

# USCG PSC Topeka Civilian Permanent Change of Station (PCS) Procedures

## Procedures for Requesting Civilian PCS Advance Payment:

1. Complete Coast Guard Civilian PCS Advance Request – be sure to sign and date.
2. Complete and set up direct deposit by visiting: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
3. Fax or email a copy of original orders along with completely filled out Coast Guard Civilian PCS Advance Request to:

FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to: [Chantelle.R.Gallemore@uscg.mil](mailto:Chantelle.R.Gallemore@uscg.mil)

## Procedures for Filing House-Hunting Trip (HHT):

1. Complete Travel Voucher (DD Form 1351-2) – be sure to sign and date. Indicate if spouse traveled in block 12. If traveled via POV, write in number of miles driven in block 15f.
2. Complete and set up direct deposit by visiting: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
3. Receipts required are; paid itemized lodging receipts, rental car, airfare, and any other reimbursable expense exceeding \$75.00.
4. Fax or email a copy of original orders, DD Form 1351-2, required receipts to:

FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to: [Chantelle.R.Gallemore@uscg.mil](mailto:Chantelle.R.Gallemore@uscg.mil)

## Procedures for Filing Travel Enroute:

1. Complete Travel Voucher (DD Form 1351-2) – be sure to sign and date. Provide a detailed itinerary in block 15 showing daily travel times, mileage, and locations where lodging was obtained. Indicate if dependents traveled concurrent or delayed and number of people per POV, if more than one POV is authorized and used. If miscellaneous expense authorized claim in block 18 (reimbursable expenses).
2. Complete and set up direct deposit by visiting: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
3. Receipts required are paid itemized lodging receipts, rental car, airfare, and any other reimbursable expense exceeding \$75.00.
4. Fax or email a copy of original orders, DD Form 1351-2, required receipts, to:

FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to: [Chantelle.R.Gallemore@uscg.mil](mailto:Chantelle.R.Gallemore@uscg.mil)

## Procedures for Filing Temporary Quarters Substance Expense (TQSE):

1. Complete Travel Voucher (DD Form 1351-2) – be sure to sign and date. In block 18 (reimbursable expenses) write **TQSE** under “nature of expense”.
2. Print and complete Itemization of Actual Subsistence Expenses worksheet (CG PSC TQSE Form). \*Note – not required for Fixed TQSE.
3. Complete and set up direct deposit by visiting: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
4. Receipts required are paid itemized lodging receipts or lease and dry cleaning receipts, if utilized. \*Note – receipts are not required for Fixed TQSE.
5. Fax or email a copy of original orders, DD Form 1351-2, Itemization of Actual Subsistence Expenses worksheet, required receipts, to:

FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to: [Chantelle.R.Gallemore@uscg.mil](mailto:Chantelle.R.Gallemore@uscg.mil)

## Procedures for Filing Fixed Temporary Quarters Substance Expense (TQSE):

1. Complete Travel Voucher (DD Form 1351-2) – be sure to sign and date. Leave the itinerary blank (block 15). In block 18 (reimbursable expenses) write **Fixed TQSE** under “nature of expense” and leave the amount blank.
2. Complete and set up direct deposit by visiting: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
3. Receipts are not required for Fixed TQSE.
4. Fax or email a copy of original orders, DD Form 1351-2 to:  
**FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to: [Chantelle.R.Gallemore@uscg.mil](mailto:Chantelle.R.Gallemore@uscg.mil)**

#### **Procedures for Filing Real Estate Expenses:**

1. Complete Travel Voucher (DD Form 1351-2) – be sure to sign and date. In block 18 (reimbursable expenses) write **real estate sale and/or purchase** (whichever applicable) under “nature of expense”.
2. Complete and set up direct deposit by visiting: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
3. Print and complete Summary of Sale and/or Purchase Expenses Permanent Change of Station worksheet.
4. Print and complete Claim and Voucher for Reimbursement of Expenses Incurred in the Sale/or Purchase of a Residence-Permanent Change of Station (DOT Form 1500.6) form. Be sure to sign and date.
5. Fax or email a copy of original orders, DD Form 1351-2, sale and/or purchase agreement, any receipts for expenses paid in cash outside of closing (i.e., application fee, credit report, etc.) to:  
**FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to: [Chantelle.R.Gallemore@uscg.mil](mailto:Chantelle.R.Gallemore@uscg.mil)**

#### **Procedures for Filing a RITA Claim:**

1. Print and complete Travel Voucher (DD Form 1351-2) – be sure to sign and date. In block 18 (reimbursable expenses) write **RITA claim** under “nature of expense”.
2. Complete and set up direct deposit by visiting: [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
3. Print and complete Relocation Income Tax Allowance (RITA) Certification form. Be sure to sign and date.
4. Fax or email a copy of original orders, RITA Certification form, DD Form 1351-2 to:  
**FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to: [Chantelle.R.Gallemore@uscg.mil](mailto:Chantelle.R.Gallemore@uscg.mil)**