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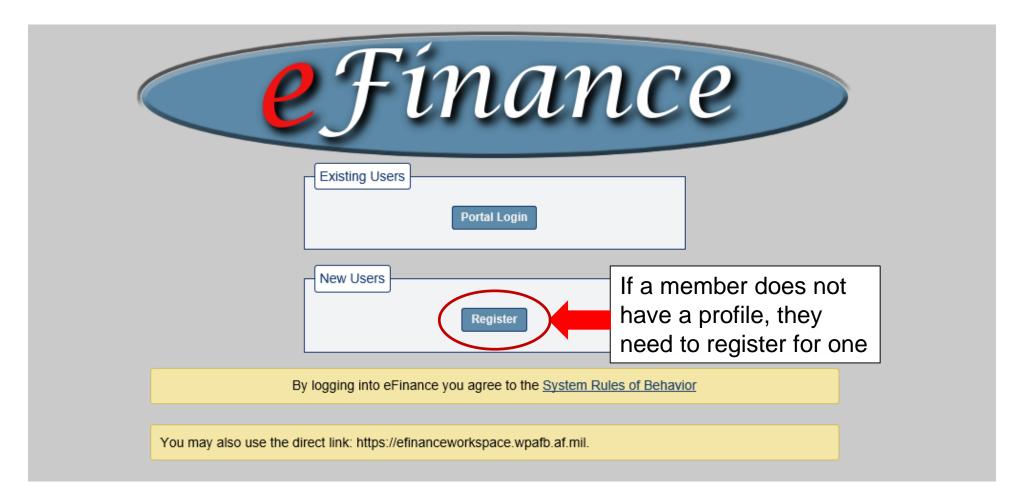
My Profile Overview

For first time users, you need to Manage your Profile.

- Update your Personal Information
- New Address (if it's not yet available, old address is fine)
- Dependents: add all claimed dependents
 - Under the Dependent's System Settings, check for "Auto-claim this Dependent" and "Active Dependent"
 - Input the new address
 - For Dependents coming from OCONUS, check "This is a PSC Address"
- Personal Documents you may attach a copy of your PCS Orders and Receipts (Lodging, Airfares, etc.)
- Roles you may disregard this section (Authorized Personnel use only)



Logging In / Registering



• E-Finance can be found on the Air Force Portal



Creating Your Profile

- When a member has a registered profile, you will need to fill out your personal information
- Office Symbol is actually required (put the unit if unsure)
- If your supervisor isn't appearing as an option, this field can be skipped altogether
- You MUST provide a phone number (either DSN or personal).

Manage Your Profile Personal Information Addresses Dependents Personal Documents Roles First Name: * Last Name: * Initials: Date of Birth: Time Zone: * SSN: 🕝 Email: * ~ (GMT-05:00) Eastern Time (US & Canada) Current Marital Status: Date of Marriage: Personal Phone Number: Commercial Number: DSN: Current Assigned Base: * Current Organization Unit: Service Type: * Pay Grade: * Office Symbol: Moody AFB, GA Active Duty Supervisor's Base: Supervisor's Unit: Supervisor: Moody AFB, GA ~ ~

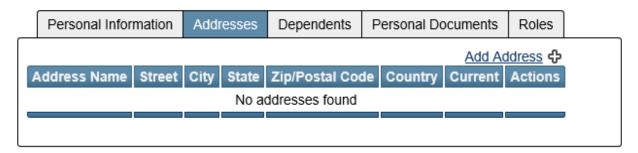


Creating Your Profile

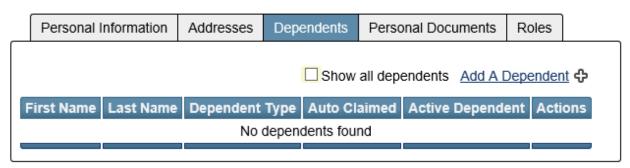
- You must add your current address to your profile.
- You must also click the box stating "This is my current address."

