U.S. Army Financial Management Command
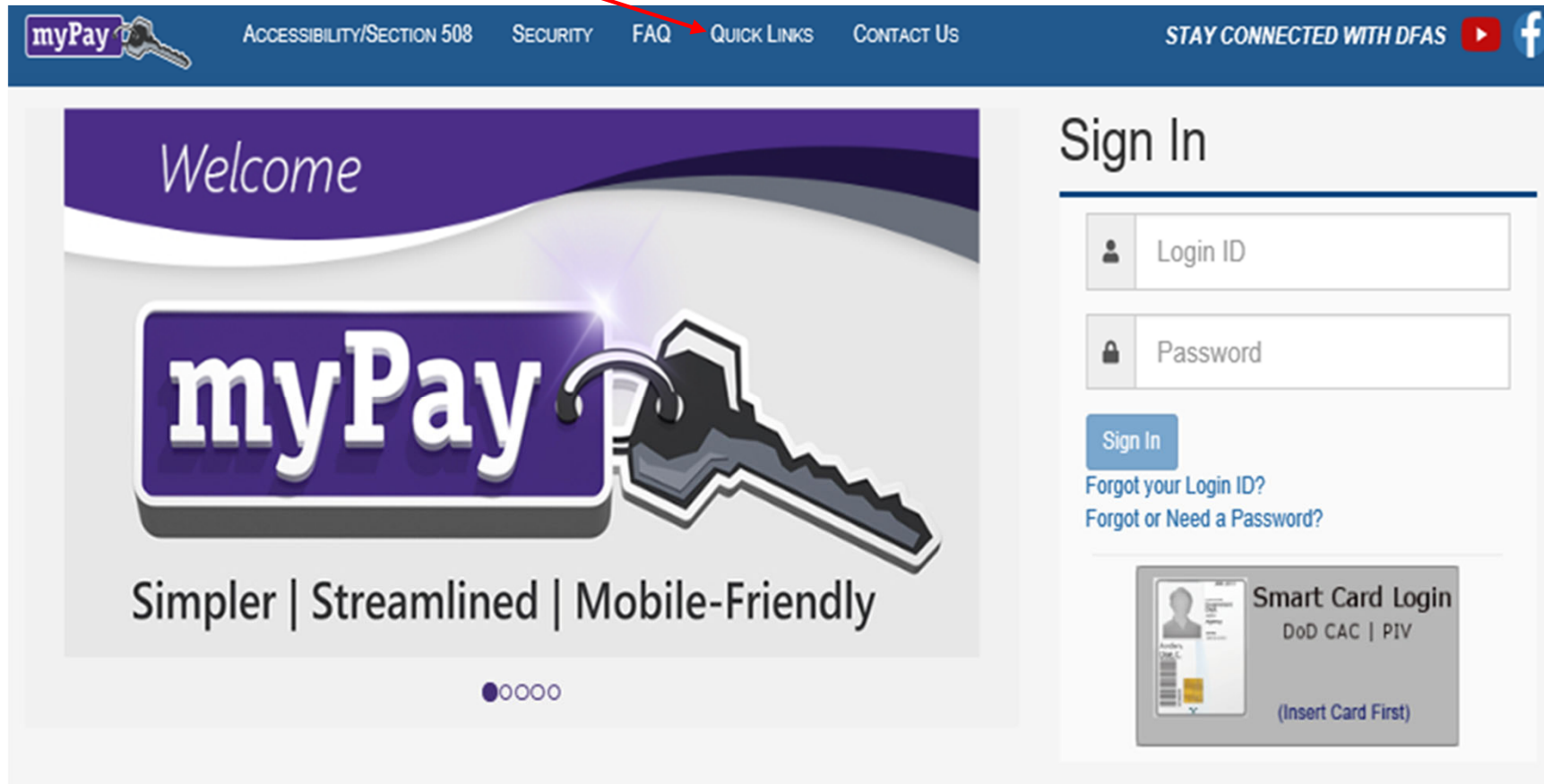# PCS SmartVoucher Instructions

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

Smart Voucher Instructions

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

Smart Voucher Instructions

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

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 (Active/Reserve) Air Force (Active/Reserve/Guard)
- SmartVoucher - Complete a DD 1351-2
- Travel Voucher Checklist

Smart Voucher Instructions

SmartVoucher

Consent Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[I consent to the above conditions]

Click the consent box

Smart Voucher Instructions

SmartVoucher

Privacy Act Statement

The information you provide to SmartVoucher is covered by the Privacy Act of 1974. For questions regarding your personal information and/or acquiring a copy of the Privacy Statement, contact your local Human Resources Office.

