

PCS Claim – Member to Member

Overview

Introduction

This guide provides the basic procedures for entering a PCS claim in TPAX when two Coast Guard members are married and transferring. One section shows the members traveling together at the same time. The other shows the members traveling separate at different times.

Scanning Documents

It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single PDF file. PPC can't open anything other than a PDF. Some of the required items include the following:

- Signed PCS Orders
 - Lodging Receipts with proof of payment (for TLE reimbursement)
 - Airfare/AdTrav Fee Receipts
 - Alaska Marine Highway Itinerary (if taking the ferry)
 - Receipts for all items over \$75
-

Maximum Amount Payable

Remember that the maximum TPAX will pay for a PCS claim is equivalent to the fastest driving route from the old Permanent Duty Station (PDS) to the new PDS. You can take any route or method of transportation, but keep in mind that what is listed above is the maximum amount payable.

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Member to Member Traveling Separate – Member #1

Introduction This scenario covers a member to member PCS where Member # 1 and Member #2 drove on separate days in 2 different POVs. Both members were authorized MALT, TLE and Per Diem. The member with the higher pay grade (Member #1) claimed the DLA. Member #1 traveled with a dependent. This section shows how to account for Member #1's travel.

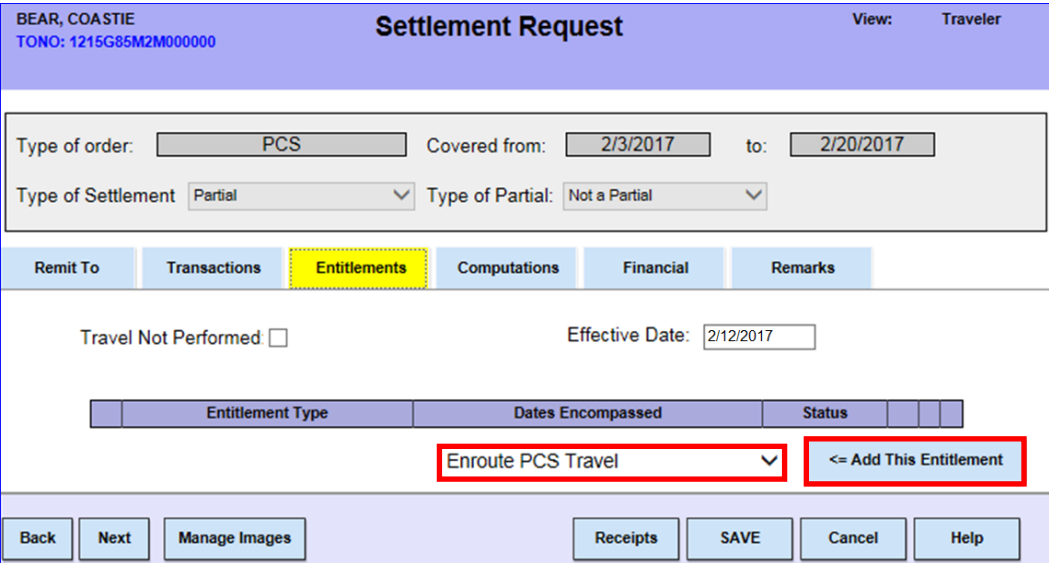
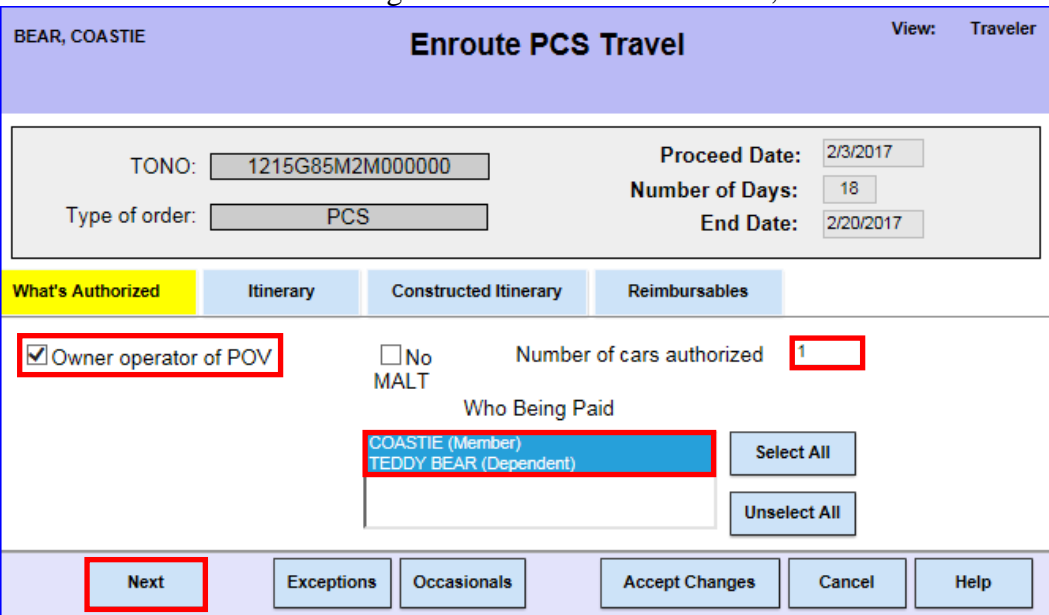
Procedures See below.

