

Requesting Travel Advances in TPAX

Introduction

The following guides provide the information for requesting travel advances in TPAX.

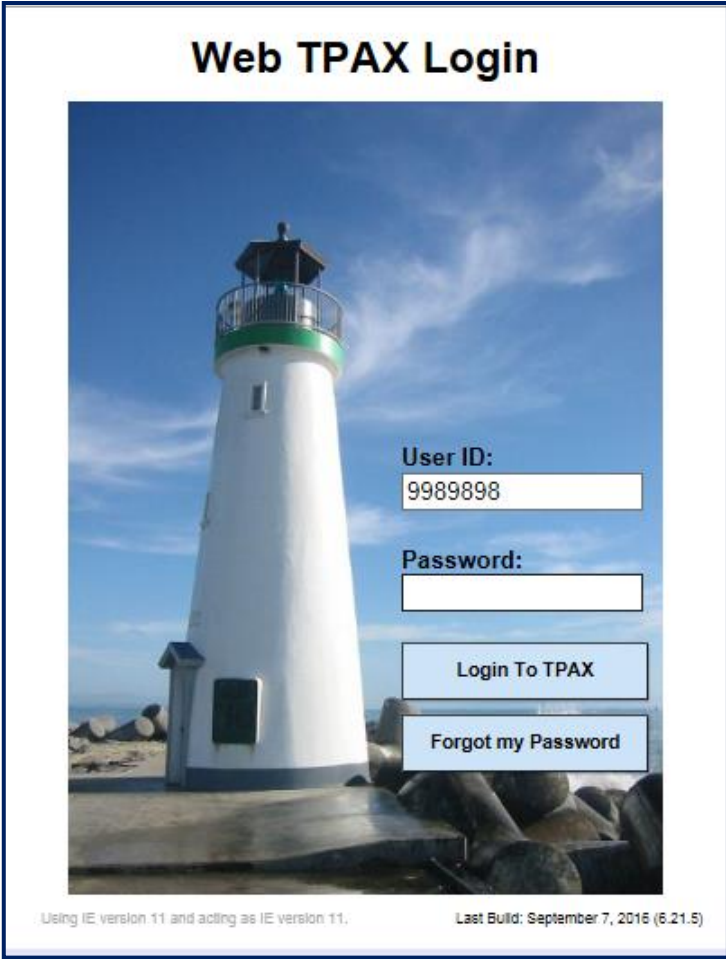
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Requesting a TDY Travel Advance	21

Requesting a PCS Travel Advance via Proxy

Introduction This guide will help you request a PCS Travel Advance (as a Proxy).

Procedural Warning Prior to initiating the request, scan all relevant/supporting paperwork (orders, PCS worksheet, etc.) to a place where you can easily locate it.

Procedures See below


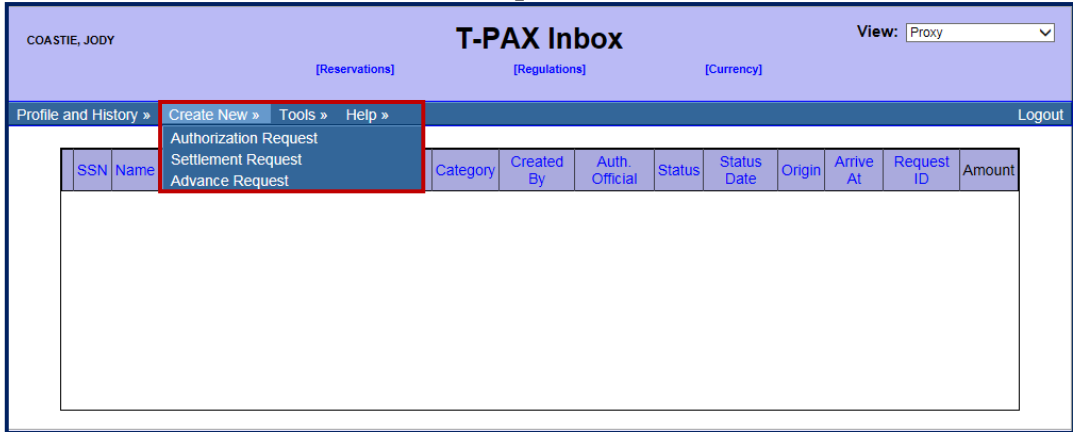
Step	Action
1	<p>Log into TPAX as you normally do:</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy via Proxy,

Continued

Procedures,
continued

Step	Action
2	<p>Change your View to Proxy.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with the user 'COASTIE, JODY'. Below the header are links for '[Reservations]', '[Regulations]', and '[Currency]'. On the right, the 'View:' dropdown menu is open, showing 'Proxy' as the selected option.</p>
3	<p>Under Create New select Advance Request.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with the user 'COASTIE, JODY'. Below the header are links for '[Reservations]', '[Regulations]', and '[Currency]'. On the right, the 'View:' dropdown menu is set to 'Proxy'. Below the header is a navigation bar with 'Profile and History >', 'Create New >', 'Tools >', and 'Help >'. The 'Create New >' dropdown menu is open, showing 'Authorization Request', 'Settlement Request', and 'Advance Request'. The 'Advance Request' option is highlighted. Below the navigation bar is a table with columns: SSN, Name, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. The table is currently empty.</p>

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Requesting a PCS Travel Advance via Proxy via Proxy,

Continued

Procedures,
continued

Step	Action
4	<p>Enter the member's Emp. ID, click Search and then OK.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Select Traveler</p> <p>Emp. ID: <input type="text" value="999946"/> SSN: <input type="text"/> Last Name: <input type="text" value="COASTIE, TREVOR"/> <input type="button" value="Search"/></p> <p style="text-align: right;"><input type="button" value="v"/></p> <p>Address-1: <input type="text" value="444 SE QUINCY STREET"/></p> <p>Address-2: <input type="text"/></p> <p>City: <input type="text" value="TOPEKA"/> Grade/Rank: <input type="text" value="E7"/></p> <p>State/Country: <input type="text" value="KANSAS"/> Organization: <input type="text" value="7947400"/></p> <p>Zip Code: <input type="text" value="66683"/> DSSN: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>

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Requesting a PCS Travel Advance via Proxy via Proxy, Continued

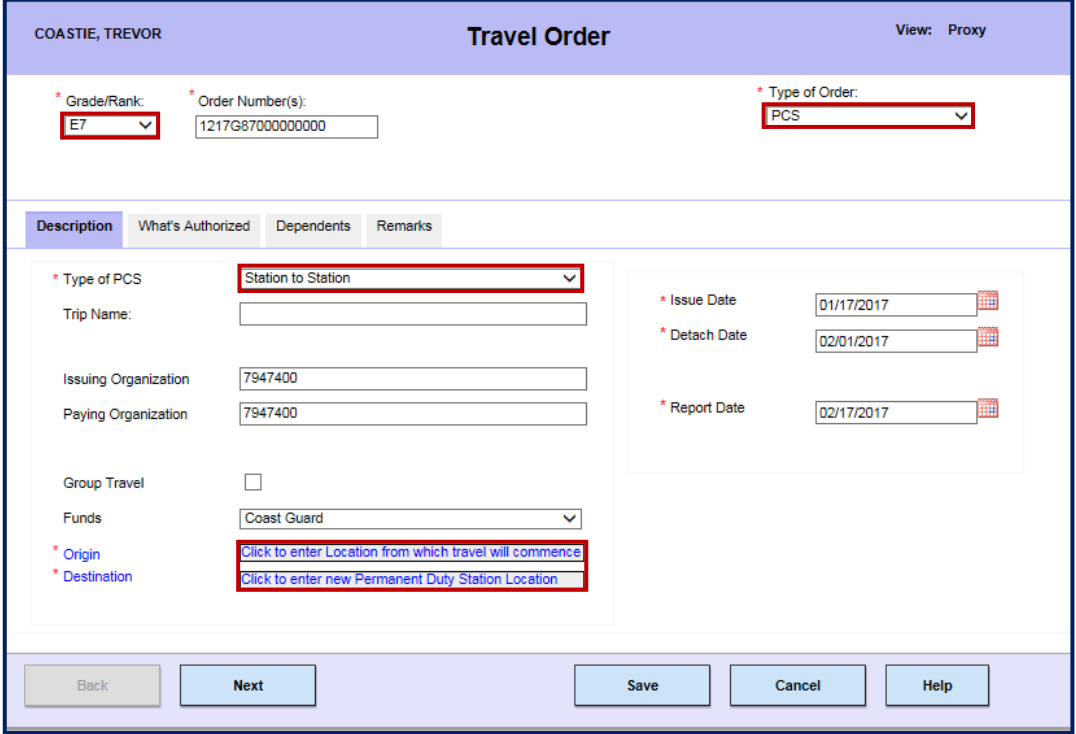
Procedures,
continued

Step	Action						
5	<p>Enter the TONO and click OK.</p> <div><div>COASTIE, TREVOR</div><div>Travel Order Selection Settlement</div><div>View: Proxy</div></div> <div><div>TONO: 1217G87000000000</div><table border="1"><thead><tr><th>Order Number</th><th>Category</th><th>Start Date</th><th>End Date</th><th>Who Created Obl.</th><th>Date Obl.</th></tr></thead><tbody></tbody></table></div> <div><div>Select an existing order or enter a new order number with which you wish to work and then click the OK button</div><div>OK</div><div>Cancel</div><div>Help</div></div>	Order Number	Category	Start Date	End Date	Who Created Obl.	Date Obl.
Order Number	Category	Start Date	End Date	Who Created Obl.	Date Obl.		

