

# PERMANENT CHANGE OF STATION (PCS) FACT SHEET

Army Military Pay Office (AMPO)  
Fort Leonard Wood, MO 65473

Reference: Joint Travel Regulation (JTR)

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

January 2021

1. **ENTITLEMENTS:** Travel allowances, Dislocation Allowance (DLA), Temporary Duty enroute (TDY), Advance on Base Pay (AP), and Temporary Lodging Expense (TLE) are covered in this fact sheet.

## 2. TRAVEL ALLOWANCES:

### a. Distance Allowed:

- 1) **Soldier** – Authorized distance to your next duty station, port call location or TDY point.
- 2) **Family Member(s)** – Mileage will be paid for actual travel performed and authorized.
  - a) Stateside assignment – Fort Leonard Wood to new duty station.
  - b) Overseas:
    - 1) Concurrent travel - Fort Leonard Wood to port of debarkation.
    - 2) Deferred travel - Fort Leonard Wood to port of debarkation.
    - 3) Restricted/All others tour - Fort Leonard Wood to designated location in orders.

b. **Mileage Driving:** As of January 1, 2021, the mileage rate is paid at \$0.16 per authorized vehicle. The use of a maximum of 2 vehicles is authorized per family provided both vehicles are driven to the next duty station. (max \$0.32 per mile).

### c. Per-Diem Driving:

1) **Official Travel Time:** A traveler who is authorized PCS travel by POV is allowed one day of travel for the first 400 miles between authorized points. For any distance greater than 400 miles, the traveler is allowed another day of travel for every additional 350 miles. When the total **official** distance is 400 miles or less, 1 day's **travel time** is allowed. See chart below.

2) **Calculation of Standard CONUS Per Diem: (Effective 1 Oct 20)** Drivers of vehicles moving on different days receive \$151.00 per travel day. If traveling by "convoy", a second driver counts as a family member. Family member(s) 12 years or older receive \$113.25 and family member(s) under 12 receive \$75.50 per travel day. See chart below.

d. **Per-Diem Using Commercial Air or Bus:** The payment will be based on the location to which the Soldier and/or family member(s) are traveling. PCSing to Ft. Leonard Wood, MO - Soldiers receive \$41.25 per day, family member(s) 12 years or older receive \$30.94 per day and family member(s) under 12 receive \$20.63 per day. This represents the 75% per diem rate for first or last day of travel.

### Chart for determining number of authorized travel days:

Miles	# of Days
51 - 400	1 day
401 - 750	2 days
751 - 1100	3 days
1101 - 1450	4 days
1451 - 1800	5 days
1801 - 2150	6 days
2151 - 2500	7 days
2501 - 2850	8 days
2851 - 3200	9 days

### 3. DISLOCATION ALLOWANCE (DLA):

A dislocation allowance partially reimburses a Service member for expenses incurred when moving a household. A dislocation allowance is a flat amount and may be paid as a primary dislocation allowance, a secondary dislocation allowance, or a partial dislocation allowance, depending upon the circumstances of the household move. Only one dislocation allowance payment is permitted in a fiscal year, unless the situation qualifies as an exception in JTR, par. 050501.

1. *May a Service member receive a dislocation allowance when moving from the home of record to the first PDS?*

No, a Service member may not receive a dislocation allowance when moving from the home of record or the place from which entered active duty to the first PDS, unless dependents also move to the first PDS.

2. *May a Reserve Component or National Guard member who regularly or repeatedly enters and leaves active duty receive a dislocation allowance?*

No, as mandated by law, a Reserve Component or National Guard member entering and leaving active duty is not eligible for a dislocation allowance. However, if a Reserve Component or National Guard member enters active duty for more than 20 weeks at one location, is authorized PCS allowances, and moves dependents from the home to the new PDS or a designated place, then the Reserve Component or National Guard member is eligible for a dislocation allowance.

3. *May a Service member receive a dislocation allowance if performing a PCS without relocating dependents?*

Yes, a Service member relocating without dependents receives a dislocation allowance at the without-dependent rate. However, if the Service member occupies Government quarters at the new PDS, then the Service member does not receive any dislocation allowance. See the JTR, par. 050504 for more information.

