



# Overview

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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

---

The screenshot shows the eFinance portal interface. At the top, the 'eFinance' logo is displayed in a blue oval. Below the logo, there are two main sections: 'Existing Users' and 'New Users'. The 'Existing Users' section contains a 'Portal Login' button. The 'New Users' section contains a 'Register' button, which is circled in red. A red arrow points from a text box to the 'Register' button. The text box contains the text: 'If a member does not have a profile, they need to register for one'. Below these sections, there is a yellow banner with the text: 'By logging into eFinance you agree to the [System Rules of Behavior](#)'. At the bottom, another yellow banner provides a direct link: 'You may also use the direct link: <https://efinanceworkspace.wpafb.af.mil>'.

**eFinance**

Existing Users

Portal Login

New Users

Register

If a member does not have a profile, they need to register for one

By logging into eFinance you agree to the [System Rules of Behavior](#)

You may also use the direct link: <https://efinanceworkspace.wpafb.af.mil>














- 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
<p>First Name: * <input type="text"/> MI: <input type="text"/> Last Name: * <input type="text"/> Initials: <input type="text"/> Date of Birth: <input type="text"/> </p> <p>SSN:  <input type="text"/> Email: * <input type="text"/> Time Zone: * <input type="text"/> (GMT-05:00) Eastern Time (US &amp; Canada) </p> <p>Current Marital Status: <input type="text"/>  Date of Marriage: <input type="text"/> Personal Phone Number: <input type="text"/> Commercial Number: <input type="text"/> DSN: <input type="text"/></p> <p>Current Assigned Base: * <input type="text"/> Moody AFB, GA  Current Organization Unit: * <input type="text"/>  Service Type: * <input type="text"/> Active Duty  Pay Grade: * <input type="text"/>  Office Symbol: <input type="text"/></p> <p>Supervisor's Base: <input type="text"/> Moody AFB, GA  Supervisor's Unit: <input type="text"/>  Supervisor: <input type="text"/> </p> <p> </p>				



# Creating Your Profile

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

## Manage Your Profile

Personal Information	Addresses	Dependents	Personal Documents	Roles
----------------------	-----------	------------	--------------------	-------

[Add Address](#)

Address Name	Street	City	State	Zip/Postal Code	Country	Current	Actions
No addresses found							

- 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

Personal Information	Addresses	Dependents	Personal Documents	Roles
----------------------	-----------	------------	--------------------	-------

☐ Show all dependents [Add A Dependent](#)

First Name	Last Name	Dependent Type	Auto Claimed	Active Dependent	Actions
No dependents found					



# 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 member's name, total cost, method of payment
  - If any of these are missing, a lost receipt form should be used in its place.

## Manage Your Profile

Personal Information	Addresses	Dependents	Personal Documents	Roles
----------------------	-----------	------------	--------------------	-------

[Add a Personal File](#) +

Document Name	Date Added	Actions
No personal files found		



# Let's Get Started

The screenshot shows the 'eFinance' web application interface. At the top right, there is a 'Logged in as:' section with a user icon and a 'PCS' button. Below this, the 'Create PCS Package' section is visible. It contains a text box for 'Package Name' (marked with a red '2' and a blue arrow), a text box for 'Travel Order Number' (marked with a red '3' and a blue arrow), and a dropdown menu for 'Prior Duty Station' (marked with a red '4' and a blue arrow). There are also buttons for 'Create PCS Package' and 'Cancel'. The form includes instructions: 'PCS is the official relocation of an active duty military service member, along with any his or her family, to a different duty location, such as a military base. Before creating a PCS Package, please [update your profile](#) with all current information. The package editor will use information from your profile.'

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 [Unaccompanied 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

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

**eFinance**

**PCS Package Name: 123** **Status: In Work**

[Briefings](#)  
[Edit Package](#)  
**Forms**  
[Arrival Worksheet](#)  
[BAH](#)  
[Travel Voucher](#)  
**Required Documents**  
[Submit](#)  
[Download / Print](#)

**Required Info** **Help**

Please complete all forms and required documents by using the links in the sidebar.

