
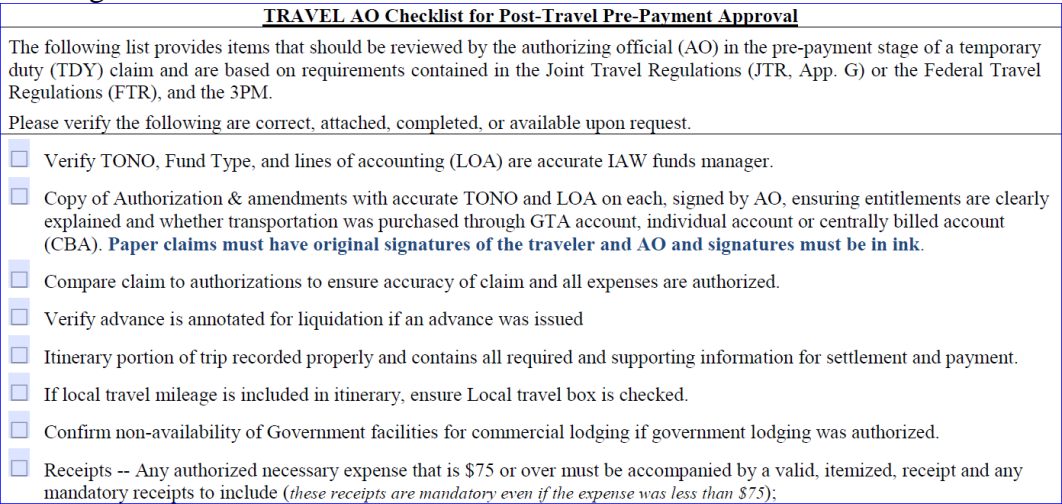


PCS Settlement Approval

Introduction This guide provides the procedures for approving a PCS settlement in TPAX.

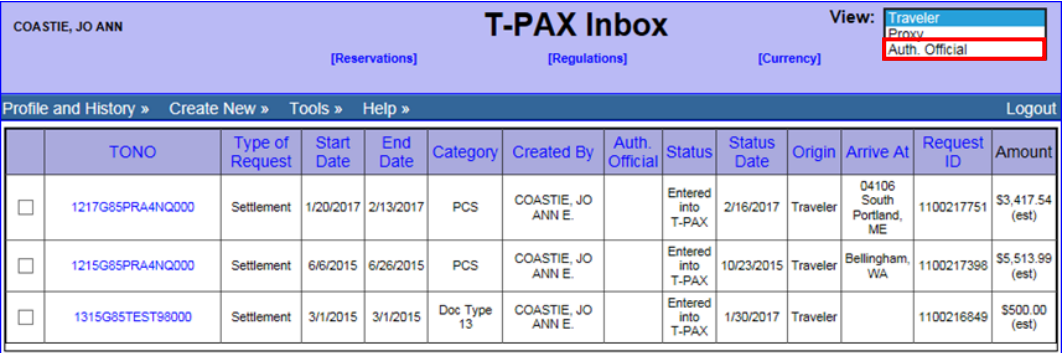
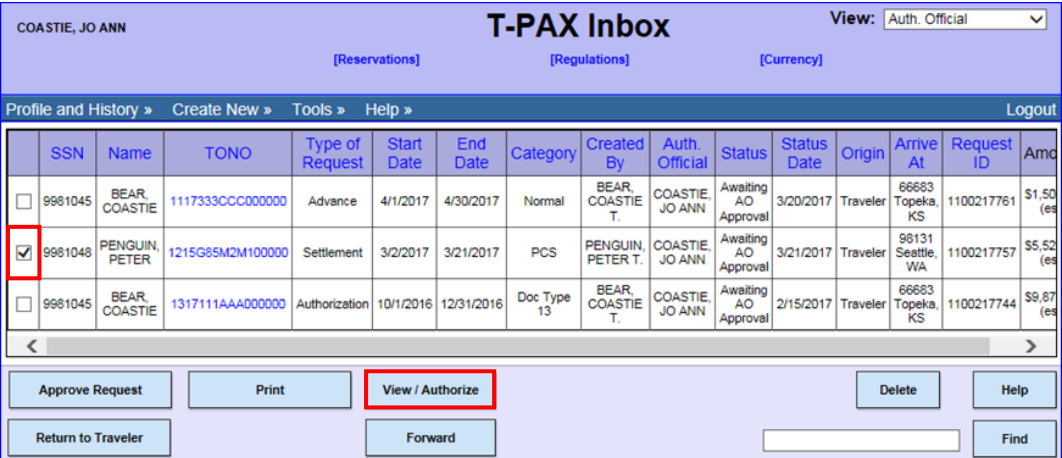
Procedures See below.

