



**U.S. ARMY**

# U.S. Army Financial Management Command PCS SmartVoucher Instructions

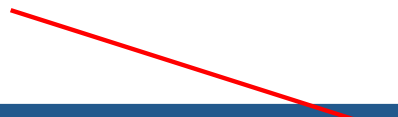
Army Military Pay Office  
U.S. Army Financial Management Command  
As of 220929





# Smart Voucher Instructions

- Go to the myPay homepage, do NOT log in
- Select “Quick Links”



myPay

ACCESSIBILITY/SECTION 508 SECURITY FAQ QUICK LINKS CONTACT US

STAY CONNECTED WITH DFAS

Welcome

myPay

Simpler | Streamlined | Mobile-Friendly

Sign In

Login ID

Password

Sign In

Forgot your Login ID?

Forgot or Need a Password?

Smart Card Login  
DoD CAC | PIV  
(Insert Card First)





# Smart Voucher Instructions

- Under DFAS Resources, second from the bottom of the list, select “Smart Voucher – Complete a DD Form 1351-2”

QUICK LINKS

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DFAS Resources

- [Affordable Care Act](#)
- [AskDFAS Tax Statement Reissue Requests](#)
- [DFAS - Home](#)
- [How to read a DoD Civilian LES?](#)
- [How to read a DoDEA LES?](#)
- [Pay Inquiries: Army \(Active/Reserve/Guard\), Navy \(Active/Reserve\) Air Force \(Active/Reserve/Guard\)](#)
- [SmartVoucher - Complete a DD 1351-2](#)
- [Travel Voucher Checklist](#)





# Smart Voucher Instructions

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

## SmartVoucher

### Consent Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.
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I consent to the above conditions

Click the consent box





# Smart Voucher Instructions

**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.

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

\*\*\* DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM \*\*\*

Click Agree





# Smart Voucher Instructions

- Log in with your credentials (myPay username and password)

OR

- Click “Login with CAC”

The screenshot shows the SmartVoucher login interface. At the top left is the 'SmartVoucher' logo. The main heading is 'Welcome to Travel Pay Service's SmartVoucher'. There are two login options:

- Login with myPay Credentials:** This section has a 'Login ID' field with a placeholder character 'I', a 'Password' field, and a 'Login' button. Below the fields are instructions: 'Same as myPay. **Not** your SSN. Case sensitive.' and 'Same as myPay. **Not** your Interactive Voice Response System PIN number.' A link for 'Forgot your Login ID or Password' is also present.
- Login with DoD CAC:** This section features an image of a sample CAC card and a 'Login with CAC' button. A note states: 'Use **only** your own CAC. Select your Non-email certificate.'

At the bottom of the page, there are links for 'PCS Travel Help', 'Comments/Questions', and 'Accessibility/508'. A disclaimer at the very bottom reads: '\*\*\* DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM \*\*\*'.





# Smart Voucher Instructions

**My Dashboard** ? Last successful login: 09/20/2022 09:13:15 Last unsuccessful login: 09/16/2022 06:29:26

**TDY Vouchers**

No TDY travel Vouchers have been entered through SmartVoucher

**PCS Vouchers** ?

Travel Order	Start Date	End Date	Supplemental?	Dependents	Status	
mhh543	07/14/2021	07/16/2021	No		PDF Prepared	Edit   Delete   View/Print
Sykes2	11/01/2021	11/01/2021	No		Traveler Signed	Delete   View/Print
Sykes2	11/06/2021	11/06/2021	No	BamBam, Dino	Traveler Signed	Edit   Delete   View/Print
MP27485	05/10/2022	05/12/2022	No	BamBam, Dino	Rome Reviewer Approved	Edit   Delete   View/Print
mp78956			No	BamBam, Dino	In Progress	Edit   Delete   View/Print
mpl28529	03/01/2022	03/02/2022	No	BamBam, Dino	In Progress	Edit   Delete   View/Print
mp56987	06/10/2022	06/21/2022	No	BamBam, Dino	Rome Reviewer Approved	Edit   Delete   View/Print
mpl2589pov	06/14/2022	06/16/2022	No	BamBam, Dino	Rome Reviewer Approved	Edit   Delete   View/Print
mp87854	05/04/2022	05/31/2022	No	BamBam, Dino	Rome Reviewer Approved	Edit   Delete   View/Print
mp825965	06/01/2022	06/02/2022	No	BamBam, Dino	Rome Reviewer Approved	Edit   Delete   View/Print
MP27485	05/10/2022	05/12/2022	Yes	BamBam, Dino	Rome Reviewer Approved	Edit   Delete   View/Print
mp825965	06/01/2022	06/02/2022	Yes	BamBam, Dino	Rome Reviewer Approved	Edit   Delete   View/Print

## Smart Voucher homepage

- Can view old vouchers and create new vouchers
- Click on “Create”
  - Click on “New Voucher” to create a voucher
  - Click on “Create Dependent Voucher” if your dependents traveled separately
  - Click on “Create Travel Advance” to request advanced travel or advanced DLA payments.





