SmartVoucher

What is SmartVoucher?

SmartVoucher is a web-based tool that guides you, the traveler, through a series of user-friendly questions about yourself and your travel (and your dependents (as applicable)). Your responses to these questions help to populate your DD1351-2 and other necessary forms. The tool prompts travelers to upload supporting documents that will be securely and electronically submitted with your travel voucher.

Where is SmartVoucher located?

SmartVoucher is available under the myPay Quick Links, "SmartVoucher – Complete a DD 1351-2"

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

DFAS 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]

How do I access SmartVoucher?

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 new TRAVEL ADVANCE? Click Create button and select "Travel Advance Request".

On the Personal Information screen, please enter your travel order number and order issue date from your PCS orders, your sign out date from your DA31 – Leave form or Absence Request form and provide information about yourself. Your DoDID is populated and masked because you accessed with your CAC or myPay username and password.

NOTE: Please input your original PCS travel order number, NOT your latest amendment number.

Once input, your information will be archived in the system for future use. You can edit all fields, except DoDID, as needed.

Grade/Rank

[⌄]

Unit of assignment

[   ]

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

Order Issue Date

[mm/dd/yyyy 📅]

Sign Out Date

[mm/dd/yyyy 📅]

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

Current Street Address

[   ]

Current Street Address 2 (not required)

[   ]

Current Zip Code or APO/FPO

[   ]

USPS Zip Code Lookup

Current City

[   ]

Current State

[⌄]

Current Country of Residence

[⌄]

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?

No ⌄

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

If you have a Government Travel Charge Card, IAW Army Policy, GTCC holders are only authorized advance payments for DLA entitlement. GTCC should be utilized for all other authorized PCS expenses.

Please pay close attention to the questions about the type of advance that you are requesting, your answers are important to calculate your advance accurately. Depending on your answers to the questions, additional questions may be displayed.

You can select any combination of advance types below

Are you requesting an advance for travel?

No ⌄

Are you requesting an advance for dependent travel?

No ⌄

Are you requesting an advance for DLA?

No ⌄

Are you requesting an advance for DITY move?

No ⌄

If yes, you must attach a DD2278 to this advance

Return to My Vouchers   Save & Continue

After clicking on the Save & Continue button to advance to the next step you will be required to enter your dates, mode of travel, your old duty station zip code, name, and state (where you will depart from) and your new duty station zip code, name, and state (where you will arrive). The claim will appear in the travelers PCS voucher queue in "Traveler Signed Status".

Depending on your answers to the questions, additional questions may be displayed.

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

Please provide information about your dependents (if any) on the next step. If you do not have any dependents **or** they are not relocating with you to your new duty station, please select No.

If you have dependents and they are relocating with you to your new duty station, please select Yes.

SmartVoucher will allow up to sixteen dependents to be added. Enter information about each individual, click Save button and repeat (Click Add a Dependent button) until all have been entered and saved.

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)

Previous   **Save & Continue**

After clicking on the Save & Continue button to advance to the next screen you will have the opportunity to upload your supporting documents.

ALL REQUESTS MUST ATTACH/UPLOAD COMPLETE PCS ORDERS AND ANY/ALL AMENDMENTS!

If an advance for DITY/PPM is requested, your DD2278 is required.

If an advance for TDY enroute is requested, your DD1610 is required if TDY details are not included in your PCS orders.

Click on the Add a Document button, then the Choose File button, to navigate to the file you wish to upload, click on it to highlight, click on the Open button to select, and click on the Upload Selected button to upload the file to SmartVoucher.

SmartVoucher will allow as many files as necessary however the file size limit is 2MB and only the following files types are allowed: PDF, BMP, GIF, JPEG, JPG, and PNG.

NOTE: PLEASE UPLOAD YOUR COMPLETE SET OF ORDERS AND ANY AMENDMENTS ALONG WITH SUPPORTING DOCUMENTS LISTED OR YOUR ADVANCE MAY BE RETURNED WITHOUT PAYMENT.

