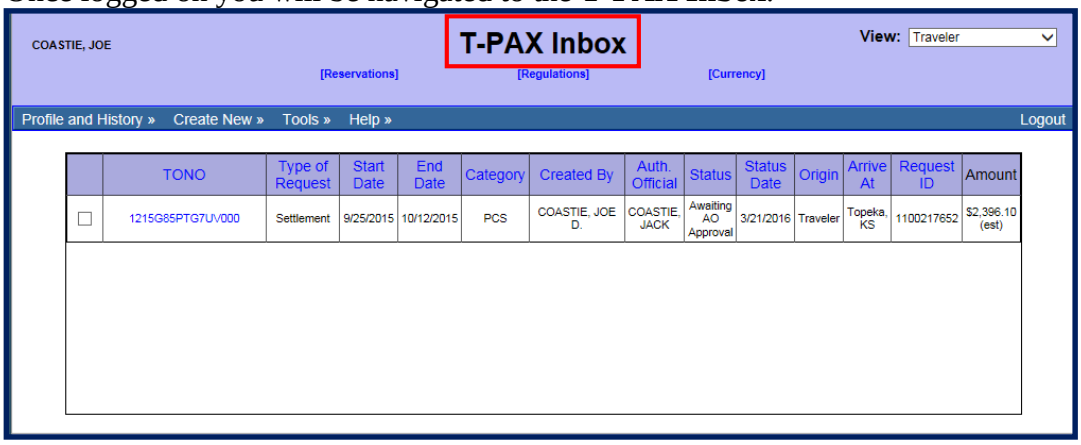
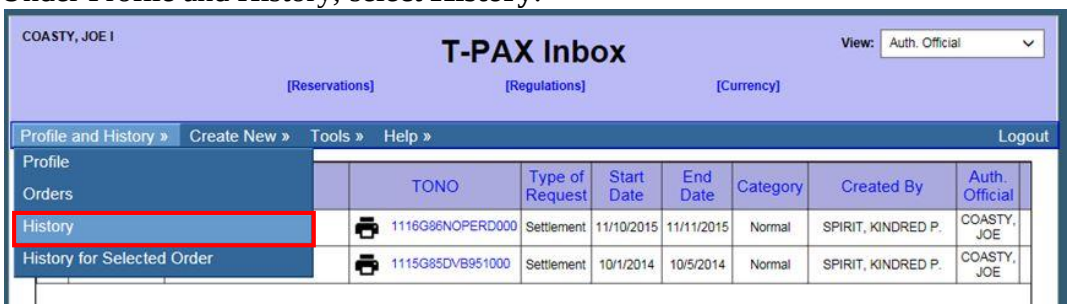
Approving Official - Verify Status of a Travel Claim

Introduction This guide will help an AO verify the current status of a travel claim and its payment schedule.

Procedures See below

Step	Action
1	Once logged on you will be navigated to the **T-PAX Inbox**. 
2	Change the View to **Auth. Official**.
3	Under Profile and History, select **History**. 

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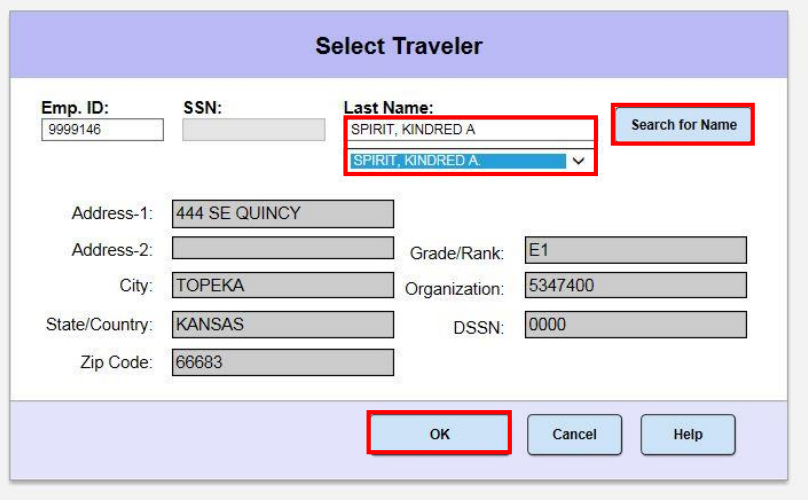
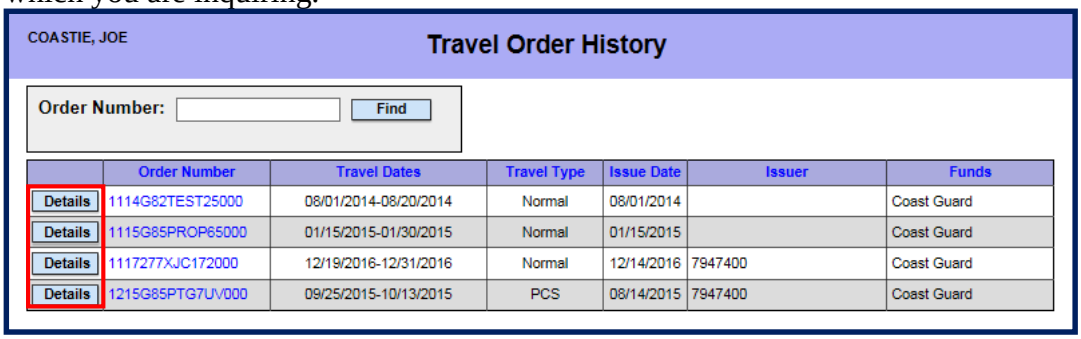
Approving Official - Verify Status of a Travel Claim, Continued

