

Adding Dislocation Allowance (DLA) to a PCS Claim

Introduction This guide provides the procedures for adding Dislocation Allowance (DLA) to a PCS claim.

Before you begin DLA with/without dependents **MUST** be selected in the What's Authorized tab of the orders to add it to your claim.

Procedures See below.

Step	Action
1	<p>Select DLA from the drop-down and click Add This Entitlement.</p>

Continued on next page

Adding Dislocation Allowance (DLA) to a PCS Claim, Continued

Procedures,
continued

Step	Action																																												
2	<p>If you have no dependents OR your dependents are not relocating with you, do NOT check the box. Check the box if DLA with dependents is authorized AND your dependents relocated with you at the same time. Then click Accept.</p> <div data-bbox="316 636 1369 1025" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JACK View: Traveler TONO: 1217G96PRAY4X000</p> <h3 style="text-align: center;">Dislocation Allowance</h3> <p style="text-align: right;">DLA with dependents is authorized. Check this box if dependents were moved at this time <input checked="" type="checkbox"/></p> <p style="text-align: center;"> <input type="button" value="Accept"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>																																												
3	<p>Verify the DLA amount on the Computations tab.</p> <div data-bbox="316 1099 1369 1827" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JACK View: Traveler TONO: 1217G96PRAY4X000</p> <h3 style="text-align: center;">Settlement Request</h3> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/></p> <p>Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Remit To</th> <th>Transactions</th> <th>Entitlements</th> <th style="background-color: yellow;">Computations</th> <th>Financial</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="4"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">568.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td style="text-align: right;">3.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">232.56</td> </tr> <tr> <td>Dep Per Diem</td> <td style="text-align: right;">984.00</td> </tr> <tr style="border: 2px solid red;"> <td>DLA</td> <td style="text-align: right;">2,349.99</td> </tr> <tr> <td>TLE</td> <td style="text-align: right;">566.60</td> </tr> </tbody> </table> </td> <td colspan="2"> <p>Total Entitlement <input type="text" value="4,704.05"/></p> <p>Deductions <input type="text" value="0.00"/></p> <p>Partial Payments <input type="text" value="0.00"/></p> <p>Amount Payable <input type="text" value="4,704.05"/></p> <p>Advances <input type="text" value="0.00"/></p> </td> </tr> <tr> <td colspan="4"> <p>Method of Payment <input type="text" value="Direct Deposit"/></p> <p><input type="button" value="Apply Advances"/></p> </td> <td colspan="2"> <p>Due Employee <input type="text" value="4,704.05"/></p> <p>Split Payment <input type="text" value="0.00"/></p> <p>Computed Split <input type="text" value="0.00"/></p> <p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p> </td> </tr> <tr> <td colspan="6" style="color: red; font-size: small;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</td> </tr> <tr> <td colspan="2"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> </td> <td colspan="4"> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </td> </tr> </tbody> </table> </div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">568.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td style="text-align: right;">3.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">232.56</td> </tr> <tr> <td>Dep Per Diem</td> <td style="text-align: right;">984.00</td> </tr> <tr style="border: 2px solid red;"> <td>DLA</td> <td style="text-align: right;">2,349.99</td> </tr> <tr> <td>TLE</td> <td style="text-align: right;">566.60</td> </tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	3.00	Memb/Emp MALT	232.56	Dep Per Diem	984.00	DLA	2,349.99	TLE	566.60	<p>Total Entitlement <input type="text" value="4,704.05"/></p> <p>Deductions <input type="text" value="0.00"/></p> <p>Partial Payments <input type="text" value="0.00"/></p> <p>Amount Payable <input type="text" value="4,704.05"/></p> <p>Advances <input type="text" value="0.00"/></p>		<p>Method of Payment <input type="text" value="Direct Deposit"/></p> <p><input type="button" value="Apply Advances"/></p>				<p>Due Employee <input type="text" value="4,704.05"/></p> <p>Split Payment <input type="text" value="0.00"/></p> <p>Computed Split <input type="text" value="0.00"/></p> <p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p>		This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed						<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/>		<input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			
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