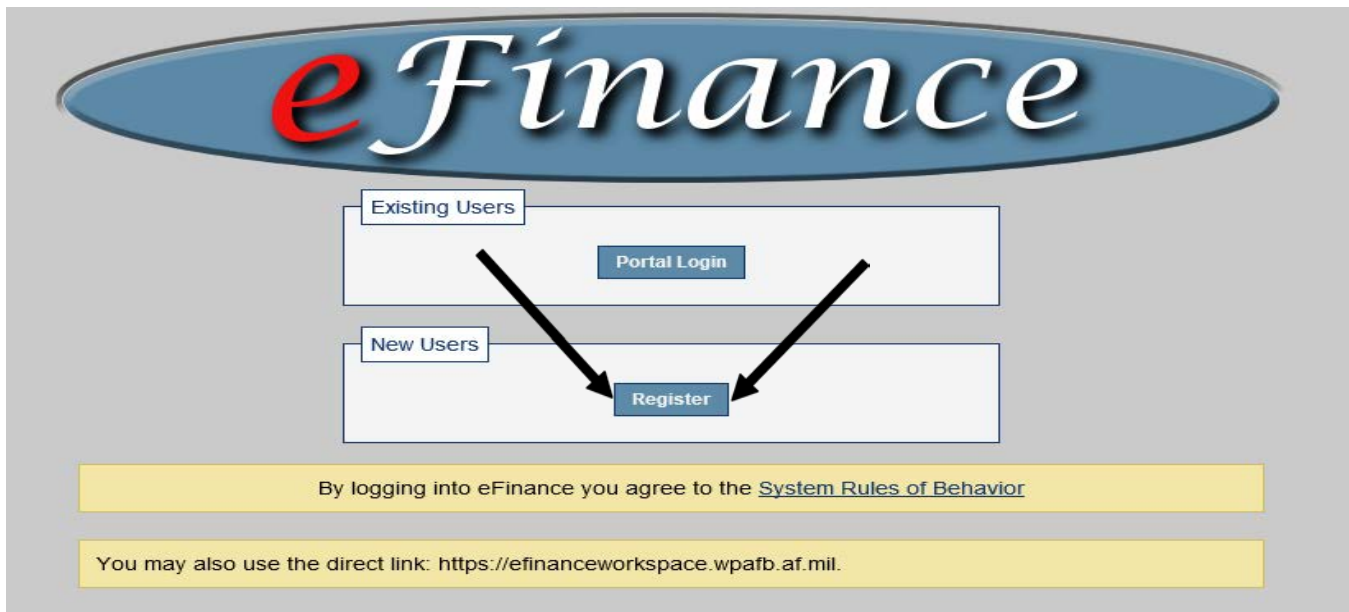


1 Filing your travel voucher on e-Finance

- To start press the Register icon on the e-Finance page.

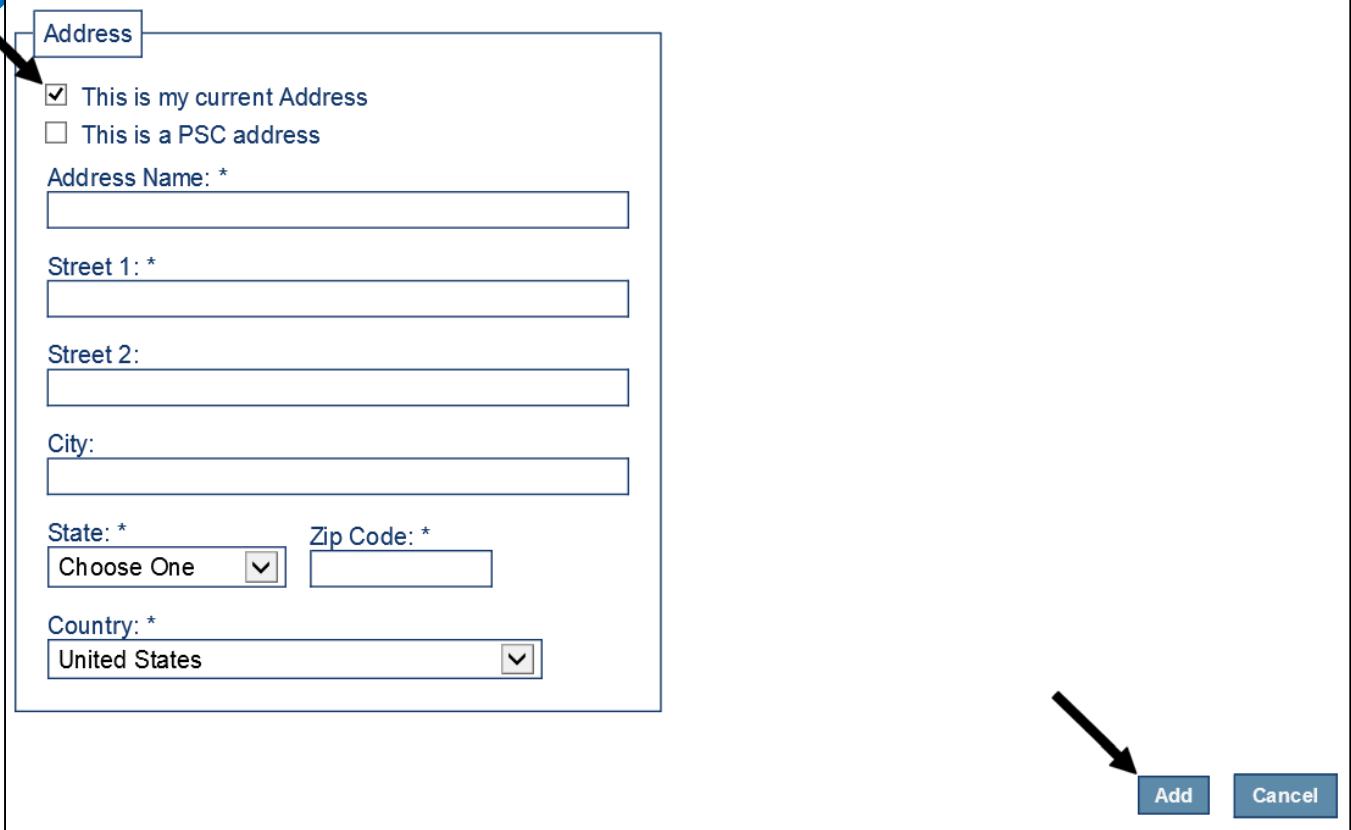


- You will then update all of your personal information. (Every highlighted tab on the picture below.)

