

United States Army Student Detachment

Finance In-Processing

2016

Version 02

SERVICE MEMBER (SM) INFORMATION			
Name:	Report date stated in PCS orders: USASD Sign In Date (same as mission complete):		
Rank:	SSN:	Program:	Component:
TDY Orders (DD Form 1610): Yes or No (circle one)	Do you have a Government Travel Charge Card (GTCC):		
Location:	Yes or No (circle one)		
Start Date:	End Date:	Active: Yes or No (circle one)	
MANDATORY DOCUMENTS:			
Note: Forms not included in this packet are available under the In-Processing page.			
<input type="checkbox"/> PCS Orders and amendments (if applicable) <input type="checkbox"/> DA Form 5960 (Basic Housing Allowance) <input type="checkbox"/> DD Form 1351-2 (Travel Voucher or Sub Voucher) (Not Required for No-Cost Moves) <input type="checkbox"/> Government Travel Charge Card (GTCC) Travel Card Program (Travel Card 101) training at https://www.defensetravel.dod.mil/Passport/bin/Passport.html (Provide Training Certificate with In-Processing documents) (valid for three (3) years) <input type="checkbox"/> GTCC Program and Statement of Understanding (March 2016) <input type="checkbox"/> Individual Billed Account (IBA) Government Travel Card Application (Sep 2014) (Non-cardholders)			
REQUIRED DOCUMENTS IF APPLICABLE:			
<input type="checkbox"/> TDY Orders and amendments <input type="checkbox"/> DD Form 2560 Advance Pay Certification/Authorization (One Month Base Pay) (Optional) <input type="checkbox"/> Request for Temporary Lodging Allowance (TLA) with daily itemized lodging receipts (TLA memo/authorization form from local Embassy Housing Office) (OCONUS) <input type="checkbox"/> DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report (W/Lease Agreement)) <input type="checkbox"/> DD Form 2556 Move-In Housing Allowance Claim (Receipts) <input type="checkbox"/> DD Form 1351-2C (Travel Voucher or Sub Voucher Continuation Sheet) <input type="checkbox"/> DFAS Form 9098 (Claim for Temporary Lodging Expense (TLE) w/itemized and signed lodging receipts (Provide full physical address in Block 43 for meals only claims) (CONUS) <input type="checkbox"/> DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance (FSA)) <input type="checkbox"/> Most recent Foreign Language Proficiency Bonus (FLPB) order and signed DA Form 330 (Language Proficiency Questionnaire) result. <input type="checkbox"/> Orders for Special Pay (i.e. Flight, EOD, etc.) <input type="checkbox"/> Proof of custody if receiving BAH based on child and/or if paying child support. <input type="checkbox"/> Supporting documents if recent changes to dependency status (i.e. divorce decree, marriage certificate) <input type="checkbox"/> POV Inspection sheet(s) if travel included stop at Vehicle Processing Center. <input type="checkbox"/> Personally Procured Move (PPM) Settlements (formally known as DITY Moves) are processed for reimbursement by your locally designated Transportation Offices (see enclosed instructions).			
HELPFUL INFORMATION:			
<input type="checkbox"/> Defense Travel System (DTS) Overview <input type="checkbox"/> Updating Your DTS Profile			
I understand that no action/update will be made to my finance account until all required documents have been received by USASD finance personnel.			
SM SIGNATURE:	DATE:		

PERSONALLY PROCURED MOVE (PPM) Settlement Instructions

PPMs are to be settled by the destination transportation office, regardless of branch of service. Check block 4h of the DD Form 2278 for your responsible transportation office. This also applies to postal and storage reimbursements.

If there is any confusion on where to take/send your documents visit the Defense Personal Property System (DPPS) website at

http://www.move.mil/common/locator_maps/transportation_offices.cfm

- Choose your state
- Choose the transportation office you feel is closest. Contact information will be provided in the drop down Menu.

