

# Steps to Completing a PCS Voucher

1. Go to <https://efinance.sso.cce.af.mil/>, sign in using the authentication certificate, and select the PCS button to the left of TDY at the top right corner to start the package.



2. Enter a 'Package Name', (Last, First, M.).

3. Enter 'Travel Order Number' obtained from your PCS Orders (Block 27), utilizing only the first 2 letters and last 4 numbers.

4. If your dependents came from the SAME location per your orders and traveled CONCURRENTLY with you from start to finish, leave both check marks under the 'Travel Vouchers' section. If you traveled SEPARATELY from your dependents (different days, different starting locations), click the pencil icon under 'Travel Vouchers', 'Actions', and uncheck dependents. Click 'Save'. Click 'Add Voucher', click 'Dependents', and then click 'Save'. (You should now have two 'Travel Voucher' links on the left side of the screen).

5. Select 'Arrival Worksheet' on the left side. Fill out your final out date (date you out-processed) and 'Date Departed Last Duty Station'. Explain any special situations and delays. Select the tabs on the top for 'BAH/OHA/FSH' and 'Travel' forms and follow the on screen steps for these two tabs.

6. Select the 'Dislocation Allowance (DLA)' tab.

- Block 1 a, b, c, & d – Complete if your spouse is a military member.
- Block 2 – Check for single rate DLA (You must self-certify even if you have already received an advance for single-rate DLA)
- Block 3 – Check if applicable (Typically for Airmen that will be assigned to the dorms).

DLA is a travel entitlement that is payable in every PCS move. This does not apply to members that are E-3 and below, with less than 3 years of service, and with no dependents. Military to military must have moved at separate times with one member establishing a new household before the other member departs Old Permanent Duty Station (OPDS). DLA rates are available at: <https://www.defensetravel.dod.mil/site/otherratesDLA.cfm>

Please continue to the next page to complete your eFinance voucher.



7. Select the 'Temporary Lodging Expense (TLE)' form on the left side. Fill out losing and gaining base information in each block. The box for 'Date Cleared Quarters' is your final out date. 'Date Assigned Quarters' is for airmen in the dorms.

# Steps to Completing a PCS Voucher (Continued)

8. Select 'Add Lodging' and indicate when the lodging occurred. Lodging while driving is covered under per diem. Lodging at OCONUS bases is considered 'Temporary Lodging Allowance (TLA)' and must be filed with 'Overseas Permanent Duty Station (OPDS)'. Lodging dates must match what is on the lodging receipt. CONUS TLE allows for 10 accumulated days from both old/new PDS.

9. Select 'Travel Voucher'.

Complete 'Miscellaneous' information blocks.

Complete the 'Split Disbursement' section to ensure the balance for GTCC gets paid off in full. Check 'I am entitled to DLA' even if you have already received an advance for DLA. Indicate if your household goods have been shipped and how many Privately Owned Vehicles (POV) were shipped. Enter 'Date arrived on Station'-- this date must match throughout the travel voucher.

10. If you traveled from the same location with dependents, select 'Claim all auto-claimed dependents'. The address in this section must match the address on the orders. For the 'Previous Government Payments/Advances block', select 'Add new Payment' if you have received an advance.

11. Under 'Reimbursable Expenses', click 'Add new Expense'. Hotel taxes (only for TLE), tolls, taxi, and or airfare may be added here. See the Joint Travel Regulations (JTR), Appendix G for a full list of refundable expenses at:

<https://www.defensetravel.dod.mil/site/travelreg.cfm>.

12. Select 'Required Documents' tab on the left side. Attach PCS travel orders (front and back). All expenses greater than \$75 will need a receipt attached. If the amount on the receipt is in foreign currency, attach GTCC statement showing foreign conversion rate.

13. Review and submit package. If you need any assistance, submit an inquiry on CSP: <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>.

For more 'how-to' guides and assistance visit:

<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>