



Finance In-Processing Guide



In - Processing Packets



- ➤ At a minimum, you will create *TWO* packets during In Processing. All DITY moves will require an additional packet, totaling *THREE*:
 - 1. PCS Travel Packet
 - 2. Finance Installation In-Processing Packet
 - 3. Transportation Packet (DITY move only)

PCS Travel Packet – Purpose:

- For payment of per diem, DLA, etc.
- This process is completed by the Service Member using the portal based SmartVoucher tool.
- Required payment method is split-disbursement.
- Packet will be processed through DFAS. Any corrections identified, you will be notified directly, by DFAS via email.

Finance Installation In-Processing Packet – Purpose:

- FBGA finance will arrive you to the installation, removing your 'In-Transit' status. If this action does not take place within 90 days of your ETA/RPT DT, your pay will be **STOPPED AUTOMATICALLY**.
- Updates your BAH rate, based off your zip code.
- Submit for TLE if applicable
- This packet is completed by the Service Member, the BN S1 will submit to FBGA Finance.

Transportation Packet – Purpose:

- For personnel conducting DITY move only IOT claim incurred expenses
- Transportation is the appropriate directorate, BN S1 can only advise
- This process is completed by the Service Member
- Packet will be processed through Fort Stewart Transportation via email



PCS Travel Packet



- The packet will consist of:
 - Signed SmartVoucher (DD Form 1351)
 - PCS Orders to include any amendments (if any)
 - TDY Orders (if any)
 - Receipts for any expenses you are claiming
- Use the Link below to begin: https://www.dfas.mil/militarymembers/travelpay/smartvoucher.html
- > The below SmartVoucher Guide can assist you in completing this requirement





Finance Installation In-Processing Packet



- ➤ The packet will consist of:
 - DD Form 1351 (Copy of signed SmartVoucher)
 - PCS Orders to include amendments (if any)
 - TDY Orders (if any)
 - DFAS Form 9098 (TLE)
 - Leave Form
 - BAH Memo
- Provide S1 a digital version of complete packet for further processing.



Travel Lodging Expense (TLE)



- ➤ TLE is an allowance intended to partially pay members for lodging/meal expenses incurred within a 50 mile radius of the new duty station in association with a Permanent change of Station (PCS) move.
- Requirements for TLE Submission
 - DFAS Form 9098 → Adobe Acrobat Document
 - Receipts for lodging and lodging taxes you will claim
- Use the attachment below as a guide





Transportation Packet



- Personally Procured Move (PPM / DITY) move is completely voluntary.
- The packet will consist of:
 - **PPM Checklist**
 - Fraud notice
 - PPM Travel Voucher (Separate from your SmartVoucher)
 - **DD Form 2278**
 - **Expense Certification**
 - Use the below documents to build this packet.

PPM Checklist Fraud Notice



DD 2278



Adobe Acrobat Document



Adobe Acrobat Document



Adobe Acrobat Document

PPM Travel Voucher



Adobe Acrobat Document

Expense Certification













PPM 1351 example



TRAVEL VOUCHER OR SUBVOUCHER			Read	Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.							
Payment by Check		ENT: The Payinges for transportal that equals the tol ursement is or no amount of the							the portion of your rain and amount. Maitary per Government.	ibursement sonnei era required	
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9 E-MAIL ADDRESS					UA	1 30333	-		O. USE ONLY		
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a NAME (Last, First, Middle	IONSHIP C OR MARRIAGE		1								
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?			d COMPUTATIONS				
				x YES		NO (Explain in					
15. ITINERARY				-	E E	0	f.				
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18. REIMBURSABLE EXPENSES				Lama		12 HOURS OR LESS		(5) DLA			
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DD Form 2278 example



	AND COUNSE	1. DATE PREPARED (YYYYMMDD)	2 / 2						
3. MEMBER OR EMPLO	YEE INFORMATION		-						
s. NAME (Last, First, Modes I	b. RANK/GRADE SFC/E-7	c. SSN XXX-XX-X		d. AGENCY United States Army					
4. THIS SHIPMENT/STOR	AGE IS REQUIRED	INCIDENT TO THE FOUL	OWING	ORDERS:					
a. TYPE ORDERS (X one)	L DATE OF ORDE		d. IS	JRTC & FT PO	LK				
X PERMANENT	d. NEW DUTY AS	NEW DUTY ASSIGNMENT			e. ORDERS NO.	f. NUMBER OF MILES			
TEMPORARY	USAIS RGR T	NG 05 BN HHC, Dahlo			306-078	675			
g. NAME OF PREPARING OFF PPPO FORT POLK, LA 7585 VIRGINIA AVE, SUITE I FORT POLK, LA 71459			Fin	Finance and Accounting Office JACK SON VILLE, FL 32212					
5. SEND CHECK TO: (Complete address)	95 HAN	ILLINS ST., TH	+420	NEGA , GA	3 0 5 33	6. STATE OF LEGAL RESIDENCE TX			
7. ENTITLEMENTS (X and	d complete as appli	cable)	18. 1	MEMBER RESPON	ISIBIUTY (X and comp	lete as applicable)			
Control of the Contro	a. Option of GBL (Van) and/or DITY move (nontemporary				a. Operating allowance (amount):				
b. DITY move auth	b. DITY move authorized from FORT POLK, IA				p rental vehicle and ensure safe operation. up date (YYYYMMOD); 20190111				
	TOTAL LA MARIE CONTRACTOR AND				stylloaded weight tickets required for each trip made.				
d. Maximum autho		0	×	d. Name, rank, Social Security Number, Weighmaster's signature required on each weight ticket.					
e. Unauthorized Items (POV's, flammables, etc.).				Trailers weighed attached to prime mover ino passangers aboard - weigh entire unit at same time.					
f. Power of Attorne g. Type of vehicle			×	f. DITY moves require DD form 1351-2.					
h. Loss or damage - maximum government				g. DD Form 2278 and weight tickets must be submitted to					
Ilabifity.	ge. 90 days of stor		×	paying office/TMO/ITO to receive incentive payment. Provide Rental Contract (not required for Air Farce and Army.)					
9. COST COMPUTATION									
a. ESTIMATED CONSTRUCTI	WE COSTS		b. F	AID BY DSSN					
(1) MTMC RATE SOLICITATIONS PLUS \$5.0 0 PER CWT X EST. WT. OR WT. ALLOWANCE \$ 6667.84			G. V	OUCHER NO.	d. DATE (YYYYMMOO)				
(2) LOCAL RATE PER CWT X ALLOW.	EST. WT. OR WT.	\$ 0	e. I			hin 45 days from the start			
(3) ESTIMATED GROSS INCE	\$ 6334.45		all government co	fall to do so. I voluntarily consent to collection or sts of this move from my pay. I also voluntarily son of any unearned advance operating allowence					
(4) ADVANCE OPERATING A	LLOWANCE	\$ 0		up to a maximum of \$ from my pay.					
NO INCENTIVES	WILL BE PAID W	THOUT ACCEPTABL	E WEI	GHT TICKETS /	AND OTHER REQUIR	ED DOCUMENTS.			
10. I CERTIFY THAT I HA	VE READ AND UNI	DERSTAND MY RESPON	SIBILIT	TES AND CONDIT	TIONS PRINTED ON TH	IS FORM.			
* SIGNATURE OF MEMBER	GENT	8 FEB 19	1	load LON	Inoday	8 Feb 19			
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PLUS \$5.00 x	0.00	M. WT. OR WT. ALLOW.		X ACTUAL WT. OR WT. ALLOW.					
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