

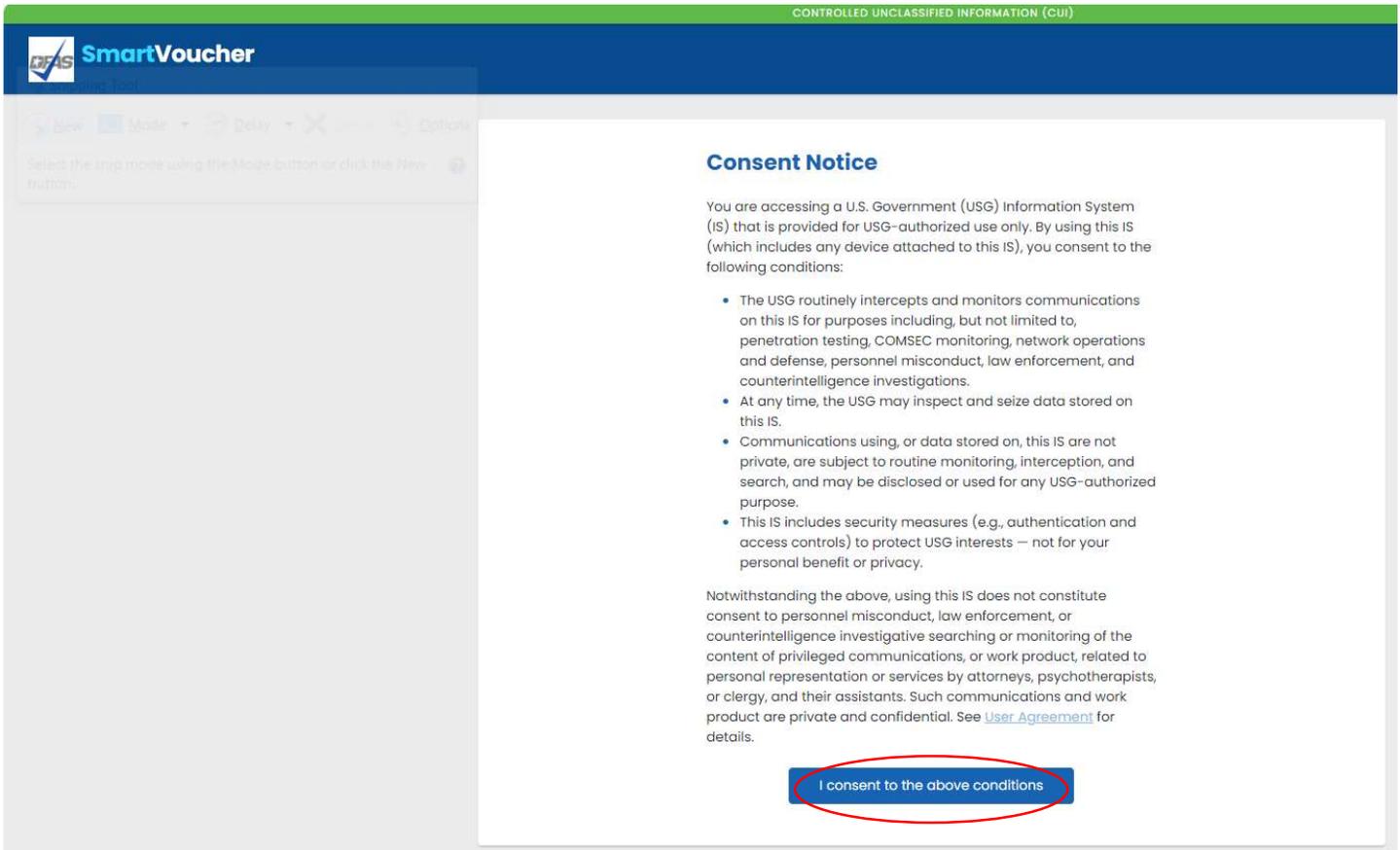
PARTIAL DLA- Per JTR; A Service member ordered to occupy or vacate Government quarters due to privatization, renovation, or any other reason for the Government’s convenience must be paid a partial DLA.

To submit a partial DLA claim in SmartVoucher; Go to:

SmartVoucher under the myPay Quick Links, “SmartVoucher – Complete a DD 1351-2”



or directly at <https://smartvoucher.dfas.mil/voucher/>



### 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](#)

Login with your CAC on government computer OR myPay Username and Password on a personal device.

