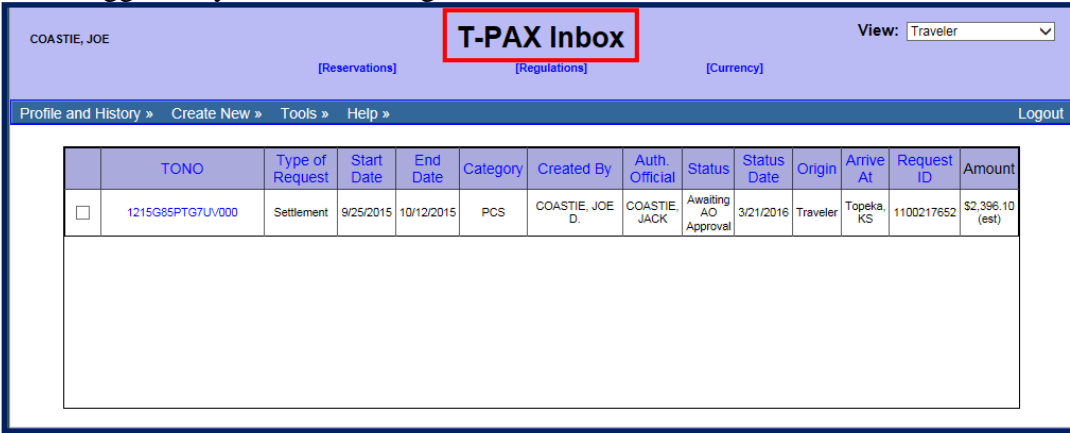
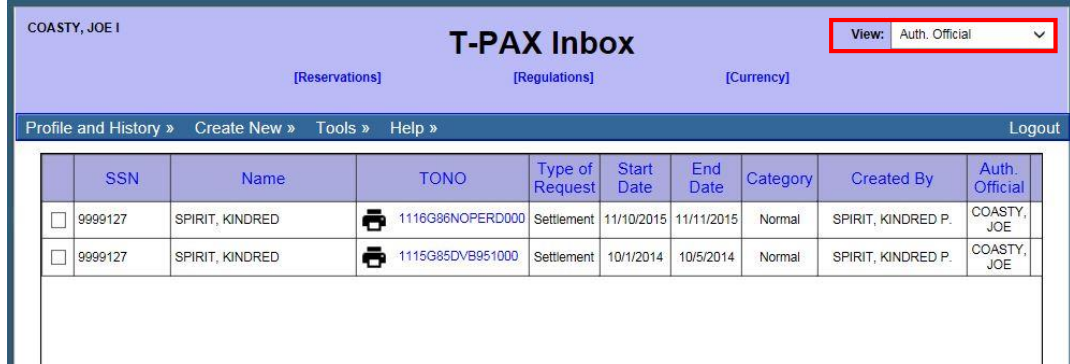



Approving Official - Verify Status of a Travel Claim

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	<p>Once logged on you will be navigated to the T-PAX Inbox.</p> 																								
2	<p>Change the View to Auth. Official.</p> 																								
3	<p>Under Profile and History, select History.</p>  <table border="1" data-bbox="341 1697 1377 1839"> <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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1116G86NOPERD000</td> <td>Settlement</td> <td>11/10/2015</td> <td>11/11/2015</td> <td>Normal</td> <td>SPIRIT, KINDRED P.</td> <td>COASTY, JOE</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1115G85DVB951000</td> <td>Settlement</td> <td>10/1/2014</td> <td>10/5/2014</td> <td>Normal</td> <td>SPIRIT, KINDRED P.</td> <td>COASTY, JOE</td> </tr> </tbody> </table>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	<input type="checkbox"/>	1116G86NOPERD000	Settlement	11/10/2015	11/11/2015	Normal	SPIRIT, KINDRED P.	COASTY, JOE	<input type="checkbox"/>	1115G85DVB951000	Settlement	10/1/2014	10/5/2014	Normal	SPIRIT, KINDRED P.	COASTY, JOE
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Continued on next page

