PCS Claim – Member with Dependent Travel

Overview

Introduction

This tutorial provides procedures for entering a PCS claim in TPAX for a member traveling with their dependents.

Use the Member with Dependent Travel 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)

Dependents' Address

The address of the dependents at the time of receiving orders **MUST** be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.

Scanning Documents

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

- Signed PCS Orders
- Lodging Receipts with proof of payment (for TLE reimbursement)
- Airfare/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.

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Overview, Continued

CG Finance Center

The Coast Guard Finance Center (FINCEN) processes the following:
- Personally Procured Moves (PPM)
- Privately Owned Vehicle (POV) Shipment
- POV Storage
- Temporary Lodging Allowance (TLA) Claims

Do **NOT** send these items to PPC. They will be returned and you will only prolong payment.

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.

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.

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
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Overview, Continued

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Member with Dependent Travel

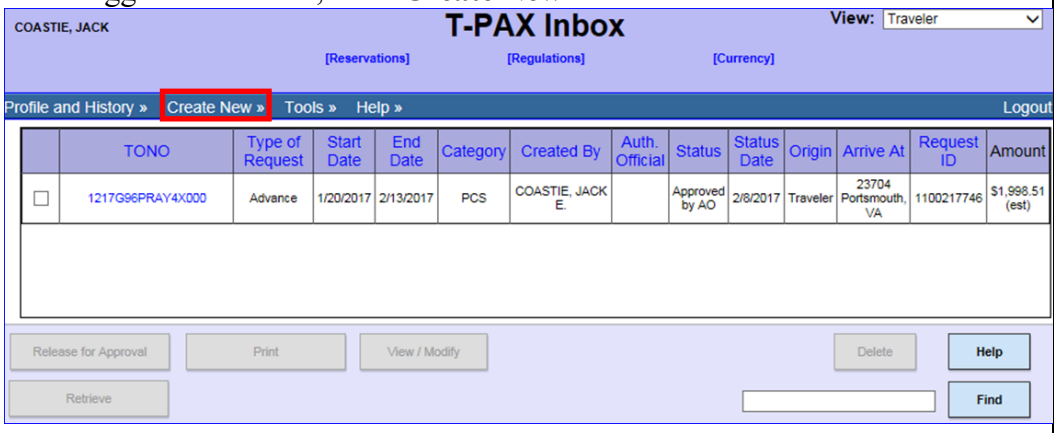
Introduction

This guide provides the procedures for a member traveling with dependents. 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 with dependents traveling at the same time in the same privately owned vehicle from one CONUS Permanent Duty Station (PDS) to the next CONUS Permanent Duty Station (PDS). This member also received an Advance before traveling.

Procedures

See below.

Step	Action
1	Once logged into TPAX, click **Create New**. 
2	Click **Settlement Request**.

Continued on next page

Member with Dependent Travel, Continued

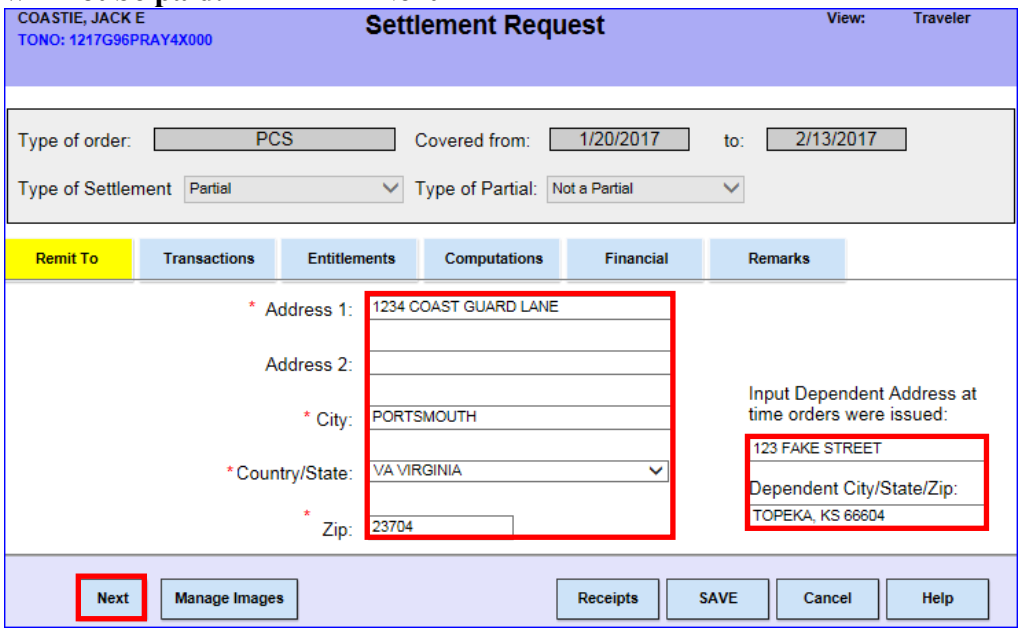
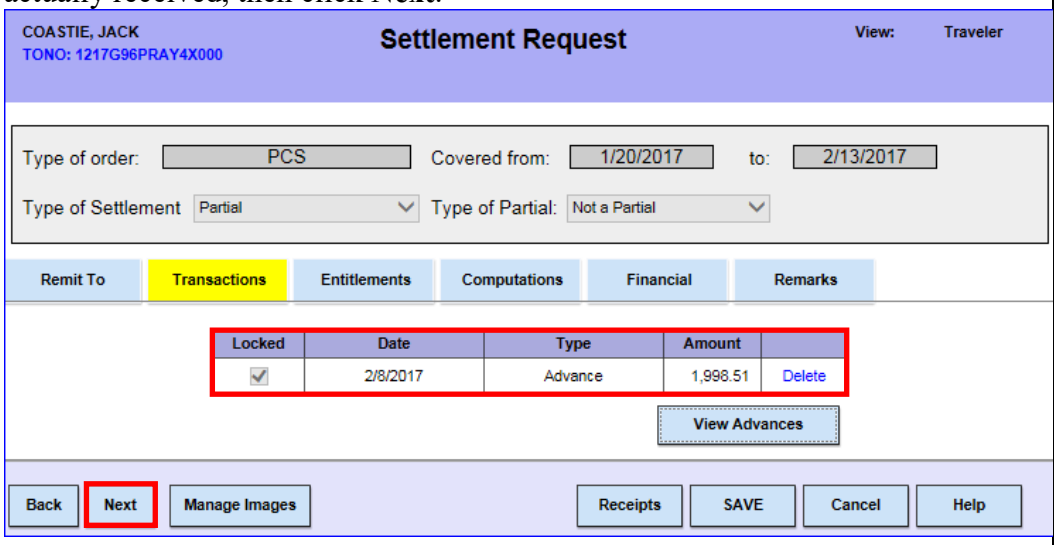
Procedures, continued

Step	Action
3	Select the **TONO** that you received the advance for from the list. COASTIE, JACK — **Travel Order Selection** — View: Traveler Settlement TONO: Order Number: 1217G96PRAY4X000 | Del | Category: PCS | Start Date: 1/20/2017 | End Date: 2/13/2017 | Who Created Obl. | Date Obl. Select an existing order or enter a new order number with which you wish to work and then click the OK button OK | Cancel | Help
4	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, 02/13/2017 – (4) +1, 2/13/17-4=2/09/17 + 1 = 2/10/17, the effective date of orders is 2/10/17. **Travel Itinerary and Authorized Absences:** Date / Type / Duty/Leave / Days 01/20/2017 Depart Duty 01/21/2017 Leave INCONUS 16 02/06/2017 Proceed Time 4 02/10/2017 Travel Time 4 02/13/2017 Report Duty 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.

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
5	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. **The address of the dependents at the time of receiving orders MUST be typed here or DLA with and dependent travel will not be paid.** Then click **Next**. 
6	Any Advances entered would display here. Verify the amount matches what you actually received, then click **Next**. 

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
7	Enter the **Effective Date** of Orders that you calculated previously. Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**.
8	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. Since all family members traveled together, select them all. Click **Next**.

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
9	Select **Greater than or equal to 24 hours** from the Duration of Travel drop-down.
10	The Itinerary page will display. The **Departure Date** must be the departing date on the orders. The **Departure Location** will auto populate. Leave the **Method of Transportation** as PA – Private Auto. Do not touch the **Duty Day** boxes. Update the **Arrival Date** to reflect the date you reported to the new PDS location. This **MUST** match the actual report date in DA.

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
11	Click the **Arrival Location** link to enter the new PDS.
12	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**.

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
13	Select the **Reason for Stop**. If this is your final destination, click **MC - Mission Complete**.
14	Notice the number of miles will display here. This will determine the MALT you receive as well as the number of travel days. Click **Accept Leg**.

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
15	Edit the information if needed. Once finished, click **Accept Changes**.
16	Click **Next**.

COASTIE, JACK
TONO: 1217G96PRAY4X000
Itinerary
View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
1/20/2017 2/13/2017	DEP ARR	66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	1224	Edit Insert	Del

Add Leg

Accept Changes | Cancel Changes | Help

COASTIE, JACK
Enroute PCS Travel
View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS
Proceed Date: 1/20/2017
Number of Days: 25
End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
1/20/2017 2/13/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	1224

Add / Edit Trip Itinerary

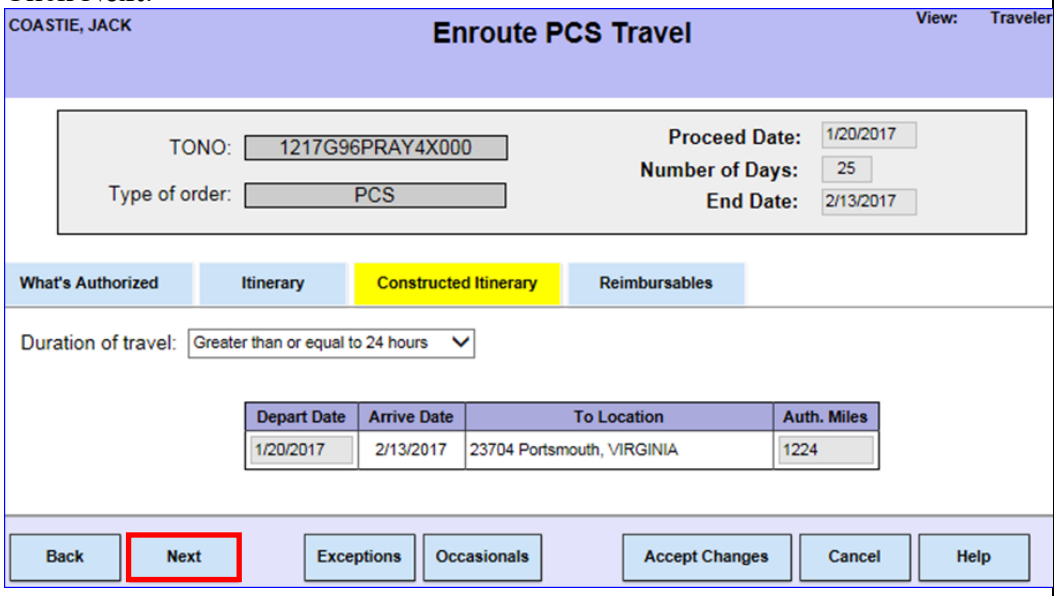
Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

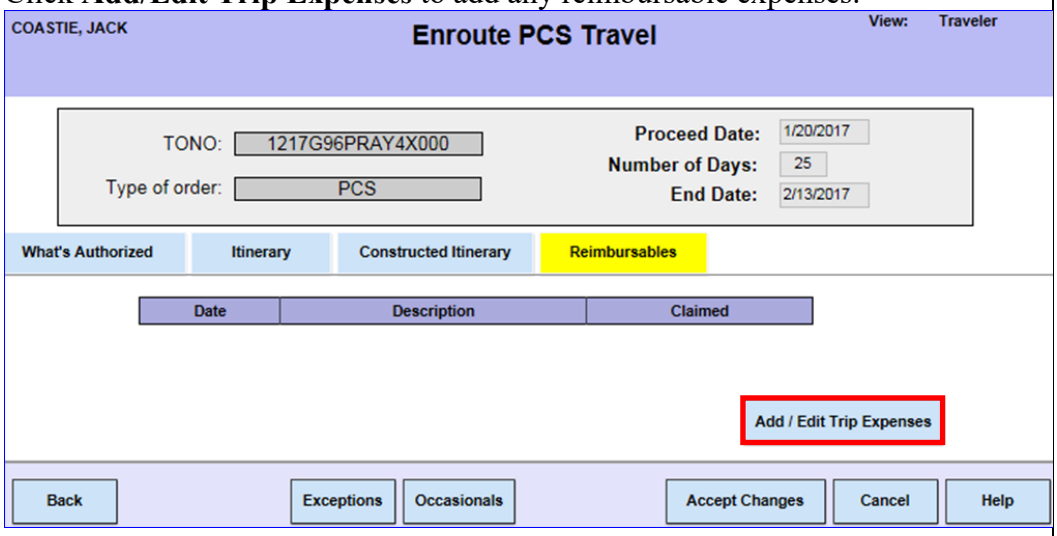
Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
17	The Constructed Itinerary tab is only used when calculating the cost of GTR. Click **Next**.
18	Click **Add/Edit Trip Expenses** to add any reimbursable expenses.



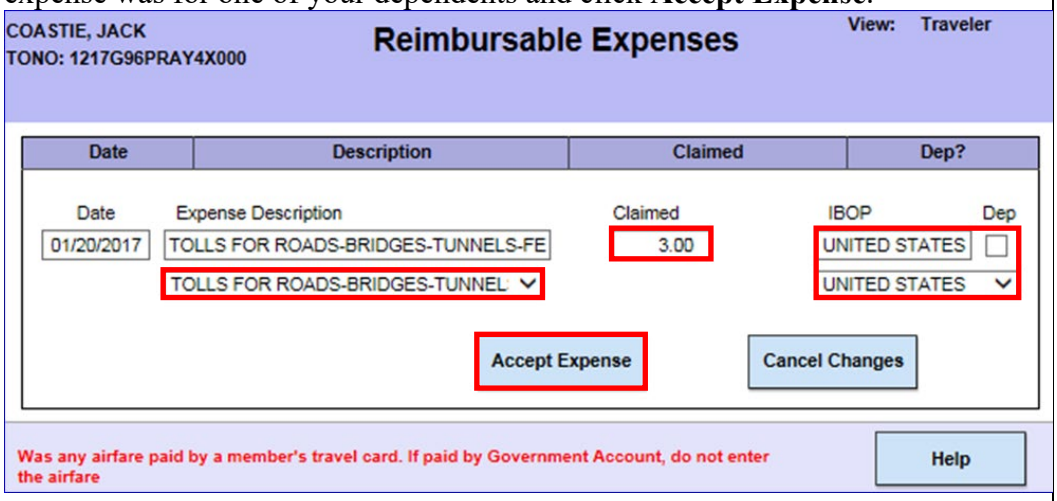
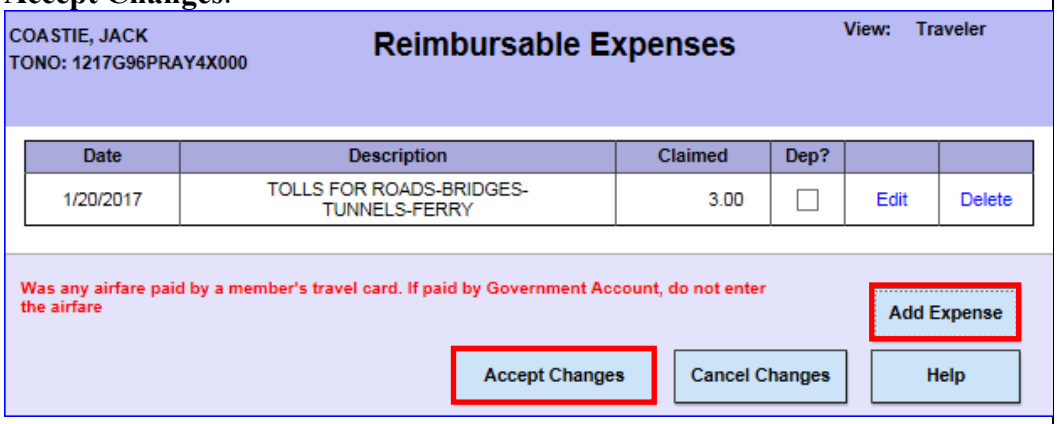


Common reimbursable expenses for PCS include:
Some Airfare, CTO-TMC (booking agent) fees, baggage fees, incidental expenses for A School, Tolls for roads, Visa Green Card & photo fees and pet quarantine fees.

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
19	Select the **Reimbursable Expense** from the drop-down, enter the **Amount Claimed**, **ALWAYS** leave the IBOP as United States, click the **Dep** box if the expense was for one of your dependents and click **Accept Expense**. 
20	Add any additional expenses by clicking **Add Expense**. When finished, click **Accept Changes**. 

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
21	Click **Accept Changes**.
22	Click **Calcs** to see the breakdown of daily expenses.

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
23	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 2/10-2/13. Click **Done**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

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
02/09	FP											0.00	390.50	0.00	
02/10	FP											0.00	390.50	0.00	
02/11	FP											0.00	390.50	0.00	
02/12	FP											0.00	390.50	0.00	
												Total	1562.00	0.00	

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

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017- 2/13/2017	Validated Data	Delete	Calcs	Comp

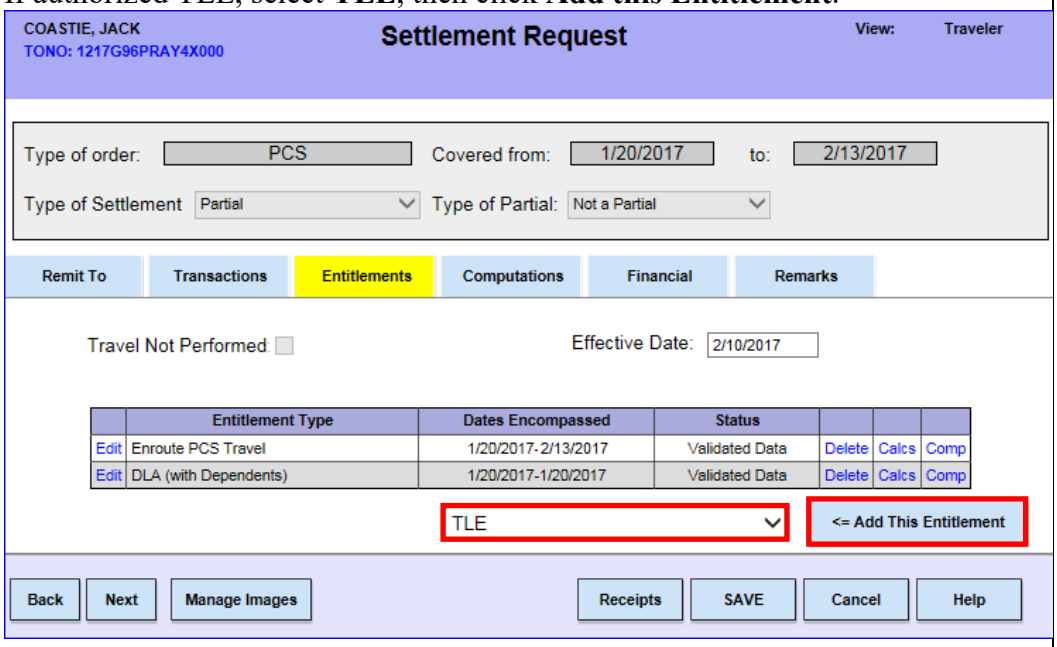
DLA <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
25	Check the **box** if DLA with dependents is authorized AND your dependents relocated with you at the same time. Otherwise, click **Accept**.
26	If authorized TLE, select **TLE**, then click **Add this Entitlement**. 

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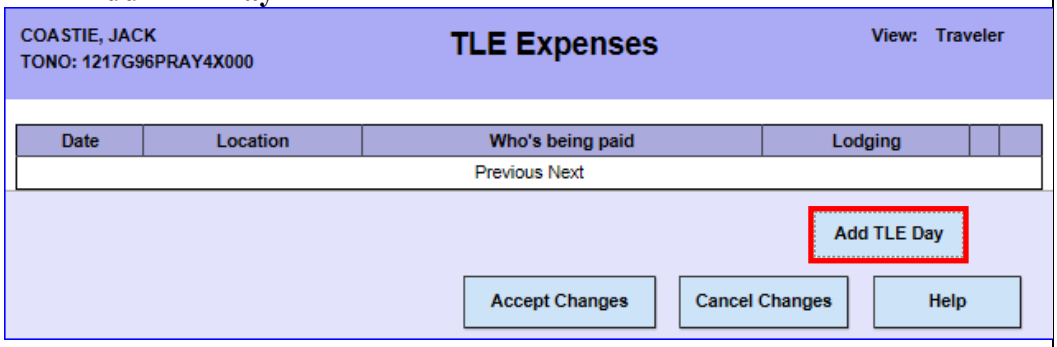
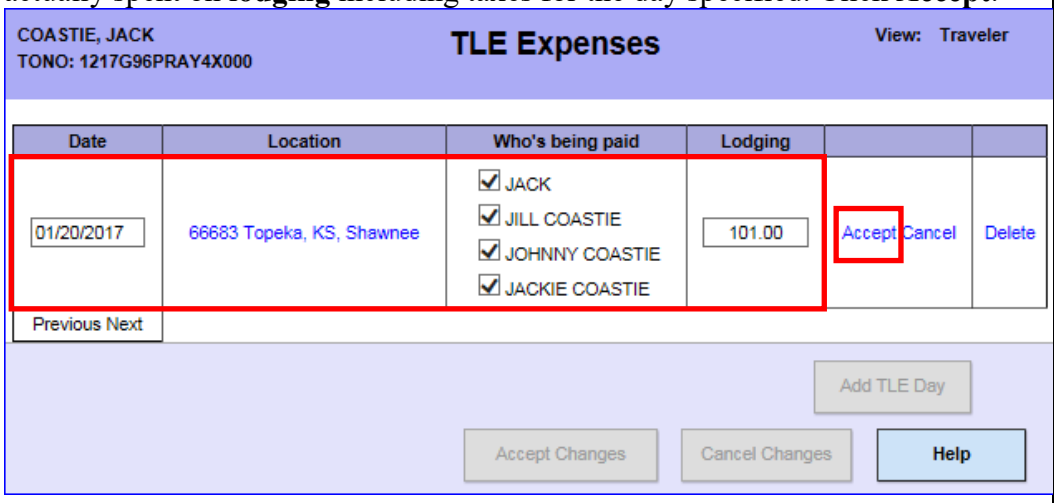
Member with Dependent Travel, Continued

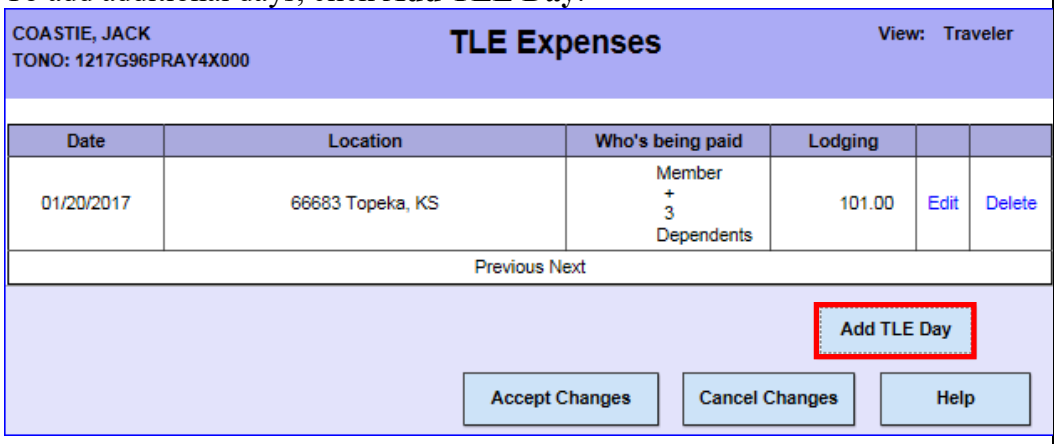
Procedures, continued

Step	Action
27	Click **Add TLE Day**. 
28	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**.  **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.

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
29	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. To add additional days, click **Add TLE Day**. 

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
30	Enter the **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**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

TLE Expenses

View: Traveler

Date	Location	Who's being paid	Lodging		
01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete
01/21/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete
02/14/2017	23704 Portsmouth, VA, Portsmouth	☑ JACK ☑ JILL COASTIE ☑ JOHNNY COASTIE ☑ JACKIE COASTIE	125.00	Accept Cancel	Delete

Previous Next

Add TLE Day

Accept Changes | Cancel Changes | Help

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
31	Add more TLE days as needed by clicking the **Add TLE Day** button. When finished, click **Accept Changes**.
32	Click **Calcs**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

TLE Expenses

View: Traveler

Date	Location	Who's being paid	Lodging		
01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete
01/21/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete
02/14/2017	23704 Portsmouth, VA	Member + 3 Dependents	125.00	Edit	Delete

Previous Next

Add TLE Day | Accept Changes | Cancel Changes | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp
Edit	DLA (with Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
Edit	TLE	1/20/2017-2/14/2017	Validated Data	Delete	Calcs	Comp

TLE | <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
33	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**.
34	Click **Next**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

TLE Expenses

View: Traveler

Audit Remarks | Done

Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid
01/20	142	101	76.5	177.5	290	177.5
01/21	142	101	76.5	177.5	290	177.5
02/14	142	125	76.5	201.5	290	201.5

Previous Next

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp
Edit	DLA (with Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
Edit	TLE	1/20/2017-2/14/2017	Validated Data	Delete	Calcs	Comp

TLE <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

Member with Dependent Travel, Continued

Procedures,
continued

Step	Action
35	All entitlements will be broken down into categories. If you requested an advance, you must click the **Apply Advances** button here.
36	Click the **Default** button.