- Ensure to add your dependents to their profile (if you have them).
- All dependents must be on your PCS orders, otherwise you will need to request an amendment from the Military Personnel Flight (MPF).

Manage Your Profile



Manage Your Profile

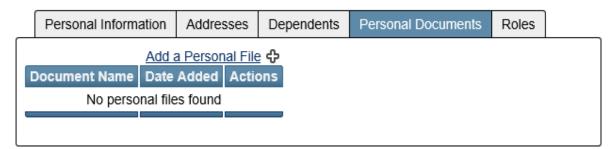




Uploading Documentation

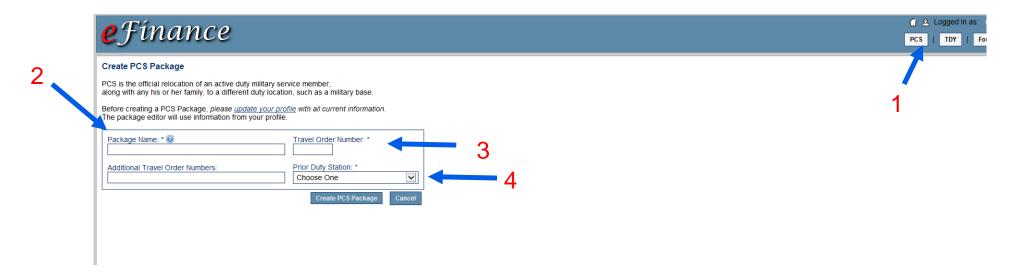
- It is imperative that you have all relevant documents uploaded PRIOR to attending the PCS briefing (if you choose to attend the briefing instead of filing your voucher independently).
- Be sure to upload ALL PCS orders (front & back), amendments, & receipts!
- All valid receipts include <u>member's name</u>, total cost, method of payment
 - If any of these are missing, a lost receipt form should be used in its place.

Manage Your Profile





Let's Get Started



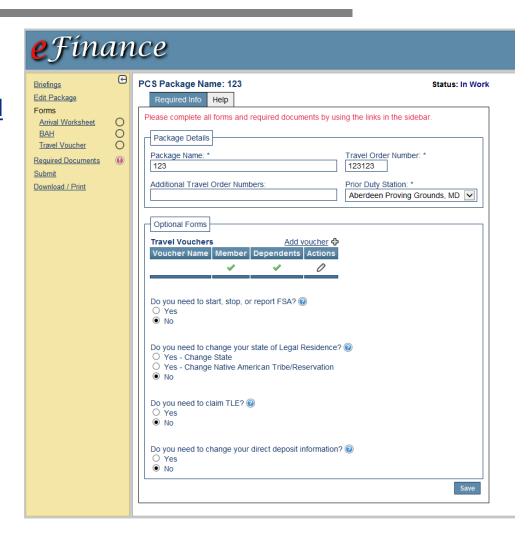
- 1. To start a PCS Package, Click on PCS
- 2. Enter a Package Name You may use your name (Last, First, M.)
- 3. Enter Order Numbers obtained from your PCS Orders, Block 27
 - This is going to be the First 2 Alpha and Last 4 Numeric (Ex: AK1234)
- 4. Select your Old PDS

You may continue and click "Create PCS Package"



Edit Package

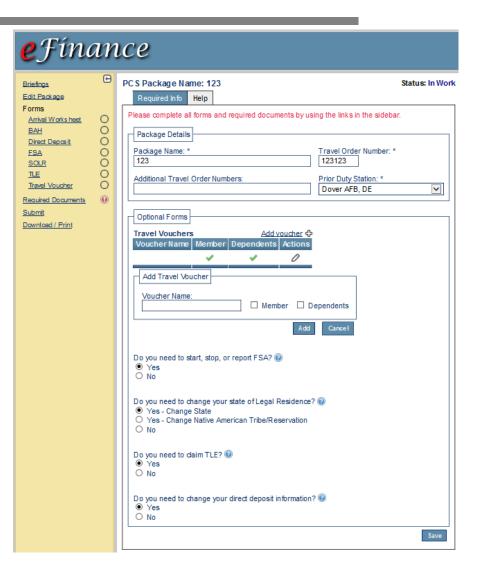
- You will be redirected to the "Edit Package" screen.
- Depending on your PCS situation, you may:
 - Create or add separate vouchers (see <u>Unaccompanied</u> Travel)
 - Fill out a Family Separation Allowance (applies to TDY en-route)
 - Change your State of Legal Residency
 - Claim Temporary Lodging Expenses
 - Change your Direct Deposit Form