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Requesting a PCS Travel Advance via Proxy, Continued

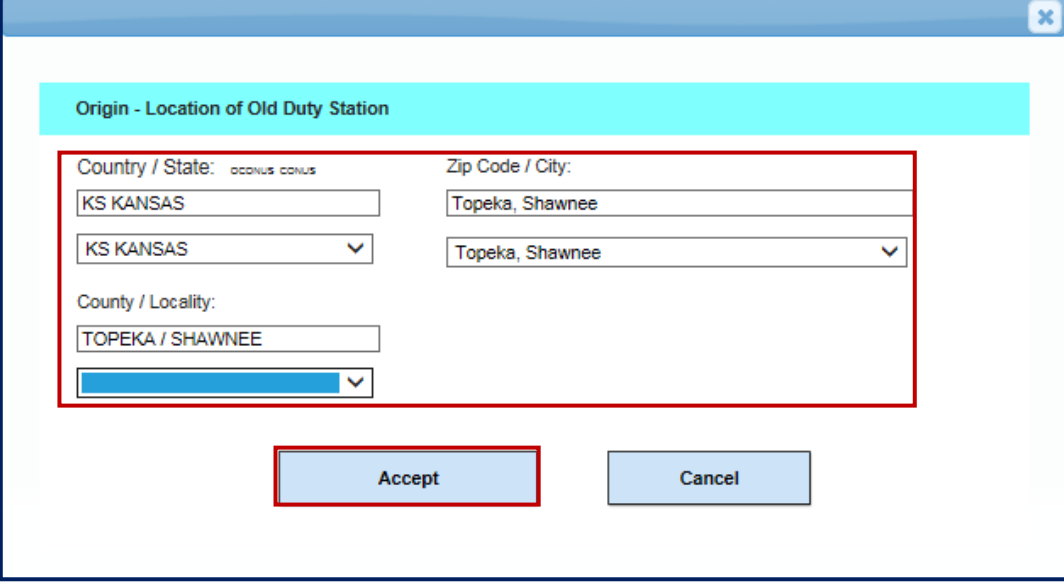
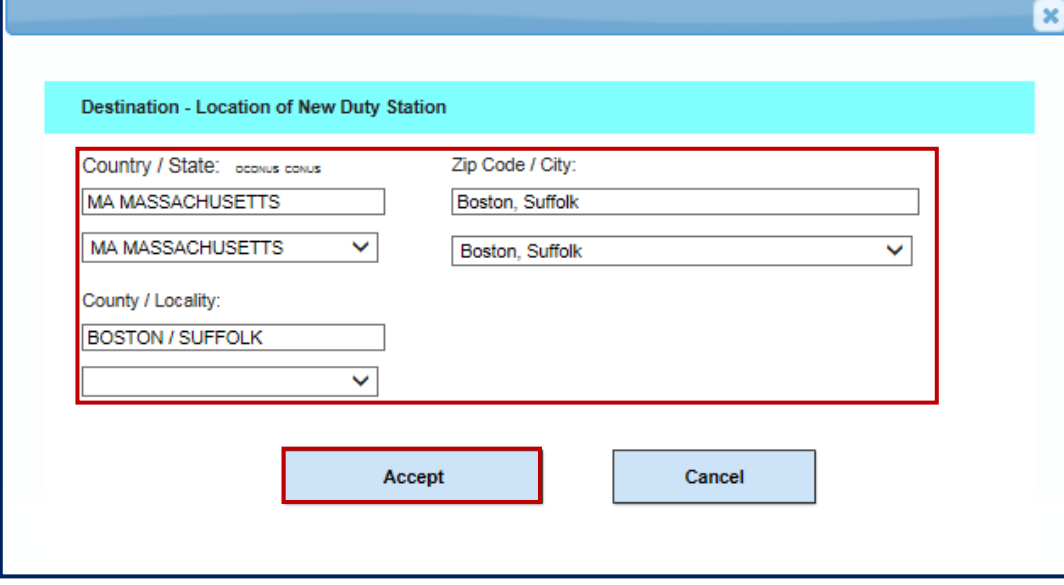
Procedures,
continued

Step	Action
6	<p>Enter the member's Grade/Rate and change Type of Order to PCS. Pick appropriate choice from Type of PCS drop-down. Click the Origin hyperlink and enter the old duty station. Click the Destination hyperlink and enter the new duty station. See successive (next two) screen shots.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action
7	<p>Enter the Location of the Old Duty Station. Click Accept.</p> 
8	<p>Enter the Location of the New Duty Permanent Station. Click Accept.</p> 

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Requesting a PCS Travel Advance via Proxy, Continued

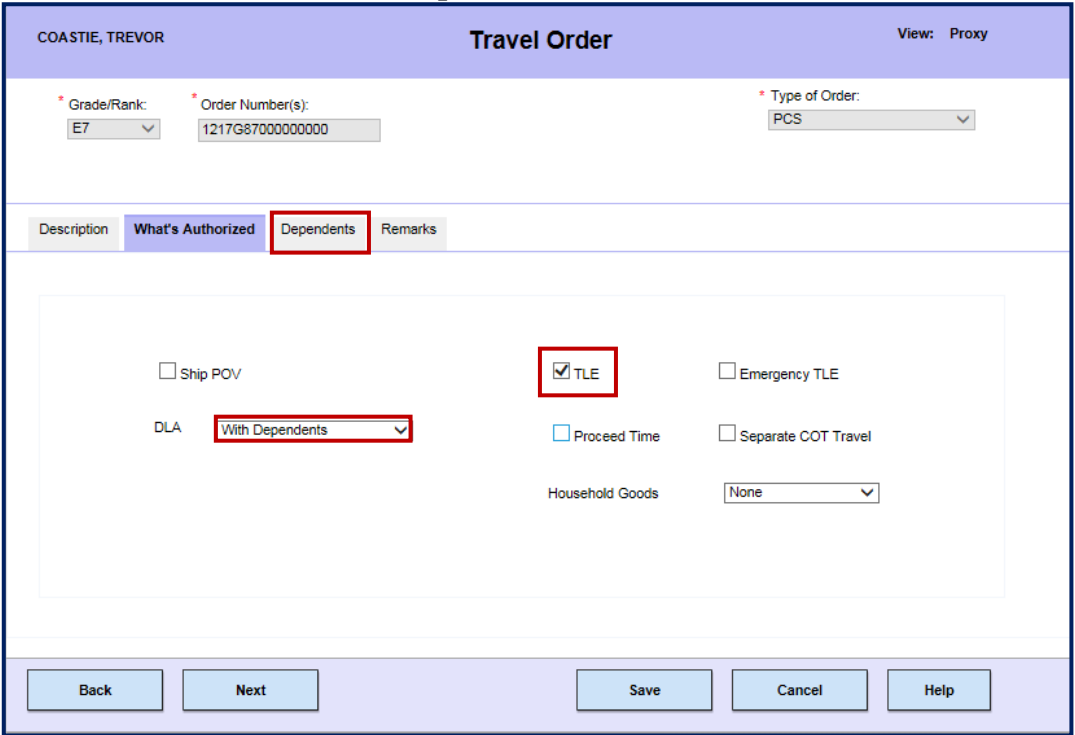
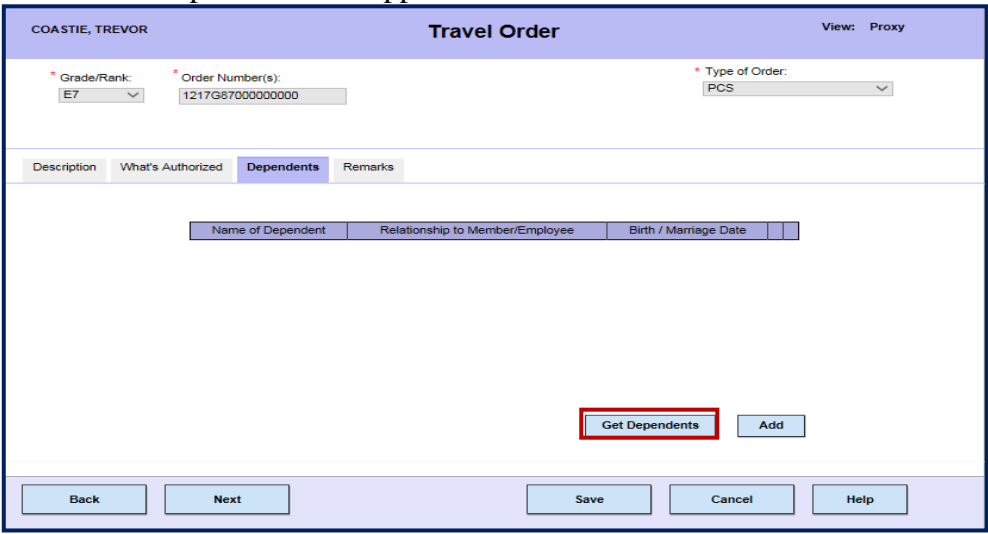
Procedures,
continued