Approving Official - Verify Status of a Travel Claim, Continued

Procedures,
continued

Step	Action																																			
<p>4</p>	<p>Enter the Last name, click Search for Name and select the member you are looking for. Then click OK.</p> <div data-bbox="352 568 1158 1059" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;">Select Traveler</p> <p>Emp. ID: <input type="text" value="9999146"/> SSN: <input type="text"/> Last Name: <input type="text" value="SPIRIT, KINDRED A"/> <input type="button" value="Search for Name"/></p> <p style="margin-left: 100px;"><input type="text" value="444 SE QUINCY"/> <input type="text" value="E1"/></p> <p style="margin-left: 100px;"><input type="text" value="TOPEKA"/> Organization: <input type="text" value="5347400"/></p> <p style="margin-left: 100px;"><input type="text" value="KANSAS"/> DSSN: <input type="text" value="0000"/></p> <p style="margin-left: 100px;"><input type="text" value="66683"/></p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p> </div>																																			
<p>5</p>	<p>The Travel Order History will appear. Select Details for the travel claim for which you are inquiring.</p> <div data-bbox="341 1173 1423 1496" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;">COASTIE, JOE Travel Order History</p> <p>Order Number: <input type="text"/> <input type="button" value="Find"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Order Number</th> <th>Travel Dates</th> <th>Travel Type</th> <th>Issue Date</th> <th>Issuer</th> <th>Funds</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Details"/></td> <td>1114G82TEST25000</td> <td>08/01/2014-08/20/2014</td> <td>Normal</td> <td>08/01/2014</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1115G85PROP65000</td> <td>01/15/2015-01/30/2015</td> <td>Normal</td> <td>01/15/2015</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117277XJC172000</td> <td>12/19/2016-12/31/2016</td> <td>Normal</td> <td>12/14/2016</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1215G85PTG7UV000</td> <td>09/25/2015-10/13/2015</td> <td>PCS</td> <td>08/14/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> </tbody> </table> </div>		Order Number	Travel Dates	Travel Type	Issue Date	Issuer	Funds	<input type="button" value="Details"/>	1114G82TEST25000	08/01/2014-08/20/2014	Normal	08/01/2014		Coast Guard	<input type="button" value="Details"/>	1115G85PROP65000	01/15/2015-01/30/2015	Normal	01/15/2015		Coast Guard	<input type="button" value="Details"/>	1117277XJC172000	12/19/2016-12/31/2016	Normal	12/14/2016	7947400	Coast Guard	<input type="button" value="Details"/>	1215G85PTG7UV000	09/25/2015-10/13/2015	PCS	08/14/2015	7947400	Coast Guard
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Approving Official - Verify Status of a Travel Claim, Continued