Manage Your Profile

Personal Information	Addresses	Dependents	Personal Documents	Roles
First Name: * <input type="text"/>	MI: <input type="text"/>	Last Name: * <input type="text"/>	Initials: <input type="text"/>	Date of Birth: <input type="text"/>
SSN: ⓘ <input type="text"/>	Email: * <input type="text"/>	Time Zone: * (GMT-05:00) Eastern Time (US & Canada)		
Current Marital Status: Single	Date of Marriage: <input type="text"/>	Personal Phone Number: <input type="text"/>	Commercial Number: <input type="text"/>	DSN: <input type="text"/>
Current Assigned Base: * Langley AFB, VA	Current Organization Unit: * 633 CPTS	Service Type: * Active Duty	Pay Grade: * E-3	Office Symbol: <input type="text"/>
Supervisor's Base: Langley AFB, VA	Supervisor's Unit: 633 CPTS	Supervisor: Dwayne Scott		
FMW Logon User Id: ⓘ <input type="text"/>				
				<input type="button" value="Save"/> <input type="button" value="Cancel"/>

-----Please proceed to the next page-----

 2 • Next you will update your address

Address

This is my current Address
 This is a PSC address

Address Name: *

Street 1: *

Street 2:

City:

State: * Zip Code: *

Choose One United States

United States

Add Cancel

- Select “**This is my current Address**”.
- “**Address name**” should be “**Dorms**” if you are in the dorms.
 - “**Home**” will go in “**Address Name**” if you are not in the dorms.
- Then press “**Add**” at the bottom right of the Addresses page.

-----Please proceed to the next page-----

3

- Next you will update your dependents (If you have any)

Dependent

Dependent's System Settings

Relationship: * Choose One ▼

Auto-claim this dependent

Active dependent

Dependent has same address as sponsor.

Address

This is a PSC address

Street 1: *

Street 2:

City:

State: * Choose One ▼ **Zip Code:** *

Country: *

United States ▼

First Name: * **Mi:**

Last Name: *

SSN (Only required if spouse is military): ?

Date of Birth: ? 17

Add
Cancel

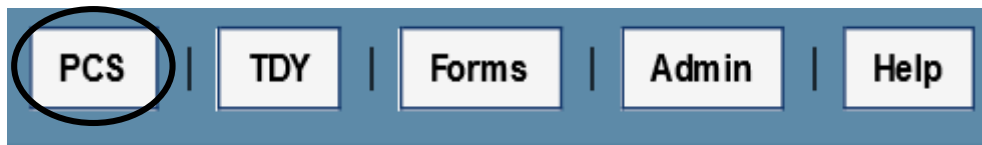
- “Auto-claim this dependent” will be checked if the dependent has travelled entirely with you.
- “Active dependent” will be checked if they are your current dependent and you are claiming them for BAH purposes.
- The “Address” should be your dependents current address.
- If you’re Military to Military you will also need to fill out the SSN for your military spouse to include their base information.
- Press add and continue with the same steps above for any other dependents.

Press Save

-----Please proceed to the next page-----

- Once you finish updating your personal information, addresses, and dependents **(You must do these first)**.
- Select "PCS" in the top right corner of the screen

(You do not need to upload personal documents or roles)



-----Please proceed to the next page-----

You have now initiated your PCS package

Create PCS Package

PCS is the official relocation of an active duty military service member, along with any his or her family, to a different duty location, such as a military base.

Before creating a PCS Package, please [update your profile](#) with all current information. The package editor will use information from your profile.

Package Name: * <input style="width: 90%;" type="text"/>	Travel Order Number: * <input style="width: 80%;" type="text"/>
Additional Travel Order Numbers: <input style="width: 95%;" type="text"/>	Prior Duty Station: * <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Choose One ▼ </div>

- "Package Name" input your **FULL SSN** only, no spaces
- "Travel Order Number" should be the **first 2 letters** and the **last four numbers** on block 27 of your orders. (Do not include the dash)
- "Prior Duty Station" should be your last duty station.
- If your prior duty station is not listed request assistance from the finance technician.
- Press "Create PCS Package"

-----Please proceed to the next page-----

6

"Edit Package"

Please note the options on this page will add additional entitlements/forms to your travel voucher. **Please refer to the corresponding numbers that are relative on**

Optional Forms

Travel Vouchers Add voucher +

Voucher Name	Member	Dependents	Actions
	✓	✓	✎ 1.

3. Do you need to start, stop, or report FSA? ?
 Yes
 No

2. **Edit Voucher**
 Voucher Name: Member Dependents

4. Do you need to change your state of Legal Residence? ?
 Yes - Change State
 Yes - Change Native American Tribe/Reservation
 No


5. Do you need to claim TLE? ?
 Yes
 No

6. Do you need to change your direct deposit information? ?
 Yes
 No

each page.

- **1.** If you are single without dependents, please uncheck dependents for your travel voucher by pressing the pencil under "Actions".
 - **Press Save**
- **2.** If you have dependents **who traveled separately from you**, you will need to add a dependent voucher for those dependents. Press "**Add voucher**". "**Voucher Name**" will be "**Dependent(s) travel voucher**". Be sure to check the Dependents box and **Press Save**.

-----Please proceed to the next page-----

 Continuation of "Edit Package".

Optional Forms

Travel Vouchers

Add voucher +

Voucher Name	Member	Dependents	Actions
	✓	✓	✎

 Do you need to start, stop, or report FSA? 

- Yes
 No

 Do you need to change your state of Legal Residence? 

- Yes - Change State
 Yes - Change Native American Tribe/Reservation
 No

 Do you need to claim TLE? 

- Yes
 No

 Do you need to change your direct deposit information? 

- Yes
 No

Save

- **3.** "Do you need to start, stop, or report FSA?" (*Family Separation Allowance*)
 - If you **do not** have any dependents make sure "No" is selected.
 - If you **do have** dependents and need to claim FSA select "Yes" **only if:**
 - You were separated from your dependents per your orders to your last duty station.
 - You were TDY for 31 days or more.
- **3. Technical school students**, please request assistance from the Finance technician if you believe you are entitled to FSA.
 - **Press Save**

-----Please proceed to the next page-----

8

Continuation of "Edit Package"

Optional Forms

Travel Vouchers

Add voucher +

Voucher Name	Member	Dependents	Actions
	✓	✓	✎

Do you need to start, stop, or report FSA? ?

- Yes
 No

Do you need to change your state of Legal Residence? ?

- Yes - Change State
 Yes - Change Native American Tribe/Reservation
 No

Do you need to claim TLE? ?

- Yes
 No

Do you need to change your direct deposit information? ?