Step	Action
1	<p>On the Travel webpage, under the E-Learning tab, select the link for the Approving Official Checklist.</p> 
2	<p>Here is an example of the checklist. It can be printed or checked online while auditing the claim.</p> 

Continued on next page

PCS Settlement Approval, Continued

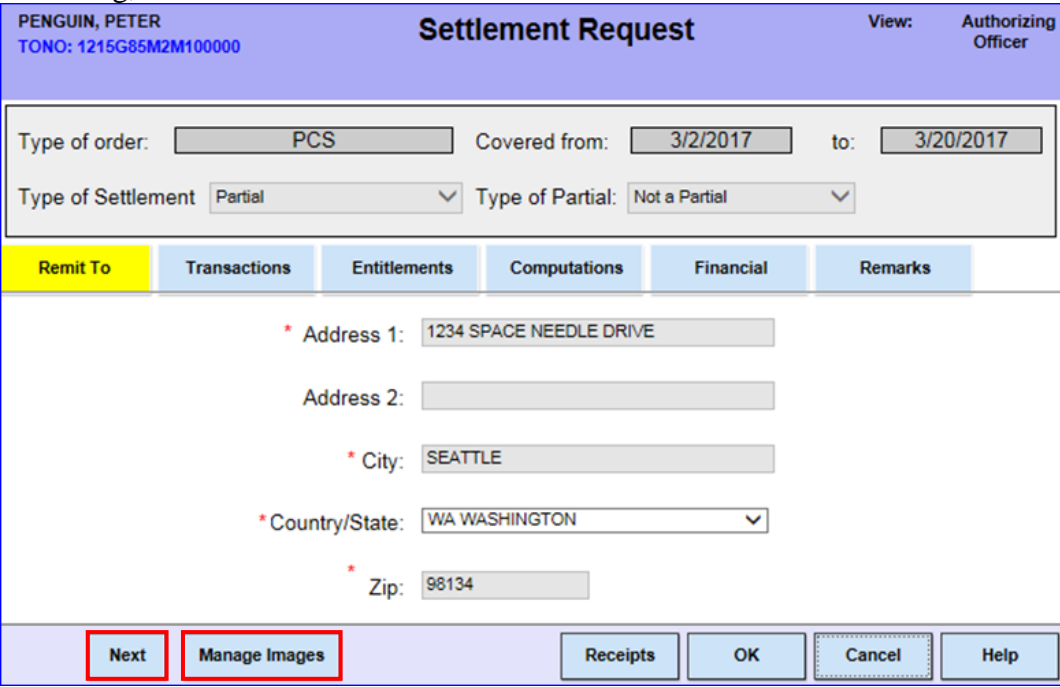
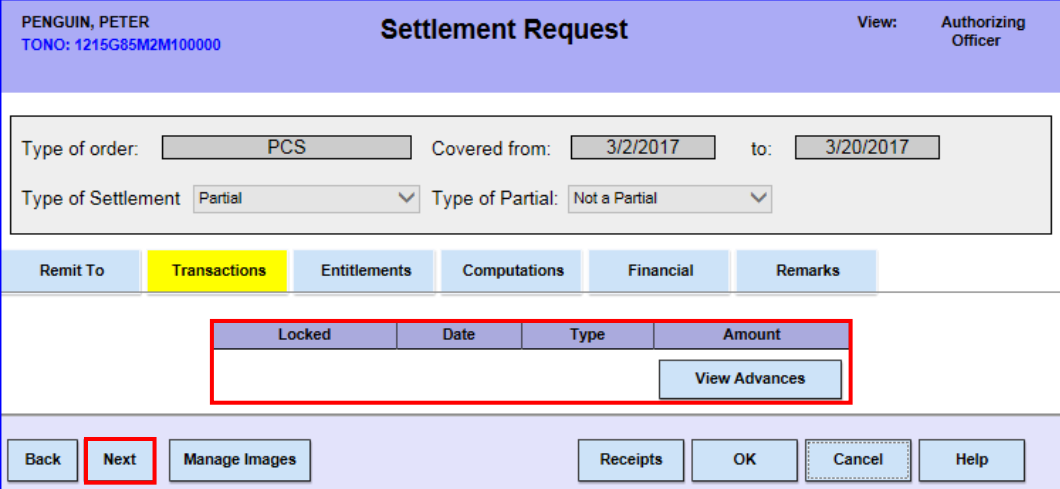
Procedures,
continued

