



# SCOTT AFB E-FINANCE GUIDE

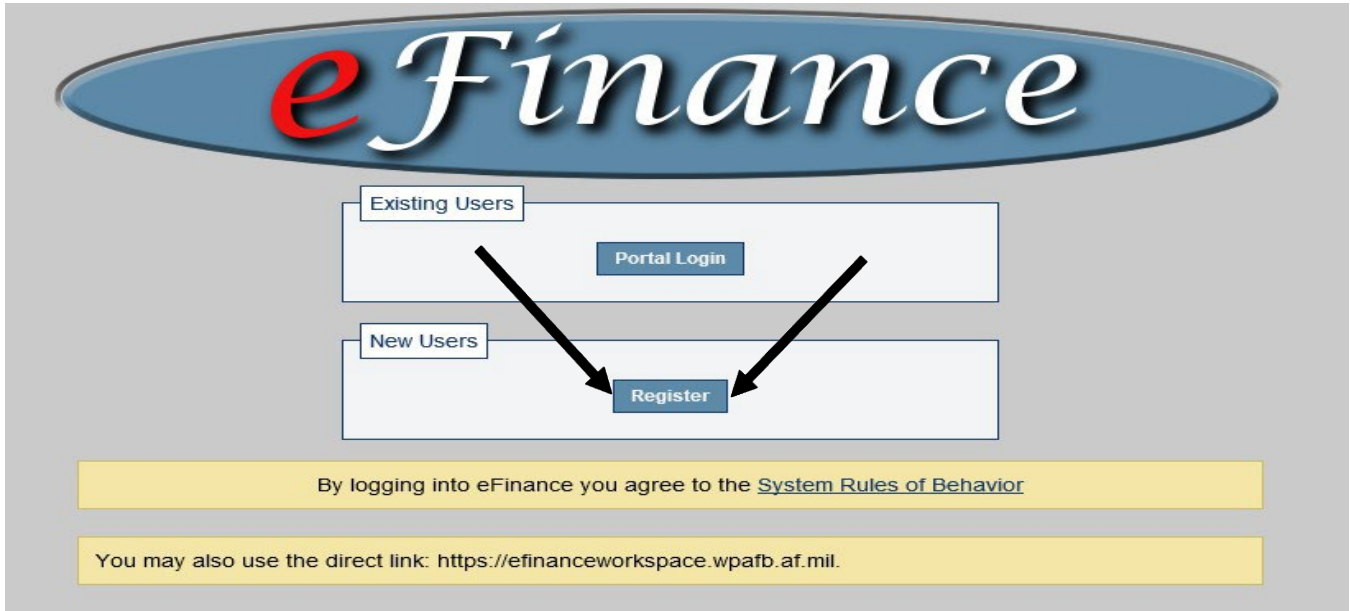
**375th Comptroller Squadron**

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# Registering

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



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

## Manage Your Profile

Personal Information	Addresses	Dependents	Personal Documents	Roles
<p><b>First Name: *</b> <input type="text"/> <b>MI.</b> <input type="text"/> <b>Last Name: *</b> <input type="text"/> <b>Initials:</b> <input type="text"/> <b>Date of Birth:</b> <input type="text"/> </p> <p><b>SSN:</b> <input type="text"/> <b>Email: *</b> <input type="text"/> <b>Time Zone: *</b> <input type="text" value="(GMT-05:00) Eastern Time (US &amp; Canada)"/></p> <p><b>Current Marital Status:</b> <input type="text" value="Single"/> <input checked="" type="checkbox"/> <b>Date of Marriage:</b> <input type="text"/> <b>Personal Phone Number:</b> <input type="text"/> <b>Commercial Number:</b> <input type="text"/> <b>DSN:</b> <input type="text"/></p> <p><b>Current Assigned Base: *</b> <input type="text"/> <input checked="" type="checkbox"/> <b>Current Organization Unit: *</b> <input type="text"/> <input checked="" type="checkbox"/> <b>Service Type: *</b> <input type="text" value="Active Duty"/> <input checked="" type="checkbox"/> <b>Pay Grade: *</b> <input type="text" value="E-3"/> <input checked="" type="checkbox"/> <b>Office Symbol:</b> <input type="text"/></p> <p><b>Supervisor's Base:</b> <input type="text"/> <input checked="" type="checkbox"/> <b>Supervisor's Unit:</b> <input type="text"/> <input checked="" type="checkbox"/> <b>Supervisor:</b> <input type="text"/></p> <p><b>FMW Logon User Id: *</b> <input type="text"/></p> <p><b>* Your Current Assigned Base is your Servicing Finance (Should be Scott AFB)</b></p> <p>Make sure to update this part because it will determine where the voucher is going to be routed <b>(Important for Geographically Separated Units)</b></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>				

