

PCS Claim – Member Travel Only

Overview

Introduction	This guide provides procedures for entering a PCS claim in TPAX when just the member is traveling. Use the Member Travel Only guide to complete a basic claim. Click on the various links on the next page for additional details for your specific scenario.
Reference	(a) Joint Travel Regulations (JTR)
Scanning Documents	<p>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:</p> <ul style="list-style-type: none"> • Signed PCS Orders • Lodging Receipts with proof of payment (for TLE reimbursement) • Airfare/Booking Agent Fee Receipts • Alaska Marine Highway Itinerary (mandatory 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 is the maximum amount payable.
CG Finance Center	<p>The Coast Guard Finance Center (FINCEN) processes the following:</p> <ul style="list-style-type: none"> • Personally Procured Moves (PPM) • Privately Owned Vehicle (POV) Shipment • POV Storage • Temporary Lodging Allowance (TLA) Claims <p>Do NOT send these items to PPC. They will be returned and you will only prolong payment.</p> <p>Note: Travel in accordance with policy for a POV Shipment must be included in your travel claim. The POV Shipment expense is handled by FINCEN.</p>
Flying	If any part of your PCS travel involves flying, ALWAYS pick TP-Government Procured Plane vice CP – Commercial Plane to ensure the system will pay out correctly.

Continued on next page

Overview, Continued

Travel Time Chart

This chart determines how many travel days are authorized based on miles driven.

Number of Miles Driven	Number of Travel Days Authorized
400 or less	1
401-750	2
751-1100	3
1101-1450	4
1451-1800	5
1801-2150	6
2151-2500	7
2501-2850	8
2851-3200	9
3201-3550	10
3551-3900	11
3901-4250	12
4251-4600	13
4601-4950	14

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Member Travel Only



Introduction

This guide provides the procedures for a member traveling alone. Use this guide to complete a basic claim. Click on the various links on the overview page for additional details for your specific scenario.

This example shows a member without dependents traveling via a privately owned vehicle from one CONUS Permanent Duty Station (PDS) to the next CONUS Permanent Duty Station (PDS).

Procedures

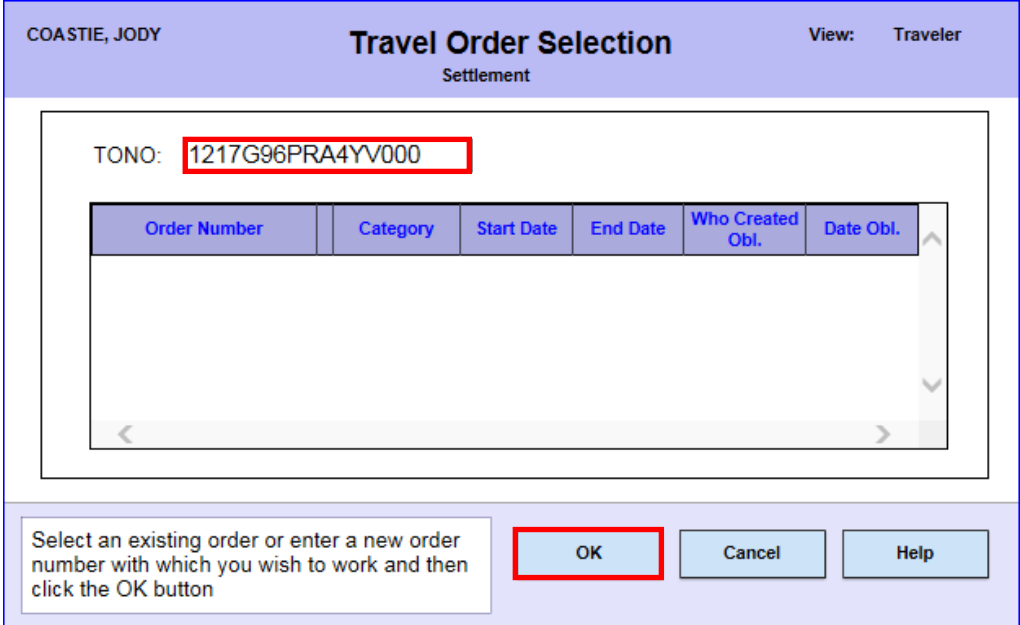
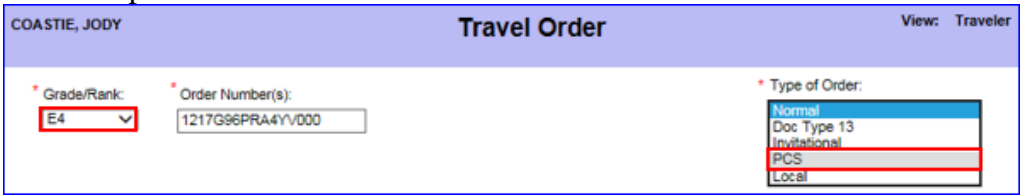
See below.

Step	Action
1	<p>Once logged into TPAX, click Create New.</p> 
2	<p>Click Settlement Request.</p> 

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Member Travel Only, Continued

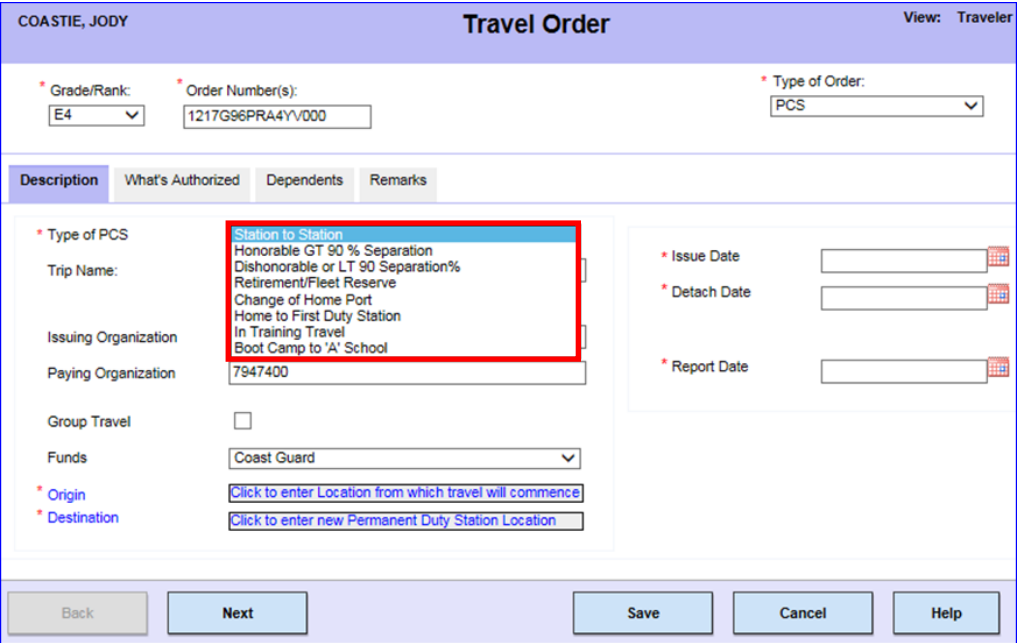
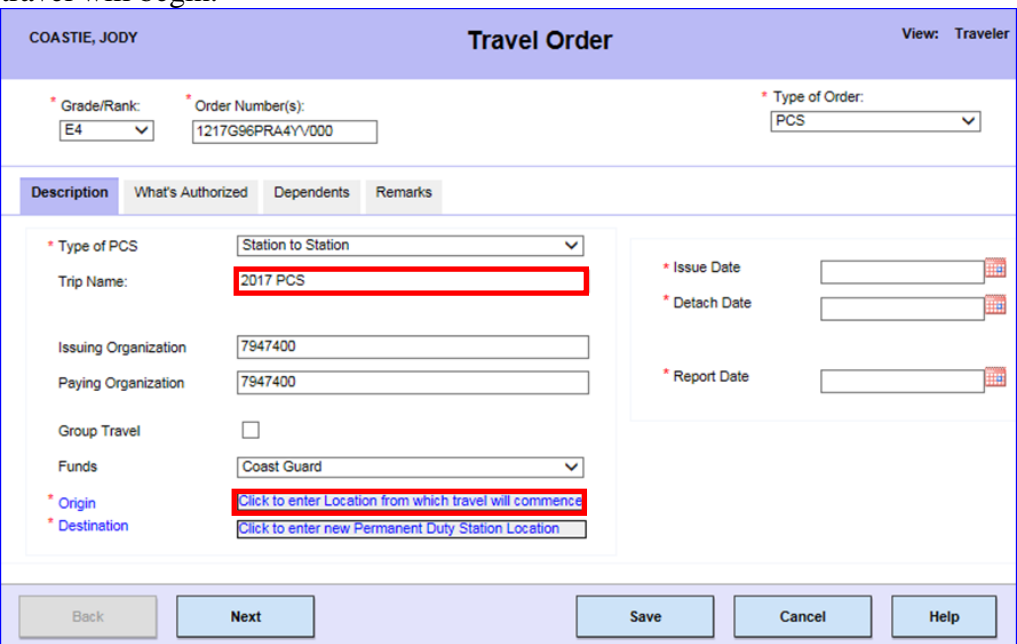
Procedures,
continued

Step	Action
3	<p>Enter the Travel Order Number (TONO) from the Direct Access (DA) PCS Orders, then click OK.</p> 
4	<p>Select your Grade/Rank from the drop-down. Select PCS from the Type of Order drop-down.</p> 

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Member Travel Only, Continued

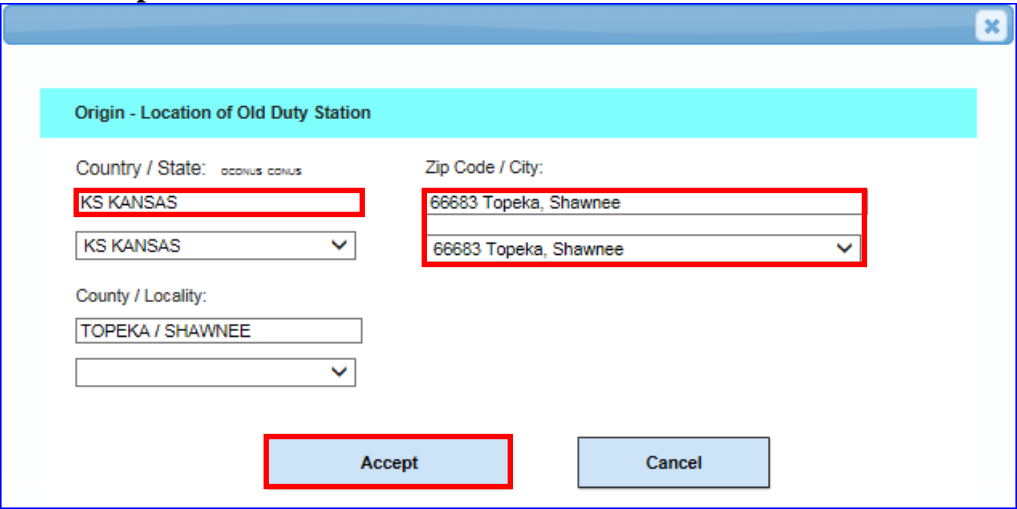
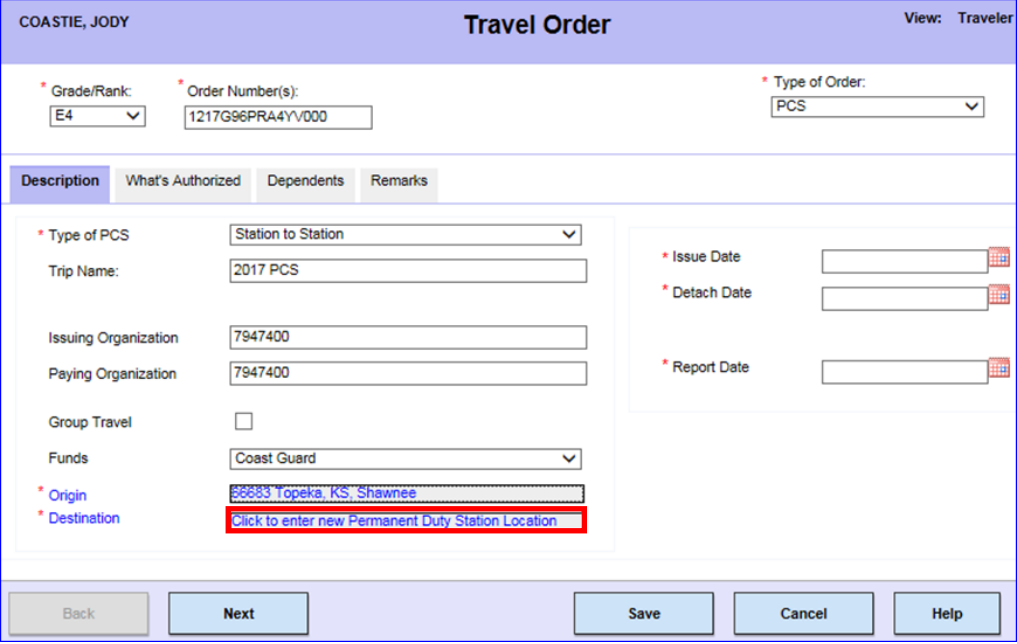
Procedures,
continued

Step	Action
5	<p>Select the Type of PCS option that best describes the type of PCS involved with this travel order.</p> 
6	<p>Enter a Trip Name. Select the Origin link to enter the location from which travel will begin.</p> 

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Member Travel Only, Continued

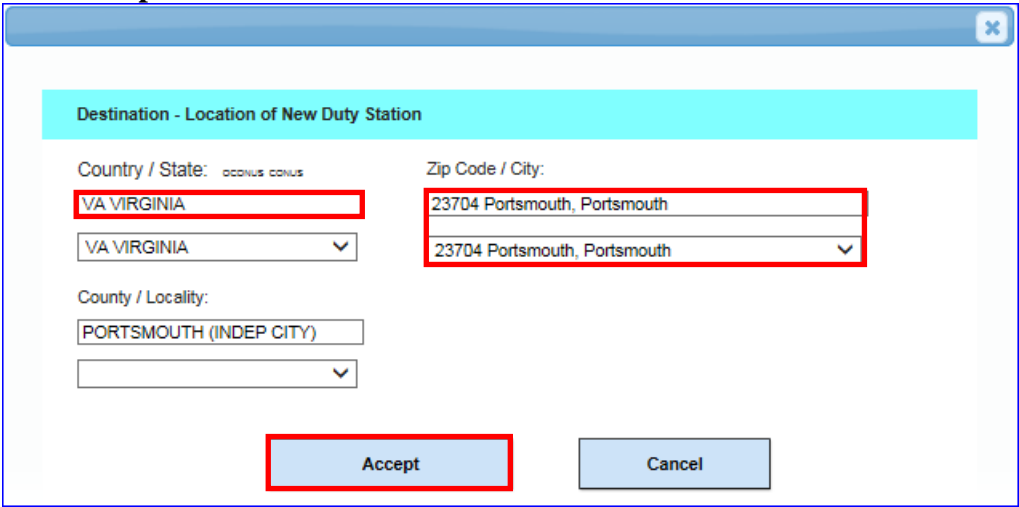
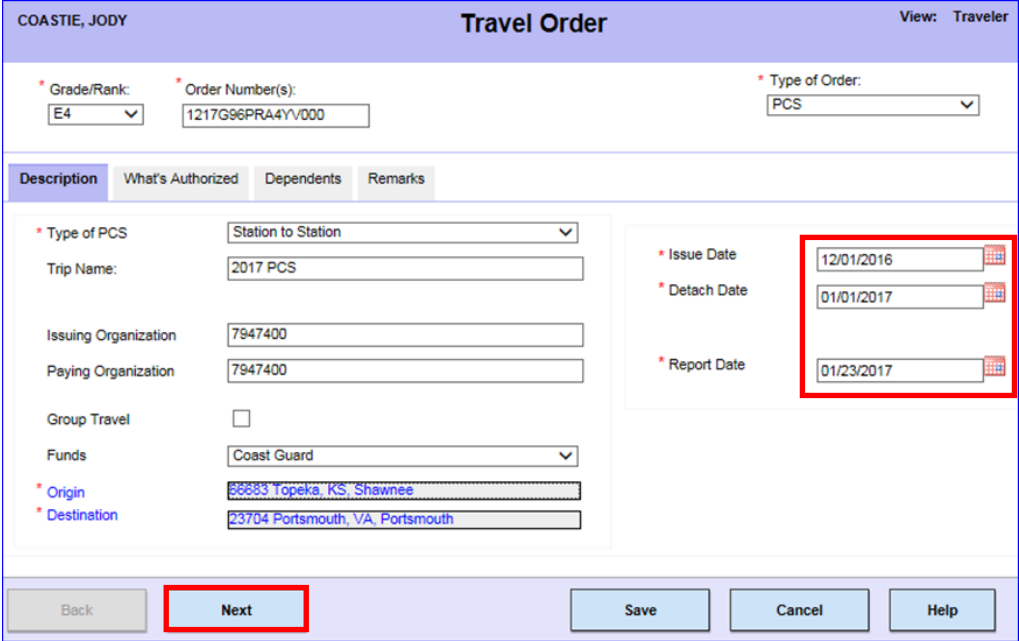
Procedures, continued

Step	Action
7	<p>When inputting locations, first type in the State and click tab. In the Zip Code/City, type in the Zip Code of the old PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click Accept.</p> 
8	<p>Select the Destination link to enter the new Permanent Duty Station Location.</p> 

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Member Travel Only, Continued

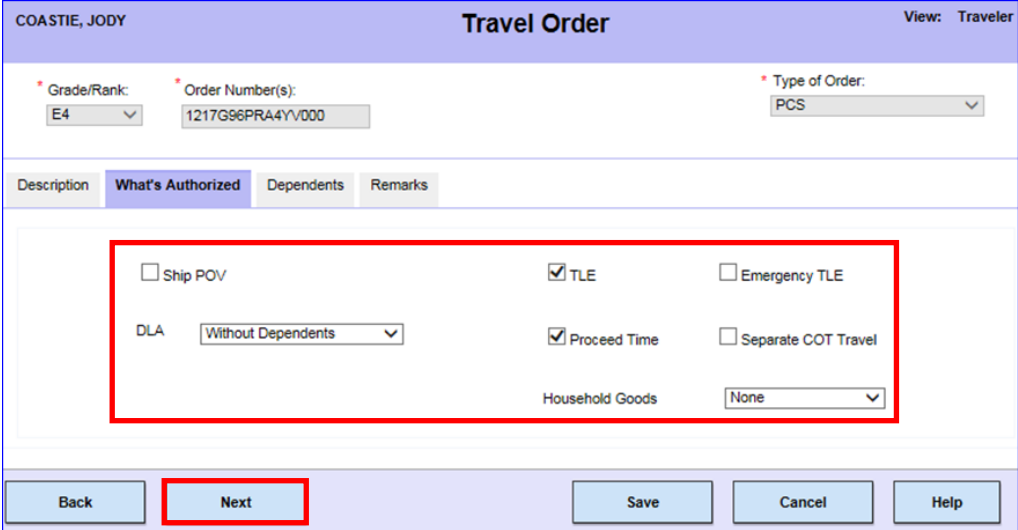
Procedures, continued

Step	Action
9	<p>When inputting locations, first type in the State and click tab. In the Zip Code/City, type in the Zip Code of the new PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click Accept.</p> 
10	<p>Next you will input the Issue Date of the orders, the Depart (Detach) Date and the Report Date in accordance with the orders. Click Next.</p> 

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Member Travel Only, Continued

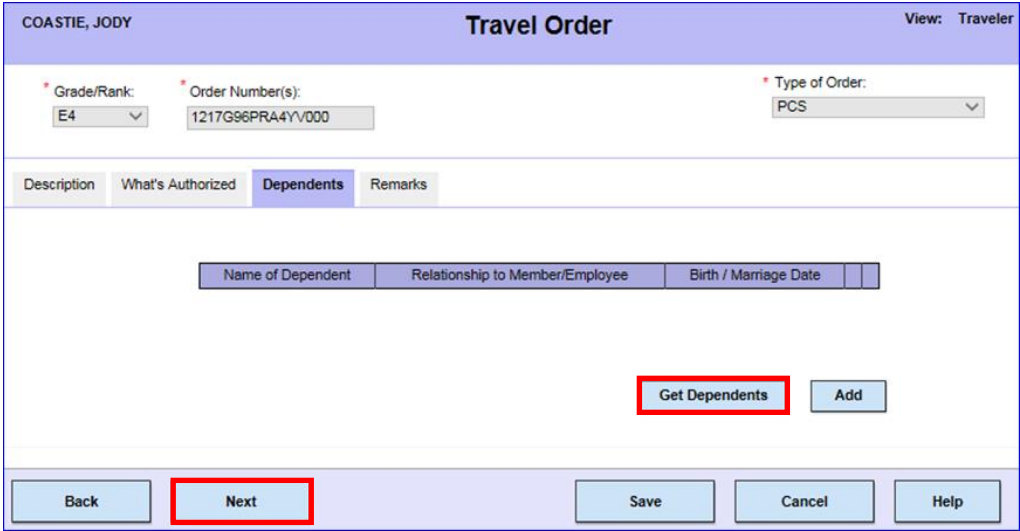
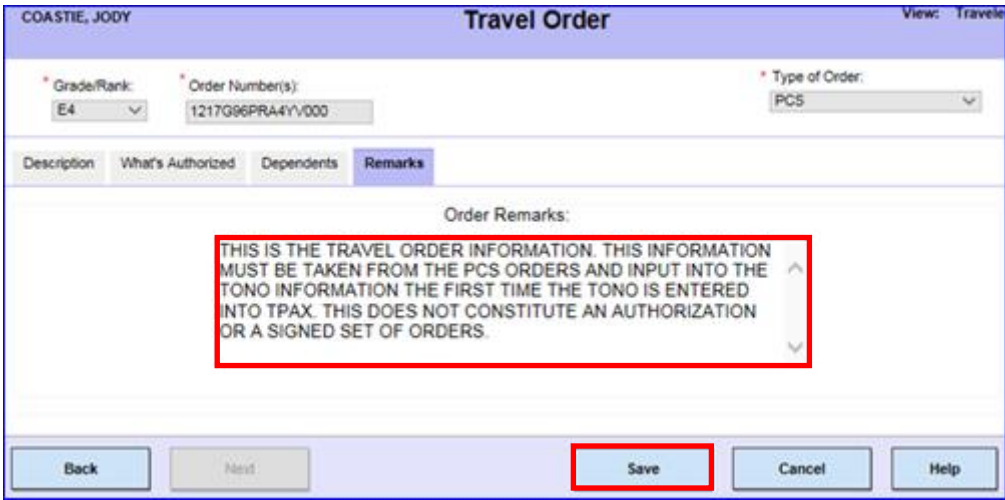
Procedures, continued

Step	Action																
11	<p>The What's Authorized tab will display. Complete the fields using your orders from Direct Access and the chart below, then click Next.</p>  <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Ship POV</td><td>Only used when transferring OCONUS</td></tr> <tr> <td>TLE</td><td>Check if authorized Temporary Lodging Expense</td></tr> <tr> <td>Emergency TLE</td><td>Rarely used. This is when a member can't obtain housing/quarters within 10 days of reporting. It must be approved by CG-1332.</td></tr> <tr> <td>DLA</td><td>Select the appropriate option for Dislocation Allowance. Options are None, With Dependents and Without Dependents.</td></tr> <tr> <td>Proceed Time</td><td>Check if authorized.</td></tr> <tr> <td>Separate COT Travel</td><td>Only used for Separate Consecutive Overseas Tour Travel claims.</td></tr> <tr> <td>Household Goods</td><td>This is not used at this time. Leave at default.</td></tr> </tbody> </table>	Field	Description	Ship POV	Only used when transferring OCONUS	TLE	Check if authorized Temporary Lodging Expense	Emergency TLE	Rarely used. This is when a member can't obtain housing/quarters within 10 days of reporting. It must be approved by CG-1332.	DLA	Select the appropriate option for Dislocation Allowance. Options are None, With Dependents and Without Dependents.	Proceed Time	Check if authorized.	Separate COT Travel	Only used for Separate Consecutive Overseas Tour Travel claims.	Household Goods	This is not used at this time. Leave at default.
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Member Travel Only, Continued

Procedures, continued

Step	Action
12	<p>If you have dependents that are traveling on this TONO you must enter them in at this time. To do so, click the Get Dependents button. This will automatically input any/all dependents that have been input into the system previously. If your dependents do not populate, you will need to input them yourself by clicking Add. Ensure your spouse is listed as spouse, not dependent. If you have no dependents or your dependents are not traveling with you at this time, click Next.</p> 
13	<p>Input any necessary Remarks that require further explanation. Then click Save.</p> 

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Member Travel Only, Continued

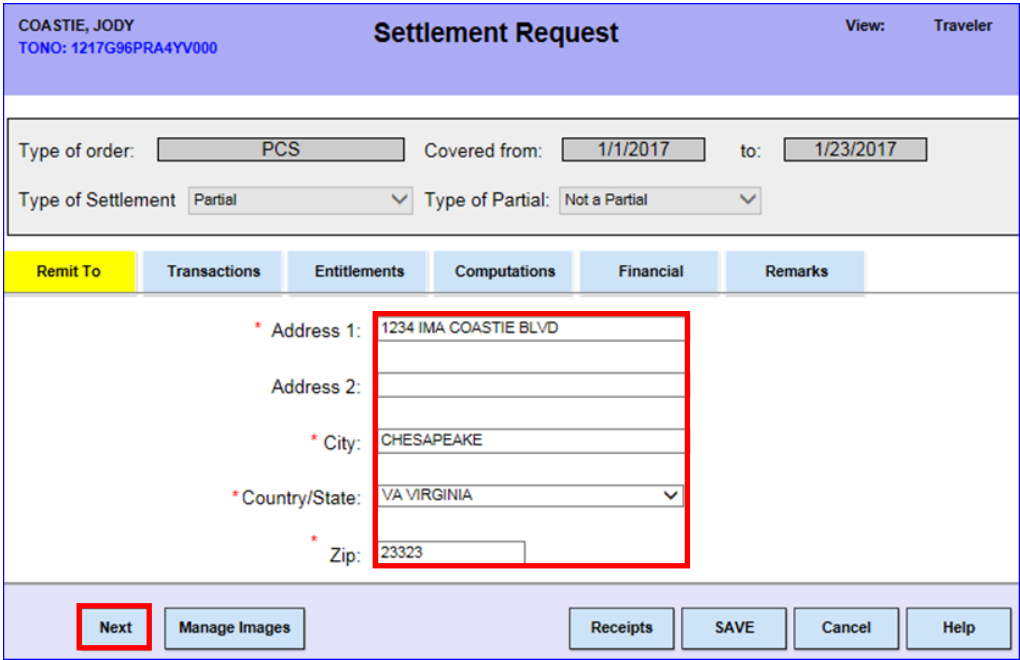
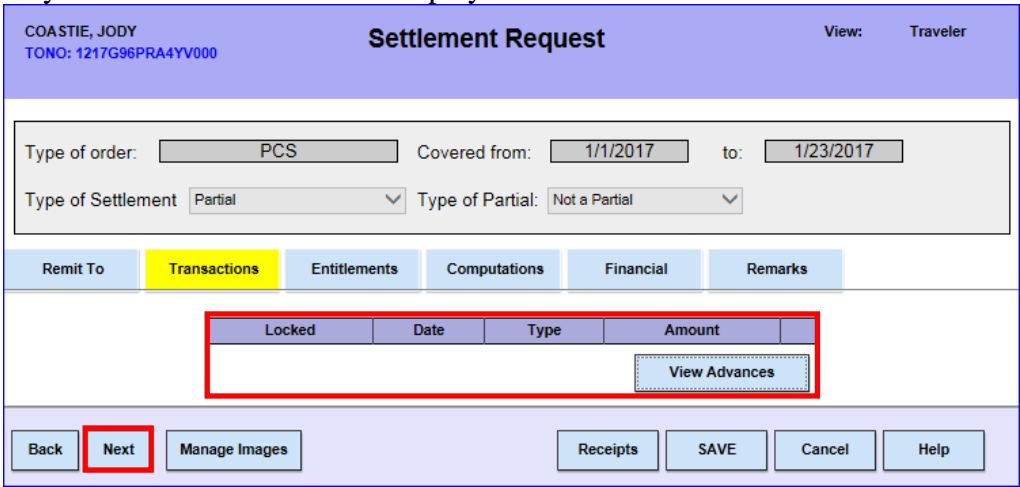
Procedures, continued

Step	Action																												
14	<p>Before moving forward, you must know how to compute the effective date of the orders. The formula for effective date of orders is: Report date – (# of days of travel) + 1. Using the example below, 01/23/2017 – (4) +1, 1/23/17 – 4 = 1/19/17 + 1 = 1/20/17, the effective date of orders is 1/20/17.</p> <table><tr><th colspan="4"><u>Travel Itinerary and Authorized Absences:</u></th></tr><tr><th><u>Date</u></th><th><u>Type</u></th><th><u>Duty/Leave</u></th><th><u>Days</u></th></tr><tr><td>01/01/2017</td><td>Depart</td><td>Duty</td><td></td></tr><tr><td>01/02/2017</td><td></td><td>Leave INCONUS</td><td>14</td></tr><tr><td>01/16/2017</td><td></td><td>Proceed Time</td><td>4</td></tr><tr><td>01/20/2017</td><td></td><td>Travel Time</td><td>4</td></tr><tr><td>01/23/2017</td><td>Report</td><td>Duty</td><td></td></tr></table> <p>The effective date of orders is input on the Entitlements tab when processing the PCS travel claim. It is important that the effective date of orders is correct so that if there is a promotion in between the depart date and the report date, that the DLA will be paid at the correct rank. Additionally, only dependents acquired before the effective date of orders can be paid.</p>	<u>Travel Itinerary and Authorized Absences:</u>				<u>Date</u>	<u>Type</u>	<u>Duty/Leave</u>	<u>Days</u>	01/01/2017	Depart	Duty		01/02/2017		Leave INCONUS	14	01/16/2017		Proceed Time	4	01/20/2017		Travel Time	4	01/23/2017	Report	Duty	
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Member Travel Only, Continued

