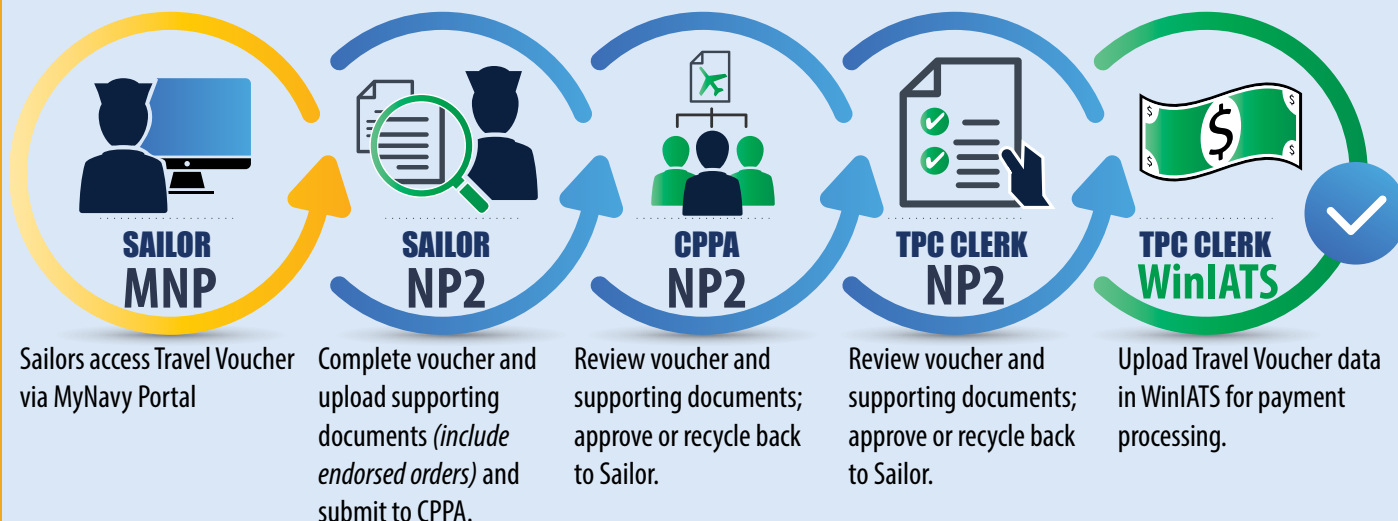# WHAT'S NEW FOR YOU

## NP2 Offers Improved Travel Voucher Processing

BLUF: The NP2 automated Travel Voucher feature is operational for Active Duty and TAR (Training and Administration of the Reserve) Sailors completing Permanent Change of Station (PCS) travel. In addition, the NP2 Travel Voucher is also operational for Reservists completing PCS travel authorized on Active Duty for Operational Support (ADOS) and Officer Recall orders. This NP2 What's New for You (WNFY) provides the following: (1) Travel Voucher Capability Summary, (2) CPPA Travel Voucher Feature Overview, (3) Additional Training Information and (4) Sailor Self-Service Travel Voucher Features. **Note:** This WNFY incorporates upgrades delivered in the August 2022 NP2 MyPCS Enhancements release.

## Travel Voucher Capability Summary

NP2 is expanding automation of the Travel Voucher submission process to reduce errors and expedite Sailor travel reimbursement. Sailor Travel Vouchers approved in NP2 by Command Pay and Personnel Administrators (CPPAs) will be electronically available in NP2 for Travel Processing Center (TPC) clerks to open and begin processing for pay. TPC clerks will view and approve vouchers in NP2 and generate documents for pay processing. TPC clerks also have the capability to expedite voucher issue adjudications by recycling vouchers directly back to Sailors in NP2 for required corrections.

