Travel Pay Processing - Ellsworth

eFinance Guide

How to file your PCS Voucher

https://efinanceworkspace.wpafb.af.mil

My Profile

eFinance

Click the "**Personal Information**" tab

- Enter all required info
- Click "**Save**"

Click the "**Addresses**" tab

- Click "**Add Address**"
- Enter your current address (PSC Address is Required if OCONUS)
- Check the "This is my current Address" box. Check the "This is a PSC address" box if applicable.
- Click "**Add**"

Click the "**Dependents**" tab

- Click "**Add A Dependent**", *if applicable*
- Enter dependent's required info
- Click "**Save**"

Don't add anything in the "**Personal Documents**" or "**Roles**" tabs

Let's Get Started

Click the "**PCS**" tab

• Enter a Package Name – Use your Name (Last, First) & Voucher Type (PCS, Dependent Voucher, etc)
• Enter Travel Order Number obtained from your PCS Orders, Block 27

*Only enter the First 2 digits (Letters) and Last 4 Digits (Numbers).
(Ex: If your order number is AN-001234, just enter AN1234).

Do not put anything in the additional travel order numbers section

• Select your Prior Permanent Duty Station.
• Click "**Create PCS Package**"

Edit Package

You will be directed to the **"Edit Package"** Tab

Depending on your PCS situation, you may:

- **Create or add additional vouchers**
  (Slide 19 for instructions/Slides 20 & 21 for examples)

- **Fill out a Family Separation Allowance form**
  (Select "No" this is done through CSP)

- **Change your State of Legal Residency**
  (Select "No" this is done through CSP)

- **Claim Temporary Lodging Expenses**

- **Change your Direct Deposit**
  (Only if update needed)

- Click "**Save & Next**"

Edit Package

- *You'll notice in the menu on the left-side (the yellow area) that "Travel Voucher" is listed twice. Each voucher added will have an additional tab. For example; dependent vouchers, VPC drop off voucher, etc.*

- *For every "**Yes**" that you chose for these questions in the screenshot to the right, a new form will populate in the menu on the left-side (the yellow area) once you click "**Save & Next**".*

Arrival Worksheet

"PCS Information"

- Enter Dates for the following:
  o Final Out Date
  o DDLDS
  o Port Call Date
  o Arrived on New Station
  o Signed into Station/Available for Duty

- Explain any special situations and/or delays, if applicable (leave en route, TDY en route, official delay, etc).

- Click "**No**" unless you took leave *after arriving* to your current duty station (*rare*).

- Quarantine/ROM does **not** count as leave.

- Click "**Save & Next**"

Arrival Worksheet

"BAH/OHA/FSH"

- #1 (*Rare*), but select and fill out, *if applicable*

- #2 only check if your dependents are **not** with you, explain why and let us know if they are going to come at a later date

- #3 (*Required*) select where you are CURRENTLY residing and the effective date

- #4 (*Required*) list your primary dependent, *if applicable* (should populate in the drop down based on the dependents you listed when you created your profile… reference Slide 2)

*If your primary dependent is a child and they are living with another military member (**NOT** you) provide the other military member's info in the last section.*

- Click "**Save & Next**"

Arrival Worksheet

"Dislocation Allowance"

- #1 goes over questions that *only* apply for Mil to Mil couples. Don't check the box unless it applies. Read and answer each one*, if applicable.*

- #2, **ONLY** check the box if either A or B applies:

A. Either you are single, above E-4 (with at least 3 yrs service) **and** are **not** living in the dorms **OR** you have dependents but they have **not** arrived to your duty station yet.
B. You are E-4 or below, (with less than 3 yrs service) and you are **not** living in the dorms.

*If you are below E-4 and/or do not have 3 years in service yet, but you will **NOT** be living in the dorms, check box 2 and select option B. If this applies to you, you will also need a DLA memo signed by your Unit Commander in order to receive DLA.*

*If you are going to be living in the dorms **OR** your dependents are here with you, leave everything for #2 blank, none of it applies to you.*

- Click "**Save & Next**"

*Dislocation Allowance is a travel entitlement that is payable with every PCS, **only** if you are on or past your 2nd PCS or you have dependents on your 1st PCS.*
Rates are available here <https://www.defensetravel.dod.mil/site/otherratesDLA.cfm>

Arrival Worksheet

"OCONUS"

- Add the date you arrived to your Current Duty Station.

