



# Defense Finance and Accounting Service

## Defense Military Pay Office In Processing Briefing





## Documents Required For Military Pay and PCS Travel and TDY Enroute Processing



# Documents Required



- **PCS Orders and Amendments**
- **DD Form 1610 and Amendments, if TDY enroute**
- **DD Form 1351-2 - Travel Voucher**
- **DA Form 31 - Leave Request Form**
- **DA Form 5960 - Authorization to Start, Stop, or Change Basic Allowance for Quarters, and/or Variable Housing Allowance**
- **Substantiating documents if applicable:**
  - ✓ **Marriage Certificate**
  - ✓ **Divorce Decree**
  - ✓ **Birth Certificate (s)**
  - ✓ **Others**
- **Assignment to Government Quarters**
- **Termination of Government Quarters**



# Assistance with additional forms



- **DD Form 1561 – TDY For More Than 31 Days And Separated From Family**
- **DD Form 2558 – Allotment Start, Stop Or Changes**
- **W-4 – Changes To Federal Withholding**
- **DA Form 3685 – Change Of Pay Option**
- **SF 1199A – Change Of Bank Account Info**
- **DA form 4187 with Commander's signature – Request Advance BAH**
  - ✓ **copy of lease agreement**
  - ✓ **copy of utility security deposits – electric, gas, water...**



# Documents Required for Enlistment Bonus



- **Graduation Certificate from AIT or MOS orders with effective date**
- **DD Form 4-1, 4-2, 4-3 (enlistment/reenlistment contract)**
- **DD Forms 1966-2 and 1966-3 (other personal data)**
- **DA Form 3286-59, 3286-63, 3289-66 OR pages 1-6 Statement for Enlistment United States Army Enlistment Program**
- **These documents can be found in your 201 file, AKO Personnel files (iPERMS), or from your recruiter**
- **If bonus is specific to MOS – Memorandum from unit commander stating you are performing duties in the MOS you enlisted for**



# Did You Know?



myPay



- <https://mypay.dfas.mil/>
- **Allows customer electronic access to:**
  - ✓ **LES View/Print**
  - ✓ **Allotments – Start, Stop, Change**
  - ✓ **Pay option – Change bank account**
  - ✓ **DFAS Vouchers Paid Within Last 6 Months**
  - ✓ **W-2 view and print**
  - ✓ **TSP**

**1-888-332-7411 or DSN: 699-0300**



# References



- **DoD Financial Management Regulation Volume 7A - Military Pay Policy And Procedures - Active Duty And Reserve Pay**
- **Joint Travel Regulation**



# Military Pay Brief



# PCS Arrival Document



DMPO - FORT LEAVENWORTH	
PCS Arrival Jacket	
Name (Last, First, MI)	
SSN	
Grade	
Cell Phone Number	
IS: TV	



# Entitlements



- **Entitlements that will stop:**

- ✓ **Family Separation Allowance – Day of Departure**
- ✓ **Assignment Incentive Pay – Day of Departure**
- ✓ **Save Pay - Day of Departure**
- ✓ **Demolition Pay - Day of Departure**
- ✓ **Hostile Fire Pay –Day prior to Departure**
- ✓ **Parachute - Day prior to Departure**
- ✓ **Cost of Living Allowance - Day prior to Departure**
  - **DA Form 4187 required for authorization for COLA, if applicable, based upon unit location**

✓ **Special Duty Assignment Pay – Termination orders required**



# Leave



- DA Form 31 – Request for Leave must have a sign in and sign out date
- It must cover the entire period from the time the Soldier left the old duty station; to the time he/she reported to the new one
- If Soldier was TDY Enroute, the leave form must cover the period the Soldier was TDY
- If the Soldier requested Permissive TDY, the DA Form 31 must:
  - ✓ Be signed by a Lieutenant Colonel (LTC) or have an Assumption of Command letter along with the DA-31
  - ✓ PTDY dates must be annotated in the remarks section
  - ✓ Be stamped by the Housing Office noting when the PTDY began



# Advance Pay



- To provide funds to a member to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations
- A member may be paid an advance of basic pay not to exceed 3 months less deductions
  - ✓ Married Soldiers – if this is your first Advance Pay then you do not have to itemize your expenses
  - ✓ Single Soldiers – regardless of grade will need to itemize expenses
  - ✓ Soldiers in the pay grade of E-4 and below, and all Soldiers requesting a 2<sup>nd</sup> or 3<sup>rd</sup> advance pay, must obtain their Commander's signature and must itemize their expenses
- **DD Form 2560 - Advance Pay Certification/Authorization**
  - ✓ Soldiers that did not request Advance Pay prior to PCS, have 180 days after arrival to new duty station to request Advance Pay 