Step	Action
1	<p>Enter your home address at your new PDS. Then click Next.</p> <div><div>BEAR, COASTIE TONO: 1215G85M2M000000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017</div> <div>Type of Settlement: Partial Type of Partial: Not a Partial</div> <div>Remit To Transactions Entitlements Computations Financial Remarks</div> <div>* Address 1: 1234 SPACE NEEDLE DRIVE</div> <div>Address 2:</div> <div>* City: SEATTLE</div> <div>* Country/State: WA WASHINGTON</div> <div>* Zip: 98134</div> <div>Next Manage Images Receipts SAVE Cancel Help</div>

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Member to Member Traveling Separate – Member #1, Continued

Procedures,
continued

Step	Action						
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p>  <p>BEAR, COASTIE TONO: 1215G85M2M000000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Travel Not Performed: <input type="checkbox"/> Effective Date: 2/12/2017</p> <table border="1"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Enroute PCS Travel</td> <td></td> <td></td> </tr> </tbody> </table> <p><= Add This Entitlement</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Entitlement Type	Dates Encompassed	Status	Enroute PCS Travel		
Entitlement Type	Dates Encompassed	Status					
Enroute PCS Travel							
3	<p>Since Member #1 is driving, make sure the Owner operator of POV is checked, the correct number of cars are authorized and the member and dependent are both selected in the Who Being Paid section. When finished, click Next.</p>  <p>BEAR, COASTIE</p> <p>Enroute PCS Travel View: Traveler</p> <p>TONO: 1215G85M2M000000 Proceed Date: 2/3/2017</p> <p>Type of order: PCS Number of Days: 18</p> <p>End Date: 2/20/2017</p> <p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized: 1</p> <p>Who Being Paid</p> <p>COASTIE (Member) TEDDY BEAR (Dependent)</p> <p>Select All Unselect All</p> <p>Next Exceptions Occasionals Accept Changes Cancel Help</p>						

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Member to Member Traveling Separate – Member #1, Continued

Procedures,
continued

Step	Action																				
4	<p>Enter the itinerary for Member #1. When finished, click Accept Leg.</p> <div><p>BEAR, COASTIE TONO: 1215G85M2M000000</p><p style="text-align: right;">View: Traveler</p><p style="text-align: center;">Itinerary</p><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling AE% Lodging Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="10"><div><div><div>Departure Date: 02/03/2017</div><div>Departure Location (click to edit): 02109 Boston, MA, Suffolk</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 02/20/2017</div><div>Arrival Location (click to edit): 88134 Seattle, WA, King</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 3060</div></div></td></tr></tbody></table></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE% Lodging Taxes	Miles	<div><div><div>Departure Date: 02/03/2017</div><div>Departure Location (click to edit): 02109 Boston, MA, Suffolk</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 02/20/2017</div><div>Arrival Location (click to edit): 88134 Seattle, WA, King</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 3060</div></div>									
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Member to Member Traveling Separate – Member #1, Continued

Procedures,
continued

Step	Action																					
6	<p>Check the box since your dependent is moving with you. Click Accept.</p> <div><div>BEAR, COASTIE TONO: 1215G85M2M000000</div><div>View: Traveler</div><div>Dislocation Allowance</div><div>DLA with dependents is authorized. Check this box if dependents were moved at this time <input checked="" type="checkbox"/></div><div><div>Accept</div><div>Cancel</div><div>Help</div></div></div>																					
7	<p>Now add the TLE. Click Add This Entitlement.</p> <div><div>BEAR, COASTIE TONO: 1215G85M2M000000</div><div>View: Traveler</div><div>Settlement Request</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="2/3/2017"/> to: <input type="text" value="2/20/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="2/12/2017"/></div><table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>2/3/2017-2/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr><tr><td>Edit</td><td>DLA (with Dependents)</td><td>2/3/2017-2/3/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table><div><input type="text" value="TLE"/> <input type="button" value="Add This Entitlement"/></div><div><div><div>Back</div><div>Next</div><div>Manage Images</div></div><div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	2/3/2017-2/20/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	2/3/2017-2/3/2017	Validated Data	Delete	Calcs	Comp
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Member to Member Traveling Separate – Member #1, Continued

