



Complete eFinance Guide

*Your step-by-step guide to submitting financial documents through
eFinance*



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Introduction

Overview:

The eFinance system is designed to allow for paperless submission of a variety of financial documents. This is done using an interactive “Turbo Tax” approach that progressively builds each form based on the answers provided by the member. This resource is designed to be your complete guide through eFinance transactions. The eFinance system is easy to follow but at times there may be additional questions or assistance needed. Please feel free to email the 86 CPTS finance help box with any questions you may have at:

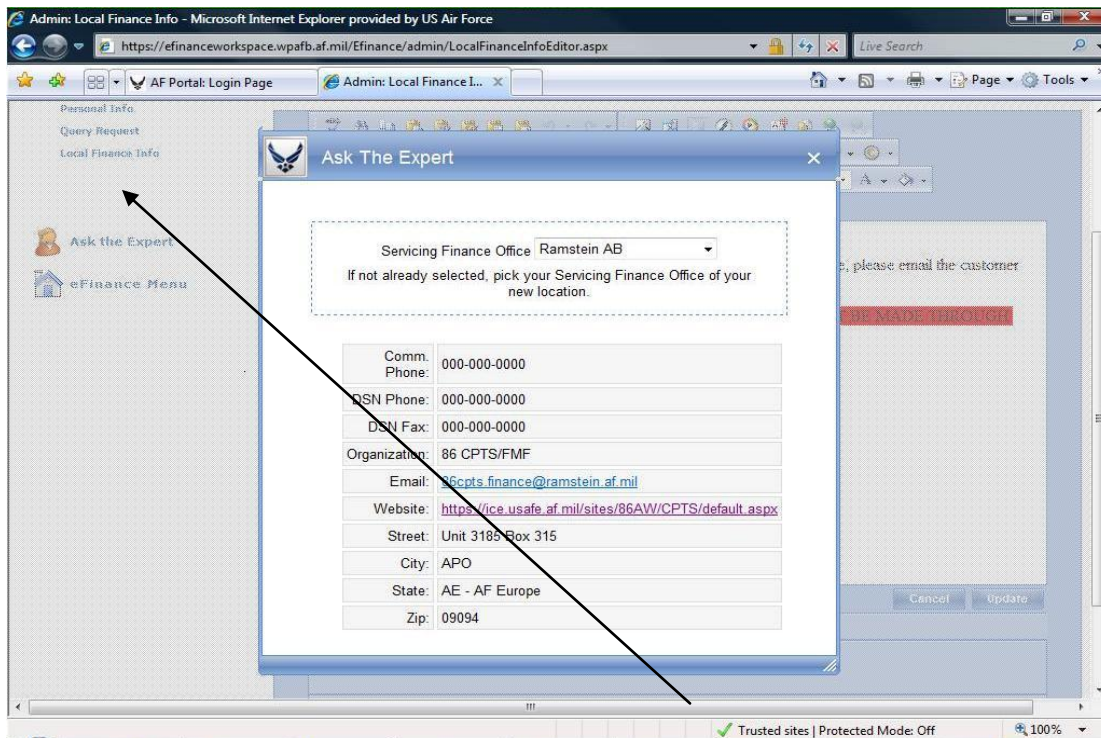
86cpts.finance@ramstein.af.mil

POCs

Capt Andrew Wilkins

MSgt Joseph Johnson

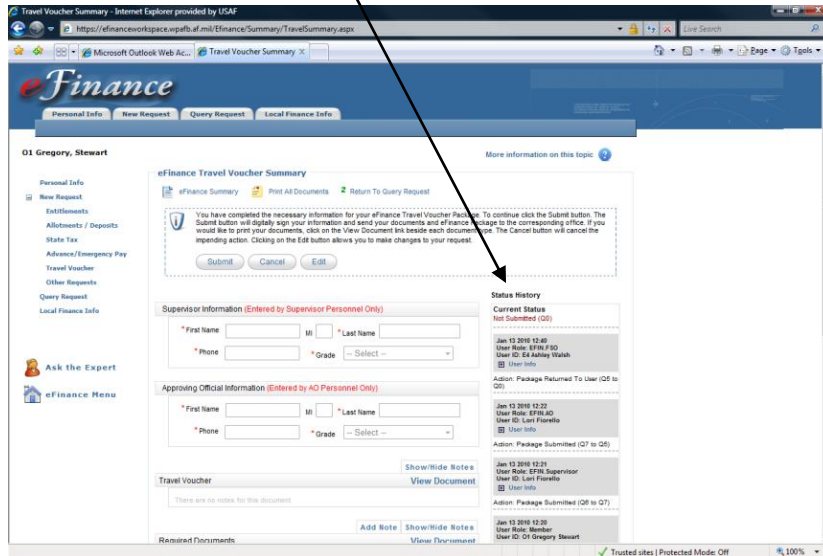
SSgt Tajhon Hudson



This information can also be found under the “[Ask the Expert](#)” link on the left-hand side. It contains all the necessary information to contact the Ramstein Financial Services Office (FSO) as well as any FSO in the Air Force.

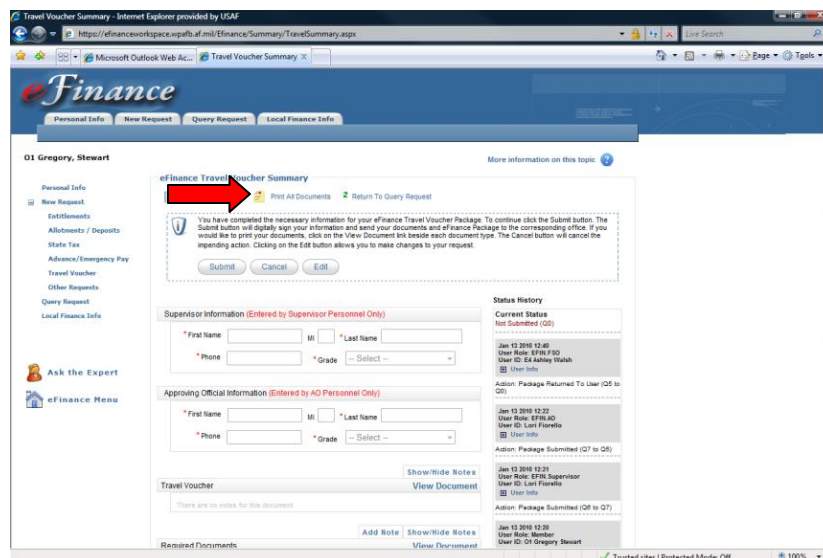
Supervisor Role

As a supervisor, you will have the ability to review any package submitted for your approval. Supervisor/Reviewer is a required field. You will be notified by email that a package is awaiting your approval. The email will contain a link that will take you directly to the summary screen. On the right-hand side of the screen is the “[Status History](#)” of the package. This will tell you the history of the package and where it has been. As the supervisor, you cannot make changes to the package, you can only view, approve, or reject. If you must reject the package, you will have the ability to provide comments.

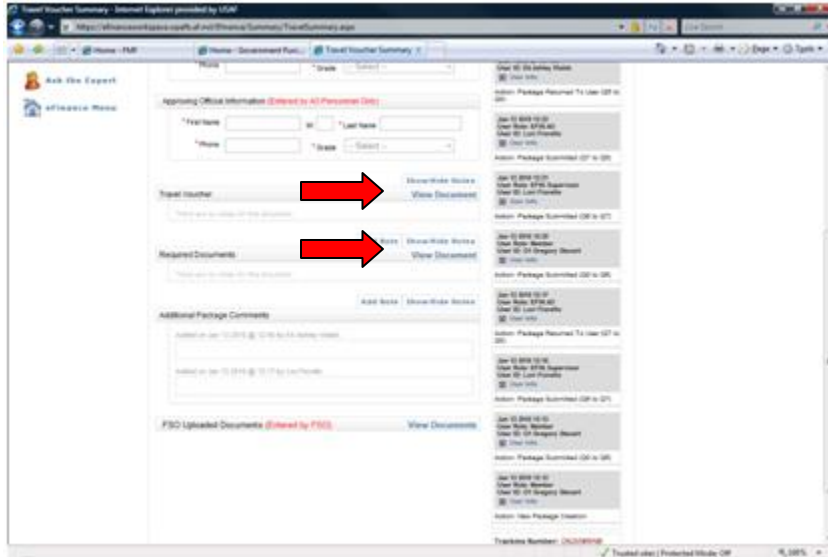


Once at the summary screen, you will have the ability to review any portion of the package.

Clicking on the “[Print All Documents](#)” link will display the entire package for review.



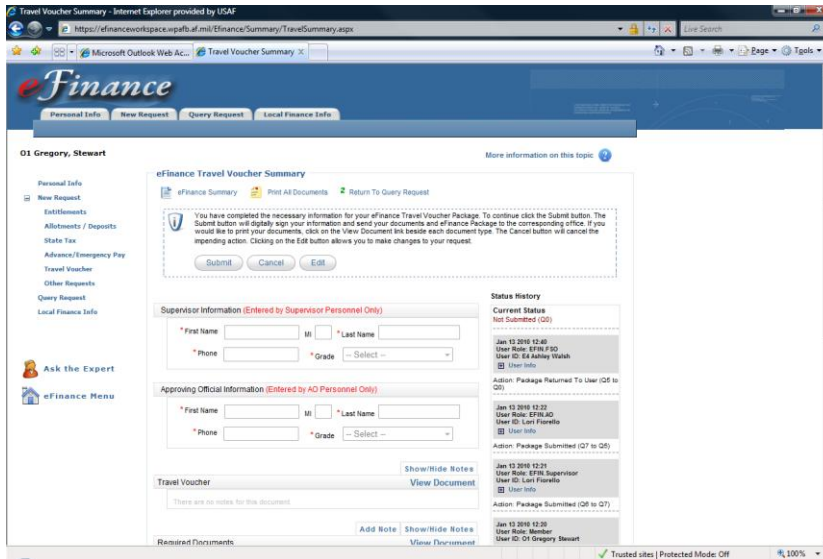
-or- Scroll down and click on the “View Document” link under “Travel Voucher” or “Required Documents” to see the generated travel voucher or any scanned supporting documentation.



It is your responsibility to indicate if the package needs to be routed to an approving official. If yes, enter the approving official’s email address and click submit. You will digitally sign the package and it will automatically route to the approving official.

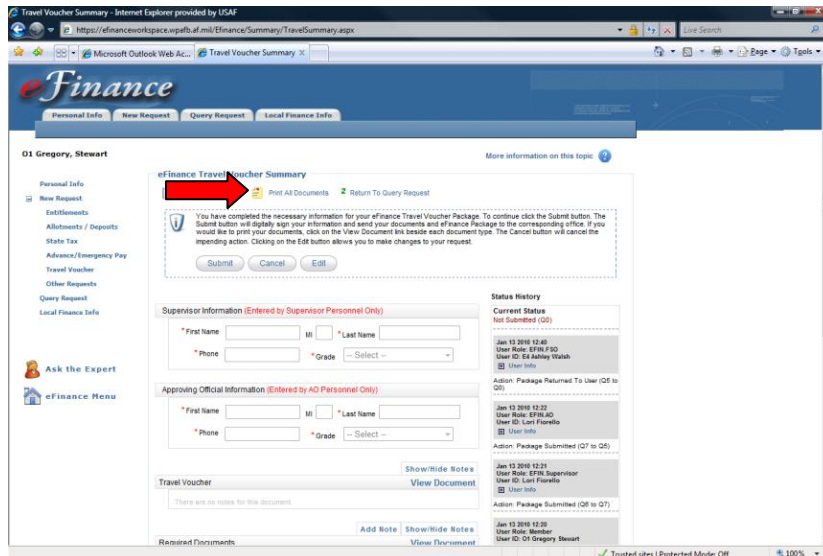
Approving Official Role

As the approving official (AO), you have the ability to review any package submitted for your approval. Not all vouchers will require approval by an AO. Only those packages requiring approval for items not on the original authorization need to be routed to the AO. You will be notified by email that a package is awaiting your approval. The email link will take you the summary screen. On the right-hand side of the screen is the “Status History” of the package. This will tell you the history of the package and the supervisor that approved it. As the approving official, you cannot make changes to the package, you can only review, approve, or reject. If you must reject the package, you will have the ability to provide comments.



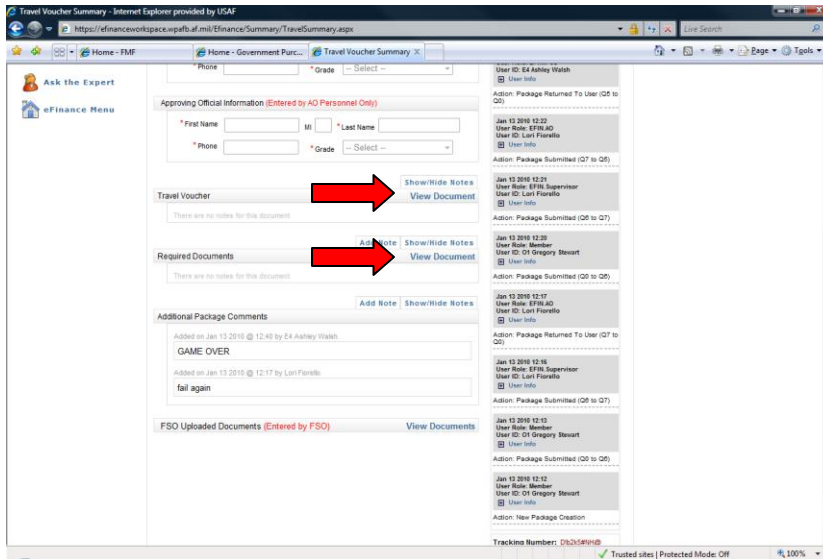
Once at the summary screen, you will have the ability to review any portion of the package.

Clicking on the “Print All Documents” link will display the entire package for review.



-or- Scroll down and click on the “View Document” link under “Travel Voucher” or “Required Documents” to see the generated travel voucher or any scanned supporting documentation.

(See next page)



You are the last step before the package is submitted to the FSO. Once everything looks correct, click, “[Submit](#)” and it will automatically be routed to the FSO for processing.

Commander Role

As the commander, you will review any advance request submitted for your approval. You will be notified by email that a package is awaiting your approval. See AFI 65-116 Vol 2 for responsibilities on approving PCS Advances. The email link will take you directly to the summary screen. On the right-hand side of the screen is the “[Status History](#)” of the package, displaying the history of the package and the supervisor/approving official that approved it.

Note: Commanders need to request self activation for their role at <https://efinanceworkspace.wpafb.af.mil>

Getting Started

Access

eFinance website: You will need a CAC reader and internet access (If you are located at an AF installation or other and have access to a .mil network, this is the preferred way to access eFinance Workspace)

<https://efinanceworkspace.wpafb.af.mil>

Through the portal:

Click on the “Life & Career” link.

Then click on the “Money-Welcome to vFinance” link scroll down and click the “eFinance” link.

The screenshot shows the AF Portal website interface. At the top, there's a navigation bar with links like HOME, PERSONAL SPACE, AIR FORCE, BASES-ORGS-FUNCTIONAL AREAS, etc., LIFE & CAREER, and LIBRARY. Below this is a banner for "MONEY - WELCOME TO VIRTUAL FINANCE!". The main content area features a "virtual Finance" logo and a welcome message. To the left, there's a sidebar with "Financial Services FAQs" and "Feedback & Help". To the right, there's an "Alerts" section and "Quick Links". A red arrow points to the "eFinance" link in the "Quick Links" section.

Starting Out

SSN Entry - Microsoft Internet Explorer provided by USAF

https://workspace-dc-one.securedatainc.com/SSNEntry.aspx?RequestID=f593f56-bb1b-4204-8118-79c14ded3406

File Edit View Favorites Tools Help

SSN Entry

PIPS *eFinance*

Welcome Robinson Kerry A / 1025832422

Form Errors

SSN
Please enter a valid SSN.

Social Security Number Entry

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

- * Enter your Social Security Number
- * Repeat your Social Security Number

Workspace could not obtain results from the Air Force Directory Services.

Back Continue

PIPS/eFinance Workspace

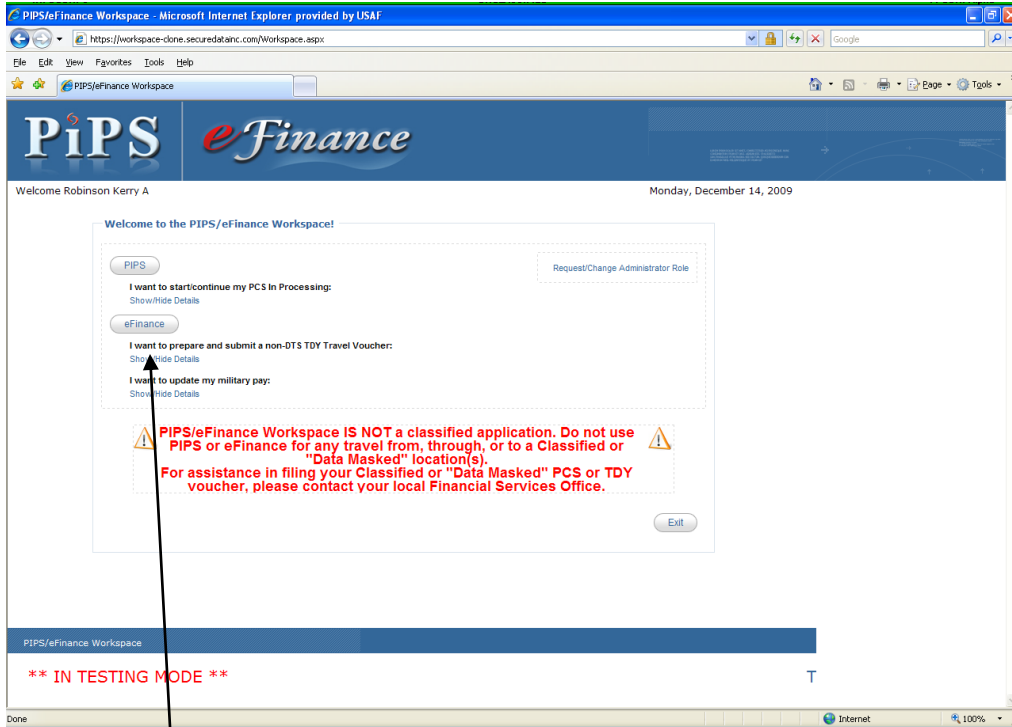
**** IN TESTING MODE ****

Internet 100%

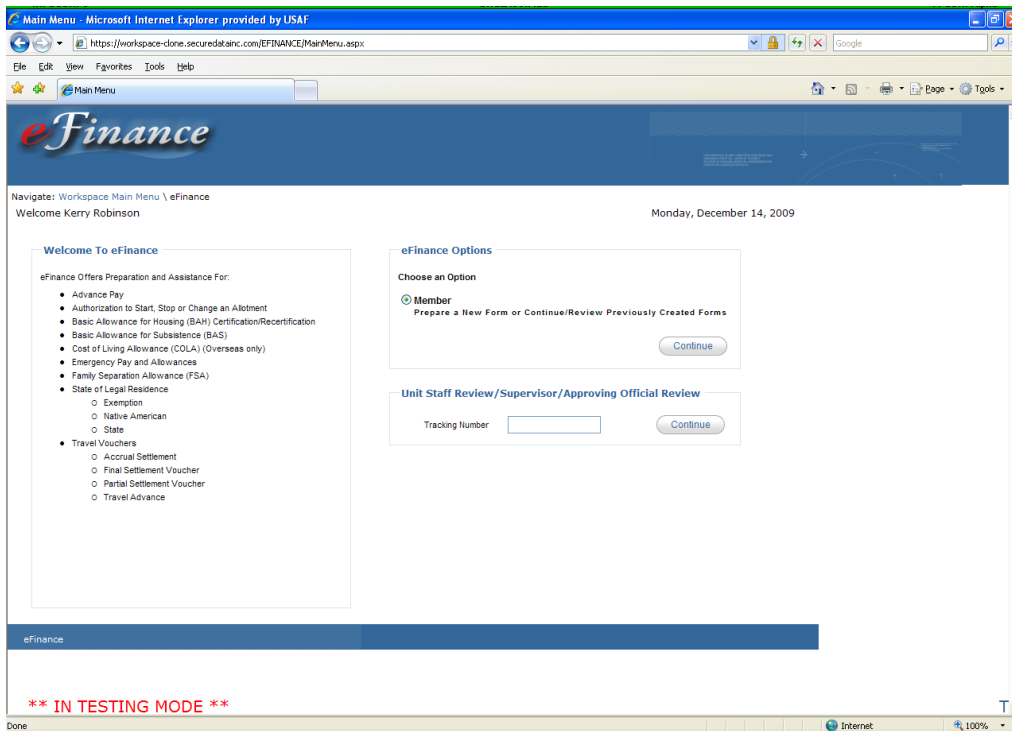
This is the initial set up page. Please enter your SSN, repeat your SSN for verification, and click “Continue.”

Note: Ensure that you enter your SSN correctly, as it will be permanently associated with your eFinance profile and CAC certificates. ***NEVER allow another member to use your CAC to login to eFinance Workspace to begin or complete their financial transactions!**

Getting Started



Select “eFinance.”



Ensure “Member” is selected under eFinance options.

Click “Continue.”