COASTIE, JACK
TONO: 1217G96PRAY4X000
Settlement Request
View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017
Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	568.00
Memb/Emp Transportation	3.00
Memb/Emp MALT	232.56
Dep Per Diem	994.00
DLA	2,349.99
TLE	556.50

Total Entitlement	4,704.05
Deductions	0.00
Partial Payments	0.00
Amount Payable	4,704.05
Advances	0.00
Due Employee	4,704.05
Split Payment	0.00
Computed Split	0.00

Method of Payment Direct Deposit

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000
Apply PCS Advances
View: Traveler

Entitlement	Outstanding	Applied
Memb/Emp PCS Per Diem	113.66	0.00
Memb/Emp MALT	186.05	0.00
Dislocation Allowance	1,500.00	0.00
Dependent Per Diem	198.80	0.00

Total: 0.00

Default | Accept Changes | Cancel Changes | Help

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
37	The fields should automatically fill out in the **Applied** column and give the **Total** of advances. If all items do not populate, enter the amounts. Click **Accept Changes**.
38	It inputs the amount of **Advances** into the appropriate block and deducts it from the Amount Payable. Click **Next**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Apply PCS Advances

View: Traveler

Entitlement	Outstanding	Applied
Memb/Emp PCS Per Diem	113.66	113.66
Memb/Emp MALT	186.05	186.05
Dislocation Allowance	1,500.00	1500.00
Dependent Per Diem	198.80	198.80

Total: 1998.51

Default | Accept Changes | Cancel Changes | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	568.00
Memb/Emp Transportation	3.00
Memb/Emp MALT	232.56
Dep Per Diem	994.00
DLA	2,349.99
TLE	556.50

Total Entitlement	4,704.05
Deductions	0.00
Partial Payments	0.00
Amount Payable	4,704.05
Advances	1,998.51

Method of Payment: Direct Deposit

Due Employee	2,705.54
Split Payment	0.00
Computed Split	0.00

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

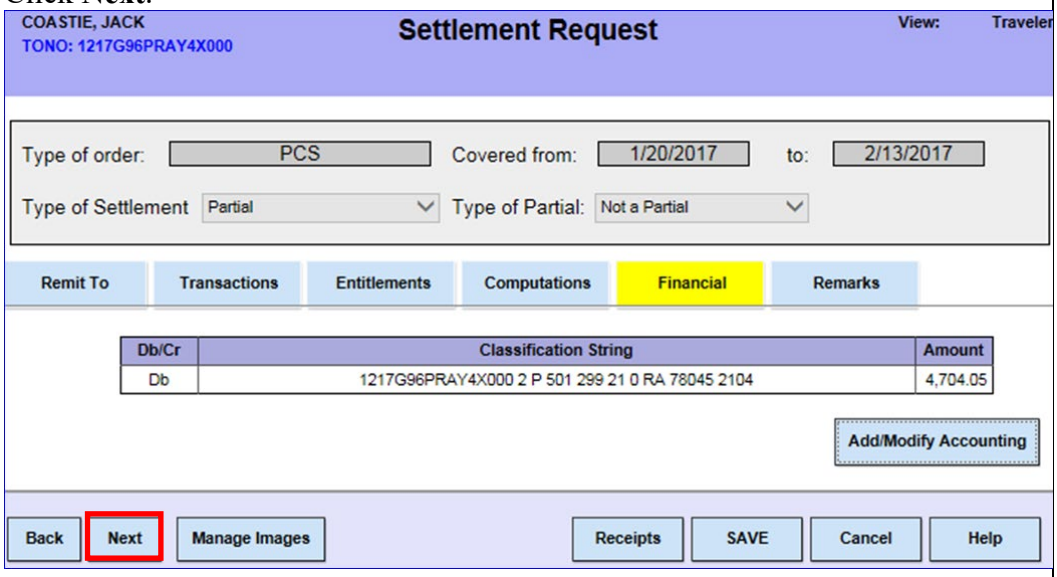
Step	Action
39	Click **Add/Modify Accounting** to add the Line of Accounting (LOA).
40	Enter the **Line of Accounting** (LOA) from the Direct Access PCS Orders, then click **Accept Line**.
41	Click **Save**.

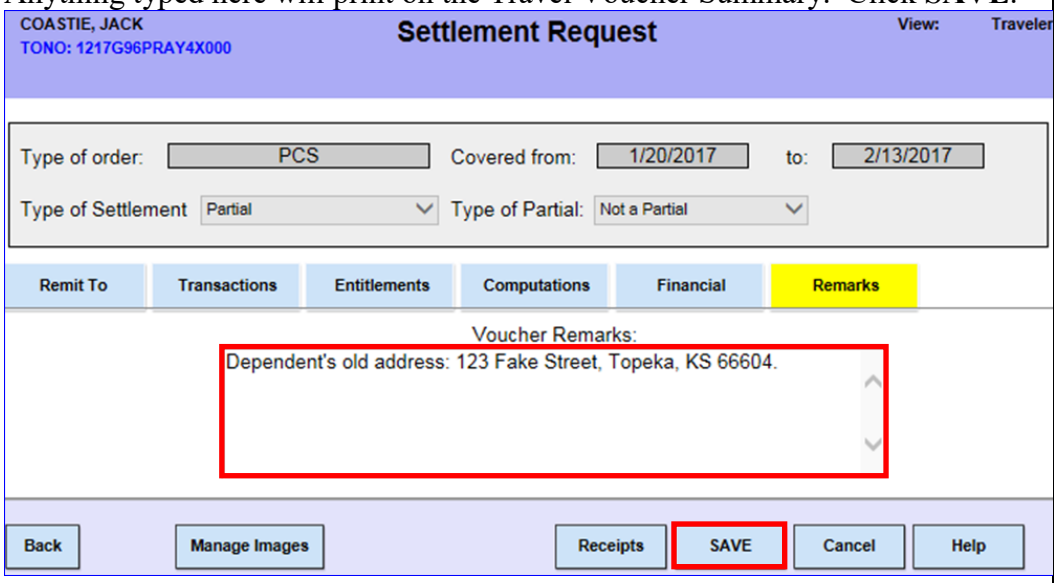
Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
42	Click **Next**.
43	Enter the **Voucher Remarks**. Include anything out of the ordinary with this claim. **If the address of the dependents at the time of receiving orders was not entered on the Remit To tab, then it MUST be typed into the Remarks block of the claim or DLA with and dependent travel will not be paid.** Anything typed here will print on the Travel Voucher Summary. Click **SAVE**.

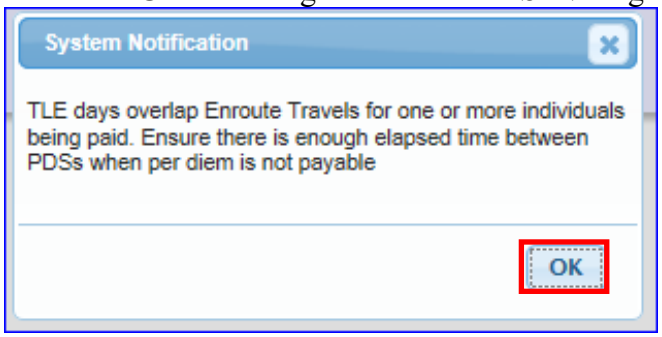
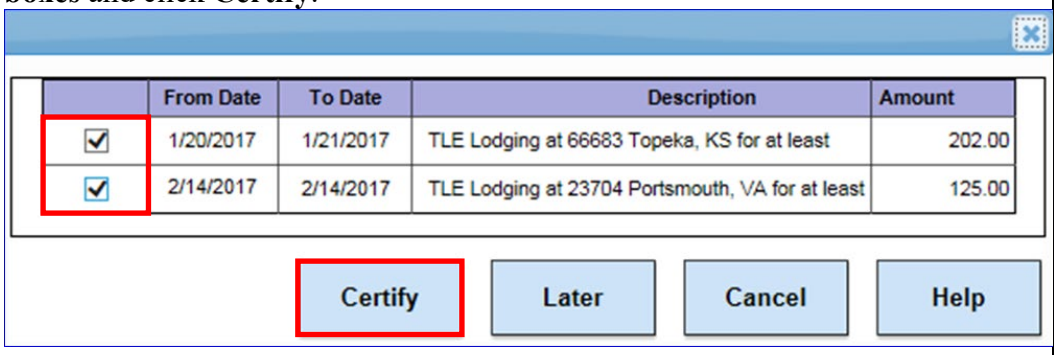
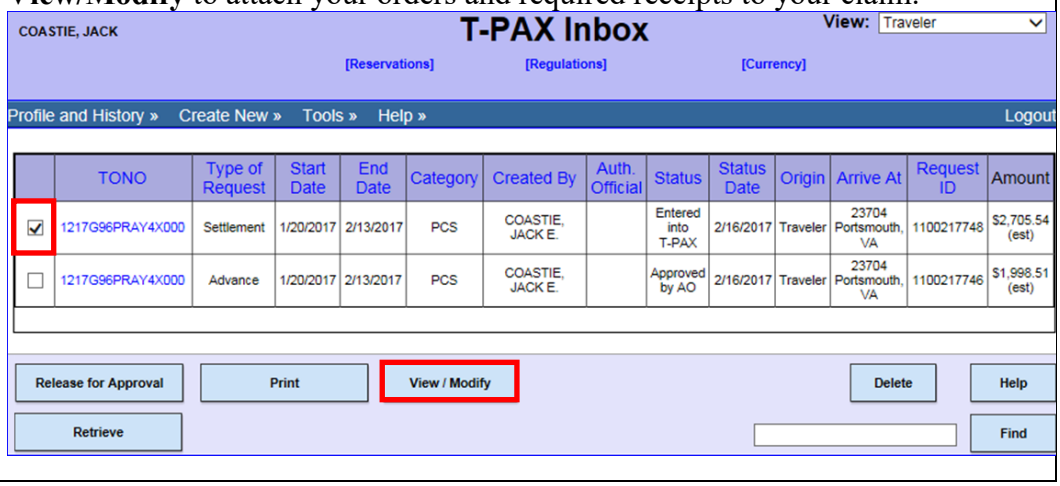




Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
44	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. 
45	Once saved, you might be asked to Certify certain entitlements. Check the **boxes** and click **Certify**. 
46	Now that the claim has been saved, select the **settlement** and click **View/Modify** to attach your orders and required receipts to your claim. 

Continued on next page

Member with Dependent Travel, Continued

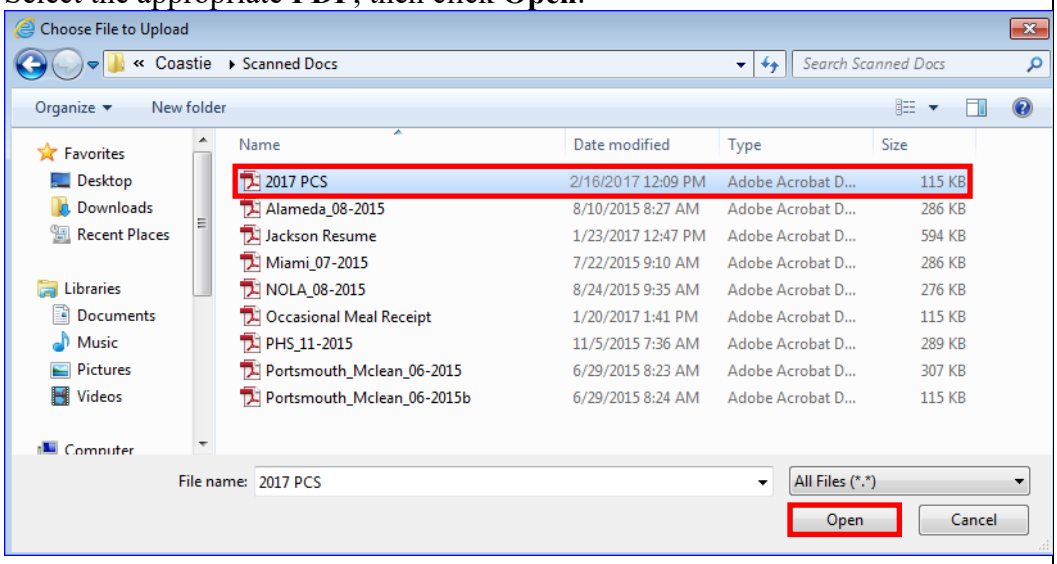
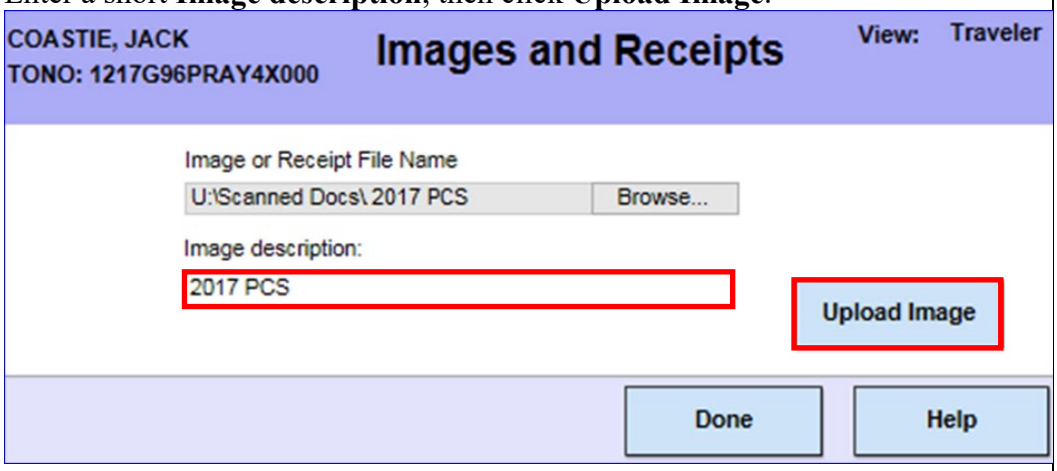
Procedures, continued

Step	Action
47	Click **Manage Images**. COASTIE, JACK E TONO: 1217G96PRAY4X000 Settlement Request View: Traveler Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017 Type of Settlement Partial Type of Partial: Not a Partial Remit To | Transactions | Entitlements | Computations | Financial | Remarks * Address 1: 1234 COAST GUARD LANE Address 2: * City: PORTSMOUTH * Country/State: VA VIRGINIA * Zip: 23704 Input Dependent Address at time orders were issued: 123 FAKE STREET Dependent City/State/Zip: TOPEKA, KS 66604 Next | Manage Images | Receipts | SAVE | Cancel | Help
48	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. COASTIE, JACK TONO: 1217G96PRAY4X000 Images and Receipts View: Traveler Image or Receipt File Name Browse... Image description: Upload Image Done | Help

Continued on next page

Member with Dependent Travel, Continued

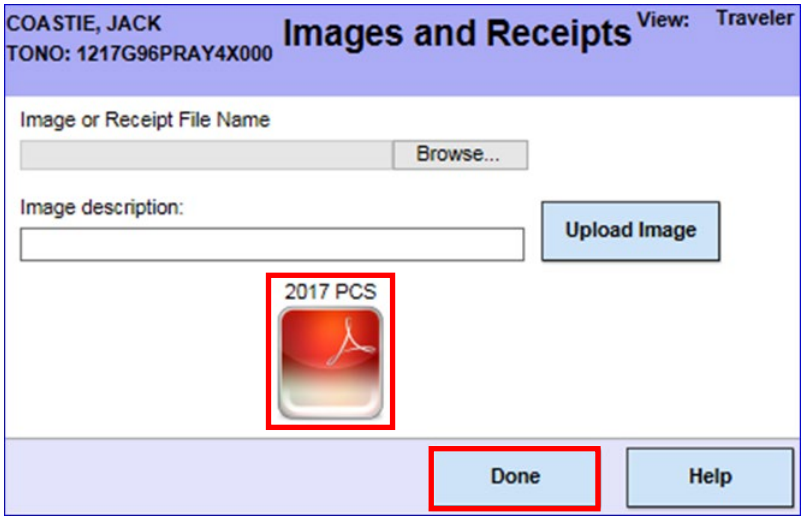
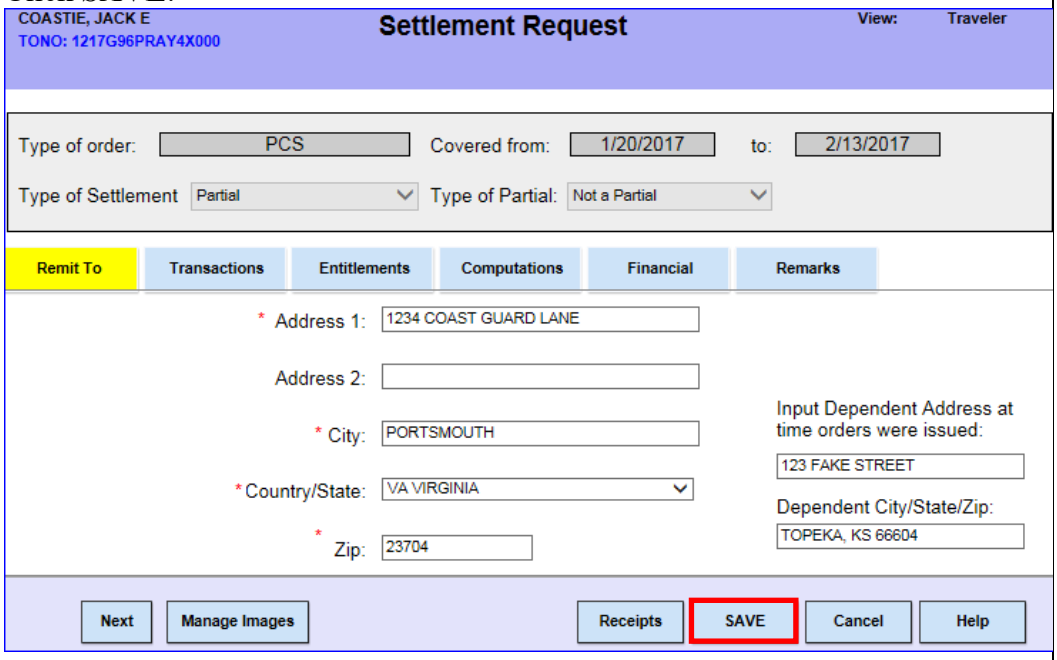
Procedures, continued

Step	Action
49	Select the appropriate **PDF**, then click **Open**. 
50	Enter a short **Image description**, then click **Upload Image**. 

Continued on next page

Member with Dependent Travel, Continued

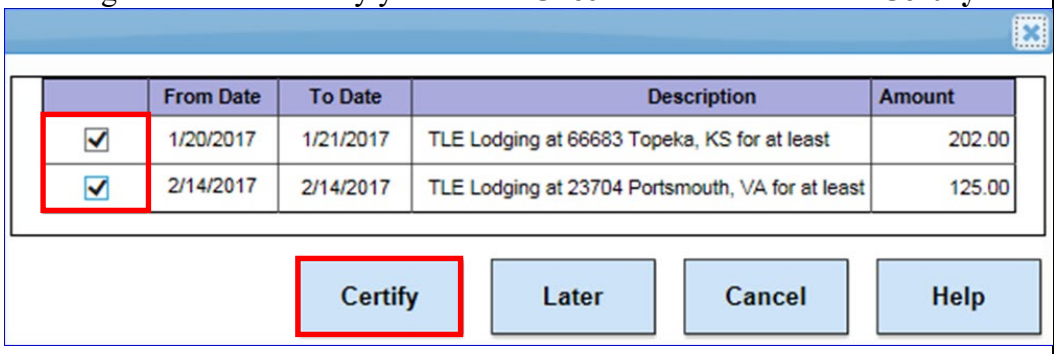
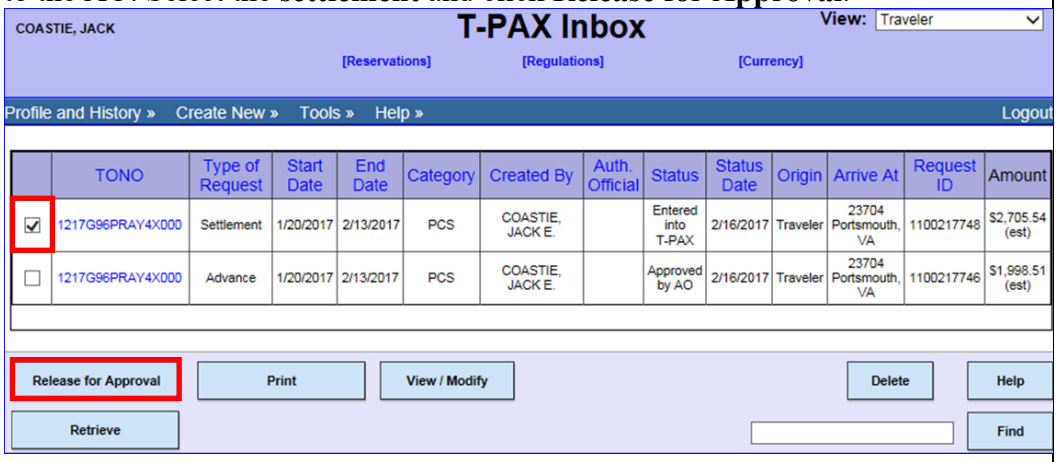
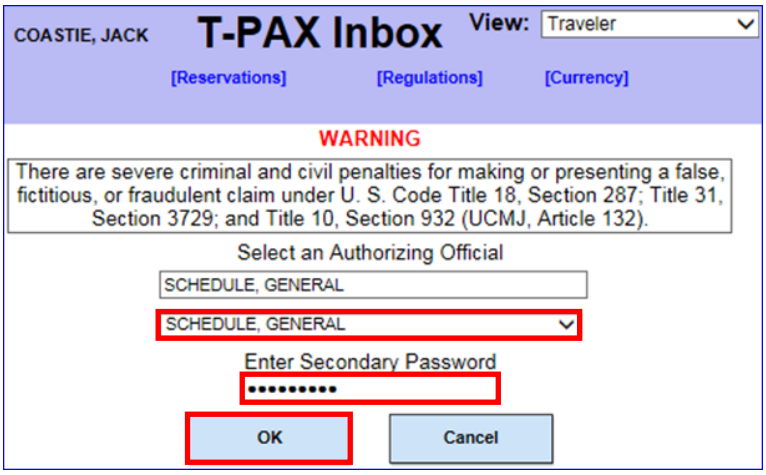
Procedures, continued

Step	Action
51	Click on the **image** to ensure it has everything required and is readable, then click **Done**. 
52	Click **SAVE**. 

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
53	You might have to re-certify your items. **Check** the boxes and click **Certify**. 
54	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**. 
55	Select an **Authorizing Official** from the drop-down, enter your **Secondary Password** and then click **OK**. 

Continued on next page

Member with Dependent Travel, Continued

Procedures, continued

Step	Action
56	The status has been updated to **Awaiting AO Approval**. **Logout** of TPAX.

COASTIE, JACK

T-PAX Inbox

View: Traveler

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Help » Logout

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
☐	1217G96PRAY4X000	Settlement	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.	SCHEDULE, GENERAL	Awaiting AO Approval	2/16/2017	Traveler	23704 Portsmouth, VA	1100217748	$2,705.54 (est)
☐	1217G96PRAY4X000	Advance	1/20/2017	2/13/2017	PCS	COASTIE, JACK E.		Approved by AO	2/10/2017	Traveler	23704 Portsmouth, VA	1100217746	$1,998.51 (est)

Release for Approval | Print | View / Modify | Delete | Help

Retrieve | Find

Flying – CONUS to CONUS

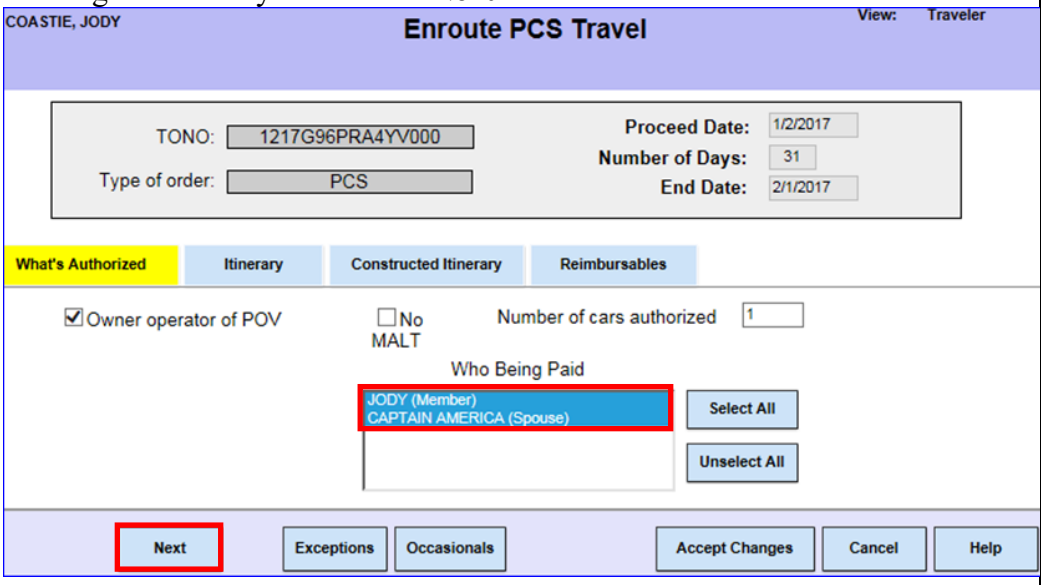
Introduction

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.

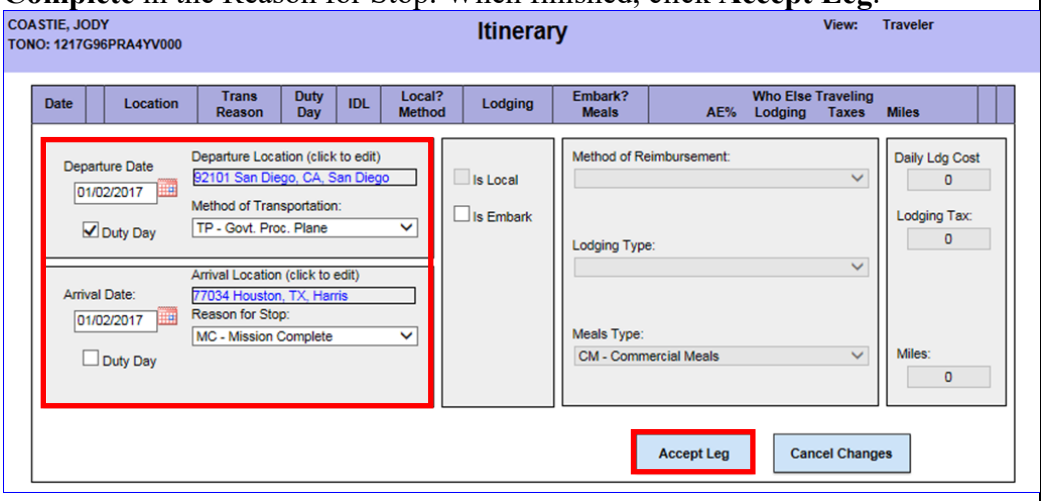
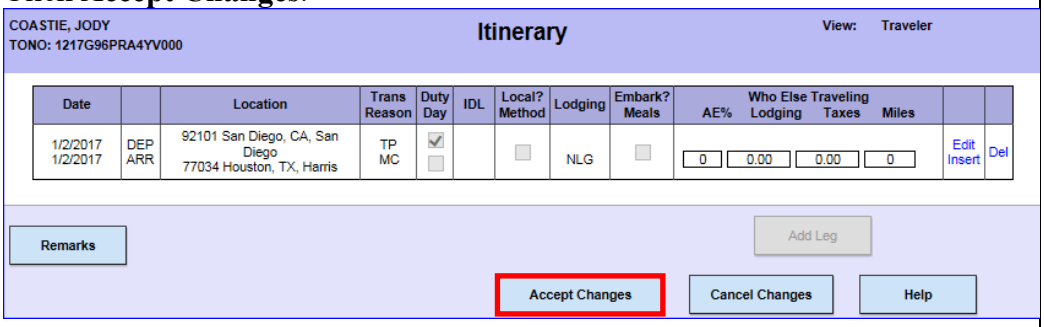
Step	Action
1	The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary. Then click **Next**.



