NP2 Offers Improved Travel Voucher Processing

BLUF: The latest NP2 release offers significant improvements to the MyPCS Travel Voucher process. This NP2 What's New for You (WNFY) – CPPA Edition helps CPPAs understand the new Travel Voucher process and the resulting changes in their role as Travel Voucher reviewers and approvers.

Capability Summary

NP2 is expanding automation of the MyPCS Travel Voucher submission process to reduce errors and expedite Sailor travel reimbursement. Sailor Travel Vouchers approved in NP2 by Command Pay and Personnel Administrators (CPPAs) will be electronically available in NP2 for Travel Processing Department (TPD) clerks to open and begin processing for pay. TPD clerks will view and approve vouchers in NP2 and generate documents for pay processing. TPD clerks will also have the capability to expedite voucher issue adjudications by recycling vouchers directly back to Sailors in NP2 for required corrections.

User Impacts

SAILORS
✔ Will continue to complete and electronically sign an online Travel Voucher in NP2, upload receipts and any additional key supporting documents, and electronically submit the voucher to their CPPA for approval.
✔ Will receive notification when their Travel Voucher has been directly returned to them from the TPD clerk for corrections and resubmission through their CPPA.
✔ Are temporarily required to upload their endorsed orders with their voucher submission. (TPD clerks require the endorsed orders for voucher approval and pay processing.) **NOTE:** A future NP2 upgrade will automate this process.

CPPAs
✔ Upon CPPA voucher approval, NP2 will automatically place the approved voucher in a queue for TPD clerks to access, select, and process. This automation eliminates the need for CPPAs to manually print, scan, and transmit vouchers via the Transaction Online Processing System (TOPS) to the TPD.
✔ Prior to approval, CPPA will upload their DD FORM 577 to be included in the Travel Voucher package for TPD clerk review.
✔ Receive notification that a voucher has been returned from the TPD clerk to the Sailor for correction and resubmission through the CPPA.

TPD CLERKS AND ADMINISTRATORS
✔ Vouchers will automatically be available in NP2 for retrieval to begin processing.
✔ Vouchers requiring corrections can be routed back to the Sailor for correction and resubmission through the Sailor's CPPA.
✔ Once the TPD clerk approves a voucher for pay, the data from the voucher will be manually entered into the WinIATS for payment processing. **NOTE:** A future WinIATS upgrade will eliminate the manual data entry process.

Process Flow

SAILOR **MNP**	SAILOR **NP2**	CPPA **NP2**	TPD CLERK **NP2**	TPD CLERK **WinIATS**
Sailors access Travel Voucher via MyNavy Portal	Complete voucher and upload supporting documents *(include endorsed orders)* and submit to CPPA.	Review voucher and supporting documents; approve or recycle back to Sailor.	Review voucher and supporting documents; approve or recycle back to Sailor.	Manually enter Travel Voucher data in WinIATS for payment processing.

Feature Overview

SAILORS

1. Access

Go to MyNavy Portal (my.navy.mil) and select **Quick Links** on the landing page. On the **Quick Links** menu page, choose ***NP2 - MyPCS and more!***

Sailor Self-Service CAC-free
To access the Travel Voucher from a mobile device, Sailors must first establish CAC-free access. Steps to perform this action are available at:
https://my.navy.mil/iCAM/FAQ/index.html#access

2. Navigation

Once logged in to NP2, go to NP2 Sailor Self Service homepage and select Assignments, Leave, Travel tile, which will open a menu to access the Travel Voucher tile; this allows a Sailor to begin a new Travel Voucher or access a previous Travel Voucher if one has been started. A Sailor's previously initiated vouchers will display with the following statuses:

- CPPA Approved - has been accepted after CPPA review
- Submitted - has been submitted and is pending CPPA review
- CPPA Rejected - has been submitted and not accepted after CPPA review
- TPD Rejected - has been submitted and not accepted after TPD review
- Working - has been initiated but not submitted for CPPA review

NOTE: The Sailor will receive notification via their NP2 preferred email account informing them that a previously submitted voucher has been recycled back to the Sailor from the CPPA or TPD clerk for corrections.

NOTE: The application only allows the member to functionally work on one voucher at any time. Any in-progress voucher must be submitted or canceled to be able to start a new voucher.

NOTE: When a Sailor has dependents that qualify for PCS travel, the system provides the ability to choose for whom the Travel Voucher is created.