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

## Update your current 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 ▼

Add Cancel

- 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 you Local Address, if you do not know/do not have an address yet use 215 Heritage Dr, Scott AFB, IL
- Then press **“Add”** at the bottom right of the Addresses page.

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

- **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: \* MI:

Last Name: \*

SSN (Only required if spouse is military): ?

Date of Birth: ?

Address

☐ This is a PSC address

Street 1: \*

Street 2:

City:

State: \* Zip Code: \*

Choose One ▼

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.

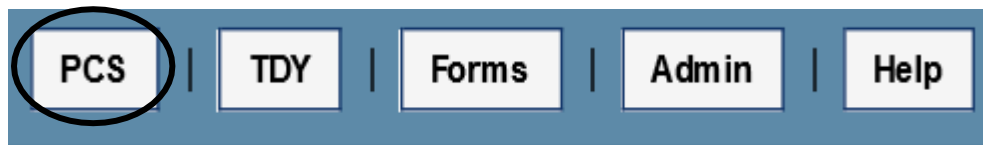
**Press Save**

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

## Creating your PCS Package

- 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-----

### 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 

- **“Package Name”** input your Name and PCS (John Smith PCS)
- **“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”**

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

# Edit Package/Adding Dependent Voucher

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
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**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**

- 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**.



Continuation of “Edit Package”.

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

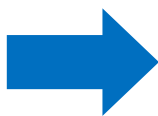
5. Do you need to claim TLE? [?](#)  
☐ Yes  
☒ No

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

[Save](#)

- 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 make sure you are entitled to FSA before claiming it.
  - **Press Save**

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



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

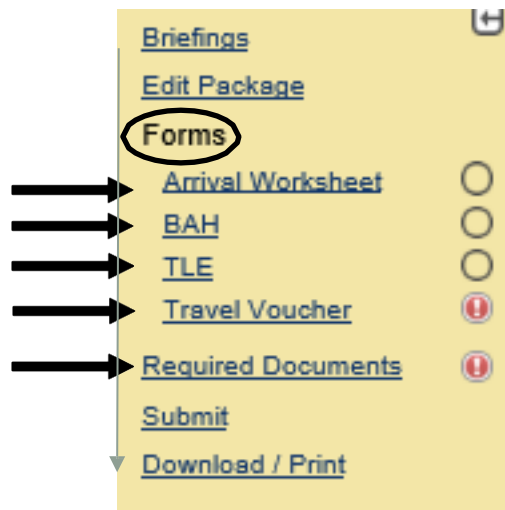
[Save](#)

- 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)
  - 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 **14 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-----