Step	Action
3	<p>To open the claim, log into TPAX and select Auth. Official from the View drop-down.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, it says 'COASTIE, JO ANN' and 'T-PAX Inbox'. There are links for '[Reservations]', '[Regulations]', and '[Currency]'. A 'View:' dropdown menu is open, showing three options: 'Traveler' (blue), 'Proxy' (red), and 'Auth. Official' (red). Below the menu is a navigation bar with 'Profile and History', 'Create New', 'Tools', 'Help', and 'Logout'. The main table has columns: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. Three rows are visible, all with 'Entered into T-PAX' status.</p>
4	<p>The screen will update with the TONO(s) to be audited. Select the TONO and click View/ Authorize to audit the claim.</p>  <p>The screenshot shows the T-PAX Inbox interface with the 'View' dropdown set to 'Auth. Official'. The table now shows three requests with 'Awaiting AO Approval' status. The second row, for TONO 1215G85M2M100000, is highlighted with a red box. Below the table, there are buttons: 'Approve Request', 'Print', 'View / Authorize' (highlighted with a red box), 'Delete', 'Help', 'Return to Traveler', 'Forward', and 'Find'.</p>

Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step	Action
5	<p>The Remit To tab will display. First select Manage Images to view all pertinent documents that should accompany the claim. This includes orders and required receipts. Keep this document open while you audit the claim. When finished reviewing, click Next.</p> 
6	<p>The Transactions tab will display. Any Advances the member received for this claim will be shown here. Click Next.</p> 

Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step	Action																								
7	<p>The Entitlements tab will display. First, verify the Effective Date of Orders was input correctly. The formula for the effective date of orders is: Report date – (# of days of travel) + 1. Then select the Edit link on the Enroute PCS Travel line.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Authorizing Officer</div></div> <div><div>Type of order: PCS Covered from: 3/2/2017 to: 3/20/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div> <div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 3/13/2017</div></div> <table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>3/2/2017-3/20/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>3/13/2017-3/13/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>TLE</td><td>3/2/2017-3/21/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>OK</div><div>Cancel</div><div>Help</div></div>		Entitlement Type	Dates Encompassed	Status			Edit	Enroute PCS Travel	3/2/2017-3/20/2017	Needs Review	Calcs	Comp	Edit	DLA (with Dependents)	3/13/2017-3/13/2017	Needs Review	Calcs	Comp	Edit	TLE	3/2/2017-3/21/2017	Needs Review	Calcs	Comp
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Edit	TLE	3/2/2017-3/21/2017	Needs Review	Calcs	Comp																				

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PCS Settlement Approval, Continued

