230th FMSU – EUCOM Redeployment Travel Voucher Guide

Redeployment Voucher

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Key Supporting Documents Required

- **Documents required for Redeployment (Attach to ALL Travel Voucher Submissions)**

  - Original Orders to include **ALL** Amendments

  - DTS Voucher: Only if TDY while on deployment/TDY

  - Receipts for any reimbursable expense $75.00 and over
    - Lodging/Hotels receipts regardless of cost
    - Airfare receipt to include Itinerary
    - *Only include receipts if not included/paid out by DTS voucher (TDY on TDY)

Stop Entitlements

Entitlements that will stop upon your arrival from your deployment/TDY:

- Family Separation Allowance
  - ❖ Stops day prior SM arrives on station

- Meal Collections
  - ❖ **Start** day after arrival on station
    - ➢ CONUS: Single E5 & Below
    - ➢ OCONUS: E6 & below that are single or Geo-bachelor

- Hardship Duty Pay
  - ❖ Stops day SM departs theater

- Special Leave Accrual
  - ❖ Leave covered by SLA can be carried forward until end of third Fiscal Year after departing final deployment/TDY location

- **Note**
  - ❖ Service Members will receive their travel per diem in a lump sum amount, upon submission and approval of their Smart Voucher.
  - ❖ The Service Member s orders will determine the daily rate of per diem if any at all Field Duty or Operational Duty.

Instructions for Completing
Manual DD 1351-2

Instructions for Completing Manual DD 1351-2

DFAS already provides a step-by-step guide on completing a Manual DD 1351-2. Access this slideshow here:

https://www.dfas.mil/MilitaryMembers/travelpay/Army-TDY/EDI-EADR-Orders/

The link above is specific to those deployed in the USEUCOM theater. The slideshow includes information on:
- What the voucher is for
- How to fill it out
- Each block's information requirements

***NOTE:**
A bulk of Service Members traveling at the same time will (more than likely) have the same itinerary, unless select Service Members went TDY on TDY, or traveled separately from the main body. Utilizing the Mail Merge option can save time on filling out multiple DD 1351-2s.
If Service Members went to multiple locations during their deployment, each location must be listed, unless paid through a DTS voucher, which will be included as a supporting document.

Instructions for Completing
Smart Voucher

Smart Voucher Information

SmartVoucher is a self-contained system that allows travelers to complete travel voucher submissions and routes them to the finance office for review and subsequent routing to DFAS-Rome for final computation, audit and payment. Payments are made to the government travel card (if chosen by the traveler) and to the traveler.

My Pay Instructions

- Go to MYPAY Homepage. Do not log in.

- Select "Quick Links"

- Select "Smart Voucher-Complete a DD 1351-2"