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-----

# Arrival Worksheet

PCS Information	BAH/OHA/FSH	Dislocation Allowance
<div>PCS Dates</div> <div> <div>Final Out:</div> <div>d mmm yyyy </div> </div> <div> <div>Departed Last Duty Station (DDLDS):</div> <div>d mmm yyyy </div> </div> <div> <div>Port Call:</div> <div>d mmm yyyy </div> </div> <div> <div>Arrived on New Station:</div> <div>d mmm yyyy </div> </div> <div> <div>Signed into Station/Available for Duty:</div> <div>d mmm yyyy </div> </div> <div> <div>Explain delays between Final Out and DDLDS/Port Call: </div> <div></div> </div> <div> <div>Was leave taken upon arrival:</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div> </div> <div> <div>Save</div> <div>Save &amp; Next</div> </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. (This date must match your departure date on your travel voucher)
- **“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”** Is the date, you first reported in to your new unit
- **Gaps in Dates Requiring Explanation:** between Departing Last Duty Station and Notified New Unit you were available.
- **“Was leave taken upon arrival?”** Did you take leave when you got to Scott AFB? **Not leave before you got to Scott AFB.** House hunting does not apply to this question.

**Press Save**

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

PCS Information	<b>BAH/OHA/FSH</b>	Dislocation Allowance
-----------------	--------------------	-----------------------

You do not have any dependents. Questions 1 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. Dependents are in various locations, moved at personal expense, etc.)  
 Please explain your unique situation here, if applicable:

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

**NOTE: Billeting/TLF is not classified as Government Base Housing.**

4. Dependent Certification:

Name of Primary Dependent	Relationship	Date of Marriage
<input type="text"/>		

If claiming **ONLY** a child as a primary dependent, whom is the child residing with?  
 (ex-spouse, grandparent, etc)

**NOTE: If child resides with a Military member, please provide his/her Name, SSN, and Duty Location below.**

Name	SSN	Duty Location
<input type="text"/>	<input type="text" value="123456789"/>	<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
  - **#3 “I certify that I currently reside in:”** Will be where you are **currently residing effective the date you moved in.**

**PRESS SAVE**

PCS Information

BAH/OHA/FSH

Dislocation Allowance

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.

Save

Save &amp; Next

- "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 Scott 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-----

# BAH 594

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: Choose One

Dependents

☐ I am claiming BAH for dependent(s)
 

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

Effective Date: d mmm yyyy

Select up to six (6) dependents

▼

▼

▼

▼

▼

▼

☐ 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" value="123456789"/>	<input type="text"/>	<input type="text"/>

Save

Save & Next

**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**

## 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

<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>

- ☐ 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" value="123456789"/>	<input type="text"/>	<input type="text"/>

[Save](#)

[Save & Next](#)

- **“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-----



## 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: Choose One

Dependents

☐ I am claiming BAH for dependent(s)
 

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

Effective Date: d mmm yyyy

Select up to six (6) dependents

▼

▼

▼

▼

▼

▼

☐ 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" value="123456789"/>	<input type="text"/>	<input type="text"/>

Save

Save & Next

- “(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 2<sup>nd</sup> 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**

# TLE



Form Name: TLE

PCS Details



Lodging

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

Losing

Base (from package): Pentagon, VA  
Date of Departure:    
Date Cleared Quarters:    
Household Goods Shipped? ☐ No ☐ Yes  
Date Goods Shipped:

Gaining

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

Save

Save & Next

- **Date of Departure/Arrival:** This date is the date you departed your last base/arrived to Scott AFB. 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. If the daily rate changes you will need a new claim for that rate.
- **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.

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 Type:**

- Billeting is lodging on base- a receipt is still needed for this.
- Off base- Non-Availability Statement from Lodging is required.
- With Friends or Family- 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.

- As of 1 JAN 2024 Pet Fees are reimbursable.
- If the cost changes daily, please make separate entries for each change. You can include Tax's

**Press ADD** (Add as many entries as you need)

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

# Travel Voucher

The screenshot shows the 'Travel Voucher' form with a yellow header bar containing the title and a red warning icon. Below the header are tabs for 'Details', 'Payments', 'Meals', 'Expenses', and 'Itinerary'. The 'Details' tab is active, showing a 'Miscellaneous' section. Four numbered arrows point to specific elements: Arrow 1 points to the 'Split Disbursement' section; Arrow 2 points to the 'Pay this amount to the GTCC' radio buttons; Arrow 3 points to the 'How many POVs were used for travel?' radio buttons; and Arrow 4 points to the 'I am entitled to DLA' checkbox.

