<u>1</u>. Go to <u>https://efinance.sso.cce.af.mil/</u>, 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.

Timanco

<u>2</u>. Enter a
 'Package Name',
 (Last, First, M.).

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

Steps to

Completing

Voucher

a PCS

	PCS I IDY Forms Admin	Г
Create PCS Package		
PCS is the official relocation of an active duty mil along with any his or her family, to a different dut	itary service member, y location, such as a military base.	
Before creating a PCS Package, please update)	vour profile with all current information.	
The package editor will use information from you	i prome.	
eFinance is an unclassified system. Do not enter	or upload classified material.	
eFinance is an unclassified system. Do not enter Package Name: *	or upload classified material. Travel Order Number: *	
eFinance is an unclassified system. Do not enter Package Name: * 🔘	or upload classified material. Travel Order Number: *	
eFinance is an unclassified system. Do not enter Package Name: * @ Additional Travel Order Numbers:	or upload classified material. Travel Order Number: * Prior Duty Station: *	



<u>4</u>. 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).

🚹 🧟 Logged in

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.

Edit Package Forms	PCS Package Name: 123 Form Name: Arrival Worksheet You are not going OCONUS, so the OCONUS into tab and all related fields have been removed.	Status: In Wo
Arrival Works heet	PCS Information BAH/OHA/FSH Travel Dislocation Allowance	
Resided Documents 0	 1. Lam married to another military member and we relocated at Same Separate 1 a) We lived in the Same Separate household at old PDS. b) We lived in the Same Separate household at newPDS. c) We vere stationed at different PDSs before relocating to newPDS. d) We vere married en route to newPDS (not married at last PDS). 2. Lam E4 or above with at least 3 years service without Dependents and do not/will not hat quarter's assigned. 3. Lam currently in Bileting/TLF, but WILL be assigned Dorms or Government Base Housing 	time(s). ve Government

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)

ngs Package IS	•	PCS Package Name; Form Name: TLE Please attach a copy of your Non-Availability Statement	t (d'applicable) in t	he Required D	St. ocuments ser	atus: In Wo
al Worksheet	CONUS Duty Stations - PCS Details Losing Base (from package) Hill APB, UT Date of Departure 000 Construction of Departure 000 Date Cleared Quarters 000 Household Goods Shipped 0 No 0 Ves Date Goods Shipped 0	Gaining Base (from user Date of Arrival Date Assigned HouseHold Goo Date Goods Det	profile): Quarters ds Delivered? Ivered:	Moody AFB,	GA TO Yes	
		Lodging Valid During Date TLE Claimed For No lodging No lodging	g Dependents precords found	Lodging Type	Add net Nightly Cost	Save w lodging Actions
		Add Lodging Lodging occurred during: Departure Am Check in / Lodging Start Date: Check Out / Lodging TLE Clasmed For: Coding Type: Member and Dependents Gilliong Ottoppendents Only Ottopse: # of Dependents: Nightly Cost	val ing End Date:	Statement)		

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.

Bretings I Edit Package Forms Artivel Works heet	PCS Package Name: 123 FormName: Travel Voucher (DD 1351-2) Detail tinenry: Heb
BAH O BE O Barel Voucher O Resulted Documents III Supret Download / Print	Minochanceus Self Disbursement Pay the association to the GTCC Al Al Partal S
	Hwvé your household goods been shipped? ○ Yes ○ No Vitry Not? Novimany PO Vá vere used tir trave? @ 0 0 2 or more

Tinance

Briefi Edit J Form Ani BA Los U TLE Ins Responses

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.

<u>11.</u> 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.

<u>12</u>. 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.

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