# Smart Voucher Instructions

**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 Sill, OK

[Return to My Vouchers](#) [Continue](#)

**User Ty** Step

Fort McCoy, WI  
Fort Meade, MD  
Fort Myer, VA  
Fort Polk, LA  
Fort Richardson, AK  
Fort Riley, KS  
Fort Rucker, AL  
Fort Sam Houston, TX  
**Fort Sill, OK**  
Fort Stewart, GA  
Fort Wainwright, AK  
Honduras  
Hunter Army Air Field, GA  
I am retiring from service  
I am separating from service  
Korea  
MacDill AFB, FL  
Pentagon, DC  
Presidio of Monterey, CA  
Redstone Arsenal, AL  
Choose one...

[Return to My Vouchers](#) [Continue](#)

- Category of travel will be "PCS"
- Type of user is "Active Duty"
- Select your new duty station as your AMPO for PCS
- If separating, select either "I am retiring from service" or "I am separating from service" as appropriate.
- Select "Continue"







# Smart Voucher Instructions

**Initial Information** Step 2 of 11

**Travel Order Number** ?

8675309

*Enter your original PCS order number*

**What is the issue date on the order?**

09/01/2022 📅

**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*

- Travel Order # - found in the top left corner of your orders
- Issue date of orders is found in the top right corner
- Did your household goods move?
- You can claim DLA if your dependents traveled with you OR if you are a single E6 and above OR traveling from an unaccompanied PCS and your family is here
- **NOTE: If you received a DLA advanced payment, you MUST select YES for DLA**





# Smart Voucher Instructions

Are you claiming a Temporary Lodging Expense (TLE)?

Yes

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?

Married

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](#)

- Are you claiming Temporary Lodging Expense?
  - ✓ If you are still in the hotel, you will claim TLE when you check out of the hotel by submitting a Supplemental Voucher
- Are you single/married/dual military?
- Is your spouse active duty military?
  - ✓ You will need your spouse's information
  - ✓ Detailed instructions are on next slide
- Did you go TDY enroute?
  - ✓ Did you go to a school on your way here?

- Select "Save & Continue"





# Smart Voucher Instructions

**Marital Status?**

Dual Military ▾

**Spouse's SSN**

**Spouse's First Name**

**Spouse's Middle Initial**

**Spouse's Last Name**

**Spouse's Military Branch**

**Spouse's Current Duty Station**

*Your military spouse cannot be claimed as your dependent for a Temporary Lodging Expense (TLE). Also, you cannot claim a dependent that your military spouse has already claimed for the same TLE time period.*

- If your spouse is active duty military, select “Yes”
- Fill in using your spouse's information:
  - ✓ Social Security Number
  - ✓ First name
  - ✓ Last name
  - ✓ Branch of service
  - ✓ Current duty station





# Smart Voucher Instructions

**Advances** Step 3 of 12

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

*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?

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

\*\*\* DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM \*\*\*

- You will answer “Yes” if you took a travel advance or DLA advance
  - Does not include a Pay Advance





# Smart Voucher Instructions

**Personal Information** Step 4 of 12

**First Name**

**Middle Initial** (not required)

**Last Name**

**Social Security Number**

**Grade/Rank**

- Enter your personal information





# Smart Voucher Instructions

Provide your current address, the one where we can contact you by mail (if necessary)

**Current Country of Residence**

**Current Street Address**

**Current Street Address 2** (not required)

**Current Zip Code/APO/FPO**

[USPS Zip Code Lookup](#)

**Installation/Base/City**

**Current State**

- Use your local address





# Smart Voucher Instructions

**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?**

*You can't request split disbursements if you don't have a card*

[Previous](#) [Save & Continue](#)

- **Unit of Assignment:**
  - ✓ **New unit you are going to**
  - ✓ **Make sure to include post and state**
- **Email address can be military or civilian**
  - ✓ **Use an email that you use often**
- **Do you have GTCC?  
"Yes" or "No"**





# Smart Voucher Instructions

Are you claiming dependents on this voucher?

