

For any questions regarding the PCS process and your entitlements, or for assistance with completing your voucher in PIPS, contact your base Financial Services Office, DSN 297-8657/8658/8700/4702, commercial (202) 767-8657/8658/8700/4702, or via email at: [usafjbab.bolling.custsvc@mail.mil](mailto:usafjbab.bolling.custsvc@mail.mil)

Our office hours are: 0900-1500, Monday through Friday. We're located in bldg 20, suite 240.

For any questions or feedback regarding the PIPS/eFinance system, contact the PIPS/eFinance Office at:

[PIPS-efinancePMO@wpafb.af.mil](mailto:PIPS-efinancePMO@wpafb.af.mil)

Please note that PIPS/eFinance is unavailable Monday-Friday from 0600-0645 CST for daily system maintenance.

Start with a click and skip the trip. virtual Finance on the Air Force Portal is your first stop for financial information.



Find your answers here with 1,000 FAQs!

Instant advice on over 100 topics!

Links to online services such as myPay, DTS and PIPS/eFinance

On the Air Force portal, highlight the Life & Career tab, then click on Money—Welcome to virtual Finance!

**Again, welcome to Joint Base Anacostia-Bolling, enjoy your tour.**

## **Welcome to Joint Base Anacostia-Bolling**

Now that you're here, one of the first things you need to complete is filing your PCS travel voucher. Aside from reporting to your unit, it may be the most important thing you do upon arrival. It's so critical Air Force policy requires it be done within 5 duty days after completion of travel. Why?

Because your PCS travel voucher serves many purposes. It is used:

1. To establish your base Finance office as your servicing office in the pay system
2. As the basis for adjusting your Basic Allowance for Housing (BAH). For overseas returnees, it's the basis for stopping overseas housing and cost of living allowances, if not already done. Just this one step helps to prevent an overpayment to you and resulting indebtedness.
3. To pay the PCS-related travel entitlements for you and your dependents so you can pay your government travel card account.

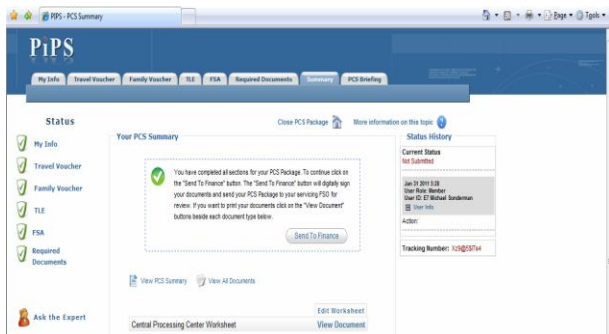
**Skip the trip to Finance and use any CAC-enabled computer to file your PCS voucher using the PCS In-Processing System (PIPS).**

PIPS was designed to help you to prepare and process your PCS travel voucher and related documents, replacing the familiar paper travel voucher. PIPS is a module within a larger application (eFinance Workspace) that brings additional self-help Finance transactions to your desktop. Access PIPS via the Air Force Portal; on the Life & Career tab, click on Money—Welcome to virtual Finance! You can also access PIPS at <https://efinanceworkspace.wpafb.af.mil>.

With PIPS you can:

- Prepare your travel voucher electronically and submit your PCS-related documents
- Navigate via wizard-based forms which guide you through document preparation
- Work around your schedule with around-the-clock availability
- View a customized base-specific, in-processing briefing

The PIPS application contains several tabs, each relating to a different aspect of your PCS package. As you progress through the process, a green checkmark appears beside each completed tab. Until the tab is completed and has a green checkmark, you will not be able to submit your PIPS package.



You can generate the following PCS-related documents in PIPS:

- ◆ Member’s PCS travel voucher
- ◆ Dependent’s PCS travel voucher (concurrent or non-concurrent travel)
- ◆ Recertification of Basic Allowance for Housing (BAH)
- ◆ File claim for:
  - Dislocation allowance (DLA)
  - Temporary Lodging Expense (TLE)
  - Family Separation Allowance (FSA)
- ◆ Change state of legal residence
- ◆ Change direct deposit (for military pay and/or travel payments)
- ◆ Statement in lieu of lost receipts

Before you start your PCS voucher, you need to locate the following documents; you’ll need to scan or fax these documents to support your travel voucher. If you scan them, it’s best that you scan the documents before starting your voucher.

- Front and back of PCS orders (AF Form 899) and all amendments to your orders
- All lodging receipts, including periods of TLE
- Tickets/receipts for transportation (plane, bus, or train)
- Passport/Visa fee receipts
- Receipts for any expense over \$75
- Lodging non-availability form (if applicable)
- DD Form 788 (for vehicle shipping)
- Recruiter Assistance Program (RAP) letter

## Helpful Hints

- ☑ After submitting your PCS voucher in PIPS, verify the status of your voucher within 2 business days by using the “Continue/Review a Previous PCS Session” option from the main PIPS menu
- ☑ All dependents you claim on your PCS voucher must be listed on your orders
- ☑ Ensure the address you enter for your dependents (where their travel begins) matches their address on your orders
- ☑ If claiming Temporary Lodging Expense (TLE) and you stayed off base, include the non-availability of on-base lodging letter from the billeting office
- ☑ Members who participated in RAP must submit a RAP participation verification letter (not the application) to avoid being charged leave for this period
- ☑ If you do not have a permanent mailing address, use your unit’s street address (do not use “General Delivery”)
- ☑ Review your PIPS itinerary to ensure locations and dates of arrival/departure are accurate
- ☑ Ensure itinerary reflects locations where your mode of travel changed, as well as points of departure and arrival to/from CONUS/OCONUS
- ☑ Validate receipts for claimed expenses reflect a zero balance (i.e. finalized receipts)