**Travel Voucher** [Warning Icon]

Details | Payments | Meals | Expenses | Itinerary

Miscellaneous

Split Disbursement  
Pay this amount to the GTCC: [Help Icon]

☐ None  
☐ All  
☐ Partial \$ [Text Box]

Have your household goods been shipped?  
☐ Yes  
☐ No Why Not? [Text Box]

How many POVs were used for travel? [Help Icon]  
☐ 0  
☐ 1  
☐ 2 or more

[Save] [Save & Next]

- 1. **“Do you have a GTC?” If no or you don’t know what a GTC is, select “No”.**
  - o If you **do** have a GTC and didn’t use it select **“None”**
  - o If you would like to have all of the voucher go to the same bank account your normal base pay goes to, select “None”.
  - o 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 the 'Form: Travel Voucher' with tabs for Details, Payments, Meals, Expenses, and Itinerary. The 'Details' tab is active, showing a 'Miscellaneous' section. Callout 1 points to the 'Miscellaneous' tab. Callout 2 points to the 'Have your household goods been shipped?' question. Callout 3 points to the 'How many POVs were used for travel?' question. Callout 4 points to the 'I am entitled to DLA' checkbox.

**1.** Miscellaneous

Split Disbursement  
Pay this amount to the GTCC: [?](#) ☐ I am entitled to DLA. [?](#)

☐ None  
☐ All  
☐ Partial \$

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

How many POVs were used for travel? [?](#)  
☐ 0  
☐ 1  
☐ 2 or more

- **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.** “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-----

- **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 had the EXACT same travel as 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-----

# Dependents Address on 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: \*

Zip Code: \*

Country: \*



- **“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-----



[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.

