



Smart Voucher Instructions

UNCLASSIFIED

PLEASE NOTE THAT THIS IS A GUIDE WITH AN EXAMPLE; IT WILL NOT REFLECT YOUR ACTUAL "TRAVEL SITUATION".

- Log in with your credentials
- Click "Login with CAC"
 - Make sure it is **NOT** your email certificate



The image shows a screenshot of the SmartVoucher login page. At the top, there is a blue header with the 'SmartVoucher' logo and a bald eagle's head. Below the header, a white box contains the text 'Welcome to Travel Pay Service's SmartVoucher!' and 'This website has been tested on IE8, Firefox and Chrome'. The main content area has two login options. The left option is 'Login with myPay Username and Password', which includes fields for 'Login ID' and 'Password', a 'Login' button, and links for 'Forgot your Login ID or Password' and 'On-Screen Keyboard'. The right option is 'Login with DoD CAC', which features a sample Common Access Card (CAC) for 'Doe, John, G.' and a 'Login with CAC' button. A red arrow points to the 'Login with CAC' button. Text next to the CAC option states: 'You may also log in with YOUR own personal Common Access Card (CAC). You cannot use someone else's CAC. Please select your NON-Email certificate.'

SmartVoucher

Welcome to Travel Pay Service's SmartVoucher!
This website has been tested on IE8, Firefox and Chrome

Login with myPay Username and Password

Fields are case-sensitive:


Login ID
(Same as myPay, NOT your Social Security Number)

Password
(Same as myPay, NOT Interactive Voice Response System (IVRS) Personal Identification Number (PIN))

Forgot your Login ID or Password, click [HERE!](#)

To enter your Password more securely, click on the On-Screen Keyboard button below.

Login with DoD CAC



You may also log in with YOUR own personal Common Access Card (CAC). You cannot use someone else's CAC.

Please select your NON-Email certificate.



UNCLASSIFIED



Smart Voucher Instructions

Menu User Type Initial Advances Personal Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

General Instructions (show help)

Create New Voucher Create Supplemental Voucher Create Dependent Voucher

TDY Vouchers

No TDY travel Vouchers have been entered through SmartVoucher.

PCS Vouchers (show help)

No PCS travel Vouchers have been entered through SmartVoucher.

Create New Voucher Create Supplemental Voucher Create Dependent Voucher


Smart Voucher homepage

- Able to view old vouchers and create new vouchers
- Navigate through the voucher using the menu at the top of the page
- Click on “Create New Voucher”
- Click on “Create Dependent Voucher” if your dependents traveled separately

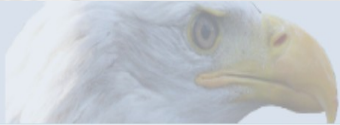




Smart Voucher Instructions



SmartVoucher



[Menu](#)
[User Type](#)
[Initial](#)
[Advances](#)
[Personal](#)
[Itinerary](#)
[Reimbursables](#)
[Meals](#)
[Misc](#)
[Finish](#)
[Preview](#)
[View/Print](#)
[Logoff](#)

User Type Selection

Step 1 of 11

* What is your category of travel? PCS ▾

* What type of user are you? Active Duty ▾

* What DMPO are you submitting from? Fort Rucker, AL ▾

Permanent Change of Station (PCS) - the official relocation of an active duty service member and/or civilian--along with valid dependents-- to a different duty location, such as a military base. A permanent change of station applies until replaced by another military PCS order, completion of active duty service, or some other such preemptive event.

For Military Temporary Change of Station (TCS) - select TDY

Note: If retiring/separating and filing final PCS voucher, select user type from which you retired.

Back
Next

- Category of travel will be “PCS”
- Type of user is “Active Duty”
- **Select “Fort Rucker, AL” as your AMPO/DMPO (Finance Office) or you will not be able to submit your SmartVoucher**
- Select “Next”





Smart Voucher Instructions

UNCLASSIFIED

Initial Information Step 2 of 12

* Travel Order Number

Show/Hide Help

123456

* What is the issue date on the orders?

01/07/2020

MM/DD/YYYY

Note: Enter your original PCS order number in the box.

