

U.S. Air Force

- *Defense Travel Management Office*
www.defensetravel.dod.mil

Here you can find up-to-date per-diem rates, travel programs, and many other useful tools to help you during your PCS!

- Citi Bank

<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login?locale=en>

On this website you can view your GTC statements, update your address, check your balance.

**verify your losing APC puts you in PCS status, and your gaining APC transfers you.*



U.S. AIR FORCE

Ramstein Finance Office

Train till you can't get it wrong,
while servicing KMC's warfighters!

This guide will assist you during your upcoming PCS.

If you have any additional questions you can reach us at the Comptroller Service Portal:

<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

**verify your losing DTA detaches you prior to departing, and your gaining DTA receives you.*



Ramstein Finance Out-Processing Guide

- **Paying back Security Deposit:**

Members who deferred their security deposit to their DEROS must pay back the amount returned from landlord. If there is an amount difference it will be collected over a 12 month period (or less). Payments must be made in US Dollars (cash, check or money order).

Cahier Cage is open from 0900 to noon.

- **Provide Finance a copy of your PCS orders AND official port call to start your travel entitlements and stop your overseas entitlements through CSP.**
- **Before we can out-process you in vMPF we will check your military pay record to verify that your entitlements match with orders, check for any debts, and check for open travel orders in DTS.**

Temporary Lodging Allowance (TLA)

1. You need to turn in your itemized TLA receipts and a copy of your orders to the Ramstein Housing office. They are the authorizing officials for TLA.
2. After the housing office receives your TLA forms, they will create an AF Form 1357, and forward it to our office for payment.
3. After our office receives the AF Form 1357, your TLA will be input into your pay record. Please allow 1-2 pay periods to reflect on your LES.
4. You are authorized to stay in TLA for 10 days, unless otherwise authorized by housing.

NOTE

- ***TLA will not split-disburse to your GTC.***

Advances

PCS Advance:

- PCS advance payments are intended to assist with the out-of-pocket expenses that exceed or precede reimbursements incurred in a duty location change, and are expenses not typical of day-to-day military living.
- You can receive up to 3 months advance base pay.
- You can apply within 30 days of your port call date. The computation for the advance is calculated by taking your base pay, subtracting your deductions, and multiplying by the number of months requested (1-3 months). This amount is the total you will be eligible to receive.

NOTE

- **E3/A1C and below** must have Commander's approval for all PCS advance pay payments.
- Fill out a DD Form 2560 and attach a copy of your PCS orders, (don't forget to get commander's signature, if required). Once you are within 30 days of your approved port call you can either email a copy of both documents to our org box, or turn them in at our customer service counter, (please do not encrypt email).

REFERENCE

AFMAN 65-116 V1

DLA Advance:

- The purpose of DLA is to partially reimburse a member, with or without a dependent (s), for the expenses incurred in relocating the member's household.
- You can apply for a DLA advance once you are within 20 days of your approved port call, and you should receive the advance within 10 days of your approved port call.
- Only one DLA payment (at the rate payable to the senior member) is authorized to be paid when a member is married to another military member. (For mil-to-mil couples only the senior ranking member or the member with dependents should apply for a DLA advance otherwise a debt may be incurred).

NOTE

- **E3/A1C and below** must have Commander's approval for ALL PCS advance pay payments.

REFERENCE

JTR

DTMO website