

PCS Entitlements

- Per Diem for Driving – Combined flat rate calculation cost that includes Lodging and Meals and Incidental Expenses
- Rates below are effective 1 Jan 2020.
- Per Diem Rate for Driving: \$151.00
- MALT (Mileage) – 17 cents per mile
- When traveling with the Military Member:
 - 75% of entitlements – Dependents 12 and older
 - 50% of entitlements – Dependents under the age of the 12
- Dependents who do not travel concurrently with the military member and travel at a different time will be reimbursed as followed:
 - 100% of entitlements – Dependents 12 and older
 - 75% of entitlements – For additional dependents, age 12 and older
 - 50% of entitlements – Dependents under age 12

Temporary Lodging Expense/Allowance

- TLE is an allowance intended to **partially** pay military members for lodging/meal expenses incurred by the military member/dependent(s) while occupying temporary lodging at losing or gaining base.
- TLE is limited up to 10 days for a member who PCSs to a CONUS (w/in the U.S) base
- TLE is limited to 5 days for a member who PCSs to an OCONUS (Overseas) base
- If returning from OCONUS, and TLA has not been paid (verify with LES), please contact last PDS Finance Office as Stateside Finance cannot process TLA

Dislocation Allowance

- The purpose of DLA is to partially reimburse a military member, for the expenses incurred in relocating the military members household
- A military member with a dependent(s) is authorized DLA when the dependent(s) relocates in connection with a PCS.

Pay Entitlements

Basic Allowance For Housing (BAH)

The BAH Transit (BAH-T)

- Rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is paid
- If coming from OCONUS and/or were in the dorms at last PDS (with no dependents), you will receive BAH-T until the date the member signs into the new PDS.
- If coming from CONUS to OCONUS, BAH will not change/stop, until the day before signing into new PDS.
- BAH for the new PDS will start the date the member signs into the new PDS, unless assigned to government quarters.

PCSing Overseas

When PCSing from CONUS to OCONUS following entitlements may be authorized.

- COLA – Is based on location, rank, years in service, and is a daily rate that can change from the 1st-15th and the 16th-30th of the month

- OHA – Is based off of a signed lease. The Housing Office at the OCONUS PDS will assist with OHA, then forward it to Finance for processing.
- FSA – If authorized, FSA will be filed at the new PDS at In-Processing and will be started by the new PDS.
- HDP/HFP/CZTE – If authorized, is based on location. Please ask for rates.

Advances

- Advance Pay is intended to assist with out-of-pocket expenses incurred in a duty location change. Only authorized in the event of a PCS move or 365 deployment. Stop by Finance with a copy of your orders.
 - Maximum amount is three month's basic *pay* less deductions
 - Prior departure 30 days/60 days after arrival at new PDS
- Advance DLA - Can be requested 10 days prior to departure to next duty location. Stop by Finance with a copy of your orders. Amount is based off rank and dependency status.
- BAH Advance – May be requested to pay advance rent, security deposit, and initial expense incident to moving into a rental property.
 - Complete AF Form 1039 with unit commander signature
 - Bring signed AF Form 1039 to Finance along with lease and/or letter of intent

Government Travel Card

- What the military member may use Government travel card on but not limited to:
 - Lodging Cost, Meals, Taxi, Airfare, Baggage Fees
 - CTO Fees, Currency Conversion Fees, Green Card Fees
 - Lodging Tax, Parking Fees at airport terminal
- Ensure GTC is activated
- Know GTC PIN
- Have credit limit increased to cover all travel related costs, especially for families traveling overseas
- Verify with Unit APC, GTC is in Mission Critical.

Additional Information

Travel Vouchers

- Typically travel vouchers pay out within 3-4 weeks of our office reviewing the voucher for correctness and sending the voucher up to the Processing Center for payment.

Debts

- Members receiving entitlements from last PDS could possibly end up with a debt since you will no longer be entitled to previous PDS BAH as the new PDS BAH will start effective the Date Arrived on Station.
- Additional members coming from an overseas base could possibly end up with multiple debts for following:
 - COLA – stops effective the day before your Date Departed Last Duty Station.
 - OHA – stops using lease end date

- If you receive a debt, one form of notification is the LES. The debt will be reflected on your LES under the “Entitlements” section as “Advance Debt” with the amount that the debt is for.

** Note: The notification is not collecting the debt unless you see the words “Debt” in the “Deductions” section of your LES.*

Addresses Updates Needed:

Once arriving to the new PDS, the following must be done.

- GTC – See your APC/GTC Representative in your unit if you have questions on how to do this.
- DTS – See your unit ODTA/DTS Representative if you have questions on how to do this.
- MyPay – Under “Pay Changes”: Select “Correspondence Address” – Update the “New” Column then Select “Save”.

Useful Links

Pay your GTC online:

<https://home.cards.citidirect.com>

MyPay: View PCS travel voucher summary from MyPay “Travel Advice of Payment”

<https://mypay.dfas.mil/mypay.aspx>

DTMO Website has current BAH, OHA and COLA rates

<http://www.defensetravel.dod.mil/site/bah.cfm>

Per Diem Rates:

<http://www.defensetravel.dod.mil/site/perdiem.cfm>

DLA rates can be found:

<http://www.defensetravel.dod.mil/site/otherratesDLA.cfm>



56 CPTS
Customer Service Hours:
Monday-Friday
0830-1500
Wednesday
0830-1300

Please submit questions using organizational
E-Mail:
56CPTS.FMFCCUSTOMERS@us.af.mil

**Permanent Change of
Station**

PCS 101

CPTS Phone Numbers:
Comm: 623-856-7028 or 3165
DSN 896-7028 or 3165