# Completing the DD Form 5960

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## DA Form 5960



# Recertification of Basic Allowance for Housing



- DA Form 5960; Authorization to Start, Stop, or Change Basic Allowance for Quarters, and/or Variable Housing Allowance
- Soldier must report changes that may affect the entitlement to ensure proper payment
  - ✓ Termination of family-type housing
  - ✓ Assignment to family-type housing
  - ✓ Married, divorced, or birth of child
  - ✓ Legal separation or court ordered child support
  - ✓ Spouse enlisted or discharged from military
  - ✓ Child enlisted to Military (If only Dependent)



# Completing the DA Form 5960 (BAH) (1 of 5)



## Blocks 1-3

- Fill in your personal information
  - ✓ Name
  - ✓ SSN
  - ✓ Grade

1. NAME ( <i>Last, First, MI</i> )	
2. SOCIAL SECURITY NUMBER	3. GRADE

## Block 4

- Mark with an “X” whichever type of action applies (if you got married, had a child, cleared government quarters that are not privatized, or had other changes mark “START” -need substantiating documents-If there are no changes, you will mark “RECERTIFICATION”

4. TYPE OF ACTION							
<input type="checkbox"/>	START	<input type="checkbox"/>	CANCEL	<input type="checkbox"/>	CHANGE	<input type="checkbox"/>	REPORT
<input type="checkbox"/>	CORRECT	<input type="checkbox"/>	STOP	<input checked="" type="checkbox"/>	RECERTIFICATION	<input type="checkbox"/>	<input type="checkbox"/>



# Completing the DA Form 5960 (BAH) (2 of 5)



## Blocks 5 - 6

- Enter your unit address (for example: CAC, 256 MP CO, 40<sup>th</sup> MP CGSC Student)
- Enter effective date of the action (most cases date you report to the installation)

✓ This date is available on line 16 on your DA Form 31, Leave Request

5. DUTY LOCATION (Include Station, Name, City, State and Zip Code)	6. DATE/ACTION (YYMMDD)
--	-------------------------

## Block 7

- Mark an X in the block BAH type that applies
  - ✓ Single Soldiers paying child support should mark “partial” BAH
  - ✓ Soldier married to another Soldier could claim with or without dependents rate
  - ✓ Only one parent can claim the children.

7.	BAQ TYPE	
	WITH DEPENDENTS	PARTIAL
	WITHOUT DEPENDENTS	



# Completing the DA Form 5960 (BAH) (3 of 5)



## Block 8

- Mark with an “x” the appropriate selection (next to the left )
- Follow on to any necessary sub-blocks
  - ✓ Example: If you check married you must fill in sub-blocks (1), (2), and (3)
  - ✓ Have documentation available to support any changes (marriage license, birth certificate, divorce decree, adoption documents, and/or others)

8. MARTIAL/DEPENDENCY STATUS								
<input type="checkbox"/>	a. SINGLE		<input type="checkbox"/>	b. MARRIED <i>(see blocks (1), (2) &amp; (3))</i>		<input type="checkbox"/>	c. DIVORCED <i>(see blocks (1), (2) &amp; (3))</i>	
<input type="checkbox"/>	d. LEGALLY SEPARATED <i>(see blocks (1), (2) &amp; (3))</i>			<input type="checkbox"/>	e. DEPENDENT CHILD <i>(see blocks (4), (5) &amp; (6))</i>			
(1) Spouse/Former Spouse SSN			(2) Spouse/Former Spouse Duty Station			(3) Date of Marriage, Divorce/Separation		
(4) Child in Custody of:	<input type="checkbox"/>	Member	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Former Spouse	<input type="checkbox"/>	Other
<b>(5) If you check "OTHER" above prepare DD Form 137 to establish dependency.</b>								
<b>(6) If child support received from another military member, complete (1), (2), &amp; (3)</b>								



# Completing the DA Form 5960 (BAH) (4 of 5)



## Block 9

- Check “ADEQUATE” if you have been assigned to government quarters; or if you are living in the barracks
- Check “NOT AVAILABLE” if you are residing off post; or if you are living in transient facilities

9. QUARTERS ASSIGNMENT/AVAILABILITY			
	a. ADEQUATE (see block (1))		b. INADEQUATE (see blocks (1), (2) &(4))
	c. TRANSIENT (see block (3))		d. NOT AVAILABLE