Consent Banner

- Click on the "I consent" Banner

Privacy Act Statement

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

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

- Click on the "I agree" Banner

Smart Voucher Instructions

- Log in with your CAC

    - Make sure it is **NOT** your email certificate

      OR

- Log in with your My Pay Username and Password

Smart Voucher Instructions
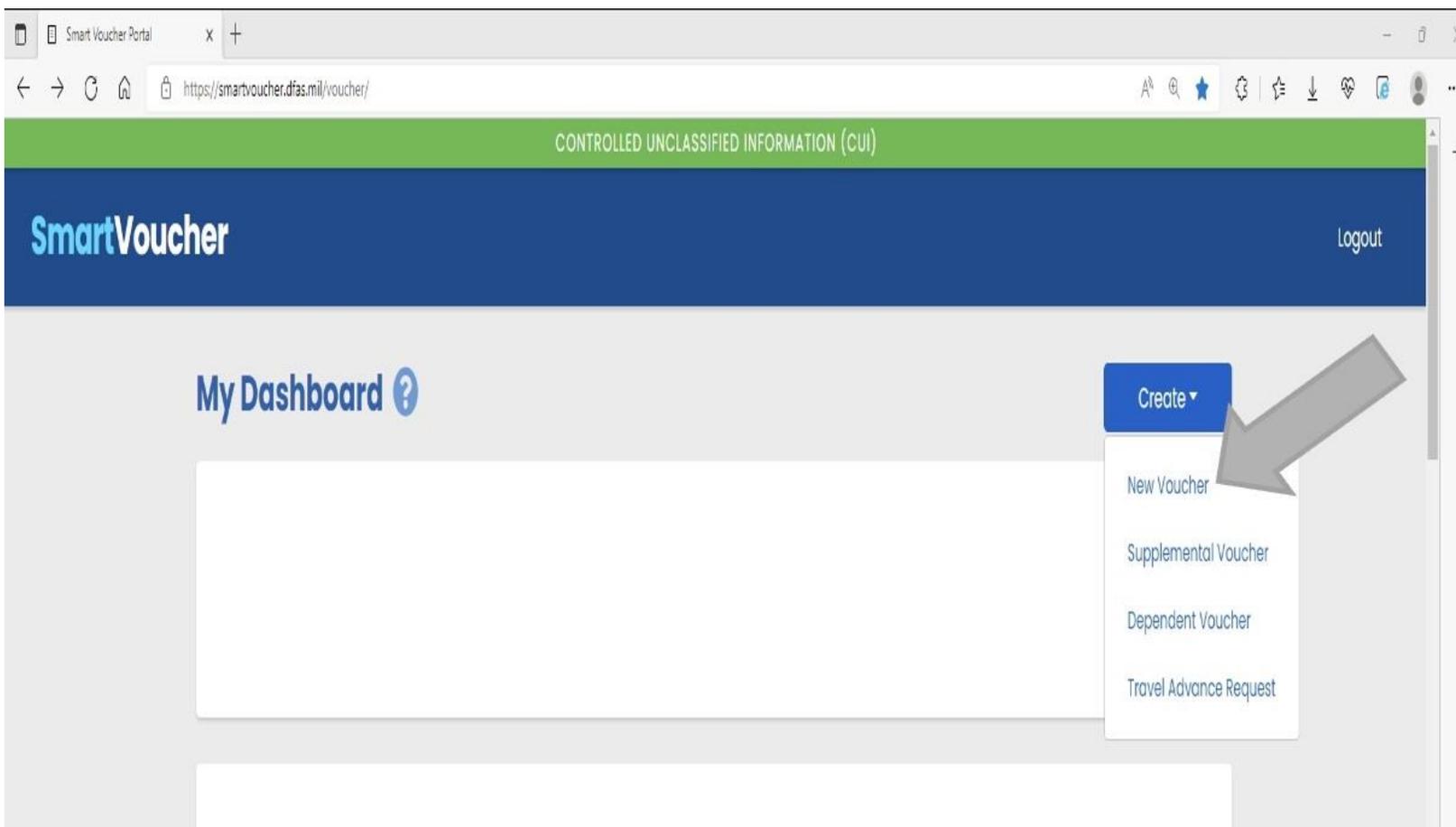
Click on "Create -> New Voucher"

User Type

? Help

What is your category of travel?

TDY

What type of user are you?

Active Duty

Return to My Vouchers

Continue

- Category of travel will be **"TDY"**

- Type of user is **"Active Duty/AR/NG"**

Initial Information

My Vouchers

Initial Information   Step 2 of 11 ▾

Travel Order Number

    cr0000000

Enter your original PCS order number

What is the issue date on the order?

    09/06/2022 📅

What is your form of payment?

    Direct Deposit ⌄

Allow 24 to 48 hours for the change to register throughout the system

- Travel Order # is found in the top left corner of your **original** orders

- Issue date of orders is found in the top right corner of the **original** orders

Personal Information

First Name

Middle Initial   (not required)

Last Name

- Enter information as requested

Social Security Number

Grade/Rank

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Personal Information (continued)

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

- Enter information as requested

- Use your current living address.

- If you are living in the barracks, use your home of record address.

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Personal Information (continued)

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

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

- Enter information as requested

- Enter email that you check most often

- Select Save & Continue

Redeployment Voucher

Instructions for Itinerary

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: When going TDY your Itinerary should start with the location (Installation, Base, City) which you are located at prior to going to the official TDY location.

