

United States Army Student Detachment

Finance In-Processing



SERVICE MEMBER (SM) INFORMATION

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

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.

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>

Must have Government Travel Credit Card (GTCC). Non-cardholders apply at: <https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login> to access the Individual Billed Account (IBA) Government Travel Card Application.

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, Family Separation Allowance (w/supporting documents)
- Orders for Special Pay (i.e. Flight, EOD, and any payment required to be stop due to PCS move etc.)
- DA Form 4187, Cost of Living Allowance (COLA) (CONUS and OCONUS)

I UNDERSTAND MY PAY ENTITLEMENTS MAY NOT BE FULLY PROCESSED IN THE MILITARY PAY STSTEM IF THE MANDATORY/REQUIRED DOCUMENTS ARE NOT RECEIVED ERROR FREE OR MISSING SIGNATURES.

SM SIGNATURE:	DATE:
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