Step	Action
9	<p>You should be navigated back to the Travel Order page. The page should reflect the Origin and Destination of your Traveler. Ensure Issue/Detach/Report dates are correct or adjust as necessary. Click the What's Authorized tab.</p> <div> <div> COASTIE, TREVOR Travel Order View: Proxy </div> <div> <div> * Grade/Rank: E7 * Order Number(s): 1217G87000000000 * Type of Order: PCS </div> <div> Description What's Authorized Dependents Remarks </div> <div> <div> * Type of PCS: Station to Station Trip Name: Issuing Organization: 7947400 Paying Organization: 7947400 Group Travel: <input type="checkbox"/> Funds: Coast Guard * Origin: Topeka, KS, Shawnee * Destination: Boston, MA, Suffolk </div> <div> * Issue Date: 01/17/2017 * Detach Date: 02/01/2017 * Report Date: 02/17/2017 </div> </div> <div> Back Next Save Cancel Help </div> </div> </div>

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Requesting a PCS Travel Advance via Proxy, Continued

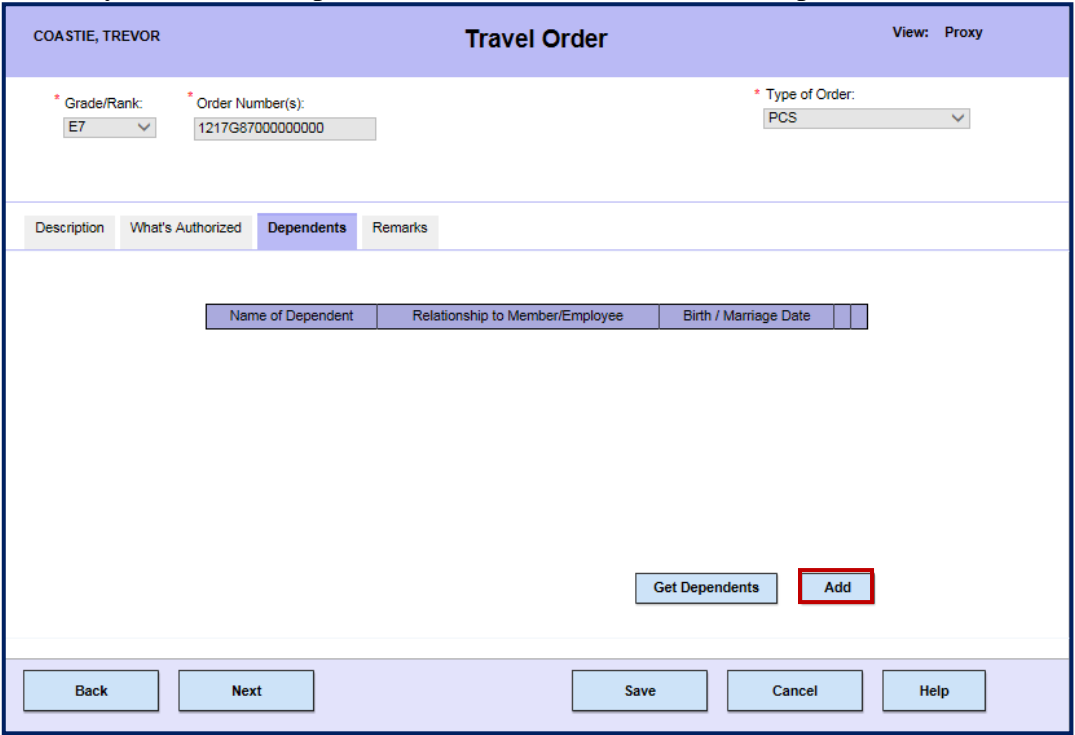
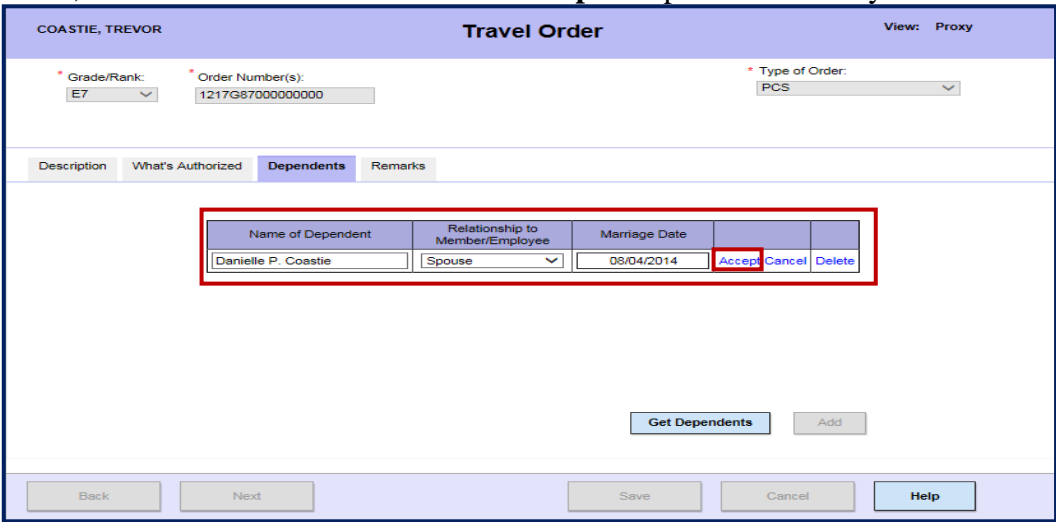
Procedures,
continued

Step	Action
10	<p>Select relevant items and click Dependents tab.</p> 
11	<p>If the member has a previous PCS move, you need only click Get Dependents and a list of dependents will appear.</p> 

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Requesting a PCS Travel Advance via Proxy, Continued

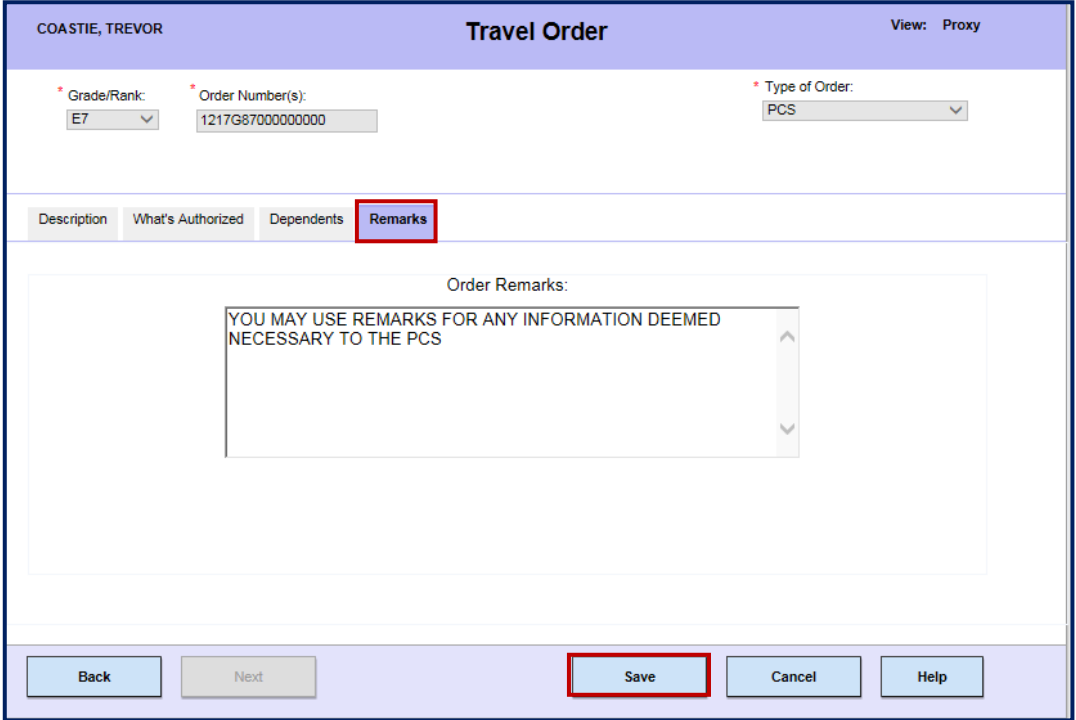
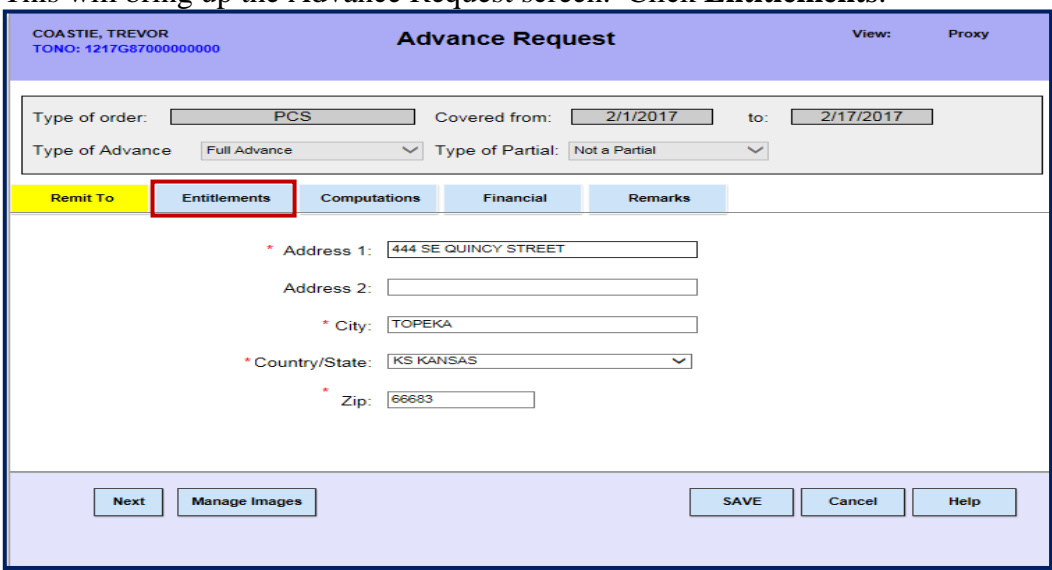
Procedures,
continued