*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.*

Previous

Save & Continue

- If your dependents traveled with you and they are here, select “Yes” for claiming dependents.
- If your dependents traveled separately or are arriving at a later date, this voucher will be for your travel only. Another voucher for your dependents will be completed upon their arrival.
- **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.**







# Smart Voucher Instructions

First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled	
WILLMA		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	07/01/2022	<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>
FREDDY		FLINSTONE	1812 G Washington Ave Vienna VA, 22182 USA	08/05/2022	<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>

[Add 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](#)

- Check the “Traveled” box for each dependent you are claiming or click “Add Dependent” to add new dependents





# Smart Voucher Instructions

## Add/Edit a Dependent

First Name

Pebbles

Middle Initial (not required)

Last Name

Flintstone

Relationship to You

Choose one...

Dependent

Spouse

and parents require a  
Statement of Financial Elements (DFAS)

Dependent Residence at the Time You Received Your Orders

Country

USA

Street Address

1812 G Washington Ave

Zip Code

22182

[USPS Zip Code Lookup](#)

City

Vienna

State

Virginia

Did the dependent complete travel?

Choose one...

Yes

No

Save

Cancel

- Each dependent who traveled with you will be entered on separate pages
- **Dependent Street, City, State, Country and Zip Code is your OLD address (address at last duty station) OR your dependent's address when you received your orders**
- Don't forget to mark off "Yes" if your dependent completed travel
- In order to get reimbursed for all dependent travel, you need to list **ALL** dependents that moved with you
- *If you are claiming a secondary dependent, the approval memo from DFAS is required*
- Click "Save" to add another dependent





# Smart Voucher Instructions

**Temporary Lodging Expenses** ? Step 6 of 12

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

**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?**

09/01/2022

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

09/12/2022

- **TLE Eligibility**
- Were you assigned unaccompanied housing (i.e a barracks room) at old duty station? Yes or No
- If yes, what date did you clear housing? Enter date.
- Were you assigned unaccompanied housing (i.e a barracks room) at new duty station? Yes or No
- If yes, what date did you sign into housing? Enter date.
- Did you do a PPM/DITY move?
- *Date household goods picked up? (If unknown use leave sign-out date on DA31)*
- *Date household goods delivered or scheduled for delivery? (If unknown use leave sign-in date on DA31)*





# Smart Voucher Instructions

## 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](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

\*\*\* DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM \*\*\*

- Click “Add a Location”





# Smart Voucher Instructions

## 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 count as a TLE day*

09/02/2022

## Location Address

TLE is limited to the 48 contiguous states

Zip Code

76544

[USPS Zip Code Lookup](#)

City

Fort Hood

State

Texas

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

09/12/2022

Did you incur daily lodging expenses at the location?

Yes  No

*Note: Lodging costs will be entered on the next screen*

**Save**

Cancel

- **TLE Location**
- *Select YES to enter TLE lodging locations.*
- *TLE location must be within 75 miles of gaining or losing duty station.*
- *Enter required lodging information.*
- *If you are claiming “meals only” select NO for daily lodging costs.*
- *Each hotel location or rate change must be entered separately. Select yes until all dates and locations to be claimed are listed.*
- *Select next when completed.*





# Smart Voucher Instructions

## 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	
Fort Hood	TX	78544	09/02/2022	09/12/2022	Edit   Delete

[Add a Location](#)

[Previous](#)   [Save & Continue](#)

- *Verify information and choose “Add a Location” for additional hotels or “Save & Continue”*





# Smart Voucher Instructions

09/08/2022 Amount:

Charges to Government Travel Charge Card?  Yes  No

---

09/09/2022 Amount:

Charges to Government Travel Charge Card?  Yes  No

---

09/10/2022 Amount:

Charges to Government Travel Charge Card?  Yes  No

---

09/11/2022 Amount:

Charges to Government Travel Charge Card?  Yes  No

[Previous](#) [Save & Continue](#)

- **TLE Expenses**
- *From your lodging receipt, add daily lodging cost (minus pet fees) and taxes together. This will be your daily lodging total.*
- *Enter the total daily lodging cost in the amount block for the appropriate day.*
- **IMPORTANT: Select yes or no depending on if GTCC was used.**





# Smart Voucher Instructions

09/09/2022

- Self
- FREDDY FLINSTONE
- FREDDY FLINSTONE
- FREDDY FLINSTONE
- Pebbles Flintstone