Authority: 5 U.S.C. Section 301; Department Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General: DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R, Volume 9; and E.O. 9397 (SSN), as amended.

Principal Purposes: Personally identifiable information is collected in order to populate fields on the Travel Voucher submission form.

Routine Uses: For users to complete and submit DD Form 1351-2 to their Travel Office.

Disclosure: Voluntary. However, failure to provide the information may mean your Travel Voucher cannot be processed.

[I agree with above terms]

PCS Travel Help | Comments/Questions | Accessibility/508

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

Click Agree

Smart Voucher Instructions

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

OR

- Click "Login with CAC"

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 <u>separately</u>
  - Click on "Create Travel Advance" to request advanced travel or advanced DLA payments.

Smart Voucher Instructions

User Type
Step 1 of 12 ▾

What is your category of travel?

PCS ▾

If you are retiring or separating and this is the final PCS voucher you are submitting, select "DoD Civilian" for type of user and then the service or agency from which you are retiring or separating.

What type of user are you?

Active Duty ▾

What DMPO are you submitting from?

Fort Sill, OK ▾

Return to My Vouchers   Continue

Fort McCoy, WI
Fort Meade, MD
Fort Myer, VA
Fort Polk, LA
Fort Richardson, AK
Fort Riley, KS
Fort Rucker, AL
Fort Sam Houston, TX
Fort Sill, OK
Fort Stewart, GA
Fort Wainwright, AK
Honduras
Hunter Army Air Field, GA
I am retiring from service
I am separating from service
Korea
MacDill AFB, FL
Pentagon, DC
Presidio of Monterey, CA
Redstone Arsenal, AL

Choose one...

Return to My Vouchers   Continue

- 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"

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

Smart Voucher Instructions

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

Marital Status?

Married

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

- **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

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

[   ]

Your military spouse cannot be claimed as your dependent for a Temporary Lodging Expense (TLE). Also, you cannot claim a dependent that your military spouse has already claimed for the same TLE time period.

- 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

Smart Voucher Instructions

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

Smart Voucher Instructions

Personal Information

First Name

Freddrick

Middle Initial (not required)

Last Name

Flintstone

Social Security Number

***-**-9394

Grade/Rank

E-7

- **Enter your personal information**

Smart Voucher Instructions

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

Current Country of Residence

USA

Current Street Address

4 Yankee Way

Current Street Address 2 (not required)

Current Zip Code/APO/FPO

55811

USPS Zip Code Lookup

Installation/Base/City

Duluth

Current State

Minnesota

- **Use your local address**

Smart Voucher Instructions

Unit of assignment

FCOE

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

Phone Number

3158675309

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

Email

test@noemail.com

Provide your primary email, the one you read most consistently

Do you have a Government Travel Charge Card?

Yes

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

Previous   Save & Continue

- **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

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

○ **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.

[Previous]   [Save & Continue]

- 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.

CUI

Smart Voucher Instructions

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

Smart Voucher Instructions

Add/Edit a Dependent

First Name

> Pebbles

Middle Initial (not required)

> [ ]

Last Name

> Flintstone

Relationship to You

> Choose one... ▾
> | **Dependent** | and parents require |
> | Spouse | ements (DFAS) |

Dependent Residence at the Time You Received Your Orders

Country

> USA ▾

Street Address

> 1812 G Washington Ave

Zip Code

> 22182

USPS Zip Code Lookup

City

> Vienna

State

> Virginia ▾

Did the dependent complete travel?