PPM packets should include the documents listed below along with this checklist:

- DD Form 2278 (Application For Do It Yourself Move and Counseling Checklist)**
- DD Form 1351-2 (Travel Voucher or Sub voucher) Complete blocks 4 thru 11, and 20.**
- Weight tickets** - Loaded and empty tickets must include: **The identity of the vehicle weighed, the member's name and weigh master's signature.**
- Advance Voucher - Only if you received an advance payment for the PPM.**
- Expense Claim Form** - Completed and signed.
- Truck/Trailer Rental Receipts** - Submit receipts for the pick-up and turn-in.
- Receipts** (claimable expenses).
 - **CLAIMABLE** expenses include rental vehicles, packing materials, gas, tolls, etc.
 - **NOT CLAIMABLE** include but is not limited to, tow bars, auto transporters, INSURANCE, SALES TAX, FOOD AND LODGING.



DEFENSE TRAVEL SYSTEM

OVERVIEW

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations and reservations, receive approvals, generate travel vouchers, and receive a split disbursement between their bank account and the Government Travel Charge Card. The traveler can access DTS via a single web portal available 24 hours a day, seven days a week.

DTS BENEFITS THE DOD TRAVELER

- Available via a single web portal 24/7
- Reduced transaction costs
- Timely payment of travel claims
- Rapid creation of travel authorizations and vouchers
- Automated approval process
- Personalized online reservations and itinerary changes
- Detailed pre-travel entitlement
- Direct deposit and split disbursements

KEEPING YOUR DTS PROFILE UP TO DATE

It is very important that the information in your DTS profile is up-to-date. If it isn't, your travel itinerary may be sent to the wrong email address or your travel reimbursement could be affected. To review or update your profile, log in to DTS and go to Traveler Setup>Update Personal Profile. While it is recommended that you review all sections of your profile, pay particular attention to these fields:

- **Government Travel Charge Card expiration date and card number** – If you've recently received a new Government Travel Charge Card (GTCC), you must update the card number and/or expiration date in your profile (this is not done automatically)
- **Email address** – Without a current email address on file, you will not receive your trip details (confirmations) or updates on the status of your authorization/voucher
- **Banking information** – If you recently closed an account, your reimbursement will be delayed
- **Phone numbers** – In case there is a problem with your travel reservations, your CTO must have a good number to reach you
- **Billing address**
- **Emergency contact information**

DTS Resources

- **Training is available for all levels of DTS users. To view available training by Type, Role, Topic, or Series visit the Training section of the DTMO website at www.defensetravel.dod.mil/site/training.cfm**
- **DTS training courses, reference materials and frequently asked questions are available on Travel Explorer (TraX). To access TraX, you must register on through DTMO's web portal Passport, at www.defensetravel.dod.mil/passport**

*Information current as of 3/2016



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

www.defensetravel.dod.mil



DEFENSE TRAVEL MANAGEMENT OFFICE

Updating Your DTS Profile

It is important for travelers to ensure that Electronic Funds Transfer (EFT), home address, and Government Travel Charge Card (GTCC) information is current in your DTS profile. If this information is not kept up to date, airline and other travel reservations, and/or travel reimbursements may be affected. In addition to the information above, you should periodically check your profile to ensure other information such as rank, organization, phone number, emergency contact and other traveler information is current.

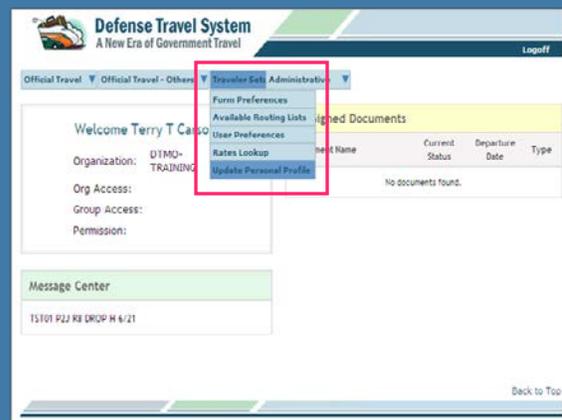
When should I update my profile?

- GTCC expires or is reissued
- New bank account
- New email address
- Moving/Permanent Change of Station
- Promotion/New job



Updating Profile Information in DTS

1. From your DTS homepage (after login), mouse over to **Traveler Setup** on the top menu bar and select **Update Personal Profile**.



2. On the **My Profile** screen, click on each section to verify your information (*My Preferences, My Additional Information, My TSA Information, My Account Information*).
3. To save changes, select the **Update Personal Information** button at the bottom of the screen

** If you are unable to log in to DTS, contact your Defense Travel Administrator (DTA) to update your profile.*