## General Process Flow Overview

| SAILOR MNP | SAILOR NP2 | CPPA NP2 | TPC CLERK NP2 | TPC CLERK WinIATS |
|---|---|---|---|---|
| Sailors access Travel Voucher via MyNavy Portal | Complete voucher and upload supporting documents *(include endorsed orders)* and submit to CPPA. | Review voucher and supporting documents; approve or recycle back to Sailor. | Review voucher and supporting documents; approve or recycle back to Sailor. | Upload Travel Voucher data in WinIATS for payment processing. |

### SAILORS

- ✔ Complete and electronically sign an online Travel Voucher in NP2, upload receipts and any additional key supporting documents, and electronically submit the voucher to their CPPA for approval.
- ✔ Will receive email notification when their Travel Voucher has been directly returned to them from the TPC clerk for corrections and resubmission through their CPPA.
- ✔ Are required to upload their endorsed orders with their voucher submission.
  **Note:** A future NP2 upgrade will automate this process.

# WHAT'S NEW FOR YOU CPPA Travel Voucher Processing

### CPPAs
✔ CPPAs will receive email and system notifications if action not taken within 2 days of receipt of a Sailor-submitted voucher.
✔ Upon CPPA voucher approval, NP2 will automatically place the approved voucher in a queue for TPC clerks to access, select, and process. This automation eliminates the need for CPPAs to manually print, scan, and transmit vouchers.
✔ Receive email notification that a voucher has been returned from the TPC clerk to the Sailor for correction and resubmission through the CPPA.

### TPC CLERKS AND ADMINISTRATORS
✔ Vouchers will automatically be available in NP2 for retrieval to begin processing.
✔ Vouchers requiring corrections can be routed back to the Sailor with comments for corrections and resubmission through the Sailor's CPPA.
✔ In addition, TPC Clerks may now send Sailors comments on approved vouchers to inform them that although the voucher was approved, particular items may not have been approved for reimbursement.
✔ Once the TPC clerk approves a voucher for pay, the data from the voucher will be uploaded into the WinIATS for payment processing.

## CPPA Travel Voucher Feature Overview

### 1. Establishing a CPPA role in NP2
CPPAs who possess the CPPA profile in NSIPS are automatically granted the CPPA MyNavy HR Workforce role in NP2 for the purpose of reviewing electronic Travel Vouchers. Currently, the only way for a Command Approving Official (with a DD577) to review and approve Sailors' Travel Vouchers in NP2 is to first establish a CPPA profile in NSIPS.

### 2. CPPA Access
Go to MyNavy Portal (my.navy.mil) and select **Quick Links** on the landing page.
**Note:** Currently NP2 is best accessed through Chrome, Firefox, Safari or Edge.
On the Quick Links menu page, choose **MyPCS or NP2**.
**Note:** CPPAs must select the NP2 CAC login option. CAC-free (Okta) is not available for the CPPA role.
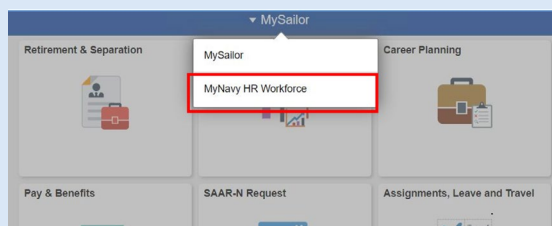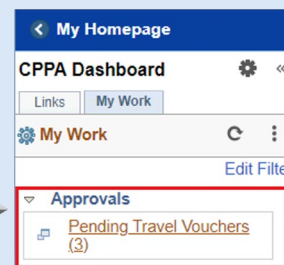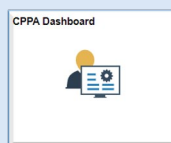
### 3. Navigation
A. From the MySailor Homepage, select MyNavy HR Workforce to access the CPPA Dashboard tile.

B. Open the CPPA Dashboard tile>select My Work tab>Approvals to view Pending Travel Vouchers.

## 4. Pending Travel Vouchers

The Pending Voucher Approvals page allows the user to:
• Filter for specific results
• Click the Actions dropdown for a list of actions for any record
• Click the Empl ID link to view the Service Member's DD1351-2
**Note:** Recently added fields include: Order Mod, Order Type, and Number of Vehicles

A. Select a Sailor's Voucher that is specific to their Order Number and click the View Voucher Wizard link from the Actions drop-down.



