



31st Comptroller Squadron



Finance

31 CPTS/FMF

DSN 632-2274

Bldg. 1403

Hours:

Walk-in Mon-Th: 0900-1300

Phone Mon-Fri: 1330-1500

<https://csp.cce.af.mil/>

Return With Honor



Overview

- **Out-Processing**
 - **Government Travel Card (GTC)**
 - **Expenses**
 - **Dislocation Allowance (DLA)**
 - **Advance Pay**
 - **Temporary Lodging Allowance (TLA)**
 - **Temporary Lodging Expense (TLE)**
 - **Leave & Earning Statement (LES)**
 - **Defense Travel Management Office (DTMO)**
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Out-Processing

- Send copy of PCS orders to Comptroller Services Portal (CSP)
<https://csp.cce.af.mil/>
- We will need your date of departure annotated in your inquiry
- We will sign off on your VMPPF out-processing checklist

The screenshot shows the U.S. Air Force Comptroller Services Portal (CSP) interface. At the top, there is a navigation bar with links for HOME, INQUIRIES, COMPLETED INQUIRIES, ARCHIVED INQUIRIES, MY INQUIRIES, POINTS OF CONTACT, POLICY MEMOS & GUIDELINES, QUICK LINKS, and Q&A. A yellow 'CREATE INQUIRY' button is visible in the top right. Below the navigation bar, there is a section for 'INQUIRY' with a dropdown menu for 'Instructions' and a 'UNCLASSIFIED/FOUO USE ONLY' label. The main content area is divided into two columns: 'CUSTOMER DETAILS' and 'INQUIRY DETAILS'. The 'CUSTOMER DETAILS' section includes fields for 'Inquiry Type' (radio buttons for 'For Self' and 'For Other'), 'Mode of Inquiry' (dropdown), 'Customer DoD ID Number' (text input), 'Customer Duty Email' (text input), 'Customer Assigned Component' (dropdown), 'Customer Status' (dropdown), 'Customer Rank' (dropdown), and 'Customer Contact Phone Number' (text input). The 'INQUIRY DETAILS' section includes fields for 'General' (radio button) and 'Resource Management' (radio button), 'Subject' (text input), 'Category' (dropdown), 'Sub Category' (dropdown), and 'Description' (text area with a rich text editor toolbar). The toolbar includes icons for bold, italic, underline, link, unlink, list, and text color.



Defense Travel System DTS



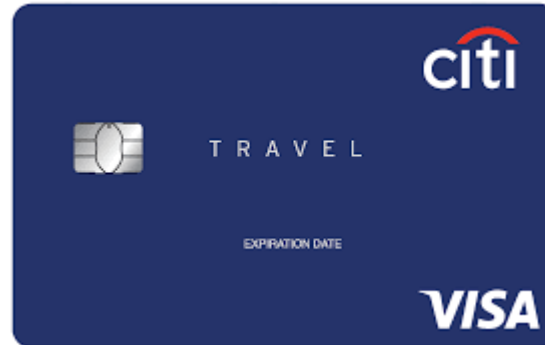
- For DTS out-processing, speak to the ODTA of your squadron to detach you from DTS
- If your date of departure (port call date) changes After Finance receives a copy of your orders, please inform Finance **ASAP**



Government Travel Card (GTC)



- For Official Travel Only
- May be used for Temporary Lodging Allowance (TLA)
 - **TLA claim will be reimbursed to your paycheck**
- Out-process with Unit Agency Program Coordinator (APC)
 - Ensure account is open and activated
 - Place in mission critical status

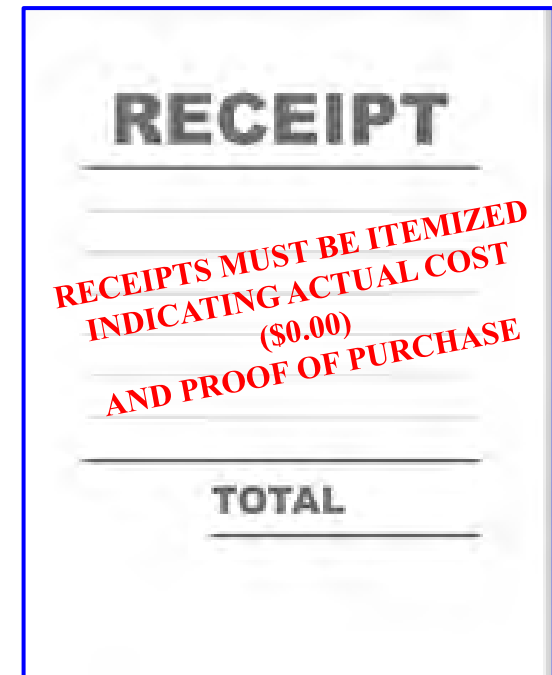




Expenses

Reimbursable Expenses

- ✓ **Airfare/service fees, (to include, to & from leave locations)**
 - Receipts mandatory regardless of amount
 - Amount is limited to (Old PDS to New PDS)
- ✓ **Taxi/bus/train/ferry**
 - Receipt required if \$75 or more
- ✓ **Visa fees/currency fees**
 - Receipts mandatory regardless of amount
- ✓ **Port Lodging (1 night only)**
 - Receipts mandatory regardless of amount