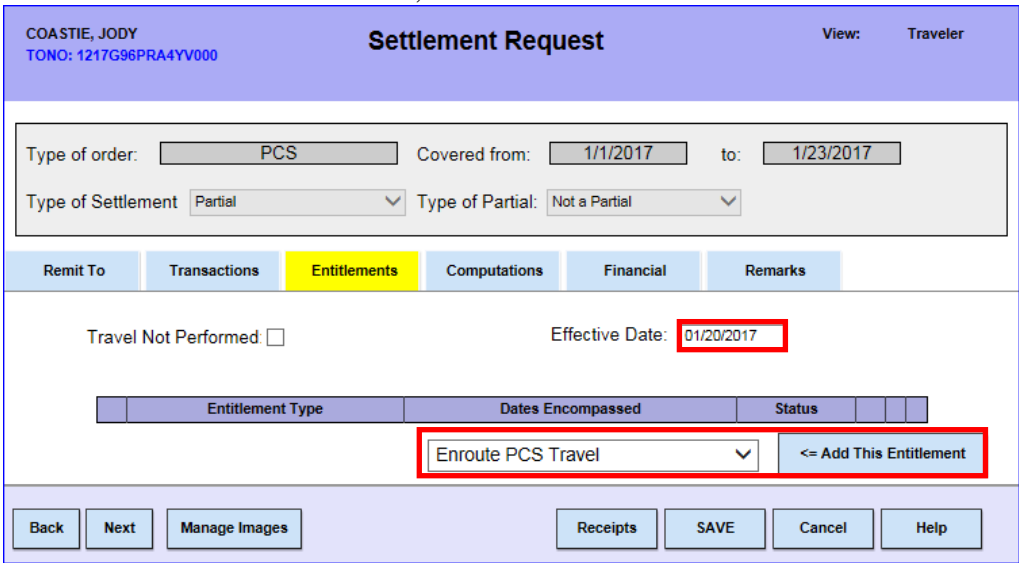
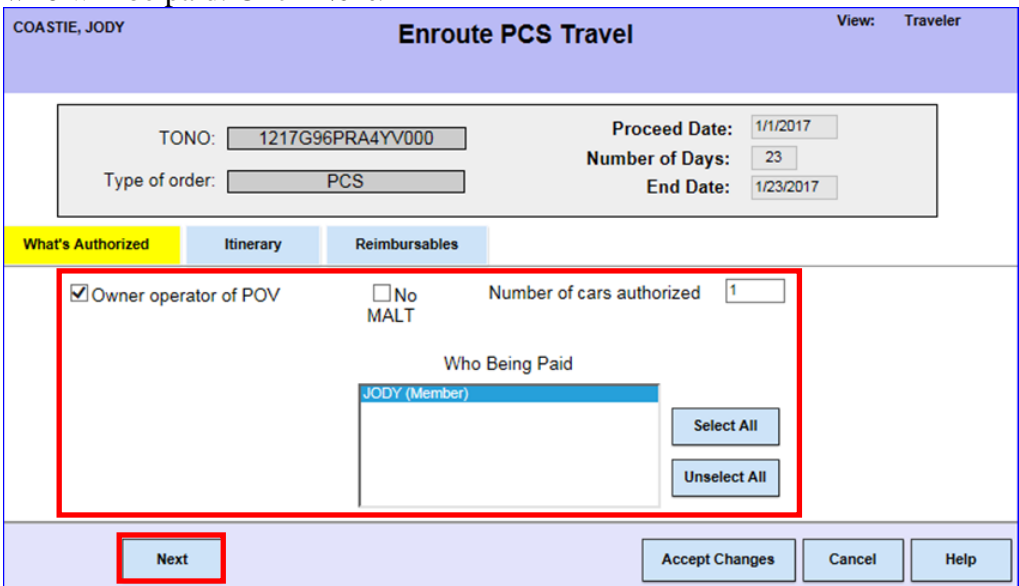
Procedures, continued

Step	Action
15	<p>The first tab of the Settlement Request will display. Enter the member's new home address at their new PDS (if known). If they don't have one (waiting for housing), they can temporarily enter their PDS address, but it must be documented in the remarks. Then click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>* Address 1: 1234 IMA COASTIE BLVD</p> <p>Address 2:</p> <p>* City: CHESAPEAKE</p> <p>* Country/State: VA VIRGINIA</p> <p>* Zip: 23323</p> <p>Next Manage Images Receipts SAVE Cancel Help</p>
16	<p>Any Advances entered would display here. Click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Locked Date Type Amount</p> <p>View Advances</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>

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Member Travel Only, Continued

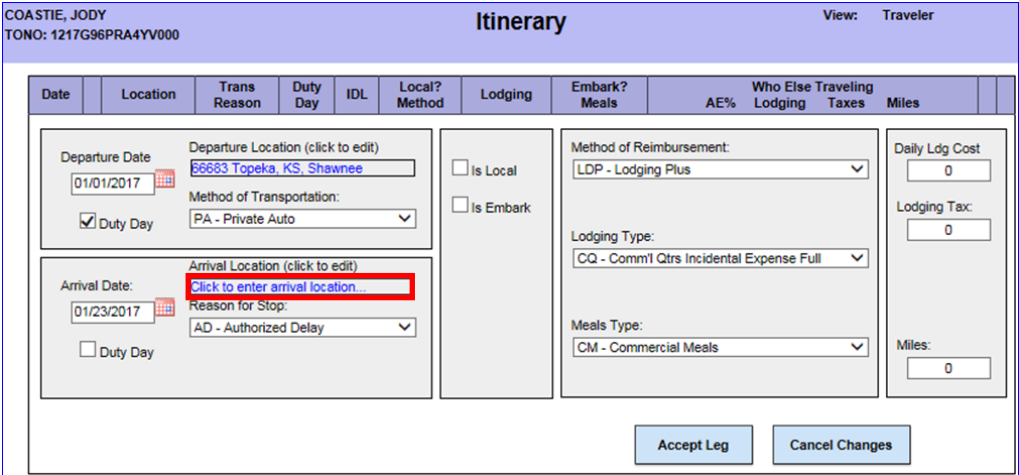
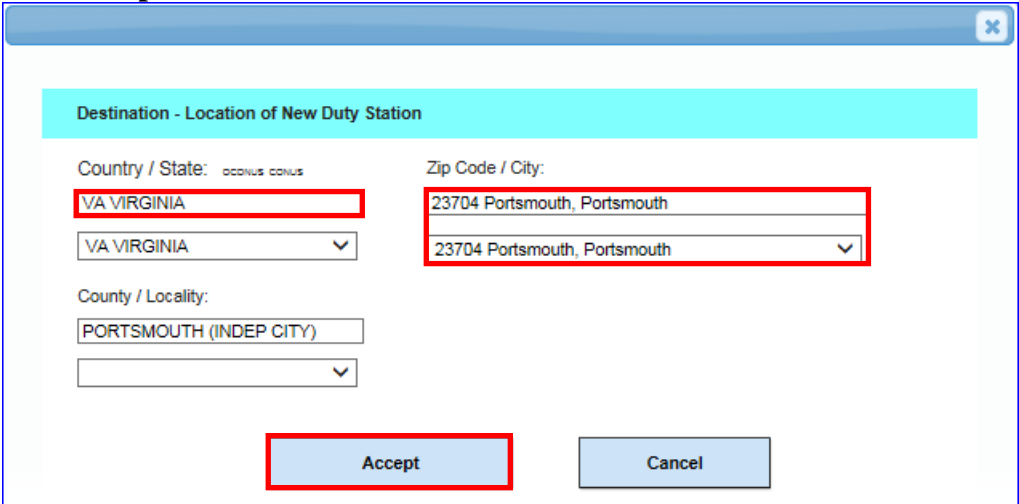
Procedures,
continued

Step	Action
17	<p>Enter the Effective Date of Orders that you calculated previously. Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> 
18	<p>In order to get paid MALT (monetary allowance in lieu of transportation), check the Owner Operator of POV box. If not claiming MALT, click the No MALT box. Enter the Number of cars authorized on the orders and select who will be paid. Click Next.</p> 

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Member Travel Only, Continued

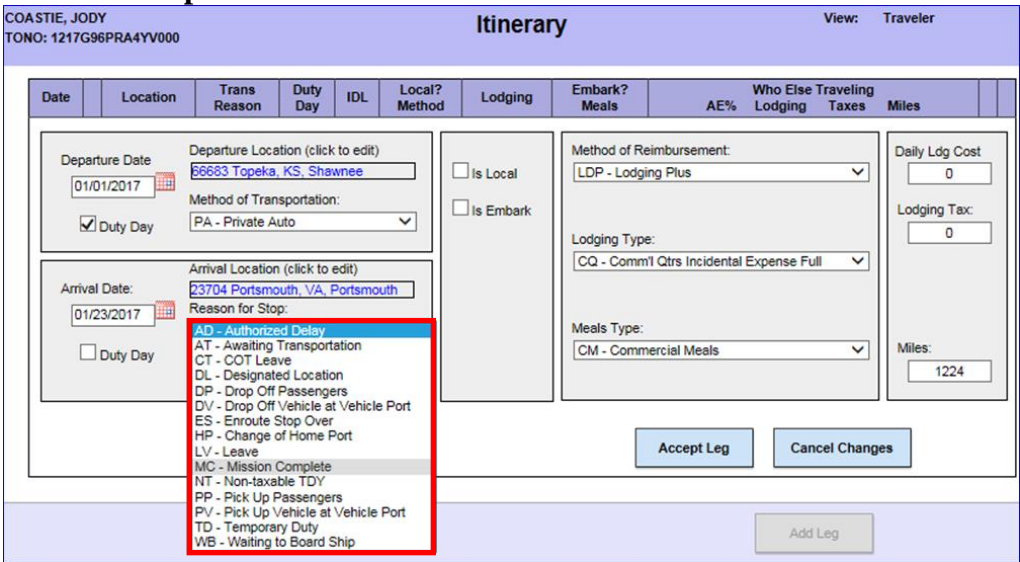
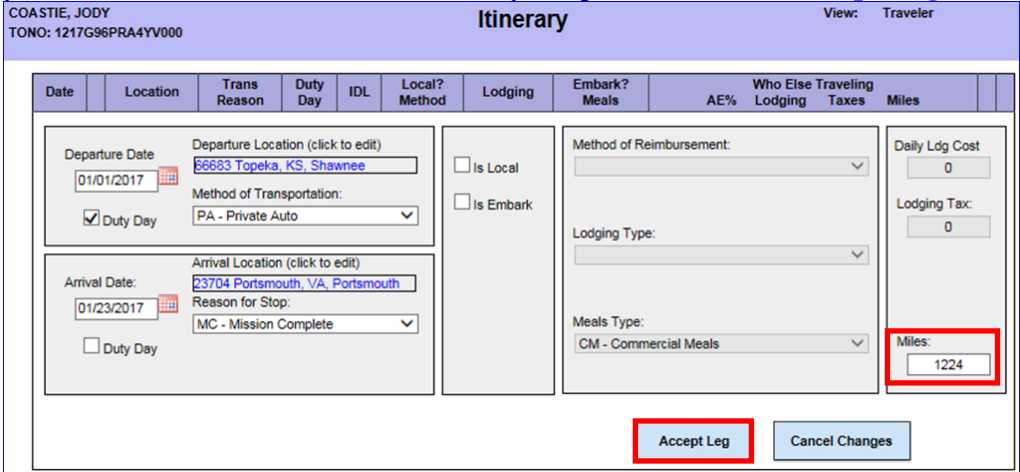
Procedures,
continued

Step	Action
21	<p>Click the Arrival Location link to enter the new PDS.</p>  <p>The screenshot shows the 'Itinerary' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The form is titled 'Itinerary' and has a 'View: Traveler' option. It contains several sections: 'Departure Date' (01/01/2017), 'Departure Location' (66683 Topeka, KS, Shawnee), 'Method of Transportation' (PA - Private Auto), 'Arrival Date' (01/23/2017), 'Arrival Location' (Click to enter arrival location...), 'Reason for Stop' (AD - Authorized Delay), 'Method of Reimbursement' (LDP - Lodging Plus), 'Lodging Type' (CQ - Comm'l Qtrs Incidentals Expense Full), 'Meals Type' (CM - Commercial Meals), 'Daily Ldg Cost' (0), 'Lodging Tax' (0), and 'Miles' (0). There are 'Accept Leg' and 'Cancel Changes' buttons at the bottom.</p>
22	<p>When inputting locations, first type in the State and click tab. In the Zip Code/City, type in the Zip Code of the new PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click Accept.</p>  <p>The screenshot shows the 'Destination - Location of New Duty Station' form. It has fields for 'Country / State' (VA VIRGINIA), 'Zip Code / City' (23704 Portsmouth, Portsmouth), and 'County / Locality' (PORTSMOUTH (INDEP CITY)). There are 'Accept' and 'Cancel' buttons at the bottom.</p>

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action
23	<p>Select the Reason for Stop. If this is your final destination, click MC - Mission Complete.</p> 
24	<p>Notice the number of miles will display here. This will determine the MALT you receive as well as the number of days of per diem. Click Accept Leg.</p> 

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action																																
25	<p>Edit the information if needed. Once finished, click Accept Changes.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></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>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/23/2017</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth</td><td>PA MC</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td></td><td><input type="text" value="0"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="1224"/></td><td>Edit</td><td>Insert</td></tr> </tbody> </table> <div> <div>Add Leg</div> <div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/1/2017 1/23/2017	DEP ARR	66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth	PA MC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1224"/>	Edit	Insert
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26	<p>Click Next.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/1/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 23</div> <div>End Date: 1/23/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours ▼</div> <table border="1"> <thead> <tr> <th>Date</th><th></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>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/23/2017</td><td>DEP ARR</td><td>Topeka, KANSAS 23704 Portsmouth, VIRGINIA</td><td>PA MC</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td></td><td><input type="text" value="0"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="1224"/></td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	1/1/2017 1/23/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1224"/>				
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Member Travel Only, Continued

Procedures,
continued

Step	Action								
27	<p>The Constructed Itinerary tab is only used when calculating the cost of a Government Transportation Request (GTR). Click Next.</p> <div><div>COASTIE, JODY</div><div>Enroute PCS Travel</div><div>View: Traveler</div><div><div>TONO: 1217G96PRA4YV000</div><div>Proceed Date: 1/1/2017</div><div>Type of order: PCS</div><div>Number of Days: 23</div><div>End Date: 1/23/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><div>Duration of travel: Greater than or equal to 24 hours</div><div><table><tr><th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th></tr><tr><td>1/1/2017</td><td>1/23/2017</td><td>23704 Portsmouth, VIRGINIA</td><td>1224</td></tr></table></div><div><div>Back</div><div>Next</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Depart Date	Arrive Date	To Location	Auth. Miles	1/1/2017	1/23/2017	23704 Portsmouth, VIRGINIA	1224
Depart Date	Arrive Date	To Location	Auth. Miles						
1/1/2017	1/23/2017	23704 Portsmouth, VIRGINIA	1224						
28	<p>Click Add/Edit Trip Expenses to add any reimbursable expenses.</p> <div><div>COASTIE, JODY</div><div>Enroute PCS Travel</div><div>View: Traveler</div><div><div>TONO: 1217G96PRA4YV000</div><div>Proceed Date: 1/1/2017</div><div>Type of order: PCS</div><div>Number of Days: 23</div><div>End Date: 1/23/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><div><table><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></table><div>Add / Edit Trip Expenses</div></div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div> <p>Common reimbursable expenses for PCS include: Some Airfare, CTO-TMC (booking agent) fees, baggage fees, incidental expenses for A School, Tolls for roads, Visa Green Card & photo fees and pet quarantine fees.</p>	Date	Description	Claimed					
Date	Description	Claimed							

Continued on next page

Member Travel Only, Continued

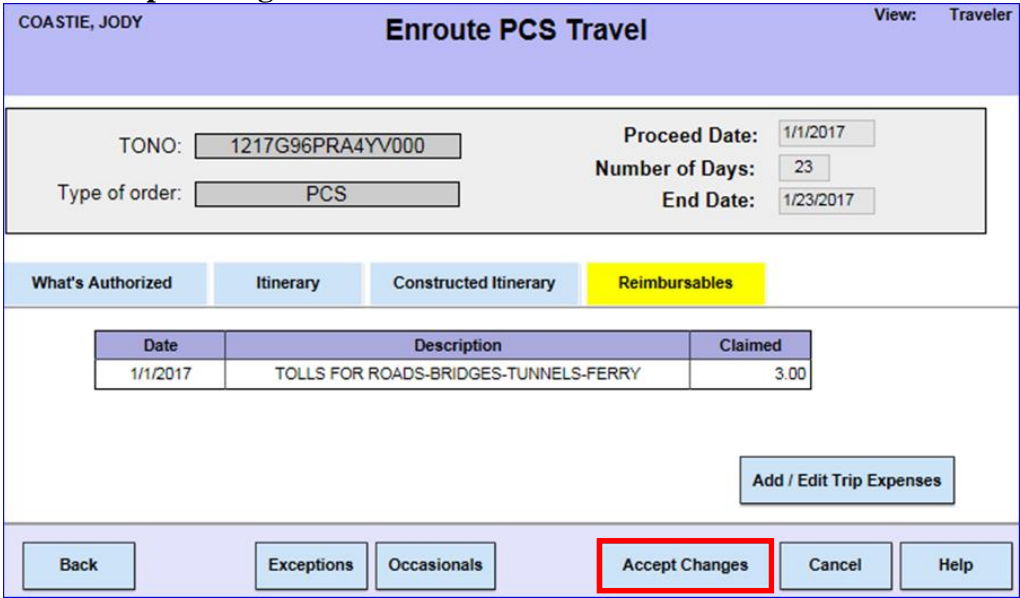
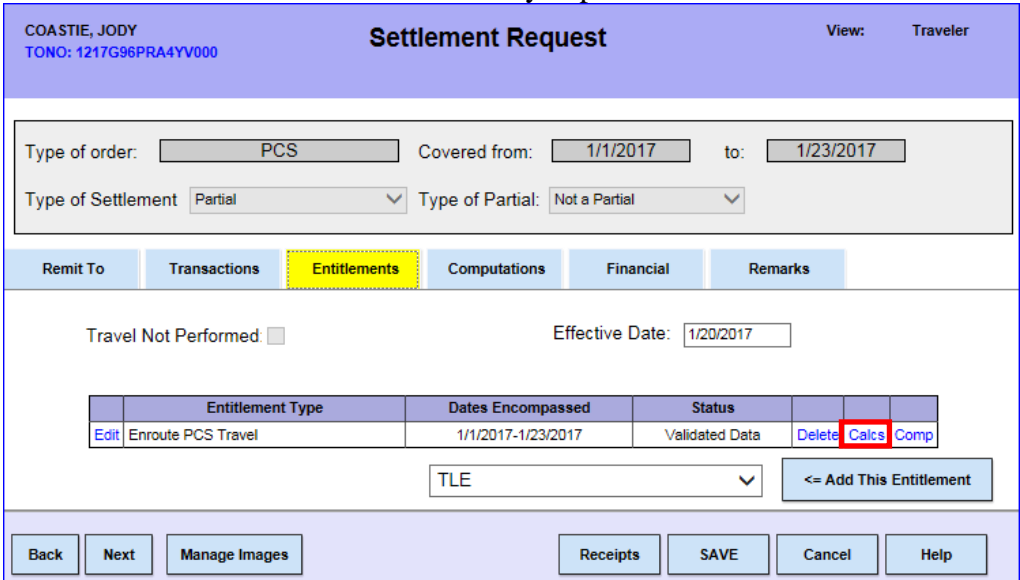
Procedures,
continued

Step	Action										
29	<p>Select the Reimbursable Expense from the drop-down, enter the amount Claimed, ALWAYS leave the IBOP as United States and click Accept Expense.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Reimbursable Expenses</div><div>View: Traveler</div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th><th>IBOP</th></tr></thead><tbody><tr><td>01/01/2017</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FE TOLLS FOR ROADS-BRIDGES-TUNNEL</td><td>3.00</td><td>UNITED STATES UNITED STATES</td></tr></tbody></table><div>Accept ExpenseCancel Changes</div><div>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</div><div>Help</div></div>	Date	Description	Claimed	IBOP	01/01/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FE TOLLS FOR ROADS-BRIDGES-TUNNEL	3.00	UNITED STATES UNITED STATES		
Date	Description	Claimed	IBOP								
01/01/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FE TOLLS FOR ROADS-BRIDGES-TUNNEL	3.00	UNITED STATES UNITED STATES								
30	<p>Add any additional expenses by clicking Add Expense. When finished, click Accept Changes.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Reimbursable Expenses</div><div>View: Traveler</div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th><th></th><th></th></tr></thead><tbody><tr><td>1/1/2017</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>3.00</td><td>Edit</td><td>Delete</td></tr></tbody></table><div>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</div><div>Accept ChangesCancel ChangesAdd ExpenseHelp</div></div>	Date	Description	Claimed			1/1/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	3.00	Edit	Delete
Date	Description	Claimed									
1/1/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	3.00	Edit	Delete							

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action
31	<p>Click Accept Changes.</p> 
32	<p>Click Calcs to see the breakdown of daily expenses.</p> 

Continued on next page

Member Travel Only, Continued

Procedures, continued

Step

33

Action

This shows the correct number of days of per diem that you are receiving. TPAX does not reflect the correct travel dates due to a programming error. This member is actually entitled to per diem from 1/20-1/23. Click **Done**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Daily Expenses

View: Traveler

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
01/19	FP											0.00	142.00	0.00	
01/20	FP											0.00	142.00	0.00	
01/21	FP											0.00	142.00	0.00	
01/22	FP											0.00	142.00	0.00	
												Total	568.00	0.00	

34

If authorized DLA, select **DLA** from the drop-down and click **Add This Entitlement**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Travel Not Performed: ☐

Effective Date: 1/20/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp

DLA

<= Add This Entitlement

Back

Next

Manage Images

Receipts

SAVE

Cancel

Help

Continued on next page

Member Travel Only, Continued

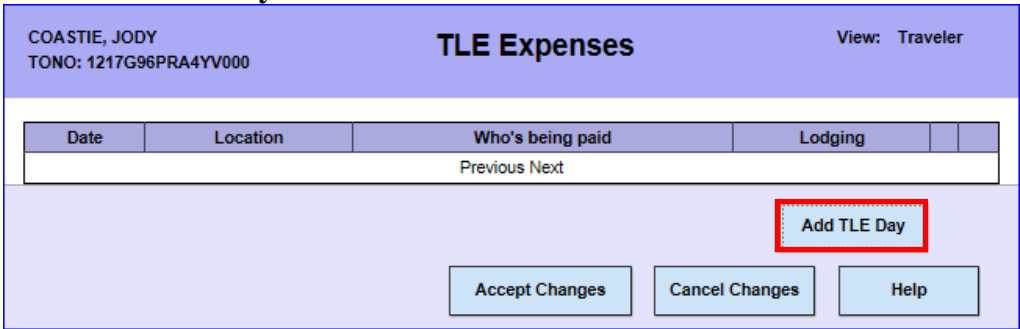
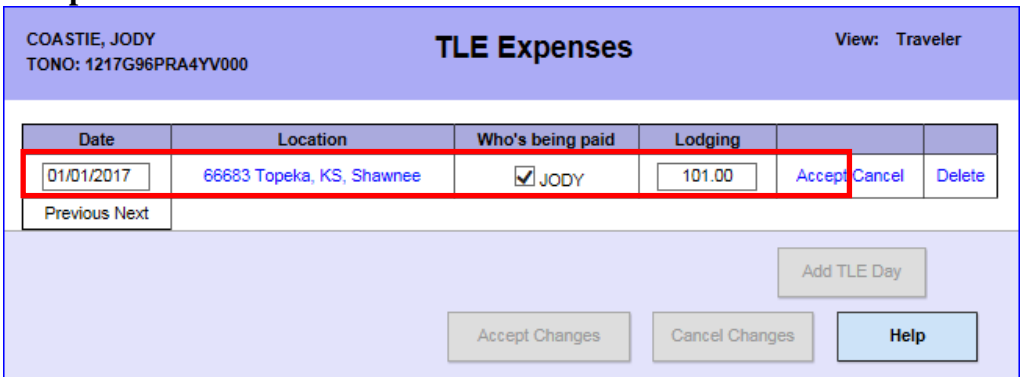
Procedures,
continued

Step	Action																					
35	<p>Check the box if DLA with dependents is authorized AND your dependents relocated with you at the same time. Otherwise, click Accept.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Dislocation Allowance View: Traveler </div> </div> <p>DLA with dependents is authorized. Check this box if dependents were moved at this time <input type="checkbox"/></p> <p> <input type="button" value="Accept"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p>																					
36	<p>If authorized TLE, select TLE, then click Add this Entitlement.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/1/2017"/> to: <input type="text" value="1/23/2017"/> 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> <p>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="1/20/2017"/></p> <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>1/1/2017-1/23/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> <tr> <td>Edit</td><td>DLA(without Dependents)</td><td>1/20/2017-1/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </tbody> </table> <p> <input type="text" value="TLE"/> <input type="button" value="Add This Entitlement"/> </p> <p> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA(without Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status																			
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp																
Edit	DLA(without Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp																

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Member Travel Only, Continued

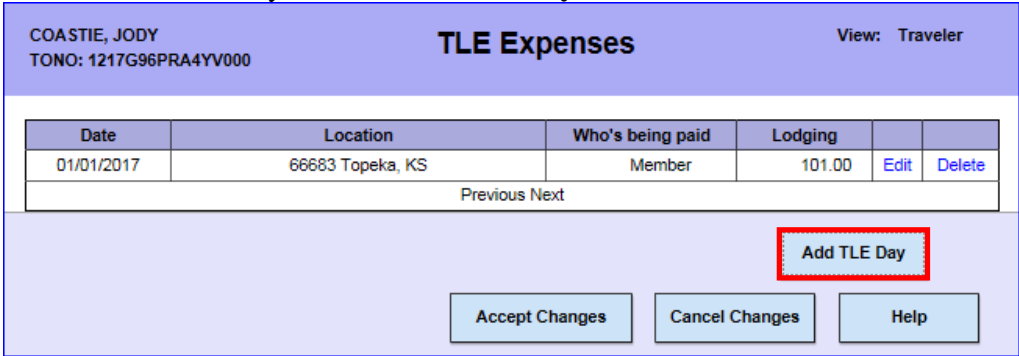
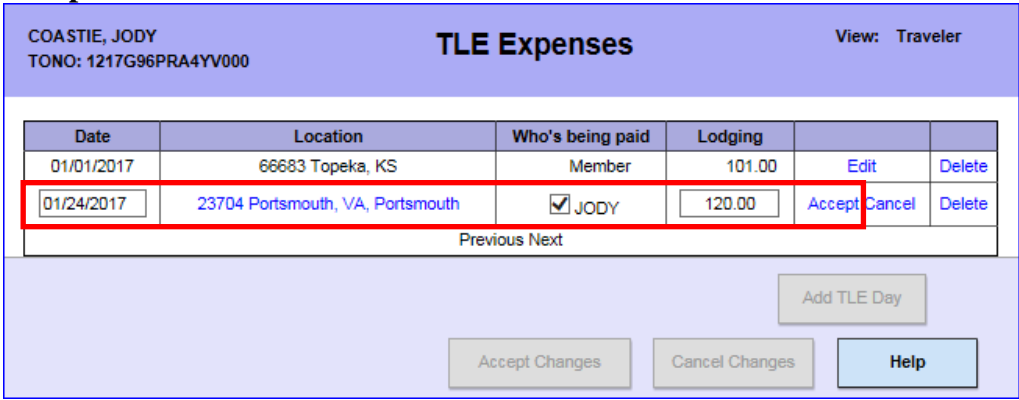
Procedures,
continued

Step	Action
37	<p>Click Add TLE Day.</p>  <p>The screenshot shows the 'TLE Expenses' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The form has a header with the name and TONO, and a 'View: Traveler' option. Below the header is a table with columns: Date, Location, Who's being paid, Lodging, and an empty column. The table has a 'Previous Next' link. Below the table is a large light blue area with a red box around the 'Add TLE Day' button. At the bottom are three buttons: 'Accept Changes', 'Cancel Changes', and 'Help'.</p>
38	<p>Enter the first Date of lodging, which MUST match the receipt (required). The Location must be within the Reasonable Commuting Distance (IAW JTR 0206) 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). For Who's being paid, check the box for each family member that stayed. Enter what was actually spent on lodging including taxes for the day specified. Click Accept.</p>  <p>The screenshot shows the 'TLE Expenses' form with the same header. The table now has one row of data: Date: 01/01/2017, Location: 66683 Topeka, KS, Shawnee, Who's being paid: [checked] JODY, Lodging: 101.00. The 'Accept' button is highlighted with a red box. Below the table is a large light blue area with a greyed-out 'Add TLE Day' button. At the bottom are three buttons: 'Accept Changes', 'Cancel Changes', and 'Help'.</p> <p>Note: TLE is reimbursed at the locality per diem rate of the PDS, designated place, home of record or initial technical school where the Service member occupies temporary lodging IAW JTR 0206.</p>

Continued on next page

Member Travel Only, Continued

Procedures, continued

Step	Action
39	<p>If the lodging location changes (old PDS vs new PDS), the member should remain in this TLE tab and just enter the new location and amounts vice going out and creating a new TLE tab. This can corrupt the claim.</p> <p>To add additional days, click Add TLE Day.</p>  <p>The screenshot shows the 'TLE Expenses' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). It displays a table with one entry: 01/01/2017 at 66683 Topeka, KS for 101.00. The 'Add TLE Day' button is highlighted with a red box. Other buttons include 'Accept Changes', 'Cancel Changes', and 'Help'.</p>
40	<p>Enter the Date of lodging, which MUST match the receipt (required). The Location must be within the Reasonable Commuting Distance (IAW reference (a)) 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). For Who's being paid, check the box for each family member that stayed. Enter what was actually spent on lodging including taxes for the day specified. Click Accept.</p>  <p>The screenshot shows the 'TLE Expenses' form with two entries. The second entry, 01/24/2017 at 23704 Portsmouth, VA, is highlighted with a red box. It shows 'JODY' checked under 'Who's being paid' and '120.00' in the 'Lodging' column. The 'Accept' button is also highlighted. Other buttons include 'Add TLE Day', 'Accept Changes', 'Cancel Changes', and 'Help'.</p> <p>Note: As long as a zip code was selected for the location, it should display correctly.</p>

