

PiPS User *friendly* Guide



Permanent Change of Station In-Processing System

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This is a step-by-step guide to assist members with in-processing Ramstein Finance.

PiPS was created to aid members in filing PCS travel vouchers by following an easy to use, self-populating form flow.



Before you log on, make sure you are using a computer with a CAC reader.

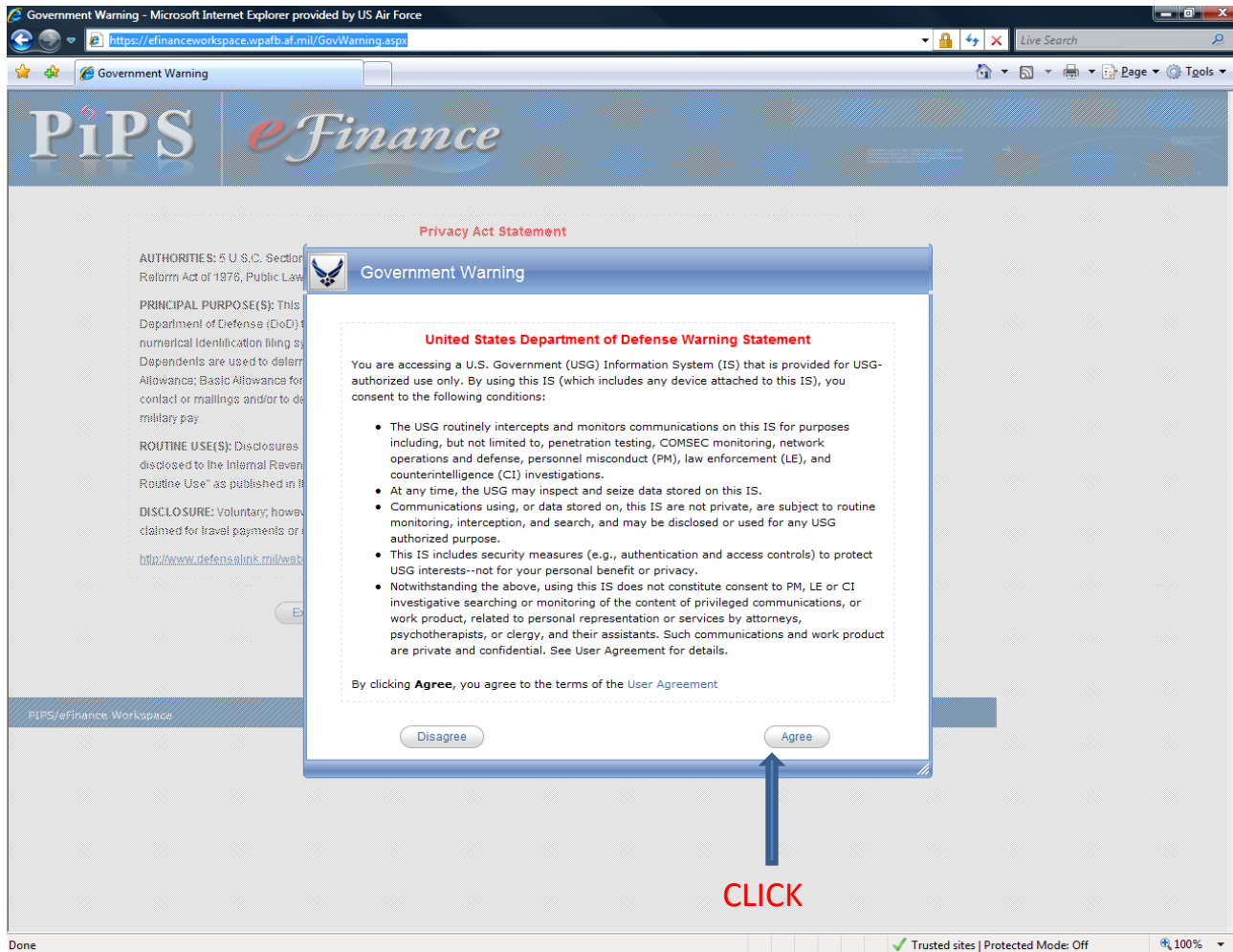
**A USB card reader may be used on home computers as well.

Now, insert your CAC.



- Log on to PiPS website at:
<https://efinanceworkspace.wpafb.af.mil/GovWarning.aspx> (if using a home computer, use the link available through the AF Portal <https://www.my.af.mil>).
- When prompted by certificates, please choose your name and click “Ok.”

You are now logged on. You should see the following screen:



Click on “Continue”

PIPS *eFinance*

Privacy Act Statement

AUTHORITIES: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 – 427, 5 U.S.C. Section 301, E.O. 9397, DoDFMR 7000.14-R, Vol. 9, Tax Reform Act of 1976, Public Law 94-455,

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims. Dates of Birth, Marital Status, Number and Sex of Dependents are used to determine travel and military pay entitlements items such as: Transportation costs; Per Diem; Dislocation Allowance; Basic Allowance for Housing; Family Separation Allowance. Home addresses and Phone numbers are needed for later contact or mailings and/or to determine the correct State of legal residence for purposes of withholding State income taxes from military pay.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of any amounts claimed for travel payments or military pay entitlements.

http://www.defenselink.mil/webmasters/policy/dod_web_policy_12071998_with_amendments_and_corrections.html

Exit Workspace Continue... **CLICK**

PIPS/eFinance Workspace

Click on “PiPS”

Welcome to the PIPS/eFinance Workspace!

PIPS



CLICK

I want to start/continue my PCS In Processing:

Show/Hide Details

eFinance

I want to prepare and submit a non-DTS TDY Travel Voucher:

Show/Hide Details

I want to update my military pay:

Show/Hide Details

Request/Change Administrator Role

Ask The Expert Administration

Manage Units



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



For assistance in filing your Classified or "Data Masked" PCS or TDY voucher, please contact your local Financial Services Office.

Exit

Select “Begin a New PCS In-processing Package” and click “Continue.”

Welcome To PIPS

PIPS offers preparation and assistance for:

- Member and/or Dependent PCS Travel Vouchers
- Concurrent or Non-Concurrent Travel
- Basic Allowance for Housing (BAH) Certification/Recertification
- Family Separation Allowance (FSA)
- Temporary Lodging Expense (TLE)
- Bond Address Change
- State of Legal Residence Change
- Direct deposit (Pay and/or Travel)
- Dislocation Allowance (DLA)
- Travel Generated Leave
- Lost Receipts

Getting Started

- Select **Begin a New PCS In-Processing Session** to Begin a New Permanent Change of Station In Processing.
- Select **Continue/Review a previous PCS In** to Continue a Permanent Change of Station In or Review an already Completed Permanent Change of Station

PIPS Options

Choose an Option

- Begin a New PCS In-Processing Package**
Begins a new Permanent Change of Station In Processing
- Continue/Review a Previous PCS Session**
Return to a previous Permanent Change of Station previously saved or completed in the System
- FSO Approval**
Review and Approve submitted PCS Packages for your base
- Base PCS Briefing Information**
Edit Base PCS Briefing Content

CLICK → [Continue](#)

Select “I’m reporting to a new duty assignment...” and click “Continue.”

The logo for PiPS (Personal Information Processing System) is displayed in a stylized, white font with a blue shadow effect against a dark blue background.

PCS Type

PIPS currently allows automated in-processing for most Air Force Permanent Change of Stations (PCS) moves. Please review the statements below and choose the option that best applies to you.

- I'm reporting to a new duty assignment, but am not reporting directly from basic military training or officer training school.
- I'm reporting for basic training or to a technical training school immediately following basic training.
- I'm brand new to the Air Force (Accession) reporting direct from a civilian status or from officer training school.

Back

CLICK

Continue

Ramstein is an OCONUS base. Please click “No.”