Continued on next page

Flying – CONUS to CONUS, Continued

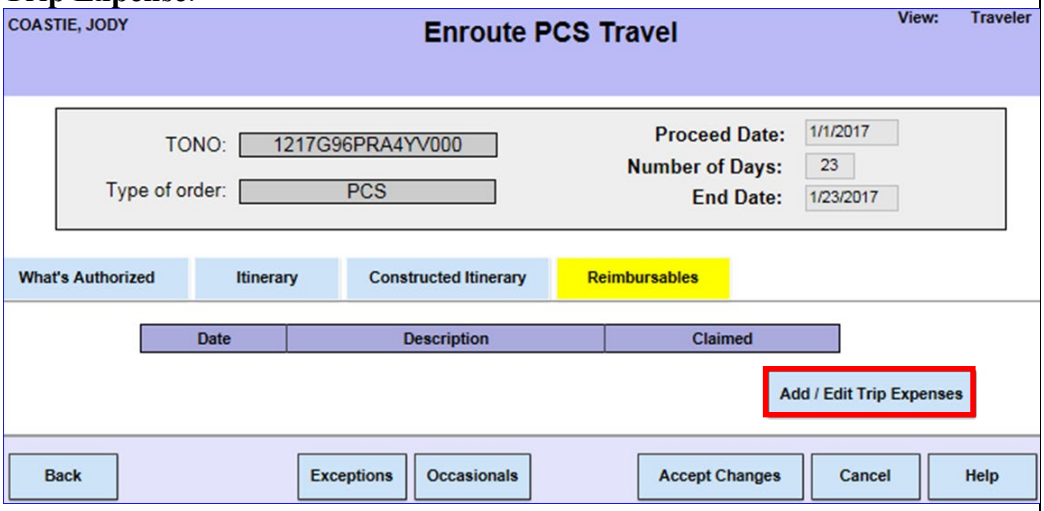
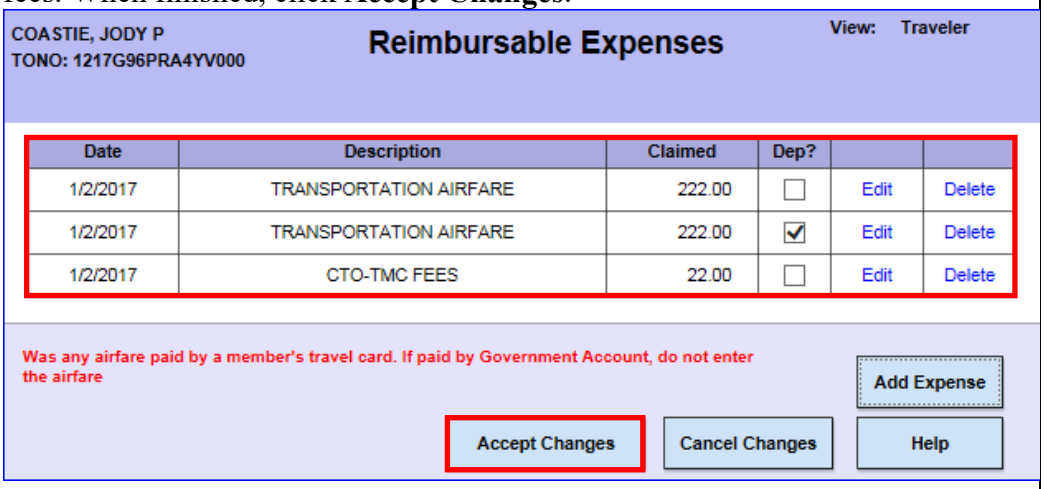
Procedures, continued

Step	Action
2	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**. 
3	Click **Accept Changes**. 

Continued on next page

Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action
4	Now you must add your airfare as a reimbursable expense. Click **Add/Edit Trip Expense**. 
5	Make sure you add the airfare expenses for both you and your dependent(s), as well as the CTO-TMC (Contract Travel Office-Travel Management Center) fees. When finished, click **Accept Changes**.  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. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

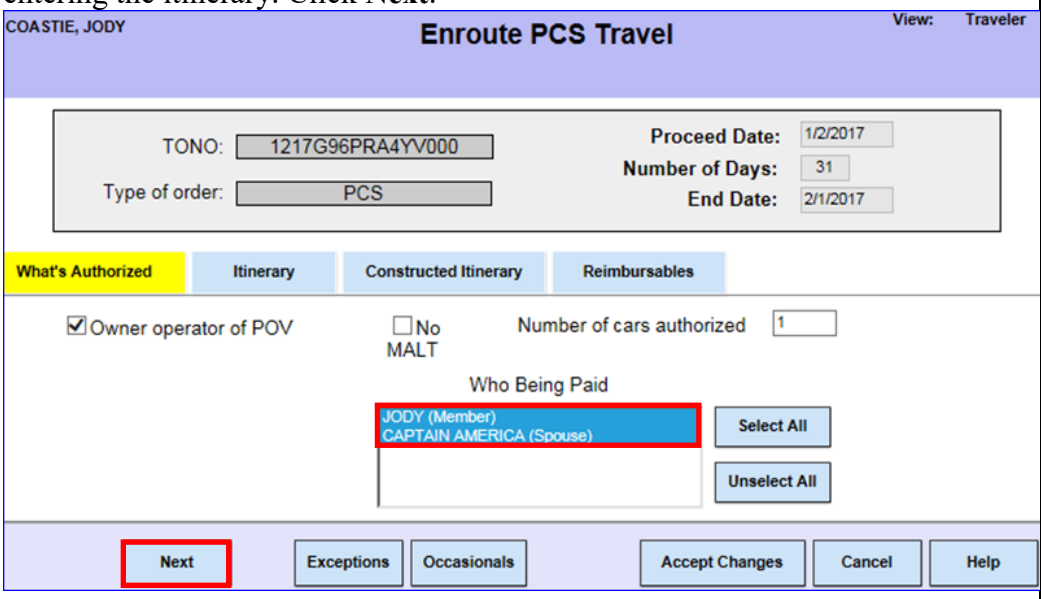
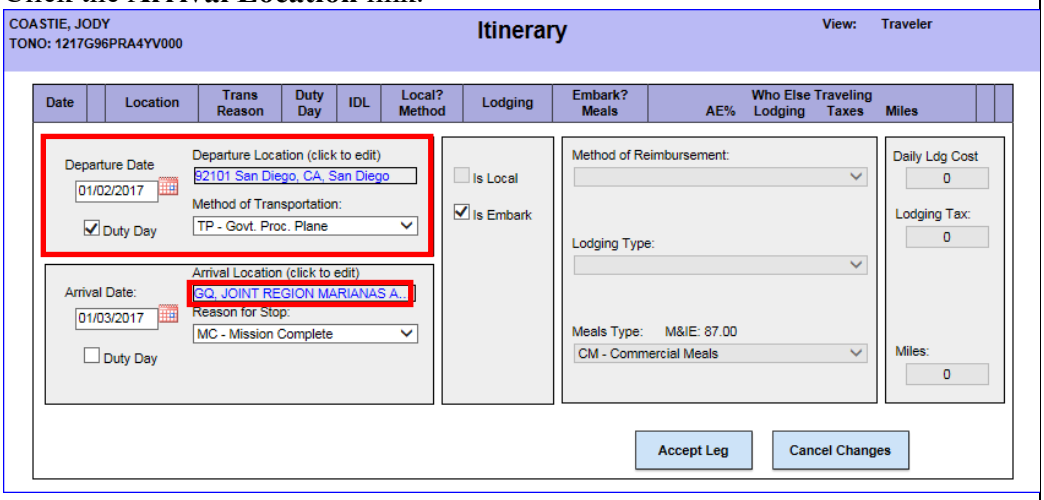
Flying – CONUS to OCONUS

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).

Procedures

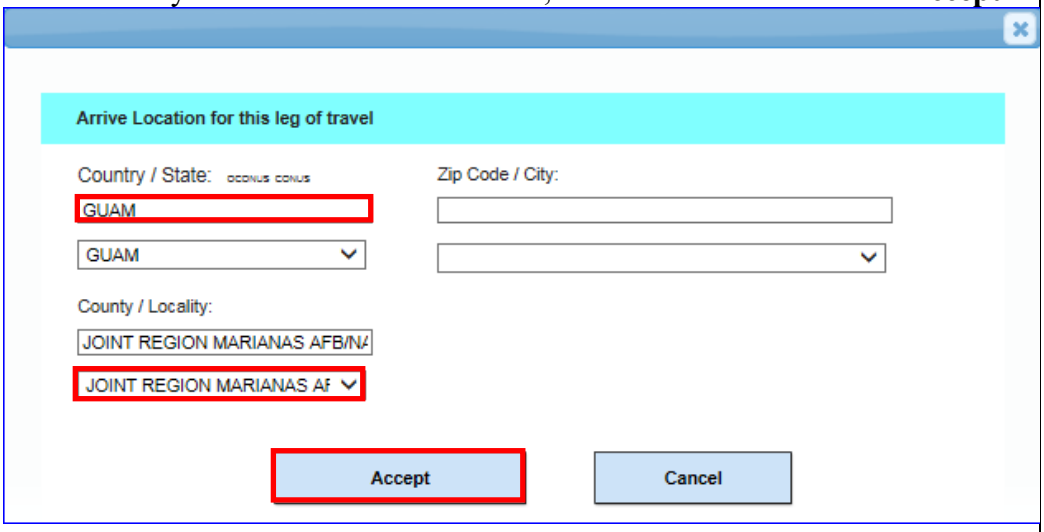
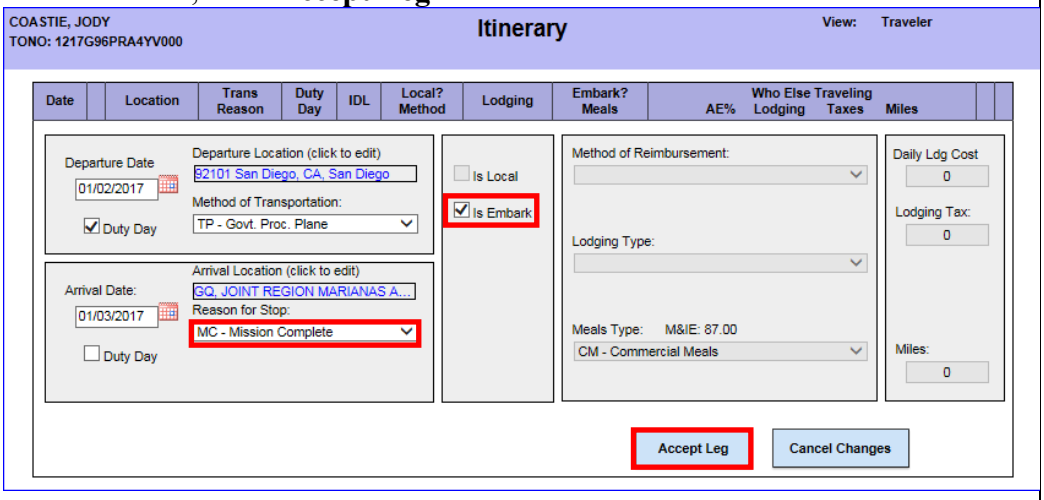
See below.

Step	Action
1	The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary. Click **Next**. 
2	When entering the Itinerary, make sure the **Departure Date** is the actual date you flew. 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. 

Continued on next page

Flying – CONUS to OCONUS, Continued

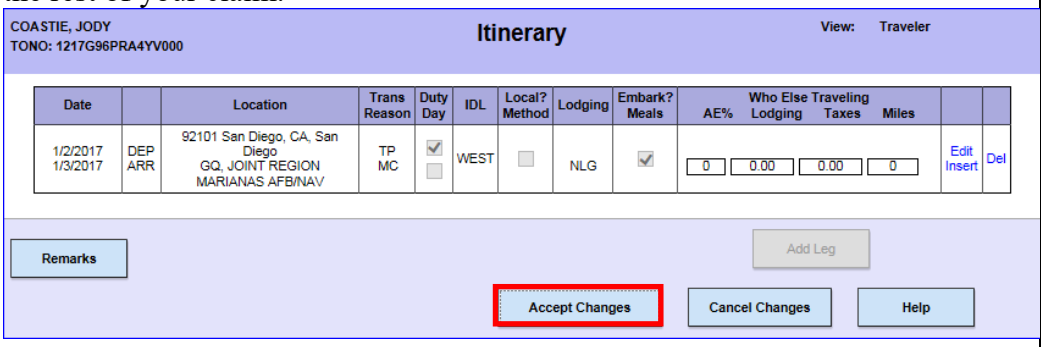
Procedures, continued

Step	Action
3	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**. 
4	In the Reason for Stop, select **MC - Mission Complete** if this if your final destination. Check the **Is Embark** box since you will be flying over the ocean. When finished, click **Accept Leg**. 

Continued on next page

Flying – CONUS to OCONUS, Continued

Procedures,
continued

Step	Action
5	Review your itinerary and if correct, click **Accept changes** and continue with the rest of your claim.  COASTIE, JODY TONO: 1217G96PRA4YV000 Itinerary View: Traveler Date | Location | Trans Reason | Duty Day | IDL | Local? Method | Lodging | Embark? Meals | Who Else Traveling AE% Lodging Taxes Miles 1/2/2017 1/3/2017 | DEP ARR | 92101 San Diego, CA, San Diego GQ, JOINT REGION MARIANAS AFB/NAV | TP MC | WEST | NLG | 0 0.00 0.00 0 | Edit Insert | Del Remarks Add Leg Accept Changes Cancel Changes Help Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the **Manage Images** section of TPAX. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

Flying – OCONUS to OCONUS

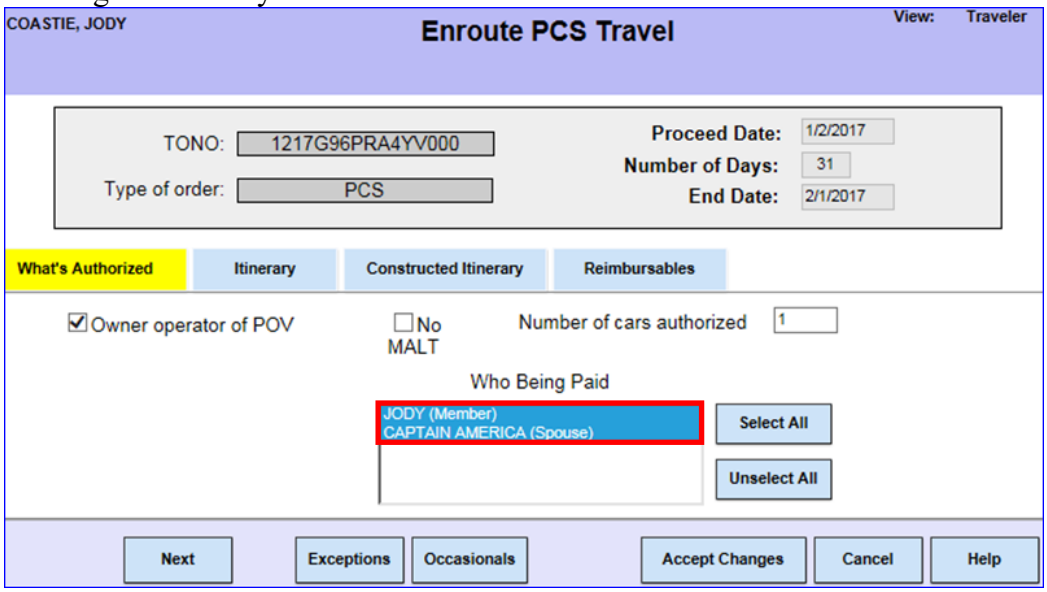
Introduction

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

Procedures

See below.

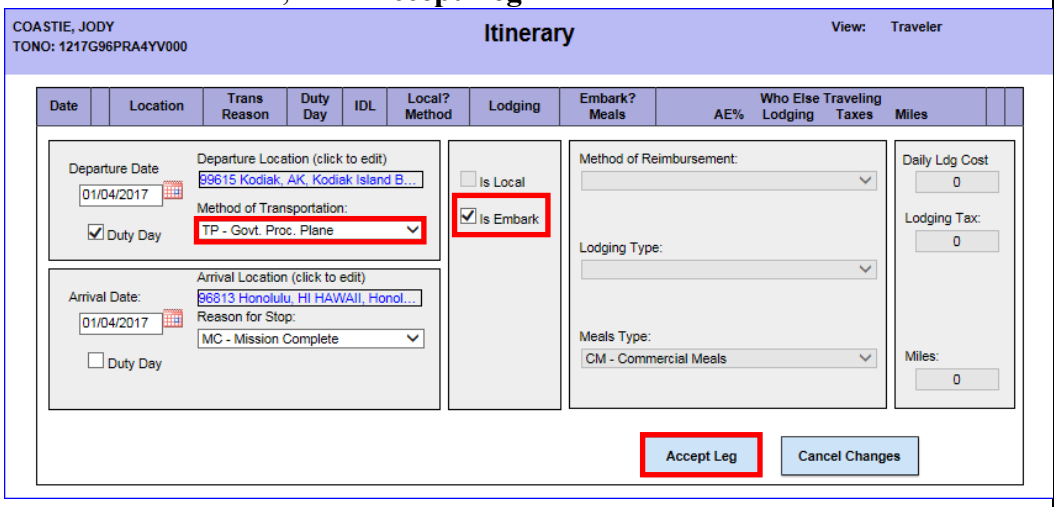
Step	Action
1	The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary.



Continued on next page

Flying – OCONUS to OCONUS, Continued

Procedures, continued

Step	Action
2	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 and check the **Is Embark** box since you will be flying over the ocean. When finished, click **Accept Leg**.  You'll need to add your airfare and CTO-TMC fees 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. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

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).

Procedures

See below.

Step	Action
1	The only difference between a PCS via flight for with dependents versus without dependents, is you select all family members on this screen before entering the itinerary.

COASTIE, JODY

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRA4YV000

Type of order: PCS

Proceed Date: 1/2/2017

Number of Days: 31

End Date: 2/1/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

☑ Owner operator of POV

☐ No MALT

Number of cars authorized 1

Who Being Paid

JODY (Member)
CAPTAIN AMERICA (Spouse)

Select All

Unselect All

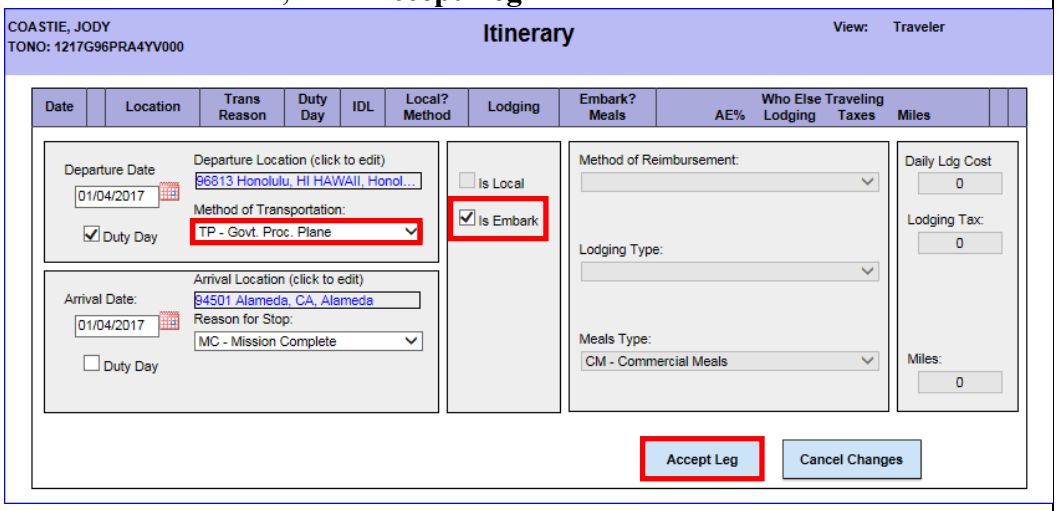
Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

Flying – OCONUS to CONUS, Continued

Procedures, continued

Step	Action
2	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 and check the **Is Embark** box since you will be flying over the ocean. When finished, click **Accept Leg**.

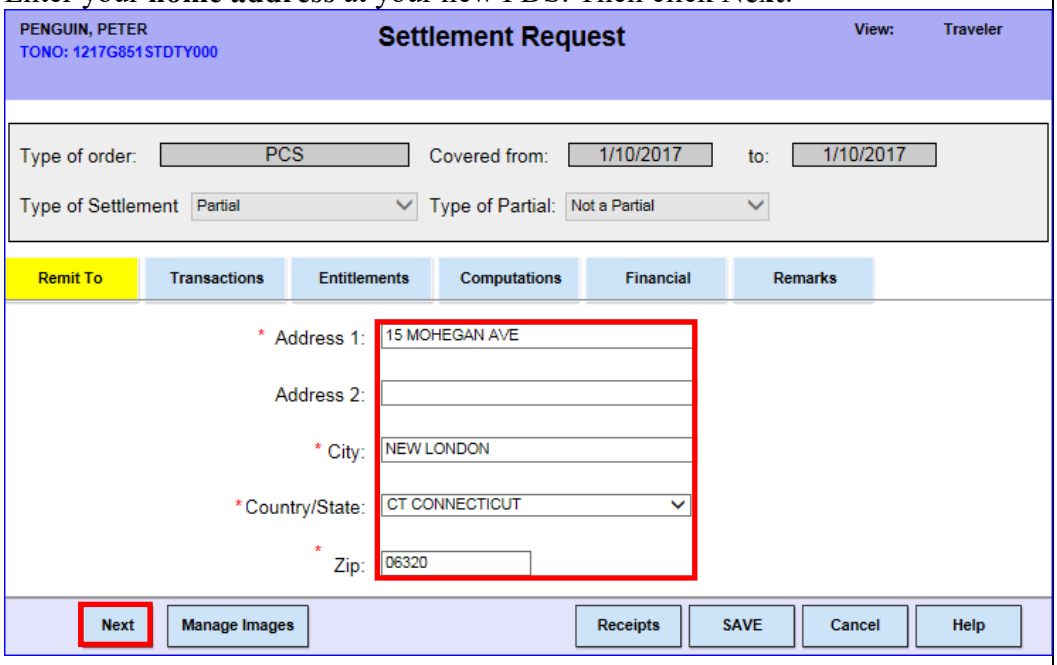
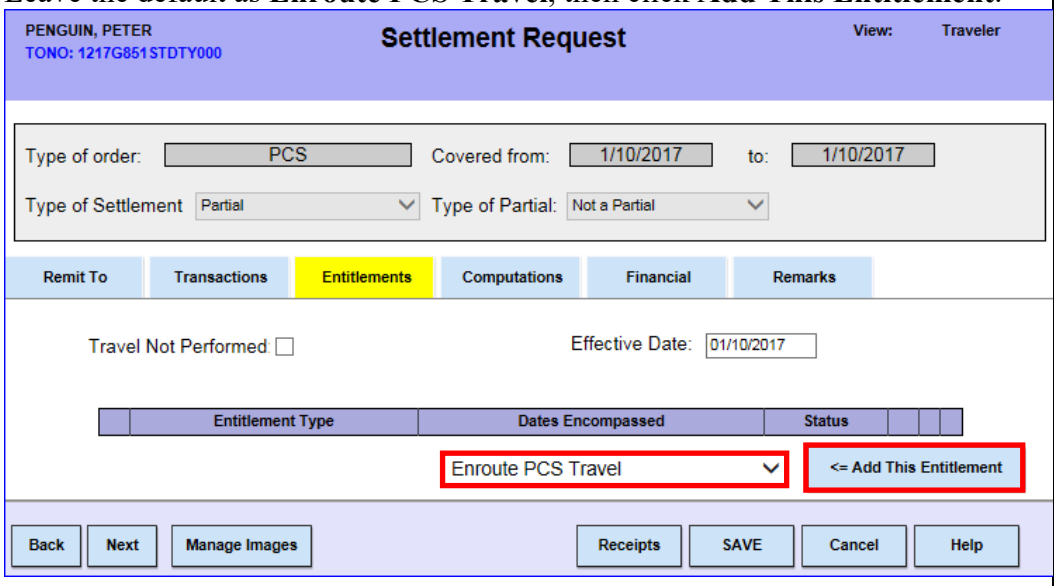


You'll need to add your airfare and CTO-TMC fees as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the **Manage Images** section of TPAX. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

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).

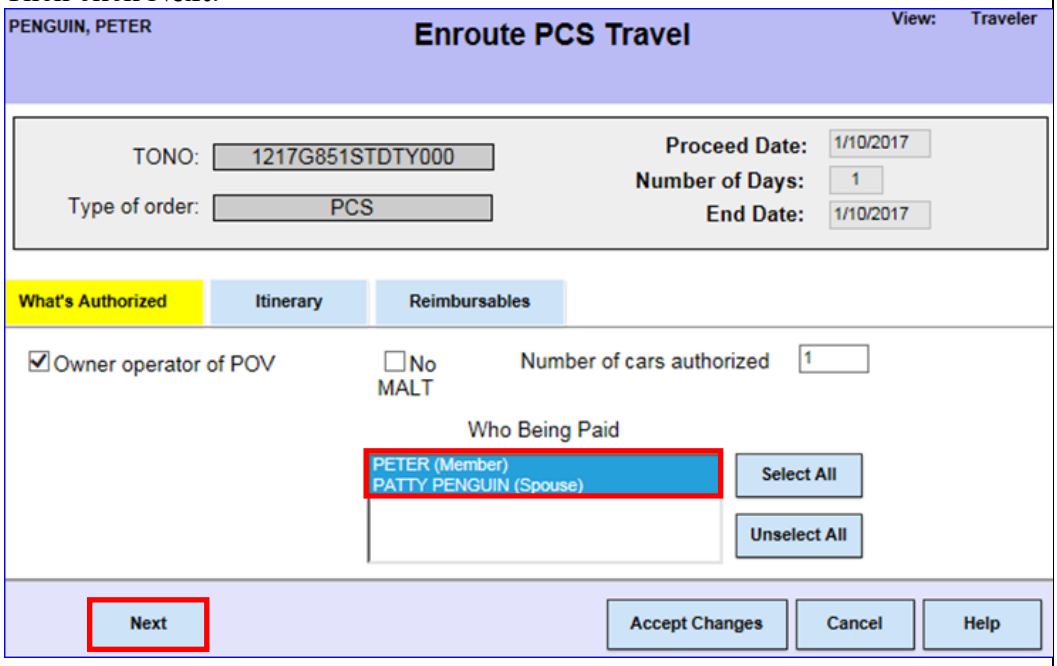
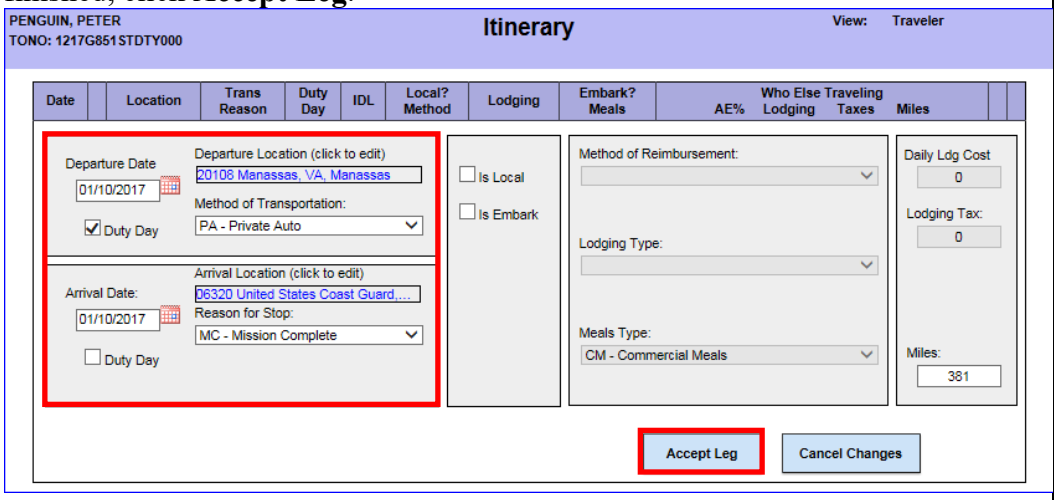
Procedures See below.