## 5. Review and Approve Travel Voucher



1 Personal Details — 2 Voucher Travel — 3 Voucher Dependents — 4 Travel Itinerary — 5 Reimbursements — 6 Additional Attachments — 7 Acknowledgment — 8 Print/Submit
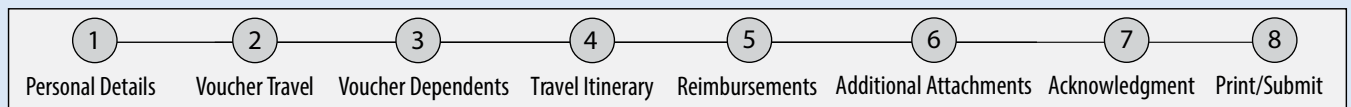
### Step 1: Personal Details
Personal Details provides the CPPA a read-only view of the Name, SSN, Address, Current Activity, Email and Phone for the member.
**Note:** The Sailor's Personnel Details are pre-populated with data from NSIPS. Updates made in the Travel Voucher will not be reflected in NP2 until the information is corrected in NSIPS. **IMPORTANT:** Ensure Sailors have entered their new address local to their ultimate duty station (UDS).

### Step 2: Voucher Travel
Voucher Travel will display the financial impacts, shipping status, and timeframe for the Voucher in review. The CPPA will review this information to verify that it matches the Sailor's PCS move. **Note:** Ensure checklist items are correctly selected, e.g., correct POV selection, GTCC selected IAW mandated user groups per NAVADMIN 129/22.

### Step 3: Dependent Details
Voucher Dependents will display the dependent's address as of receipt of orders as well as each of the dependents listed on this particular voucher. The CPPA will ensure that the information for the dependent listed is correct. **IMPORTANT:** Ensure the dependents' address is their address at the time the Sailor's orders were received.

## Step 4: Travel Itinerary

Travel Itinerary page will display with the individual details of each of the Sailor's stops along the way and allows the CPPA to review the specifics of each itinerary departure and arrival. **IMPORTANT:** Start and end travel dates must match the checkout and check-in dates on the Sailor's endorsed orders.

## Step 5: Reimbursements

Reimbursements will allow the CPPA to view an itemized record of reimbursements sought by the Service Member, as well as specifics for each of these items when selected.

## Step 6: Additional Attachments

Additional Attachments allows the CPPA to view the Sailor's attachments and Add/Delete attachments on behalf of the Service Member. **Note:** The Sailor's Endorsed Orders must be attached. A Temporary Lodging Expense (TLE) attachment must be submitted if a TLE expense is being claimed.

## Step 7: Privacy Act and Penalty Acknowledgment

Acknowledgment displays whether the terms of the Privacy Act Statement and Penalty Statement have been agreed to. The CPPA will verify that this information matches the expected time, date and Service Member for whom the Travel Voucher is made.

## Step 8: Print/Submit

Print/Submit allows the CPPA to:
- Review Service Member Remarks (if provided)
- Download PDF attachments that the Service Member has attached to support their Travel Voucher claim
- Print and/or view a copy of the Sailor's DD Form1351-2
- Approve the form once viewed or recycle the form to the Service Member for corrections
- Add CPPA comments when recycling back to the Service Member, noting corrections to be made; or add any desired comments for the TPC when approving.

**Once the CPPA approves a voucher, it automatically becomes available in a queue for a TPC clerk to select for processing.**

**Note:** When the CPPA "Approves" or "Recycles" (Rejects) the form, the Service Member is sent a notification to their preferred email account informing them of the status of their Travel Voucher. If the form requires correction, the CPPA will make comments as to what correction is necessary and route the form back to the Service Member in a status of "CPPA Rejected" on the homepage.

## Additional Training

Detailed step-by-step instructions for CPPA travel voucher review are available in the Training Section on the NP2 landing page. Navigate to Assignments, Leave, and Travel > MyPCS Travel Processing Center Capabilities> CPPA>CPPA Travel Voucher Review.



## Sailor Self-Service Feature Overview

### 1. NP2 Access

**A. Quick Links**
Go to MyNavy Portal (my.navy.mil) and select **Quick Links** on the landing page.
**Note:** Currently NP2 is best accessed through Chrome, Firefox, Safari or Edge.
On the **Quick Links** menu page, choose **MyPCS** or **NP2**.