## Block 10

- If you have dependents list them here, be sure to include children’s date of birth

10. DEPENDENTS/SHARERS <i>(Continue on back if required)</i>			
NAME OF DEPENDENT/SHARER	COMPLETE CURRENT ADDRESS <i>(Include ZIP Code)</i>	RELATIONSHIP	DOB OF CHILDREN



# Completing the DA Form 5960 (BAH) (5 of 5)



## Block 11

- **Married soldiers, or soldiers with qualified dependents; initial in both boxes**

11. CERTIFICATION OF DEPENDENCY SUPPORT	
<i>JD</i>	I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport
<i>JD</i>	IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not chnaged so as to affect my entitlement thereto for the period

## Blocks 13 - 14

- **Sign and date this document**
- **Failure to sign the document WILL result in not getting paid your BAH in a timely manner**

13. MEMBER'S SIGNATURE	14. DATE



## •BASIC ALLOWANCES FOR HOUSING: CHANGES DUES TO PCS



- Soldiers are entitled to Basic Allowance for Housing (BAH) at the last duty stations rate through the day of sign in to the New Duty Station.
- 
- Soldiers may be overpaid allowances at the old rate due to system cutoff dates. If this happens then a debt will be on the Soldiers Leave and Earning Statement (LES).
- 
- The debt may be collected immediately or the collection will be suspended for 60 days from the date of input. Please watch your LES for changes. If you have an ADV DEBT on the entitlement side of the LES then the collection has NOT been made so expect it to be collected within the next 2 months.
- 
- If you are returning from overseas and were receiving COLA/OHA, these entitlements stop and BAH II will be effective from the day of SIGN OUT of the OLD DUTY STATION until you SIGN IN to the NEW DUTY STATION. This is a flat rate according to rank.
- 
- If you were in Government Owned Quarters then BAH II will start the day you terminate those quarters due to PCS orders.
- If you were in Single Type quarters you will be receiving BAH II the day of SIGN OUT of the OLD DUTY STATION until you SIGN IN to the NEW DUTY STATION. This is a flat rate according to rank.



•BASIC ALLOWANCES FOR HOUSING: CHANGES DUES TO PCS



ENTITLEMENTS		
	TYPE	AMOUNT
A	BASE PAY	2034.90
B	BAS	357.55
C	BAH	591.00
D	FSH	25.00
	ADVANCE DEBT	281.00
F		
G		
H		
I		
J		
K		
L		
M		
N		
O		



DEDUCTIONS	
TYPE	AMOUNT
FEDERAL TAXES	239.24
FICA-SOC SECURITY	126.16
FICA-MEDICARE	29.51
STATE TAXES	62.47
SGLI	27.00
AFRH	50
SGLI FAM/SPOUSE	5.00
DEBT	281.00
MID-MONTH-PAY	1400.05



# Basic Allowance for Subsistence (BAS)



- **Basic Allowance for Subsistence (BAS)**

- **Officer Rate: automatic, no questions asked: \$253.63/month in 2016.**

- **Standard Rate BAS**

- **E6 and above: automatic, no questions asked: \$368.29/month in 2016.**

- **All Enlisted with present dependents: automatic, no questions asked: \$368.29/month in 2016.**

- **dual military members arriving together may be authorized to mess separately-no meal deduction.**

- **Separate Rations**

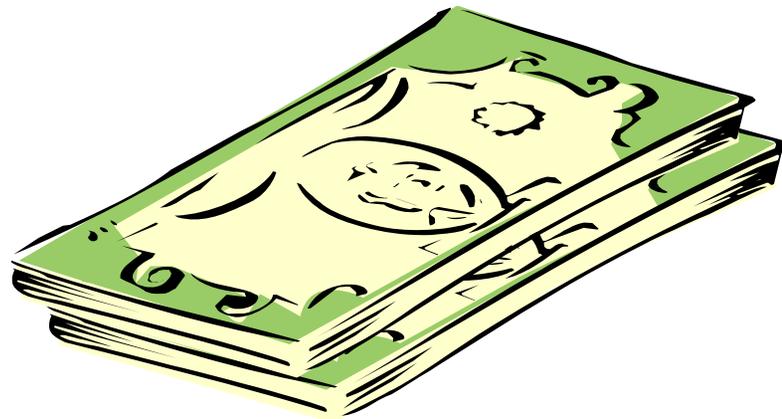
- **Unaccompanied E5 and below: Standard Rate BAS is authorized but will have an automatic meal deduction.**

- **Exceptions to stop meal deductions for single/unaccompanied SGT and below must be approved by the first Field Grade Officer in the chain of command and submitted on a DA Form 4187.**

- **Check LES for Meal Deduction.**



# TRAVEL PAY BRIEF



# Travel Notes



- Travel payment is not reflected on your LES, an Advice Of Payment (AOP) is available on MyPay
- A notification will be emailed to your E-mail account on 1351-2 when voucher is received (logged in Win-IATS) and processed (disbursed)
- 2-4 weeks for payment of Travel claim.
- Settlement information will be mailed to you
- Settlement information will be available in MYPAY
- Ensure you verify your travel EFT information on MYPAY as it can be different from your Direct Deposit EFT information.
- If you have been overpaid through advances, you will be notified by DFAS Debt Management for repayment options (payroll deduction may appear on LES)
- DLA and TLE are both PCS entitlements and will not be authorized to any soldier that is separating from the military
- DLA Advance are paid at 100 percent.
- Mileage and Per Diem Advances are paid at 80 percent.



# PCS Travel Entitlements



- **Mileage and Transportation Allowance**
  - ✓ Covers the cost of gas for Soldier and their dependents for mileage reimbursement
  - ✓ Reimbursement for two vehicles as of Jan 16:
    - One vehicle - \$0.19
    - Two vehicles - \$0.38
  - ✓ POV reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process (it must be stated on the orders)
- **Perdiem**
  - ✓ To assist with payment of lodging and meals for Soldiers and dependents while enroute
  - ✓ Perdiem rate when driving POV:
    - Soldier \$140.00 per day
    - Dependents 12 and over \$105.00 per day
    - Dependents under 12 \$ 70.00 per day





- No DLA is payable upon REFRAD.
- No TLE is payable upon REFRAD.
- Any Reservist on AT/ADT/ADSW must furnish DMPO with a certificate of performance (AHRC Form 3924) signed by the Soldier and the Soldiers certifying official before Soldier can be cleared from Fort Leavenworth KS.
- All reservists must furnish DMPO with a Leave Certification Statement signed by the Soldier and the Soldiers commander. This statement must list all leave used during their current tour and the action to be taken for any accrued leave balance.

# Temporary Duty (TDY) Enroute



- PCS or TDY orders (if TDY period not included on the original PCS order); and any amendments, must have an accounting classification code or 1610 (TDY orders)
- Must list all authorized expenses incurred (to include lodging); must break down in and around mileage if authorized
- Soldier may be entitled to Family Separation Allowance (FSA) if absent for a period greater than 30 days (provides compensation for added expenses incurred because of an enforced family separation)



# Temporary Lodging Allowance (TLA)



- To partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and expenses for meals obtained as a direct result of using temporary lodgings OCONUS that do not have facilities for preparing and consuming meals
- Authorized upon reporting to an OCONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not Reimbursement for lodging at your overseas location
- **Required Documents from Prior Station**
  - ✓ TLA authorization from housing (Housing Authority Approval Form/Letter)
  - ✓ Statement of non-availability from housing
  - ✓ Lodging Receipt(s) with Zero Balance (If applicable)
  - ✓ PCS Travel Orders and Amendments



# Dislocation Allowance



- To partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS
- All Soldiers, regardless of rank when accompanied with dependents will receive DLA at the “with dependent” rate
- Single or unaccompanied SSG or above will receive DLA at the “without dependent” rate
- DLA Rates can be found at the following web site:
- <http://www.defensetravel.dod.mil/site/otherratesDLA.cfm>
- Click on Travel Pay service
  - ✓ Go to related links
  - ✓ Click on Dislocation Allowance (DLA)



# Do It Yourself (DITY) Moves(Transportation)

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- **450 Pope Ave**
- **Phone # 913-684-5656**



# Dependent Travel



- A separate DD Form 1351-2 will have to be submitted for dependents period of travel; if the Soldier moved his dependents to the new duty station and did not accompany them
  - ✓ Receipts for any reimbursable expenses exceeding \$75 must also be submitted
  - ✓ All lodging receipts, regardless of amount, must be submitted
- Dependent Travel within CONUS by other than POC
- Dependent Travel OCONUS
- Deferred Dependent Travel



# Retirement Travel Voucher



- You will be provided a Travel voucher
- Your Travel Voucher is good for the first year automatically
  - ✓ If you would like to extend your time you can request additional years, up to a total of 6 years
  - ✓ The extension request needs to be done 30 days prior to your retirement anniversary date
  - ✓ Contact Transportation for extension requests
- If you move your HHG, your Travel Voucher needs to be settled





## DD FORM 1351-2 Travel Voucher



# Completing the Travel Voucher



➤ **Block 1 (Payment):**

- **EFT MANDATORY**
- **IF YOU WANT SPLIT DISBURSEMENT PLEASE ANNOTATE THE AMOUNT AND PLACE AN X IN THE BLOCK**

TRAVEL VOUCHER OR SUBVOUCHER					
1. PAYMENT		SPLIT DISBURSEMENT: The following represents travel charges for travel representing travel charges for travel required to designate a payment			
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT)		Pay the following amount			
<input type="checkbox"/> Payment by Check					
2. NAME (Last, First, Middle Initial) (Print or type)					
6. ADDRESS. a. NUMBER AND STREET		b. CITY		c. STATE	d. ZIP CODE
				PCS	Other
				Dependent(s)	DLA
e. E-MAIL ADDRESS				10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		a. D.O. VOUCHER NUMBER	
9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES				b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION				c. PAID BY	
12. DEPENDENT(S) (X and complete as applicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)	
ACCOMPANIED		UNACCOMPANIED			
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)				d. COMPUTATIONS	
<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)					



# Completing the Travel Voucher

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. PAYMENT</b> <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____			
<b>2. NAME</b> (Last, First, Middle Initial) (Print or type)		<b>3. GRADE</b>	<b>4. SSN</b>		<b>5. TYPE OF PAYMENT</b> (X as applicable)
<b>a. ADDRESS</b> - NUMBER AND STREET		<b>b. CITY</b>	<b>c. STATE</b>	<b>d. ZIP CODE</b>	<input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)
					<input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA
<b>10. FOR D.O. USE ONLY</b>					
<b>a. D.O. VOUCHER NUMBER</b>					
<b>b. SUBVOUCHER NUMBER</b>					
<b>c. PAID BY</b>					
<b>d. COMPUTATIONS</b>					

- **Block 2-4: Self explanatory**
- **Block 5: EVERYONE-"X" Member & PCS**
  - TDY if you were enroute (school)
  - DLA for E-6 or above not moving into BEQ/BOQ whether you arrived here with your dependents or not
  - DLA for E-5 and below if dependents accompanied you
  - DLA E-5 and below if dependants did not accompany you to Fort Leavenworth but you have Commanders Memo for not residing in the barracks.
  - If you are claiming TLE today, check other, must have itemized lodging receipt showing day-by-day and SNA if lodging off post



# Completing the Travel Voucher



TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. PAYMENT</b> <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____			
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b>		<b>3. GRADE</b>	<b>4. SSN</b>		<b>5. TYPE OF PAYMENT (X as applicable)</b>
<b>6. ADDRESS. a. NUMBER AND STREET</b>		<b>b. CITY</b>	<b>c. STATE</b>	<b>d. ZIP CODE</b>	<input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)
<b>e. E-MAIL ADDRESS</b>					<b>Member/Employee</b>
					<b>Other</b>
					<b>DLA</b>
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b>		<b>8. TRAVEL ORDER/AUTHORIZATION NUMBER</b>	<b>9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES</b>		<b>10. FOR D.O. USE ONLY</b>
					<b>a. D.O. VOUCHER NUMBER</b>
<b>11. ORGANIZATION AND STATION</b>					<b>b. SUBVOUCHER NUMBER</b>
					<b>c. PAID BY</b>
					<b>d. COMPUTATIONS</b>

➤ **Block 6a-d:** Address where you can receive mail. A statement of your travel payment will be sent to this address. Must be within 48 CONUS states. CAN NOT be Puerto Rico, Hawaii, Alaska, Guam or APO

➤ **Block 6e:** Email address (AKO, Google, Yahoo, Etc.)

➤ **Block 7:** Daytime phone number. Prefer Cell Phone. If you don't have a daytime phone number, leave blank

➤ **Block 8:** Need travel order # in upper left hand corner, and date which is in the upper right hand corner of your ORIGINAL PCS order

➤ **Block 9:** List any travel advances you received. (i.e., DLA, or Travel Advance, DO NOT LIST ADV Pay) DITY moves are handled by Transportation



# Completing the Travel Voucher



- Block 11 Unit of Assignment (Permanent).
- Block 12: If your dependents accompanied you, mark accompanied, and list them in Block 12a, b, and c. If they didn't come or you don't have dependents mark unaccompanied
- Block 13: Address where your dependents were when you received your orders to come to Fort Leavenworth.
- Block 10d Annotate Sign In and Sign Out Dates from DA-31

			Dependent(s)		DLA	
e. E-MAIL ADDRESS					10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		
11. ORGANIZATION AND STATION				a. D.O. VOUCHER NUMBER		
				b. SUBVOUCHER NUMBER		
12. DEPENDENT(S) <i>(X and complete as applicable)</i>			13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS <i>(Include Zip Code)</i>		c. PAID BY	
ACCOMPANIED		UNACCOMPANIED				
a. NAME <i>(Last, First, Middle Initial)</i>	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE				
			14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? <i>(X one)</i>		d. COMPUTATIONS	
			<input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Remarks)</i>			



# Completing the Travel Voucher



15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
DEP	Ft Jackson S.C.					
ARR	Dallas TX					
DEP						
ARR	Kansas City MO					
DEP						
ARR	Ft Leavenworth KS					
DEP						
ARR						
DEP						(2) Actual Expense Allowance
ARR						(3) Mileage

➤ **Block 15 (ITINERARY)**

➤ **Column B (place):**

- Last Duty Station or MEPS Station or AIT
- Leave Point if you went on leave, HRAP is considered LEAVE
- If you flew in to Kansas City and got a taxi, rental car, or POV. List KCI
- Fort Leavenworth KS



## STATESIDE TO STATESIDE PCS



# Completing the Travel Voucher



15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
DEP	Heidleburg GE					
ARR	Frankfurt GE					
DEP	Chicago IL					
ARR	Pontoon Beach MO					
DEP	Nashville TN					
ARR	Ft Leavenworth KS					
DEP						(2) Actual Expense Allowance
ARR						(3) Mileage

➤ **Block 15 b: OCONUS PCS**

- Last Duty Station
- Airport that you flew out of
- First place you landed in CONUS
- VPC location (if shipped vehicle and picked up)
- Leave point if you went on leave
- Fort Leavenworth

## OVERSEAS TO STATESIDE PCS



# Completing the Travel Voucher



15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				
DEP	West Point Academy				
ARR					
DEP	Las Vegas Nevada				
ARR					
DEP	Ft Benning GA				
ARR					
DEP	Ft Knox KY				
ARR					
DEP	Las Vegas NV (X-Mas Lv)				
ARR					
DEP	Ft Knox KY				
ARR					
DEP	Ft Leavenworth KS				
ARR					

➤ **Block 15 B:TDY ENROUTE**

- Last Duty Station, University or Home of Record
- Leave
- TDY Point (BOLC II)
- TDY Point (BOLC III)
- Leave (X-Mas Leave)
- TDY Point (BOLC III)
- Fort Leavenworth

•NOTE: For OBC, Need Every Leave time and location



# Completing the Travel Voucher



15. ITINERARY		c.	d.	e.	f.	
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING	POC	
DEP	Ft Jackson SC	CP				
ARR	Dallas TX					
DEP		CP				
ARR	Kansas City MO					
DEP		PA				
ARR	Ft Leavenworth KS					
DEP						
ARR						
DEP						
ARR						(1) Per Diem
DEP						(2) Actual Expense Allowance
ARR						(3) Mileage

➤ **Block 15 Column c (mode of travel): Entries will be in the Odd Blocks (i.e., 1, 3, 5, etc)**

- PA =POV or Rental
- CA = Commercial Auto
- CP = Commercial Plane
- CR = Commercial Train
- CB = Commercial Bus
- GA = Government Auto
- GP = Government Plane
- TR = Government Train
- GB = Government Bus



# Completing the Travel Voucher



15. ITINERARY		c.	d.		
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP		
DEP	Ft Jackson SC	CP			
ARR	Dallas TX		LV		
DEP		CP			
ARR	Kansas City MO		AT		
DEP		PA			
ARR	Ft Leavenworth KS		MC		
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
DEP					
ARR					
ARR				e. SUMMARY OF PAYMENT	
ARR				(1) Per Diem	
DEP				(2) Actual Expense Allowance	
ARR				(3) Mileage	

➤ Block 15 Column d (reason for stop): Entries will be in the Even blocks (i.e., 2, 4, 6, etc)

- AT = awaiting transportation at Airport
- AD = authorized delay (airline memo)
- LV = leave (Includes HRAP, PTDY)
- TD = TDY (Military Schools)
- MC = Mission Complete (Arrived at Ft Leavenworth KS)
- PU = Pick up vehicle shipped from overseas



# Completing the Travel Voucher



15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
a. DATE 2015	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
9 May	DEP Ft Jackson SC	CP				
9 May	ARR Dallas TX		LV			
20 May	DEP Dallas TX	CP				
20 May	ARR Kansas City MO					
20 May	DEP Kansas City MO					
20 May	ARR Ft Leavenworth KS					
	DEP Ft Leavenworth KS					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	ARR					e. SUMMARY OF PAYMENT
						(1) Per Diem
						(2) Actual Expense Allowance
						(3) Mileage
	ARR					2 POV's

➤ **Block 15 Column a (date):**

- Under Date, write in the year - 2015

➤ You must enter a month and day for each Departure and arrive (i.e., 2 May)

➤ If you drove 2 POV's, annotate in the last block of the itinerary.