**Package Details**

**Package Name: \***  
123

**Travel Order Number: \***  
123123

**Additional Travel Order Numbers:**

**Prior Duty Station: \***  
Aberdeen Proving Grounds, MD

**Optional Forms**

**Travel Vouchers** [Add voucher](#)

Voucher Name	Member	Dependents	Actions
	✓	✓	✎

**Do you need to start, stop, or report FSA?**  
☐ Yes  
☒ No

**Do you need to change your state of Legal Residence?**  
☐ Yes - Change State  
☐ Yes - Change Native American Tribe/Reservation  
☒ No

**Do you need to claim TLE?**  
☐ Yes  
☒ No

**Do you need to change your direct deposit information?**  
☐ Yes  
☒ No

**Save**





- eFinance
- [Briefings](#)
- [Edit Package](#)
- Forms**
- [Arrival Worksheet](#)
- [BAH](#)
- [Direct Deposit](#)
- [FSA](#)
- [SOLR](#)
- [TLE](#)
- [Travel Voucher](#)
- [Required Documents](#)
- [Submit](#)
- [Download / Print](#)
- PCS Package Name: 123**
- Status: In Work**
- Required Info**
- Help**
- Please complete all forms and required documents by using the links in the sidebar.
- Package Details**
- Package Name: \*
- 123
- Travel Order Number: \*
- 123123
- Additional Travel Order Numbers:
- Prior Duty Station: \*
- Dover AFB, DE
- Optional Forms**
- Travel Vouchers**
- [Add voucher](#) +
- | Voucher Name | Member | Dependents | Actions |
|--------------|--------|------------|---------|
|--------------|--------|------------|---------|
- ✓
- ✓
- ✗
- Add Travel Voucher**
- Voucher Name:
- ☐
- Member
- ☐
- Dependents
- Add**
- Cancel**
- Do you need to start, stop, or report FSA? ⓘ
- ☒ Yes
- ☐ No
- Do you need to change your state of Legal Residence? ⓘ
- ☒ Yes - Change State
- ☐ Yes - Change Native American Tribe/Reservation
- ☐ No
- Do you need to claim TLE? ⓘ
- ☒ Yes
- ☐ No
- Do you need to change your direct deposit information? ⓘ
- ☒ Yes
- ☐ No
- Save**



# Arrival Worksheet

- 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.

**REMEMBER TO CLICK SAVE EVERY TIME YOU MAKE CHANGES!**

**eFinance**

PCS Package Name: 123  
Form Name: Arrival Worksheet  
Status: In Work

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information | BAH/OHA/FSH | Travel | Dislocation Allowance

**PCS Dates**

Final Out:  Port Call:

Departed Last Duty Station:  Notified new Unit I was available for duty:

**Gaps in Dates Requiring Explanation**

If applicable, explain delays between the following PCS dates:  
 and

Explanation for delays between specified dates:

Was leave taken upon arrival: ☐ Yes ☐ No

Save



# Arrival Worksheet

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

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

**eFinance**

PCS Package Name: 123  
Form Name: Arrival Worksheet  
Status: In Work

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information | **BAH/OHA/FSH** | Travel | Dislocation Allowance

☐ 1. My dependent(s) is/are residing in Government Family Quarters (NOTE: Privatized Housing is not Government Quarters).  
My dependent(s) was/were assigned quarters on:

☐ 2. I have a unique situation not mentioned above.  
(e.g., Dependent(s) is/are in various locations, moved to unauthorized location at personal expense, etc.)  
Please explain your unique situation here, if applicable:

3. I certify that I currently reside in:  Effective:

4. If claiming ONLY a child as a primary dependent, who is NOT in your custody, with whom is the child residing?  
 (ex-spouse, grandparent, etc)

NOTE: If child resides with a former spouse who is a Military member, please provide his/her Name, SSN, and duty location below

Name	SSN	Duty Station
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save



# Arrival Worksheet

Click on Travel

- Click on the question that applies to you.