- Yes
 No

Save

- 4. Do you need to change your state of Legal Residence?
 - If **yes**, please select the option "**Yes**". Please note this will change the state in which you pay taxes to.
 - If **no**, please be sure that "**No**" is selected.
- 5. Do you need to claim TLE?(Temporary Lodging Expense)
 - Please note **TLA is not TLE**. TLA will be paid by your losing duty station.
 - You are entitled to **10 days of TLE** during a PCS if you move from one established household to another. (You are **not** authorized TLE if you're in the Dorms on base; (**Unless a memorandum is provided**)).
 - If you **do** need to claim TLE please make sure the "**Yes**" option is selected.
 - If you **do not** need to claim TLE please select "**No**".

Press Save

-----Please proceed to the next page-----

9

Next you will fill out the 'Edit Package' Page.

- Please note the options on this page will add additional entitlements/forms to your travel voucher. **Please refer to the corresponding numbers that are relative on each page.**

Optional Forms

Travel Vouchers [Add voucher +](#)

Voucher Name	Member	Dependents	Actions
	✓	✓	✎ 1.

3. Do you need to start, stop, or report FSA? ⓘ
 Yes
 No

2. **Edit Voucher**
 Voucher Name: Member Dependents

4. Do you need to change your state of Legal Residence? ⓘ
 Yes - Change State
 Yes - Change Native American Tribe/Reservation
 No

5. Do you need to claim TLE? ⓘ
 Yes
 No

6. Do you need to change your direct deposit information? ⓘ
 Yes
 No

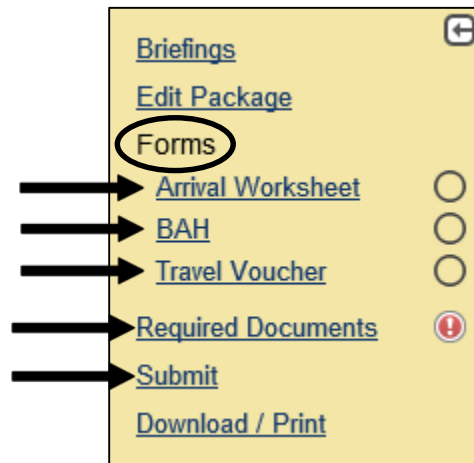
-----Please proceed to the next page-----

- 6.** Do you need to change your direct deposit information?
 - All** direct deposit information changes should be made via **myPay**: "<https://mypay.dfas.mil/mypay.aspx>"
 - Please make sure "**No**" is selected.

Press Save

-----Please proceed to the next page-----

You will now use the tabs on the top left of e-Finance in accordance with the form titles on the top of this guide's pages to follow along for the rest of this guide.



-----Please proceed to the next page-----

Form: Arrival Worksheet

Form Name: Arrival Worksheet

Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information

BAH/OHA/FSH

Travel

Dislocation Allowance

PCS Dates

Final Out:



Port Call:

Departed Last Duty Station:



Notified new Unit I was available for duty:



Gaps in Dates Requiring Explanation

If applicable, explain delays between the following PCS dates:



and



Explanation for delays between specified dates:

Was leave taken upon arrival: Yes No

Save

- **“Final Out”** This is the day you out-processed with your last duty station. (This is usually the day you give the base all your final paperwork to leave.) If you have any questions about this date please request assistance from the Finance technician.
- **“Departed Last Duty Station”** is the day you actually left your last Duty station.
- **“Port Call” (OCONUS ONLY)** Is the date you reported to the port to fly to the United States.
- **“Notified new Unit I was available for duty”** This is the date you met with your sponsor, or arrived on base.
- **“Was leave taken upon arrival?”** Did you take leave when you got to Langley? **Not leave before you got to Langley.** House hunting does not apply to this question.

Press Save

-----Please proceed to the next page-----

Form: Arrival Worksheet

Form Name: Arrival Worksheet

Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information	BAH/OHA/FSH	Travel	Dislocation Allowance						
<p>You are single and do not have any dependents. Questions 1, 2, and 4 have been disabled.</p> <p><input type="checkbox"/> 1. My dependent(s) is/are residing in Government Family Quarters (NOTE: Privatized Housing is not Government Quarters). My dependent(s) was/were assigned quarters on: <input type="text"/></p> <p><input type="checkbox"/> 2. I have a unique situation not mentioned above. (e.g., Dependent(s) is/are in various locations, moved to unauthorized location at personal expense, etc.) Please explain your unique situation here, if applicable: <input type="text"/></p> <p>3. I certify that I currently reside in: <input type="text"/> <input type="button" value="v"/> Effective: <input type="text"/> <input type="button" value="17"/></p> <p>4. If claiming ONLY a child as a primary dependent, who is NOT in your custody, with whom is the child residing? <input type="text"/> (ex-spouse, grandparent, etc)</p> <p>NOTE: If child resides with a former spouse who is a Military member, please provide his/her Name, SSN, and duty location below.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>SSN</th> <th>Duty Station</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Save"/></p>				Name	SSN	Duty Station	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	SSN	Duty Station							
<input type="text"/>	<input type="text"/>	<input type="text"/>							

- “BAS/OHA/FSH” This tab is to show your current residence only not the type of BAH you will receive.
 - Under this tab: **#1, #2, and #4** are for special situations only and will most likely **not** apply to you.
 - **#3 “I certify that I currently reside in:”** Will be where you are **currently residing effective the date you moved in.**
 - Please note **Dorm residents** in temporary dorms that **will be** staying in the Dorms please select “Dorm” **Not** “Billeting/Temp Lodging”.

Press Save

-----Please proceed to the next page-----

13

Form: Arrival Worksheet

Form Name: Arrival Worksheet

Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information	BAH/OHA/FSH	Travel	Dislocation Allowance
<input type="checkbox"/> 1. I received an overseas air ticket. I <input type="radio"/> DID / <input type="radio"/> DID NOT receive my overseas air ticket from an on-base CTO. NOTE: If you DID NOT receive your ticket from an on-base CTO, you will need a Non-Availability Statement.			
<input type="checkbox"/> 2. I used a privately owned/operated vehicle(s) (POV) for all or a portion of this move. <input type="radio"/> All <input type="radio"/> Partial From: <input type="text"/> To: <input type="text"/>			
			Save

- **“I received an overseas air ticket”** This option will only apply to members who are coming from OCONUS to Langley AFB.
 - This question is asking you whether you bought your flight ticket yourself or through a Commercial travel office (Usually on base).
- **“I used a privately owned/operated vehicle(s) (POV) for all or a portion of this move”** You will only check this box if you drove 2 vehicles.

