Filing your travel voucher on e-Finance

• To start press the Register icon on the e-Finance page.

• You will then update all of your personal information. (Every highlighted tab on the picture below.)

Please proceed to the next page.
Next you will update your address

- **Select** "This is my current Address".
  
  - "Address name" should be "Dorms" if you are in the dorms.
  
    - "Home" will go in "Address Name" if you are not in the dorms.
  
- Then press "Add" at the bottom right of the Addresses page.

----------------Please proceed to the next page------------------
• **Next you will update your dependents** *(If you have any)*

- “Auto-claim this dependent” will be checked if the dependent has travelled entirely with you.

- “Active dependent” will be checked if they are your current dependent and you are claiming them for BAH purposes.

- The **“Address”** should be your dependents current address.

- If you’re Military to Military you will also need to fill out the SSN for your military spouse to include their base information.

- Press add and continue with the same steps above for any other dependents.

**Press Save**

----------------Please proceed to the next page------------------
Once you finish updating your personal information, addresses, and dependents *(You must do these first).*

Select “PCS” in the top right corner of the screen *(You do not need to upload personal documents or roles)*
You have now initiated your PCS package

Create PCS Package

PCS is the official relocation of an active duty military service member, along with any his or her family, to a different duty location, such as a military base.

Before creating a PCS Package, please update your profile with all current information. The package editor will use information from your profile.

<table>
<thead>
<tr>
<th>Package Name: *</th>
<th>Travel Order Number: *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Travel Order Numbers:</td>
<td>Prior Duty Station: *</td>
</tr>
<tr>
<td>Choose One</td>
<td></td>
</tr>
</tbody>
</table>

- “Package Name” input your **FULL SSN** only, no spaces

- “Travel Order Number” should be the **first 2 letters** and the **last four numbers** on block 27 of your orders. (Do not include the dash)

- “Prior Duty Station” should be your last duty station.

- **If your prior duty station is not listed** request assistance from the finance technician.

- Press “Create PCS Package”

------------------Please proceed to the next page------------------
“Edit Package”

Please note the options on this page will add additional entitlements/forms to your travel voucher. **Please refer to the corresponding numbers that are relative on each page.**

1. If you are single without dependents, please uncheck dependents for your travel voucher by pressing the pencil under “Actions.
   - **Press Save**

2. If you have dependents who traveled separately from you, you will need to add a dependent voucher for those dependents. Press “Add voucher”. “Voucher Name” will be “Dependent(s) travel voucher”. Be sure to check the Dependents box and **Press Save**.

-----------------Please proceed to the next page-----------------
Continuation of “Edit Package”.

Optional Forms

<table>
<thead>
<tr>
<th>Travel Vouchers</th>
<th>Add voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Name</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you need to start, stop, or report FSA?  
☐ Yes  
☐ No

Do you need to change your state of Legal Residence?  
☐ Yes - Change State  
☐ Yes - Change Native American Tribe/Reservation  
☐ No

Do you need to claim TLE?  
☐ Yes  
☐ No

Do you need to change your direct deposit information?  
☐ Yes  
☐ No

3. “Do you need to start, stop, or report FSA?” (Family Separation Allowance)

   - If you do not have any dependents make sure “No” is selected.
   - If you do have dependents and need to claim FSA select “Yes” only if:
     - You were separated from your dependents per your orders to your last duty station.
     - You were TDY for 31 days or more.

3. Technical school students, please request assistance from the Finance technician if you believe you are entitled to FSA.
   ○ Press Save

--------------------------Please proceed to the next page--------------------------
Continuation of “Edit Package”

4. Do you need to change your state of Legal Residence?
   - **If yes**, please select the option “**Yes**”. Please note this will change the state in which you pay taxes to.
   - **If no**, please be sure that “**No**” is selected.

5. Do you need to claim TLE? (Temporary Lodging Expense)
   - Please note **TLA is not TLE**. TLA will be paid by your losing duty station.
   - You are entitled to **10 days of TLE** during a PCS if you move from one established household to another. (You are **not** authorized TLE if you’re in the Dorms on base; **Unless a memorandum is provided**).
   - If you **do** need to claim TLE please make sure the “**Yes**” option is selected.
   - If you **do not** need to claim TLE please select “**No**”.  
     Press Save

-----------------Please proceed to the next page-------------------
Next you will fill out the ‘Edit Package’ Page.