# Completing the Travel Voucher



16. POC TRAVEL ( <i>X one</i> )		<input checked="" type="checkbox"/> OWN/OPERATE	<input type="checkbox"/> PASSENGER		17. DURATION OF TDY TRAVEL		(4) Dependent Travel		
18. REIMBURSABLE EXPENSES					12 HOURS OR LESS	(5) DLA			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(6) Reimbursable Expenses			
				MORE THAN 24 HOURS	(7) Total		0.00		
					(8) Less Advance				
					(9) Amount Owed		0.00		
					(10) Amount Due				
				19. GOVERNMENT/DEDUCTIBLE MEALS					
				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS		
20.a. CLAIMANT SIGNATURE									
21.a. APPROVING OFFICER SIGNATURE									
22. ACCOUNTING CLASSIFICATION									
23. COLLECTION DATA									
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED ( <i>Payee Signature and Date or Check No.</i> )		28. AMOUNT PAID				

➤ **Block 16: POC travel**

- Mark Owner/operator if responsible for operation/maintenance expense & used POC at any point during trip, e.g. to/from airport etc.
- If you were a passenger, mark passenger.

# Completing the Travel Voucher



16. POC TRAVEL ( <i>X one</i> )		OWN/OPERATE	PASSENGER	17. DURATION OF TDY TRAVEL		(4) Dependent Travel	
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS	(5) DLA		
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		(6) Reimbursable Expenses		
	TOLL	2.00			(7) Total	0.00	
25 May 07	TLE	400.00			(8) Less Advance		
3 Jun 07				MORE THAN 12 HOURS BUT 24 HOURS OR LESS	(9) Amount Owed	0.00	
				MORE THAN 24 HOURS	(10) Amount Due		
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20.a. CLAIMANT SIGNATURE		DATE		SUPERVISOR SIGNATURE		DATE	
21.a.							
22. A							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED ( <i>Payee Signature and Date or Check No.</i> )		28. AMOUNT PAID		

➤ **Block 18: List expenses you want to be reimbursed for. You can claim: commercial plane,( to include if paid by GOVCC by Soldier) CTO fees, bus, taxis, or train tickets, tolls, or skycaps.**

➤ **If TDY enroute ATM fees and In and Around Mileage if authorized.**

➤ **You must have receipt for any expense over \$75.00**

DD FORM 1351-2, JUL 2004

PREVIOUS EDITIONS ARE OBSOLETE.

Reset

Exception to SF 1012 approved by GSA IRMS 12-91.



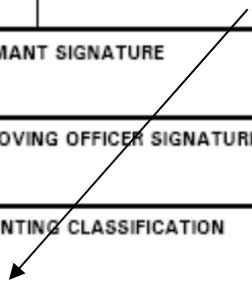
# Completing the Travel Voucher



16. POC TRAVEL ( <i>X one</i> )		DOWN/OPERATE	PASSENGER	17. DURATION OF TDY TRAVEL		(4) Dependent Travel	
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS		(5) DLA	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED			(6) Reimbursable Expenses	
						(7) Total	0.00
<p>➤ <b>Block 22:</b></p> <ul style="list-style-type: none"> <li>• Spouses name and SSAN and branch of service if Dual Military</li> </ul>							0.00
						b. NO. OF MEALS	
20.a. CLAIMANT SIGNATURE			b. DATE	c. SUPERVISOR SIGNATURE		d. DATE	
21.a. APPROVING OFFICER SIGNATURE						b. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED ( <i>Payee Signature and Date or Check No.</i> )		28. AMOUNT PAID	

➤ **Block 22:**

- Spouses name and SSAN and branch of service if Dual Military



DD FORM 1351-2, JUL 2004

PREVIOUS EDITIONS ARE OBSOLETE.

Reset

Exception to SF 1012 approved by GSA/IRMS 12-91.