**B. CAC-free**
You may choose to access the Travel Voucher on a mobile device using the CAC-free option.
**Note:** For instructions on how to set up CAC-free capability, view the video "Setting up CAC-free Access" located in the MNP Tutorials, https://my.navy.mil/tutorials.html; or review the Okta Verify (iPhone/Android) training aid in the NP2 Training Section located on bottom of the landing page. CAC-free Frequently Asked Questions(FAQs) are located on MyNavy Portal, https://my.navy.mil/iCAM/FAQ/index.html#access.

**Scan for MNP Tutorials**

### 2. Navigate to Travel Voucher

From the MySailor Homepage select the Assignments, Leave, Travel tile.
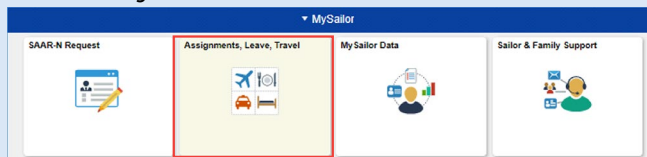


Start a new voucher or access a previous voucher for changes.
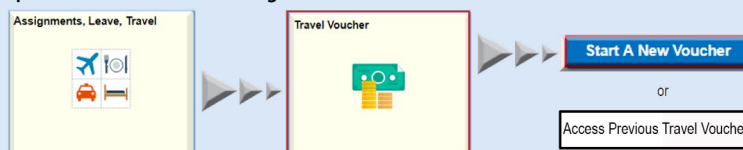
**Note:** The application only allows work on one voucher at any time. Any in-progress voucher must be submitted or canceled before a new one can be started.

**Note:** Once a voucher is submitted, changes or corrections may be required by the CPPA or Transaction Processing Center (TPC). Should this be necessary, you will receive notification of required action via your NP2 preferred email account.

If you have dependents that qualify for PCS travel, the system provides the ability to choose for whom the Travel Voucher is created.

**There are 3 options to select from when initiating the voucher:**
**1) Member only, 2) Member + Dependents, and 3) Dependents Only.**

If you and your dependents do not travel together (e.g., you travel first while your spouse and children stay behind to finish the school semester), then two separate vouchers need to be submitted, one for you and a second for your dependents.

**PCS Travel For**
- ● Member Only
- ○ Member + Dependents
- ○ Dependents Only

## 3. Completing a Travel Voucher

Upon selecting a new voucher or an existing voucher to edit, the application will launch the **"Travel Voucher Wizard"** and walk you through eight sequential steps to complete your Travel Voucher, upload receipts, and submit for travel reimbursement.

## Travel Voucher Wizard

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| Personal Details | Voucher Travel | Voucher Dependents | Travel Itinerary | Reimbursements | Additional Attachments | Acknowledgment | Print/Submit |
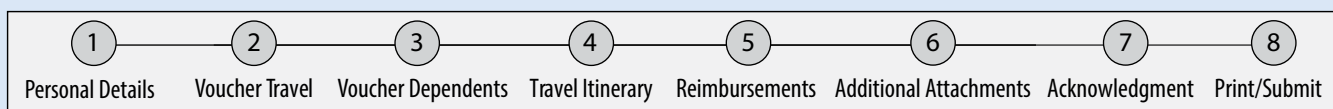
### Step 1: Personal Details

Verify personal information is correct. If any discrepancy exists, click the "Edit Personal Information" to update/correct the information displayed on this page.

**Note:** Enter the new address that is local to your ultimate duty station (UDS).

**IMPORTANT:** Updates made in the Travel Voucher will not update information in NSIPS/NP2. To correct your permanent record, please go to the NSIPS website or contact your CPPA.

**Step 1 of 7: Personal Details**
SAILOR
Voucher 00000047

Please verify your personal information. Any corrections made here will be refle...

Name/DoD ID/SSN/Grade:
SAILOR

Current Activity: PERSUPPDET MEMPHIS

Enter the new address that is local to your ultimate duty station (UDS).