Procedures,
continued

Step	Action																																																					
<p>6</p>	<p>This will exhibit the Display section. Click Display.</p> <div data-bbox="341 524 1418 1039" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE Travel Order History</p> <p>Order Number: <input type="text" value="1114G82TEST25000"/> <input type="button" value="Find"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Order Number</th> <th>Travel Dates</th> <th>Travel Type</th> <th>Issue Date</th> <th>Issuer</th> <th>Funds</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Details"/></td> <td>1114G82TEST25000</td> <td>08/01/2014-08/20/2014</td> <td>Normal</td> <td>08/01/2014</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1115G85PROP65000</td> <td>01/15/2015-01/30/2015</td> <td>Normal</td> <td>01/15/2015</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117277XJC172000</td> <td>12/19/2016-12/31/2016</td> <td>Normal</td> <td>12/14/2016</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1215G85PTG7U/000</td> <td>09/25/2015-10/13/2015</td> <td>PCS</td> <td>08/14/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Pay Method</th> <th>Claim No.</th> <th>Travel Dates</th> <th>Transaction Type</th> <th>Create Date</th> <th>Total Transaction</th> <th>Claimed / Applied</th> <th>Net Transaction</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Display"/></td> <td>EFT</td> <td>1100216550</td> <td>08/01/2014-08/20/2014</td> <td>Settlement</td> <td>12/03/2014</td> <td>\$884.50</td> <td></td> <td>\$884.50</td> </tr> </tbody> </table> </div>		Order Number	Travel Dates	Travel Type	Issue Date	Issuer	Funds	<input type="button" value="Details"/>	1114G82TEST25000	08/01/2014-08/20/2014	Normal	08/01/2014		Coast Guard	<input type="button" value="Details"/>	1115G85PROP65000	01/15/2015-01/30/2015	Normal	01/15/2015		Coast Guard	<input type="button" value="Details"/>	1117277XJC172000	12/19/2016-12/31/2016	Normal	12/14/2016	7947400	Coast Guard	<input type="button" value="Details"/>	1215G85PTG7U/000	09/25/2015-10/13/2015	PCS	08/14/2015	7947400	Coast Guard		Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	<input type="button" value="Display"/>	EFT	1100216550	08/01/2014-08/20/2014	Settlement	12/03/2014	\$884.50		\$884.50
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<p>7</p>	<p>The Travel Order Detail will appear and the Amounts tab will display listing the Entitlement and the Settlement amount.</p> <div data-bbox="341 1151 1418 1543" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE Travel Order Detail (Settlement) TONO: 1114G82TEST25000</p> <p><input type="button" value="Amounts"/> <input type="button" value="Dates/Remarks"/> <input type="button" value="Description"/> <input type="button" value="Who Had It"/></p> <p>Entitlement: <input type="text" value="\$884.50"/> Settlement: <input type="text" value="\$884.50"/></p> <p style="text-align: right;">Govt Procured Transp.: <input type="text" value="\$0.00"/> Split Amount: <input type="text" value="\$0.00"/></p> </div>																																																					

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Approving Official - Verify Status of a Travel Claim, Continued

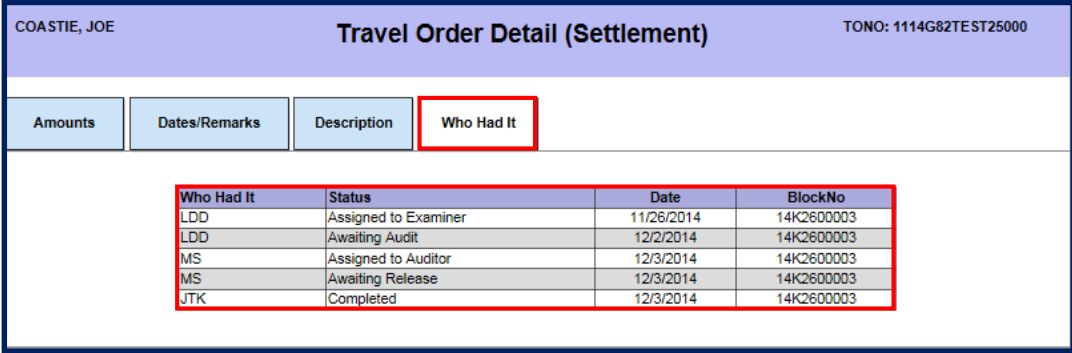
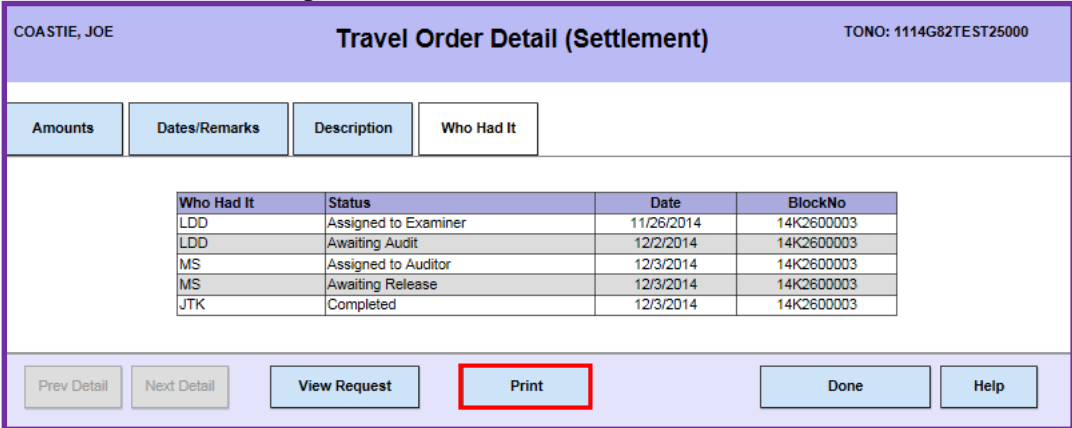
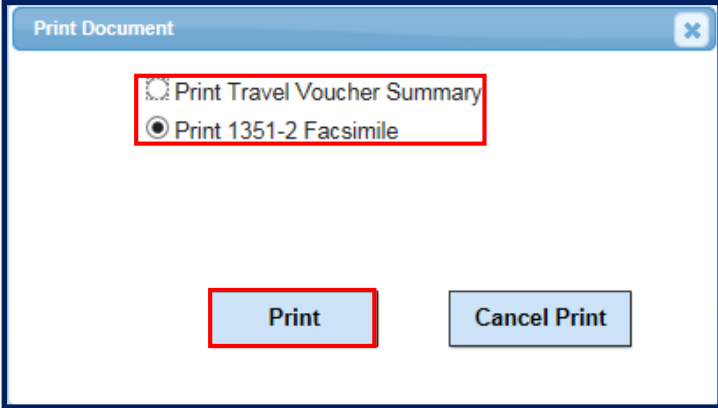
Procedures,
continued