Press Save

-----Please proceed to the next page-----

Form: Arrival Worksheet

Form Name: Arrival Worksheet

Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information	BAH/OHA/FSH	Travel	Dislocation Allowance
<p>You do not have a spouse, question 1 has been disabled.</p> <p><input type="checkbox"/> 1. I am married to another military member and we relocated at <input type="radio"/> Same <input type="radio"/> Separate time(s).</p> <p>a) We lived in the <input type="radio"/> Same <input type="radio"/> Separate household at old PDS.</p> <p>b) We lived in the <input type="radio"/> Same <input type="radio"/> Separate household at new PDS.</p> <p><input type="checkbox"/> c) We were stationed at different PDSs before relocating to new PDS.</p> <p><input type="checkbox"/> d) We were married en route to new PDS (not married at last PDS).</p> <p><input type="checkbox"/> 2. I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned.</p> <p><input type="checkbox"/> 3. I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing.</p> <p style="text-align: right;">Save</p>			

- “I am married to another military member and we relocated at”
 - Will only apply to you if you are married **Military to Military**.
 - If you are mil to mil, please fill in letters **a-d** under #1.
- “I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned” **This is a statement that will self-certify you for single rate DLA.**
- “I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing” Will only apply during a special situation where an **Airman is currently staying in the Langley Inn’s or off-base in Temporary lodging** and then they **will be** moving into the Dorms when a Dorm is available.

Press Save

-----Please proceed to the next page-----

Form: BAH

Form Name: BAH (AF 594)

Your profile shows you are single and have no dependents.
Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate or Birth Certificate as a Package-Level document on the Required Documents screen.

Non-Custodial Parent

I am a Non-Custodial Parent

I pay the full amount of with-dependent rate BAQ

I pay a partial amount \$

Based on:

Dependents

I am claiming BAQ for dependent(s)

IN My Custody

NOT In My Custody (but paying child support)

Effective Date: ⓘ

First Dependent:

Second Dependent:

The Dependent(s) named above is a Child whose Parent is a military member, or the spouse of a military member.
Please provide the following:

Name	SSN	Branch of Service	Duty Station
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This tab will tell us what type of BAH you will receive or should be receiving.

- **“Non-Custodial Parent”** If you are a non-custodial parent please check “I am a Non-Custodial Parent” and input the applicable child support amount, type and what amount you pay is based on. (Divorce Decree, Court Order, etc.)

Press Save

-----Please proceed to the next page-----

16

Form: BAH

Form Name: BAH (AF 594)

Your profile shows you are single and have no dependents.
Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate or Birth Certificate as a Package-Level document on the Required Documents screen.

Non-Custodial Parent

I am a Non-Custodial Parent

I pay the full amount of with-dependent rate BAQ

I pay a partial amount \$

Based on:

Dependents

I am claiming BAQ for dependent(s)

IN My Custody

NOT In My Custody (but paying child support)

Effective Date: ⓘ

First Dependent:

Second Dependent:

The Dependent(s) named above is a Child whose Parent is a military member, or the spouse of a military member.
Please provide the following:

Name	SSN	Branch of Service	Duty Station
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **“Dependents”** I am claiming BAQ for dependent(s) simply means are you claiming with-dependent rate BAH. **IN** your custody means you have dependents under you. **NOT** in your custody means someone else can claim your dependents or they are living under another person’s custody.
 - “Effective Date”
 - If you **do have** dependents in your custody the date will be the effective of marriage.
 - If you **do not have** dependents in your custody the date will be the date of the document your child support is based on.

Press Save

-----Please proceed to the next page-----

17

Form: BAH

Form Name: BAH (AF 594)

Your profile shows you are single and have no dependents.
Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate or Birth Certificate as a Package-Level document on the Required Documents screen.

Non-Custodial Parent

I am a Non-Custodial Parent

I pay the full amount of with-dependent rate BAQ

I pay a partial amount \$

Based on:

Dependents

I am claiming BAQ for dependent(s)

IN My Custody

NOT In My Custody (but paying child support)

Effective Date: ⓘ

First Dependent:

Second Dependent:

The Dependent(s) named above is a Child whose Parent is a military member, or the spouse of a military member.
Please provide the following:

Name	SSN	Branch of Service	Duty Station
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- “First Dependent & Second Dependent” **First dependent will always be your spouse** (If you are married mil to mil **do not** put your spouse in this section they are not your dependent).
- If you do not have a spouse you would put in your oldest dependent first followed by your 2nd eldest dependent (If you have any other dependents).
- “The Dependent(s) named above is a child whose parent is a military member.” **Leave this blank. Do not** check this box.

Press Save

-----Please proceed to the next page-----

18

Form: Travel Voucher

- Now you will fill out the travel voucher. Select the "Travel Voucher" tab in the left yellow column.

The screenshot shows a web form titled "Travel Voucher" with a yellow header and a red warning icon. The form is titled "Miscellaneous" and contains the following fields:

- 1.** Split Disbursement: Pay this amount to the GTCC: (help icon)
 - None
 - All
 - Partial \$
- 2.** Have your household goods been shipped?
 - Yes
 - No Why Not?
- 3.** How many POVs were used for travel? (help icon)
 - 0
 - 1
 - 2 or more
- 4.** Date Arrived on Station:
- 5.** I am entitled to DLA. (help icon)

At the bottom right, there are "Save" and "Cancel" buttons, with an arrow pointing to the "Save" button.

- 1. "Do you have a GTC?" If no or you don't know what a GTC is, select "No".**
 - If you **do** have a GTC and didn't use it select "**None**"
 - If you would like to have all of the voucher go to the same bank account your normal base pay goes to, select "**None**".
 - If you know exactly how much is charged on your GTC then you can select the "**Partial**" Option and enter the exact dollar amount. Money left over will go to the bank account your normal base pay goes to.

Press Save

-----Please proceed to the next page-----

Form: Travel Voucher

The screenshot shows a web form titled "Form: Travel Voucher" with a "Miscellaneous" tab selected. The form contains the following fields and callouts:

- 1.** Points to the "Split Disbursement" section, which includes the text "Pay this amount to the GTCC:" and three radio button options: "None", "All", and "Partial \$" followed by a text input field.
- 2.** Points to the question "Have your household goods been shipped?" with two radio button options: "Yes" and "No". The "No" option is followed by the text "Why Not?" and a text input field.
- 3.** Points to the question "How many POVs were used for travel?" with three radio button options: "0", "1", and "2 or more".
- 4.** Points to the "Date Arrived on Station:" label and a date input field showing the number "17".
- 5.** Points to a checkbox labeled "I am entitled to DLA." with a help icon.

At the bottom right of the form are two buttons: "Save" and "Cancel".