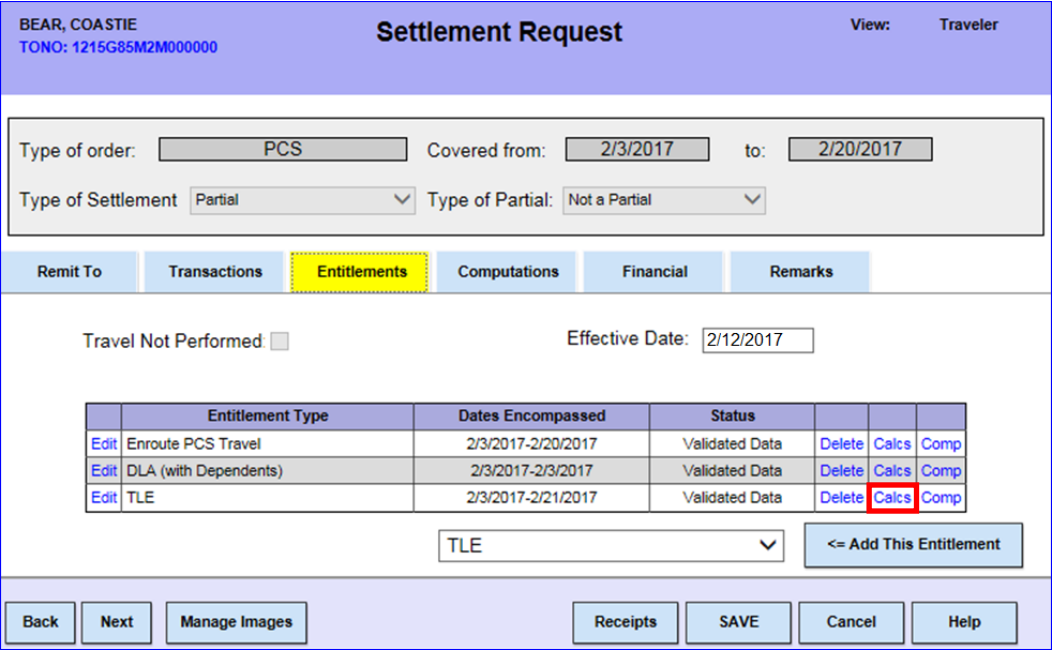
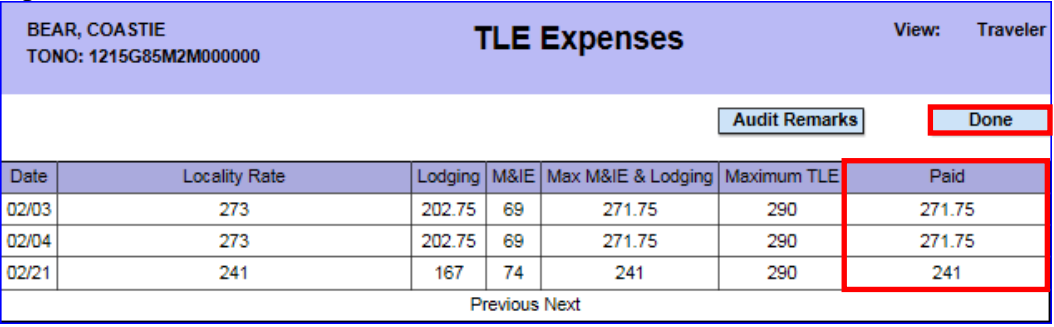
Procedures, continued

Step	Action																								
8	<p>Add each TLE Day. Remember that the date cannot be a travel date and MUST match the receipt (which is required), the lodging must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY enter the zip code of the old PDS or new PDS located on the orders (not the zip code of the hotel). Check Who's being paid, enter what was actually spent on lodging including taxes for the day specified. When finished, click Accept Changes.</p> <div><div>BEAR, COASTIE TONO: 1215G85M2M000000</div><div>TLE Expenses<div>View: Traveler</div></div><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr></thead><tbody><tr><td>02/03/2017</td><td>02109 Boston, MA</td><td>Member + 1 Dependents</td><td>202.75</td><td>Edit</td><td>Delete</td></tr><tr><td>02/04/2017</td><td>02109 Boston, MA</td><td>Member + 1 Dependents</td><td>202.75</td><td>Edit</td><td>Delete</td></tr><tr><td>02/21/2017</td><td>98134 Seattle, WA</td><td>Member + 1 Dependents</td><td>225.00</td><td>Edit</td><td>Delete</td></tr></tbody></table><div>Previous Next</div><div><div>Add TLE Day</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div>	Date	Location	Who's being paid	Lodging			02/03/2017	02109 Boston, MA	Member + 1 Dependents	202.75	Edit	Delete	02/04/2017	02109 Boston, MA	Member + 1 Dependents	202.75	Edit	Delete	02/21/2017	98134 Seattle, WA	Member + 1 Dependents	225.00	Edit	Delete
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Member to Member Traveling Separate – Member #1, Continued