If your file contains any "active" digital signatures (signature box and "Click to Sign" arrow are visible), you must "flatten" the file prior to upload.
1. Open PDF file
2. Select Print from the File menu
3. Select Microsoft Print to PDF from the Printer dropdown list
4. Click on the Print button
5. Save file where it can be retrieved to upload into SmartVoucher

   This prints and scans the PDF to "flatten" the digital signatures, signature blocks may still be visible however the signatures will not be able to be manipulated.

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

On the Summary/Preview screen, you may review all of your input and edit as needed.
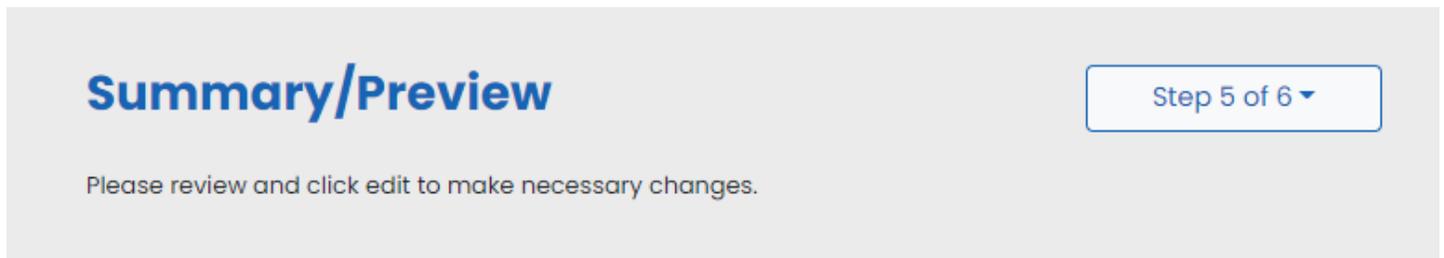
Summary/Preview　　　　　　　　　　　　　　　　Step 5 of 6 ▾

Please review and click edit to make necessary changes.

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

On the Submit Travel Advance Request screen, you are provided a list of supporting documents that must accompany your travel advance. If you need to upload additional supporting documents, click the Previous button and proceed to the Upload Attachments step to upload.