- **2. "Have your household goods been shipped?"** If you **did not** use TMO to ship your Household goods then select **"No"**.
 - If you used TMO to ship your household goods, select **"Yes"**
 -
- **3. "How many POV's were used for travel?"** If you flew the entire way here, select **"0"**. If you only drove one car select **"1"**. If you drove 2 or more cars select the **"2 or more"** option.
- **4. "Date Arrived on Station"** is the day you arrived at your duty station. Meaning the day you **physically arrived** at your new duty station.
- **5. "I am entitled to DLA"** If you are E-4 or above with 3 or more years of service you are entitled to DLA. (If you received a DLA advance you will still check this box.

Press Save

-----Please proceed to the next page-----

Form: Travel Voucher

- Next you will fill out Dependents that traveled with you, any advanced payments you received, and any reimbursable expenses.
- If you **do not** have dependents, you do not have to take any action on this part of the form. If you **do** have dependents, make sure you claim the dependents that have traveled with you.

Dependents

[Claim all auto-claimed dependents](#) [Claim a dependent](#) +

Dependent	Relationship	Birth/Marriage Date	Actions
No dependents found			

Previous Government Payments / Advances

[Add new Payment](#) +

DO Voucher #	Payment Type	Location	Payment Date	Amount	Valid	Actions
No payments found						

Government Deductible Meals



[Add new meal](#) +

Date	# of Meals	Valid	Actions
No meals found			

Reimbursable Expenses

[Add new Expense](#) +

Expense Type	Expense Date	Receipt Required	Amount	Valid	Actions
No expenses found					

-----Please proceed to the next page-----

Form: Travel Voucher

Dependents[Claim all auto-claimed dependents](#)[Claim a dependent](#) +

Dependent	Relationship	Birth/Marriage Date	Actions
Child #1	Child	2 Mar 2018	✕

Primary Dependent's Address

 This is a PSC address

Street 1: *

Street 2:

City:

State: *

 ▼

Zip Code: *


Country: *

 ▼**Save**

- **“Primary Dependent’s Address”** Will be the stated address for your primary dependent reflected on **block 17 of your orders.** (Unless you have an amendment changing said address).

-----Please proceed to the next page-----


Form: Travel Voucher


[Previous Government Payments / Advances](#)
[Add new Payment](#) 

DO Voucher #	Payment Type	Location	Payment Date	Amount	Valid	Actions
No payments found						

- If you have received a **DLA advance** Press "**Add new payment**" and then follow these steps to input this information on the "**Add Payment**" part of the form.

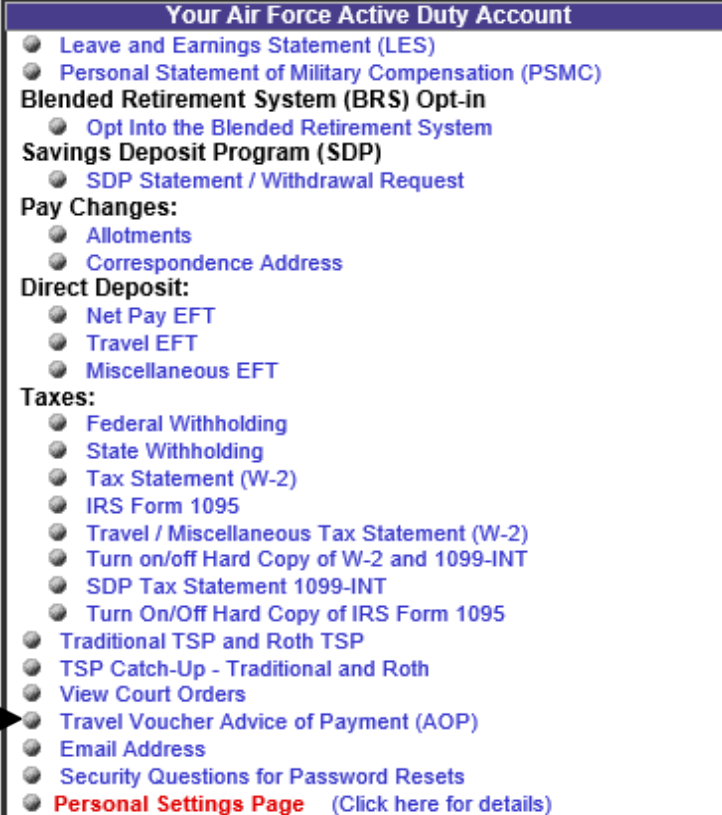
Add Payment

Disbursing Office Voucher #: *
 Payment Date: 
 Payment Amount:

Payment Type: 
 Location:

-----Please proceed to the next page-----

Form: Travel Voucher



Your Air Force Active Duty Account

- Leave and Earnings Statement (LES)
- Personal Statement of Military Compensation (PSMC)
- Blended Retirement System (BRS) Opt-in**
 - Opt Into the Blended Retirement System
- Savings Deposit Program (SDP)**
 - SDP Statement / Withdrawal Request
- Pay Changes:**
 - Allotments
 - Correspondence Address
- Direct Deposit:**
 - Net Pay EFT
 - Travel EFT
 - Miscellaneous EFT
- Taxes:**
 - Federal Withholding
 - State Withholding
 - Tax Statement (W-2)
 - IRS Form 1095
 - Travel / Miscellaneous Tax Statement (W-2)
 - Turn on/off Hard Copy of W-2 and 1099-INT
 - SDP Tax Statement 1099-INT
 - Turn On/Off Hard Copy of IRS Form 1095
 - Traditional TSP and Roth TSP
 - TSP Catch-Up - Traditional and Roth
 - View Court Orders
 - **Travel Voucher Advice of Payment (AOP)**
 - Email Address
 - Security Questions for Password Resets
 - **Personal Settings Page** (Click here for details)

- On this screen select the “**Travel Voucher Advice of Payment (AOP)**” Option. Transfer the information from the advice of payment page for your advance to the e-Finance form.

-----Please proceed to the next page-----

Form: Travel Voucher

[Dependents](#)
[Claim all auto-claimed dependents](#) [Claim a dependent](#) +

Dependent	Relationship	Birth/Marriage Date	Actions
No dependents found			

[Previous Government Payments / Advances](#) [Add new Payment](#) +

DO Voucher #	Payment Type	Location	Payment Date	Amount	Valid	Actions
No payments found						

[Government Deductible Meals](#)
[Add new meal](#) +

Date	# of Meals	Valid	Actions
No meals found			

[Reimbursable Expenses](#) [Add new Expense](#) +

Expense Type	Expense Date	Receipt Required	Amount	Valid	Actions
No expenses found					

- “Government Deductible Meals” You will leave this tab blank, **do not** add any meals on this form.
- “Reimbursable Expenses” Click the link to the right that says “Add new Expense” This will populate options for reimbursable expenses.