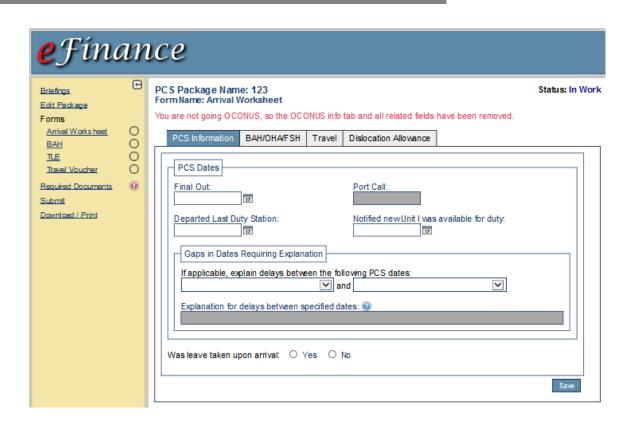
Edit Package

 A new form (located on the left-hand side) will generate for every "Yes" that you choose from the previous step.





- Click on Arrival Worksheet
 - Fill out your Final Out Date,
 DDLDS, and Notified new Unit boxes.
 - Explain for any special situations and delays.
 - Click Yes if leave was taken/planned after completing the travel.

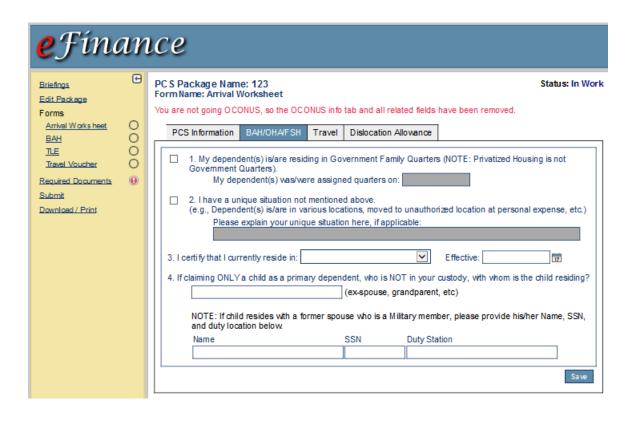




Click on the BAH/OHA/FSH Tab

Fill out specific situations for 1 and 2

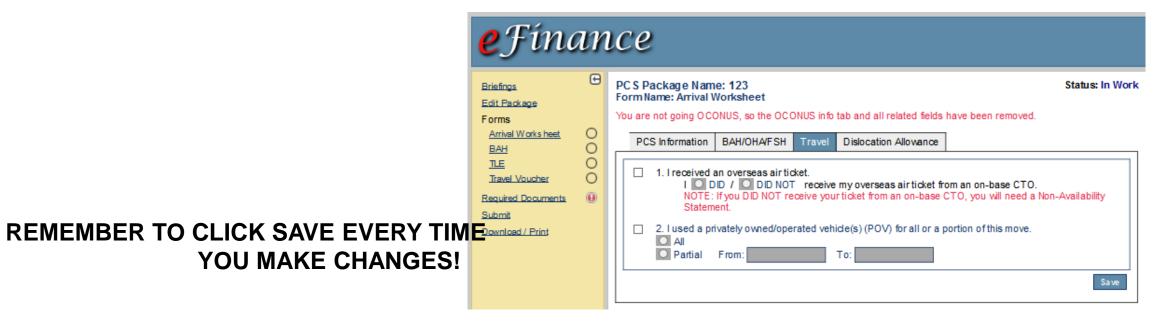
- #3 Housing Situation and its effective date
- Answer #4 based on your dependency situation





Click on Travel

Click on the question that applies to you.