Step	Action
1	Enter your **home address** at your new PDS. Then click **Next**. 
2	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 

Continued on next page

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

Procedures, continued

Step	Action
3	Select **all family members** since they are traveling together in the same POV. Then click **Next**. 
4	Enter in the **itinerary**. Members can either drive, fly, take a train or bus. When finished, click **Accept Leg**. 

Continued on next page

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

Procedures, continued

Step	Action
5	Once you have input the itinerary and reimbursable expenses, check the **Computations** tab for accuracy.

PENGUIN, PETER
TONO: 1217G851STDTY000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/10/2017 to: 1/10/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	142.00
Memb/Emp MALT	72.39
Dep Per Diem	106.50

Total Entitlement	320.89
Deductions	0.00
Partial Payments	0.00
Amount Payable	320.89
Advances	0.00

Method of Payment Direct Deposit

Apply Advances

Due Employee	320.89
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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continue with the rest of your claim. Ensure you have all orders and any receipts over $75.00 scanned and attached in the **Manage Images** section of TPAX. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

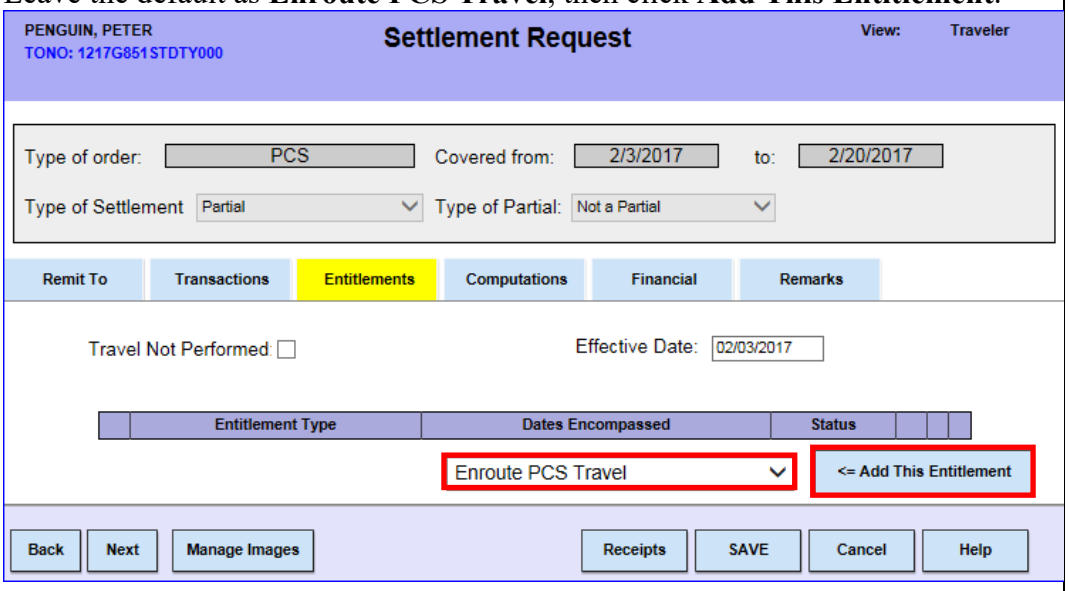
Mixed Mode – Alaska Ferry with POV

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 Mobile, AL to Bellingham, WA. There they met the ferry which took them to their new PDS in Kodiak, AK.

Procedures

See below.

Step	Action
1	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 

Continued on next page

Mixed Mode – Alaska Ferry with POV, Continued

Procedures, continued

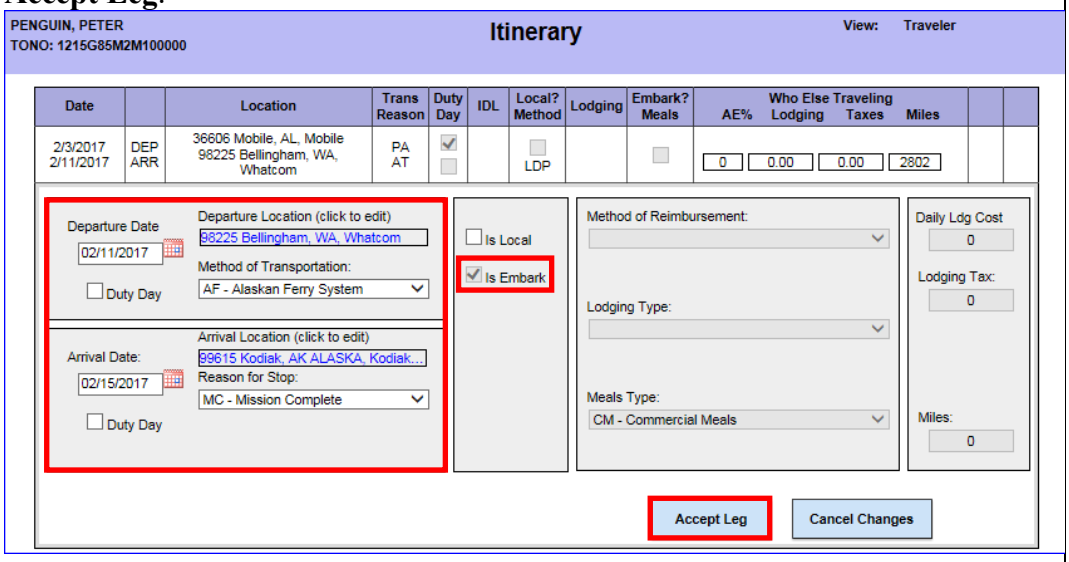
Step	Action
2	Check **Owner operator of POV**, enter the **Number of cars authorized** (in this case will be 2) and select **Who is being paid** (travelers). Then click **Next**.
3	Enter your first leg of travel showing the drive to Bellingham, WA. Select **AT** to signify awaiting transportation on the Alaskan Ferry. Click **Accept Leg**.

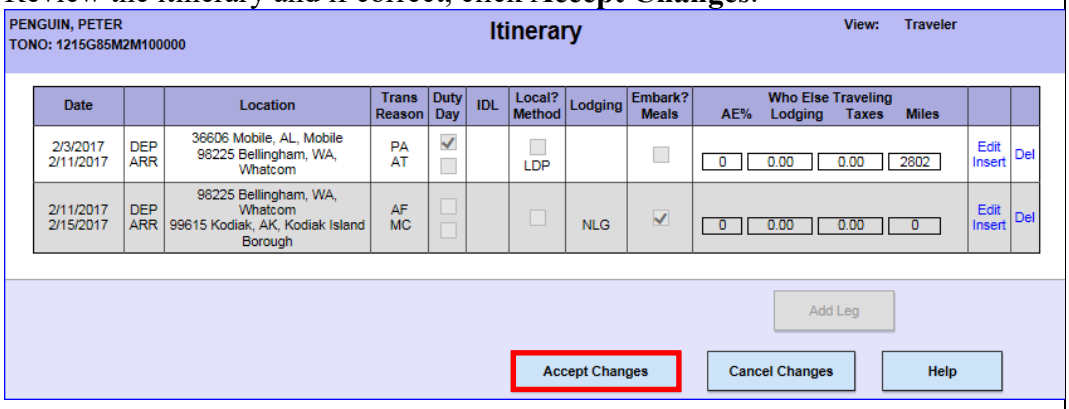
Continued on next page

Mixed Mode – Alaska Ferry with POV, Continued

Procedures, continued

Step	Action
4	Enter the next leg of travel and arrival date to your destination in Alaska. Use **AF** 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**.
5	Review the itinerary and if correct, click **Accept Changes**.





Continued on next page

Mixed Mode – Alaska Ferry with POV, Continued

Procedures, continued

Step	Action
6	Click **Calcs** to view the daily breakdown.
7	The member is authorized 8 travel days based on 2802 miles and 4 days on the Ferry. Review the daily expenses, then click **Done**.

PENGUIN, PETER
TONO: 1217G851STDTY000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/3/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	2/3/2017-2/14/2017	Validated Data	Delete	Calcs	Comp

DLA <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

PENGUIN, PETER
TONO: 1215G85M2M100000

Daily Expenses

View: Traveler

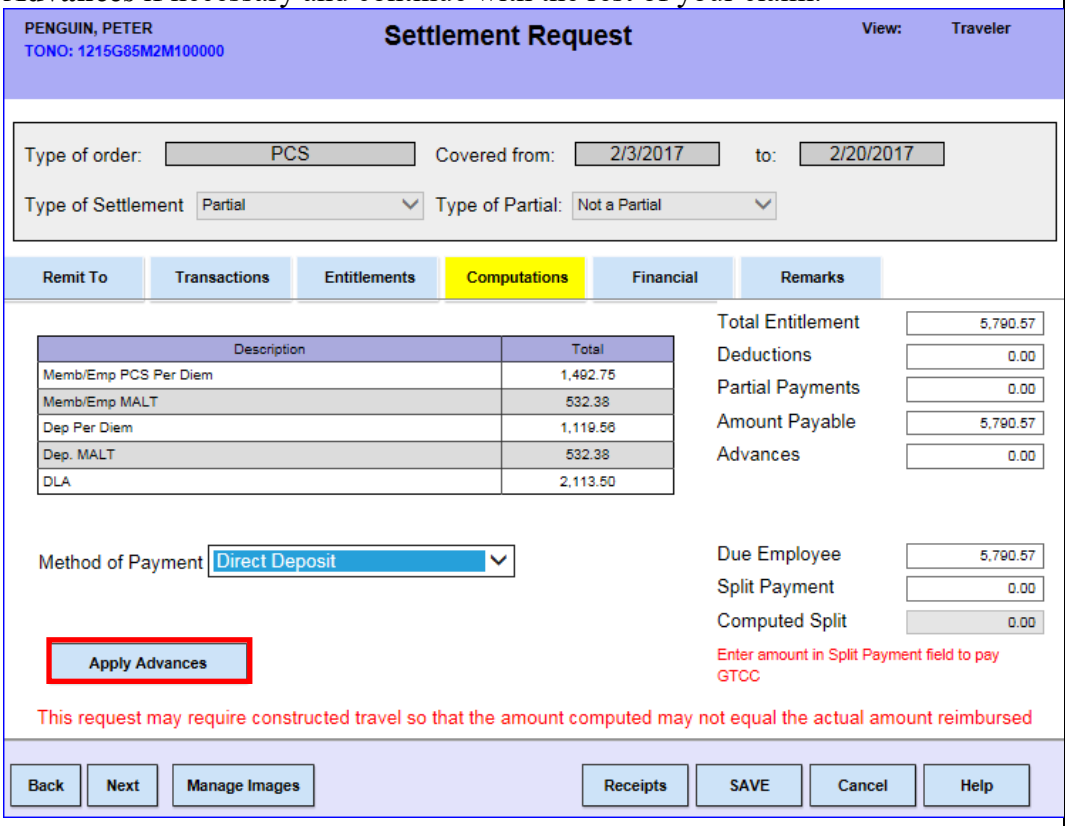
Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
02/03	FP											0.00	248.50	0.00	
02/04	FP											0.00	248.50	0.00	
02/05	FP											0.00	248.50	0.00	
02/06	FP											0.00	248.50	0.00	
02/07	FP											0.00	248.50	0.00	
02/08	FP											0.00	248.50	0.00	
02/09	FP											0.00	248.50	0.00	
02/10	FP											0.00	248.50	0.00	
02/11	AF											74.00	129.50	0.00	
02/12	AF											74.00	129.50	0.00	
02/13	AF											74.00	129.50	0.00	
02/14	AF											74.00	129.50	0.00	
02/15	LDP	100.00	81.00	CM	CM	CM	0.00			Partial	Day	60.75	106.31	0.00	
												Total	2612.31	0.00	

Continued on next page

Mixed Mode – Alaska Ferry with POV, Continued

Procedures, continued

Step	Action
8	Once the DLA is added, check the Computations tab for accuracy. **Apply Advances** if necessary and continue with the rest of your claim.  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 along with the Alaska Marine Highway Itinerary. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

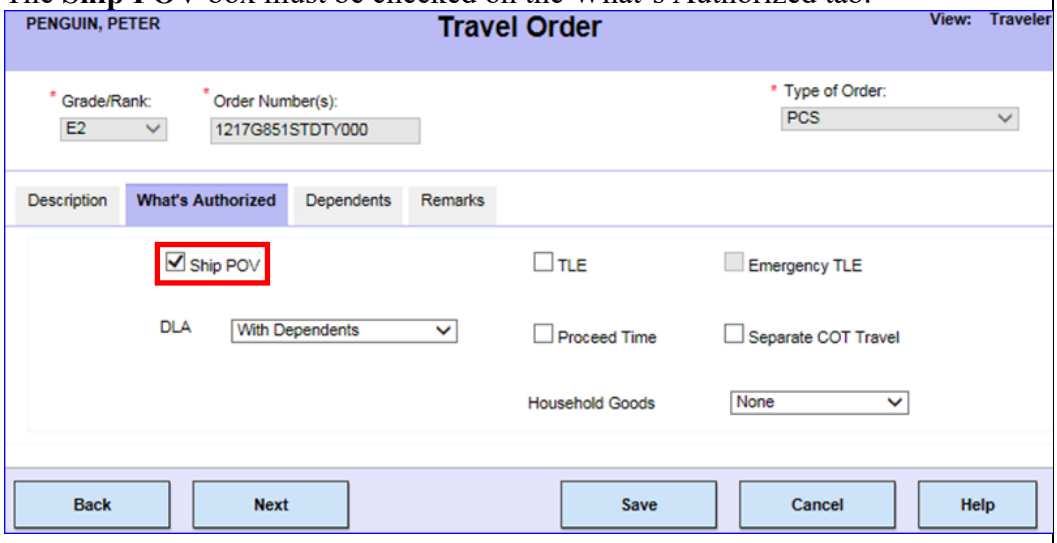
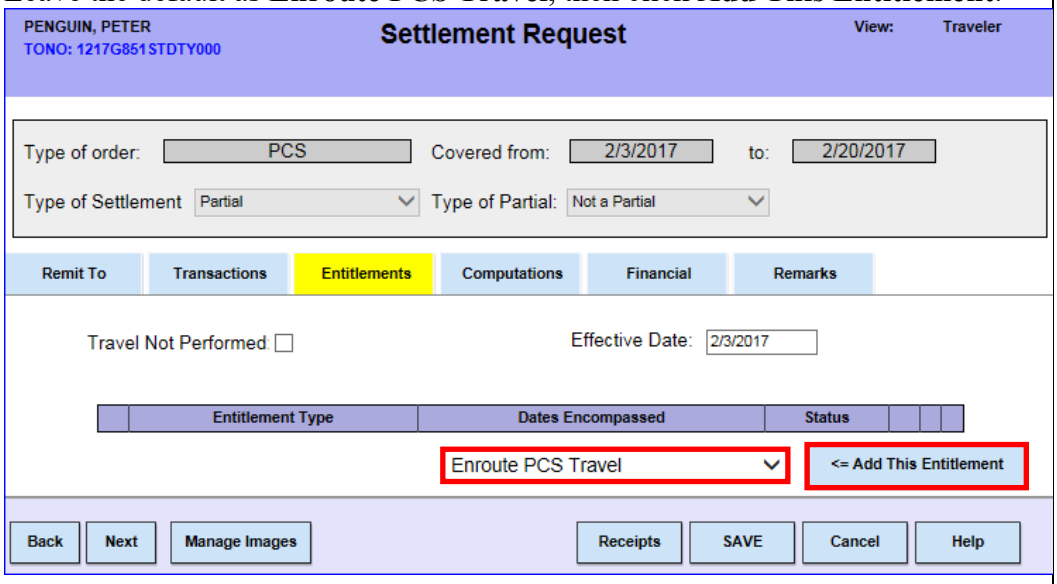
Mixed Mode – Alaska Ferry with POV Shipment

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 completed a PCS to Alaska with two POVs. They shipped one vehicle and drove the other one.

Procedures

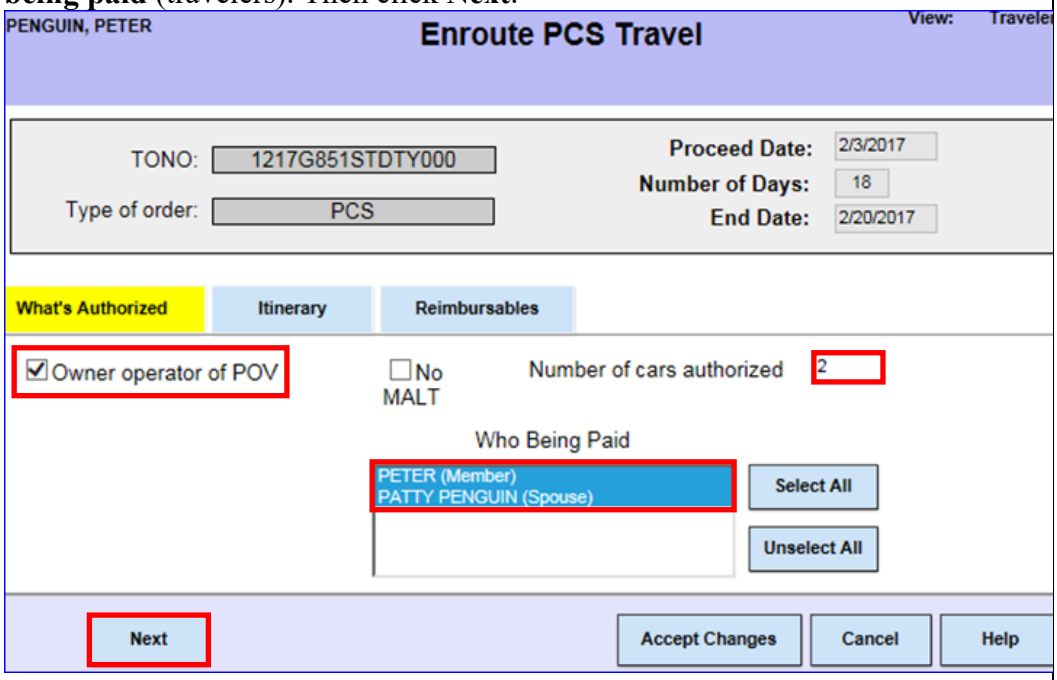
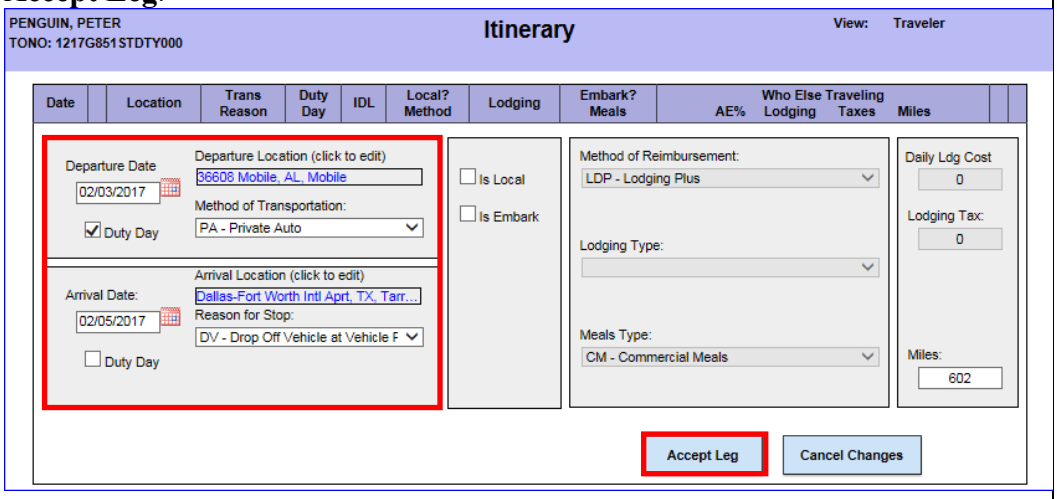
See below.

Step	Action
1	The **Ship POV** box must be checked on the What's Authorized tab. 
2	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 

Continued on next page

Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures, continued

Step	Action
3	Check **Owner operator of POV**, enter the **Number of cars authorized** (in this case 2, since you're driving both to the shipping location) and select **Who is being paid** (travelers). Then click **Next**. 
4	Enter the first leg of travel from your old PDS to the vehicle drop off. Select **DV-Drop Off Vehicle at Vehicle Port** as your Reason for Stop. Then click **Accept Leg**. 

Continued on next page

Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures, continued

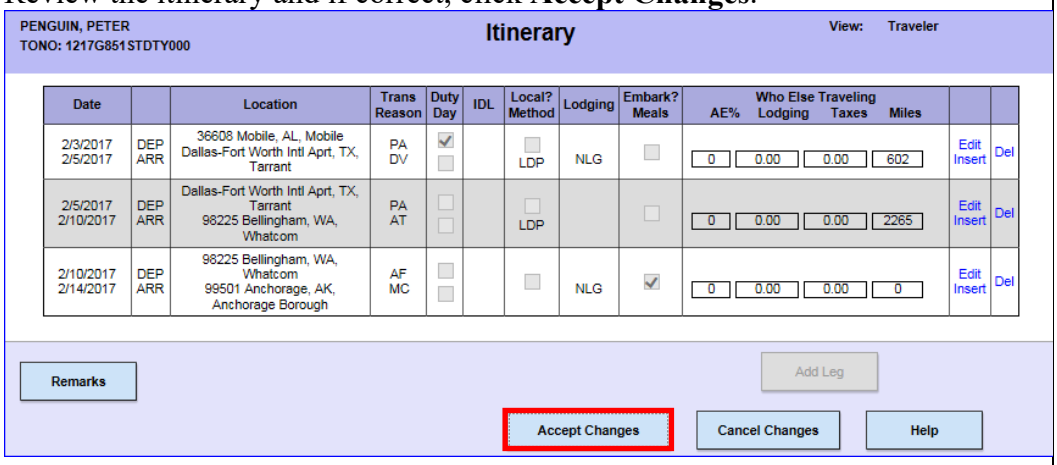
Step	Action
5	Now enter the **drive** to Bellingham, WA to meet the ferry. Then click **Accept Leg**.
6	Enter the **final leg of travel** and arrival date to your destination in Alaska. Use **AF** to designate the Alaska Marine Highway System (AMHS). The **Departure** and **Arrival dates** for the Ferry 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**.

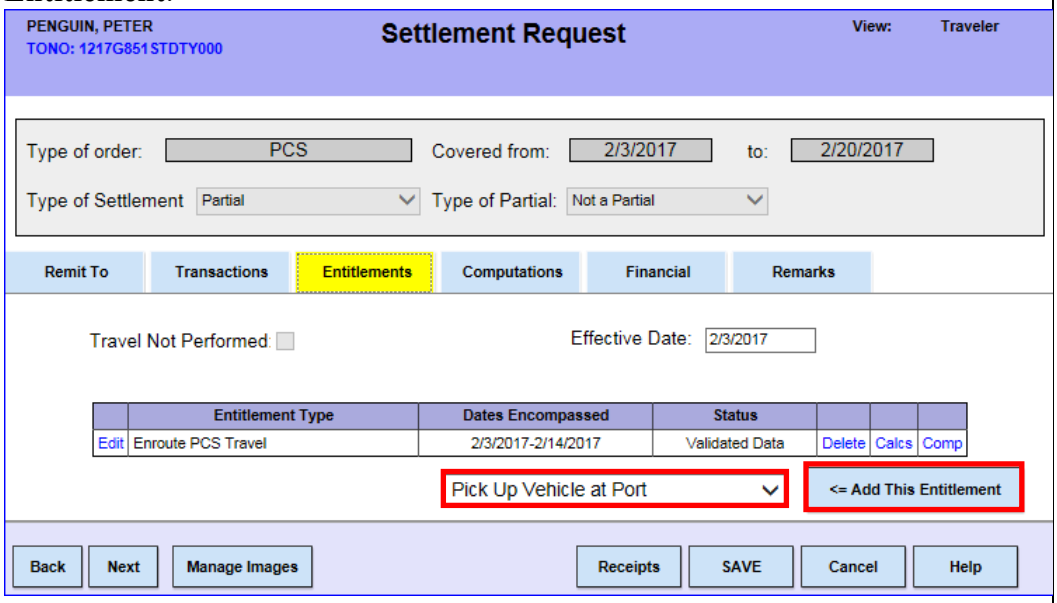
Continued on next page

Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures, continued

Step	Action
7	Review the itinerary and if correct, click **Accept Changes**.
8	Next you are going to add the itinerary to pick up your vehicle you shipped. Make sure **Pick Up Vehicle at Port** is showing, then select **Add This Entitlement**.

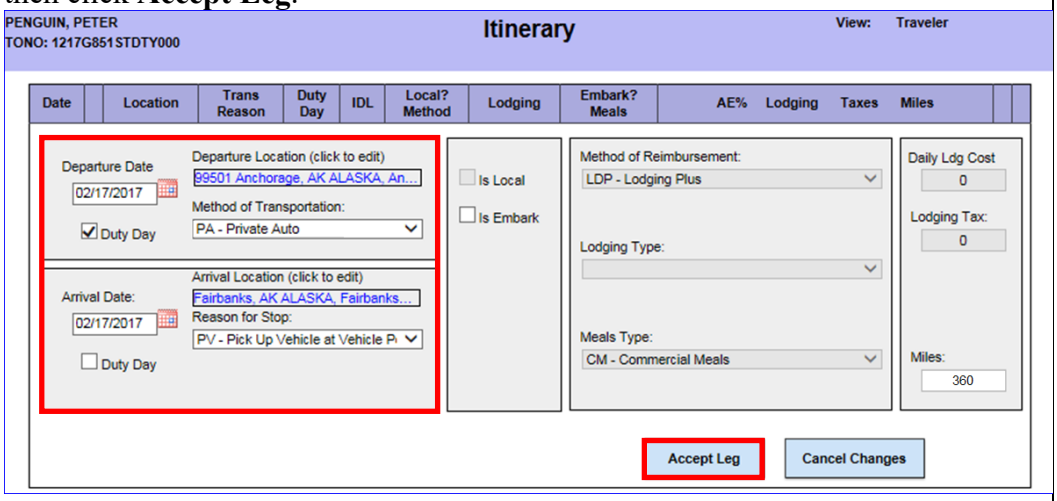
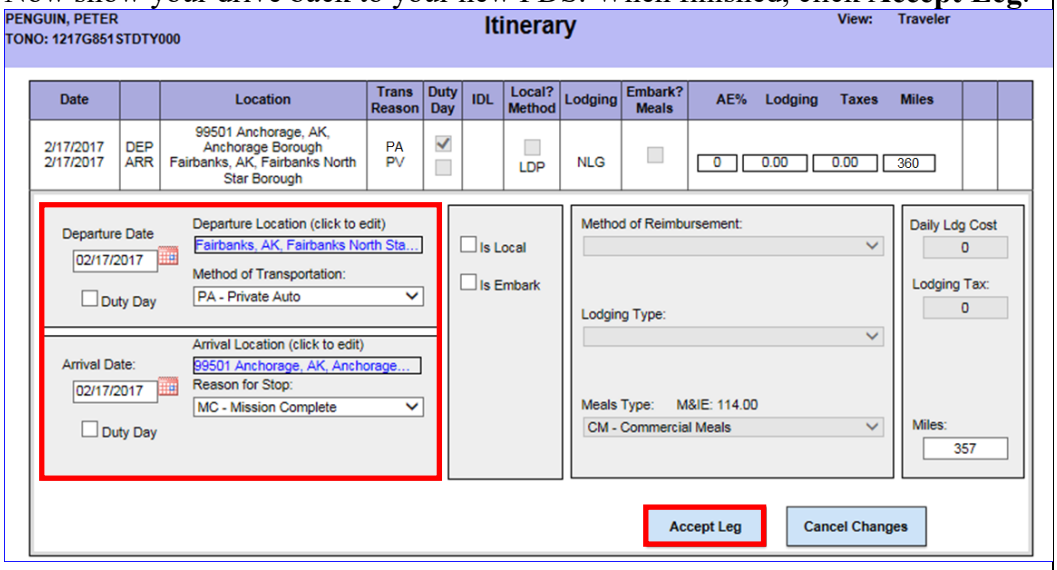




Continued on next page

Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures,
continued

Step	Action
9	Enter the itinerary to show your travel to the vehicle pick up location. Make sure you select **PV – Pick Up Vehicle at Vehicle Port** for the Reason for Stop, then click **Accept Leg**. 
10	Now show your drive back to your new PDS. When finished, click **Accept Leg**. 