* You will be paid by direct deposit

Show/Hide Help

Direct Deposit ▼



NOTE: Allow 24 to 48 hours for the change to register throughout the system.

* Did you ship your house hold goods?

Yes ▼

* Are you claiming Dislocation Allowance (DLA)?

Yes ▼

Note: Select No if this is your first move without dependents, if you are residing in the barracks, or if this is a retirement/separation

Note: [Click here](#) to link to the JTR to review DLA entitlement. Once at the JTR, go to Chapter 5 (PDT), then Section 050104 (DLA) for details.

* Are you married?

No ▼

* Are you claiming a Temporary Lodging Expense (TLE)?

Yes ▼

Note: If you select 'Yes' then you are required to fill out a [TLE form](#).

*** For additional information on TLE, [Click here](#).

* Did you perform temporary duty en route?

No ▼

Back

Next

- Travel Order # - found in the top left corner of the original order
- Issue date of orders is found in the top right corner of the original order
- Did you ship household goods?
- You can claim DLA if your dependents traveled with you and are here now OR if you are a single E6 and above OR traveling from an unaccompanied PCS and your family is here
- Are you married?
- Is your spouse active duty military?
 - You will need your spouse's information
 - Detailed instructions are on next slide
- Are you claiming TLE?
 - If you are still in the hotel you will claim TLE when you check out
- Did you go TDY enroute?
 - Did you go to a school on your way here?
- Select "Next"



UNCLASSIFIED



Smart Voucher Instructions

* Is your spouse active duty military?

Yes ▼

* Please put in your spouse's ssn:

* Please put in your spouse's first name:

Jane

Please put in your spouse's middle initial:

H

* Please put in your spouse's last name:

Smith

* Please put in your spouse's branch of military they are in:

Army

x

- 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





Smart Voucher Instructions

Menu User Type Initial **Adv** Personal Dependents Itinerary Reimbursables Meals Misc Finish Preview View/Print Logoff

Advances Information

Step 4 of 12

* Did you receive any previous government payments/partial payment/advances for this travel order?

No ▾

Note: Do not include Automated Teller Machine (ATM) withdrawals from your Government Travel Charge Card.

* Did you receive any payments from Defense Travel System (DTS) during this travel period?

No ▾

Back

Next

- You will answer “Yes” only if you took a DLA advance
- Do not include an Advance Pay or a DITY/PPM Move Advances





Smart Voucher Instructions

[Menu](#)
[User Type](#)
[Initial](#)
[Advances](#)
[Personal](#)
[Dependents](#)
[Itinerary](#)
[Reimbursables](#)
[Meals](#)
[Misc](#)
[Finish](#)
[Preview](#)
[View/Print](#)
[Logoff](#)

Advances Information

Step 4 of 12

* Did you receive any previous government payments/partial payment/advances for this travel order?

Note: Do not include Automated Teller Machine (ATM) withdrawals from your Government Travel Charge Card.

Currently, no advances have been entered through SmartVoucher.

Note: SmartVoucher allows for a maximum of twenty (20) advances per travel order.

* What was the amount of the previous payment/partial payment/advance. If unknown, put 'UNKNOWN'.

Note: Do not use the dollar sign (\$) or commas (,) when inputting dollar amounts.

* What is the Disbursing Office Voucher (DOV) number for the previous payment/partial payment/advance? If unknown, put 'UNKNOWN'.

- Enter the amount of the advance that you received (if known)
- Enter the DOV number (if known)





Smart Voucher Instructions

UNCLASSIFIED

Personal Information

Step 5 of 12

Instructions: Please provide your current address and phone number so we may contact you if necessary.