The screenshot shows a web browser window titled "Personal Information - Microsoft Internet Explorer provided by USAF". The address bar shows the URL: <https://workspace-clone.securedatanc.com/EFINANCE/MyInfo/PersonalInfo.aspx>. The page header features the "eFinance" logo. Below the header, the user's name "Kerry A. Robinson" is displayed. The main content area is titled "Your Personal Information" and includes a note: "Fields marked * are required fields that must be filled-in". The form contains several fields, some of which are pre-filled or have dropdown menus:

- * First Name: Kerry
- Initial: A
- * Last Name: Robinson
- Suffix (Sr, Jr):
- * SSN: [Redacted]
- * Military/Civilian: - Select Type -
- * Office Symbol:
- * Pay Grade: - Select Grade -
- * Primary Phone #: [Redacted]
- Phone Type -
- * Base/Duty Location: - Select Base -
- Servicing Finance Office:
- Secondary Phone #: [Redacted]
- Phone Type -
- * Organization/Unit: [Redacted]
- Select Base/Duty Location To Populate List:

At the bottom of the form, there are "Back" and "Continue" buttons. The footer of the page displays "eFinance" and a red warning message: "** IN TESTING MODE **". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

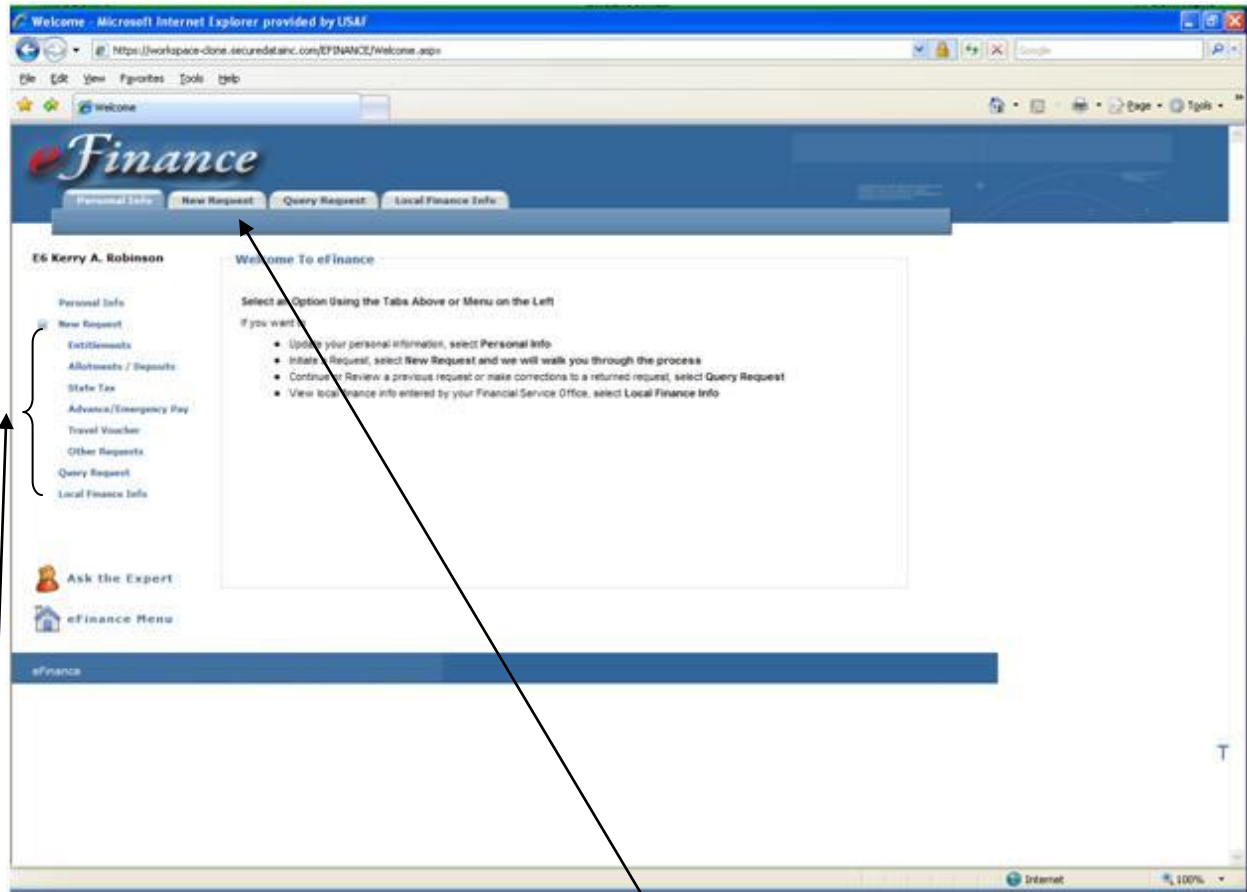
Enter the necessary information. Anything marked with an * is required to be completed before continuing. When finished, click “Continue.”

Getting Started

The screenshot shows a web browser window titled "Personal Address - Microsoft Internet Explorer provided by USAF". The address bar shows the URL: <https://workspace-clone.securedatanc.com/EFINANCE/MyInfo/PersonalAddress.aspx>. The page header features the "eFinance" logo. Below the header, the user's name "E6 Kerry A. Robinson" is displayed. The main content area is titled "Your Mailing and Email Address" and includes a link for "More information on this topic". A note states: "Fields marked * are required fields that must be filled-in". Below this, there are two radio buttons for "US Mailing Address" (selected) and "PSC". The form contains several input fields, all marked with an asterisk to indicate they are required: "Number and Street", "City", "State" (a dropdown menu currently showing "-- Select --"), "Zip Code/Postal Code", and "E-Mail Address". At the bottom of the form are "Back" and "Continue" buttons. On the left side of the page, there are links for "Ask the Expert" and "eFinance Menu". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Enter the necessary information. Anything marked with an * is required to be completed before continuing. When finished, click “Continue.”

Note: You must enter a physical mailing address. Please enter your current PSC or CMR mailbox address.



Choose an option on the left side or use the tabs above to continue.

At this point you're ready to start! Select the action you want to complete and refer to the appropriate section in this guide.

To see step-by-step instructions on how to complete each action, see the Table of Contents and turn to the corresponding page.

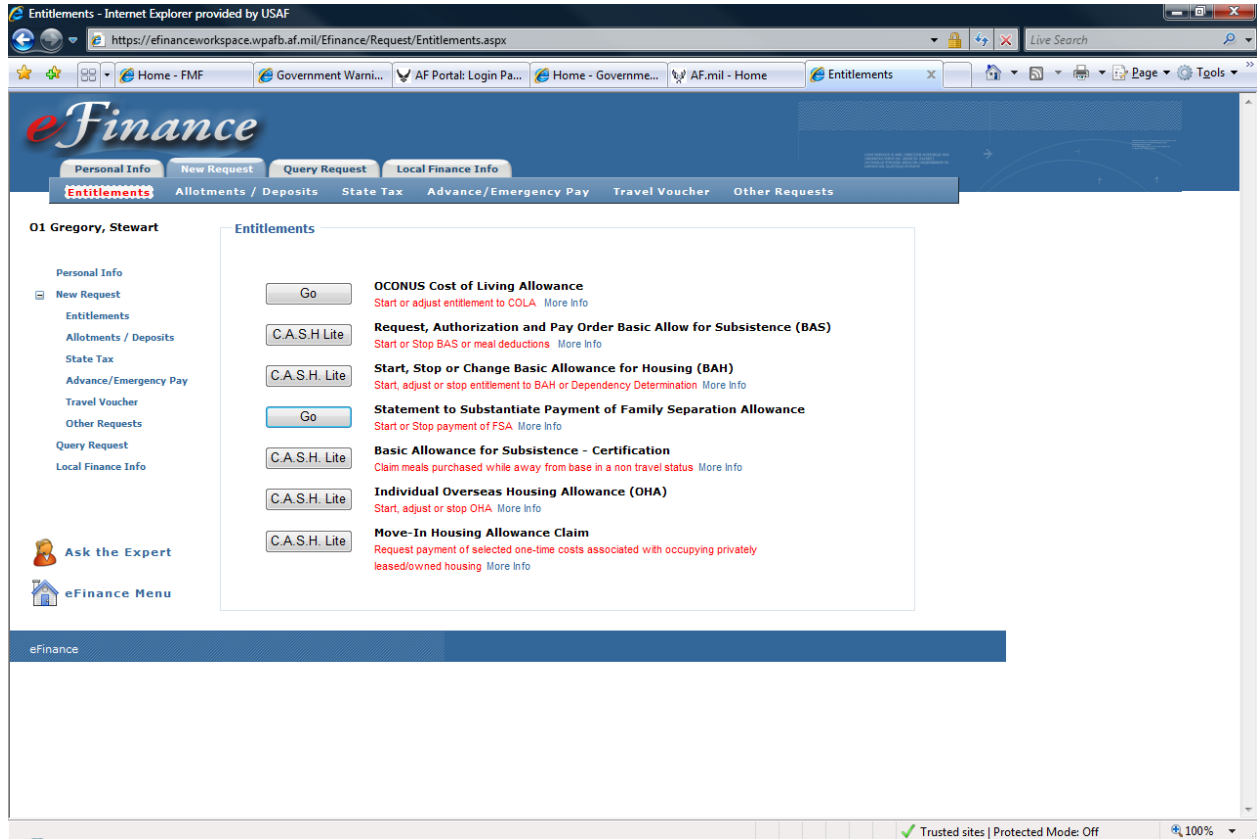
Refer to the transaction information on pg.84 for a detailed description of each action.

For example:

Statement to Substantiate Payment of Family Separation Allowance
Start or Stop payment of FSA

Members married to military and those with dependents may be authorized FSA. This form is used to capture information needed for the FSO to determine proper application of FSA. FSA is normally authorized when orders separate the member from the family for more than 30 days. The form is completed using eFinance, signed by member, then routed to the FSO for Certifying Official signature and processing. (eFinance will allow members to attach/fax a copy of the complete travel voucher claim.)

Entitlements



This is the entitlements section of eFinance. Any items marked as “C.A.S.H Lite” must be printed out and submitted manually to the Finance office. All other items can be started, stopped, or adjusted through eFinance and routed electronically to the Finance office.

Click on the action needed to be completed and follow the instructions.

- OCONUS Cost of Living Allowance pg. 19
- BAS and meal deductions pg. 27
- Start, stop or change BAH pg. 27
- Start or Stop Family Separation Allowance pg. 28
- BAS Certification pg. 31
- Individual Overseas Housing Allowance (OHA) pg. 31
- Move-In Housing Allowance Claim pg. 31

OCONUS Cost of Living Allowance

COLA - Internet Explorer provided by USAF
 https://efinanceworkspace.wpafb.af.mil/efinance/COLA/ColaMenu.aspx

eFinance

Personal Info | New Request | Query Request | Local Finance Info

O1 Gregory, Stewart [More information on this topic](#)

Personal Info
 New Request
 Entitlements
 Allotments / Deposits
 State Tax
 Advance/Emergency Pay
 Travel Voucher
 Other Requests
 Query Request
 Local Finance Info

Ask the Expert
 eFinance Menu

COLA

Please select the option that best applies:

Add Dependents:

- I want to add a new command sponsored dependent
- I want to add dependent(s) that recently returned from a temporary absence

Remove Dependents:

- I want to remove dependent(s) who recently departed this location
- I want to remove dependents due to Divorce/Legal Separation
- I want to remove dependent(s) due to a dependency status change not listed above

Back Continue

Done Trusted sites | Protected Mode: Off 100%

This is the first screen under the OCONUS COLA entitlement tab.

COLA is paid to members to offset the high costs when stationed overseas (includes Alaska and Hawaii). This rate is primarily based on the member who lives overseas but also increases if you have dependents. On this screen, you have the options to add or remove dependents to keep your COLA accurate.

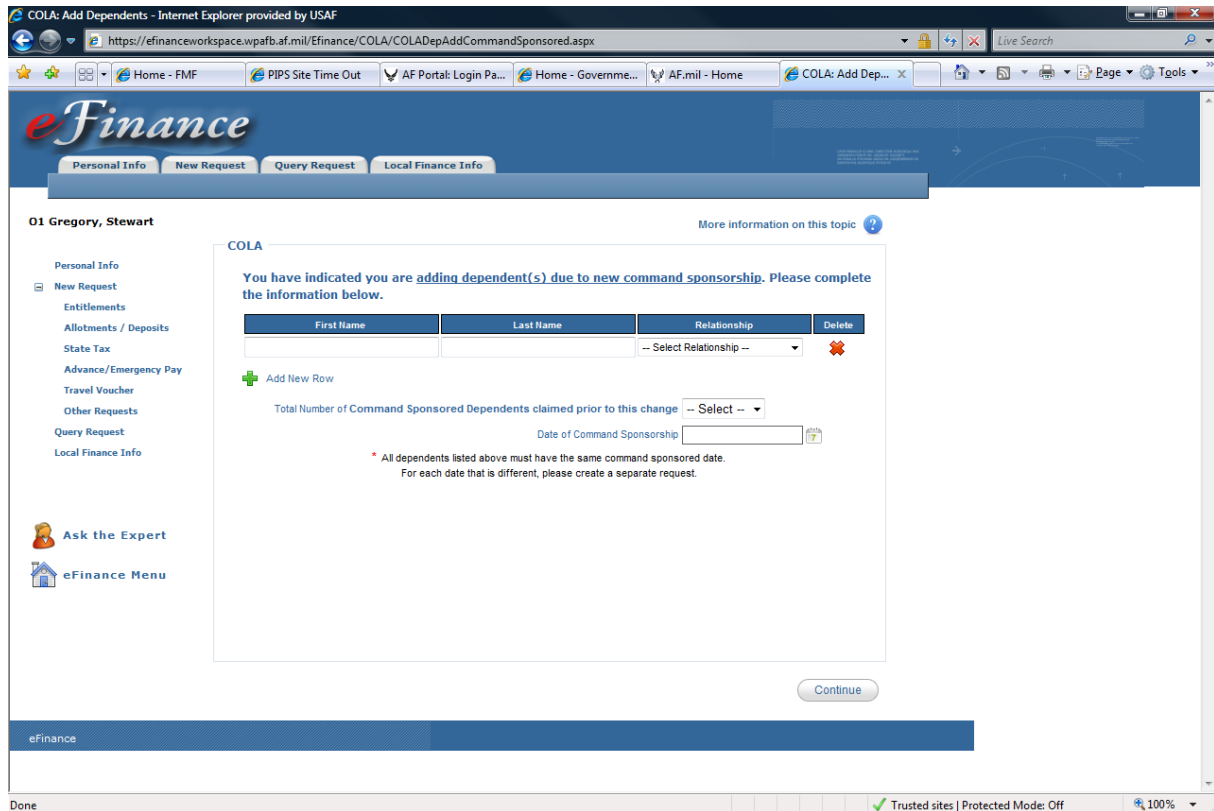
- Add dependents if you:
- Get married to a civilian
- Have/adopt kids
- Gain a secondary dependent (parent or other dependents)

Note: Visit MPF to enroll dependents into DEERS and determine whether dependent is command sponsored or not. You will have the opportunity later to attach supporting documentation in eFinance.

Remove dependents if:

- Legal divorce or separation
- Lose Custody of a child
- Your child gets married, turns 21, joins the military, or is a full-time student and turns 23
- Your dependents leave the COLA location permanently or for more than 30 days

Adding Dependents



Enter the necessary information.

The “Total Number of Command Sponsored dependents claimed prior to this Change” is the number of dependents currently sponsored.

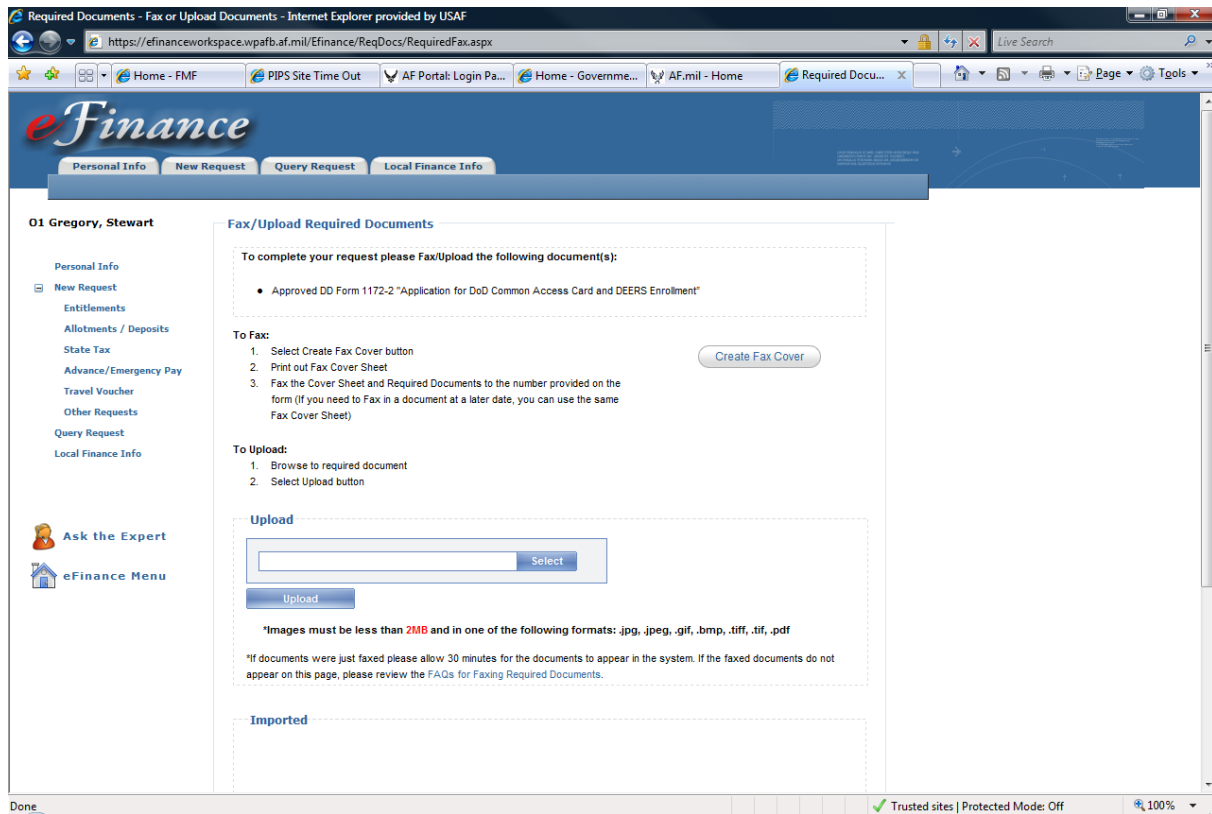
For example:

You are stationed in Germany with your wife (civilian). You have your first child and now need to add your son/daughter as a dependent. The “Total Number of Command Sponsored dependents claimed prior to this Change” in this case would be one.

The “Date of Command Sponsorship” is located in block 17 on your PCS orders (AF Form 899)

When finished, click “Continue.”

Note: You will also need to update your dependency status with the Military Personnel Flight (MPF) in DEERS



You now have the opportunity to scan and upload or fax your supporting documentation.

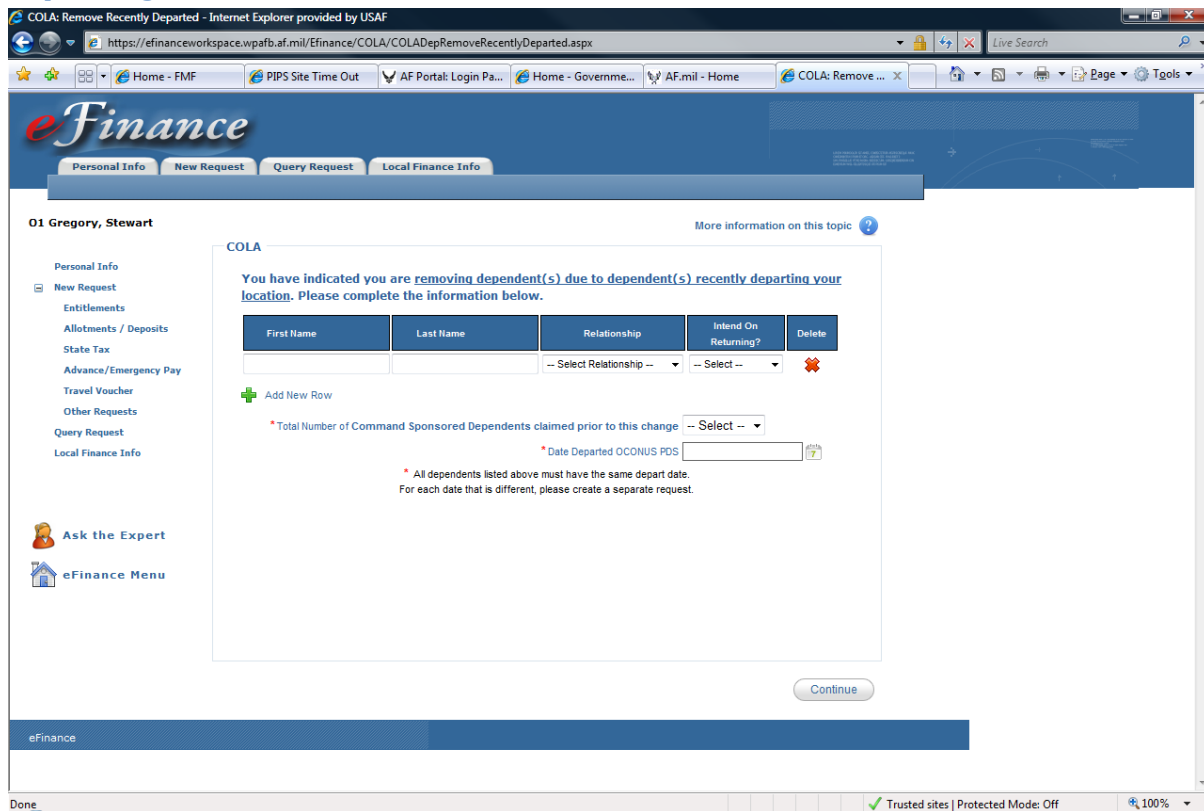
Once all documents are uploaded and appear in the “[Imported](#)” box below, click “[Continue](#).”

Faxing instructions:

Click on the “[Create Fax Cover](#)” button and print out the cover sheet. Fax to the number provided and documents should appear below in the “[Imported](#)” box within 30 min. If not, click on the “[FAQs for Faxing Documents](#)” link for more instructions.

Removing Dependents

Departing OCONUS Location



In this case you are removing a dependent because they are departing the OCONUS or COLA location.

The “Total Number of Command Sponsored dependents claimed prior to this Change” is the number of dependents you have currently.

For example:

Currently my wife (civilian) and I have three children living with us in Germany. I need to remove a child from my dependency status because they got married and will be moving away. In the “Total Number of Command Sponsored dependents claimed prior to this Change” box you would enter 4.

The screenshot displays the eFinance Summary page. At the top, the browser address bar shows the URL: https://efinanceworkspace.wpafb.af.mil/Finance/Summary/efinSummary.aspx. The page header features the eFinance logo and navigation tabs: Personal Info, New Request, Query Request, and Local Finance Info. Below the header, the user's name 'O1 Gregory, Stewart' is displayed. The main content area is titled 'Action Summary' and includes a message: 'You have completed the necessary information for your eFinance Cost of Living Allowance package. To continue click the Submit button. The Submit button will digitally sign your information and send your documents and eFinance package to the corresponding office. If you would like to print your documents, click on the View Document link beside each document type. The Cancel button will cancel the impending action. Clicking on the Edit button allows you to make changes to your request.' Below this message are buttons for 'Submit', 'Cancel', and 'Edit'. There are also sections for 'Cost of Living Allowance', 'Additional Package Comments', 'Additional COLA Information (Entered by FSO)', and 'FSO Uploaded Documents'. On the right side, there is a 'Status History' section showing the current status as 'Not Submitted (00)' and a tracking number: 4k#M@Yx6G9.

This screen shows a summary of the package you are preparing to submit.

If you would like hard copies for your records, click “[Print All Documents](#)”

Note: On the right-hand side of the screen you will see the “[Status History](#)” of the package. If for some reason the package is rejected back to you, this will show a history of where the document has been and who rejected the package. You will receive an email notifying you why the voucher was returned as well as this information will be saved on the “[Action Summary](#)” page.

Divorce or Legal Separation

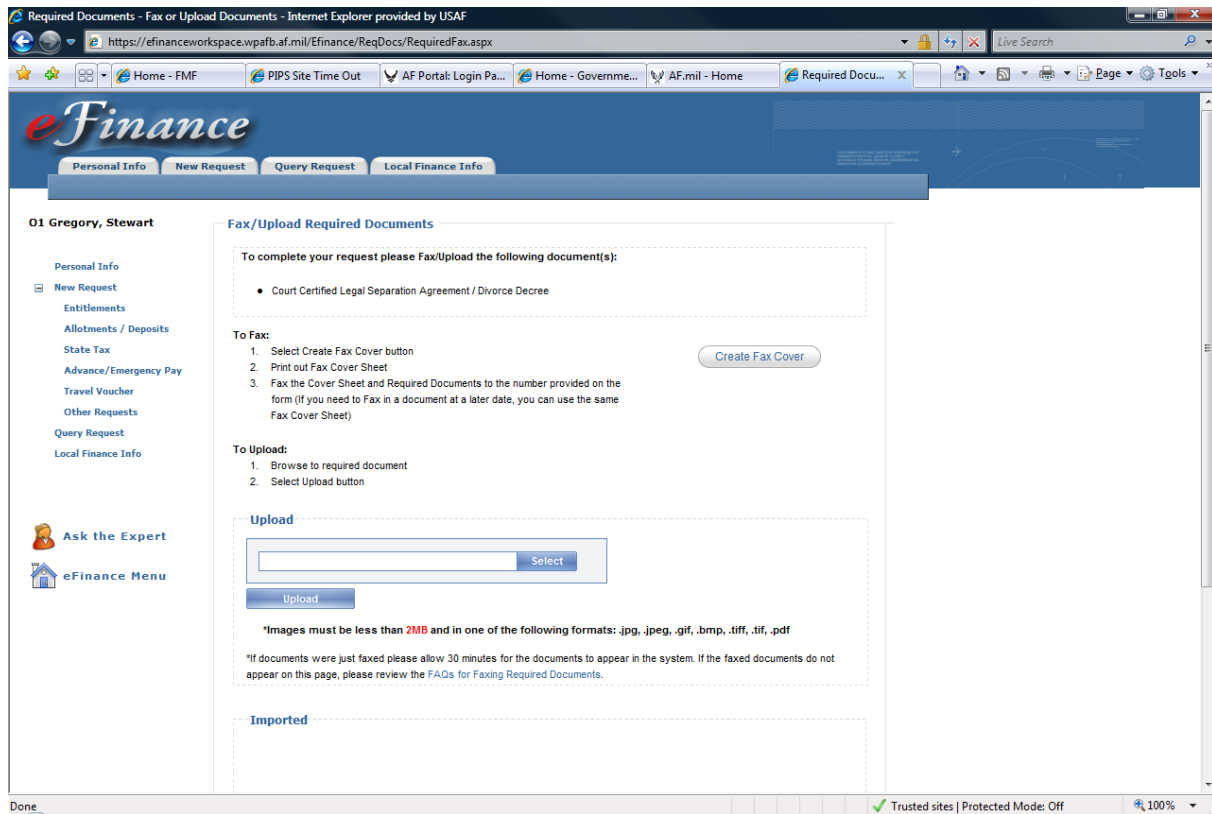
The screenshot shows a web browser window displaying the eFinance application. The browser's address bar shows the URL: <https://efinanceworkspace.wpafb.af.mil/Finance/COLA/COLADepRemoveDivorceLegalSep.aspx>. The page title is "COLA: Remove Due To Divorce/Legal Separation - Internet Explorer provided by USAF". The application header includes the "eFinance" logo and navigation tabs for "Personal Info", "New Request", "Query Request", and "Local Finance Info". The user is identified as "O1 Gregory, Stewart". A sidebar on the left lists various menu items, including "Personal Info", "New Request", "Entitlements", "Allotments / Deposits", "State Tax", "Advance/Emergency Pay", "Travel Voucher", "Other Requests", "Query Request", and "Local Finance Info". The main content area is titled "COLA" and contains the following text: "You have indicated you are removing dependent(s) due to Divorce/Legal Separation. Please complete the information below." Below this, it states "Fields marked * are required fields that must be filled-in". The form includes four fields: "Was spouse Active Duty Military?" (a dropdown menu), "Date of Divorce/Legal Separation" (a date picker), "Total number of Command Dependents claimed prior to this change" (a dropdown menu), and "Total number of Command Sponsored Dependents in physical custody after Divorce/Legal Separation" (a dropdown menu). A "Continue" button is located at the bottom right of the form area.

Enter the required information and click “Continue”

The “Total Number of Command Sponsored dependents claimed prior to this Change” is the number of dependents you have currently. The number in the next box should be one less, assuming no other changes.

For example:

You and your spouse get divorced. You have 3 kids. The “Total Number of Command Sponsored dependents claimed prior to this Change” would be 4. The “Total Number of Command Sponsored dependents in Physical Custody after Divorce/Legal Separation” would be 3; assuming you retain custody of the children. If not, then the total after separation would be 0.



At this point you must scan and upload or fax your Legal Separation/Divorce Decree.

Once all documents are uploaded and appear in the “[Imported](#)” box below, click “[Continue.](#)”

Faxing instructions:

Click on the “[Create Fax Cover](#)” button and print out the cover sheet. Fax to the number provided and documents should appear below in the “[Imported](#)” box within 30 min. If not, click on the “[FAQs for Faxing Documents](#)” link for more instructions.

Other Dependency Removals

The screenshot shows the eFinance web application interface. The browser address bar indicates the URL: <https://efinanceworkspace.wpafb.af.mil/efinance/COLA/COLADepRemoveDependencyChange.aspx>. The user is logged in as Gregory, Stewart. The main content area is titled 'COLA' and contains the following text: 'You have indicated you are removing dependent(s) due to a dependency status change. Please complete the information below.'

Dependent First Name	Dependent Last Name	Relationship	Delete
		-- Select Relationship --	

Below the table, there is an 'Add New Row' button. Further down, there are several form fields and instructions:

- Total number of Command Sponsored Dependents claimed prior to this change: -- Select --
- * Date No Longer a Dependent:
- * Dependency Status Change Reason:
- * All dependents listed above must have the same reason for status change. For each reason that is different, please create a separate request.

A 'Continue' button is located at the bottom right of the form area.

This screen will allow you to remove dependents for other reasons.

Note: All dependents must have the same reason for dependency change or you must submit separate status changes.

Start or Stop BAS or Meal Deductions

(PAPER TURN-IN)

This form is used to add or remove members from Essential Station Messing, which either starts or stops meal deductions on the pay record. The member submits the request and the unit Commander recommends approval. Normally, the Mission Support Group Commander is the final approval authority. These Signatures are required as well as Financial Services Office (FSO) Certifying Official signature. All airmen moving out of the dormitory should initiate this form.

Signatures needed:

- Unit Commander
- Mission Support Group Commander
- FSO Certifying Official

Click on the C.A.S.H Lite link; fill out the form and print. Once printed out please scan the documentation to our office at 86cpts.finance@ramstein.af.mil.

Start, Stop or Change Basic Allowance for Housing (BAH)

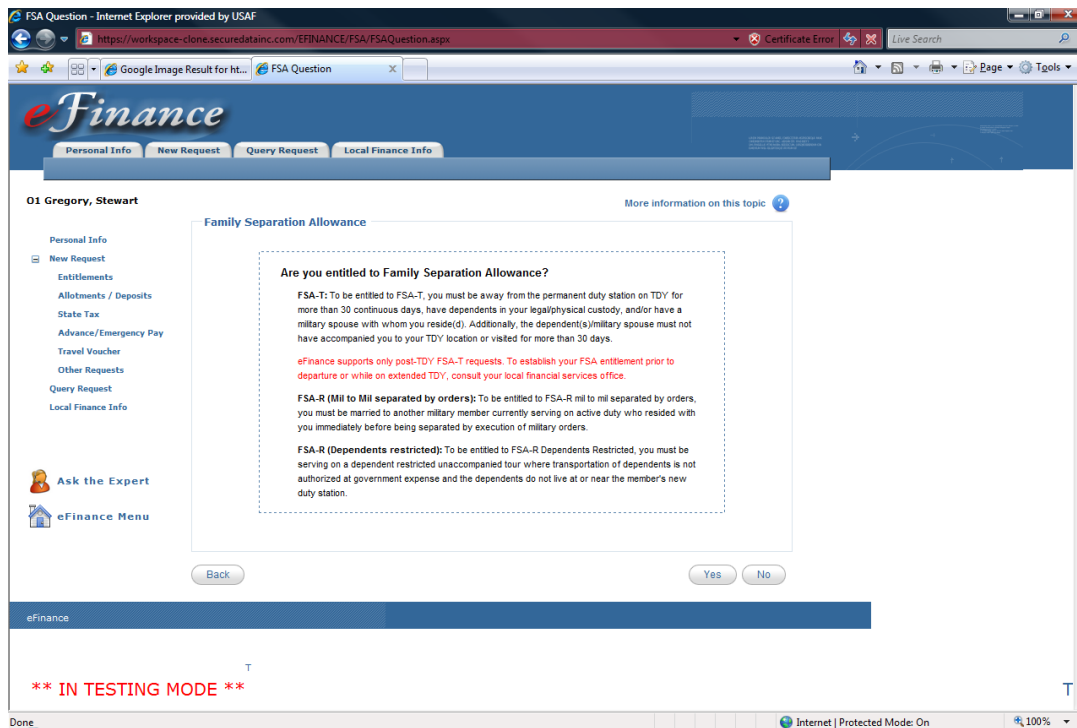
(PAPER TURN-IN)

Most all dependency changes are reported using this form. Also, the housing office uses this form when assigning or terminating members from government quarters. Use this form whenever a member gets married, divorced or legally separated to include to/from a military member. Also use to update dependency upon the birth of first child. The 594 is also used when claiming secondary dependents like a parent or parent-in-law.

Requirements:

This form requires backup documentation (rental agreements, etc.) and/or Housing Management Office approval as well as FSO Certifying Official signature.

Family Separation Allowance



This is the first FSA screen. Determine if you are entitled to the Family Separation Allowance.

There are three types of FSA:

FSA – T

- On TDY for more than 30 days
- Have dependents in your legal/physical custody
- And/or have a military spouse with whom you reside

Only post TDY FSA can be processed in eFinance. To establish FSA prior to departure or during your TDY, contact the Ramstein FSO.

FSA-R (Mil-to-Mil)

- Married to another military member currently on active duty
- Your spouse resided with you immediately before departing
- You are being separated by execution of military orders

FSA – R (Dependents Restricted)

- Must be on a dependent restricted unaccompanied tour where transportation of dependents is not authorized at government expense
- Your dependents do not live at or near your new duty station

FSA Type and Address

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

Type

FSA-T (Temporary) * Date of Departure from PDS

FSA-R (Mil to Mil Separated by Orders)

FSA-R (Dependents Restricted)

Current Physical Address of Dependent(s) and/or Military Spouse

* Number & Street * City

* State -- Select -- * Zip Code/Postal Code

Check here if not in list

* Country -- Select --

Check here if not in list

Enter the necessary information and click “Continue.”

FSA Certification

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

* **FSA Certification** - Check all applicable boxes

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(s) 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.

* Spouses SSN * Branch of Service -- Select -- * Component -- Select --

My last TDY or deployment, if any was was not within 30 days from this TDY deployment.

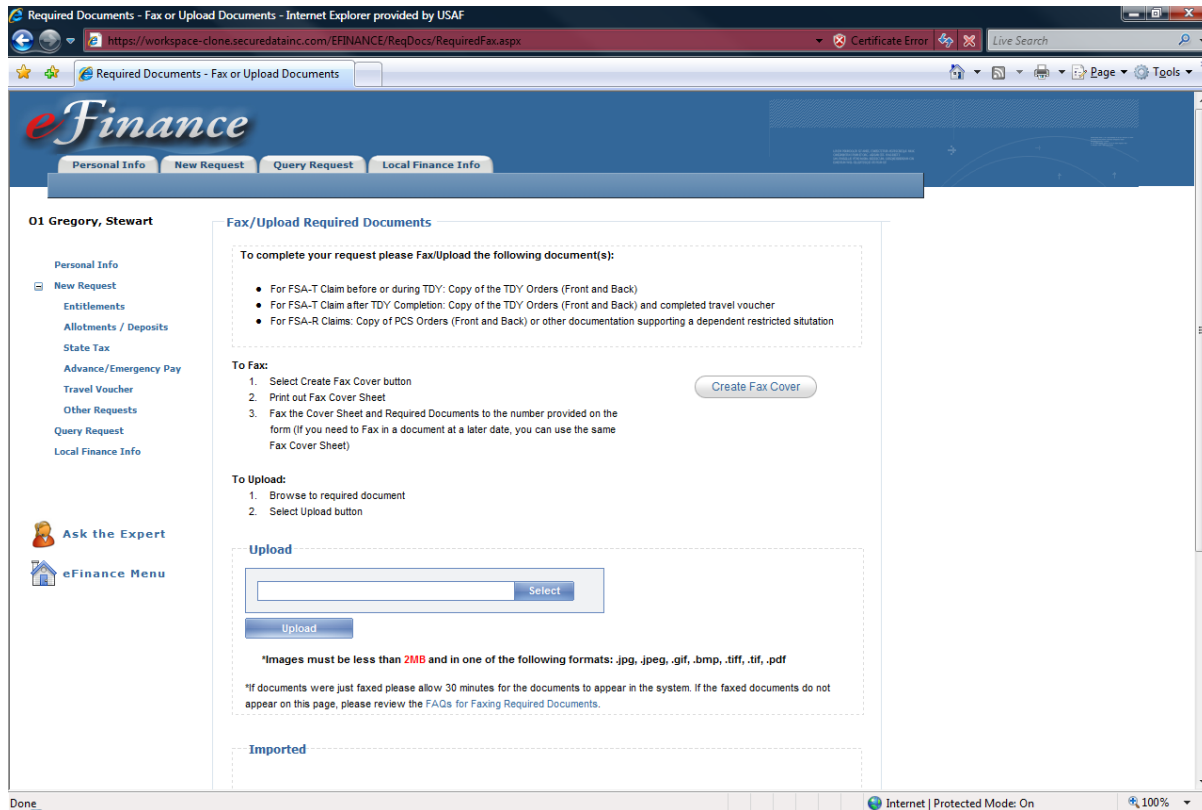
I understand that I must notify my commanding officer immediately upon any change in dependency status and if my sole dependents move to or near the station or if my dependent(s) visit at or near this station for more than 90 continuous days (more than 30 continuous days in the case of FSA-T while I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

If you Agree to the Statement, type in Agree

Answer the series of questions to ensure you are entitled to receive FSA.

Check all that apply, type “AGREE” in the designated box, and click “Continue.”

Entitlements



Scan and upload or fax necessary TDY or PCS orders along with a copy of your travel voucher.

Once all documents are uploaded and appear in the “[Imported](#)” box below, click “[Continue](#).”

Faxing instructions:

Click on the “[Create Fax Cover](#)” button and print out the cover sheet. Fax to the number provided and documents should appear below in the “[Imported](#)” box within 30 min. If not, click on the “[FAQs for Faxing Documents](#)” link for more instructions.

For FSA-T claimed before a TDY you will need a copy of the TDY orders (Front and Back) and a completed and signed DD-1561.

BAS Certification

(PAPER TURN-IN)

This form is for those assigned Essential Station Messing(ESM) to provide reimbursement when missing meals during the month. This form is commonly referred to as the missed meals form and accounts for every meal a member misses during the reported month, and entitles the meal card holder to reimbursement for the meals listed on the form. These missed meals can result from numerous factors.

For example:

I'm a loadmaster with the 37 AS. I go on a 4-day mission to McGuire AFB. During those 4 days I do not have access to government meals and must pay for my own. Upon returning, I can submit a missed meals form to get reimbursed for the meals I had to pay for.

Route through the FSO for processing.

Approval authority:

- Unit Commander

Individual Overseas Housing Allowance (OHA)

(PAPER TURN-IN)

Start, Stop, or Adjust Overseas Housing Allowance

The overseas housing office works with members who will live on the local economy. Normally, a signed lease agreement is approved by the housing office and they complete the form. The Housing Office certifies the form and sends to the FSO for Certifying Official signature and processing.

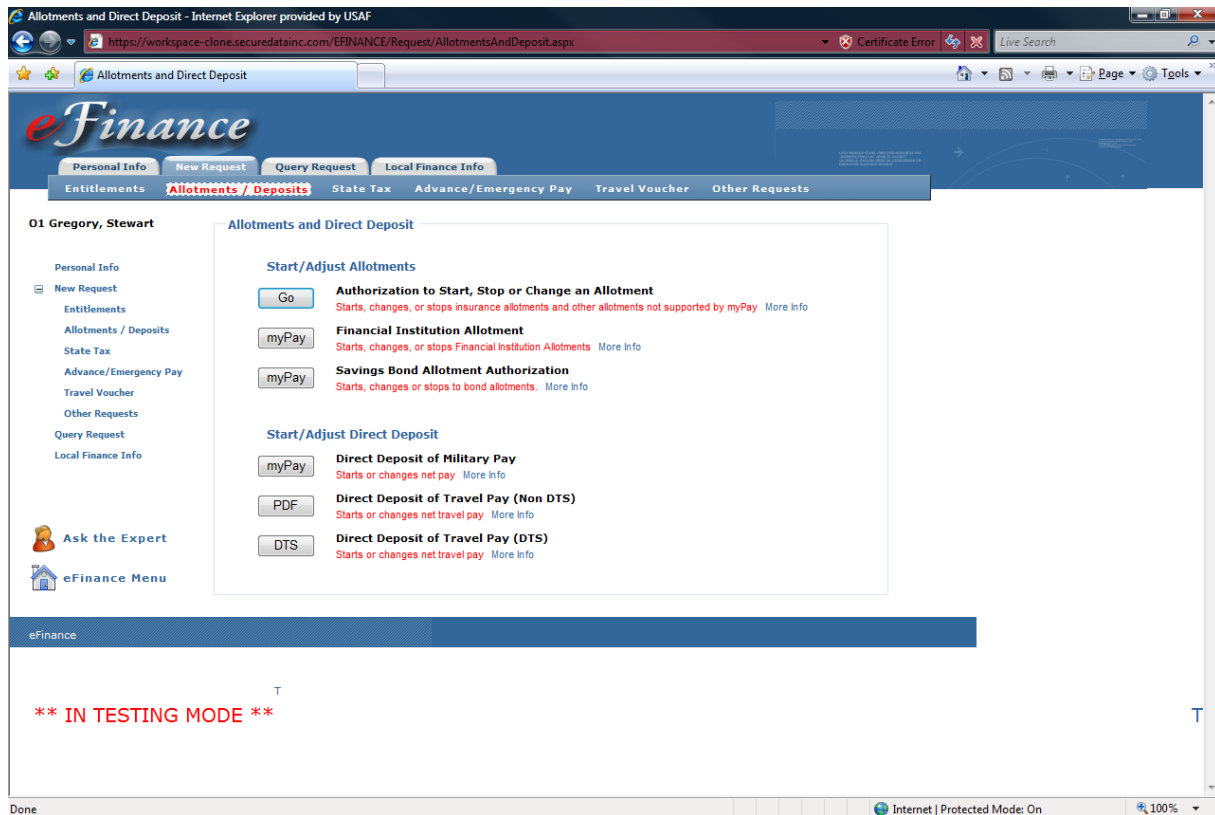
Move-In Housing Allowance Claim

(PAPER TURN-IN)

Request payment of selected one-time costs associated with occupying privately leased/owned housing.

This form is normally accomplished at the same time as the OHA form listed above. This form requires member certification as well as the housing office certification. The form is turned in to the FSO for Certifying Official signature.

Allotments and Direct Deposit



This is the first screen for adjusting allotments and deposits. Many of the transactions are not currently supported in eFinance. Only Travel Pay direct deposit can be processed through eFinance. Those supported by myPay will automatically route you to myPay; those accomplished in DTS will automatically route you to DTS. C.A.S.H Forms Lite (PDF) documents must be printed and submitted manually to the local Finance Services office. If completing a PCS voucher, the system will guide you automatically on how to accomplish the FMS Form 2231. If you are filing a TDY voucher, complete the FMS Form 2231, sign and attach as a required document.

Start/Adjust Allotments

The screenshot shows a web browser window displaying the eFinance application. The page title is "Allotment Type, Action, and Date - Internet Explorer provided by USAF". The URL is "https://workspace-clone.securedatainc.com/EFINANCE/Allotment/AllotmentType.aspx". The user is logged in as "01 Gregory, Stewart".

The main content area is titled "Allotment Type, Action, and Date" and contains the following sections:

- Fields marked * are required fields that must be filled-in**
- * Select Allotment Type**
 - Insurance
 - Privatized Housing
 - Home Mortgage
- * Select Allotment Action**
 - Start Amount \$
 - Stop Current Amount \$
 - Change Prior Amount \$ New Amount \$
- Effective Date**

NOTE: Due to complexities and payroll processing schedules, it is highly recommended you review the information under the Click Here option

* I request the First/Last/New payment to be effective on the 1st day of Not sure, [click here](#)

A "Continue" button is located at the bottom right of the form area. An arrow points from the text below to the "Not sure, click here" link.

Enter the appropriate information click “[Continue](#).” If you are not sure about the effective date, see link for more information.

This form is used for allotments not going to a Financial Institution or Savings Bonds. Most members will use this for Insurance and Air Force Aid Society (AFAS) allotments. Once signed by the member in eFinance, the form will be electronically routed to the FSO for processing.

Allotments and Direct Deposit

The screenshot shows a web browser window displaying the "Allotment Statement of Understanding" form. The browser's address bar shows the URL: <https://workspace-clone.securedatamc.com/EFINANCE/Allotment/AllotmentStatement.aspx>. The page title is "Allotment Statement of Understanding".

The page features a navigation menu with the following items: Personal Info, New Request, Query Request, and Local Finance Info. The user is logged in as "O1 Gregory, Stewart".

The main content area is titled "Allottee Information and Statement of Understanding". It includes a note: "Fields marked * are required fields that must be filled-in".

Allottee Information

- * Account/Policy Number:
- * Company Name:
- * Number and Street:
- * City:
- * State:
- * Zip Code/Postal Code:

Statement of Understanding

I understand that this allotment is legal and that by voluntarily completing this form, I am responsible for:

- Ensuring that the information is correct
- Reviewing my Leave and Earnings Statement to ensure the allotment stops, starts, or changes as directed including amount and payee
- Collecting overpayments from the receiver (payee) of the allotment, if I do not change or stop the allotment after a loan is repaid
- Contacting the receiver (payee) of the allotment, at my expense, to obtain monthly statements for my personal records.

I also understand that any problems once the allotment is delivered to the receiver (payee) are beyond the control of the Defense Finance and Accounting Service (DFAS) and that DFAS is only responsible for ensuring proper delivery of any voluntary allotment for the period directed. I further understand that pursuant to conditions listed in the DoD 7000.14-R, Volume 7A, changes can be made by DFAS to an allottee's name, address, or account number.

If you Agree to the Statement, type in Agree

Buttons for "Back" and "Continue" are located at the bottom of the form.

Enter the allottee information, read the statement of understanding, and click “Continue.”

The screenshot displays the eFinance Summary page for user O1 Gregory, Stewart. The page is titled "Action Summary" and provides instructions for submitting the allotment package. Key elements include:

- Navigation Menu:** Personal Info, New Request, Query Request, Local Finance Info.
- Action Summary:**
 - Buttons: [eFinance Summary](#), [Print All Documents](#), [Return To Query Request](#).
 - Instructions: "You have completed the necessary information for your eFinance Allotment package. To continue click the Submit button. The Submit button will digitally sign your information and send your documents and eFinance package to the corresponding office. If you would like to print your documents, click on the View Document link beside each document type. The Cancel button will cancel the impending action. Clicking on the Edit button allows you to make changes to your request."
 - Buttons: [Submit](#), [Cancel](#), [Edit](#).
- Allotment Section:**
 - Buttons: [Show/Hide Notes](#), [View Document](#).
 - Text: "There are no notes for this document."
- Additional Package Comments:**
 - Buttons: [Add Note](#), [Show/Hide Notes](#).
 - Text: "There are no notes for this document."
- Allotment Additional Required Information (Entered by FSO):**
 - Member's Suggested Effective Date:
 - * Actual Effective Date: (First or Last Date of Payment JDC Code Will be the Month Prior)
 - * Company Code:
- FSO Uploaded Documents (Entered by FSO):**
 - Buttons: [View Document](#).
- Status History:**
 - Current Status: Not Submitted (Q0)
 - Feb 21 2010 14:45
 - User Role: Member
 - User ID: O1 Gregory Stewart
 - Action: New Package Creation
 - Tracking Number: tS5NLq48X

Review package and submit.

If you would like hard copies for your records, click “[Print All Documents.](#)”

Note: On the right-hand side of the screen you will see the “[Status History](#)” of the package. If for some reason the package is rejected back to you, this will show a history of where the document has been and who rejected the package. You will also receive an email notifying you why the document was returned.

Financial Institution Allotment

These allotments use a bank routing and account number. Any new start, stops, or changes to these bank allotments are to be accomplished in **myPay**.

Click on the “**myPay**” link and eFinance will automatically route you to myPay.

Savings Bond Allotment Authorization

Any transaction to start or change Savings Bonds allotments is to be processed using myPay.

Click on the “**myPay**” link and eFinance will automatically route you to myPay.

To stop a Savings Bond allotment, complete a DD Form 2559 and submit to your local Financial Services Office.

Direct Deposit of Military Pay

New Air Force members:

Complete direct deposit form (**FMS Form 2231 or SF 1199A**) and submit paper copy to the Ramstein FSO

Click on the provided PDF Direct Deposit form link, complete, print, scan, and email to the Finance office

Changing Direct Deposit of Military Pay:

To change the direct deposit of your military pay, use **myPay**.

Click on the “**myPay**” link and eFinance will automatically route you to myPay.

Direct Deposit of Travel Pay (non-DTS)

(PAPER TURN-IN)

For those members who wish to have their non-DTS travel deposits credited to an account other than their military pay, use **FMS Form 2231**. The form is completed by the member and routed to the FSO for processing a change to the Reserve Travel System.

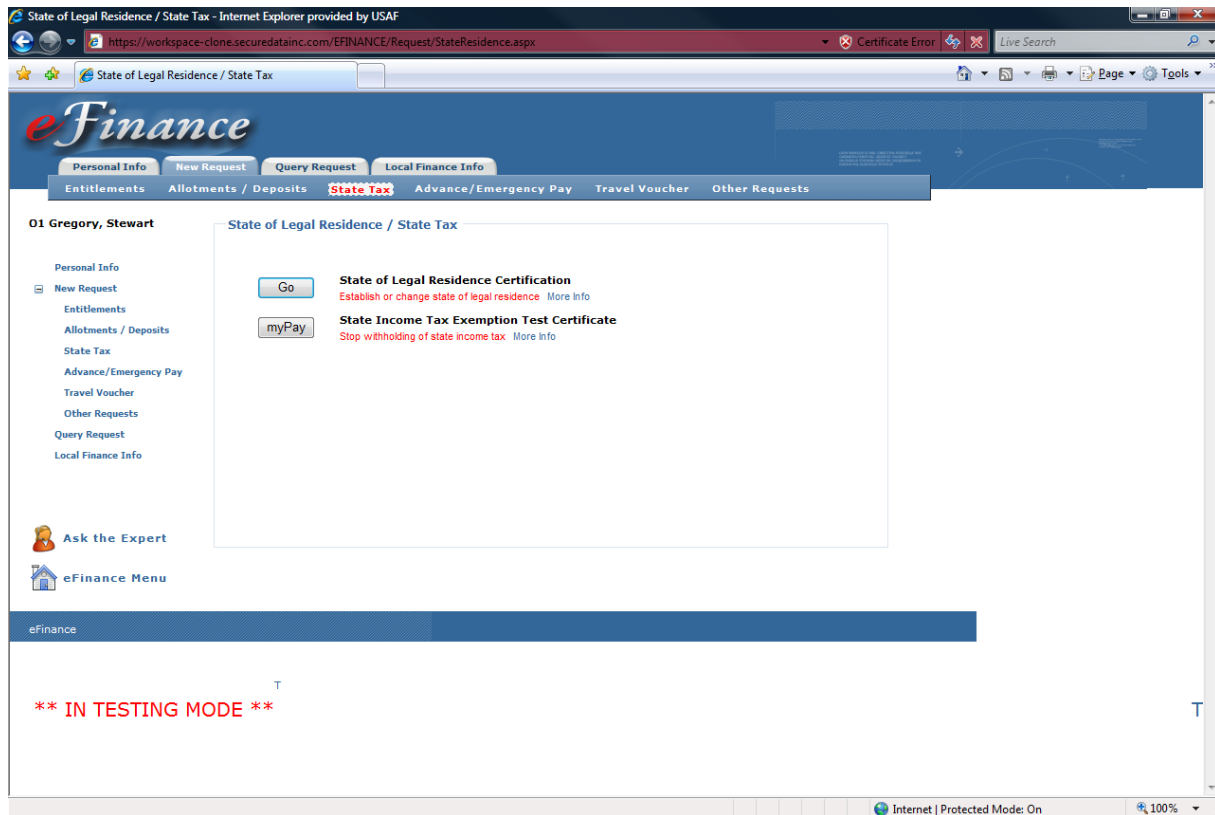
(Any change to RTS account information, including original creation, has to be accompanied by the FMS Form 2231 or SF 119A regardless of if it is your mil-pay account or not.)

Direct Deposit of Travel Pay (DTS)

All changes to bank information for the DTS payments should be accomplished within DTS under the personal information page. When creating a new DTS travel authorization this data can be updated.

Click on the “**DTS**” link and eFinance will automatically route you to DTS.

State of Legal Residence/State Tax



This is the State of Legal Residence/State Tax section. Choose the appropriate action and continue.

State of Legal Residence Certification

This is used by members to report changes of legal state of residence to the FSO. Members should consult with the legal office regarding any questions on the legality and requirements when changing the state of legal residence for payroll tax purposes. The form is completed by the member in eFinance.

State Income Tax Exemption Test Certificate

When meeting certain requirements, members can be exempt from state withholding tax. When members determine they are exempt, they can process this exemption using **myPay**.

Native American State Income Tax Withholding Exemption Certificate

When meeting certain requirements, Native American members can be exempt from state withholding tax. When members determine they are exempt, they can process this exemption using **myPay**.

Advance or Emergency Pay

The screenshot shows the eFinance web application interface. The browser address bar indicates the URL is <https://workspace-clone.securedatamc.com/EFINANCE/Request/AdvEmergencyPay.aspx>. The page title is "Advance or Emergency Pay - Internet Explorer provided by USAF". The navigation menu includes "Personal Info", "New Request", "Query Request", and "Local Finance Info". The "New Request" menu is expanded, showing "Entitlements", "Allotments / Deposits", "State Tax", "Advance/Emergency Pay", "Travel Voucher", and "Other Requests". The "Advance/Emergency Pay" option is selected. The main content area displays the "Advance or Emergency Pay" screen for user "01 Gregory, Stewart". The screen contains four request types, each with a "Go" button and a "C.A.S.H. Lite" button:

- Authorization/Designation for Emergency Pay and Allowances**: Pre-authorization for a pay advance to dependents in the event of an emergency evacuation. [More Info](#)
- Advance Pay Certification / Authorization**: Request Advance military pay to meet extraordinary expenses incident to a PCS move. [More Info](#)
- Request to Receive and/or Extend Repayment of an Advance Housing Allowance**: Request advance housing allowance. [More Info](#)
- Travel Voucher (Advance Request)**: Request for advance prior to travel. [More Info](#)

At the bottom of the page, there is a red text warning: **** IN TESTING MODE ****. The footer includes "eFinance" and "Internet | Protected Mode: On".

This is the advance or emergency pay screen. Select the appropriate and continue.

Commander approval is required for Advance Pay if either of the following are true:

- More than 1 month advance pay is requested
- Member is the rank of E3 or below
- Member requests more than 12 months payback

Authorization/Designation for Emergency Pay and Allowances

The screenshot shows a web browser window displaying the eFinance application. The page title is "Emergency Pay: Authorization/Designation - Internet Explorer provided by USAF". The URL is "https://workspace-clone.securedatamc.com/EPINANCE/AdvEmergency/EmergencyPay/Dependent.aspx". The page features a navigation menu with "Personal Info", "New Request", "Query Request", and "Local Finance Info". The user is logged in as "01 Gregory, Stewart". The main content area is titled "Authorization/Designation for Emergency Pay and Allowances" and includes a "PRINCIPAL PURPOSE(S)" section, a table for identifying primary dependents, and a table for other dependents. A "Continue" button is located at the bottom right of the form area.

01 Gregory, Stewart More information on this topic ?

Authorization/Designation for Emergency Pay and Allowances

PRINCIPAL PURPOSE(S): To provide a record of the member's authorization/non-authorization to provide an advance of the member's pay to his or her dependents or designated representative for minor dependents. The dependents must be located in an overseas area and may receive the advance in the event of an emergency evacuation.

Identify your Primary Dependent or designated representative for minor dependents

First Name	MI	Last Name	Relationship
			-- Select Relationship --

Dependent(s) Other Than Primary Information:

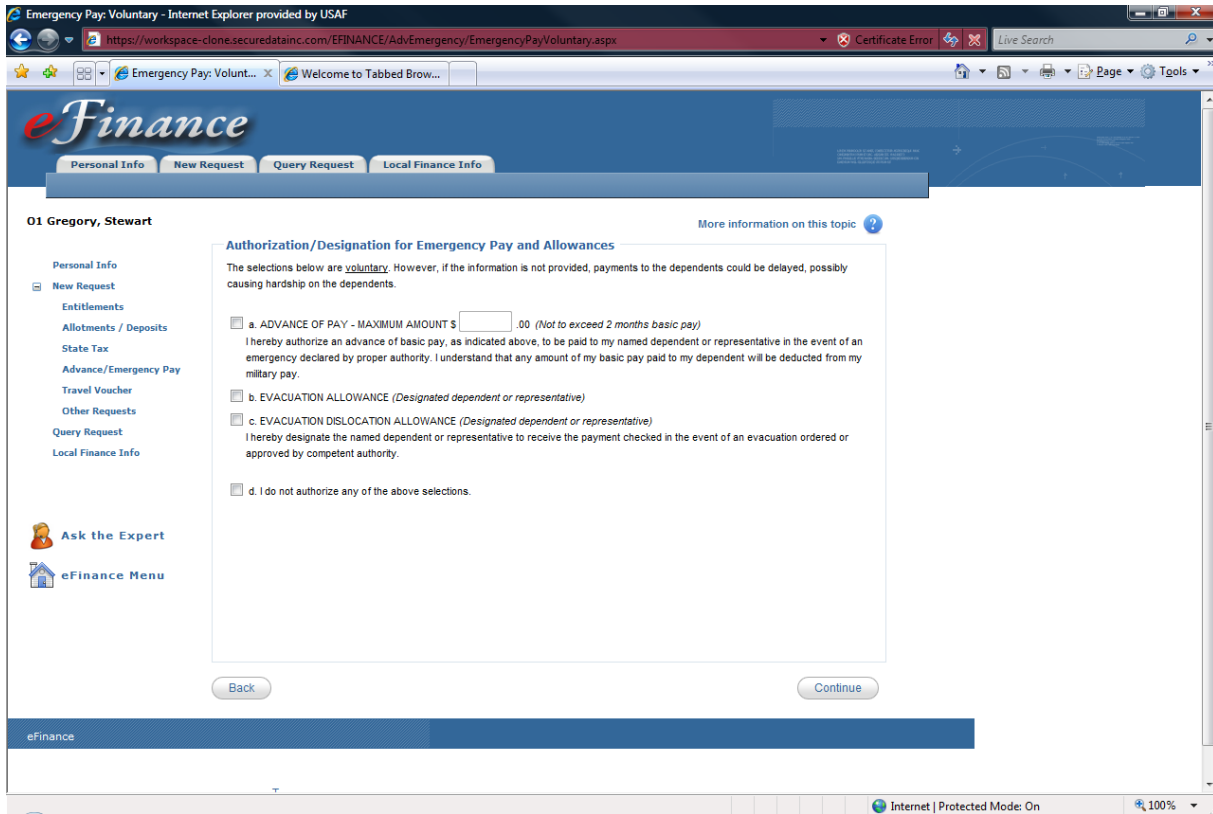
First Name	MI	Last Name	DOB	Delete
+ Add New Row				

[Continue](#)

Enter the name(s) of dependents you want to receive emergency pay in the event of an emergency evacuation. When finished, click “[Continue](#).”

Members can authorize a dependent to receive emergency pay and allowances in the event an evacuation is required. Must be completed and signed by the member and submitted to Financial Services Office for certification. This action can be accomplished using eFinance.

Note: The original should be given to the person designated to receive payments as authorized by the member.



This screen allows you to designate the amount your dependents will receive in the event of an emergency evacuation.

Advance or Emergency Pay

The screenshot displays the eFinance web application interface. At the top, the browser address bar shows the URL: <https://workspace-clone.securedatinc.com/EFINANCE/Summary/efinSummary.aspx>. The page header includes the eFinance logo and navigation tabs: Personal Info, New Request, Query Request, and Local Finance Info. The user is identified as O1 Gregory, Stewart.

The main content area is titled "Action Summary" and contains the following elements:

- Personal Info:** A sidebar menu with options like Personal Info, New Request, Entitlements, Allotments / Deposits, State Tax, Advance/Emergency Pay, Travel Voucher, Other Requests, Query Request, and Local Finance Info.
- Action Summary:** A central panel with a message: "You have completed the necessary information for your eFinance Emergency Pay and Allowances package. To continue click the Submit button. The Submit button will digitally sign your information and send your documents and eFinance package to the corresponding office. If you would like to print your documents, click on the View Document link beside each document type. The Cancel button will cancel the impending action. Clicking on the Edit button allows you to make changes to your request." Below this message are buttons for Submit, Cancel, and Edit.
- Emergency Pay and Allowances:** A section with a "View Document" link and a note: "There are no notes for this document." It also includes "Show/Hide Notes" and "Add Note" buttons.
- Additional Package Comments:** A section with a "View Document" link and a note: "There are no notes for this document." It also includes "Add Note" and "Show/Hide Notes" buttons.
- FSO Uploaded Documents (Entered by FSO):** A section with a "View Document" link.
- Status History:** A panel on the right showing the "Current Status" as "Not Submitted (Q0)". It includes a timestamp "Feb 21 2010 15:15", "User Role: Member", "User ID: O1 Gregory Stewart", and "Action: New Package Creation". A "Tracking Number" is listed as "8p#GL@3odH".

At the bottom of the page, there is a red text overlay: "** IN TESTING MODE **". The browser status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

Review and submit package.

If you would like hard copies for your records, click “[Print All Documents](#)” or use this link to view the entire document set.

Note: On the right-hand side of the screen you will see the “[Status History](#)” of the package. If for some reason the package is rejected back to you, this will show a history of where the document has been and who rejected the package. An auto generated email will also be sent to the member.

Advance Pay Authorization/Certification

PCS Advance Type - Internet Explorer provided by USAF
 https://workspace-clone.securedatinc.com/EFINANCE/AdvancePCS/AdvPcsQuestion.aspx

eFinance
 Personal Info | New Request | Query Request | Local Finance Info

01 Gregory, Stewart [More information on this topic](#)

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

***Which type of PCS Advance Pay are you applying for?**

Advance Pay Before PCS Departures
 Date Out Processing Personnel: 7
 Note: If your request is more than 30 days from the date you out process personnel, this request will be routed to your commander for approval. (If your rank is E3 or below or Request more than one months advance pay or more than 12 months payback your request will also be routed to the commander regardless of your date out processing personnel)

Advance Pay After PCS Arrival
 Date Signed into Unit: 7
 Note: If your request is more than 60 days after sign in date, this request will be routed to your commander for approval (if your rank is E3 or below or Request more than one months advance pay or Request more than 12 months payback your request will also be routed to the commander regardless of your date signed into your unit)

* Enter the Date you want to receive payment 7

[Continue](#)

eFinance

Done Internet | Protected Mode: On 100%

This screen allows you to designate which type of advance you are applying for and the date you want to receive payment. Either request is used for an advance of pay in conjunction with a PCS move. When finished, click “[Continue](#).”

Note: Commander approval may be required

Commander approval is required if either of the following are true:

- More than 1 month advance pay is requested
- Member is the rank of E3 or below
- You request more than 12 months payback
- Your request is 31-90 days before you out-process personnel
- Your request is 61-180 days after sign-in date

No Commander approval is required for an advance DLA request.

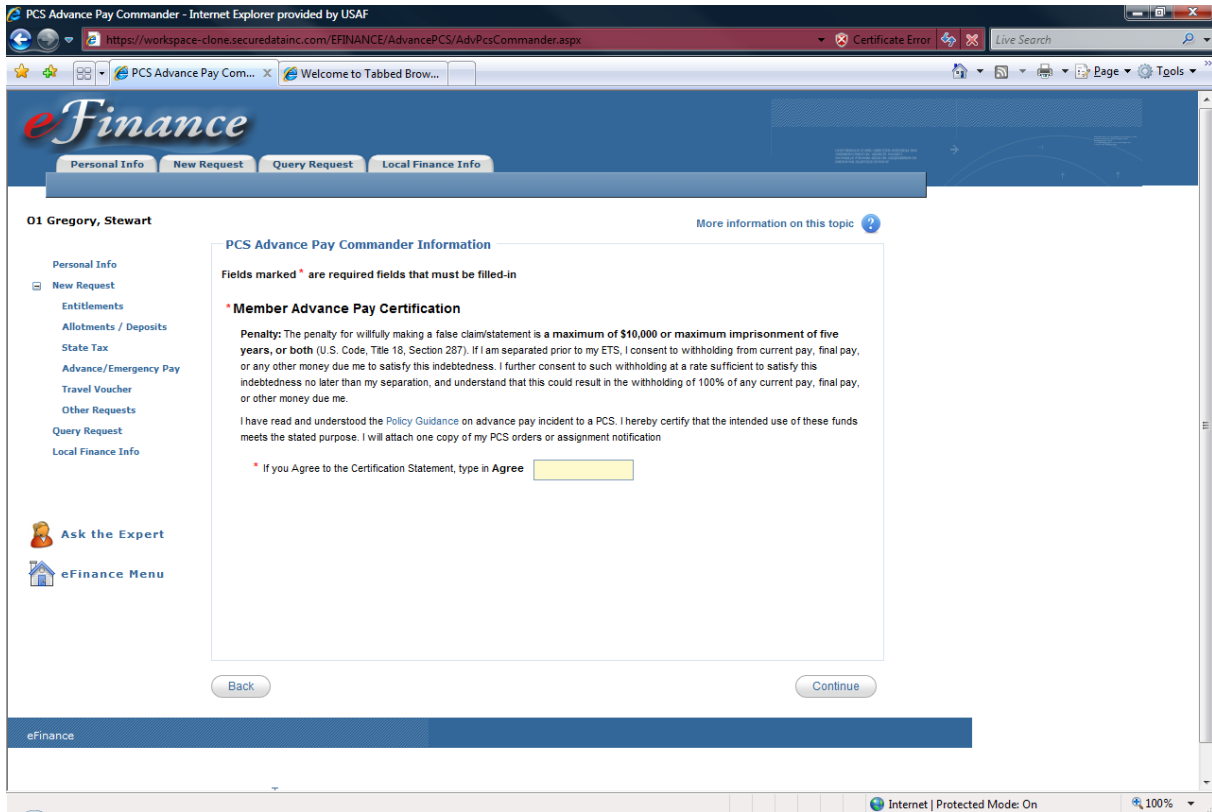
Advance or Emergency Pay

The screenshot shows the 'Request Advance Amount' form in the eFinance system. The user is identified as '01 Gregory, Stewart'. The form is titled 'Request Advance Amount' and includes a 'More information on this topic' link. The main heading is 'Request Advance Amount' with a note: 'Fields marked * are required fields that must be filled-in'. Below this is the question: '*What amount do you request for a PCS advance?'. There are three radio button options: 'Fewer Than One Month', 'One Month Advance Pay' (which is selected), and 'More Than One Month but not to Exceed 3 Months Basic Pay Less Deductions'. Each option has an associated 'Amount \$' input field with a placeholder value of '.00 (e.g. 600)'. The form also features a 'Back' button and a 'Continue' button. The left sidebar contains navigation links for Personal Info, New Request, Entitlements, Allotments / Deposits, State Tax, Advance/Emergency Pay, Travel Voucher, Other Requests, Query Request, and Local Finance Info. There are also links for 'Ask the Expert' and 'eFinance Menu'.

Enter the amount you wish to receive as an advance. When finished, click “Continue.”

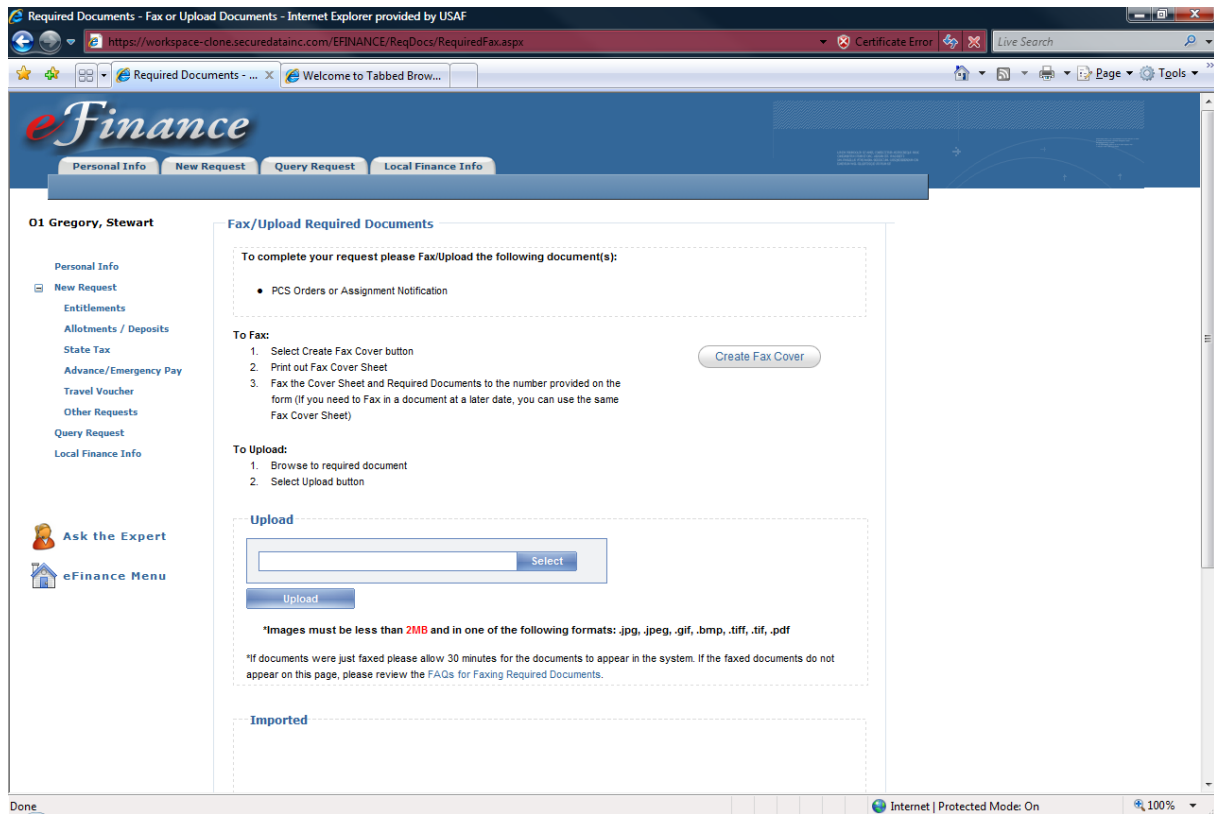
The screenshot shows the 'Advance Pay Schedule' form in the eFinance system. The user is identified as '01 Gregory, Stewart'. The form is titled 'Advance Pay Schedule' and includes a 'More information on this topic' link. The main heading is 'Advance Pay Schedule' with a note: 'Fields marked * are required fields that must be filled-in'. Below this is the question: '*Repayment Schedule for PCS Advance'. There is a single dropdown menu labeled '*Repay Number of Months' with a '- Select -' option. The form also features a 'Back' button and a 'Continue' button. The left sidebar contains navigation links for Personal Info, New Request, Entitlements, Allotments / Deposits, State Tax, Advance/Emergency Pay, Travel Voucher, Other Requests, Query Request, and Local Finance Info. There are also links for 'Ask the Expert' and 'eFinance Menu'.

Enter the number of months you wish to repay the advance. When finished, click “Continue.”



Read and consider the Advance Pay Certification statement and type “Agree” in the designated box. When finished, click “Continue.”

Advance or Emergency Pay

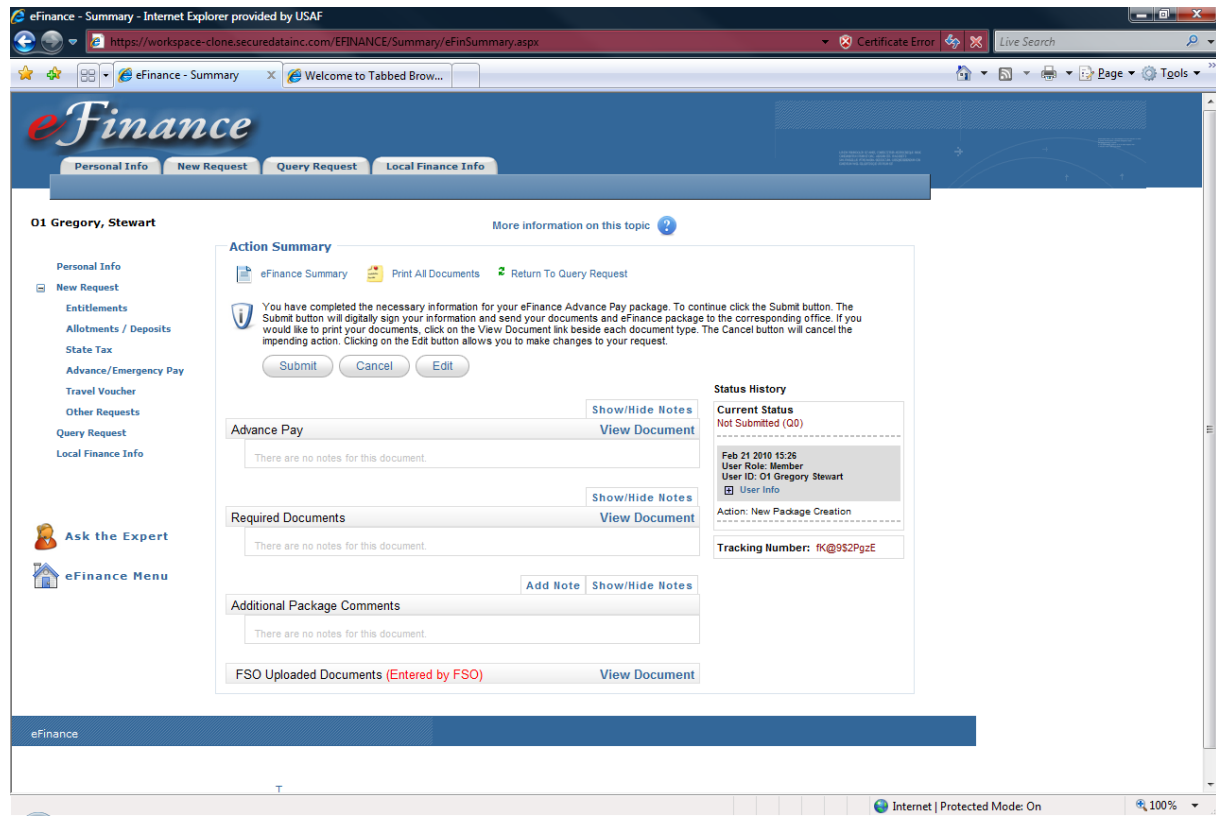


Scan and upload or fax PCS orders or assignment notification. [Ensure both sides of the orders are included.](#)

Once all documents are uploaded and appear in the “[Imported](#)” box below, click “[Continue.](#)”

Faxing instructions:

Click on the “[Create Fax Cover](#)” button and print out the cover sheet. Fax to the number provided and documents should appear below in the “[Imported](#)” box within 30 min. If not, click on the “[FAQs for Faxing Documents](#)” link for more instructions.



Review and submit package

If you would like hard copies for your records, click “[Print All Documents.](#)”

Note: On the right-hand side of the screen you will see the “[Status History](#)” of the package. If for some reason the package is rejected back to you, this will show a history of where the document has been and who rejected the package. You will also receive an email notifying you why the document was returned.

Request to Receive and/or Extend Repayment of an Advance Housing Allowance

(PAPER TURN-IN)

Members can request this type advance when moving into local economy quarters. The advance is intended to provide funds for security deposits and/or the first month's rent. Other household type items can also be added. The DD Form 1039 is completed by the member, approved by the unit commander and submitted to FSO for payment along with copy of valid rental/lease agreement or home purchase contract.

Approving Authority:

Unit Commander

Travel Voucher (Advance Request)

(PAPER TURN-IN)

This form is completed by the member when requesting a PCS travel advance or an advance for a non-DTS TDY. A copy of TDY/PCS orders is required when submitting this form. Submit to the local FSO for processing far enough in advance to ensure payment can be made promptly.

Approving Authority:

Not required. Travel orders are the authority and must contain an advance statement per AFI 65-103.

Needed:

Statement on orders stating member does not have a Government Travel Card (GTC) or circumstances preclude the use of the GTC.

Travel Vouchers

In general there are two types of travel: unit funded or AETC, Command funded, etc.

DTS processes travel that is unit funded. This means that your Resource Advisor (RA) must load a line of accounting from your unit.

Formal training vouchers are processed using a line of accounting from AETC or another external source and processed on an AF Form 1351-2 (Travel Voucher).

Travel Vouchers filed with eFinance:

- Formal Training Travel Vouchers
- Deployment Travel Vouchers
- COT Travel Voucher (Member Only)
- Emergency Leave Travel Voucher (Member Only)

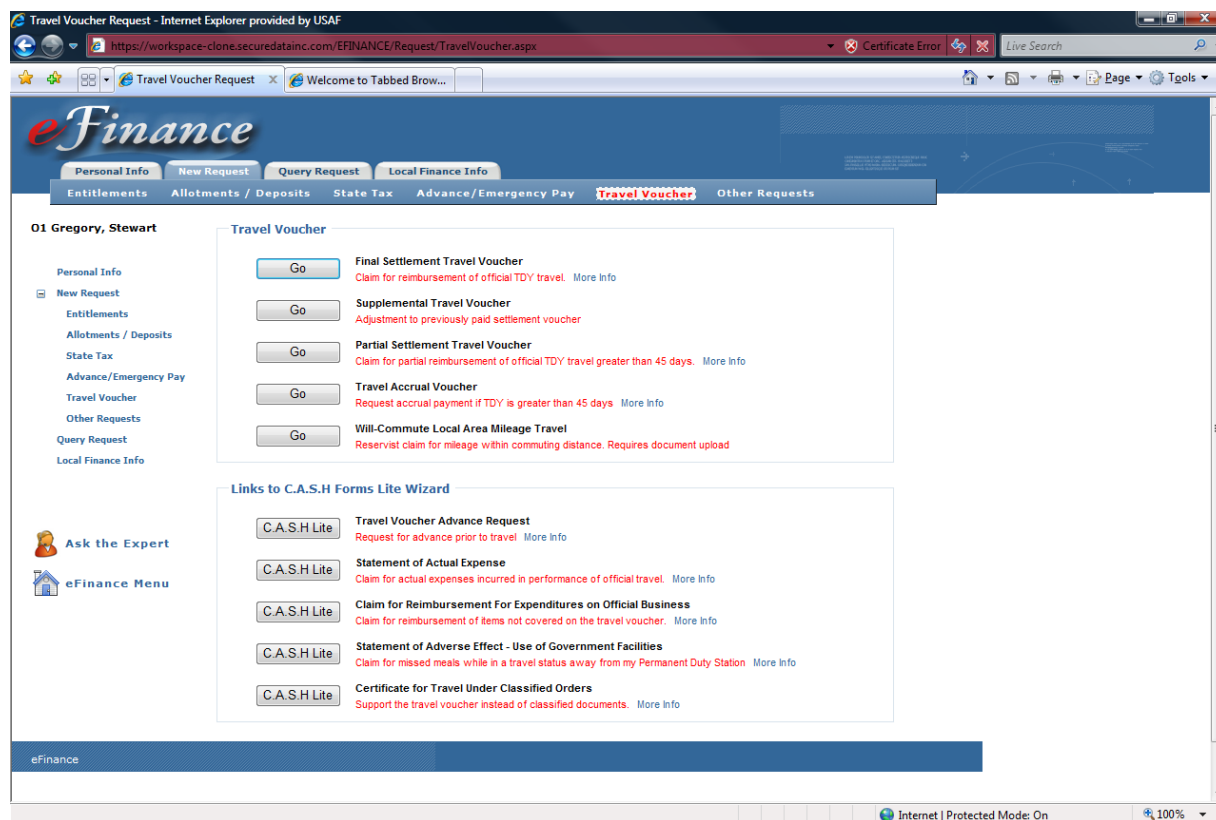
eFinance **DOES NOT** process:

- Classified Orders
- Unit Funded Travel Orders (DTS)
- Student Dependant Travel

Examples:

I went to Keesler AFB for Air Traffic Control School and it was paid for by AETC – eFinance

My unit sent me to a weeklong seminar on AFSO 21 – DTS



This is the opening screen to process travel vouchers. Select the appropriate action and continue.

Types of Settlement Vouchers

Final Settlement Voucher (FSV) – Use this option if you have returned from a TDY of less than 30 days or if you have previously filed an accrual voucher through vMPF or eFinance and have returned from TDY.

Supplemental Travel Voucher – **CANNOT BE PROCESSED IN eFINANCE**

Partial Settlement Travel Voucher (PSV) – This is a new process that allows you to file a partial settlement every 30 days of a TDY that is more than 45 days total. Once you return to your home station, file a final PSV to complete your travel, not a Final Settlement Voucher.

Every PSV that is filed is essentially a settlement for that period. Upon returning, you only need to file a PSV for the time since your last PSV. Receipts must accompany each PSV submittal in order to be reimbursed for claimed expenses.

The PSV and accrual processes cannot be mixed.

See next page for examples

Travel Accrual Voucher – When a TDY lasts for more than 45 days, you may file an accrual within 5 working days of every 30 day period of the TDY. When you return to your home station, file a Final Settlement Voucher (FSV) to complete travel.

Will-Commute Local Area Mileage Travel – This is used to pay mileage only vouchers for Reservists when commuting to their duty location.

Examples:

Final Settlement Voucher (FSV)

My name is TSgt Jones, I left on 15 Jan to go to Peterson AFB, CO to attend the NCO academy. I arrived on 15 Jan after flying from Frankfurt Airport. It is now 20 Feb and I have just returned. At this point I am able to file a Final Settlement Voucher (FSV) to complete my travel.

Partial Settlement Voucher (PSV)

My name is SSgt Williams and I am leaving to attend 7-level school at Keesler AFB, MS. I paid for my airline ticket with my GTC and it costs me \$1200. I leave on 1 Mar and arrive on 2 Mar. I need to get reimbursed for my ticket so I file a PSV immediately upon arrival. It is now 1 April and I can now file an additional PSV to cover the last 30 days. It is now 15 May and I have returned to Ramstein AB. To complete my travel I will file one last PSV to cover the period from 1 April to 15 May. Receipts must accompany each PSV submittal in order to be reimbursed for claimed expenses.

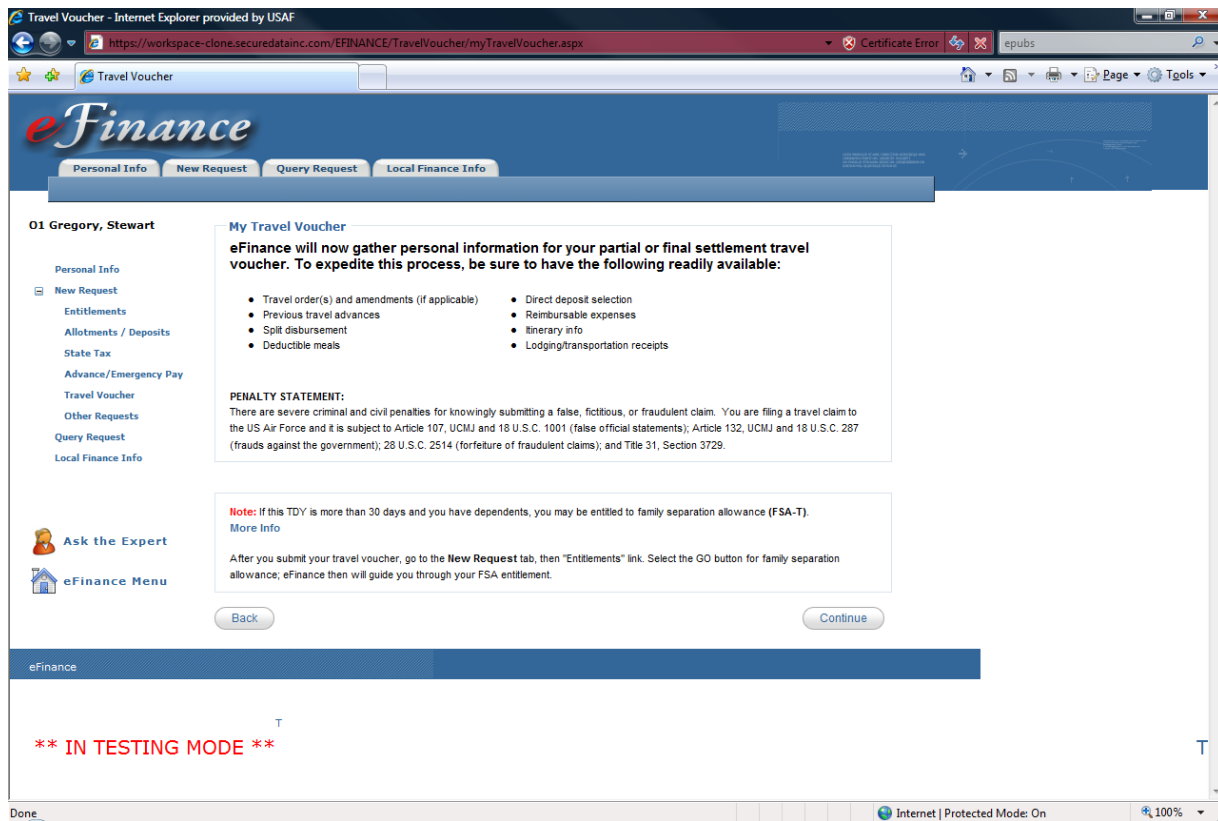
Travel Accrual Voucher

My name is Lt. Stevens and I am leaving on 1 Jun to attend Contracting School at Lackland AFB, TX. I booked my airline ticket and it cost me \$700. Upon arrival I am able to file an accrual voucher to pay for my airline ticket and other transportation expenses. If I file an accrual, I must continue filing accruals for the remainder of the TDY. It is now 3 July and it is 5 working days from my first 30 day period of TDY. As long as the total TDY length is over 45 days, I may file accrual vouchers. It is now 1 September and I have returned to Ramstein AB. At this point I will file a final settlement voucher to complete my travel.

NOTE: FOR ALL VOUCHERS, ENSURE YOU HAVE AT LEAST TWO WEEKS OF TDY REMAINING BEFORE FILING AN ACCRUAL OR PSV.

If not, when you return and file your final voucher, two vouchers will be pending and pay. A debt will result.

Final Settlement Voucher



You have selected the Final Settlement Travel Voucher option.

This screen introduces you to the filing process and provides a list of the necessary documents you will need. After reviewing, click “Continue.”

Travel Voucher - General Information - Internet Explorer provided by USAF
 https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/GeneralInformation.aspx

eFinance

Personal Info | **New Request** | Query Request | Local Finance Info

01 Gregory, Stewart

Personal Info
 New Request
 Entitlements
 Allotments / Deposits
 State Tax
 Advance/Emergency Pay
 Travel Voucher
 Other Requests
 Query Request
 Local Finance Info

Ask the Expert
 eFinance Menu

General Information
 Fields marked * are required fields

* Please select your status:
 Active Duty
 Civilian
 Reservist

* Duration of TDY
 12 hours or fewer More than 12 hours but fewer than 24 More than 24 hours

* Primary travel order number What is your primary travel order number?
 Refer to Block #22 — DD Form 1610 / Block # 32 — AF FM 938
 * Enter your primary travel order number (ex. D01234, T01234, or TE0010)

Amendments/secondary travel order number(s) What is your amendment/secondary travel order number?
 Refer to Block #12 — AF Form 973 / Block #22 — DD Form 1610 / Block # 32 — AF Form 938

Travel order number(s)	Delete
(ex. D01234, T01234, or TE0010)	
<input type="text"/>	

Add New Row

Back Continue

eFinance

Done Internet | Protected Mode: On 100%

This screen will gather information on your travel.

See the next page (DD Form 1610 to find your travel order number)

If you have more than one order related to this travel, identify the order that initially directs your travel as the primary order. All other order(s), such as amendments or DD Form 1610s, will be identified as your secondary travel order(s).

Advance or Emergency Pay



DEPARTMENT OF THE AIR FORCE
86 MISSION SUPPORT SQUADRON
UNIT 3220 BOX 405
RAMSTEIN AB, GERMANY
PURPOSE: PARTICIPATE IN OPERATION:

PID:
RDD:
SPECIAL MISSION TRAVEL (MSN)

PROCEED O/A: FROM: VARIATIONS AUTHORIZED
DSN: TO: TYPE ORDERS: CED

TDY LENGTH: RETURN TO:

REMARK:

LEGENDS:

AUTHORITY:
ISSUING HQ: APPROVING OFFICIAL:

FUND CITE 1:
CIC 1:
FUND CITE 2:
CIC 2:
FOR THE COMMANDER
OFFICIAL

DATE OF ISSUE:

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulation (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING			
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>		
8. TYPE OF AUTHORIZATION			9. TDY PURPOSE (See JTR, Appendix H)				10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			b. PROCEED DATE (YYYYMMDD)	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RATE PER MILE: \$ _____	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT	
										<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. <input type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify)											
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM			b. TRAVEL			c. OTHER			d. TOTAL		
\$ _____			\$ _____			\$ _____			\$ _____		\$ _____
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)								21. DATE ISSUED (YYYYMMDD)			
								22. TRAVEL AUTHORIZATION NUMBER			



Advance or Emergency Pay

Travel Voucher - Travel Card Split Disbursement - Internet Explorer provided by USAF
https://workspace-clone.securedatainc.com/EFINANCE/TravelVoucher/SplitDisbursement.aspx

eFinance
Personal Info | New Request | Query Request | Local Finance Info

01 Gregory, Stewart

Personal Info
New Request
Entitlements
Allotments / Deposits
State Tax
Advance/Emergency Pay
Travel Voucher
Other Requests
Query Request
Local Finance Info

Government Travel Card Split Disbursement

I request split disbursement to my Government Travel Card for this travel claim
Amount \$ 0.00 Ex) 152.88

I request no split disbursement to my Government Travel Card for this travel claim

Link to Citibank Website:
<http://www.ctmanager.com/DoDTravel>

- View Account Summary
- Enter Account Number & Verification ID

Direct Deposit

If you want to change your bank account for travel pay deposits, [Click Here](#). A new browser window will open. Complete, print, and sign the form.

Later in the eFinance voucher process you will be required to fax or upload other required documents. At that time, you need to also fax/upload the completed and signed direct deposit change form. This change does not affect your military pay direct deposit.

NOTE: Do not close your previous bank account until the you have confirmed this new account has been updated. Once you see your first travel deposit posted to your new account, that means the travel system was updated and you can take whatever action you want regarding your old bank account.

Back Continue

eFinance

**** IN TESTING MODE ****

Internet | Protected Mode: On 100%

Enter the amount you would like to have split disbursed to your Government Travel Card (GTC).

If you choose not to split disburse, click the “I request no split disbursement to my Government Travel Card” circle and continue.

If you need to check your GTC balance you may do so by clicking the Citibank link provided.

YOU ARE RESPONSIBLE FOR MAKING TIMELY PAYMENTS TO THE GTC

Direct Deposit

You may also change your direct deposit information for travel payments by clicking the provided link. If you have not set up your direct deposit information, you will have to manually submit the Direct Deposit form to the Finance office. See page 37 or attach the FMS Form 2231 with your “Required Documents”.

The screenshot shows a web browser window with the URL <https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/PrevAdvancesQuestion.aspx>. The page title is "Travel Voucher - Previous Travel Advances". The eFinance logo is at the top left. A navigation bar contains "Personal Info", "New Request", "Query Request", and "Local Finance Info". The user is identified as "01 Gregory, Stewart". A left sidebar lists menu items: Personal Info, New Request, Entitlements, Allotments / Deposits, State Tax, Advance/Emergency Pay, Travel Voucher, Other Requests, Query Request, and Local Finance Info. The main content area is titled "Previous Travel Advances" and contains a question: "Did you receive any previous travel advances from any other finance offices, including deployed paying agents or embassies?". A note states: "Note: Does not include ATM advances using your Government Travel Card or payments from partial settlement vouchers." Examples listed are: TDY cash advance, TDY accrual payments for transportation and/or per diem, and Advances received while at the TDY location. A final instruction says: "If you received prior advances, click YES below and make sure you enter ALL advances received and the information requested on the next page." At the bottom of the question box are "Back", "Yes", and "No" buttons. Below the question box, the text "** IN TESTING MODE **" is displayed in red. The browser status bar at the bottom shows "Internet | Protected Mode: On" and "100%".

If you received a TDY cash advance, a TDY accrual, or other advances while at the TDY location click “Yes.” If not, click “No.”

Yes – pg. 57

No – pg. 58

Advance or Emergency Pay

The screenshot shows the eFinance web application interface. The user is logged in as Gregory, Stewart. The main content area is titled "Travel Payment(s)/Advances". Below this title, it states "Fields marked * are required fields". The form contains the following fields:

- Payment Type: TDY Advance/Accrual
- Amount \$: [Empty] (Example: 152.88)
- Date of Payment: [Empty] (Clear Date button)
- Advance Voucher Number: [Empty]
- Location Received: [Empty]
- Travel Order Number: [Empty]

There is an "Add" button at the bottom right of the form. Below the form, there is a legend:

- Select "Edit" to edit a previously-entered payment
- Select "Delete" to delete a previously-entered payment
- Select "Add" to add a new payment

Below the legend, it says "Once all payments/advances are entered, select FINISHED." and there is a "No Data" button. At the bottom of the form area, there are "Back" and "Finished" buttons.

Enter the information required and click “[Finished.](#)”

Date of Payment – the date you received the payment

Advance Voucher Number – this number will be found on the advance itself

Location Received – your TDY location

Travel Order Number – the number in Box 22 on your DD Form 1610 (See pg. 53)

Travel Voucher - Settlement Vouchers - Internet Explorer provided by USAF

https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/SettlementVouchers.aspx

Travel Voucher - Settlement Vouchers

eFinance

Personal Info New Request Query Request Local Finance Info

01 Gregory, Stewart

Personal Info
New Request
Entitlements
Allotments / Deposits
State Tax
Advance/Emergency Pay
Travel Voucher
Other Requests
Query Request
Local Finance Info

Ask the Expert
eFinance Menu

Itinerary Information

eFinance will now gather the required information for your itinerary.

Final settlement vouchers

eFinance will capture your information from the date you left your permanent duty station (PDS)/home to your TDY location(s), and then the subsequent return.

The following locations must always be entered as a separate itinerary stop:

- Commercial transportation terminals where you changed modes of transportation
- TDY locations
- Leave locations
- Any stop-over point (lodging en-route to TDY location - not required if you slept in the terminal)

Partial settlement vouchers (including final partial settlement voucher)

The first partial settlement voucher will show the departure location, and stops listed above, TDY location, and "in-place." The "in-place" will designate that this is a partial settlement voucher; there is no return to home station at this time.

Subsequent settlement voucher's location block will start with the TDY location and end with "in-place" to designate there is no return to home station at this time.

The final partial settlement voucher starts with the TDY location, lists and stops named above, and ends with "mission complete" to designate the end of the TDY.

Back Continue

eFinance

** IN TESTING MODE **

Done Internet | Protected Mode: On 100%

At this point eFinance will get your itinerary information for your TDY.

The following must be recorded as separate stops:

- TDY Locations
- Leave Locations
- Any stop-over point (lodging en route to TDY – not required if you slept in terminal)

Advance or Emergency Pay

The screenshot shows a web browser window displaying the eFinance website. The page title is "Travel Voucher - Itinerary Departure Information". The browser address bar shows the URL: "https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/ItinDepartureInfo.aspx". The website has a blue header with the "eFinance" logo and navigation tabs: "Personal Info", "New Request", "Query Request", and "Local Finance Info".

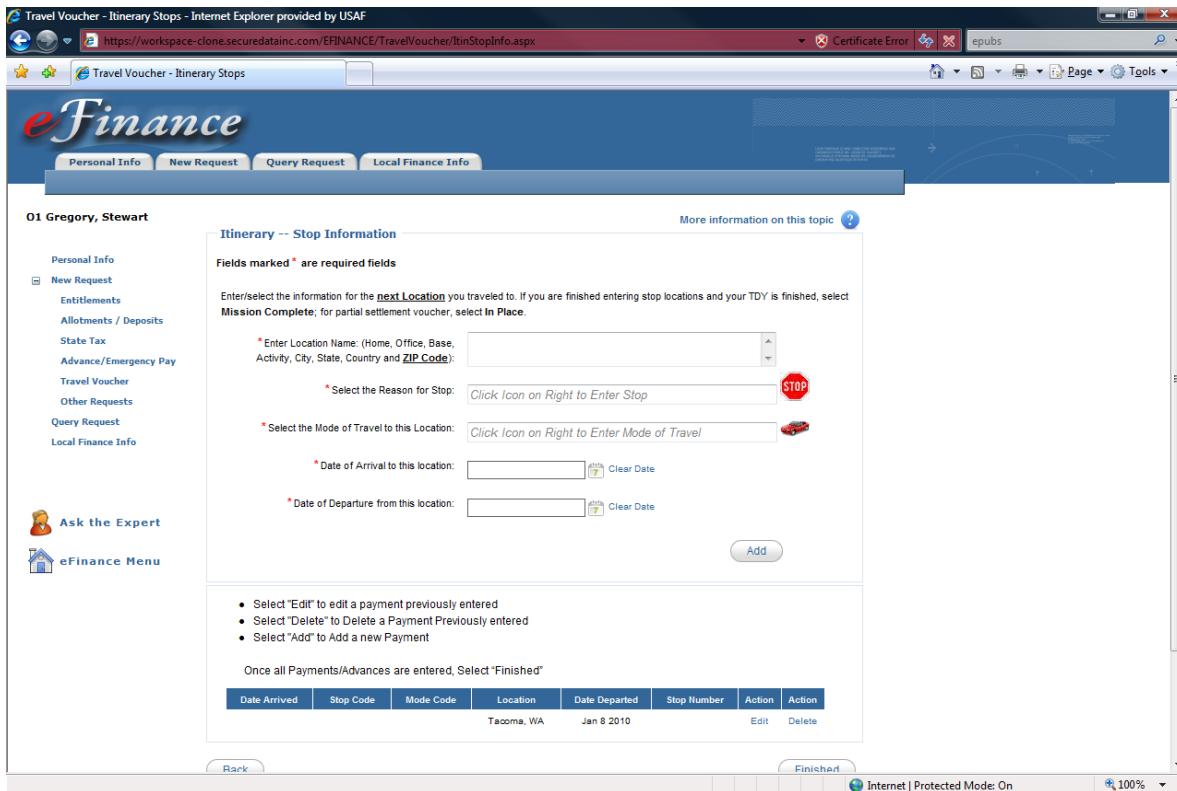
The main content area is titled "01 Gregory, Stewart" and "Itinerary - Departure Information". It contains the following fields and options:

- Fields marked * are required fields**
- * Settlement Type**
 - I am completing a final settlement voucher (no prior PSVs) [More Info](#)
 - I am completing my first partial settlement voucher (PSV) [More Info](#)
 - I am completing an Interim or Final Partial Settlement (Must have submitted an initial PSV) [More Info](#)
- * Enter Departure location: (Home, PDS, City, State/Country and ZIP Code):** [Text input field]
- * Departure date from this location:** [Date input field] [Clear Date](#)

At the bottom of the form, there are "Back" and "Continue" buttons. A red warning message at the bottom of the page reads: "** IN TESTING MODE **".

Indicate that you are completing a final settlement voucher. Input your departure location information and the date of departure. When finished, click “Continue.”

Note: You do not need to enter an address, a departure city is sufficient.



This may be the most important part of your travel voucher. Many vouchers are rejected because the itinerary is incorrect. Please take extra time to input locations, dates, and transportation methods correctly. See example below.

The itinerary should look something like this. This is a TDY with leave en route. Click on the stop sign for a list of stop options. Click on the car for modes of transportation.

Ensure you click “Add” between each entry.

			<u>Reason for Stop</u>	<u>Mode of Transportation</u>
Ramstein AB	To	Frankfurt Airport	AT (Transportation Terminal)	PA (Private Auto)
Frankfurt Airport	To	Detroit Metro	AT (Transportation Terminal)	CP (Commercial Plane)
Detroit Metro	To	Jackson, MI	LV (Leave to and From TDY)	PA (Private Auto)
Jackson, MI	To	Detroit Metro	AT (Transportation Terminal)	PA (Private Auto)
Detroit Metro	To	Boston Airport	AT (Transportation Terminal)	CP (Commercial Plane)
Boston Airport	To	Hanscom AFB	TD (TDY Location)	CA (Commercial Auto)

This is what the itinerary would look like on the way to Hanscom AFB for a TDY. You would then have to input the return trip in the same manner.

Advance or Emergency Pay

The screenshot shows a web browser window displaying the eFinance website. The page title is "Travel Voucher - Deductible Meals Question". The URL is "https://efinanceworkspace.wpafb.af.mil/efinance/TravelVoucher/AnyDeductibleMeals.aspx". The page features a navigation menu with options like "Personal Info", "New Request", "Query Request", and "Local Finance Info". The user is logged in as "01 Gregory, Stewart". The main content area is titled "Deductible/Government Meals" and contains the following text:

Do you have any deductible/government meals?

A **deductible meal** is any meal not identified in the travel order meal statement that is provided at no cost, e.g., field conditions or group travel. Government meals purchased at a government dining facility/mess are not considered deductible meals.

A **government meal** is any meal purchased in a government dining facility/mess.

Some common deductible meal examples (RE: JFTR U4165/JTR C4554):

- Meals included in a registration/conference fee paid by the government
- Meals furnished by the government at no cost to the traveler
- Meals provided by a lodging establishment for which an additional charge is added to the lodging cost
- Meals included in the lodging cost during a conference/meeting under a government agreement
- Box lunches (including C-Rats, K-Rats or MREs), when provided to the traveler at no cost and are the **only method** of subsistence (RE: JFTR para. U4167.1.a)

Note: A meal that is provided to the traveler for which the government pays nothing does not affect per diem payment.

At the bottom of the content area, there are three buttons: "Back", "Yes", and "No".


Read the information on deductible/government meals and click “Yes” or “No.”

If Yes – pg. 62

If No – pg. 63

The screenshot shows the 'Deductible Meals' form in the eFinance system. The browser address bar shows the URL: <https://efinanceworkspace.wpafb.af.mil/efinance/TravelVoucher/DeductibleMeals.aspx>. The user is logged in as 'O1 Gregory, Stewart'. The form includes a navigation menu on the left with options like 'Personal Info', 'New Request', 'Query Request', and 'Local Finance Info'. The main content area is titled 'Deductible Meals' and contains instructions for entering meal data. Below the instructions is a table with columns for 'From Date', 'To Date', 'Number of Meals', and 'Meal Type'. The table currently shows two empty rows. An 'Add' button is located below the table. At the bottom of the form, there are 'Back' and 'Finished' buttons. The status bar at the bottom of the browser indicates 'Trusted sites | Protected Mode: Off' and '100%' zoom.

Deductible Meals

- If you are provided the same number of meals for consecutive days, enter the date range, and number of meals taken for each day; e.g., field conditions or group travel.
- If the number of meals provided varied each day, enter a separate date range and the number of meals taken for that day.
- Select  to delete a previously-entered meal.
- Select ADD ROW to add a new meal deduction(s).

Once all Meals are entered, select "Finished".

From Date	To Date	Number of Meals	Meal Type
<input type="text"/>	<input type="text"/>	-- Select --	-- Select --
<input type="text"/>	<input type="text"/>	-- Select --	-- Select --

No Meals Added

You selected "Yes" to having deductible/ government meals. Indicate when the meals occurred and click "Add."

Once all the meals have been entered, click "Finished."

Advance or Emergency Pay

The screenshot shows the 'Expenses' page in the eFinance system. The user is identified as '01 Gregory, Stewart'. The page has a navigation menu on the left with options like 'Personal Info', 'New Request', 'Query Request', and 'Local Finance Info'. The main content area is titled 'Expenses' and contains a form for adding new expenses. The form includes a dropdown for 'Expense Type', a date field for 'Expense Date', a radio button for 'Paid in' (US or Foreign Currency), and a text field for 'Amount \$'. There is also a 'Comments' field and an 'Add' button. Below the form is a table of existing expenses:

Expense Type	Comment	Amount	Date	Action	Action
Lodging at TDY location		1900.00	Jan 3 2010	Edit	Delete
Rental car administrative fees		100.00	Jan 15 2010	Edit	Delete

Below the table, there is a section titled 'Expenses not originally approved in your orders will require special authorization from your approving official.' This section includes a list of examples of expenses that require authorization, such as 'Rental Car/Rental Car Upgrade', 'Late Checkout', 'In/Around Mileage', 'Dual Lodging', 'Internet Connection', 'Official Phone Calls', 'In/Around Taxis or Other Special Conveyance', and 'Missed Meals Not Authorized in the Orders'. There are also links for 'More Info' and a text box for providing justification for each expense.

Enter any reimbursable expenses at this screen. Click the green \$ to see a list of the different types of expenses and add them to the “Expense List.”

Note: Any expense that is not included on your orders will need an approving official’s signature and will require justification in the text box provided.

When all your expenses are added, click “Finished.”

The screenshot shows a web browser window titled "Travel Voucher Approval - Internet Explorer provided by USAF". The address bar shows the URL "https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/TravelVoucherApproval.aspx". The browser's address bar also displays "Certificate Error" and "Live Search". The page header features the "eFinance" logo and navigation tabs for "Personal Info", "New Request", "Query Request", and "Local Finance Info".

The main content area is titled "01 Gregory, Stewart" and "Travel Voucher Approval Authority". It includes a sidebar with a tree view containing "Personal Info", "New Request", "Entitlements", "Allotments / Deposits", "State Tax", "Advance/Emergency Pay", "Travel Voucher", "Other Requests", "Query Request", and "Local Finance Info". The "New Request" item is selected.

The main form area contains the following text and fields:

- "Fields marked * are required fields"
- "Please enter your supervisor email address"
- "Supervisor email address:" followed by a text input field.
- "Back" and "Continue" buttons.

At the bottom of the page, there is a red text warning: "** IN TESTING MODE **". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and "100%" zoom.

Enter the email of your supervisor who will need to approve this voucher.

Note: The supervisor and approving official can be the same person.

He/She will receive an email notification with a link to view your voucher. Only add an Approving Official if you have claimed an expense not on your original travel orders or justified by an amendment.

Advance or Emergency Pay

The screenshot shows the 'Required Document List' page for Gregory, Stewart. The page includes a navigation menu on the left with options like 'Personal Info', 'New Request', 'Query Request', and 'Local Finance Info'. The main content area displays a table with the following items:

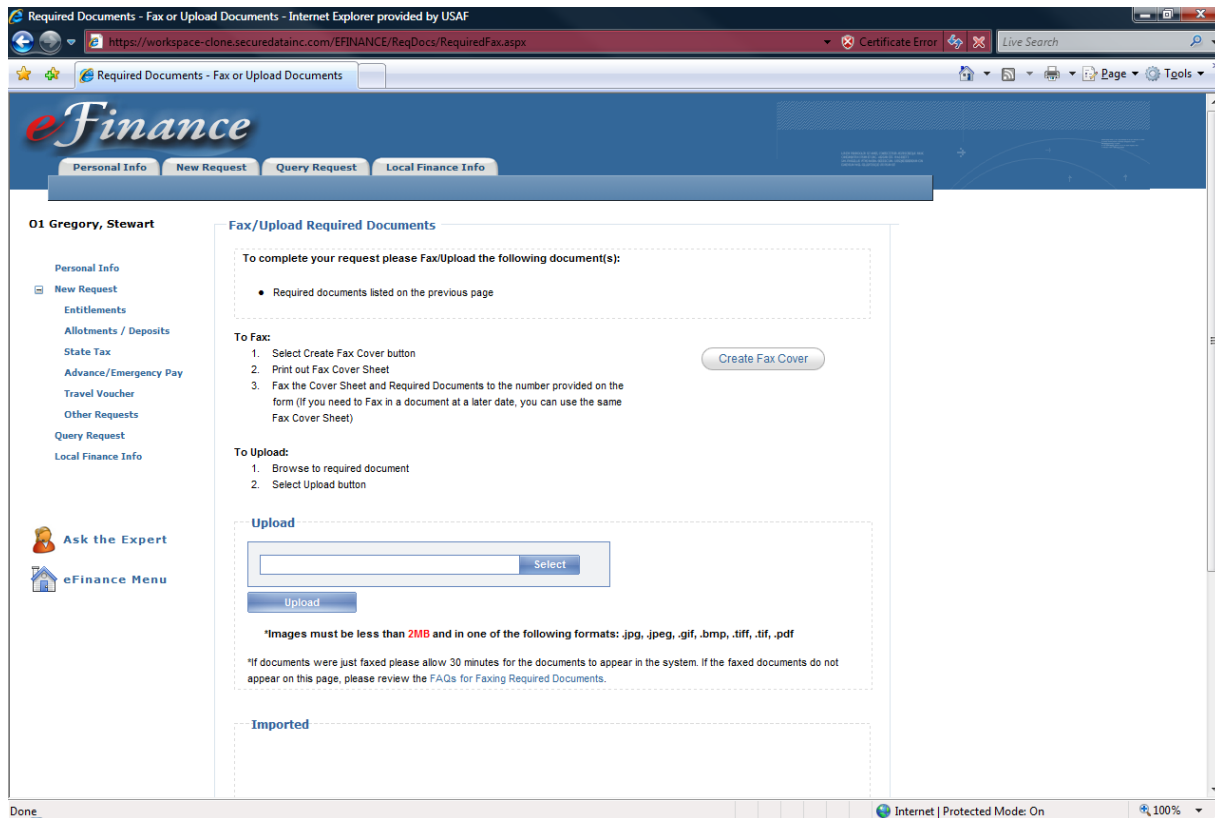
	Provided	Lost/Unavailable
Travel orders and any modifications/amendments (front & back)	<input type="radio"/>	<input type="radio"/>
Completed and signed AF Form 2282 (if applicable)	<input type="radio"/>	<input type="radio"/>
Completed and signed DD Form 1351-3 (if applicable)	<input type="radio"/>	<input type="radio"/>
Permissive TDY Approval Documentation (if applicable)	<input type="radio"/>	<input type="radio"/>
Recruiters Assistance Verification Memorandum (if applicable)	<input type="radio"/>	<input type="radio"/>
Commercial motorcycle	<input type="radio"/>	<input type="radio"/>

Below the table, there is a note: "Receipts are always required for lodging and any expenses of \$75.00 or more." and a button labeled "Lost Receipt Report".

This screen is a check list for you to ensure you have included all necessary items in your travel voucher.

You will have to upload necessary documents in the next screen.

Note: If you need to file a lost receipt form, you will need to print it out, then scan or fax it with your "Required Documents".



Scan and upload or fax necessary documents.

Once all documents are uploaded and appear in the “**Imported**” box below, click “**Continue.**” Ensure all files are less than the 2MB file size limitation.

