

Travel Pay Processing - Ellsworth

eFinance Guide

How to file your PCS Voucher

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

Last Updated: 10 October 2021

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

eFinance Logged in as

PCS TDY Fo

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: *	Travel Order Number: *
<input type="text"/>	<input type="text"/>
Additional Travel Order Numbers:	Prior Duty Station: *
<input type="text"/>	Choose One

Create PCS Package Cancel

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**”

eFinance

PCS Package Name: Naquin eFinance Test (Will Delete) Status: In Work

Please complete all forms and required documents by using the links in the sidebar.

Package Details

Package Name: * Naquin eFinance Test (Will Delete) Travel Order Number: * AN1234

Additional Travel Order Numbers: Prior Duty Station: * Barksdale AFB, LA

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 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".

eFinance

PC^S Package Name: Naquin eFinance Test (Will Delete) Status: In Work
Please complete all forms and required documents by using the links in the sidebar.

Package Details

Package Name: * Naquin eFinance Test (Will Delete) Travel Order Number: * AN1234

Additional Travel Order Numbers: Prior Duty Station: * Barksdale AFB, LA

Optional Forms

Travel Vouchers [Add voucher](#)

Voucher Name	Member	Dependents	Actions
	✓	✓	✎ ✕
Dependents	✗	✓	✎ ✕

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](#) [Save & Next](#)

Arrival Worksheet

“PCS Information”

- Enter Dates for the following:
 - Final Out Date
 - DDLDS
 - Port Call Date
 - Arrived on New Station
 - 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**”

eFinance

PCS Package Name: Naquin eFinance Test (Will Delete) Status: In Work
Form Name: Arrival Worksheet

PCS Information | BAH/OHA/FSH | Dislocation Allowance | OCONUS

PCS Dates

Final Out: 1 Oct 2020
Departed Last Duty Station (DDLDS): 2 Oct 2020
Port Call: 24 Oct 2020

Arrived on New Station: 25 Oct 2020
Signed into Station/Available for Duty: 25 Oct 2020

Explain delays between Final Out and DDLDS/Port Call:
TDY en route

Was leave taken upon arrival: Yes No

Save 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”**

The screenshot shows the eFinance web interface for the 'Arrival Worksheet' form. The page title is 'eFinance' and the form name is 'Arrival Worksheet'. The status is 'In Work'. The PCS Package Name is 'Naquin eFinance Test (Will Delete)'. The form is divided into several tabs: 'PCS Information', 'BAH/OHA/FSH', 'Dislocation Allowance', and 'OCONUS'. The 'BAH/OHA/FSH' tab is selected. The form contains several sections:

- Section 1:** A checkbox for 'My dependent(s) is/are residing in Government Family Quarters.' with a note: 'NOTE: Privatized Housing is not Government Quarters'. Below it is a text field for 'My dependent(s) was/were assigned quarters on:'.
- Section 2:** A checked checkbox for 'I have a unique situation not mentioned above. (e.g. Dependents are in various locations, moved at personal expense, etc.)'. Below it is a text field for 'Please explain your unique situation here, if applicable:' with the text 'Dependents in the States awaiting VISAs'.
- Section 3:** A statement 'I certify that I currently reside in:' followed by a dropdown menu set to 'Billing/Temp Lodging' and an effective date field set to '25 Oct 2020'. A note below states: 'NOTE: Billing/TLF is not classified as Government Base Housing.'
- Section 4: Dependent Certification:** A table with columns for 'Name of Primary Dependent', 'Relationship', and 'Date of Marriage'. The entry for 'Jane Doe' is shown with 'Spouse' relationship and '26 Feb 2019' date. Below the table is a text field for 'If claiming ONLY a child as a primary dependent, whom is the child residing with?' with '(ex-spouse, grandparent, etc)' as a hint.
- Section 5:** A note: 'NOTE: If child resides with a Military member, please provide his/her Name, SSN, and Duty Location below.' followed by three text fields for 'Name', 'SSN', and 'Duty Location'.

At the bottom right of the form are two buttons: 'Save' and '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**”

The screenshot shows the eFinance web interface for a PCS package. The main content area is titled "PCS Package Name: Naquin eFinance Test (Will Delete)" and "Form Name: Arrival Worksheet". The status is "In Work". The navigation tabs include "PCS Information", "BAH/OHA/FSH", "Dislocation Allowance" (which is selected), and "OCONUS".

The "Dislocation Allowance" section contains the following text and options:

You are not married to a military member, question 1 has been disabled.

1. I am married to another military member and we relocated at Same Separate time(s).

a) We lived in the Same Different household at old PDS.

b) We lived in the Same Different household at new PDS.

c) We were stationed at different PDSs before relocating to new PDS.

d) We married en route to new PDS (not married at last PDS).

