PiPS User friendly Guide

Permanent Change of Station In-Processing System
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This is a step-by-step guide to assist members with in-processing Ramstein Finance.

PiPS was created to aid members in filing PCS travel vouchers by following an easy to use, self-populating form flow.
Before you log on, make sure you are using a computer with a CAC reader.

**A USB card reader may be used on home computers as well.**

Now, insert your CAC.
• Log on to PiPS website at: https://efinanceworkspace.wpafb.af.mil/GovWarning.aspx (if using a home computer, use the link available through the AF Portal https://www.my.af.mil).

• When prompted by certificates, please choose your name and click “Ok.”
You are now logged on. You should see the following screen:

![Image of the PiPS eFinance login screen]

Click [Agree] to accept the User Agreement.
Click on “Continue”
Click on “PiPS”

Welcome to the PIPS/eFinance Workspace!

- **PIPS**
  - I want to start/continue my PCS In Processing:
    - Show/Hide Details

- **eFinance**
  - I want to prepare and submit a non-DTS TDY Travel Voucher:
    - Show/Hide Details
  - I want to update my military pay:
    - Show/Hide Details

**PIPS/eFinance Workspace IS NOT a classified application. Do not use PIPS or eFinance for any travel from, through, or to a Classified or "Data Masked" location(s).**

**For assistance in filing your Classified or "Data Masked" PCS or TDY voucher, please contact your local Financial Services Office.**
Select “Begin a New PCS In-processing Package” and click “Continue.”
Select “I’m reporting to a new duty assignment...” and click “Continue.”
Ramstein is an OCONUS base. Please click “No.”
Click on “PCS Briefing for Overseas Location.”
PLEASE READ!!! Most of your questions will be answered here. Once finished, click “Continue.”
It is important that the correct location is selected on this screen for “Servicing Finance Office.” Then click “Continue.”
Personal information and data will be collected throughout the process, make sure you have all of the following information:

- Personal Information
  - Your SSN
  - Your Name
  - Your Address
  - Pay Grade
  - Organization/Unit
  - Office Symbol
  - Station
- Your Marital Status and Dependents
- Mailing Address (If Changes Needed)
- Direct Deposit (If Changes Needed)
- State of Legal Residence (If Changes Needed)
Fill in all fields. Departing location must match Block 8 on your orders. Once all text boxes are complete, click “Continue.”
If PSC address is known, please select and input your address. Otherwise, enter a US mailing address.

**Primary email must be a valid email!** You may enter a personal email if desired. The email address entered is where **notifications regarding the status of your voucher will be sent.**
If you have a savings bond and would like to change the address, click “Yes” and follow the online instructions. If not, select “No.”
If you want to change your savings bond address, click “Yes.”

Bond Address Change

PIPS has the ability to change the mailing address of all Savings Bonds owned to a single U.S. mailing or PSC Address.

If you want to change the mailing address for all Savings Bonds owned to a single U.S. mailing or PSC Address, select "Yes".

If you desire to change your Bond Address(s) to a foreign address(s) or want bonds mailed to multiple addresses you have the following options:

Visit My Pay website at: https://mypay.dfas.mil/mypay.aspx

Or

Contact your local financial services office because special information may be required

CLICK

Yes
No
Back
Input address: If your mailing address is the same address you previously provided, you may check “Use Same as Mailing Address.” You may also use a different US mailing address or your PSC address.
Please select your marital status from the following options and click “Continue.”

If your marital status has recently changed, please include all documents with your package at the end. This includes:
- Marriage Certificates
- Divorce Decrees
- Spouse’s separation orders
For your selection, please follow each step and fill in your (or dependent’s) information.

Once you have completed YOUR appropriate information you should be here: (BAH Info)

• Please READ the BAH briefing that is included here. Many questions will be answered from this briefing.

When finished, CLICK

References: AFI 32-806; Unaccompanied Housing Management, Chapter 4 – Financial Matters 4.1: Basic Allowance for Quarters (BAQ).

The housing office is the only base activity that processes AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance For Quarters (BAQ) or Dependency Redetermination, for unaccompanied personnel occupying BH.
If you are adding a dependent, please complete fields with a RED star (*).
Again, please READ and Certify the BAH Statement below stating you read and understand the terms.

