

# Interim Processes for PCS Advances and Vouchers

## Overview

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**Purpose** This document provides the processes for requesting PCS advances and filing PCS vouchers in the interim period between the shutdown of Windows Integrated Automated Travel System (WIN-IATS)<sup>1</sup> on September 30, 2021 and the implementation of moveLINQ<sup>2</sup> in mid-2022.

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**Discussion** During this interim period, the Coast Guard will use:

- T-PAX to document and calculate PCS advances and vouchers.
- ETS to payout advances and vouchers.

T-PAX is the audit and calculator for PCS. It is used, in this process, for PCS vouchers. ETS is the authorization conduit for payment.

Due to the shutdown of WIN-IATS, T-PAX can no longer interface with the financial accounting system to effect payments. ETS is connected to FSMS.

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**Before you begin** The member's ETS and T-PAX accounts in must be enabled.

1. **ETS:** Ensure the member's account is **ENABLED** (accounts are disabled after 90 days of inactivity) and the major/minor customer reflects the member's current unit. If the ETS account is not enabled prior to the order being pushed from DA to ETS, the Open Authorization (OA) will not be created in ETS.
  2. **T-PAX:** Accounts for travelers and approving officials (AOs) were locked near the end of FY21 to prevent data entry or modification during the transition to FSMS. AOs must request T-PAX access from PPC Customer Care for themselves and the traveler prior to attempting to access T-PAX in FY22.
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<sup>1</sup> WIN-IATS was used by PPC (TVL) for processing travel payments. It transmitted accounting information from T-PAX to FINCEN for payment of claims. Use of WIN-IATS ended in FY21 with the switch over to the Financial System Modernization Solution (FSMS).

<sup>2</sup> moveLINQ is a **cloud-based application that manages employee relocations through submission of authorizations and vouchers**. The application performs all aspects of official relocation travel management with processes and procedures consistent with the federal travel regulations.

# Interim Processes for PCS Advances and Vouchers

## Overview, Continued

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### Before you begin (cont'd)

The YN or other administrative support professional, working the orders in ETS, must have their ETS profile adjusted to reflect "*ETS Travel for Other Roles*" to submit advances on the behalf of members. The AO or supervisor must submit a trouble-ticket to PPC to request the permission change.

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### Reference

Use this guide as a *supplement* to [Personnel & Pay Procedures Manual, PPCINST M1000.2 \(series\), Chapter 4, Movement of Personnel](#) (and the references therein). This guide provides the *process* for using T-PAX and ETS to facilitate payment of PCS advances and claims. The procedures in the PPPM, shall be followed for the preparation of PCS orders advances and claims.

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### In this guide

The guide covers the following topics:

Topic	See Page
PCS Advances Process	3
Fiscal Year 2022 PCS Voucher Process	5
Fiscal Year 2021 and Prior PCS Voucher Process	8
PCS Advances Procedure Walkthrough	10

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# Interim Processes for PCS Advances and Vouchers

