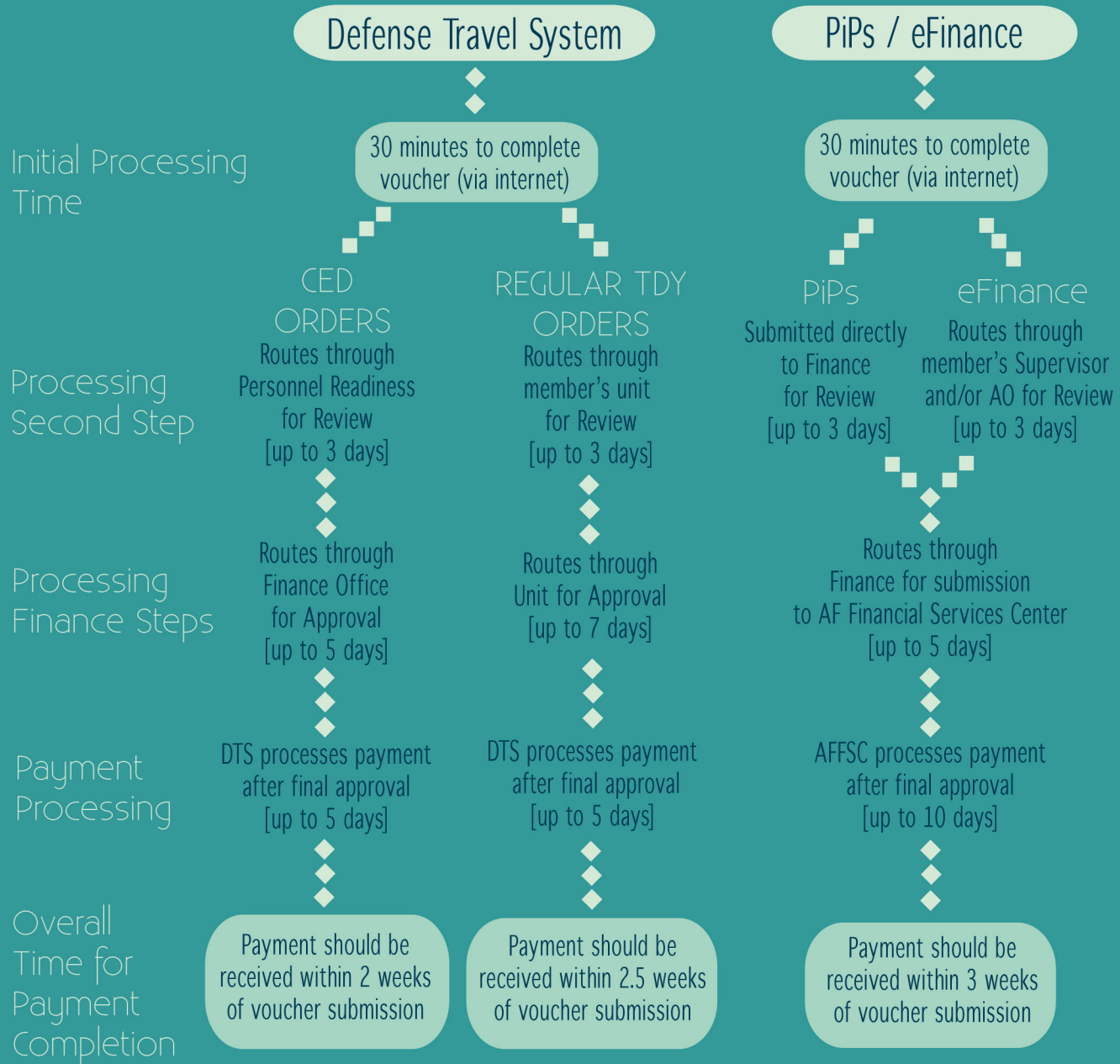


# WHAT YOU NEED TO KNOW ABOUT... [VOUCHER PAYMENTS]



PLEASE NOTE: All processing times are approximate and will vary on a case-by-base basis.