3. Completing a Travel Voucher

Once the Sailor has started a new voucher, or selected a previous voucher to edit, the application will launch the **"Travel Voucher Wizard"** to walk the Sailor through seven sequential steps to complete their DD Form 1351-2, upload receipts, and submit for travel reimbursement. Directions regarding these seven steps are provided below.
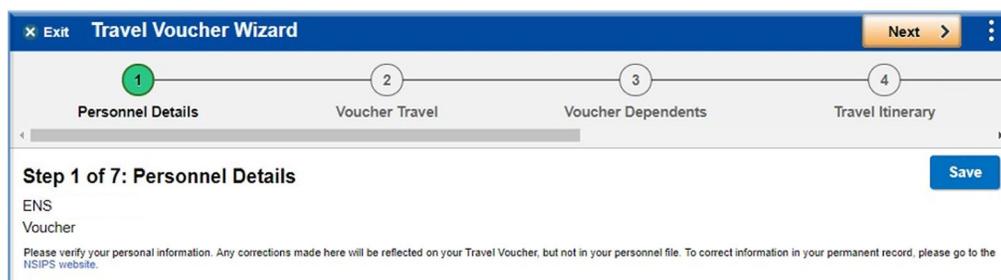
NOTE: Detailed step-by-step instructions for completing actions in the Travel Voucher Wizard are available in the Travel Voucher Sailor Self Service training aid accessed via the Assignments, Leave, and Travel link under Training on the NP2 landing page.

Step 1: Personnel Details: Verify/correct personnel details.

Edit Personnel Details

Step 2: Voucher Travel

Add household goods shipment details, how payments were made, and what period of time travel was completed.

Step 3: Dependent Details

Add dependent information in relation to current voucher.

Add Traveling Dependent

Step 4: Travel Itinerary

View and edit fields that contain the dates, locations and related lodging costs that are specific to their PCS Travel Itinerary.

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

Lodging Cost $0.00

Step 5: Reimbursements

Add PCS reimbursement expenses.

Attach Receipt
Add Attachment

Choose From
My Device

File Attachment
Choose From
My Device
Upload   Clear
Flight Receipt.PNG
File Size: 77KB
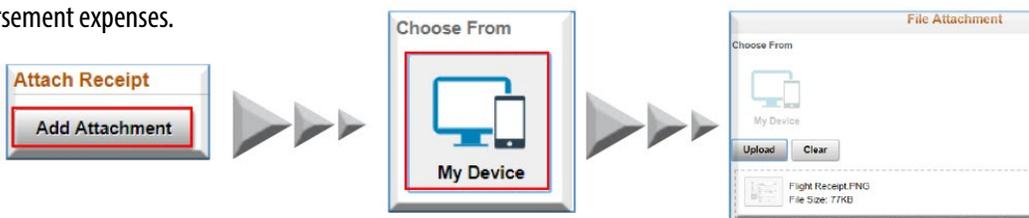
Step 6: Privacy Act and Penalty Acknowledgment

View and acknowledge Privacy Act and Penalty Statements to ensure information on the Travel Voucher is true and correct.

☐ I Agree

Step 7: Print/Submit

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

1. Upload your Endorsed Orders in Supporting Documentation.
2. Enter comments in Service Member Remarks (optional).
3. Submit.

Travel Voucher Wizard
Travel Itinerary   Reimbursements   Acknowledgement   Print/Submit
Step 7 of 7: Print/Submit
Service Member Actions
View/Print   **Submit**   Correct
Service Member Remarks
Supporting Documentation
Upload your Endorsed Orders
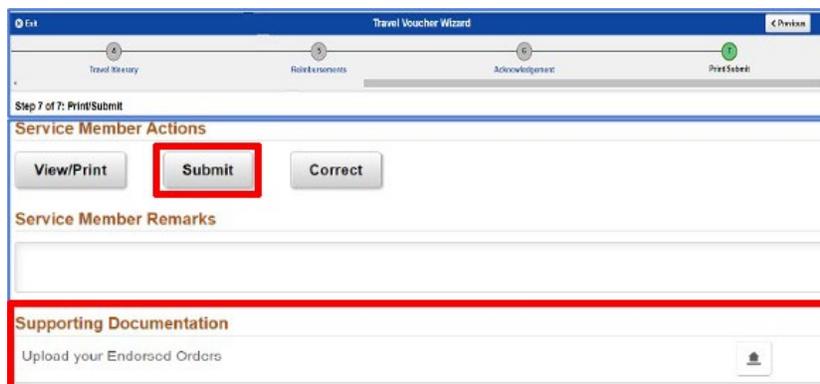
CPPA

1. Access

Go to MyNavy Portal (my.navy.mil) and select **Quick Links** on the landing page. On the **Quick Links** menu page, choose **NP2 - MyPCS and more!**

NOTE: CPPAs must select the NP2 CAC login option. CAC-free (Okta) is not available for the CPPA role.
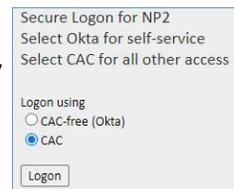
2. Navigation

The CPPA will navigate to Travel Voucher Approvals through the CPPA Dashboard tile on their My Homepage.