Continued on next page

Mixed Mode – Alaska Ferry with POV Shipment, Continued

Procedures, continued

Step	Action
11	Review the itinerary. If correct, click **Accept Changes**.
12	Once the DLA is added, check the Computations tab for accuracy. **Apply Advances** if necessary and continue with the rest of your claim.

PENGUIN, PETER
TONO: 1217G851STDTY000
Itinerary View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Lodging	Taxes	Miles		
2/17/2017 2/17/2017	DEP ARR	99501 Anchorage, AK, Anchorage Borough Fairbanks, AK, Fairbanks North Star Borough	PA PV	☑		LDP	NLG		0	0.00	0.00	360	Edit Insert	Del
2/17/2017 2/17/2017	DEP ARR	Fairbanks, AK, Fairbanks North Star Borough 99501 Anchorage, AK, Anchorage Borough	PA MC				NLG		0	0.00	0.00	357	Edit Insert	Del

Remarks | Add Leg | Accept Changes | Cancel Changes | Help

PENGUIN, PETER
TONO: 1217G851STDTY000
Settlement Request View: Traveler

Type of order: PCS Covered from: 2/3/2017 to: 2/20/2017
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	1,233.50
Memb/Emp Transportation	385.56
Memb/Emp MALT	544.73
Dep Per Diem	925.13
Dep. MALT	114.38
DLA	2,113.50

Total Entitlement	5,316.80
Deductions	0.00
Partial Payments	0.00
Amount Payable	5,316.80
Advances	0.00
Due Employee	5,316.80
Split Payment	0.00
Computed Split	0.00

Method of Payment: Direct Deposit

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

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 along with the Alaska Marine Highway Itinerary. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

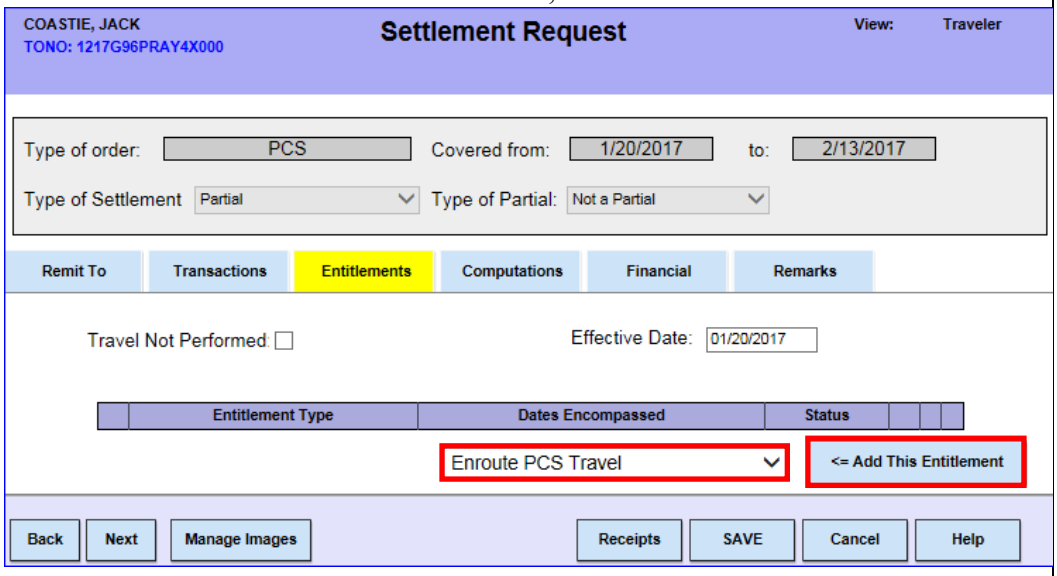
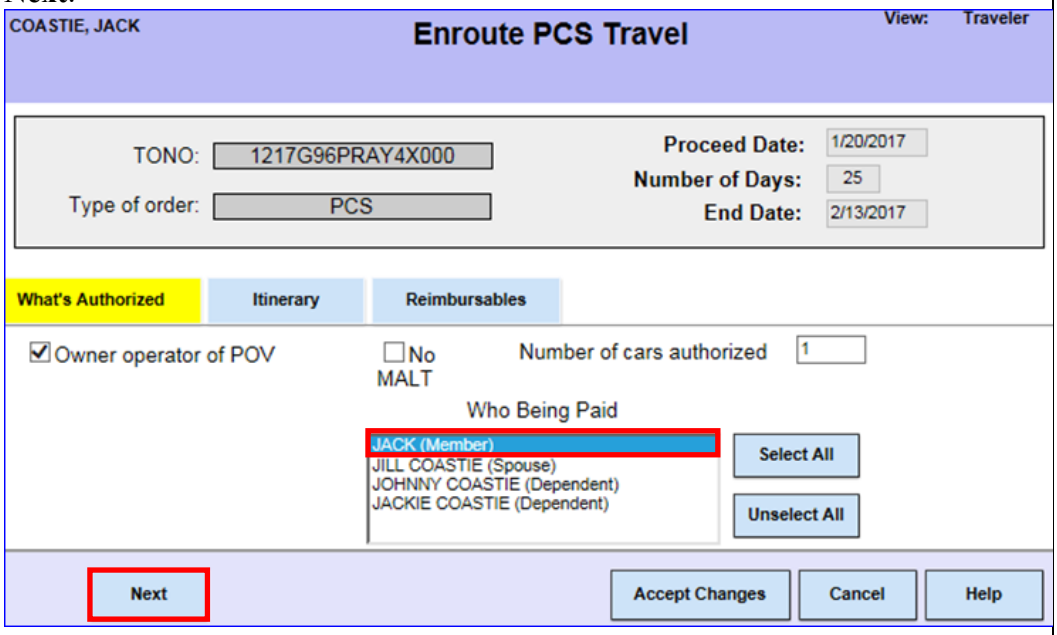
Mixed Mode – Fly/Drive to PDS

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 traveled from "A" school to Chicago (Home Of Record/HOR) to pick up their family, then they drove their 2 vehicles to the new PDS.

Procedures

See below.

Step	Action
1	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 
2	The member's family cannot travel from Petaluma – only from their HOR. So the member will select **himself** for travel from Petaluma to the HOR. Click **Next**. 

Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures,
continued

Step	Action
3	Enter the member's first leg of travel. If the member goes on leave at this locality enter **LV – Leave**, if he is taking off immediately use **AT – Awaiting Transportation**. Then click **Accept Leg**.
4	Now enter the member's **drive** back to their new PDS. When finished, click **Accept Leg**.

Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures, continued

Step	Action
5	Review the itinerary. If correct, click **Accept Changes**.
6	The Constructed Itinerary will show the number of **miles** authorized. Click **Next**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
1/20/2017 1/20/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma Chicago, IL, Cook	TP LV	☑ ☐		☐	CQ	☐	JILL COASTIE 0	0.00	0.00	0	Edit Insert	Del
1/23/2017 2/13/2017	DEP ARR	Chicago, IL, Cook 40202 Louisville, KY, Jefferson	PA MC	☐ ☐		☐	NLG	☐	JILL COASTIE 0	0.00	0.00	303	Edit Insert	Del

Remarks | Add Leg | Accept Changes | Cancel Changes | Help

COASTIE, JACK

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS
Proceed Date: 1/20/2017
Number of Days: 25
End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date
1/20/2017	2/13/2017	40202 Louisville, KENTUCKY	2327	0.00		

Recalculate Dates

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures, continued

Step	Action
7	Add all necessary **Reimbursable Expenses**, then click **Accept Changes**.
8	Now it's time to add the Dependents' travel. Click **Add This Entitlement**.

Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures,
continued

Step	Action
9	Select the **rest of the family members**, then click **Next**.
10	Enter the dependents' leg of travel, then click **Accept Leg**.

Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures, continued

Step	Action
11	Click **Accept Changes**.
12	The Constructed Itinerary for this leg only shows the **miles** the dependents are authorized from the Home of Record to the new PDS. Click **Accept Changes**.

Continued on next page

Mixed Mode – Fly/Drive to PDS, Continued

Procedures,
continued

Step	Action
13	Once the DLA is added, check the Computations tab for accuracy. **Apply Advances** if necessary and continue with the rest of your claim.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	197.50
Memb/Emp Transportation	257.75
Memb/Emp MALT	57.57
Dep Per Diem	284.00
Dep. MALT	57.57
DLA	2,349.99

Total Entitlement	3,204.38
Deductions	0.00
Partial Payments	0.00
Amount Payable	3,204.38
Advances	0.00
Due Employee	3,204.38
Split Payment	0.00
Computed Split	0.00

Method of Payment Direct Deposit

Enter amount in Split Payment field to pay GTCC

Apply Advances

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over $75.00. Use the **Manage Images** function to attach them to your claim. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

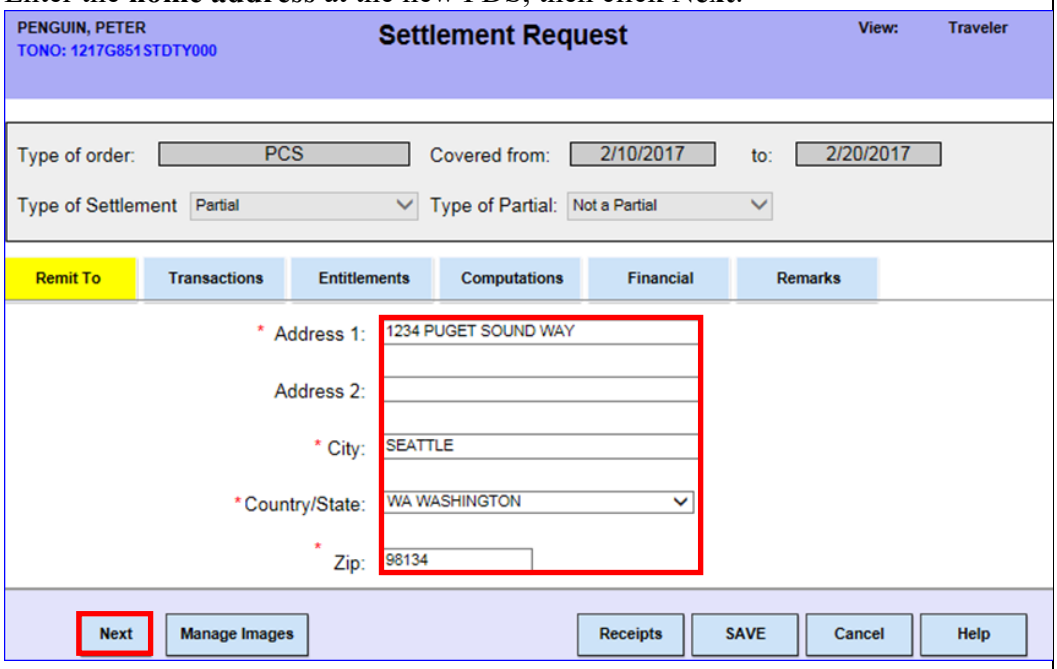
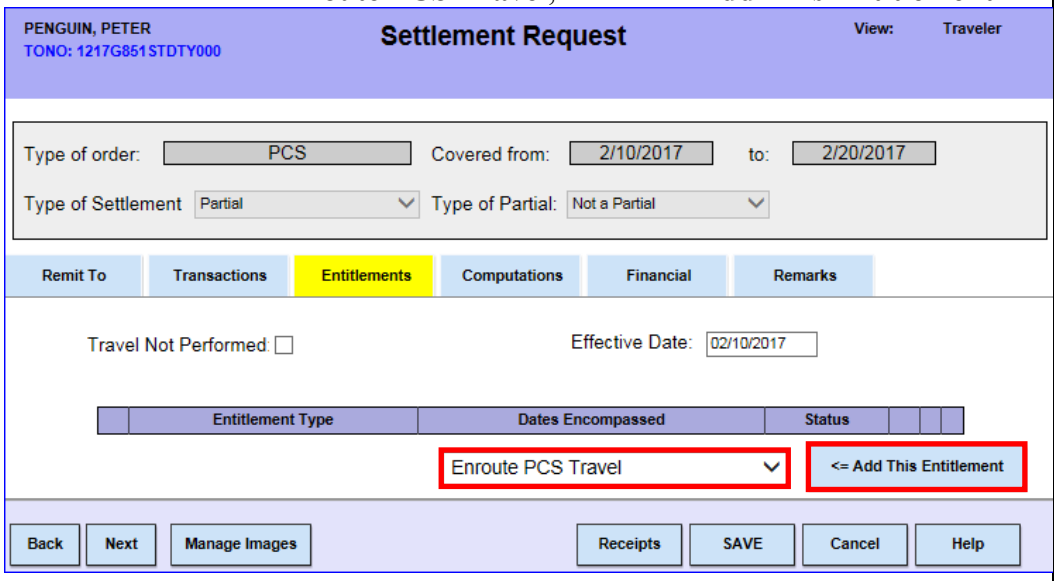
Mixed Mode – Getting Married Enroute

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 "A" School to his home of record, got married and then drove to his new PDS with his new spouse.

Procedures

See below.

Step	Action
1	Enter the **home address** at the new PDS, then click **Next**. 
2	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 

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Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
3	Make sure **Owner operator of POV** is checked, only **1 car authorized** and select **ONLY** the member. Then click **Next**.
4	This member flew from Petaluma USCG TRACEN on 2/10/17 by **TP-Govt. Proc. Plane** to Portland, OR. Select **LV-Leave** for the reason for stop. Then click **Accept Leg**.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
5	The member got married while on leave in Portland, OR, then drove to his new PDS with his spouse. Enter the **itinerary**, for the second leg or travel, then click **Accept Leg**.
6	Both legs will populate. If correct, select **Accept Changes**.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
7	The Constructed Itinerary tab will show how many **miles** are authorized for this PCS. Click **Next**.
8	Add any **Reimbursable Expenses**, then click **Accept Changes**.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
9	Now, you will need to enter the spouse's itinerary. Leave the default as **Enroute PCS Travel** and then click **Add This Entitlement**.
10	Uncheck **Owner Operator of POV** and click **Next**.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
11	The member and spouse were married in Portland, OR and began travel together 2/18/17. Enter the **Arrival Date** to the new PDS to be the same as the members, 2/20/17. **MAKE SURE YOU ADD THE MEMBER TO THE ITINERARY**. Click **Accept Leg**.
12	Click **Accept Changes**.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

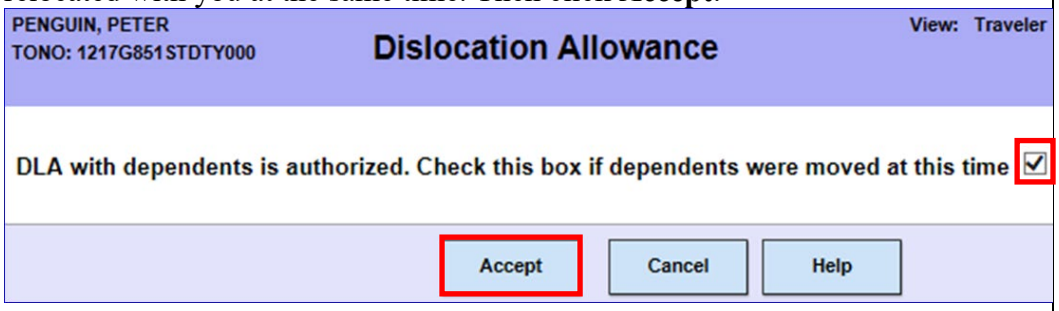
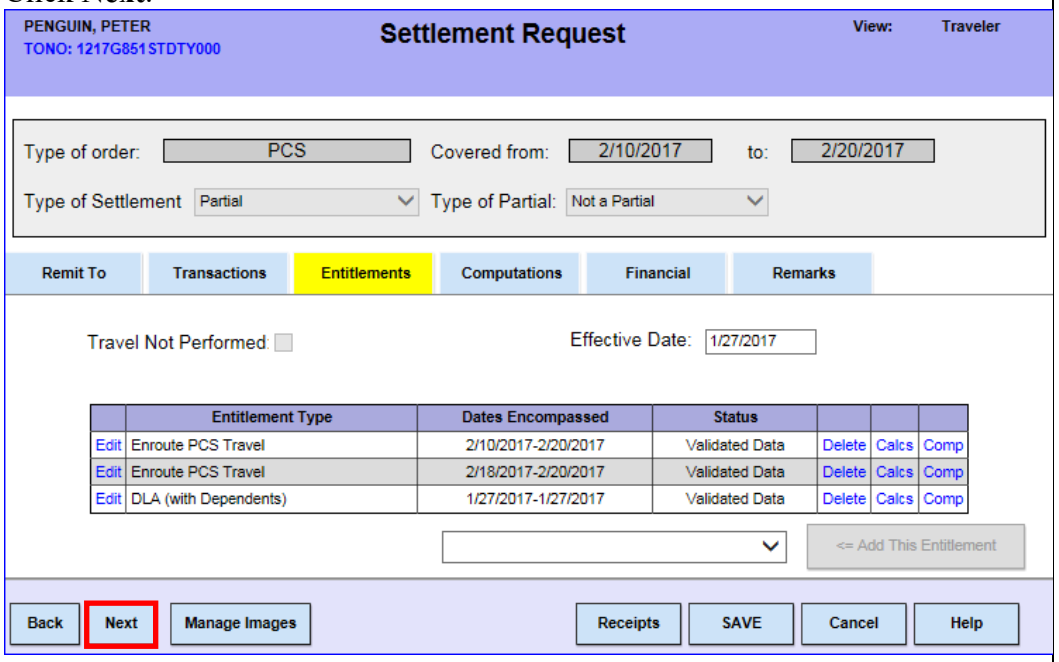
Procedures, continued

Step	Action
13	The Constructed Itinerary tab will show the **Authorized Miles** for that leg of travel. Click **Accept Changes**.
14	Ensure the drop-down says **DLA**, then click **Add This Entitlement**.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action
15	Check the **box** if DLA with dependents is authorized AND your dependents relocated with you at the same time. Then click **Accept**. 
16	Click **Next**. 

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

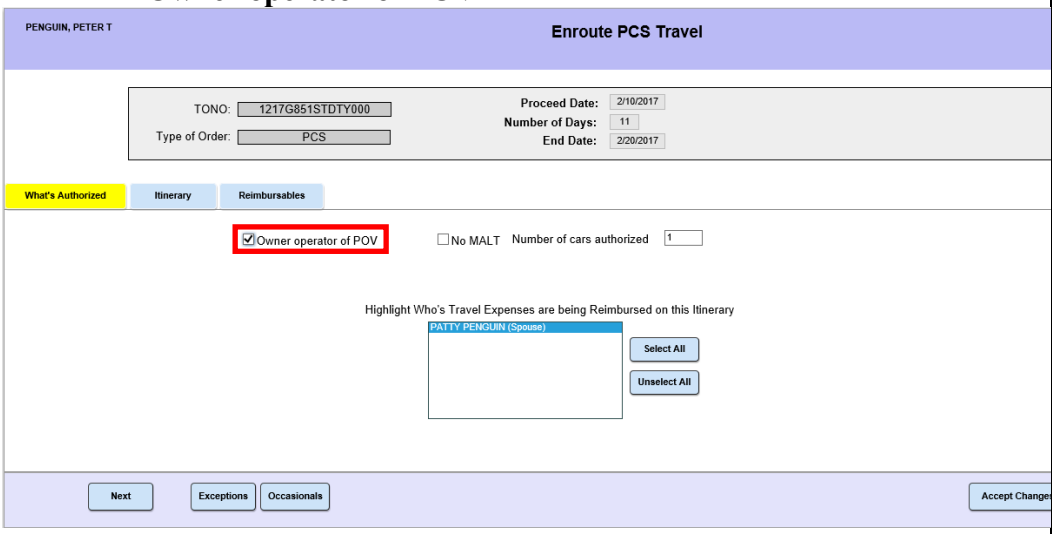
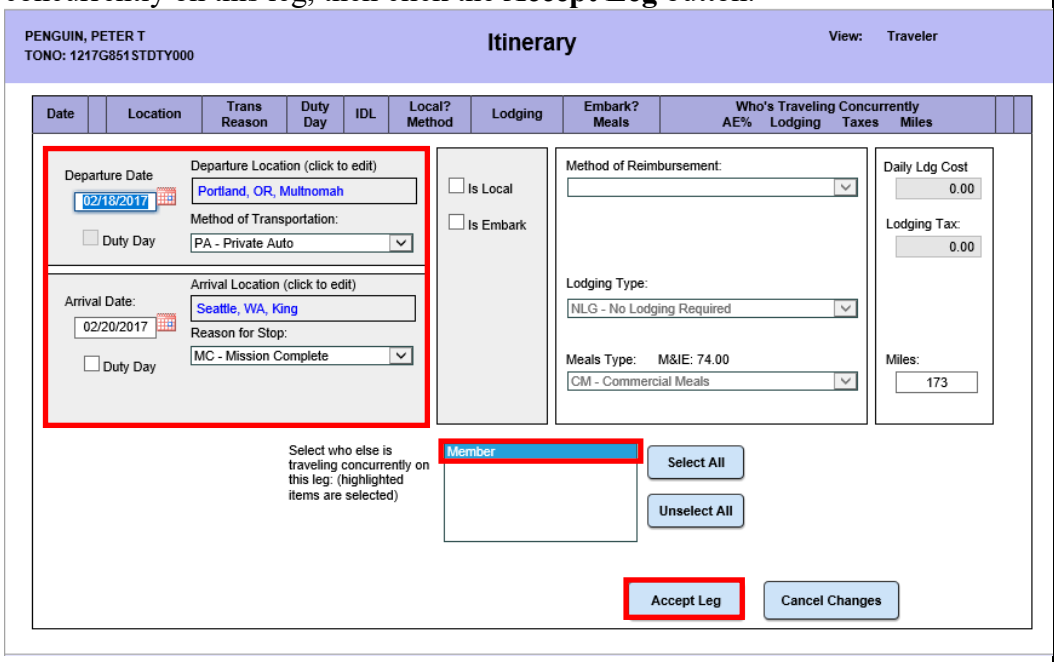
Procedures,
continued

Step	Action
17	Verify the Computations tab for accuracy. Click **Next**. Skip to Step 26 if only authorized one car. If two cars are authorized, one for the member and one for the spouse, the only change would be to the spouse's itinerary. The member's claim remains the same. PENGUIN, PETER T TONO: 1217G851STDTY000 Settlement Request View: Traveler Type of order: PCS Covered from: 2/10/2017 to: 2/20/2017 Type of Settlement Partial Type of Partial: Not a Partial Remit To | Transactions | Entitlements | Computations | Financial | Remarks Description | Total Memb/Emp PCS Per Diem | 190.00 Memb/Emp MALT | 29.41 ~~Dep Per Diem~~ | ~~108.50~~ DLA | 2,399.34 Total Entitlement 2,725.25 Deductions 0.00 Partial Payments 0.00 Amount Payable 2,725.25 Advances 0.00 Method of Payment Direct Deposit Due Employee 2,725.25 Split Payment 0.00 Computed Split 0.00 Apply Advances 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 Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action
18	If two cars are authorized, return to the **What's Authorized tab** for the dependent travel. Ensure the **Owner operator of POV** box is checked. 
19	Enter the itinerary for the spouse's travel from the place of marriage to the member's permanent duty station. Be sure to add the member traveling concurrently on this leg, then click the **Accept Leg** button. 

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
20	The spouse's itinerary will populate. Check for accuracy. Ensure the member is listed in the Who's Traveling Concurrently section. Then click the **Accept Changes** button.
21	Click the Itinerary tab.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
22	You will return to the **Entitlement Summary** page. Click the **Computations** tab.

PENGUIN, PETER T
TONO: 1217G851STDTY000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 2/10/2017 to: 2/20/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	2/10/2017-2/20/2017	Validated Data	Delete	Calcs	Comp
Edit	Enroute PCS Travel	2/18/2017-2/20/2017	Validated Data	Delete	Calcs	Comp
Edit	DLA (with Dependents)	2/10/2017-2/10/2017	Validated Data	Delete	Calcs	Comp

TLE <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action
23	There are times when TPAX will not properly process the dependent MALT for the dependent listing 1 car on their What's Authorized tab. In this example the Dependent MALT did not process correctly and is not listed in the Computations. To correct this, see Step 24.
24	You must return to the **What's Authorized** tab for the dependent travel claim and update the **Number of cars authorized** to 2. Then click **Accept Changes**.

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
25	Return to the **Computations** tab. You should now see the **Dependent MALT** processed. Click the **Financial** tab.

PENGUIN, PETER T
TONO: 1217G851STDTY000

Settlement Request

View:

Type of order: PCS Covered from: 2/10/2017 to: 2/20/201

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	190.00
Memb/Emp MALT	29.41
Dep Per Diem	106.50
Dep. MALT	29.41
DLA	2,399.34

Total Entitlement
Deductions
Partial Payments
Amount Payable
Advances

Method of Payment Direct Deposit

Due Employee
Split Payment
Computed Split
Enter amount in Split Paym
GTCC

Apply Advances

This request may require constructed travel so that the amount computed may not equal the actual am

Back | Next | Manage Images | Receipts | SAVE | Cancel

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures, continued

Step	Action
26	Enter the **Accounting String**, then click **Next**.