* First Name:	<input type="text" value="LaDarius"/>
Middle Initial:	<input type="text" value="Q"/>
* Last Name:	<input type="text" value="Davis"/>
Social Security Number:	<input type="text" value="***-**-2475"/>
* Grade/Rank:	<input type="text" value="O-10"/>
* Current Street:	<input type="text" value="5700 Andrews Ave"/>
Current Street2:	<input type="text"/>
* Current City:	<input type="text" value="Fort Rucker"/>
* Current State:	<input type="text" value="Alabama"/>
* Current Country:	<input type="text" value="USA"/>
* Current Zip Code/APO/FPO:	Zip Code Lookup <input type="text" value="36362"/>
* Phone Number:(Daytime)	<input type="text" value="(123) 867-5309"/>
Note: Please provide the best phone number where we may contact you.	
I agree to opt-in to receive text messaging alerts	<input type="text" value="Yes"/>
* I accept that data rates may apply	<input type="text" value="Yes"/>
* Provider Carrier	<input type="text" value="Verizon"/>
* Email Address:	<input type="text" value="ladarius.q.davis.civ@mail.mil"/>
Note: Provide the email address you read most consistently.	
Do you have a Government Travel Charge Card?	<input type="text" value="Yes"/>
Note: If you say no you will not be able to request split disbursements.	
* Unit of Assignment: {Add City/State or Post/State}	<input type="text" value="1-145th Fort Rucker"/>
Note: If you do not know the Unit of Assignment put in 'Unknown'.	

Back

Next

- Use your personal information
 - Use current mailing address
 - You can now opt to receive updates on your travel via text. Answer all questions if you would like to receive updates.
 - **Email address can be military or civilian**
 - Use an email that you use often
- Do you have GTCC? – “Yes” or “No”
- **Unit of Assignment:**
 - New unit you are going to
 - Make sure to include:
 - “Fort Rucker, AL 36362”



UNCLASSIFIED



Smart Voucher Instructions

Dependents

Step 5 of 12

Instructions: Please provide dependent information. You must use the "Save" button before going to the "Next" button. 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.

* On this voucher, are you claiming dependents?

The dependent address should be the address upon receipt of orders.

Yes ▼

NOTE: For PCS travel to/from CONUS locations orders must authorize dependents. For PCS travel to/from an 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.
- ☐ My dependents traveled separately from me to my current duty station.
- ☐ My dependents traveled to designated location authorized on my PCS orders.

Back

- 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

UNCLASSIFIED

* Dependent First Name: LAKEISHA

Dependent Middle Initial: Q

* Dependent Last Name: DAVIS

* Dependent Relationship: SPOUSE ▼
Note: Children over 21, wards and parents require approval memorandum from Dependency Entitlements (DFAS).

* Date of Marriage: 02/17/2021 MM/DD/YYYY

* Dependent Country: USA ▼

* Dependent Street: 8675 Love Zone
Note: Use dependent address upon receipt of orders.

* Dependent Zip Code: [Zip Code Lookup](#) 38703

* Dependent City: Greenville

* Dependent State: Mississippi ▼

Dependent completed travel? Yes ▼

Cancel Save

- Each dependent who traveled with you will be entered on separate pages
- **Dependent Street, City, State, Country and Zip Code is your QLD 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
- Click "Save" to add another dependent



UNCLASSIFIED



Smart Voucher Instructions

UNCLASSIFIED

Edit	Delete	First Name	MI	Last Name	Address	Date of Birth/Marriage	Traveled
Edit	Delete	LAKEISHA	Q	DAVIS	8675 Love Zone Greenville MS, 38703 USA	02/17/2021	<input checked="" type="checkbox"/>
Edit	Delete	LAKEISHA	Q	BEST EVER	5700 ANDREWS AVE FORT RUCKER AL, 36362 USA	01/01/1999	<input checked="" type="checkbox"/>

Note: If your dependents have different permanent addresses then you will have to complete a separate itinerary (block 15a-15f) on a DD form 1351-2 for each dependent.

Note: SmartVoucher currently only allows for sixteen (16) dependents to be added.

[Add Dependent](#)

[Back](#) [Next](#)

* Dependent First Name:

Dependent Middle Initial:

* Dependent Last Name:

* Dependent Relationship: Note: Children over 21, wards and parents require approval memorandum from Dependency Entitlements (DFAS).

* Date of Marriage: MM/DD/YYYY

* Dependent Country:

* Dependent Street: Note: Use dependent address upon receipt of orders.

* Dependent Zip Code: [Zip Code Lookup](#)

* Dependent City:

* Dependent State:

Dependent completed travel?