Step	Action
12	<p>You may have to add dependents. If so, click Add to enter dependents.</p> 
13	<p>To enter dependents: Type the name, choose the relationship from the drop-down, enter the relevant date and click Accept. Repeat as necessary.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action
14	<p>Navigate to Remarks and enter relevant information. Click Save.</p> 
15	<p>This will bring up the Advance Request screen. Click Entitlements.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action																
16	<p>Check Claim is Precomputed.</p> <div> <div> COASTIE, TREVOR TONO: 1217G87000000000 </div> <div> Advance Request View: Proxy </div> </div> <div> Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017 Type of Advance: Full Advance Type of Partial: Not a Partial </div> <div> Remit To Entitlements Computations Financial Remarks </div> <div> <div> <div>Claim is Precomputed <input checked="" type="checkbox"/></div> <table border="1"> <thead> <tr> <th>Type</th><th>Amount</th></tr> </thead> <tbody> <tr><td>Memb/Emp TDY Per Diem</td><td>0.00</td></tr> <tr><td>Member/Employee PCS Per Diem</td><td>0.00</td></tr> <tr><td>Memb/Emp Transportation</td><td>0.00</td></tr> <tr><td>Memb/Emp Reimbursables</td><td>0.00</td></tr> <tr><td>Memb/Emp Registration Fees</td><td>0.00</td></tr> <tr><td>Memb/Emp MALT</td><td>0.00</td></tr> <tr><td>Dep. Per Diem</td><td>0.00</td></tr> </tbody> </table> </div> <div> From Date: 2/1/2017 To Date: 2/17/2017 </div> </div> <div> Back Next Manage Images SAVE Cancel Help </div>	Type	Amount	Memb/Emp TDY Per Diem	0.00	Member/Employee PCS Per Diem	0.00	Memb/Emp Transportation	0.00	Memb/Emp Reimbursables	0.00	Memb/Emp Registration Fees	0.00	Memb/Emp MALT	0.00	Dep. Per Diem	0.00
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Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action																
17	<p>Enter the appropriate Amounts from the orders (either 80% of total entitlement or a reduced amount requested by the member). Please ensure you are entering the amounts in the correct type (TDY vs.PCS). Click Next.</p> <div> <div> COASTIE, TREVOR TONO: 1217G87000000000 </div> <div> Advance Request View: Proxy </div> </div> <div> Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017 Type of Advance Full Advance Type of Partial: Not a Partial </div> <div> Remit To Entitlements Computations Financial Remarks </div> <div> Claim is Precomputed <input checked="" type="checkbox"/> <table border="1"> <thead> <tr> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>0.00</td> </tr> <tr> <td>Member/Employee PCS Per Diem</td> <td>2000.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>750.00</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>0.00</td> </tr> <tr> <td>Memb/Emp Registration Fees</td> <td>0.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>750.00</td> </tr> <tr> <td>Dep. Per Diem</td> <td>0.00</td> </tr> </tbody> </table> From Date 2/1/2017 To Date 2/17/2017 </div> <div> Back Next Manage Images SAVE Cancel Help </div>	Type	Amount	Memb/Emp TDY Per Diem	0.00	Member/Employee PCS Per Diem	2000.00	Memb/Emp Transportation	750.00	Memb/Emp Reimbursables	0.00	Memb/Emp Registration Fees	0.00	Memb/Emp MALT	750.00	Dep. Per Diem	0.00
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Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action								
18	<p>This will bring up the Computations tab with the appropriate amounts as previously entered. Verify Totals are correct and click Next.</p> <p>COASTIE, TREVOR TONO: 1217G87000000000</p> <p style="text-align: center;">Advance Request View: Proxy</p> <p>Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017</p> <p>Type of Advance: Full Advance Type of Partial: Not a Partial</p> <p>Remit To Entitlements Computations Financial Remarks</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>2,000.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>750.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>750.00</td> </tr> </tbody> </table> <p>Computed Advance 3,500.00</p> <p>Authorized Advance 0.00</p> <p>Due Employee 3,500.00</p> <p>Method of Payment: Direct Deposit</p> <p>Back Next Manage Images SAVE Cancel Help</p>	Description	Total	Memb/Emp PCS Per Diem	2,000.00	Memb/Emp Transportation	750.00	Memb/Emp MALT	750.00
Description	Total								
Memb/Emp PCS Per Diem	2,000.00								
Memb/Emp Transportation	750.00								
Memb/Emp MALT	750.00								

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Requesting a PCS Travel Advance via Proxy, Continued

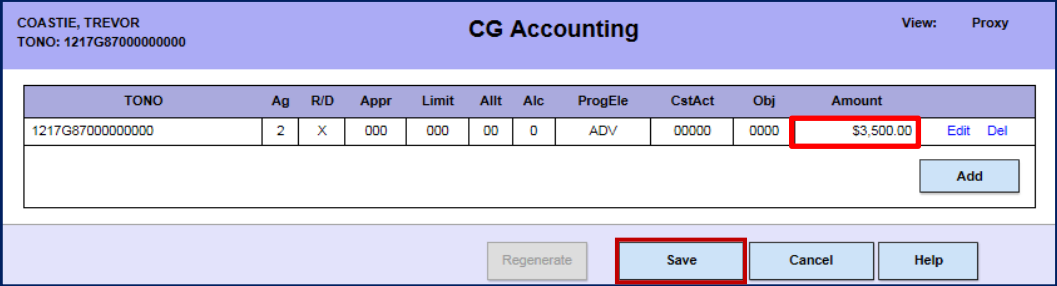
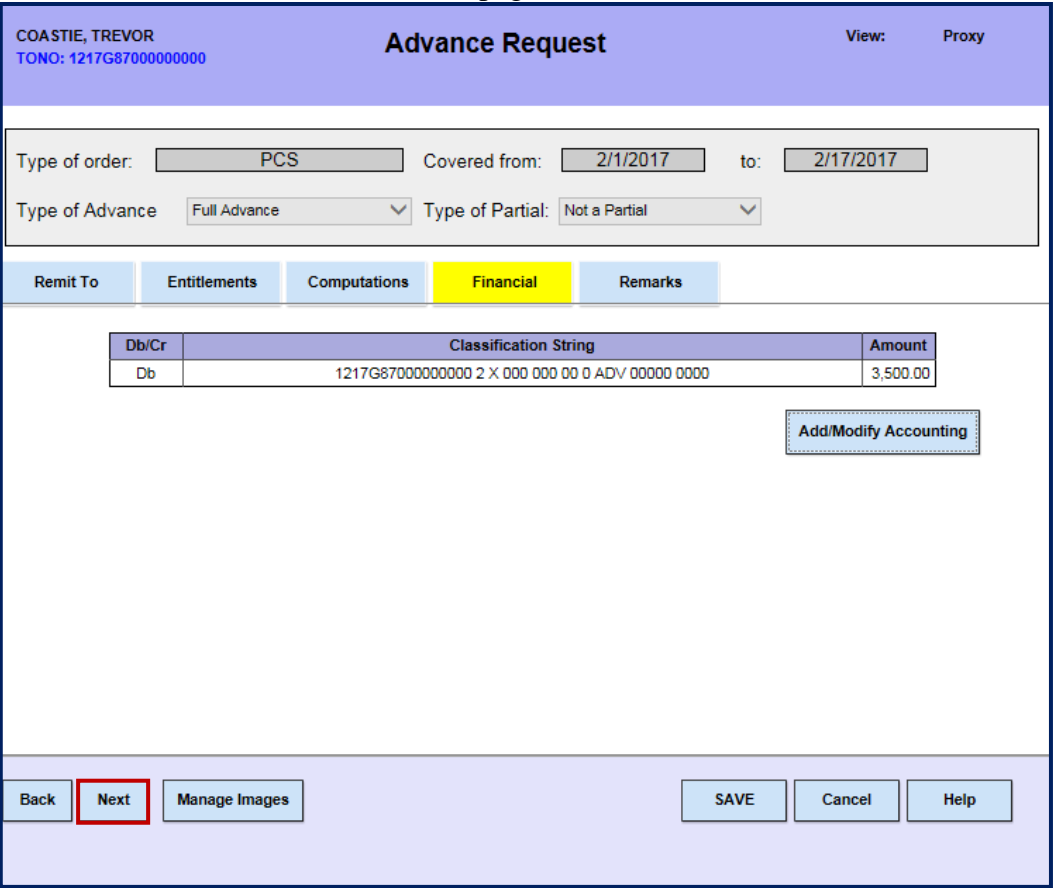
Procedures,
continued