## PCS Advances Process

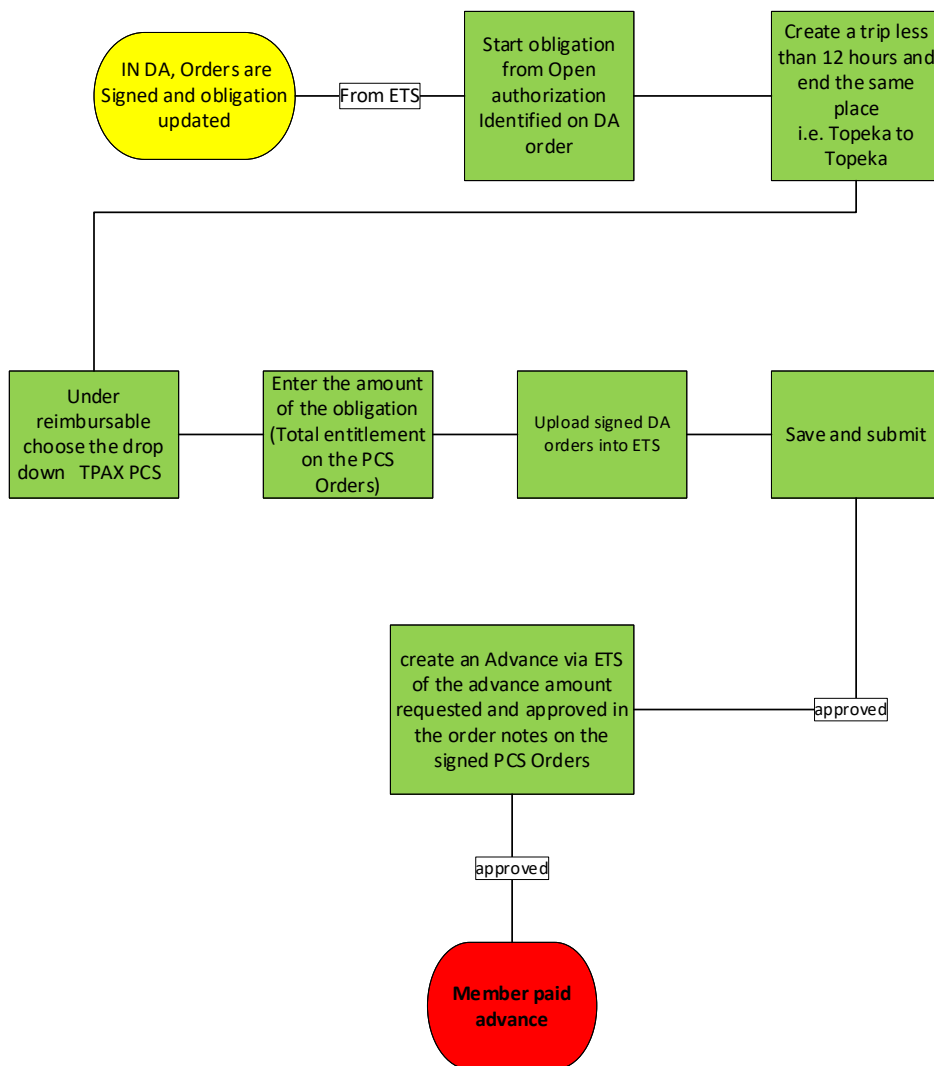
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**Introduction** This section provides the process for requesting PCS travel advances.

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**Process overview** This chart provides an overview of the PCS travel advance process.

## Current FY PCS Advance



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# Interim Processes for PCS Advances and Vouchers

## PCS Advances Process, Continued

### The PCS advance process

This is how the PCS advance process works using ETS.

