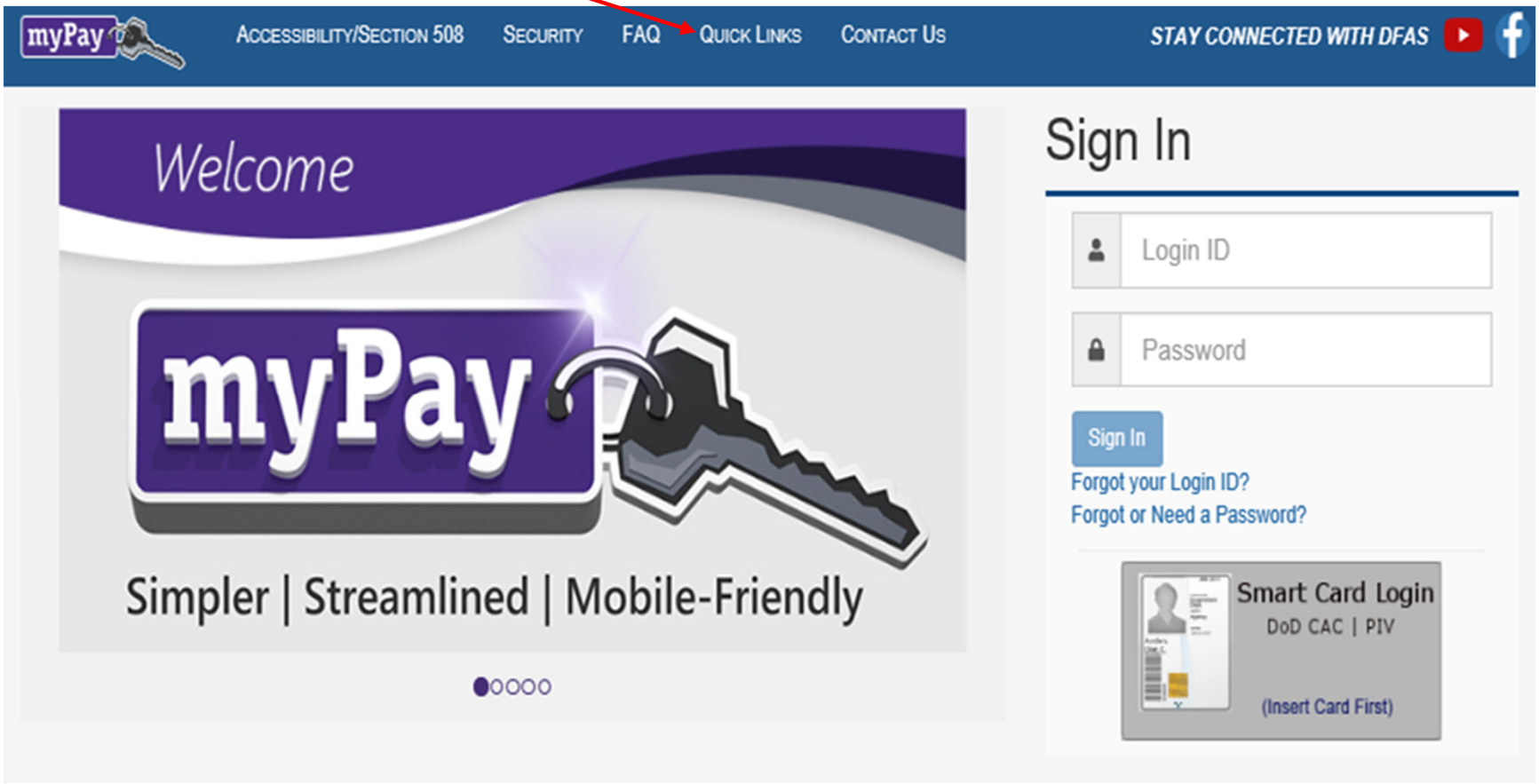
U.S. Army Financial Management Command
PCS SmartVoucher Instructions

Army Military Pay Office
U.S. Army Financial Management Command
As of 220929

CUI

Smart Voucher Instructions

- Go to the myPay homepage, do NOT log in
- Select “Quick Links”



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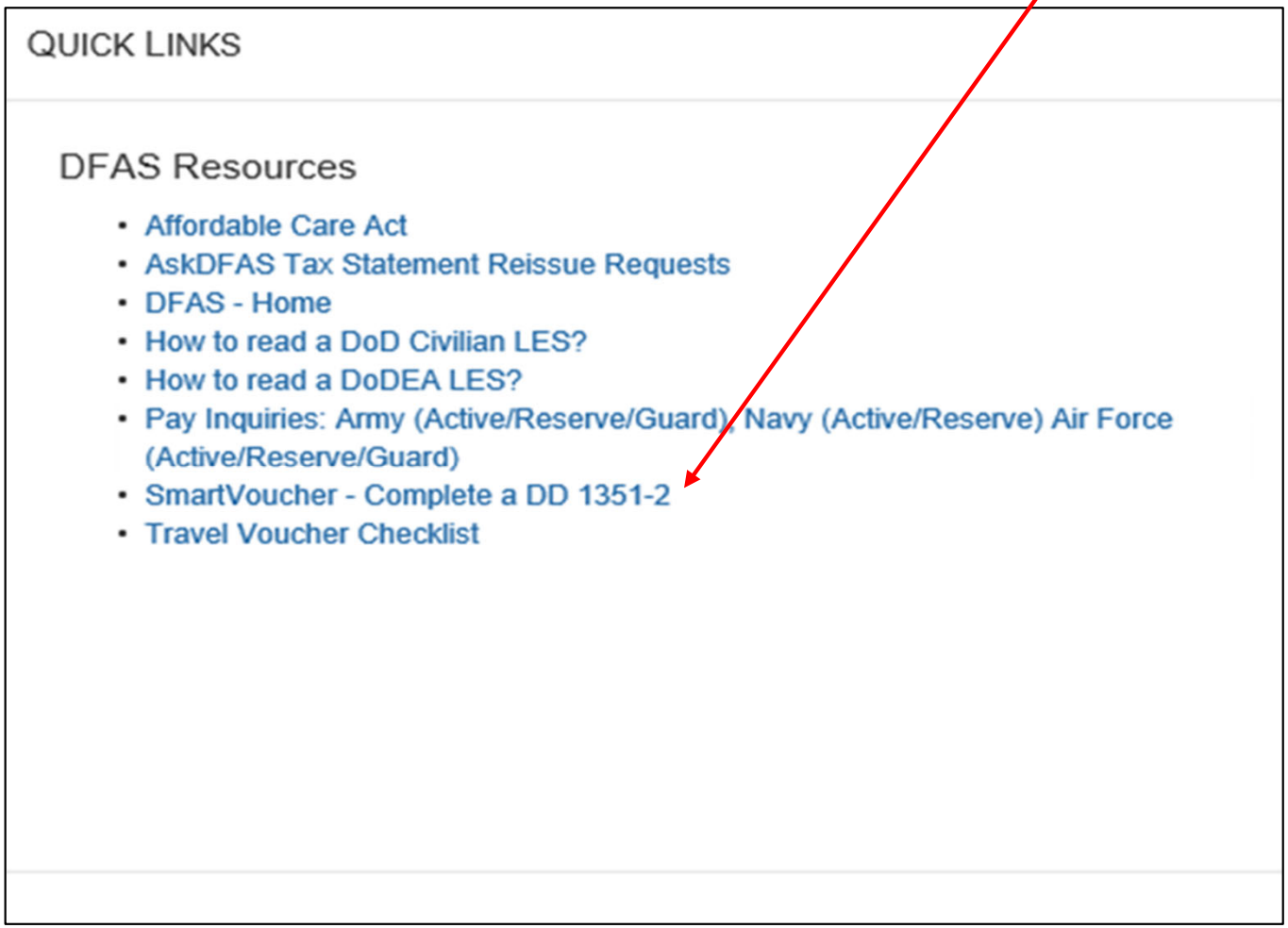
Smart Voucher Instructions

- Under DFAS Resources, second from the bottom of the list, select "Smart Voucher – Complete a DD Form 1351-2"



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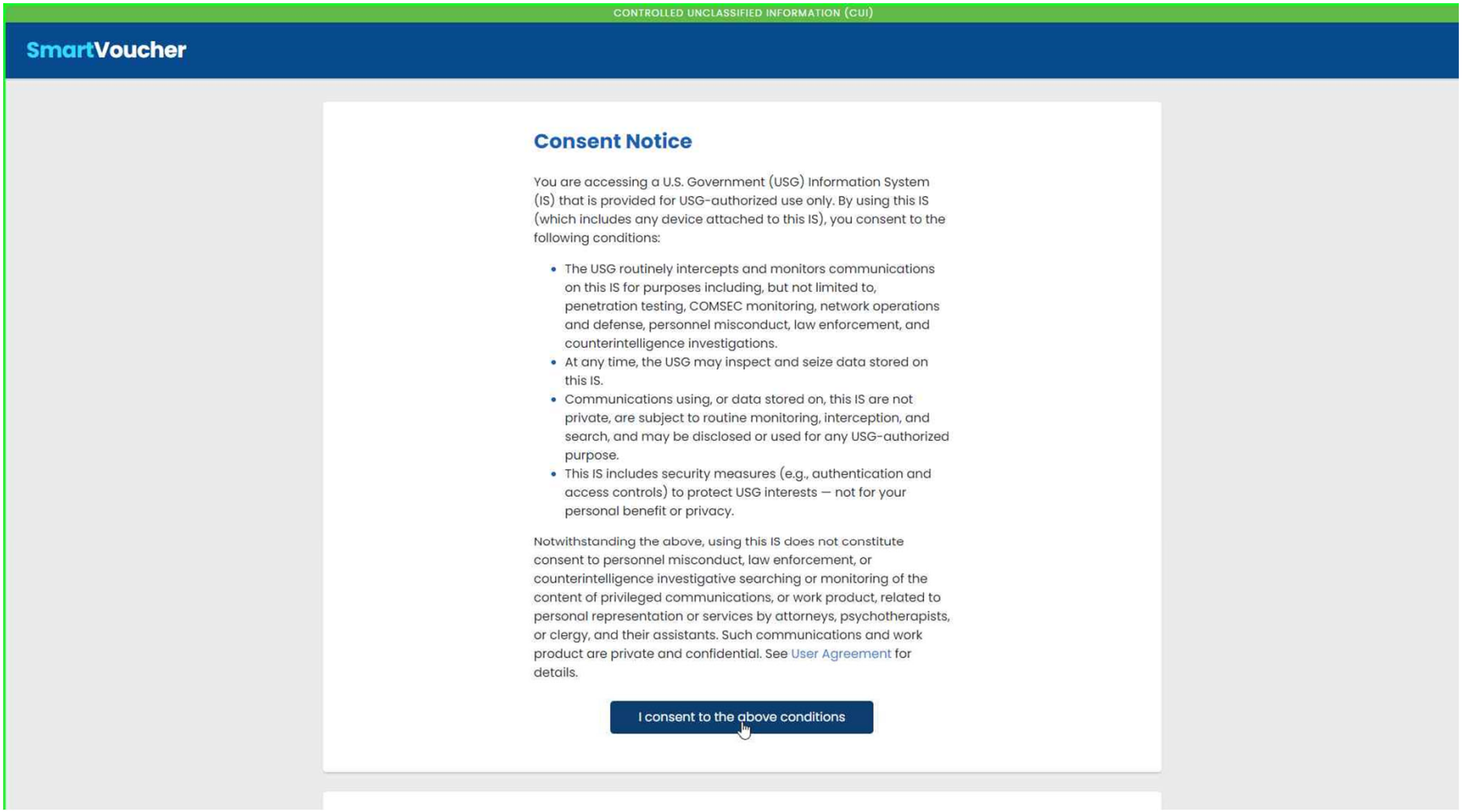
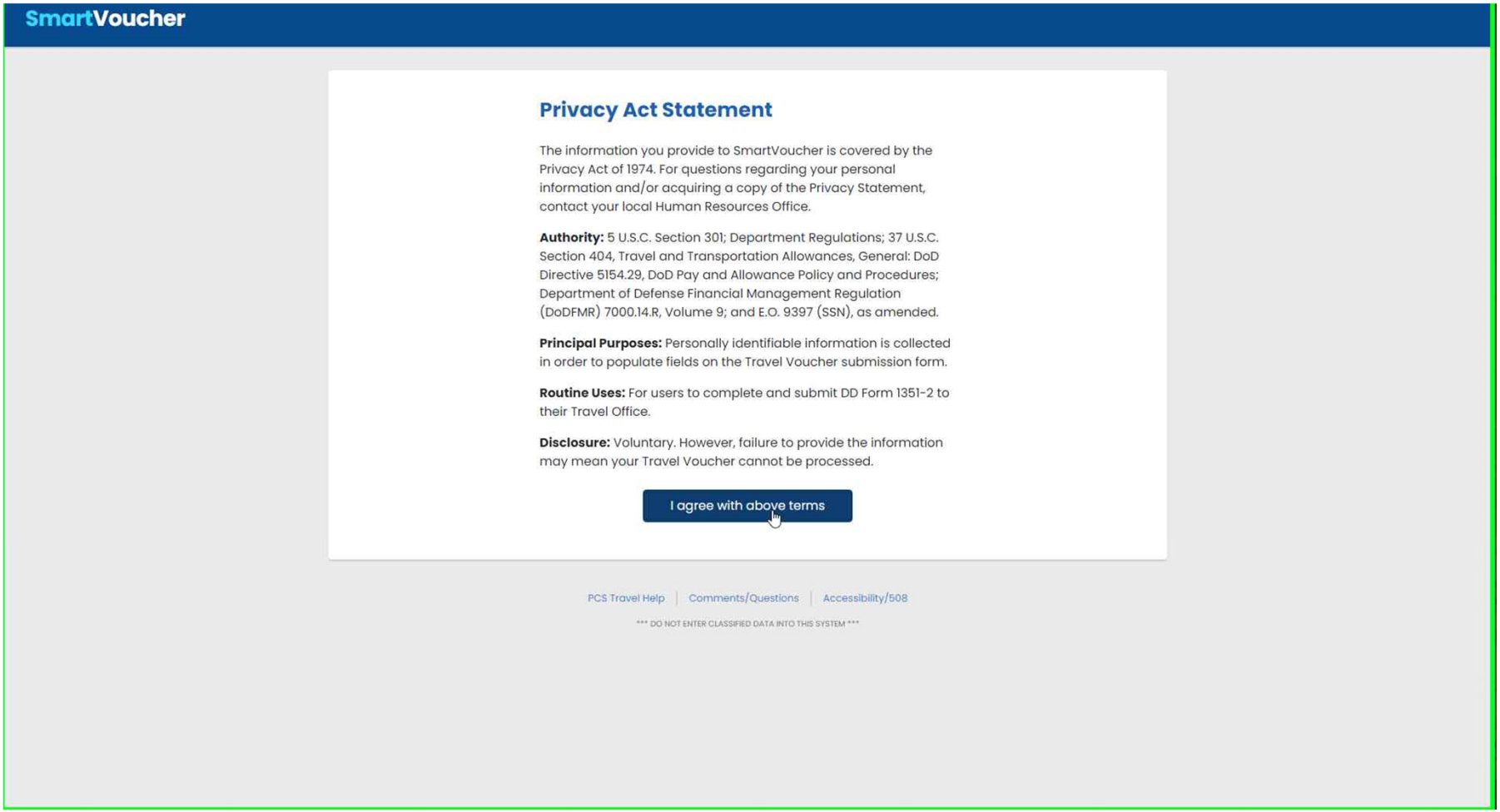
Smart Voucher Instructions



Click the consent box

Smart Voucher Instructions



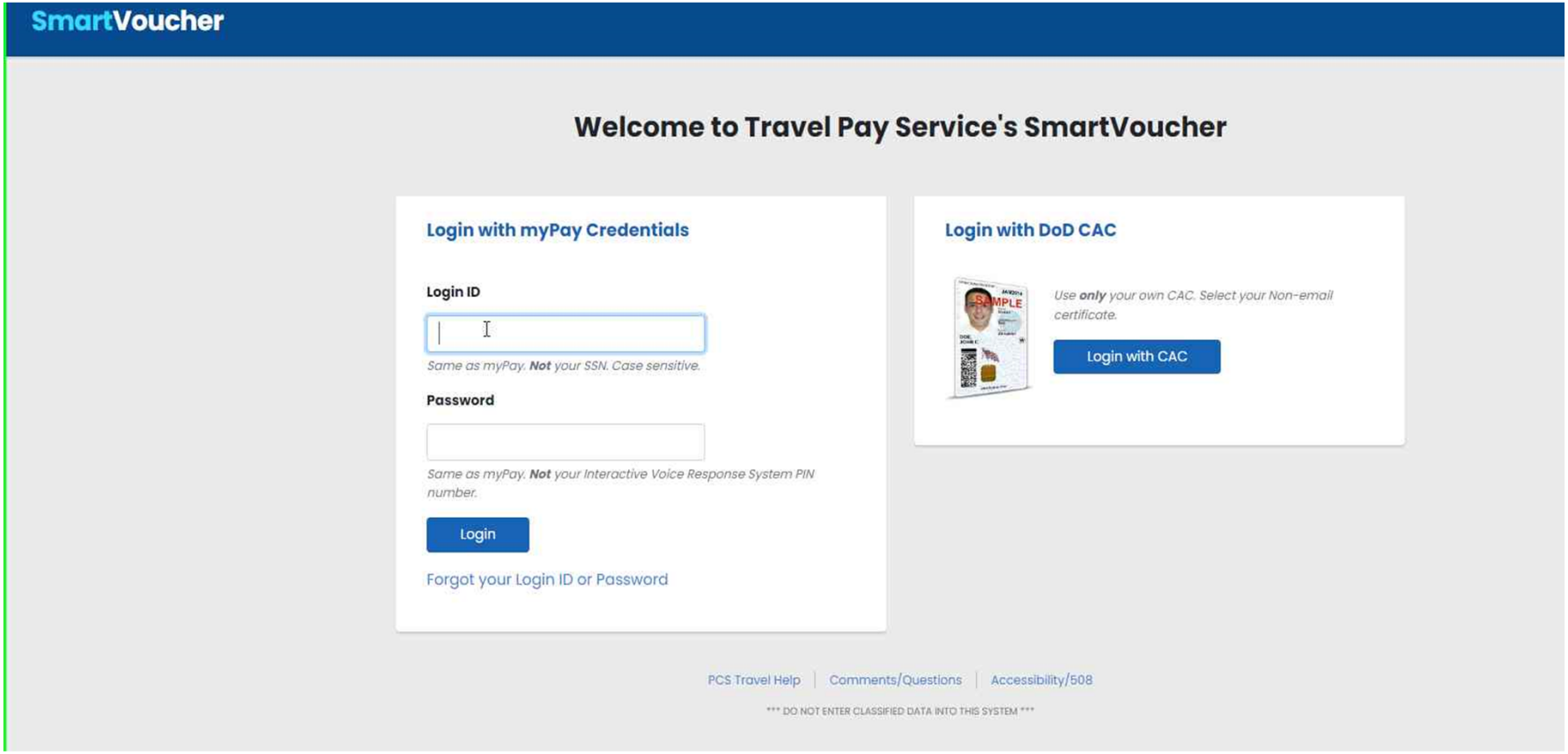
Click Agree

Smart Voucher Instructions

- Log in with your credentials (myPay username and password)

OR

- Click “Login with CAC”



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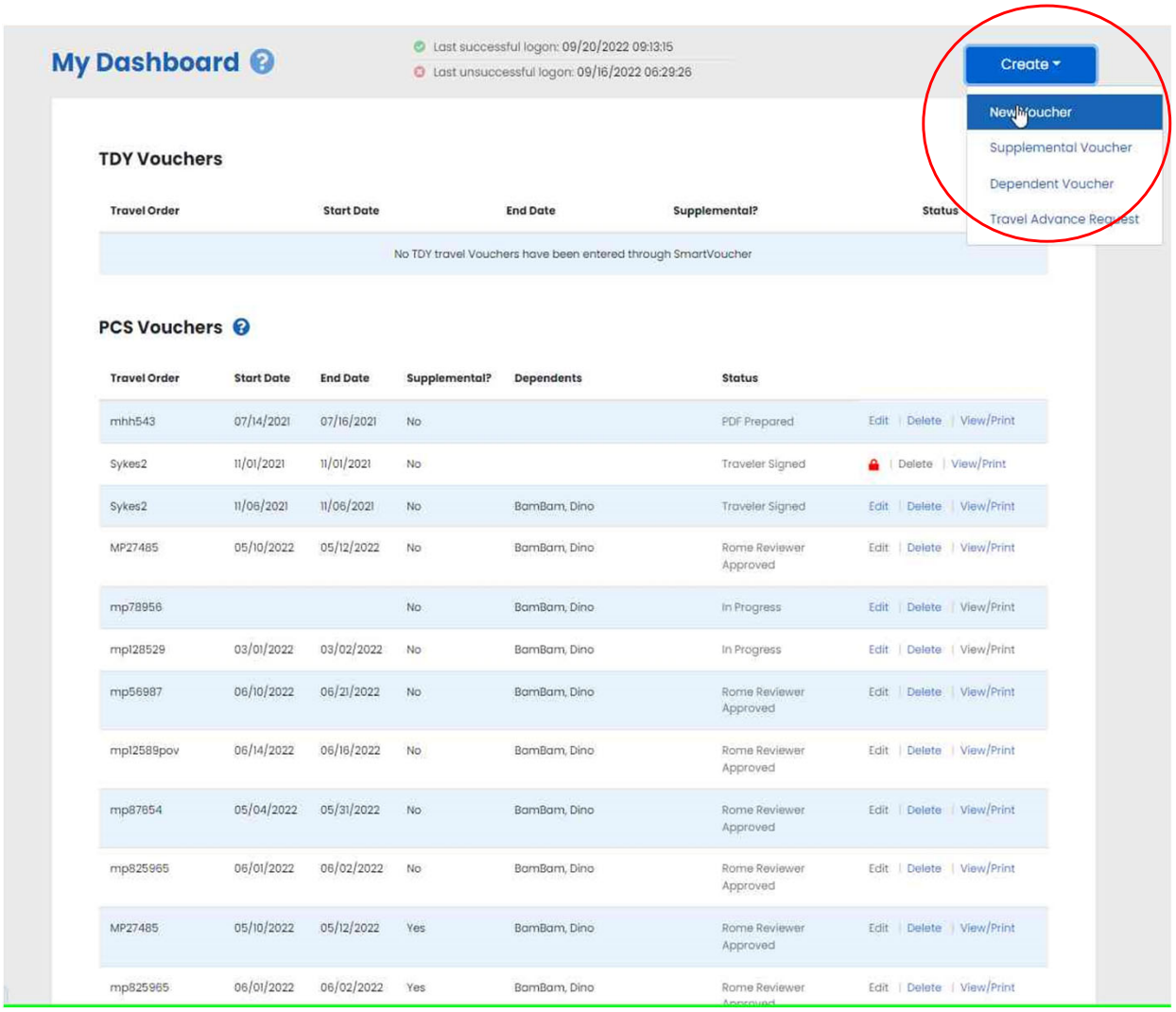
Smart Voucher Instructions



Smart Voucher homepage

- Can view old vouchers and create new vouchers
- Click on “Create”
  - Click on “New Voucher” to create a voucher
  - Click on “Create Dependent Voucher” if your dependents traveled separately
  - Click on “Create Travel Advance” to request advanced travel or advanced DLA payments.

