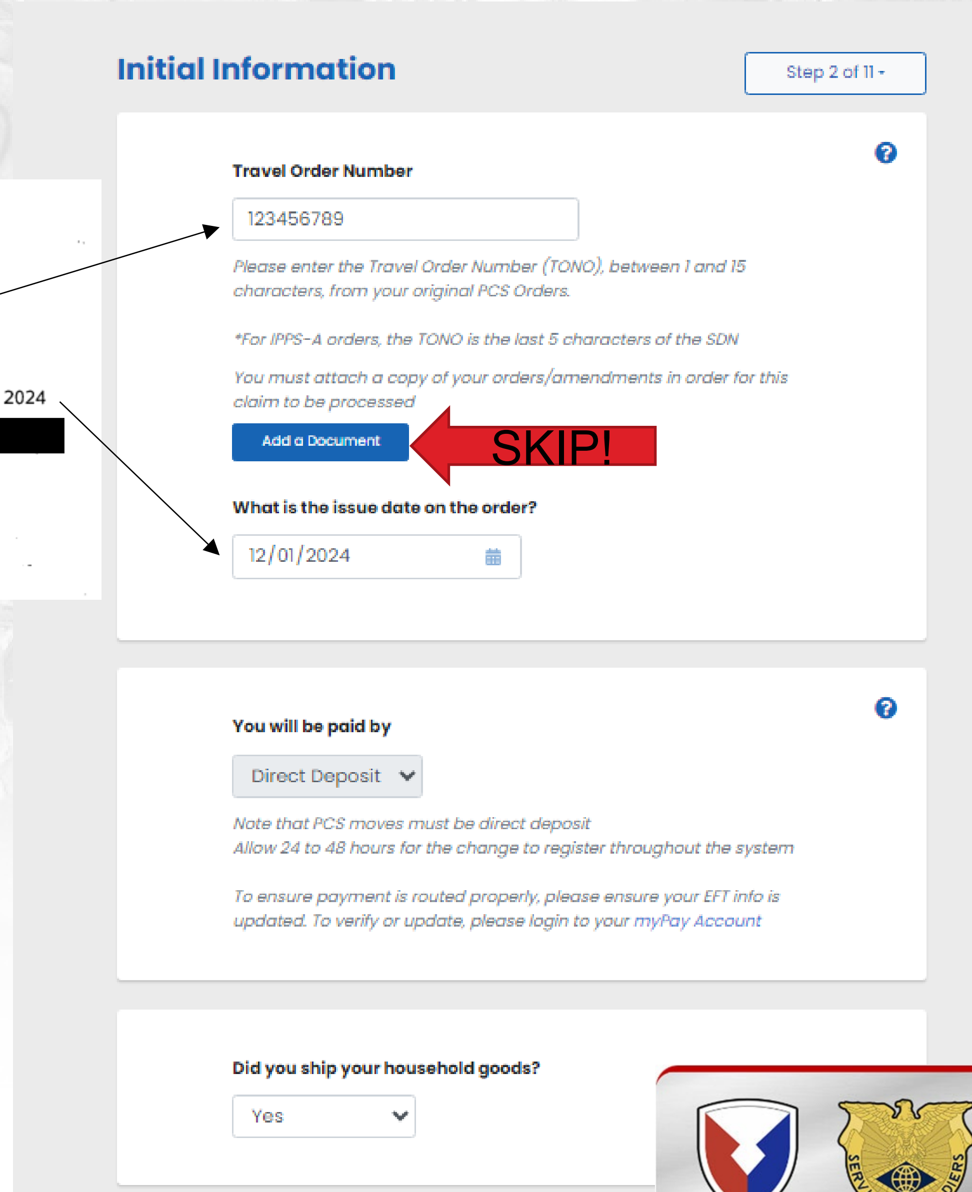

Department of the Army

23 October 2024
[redacted]

Order Number: 0009950311.00

Assignment ID: 121781962

[redacted] WGDPAA - Jblm Lewis, WA 98433



✓ **Travel Order Number:**
Last 5 of Assignment ID

✓ **Issue Date:**
Listed on the top right corner

✓ **Ship Household Goods?**
"YES"

SMARTVOUCHER INSTRUCTIONS

Dislocation Allowance (DLA) - YES

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

Yes

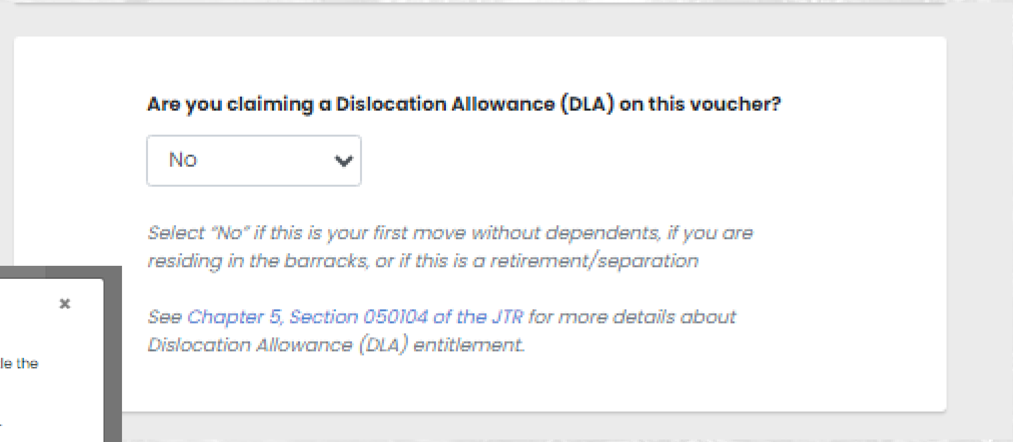
Select "No" if this is your first move without dependents, if you are residing in the barracks, or if this is a retirement/separation

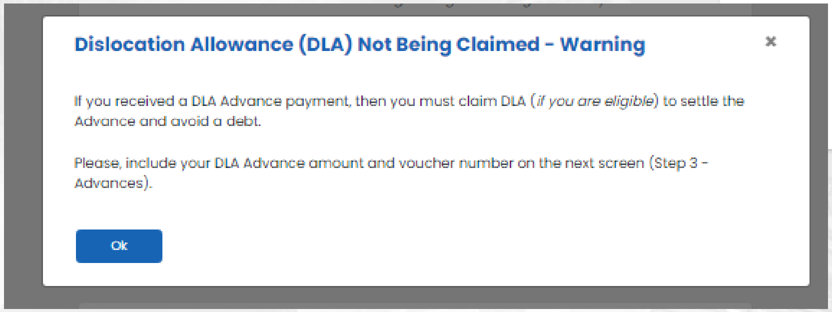
See Chapter 5, Section 050104 of the JTR for more details about Dislocation Allowance (DLA) entitlement.

- ✓ Any rank with dependents who have completed PCS travel
  - Dependent(s) must:
    - Be authorized travel on order
    - Have physically relocated with you
    - Have the intention of maintaining a permanent residence here
    - Have been in the custody of the noncustodial parent at the time of travel
  - Single E6 and Above
  - Returning to your dependents from unaccompanied tour
- ✓ If you received a DLA advance, you **MUST** select **YES** for DLA or it will be recouped as a debt
- ✓ **Dual Military**
  - Only one claims DLA, if coming from same duty location within 30 days of each other
- ✓ **Single E5 and Below** may create a supplemental voucher to claim DLA if gaining unit DOES NOT issue a barracks room
  - Must have MFR showing barracks room was not assigned

SMARTVOUCHER INSTRUCTIONS

Dislocation Allowance (DLA) – NO





- ✓ Single E5 and Below
  - May create a supplemental voucher to claim DLA if gaining unit DOES NOT issue a barracks room
  - Must have MFR showing barracks room was not assigned and the approved CNA from the housing office
- ✓ First PCS without Dependents
- ✓ Residing in the Barracks (Single E1 - E5)
- ✓ DLA is NOT authorized to the Permanent Duty Station if you are coming from home or where you entered active duty (PLEAD) to the first Permanent Duty Station (PDS), Unless a dependent moves from the Soldier's residence to the PDS or designated place n connection with the PCS

SMARTVOUCHER INSTRUCTIONS

✓ **Temporary Lodging Expense - YES**

- Stayed in lodging within 75 miles of losing or gaining CONUS permanent duty location
- Have completed your entitlement (up to 21 days)
- Have a zero-balance hotel receipt

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

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

✓ **Temporary Lodging Expense - NO**

- If you are still in the hotel
- Still within 21 days of arrival claiming meals only

TLE is not for the stops during PCS travel- only the bookends of travel.