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

The screenshot shows the eFinance web application interface. On the left is a yellow sidebar menu with links: Briefings, Edit Package, Forms, Arrival Worksheet (selected), BAH, TLE, Travel Voucher, Required Documents, Submit, and Download / Print. The main content area has a blue header with the 'eFinance' logo. Below the header, it displays 'PCS Package Name: 123' and 'Form Name: Arrival Worksheet' with a status of 'In Work'. A red message states: 'You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.' There are four tabs: 'PCS Information', 'BAH/OHA/FSH', 'Travel' (active), and 'Dislocation Allowance'. The 'Travel' tab contains two questions with checkboxes and radio buttons. Question 1 asks if the user received an overseas air ticket from an on-base CTO, with options 'DID' or 'DID NOT'. A red note specifies that if 'DID NOT' is selected, a Non-Availability Statement is required. Question 2 asks if a privately owned/operated vehicle (POV) was used, with options 'All' or 'Partial'. If 'Partial' is selected, there are input fields for 'From' and 'To'. A 'Save' button is located at the bottom right of the form.

**eFinance**

Briefings  
Edit Package  
Forms  
Arrival Worksheet  
BAH  
TLE  
Travel Voucher  
Required Documents  
Submit  
Download / Print

PCS Package Name: 123  
Form Name: Arrival Worksheet  
Status: In Work

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information | BAH/OHA/FSH | **Travel** | Dislocation Allowance

☐ 1. I received an overseas air ticket.  
I ☐ DID / ☐ DID NOT receive my overseas air ticket from an on-base CTO.  
NOTE: If you DID NOT receive your ticket from an on-base CTO, you will need a Non-Availability Statement.

☐ 2. I used a privately owned/operated vehicle(s) (POV) for all or a portion of this move.  
☐ All  
☐ Partial From:  To:

Save



# Arrival Worksheet

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!**

The screenshot shows the eFinance web interface for the Arrival Worksheet. The left sidebar contains navigation links: Briefings, Edit Package, Forms (with sub-links for Arrival Worksheet, BAH, TLE, and Travel Voucher), Required Documents, Submit, and Download / Print. The main content area displays the PCS Package Name (123) and Form Name (Arrival Worksheet), with a status of 'In Work'. A message indicates that OCONUS-related fields have been removed. The 'Dislocation Allowance' tab is selected, showing a series of questions with radio button options for 'Same' or 'Separate' household and time. A 'Save' button is located at the bottom right of the form.

**eFinance**

PCS Package Name: 123  
Form Name: Arrival Worksheet  
Status: In Work

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

PCS Information | BAH/OHA/FSH | Travel | **Dislocation Allowance**

You do not have a spouse, question 1 has been disabled.  
You have dependents -OR- are below Pay Grade E4, question 2 has been disabled.

☐ 1. I am married to another military member and we relocated at ☐ Same ☐ Separate time(s).  
a) We lived in the ☐ Same ☐ Separate household at old PDS.  
b) We lived in the ☐ Same ☐ Separate household at new PDS.  
☐ c) We were stationed at different PDSs before relocating to new PDS.  
☐ d) We were married en route to new PDS (not married at last PDS).

☐ 2. I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned.

☐ 3. I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing.

Save

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

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

**eFinance**

PC S Package Name: 123  
Form Name: BAH (AF 594) Status: In Work

If you are changing your Marital or Dependent status, please upload a Marriage Certificate or Birth Certificate as a Package-Level document on the Required Documents screen.