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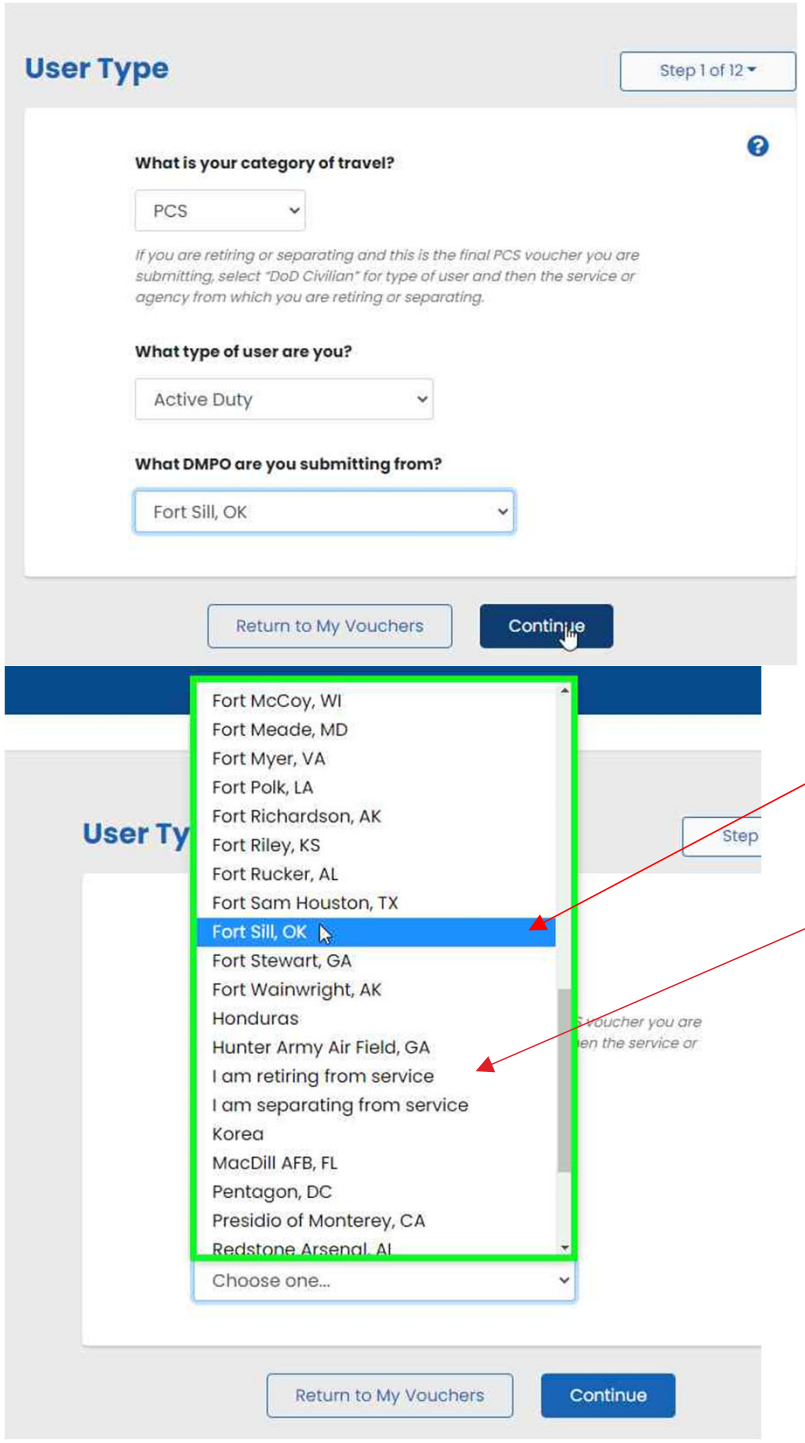
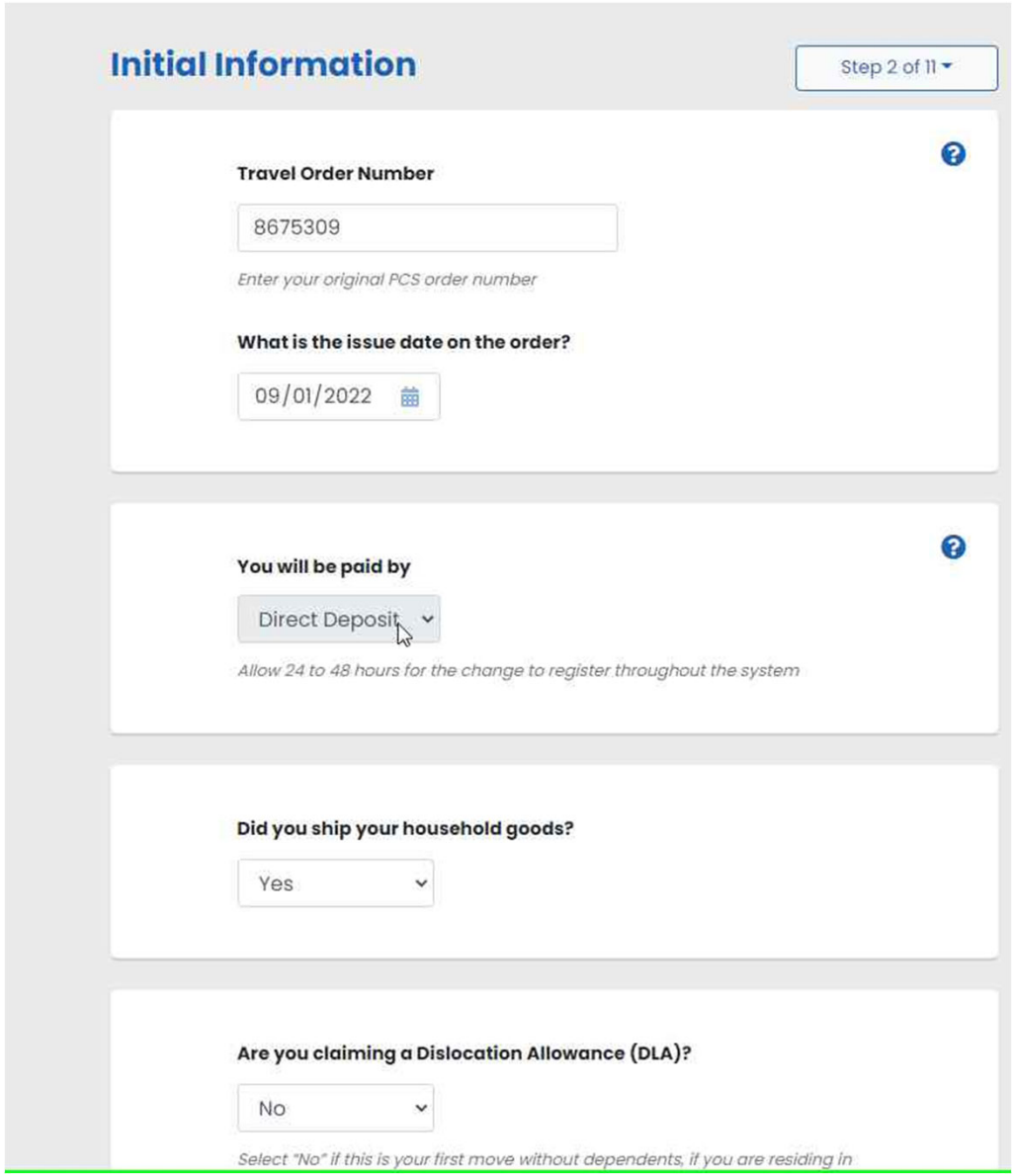
Smart Voucher Instructions



- Category of travel will be "PCS"
- Type of user is "Active Duty"
- Select your new duty station as your AMPO for PCS
- If separating, select either "I am retiring from service" or "I am separating from service" as appropriate.
- Select "Continue"

CUI

Smart Voucher Instructions



- Travel Order # - found in the top left corner of your orders
- Issue date of orders is found in the top right corner
- Did your household goods move?
- You can claim DLA if your dependents traveled with you OR if you are a single E6 and above OR traveling from an unaccompanied PCS and your family is here
- NOTE: If you received a DLA advanced payment, you MUST select YES for DLA

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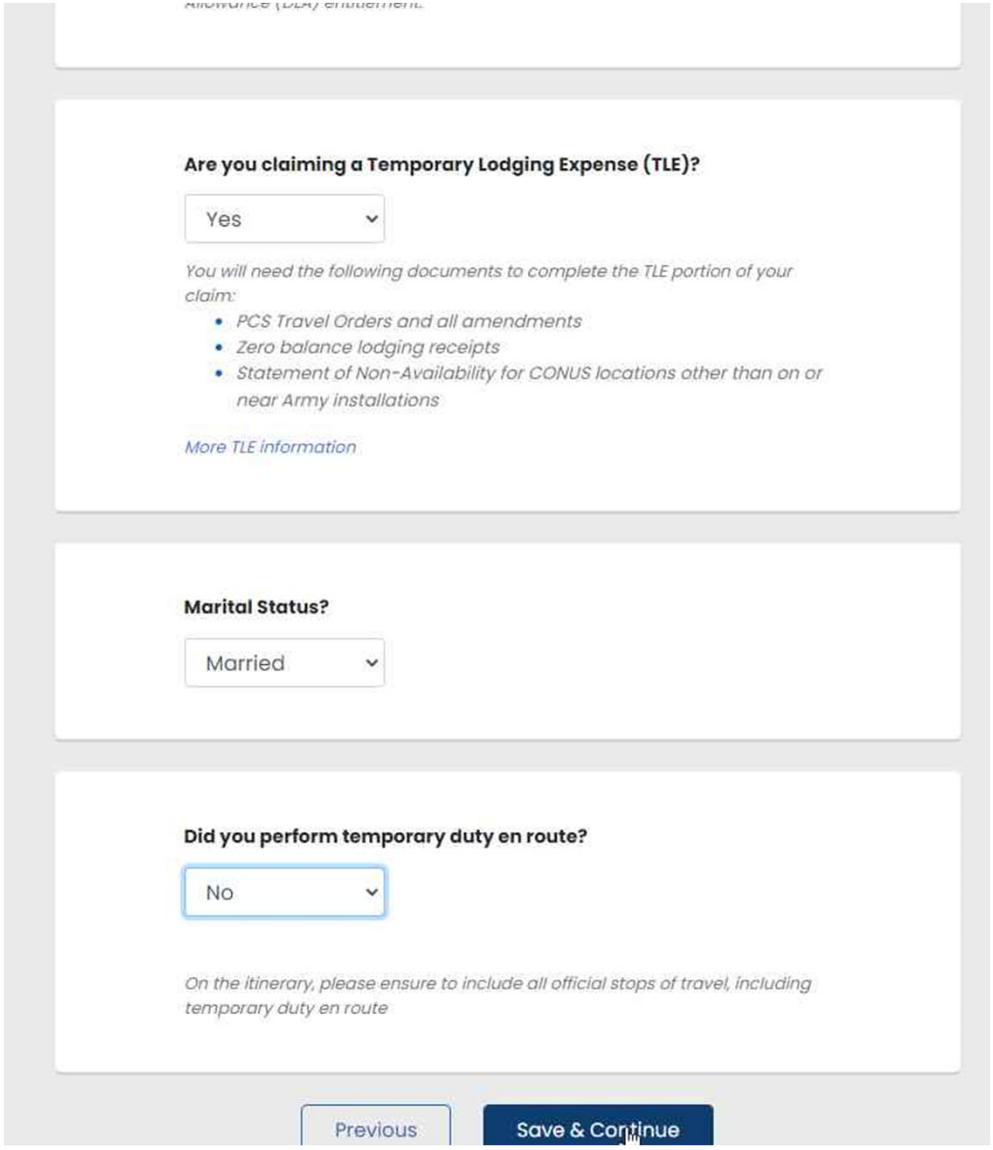
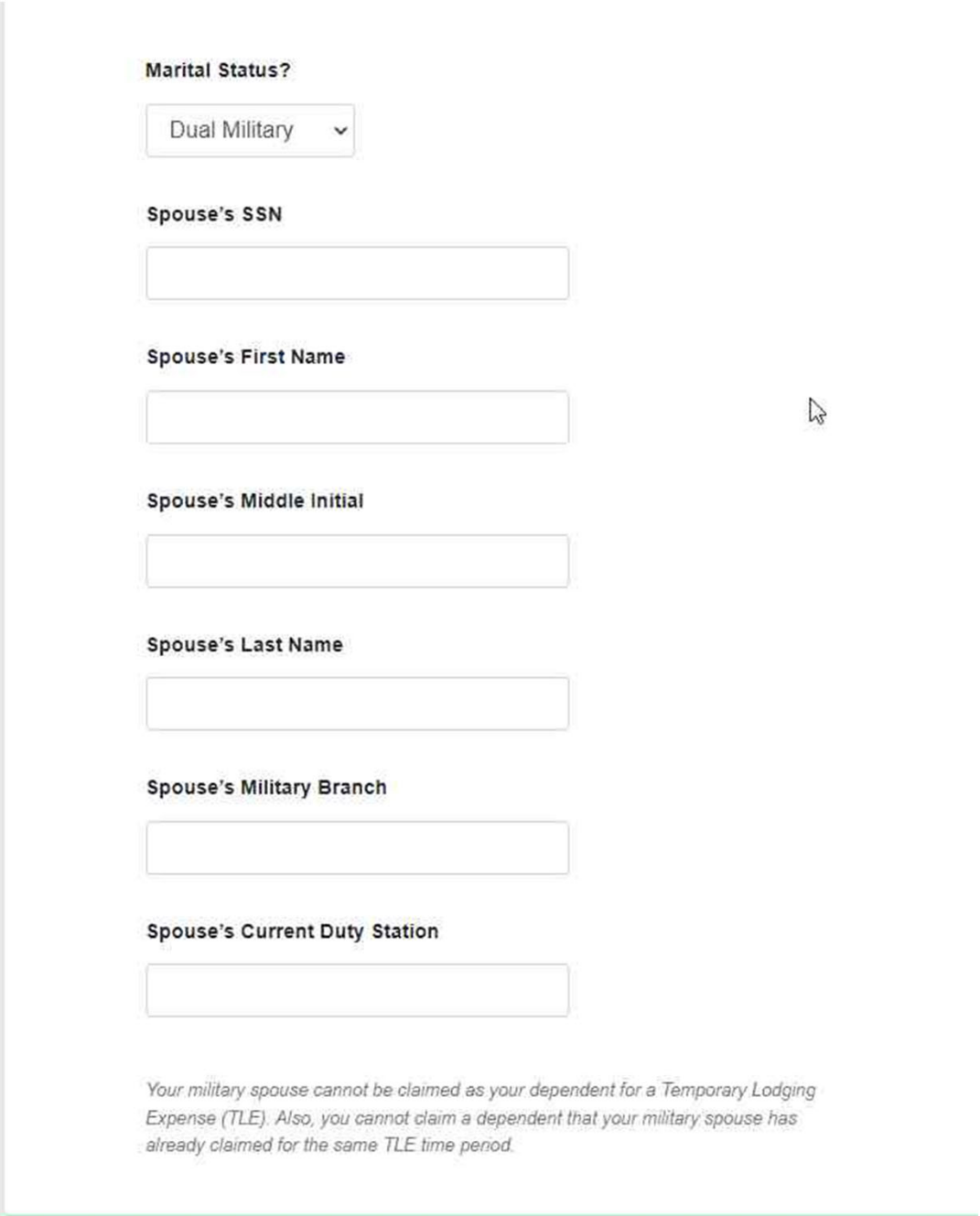
Smart Voucher Instructions



- Are you claiming Temporary Lodging Expense?
  - ✓If you are still in the hotel, you will claim TLE when you check out of the hotel by submitting a Supplemental Voucher
- Are you single/married/dual military?
- Is your spouse active duty military?
  - ✓You will need your spouse's information
  - ✓Detailed instructions are on next slide
- Did you go TDY enroute?
  - ✓Did you go to a school on your way here?
- Select "Save & Continue"

Smart Voucher Instructions



- If your spouse is active duty military, select "Yes"
- Fill in using your spouse's information:
  - ✓ Social Security Number
  - ✓ First name
  - ✓ Last name
  - ✓ Branch of service
  - ✓ Current duty station

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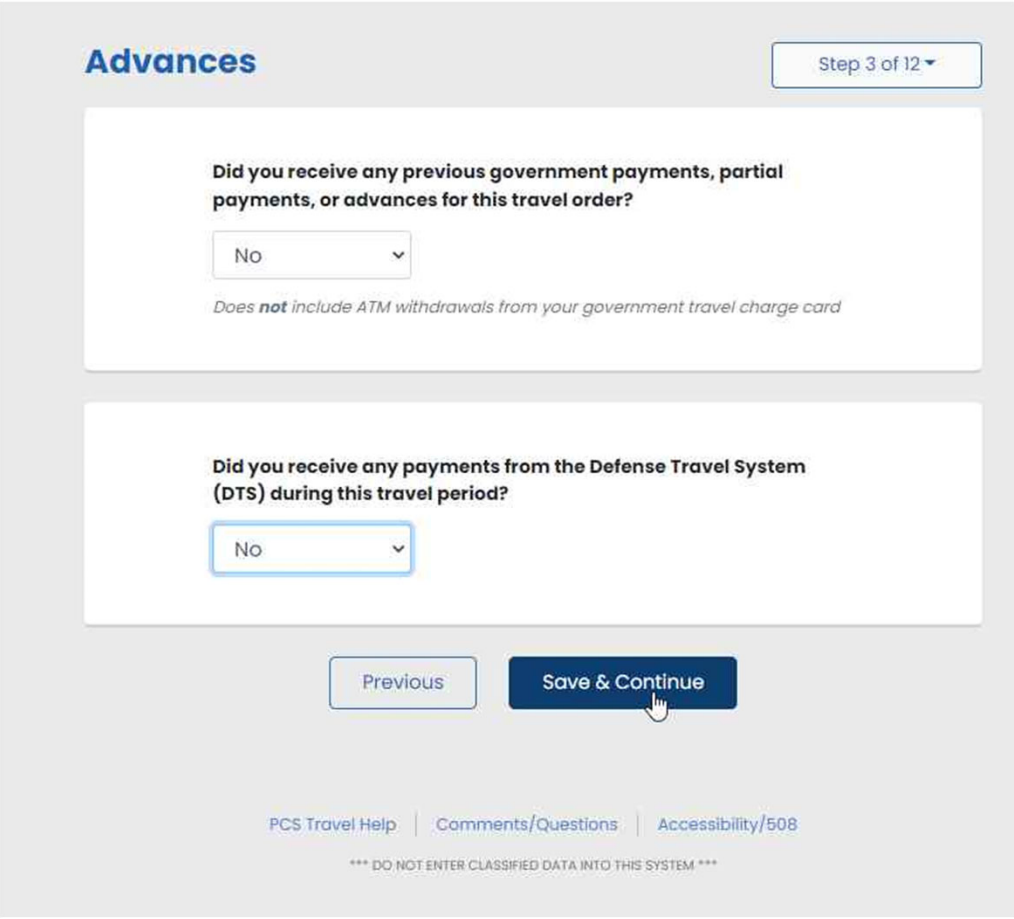
Smart Voucher Instructions



- You will answer “Yes” if you took a travel advance or DLA advance
  - Does not include a Pay Advance

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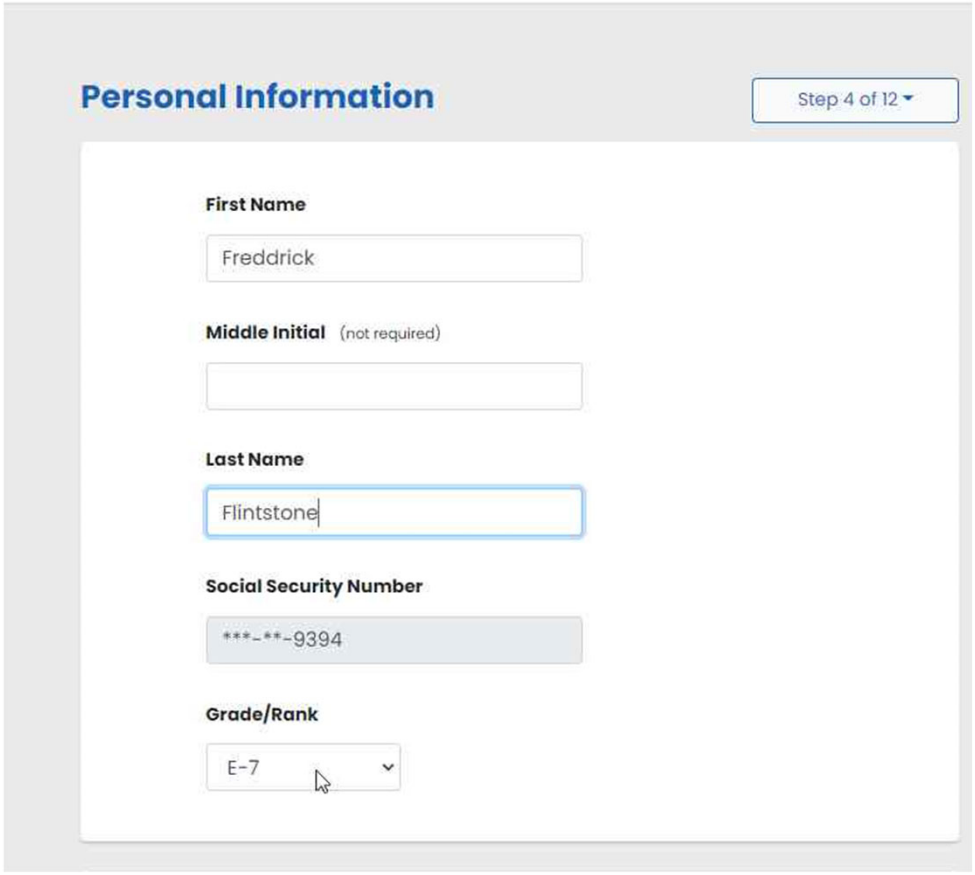
Smart Voucher Instructions