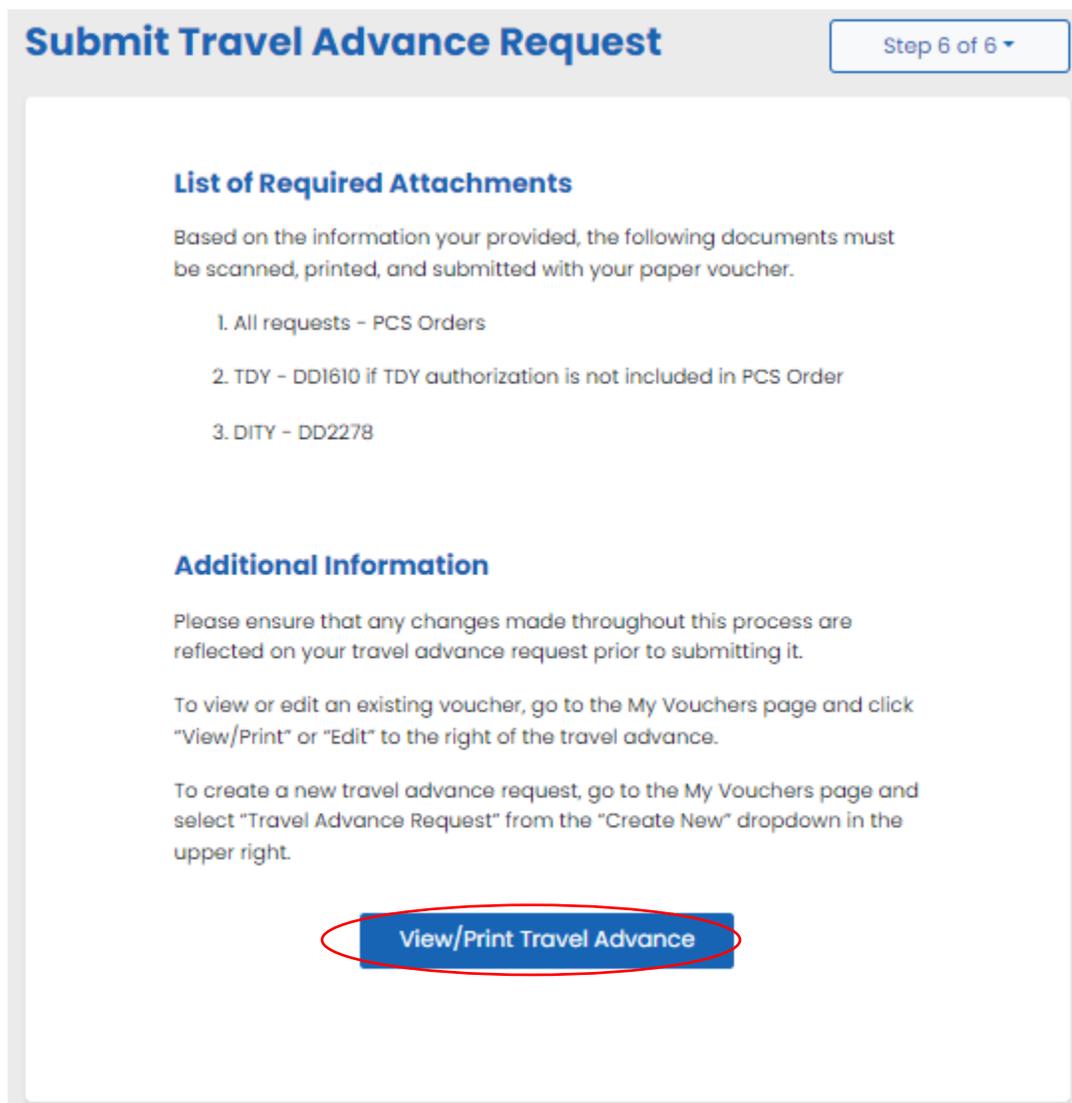**Submit Travel Advance Request**　　　　　Step 6 of 6 ▾

List of Required Attachments

Based on the information your provided, the following documents must be scanned, printed, and submitted with your paper voucher.

1. All requests – PCS Orders

2. TDY – DD1610 if TDY authorization is not included in PCS Order

3. DITY – DD2278

Additional Information

Please ensure that any changes made throughout this process are reflected on your travel advance request prior to submitting 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 travel advance.

To create a new travel advance request, go to the My Vouchers page and select "Travel Advance Request" from the "Create New" dropdown in the upper right.

View/Print Travel Advance

Once you confirmed that you have uploaded your required supporting documents you may select View/Print Travel Advance to see your completed form and attachments prior to submitting your advance. Once you are satisfied with your advance and attachments, click the Sign box, and select the Submit Travel Advance Request button. This will send

