



Reassignment Briefing ARMY MILITARY PAY OFFICE KOREA

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PCS TRAVEL ENTITLEMENTS



Reassignment Briefing

Finance Travel Entitlements

✓ Travel Time

- A Soldier and/or dependent is authorized travel time to complete a PCS move.
- **If ordered to travel is 400 or fewer miles between official points using a POV or Government automobile, then 1 day of travel is authorized for the official distance.**
- If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, 1 additional travel day is allowed.
- If travel is by commercial air, one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).

✓ Mileage and Transportation Allowance

- Use of a privately owned vehicle (POV) is reimbursed at a per-mile rate rather than actual operating expenses. Distances are determined by the Defense Table of Official Distances (DTOD).
 - A Soldier authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs may only be approved through the Secretarial Process (HQDA, DCS G1, Compensation and Entitlements Branch).
 - Mileage and per diem rates are available on the Defense Travel Management Office website, under Travel and Transportation Rules, at <https://www.travel.dod.mil/>.



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✓ Per Diem

- The per diem allowance is a daily rate meant to cover living expenses (lodging, meals, and incidental expenses). It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses at a specific location (official duty location or authorized stopover).
- When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS. PCS allowances are not authorized for dependent travel to, from, or while at an en-route TDY location.
- When dependents travel with the Soldier, dependent per diem is paid at 75% of the Soldier rate for dependents 12 years or older, and at 50% for dependents under 12.
- When dependents travel separately from the Soldier, per diem is paid at 100% for the first dependent, with additional dependents paid at 75% if 12 years or older, and at 50% if under 12.



✓ Dislocation Allowance (DLA)

- DLA is a flat amount that partially reimburses a Soldier for expenses incurred in moving a household.
- Soldiers with dependents who relocate in connection with the PCS are entitled to with-dependents rate DLA. Authorization to relocate dependents must be included in the orders. Soldiers are entitled to without-dependent rate when they have dependents who do not move.
- DLA is not authorized for Soldiers without dependents who move into single type, government quarters at the new PDS.
- Dual military members without dependents may be eligible for DLA. Special rules apply if departing from separate duty stations and/or arriving to the same PDS or assigned to family-type government quarters at new PDS.
- Only one DLA is permitted in a fiscal year, unless the situation qualifies as an exception in par. 050501.
- Current DLA Rates are available in DTMO Website at <https://www.travel.dod.mil>



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✓ Temporary Lodging Expense (TLE) (CONUS only)

- TLE is an allowance designed to partially reimburse a Service member for the cost of lodging and meals when he or she or a dependent occupies temporary lodging in the continental United States (CONUS) during a PCS move.
- Air BNB requires SNA(Statement of Non-Availability)
- Up to 14 days of TLE is for reporting to PDS in the CONUS
- The Soldier/dependent(s) temporary lodging must be in the vicinity (75 miles) of the old/new CONUS PDS or designated location for dependents.



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✓ Continuation of Temporary Lodging Expense (TLE) (CONUS only)

- A Service member may be authorized TLE for any day that per diem is not paid during authorized travel time between PDSs.
- TLE may be split between locations, for example 7 days near the losing CONUS PDS and 7 days near the gaining CONUS PDS.
- TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.
- When a Soldier or dependent stays with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.
- A Service member and his or her dependent may be reimbursed up to a maximum of \$290 per day.



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✓ **Temporary Lodging Allowance (TLA) (OCONUS only)**

- TLA is intended to partially pay a Soldier for higher than normal expenses incurred by a Soldier or dependent while occupying temporary lodging in the vicinity of the old or new OCONUS PDS.
- The amount of the TLA payment depends on the expenses incurred at the temporary lodging. The Soldier must obtain and keep receipts for lodging expenses to support TLA payment.
- TLA Upon Arrival. TLA authorization for a PDS assignment to OCONUS ordinarily should not exceed 60 days. Additional periods may be approved in increments of 15 or fewer days if approved by the TLA Authority.



✓ Temporary Lodging Allowance (TLA) (OCONUS only)

- TLA Upon Departure. The TLA period cannot start more than 10 days before the Soldier leaves the PDS (3 days when clearing government housing), unless housing is terminated early or departure is delayed.
- Lodging expenses are not allowed while staying with friends or relatives, but the meal and incidental expense rate (M&IE) is payable for the eligible TLA period.

*****The Housing Division is the Approving Authority for TLA*****



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To claim TLA, the following documents are required for payment:

- TLA Authorization Memorandum (provided by Housing)
- Itemized lodging receipt with zero balance
- USFK Form 122
- PCS/ETS or Retirements Orders
- Payroll Absence Request
- Statement of Non Availability (if applicable)

NOTE: **GTCC** is **not** linked to TLA payments therefore, it is your responsibility to pay the credit card balance for lodging upon receipt of TLA reimbursement.



✓ **Pet Expenses Due to a PCS**

- Service member on a PCS order may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station.
- Reimbursement for the actual cost of these fees is authorized, limited to \$550 per PCS move CONUS or \$2000 OCONUS.
- The IPPS-A system is being updated to include the standard phrase 140: Pet Transportation / Fees authorized per JTR. However, because of system limitations the pet authorization may not appear on all initial orders. Therefore, an addendum may be issued for this reason.
- If the issue date of the addendum is later than the effective date of PCS orders, then a VOCO statement will need to be included that the authorization was granted prior to the travel.



✓ Continuation of Pet Expenses Due to a PCS

- Authorized reimbursable expenses

- ✓ Mandatory Microchipping
- ✓ Quarantine fees →
- ✓ Boarding fees
- ✓ Hotel service charges
- ✓ Licensing fee at the new PDS
- ✓ Testing titer levels for entry
- ✓ Pet shipping fees

*The expense must be pre-authorized in the orders,

*Only one household pet may be claimed (dual military may claim one pet each for a total of two)

*The pet quarantine amount will be factored with all other expenses into the \$2000 limit

- For transoceanic travel, use of Government or Government-procured transportation must be used if available or reimbursement for transportation costs is not authorized. The transportation costs requires a statement of non-availability (SNA) that government transportation was not available.



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✓ Basic Allowance for Housing (BAH) during PCS

- Old PDS in the United States. A Soldier's old PDS is the PDS for BAH purposes from the day the Soldier departs the old PDS through the day before the Soldier reports to the new PDS in compliance with a PCS order.
- Old PDS Outside the United States. The day the Soldier departs the Soldier is authorized BAH-Transit, if not receiving a with-dependent housing allowance for a dependent residing separately. If the Soldier is being paid BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Soldier arrives at the new PDS.

✓ BAH Waivers-

- When government quarters are not assigned, a Soldier is entitled to housing allowance based on the Soldier's grade, dependency status, and location. A Soldier may be eligible to receive a housing allowance for dependents at a location other than his/her PDS when movement of dependents is authorized.
- Waiver approval authority for the active component has been delegated to HRC; Reserve and National Guard Soldiers on active duty are managed by ARNG G1 and the Office of the Chief of Army Reserve G1.



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- ✓ Overseas Housing Allowance (OHA) (OCONUS only)
 - Paid monthly to help offset housing expenses for a Soldier or dependent authorized to live in private-sector leased or owned housing at an assigned overseas location outside the United States.

- ✓ OCONUS Cost of Living Allowance (OCONUS COLA) (OCONUS only)
 - A non-taxable allowance that offsets the higher prices of goods and services, excluding housing, in foreign countries, U.S. territories, Alaska, and Hawaii.

- ✓ CONUS COLA (CONUS only)
 - Authorized in CONUS only in high-cost locations.



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- ✓ Consecutive Overseas Tours (COT) Entitlements (AR 600-8-10, Section 4-8)
 - Soldiers who volunteer to serve two full consecutive OCONUS tours are authorized government paid travel for themselves and command sponsored Family members to leave locations equal to the distance to the Soldier's home of record.
 - If COT leave is deferred due to military necessity, the orders will state, "COT leave is authorized but deferred due to military necessity by [gaining or losing] commander." Even if the orders state that COT leave is deferred, the entitlement is lost if any chargeable leave is used en-route
 - Deferred COT Travel must be taken by the end of the new tour
 - Must take direct route to new PDS
 - May be voided 'if any chargeable leave is used between the two tours of duty'



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✓ Family Separation Allowance (FSA)

- FSA provides compensation for added expenses incurred because of an enforced family separation.
- FSA is payable in the following situations:
 - When a Soldier is assigned to a dependent-restricted tour.
 - When a Soldier receives approved concurrent travel, but the Family is delayed by the service for more than 30 days.
 - When a Soldier receives approved deferred travel.
 - When a Soldier is denied concurrent travel.
 - Entitlement to FSA upon CONUS PCS is authorized only when movement of a Soldier's dependents to the new PDS is not authorized at government expense, or when dependents cannot accompany the Soldier at that PDS due to certified medical reasons.



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- ✓ Individually Billed Account (IBA) vs Centrally Billed Account (CBA)
 - All PCS orders must state that either IBA or CBA (not both) is authorized.
 - IBA-Mandatory for all Soldiers with a Government Travel Charge Card (GTCC) (unless exempt) and must be included in the PCS order.
 - If travelling by air, the Soldier must contact the supporting Commercial Travel Office (CTO) or Travel Management Center (TMC) to make air travel reservation arrangements.
 - The GTCC eliminates the need for an advance of travel entitlements and reduces the traveler's dependency on personal funds.
 - If IBA is authorized in the PCS order, the Soldiers will contact their unit travel charge card Agency Program Coordinator (APC) to register into the PCS program to increase spending limits.
 - The GTCC will be used for all expenses associated with the PCS.
 - CBA-If the Soldier does not possess a GTCC, or IBA is not authorized, CBA is authorized and must be included in the PCS order.
 - The Soldier is not responsible for personally purchasing airline tickets. The Soldier must contact the supporting CTO or TMC to make air travel reservation arrangements.