**Non-Custodial Parent**

☐ I am a Non-Custodial Parent

☐ I pay the full amount of with-dependent rate BAQ

☐ I pay a partial amount \$

Based on:

**Dependents**

☐ I am claiming BAQ for dependent(s)

☐ IN My Custody

☐ NOT In My Custody (but paying child support)

Effective Date:

First Dependent:

Second Dependent:

☐ The Dependent(s) named above is a Child whose Parent is a military member, or the spouse of a military member.  
Please provide the following:

Name	SSN	Branch of Service	Duty Station
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# TLE

Click on TLE

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

**eFinance**

PCS Package Name: 123  
Form Name: TLE  
Status: In Work

Please attach a copy of your Non-Availability Statement (if applicable) in the Required Documents section.

**CONUS Duty Stations - PCS Details**

Losing	Gaining
Base: <input type="text" value="Dover AFB, DE"/>	Base: <input type="text" value="Columbus AFB, MS"/>
Date of Departure: <input type="text" value="12"/>	Date of Arrival: <input type="text" value="12"/>
Date Cleared Quarters: <input type="text" value="12"/>	Date Assigned Quarters: <input type="text" value="12"/>
Household Goods Shipped? <input type="radio"/> No <input type="radio"/> Yes	Household Goods Delivered? <input type="radio"/> No <input type="radio"/> Yes
Date Goods Shipped: <input type="text"/>	Date Goods Delivered: <input type="text"/>

**Lodging (1 to 2 entries for Losing, 1 to 2 entries for Gaining)**

[Add new lodging](#)

Valid	During Departure?	Date Range	TLE Claimed For	# Dependents	Lodging Type	Nightly Cost	Actions
No lodgings found							

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**



# 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.

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

## eFinance

[Briefings](#)  
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[Travel Voucher](#)  
[Required Documents](#)  
[Submit](#)  
[Download / Print](#)

PCS Package Name: 123  
Form Name: TLE

Status: In Work

Please attach a copy of your Non-Availability Statement (if applicable) in the Required Documents section.

CONUS Duty Stations - PCS Details

Losing

Gaining

Losing

Gaining

Lodging (1 to 2 entries for Losing, 1 to 2 entries for Gaining)

[Add new lodging](#)

Valid	During Departure?	Date Range	TLE Claimed For	# Dependents	Lodging Type	Nightly Cost	Actions
No lodgings found							

Add Lodging

Lodging occurred during: ☐ Departure ☐ Arrival

Check In / Lodging Start Date: \*

Check Out / Lodging End Date:

TLE Claimed For:  
☐ Member  
☐ Member and Dependents  
☐ Dependents Only

Lodging Type:  
☐ Billeting  
☐ Off base (Requires Non-Availability Statement)  
☐ With friends or family

# of Dependents:

Nightly Cost:

Add

Cancel





# Accompanied Travel

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

- Fill out the Miscellaneous Information
  - Remember to click on DLA even if you have requested this as an Advance prior to leaving the 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>>

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

The screenshot shows the eFinance Travel Voucher form. The top header is blue with the eFinance logo. The left sidebar is yellow and contains links for Briefings, Edit Package, Forms, Arrival Worksheet, BAH, TLE, Travel Voucher, Required Documents, Submit, and Download / Print. The main content area is white and contains the following sections:

