

In-Processing the NCR

All PCS Vouchers must be filed thru eFinance via the AF Portal.

eFinance Web site:

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

***Exceptions:** Data Masked vouchers and & AGR/AD Accessions will file a manual voucher with one of our technicians.

Receiving error message?

Add the domain to the Compatibility View by clicking the “Tools” dropdown and “Compatibility View Settings

Still having Java issues:

From **Advanced Tab** on **Control panel** select **USE TLS1.0, 1.1, and 1.2**

Having Issues?

***If you’ve started your voucher but are having trouble, please call below or visit during walk-in hours**

Walk in hours: 0800-1200

Flight Chief: MSgt Fleig
(703) 697 - 0245

NCOIC: SSgt Binns
(703) 614 - 3099

Pay Lead: SrA Vazquez Quinones
(703) 695-0268

Top Reject Reasons

1. Start/End Locations do not match block 8/9 of PCS order
2. Primary Dependent’s Address does not match block 17 of PCS order
3. “TD” used on itinerary Arrival/Departure (from OCONUS) airports not shown
4. Address not build in profile
5. Dependents not listed on BAH form
6. Members who traveled without dependent do not check “E4 or above” statement for DLA
7. All items in navigation panel do not have green checkmarks
8. Dependents not listed on travel voucher (or listed incorrectly)
9. Illegible Orders/receipts (must be .pdf) validate on “Download/Print” screen

11th Comptroller Sq Pentagon OL eFinance Guide



All PCS voucher Must be processed through eFinance.

Exceptions:
General Officers
Civilians
Accessions



“Pay Airman, Pay Commanders, Assist Commanders in resourcing the mission”

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START HERE

Login or Register for an account

Create or update your profile. This includes:

1. Personal Information
 2. Address
 3. Dependents
- Current base assigned should match PCS order or servicing finance. When in doubt, choose the nearest base shown.
 - You will need to input an office symbol
 - Watch out for the “Address Name” line. Street address starts on the second line
 - Ensure you list all dependents who traveled (or will be traveling) and there are green checks under “Auto Claimed” and “Active Dependent” once saved

Click “PCS” button to start your voucher

1. Input “package name
2. Input Travel Order Number (Special Order listed in block 27 of AF899)
3. Input Prior Duty Station from block 8 of your PCS orders

*If duty station is not there, choose the location of your servicing MPS or Finance office

Required Info Tab:

- Under travel Voucher you can edit who is traveling on this PCS voucher, and create a second voucher if your dependents traveled separately
- TLE: CONUS lodging at your gaining/losing duty station (limited to 10 days max)

Select “Arrival Worksheet”

1. PCS Information Tab
2. BAH/OHA/FSH Tab
3. Travel Tab
4. Dislocation Allowance Tab

- **Info Tab Tips:** “Notified new Unit I was available for duty” date is the day you called someone from your organization to let them know you are in the local area
- **BAH/OHA/FSH Tips:** Your effective date will be your date of arrival
- **Travel Tips:** Only check question #2 if you used 2 POV’s for any/all of your travel (This is a known system language error)
- **Dislocation Allowance Tips:** Any member E4 & >3yrs service who traveled alone **MUST** check this box (**or DLA will not be paid**)

Select “BAH”

- If you have no dependents just “Save”
- Members who do not have custody of primary dependent fill out “non-custodial parent” section
- If you have dependents you must click “I Claim BAQ for dependents” & “In my custody”
- Effective date for dependents will be the date of marriage (spouse) or DOB (Youngest Child)
- List your oldest & youngest dependent

Select “TLE” (If Applicable)

- Complete all “PCS Details” section
- Date Goods Shipped is when packing started
- You must show if Household Goods (HHG) were shipped/delivered
- Add a separate lodging for each hotel and/or price change

Select “Travel Voucher”

DETAILS TAB:

Miscellaneous:

- Claim DLA (if entitled)
- ID amount to go towards your GTC
- Answer if HHG were shipped
- Number of POVs used for travel
- DAS

Dependents:

- Add dependents who traveled on this voucher
- **Dependent’s Primary Address MUST match Block 17 of PCS orders**

Previous Government Advances:

- Advances taken as the prior duty station. Voucher Number, Pay Date and amount can be **found on MyPay**

Government Deductible Meals:

- Meals provided while TDY en-route

Reimbursable Expenses:

- Tolls, Airfare, etc.
- You will need receipts for any item \$75 or more

ITINERARY TAB

- For Departure Location Click “Prior Duty Station” **do not select home address**
- Select “Add new leg”
- If you drove the entire way, your only stop should be your new duty station
- *****FINAL LOCATION MUST MATCH instillation or City/State listed in block 9 of your PCS orders**
- Coming from OCONUS? List your OCONUS departure airport & first CONUS airport
- Normal modes of travel:
 - PA: Private Automobile
 - CP: Commercial Plane
 - TP: Transportation Provided (no cost)
 - GP: Government (Actual Gray) (air)plane
- Reason for stops should be AT or AD
- Last stop will be MC
- **TD only applies if you have a funded TDY on your PCS orders**

Required Documents

- Upload travel order
- Upload TLE receipts (if applicable)
- Upload receipts for expenses \$75 or more

MOST COMMON REJECT REASONS ARE LISTED ON BACK. PLEASE REVIEW YOUR DOCUMENTS

Submit

- **Read mandatory statements**
- **Sign Voucher**