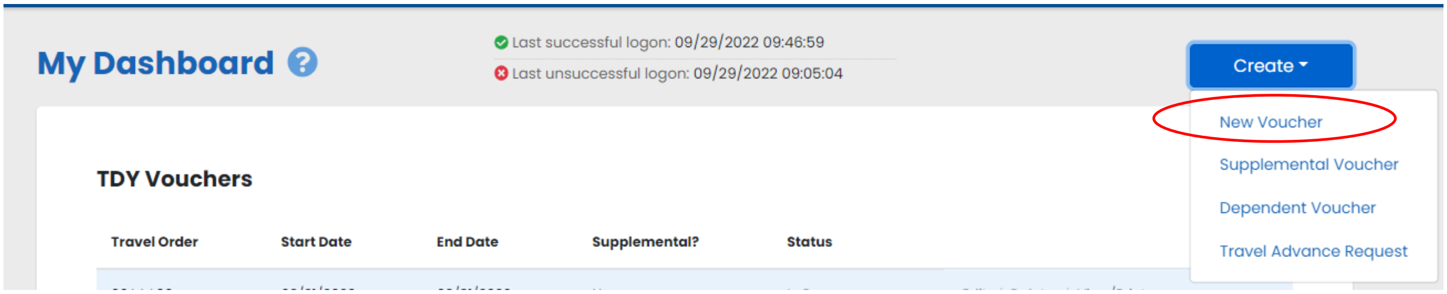
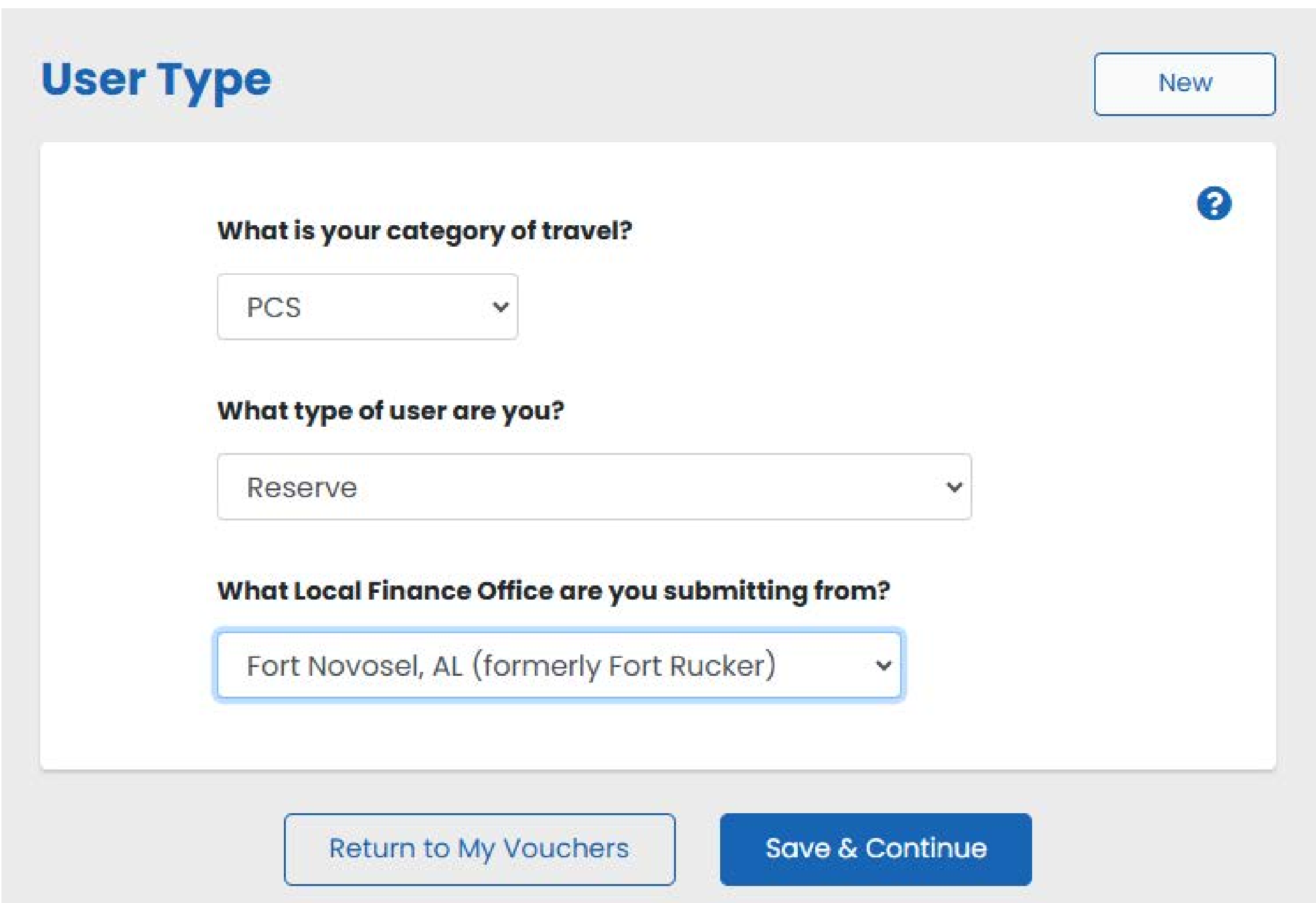
How do I begin a new PCS VOUCHER?
TITLE 10 Only Log in to https://smartvoucher.dfas.mil/consent

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. , **Reserve**. Next, from the drop down select ***FORT RUCKER, AL*** this helps to ensure your travel claim packet flows to the correct team for review and approval.



