

PCS Out-Processing Information

The Purpose of This Guide

Like all other documents of this nature, this guide is not all-inclusive. It does, however, cover subjects that we receive the most inquiries on. This information is current as of **January 2nd, 2025**.

This guide will help you better understand the effects your PCS can have on your pay. The most important thing to remember is to plan ahead. Prior planning will help keep you from incurring financial hardships during your PCS move. The Army Military Pay Office is dedicated to making your PCS move as smooth as possible for you and your family members.

Out-processing Basics

- Bring copies of your PCS orders (with any amendments), absence request, and DD Form 1610 TDY Orders (if applicable).
- Must clear CIF and Housing prior to clearing Finance.
- Soldiers can clear Finance 3 business days prior to sign out date on their absence request.

PCS Travel Payments

Travel by Privately Owned Vehicle (POV) is reimbursable by Monetary Allowance in Lieu of Transportation (MALT) and a flat per diem rate for authorized travel time. Flat per diem rates are currently \$178.00. Mileage is payable at \$0.21 per mile, per vehicle, not to exceed 2 vehicles.

Dislocation Allowance (DLA)

The purpose of the DLA is to partially reimburse a Service member for the expenses incurred while relocating his or her household under the circumstances in this section. DLA is payable according in accordance with JTR, Chapter 5, Section 505. DLA is authorized to be requested in advance, and can be completed using SmartVoucher @<https://smartvoucher.dfas.mil/voucher/>

Temporary Lodging Allowance (TLA)

TLA is authorized to partially offset the added living expenses at an OCONUS location when it is necessary for you and/or your family members to occupy temporary lodging at the old or new duty station.

Paid in 10-day increments, approved by Housing, and is processed by the SM's Pay Office.

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Temporary Lodging Expense (TLE)

TLE is authorized to partially offset the added living expenses incurred within Continental United States (CONUS) when it is necessary for you and/or your family members to occupy temporary lodging in the vicinity of the old or new duty station.

- TLE is paid at your gaining station.
- Maximum number of days reimbursable is 7 days if PCS is to an OCONUS location, or 21 days if PCS to a CONUS location.
- “Meals only” may be claimed if staying with family or friends.

Advance Pay

The purpose of this payment is to provide funds for extraordinary expenses incident to a government ordered relocation. It is intended to assist with out- of-pocket expenses that are not reimbursed by another payment (i.e. Travel, DLA, TLE, or TLA). A member may be paid an advance of basic pay not to exceed 3 months less deductions.

- Soldiers with dependents on their first month’s advance pay do not have to itemize their expenses.
- Soldiers without dependents, regardless of grade, will need to itemize expenses and must show justification in writing that extenuating circumstances exist.
- Soldiers in the pay grades of E-3 and below, and all Soldiers requesting a 2nd or 3rd advance pay, must obtain their commander’s signature and must itemize their expenses.

Pay Entitlements

Basic Allowance for Housing (BAH):

BAH will continue at the current rate until the date prior to arrival at the new duty station. BAH without dependents is at the discretion of gaining command.

Basic Allowance for Subsistence (BAS):

BAS for Soldiers whose dependents accompany them to new duty station should continue without interruption. The commander at the next duty station determines the entitlement to BAS for unaccompanied and single Soldiers.

Other Overseas Entitlements:

Questions concerning Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA), Family Separation Allowance (FSA), and Special Pay-Hardship Duty (HDP) should be addressed to your gaining Finance Office.