

Filing your travel voucher on e-Finance

- To start press the Register icon on the e-Finance page.

The image shows the eFinance login page. At the top is the "eFinance" logo. Below it are two main sections: "Existing Users" and "New Users". The "Existing Users" section contains a "Portal Login" button. The "New Users" section contains a "Register" button. Two black arrows point from the "Portal Login" button and the "Register" button towards each other, indicating the next steps. Below these sections is a yellow banner that reads: "By logging into eFinance you agree to the [System Rules of Behavior](#)". At the bottom is another yellow banner that reads: "You may also use the direct link: <https://efinanceworkspace.wpafb.af.mil>".

- You will then update all of your personal information. **(Every highlighted tab on the picture below.)**

Manage Your Profile

The image shows the "Manage Your Profile" form. At the top are five tabs: "Personal Information", "Addresses", "Dependents", "Personal Documents", and "Roles". The "Personal Information" tab is selected. The form contains several fields, many of which are highlighted in yellow. These fields include: "First Name: *", "MI.", "Last Name: *", "Initials:", "Date of Birth:" (with a calendar icon), "SSN. ⓘ", "Email: *", "Time Zone: *" (with a dropdown menu showing "(GMT-05:00) Eastern Time (US & Canada)"), "Current Marital Status:" (with a dropdown menu showing "Single"), "Date of Marriage:", "Personal Phone Number:", "Commercial Number:", "DSN:", "Current Assigned Base: *" (with a dropdown menu showing "Langley AFB, VA"), "Current Organization Unit: *" (with a dropdown menu showing "633 CPTS"), "Service Type: *" (with a dropdown menu showing "Active Duty"), "Pay Grade: *" (with a dropdown menu showing "E-3"), "Office Symbol:", "Supervisor's Base:" (with a dropdown menu showing "Langley AFB, VA"), "Supervisor's Unit:" (with a dropdown menu), "Supervisor:" (with a dropdown menu), and "FMW Logon User Id: * ⓘ" (with a text input field). At the bottom right are "Save" and "Cancel" buttons.

-----Please proceed to the next page-----

2

- Next you will update your address

Address

☒ This is my current Address
☐ This is a PSC address

Address Name: *

Street 1: *

Street 2:

City:

State: *
Choose One

Zip Code: *

Country: *
United States

- Select “**This is my current Address**”.
- “**Address name**” should be “**Dorms**” if you are in the dorms.
 - “**Home**” will go in “**Address Name**” if you are not in the dorms.
- This will be your Virginia Address, if you do not know/do not have an address yet use 70 Nealy Ave, Langley AFB VA 23669
- Then press “**Add**” at the bottom right of the Addresses page.

-----Please proceed to the next page-----

3 • Next you will update your dependents (If you have any)

Dependent

Dependent's System Settings

Relationship: * Choose One

☒ Auto-claim this dependent
☒ Active dependent
☐ Dependent has same address as sponsor.

First Name: *

Ml:

Last Name: *

SSN (Only required if spouse is military): ?

Date of Birth: ?

Address

☐ This is a PSC address

Street 1: *

Street 2:

City:

State: * Choose One

Zip Code: *

Country: * United States

Add

Cancel

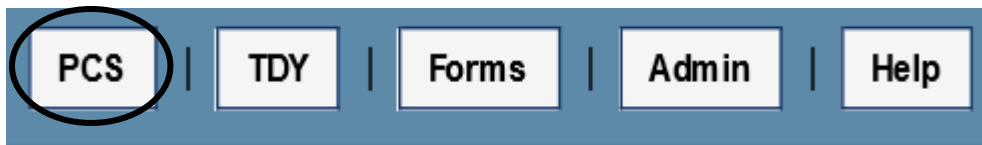
- “Auto-claim this dependent” will be checked if the dependent has travelled entirely with you.
- “Active dependent” will be checked if they are your current dependent and you are claiming them for BAH purposes.
- The “Address” should be your dependents current address.
- If you’re Military to Military you will also need to fill out the SSN for your military spouse to include their base information.
- Press add and continue with the same steps above for any other dependents.

Press Save

-----Please proceed to the next page-----

- Once you finish updating your personal information, addresses, and dependents **(You must do these first)**.
- Select “PCS” in the top right corner of the screen

(You do not need to upload personal documents or roles)





-----Please proceed to the next page-----

You have now initiated your PCS package

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

- “Package Name” input PCS TO JBLE
- “Travel Order Number” should be the **first 2 letters** and the **last four numbers** on block 27 of your orders. (Do not include the dash)
- “Prior Duty Station” should be your last duty station.
- **If your prior duty station is not listed**, you can select any base. However, later in the guide when it says “select ‘previous duty Station’” you must type your previous duty station.
- Press “Create PCS Package”

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-----Please proceed to the next page-----

“Edit Package”

Please note the options on this page will add additional entitlements/forms to your travel voucher. **Please refer to the corresponding numbers that are relative on**

Optional Forms

Travel Vouchers [Add voucher +](#)

Voucher Name	Member	Dependents	Actions
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1.

2.

3.

4.

5.

6.

Edit Voucher

Voucher Name: ☐ Member ☒ Dependents

Save **Cancel**

Save

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

each page.

- 1.** If you are single without dependents, please uncheck dependents for your travel voucher by pressing the pencil under “Actions”.
 - Press Save**
- 2.** If you have dependents **who traveled separately from you**, you will need to add a dependent voucher for those dependents. Press **“Add voucher”**. **“Voucher Name”** will be **“Dependent(s) travel voucher”**. Be sure to check the Dependents box and **Press Save**.

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-----Please proceed to the next page-----

Continuation of “Edit Package”.

