



WHAT'S NEW FOR YOU

Sailor and HR Workforce



Navy Personnel and Pay (NP2)

October 2024

Sailor Travel Voucher

NP2 Offers Improved Travel Voucher Processing

BLUF: The NP2 automated Travel Voucher feature is operational for Active Duty and Training and Administration of the Reserve (TAR) Sailors completing Permanent Change of Station (PCS) travel. In addition, the NP2 Travel Voucher is also operational for Reservists completing PCS travel authorized on Active Duty for Operational Support (ADOS) and Officer Recall orders. This NP2 What's New for You (WNFY) provides an overview of Sailor Self-Service Travel Voucher features and information on where to access additional training.

Sailor Self-Service Feature Overview

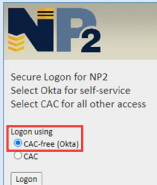


1. NP2 Access

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.



B. CAC-free

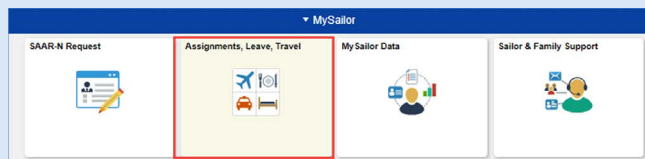
You can access the Travel Voucher on a mobile device without a CAC. To learn how to set that up, visit MyNavy Portal (MNP) Tutorials at <https://www.mn3p.navy.mil/web/guest/tutorials> to watch the "Setting up CAC-Free Access" video.



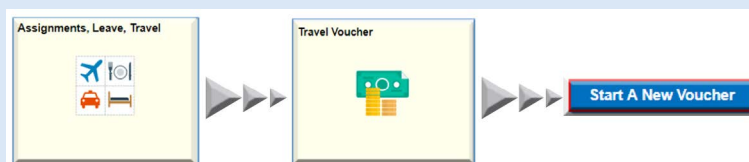
Scan for MNP Tutorials

2. Navigate to Travel Voucher

From the MySailor Homepage, select the Assignments, Leave, Travel tile.



Start a new voucher or access a previous voucher for changes.



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

Distribution Statement A: Approved for public release and unlimited distribution. (25 October 2024)



Note: The application only allows work on one voucher at any time. Any in-progress voucher must be submitted or canceled before a new one can be started.

Note: Once a voucher is submitted, changes or corrections may be required by the Command Pay and Personnel Administrator (CPPA) or Transaction Processing Center (TPC).

Should this be necessary, you will receive notification of required action via your NP2 preferred email account.

If you have dependents that qualify for PCS travel, the system provides the ability to choose for who the Travel Voucher is for.

There are 3 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 a second for your dependents.

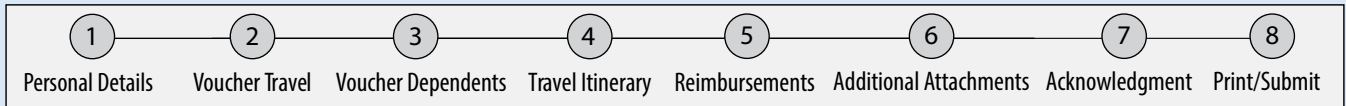
PCS Travel For

- Member Only
- Member + Dependents**
- Dependents Only

3. Completing a Travel Voucher

When selecting a new or an existing voucher to edit, the application will launch the “**Travel Voucher Wizard**” and walk you through eight sequential steps to complete your Travel Voucher, upload receipts, and submit for travel reimbursement.

Travel Voucher Wizard



Step 1: Personal Details

Verify personal information is correct. If discrepancy exists, click the “Edit Personal Information” to update/correct the information displayed on this page.

Note: Enter the new address that is local to your ultimate duty station (UDS).

IMPORTANT: Updates made in the Travel Voucher will not update information in Navy Standard Integrated Personnel System (NSIPS)/NP2. To correct your permanent record, please go to the NSIPS website or contact your CPPA.

Step 1 of 7: Personal Details

SAILOR
Voucher 00000047

Please verify your personal information. Any corrections made here will be reflected.