- Please note the options on this page will add additional entitlements/forms to your travel voucher. Please refer to the corresponding numbers that are relative on each page.

<table>
<thead>
<tr>
<th>Optional Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Vouchers</strong></td>
</tr>
<tr>
<td>Voucher Name</td>
</tr>
<tr>
<td>[Image]</td>
</tr>
</tbody>
</table>

1. Do you need to start, stop, or report FSA?  
   - Yes
   - No

2. Do you need to change your state of Legal Residence?  
   - Yes - Change State
   - Yes - Change Native American Tribe/Reservation
   - No

3. Do you need to claim TLE?  
   - Yes
   - No

4. Do you need to change your direct deposit information?  
   - Yes
   - No

-------------------Please proceed to the next page-------------------

6. Do you need to change your direct deposit information?  
   - **All** direct deposit information changes should be made via myPay: “https://mypay.dfas.mil/mypay.aspx”
   - Please make sure “No” is selected.

Press Save

-------------------Please proceed to the next page-------------------
You will now use the tabs on the top left of e-Finance in accordance with the form titles on the top of this guide’s pages to follow along for the rest of this guide.
### Form: Arrival Worksheet

**Form Name: Arrival Worksheet**

Your profile shows you have no dependents. Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

<table>
<thead>
<tr>
<th>PCS Information</th>
<th>BAH/On/FSH</th>
<th>Travel</th>
<th>Dislocation Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PCS Dates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Final Out</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Departed Last Duty Station</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Port Call</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Notified new Unit I was available for duty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If applicable, explain delays between the following PCS dates:

- [ ] and

Explanation for delays between specified dates:

- [ ]

Was leave taken upon arrival  ○ Yes  ○ No

---

- **“Final Out”** This is the day you out-processed with your last duty station. (This is usually the day you give the base all your final paperwork to leave.) If you have any questions about this date please request assistance from the Finance technician.

- **“Departed Last Duty Station”** is the day you actually left your last Duty station.

- **“Port Call” (OCONUS ONLY)** Is the date you reported to the port to fly to the United States.

- **“Notified new Unit I was available for duty”** This is the date you met with your sponsor, or arrived on base.

- **“Was leave taken upon arrival?”** Did you take leave when you got to Luke? **Not leave before you got to Luke.** House hunting does not apply to this question.

Press Save

----------------------------- Please proceed to the next page -----------------------------
Form: Arrival Worksheet

**Form Name:** Arrival Worksheet

- Your profile shows you have no dependents.
- Dependent-specific form elements have been disabled.
- You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

### PCS Information

<table>
<thead>
<tr>
<th>BAH/OHA/FSH</th>
<th>Travel</th>
<th>Dislocation Allowance</th>
</tr>
</thead>
</table>

You are single and do not have any dependents. Questions 1, 2, and 4 have been disabled.

1. My dependent(s) is/are residing in Government Family Quarters *(NOTE: Privatized Housing is not Government Quarters)*.
   - My dependent(s) was/were assigned quarters on:

2. I have a unique situation not mentioned above.
   - (e.g., Dependent(s) is/are in various locations, moved to unauthorized location at personal expense, etc.)
   - Please explain your unique situation here, if applicable:

3. I certify that I currently reside in:

4. If claiming ONLY a child as a primary dependent, who is NOT in your custody, with whom is the child residing?

   - *(ex-spouse, grandparent, etc.)*

   **NOTE:** If child resides with a former spouse who is a Military member, please provide his/her Name, SSN, and duty location below.

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Duty Station</th>
</tr>
</thead>
</table>

- **“BAH/OHA/FSH”** This tab is to show your current residence only not the type of BAH you will receive.
  - **Under this tab:** #1, #2, and #4 are for special situations only and will most likely not apply to you.
  - #3 “I certify that I currently reside in:” Will be where you are **currently residing effective the date you moved in**.
  - Please note **Dorm residents** in temporary dorms that **will be** staying in the Dorms please select “Dorm” **Not** “Billeting/Temp Lodging”.

**Press Save**

-------------------Please proceed to the next page-------------------
Form: Arrival Worksheet

Form Name: Arrival Worksheet
Your profile shows you have no dependents.
Dependent-specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

Press Save

-----------------Please proceed to the next page------------------
Form: Arrival Worksheet

Your profile shows you have no dependents.
Dependent specific form elements have been disabled.

