



# SmartVoucher Advance Module

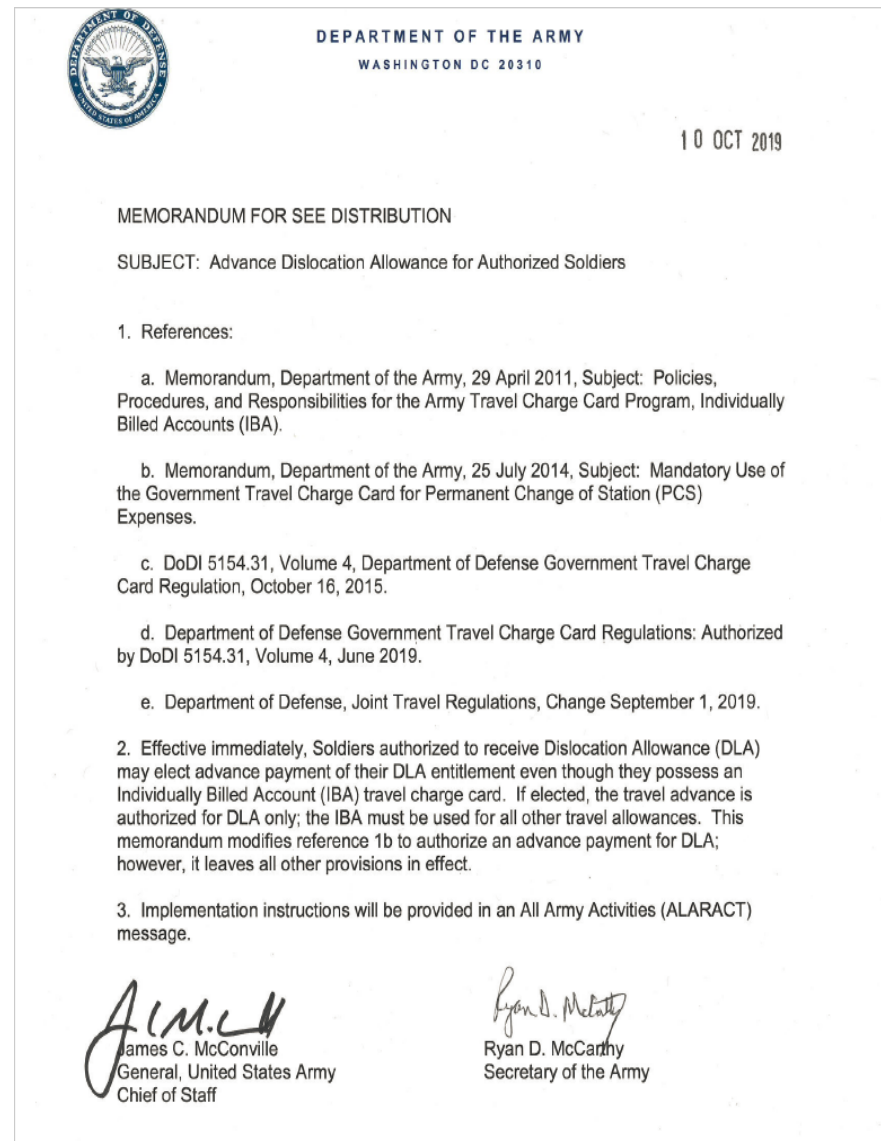
*Defense Finance and Accounting Service*

Deployed Friday, 10 July 2020





- Effective 10 October 2019, the Army revised their policy on Dislocation Allowance Advances, allowing service members with government travel cards to obtain DLA advances.