Step	Action						
19	<p>You will be pathed to the Financial tab. Click Add/Modify Accounting.</p> <div> <div> COASTIE, TREVOR TONO: 1217G87000000000 </div> <div> Advance Request View: Proxy </div> </div> <div> Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017 Type of Advance: Full Advance Type of Partial: Not a Partial </div> <div> Remit To Entitlements Computations Financial Remarks </div> <div> <table border="1"> <thead> <tr> <th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: right;">Add/Modify Accounting</td></tr> </tbody> </table> </div> <div> Back Next Manage Images SAVE Cancel Help </div>	Db/Cr	Classification String	Amount	Add/Modify Accounting		
Db/Cr	Classification String	Amount					
Add/Modify Accounting							

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Requesting a PCS Travel Advance via Proxy, Continued

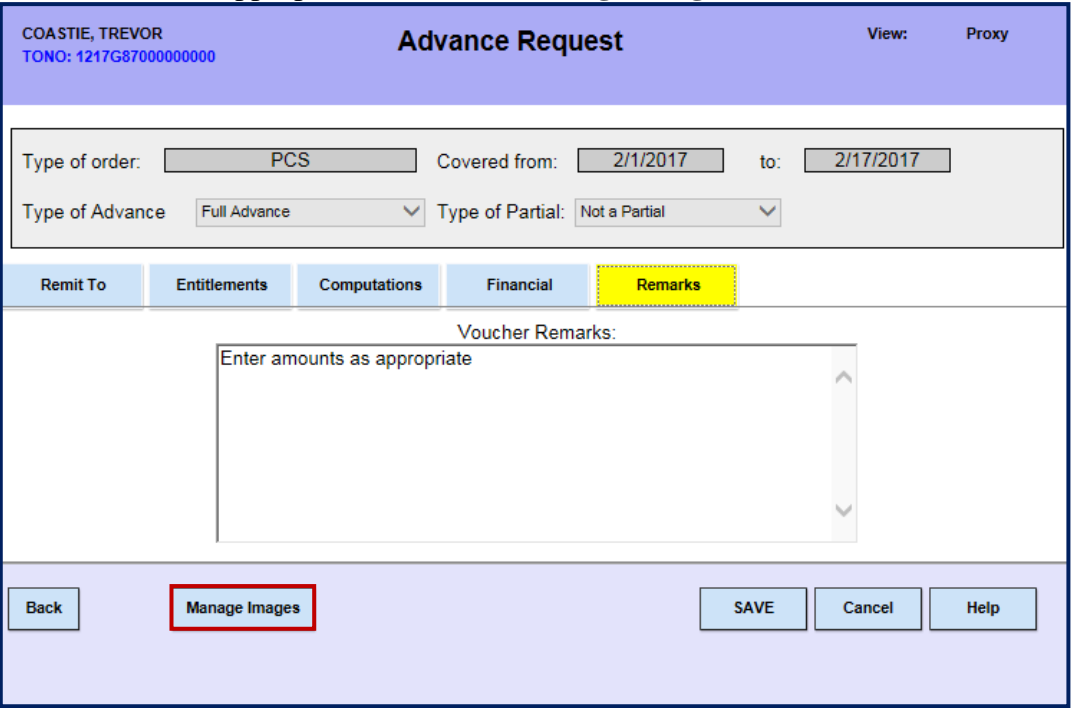
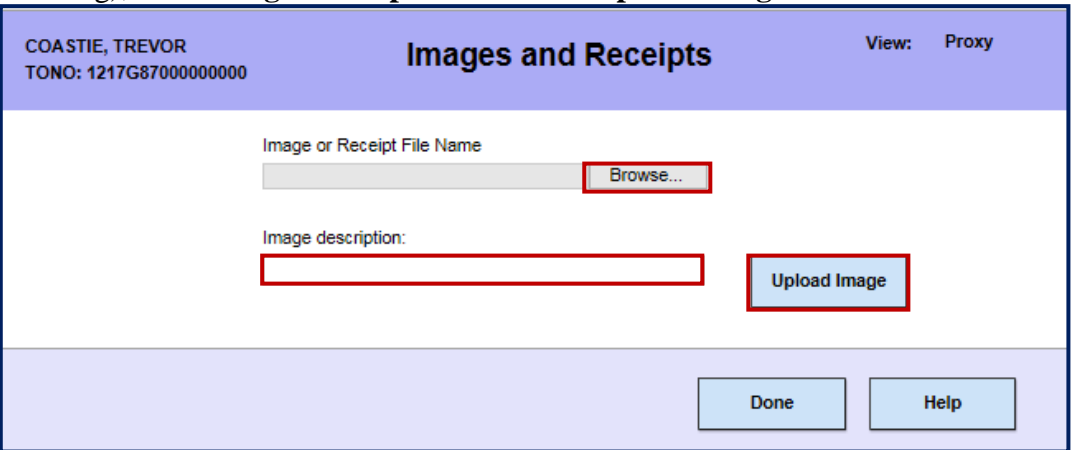
Procedures,
continued

Step	Action
20	<p>This will bring up a generic Line of Accounting. Do not adjust this line. Ensure aggregate Amount is correct and click Save.</p> 
21	<p>You will be returned to the Financial page. Click Next.</p> 

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Requesting a PCS Travel Advance via Proxy, Continued

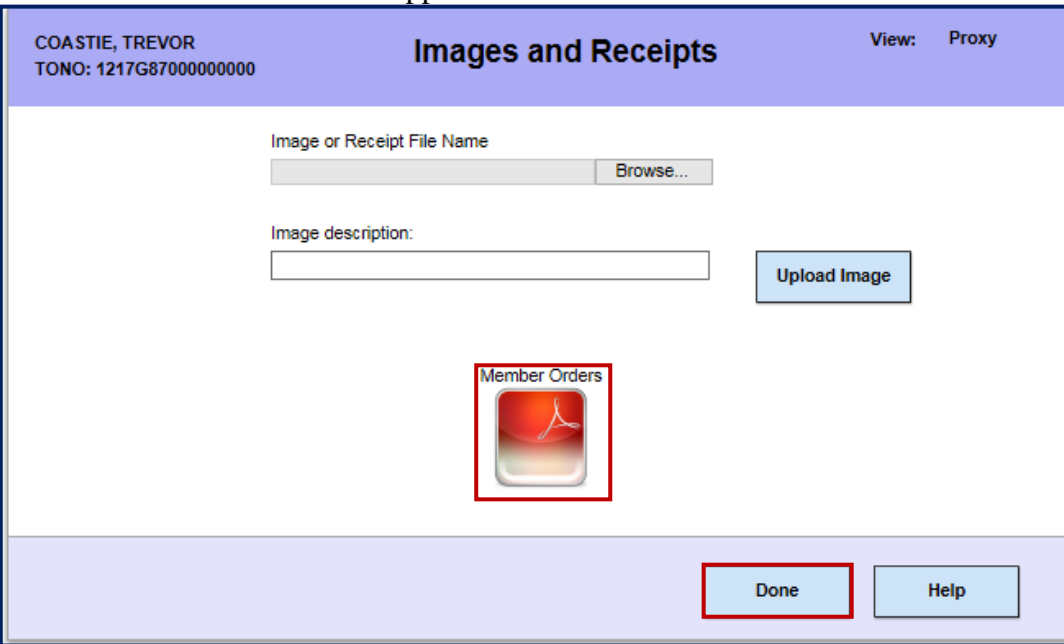
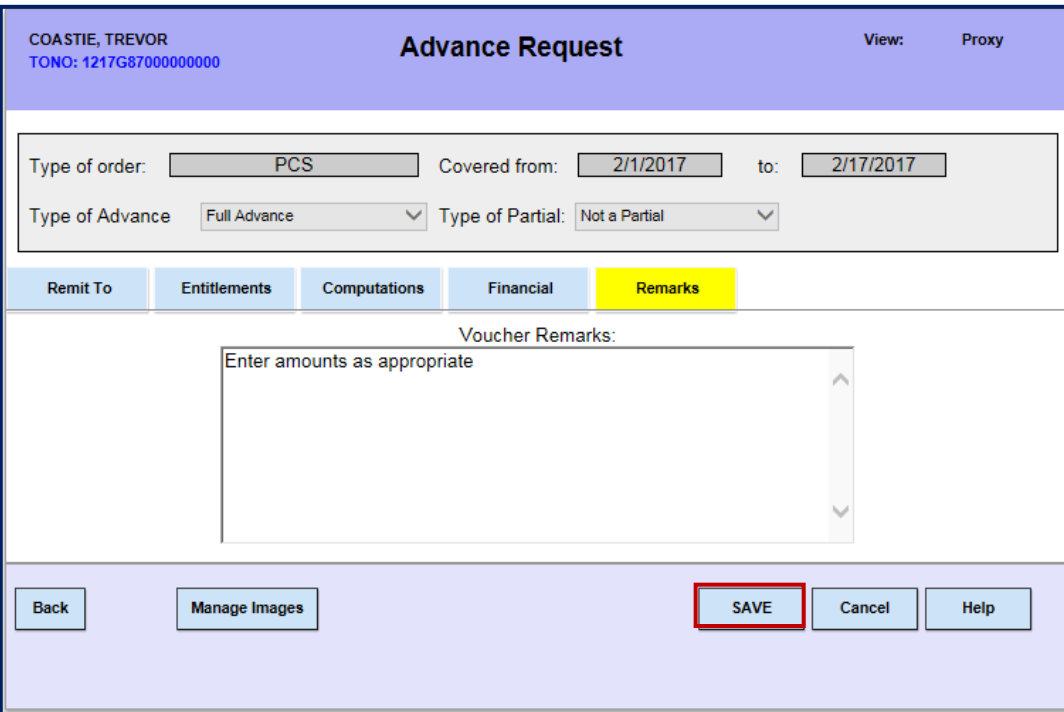
Procedures,
continued