- JTR Location will be auto-populated based in the information you provided when you updated your profile (Slide 2).

- #1 and #2, **ONLY** list the number of your dependents if they are physically with you <u>right now</u>. If they are **not** with you yet, put "0".

- #3, select your tour type. (***Must** correspond with your PCS orders/amendments. If it changes in the future, we will make the necessary changes at that time.*)

- Click "**Save & Next**"

BAH

Non-Custodial Parent

- If you are a non-custodial parent (you don't have custody or have shared custody of your child), annotate the amount you pay to support your child and what that amount is based off of.

Dependents

- If you have any dependents, check the "I am claiming BAH for dependent(s)" box, and then select whether or not they are in your custody, and then enter the date that they became in your custody (Marriage Date, Birth Date, or otherwise).

- Select all of your dependents from the drop down menus (up to six). This info is pulled directly from the info you put in your profile (Slide 2).

*If any of your dependents are living with another military member (**NOT** you) provide the other military member's info in the section on the bottom of the page.*

- Click "**Save & Next**"

TLE

"PCS Details"

- Base should populate from the info you provided when you created your profile (Slide 2)

- Add your date of departure from your last base

- Add the date you moved out of your house/apt

- Annotate whether or not your household goods were shipped out from your last base (*should have been*)

- Add the date your household goods were shipped

- Add the **gaining** base info in the right side column

- Click "**Save & Next**"

TLE

"Lodging"

- Click "**Add new lodging**"

- Select "**Departure**" for when it occurred

- Fill in your lodging dates and information

- Click "**Add**"

*If you moved hotels, or the price changed at all during your TLE time period, click "**Add new Lodging**" and provide the details for each change.*

*CONUS to OCONUS TLE is only authorized for up to **5** days.*

CONUS to CONUS TLE is authorized for up to 10 days.

- Click "**Next**"

Travel Voucher

"Details"

- In the "Split Disbursement" section, put the amount you want to be sent to your GTC from your total reimbursement. If you want all of your reimbursement to go to your personal account, select "**None**".

*Remember to click "**I am entitled to DLA**" even if you have requested your DLA in advance, prior to leaving your last base. (If you got a DLA Advance, refer to Slide 15).*

- Complete the rest of the miscellaneous info

- Click "**Save & Next**"

Travel Voucher/Accompanied Travel

*This section will cover your Dependent's Information, **only** if they traveled with you from your last base all the way to your new base. If they left at a later date, or they weren't with you at your last base, make sure you added a separate voucher for their travel (Slide 19) and complete the info for their travel (Slide 20).*

*If you don't have dependents, just click "**Next**".*

"**Dependents**"

- If you click "**Claim all auto-claimed dependents**", all of your dependents should populate (If they don't, you'll need to add them to your Profile referencing Slide 2)

Only add the dependents that traveled with you on this trip.

- For the address section, make sure that you put the address for your dependents that's **on your PCS orders**. (Do not put their new address at your new base)

- Click "**Save & Next**"

Travel Voucher

*This section only applies if you received a DLA Advance at your last base **or** accrual voucher payments/advances while TDY.*

"Payments"

- If you received one of the aforementioned types of payments, click "**Add new Payment**" and input the required information

It's okay if you don't know the "DO Voucher #", just write out what the payment was for like I did in the example.

It's okay if you don't know the exact date you received it, just put an approximate date.

- Click "**Next**"

Travel Voucher

"**Meals**"