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

- 3. “Do you need to start, stop, or report FSA?” (Family Separation Allowance)
 - If you **do not** have any dependents make sure “No” is selected.
 - If you **do have** dependents and need to claim FSA select “Yes” **only if:**
 - You were separated from your dependents per your orders to your last duty station.
 - You were TDY for 31 days or more.
- 3. **Technical school students**, please request assistance from the Finance technician if you believe you are entitled to FSA.
 - **Press Save**

-----Please proceed to the next page-----

Continuation of "Edit Package"

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Optional Forms

Travel Vouchers [Add voucher](#) +

Voucher Name	Member	Dependents	Actions
	✓	✓	

3. Do you need to start, stop, or report FSA? [?](#)
☐ Yes
☒ No

4. Do you need to change your state of Legal Residence? [?](#)
☐ Yes - Change State
☐ Yes - Change Native American Tribe/Reservation
☒ No

5. Do you need to claim TLE? [?](#)
☐ Yes
☒ No

6. Do you need to change your direct deposit information? [?](#)
☐ Yes
☒ No

Save

- 4. Do you need to change your state of Legal Residence?
 - If **yes**, please select the option "**Yes**". Please note this will change the state in which you pay taxes to.
 - If **no**, please be sure that "**No**" is selected.
- 5. Do you need to claim TLE? (Temporary Lodging Expense)
 - ROM IS NOT TLE**
 - Please note **TLA is not TLE**. TLA will be paid by your losing duty station. (TLA is OCONUS, TLE is CONUS)
 - You are entitled to **10 days of TLE** during a PCS if you move from one established household to another. (You are **not** authorized TLE if you're in the Dorms on base; (**Unless a memorandum is provided**)).
 - If you **do** need to claim TLE please make sure the "**Yes**" option is selected. TLE **CANNOT** be claimed until you have the \$0 balance receipt, meaning your stay is complete.
 - If you **do not** need to claim TLE please select "**No**".

Press Save

-----Please proceed to the next page-----

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Next you will fill out the 'Edit Package' Page.

- Please note the options on this page will add additional entitlements/forms to your travel voucher. **Please refer to the corresponding numbers that are relative on each page.**

Optional Forms

Travel Vouchers [Add voucher +](#)

Voucher Name	Member	Dependents	Actions
	✓	✓	

1.

2. **Edit Voucher**

Voucher Name: ☐ Member ☒ Dependents

3. Do you need to start, stop, or report FSA?

☐ Yes

☒ No

4. Do you need to change your state of Legal Residence?

☐ Yes - Change State

☐ Yes - Change Native American Tribe/Reservation

☒ No

5. Do you need to claim TLE?

☐ Yes

☒ No

6. Do you need to change your direct deposit information?

☐ Yes

☒ No

Save **Cancel**

Save

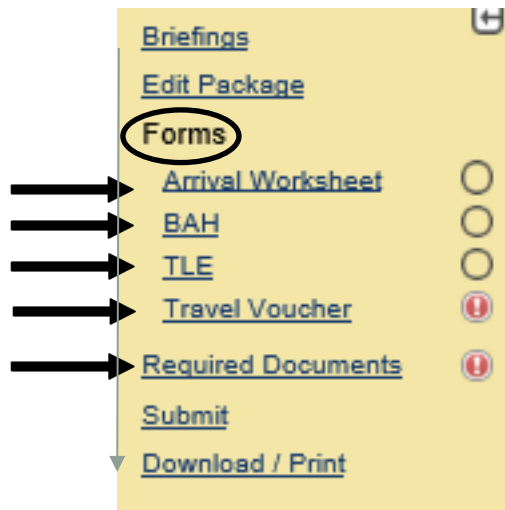
-----Please proceed to the next page-----

- 6.** Do you need to change your direct deposit information?
 - All** direct deposit information changes should be made via **myPay**: "<https://mypay.dfas.mil/mypay.aspx>"
 - Please make sure "**No**" is selected.

Press Save

-----Please proceed to the next page-----

You will now use the tabs on the top left of e-Finance in accordance with the form titles on the top of this guide's pages to follow along for the rest of this guide.



-----Please proceed to the next page-----

Form: Arrival Worksheet

PCS Information	BAH/OHA/FSH	Travel	Dislocation Allowance
<div> <div>PCS Dates</div> <div> <div>Final Out:</div> <div><input type="text" value="17"/></div> </div> <div> <div>Port Call:</div> <div><input type="text"/></div> </div> <div> <div>Departed Last Duty Station:</div> <div><input type="text" value="17"/></div> </div> <div> <div>Notified new Unit I was available for duty:</div> <div><input type="text" value="17"/></div> </div> <div> <div>Gaps in Dates Requiring Explanation</div> <div> <div>If applicable, explain delays between the following PCS dates:</div> <div> <div><input type="text"/></div> <div>▼</div> <div>and</div> <div><input type="text"/></div> <div>▼</div> </div> <div> <div>Explanation for delays between specified dates:</div> <div><input type="text"/></div> </div> </div> </div> </div>			
<div>Was leave taken upon arrival: <input type="radio"/> Yes <input type="radio"/> No</div>			
<div>Save</div>			

- **“Final Out”** This is the day you out-processed with your last duty station. (This is usually the day you give the base all your final paperwork to leave.) If you have any questions about this date please request assistance from the Finance technician.
- **“Departed Last Duty Station”** is the day you actually left your last Duty station.
- **“Port Call” (OCONUS ONLY)** Is the date you reported to the port to fly to the United States.
- **“Notified new Unit I was available for duty”** This will be the date **AFTER your ROM ends.** (should be 14 days after your Date arrived on Station)
- **Gaps in Dates Requiring Explanation:** between Departing Last Duty Station and Notified New Unit you were available, **this needs to state you were ordered to ROM and the dates of your ROM**
- **“Was leave taken upon arrival?”** Did you take leave when you got to Langley? **Not leave before you got to Langley.** House hunting does not apply to this question.

Press Save

-----Please proceed to the next page-----

12

Form: Arrival Worksheet

Form Name: Arrival Worksheet

Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information	BAH/OHA/FSH	Travel	Dislocation Allowance
-----------------	--------------------	--------	-----------------------

You are single and do not have any dependents. Questions 1, 2, and 4 have been disabled.

