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### **SECTION I PUBLICATIONS**

Public Law 105-264, Section 105, Travel and Transportation Reform Act of 1998

Joint Travel Regulations

DOD 7000.14-R, Department of Defense Financial Management Regulation

AR 638-8, Army Casualty Program

AR 600-8-10, Leaves and Passes

### **SECTION II FORMS**

DD Form 1351-2, Travel Voucher or Subvoucher

DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

DD Form 2558, Authorization to Start, Stop or Change an Allotment

DD Form 2560, Advance Pay Certification/Authorization

DA Form 31, Request and Authority for Leave

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2142, Pay Inquiry

DA Form 4187, Personnel Action

DA Form 5960, Authorization To Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)

SGLV Form 8286A, Spouse Coverage Election and Certificate

## **APPENDIX B**

### **USEFUL WEBLINKS**

- 266th Financial Management Support Center homepage:  
<http://www.eur.army.mil/21tsc/266fmc/>
- Army in Europe Library & Publishing System (AEPUBS):  
<http://www.eur.army.mil/aepubs/>
- BAH Rates:  
<http://www.defensetravel.dod.mil/site/bahCalc.cfm>
- COLA Rates:  
<http://www.defensetravel.dod.mil/site/colaCalc.cfm>
- DLA Rates:  
<http://www.defensetravel.dod.mil/site/otherratesDLA.cfm>
- DOD Financial Management Regulation:  
<http://comptroller.defense.gov/fmr/>
- FLTCIP information:  
<http://www.ltcfeds.com>
- GTCC information:  
[https://www.citibank.com/tts/card\\_solutions/commercial\\_cards/pubsec\\_solutions/dept\\_defense.html](https://www.citibank.com/tts/card_solutions/commercial_cards/pubsec_solutions/dept_defense.html)
- Joint Travel Regulations (JTR):  
<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- Military pay rates:  
<http://www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html>

- MyPay information:

<https://mypay.dfas.mil/mypay.aspx>

- OHA Rates:

<http://www.defensetravel.dod.mil/site/oha.cfm>

- Per-diem rates and allowances:

<http://www.defensetravel.dod.mil/site/allowances.cfm>

- SGLI information:

<http://www.benefits.va.gov/insurance/sgli.asp>

- TSP information:

<http://www.tsp.gov>

## GLOSSARY

### SECTION I ABBREVIATIONS

AA	Active Army
AE	Army in Europe
AR	Army regulation
ASHA	advance station housing allowance
ATD	advance travel of dependents
BAH	basic allowance for housing
BAH-Diff	basic allowance for housing—differential
BAH-T	basic allowance for housing—transit
BAH-RC	basic allowance for housing—Reserve Component
BAQ	basic allowance for quarters
BAS	basic allowance for subsistence
CBA	centrally billed account
COLA	cost of living allowance
CONOPS	contingency operations
CONUS	continental United States
COT	consecutive overseas tour
CP	casual payment
CY	calendar year
CZ	combat zone
CZTE	combat-zone tax exclusion
CZTEL	combat-zone tax-exclusion leave
DA	Department of the Army
DD	Defense Department
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Service
DFAS-CL	Defense Finance and Accounting Service— Cleveland Center
DIEMS	date initially entered military service
DLA	dislocation allowance
DOD	Department of Defense
EAOS	expiration of active obligated service

EROD	early return of dependents
ETS	expiration term of service
FAQ	frequently asked question
FICA	Federal Insurance Contributions Act
FITW	Federal-income-tax withholding
FLPP	foreign-language proficiency pay
FLTCIP	Federal Long-Term Care Insurance Program
FSA	Family separation allowance
FSA-T	Family separation allowance-temporary
FSGLI	Family Servicemembers Group Life Insurance
FSH	Family separation housing
GTCC	Government travel charge card
HDP-L	hardship duty pay–location
HDP-M	hardship duty pay–mission
HFP	hostile fire pay
HHG	household goods
HQ	headquarters
IBA	individually billed account
IDP	imminent danger pay
IPCOT	in-place consecutive overseas tour
IRS	Internal Revenue Service
IVRS	Interactive Voice Response System
JTR	Joint Travel Regulations
KFOR	Kosovo Force
LES	leave and earnings statement
LSL	lump-sum leave
LTC	long-term care
MIHA	move-in housing allowance
MPPD	Military Personnel and Plans Division, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe
OCONUS	outside the continental United States
OHA	overseas housing allowance
PCS	permanent change of station
PDS	permanent duty station
PEBD	pay entry basic date

PIN	personal identification number
POA	power of attorney
QHDA	qualified hazardous duty area
R&R	rest and recuperation
RC	Reserve Component
SDP	Savings Deposit Program
SGLI	Servicemembers Group Life Insurance
SITW	State-income-tax withholding
SJA	staff judge advocate
SLA	special leave accrual
TCS	temporary change of station
TDY	temporary duty
TLA	temporary lodging allowance
TSP	Thrift Savings Plan
UIC	unit identification code
UMO	unit movement order
USAREUR	United States Army Europe
VHA	variable housing allowance
YTD	year-to-date

## **SECTION II**

### **TERMS**

#### **accrual voucher**

An interim travel voucher (or a series of interim travel vouchers) that may be sent to a finance office before the Government travel is completed (normally every 30 days) until a final closeout voucher is submitted. This enables the claimant to receive partial reimbursement to pay authorized travel expenses.

**agent**

A person who acts on the behalf of another individual, particularly when granted specific authority by means of a power of attorney, who then may also be called the “attorney-in-fact” in some States

**attorney-in-fact**

A person who acts on the behalf of another individual in a legal and fiduciary role, normally when granted specific authority by means of a power of attorney. An attorney-in-fact may be called an “agent” in some States.

**meal deduction**

A collection from the pay of a Soldier who is receiving a subsistence allowance to offset the cost of Government meals provided to the Soldier at no charge

**principal**

The person from whom an agent or an attorney-in-fact derives his or her authority