Faxing instructions:

Click on the “**Create Fax Cover**” button and print out the cover sheet. Fax to the number provided and documents should appear below in the “**Imported**” box in about 30 min. If not, click on the “**FAQs for Faxing Documents**” link for more instructions.

Note: An itemized receipt for lodging must be included regardless of cost. Any expense over \$75.00 also requires a receipt.

Advance or Emergency Pay

Travel Voucher Summary - Internet Explorer provided by USAF
https://workspace-clone.securedatinc.com/EFINANCE/Summary/TravelSummary.aspx

Travel Voucher Summary

eFinance

Personal Info | New Request | Query Request | Local Finance Info

01 Gregory, Stewart [More information on this topic](#)

Personal Info
New Request
Entitlements
Allotments / Deposits
State Tax
Advance/Emergency Pay
Travel Voucher
Other Requests
Query Request
Local Finance Info

Ask the Expert
eFinance Menu

eFinance Travel Voucher Summary

eFinance Summary | Print All Documents | Return To Query Request

You have completed the necessary information for your eFinance Travel Voucher Package. To continue click the Submit button. The Submit button will digitally sign your information and send your documents and eFinance Package to the corresponding office. If you would like to print your documents, click on the View Document link beside each document type. The Cancel button will cancel the impending action. Clicking on the Edit button allows you to make changes to your request.

Submit | Cancel | Edit

Supervisor Information (Entered by Supervisor Personnel Only)

* First Name MI * Last Name
* Phone * Grade -- Select --
* Does this request require approval from an approving official? Yes No

Approving Official Information (Entered by AO Personnel Only)

* First Name MI * Last Name
* Phone * Grade -- Select --

Show/Hide Notes
Travel Voucher [View Document](#)

There are no notes for this document.

Status History
Current Status: Not Submitted (00)
Feb 21 2010 16:26
User Role: Member
User ID: 01 Gregory Stewart
User Info
Action: New Package Creation
Tracking Number: 3GalRo@59B

Internet | Protected Mode: On | 100%

Review your package and submit. You may also click “Edit” to review any portion of your voucher to make changes.

If you would like hard copies for your records, click “Print All Documents.”

Once submitted, the package will route to your supervisor for approval.

If the voucher is approved, you will be notified immediately by email. If the voucher is returned, you will receive an email containing an explanation of why the voucher was rejected.

Log back into eFinance and make necessary changes.

(See: What happens to my voucher when it gets rejected? Pg 81)

Partial Settlement Voucher

The eFinance process of entering a Partial Settlement Voucher is nearly identical to a Final Settlement Voucher. Follow the same step-by-step instructions on entering information into eFinance, except under the PSV selection.

PSV specifics:

- Only authorized for tours longer than 45 days
- Cannot be combined with accrual voucher process
- You may file a PSV immediately upon arrival to TDY location for reimbursement of transportation expenses (tickets, etc.)
- May be filed after every 30-day increment of a TDY
- Must include receipts for claimed expenses.

Accrual Travel Voucher

First Accrual Question - Internet Explorer provided by USAF

https://workspace-clone.securedatinc.com/EFINANCE/Accrual/FirstAccrualQuestion.aspx

First Accrual Question

eFinance

Personal Info New Request Query Request Local Finance Info

01 Gregory, Stewart

Personal Info

New Request

Entitlements

Allotments / Deposits

State Tax

Advance/Emergency Pay

Travel Voucher

Other Requests

Query Request

Local Finance Info

Ask the Expert

eFinance Menu

Back Yes No

Accrual

Have you filed any previous accrual payments for this travel period?

This includes any accrual payments filed through vMPPF or eFinance for this current TDY or tour and, for Reserves, any order(s) associated with this activation or tour.

Note: partial settlement vouchers are not the same as accrual payments.

eFinance

*** IN TESTING MODE ***

Internet | Protected Mode: On 100%

Click the appropriate response.

Advance or Emergency Pay

Travel Accrual - Internet Explorer provided by USAF
https://workspace-clonesecuredatinc.com/EFINANCE/Accrual/myTravelAccrual.aspx

eFinance

Personal Info | New Request | Query Request | Local Finance Info

01 Gregory, Stewart

Personal Info
New Request
Entitlements
Allotments / Deposits
State Tax
Advance/Emergency Pay
Travel Voucher
Other Requests
Query Request
Local Finance Info

Ask the Expert
eFinance Menu

My Travel Accrual

eFinance will now gather personal information for your accrual payment.

PENALTY STATEMENT:
Pursuant to 5 U.S.C. 5705 (employees) and 37 U.S.C. 1007(c) (members), any indebtedness resulting from the receipt of this accrual may be deducted without further notice from your current pay, final pay, or other monies due you unless you make voluntary restitution. The accrual payment cannot exceed the estimate cost of the official travel.

Back Continue

**** IN TESTING MODE ****

Internet | Protected Mode: On 100%

Review and click “Continue.”

Travel Voucher - General Information - Internet Explorer provided by USAF
https://workspace-clonesecuredatinc.com/EFINANCE/TravelVoucher/GeneralInformation.aspx

eFinance

Personal Info | New Request | Query Request | Local Finance Info

01 Gregory, Stewart

Personal Info
New Request
Entitlements
Allotments / Deposits
State Tax
Advance/Emergency Pay
Travel Voucher
Other Requests
Query Request
Local Finance Info

Ask the Expert
eFinance Menu

General Information

Fields marked * are required fields

*Please select your status:

Active Duty
 Civilian
 Reservist

*Duration of TDY

12 hours or fewer More than 12 hours but fewer than 24 More than 24 hours

*Primary travel order number What is your primary travel order number?

Refer to Block #22 — DD Form 1610 / Block # 32 — AF FM 938

* Enter your primary travel order number (ex. D01234, T01234, or TE0010)

Amendments/secondary travel order number(s) What is your amendment/secondary travel order number?

Refer to Block #12 — AF Form 973 / Block #22 — DD Form 1610 / Block # 32 — AF Form 938

Travel order number(s) (ex. D01234, T01234, or TE0010)	Delete

Add New Row

Back Continue

Internet | Protected Mode: On 100%

Enter the appropriate information and click “Continue.”

(See pg. 53-54 to find your travel order number.)

Travel Voucher - Travel Card Split Disbursement - Internet Explorer provided by USAF
 https://workspace-clone.securedatainc.com/EFINANCE/TravelVoucher/SplitDisbursement.aspx

eFinance

Personal Info | **New Request** | Query Request | Local Finance Info

01 Gregory, Stewart

Personal Info
 New Request
 Entitlements
 Allotments / Deposits
 State Tax
 Advance/Emergency Pay
 Travel Voucher
 Other Requests
 Query Request
 Local Finance Info

Government Travel Card Split Disbursement

I request split disbursement to my Government Travel Card for this travel claim
 *Amount \$ 0.00 Ex) 152.88

I request no split disbursement to my Government Travel Card for this travel claim

Link to Citibank Website:
<http://www.ctmanager.com/DoDTravel>

- View Account Summary
- Enter Account Number & Verification ID

Direct Deposit

If you want to change your bank account for travel pay deposits, [Click Here](#). A new browser window will open. Complete, print, and sign the form.

Later in the eFinance voucher process you will be required to fax or upload other required documents. At that time, you need to also fax/upload the completed and signed direct deposit change form. This change does not affect your military pay direct deposit.

NOTE: Do not close your previous bank account until the you have confirmed this new account has been updated. Once you see your first travel deposit posted to your new account, that means the travel system was updated and you can take whatever action you want regarding your old bank account.

Back Continue

eFinance

*** IN TESTING MODE ***

Internet | Protected Mode: On 100%

Enter the amount you would like to have split disbursed to your Government Travel Card (GTC).

If you choose not to split disburse, click the circle below and continue.

If you need to check your GTC balance you may do so by clicking the Citibank link provided.

YOU ARE RESPONSIBLE FOR MAKING TIMELY PAYMENTS TO THE GTC

Direct Deposit

You may also change your direct deposit information for travel payments by clicking the provided link. If you have not set up your direct deposit information, you will have to manually submit the Direct Deposit form (FMS Form 2231 or SF 1199A) to the Finance office or scan or fax with your “Required Documents.” See page 37.

Advance or Emergency Pay

The screenshot shows a web browser window displaying the eFinance application. The browser's address bar shows the URL: <https://workspace-clone.securedatainc.com/EFINANCE/TravelVoucher/ItinDepartureInfo.aspx>. The page title is "Travel Voucher - Itinerary Departure Information". The application header features the "eFinance" logo and navigation tabs for "Personal Info", "New Request", "Query Request", and "Local Finance Info".

The main content area is for user "01 Gregory, Stewart" and is titled "Departure Information". It includes a note: "Fields marked * are required fields". The primary question is "Is this your first accrual?" with radio button options for "Yes" and "No".

On the left side, there is a navigation menu with the following items: "Personal Info", "New Request" (which is expanded to show sub-items: "Entitlements", "Allotments / Deposits", "State Tax", "Advance/Emergency Pay", "Travel Voucher", "Other Requests", "Query Request", and "Local Finance Info"), "Ask the Expert", and "eFinance Menu".

At the bottom of the form area, there are "Back" and "Continue" buttons. A red warning message at the bottom of the page reads: "** IN TESTING MODE **". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

Answer and click “Continue.”

Travel Voucher - Itinerary Stops - Internet Explorer provided by USAF
 https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/ItinStopInfo.aspx

eFinance
 Personal Info | **New Request** | Query Request | Local Finance Info

01 Gregory, Stewart More information on this topic

Personal Info
 New Request
 Entitlements
 Allotments / Deposits
 State Tax
 Advance/Emergency Pay
 Travel Voucher
 Other Requests
 Query Request
 Local Finance Info

Itinerary -- Stop Information

Fields marked * are required fields

Enter/select the information for the next Location you traveled to. If you are finished entering stop locations, click the **STOP** icon and select **In Place**.

* Enter Location Name: (Home, Office, Base, Activity, City, State, Country and **ZIP Code**):

* Select the Reason for Stop: **STOP**

* Select the Mode of Travel to this Location:

* Date of Arrival to this location:

* Date of Departure from this location:

- Select "Edit" to edit a payment previously entered
- Select "Delete" to Delete a Payment Previously entered
- Select "Add" to Add a new Payment

Once all Payments/Advances are entered, Select "Finished"

Date Arrived	Stop Code	Mode Code	Location	Date Departed	Stop Number	Action	Action
			Tacoma, WA	Jan 8 2010		Edit	Delete

Done Internet | Protected Mode: On 100%

Enter your Itinerary information and click “[Add](#)” You must click add between each entry.

See pg. 60 for more information on entering itineraries.

Once all entries have been successfully added, click “[Finished](#).”

Advance or Emergency Pay

Travel Voucher - Reimbursable Expenses - Internet Explorer provided by USAF

https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/ReimbursableExpenses.aspx

Travel Voucher - Reimbursable Expenses

eFinance

Personal Info | New Request | Query Request | Local Finance Info

O1 Gregory, Stewart

Personal Info
New Request
Entitlements
Allotments / Deposits
State Tax
Advance/Emergency Pay
Travel Voucher
Other Requests
Query Request
Local Finance Info

Reimbursable Expenses

Do you have any reimbursable expenses?

Examples:

- Airline or excess baggage expenses (not charged to a centrally-billed account)
- Hotel lodging taxes (CONUS locations only)
- Rental car and gas (if authorized in the orders)
- Tolls (include the state in which the toll was paid in the comments field)
- ATM fees on government travel card or personal card if no government travel card issued (include the dollar amount withdrawn in the comments field)
- Baggage tips at transportation terminals (military only)

Note: Most reimbursable expenses are listed in the JFTR/JTR, Appendix G. Click on the link to view expenses:
[Expense list](#)

Ask the Expert
eFinance Menu

Back Yes No

eFinance

** IN TESTING MODE **

Internet | Protected Mode: On 100%

Review and click the appropriate answer.

Expenses - Internet Explorer provided by USAF

https://workspace-clone.securedatinc.com/EFINANCE/TravelVoucher/Expenses.aspx

Expenses

eFinance

Personal Info | New Request | Query Request | Local Finance Info

O1 Gregory, Stewart

Personal Info
New Request
Entitlements
Allotments / Deposits
State Tax
Advance/Emergency Pay
Travel Voucher
Other Requests
Query Request
Local Finance Info

Expenses

Fields marked * are required fields

Select the Expense Type: [Click icon on right to Enter Expense](#)

* Expense Date: Paid in: US Foreign Currency * Amount \$ (ex. 152.88)

Comments:

Add

Expense Type	Comment	Amount	Date	Action	Action
Lodging at TDY location		143.00	Jan 10 2010	Edit	Delete

Back Finished

eFinance

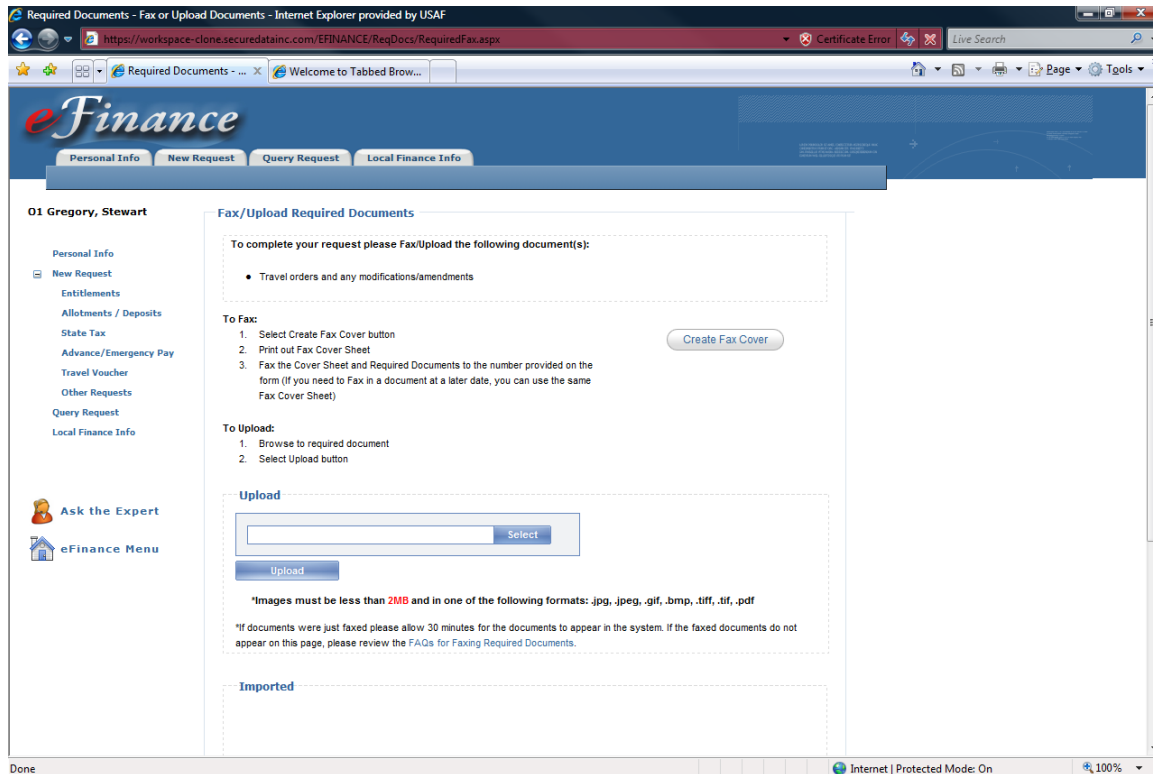
** IN TESTING MODE **

Done Internet | Protected Mode: On 100%

Enter any reimbursable expenses at this screen. Click the green \$ to see a list of the different types of expenses and add them to the “Expense List.”

Note: Any expense that is not included on your orders will need an approving official’s signature.

When all your expenses are added, click “Finished.”



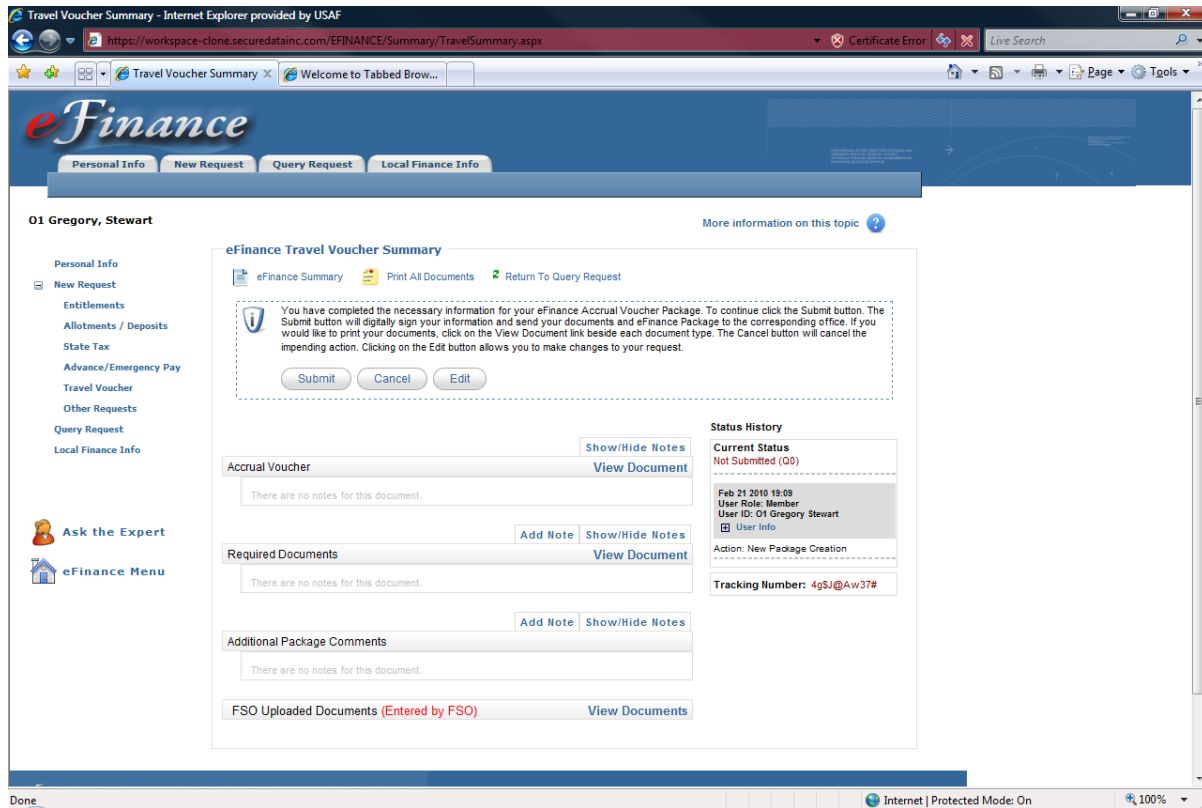
Scan and upload or fax necessary documents.

Once all documents are uploaded and appear in the “[Imported](#)” box below, click “[Continue](#).”

Faxing instructions:

Click on the “[Create Fax Cover](#)” button and print out the cover sheet. Fax to the number provided and documents should appear below in the “[Imported](#)” box in about 30 min. If not, click on the “[FAQs for Faxing Documents](#)” link for more instructions.

Advance or Emergency Pay



Review your package and submit. You may also click “Edit” to review any portion of your voucher to make changes.

If you would like hard copies for your records, click “Print All Documents.”

Once submitted, the package will go to your supervisor for approval.

If the voucher is approved, you will be notified immediately by email. If the voucher is returned you will receive an email containing an explanation of why the voucher was rejected.

Log back into eFinance and make necessary changes.

(See: What happens to my voucher when it gets rejected? Pg.81)

Will Commute Local Area Mileage Travel

AF Form 938—Mileage Only Claim for Active Duty Tour

This page is the first step to transfer an AF Form 938 to the Air Force Financial Services Center (AFFSC) for payment of your **MILEAGE ONLY** while on a will-commute tour.

Please enter the travel order number from the AF Form 938 for which you are submitting a mileage claim.

* AF Form 938 Order Number - Block 32

General Information

Ensure that blocks 36a, 36b, 36c, 36d, 37, 38, 39, 40, 41, 42, 43, and 44 are complete before continuing. You will need to complete, sign, and date item 1 for POV mileage on the back of the form if applicable. Be sure to circle the appropriate phrase in block 37, as it is routinely forgotten and can prevent your pay from being processed.

[Click here for an example of a properly completed AF Form 938.](#)

Don't forget to fax or hand carry your AF Form 938 to your designated reserve pay office (RPO) for input and payment of military pay entitlements. **eFinance does not send the AF Form 938 to the RPO.**

Once you click CONTINUE, you will upload your AF Form 938 on the next screen. If you do not have fax or scanner capability, you cannot complete this request and must click the BACK button. You can submit later once you do have this capability, or submit via the hardcopy method.

[Back](#) [Continue](#)

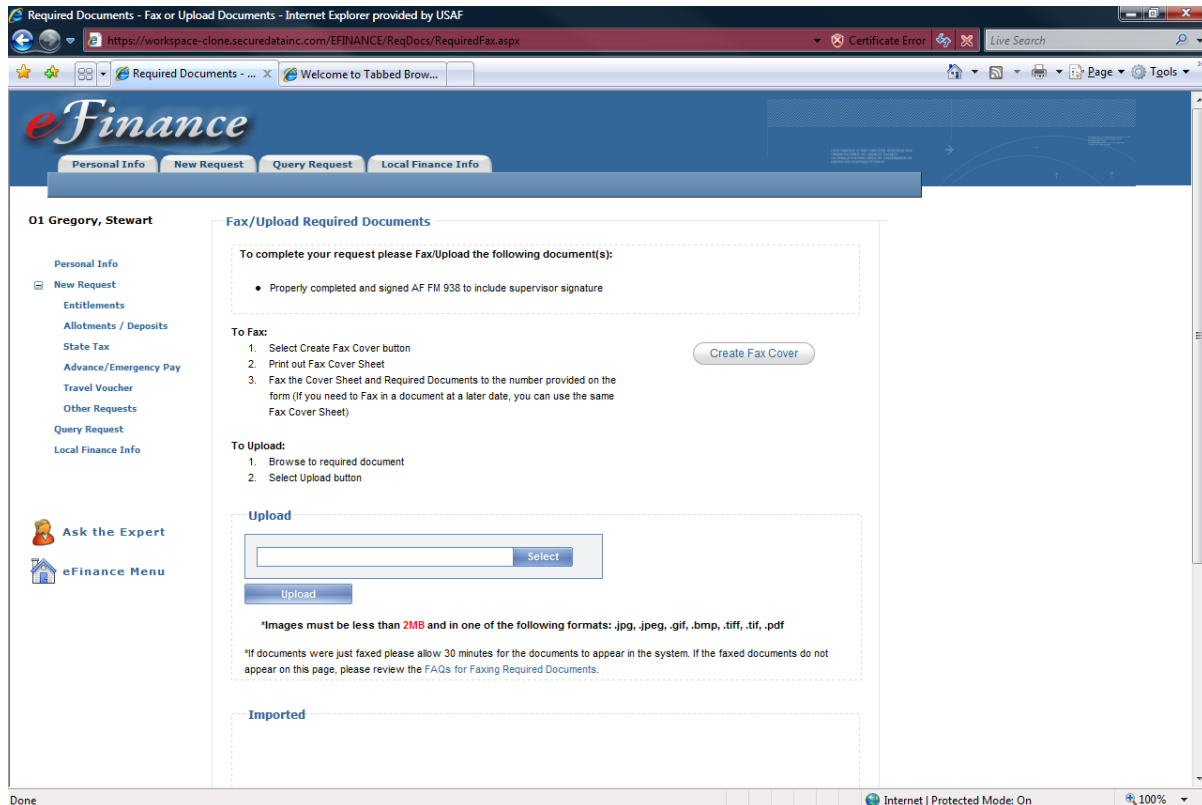
*** IN TESTING MODE ***

This is the first screen in the “[Will-Commute Local Area Mileage Travel Voucher](#).” This is only used by reservists who commute from the local area.