Procedures,
continued

Step	Action
9	<p>Click Calcs.</p> 
10	<p>This shows exactly what you will be reimbursed for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click Done.</p> 

Continued on next page

Member to Member Traveling Separate – Member #1, Continued

Procedures, continued

Step	Action												
11	<p>Once you have input the itinerary, DLA, TLE and reimbursable expenses, check the Computations tab. Member #1 was paid for Per Diem, MALT, Dependent Per Diem, DLA and TLE. Continue with the rest of your claim. Don't forget to Apply Advances if necessary.</p> <div> <div> BEAR, COASTIE TONO: 1215G85M2M000000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 Type of Settlement Partial Type of Partial: Not a Partial </div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <table> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,278.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>581.40</td></tr> <tr> <td>Dep Per Diem</td><td>639.00</td></tr> <tr> <td>DLA</td><td>2,113.50</td></tr> <tr> <td>TLE</td><td>784.50</td></tr> </tbody> </table> <div> Total Entitlement 5,396.40 Deductions 0.00 Partial Payments 0.00 Amount Payable 5,396.40 Advances 0.00 </div> <div> Method of Payment Direct Deposit </div> <div> Due Employee 5,396.40 Split Payment 0.00 Computed Split 0.00 </div> <div> Apply Advances </div> <p>Enter amount in Split Payment field to pay GTCC</p> <p>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>	Description	Total	Memb/Emp PCS Per Diem	1,278.00	Memb/Emp MALT	581.40	Dep Per Diem	639.00	DLA	2,113.50	TLE	784.50
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Memb/Emp MALT	581.40												
Dep Per Diem	639.00												
DLA	2,113.50												
TLE	784.50												
	<p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. Also mention in the remarks that you are member to member.</p>												

Member to Member Traveling Separate – Member #2

Introduction

This scenario covers a member to member PCS where Member # 1 and Member #2 drove on separate days in 2 different POVs. Both members were authorized MALT, TLE and Per Diem. The member with the higher pay grade (Member #1) claimed the DLA. Member #2 traveled alone. This section shows how to account for Member #2's travel.

Procedures

See below.

Step	Action
1	<p>Enter your home address at your new PDS. Then click Next.</p> <div><div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Traveler</div></div><div><div>Type of order: PCS Covered from: 2/17/2017 to: 3/6/2017</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>* Address 1: 1234 SPACE NEEDLE DRIVE</div><div>Address 2:</div><div>* City: SEATTLE</div><div>* Country/State: WA WASHINGTON</div><div>* Zip: 98134</div></div><div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement Request</div><div>View: Traveler</div></div><div><div>Type of order: PCS Covered from: 2/17/2017 to: 3/6/2017</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: 2/28/2017</div></div><div><div>Entitlement Type</div><div>Dates Encompassed</div><div>Status</div></div><div><div>Enroute PCS Travel</div><div><= Add This Entitlement</div></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>

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Member to Member Traveling Separate – Member #2, Continued

Procedures,
continued

Step	Action																																	
3	<p>Since Member #2 also drove a POV, make sure the Owner operator of POV is checked, the correct number of cars authorized and the member is selected in the Who Being Paid section. When finished, click Next.</p> <div> <div> PENGUIN, PETER Enroute PCS Travel View: Traveler </div> <div> TONO: 1215G85M2M100000 Proceed Date: 2/17/2017 Type of order: PCS Number of Days: 18 End Date: 3/6/2017 </div> <div> What's Authorized Itinerary Reimbursables </div> <div> <input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized: 1 </div> <div> Who Being Paid PETER (Member) Select All Unselect All </div> <div> Next Accept Changes Cancel Help </div> </div>																																	
4	<p>Enter the itinerary for Member #2. When finished, click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1215G85M2M100000 Itinerary View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>02/17/2017</td><td>02109 Boston, MA, Suffolk</td><td>PA - Private Auto</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td><input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>03/06/2017</td><td>08134 Seattle, WA, King</td><td>MC - Mission Complete</td><td><input type="checkbox"/> Duty Day</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 3060 </div> <div> Accept Leg Cancel Changes </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles	02/17/2017	02109 Boston, MA, Suffolk	PA - Private Auto	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark						03/06/2017	08134 Seattle, WA, King	MC - Mission Complete	<input type="checkbox"/> Duty Day							
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Member to Member Traveling Separate – Member #2, Continued