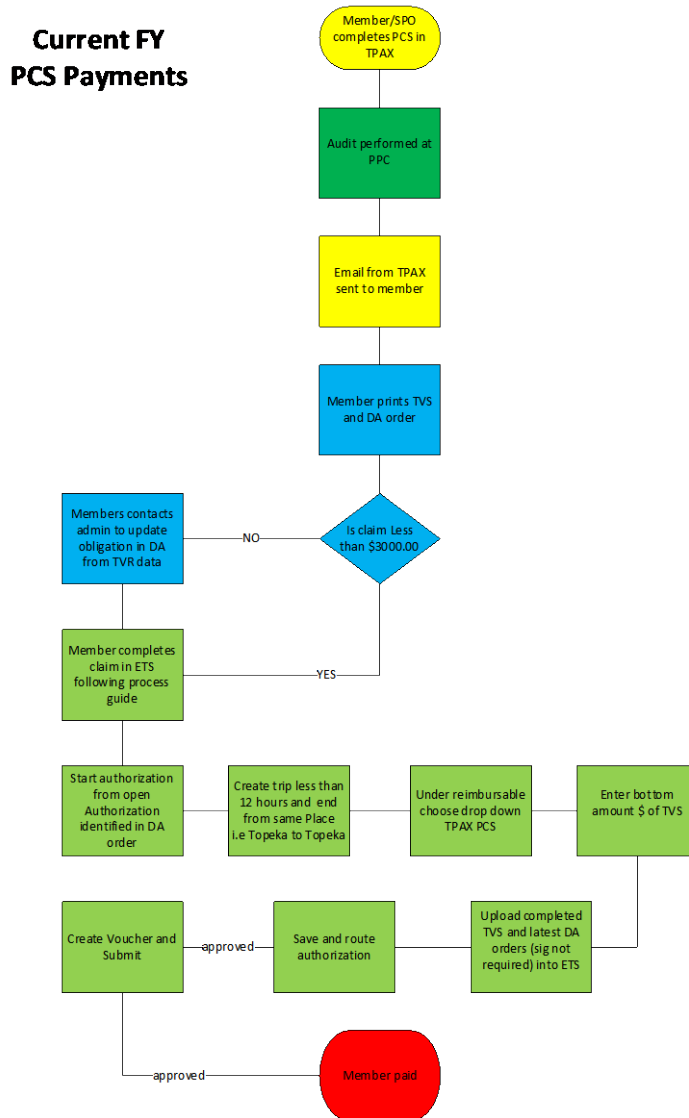
Stage	Description
1	<p>DA orders are signed by the competent authority and obligation updated in DA. See the <a href="#">DA PCS Orders user guide</a> for procedures.</p> <p><b>Reminder:</b> The member's ETS account must be enabled prior to updating the orders in DA or the OA will not be created in ETS. Also ensure the member's major/minor customer reflects the member's current unit.</p> <p><b>Update (14 APR 2022):</b> DLA amounts, along with Member Travel and Dependent Travel amounts are transferring from DA to ETS. These amounts are reflected on the ETS Open Authorization (OA). <u>TLE lines do not transfer to ETS.</u> The TLE amount will have to be added to the member travel line (in DA) to facilitate advances.</p>
2	Log into ETS and start an authorization from the open authorization identified on the DA Orders. See the <a href="#">Creating Authorizations</a> ETS user guide for procedures.
3	Upload signed PCS orders as documentation.
4	Create a trip less than 12 hours, to and from the same place. i.e. "From Topeka, KS to Topeka KS," this will ensure there are no entitlements paid on said trip.
5	Under reimbursables choose the dropdown "T-PAX PCS" and enter the amount of the obligation (Total entitlement on the PCS Orders).
6	Save and route.
7	Once approved, follow the procedures in the <a href="#">Creating Advances ETS user guide</a> to create an Advance in ETS in the amount requested and approved in the order notes on the signed PCS Orders.
8	Once approved through all pools, allow at least 4 days before contacting FINCEN if advance has not been paid out.

# Interim Processes for PCS Advances and Vouchers

## Fiscal Year 2022 PCS Voucher Process

**Introduction** This section provides the process for FY22 PCS travel voucher submissions.

**Process overview** This chart provides an overview of the PCS voucher submission process. T-PAX is the audit and calculator for PCS and must be used for PCS payment. ETS is the authorization conduit for payment



Continued on next page

# Interim Processes for PCS Advances and Vouchers

## Fiscal Year 2022 PCS Voucher Process, Continued

**The PCS voucher process** This is how the PCS voucher process works using a combination of T-PAX, to calculate and audit claims/vouchers, and ETS, to payout claims/vouchers.

Stage	Description
1	<p>PCS Claim entered in T-PAX. <b>Use this line of accounting (LOA):</b>  <b>2/P/201/199/21/0/RA/78040/2104</b></p> <p><b>Note:</b> Guides for T-PAX PCS Claims are located online at:  <a href="https://www.dcms.uscg.mil/ppc/travel/guides/#ICG_ETH_271">https://www.dcms.uscg.mil/ppc/travel/guides/#ICG_ETH_271</a></p> <p><b>Reminder 1:</b> T-PAX accounts were locked at the end of FY21. Contact PPC Customer Care to regain access to T-PAX.</p> <p><b>Reminder 2:</b> The member's ETS account must be enabled prior to updating the orders in DA or the OA will not be created in ETS. Also ensure the member's major/minor customer reflects the member's current unit.</p>
2	<p>PCS claim is reviewed and approved by AO and PPC.</p>
3	<p>Traveler receives email from T-PAX stating a claim has been processed (meaning the claim has been audited through PPC), prints the Travel Voucher Summary (TVS) and latest PCS Orders from DA (signatures not required, just to show the POET and Doc ID) and uploads them into ETS as documentation.</p> <p><b>NOTE:</b> Check to ensure that a date displays on the TVS next to "Paid" as shown in the example below. If the date next to Paid is missing, the TVS has not been fully audited, and must be completed prior to moving to next step.</p> <pre> Claim Number 1101203524 ----- Paid By  DHS USCG PPC TVL DEPT 444 SE QUINCY STREET TOPEKA, KS 66683-3503  Paid 5/28/2020                     </pre> <p>20</p>

