Introduction

Unless an exception exists, all Federal Government payments must be delivered by electronic funds transfer (EFT) methods such as direct deposit. As DoD mandates EFT payments when possible, unless an exception applies, DTS requires you to provide your EFT information (Figure 1, red highlights). If you do meet one of the few exceptions to mandatory EFT use, a Defense Travel Administrator (DTA) will indicate this in your DTS profile. In such cases, you are not required to provide any EFT information.

![EFT and Credit Card Accounts](image)

**Figure 1: EFT Information in Personal Profile**

In the rare instance where your DTS profile does not contain any EFT information, DFAS will pay your travel reimbursements by *paper check*. If you report non-receipt of a
check, the DTA should use the AskDFAS process to request DFAS trace the missing payment using the procedures outlined below.

**DFAS Notification Procedures**

For non-payment, the DTA should review the DTS voucher to ensure the **PAID** stamp displays on the Digital Signature screen. If **PAID** stamp is on the document, but there is no deposit to the personal account, then a DTA can submit an online ticket request using AskDFAS link at [https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18404](https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18404)

*Note: The DFAS email dfas.indianapolis-in.jfd.mbx.efttrace@mail.mil is no longer valid for DFAS assistance in Tracking Lost Payments.*

1. Paste the AskDFAS address in a browser window. A **DoD Consent** screen appears. Review the information and select **Agree**.
2. An active **Submit a Ticket** request screen opens.

3. Enter the required and optional (if needed) fields to complete the form, attach files (if required) to submit the ticket.
a. Traveler’s full name
b. Review the email spam blocking section, follow instructions, and then enter email address.
c. Establish a Passcode, which is required for ticket access.
d. Method of Payment, Service, Type of Payment, Amount of Payment, Payee Name, and Date of Payment.
e. DOV Number (Disbursing Office Voucher), EFT Trace # /Check #, and SSN/EIN
f. Name of the Problem and Questions/Comments
g. Attachment Section – to search for files to add to the ticket
h. Select Upload*- must select to attach files to the ticket

Note: You can locate the DOV number on the Digital Signature screen of the DTS voucher, in the Remarks section next to the PAID stamp.

4. A DFAS Customer Service Representative (CSR) reviews the ticket and the DTA receives an Ask Travel Pay (received your ticket) email with a ticket number and reminder to use the previously established Passcode to access the online ticket.

5. The DFAS Customer Service Representative initiates the trace, determines the payment status, (e.g., cashed, cancelled, outstanding) and updates the findings in the ticket.

6. The DTA receives an Ask Travel Pay (provided updates to) email with a ticket update to review the findings (use the link in the email and the passcode).
   - If the results of the trace locate the check, DFAS will provide in the ticket.
   - If the results of the trace do not find a match, the check is presumed to be lost. DFAS will provide information to assist in filing a DD Form 2660 to request a stop payment be placed on the check.

The processing time for a stop payment action is normally 60-75 days.