your claim packet to DFAS Rome for review, approval, and processing. The claim will appear in the travelers PCS voucher queue in "Traveler Signed Status".
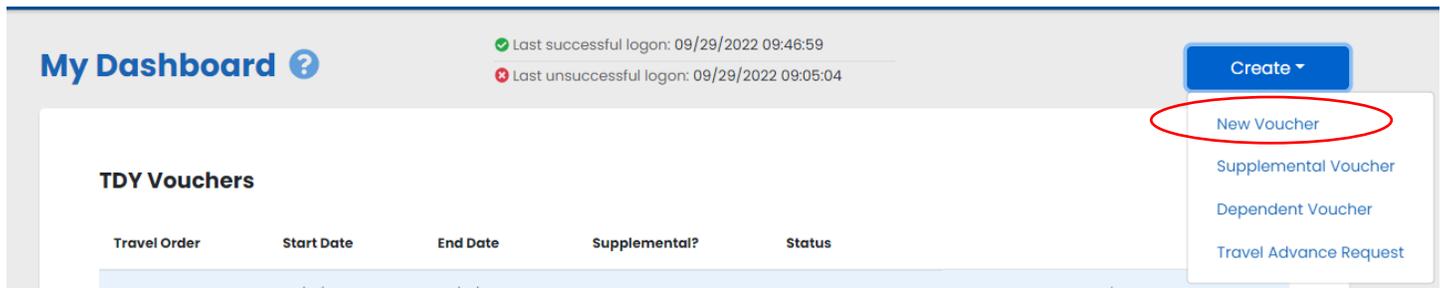
Sign and Submit Travel Advance

By clicking 'Submit Travel Advance Request' below you are legally submitting a signed travel advance for routing and approval.

☐ **Sign**

Previous

Submit Travel Advance Request

How do I begin a new PCS VOUCHER?

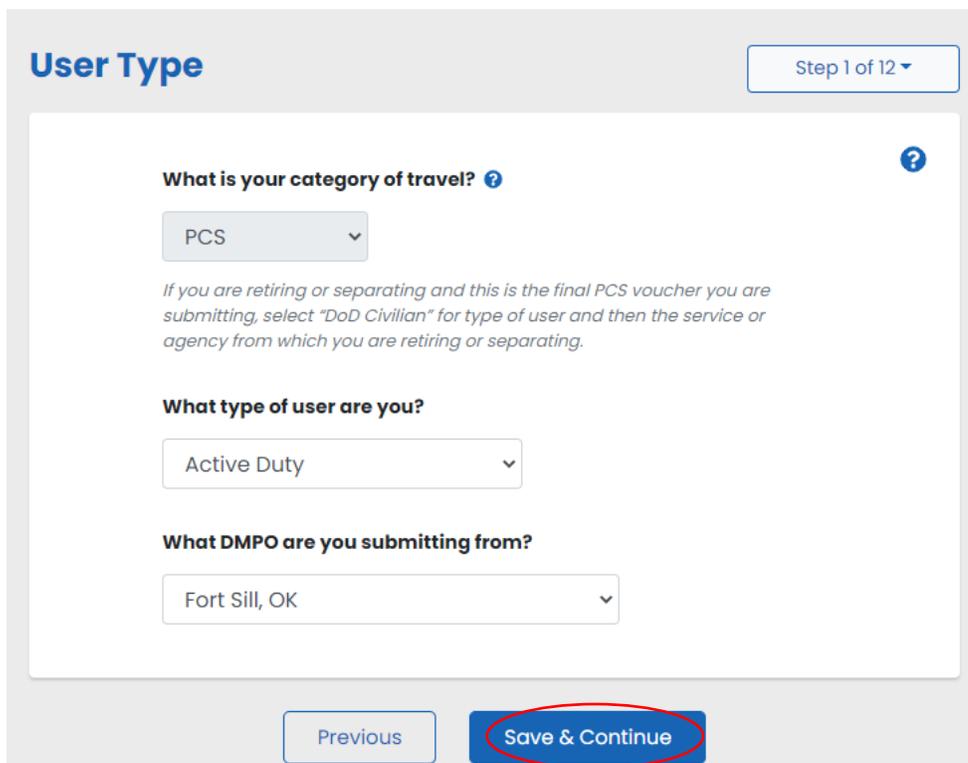Click the Create button and select "New Voucher".

On the User Type screen, please identify your type of travel, in this case PCS, 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 DMPO 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.

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

On the Initial Information screen, please provide information from your PCS travel orders. Question marks are available and will provide visual aids on the requested information.

Travel Order Number is the last 5 digits of the SDN on IPPS-A orders.

NOTE: Please input your original PCS travel order number, NOT your latest amendment number.