- ▶ Easy to use
  - ✓ CAC or myPay Login
- ▶ Fast Payment
  - ✓ Flows to DFAS Rome
- ▶ Use of [SmartVoucher](#) Advance Module will help mitigate delays during surge
- ▶ Servicing DMPO does NOT need to be “live” on SmartVoucher for Soldier to obtain DLA Advance
- ▶ What information and documents should Soldier gather before requesting advance?
  - ✓ PCS orders and any amendments
  - ✓ Mode of transportation from Old Duty Station to New Duty Station (for enroute travel)
  - ✓ DD2278 for DITY Advance

# Access SmartVoucher and Create Travel Advance



▶ <https://smartvoucher.dfas.mil/>

- ✓ Consent Notice
- ✓ Privacy Act Statement
- ✓ Login with CAC or myPay Username and Password

**SmartVoucher**

Menu User Type Initial Advances Personal Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

General Instructions (show help)

Create New Voucher Create Supplemental Voucher Create Dependent Voucher

Create Travel Advance



# SmartVoucher – Input Information About You



## Request for Travel Advance

**Instructions:** Please provide your current address and phone number so we may contact you if necessary.

\* **Travel Order#:**

\* **First Name:**

**Middle Initial:**

\* **Last Name:**

**Social Security Number:** \*\*\*-\*\*-2974

\* **Grade/Rank:** CADET

\* **Current Street:**

**Current Street2:**

\* **Current City:**

\* **Current State:**

\* **Current Zip Code/APO/FPO:**  [Zip Code Lookup](#)

\* **Phone Number:(Daytime)**  
Note: Please provide the best phone number where we may contact you.

\* **Email Address:**  
Note: Provide the email address you read most consistently.

\* **Order Issue Date:**  MM/DD/YYYY

\* **Sign Out Date:**  MM/DD/YYYY

\* **Current Unit of Assignment: {Add City/State or Post/State}**  
Note: If you do not know the Unit of Assignment put in 'Unknown'.

\* **Do you have a Government Travel Charge Card?**  
Note: You may select any combination of the below.

\* **Are you requesting an advance for travel?**

\* **Are you requesting an advance for dependent travel?**

\* **Are you requesting an advance for DLA?**

\* **Are you requesting an advance for DITY move?**

If you have used SmartVoucher previously, your profile information will be available for review/edit as needed.

Soldiers with GTCC, answer yes to DLA question only

# Army Policy – GTCC holders – DLA Advance Only



✦ **Current Zip Code/APO/FPO:**

✦ **Phone Number:(Daytime)**

Note: Please provide the best phone number

✦ **Email Address:**

Note: Provide the email address you read mail from

✦ **Order Issue Date:**


✦ **Sign Out Date:**

✦ **Current Unit of Assignment: {Add City/State or Post/State}**

Note: If you do not know the Unit of Assignment put in 'Unknown'.

✦ **Do you have a Government Travel Charge Card?**

Message from webpage

 IAW ARMY policy, GTCC holders are only authorized advance payments for DLA entitlement. GTCC should be utilized for all other authorized PCS expenses.

OK

Unknown

Yes

# Travel Mode and Departure/Arrival Locations



## Add/Edit Travel Mode

### Departure Information

What day will your travel begin?

 MM/DD/YYYY

Is any of your travel going to be by POC?

 ▾

Are you buying your own ticket?

 ▾

What country did you depart from?

 ▾

What Installation/Base/City did you depart from?

### Arrival Information

What date will you arrive?

 MM/DD/YYYY

Where is the arrival country?

 ▾

What city?

Back

Next

# Enter Dependent Information



## Travel Advance Dependents

**Instructions:** Please provide dependent information. You must use the "Save" button before going to the "Next" button. A voucher is needed for any dependent that traveled to/from a separate location or during a different timeframe. You may use the "Create Voucher" feature found on the Menu screen to begin a dependent travel claim.

\* Are your dependents relocating?

\* What date will your dependents depart?  MM/DD/YYYY

\* Is any of their travel going to be by POC?    
The dependent address should be the address upon receipt of orders.

**Please Note:** By selecting this option, this voucher will be solely for dependent entitlements. If the Soldier and dependents travel different routes, on different dates, or via different modes; separate vouchers must be completed and submitted.

Currently, no dependents have been entered through SmartVoucher.

**Note:** If your dependents have different permanent addresses then you will have to complete a separate itinerary (block 15a-15f) on a DD form 1351-2 for each dependent.

**Note:** SmartVoucher currently only allows for sixteen (16) dependents to be added.

\* Dependent First Name:

Dependent Middle Initial:

\* Dependent Last Name:

\* Dependent Relationship:    
Note: Children over 21, wards and parents require approval memorandum from Dependency Entitlements (DFAS).