Procedures,
continued

Step	Action														
5	<p>Now add the TLE. Click Add This Entitlement.</p> <div> <div> PENGUIN, PETER TONO: 1215G85M2M100000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 2/17/2017 to: 3/6/2017 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: 2/28/2017 </div> <table border="1"> <thead> <tr> <th></th> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Enroute PCS Travel</td> <td>2/17/2017-3/6/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <div> TLE <= Add This Entitlement </div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	2/17/2017-3/6/2017	Validated Data	Delete	Calcs	Comp
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Edit	Enroute PCS Travel	2/17/2017-3/6/2017	Validated Data	Delete	Calcs	Comp									

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Member to Member Traveling Separate – Member #2, Continued

Procedures,
continued

Step	Action
7	<p>Click Calcs.</p>
8	<p>This shows exactly what you will be reimbursed for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click Done.</p>

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Member to Member Traveling Separate – Member #2, Continued

Procedures, continued

Step	Action																																																												
9	<p>Once you have input the itinerary, TLE and reimbursable expenses, check the Computations tab. Member #2 was paid for Per Diem, MALT and TLE. Continue with the rest of your claim. Don't forget to Apply Advances if necessary.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement RequestView: Traveler</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="2/17/2017"/> to: <input type="text" value="3/6/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="2"><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>1,278.00</td></tr><tr><td>Memb/Emp MALT</td><td>581.40</td></tr><tr><td>TLE</td><td>354.90</td></tr></tbody></table></td><td colspan="4"><table><tbody><tr><td>Total Entitlement</td><td><input type="text" value="2,214.30"/></td></tr><tr><td>Deductions</td><td><input type="text" value="0.00"/></td></tr><tr><td>Partial Payments</td><td><input type="text" value="0.00"/></td></tr><tr><td>Amount Payable</td><td><input type="text" value="2,214.30"/></td></tr><tr><td>Advances</td><td><input type="text" value="0.00"/></td></tr></tbody></table></td></tr><tr><td colspan="2">Method of Payment <input type="text" value="Direct Deposit"/></td><td colspan="4"><table><tbody><tr><td>Due Employee</td><td><input type="text" value="2,214.30"/></td></tr><tr><td>Split Payment</td><td><input type="text" value="0.00"/></td></tr><tr><td>Computed Split</td><td><input type="text" value="0.00"/></td></tr></tbody></table></td></tr><tr><td colspan="2"><div>Apply Advances</div></td><td colspan="4"><div>Enter amount in Split Payment field to pay GTCC</div></td></tr><tr><td colspan="6"><div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div></td></tr><tr><td colspan="6"><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></td></tr></tbody></table></div> <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. Also mention in the remarks that you are member to member.</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>1,278.00</td></tr><tr><td>Memb/Emp MALT</td><td>581.40</td></tr><tr><td>TLE</td><td>354.90</td></tr></tbody></table>		Description	Total	Memb/Emp PCS Per Diem	1,278.00	Memb/Emp MALT	581.40	TLE	354.90	<table><tbody><tr><td>Total Entitlement</td><td><input type="text" value="2,214.30"/></td></tr><tr><td>Deductions</td><td><input type="text" value="0.00"/></td></tr><tr><td>Partial Payments</td><td><input type="text" value="0.00"/></td></tr><tr><td>Amount Payable</td><td><input type="text" value="2,214.30"/></td></tr><tr><td>Advances</td><td><input type="text" value="0.00"/></td></tr></tbody></table>				Total Entitlement	<input type="text" value="2,214.30"/>	Deductions	<input type="text" value="0.00"/>	Partial Payments	<input type="text" value="0.00"/>	Amount Payable	<input type="text" value="2,214.30"/>	Advances	<input type="text" value="0.00"/>	Method of Payment <input type="text" value="Direct Deposit"/>		<table><tbody><tr><td>Due Employee</td><td><input type="text" value="2,214.30"/></td></tr><tr><td>Split Payment</td><td><input type="text" value="0.00"/></td></tr><tr><td>Computed Split</td><td><input type="text" value="0.00"/></td></tr></tbody></table>				Due Employee	<input type="text" value="2,214.30"/>	Split Payment	<input type="text" value="0.00"/>	Computed Split	<input type="text" value="0.00"/>	<div>Apply Advances</div>		<div>Enter amount in Split Payment field to pay GTCC</div>				<div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div>						<div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div>					
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Member to Member Traveling Together – Member #1

Introduction This scenario covers a member to member PCS, where Member #1 and #2 drove in the same POV and have no other dependents. Only one member is allowed MALT and DLA (Member #1). Both members are entitled to Per Diem. This section shows how to account for Member #1's travel.

