



GETTING STARTED

- Access [SmartVoucher](#) and review consents
- You will be paid via Direct Deposit. Ensure your Travel Pay EFT/Banking Information is updated in [myPay](#)
- Login using your CAC/PIV or myPay Credentials

CREATE YOUR VOUCHER

Select "Create" and your voucher type

- New Voucher – Used to submit a new travel claim
- Supplemental Voucher – Used to make adjustment to previous claim

Step 1: User Type – Specify your travel type (TDY), order type, and follow onscreen prompts

Order Types Include:

- Mobilization Orders and Deployment TDY Orders = Active Guard Reserve, ordered to active duty
- Only Deployment TDY Orders = Active Duty, deployed in TDY status
- 1610 Orders (aka DD1610) = Active Duty or Civilian, manual

Step 2: Initial Information – Enter your Travel Order Number and follow onscreen prompts

- Upload copy of your orders and applicable amendments (include revoked orders)

Step 3: Advances and DTS Payments – Follow onscreen prompts

- Did you receive any previous government payments, partial payments, or advances for this travel order? Typical answer is No, unless you are long term TDY, you may have partial payments
- Did you receive any payments from Defense Travel System (DTS) during this travel period? Typical answer is No. If yes, you will need to attach a DTS Summary at Step 6: Reimbursables

Step 4: Personal Information – Follow onscreen prompts

Step 5: Itinerary Information – Follow onscreen prompts for first & final (TDY & Return) or partial claim - monthly accrual

- TDY location(s) must be listed on your orders

Step 6: Reimbursables – Follow onscreen prompts

Step 7: Miscellaneous Information

- If you have any documents to add, click on Add a Document and complete steps to upload
- Do you have any unused tickets for this trip? Typical answer is No
- Enter any general remarks for DFAS to review

Step 8: Split Disbursements (This step only appears if you indicated you have a Government Travel Charge Card in Step 2 – Initial Information). If you need to split your disbursement between your government travel card and your personal bank account, validate the amount in the box to send to your government travel card. If you do not need to split your disbursement, revise the amount in the box to 0.00

Step 9: Summary/Preview – Review and edit as needed

Step 10: Click view/print voucher button to save a copy of your voucher and attached documents to your device

SIGN AND SUBMIT VOUCHER

- Click the box next to Sign
- Click Submit Voucher button to send your voucher packet to DFAS for computation and payment

ADDITIONAL INFORMATION



To check the status of your voucher, visit [Travel Voucher Payment Status Tool](#)



To receive voucher status updates via text, visit [myPay](#) and select Personal Settings, Mobile Phone



For additional information about TDY Travel, visit [Army Temporary Duty \(TDY\)](#)