The screenshot shows the PiPS (Permanent Change of Station In-Processing System) interface. At the top, there is a navigation bar with tabs for My Info, Travel Voucher, Family Voucher, TLE, FSA, Required Documents, Summary, and PCS Briefing. Below this, there are three sub-tabs: PCS Briefing for Continental United States, PCS Briefing for Overseas Locations, and Local Finance Information. The main content area is titled "PCS Briefing" and contains a question: "Is your Permanent Change of Station to a Continental United States (CONUS) location?" with a note: "NOTE: CONUS does not include Alaska or Hawaii." Below the question, there are two buttons: "Back" and "No". A red arrow points to the "No" button with the word "CLICK" above it. On the right side of the interface, there is a "Close PCS Package" button with a home icon. On the left side, there is a "Status" section with a list of items: My Info, Travel Voucher, Family Voucher, TLE, FSA, Required Documents, and Ask the Expert. Each item has a shield icon with an 'X' over it, except for "Ask the Expert" which has a person icon.

Click on “PCS Briefing for Overseas Location.”

The screenshot displays the PiPS (Personal Information Processing System) web application. At the top, the PiPS logo is visible on the left, and a navigation bar contains several tabs: My Info, Travel Voucher, Family Voucher, TLE, FSA, Required Documents, Summary, and PCS Briefing. Below this bar, three sub-tabs are shown: PCS Briefing for Continental United States, PCS Briefing for Overseas Locations (highlighted in red with a dashed border), and Local Finance Information. Three blue arrows point upwards from the sub-tabs to the main navigation bar. On the right side of the navigation bar, there is a 'Close PCS Package' button with a home icon.

On the left side of the main content area, there is a 'Status' section with a list of items, each accompanied by a green checkmark icon: My Info, Travel Voucher, Family Voucher, TLE, FSA, and Required Documents. Below this list is an 'Ask the Expert' button with a person icon.

The main content area is titled 'PCS Briefing for Overseas Locations' and contains an 'Entitlement Information Overview (Select Link to go directly to entitlement info)' section. This section lists various entitlements:

- Travel Entitlements
 - Travel Entitlements – Mileage
 - Travel Entitlements – Per Diem
 - Travel Entitlements – Dislocation Allowance
- Basic Allowance for Housing (BAH)
- Temporary Lodging Expense (TLE)
- Family Separation Allowance (FSA)
- Enlisted Meal Deductions
- Advance Military Pay
- Advance Basic Allowance for Housing
- Cost of Living Allowance (COLA)
- Temporary Lodging Allowance (TLA) – OCONUS Only
- Overseas Housing Allowance (OHA) – OCONUS Only
- Hardship Duty Pay-Location (HDP-L) – OCONUS Only
- Imminent Danger Pay (IDP) – OCONUS Only
- Combat Zone Tax Exclusion (CZTE) – OCONUS Only

At the bottom of the page, there are 'Back' and 'Continue' buttons.


PLEASE READ!!! Most of your questions will be answered here. Once finished, click "Continue."

The screenshot shows the PiPS (Personal Information Processing System) interface. At the top, the PiPS logo is on the left, and navigation tabs include My Info, Travel Voucher, Family Voucher, TLE, FSA, Required Documents, Summary, and PCS Briefing. Below these, a secondary bar highlights 'PCS Briefing for Overseas Locations' in red, with other options like 'PCS Briefing for Continental United States' and 'Local Finance Information'. On the left side, a 'Status' section lists various categories with green checkmarks: My Info, Travel Voucher, Family Voucher, TLE, FSA, Required Documents, and Ask the Expert. The main content area is titled 'PCS Briefing for Overseas Locations' and contains an 'Entitlement Information Overview' with a list of links to specific entitlements. A red arrow points to the 'Continue' button at the bottom right, and a blue arrow points to the scroll bar on the right side of the main content area.

PCS Briefing for Overseas Locations

Entitlement Information Overview (Select Link to go directly to entitlement info)

- Travel Entitlements
 - Travel Entitlements – Mileage
 - Travel Entitlements – Per Diem
 - Travel Entitlements – Dislocation Allowance
- Basic Allowance for Housing (BAH)
- Temporary Lodging Expense (TLE)
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- Imminent Danger Pay (IDP) – OCONUS Only
- Combat Zone Tax Exclusion (CZTE) – OCONUS Only

Back CLICK  Continue

It is important that the correct location is selected on this screen for “Servicing Finance Office.” Then click “Continue.”

PIPS

My Info Travel Voucher Family Voucher TLE FSA Required Documents Summary PCS Briefing

PCS Briefing for Continental United States PCS Briefing for Overseas Locations **Local Finance Information**

Status Close PCS Package

Local Finance Information

Servicing Finance Office **RAMSTEIN**

If not already selected, pick Servicing Finance Office of your new location

Welcome to Ramstein AB Germany

IMPORTANT NOTE: IF YOU SHIPPED YOUR POV TO GERMANY IN CONJUNCTION WITH YOUR PCS TRAVEL, PLEASE BE SURE THAT YOU SUBMIT YOUR FORM 788 FROM THE VPC WITH YOUR PACKAGE. THIS FORM IS A REQUIREMENT, EVEN THOUGH IT IS NOT LISTED IN THE REQUIRED DOCUMENTS LIST AT THE END OF THE PIPS TUTORIAL. THANK YOU.

For finance concerns please email the customer service mail box at 86CPTS.finance@Ramstein.af.mil
86 CPTS/Finance Customer Service or call 480-5548
Customer Service Hours are 0900-1500 Mon - Wed and Fri with Thursday as appointments only.

Back **CLICK** Continue

Personal information and data will be collected throughout the process, make sure you have all of the following information:

PIPS

My Info Travel Voucher Family Voucher TLE FSA Required Documents Summary PCS Briefing

Personal Info Mailing, Email, and Bond Address Marital Status Dependents BAH Direct Deposit State of Residence

Status [Close PCS Package](#)

My Info

- Personal Info
- Mailing Address
- Marital Status
- Dependents
- BAH
- Direct Deposit
- State of Residence

Travel Voucher

Family Voucher

TLE

FSA

Required Documents

Ask the Expert

My Info

PIPS will now gather your personal information for your PCS arrival. The information collected includes:

- Personal Information
 - Your SSN
 - Your Name
 - Your Address
 - Pay Grade
 - Organization/Unit
 - Office Symbol
 - Station
- Your Marital Status and Dependents
- Bond Address (If Changes Needed)
- Direct Deposit (If Changes Needed)
- State of Legal Residence (If Changes Needed)

CLICK "CONTINUE"

[Continue](#)

Fill in all fields. Departing location must match Block 8 on your orders. Once all text boxes are complete, click "Continue."

PIPS

My Info | Travel Voucher | Family Voucher | TLE | FSA | Required Documents | Summary | PCS Briefing

Personal Info | Mailing, Email, and Bond Address | Marital Status | Dependents | BAH | Direct Deposit | State of Residence

Status

Close PCS Package | More information on this topic

Form Errors

First Name
The first name can only contain letters, spaces, hyphens, and apostrophes.

Last Name
The last name can only contain letters, spaces, hyphens, and apostrophes.

Pay Grade
Please select a pay grade from the list.

Primary Phone
The Primary Phone can contain letters, numbers, and these characters: () - and spaces.

FSA

Required Documents

Ask the Expert

Your Personal Information

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

* First Name Initial * Last Name Suffix (Sr, Jr)

* SSN
Social Security Number

* Pay Grade

* Office Symbol

* Departing Base/Location (as listed on your travel orders)
 Check here if not in list

* Primary Phone #
(DSN, Work, Duty) If Not known, type in unknown

* New Base/Location

Secondary Phone #

* Servicing Finance Office



PAS Code
Refer to Block 9 on your AF Form 899 (PCS Orders)

* Organization Unit
Select New Base/Duty Location to populate list

Back CLICK Continue

If PSC address is known, please select and input your address.
Otherwise, enter a US mailing address.

Primary email must be a valid email! You may enter a personal email if desired.
The email address entered is where **notifications regarding the status of your voucher will be sent.**

[Close PCS Package](#)  [More information on this topic](#) 

Your Mailing and Email Address

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

Select your Type of Mailing Address: US Mailing Address PSC

* Number and Street	<input type="text"/>	* City	<input type="text"/>
* State	<input type="text" value="-- Select --"/>	* Zip Code/Postal Code	<input type="text"/>
* Primary E-Mail Address	<input type="text"/>	Secondary E-Mail Address	<input type="text"/>

Back

CLICK



Continue

If you have a savings bond and would like to change the address, click “Yes” and follow the online instructions. If not, select “No.”