[Cancel](#) [Save](#)

Click “Add Dependent”

Address will automatically populate

Again, don’t forget to mark “Yes” for completed travel

In order to get reimbursed for all dependent travel, you need to list **ALL** dependents that moved with you

Once they are all listed and saved, select “Next”

If you are claiming a secondary dependent, the approval memo from DFAS is required



UNCLASSIFIED



Smart Voucher Instructions

UNCLASSIFIED

Itinerary Information

[Click to Show Instructions](#)

Step 6 of 12

Instructions:

1. Begin your travel itinerary with the date that you officially began traveling, and from the location (Installation/Base/City) that you officially traveled 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 status, or any Leave taken should 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 travel
- You must identify each time you changed modes of transportation
 - E.g. Cab to the airport then got on a plane
- Select the box in the bottom left



UNCLASSIFIED



Smart Voucher Instructions

Itinerary Information

Click to Show Instructions

Step 6 of 12

Currently, you have not entered any stops for this travel voucher.

Back

Add

Click add





Smart Voucher Instructions

Departure Information

What day did your travel begin? MM/DD/YYYY
Note: Date of departure on your leave form.

What country did you depart from? ▼

What is the zip code of your departure location? [Zip Code Lookup](#)

Installation/Base/City

State ▼

What was your mode of travel? ▼

Did you own or were you personally responsible for the operating expenses of the automobile? ▼
Note: If you drove a rental vehicle, select "Yes"

How many vehicles did you drive? ▼
NOTE: Per JTR, Reimbursement for the use of more than two vehicle's, within the same household for PDT, must be authorized/approved through the Secretarial Process.
 NOTE: Reimbursement for the use of more than two vehicle's must be authorized.

Were you the operator of the vehicle? ▼
Note: Select 'No' if you were a passenger.

- Travel began on the day that you sign out on leave. **Needs to be the same date in block 14 of your DA Form 31**
- Enter USA
- Use last duty location Zip code from your orders





Smart Voucher Instructions

UNCLASSIFIED

Next Stop Information

What date did you arrive? MM/DD/YYYY

Was this leg of travel to or from a terminal?

No ▾

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

What country did you arrive in?

USA ▾

What is the zip code?

[Zip Code Lookup](#)

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

City

State

Mississippi ▾

What was your reason for stopping?

Leave en route ▾

Definitions

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 PCS point.
Awaiting Transportation (AT) - Necessary delay while awaiting further transportation after travel status has begun.
Hospital Admittance (HA) - Admittance to Medical Facility for inpatient treatment.
Hospital Discharge (HD) - Discharge from 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 Temporary Duty Site.
Voluntary Return (VR) - Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at PCS point.

Did you drop off/store, or pick up a vehicle at this location?

No ▾

Did you incur any lodging expenses while at destination?

No ▾

Cancel

Save

The the arrival date date you arrived at that location. For this example it will be Hattiesburg, MS.



UNCLASSIFIED



Smart Voucher Instructions with Quarantine

Itinerary Information [Click to Show Instructions](#) Step 6 of 12

Edit	Delete	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Travel Mode	Reason for Stop	POC Miles	Lodging
Edit	Delete	11/10/2021	Daleville	AL	USA	11/10/2021	Hattiesburg	MS	USA	PA	LV	0	\$0.00

[Back](#)

[Add Next Stop](#)

- Click Add Next Stop





Smart Voucher Instructions

UNCLASSIFIED

Departure Information

What day did you leave Hattiesburg? MM/DD/YYYY
Note: Date of departure on your leave form.

What was your mode of travel?

Did you own or were you personally responsible for the operating expenses of the automobile?
Note: If you drove a rental vehicle, select "Yes"

Next Stop Information

What date did you arrive? MM/DD/YYYY

Was this leg of travel to or from a terminal?
Note: Terminals include airports, bus depots, train stations, and/or ports of call.

What country did you arrive in?

What is the zip code? [Zip Code Lookup](#)
Note: If the reason for stopping at this location is Mission Complete, enter the arrival zip code on your orders.

City

State

What was your reason for stopping?

Definitions

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 PCS point.
Awaiting Transportation (AT) - Necessary delay while awaiting further transportation after travel status has begun.
Hospital Admittance (HA) - Admittance to Medical Facility for inpatient treatment.
Hospital Discharge (HD) - Discharge from 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 Temporary Duty Site.
Voluntary Return (VR) - Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at PCS point.