☐ 1. My dependent(s) is/are residing in Government Family Quarters (NOTE: Privatized Housing is not Government Quarters).
My dependent(s) was/were assigned quarters on:

☐ 2. I have a unique situation not mentioned above.
(e.g., Dependent(s) is/are in various locations, moved to unauthorized location at personal expense, etc.)
Please explain your unique situation here, if applicable:

3. I certify that I currently reside in: Effective:

4. If claiming ONLY a child as a primary dependent, who is NOT in your custody, with whom is the child residing?
 (ex-spouse, grandparent, etc)

NOTE: If child resides with a former spouse who is a Military member, please provide his/her Name, SSN, and duty location below.

Name	SSN	Duty Station
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **“BAS/OHA/FSH”** This tab is to show your current residence only not the type of BAH you will receive.
 - Under this tab: **#1**, **#2**, and **#4** are for special situations
 - If you are in ROM due to COVID-19, you will check #2 and state you were ordered to ROM immediately upon arrival
 - **#3 “I certify that I currently reside in:”** Will be where you are **currently residing effective the date you moved in.**
 - Please note **Dorm residents** in temporary dorms that **will be** staying in the Dorms please select **“Dorm”**
Not “Billeting/Temp Lodging”.

Press Save

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-----Please proceed to the next page-----

Form: Arrival Worksheet**Form Name: Arrival Worksheet**

Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information	BAH/OHA/FSH	Travel	Dislocation Allowance
-----------------	-------------	---------------	-----------------------

☐ 1. I received an overseas air ticket.
 I ☐ DID / ☐ DID NOT receive my overseas air ticket from an on-base CTO.
 NOTE: If you DID NOT receive your ticket from an on-base CTO, you will need a Non-Availability Statement.

☐ 2. I used a privately owned/operated vehicle(s) (POV) for all or a portion of this move.
 ☐ All
 ☐ Partial From: To:

- **“I received an overseas air ticket”** This option will only apply to members who are coming from OCONUS to Langley AFB.
 - This question is asking you whether you bought your flight ticket yourself or through a Commercial travel office (Usually on base).
- **“I used a privately owned/operated vehicle(s) (POV) for all or a portion of this move”** You will only check this box if you drove 2 vehicles.

Press Save

-----Please proceed to the next page-----

14

Form: Arrival Worksheet

Form Name: Arrival Worksheet

Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information	BAH/OHA/FSH	Travel	Dislocation Allowance
-----------------	-------------	--------	-----------------------

You do not have a spouse, 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 ☐ Separate household at **old** PDS.

b) We lived in the ☐ Same ☐ Separate household at **new** PDS.

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

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

☐ 2. I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned.

☐ 3. I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing.

Save

- “I am married to another military member and we relocated at”
 - Will only apply to you if you are married **Military to Military**.
 - If you are mil to mil, please fill in letters **a-d** under #1.
- “I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned” **This is a statement that will self-certify you for single rate DLA.** You will also select this if you dependents have not traveled yet.
- “I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing” Will only apply during a special situation where an **Airman is currently staying in the Langley Inn’s or off-base in Temporary lodging** and then they **will be** moving into the Dorms when a Dorm is available.

Press Save

-----Please proceed to the next page-----

15

Form: BAH**Form Name: BAH (AF 594)**

Your profile shows you are single and have no dependents.
Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate 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 BAQ
 ☐ I pay a partial amount \$

Based on:

Dependents

☐ I am claiming BAQ for dependent(s)

☐ IN My Custody
 ☐ NOT In My Custody (but paying child support)

Effective Date: 

First Dependent:

Second Dependent:

☐ 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

This tab will tell us what type of BAH you will receive or should be receiving.

- **“Non-Custodial Parent”** If you are a non-custodial parent please check “I am a Non-Custodial Parent” and input the applicable child support amount, type and what amount you pay is based on. (Divorce Decree, Court Order, etc.)

Press Save

-----Please proceed to the next page-----

16

Form: BAH**Form Name: BAH (AF 594)**

Your profile shows you are single and have no dependents.
Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate 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 BAQ
 ☐ I pay a partial amount \$

Based on:

Dependents

☐ I am claiming BAQ for dependent(s)

☐ IN My Custody
 ☐ NOT In My Custody (but paying child support)

Effective Date: 

First Dependent:

Second Dependent:

☐ 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

- **“Dependents”** I am claiming BAQ for dependent(s) simply means are you claiming with-dependent rate BAH. **IN** your custody means you have dependents under you. **NOT** in your custody means someone else can claim your dependents or they are living under another person's custody.
 - “Effective Date”
 - If you **do have** dependents in your custody the date will be the effective of marriage.
 - If you **do not have** dependents in your custody the date will be the date of the document your child support is based on.

Press Save

-----Please proceed to the next page-----

17

Form: BAH**Form Name: BAH (AF 594)**

Your profile shows you are single and have no dependents.
Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate 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 BAQ
- ☐ I pay a partial amount \$

Based on: ▼

Dependents

- ☐ I am claiming BAQ for dependent(s)
- ☐ IN My Custody
- ☐ NOT In My Custody (but paying child support)

Effective Date: ?

First Dependent:

Second Dependent:

- ☐ 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

- “First Dependent & Second Dependent” **First dependent will always be your spouse** (If you are married mil to mil **do not** put your spouse in this section **they are not your dependent**).
- If you do not have a spouse you would put in your oldest dependent first followed by your 2nd eldest dependent (If you have any other dependents).
- “The Dependent(s) named above is a child whose parent is a military member.” **Leave this blank. Do not** check this box.

Press Save

Form: TLE

CONUS Duty Stations - PCS Details

Losing

Base (from package): Aberdeen Proving Grounds, MD
Date of Departure 17
Date Cleared Quarters 17
Household Goods Shipped? ☐ No ☐ Yes
Date Goods Shipped:

Gaining

Base (from user profile): Langley AFB, VA
Date of Arrival 17
Date Assigned Quarters 17
Household Goods Delivered? ☐ No ☐ Yes
Date Goods Delivered:

Save

Lodging

Add new lodging +

Valid	During Departure?	Date Range	TLE Claimed For	# Dependents	Lodging Type	Nightly Cost	Actions
No lodging records found							

The lodging used during ROM is NOT TLE, ROM lodging will be claimed on a different page

- **Base (from Package):** you cannot change this, if your base was not listed and you selected a random base, please contact Langley Finance at 633CPTS.Service@us.af.mil and let us know you need a TLE Form, you will attach it in the required document page under Package Level Files, then go to 'Edit Package' and select no for TLE.
- **Date of Departure/Arrival:** This date is the date you departed your last base/arrived to Langley. These dates must match your travel voucher.
- **Date Cleared/Assigned Quarters:** Leave this BLANK
- **Household Goods Shipped/Delivered?** Select Yes or No, the date shipped/received goes below.

