Complete eFinance Guide

Your step-by-step guide to submitting financial documents through eFinance
Table of Contents

Each entry is a link to the correct page.

Press “CTRL” then click on the entry.

Introduction

Overview: ....................................................................................................................... 5
POCs ................................................................................................................................. 5
Supervisor Role .................................................................................................................. 6
Approving Official Role .................................................................................................... 7
Commander Role .............................................................................................................. 9
Getting Started

Access ................................................................................................................................. 10
Starting Out ....................................................................................................................... 11
Entitlements ....................................................................................................................... 16
OCONUS Cost of Living Allowance ................................................................................. 17
Adding Dependents ......................................................................................................... 18
Removing Dependents ..................................................................................................... 20
Start or Stop BAS or Meal Deductions ........................................................................... 25
Start, Stop or Change Basic Allowance for Housing (BAH) ........................................... 25
Family Separation Allowance .......................................................................................... 26
BAS Certification ............................................................................................................. 29
Individual Overseas Housing Allowance (OHA) ............................................................ 29
Move-In Housing Allowance Claim ................................................................................ 29
Allotments and Direct Deposit ......................................................................................... 30
Start/Adjust Allotments .................................................................................................... 31
Financial Institution Allotment ...................................................................................... 34
Savings Bond Allotment Authorization ........................................................................... 34
Direct Deposit of Military Pay ........................................................................................ 35
Direct Deposit of Travel Pay (non-DTS) ......................................................................... 35
Direct Deposit of Travel Pay (DTS) ................................................................................ 35
State of Legal Residence/State Tax

State of Legal Residence Certification ........................................................................................................... 36
State Income Tax Exemption Test Certificate .................................................................................................. 36

Advance or Emergency Pay .............................................................................................................................. 37

Authorization/Designation for Emergency Pay and Allowances ...................................................................... 38
Advance Pay Authorization/Certification ......................................................................................................... 41
Request to Receive and/or Extend Repayment of an Advance Housing Allowance ...................................... 46
Travel Voucher (Advance Request) ................................................................................................................. 46

Travel Vouchers .................................................................................................................................................. 47

Final Settlement Voucher ................................................................................................................................. 50
Partial Settlement Voucher ............................................................................................................................... 677
Accrual Travel Voucher ................................................................................................................................... 677
Will Commute Local Area Mileage Travel ..................................................................................................... 755
Travel Voucher Advance Request ................................................................................................................... 777
Statement of Actual Expense ........................................................................................................................... 777
Claim for Reimbursement for Expenditures on Official Business ................................................................. 777
Statement of Adverse Effect – Use of Government Facilities ........................................................................ 788
Certificate for Travel under Classified Orders ............................................................................................... 788

Other Requests

AFFSC Lost Receipt Form ................................................................................................................................. 788
Remission, Waiver, and Rebuttal ...................................................................................................................... 788
Secondary Dependents Determination ............................................................................................................... 788
Query Request ................................................................................................................................................... 79
Frequently Asked Questions ........................................................................................................................... 800
Submission Guide ............................................................................................................................................. 822
Transaction Information .................................................................................................................................. 833
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](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.
Starting Out

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!
Select “eFinance.”

Ensure “Member” is selected under eFinance options.

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

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.
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.
Entitlements

*Divorce or Legal Separation*

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

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.
Entitlements

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
Enter the necessary information and click “Continue.”

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.”
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.
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

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

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.
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

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

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.
Advance or Emergency Pay

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

Advance Pay Authorization/Certification

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

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

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.”
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.
Advance or Emergency Pay

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.”
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).
<table>
<thead>
<tr>
<th>PROCUREMENT NO.</th>
<th>PAY ITEM</th>
<th>SEQUENCE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>33356</td>
<td>1</td>
</tr>
</tbody>
</table>

**Department of the Air Force**

**86 Mission Support Squadron**

**Special Mission Travel**

**Purpose:** Participate in Operation

**FID:**

**RQD:** Special Mission Travel (SMI)

**Remarks:**

<table>
<thead>
<tr>
<th>WORK CENTER</th>
<th>FUND CITE 1</th>
<th>CIC 1</th>
<th>FUND CITE 2</th>
<th>CIC 2</th>
<th>FOR THE COMMANDER</th>
</tr>
</thead>
</table>

**Issuing HQ:**

**Approving Official:**

**Date of Issue:**

---

**Legend:**

- [ ]

---

**Privacy Act of 1974 Applies**

**Special Order TN**

---

**Page 1 of 2**
# REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

(Reference: Joint Travel Regulation (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

## REQUEST FOR OFFICIAL TRAVEL

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>2. <strong>NAME</strong> (Last, First, Middle Initial)</td>
<td>3. <strong>SOCIAL SECURITY NUMBER</strong></td>
<td>4. <strong>POSITION TITLE AND GRADE/RATING</strong></td>
</tr>
</tbody>
</table>
| 5. **LOCATION OF PERMANENT DUTY STATION (PDS)** | 6. **ORGANIZATIONAL ELEMENT** | 7. **DUTY PHONE NUMBER** (Include Area Code)