- PC S Package Name: 123** and **Form Name: Travel Voucher (DD 1351-2)** are displayed at the top right, along with the status **Status: In Work**.
- Miscellaneous** section: Includes a **Split Disbursement** section with radio buttons for **None**, **All**, and **Partial** (selected). A checkbox **I am entitled to DLA** is checked. Below this is a **Pay this amount to the GTCC** section with a dropdown menu. Further down is a **Have your household goods been shipped?** section with radio buttons for **Yes** and **No** (selected), and a **Why Not?** text field. Below that is a **How many PO's were used for travel?** section with radio buttons for **0**, **1**, and **2 or more**. At the bottom of this section is a **Date Arrived on Station:** text field.
- Dependents** section: Includes a **Claim all auto-claimed dependents** link and a **Claim a dependent** link. Below this is a table with columns **Dependent**, **Relationship**, **Birth/Marriage Date**, and **Actions**. The table is empty, and a message **No dependents found** is displayed.
- Previous Government Payments / Advances** section: Includes an **Add newPayment** link. Below this is a table with columns **DO Voucher #**, **Payment Type**, **Location**, **Payment Date**, **Amount**, **Valid**, and **Actions**. The table is empty, and a message **No payments found** is displayed.
- Government Deductible Meals** section: Includes an **Add newmeal** link. Below this is a table with columns **Date**, **# of Meals**, **Valid**, and **Actions**. The table is empty, and a message **No meals found** is displayed.
- Reimbursable Expenses** section: Includes an **Add newExpense** link. Below this is a table with columns **Expense Type**, **Expense Date**, **Receipt Required**, **Amount**, **Valid**, and **Actions**. The table is empty, and a message **No expenses found** is displayed.



# 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. **DO NOT** input their new address.

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

SaveCancel

Dependents

[Claim all auto-claimed dependents](#)[Claim a dependent +](#)

Dependent	Relationship	Birth/Marriage Date	Actions
123 123	Spouse		

Primary Dependent's Address

☐ This is a PSC address

Street 1: \*

Street 2:

City:

State: \*

Choose One

Zip Code: \*

Country: \*

United States

Save

[Go Back to Unaccompanied Travel](#)



# 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 NOT 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.

PCS Package Name: 123  
Form Name: Travel Voucher (DD 1351-2) Status: In Work

Details **Itinerary** Help

Departure Location  
Dover AFB, DE  
Set to: [Home Address](#) [Prior Duty Station](#)  
[Save](#)

Travel Legs [Add new leg](#)

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
No itinerary legs found											

[Add Leg](#)

Departure Date: \*  Mode of Travel:  Arrival Date:  Arrival Location:   
Set to: [Home Address](#) [Duty Station](#) [Prior Duty Station](#)

Reason for Stop:  Miles:  Lodging Amount:  Lodging Tax:    
[Add](#) [Cancel](#)

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE Home, Office, Base, Activity City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**



# 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).

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

**eFinance**

[Briefings](#)

[Edit Package](#)

Forms

[Arrival Worksheet](#)

[BAH](#)

[TLE](#)

[Travel Voucher](#)  
dependents

[Travel Voucher](#)  
Member

[Required Documents](#)

[Submit](#)

[Download / Print](#)

PCS Package Name: 123

Status: **In Work**

Required Info

Help

Please complete all forms and required documents by using the links in the sidebar.

Package Details

Package Name: \*

123

Travel Order Number: \*

123123

Additional Travel Order Numbers:

Prior Duty Station: \*

Dover AFB, DE

Optional Forms

Travel Vouchers

Add voucher

Voucher Name	Member	Dependents	Actions
dependents	✗	✓	<a href="#">✎</a> <a href="#">✕</a>
Member	✓	✗	<a href="#">✎</a> <a href="#">✕</a>

Do you need to start, stop, or report FSA?

☐ Yes

☒ No

Do you need to change your state of Legal Residence?

☐ Yes - Change State

☐ Yes - Change Native American Tribe/Reservation

☒ No

Do you need to claim TLE?

☒ Yes

☐ No

Do you need to change your direct deposit information?

☐ Yes

☒ No

Save



# Unaccompanied Travel

**eFinance**

PC S Package Name: 123  
Form Name: Travel Voucher (DD 1351-2) - Member  
Status: In Work

Details Itinerary Help

Miscellaneous

Split Disbursement  
Pay this amount to the GTCC: ☐ None ☐ All ☐ Partial \$   
☐ I am entitled to DLA.

Have your household goods been shipped?  
☐ Yes ☐ No Why Not?