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.

   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.

   Note: Travelers who have been provided with new travel orders to travel to a new temporary duty location (TDY) while they are still on travel orders at another TDY location must show each location/stop in their Itinerary and attach all applicable travel orders with the travel package. (This applies to TDY within a TDY)

Example: John Doe receives orders to go TDY to Fort Carson from January 1st through January 31st. While at Fort Carson, John Doe receives another set of order to go TDY from Fort Carson to Fort Knox and return to Fort Carson from January 12 through January 14th. John Doe should submit on travel voucher package showing his time at Fort Carson and reflecting his TDY to Fort Knox as well. If John Doe has already paid for the trip to Fort Knox (such as through another system), then John Doe needs to attach copies of the payment vouchers and orders for the Fort Knox interim TDY.

3. Any lodging expenses incurred at each travel location must be shown.

   Note: Please do your best to complete the Itinerary accurately. If one of the two errors below are made on the itinerary then you may be required to delete all the proceeding entries until you are back at the entry that needs to be amended.

   - Missing a stop (forgot to include a leg of the travel)

   - Incorrect arrival or depart dates

4. In order to claim mileage, you must include the location to which you drove as a stop 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.

☐ 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.

Itinerary Instructions

Add locations to Itinerary

Must show each leg of the trip

See Example on next slide before completing Itinerary

Itinerary Examples Flying CONUS to CONUS

Example of flying CONUS to OCONUS back to CONUS
Departure Location = Fort Carson, CO, USA (Permanent Duty Station)
Arrival Location = Grafenwoehr, APO, AE 09016
Departure Location = Grafenwoehr, APO, AE 09016
Arrival Location= Fort Carson, CO, USA 80913
*NOTE
On the DD 1351-2/Smart Voucher, fill in dates in correspondence with dates of travel
Ex: Departed Fort Carson on September 28th, 2022; Arrived at Grafenwoehr on September 29th, 2022

Itinerary

- Enter the date you departed home station

- Choose departure country

- Enter the Zip code of location you departed

- Enter the city/station you departed

- Annotate the State where you departed

Itinerary

- Enter the date you arrived to your first deployment location

- Choose arrival country

- Enter the city/station you arrived

- Choose the mode of transportation you traveled

- If the government owned the mode of transportation click "yes" if not, click "no".

Itinerary

What was your reason for stopping at Grafenwoehr?

Temporary Duty ⌄

For Example, this was your temporary duty location

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

- Enter the reason for stopping at the first deployment/TDY location.

- Each reason for the stop is listed before making a choice.

- Read through each reason and choose according to what applies to you.

Itinerary

Did you depart Grafenwoehr during this travel period?

Yes ⌄

"Travel period" is the time period for which you are submitting this voucher

Did you incur any lodging expenses while at Grafenwoehr?

No ⌄

Cancel   Previous   Save & Complete

- **ALWAYS** click "yes" when departing that deployment/TDY location so you are able to continue adding multiple locations, including the return to the home duty station.

- If Service Member(s) had lodging expenses, click "yes", if not click "no".

- If expenses did occur, attach receipts for anything $75 or more. If it was paid out through DTS, click "no" and attach the DTS voucher. If no lodging expenses occurred at all, also click "no".

Itinerary

- Select the date you departed from this deployment/TDY location.

- Select the date you arrived at the next station, whether it be a new location or the return to home duty station.

- Choose the country in which you arrived.

- Choose the arrival zip code, city/installation, and state.

- Select Save & Continue

Itinerary

By what mode of transportation did you travel?

Plane

Did the government own the plane?

Yes

What was your reason for stopping at Colorado Springs?

Mission Complete

For Example, you completed your mission

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

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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

How many miles to the airport?

20

Cancel   Previous   Save & Complete

- Select the mode of transportation in which you traveled.

- Enter the reason for stopping at this location. If this station is the return to home station, choose "Mission Complete".

- Read through each reason and choose according to what applies to you.