- Enter your personal information

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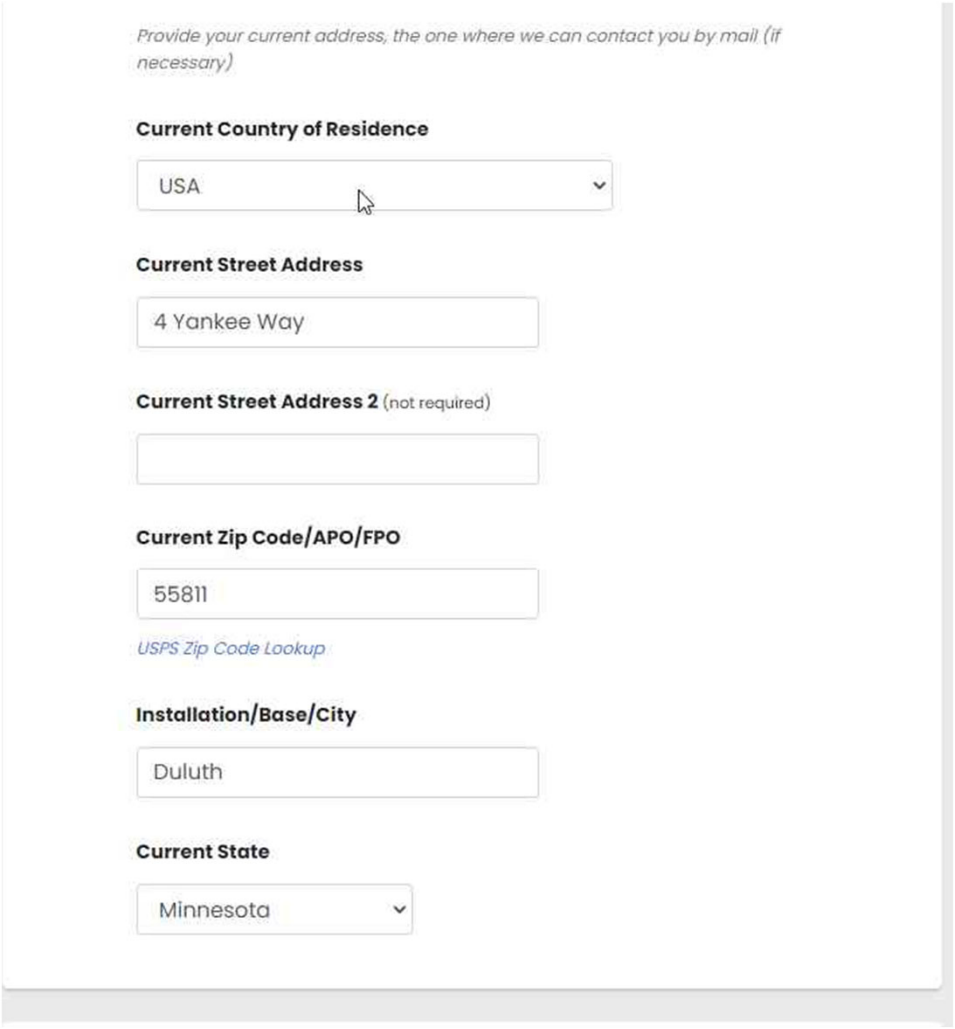
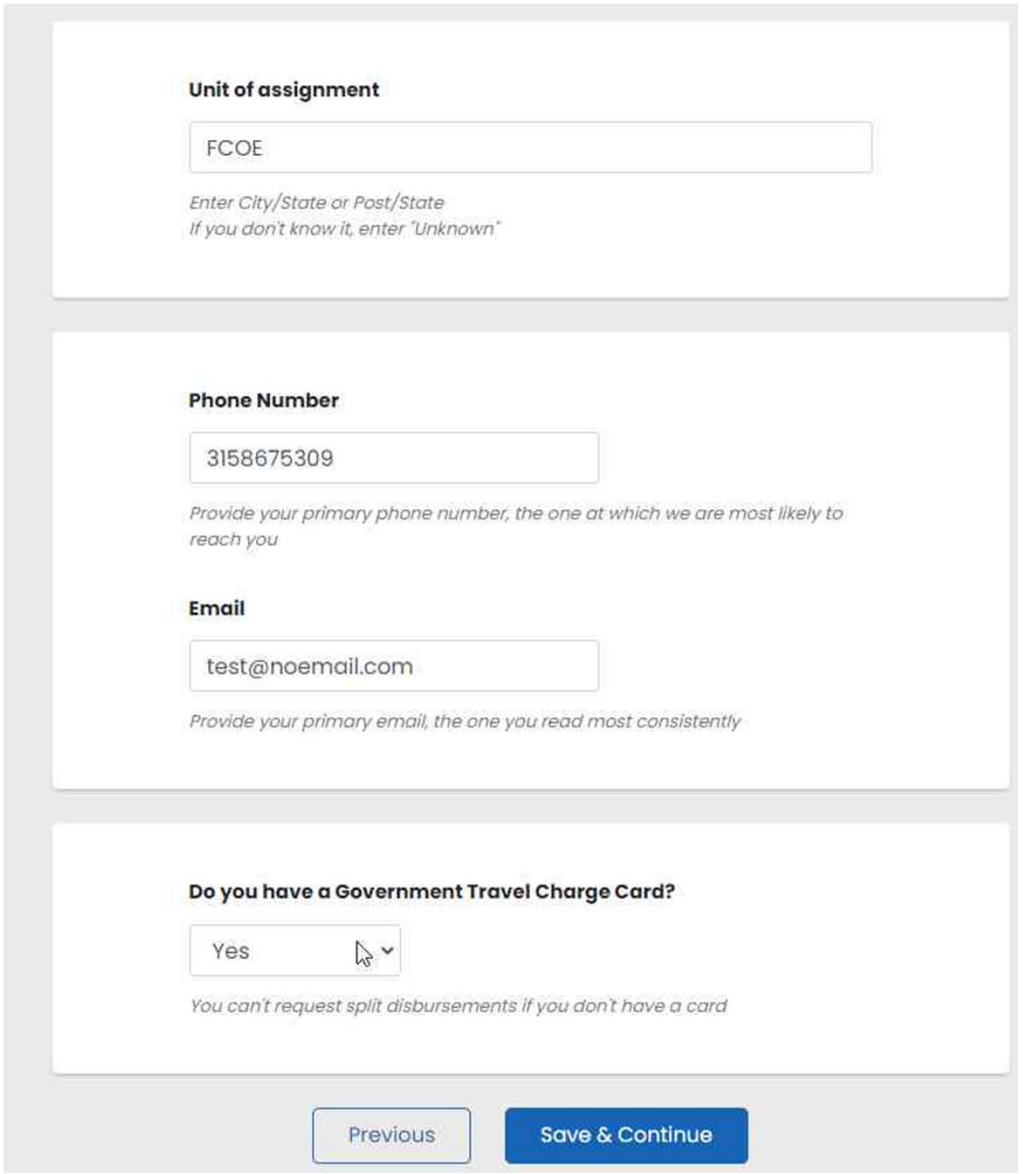
Smart Voucher Instructions



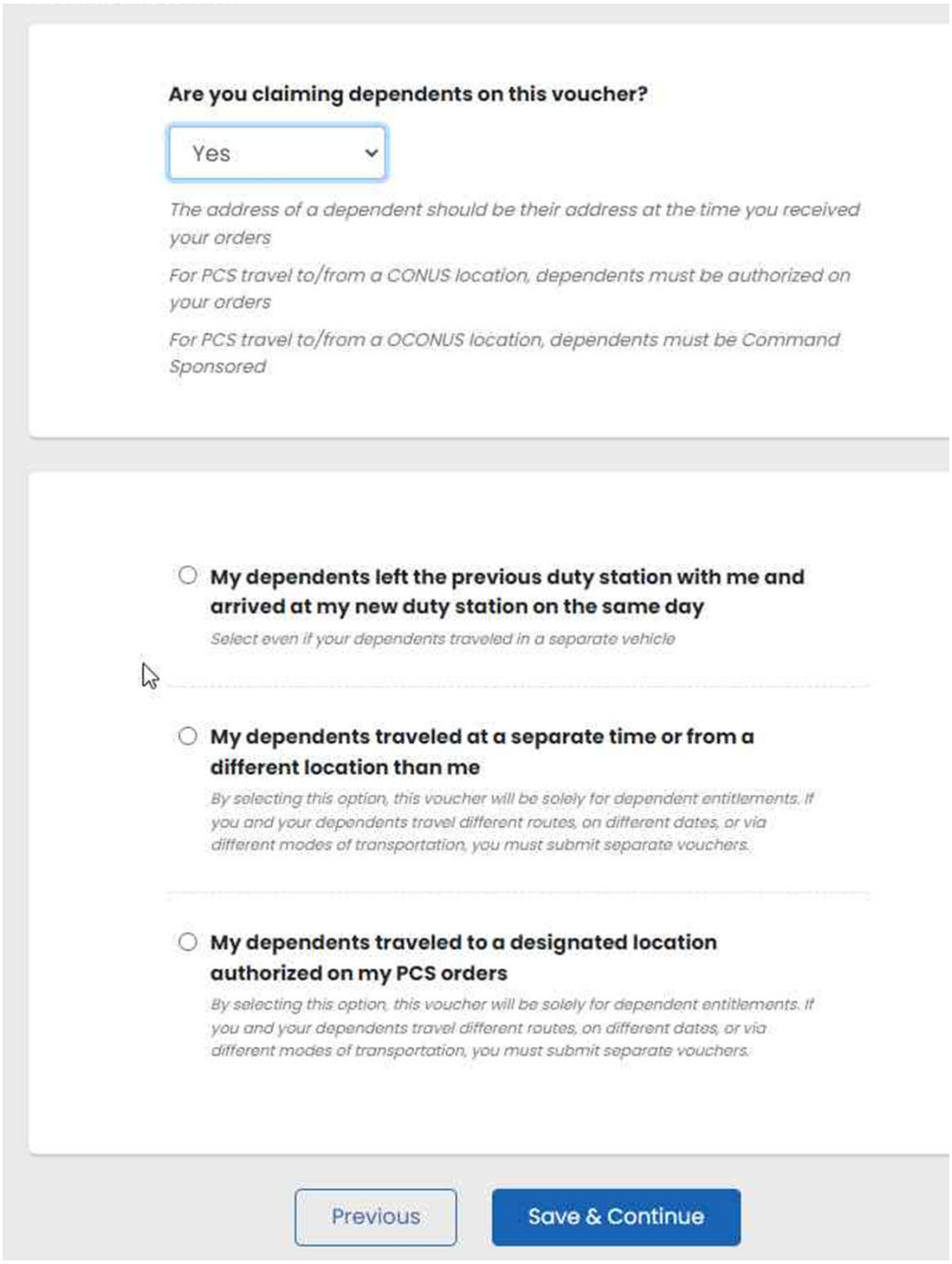
- Use your local address

Smart Voucher Instructions



- **Unit of Assignment:**
  - ✓ New unit you are going to
  - ✓ Make sure to include post and state
- **Email address can be military or civilian**
  - ✓ Use an email that you use often
- **Do you have GTCC? "Yes" or "No"**

Smart Voucher Instructions



- If your dependents traveled with you and they are here, select “Yes” for claiming dependents.
- If your dependents traveled separately or are arriving at a later date, this voucher will be for your travel only. Another voucher for your dependents will be completed upon their arrival.
- Separate vouchers are needed for any dependent that traveled to/from a separate location or during a different timeframe. You may use the "Create Dependent Voucher" feature found on the Menu screen to begin a dependent travel claim.

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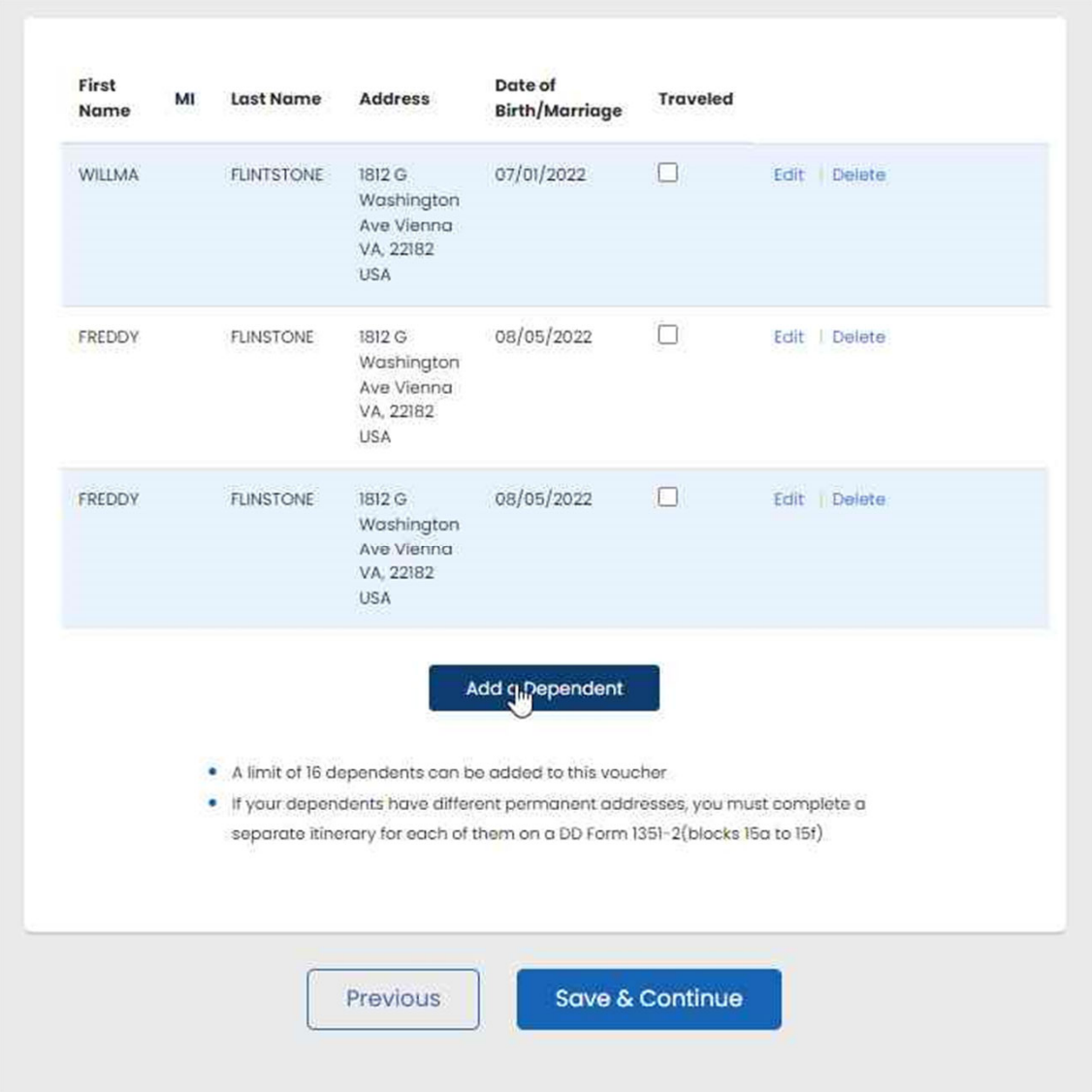
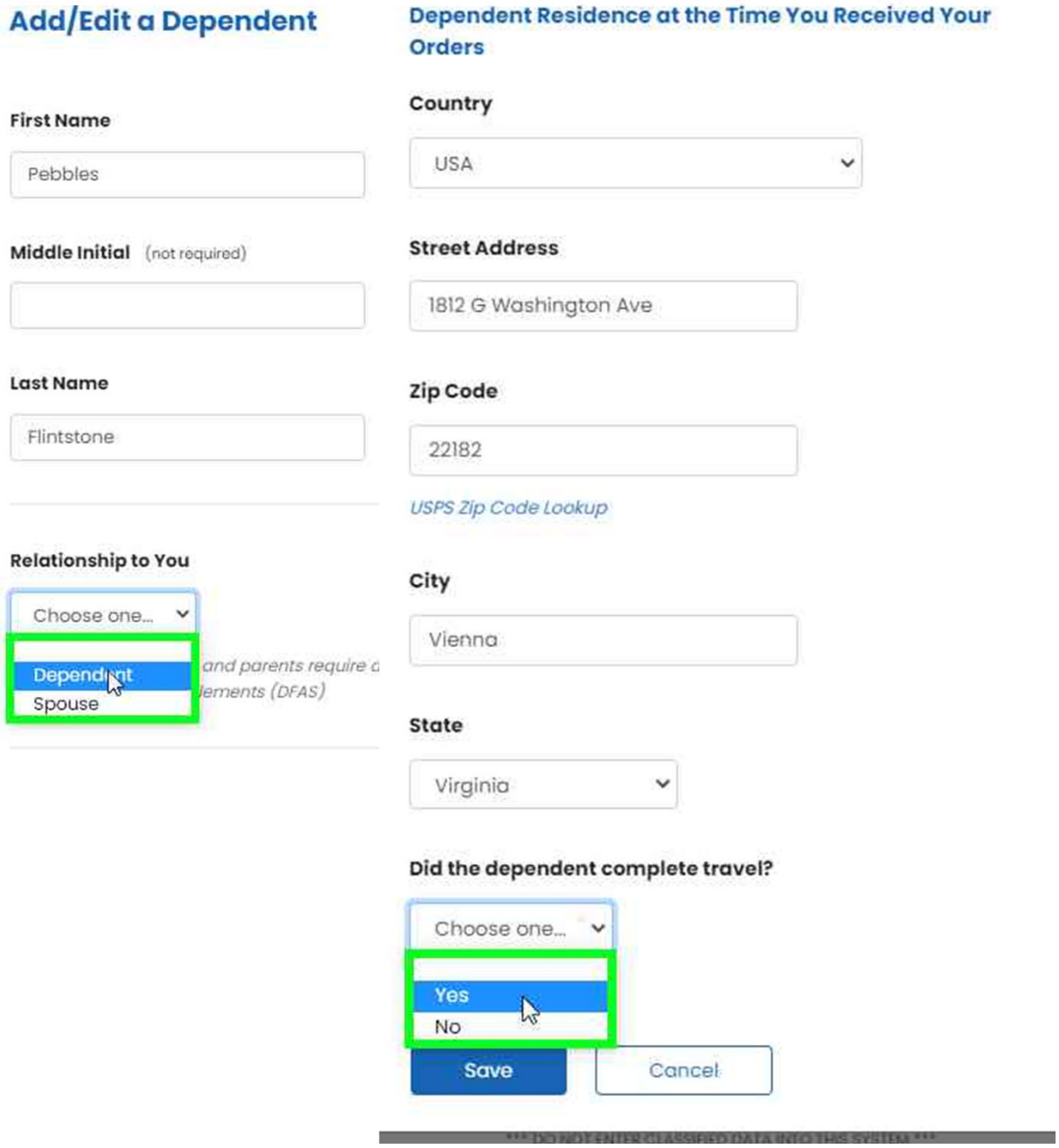
Smart Voucher Instructions



- Check the “Traveled” box for each dependent you are claiming or click “Add Dependent” to add new dependents

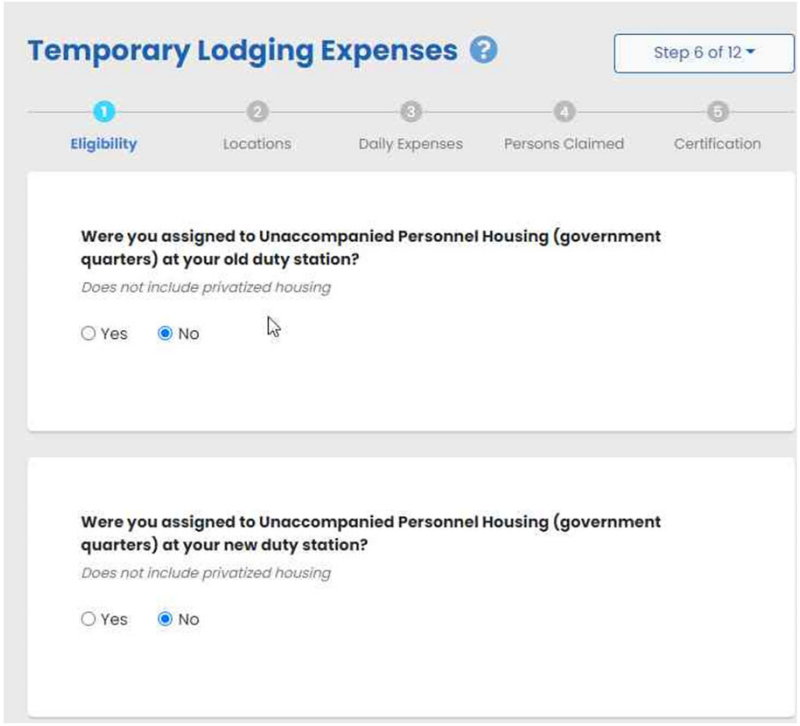
Smart Voucher Instructions

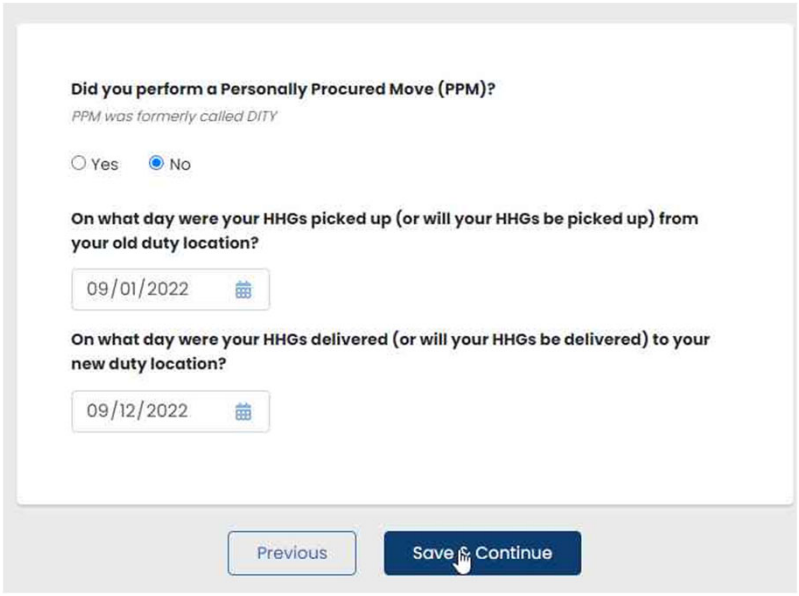


- Each dependent who traveled with you will be entered on separate pages
- **Dependent Street, City, State, Country and Zip Code is your OLD address (address at last duty station) OR your dependent's address when you received your orders**
- Don't forget to mark off "Yes" if your dependent completed travel
- In order to get reimbursed for all dependent travel, you need to list **ALL** dependents that moved with you
- *If you are claiming a secondary dependent, the approval memo from DFAS is required*
- Click "Save" to add another dependent