- Type “Agree” in the text box and click “Continue.”
If you would like to change your **Direct Deposit**, click “Yes” and follow the online instructions. If not, click “No.”
If you wish to **change** your Direct Deposit for Military Payroll (where your paycheck goes) fill out the information in the **Direct Deposit Military Payroll** box.
If you wish to change your Direct Deposit for **Travel Payments (for your travel vouchers)** fill out the information in the Direct Deposit Travel Payments box.

![Direct Deposit for Travel Payment Form](image)

1. **ROUTING TRANSIT NUMBER** - Here you would put "021001082"

2. **ACCOUNT NUMBER** - Here you would put "123-456-789" Note the use of the dash symbol. (Include dashes where the symbol appears on the check or card)

3. **ACCOUNT TITLE (must include employee name)**

4. **FINANCIAL INSTITUTION NAME**

5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing
If you would like to change your **State of Legal Residence**, click “Yes” and follow the online instructions. If not, click “No.”
Are you changing your Legal Residence to a **Native American Tribe** or a **State** of Legal Residence?
Please read and click “Continue.”
Please complete the fields with a **RED** star (*).
The Travel Voucher

PIPS will now gather personal information for your Travel Voucher.

Travel Voucher Info includes:

- Travel Order Number
- Out Processing Date with Personal (MPF)
- Number of Privately Owned Vehicles Used
- Dislocation Allowance
- Split Disbursement
- Port Call Date
- Sign In Date
- Recruiter Assistance Dates
- Previous Travel Advances
- Dependent Concurrent Travel Info
- Household Goods Shipped Status
- Itinerary Info
- TDY En Route Periods
- Reimbursable Expenses

**PENALTY STATEMENT:**

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim. You are filing a travel claim to the US Air Force and it is subject to Article 107, UCMJ and 18 U.S.C. 1001 (false official statements), Article 132, UCMJ and 18 U.S.C. 287 (frauds against the government), 28 U.S.C. 2514 (forfeiture of fraudulent claims) and Title 31, Section 3729.

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**CLICK**
Step 1: Orders

• Enter your **Travel Order Number** and **Out Processing** Date in the required fields.

• Select your DLA option. Select “Click Here” to find out if you are authorized DLA.
Step 2: Paying the GTC

• If “Yes”, you may split disburse a dollar amount to pay your GTC. The rest will go to your military pay account.
• If “No”, click “I do not wish to split disburse...”
Step 3: Travel advances?

- This does **NOT** include Military Pay Advances.
- Select your option: If “Yes”, fill in required fields. For all others, click “No.”
If you click “Yes,” please fill in the “Payment Type.” All other info is optional but if you know it, please fill it in.
If you took more than one advance, please click “Add another Payment” and repeat the same procedure. If not, click “Finished.”
NO DEPENDENTS

• If you have NO dependents or are Mil-to-Mil w/o children, you should see this screen: click “Continue.”

Dependents That Traveled Concurrently

You did not enter any dependents in the My Info Tab, so NO dependents will be put on your Travel Voucher as traveling concurrently with you.

If this is correct Select Continue
If this is Not Correct and you have dependents on your travel order that traveled concurrently with you:
   Select Add Civilian Spouse to add a civilian spouse
   Select Add a Dependent to add a dependent other than a civilian spouse

CLICK
WITH DEPENDENTS

• If you have dependents, they will be listed on the screen as follows: click “Continue”
Enter Dependent’s PHYSICAL Address at the time ORDERS were received.

- Click “Continue”
HOUSEHOLD GOODS

- If HHG have been shipped, select “Yes” and click “Continue.”
- If HHG have not been shipped, select “No”, explain why, and click “Continue.”

* Have Household goods been shipped?  
  - Yes  
  - No

* Please enter remarks why household goods have not been shipped
  
  Must be filled in

CLICK
Itinerary: Where the confusion can happen

- Please READ this page and click “Continue.”

PIPS will now step you through traveling from the last duty station to your new duty station. You are not required to enter leave locations unless another reason for stop applies. Any of these type locations must always be entered:

- Recruiter Assistance Program
- Commercial Transportation Terminals where you changed modes of Transportation
- Privately Owned Vehicle Pick-Up or Drop-Off locations
- TDY En-Route Locations
- Arrival Port Airport or Hotel OCONUS Moves only
- Departure Port airport or Hotel OCONUS Moves only
- Drop-off/pick-up Dependents at a designated location
DEPARTURE DATE
Please enter ACTUAL departure date. This has to be AFTER your Out-Processing date. This will be the day you departed the local area of your old PDS, permanently.
BEFORE PROCEEDING ANY FURTHER... HERE ARE FEW THINGS YOU MUST KNOW...