You are not going OCONUS, so the OCONUS info tab and all related fields have been removed.

You do not have a spouse, question 1 has been disabled.

- 1. I am married to another military member and we relocated at [ ] Same [ ] Separate time(s).
  - a) We lived in the [ ] Same [ ] Separate household at old PDS.
  - b) We lived in the [ ] Same [ ] Separate household at new PDS.
- 2. I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned.
- 3. I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing.

- “I am married to another military member and we relocated at”
  - Will only apply to you if you are married Military to Military.
  - If you are mil to mil, please fill in letters a-d under #1.
- “I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned” This is a statement that will self-certify you for single rate DLA.
- “I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing” Will only apply during a special situation where an Airman is currently staying in the Luke Inn’s or off-base in Temporary lodging and then they will be moving into the Dorms when a Dorm is available.

Press Save

-----------------Please proceed to the next page-------------------
**Form: BAH**

*Form Name: BAH (AF 554)*

Your profile shows you are single and have no dependents. Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate or Birth Certificate as a Package-Level document on the Required Documents screen.

### Non-Custodial Parent

- [ ] I am a Non-Custodial Parent
- [ ] I pay the full amount of with-dependent rate BAH
- [ ] I pay a partial amount $________

Based on: Choose One

### Dependents

- [ ] I am claiming BAH for dependent(s)
- [ ] IN My Custody
- [ ] NOT In My Custody (but paying child support)

Effective Date: __________

First Dependent: __________

Second Dependent: __________

- [ ] The Dependent(s) named above is a Child whose Parent is a military member, or the spouse of a military member. Please provide the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Branch of Service</th>
<th>Duty Station</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**This tab will tell us what type of BAH you will receive or should be receiving.**

- **“Non-Custodial Parent”** If you are a non-custodial parent please check “I am a Non-Custodial Parent” and input the applicable child support amount, type and what amount you pay is based on. (Divorce Decree, Court Order, etc.)

Press Save

------------Please proceed to the next page--------------
Form Name: BAH (AF 594)

Your profile shows you are single and have no dependents. Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate or Birth Certificate as a Package-Level document on the Required Documents screen.

Non-Custodial Parent

☐ I am a Non-Custodial Parent

☐ I pay the full amount of with-dependent rate BAH
☐ I pay a partial amount $ [Blank]

Based on: [Choose One]

Dependents

☐ I am claiming BAH for dependent(s)

☐ IN My Custody
☐ NOT In My Custody (but paying child support)

Effective Date: [Blank]

First Dependent: [Blank]
Second Dependent: [Blank]

☐ The Dependent(s) named above is a Child whose Parent is a military member, or the spouse of a military member.

Please provide the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Branch of Service</th>
<th>Duty Station</th>
</tr>
</thead>
</table>

• “Dependents” I am claiming BAH for dependent(s) simply means you claiming with-dependent rate BAH. IN your custody means you have dependents under you. NOT in your custody means someone else can claim your dependents or they are living under another person’s custody.

○ “Effective Date”

- If you do have dependents in your custody the date will be the effective of marriage.
- If you do not have dependents in your custody the date will be the date of the document your child support is based on.

Press Save

------------------------Please proceed to the next page------------------------
**Form Name: BAH (AF 594)**

Your profile shows you are single and have no dependents. Dependent-specific form elements have been disabled.

If you are changing your Marital or Dependent status, please upload a Marriage Certificate or Birth Certificate as a Package-Level document on the Required Documents screen.

**Non-Custodial Parent**

- I am a Non-Custodial Parent
  - I pay the full amount of with-dependent rate BAH
  - I pay a partial amount $ __________

  Based on: _______________

**Dependents**

- I am claiming BAH for dependent(s)
  - IN My Custody
  - NOT In My Custody (but paying child support)

  Effective Date: _______________

  First Dependent: _______________

  Second Dependent: _______________

- The Dependent(s) named above is a Child whose Parent is a military member, or the spouse of a military member. Please provide the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Branch of Service</th>
<th>Duty Station</th>
</tr>
</thead>
</table>

**Notes**

- **“First Dependent & Second Dependent”** First dependent will always be your spouse (If you are married mil to mil do not put your spouse in this section they are not your dependent).
- If you do not have a spouse you would put in your oldest dependent first followed by your 2nd eldest dependent (If you have any other dependents).
- **“The Dependent(s) named above is a child whose parent is a military member.”** Leave this blank. Do not check this box.