CUI

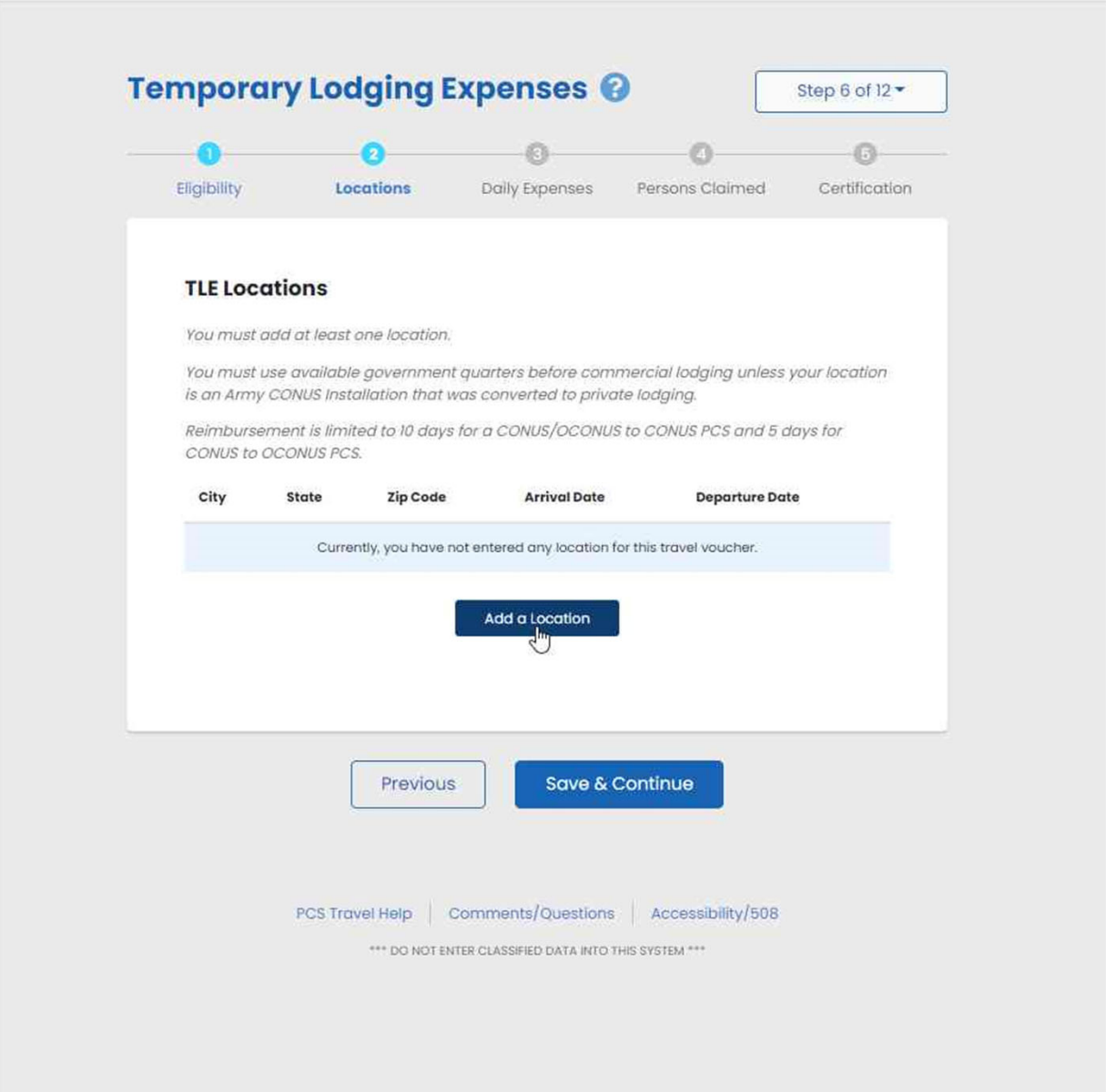
Smart Voucher Instructions





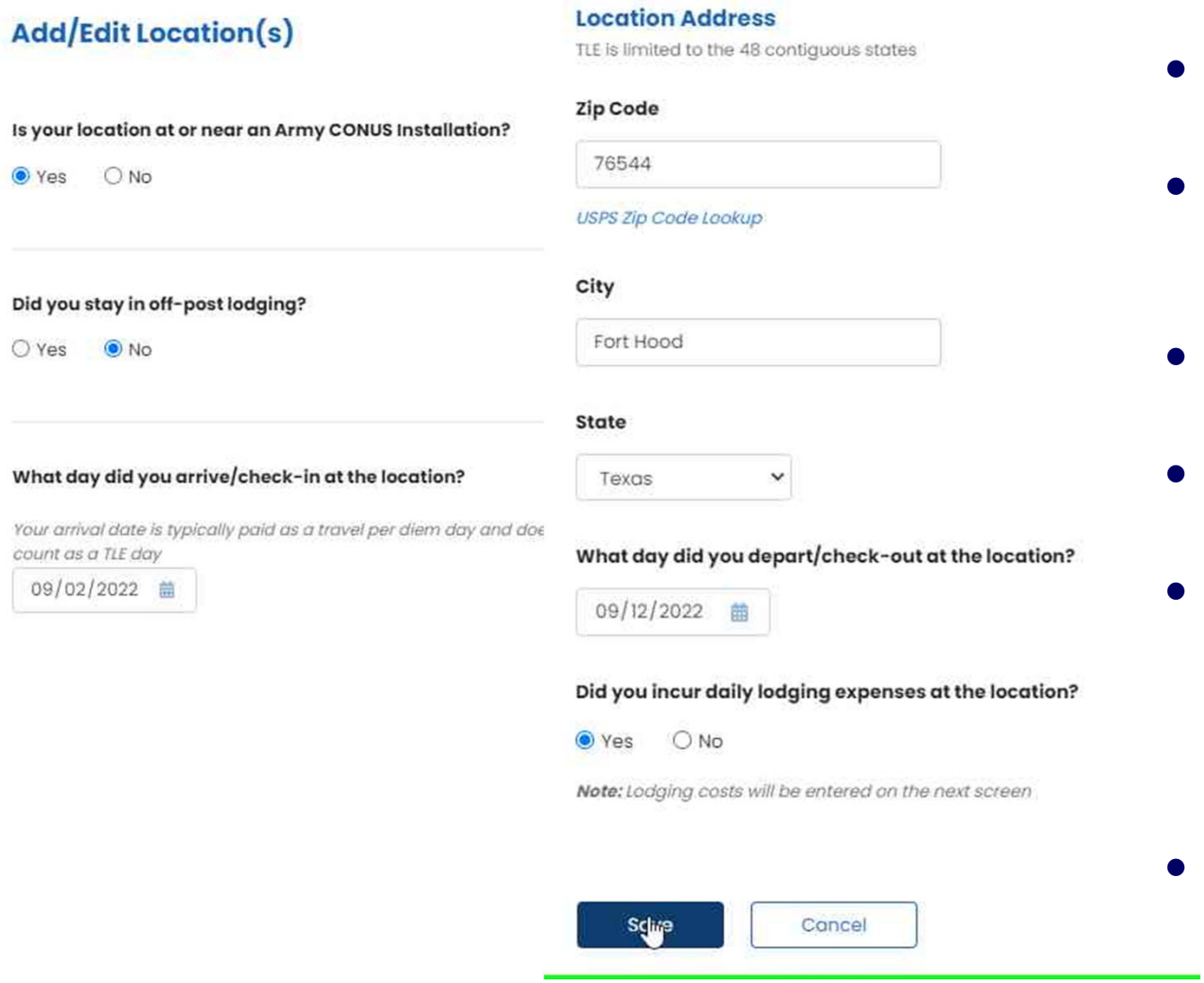
- **TLE Eligibility**
- Were you assigned unaccompanied housing (i.e a barracks room) at old duty station? Yes or No
- If yes, what date did you clear housing? Enter date.
- Were you assigned unaccompanied housing (i.e a barracks room) at new duty station? Yes or No
- If yes, what date did you sign into housing? Enter date.
- Did you do a PPM/DITY move?
- *Date household goods picked up? (If unknown use leave sign-out date on DA31)*
- *Date household goods delivered or scheduled for delivery? (If unknown use leave sign-in date on DA31)*

Smart Voucher Instructions



- Click “Add a Location”

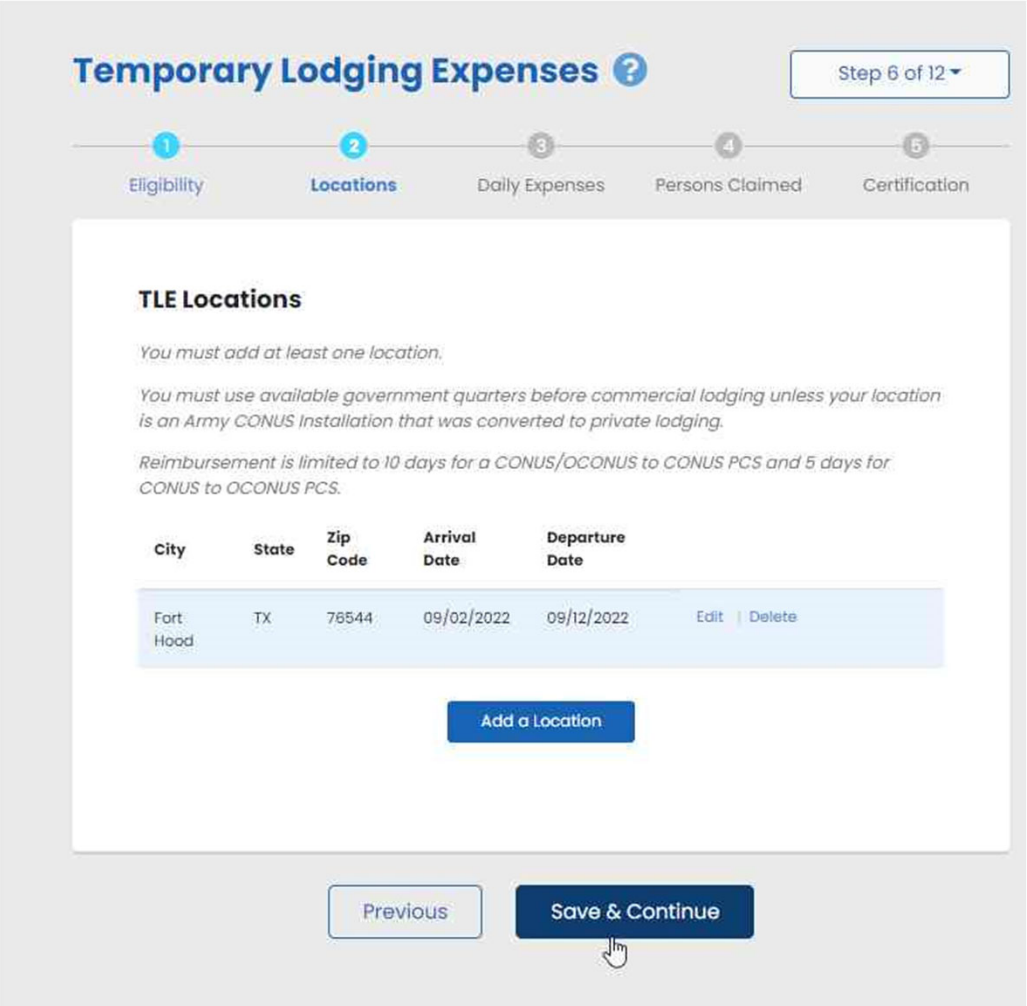
Smart Voucher Instructions



- **TLE Location**

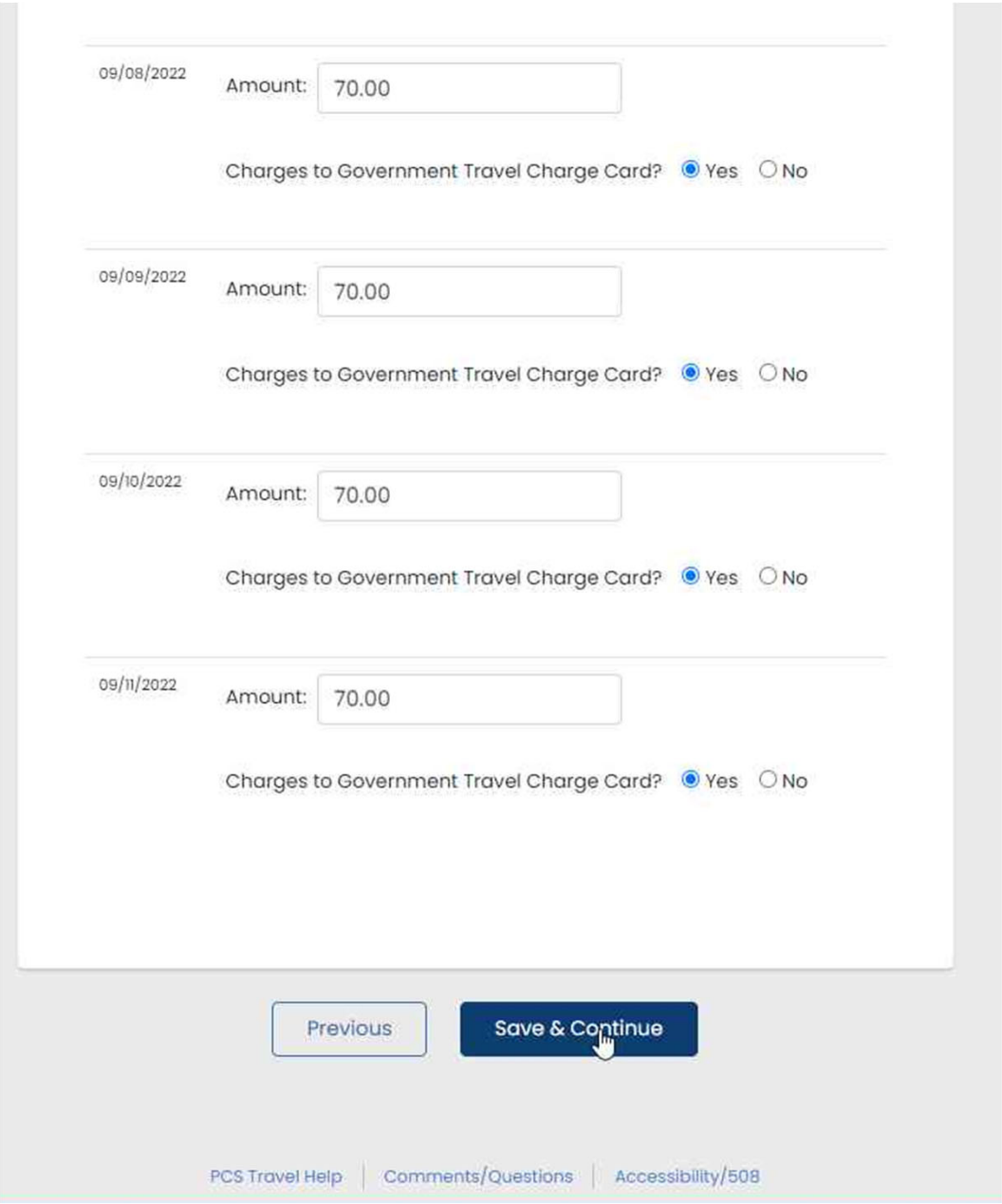
- *Select YES to enter TLE lodging locations.*
- *TLE location must be within 75 miles of gaining or losing duty station.*
- *Enter required lodging information.*
- *If you are claiming "meals only" select NO for daily lodging costs.*
- *Each hotel location or rate change must be entered separately. Select yes until all dates and locations to be claimed are listed.*
- *Select next when completed.*

Smart Voucher Instructions



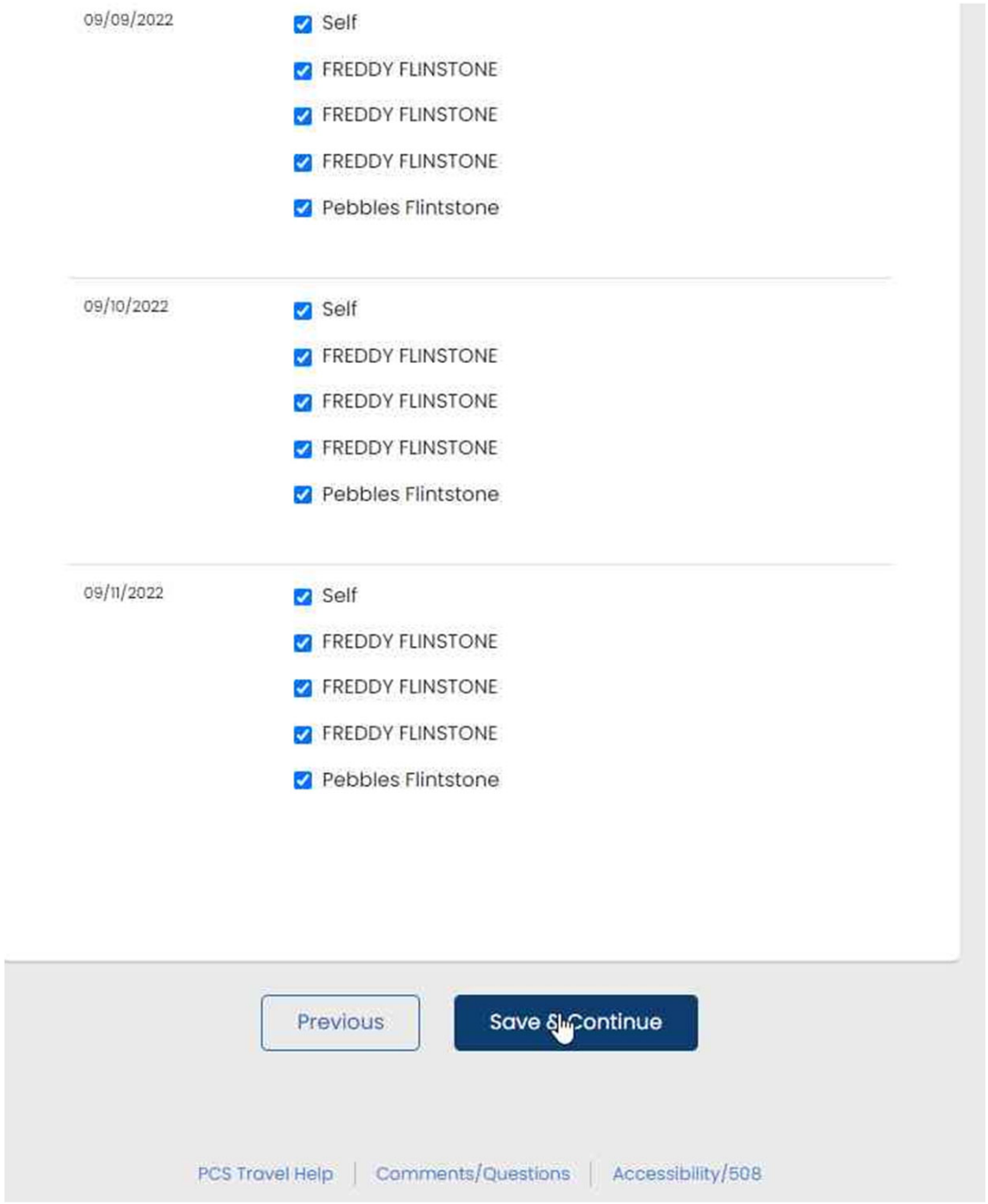
- *Verify information and choose "Add a Location" for additional hotels or "Save & Continue"*