Procedures,
continued

Step	Action
8	<p>The What's Authorized tab will display. Verify that the options selected match what the member was authorized on their orders. Then click Next.</p> <div><div>PENGUIN, PETER</div><div>Enroute PCS Travel</div><div>View: Authorizing Officer</div><div>VIEW ONLY</div><div><div>TONO: 1215G85M2M100000</div><div>Proceed Date: 3/2/2017</div><div>Type of order: PCS</div><div>Number of Days: 19</div><div>End Date: 3/20/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><div><div><div><input checked="" type="checkbox"/> Owner operator of POV</div><div><input type="checkbox"/> No MALT</div><div>Number of cars authorized 2</div></div><div>Who Being Paid</div><div><div>PETER (Member)</div><div>PATTY PENGUIN (Spouse)</div></div></div><div><div>Next</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>

Continued on next page

PCS Settlement Approval, Continued

Procedures, continued

Step

9

Action

The Itinerary will display. Important information to verify:

- Compare **Duration of travel** drop-down choice against the Dates on the itinerary.
- Verify each leg of travel to ensure the:
 1. **Departure/Arrival Dates** match the Depart/Report dates in Direct Access.
 2. Correct **Trans Reasons** are selected.
 3. **Local Method** and **Embark** boxes are checked for appropriate legs.
 4. **Miles** are filled in on the appropriate legs.

When finished auditing, click **Next**.

PENGUIN, PETER

Enroute PCS Travel

View: Authorizing Officer

VIEW ONLY

TONO: 1215G85M2M100000

Proceed Date: 3/2/2017

Type of order: PCS

Number of Days: 19

End Date: 3/20/2017

What's Authorized

Itinerary

Constructed Itinerary

Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
3/2/2017	DEP	Mobile, ALABAMA	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	0	0.00	0.00		2720
3/20/2017	ARR	98131 Seattle, WASHINGTON	MC	<input type="checkbox"/>			NLG						

Back

Next

Exceptions

Occasionals

Accept Changes

Cancel

Help

Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step

10

Action

The Constructed Itinerary tab will display. This tab is used when the member’s travel is limited by the Cost of the GTR. In this example it does not apply. Click **Next**.

PENGUIN, PETER

Enroute PCS Travel

View: Authorizing Officer

VIEW ONLY

TONO: 1215G85M2M100000

Proceed Date: 3/2/2017

Type of order: PCS

Number of Days: 19

End Date: 3/20/2017

What's Authorized

Itinerary

Constructed Itinerary

Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
3/2/2017	3/20/2017	98131 Seattle, WASHINGTON	2720

Back

Next

Exceptions

Occasionals

Accept Changes

Cancel

Help

11

The Reimbursables tab will display. Verify the expenses with receipts the member has claimed by clicking **Add/Edit Trip Expenses**. Since this member isn’t claiming any Reimbursable Expenses, click **Accept Changes**.

PENGUIN, PETER

Enroute PCS Travel

View: Authorizing Officer

VIEW ONLY

TONO: 1215G85M2M100000

Proceed Date: 3/2/2017

Type of order: PCS

Number of Days: 19

End Date: 3/20/2017

What's Authorized

Itinerary

Constructed Itinerary

Reimbursables

Date	Description	Claimed	Authorized
------	-------------	---------	------------

Add / Edit Trip Expenses

Back

Exceptions

Occasionals

Accept Changes

Cancel

Help

Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step	Action																								
12	<p>The Entitlements tab will display. Click Calcs.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Authorizing Officer</div></div> <div><div>Type of order: PCS Covered from: 3/2/2017 to: 3/20/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div> <div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 3/13/2017</div></div> <table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>3/2/2017-3/20/2017</td><td>Reviewed</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>3/13/2017-3/13/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>TLE</td><td>3/2/2017-3/21/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div><div>Back Next Manage Images</div><div>Receipts OK Cancel Help</div></div>		Entitlement Type	Dates Encompassed	Status			Edit	Enroute PCS Travel	3/2/2017-3/20/2017	Reviewed	Calcs	Comp	Edit	DLA (with Dependents)	3/13/2017-3/13/2017	Needs Review	Calcs	Comp	Edit	TLE	3/2/2017-3/21/2017	Needs Review	Calcs	Comp
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PCS Settlement Approval, Continued