• Only list **CITY AND STATE/COUNTRY** with the exception of your last base, which is auto-populated, TDY location (if applicable), and new duty station (i.e. Langley, VA to Baltimore, MD to Ramstein, GE). The installation name takes the place of the city name.

• We **DO NOT** need every location you stopped at before arriving Ramstein AB.
Find your status...

• If you are coming from a CONUS (Stateside) Base: Last Base, Leave Location (if any), TDY location (if any), Departure Port (last city in the US), Frankfurt, GE (if applicable), Ramstein, GE.

• If you are coming from a OCONUS (Overseas) Base AND went on COT leave to the States: Last Base, Departure Port (if applicable), Arrival Port (1st city in the US), Leave Location, TDY Location (if any), Departure Port (last city in the US), Frankfurt, GE (if applicable), Ramstein, GE.

• If you are coming from a OCONUS (Overseas) Base AND went straight to your next PDS: Last Base, Departure Port (if applicable), Frankfurt, GE (if applicable), Ramstein, GE.
Reason for Stop/Mode of Travel

CODES

• Here is where the majority of mistakes are made:

**REASON FOR STOP:**

• **AT**- Awaiting Transportation: any layovers for a period of a **few hours**
• **AD**- Authorized Delay: any layover/stop for a period of a **day or more**
• **AD**- Departure Port: last city you flew out of before getting to new PDS
• **AD**- Arrival Port: first city in the US or Frankfurt, GE
• **LV**- any type of leave, RAP, or COT
• **CT**- Circuitous Travel: This will be on the back of your orders. If you do not know this, you probably are not authorized it.
• **MC**- Mission Complete: new PDS
• **TD**- TDY: your TDY location
• **LV**- Designated Location: where you pick up/drop off your dependents
• **DV**- Drop off Vehicle: VPC drop-off
• **PV**- Pick up Vehicle: VPC pick-up
• **TD**- Permissive TDY

**MODE OF TRAVEL:**

• **PA**- Private Auto: if you drove or someone drove you somewhere
• **CA**- Commercial Auto: taxis, shuttles
• **TP**- Transportation Plane: airfare that was paid for by the Air Force and was not charged to your GTC.
• **GP**- Government Plane: USAF Rotator
• **CP**- Commercial Plane: airfare you paid for yourself through GTC or personal card
• **CB**- Commercial Bus: shuttle
• **CR**- Commercial Rail: Train
• **CV**- Commercial Vessel: boat or ship. This is **NOT** Commercial Vehicle
Quick Info

- If you are going to claim commercial auto (CA) such as taxis, buses, etc., you must annotate it on your voucher itinerary.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PLACE</th>
<th>MEANS/MODE OF TRAVEL</th>
<th>REASON FOR STOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/20/10 DEP</td>
<td>Barksdale AFB</td>
<td>CA</td>
<td>AT</td>
</tr>
<tr>
<td>02/20/10 ARR</td>
<td>Shreveport, La Airport</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

YOUR VOUCHER SHOULD STATE WHERE “CA” IS TAKEN

<table>
<thead>
<tr>
<th>DATE</th>
<th>NATURE OF EXPENSE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/10/10</td>
<td>Taxi/Commercial Auto To/From Vehicle Processing Port</td>
<td>$52.45</td>
</tr>
</tbody>
</table>

DONT FORGET TO CLAIM IT ON REIMBURSABLE EXPENSES
BACK TO PiPS...

Remember your last base will auto-populate on the voucher, so begin with the stop that came next. Reference the last screen if there are questions as to the codes to be used for “Reason for stop/mode of travel.” Based on the reason for stop, a field will generate to claim airfare and hotel fees. Be sure to claim these when they pertain to that stop.
TO ADD A NEW/NEXT STOP, CLICK “ADD NEW STOP.”