Did you drop off/store, or pick up a vehicle at this location?

Cancel

Save

•If you drove from your last duty location to Camp Shelby, this is what your last Stop should look like

- Mode of travel: "Automobile"
- Were you personally responsible for the operating expenses? "Yes"
- How many vehicles did you drive? 1 or 2
- Were you the owner/operator? "Yes"
- Arrival country: USA
- Arrival city: is always "Camp Shelby"

State: Mississippi Zip Code: 39407 **(YOU WILL NEED TO EDIT CITY AFTER INPUTTING ZIP CODE)**



UNCLASSIFIED



Smart Voucher Instructions

Itinerary Information					Click to Show Instructions					Step 6 of 12			
Edit Delete	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Travel Mode	Reason for Stop	POC Miles	Lodging	
Edit	11/10/2021	Daleville	AL	USA	11/10/2021	Hattiesburg	MS	USA	PA	LV	0	\$0.00	
Edit Delete	11/30/2021	Hattiesburg	MS	USA	11/30/2021	Camp Shelby	MS	USA	PA	MC	0	\$0.00	

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





Smart Voucher Instructions

Instructions

- Click the "Add Expenses" button below to add a reimbursable expense.

Reimbursable Expenses

Currently, you have not entered any expenses for this travel voucher.

Total: \$0.00

\$0.00

Back

Add

Next

- Reimbursable expenses include:
 - TLE (air bnb, hotel, friends home, relatives home etc)
 - Tolls
 - Airfare
 - Excess Baggage (must be authorized in orders)
 - Authorized Delay at Airport
 - Taxi Cabs/Uber/Lyft
- If you have a reimbursable expenses, select "Add"





Smart Voucher Instructions

Instructions

- Click the "Add Expenses" button below to add a reimbursable expense.

Reimbursable Expenses

Currently, you have not entered any expenses for this travel voucher.

Total: \$0.00 \$0.00

Add/Edit Expense

- You can add one time expenses or daily expenses incurred during a specific time frame.

- * Was this a One-Time Expense or a Daily Expense? ☒ One-Time Expense ☐ Daily Expense
- * What was the date of this expense? MM/DD/YYYY
- * Type of expense? ▼
- * What was the amount of the one-time expense?
- * Was this expense charged to your Government Travel Charge Card? ☒ No ☐ Yes

Cancel

Save

- Select "One Time Expense" or "Daily Expense"
- Select date of expense
- Select type of expense
- Insert the amount
 - Remember, a receipt is required for anything \$75.00 and over
- Select "No" or "Yes" if it was charged to you GTCC
- Click "Save"
- If you have other Reimbursable Expenses, select "Add"
- If no others, select "Next"





Temporary Lodging Expense (TLE) (1 of 3)

- **TLE**

- Reimbursement is limited to 10 days of TLE on a CONUS to CONUS move or OCONUS to CONUS move
- No exceptions for extension for TLE at this time
- In order to file this claim today you must be completely finished with your TLE and have a zero balance receipt
- If you are not ready to file your claim today, you may submit your TLE request to the In Processing Section located at Bldg 5700 S. Novosel St, Fort Rucker Room 120 or via SmartVoucher only after your original PCS Travel claim has been paid
- TLE Form 9098 can be located at the below link:
 - [DFAS TLE Form 9098](#) (right click and open hyperlink)

- **Documents required:**

- 1 copy of orders PCS and all amendments
- 1 copy of leave form Blocks 14a and 16a completed
- 1 copy of itemized hotel receipts indicating a “Zero” balance





Temporary Lodging Expense (TLE) (2 of 3)

UNCLASSIFIED

CLAIM FOR TEMPORARY LODGING EXPENSE

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301, Departmental Regulations, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol 9, Joint Federal Travel Regulation (JFTR) Vol 1, Chapter 5, Part H, and E. O. 9397 (SSN).

Purpose: To substantiate and evaluate the amount claimed for Temporary Lodging Expenses.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD 'Blanket Routine Uses' set forth at the beginning of the DFAS compilation of systems of records notices apply.

