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## Information Paper:

# Using Pay.Gov to Satisfy a Travel-Incurred Debt

### Introduction

Pay.gov is a web-based application allowing you to fill out and submit forms online to satisfy a travel-incurred debt, as well as make online payments to Government agencies by credit card or by debit from your checking or savings account.



This repayment process does not apply to DIA civilians or USMC members. Both of these DoD Components have established their own methods of handling the debt repayment process. Contact your Debt Management Monitor (DMM) for more information.

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### Methods of Repaying Travel- Incurred Debt

If you have incurred a travel-related debt, you have two options to pay off the debt (known as *direct remittance*):

1. Pay by check or money order. Refer to the information paper [Understanding a Travel Debt](#), consult your DMM, or contact the Defense Travel Administrator (DTA) for assistance.
2. Make a payment using Pay.gov at <https://www.pay.gov/public/home>.

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### Online Payment

To make a payment online directly from your bank account or using your credit/debit card, follow the steps shown below:

1. Navigate to [Pay.gov](https://www.pay.gov) (Figure 1) by selecting the link or pasting the URL: <https://www.pay.gov/public/home> into your browser's search function.
2. The **Pay.gov** main page displays.



Online  
Payment  
(continued)



Figure 1: Pay.gov Homepage

3. On the **Pay.gov** main page, use the **Search** field (Figure 1) type in “**DTS**” to locate the **Defense Travel System (DTS) Debt Notification Payment** option (Figure 2). Once the option appears, go to Step 4 listed below.

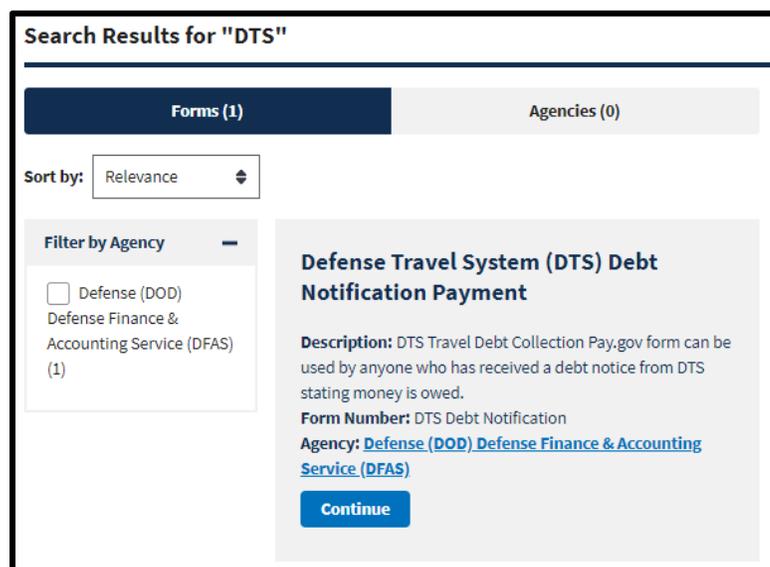


Figure 2: Defense Travel System (DTS) Debt Notification Payment Option

**Note:** You can locate the **Defense Travel System (DTS) Debt Notification Payment** option from the **Pay.gov** main page by scrolling down to the section, **What would you like to do?** and viewing **Pay a Debt**. Then select **See all options** (Figure 3).

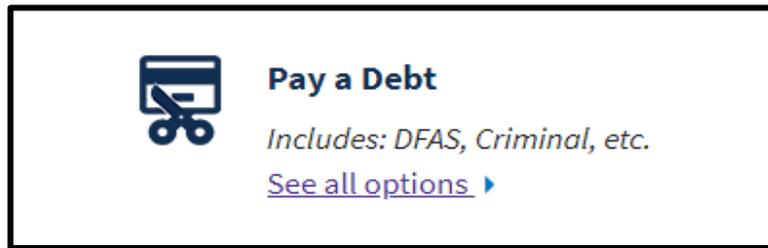


Figure 3: Pay a Debt Option

The **Search Results for the Category “Debt”** appears. On the left side of the screen, place a checkmark the box, **Defense (DOD) Defense Finance & Accounting Service (DFAS)**. The **Defense Travel System (DTS) Debt Notification Payment** option (Figure 4) presents.

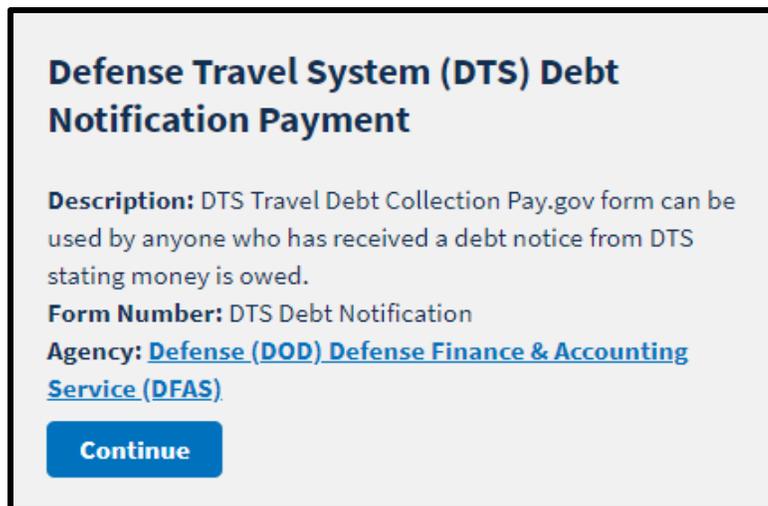


Figure 4: Defense Travel System (DTS) Debt Notification Payment Option

4. Select **Continue** to advance. An information page appears (Figure 5).



Pay.gov | Sign In | Create an Account

Explore More Options Find an Agency Online Help Search

### Defense Travel System (DTS) Debt Notification Payment

1 **Before You Begin** 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

**About this form**

DTS Travel Debt Collection Pay.gov form can be used by anyone who has received a debt notice from DTS stating money is owed.

Notice: The 9 digit transaction ID provided within the Debt Notification letter is required to complete this form. If you need to obtain the transaction ID, a copy of the notification letter or all questions regarding your debt, please contact DFAS at 888-435-7146.

**Accepted Payment Methods:**

- Bank account (ACH)
- PayPal account
- Debit or credit card

[Preview Form](#) [Cancel](#) [Continue to the Form](#)

**Need Help?**

**Contact:**  
The local Debt Management Monitor or DTS help desk

**Email:**  
[Click to email](#)

**Phone:**  
888-435-7146 Hours: Open 24h/7d

Figure 5: Information Page

5. You can select **Preview Form** to view the sample or go directly to **Continue to the Form**. A **pay.gov** message appears (Figure 6).

www.pay.gov says

This page is for the payment of debts incurred for travel using the Defense Travel System. If you did not receive a Debt Letter Notification from DTS, or do not have your nine (9) digit Transaction ID available, please contact your Debt Management Monitor or Lead Defense Travel Administrator. If your debt is not related to DTS Travel, please click 'cancel' to see a list of additional DFAS Payments.

[OK](#) [Cancel](#)

Figure 6: [www.pay.gov](http://www.pay.gov) says Message

6. Select **OK** to advance the screen. Follow the on-screen instructions to complete and submit the form.