PENGUIN, PETER
TONO: 1217G851STDTY000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 2/10/2017 to: 2/20/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Db/Cr	Classification String	Amount
Db	1217G851STDTY000 2 P 501 299 21 0 RA 78045 2104	2,656.49

Add/Modify Accounting

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

Mixed Mode – Getting Married Enroute, Continued

Procedures,
continued

Step	Action
27	Spell out exactly what happened in the **Voucher Remarks**. Then click **SAVE**. Ensure you have all orders and any receipts over $75.00 scanned and attached in the **Manage Images** section of TPAX. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

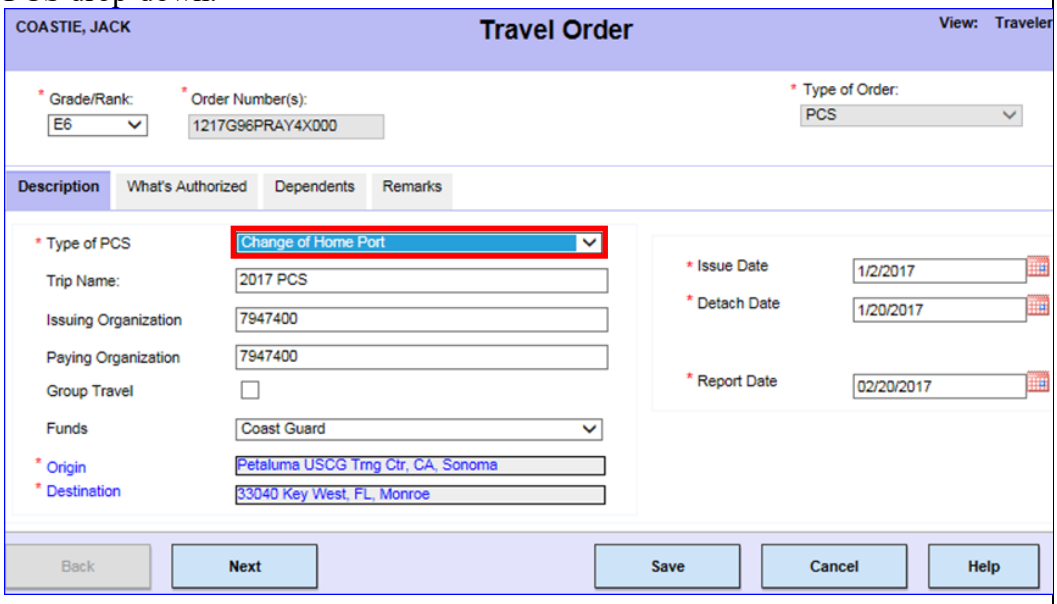
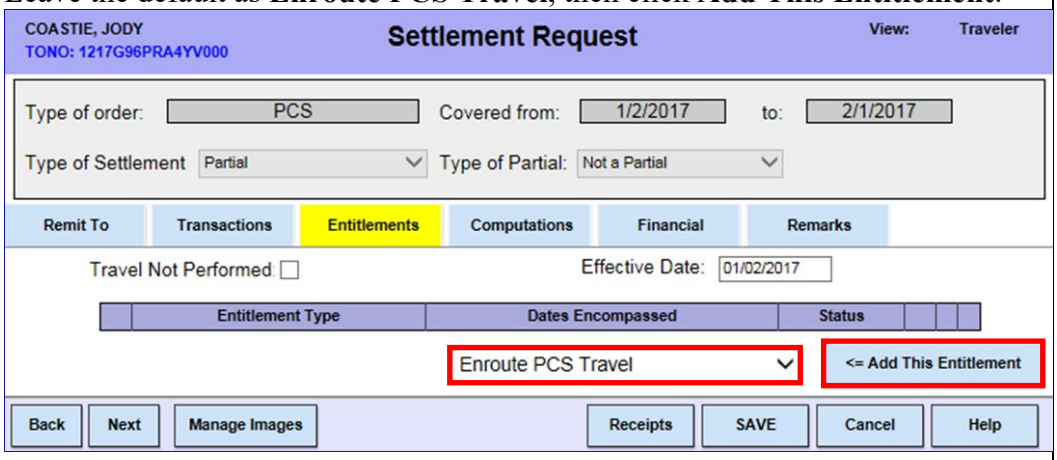
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway)

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 and his dependents drove from the old PDS to the Homeport of the new PDS (boat is stationed in Key West, FL). However, the boat was underway in Panama so the member had to travel to Panama from Key West.

Procedures

See below.

Step	Action
1	When chasing the boat, you must select **Change of Homeport** from the Type of PCS drop-down. 
2	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 

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
3	We're going to enter the member's itinerary first, so just select the **Member** to be paid. Then click **Next**.

COASTIE, JACK

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRAY4X000

Type of order: PCS

Proceed Date: 1/20/2017

Number of Days: 32

End Date: 2/20/2017

What's Authorized | Itinerary | Reimbursables

☑ Owner operator of POV

☐ No MALT

Number of cars authorized 1

Who Being Paid

JACK (Member)
JILL COASTIE (Spouse)
JOHNNY COASTIE (Dependent)
JACKIE COASTIE (Dependent)

Select All

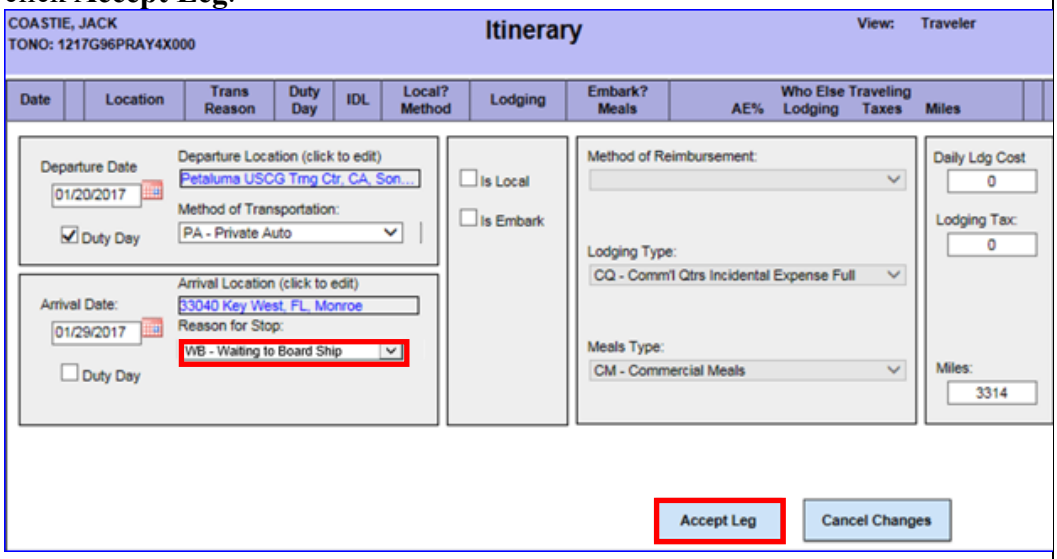
Unselect All

Next | Accept Changes | Cancel | Help

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
4	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. 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**. 

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	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**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
1/20/2017 1/29/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe	PA LV	☑			CQ		JILL COASTIE 0	0.00	0.00	3314
2/20/2017 2/20/2017	DEP ARR	33040 Key West, FL, Monroe 33040 Key West, FL, Monroe	CS AT			LDP			JILL COASTIE 0	0.00	0.00	0

Departure Date: 02/20/2017
Duty Day
Departure Location (click to edit): 33040 Key West, FL, Monroe
Method of Transportation: CP - Commercial Plane

Arrival Date: 02/20/2017
Duty Day
Arrival Location (click to edit): PANAMA, PANAMA CITY
Reason for Stop: MC - Mission Complete

☐ Is Local
☑ Is Embark

Method of Reimbursement:
Lodging Type:
Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0
Lodging Tax: 0
Miles: 0

Who else is traveling on this leg: JILL COASTIE, JOHNNY COASTIE, JACKIE COASTIE

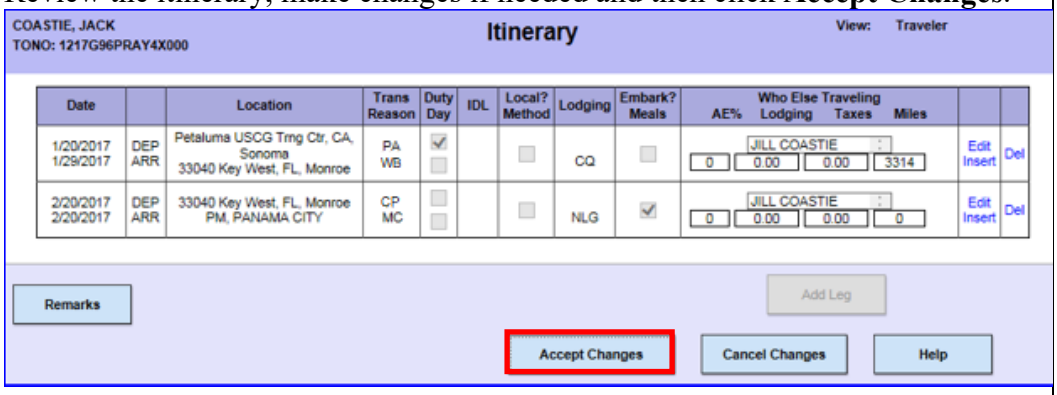
Accept Leg | Cancel Changes

Continued on next page

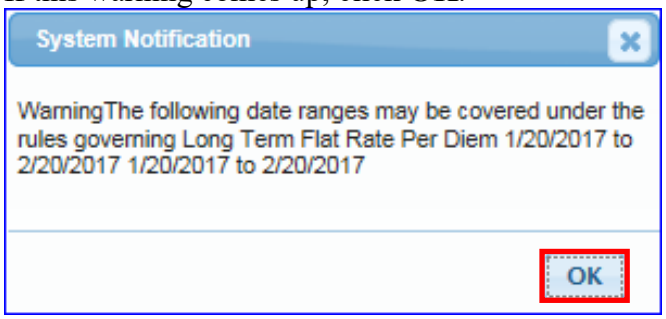
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures, continued

Step	Action
7	Review the itinerary, make changes if needed and then click **Accept Changes**.



If this warning comes up, click **OK**.



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	The **miles** in the Constructed Itinerary will populate. Click **Accept Changes**.
9	Click **Calcs**.

COASTIE, JACK
Enroute PCS Travel
View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS
Proceed Date: 1/20/2017
Number of Days: 32
End Date: 2/20/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date
1/20/2017	2/20/2017	33040 Key West, FLORIDA	3314	0.00		
2/20/2017	2/20/2017	PANAMA CITY, ...	0	0.00		

Recalculate Dates

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000
Settlement Request
View: Traveler

Type of order: PCS
Covered from: 1/20/2017 to: 2/20/2017
Type of Settlement: Partial
Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed:
Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel
<= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

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	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**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Daily Expenses

View: Traveler

Audit Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable
02/10	FP											0.00	142.00	0.00	142.00	0.00	
02/11	FP											0.00	142.00	0.00	142.00	0.00	
02/12	FP											0.00	142.00	0.00	142.00	0.00	
02/13	FP											0.00	142.00	0.00	142.00	0.00	
02/14	FP											0.00	142.00	0.00	142.00	0.00	
02/15	FP											0.00	142.00	0.00	142.00	0.00	
02/16	FP											0.00	142.00	0.00	142.00	0.00	
02/17	FP											0.00	142.00	0.00	142.00	0.00	
02/18	FP											0.00	142.00	0.00	142.00	0.00	
02/19	FP											0.00	142.00	0.00	142.00	0.00	
02/20	LDP	173.00	99.00	CM	CM	CM	0.00			Partial	Day	74.25	74.25	0.00	74.25	0.00	
												Total	1494.25	0.00	1494.25	0.00	

Step	Action
11	Now add the dependents' travel. Click **Add This Entitlement**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

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	Select the **rest of the family members**, then click **Next**.
13	Enter the dependents' travel. Since they traveled with the member in the same POV, select the same **departure** and **arrival dates** as you entered for the member. Select the **member**. Then click **Accept Leg**.

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
14	Click **Accept Changes**.
15	Once the DLA is added, check the Computations tab for accuracy. **Apply Advances** if necessary and continue with the rest of your claim.

COASTIE, JACK
TONO: 1217G96PRAY4X000
Itinerary
View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
1/20/2017 1/29/2017	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma 33040 Key West, FL, Monroe	PA MC	☑ ☐		☐	NLG	☐	0	Member 0.00	0.00	3314	Edit Insert	Del

Remarks | Add Leg | Accept Changes | Cancel Changes | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000
Settlement Request
View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017
Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	1,494.25
Memb/Emp MALT	629.66
Dep Per Diem	2,485.00
DLA	2,349.99

Total Entitlement	6,958.90
Deductions	0.00
Partial Payments	0.00
Amount Payable	6,958.90
Advances	0.00
Due Employee	6,958.90
Split Payment	0.00
Computed Split	0.00

Method of Payment Direct Deposit

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over $75.00. Use the **Manage Images** function to attach them to your claim. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

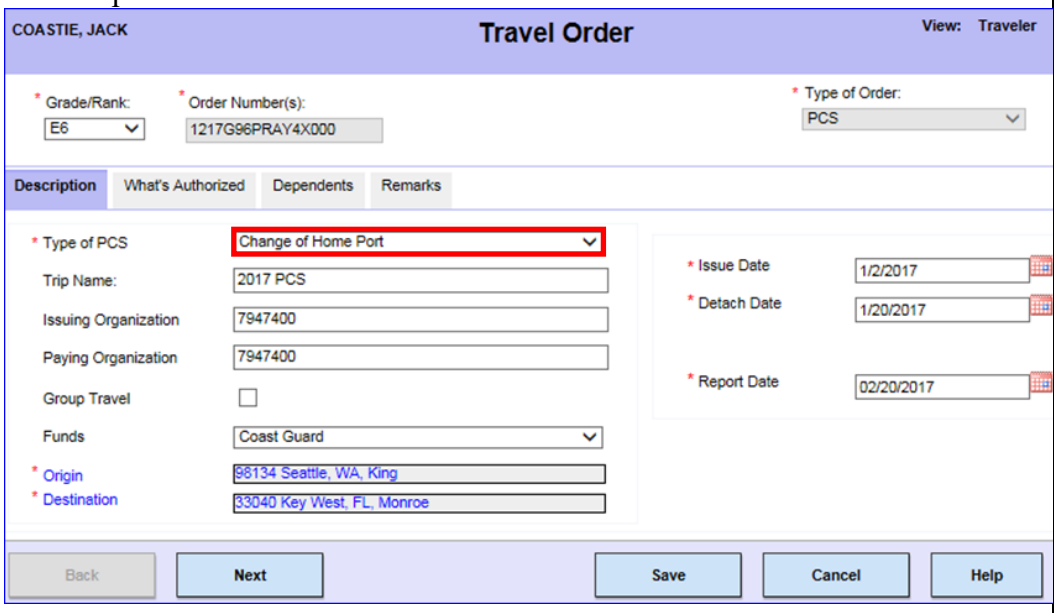
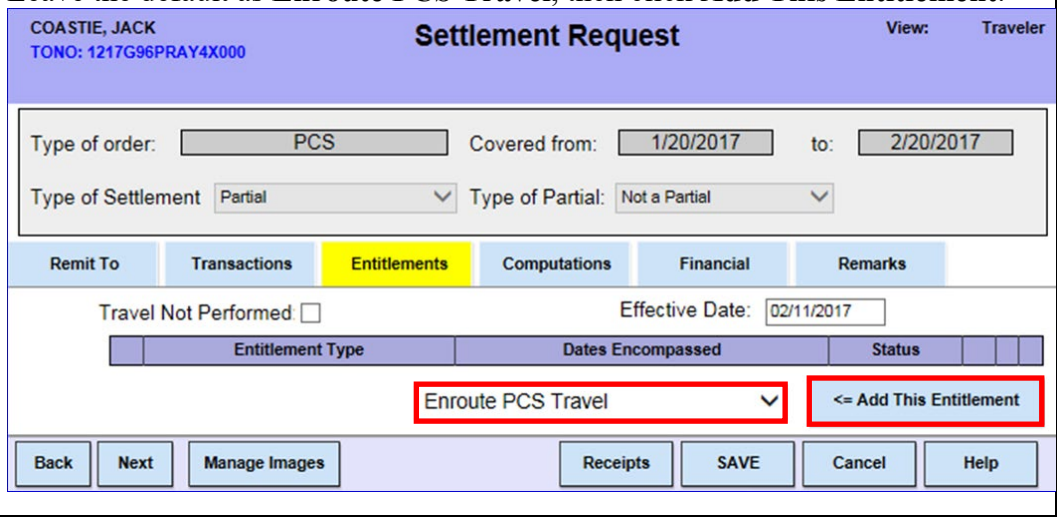
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to New PDS Homeport)

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) was underway in Cordova, AK. The member flew to Seattle, then drove with his dependents to the new Homeport in Key West, FL.

Procedures

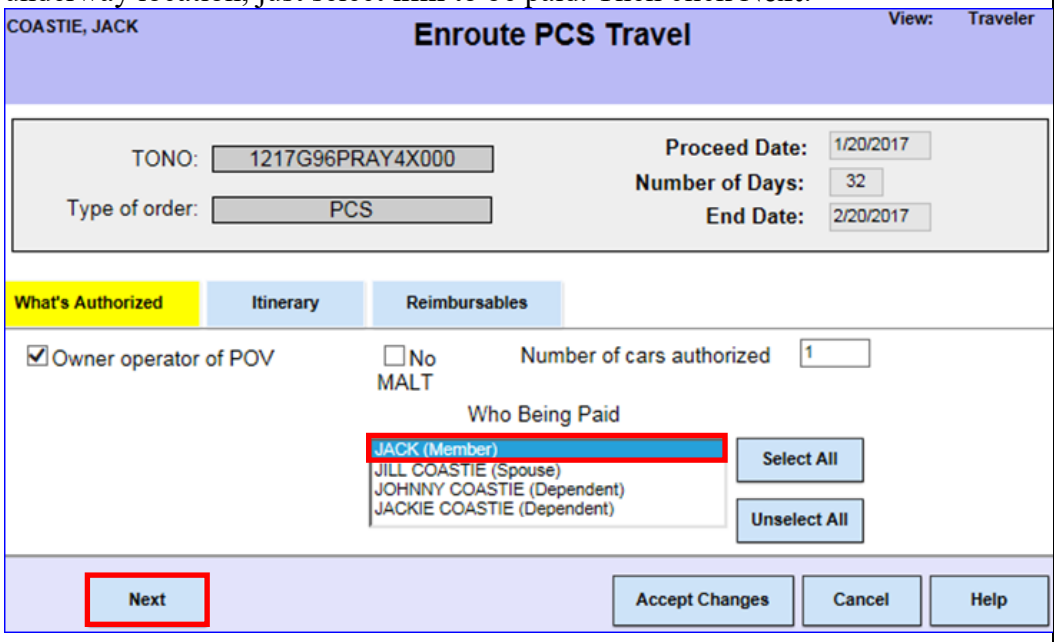
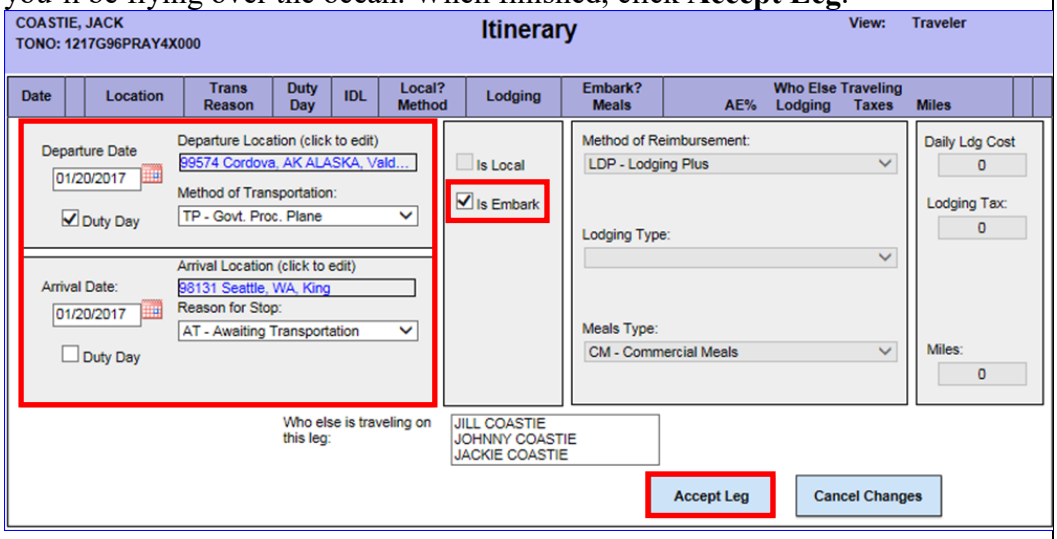
See below.

Step	Action
1	When chasing the boat, you must select **Change of Homeport** from the Type of PCS drop-down. 
2	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 

Continued on next page

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

Procedures, continued

Step	Action
3	First enter the member's travel. Since he is the only one flying from the underway location, just select **him** to be paid. Then click **Next**. 
4	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**. 

Continued on next page

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

Procedures, continued

Step	Action
5	Review the itinerary, make changes if needed and then click **Accept Changes**.
6	The miles in the Constructed Itinerary will populate. Click **Next**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
1/20/2017 1/20/2017	DEP ARR	99574 Cordova, AK, Valdez-Cordova Census Area 98131 Seattle, WA, King	TP AT	☑ ☐		☐ LDP		☑	JILL COASTIE 0	0.00	0.00	0	Edit Insert	Del
1/20/2017 2/20/2017	DEP ARR	98131 Seattle, WA, King 33040 Key West, FL, Monroe	PA MC	☐ ☐		☐	NLG	☐	JILL COASTIE 0	0.00	0.00	3486	Edit Insert	Del

Remarks | Add Leg | Accept Changes | Cancel Changes | Help

COASTIE, JACK

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS

Proceed Date: 1/20/2017
Number of Days: 32
End Date: 2/20/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
1/20/2017	1/20/2017	98131 Seattle, WASHINGTON	0
1/20/2017	2/20/2017	33040 Key West, FLORIDA	3486

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

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

Procedures, continued

Step	Action
7	Add your **reimbursable expenses**, then click **Accept Changes**.
8	Click **Calcs**.

COASTIE, JACK
Enroute PCS Travel
View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS
Proceed Date: 1/20/2017
Number of Days: 32
End Date: 2/20/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Date	Description	Claimed
1/20/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00
1/20/2017	SATO-CTO-TMC SVC PROC FEE	22.00

Add / Edit Trip Expenses

Back | Exceptions | Occasionals | Accept Changes | Cancel | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000
Settlement Request
View: Traveler

Type of order: PCS
Covered from: 1/20/2017 to: 2/20/2017
Type of Settlement: Partial
Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed:
Effective Date: 2/11/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel
<= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

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

Procedures, continued

Step	Action
9	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**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Daily Expenses

View: Traveler

Audit Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable
01/20	LDP	279.00	69.00	CM	CM	CM	0.00			Partial	Day	51.75	51.75	0.00	51.75	0.00	
02/10	FP											0.00	142.00	0.00	142.00	0.00	
02/11	FP											0.00	142.00	0.00	142.00	0.00	
02/12	FP											0.00	142.00	0.00	142.00	0.00	
02/13	FP											0.00	142.00	0.00	142.00	0.00	
02/14	FP											0.00	142.00	0.00	142.00	0.00	
02/15	FP											0.00	142.00	0.00	142.00	0.00	
02/16	FP											0.00	142.00	0.00	142.00	0.00	
02/17	FP											0.00	142.00	0.00	142.00	0.00	
02/18	FP											0.00	142.00	0.00	142.00	0.00	
02/19	FP											0.00	142.00	0.00	142.00	0.00	
												Total	1471.75	0.00	1471.75	0.00	

Step	Action
10	Now enter the itinerary for your dependents. Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/11/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp

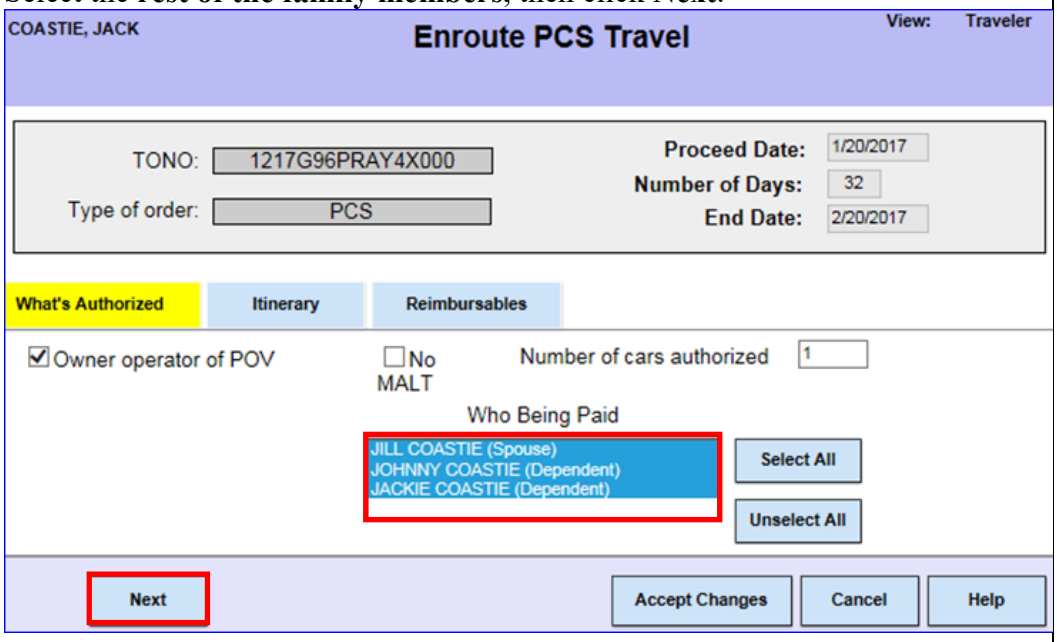
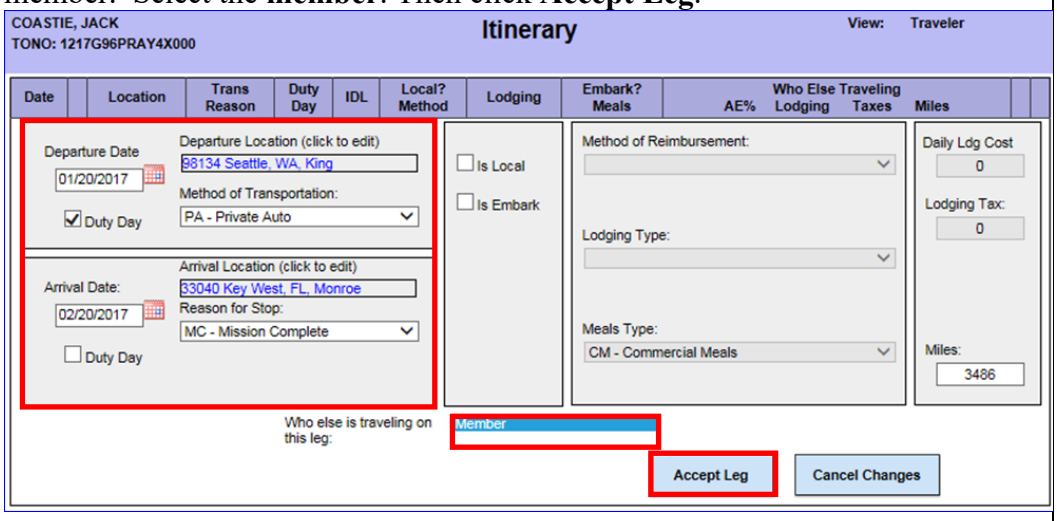
Enroute PCS Travel <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

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

Procedures, continued

Step	Action
11	Select the **rest of the family members**, then click **Next**. 
12	Enter the dependents' travel. Since they traveled with the member in the same POV, select the same **Departure** and **Arrival Dates** as you entered for the member. Select the **member**. Then click **Accept Leg**. 

