



# How To: File a Travel Voucher in Travel Voucher Direct

*Defense Finance and Accounting Service*



## Acquiring the Documents for Upload



The next slides will walk you through accessing, exporting and archiving your files for upload at the final step.



## Getting setup for Filing your Voucher



**Prior to filing your voucher you will need the following documentation and information:**

- 1) A filled out DD Form 1351-2 (completed in previous slides) showing the timeline of your return. Saved exactly as indicated by the naming convention in Slide 6.**
  
- 2) Field Duty Orders, TCS Orders, and ALL amendments of orders while you were deployed. These need to be in PDF form, clear, legible, and include your Social Security number for processing. NATO orders are not required for Travel Pay processing.**
  
- 3) Orders can be found by starting at:**
  - <https://www.hrc.army.mil/> - Login in with your CAC and select “Self Service”
  - Then, click Interactive Personnel Electronic Records Management (iPERMS)
  - OR go directly to iPERMS at <https://iperms.hrc.army.mil/login/>
  - GO to the next page for downloading of Orders



# Finding your Orders on iPERMS



**iPERMS**

Announcements (5) **Documents** Reviews Help/FAQ Preferences

## Announcements for Soldier in AA

**Use EAMS-A for Record Reviews**

Click Documents to enter your portal for Documents

Documents | Reviews | Help/FAQ | Preferences

	Sol...	View as Original <input type="checkbox"/>	Name	Title
[2] ▶	✓		ORD NATO	NATO ORDERS
	✓		ORD TCS	TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS
[4] ▶	✓		ASSIGN TEMP AMND	AMENDMENT OF ASSIGNMENT - TEMPORARY
[3] ▶			<b>NEW</b> SPEC/INCENT PAY AMND	AMENDMENT OF SPECIAL/INCENTIVE PAY

**ALL** documents under “ORD NATO”, “ORD TCS”, and “ASSIGN TEMP AMND” need to be downloaded.

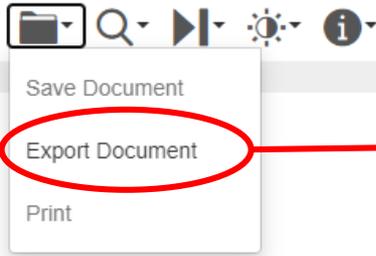


# Downloading Orders on iPERMS

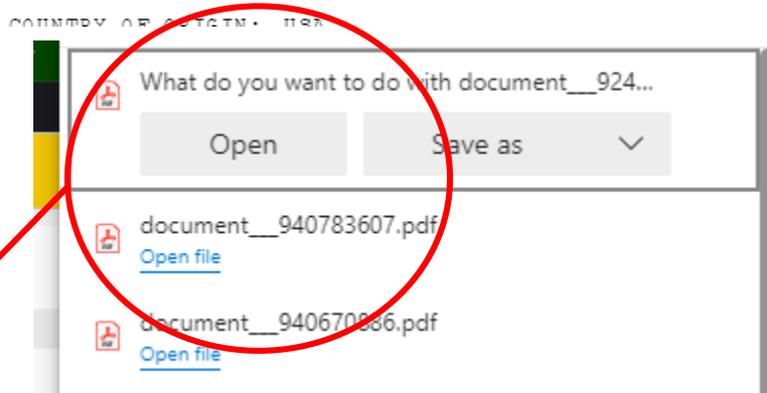


## Document Details

Doc Title NATO ORDERS  
Effective 2021-04-27  
Input 2021-04-29  
Pages 2



Open and Export each document, saving it as a PDF for upload later.



Every Soldier should have TWO (2) NATO orders, ONE (1) TCS orders, and 3-4 ASSIGN TEMP AMND Orders

Once you export, Open and Save all PDF's until you have **ALL the following documents:**

**“ORD NATO”, “ORD TCS”, and “ASSIGN TEMP AMND”.**



# Starting your TRAVEL Voucher for Processing



**START**



<https://www.dfas.mil/MilitaryMembers/travelpay/Where-to-Submit-Your-Claim/>

Frequently Asked Questions

askDFAS

- Pay/Advances/Entitlements
- Pay Deductions
- Travel Pay
- Secondary Dependency
- Accommodation Reimbursement
- Wounded Warrior
- Tax Documents
- TSP for Military
- DoD Employee Verification
- Military Employment Verification
- DoD Savings Deposit Program

Understanding the type of orders you are under and where to submit your travel claim can make a difference in how soon you will be paid for your travel. A travel claim submitted to the wrong location can delay your claim while the claim is forwarded to the correct office for payment.

