United States Air Force Reserve

Integrity - Service - Excellence

DFAS SmartVoucher Instructions

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Access SmartVoucher website at the following address:
https://smartvoucher.dfas.mil/voucher/privacyActStatementAction.action

SmartVoucher website

MyPay ID or Lost Password Reset

Forgot Login ID click here

Forgot Password click here

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FORGOT LOGIN ID ✕

If you have established a Login ID and have forgotten it, there are two methods to retrieve this information:
- You may enter your previously registered email address and your Social Security Number and we will email your Login ID to you.
- You may enter your Social Security Number and Password and we will display your Login ID.
- TIP: If you do not have enough information to complete this request, you should click Forgot your Password on the Home Page and request a temporary Password. When you get your temporary Password, come back to this screen to retrieve your Login ID using your SSN and the temporary Password.

👤 | Social Security Number

✉ | Email Address

Email Login ID

OR

👤 | Social Security Number
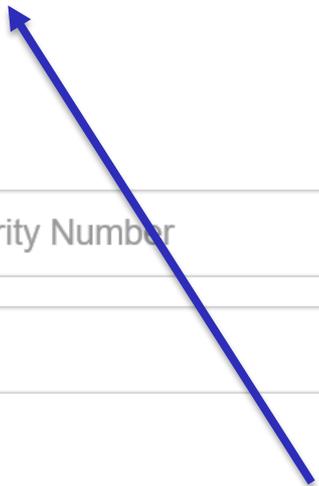
🔒 | Password

Forgot Login ID fill in email address or SSN. An email will be sent to your on-file email address with Login ID.

Reset forgotten password

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FORGOT OR NEED A PASSWORD

✖

USE THIS PROCESS if you have lost, do not remember or have not received a Password. This process will determine if you can reset your Password online by answering established Security Questions for Password resets, or if we can email or mail a new temporary Password.

THIS PROCESS WILL VOID YOUR CURRENT PASSWORD.

| 👤 | Login ID | ⚠ |

OR

| 👤 | Social Security Number | ⚠ |

18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to $5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

☐ **I am the individual associated with the information provided above and I elect to continue with this transaction.**

⚠**Required to continue.**

Continue

Either fill in Login ID or SSN. You will then be asked a series of security questions in order to create a new password.

After you log in to SmartVoucher

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Menu | User Type | Initial | Advances | Personal | Itinerary | Reimbursables | Meals | Misc | Finish | Preview | View/Print | Logoff

General Instructions (show help)

| Create New Voucher | Create Supplemental Voucher | Create Dependent Voucher |

TDY Vouchers

No TDY travel Vouchers have been entered through SmartVoucher.

PCS Vouchers (show help)

No PCS travel Vouchers have been entered through SmartVoucher.

| Create New Voucher | Create Supplemental Voucher | Create Dependent Voucher |

Once you are able to Login to SmartVoucher, you will start at the Menu page. Click on Create New Voucher to create a new voucher.

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| Menu | User Type | Initial | Advances | Personal | Itinerary | Reimbursables | Meals | Misc | Finish | Preview | View/Print | Logoff |

User Type Selection   **Step 1 of 11**

* What is your category of travel?   [˅]

* What type of user are you?   [˅]

For **Military Temporary Change of Station (TCS)** - select TDY

Note: If retiring/separating and filing final PCS voucher, select user type from which you retired.

Back   **Next**

Choose TDY for this box

Choose Reserve for this box

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Enter your travel order number (obtain from the travel order).

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Initial Information   Step 2 of 11

* **Travel Order Number**

* **What is the issue date on the orders?**

Note: Enter your original PCS order number in the box.

[Show/Hide Help] [   ]

[   ] MM/DD/YYYY

* **What is your form of payment?**   [Show/Hide Help]   Direct Deposit ⌄

myPay

NOTE: Allow 24 to 48 hours for the change to register throughout the system.

* **What is the Duration of your travel?**   [Show/Hide Help]   More than 24 hours ⌄

* **Did you travel to one or more locations during the timeframe in which you are filling out this voucher?**

EXAMPLE: Traveler left his or her Home of Record (HOR) and traveled to Columbus, OH. Traveler would select "Yes."

Yes ⌄

Does this travel voucher begin at your temporary duty (TDY) location?   No ⌄

Select Yes

Back   **Next**

Select No

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Menu   User Type   Initial   Advances   Personal   Itinerary   Reimbursables   Meals   Misc   Finish   Preview   View/Print   Logoff

Advances Information   **Step 3 of 11**

* **Did you receive any previous government payments/partial payment/advances for this travel order?**   No ✓

   Note: Do not include Automated Teller Machine (ATM) withdrawals from your Government Travel Charge Card.