Procedures, continued

Step	Action
4	Enter the **Last name**, click **Search for Name** and select the member you are looking for. Then click **OK**. 
5	The **Travel Order History** will appear. Select **Details** for the travel claim for which you are inquiring. 

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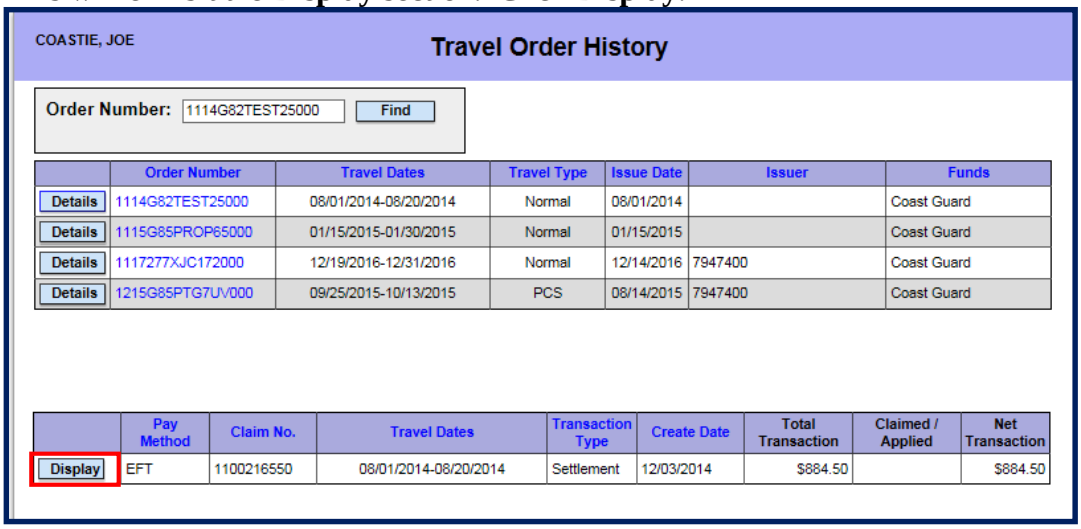
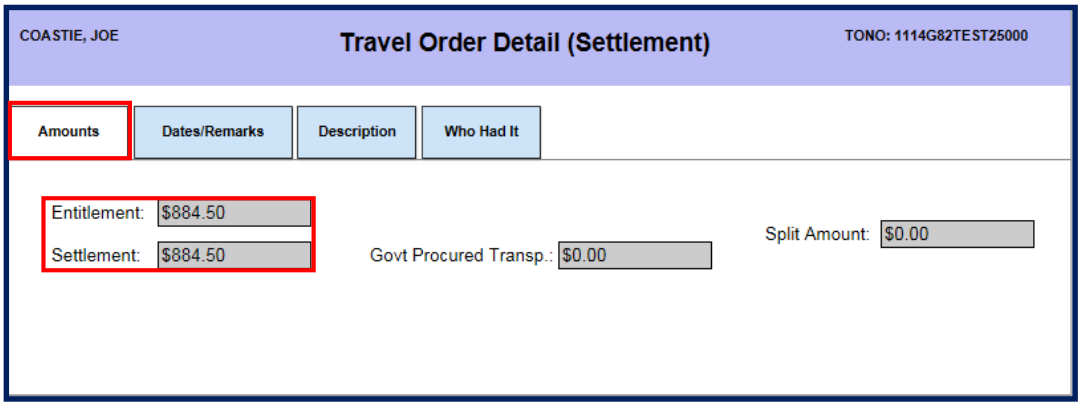
Approving Official - Verify Status of a Travel Claim, Continued