Smart Voucher Instructions



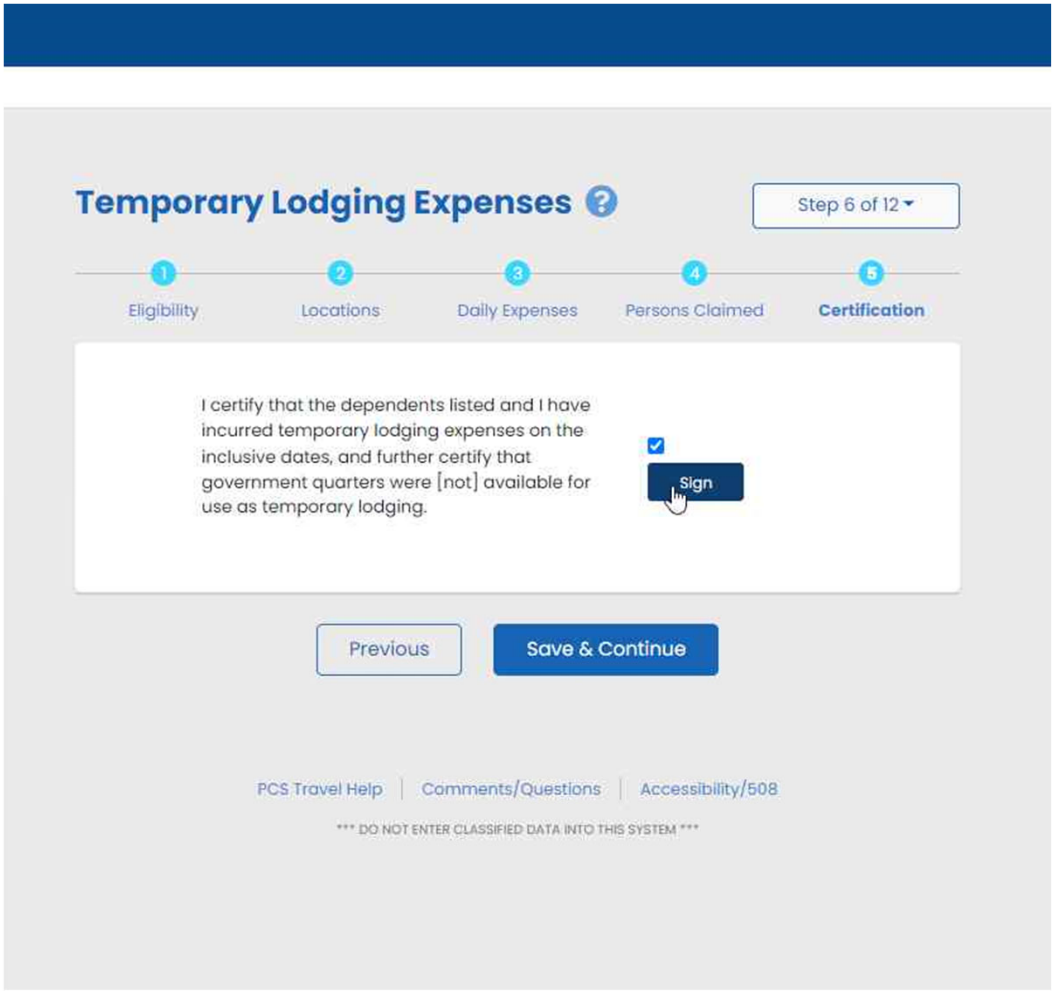
- **TLE Expenses**
- *From your lodging receipt, add daily lodging cost (minus pet fees) and taxes together. This will be your daily lodging total.*
- *Enter the total daily lodging cost in the amount block for the appropriate day.*
- *IMPORTANT: Select yes or no depending on if GTCC was used.*

Smart Voucher Instructions



- **TLE Persons Claimed**
- *Check each block for persons claimed as applicable for each date range.*

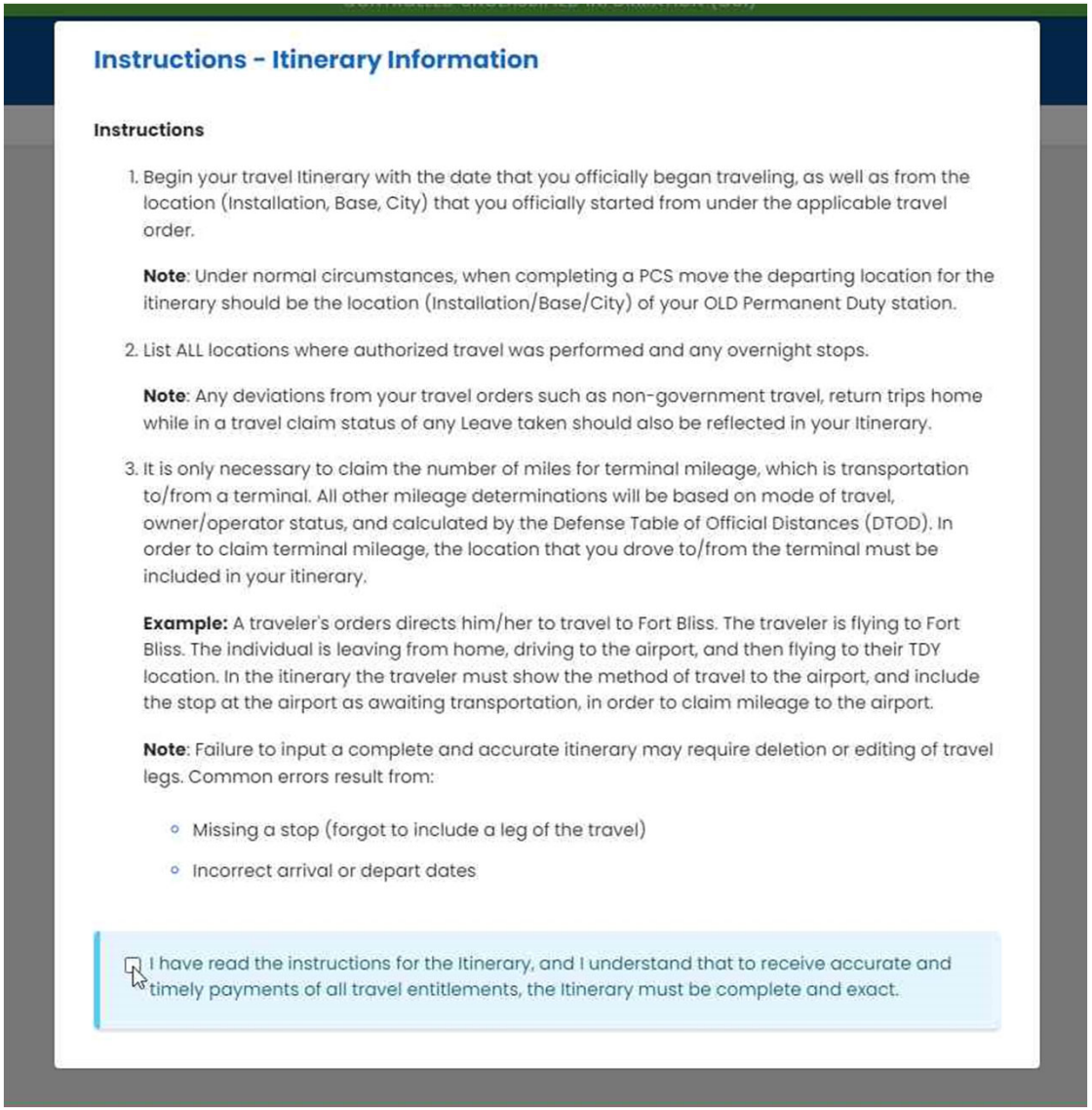
Smart Voucher Instructions



- **TLE Certification**

- *Check the signature box*
- *Click the Sign button*

Smart Voucher Instructions



Instructions - Itinerary Information

Instructions

1. Begin your travel Itinerary with the date that you officially began traveling, as well as from the location (Installation, Base, City) that you officially started from under the applicable travel order.

   Note: Under normal circumstances, when completing a PCS move the departing location for the itinerary should be the location (Installation/Base/City) of your OLD Permanent Duty station.

2. List ALL locations where authorized travel was performed and any overnight stops.

   Note: Any deviations from your travel orders such as non-government travel, return trips home while in a travel claim status of any Leave taken should also be reflected in your Itinerary.

3. It is only necessary to claim the number of miles for terminal mileage, which is transportation to/from a terminal. All other mileage determinations will be based on mode of travel, owner/operator status, and calculated by the Defense Table of Official Distances (DTOD). In order to claim terminal mileage, the location that you drove to/from the terminal must be included in your itinerary.

   Example: A traveler's orders directs him/her to travel to Fort Bliss. The traveler is flying to Fort Bliss. The individual is leaving from home, driving to the airport, and then flying to their TDY location. In the itinerary the traveler must show the method of travel to the airport, and include the stop at the airport as awaiting transportation, in order to claim mileage to the airport.

   Note: Failure to input a complete and accurate itinerary may require deletion or editing of travel legs. Common errors result from:

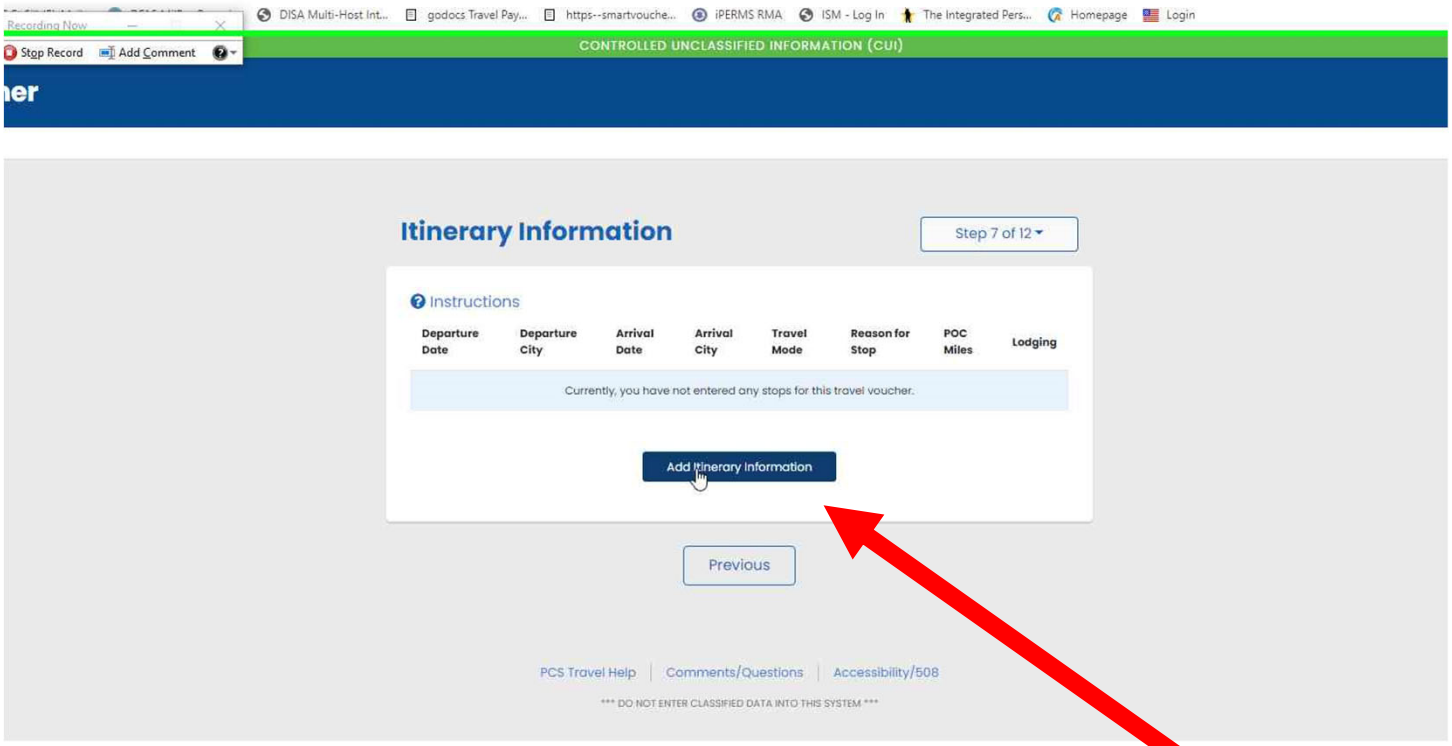
   - Missing a stop (forgot to include a leg of the travel)
   - Incorrect arrival or depart dates

☐ I have read the instructions for the Itinerary, and I understand that to receive accurate and timely payments of all travel entitlements, the Itinerary must be complete and exact.

- This is how you get reimbursed for your travels
- We need to know every time you changed modes of transportation
  - ✓ i.e. Cab to the airport then got on a plane
- You will need your leave form for the dates that you signed in and out (blocks 14 &16)
- Select the box in the bottom left

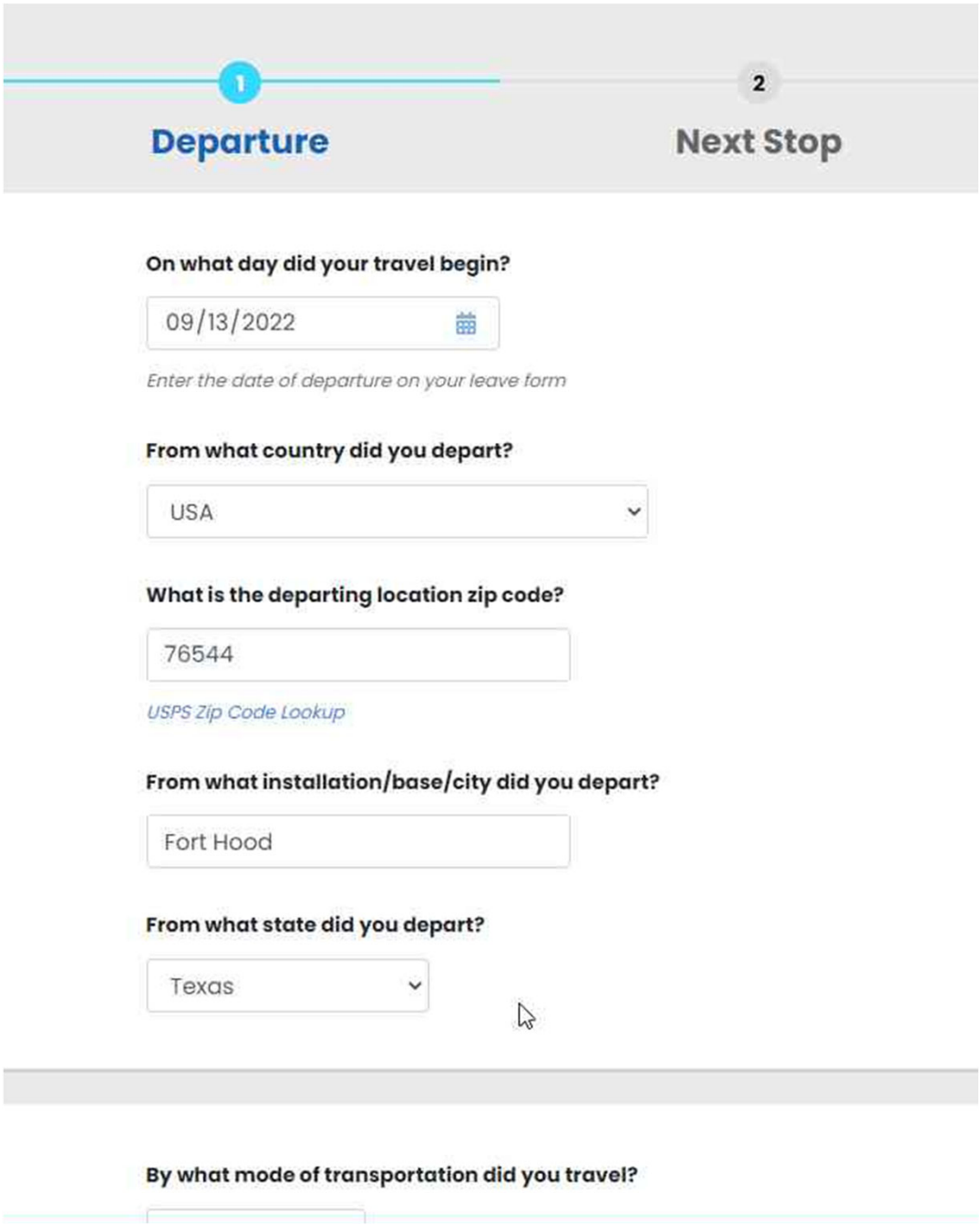
CUI

Smart Voucher Instructions



CLICK ADD

Smart Voucher Instructions



- **CONUS DEPARTURE**
- The day you departed your previous duty station.
  - ✓ This must be on or after your DA 31 block 14 sign out date.

- **CONUS/HI/AK**
- Enter USA
- Use last duty location
- Zip code from your orders
- Mode of travel: “Automobile”
- Were you personally responsible for the operating expenses? “Yes or No”
- Were you the owner/operator? “Yes or No”

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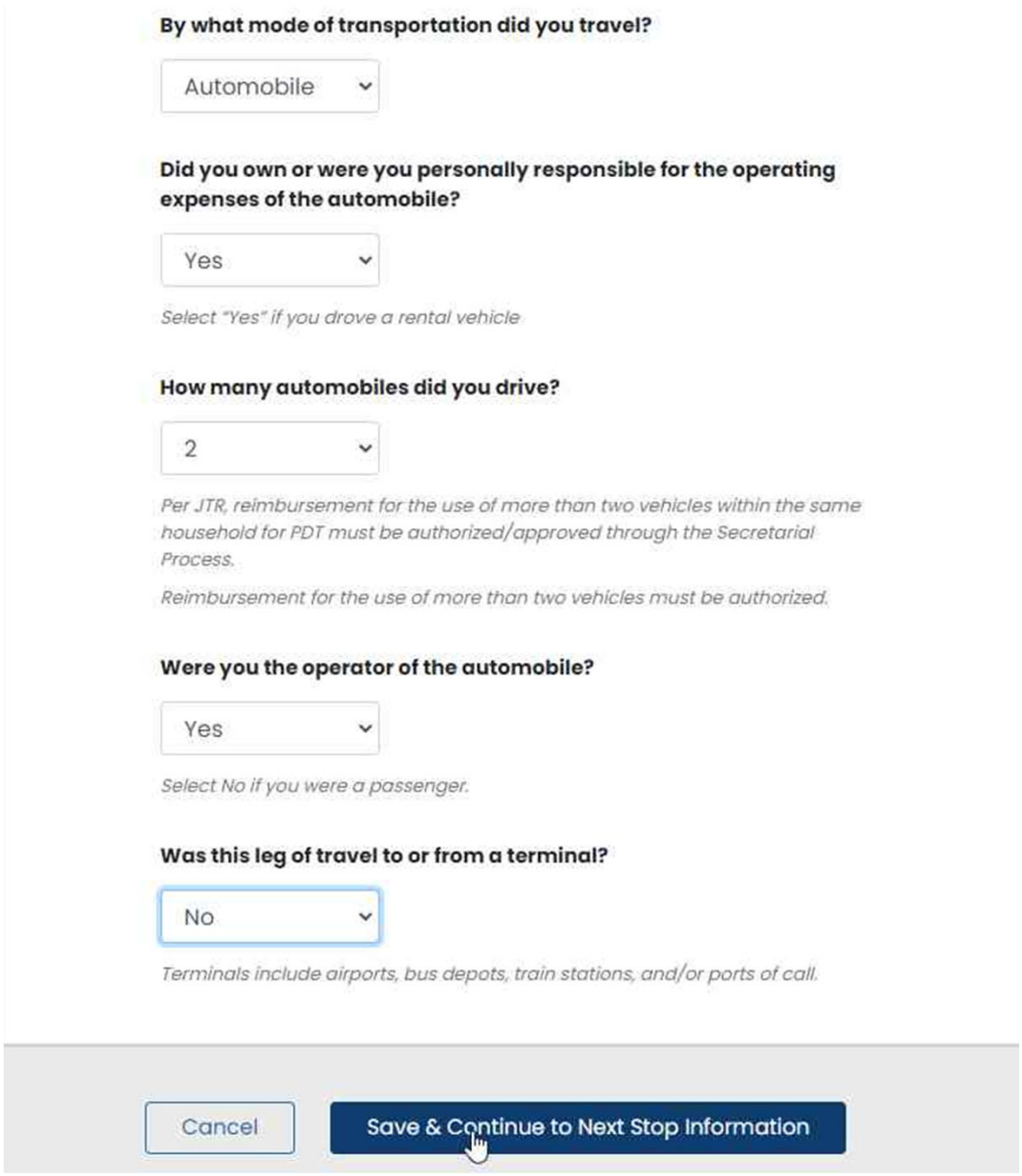
Smart Voucher Instructions

POV Drivers Only



If you drove from your last duty location to your new duty station, this is what your Next Stop should look like

- Mode of travel: "Automobile"
- Were you personally responsible for the operating expenses? "Yes"
- Were you the owner/operator? "Yes"
- Did you drive to/from terminal? "No"
- Click "Save"

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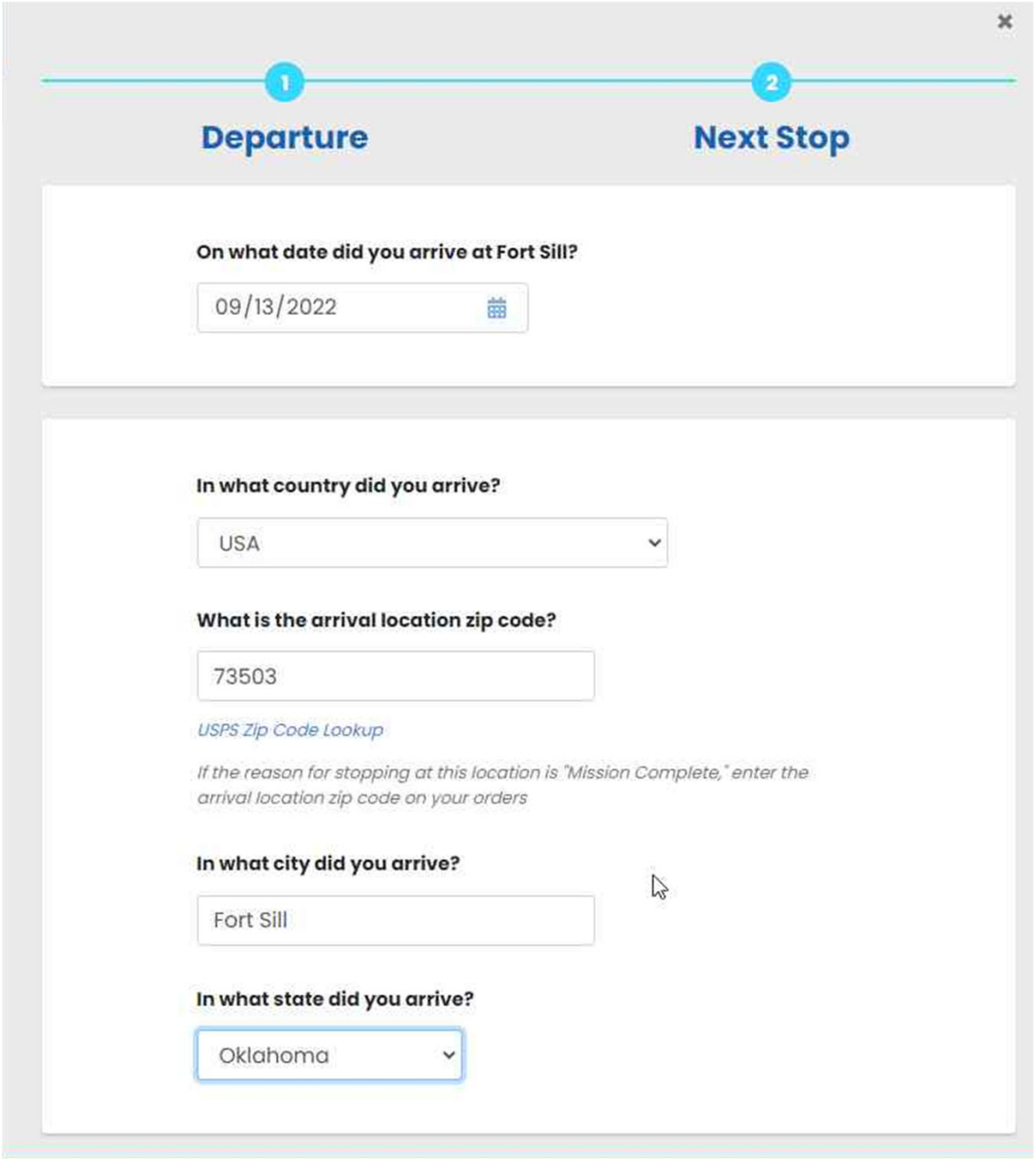
Smart Voucher Instructions