09/10/2022

- Self
- FREDDY FLINSTONE
- FREDDY FLINSTONE
- FREDDY FLINSTONE
- Pebbles Flintstone

09/11/2022

- Self
- FREDDY FLINSTONE
- FREDDY FLINSTONE
- FREDDY FLINSTONE
- Pebbles Flintstone

Previous

Save & Continue

- **TLE Persons Claimed**
- *Check each block for persons claimed as applicable for each date range.*







# Smart Voucher Instructions

**Temporary Lodging Expenses** ? Step 6 of 12

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

I certify that the dependents listed and 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](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

\*\*\* DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM \*\*\*

- **TLE Certification**
- *Check the signature box*
- *Click the Sign button*





# Smart Voucher Instructions

## 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.

- This is how you get reimbursed for your travels
- We need to know every time you changed modes of transportation
  - ✓ i.e. Cab to the airport then got on a plane
- You will need your leave form for the dates that you signed in and out (blocks 14 & 16)
- Select the box in the bottom left





# Smart Voucher Instructions

Recording Now | DISA Multi-Host Int... | godocs Travel Pay... | https--smartvouche... | iPERMS RMA | ISM - Log In | The Integrated Pers... | Homepage | Login

Stop Record | Add Comment

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

## Itinerary Information

Step 7 of 12

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging
Currently, you have not entered any stops for this travel voucher.							

Add Itinerary Information

Previous

PCS Travel Help | Comments/Questions | Accessibility/508

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**CLICK ADD**





# Smart Voucher Instructions

**1** Departure **2** Next Stop

**On what day did your travel begin?**

09/13/2022

*Enter the date of departure on your leave form*

**From what country did you depart?**

USA

**What is the departing location zip code?**

76544

*USPS Zip Code Lookup*

**From what installation/base/city did you depart?**

Fort Hood

**From what state did you depart?**

Texas

**By what mode of transportation did you travel?**

- **CONUS DEPARTURE**
- The day you departed your previous duty station.
  - ✓ This must be on or after your DA 31 block 14 sign out date.
- **CONUS/HI/AK**
- Enter USA
- Use last duty location
- Zip code from your orders
- Mode of travel: “Automobile”
- Were you personally responsible for the operating expenses? “Yes or No”
- Were you the owner/operator? “Yes or No”





# Smart Voucher Instructions

## POV Drivers Only

By what mode of transportation did you travel?

Automobile

Did you own or were you personally responsible for the operating expenses of the automobile?

Yes

Select "Yes" if you drove a rental vehicle.

How many automobiles did you drive?

2

Per JTR, reimbursement for the use of more than two vehicles within the same household for PDT must be authorized/approved through the Secretarial Process.

Reimbursement for the use of more than two vehicles must be authorized.

Were you the operator of the automobile?

Yes

Select No if you were a passenger.

Was this leg of travel to or from a terminal?

No

Terminals include airports, bus depots, train stations, and/or ports of call.

Cancel

Save & Continue to Next Stop Information

If you drove from your last duty location to your new duty station, this is what your Next Stop should look like

- Mode of travel: "Automobile"
- Were you personally responsible for the operating expenses? "Yes"
- Were you the owner/operator? "Yes"
- Did you drive to/from terminal? "No"
- Click "Save"





# Smart Voucher Instructions

## POV Drivers Only Cont.

1 Departure

2 Next Stop

On what date did you arrive at Fort Sill?

09/13/2022

In what country did you arrive?

USA

What is the arrival location zip code?

73503

*USPS Zip Code Lookup*

*If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders*

In what city did you arrive?

Fort Sill

In what state did you arrive?

Oklahoma

- Arrival country: USA
- Arrival zip code: use zip code and new duty station from your orders
- **Arrival Date is the day you arrived at your new duty station ( on or before DA 31 block 16 sign in date)**
- **Did you incur any lodging? This is separate from TLE. .**
  - ✓ We will fill out a different form for your TLE stay
  - ✓ Do not list hotels in route during travel. These are covered by your travel per diem
- Click "Save"





# Smart Voucher Instructions

## POV Drivers Only Cont.

What was your reason for stopping at Fort Sill?

Choose one... ▾

- Authorized Delay
- Authorized Return
- Awaiting Transportation
- Hospital Admittance
- Hospital Discharge
- Leave en route
- Mission Complete**
- Temporary Duty
- Voluntary Return

*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**

- Reason for stopping: **“Mission Complete”**
- Select “No” for vehicle drop off/pick up
- Click “Save & Continue”





# Smart Voucher Instructions

## POV Drivers Only Cont.

1 Departure

2 Next Stop

On what day did your travel begin?