## 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

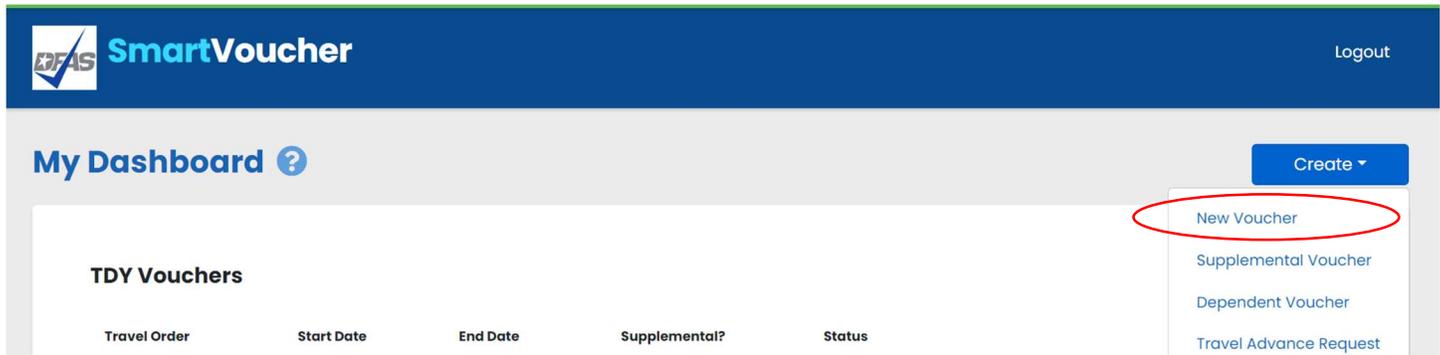


Use **only** your own CAC. Select your Non-email certificate.

Login with CAC

If you do not have your myPay username and password, click the [Forgot your Login ID or Password](#) link or contact our Customer Care Center at 1-888-DFAS411 or 1-888-332-7411, option 5, then option 2, Monday – Friday between the hours of 0800-1700 Eastern Time.

**How do I begin a Partial DLA claim?** Click Create button and select “New Voucher”.



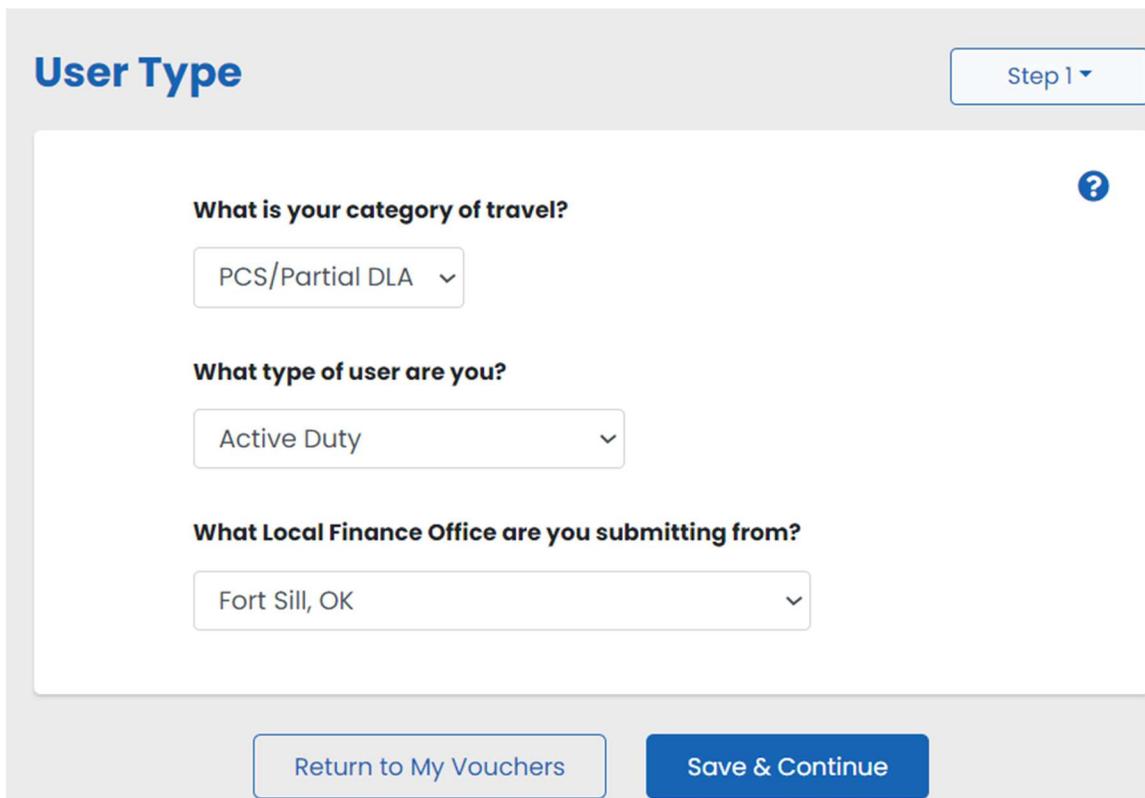
The screenshot shows the SmartVoucher dashboard. At the top left is the DFAS SmartVoucher logo. At the top right is a 'Logout' link. Below the logo is the 'My Dashboard' header with a help icon. A blue 'Create' button is located in the top right corner. A dropdown menu is open from this button, with 'New Voucher' highlighted by a red circle. Other options in the menu include 'Supplemental Voucher', 'Dependent Voucher', and 'Travel Advance Request'. Below the menu is a table header for 'TDY Vouchers' with columns for 'Travel Order', 'Start Date', 'End Date', 'Supplemental?', and 'Status'.