Continued on next page

Member Travel Only, Continued

Procedures, continued

Step

41

Action

Add more TLE days as needed by clicking the **Add TLE Day** button. When finished, click **Accept Changes**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

TLE Expenses

View: Traveler

Date	Location	Who's being paid	Lodging		
01/01/2017	66683 Topeka, KS	Member	101.00	Edit	Delete
01/24/2017	23704 Portsmouth, VA	Member	120.00	Edit	Delete

Previous Next

Add TLE Day

Accept Changes

Cancel Changes

Help

42

Click Calcs.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Settlement Request

View: Traveler

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Travel Not Performed: ☐ Effective Date:

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
Edit	DLA(without Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
Edit	TLE	1/1/2017-1/24/2017	Validated Data	Delete	Calcs	Comp

TLE

<= Add This Entitlement

Back

Next

Manage Images

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SAVE

Cancel

Help

Continued on next page

Member Travel Only, Continued

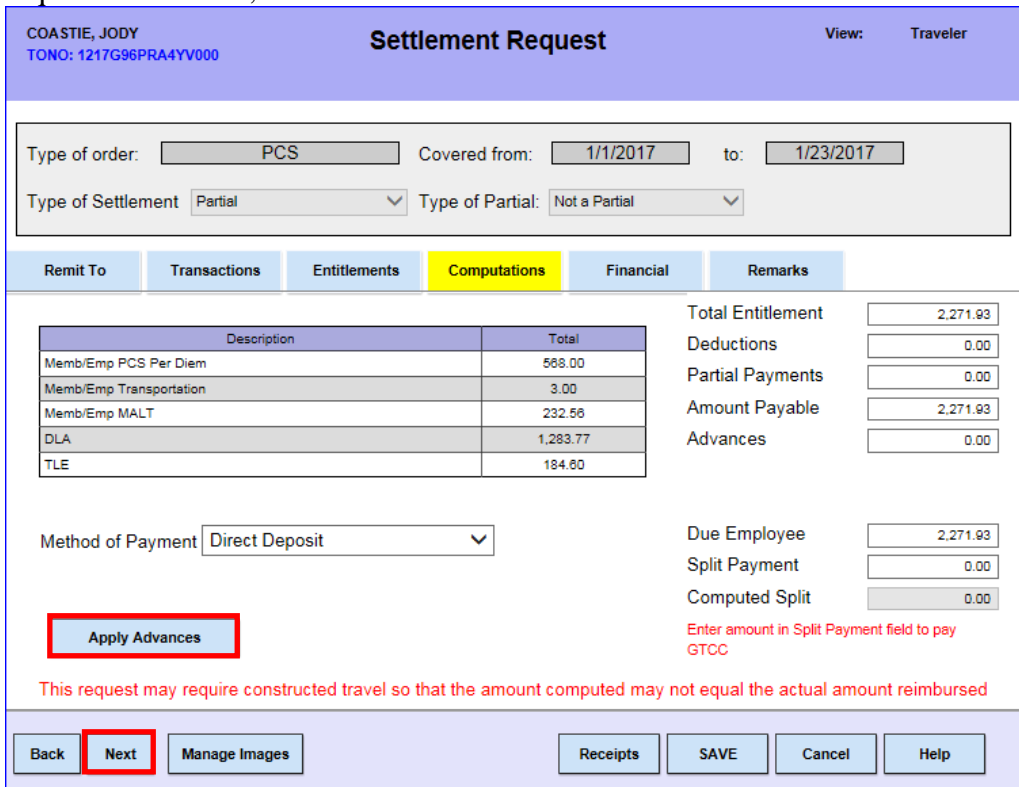
Procedures,
continued

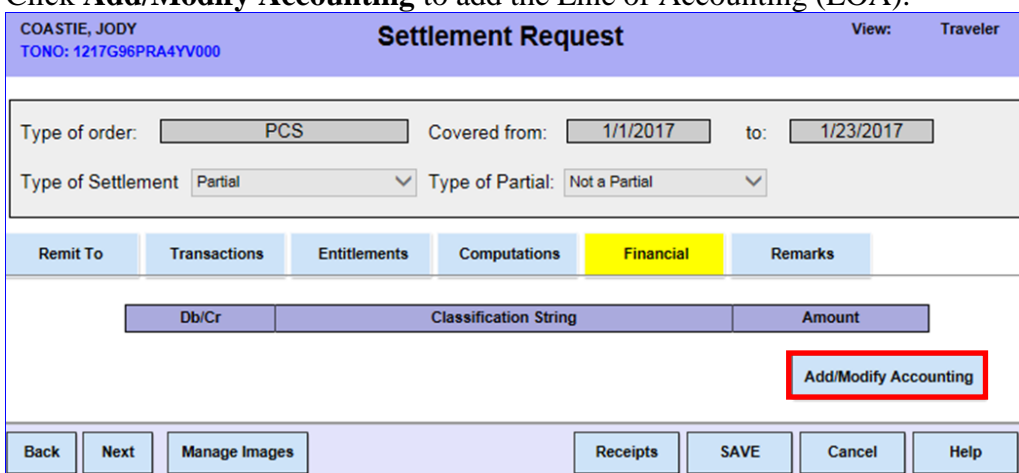
Step	Action																					
43	<p>This will show you what you will actually be paid for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click Done.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>TLE Expenses</div> <div>View: Traveler</div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Locality Rate</th><th>Lodging</th><th>M&IE</th><th>Max M&IE & Lodging</th><th>Maximum TLE</th><th>Paid</th></tr> </thead> <tbody> <tr> <td>01/01</td><td>142</td><td>59.15</td><td>33.15</td><td>92.3</td><td>290</td><td>92.3</td></tr> <tr> <td>01/24</td><td>142</td><td>59.15</td><td>33.15</td><td>92.3</td><td>290</td><td>92.3</td></tr> </tbody> </table> <div>Previous Next</div>	Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid	01/01	142	59.15	33.15	92.3	290	92.3	01/24	142	59.15	33.15	92.3	290	92.3
Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid																
01/01	142	59.15	33.15	92.3	290	92.3																
01/24	142	59.15	33.15	92.3	290	92.3																

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Member Travel Only, Continued

Procedures, continued

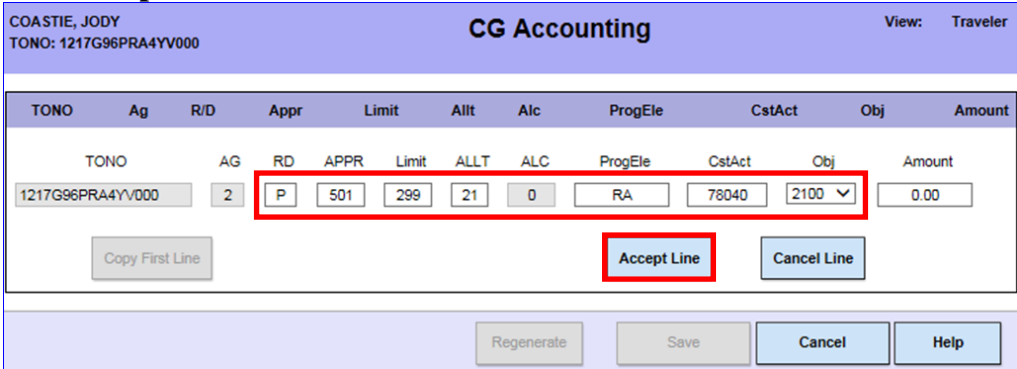
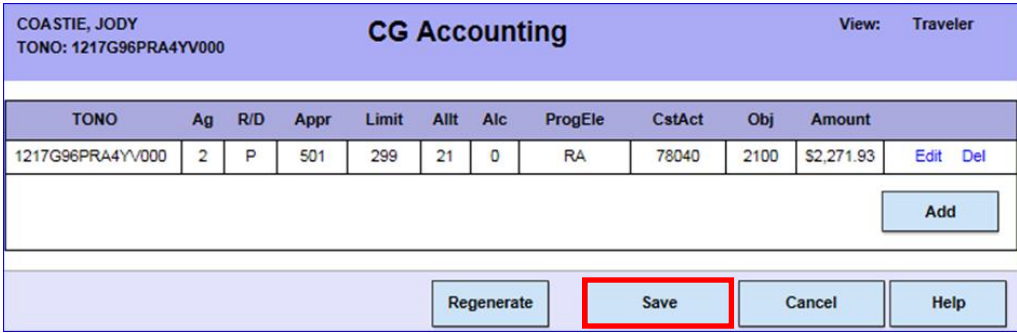
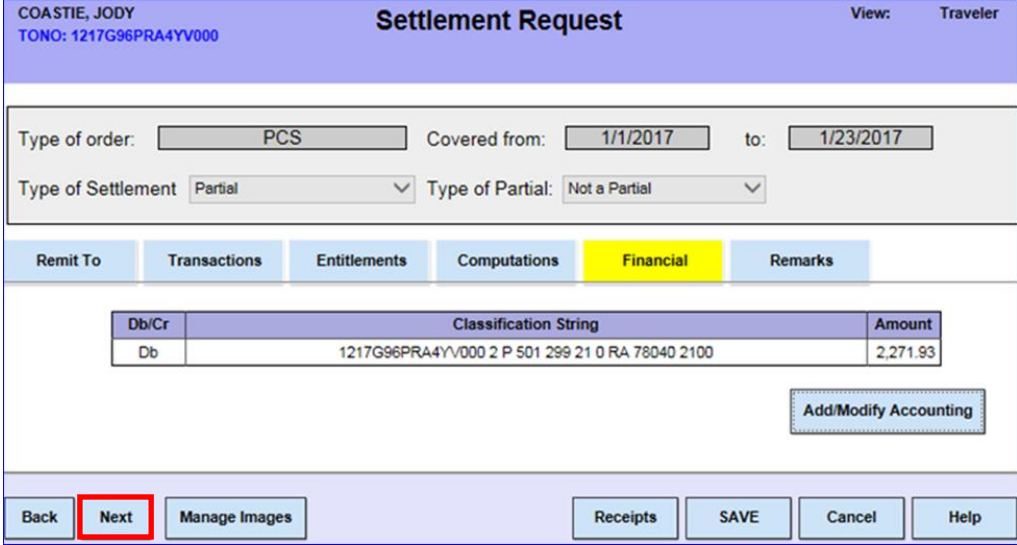
Step	Action																		
45	<p>All entitlements will be broken down into categories. If you requested an advance, you must click the Apply Advances button here. If you did not request an advance, click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/1/2017"/> to: <input type="text" value="1/23/2017"/> Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <table> <tr> <th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr> </table> <table> <tr> <th>Description</th><th>Total</th></tr> <tr> <td>Memb/Emp PCS Per Diem</td><td>588.00</td></tr> <tr> <td>Memb/Emp Transportation</td><td>3.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>232.56</td></tr> <tr> <td>DLA</td><td>1,283.77</td></tr> <tr> <td>TLE</td><td>184.60</td></tr> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <p>Apply Advances</p> <p>Total Entitlement: <input type="text" value="2,271.93"/> Deductions: <input type="text" value="0.00"/> Partial Payments: <input type="text" value="0.00"/> Amount Payable: <input type="text" value="2,271.93"/> Advances: <input type="text" value="0.00"/></p> <p>Due Employee: <input type="text" value="2,271.93"/> Split Payment: <input type="text" value="0.00"/> Computed Split: <input type="text" value="0.00"/></p> <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> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	Description	Total	Memb/Emp PCS Per Diem	588.00	Memb/Emp Transportation	3.00	Memb/Emp MALT	232.56	DLA	1,283.77	TLE	184.60
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Memb/Emp MALT	232.56																		
DLA	1,283.77																		
TLE	184.60																		

46	<p>Click Add/Modify Accounting to add the Line of Accounting (LOA).</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/1/2017"/> to: <input type="text" value="1/23/2017"/> Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <table> <tr> <th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr> </table> <table> <tr> <th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr> <tr> <td></td><td></td><td></td></tr> </table> <p>Add/Modify Accounting</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	Db/Cr	Classification String	Amount			
Remit To	Transactions	Entitlements	Computations	Financial	Remarks								
Db/Cr	Classification String	Amount											

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Member Travel Only, Continued

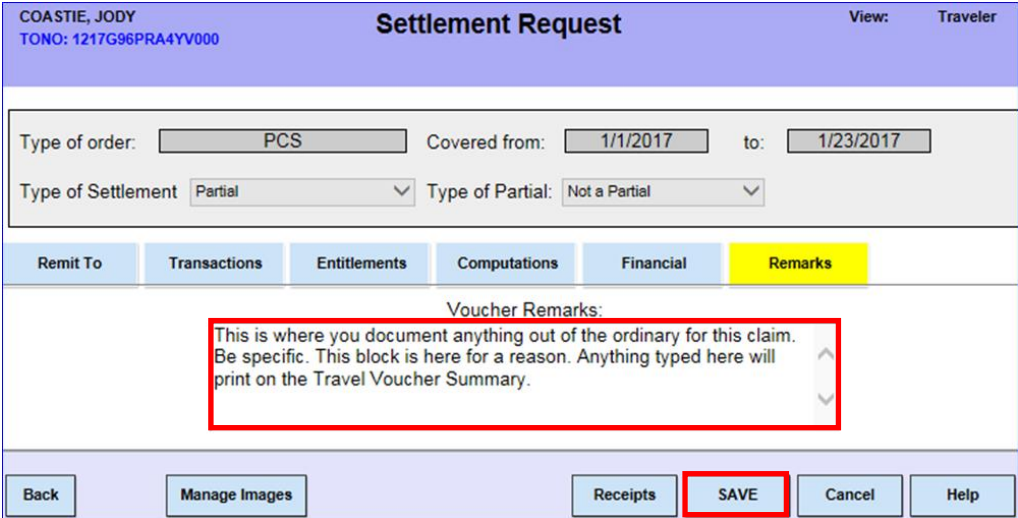
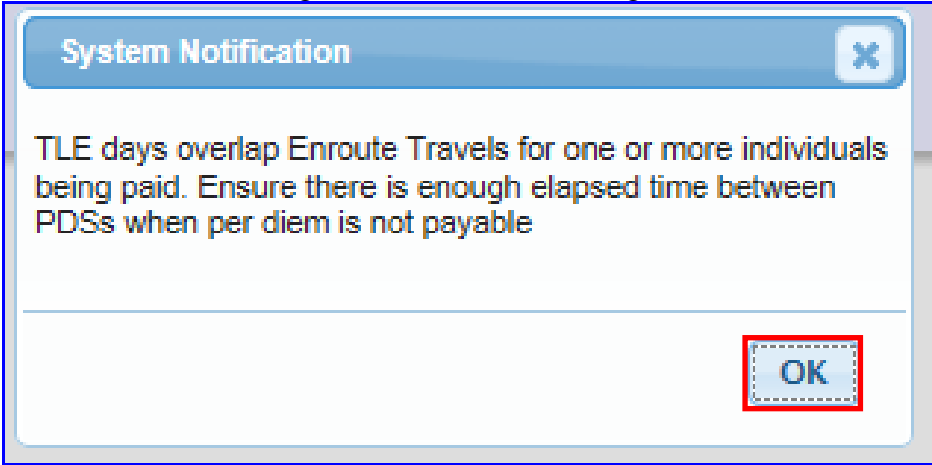
Procedures,
continued

Step	Action																								
47	<p>Enter the Line of Accounting (LOA) from the Direct Access PCS Orders, then click Accept Line.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>CG Accounting View: Traveler</p> <table border="1"> <thead> <tr> <th>TONO</th><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>1217G96PRA4YV000</td><td>2</td><td>P</td><td>501</td><td>299</td><td>21</td><td>0</td><td>RA</td><td>78040</td><td>2100</td><td>0.00</td></tr> </tbody> </table> <p>Copy First Line Accept Line Cancel Line</p> <p>Regenerate Save Cancel Help</p>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	0.00		
TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount															
1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	0.00															
48	<p>Click Save.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>CG Accounting View: Traveler</p> <table border="1"> <thead> <tr> <th>TONO</th><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th><th></th></tr> </thead> <tbody> <tr> <td>1217G96PRA4YV000</td><td>2</td><td>P</td><td>501</td><td>299</td><td>21</td><td>0</td><td>RA</td><td>78040</td><td>2100</td><td>\$2,271.93</td><td>Edit Del</td></tr> </tbody> </table> <p>Add</p> <p>Regenerate Save Cancel Help</p>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	\$2,271.93	Edit Del
TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount															
1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	\$2,271.93	Edit Del														
49	<p>Click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</p> <p>Type of Settlement Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table border="1"> <thead> <tr> <th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Db</td><td>1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100</td><td>2,271.93</td></tr> </tbody> </table> <p>Add/Modify Accounting</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Db/Cr	Classification String	Amount	Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	2,271.93																		
Db/Cr	Classification String	Amount																							
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Member Travel Only, Continued

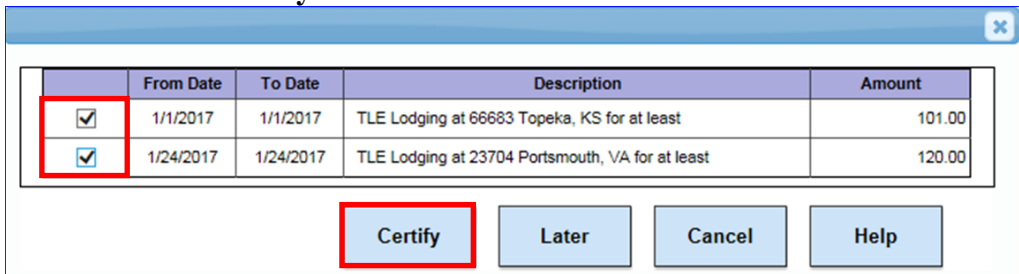
Procedures,
continued

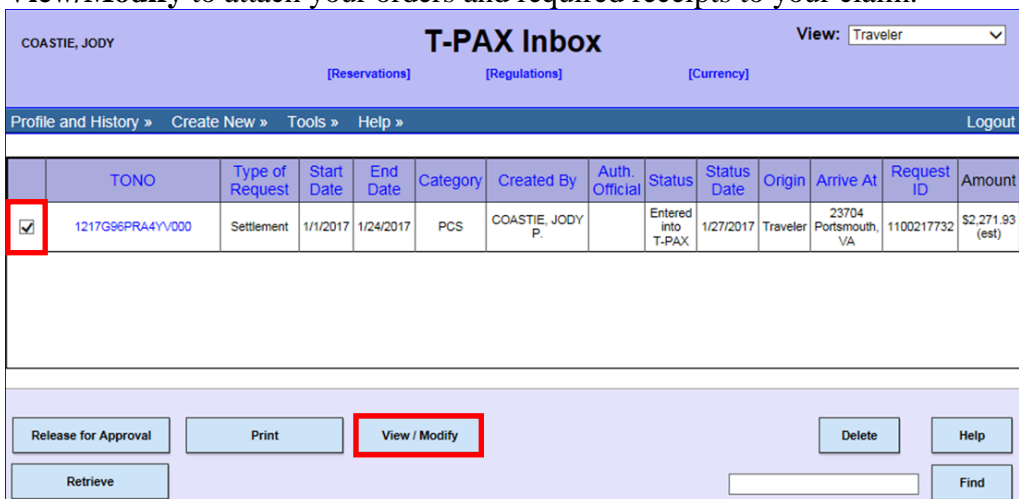
Step	Action
50	<p>Enter the Voucher Remarks. Include anything out of the ordinary with this claim. Anything typed here will print on the Travel Voucher Summary. Click Save.</p> 
51	<p>If you get this warning upon saving your claim, verify there is enough elapsed time between PDSs minus the travel time to claim TLE (IAW JTR 050601.B), then click OK. You might need to click SAVE again to continue.</p> 

Continued on next page

Member Travel Only, Continued

Procedures,
continued

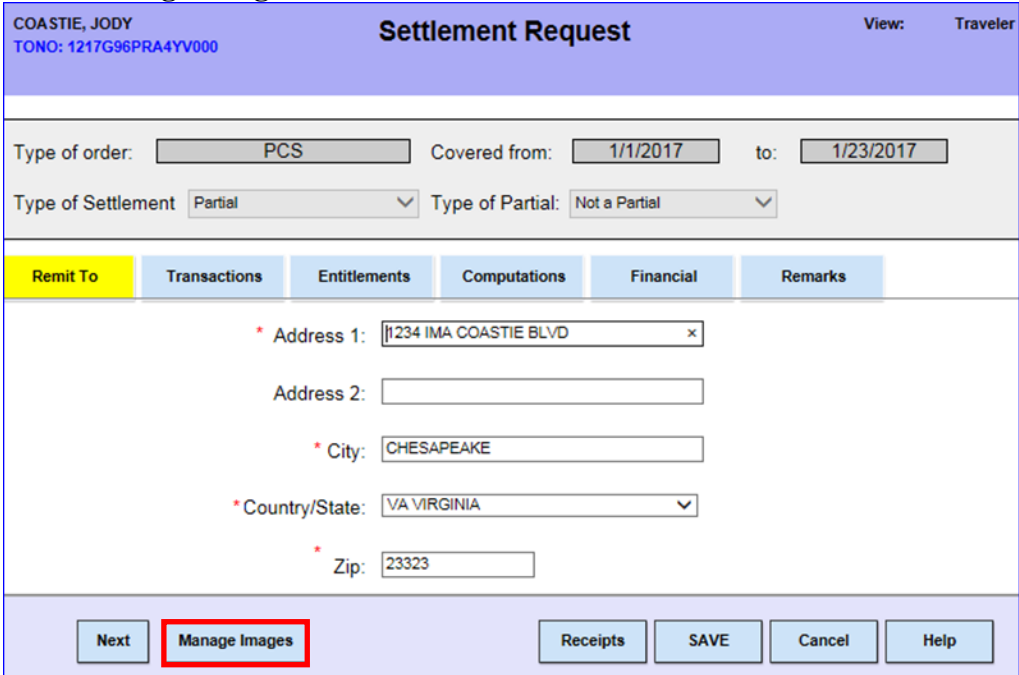
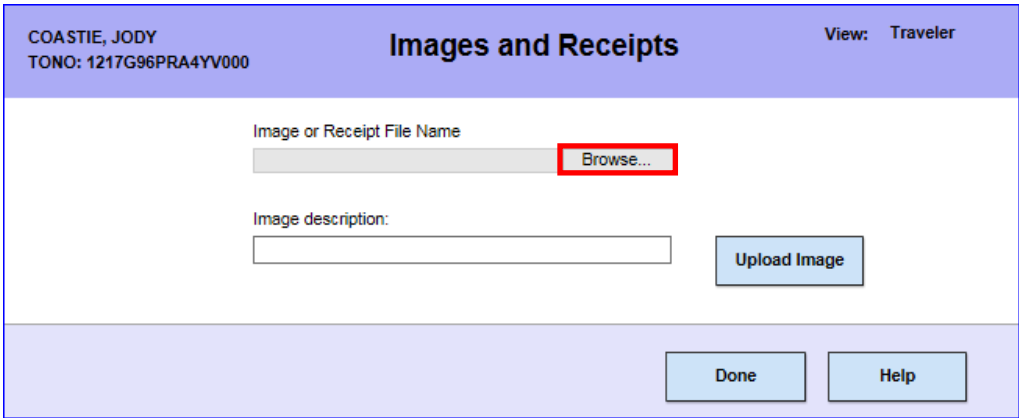
Step	Action															
52	<p>Once saved, you might be asked to Certify certain entitlements. Check the boxes and click Certify.</p>  <table border="1"> <thead> <tr> <th></th><th>From Date</th><th>To Date</th><th>Description</th><th>Amount</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>1/1/2017</td><td>1/1/2017</td><td>TLE Lodging at 66683 Topeka, KS for at least</td><td>101.00</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>1/24/2017</td><td>1/24/2017</td><td>TLE Lodging at 23704 Portsmouth, VA for at least</td><td>120.00</td></tr> </tbody> </table> <p>Certify Later Cancel Help</p>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	1/1/2017	1/1/2017	TLE Lodging at 66683 Topeka, KS for at least	101.00	<input checked="" type="checkbox"/>	1/24/2017	1/24/2017	TLE Lodging at 23704 Portsmouth, VA for at least	120.00
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53	<p>Now that the claim has been saved, select the settlement and click View/Modify to attach your orders and required receipts to your claim.</p>  <p>COASTIE, JODY T-PAX Inbox View: Traveler</p> <p>[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help » Logout</p> <table border="1"> <thead> <tr> <th></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>Amount</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>1217G96PRA4YV000</td><td>Settlement</td><td>1/1/2017</td><td>1/24/2017</td><td>PCS</td><td>COASTIE, JODY P.</td><td></td><td>Entered into T-PAX</td><td>1/27/2017</td><td>Traveler</td><td>23704 Portsmouth, VA</td><td>1100217732</td><td>\$2,271.93 (est)</td></tr> </tbody> </table> <p>Release for Approval Print View / Modify Delete Help</p> <p>Retrieve Find</p>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1217G96PRA4YV000	Settlement	1/1/2017	1/24/2017	PCS	COASTIE, JODY P.		Entered into T-PAX	1/27/2017	Traveler	23704 Portsmouth, VA	1100217732	\$2,271.93 (est)
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Member Travel Only, Continued

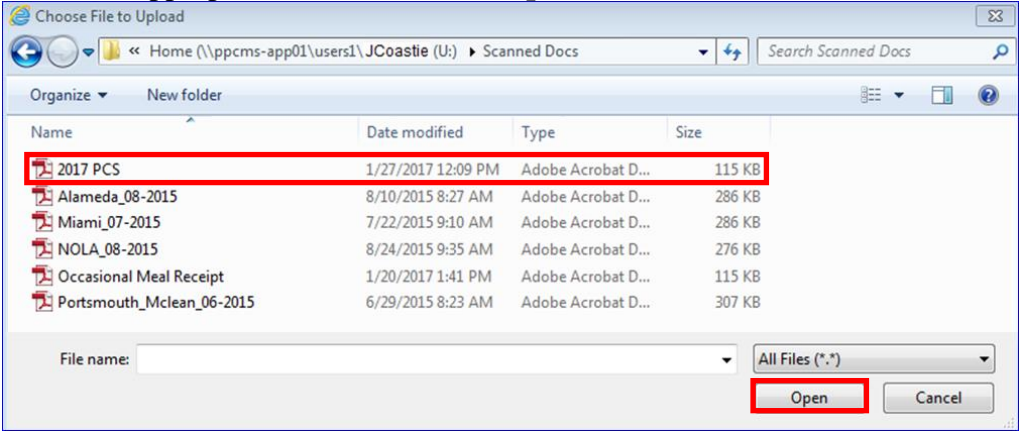
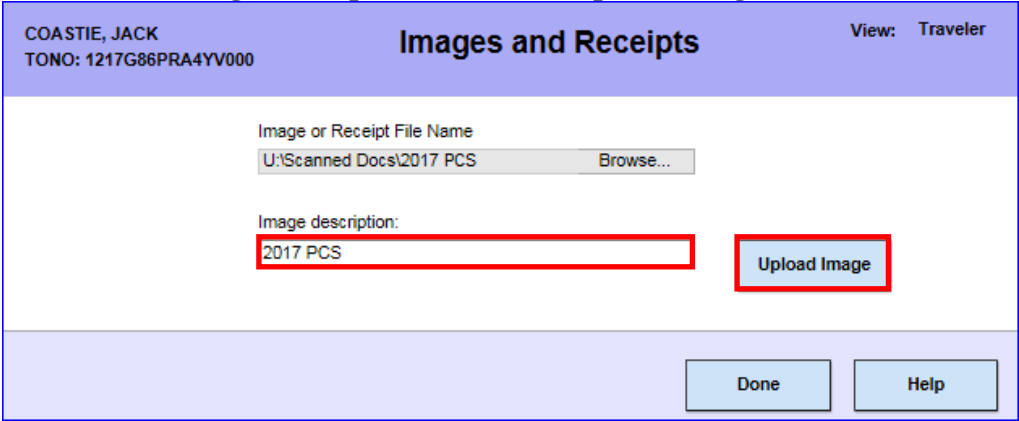
Procedures, continued

Step	Action
54	<p>Click Manage Images.</p> 
55	<p>It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single file. The first thing you MUST do is scan the orders/authorization, applicable amendments, required receipts and save it as a PDF document to a space/pathway that you can access. Once back at your computer, find the PDF document and rename it as appropriate. Example: 2017 PCS. Keep the file name as short as possible. Click Browse to locate the PDF.</p> 

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Member Travel Only, Continued