SMARTVOUCHER INSTRUCTIONS

Selecting "Dual Military" will open the area to input spouse's 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

Marital Status?

Dual Military

Spouse's SSN

Spouse's First Name

Spouse's Middle Initial

Spouse's Last Name

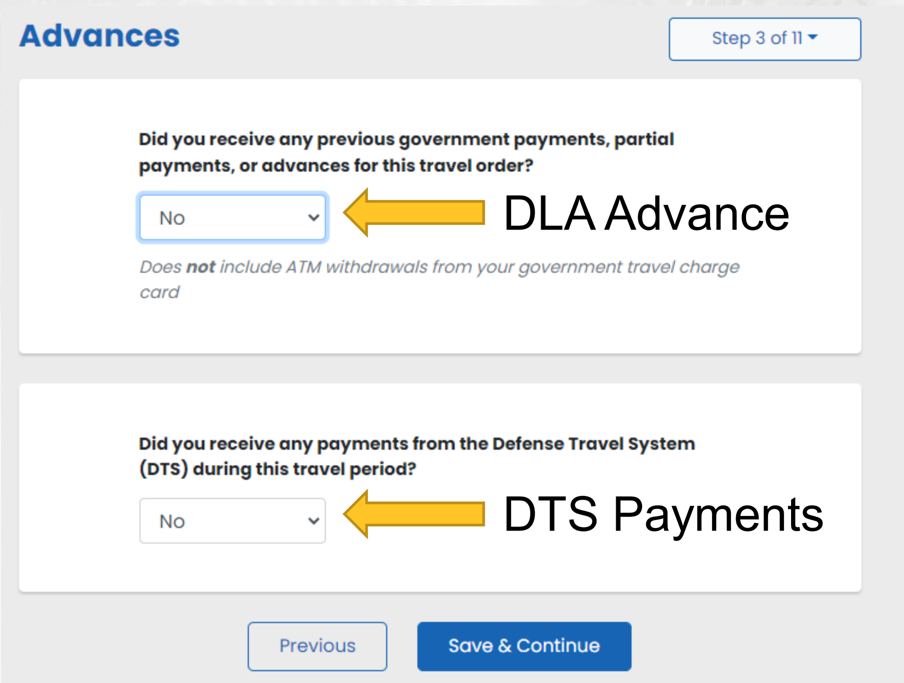
Spouse's Military Branch

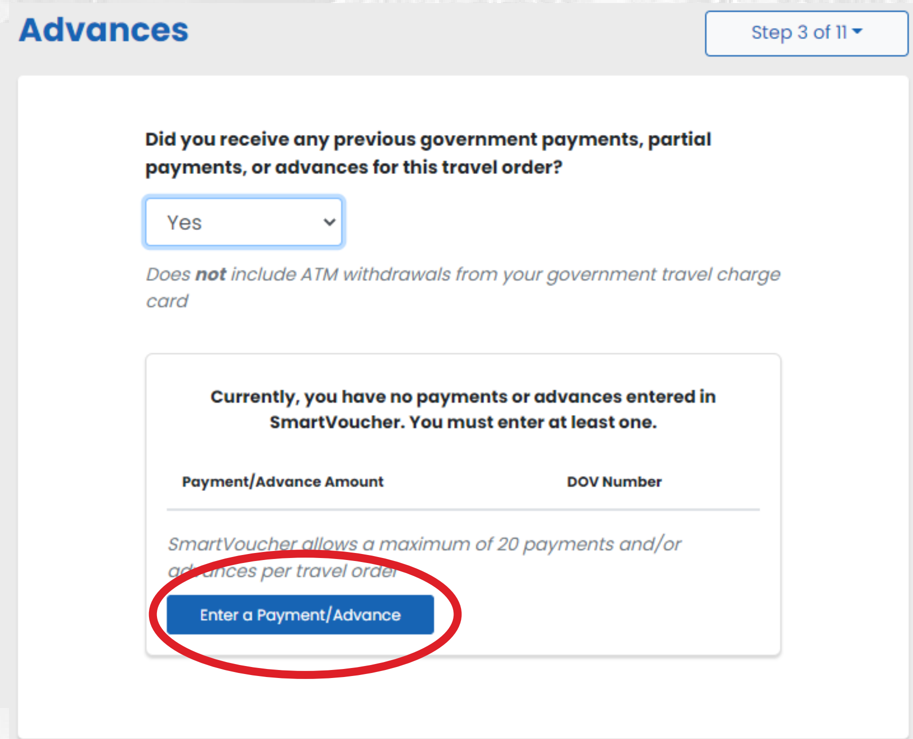
Spouse's Current Duty Station

✓ TDY en route is for those who went to school on the way here and have a DD Form1610

- HRAP is NOT a TDY

SMARTVOUCHER INSTRUCTIONS





- ✓ Enter your DOV Number and Amount of Advance Payment
  - You can enter “UNKNOWN” for either or both

SMARTVOUCHER INSTRUCTIONS

Personal Information

Step 4 of 12

First Name

Middle Initial (not required)

Last Name

DoD ID

1402157131

Grade/Rank

Choose one...

- ✓ **Unit:** JBLM, WA
- ✓ **Email:** Use civilian email that you access on your phone

Unit of assignment

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

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

Do you have a Government Travel Charge Card?

Choose one...

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

Previous | Save & Continue

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

Current Country of Residence

Choose one...

Current Street Address

Current Zip Code/APO/FPO

USPS Zip Code Lookup

Installation/Base/City

Current State

Choose one...

- ✓ **Current Mailing Address**: Any Address where you can receive a letter in the mail
  - Does NOT have to be local

**If you have a GTCC and do not select "Yes", you will not be able to elect for split disbursement of funds.

SMARTVOUCHER INSTRUCTIONS

Dependents

Step 5 of 12

A separate "Dependent Voucher" is needed for any dependent that traveled to/from a separate location or during a different timeframe. To create one, select "Dependent Voucher" from the "Create New" dropdown on the My Vouchers page.

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

- ✓ **YES**
  - Dependents Traveled ENTIRE way with you
  - Picked Dependents up at HRAP or on an Authorized Return

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.

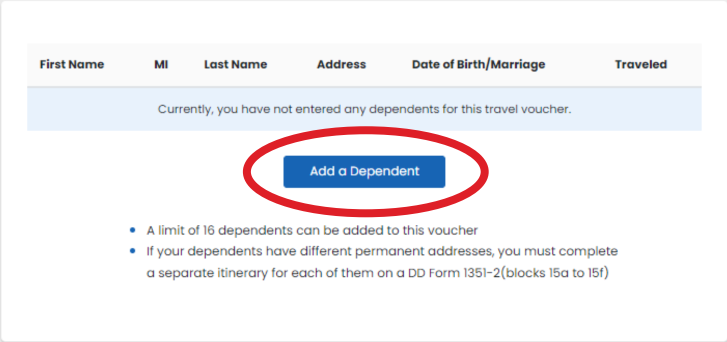
My dependents traveled to a designated location authorized on my PCS orders

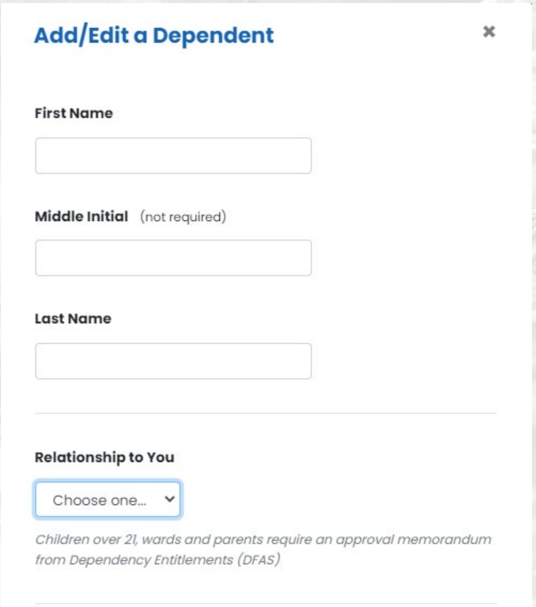
By selecting this option, this voucher will be solely for dependent entitlements. If you and your dependents travel different routes, on different dates, or via different modes of transportation, you must submit separate vouchers.