Procedures, continued

Step	Action
6	This will exhibit the **Display** section. Click **Display**. 
7	The **Travel Order Detail** will appear and the **Amounts** tab will display listing the Entitlement and the Settlement amount. 

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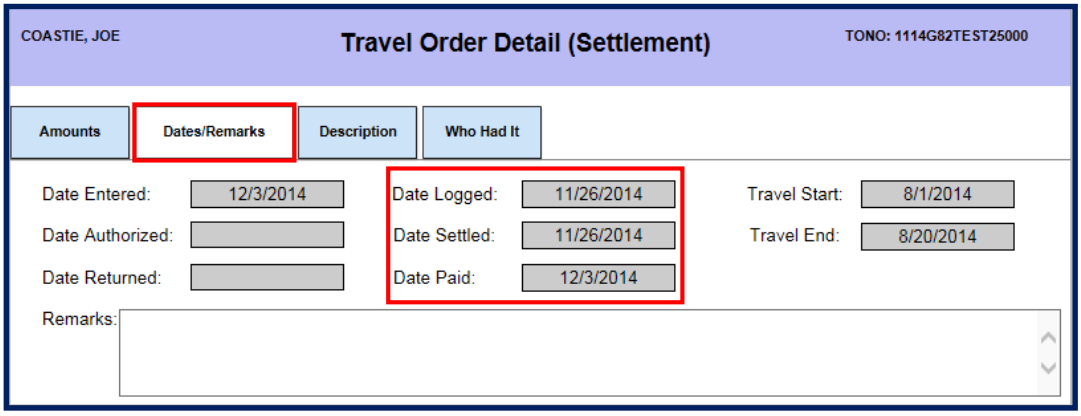
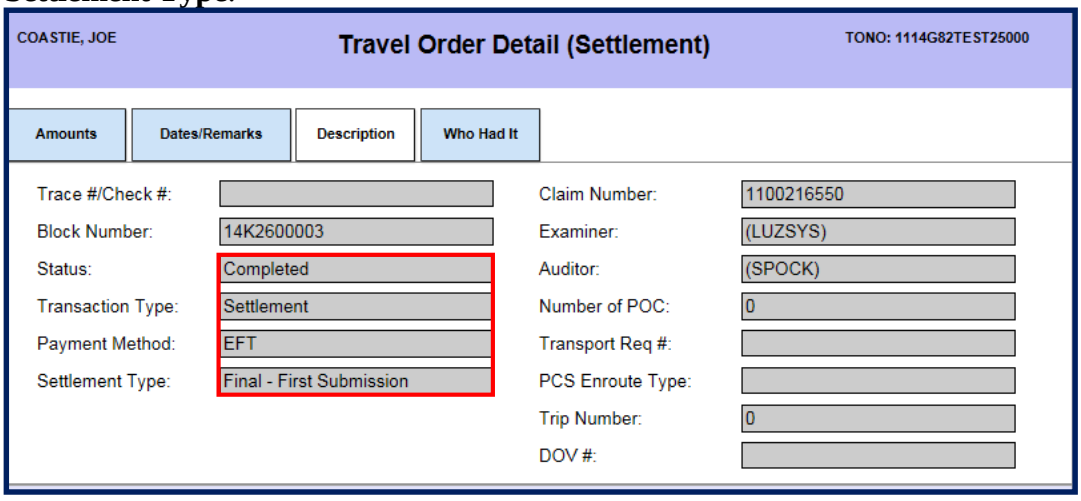
Approving Official - Verify Status of a Travel Claim, Continued

Procedures, continued

Step	Action
8	Click **Dates/Remarks** which will reveal the **Date Logged**, **Date Settled** and **Date Paid**. 
9	Click **Description** to reveal the **Status**, **Transaction Type**, **Payment Method** and **Settlement Type**. 