**Press Save**

--------------Please proceed to the next page--------------
• Now you will fill out the travel voucher. Select the “Travel Voucher” tab in the left yellow column.

1. “Do you have a GTC?” If no or you don’t know what a GTC is, select “No”.
   - If you do have a GTC and didn’t use it select “None”
   - If you would like to have all of the voucher go to the same bank account your normal base pay goes to, select “None”.
   - If you know exactly how much is charged on your GTC then you can select the “Partial” Option and enter the exact dollar amount. Money left over will go to the bank account your normal base pay goes to.

Press Save

-----------------Please proceed to the next page-------------------
### Form: Travel Voucher

1. **Split Disbursement**
   - Pay this amount to the GTCC:
     - None
     - All
     - Partial $ [ ]

2. **Have your household goods been shipped?**
   - Yes
   - No [ ] Why Not? [ ]

3. **How many POV’s were used for travel?**
   - 0
   - 1
   - 2 or more

4. **Date Arrived on Station:** [ ]

5. **I am entitled to DLA.** [ ]

---

- 2. “Have your household goods been shipped?” If you **did not** use TMO to ship your Household goods then select “No”.
  - If you used TMO to ship your household goods, select “Yes”.
- 3. “How many POV’s were used for travel?” If you flew the entire way here, select “0”. If you only drove one car select “1”. If you drove 2 or more cars select the “2 or more” option.
- 4. “Date Arrived on Station” is the day you arrived at your duty station. Meaning the day you physically arrived at your new duty station.
- 5. “I am entitled to DLA” If you are E-4 or above with 3 or more years of service you are entitled to DLA. (If you received a DLA advance you will still check this box.)

**Press Save**

------------- Please proceed to the next page ------------------
Form: Travel Voucher

- **Next you will fill out Dependents that traveled with you**, any advanced payments you received, and any reimbursable expenses.
- If you **do not** have dependents, you do not have to take any action on this part of the form. If you **do** have dependents, make sure you claim the dependents that have traveled with you.

### Dependents

<table>
<thead>
<tr>
<th>Dependent</th>
<th>Relationship</th>
<th>Birth/Marriage Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No dependents found</td>
</tr>
</tbody>
</table>

### Previous Government Payments / Advances

<table>
<thead>
<tr>
<th>DO Voucher #</th>
<th>Payment Type</th>
<th>Location</th>
<th>Payment Date</th>
<th>Amount</th>
<th>Valid</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No payments found</td>
</tr>
</tbody>
</table>

### Government Deductible Meals

<table>
<thead>
<tr>
<th>Date</th>
<th># of Meals</th>
<th>Valid</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No meals found</td>
</tr>
</tbody>
</table>

### Reimbursable Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Receipt Required</th>
<th>Amount</th>
<th>Valid</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No expenses found</td>
</tr>
</tbody>
</table>

----------Please proceed to the next page----------
Form: Travel Voucher

_dependents_

Claim all auto-claimed dependents ▶
Claim a dependent ▶

<table>
<thead>
<tr>
<th>Dependent</th>
<th>Relationship</th>
<th>Birth/Marriage Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child #1</td>
<td>Child</td>
<td>2 Mar 2018</td>
<td>☰️</td>
</tr>
</tbody>
</table>

- **Primary Dependent’s Address**

  - □ This is a PSC address
  - Street 1: *
    - [ ]
  - Street 2:
    - [ ]
  - City:
    - [ ]
  - State: *
    - [ ]
  - [ ]
  - [ ]
  - Zip Code: *
    - [ ]
  - [ ]
  - Country: *
    - [ ]
  - United States

  - **“Primary Dependent’s Address”** Will be the stated address for your primary dependent reflected on block 17 of your orders. (Unless you have an amendment changing said address).

-----------------Please proceed to the next page-------------------
• If you **have received** a **DLA advance** Press **“Add new payment”** and then follow these steps to input this information on the **“Add Payment”** part of the form.
• On this screen select the “Travel Voucher Advice of Payment (AOP)” Option. Transfer the information from the advice of payment page for your advance to the e-Finance form.