Pet Reimbursement



- **A household pet is a cat or a dog, owned for personal companionship.** You are responsible for following rules for importing and exporting a pet to and from the United States in order to be eligible for reimbursement. Denial of entry could result in denial of reimbursement.
- OCONUS. Authorized mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. Government or Government-procured transportation must be used if available or reimbursement for transportation costs is not authorized. Reimbursement for the actual cost of all necessary expenses described above in connection with the movement of a pet is **limited to \$2,000 per PCS move.**



INVALID RECEIPTS



Flight Itinerary

DALLAS, TX, FT INTL, TERMINAL 1 LONDON, UNITED KINGDOM, TERMINAL 3

PASSENGER INFORMATION

Name of Traveller
Mark Coon

Email
mslek_coon@sa-ampl.com

Reservation ID
ZXMAR1101

Address
23042 N. M...
Prin...

DEPARTURE INFORMATION

Flight No. PR 3011	Departure DALLAS, TX, FT INTL, TERMINAL 1	Departure Date Monday, December 2, 2019 01:00
Arrival NEW YORK, JFK INTL, TERMINAL 2	Arrival Date Monday, December 2, 2019 05:10	
Gate 3	Aircraft -AIRBUS 300	Confirmation No. ZXRJAG11

Flight No. BH 30112	Departure NEW YORK, JFK INTL, TERMINAL 2	Departure Date Monday, December 2, 2019 05:30
Class ECONOMY	Arrival LONDON, UNITED KINGDOM, TERMINAL 3	Arrival Date Monday, December 2, 2019 13:00
Status CONFIRMED	Gate 12	Aircraft BOEING 737
		Confirmation No. GAAUJED

NOT PROOF OF PAYMENT

Co[✓]erified

AN PCR

Name:
Madison Rivard

Result:
Negative

Type:
COVID-19 for Nare

Date submitted:
02/10/2021

Source:
Ellkay

Admin approval status:
Approved 02/10/2021

NOT PROOF OF PAYMENT



Expenses

Non-reimbursable Expenses

- ⊘ Rental car
- ⊘ Food (Flat rate per diem paid for travel days)
- ⊘ Fuel (Flat rate mileage paid for POV travel)
- ⊘ Clothing or purchase of luggage



Dislocation Allowance (DLA)



Dislocation Allowance (DLA)

- Paid to members with dependents and Military to Military couples that relocate in connection with a PCS
- Single members not assigned Gov't Quarters are entitled to the single rate
- (if assigned Gov't Quarters less than 60 days --may be paid)
- Restricted Tours are **not entitled** DLA
- May receive in advance; *30-days* prior to departure date

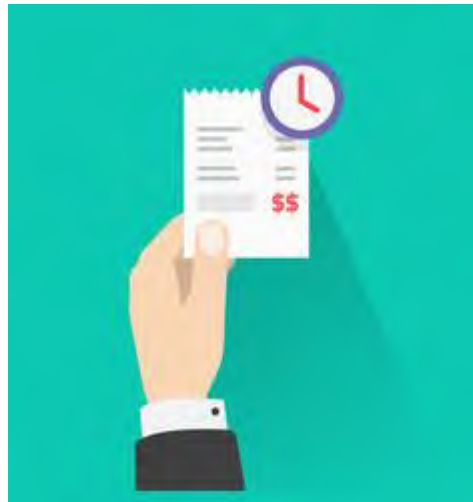


Advance Pay



Pay Advance

- One month base pay (less deductions) can be advanced **30 days prior to departure** or **60 days after arrival**.
- Must be paid back w/in 12 months.
- Certain cases require commander signature.





Temporary Lodging Allowance (TLA)



- **Partially offsets** lodging/meal expenses while occupying temporary lodging at Overseas PDS
- Must terminate Gov't Quarters/Private Housing
- Paid for days immediately preceding PCS departure
- Maximum entitlement --10 days (Housing Office approves)
- Must file with Housing Office *prior* to your departure



Temporary Lodging Expense (TLE)



- **Partially offsets** lodging/meal expense while in temporary lodging in CONUS
- Maximum entitlement –14 days
- Paid off travel voucher at new Permanent Duty Station (PDS)
- Not payable on PCS to separate/retire



Leave & Earnings Statement (LES)



- Contact any AF Finance office with questions regarding your LES while in PCS status
- LES available via myPay website: <https://mypay.dfas.mil>

