

How do I begin a new PCS VOUCHER?

Click the Create button and select "New Voucher".

The screenshot shows the 'My Dashboard' header with a help icon. Below the header, there are two status messages: 'Last successful login: 09/29/2022 09:46:59' and 'Last unsuccessful login: 09/29/2022 09:05:04'. On the right side, there is a 'Create' button with a dropdown arrow. The dropdown menu is open, showing four options: 'New Voucher', 'Supplemental Voucher', 'Dependent Voucher', and 'Travel Advance Request'. The 'New Voucher' option is circled in red. Below the header, there is a section titled 'TDY Vouchers' with a table that has columns for 'Travel Order', 'Start Date', 'End Date', 'Supplemental?', and 'Status'. The table is currently empty.

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.

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 Cavazos, TX ▾

Previous

Save & Continue

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 usually at the top of your PCS 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.

Initial Information

Step 2 of 11

Travel Order Number



Enter your original PCS order number

What is the issue date on the order?

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

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.

Advances

Step 3 of 11 ▼

Did you receive any previous government payments, partial payments, or advances for this travel order?

No ▼

*Does **not** include ATM withdrawals from your government travel charge card*

Did you receive any payments from the Defense Travel System (DTS) during this travel period?

No ▼

Previous

Save & Continue

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 SSN 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 SSN, as needed.

Personal Information

Step 4 of 12

First Name

Middle Initial (not required)

Last Name

Social Security Number

***-**-3305

Grade/Rank

E-4

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.

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
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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

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.

Temporary Lodging Expenses ?

Step 6 of 12 ▾

1

Eligibility

2

Locations

3

Daily Expenses

4

Persons Claimed

5

Certification

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

TLE Eligibility

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

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?

09/05/2022 

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

10/24/2022 

Previous

Save & Continue

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.

Temporary Lodging Expenses ? Step 6 of 12 ▾

1 Eligibility 2 **Locations** 3 Daily Expenses 4 Persons Claimed 5 Certification

TLE Locations

You must add at least one location.

You must use available government quarters before commercial lodging unless your location is an Army CONUS Installation that was converted to private lodging.

Reimbursement is limited to 10 days for a CONUS/OCONUS to CONUS PCS and 5 days for CONUS to OCONUS PCS.

City	State	Zip Code	Arrival Date	Departure Date
Currently, you have not entered any location for this travel voucher.				

Add a Location

Previous **Save & Continue**

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?"

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 does not count as a TLE day

Location Address

TLE is limited to the 48 contiguous states

Zip Code

[USPS Zip Code Lookup](#)

City

State

Choose one...

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

Did you incur daily lodging expenses at the location?

☐ Yes ☒ No

Save

Cancel

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 NOT 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.

Temporary Lodging Expenses ?

Step 6 of 12



Daily Expenses

City	Zip Code	Arrival Date	Departure Date
Fort Lee, VA	23801	09/05/2022	09/09/2022

Date	Lodging Expense
09/05/2022	Amount: 0

Charges to Government Travel Charge Card? ☒ Yes ☐ No

09/06/2022	Amount: 0
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Charges to Government Travel Charge Card? ☒ Yes ☐ No

09/07/2022	Amount: 0
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Charges to Government Travel Charge Card? ☒ Yes ☐ No

09/08/2022	Amount: 0
------------	-----------

Charges to Government Travel Charge Card? ☒ Yes ☐ No

Previous

Save & Continue

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.

Temporary Lodging Expenses ? Step 6 of 12 ▾

1 Eligibility 2 Locations 3 Daily Expenses 4 **Persons Claimed** 5 Certification

Persons Claimed

City	Zip Code	Arrival Date	Departure Date
Fort Lee, VA	23801	09/05/2022	09/09/2022
Date	Persons Claimed		
09/05/2022	☐ Self		
09/06/2022	☐ Self		
09/07/2022	☐ Self		
09/08/2022	☐ Self		

Previous **Save & Continue**

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.

Temporary Lodging Expenses ? Step 6 of 12 ▾

1 Eligibility 2 Locations 3 Daily Expenses 4 Persons Claimed 5 **Certification**

I certify that I have incurred temporary lodging expenses on the inclusive dates, and further certify that government quarters were [not] available for use as temporary lodging.

☐ **Sign**

Previous **Save & Continue**

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
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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.

1

Departure

2

Next Stop

On what day did your travel begin?

mm/dd/yyyy

Enter the date of departure on your leave form

From what country did you depart?

Choose one...

From what installation/base/city did you depart?

By what mode of transportation did you travel?

Cancel

Save & Continue to Next Stop Information

1

Departure

2

Next Stop

On what date did you arrive at destination?

mm/dd/yyyy

In what country was the terminal?

Choose one...

In what city did you arrive?

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

Add Itinerary Information

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

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	A1	25	0.00	Edit
09/12/2022	Richmond, VA USA	09/12/2022	Oklahoma City, OK USA	CP	A1		0.00	Edit
09/12/2022	Oklahoma City, OK USA	09/12/2022	Fort Sill, OK USA	CA	MC	0	0.00	Edit Delete

[Previous](#)

[Save & Continue](#)

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

Step 8 of 12 ▾

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.

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



Expense Type

▼

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

Step 9 of 12

Step 8 of 11

Voucher Attachments

Document Name



Add a Document



Do you have unused tickets from this trip?

No



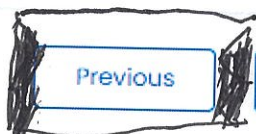
If "yes", turn your tickets into the Transportation Office or Commercial Travel Office

If lodging was required as part of this trip, you must include a receipt regardless of amount. All other expenses over \$/5 require a receipt.



Enter any general remarks you may have regarding this voucher

Remaining Characters: 800



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 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:



\$ 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

Step 11 of 12 ▾

Please review and click edit to make necessary changes.

Voucher Type

Travel Category

PCS

Edit

User Type

Active Duty

DMPO

Fort Sill, OK

Initial Information

Travel Order Number

LISATESTPCS

Edit

Reimbursement Type

Direct Deposit

Advances

Edit

No Advances information is available.

Personal Information

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

Edit

Dependents Information

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

Edit

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 AMPO reviewer for review and approval.

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>.

***** Please call the Fort Cavazos Army Military Pay Office (AMPO) at 254-287-9207, if assistance is required. *****