

How to In-process into Base Finance

In-processing with the base finance office is a critical step when arriving at a new duty station. Properly completing this process ensures your pay and entitlements are correctly set up, including reimbursements and any status changes resulting from your move. **Timely in-processing is essential to avoid delays in pay, reimbursements, or entitlements. Ensure all documents are prepared and appointments are scheduled as soon as possible after arrival.** Follow this step-by-step guide to prepare for in-processing with the finance office.

1. Schedule Your In-processing Briefing Appointment:

- Use the official sign-up link for the base finance in-processing appointment: [Base Finance In-processing Appointment](#).

2. Required Documents:

- Full copy of orders and amendments.
- Receipts for expenses over \$75 (e.g., airfare, taxi/shuttle, Temporary Lodging Expense [TLE], pet fees).
- Marriage certificate (if married en route).

3. Arrive Promptly and Check-In with the Finance Office:

- Be on time for your appointment and bring all required documents. Check-in begins at **08:50 a.m.** at the front desk or designated area.

4. Monitor Your Leave and Earnings Statement (LES):

- After in-processing, regularly review your LES to ensure accuracy in pay and entitlements.

5. Contact Finance if Needed:

- If you notice discrepancies or have questions, contact the finance office promptly for assistance.

Note: For Geographically Separated Unit (GSU) Members:

In-process via the Comptroller Services Portal (CSP: [CSP \(af.mil\)](#)) and attach your orders.

How to Pay a debt

Responding to a Debt Notification from the Finance Office

When you receive a debt notification from the finance office, you must respond within **30 days**. Failure to respond will result in debt collection beginning at **15% of your disposable pay**.

Step 1: Review the Debt Notification

- Carefully read the notification to understand the reason for the debt, the amount owed, and the due date.

Step 2: Respond Within 30 Days

- Take action within 30 days to avoid automatic debt collection.

Step 3: Select Your Response Option

- **Pay the Debt:** Follow the steps below to complete repayment.
 - **Seek More Information:** Create a ticket via the Comptroller Services Portal (CSP: [CSP \(af.mil\)](https://af.mil)) to request clarification or dispute the debt.
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Paying the Debt:

1. Complete the Voluntary Repayment Agreement Form provided in the debt notification email.
 2. Fill out the form with the following details:
 - Personal information.
 - Debt amount and preferred payment date.
 - Repayment method (e.g., lump sum or installments).
 - Signature and date.
 3. Submit the completed form via CSP.
 4. Monitor your repayment progress and review your Leave and Earnings Statement (LES) to ensure accuracy.
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Not Responding to the Debt Notification May Result In:

1. **Automatic Deduction:**
 - If you do not respond within 30 days, the finance office will automatically deduct **15% of your disposable pay** until the debt is resolved.

How to Use the Comptroller Services Portal to Submit a Ticket

1. Visit the CPTS Website:

- Go to the CPTS website at [CSP \(af.mil\)](https://csp.af.mil).
- Log in using your Common Access Card (CAC).

2. Create Your User Profile:

- Locate the “My Profile” or “User Profile” section in the top-right corner of the dashboard.
- Enter your personal information, including name, rank, DoD ID number, unit, and contact details.

3. Save Your Profile:

- After filling in your information, save your profile.

4. Submit an Inquiry:

- Click on “Create Inquiry.”
- Select the type of ticket you need: Military Pay, Travel Pay, or Accounting.

5. Provide Required Details:

- **Subject:** Briefly describe your request (e.g., “Missing Travel Reimbursement”).
- **Description:** Explain the issue in detail, including relevant dates, amounts, and any supporting documents.
- **Attachments:** Upload necessary files such as receipts, travel orders, or Leave and Earnings Statements (LES).

6. Review and Submit:

- Double-check your information for accuracy.
- Click “Submit.”

7. Follow Up on Your Ticket:

- Regularly log in to check your ticket’s status.
- Updates, including responses from support staff, will be posted there.
- Respond promptly if additional information is requested.

How to Update Dependency Status with Finance and Military Personnel Flight (MPF)

Updating your dependency status is essential when adding or removing dependents due to marriage, birth, death, divorce, or changes in custody. Follow these steps to ensure accurate records and updated entitlements.

Step 1: Update Information with MPF

Start by visiting MPF to update your dependent information in DEERS. If adding dependents, obtain the updated DD Form 1172-2 from MPF for Finance.

Step 2: Gather Required Documents

The documents needed depend on your specific situation. Ensure you have the following:

1. Adding a Spouse:

- Marriage certificate.

2. Adding a Child:

- Birth certificate for each child.

3. Removing a Dependent Due to Death:

- Death certificate.

4. Removing a Spouse Due to Divorce:

- Divorce decree.

5. Claiming Children Due to Changes in Custody:

- Child custody court order.

6. General Dependency Update:

- DD Form 594 (Dependency Application)– *Always mandatory for all dependency updates.*
- DD Form 1172-2 *Required when adding dependents (provided by MPF after DEERS update).*

7. No Longer Mil-to-Mil:

- DD Form 214 or separation orders (if applicable).