* **Did you receive any payments from Defense Travel System (DTS) during this travel period?**   No ✓

Back   **Next**

First accrual voucher select No. Subsequent vouchers select Yes

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Personal Information   Step 4 of 11

Instructions: Please provide your current address and phone number so we may contact you if necessary.

* First Name:

Middle Initial:

* Last Name:

* Grade/Rank: [CADET ▾]

* Current Street:

Current Street2:

* Current City:

* Current State: [▾]

* Current Country: [▾]

* Current Zip Code/APO/FPO: Zip Code Lookup

* Phone Number:(Daytime)
    Note: Please provide the best phone number where we may contact you.

* Email Address:
    Note: Provide the email address you read most consistently.

Email address you consistently access

Do you have a Government Travel Charge Card?   [No ▾]
    Note: If you say no you will not be able to request split disbursements.

* Unit of Assignment: {Add City/State or Post/State}
    Note: If you do not know the Unit of Assignment put in 'Unknown'.

Enter the name and location of your RegAF unit of assignment

Back   **Next**

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Menu | User Type | Initial | Advances | Personal | Itinerary | Reimbursables | Meals | Misc | Finish | Preview | View/Print | Logoff

Itinerary Information | **Click to Show Instructions** | **Step 5 of 11**

Instructions:

1. Begin your travel itinerary with the date that you officially began traveling, as well as from the location (Installation/Base/City) that you officially started from under the applicable travel order.

Note: When going TDY your itinerary should start with the location (Installation/Base/City) which you are located at prior to going to the official TDY location.

2. List ALL locations where authorized travel was performed and any overnight stops.

Note: Any deviations from your travel orders such as non-government travel, return trips home while in a travel claim status, or any Leave taken should also be reflected in your itinerary.

Note: Travelers who have been provided with new travel orders to travel to a new temporary duty location (TDY) while they are still on travel orders at another TDY location must show each location/stop in their itinerary and attach all applicable travel orders with the travel package. (This applies to TDY within a TDY).

Example: John Doe receives orders to go TDY to Fort Carson from January 1st through January 31st. While at Fort Carson, John Doe receives another set of order to go TDY from Fort Carson to Fort Knox and return to Fort Carson from January 12 through January 14th. John Doe should submit one travel voucher package showing his time at Fort Carson and reflecting his TDY to Fort Knox as well. If John Doe has already been paid for the trip to Fort Knox (such as through another system), then John Doe needs to attach copies of the payment vouchers and orders for the Fort Knox interim TDY.

3. Any lodging expenses incurred at each travel location must be shown.

Note: Please do your best to complete the itinerary accurately. If one of the two errors below are made on the itinerary then you may be required to

Read all Notes and then click here

o include a leg of the travel)
rt dates

4. In order to claim mileage, you must include the location to which you drove as a stop in your itinerary.

Example: A traveler's orders directs him/her to travel to Fort Bliss. The traveler is flying to Fort Bliss. The individual is leaving from home, driving to the airport, and then flying to their TDY location. In the itinerary the traveler must show the method of travel to the airport, and include the stop at the airport as awaiting transportation, in order to claim mileage to the airport.

☐ I have read the instructions for the itinerary, and I understand that to receive accurate and timely payments of all travel entitlements, the itinerary must be complete and exact.

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Itinerary Information   **Click to Show Instructions**   Step 5 of 11

Currently, you have not entered any stops for this travel voucher.

Back   Add

Click ADD to begin adding Itinerary stops
Remember
1. **Begin your travel itinerary with the date that you officially began traveling, as well as from the location (Installation/Base/City) that you officially started from under the applicable travel order.**
2. **List ALL locations where authorized travel was performed and any overnight stops.**
3. **Any lodging expenses incurred at each travel location must be shown.**
4. **In order to claim mileage, you must include the location to which you drove as a stop in your itinerary.**

   Example: A traveler's orders directs him/her to travel to Fort Bliss. The traveler is flying to Fort Bliss. The individual is leaving from home, driving to the airport, and then flying to their TDY location. In the itinerary the traveler must show the method of travel to the airport, and include the stop at the airport as awaiting transportation, in order to claim mileage to the airport.

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Itinerary Information — Click to Show Instructions — **Step 5 of 11**

Currently, you have not entered any stops for this travel voucher.

Add/Edit Itinerary Leg

Departure Information

* What day did your travel begin?
Note: Date of departure on your leave form.