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✓ Advance Travel Pay

- **GTCC holders are not authorized Advance Travel Pay**, except advance DLA. The GTCC must be used for all PCS travel related expenses unless the GTCC is not authorized at the new PDS.
- Soldiers without a GTCC may request a Travel Pay advance of up to 80% of Per Diem and Mileage, and 100% of DLA, if eligible.

✓ Advance Base Pay

- To assist Soldiers in meeting extraordinary expenses related to a PCS. Advance Pay is intended to assist with some of the out of pocket expenses related to PCS relocation, not typical of day to day military living.
- Soldiers may be paid an advance of base pay not to exceed 3 months, minus deductions (ie taxes, allotments, etc).
- Advance Pay amount will be paid back over 12 months.



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- ✓ Advance of Base Pay of up to 3 months (less mandatory deductions) may be authorized to offset extraordinary expenses due to a PCS.

- ✓ Unauthorized requests are:
 - Any entitlements that are reimbursed by other means, i.e. Travel Voucher, Advance Security Housing Allowance (ASHA)
 - Everyday expenses such as car payments, mortgages, rental payments, child support, etc

Note: The responsibility for making payment of an advance of pay is that of the FO/AMPO who must also ensure that the provisions of law are observed. The FO/AMPO is not required to make payment merely on the justification and evidence presented by the Soldier. If the facts do not justify payment, a reasonable explanation or submission of further evidence may be required.



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- ✓ Documents required when requesting an Advance Pay:
 - DD Form 2560 – Advance Pay Certification Authorization Form
 - PCS Order with all amendments
 - Absence Request

- ✓ Advances are disbursed no earlier than 30 days from start of leave

- ✓ Signature from Commander is required for:
 - All Soldiers E-3 and below(O3 and above)
 - Soldiers that are requesting more than 1 month's Base Pay Advance(O5 and above)
 - Soldier requesting earlier than 30 days before PCS date(O5 and above)
 - Soldier requesting second Advance Pay(O5 and above)



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- ✓ **Justification is required when any Soldier requests one of the following:**
 - Advance of more than one-month of basic pay
 - More than 12-month repayment schedule
 - Payment earlier than 30 days before departure
 - Soldiers without dependents, regardless of grade will need to itemize expenses and must show justification in writing that extenuating circumstances exist.

The justification must be in writing and must itemize expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances. The commander or a designated officer in the chain of command “senior” to the requestor must approve the request.



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- ✓ The following entitlements will stop or start upon departure from KOREA:
- **COLA** – will **stop** effective the day before your departure.
 - **OHA** – will **stop** effective the day lease is terminated.
 - **BAH** – will **continue** if you are geographical bachelor and will be changed upon arrival to your next duty station.
 - **BAH Transit Rate**– Starts upon your departure from Korea. The Rate is based on your pay grade at the with or without dependent rate.
 - And any other **Special Pay Entitlements** while in Korea (i.e. Assignment Incentive Pay, Special Duty Assignment Pay, Family Separation Allowance).



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- ✓ Travel Advance Payments – may be authorized for the below entitlements if the member is **NOT** a Government Travel Charge Card (GTCC) holder.
- ✓ Advance DLA (Dislocation Allowance) - paid at 80%
- ✓ All the Advance payments can be requested from SMART VOUCHER <https://smartvoucher.dfas.mil/voucher/>
- ✓ **If a member is a card holder, the GTCC must be used for all PCS travel related expenses and advances are not authorized except for DLA.**



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- ✓ After signing in to your next duty station, settle your travel through your gaining Army Military Finance Office (AMPO) by submitting your voucher through SmartVoucher
 - <https://www.dfas.mil/MilitaryMembers/travelpay/armypcs/Army-PCS-2/>
- ✓ Required documents are
 - PCS Orders and amendments
 - DD 1610 if TDY en-route
 - GTCC statement
 - Absence Request
 - Official Flight Itinerary(ies) for all those traveling
 - TLE receipts
 - Receipt is required for all expenses of \$75.00 or above
 - Pet Expense receipts
- ✓ Rental Car is NOT a reimbursable expense on PCS



Documents required for your Finance Out-Processing Final Out

- PCS Orders and all amendments/addendums
- IPPS-A Absence Request(**Absence End Date MUST be a day prior to Effective Date on PCS Orders**)
- Housing Termination Memo for Family Quarters or private lease
- Flight Itinerary(ies) for all those traveling
- DA Form 5960 signed by Commander
- Completed Installation Clearing Papers (Except Finance and MPD)