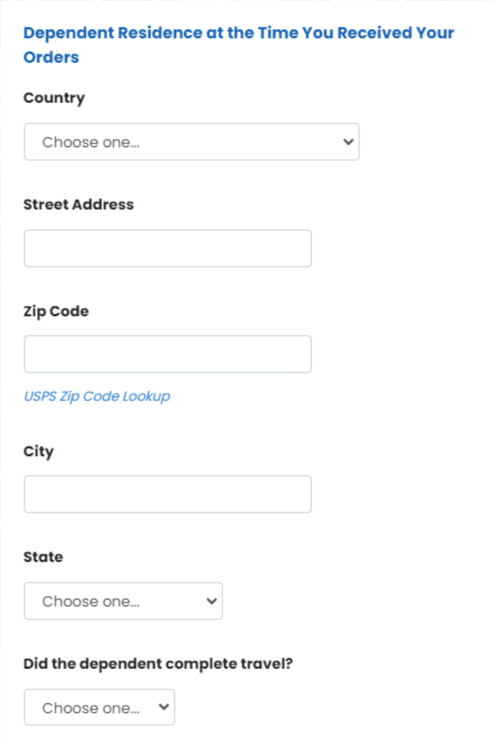
- ✓ **NO**
  - Single
  - No Civilian Dependent(s)
  - Dependent travel is incomplete

Previous | Save & Continue

SMARTVOUCHER INSTRUCTIONS







Add each dependent being claimed on the voucher. Dependent must have completed their travel to be claimed.

Dependent address must be the address from old duty station OR your dependent's address when orders were received. This is showing how far your dependents had to travel for this PCS.

SMARTVOUCHER INSTRUCTIONS

✓ If “Yes” was selected for TLE on Step 2, then Step 6 will be the 5-part TLE questionnaire.

Temporary Lodging Expenses

Step 6 of 12

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

✓ Estimated date of HHG move is acceptable

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?

mm/dd/yyyy

* The last day you had access to your HHG

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

mm/dd/yyyy

* The day you did/will move your HHG into your new home

Previous | Save & Continue

SMARTVOUCHER INSTRUCTIONS

✓ Add each temporary lodging location (CONUS) used during your 21-days of authorized TLE.

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 14 days for a CONUS/OCONUS to CONUS PCS and 7 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date
Currently, you have not entered any location for this travel voucher.				

Add a Location

Is your location at or near an Army CONUS Installation?

◉ Yes ○ No

*Within 75 miles

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 count as a TLE day

mm/dd/yyyy

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

mm/dd/yyyy

Did you incur daily lodging expenses at the location?

○ Yes ◉ No

Save Cancel

Location Address

TLE is limited to the 48 contiguous states

Zip Code

USPS Zip Code Lookup

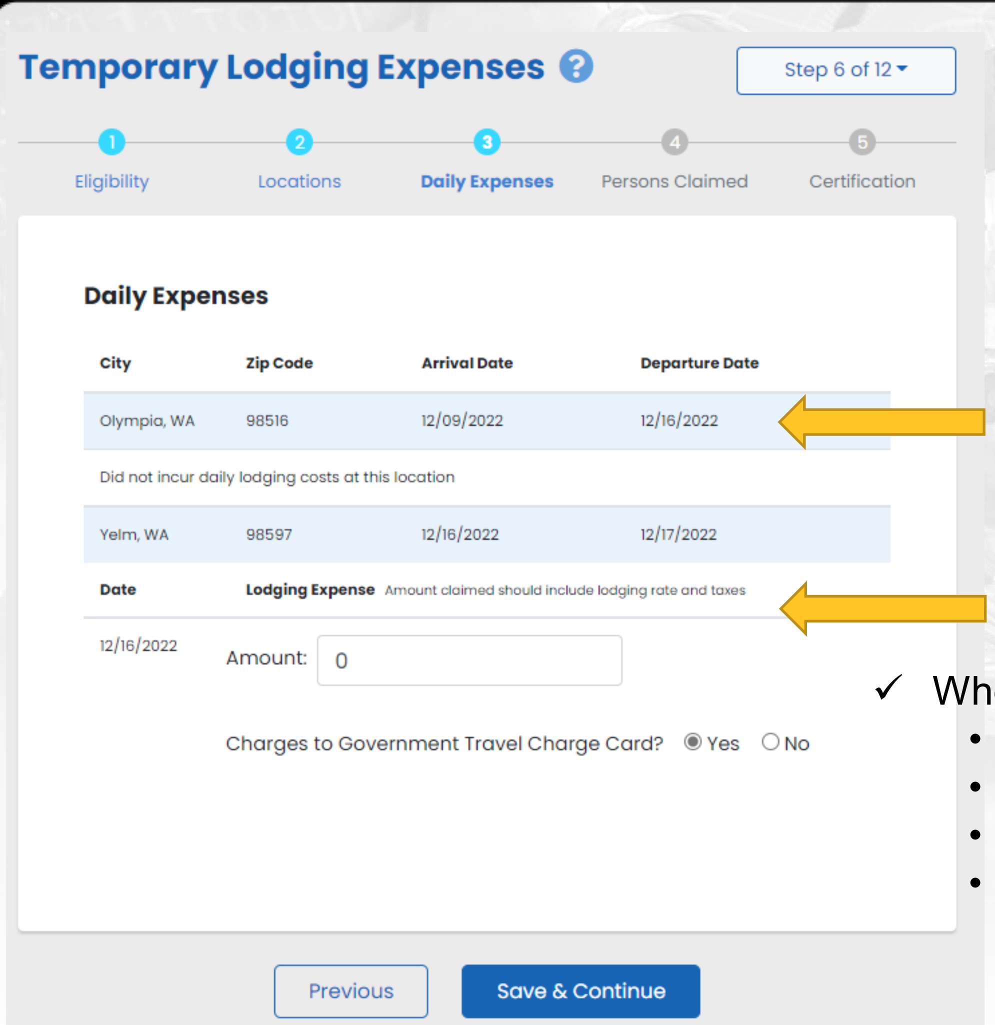
City

State

Choose one...

- If you are claiming "meals only" select "NO" for daily lodging expense.
- If you have more than one hotel location to claim. Click "Save" and repeat for each hotel

SMARTVOUCHER INSTRUCTIONS



Example of **NO** to lodging expenses

Example of **YES** to lodging expenses

✓ When entering lodging expenses:

- Add charges for each individual day
- Room Charge + Taxes + Fees
- DO NOT include pet or parking fees
- Indicate if you used your GTCC