Bond Address

Bond Address Change

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

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

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

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

Or

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

SELECT YOUR OPTION

If you want to change you savings bond address, click “Yes.”

Close PCS Package 

Bond Address

Bond Address Change

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

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

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

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

Or

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

CLICK





Back

No


Yes

Input address: If your mailing address is the same address you previously provided, you may check “Use Same as Mailing Address.” You may also use a different US mailing address or your PSC address.

[Close PCS Package](#)  [More information on this topic](#) 

Savings Bonds Address


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

[Click to use same address](#)  Use Same as Mailing Address

Select your Type of Mailing Address: US Mailing Address PSC

* Number and Street * City

* State * Zip Code/Postal Code

[Back](#) **CLICK**

[Continue](#)

Please select your marital status from the following options and click “Continue.”

Close PCS Package 

Marital Status

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


What is your Current Marital Status?

- Single
- Married to Civilian
- Married to Military
- Divorced
- Legally Separated
- Widowed
- Unknown

SELECT YOUR STATUS

If your marital status has recently changed, please include all documents with your package at the end. This includes:

- Marriage Certificates
- Divorce Decrees
- Spouse’s separation orders

CLICK 

For your selection, please follow each step and fill in your (or dependent's) information.

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

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

When finished, CLICK

References: AFI 32-6005, Unaccompanied Housing Management, Chapter 4 – Financial Matters 4.1. Basic Allowance for Quarters (BAQ). The housing office is the only base activity that processes AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance For Quarters (BAQ) or Dependency Redetermination, for unaccompanied personnel occupying UH.

Back

Continue

BAH Information

BASIC ALLOWANCE for HOUSING (BAH)

Rates can be looked up here: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>

FAQs: <http://perdiem.hqda.pentagon.mil/perdiem/bahfaq.html>

Reference - JFTR, Chapter 10: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>

GENERAL INFO: Members assigned to permanent duty within the 50 United States, who are not furnished government quarters, are eligible for a Basic Allowance for Housing (BAH), based on dependency status at the permanent duty station ZIP Code. A member stationed overseas (except in Hawaii and Alaska), including U.S. protectorates, who is not furnished government housing, is eligible for an Overseas Housing Allowance (OHA) based on dependency status. If a member is serving an UNACCOMPANIED overseas tour, BAH is authorized at the with dependents rate, based on the dependent's U.S. residence ZIP Code, plus FSH at the OCONUS PDS, if the member is not furnished government housing overseas.

The policy is to use the duty location as a basis for BAH based on the desire to compensate members for the typical housing cost within a "reasonable commuting distance" from the member's duty location.

Any member who is assigned Family Government Quarters does not receive the BAH in his/her regular pay. If assigned to Privatized Quarters, the member receives the BAH in their pay, but also must pay the Private Contractor the same amount of BAH as the monthly rental fee.

Government Quarters. Government quarters include:

1. Sleeping accommodations or family-type housing owned or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contract;
4. Sleeping or housing facilities furnished by a foreign government on behalf of the U.S. Government;
5. Quarters in a state-owned National Guard camp.

**Government quarters for BAH purposes do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

When PCSing to a CONUS location, BAH is started using the travel voucher and BAH certification. When going Overseas, the Housing office in that country will assist in starting any applicable Overseas Housing Allowance (OHA).


Listed below are some other common types of BAH for single/divorced members.

BAH Differential (BAH-DIFF)

BAH-DIFF is the housing allowance amount for a member who is assigned to single-type quarters (typically the dormitory) and who is authorized a BAH solely by reason of the member's payment of child support. A member is not authorized BAH-DIFF if the monthly rate of that child support is less than the BAH-DIFF amount. The BAH-DIFF amounts, originally calculated in 1997, are updated annually based on changes in the Basic Pay tables. For more information contact your finance office or consult JFTR, par. U10008.

Transit Housing Allowance (BAH-T)

If you are adding a dependent, please complete fields with a **RED** star (*).

Close PCS Package 

Civilian Spouse Information


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

Dependents Name:

* First Name Initial

* Last Name Suffix (Sr,Jr)

Physical Address:

 Select From Previously Entered Address

Note: Do not enter Postal Service Center as physical location of dependents.

* Number & Street * City

* State * Zip Code/Postal Code

Check here if not in list

* Country

Check here if not in list


Other Information:

* Date of Marriage / /

* Is this dependent authorized to travel on your travel orders?

* Dependent Travel Status

Ex: CIVILIAN SPOUSE

Close PCS Package  [More information on this topic !\[\]\(c2ccbe6d818d17a74b73cabfe155adbc_img.jpg\)](#)

Dependent Information


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

Dependents Name:

* First Name Initial

* Last Name Suffix (Sr, JR..)

Physical Address:

 Select From Previously Entered Address

* Number & Street * City

* State * Zip Code/Postal Code

Check here if not in list

* Country

Check here if not in list

Other Information:



* Relationship

* Custody Type

Ex: DEPENDENT

Again, please READ and Certify the BAH Statement below stating you read and understand the terms.

- Type “Agree” in the text box and click “Continue.”

[Close PCS Package](#)  [More information on this topic](#) 

BAH Entitlement

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

Since you did not enter any dependents, you will receive the following BAH if you are not residing in Government Housing.

- Single Rate BAH if you have been authorized to live off base
- Dorm Rate BAH if you are residing in the Dorms

If this is not correct, select the Dependents link, make corrections and return to the BAH link.

Rates Information:
BAH: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>
DLA: <http://perdiem.hqda.pentagon.mil/perdiem/dla.html>

BAH Certification:

I understand that my failure to comply with the applicable requirements may result in cancellation of my BAH. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or a false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes on my housing arrangements immediately to the Financial Services Office (FSO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

* If you agree to the BAH Certification Statement type in Agree ← “Agree”

Back CLICK → Continue

If you would like to change your **Direct Deposit**, click “Yes” and follow the online instructions. If not, click “No.”

Close PCS Package 

PIPS Direct Deposit Change

PIPS is capable of preparing the form to change your direct deposit for Military Payroll and/or Travel Payments to a domestic bank account.

If you want to change your direct deposit for Military Payroll and/or Travel Payments to a domestic bank account, select **Yes**

If you desire to change your Direct Deposit(s) to a foreign bank(s) you have the following options:

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

Or

Contact your local financial services office because there is special information required

SELECT YOUR OPTION



Back

No

Yes

If you wish to **change** your Direct Deposit for **Military Payroll (where your paycheck goes)** fill out the information in the **Direct Deposit Military Payroll box**.

Direct Deposit for Military Payroll

Enter your 9 digit Routing Transit Number

Account Number

Financial Institution Name

Type of Account

If you wish to change your Direct Deposit for Travel Payments (for your travel vouchers) fill out the information in the Direct Deposit Travel Payments box.

Direct Deposit for Travel Payment

Use Same as Military Payroll

Enter your 9 digit Routing Transit Number

Account Number

Financial Institution Name

Type of Account -- Select --

The diagram shows a check with the following fields and annotations:

- 3**: Points to the routing transit number field at the bottom left of the check.
- 101**: Points to the check number field at the bottom right of the check.
- 19**: Points to the dollar amount field in the center of the check.
- 4**: Points to the bank name field on the left side of the check.
- 5**: Points to the "Payable Through Another Bank" checkbox on the left side of the check.

The check number is 0101. The routing number is 021001082. The account number is 123 456 789. The dollar amount is 19. The bank name is "NAME OF YOUR BANK". The payee name is "NAME OF DEPOSITOR STREET ADDRESS CITY, STATE".

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

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

3. ACCOUNT TITLE (must include employee name)



4. FINANCIAL INSTITUTION NAME

5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing

Back

Continue

If you would like to change your **State of Legal Residence**, click “Yes” and follow the online instructions. If not, click “No.”