- Repeat the same procedure until you reach your new duty station.
ONCE FINISHED, IT SHOULD LOOK SIMILAR TO THIS:
Make sure the last stop matches Block 9 of your orders.

<table>
<thead>
<tr>
<th>Date Arrived</th>
<th>Stop Cd</th>
<th>Mode Cd</th>
<th>Location</th>
<th>Date Departed</th>
<th>Stop Number</th>
<th>Stop Remove Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 01 2010</td>
<td>LV</td>
<td>CP</td>
<td>Patrick AFB</td>
<td>Mar 01 2010</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Mar 03 2010</td>
<td>DP</td>
<td>CP</td>
<td>Baltimore, MD</td>
<td>Mar 04 2010</td>
<td>2</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>Mar 05 2010</td>
<td>MC</td>
<td>GP</td>
<td>Ramstein AB, Ge</td>
<td></td>
<td>3</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Add a new Stop

CLICK TO CONTINUE
REIMBURSABLE EXPENSES

- Some reimbursable expenses will already be included in your voucher. If you have more expenses to add, click, “Add a new Travel Reimbursable Expense.”
- NOTE: Do NOT add meals, gas, rental car, postage fees, lodging (except at port), or uniform alterations.
- If you cannot find the item in the list of options provided, it is likely not reimbursable item.
FAMILY VOUCHER

• Before deciding “Yes” or “No,” please see NEXT SLIDE.

Do you need to complete a Family Travel Voucher for Dependents that did not Travel Concurrently with you the entire trip at this time?

- A family voucher is required for any dependents that are on your travel orders that did not travel concurrently with you the entire trip.
- If you have multiple dependents that had different routes of travel a separate family voucher is required for each dependent(s) that had a separate route of travel.
- If your Dependent(s) have not completed their travel you can use PIPS to complete their Voucher at a later date.
FAMILY VOUCHER Cont.

• Select “YES” if one of the following applies:
  - Dependent travel was done at a different time.
  - Dependent travel itinerary differs from member’s travel.

• Select “NO” if one of the following applies:
  - Single
  - Dependents traveled at the SAME TIME as member.
  - Dependents will travel to new duty station in the future.
  - Dependents are not coming to the new base.
FAMILY VOUCHER Cont.

If you selected “YES”, please follow THE SAME procedure as with YOUR travel voucher. Remember to pay attention to locations and codes. If you need assistance, refer back to Slides 31-37.
Temporary Lodging Expense (TLE)

• TLE is lodging incurred AT YOUR LAST CONUS BASE in the LOCAL AREA. The MAXIMUM is 5 days in conjunction with a PCS to an OCONUS location.

• TLE is NOT: lodging here in Germany, lodging while on leave, or lodging at the port. Only at your LAST CONUS PDS.

• Note: TLE can be claimed when staying with friends or family at your last base.
NOW DECIDE...

Temporary Lodging Expense

Do you have Temporary Lodging Expenses you want to claim now?

Temporary Lodging Expense (TLE) is intended to partially reimburse members for lodging and meal expenses when a member/dependent(s) occupies temporary quarters in CONUS in conjunction with a PCS. A Temporary Lodging Allowance (TLA) is for OCONUS locations and is not available within PIPS.

If you're still in temporary quarters you can submit your claim once you leave temporary quarters.

Reimbursement is limited to:

1. 10 days for a PCS to a CONUS Permanent Duty Station (PDS)
   a. Mil to Mil couples are entitled to 10 days each (days claimed cannot overlap)
   b. All members may split the days between old and new PDS, if both locations are CONUS
2. 5 days for a PCS to an OCONUS PDS
   a. Mil to Mil couples are entitled to 5 days each (days claimed cannot overlap)

Temporary quarters:

1. Must be a temporary residence; and
2. Must be in the vicinity of the old PDS, new PDS, and/or authorized designated place; and
3. May be allowed if assigned family-type Government quarters, but are not occupied because:
   a. HHG have not been shipped from the old PDS; or
   b. HHG have not been received at the new PDS; or
   c. Government quarters are undergoing repair/renovation; or
   d. HHG have been packed, picked up and/or shipped from the losing PDS; or
   e. For similar reasons.

Detailed lodging receipts are required (no credit card receipts). When staying with friends or relatives, lodging cost is not authorized, but the meal portion of TLE is payable. A non-availability statement is required, if off base lodging is claimed.