- Select Save & Continue

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Itinerary

- You will continue to add locations ensuring to include each leg of the trip until you arrived back at your home station.
  - **DO NOT INCLUDE DTS TRAVEL IF PAID OUT**

- Ensure "Did you depart from (location) during this travel period?" is clicked 'YES' to allow multiple stops to be added on this voucher.

- Review Itinerary to ensure that each leg of the trip is annotated.

- Select Save & Continue

Reimbursable Expenses

- Click on Add Expense if claiming items

- If no items to add, click "Save and Continue"

Meals

- Do not add meals. Select "Save and Continue" for this page.

Miscellaneous Information

- Add any additional remarks

- Select Save & Continue

Split Disbursement

- Review split disbursements

- The following slide provides further information in regards to the GTCC.

- Select Save & Continue

Government Travel Charge Card (GTCC)

- If you used the Government Travel Card during your travel, you would need to indicate "Split Disbursement" on the DD Form 1351-2 along with a dollar amount owed to have the balance paid directly to CitiBank

- Contact your Organizational Defense Travel Administrator (ODTA) Immediately upon arrival to your unit to ensure your account is placed in a "**Mission Critical Status"** to avoid the account becoming delinquent while waiting for reimbursement

- If you purchased your airline ticket with your GTCC, ensure you claim reimbursement for this on your Smart Voucher

Submission

- Review all information listed. If all information is presented correctly, continue.

- Click on **View/Print** Voucher. This will bring up a copy of the 1351-2 that was generated by your responses

- Once printed to PDF or printed to a physical copy **SIGN** and **DATE** Block 20 a & b.

- Review DD 1351-2 to ensure all necessary blocks are complete

- If correct, save the DD 1351-2 to your device, and submit it to **Travel Voucher Direct** or the **DFAS Email Distro** (see next slide).

Submission: Travel Voucher Direct and DFAS Distro Box

DFAS Distro Box-

Once a Manual DD 1351-2 or Smart Voucher has been created, DFAS can accept the voucher and supporting documents here:
dfas.rome.jft.mbx.army-travel@mail.mil

Multiple packets can be attached to a PDF file to be submitted.

Travel Voucher Direct-

Travel Voucher Direct can be accessed here:
https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5080

This website is another form of submission for Soldiers.

Please see the next slide for further instructions.

Submission: Travel Voucher Direct

- This page includes common FAQs and the beginning stages of submitting a voucher and supporting documents to DFAS.

- The homepage will have a "Submit a Ticket" option. Selecting this button, it will ask you what type of voucher you are trying to submit.

Submission: Travel Voucher Direct

Defense Finance and Accounting Service
Providing payment services of the U.S. Department of Defense
1-888-332-7411

myPay

TRAVEL VOUCHER DIRECT -- ONLINE CUSTOMER SERVICE

FAQs Submit A Ticket   Help Exit

✓ Step 1: Category selected is: **Travel Voucher Direct**
Step 2: Select a Subcategory by clicking the >> button next to the subcategory name.

Form to submit Civilian Relocation Advance Payment DD1351-2 Travel Voucher.

Categories	Subcategories
» **Travel Voucher Direct**	» Active Duty Advance Payment
	» Active Duty TDY/TCS
	» Civilian Relocation
	» Civilian Relocation Advance Payment
	» Contingency Travel-Mobilization Voucher
	» DLA,DCMA,DCAA TDY
	» International Military Education Student
	» Military PCS
	» Military PCS Advance Payment
	» Navy
	» Non-Appropriated Funds (NAF)
	» Other Department of the Army
	» Reserves
	» Reserves Advance Payment
	» SecDef Travel Office
	» Syracuse ITRA
	» Wounded in Action/Casualty Travel

AskDFAS Welcome Center   Blue Book   EEO/No Fear Act
www.dfas.mil   Web Policies   Accessibility/Section 508
FOIA and Privacy Act   USA.gov

- After selecting "Submit A Ticket", the Categories section will only have the **Travel Voucher Direct** option.

