

# United States Army Student Detachment

## Finance In-Processing



### SERVICE MEMBER (SM) INFORMATION

<b>Name:</b>		<b>Report date stated in PCS orders: USASD Sign In Date (same as mission complete):</b>	
<b>Rank:</b>	<b>SSN:</b>	<b>Program:</b>	<b>Component:</b>
<b>School/Training Start Date:</b>		<b>Do you have a Government Travel Charge Card (GTCC):</b> Yes or No (circle one) Card Active: Yes or No (circle one)	
<b>End Date:</b>			

### MANDATORY DOCUMENTS:

- Note: Forms not included in this packet are available under the In-Processing page.**
- PCS Orders, Amendments and TDY Order (DD Form 1610) in conjunction with PCS Move (if applicable)
  - DA Form 31, Request and Authority of leave, (W/Control Number) and sign out from unit in block 14a-c.
  - DA Form 5960, Sep 1990, Basic Housing Allowance and all supporting documents. If recent changes to dependency status submit (i.e. divorce decree, marriage certificate, proof of custody, court orders, bank account statements)
  - DD Form 1351-2, Smart Voucher <https://www.dfas.mil/militarymembers/travelpay/smartvoucher.html> (Not Required for No-Cost Moves) USASD Policy Memorandum #16
  - GTCC Program and Statement of Understanding (March 2016) and Government Travel Charge Card (GTCC) Travel Card Program (Travel Card 101) training at <https://www.defensetravel.dod.mil/Passport/bin/Passport.html>
  - Individual Billed Account (IBA) Government Travel Card Application (Sep 2014) (Non-cardholders)

### REQUIRED DOCUMENTS IF APPLICABLE:

- Request for Temporary Lodging Allowance (TLA) with daily itemized lodging receipts (TLA memo/authorization form from local Embassy Housing Office) (OCONUS)
- DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report (W/Lease Agreement) (Signed by Local Housing Office or Embassy Housing Representative) (OCONUS)
- DD Form 2556 Move-In Housing Allowance Claim and Receipts (OCONUS)
- 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)
- DD Form 1561 (FSA Form) With supporting documents
- Orders for Special Pay (i.e. Flight, EOD, and any payment required to be stop due to PCS move etc.)
- DA 4187, COLA (CONUS and OCONUS)

**I UNDERSTAND MY PAY ENTITLEMENTS MAY BE AFFECTED IF THE MANDTORY/REQUIRED DOCUMENTS ARE NOT RECEIVED ERROR FREE OR MISSING SIGNATURES.**

<b>SM SIGNATURE:</b>	<b>DATE:</b>
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