Please see [example](#) for a properly completed AF Form 938.

Enter the order number from the AF Form 938 and click “[Continue](#).”

Advance or Emergency Pay



Scan and upload or fax the AF Form 938 with supervisor signature.

Once all documents are uploaded and appear in the “**Imported**” box below, click “**Continue.**”

Faxing instructions:

Click on the “**Create Fax Cover**” button and print out the cover sheet. Fax to the number provided and documents should appear below in the “**Imported**” box in about 30 min. If not, click on the “**FAQs for Faxing Documents**” link for more instructions.

Travel Voucher Advance Request

(PAPER TURN-IN)

This is a request for an advance prior to travel. This form is completed by the member when requesting a PCS travel advance or an advance for a non-DTS TDY. A copy of TDY/PCS orders is required when submitting this form. TDY orders must contain an advance authorization statement per AFI 65-103. Some finance offices may require a letter from the Commander indicating the member is entitled to a TDY advance. Submit to the local FSO for processing far enough in advance to ensure payment can be made promptly.

Statement of Actual Expense

(PAPER TURN-IN)

Claim for actual expenses incurred in performance of official travel. This form is used for reservists on special inactive duty training (IDT) status and does require prior approval on the DD Form 1610. Refer to AFRC Inactive Duty Training outside Normal Commute Distance Guidance dated 14 Aug 08.

The DD Form 1351-3 is also used for active duty and civilians to claim the actual costs of expenses when traveling as a patient or when an Approving Official has determined to reimburse the traveler in unusual circumstances when the actual and necessary expenses exceed the maximum locality rate. For those on regular TDY orders, prior approval of actual expenses should have been accomplished per the JFTR (Joint Federal Travel Regulation). The form is completed and certified by the member for travel not supported by DTS, and is submitted to the Financial Services Office with the travel voucher.

Claim for Reimbursement for Expenditures on Official Business

(PAPER TURN-IN)

Use this form to claim local vicinity mileage and claims for meals purchased away from the permanent duty station. It can also be used for registration fees where no travel is performed. This form is completed by the member, signed by Organization Resource Advisor and Orders Authorizing Official and then submitted to the FSO for payment.

Statement of Adverse Effect – Use of Government Facilities

(PAPER TURN-IN)

This form documents that the use of Government quarters and/or mess would adversely affect the mission while on official TDY. The form requires signatures of the traveler, approving official and the unit/TDY commander. Most TDYs are accomplished using DTS, so this form is not always necessary for DTS travel claims; it is used mostly for reservist and deployment travel.

Certificate for Travel under Classified Orders

(PAPER TURN-IN)

This form is used to identify per diem rates and maximum lodging costs for locations that are classified. This form should be completed privately with authorized FSO personnel to ensure the correct information is put on the form in order to pay the travel claim. The member will certify the TDY costs since not all receipts may be turned in

Other Requests

AFFSC Lost Receipt Form

(PAPER TURN-IN)

Used when you are missing a receipt. Any claimed expense over \$75 must have a receipt or Lost receipt form.

Remission, Waiver, and Rebuttal

(PAPER TURN-IN)

Used to request full or partial cancellation of an established debt to the government.

Secondary Dependents Determination

(PAPER TURN-IN)

Used to claim a parent, child, or ward as a dependent eligible for entitlements.

Query Request

Query Request - Internet Explorer provided by USAF
 https://efinanceworkspace.wpafb.af.mil/Efinance/QueryRequest.aspx

eFinance

Personal **Query Request** Local Finance Info

01 Gregory, Stewart

Personal Info
 New Request
 Entitlements
 Allotments / Deposits
 State Tax
 Advance/Emergency Pay
 Travel Voucher
 Other Requests
 Query Request
 Local Finance Info

Ask the Expert
 eFinance Menu

Query Request

Mouse Over Status or Form Values To View More Detail

Tracking Number	Status	Member	Form	Created On	FSO	Submitted On	Delete
n52kWe7d6	Q5	2nd Lt Gregory Stewart	DD1561	Jan 20 2010	McChord AFB	Jan 20 2010	
v@5Jr3KoGS	Q8	2nd Lt Gregory Stewart	1351-2	Jan 20 2010	McChord AFB	Jan 20 2010	
3d@MP2m1#x	Q9	2nd Lt Gregory Stewart	1351-2	Dec 8 2009	McChord AFB		
4f@M2Ck5L	Q9	2nd Lt Gregory Stewart	1351-2	Dec 10 2009	McChord AFB		
Pd4t@SmiK3	Q9	2nd Lt Gregory Stewart	2058	Dec 14 2009	McChord AFB		
2n5HmT8/@9	Q9	2nd Lt Gregory Stewart	1351-2	Jan 5 2010	McChord AFB		

Page 1 of 1

eFinance

Trusted sites | Protected Mode: Off | 100%

Click on the “[Query Request](#)” tab above to get to this menu.

This will bring up a list of all the active/pending documents that you have created in eFinance. This is the screen you will come to anytime you need to change or update and pending submission.

- Click on the blue link in the left-hand column to view, edit, or print the eFinance package.
- The “[Submitted On](#)” column will give you the date the package was submitted.
- Move your cursor over the alpha numeric Status symbol in the “[Status](#)” column to see the current status of the package.

Helpful Hints:

- You can start a package and come back at another time to finish.
- If your voucher is rejected, you will be notified immediately by email.
- To edit a rejected voucher, click on the “[Query Request](#)” tab and click on the appropriate voucher. A description of why the voucher was rejected will be in the email notification that was sent.

Frequently Asked Questions

What if I need to go back and change my voucher once it has been submitted to my supervisor or approving official?

No problem, just contact your supervisor or approving official and let them know you need to make a change. After they return the package to you, log into eFinance, select the “Query Request” tab and click the appropriate voucher. It will indicate that the voucher has been returned and you may click “Edit” to make changes.

What happens when my voucher gets rejected?

Log back into eFinance, select the “Query Request” tab, and click on the appropriate voucher. It will indicate that the voucher has been returned and you may click “Edit” to make any changes.

By Supervisor:

You will be notified by email. Go back into eFinance and make necessary changes. You will need to re-submit the voucher and get supervisor approval again.

By Approving Official:

You will be notified by email. Go back into eFinance and make necessary changes. You will need to re-submit the voucher and get supervisor and approving official approval.

By the Financial Services Office (FSO):

You will be notified by email. Go back into eFinance and make necessary changes. You will need to re-submit the voucher and get both supervisor and approving official approval again.

By the Financial Services Center:

The FSO will be notified of the reject. If any additional information is needed, you will be contacted by the FSO.

How do I know what type of travel voucher to submit?

If your TDY is less than 30 days, you are only eligible to file a Final Settlement Voucher (FSV) upon return to your home station.

If your TDY is more than 30 days but less than 45, file Partial Settlement Vouchers (PSV).

If your TDY is more than more than 45 days, you may choose either the Accrual Voucher system or the PSV system.

An accrual or PSV may be filed immediately upon arrival to your TDY location for reimbursement of transportation expenses. (Ticket, etc.)

ACCRUAL SYSTEM IS THE PREFERRED METHOD

DO NOT MIX PSVs AND ACCRUALs

75 Day TDY using PSV method

- 1 Jan to 31 Jan File PSV w/receipts, etc.
- 1 Feb to 2 Mar File PSV w/receipts, etc.
- 3 Mar to 16 Mar File your last PSV w/receipts, etc. (At Home Station)

TRAVEL COMPLETE

Each 30 day PSV is a settlement for that 30 day period.

75 Day TDY using Accrual method

- 1 Jan to 31 Jan File accrual – no receipts
- 1 Feb to 2 Mar File accrual – no receipts
- 3 Mar to 16 Mar File a Final Settlement Voucher (FSV) for 1 Jan until 16 Mar.
Attach all receipts, expenses, etc.

TRAVEL COMPLETE

Submission Guide

MyPay	eFinance	Paper Submission
Leave & Earnings Stmt. (LES)	Family Separation Allowance	DITY Moves
Allotments (Financial Institutions)	Allotments (Non-Financial Institutions)	Lost Receipt Form
Taxes (FITW, SITW, W2)	State of Legal Residence	BAS
Direct Deposit	OCONUS COLA	BAH
Savings Bonds	Advance & Emergency Pay	Travel Voucher Advances
State Tax Exemption Certification	Final Travel Settlements	Expenditures on 1164
Thrift Savings Plan	Local Mileage Vouchers (Reserves)	Classified Travel
Savings Deposit Program	Accrual Travel Voucher	
Address/E-mail Changes	Partial Settlement Voucher	
Travel Voucher Advice of Payment		

Transaction Information

Entitlements

1. OCONUS Cost of Living Allowance
Start or adjust entitlement to COLA

Member COLA is determined by number of dependents. It's important to keep the pay record up to date with the correct number of command sponsored dependents living at the overseas permanent duty station. Adjustments are also required when dependents depart for a temporary absence that will exceed 30 days. The form is completed by member and certified by the FSO using e-Finance.

2. Request, Authorization and Pay Order Basic Allow for Subsistence (BAS)
Start or Stop BAS or meal deductions

This form is used to add or remove members from Essential Station Messing, which either starts or stops meal deductions on the pay record. The member submits the request and the unit Commander recommends approval. The Mission Support Group Commander is the final approval authority. These signatures are required as well as Financial Services Office (FSO) Certifying Official signature. All airmen moving out of the dormitory should initiate this form. Each unit should have these forms which are processed manually to the FSO.

3. Start, Stop or Change Basic Allowance for Housing (BAH)
Start, adjust or stop entitlement to BAH or Dependency Determination

Most all dependency changes are reported using this form. Also, the housing office uses this form when assigning or terminating members from government quarters. Use this form whenever a member gets married, divorced or legally separated to include to/from a military member. Also use to update dependency upon the birth of first child. The 594 is also used when claiming secondary dependents like a parent or parent-in-law. This form requires backup documentation and/or Housing Management Office approval as well as FSO Certifying Official signature.

4. Statement to Substantiate Payment of Family Separation Allowance

Start or Stop payment of FSA

Members married to military and those with dependents may be authorized FSA. This form is used to capture information needed for the FSO to determine proper application of FSA. FSA is normally authorized when orders separate the member from the family for more than 30 days. The form is completed using eFinance, digitally signed by member, then routed to the FSO for Certifying Official signature and processing. (eFinance will allow members to attach/fax a copy of the complete travel voucher claim).

5. Basic Allowance for Subsistence – Certification

Claim meals purchased while away from base in a non travel status

This form is for those assigned ESM to provide reimbursement when missing meals during the month. This form is commonly referred to as the missed meals form and accounts for every meal a member misses during the reported month, and entitles the meal card holder to reimbursement for the meals listed on the form. These missed meals can result from numerous factors. For example, if a dining facility only serves 2 meals a day (breakfast and lunch) Monday through Friday and is closed on weekends, then members are authorized a refund of the previous meal deduction. The commander is the approval authority. Route through the FSO for processing.

6. Individual Overseas Housing Allowance (OHA)

Start, adjust, or stop OHA

The overseas housing office works with members who will live on the local economy. A signed lease agreement is approved by the housing office, then the form is completed by them as well. The Housing Office certifies the form and sends to the FSO for Certifying Official signature and processing.

7. Move-In Housing Allowance Claim

Request payment of selected one-time costs associated with occupying privately leased/owned housing

This form is normally accomplished at the same time as the OHA form listed above. This form requires member certification as well as the housing office certification. The form is turned in to the FSO for Certifying Official signature.

Start/Adjust Allotments

8. Authorization to Start, Stop or Change an Allotment
Starts, changes, or stops insurance allotments and other allotments not supported by myPay

This form is used for allotments other than to a Financial Institution or Savings Bonds. Most members will use this for Insurance allotments and Air Force Aid Society (AFAS) allotments. For these, use eFinance to complete the allotment. Once digitally signed by the member in eFinance, the form will be electronically routed to the FSO for processing.

9. Financial Institution Allotment (My Pay)
Starts, changes, or stops Financial Institution Allotments

These allotments use a bank routing and account number. Any new starts, stops, or changes to these bank allotments are to be accomplished in myPay.

10. Savings Bond Allotment Authorization (My Pay)
Starts, changes or stops to bond allotments

Any transaction to start or change a Savings Bonds allotment are to be processed using myPay.

To stop a Savings Bond allotment complete DD Form 2559 and submit to your local Financial Services Office.

Start/Adjust Direct Deposit

11. Direct Deposit of Military Pay
Starts or changes net pay

For those members just entering the Air Force, this form is used to start your direct deposit. Complete this form and give to the FSO for processing. To change the direct deposit of your military pay, use myPay.

12. Direct Deposit of Travel Pay (Non DTS)
Starts or changes net travel pay

For those members who wish to have their non-DTS travel deposits credited to an account other than their military pay, use this form. The form is completed by the member and routed to the FSO for processing a change to the Reserve Travel System.

13. Direct Deposit of Travel Pay (DTS)
Starts or changes net travel pay

All changes to bank information for the DTS payments should be accomplished within DTS under the personal information page. When creating a new DTS travel authorization this data can be updated.

State of Legal Residence/State Tax

14. State of Legal Residence Certification
Establish or change state of legal residence

State of Legal Residence Certificate

This is used by members to report changes of legal state of residence to the FSO. Members should consult with the legal office regarding any questions on the legality and requirements when changing the state of legal residence for payroll tax purposes. The form is completed by the member in e-Finance.

Native American State Income Tax Withholding Exemption Certificate

When meeting certain requirements, Native American members can be exempt from state withholding tax. When members determine they are exempt, they can process this exemption using myPay.

15. State Income Tax Exemption Test Certificate
Stop withholding of state income tax

When meeting certain requirements, members can be exempt from state withholding tax. When members determine they are exempt, they can process this exemption using myPay.

Advance or Emergency Pay

16. Authorization/Designation for Emergency Pay and Allowances
Pre-authorization for a pay advance to dependents in the event of an emergency evacuation

Members can authorize a dependent to receive emergency pay and allowances in the event an evacuation is required. Must be completed and signed by the member and submitted to Financial Services Office for certification. The original should be given to the person designated to receive payments as authorized by the member. This action can be accomplished using e-Finance.

17. Advance Pay Certification / Authorization

Request Advance military pay to meet extraordinary expenses incident to a PCS move

This form is used to request an advance of pay in conjunction with a PCS move. The form is completed by the member using eFinance. The unit commander must approve all advance pay for members E-3 and below, those who want more than 12 months repayment or in cases where the member requests more than one month advance. eFinance will route the advance pay whenever any of these conditions apply. Once the commander approves, the request will be electronically routed to the FSO for processing. A copy of the PCS orders is required along with this form and eFinance will provide an option to Fax/Scan the orders.

18. Request to Receive and/or Extend Repayment of an Advance Housing Allowance

Request advance housing allowance

Members can request this type advance when moving into local economy quarters. The advance is intended to provide funds for security deposits and/or the first month's rent. Other household type items can also be added. The form is completed by the member, approved by the unit commander and submitted to FSO for payment along with copy of valid rental/lease agreement or home purchase contract.

19. Travel Voucher (Advance Request)

Request for advance prior to travel

This form is completed by the member when requesting a PCS travel advance or an advance for a non-DTS TDY. A copy of TDY/PCS orders is required when submitting this form. Some finance offices may require a letter from the Commander indicating the member is entitled to a TDY advance. Submit to the local FSO for processing far enough in advance to ensure payment can be made promptly.

Travel Voucher

20. Final Settlement Travel Voucher

Claim for reimbursement of official TDY travel.

A final settlement voucher (FSV) must be completed to be reimbursed for official TDY travel after completion of the entire TDY/tour.

Note: Use the FSV option when you have received no prior payments or you have received an advance/accrual(s). Do not use the FSV option if you have received prior partial settlement vouchers.

File FSVs for TDY travel vouchers that cannot be accomplished in DTS—primarily AETC and deployment travel claims. Do not use this process for Reservist/Guard mileage claims for local-area man-days.

Travel status begins when you depart the home or duty location and ends when you return to the home or duty location. You will also account for the date your TDY(s) duty begins and ends. When traveling by commercial air, list departure and arrival airport to and from the TDY location. If traveling by private, commercial or government vehicle, show all overnight stopovers (if any) to and from the TDY locations. If leave is taken in conjunction with your TDY, provide the leave address and the date you arrived and departed from the leave location. Claim all reimbursable expenses and provide receipts for any single expense greater than \$75.00. Provide all receipts for lodging, regardless of amount paid. If you received a previous accrual payment for airline tickets, excess baggage, etc., you must claim these expenses again and provide receipts.

A supervisor or approving official must review (in eFinance) each voucher prior to submission for Financial Services Office review.

For further assistance select the Ask The Expert icon for contact information to your local finance office.

21. Supplemental Travel Voucher

Adjustment to previously paid settlement voucher

22. Partial Settlement Travel Voucher

Claim for partial reimbursement of official TDY travel greater than 45 days

A partial settlement voucher (PSV) is a new process somewhat different from the prior accrual advance process. PSVs are considered complete settlement vouchers for each 30-day (or longer, depending on when the PSV is submitted) period of your TDY. A PSV to claim reimbursement for airline tickets or other expenses incurred while en-route to the TDY location may be filed immediately upon arrival at the TDY station. Receipts are required for PSVs. After the initial PSV payment, you may file PSVs every 30 days thereafter.

PSVs and accrual vouchers cannot be combined. If you have already filed accrual(s) for this TDY or tour, you must continue the

accrual process. Once you file using the PSV process, all subsequent vouchers must be filed in the same manner.

The first PSV should show departure from the permanent duty station (PDS)/residence, arrival at the TDY location, and “in-place” as the last itinerary entry. The “in-place” entry designates this as a PSV—you do not enter any return to PDS information.

A subsequent (interim) PSV itinerary will begin with the TDY location and end with “in-place” to identify you are still TDY.

The final PSV itinerary will begin with the TDY location and then end with a “mission complete” stop reason to designate the end of the TDY and return to PDS.

Because a PSV is considered a settlement, a supervisor or approving official must review (in eFinance) each voucher prior to submission for Financial Services Office review. If you have expenses not originally authorized in the TDY orders, a unit travel approving official (AO) will need to review/approve the eFinance voucher.

23. Travel Accrual Voucher

Request accrual payment if TDY is greater than 45 days

When a TDY extends beyond 45 days, travelers may file for travel accrual payments within 5 working days after the end of every 30-day period. Accruals for payment of airline tickets and other expenses incurred may also be filed immediately upon arrival to your TDY location. The form is completed by the member and certified by the Financial Services Office using eFinance.

Note: Partial Settlement Vouchers (PSV) and Advance/Accrual vouchers cannot be combined. If you have already filed an Advance/Accrual(s) for this same TDY or Tour, you must continue the accrual process. If this is your first request for payment, then the PSV is the correct process. Once you file using the PSV process, all subsequent vouchers must be filed in the same manner.

24. Will-Commute Local Area Mileage Travel

Reservist claim for mileage within commuting distance. Requires document upload

25. Travel Voucher Advance Request

Request for advance prior to travel

This form is completed by the member when requesting a PCS travel advance or an advance for a non-DTS TDY. A copy of TDY/PCS orders is required when submitting this form. Some finance offices may require a letter from the Commander indicating the member is entitled to a TDY advance. Submit to the local FSO for processing far enough in advance to ensure payment can be made promptly.

26. Statement of Actual Expense

Claim for actual expenses incurred in performance of official travel

This form is used for reservists on special inactive duty training (IDT) status and does require prior approval on the DD Form 1610. Refer to AFRC Inactive Duty Training Outside Normal Commute Distance Guidance dated 14 Aug 08.

The DD Form 1351-3 is also used for active duty and civilians to claim the actual costs of expenses when traveling as a patient or when an Approving Official has determined to reimburse the traveler in unusual circumstances when the actual and necessary expenses exceed the maximum locality rate. For those on regular TDY orders, prior approval of actual expenses should have been accomplished per the JFTR. The form is completed and certified by the member for travel not supported by DTS, and is submitted to the Financial Services Office with the travel voucher.

27. Claim for Reimbursement For Expenditures on Official Business

Claim for reimbursement of items not covered on the travel voucher.

Use this form to claim local vicinity mileage and claims for meals purchased away from the permanent duty station. It can also be used for registration fees where no travel is performed. This form is completed by the member, signed by Organization Resource Advisor and Orders Authorizing Official and then submitted to the FSO for payment.

28. Statement of Adverse Effect - Use of Government Facilities

Claim for missed meals while in a travel status away from my Permanent Duty Station

This form documents that the use of Government quarters and/or mess would adversely affect the mission while on official TDY. The form requires signatures of the traveler, approving official and the unit/TDY commander. Most TDYs are accomplished using DTS, so this form is not always necessary for DTS travel claims; it is used mostly for reservist and deployment travel.

29. Certificate for Travel Under Classified Orders

Support the travel voucher instead of classified documents

This form is used to identify per diem rates and maximum lodging costs for locations that are classified. This form should be completed privately with authorized FSO personnel to ensure the correct information is put on the form in order to pay the travel claim. The member will certify the TDY costs since not all receipts may be turned in.