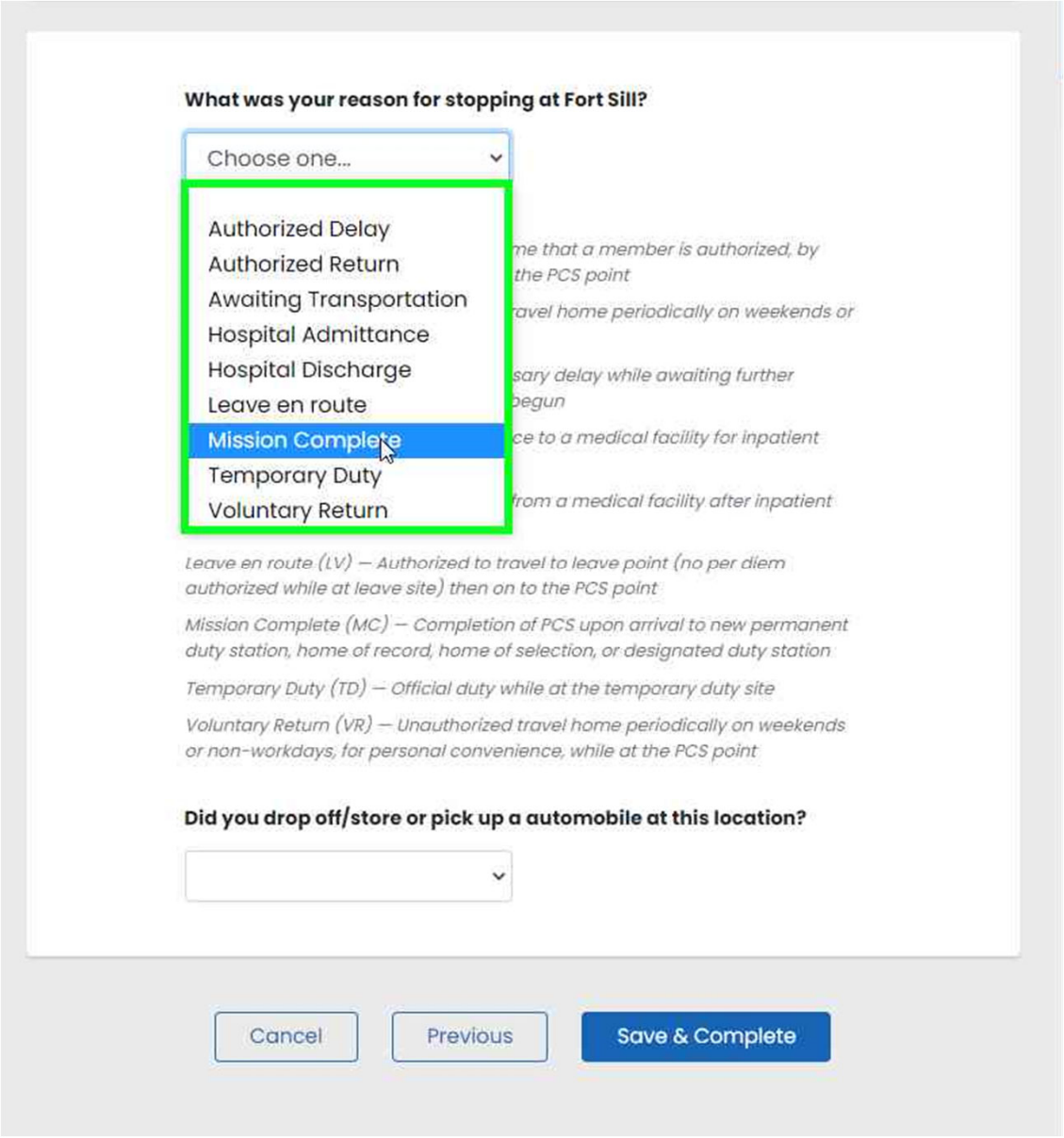
POV Drivers Only Cont.



- Arrival country: USA
- Arrival zip code: use zip code and new duty station from your orders
- Arrival Date is the day you arrived at your new duty station (on or before DA 31 block 16 sign in date)
- Did you incur any lodging? This is separate from TLE. .
  - ✓ We will fill out a different form for your TLE stay
  - ✓ Do not list hotels in route during travel. These are covered by your travel per diem
- Click “Save”

Smart Voucher Instructions

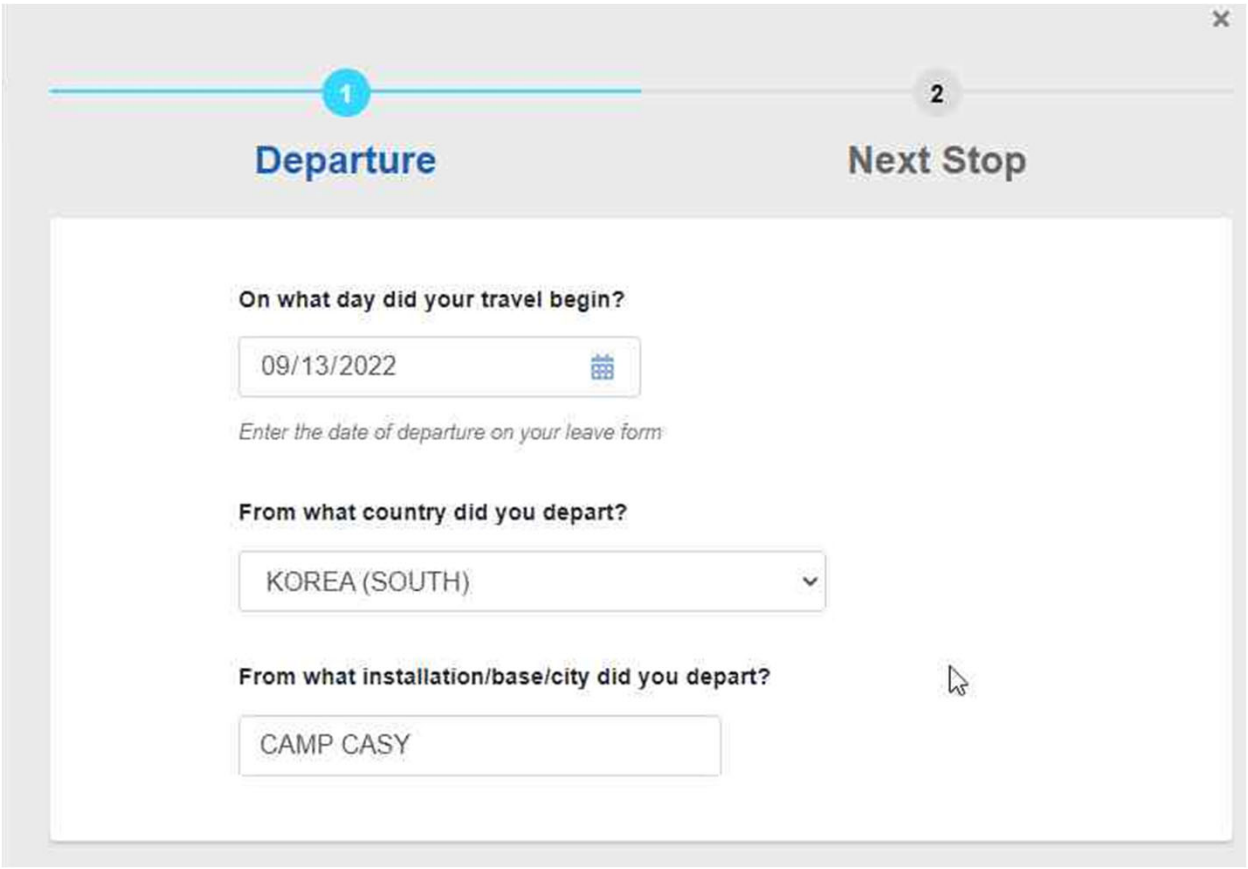
POV Drivers Only Cont.



- Reason for stopping: "**Mission Complete**"
- Select "No" for vehicle drop off/pick up
- Click "Save & Continue"

Smart Voucher Instructions

POV Drivers Only Cont.

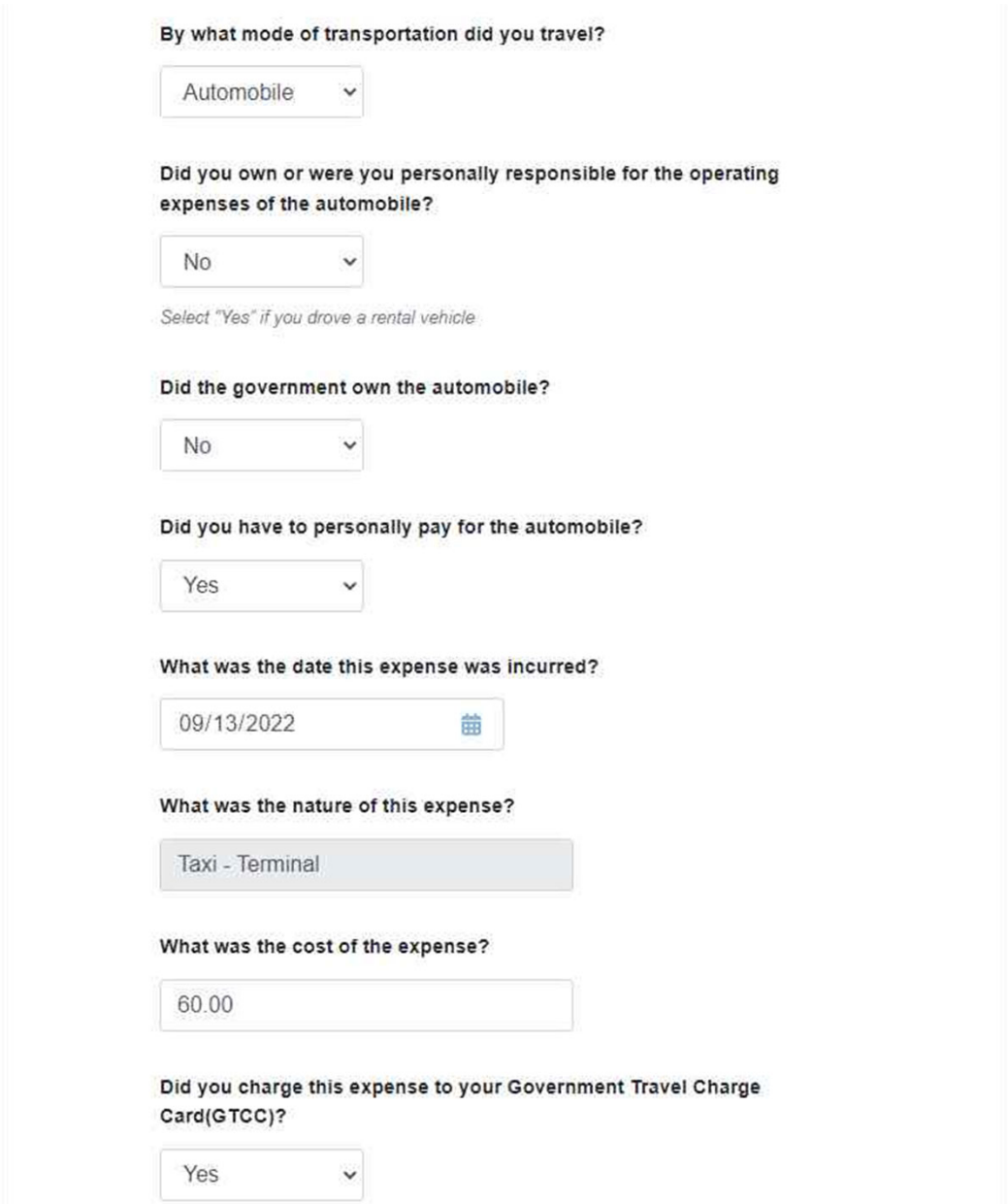


- **OCONUS DEPARTURE**
- The day you departed your previous duty station.
  - ✓ This must be on or after your DA 31 block 14 sign out date.

- **OCONUS**
- Enter country departing from
- Use last duty station

Smart Voucher Instructions

Flying to Fort Sill: Part 1

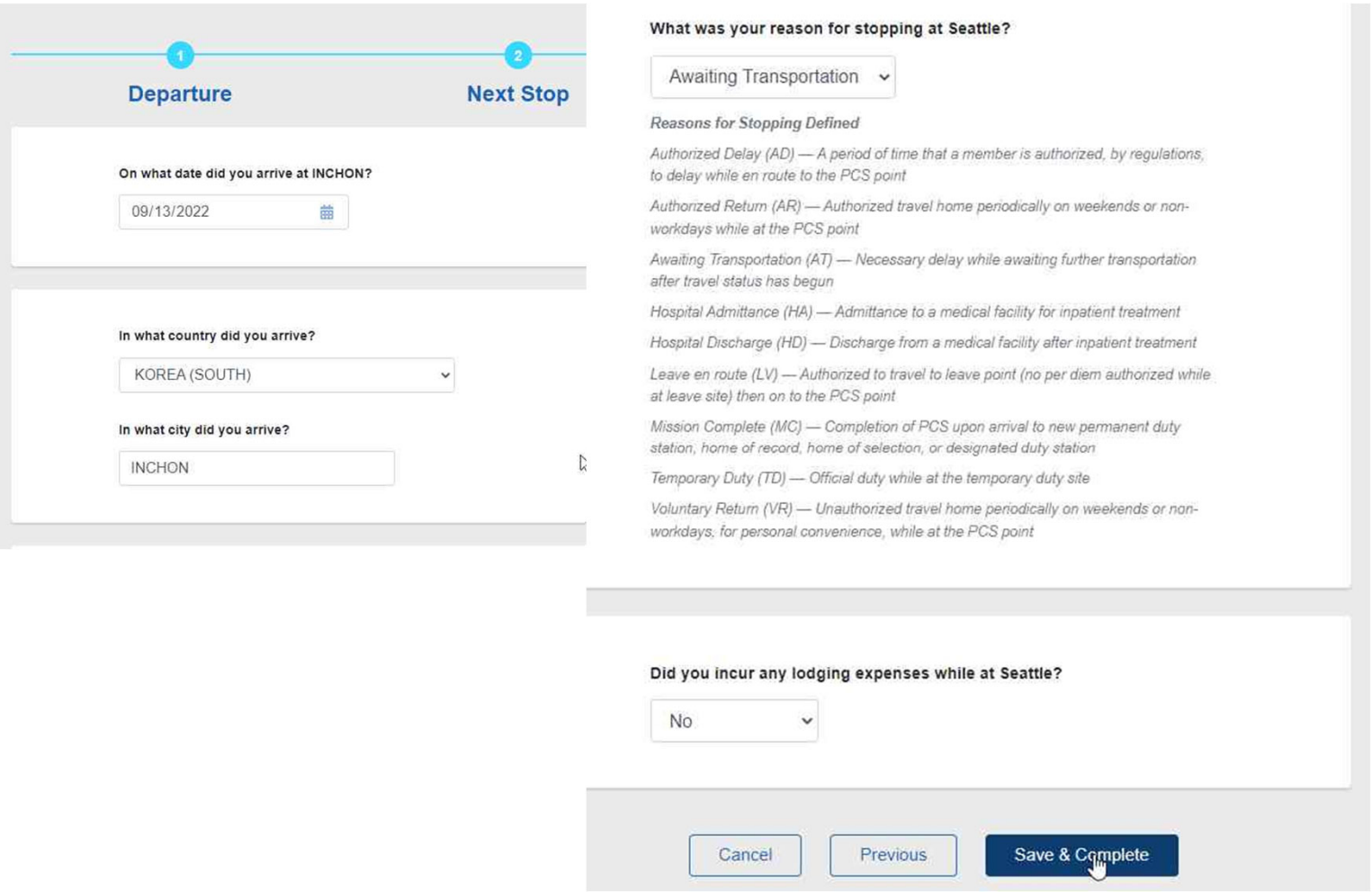


We need to know how you got to the airport first.

- Mode of travel is “Automobile” if you took a cab or someone drove you; “Bus” if you took a bus
- Arrival country
- What bus depot= airport that you flew out of
- Answer the next questions based on your travel

Smart Voucher Instructions

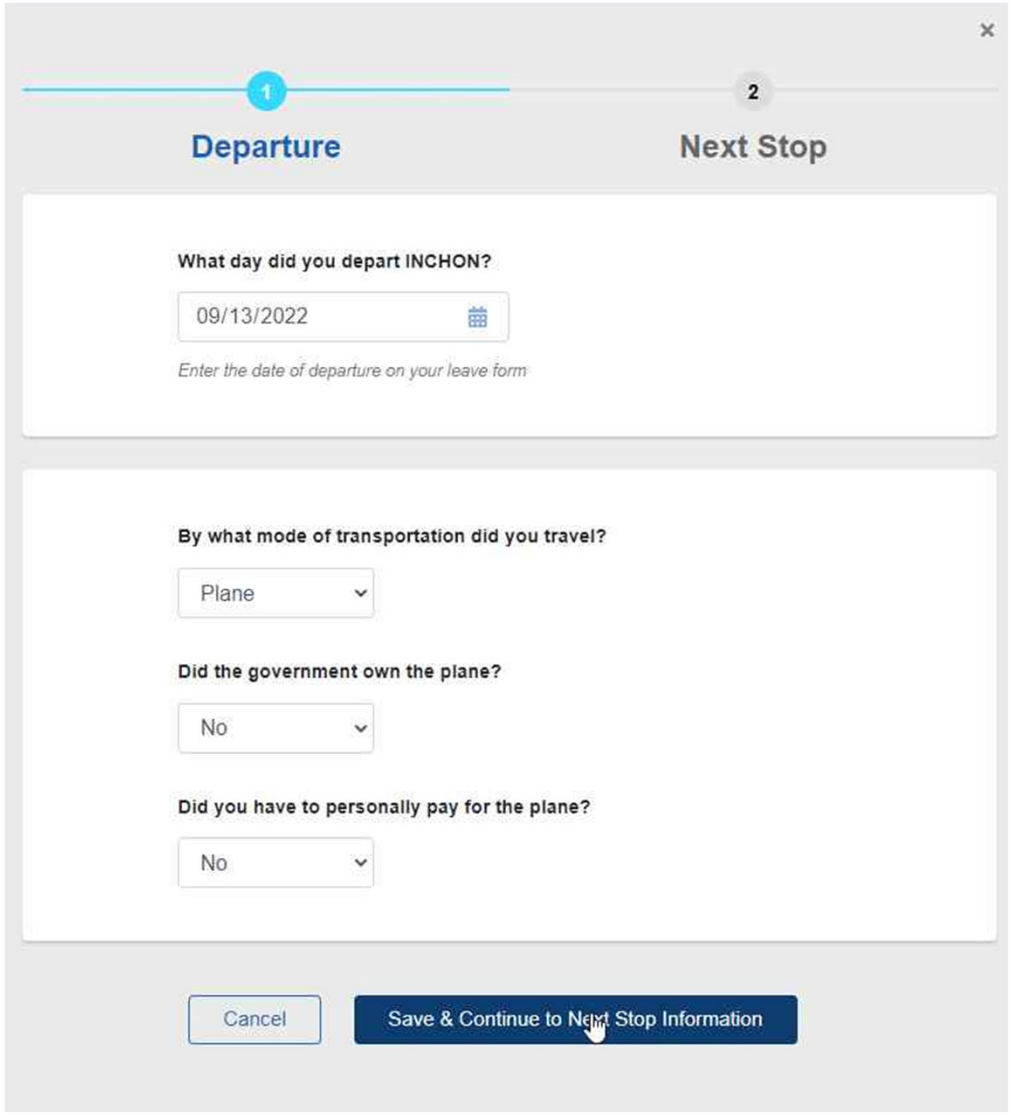
Flying to Fort Sill: Part 1 Cont.



