

ALARACT 094/2024

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SUBJ/ALARACT 094/2024 – CHILD CARE PROVIDER TRANSPORTATION COSTS REIMBURSEMENT DUE TO A PERMANENT CHANGE OF STATION

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, DCS, G-1//DAPE-PR

1. (U) REFERENCES:

1.A. (U) TITLE 37, UNITED STATES CODE, CHAPTER 8, SUBCHAPTER I, TRAVEL AND TRANSPORTATION: AUTHORITIES-NEW LAW (AVAILABLE AT [HTTPS://USCODE.HOUSE.GOV/](https://uscode.house.gov/))

1.B. (U) JOINT TRAVEL REGULATIONS, CHAPTER 5, PARAGRAPH 050108, PILOT PROGRAM TO REIMBURSE CHILD CARE PROVIDER TRANSPORTATION COSTS DUE TO A PCS (AVAILABLE AT [HTTPS://WWW.TRAVEL.DOD.MIL/](https://www.travel.dod.mil/))

1.C. (U) PUBLIC LAW 117-263, SECTION 627, 136 STAT 2630, JAMES M. INHOFE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2023 (AVAILABLE AT [HTTPS://WWW.CONGRESS.GOV/PUBLIC-LAWS/](https://www.congress.gov/public-laws/))

2. (U) PURPOSE: TO ANNOUNCE ELIGIBILITY FOR CHILD CARE PROVIDER TRANSPORTATION COSTS REIMBURSEMENT DUE TO A PERMANENT CHANGE OF STATION (PCS).

3. (U) APPLICABILITY: THE PROVISIONS OF REFERENCE 1.B. APPLY TO THE REGULAR ARMY, ARMY NATIONAL GUARD/ACTIVE ARMY GUARD AND RESERVES OF THE UNITED STATES, AND U.S. ARMY RESERVE SOLDIERS ON PCS ORDERS WITH AN EFFECTIVE DATE OF 1 OCTOBER 2024 OR LATER.

4. (U) EFFECTIVE DATE: THE AUTHORITY FOUND IN REFERENCE 1.B. IS EFFECTIVE 1 OCTOBER 2024.

5. (U) ELIGIBILITY: IN ACCORDANCE WITH REFERENCE 1.B., THE ARMY WILL REIMBURSE A SOLDIER FOR QUALIFIED CHILD CARE PROVIDER TRANSPORTATION COSTS DUE TO PCS WHEN:

5.A. (U) ON REASSIGNMENT ON A PCS ORDER FROM ONE DUTY STATION TO ANOTHER DUTY STATION.

5.B. (U) THE SOLDIER IS AUTHORIZED DEPENDENT TRAVEL ALLOWANCES.

5.C. (U) CHILD CARE IS NOT AVAILABLE AT A CHILD DEVELOPMENT CENTER (CDC) AT THE NEW PERMANENT DUTY STATION (PDS) WITHIN 30 DAYS OF THE SOLDIER'S REPORTING DATE.

5.D. (U) THE SOLDIER'S DEPENDENT CHILD IS ON THE WAITLIST FOR THE CDC AT THE NEW PDS.

6. (U) CLARIFICATION OF ELIGIBILITY FOR REIMBURSEMENT IS AS FOLLOWS:

6.A. (U) A SOLDIER ON A PCS ORDER WITH AN EFFECTIVE DATE OF 1 OCTOBER 2024, OR LATER, MAY BE AUTHORIZED CHILD CARE PROVIDER TRANSPORTATION REIMBURSEMENT WHEN CHILD CARE IS NOT AVAILABLE AT A CDC AT THE NEW PDS WITHIN 30 DAYS OF THE SOLDIER'S REPORTING DATE, AND THE SOLDIER'S DEPENDENT CHILD IS ON THE WAIT LIST FOR THE CDC AT THE NEW PDS. ELIGIBILITY REQUIREMENTS ARE MET UPON PCS TO THE NEW DUTY STATION.

6.B. (U) REIMBURSEMENT PACKET CAN ONLY BE SUBMITTED AFTER SOLDIER OBTAINS WRITTEN OR ELECTRONICALLY GENERATED DOCUMENTATION THAT THE CHILD IS ON THE WAITLIST (SUCH AS, [HTTPS://WWW.MILITARYCHILDCARE.COM](https://www.militarychildcare.com)).

6.C. (U) THE SOLDIER MAY BE REIMBURSED FOR COMMERCIAL TRANSPORTATION EXPENSES INCURRED BY A DESIGNATED CHILD CARE PROVIDER FOR TRAVEL TO THE PCS LOCATION, UP TO THE MAXIMUM REIMBURSEMENT.

6.C.1. (U) CONTINENTAL UNITED STATES (CONUS). SOLDIERS MAY BE REIMBURSED FOR A PCS BETWEEN CONUS LOCATIONS. REIMBURSEMENT IS LIMITED TO \$500 PER PCS.

6.C.2. (U) OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS). A SOLDIER MAY BE REIMBURSED FOR A PCS TO OR FROM AN OCONUS LOCATION. REIMBURSEMENT IS LIMITED TO \$1,500.00 PER PCS.

7. (U) SUPPORTING DOCUMENTS: SOLDIERS MUST PROVIDE WRITTEN OR ELECTRONICALLY GENERATED DOCUMENTATION ESTABLISHING THAT THE CHILD IS ON THE WAITLIST ([HTTPS://WWW.MILITARYCHILDCARE.COM](https://www.militarychildcare.com)) DUE TO THE CDC UNAVAILABILITY WITHIN 30 DAYS OF ARRIVAL AT THE NEW PDS.

