



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



Microsoft
PowerPoint Presentat



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)

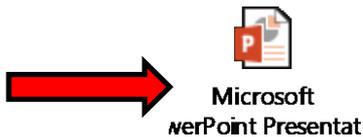


- TLE is an allowance intended to partially pay members for lodging/meal expenses incurred within a 50 mile radius of the new duty station in association with a Permanent change of Station (PCS) move.

- 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.



Adobe Acrobat
Document

DD 2278



Adobe Acrobat
Document

PPM Checklist



Adobe Acrobat
Document

Fraud Notice



Adobe Acrobat
Document

PPM Travel Voucher



Adobe Acrobat
Document

Expense
Certification





DD Form 2278 example



APPLICATION FOR DO IT YOURSELF MOVE AND COUNSELING CHECKLIST <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER
			2 / 2
3. MEMBER OR EMPLOYEE INFORMATION			
a. NAME (Last, First, Middle Initial) FI	b. RANK/GRADE SFC/E-7	c. SSN XXX-XX-XX	d. AGENCY United States Army
4. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS:			
a. TYPE ORDERS (X one)	b. DATE OF ORDERS (YYYYMMDD) 20181102	d. ISSUED BY HQ JRTC & FT POLK	
<input checked="" type="checkbox"/> LOCAL <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	e. NEW DUTY ASSIGNMENT US AIS RGR TNG 05 BN HHC, Dahlonge, GA 30533	e. ORDERS NO. 306-078	f. NUMBER OF MILES 675
g. NAME OF PREPARING OFFICE PPPO FORT POLK, LA 7585 VIRGINIA AVE, SUITE 102 FORT POLK, LA 71459		h. PAYING (AFO/F&AO) NAVY AND MARINE CORPS Finance and Accounting Office JACKSONVILLE, FL 32212	
5. SEND CHECK TO: <i>(Complete address)</i> 245 Hawkins St., Dahlonge, GA 30533			6. STATE OF LEGAL RESIDENCE TX
7. ENTITLEMENTS (X and complete as applicable)		8. MEMBER RESPONSIBILITY (X and complete as applicable)	
<input checked="" type="checkbox"/> a. Option of GBL (Van) and/or DITY move (nontemporary storage).	<input checked="" type="checkbox"/> b. DITY move authorized from FORT POLK, LA to DAHLONEGA, GA	<input checked="" type="checkbox"/> a. Operating allowance (amount).	<input checked="" type="checkbox"/> b. Pick up rental vehicle and ensure safe operation. Pick up date (YYYYMMDD): 20190111
<input checked="" type="checkbox"/> c. ITO/TMO provided with accurate estimate weight of HHGs. 11000	<input checked="" type="checkbox"/> d. Maximum authorized weight. 13000	<input checked="" type="checkbox"/> c. Empty/loaded weight tickets required for each trip made. Use government, public, commercial scales.	<input checked="" type="checkbox"/> d. Name, rank, Social Security Number, Weighmaster's signature required on each weight ticket.
<input checked="" type="checkbox"/> e. Unauthorized items (POV's, flammables, etc.).	<input checked="" type="checkbox"/> f. Power of Attorney, if required.	<input checked="" type="checkbox"/> e. Trailers weighed attached to prime mover (no passengers aboard - weigh entire unit at same time).	<input checked="" type="checkbox"/> f. DITY moves require DD Form 1351-2.
<input checked="" type="checkbox"/> g. Type of vehicle authorized (POV).	<input checked="" type="checkbox"/> h. Loss or damage - maximum government liability. \$40,000	<input checked="" type="checkbox"/> g. DD Form 2278 and weight tickets must be submitted to paying office/TMO/ITO to receive incentive payment. Provide Rental Contract (not required for Air Force and Army.)	
<input checked="" type="checkbox"/> i. Temporary storage. 90 days of storage			
9. COST COMPUTATION			
a. ESTIMATED CONSTRUCTIVE COSTS		b. PAID BY DSSN	
(1) MTMC RATE SOLICITATIONS PLUS \$5.00 PER CWT X EST. WT. OR WT. ALLOWANCE	\$ 6667.84	c. VOUCHER NO.	d. DATE (YYYYMMDD)
(2) LOCAL RATE PER CWT X EST. WT. OR WT. ALLOW.	\$ 0	e. I agree to furnish two weight tickets within 45 days from the start of this move. If I fail to do so, I voluntarily consent to collection of all government costs of this move from my pay. I also voluntarily consent to collection of any unearned advance operating allowance up to a maximum of \$ _____ from my pay.	
(3) ESTIMATED GROSS INCENTIVE	\$ 6334.45		
(4) ADVANCE OPERATING ALLOWANCE	\$ 0		
NO INCENTIVES WILL BE PAID WITHOUT ACCEPTABLE WEIGHT TICKETS AND OTHER REQUIRED DOCUMENTS.			
10. I CERTIFY THAT I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AND CONDITIONS PRINTED ON THIS FORM.			
a. SIGNATURE OF MEMBER GENT	b. DATE SIGNED	c. SIGNATURE OF COUNSELOR	d. DATE SIGNED
	8 FEB 19		8 Feb 19
11. CERTIFICATION OF ITO/TMO			
a. ACTUAL CONSTRUCTIVE COSTS			
(1) RATE PER CWT PLUS \$5.00 X ACTUAL WT. OR WT. ALLOW.	= \$ 0.00	(2) LOCAL RATE PER CWT X ACTUAL WT. OR WT. ALLOW.	= \$ 0.00
b. CONSTRUCTIVE COST OF _____ GBL OR _____ LOCAL MOVE IS \$ _____		<i>(Attach copies of a acceptable tare and gross tickets.)</i>	
12. TMO ACCT. DATA:			
DI: 21. TAC: CAE9. SAC: PAR7613PB06078. MDC: 3AE9			