Press Save

Select 'Add New Lodging'



Form: TLE

Lodging

Add new lodging +

Valid	During Departure?	Date Range	TLE Claimed For	# Dependents	Lodging Type	Nightly Cost	Actions
No lodging records found							

Add Lodging

Lodging occurred during: ☐ Departure ☐ Arrival
Check In / Lodging Start Date: * 
Check Out / Lodging End Date: 

TLE Claimed For:
☐ Member
☐ Member and Dependents
☐ Dependents Only

Lodging Type:
☐ Billeting
☐ Off base (Requires Non-Availability Statement)
☐ With friends or family

of Dependents:
Nightly Cost:

Add Cancel

- **Lodging Occurred During:** Choose either, this does not change anything on the form.
- **Check In/Out:** These dates have to match the receipt you provide.
- **TLE Claimed For:** You will select who you are claiming TLE for. If you check either dependents option, you will need to provide a number of how many dependents were in TLE.

Form: TLE

Lodging

[Add new lodging +](#)

Valid	During Departure?	Date Range	TLE Claimed For	# Dependents	Lodging Type	Nightly Cost	Actions
No lodging records found							

Add Lodging

Lodging occurred during: ☐ Departure ☐ Arrival

Check In / Lodging Start Date: * 17 Check Out / Lodging End Date: 17

TLE Claimed For:

☐ Member

☐ Member and Dependents

☐ Dependents Only

Lodging Type:

☐ Billeting

☐ Off base (Requires Non-Availability Statement)

☐ With friends or family

of Dependents:

Nightly Cost:

- **Lodging Type:**
 - Billeting is lodging on base- a receipt is still needed for this.
 - Off base- this requires a receipt as well as the Non-Availability Statement from Lodging
 - With Friends or Family- You cannot claim an amount for this, you will only be entitled to the meals portion of per diem.
- **Nightly Cost:** This cost will need to match the nightly cost of your hotel room.
 - Pet Fees are **NOT** reimbursable.
 - If the cost changes daily, please make separate entries for each change.

Press ADD (Add as many entries as you need)

-----Please proceed to the next page-----

Form: Travel Voucher

- Now you will fill out the travel voucher. Select the “Travel Voucher” tab in the left yellow column.

The screenshot shows the "Travel Voucher" form with a yellow header bar containing the title and a red warning icon. The form is titled "Miscellaneous" and contains several sections with numbered arrows indicating the sequence of steps:

- 1.** Split Disbursement: Pay this amount to the GTCC: ?
☐ None
☐ All
☐ Partial \$
- 2.** Have your household goods been shipped?
☐ Yes
☐ No Why Not?
- 3.** How many POVs were used for travel? ?
☐ 0
☐ 1
☐ 2 or more
- 4.** Date Arrived on Station:
- 5.** ☐ I am entitled to DLA. ?

At the bottom right, there are "Save" and "Cancel" buttons.

- 1. “Do you have a GTC?” If no or you don’t know what a GTC is, select “No”.**
 - If you **do** have a GTC and didn’t use it select **“None”**
 - If you would like to have all of the voucher go to the same bank account your normal base pay goes to, select **“None”**.
 - If you know exactly how much is charged on your GTC then you can select the **“Partial”** Option and enter the exact dollar amount. Money left over will go to the bank account your normal base pay goes to.

Press Save

-----Please proceed to the next page-----

Form: Travel Voucher

The screenshot shows a web form titled "Form: Travel Voucher". At the top left, there is a blue arrow pointing right with the number "22". The form itself is a light blue box with a title bar that says "Miscellaneous". Inside the form, there are five numbered callouts with arrows pointing to specific fields:

- 1.** Points to the "Split Disbursement" section, which includes the text "Pay this amount to the GTCC:" followed by three radio button options: "None", "All", and "Partial". The "Partial" option is followed by a dollar sign and a text input field.
- 2.** Points to the question "Have your household goods been shipped?" with two radio button options: "Yes" and "No". The "No" option is followed by the text "Why Not?" and a long text input field.
- 3.** Points to the question "How many POVs were used for travel?" followed by three radio button options: "0", "1", and "2 or more".
- 4.** Points to the "Date Arrived on Station:" label, which is followed by a date input field showing the month "17".
- 5.** Points to a checkbox labeled "I am entitled to DLA." with a help icon (?) to its right.

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

- **2. "Have your household goods been shipped?"** If you **did not** use TMO to ship your Household goods then select **"No"**.
 - If you used TMO to ship your household goods, select **"Yes"**
- **3. "How many POV's were used for travel?"** If you flew the entire way here, select **"0"**. If you only drove one car select **"1"**. If you drove 2 or more cars select the **"2 or more"** option.
- **4. "Date Arrived on Station"** is the day you arrived at your duty station. Meaning the day you **physically arrived** at your new duty station. **This will be the day your ROM started on Langley.**
- **5. "I am entitled to DLA"** If you are E-4 or above with 3 or more years of service you are entitled to DLA. (If you received a DLA advance you will still check this box.

Press Save

-----Please proceed to the next page-----

Form: Travel Voucher

- **Next you will fill out Dependents that traveled with you**, any advanced payments you received, and any reimbursable expenses.
- If you **do not** have dependents, you do not have to take any action on this part of the form. If you **do** have dependents, make sure you claim the dependents that have traveled with you.