Leave this information blank

we don't need any of the information for the meals you paid for, you will be paid the same amount of per diem to cover your food expenses, regardless of how much food you consumed and where.
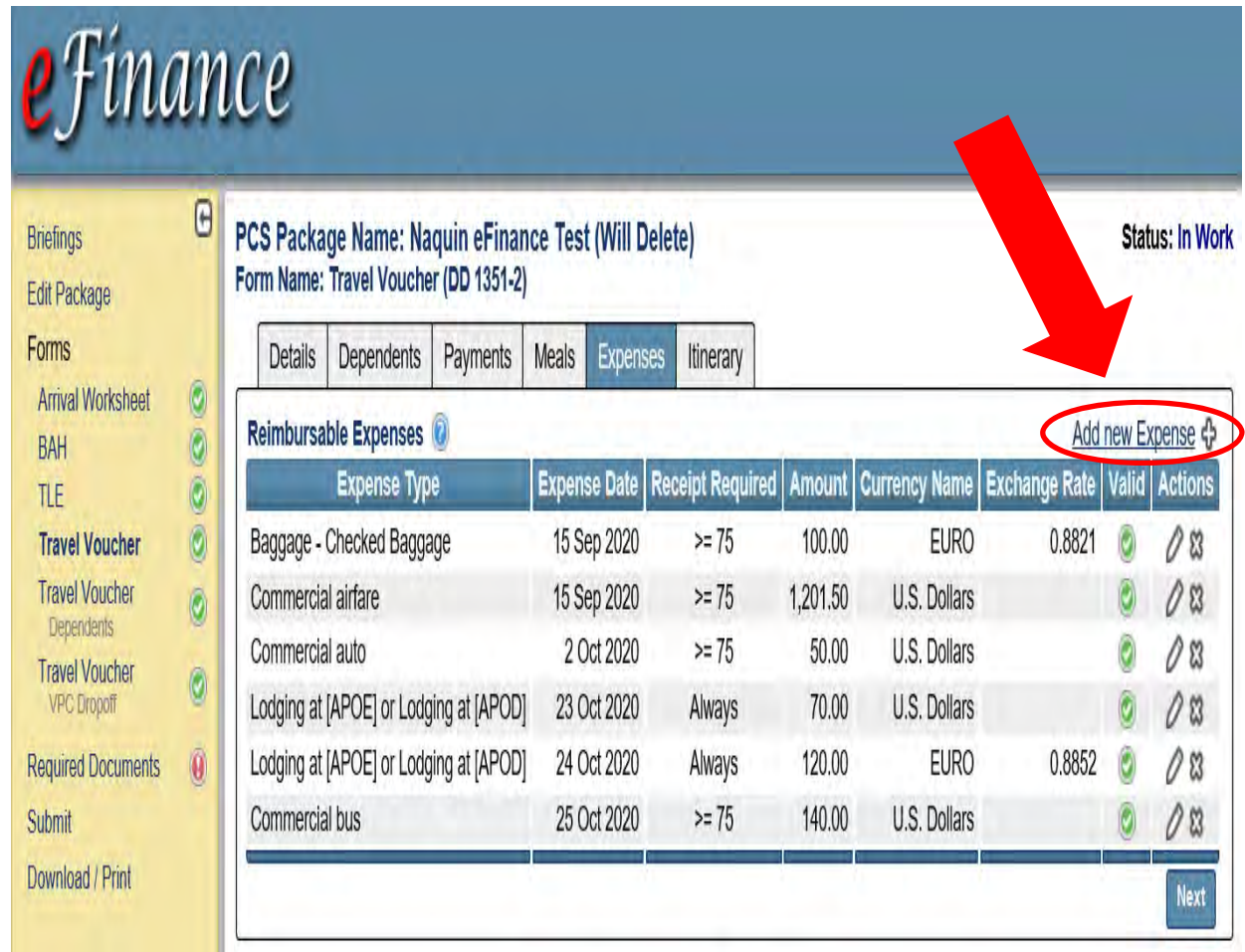
• Click "**Next**"

Travel Voucher

If you don't claim your expenses in this section, you WILL NOT be reimbursed for them.

"**Expenses**"

- Click "**Add new Expense**"

- Choose the applicable expense from the drop down menu (*choose the closest option*) (do not choose "Other").
*The expense date **must** match the date on the receipt you provide as backup documentation.*

*You **must** claim each expense in the currency the expense was paid. The exchange rate used will be the date you provide in "Expense Date" and should match what you were charged. You can also claim "Foreign Currency Conversion Fees" as an additional expense.*

*Any expense over $75 **must** have a receipt added in the "Required Documents" section (Slide 22). Lodging, Baggage and Airfare will **always** require a receipt, no matter the cost.*

- Click "**Next**"

eFinance

PCS Package Name: Naquin eFinance Test (Will Delete)
Form Name: Travel Voucher (DD 1351-2)

