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FM DFAS INDIANAPOLIS IN

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SUBJ/TRAVEL PAYMENTS AND THE CORPORATE ELECTRONIC FUNDS TRANSFER (CEFT) DATABASE / (TRAVEL TECHNICAL MESSAGE 23-05)//

RMKS/

1. THIS MESSAGE APPLIES TO ALL U.S. ARMY MILITARY AND CIVILIAN PERSONNEL WHO SUBMIT TRAVEL CLAIMS THROUGH A DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) TRAVEL OFFICE OR A U.S. ARMY NATIONAL GUARD TRAVEL OFFICE. IT ALSO APPLIES TO TRAVELERS ASSIGNED TO DEFENSE AGENCY ACTIVITIES WHO SUBMIT TRAVEL CLAIMS TO DFAS FOR PROCESSING AND TO TRAVELERS WHO UTILIZE THE DEPARTMENT OF DEFENSE'S TRAVEL SYSTEM, MYTRAVEL. THIS MESSAGE DOES NOT APPLY TO TRAVEL TRANSACTIONS PROCESSED THROUGH THE DEFENSE TRAVEL SYSTEM (DTS).
2. SINCE MAY 2004, ALL PAYMENTS PROCESSED BY TRAVEL OFFICES THAT INTERFACE WITH THE OPERATIONAL DATA STORE (ODS) AND DISBURSE THROUGH THE INDIANAPOLIS DISBURSING STATION SYMBOL NUMBER 5570 HAVE BEEN VALIDATED AGAINST THE CORPORATE ELECTRONIC FUNDS TRANSFER (CEFT) DATABASE BEFORE DISBURSEMENT.
3. THE ABILITY TO USE MYPAY TO ESTABLISH DIRECT DEPOSIT FOR TRAVEL PAYMENTS TO OTHER THAN A PAYROLL ACCOUNT WAS PREVIOUSLY LIMITED TO ONLY MILITARY MEMBERS.
4. EFFECTIVE APRIL 4, 2023, CIVILIAN EMPLOYEES, AS APPLICABLE IN PARAGRAPH 1 ABOVE, ARE NOW ABLE TO ACCESS THEIR MYPAY ACCOUNT AT [HTTPS://MYPAY.DFAS.MIL](https://mypay.dfas.mil) TO ESTABLISH DIRECT DEPOSIT FOR TRAVEL PAYMENTS. FROM THE MYPAY MAIN PAGE UNDER THE PAY CHANGES SECTION ON THE LEFT HAND MENU, SELECT DIRECT DEPOSIT TO ADD, CHANGE, OR DISCONTINUE TRAVEL DIRECT DEPOSIT.
5. CIVILIAN EMPLOYEES MAY CHOOSE NOT TO DESIGNATE DIRECT DEPOSIT FOR TRAVEL PAYMENTS. IF THE EMPLOYEE CHOOSES NOT TO DESIGNATE TRAVEL DIRECT DEPOSIT, THEN THEIR TRAVEL PAYMENTS WILL CONTINUE TO BE DEPOSITED INTO THEIR PAYROLL ACCOUNT BY DEFAULT.
6. ONCE A CIVILIAN EMPLOYEE ENTERS TRAVEL DIRECT DEPOSIT INFORMATION IN MYPAY, IT IS THEIR RESPONSIBILITY TO KEEP THEIR ACCOUNT INFORMATION ACCURATE IF THEY CLOSE OR MOVE ACCOUNTS. OTHERWISE, THEIR TRAVEL PAYMENTS MAY BE DEPOSITED INTO ERRONEOUS ACCOUNTS.
7. FOR ANY QUESTIONS, PLEASE CONTACT ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL MISSION AREA AT DFAS.INDIANAPOLIS-IN.JJF.MBX.ESS-TRAVEL-QUESTIONS@MAIL.MIL.

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