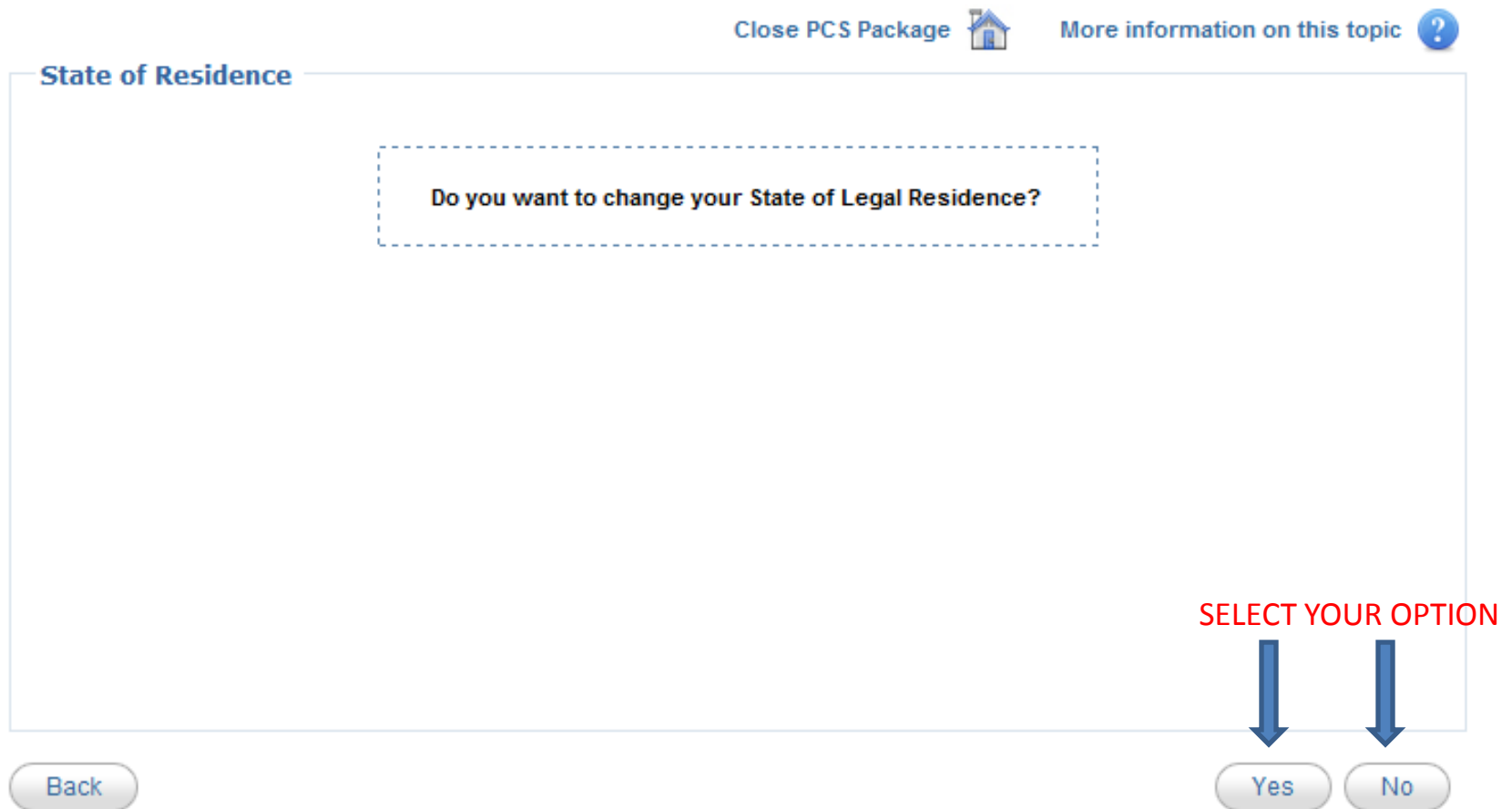
Close PCS Package  More information on this topic 

State of Residence

Do you want to change your State of Legal Residence?

SELECT YOUR OPTION

Back Yes No



Are you changing your Legal Residence to a **Native American Tribe** or a **State** of Legal Residence?

Close PCS Package 

Changing Legal Residence

Are you changing your Legal Residence to a Native American Tribe or a State of Legal Residence?

CLICK YOUR CHOICE



Back

Tribe

State

Please read and click “Continue.”

Close PCS Package 

State of Legal Residence Instructions

INSTRUCTIONS FOR CERTIFICATION STATE OF LEGAL RESIDENCE:

The purpose of this certificate is to obtain information with respect to your legal residence/domicile for the purpose of determining the State for which income taxes are to be withheld from your “wages” as defined by Section 3401 (a) of the Internal Revenue Code of 1954. PLEASE READ INSTRUCTIONS CAREFULLY BEFORE SIGNING.

The terms “legal residence” and “domicile” are essentially interchangeable. In brief, they are used to denote that place where you have your permanent home and to which, whenever you are absent, you have the intention of returning. The Soldiers’ and Sailors’ Civil Relief Act protects your military pay from the income taxes of the State in which you reside by reason of military orders unless that is also your legal residence/domicile. The Act further provides that no change in your State of legal residence/domicile will occur solely as a result of your being ordered to a new station.

You should not confuse the State which is your “home of record” with your State of legal residence/domicile. Your “home of record” is used for fixing travel and transportation allowances. A “home of record” must be changed if it was erroneously or fraudulently recorded initially.

Enlisted members may change their “home of record” at the time they sign a new enlistment contract. Officers may not change their “home of record” except to correct an error, or after a break in service. The State which is your “home of record” may be your State of legal residence/domicile only if it meets certain criteria.

The formula for changing your State of legal residence/domicile is simply stated as follows: physical presence in the new State with simultaneous intent of making it your permanent home and abandonment of the old State of legal residence/domicile. In most cases, you must actually reside in the new State at the time you form the intent to make it your permanent home. Such intent must be clearly indicated. Your intent to make the new State your permanent home may be indicated by certain actions such as: (1) registering to vote; (2) purchasing residential properties or an unimproved residential lot; (3) titling and registering your automobile(s); (4) notifying the State of your previous legal residence/domicile; and (5) preparing a new last will and testament which indicates your new State of residence/domicile. Finally, you must comply with the applicable tax laws of the State which is your new legal residence/domicile.

Back

STATE

Continue

Close PCS Package 

State of Legal Residence Instructions

INSTRUCTIONS FOR NATIVE AMERICANS STATE INCOME TAX WITHHOLDING:

You must Satisfy the following tests:

1. You claim as your State of legal residency/domicile a federally recognized tribal reservation or Indian Country.
2. You are an enrolled member of that federally recognized Native American tribe.

If you satisfy these conditions, the Soldiers’ and Sailors’ Civil Relief Act provides that your home remains on the reservation/in Indian country. Consequently, you may stop State income tax withholding on your military compensation.

If you have any doubt with regard to your State of legal residence/domicile, you are advised to see your Legal Assistance Officer (JAG representative) for advice prior to completing this form.


Effective date of exemption election. Withholding of State income tax will stop the month after the month in which you file this certificate. DFAS cannot make retroactive adjustments.

Back

TRIBE

Continue

Please complete the fields with a **RED** star (*).

Close PCS Package 

State of Legal Residence Change

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

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Tax Reform Act of 1976, Public Law 94-455

PURPOSE: Information is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay.

ROUTINE USES: Information herein will be furnished State authorities and to Members of congress

MANDATORY OR VOLUNTARY DISCLOSURE: Disclosure is voluntary, if not provided, State income taxes will be withheld based on the tax laws of the State previously certified as your legal residence, or in the absence of a prior certification, the tax laws of the applicable State based on your home of record.


* City or County * State

STATE OF LEGAL RESIDENCE CERTIFICATION:

I certify that, to the best of my knowledge and belief, I have met all the requirements for legal residence/domicile in the State claimed above and that the information provided is correct.

I understand that the tax authorities of my former State of legal residence/domicile will be notified of this certificate.


* If you Agree to the State of Legal Residence Certification Statement, type in **Agree**



Back

STATE

Continue

Close PCS Package 

Native American State Income Tax Withholding Change

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

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 5516, 5517, and EO 9397

PRINCIPAL PURPOSE(S): To enable a Native American service member to stop State income taxes withholding from military compensation

ROUTINE USES: The information obtained will become part of the active duty pay system of records of the service concerned and may be disclosed to routine users of these records (including State tax authorities) as disclosed in its record system notice.