Step	Action
22	<p>Enter remarks as appropriate, then click Manage Images.</p> 
23	<p>Click Browse, find the previously saved documents (remember the Procedural Warning), enter Image Description and click Upload Image.</p> 

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Requesting a PCS Travel Advance, Continued


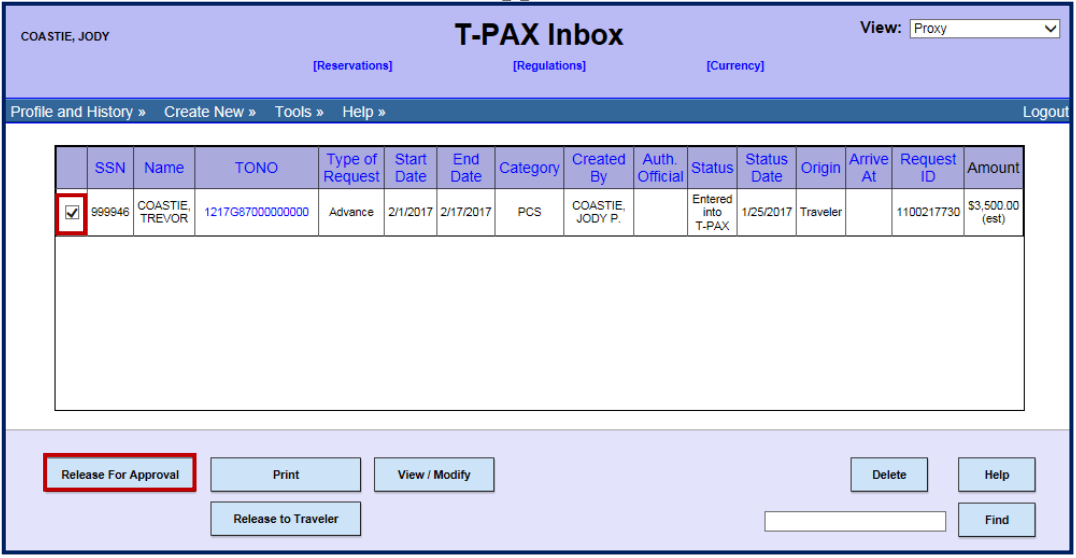
Procedures,
continued

	Action
24	<p>Click Done once the PDF file appears.</p> 
25	<p>You will be returned to Remarks. Click Save.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action
26	<p>You will be pathed to your Inbox.</p> 
27	<p>Check the box and click Release for Approval.</p> 

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Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

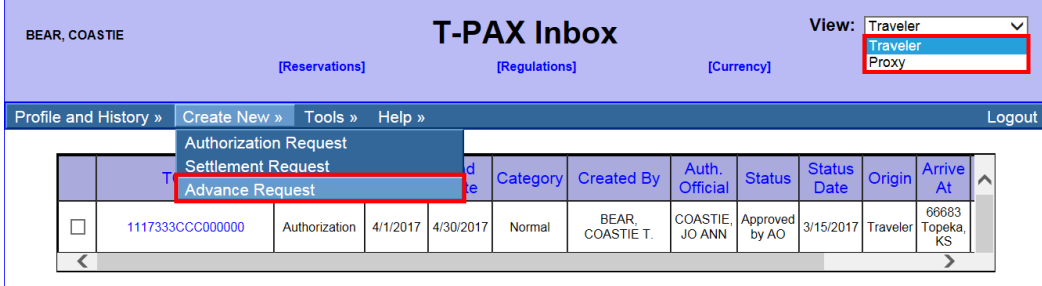
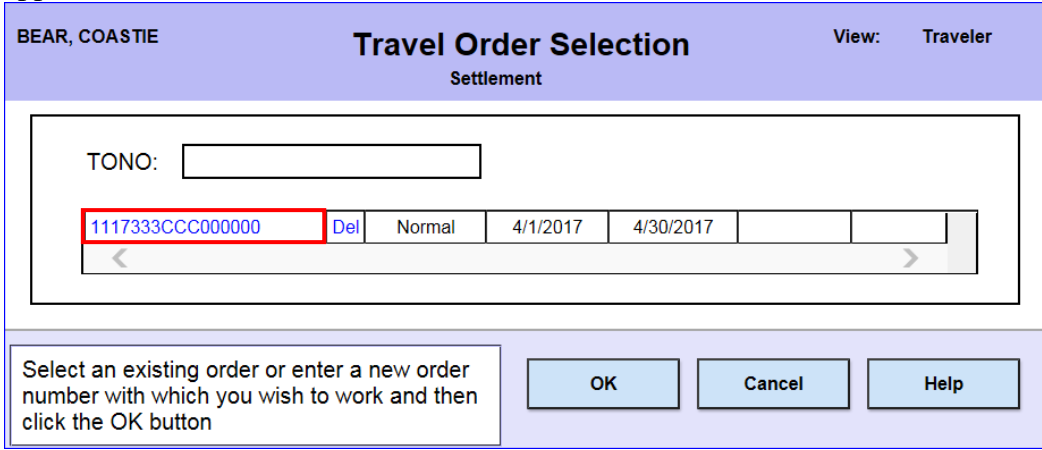
Step	Action
28	<p>Select an AO, enter your Secondary Password and click OK.</p> <div><div>COASTIE, JODY</div><div>T-PAX Inbox</div><div>View: Proxy</div><div>[Reservations] [Regulations] [Currency]</div><div>WARNING There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 31, Section 3729; and Title 10, Section 932 (UCMJ, Article 132).</div><div>Select an Authorizing Official</div><div>COASTIE, JACK E. (7947400)</div><div>COASTIE, JACK E. (7947400)</div><div>Enter Secondary Password</div><div>OK Cancel</div></div>

Requesting a TDY Travel Advance

Introduction This guide provides the procedures for requesting an Advance of funds for Temporary Duty Travel (TDY) in TPAX.

Information A Travel Authorization must be entered into TPAX before a request for an advance can be submitted.

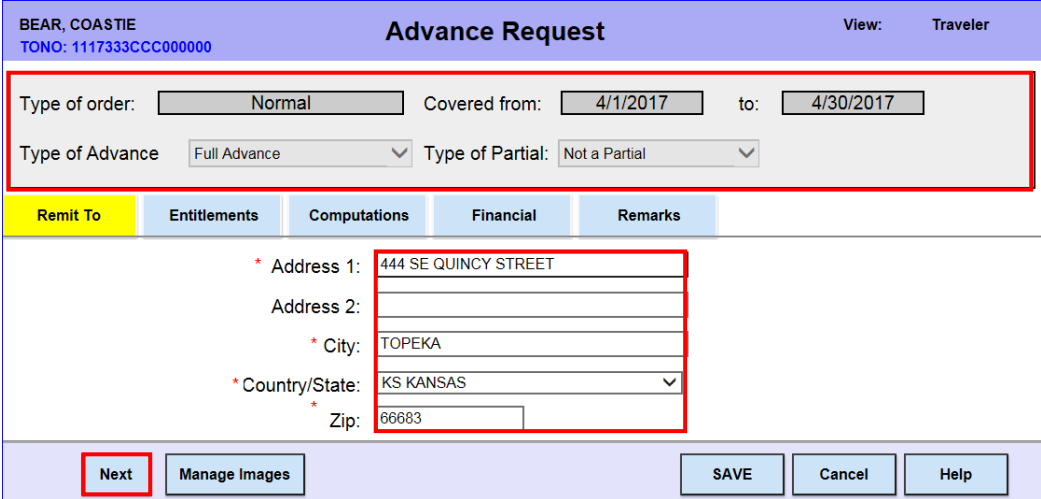
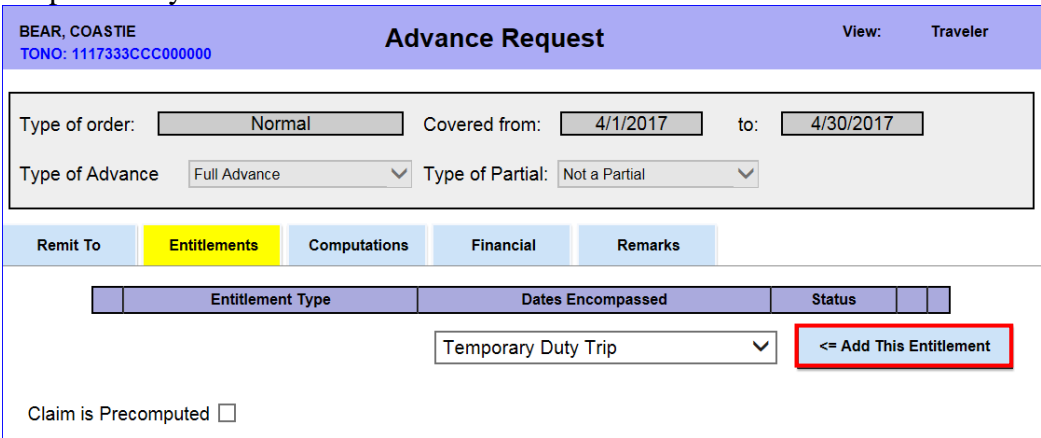
Procedures See below.