Name/DoD ID/SSN/Grade:
SAILOR

Current Activity: PERSUPPDET MEMPHIS

Enter the new address that is local to your ultimate duty station (UDS).

Edit Personal Details

Step 2: Voucher Travel

Provide travel information indicating status of Government Travel Charge Card (GTCC) use, Dislocation Allowance (DLA), household goods shipment, advance payments, Privately Owned Vehicle (POV) travel, travel time, Temporary Lodging Expenses (TLE), and use of commercial lodging facilities.

Did you use a Government Travel Charge Card (GTCC)?

Yes No ?

If yes, enter dollar amount to pay directly to GTCC contractor.

Are you requesting a Dislocation Allowance (DLA)?

Note: If you already received a travel advance that included DLA, you still need to claim it here when you receive your advance.

Yes No ?

Have your household goods been shipped?

Yes No

If no, provide explanation below.

Have you received any government payments or advances?

Yes No

If yes, enter dollar amounts below, separated by a comma.

Are you traveling with Privately Owned Vehicles?

Yes No

If yes, enter number of vehicles below.

2

How many hours did it take you to complete your travel?

12 or less

Between 12 and 24

Greater than 24

Did you incur a Temporary Lodging Expense (TLE)?

Yes No

Use the fields below to enter the dates and amount of the Temporary Lodging Expense incurred.

Begin Date

📅

Were commercial lodging facilities used?

Yes No

Per NAVADMIN 129/22, beginning 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above are required to use the GTCC for PCS travel expenses.

If you already received a travel advance that included DLA, you still need to claim it by selecting "Yes" here.

Number of vehicles may not be more than 3.

Step 3: Dependent Details

Add or update dependent information to the current voucher.

Note: This step will not display for a "Member-only" Travel Voucher.

Note: Enter the dependents' address at the time your orders were received.

Step 3 of 8: Voucher Dependents

SAILOR
Voucher 00000049

Please verify your dependent information. Any corrections to your dependents' information will be reflected on the voucher.

For dependent travel, you must provide the address of your dependents as of receipt of your orders.

You have Enter the dependents' address at the time your orders were received.

?

Your dependents' address as of receipt of orders:
123 Main Street
Arlington VA 22202 USA

Traveling Dependents

First name, Last name Spouse
First name, Last name Son

Step 4: Travel Itinerary

View and edit fields that contain departure and arrival dates (including stops made along your route), locations of departures and arrivals, mode of travel and lodging costs.

Note: Travel Vouchers can be created with any travel dates.

IMPORTANT: Start and end travel dates must match the checkout and check-in dates on your endorsed orders.

Depart 15 SEP 2019 | Arrive 18 SEP 2019
From GREAT LAKES IL To GREAT LAKES IL
Mode of travel not specified.

Lodging Cost

Step 5: Reimbursements

Add PCS reimbursement expenses (e.g., tolls, rental car, parking, taxi/limo to airport, metro).

Expense Details

*Name of Expense: OTHER NOT IN LIST

*Expense Description: Other Expense

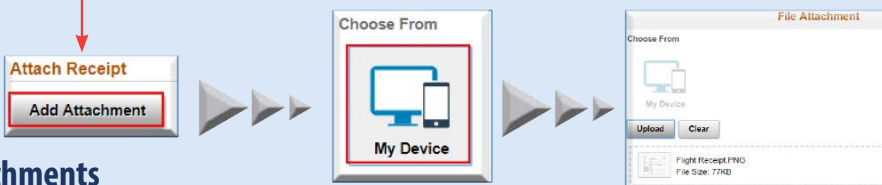
*Date: 02/09/2022

*Amount Spent: 100

Please click the 'Add Attachment' button below to upload and save your receipt for this expense.
Note: your attachment must be an image smaller than 5MB (file type PDF, PNG, JPG, or JPEG).

Attach Receipt

Add Attachment



Step 6: Additional Attachments

Upload any supporting documents for this travel claim.

IMPORTANT: You must upload a copy of your endorsed orders before submitting your Travel Voucher to your CPPA for review and approval.