<b>Table 5-11. DLA for a Service Member Married to a Service Member</b>		
<b>Neither Service Member Has a Dependent</b>		
<b>If...</b>	<b>And they occupy...</b>	<b>Then...</b>
1 neither Service member is assigned to a ship	the same family-type Government quarters at the new PDS,	
2 both Service members are below Grade E-6, are assigned at the same time to permanent duty aboard a ship, elect not to occupy assigned shipboard quarters	the same private sector residence or family-type Government quarters ashore at the new PDS,	the senior Service member is paid a DLA at the without-dependent rate.
3 the Service members occupied the same dwelling at the old PDS	a. the same dwelling at the new PDS,	either Service member is paid a DLA at the without-dependent rate, but not both.*
	b. separate dwellings at the new PDS,	each Service member is paid a DLA at the without-dependent rate. Only one DLA is authorized if moving from separate quarters to the same family-type Government quarters.
4 the Service members occupied separate dwellings at the old PDS	a. the same dwelling at the new PDS,	
	b. separate dwellings at the new PDS,	
<b>One Service Member Has a Dependent and the Other Has None</b>		
<b>If...</b>	<b>And they occupy...</b>	<b>Then...</b>
5 the Service members occupied the same dwelling at the old PDS	a. the same dwelling at the new PDS,	either the Service member with no dependent is paid a DLA at the without-dependent rate, or the Service member with a dependent is paid a DLA at the with-dependent rate, but not both.*
	b. separate dwellings at the new PDS,	the Service member who has no dependent is paid a DLA at the without-dependent rate, and the Service member who has a dependent is paid a DLA at the with-dependent rate.
6 the Service members occupied separate dwellings at the old PDS	a. the same dwelling at the new PDS,	the Service member who has no dependent is paid a DLA at the without-dependent rate, and the Service member who has a dependent is paid a DLA at the with-dependent rate.
	b. separate dwellings at the new PDS,	
<b>Both Service Members Have Dependents</b>		
<b>If...</b>	<b>And They Occupy...</b>	<b>Then...</b>
7 the Service members occupied the same dwelling at the old PDS	a. the same dwelling at the new PDS,	either Service member is paid a DLA at the with-dependent rate, but not both.*

**PRIMARY DLA RATES****Effective 1 January 2021**

<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$4,231.68	\$5,209.17
O-9	\$4,231.68	\$5,209.17
O-8	\$4,231.68	\$5,209.17
O-7	\$4,231.68	\$5,209.17
O-6	\$3,882.23	\$4,690.38
O-5	\$3,739.09	\$4,521.05
O-4	\$3,465.07	\$3,985.38
O-3	\$2,776.98	\$3,297.24
O-2	\$2,202.83	\$2,815.45
O-1	\$1,854.92	\$2,516.85
O-3E	\$2,998.64	\$3,543.55
O-2E	\$2,549.17	\$3,197.23
O-1E	\$2,192.04	\$2,954.00
W-5	\$3,520.47	\$3,846.84
W-4	\$3,126.41	\$3,526.67
W-3	\$2,627.66	\$3,231.09
W-2	\$2,333.67	\$2,972.47
W-1	\$1,953.41	\$2,570.75
E-9	\$2,567.67	\$3,385.04
E-8	\$2,356.74	\$3,120.27
E-7	\$2,013.49	\$2,897.06
E-6	\$1,822.56	\$2,676.91
E-5	\$1,680.96	\$2,407.52
E-4	\$1,462.37	\$2,407.52
E-3	\$1,434.67	\$2,407.52
E-2	\$1,165.30	\$2,407.52
E-1	\$1,039.11	\$2,407.52

**4. TEMPORARY DUTY TRAVEL (TDY):**

- a. Soldiers who are authorized movement of family members at Government expense and are directed to TDY schooling with PCS assignment will have the following option for locating their family members while they perform their TDY: [Soldiers may] elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s), in government quarters (if available) or on the local economy. **SOLDIER WILL SIGN INTO THE NEW CONUS DUTY STATION, THEN PROCEED TDY FOR SCHOOLING.** Soldier will be authorized government transportation to and from TDY station (applies to CONUS to CONUS, and overseas to CONUS PCS movements).