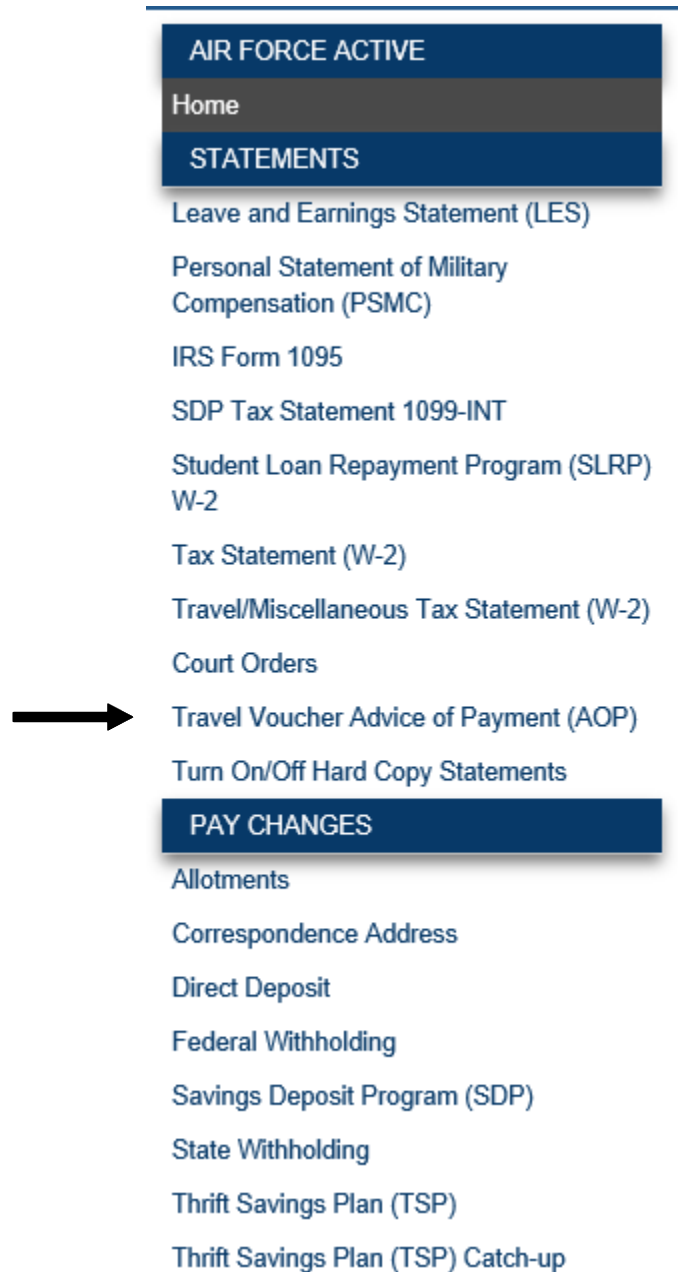
Add Payment

Disbursing Office Voucher #: \*
Payment Date:
Payment Amount:

Payment Type:
Location:

Add
Cancel

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



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-----

→ **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 which will cover food and lodging and if you are claiming mileage you will receive \$0.21 per mile. (As of CY24)

**Press Add**

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

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

Departure Location

Set to: [Home Address](#) [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.
- Each new leg will be the next stop following the departure location in the order you traveled.

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 a web form titled "Add Leg". It contains the following fields and controls:

- Departure Date:** A date picker with a calendar icon and the number 17.
- Mode of Travel:** A dropdown menu with a downward arrow.
- Arrival Date:** A date picker with a calendar icon and the number 17.
- Arrival Location:** A text input field.
- Set to:** A link that says "Home Address Duty Station Prior Duty Station".
- Reason for Stop:** A dropdown menu with "Choose One" selected.
- Miles:** A text input field with a help icon.
- Lodging Amount:** A text input field.
- Lodging Tax:** A text input field with a help icon.
- Buttons:** "Add" and "Cancel" buttons at the bottom right.

Three black arrows point to specific elements: one to the "Add Leg" button, one to the "Departure Date" field, and one to the "Add" button.

- Your departure date is the date you **departed your previous location**.
- 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"** **"GP – Government Plane (rotator)"** and you will need to show each airport; if you used a taxi/uber 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**
- 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	Currency Name	Exchange Rate	Valid	Actions	Move			
1	2 Jan 2024	2 Jan 2024	San Angelo Airport, TX	CA	AT										<a href="#">Move To</a>
2	2 Jan 2024	2 Jan 2024	Lexington Airport, KY	CP	AT										<a href="#">Move To</a>
3	2 Jan 2024	2 Jan 2024	Berea, KY	PA	LV										<a href="#">Move To</a>
4	5 Jan 2024	5 Jan 2024	Lexington Airport, KY	PA	AT										<a href="#">Move To</a>
5	5 Jan 2024	5 Jan 2024	St. Louis Airport, MO	CP	AT										<a href="#">Move To</a>
6	5 Jan 2024	5 Jan 2024	Scott AFB, IL	CA	MC										<a href="#">Move To</a>

## 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

## 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
2 Jan 2024	DEP	Goodfellow AFB, TX	CA			
2 Jan 2024	ARR	San Angelo Airport, TX		AT		
2 Jan 2024	DEP		CP			
2 Jan 2024	ARR	Lexington Airport, KY		AT		
2 Jan 2024	DEP		PA			
2 Jan 2024	ARR	Berea, KY		LV		
5 Jan 2024	DEP		PA			
5 Jan 2024	ARR	Lexington Airport, KY		AT		
5 Jan 2024	DEP		CP			
5 Jan 2024	ARR	St. Louis Airport, MO		AT		
5 Jan 2024	DEP		CA			
5 Jan 2024	ARR	Scott AFB, IL		MC		

- 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 St. Louis airport. From St. Louis Airport they took a taxi (CA) to Scott AFB where they completed their travel.

