



QUICK START



Navy Personnel and Pay (NP2)

October 2024

Complete Your PCS Travel Voucher



What You Need Before Starting

1. **Endorsed orders (required)**
2. Receipts for items eligible for reimbursement
3. All other supporting documents, e.g., Temporary Lodging Expense (TLE) Allowance Certification, Certificate of Non-Availability (CNA)
4. Information pertaining to the shipment of household goods, payment methods, travel dates and itinerary, dependent details

1. NP2 Access



A. Quick Links

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

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



Scan for MNP Tutorials

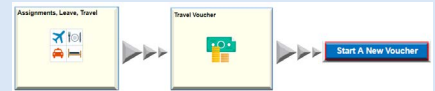


B. CAC-free

You can access the Travel Voucher 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.

2. Start a new voucher or update an existing voucher

Note: You will receive an email notification if a previously submitted voucher is returned to you for correction by the Command Pay and Personnel Administrator (CPPA) or Travel Processing Center (TPC) clerk.



- After logging into NP2 Sailor homepage, select the "Assignments, Leave, Travel" tile, then select the "Travel Voucher" tile.
- There are three 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 another for your dependents.

3. Use the "Travel Voucher Wizard" to create and submit a new voucher or edit an existing voucher

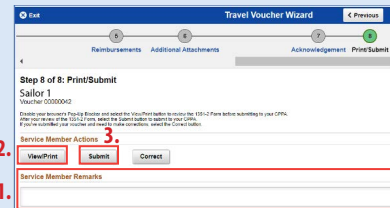
- The Travel Voucher Wizard walks you through eight sequential steps to complete your Travel Voucher (DD FORM 1351-2), upload documentation, review/print a pdf version of your Travel Voucher, and submit to your CPPA for approval.

IMPORTANT NOTES:

- Your official travel start and end dates are the dates stamped on your orders. You must use these dates when completing your voucher. (Dependents will use their actual departure and arrival dates when not traveling with you.)
- You must upload a copy of your endorsed orders before submitting your Travel Voucher to your CPPA for review and approval.

Last Wizard step: Print/Submit

1. Enter any remarks you want added on the DD FORM 1351-2 (optional).
 2. View/Print Travel Voucher (DD FORM 1351-2 pdf) to ensure accuracy.
- Note:** You will not be able to submit unless this step is performed.
3. Submit to your CPPA.



4. View [How to Complete Your Travel Voucher Training](https://rise.articulate.com/share/Efu7xHUpCJQ5k9D0mSEhFb2ZroDN_uEi#/)

[https://rise.articulate.com/share/Efu7xHUpCJQ5k9D0mSEhFb2ZroDN_uEi#/>/lessons/zZwNsdAoxXG2mC94AehMOJH6xhDewcPd](https://rise.articulate.com/share/Efu7xHUpCJQ5k9D0mSEhFb2ZroDN_uEi#/)

Customer Feedback

We welcome your feedback! Click or copy/paste: https://usnavy.gov1.qualtrics.com/jfe/form/SV_cJiKiU0Q6H0uQyG



QUESTIONS? Contact MNCC: Phone: 1.833.330.MNCC | Email: askmncc@navy.mil | Chat: <https://my.navy.mil>

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

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