What is SmartVoucher?

SmartVoucher is a web-based tool that guides you, the traveler, through a series of user-friendly questions about yourself and your travel (and your dependents (as applicable)). Your responses to these questions help to populate your DD1351-2 and other necessary forms. The tool prompts travelers to upload supporting documents that will be securely and electronically submitted with your travel voucher.

Where is SmartVoucher located?

SmartVoucher is available under the myPay Quick Links, “SmartVoucher – Complete a DD 1351-2” or directly at https://smartvoucher.dfas.mil/voucher/.

How do I access SmartVoucher?

Login with CAC OR myPay Username and Password/PIN.

If you do not have your myPay username and password/PIN, click the Forgot your Login ID or Password link or contact our Customer Care Center at 1-888-DFAS411 or 1-888-332-7411, option 5, then option 2, Monday – Friday between the hours of 0800-1700 Eastern Time.
How do I begin?

On the Menu tab, select the “Create New Voucher” button.

On the User Type tab (Step 1 of 9), please identify your type of travel, in this case PCS, and what type of traveler you are, i.e. DoD Civilian. Next, from the drop down select which service or agency you work for, this helps to ensure your travel claim packet flows to the correct team for review and approval.

NOTE: At this time, the only available voucher to complete for Civilian PCS is a Relocation Income Tax Allowance (RITA). If this is what you would like to do, a list of documents that you will need to complete your claim is provided.

Select the Next button to move to the next tab.

FOR SUPPLEMENTAL CLAIMS ONLY!

If your previously paid RITA claim for the same tax period was submitted NOT using SmartVoucher please select Yes in the drop down for the last question on the screen shown above.

If your previously paid RITA claim for the same tax period was submitted using SmartVoucher you must go back to the Menu and select the “Create Supplemental Voucher” button.
On the Initial tab (Step 2 of 9), please provide information from your PCS travel orders. Show/Hide Help is available and will provide visual aids on the requested information.

Travel Order Number is block 25 from your DD Form 1614.

Travel Order Issue Date is block 26 from your DD Form 1614.

New Duty Station information is block 8 from your DD Form 1614.

If your banking information has changed since your last travel claim was paid you will need to select Yes from the drop down and upload a completed SF 1199A with your travel voucher, a link to the form is provided. This will allow DFAS to process your payment to the correct bank account.

Select the Next button to move to the next tab.
On the Personal tab (Step 3 of 9), please provide information about yourself. Your SSN is populated and masked because you accessed with your CAC or myPay userid and password/PIN.

The rest of the information once input will be archived in the system for future use. You are able to edit all fields, except SSN, as needed.

Please ensure your email address is accurate and checked on a regular basis because you will receive notification from SmartVoucher if your voucher needs to be returned for correction.

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 click on the myPay link (https://mypay.dfas.mil/#/) to add your cell phone number to your myPay profile and “Opt In” to receive text notifications.

Select the Next button to move to the next tab.
On the Federal Tax tab (Step 4 of 9), please provide information from your Federal Income Taxes. **Show/Hide Help is available and will provide visual aids on the requested information.**

Tax Year represents the tax year in which you received your travel pay reimbursements.

**NOTE:** **Prior to 2018,** moving expenses (for those other than Member of the Armed Forces) could be deducted from U.S. Individual Income Tax Returns on Form 3903 and included on line 26 of the 1040 Form. Please review your documents, if you filed a Form 3903 please upload it with your Federal Income Taxes with itemization of expenses claimed and check the box beside Moving Expenses Claimed?

Filing Status represents what you selected on your 1040 Form.

Federal Taxable Income is from your 1040 Form, block 11b or 1040X Form, block 5C, in the event you filed an amended tax return.
Federal Wages, salaries, tips, etc. is from your 1040 Form, block 1 or the total amount used to calculate your Adjusted Gross Income on 1040X, block 1C, in the event you filed an amended tax return. This is your total wages, salaries, tips, etc. before deductions.

Please check the box if you received travel reimbursements that were not deductible for State Income tax purposes.

Next, please upload the supporting documents that represent the parts of your total wages, salaries, tips, etc. before deductions. Select the document type, input the Wages, Tips and Other Compensation from that document and select the corresponding file to upload. NOTE: Allowed file types are as follows: bmp, gif, jpeg, pdf, pjpeg, png and the file size limit is 2MB.