DISCLOSURE: Disclosure is voluntary. Failure to complete this form will result in withholding of State income taxes from your pay.

* Name of Federally Recognized Tribe That You are a Member of:

* Name of Federally Recognized Tribal Reservation or Indian Country That You Claim As Your Domicile:


* State the Reservation is Located in:

NATIVE AMERICAN STATE INCOME TAX WITHHOLDING EXEMPTION CERTIFICATION:

I certify that I anticipate meeting the two conditions necessary to be exempt from withholding for the calendar year 2010. I also declare that I will immediately notify the finance officer of any changes that affect my withholding status.

I understand that the tax authorities of my former State of legal residence/domicile will be notified of this certificate.

* If you Agree to the State of Legal Residence Certification Statement, type in **Agree**



Back

TRIBE

Continue

The Travel Voucher

Close PCS Package 

My Travel Voucher

PIPS will now gather personal information for your Travel Voucher.

Travel Voucher Info includes:

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

PENALTY STATEMENT:

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

Back

CLICK



Continue

Step 1: Orders

- Enter your **Travel Order Number** and **Out Processing Date** in the required fields.
- Select your DLA option. Select “Click Here” to find out if you are authorized DLA.

Close PCS Package 

General Information

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

PCS Travel Order Number


Refer to Block 27 on your AF Form 899 (PCS Orders)

* Enter Your Original PCS Travel Order Number **ENTER ORDER NUMBER**

If your travel order number is eight characters/digits long please enter only the first two letters and the last four digits.
(ex. AA123456 should be entered as AA3456)

Out Processing Date

This is the date you accomplished your last official function at the previous duty station
(Examples: signing out with the Commander Support Staff (CSS), the base personnel office or housing)

* Enter Your Out Processing Date  **ENTER OUT PROCESSING DATE**

Dislocation Allowance

* Are you claiming Dislocation Allowance (DLA) on this voucher? Yes No Not Sure? [Click Here](#) **SELECT**

Back

CLICK 

Continue

Step 2: Paying the GTC

- If “Yes”, you may split disburse a dollar amount to pay your GTC. The rest will go to your military pay account.
- If “No”, click “I do not wish to split disburse...”

Close PCS Package 

Travel Voucher Split Disbursement

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

* Government Travel Card Split Disbursement

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

I do wish to split disbursement to my Government Travel Card for this travel claim

* Amount \$ e.g. 152.88 **ENTER AMOUNT**

*This split disbursement amount is only for this travel voucher claim. If you are completing any family vouchers and/or temporary lodging expense claims, you will be asked for split disbursement amounts for those claims separately.

Link to Citibank Website: <https://home.cards.citidirect.com/CommercialCard/Cards.html>

- View Account Summary
- Enter Account Number & Verification ID

Back

CLICK

Continue

Step 3: Travel advances?

- This does **NOT** include Military Pay Advances.
- Select your option: If “Yes”, fill in required fields. For all others, click “No.”

Close PCS Package 

Previous Travel Advances

Did you receive any Previous Travel Advances from a Financial Services Office?

(Does not include ATM Advances on your Government Travel Card or Military Pay Advances)

Examples: Advance DLA
Advance Travel and PerDiem
Advances Paid while TDY En Route


SELECT YOUR OPTION

If you click “Yes,” please fill in the “Payment Type.” All other info is optional but if you know it, please fill it in.

Close PCS Package 

Travel Payment(s)/Advances

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

* Payment Type 

If Known:

Amount \$ (e.g. 152.88)

Date of Payment  Clear Date

Advance Voucher Number

Location Received



Back

Continue

If you took more than one advance, please click “Add another Payment” and repeat the same procedure. If not, click “Finished.”

[Close PCS Package](#) 


Summary of Travel Payment(s)/Advances


Use this page to enter, edit, or delete your previous government Payments/advances.


- 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"

Payment Type	Amount	Date	Location Received		
DLA				Edit	Delete

 [Add Another Payment](#)





[Back](#) [Finished](#)

NO DEPENDENTS

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

Close PCS Package 

Dependents That Traveled Concurrently

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

If this is correct Select **Continue**

If this is **Not Correct** and you have dependents on your travel order that traveled **concurrently** with you:

Select **Add Civilian Spouse** to add a civilian spouse

Select **Add a Dependent** to add a dependent other than a civilian spouse

CLICK



Back

Continue

WITH DEPENDENTS

- If you have dependents, they will be listed on the screen as follows: click “Continue”

Close PCS Package 

Dependents That Traveled Concurrently

These are the dependents that you selected “This Dependent traveled concurrently, using the exact itinerary and modes of travel as me” for the Dependent Traveled Status dropdown when adding/editing a dependent’s information

Name	Relationship	Custody Type	DOB
Jane Doe	Civilian Spouse		
John Doe Jr	Child	In Custody	Mar 10 2010

If this is **Correct** Select **Continue**

If this is **Not Correct**

Select [Add, Edit or Delete Dependent](#) if you need to Add, Edit or Delete a Dependent previously entered

Select [Add Civilian Spouse](#) to add a civilian spouse, if not previously entered

***Note:** If you added a dependent that is on your travel orders but for the Dependent Traveled Status Dropdown Selected:

- This Dependent will travel in the near future
- This Dependent traveled using a different itinerary, dates, and/or modes of travel than me

you will have to fill out the Family Voucher Tab for the dependent(s)

CLICK



Back

Continue

Enter Dependent's PHYSICAL Address at the time ORDERS were received.

[Close PCS Package](#) 

Enter Address of Dependents When You Received Your PCS Orders

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

Physical Residential Address Required

[Select From Previously Entered Address](#)

* Number & Street	<input type="text" value="123 Main St"/>	* City	<input type="text" value="Nowhere"/>
* State	<input type="text" value="FC - Foreign Country"/> 	* Zip Code/Postal Code	<input type="text" value="54321"/>
	<input type="checkbox"/> Check here if not in list		
* Country	<input type="text" value=""/> 		
	<input type="checkbox"/> Check here if not in list		

[Back](#) • click "Continue"  [Continue](#)

HOUSEHOLD GOODS

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

Close PCS Package 

Household Goods

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

* Have Household goods been shipped? Yes No

* Please enter remarks why household goods have not been shipped

Must be filled in

CLICK



Back

Continue

Itinerary: Where the confusion can happen

- Please READ this page and click “Continue.”

Close PCS Package 

Itinerary Info

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

- Recruiter Assistance Program
- Commercial Transportation Terminals where you changed modes of Transportation
- Privately Owned Vehicle Pick-Up or Drop-Off locations
- TDY En-Route Locations
- Arrival Port Airport or Hotel OCONUS Moves only
- Departure Port airport or Hotel OCONUS Moves only
- Drop-off/pick-up Dependents at a designated location

CLICK



Back

Continue

DEPARTURE DATE

Please enter ACTUAL departure date. This has to be AFTER your Out-Processing date. This will be the day you departed the local area of your old PDS, permanently.

[Close PCS Package](#) 

Itinerary - Departure Information

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

* Enter Your Actual Departure Date

Mar 01 2010



SELECT YOUR DATE

CLICK



[Back](#)

[Continue](#)

BEFORE PROCEEDING ANY FURTHER...
HERE ARE FEW THINGS YOU **MUST**
KNOW...

- Only list **CITY AND STATE/COUNTRY** with the exception of your last base, which is auto-populated, TDY location (if applicable), and new duty station (i.e. Langley, VA to Baltimore, MD to Ramstein, GE). The installation name takes the place of the city name.
- We **DO NOT** need every location you stopped at before arriving Ramstein AB.

Find your status...

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

Reason for Stop/Mode of Travel

CODES

- Here is where the majority of mistakes are made:

REASON FOR STOP:

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

MODE OF TRAVEL:

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

Quick Info

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

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASO FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			
02/20/10	DEP	Barksdale AFB	CA	
02/20/10	ARR	Shreveport, La Airport		AT



 YOUR VOUCHER SHOULD STATE WHERE "CA" IS TAKEN 

18. REIMBURSABLE EXPENSES			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	c.
02/10/10	Taxi/Commercial Auto To/From Vehicle Processing Port	\$52.45	

 DONT FORGET TO CLAIM IT ON REIMBURSABLE EXPENSES 

BACK TO PiPS...