09/13/2022

*Enter the date of departure on your leave form*

From what country did you depart?

KOREA (SOUTH)

From what installation/base/city did you depart?

CAMP CASY

- **OCONUS DEPARTURE**
- The day you departed your previous duty station.
  - ✓ This must be on or after your DA 31 block 14 sign out date.
- **OCONUS**
- Enter country departing from
- Use last duty station







# Smart Voucher Instructions

## Flying to Fort Sill: Part 1

By what mode of transportation did you travel?

Automobile

Did you own or were you personally responsible for the operating expenses of the automobile?

No

Select "Yes" if you drove a rental vehicle

Did the government own the automobile?

No

Did you have to personally pay for the automobile?

Yes

What was the date this expense was incurred?

09/13/2022



What was the nature of this expense?

Taxi - Terminal

What was the cost of the expense?

60.00

Did you charge this expense to your Government Travel Charge Card(GTCC)?

Yes

*We need to know how you got to the airport first.*

- Mode of travel is "Automobile" if you took a cab or someone drove you; "Bus" if you took a bus
- Arrival country
- What bus depot= airport that you flew out of
- Answer the next questions based on your travel





# Smart Voucher Instructions

## Flying to Fort Sill: Part 1 Cont.

1
2

Departure
Next Stop

**On what date did you arrive at INCHON?**

**In what country did you arrive?**

**In what city did you arrive?**

**What was your reason for stopping at Seattle?**

*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 incur any lodging expenses while at Seattle?**

- Reason for stopping at the airport is **“Awaiting Transportation”**
- Day you arrived should be the same day or next day
- Lodging expenses? *Only if you have an authorized delay*





# Smart Voucher Instructions

## Flying to Fort Sill: Part 2

1 Departure 2 Next Stop

What day did you depart INCHON?

09/13/2022

*Enter the date of departure on your leave form*

By what mode of transportation did you travel?

Plane

Did the government own the plane?

No

Did you have to personally pay for the plane?

No

Cancel Save & Continue to Next Stop Information

Part 2 is about the day you left the airport

- Mode of travel “Plane”
- Arrival country/airport/state/zip code is the location that you flew into
  - ✓ When flying from OCONUS location, First stop is the port of entry to USA
- Did the government own the plane?
- Did you have to pay for your plane ticket?
  - ✓ If you used your GTCC, you personally paid for your ticket





# Smart Voucher Instructions

## Flying to Fort Sill: Part 2 Cont.

1
2

Departure
Next Stop

**On what date did you arrive at Seattle?**

**In what country did you arrive?**

**What is the arrival location zip code?**

[USPS Zip Code Lookup](#)

If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders

**In what city did you arrive?**

**In what state did you arrive?**

What was your reason for stopping at Seattle?

Awaiting Transportation ▾

**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 incur any lodging expenses while at Seattle?

No ▾

Cancel

Previous

Save & Complete

- Reason for stopping is **“Awaiting Transportation”**
- Arrival date
  - ✓ Should be same day or next day
- Lodging expenses?
  - ✓ **Does not include TLE**
- Click **“Save”**





# Smart Voucher Instructions

## Flying to Fort Sill: Part 3

1 Departure 2 Next Stop

What day did you depart Seattle?

09/13/2022

*Enter the date of departure on your leave form*

---

By what mode of transportation did you travel?

Bus

Did the government own the bus?

No

Did you have to personally pay for the bus?

No

Part 3 is about the day you left the arrival airport

- Answer the questions regarding mode of travel





# Smart Voucher Instructions

## Flying to Fort Sill: Part 3 Cont.

- Arrival ZIP CODE is the zip code for your new duty station per the orders
  - ✓ Your final arrival city will always be your new duty location
- Reason for stopping at your new duty location is ALWAYS **“Mission Complete”**
- Arrival Date is the day you arrived at your new duty station ( on or before DA 31 block 16 sign in date)
- Lodging expenses do not include TLE
  - ✓ Will be filled out a separate form

1
2

Departure
Next

On what date did you arrive at Fort Sill?

📅

---

In what country did you arrive?

▼

What is the arrival location zip code?

USPS Zip Code Lookup

If the reason for stopping at this location is "Mission Complete," enter the arrival zip code on your orders

In what city did you arrive?

In what state did you arrive?