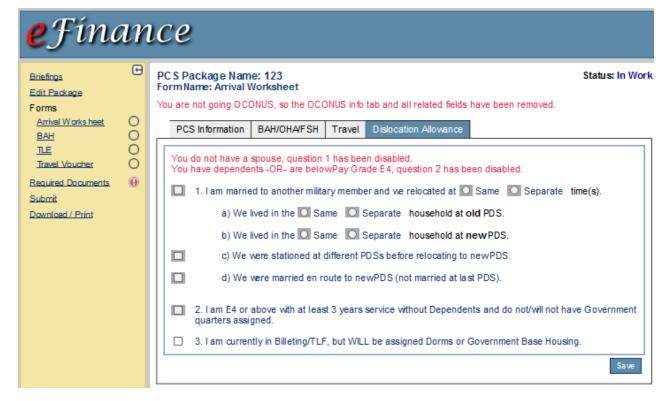
Click on Dislocation Allowance

 This section goes over questions that relates to Single Members who are entitled for Single Rate Dislocation Allowance

Please read and answer if you are:

- Married Mil-to-Mil
- Single or Unaccompanied PCS

REMEMBER TO CLICK SAVE EVERY TIME YOU MAKE CHANGES!



Dislocation Allowance is a Travel Entitlement that is payable in every PCS (Limitations: only to members on or passed their 2nd PCS or have dependents on their 1st PCS.)

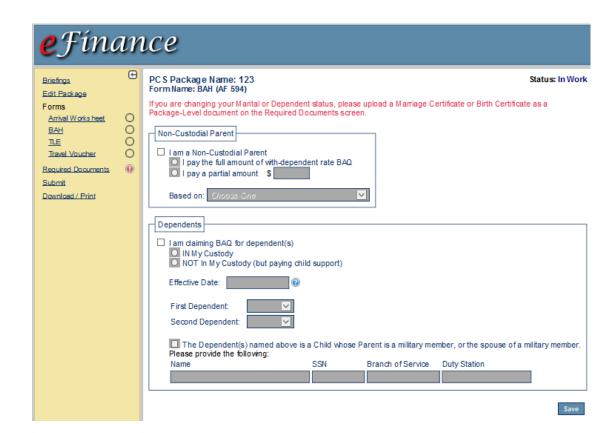
Rates are available here https://www.defensetravel.dod.mil/site/otherratesDLA.cfm



BASIC ALLOWANCE FOR HOUSING (BAH)

Click on BAH, under FORMS

- Fill in your Marital Status and situation
- You may disregard the Second Dependent since the Primary Dependent is sufficient