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

[Close PCS Package](#)  [More information on this topic](#) 


Itinerary - Stop Information


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


Enter/select the information for the next Location you traveled to. If you had no other stops because the last location, you should select Mission Complete.

* Select the Reason for Stop: 

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


* Select the Mode of Travel to this Location: 

* Date of Arrival to this location: 

* Date of Departure from this location: 

You have indicated the use of commercial transportation which means you self-procured. Please Enter the Cost of this transportation if you paid for it.

* Cost (can be zero) U.S.\$ (i.e. 152.88)
If greater than zero, this amount will be added to the Miscellaneous Expense List for later review

CLICK


TO ADD A NEW/NEXT STOP, CLICK “ADD NEW STOP.”

- Repeat the same procedure until you reach your new duty station.

Close PCS Package 

Itinerary Summary

Following is the summary of Itinerary information entered
Use this page to add, edit or delete Itinerary information

- Select "Edit" to edit a Stop previously entered
- Select "Delete" to Delete a Stop previously entered
- Select "Add" to Add a new Stop.

If this is Correct Select "Finished"

You are not required to enter leave locations unless another reason for stop applies. Any of these type locations must always be entered:

- Recruiter Assistance Program
- Commercial Transportation Terminals where you changed modes of Transportation
- Privately Owned Vehicle Pick-Up or Drop-Off locations
- TDY En-Route Locations
- Arrival Port Airport or Hotel OCONUS Moves only
- Departure Port airport or Hotel OCONUS Moves only
- Drop-off/pick-up Dependents at a designated location

Date Arrived	Stop Cd	Mode Cd	Location	Date Departed	Stop Number		
			Patrick AFB	Mar 01 2010			Edit
Mar 01 2010	LV	CP	Miami, FL	Mar 01 2010	1	Edit	Delete

 Add a new Stop  **CLICK**

Back

Finished

ONCE FINISHED, IT SHOULD LOOK SIMILAR TO THIS:
 Make sure the last stop matches Block 9 of your orders.

[Close PCS Package](#) 

Itinerary Summary

Following is the summary of Itinerary information entered
 Use this page to add, edit or delete Itinerary information


- Select "Edit" to edit a Stop previously entered
- Select "Delete" to Delete a Stop previously entered
- Select "Add" to Add a new Stop.

If this is Correct Select "Finished"

You are not required to enter leave locations unless another reason for stop applies. Any of these type locations must always be entered:

- Recruiter Assistance Program
- Commercial Transportation Terminals where you changed modes of Transportation
- Privately Owned Vehicle Pick-Up or Drop-Off locations
- TDY En-Route Locations
- Arrival Port Airport or Hotel OCONUS Moves only
- Departure Port airport or Hotel OCONUS Moves only
- Drop-off/pick-up Dependents at a designated location

Date Arrived	Stop Cd	Mode Cd	Location	Date Departed	Stop Number		
			Patrick AFB	Mar 01 2010		Edit	
Mar 01 2010	LV	CP	Miami, FL	Mar 03 2010	1	Edit	Delete
Mar 03 2010	DP	CP	Baltimore, MD	Mar 04 2010	2	Edit	Delete
Mar 05 2010	MC	GP	Ramstein AB, Ge		3	Edit	

 Add a new Stop

[Back](#)

CLICK TO CONTINUE 

[Finished](#)

REIMBURSABLE EXPENSES

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

Close PCS Package 


Summary of Travel Reimbursable Expenses

Use this page to add, edit or delete Reimbursable Expenses

- Select "Edit" to edit a Reimbursable Expense previously entered
- Select "Delete" to Delete a Reimbursable Expense previously entered
- Select "Add" to Add a new Reimbursable Expense

Once all Reimbursable Expenses are entered, Select "Finished"

Expense Type	Amount	Miles	Date		
Commercial airfare	\$100.00		Mar 01 2010	Edit	Delete
Lodging at [APOE] or Lodging at [APOD]	\$100.00		Mar 03 2010	Edit	Delete
Commercial airfare	\$100.00		Mar 03 2010	Edit	Delete

 [Add a new Travel Reimbursable Expense](#) ← **CLICK IF NEEDED**

Back

CLICK

Finished

FAMILY VOUCHER

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

Close PCS Package 

Family Travel Voucher

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

-A family voucher is required for any dependents that are on your travel orders that did not travel concurrently with you the entire trip.

-If you have multiple dependents that had different routes of travel a separate family voucher is required for each dependent(s) that had a separate route of travel.

-If your Dependent(s) have not completed their travel you can use PIPS to complete their Voucher at a later date.

Back

Yes

No

FAMILY VOUCHER Cont.

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

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



FAMILY VOUCHER Cont.

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

Temporary Lodging Expense (TLE)

- TLE is lodging incurred AT YOUR LAST CONUS BASE in the LOCAL AREA. The MAXIMUM is **5 days** in conjunction with a PCS to an OCONUS location.
- TLE is **NOT**: lodging here in Germany, lodging while on leave, or lodging at the port. Only at your LAST CONUS PDS.
- **Note**: TLE can be claimed when staying with friends or family at your last base.

NOW DECIDE...

Close PCS Package 

More information on this topic 

Temporary Lodging Expense

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

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

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

Reimbursement is limited to:

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

Temporary quarters:

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

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



Back

***If you select "Yes", please follow and fill out required fields.

Yes

No

Please fill out the fields with a **RED** star (*).

[Close PCS Package](#)  [More information on this topic](#) 

General Temporary Lodging Expense Information

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


Government Quarters

* Were you assigned Government Quarters at your previous location?


* Are you assigned Government Quarters at your new location?


Household Goods

* Did you go through Transportation Management Office to arrange your household goods shipment?

* Date household goods picked up: 

* Have household goods been delivered?

* Date household goods delivered: 



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

Split disbursement: Mandatory for expenses incurred on your GTC. Please choose and click “Continue.”

[Close PCS Package](#) 

[More information on this topic](#) 

TLE Split Disbursement

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

* Government Travel Card Split Disbursement

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

* Amount \$ Example: 152.88

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



Link to Citibank Website: <https://home.cards.citidirect.com/CommercialCard/Cards.html>

- View Account Summary
- Enter Account Number & Verification ID

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[Continue](#)

Please fill out the fields with a **RED** star (*).

[Close PCS Package](#)  [More information on this topic](#) 

Lodging Information

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

*** TLE Claim For**

- I am claiming TLE for myself in my own right
- I am claiming TLE for myself and dependents
- I am claiming TLE for dependents only

*** Place Of Lodging**

- Billeting
- Off-Base (Non-Availability Statement Required)
- With Friends or Family


*** Cost Per Night** (In US Dollars, enter 0 if no lodging cost occurred)

*** For the following period:** From Month To Month

*** Do you need to enter another lodging occurrence?**

If **Yes**, When continue is selected the page will refresh to enter in an additional lodging occurrence

Click when Finished



If you need to add additional lodging, please click “Add Another Lodging Location.” Otherwise, click “Finished.”

[Close PCS Package](#) 

[More information on this topic](#) 

TLE Lodging Summary

Following is the summary of TLE Lodging information entered

Use this page to add, edit, or delete TLE Lodging Information.

- Select "Edit" to edit lodging previously entered
- Select "Delete" to Delete lodging previously entered
- Select "Add" to Add a new lodging location.

If this is correct, Select "Finished"

Lodging Start Date	Lodging End Date	Place of Lodging	Claim For	Cost Per Night		
3/1/2010	3/1/2010	Billleting	I have no dependents. I am claiming TLE for myself in my own right.	\$0.00	Edit	Delete

  [Add Another Lodging Location](#)

[Back](#)

 [Finished](#)

Family Separation Allowance (FSA)

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

NOW DECIDE...

[Close PCS Package](#)



[More information on this topic](#)



Family Separation Allowance

Are you entitled to Family Separation Allowance?

