

Mil PCS Smart Voucher (SV) Quick Start Guide



Mission: Lead our customers in finance and accounting by ensuring the delivery of efficient, exceptional quality pay and financial information.



Welcome to your new Permanent Duty Station (PDS)



Get your Permanent Change of Station (PCS) travel voucher paid faster. Once you submit one PCS SV, your next voucher will be even easier to prepare.

Streamline the PCS Voucher Process, use SmartVoucher to create and submit!



Where should you start?

1. Basic information you will need:

- New unit of assignment
- Travel Dates
- Date of birth of children
- Date of marriage

2. Documents you will need to scan for retrieval later:

- PCS orders and amendments
- DA Form 31, "Leave Form"
- Zero balance receipts for all lodging and any expense greater \$75.00

- DFAS Form 9098, if you are claiming Temporary Lodging Expense (TLE)
- DD2278 and OPE worksheet, if you are claiming Personally Procured Move (PPM)/DITY

3. If you had TDY en route with your PCS:

- You will need a copy of your DD Form 1610 if your TDY info and line of accounting are not on your PCS order
- You may need to call your S1 or new Pay Office for help since these vouchers may be complicated to complete

Our Core Values

INTEGRITY | SERVICE | INNOVATION

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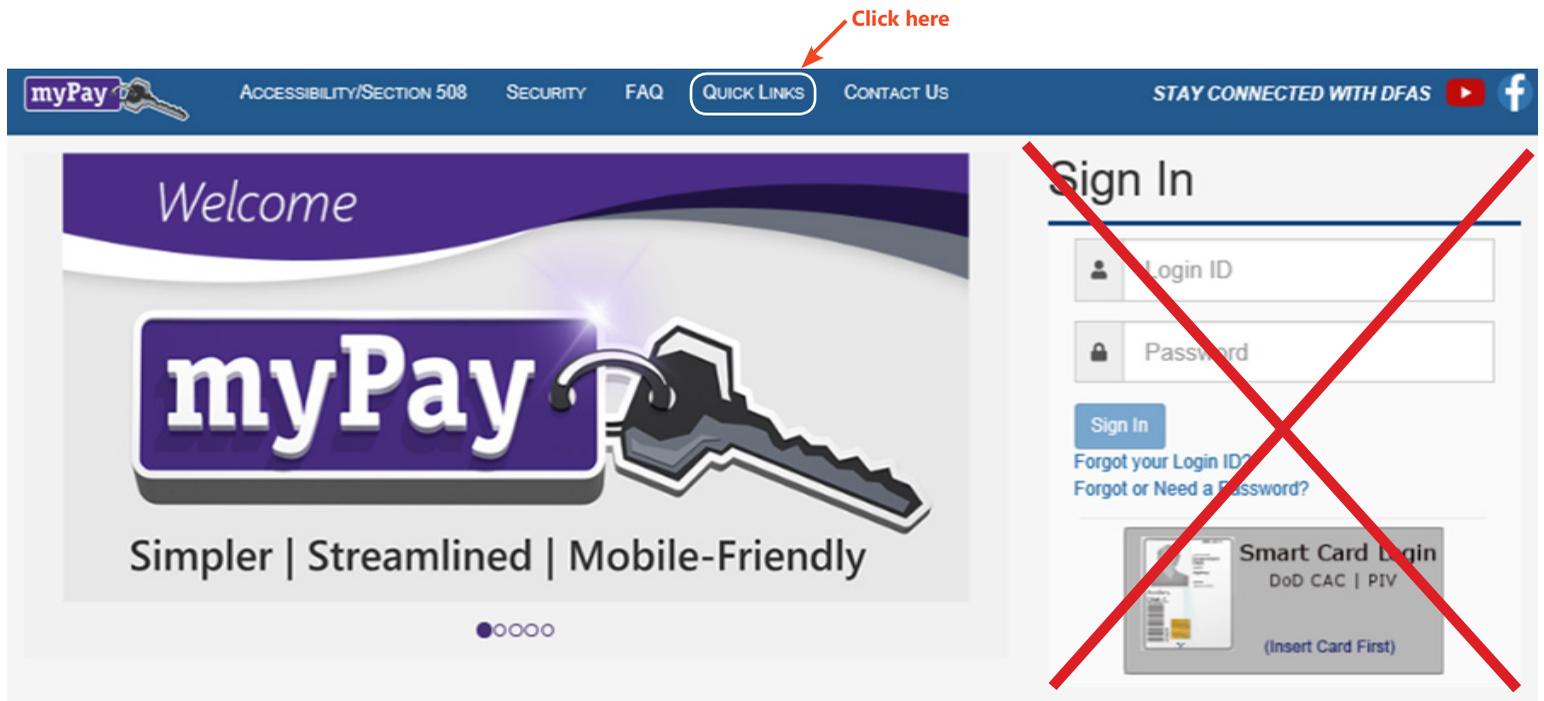
4. Let's get started

1. You will need to login to the site and you have two options:

- You may use a government computer at work with your CAC, or
- You may use your personal computer to login with your MyPay Login ID and Password/PIN.

2. You have two ways to enter SmartVoucher:

- Go directly to SmartVoucher at <https://smartvoucher.dfas.mil/voucher/>, or
- You can also find it at Quick Links at the MyPay page. If you enter through MyPay, please don't login until after you arrive at the SmartVoucher link on the Quick Links.