Dependents

[Claim all auto-claimed dependents](#)

[Claim a dependent](#) +

Dependent	Relationship	Birth/Marriage Date	Actions
No dependents found			

Previous Government Payments / Advances

[Add new Payment](#) +

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

Government Deductible Meals



[Add new meal](#) +

Date	# of Meals	Valid	Actions
No meals found			

Reimbursable Expenses

[Add new Expense](#) +

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

-----Please proceed to the next page-----

Form: Travel Voucher

Dependents

[Claim all auto-claimed dependents](#)
[Claim a dependent](#) +

Dependent	Relationship	Birth/Marriage Date	Actions
Child #1	Child	2 Mar 2018	✕

Primary Dependent's Address

☐ This is a PSC address

Street 1: *

Street 2:

City:

State: *

Choose One



Zip Code: *

Country: *

United States




Save

- **“Primary Dependent’s Address”** Will be the stated address for your primary dependent reflected on **block 17 of your orders**. (Unless you have an amendment changing said address).

-----Please proceed to the next page-----

Form: Travel Voucher

[Previous Government Payments / Advances](#)
[Add new Payment](#) 

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

- If you **have received** a **DLA advance** Press “**Add new payment**” and then follow these steps to input this information on the “**Add Payment**” part of the form.

Add Payment

Disbursing Office Voucher #: *

Payment Date:

Payment Amount:

Payment Type:

Location:

Add

Cancel

-----Please proceed to the next page-----

Form: Travel Voucher

AIR FORCE ACTIVE

Home

STATEMENTS

Leave and Earnings Statement (LES)

Personal Statement of Military Compensation (PSMC)

IRS Form 1095

SDP Tax Statement 1099-INT

Student Loan Repayment Program (SLRP)

W-2

Tax Statement (W-2)

Travel/Miscellaneous Tax Statement (W-2)

→ Court Orders

Travel Voucher Advice of Payment (AOP)

Turn On/Off Hard Copy Statements

PAY CHANGES

Allotments

Correspondence Address

Direct Deposit

Federal Withholding

Savings Deposit Program (SDP)

State Withholding

Thrift Savings Plan (TSP)

Thrift Savings Plan (TSP) Catch-up

- On this screen select the **“Travel Voucher Advice of Payment (AOP)”** Option. Transfer the information from the advice of payment page for your advance to the e-Finance form.

-----Please proceed to the next page-----

Form: Travel Voucher

[Dependents](#)
[Claim all auto-claimed dependents](#) [Claim a dependent](#) +

Dependent	Relationship	Birth/Marriage Date	Actions
No dependents found			

[Previous Government Payments / Advances](#) [Add new Payment](#) +

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

[Government Deductible Meals](#)
[Add new meal](#) +

Date	# of Meals	Valid	Actions
No meals found			

[Reimbursable Expenses](#) [Add new Expense](#) +

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

- **“Government Deductible Meals”** You will leave this tab blank, **do not** add any meals on this form.
- **“Reimbursable Expenses”** Click the link to the right that says “Add new Expense” This will populate options for reimbursable expenses.

[Add Expense](#)

Type: *
 Choose One

Date:

Amount:

- For a PCS you **do not** need to claim lodging, gas, or meals because you will get a flat rate Per Diem of \$144 per day which will cover food and lodging and if you are claiming mileage you will receive \$0.17 per mile. (As of CY20)

Press Add

-----Please proceed to the next page-----

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Form: Travel Voucher


- **Now you will fill out your itinerary.** On the top of the page, click the Itinerary tab.


PCS Package Name: Langley PCS
Form Name: Travel Voucher (DD 1351-2)




Details **Itinerary** Help

- This will bring up the travel itinerary.

Departure Location

Set  Prior Duty Station

 Save

Travel Legs   [Add new leg](#) 

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
No itinerary legs found											

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE Home, Office, Base, Activity City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES

- For the Departure Location, select “**Prior Duty Station**” and then click “**Save**”. After you save click the “**Add New Leg**” Link to the right of the page. Please make sure the Departure Location matches Block 8 of your orders.
- For members that were in ROM, you will have two Langley stops. The arrival date for the first will be the date you arrived and started ROM, reason for stop will be AD for Authorized Delay. The departure date will be the day you completed ROM. The next leg will be Langley AFB again but the reason for stop will be MC.
- To claim lodging for the time in ROM, you will put the amount in the lodging box for the first Langley stop.

Press Save

-----Please proceed to the next page-----

Form: Travel Voucher

- When you add a new leg, a new page will appear so you can put in more information.

The screenshot shows the 'Add Leg' form. It has the following fields and controls:

- Add Leg** button (indicated by an arrow).
- Departure Date:** * (calendar icon, date 17) (indicated by an arrow).
- Mode of Travel:** (dropdown menu, indicated by an arrow).
- Arrival Date:** (calendar icon, date 17) (indicated by an arrow).
- Arrival Location:** (text field).
- Set to:** [Home Address](#) [Duty Station](#) [Prior Duty Station](#)
- Reason for Stop:** (dropdown menu, 'Choose One' selected) (indicated by an arrow).
- Miles:** (text field with help icon).
- Lodging Amount:** (text field).
- Lodging Tax:** (text field with help icon).
- Add** and **Cancel** buttons (indicated by an arrow pointing to 'Add').

- Your departure date is the date you **departed your previous duty station**.
- The mode of travel is the type of transportation on each leg of travel.
 - If you drove** all the way here your Mode of Travel will be **“PA – Private Auto”**;
 - If you flew**, the Mode of Travel will be **“CP - Commercial Plane”**; if you used a taxi to get to/from the airport you the mode of travel will be **“CA – Commercial Auto”**.
- Your arrival date is the date you **arrived at the next location**.
- The reason for stop** is why you stopped.
 - If you took Leave and/or RAP**, it will be **“LV –Leave en Route”**;
 - If you are at an airport waiting on the taxi/plane your reason is **“AT – Awaiting Transportation”**;
 - If you were **TDY en Route** to your new duty station your reason will be **“TD – Temporary Duty”** at the TDY location;
 - The Final stop will always be the location designated in Block 9 on your PCS orders.** This reason for stop will be **“MC – Mission Complete”**.
- Miles will be left blank**, as well as all stops that are not ROM.
- If you flew **OCONUS to CONUS** please be sure to show arrival and departure ports on the Travel Itinerary.