Must be able to provide a **ZERO balance receipt for expenses listed

SMARTVOUCHER INSTRUCTIONS

Temporary Lodging Expenses

Step 6 of 12

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

Persons Claimed

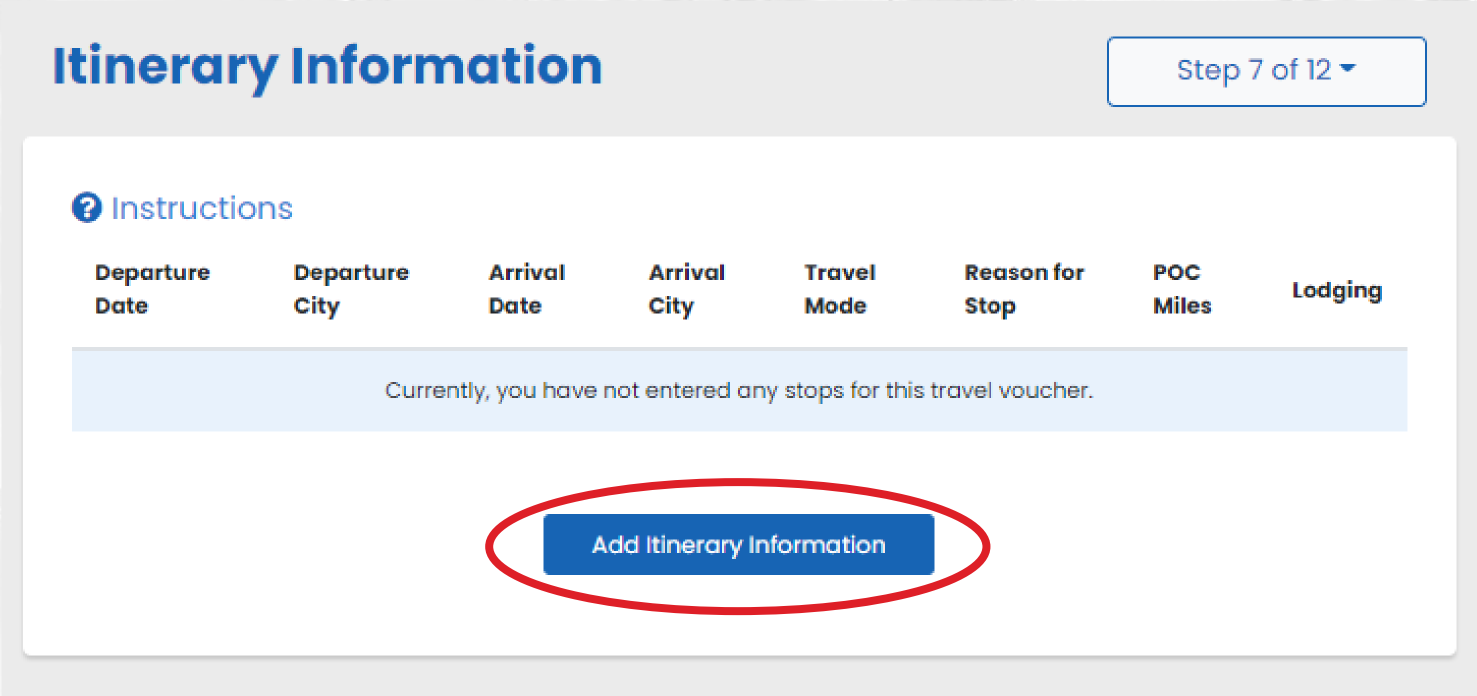
City	Zip Code	Arrival Date	Departure Date
Olympia, WA	98516	12/09/2022	12/16/2022

Date	Persons Claimed
12/09/2022	☑ Self ☑ WILMA FLINTSONE ☑ PEBBLES FLINTSONE
12/10/2022	☑ Self ☑ WILMA FLINTSONE ☑ PEBBLES FLINTSONE
12/11/2022	☐ Self ☑ WILMA FLINTSONE ☑ PEBBLES FLINTSONE

TLE is a percentage-based reimbursement to help offset cost of hotel stay.

- Check the box for everyone included for each night of TLE stay.
- Notice that 12/11/2022 does NOT have the “Self” block checked. This is reporting that you did not stay in the TLE location for that night and will not be included in the reimbursement calculations.
- **No Check Mark = No Payment**

SMARTVOUCHER INSTRUCTIONS



- ✓ Itinerary **<u>MUST</u>** include:
  - Departure from old duty station
  - Every time mode of transportation was changed
  - Initial departure and final arrival airports
  - Reflect military reasons for stopping (ie. TDY or hometown recruiting)
- ✓ **<u>DO NOT</u>** include:
  - Flight Layovers
  - Nonmilitary stops en route
  - Lodging en route

SMARTVOUCHER INSTRUCTIONS

1 Departure

2 Next Stop

On what day did your travel begin?

12/02/2022

Enter the date of departure on your leave form

From what country did you depart?

USA

What is the departing location zip code?

76544

USPS Zip Code Lookup

From what installation/base/city did you depart?

Fort Hood

From what state did you depart?

Texas

✓ **Day travel began?**
- The day you departed your previous duty station
- **<u>Should not be earlier than your approved absence start date, if it is it will be included in leave adjustments</u>**

✓ **What Country?**
- **USA** for POV drivers

✓ **Departing location zip code**
- Listed on the first page of your orders as departing location

SMARTVOUCHER INSTRUCTIONS

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.

Cancel | Save & Continue to Next Stop Information

DRIVING TO JBLM

- ✓ **Mode of Travel:** "Automobile"
- ✓ **Personally Responsible for Operating Expenses?**
  - YES - you drove your vehicle (including rentals)
  - NO - you are claiming a taxi to an airport
- ✓ **How many automobiles?**
  - 1 or 2
  - 3 is only approved through Secretarial Waiver process
- ✓ **Were you the operator?**
  - YES
- ✓ **From a terminal?**
  - A terminal is an airport

SMARTVOUCHER INSTRUCTIONS

FLYING TO JBLM

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

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

What was the date this expense was incurred?

mm/dd/yyyy

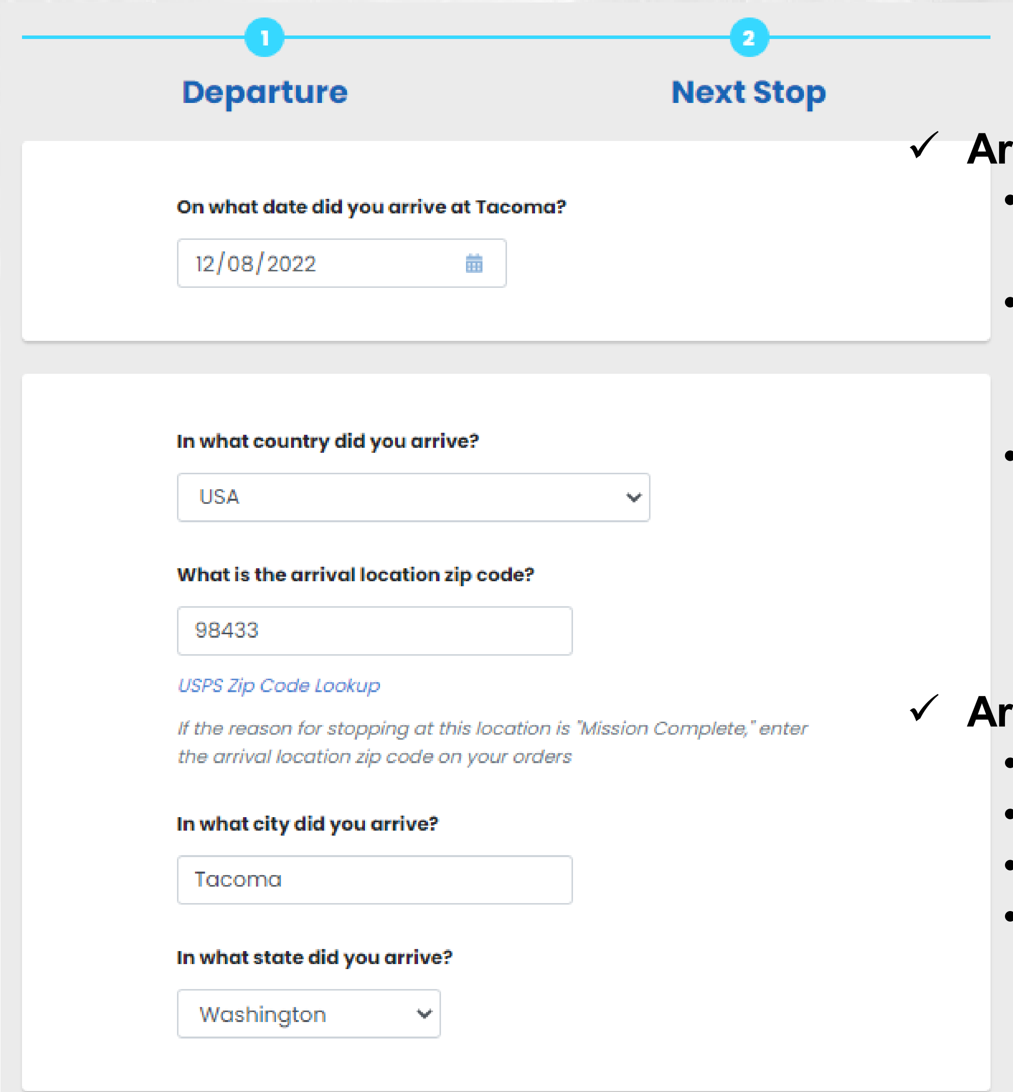
What was the nature of this expense?