Procedures See below.

Step	Action
1	<p>Enter your home address at your new PDS. Then click Next.</p> <div><div>BEAR, COASTIE TONO: 1215G85M2M000000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>* Address 1: 1234 SPACE NEEDLE DRIVE Address 2: * City: SEATTLE * Country/State: WA WASHINGTON * Zip: 98134</div><div>Next Manage Images Receipts SAVE Cancel Help</div></div>
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><div>BEAR, COASTIE TONO: 1215G85M2M000000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 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: 2/12/2017</div><div>Entitlement Type Dates Encompassed Status</div><div>Enroute PCS Travel <= Add This Entitlement</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>

Continued on next page

Member to Member Traveling Together – Member #1, Continued

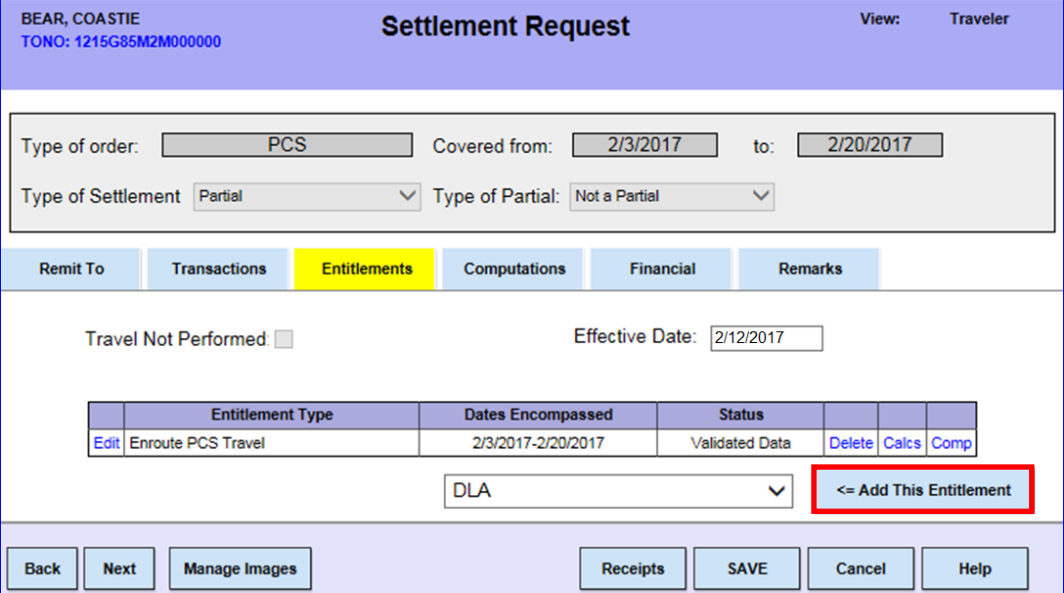
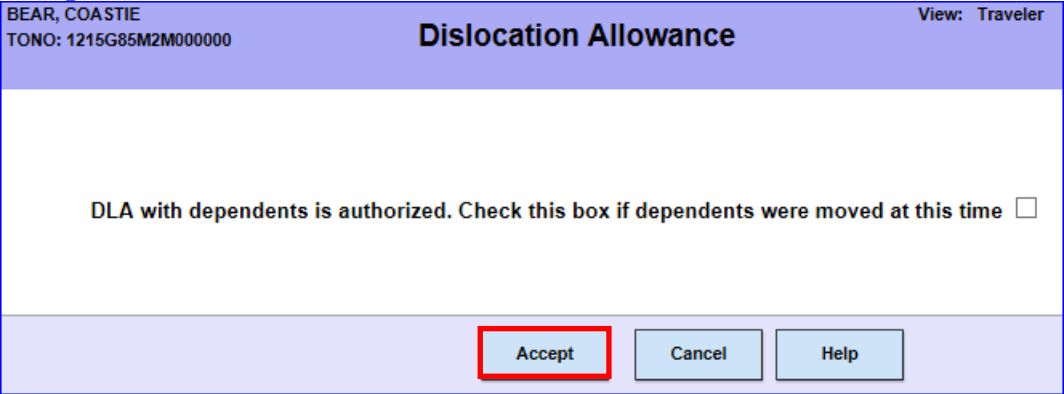
Procedures,
continued