----------------------------------Please proceed to the next page----------------------------------
**Form: Travel Voucher**

- **Dependents**
  - Claim all auto-claimed dependents
  - Claim a dependent
  - | Dependent | Relationship | Birth/Marriage Date | Actions |
  - |-----------|--------------|---------------------|--------|
  - |           |              |                     | No dependents found |

- **Previous Government Payments / Advances**
  - | DO Voucher # | Payment Type | Location | Payment Date | Amount | Valid | Actions |
  - |             |              |          |              |        |       |         |
  - |             |              |          |              |        |       |         |
  - |             |              |          |              |        |       |         |
  - |             |              |          |              |        |       |         |
  - No payments found |

- **Government Deductible Meals**
  - | Date | # of Meals | Valid | Actions |
  - |      |           |       |         |
  - |      |           |       |         |
  - |      |           |       |         |
  - |      |           |       |         |
  - No meals found |

- **Reimbursable Expenses**
  - | Expense Type | Expense Date | Receipt Required | Amount | Valid | Actions |
  - |             |              |                  |        |       |         |
  - |             |              |                  |        |       |         |
  - |             |              |                  |        |       |         |
  - |             |              |                  |        |       |         |
  - No expenses found |

- **“Government Deductible Meals”** You will leave this tab blank, **do not** add any meals on this form.
- **“Reimbursable Expenses”** Click the link to the right that says **“Add new Expense”**. This will populate options for reimbursable expenses.

- **Add Expense**
  - Type: *
  - Choose One
  - Date: [□ □]
  - Amount: [□ □]

- For a PCS you **do not** need to claim lodging, gas, or meals because you will get a flat rate Per Diem of $144 per day which will cover food and lodging and if you are claiming mileage you will receive $0.19 per mile. (As of FY18)

**Press Add**

------------- Please proceed to the next page ---------------
Form: Travel Voucher

- **Now you will fill out your itinerary.** On the top of the page, click the Itinerary tab.

PCS Package Name: Langley PCS
Form Name: Travel Voucher (DD 1351-2)

- This will bring up the travel itinerary.

For the Departure Location, select **“Prior Duty Station”** and then click **“Save”**. After you save click the **“Add New Leg”** Link to the right of the page.

Press Save

-----------------Please proceed to the next page-------------------
Form: Travel Voucher

- When you add a new leg, a new page will appear so you can put in more information.

- Your departure date is the date you departed your previous duty station.
- The mode of travel is the type of transportation on each leg of travel.
  - If you drove all the way here your Mode of Travel will be “PA - Private Auto”;
  - If you flew, the Mode of Travel will be “CP - Commercial Plane”; if you used a taxi to get to/from the airport you the mode of travel will be “CA - Commercial Auto”.
- Your arrival date is the date you arrived at the next location.
- The reason for stop is why you stopped.
  - If you took Leave and/or RAP, it will be “LV - Leave en Route”;
  - If you are at an airport waiting on the taxi/plane your reason is “AT - Awaiting Transportation”;
  - If you were TDY en Route to your new duty station your reason will be “TD - Temporary Duty” at the TDY location;
  - The Final stop will always be the location designated in Block 9 on your PCS orders. This reason for stop will be “MC - Mission Complete”.
- Miles, Lodging Amount, and Lodging Tax will always be left blank.
- If you flew OCONUS to CONUS please be sure to show arrival and departure ports on the Travel Itinerary.

Press Add

-----------------Please proceed to the next page-------------------
FLYING EXAMPLE (with Leave en route)

Example: This member was stationed at Goodfellow AFB, TX took a taxi (CA) to the SJT airport to wait for a commercial plane (CA). They flew (CP) from SJT to LEX and from LEX drove (PA) to their leave city. When they were finished with leave, they took their personal auto (PA) back to the airport to wait for the plane. They flew (CP) from the LEX airport to the PHF Airport in VA. From PHF they took a taxi (CA) to Langley AFB where they completed their travel.
Flying Example (without Leave)

**Example:** This member left Goodfellow AFB, TX using a taxi (CA) and went to the SJT Airport, they then flew (CP) to the PHF Airport in VA. Then, they took a taxi (CA) to Langley AFB where they completed their travel.