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

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

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

CHOOSE



[Back](#)

*****If you select "Yes", please follow and fill out required fields.**

[Yes](#)

[No](#)

Select Type, Enter Address and click “Continue.”

[Close PCS Package](#) 

[More information on this topic](#) 

FSA Type and Address

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


* Type:

FSA-T (Temporary)

FSA-R (Dependents Restricted)

FSA-R (Mil to Mil Separated by Orders)

Current Address of Dependent(s) or Military Spouse:

 [Select From Previously Entered Address](#)

* Number & Street

* City

* State

* Zip Code/Postal Code

Check here if not in list

* Country

Check here if not in list

[Back](#)


[Continue](#)

Read and Certify all that applies by adding a check mark in the box. Type “Agree” and click “Continue.”

[Close PCS Package](#) 

[More information on this topic](#) 

Family Separation Allowance

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

FSA Certification - Check all applicable boxes


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

- I am not divorced or legally separated from my spouse
- My dependent child (children) was (were) not in the legal custody of another person when I received my military orders.
- My dependent (other than my spouse) is not a member of the military service on active duty.
- My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year.
- I am claiming FSA for my parent(s) for whom I have a current and approved dependency status and am residing with, and I maintain a residence(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.
- 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**


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[Continue](#) 


REQUIRED DOCUMENTS

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

The screenshot displays the PiPS web application interface. At the top, the PiPS logo is visible on the left, and a navigation bar contains several tabs: My Info, Travel Voucher, Family Voucher, TLE, FSA, Required Documents, Summary, and PCS Briefing. The 'Required Documents' tab is currently selected and highlighted in a darker blue, and it features a red 'X' icon next to its label, indicating that it is not yet completed. A blue bracket on the left side of the screen highlights the 'Required Documents' tab in the navigation menu. Below the navigation bar, the main content area is titled 'Status' and includes a 'Close PCS Package' link with a home icon. The 'Required Document Information' section provides instructions on how to upload documents and lists the required items: Orders, Receipts, and Any other paperwork associated with your PCS. A large blue arrow points down towards the 'Continue' button at the bottom right of the screen. The text 'Read the Information and click “Continue”' is overlaid in red on the screen.

Status Close PCS Package 

-  **My Info**
-  **Travel Voucher**
-  **Family Voucher**
-  **TLE**
-  **FSA**
-  **Required Documents**

 **Ask the Expert**


Required Document Information

PIPS will now assist you in identifying and uploading required documents. The documents will include:

- Orders
- Receipts
- Any other paperwork associated with your PCS

Once you have your documents together, you may load the documents into PIPS either by faxing them to us at the number provided and/or uploading them directly into the system. After successfully faxing/uploading, you will be able to view your documents online for completeness and accuracy.

Read the Information and click “Continue”


Back  Continue

Required Document(s) List

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

Close PCS Package 

Required Document List

 Set All As Provided

	Provided	Lost/Unavailable
Travel Orders and any amendments	<input type="radio"/>	<input type="radio"/>
Lodging at [APOE] or Lodging at [APOD]	<input type="radio"/>	<input type="radio"/>
Commercial airfare	<input type="radio"/>	<input type="radio"/>
Commercial airfare	<input type="radio"/>	<input type="radio"/>

To obtain a copy of your PCS orders (front and back) and all amendments, please click on the following URL:
<http://ask.afpc.randolph.af.mil/default.asp> For Instructions: [Click Here](#)

PLEASE USE THE OPTION TO UPLOAD ORDERS DIRECTLY FROM vMPF

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

For each receipt that is lost, print off and complete the lost receipt report

[Lost Receipt Report](#)

CLICK

[Continue](#)

[Back](#)


IF NEEDED

UPLOAD/FAX

- As PiPS stated, you will have two means to provide your required documentation: By fax or by scanning and uploading the file
- Here's How...

Option 1--UPLOAD

- This is the preferred method and easiest method. If you have access to a scanner, you can save your documents to an AF approved hard drive or computer and upload them to PiPS.
- **IMPORTANT NOTE:** Images must be less than 2MB and in one of the following formats: .jpg, .jpeg, .gif, .bmp, .tiff, .tif, .pdf
- So... scan your documents and save it to a file that you have access to.

UPLOAD Cont.

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

To Upload:

1. Browse to required document
2. Select Upload button

***Once all required documents are Faxed/Uploaded, select Continue or select Review Faxed/Uploaded Documents link. Please allow a few minutes for documents to be available for review in PiPS.**

Fax:

[Create Fax Cover](#)

CLICK

Upload:

[Select](#)

[Upload](#)

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

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

UPLOAD Cont.

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

To Upload:

1. Browse to required document
2. Select Upload button

***Once all required documents are Faxed/Uploaded, select Continue or select Review Faxed/Uploaded Documents link. Please allow a few minutes for documents to be available for review in PIPS.**

Fax:

[Create Fax Cover](#)

Upload: Your uploaded document has been received. Please click the "Continue" button to view your documents.

[Select](#)

[Upload](#)

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

[Back](#)

CLICK 

[Continue](#)

Option 2--FAX

- Click on “Create Fax Cover”. Once the Fax Cover Sheet shows on the screen, **print it out**. This will be the first page that goes through the fax machine.

Close PCS Package 

Fax/Upload Required Documents

There are 2 options to get your Required Document in PIPS

- Fax
- Upload

To Fax:

1. Select Create Fax Cover button
2. Print out Fax Cover Sheet
3. Fax the Cover Sheet and Required Documents to the number provided on the form (If you need to Fax in a document at a later date, you can use the same Fax Cover Sheet)

To Upload:

1. Browse to required document
2. Select Upload button

***Once all required documents are Faxed/Uploaded, select Continue or select Review Faxed/Uploaded Documents link. Please allow a few minutes for documents to be available for review in PIPS.**

Fax:

Create Fax Cover

CLICK

Upload:

Select

Upload

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

Back


Continue

FAX Cont.

- To fax, have all your documents ready with the fax cover sheet on top. Make sure you have a LEGIBLE copy of:
 - front and back** of your orders and/or amendments
 - receipts for claimed expenses
 - **front and back** of your Form 788 for VPC drop off/pick up
 - RAP letter
 - Any other required documents
- **NOTE:** Do not scan in any **lodging documents for Germany.** These will be accomplished through the housing office.
- **Fax Info:** DSN 312-986-4406 or 312-986-4407

FAX Cont.

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

[Close PCS Package](#) 

Fax/Upload Required Documents

There are 2 options to get your Required Document in PiPS

- Fax
- Upload

To Fax:

1. Select Create Fax Cover button
2. Print out Fax Cover Sheet
3. Fax the Cover Sheet and Required Documents to the number provided on the form (If you need to Fax in a document at a later date, you can use the same Fax Cover Sheet)

To Upload:

1. Browse to required document
2. Select Upload button

***Once all required documents are Faxed/Uploaded, select Continue or select Review Faxed/Uploaded Documents link. Please allow a few minutes for documents to be available for review in PiPS.**

Fax:


[Create Fax Cover](#)

Upload:

[Select](#)

[Upload](#)

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


CLICK


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

Review Your Documents

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

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

Close PCS Package 

Review Faxed/Uploaded Documents


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

To view a larger size of your receipt or documents image click on the thumbnail from the list below.


Please review all your receipts and documents, if you would like to remove a receipt or document from this PCS Package select the remove checkbox and click on the remove button.


[Refresh Document List](#)


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



[View Full Size](#)

 Remove

 Remove

 Remove

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

[Remove Documents](#)



[Back](#)

CLICK HERE WHEN FINISHED 


[Continue](#)


Summary


- Click on “Edit Worksheet”

[Close PCS Package](#)  [More information on this topic](#) 

Your PCS Summary

 You must complete all sections of your PCS Package before this PCS Package can be sent to your servicing FSO. Review the statuses on the left hand side of this page. The items in red will need to be completed, to make changes to a section click on the appropriate tab. If you need to complete the AFFSC Worksheet click on the "Edit Worksheet" button below. Once all sections are complete you will see the "Send To Finance" button.