***If you select “Yes”, please follow and fill out required fields.
Please fill out the fields with a **RED** star (**`).
Split disbursement: Mandatory for expenses incurred on your GTC. Please choose and click “Continue.”

**Government Travel Card Split Disbursement**

- I do not wish to split disbursement to my Government Travel Card for this travel claim
- I do wish to split disbursement to my Government Travel Card for this travel claim

*Amount $ [Example: 152.88]*

*This split disbursement amount is only for this TLE claim. Split disbursement amounts for member voucher and any family voucher claims will be separate. Any current balance on your GTC will be split disbursed up to and including the total amount of the TLE payment.*

**Link to Citibank Website:** [https://home.cards.citidirect.com/CommercialCard/Cards.html](https://home.cards.citidirect.com/CommercialCard/Cards.html)

- View Account Summary
- Enter Account Number & Verification ID
Please fill out the fields with a RED star (*).
If you need to add additional lodging, please click “Add Another Lodging Location.” Otherwise, click “Finished.”

<table>
<thead>
<tr>
<th>Lodging Start Date</th>
<th>Lodging End Date</th>
<th>Place of Lodging</th>
<th>Claim For</th>
<th>Cost Per Night</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/2010</td>
<td>3/1/2010</td>
<td>Billeting</td>
<td>I have no dependents. I am claiming TLE for myself in my own right.</td>
<td>$0.00</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Family Separation Allowance (FSA)

• This will **not** apply to MOST of you since Germany is not a remote assignment. FSA is only authorized if:
  - You had a TDY en-route with your PCS and it exceeds MORE THAN 30 days (FSA-T). *If your family was at your TDY location, you are not entitled FSA.*
  - You are mil-to-mil and your orders FORCED you to be on an unaccompanied without the option of an accompanied tour (FSA-R).
NOW DECIDE...

**Family Separation Allowance**

Are you entitled to Family Separation Allowance?

**FSA-T:** To be entitled to FSA-T you must have dependents in your legal/physical custody and have been Enroute TDY for more than 30 days, and dependant(s) did not accompany you to the TDY location.

**FSA-R (Mil to Mil separated by orders):** To be entitled to FSA-R Mil to Mil separated by orders, you must be married to another military member currently serving on active duty who was residing with you immediately before being separated by execution of your military orders.

**FSA-R (Dependents restricted):** To be entitled to FSA-R Dependents Restricted, you must be serving on a dependant restricted unaccompanied tour where your dependents are not authorized to travel at government expense to this duty station and/or not resident at the new duty station.

***If you select “Yes”, please follow and fill out required fields.
Select Type, Enter Address and click “Continue.”
Read and Certify all that applies by adding a check mark in the box. Type “Agree” and click “Continue.”

Family Separation Allowance

Fields marked * are required fields that must be filled-in

FSA Certification - Check all applicable boxes

* If option is disabled and you feel it should be enabled, make appropriate corrections in My Info tab, Marital Status and Dependents section

- I am not divorced or legally separated from my spouse
- My dependent child (children) was (were) not in the legal custody of another person when I received my military orders.
- My dependent (other than my spouse) is not a member of the military service on active duty.
- My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year.
- I am claiming FSA for my parent(s) for whom I have a current and approved dependency status and am residing with, and I maintain a residence for my dependent(s). I have assumed the liability and responsibilities thereof at the address(es) entered previously, where I likely reside during periods of leave or such other times as my duty assignment may permit
- I am married to another military member currently serving on active duty and my spouse ☐ was ☐ was not residing with me immediately before being separated by execution of my military orders.
- My last TDY or deployment, if any ☐ was ☐ was not within 30 days from this TDY deployment.

I understand that I must notify my commanding officer immediately upon any change in dependency status and if my sole dependents move to or near the station or if my dependent(s) visit at or near this station for more than 90 continuous days (more than 30 continuous days in the case of FSA-T while I am in receipt of FSA).

If you Agree to the Statement, type in Agree: agree
REQUIRED DOCUMENTS

- PiPS will not allow you to proceed to the “Required Documents” unless there are **green** check marks for each tab. Does your screen look like this? If not, please go back and adjust any info that has a **red** “X” next to it.