Driving Example (with or without Leave)

**Example:** This member drove (PA) all the way from Goodfellow AFB to Langley AFB.
Flying with Driving Example

**Example:** This member left Goodfellow AFB using a taxi (CA) to the SJT airport. They flew (CP) to LEX Airport and from there a friend drove (PA) them to their leave location to pick up their vehicle that they then drove (PA) to Langley AFB where their travel was complete.
**Flying from OCONUS Example**

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Departure Date</th>
<th>Arrival Date</th>
<th>Arrival Location</th>
<th>Mode of Travel</th>
<th>Reason for Stop</th>
<th>Miles</th>
<th>Lodging</th>
<th>Lodging Tax</th>
<th>Valid</th>
<th>Actions</th>
<th>Move</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14 Mar 2018</td>
<td>14 Apr 2018</td>
<td>Seattle Airport, WA</td>
<td>GP</td>
<td>AT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>14 Apr 2018</td>
<td>14 Apr 2018</td>
<td>Lexington KY</td>
<td>CP</td>
<td>AT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>14 Apr 2018</td>
<td>14 Apr 2018</td>
<td>Berea KY</td>
<td>PA</td>
<td>LV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>20 Apr 2018</td>
<td>21 Apr 2018</td>
<td>Langley AFB, VA</td>
<td>PA</td>
<td>MC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transportation Details**

You have selected a private auto as a mode of travel.

Was this your vehicle?
- [ ] Yes, I am the owner/operator
- [ ] No, I was a passenger

**Example:** This member took a rotator (GP) (Government plane) from Yokota AB that landed at Seattle Airport, WA. From there the member flew (CP) to Lexington airport, KY on a commercial flight (CP) and then drove (PA) to Berea, KY where they took leave. After the member finished their leave they drove their car (PA) to Langley AFB where they completed their travel.

-----------------Please proceed to the next page-------------------
Tab: Required Documents

- **Next you will upload your Required Documents**
  Any receipts you have that are over $75, any airfare receipts, and your travel orders will be uploaded here.

  **You MUST save your travel orders as a JPEG**

- To save travel orders as a JPEG, sign into AF Portal and in the top right search box type ‘V’ and select the second link.

- After you verify your email and phone go to the “Out Processing” link on the left side column.

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-----------------Please proceed to the next page-------------------
Tab: Required Documents

• Next you will have to select “Orders” on the left side column.

- A link to your orders should populate, you’ll want to look for “(Luke)” and save any orders and amendments you have for Luke.

- Save your orders to the desktop, “This PC” => “Desktop”

- Your orders should appear on your desktop, open the PDF with adobe acrobat or adobe PDF.
Tab: Required Documents

- After opening your orders, mouse over "File" in the top left and in the drop down menu select "Save As..."

- In the drop down menu under file name, select the sixth option down "JPEG (*.jpg, *.jpeg, *.jpe)"

- Saving orders as a JPEG will make multiple pages of orders. You have to upload every page of your orders.

----------------- Please proceed to the next page -------------------
Once you have saved your orders as a JPEG, go back to e-Finance and select the plus in the “Actions” column and beside the Travel Orders.

- You will upload every page of your orders here.
- Next you will upload your receipts if you have any. Receipts will be loaded the same way you loaded the orders. Save receipts as a JPEG as well.

-----------------Please proceed to the next page------------------
Tab: Required Documents

- If you don’t have your receipt or cannot load your receipt, you must fill out a lost receipt form. To add a lost receipt form you have to select the plus sign in the receipt column.

- In the “Instance Name” box it should say “Lost Receipt” for…. (whatever the form is being filled out for)”

- After you name it select “add form” and a new tab will appear on the left yellow column.

-------------Please proceed to the next page--------------
Form: Lost Receipt

- Select the new tab and provide explanation as to why the receipt is not available. Also choose what kind of receipt was lost.

When you choose the type of receipt that was lost, more information will appear at the bottom of the screen, that it the actual lost receipt form.

- The price you put on the lost receipt form **MUST** match what is on the voucher.

- When the lost receipt form is finished, save the form and it should load under the receipt column in the “**Required Documents**” tab. If it doesn’t load there, drag the lost receipt link to actions tab.
Once you have finalized your travel voucher by uploading all of the required documents, request a Finance technician to look over your travel voucher for accuracy.

Thank you, and have a great day!