Travel Order Issue Date is usually at the top of your PCS orders.

Did you ship your household goods?

Yes ⌄

Are you claiming a Dislocation Allowance (DLA)?

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.

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

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

Select the appropriate answers to the questions on the page for the travel order that you input above.

Depending on your answers to the questions, additional questions may be displayed.

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

On the Advances screen, select the appropriate answers to the questions on the page for the travel order that you input on the Initial Information screen.

Depending on your answers to the questions, additional questions may be displayed.

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

On the Personal Information screen, please provide information about yourself. Your DoDID 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 DODID, as needed.

Personal Information   Step 4 of 12 ▾

First Name

First name is required and must not exceed 20 characters.

Middle Initial (not required)

Last Name

Last name is required and must not exceed 20 characters.

DoD ID

Grade/Rank

Invalid Grade/Rank. You must select one from the list.

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

Current Country of Residence

USA

Current Street Address

Current Street Address 2 (not required)

Current Zip Code/APO/FPO

USPS Zip Code Lookup

Installation/Base/City

Current State

New York

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

yourname@mail.mil

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**

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, the tool will help compile your split disbursement amount.

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.

Please provide information about your dependents (if any) on the next step. If you do not have any dependents **or** they are not relocating with you to your new duty station, please select No.

Dependent Information   Step 3 of 6 ▾

Please provide dependent information. 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.

Are your dependents relocating?

No ▾

Previous   Save & Continue

If you have dependents and they are relocating with you to your new duty station, please select Yes.

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

⦿ **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.

Choose the first option if your dependents traveled **with you**, at the same time and to/from the same locations, *this option will check the Member/Employee AND Dependent(s) boxes on the 1351-2 block 5 will be checked.*

Choose the second option if your dependents traveled **separately from you**, at a different time or from a different location, *this option will ONLY check the Dependent(s) box on the 1351-2 block 5 will be checked, you are creating a dependent claim and will need to create your PCS claim separately where you will not claim dependents.*

Choose the third option if your dependents traveled **separately from you** to a different location, *this option will ONLY check the Dependent(s) box on the 1351-2 block 5 will be checked, you are creating a dependent claim and will need to create your PCS claim separately where you will not claim dependents.*

SmartVoucher will allow up to sixteen dependents to be added. Enter information about each individual, click Save button and repeat (Click Add a Dependent button) until all have been entered and saved.

If Spouse is selected, Date of Marriage is required. If Dependent is selected, Date of Birth is required. Be sure to SAVE!

Dependent address information must be the address upon receipt of orders, which is typically at your old duty station.

Be sure the checkbox is checked for the dependents that should be included on the travel claim you are building. You do NOT need to delete your dependents who did not travel with you, simply uncheck the checkbox under Traveled.

Once input, your dependents' information will be archived in the system for future use. You are able to edit all fields as needed. SmartVoucher allows for sixteen dependents to be added.

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

If you selected "Yes" to the question "Are you claiming a Temporary Lodging Expense (TLE)?" the TLE will be available to you.

Within the TLE screens, there are five areas, Eligibility, Locations, Daily Expenses, Persons Claimed, and Certification. Each area will guide you with questions.

<u>TLE Eligibility</u>

SmartVoucher will prompt you with questions to determine your eligibility for TLE. Answer the questions as they pertain to your specific situation.

Depending on your answers to the questions, additional questions may be displayed.

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

TLE Locations

Next you will be required to input information about your TLE locations.

Please note: If your TLE location is other than an Army CONUS Installation that has converted to privatized lodging, government quarters must be used, if available, before commercial lodging.

Temporary Lodging Expense (TLE) reimbursement is limited to 14 days for CONUS/OCONUS to CONUS PCS and 7 days for CONUS to OCONUS PCS.

Temporary Lodging incurred OCONUS is considered Temporary Lodging Allowance (TLA) and is NOT a Travel Pay entitlement and cannot be claimed in SmartVoucher. TLA is a Military Pay entitlement and must be filed/claimed with your Finance Office.