Step	Action
1	<p>Log into T-PAX. Click the View drop-down and select if the Advance request is being submitted as a Traveler or Proxy.</p> <p>Then click the Create New drop and select Advance Request.</p> 
2	<p>The Travel Order Selection page will display. Click on the TONO link for the applicable orders.</p> 

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Requesting a Requesting a TDY Travel Advance, Continued

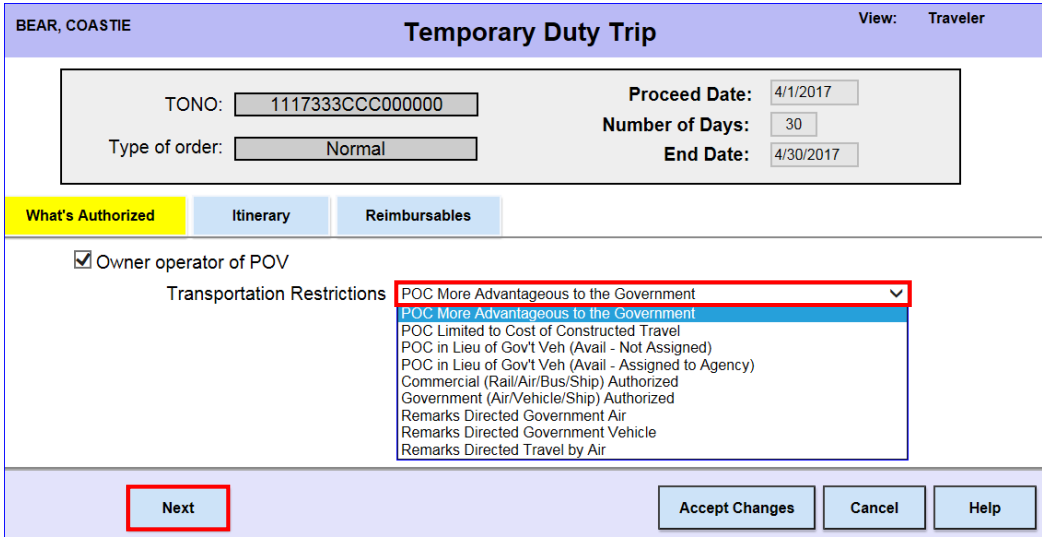
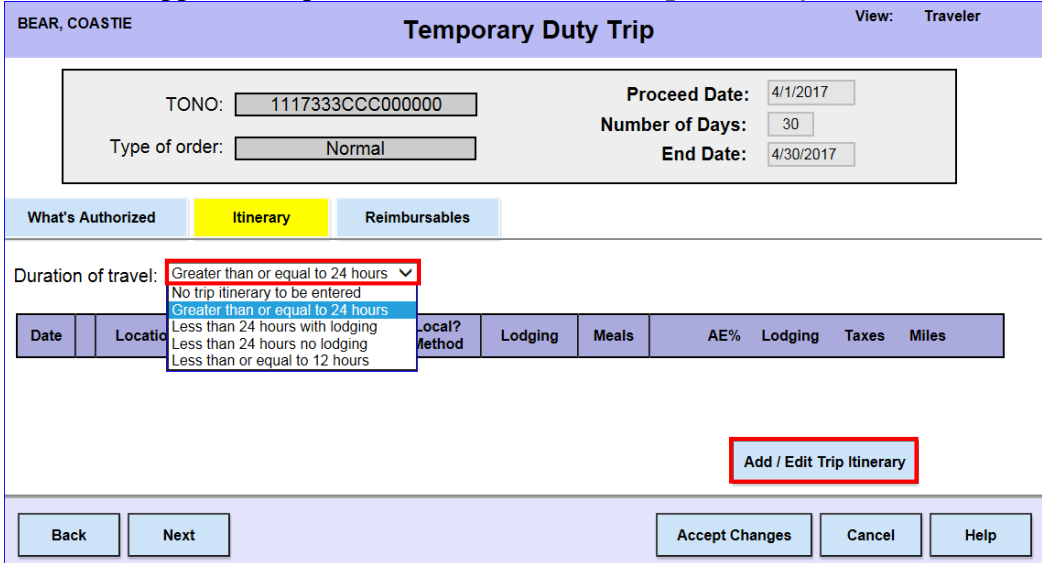
Procedures,
continued

Step	Action
3	<p>The Remit To tab of the Advance Request page will display. The top section will display the information from the Authorization. The Type of Advance will default to Full Advance. Verify the home address for accuracy. If incorrect, overtype the correct information. When finished, click the Next button.</p> 
4	<p>The Entitlements tab will display. TPAX requires the Entitlements section to be reentered when requesting an Advance. The information must be the same as the previously entered Authorization. Click the Add This Entitlement button.</p> 

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Requesting a TDY Travel Advance, Continued

Procedures,
continued

Step	Action
5	<p>The What's Authorized tab will display. Click the Transportation Restrictions drop-down and select an option. In this example the member was authorized to travel via Privately Owned Conveyance (POC) as more Advantageous to the Government. Click the Next button to continue.</p>  <p>BEAR, COASTIE Temporary Duty Trip View: Traveler</p> <p>TONO: 1117333CCC000000 Proceed Date: 4/1/2017 Type of order: Normal Number of Days: 30 End Date: 4/30/2017</p> <p>What's Authorized Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV Transportation Restrictions POC More Advantageous to the Government</p> <p>POC More Advantageous to the Government POC Limited to Cost of Constructed Travel POC in Lieu of Gov't Veh (Avail - Not Assigned) POC in Lieu of Gov't Veh (Avail - Assigned to Agency) Commercial (Rail/Air/Bus/Ship) Authorized Government (Air/Vehicle/Ship) Authorized Remarks Directed Government Air Remarks Directed Government Vehicle Remarks Directed Travel by Air</p> <p>Next Accept Changes Cancel Help</p>
6	<p>The Itinerary tab will display. Click the Duration of travel drop-down and choose the applicable option. Click Add / Edit Trip Itinerary.</p>  <p>BEAR, COASTIE Temporary Duty Trip View: Traveler</p> <p>TONO: 1117333CCC000000 Proceed Date: 4/1/2017 Type of order: Normal Number of Days: 30 End Date: 4/30/2017</p> <p>What's Authorized Itinerary Reimbursables</p> <p>Duration of travel: Greater than or equal to 24 hours</p> <p>No trip itinerary to be entered Greater than or equal to 24 hours Less than 24 hours with lodging Less than 24 hours no lodging Less than or equal to 12 hours</p> <p>Date Location Local? Method Lodging Meals AE% Lodging Taxes Miles</p> <p>Add / Edit Trip Itinerary</p> <p>Back Next Accept Changes Cancel Help</p>

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Requesting a Requesting a TDY Travel Advance, Continued

Procedures,
continued

Step	Action																																															
7	<p>Complete the first leg of the Itinerary section the same as originally recorded in the Authorization request. Then click the Method of Reimbursement, Lodging Type and Meals Type drop-downs and select the applicable options. When finished, click the Accept Leg button.</p> <div> <div>BEAR, COASTIE TONO: 1117333CCC000000</div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>Departure Date: 04/01/2017</td><td>Departure Location (click to edit): 63101 Saint Louis, MO, St Louis City</td><td>Method of Transportation: PA - Private Auto</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td><input type="checkbox"/> Is Local</td><td>Method of Reimbursement: LDP - Lodging Plus</td><td>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</td><td>Meals Type: M&IE: 51</td><td>Daily Ldg Cost: 91</td><td>Lodging Tax: 0</td><td>Miles: 311</td></tr> <tr> <td>Arrival Date: 04/01/2017</td><td>Arrival Location (click to edit): 66683 Topeka, KS, Shawnee</td><td>Reason for Stop: TD - Temporary Duty</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	Departure Date: 04/01/2017	Departure Location (click to edit): 63101 Saint Louis, MO, St Louis City	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local	Method of Reimbursement: LDP - Lodging Plus	Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full	Meals Type: M&IE: 51	Daily Ldg Cost: 91	Lodging Tax: 0	Miles: 311	Arrival Date: 04/01/2017	Arrival Location (click to edit): 66683 Topeka, KS, Shawnee	Reason for Stop: TD - Temporary Duty	<input checked="" type="checkbox"/> Duty Day																			
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Accept Leg