On the **User Type** screen, please identify your type of travel, in this case PCS/Partial DLA, and what type of traveler you are, i.e. Active Duty, Active Guard Reserve, National Guard, Reserve, or Cadet. Next, from the drop down select which **Finance Office or Army Military Pay Office** you are working with to in process, this helps to ensure your travel claim packet flows to the correct team for review and approval.

If you are retiring or separating from service, please select one of the following selections under the “What Local Finance Office are you submitting from?”

If you are **retiring**, please select “I am retiring from service” to allow your claim to flow directly to DFAS for processing.

If you are **separating**, please select “I am separating from service” to allow your claim to flow directly to DFAS for processing.



The screenshot shows the 'User Type' screen. At the top left is the 'User Type' header. At the top right is a 'Step 1' button. Below the header is a form with three dropdown menus. The first is 'What is your category of travel?' with 'PCS/Partial DLA' selected. The second is 'What type of user are you?' with 'Active Duty' selected. The third is 'What Local Finance Office are you submitting from?' with 'Fort Sill, OK' selected. At the bottom are two buttons: 'Return to My Vouchers' and 'Save & Continue'.

On the **Initial Information screen**, please provide requested information. Question marks are available and will provide visual aids.

Travel Order Number will be system generated.

Housing Memo must be attached under “Add a Document” portlet for claim to be submitted.

Input the date you moved out of Government housing and if you shipped your household goods.

## Initial Information

Step 2 of 6 ▾

*Travel Order Number (TONO) will be system generated*

*You must attach a copy of your Housing Memo in order for this claim to be processed*

**Add a Document**

**What date did you move out of government housing?**

mm/dd/yyyy 

**You will be paid by** 

Direct Deposit ▾

*Allow 24 to 48 hours for the change to register throughout the system*

**Did you ship your household goods?**

Yes ▾

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

On the **Personal Information screen**, please provide information about yourself. Your DoD ID is populated and masked because you accessed with your CAC or myPay username and password/PIN.

Once input, your information will be archived in the system for future use. You are able to edit all fields, except DoD ID, as needed.

**Personal Information** Step 3 of 6 ▾

**First Name**

**Middle Initial** (not required)

**Last Name**

**DoD ID**

**Grade/Rank**

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

**Current Country of Residence**

**Current Street Address**

**Current Street Address 2** (not required)

**Current Zip Code/APO/FPO**

[USPS Zip Code Lookup](#)

**Installation/Base/City**

**Current State**

**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?**

Yes ▾

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

Please ensure your email address is accurate and checked on a regular basis, because you will receive notification from SmartVoucher if your voucher is returned for correction. SmartVoucher notifications do NOT contain PII so you may use your personal email address.

If you have a Government Travel Charge Card and select Yes, you will have the option to apply split disbursement in Step 4..

If you wish to receive text notifications on the status of your claim (and future claims) as they make their way through the computation and payment process, please visit myPay (<https://mypay.dfas.mil/#/>) to add your cell phone number to your myPay profile and "Opt In" to receive text message notifications.

Click the Save & Continue button to move to the next step.

On the **Split Disbursement screen**, if you selected that you have a Government Travel Charge Card, you will complete your Split Disbursement if applicable.

## Split Disbursements

Step 4 of 6 ▾

*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:**

\$ 0.00 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

Once confirmed, click the Save & Continue button to move to the next step.

On the Summary/Preview screen, you are encouraged to review all your input and edit as needed.

## Summary/Preview

Step 5 of 6

Please review and click edit to make necessary changes.

### Voucher Type

**Travel Category**  
PCS/Partial DLA

**User Type**  
Active Duty

**Local Finance Office**  
Fort Sill, OK

Edit

### Initial Information

**Travel Order Number**  
AUG24PartialDLA

**Reimbursement Type**  
Direct Deposit

Edit

## Personal Information

Edit

**Name**

Jane M Doe

**Grade/Rank**

O-8

**Unit of Assignment**

Ft Sill

**Current Address**

123 Main St  
Lawton, OK 73501  
USA

**Contact Information**

kathryn.s.testa.civ@mail.mil  
(315)555-1212

**Government Travel Charge Card**

Yes

Previous

Save & Continue

Once you have completed your review, click the Save & Continue button to move to the next step.

On the Submit Voucher screen, you are provided a list of supporting documents that must accompany your travel voucher. If you need to upload additional supporting documents, proceed back to the **Initial Information screen** and proceed to upload.

## 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 AUG24PartialDLA

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

### 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](#)

Once you have uploaded all your supporting documents you may select View/Print Travel Voucher to see your completed forms and attachments prior to submitting your claim. Once you are satisfied with your claim and attachments, click the Sign checkbox, and click the Submit Voucher button. This will send your claim packet to the AMPO reviewer for review and approval.

## 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](#)

*Need help?*

1. Contact your servicing Army Military Pay Office (AMPO), or
2. Contact our Customer Care Center at 1-888-DFAS411 or 1-888-332-7411, Monday – Friday between the hours of 0800-1700 Eastern Time, or
3. Visit our website at <https://www.dfas.mil/MilitaryMembers/travelpay/armypcs/Army-PCS-2>, or
4. Submit your question via AskDFAS at <https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=6>.