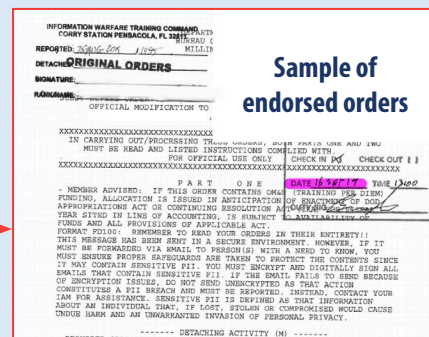
Step 6 of 8: Additional Attachments

SAILOR
Voucher 00013275

Use this page to upload additional supporting documents to your travel claim submission. Your attachment must be a file smaller than 5MB and file type must be a PDF, PNG, JPG, or JPEG. Once you've uploaded your attachment(s), use the Document Type field to select the type of document uploaded.

- You must upload a copy of your endorsed orders before proceeding.
- If you indicated that you incurred a Temporary Lodging Expense (TLE), you must upload a copy of your Temporary Lodging Expense Allowance Certification (NPPSC 7220/2) form before proceeding.
- If you indicated that you obtained a Certificate of Non-Availability (CNA), a copy must be uploaded before proceeding.

Delete	Document Type	Document	Submitted By	View Attachment
<input type="checkbox"/>	Endorsed Orders	EndorsedOrders.pdf	Service Member	View Attachment
<input type="checkbox"/>	Temporary Lodging Expense (TLE) Allowance Certification	TLE.png		View Attachment
<input type="checkbox"/>	Certificate of Non-Availability	CNA.jpg		View Attachment
<input type="checkbox"/>	Other	Reqd_Docs.jpg		View Attachment



- Upload a Temporary Lodging Expense (TLE) Allowance Certification (Navy Pay and Personnel Support Center (NPPSC) 7220/2 form) if you incurred a temporary lodging expense.

Note: NPPSC forms may be downloaded from the MyNavy HR website, <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms>

- Upload a Certificate of Non-Availability (CNA) if claiming a commercial lodging expense.

Note: A CNA will be issued to you by a Navy or DoD operated lodging facility when government lodging is unavailable.

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

Step 7: Privacy Act and Penalty Acknowledgment

View and acknowledge Privacy Act and Penalty Statements to verify information on the Travel Voucher is true and accurate. Once you agree and save, the data entered will be stamped as belonging to the current voucher.

Note: A saved voucher may be accessed later and edited up until TPC approval. Once the voucher has been approved by the TPC, you must create a Supplemental Voucher to submit any additional changes.

Privacy Act Statement and Penalty Statement

I Agree

Acknowledgement Stamp

User ID 3640000000

Date/Time 12/06/2021 2:53:41PM

Save

Step 8: Print/Submit

1. Enter any additional remarks on the Travel Voucher (optional).
2. Select "View/Print" and closely review the DD Form 1351-2 for accuracy and completeness.

IMPORTANT: Any errors in your Travel Voucher may void the request and require you to re-submit, delaying reimbursement of your travel costs.

Note: You will not be able to submit your Travel Voucher without performing this step.

Note: Submitting a hard copy of your DD Form 1351-2 to your CPPA is NOT required. However, you can click "View/Print" to print a copy of the DD Form 1351-2 for your records.

3. Submit to your CPPA.

Note: Selecting "Submit" electronically routes your Travel Voucher to your CPPA for review. Upon CPPA approval, the Travel Voucher will be forwarded to the TPC for processing.

Travel Voucher Wizard

5 Reimbursements
6 Additional Attachments
7 Acknowledgement
8 Print/Submit

Step 8 of 8: Print/Submit

Sailor 1
Voucher 00000042

Disable your browser's Pop-Up Blocker and select the View/Print button to review the 1351-2 Form before submitting to your CPPA. After your review of the 1351-2 Form, select the Submit button to submit to your CPPA. If you've submitted your voucher and need to make corrections, select the Correct button.