Taxi - Terminal

- ✓ **You are <u>REQUIRED</u> to report how you got to the airport from your old duty station.**
  - i.e.- Camp Casey in a bus to Inchon - Ft. Cavazos in a taxi to DWF
- ✓ **Mode of Travel:** "Automobile"
- ✓ **Personally Responsible for Operating Expenses?**
  - NO
- ✓ **Did the government own this vehicle?**
  - YES (ie. Bus from AIT)
  - NO – Taxi, Uber, or Lyft
- ✓ **Did you play for this automobile?**
  - YES or NO
- ✓ **Enter the Date & Amount of the Expense**

Ensure your first location is your losing duty station, not the airport.

SMARTVOUCHER INSTRUCTIONS


1 Departure
2 Next Stop

On what date did you arrive at Tacoma?

12/08/2022

In what country did you arrive?

USA

What is the arrival location zip code?

98433

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?

Tacoma

In what state did you arrive?

Washington

✓ **Arrival Date**

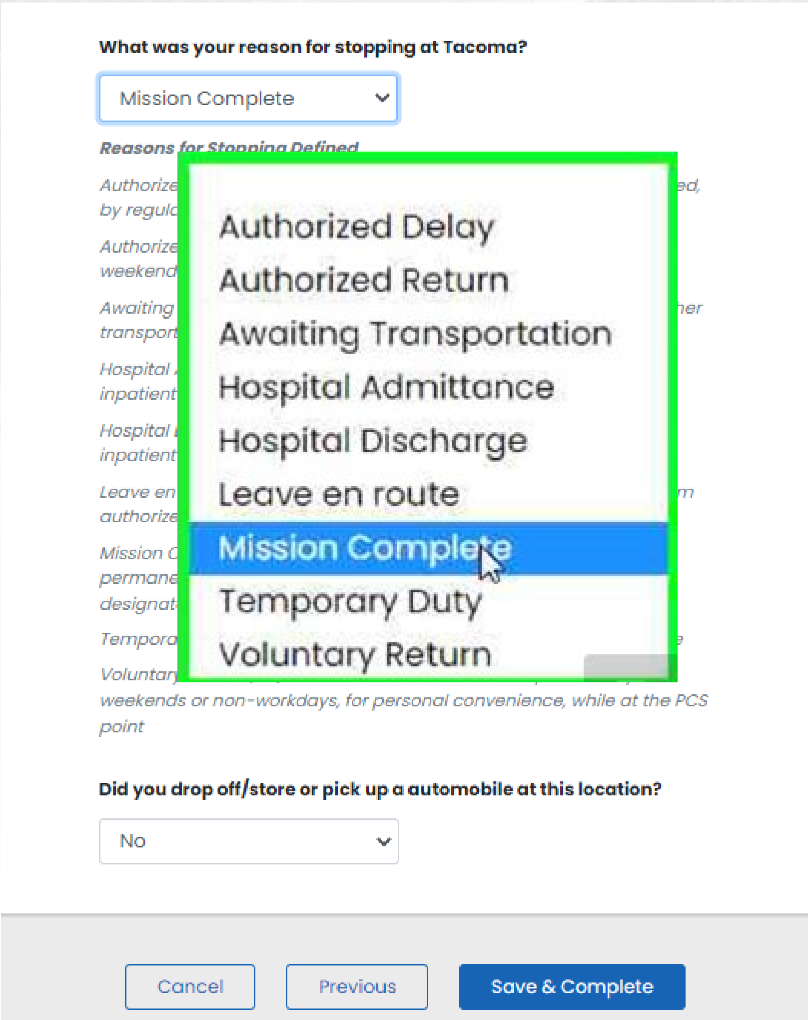
- POV Drivers – Day you arrived at JBLM, TDY location or HRAP
- Flew from last duty station – Date you arrived at the airport you flew out of

- Came straight to new duty station?
  - Day arrived in local area
    - **MUST** be on or before sign in date on DA31, block 16

✓ **Arrival ZIP- as applies**

- ZIP for TDY location
- ZIP for Airport
- ZIP for Hometown Recruiting location
- ZIP for JBLM (98433)

SMARTVOUCHER INSTRUCTIONS



REASONS FOR STOPPING

- ✓ **Airport?**
  - "Awaiting Transportation"
- ✓ **School?**
  - "Temporary Duty"
- ✓ **Hometown Recruiting?**
  - "Leave en route"
- ✓ **Flight from OCONUS got delayed**
  - "Authorized Delay" – Requires MFR
- ✓ **Returning from Unaccompanied Tour**
  - "Authorized Return" – Requires MFR
- ✓ **New Duty Station?**
  - **"Mission Complete"**

FINAL STOP MUST SAY MISSION COMPLETE OR YOU CAN NOT CONTINUE

SMARTVOUCHER INSTRUCTIONS

1 Departure

2 Next Stop

What day did you depart INCHON?

12/22/2022

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?

Yes

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

What was the date this expense was incurred?

mm/dd/yyyy

What was the nature of this expense?

Air Ticket - Paid by traveler

What was the cost of the plane ticket?

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

FLYING TO JBLM cont.

- ✓ **Date of Departure**
- ✓ **Mode of Transportation?**
  - Plane
- ✓ **Government owned? / Did you pay for your flight?**
  - **NO** – Only if the Army paid via CBA
  - **YES** – Paid with personal card or **GTCC**
- ✓ **Date ticket was purchased**
  - Date of travel if unknown
- ✓ **Cost of ticket**
- ✓ **Did you use your GTCC?**
  - ✓ Yes or No

SMARTVOUCHER INSTRUCTIONS

1 Departure   2 Next Stop

On what date did you arrive at Seattle?

mm/dd/yyyy

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

FLYING TO JBLM cont.

- ✓ Layovers do **NOT** need reported
- ✓ **Arrival Location**
  - ✓ HRAP Location
  - ✓ TDY Location
  - ✓ OCOUS – First airport landed at stateside (ie. SeaTac or Baltimore)
  - ✓ Seattle Tacoma Int. Airport (98158)
- ✓ Reason for Stopping?
  - ✓ HRAP: Leave En Route
  - ✓ TDY: Temporary Duty
  - ✓ OCONUS: Awaiting Transportation
  - ✓ Arrived in Seattle: Awaiting Transportation

* No lodging expenses should be listed unless you have an <u>AUTHORIZED DELAY MFR</u>

SMARTVOUCHER INSTRUCTIONS

Itinerary Information

Step 7 of 12

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
12/01/2022	Fort Sill, OK USA	12/22/2022	Tacoma, WA USA	PA	MC	0	0.00	Edit | Delete

Previous | Save & Continue

Step 7 of 12

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
12/01/2022	CAMP CASEY, KOREA (SOUTH)	12/22/2022	INCHON, KOREA (SOUTH)	GB	AT		0.00	Edit
12/22/2022	INCHON, KOREA (SOUTH)	12/22/2022	Seattle, WA USA	TP	AT		0.00	Edit
12/22/2022	Seattle, WA USA	12/22/2022	Tacoma, WA USA	CA	MC	0	0.00	Edit | Delete

Previous | Save & Continue

- ✓ **Final Reason for Stop**
  - MUST be "MC"
- ✓ **POC Miles** - 0
- ✓ **Lodging** - $0.00
  - Only exception is an Authorized Delay

PCS TRAVEL ENTITLEMENTS

Travel Per Diem

✓ **Driving Per Diem****

Intended to offset the cost of lodging and meals for Soldiers and dependents while en route

- **Soldier** **$178.00 per day**
- **Dependents 12 and over** **$133.50 per day**
- **Dependents under 12** **$ 89.00 per day**

*the amount is per authorized travel day, per person

✓ **Flying Per Diem**

Intended to offset expenses at the airport, ie food.

- Per-diem rate when flying is calculated at a “lodgings plus per diem rate”. The amount is a fraction of the driving per diem, and is location based

**Receipts are not required, as that it is a flat rate reimbursement, for those doing a PPM/DITY, you may be required to have receipts, however, they do not pay out hotels and food

TRAVEL ENTITLEMENTS CONT'D

PCS Travel – POV Mileage Reimbursement

✓**To offset the cost of gas en route**

✓**Rate as of 1 JAN 2024**:
- One POV - $0.21*
- Two POV - $0.42*

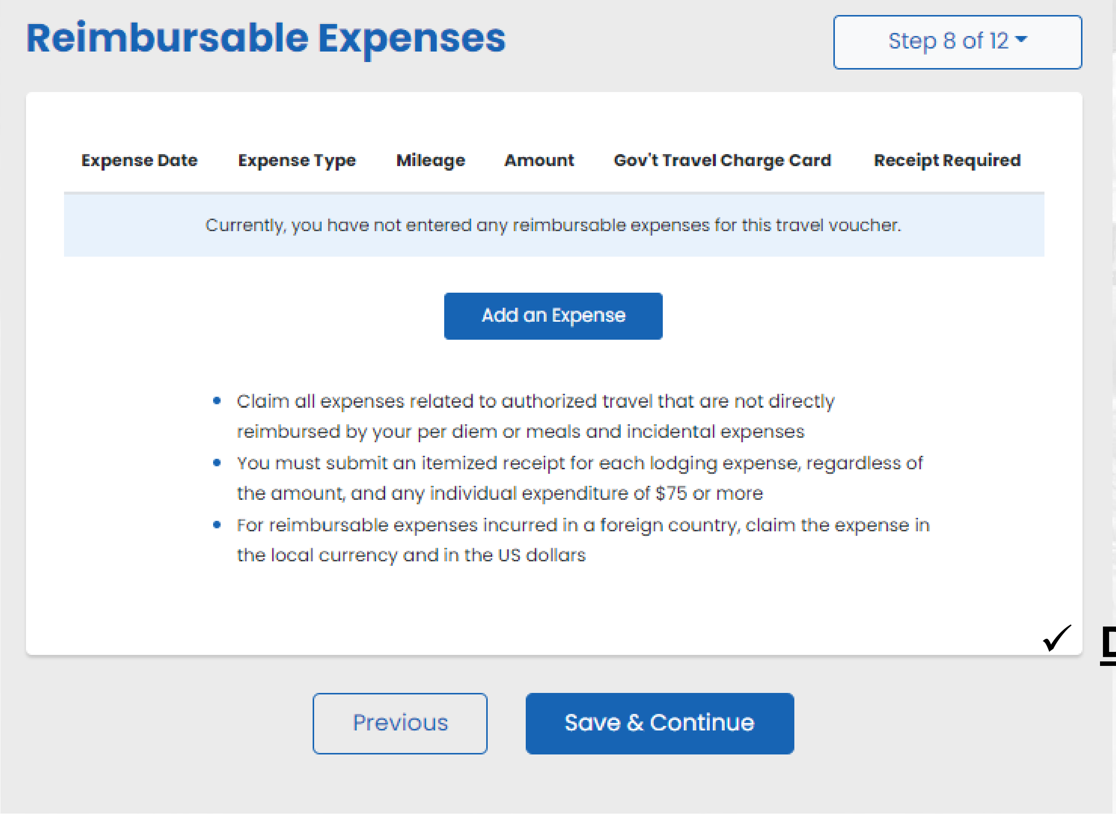
***Mileage Reimbursement is subject to change.**

****Receipts are not required, as that it is a flat rate reimbursement, for those doing a PPM/DITY, you may be required to have receipts, however, they do not pay out for gas**

PPM / DITY MOVES – DO IT YOURSELF MOVES

- ✓ PPM/DITY MOVES (Full and Partial) are handled by the local transportation office (JPPSO)
- ✓ All weight tickets, receipts, etc. Will be settled with JPPSO
- ✓ They are located in the building to the left of Waller Hall (when facing Waller Hall)

SMARTVOUCHER INSTRUCTIONS



✓ **Authorized Reimbursable Expenses**

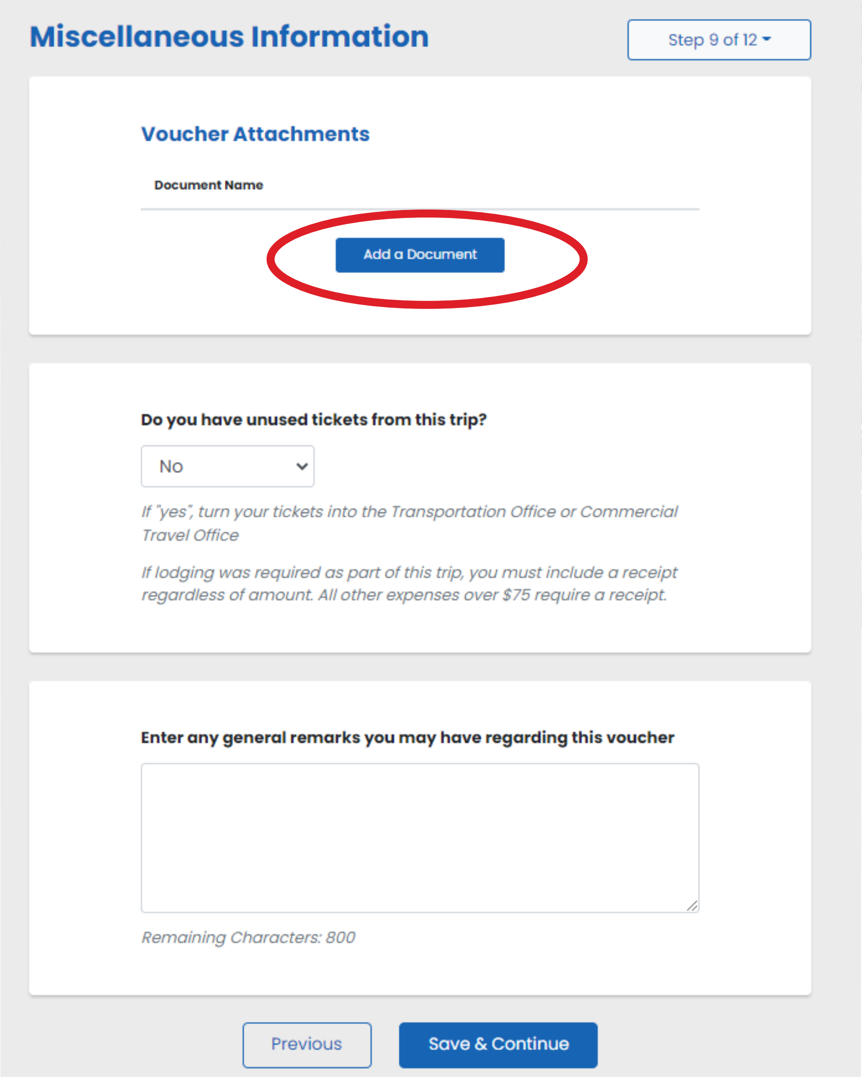
- Airfare, if orders state IBA, Individually Billed account authorized
- Excess Baggage (must be stated on orders)
- Taxi Cabs to initial airport and from SEATAC to JBLM
- CTO Fees
- Tolls
- Pet Fees *must have a receipt for any amount

✓ **DO NOT Include**

- Lodging en route
- In/Around Milage

Anything on this page over $75 must have a receipt

SMARTVOUCHER INSTRUCTIONS



- ✓ **Click "Add a Document" to attach all required documents.**
- ✓ **No voucher should be submitted without the following attachments: *ensure to select the option for "orders"**
  - Orders (plus amendments)
  - DA31 (must cover full PCS)
- ✓ **These documents are needed as applicable:**
  - 1610 (plus amendments)
  - TLA packet
  - Zero balance TLE receipts
  - Receipts over expenses $75+

SMARTVOUCHER INSTRUCTIONS

Split Disbursements

Step 10 of 12

Split disbursement is mandatory for any expense you charged to your Governement 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:

$ 1000.00 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:

$ 0.00

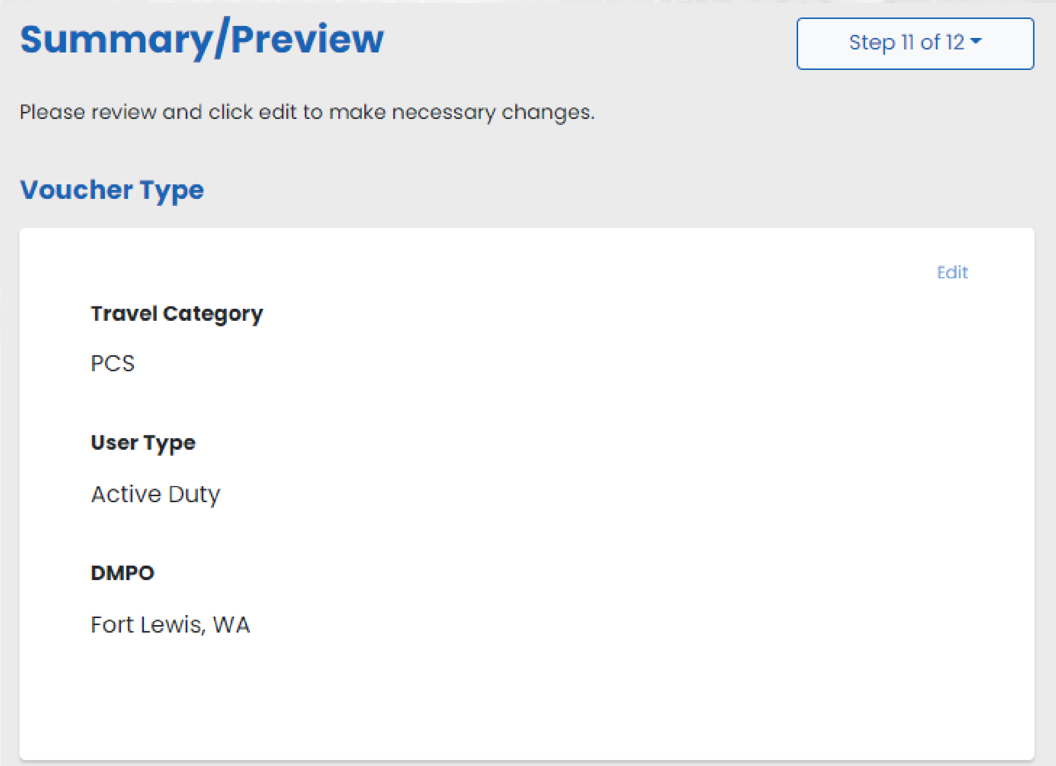
Previous Save & Continue

Amount indicated in this box is the amount you are opting to have go to your GTCC directly.

ie: Total PCS entitlement is $5,000 and you opt for $1,000 to go to your GTCC. Citibank will receive $1,000 and you will receive $4,000

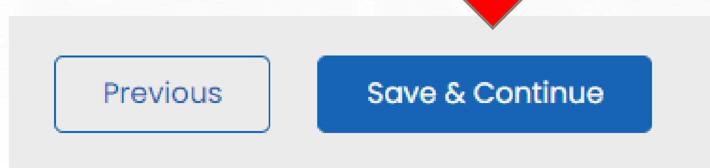
Keep in mind, you are responsible for your GTCC. Failure to pay it will result in automatic deductions from your pay.

SMARTVOUCHER INSTRUCTIONS



Step 11: Summary/Preview

- Look through the information to ensure everything looks correct.
  - *Remember: DMPO must read "Fort Lewis, WA" to ensure we receive a copy*
- Click "Save & Continue" after information is verified



SMARTVOUCHER INSTRUCTIONS

Submit Voucher

Step 12 of 12

List of Required Attachments

Based on the information your provided, the following documents must be scanned and added as attachments to your submitted voucher:

1. Travel Order 13456410

   In addition to this travel order, please ensure you include all corresponding amended orders.

2. Zero balance lodging receipts

   2022-12-16 : Lodging Expense : Yelm

When scanning a document, make sure the:

- Document is smooth and flat
- Scanner's glass is clean
- Scanner is set to 300 dpi or "fine"
- Scanner is set to "black and white" **not** "greyscale"

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

Select "**View/Print Voucher**" to ensure that all uploads are legible

SMARTVOUCHER INSTRUCTIONS

✓ PCS Voucher will change to "Traveler Signed" once submitted- this is how you can ensure your voucher was submitted

PCS Vouchers

Travel Order	Start Date	End Date	Supplemental?	Dependents	Status	
13456410	12/01/2022	12/22/2022	No	WILMA, PEBBLES	Traveler Signed	Edit | Delete | View/Print

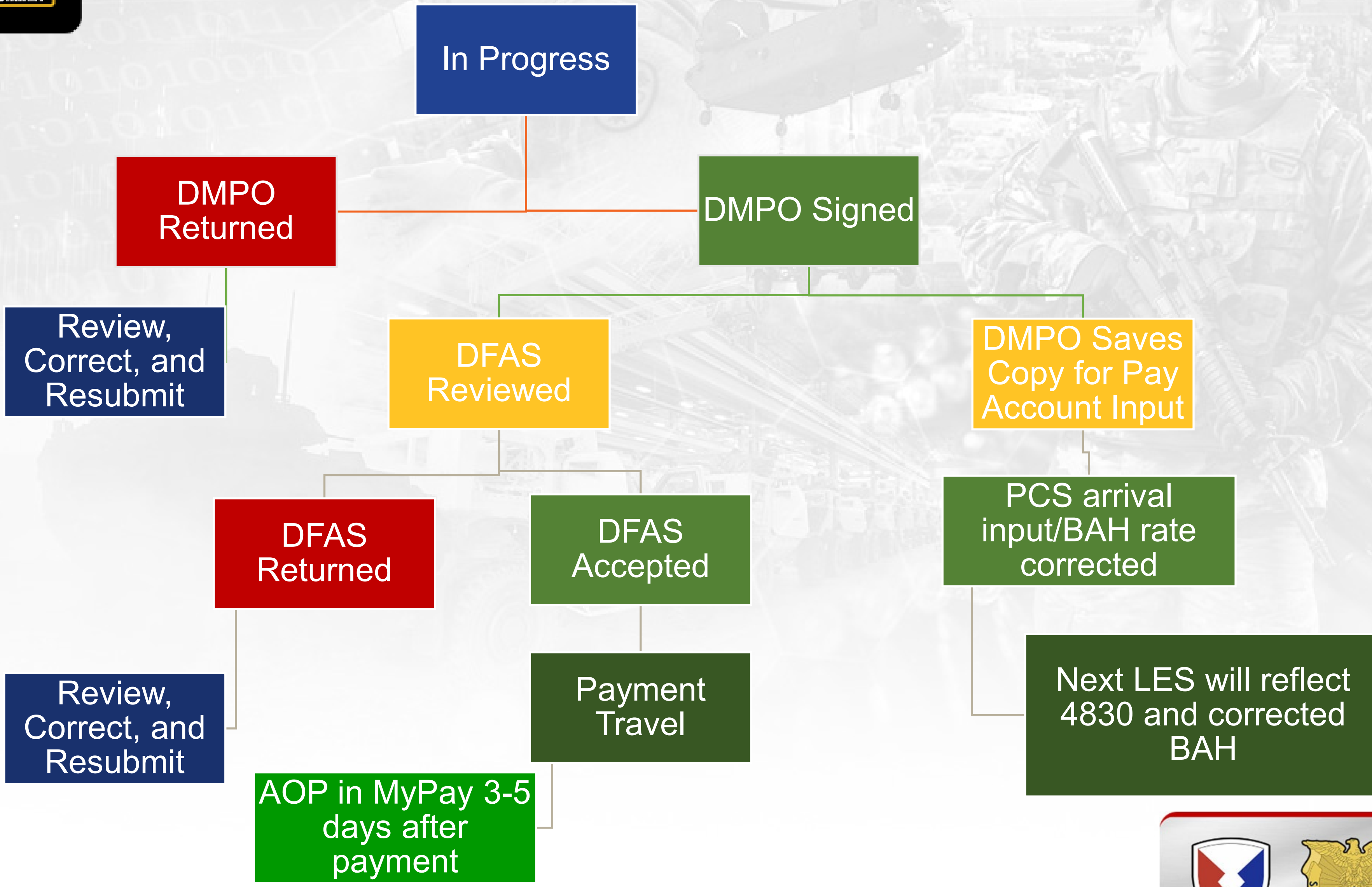
✓ "In Progress" voucher means it is with you and still needs to be submitted.