## TYPE OF AUTHORIZATION

<p>| | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>8. <strong>TYPE OF AUTHORIZATION</strong></td>
<td>9. <strong>TDY PURPOSE</strong> (See JTR, Appendix H)</td>
<td>10a. <strong>APPROX. NO. OF TDY DAYS</strong> (Including travel time)</td>
<td>10b. <strong>PROCEED DATE</strong> (YYYY/MM/DD)</td>
</tr>
</tbody>
</table>

## ITINERARY

11. **ITINERARY**

12. **TRANSPORTATION MODE**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>12a. <strong>COMMERCIAL</strong></td>
<td>12b. <strong>GOVERNMENT</strong></td>
<td>12c. <strong>LOCAL TRANSPORTATION</strong></td>
<td><strong>PRIVATELY OWNED CONVEYANCE</strong> (Check one)</td>
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<td></td>
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<tbody>
<tr>
<td><strong>RAIL</strong></td>
<td><strong>AIR</strong></td>
<td><strong>BUS</strong></td>
</tr>
<tr>
<td><strong>SHIP</strong></td>
<td><strong>AIR</strong></td>
<td><strong>VEHICLE</strong></td>
</tr>
<tr>
<td><strong>SHIP</strong></td>
<td><strong>CAR RENTAL</strong></td>
<td><strong>TAXI</strong></td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td><strong>AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER</strong> (Overseas Travel only)</td>
<td><strong>ADVANTAGEOUS TO THE GOVERNMENT</strong></td>
</tr>
</tbody>
</table>

<p>| | |</p>
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<tbody>
<tr>
<td><strong>MILEAGE REIMBURSEMENT</strong></td>
<td><strong>AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION</strong></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<tbody>
<tr>
<td>13a. <strong>PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR</strong></td>
<td>13b. <strong>OTHER RATE OF PER DIEM</strong> (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

## ESTIMATED COST

<p>| | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>14a. <strong>PER DIEM</strong></td>
<td>14b. <strong>TRAVEL</strong></td>
<td>14c. <strong>OTHER</strong></td>
<td>14d. <strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

## ADVANCE AUTHORIZED

<p>| | |</p>
<table>
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<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>15a. <strong>ADVANCE AUTHORIZED</strong></td>
<td></td>
</tr>
</tbody>
</table>

## REMARKS

16. **REMARKS** (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

## TRAVEL REQUESTING OFFICIAL

17. **TRAVEL REQUESTING OFFICIAL** (Title and signature)

## TRAVEL APPROVING/DIRECTING OFFICIAL

18. **TRAVEL APPROVING/DIRECTING OFFICIAL** (Title and signature)

## AUTHORIZATION

19. **ACCOUNTING CITATION**

## AUTHORIZING/ORDER-ISSUING OFFICIAL

20. **AUTHORIZING/ORDER-ISSUING OFFICIAL** (Title and signature)

## DATE ISSUED

21. **DATE ISSUED** (YYYY/MM/DD)

## TRAVEL AUTHORIZATION NUMBER

22. **TRAVEL AUTHORIZATION NUMBER**

---

**DD FORM 1610, MAY 2003**

*PREVIOUS EDITION IS OBSOLETE*

*Overprint designed using PureEdge ICS Viewer, AFD/DP/OFFP. October 2005*
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”.

54
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

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)
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)
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.

<table>
<thead>
<tr>
<th>Location 1</th>
<th>Mode of Transportation 1</th>
<th>Location 2</th>
<th>Mode of Transportation 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramstein AB</td>
<td>AT (Transportation Terminal)</td>
<td>To Frankfurt Airport</td>
<td>PA (Private Auto)</td>
</tr>
<tr>
<td>Frankfurt Airport</td>
<td>AT (Transportation Terminal)</td>
<td>To Detroit Metro</td>
<td>CP (Commercial Plane)</td>
</tr>
<tr>
<td>Detroit Metro</td>
<td>LV (Leave to and From TDY)</td>
<td>To Jackson, MI</td>
<td>PA (Private Auto)</td>
</tr>
<tr>
<td>Jackson, MI</td>
<td>AT (Transportation Terminal)</td>
<td>To Detroit Metro</td>
<td>PA (Private Auto)</td>
</tr>
<tr>
<td>Detroit Metro</td>
<td>AT (Transportation Terminal)</td>
<td>To Boston Airport</td>
<td>CP (Commercial Plane)</td>
</tr>
<tr>
<td>Boston Airport</td>
<td>TD (TDY Location)</td>
<td>To Hanscom AFB</td>
<td>CA (Commercial Auto)</td>
</tr>
</tbody>
</table>

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

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

If Yes – pg. 62

If No – pg. 63
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.”
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.”
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.
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.
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

Click the appropriate response.
Advance or Emergency Pay

Review and click “Continue.”

Enter the appropriate information and click “Continue.”

(See pg. 53-54 to find your travel order number.)
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.
Answer and click “Continue.”
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

Review and click the appropriate answer.

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.
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

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.”
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

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

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


*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 the $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.