



# ALL TRAVEL CLAIMS CAN BE SUBMITTED USING THE SMART VOUCHER PROGRAM

<https://smartvoucher.dfas.mil>

Use the QR code to access SmartVoucher.

Log in using your CAC Card or MyPay username and password.

**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 [HERE!](#)

To enter your Password more securely, click on the On-Screen Keyboard button below.

**Login with DoD CAC**



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.

Once you are logged in select the type of claim you are filing using SmartVoucher:

New Voucher	Supplemental Voucher	Dependent Travel	Travel Advance
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All travel request for PCS MUST include:

Complete set of PCS orders	All Amendment orders, if applicable	Travel Advance
DD Form 1610 for TDY	Lodging Receipts	DA-31 Leave Form
		Expense over \$75

Scan and upload supporting documents using file types:

bmp	gif	jpeg	pdf
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Questions, Please Contact Us At:

910-396-2909	910-396-3680	<a href="mailto:usarmy.liberty.fin-mgt-cmd.list.ampo-military-inprocessing@army.mil">usarmy.liberty.fin-mgt-cmd.list.ampo-military-inprocessing@army.mil</a>
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Remember to ENCRYPT emails that contain PII.

You can also visit In-Out Processing on the WEB



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## SERVICING AMPO

## FORT LIBERTY

## DISLOCATION ALLOWANCE (DLA)

1. If MDC code on back page of orders begins with a 2 or greater then you should be claiming DLA.
2. If you received a DLA advance you need to claim DLA to close out advance.
3. If married to a service member and both parties were residing in same household at previous duty station only one SM can receive DLA

## ITINERARY

1. Use starting and ending Zip codes from orders. Use installation name for overseas locations.
2. Initial day for departure is the date signed out of unit for PCS LEAVE.
3. Date of Arrival to Fort Liberty is date signed into Reception.
4. Must mirror flight itinerary if flew.
5. **USE ZIP CODES FROM ORDERS**

## TEMPORARY LODGING EXPENSE (TLE)

1. Can ONLY be claimed for areas surrounding previous duty station or Fort Liberty (within 75 miles).
2. If coming from overseas can only be claimed for Fort Liberty area.
3. You can claim MEALS ONLY if stayed with Family or Friends. Need Local form.
4. All other areas are covered by per diem.
5. SINGLE E5 AND BELOW MUST HAVE A CERTIFICATE OF NON AVAILABILITY. **REIMBURSABLES**

1. Anything \$75.00 or more, you need a receipt.
2. TAXI, UBER, LYFT, TOLLS
3. TDY EXPENSES: LODGING, RENTAL CAR, GAS, IN AND AROUND MILEAGE (NEED 1610)
4. Bus, Train, Plane Ticket (NEED ITINERARY)