 [View PCS Summary](#)



Central Processing Center Worksheet	Edit Worksheet  CLICK Incomplete
Travel Voucher	View Document
BAH	View Document
Required Documents	View Document

Central Processing Center Worksheet


- Please complete the Central Processing Center Arrival Worksheet.
- If you had a delay between out processing and getting to your new base, use the space provided to explain.
- If there was a weather delay of any kind, or if you remained in the local area of your last base for more than 2 days after out processing, please explain why.
- If you have a unique family situation, please make us aware by providing that information in the space provided on this form.
- If the information on the worksheet applies to you, please indicate by typing your **INITIALS**. If not, type “**N/A.**”
- Once completed, click “Continue.”

BEFORE SUBMITTING...



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





Close PCS Package  More information on this topic 

Your PCS Summary

 You have completed all sections for your PCS Package. To continue click on the "Send To Finance" button. The "Send To Finance" button will digitally sign your documents and send your PCS Package to your servicing FSO for review. If you want to print your documents click on the "View Document" buttons beside each document type below.

[Send To Finance](#)

 View PCS Summary  Print All Documents

Central Processing Center Worksheet	Edit Worksheet View Document	 CLICK
Travel Voucher	View Document	 CLICK
BAH	View Document	 CLICK
Required Documents	View Document	 CLICK

MOST IMPORTANTLY...

**DOES YOUR TRAVEL VOUCHER
LOOK SIMILAR TO ONE OF THE
FOLLOWING?...**

DIRECTLY FROM STATESIDE (No Leave, TDY, etc.)

15. ITINERARY			c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
03/01/10	DEP	Patrick AFB	CP			
03/01/10	ARR	Baltimore, Md		AD	\$100.00	
03/02/10	DEP		GP			
03/02/10	ARR	Ramstein AB, Ge		MC		
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					

FROM STATESIDE WITH LEAVE ENROUTE

15. ITINERARY				c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)						
03/01/10	DEP	Patrick AFB		CP			
03/01/10	ARR	Miami, FL			LV		
03/03/10	DEP			CP			
03/03/10	ARR	Baltimore, MD			DP	\$100.00	
03/04/10	DEP			GP			
03/05/10	ARR	Ramstein AB, Ge			MC		
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one)				OWN/OPERATE		PASSENGER	
18. REIMBURSABLE EXPENSES						17. DURATION OF TRAVEL	
a. DATE	b. NATURE OF EXPENSE			c. AMOUNT	d. ALLOWED	12 HOURS OR LESS	
03/01/10	Commercial airfare			\$100.00		MORE THAN 12 HOURS BUT 24 HOURS OR LESS	
03/03/10	Lodging at [APOE] or Lodging at [APOD]			\$100.00			
03/03/10	Commercial airfare			\$100.00		X	MORE THAN 24 HOURS

FROM STATESIDE WITH POV DROP-OFF

15. ITINERARY			c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
03/01/10	DEP	Patrick AFB	PA			
03/01/10	ARR	Baltimore, Md		DV		
03/01/10	DEP		CA			
03/01/10	ARR	Baltimore Airport(BWI), Md		AD	\$100.00	
03/02/10	DEP		GP			
03/02/10	ARR	Ramstein AB, Ge		MC		
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

*NOTE: For POV Pick-up, it is the similar to this with the exception of the "REASON FOR STOP." For POV Pick-up, it will be PV, not DV.

FROM OCONUS WITHOUT LEAVE

15. ITINERARY				c.	d.	e.	f.		
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES		
02/27/10	DEP	Osan AFB			CB				
02/27/10	ARR	INCHEON AIRPORT, ROK. 96266				AD			
02/27/10	DEP				PA				
02/27/10	ARR	FRANKFURT AIRPORT, Frankfurt Germany. 09009				AD			
02/27/10	DEP				CP				
02/27/10	ARR	RAMSTEIN AB				MC			
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
16. POC TRAVEL (X one)				OWN/OPERATE (SEE REMARKS)		PASSENGER		17. DURATION OF TRAVEL	
18. REIMBURSABLE EXPENSES								12 HOURS OR LESS	
a. DATE	b. NATURE OF EXPENSE			c. AMOUNT	d. ALLOWED				
02/27/10	Baggage—excess baggage			\$129.03					
02/27/10	Commercial bus			\$45.00		MORE THAN 12 HOURS BUT 24 HOURS OR LESS			

FROM OCONUS WITHOUT LEAVE

(STOP-OVER IN THE CONUS)

15. ITINERARY				c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)						
02/26/10	DEP	Hickam AFB		CP			
02/27/10	ARR	Denver, Colorado			AD		
02/27/10	DEP			CP			
02/27/10	ARR	Baltimore, Maryland			AD		
02/28/10	DEP			GP			
03/01/10	ARR	Ramstein AB, Germany			MC		
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one)		OWN/OPERATE		PASSENGER		17. DURATION OF TRAVEL	
18. REIMBURSABLE EXPENSES						12 HOURS OR LESS	
a. DATE	b. NATURE OF EXPENSE			c. AMOUNT	d. ALLOWED		
02/27/10	Commercial airfare			\$566.84			
02/27/10	Lodging fees/daytime lodging charges			\$368.94		MORE THAN 12 HOURS BUT 24 HOURS OR LESS	
02/27/10	Taxi/Commercial Auto To/From Commercial Airport			\$10.00			
02/28/10	Taxi/Commercial Auto To/From Commercial Airport			\$10.00		X	MORE THAN 24 HOURS

FROM OCONUS WITH COT LEAVE (& POV PICK-UP/DROP-OFF) ENROUTE

15. ITINERARY				c.	d.	
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			MEANS/ MODE OF TRAVEL	REASON FOR STOP	
02/01/10	DEP	Osan AFB		CB		
02/01/10	ARR	Incheon International Airport Republic of Korea			DP	
02/02/10	DEP			TP		
02/02/10	ARR	Atlanta Airport			AP	
02/02/10	DEP			CP		
02/02/10	ARR	VPC 5481 Crowder blvd New Orleans70127			PV	
02/02/10	DEP			PA		
02/05/10	ARR	3001 Butternut Dr Loveland co 80538			CT	
02/17/10	DEP			TP		
02/17/10	ARR	Baltimore Washington Airport			DP	
02/17/10	DEP			GP		
02/18/10	ARR	AFN Det 1 Kaiserslautern Germany			MC	
	DEP					
	ARR					
16. POC TRAVEL (X one)				OWN/OPERATE (SEE REMARKS)	PASSENGER	17.
18. REIMBURSABLE EXPENSES						
a. DATE	b. NATURE OF EXPENSE			c. AMOUNT	d. ALLOWED	
02/01/10	Lodging at [APOE] or Lodging at [APOD]			\$121.08		
02/01/10	Taxi/Commercial Auto To/From Commercial Airport			\$25.00		
02/01/10	Lodging at [APOE] or Lodging at [APOD]			\$121.08		
					X	

Don't Forget...

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

9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES				a. D.O. VOUCHER NUMBER			
				b. SUBVOUCHER NUMBER			
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS <i>(Include Zip Code)</i>				c. PAID BY			
				OP: Feb 19 2010 PC: Mar 1 2010 SI: Mar 1 2010			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)				d. COMPUTATIONS			
				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Remarks)</i>			
c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES				

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

If your answer is YES...

Your voucher is now ready to be
submitted

Submitting to Finance

Close PCS Package 

More information on this topic 

Your PCS Summary



You have completed all sections for your PCS Package. To continue click on the "Send To Finance" button. The "Send To Finance" button will digitally sign your documents and send your PCS Package to your servicing FSO for review. If you want to print your documents click on the "View Document" buttons beside each document type below.

CLICK



Send To Finance



CLICK



CLICK



View PCS Summary



Print All Documents

Edit Worksheet

Central Processing Center Worksheet

View Document

Travel Voucher

View Document

BAH

View Document

Required Documents

View Document



You have successfully completed your PCS voucher. Please allow 1-2 business days for Finance to review your voucher. Once reviewed, you will receive an email from PiPS stating your voucher has been approved or returned to you for correction. If you need further assistance, please don't hesitate to contact us at : 86CPTS.Finance@ramstein.af.mil