2. Single or unaccompanied members with dependents must certify they will not be assigned permanent Government quarters to receive Single rate DLA. (Government quarters includes: Dorms, Government base housing, Government leased housing)

a) I am E4 or above with at least 3 years service without dependents and will not be assigned permanent Government quarters
NOTE: Members whose dependent(s) have not/will not relocate are considered "without dependents" for DLA purposes.

b) I am E4 or below with less than 3 years service without dependents and will not be assigned permanent Government quarters.
NOTE: E4 and below with less than 3 years service without dependents requires a letter signed by the Commander/Designee at new duty station.

Buttons: Save, 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 right now. 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**”

The screenshot shows the eFinance web interface for an Arrival Worksheet. The header includes the eFinance logo and the package name 'Naquin eFinance Test (Will Delete)' with a status of 'In Work'. The form is titled 'Arrival Worksheet' and has tabs for 'PCS Information', 'BAH/OHA/FSH', 'Dislocation Allowance', and 'OCONUS'. The 'OCONUS' tab is active. The form contains the following fields and questions:

- Date arrived in country: 25 Oct 2020
- JTR location: IT001
- 1. I traveled with 0 dependents authorized on my PCS orders.
- 2. I am claiming 0 dependents, authorized on my orders and living with me for COLA purposes. NOTE: Report changes to your FMF immediately
- 3. I am currently serving a tour:
 - Accompanied
 - Unaccompanied
 - (If unaccompanied, no COLA for dependents at PDS.)

Buttons for 'Save' and 'Save & Next' are located at the bottom right of the form.

[Go Back to Unaccompanied Travel](#)

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"

eFinance

PCS Package Name: Naquin eFinance Test (Will Delete) Status: In Work
Form Name: BAH (AF 594)

If you are changing your Marital or Dependent status, please upload a Marriage 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 BAH

I pay a partial amount \$

Based on:

Dependents

I am claiming BAH for dependent(s)

IN My Custody

NOT In My Custody (but paying child support)

Effective Date:

Select up to six (6) dependents

Jane Doe	<input type="text"/>	<input type="text"/>
John Doe	<input type="text"/>	<input type="text"/>

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"/>

Save 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**”

eFinance

PCS Package Name: Naquin eFinance Test (Will Delete) Status: In Work
Form Name: TLE

PCS Details Lodging

Please attach a copy of your Non-Availability Statement (if applicable) in the Required Documents section.

Losing	Gaining
Base (from package): Barksdale AFB, LA	Base (from user profile): Aviano AB, Italy
Date of Departure: 2 Oct 2020	Date of Arrival: 25 Oct 2020
Date Cleared Quarters: 27 Sep 2020	Date Assigned Quarters: 25 Oct 2020
Household Goods Shipped? <input type="radio"/> No <input checked="" type="radio"/> Yes	Household Goods Delivered? <input checked="" type="radio"/> No <input type="radio"/> Yes
Date Goods Shipped: 30 Sep 2020	Date Goods Delivered:

Save 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”

The screenshot displays the eFinance web application interface. The main header shows the package name 'PCS Package Name: Naquin eFinance Test (Will Delete)' and the form name 'Form Name: TLE'. The status is 'In Work'. The left sidebar contains navigation options: Briefings, Edit Package, Forms (with sub-items: Arrival Worksheet, BAH, TLE, Travel Voucher, Travel Voucher Dependents), Required Documents, Submit, and Download / Print. The main content area has two tabs: 'PCS Details' and 'Lodging'. The 'Lodging' tab is active and contains a table with the following data:

Valid	During Departure?	Date Range	TLE Claimed For	# Dependents	Lodging Type	Nightly Cost	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27 Sep 2020 - 1 Oct 2020	Member & Dependents	2	Billeting	79.00	

Below the table is a 'Next' button. An 'Add new lodging' link with a plus icon is located in the top right corner of the table area.

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”

eFinance

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

Details | Dependents | Payments | Meals | Expenses | Itinerary

Miscellaneous

Split Disbursement
Pay this amount to the GTCC: ⓘ
 None
 All
 Partial \$ 1,201.5

I am entitled to DLA. ⓘ

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:
25 Oct 2020 ⓘ

Save 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**"

eFinance

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

Details Dependents Payments Meals Expenses Itinerary

Dependents
Claim all auto-claimed dependents ←→ Claim a dependent +

Dependent	Relationship	Birth/Marriage Date	Actions
John Doe	Child	6 Mar 2020	✕
Jane Doe	Spouse	26 Feb 2019	✕

Primary Dependent's Address on Receipt of Orders

Same Address as Sponsor
 This is a PSC address

Street 1: *
123 Main Street

Street 2:

City:
Shreveport

State: *
Louisiana

Zip Code: *
71104

Country: *
United States

Save 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”**

The screenshot shows the eFinance web application interface. On the left is a navigation menu with options like Briefings, Edit Package, Forms, Arrival Worksheet, BAH, TLE, Travel Voucher, Travel Voucher Dependents, Travel Voucher VPC Dropoff, Required Documents, Submit, and Download / Print. The main content area displays the form details for a 'Travel Voucher' under the 'Payments' tab. The form title is 'PCS Package Name: Naquin eFinance Test (Will Delete)' and 'Form Name: Travel Voucher (DD 1351-2)'. The status is 'In Work'. Below the tabs (Details, Dependents, Payments, Meals, Expenses, Itinerary), there is a table titled 'Previous Government Payments / Advances' with a red border. The table has columns for DO Voucher #, Payment Type, Location, Payment Date, Amount, Valid, and Actions. One entry is visible: DLA Advance, DLA, Barksdale AFB, LA, 28 Sep 2020, 2,200.00. An 'Add new Payment' link is in the top right of the table area, and a 'Next' button is at the bottom right.

Previous Government Payments / Advances							Add new Payment +
DO Voucher #	Payment Type	Location	Payment Date	Amount	Valid	Actions	
DLA Advance	DLA	Barksdale AFB, LA	28 Sep 2020	2,200.00			

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”

The screenshot shows the eFinance interface for a Travel Voucher. The left sidebar contains a navigation menu with items like Briefings, Edit Package, Forms, Arrival Worksheet, BAH, TLE, Travel Voucher, Travel Voucher Dependents, Travel Voucher VPC Dropoff, Required Documents, Submit, and Download / Print. The main content area shows the 'Meals' tab selected, with a table for 'Government / Deductible Meals'. The table has columns for Date, # of Meals, Valid, and Actions. The table is currently empty, displaying 'No meals found'. A red circle highlights the 'Next' button in the bottom right corner of the table area, and a red arrow points to it from below.

