

Handout #2: Calculating Chargeable Leave with PCS Travel Vouchers with Advice of Payment

TASK: Calculate the chargeable leave for Soldiers arriving at a new duty station using paid PCS Travel Vouchers (which include the Advice of Payment (AOP). User must determine the total elapsed time (ET), authorized travel time (AT), and determine the temporary duty (TDY) en route periods and administrative absence/Permissive TDY (PTDY) periods to calculate the chargeable leave. This information will allow the user to determine chargeable leave in order to enter the absence/the official chargeable leave into the IPPS-A in-transit grid as part of the PCS arrival process. This is the only part of the military pay arrival process that will change with IPPS-A, Release 3.

KEY REFERENCE:

- Joint Travel Regulations, Chapter 5, "Permanent Duty Travel," Paragraph 050205, "Authorized Travel Time"

TERMS:

1. **ELAPSED TIME (ET):** This is the total amount of days from the time a Soldier signed out on leave from the losing duty location until the Soldier was signed in off of leave at the new duty location. The DA Form 31 is the source document for determining the ET. The date of arrival to the new duty location is **NOT** counted, as this is a duty day for pay purposes.
2. **AUTHORIZED TRAVEL TIME (AT):** This is the total amount of authorized travel days based upon the Soldier's mode/types of travel. This will be provided on the paid PCS travel voucher Advice of Payment (AOP). The rules for the different modes/types of travel are:
 - ✓ **POV-Privately Owned Vehicle:** If the ordered travel is 400 or fewer miles between official locations (duty locations) and the traveler uses a POV, then 1 day of travel is authorized for the official distance. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more miles, one additional travel day is allowed. The result determines the maximum number of authorized travel days.
 - ✓ **Commercial Air:** One day is allowed within CONUS or CONUS to OCONUS or OCONUS to OCONUS. Two days are allowed for crossing the International Date Line.
 - ✓ **Commercial Bus:** The authorized travel time is the actual time needed to travel over the direct route, including necessary delays.
3. **TEMPORARY DUTY (TDY) TIME:** These are the days a Soldier is authorized IAW an approved DD Form 1610.
4. **ADMINISTRATIVE ABSENCE PERIODS/PERMISSIVE TDY (PTDY):** The days taken for house hunting or other authorized absences such as Hometown Recruiting Assistance Program (HRAP). The number of days authorized is IAW AR 600-8-10 and/or AR 601-2.

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5. **CHARGEABLE LEAVE:** Elapsed Time (ET) minus AT, TDY, PTDY equals chargeable leave days. See formula below; with either formula the math is the same.

- FORMULA: $ET - AT - TDY - PTDY = \text{Total Chargeable Leave Days}$, or
- FORMULA: $ET - (AT + TDY + PTDY) = \text{Total Chargeable Leave Days}$

ET =	10
AT =	-2
TDY =	-0
PTDY =	-0
Equals Chargeable Leave	8

- 10 days elapsed time (ET) minus 2 days of authorized travel (AT) = 8 chargeable leave days

SAMPLE – CALCULATING CHARGEABLE LEAVE

- ✓ **Step 1:** Get a copy (open the saved file previously downloaded from goDocs) of the completed, paid PCS voucher for the Soldier you want to report chargeable leave for.
 - The voucher package will include:
 1. A copy of the Soldier's DD Form 1351-2 PCS Travel Voucher and
 2. A copy of the advice of payment (AOP), which is sometimes referred to as the paid claim/PCS travel voucher.
 - You will also need a copy of the Soldier's DA Form 31. IPPS-A Release 3 also includes Soldier absence data.
- ✓ **Step 2:** Please take a look at the Soldier's DA 31 or the absence data in IPPS-A Release 3, to identify the full elapsed time (ET).

14. DEPARTUR		
a. DATE	b. TIME	c. NAME DEPARTURE AUTHORITY
20210609	0800 ▾	BN S1
15. EXTENSION - API		
a. NUMBER DAYS	b. DATE APPROVED	c. NAME APPROVAL AUTHORITY
16. RETURN		
a. DATE	b. TIME	c. NAME RETURN AUTHORITY
20210729	1600 ▾	BN S1

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- On our sample leave form the Soldier signed out from the losing duty location on 9 June and then signed in on 29 July at the new duty location. The Soldier was signed out for 22 days in June and 29 days in July for a total of 51 days, but we don't count that last day when the Soldier signed in as this is a duty day for pay account purposes. So, this Soldier's ET was 50 days.
- ✓ **Step 3:** Now let's move on to other approved absences. If the leave form or the soldier's absences in IPPS-A, Release 3, does not indicate any authorized administrative absences/permissive temporary duty (PTDY) for the PCS, then so there is none to count.
- ✓ **Step 4:** Next, please look at the actual Advice of Payment (AOP) also referred to as the Soldier's paid claim/PCS travel voucher. Looking at the AOP, search for the section titled Elapsed Time. This is a multipage document even for a simple CONUS to CONUS move with no other temporary duty or permissive TDY. For our sample AOP you will find the Elapsed Time on the bottom of page 2. In our sample under the Category heading, the category TR is the AT, 4 official travel days are authorized to move by automobile from Fort Huachuca to Fort Leavenworth. The AOP does not indicate any temporary duty (TDY) so there is none to count.

15. ITINERARY		
a. DATE 2021-2021	b. PLACE (Home, Office, Base, Activity, City, and State; City and Country, etc.)	
06/09/21	DEP	Fort Huachuca , AZ , 85613 , USA
07/29/21	ARR	Fort Leavenworth , KS , 66027 , USA
	DEP	

Elapsed Time

FROM DATE	TO DATE	CATEGORY
=====	=====	=====
Detach	06/09/2021	
06/09/2021	07/24/2021	LV 46
07/25/2021	07/28/2021	TR 4
Report	07/29/2021	MC

- ✓ **Step 5:** The formula for calculating Chargeable leave is: take the elapsed time subtract the AT; then subtract out the TDY and administrative absence/Permissive TDY days. This will give you the chargeable leave.

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- FORMULA: $ET - AT - TDY - PTDY = \text{Total chargeable leave}$.

ET =	50
AT =	-4
TDY =	-0
PTDY =	-0
Equals Chargeable Leave	46

- 50 days of elapsed time (ET) minus 4 days of authorized travel (AT) = 46 days of chargeable leave (CL)

✓ Notes

- The AOP number of LV is not used; use the DA Form 31 to determine LV or Absences in IPPS-A, Release 3.
- If the ET equals the AT, then there is no chargeable PCS leave.
- If the AT exceeds the ET, then adjust the AT to equal the ET using the lesser number of days. In this case, there is no chargeable leave to report. This is due to the report date being an authorized travel day for travel entitlement and pay purposes.

******NEED HELP:******

- ***Reach out to your local Military Pay Office. They have goDocs access, and they regularly review PCS travel vouchers.***