Continued on next page

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

Procedures,
continued

Step	Action
13	Click **Accept Changes**.
14	Once the DLA is added, check the Computations tab for accuracy. **Apply Advances** if necessary and continue with the rest of your claim.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
1/20/2017 2/20/2017	DEP ARR	98134 Seattle, WA, King 33040 Key West, FL, Monroe	PA MC	☑ ☐		☐	NLG	☐	0	Member 0.00	0.00	3486	Edit Insert	Del

Remarks | Add Leg | Accept Changes | Cancel Changes | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	1,471.75
Memb/Emp Transportation	272.00
Memb/Emp MALT	662.34
Dep Per Diem	2,485.00
DLA	2,349.99

Total Entitlement	7,241.08
Deductions	0.00
Partial Payments	0.00
Amount Payable	7,241.08
Advances	0.00
Due Employee	7,241.08
Split Payment	0.00
Computed Split	0.00

Method of Payment Direct Deposit

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over $75.00. Use the **Manage Images** function to attach them to your claim. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

PCS – Boot Camp to "A" School

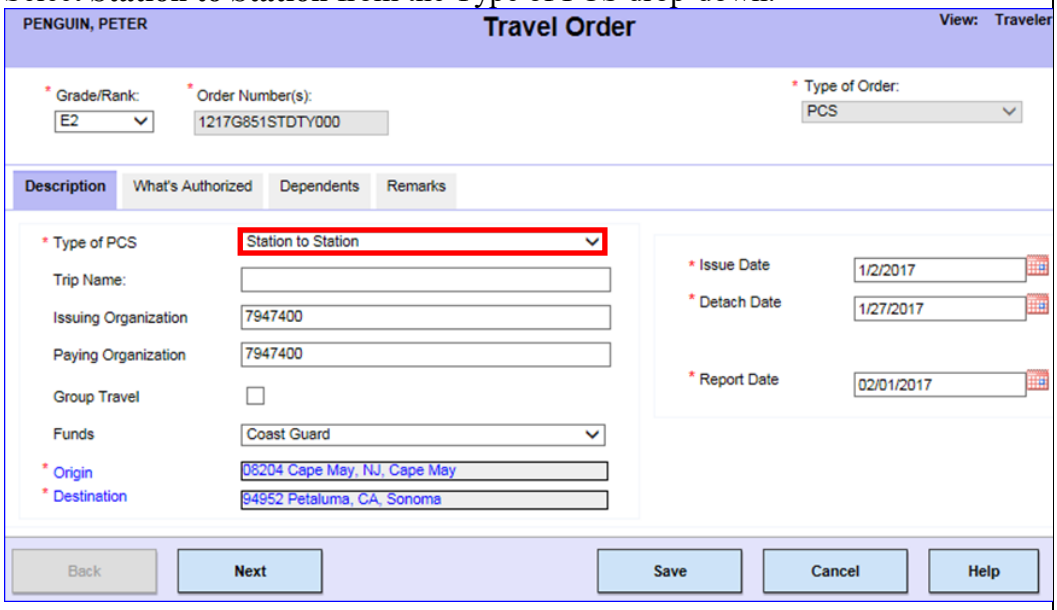
Introduction

This section shows how to account for a member who is going from Boot Camp to "A" School. When personnel are attending "A" Schools longer than 20 weeks, PCS orders are authorized. When a member has dependents and is authorized to take them to the "A" School locality, use **Station to Station**. **Do NOT use the "Boot Camp to A School" option.**

Note: If you do not select Station to Station, TPAX will not allow you to view the Dependents tab in order to add them to the claim.

Procedures

See below.

Step	Action
1	Select **Station to Station** from the Type of PCS drop-down. 
2	If your spouse or other dependents were not previously added to the Dependents tab, **Add** them here.

Continued on next page

PCS – Boot Camp to "A" School, Continued

Procedures, continued

Step	Action
3	Enter the **home address** at the new PDS.
4	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**.

Continued on next page

PCS – Boot Camp to "A" School, Continued

Procedures, continued

Step	Action
5	We're going to enter the member's itinerary first. Make sure you select just the **member** in the Who Being Paid section. Then click **Next**.
6	Enter the member's itinerary from Cape May to their "A" School location. They can either drive or fly. When finished click **Accept Leg**.

Continued on next page

PCS – Boot Camp to "A" School, Continued

Procedures, continued

Step	Action
7	Click **Accept Changes**.
8	Once the **reimbursable expenses** have been added, click **Accept Changes**.

Continued on next page

PCS – Boot Camp to "A" School, Continued

Procedures, continued

Step	Action
9	Now you need to add the dependent's itinerary. Dependents **cannot** travel from boot camp. Their travel must start from their home of record. Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**.
10	Ensure the **dependent** is selected, then click **Next**.

Continued on next page

PCS – Boot Camp to "A" School, Continued

Procedures, continued

Step	Action
11	Enter the dependent's itinerary, then click **Accept Leg**.

PENGUIN, PETER
TONO: 1217G851STDTY000

Itinerary

View: Traveler

Date | Location | Trans Reason | Duty Day | IDL | Local? Method | Lodging | Embark? Meals | Who Else Traveling AE% Lodging Taxes Miles

Departure Date: 01/29/2017
Duty Day: ☑
Departure Location (click to edit): 89101 Las Vegas, NV, Clark
Method of Transportation: PA - Private Auto

Arrival Date: 01/30/2017
Duty Day: ☐
Arrival Location (click to edit): 94952 Petaluma, CA, Sonoma
Reason for Stop: MC - Mission Complete

☐ Is Local
☐ Is Embark

Method of Reimbursement:
Lodging Type:
Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0
Lodging Tax: 0
Miles: 599

Who else is traveling on this leg: Member

Accept Leg | Cancel Changes

Continued on next page

PCS – Boot Camp to "A" School, Continued

Procedures, continued

Step	Action
12	Once the DLA is added, check the Computations tab for accuracy. **Apply Advances** if necessary and continue with the rest of your claim.

PENGUIN, PETER
TONO: 1217G851STDTY000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	48.00
Memb/Emp Transportation	272.00
Dep Per Diem	284.00
Dep. MALT	113.81
DLA	2,113.50

Total Entitlement	2,831.31
Deductions	0.00
Partial Payments	0.00
Amount Payable	2,831.31
Advances	0.00

Method of Payment Direct Deposit

Due Employee	2,831.31
Split Payment	0.00
Computed Split	0.00

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over $75.00. Use the Manage Images function to attach them to your claim. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

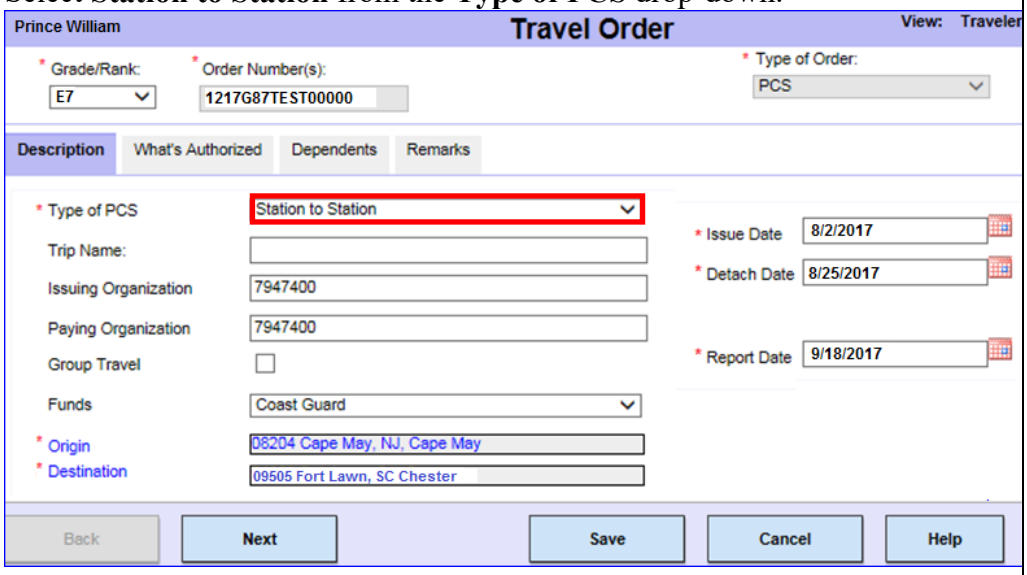
PCS – Boot Camp to First PDS with Dependents

Introduction

This section shows how to account for a member who is going from Boot Camp to their first Permanent Duty Station (PDS) and traveling with dependents. Use the Station to Station option.

Procedure

See below.

Step	Action
1	Select **Station to Station** from the **Type of PCS** drop-down. 
2	If your spouse or other dependents were not previously added to the Dependents tab, **Add** them here.

Continued on next page

PCS – Boot Camp to First PDS with Dependents, Continued

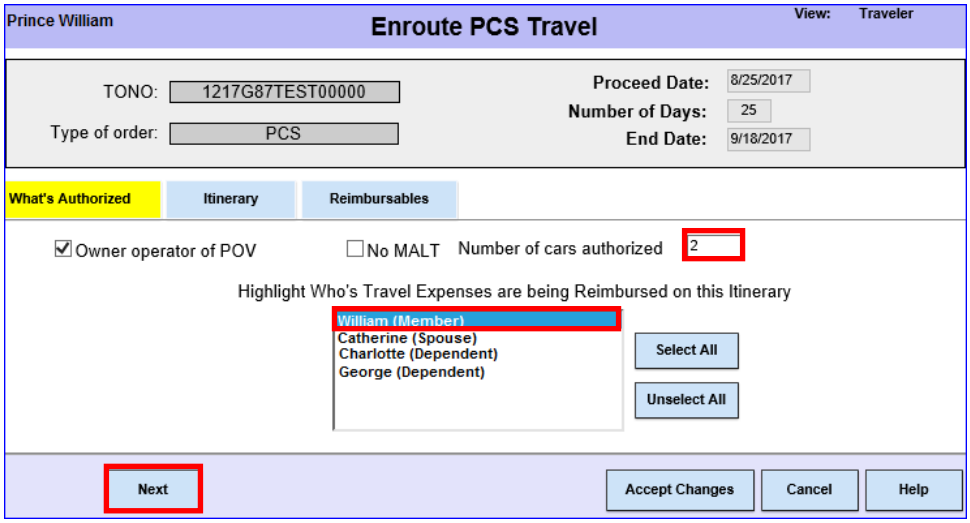
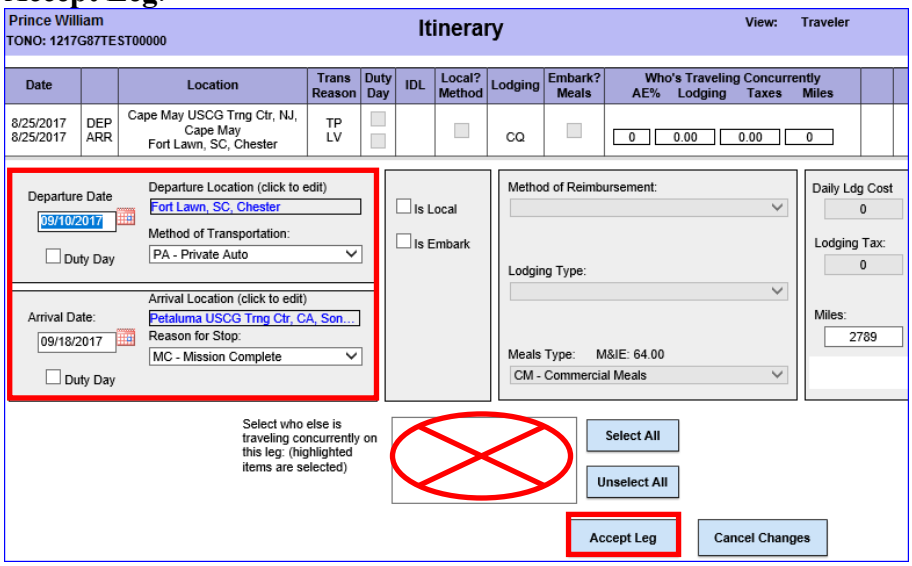
Procedure, continued

Step	Action
3	Enter the **home address** at the new PDS. Prince William TONO: 1217G87TEST00000 **Settlement Request** View: Traveler Type of order: PCS Covered from: 8/25/2017 to: 9/18/2017 Type of Settlement Partial Type of Partial: Not a Partial Remit To | Transactions | Entitlements | Computations | Financial | Remarks * Address 1: 123 MAIN STREET Address 2: * City: PETALUMA * Country/State: CA CALIFORNIA * Zip: 94952 Next | Manage Images | Receipts | SAVE | Cancel | Help
4	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. Prince William TONO: 1217G87TEST00000 **Settlement Request** View: Traveler Type of order: PCS Covered from: 8/25/2017 to: 9/18/2017 Type of Settlement Partial Type of Partial: Not a Partial Remit To | Transactions | Entitlements | Computations | Financial | Remarks Travel Not Performed: ☐ Effective Date: 8/25/2017 Entitlement Type | Dates Encompassed | Status Enroute PCS Travel <= Add This Entitlement Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

PCS – Boot Camp to First PDS with Dependents, Continued

Procedure, continued

Step	Action
5	Enter the member's itinerary first. Be sure to select only the member in the **Highlight Who's Travel Expenses are being Reimbursed on this Itinerary** section and ensure the **Number of cars authorized** is the total number of POVs authorized. Click **Next**. 
6	Enter the member's itinerary from Cape May to their new PDS location. They can either drive, fly or use mixed modes. If the member drove to the leave locality to pick up/meet dependents, enter that leg here. When finished click **Accept Leg**.  **NOTE:** Do **NOT** select dependents in **Who else is traveling on the leg** or the claim will not pay correctly.

Continued on next page

PCS – Boot Camp to First PDS with Dependents, Continued

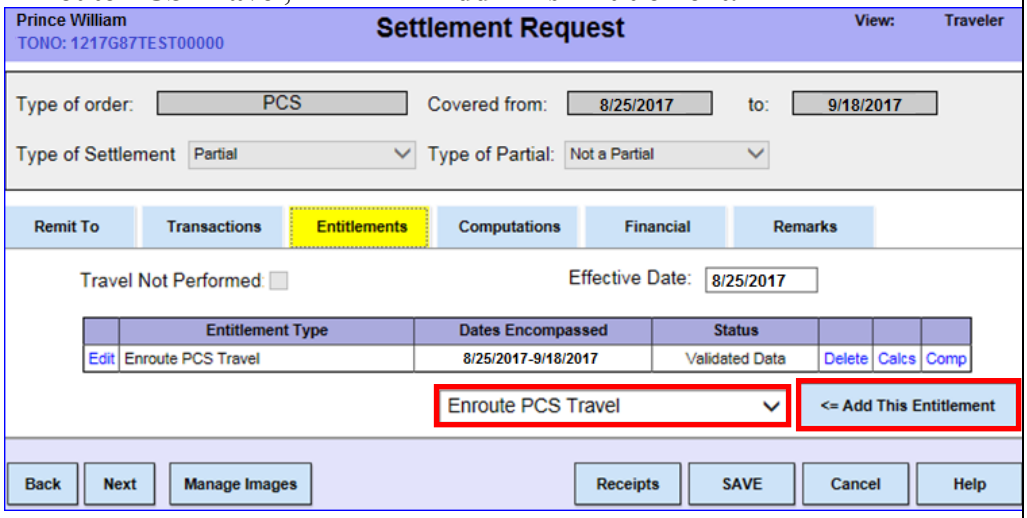
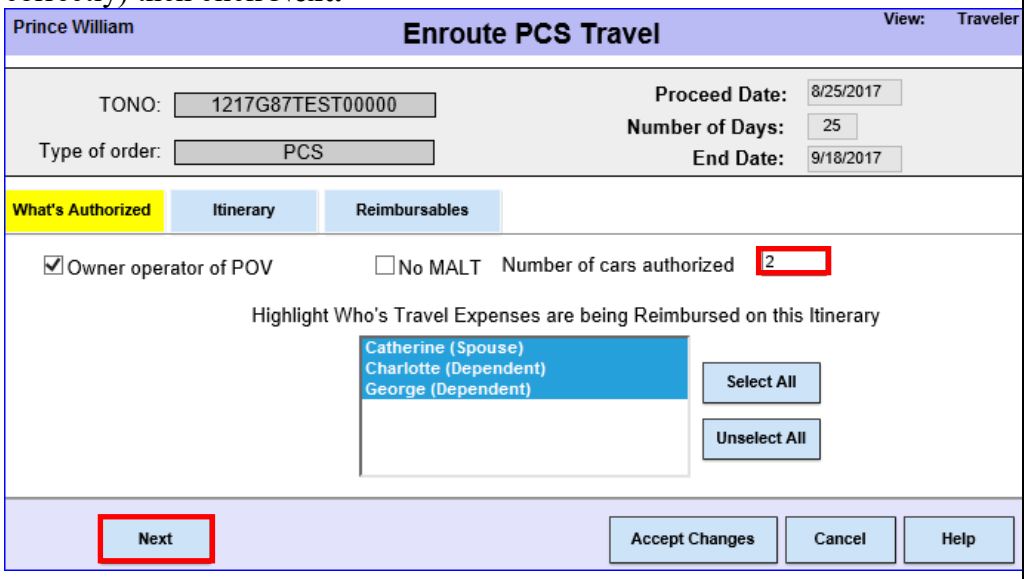
Procedure, continued

Step	Action
7	Click **Accept Changes**.
8	Once the reimbursable expenses have been added, click **Accept Changes**.

Continued on next page

PCS – Boot Camp to First PDS with Dependents, Continued

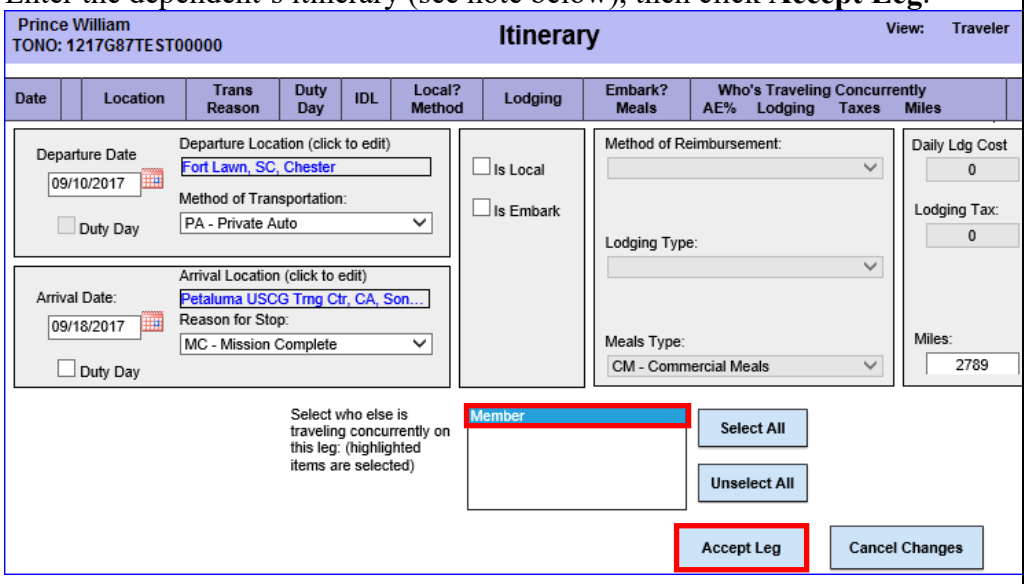
Procedure, continued

Step	Action
9	Now add the dependent's itinerary. Dependents **cannot** travel from boot camp. Their travel must start from their home of record. Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement.** 
10	Ensure the dependents are listed and the **Number of cars Authorized** is the total number of POV entitlements (same as Member's itinerary to pay correctly) then click **Next.** 

Continued on next page

PCS – Boot Camp to First PDS with Dependents, Continued

Procedure, continued

Step	Action
11	Enter the dependent's itinerary (see note below), then click **Accept Leg**.  **NOTE:** If the **member** traveled with the dependents for any leg of the travel, they **must** be selected for that leg.

Continued on next page

PCS – Boot Camp to First PDS with Dependents, Continued

Procedure, continued

Step	Action
12	Once the DLA is added, check the Computations tab for accuracy. **Apply** Advances if necessary and continue with the rest of your claim.

Prince William
TONO: 1217G87TEST00000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 8/25/2017 to: 9/18/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	1,174.25
Memb/Emp MALT	474.13
Dep Per Diem	2,272.00
Dep. MALT	474.13
DLA	2,157.88

Total Entitlement	6,552.39
Deductions	0.00
Partial Payments	0.00
Amount Payable	6,552.39
Advances	0.00
Due Employee	6,552.39
Split Payment	0.00
Computed Split	0.00

Method of Payment Direct Deposit

Apply Advances

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 reimburse

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over $75.00. Use the Manage Images function to attach them to your claim. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed into the Remarks block of the claim or DLA with and dependent travel will not be paid.**

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 Mission Complete date will be after the member leaves the CG unit and will no longer have access to TPAX and the traveler TPAX account will be locked to prevent unauthorized use.

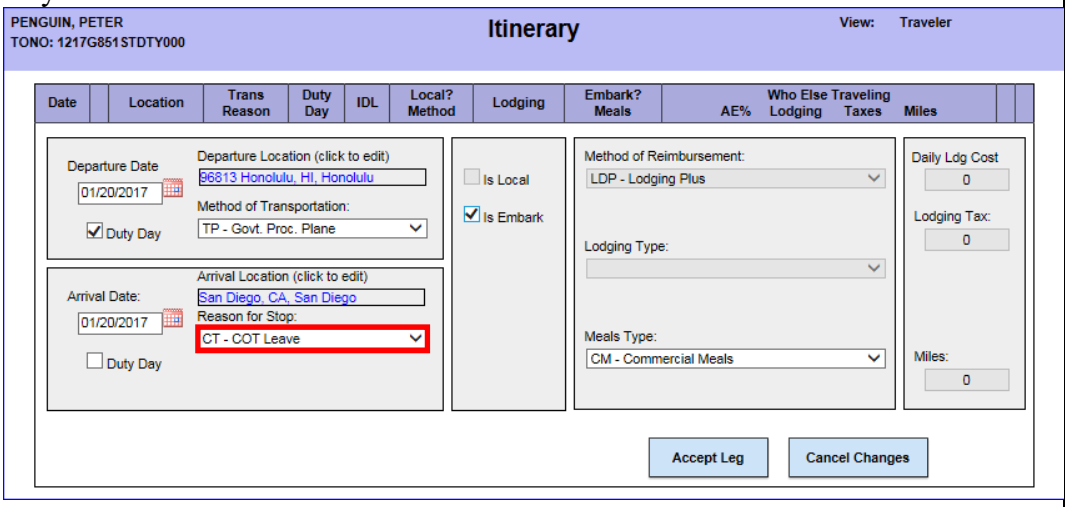
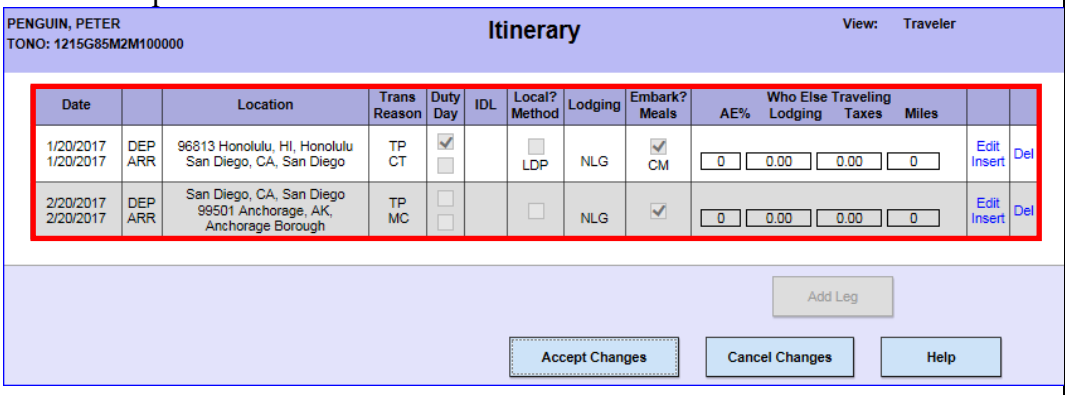
PCS with COT Leave Enroute

Introduction

This section shows how to account for a member who took Consecutive Overseas Tours (COT) leave enroute during their PCS transfer.

Procedures

See below.

Step	Action
1	When taking COT leave Enroute, the only difference is you select **CT-COT Leave** for the Reason for Stop in your itinerary. Everything else is done the same way. 
2	Here's what the member's complete itinerary would look like. You must still enter the dependents' travel as well. 