Click Add a Location button and enter information about your first TLE location. You may add additional locations as needed.

If you made an error and do not have TLE expenses to claim, proceed back to Initial step and change your response to the "Are you claiming a Temporary Lodging Expense (TLE)?" to "no".

PLEASE NOTE: Lodging expenses incurred while traveling enroute to your new duty station are not considered TLE and should not be included here.

Be sure to read and respond to all questions.

If you are claiming meals only for a date, date range, or location, select "No" to the question "Did you incur daily lodging expenses at this location?"

Click Save button to save this location.

Click Add a Location button and enter information about another TLE location. You may add additional locations as needed.

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

TLE Expenses

Next you will be required to input information about your TLE expenses.

PLEASE BE SURE TO INCLUDE TAXES AND FEES IN YOUR DAILY TLE LODGING EXPENSE. Do <u>NOT</u> input an average, please input the actual daily lodging expense including taxes and fees.

Also, annotate if your lodging expenses were charged on your Government Travel Charge Card, SmartVoucher will add up your expenses for your split disbursement.

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

TLE Persons Claimed

If your dependents traveled with you or you are creating a dependent travel claim, your dependents' information was added on the Dependent screen.

Check the boxes next to the persons you are claiming for each date and location listed.

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

TLE Certification

Read the TLE Certification Statement and if you concur, click the checkbox and click the Sign button. Doing this adds your electronic signature to your TLE Form.

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

Please review the itinerary instructions before entering your itinerary. Once you have reviewed the instructions, click the checkbox at the bottom of the page.

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.

Select Add Itinerary Information to begin your itinerary.

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

Your answers to these questions will cause additional questions to be displayed, prompt you for supporting documents, and will help to populate your travel claim.

Click Save & Continue button to enter Next Stop Information.

What was your reason for stopping at destination?

Choose one... ⌄

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

⌄

Cancel   Previous   **Save & Complete**

Click Save & Complete button to complete that leg of your itinerary.

Click Add Itinerary Information button to enter the next leg of your itinerary.

Itinerary Information

Step 7 of 12 ▾

❓ Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging		
09/12/2022	Fort Lee, VA USA	09/12/2022	Richmond, VA USA	PA	AT	25	0.00	Edit	Delete

Add Itinerary Information

SmartVoucher will prompt you for additional legs to your itinerary until your reason for stopping is Mission Complete.

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

If you are claiming Reimbursable expenses, select Add an Expense button on the Reimbursable Expenses screen.

If you are not claiming Reimbursable expenses, select Save & Continue button on the Reimbursable Expenses screen.

There may be Generated Expenses listed based upon your itinerary input.

Reimbursable Expenses

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required	
08/01/2022 to 08/01/2022	Air Ticket – Paid by traveler		$1,000.00	Yes	Yes	Generated
09/12/2022 to 09/12/2022	Taxi – Terminal		$50.00	No	No	Generated
		Total:	$1,050.00	$1,000.00		

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

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

If you clicked Add an Expense, your answers to these questions may trigger additional questions to be answered, prompt you for supporting documents, and will help to populate your travel claim. Be sure to SAVE!

Your selection to the Government Travel Charge Card question, will help compile your split disbursement amount.

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

[mm/dd/yyyy   🗓]

Expense Type

[Choose one...   ⌄]

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

[   ]

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]

Continue to Add Reimbursable Expenses until complete and then click Save & Continue button to move to the next step.

On the Miscellaneous Information screen, you may upload supporting documents/voucher attachments, provide details on unused transportation tickets, and add any additional explanations and/or remarks as needed.

Miscellaneous Information

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

If you receive an error message while you are attempting to upload your supporting documents, there may be a problem with the file that you are attempting to upload.

If your file contains any "active" digital signatures (signature box and "Click to Sign" arrow are visible), you must "flatten" the file prior to upload.