Status: In Work

Briefings
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Arrival Worksheet
BAH
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Travel Voucher
Travel Voucher
Dependents
Travel Voucher
VPC Dropoff
Required Documents
Submit
Download / Print

Tabs: Details | Dependents | Payments | Meals | **Expenses** | Itinerary

Reimbursable Expenses   Add new Expense ✚

Expense Type	Expense Date	Receipt Required	Amount	Currency Name	Exchange Rate	Valid	Actions
Baggage - Checked Baggage	15 Sep 2020	>= 75	100.00	EURO	0.8821	✓	✎ ✗
Commercial airfare	15 Sep 2020	>= 75	1,201.50	U.S. Dollars		✓	✎ ✗
Commercial auto	2 Oct 2020	>= 75	50.00	U.S. Dollars		✓	✎ ✗
Lodging at [APOE] or Lodging at [APOD]	23 Oct 2020	Always	70.00	U.S. Dollars		✓	✎ ✗
Lodging at [APOE] or Lodging at [APOD]	24 Oct 2020	Always	120.00	EURO	0.8852	✓	✎ ✗
Commercial bus	25 Oct 2020	>= 75	140.00	U.S. Dollars		✓	✎ ✗

Next

DO NOT Claim TLA (Lodging at Aviano or GSUs)

Travel Voucher

"Itinerary"

- Enter your last Base into "Departure Location" (**MUST** match the location from your PCS orders. If you went TDY in route, it will be included in the itinerary you are about to enter, but the starting location **must** be your last permanent duty station per your PCS orders)

- Click "**Add new leg**"

*You must add **every** location you went to. This includes every layover, your leave location and your TDY locations. The locations you add will be checked against the itinerary you provide us as backup documentation, and if you forgot a location or a location you add isn't on the itinerary you provide us, your package will be returned to you for corrections.*

Miles and lodging info are not needed for each location. This info is automatically computed.

*Your **last** location must be your new permanent duty station and must end with "Reason for Stop" code "**MC**".*

- Click "**Save & Next**"

eFinance

PCS | TDY | Forms

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Departure Location

Barksdale AFB, LA

Go to: Home Address   Prior Duty Station

Travel Legs   Add new leg

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Currency Name	Exchange Rate	Valid	Actions	Move
1	2 Oct 2020	2 Oct 2020	Shreveport, LA	CA	LV					✓	✏ ✖	⬇ Move To
2	22 Oct 2020	22 Oct 2020	New Orleans, LA	PA	AT	300				✓	✏ ✖	⬆⬇ Move To
3	22 Oct 2020	22 Oct 2020	Atlanta, GA	CP	AT		70.00	U.S. Dollars		✓	✏ ✖	⬆⬇ Move To
4	23 Oct 2020	24 Oct 2020	Paris, France	CP	AT		120.00	EURO	0.8521	✓	✏ ✖	⬆⬇ Move To
5	25 Oct 2020	25 Oct 2020	Venice, Italy	CP	AT					✓	✏ ✖	⬆⬇ Move To
6	25 Oct 2020	25 Oct 2020	Aviano AB, Italy	CB	MC					✓	✏ ✖	⬆ Move To

Transportation Details

Commercial Ticket Details

You have selected Commercial Plane as a mode of travel.

Did you use the Contracted Travel Office (CTO) to arrange transportation?
⦿ Yes ◯ No

If not, was this ticket purchased using your GTCC?
☐ Yes ☐ No

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 | Save & Next

Adding Additional Travel Vouchers

*Referring back to the **"Edit Package"** Tab (Slide 4), this is the section where members can add additional vouchers. Members usually add additional vouchers in the following situations:*

- ***Either** the member was previously stationed at an Unaccompanied Tour and their dependents departed from a different location **or** their dependents departed at a later date than them.*

- *The member dropped their vehicle off at a VPC to be shipped out **before** they left their last base. (If you dropped your vehicle off **after** you left your last base (**in route of your PCS**) you will **not** need to add an additional voucher, you will just include the location of the VPC in the itinerary you complete in your travel voucher (Slide 18).*

*It doesn't matter if you met up with/picked up your dependents at some point in your travel, if you didn't leave your last base together or they left at a later date, they will need a separate voucher.

