

PCS Advance Request Form

(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 failure to provide information requested.

For prompt payment of your advance please complete this form at least ten working days prior to sign out date. All travel advances are paid @ 80% with the money being direct deposited into your current military pay account approximately five days prior to your sign out date. There are NO cash or check payments.

Name: _____ SSN: _____ Sign Out Date: _____

Rank: _____ Present Unit: _____ Daytime Phone #: _____

Leave or home of record address: Street _____

(No local or unit addresses, please)

City, ST, Zip _____

(NOTE: Please, no foreign address)

Spouse's name _____ Date of Marriage _____ Is Spouse Military _____

Please list NAME and Date of Birth (day, month, year) of children traveling with you:

NAME _____ DOB _____ NAME _____ DOB _____

NAME _____ DOB _____ NAME _____ DOB _____

NAME _____ DOB _____ NAME _____ DOB _____

PLEASE READ AND COMPLETE ONLY SPACES THAT IS APPLICABLE TO YOUR PCS MOVE .

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) _____

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) _____

3) Are you requesting an advance for Dislocation Allowance (DLA) _____

(No advance DLA 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 who will not be residing off post at the new duty station.

Service Members must have a Statement of Non-Availability from housing office at gaining station to reside off post.)

4.) Are you requesting advance for a DITY move (Needs DD Form 2278) _____

5.) TDY(enroute) Lodging daily cost _____ Meals Govt. _____ Comm _____

Soldier's Signature _____ DATE _____

Finance Clerk Signature _____ **DATE** _____