# Completing the Travel Voucher



16. POC TRAVEL ( <i>X one</i> )		OWN/OPERATE	PASSENGER	17. DURATION OF TDY TRAVEL		(4) Dependent Travel	
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS	(5) DLA		
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		(6) Reimbursable Expenses		
					(7) Total	0.00	
				MORE THAN 12 HOURS BUT 24 HOURS OR LESS	(8) Less Advance		
				MORE THAN 24 HOURS	(9) Amount Owed	0.00	
					(10) Amount Due		
19. GOVERNMENT/DEDUCTIBLE MEALS							
				a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
20.a. CLAIMANT SIGNATURE			b. DATE	c. SUPERVISOR SIGNATURE			d. DATE
21.a. APPROVING OFFICER SIGNATURE						b. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY					

➤ **Block 20a&b (signature and date):**

- Check voucher and verify.
- Sign and date

Reset



## POV pick-up?

After you have picked up your vehicle, please come to the Finance office with the following documents:

- A complete copy of your orders
- Any receipts (hotel, train, etc) for the trip to pick up your vehicle

Finance will assist with the remaining documents and completion of the travel claim



# Temporary Lodging Expense (TLE)



- **TLE partially offsets the added living expenses within CONUS incurred by a member and dependents incident to a PCS**
  - ✓ **It is a reimbursement for lodging at your losing or gaining station (maximum daily rate of \$290.00)**
  - ✓ **You are authorized 10 days of TLE on a CONUS to CONUS move or OCONUS to CONUS move**
  - ✓ **CONUS to OCONUS Moves - allowed up to 5 days MAX**
  - ✓ **No exceptions for extension for TLE at this time.**
- **You may only certify TLE if you have completed your stay**
- **You must have**
  - ✓ **Statement of non-availability from housing if staying off post (Ft Leavenworth does not require a SNA).**
  - ✓ **Itemized receipts for lodging (original lodging receipt with a zero balance).**





### CLAIM FOR TEMPORARY LODGING EXPENSE

Data required by the Privacy Act of 1974. Authority: JFTP, par U5700. Principle Purpose: To establish the amount payable for Temporary Lodging Expense Allowance. Routine Uses: Reference is used to substantiate payment of Temporary Lodging Expense Allowances. DISCLOSURE: Mandatory. Failure to provide information will result in the loss of requested revenue.

1. RANK	2. NAME/Last Name, First, MI	3. SSN	4. Home Phone				
5. MAILING ADDRESS (Number & Street)		6. City/State		7. Zip Code			
8. Current Unit Assignment FT Leavenworth, KS 66027				9. Unit Phone			
10. Marital Status Married / Single / Active Duty Spouse		11. If Military, Spouse's SSN:		12. Spouse's Current Duty Station			
13. Did you stay in off post lodging: Statement of non-availability #			(without an SNA# from housing you are only authorized Reimbursement for the on-post rate)				
LIST DEPENDENTS YOU ARE CLAIMING TLE FOR:							
14. NAME	15. RELATIONSHIP	16. Date of Marriage	17. Date of Birth				
Date HHG Picked Up		Did you do a DITY move?	no				
Date HHG Delivered		If Yes, what date?					
LODGING INFORMATION							
PCS VOUCHER, ORIGINAL LODGING RECEIPTS, AND A FULL COPY OF ORDERS MUST BE ATTACHED TO THIS FORM							
I hereby certify that I was required to obtain temporary lodging for the following days:							
DAY	18. Date	19. Location of Lodging (City & State)	20. Daily Lodging cost	21. Meals Only	22. # Persons Claimed		
					SM	Over 12	Under 12
1							
2							
3							

**Blks 1-9: Self Explanatory**  
**Blk 10: circle whichever applies**  
**Blk 11: if Spouse is military put SSN**  
**Blk 12: AD Spouse duty location**  
**Blk 13: Yes or NO, Ft. Leavenworth does not require a SNA .**  
**Blk 14: List dependents that traveled with soldier.**  
**Blk 15: Annotate Relationship. Wife, Son, Daughter.**  
**Blk 16: If Spouse Date of Marriage.**  
**Blk 17: If children, list date of birth. List each day TLE was completed.**  
**Blk 18: Date of lodging**  
**Blk 19: Location of Lodging (within a 50 mile radius).**  
**Blk 20: Daily lodging cost plus taxes. (Pet fees are excluded)**  
**Blk 21: Meals only ( If stayed with friends)**  
**Blk 22: Soldier Member 1 Any Depns over 12 Any Depns under 12**  
**Blk 23: Sign and date**





# Defense Finance and Accounting Service

## Defense Military Pay Office In Processing Briefing