[ ] MM/DD/YYYY

* What Installation/Base/City are you departing from?

[ ]

* What State/APO/FPO are you departing from?

[▼]

* What is the zip code on your orders for departing location?

Zip Code Lookup [ ]

* What country are you departing from?

[▼]
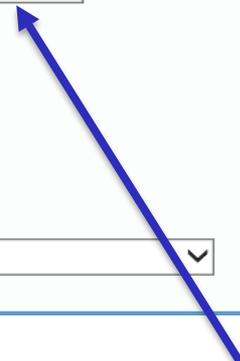
If you departed from home and traveled to the airport, this must be annotated as the first departure location in order to get mileage to the airport.

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Next Stop Information

* Where is the Installation/Base/City?

* Where is the arrival State/APO/FPO?

* What is the arrival zip code for this stop?   Zip Code Lookup

Note: If the reason for stopping at this location is Mission Complete, enter the arrival zip code on your orders.

* Where is the arrival country?

* How did you travel? (e.g., vehicle, bus, plane, etc.)

* What was your reason for stopping at this destination?
Example:

Definitions

Authorized Delay (AD) - A period of time that a member is authorized, by regulations, to delay while en route to the TDY point.
Authorized Return (AR) - Authorized travel home periodically on weekends or non-workdays while at TDY point.
Awaiting Transportation (AT) - Necessary delay while awaiting further transportation after travel status has begun.
Hospital Admittance (HA) - Admittance to Medical Facility for inpatient treatment.
Hospital Discharge (HD) - Discharged from Medical Facility
Leave en route (LV) - Authorized to travel to leave point (No Per Diem authorized while at leave site), then on to the TDY point.
Mission Complete (MC) - Completion of TDY and return to PDS. TDY ends upon return to the travelers residences, offices, or other points of arrival at the conclusion of their trips.
Temporary Duty (TD) - Official Duty while at Temporary Duty Site
Voluntary Return (VR) - Unauthorized travel home periodically on weekends or non-workdays, for personal convenience, while at TDY point.

* What date did you arrive at your destination?   MM/DD/YYYY

* Did you incur any lodging expenses while at destination?

* Did you depart this location?

During this travel period (time you are filling out for this voucher) did you leave the arrival location?

Cancel   **Save**

**Automobile
Bus
Plane
Train
Ect.**

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Itinerary Information — **Click to Show Instructions** — **Step 5 of 11**

Edit Delete	Departure Date	Departure City	Departure State	Departure Country	Arrival Date	Arrival City	Arrival State	Arrival Country	Travel Mode	Reason for Stop	POC Miles	Lodging
Edit	04/13/2020	Buckley AFB	CO	USA	04/13/2020	New York	NY	USA	CP	AT	0	$0.00
Edit Delete	04/22/2020	New York	NY	USA	04/22/2020	Buckley AFB	CO	USA	CP	MC	0	$0.00

All stops must be included here.

Note: Please do your best to complete the itinerary accurately. If one of the two errors below are made on the itinerary then you may be required to delete all the proceeding entries until you are back at the entry that needs to be amended.

- Missing a stop (forgot to include a leg of the travel)
- Incorrect arrival or depart dates

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Menu | User Type | Initial | Advances | Personal | Itinerary | **Reimbursables** | Meals | Misc | Finish | Preview | View/Print | Logoff

Instructions

- Click the "Add Expenses" button below to add a reimbursable expense.
- If you are claiming a reimbursable expense incurred in a foreign country, then claim the expense in the local currency, and in the US dollars.
- Defense Travel System Regulations require an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of $75 or more.
- Expenses incurred related to authorized travel that are not directly reimbursed by the traveler's per diem or meals and incidental expenses.

Reimbursable Expenses

Edit	Delete	Expense Date	Nature of Expense	Amount	Gov't Travel Charge Card	Receipt Required
Edit	Delete	04/13/2020	AIR TICKET- PAID BY TRAVELER	$350.00		YES
				Total: $350.00	$0.00	

Back | Add | Next

Click Add to include Reimbursable expenses
Show all itemized expenses in this area to include: mileage to/from commercial transportation terminals, mileage within the vicinity of the TDY point, parking, tolls, taxis, rental car, gas for rental car, commercial airfare (where applicable), CTO fees, registration/conference fees, official local and long distance calls, ATM fees, excess baggage fees, lodging tax, and other miscellaneous expenses.

