



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

ATMT-LTB-LSD

15 September 2017

MEMORANDUM FOR Students, United States Army Student Detachment, Fort Jackson, SC 29207

SUBJECT: 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 DFAS to email at dfas-milpcs@mail.mil. Smart Voucher is the preferred method. Visit <https://www.dfas.mil/civilianemployees/travelpay/checkvoucherstatus.html> or call (800) 332-7366 to check status on your Travel Voucher.
2. If you see the word "Closed" after submission in Smart Voucher (see enclosed document), this means it is received by DFAS pending to be logged. They are running about 7-10 days in logging Travel Vouchers and 25-30 days in processing them.
3. Step by Step instructions for using Smart Voucher are located on the USASD webpage. The Reviewer on the Travel Voucher can be anyone, i.e. a peer or local immediate Supervisor to verify the form was completed correctly following the instructions on the back of the Travel Voucher form. Scan all documents together into one file, not multiple attachments. DFAS will most likely return without action if it is in multiple attachments.
4. Smart Voucher provides Students direct communication with DFAS on their Travel Voucher should there be any discrepancies or corrections needed or missing documents. The intent is to provide the Students with complete control of Travel Voucher communication between them and DFAS for faster processing of their Travel Voucher.
5. The point of contact for this memorandum is the undersigned at (803) 751-7503 or at alejandra.d.peach.mil@mail.mil.

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Commanding