Disclosure: Voluntary, however, failure to provide the requested information may result in a delay or suspension of your claim(s) for reimbursement.

1. RANK <input type="text"/>	2. LAST NAME <input type="text"/>	3. FIRST NAME <input type="text"/>	4. SSN <input type="text"/>	5. PHONE NUMBER <input type="text"/>
6. STREET ADDRESS <input type="text"/>		7. CITY <input type="text"/>	8. STATE <input type="text"/>	9. ZIP <input type="text"/>
10. CURRENT UNIT ASSIGNMENT <input type="text"/>				11. PHONE NUMBER <input type="text"/>
12. MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> DUAL MILITARY		13. IF MILITARY, SPOUSE'S SSN <input type="text"/>	14. SPOUSE'S CURRENT DUTY STATION <input type="text"/>	
15. DID YOU STAY IN OFF-POST LODGING? <input type="checkbox"/> YES <input type="checkbox"/> NO		16. STATEMENT OF NON-AVAILABILITY # <input type="text"/> (Without an SNA# from housing you are only authorized reimbursement for the on-post rate)		

- Complete blocks 1 through 12
- If married to another military member complete blocks 1 through 14



UNCLASSIFIED



Temporary Lodging Expense (TLE) (3 of 3)

SECTION I - LIST DEPENDENTS YOU ARE CLAIMING TLE FOR:				
ADD ROW	17. NAME	18. RELATIONSHIP	19. DATE OF MARRIAGE	20. DATE OF BIRTH
REMOVE ROW				
REMOVE ROW				
21. DATE HHG PICKED UP		22. DATE HHG DELIVERED	23. DID YOU DO A DITY MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO	24. IF YES, WHAT DATE?

Section I - Complete blocks 17 through 20

SECTION II - LODGING INFORMATION										
PCS VOUCHER, ORIGINAL LODGING RECEIPTS, AND A FULL COPY OF ORDERS MUST BE ATTACHED TO THIS FORM.										
IF YOU NEED MORE DAYS PUSH THE			ADD ROW	BUTTON BELOW.						
ADD ROW	25. FROM DATE	26. TO DATE	27. NO. OF DAYS	28. LOCATION OF LODGING		29. MEALS ONLY/PER DIEM	30. DAILY LODGING COSTS	31. NUMBER OF PERSONS CLAIMED		
				CITY	STATE			SM	OVER 12	UNDER 12
REMOVE ROW						<input type="checkbox"/> YES <input type="checkbox"/> NO				
REMOVE ROW						<input type="checkbox"/> YES <input type="checkbox"/> NO				

Section II - Complete blocks 25 through 31

I hereby certify that I was required to obtain temporary lodging for the days noted above:		
36. DATE OF SIGNATURE	37. PRINTED NAME	38. SIGNATURE

Section III - Complete blocks 36 through 38





Smart Voucher Instructions

Miscellaneous Information Step 9 of 12

Voucher Attachments

Allowed file types: bmp,gif,jpeg,pdf,pjpeg,png
 File size Limit: 2 mb

Select a file to upload:

Unused Tickets

I do have unused tickets from this trip: ☐ If yes, turn those tickets into the Transportation Office (T/O) or Commercial Travel Office (CTO).

NOTE: 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.

Remarks

Specify any general remarks regarding this voucher:

Remaining Characters:

- Attach the PCS order(s), Amendments, DD Form 1610 for TDY or Quarantine, DA Form 31(if PTDY was authorized ensure the DA 31 reflects, and receipts for TLE, & plane tickets if you paid for them.
- 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

Instructions:

Split disbursement is mandatory. If you have indicated you paid certain expenses with a government charge card, it is noted below.

NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.

To check the current balance on your GTCC please call 1-800-200-7056 or visit the Citibank website: [Check GTCC Balance](#)

You indicated that you charged this amount to your Government
Travel Charge Card for this voucher: **(Format: 100.00)**

NOTE: Traveler may change the calculated amount.

NOTE: If you have made any changes to your expense or lodging amounts, please verify your split disbursement amount before submitting.