1. Open PDF file
2. Select Print from the File menu
3. Select Microsoft Print to PDF from the Printer dropdown list
4. Click on the Print button
5. Save file where it can be retrieved to upload into SmartVoucher

This prints and scans the PDF to "flatten" the digital signatures, signature blocks may still be visible however the signatures will not be able to be manipulated.

On the Split Disbursement screen, if you selected that you have a Government Travel Charge Card, you will complete your Split Disbursement. SmartVoucher will provide the total amount you entered and you may edit the amount as needed for card charges associated with your PCS.

Split Disbursements

Step 10 of 12 ▾

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:

$ 1600.00   **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:

$ 50.00

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 of your input and edit as needed.

Summary/Preview

Please review and click edit to make necessary changes.

Voucher Type

Edit

Travel Category

PCS

User Type

Active Duty

DMPO

Fort Sill, OK

Initial Information

Edit

Travel Order Number

LISATESTPCS

Reimbursement Type

Direct Deposit

Advances

Edit

No Advances information is available.

Personal Information

Edit

Name

Lisa A DFAS

Grade/Rank

E-4

Unit of Assignment

Ft Bragg

Current Address

1234 My Street
Holland Patent, NY 13354
USA

Contact Information

noemail@mail.mil
3158675309

Government Travel Charge Card

Yes

Dependents Information

Edit

Name	Relationship to You	Date of Birth/Marriage	Current Address	Traveled?
jillian cooper	DEPENDENT	05/29/2022	123 Main St Fort Bragg NC, 28310 USA	No
jillian cooper	DEPENDENT	05/29/2022	123 Main St Fort Bragg NC, 28310 USA	No

Itinerary Information

Edit

Departure Date	Departure City	Arrival Date	Arrival City	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator
09/12/2022	Fort Lee, VA USA	09/12/2022	Richmond, VA USA	PA	AT	25	Yes
09/12/2022	Richmond, VA USA	09/12/2022	Oklahoma City, OK USA	CP	AT		No
09/12/2022	Oklahoma City, OK USA	09/12/2022	Fort Sill, OK USA	CA	MC	0	No

Reimbursable Expenses

Edit

Expense Date	Nature of Expense	Mileage	Amount
08/01/2022 to 08/01/2022	Air Ticket – Paid by traveler ~2		$1,000.00
09/12/2022 to 09/12/2022	Taxi – Terminal ~3		$50.00

Miscellaneous Information

Edit

Unused Tickets

General Remarks

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 Miscellaneous Information screen and proceed to upload.

NOTE: PLEASE UPLOAD YOUR COMPLETE SET OF ORDERS AND ANY AMENDMENTS ALONG WITH SUPPORTING DOCUMENTS LISTED OR YOUR CLAIM MAY BE RETURNED WITHOUT PAYMENT. IN ADDITION, PLEASE UPLOAD YOUR COMPLETED DA 31 FORM FOR IN PROCESSING.

Submit Voucher

Step 12 of 12 ▾

List of Required Attachments

Based on the information your provided, the following documents must be scanned and added as attachments to your submitted voucher:

1. Travel Order LISATESTPCS

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

2. List the Required Receipts

3. Required Receipt

   Air Ticket – Paid by traveler –2 Amount: $1,000.00

4. Zero balance lodging receipts

   2022-09-05 : Lodging Expense : Fort Lee

5. Zero balance lodging receipts

   2022-09-06 : Lodging Expense : Fort Lee

6. Zero balance lodging receipts

   2022-09-07 : Lodging Expense : Fort Lee

7. Zero balance lodging receipts

   2022-09-08 : Lodging Expense : Fort Lee

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

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**

Once you have uploaded all of 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 reviewer for review and approval. The claim will appear in the travelers PCS voucher queue in "Traveler Signed Status".

Need help?

1. Contact your servicing Army Military Pay Office (AMPO), or Local Finance Office
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.