Please account for the parts of your total wages, salaries, tips, etc. the system will compare the sum to the total provided above. If there is a difference a box will appear for you to provide an explanation for your situation. If the sum of the parts match your total an explanation is not required.

NOTE: You MUST account for and upload your Travel Pay W2/W2C or you will be unable to move to the next screen.

Select the Next button to move to the next tab.
On the State Tax tab (Step 5 of 9), select if you are seeking RITA for state taxes using the radio button.

If no, select the Next button to move to the next tab.
If yes, select the number of states using the radio buttons, 1 or 2 states.

Select the states from the drop down menu(s).

Input any Locality/Municipality and corresponding information in the appropriate boxes as applicable.

**NOTE:** Most travelers will not claim Locality/Municipality as there are only a very few areas that tax travel reimbursements.

If 2 states are selected, be sure to read and accurately respond to the questions at the bottom of the screen.

Select the Next button to move to the next tab.
On the Certified Statement tab (Step 7 of 9), please read the Declaration as it is part of the Certified Statement of Income Tax and Filing Status that must be signed prior to submission.

Your DD 1351-2 and Certified Statement of Income Tax and Filing Status have been created based upon your input in the previous tabs. Please download and review them for accuracy prior to signing.

Once both have been signed, there will be green checkmarks next to them, select the Next button to move to the next tab.

On the Misc tab (Step 8 of 9), you will see any differences from the Federal Tax tab displayed and have the opportunity to add any additional explanations and/or remarks as needed. If you have nothing to remark, please input N/A.

You may skip the Reviewer Name and Phone Number at this time.

Select the Next button to move to the next tab.
On the View/Print Voucher tab (Step 9 of 9), you are provided a list of supporting documents that must accompany your DD1351-2 and Certified Statement. Upload your supporting documents in the same manner you previously uploaded your W2/W2Cs.

**NOTE:** PLEASE UPLOAD YOUR COMPLETE SET OF ORDERS AND ANY AMENDMENTS ALONG WITH SUPPORTING DOCUMENTS LISTED OR YOUR CLAIM MAY BE RETURNED WITHOUT PAYMENT.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Documents</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Travel Order 123799</td>
<td>In addition to this travel order, please ensure you include all corresponding amended orders.</td>
</tr>
<tr>
<td>2</td>
<td>Completed Federal Income Taxes</td>
<td>Pages pertaining to wages, tips and other compensation, and any deductions associated with your move.</td>
</tr>
<tr>
<td>3</td>
<td>All W2s/W2Cs</td>
<td>Include Spouse’s if Married Filing Jointly</td>
</tr>
<tr>
<td>4</td>
<td>Completed State Income Taxes</td>
<td>Pages pertaining to wages, tips and other compensation, and any deductions associated with your move.</td>
</tr>
<tr>
<td>5</td>
<td>Completed SF1199A</td>
<td>Direct Deposit Sign-up Form.</td>
</tr>
</tbody>
</table>

**Travel Voucher Attachments**

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

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

File size Limit: 2 mb

Select a file to upload: [Choose File] No file chosen [Upload]

<table>
<thead>
<tr>
<th>File Name</th>
<th>Download</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll W2 - PDF.pdf</td>
<td>Download</td>
<td>Delete</td>
</tr>
<tr>
<td>Travel Pay W2 - PDF.pdf</td>
<td>Download</td>
<td>Delete</td>
</tr>
</tbody>
</table>

**NOTE:** If your filing status is Married Filing Jointly, you will be required to print your Certified Statement with your electronic signature, have your spouse sign, scan and upload with your supporting documents.
Once you have uploaded all of your supporting documents you may select View Travel Voucher and/or View Certified Statement to see your completed forms and attachments prior to submitting your claim. Once you are satisfied with your claim and attachments, click the Sign box, and select the Submit Travel Voucher button. This will send your claim packet to the reviewer for review and approval.

You will see what you submitted on the Menu tab.

**Instructions for Opening PDF**

To view and print your travel claim, click on the View Travel Voucher 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 voucher prior to submission.

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

To create a new travel claim, click on the 'Create New Voucher' button and follow the instructions.

To create a supplemental travel claim, click on the 'Supplemental Voucher' button and select the travel claim that you would like to supplement with the applicable Travel Order.

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

**Signature**

By clicking “Submit Travel Voucher” you are legally signing this document to be submitted for routing and approval.

[Submit Travel Voucher]

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**Need help?**

1. 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
2. Visit our website at [https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/](https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/), or