How many POVs were used for travel?  
☐ 0 ☐ 1 ☐ 2 or more

Date Arrived on Station:

Save Cancel

Previous Government Payments / Advances [Add newPayment](#)

DO Voucher #	Payment Type	Location	Payment Date	Amount	Valid	Actions
No payments found						

Government Deductible Meals [Add new meal](#)

Date	# of Meals	Valid	Actions
No meals found			

Reimbursable Expenses [Add newExpense](#)

Expense Type	Expense Date	Receipt Required	Amount	Valid	Actions
No expenses found					

## 2 Travel Vouchers will be created Member (Left):

- Input Miscellaneous Info
  - Check DLA (see [DLA slide](#))
- Input Advances
  - To include DLA advance prior to the PCS.
- Input Reimbursable expenses

## Dependents (Right)

- Input Miscellaneous Info
  - Check DLA (see [DLA slide](#))
- See [Dependents Slide](#)
- Input Advances prior to PCS
  - To include DLA advance
- Input Reimbursable expenses

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**

**eFinance**

PC S Package Name: 123  
Form Name: Travel Voucher (DD 1351-2) - dependents  
Status: In Work

Details Itinerary Help

Miscellaneous

Split Disbursement  
Pay this amount to the GTCC: ☐ None ☐ All ☐ Partial \$   
☒ I am entitled to DLA.

Have your household goods been shipped?  
☐ Yes ☐ No Why Not?

How many POVs were used for travel?  
☐ 0 ☐ 1 ☐ 2 or more

Date Arrived on Station:

Save Cancel

Dependents [Claim all auto-claimed dependents](#) [Claim a dependent](#)

Dependent	Relationship	Birth/Marriage Date	Actions
123 123	Spouse		<a href="#">X</a>

Primary Dependent's Address

☐ This is a PCS address

Street 1: \*

Street 2:

City:

State: \*  Zip Code: \*

Country: \*

Save



# 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)

PC S Package Name: 123  
Form Name: Travel Voucher (DD 1351-2) - dependents  
Status: In Work

Details Itinerary Help

Departure Location  
Dover AFB, DE  
Set to: Home Address Prior Duty Station  
Save

Travel Legs ⓘ [Add new leg +](#)

Seq #	Departure Date	Arrival Date	Arrival Location	Mode of Travel	Reason for Stop	Miles	Lodging	Lodging Tax	Valid	Actions	Move
No itinerary legs found											

Add Leg

Departure Date: \*  17 Mode of Travel:  Arrival Date:  17 Arrival Location:   
Set to: Home Address Duty Station Prior Duty Station

Reason for Stop:  Choose One Miles:  Lodging Amount:  Lodging Tax:   
Add Cancel

As seen on voucher

15. ITINERARY					
a. DATE	b. PLACE Home, Office, Base, Activity City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**



# 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 [Personal Profile](#) 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.

## eFinance

Briefings

Edit Package

Forms

Arrival Worksheet

BAH

TLE

Travel Voucher dependents

Travel Voucher Member

Required Documents

Submit

Download / Print

PC S Package Name: 123

Status: In Work

For any receipts that are lost or unavailable, click the + icon in the Receipt column to add a Lost Receipt form.

Required Documents

Form	Required Document	File(s)	Status	Receipt	Actions
Travel Voucher - dependents	Travel Orders				+
Travel Voucher - Member	Travel Orders				+

Package-Level Files

Add new file

File Name	Uploaded By	Upload Date	Actions
There are no Package-Level files			

Unassigned Files

File Name	Date Received	Attach to Form	Actions
There are no Unassigned Files			

Personal Files

File Name	Date Received	Attach to Form	Actions
123456.pdf	30 Jun 2017 17:10	Travel Voucher - Member - Travel Orders	

Assign Files

REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!





# Download/Print

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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

**REMEMBER TO CLICK SAVE EVERY TIME  
YOU MAKE CHANGES!**





# Submit

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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](mailto:366CPTS.FinanceCustomerService@us.af.mil)