Add Expense

Type: *
Choose One

Date:

Amount:

- For a PCS you **do not** need to claim lodging, gas, or meals because you will get a flat rate Per Diem of \$144 per day which will cover food and lodging and if you are claiming mileage you will receive \$0.19 per mile. (As of FY18)

Press Add

-----Please proceed to the next page-----

Form: Travel Voucher

- Now you will fill out your itinerary. On the top of the page, click the Itinerary tab.

PCS Package Name: Langley PCS
Form Name: Travel Voucher (DD 1351-2)

Details **Itinerary** Help

- This will bring up the travel itinerary.

Departure Location

Set Prior Duty Station

Save

Travel Legs ?

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
No itinerary legs found											

[Add new leg](#) +

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE <small>Home, Office, Base, Activity City and State; City and Country, etc.)</small>	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES

- For the Departure Location, select “Prior Duty Station” and then click “Save”. After you save click the “Add New Leg” Link to the right of the page.

Press Save

-----Please proceed to the next page-----

Form: Travel Voucher

- When you add a new leg, a new page will appear so you can put in more information.

The screenshot shows the 'Add Leg' form with the following fields and controls:

- Add Leg** button (indicated by an arrow)
- Departure Date:** * (calendar icon, arrow) [17]
- Mode of Travel:** (dropdown menu, arrow)
- Arrival Date:** (calendar icon, arrow) [17]
- Arrival Location:** (text input field)
- Set to: [Home Address](#) [Duty Station](#) [Prior Duty Station](#)
- Reason for Stop:** (dropdown menu, arrow) [Choose One]
- Miles:** (input field, icon)
- Lodging Amount:** (input field)
- Lodging Tax:** (input field, icon)
- Add** button (arrow)
- Cancel** button

- Your departure date is the date you **departed your previous duty station**.
- The mode of travel is the type of transportation on each leg of travel.
 - If you drove** all the way here your Mode of Travel will be **“PA – Private Auto”**;
 - If you flew**, the Mode of Travel will be **“CP - Commercial Plane”**; if you used a taxi to get to/from the airport you the mode of travel will be **“CA – Commercial Auto”**.
- Your arrival date is the date you **arrived at the next location**.
- The reason for stop** is why you stopped.
 - If you took Leave and/or RAP**, it will be **“LV –Leave en Route”**;
 - If you are at an airport waiting on the taxi/plane your reason is **“AT – Awaiting Transportation”**;
 - If you were **TDY en Route** to your new duty station your reason will be **“TD – Temporary Duty”** at the TDY location;
 - The Final stop will always be the location designated in Block 9 on your PCS orders.** This reason for stop will be **“MC – Mission Complete”**.
- Miles, Lodging Amount, and Lodging Tax will always be left blank.**
- If you flew **OCONUS to CONUS** please be sure to show arrival and departure ports on the Travel Itinerary.

Press Add

-----Please proceed to the next page-----

FLYING EXAMPLE (with Leave en route)

Travel Legs ⊕ Add new leg ⊕

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Mar 2018	SJT Airport TX	CA	AT				<input checked="" type="checkbox"/>		Move To
2	14 Mar 2018	14 Mar 2018	LEX Airport	CP	AT				<input checked="" type="checkbox"/>		Move To
3	14 Mar 2018	14 Mar 2018	Richmond KY	PA	LV				<input checked="" type="checkbox"/>		Move To
4	20 Mar 2018	20 Mar 2018	LEX Airport KY	PA	AT				<input checked="" type="checkbox"/>		Move To
5	20 Mar 2018	20 Mar 2018	PHF Airport VA	CP	AT				<input checked="" type="checkbox"/>		Move To
6	20 Mar 2018	20 Mar 2018	Langley AFB, VA	CA	MC				<input checked="" type="checkbox"/>		Move To

Transportation Details

Private Auto Ownership

You have selected a private auto as a mode of travel.

Was this your vehicle?

Yes, I am the owner/operator

No, I was a passenger

Save

As seen on voucher

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
14 Mar 2018	DEP Goodfellow AFB, TX	CA			
14 Mar 2018	ARR SJT Airport TX	CP	AT		
14 Mar 2018	DEP LEX Airport	PA	AT		
14 Mar 2018	ARR Richmond KY	PA	LV		
20 Mar 2018	DEP LEX Airport KY	CP	AT		
20 Mar 2018	ARR PHF Airport VA	CA	AT		
20 Mar 2018	DEP Langley AFB, VA	CA	MC		

- Example:** This member was stationed at Goodfellow AFB, TX took a taxi (CA) to the SJT airport to wait for a commercial plane (CA). They flew (CP) from SJT to LEX and from LEX drove (PA) to their leave city. When they were finished with leave, they took their personal auto (PA) back to the airport to wait for the plane. They flew (CP) from the LEX airport to the PHF Airport in VA. From PHF they took a taxi (CA) to Langley AFB where they completed their travel.

-----Please proceed to the next page-----

Flying Example (without Leave)

[Save](#)

Travel Legs 🔍 [Add new leg](#) ➕

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Mar 2018	SJT Airport TX	CA	AT				✔	✎ ✕	📄 Move To
2	20 Mar 2018	20 Mar 2018	PHF Airport VA	CP	AT				✔	✎ ✕	📄 📄 Move To
3	20 Mar 2018	20 Mar 2018	Langley AFB, VA	CA	MC				✔	✎ ✕	📄 Move To

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE <small>Home, Office, Base, Activity City and State; City and Country, etc.)</small>	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
14 Mar 2018	DEP Goodfellow AFB, TX	CA			
14 Mar 2018	ARR SJT Airport TX		AT		
20 Mar 2018	DEP PHF Airport VA	CP			
20 Mar 2018	ARR PHF Airport VA		AT		
20 Mar 2018	DEP Langley AFB, VA	CA			
20 Mar 2018	ARR Langley AFB, VA		MC		

Example: This member left Goodfellow AFB, TX using a taxi (CA) and went to the SJT airport, they then flew (CP) to the PHF Airport in VA. Then, they took a taxi (CA) to Langley AFB where they completed their travel.

Driving Example (with or without Leave)

[Save](#)

Travel Legs 🔍 [Add new leg](#) ➕

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	20 Mar 2018	20 Mar 2018	Langley AFB, VA	PA	MC				✔	✎ ✕	

Transportation Details

Private Auto Ownership

You have selected a private auto as a mode of travel.

Was this your vehicle?