- Reason for stopping at the airport is **“Awaiting Transportation”**
- Day you arrived should be the same day or next day
- Lodging expenses? *Only if you have an authorized delay*

Smart Voucher Instructions

Flying to Fort Sill: Part 2



Part 2 is about the day you left the airport

- Mode of travel “Plane”
- Arrival country/airport/state/zip code is the location that you flew into
  - ✓ When flying from OCONUS location, First stop is the port of entry to USA
- Did the government own the plane?
- Did you have to pay for your plane ticket?
  - ✓ If you used your GTCC, you personally paid for your ticket

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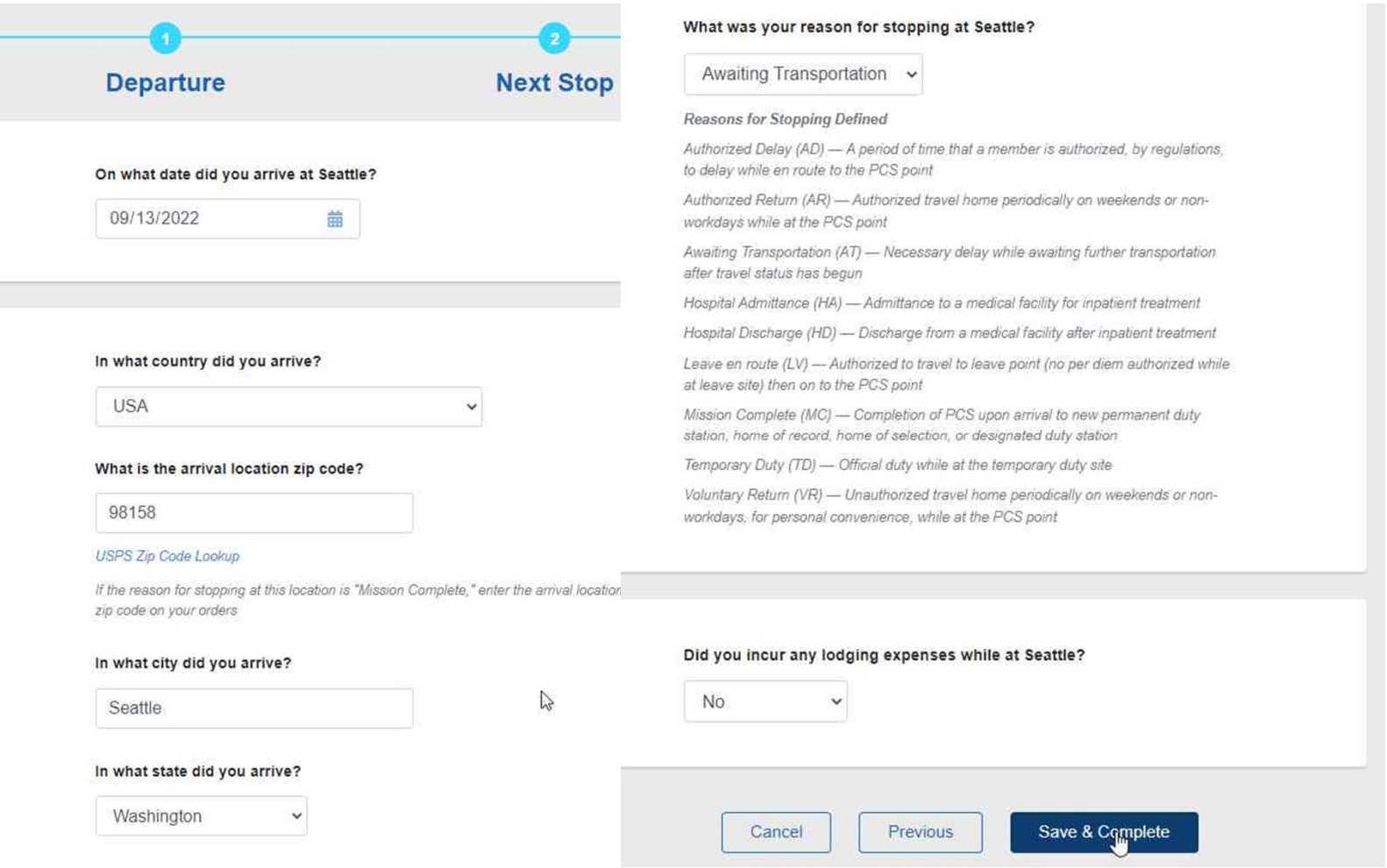
Smart Voucher Instructions

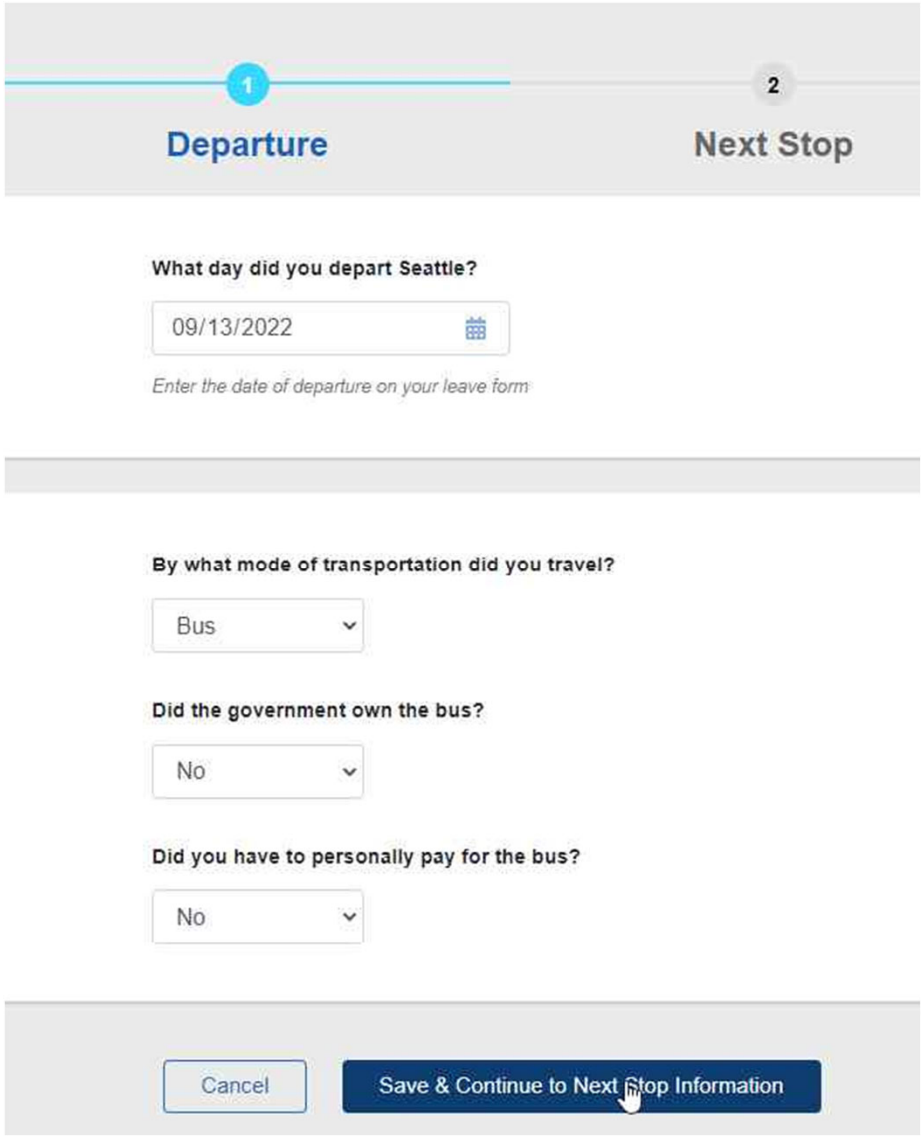
Flying to Fort Sill: Part 2 Cont.



- Reason for stopping is **"Awaiting Transportation"**
- Arrival date
  - ✓ Should be same day or next day
- Lodging expenses?
  - ✓ Does not include TLE
- Click "Save"

Smart Voucher Instructions

Flying to Fort Sill: Part 3



Part 3 is about the day you left the arrival airport

- Answer the questions regarding mode of travel

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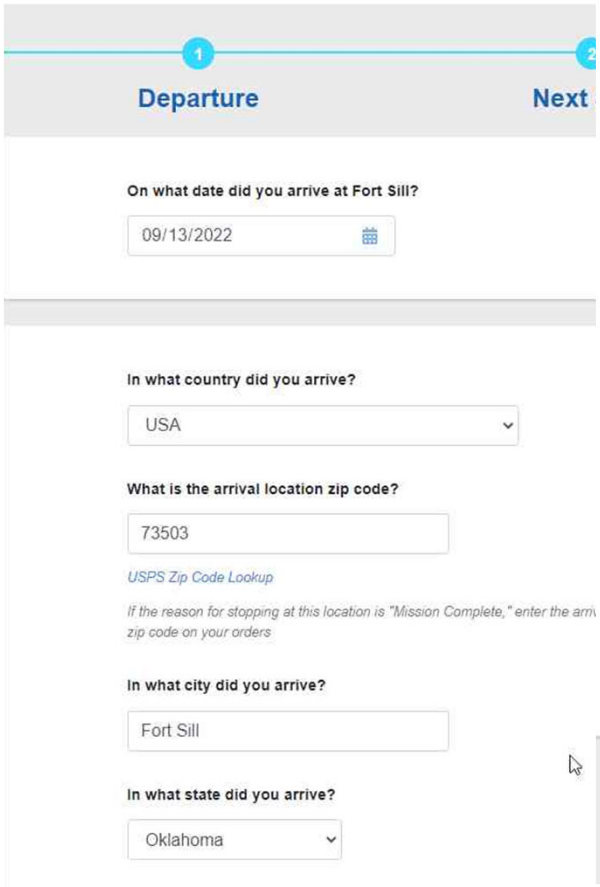
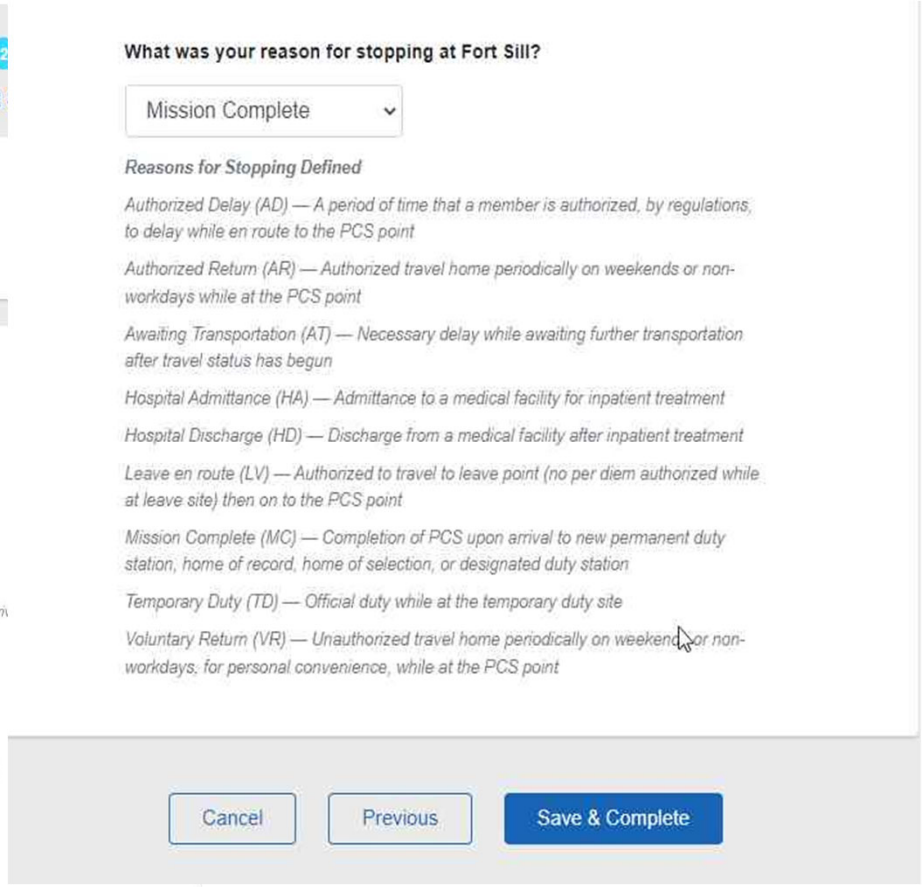
Smart Voucher Instructions

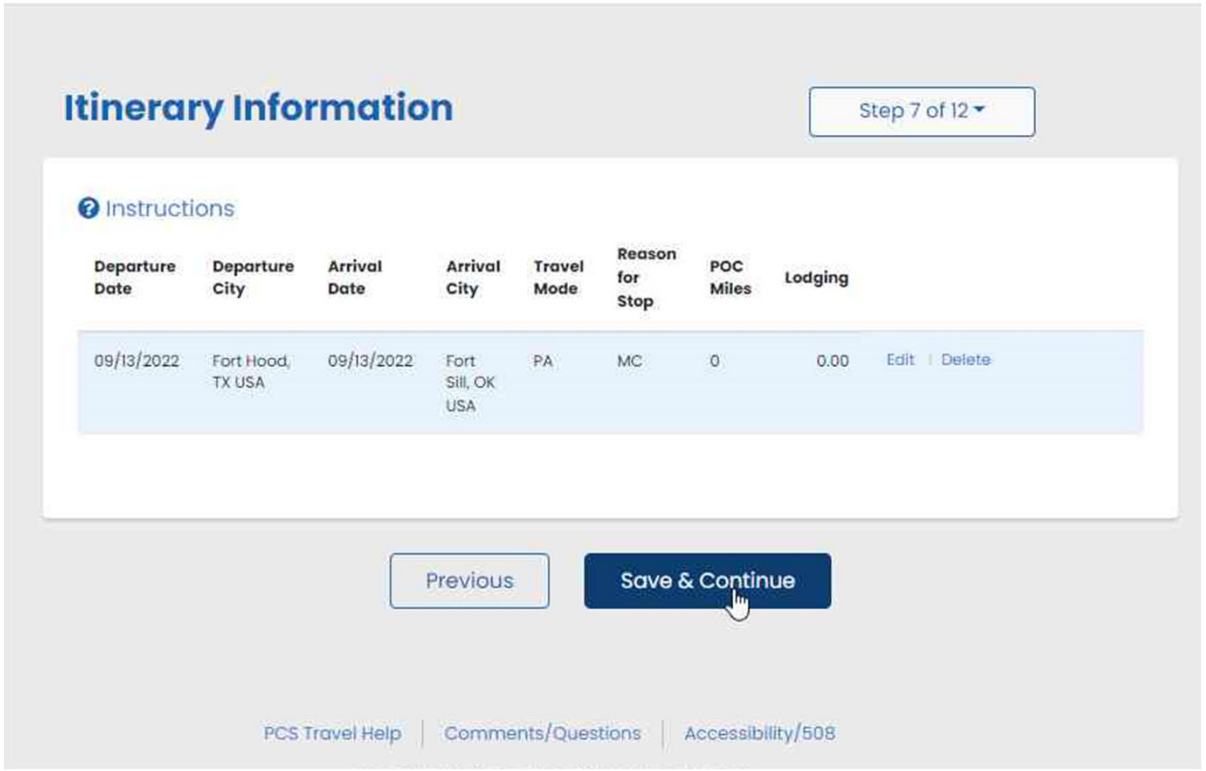
Flying to Fort Sill: Part 3 Cont.





- Arrival ZIP CODE is the zip code for your new duty station per the orders
  - ✓ Your final arrival city will always be your new duty location
- Reason for stopping at your new duty location is ALWAYS "**Mission Complete**"
- Arrival Date is the day you arrived at your new duty station (on or before DA 31 block 16 sign in date)
- Lodging expenses do not include TLE
  - ✓ Will be filled out a separate form

Smart Voucher Instructions



- Check your itinerary for completeness
  - ✓ Remember, we need to know every time you change modes of transportation
- Select “Save & Continue”

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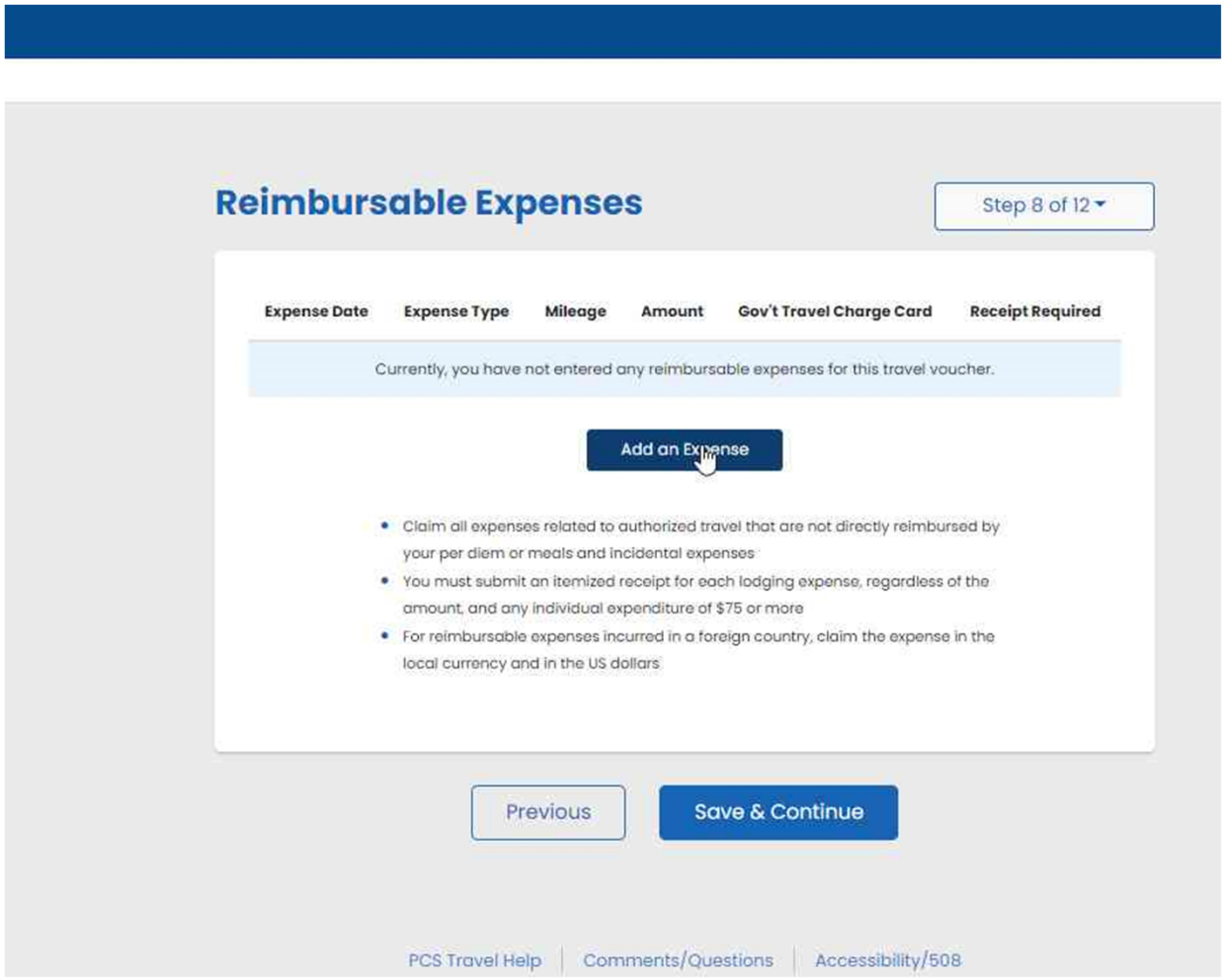
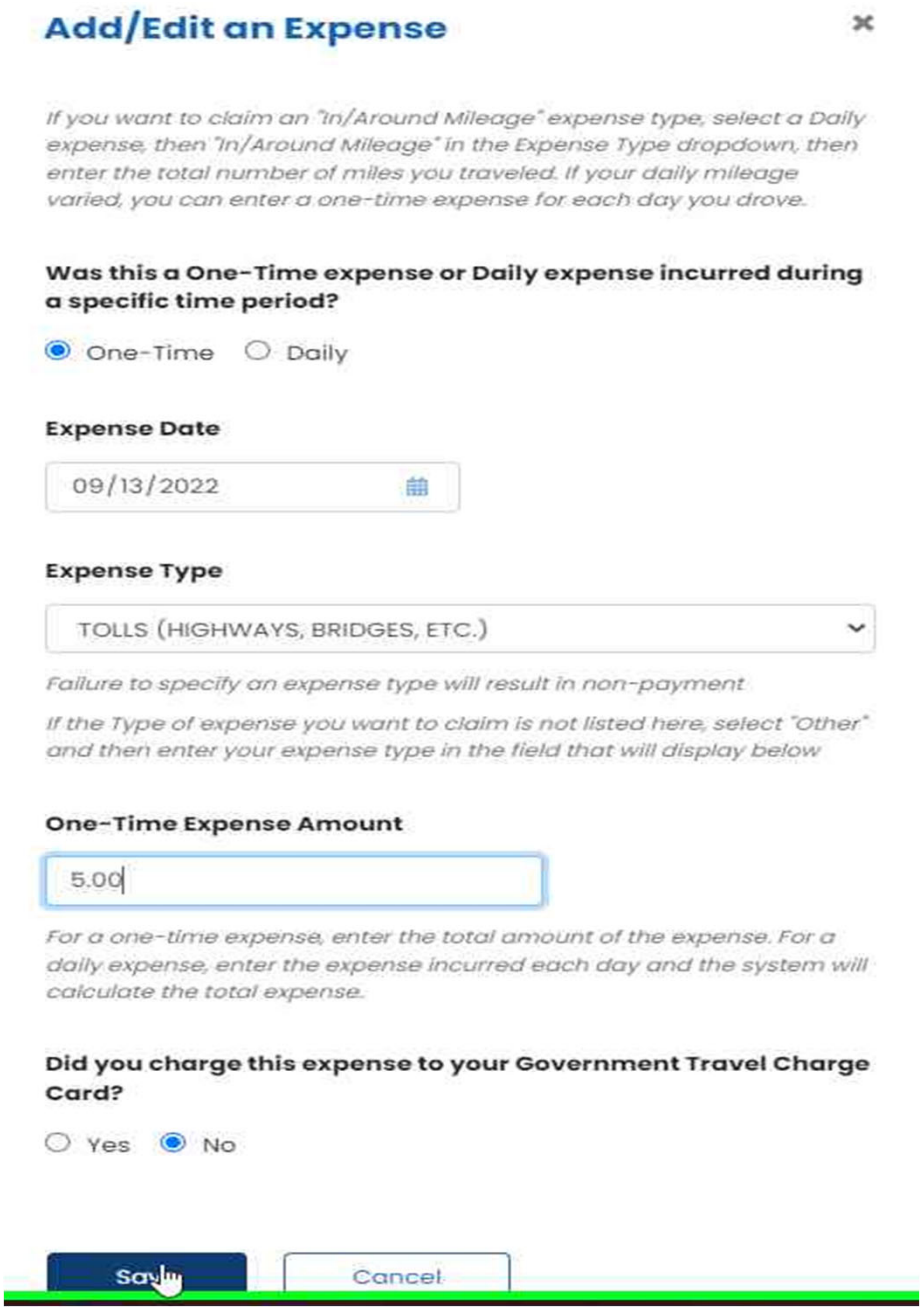


- Reimbursable expenses include:
  - ✓ Tolls
  - ✓ Airfare
  - ✓ Excess Baggage (Must be stated on the orders)
  - ✓ Authorized Delay at Airport
  - ✓ Taxi Cabs
  - ✓ CTO fees
- If you have a reimbursable expenses, select “Add”

CUI

Smart Voucher Instructions



- Select “One Time Expense” or “Daily Expense”

- Select date of expense
- Select type of expense
- Insert the amount
  - ✓ Remember, a receipt is needed for anything over $75 and all lodging
- Select “No” or “Yes” if it was charged to you GTCC
- Click “Save”