- b. Army G-1 has clarified that the new Permanent Duty Station BAH is payable the day the service member signs in at the new PDS. The travel voucher for the service member will be filed upon return from TDY to the new PDS.

**5. ADVANCE ON BASE PAY (AP):**

- a. The purpose of an advance pay is to ease hardship imposed by lack of regular payments when mobilized, ordered to duty at distant stations, or deployed aboard ships for more than 30 days. Soldiers E-4 and above may sign their first request, E-3 and below and any Soldier with a Chapter 13 Bankruptcy need their Commanders approval. Justification is required when any Soldier requests a second advance, an advance of more than 1 month basic pay less deductions, more than a 12-month repayment schedule, payment earlier than 30 days before departure, or payment later than 60 days after arrival at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances. The Commander must approve the request, however the overall approval authority is the AMPO.
- b. Soldiers without dependents are authorized to request an advance of pay; however, such members normally do not qualify for an advance of pay. Written justification that extenuating circumstances exist pertaining to this PCS move must be provided. If the evidence furnished is not questionable and all requirements are met, an advance of pay may be authorized.

**6. TEMPORARY LODGING EXPENSE (TLE):**

- a. TLE partially offsets the added living expenses within CONUS incurred by a member and dependents incident to a PCS. Must be in the vicinity of the old and/or new PDS/DESIGNATED PLACE. (Vicinity is generally considered within a 50-mile radius.) MEALS ONLY can be claimed if staying with friends or family. You may only certify TLE if you have **completed** your stay.
- b. Soldiers PCSing Overseas (OCONUS) – paid up to five (5) days TLE at Fort Leonard Wood. Inbound from OCONUS, TLE authorized is 10 days.
- c. CONUS to CONUS PCS – paid up to a total of 10 days TLE, 10 days is totaled between losing and gaining station.
- d. Submit the TLE claim at your next duty station. Retain your ORIGINAL lodging receipts. You may have experience some delay in reimbursement if you use a third-party agent such as Priceline or Hotels.Com. It is suggested that you go through Army lodging or book with the hotel directly.
- e. Soldiers OCONUS may be entitled to TLA, which will be authorized by the local housing office.

Calculations:

Daily lodging ceiling and M&IE rate:

To determine your daily lodging ceiling and M&IE rate you multiply the applicable percentage in the table below by the applicable locality lodging and M&IE rates (Effective 10/01/2020) Fort Leonard Wood rates are: lodging \$96, local meals \$50, incidentals \$5 = max per diem \$151).

<b>No. of Eligible Persons Occupying Temporary QTRS</b>	<b>Percentage Applicable</b>
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**NOTE: The above percentage factors are used for both lodging and M&IE unless:**

1. *For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.*
2. *For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate.*

PER DIEM rates can be found at <http://www.defensetravel.dod.mil/> - Travel Regulations and Allowances – PER DIEM – Quick Links and Resources - PER DIEM Rates Query.

- 7. **BAS:** Enlisted draw leave rations, which is the same rate as separate rations, while on PCS leave. An officer’s entitlement doesn’t change during PCS.

**8. BASIC ALLOWANCE FOR HOUSING:**

- a. BAH with dependent rate is not affected by the PCS move. If you terminate government family housing your BAH start date will be the date you terminate housing. If you terminate contract housing your allotment will be stopped by the provider, since BAH is not affected there is no need to notify Finance.