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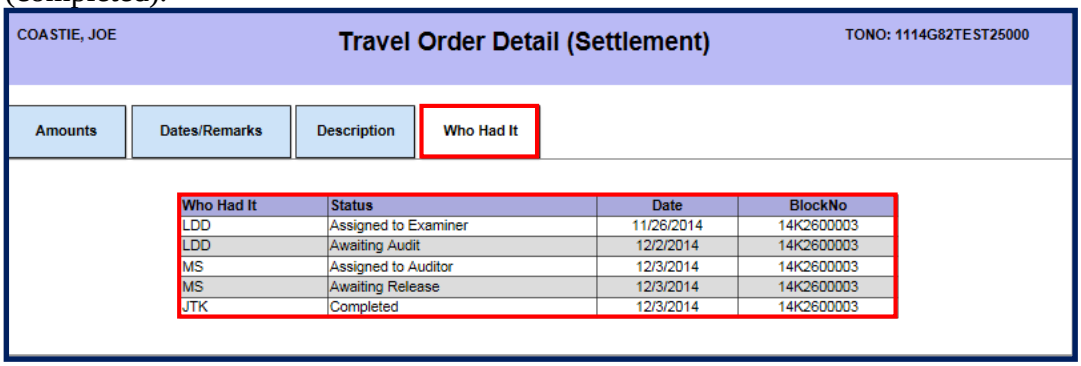
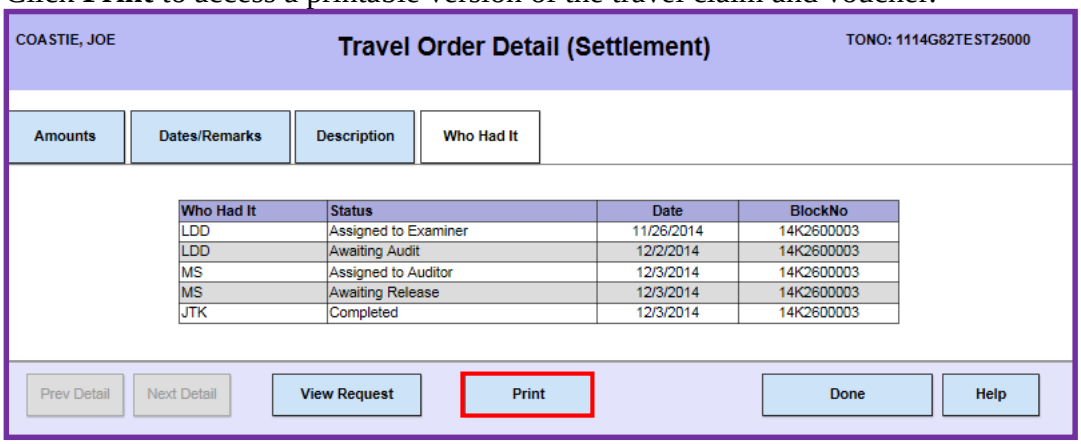
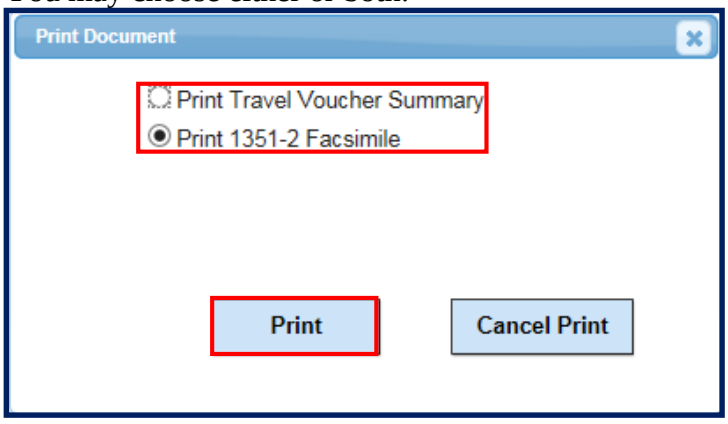
Approving Official - Verify Status of a Travel Claim, Continued

Procedures, continued

Step	Action
10	**Who Had It** reveals the journey of a member's travel claim from beginning to end (completed). 
11	Click **Print** to access a printable version of the travel claim and voucher. 
12	You may choose either or both: