



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 *Now done in IPPS-A
- Demo Pay

✓ Day Prior to Departure

- SDAP *Now done in IPPS-A
- 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” PRIOR to logging in
 - Select SMARTVOUCHER – COMPLETE A DD 1351-2

The screenshot shows the myPay.dfas.mil website. At the top is a blue navigation bar with links: myPay, SECTION 508, SECURITY, FAQ, QUICK LINKS, PRIVACY POLICY, and CONTACT US. To the right of these links is the text 'STAY CONNECTED WITH DFAS' followed by YouTube and Facebook icons. Below the navigation bar, the page is divided into several sections. On the left, there is a '2022 Tax Statement S' section with a red arrow pointing to it. Below this is a 'QUICK LINKS' section. Further down is a 'DFAS Resources' section with a list of links. A red arrow points to the link 'SmartVoucher - Complete a DD 1351-2'. On the right side of the page, there is a 'Sign In' section with input fields for 'Login ID' and 'Password', a 'Sign In' button, and links for 'Forgot your Login ID?' and 'Forgot or Need a Password?'.

2022 Tax Statement S

- Annuitant 1099-R
- Military Retiree 1099-R
- Former Spouse 1099-R
- Civilian Certificate for Income Tax Adjustment

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 \(Acti](#)
- [SmartVoucher - Complete a DD 1351-2](#)
- [Travel Voucher Checklist](#)

Sign In

Login ID

Password

Sign In

[Forgot your Login ID?](#)

[Forgot or Need a Password?](#)





SMARTVOUCHER INSTRUCTIONS

Log in with your myPay credentials OR click “Login in 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 PIN 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 ***



SMARTVOUCHER INSTRUCTIONS



Select "Create" > "New Voucher"

My Dashboard ?

Search Vouchers

Generate Report

Create ▾

New Voucher

Supplemental Voucher

Dependent Voucher

Travel Advance Request

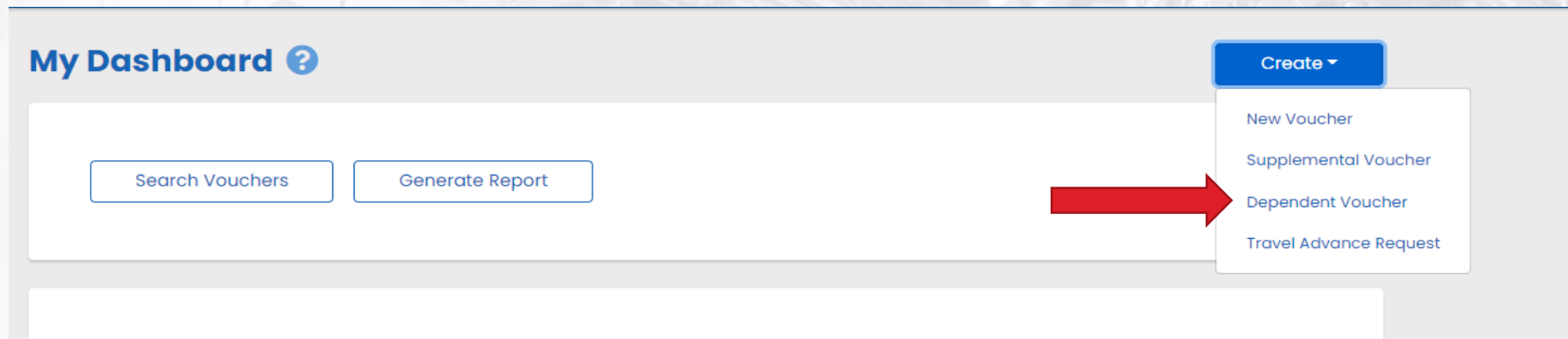


SMARTVOUCHER INSTRUCTIONS



✓ Dependent Voucher

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



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



SMARTVOUCHER INSTRUCTIONS



My Vouchers

User Type

New

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

Order Number: 0009950311.00

Assignment ID: 121781962

23 October 2024

WGDPA - Jblm Lewis, WA 98433

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

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

✓ **Ship Household Goods?**
"YES"

Initial Information

Step 2 of 11

Travel Order Number

123456789

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 SDN

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

Add a Document

SKIP!

What is the issue date on the order?

12/01/2024

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



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.

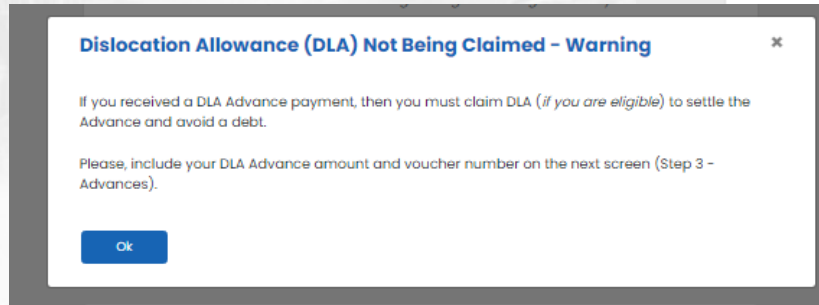
- ✓ Any rank with dependents who have completed PCS travel
 - Dependent(s) must:
 - Be authorized travel on order
 - Have physically relocated with you
 - Have the intention of maintaining a permanent residence here
 - Have been in the custody of the noncustodial parent at the time of travel
 - Single 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



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

No

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.

- ✓ 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 in 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 Form 1610

- HRAP is NOT a TDY



SMARTVOUCHER INSTRUCTIONS



Advances

Step 3 of 11 ▾

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

 ▾


DLA Advance

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?

 ▾


DTS Payments

[Previous](#)
[Save & Continue](#)

Advances

Step 3 of 11 ▾

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

 ▾

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

Currently, you have no payments or advances entered in SmartVoucher. You must enter at least one.

Payment/Advance Amount

DOV Number

SmartVoucher allows a maximum of 20 payments and/or advances per travel order

[Enter a Payment/Advance](#)

- ✓ 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

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



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

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

UNCLASSIFIED

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
Currently, you have not entered any dependents for this travel voucher.					
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)

Add/Edit a Dependent

First Name

Middle Initial (not required)

Last Name

Relationship to You

Choose one...

Children over 21, wards and parents require an approval memorandum from Dependency Entitlements (DFAS)

Dependent Residence at the Time You Received Your Orders

Country

Choose one...

Street Address

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one...

Did the dependent complete travel?

Choose one...

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

UNCLASSIFIED

- ✓ 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

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

UNCLASSIFIED

- ✓ 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 or count as a TLE day

mm/dd/yyyy

Location Address

TLE is limited to the 48 contiguous states

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one... ▼

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

- 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



Temporary Lodging Expenses ?

Step 6 of 12 ▾

1

Eligibility

2

Locations

3

Daily Expenses

4

Persons Claimed

5

Certification

Daily Expenses

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

Did not incur daily lodging costs at this location

Yelm, WA	98597	12/16/2022	12/17/2022
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Date	Lodging Expense	Amount claimed should include lodging rate and taxes
12/16/2022	Amount: 0	
Charges to Government Travel Charge Card? ☒ Yes ☐ No		

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

Previous

Save & Continue

****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 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

- ✓ Itinerary **MUST** 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)
- ✓ **DO NOT** include:
 - Flight Layovers
 - Nonmilitary stops en route
 - Lodging en route



SMARTVOUCHER INSTRUCTIONS



1

Departure

On what day did your travel begin?



Enter the date of departure on your leave form

From what country did you depart?



What is the departing location zip code?

[USPS Zip Code Lookup](#)

From what installation/base/city did you depart?

From what state did you depart?



2

Next Stop

- ✓ **Day travel began?**
 - The day you departed your previous duty station
 - **Should not be earlier than your approved absence start date, if it is it will be included in leave adjustments**
- ✓ **What Country?**
 - **USA** for POV drivers
- ✓ **Departing location zip code**
 - Listed on the first page of your orders as departing location





SMARTVOUCHER INSTRUCTIONS

UNCLASSIFIED

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 **REQUIRED** to report how you got to the airport from your old duty station.

- i.e.- Camp Casey in a bus to Incheon - 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 pay 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

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



2

Next Stop

✓ 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

What was your reason for stopping at Tacoma?

Mission Complete ▾

Reasons for Stopping Defined

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

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

No ▾

Cancel

Previous

Save & Complete

- ✓ **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

UNCLASSIFIED

FLYING TO JBLM cont.

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)?

- ✓ 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

UNCLASSIFIED

FLYING TO JBLM cont.

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



- ✓ 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 **AUTHORIZED DELAY MFR**





SMARTVOUCHER INSTRUCTIONS

UNCLASSIFIED

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 ▾

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

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](#)





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

UNCLASSIFIED

- ✓ **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



Reimbursable Expenses

Step 8 of 12 ▾

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required
--------------	--------------	---------	--------	--------------------------	------------------

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

✓ 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

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

Remaining Characters: 800

Previous

Save & Continue

- ✓ 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 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:

\$ 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



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 Lewis, WA

Edit

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



Previous

Save & Continue





SMARTVOUCHER INSTRUCTIONS

UNCLASSIFIED

Submit Voucher

Step 12 of 12 ▾

List of Required Attachments

Based on the information you 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



In Progress

DMPO
Returned

Review,
Correct, and
Resubmit

DMPO Signed

DFAS
Reviewed

DMPO Saves
Copy for Pay
Account Input

DFAS
Returned

Review,
Correct, and
Resubmit

DFAS
Accepted

PCS arrival
input/BAH rate
corrected

Payment
Travel

Next LES will reflect
4830 and corrected
BAH

AOP in MyPay 3-5
days after
payment





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																	
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY																	
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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



U.S. ARMY

Dependent Voucher

My Dashboard ?

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