# CHECKING VOUCHER STATUS

Keep up with your voucher payment by following these simple steps:

## PiPs / eFinance

Log in [https://efinanceworkspace.wpafb.af.mil]

### PiPs

- ◆ Click "Continue/Review Previous PCS Session"
- ◆ Find voucher under "PCS Number"
- ◆ Look under "status" heading to check current status

### eFinance

- ◆ Click "Member," then "Continue"
- ◆ Go to "Query Request"
- ◆ Find tracking number & hover mouse over the status code for document
- ◆ You can also click the tracking number to see current status under "Status History" to right of screen

## COMMON STATUSES

"RETURNED" - the document was returned and needs correction

"AO/Supervisor" - document is at approving official/ supervisor's level

"AWAITING FSO" - the document is at Finance's level

"COMPLETE" - the document is awaiting payment from AFFSC

## DTS

Log in to DTS [https://defensetravel.osd.mil]

- ◆ Go to "Official Travel," then click "Vouchers"
- ◆ Once you see a list of vouchers, click "view/edit" next to your current one
- ◆ Once you are taken to the Trip Preview, click the sub heading titled "Digital Signature"
- ◆ On the Digital Signature page, anything underneath "Document History" is what has already happened to the document
- ◆ Anything that is under "Pending Routing Actions" is what that document needs next

PLEASE NOTE: If it is awaiting approval or review, and more than one person's name is showing, as long as the "level" numbers are the same, it only has to route through one of the reviewers/approvers.

## COMMON STATUSES

"RETURNED" - the voucher was returned and needs correction

"CREATED" - the voucher has been started; needs to be signed

"SIGNED" - the voucher has been submitted and is awaiting approval

"REVIEWED" - the voucher is awaiting approval

"APPROVED" - voucher has been approved. Payment in approx. 5 days.

# IN-PERSON VISITS

Please visit the Finance Office with appropriate forms for the following:

[PLEASE NOTE: Cut-off effective dates are generally a week before the payday]

## BAH Update

AF FORM 594 MUST BE BROUGHT TO FINANCE  
Housing brings form for members moving out of dorms  
Members must bring in form for dependency changes

Approx. 5 days to process after Finance receives AF 594

## Debt Inquiry

INQUIRIES CAN TAKE UP TO 30 MINUTES  
Member must bring in any pertinent information relating to debt

Processing relating to debts will vary on a case-by-case basis

## Dependency Determination

BRING IN DD137 [DETERMINATION PACKAGE]  
Finance mails package to DFAS

Approx. 4-6 weeks for DFAS response

## FSA Payment

FINANCE RECEIVES DD1561 FROM MEMBER  
If order is in DTS & it is after the TDY, upload form in voucher  
Payment can take 1-2 weeks, & depends on cut-off dates

Vouchers in PIPs are processed by AFFSC; can take up to 1-2 weeks for payment

## MyPay Pin Reset

Approx. a 5-10 minute visit at Finance  
Member must have military ID

## Supplemental Vouchers

If original voucher filed in eFinance or PIPS:  
Fill out paper form DD 1351-2, include required documents  
DTS vouchers require amending to make corrections

Non-DTS supplementals are processed by AFFSC & can take up to 1-2 weeks

## Waivers & Remissions

FINANCE RECEIVES DD2789 FROM MEMBER  
Initially takes 1-2 days to process at Finance level  
Finance forwards to AFFSC for review  
AFFSC forwards to SAF/FM for approval

Approval can take up to 6 months

# ONLINE SERVICES

You can utilize MyPay for any of the below processes:

Address Changes

Allotments

Direct Deposit

Any changes are normally processed within 2 to 3 days, however exact pay changes will vary based on cut-off dates

<https://mypay.dfas.mil>

Scan RedLaser Barcode to Visit:



MyPay



22d CPTS

## QUESTIONS?

Please contact  
Customer Service  
316-759-4618

<http://www.mcconnell.af.mil/22ndcomptrollersquadron>

## Helpful Links

BAH Calculator

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

Entitlement Information

<http://www.dfas.mil/militarymembers.html>

Per Diem

<http://www.gsa.gov/portal/category/21287>

Virtual Finance

<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelD=sA1FBF31D23D21F6B0123ED377B730575>

# STAY INFORMED.

Online Services

In-Person Visits

Voucher Payments

FINANCE  
& YOU

A helpful guide to common  
Customer Service Processes

22d Comptroller Squadron  
McConnell AFB, KS