7.A. (U) THE CHILD CARE PROVIDER MUST BE DESIGNATED BY THE SOLDIER IN WRITING.

7.B. (U) THE SOLDIER IS RESPONSIBLE FOR CONTACTING THE TRAVEL MANAGEMENT COMPANY (TMC) TO MAKE COMMERCIAL RESERVATIONS ON BEHALF OF THE CHILD CARE PROVIDER. REIMBURSEMENT IS LIMITED TO COMMERCIAL TRANSPORTATION EXPENSES, INCLUDING AIR, RAIL, OR BUS FARE; TRANSPORTATION TO OR FROM THE AIRPORT OR RAIL STATION; AND AN EN ROUTE OR DEPARTURE RENTAL CAR. USE OF A PRIVATELY-OWNED VEHICLE IS NOT AUTHORIZED OR REIMBURSABLE. USE OF THE GOVERNMENT TRAVEL CHARGE CARD IS AUTHORIZED TO PAY FOR TRANSPORTATION.

7.B.1. (U) THE SOLDIER MUST PROVIDE RECEIPTS FOR EXPENSES OF \$75.00 OR MORE.

7.B.2. (U) COMMERCIAL FLIGHTS MUST BE ON A U.S. FLAG CARRIER UNLESS THE TMC DOCUMENTS ON THE TRAVEL INVOICE THAT A U.S. FLAG CARRIER IS NOT AVAILABLE. IN THIS CASE, THE SOLDIER WILL SUBMIT A COPY OF THE DOCUMENTED INVOICE WITH THE TRAVEL CLAIM FOR REIMBURSEMENT.

7.B.3. (U) IF THE HOUSEHOLD CONTAINS MORE THAN ONE SERVICEMEMBER ELIGIBLE FOR REIMBURSEMENT (SUCH AS, SERVICEMEMBERS MARRIED TO ONE ANOTHER, COHABITATING, AND SO FORTH), THEN ONLY ONE SERVICEMEMBER MAY BE REIMBURSED FOR CHILD CARE PROVIDER TRANSPORTATION AS JOINTLY ELECTED BY THE MEMBERS.

8. (U) SUBMISSION REQUIREMENTS: SOLDIERS WILL SUBMIT THE FOLLOWING SUPPORTING DOCUMENTS TO THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) WEBSITE VIA THE SMARTVOUCHER PROCESS (AVAILABLE AT [HTTPS://SMARTVOUCHER.DFAS.MIL/VOUCHER/LOGIN](https://smartvoucher.dfas.mil/voucher/login)).

8.A. (U) COPY OF PCS ORDERS (INDIVIDUALLY BILLED ACCOUNT MUST BE IN THE ORDERS).

8.B. (U) COPY OF WRITTEN OR ELECTRONICALLY GENERATED DOCUMENTATION ESTABLISHING THAT THE CHILD IS ON THE WAITLIST DUE TO THE CDC UNAVAILABILITY WITHIN 30 DAYS OF ARRIVAL TO THE NEW PDS.

8.C. (U) WRITTEN STATEMENT DESIGNATING THE CHILD CARE PROVIDER. THE PROVIDER CANNOT BE THE SOLDIER'S DEPENDENT.

8.D. (U) PROOF OF TRANSPORTATION FEES PAID FOR COMMERCIAL TRANSPORTATION.

9. (U) METHOD OF PAYMENT: THE SOLDIER WILL COMPLETE DD FORM 1351-2 (TRAVEL VOUCHER OR SUBVOUCHER) IN ACCORDANCE WITH INSTRUCTIONS PROVIDED VIA THE DFAS SMART VOUCHER MODULE. IN REIMBURSABLE EXPENSES, THE SOLDIER WILL SELECT OTHER AND CLAIM, "CHILD CARE PROVIDER," LISTING THE AMOUNT AND DATE THE EXPENSE OCCURRED.

ATTACH THE REQUIRED SUPPORTING DOCUMENTATION AND TRANSMIT THE TRAVEL CLAIM TO THE SERVICING ARMY MILITARY PAY OFFICE (AMPO)/FINANCE OFFICE (FO) FOR REVIEW. PAYMENTS WILL BE MADE BY ELECTRONIC FUNDS TRANSFER TO THE SOLDIER'S DIRECT DEPOSIT ACCOUNT.

10. (U) THE AMPO/FO WILL REVIEW AND FORWARD THE TRAVEL CLAIM TO DFAS-ROME VIA SMARTVOUCHER IN A TIMELY MANNER.

11. (U) TIME LIMITATION: THE SOLDIER MUST APPLY FOR REIMBURSEMENT FOR CHILD CARE PROVIDER TRANSPORTATION REIMBURSEMENT NO LATER THAN 1 YEAR FROM THE SOLDIER'S REPORTING DATE TO THE NEW PDS.

12. (U) IN ACCORDANCE WITH REFERENCE 1.C., THE AUTHORITY TO PROVIDE REIMBURSEMENT EXPIRES ON 30 SEPTEMBER 2027.

13. (U) S-1 PERSONNEL OR COMMAND APPROVING OFFICIALS MAY SUBMIT ANY QUESTIONS ON THIS MESSAGE TO DCS, G-1, AT EMAIL: USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRavel@ARMY.MIL. SOLDIERS SHOULD VISIT THEIR S-1 OR CHAIN OF COMMAND FOR INFORMATION OR ASSISTANCE.

14. (U) THIS ALARACT MESSAGE EXPIRES ON 21 NOVEMBER 2025.