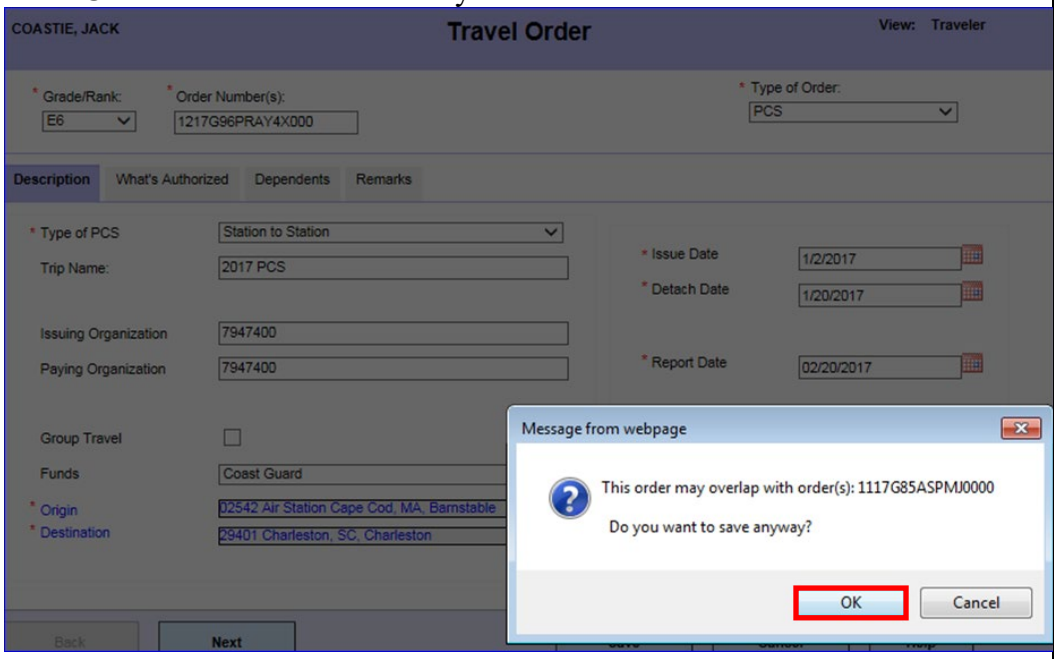
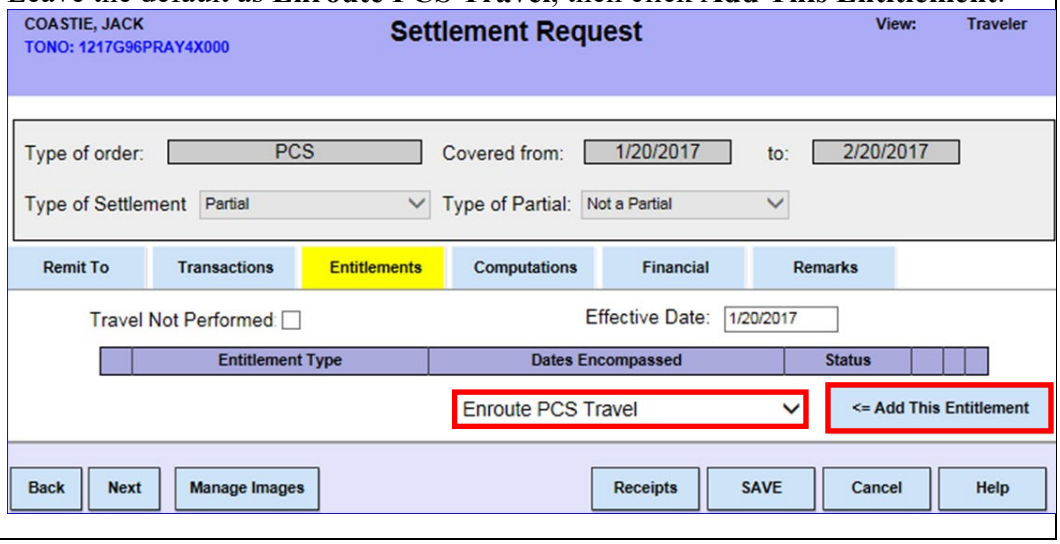
PCS with TDY Enroute (TEMDU)

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

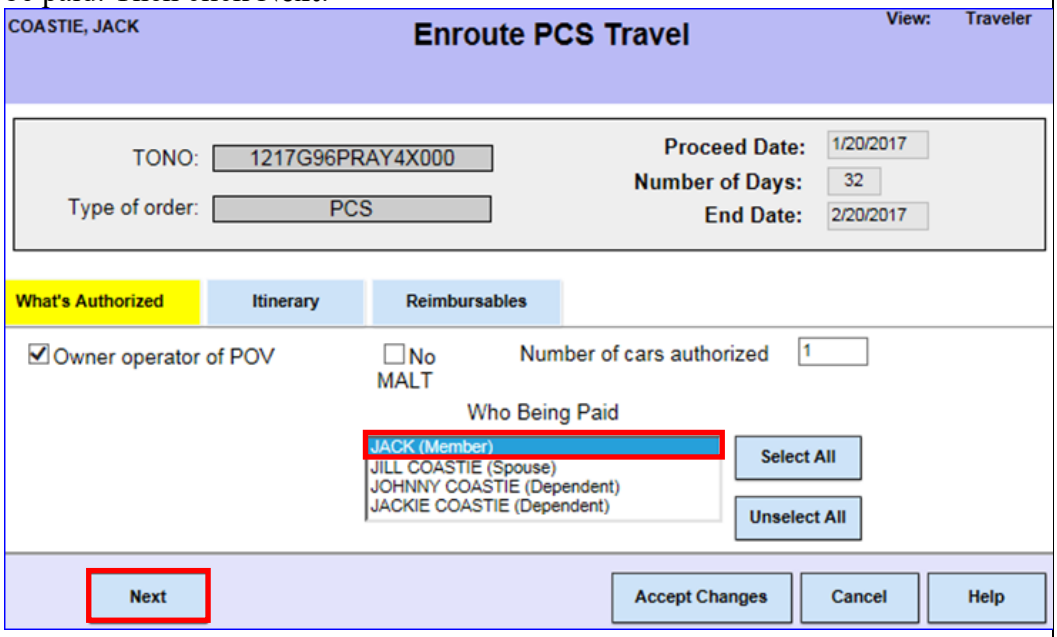
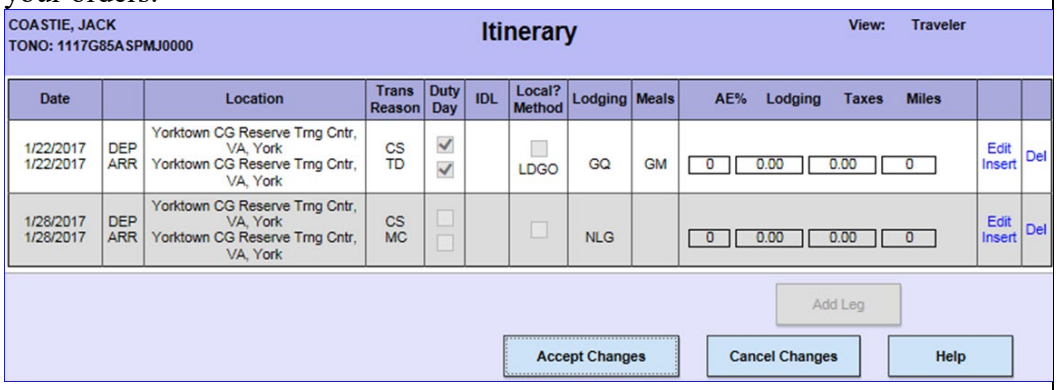
See below.

Step	Action
1	TPAX will inform you that the PCS TONO may conflict with the TDY TONO. Click **OK** in order to save the newly created settlement. 
2	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 

Continued on next page

PCS with TDY Enroute (TEMDU), Continued

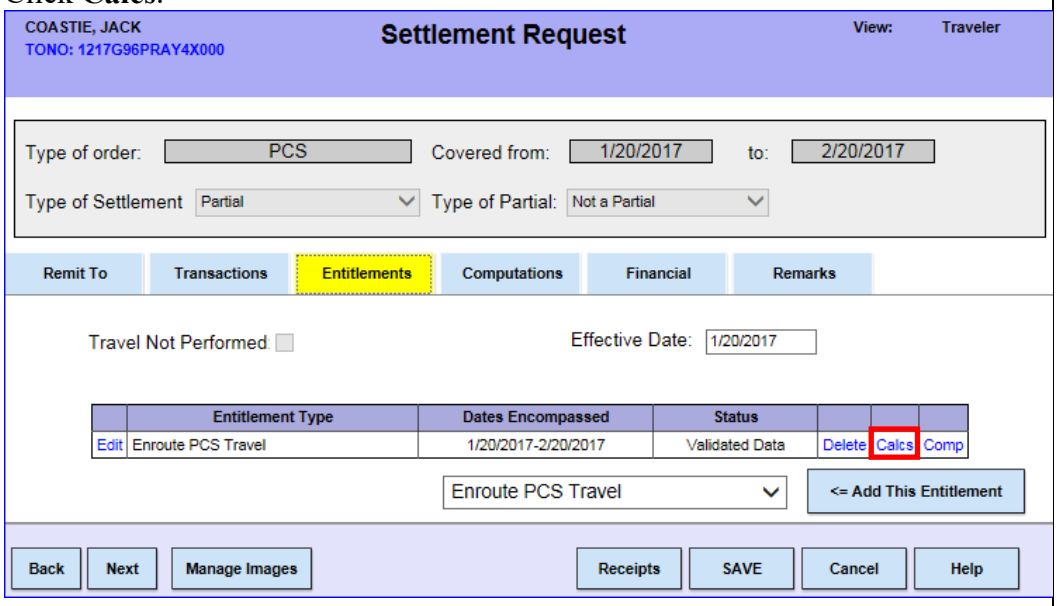
Procedures, continued

Step	Action
3	We're going to enter the member's itinerary first, so just select the **Member** to be paid. Then click **Next**. 
4	**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. 

Continued on next page

PCS with TDY Enroute (TEMDU), Continued

Procedures,
continued

Step	Action
5	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**. **Note: The Departure Date must be the last date at the previous PDS and the Arrival Date must be the date the member checked into their new PDS.**
6	Click **Calcs**. 

Continued on next page

PCS with TDY Enroute (TEMDU), Continued

Procedures, continued

Step	Action
7	The Daily Expenses breakdown should show that you were paid for your driving days. When finished reviewing, click **Done**.
8	Now enter the itinerary for your dependents. Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Daily Expenses

View: Traveler

Audit Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable
02/17	FP											0.00	142.00	0.00	142.00	0.00	
02/18	FP											0.00	142.00	0.00	142.00	0.00	
02/19	FP											0.00	142.00	0.00	142.00	0.00	
												Total	426.00	0.00	426.00	0.00	

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017

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	1/20/2017-2/20/2017	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Continued on next page

PCS with TDY Enroute (TEMDU), Continued

Procedures, continued

Step	Action
9	Select the **rest of the family members**, then click **Next**.
10	Enter the dependents' travel. Then click **Accept Leg**.

Continued on next page

PCS with TDY Enroute (TEMDU), Continued

Procedures, continued

Step	Action
11	Once the DLA is added, check the Computations tab for accuracy. **Apply Advances** if necessary and continue with the rest of your claim.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/20/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	426.00
Memb/Emp MALT	190.19
Dep Per Diem	852.00
Dep. MALT	190.19
DLA	2,349.99

Total Entitlement	4,008.37
Deductions	0.00
Partial Payments	0.00
Amount Payable	4,008.37
Advances	0.00

Method of Payment Direct Deposit

Due Employee	4,008.37
Split Payment	0.00
Computed Split	0.00

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over $75.00. Use the **Manage Images** function to attach them to your claim. Spell out in the remarks exactly what happened. Make sure that you include that this claim was done in conjunction with TDY TONO 1117G85ASPMJ000. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

Two or More POVs – Travel Different Days in Different Cars

Introduction

This section shows how to account for a member who was authorized 2 POVs. The member drove out first and then his dependents drove out a couple days later.

Procedures

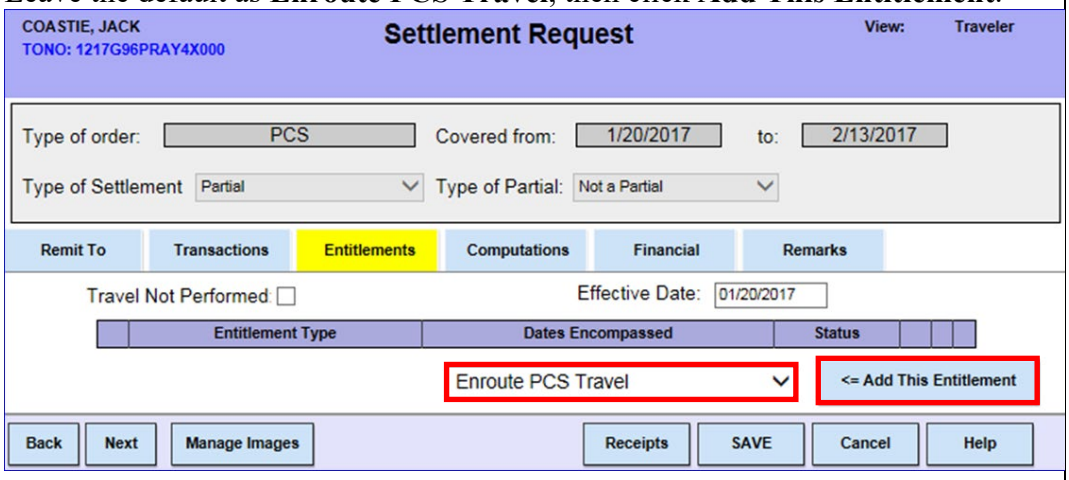
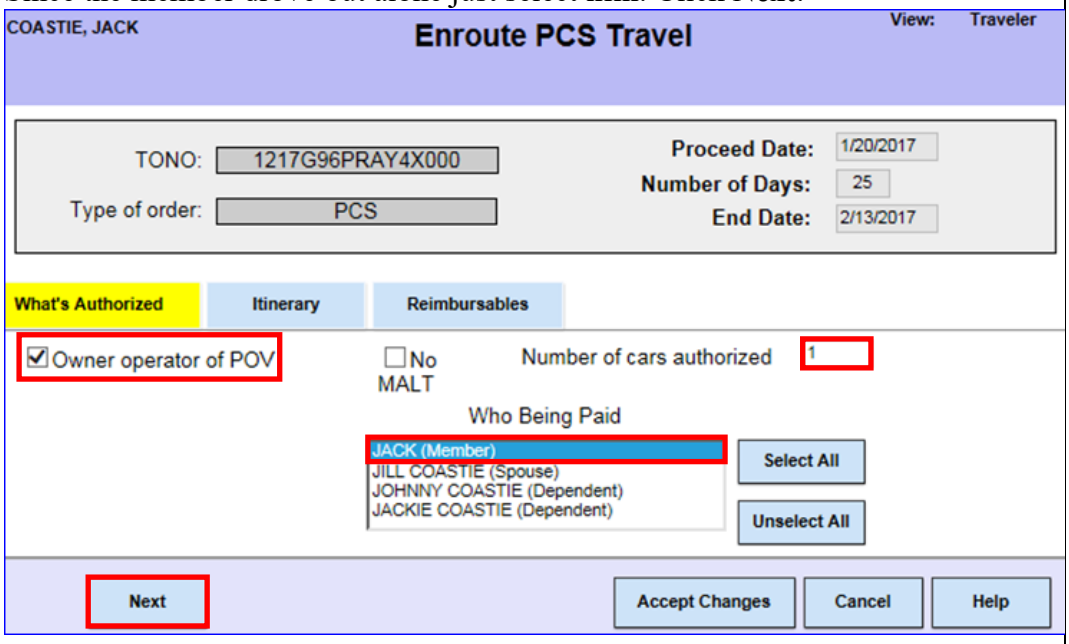
See below.

Step	Action
1	Enter the **home address** at the new PDS, then click **Next**.
2	If you were issued an advance it will show here. Click **Next**.

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures,
continued

Step	Action
3	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 
4	Enter the member's itinerary first (plus any dependents that travel with him/her in the same vehicle). In order to get paid MALT (monetary allowance in lieu of transportation), check the **Owner Operator of POV** box. Enter **the number of cars authorized** on the orders (1 for this example) and select who will be paid. Since the member drove out alone just select **him**. Click **Next**. 

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
5	Enter the member's itinerary, then click **Accept Leg**.
6	Click **Accept Changes**.

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
7	Click **Next**.
8	The **authorized miles** will populate on the Constructed Itinerary tab. Click **Next**.

COASTIE, JACK — **Enroute PCS Travel** — View: Traveler

TONO: 1217G96PRAY4X000 — Type of order: PCS

Proceed Date: 1/20/2017 — Number of Days: 25 — End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
1/20/2017 2/13/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	1224

Add / Edit Trip Itinerary

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

COASTIE, JACK — **Enroute PCS Travel** — View: Traveler

TONO: 1217G96PRAY4X000 — Type of order: PCS

Proceed Date: 1/20/2017 — Number of Days: 25 — End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
1/20/2017	2/13/2017	23704 Portsmouth, VIRGINIA	1224

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
9	Enter any **Reimbursable Expenses**, then click **Accept Changes**.
10	Click **Accept Changes**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed	Dep?		
1/20/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00	☐	Edit	Delete

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Add Expense

Accept Changes | Cancel Changes | Help

COASTIE, JACK

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS

Proceed Date: 1/20/2017
Number of Days: 25
End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Date	Description	Claimed
1/20/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00

Add / Edit Trip Expenses

Back | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
11	Click **Calcs**.
12	The member is authorized 4 travel days based on 1224 miles. Click **Done**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000

Daily Expenses

View: Traveler

Audit Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable
02/09	FP											0.00	142.00	0.00	142.00	0.00	
02/10	FP											0.00	142.00	0.00	142.00	0.00	
02/11	FP											0.00	142.00	0.00	142.00	0.00	
02/12	FP											0.00	142.00	0.00	142.00	0.00	
												Total	568.00	0.00	568.00	0.00	

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
13	The Computation tab will identify the Per Diem, Transportation costs and the MALT for just the member's drive.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

Type of order: PCS Covered from: 1/20/2017

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial

Description	Total
Memb/Emp PCS Per Diem	568.00
Memb/Emp Transportation	10.00
Memb/Emp MALT	232.56

Step	Action
14	Now return to the Entitlements tab to enter the itinerary for the dependents that traveled in the 2nd POV. Make sure the drop-down says **Enroute PCS Travel**, then click **Add This Entitlement**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

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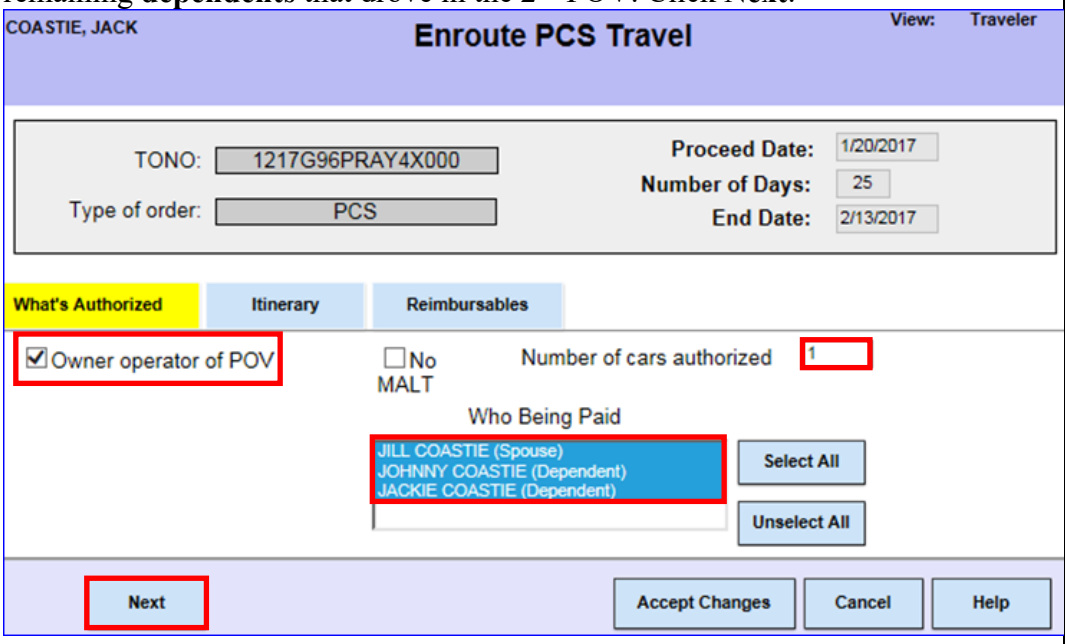
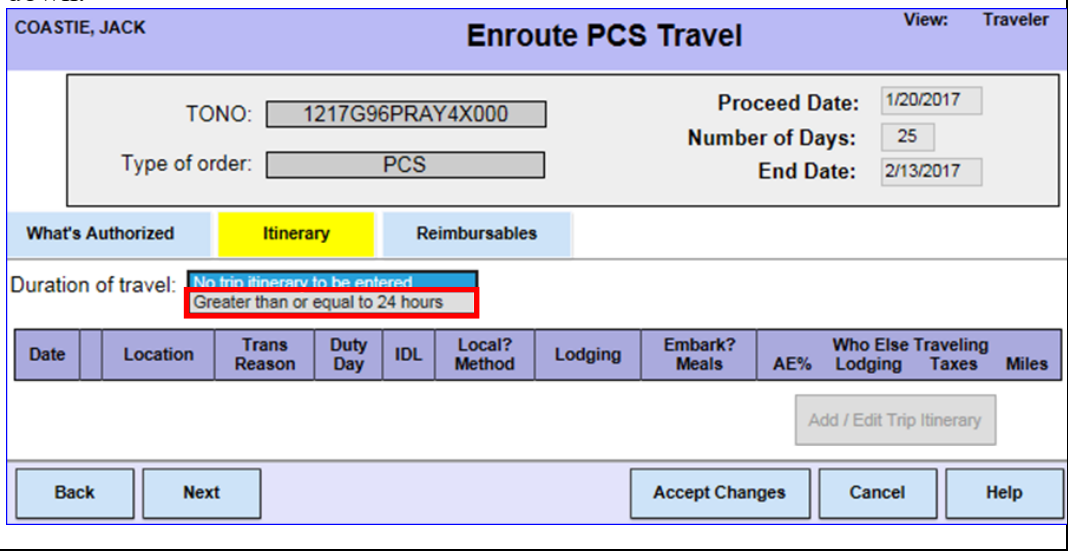
Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
15	Check the **Owner Operator of POV** box. Enter the **number of cars authorized** on the orders (1 for this example) and select who will be paid. Select the remaining **dependents** that drove in the 2nd POV. Click **Next**.  **NOTE:** Dependents have to depart and arrive on completely different dates than the member to get full PCS POV entitlements.
16	Select **Greater than or equal to 24 hours** from the Duration of travel drop-down. 

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
17	Enter the dependents' itinerary, then click **Accept Leg**.
18	Click **Accept Changes**.

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
19	Click **Next**.
20	The **authorized miles** will populate on the Constructed Itinerary tab. Click **Next**.

COASTIE, JACK — Enroute PCS Travel — View: Traveler

TONO: 1217G96PRAY4X000 — Proceed Date: 1/20/2017
Type of order: PCS — Number of Days: 25 — End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
2/3/2017 2/7/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	1224

Add / Edit Trip Itinerary

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

COASTIE, JACK — Enroute PCS Travel — View: Traveler

TONO: 1217G96PRAY4X000 — Proceed Date: 1/20/2017
Type of order: PCS — Number of Days: 25 — End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
2/3/2017	2/7/2017	23704 Portsmouth, VIRGINIA	1224

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
21	Enter any **Reimbursable Expenses**, then click **Accept Changes**.
22	Click **Accept Changes**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed	Dep?		
2/3/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00	☑	Edit	Delete

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Add Expense

Accept Changes | Cancel Changes | Help

COASTIE, JACK

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS

Proceed Date: 1/20/2017
Number of Days: 25
End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Date	Description	Claimed
2/3/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	10.00

Add / Edit Trip Expenses

Back | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
23	Click **Calcs** for the 2nd POV.
24	The 2nd POV is also authorized 4 travel days based on 1224 miles. Click **Done**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: Effective Date: 2/10/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp
Edit	Enroute PCS Travel	2/3/2017-2/7/2017	Validated Data	Delete	Calcs	Comp

TLE <= Add This Entitlement

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

COASTIE, JACK
TONO: 1217G96PRAY4X000

Daily Expenses

View: Traveler

Audit Remarks | 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
02/03	FP											0.00	284.00	0.00	
02/04	FP											0.00	284.00	0.00	
02/05	FP											0.00	284.00	0.00	
02/06	FP											0.00	284.00	0.00	
												Total	1136.00	0.00	

Continued on next page

Two or More POVs – Travel Different Days in Different Cars, Continued

Procedures, continued

Step	Action
25	Once the DLA and TLE have been added, verify the Computations tab for accuracy. In this scenario, the member and dependent MALT is paying the same amount. However, if the member and dependents traveled from different locations, the MALT would be different. The Per Diem amount paid is based on the age(s) of the dependent child(ren). Continue with the rest of your claim. Don't forget to **Apply your Advance**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	568.00
Memb/Emp Transportation	20.00
Memb/Emp MALT	232.56
Dep Per Diem	1,136.00
Dep. MALT	232.56
DLA	2,349.99
TLE	871.42

Total Entitlement	5,410.53
Deductions	0.00
Partial Payments	0.00
Amount Payable	5,410.53
Advances	0.00
Due Employee	5,410.53
Split Payment	0.00
Computed Split	0.00

Enter amount in Split Payment field to pay GTCC

Method of Payment Direct Deposit

Apply Advances

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Ensure you have all orders, TLE lodging receipts and any receipts over $75.00 scanned and attached in the **Manage Images** section of TPAX. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**

Two or More POVs – Travel Same Days in Different Cars

Introduction

This section shows how to account for a member who was authorized two POVs and drove to his new PDS with his dependents. They departed and arrived on the same days.

Procedures

See below.

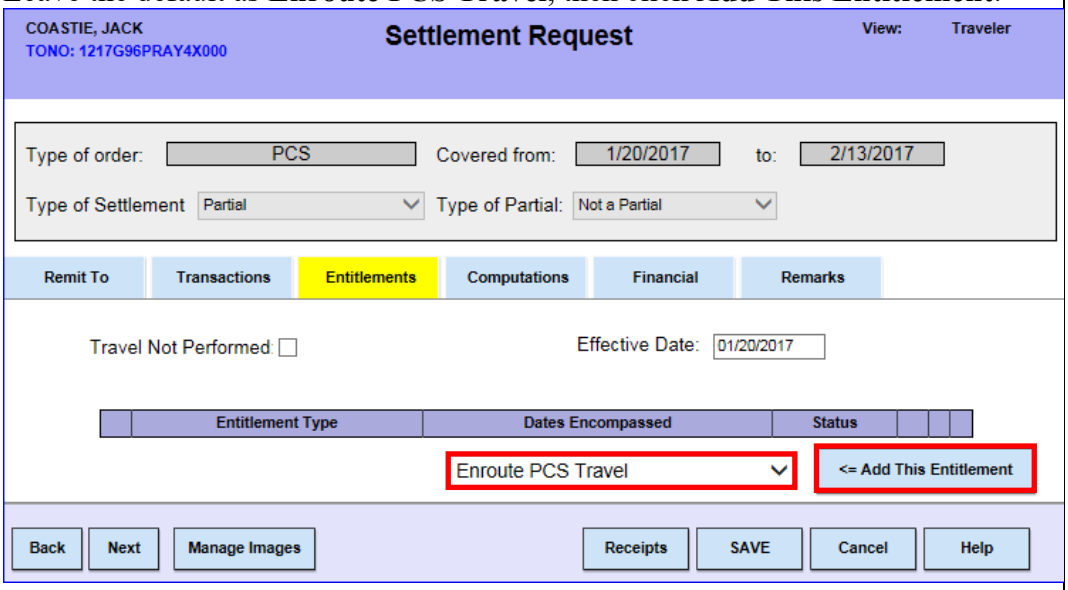
Step	Action
1	Enter the **home address** at the new PDS, then click **Next**.
2	If you were issued an advance it will show here. Click **Next**.

Continued on next page

Two or More POVs – Travel Same Days in Different Cars, Continued

Procedures, continued

Step	Action
3	Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**.



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Two or More POVs – Travel Same Days in Different Cars, Continued

Procedures, continued

Step	Action
4	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 (2 for this example) and select who will be paid. Since all family members traveled together, on the same days **select them all**. Click **Next**.
5	Enter the itinerary and click **Accept Leg**.

Continued on next page

Two or More POVs – Travel Same Days in Different Cars, Continued

Procedures, continued

Step	Action
6	Review/Edit the itinerary as necessary, then click **Accept Changes**.
7	Click **Accept Changes**.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
1/20/2017 2/13/2017	DEP ARR	66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	1224	Edit Insert	Del

Remarks | Add Leg | Accept Changes | Cancel Changes | Help

COASTIE, JACK

Enroute PCS Travel

View: Traveler

TONO: 1217G96PRAY4X000
Type of order: PCS
Proceed Date: 1/20/2017
Number of Days: 25
End Date: 2/13/2017

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
1/20/2017 2/13/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	1224

Add / Edit Trip Itinerary

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

Continued on next page

Two or More POVs – Travel Same Days in Different Cars, Continued

Procedures, continued

Step	Action
8	The Computations tab shows that the MALT paid both the Member/Employee and the Dependent since they each drove a vehicle. **Apply Advances** if necessary and continue with the rest of your claim.

COASTIE, JACK
TONO: 1217G96PRAY4X000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	568.00
Memb/Emp Transportation	20.00
Memb/Emp MALT	232.56
Dep Per Diem	994.00
Dep. MALT	232.56

Total Entitlement	2,047.12
Deductions	0.00
Partial Payments	0.00
Amount Payable	2,047.12
Advances	1,998.51

Method of Payment Direct Deposit

Due Employee	48.61
Split Payment	0.00
Computed Split	0.00

Apply Advances

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

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Don't forget to add all Reimbursable expenses including: Orders, tolls and any receipts for claimed items over $75.00. Use the **Manage Images** function to attach them to your claim. Spell out in the remarks exactly what happened. **The address of the dependents at the time of receiving orders MUST be typed in either the Remit To tab or the Remarks block of the claim. Otherwise DLA with dependents and dependent travel will not be paid.**