



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BLVD, ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-SD

31 October 2018

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #16 – **Travel Voucher Reimbursements**

1. Students requesting Travel Voucher reimbursements for processing of TLE & DLA during In-Processing or while assigned to USASD will do so using DFAS Smart Voucher system at <https://www.dfas.mil/militarymembers/travelpay/smartvoucher.html> or send directly to DFAS email at dfas-milpcs@mail.mil. These are the only two methods to receive reimbursement, while Smart Voucher is the preferred method by DFAS. Visit <https://www.dfas.mil/civilianemployees/travelpay/checkvoucherstatus.html> consistently or call (800) 332-7366 to attain continuous status updates. Once submitted, print the Smart Voucher DA 1351-2 to submit to USASD with In-Processing Finance packet.
3. Accuracy of or deficiencies on the DA 1351-2 greatly affects how DFAS Rome Travel reimburses either: timely, completely, partially, or not at all – returning the voucher to Students directly for corrections.
4. The completed DA 1351-2 is a required form during In-Processing. It is used to by the Finance Analysts to process non-chargeable transactions for travel days in the Military Pay system. It is imperative that the Travel Voucher is completed accurately, error free, and contains all supporting documents and signatures.
5. Students will review the “How to use Smart Voucher,” a Step by Step instruction, located on the USASD website <http://usasd.armylive.dodlive.mil/in-processing/> to minimize errors and maximize timely Travel Reimbursement from DFAS Rome Travel. If a word “Closed” appears after submission while using Smart Voucher (screen shot is located on the same link provided), this means it has been received by DFAS pending awaiting to be logged. There is a 7-10 day delay in logging Travel Vouchers and a 25-30 day in processing them for reimbursement.
6. Block 20a-20b Claimant Signature must be signed-dated by the Student. Block 20c-f Reviewer can signed by anyone, i.e. a fellow military peer co-located at school, a local military supervisor, or Army ROTC Cadre. Scan all documents together into one file, not in multiple attachments. DFAS will return without payment if they are sent in multiple attachments.
7. Students are responsible for full payment of their Government Travel Card (GTCC) as per the user agreement. A monthly review of delinquent accounts is reported to the

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Commanding General at Fort Eustis. Not receiving timely return of Travel Voucher reimbursement is not an acceptable reason for reaching a delinquent overdue payment account.

8. Using Smart Voucher provides Students complete control of their reimbursement. Students will have direct communication with DFAS on the status of their Travel Voucher. More importantly, Students will be notified by DFAS directly should there be any corrections needed on the DA1351-2 or of missing support documents.

9. Students are responsible for monitoring their Enterprise email and/or the email used on the DA 1351-2 to ensure prompt notification by and to DFAS on their Travel Voucher.

10. The DD Form 1351-2 is not required for “No Cost Moves.”

11. The point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH
CPT, AG
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