*Continued on next page*

# Interim Processes for PCS Advances and Vouchers

## Fiscal Year 2022 PCS Voucher Process, Continued

The PCS voucher process (continued)

Stage	Description																																						
4	<p>If the amount “Due Employee” on the Travel Voucher Summary (TVS) is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Less than \$3,000</th> <th style="text-align: center;">More than \$3,000</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Then move to step 5</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Memb/Emp PCS Per Diem .....</td><td style="text-align: right;">755.00</td></tr> <tr><td>Memb/Emp MALT .....</td><td style="text-align: right;">303.96</td></tr> <tr><td>Ship POV .....</td><td style="text-align: right;">492.71</td></tr> <tr><td>Dep. Per Diem .....</td><td style="text-align: right;">566.25</td></tr> <tr><td>DLA .....</td><td style="text-align: right;">2337.40</td></tr> <tr><td>TLE .....</td><td style="text-align: right;">550.00</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Total Entitlement .....</td><td style="text-align: right;">5005.32</td></tr> <tr><td>Less Partial Payments .....</td><td style="text-align: right;">0.00</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Total Charged to Acct. Class ...</td><td style="text-align: right;">5005.32</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Less Travel Advances .....</td><td style="text-align: right;">3170.08</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Total Amount Payable .....</td><td style="text-align: right;">1835.24</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td style="border: 2px solid red;">Due Employee .....</td><td style="text-align: right; border: 2px solid red;">1835.24</td></tr> </table> </td> <td style="vertical-align: top;"> <p>Then the Admin/SPO must update obligation in DA to reflect the actual amount on the TVS. Once obligation is processed through DA/FSMS, an auto-generated e-mail will be sent to the traveler that an amendment has been processed on the open obligation.</p> </td> </tr> </tbody> </table> <p>Reminder: The member’s ETS account must be enabled prior to updating the orders in DA or the OA will not be created in ETS. Also ensure the member’s major/minor customer reflects the member’s current unit.</p>	Less than \$3,000	More than \$3,000	<p>Then move to step 5</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Memb/Emp PCS Per Diem .....</td><td style="text-align: right;">755.00</td></tr> <tr><td>Memb/Emp MALT .....</td><td style="text-align: right;">303.96</td></tr> <tr><td>Ship POV .....</td><td style="text-align: right;">492.71</td></tr> <tr><td>Dep. Per Diem .....</td><td style="text-align: right;">566.25</td></tr> <tr><td>DLA .....</td><td style="text-align: right;">2337.40</td></tr> <tr><td>TLE .....</td><td style="text-align: right;">550.00</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Total Entitlement .....</td><td style="text-align: right;">5005.32</td></tr> <tr><td>Less Partial Payments .....</td><td style="text-align: right;">0.00</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Total Charged to Acct. Class ...</td><td style="text-align: right;">5005.32</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Less Travel Advances .....</td><td style="text-align: right;">3170.08</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td>Total Amount Payable .....</td><td style="text-align: right;">1835.24</td></tr> <tr><td colspan="2" style="border-top: 1px dashed black;"></td></tr> <tr><td style="border: 2px solid red;">Due Employee .....</td><td style="text-align: right; border: 2px solid red;">1835.24</td></tr> </table>	Memb/Emp PCS Per Diem .....	755.00	Memb/Emp MALT .....	303.96	Ship POV .....	492.71	Dep. Per Diem .....	566.25	DLA .....	2337.40	TLE .....	550.00			Total Entitlement .....	5005.32	Less Partial Payments .....	0.00			Total Charged to Acct. Class ...	5005.32			Less Travel Advances .....	3170.08			Total Amount Payable .....	1835.24			Due Employee .....	1835.24	<p>Then the Admin/SPO must update obligation in DA to reflect the actual amount on the TVS. Once obligation is processed through DA/FSMS, an auto-generated e-mail will be sent to the traveler that an amendment has been processed on the open obligation.</p>
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5	<p>Log into ETS and start an authorization from the open authorization identified on the DA Orders. If the OA doesn’t exist in ETS and the amount due is less than \$3,000, return to step 4 and perform the “More than \$3,000” action in DA to force the OA creation in ETS.</p>																																						
6	<p>Create a trip less than 12 hours to and from the same place/location. i.e. “From Topeka, KS to Topeka KS”. Less than 12 hours will ensure there is no entitlements.</p> <p>Under reimbursables, select “T-PAX PCS” from the dropdown and enter the amount on the bottom of the TVS.</p>																																						
7	Save and route.																																						
8	Once approved, create a voucher and route.																																						
9	Once voucher is approved, allow at least 4 days before contacting FINCEN if payment has not been received.																																						