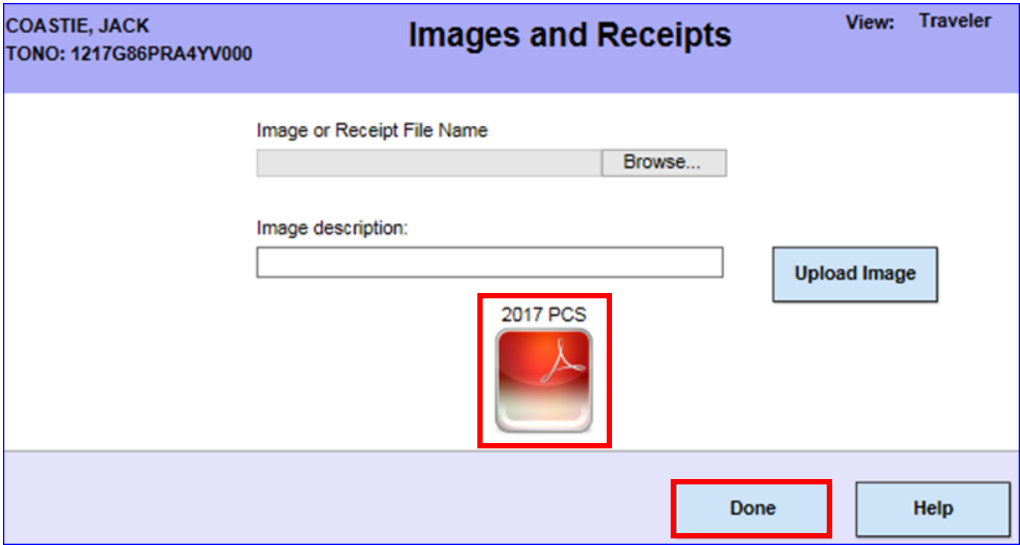
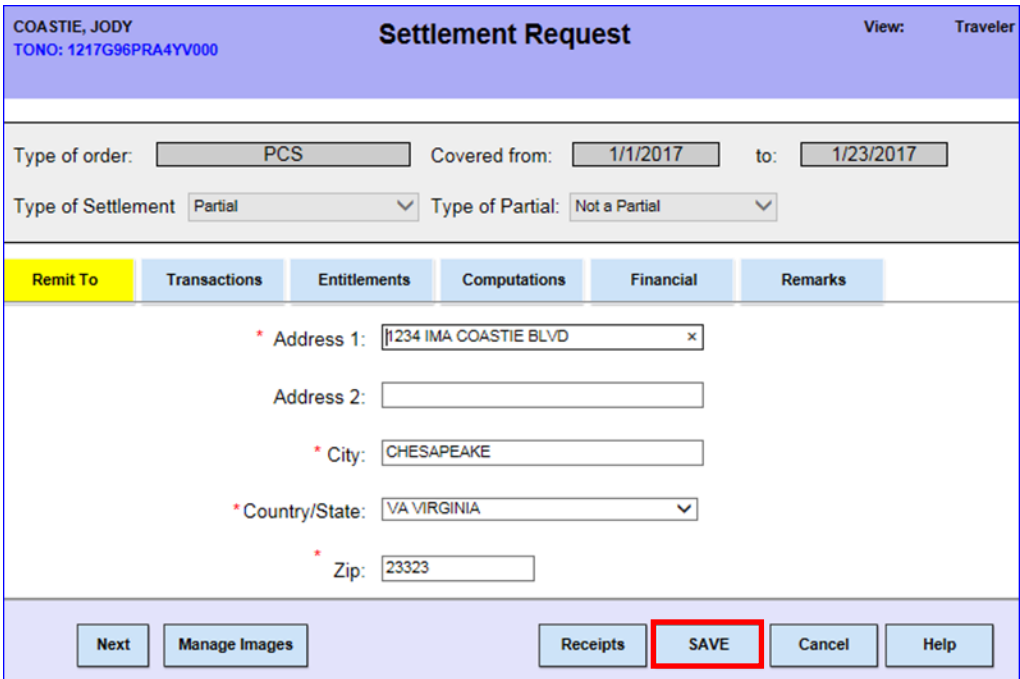
Procedures, continued

Step	Action
56	<p>Select the appropriate PDF, then click Open.</p>  <p>The screenshot shows a 'Choose File to Upload' window with a file list. The file '2017 PCS' is selected and highlighted with a red box. The 'Open' button at the bottom right is also highlighted with a red box.</p>
57	<p>Enter a short Image description, then click Upload Image.</p>  <p>The screenshot shows the 'Images and Receipts' form. The 'Image description' field contains the text '2017 PCS' and is highlighted with a red box. The 'Upload Image' button is also highlighted with a red box.</p>

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Member Travel Only, Continued

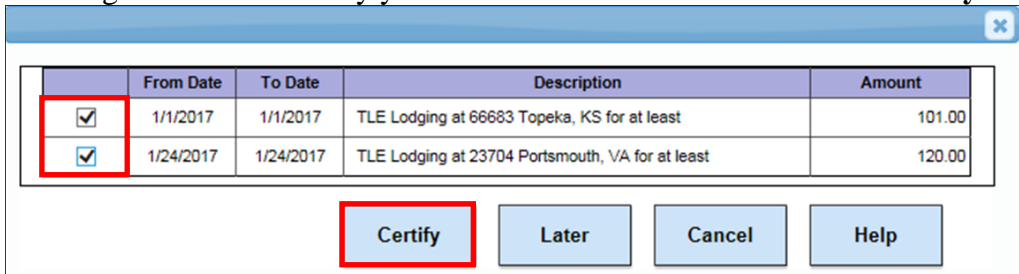
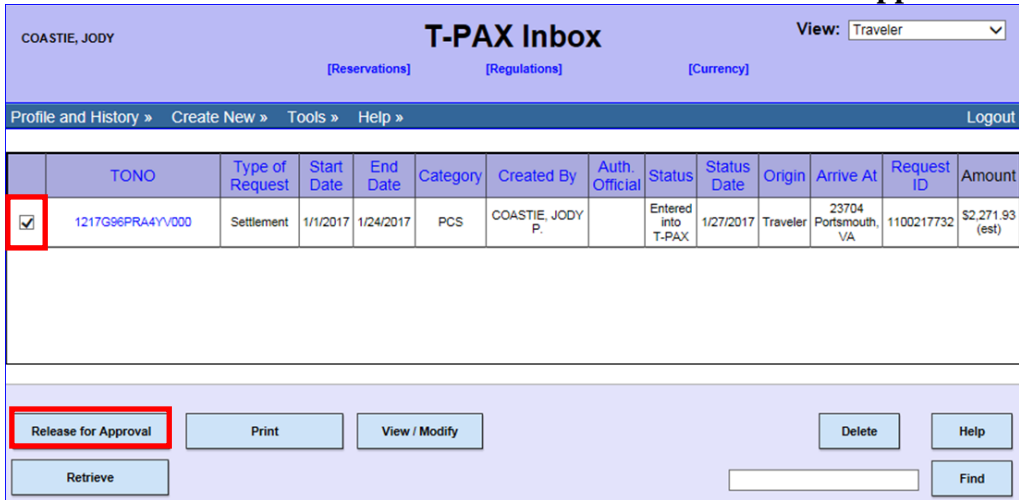
Procedures,
continued

Step	Action
58	<p>Click on the image to ensure it has everything required and is readable, then click Done.</p> 
59	<p>Click Save.</p> 

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Member Travel Only, Continued

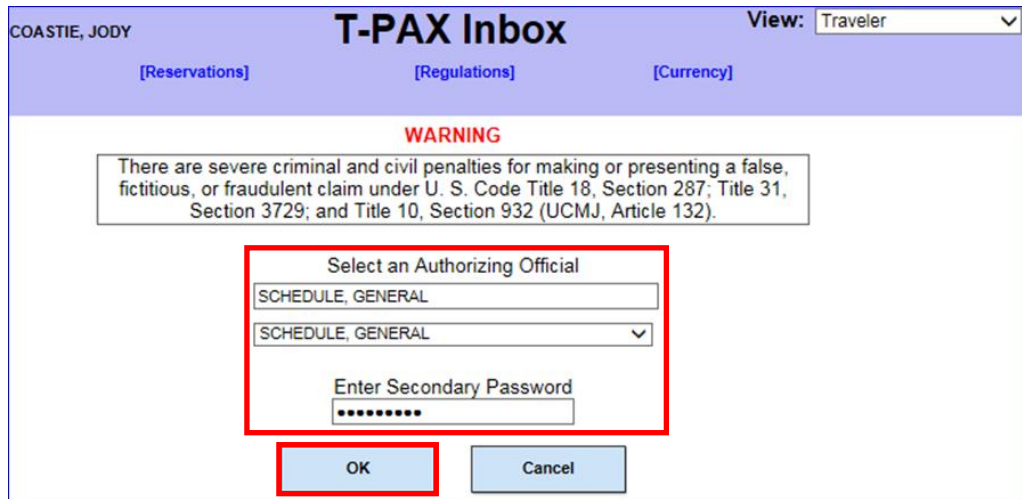
Procedures,
continued

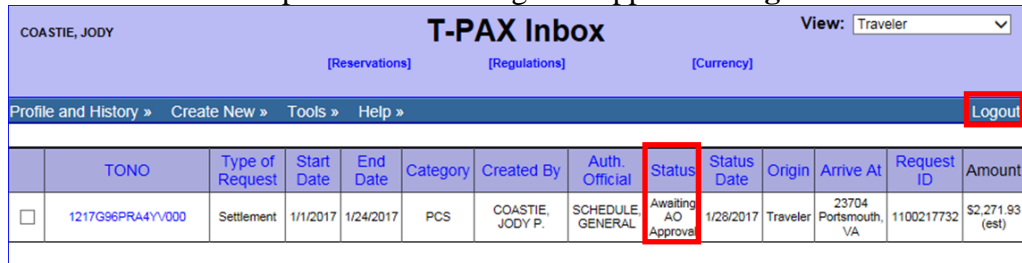
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60	<p>You might have to re-certify your items. Check the boxes and click Certify.</p>  <table border="1"> <thead> <tr> <th></th><th>From Date</th><th>To Date</th><th>Description</th><th>Amount</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>1/1/2017</td><td>1/1/2017</td><td>TLE Lodging at 66683 Topeka, KS for at least</td><td>101.00</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>1/24/2017</td><td>1/24/2017</td><td>TLE Lodging at 23704 Portsmouth, VA for at least</td><td>120.00</td></tr> </tbody> </table> <p>Certify Later Cancel Help</p>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	1/1/2017	1/1/2017	TLE Lodging at 66683 Topeka, KS for at least	101.00	<input checked="" type="checkbox"/>	1/24/2017	1/24/2017	TLE Lodging at 23704 Portsmouth, VA for at least	120.00													
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61	<p>This will return you to the TPAX Inbox. Now the claim is ready to be forwarded to the AO. Select the settlement and click Release for Approval.</p>  <p>COASTIE, JODY T-PAX Inbox View: Traveler</p> <p>[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help » Logout</p> <table border="1"> <thead> <tr> <th></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>Amount</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>1217G96PRA4YV000</td><td>Settlement</td><td>1/1/2017</td><td>1/24/2017</td><td>PCS</td><td>COASTIE, JODY P.</td><td></td><td>Entered into T-PAX</td><td>1/27/2017</td><td>Traveler</td><td>23704 Portsmouth, VA</td><td>1100217732</td><td>\$2,271.93 (est)</td></tr> </tbody> </table> <p>Release for Approval Print View / Modify Delete Help</p> <p>Retrieve <input type="text"/> Find</p>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1217G96PRA4YV000	Settlement	1/1/2017	1/24/2017	PCS	COASTIE, JODY P.		Entered into T-PAX	1/27/2017	Traveler	23704 Portsmouth, VA	1100217732	\$2,271.93 (est)
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Member Travel Only, Continued

Procedures,
continued

Step	Action
62	<p>Select an Authorizing Official from the drop-down, enter your Secondary Password and then click OK.</p>  <p>The screenshot shows the 'T-PAX Inbox' interface for user COASTIE, JODY. It includes tabs for [Reservations], [Regulations], and [Currency]. A 'WARNING' message is displayed. The 'Select an Authorizing Official' dropdown is set to 'SCHEDULE, GENERAL'. Below it is the 'Enter Secondary Password' field with masked characters. The 'OK' button is highlighted with a red box.</p>

63	<p>The status has been updated to Awaiting AO Approval. Logout of TPAX.</p>  <p>The screenshot shows the 'T-PAX Inbox' interface with a table of travel requests. The 'Status' column for the first request is highlighted with a red box, showing 'Awaiting AO Approval'. The 'Logout' button is also highlighted with a red box.</p> <table border="1"> <thead> <tr> <th></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>Amount</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>1217G96PRA4YV000</td><td>Settlement</td><td>1/1/2017</td><td>1/24/2017</td><td>PCS</td><td>COASTIE, JODY P.</td><td>SCHEDULE, GENERAL</td><td>Awaiting AO Approval</td><td>1/28/2017</td><td>Traveler</td><td>23704 Portsmouth, VA</td><td>1100217732</td><td>\$2,271.93 (est)</td></tr> </tbody> </table>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input type="checkbox"/>	1217G96PRA4YV000	Settlement	1/1/2017	1/24/2017	PCS	COASTIE, JODY P.	SCHEDULE, GENERAL	Awaiting AO Approval	1/28/2017	Traveler	23704 Portsmouth, VA	1100217732	\$2,271.93 (est)
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Circuitous/Indirect Travel

Introduction This section shows how to account for a member who did not take the fastest, most direct route. This member drove from Topeka, KS to Houston, TX, took leave and then drove to Portsmouth, VA.

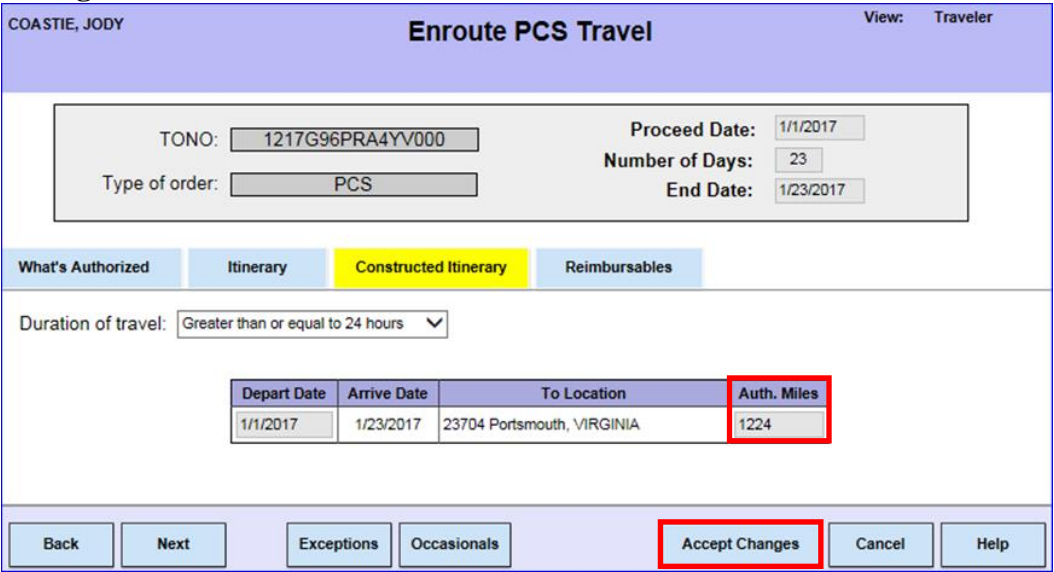
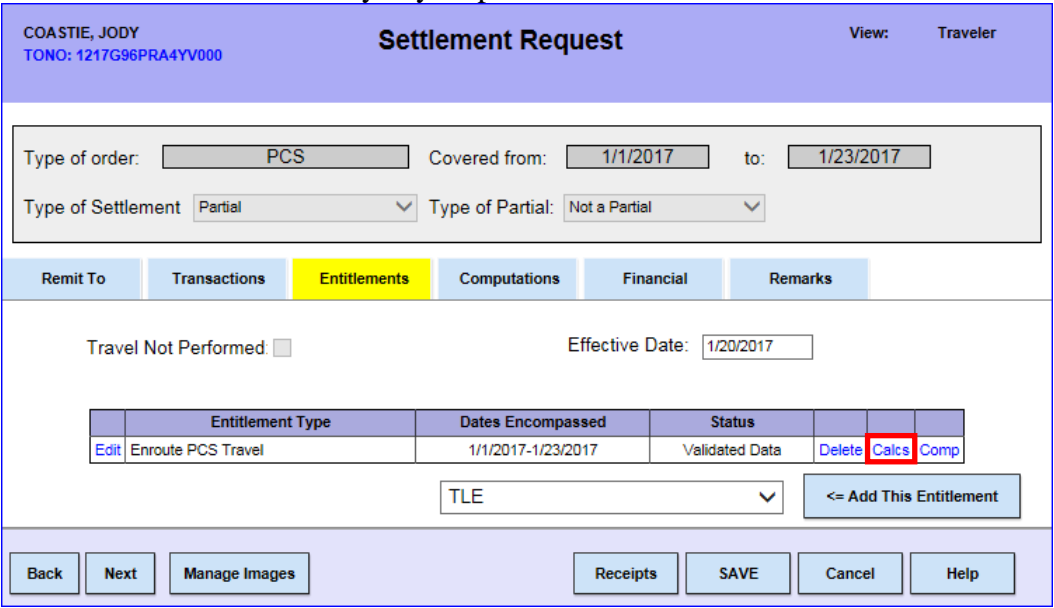
Procedures See below.

Step	Action																																																
1	<p>When entering the Itinerary, enter each leg as it actually occurred. This member drove from Topeka to Houston, took leave and then drove from Houston to Portsmouth for a total of 2111 miles. When finished, click Accept Changes.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> Itinerary View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th></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>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/4/2017</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 77034 Houston, TX, Harris</td><td>PA LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>758</td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>1/20/2017 1/23/2017</td><td>DEP ARR</td><td>77034 Houston, TX, Harris 23704 Portsmouth, VA, Portsmouth</td><td>PA MC</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>1353</td><td>Edit Insert</td><td>Del</td></tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/1/2017 1/4/2017	DEP ARR	66683 Topeka, KS, Shawnee 77034 Houston, TX, Harris	PA LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	0.00	758	Edit Insert	Del	1/20/2017 1/23/2017	DEP ARR	77034 Houston, TX, Harris 23704 Portsmouth, VA, Portsmouth	PA MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0.00	1353	Edit Insert	Del
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2	<p>Click Next.</p> <div> <div>COASTIE, JODY</div> <div> Enroute PCS Travel View: Traveler </div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/1/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 23</div> <div>End Date: 1/23/2017</div> </div> <div> What's Authorized Itinerary Constructed Itinerary Reimbursables </div> <div> Duration of travel: Greater than or equal to 24 hours </div> <table border="1"> <thead> <tr> <th>Date</th><th></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>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/4/2017</td><td>DEP ARR</td><td>Topeka, KANSAS 77034 Houston, TEXAS</td><td>PA LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>758</td></tr> <tr> <td>1/20/2017 1/23/2017</td><td>DEP ARR</td><td>77034 Houston, TEXAS 23704 Portsmouth, VIRGINIA</td><td>PA MC</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0.00</td><td>1353</td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	1/1/2017 1/4/2017	DEP ARR	Topeka, KANSAS 77034 Houston, TEXAS	PA LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	0.00	758	1/20/2017 1/23/2017	DEP ARR	77034 Houston, TEXAS 23704 Portsmouth, VIRGINIA	PA MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0.00	1353						
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Circuitous/Indirect Travel, Continued

Procedures, continued

Step	Action
3	<p>The system will create a Constructed Itinerary tab due to this being other than normal travel. You can see that TPAX will limit the member to 1224 miles which is the direct route versus the indirect route the member took. Click Accept Changes.</p> 
4	<p>Click Calcs to see how many days it paid.</p> 

Continued on next page

Circuitous/Indirect Travel, Continued

Procedures,
continued

Step	Action																																																																																																
5	<p>Notice that TPAX computed 4 days of Per Diem authorized based on the number of miles authorized. Click Done.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Daily Expenses</div> <div>View: Traveler</div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr> <td>01/19</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>01/20</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>01/21</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td>01/22</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>568.00</td><td>0.00</td><td></td></tr> </tbody> </table> </div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	01/19	FP											0.00	142.00	0.00		01/20	FP											0.00	142.00	0.00		01/21	FP											0.00	142.00	0.00		01/22	FP											0.00	142.00	0.00														Total	568.00	0.00	
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6	<p>Click Next.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/1/2017"/> to: <input type="text" value="1/23/2017"/> 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="1/20/2017"/> </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>1/1/2017-1/23/2017</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>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div> </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp																																																																																		
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Circuitous/Indirect Travel, Continued

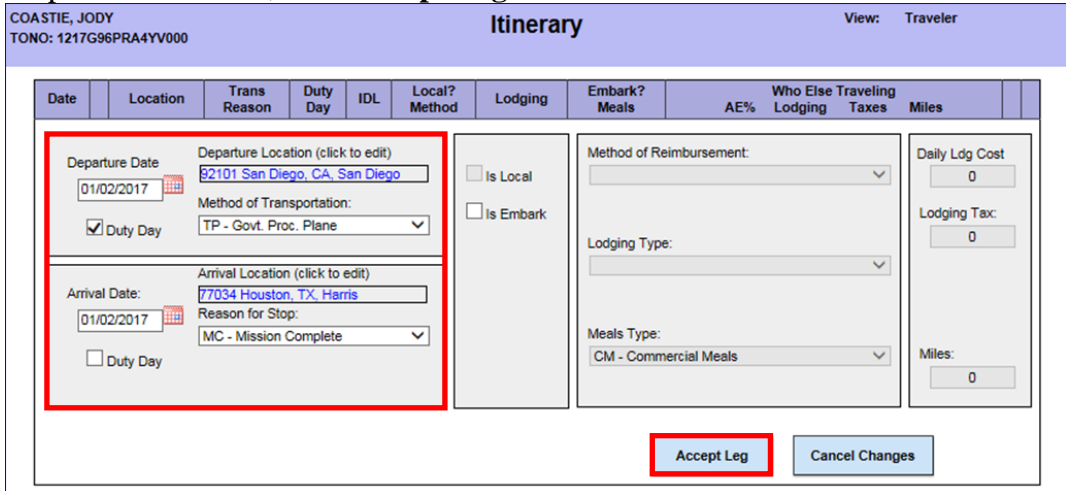
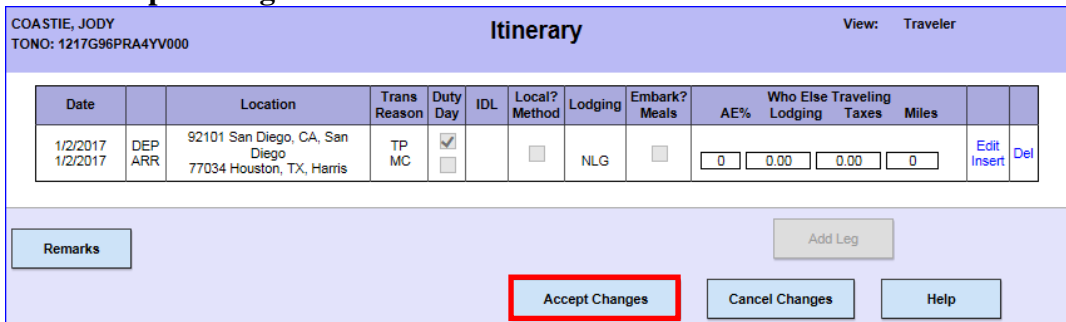
Procedures, continued

Step	Action																																						
7	<p>Notice that TPAX limited the amount of MALT based on the number of miles authorized via direct travel. Continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 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>568.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>3.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>232.56</td> </tr> </tbody> </table> </td> <td colspan="2"> Total Entitlement 803.56 Deductions 0.00 Partial Payments 0.00 Amount Payable 803.56 Advances 0.00 </td> </tr> <tr> <td colspan="4"> Method of Payment: Direct Deposit </td> <td colspan="2"> Due Employee 803.56 Split Payment 0.00 Computed Split 0.00 </td> </tr> <tr> <td colspan="4"> <div>Apply Advances</div> </td> <td colspan="2"> 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> </tbody> </table> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>	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>568.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>3.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>232.56</td> </tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	3.00	Memb/Emp MALT	232.56	Total Entitlement 803.56 Deductions 0.00 Partial Payments 0.00 Amount Payable 803.56 Advances 0.00		Method of Payment: Direct Deposit				Due Employee 803.56 Split Payment 0.00 Computed Split 0.00		<div>Apply Advances</div>				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					
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Flying – CONUS to CONUS

Introduction This section shows how to account for a member who flew from their old PDS to their new PDS all within the continental US.

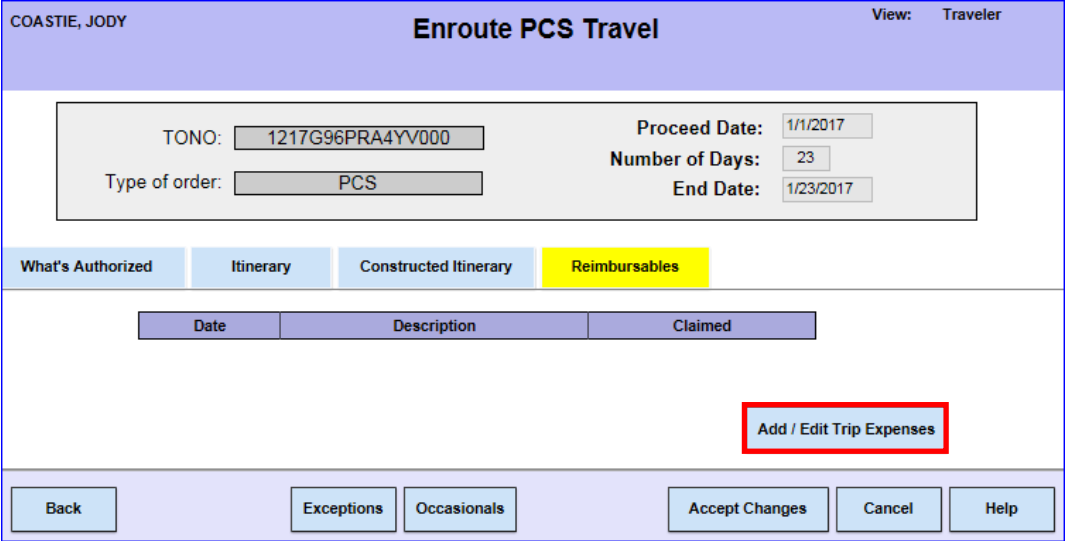
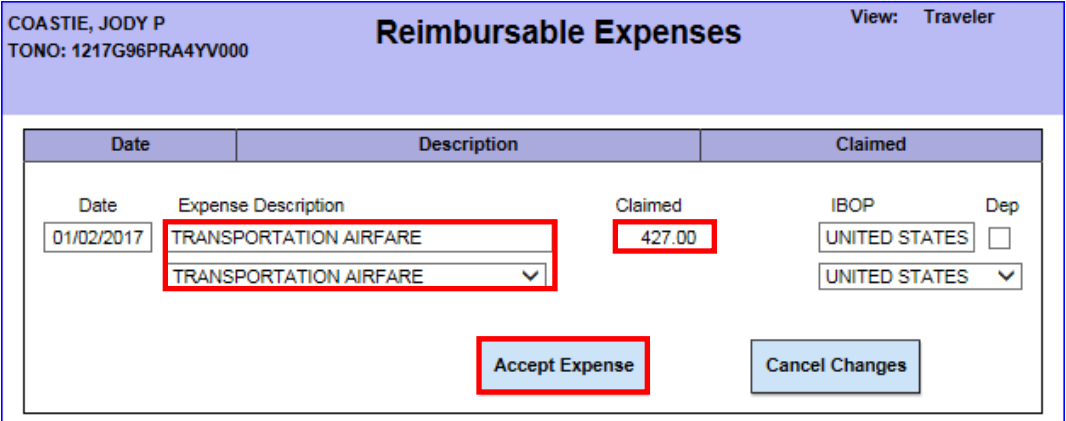
Procedures See below.

Step	Action
1	<p>When entering the Itinerary, make sure the Departure Date is the date you left your unit. The Departure Location should default to your current PDS. Change the Method of Transportation to TP - Govt. Procured Plane (ALWAYS USE FOR PCS, NOT CP). The Arrival Date should be the date you actually arrived. If this is your final destination, select MC - Mission complete in the Reason for Stop. When finished, click Accept Leg.</p> 
2	<p>Click Accept Changes.</p> 

Continued on next page

Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action
3	<p>Now you must add your airfare as a reimbursable expense. Click Add/Edit Trip Expense.</p> 
4	<p>Select TRANSPORTATION AIRFARE from the Expense Description drop-down list. Enter the amount of the plane ticket. Then click Accept Expense.</p> 

Continued on next page

Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action												
5	<p>Don't forget to add the CTO-TMC (Contract Travel Office-Travel Management Center) fee for booking airfare. Click Add Expense.</p> <div> <div>COASTIE, JODY P TONO: 1217G96PRA4YV000</div> <div> Reimbursable Expenses View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th><th>Dep?</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/2/2017</td><td>TRANSPORTATION AIRFARE</td><td>427.00</td><td><input type="checkbox"/></td><td>Edit</td><td>Delete</td></tr> </tbody> </table> <p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div> <div>Add Expense</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date	Description	Claimed	Dep?			1/2/2017	TRANSPORTATION AIRFARE	427.00	<input type="checkbox"/>	Edit	Delete
Date	Description	Claimed	Dep?										
1/2/2017	TRANSPORTATION AIRFARE	427.00	<input type="checkbox"/>	Edit	Delete								
6	<p>Select CTO-TMC FEES from the Expense Description drop-down. Enter the amount from your receipt for the booking agent fee in the Claimed box. When finished, click Accept Expense.</p> <div> <div>COASTIE, JODY P TONO: 1217G96PRA4YV000</div> <div> Reimbursable Expenses View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th><th>Dep?</th></tr> </thead> <tbody> <tr> <td>1/2/2017</td><td>TRANSPORTATION AIRFARE</td><td>427.00</td><td><input type="checkbox"/></td></tr> </tbody> </table> <div> <div> Date 01/02/2017 </div> <div> Expense Description CTO-TMC FEES CTO-TMC FEES </div> <div> Claimed 22.00 </div> <div> IBOP UNITED STATES UNITED STATES </div> <div> Dep <input type="checkbox"/> <input type="checkbox"/> </div> </div> <div> <div>Accept Expense</div> <div>Cancel Changes</div> </div> <p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div>Help</div> </div>	Date	Description	Claimed	Dep?	1/2/2017	TRANSPORTATION AIRFARE	427.00	<input type="checkbox"/>				
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Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action																		
7	<p>Click Accept Changes.</p> <div> <div> COASTIE, JODY P TONO: 1217G96PRA4YV000 </div> <div> Reimbursable Expenses View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th><th>Dep?</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/2/2017</td><td>TRANSPORTATION AIRFARE</td><td>427.00</td><td><input type="checkbox"/></td><td>Edit</td><td>Delete</td></tr> <tr> <td>1/2/2017</td><td>CTO-TMC FEES</td><td>22.00</td><td><input type="checkbox"/></td><td>Edit</td><td>Delete</td></tr> </tbody> </table> <p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div> Add Expense </div> <div> Accept Changes Cancel Changes Help </div>	Date	Description	Claimed	Dep?			1/2/2017	TRANSPORTATION AIRFARE	427.00	<input type="checkbox"/>	Edit	Delete	1/2/2017	CTO-TMC FEES	22.00	<input type="checkbox"/>	Edit	Delete
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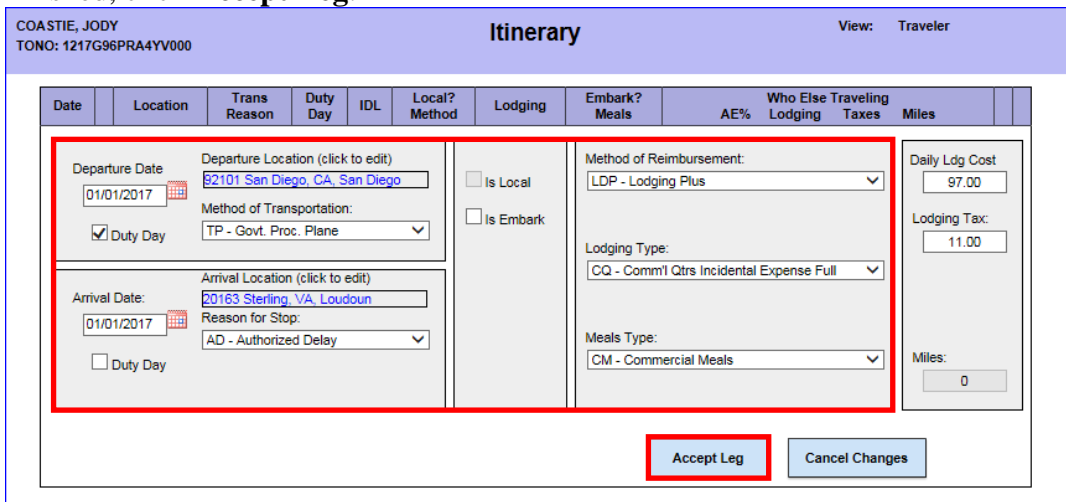
Flying – CONUS to OCONUS

Introduction

This section shows how to account for a member who flew from their old PDS (CONUS) to their new PDS (Outside the Continental US or OCONUS). In this scenario the member traveled to Sterling, VA for an in-brief to Bahrain, then went off to Bahrain.