Read the Information and click “Continue”
Required Document(s) List

- Your reimbursable expenses should be listed on this page. Select the “Provided” button for your orders and all receipts. If a receipt is lost, please click on the “Lost Receipt Report” button, print and complete the lost receipt form.

**PLEASE USE THE OPTION TO UPLOAD ORDERS DIRECTLY FROM vMPF**

*Note: Receipts are also required for lodging or any expenses of $75.00 or more that were manually entered. (Not selected from expenses pick list)*

For each receipt that is lost, print off and complete the lost receipt report.
UPLOAD/FAX

• As PiPS stated, you will have two means to provide your required documentation: By fax or by scanning and uploading the file

• Here’s How...
Option 1--UPLOAD

• This is the preferred method and easiest method. If you have access to a scanner, you can save your documents to an AF approved hard drive or computer and upload them to PiPS.

• **IMPORTANT NOTE:** Images must be less than 2MB and in one of the following formats: .jpg, .jpeg, .gif, .bmp, .tiff, .tif, .pdf

• So... scan your documents and save it to a file that you have access to.
UPLOAD Cont.

Once you are finished scanning your documents, click on the “Select” button under “Upload” in PiPS.
UPLOAD Cont.

• Choose each corresponding file where you saved the documents. Once all files are selected, click “Upload” in PiPS.
• A comment will be posted once your documents have been received. Click “Continue” to proceed.
Option 2--FAX

- Click on “Create Fax Cover”. Once the Fax Cover Sheet shows on the screen, **print it out**. This will be the first page that goes through the fax machine.
• To fax, have all your documents ready with the fax cover sheet on top. Make sure you have a LEGIBLE copy of:
  - front and back of your orders and/or amendments
  - receipts for claimed expenses
  - front and back of your Form 788 for VPC drop off/pick up
  - RAP letter
  - Any other required documents

• NOTE: Do not scan in any lodging documents for Germany. These will be accomplished through the housing office.

• Fax Info: DSN 312-986-4406 or 312-986-4407
FAX Cont.

- After faxing, your documents will upload right away, however, documents can take as long as 30 minutes to appear. Click the “Continue” button in PiPS once your documents have been faxed.
Review Your Documents

After uploading/faxing, you should see your documents and your screen should look like this:

Click on each document and view the PDF. If the document looks blurry, or you cannot read the information, please upload a clear copy.

If you do not see your documents below, click here!

If documents were just faxed please allow 30 minutes for the documents to appear in the system. If the faxed documents do not appear on this page, please review the FAQs for Faxing Required Documents.
Summary

• Click on “Edit Worksheet”
Central Processing Center Worksheet

- Please complete the Central Processing Center Arrival Worksheet.
- If you had a delay between out processing and getting to your new base, use the space provided to explain.
- If there was a weather delay of any kind, or if you remained in the local area of your last base for more than 2 days after out processing, please explain why.
- If you have a unique family situation, please make us aware by providing that information in the space provided on this form.

- If the information on the worksheet applies to you, please indicate by typing your **INITIALS**. If not, type **“N/A.”**

- Once completed, click “Continue.”
BEFORE SUBMITTING...

- Click on each "View Document" for all documents. Make sure your information is complete & correct.

[Image of a web interface showing a summary of documents and buttons to view them.]

- **Central Processing Center Worksheet**
  - Click

- **Travel Voucher**
  - Click

- **BAH**
  - Click

- **Required Documents**
  - Click
MOST IMPORTANTLY...

DOES YOUR TRAVEL VOUCHER LOOK SIMILAR TO ONE OF THE FOLLOWING?...
DIRECTLY FROM STATESIDE (No Leave, TDY, etc.)

<table>
<thead>
<tr>
<th>a. DATE</th>
<th>b. PLACE</th>
<th>c. MEANS/MODE OF TRAVEL</th>
<th>d. REASON FOR STOP</th>
<th>e. LODGING COST</th>
<th>f. POC MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/10</td>
<td>DEP Patrick AFB</td>
<td>CP</td>
<td>AD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/01/10</td>
<td>ARR Baltimore, Md</td>
<td>GP</td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>03/02/10</td>
<td>DEP</td>
<td>GP</td>
<td>MC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/02/10</td>
<td>ARR Ramstein AB, Ge</td>
<td>MC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FROM STATESIDE WITH LEAVE
ENROUTE