Procedures,
continued

Step	Action																								
14	<p>The Entitlements tab will display. Notice the Status for the Enroute PCS Travel now says Reviewed. Select the Edit link on the DLA line.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Authorizing Officer</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="3/2/2017"/> to: <input type="text" value="3/20/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="3/13/2017"/></div><table><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th></tr><tr><td>Edit</td><td>Enroute PCS Travel</td><td>3/2/2017-3/20/2017</td><td>Reviewed</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>3/13/2017-3/13/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>TLE</td><td>3/2/2017-3/21/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr></table><div>Back Next Manage Images Receipts OK Cancel Help</div></div>		Entitlement Type	Dates Encompassed	Status			Edit	Enroute PCS Travel	3/2/2017-3/20/2017	Reviewed	Calcs	Comp	Edit	DLA (with Dependents)	3/13/2017-3/13/2017	Needs Review	Calcs	Comp	Edit	TLE	3/2/2017-3/21/2017	Needs Review	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status																						
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Edit	TLE	3/2/2017-3/21/2017	Needs Review	Calcs	Comp																				
15	<p>Verify the box is appropriately checked (must be authorized, dependents' address MUST be in the Remarks). Then click Done.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Dislocation Allowance</div><div>View: Authorizing Officer VIEW ONLY</div><div>DLA with dependents is authorized. Check this box if dependents were moved at this time <input checked="" type="checkbox"/></div><div>Done Help</div></div>																								

Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step	Action																								
16	<p>The Entitlements tab will display. Notice the Status for the DLA now says Reviewed. Select the Edit link on the TLE line.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Authorizing Officer</div></div> <div><div>Type of order: PCS Covered from: 3/2/2017 to: 3/20/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div> <div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 3/13/2017</div></div> <table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>3/2/2017-3/20/2017</td><td>Reviewed</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>3/13/2017-3/13/2017</td><td>Reviewed</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>TLE</td><td>3/2/2017-3/21/2017</td><td>Needs Review</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>OK</div><div>Cancel</div><div>Help</div></div>		Entitlement Type	Dates Encompassed	Status			Edit	Enroute PCS Travel	3/2/2017-3/20/2017	Reviewed	Calcs	Comp	Edit	DLA (with Dependents)	3/13/2017-3/13/2017	Reviewed	Calcs	Comp	Edit	TLE	3/2/2017-3/21/2017	Needs Review	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status																						
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Edit	TLE	3/2/2017-3/21/2017	Needs Review	Calcs	Comp																				

| 17 | For each TLE Day, verify the dates do NOT match any travel days. Travel dates are calculated based on the effective date of orders. The Location must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY the Zip Code of the old PDS or new PDS located on the orders should be listed (not the zip code of the hotel). Verify the correct people are listed in the Who's being paid column and the lodging amount matches the receipt attached to the claim. When finished auditing, click **Done**. PENGUIN, PETER TONO: 1215G85M2M100000 TLE Expenses View: Authorizing Officer VIEW ONLY | Date | Location | Who's being paid | Lodging | |-----------|--------------------|-----------------------|---------| | 3/2/2017 | MOBILE, AL | Member + 1 Dependents | 125.00 | | 3/21/2017 | SEATTLE / KING, WA | Member + 1 Dependents | 202.00 | Previous Next Done Help |

Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step	Action																								
18	<p>The Entitlements tab will display. Notice the Status for the TLE now says Reviewed. Click Next.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request<div>View: Authorizing Officer</div></div><div>Type of order: PCS Covered from: 3/2/2017 to: 3/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: 3/13/2017</div><table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>3/2/2017-3/20/2017</td><td>Reviewed</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>3/13/2017-3/13/2017</td><td>Reviewed</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>TLE</td><td>3/2/2017-3/21/2017</td><td>Reviewed</td><td>Calcs</td><td>Comp</td></tr></tbody></table><div>Back Next Manage Images Receipts OK Cancel Help</div></div>		Entitlement Type	Dates Encompassed	Status			Edit	Enroute PCS Travel	3/2/2017-3/20/2017	Reviewed	Calcs	Comp	Edit	DLA (with Dependents)	3/13/2017-3/13/2017	Reviewed	Calcs	Comp	Edit	TLE	3/2/2017-3/21/2017	Reviewed	Calcs	Comp
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Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step	Action														
19	<p>The Computation tab will display. Verify that all amounts match the orders and are correct. Also verify that any advances were applied. Then click Next.</p> <div><div><div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Authorizing Officer</div></div><div><div>Type of order: PCS Covered from: 3/2/2017 to: 3/20/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div><div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>1,136.00</td></tr><tr><td>Memb/Emp MALT</td><td>516.80</td></tr><tr><td>Dep Per Diem</td><td>852.00</td></tr><tr><td>Dep. MALT</td><td>516.80</td></tr><tr><td>DLA</td><td>2,113.50</td></tr><tr><td>TLE</td><td>391.00</td></tr></tbody></table><div>Method of Payment: Direct Deposit</div><div>Apply Advances</div></div><div><div>Total Entitlement: 5,526.10 Deductions: 0.00 Partial Payments: 0.00 Amount Payable: 5,526.10 Advances: 0.00</div><div>Due Employee: 5,526.10 Split Payment: 0.00 Computed Split: 0.00</div><div>Enter amount in Split Payment field to pay GTCC</div></div><div><div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div><div><div>Back Next Manage Images</div><div>Receipts OK Cancel Help</div></div></div></div></div></div>	Description	Total	Memb/Emp PCS Per Diem	1,136.00	Memb/Emp MALT	516.80	Dep Per Diem	852.00	Dep. MALT	516.80	DLA	2,113.50	TLE	391.00
Description	Total														
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PCS Settlement Approval, Continued

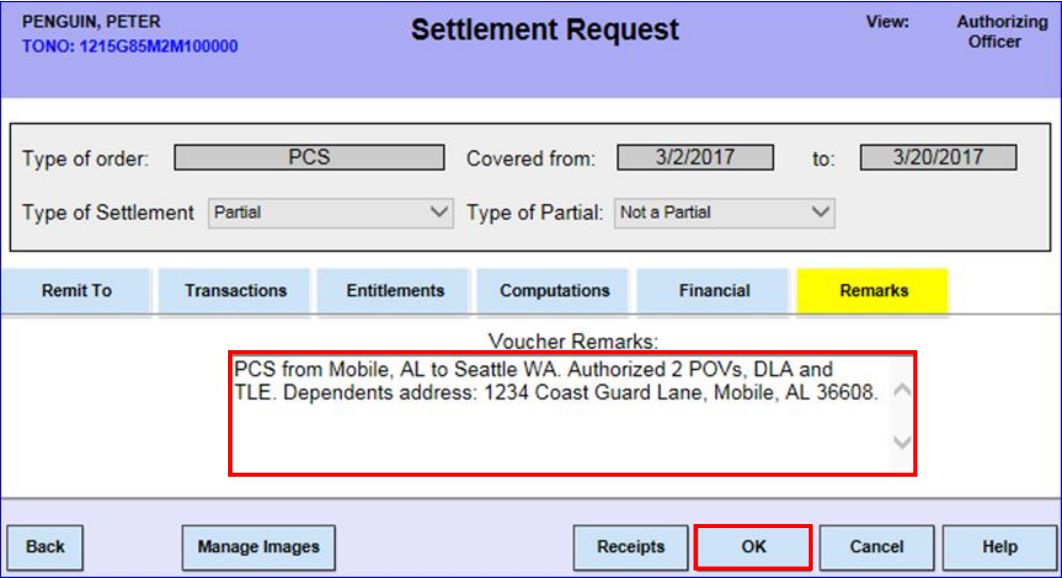
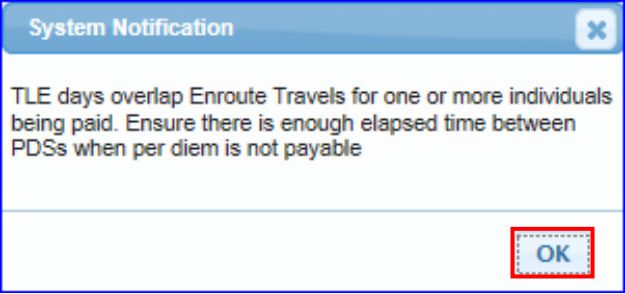
Procedures,
continued