\* Is your spouse active duty military?

\* Date of Marriage:  MM/DD/YYYY

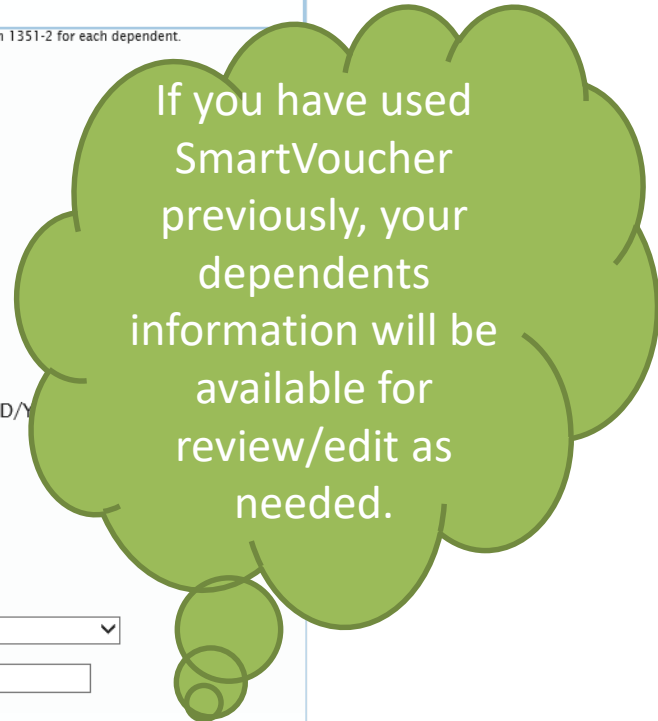
\* Dependent Street:   
Note: Use dependent address upon receipt of orders.

\* Dependent City:

\* Dependent State:

\* Dependent Country:

\* Dependent Zip Code:  [Zip Code Lookup](#)





# Upload Supporting Documents



## Upload Documents

### Travel Advance Attachments

**DO NOT UPLOAD DOCUMENTS THAT CONTAIN A DIGITAL SIGNATURE**

Please attach all applicable items listed below:

All requests - PCS Orders

TDY - DD1610 if TDY authorization is not included in PCS order

DITY - DD2278

Allowed file types: bmp,gif,jpeg,pdf,pjpeg,png

File size Limit: 2 mb

Select a file to upload:

Back

Next





## View/Print Travel Advance

Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:

- All requests - PCS Orders
- TDY - DD1610 if TDY authorization is not included in PCS order
- DITY - DD2278

## Instructions for Opening PDF

To view and print your travel claim, click on the **View Travel Advance** button below. When the File Download dialog box appears, do the following steps:

- Click **Open**
- Select **Print...** from the menu.
- Once you have printed or saved it to your hard drive, check the 'X' in the upper right hand corner to close the window.

## Additional Information

Please ensure any changes made throughout this process are reflected on your travel advance prior to submission.

If you want to view or change your advance request, click the 'Menu' tab and all the travel advances created via SmartVoucher will be listed. Click on the 'Edit' link next to the travel advance that you would like to view/edit with the applicable Travel Order.

To create a new travel advance, click on the 'Create Travel Advance' button and follow the instructions.

[Have a question or comment? Your opinions are very important to us. Click here to submit an ICE Survey.](#)

## Signature

By clicking "Submit Travel Advance" you are legally signing this document to be submitted for routing and approval.

Sign

Back

View Travel Advance

Submit Travel Advance



# For DLA Advances...necessary steps are below



- ▶ Enter or \*Review/Edit Profile Data
- ▶ Answer “YES” to “Are you requesting an advance for DLA?”
- ▶ Enter or \*Review/Edit Dependent Data
- ▶ Attached Orders and All Amendments
- ▶ Sign
- ▶ Submit

\*If Soldier has used SmartVoucher prior, personal and dependent data will be auto-populated.





- ▶ Servicing DMPO
- ▶ Travel Pay Customer Care Center, 1-888-332-7366
- ▶ AskDFAS  
(<https://corpweb1.dfas.mil/askDFAS/custMain.do?mid=>)