Press Add

-----Please proceed to the next page-----

FLYING EXAMPLE (with Leave en route)

Travel Legs

[Add new leg](#)

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Mar 2018	San Angelo Airport, TX	CA	AT						Move To
2	14 Mar 2018	14 Mar 2018	Lexington Airport, KY	CP	AT						Move To
3	14 Mar 2018	14 Mar 2018	Berea KY	PA	LV						Move To
4	20 Mar 2018	20 Mar 2018	Lexington Airport, KY	PA	AT						Move To
5	20 Mar 2018	20 Mar 2018	Newport News Airport, VA	CP	AT						Move To
6	20 Mar 2018	20 Mar 2018	Langley AFB, VA	CA	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

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE <small>Home, Office, Base, Activity City and State; City and Country, etc.)</small>	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
14 Mar 2018	DEP Goodfellow AFB, TX	CA			
14 Mar 2018	ARR San Angelo Airport, TX	CP	AT		
14 Mar 2018	DEP Lexington Airport, KY	PA	AT		
14 Mar 2018	ARR Berea KY	PA	LV		
20 Mar 2018	DEP Lexington Airport, KY	CP	AT		
20 Mar 2018	ARR Newport News Airport, VA	CA	MC		
20 Mar 2018	ARR Langley AFB, VA				

- Example:** This member was stationed at Goodfellow AFB, TX took a taxi (CA) to the San Angelo Airport to wait for a commercial plane (CP). They flew (CP) from San Angelo Airport to Lexington Airport and from Lexington drove (PA) to their leave city. When they were finished with leave, they took their personal auto (PA) back to the airport to wait for the plane. They flew (CP) from the Lexington airport to the Newport News Airport in VA. From Newport News they took a taxi (CA) to Langley AFB where they completed their travel.

-----Please proceed to the next page-----

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Flying Example (without Leave)

Travel Legs [?](#) [Add new leg](#) [+](#)

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Mar 2018	Goodfellow AFB, TX	PA	AT						Move To
2	28 Mar 2018	28 Mar 2018	San Angelo Airport, TX	CA	AT						Move To
3	28 Mar 2018	28 Mar 2018	Newport News Airport, VA	CP	AT						Move To
4	28 Mar 2018	28 Mar 2018	Langley AFB, VA	CA	AT						Move To
5	28 Mar 2018	11 Apr 2018	Langley AFB, VA	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

Save

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE Home, Office, Base, Activity City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
14 Mar 2018	DEP	Goodfellow AFB, TX	PA		
14 Mar 2018	ARR		AT		
28 Mar 2018	DEP	Goodfellow AFB, TX	CA		
28 Mar 2018	ARR		AT		
28 Mar 2018	DEP	San Angelo Airport, TX	CP		
28 Mar 2018	ARR		AT		
28 Mar 2018	DEP	Newport News Airport, VA	CA		
28 Mar 2018	ARR		AT		
28 Mar 2018	DEP	Langley AFB, VA	PA		
28 Mar 2018	ARR		MC		
11 Apr 2018	ARR	Langley AFB, VA			

Example: This member left Goodfellow AFB, TX using their own vehicle (PA), stayed at Goodfellow for ROM, after that took a taxi (CA) went to the San Angelo airport, they then flew (CP) to the Newport News Airport in VA. Then, they took a taxi (CA) to Langley AFB where they stayed in ROM. Then after that, drove to Langley where they completed their travel.

Driving Example (with or without Leave)

Travel Legs

[Add new leg](#) 

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Mar 2018	Goodfellow AFB, TX	PA	AT						Move To
2	28 Mar 2018	2 Apr 2018	Langley AFB, VA	PA	AT						Move To
3	16 Apr 2018	16 Apr 2018	Langley AFB, VA	PA	MC						Move To

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

As seen on voucher

15. ITINERARY					
a. DATE		b. PLACE Home, Office, Base, Activity City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST
14 Mar 2018	DEP	Goodfellow AFB, TX	PA		
14 Mar 2018	ARR			AT	
28 Mar 2018	DEP	Goodfellow AFB, TX	PA		
2 Apr 2018	ARR			AT	
16 Apr 2018	DEP	Langley AFB, VA	PA		
16 Apr 2018	ARR	Langley AFB, VA		MC	

Example: This member drove (PA) all the way from Goodfellow AFB to Langley AFB while taking ROM at both bases.

-----Please proceed to the next page-----

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Flying from OCONUS Example

Travel Legs

[Add new leg !\[\]\(c3d993ca47bfe2a953c700506ce31fa0_img.jpg\)](#)

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
1	14 Mar 2018	14 Mar 2018	Yokota AB, Japan	PA	AT						Move To
2	28 Mar 2018	28 Mar 2018	Seattle WA Airport	GP	AT						Move To
3	28 Mar 2018	28 Mar 2018	Newport News VA Airport	CP	AT						Move To
4	28 Mar 2018	11 Apr 2018	Langley AFB, VA	PA	AT						Move To
5	11 Apr 2018	11 Apr 2018	Langley AFB, VA	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

[Save](#)

As seen on voucher

15. ITINERARY					
a. DATE		b. PLACE Home, Office, Base, Activity City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST
14 Mar 2018	DEP	Yokota AB, Japan	PA		
14 Mar 2018	ARR	Yokota AB, Japan		AT	
28 Mar 2018	DEP		GP		
28 Mar 2018	ARR	Seattle WA Airport		AT	
28 Mar 2018	DEP		CP		
28 Mar 2018	ARR	Newport News VA Airport		AT	
28 Mar 2018	DEP		PA		
11 Apr 2018	ARR	Langley AFB, VA		AT	
11 Apr 2018	DEP		PA		
11 Apr 2018	ARR	Langley AFB, VA		MC	

Example: This member drove from Yokota AB to Yokota AB and stayed there for ROM. After that, they took a rotator (GP) (Government plane) from Yokota AB that landed at Seattle Airport, WA. From their, they flew into Newport News Airport, VA then drove to Langley. They took their 14 days of ROM and then drove to Langley where they complete their travel.