Cancel Changes

Continued on next page

Requesting a Requesting a TDY Travel Advance, Continued

Procedures,
continued

Step	Action																																																																											
9	<p>Review the Itinerary for accuracy. If necessary, click the Edit link to make any changes. Then click the Accept Changes button.</p> <div> <div>BEAR, COASTIE TONO: 1117333CCC000000</div> <div> <div>View: Traveler</div> <div>Itinerary</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>4/1/2017</td><td>DEP</td><td>63101 Saint Louis, MO, St Louis City</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td>CM</td><td>0</td><td>91.00</td><td>0.00</td><td>311</td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>4/1/2017</td><td>ARR</td><td>66683 Topeka, KS, Shawnee</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td>LDP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>4/30/2017</td><td>DEP</td><td>66683 Topeka, KS, Shawnee</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>310</td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>4/30/2017</td><td>ARR</td><td>63101 Saint Louis, MO, St Louis City</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles			4/1/2017	DEP	63101 Saint Louis, MO, St Louis City	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	CM	0	91.00	0.00	311	Edit Insert	Del	4/1/2017	ARR	66683 Topeka, KS, Shawnee	TD	<input checked="" type="checkbox"/>		LDP									4/30/2017	DEP	66683 Topeka, KS, Shawnee	PA	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	310	Edit Insert	Del	4/30/2017	ARR	63101 Saint Louis, MO, St Louis City	MC	<input type="checkbox"/>										
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10	<p>The Itinerary page will display. Click the Next button to continue.</p> <div> <div>BEAR, COASTIE</div> <div> <div>View: Traveler</div> <div>Temporary Duty Trip</div> </div> </div> <div> <div>TONO: 1117333CCC000000</div> <div>Proceed Date: 4/1/2017</div> <div>Type of order: Normal</div> <div>Number of Days: 30</div> <div>End Date: 4/30/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>4/1/2017</td><td>DEP</td><td>63101 Saint Louis, MISSOURI</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td>CM</td><td>0</td><td>91.00</td><td>0.00</td><td>311</td></tr> <tr> <td>4/1/2017</td><td>ARR</td><td>66683 Topeka, KANSAS</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td>LDP</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>4/30/2017</td><td>DEP</td><td>66683 Topeka, KANSAS</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>310</td></tr> <tr> <td>4/30/2017</td><td>ARR</td><td>63101 Saint Louis, MISSOURI</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	4/1/2017	DEP	63101 Saint Louis, MISSOURI	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	CM	0	91.00	0.00	311	4/1/2017	ARR	66683 Topeka, KANSAS	TD	<input checked="" type="checkbox"/>		LDP							4/30/2017	DEP	66683 Topeka, KANSAS	PA	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	310	4/30/2017	ARR	63101 Saint Louis, MISSOURI	MC	<input type="checkbox"/>																		
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Requesting a Requesting a TDY Travel Advance, Continued

Procedures,
continued

Step	Action
11	<p>The Reimbursables tab will display. Click the Add/Edit Trip Expenses button to enter any reimbursable items previously entered in the Authorization. All Reimbursable items entered will display. If no reimbursable items are to be entered, or when finished, click the Accept Changes button.</p>
12	<p>The Entitlements tab will display. Click the Next button to continue.</p>

Continued on next page

Requesting a Requesting a TDY Travel Advance, Continued

Procedures,
continued

Step	Action																								
13	<p>The Computations tab will display the break-down of the entitlements for the orders. Enter the amount of the advance request in Authorized Advance. Click Next.</p> <div> <div> <div>BEAR, COASTIE</div> <div>TONO: 1117333CCC000000</div> </div> <div> <div>Advance Request</div> <div>View: Traveler</div> </div> </div> <div> <div> <div>Type of order: Normal</div> <div>Covered from: 4/1/2017</div> <div>to: 4/30/2017</div> </div> <div> <div>Type of Advance Full Advance</div> <div>Type of Partial: Not a Partial</div> </div> </div> <div> <div>Remit To</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <table border="1"> <thead> <tr> <th>Description</th><th>Entitlement</th><th>% Advanced</th><th>Calc. Adv. Amount</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp M&IE Amount</td><td>1,504.50</td><td>100.00</td><td>1,504.50</td><td>1,504.50</td></tr> <tr> <td>Memb/Emp Lodging Amount</td><td>2,639.00</td><td>100.00</td><td>2,639.00</td><td>2,639.00</td></tr> <tr> <td>Memb/Emp Transportation</td><td>435.34</td><td>100.00</td><td>435.34</td><td>435.34</td></tr> </tbody> </table> <div> <div>Computed Advance</div> <div>4,578.84</div> </div> <div> <div>Authorized Advance</div> <div>1500.00</div> </div> <div> <div>Method of Payment Direct Deposit</div> <div>Due Employee</div> <div>0.00</div> </div> </div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div>	Description	Entitlement	% Advanced	Calc. Adv. Amount	Total	Memb/Emp M&IE Amount	1,504.50	100.00	1,504.50	1,504.50	Memb/Emp Lodging Amount	2,639.00	100.00	2,639.00	2,639.00	Memb/Emp Transportation	435.34	100.00	435.34	435.34				
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14	<p>The Accounting page will display. The information will default with the required information and identify the Program Element (ProgEle) as an advance. Click the Save button.</p> <div> <div> <div>BEAR, COASTIE</div> <div>TONO: 1117333CCC000000</div> </div> <div> <div>CG Accounting</div> <div>View: Traveler</div> </div> </div> <div> <table border="1"> <thead> <tr> <th>TONO</th><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th><th></th></tr> </thead> <tbody> <tr> <td>1117333CCC000000</td><td>2</td><td>X</td><td>000</td><td>000</td><td>00</td><td>0</td><td>ADV</td><td>00000</td><td>0000</td><td>\$1,500.00</td><td>Edit Del</td></tr> </tbody> </table> <div>Add</div> </div> <div> <div>Regenerate</div> <div>Save</div> <div>Cancel</div> <div>Help</div> </div>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		1117333CCC000000	2	X	000	000	00	0	ADV	00000	0000	\$1,500.00	Edit Del
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Requesting Requesting a TDY Travel Advance, Continued

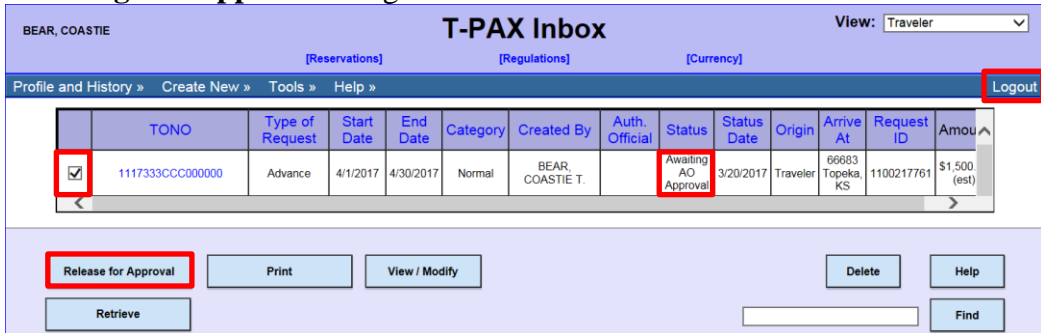
Procedures,
continued

Step	Action						
15	<p>The Financial tab will display. Click the Next button to continue.</p> <div> <div> BEAR, COASTIE TONO: 1117333CCC000000 </div> <div> Advance Request View: Traveler </div> </div> <div> Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="4/1/2017"/> to: <input type="text" value="4/30/2017"/> Type of Advance <input type="text" value="Full Advance"/> Type of Partial: <input type="text" value="Not a Partial"/> </div> <div> Remit To Entitlements Computations Financial Remarks </div> <table border="1"> <thead> <tr> <th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Db</td><td>1117333CCC000000 2 X 000 000 00 0 ADV 00000 0000</td><td>1,500.00</td></tr> </tbody> </table> <div>Add/Modify Accounting</div> <div> Back Next Manage Images <div>SAVE Cancel Help</div> </div>	Db/Cr	Classification String	Amount	Db	1117333CCC000000 2 X 000 000 00 0 ADV 00000 0000	1,500.00
Db/Cr	Classification String	Amount					
Db	1117333CCC000000 2 X 000 000 00 0 ADV 00000 0000	1,500.00					

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Requesting a TDY Travel Advance, Continued

Procedures,
continued

Step	Action																												
17	<p>The TPAX Inbox will display. The Advance request is ready to forward to the unit Approving Official. Click the check box for the TONO, then click the Release for Approval button. The Advance request Status will update to Awaiting AO Approval. Log out of TPAX.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, it says "BEAR, COASTIE" and "T-PAX Inbox". There are tabs for [Reservations], [Regulations], and [Currency]. A "View:" dropdown is set to "Traveler". A "Logout" button is in the top right. Below is a table with the following data:</p> <table><thead><tr><th></th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>1117333CCC000000</td><td>Advance</td><td>4/1/2017</td><td>4/30/2017</td><td>Normal</td><td>BEAR, COASTIE T.</td><td></td><td>Awaiting AO Approval</td><td>3/20/2017</td><td>Traveler</td><td>66683 Topeka, KS</td><td>1100217761</td><td>\$1,500 (est)</td></tr></tbody></table> <p>Below the table are several buttons: "Release for Approval" (highlighted with a red box), "Print", "View / Modify", "Delete", "Help", "Retrieve", and "Find".</p>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1117333CCC000000	Advance	4/1/2017	4/30/2017	Normal	BEAR, COASTIE T.		Awaiting AO Approval	3/20/2017	Traveler	66683 Topeka, KS	1100217761	\$1,500 (est)
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