Step 3: Submit Documents to Finance

Submit your completed forms and supporting documents to Finance through one of the following methods:

1. Walk-In:

- Visit Building 2906. [Get Directions to Building 2906.](#)

2. Appointment:

- Schedule an appointment online: [Finance Appointment Scheduler.](#)

3. Comptroller Services Portal (CSP):

- Submit documents electronically via [CSP \(af.mil\).](#)

Step 4: Verify Changes

- Confirm with both MPF and Finance that your dependency status has been updated.
- Review your Leave and Earnings Statement (LES) to ensure accurate pay and entitlements.

Why This Matters:

- Accurate dependency records ensure you receive the correct entitlements, such as housing allowance, medical benefits, and family separation pay.
- Timely updates prevent overpayments or underpayments and ensure compliance with military regulations.

Disbursing

Checks submitted after 11:00 AM will be processed the following business day.

DTS

TDY – Things to Know Before You Go!

Guiding Principles (JTR 010102)

Travel responsibly by exercising the same care in incurring expenses as you would for personal travel. This includes:

- Using the least expensive transportation, parking, and lodging options.
- Scheduling travel early to take advantage of discounted rates.
- Avoiding unnecessary or unjustified expenses (e.g., luxury accommodation, circuitous routes).
- Members must use the Government Travel Card (GTC) for official travel and mission-related TDY expenses.

Financial Responsibility (JTR 010103):

- You are financially responsible for excess costs, delays, or unjustified expenses.
- Ensure all special authorizations are approved on your travel authorization before departing.
- The GTC must be used for all authorized travel expenses.

Link: [Constructed Travel | Defense Travel Management Office](#)

Key Requirements and Tips

1. Receipts

- **Valid Receipts Must Include:**
 - Member's name.
 - Service provided.
 - Name of the provider.
 - Date(s) of service/purchase.
 - Price, taxes, and total amount paid.
- **Itemized Receipts Required For:**
 - All lodging expenses.
 - Any single purchase of \$75 or more (JTR 030301-A).
- **Foreign Currency Receipts:**
 - Annotate the conversion rate or provide backup documentation.

- **Lost Receipts:**

- A lost receipt statement cannot substitute a hotel booking receipt.

2. Lodging

- **On-Installation vs. Off-Installation:**

- If TDY to a military installation but lodging off-installation, obtain a non-availability statement from billeting. Attach this to your voucher.

- **Nonconventional Lodging (e.g., Airbnb):**

- Prohibited per Office of the Assistant Secretary memo dated 20 Sep 2021 with exception of a pre-authorization or if included in orders.

- **Dual Lodging (JTR Table 2-16):**

- Must be justified and approved in advance. Convenience is not a valid reason.

- **Actual Expense Allowance (AEA) (JTR Table 2-15):**

- If lodging exceeds the per diem rate, provide a written explanation of efforts to find lodging within the rate.

3. Transportation

- **Airfare:**

- Receipts must show airfare was charged to the government card (IBA) and is reimbursable to the traveler.
- Ensure the receipt states: "AIRLINE TICKET PAID WITH IBA - REIMBURSABLE TO TRAVELER."

- **Taxis:**

- Receipts must include:
 - Member's name.
 - Destinations (to/from).
 - Date of use.
 - Itemized breakdown (base fare, taxes, tips).
- For travel from Baltimore/Norfolk, include a cost comparison. Taxi reimbursement is limited to the cost of normal transportation to PDS.

Link for Cost Comparison: [City Pair Program \(CPP\) | GSA](#)

- **Rental Vehicles:**
 - Compact vehicles are required unless otherwise authorized.
 - Receipts must show vehicle category and full payment.
 - **Fuel Reimbursement:**
 - Only reimbursable if purchased by the traveler. Rental company refueling charges are not reimbursable unless safety or location prevents refueling (JTR Table 2-8).
 - **GARS Fee:**
 - Not reimbursable effective 1 April 2024.
 - This is optional insurance
 - Government renter's fee for rental cars is \$5.00
- **International Driver's License:**
 - Reimbursable only if mission-essential (JTR 020208).

4. Other Expenses

- **Laundry:**
 - Covered by the incidental portion of per diem (JTR 020102-B). Not a separate reimbursable expense.

5. Voucher Submission

- **General Rules:**
 - All TDY vouchers must start and end at your PDS/home, except for TDYs with 20+ locations.
 - For TDYs with 20+ locations:
 - End the first voucher at the 20th location with "In Place."
 - Start the continuation voucher with "In Place" using the same authorization.

Failure to Comply

- Unauthorized expenses or failure to provide required documentation may result in personal financial responsibility.

Separation or Retirement

Separating or retiring from the military is a significant life event that requires careful planning and attention to detail. Completing the necessary briefings, obtaining the correct orders, and securing your terminal and permissive leave are critical steps. This guide outlines the process to ensure a smooth transition.

1. Attend the Separation/Retirement Briefing

- Schedule the briefing via CSP and attach separation/retirement orders.