Edit Personal Details

## Step 2: Voucher Travel

Provide travel information indicating status of Government Travel Charge Card (GTCC) use, Dislocation Allowance (DLA), household goods shipment, advance payments, POV travel, travel time, Temporary Lodging Expenses (TLE), and use of commercial lodging facilities.

**Did you use a Government Travel Charge Card (GTCC)?**

[Yes] [No] ⓘ

If yes, enter dollar amount to pay directly to GTCC contractor.

Per NAVADMIN 129/22, beginning 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above are required to use the GTCC for PCS travel expenses.

**Are you requesting a Dislocation Allowance (DLA)?**

**Note:** If you already received a travel advance that included DLA, you still need to claim it here whe...

[Yes] [No] ⓘ

If you already received a travel advance that included DLA, you still need to claim it by selecting "Yes" here.

**Have your household goods been shipped?**

[Yes] [No]

If no, provide explanation below.

**Have you received any government payments or advances?**

[Yes] [No]

If yes, enter dollar amounts below, separated by a comma.

**Are you traveling with Privately Owned Vehicles?**

[Yes] [No]

If yes, enter number of vehicles below.
2

Number of vehicles may not be more than 3.

[OK]

**How many hours did it take you to complete your travel?**

○ 12 or less
○ Between 12 and 24
◉ Greater than 24

**Did you incur a Temporary Lodging Expense (TLE)?**

[Yes] [No]

Use the fields below to enter the dates and amount of the Temporary Lodging Expense incurred.

**Begin Date**

02/02/2021 📅

**Were commercial lodging facilities used?**

[Yes] [No]

## Step 3: Dependent Details

Add or update dependent information in relation to current voucher.
**Note:** This step will not display for a "Member-only" Travel Voucher.
**Note:** Enter the dependents' address at the time your orders were received.

**Step 3 of 8: Voucher Dependents**
SAILOR
Voucher 00000049

Please verify your dependent information. Any corrections to your dependents' information wi...
For dependent travel, you must provide the address of your dependents as of receipt of your...

You ha...   Enter the dependents' address at the time your orders were received.

[Edit Dependent Address] ⓘ

[Add Traveling Dependent]   Help Text

Your dependents' address as of receipt of orders:
123 Main Street
Arlington VA 22202 USA

[Edit Dependent Address]

**Traveling Dependents**

➕

First name, Last name
Spouse

First name, Last name
Son

## Step 4: Travel Itinerary

View and edit fields that contain departure and arrival dates (including stops made along your route), locations of departures and arrivals, mode of travel and lodging costs.

**Note:** Travel Vouchers can be created with any travel dates.

**IMPORTANT:** Start and end travel dates must match the checkout and check-in dates on your endorsed orders.

> Depart 15 SEP 2019 | Arrive 18 SEP 2019
> From GREAT LAKES IL To GREAT LAKES IL
> Mode of travel not specified.

Lodging Cost $0.00

## Step 5: Reimbursements

Add PCS reimbursement expenses (e.g., tolls, rental car, parking, taxi/limo to airport, metro).
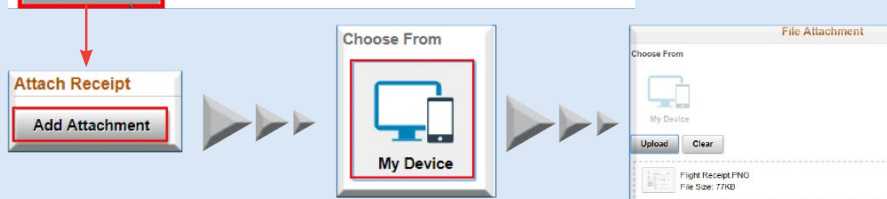


## Step 6: Additional Attachments

Upload any supporting documents for this travel claim.

**IMPORTANT:** You must upload a copy of your endorsed orders before submitting your Travel Voucher to your CPPA for review and approval.



*Sample of endorsed orders*

- Upload a Temporary Lodging Expense (TLE) Allowance Certification (NPPSC 7220/2 form) if you incurred a temporary lodging expense.
  **Note:** NPPSC forms may be downloaded from the MyNavy HR website,
  https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms

- Upload a Certificate of Non-Availability (CNA) if claiming a commercial lodging expense.
  **Note:** A CNA will be issued to you by a Navy or DoD operated lodging facility when government lodging is unavailable.