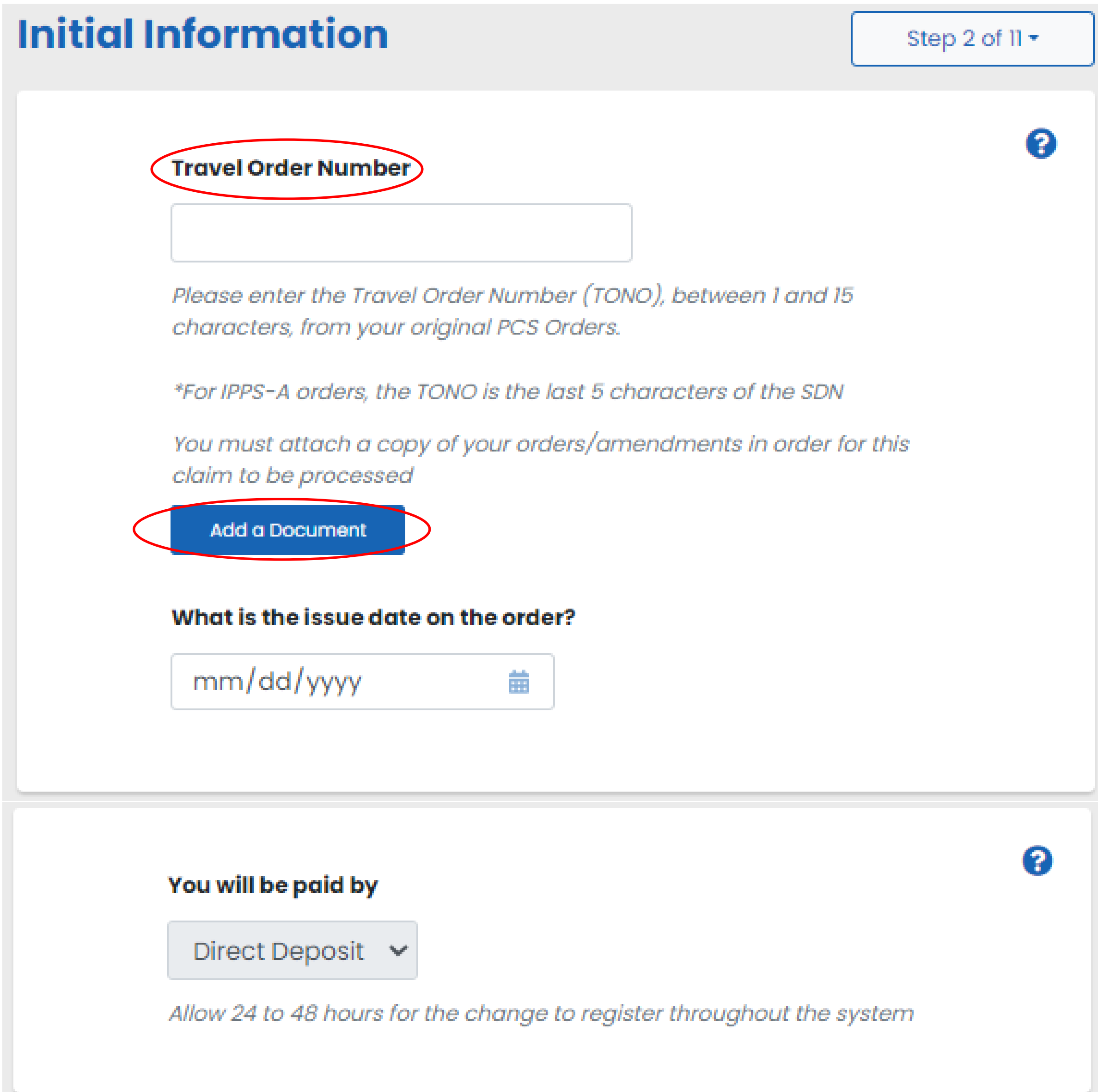
Click the Save & Continue button to move to the next step.

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 located top left side of 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.



In the ***Miscellaneous Tab*** please upload your supporting documentation. This will be your PCS orders and amendment (if applicable).

For ***flight reimbursement:*** please upload a copy of your flight itinerary and airfare ticket showing a zero balance. If you do not have a receipt with a zero balance, you can use a SILO document in the place of the receipt.

For ***TLE,*** you will need to upload your hotel receipt with a zero blanance as proof of payment. If you do not have a zero balance receipt. You can also use a SILO in its place. All hotel stays that were done during your travel from your home of record to your PCS location, Fort Rucker will be authomatically covered under your PerDiem. Therefore, no receipts will be needed. However, if you arrived to Fort Rucker and had no where to stay. Your hotel stay will be covered under TLE, and therefore, the hotel receipt for this time period will need to be submitted in your SmartVoucher.