PCS Vouchers

Travel Order	Start Date	End Date	Supplemental?	Dependents	Status	
13456410	12/01/2022	12/22/2022	No	WILMA, PEBBLES	In Progress	Edit | Delete | View/Print

✓ Log into SmartVoucher and check your status regularly to ensure it moves through all steps of the approval process.

SMARTVOUCHER INSTRUCTIONS



LES REVIEW

Review your LES MONTHLY to ensure you are being paid correctly

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT

ID	NAME (LAST, FIRST, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	1	2	3	4	5	6	7	8	9

ENTITLEMENTS (TYPE / AMOUNT)	DEDUCTIONS (TYPE / AMOUNT)	ALLOTMENTS (TYPE / AMOUNT)	SUMMARY	
A B C D E F G H I J K L M N O: 10	11	12	+ AMT FWD	13
			+ TOT ENT	14
			- TOT DED	15
			- TOT ALMT	16
			= NET AMT	17
			- CR FWD	18
			= EOM PAY	19
TOTAL 20	21	22	DIEMS 23	RET PLAN 24

LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE
	25	26	27	28	29	30	31	32

FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD
	33	34	35	36	37	38

FICA TAXES	WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD
	39	40	41	42	43

STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
	44	45	46	47	48	49

PAY DATA	BAQ TYPE	BAQ DEPN	VHA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPNS	2D JFTR	BAS TYPE	CHARITY YTD	TPC	PACIDN
	50	51	52	53	54	55	56	57	58	59	60	61	62

Thrift Savings Plan (TSP)	BASE PAY RATE	BASE PAY CURRENT	SPEC PAY RATE	SPEC PAY CURRENT	INC PAY RATE	INC PAY CURRENT	BONUS PAY RATE	BONUS PAY CURRENT
	63	64	65	66	67	68	69	70

CURRENTLY NOT USED	TSP YTD DEDUCTIONS	DEFERRED	EXEMPT	CURRENTLY NOT USED
71	72	73	74	75

REMARKS 76 YTD ENTITLE__________ 77 YTD DEDUCT __________ 78

"Advanced Debt" will appear under entitlements to alert you of applicable debts. This is your sign to talk to finance regarding repayment. If no action taken, debt will collect in 45 days at up to 2/3rd of your disposable pay.

www.dfas.mil

DFAS Form 702, Jan 02

- ✓ **ADSN/DSSN (Box 8):**
  - 4830, identifies your pay account is assigned to the JBLM Finance Office
- ✓ **Entitlements:**
  - BAS
  - Advanced Debt
- ✓ **Leave Adjustments:**
  - All leave transactions are entered/ updated/ cancelled in IPPS-A via your S-1

* Local AMPO is not authorized to make any leave adjustments

DID YOU KNOW

myPay

- http://mypay.dfas.mil/
- Allows customer electronic access to:
  - LES View/Print
  - Allotments – Start, Stop, Change
  - Pay option – Change bank account
  - DFAS Vouchers Paid Within Last 6 Months
  - W-2 view and print

1-800-332-7366 or DSN: 699-0300

REFERENCES

- **DoD Financial Management Regulation Volume 7A -Military Pay Policy And Procedures - Active Duty And Reserve Pay**
- **Joint Travel Regulation – travel.dod.mil**
- **Travel Forms and additional information – http://www.dfas.mil/militarymembers/travelpay/forms.html**

- **AMPO – 4174 Kaufmann Ave**
  - Monday, Tuesday, Wednesday and Friday – 0900-1530
    - **Thursday CLOSED**
  - All pay inquires are a CRM case in IPPS-A through your unit S-1
  - All Pay Transactions are submitted on UDL through S1

- **Contact for Travel Questions:**
  - 1-888-DFAS411 or 1-888-332-7411, Monday – Friday between the hours of 0800-1700 Eastern Time
  - Submit your question via AskDFAS at https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=6

TRAVEL NOTES

✓ Notifications

- An email will be sent during the process of the voucher review and the settlement

✓ To check on the status of your voucher, go to DFAS.mil, Military Members, Travel Pay, Check Voucher Status. You will need your PCS order number

✓ The travel advice of pay, AOP, settlement, information will be available in MyPay

- Ensure to read the remarks section, as it will outline what was or was not paid

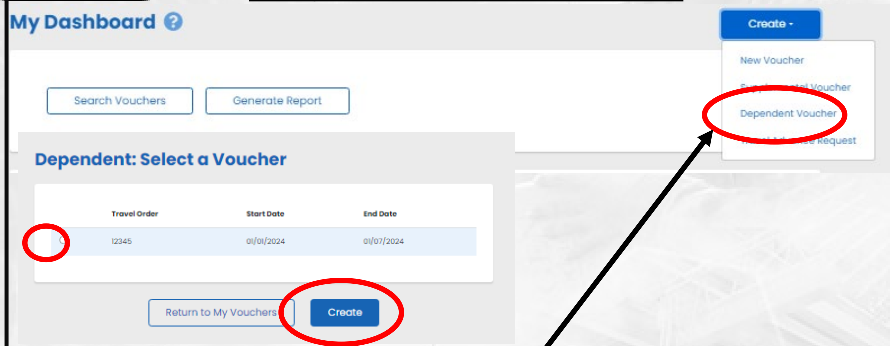
✓ Travel settlements are paid directly by DFAS Rome, and do not show up on the Soldier's LES. Payment is made when the claim is processed vs. on the 1st and the 15th

- If you took travel advances and end up owing money back you will be notified by DFAS Debt Management for repayment options, if no response to their debt notification, they may collect the debt from your check

✓ If your dependents are traveling at a later date, do not forget to file a supplemental claim on Smart Voucher when they arrive

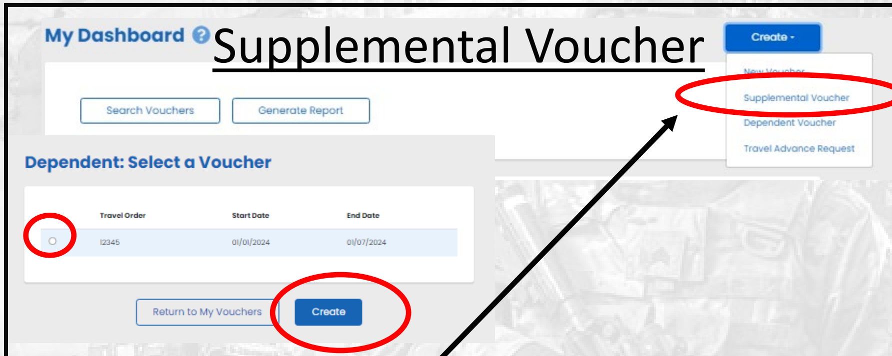
DEPENDENT/ SUPPLEMENTAL GUIDE

Dependent Voucher



1. Select CREATE > DEPENDENT VOUCHER
2. Select voucher with your travel then CREATE
3. SAVE & CONTINUE to Step 2 - Change DLA to **YES**
4. SAVE & CONTINUE to Step 5 - Change to **YES**
5. Select **MY DEPENDENTS TRAVELED AT A SEPARATE TIME OR FROM A DIFFERENT LOCATION**
6. Select **ADD DEPENDENT** for each dependent that traveled
7. Enter dependent NAME, RELATIONSHIP, DATE OF MARRIAGE/BIRTH, ADDRESS they moved **from**
8. SAVE & CONTINUE to Step 6 - Enter dependents travel information
9. SAVE & CONTINUE to Step 8 - Upload PCS Orders; type “Dependent Voucher” in GENERAL REMARKS
10. SAVE & CONTINUE until Step 12 - **SIGN & SUBMIT**

Supplemental Voucher



1. Select CREATE > SUPPLEMENTAL VOUCHER
2. Select voucher you are updating then CREATE
3. Navigate to the Step you need to update
4. SAVE & CONTINUE to Step 12 **- SIGN & SUBMIT**

REASONS FOR SUPPLEMENTAL VOUCHER/ STEP IN SMART VOUCHER

- **TLE** - Step 2. Change TLE to **YES**. TLE information screens will populate as Step 6.
- **Add Advance Info** - Step 3
- **Change Dependent Info** - Step 5
- **Add Missing Documents** - Step 9
- **Correct Itinerary** - Step 6 (no TLE) or Step 7
- **Add Split Disbursement/GTCC Payment** - Step 10
- **Add Expenses** - Step 8