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

# Flying Example (without Leave)

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 Jan 2024	2 Jan 2024	San Angelo Airport, TX	CA	AT							Move To
2	2 Jan 2024	2 Jan 2024	St. Louis Airport, MO	CP	AT							Move To
3	5 Jan 2024	5 Jan 2024	Scott AFB, IL	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

Save

Save & Next

## 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	
2 Jan 2024	DEP	Goodfellow AFB, TX	CA			
2 Jan 2024	ARR		AT			
2 Jan 2024	DEP	San Angelo Airport, TX	CP			
2 Jan 2024	ARR		AT			
5 Jan 2024	DEP	St. Louis Airport, MO	CA			
5 Jan 2024	ARR	Scott AFB, IL	MC			

**Example:** This member left Goodfellow AFB, TX using a taxi (CA) and went to the San Angelo airport, they then flew (CP) to the St. Louis Airport. Then, they took a taxi (CA) to Scott AFB 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	Currency Name	Exchange Rate	Valid	Actions	Move
1	2 Jan 2024	5 Jan 2024	Scott AFB, IL	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

## 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	
2 Jan 2024	DEP	Goodfellow AFB, TX	PA			
5 Jan 2024	ARR	Scott AFB, IL	MC			

**Example:** This member drove (PA) all the way from Goodfellow AFB to Scott AFB.

# Flying then Driving Example

## 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 Jan 2024	2 Jan 2024	San Angelo Airport, TX	CA	AT							<a href="#">Move To</a>
2	2 Jan 2024	2 Jan 2024	Lexington Airport, KY	CP	AT							<a href="#">Move To</a>
3	2 Jan 2024	5 Jan 2024	Scott AFB, IL	PA	MC							<a href="#">Move To</a>

## 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](#)

## 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
2 Jan 2024	DEP	Goodfellow AFB, TX	CA			
2 Jan 2024	ARR			AT		
2 Jan 2024	DEP	San Angelo Airport, TX	CP			
2 Jan 2024	ARR			AT		
2 Jan 2024	DEP	Lexington Airport, KY	PA			
5 Jan 2024	ARR	Scott AFB, IL		MC		

**Example:** This member left Goodfellow AFB using a taxi (CA) to the San Angelo airport. They flew (CP) to Lexington Airport and from there drove (PA) to Scott AFB where their travel was complete.

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



# OCONUS FLYING EXAMPLE

## Travel Legs

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Currency Name	Exchange Rate	Valid	Actions	Move
1	2 Jan 2024	2 Jan 2024	Seattle, WA	GP	AT							<a href="#">Move To</a>
2	2 Jan 2024	2 Jan 2024	St. Louis, MO	CP	AT							<a href="#">Move To</a>
3	3 Jan 2024	3 Jan 2024	Scott AFB, IL	CA	MC							<a href="#">Move To</a>

[Add new leg](#)

## 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

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

## 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
2 Jan 2024	DEP Yokota AB, Japan	GP			
2 Jan 2024	ARR Seattle, WA		AT		
2 Jan 2024	DEP St. Louis, MO	CP			
2 Jan 2024	ARR St. Louis, MO		AT		
3 Jan 2024	DEP Scott AFB, IL	CA			
3 Jan 2024	ARR Scott AFB, IL		MC		

**Example:** This member took a rotator (GP) (Government plane) from Yokota AB that landed at Seattle Airport, WA. From there the member flew (CP) to St. Louis, MO on a commercial flight (CP) and then took a taxi (CA) to Scott AFB where they completed their travel.

## TDY En Route Example:

Member drove (PA) to TDY location from San Antonio. Once TDY ended, took a Taxi (CA) to airport. Then flew commercial (CP) to St. Louis. Ending travel by taking another taxi (CA) to Scott AFB, IL.

