



Quick Start Sheet

Sailor Travel Voucher



Navy Personnel and Pay (NP2)

October 2020

How To Complete the Sailor Travel Voucher



What You Need Before Starting

1. Endorsed orders (required)
2. Receipts for items eligible for reimbursement
3. All other supporting documents
4. Information pertaining to the shipment of household goods, payment methods, travel dates & itinerary, dependent details, etc.

Access, sign, submit, and revise Travel Vouchers and supporting documentation using these simple steps.



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!**

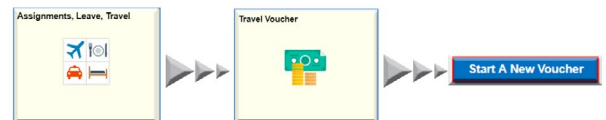
NOTE: For CAC-free (Okta) access, establish your account and password via MyNavy Portal:

<https://my.navy.mil/iCAM/FAQ/index.html#access>

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 CPPA or TPD clerk.

- After logging into NP2 Sailor homepage, select the "Assignments, Leave, Travel" tile, then select the "Travel Voucher" tile.



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 seven sequential steps to complete your travel voucher (DD FORM 1351-2), upload documentation, and submit to your CPPA for approval.

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

Last step—Print/Submit

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

4. View Travel Voucher user training

- From the NP2 landing page scroll down to Training > Assignments, Leave, Travel > Travel Voucher Sailor Self Service.

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>

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