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

Date	# of Meals	Valid	Actions
No meals found			

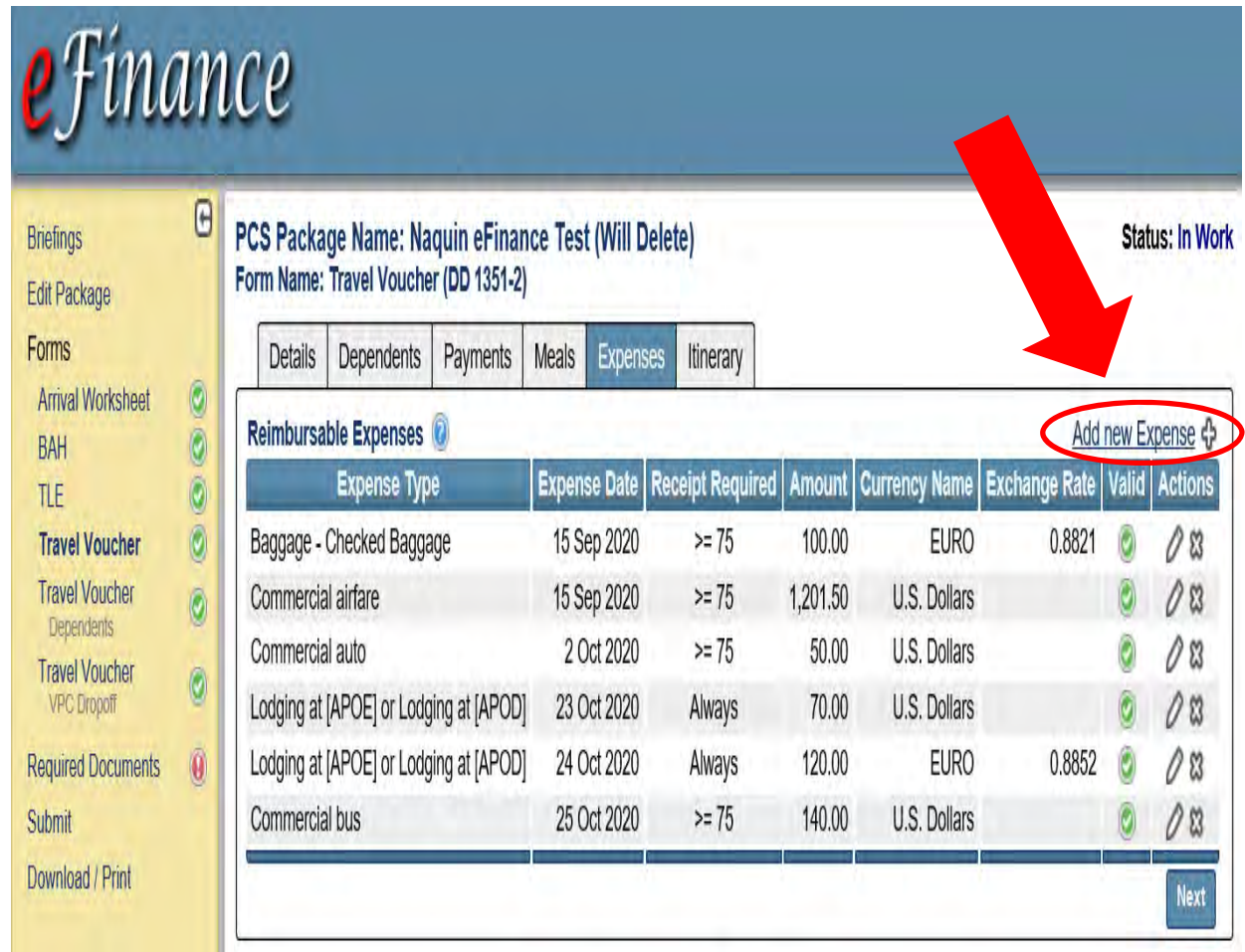
Next

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) Status: In Work
Form Name: Travel Voucher (DD 1351-2)

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 Logged in as: Na

PCS | TDY | Forms

Departure Location:

Travel Legs

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

eFinance

PCS Package Name: Naquin eFinance Test (Will Delete) Status: In Work

Please complete all forms and required documents by using the links in the sidebar.

Package Details

Package Name: * Naquin eFinance Test (Will Delete) Travel Order Number: * AN1234

Additional Travel Order Numbers: Prior Duty Station: * Barksdale AFB, LA

Optional Forms

Travel Vouchers Add voucher

Voucher Name	Member	Dependents	Actions
	✓	✓	✎ ✕
Dependents	✗	✓	✎ ✕

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 Save & Next

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**"

eFinance Logged in as: Naqu

PCS | TDY | Forms | A

Briefings
Edit Package
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BAH
TLE
Travel Voucher
Travel Voucher
Dependents
Travel Voucher
VPC Dropoff
Required Documents
Submit
Download / Print

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

Departure Location
123 Main Street Shreveport, LA 71104
Set 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 Nov 2020	2 Nov 2020	New Orleans, LA	PA	AT	300				✓	✎ ✕	📄 Move To
2	2 Nov 2020	2 Nov 2020	Atlanta, GA	CP	AT					✓	✎ ✕	📄 Move To
3	2 Nov 2020	3 Nov 2020	Paris, France	CP	AT					✓	✎ ✕	📄 Move To
4	3 Nov 2020	3 Nov 2020	Venice, Italy	CP	AT					✓	✎ ✕	📄 Move To
5	3 Nov 2020	3 Nov 2020	Aviano AB, Italy	PA	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

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”

eFinance Logged in as: [User] PCS TDY Forms

PCS Package Name: Naquin eFinance Test (Will Delete) Status: In Wor
Form Name: Travel Voucher (DD 1351-2) - VPC Dropoff

Details | Payments | Meals | Expenses | **Itinerary**

Departure Location
 Barksdale AFB, LA
 Set 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	25 Sep 2020	25 Sep 2020	New Orleans, LA	PA	TD	300				✓	✎ ✕	📄
2	25 Sep 2020	25 Sep 2020	Barksdale AFB, LA	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 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!

eFinance Logged in as [User]

PCS TDY Forms

PCS Package Name: Naquin eFinance Test (Will Delete) Status: In Work

For any receipts that are lost or unavailable, click the + icon in the Receipt column to add a Lost Receipt form.

Form	Required Document	File(s)	Status	Receipt	Actions
TLE	Lodging Receipt(s)		🚫	✅ +	⬇
Travel Voucher	Expense Receipt - 15 Sep 2020 - Commercial airfare		🚫	✅ +	⬇
Travel Voucher	Expense Receipt - 23 Oct 2020 - Lodging at [APOE] or Lodging at [APOD]		🚫	✅ +	⬇
Travel Voucher	Expense Receipt - 24 Oct 2020 - Lodging at [APOE] or Lodging at [APOD]		🚫	✅ +	⬇
Travel Voucher	Expense Receipt - 25 Oct 2020 - Commercial bus		🚫	✅ +	⬇
Travel Voucher	Travel Orders		🚫		⬇
Travel Voucher - Dependents	Expense Receipt - 30 Oct 2020 - Commercial airfare		🚫	✅ +	⬇
Travel Voucher - Dependents	Travel Orders		🚫		⬇
Travel Voucher - VPC Dropoff	Travel Orders		🚫		⬇

Upload File:

Download/Print

- **Before** 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