### 15. ITINERARY

<table>
<thead>
<tr>
<th>Date</th>
<th>DEP</th>
<th>Place</th>
<th>Mode</th>
<th>Reason</th>
<th>Lodging Cost</th>
<th>PO MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/10</td>
<td>DEP</td>
<td>Patrick AFB</td>
<td>CP</td>
<td>LV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/01/10</td>
<td>ARR</td>
<td>Miami, FL</td>
<td>CP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/03/10</td>
<td>DEP</td>
<td>Patrick AFB</td>
<td>CP</td>
<td>LV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/03/10</td>
<td>ARR</td>
<td>Baltimore, MD</td>
<td>CP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/04/10</td>
<td>DEP</td>
<td>Baltimore, MD</td>
<td>CP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/05/10</td>
<td>ARR</td>
<td>Ramstein AB, Ge</td>
<td>CP</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 16. POC TRAVEL

<table>
<thead>
<tr>
<th>Date</th>
<th>Mode</th>
<th>OWN/OPERATE</th>
<th>PASSENGER</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 HOURS OR LESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORE THAN 12 HOURS BUT 24 HOURS OR LESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORE THAN 24 HOURS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 18. REIMBURSABLE EXPENSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Nature of Expense</th>
<th>Amount</th>
<th>Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/10</td>
<td>Commercial airfare</td>
<td>$100.00</td>
<td>MORE THAN 12 HOURS BUT 24 HOURS OR LESS</td>
</tr>
<tr>
<td>03/03/10</td>
<td>Lodging at [APOE] or Lodging at [APOD]</td>
<td>$100.00</td>
<td>MORE THAN 12 HOURS BUT 24 HOURS OR LESS</td>
</tr>
<tr>
<td>03/03/10</td>
<td>Commercial airfare</td>
<td>$100.00</td>
<td>MORE THAN 24 HOURS</td>
</tr>
</tbody>
</table>
FROM STATESIDE WITH POV DROP-OFF

*NOTE: For POV Pick-up, it is the similar to this with the exception of the “REASON FOR STOP.” For POV Pick-up, it will be PV, not DV.
FROM OCONUS WITHOUT LEAVE

<table>
<thead>
<tr>
<th>15. ITINERARY</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. DATE</td>
<td>b. PLACE</td>
<td>c. MEANS/MODE OF TRAVEL</td>
<td>d. REASON FOR STOP</td>
<td>e. LODGING COST</td>
<td>f. POC MILES</td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Osan AFB</td>
<td>CB</td>
<td>AD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>INCHEON AIRPORT, ROK. 96266</td>
<td></td>
<td>AD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>FRANKFURT AIRPORT, Frankfurt Germany. 09009</td>
<td>PA</td>
<td>AD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>RAMSTEIN AB</td>
<td>CP</td>
<td>MC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Boeblingen AB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Osan AFB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Incheon AB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Frankfurt AB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Ramstein AB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. POC TRAVEL (X one)</th>
<th>OWN/OPERATE (SEE REMARKS)</th>
<th>PASSENGER</th>
<th>17. DURATION OF TRAVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. REIMBURSABLE EXPENSES</td>
<td>a. DATE</td>
<td>b. NATURE OF EXPENSE</td>
<td>c. AMOUNT</td>
</tr>
<tr>
<td></td>
<td>02/27/10</td>
<td>Baggage—excess baggage</td>
<td>$129.03</td>
</tr>
<tr>
<td></td>
<td>02/27/10</td>
<td>Commercial bus</td>
<td>$45.00</td>
</tr>
</tbody>
</table>
FROM OCONUS WITHOUT LEAVE

( STOP-OVER IN THE CONUS)

<table>
<thead>
<tr>
<th>a. DATE</th>
<th>b. PLACE</th>
<th>c. MEANS/MODE OF TRAVEL</th>
<th>d. REASON FOR STOP</th>
<th>e. LODGING COST</th>
<th>f. POC MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/26/10</td>
<td>Hickam AFB</td>
<td>CP</td>
<td>AD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Denver, Colorado</td>
<td>CP</td>
<td>AD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Baltimore, Maryland</td>
<td>GP</td>
<td>AD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/01/10</td>
<td>Ramstein AB, Germany</td>
<td>MC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. POC TRAVEL (X one)  OWN/OPERATE  PASSENGER