Procedures

See below.

Step	Action
1	<p>When entering the Itinerary, make sure the Departure Date is the actual date you departed the old PDS. The Departure Location should default to your current PDS. Change the Method of Transportation to TP - Government Procured Plane (ALWAYS CHOOSE FOR PCS). The Arrival Date should be the date you actually arrived. In the Reason for Stop, select AD - Authorized Delay. Enter any lodging information since you have been authorized a delay for the in-brief. When finished, click Accept Leg.</p>  <p>The screenshot shows the 'Itinerary' form for a traveler named COASTIE, JODY. The form is divided into several sections. The 'Departure' section includes a date field set to 01/01/2017, a location dropdown set to '82101 San Diego, CA, San Diego', and a 'Duty Day' checkbox that is checked. The 'Arrival' section includes a date field set to 01/01/2017, a location dropdown set to '20163 Sterling, VA, Loudoun', and a 'Reason for Stop' dropdown set to 'AD - Authorized Delay'. The 'Lodging' section includes a 'Method of Reimbursement' dropdown set to 'LDP - Lodging Plus', a 'Lodging Type' dropdown set to 'CQ - Comm'l Qtrs Incidental Expense Full', and a 'Meals Type' dropdown set to 'CM - Commercial Meals'. The 'Costs' section on the right shows 'Daily Ldg Cost' as 97.00, 'Lodging Tax' as 11.00, and 'Miles' as 0. At the bottom, there are two buttons: 'Accept Leg' (highlighted with a red box) and 'Cancel Changes'.</p>

Continued on next page

Flying – CONUS to OCONUS, Continued

Procedures,
continued

Step	Action																																							
2	<p>Now enter the trip from VA to Bahrain. When entering the Itinerary, make sure the Departure Date is the actual date you flew. The Departure Location should default to the location from the previous leg. Change the Method of Transportation to TP - Government Procured Plane. The Arrival Date should be the date you actually arrived. Click the Arrival Location link (see Note below). In the Reason for Stop, select MC - Mission Complete if this is your final destination. Check the Is Embark box since you will be flying over the ocean. When finished, click Accept Leg.</p> <div data-bbox="300 775 1370 1319"> <p>COASTIE, JODY TONO: 1217G96PRA4YV000</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></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>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/1/2017</td><td>DEP</td><td>92101 San Diego, CA, San Diego</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td>CQ</td><td><input type="checkbox"/> CM</td><td></td><td></td><td></td><td></td></tr> <tr> <td>1/1/2017</td><td>ARR</td><td>20163 Sterling, VA, Loudoun</td><td>AD</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>0</td><td>97.00</td><td>11.00</td><td>0</td></tr> </tbody> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>Departure Date: 01/02/2017</p> <p><input type="checkbox"/> Duty Day</p> </div> <div> <p>Departure Location (click to edit): 20163 Sterling, VA, Loudoun</p> <p>Method of Transportation: TP - Govt. Proc. Plane</p> </div> <div> <p><input type="checkbox"/> Is Local</p> <p><input checked="" type="checkbox"/> Is Embark</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Arrival Date: 01/02/2017</p> <p><input type="checkbox"/> Duty Day</p> </div> <div> <p>Arrival Location (click to edit): BAHRAIN, BAHRAIN RED INCIDENT...</p> <p>Reason for Stop: MC - Mission Complete</p> </div> </div> <div style="margin-top: 10px;"> <p>Method of Reimbursement:</p> <p>Lodging Type:</p> <p>Meals Type: CM - Commercial Meals</p> </div> <div style="margin-top: 10px;"> <p>Daily Ldg Cost: 0</p> <p>Lodging Tax: 0</p> <p>Miles: 0</p> </div> <div style="text-align: right; margin-top: 10px;"> <p>Accept Leg Cancel Changes</p> </div> </div> </div> <p>Note: When selecting territories or foreign countries, type out the full name of the locality, then use the drop-down to find the county/locality in which the PDS is located. If you do not find the exact one, select OTHER. Then click Accept.</p> <div data-bbox="300 1469 1163 1892"> <p style="text-align: center; background-color: #e0f7fa; padding: 5px;">Destination - Location of New Duty Station</p> <p>Country / State: OCONUS CONUS Zip Code / City:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>BAHRAIN</p> <p>BAHRAIN ▼</p> </div> <div style="width: 40%;"> <p></p> <p>▼</p> </div> </div> <p>County / Locality:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>BAHRAIN RED INCIDENTAL</p> <p>BAHRAIN RED INCIDENTAL ▼</p> </div> <div style="width: 40%;"> <p></p> <p>▼</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>Accept Cancel</p> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/1/2017	DEP	92101 San Diego, CA, San Diego	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	<input type="checkbox"/> CM					1/1/2017	ARR	20163 Sterling, VA, Loudoun	AD	<input type="checkbox"/>					0	97.00	11.00	0
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Flying – CONUS to OCONUS, Continued

Procedures,
continued

Step	Action																																																
3	<p>Review your itinerary and if correct, click Accept Changes and continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> Itinerary <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th> <th></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</th> <th>Traveling</th> <th>Taxes</th> <th>Miles</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1/1/2017 1/1/2017</td> <td>DEP ARR</td> <td>92101 San Diego, CA, San Diego 20163 Sterling, VA, Loudoun</td> <td>TP AD</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td><input type="checkbox"/> CQ</td> <td><input type="checkbox"/> CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="97.00"/></td> <td><input type="text" value="11.00"/></td> <td><input type="text" value="0"/></td> <td></td> <td>Edit Insert</td> <td>Del</td> </tr> <tr> <td>1/2/2017 1/2/2017</td> <td>DEP ARR</td> <td>20163 Sterling, VA, Loudoun BA, BAHRAIN RED INCIDENTAL</td> <td>TP MC</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> NLG</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0"/></td> <td></td> <td>Edit Insert</td> <td>Del</td> </tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Taxes	Miles			1/1/2017 1/1/2017	DEP ARR	92101 San Diego, CA, San Diego 20163 Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	<input type="checkbox"/> CQ	<input type="checkbox"/> CM	<input type="text" value="0"/>	<input type="text" value="97.00"/>	<input type="text" value="11.00"/>	<input type="text" value="0"/>		Edit Insert	Del	1/2/2017 1/2/2017	DEP ARR	20163 Sterling, VA, Loudoun BA, BAHRAIN RED INCIDENTAL	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	<input checked="" type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>		Edit Insert	Del
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Flying – OCONUS to OCONUS

Introduction

This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (OCONUS).

Itinerary

When flying OCONUS to OCONUS, make sure you select **TP – Govt. Proc. Plane** for your Method of Transportation, NOT CP for Commercial Plane. Also make sure to check the **Is Embark** box since you will be flying over the ocean.

COASTIE, JODY
TONO: 1217G96PRA4YV000

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
01/04/2017	B6615 Kodiak, AK, Kodiak Island B...	Method of Transportation: TP - Govt. Proc. Plane	<input checked="" type="checkbox"/> Duty Day			<input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark	Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals			Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0	

Accept Leg Cancel Changes

You'll need to add your airfare and processing fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.

Flying – OCONUS to CONUS

Introduction

This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (CONUS).

Itinerary

When flying OCONUS to CONUS, make sure you select **TP – Govt. Proc. Plane** for your Method of Transportation, NOT CP for Commercial Plane. Also make sure to check the **Is Embark** box since you will be flying over the ocean.

COASTIE, JODY
TONO: 1217G96PRA4YV000

View: Traveler

Itinerary

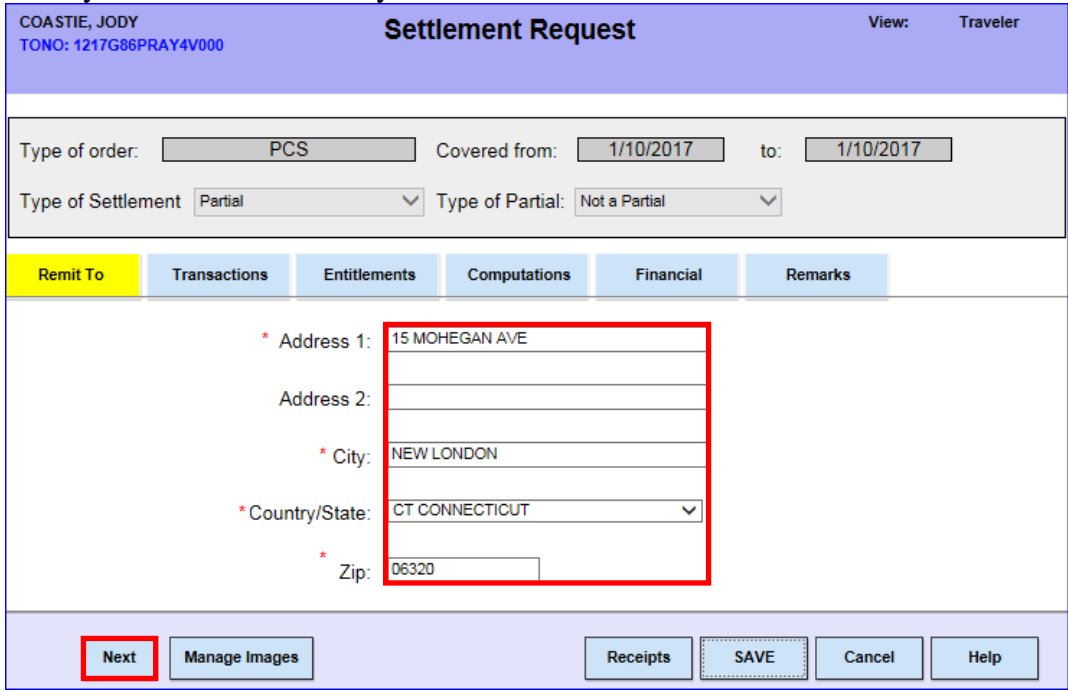
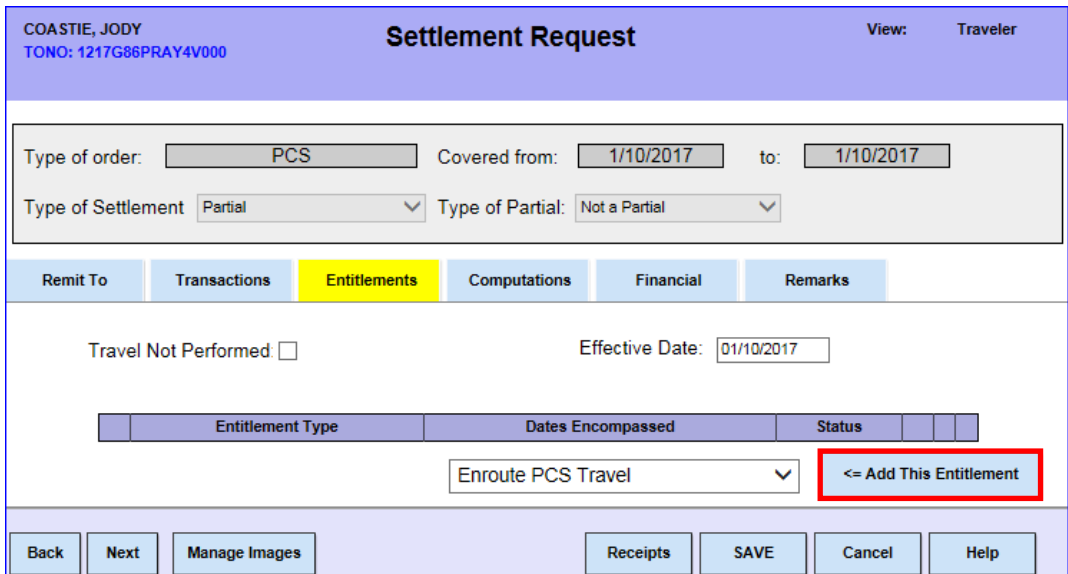
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Departure Date: 01/04/2017</p> <p>Departure Location (click to edit): B6813 Honolulu, HI HAWAII, Honolulu</p> <p>Method of Transportation: TP - Govt. Proc. Plane</p> <p><input checked="" type="checkbox"/> Duty Day</p> </div> <div style="width: 10%;"> <p><input type="checkbox"/> Is Local</p> <p><input checked="" type="checkbox"/> Is Embark</p> </div> <div style="width: 45%;"> <p>Method of Reimbursement:</p> <p>Lodging Type:</p> <p>Meals Type: CM - Commercial Meals</p> </div> <div style="width: 10%;"> <p>Daily Ldg Cost: 0</p> <p>Lodging Tax: 0</p> <p>Miles: 0</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Arrival Date: 01/04/2017</p> <p>Arrival Location (click to edit): B4501 Alameda, CA, Alameda</p> <p>Reason for Stop: MC - Mission Complete</p> <p><input type="checkbox"/> Duty Day</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Accept Leg</p> <p>Cancel Changes</p> </div>											

You'll need to add your airfare and processing fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.

Home to 1st PDS (Cadets) or Direct Commission

Introduction This section shows how to account for a member who is going from their home to their first duty station (CG Academy).

Procedures See below.

Step	Action
1	<p>Enter your home address at your new PDS. Then click Next.</p>  <p>The screenshot shows the 'Settlement Request' form for JODY COASTIE (TONO: 1217G86PRAY4V000). The form is titled 'Settlement Request' and has a 'View: Traveler' option. It includes fields for 'Type of order' (PCS), 'Covered from' (1/10/2017), 'to' (1/10/2017), 'Type of Settlement' (Partial), and 'Type of Partial' (Not a Partial). Below these are tabs for 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks'. The 'Entitlements' tab is active, showing fields for 'Address 1' (15 MOHEGAN AVE), 'Address 2', 'City' (NEW LONDON), 'Country/State' (CT CONNECTICUT), and 'Zip' (06320). A red box highlights the 'Next' button at the bottom left of the form.</p>
2	<p>Click Add This Entitlement.</p>  <p>The screenshot shows the 'Settlement Request' form for JODY COASTIE (TONO: 1217G86PRAY4V000). The form is titled 'Settlement Request' and has a 'View: Traveler' option. It includes fields for 'Type of order' (PCS), 'Covered from' (1/10/2017), 'to' (1/10/2017), 'Type of Settlement' (Partial), and 'Type of Partial' (Not a Partial). Below these are tabs for 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks'. The 'Entitlements' tab is active, showing fields for 'Travel Not Performed' (checkbox), 'Effective Date' (01/10/2017), and a table with columns 'Entitlement Type', 'Dates Encompassed', and 'Status'. The 'Entitlement Type' dropdown is set to 'Enroute PCS Travel'. A red box highlights the '<= Add This Entitlement' button at the bottom right of the form.</p>

Continued on next page

Home to 1st PDS (Cadets) or Direct Commission, Continued


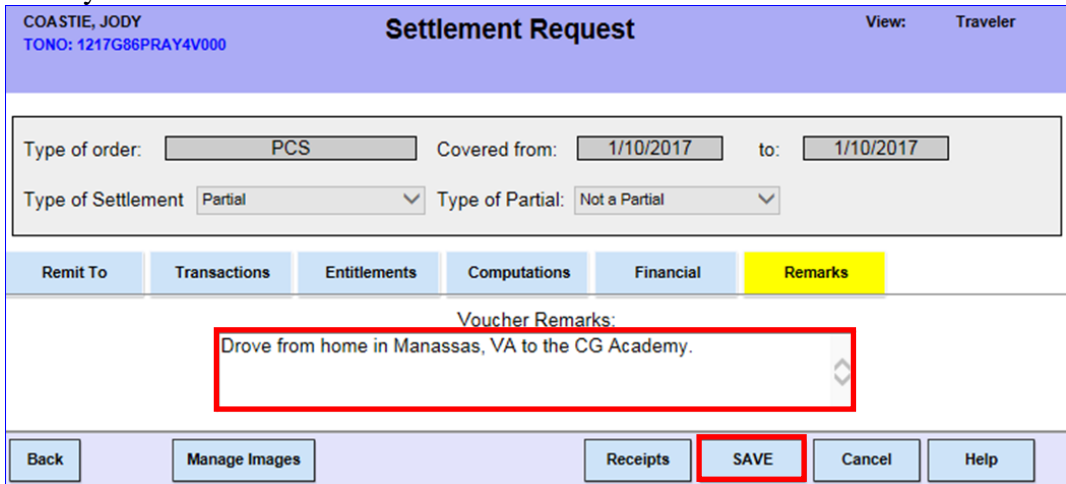
Procedures,
continued

Step	Action																																			
3	<p>Enter in the itinerary. Members can either drive, fly, take a train or bus. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </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>AE%</th> <th>Lodging Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td> Departure Date <input type="text" value="01/10/2017"/> </td> <td> Departure Location (click to edit) <input type="text" value="20108 Manassas, VA, Manassas"/> </td> <td> <input checked="" type="checkbox"/> Duty Day </td> <td> Method of Transportation: <input type="text" value="PA - Private Auto"/> </td> <td> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </td> <td> Method of Reimbursement: <input type="text"/> </td> <td> Daily Ldg Cost <input type="text" value="0"/> </td> <td> Lodging Type: <input type="text"/> </td> <td> Lodging Tax: <input type="text" value="0"/> </td> <td> Meals Type: <input type="text" value="CM - Commercial Meals"/> </td> <td> Miles: <input type="text" value="373"/> </td> </tr> <tr> <td> Arrival Date: <input type="text" value="01/10/2017"/> </td> <td> Arrival Location (click to edit) <input type="text" value="06320 United States Coast Guard,...."/> </td> <td> <input type="checkbox"/> Duty Day </td> <td> Reason for Stop: <input type="text" value="MC - Mission Complete"/> </td> <td colspan="8"> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </td> </tr> </tbody> </table> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging Taxes	Miles	Departure Date <input type="text" value="01/10/2017"/>	Departure Location (click to edit) <input type="text" value="20108 Manassas, VA, Manassas"/>	<input checked="" type="checkbox"/> Duty Day	Method of Transportation: <input type="text" value="PA - Private Auto"/>	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: <input type="text"/>	Daily Ldg Cost <input type="text" value="0"/>	Lodging Type: <input type="text"/>	Lodging Tax: <input type="text" value="0"/>	Meals Type: <input type="text" value="CM - Commercial Meals"/>	Miles: <input type="text" value="373"/>	Arrival Date: <input type="text" value="01/10/2017"/>	Arrival Location (click to edit) <input type="text" value="06320 United States Coast Guard,...."/>	<input type="checkbox"/> Duty Day	Reason for Stop: <input type="text" value="MC - Mission Complete"/>	<div> <div>Accept Leg</div> <div>Cancel Changes</div> </div>							
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4	<p>Once you have input the itinerary and reimbursable expenses, check the Computations tab.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/10/2017"/> to: <input type="text" value="1/10/2017"/> </div> <div> Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="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="2"> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>142.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>72.39</td> </tr> </tbody> </table> </td> <td colspan="3"> Total Entitlement <input type="text" value="214.39"/> Deductions <input type="text" value="0.00"/> Partial Payments <input type="text" value="0.00"/> Amount Payable <input type="text" value="214.39"/> Advances <input type="text" value="0.00"/> </td> </tr> <tr> <td colspan="2"> Method of Payment <input type="text" value="Direct Deposit"/> </td> <td colspan="3"> Due Employee <input type="text" value="214.39"/> Split Payment <input type="text" value="0.00"/> Computed Split <input type="text" value="0.00"/> </td> </tr> <tr> <td colspan="2"> <div>Apply Advances</div> </td> <td colspan="3"> 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 </td> </tr> <tr> <td colspan="2"> <div>Back</div> <div>Next</div> <div>Manage Images</div> </td> <td colspan="3"> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </td> </tr> </tbody> </table> </div>	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>142.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>72.39</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	142.00	Memb/Emp MALT	72.39	Total Entitlement <input type="text" value="214.39"/> Deductions <input type="text" value="0.00"/> Partial Payments <input type="text" value="0.00"/> Amount Payable <input type="text" value="214.39"/> Advances <input type="text" value="0.00"/>			Method of Payment <input type="text" value="Direct Deposit"/>		Due Employee <input type="text" value="214.39"/> Split Payment <input type="text" value="0.00"/> Computed Split <input type="text" value="0.00"/>			<div>Apply Advances</div>		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</div> <div>Next</div> <div>Manage Images</div>		<div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div>					
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Continued on next page

Home to 1st PDS (Cadets) or Direct Commission, Continued

Procedures,
continued

Step	Action
5	<p>Click Add/Modify Accounting to add your Line of Accounting, then click Next.</p>  <p>The screenshot shows the 'Settlement Request' form for COASTIE, JODY (TONO: 1217G86PRAY4V000). The 'Financial' tab is selected. The 'Add/Modify Accounting' button is highlighted with a red box. The form includes fields for 'Type of order' (PCS), 'Covered from' (1/10/2017), 'to' (1/10/2017), 'Type of Settlement' (Partial), and 'Type of Partial' (Not a Partial). A table shows a transaction with 'Db/Cr' (Db), 'Classification String' (1217G86PRAY4V000 2 P 501 299 21 0 RA 78040 2100), and 'Amount' (214.58). Navigation buttons include Back, Next, Manage Images, Receipts, SAVE, Cancel, and Help.</p>
6	<p>Enter your Voucher Remarks. When finished click Save.</p>  <p>The screenshot shows the 'Settlement Request' form for COASTIE, JODY (TONO: 1217G86PRAY4V000). The 'Remarks' tab is selected. The 'Voucher Remarks' text area is highlighted with a red box, containing the text 'Drove from home in Manassas, VA to the CG Academy.' The 'SAVE' button is also highlighted with a red box. Navigation buttons include Back, Manage Images, Receipts, SAVE, Cancel, and Help.</p> <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPA.</p>

Mixed Mode – Alaska Ferry (1 POV)

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove from their old PDS in Oklahoma City, OK to Bellingham, WA. There they met the ferry which took them to their new PDS in Kodiak, AK.

Procedures

See below.

Step	Action																																													
1	<p>Enter your first leg of travel showing the drive to Bellingham, WA. Select AT to signify awaiting transportation on the Alaskan Ferry. Click Accept Leg.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> 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>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> Departure Date 01/05/2017 </td><td> Departure Location (click to edit) 73169 Oklahoma City, OK, Oklahoma </td><td> Method of Transportation: 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> Method of Reimbursement: LDP - Lodging Plus </td><td></td><td></td><td> Daily Ldg Cost 0 </td></tr> <tr> <td> Arrival Date: 01/09/2017 </td><td> Arrival Location (click to edit) 88225 Bellingham, WA, Whatcom </td><td> Reason for Stop: AT - Awaiting Transportation </td><td> <input type="checkbox"/> Duty Day </td><td></td><td></td><td></td><td> Lodging Type: </td><td></td><td></td><td> Lodging Tax: 0 </td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td> Meals Type: CM - Commercial Meals </td><td></td><td></td><td> Miles: 2086 </td></tr> </tbody> </table> <div> Accept Leg Cancel Changes </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	Departure Date 01/05/2017	Departure Location (click to edit) 73169 Oklahoma City, OK, Oklahoma	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: LDP - Lodging Plus			Daily Ldg Cost 0	Arrival Date: 01/09/2017	Arrival Location (click to edit) 88225 Bellingham, WA, Whatcom	Reason for Stop: AT - Awaiting Transportation	<input type="checkbox"/> Duty Day				Lodging Type: 			Lodging Tax: 0								Meals Type: CM - Commercial Meals			Miles: 2086
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Mixed Mode – Alaska Ferry (1 POV), Continued

Procedures,
continued

Step	Action																																																																																
2	<p>Enter the next leg of travel and arrival date to your destination in Alaska. Use AF – Alaska Ferry System to designate the Alaska Marine Highway System (AMHS). The Departure and Arrival dates for the Ferry MUST match the Alaska Marine Highway Itinerary exactly. PPC cannot process an AMHS claim without the itinerary attached. The Is Embark box will be automatically checked by TPAX. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th></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>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/5/2017</td><td>DEP</td><td>73169 Oklahoma City, OK, Oklahoma</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td></td><td><input type="checkbox"/></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>2086</td><td></td><td></td></tr> <tr> <td>1/9/2017</td><td>ARR</td><td>98225 Bellingham, WA, Whatcom</td><td>AT</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div> <div> Departure Date: 01/09/2017 <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 98225 Bellingham, WA, Whatcom Method of Transportation: AF - Alaskan Ferry System <input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark </div> </div> <div> <div> Arrival Date: 01/14/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): 99615 Kodiak, AK ALASKA, Kodiak... Reason for Stop: MC - Mission Complete <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0 </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/5/2017	DEP	73169 Oklahoma City, OK, Oklahoma	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>		0	0.00	0.00	2086			1/9/2017	ARR	98225 Bellingham, WA, Whatcom	AT	<input type="checkbox"/>																																											
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Mixed Mode – Alaska Ferry (1 POV), Continued

Procedures,
continued

Step	Action						
4	<p>Don't forget to add all Reimbursable expenses including: Ferry receipts, tolls and any receipts for claimed items over \$75.00. Use the Manage Images function to attach them to your claim.</p> <p>Check the Computations Tab to ensure all expenditures have been added and the calculations are correct.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/5/2017 to: 1/15/2017 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>1,005.75</td></tr> <tr> <td>Memb/Emp MALT</td><td>396.34</td></tr> </tbody> </table> <div> Method of Payment: Direct Deposit </div> <div> Apply Advances </div> <div> Total Entitlement: 1,402.09 Deductions: 0.00 Partial Payments: 0.00 Amount Payable: 1,402.09 Advances: 0.00 Due Employee: 1,402.09 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> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>	Description	Total	Memb/Emp PCS Per Diem	1,005.75	Memb/Emp MALT	396.34
Description	Total						
Memb/Emp PCS Per Diem	1,005.75						
Memb/Emp MALT	396.34						

Mixed Mode – Drive/Fly to Ship

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove to their parents' house in Sacramento, CA to drop off their vehicle, took some leave, then flew to their new PDS homeport in Mayport, FL.

Procedures

See below.