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT														
ID	NAME (Last, First, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED					
			ES	040211	04	100210	AF		1-31 JUL 08					
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY					
Type	Amount	Type	Amount	Type	Amount									
A	BASE PAY 2247.30	FEDERAL TAXES 88.48	DISCRETIONARY ALT 1521.00								+Tot Ent	4266.73		
B	BAH 394.43	FICA-SOC SECURITY 139.33	TRICARE DENTAL 11.58								-Tot Ded	1570.22		
C	BAH 1725.00	FICA-MEDICARE 32.59								-Tot Alt	1532.58			
D		SGLI 27.00								+Net Amt	1163.93			
E		AFPR 5.00								-Cr Fwd	.00			
F		FAMILY SGLI 5.00								+EOM Pay	1163.93			
G		TSP 112.37												
H		MID-MONTH-PAY 1104.47												
I														
J														
K														
L														
M														
N														
O														
TOTAL			4266.73	1570.22	1532.58									
LEAVE	BF Bal 25.5	Emd 23.0	Used 11	Cr Bal 39.5	LV Lost 85.5	Lv Paid 0	Use/Lose 0	EED TAXES 2134.53	Wage YTD 13922.36	MIS Ex 02	Adtl Tax 00	Tax YTD 493.91		
FICA TAXES	Wage Period 2247.30	Soc Wage YTD 14402.50	Soc Tax YTD 892.94	Med Wage YTD 14402.50	Med Tax YTD 208.83	STATE TAXES AK	St 00	Wage Period 00	Wage YTD 00	MIS Ex N 00	Charity YTD 00	Tax YTD 00		
PAY DATA	BAQ Type WIDEP	BAQ Depth SPOUSE	VHA Zip 08641	Rent Amt 00	Share 1	Stat R	JFTR 0	Depns 0	2D JFTR 0	BAS Type	Charity YTD 00	TPC PACIDN		
THRIFT SAVINGS PLAN (TSP)	Base Pay Rate 5	Base Pay Current 00	Spec Pay Rate 0	Spec Pay Current 00	Ino Pay Current 0	Ino Pay Current 00	Deferred 720.14	Exempt 00	Bonus Pay Rate 00	Bonus Pay Current 00				
REMARKS:			YTD ENTITLE 27768.11	YTD DEDUCT 2557.92										
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-LEAVE CARRYOVER INCREASED TO 75 DAYS FOR FY08. NO ACTION REQUIRED BY MEMBERS. DFAS WILL BEGIN RESTORING AFTER 1 OCT 08.</p> <p>-MYPAY HAS ALLOWED MEMS TO ELECT A HARD-COPY LES VIA US MAIL. AF POLICY IS TO PROVIDE AN ELECTRONIC LES. EFF 1 OCT (SEP LES), AF WILL NO LONGER PRINT LES STATEMENTS IF AVAILABLE ON MYPAY. THANK YOU FOR YOUR SUPPORT.</p> <p>-IF YOUR SPOUSE WANTS INFO ABOUT THE MILITARY LIFESTYLE WE INVITE HIM/HER TO JOIN US FOR THE NEXT HEART LINK SPOUSES ORIENTATION, LUNCH AND CHILD CARE ARE PROVIDED. CALL YOUR</p> <p>BASE AIRMAN & FAMILY READINESS CTR FOR DETAILS.</p> <p>-IF YOU GAMBLE WITH SAFETY...YOU BET YOUR LIFE.</p> <p>-ELECTIONS ARE COMING! UPDATE YOUR ADDRESS TO GET AN ABSENTEE BALLOT. REQUEST YOUR BALLOT FOR THE PRESIDENTIAL AND STATE ELECTIONS. SEE YOUR VOTING ASST. OFFICER OR WWW.FVAP.GOV.</p> <p>TSP 060701(193)</p> <p>RATE CHG SGLI 060701(183)</p> <p>CHANGE GRADE 060701(184)</p> <p>BAH BASED ON WIDEP, ZIP 08641</p> <p>BANK [REDACTED]</p> <p>ACCT # [REDACTED]</p>														
DFAS Form 702, Jan 02												WWW.DFAS.MIL		



Defense Travel Management Office DTMO



- <https://www.defensetravel.dod.mil/>
 - Allowance tables and calculators
 - Per Diem rates
 - COLA
 - BAH
 - OHA

Allowances > Overseas Cost of Living Allowances (COLA) > Overseas COLA Calculator

Overseas COLA Calculator

To calculate your Overseas COLA rate, select the Year, Month, Period, Locality Name or Code, and Member Information from the drop-downs below. Click **Calculate** when complete.

SELECT PAY PERIOD		
YEAR:	MONTH:	PERIOD:
2022	April	1st - 15th

LOCATION	
NOTE: The location drop-down menu below contains only current locations. Use the LOCALITY CODE LOOK UP for all previous location codes. Use the COLA INDEX field to determine a payment based on a specific rate.	
SELECT LOCATION BY NAME:	OR LOCALITY CODE: <input type="text"/> COLA INDEX: <input type="text"/>
ITALY, AVIANO, IT001	

MEMBER INFORMATION			
PAY GRADE:	YEARS OF SERVICE:	# OF DEPENDENTS:	LIVING IN BARRACKS:
E-5	6	1	NO

CALCULATE



Useful Websites



- **DTMO**

<https://www.travel.dod.mil/>

- **MYPAY**

<https://mypay.dfas.mil>

- **COMPTROLLER SERVICES PORTAL**

<https://csp.cce.af.mil/>

- **HOUSING OFFICE**

31fw.housing@us.af.mil



Review



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QUESTIONS