Step	Action						
20	<p>The Financial tab will display. Make sure the Classification String matches the TONO and Line of Accounting (LOA) from the travel orders and that the Amount is correct. Click Next.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Authorizing Officer</div><div>Type of order: PCS Covered from: 3/2/2017 to: 3/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><table><thead><tr><th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr></thead><tbody><tr><td>Db</td><td>1215G85M2M100000 2 P 501 299 21 0 RA 78040 2100</td><td>5,526.10</td></tr></tbody></table><div>Add/Modify Accounting</div><div>Back Next Manage Images Receipts OK Cancel Help</div></div>	Db/Cr	Classification String	Amount	Db	1215G85M2M100000 2 P 501 299 21 0 RA 78040 2100	5,526.10
Db/Cr	Classification String	Amount					
Db	1215G85M2M100000 2 P 501 299 21 0 RA 78040 2100	5,526.10					

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PCS Settlement Approval, Continued

Procedures,
continued

Step	Action
21	<p>The Remarks tab will display. Verify all required remarks are listed in the Voucher Remarks box. Then click OK.</p>  <p>If this warning appears, click OK. You might need to click OK again to continue.</p> 

Continued on next page

PCS Settlement Approval, Continued

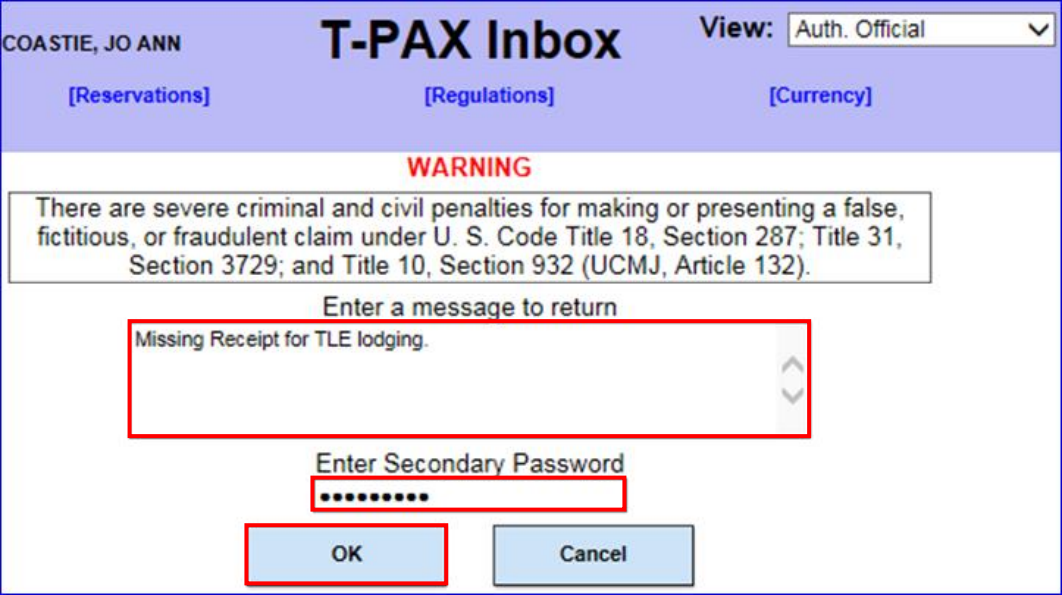
Procedures,
continued

Step	Action																																																																
22	<p>This box will display. Select Yes and then Certify (required to continue in TPAX).</p> <div><div>Certify Obligation</div><div>Have you verified that funds have been obligated in FPD?</div><div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div></div><div><div>Certify</div><div>Cancel</div><div>Help</div></div><div><p>To assist AOs with verification of obligation of funds, please use the url: http://cgweb.fincen.uscg.mil/qbd/index1.htm. Once the page opens, type in the Document ID (TONO) leaving off the suffix (000) and click enter. This will bring up another page in which you can click on the "view FPD Document(s)" to confirm funds were obligated and by whom.</p></div></div>																																																																