Step	Action																																													
1	<p>Enter both legs of travel, then click Accept Changes.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th> <th></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>Taxes</th> <th>Miles</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1/1/2017 1/2/2017</td> <td>DEP ARR</td> <td>98134 Seattle, WA, King 94299 Sacramento, CA, Sacramento</td> <td>PA LV</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>CQ</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>755</td> <td>Edit Insert</td> <td>Del</td> </tr> <tr> <td>1/8/2017 1/8/2017</td> <td>DEP ARR</td> <td>94299 Sacramento, CA, Sacramento 32228 Mayport, FL, Duval</td> <td>TP MC</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>NLG</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>Edit Insert</td> <td>Del</td> </tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/1/2017 1/2/2017	DEP ARR	98134 Seattle, WA, King 94299 Sacramento, CA, Sacramento	PA LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	755	Edit Insert	Del	1/8/2017 1/8/2017	DEP ARR	94299 Sacramento, CA, Sacramento 32228 Mayport, FL, Duval	TP MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0	Edit Insert	Del
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2	<p>Click Next.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/1/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 23</div> <div>End Date: 1/23/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table border="1"> <thead> <tr> <th>Date</th> <th></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>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>1/1/2017 1/1/2017</td> <td>DEP ARR</td> <td>98134 Seattle, WASHINGTON 94299 Sacramento, CALIFORNIA</td> <td>PA LV</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>CQ</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>804</td> </tr> <tr> <td>1/8/2017 1/8/2017</td> <td>DEP ARR</td> <td>94299 Sacramento, CALIFORNIA 32228 Mayport, FLORIDA</td> <td>TP MC</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>NLG</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> </tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/1/2017 1/1/2017	DEP ARR	98134 Seattle, WASHINGTON 94299 Sacramento, CALIFORNIA	PA LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	804	1/8/2017 1/8/2017	DEP ARR	94299 Sacramento, CALIFORNIA 32228 Mayport, FLORIDA	TP MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0						
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Mixed Mode – Drive/Fly to Ship, Continued

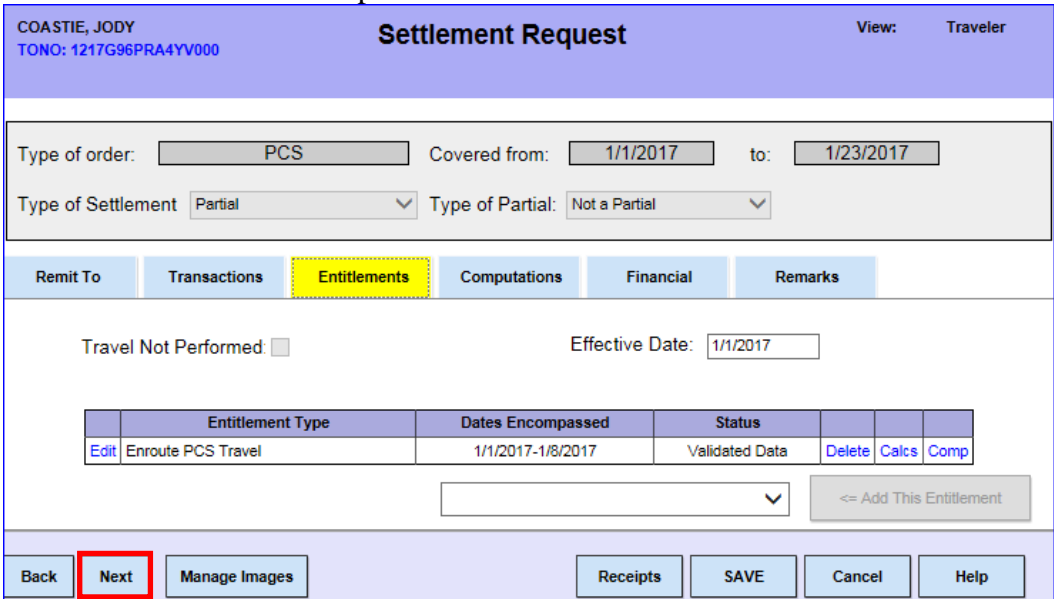
Procedures,
continued

Step	Action
3	<p>No matter which method you take, the system will only pay the maximum of the amount it would cost to drive from Seattle to Mayport. Click Next.</p>
4	<p>Add your Reimbursable Expenses, then click Accept Changes.</p>

Continued on next page

Mixed Mode – Drive/Fly to Ship, Continued

Procedures,
continued

Step	Action
5	<p>Click Next to view the computations tab.</p>  <p>The screenshot shows the 'Settlement Request' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The 'View' is set to 'Traveler'. The form includes fields for 'Type of order' (PCS), 'Covered from' (1/1/2017), 'to' (1/23/2017), 'Type of Settlement' (Partial), and 'Type of Partial' (Not a Partial). Below these are tabs for 'Remit To', 'Transactions', 'Entitlements' (highlighted), 'Computations', 'Financial', and 'Remarks'. The 'Entitlements' tab shows a table with one row: 'Enroute PCS Travel' with dates '1/1/2017-1/8/2017' and status 'Validated Data'. There are buttons for 'Edit', 'Delete', 'Calcs', and 'Comp'. At the bottom, there are buttons for 'Back', 'Next' (highlighted with a red box), 'Manage Images', 'Receipts', 'SAVE', 'Cancel', and 'Help'.</p>

Continued on next page

Mixed Mode – Drive/Fly to Ship, Continued

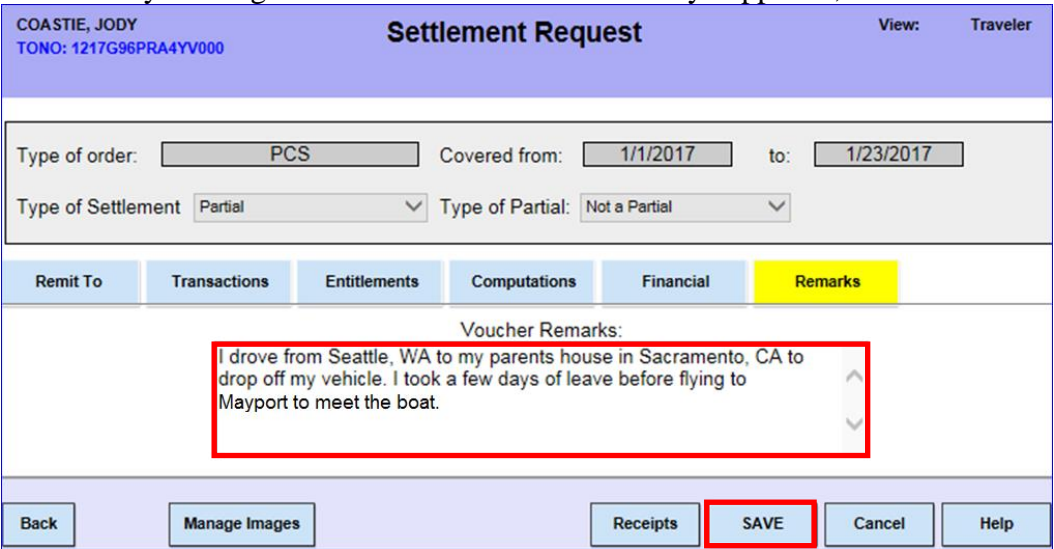
Procedures,
continued

Step	Action																																										
6	<p>Since it's below the maximum allowed, the system is paying both the airfare costs and mileage and per diem for driving. Click Next.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <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="2"> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>180.25</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>430.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>142.69</td> </tr> </tbody> </table> </td> <td colspan="4"> <table> <tr> <td>Total Entitlement</td> <td>752.94</td> </tr> <tr> <td>Deductions</td> <td>0.00</td> </tr> <tr> <td>Partial Payments</td> <td>0.00</td> </tr> <tr> <td>Amount Payable</td> <td>752.94</td> </tr> <tr> <td>Advances</td> <td>0.00</td> </tr> </table> </td> </tr> <tr> <td colspan="2"> Method of Payment: Direct Deposit <input type="button" value="Apply Advances"/> </td> <td colspan="4"> <table> <tr> <td>Due Employee</td> <td>752.94</td> </tr> <tr> <td>Split Payment</td> <td>0.00</td> </tr> <tr> <td>Computed Split</td> <td>0.00</td> </tr> </table> <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> </td> </tr> </tbody> </table> <div> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div>	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>180.25</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>430.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>142.69</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	180.25	Memb/Emp Transportation	430.00	Memb/Emp MALT	142.69	<table> <tr> <td>Total Entitlement</td> <td>752.94</td> </tr> <tr> <td>Deductions</td> <td>0.00</td> </tr> <tr> <td>Partial Payments</td> <td>0.00</td> </tr> <tr> <td>Amount Payable</td> <td>752.94</td> </tr> <tr> <td>Advances</td> <td>0.00</td> </tr> </table>				Total Entitlement	752.94	Deductions	0.00	Partial Payments	0.00	Amount Payable	752.94	Advances	0.00	Method of Payment: Direct Deposit <input type="button" value="Apply Advances"/>		<table> <tr> <td>Due Employee</td> <td>752.94</td> </tr> <tr> <td>Split Payment</td> <td>0.00</td> </tr> <tr> <td>Computed Split</td> <td>0.00</td> </tr> </table> <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>				Due Employee	752.94	Split Payment	0.00	Computed Split	0.00
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7	<p>Enter the Line of Accounting as usual, then click Next.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <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="2"> <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100</td> <td>752.94</td> </tr> </tbody> </table> </td> <td colspan="4"> <input type="button" value="Add/Modify Accounting"/> </td> </tr> </tbody> </table> <div> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100</td> <td>752.94</td> </tr> </tbody> </table>		Db/Cr	Classification String	Amount	Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	752.94	<input type="button" value="Add/Modify Accounting"/>																											
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Mixed Mode – Drive/Fly to Ship, Continued

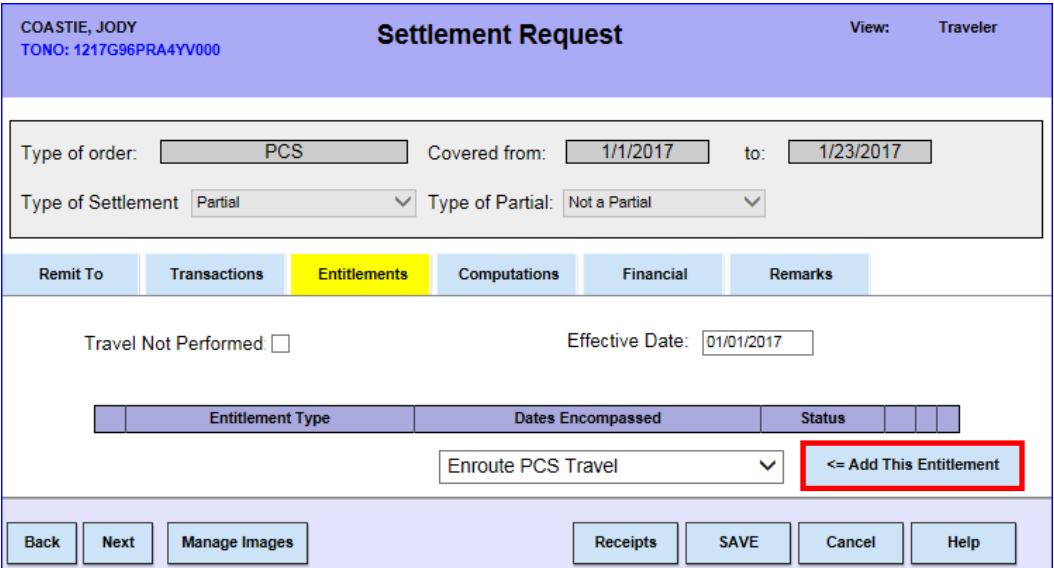
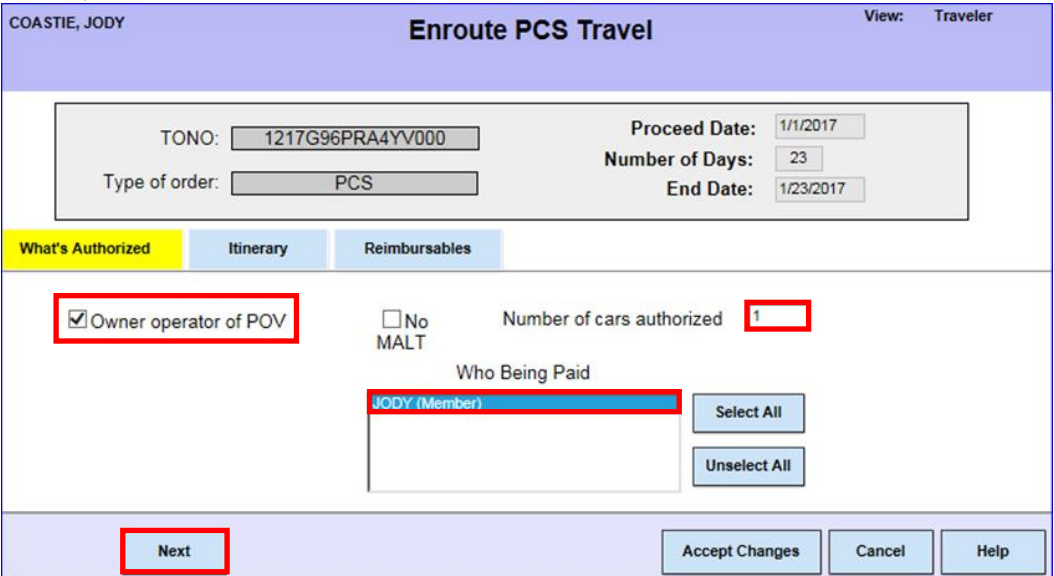
Procedures,
continued

Step	Action
8	<p>Make sure you designate in the remarks what actually happened, then click Save.</p>  <p>Ensure you have all Airfare receipts, orders and any receipts over \$75.00 are scanned and attached in the Manage Images section of TPAX.</p>

Mixed Mode – Fly/Drive to PDS (CONUS to CONUS)

Introduction This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member flew from San Diego, CA to Albuquerque, NM, took some leave, then drove to Miami, FL.

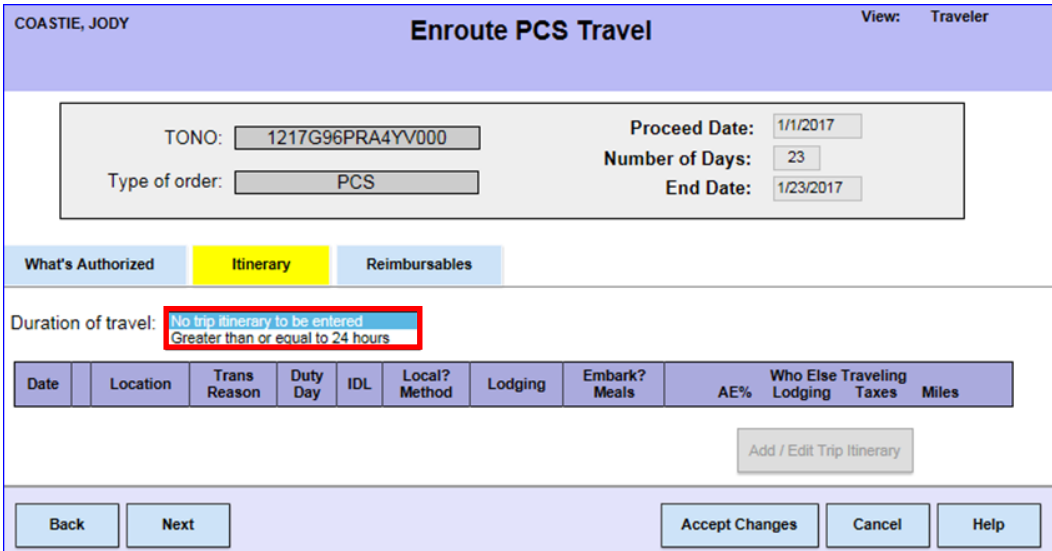
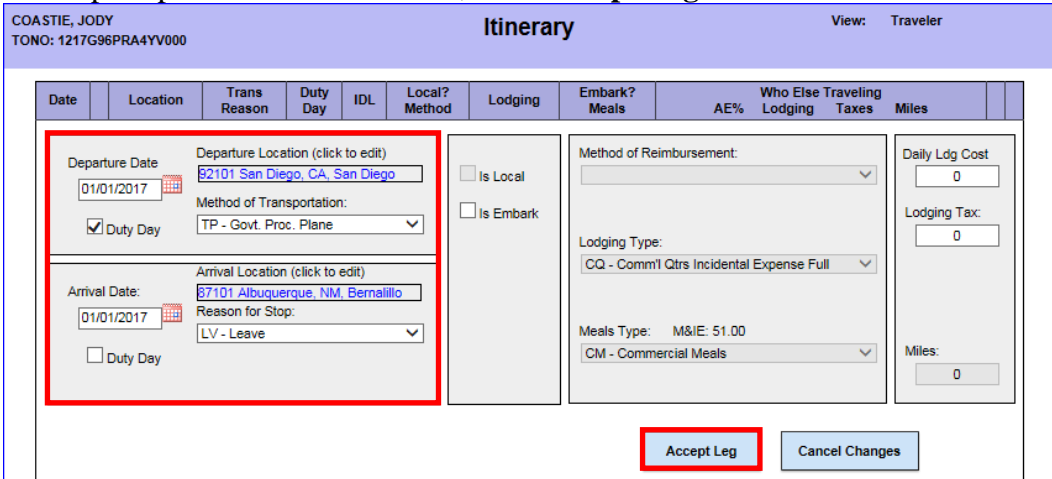
Procedures See below.

Step	Action
1	<p>Click Add This Entitlement.</p> 
2	<p>Check the Owner operator of POV box, leave the number of cars authorized as one, select the member and then click Next.</p> 

Continued on next page

Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action
3	<p>Select Greater than or equal to 24 hours from the Duration of Travel drop-down.</p> 
4	<p>When entering the Itinerary, make sure the Departure Date is the actual date you flew. The Departure Location should default to your current PDS. Change the Method of Transportation to TP - Government Procured Plane. The Arrival Date should be the date you actually arrived. Select LV - Leave from the Reason for Stop drop-down. When finished, click Accept Leg.</p> 

Continued on next page

Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action																																										
5	<p>Now enter the next leg of your trip. The Departure Date should be the day you started driving. The Departure Location should default from the previous leg of travel. Change the Method of Transportation to PA - Private Auto. The Arrival Date should always be the date you reported to your new PDS. Enter your Arrival Location. If this is your final destination, select MC - Mission Complete in the Reason for Stop. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th></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>Lodging Taxes</th><th>Miles</th><th></th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/1/2017</td><td>DEP ARR</td><td>92101 San Diego, CA, San Diego 87101 Albuquerque, NM, Bernalillo</td><td>TP LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td></td></tr> </tbody> </table> <div> <div> <div>Departure Date: 01/06/2017</div> <div>Departure Location (click to edit): 87101 Albuquerque, NM, Bernalillo</div> <div>Method of Transportation: PA - Private Auto</div> <div><input type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/23/2017</div> <div>Arrival Location (click to edit): 33130 Miami, FL, Miami-Dade</div> <div>Reason for Stop: MC - Mission Complete</div> <div><input type="checkbox"/> Duty Day</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: 1958</div> </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles		1/1/2017 1/1/2017	DEP ARR	92101 San Diego, CA, San Diego 87101 Albuquerque, NM, Bernalillo	TP LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	0															
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action																																																																	
7	<p>Select the Reimbursables tab.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/1/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 23</div> <div>End Date: 1/23/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table border="1"> <thead> <tr> <th>Date</th><th></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>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/1/2017</td><td>DEP</td><td>San Diego, CALIFORNIA</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td>CQ</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td></tr> <tr> <td>1/1/2017</td><td>ARR</td><td>87101 Albuquerque, NEW MEXICO</td><td>LV</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>1/6/2017</td><td>DEP</td><td>87101 Albuquerque, NEW MEXICO</td><td>PA</td><td><input type="checkbox"/></td><td></td><td></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>1958</td></tr> <tr> <td>1/23/2017</td><td>ARR</td><td>33130 Miami, FLORIDA</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/1/2017	DEP	San Diego, CALIFORNIA	TP	<input checked="" type="checkbox"/>			CQ		0	0.00	0.00	0	1/1/2017	ARR	87101 Albuquerque, NEW MEXICO	LV	<input type="checkbox"/>									1/6/2017	DEP	87101 Albuquerque, NEW MEXICO	PA	<input type="checkbox"/>			NLG		0	0.00	0.00	1958	1/23/2017	ARR	33130 Miami, FLORIDA	MC	<input type="checkbox"/>								
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action																								
9	<p>Add all reimbursable expenses, then click Accept Changes.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> Reimbursable Expenses View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th><th>Const. Leg</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/1/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>242.00</td><td>1</td><td>Edit</td><td>Delete</td></tr> <tr> <td>1/1/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>7.75</td><td>1</td><td>Edit</td><td>Delete</td></tr> <tr> <td>1/6/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>10.00</td><td>1</td><td>Edit</td><td>Delete</td></tr> </tbody> </table> <p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div> <div>Add Expense</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date	Description	Claimed	Const. Leg			1/1/2017	AIRFARE-TRAIN-BUS EXPENSE	242.00	1	Edit	Delete	1/1/2017	SATO-CTO-TMC SVC PROC FEE	7.75	1	Edit	Delete	1/6/2017	AIRFARE-TRAIN-BUS EXPENSE	10.00	1	Edit	Delete
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action												
11	<p>Click Next to view the Computations.</p> <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</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: 1/1/2017</p> <table border="1"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit Enroute PCS Travel</td> <td>1/1/2017-1/23/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p><= Add This Entitlement</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Entitlement Type	Dates Encompassed	Status				Edit Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

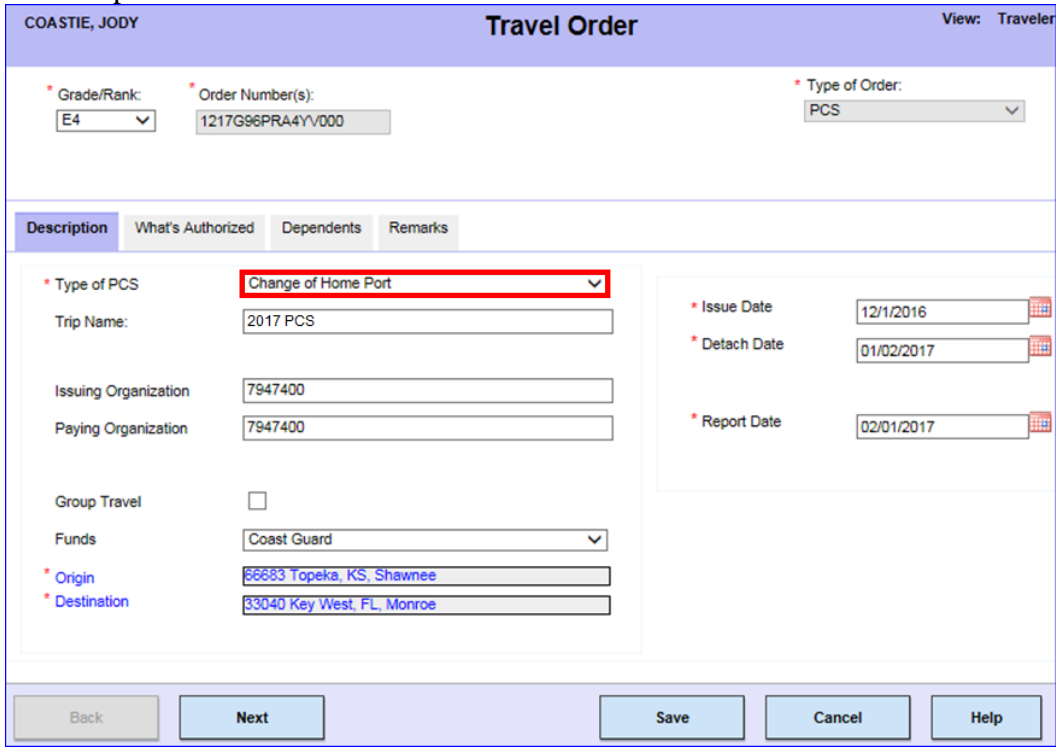
Procedures,
continued

Step	Action																																																												
12	<p>Notice you will get per diem and MALT as well as your transportation costs paid. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement: Partial Type of Partial: Not a Partial </div> <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="2"> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>890.25</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>259.75</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>372.02</td> </tr> </tbody> </table> </td> <td colspan="4"> <table> <tr> <td>Total Entitlement</td> <td>1,522.02</td> </tr> <tr> <td>Deductions</td> <td>0.00</td> </tr> <tr> <td>Partial Payments</td> <td>0.00</td> </tr> <tr> <td>Amount Payable</td> <td>1,522.02</td> </tr> <tr> <td>Advances</td> <td>0.00</td> </tr> </table> </td> </tr> <tr> <td colspan="2"> Method of Payment: Direct Deposit </td> <td colspan="4"> <table> <tr> <td>Due Employee</td> <td>1,522.02</td> </tr> <tr> <td>Split Payment</td> <td>0.00</td> </tr> <tr> <td>Computed Split</td> <td>0.00</td> </tr> </table> </td> </tr> <tr> <td colspan="2"> <div>Apply Advances</div> </td> <td colspan="4"> 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 <div> Receipts SAVE Cancel Help </div> </div> </td> </tr> </tbody> </table> </div>	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>890.25</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>259.75</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>372.02</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	890.25	Memb/Emp Transportation	259.75	Memb/Emp MALT	372.02	<table> <tr> <td>Total Entitlement</td> <td>1,522.02</td> </tr> <tr> <td>Deductions</td> <td>0.00</td> </tr> <tr> <td>Partial Payments</td> <td>0.00</td> </tr> <tr> <td>Amount Payable</td> <td>1,522.02</td> </tr> <tr> <td>Advances</td> <td>0.00</td> </tr> </table>				Total Entitlement	1,522.02	Deductions	0.00	Partial Payments	0.00	Amount Payable	1,522.02	Advances	0.00	Method of Payment: Direct Deposit		<table> <tr> <td>Due Employee</td> <td>1,522.02</td> </tr> <tr> <td>Split Payment</td> <td>0.00</td> </tr> <tr> <td>Computed Split</td> <td>0.00</td> </tr> </table>				Due Employee	1,522.02	Split Payment	0.00	Computed Split	0.00	<div>Apply Advances</div>		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 <div> Receipts SAVE Cancel Help </div> </div>					
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway)

Introduction This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove from their old PDS to the Homeport of their new PDS (ship is homeported in Key West, FL). However, the ship was underway in Panama so the member had to travel to Panama from Key West.

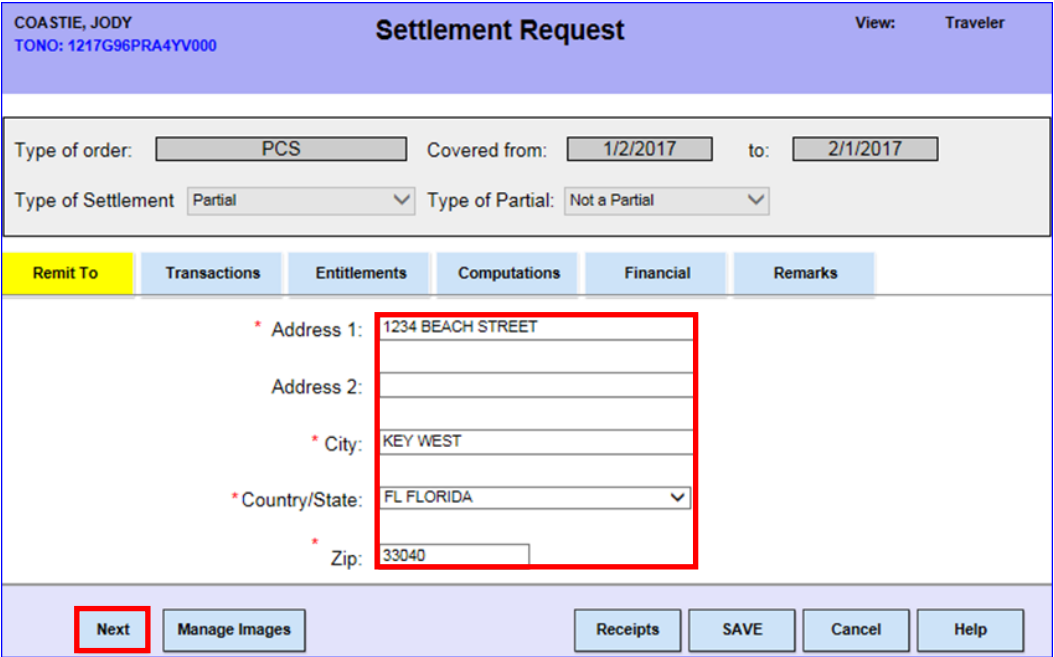
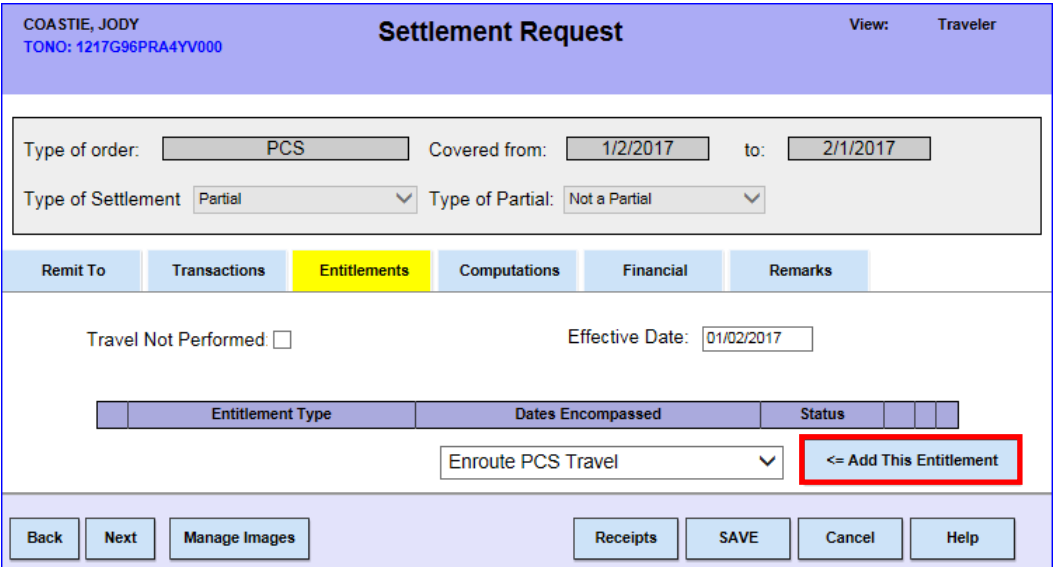
Procedures See below.