Step	Action																																				
<p>8</p>	<p>Click Dates/Remarks which will reveal the Date Logged, Date Settled and Date Paid.</p> <div data-bbox="341 562 1418 965" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE TONO: 1114G82TEST25000</p> <p style="text-align: center;">Travel Order Detail (Settlement)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Amounts</th> <th style="width: 25%; border: 2px solid red;">Dates/Remarks</th> <th style="width: 25%;">Description</th> <th style="width: 25%;">Who Had It</th> </tr> </thead> <tbody> <tr> <td>Date Entered: <input type="text" value="12/3/2014"/></td> <td>Date Logged: <input type="text" value="11/26/2014"/></td> <td>Travel Start: <input type="text" value="8/1/2014"/></td> <td></td> </tr> <tr> <td>Date Authorized: <input type="text"/></td> <td>Date Settled: <input type="text" value="11/26/2014"/></td> <td>Travel End: <input type="text" value="8/20/2014"/></td> <td></td> </tr> <tr> <td>Date Returned: <input type="text"/></td> <td>Date Paid: <input type="text" value="12/3/2014"/></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Remarks: <input style="width: 100%;" type="text"/></td> </tr> </tbody> </table> </div>	Amounts	Dates/Remarks	Description	Who Had It	Date Entered: <input type="text" value="12/3/2014"/>	Date Logged: <input type="text" value="11/26/2014"/>	Travel Start: <input type="text" value="8/1/2014"/>		Date Authorized: <input type="text"/>	Date Settled: <input type="text" value="11/26/2014"/>	Travel End: <input type="text" value="8/20/2014"/>		Date Returned: <input type="text"/>	Date Paid: <input type="text" value="12/3/2014"/>			Remarks: <input style="width: 100%;" type="text"/>																			
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<p>9</p>	<p>Click Description to reveal the Status, Transaction Type, Payment Method and Settlement Type.</p> <div data-bbox="341 1077 1418 1559" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE TONO: 1114G82TEST25000</p> <p style="text-align: center;">Travel Order Detail (Settlement)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Amounts</th> <th style="width: 25%;">Dates/Remarks</th> <th style="width: 25%; border: 2px solid red;">Description</th> <th style="width: 25%;">Who Had It</th> </tr> </thead> <tbody> <tr> <td>Trace #/Check #: <input type="text"/></td> <td>Claim Number: <input type="text" value="1100216550"/></td> <td></td> <td></td> </tr> <tr> <td>Block Number: <input type="text" value="14K2600003"/></td> <td>Examiner: <input type="text" value="(LUZSYS)"/></td> <td></td> <td></td> </tr> <tr> <td>Status: <input style="border: 2px solid red;" type="text" value="Completed"/></td> <td>Auditor: <input type="text" value="(SPOCK)"/></td> <td></td> <td></td> </tr> <tr> <td>Transaction Type: <input style="border: 2px solid red;" type="text" value="Settlement"/></td> <td>Number of POC: <input type="text" value="0"/></td> <td></td> <td></td> </tr> <tr> <td>Payment Method: <input type="text" value="EFT"/></td> <td>Transport Req #: <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Settlement Type: <input style="border: 2px solid red;" type="text" value="Final - First Submission"/></td> <td>PCS Enroute Type: <input type="text"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Trip Number: <input type="text" value="0"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DOV #: <input type="text"/></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Amounts	Dates/Remarks	Description	Who Had It	Trace #/Check #: <input type="text"/>	Claim Number: <input type="text" value="1100216550"/>			Block Number: <input type="text" value="14K2600003"/>	Examiner: <input type="text" value="(LUZSYS)"/>			Status: <input style="border: 2px solid red;" type="text" value="Completed"/>	Auditor: <input type="text" value="(SPOCK)"/>			Transaction Type: <input style="border: 2px solid red;" type="text" value="Settlement"/>	Number of POC: <input type="text" value="0"/>			Payment Method: <input type="text" value="EFT"/>	Transport Req #: <input type="text"/>			Settlement Type: <input style="border: 2px solid red;" type="text" value="Final - First Submission"/>	PCS Enroute Type: <input type="text"/>				Trip Number: <input type="text" value="0"/>				DOV #: <input type="text"/>		
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Approving Official - Verify Status of a Travel Claim, Continued