▼

**What was your reason for stopping at Fort Sill?**

▼

*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*

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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*

Cancel

Previous

Save & Complete





# Smart Voucher Instructions

**Itinerary Information** Step 7 of 12

**Instructions**

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging	
09/13/2022	Fort Hood, TX USA	09/13/2022	Fort Sill, OK USA	PA	MC	0	0.00	<a href="#">Edit</a>   <a href="#">Delete</a>

[Previous](#) [Save & Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

- Check your itinerary for completeness
  - ✓ Remember, we need to know every time you change modes of transportation
- Select “Save & Continue”





# Smart Voucher Instructions

## Reimbursable Expenses

Step 8 of 12

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required
Currently, you have not entered any reimbursable expenses for this travel voucher.					

[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](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

- Reimbursable expenses include:
  - ✓ Tolls
  - ✓ Airfare
  - ✓ Excess Baggage (Must be stated on the orders)
  - ✓ Authorized Delay at Airport
  - ✓ Taxi Cabs
  - ✓ CTO fees
- If you have a reimbursable expenses, select “Add”







# Smart Voucher Instructions

## 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

09/13/2022 

Expense Type

TOLLS (HIGHWAYS, BRIDGES, ETC.) 

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

5.00

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

- Select "One Time Expense" or "Daily Expense"
- Select date of expense
- Select type of expense
- Insert the amount
  - ✓ Remember, a receipt is needed for anything over \$75 and all lodging
- Select "No" or "Yes" if it was charged to you GTCC
- Click "Save"





# Smart Voucher Instructions

## Reimbursable Expenses

Step 8 of 12

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required	
09/13/2022	TOLLS (HIGHWAYS, BRIDGES, ETC.)		\$5.00	No	No	Edit   Delete
<b>Total:</b>			<b>\$5.00</b>	<b>\$0.00</b>		

[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](#)

- If you have other Reimbursable Expenses, select “Add”
- If no others, select “Save & Continue”





# Smart Voucher Instructions

Miscellaneous Information Step 9 of 12

### 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 \$75 require a receipt.*

Enter any general remarks you may have regarding this voucher

ADD ANY COMMENTS OR ADDITIONAL INFO HERE

Remaining Characters: 760

Previous Save & Continue

- Click “browse” to select documents to be uploaded
- Click “Upload” to upload the selected documents to SmartVoucher
- Specify if you have any unused plane tickets; this may be left blank
- Specify any general remarks





# Smart Voucher Instructions

## 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:**

\$ 700.00 [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:**

\$ 5.00

[Previous](#) [Save & Continue](#)

- Split Disbursement is used if you have a GTCC and used it
- You can opt to have a specified amount go straight to your GTCC
- *Keep in mind, you are responsible for your GTCC*
- Select “Save & Continue”





# Smart Voucher Instructions

## Verify all of your information then select "Next"

### Summary/Preview

Step 11 of 12

Please review and click edit to make necessary changes.

#### Voucher Type

Edit

##### Travel Category

PCS

##### User Type

Active Duty

##### DMPO

Fort Sill, OK

#### Initial Information

Edit

##### Travel Order Number

8675309

##### Reimbursement Type

Direct Deposit

#### Personal Information

##### Name

Freddrick Flintstone

##### Grade/Rank

O-10

##### Unit of Assignment

FCOE

##### Current Address

4 Yankee Way  
Duluth, MN 55811  
USA

##### Contact information

test@noemail.com  
3158675309

##### Government Travel Charge Card

Yes

Name	Relationship to You	Date of Birth/Marriage	Current Address	Traveled?
FREDDY FLINSTONE	DEPENDENT	08/05/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes
FREDDY FLINSTONE	DEPENDENT	08/05/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes
FREDDY FLINSTONE	DEPENDENT	08/05/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes
Pebbles Flintstone	DEPENDENT	07/01/2022	1812 G Washington Ave Vienna VA, 22182 USA	Yes

Edit

#### Itinerary Information

Edit

Departure Date	Departure City	Arrival Date	Arrival City	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator	Loc Co
09/13/2022	Fort Hood, TX USA	09/13/2022	Fort Sill, OK USA	PA	MC	0	Yes	\$0.

#### Miscellaneous Information

Edit

##### Unused Tickets

##### General Remarks

ADD ANY COMMENTS OR ADDITIONAL INFO HERE

Previous

Save & Continue





# Smart Voucher Instructions

## 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



- Click on "View Travel Voucher" to preview what your Smart Voucher will look like.



## Sign and Submit Voucher

By clicking 'Submit Voucher' below you are legally submitting a signed travel voucher for routing and approval.

Sign

- Check the sign box
- Click submit travel voucher