Step	Action
1	<p>When chasing the boat, you must select Change of Homeport from the Type of PCS drop-down.</p> 

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

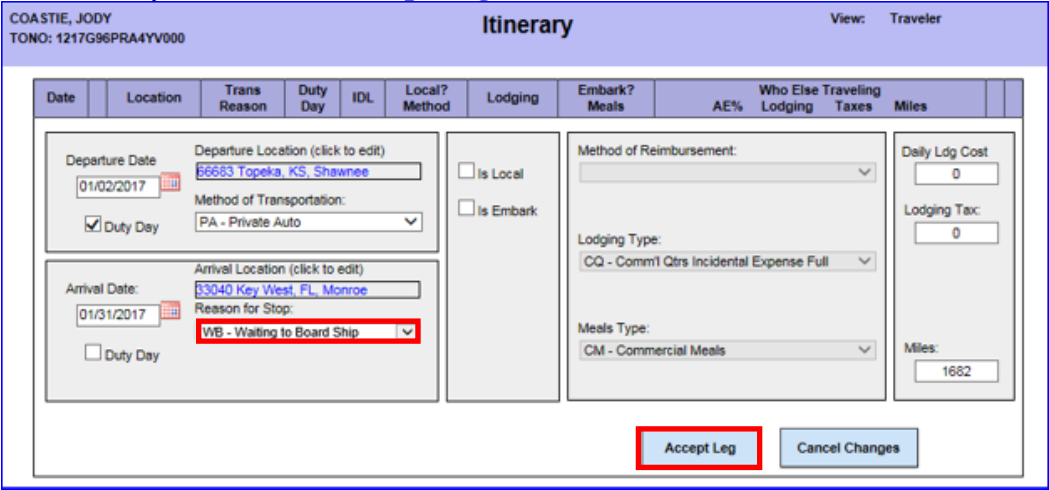
Procedures,
continued

Step	Action
2	<p>Update your address to reflect your new home address at your new PDS. Then click Next.</p>  <p>The screenshot shows the 'Settlement Request' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The 'View' is set to 'Traveler'. The form includes fields for 'Type of order' (PCS), 'Covered from' (1/2/2017), 'to' (2/1/2017), 'Type of Settlement' (Partial), and 'Type of Partial' (Not a Partial). Below these are tabs for 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks'. The 'Remit To' tab is active, showing address fields: 'Address 1' (1234 BEACH STREET), 'Address 2', 'City' (KEY WEST), 'Country/State' (FL FLORIDA), and 'Zip' (33040). A red box highlights the 'Next' button at the bottom left.</p>
3	<p>Click Add This Entitlement.</p>  <p>The screenshot shows the 'Settlement Request' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The 'View' is set to 'Traveler'. The form includes fields for 'Type of order' (PCS), 'Covered from' (1/2/2017), 'to' (2/1/2017), 'Type of Settlement' (Partial), and 'Type of Partial' (Not a Partial). Below these are tabs for 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks'. The 'Entitlements' tab is active, showing 'Travel Not Performed' (checkbox), 'Effective Date' (01/02/2017), and a table with columns 'Entitlement Type', 'Dates Encompassed', and 'Status'. The 'Entitlement Type' dropdown is set to 'Enroute PCS Travel'. A red box highlights the '<= Add This Entitlement' button at the bottom right.</p>

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

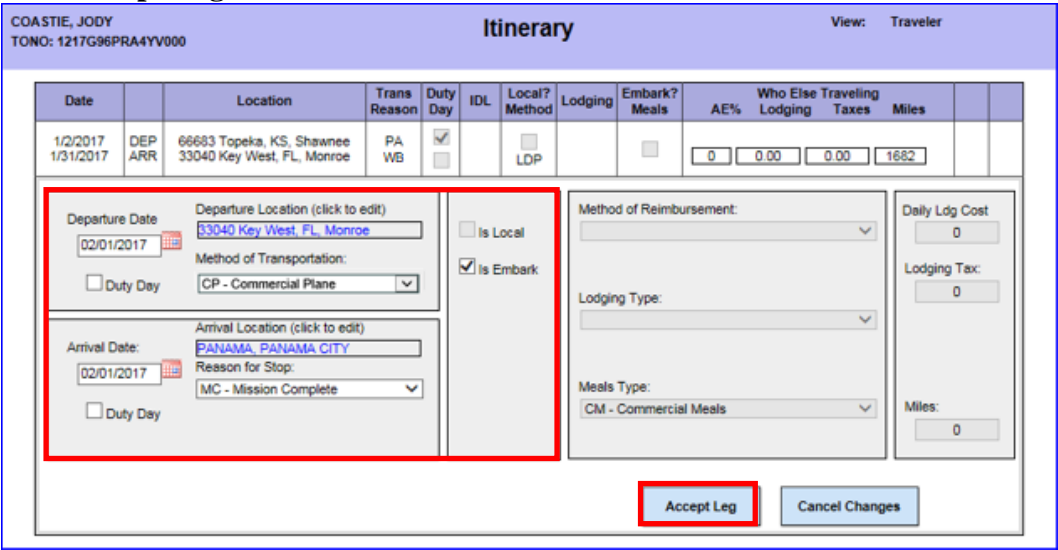
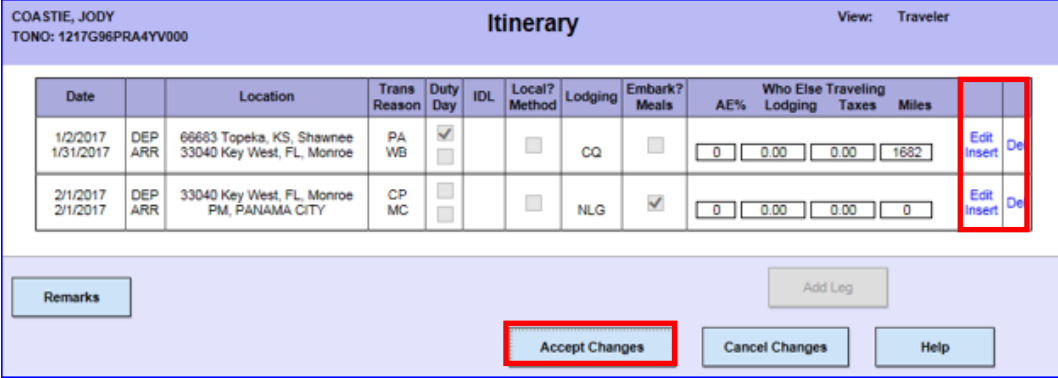
Procedures,
continued

Step	Action
4	<p>Enter the first leg of the itinerary to show the drive from the old PDS to the new Homeport. Since the ship is underway, select WB (Waiting to Board Ship) for your Reason for Stop since you didn't fly out until the next day. Ensure you use CP (Commercial Plane) for plane travel and WB for time spent waiting for next leg to meet the ship. WB ensures that days spent waiting at home port for ship are not paid out in the daily calculations. Members are not entitled for reimbursement for these days. Then click Accept Leg.</p>  <p>The screenshot shows the 'Itinerary' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The form is titled 'Itinerary' and has a 'View: Traveler' option. It contains several sections for inputting travel details:</p> <ul style="list-style-type: none"> Departure Information: Date (01/02/2017), Location (66663 Topeka, KS, Shawnee), Method of Transportation (PA - Private Auto), and a checked 'Duty Day' box. Arrival Information: Date (01/31/2017), Location (63040 Key West, FL, Monroe), and Reason for Stop (WB - Waiting to Board Ship, highlighted with a red box). Reimbursement and Costs: Method of Reimbursement (dropdown), Lodging Type (CQ - Comm1 Qtrs Incidental Expense Full), Meals Type (CM - Commercial Meals), Daily Ldg Cost (0), Lodging Tax (0), and Miles (1682). Buttons: 'Accept Leg' (highlighted with a red box) and 'Cancel Changes'.

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action
6	<p>Enter the last leg to show your flight to Panama to meet the boat. Ensure to use CP (Commercial Plane) vs TP (Government Transportation Provided) in the Departure Location. Don't forget to check the Is Embark box. When finished, click Accept Leg.</p>  <p>The screenshot shows the 'Itinerary' form for COASTIE, JODY. The form has a table with columns: Date, Location, Trans Reason, Duty Day, IDL, Local? Method, Lodging, Embark? Meals, AE%, Who Else Traveling, Lodging Taxes, Miles. The first leg is from 1/2/2017 to 1/31/2017, from 66683 Topeka, KS to 33040 Key West, FL, with Trans Reason PA WB. The 'Is Embark' checkbox is checked. The 'Accept Leg' button is highlighted with a red box.</p>
7	<p>This is what the finished itinerary should look like when completed with “WB” for the reason for stop at the ships homeport. If member flies, ensure that “CP” is used vice “TP” to ensure correct payment in the calculations. Click the Accept Changes button.</p> <p>Review the itinerary, make changes if needed and then click Accept Changes.</p>  <p>The screenshot shows the 'Itinerary' form for COASTIE, JODY. The form has a table with columns: Date, Location, Trans Reason, Duty Day, IDL, Local? Method, Lodging, Embark? Meals, AE%, Who Else Traveling, Lodging Taxes, Miles. The first leg is from 1/2/2017 to 1/31/2017, from 66683 Topeka, KS to 33040 Key West, FL, with Trans Reason PA WB. The second leg is from 2/1/2017 to 2/1/2017, from 33040 Key West, FL to 33040 Key West, FL, with Trans Reason CP MC. The 'Accept Changes' button is highlighted with a red box.</p>

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action														
8	<p>The miles in the Constructed Itinerary will populate. Click Accept Changes.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel View: Traveler</div> <div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/2/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 31</div> <div>End Date: 2/1/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table border="1"> <thead> <tr> <th>Depart Date</th> <th>Arrive Date</th> <th>To Location</th> <th>Auth. Miles</th> </tr> </thead> <tbody> <tr> <td>1/2/2017</td> <td>1/31/2017</td> <td>33040 Key West, FLORIDA</td> <td>1682</td> </tr> <tr> <td>2/1/2017</td> <td>2/1/2017</td> <td>PANAMA CITY, ...</td> <td>0</td> </tr> </tbody> </table> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div> </div> </div>	Depart Date	Arrive Date	To Location	Auth. Miles	1/2/2017	1/31/2017	33040 Key West, FLORIDA	1682	2/1/2017	2/1/2017	PANAMA CITY, ...	0		
Depart Date	Arrive Date	To Location	Auth. Miles												
1/2/2017	1/31/2017	33040 Key West, FLORIDA	1682												
2/1/2017	2/1/2017	PANAMA CITY, ...	0												
9	<p>Click Calcs.</p> <div> <div>COASTIE, JODY</div> <div>TONO: 1217G96PRA4YV000</div> <div>Settlement Request View: Traveler</div> <div> <div> <div>Type of order: PCS</div> <div>Covered from: 1/2/2017 to: 2/1/2017</div> <div>Type of Settlement: Partial</div> <div>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: 1/20/2017</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>1/2/2017-2/1/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <div> <div></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> </div> </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/2/2017-2/1/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status												
Edit	Enroute PCS Travel	1/2/2017-2/1/2017	Validated Data	Delete	Calcs	Comp									

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

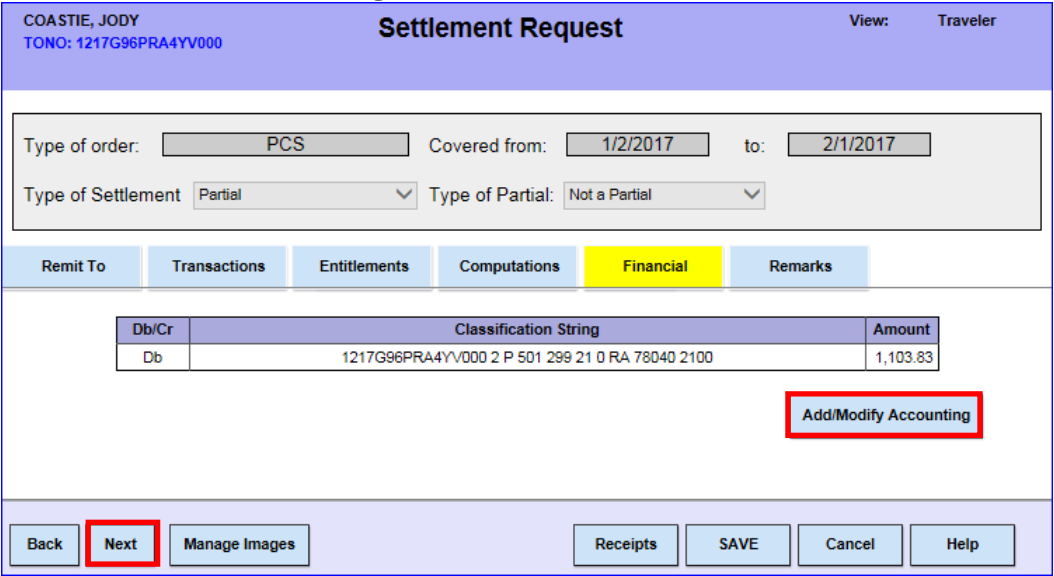

Procedures,
continued

Step	Action																																																																																																																																
10	<p>The Daily Expenses breakdown should show that you were paid for your driving days as well as your flying day. When finished reviewing, click Done.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Daily Expenses</div> <div>View: Traveler</div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incddl</th><th>M&IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr><td>01/27</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/28</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/29</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/30</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/31</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/01</td><td>LDP</td><td>173.00</td><td>99.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>74.25</td><td>74.25</td><td>0.00</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>784.25</td><td>0.00</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incddl	M&IE Amount	Total Amount	Lodging Tax	Taxable	01/27	FP											0.00	142.00	0.00		01/28	FP											0.00	142.00	0.00		01/29	FP											0.00	142.00	0.00		01/30	FP											0.00	142.00	0.00		01/31	FP											0.00	142.00	0.00		02/01	LDP	173.00	99.00	CM	CM	CM	0.00			Partial	Day	74.25	74.25	0.00														Total	784.25	0.00	
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action						
12	<p>Enter the Line of Accounting (LOA), then click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100</td> <td>1,103.83</td> </tr> </tbody> </table> <p>Add/Modify Accounting</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Db/Cr	Classification String	Amount	Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	1,103.83
Db/Cr	Classification String	Amount					
Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	1,103.83					
13	<p>Make sure you designate in the remarks what actually happened, then click Save.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Voucher Remarks:</p> <p>I drove from Topeka, KS to Key West, FL. Since the boat was underway, I had to fly to Panama City, Panama to meet it.</p> <p>Back Manage Images Receipts SAVE Cancel Help</p> <p>Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p>						

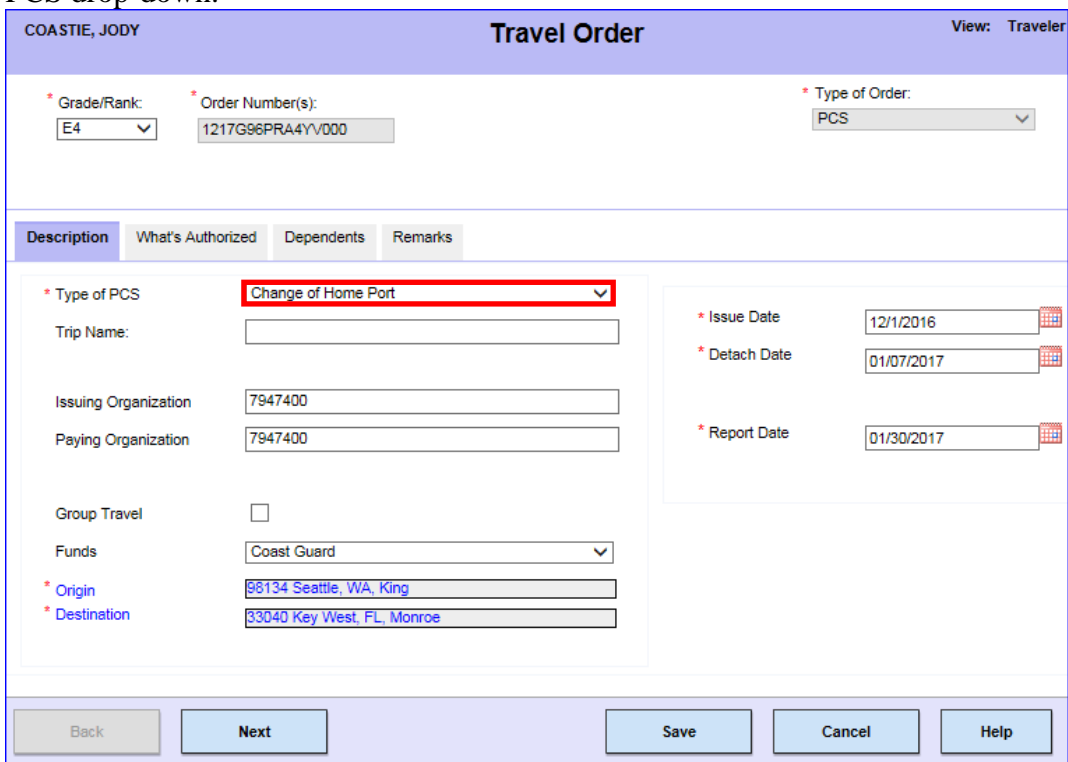
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway)

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the old PDS (boat) is underway in Cordova, AK. They need to fly to Seattle, then drive to their new Homeport in Key West, FL. Then they will fly to meet the new PDS that is underway in Panama City, Panama.

Procedures

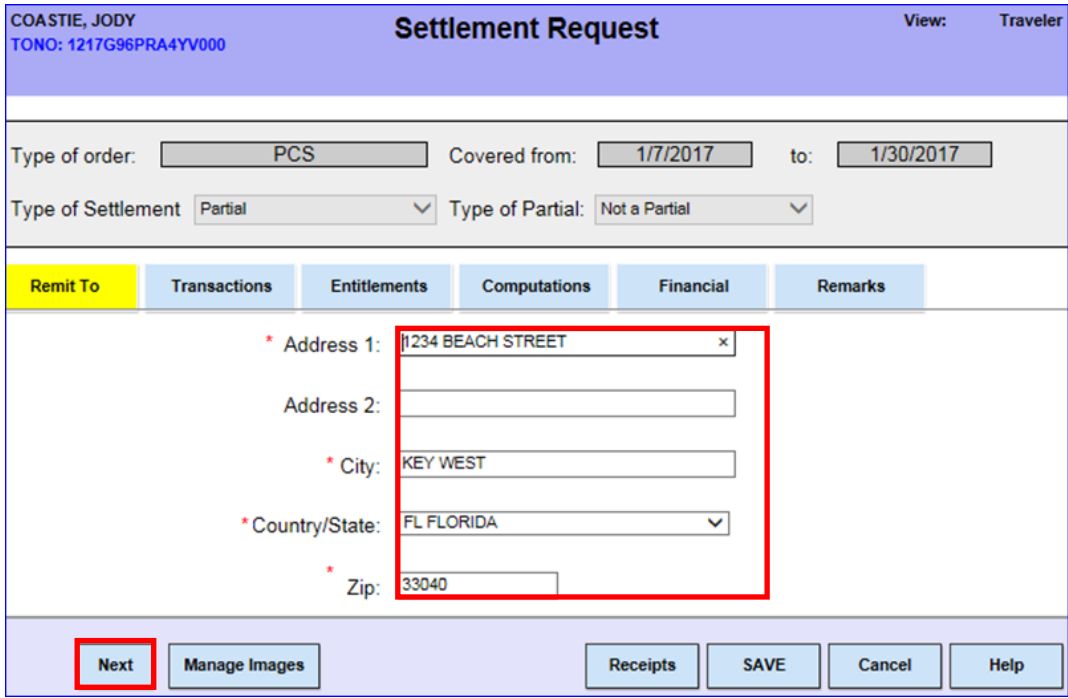
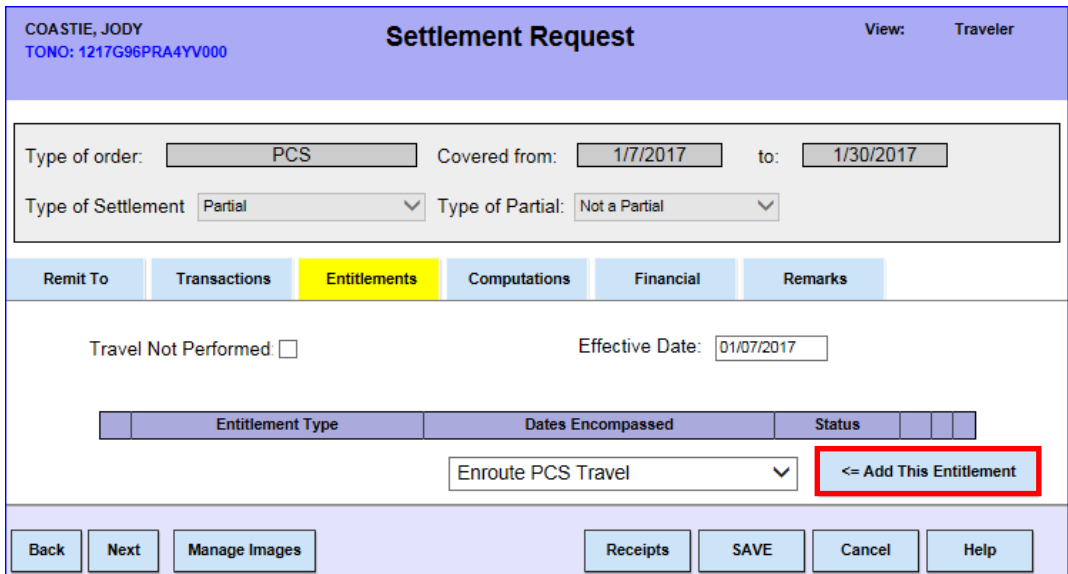
See below.

Step	Action
1	<p>When chasing the boat, you must select Change of Homeport from the Type of PCS drop-down.</p> 

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action
2	<p>Update your address to reflect your new home address at your new PDS. Then click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/7/2017 to: 1/30/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>* Address 1: 1234 BEACH STREET x</p> <p>Address 2:</p> <p>* City: KEY WEST</p> <p>* Country/State: FL FLORIDA</p> <p>* Zip: 33040</p> <p>Next Manage Images Receipts SAVE Cancel Help</p>
3	<p>Click Add This Entitlement.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/7/2017 to: 1/30/2017</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: 01/07/2017</p> <p>Entitlement Type Dates Encompassed Status</p> <p>Enroute PCS Travel <= Add This Entitlement</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action																										
4	<p>Enter the first leg of travel, don't forget to check the Is Embark box since you'll be flying over the ocean. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </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>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td> <div>Departure Date: 01/07/2017</div> <div>Arrival Date: 01/07/2017</div> </td> <td> <div>Departure Location (click to edit): 99574 Cordova, AK, Valdez-Cordova Census Area</div> <div>Arrival Location (click to edit): 98134 Seattle, WA, King</div> </td> <td> <div>Method of Transportation: TP - Govt. Proc. Plane</div> <div>Reason for Stop: AT - Awaiting Transportation</div> </td> <td> <div><input checked="" type="checkbox"/> Duty Day</div> <div><input type="checkbox"/> Duty Day</div> </td> <td> <div><input type="checkbox"/> Is Local</div> <div><input checked="" type="checkbox"/> Is Embark</div> </td> <td> <div>Method of Reimbursement: LDP - Lodging Plus</div> <div>Lodging Type:</div> <div>Meals Type: CM - Commercial Meals</div> </td> <td> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 0</div> </td> </tr> </tbody> </table> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles	<div>Departure Date: 01/07/2017</div> <div>Arrival Date: 01/07/2017</div>	<div>Departure Location (click to edit): 99574 Cordova, AK, Valdez-Cordova Census Area</div> <div>Arrival Location (click to edit): 98134 Seattle, WA, King</div>	<div>Method of Transportation: TP - Govt. Proc. Plane</div> <div>Reason for Stop: AT - Awaiting Transportation</div>	<div><input checked="" type="checkbox"/> Duty Day</div> <div><input type="checkbox"/> Duty Day</div>	<div><input type="checkbox"/> Is Local</div> <div><input checked="" type="checkbox"/> Is Embark</div>	<div>Method of Reimbursement: LDP - Lodging Plus</div> <div>Lodging Type:</div> <div>Meals Type: CM - Commercial Meals</div>	<div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 0</div>						
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5	<p>Now enter the next leg showing your drive from Seattle to your new PDS Homeport. Then click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </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>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>1/7/2017 1/7/2017</td> <td>DEP ARR</td> <td>99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King</td> <td>TP AT</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td>LDP</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> </tr> </tbody> </table> <div> <div> <div>Departure Date: 01/07/2017</div> <div>Arrival Date: 01/22/2017</div> </div> <div> <div>Departure Location (click to edit): 98134 Seattle, WA, King</div> <div>Arrival Location (click to edit): 33040 Key West, FL, Monroe</div> </div> <div> <div>Method of Transportation: PA - Private Auto</div> <div>Reason for Stop: LV - Leave</div> </div> <div> <div><input type="checkbox"/> Duty Day</div> <div><input type="checkbox"/> Duty Day</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: CQ - Comm'l Qtrs Incidental Expense Full</div> <div>Meals Type: M&IE: 69.00 CM - Commercial Meals</div> </div> <div> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 0</div> </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles	1/7/2017 1/7/2017	DEP ARR	99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King	TP AT	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	LDP	<input checked="" type="checkbox"/>		0	0.00	0.00	0
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action																																																								
6	<p>Since you cannot fly overseas from a Leave status, you must enter a leg to show a change in status. The Departure and Arrival Dates must match. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th> <th></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>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>1/7/2017 1/7/2017</td> <td>DEP ARR</td> <td>99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King</td> <td>TP AT</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td>1/7/2017 1/22/2017</td> <td>DEP ARR</td> <td>98134 Seattle, WA, King 33040 Key West, FL, Monroe</td> <td>PA LV</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>CQ</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>3486</td> <td></td> </tr> </tbody> </table> <div> <div> <div> Departure Date: 01/23/2017 <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 33040 Key West, FL, Monroe Method of Transportation: CS - Change Status </div> </div> <div> <div> Arrival Date: 01/23/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): 33040 Key West, FL, Monroe Reason for Stop: AT - Awaiting Transportation </div> </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: LDP - Lodging Plus Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0 </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	1/7/2017 1/7/2017	DEP ARR	99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0	0.00	0.00	0		1/7/2017 1/22/2017	DEP ARR	98134 Seattle, WA, King 33040 Key West, FL, Monroe	PA LV	<input type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	3486															
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7	<p>Finally, add your last leg of travel to show your flight to the new boat. Don't forget to check the Is Embark box, then click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th> <th></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>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>1/7/2017 1/7/2017</td> <td>DEP ARR</td> <td>99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King</td> <td>TP AT</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> <tr> <td>1/7/2017 1/22/2017</td> <td>DEP ARR</td> <td>98134 Seattle, WA, King 33040 Key West, FL, Monroe</td> <td>PA LV</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>CQ</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>3486</td> <td></td> </tr> <tr> <td>1/23/2017 1/23/2017</td> <td>DEP ARR</td> <td>33040 Key West, FL, Monroe 33040 Key West, FL, Monroe</td> <td>CS AT</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td></td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td></td> </tr> </tbody> </table> <div> <div> <div> Departure Date: 01/23/2017 <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 33040 Key West, FL, Monroe Method of Transportation: TP - Govt. Proc. Plane </div> </div> <div> <div> Arrival Date: 01/23/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): 33040 Key West, FL, Monroe Reason for Stop: MC - Mission Complete </div> </div> <div> <input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: M&IE: 99.00 CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0 </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	1/7/2017 1/7/2017	DEP ARR	99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0	0.00	0.00	0		1/7/2017 1/22/2017	DEP ARR	98134 Seattle, WA, King 33040 Key West, FL, Monroe	PA LV	<input type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	3486		1/23/2017 1/23/2017	DEP ARR	33040 Key West, FL, Monroe 33040 Key West, FL, Monroe	CS AT	<input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0	0.00	0.00	0	
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

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continued

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action												
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Procedures,
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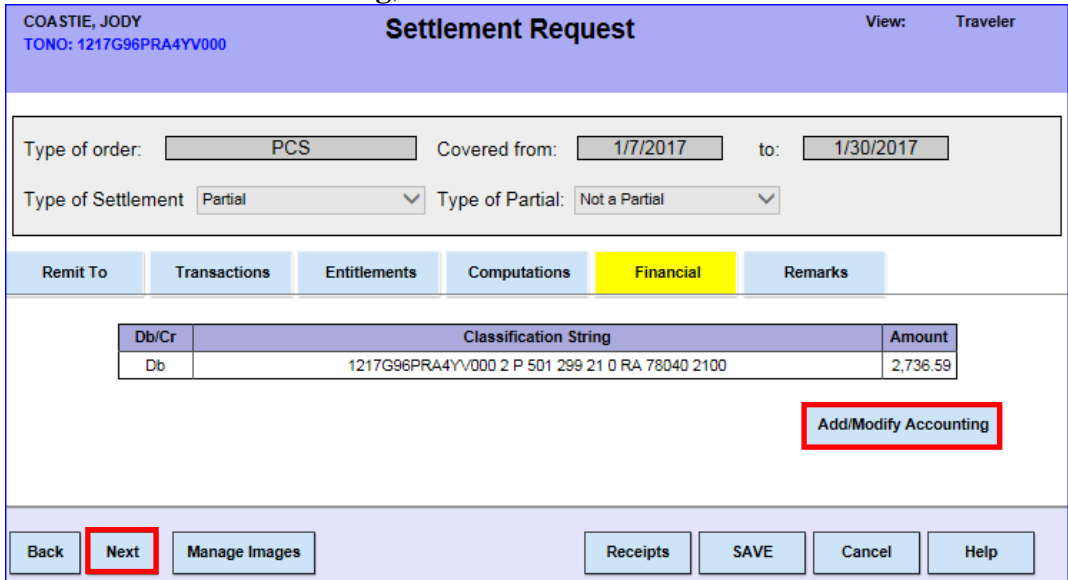
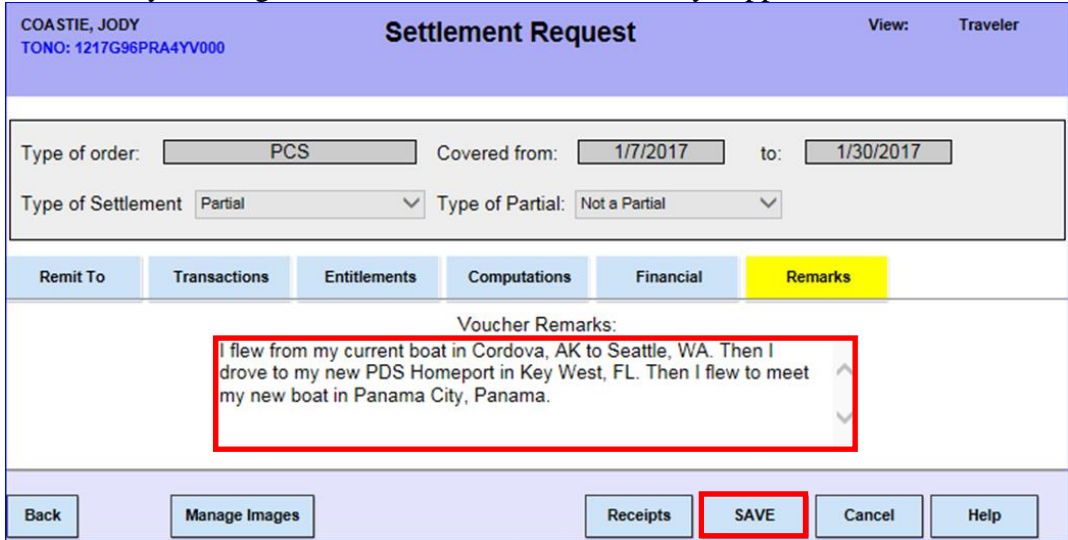
Procedures,
continued

Step	Action								
13	<p>Check the Computations tab for accuracy. Click Next.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Settlement Request</div> <div>View: Traveler</div> </div> </div> <div> <div> Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/7/2017"/> to: <input type="text" value="1/30/2017"/> </div> <div> Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/> </div> </div> <div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <div> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>1,494.25</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>580.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>662.34</td> </tr> </tbody> </table> <div> Method of Payment: <input type="text" value="Direct Deposit"/> </div> <div> <input type="button" value="Apply Advances"/> </div> </div> <div> <div> Total Entitlement: <input type="text" value="2,736.59"/> Deductions: <input type="text" value="0.00"/> Partial Payments: <input type="text" value="0.00"/> Amount Payable: <input type="text" value="2,736.59"/> Advances: <input type="text" value="0.00"/> </div> <div> Due Employee: <input type="text" value="2,736.59"/> Split Payment: <input type="text" value="0.00"/> Computed Split: <input type="text" value="0.00"/> </div> </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> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> </div> <div> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div> </div>	Description	Total	Memb/Emp PCS Per Diem	1,494.25	Memb/Emp Transportation	580.00	Memb/Emp MALT	662.34
Description	Total								
Memb/Emp PCS Per Diem	1,494.25								
Memb/Emp Transportation	580.00								
Memb/Emp MALT	662.34								

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

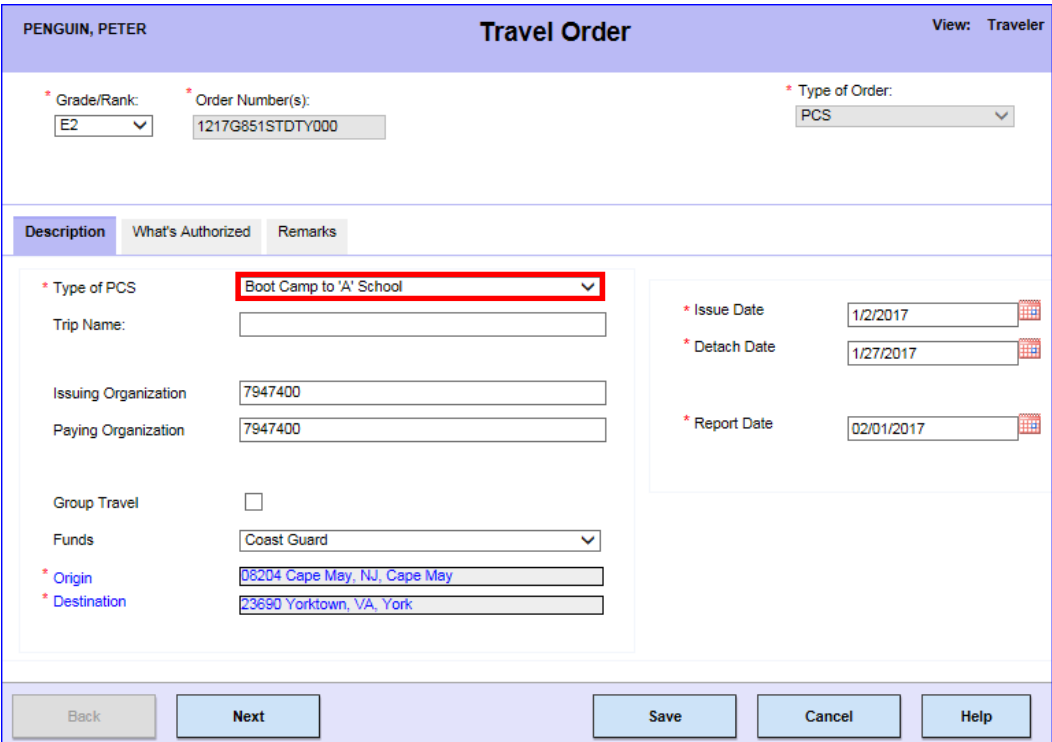
Procedures,
continued

Step	Action						
14	<p>Enter the Line of Accounting, then click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/7/2017 to: 1/30/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100</td> <td>2,736.59</td> </tr> </tbody> </table> <p>Add/Modify Accounting</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Db/Cr	Classification String	Amount	Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	2,736.59
Db/Cr	Classification String	Amount					
Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	2,736.59					
15	<p>Make sure you designate in the remarks what actually happened, then click Save.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/7/2017 to: 1/30/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Voucher Remarks:</p> <p>I flew from my current boat in Cordova, AK to Seattle, WA. Then I drove to my new PDS Homeport in Key West, FL. Then I flew to meet my new boat in Panama City, Panama.</p> <p>Back Manage Images Receipts SAVE Cancel Help</p> <p>Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p>						

PCS – Boot Camp to “A” School

Introduction This section shows how to account for a member who is going from Boot Camp to “A” School.