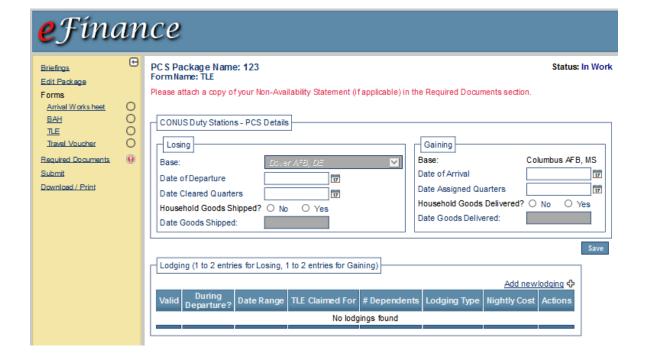




TLE

Click on TLE

- Fill in Losing Base Information
- Fill in Gaining Base information

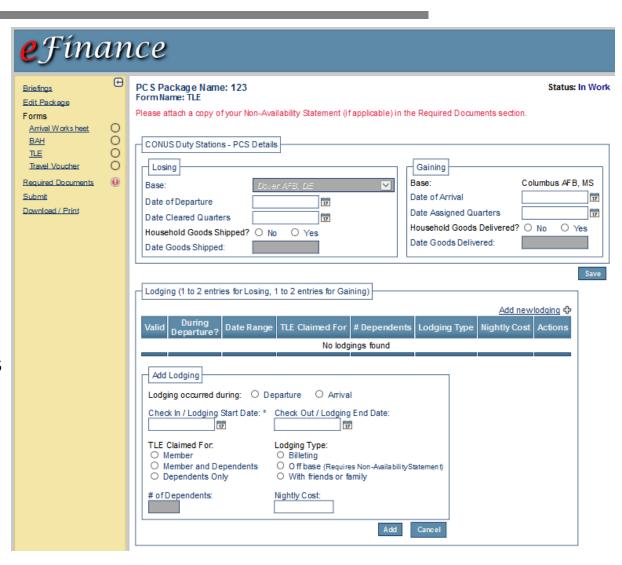




TLE

Click Add new Lodging

- Choose the appropriate type of lodging
 - Before Departure or After Arrival
- Fill in your lodging dates and information
- NOTE:
 - CONUS/OCONUS to CONUS TLE allows for 10 accumulated days from both old/new PDS.
 - CONUS to OCONUS TLE allows for 5 days of TLE and up to 60 days of TLA.



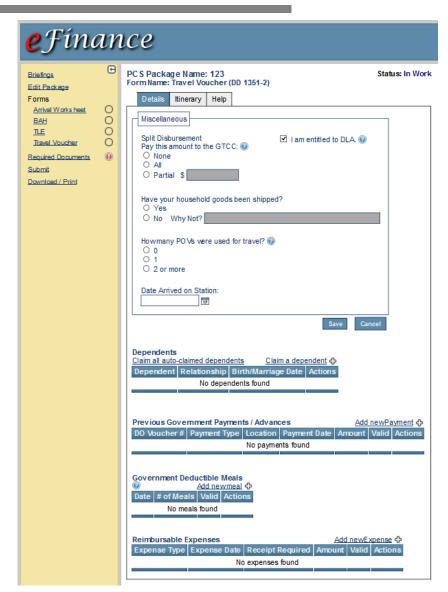


Accompanied Travel

This is for Members whose Dependents travelled at the same time.

- Fill out the Miscellaneous Information
 - Remember to click on DLA <u>even if you have</u> <u>requested this as an Advance prior to leaving the</u> OPDS.
 - Hover down to Advances and input your DLA advance.
 - Dependents Section will be covered on the next slide.
 - Reimbursable expenses:
 - Hotel taxes (ONLY for TLE)
 - Tolls
 - Taxi (if airlines were used for PCS)
 - Airfare
 - See The JTR Appendix G for a full list of refundable expenses

https://www.defensetravel.dod.mil/site/travelreg.cfm





Dependent's Info

This section will cover your Dependent's Information

 You may choose to Claim All Auto-Claimed Dependents for easier input.

Reminder: You may only claim your dependent's travel entitlements if they travelled.

 The address section will show and this address will have to be based on their information in your Orders. <u>DO NOT input their new address</u>.

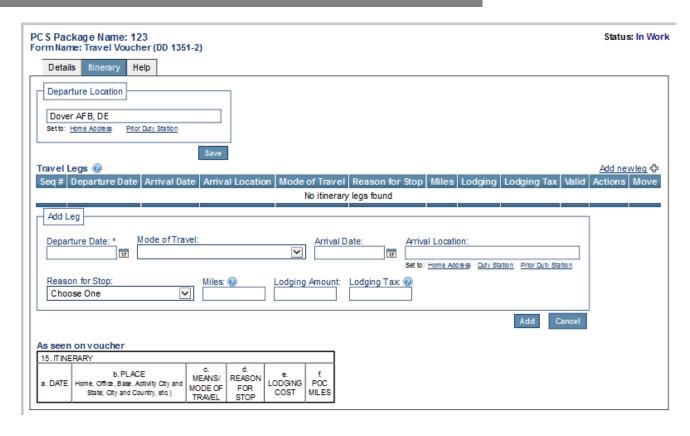




Travel Itinerary

Proceed to the Itinerary.

