



# QUICK START



Navy Personnel and Pay (NP2)

October 2024

## Calculate Your PCS Travel Entitlements

The Travel Entitlements Calculator helps you estimate your travel entitlements. The actual entitlement will be determined when all applicable travel vouchers are submitted. **Note:** The NP2 Travel Entitlements Calculator replaces the old Microsoft Excel version in the MyNavy HR Command Pay and Personnel Administrator (CPPA) Resources page.

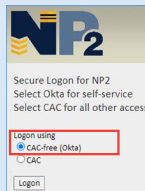
### 1. NP2 Access



#### A. Quick Links

Access NP2 via [MyNavy Portal Quick Links \(https://prohdr.np2.cloud.navy.mil/\)](https://prohdr.np2.cloud.navy.mil/).

**Note:** For best access, use Chrome, Firefox, Safari or Edge.



#### B. CAC-free

You can access the Travel Entitlements Calculator on a mobile device without a CAC.

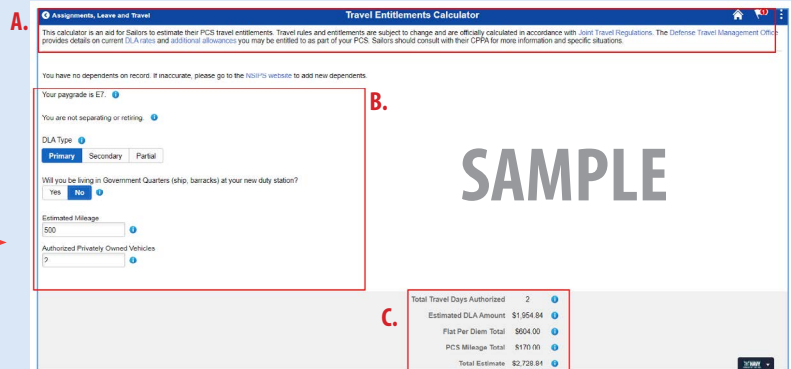
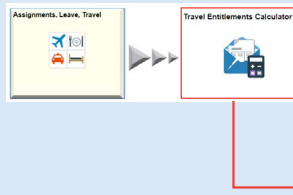
To learn how to set that up, visit MyNavy Portal (MNP) Tutorials at <https://www.mn3p.navy.mil/web/guest/tutorials> to watch the "Setting up CAC-Free Access" video.



Scan for MNP Tutorials

### 2. Calculate your Travel Entitlement

From the NP2 Sailor Homepage select the Assignment, Leave, Travel tile, then Travel Entitlements Calculator.



#### A. Select links to review travel regulations and helpful reimbursement information

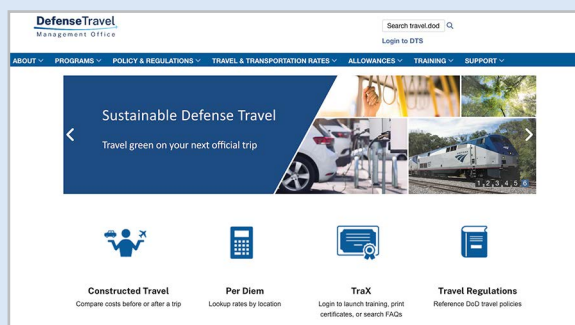
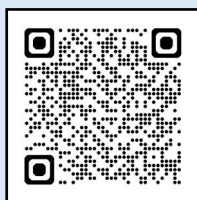
**Assignments, Leave, Travel** **Travel Entitlements Calculator**

This calculator is an aid for Sailors to estimate their Permanent Change of Station (PCS) travel entitlements. Travel rules and entitlements are subject to change and are officially calculated in accordance with [Joint Travel Regulations](#). The [Defense Travel Management Office](#) provides details on current [Dislocation Allowance \(DLA\) rates](#) and [additional allowances](#) you may be entitled to as part of your PCS. Sailors should consult with their CPPA for more information and specific situations.