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 Jan 2024	2 Jan 2024	Sheppard AFB, TX	PA	TD							<a href="#">Move To</a>
2	18 Jan 2024	18 Jan 2024	San Antonio Airport, TX	CA	AT							<a href="#">Move To</a>
3	18 Jan 2024	18 Jan 2024	St Louis, MO	CP	AT							<a href="#">Move To</a>
4	18 Jan 2024	18 Jan 2024	Scott AFB, IL	CA	MC							<a href="#">Move To</a>

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

As seen on voucher

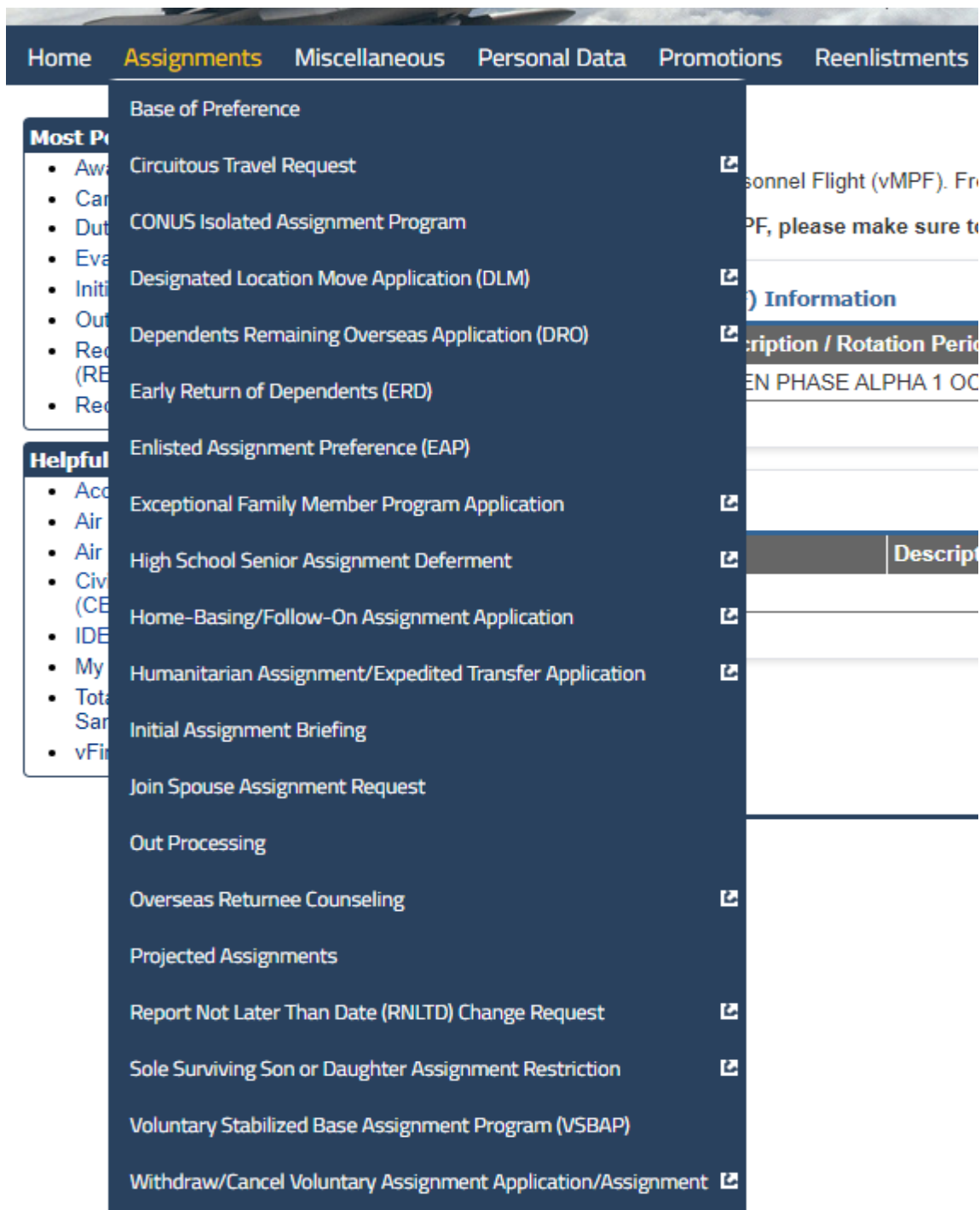
15. ITINERARY						
a. DATE	b. PLACE <small>Home, Office, Base, Activity City and State; City and Country, etc.)</small>		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
2 Jan 2024	DEP	San Antonio, TX	PA			
2 Jan 2024	ARR	Sheppard AFB, TX		TD		
18 Jan 2024	DEP		CA			
18 Jan 2024	ARR	San Antonio Airport, TX		AT		
18 Jan 2024	DEP		CP			
18 Jan 2024	ARR	St Louis, MO		AT		
18 Jan 2024	DEP		CA			
18 Jan 2024	ARR	Scott AFB, IL		MC		