Procedures,
continued

Step	Action																								
<p>10</p>	<p>Who Had It reveals the journey of a member’s travel claim from beginning to end (completed).</p>  <p>COASTIE, JOE Travel Order Detail (Settlement) TONO: 1114G82TEST25000</p> <p>Amounts Dates/Remarks Description Who Had It</p> <table border="1"> <thead> <tr> <th>Who Had It</th> <th>Status</th> <th>Date</th> <th>BlockNo</th> </tr> </thead> <tbody> <tr> <td>LDD</td> <td>Assigned to Examiner</td> <td>11/26/2014</td> <td>14K2600003</td> </tr> <tr> <td>LDD</td> <td>Awaiting Audit</td> <td>12/2/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Assigned to Auditor</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Awaiting Release</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>JTK</td> <td>Completed</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> </tbody> </table>	Who Had It	Status	Date	BlockNo	LDD	Assigned to Examiner	11/26/2014	14K2600003	LDD	Awaiting Audit	12/2/2014	14K2600003	MS	Assigned to Auditor	12/3/2014	14K2600003	MS	Awaiting Release	12/3/2014	14K2600003	JTK	Completed	12/3/2014	14K2600003
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<p>11</p>	<p>Click Print to access a printable version of the travel claim and voucher.</p>  <p>COASTIE, JOE Travel Order Detail (Settlement) TONO: 1114G82TEST25000</p> <p>Amounts Dates/Remarks Description Who Had It</p> <table border="1"> <thead> <tr> <th>Who Had It</th> <th>Status</th> <th>Date</th> <th>BlockNo</th> </tr> </thead> <tbody> <tr> <td>LDD</td> <td>Assigned to Examiner</td> <td>11/26/2014</td> <td>14K2600003</td> </tr> <tr> <td>LDD</td> <td>Awaiting Audit</td> <td>12/2/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Assigned to Auditor</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Awaiting Release</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>JTK</td> <td>Completed</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> </tbody> </table> <p>Prev Detail Next Detail View Request Print Done Help</p>	Who Had It	Status	Date	BlockNo	LDD	Assigned to Examiner	11/26/2014	14K2600003	LDD	Awaiting Audit	12/2/2014	14K2600003	MS	Assigned to Auditor	12/3/2014	14K2600003	MS	Awaiting Release	12/3/2014	14K2600003	JTK	Completed	12/3/2014	14K2600003
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<p>12</p>	<p>You may choose either or both:</p>  <p>Print Document</p> <p><input type="radio"/> Print Travel Voucher Summary</p> <p><input checked="" type="radio"/> Print 1351-2 Facsimile</p> <p>Print Cancel Print</p>																								