## Step 7: Privacy Act and Penalty Acknowledgment

View and acknowledge Privacy Act and Penalty Statements to verify information on the Travel Voucher is true and correct.
 Once you agree and save, the data entered will be stamped as belonging to the current voucher.
**Note:** A saved voucher may be accessed later and edited up until TPC approval. Once the voucher has been approved by the TPC, any additional changes must be submitted through the creation of a Supplemental Voucher.

Privacy Act Statement and Penalty Statement
☐ I Agree
**Acknowledgement Stamp**

User ID 36400000000

Date/Time 12/06/2021 2:53:41PM

Save

## Step 8: Print/Submit

1. Enter any remarks you want added on the Travel Voucher (optional).
2. Select "View/Print" and closely review the DD Form 1351-2 for accuracy and completeness.
   **IMPORTANT:** Any errors in your Travel Voucher may void the request and require you to re-submit, which will delay reimbursement of your travel costs.
   **Note:** You will not be able to "Submit" your Travel Voucher without performing this step.
   **Note:** Submitting a hard copy of your DD Form 1351-2 to your CPPA IS NOT required. However, "View/Print" gives the option to print a copy of the DD Form 1351-2 for your records.
3. Submit to your CPPA.
   **Note:** Selecting "Submit" electronically routes your Travel Voucher to your CPPA for review. Upon CPPA approval, the Travel Voucher will be forwarded to the TPC for processing.

### Sample of Travel Voucher DD Form 1351-2

Entries displayed on the DD Form 1351-2 are view-only for verification before submission. Desired changes to any of the form fields must be made by reentering data in the corresponding Wizard step.

## 4. Checking Voucher Status

The status of a travel voucher can be viewed on the Member's Travel Voucher homepage.

**Note:** Once a voucher is submitted, changes or corrections may be required by the CPPA or TPC. Should this be necessary, you will receive notification of required action via your NP2 preferred email account.

**Previous MyPCS Vouchers**

Voucher 00000373
Member Only
Last updated on 02 Jun 2022                                                    Submitted

- Working - The User is working on the travel voucher and has not submitted it to the CPPA for review.
- Submitted - The travel voucher has been completed by the User and submitted to a CPPA for review.
- CPPA Approved - The travel voucher has been reviewed by a CPPA and forwarded to a TPC Clerk for approval.
- CPPA Rejected - The travel voucher has been reviewed by a CPPA and returned to the User for corrections.
- TPC Approved - The travel voucher has been reviewed and approved for disbursement by the TPC Clerk.
- TPC Rejected - The travel voucher has been reviewed by a TPC Clerk and returned to the User for corrections.

CPPA and TPC comments on a submitted voucher can be viewed in Print/Submit Step of selected Travel Voucher.

**Step 7 of 7: Print/Submit**
SAILOR
Voucher 00000051

Disable your browser's Pop-Up Blocker and select the View/Print button to review the 1351-2 Form before submitting to your CPPA.
After your review of the 1351-2 Form, select the Submit button to submit to your CPPA.
If you've submitted your voucher and need to make corrections, select the Correct button.

**Service Member Actions**

[View/Print]   [Submit]   [Correct]

**Service Member Remarks**

**CPPA Comments**
No comment.

**TPC Comments**
approval comment

Use the **Correct** button to make changes.
- The Travel Voucher Wizard will return to Step 1 and the User will be required to verify and save after completing each step of the wizard.
- The User's previously entered information will remain in the Travel Voucher Wizard unless the User changes it.

## Additional Training

Detailed step-by-step instructions for completing a Travel Voucher are available in the Training Section on the NP2 landing page.
Navigate to Assignments, Leave, and Travel > PCS Transfer Package>Service Member> Submit Travel Voucher.

🏛 **Training**

Assignments, Leave, and Travel
My Sailor Data
User Access and Role Management

PCS Transfer Package
Service Member
View/Print Orders
View/Print Lean Orders
PCS Checklist Questionnaire
Submit Travel Voucher