The below can help you understand where to submit your claim:

**When to use SmartVoucher:**  
Individuals on Army Military permanent change of station (PCS) travel orders or civilians submitting a Relocation Income Tax Allowance (RTA) voucher are able to use SmartVoucher to securely and electronically submit their DD Form 1351-2 and any supporting documentation.

Individuals on the following orders **CANNOT** use SmartVoucher to submit their DD Form 1351-2 and supporting documentation:

- Military Temporary Duty (TDY) travel
- Civilian Temporary Duty (TDY) travel
- Civilian Relocation (PCS) travel

**How do I get started using SmartVoucher?**  
Log in to SmartVoucher using your DFAS account password. Select "Create New Voucher" and follow the prompts on your way to create and submit your travel claim and supporting documents electronically.

**For help completing your Military PCS Vouchers click here.**

**For help completing your Civilian RTA Voucher click here.**

**NOTE:**  
Military TDY travel and Civilian TDY travel can use SmartVoucher to guide individuals through a series of questions to create a completed DD Form 1351-2.

**In addition to traditional PCS Vouchers, Soldiers are able to use SmartVoucher for the following:**

- Military PCS Advances and Vouchers
- Vouchers for Dependent Moves During PCS
- Supplemental Vouchers
- Retirement/Separation Vouchers
- Temporary Lodging Expense Vouchers
- Dislocation Allowance Requests
- Personally Procured Moves (PPM) Do It Yourself (DIY) (submit only for submission)

Not for those using OTS (Defense Travel System) travel vouchers.

Upload your travel voucher and supporting documents online! Travel Voucher Direct is available for all travel claims completed by DFAS.

The following are accepted document types for travel voucher submissions:

- PDF (pdf)
- Image (jpg / jpeg)
- TIFF (tiff)
- Lotus Forms (lft / lftb)
- Excel (.xls / xlst)
- PowerPoint (.ppt / pptx)
- Rich Text (.rtf)
- PNG image (.png)
- Text (.txt)

**Note:** Do not use Travel Voucher Direct to submit your SmartVoucher claim, it is a different system.

**DO NOT Select "SMART Voucher"**  
– Your \$\$ will not be processed you will not be paid.

Select **Travel Voucher Direct** link





## TRAVEL VOUCHER DIRECT -- ONLINE CUSTOMER SERVICE

FAQs

Submit A Ticket



1) Click the "Submit a Ticket"

- ✓ 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 Navy DD1351-2 Travel Voucher

### Categories

>> **Travel Voucher Direct**

### Subcategories

- >> 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

2) Click drop down  
"Travel Voucher Direct"





## Defense Finance and Accounting Service

Providing payment services of the U.S. Department of Defense

1-888-332-7411



### TRAVEL VOUCHER DIRECT -- ONLINE CUSTOMER SERVICE

[FAQs](#) [Submit A Ticket](#)

[Help](#)

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

Categories	Subcategories
<a href="#">» Travel Voucher Direct</a>	<a href="#">» Active Duty Advance Payment</a>
	<a href="#">» Active Duty TDY/TCS</a>
	<a href="#">» Civilian Relocation</a>
	<a href="#">» Civilian Relocation Advance Payment</a>
	<a href="#">» Contingency Travel</a>
	<a href="#">» DLA,DCMA,DCAA TDY</a>
	<a href="#">» International Military Education Student</a>
	<a href="#">» Military PCS</a>
	<a href="#">» Military PCS Advance Payment</a>
	<a href="#">» Navy</a>
	<a href="#">» Other Department of the Army</a>
	<a href="#">» Reserves</a>
	<a href="#">» Reserves Advance Payment</a>
	<a href="#">» SecDef Travel Office</a>





Frequently Asked Questions	Viewed	Rating
 Secure Travel Voucher Submission for Contingency Travel	7,535	★★★★★

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: Contingency Travel Active Duty  
Name: TDY/TCS

First\*:  Middle:  Last\*:

**If you are using spam blocking software on the email you provide, you may not receive any responses from our system. In order to ensure that you receive our responses please add: DFAS-TRAVELPAY-CCC@mail.mil to your list of approved senders before submitting your item.**

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\*: Enter a passcode to gain future access to your ticket. In order to view your ticket's information, including the response from our representatives, you will need this passcode. This passcode is unique to you and your ticket. Use something that is easy to remember or write down your code and save in a safe location. Passcodes can be 9 - 40 characters long and can contain any number of letters, numbers and/or special characters, but cannot contain your email address or name.