\$5.00 – Expenses not applied to Government Travel Charge Card

[Back](#)[Next](#)

- 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
- Select “Next”





Smart Voucher Instructions

Verify all of your information then select “Next”

Edit	Travel Order	Reimbursement Type
Edit	123456	Direct Deposit

Advances
No Advances information is available.

Personal Information - Edit	
Question	Answer
First Name:	LADARIUS
Middle Initial:	Q
Last Name:	DAVIS
Grade/Rank:	O-10
Organization:	36362
Street:	2821 BRAD WAY
City:	ENTERPRISE
State:	AL
Country:	USA
Zip Code:	36330
Email:	LADARIUS.Q.DAVIS.CIV@MAIL.COM
Phone Number:	(123) 867-5309
Government Travel Charge Card:	No

Dependent											
Edit	First name	Middle Initial	Last name	Relationship	Effective Date	Street	City	State	ZIP	Country	Traveling
Edit	LAKEISHA	Q	DAVIS	SPOUSE	02/17/2021	5700 ANDREWS AVE	FORT RUCKER	AL	36362	USA	Yes
Edit	LAKEISHA	Q	BEST EVER	DEPENDENT	01/01/1999	5700 ANDREWS AVE	FORT RUCKER	AL	36362	USA	Yes

Itinerary Information													
Edit	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator	Lodging
Edit	02/17/2021	Camp Humphreys		KOREA (SOUTH)	02/17/2021	Osan Airforce Base		KOREA (SOUTH)	GA	AT	0	No	\$0.00
Edit	02/17/2021	Osan Airforce Base		KOREA (SOUTH)	02/17/2021	Seattle	WA	USA	TP	AT	0	No	\$0.00
Edit	02/17/2021	Seattle	WA	USA	02/17/2021	Fort Rucker	AL	USA	PA	TD	500	Yes	\$0.00

Itinerary Information													
Edit	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Mode of Travel	Reason for Stop	POC Miles	Owner / Operator	Lodging
Edit	11/10/2021	Daleville	AL	USA	11/10/2021	Hattiesburg	MS	USA	PA	LV	0	Yes	\$0.00
Edit	11/30/2021	Hattiesburg	MS	USA	11/30/2021	Camp Shelby	MS	USA	PA	MC	0	No	\$0.00

Reimbursable Expenses
No Expenses information available.

Meal Expenses
No Meal Expenses information available.


Miscellaneous Information		
Edit	Question	Answer
Edit	Leave Taken:	
Edit	Unused Tickets:	
Edit	Remarks:	






Smart Voucher Instructions

UNCLASSIFIED



SmartVoucher



MenuUser TypeInitialAdvancesPersonalDependentsItineraryReimbursablesMealsMiscFinishPreviewView/PrintLogoff

View/Print VoucherStep 12 of 12

Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:

Item Number	Documents	Comments
1	Travel Order 111	In addition to this travel order, please ensure you include all corresponding amended orders.

Instructions for Opening PDF

To view and print your travel claim, click on the **View Travel Voucher** button below. When the File Download dialog box appears, do the following steps:

- Click **Open**
- Select **Print...** from the menu.
- Once you have printed or saved it to your hard drive, check the 'X' in the upper right hand corner to close the window.

Additional Information

Please ensure any changes made throughout this process are reflected on your voucher prior to submission.

If you want to view or change your claim, click the 'Menu' tab and all the travel claims created via SmartVoucher will be listed. Click on the 'Edit' link next to the travel claim that you would like to view/edit with the applicable Travel Order.

To create a new travel claim, click on the 'Create New Voucher' button and follow the instructions.

To create a supplement travel claim, click on the 'Supplemental Voucher' button and select the travel claim that you would like to supplement with the applicable Travel Order.

[Have a question or comment? Your opinions are very important to us. Click here to submit an ICE Survey.](#)

Signature

By clicking "Submit Travel Voucher" you are legally signing this document to be submitted for routing and approval.

