

## Major events in your civilian PCS move

If you are traveling within the Continental United States (CONUS), the most common entitlements you could be authorized are:

- ✓ House Hunting Trip (HHT)
- ✓ En Route travel
- ✓ Movement & Storage of Household Goods (HHG)
- ✓ Private owned vehicle shipment within CONUS
- ✓ Temporary Quarters Subsistence Expenses (TQSE)
- ✓ Miscellaneous Expense Allowance (MEA)
- ✓ Real Estate / Unexpired Lease Allowances
- ✓ Relocation Income Tax Allowance (RITA)

If you are traveling outside the Continental United States (OCONUS), the most common entitlements you could be authorized are:

- ✓ En Route travel to / from OCONUS
- ✓ Renewal Agreement Travel (RAT)
- ✓ Private owned vehicle pick up or drop off expenses

**NOTE:** Some authorizations for entitlements listed above are left to agency discretion. You are encouraged to contact your authorized order issuing office for additional information on entitlements authorized for your specific civilian PCS move.

Individuals traveling OCONUS should receive all travel advances and settlements from their servicing OCONUS paying station; exceptions include:

❖ Advances for Temporary Quarters Subsistence Allowance (TQSA) should be requested from your servicing payroll office identified on the SF 1190 prior to departing your old duty station.

❖ Your servicing payroll office will also handle payment of any Foreign Transfer Allowance (FTA) entitlement.

**NOTE:** DFAS Columbus Travel Pay Services is NOT authorized to advance Department of State entitlements and OCONUS FTA and TQSA.

*To learn more about civilian PCS entitlements and claim submission, please go to:*

<http://www.dfas.mil/travelpay/dodagencies/permanentdutytravelpdt.html>

## Who are we?

DFAS Columbus Travel Pay Services processed more than 26,000 civilian permanent changes of station claims during fiscal year 2009. Our office wants to help reduce what can be a stressful time in your life by providing resources that will assist you in answering any questions that may arise during your civilian PCS move; to include guidance on how to complete error-free claims for payment.

You have various ways to communicate with us and obtain important information during the major events of your civilian PCS move. Our website contains valuable information about common civilian PCS entitlements, the forms required for filing, and even completed samples of those forms.

***Reaching us is as easy as 1, 2, 3...***



### 1. On the web @:

Non-Secure Website:

<http://www.dfas.mil/travelpay/dodagencies/permanentdutytravelpdt.html>

Secure Website:

<https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm>

### 2. By Phone @: TOLL FREE NUMBER:

1-800-756-4571 Option 4

Commercial: (614) 693-6331

DSN: 869-6331

The following choices apply to all of the above:

Option 1: Current processing dates

Option 2: Website information

Option 3: To speak with a Customer Service Representative

### 3. By Email @: [col-travel-claims@dfas.mil](mailto:col-travel-claims@dfas.mil)

# Defense Finance and Accounting Service Columbus Travel Pay Services

## Civilian Permanent Change of Station (PCS) Helpful Information



## Hold on to that...

What documents do I need to keep during my move?



We strongly recommend that you save every document (i.e., receipts, bill of sale, invoices, etc.) for every incurred expense in your civilian PCS move; these may be needed for reimbursement and/or tax purposes. A properly completed DD Form 1351-2 (Travel Voucher or Sub voucher) must accompany every request for payment. Be sure to keep a copy of anything you submit, as well as a copy of all settled vouchers, for your records.



## Should I use my government credit card during my move?

Check with your agency regarding policies for the use of your government credit card for civilian PCS travel. Please also be aware that your claim payment date and credit card payment due date may not coincide. Also note that most civilian PCS travel is taxable and more than likely you will receive less money from your claim than you charged to the government credit card. You are responsible for any and all amounts charged to your government issued travel credit card including any late fees and/or penalties.

## Important tax information

Most of your civilian PCS travel claims are taxable.

When you perform a PCS move with the government, the Internal Revenue Service considers the majority of your entitlements to be taxable. Per the "Revenue Reconciliation Act of 1993," the taxable reimbursements include:

1. Meals en route to your new duty station
2. All House Hunting Trip expenses
3. All Temporary Quarters Subsistence Expenses
4. All real estate expenses
5. Household Goods Storage after 30 days
6. Miscellaneous Expense Allowance
7. Relocation Services (i.e., HMIP, Home Marketing Incentive Payments)
8. Withholding Tax Allowance (WTA)
9. Relocation Income Tax Allowance

**NOTE:** Some immediate tax relief may be available to offset the impact of taxes withheld on civilian PCS travel claims. Please consult our PCS Handbook on this topic of Withholding Tax Allowances (WTA) and the Relocation Income Tax (RIT) Allowance; or contact our customer service for additional information.

*Non-taxable reimbursements include:*

1. Household goods shipment
2. Household goods storage, first 30 days
3. En route travel (lodging and transportation, to include government issued airline tickets)
4. Privately owned vehicle shipment

**NOTE:** A mandatory 25 percent Federal Withholding Tax (FWT) is withheld from all taxable entitlements before payment of a claim, but state and local taxes are not currently withheld. In addition, applicable FICA (6.2 percent) and Medicare (1.45 percent) taxes are also withheld. The withheld taxes are deposited in your name with IRS.

## Very important information



Incomplete information...

It will stop your claim from being paid!



Here are 10 common errors that can stop your claim from being paid:

1. EFT / Direct Deposit Information is not included with claim.
2. Personal information is not accurate or incomplete on the DD Form 1351-2 (blocks 1-14).
3. Incomplete itinerary (block 15) on the DD Form 1351-2.
4. Missing traveler's official signatures/dates (blocks 20 a & b) on the DD Form 1351-2.
5. Missing reviewer/ approving official signatures/dates (blocks 20 c & d) on the DD Form 1351-2.
6. Missing orders (DD Form 1614) and / or any and all amendments.
7. Order, DD Form 1614, or amendments are incorrect or incomplete.
8. Missing supporting documentation such as receipts for lodging or any expense of \$75 or more.
9. Missing or improperly completed DD Form 2912 for Temporary Quarters Subsistence Expenses claim.
10. Missing or improperly completed certification statement with the Miscellaneous Expense Allowance claim.