*Single members OR members whose dependents traveled with them from Point A to Point B DO NOT need to add another voucher.

- *You can add an additional travel voucher by clicking the "**Add voucher**" button (within the "Edit Package" tab from the menu in the yellow area) which will generate another Form titled "Travel Voucher" in the menu to the left (yellow area).*

*Every additional travel voucher you add will have a grey subtitle, with whatever name you gave it when you added the voucher appearing underneath "Travel Voucher" in the yellow area, clarifying what that voucher is for.

Travel Voucher/Dependents

*In the case that your dependents departed from a different starting location than you or left at a prior/later date than you, you should now be on your second "Travel Voucher" with the subtitle of "Dependents".

- Click the "Travel Voucher" tab with the "Dependents" subtitle (from the menu in the yellow area) in order to complete their trip info.

*If you don't see a second form for "Travel Voucher" with the grey subtitle "Dependents" you'll need to add that additional voucher in the "Edit Package" tab from the menu in the yellow area (reference Slide 19 for assistance in adding an additional voucher).

- Follow the instructions in Slides 13-17 for completing the "**Details**", "**Dependents**", "**Payments**", "**Meals**" and "**Expenses**" tabs

    "**Itinerary**"

- Add "Departure Location" for dependents (*city/state of dep's address per PCS orders*)
- Add legs of travel for dependents matching their flight itinerary (reference Slide 18)
- Click "**Save & Next**"

Travel Voucher/VPC Drop-off

In the case that you dropped your vehicle off at a VPC to be shipped out (before you left your last base), you will now be completing an additional "Travel Voucher" that should have a grey subtitle of "VPC Drop-off".

*If you dropped your vehicle off **after** you left your last base (**in route of your PCS**) you will **not** need to add an additional voucher, you will just include the location of the VPC in the itinerary you complete in your travel voucher (Slide 18).*

"Details"

- Complete applicable info as you did for your other "Travel Voucher(s)" (Slide 13)

*Leave all of the info in the "**Payments**", "**Meals**" and "**Expenses**" tabs blank.*

"Itinerary"

- Add "Departure Location" (Last Base)
- Add new legs of travel ONLY to the VPC and back to your last base
- Click "**Yes, I am the owner/operator**"
- Click "**Save & Next**"

Required Documents

"Required Documents"

- **PCS orders & all amendment(s)**
  All pages (front and back)
  (The last page of your PCS orders will have
  "AF Form 899" at the bottom of the page)

- **All Airfare itineraries/receipts**
  (including all exchanged, refunded, rebooked,
  cancelled, rotator tickets (if you took the rotator).

- **All Lodging receipts**
  (Non-Availability required if off base. Add a
  comment if Non-Availability was not obtained).

- **Expenses claimed that was $75 or more**

- **VPC Scratch & Dent Form** (Front & Back)
  Only if you shipped your POV through the VPC
  (the long form with the diagram of a car on it)

- Click "**Next**"

  DOCUMENTS MUST BE LEGIBLE!

Download/Print

- ***<u>Before</u>*** *submitting your package:*

- *Click the "**Download/Print**" tab (from the menu in the yellow area)*

- *Click "**Download Package**" to view all information*

- *Review all forms for correctness*

- *Review receipts (ensure all required receipts are uploaded)*

- *Review backup documentation*

- *Ensure receipts and back up documentation is legible*

- *Make any necessary changes*

Submit

Click the "**Submit**" tab (from the menu in the yellow area)

* *If anything is wrong with your package or you are missing info in your profile, it will flag you in this section.*

* *If there is nothing wrong with your package, you will see an area where you can add notes to assist the Approving Officials with understanding your PCS (strongly encouraged). There will also be a certification statement that will populate underneath the comments section. You will need to click "I agree to all listed certifications".*

* *If everything looks accurate, click "Submit"*

Finance Customer Service Contact Info:
Please submit your Finance inquiries via the Comptroller Services Portal:
usaf.dps.mil/teams/saffmCSP/portal/
(CAC-enabled device required)

If you are having issues with the Comptroller Services Portal because of your mail.mil email address, use your us.af.mil address.

For questions regarding your travel voucher submission, contact our org box with your inquiry:
AFIMSC.RMFK.EAFBDirectTrvlClaim@us.af.mil