

## PERMANENT CHANGE OF STATION (PCS) FACT SHEET

EFFECTIVE 25 JULY 2014 –Department of the Army, has mandated that Soldiers who have a Government Travel Charge Card (GTCC) and whose orders state that they are “Individually Billed Account Authorized (IBA)” may not be advanced any Travel Entitlements, to include Dislocation Allowance (DLA) for a PCS move. Soldiers who do not have a GTCC must have a memorandum from the Command stating that they are not a GTCC Holder, in order to apply for Travel Advances.

**Driving Per Diem** – (flat rate per diem, to cover lodging, meals and incidental expenses)  
Effective October 1<sup>st</sup>, 2015, Per Diem for PCS Travel is as follows:

Soldier	= \$140.00 / per authorized travel day
Spouse / family members 12 & older	= \$105.00 / per authorized travel day
Family members 11 & younger	= \$70.00 / per authorized travel day

**POV Mileage (flat rate, to offset the cost of gas)** – Unaccompanied Soldiers may only claim for one POV, Accompanied Soldiers may claim up to two: the rate for mileage is as follows:

1. One POV = \$.19 / mi.
2. Two POV = \$.19 / mi. x 2

*Driving Per Diem and Mileage are advanced at 80% for those who qualify*

Official Travel Time is determined based on authorized driving miles per day

Miles	Authorized Travel Days
1-401	1 DAY
402-751	2 DAYS
752-1101	3 DAYS
1102-1451	4 DAYS
1452-1801	5 DAYS
1802-2151	6 DAYS
2152-2501	7 DAYS
2502-2851	8 DAYS
2852-3201	9 DAYS
3202-3551	10 DAYS

**Flying Per Diem (Not advanced) Travel by Commercial Air:** Per Diem is paid at a “Lodgings-Plus” rate for the new PDS.

*PCS Travel is covered under JTR , Chapters 1-10, Chapter 5 PDT, PART A: MEMBERS ONLY.  
The JTR is found on the following website - [defensetravel.dod.mil](http://defensetravel.dod.mil)*

Questions regarding the advance may be directed to Waller Hall Finance – Travel – Hours of operation for Waller Hall Finance – Monday, Tuesday, Wednesday, Friday - 0900-1530, closed for lunch 1130-1230, Thursdays open 1230-1530 (closed in the morning), also closed on Federal Holidays and DONSA.

**Temporary Lodging Expense (TLE)** is an allowance intended to partially pay members for lodging/meal expenses incurred by a Member/dependent(s) while occupying temporary lodging in CONUS ICW a PCS.

**CONUS to CONUS** – Eligible Soldiers are allowed up to 10 days reimbursement for TLE. Lodging may be acquired at your departing PDS and/or at your gaining PDS. Lodging must be within a 50 mile radius of the PDS.

**CONUS to OCONUS** - Eligible Soldiers are allowed up to 5 days reimbursement for TLE

\***Lodging overseas** (to include Hawaii and Alaska) is considered Temporary Lodging Allowance (TLA). Eligible Soldiers are allowed up to 5 days of reimbursement. Check with the local housing office to see if more days are authorized.

TLE Claims are handled by the gaining duty station. Receipts are required; DFAS requires the receipts to be a daily itemized receipt with a balance due of zero or a credit balance. Pet fees, laundry fees, safe fees, and internet fees are not reimbursable, only the room rate and taxes are reimbursable.

For those needing TLE, please check with the on post lodging facility to see if the facility is “Non Privatized”. If the lodging facility is non privatized, Soldier must obtain a Statement of Non Availability (SNA) to stay off post and be reimbursed up to the authorized local lodging per diem amounts. – JBLM Lodging is privatized; therefore, a SNA is not required to stay off post.

TLE is a percentage based entitlement, not a flat rate entitlement. See the JTR at the [defensetravel.dod.mil](http://defensetravel.dod.mil), Chapters 1-10, Chapter 5, Part A – Members Only, A9, to determine your percentage rate.

To find the TLE locality per diem rates, please refer to the link below:

<http://www.defensetravel.dod.mil/site/perdiem.cfm> - **Link to see Locality Per Diem Rates (TLE)**

Processing of PCS Travel Advances, for those who qualify (driving per diem/gas and/or DLA)–is dependent on when the request is received and when the PCS Leave sign out date is, see Travel Technician for more guidance.

***If the Soldier uses their GTCC, it is advised that when completing their PCS Travel Voucher Settlement at the gaining duty station, that they mark “Split Disbursement”. This will allow the amount indicated on the voucher to be applied to the GTCC, once the voucher is settled. Please speak with the gaining duty station finance office for more details.***

### **Clearing Finance –Must Read**

Need to completely clear unit and post; Finance is the second to last station to clear

**Finance** can be cleared once the Soldier has cleared the installation and unit

*Single E-5 and below, may request the “without dependent rate” BAH, upon departure, to do so, they will need a DA Form 5960, which must be signed by the Company Commander, or someone with assumption of command (with proper documentation) and have a complete signature block (name, grade, title), Soldier will need to have the form complete, prior to clearing the Finance Station. If a Soldier has had a change in status (divorced, married, etc..), they will also need to provide a DA Form 5960 and required documents (marriage certificate, divorce decree, etc..)*

Need – unit and post clearing papers, orders, leave form, and DA Form 5960

Sign in at the Finance Counter –In-Out-Travel Section

**DLA Advances are given at 100% for those who qualify (see statement regarding GTCC Holders)**  
 Dependents must be authorized on the PCS Orders to receive at the w/dependent rate. - Special Note -  
 for Soldiers PCS'ing **OCONUS**, to include Alaska and Hawaii, to qualify for DLA at the w/dep rate, the  
 orders must state - "Concurrent Family Travel - APPROVED" and list who is authorized or, state, "All  
 Others Tour, and Soldier is authorized to assist in relocating family to city/state/zip".