Step	Action																																	
3	<p>Since Member #1 is driving, make sure the Owner operator of POV is checked, the correct number of cars authorized and the member is selected in the Who Being Paid section. When finished, click Next.</p> <div> <div>BEAR, COASTIE</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1215G85M2M000000</div> <div>Proceed Date: 2/3/2017</div> </div> <div> <div>Type of order: PCS</div> <div>Number of Days: 18</div> </div> <div> <div></div> <div>End Date: 2/20/2017</div> </div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div> <div> <input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT </div> <div>Number of cars authorized 1</div> <div>Who Being Paid</div> <div> <div>COASTIE (Member)</div> <div>Select All</div> <div>Unselect All</div> </div> <div> <div>Next</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>																																	
4	<p>Enter the itinerary for Member #1. When finished, click Accept Leg.</p> <div> <div>BEAR, COASTIE</div> <div>Itinerary</div> <div>View: Traveler</div> </div> <div>TONO: 1215G85M2M000000</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> <div>Departure Date: 02/03/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div> </td><td> <div>Departure Location (click to edit): 02109 Boston, MA, Suffolk</div> <div>Method of Transportation: PA - Private Auto</div> </td><td></td><td></td><td></td><td> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </td><td></td><td> <div>Method of Reimbursement:</div> <div>Lodging Type:</div> <div>Meals Type: CM - Commercial Meals</div> </td><td></td><td> <div>Who Else Traveling</div> <div>AE%</div> </td><td> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 3060</div> </td></tr> <tr> <td> <div>Arrival Date: 02/20/2017</div> <div><input type="checkbox"/> Duty Day</div> </td><td> <div>Arrival Location (click to edit): 88134 Seattle, WA, King</div> <div>Reason for Stop: MC - Mission Complete</div> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles	<div>Departure Date: 02/03/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div>	<div>Departure Location (click to edit): 02109 Boston, MA, Suffolk</div> <div>Method of Transportation: PA - Private Auto</div>				<div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div>		<div>Method of Reimbursement:</div> <div>Lodging Type:</div> <div>Meals Type: CM - Commercial Meals</div>		<div>Who Else Traveling</div> <div>AE%</div>	<div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 3060</div>	<div>Arrival Date: 02/20/2017</div> <div><input type="checkbox"/> Duty Day</div>	<div>Arrival Location (click to edit): 88134 Seattle, WA, King</div> <div>Reason for Stop: MC - Mission Complete</div>									
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Member to Member Traveling Together – Member #1, Continued

Procedures,
continued

Step	Action
5	<p>When member to member, the member with the higher pay grade (Member #1) will claim the DLA. Now add the DLA. Click Add This Entitlement.</p> 
6	<p>Do NOT check the box since you are claiming DLA without dependents. Click Accept.</p> 

Continued on next page

Member to Member Traveling Together – Member #1, Continued

Procedures,
continued

Step	Action																																						
7	<p>Once you have input the itinerary, DLA and reimbursable expenses, check the Computations tab. Member #1 was paid for Per Diem, MALT and DLA. Continue with the rest of your claim. Don't forget to Apply Advances if necessary.</p> <div> <div> BEAR, COASTIE TONO: 1215G85M2M000000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <table border="1"> <thead> <tr> <th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="4"> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,278.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>581.40</td></tr> <tr> <td>DLA</td><td>1,283.77</td></tr> </tbody> </table> </td><td colspan="2"> Total Entitlement 3,143.17 Deductions 0.00 Partial Payments 0.00 Amount Payable 3,143.17 Advances 0.00 </td></tr> <tr> <td colspan="4"> Method of Payment: Direct Deposit </td><td colspan="2"> Due Employee 3,143.17 Split Payment 0.00 Computed Split 0.00 <small>Enter amount in Split Payment field to pay GTCC</small> </td></tr> <tr> <td colspan="6"> <div>Apply Advances</div> <p><small>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</small></p> </td></tr> <tr> <td colspan="6"> <div> Back Next Manage Images Receipts SAVE Cancel Help </div> </td></tr> </tbody> </table> <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. Also mention in the remarks that you are member to member.</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,278.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>581.40</td></tr> <tr> <td>DLA</td><td>1,283.77</td></tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	1,278.00	Memb/Emp MALT	581.40	DLA	1,283.77	Total Entitlement 3,143.17 Deductions 0.00 Partial Payments 0.00 Amount Payable 3,143.17 Advances 0.00		Method of Payment: Direct Deposit				Due Employee 3,143.17 Split Payment 0.00 Computed Split 0.00 <small>Enter amount in Split Payment field to pay GTCC</small>		<div>Apply Advances</div> <p><small>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</small></p>						<div> Back Next Manage Images Receipts SAVE Cancel Help </div>					
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Member to Member Traveling Together – Member #2

Introduction This scenario covers a member to member PCS, where Member #1 and #2 drove in the same POV and have no other dependents. Only one member is allowed MALT and DLA (Member #1). Both members are entitled to Per Diem. This section shows how to account for Member #2's travel.