Yes, I am the owner/operator

No, I was a passenger

[Save](#)

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE <small>Home, Office, Base, Activity City and State; City and Country, etc.)</small>	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
20 Mar 2018	DEP Goodfellow AFB, TX	PA			
20 Mar 2018	ARR Langley AFB, VA		MC		

Example: This member drove (PA) all the way from Goodfellow AFB to Langley AFB.

-----Please proceed to the next page-----

Flying with Driving Example

Travel Legs 🔍 Add new leg +

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Mar 2018	SJT Airport TX	CA	AT				✔	✎ ✕	📄 Move To
2	14 Mar 2018	14 Mar 2018	LEX Airport KY	CP	AT				✔	✎ ✕	📄 Move To
3	14 Mar 2018	14 Mar 2018	Richmond KY	PA	LV				✔	✎ ✕	📄 Move To
4	20 Mar 2018	24 Mar 2018	Langley AFB, VA	PA	MC				✔	✎ ✕	📄 Move To

Transportation Details

Private Auto Ownership

You have selected a private auto as a mode of travel.

Was this your vehicle?

Yes, I am the owner/operator

No, I was a passenger

[Save](#)

As seen on voucher

15. ITINERARY						
a. DATE		b. PLACE <small>Home, Office, Base, Activity City and State; City and Country, etc.)</small>	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
14 Mar 2018	DEP	Goodfellow AFB, TX	CA			
14 Mar 2018	ARR			AT		
14 Mar 2018	DEP	SJT Airport TX	CP			
14 Mar 2018	ARR			AT		
14 Mar 2018	DEP	LEX Airport KY	PA			
14 Mar 2018	ARR			LV		
20 Mar 2018	DEP	Richmond KY	PA			
24 Mar 2018	ARR	Langley AFB, VA		MC		

Example: This member left Goodfellow AFB using a taxi (CA) to the SJT airport. They flew (CP) to LEX Airport and from there a friend drove (PA) them to their leave location to pick up their vehicle that they then drove (PA) to Langley AFB where their travel was complete.

-----Please proceed to the next page-----

Flying from OCONUS Example

Travel Legs

Add new leg

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Apr 2018	Seattle Airport, WA	GP	AT						Move To
2	14 Apr 2018	14 Apr 2018	Lexington KY	CP	AT						Move To
3	14 Apr 2018	14 Apr 2018	Berea KY	PA	LV						Move To
4	20 Apr 2018	21 Apr 2018	Langley AFB, VA	PA	MC						Move To

Transportation Details

Private Auto Ownership

You have selected a private auto as a mode of travel.

Was this your vehicle?

Yes, I am the owner/operator

No, I was a passenger

[Save](#)

As seen on voucher

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
14 Mar 2018	DEP	Yokota AB, Japan	GP			
14 Apr 2018	ARR	Seattle Airport, WA		AT		
14 Apr 2018	DEP	Lexington KY	CP			
14 Apr 2018	ARR	Berea KY		LV		
14 Apr 2018	DEP	Langley AFB, VA	PA			
20 Apr 2018	DEP		PA			
21 Apr 2018	ARR			MC		

Example: This member took a rotator (GP) (Government plane) from Yokota AB that landed at Seattle Airport, WA. From there the member flew (CP) to Lexington airport, KY on a commercial flight (CP) and then drove (PA) to Berea, KY where they took leave. After the member finished their leave they drove their car (PA) to Langley AFB where they completed their travel.

-----Please proceed to the next page-----

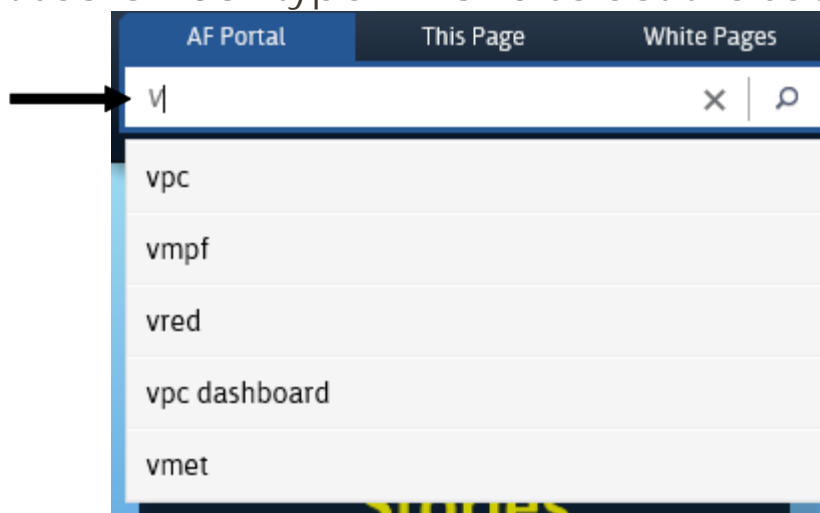
Tab: Required Documents

- Next you will upload your Required Documents

Any receipts you have that are over \$75, any airfare receipts, and your travel orders will be uploaded here.

You MUST save your travel orders as a JPEG

- To save travel orders as a JPEG, sign into AF Portal and in the top right search box type 'V' and select the second link.



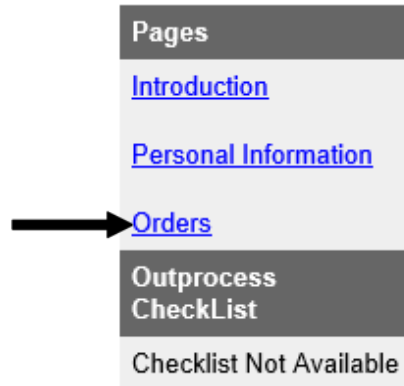
- After you verify your email and phone go to the “Out Processing” link on the left side column



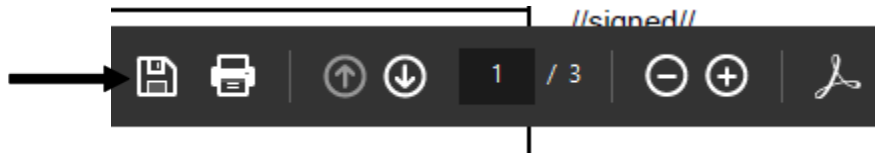
-----Please proceed to the next page-----

Tab: Required Documents

- Next you will have to select “Orders” on the left side column.