- b. BAH while in-transit is based on your losing permanent duty station (PDS). The BAH rate for your gaining Permanent Duty Station will be effective the date you sign in for duty.
  - c. Soldiers in the accession pipeline are entitled to BAH-T “without dependents” while they are in a travel status or leave status between Permanent Duty Stations (PDS).
  - d. BAH Advance. This advance is used to pay advance rent, security deposits, or initial expenses due to occupying other than government housing. It may be authorized when relocated due to a PCS move or at any time during the tour at the location concerned. Required documentation includes copies of the lease, utility company statement, and any other pertinent documentation to support the housing expenses. See your S-1 for completion of a DA 4187/ Request, as other requirements apply.
- 9. FAMILY SEPARATION ALLOWANCE (FSH TYPE II)** – Soldiers who PCS on a Dependents’ restricted tour will be entitled to FSA at the rate of \$8.33 per day or \$250.00 per month. FSA will be started at the new PDS.
- 10. DA 31:** Soldiers must ensure the entire period between their old PDS departure and their new PDS arrival (report date) is covered in the DA 31 “From” and “To” leave date blocks; even if they take no leave en-route. **Make sure that you physically signed out of your last duty station on your DA Form 31 (blocks 14a-c).**
- 11. Permissive TDY (10 Days) for House Hunting:** Commanders of units, normally commanded by officers in the rank of lieutenant colonel or higher are authorized to approve, when period of absence is 10 days or less (if delegated a copy of the delegation is needed).
- 12. TRAVEL ADVANCES:** Soldiers authorized to receive DLA may elect an advance even though they possess an IBA travel charge card / GTCC. The IBA / GTCC **must** be used for all other travel. Soldiers that do not have a GTCC, new recruits, patients, medical evacuees, prisoners and retiring/separating Soldiers may request an advance for all authorized travel. These advances will be requested through SmartVoucher (SV), see page 6.
- 13. Government Travel Charge Card (GTCC) PCS Program:**
- a. Effective July 25, 2014, use of the GTCC will be used for all official relocation expenses, for those travelers authorized Individually Billed Account (IBA).
  - b. Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card Agency Program Coordinator (APC) to register into the PCS program.
  - c. Use of the card eliminates the need to apply for an advance of travel entitlements and reduces the traveler’s dependency on personal funds. The PCS GTCC program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment. See the POLICY - GTCC PCS PROGRAM for the expenses authorized to charge to the GTCC.
  - d. Participants must do the following:
    - Advise the APC of PCS orders and detachment date.
    - **Request that your GTCC be put in “Mission Critical-PCS status” so that the account will not suspend or incur late fees until 60 days after disenrollment. This should be done at your LOSING unit.**
    - Use the GTCC for allowable expenses.
    - File a travel voucher IAW department policies.
    - In-process with the gaining APC.
    - Ensure the GTCC balance is paid by account reconciliation date (PCS report date + 30 days) if not in Mission Critical-PCS status.
- Restrictions:**
- Reimbursement for travel and transportation expenses will be limited to the most direct GSA city pair fare available between the old and new permanent duty station. If GSA fares are not available, reimbursement will be based on the most cost effective, government procured, transportation available between the old and new permanent duty stations. The GTCC will not be used to purchase discretionary travel (i.e. LEAVE), circuitous routings or travel to/from duty locations not stated in the orders.
- e. It is MANDATORY policy for all travelers to use an available CTO (contracted Commercial Travel Office) for all official transportation requirements. Any traveler that procures common carrier transportation at personal expense for official travel is subject to limited or no reimbursement.
- 14. VISA Fees:** Per the JTR, Chapter 2, U2200-D.2: "Expenses incurred before receipt of a written or oral order are not reimbursable". There is no authority in the JTR to reimburse for an expense incurred **PRIOR** to the issuance of a travel order. If you purchase a VISA prior to the issuance of your PCS orders, there will be no reimbursement made.
- 15. POC:** AMPO, Out-Processing Section, 573-596-8353, Bldg. 470, Suite 1122.

# SMART VOUCHER (SV) TRAVEL ADVANCE

<https://smartvoucher.dfas.mil/>

You will use your CAC or myPay username and password to log in.

Click on “[Create Travel Advance](#)”

[Input information about you](#)

(If you have used SV before your information will be available for review/edit)

[Answer the questions regarding your request](#)

**(GTCC holders are only authorized advance DLA)**

[Complete your travel mode information](#)

[Enter dependent information, if applicable](#)

(If you have used SV before their information will be available for review/edit)

[Upload supporting documents](#)

All requests - PCS Orders

TDY - DD 1610 (if authorization is not included in PCS order)

DITY - DD 2278