3. Once you are in, start answering the questions.

- What day did your travel begin? This is normally the date in block 14 of your DA 31. Your Mission Complete/Arrival Date at your new permanent duty station is the day you arrived, this is normally the date in block 16 of your DA 31. The exception would be if you took leave or PTDY in the local area prior to signing in.
- When answering the question, "What Pay Office are you submitting from?" this will usually be the same as the installation that you PCS to. **BE SURE to select the new Pay Office that you are assigned to on the User Tab!**
- Attach scanned copies of PCS orders, leave form, amendments, any appropriate "zero" balance receipts, TLE claim form (DFAS 9098) with "zero" balance receipts, etc.
- Electronically sign the SmartVoucher in the View/Print tab and select Submit Travel Voucher. This will electronically send a copy of the voucher to your new Pay Office for their review.
NOTE: If you do not have the Submit Travel Voucher button, you must download your PDF voucher, digitally sign it, and submit it along with your supporting documents (orders, leave form, receipts, etc.) via email or Travel Voucher Direct.
- If you make any errors, the Pay Office or DFAS Rome Travel Office will return the voucher to you in SmartVoucher, so watch your e-mail for any follow-on messages. Also, if you realize that you made an error, you can click "edit" or uncheck the signature box in SmartVoucher, before submitting to the Pay Office, to make your correction it.
- If you completed and submitted your SmartVoucher PCS claim outside of the Pay Office, please be sure to see/contact the Pay Office to complete your in-processing.

Where can you find help?

DFAS does NOT compute Mil PCS voucher for Air Force, Navy or Marine Corps. If DFAS does not compute your Mil PCS voucher, please contact your local Pay Office for assistance.

If you create and submit your Mil PCS SmartVoucher outside of your Pay Office, please contact your Pay Office to complete your in-processing.

For questions about your **Personally Procured Move (PPM, formerly DI-TY)**, please contact your Transportation Office. Your Transportation Office must approve your weight allowance prior to sending your voucher to DFAS for computation and payment.

If you are **separating or retiring** from the Army please call DFAS Customer Care Center at 1-888-332-7366 or submit your question online at AskDFAS (Ask Travel Pay at <https://corpweb1.dfas.mil/askDFAS/custMain.do?mid=6>).

Additional resources are available online at <https://www.dfas.mil/MilitaryMembers/travelpay/armypcs/>

If you are submitting a casualty Mil PCS voucher packet, please submit to: dfas.indianapolis-in.jfa.mbx.in-travel-casualty@mail.mil.



**DEFENSE FINANCE &
ACCOUNTING SERVICE**

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SmartVoucher

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**DEFENSE FINANCE &
ACCOUNTING SERVICE**

For hard copy submissions please send to:
DFAS Rome
ATTN: Travel Pay—Mil PCS
325 Brooks Road
Rome, NY 13441-4527

For email submissions please send to:
Claims—DFAS-MILPCS@mail.mil
Advances—DFAS-MILPCSADVANCE@mail.mil

Where do you begin?

I. Basic information you will need:

- New unit of assignment
- Travel dates
- Date of marriage
- Date of birth of children

2. Documents you will need to scan for retrieval later:

- PCS orders & amendments
- DA Form 31, "Leave Form"
- Zero balance receipts for all lodging and any expense greater than \$75
- DFAS Form 9098, if claiming Temporary Lodging Expense (TLE)
- DD Form 2278 and OPE worksheet, if claiming Personally Procured Move (PPM)/DITY

3. If you had TDY enroute with your PCS:

- You will need a copy of your DD Form 1610 if your TDY info and line of accounting are not on your PCS order
- You may need to call your SI or new Pay Office for help since these voucher may be complicated to complete

4. Let's get started with your voucher!

1. You will need to login to the site using either option:

- You may use government computer at work with your CAC, or
- You may use your personal computer to login with your myPay Login ID and Password/PIN

2. You have two ways to enter SmartVoucher:

- Go directly to SmartVoucher at <https://smartvoucher.dfas.mil/voucher/>, or

The logo for SmartVoucher, featuring the word "SmartVoucher" in a stylized, white, outlined font against a dark blue background.

- You may also find it at Quick Links at the myPay page. If you enter through myPay, please do not log in until after you arrive at the SmartVoucher link



3. Once you have successfully logged in, start answering the questions.

4. What day did your travel begin? Typically, the date in block 14 of your DA 31. Your Mission Complete/Arrival Date at your new PDS is the day you arrived, typically the date in block 16 of your DA 31. **EXCEPTION:** if you took leave or PTDY in the local area prior to signing in.

5. When answering the question, What Pay Office are you submitting from?, usually the same as the installation that you PCSed to. **BE SURE** to select the new DMPO/AMPO location where you are assigned.

6. Attached scanned copies of your PCS orders/amendments, leave form, any appropriate zero balance receipts, TLE and/or PPM forms (see Documents you will need to scan for retrieval later section).

7. After you have reviewed your voucher, electronically sign it in the View/Print tab and select Submit Travel Voucher. Your claim will be electronically sent to your new Pay Office for review.

NOTE: If you do NOT have the Submit Travel Voucher button, you must download your PDF voucher, sign it, and submit it along with your supporting documents (orders, leave form, receipts, etc.) via email or Travel Voucher Direct.

8. If your voucher has any errors or supporting documents are missing, it will be returned by DFAS or your Pay Office to you in SmartVoucher, so **be sure to watch your email** for any messages. Also, if you realize that you made an error prior to submitting, click on edit (this will unsign your SmartVoucher), make your correction, sign and submit.

9. If you have completed your SmartVoucher PCS claim outside of the Pay Office, **please be sure to contact the Pay Office to complete your in-processing.**