### For More Information

[Defense Travel Management Office](https://www.travel.dod.mil)

<https://www.travel.dod.mil>



- Joint Travel Regulations (JTR)
- DLA rates
- FAQs for additional allowances

NP2 is a streamlined system for accurate personnel and pay services delivered by MyNavy HR IT Solutions.

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## B. Enter Travel Data

1. Select dependents traveling with you
2. Select DLA type (e.g., Primary)

**Note:** Separation or Retirement orders are not eligible for DLA.

- Primary – authorized when relocating your household due to PCS.
- Secondary – rates paid for a move to the location directed in an amended, modified, canceled, or revoked order.
- Partial – authorized when ordered to occupy or vacate family-type Government Quarters due to privatization, renovation, or other reason for the government’s convenience.

3. Indicated use of Government Quarters (e.g., No)

- DLA will not be paid if you are housed in Government Quarters (ship, barracks).

4. Enter estimated mileage from current assignment location to new assignment (e.g., 500 miles)

- Official Privately Owned Vehicle (POV) mileage is calculated from your old duty station to the new duty station as indicated on your orders. (Mileage may be estimated using a commercial mapping application.)
- One day of travel is authorized for every 350 miles (or remainder of 51 miles or greater) of POV travel.

5. Enter number of authorized POVs (e.g., 2)

- You are authorized one vehicle for yourself and one vehicle per licensed dependent. OPNAV N130 must approve additional vehicles in advance.

Include	Name	
<input checked="" type="checkbox"/>	Spouse	1.

Your paygrade is O2. ⓘ

You are not separating or retiring. ⓘ

DLA Type ⓘ

Primary Secondary Partial 2.

Will you be living in Government Quarters (ship, barracks) at your new duty station? ⓘ

Yes No 3.

Estimated Mileage ⓘ

500 4.

Authorized Privately Owned Vehicles ⓘ

2 5.

## C. View Total Estimate

1. Estimated DLA Amount

- Calculated based on Defense Travel DLA rates, pay grade, DLA type, and dependents traveling (Yes/No).

2. Flat Per Diem Total

Total equals the summation of:

- Per Diem Value (travel days x \$151.00 Per Diem rate x number of authorized vehicles)
- Dependents 12 and over Per Diem (\$113.25 per dependent x travel days)
- Dependents under 12 Per Diem (\$75.50 per dependent x travel days)

3. PCS Mileage Total

- Calculated based on estimated miles x number of authorized vehicles x \$0.17/mile PCS Mileage Rate (MALT Rate)

Total Travel Days Authorized	2	ⓘ
1. Estimated DLA Amount	\$2,733.45	ⓘ
2. Flat Per Diem Total	\$830.50	ⓘ
3. PCS Mileage Total	\$170.00	ⓘ
<b>Total Estimate</b>	<b>\$3,733.95</b>	ⓘ

## 3. View Travel Entitlement Calculator user training



[How to Calculate Your Travel Entitlements](https://rise.articulate.com/share/Efu7xHUuPJQ5k9D0mSEHfB2ZroDN_uEi#/lessons/471ay8hW9CBjVnpwslQCo7U2a1vBmXA)

[https://rise.articulate.com/share/Efu7xHUuPJQ5k9D0mSEHfB2ZroDN\\_uEi#/lessons/471ay8hW9CBjVnpwslQCo7U2a1vBmXA](https://rise.articulate.com/share/Efu7xHUuPJQ5k9D0mSEHfB2ZroDN_uEi#/lessons/471ay8hW9CBjVnpwslQCo7U2a1vBmXA)

## Customer Feedback

We welcome your feedback! Click or copy/paste: [https://usnavy.gov1.qualtrics.com/jfe/form/SV\\_cJiKiU0Q6H0uQyG](https://usnavy.gov1.qualtrics.com/jfe/form/SV_cJiKiU0Q6H0uQyG)

**QUESTIONS?** Contact MNCC: Phone: 1.833.330.MNCC | Email: [askmncc@navy.mil](mailto:askmncc@navy.mil) | Chat: <https://my.navy.mil>



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