Service Member Actions

Service Member Remarks

Sample of Travel Voucher DD Form 1351-2

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.	
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car. If you are a civilian employee, unless you elect a different amount, Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.		2. TYPE OF PAYMENT (if applicable) <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA	
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE	4. SSN	5. PAYMENT AMOUNT \$ 0.00	
6. ADDRESS - NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE	7. TYPE OF PAYMENT (if applicable) <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES	
11. ORGANIZATION AND STATION		12. DEPENDENTS (if and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)	
14. NAME (Last, First, Middle Initial)		b. RELATIONSHIP: DATE OF BIRTH OR MARRIAGE		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED (if not) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)	
15. ITINERARY		b. PLACE (Home, Office, Base, Activity, City and State, City and County, etc.)		MEANS/ MODE OF TRAVEL	
16. POC TRAVEL (if not) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input checked="" type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS		18. GOVERNMENT DEDUCTIBLE MEALS	
19. REIMBURSABLE EXPENSES		a. DATE		b. NATURE OF EXPENSE	c. AMOUNT
19. GOVERNMENT DEDUCTIBLE MEALS		a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

Entries displayed on the DD Form 1351-2 are view-only for verification before submission. Desired changes to any of the form fields must be made by reentering data in the corresponding Wizard step.



4. Checking Voucher Status

The status of a travel voucher can be viewed on the Member's Travel Voucher homepage.

Note: Once a voucher is submitted, changes or corrections may be required by the CPPA or TPC. Should this be necessary, you will receive notification of required action via your NP2 preferred email account.

Previous MyPCS Vouchers

Voucher 00000373 Member Only Last updated on 02 Jun 2022	Submitted
----------------------------------------------------------------	-----------

- Working - The User is working on the travel voucher and has not submitted it to the CPPA for review.
- Submitted - The travel voucher has been completed by the User and submitted to a CPPA for review.
- CPPA Approved - The travel voucher has been reviewed by a CPPA and forwarded to a TPC Clerk for approval.
- CPPA Rejected - The travel voucher has been reviewed by a CPPA and returned to the User for corrections.
- TPC Approved - The travel voucher has been reviewed and approved for disbursement by the TPC Clerk.
- TPC Rejected - The travel voucher has been reviewed by a TPC Clerk and returned to the User for corrections.

CPPA and TPC comments on a submitted voucher can be viewed in the Print/Submit Step of the selected Travel Voucher.

Step 7 of 7: Print/Submit

SAILOR
Voucher 00000051

Disable your browser's Pop-Up Blocker and select the View/Print button to review the 1351-2 Form before submitting to your CPPA. After your review of the 1351-2 Form, select the Submit button to submit to your CPPA. If you've submitted your voucher and need to make corrections, select the Correct button.

Service Member Actions

View/Print Submit **Correct**

Service Member Remarks

CPPA Comments

No comment.

TPC Comments

approval comment

- Click **Correct** to make changes.
- The Travel Voucher Wizard will return to Step 1 and the user will be required to verify and save after completing each step of the wizard.
 - The user's previously entered information will remain in the Travel Voucher Wizard unless the user changes it.

Additional Training



[View How to Complete Your Travel Voucher](https://rise.articulate.com/share/Efu7xHUJCJQ5k9D0mSEhFb2ZroDN_uEi#/lessons/zZwNsdAoxXG2mC94AehMOJH6xhDewcPd)

https://rise.articulate.com/share/Efu7xHUJCJQ5k9D0mSEhFb2ZroDN_uEi#/lessons/zZwNsdAoxXG2mC94AehMOJH6xhDewcPd

Topics you can find in the above link

- [How to Print Your Travel Voucher](#)
- [Travel Voucher Approval/Rejection Notifications](#)
- [How to Add/Update Your Travel Voucher](#)
- [How to Update Your Voucher Travel Details](#)
- [How to Add Reimbursements to Your Travel Voucher](#)
- [How to Update Your Dependent Information on a Travel Voucher](#)
- [How to Add Additional Attachments to Your Travel Voucher](#)
- [How to Complete Your Travel Voucher Acknowledgment](#)

Customer Feedback

We welcome your feedback! Click or copy/paste: https://usnavy.gov1.qualtrics.com/jfe/form/SV_cjKiU0Q6H0uQyG

