



Money Matters

A Finance Office Publication for Moody Air Force Base

Volume 1, Issue 1

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This issue of Money Matters covers FAQs concerning travel pay entitlements and the Defense Travel System (DTS).

Tips and Tricks

Feeling left in the dark about how base finance works?
Not to worry! Check out these travel FAQs below:

How do I stop my deployed entitlements when I return?

Your deployed entitlements are stopped when you file your final travel voucher. If in reviewing your Leave and Earnings Statement (LES), you notice your entitlements have not stopped and you have received payment for your travel voucher, please contact the Finance Office.

NOTE: Hostile Fire Pay (HFP) and Combat Zone Tax Exclusion (CZTE) are paid for the entire month, regardless of whether you were only in the qualifying areas for one day.

How long do I need to be TDY or deployed to receive Hardship Duty Pay (HDP)?

You must be on duty over 30 days in an area that qualifies for HDP before the entitlement can begin. HDP is a daily entitlement and is prorated after the initial 30 days.

How can I file for my Family Separation Allowance (FSA)?

To file for FSA, you must have approved TDY orders for official travel in excess of 30 days. In addition, you must submit a DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance), along with a copy of your TDY orders (back and front) to the Finance Office. Alternatively, if you did not receive FSA during your TDY you may file a DD Form 1561 with your final settlement voucher, and it will be paid as a lump-sum for the duration of the TDY.

I am married to another military member, and one of us is deploying. Who would be entitled to Family Separation Allowance (FSA)?

The military member on orders causing the separation (i.e. the one deploying) will be the one receiving all deployed entitlements, including FSA.

Financial Management Flight (FMF)

Did you know...

Each squadron has personnel to help you with DTS/GTC: - DTS: The Organizational Defense Travel Administrator (ODTA) can assist with unit-funded DTS questions - GTC: The Agency Program Coordinator (APC) may help you with your Government Travel Card (GTC).

Contact your Command Support Staff (CSS) to obtain the names of your ODTA and APC.

Helpful Finance Links:

Defense Travel Office: <https://www.defensetravel.dod.mil/>
Virtual Finance: Enter Air Force Portal and click "Virtual Finance Page on AF Portal"
Defense Finance & Accounting Service: <https://www.dfas.mil/>

Financial Management Analysis (FMA)

Did you know...

If you travel on contingency, exercise, or deployment (CED) orders, FMA creates your authorization. If you expect to deploy or participate in an exercise, **do not** create your own authorization in DTS.

Contact Us

For any questions or concerns relating to military pay, PCS, retirements/separations, etc., please utilize www.23cpts.setmore.com to make an appointment, or email our Help Desk at moody.finance@us.af.mil. We also have walk-in hours, indicated below.

Hours of Operation:
Mon-Fri 0900-1400
Mon/Wed/Fri: Appointments Only
Tues/Thurs: Walk-Ins

Briefings:
PCS In-Processing - Mon/Wed @0930
Retirements/Separations - Wed @ 1330