The number next to Pending Travel Vouchers will display how many records exist with the CPPA's action required.

3. Review and Approve Travel Voucher

NOTE: Detailed step-by-step instructions for CPPA Travel Voucher review and approval process are available in the CPPA Travel Voucher Review/Approve training aid accessed via the Assignments, Leave, Travel link under Training on the NP2 landing page.

a. The CPPAs pending Voucher Approvals will display in the page.

b. Select a Service Member's Voucher that is specific to their Order Number and click the View Voucher Wizard link from the Action drop down menu.

c. Walk through the seven steps in the Travel Wizard for data verification.

Step 1: Personnel Details allows the CPPA a read-only view of the Name, SSN, Address, Current Activity, Email and Phone for the member so that they may verify that the information is correct.

Step 2: Voucher Travel will display the financial impacts, shipping status, and timeframe for the Voucher in review. The CPPA will review this information to verify that it matches the Service Member's PCS move.

Step 3: Voucher Dependents will display the dependent's address as of receipt of orders as well as each of the dependents that is listed on this particular voucher. The CPPA will ensure that the information for the dependent listed is correct. Any discrepancies should be noted.

Step 4: Travel Itinerary page will display with the individual details of each of the Service Member's travel legs. The Travel Detail page allows the CPPA to review the specifics of each itinerary departure and arrival.

Step 5: Reimbursements will allow the CPPA to view an itemized record of reimbursements sought by the Service Member as well as specifics for each of these items when selected.

Step 6: Acknowledgment displays whether the terms of the Privacy Act Statement and Penalty Statement have been agreed to.

Step 7: Print/Approve/Recycle allows the CPPA to:

- Review Service Member Remarks (if provided)
- View the Service Member's attached supporting document(s)
  Important: CPPAs must ensure a Sailor's voucher includes an uploaded copy of their endorsed orders (required by the TPD for voucher pay approval)
- Upload CPPA's DD FORM 577
  Important: CPPAs must ensure their DD FORM 577 is uploaded before Approval is selected
- Print and/or save a copy of the Service Member's DD FORM 1351-2
- Approve the form if no corrections are necessary
- Recycle the form should corrections be necessary

NOTE: When the CPPA "Approves" or "Recycles" (Rejects) the form, the Service Member is sent a notification to their preferred email account informing them of the status of their Travel Voucher. If the form requires correction, the CPPA will make comments as to what correction is necessary and route the form back to the Service Member in a status of "CPPA Rejected" in the homepage.

New Process – Once the CPPA approves a voucher, it automatically becomes available in a queue for a TPD clerk to select for processing. Automation of this process eliminates the need for CPPAs to manually download the voucher with associated Key Supporting Documents (KSDs) and transmit these documents to the TPD via the Transaction Online Processing System (TOPS).

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Additional Information and Training

Sailors and CPPAs can access NP2 additional information and training aids on the NP2 landing page.
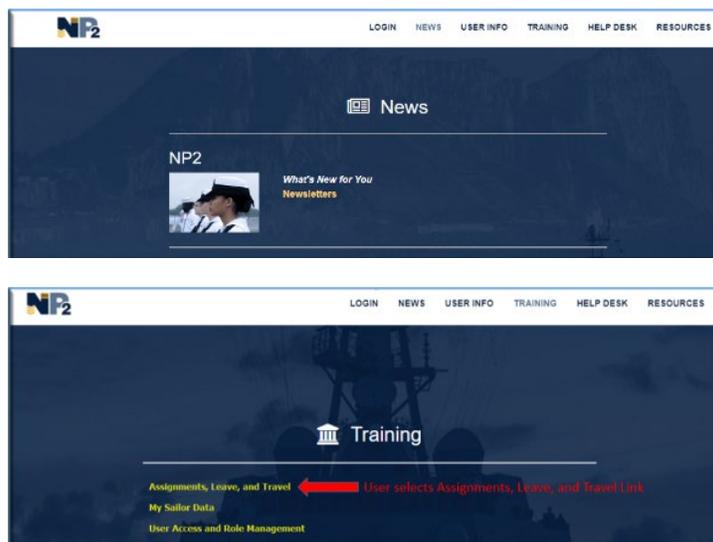
Need Help?

MyNavy Career Center (24/7)
Toll free phone: 1-833-330-MNCC/(1-833-330-6622)
Email: askmncc@navy.mil
Chat: https://my.navy.mil (Look for the green chat icon in the lower right corner of any page)

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