



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

ATMT-LTB-SD

25 October 2017

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.
2. Students will review all resources on how to complete the DA 1351-2 located on the USASD website. Students must watch the “How to accurately complete the DA 1351-2 Travel Voucher video” located on the USASD website in the In-Processing or Finance page. This video was provided to USASD by the Director of DFAS Rome to ensure Students complete their Travel Vouchers accurately.
3. Accuracy of or deficiencies on the DA 1351-2 greatly affects whether DFAS Rome Travel reimburses Students timely, completely, partially, or not at all – returning the voucher for corrections.
4. The DA 1351-2 also greatly affects transactions calculated by USASD Finance Technicians when completing Finance In-Processing transactions on Student Military Pay entitlements. It is imperative that the Travel Voucher is completed accurately, error free, and contains all supporting documents.
5. The “How to use Smart Voucher,” a Step by Step instruction, is located on the USASD website. 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. 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 be anyone, i.e. a peer or local Supervisor. Scan all documents together into one file, not multiple attachments. DFAS will return without payment if it is sent in multiple attachments.

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7. Students are responsible for paying off their Government Travel Card (GTCC) in full as per the user agreement. A monthly review of delinquent accounts is reported to the Commanding General at Fort Eustis. Students not having received their Travel Voucher reimbursement is not an acceptable reason.

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

ALEJANDRA D. PEACH
CPT, AG
Commanding