- A link to your orders should populate, you'll want to look for “(Langley)” and save any orders and amendments you have for Langley.
- Save your orders to the desktop, “This PC” => “Desktop”



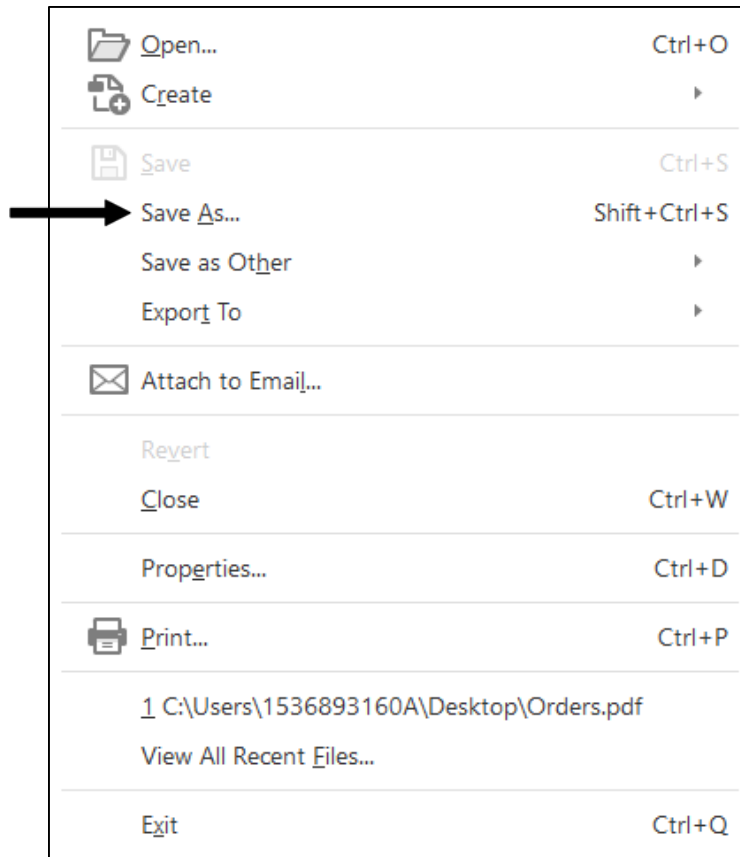
- Your orders should appear on your desktop, open the PDF with adobe acrobat or adobe PDF.



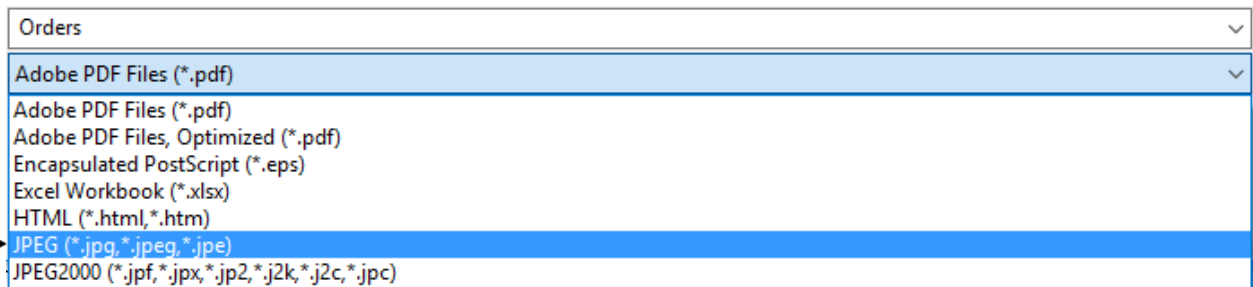
-----Please proceed to the next page-----

Tab: Required Documents

- After opening your orders, mouse over “File” in the top left and in the drop down menu select “Save As...”



- In the drop down menu under file name, select the sixth option down “JPEG (*.jpg, *.jpeg, *.jpe)”



- Saving orders as a JPEG will make multiple pages of orders. You have to upload every page of your orders.

-----Please proceed to the next page-----

Tab: Required Documents



- Once you have saved your orders as a JPEG, go back to e-Finance and select the plus in the “**Actions**” column and beside the Travel Orders.

Form	Required Document	File(s)	Status	Receipt	Actions
Travel Voucher	Expense Receipt - 14 Mar 2018 - Commercial airfare				
Travel Voucher	Travel Orders				
Travel Voucher	Travel Orders	2 Files			<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Add File: Name: <input type="text"/> File: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add File"/> <input type="button" value="Cancel"/> </div>




- You will upload every page of your orders here.
- Next you will upload your receipts if you have any. Receipts will be loaded the same way you loaded the orders. Save receipts as a JPEG as well.

Travel Voucher	Expense Receipt - 14 Mar 2018 - Commercial airfare			
----------------	--	--	--	--


-----Please proceed to the next page-----

Tab: Required Documents

- If you don't have your receipt or cannot load your receipt, you must fill out a lost receipt form. To add a lost receipt form you have to select the plus sign in the receipt column.


Form	Required Document	File(s)	Status	Receipt	Actions
Travel Voucher	Expense Receipt - 14 Mar 2018 - Commercial airfare			  	<div style="border: 1px solid gray; padding: 5px;"> <p>+</p> <p>Add Lost Receipt Form</p> <p style="color: red;">This form will be accessible in the list of Forms in the sidebar.</p> <p>Instance Name: <input type="text" value="Lost Receipt"/></p> <p>Add Form Cancel</p> </div>


- In the "Instance Name" box it should say "Lost Receipt" for... (whatever the form is being filled out for)"
- After you name it select "add form" and a new tab will appear on the left yellow column.



[Briefings](#) 


[Edit Package](#)


Forms

[Arrival Worksheet](#) 

[BAH](#) 

 [Lost Receipt](#) 
Lost Receipt

[Travel Voucher](#) 

[Required Documents](#) 

[Submit](#)

[Download / Print](#)

-----Please proceed to the next page-----

Form: Lost Receipt

- Select the new tab and provide explanation as to why the receipt is not available. Also choose what kind of receipt was lost.

Please provide full explanation as to why receipt(s) are not available.* 250 characters remaining

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

2 receipts may be entered for Airfare and Lodging.
Only 1 receipt may be entered for all other receipt types.

Add Lost Receipts

Choose One

- Airfare
- Conference
- Lodging
- Other Expense
- Other Transportation
- Rental Car
- Taxi

Receipt	Amount	Valid	Actions

- When you choose the type of receipt that was lost, more information will appear at the bottom of the screen, that it the actual lost receipt form.
- The price you put on the lost receipt form **MUST** match what is on the voucher.
- When the lost receipt form is finished, save the form and it should load under the receipt column in the **“Required Documents”** tab. If it doesn’t load there, drag the lost receipt link to actions tab.



Add Lost Receipt Form

This form will be accessible in the list of Forms in the sidebar.

Instance Name:

[Add Form](#)
[Cancel](#)

-----Please proceed to the next page-----

Once you have finalized your travel voucher by uploading all of the required documents, request a Finance technician to look over your travel voucher for accuracy.

Thank you, and have a great day!