-----Please proceed to the next page-----

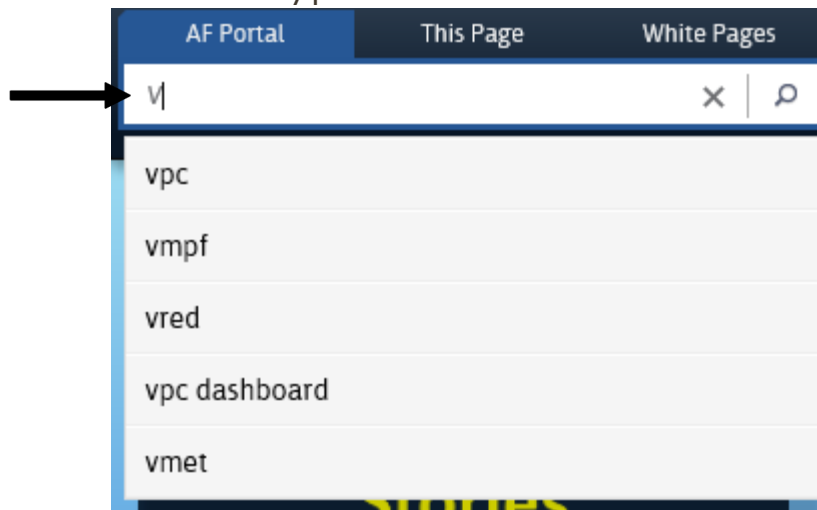
Tab: Required Documents

- **Next you will upload your Required Documents**

Any receipts you have that are over \$75, any airfare receipts, and your travel orders will be uploaded here.

You MUST save your travel orders as a JPEG

- To save travel orders as a JPEG, sign into AF Portal and in the top right search box type 'V' and select the second link.



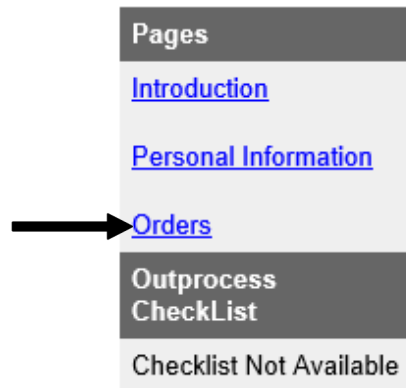
- After you verify your email and phone go to the “**Out Processing**” link on the left side column



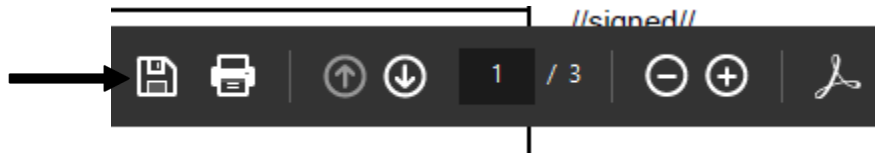
-----Please proceed to the next page-----

Tab: Required Documents

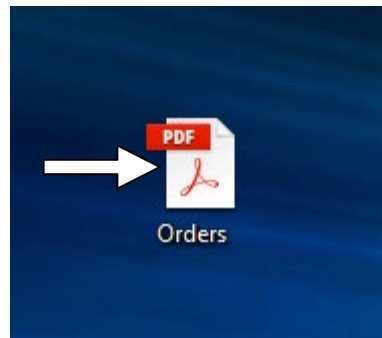
- Next you will have to select “**Orders**” on the left side column.



- A link to your orders should populate, you'll want to look for “**(Langley)**” and save any orders and amendments you have for Langley.
- Save your orders to the desktop, “**This PC**” => “**Desktop**”



- Your orders should appear on your desktop, open the PDF with adobe acrobat or adobe PDF.