18. REIMBURSABLE EXPENSES

<table>
<thead>
<tr>
<th>a. DATE</th>
<th>b. NATURE OF EXPENSE</th>
<th>c. AMOUNT</th>
<th>d. ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/27/10</td>
<td>Commercial airfare</td>
<td>$566.84</td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Lodging fees/daytime lodging charges</td>
<td>$368.94</td>
<td></td>
</tr>
<tr>
<td>02/27/10</td>
<td>Taxi/Commercial Auto To/From Commercial Airport</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>02/28/10</td>
<td>Taxi/Commercial Auto To/From Commercial Airport</td>
<td>$10.00</td>
<td>X</td>
</tr>
</tbody>
</table>
FROM OCONUS WITH COT LEAVE (& POV PICK-UP/DROP-OFF) ENROUTE

<table>
<thead>
<tr>
<th>DATE</th>
<th>PLACE</th>
<th>MEANS/MODE OF TRAVEL</th>
<th>REASON FOR STOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/10</td>
<td>Osan AFB</td>
<td>CB</td>
<td>DP</td>
</tr>
<tr>
<td>02/01/10</td>
<td>Incheon International Airport Republic of Korea</td>
<td>TP</td>
<td>AP</td>
</tr>
<tr>
<td>02/02/10</td>
<td>Atlanta Airport</td>
<td>CP</td>
<td>PV</td>
</tr>
<tr>
<td>02/02/10</td>
<td>VPC 5481 Crowder blvd New Orleans 70127</td>
<td>PA</td>
<td>CT</td>
</tr>
<tr>
<td>02/05/10</td>
<td>3001 Butternut Dr Loveland co 80538</td>
<td>TP</td>
<td>GP</td>
</tr>
<tr>
<td>02/17/10</td>
<td>Baltimore Washington Airport</td>
<td>DP</td>
<td>MC</td>
</tr>
<tr>
<td>02/18/10</td>
<td>AFN Det 1 Kaiserslautern Germany</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. POC TRAVEL (X one)

18. REIMBURSABLE EXPENSES

<table>
<thead>
<tr>
<th>DATE</th>
<th>NATURE OF EXPENSE</th>
<th>AMOUNT</th>
<th>ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/10</td>
<td>Lodging at [APOE] or Lodging at [APOD]</td>
<td>$121.08</td>
<td></td>
</tr>
<tr>
<td>02/01/10</td>
<td>Taxi/Commercial Auto To/From Commercial Airport</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>02/01/10</td>
<td>Lodging at [APOE] or Lodging at [APOD]</td>
<td>$121.08</td>
<td></td>
</tr>
<tr>
<td>02/01/10</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Don’t Forget...

- Are these dates on your voucher? (Block 10)

<table>
<thead>
<tr>
<th>Previous Government Payments/Advances</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.O. Voucher Number</td>
</tr>
<tr>
<td>Subvoucher Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dependents' Address on Receipt of Orders (Include Zip Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid By</td>
</tr>
<tr>
<td>OP: Feb 19 2010</td>
</tr>
<tr>
<td>PC: Mar 1 2010</td>
</tr>
<tr>
<td>SI: Mar 1 2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have Household Goods Been Shipped? (X one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes [X]</td>
</tr>
<tr>
<td>No [ ]</td>
</tr>
<tr>
<td>(Explain in Remarks)</td>
</tr>
</tbody>
</table>

Make sure your **port call date (PC)** is there. If not, please go to your itinerary under the leg of your departure port and click **edit**. Scroll to the bottom and add/change your port call date. (If you cannot see the PC date block, make sure the reason for stop is AD (departure))
If your answer is YES...

Your voucher is now ready to be submitted
Submitting to Finance

You have completed all sections for your PCS Package. To continue click on the "Send To Finance" button. The "Send To Finance" button will digitally sign your documents and send your PCS Package to your servicing FSO for review. If you want to print your documents click on the "View Document" buttons beside each document type below.
You have successfully completed your PCS voucher. Please allow 1-2 business days for Finance to review your voucher. Once reviewed, you will receive an email from PiPS stating your voucher has been approved or returned to you for correction. If you need further assistance, please don’t hesitate to contact us at: 86CPTS.Finance@ramstein.af.mil