- The "Subcategories" section covers the different types of Travel Vouchers that can be submitted. For deployment/TDY specifically, select the "TDY/TCS" option.

Submission: Travel Voucher Direct

TRAVEL VOUCHER DIRECT -- ONLINE CUSTOMER SERVICE

(FAQs) (Submit A Ticket)   (Help) (Exit)

INSTRUCTIONS:

Submit your travel voucher and all supporting documents through this web page.

Please fill in all required fields, ensuring your email address is correct, and upload your documents. You are limited to 10 files not to exceed 35MB total. Verify that your file(s) is one of the accepted file formats listed below. Your files are securely transmitted to the proper DFAS office for processing.

Your voucher cannot be processed without supporting documents. Be sure that your files have successfully uploaded before you click 'submit'.

Civilian Employees: Click here for detailed guidance on your travel voucher submission.

Frequently Asked Questions	Viewed	Rating
Secure Travel Voucher Submission for Active Duty TDY/TCS	114,558	★★★★☆

Note: The viewed and rating columns will not be updated until you return to the home page or refresh this page.

Your Information

Change Category/Sub-Category selection

Category: Travel Voucher Direct
Subcategory: Active Duty TDY/TCS
Name: First*:   Middle: Last*:

To ensure spam blocker does not block receipt of responses regarding your ticket, please add DFAS-TRAVELPAY-CCC@mail.mil to your safe senders' email list before submitting your ticket.

Email*:   Re-enter Email*:

Additional Email: If you would like this information and responses sent to additional email addresses, enter them here. Separate multiple addresses with the semi-colon (;)

Passcode*: Create a passcode for this ticket to view information and responses. Passcodes must be a minimum of 15 characters and contain at least one lowercase letter, one uppercase letter, one number, and one special character. Passcodes cannot contain your name or email address. Safeguard your passcode for future use.

Entering additional email address(es) above will be only be used for the first receipt notification email. After that stage in the process, the system will send notifications to just one email address, the main email address you provided above.

Supplemental Instructions:

Submit your travel voucher and all supporting documents through this web page. When submitting your Travel Voucher, complete the DD Form 1351-2 and attach all required supporting documentation. Failure to do so may result in a delayed or rejected voucher. For instructions on completing your DD From 1351-2, visit TDY - Completing your Travel Voucher (DD Form 1351-2).

IMPORTANT:
- Sign block 20a of your DD Form 1351-2. Failure to do so may result in rejected voucher.
- Enter a date in block 20b of your DD Form 1351-2.(Date must include day, month, and year to be considered valid). Failure to do so may result in rejected voucher.
- Verify travel dates are correct in block 15. Your travel date(s) must be within seven days of the proceed date identified on your orders. Anything beyond seven days will require an amendment.
- All TDY locations need to appear on the orders accompanying the TDY voucher, if they do not, the location will not be counted towards your final pay. You will need to request and amendment from the command that issued the orders to include the location you traveled while while TDY.
- When possible, all fields must be filled out completely (unless otherwise noted) and must be legible.
- **Your voucher cannot be processed without proper signatures, dates listed, and supporting documents included. Be sure that your files have successfully uploaded before you click 'submit'.**

Required Forms

DD Form 1351-2*: Is your DD Form 1351-2 signed, dated, and attached?
-- Select One -- ∨

TCS Orders*: Are your Temporary Change of Station Orders (TCS) and all amendments attached?
-- Select One -- ∨

Acknowledgment*: ☐ I acknowledge that all required documentation has been attached. I understand that if I am missing any documents for submission of a pay ready voucher, there could be a delay in payment or my voucher could be returned as non-payable.

- Fill in your information as directed.

- Before submitting your official ticket, ensure that the dfas-travelpay-ccc@mail.mil email is in the Service Member(s) safe sender's email list.

- Read the **important** section to ensure your documentation is correct and complete.

- Click the drop-down buttons and select "Yes" if the documents are signed and all supporting documentation required is added upon submission.

- Check the "Acknowledgement" button to verify you have read the instructions and provided the documents as requested.

