

# PCS ADVANCE REQUEST FORM

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(Privacy Act: Authority: AR 37-106, Chapter 5) Purpose: To obtain information about individual's travel. Uses: Posting information to IATS/DD 1588/Computation of advance travel. Disclosure: Mandatory. Will be denied payment if requested information is not provided.

For prompt payment of your advance payments, please complete and submit this form thru S1 to Finance up to **30 DAYS before**, but **not less than 10 DAYS prior to your DA 31 sign out date**. All travel advances are paid @ 80% with the money being direct deposited into your current military pay account. DLA is part of the travel advance. **(Requests not received timely will not be processed)** Entitlement will not be lost, but monies will be paid when settlement voucher is processed at new station. DFAS-St. Louis inputs/pays travel advances; local DMPO has no control of actual payment date. There are NO cash or check payments. Advance Pay Requests are processed separately from travel advances and payment will be processed based on your depart date.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Sign Out Date: \_\_\_\_\_

Rank: \_\_\_\_\_ Present Unit: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Leave or home of record address: Street \_\_\_\_\_

(No local or unit addresses, please; Advice of \_\_\_\_\_ City, ST, Zip \_\_\_\_\_

Payment sent to this address) (NOTE: Please, no foreign address)

Spouse's Name \_\_\_\_\_ DOM \_\_\_\_\_ Is Spouse Military \_\_\_\_\_ If Yes, SSN \_\_\_\_\_

Please list Name and date of birth (day, month, year) of children relocating:

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

**PLEASE READ CAREFULLY AND COMPLETE ALL SPACES ENTER YES, NO or N/A (not y or n) IN THE SPACES PROVIDED BELOW AS APPLICABLE TO YOUR PCS.**

**1) Are you requesting an advance for your travel?** \_\_\_\_\_

Is any of your travel going to be by POV? \_\_\_\_\_

If yes, then POV travel is from (City, ST) \_\_\_\_\_ To (City, ST) \_\_\_\_\_

If traveling to overseas or traveling by other than POV travel:

Are you buying your own ticket \_\_\_\_\_ Cost \$ \_\_\_\_\_ or are your tickets being issued to you \_\_\_\_\_

Ticket you purchased \* is from (City, ST) \_\_\_\_\_ To (City, ST, Country) \_\_\_\_\_

Issued tickets are from (City, ST) \_\_\_\_\_ To (City, ST or Country) \_\_\_\_\_

\*Must provide proof of purchase for advance

**2) Are your dependents relocating?** \_\_\_\_\_ **What date?** \_\_\_\_\_

Are you requesting an advance for your dependent travel? \_\_\_\_\_

Is any of their travel by POV? \_\_\_\_\_ If yes, number of POVs used for this PCS move \_\_\_\_\_

Their POV travel is from (City, ST) \_\_\_\_\_ To (City, ST) \_\_\_\_\_

**If dependents are traveling to overseas or are traveling by other than POV travel:**

Are you buying your dependents tickets \_\_\_\_\_ Cost \$ \_\_\_\_\_ or are they being issued to you \_\_\_\_\_

Tickets you purchased \* are from (City, ST) \_\_\_\_\_ to (City, ST or Country) \_\_\_\_\_

Issued tickets are from (City, ST) \_\_\_\_\_ to (City, ST or Country) \_\_\_\_\_

\*Must provide proof of purchase for advance

**3) Are you requesting an advance for Dislocation Allowance (DLA)?** \_\_\_\_\_

(No advance DLA is authorized for married soldier w/deferred travel for dependents OR if your family will not relocate within 60 days. No advance DLA will be given for single service members E-6 and below. Single Service Member's, E7 and above, must attach a statement that "government quarters will not be used, they intend to reside off post" to receive advance DLA.

**4) Are you requesting an advance pay?** \_\_\_\_\_ (If yes, must attach a completed DD 2560. No more than 1 month Basic Pay, less deductions, authorized on PCS out-processing. Pay advance is a separate EFT payment from travel advances.)

**5) TDY enroute: Lodging daily cost** \_\_\_\_\_ **Meals (circle) Govt/Comm (Must attach DD 1610)**

Soldier's Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_