☐ Sign

BackView Travel VoucherSubmit Travel Voucher

- Review these comments. If you need to attach any supporting documents, Smart Voucher will let you know what is needed
- Click on "View Travel Voucher" to preview what your Smart Voucher will look like



UNCLASSIFIED



Smart Voucher Instructions

UNCLASSIFIED

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 reverse.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: 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 meals; or 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.					
2. NAME (Last, First, Middle Initial) (Print or Type) Doe, John		3. GRADE E-6	4. SSN 089021831	5. TYPE OF PAYMENT (X as applicable) TOY <input checked="" type="checkbox"/> PCS <input type="checkbox"/> Dependent(X) <input type="checkbox"/> Member/Employee <input checked="" type="checkbox"/> Other <input type="checkbox"/> DLA <input type="checkbox"/>			
6. ADDRESS, a. NUMBER AND STREET 12345 Zillow		b. CITY Petal	c. STATE MS	d. ZIP CODE 39465	10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER		
7. DAYTIME TELEPHONE NUMBER & AREA CODE (347) 562-4595		8. TRAVEL ORDER NUMBER/AUTHORIZATION NUMBER 123456		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES			
11. ORGANIZATION AND STATION HHC		12. DEPENDENTS (X and complete as applicable) a. ACCOMPANIED <input checked="" type="checkbox"/> b. UNACCOMPANIED <input type="checkbox"/> a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> (X one) NO (Explain in Remarks)		15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City, and State; City and Country, etc.) c. MEANS / MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES					
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TOY TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS					
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		19. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due					
20. a. CLAIMANT SIGNATURE		b. DATE				c. REVIEWERS PRINTED NAME	
d. SIGNATURE		e. TELEPHONE NUMBER				f. DATE	
21. a. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE				c. TELEPHONE NUMBER	
d. DATE		22. ACCOUNTING CLASSIFICATION					
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

DD FORM 1351-2, MAY 2011

PREVIOUS EDITIONS ARE OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-01

SMARTVOUCHER

- This is your Smart Voucher generated travel voucher in PDF format.
- We will send your travel voucher up to DFAS-Rome so that you will be reimbursed for your travel expenses.
- **Make sure to check your email or texts for updates**
- **REMEMBER THIS IS AN EXAMPLE. YOURS MAY LOOK DIFFERENT.**





Smart Voucher Instructions

UNCLASSIFIED

View/Print Voucher Step 12 of 12

Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:

Item Number	Documents	Comments
1	Travel Order 12345	In addition to this travel order, please ensure you include all corresponding amended orders.

Instructions for Opening PDF

To view and print your travel claim, click on the **View Travel Voucher** button below. When the File Download dialog box appears, do the following steps:

- Click **Open**
- Select **Print...** from the menu.
- Once you have printed or saved it to your hard drive, check the 'X' in the upper right hand corner to close the window.

Additional Information

Please ensure any changes made throughout this process are reflected on your voucher prior to submission.

If you want to view or change your claim, click the 'Menu' tab and all the travel claims created via SmartVoucher will be listed. Click on the 'Edit' link next to the travel claim that you would like to view/edit with the applicable Travel Order.

To create a new travel claim, click on the 'Create New Voucher' button and follow the instructions.

To create a supplement travel claim, click on the 'Supplemental Voucher' button and select the travel claim that you would like to supplement with the applicable Travel Order.

Signature

By clicking "Submit Travel Voucher" you are legally signing this document to be submitted for routing and approval.

☐ Sign

[Back](#) [View Travel Voucher](#) [Submit Travel Voucher](#)

- Click View Travel Voucher to ensure your 1351-2 is completed correctly and all documents have been attached/uploaded
- Check the sign box (if you are unable to check the box go back to the "User Type" tab and verify you chose Fort Rucker under the "What AMPO/DMPO are you submitting from?" option
- Click submit travel voucher



UNCLASSIFIED



Smart Voucher Instructions

- Common CONUS airport zip codes
 - Atlanta, GA Airport: 30320
 - Augusta, GA Airport: 30906
 - Baltimore, MD Airport: 21240
 - Columbia, SC Airport: 29170
 - Dallas, TX Airport: 75261
 - Kansas City, MO Airport: 64153
 - Nashville, TN Airport 37214
 - New York, NY Airport: 11430
 - Seattle, WA Airport: 98158
 - St. Louis, MO Airport: 63145
 - San Francisco, CA Airport: 94128
- USPS Zip Code Query: <https://tools.usps.com/go/ZipLookupAction>