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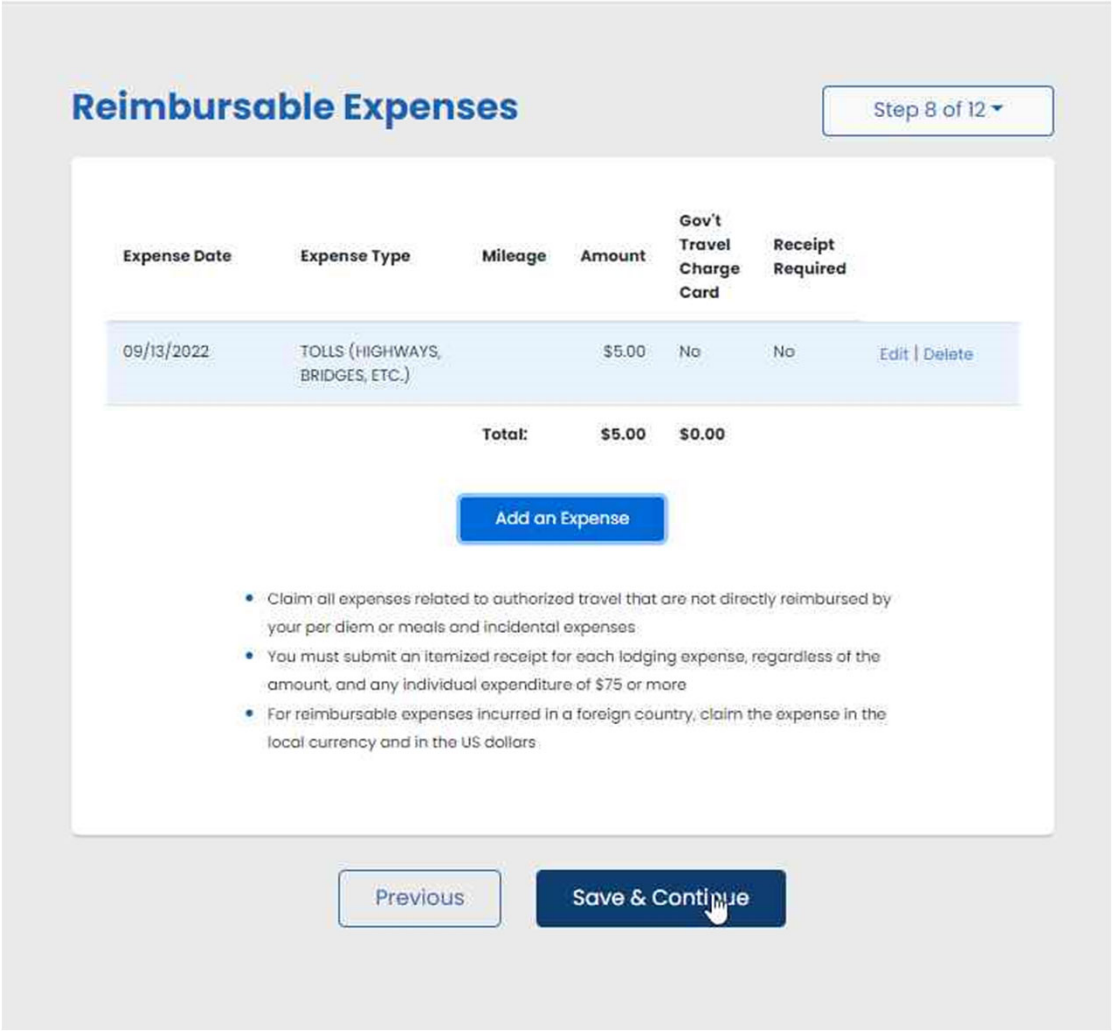
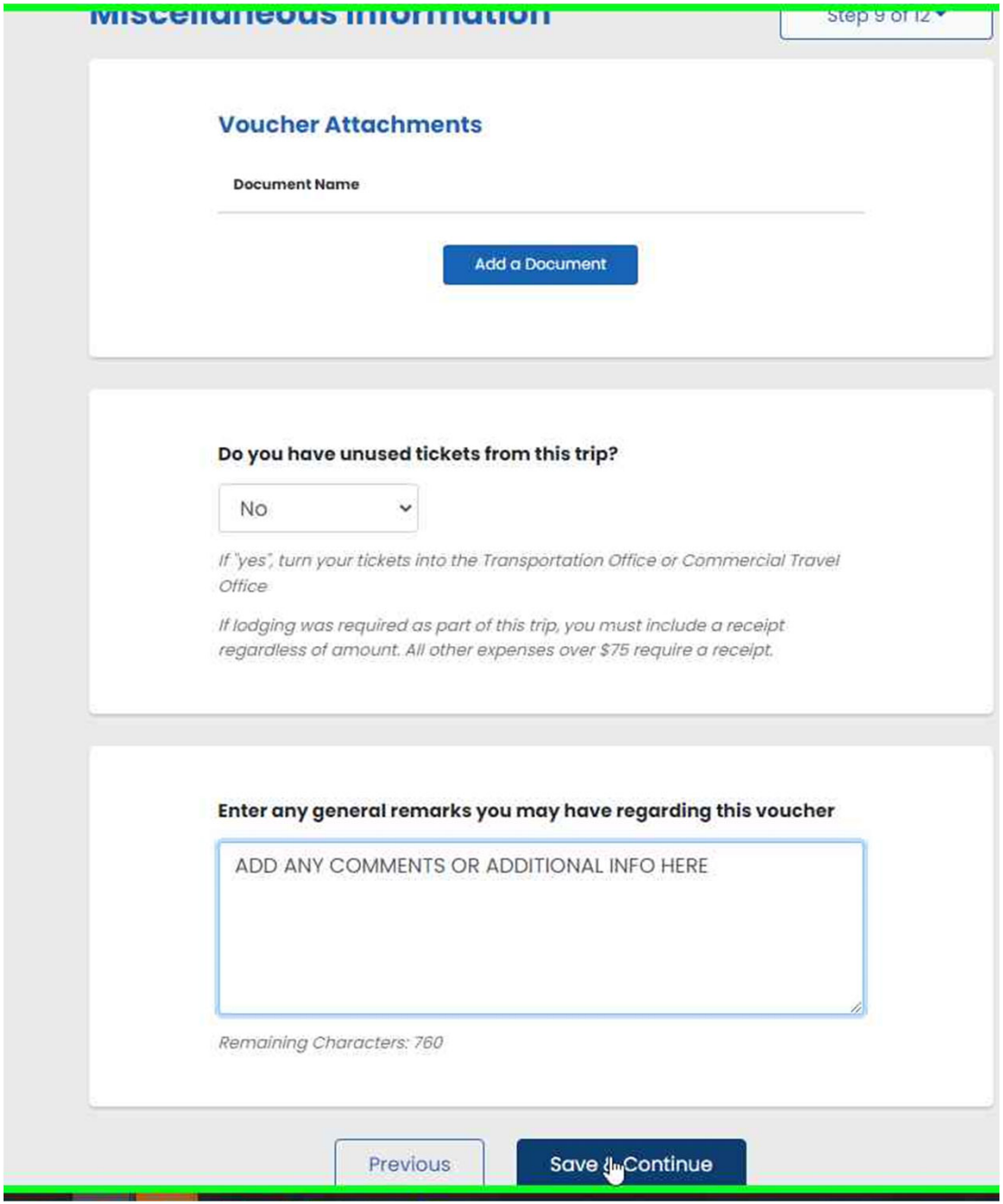
Smart Voucher Instructions



- If you have other Reimbursable Expenses, select “Add”
- If no others, select “Save & Continue”

Smart Voucher Instructions



- Click “browse” to select documents to be uploaded
- Click “Upload” to upload the selected documents to SmartVoucher
- Specify if you have any unused plane tickets; this may be left blank
- Specify any general remarks

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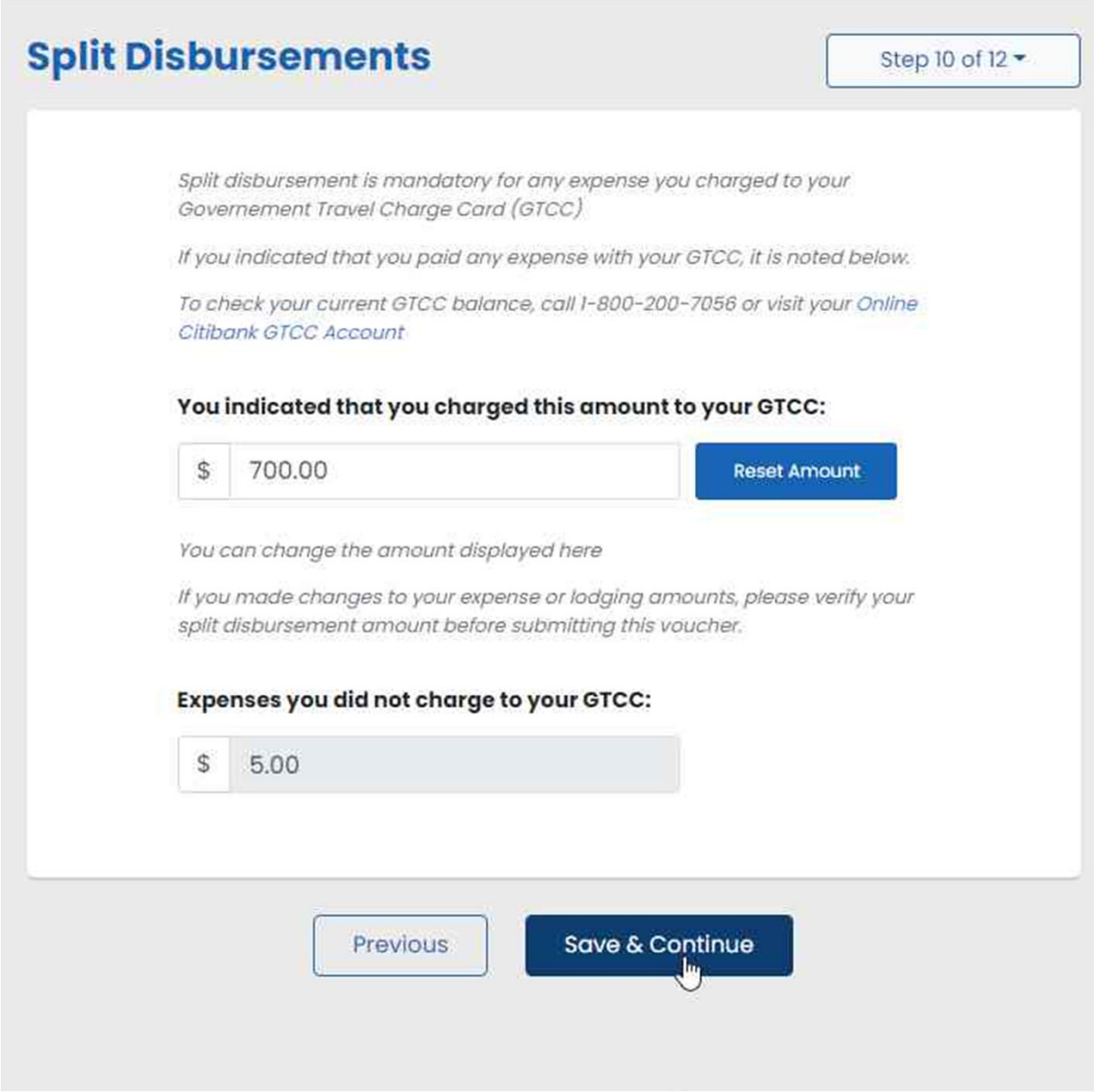
Smart Voucher Instructions



- Split Disbursement is used if you have a GTCC and used it
- You can opt to have a specified amount go straight to your GTCC
- *Keep in mind, you are responsible for your GTCC*
- Select “Save & Continue”

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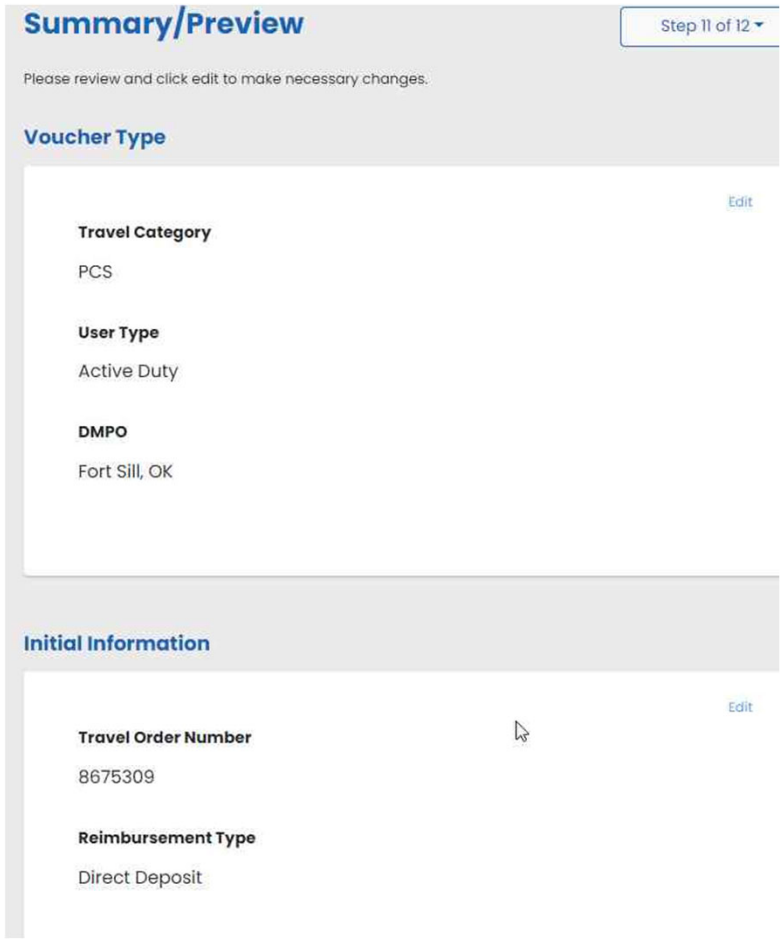
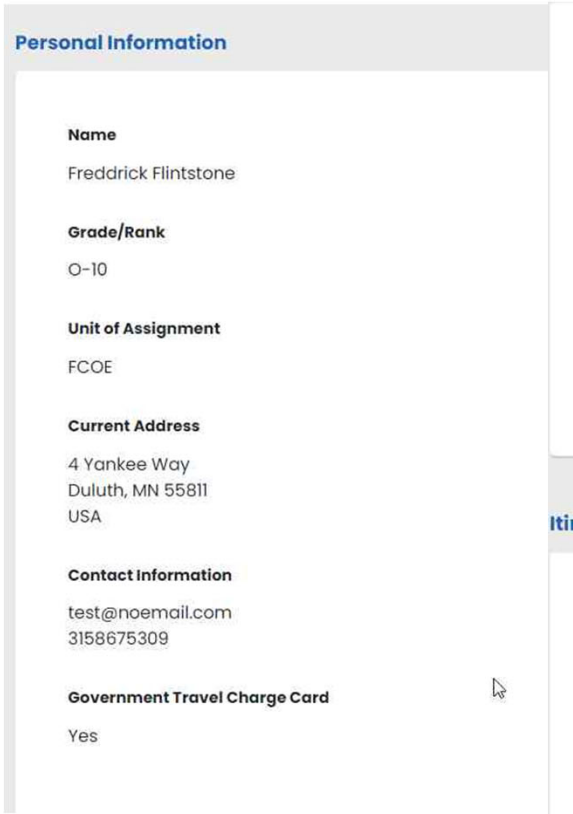
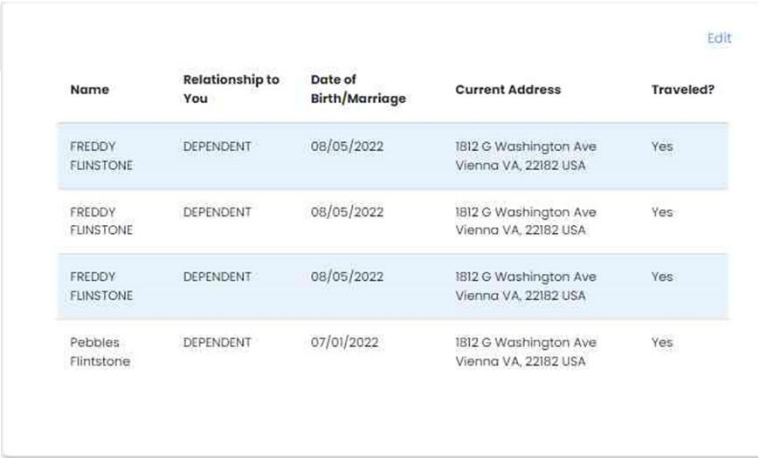
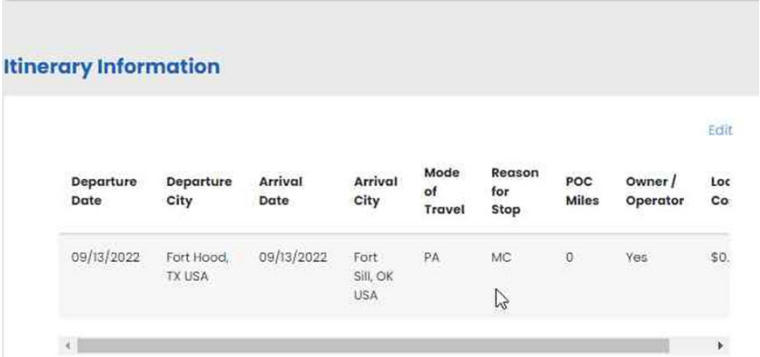
Smart Voucher Instructions

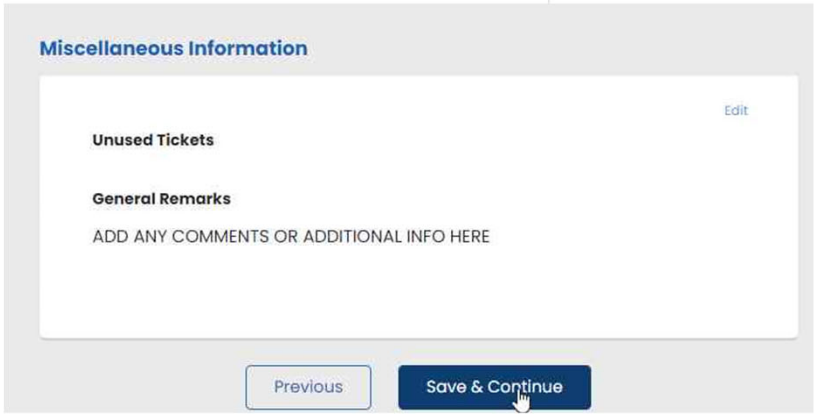
Verify all of your information then select “Next”











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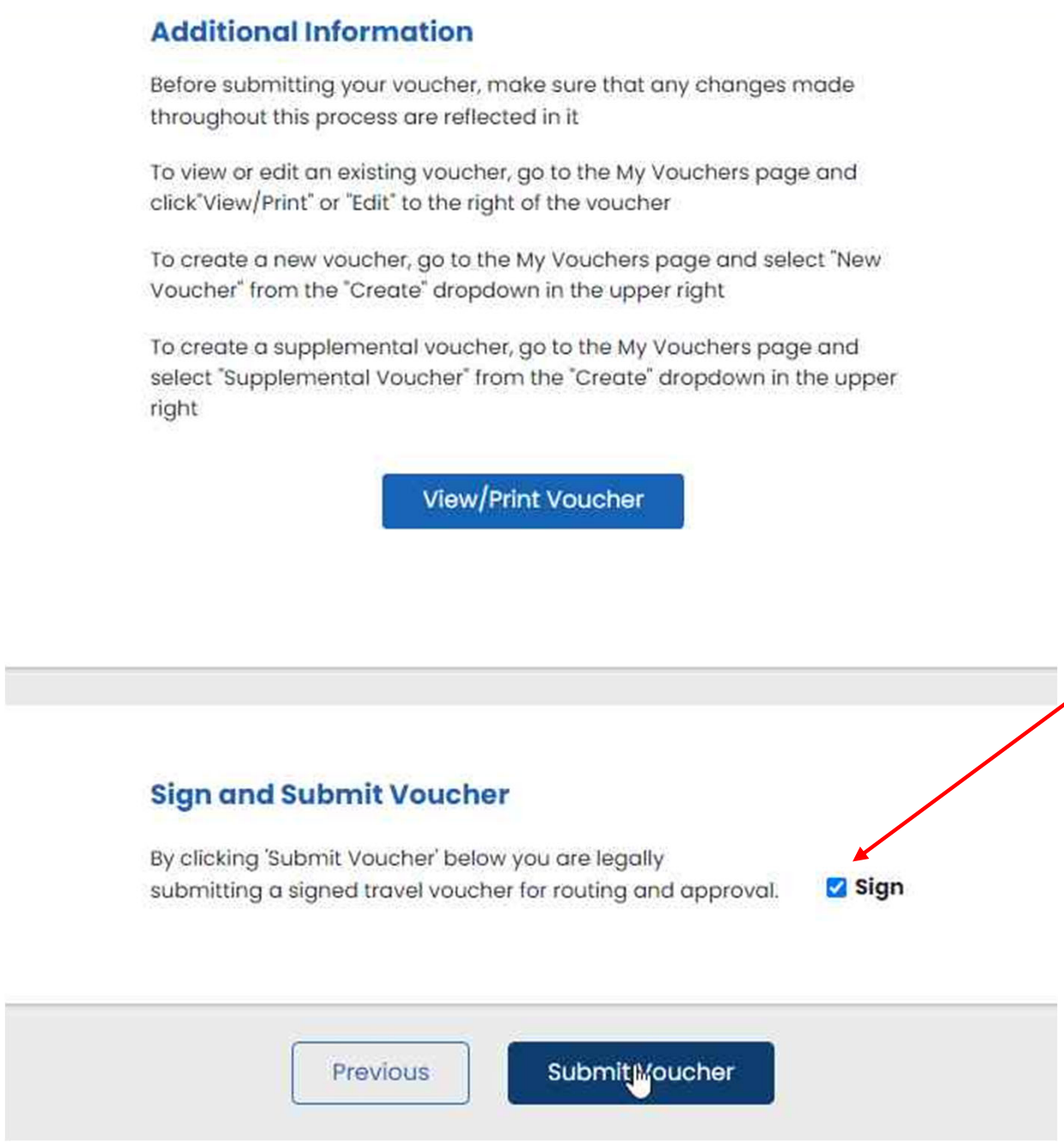

- Click on “View Travel Voucher” to preview what your Smart Voucher will look like.
- Check the sign box
- Click submit travel voucher

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