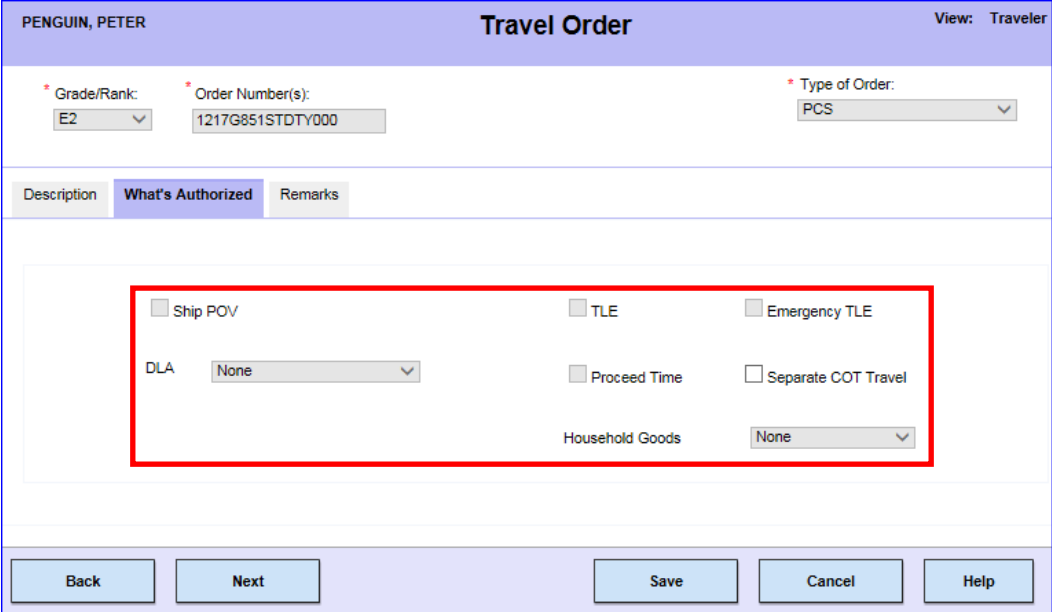
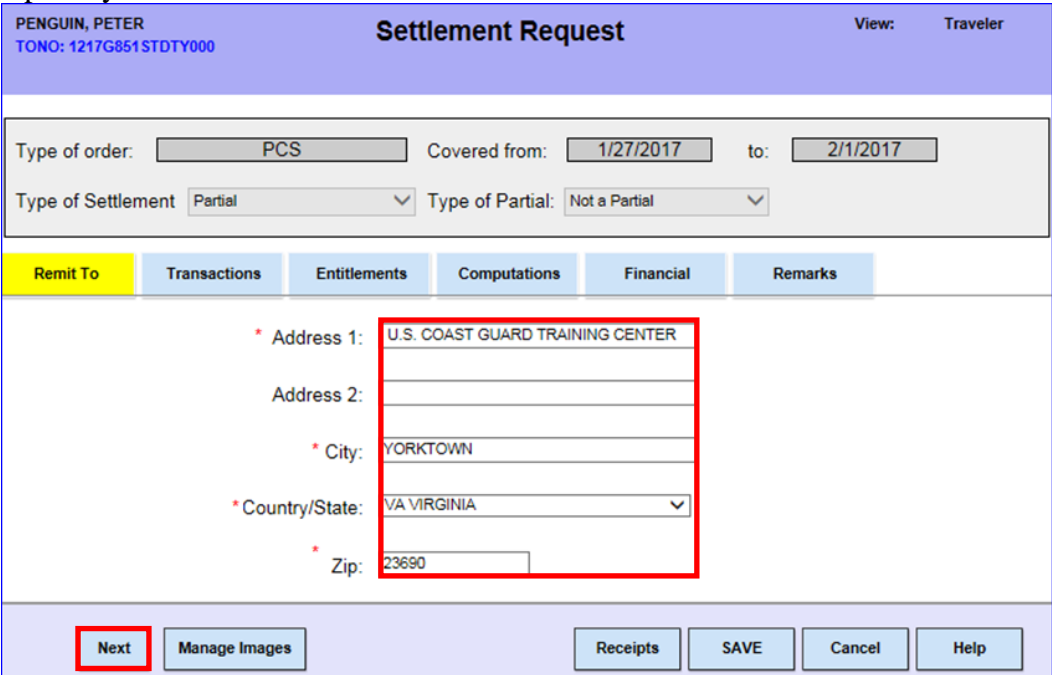
Procedures See below.

Step	Action
1	<p>Make sure you select Boot Camp to “A” School from the Type of PCS drop-down.</p> 

Continued on next page

PCS – Boot Camp to “A” School, Continued

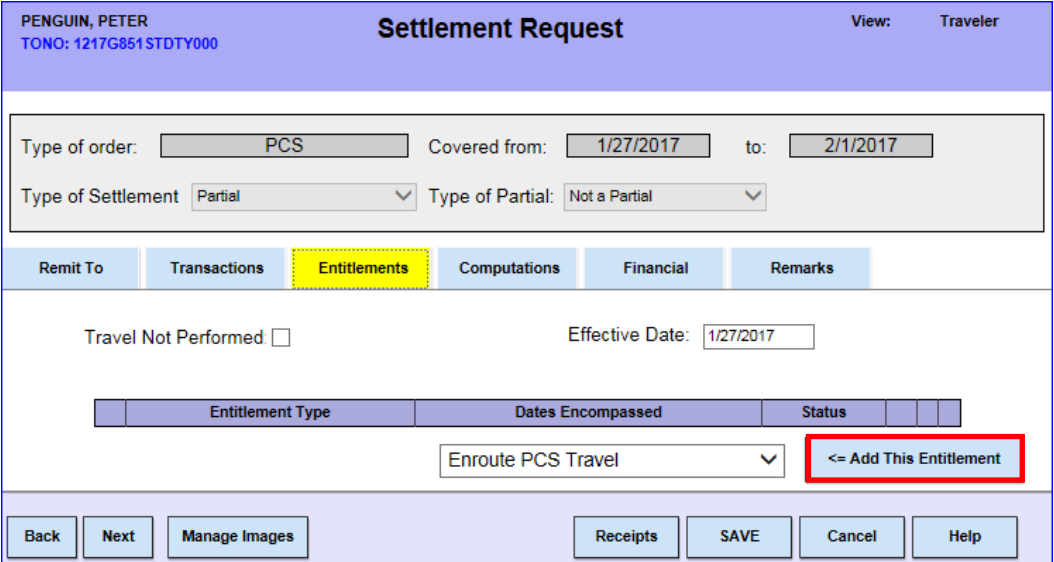
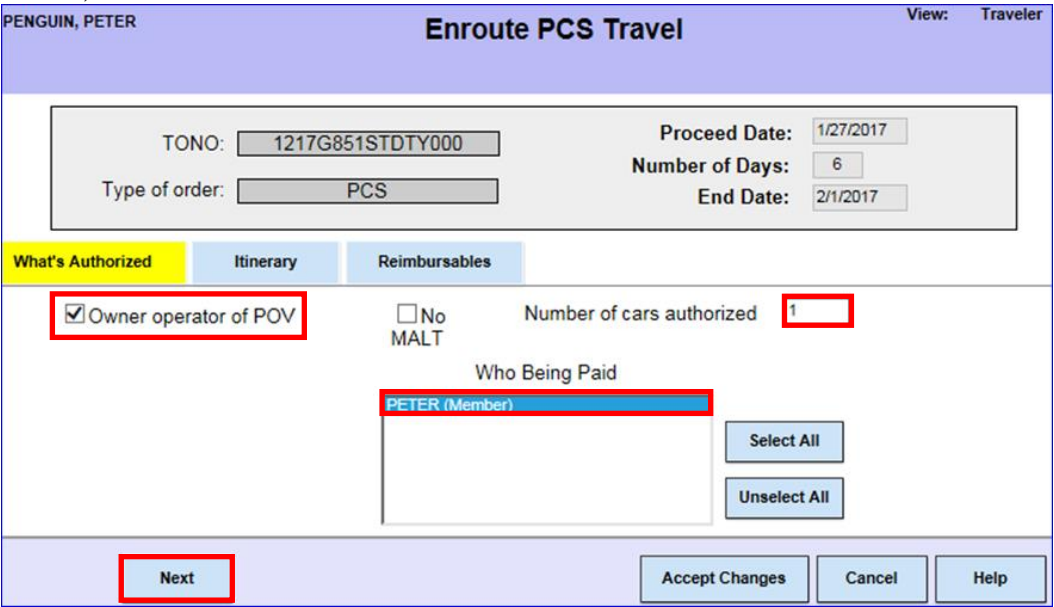
Procedures,
continued

Step	Action
2	<p>Notice all entitlements on the What's Authorized tab are greyed out. There are no entitlements.</p> 
3	<p>Update your new address at “A School. Then click Next.</p> 

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action
4	<p>Click Add This Entitlement.</p> 
5	<p>Check the Owner operator of POV box, leave the number of cars authorized as one, select the member and then click Next.</p> 

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action																																			
6	<p>Enter in the Itinerary. Members can either drive (if someone brought them their vehicle) or fly to get to “A” school. When finished, click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Itinerary View: Traveler </div> </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>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> Departure Date: 01/27/2017 <input checked="" type="checkbox"/> Duty Day </td><td> Departure Location (click to edit): 08204 Cape May, NJ, Cape May Method of Transportation: PA - Private Auto </td><td></td><td></td><td></td><td> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </td><td></td><td> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </td><td></td><td></td><td> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 203 </td></tr> <tr> <td> Arrival Date: 02/01/2017 <input type="checkbox"/> Duty Day </td><td> Arrival Location (click to edit): Yorktown CG Reserve Trng Cntr, V... Reason for Stop: MC - Mission Complete </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> Accept Leg Cancel Changes </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	Departure Date: 01/27/2017 <input checked="" type="checkbox"/> Duty Day	Departure Location (click to edit): 08204 Cape May, NJ, Cape May Method of Transportation: PA - Private Auto				<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals			Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 203	Arrival Date: 02/01/2017 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Yorktown CG Reserve Trng Cntr, V... Reason for Stop: MC - Mission Complete										
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Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action						
8	<p>Input your Line of Accounting, Upload Images and Save your claim.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017 Type of Settlement Partial Type of Partial: Not a Partial </div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <table border="1"> <thead> <tr> <th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Db</td><td>1217G851STDY000 2 P 501 299 21 0 RA 78045 2104</td><td>180.57</td></tr> </tbody> </table> <div>Add/Modify Accounting</div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>	Db/Cr	Classification String	Amount	Db	1217G851STDY000 2 P 501 299 21 0 RA 78045 2104	180.57
Db/Cr	Classification String	Amount					
Db	1217G851STDY000 2 P 501 299 21 0 RA 78045 2104	180.57					

PCS – Separation/Retirement

Information

Separation and Retirement PCS claims must be mailed via 1st Class Mail to PPC for manual processing. This is because the effective date of the orders will be after the member leaves the CG unit and will no longer have access to TPAX.

Note: PPC cannot process separation/retirement claims until the effective date of separation regardless of when the member traveled.

Timeframe

When separating, a member has 180 days to elect to relocate to their Home of Record/Home of Selection.

Members that retire have one year to elect to relocate to their Home of Record/Home of Selection.

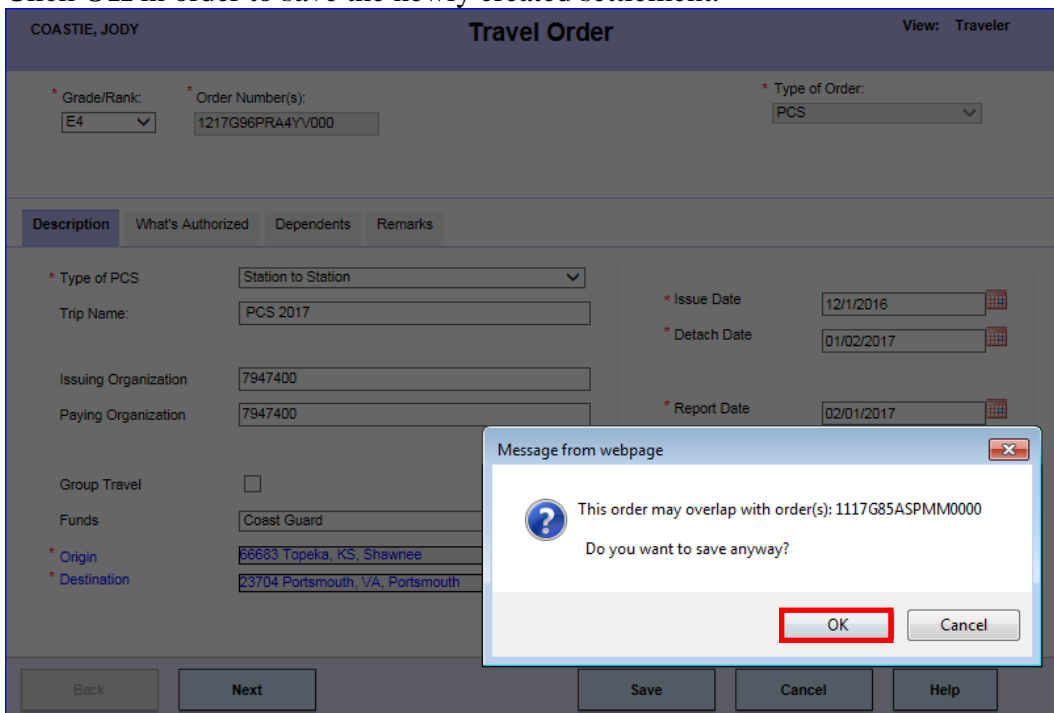
PCS with TDY Enroute (TEM DU)

Introduction

This section shows how to account for a member who performed Temporary Duty enroute from their old PDS to their new PDS. For the purposes of this example the TDY TONO and TPAX Claim were created first. We will focus on the PCS claim with the TDY already created.

Procedures

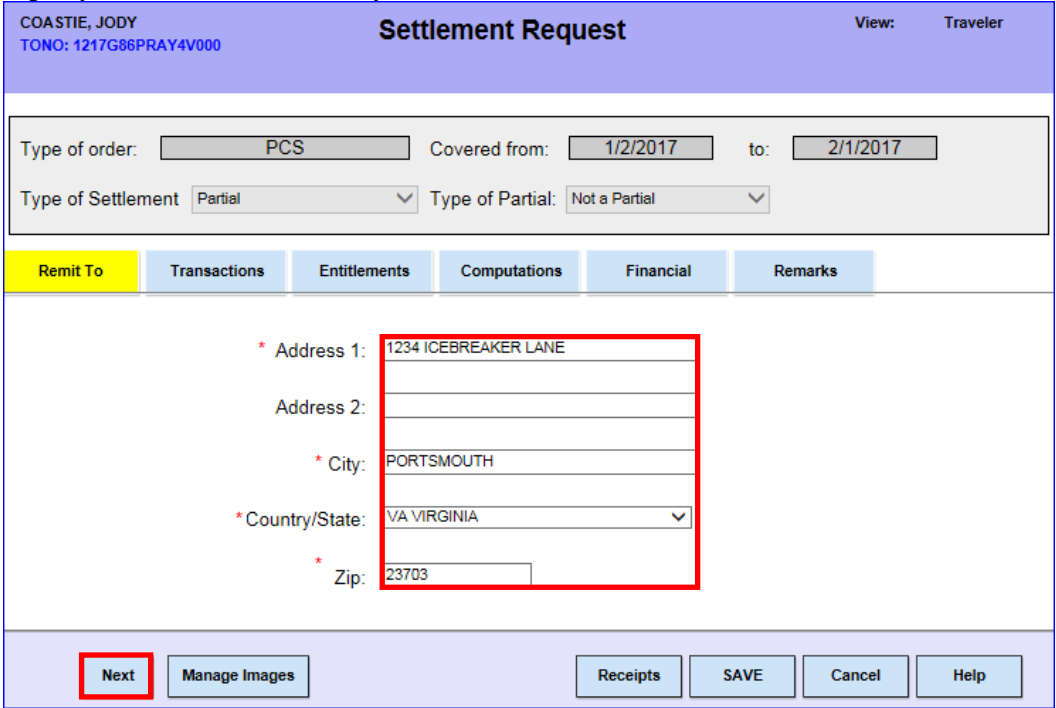

See below.

Step	Action
1	<p>TPAX will inform you that the PCS TONO may conflict with the TDY TONO. Click OK in order to save the newly created settlement.</p>  <p>The screenshot shows the 'Travel Order' form for COASTIE, JODY. The form includes fields for Grade/Rank (E4), Order Number(s) (1217G96PRA4YV000), and Type of Order (PCS). Below these are tabs for Description, What's Authorized, Dependents, and Remarks. The Description tab is active, showing fields for Type of PCS (Station to Station), Trip Name (PCS 2017), Issuing Organization (7947400), Paying Organization (7947400), Group Travel (unchecked), Funds (Coast Guard), Origin (66683 Topeka, KS, Shawnee), and Destination (23704 Portsmouth, VA, Portsmouth). A 'Message from webpage' dialog box is overlaid on the form, displaying a warning icon and the text: 'This order may overlap with order(s): 1117G85ASPM0000. Do you want to save anyway?'. The 'OK' button in the dialog box is highlighted with a red rectangle. At the bottom of the form are buttons for Back, Next, Save, Cancel, and Help.</p>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action
2	<p>Input your home address at your new PDS. Then click Next.</p>  <p>COASTIE, JODY TONO: 1217G86PRAY4V000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>* Address 1: 1234 ICEBREAKER LANE</p> <p>Address 2:</p> <p>* City: PORTSMOUTH</p> <p>* Country/State: VA VIRGINIA</p> <p>* Zip: 23703</p> <p>Next Manage Images Receipts SAVE Cancel Help</p>
3	<p>Any Advances entered would display here. Click Next.</p>  <p>COASTIE, JODY TONO: 1217G86PRAY4V000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017</p> <p>Type of Settlement: Partial Type of Partial: Not a Partial</p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Locked Date Type Amount</p> <p>View Advances</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action
4	<p>Click Add This Entitlement.</p>
5	<p>Check the Owner operator of POV box, leave the number of cars authorized as one, select the member and then click Next.</p>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																										
6	<p>Select Greater than or equal to 24 hours from the Duration of Travel drop-down.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> TONO: 1217G86PRAY4V000 Type of order: PCS </div> <div> Proceed Date: 1/2/2017 Number of Days: 31 End Date: 2/1/2017 </div> </div> <div> What's Authorized Itinerary Reimbursables </div> <p>Duration of travel: No trip itinerary to be entered Greater than or equal to 24 hours</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>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td colspan="13" style="text-align: center;">Add / Edit Trip Itinerary</td></tr> </tbody> </table> <div> Back Next Accept Changes Cancel Help </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	Add / Edit Trip Itinerary												
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles															
Add / Edit Trip Itinerary																											

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																																																																											
7	<p>DO NOT INCLUDE THIS TRAVEL IN YOUR PCS CLAIM. In this Scenario, the TDY TONO was already entered. DO NOT include the TDY travel dates in the Itinerary. This screenshot is the TDY trip that was previously entered. Ensure your dates of departure and arrival are correct and authorized by your orders.</p> <div> <div>COASTIE, JODY TONO: 1117G85ASPM0000</div> <div> Itinerary <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/9/2017</td><td>DEP</td><td>20593 US Coast Guard, DC, Dist of Columbia</td><td>CS</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td>CM</td><td>0</td><td>182.00</td><td>11.50</td><td>0</td><td>Edit</td><td>Del</td></tr> <tr> <td>1/9/2017</td><td>ARR</td><td>20593 US Coast Guard, DC, Dist of Columbia</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td>LDP</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Insert</td><td></td></tr> <tr> <td>1/14/2017</td><td>DEP</td><td>20593 US Coast Guard, DC, Dist of Columbia</td><td>CS</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Edit</td><td>Del</td></tr> <tr> <td>1/14/2017</td><td>ARR</td><td>20591 Washington, DC, Dist of Columbia</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Insert</td><td></td></tr> </tbody> </table> <div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles			1/9/2017	DEP	20593 US Coast Guard, DC, Dist of Columbia	CS	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	CM	0	182.00	11.50	0	Edit	Del	1/9/2017	ARR	20593 US Coast Guard, DC, Dist of Columbia	TD	<input checked="" type="checkbox"/>		LDP							Insert		1/14/2017	DEP	20593 US Coast Guard, DC, Dist of Columbia	CS	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	0	Edit	Del	1/14/2017	ARR	20591 Washington, DC, Dist of Columbia	MC	<input type="checkbox"/>									Insert	
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles																																																																
1/9/2017	DEP	20593 US Coast Guard, DC, Dist of Columbia	CS	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	CM	0	182.00	11.50	0	Edit	Del																																																														
1/9/2017	ARR	20593 US Coast Guard, DC, Dist of Columbia	TD	<input checked="" type="checkbox"/>		LDP							Insert																																																															
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1/14/2017	ARR	20591 Washington, DC, Dist of Columbia	MC	<input type="checkbox"/>									Insert																																																															

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures, continued

Step	Action																																																					
8	<p>This screenshot is the PCS trip that DOES NOT include the specifics of the TDY travel. Select the DL (Designated Location) option from the Reason for Stop drop-down. If the member flies at a point in the itinerary, ensure to use CP (commercial plane) vice TP (Government Procured Plane) to ensure correct payment on the calculations. This will ensure that the days spent in a TDY status are not paid out on the PCS travel claim. If your itinerary is correct, click Accept Changes.</p> <p>Enroute PCS Travel View: Traveler</p> <p>TONO: 1217G96PRA4YV000 Proceed Date: 1/1/2017 Type of order: PCS Number of Days: 23 End Date: 1/23/2017</p> <p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p> <p>Duration of travel: Greater than or equal to 24 hours</p> <table border="1"> <thead> <tr> <th>Date</th> <th></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's Traveling Concurrently</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>1/2/2017 1/9/2017</td> <td>DEP ARR</td> <td>Topeka, KANSAS 20593 US Coas...</td> <td>PA DL</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CQ</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>1126</td> </tr> <tr> <td>1/14/2017 2/1/2017</td> <td>DEP ARR</td> <td>20593 US Coas... 23704 Portsmouth, VIRGINIA</td> <td>PA MC</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>NLG</td> <td><input type="checkbox"/></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>199</td> </tr> </tbody> </table> <p>Add / Edit Trip Itinerary</p> <p>Back Next Exceptions Occasionals Accept Changes Cancel Help</p> <p>Note: The Departure Date is prior to the TDY and it matches your departure date from your old PDS.</p>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently														AE%	Lodging	Taxes	Miles	1/2/2017 1/9/2017	DEP ARR	Topeka, KANSAS 20593 US Coas...	PA DL	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	1126	1/14/2017 2/1/2017	DEP ARR	20593 US Coas... 23704 Portsmouth, VIRGINIA	PA MC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	199
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who's Traveling Concurrently																																													
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PCS with TDY Enroute (TEM DU), Continued

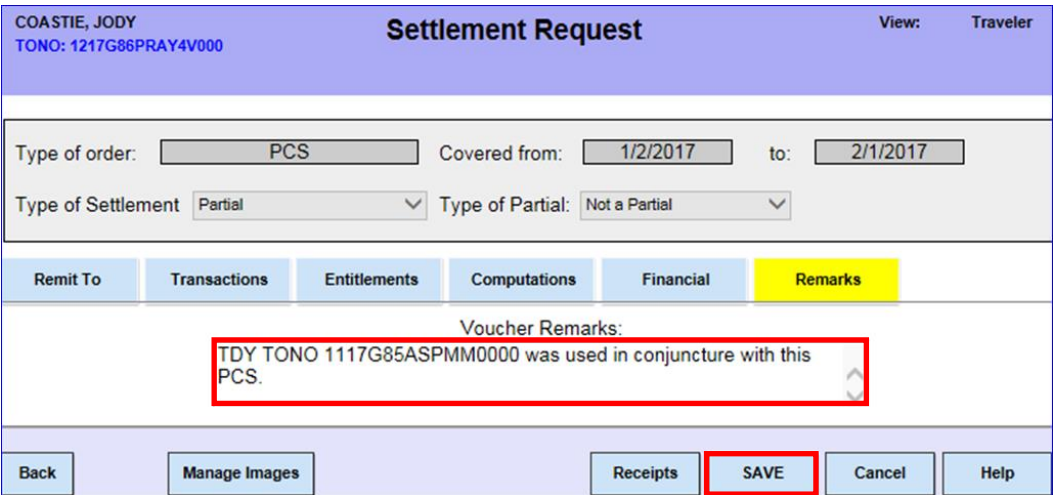

Procedures,
continued

Step	Action
9	<p>Go to the Computations tab and check your calculations for accuracy. Click Next.</p>
10	<p>Click Add/Modify Accounting to add your Line of Accounting, then click Next.</p>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action
11	<p>Enter your Voucher Remarks. Make sure to include your TDY TONO. When finished click Save.</p>  <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p>
12	<p>After attaching your images to your claims, release them to the Authorizing Official by selecting the claims and clicking the Release for Approval button.</p> 

Travel Time Less Than Authorized

Introduction

This section shows how to account for a member using less travel time than authorized. This member was authorized leave but at the last minute chose not to take it and drove straight through.

Procedures

See below.

Step	Action																										
1	<p>When entering the Itinerary, enter each leg as it actually occurred. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </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>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td colspan="13"> <div> <div> <div>Departure Date: 01/01/2017</div> <div>Departure Location (click to edit): 33131 Miami, FL, Miami-Dade</div> <div>Method of Transportation: PA - Private Auto</div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/05/2017</div> <div>Arrival Location (click to edit): 94501 Alameda, CA, Alameda</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: 3100</div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </td></tr></tbody></table></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: 01/01/2017</div> <div>Departure Location (click to edit): 33131 Miami, FL, Miami-Dade</div> <div>Method of Transportation: PA - Private Auto</div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/05/2017</div> <div>Arrival Location (click to edit): 94501 Alameda, CA, Alameda</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: 3100</div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div>												
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Continued on next page

Travel Time Less Than Authorized, Continued

Procedures,
continued

Step	Action														
3	<p>To see how many days the member is actually getting paid, click Calcs.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 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: 1/20/2017 </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>1/1/2017-1/5/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </tbody> </table> <div> <input type="text"/> <= Add This Entitlement </div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/5/2017	Validated Data	Delete	Calcs	Comp
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