Submission: Travel Voucher Direct

- Attach any and all supporting documentation, including the generated and **signed** DD 1351-2. Please review the supporting documentation slide before submission of the packet.

- Click the "Submit" button when complete.

Common Errors
&
Solutions

Common Errors and Solutions

1. **Missing** Claimant Signature and Date-

- **BEFORE** submission, the Service Member must sign and date Block 20 of the Travel Voucher. Although the Service Member may sign the document with their CAC, a date is still required. This is found under Block 18 "Reimbursable Expenses".
- The Travel Voucher will be returned and unpaid if the Service Member does not sign and date.

20.a. CLAIMANT SIGNATURE	b. DATE

2. TDY Location Not Authorized

- It is crucial for Service Members to include all orders as Supporting Documents. This includes NATO Orders, Original Orders, and any amendments given. These orders list the locations where a Service Member is stationed and their designated duty places. If the Service Member ends up in a location they are not yet authorized, it is important for the S-1 to get an amendment to authorize this, and therefore attach it with the Travel Voucher.

Common Errors and Solutions

3. Travel Outside of Authorized Dates

- Occasionally, Service Members' dates of travel are much earlier or later than projected. Service Members have a seven-day window based on the "will proceed on or about" date listed on their orders. If the Service Member(s) move outside of that window, an amendment will be needed to fix this issue. If the Service Member(s) simply misdated their voucher, it must be changed to the dates they actually moved.

4. Split Disbursement

- If the Service Member used their GTCC during their deployment/TDY, they must check the "*Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor*" checkbox and indicate the amount they are owed to their GTCC. Also, they will fill out the "Reimbursable Expenses" block (18). If they had out-of-pocket expenses, it will also be specified in Block 18, but they will not put that amount in the GTCC block, instead, the money will go straight to their Direct Deposit account associated with **My Pay**.

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement represen-ting travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.

NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.

Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ _____

Additional Information
&
Resources

TDY on TDY

If a Service Member goes on TDY **during** the deployment/TDY

- Include DTS Voucher as a Key Supporting Document before submitting the dd 1351-2/Smart Voucher.

- Include TDY itinerary if Service Member has **NOT** been paid for their travel. Ensure Service Member was paid out by confirming that the lump sum reflects in the 'Remarks' of their LES.

- Do **NOT** include the TDY itinerary on the DD 1351-2/Smart Voucher if a DTS voucher was created and paid out. The DTS Voucher will reimburse the Service Member for expenses during that travel, so it does not need to be included.

Means/Modes of Travel & Reason for Stop

Means/Modes of Travel

PA – Privately Owned Auto (Your Personal Vehicle)

CA – Commercial Auto (Taxi/Uber/Lyft)

CB – Commercial Bus (Paid for by Soldier)

GB – Government Bus (Issue/Paid by Government)

CP – Commercial Plane (Paid for by Soldier)

TP- Government Plane (Issue/Paid by Government)

Reason for Stop

AT – Awaiting Transportation (Waiting at an airport for a connect flight. Must be less than 24 hours)

AD – Authorized Delay (for layovers while en route that are more than 24 hours)

LV – Leave

MC – Mission Complete (Arrival at new Duty Station)

TD – Temporary Duty (official TDY stated in orders or a DTS Voucher/1610)

*NOTE
This information and additional remarks can be found on page 2 of the DD 1351-2

Redeployment Voucher

Common Zip Codes

- **Common CONUS airport zip codes**
  - Atlanta, GA Airport: 30320
  - Augusta, GA Airport: 30906
  - Baltimore, MD Airport: 21240
  - Columbia, SC Airport: 29170
  - Dallas, TX Airport: 75261
  - Kansas City, MO Airport: 64153
  - Nashville, TN Airport 37214
  - New York, NY Airport: 11430
  - Richmond, VA Airport 23250
  - Seattle, WA Airport: 98158
  - St. Louis, MO Airport: 63145
  - San Francisco, CA Airport: 94128

- USPS Zip Code Query**: https://tools.usps.com/go/ZipLookupAction**

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