- Departure Location will always be your OPDS.
- To add a new location, click on Add New Leg.
 - For straight forward PCS (POV;CONUS-CONUS) all we need is the NPDS in the Arrival Location.
 - Miles, Lodging and Lodging Tax information are <u>NOT</u> needed.
 - For Airlines used, first and last Ports to get to a location are needed (ex: London Heathrow to BWI; BWI to SAT; SAT to Randolph AFB, etc.) Layovers are NOT needed.

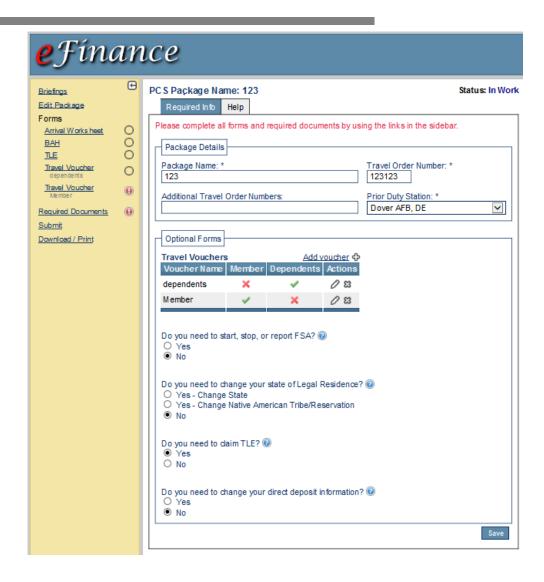




Unaccompanied Travel

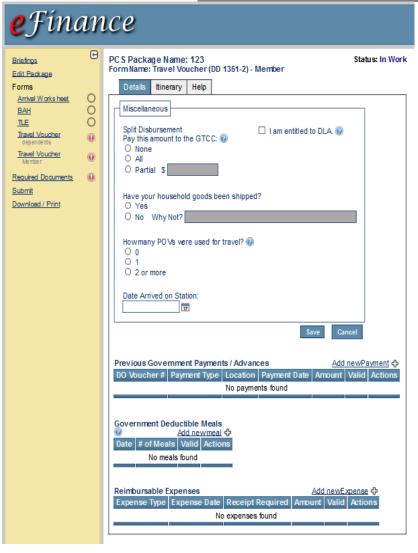
Going back to Edit Package. This section is for Single Members/Dependents who travelled at a different time.

- You may add a Voucher for each party.
 - Single members do not need to add another voucher.
 - Dependents who travelled at different times will need an additional voucher (as shown on the pic).





Unaccompanied Travel

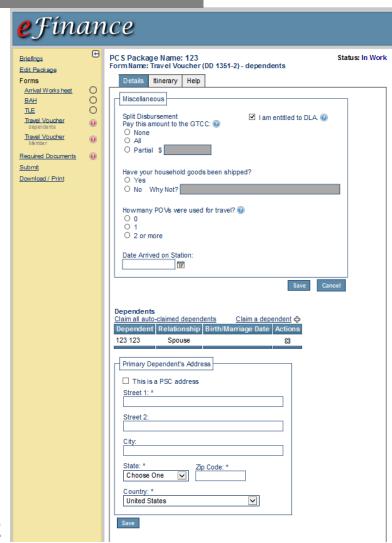


2 Travel Vouchers will be created Member (Left):

- Input Miscellaneous Info
 - Check DLA (see <u>DLA slide</u>)
- Input Advances
 - To include DLA advance prior to the PCS.
- Input Reimbursable expenses

