

NP2 MyPCS Travel Voucher Completion Tips for Success

1 Obtain and review the PCS Travel Voucher instructions

The PCS Travel Voucher Create instructions are located via the link below. Keep these instructions on a separate screen or print them out to follow the steps.

Note: *You must be logged into NP2 to view instructions.*

https://prodhr.np2.navy.mil/landing/WEB_NP2_LANDING/upk/alt/data/toc.html

2 Enter the correct location information for the Sailor and family members

Member must input their current address location (home address at current duty station area). If member has dependents who traveled with them on this PCS move, member must put dependent address where dependents were living when orders were received. For further assistance, please consult the PCS Travel Voucher instructions steps 18-33 and 46-62.

3 Have your DLA/TLA/TLE amounts available

Have travel advance amounts available for Dislocation Allowance, Temporary Lodging Allowance, and Temporary Lodging Expense. Prior to submitting amounts on the travel voucher verify amounts are correct from personal bank accounts or DFAS LES. Refer to the PCS Travel Voucher instructions steps 38-41.

4 Assure voucher dates match detach/report dates

Dates on itinerary for service member should reflect command check in/out dates. Dates for dependents should reflect dates of travel if different from member. Complete the travel voucher **within 5 days** of check-in to avoid recoupment of travel advances, overpayment of entitlements, and/or delay in processing. Please view the PCS Travel Voucher instructions steps 64-86.

5 Obtain the required documents and accessibility to a scanner

Have all required documents, such as flight itinerary and hotel receipts, needed to submit a PCS Travel Voucher. Also refer to steps 88-105 in the PCS Travel Voucher instructions document for a step by step guide. For scanning resources: home scanners, taking a JPEG with a mobile phone, or NMCI scanner will suffice. Your CPPA may also be able to assist if scanning options are not available.

Resources

Please visit NP2 MyPCS online or contact the MyNavy Career Center (MNCC) for more information at: askmncc@navy.mil or 1-833-330-MNCC

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6 Follow Up with your CPPA

You are responsible for the timely and accurate submission of your travel claim. It is critical for you to follow up with your CPPA to ensure everything has been accepted by the system. Delays on your part can result in recoupment of travel advances, overpayment of entitlements, and/or delay in processing.

7 Ensure you read ALL instructions

The most common error that occurs is not reading instructions carefully for information requested in each step. The instruction font is small and it is easy to overlook the exact information required. Do not guess what information should be provided. When in doubt, ask your CPPA.

8 Verify the information you submit

Read the instructions as they do state the exact information to provide. Once the "submit" button is clicked it is automatically sent to your CPPA. **CPPAs do not have edit access to travel claims.** If errors are found, their only recourse is to reject it and return it to the service member for correction.

! Resources

Complete PCS travel vouchers via online processing at NP2: <https://www.np2.navy.mil>

Sailors can also complete the PCS travel voucher via mobile APP at:

Navy App Locker: <https://www.applocker.navy.mil/#!/apps>

MyNavy Portal: <https://my.navy.mil>

From MNP home page > navigate to the menu and click "Career & Life Events" > choose "Assignment, Leave, and Travel." Scroll down, click "NP2-MyPCS and More."> Accept user agreements in NP2. Once in NP2 "My Sailor" home page > click the "Assignments, Leave, Travel" tile > then click the "Travel Voucher" tile. This takes you to "MyPCS Travel Voucher." Proceed with travel voucher instructions.

Please visit NP2 MyPCS online or contact the MyNavy Career Center (MNCC) for more information at: askmncc@navy.mil or 1-833-330-MNCC

Other Links

- *PCS Travel Voucher Create instructions*

Note: You must be logged into NP2 to review the PCS travel voucher instructions at the following link.

https://prodhr.np2.navy.mil/landing/WEB_NP2_LANDING/upk/alt/data/toc.html

- *Traveler Checklist (NPPSC form 1300/2)*

Note: Please follow PDF viewing instructions on the NPPSC forms webpage at:

<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms>

Resources

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