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

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

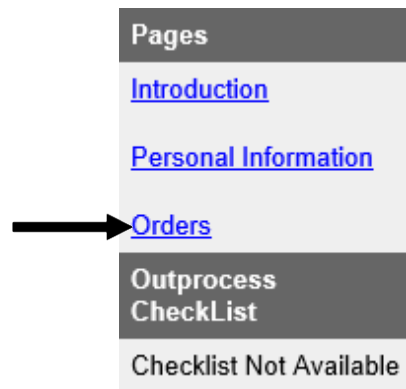
Any receipts you have that are over \$75, any airfare receipts, and your travel orders will be uploaded here.

- Log into vMPF and Click on Out Processing. This will contain complete sets of your orders and amendments.

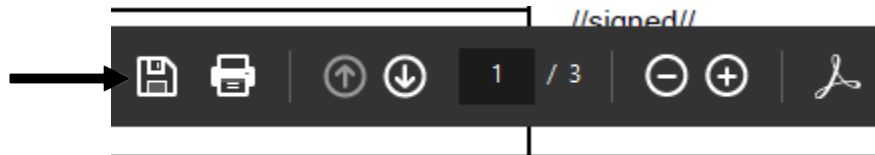


## Tab: Required Documents

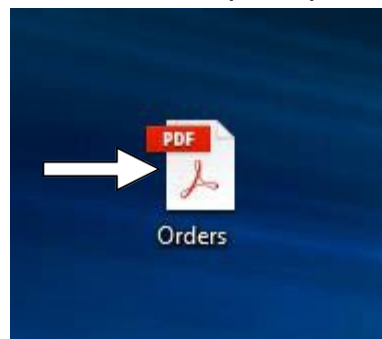
- Next you will have to select “**Orders**” on the left side column.



- A link to your orders should populate, you'll want to look for “**(Scott)**” and save **ALL orders and amendments** you have.
- 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-----

- Once you have saved your orders, 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			

Add File:

Name:

File:

- You will upload every page of your orders here including amendments.
- Next you will upload your receipts if you have any. Receipts will be loaded the same way you loaded the orders.

Travel Voucher	Expense Receipt - 14 Mar 2018 - Commercial airfare			
----------------	--	--	--	--

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

# Lost Receipt Form

- If you don't have your receipt, cannot load your receipt, or to not have a valid receipt, you must fill out a lost receipt form (**A lost receipt cannot be completed for lodging**). 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"/>  <a href="#">Add Form</a> <a href="#">Cancel</a> </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-----

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

Justification
Lost Receipts

Please provide full explanation as to why receipt(s) are not available:\*
218 characters remaining

Was not provided a valid receipt

Save
Save & Next

Justification
Lost Receipts

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

Receipts:

Type	Name	Date	Amount	Valid	Actions
No receipts found					


Next

- 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.

-----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**

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 Information 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)

Once everything is verified you can now click submit

**Thank you, and have a great day!**