23	<p>Notice the Status has updated to Reviewed by AO. Select the TONO and select either Approve Request if everything is accurate or Return to Traveler if edits are required.</p> <div><div>COASTIE, JO ANN</div><div>T-PAX Inbox</div><div>View: Auth. Official</div><div>[Reservations] [Regulations] [Currency]</div><div>Profile and History » Create New » Tools » Help » Logout</div><table><tr><th></th><th>SSN</th><th>Name</th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Am</th></tr><tr><td><input type="checkbox"/></td><td>9981045</td><td>BEAR, COASTIE</td><td>1117333CCC000000</td><td>Advance</td><td>4/1/2017</td><td>4/30/2017</td><td>Normal</td><td>BEAR, COASTIE T.</td><td>COASTIE, JO ANN</td><td>Awaiting AO Approval</td><td>3/20/2017</td><td>Traveler</td><td>66683 Topeka, KS</td><td>1100217761</td><td>\$1.5 (e)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>9981046</td><td>PENGUIN, PETER</td><td>1215G85M2M100000</td><td>Settlement</td><td>3/2/2017</td><td>3/21/2017</td><td>PCS</td><td>PENGUIN, PETER T.</td><td>COASTIE, JO ANN</td><td>Reviewed by AO</td><td>3/21/2017</td><td>Traveler</td><td>98131 Seattle, WA</td><td>1100217757</td><td>\$5.5 (e)</td></tr><tr><td><input type="checkbox"/></td><td>9981045</td><td>BEAR, COASTIE</td><td>1317111AAA000000</td><td>Authorization</td><td>10/1/2016</td><td>12/31/2016</td><td>Doc Type 13</td><td>BEAR, COASTIE T.</td><td>COASTIE, JO ANN</td><td>Awaiting AO Approval</td><td>2/15/2017</td><td>Traveler</td><td>66683 Topeka, KS</td><td>1100217744</td><td>\$9.8 (e)</td></tr></table><div><div>Approve Request</div><div>Print</div><div>View / Authorize</div><div>Delete</div><div>Help</div><div>Return to Traveler</div><div>Forward</div><div>Find</div></div></div>		SSN	Name	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Am	<input type="checkbox"/>	9981045	BEAR, COASTIE	1117333CCC000000	Advance	4/1/2017	4/30/2017	Normal	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	3/20/2017	Traveler	66683 Topeka, KS	1100217761	\$1.5 (e)	<input checked="" type="checkbox"/>	9981046	PENGUIN, PETER	1215G85M2M100000	Settlement	3/2/2017	3/21/2017	PCS	PENGUIN, PETER T.	COASTIE, JO ANN	Reviewed by AO	3/21/2017	Traveler	98131 Seattle, WA	1100217757	\$5.5 (e)	<input type="checkbox"/>	9981045	BEAR, COASTIE	1317111AAA000000	Authorization	10/1/2016	12/31/2016	Doc Type 13	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	2/15/2017	Traveler	66683 Topeka, KS	1100217744	\$9.8 (e)
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Continued on next page

PCS Settlement Approval, Continued

Procedures,
continued

Step	Action
24	<p>If Return to Traveler is selected, a box appears to enter comments as to why it is being returned. Enter your Secondary Password and click OK.</p>  <p>If Approve Request is selected, enter in your Secondary Password. Make sure the Print signed Document box is checked and click OK. The claim is now sent to PPC.</p> 