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.





### Attachment Section



\*At least 1 file must be uploaded.

<input type="text"/>	<input type="button" value="Browse..."/>	← Upload DD 1351-2	<input type="text"/>	<input type="button" value="Browse..."/>	← Upload ASSGN AMEND Orders
<input type="text"/>	<input type="button" value="Browse..."/>	← Upload TCS Orders	<input type="text"/>	<input type="button" value="Browse..."/>	← Upload ASSGN AMEND Orders
<input type="text"/>	<input type="button" value="Browse..."/>	← Upload NATO Orders	<input type="text"/>	<input type="button" value="Browse..."/>	← Upload ASSGN AMEND Orders
<input type="text"/>	<input type="button" value="Browse..."/>	← Upload NATO Orders 2	<input type="text"/>	<input type="button" value="Browse..."/>	← Upload ASSGN AMEND Orders
<input type="text"/>	<input type="button" value="Browse..."/>		<input type="text"/>	<input type="button" value="Browse..."/>	

Attach your documentation and receipts to your voucher by clicking the Upload Files button before pressing the submit button to make sure they get included.

Submit your voucher and attachments for processing

Cancels your submission and returns you back to the FAQ Page.

PRIVACY ACT STATEMENT: Disclosure of your contact and other information is voluntary. It is solicited for the sole purpose of responding to your inquiry or request. If it not provided, we may not be able to respond.

➔ Upload Travel Documents by selecting **“Choose File”**

➔ **Select Upload Attachments**





**Attachment Section**

\*At least 1 file must be uploaded.

<input type="checkbox"/> ✓ Attachment will be processed Ward, Kyle P - Deployment Orders (Amendment 1).pdf (4 KB)	<input type="checkbox"/> ✓ Attachment will be processed Ward, Kyle P - Deployment Orders (Amendment 2).pdf (5 KB)
<input type="checkbox"/> ✓ Attachment will be processed Ward, Kyle P - Deployment Orders (Amendment 3).pdf (4 KB)	<input type="checkbox"/> ✓ Attachment will be processed Ward, Kyle P - Deployment Orders (Amendment 4).pdf (5 KB)
<input type="checkbox"/> ✓ Attachment will be processed Ward, Kyle P - NATO Orders (1).pdf (23 KB)	<input type="checkbox"/> ✓ Attachment will be processed Ward, Kyle P - NATO Orders (2).pdf (23 KB)
<input type="checkbox"/> ✓ Attachment will be processed Ward, Kyle P - DD Form 1351-2 COMPLETE.pdf (134 KB)	

Choose File Ward, Kyle ... (Original).pdf      Choose File No file chosen

Choose File No file chosen

**Upload Attachments** ^ Attach your documentation and receipts to your voucher by clicking the Upload Files button before pressing the submit button to make sure they get included.

Submit your voucher and attachments for processing

Cancels your submission and returns you back to the FAQ Page.

PRIVACY ACT STATEMENT: Disclosure of your contact and other information is voluntary. It is solicited for the sole purpose of responding to your inquiry or if it not provided, we may not be able to respond.

➔ Ensure that the documents appear as above. Successfully uploaded documents will have a blue check mark.

➔ **Select *Upload Attachments***      **Select *SUBMIT*** -



## What to do after you've submitted:



After you submit your voucher for payment, expect 5-7 days for processing. You will receive the money direct into your personal bank account. In the event there are issues or to confirm payment, monitor these two places:

- 1) Monitor the email you listed on the DD Form 1351-2. Any corrections or issues will be sent through this email.
- 2) Check your MyPay, specifically the "Travel Voucher Advice of Payment" on your main MyPay page. Once a document posts on here, you will have gotten paid. Ensure the amounts match with what you received to your bank account.