DLA at the w/o dependent rate may only be advanced to Soldiers E6 and above. - Special Note - if when  
 the Soldier arrives at their new duty station they are put in the barracks, the Soldier will have to pay back  
 the DLA.

Special rules apply for Active Duty Soldier married to Active Duty Soldier.

**PRIMARY DLA RATES**

**\* (Effective 1 January 2016)**

**\*Table 5G-1**

<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$3,714.88	\$4,572.98
O-9	\$3,714.88	\$4,572.98
O-8	\$3,714.88	\$4,572.98
O-7	\$3,714.88	\$4,572.98
O-6	\$3,408.11	\$4,117.55
O-5	\$3,282.44	\$3,968.90
O-4	\$3,041.89	\$3,498.66
O-3	\$2,437.83	\$2,894.55
O-2	\$1,933.79	\$2,471.61
O-1	\$1,628.38	\$2,209.47
O-3E	\$2,632.42	\$3,110.78
O-2E	\$2,237.84	\$2,806.76
O-1E	\$1,924.33	\$2,593.24
W-5	\$3,090.52	\$3,377.03
W-4	\$2,744.58	\$3,095.96
W-3	\$2,306.76	\$2,836.48
W-2	\$2,048.67	\$2,609.45
W-1	\$1,714.85	\$2,256.78
E-9	\$2,254.08	\$2,971.63
E-8	\$2,068.91	\$2,739.20
E-7	\$1,767.58	\$2,543.25
E-6	\$1,599.98	\$2,349.99
E-5	\$1,475.67	\$2,113.50
E-4	\$1,283.77	\$2,113.50
E-3	\$1,259.45	\$2,113.50
E-2	\$1,022.98	\$2,113.50
E-1	\$912.20	\$2,113.50

<b>INSTALLATION</b>	<b>STATE</b>	<b>MILES</b>	<b>TRAVEL DAYS</b>
FT BELVOIR	VA	2799.3	8
FT BENNING	GA	2801.3	8
FT BLISS	TX	1729.7	5
FT BRAGG	NC	2899.9	9
FT CAMPBELL	KY	2394.2	7
FT CARSON	CO	1428.2	4
FT DIX	NJ	2880.1	9
FT DRUM	NY	2823.4	8
FT EUSTIS	VA	2946.5	9
FT GORDON	GA	2835.0	8
FT GREELY	AK	2132.8	6
FT HOOD	TX	2251.0	7
FT HUACHUCA	AZ	1652.8	5
FT IRWIN	CA	1151.9	4
FT JACKSON	SC	2898.7	9
FT KNOX	KY	2416.9	7
FT LEAVENWORTH	KS	1877.4	6
FT LEE	VA	2912.1	9
FT LEONARDWOOD	MO	2098.6	6
FT MEADE	MD	2791.0	8
FT MONMOUTH	NJ	2911.6	9
FT MYERS	FL	3281.5	10
FT POLK	LA	2518.9	8
FT RICHARDSON	AK	2302.7	7
FT RILEY	KS	1821.2	6
FT RITCHIE	MD	2737.4	8
FT RUCKER	AL	2818.7	8
FT SAM HOUSTON	TX	2279.8	7
FT SILL	OK	2101.5	6
FT STEWART	GA	2930.0	9
FT WAINWRIGHT	AK	2192.5	7
APG	MD	2823.6	8
EGLIN AFB	FL	2884.5	9
MACDILL AFB	FL	3156.1	9
PATRICK AFB	FL	3189.9	9
PRESIDO OF MONTEREY REDSTONE	CA	866.6	3
ARSENAL	AL	2555.1	8
WALTER REED	DC	2782.1	8
WEST POINT	NY	2897.0	9
FT MYER, VA	VA	2787.5	8
GOODFELLOW AFB	TX	1997.2	6
HUNTER ARMY AIRFIELD	GA	2941.1	9

### Travel Entitlements Worksheet

Estimated number of authorized travel days = \_\_\_\_\_

Estimated number of miles between duty stations = \_\_\_\_\_

Number of dependents 12 and up = \_\_\_\_\_

Number of dependents 11 and younger = \_\_\_\_\_

Number of POVS (being driven) = \_\_\_\_\_

#### Calculation to determine estimated driving per diem entitlements

**Soldier** = Authorized per Diem x number of travel days

Soldier - \$140 x \_\_\_\_\_ = \_\_\_\_\_

**Dependents 12 and up** = Number of dependents 12 and up x authorized per diem x number of travel days

Dependents 12 and up - \_\_\_\_\_ x \$105 x \_\_\_\_\_ = \_\_\_\_\_

**Dependents 11 and younger** = Number of dependents 12 and up x authorized per diem x number of travel days

Dependents 11 and younger - \_\_\_\_\_ x \$70 x \_\_\_\_\_ = \_\_\_\_\_

- Soldier rate = \$140 per authorized travel day
- Each dependent 12 and up = \$105 per authorized travel day
- Each dependent 11 and younger = \$70.00 per authorized travel day

#### Calculation to determine estimated mileage entitlement

**Mileage** = Number of miles x number of POVS x mileage rate

Mileage \_\_\_\_\_ x \_\_\_\_\_ .19 = \_\_\_\_\_

Mileage rate = .19

#### Dislocation Allowance (DLA) Amount for those who qualify

**DLA Amount** – refer to fact sheet = \_\_\_\_\_

**Estimated PCS Travel Settlement** [total per diem + mileage+dla (for those who qualify)] =

\_\_\_\_\_