Dependents (Right)

- Input Miscellaneous Info
 - Check DLA (see <u>DLA slide</u>)
- See <u>Dependents Slide</u>
- Input Advances prior to PCS
 - To include DLA advance
- Input Reimbursable expenses

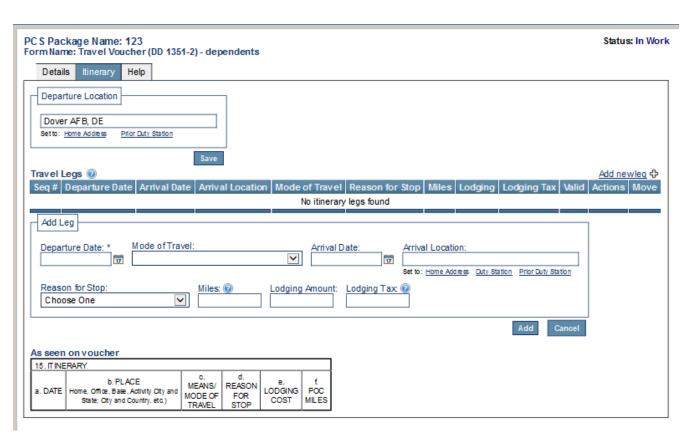




Unaccompanied Travel Itinerary

Proceed to the Itinerary for each voucher.

- Member (not shown)
 - Please see slide 15.
- Dependents (right)
 - Their Departure Location will have to be the Old Address, based on the Orders.
 - Click Add New Leg and input the new PDS, with the zip code, based off of the Orders. (ex: Valdosta, GA 31699)

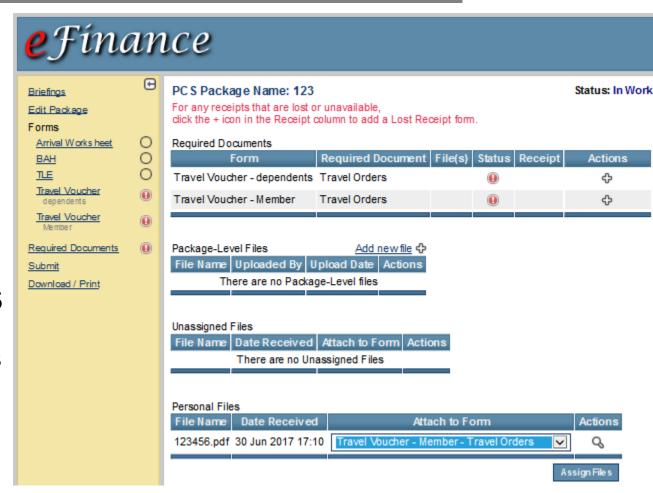




Required Documents

You may attach your documents under Required Documents Section.

- You may select the drop down to attach a file from your Personal Files. (Only if you've already scanned them and attached them to your <u>Personal Profile</u> before starting this Package).
- Reminder: To complete the package, we need a copy of your Orders (to include Amendments) and expenses claimed over \$75 requires a receipt.
- Airline and lodging receipts for TLE are always needed.





Download/Print

Before submitting your Package, please verify if all information is accurate to your situation.

Click on Download/Print and click on Download Package to view documents. Please verify:

- PDT Arrival Worksheet
- AF 594
 - Disregard Block 5 (system's auto-fill needs to be fixed)
- TLE
- Travel Voucher
- Orders (to include Amendments)
- Receipts



Submit

If everything looks accurate, click on Submit! Prior to submitting the package, you may send Notes to assist the Approving Officials on understanding your PCS.

For any questions or specific/complicated situations, contact your Servicing FSO for assistance before submitting for a more efficient process and to avoid the Run-Around/Rejects.

For 366 FAS Mountain Home AFB, ID 366CPTS.FinanceCustomerService@us.af.mil