> Choose one... ▾
> | **Yes** |
> | No |

[Save] [Cancel]

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

- 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

Smart Voucher Instructions

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?

09/01/2022

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

09/12/2022

Previous   Save & Continue

- **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

Add/Edit Location(s)

Is your location at or near an Army CONUS Installation?

● Yes   ○ No

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 doe[s] count as a TLE day

09/02/2022 📅

Location Address
TLE is limited to the 48 contiguous states

Zip Code

76544

USPS Zip Code Lookup

City

Fort Hood

State

Texas ▾

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

09/12/2022 📅

Did you incur daily lodging expenses at the location?

● Yes   ○ No

Note: Lodging costs will be entered on the next screen

Save   Cancel

- **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

09/08/2022   Amount: 70.00

Charges to Government Travel Charge Card? ⦿ Yes ○ No

09/09/2022   Amount: 70.00

Charges to Government Travel Charge Card? ⦿ Yes ○ No

09/10/2022   Amount: 70.00

Charges to Government Travel Charge Card? ⦿ Yes ○ No

09/11/2022   Amount: 70.00

Charges to Government Travel Charge Card? ⦿ Yes ○ No

Previous   Save & Continue

PCS Travel Help | Comments/Questions | Accessibility/508

- **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**

Smart Voucher Instructions

CLICK ADD

Smart Voucher Instructions

Departure — Step 1 of 2

On what day did your travel begin?

09/13/2022

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

By what mode of transportation did you travel?

- **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"

POV Drivers Only

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]

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"

Smart Voucher Instructions

POV Drivers Only Cont.

Departure ① —— ② **Next Stop**

On what date did you arrive at Fort Sill?

09/13/2022

In what country did you arrive?

USA

What is the arrival location zip code?

73503

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?

Fort Sill

In what state did you arrive?

Oklahoma

- **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.

What was your reason for stopping at Fort Sill?

Choose one...

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

...me that a member is authorized, by ...the PCS point

...ravel home periodically on weekends or

...sary delay while awaiting further ...begun

...ce to a medical facility for inpatient

...from a medical facility after inpatient

Leave en route (LV) — Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) — Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

Temporary Duty (TD) — Official duty while at the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

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

Cancel   Previous   Save & Complete

- 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

Flying to Fort Sill: Part 1

By what mode of transportation did you travel?

Automobile ▾

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 ▾

What was the date this expense was incurred?

09/13/2022 📅

What was the nature of this expense?

Taxi - Terminal

What was the cost of the expense?

60.00

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

Yes ▾

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= <u>airport that you flew out of</u>
- Answer the next questions based on your travel

Flying to Fort Sill: Part 1 Cont.

Departure — **Next Stop**

On what date did you arrive at INCHON?
09/13/2022

In what country did you arrive?
KOREA (SOUTH)

In what city did you arrive?
INCHON

What was your reason for stopping at Seattle?
Awaiting Transportation

Reasons for Stopping Defined

Authorized Delay (AD) — *A period of time that a member is authorized, by regulations, to delay while en route to the PCS point*

Authorized Return (AR) — *Authorized travel home periodically on weekends or non-workdays while at the PCS point*

Awaiting Transportation (AT) — *Necessary delay while awaiting further transportation after travel status has begun*

Hospital Admittance (HA) — *Admittance to a medical facility for inpatient treatment*

Hospital Discharge (HD) — *Discharge from a medical facility after inpatient treatment*

Leave en route (LV) — *Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point*

Mission Complete (MC) — *Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station*

Temporary Duty (TD) — *Official duty while at the temporary duty site*

Voluntary Return (VR) — *Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point*

Did you incur any lodging expenses while at Seattle?
No

Cancel   Previous   Save & Complete

- **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*

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

Flying to Fort Sill: Part 2 Cont.

Departure ① ② **Next Stop**

On what date did you arrive at Seattle?

09/13/2022 📅

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

Reasons for Stopping Defined

Authorized Delay (AD) — A period of time that a member is authorized, by regulations, to delay while en route to the PCS point

Authorized Return (AR) — Authorized travel home periodically on weekends or non-workdays while at the PCS point

Awaiting Transportation (AT) — Necessary delay while awaiting further transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a medical facility after inpatient treatment

Leave en route (LV) — Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) — Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

Temporary Duty (TD) — Official duty while at the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at the PCS point

Did you incur any lodging expenses while at Seattle?

No

Cancel   Previous   **Save & Complete**

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

Flying to Fort Sill: Part 3

Part 3 is about the day you left the arrival airport

- Answer the questions regarding mode of travel

Flying to Fort Sill: Part 3 Cont.

Departure — ① ————————— ② **Next**

On what date did you arrive at Fort Sill?

09/13/2022

In what country did you arrive?

USA

What is the arrival location zip code?

73503

USPS Zip Code Lookup

If the reason for stopping at this location is "Mission Complete," enter the arri... zip code on your orders

In what city did you arrive?

Fort Sill

In what state did you arrive?

Oklahoma

What was your reason for stopping at Fort Sill?

Mission Complete

Reasons for Stopping Defined

Authorized Delay (AD) — A period of time that a member is authorized, by regulations, to delay while en route to the PCS point

Authorized Return (AR) — Authorized travel home periodically on weekends or non-workdays while at the PCS point

Awaiting Transportation (AT) — Necessary delay while awaiting further transportation after travel status has begun

Hospital Admittance (HA) — Admittance to a medical facility for inpatient treatment

Hospital Discharge (HD) — Discharge from a medical facility after inpatient treatment

Leave en route (LV) — Authorized to travel to leave point (no per diem authorized while at leave site) then on to the PCS point

Mission Complete (MC) — Completion of PCS upon arrival to new permanent duty station, home of record, home of selection, or designated duty station

Temporary Duty (TD) — Official duty while at the temporary duty site

Voluntary Return (VR) — Unauthorized travel home periodically on weekend or non-workdays, for personal convenience, while at the PCS point

Cancel   Previous   Save & Complete

- **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

Itinerary Information

@ Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
09/13/2022	Fort Hood, TX USA	09/13/2022	Fort Sill, OK USA	PA	MC	0	0.00	Edit	Delete

Previous   Save & Continue

PCS Travel Help | Comments/Questions | Accessibility/508

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

Smart Voucher 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**

PCS Travel Help | Comments/Questions | Accessibility/508

- **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"**

Smart Voucher Instructions

Add/Edit an Expense ✕

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

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

● One-Time   ○ Daily

Expense Date

| 09/13/2022 | 📅 |

Expense Type

| TOLLS (HIGHWAYS, BRIDGES, ETC.) | ⌄ |

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

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

One-Time Expense Amount

| 5.00 |

For a one-time expense, enter the total amount of the expense. For a daily expense, enter the expense incurred each day and the system will calculate the total expense.

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

○ Yes   ● No

| Save | Cancel |

- 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"

CUI

Smart Voucher Instructions

- If you have other Reimbursable Expenses, select "Add"

- If no others, select "Save & Continue"

CUI

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

Smart Voucher Instructions

Split Disbursements

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:

$ 700.00   **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:

$ 5.00

Previous   **Save & Continue**

- 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"

CUI

Smart Voucher Instructions

Verify all of your information then select "Next"

Smart Voucher Instructions

Additional Information

Before submitting your voucher, make sure that any changes made throughout this process are reflected in it

To view or edit an existing voucher, go to the My Vouchers page and click"View/Print" or "Edit" to the right of the voucher

To create a new voucher, go to the My Vouchers page and select "New Voucher" from the "Create" dropdown in the upper right

To create a supplemental voucher, go to the My Vouchers page and select "Supplemental Voucher" from the "Create" dropdown in the upper right

[View/Print Voucher]

Sign and Submit Voucher

By clicking 'Submit Voucher' below you are legally submitting a signed travel voucher for routing and approval.   ☑ Sign

[Previous]   [Submit Voucher]

- Click on "View Travel Voucher" to preview what your Smart Voucher will look like.

- Check the sign box

- Click submit travel voucher