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Menu   User Type   Initial   Advances   Personal   Itinerary   Reimbursables   Meals   Misc   Finish   Preview   View/Print   Logoff

Meal Information   **Step 7 of 11**

Meals

Deductible Meals
Definition: Meals provided to the traveler at no out-of-pocket expense. Examples of deductible meals are meals included in a conference or registration fee, contracted meals, Meals Ready to Eat (MREs). NOTE: *Meals furnished on commercial aircraft are not considered deductible meals.*

Government Meals
Definition: a government meal furnished in a government dining facility and the traveler pays a discounted or standard surcharge rate at the checkout. An example of a government meal is going to the dining facility and paying for your tray of food at the end of the service line.

Instructions:
Provide the date and number of meals consumed in a government dining facility at no cost to you.

Currently, no meals have been entered through SmartVoucher.

Back   **Add Meal**   **Next**

Add any Meals provided at no out-of-pocket expense.

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| Menu | User Type | Initial | Advances | Personal | Itinerary | Reimbursables | Meals | Misc | Finish | Preview | View/Print | Logoff |

Miscellaneous Information — **Step 8 of 11**

Leave Taken

(A) Specify dates on which leave was taken:

Remaining Characters: 300

Unused Tickets

I do have unused tickets from this trip: ☐ If yes, turn those tickets into the Transportation Office (T/O) or Commercial Travel Office (CTO).

NOTE: If lodging was required as part of this trip, you must include a receipt regardless of amount. All other expenses over $75 require a receipt.

Remarks

Specify any general remarks regarding this voucher:

Remaining Characters: 800

[Back] [Next]

Add any Miscellaneous remarks here.

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| Menu | User Type | Initial | Advances | Personal | Itinerary | Reimbursables | Meals | Misc | Finish | Preview | View/Print | Logoff |

Split Disbursements — Step 9 of 11

Split Disbursement

Instructions:
Split disbursement is mandatory. If you have indicated you paid certain expenses with a government charge card, it is noted below.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.

This is a brief synopsis of the actual Policy Message # 03-06. To review the complete message please go to:
http://www.dfas.mil/militarymembers/travelpay/armyactivetdy/splitdisbursement.html

To check the current balance on your GTCC please call 1-800-200-7056 or visit the Citibank website: Check GTCC Balance

$350.00 - Expenses not applied to Government Travel Charge Card

Back   **Next**
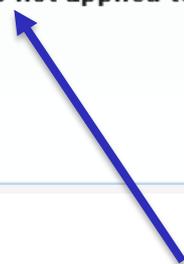
GTCC number to check card balance.

Expenses entered into Reimbursables that have not been applied to GTCC.

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Menu | User Type | Initial | Advances | Personal | Itinerary | Reimbursables | Meals | Misc | Finish | Preview | View/Print | Logoff

Initial Data — Step 10 of 11

Instructions:
Please review and click edit to make necessary changes.

Edit	Travel Order	Reimbursement Type
Edit	12345678901	Direct Deposit

Advances

No Advances information is available.

Personal Information - Edit

Complete preview of all information entered into SmartVoucher for this voucher.

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| Menu | User Type | Initial | Advances | Personal | Itinerary | Reimbursables | Meals | Misc | Finish | Preview | View/Print | Logoff |

View/Print Voucher   Step 11 of 11

Based on your responses to the associated questions throughout the SmartVoucher it has been determined that your travel package will require the following documentation:

Item Number	Documents	Comments
1	Travel Order 12345678901	In addition to this travel order, please ensure you include all corresponding amended orders.
2	List the Required Receipts	
	Required Receipt	AIR TICKET- PAID BY TRAVELER Amount: $350.00

List of required documents that need to be submitted with travel voucher

Instructions for Opening PDF

To view and print your travel claim, click on the **View Travel Voucher** button below.
When the File Download dialog box appears, do the following steps:

· Click **Open**
· Select **Print...** from the menu.
· Once you have printed or saved it to your hard drive, check the 'X' in the upper right hand corner to close the window.

Submission Instructions

To ensure a *high quality* submission to prevent rejects/returns:

· Ensure your fax / scanner is set to **300 dpi** (also called "fine" or "super-fine").
· Verify your scanner or printer settings are set to **black and white** not grayscale.
· Make sure you do not have seams in the document from folding it.
· Make sure the glass on your fax/scanner is clean (no fingerprints, dust, or smudges).

1. After printing a hard copy of your travel claim, be sure to sign block 20a, and obtain all other required signatures.
2. Attach all the required documents listed above.

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- **Sign completed voucher**

- **Email voucher with subject line:**
  - **TRAVEL VOUCHER – Last-name, Firstname**
  - **To: RIO.COVID.19@us.af.mil**

- **Submit accrual voucher every 30 days**