Procedures See below.

Step	Action
1	<p>Enter your home address at your new PDS. Then click Next.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement RequestView: Traveler</div><div>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>* Address 1: 1234 SPACE NEEDLE DRIVE Address 2: * City: SEATTLE * Country/State: WA WASHINGTON * Zip: 98134</div><div>Next Manage Images Receipts SAVE Cancel Help</div></div>
2	<p>Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><div>PENGUIN, PETER TONO: 1215G85M2M100000</div><div>Settlement RequestView: Traveler</div><div>Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 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: 2/12/2017</div><div>Entitlement Type Dates Encompassed Status</div><div>Enroute PCS Travel <= Add This Entitlement</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>

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Member to Member Traveling Together – Member #2, Continued

Procedures,
continued

Step	Action																														
3	<p>Since Member #2 is not driving, uncheck the Owner operator of POV box, check the No MALT box and then click Next.</p> <div> <div> PENGUIN, PETER Enroute PCS Travel View: Traveler </div> <div> <div> TONO: 1215G85M2M100000 Proceed Date: 2/3/2017 </div> <div> Type of order: PCS Number of Days: 18 </div> <div> End Date: 2/20/2017 </div> </div> <div> What's Authorized Itinerary Reimbursables </div> <div> <div> <input type="checkbox"/> Owner operator of POV <input checked="" type="checkbox"/> No MALT </div> <div> Number of cars authorized 1 </div> <div> Who Being Paid <div> PETER (Member) </div> <div> Select All Unselect All </div> </div> <div> Next Accept Changes Cancel Help </div> </div> </div>																														
4	<p>Enter the itinerary for member #2. Since they traveled in the same POV as member #1, use the same Departure and Arrival Dates. When finished, click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1215G85M2M100000 Itinerary View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>02/03/2017</td><td>02109 Boston, MA, Suffolk</td><td>PA - Private Auto</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>02/03/2017</td><td>98134 Seattle, WA, King</td><td>MC - Mission Complete</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 3071 </div> </div> <div> Accept Leg Cancel Changes </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Miles	02/03/2017	02109 Boston, MA, Suffolk	PA - Private Auto	<input checked="" type="checkbox"/>							02/03/2017	98134 Seattle, WA, King	MC - Mission Complete	<input type="checkbox"/>						
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Member to Member Traveling Together – Member #2, Continued

Procedures,
continued

Step	Action																																								
5	<p>Once you have input the itinerary and reimbursable expenses, check the Computations tab. Member #2 was only paid for Per Diem. Continue with the rest of your claim. Don't forget to Apply Advances if necessary.</p> <div> <div> PENGUIN, PETER TONO: 1215G85M2M100000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <table border="1"> <thead> <tr> <th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="4"> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,278.00</td></tr> </tbody> </table> </td><td colspan="2"> Total Entitlement 1,278.00 Deductions 0.00 Partial Payments 0.00 Amount Payable 1,278.00 Advances 0.00 </td></tr> <tr> <td colspan="4"> Method of Payment: Direct Deposit </td><td colspan="2"></td></tr> <tr> <td colspan="4"> <div>Apply Advances</div> </td><td colspan="2"> Due Employee 1,278.00 Split Payment 0.00 Computed Split 0.00 Enter amount in Split Payment field to pay GTCC </td></tr> <tr> <td colspan="6"> This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed </td></tr> <tr> <td colspan="6"> <div> Back Next Manage Images Receipts SAVE Cancel Help </div> </td></tr> </tbody> </table> <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX. Also mention in the remarks that you are member to member.</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>1,278.00</td></tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	1,278.00	Total Entitlement 1,278.00 Deductions 0.00 Partial Payments 0.00 Amount Payable 1,278.00 Advances 0.00		Method of Payment: Direct Deposit						<div>Apply Advances</div>				Due Employee 1,278.00 Split Payment 0.00 Computed Split 0.00 Enter amount in Split Payment field to pay GTCC		This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed						<div> Back Next Manage Images Receipts SAVE Cancel Help </div>					
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