*All PCS Travel Vouchers, with the exception of AGR Accessions, General Officers, members with data masked orders and civilians, will be completed in eFinance accessed at the following link:

https://efinanceworkspace.wpafb.af.mil/

If you have questions, please contact us. If we are unavailable to take your call, please leave a voicemail and we will return your call. Ensure you review this PowerPoint in its entirety, to include notes, before contacting our office. Thank you.

Contact Information:

Email- usafjbab.bolling.custsvc@mail.mil
Phone-202-767-8658, 202-767-8657, 202-767-8700
Slides 3-6: Managing Your Profile
Slide 7: Creating a PCS Package
Slide 8: PDT Arrival Worksheet
Slide 9: BAH
Slides 10-12: Travel Voucher(s) & Examples
Slide 13: Required Documents
Slide 14: Submit
Slides 15-19: Additional Documents (TLE, Direct Deposit, State of Legal Residence, and FSA)
Managing Your Profile

*Click your name in the top right corner of the screen.

- You must ensure your profile is properly updated or the information that populates in your voucher will be incorrect. Fill out every field.

*America’s Airmen*
Addresses

- If you have dependents ensure both the previous and current addresses are added to make it easier when filling out the travel voucher (CONUS-CONUS).

- If it is your current address, check the box.
**Dependents**

- Add all dependents.
- If the individual will be claimed on the voucher, click “auto-claim this dependent” before adding them.
- You are only required to upload supporting documentation if you are changing your dependency status i.e. going from single to with-dependent or vice versa.

*The documents and images must be one of the following file types: PDF, PNG, BMP, JPG, GIF, or TIF.
Creating a PCS Package

1. 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.

2. *See notes
- Select only the options that apply to your situation.

*Single and mil-to-mil members will not fill out this page unless claiming a civilian dependent.
Travel Voucher

1. PCS Package Name: Test
   Form Name: Travel Voucher (DD 1351-2) - Dependent Travel

   Details   Itinerary   Help

   Miscellaneous
   Split Disbursement
   Pay this amount to the GTCC: Yes
   None
   All
   Partial $_____

   Have your household goods been shipped?
   Yes
   No  Why Not? __________

   How many POVs were used for travel?
   0
   1
   2 or more

   Date Arrived on Station: __________

2. Dependents
   Claim all auto-claimed dependents
   Claim a dependent

   Dependent  Relationship  Birth/Marriage Date  Actions
   No dependents found

   Previous Government Payments / Advances

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

   Government Deductible Meals

   Date  # of Meals  Valid  Actions
   No meals found

   Reimbursable Expenses

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

*See notes
Travel Voucher Cont.

1. **PCS Package Name:** Test

   **Form Name:** Travel Voucher (DD 1351-2) - Dependent Travel

<table>
<thead>
<tr>
<th>Details</th>
<th>Itinerary</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Departure Location**

   - From: Home Address
   - Prior Quit Station

2. **Travel Legs**

   - **Seq #** | **Departure Date** | **Arrival Date** | **Arrival Location** | **Mode of Travel** | **Reason for Stop** | **Miles** | **Lodging** | **Lodging Tax** | **Valid** | **Actions** | **Move** |
   - 1 | 1 May 2017 | 3 May 2017 | Andrews AFB, MD | 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**

---

**America’s Airmen**
Itinerary Examples

1. As seen on voucher

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 May 2017</td>
<td>DEP</td>
<td>Osan AFB, Korea</td>
<td>CB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 May 2017</td>
<td>ARR</td>
<td>Incheon Airport</td>
<td>CP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 May 2017</td>
<td>DEP</td>
<td>Seattle Int’l Airport</td>
<td>CP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 May 2017</td>
<td>ARR</td>
<td>DCA</td>
<td>PA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 May 2017</td>
<td>ARR</td>
<td>Pentagon, D.C.</td>
<td>MC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. As seen on voucher

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 May 2018</td>
<td>DEP</td>
<td>Ramstein AB</td>
<td>TP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 May 2018</td>
<td>ARR</td>
<td>BWI Airport, MD</td>
<td>AT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 May 2018</td>
<td>DEP</td>
<td>Pentagon, D.C.</td>
<td>MC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. As seen on voucher

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 May 2018</td>
<td>DEP</td>
<td>Kirtland AFB, NM</td>
<td>CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 May 2018</td>
<td>ARR</td>
<td>Albuquerque Airport, NM</td>
<td>CP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 May 2018</td>
<td>ARR</td>
<td>Las Vegas Airport, NV</td>
<td>PA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 May 2018</td>
<td>ARR</td>
<td>Las Vegas, NV</td>
<td>PA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 May 2018</td>
<td>DEP</td>
<td>Las Vegas Airport, NV</td>
<td>CP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 May 2018</td>
<td>ARR</td>
<td>BWI Airport, MD</td>
<td>PA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 May 2018</td>
<td>ARR</td>
<td>Pentagon, D.C.</td>
<td>MC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. As seen on voucher

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 May 2018</td>
<td>DEP</td>
<td>Joint Base Langley–Eustis</td>
<td>PA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 May 2018</td>
<td>ARR</td>
<td>JB Andrews, MD</td>
<td>MC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*See notes
Required Documents

- Based on your answers, this page will populate a checklist of all required documentation i.e. lodging receipts, airfare receipts, orders and amendments, etc.

*The documents and images must be one of the following file types: PDF, PNG, BMP, JPG, GIF, or TIF.
- Once completed, you will be able to submit the voucher to our office for audit. If there are any errors, they will appear on this page referring you to fix them in the appropriate section.

- If there is a unique situation you can type an explanation in the comment box. Do not ask questions in this comment box. If you have questions, email or call our office.
Additional Documents

- Temporary Lodging Expense (TLE)
- Direct Deposit Form
- State of Legal Residence
- Family Separation Allowance (FSA)

*See notes*
**TLE**

1. **CONUS Duty Stations - PCS Details**
   - **Losing**
     - **Base:** Ellsworth AFB, SD
     - **Date of Departure:** 1 May 2017
     - **Date Cleared Quarters:** 28 Apr 2017
     - **Household Goods Shipped?** No
     - **Date Goods Shipped:** 28 Apr 2017
   - **Gaining**
     - **Base:** Andrews AFB, MD
     - **Date of Arrival:** 4 May 2017
     - **Date Assigned Quarters:**
     - **Household Goods Delivered?** Yes
     - **Date Goods Delivered:**

2. **Lodging (1 to 2 entries for Losing, 1 to 2 entries for Gaining)**
   - **No lodgings found**

---

*See notes*
- Only fill out the Direct Deposit Form if the travel account has changed since your last PCS.
State of Legal Residence

- Only fill this out if you are changing your State of Legal Residence from what is reflected on your LES.
- Family Separation Allowance (FSA) is payable when you are separated from your dependents due to PCS. Transportation of dependents must not be authorized at the government's expense to the new duty station to be eligible for FSA.

- The member that relocated due to orders is the one authorized the FSA-R.