2. Complete the Briefing Documents

- If you have not yet received your separation or retirement orders, you can still attend the briefing. However, all further processing will be on hold until those orders are received.

3. Process Your Leave (Terminal and Permissive)

- Request Terminal Leave.
- Request Permissive Leave (if applicable) (e.g., house hunting, job searching). Submit this request, along with your terminal leave request, separately.

4. Approval from Leadership

- Both terminal and permissive leave requests must be approved by your leadership. The finance office will authorize the leave once leadership approval is obtained and the necessary orders are on file.

5. Final Leave Authorization

- After approval, the finance office will document your terminal and permissive leave, ensuring it is reflected in your final out-processing and pay records.

6. Final Pay Processing

- Final pay will be processed within 5-10 days after your separation or retirement.

7. Travel Reimbursement (if applicable)

- If you are leaving the area to another location, you need to complete the **DD Form 1351-2** to get reimbursed for this travel. Submit this alongside orders and **DD Form 1172-2** (if you have dependents that traveled with you) to our org box: 87CPTSFinance@us.af.mil.

DTS Vouchers and Routing Questions

Proper procedures and contacts are key to avoiding travel voucher delays. This guide covers managing DTS vouchers, including identifying your ODTA, filing promptly, and understanding entitlements.

1. Identify Your ODTA

- Your squadron's Organizational Defense Travel Administrator (ODTA) is your first point of contact for any DTS-related questions, including issues with vouchers and routing. Ensure you know who this person is and how to reach them.

2. Escalate if Necessary

- If your ODTA cannot resolve your issue, they should contact Finance for guidance. They may advise you on the next steps, including whether to seek additional assistance from the finance office.
- If you have followed the steps above, worked with your ODTA, and still have unresolved issues, you may need to schedule a visit to the finance office for further assistance.

3. File Your Travel Voucher Within 3 Days

- After returning from TDY or deployment and before going on leave/R&R, it is critical to file your DTS travel voucher within 3 days of arriving back at your base. Filing promptly helps prevent any potential overpayments and ensures timely reimbursement.

4. Prepare for Your Visit to the Finance Office

- Bring all relevant documentation, including copies of your DTS voucher, receipts, and any communication with your ODTA. This will help the finance staff quickly understand and address your concerns.

5. Coordinate with Your UDM for Authorization and Entitlements

- Members must talk to their Unit Deployment Manager (UDM) regarding their authorization and CED (Contingency Exercise Deployment) authorization for their orders.

- Read your CED orders carefully to understand your entitlements. If an entitlement is not listed on the orders, it requires approval from an Authorizing Official (AO).
- Contact your UDM to request approval for any missing entitlements.

By following these steps and maintaining clear communication with your ODTA, UDM, and finance office, you can ensure a smooth process for managing your DTS vouchers and entitlements. If you have additional questions, reach out to your chain of command or the appropriate office for guidance.

Appointments:

Finance In-processing: <https://app.qtrac.com/scheduler-execution?c-id=c304074b-c71a-475f-a7e6-6b313697969a&s-id=afe7bab8-8542-44e8-b312-af5b12cd71c2&type=AB&b-id=50227337-1eb6-4da7-b61f-9ac9194d2fde>

Separation/Retirement Briefing via CSP: [CSP \(af.mil\)](https://af.mil)

Resources:

DTS: [Defense Travel System (DTS): <https://www.defensetravel.osd.mil/>

Defense Travel Management Office (DTMO): <https://www.defensetravel.dod.mil/>

Basic Allowance for Housing (BAH): <https://www.defensetravel.dod.mil/site/bah.cfm>

BAH Rates Lookup: [Basic Housing Allowance | BAH Rate Lookup | Defense Travel Management Office \(dod.mil\)](#)

Conus cola rates - [Cost of Living Allowance (COLA) Rates: <https://www.defensetravel.dod.mil/site/conusColaCalc.cfm>

Thrift Savings Plan (TSP): <https://www.tsp.gov/>

City Pair Program: [City Pair Program \(CPP\) | GSA](#)

Regulations:

- DoD Financial Management Regulation (FMR) Volume 7A]
(https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_07a.pdf)
- AFMAN 65-116] (https://static.e-publishing.af.mil/production/1/saf_fm/publication/afman65-116v1/afman65-116v1.pdf)
- Joint Travel Regulations (JTR)] (<https://www.defensetravel.dod.mil/site/travelreg.cfm>)
- Per Diem Look-Up Rates] (<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>)
- Defense Finance and Accounting Service (DFAS)] (<https://www.dfas.mil/>)

Org Boxes:

- Budget and Deployment: 87ABW.Deployment.Orders@us.af.mil
- Customer Service/Military pay/Travel Inquiries: 87CPTSFinance@us.af.mil

Top 5 Supporting Documents:

1. **AF Form 594**
2. **IN-Processing Documents**
3. **State of Legal Address**
4. **Separation/Retirement Documents**
5. **TLE supplemental**

All other documents please refer to [CSP \(af.mil\)](https://csp.af.mil)