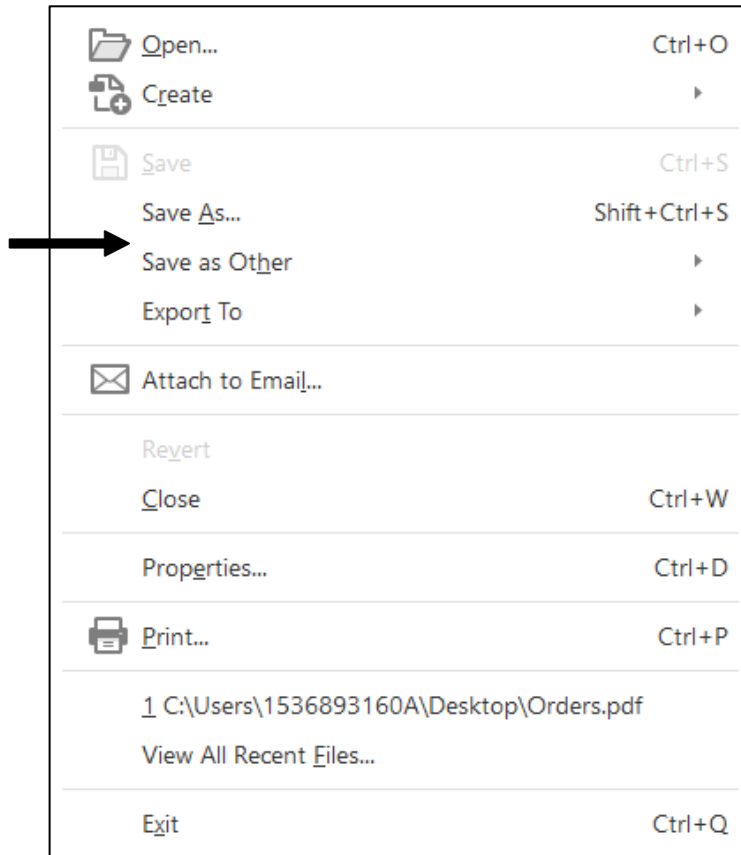


-----Please proceed to the next page-----

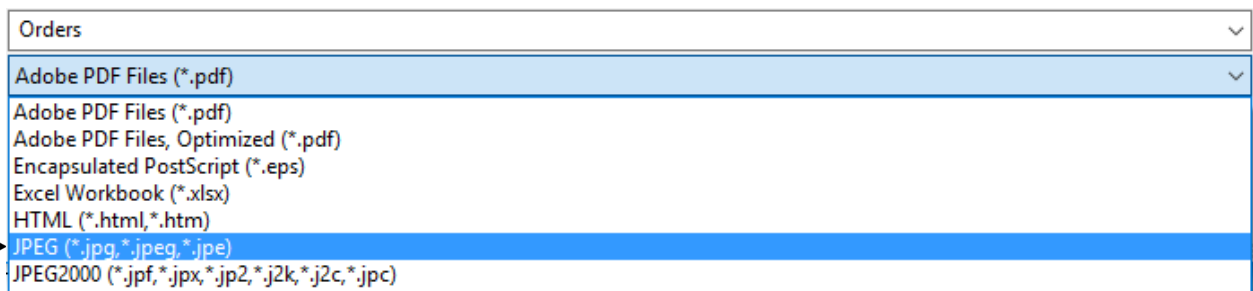
36

Tab: Required Documents

- After opening your orders, mouse over “**File**” in the top left and in the drop down menu select “**Save As...**”



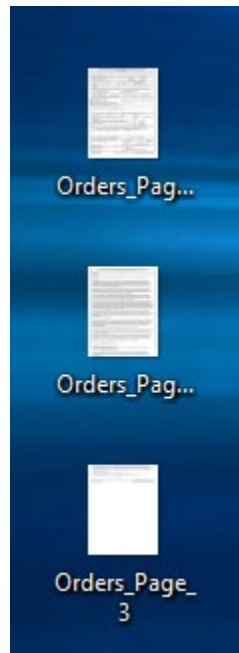
- In the drop down menu under file name, select the sixth option down “**JPEG (*.jpg, *.jpeg, *.jpe)**”



- Saving orders as a JPEG will make multiple pages of orders. **You have to upload every page of your orders as well as any amendments you have.**

-----Please proceed to the next page-----

Tab: Required Documents



- Once you have saved your orders as a JPEG, go back to e-Finance and select the plus in the “**Actions**” column and beside the Travel Orders.

Form	Required Document	File(s)	Status	Receipt	Actions
Travel Voucher	Expense Receipt - 14 Mar 2018 - Commercial airfare		!	✓ +	+
Travel Voucher	Travel Orders		!		+
Travel Voucher	Travel Orders	2 Files +	✓		<div> <div> Add File: Name: <input type="text"/> File: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add File"/> <input type="button" value="Cancel"/> </div> </div>




- You will upload every page of your orders here.
- Next you will upload your receipts if you have any. Receipts will be loaded the same way you loaded the orders. Save receipts as a JPEG as well.

Travel Voucher	Expense Receipt - 14 Mar 2018 - Commercial airfare	!	✓ +	+
----------------	----------------------------------------------------	---	-----	---

-----Please proceed to the next page-----






Tab: Required Documents

- If you don't have your receipt or cannot load your receipt, you must fill out a lost receipt form. To add a lost receipt form you have to select the plus sign in the receipt column.

Form	Required Document	File(s)	Status	Receipt	Actions
Travel Voucher	Expense Receipt - 14 Mar 2018 - Commercial airfare			  	<div> <div>+</div> <div> Add Lost Receipt Form This form will be accessible in the list of Forms in the sidebar. Instance Name: <input type="text" value="Lost Receipt"/> Add Form Cancel </div> </div>

- In the “**Instance Name**” box it should say “**Lost Receipt**” for.... (whatever the form is being filled out for)”
- After you name it select “**add form**” and a new tab will appear on the left yellow column.

Briefings
Edit Package
Forms
Arrival Worksheet
BAH
Lost Receipt
Lost Receipt
Travel Voucher
Required Documents
Submit
Download / Print

-----Please proceed to the next page-----

Form: Lost Receipt

- Select the new tab and provide explanation as to why the receipt is not available. Also choose what kind of receipt was lost.

Please provide full explanation as to why receipt(s) are not available.* 250 characters remaining

Save Cancel

2 receipts may be entered for Airfare and Lodging.
Only 1 receipt may be entered for all other receipt types.

Add Lost Receipts

Choose One

- Airfare
- Conference
- Lodging
- Other Expense
- Other Transportation
- Rental Car
- Taxi

Receipt Type	Amount	Valid	Actions

- When you choose the type of receipt that was lost, more information will appear at the bottom of the screen, that it the actual lost receipt form.
- The price you put on the lost receipt form **MUST** match what is on the voucher.
- When the lost receipt form is finished, save the form and it should load under the receipt column in the **"Required Documents"** tab. If it doesn't load there, drag the lost receipt link to actions tab.



Add Lost Receipt Form

This form will be accessible in the list of Forms in the sidebar.

Instance Name:

Add Form Cancel

-----Please proceed to the next page-----

Adding Additional Documents

Required Documents

Form	Required Document	File(s)	Status	Receipt	Actions
Travel Voucher	Travel Orders				

Package-Level Files

[Upload new file](#)

File Name	Uploaded By	Upload Date	Actions
There are no Package-Level files			

**Documents need to be added to
Package-Level Files**

**For Members coming out of ROM please upload the
following the documents:**

\$0 Balance Receipt from Lodging for the ROM
lodging stay ROM Orders from Commander
RNLTD change RIP (if applicable)

Once you have finalized your travel voucher by uploading all of the required documents, please look over the full voucher.

Go to Download/Print, download package. Look over it to make sure everything looks okay.

Things to look for:

Correct SSN on all forms

Correct dates as well as matching dates on all pages

Make sure all documents uploaded are legible and complete (meaning all pages of orders, all pages of receipts)

Thank you, and have a great day!

Please tell us how we did! <https://ice.disa.mil/index.cfm?fa=card&sp=128003>