# Interim Processes for PCS Advances and Vouchers

## Fiscal Year 2021 and Prior PCS Voucher Process

**Process**

The process for entering ‘*prior to*’ FY22 PCS claims is very similar to the PCS advances process, however there are a few more steps.

Stage	Description
1	Member completes PCS claim in T-PAX and sends completed claim to AO for review. <b>Reminder 1:</b> T-PAX accounts were locked at the end of FY21. Contact PPC Customer Care to regain access to T-PAX.
2	AO reviews and if accurate, approves the claim.
3	Claim is pushed to PPC for final paid date stamp. The TVS needs to say PAID and have a paid date. See the example below.  <pre style="font-family: monospace; font-size: 0.8em;">                     Claim Number 1101357157                     -----                     Paid By                     DHS USCG PPC TVL DEPT                     444 SE QUINCY STREET                     TOPEKA, KS 66683-3503                     1                     2021    Paid 1/28/2022                     </pre>
4	In ETS - create an authorization from departure point to arrival point (must be less than 12 hours to avoid overpayment as T-PAX has already allotted and calculated full payment). Ensure no per diem is paid.
5	Enter the exact amount that is on the T-PAX TVS in ETS under ‘‘T-PAX PCS’’ in the expenses section minus advances already received. (Ensure ETS does not add lodging and meals to the already calculated T-PAX entitlements). Ensure ALL advances are accounted for in the ‘‘notes’’, including DLA. Ensure any advances received are NOT calculated as payments in ETS.
6	Enter the appropriate accounting:  <pre style="font-family: monospace; font-size: 0.8em;">                     Project: UCGIOH0E21                     Task: AFC21EX                     Organization: 70098 COMMANDANT (CG-832)                     Expenditure Type: 210023.TRVL_PCS_EMPLOYEE                     </pre>

*Continued on next page*



# Interim Processes for PCS Advances and Vouchers

## Fiscal Year 2021 and Prior PCS Voucher Process, Continued

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Process (continued)

Stage	Description
7	Submit ETS authorization for approval. Funds approver should obligate the funds.
8	Once authorization is approved, send voucher for approval.
9	If payment has not been received in 5-7 business days after voucher completion and approval, contact FINCEN for payment tracking.

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# Interim Processes for PCS Advances and Vouchers

## PCS Advances Walkthrough

**Introduction** This section walks a user through the procedure for completing an advance request in ETS. It was provided by YN2 Heather Everett, TRACEN Petaluma.

Topic	See Page
Create Trip Authorization for Advances	11
Create Advances	17

Notes:

**Member Travel:** this is pulled from the funding tab in DA. In this tab per diem and malt are combined for the member and the dependents. TLE and the \$16.05 agency fee will all be entered under this tab in DA.

**DLA:** DLA has its own accounting line and therefore is entered separately on the funding tab in DA.

<b>Additional Authorized Expenses:</b>		<b>Messing:</b>	
<u>Document Nbr.</u>	<u>POET</u>	<u>Funding Type</u>	<u>Cost Total</u>
70Z0PCS220089178	UCGIOH0MPC61200HSAXX21002322TRAINING	Member Travel	\$8000
70Z0PCS220089178	UCGIOH0MPC61200HSAXX12203022TRAINING	DLA Dislocation Allowance	\$5000
70Z0PCS220089179	UCGIOH0MPC61200HSAXX22003422TRAINING	House Hold Goods	\$1110.16
70Z0PCS220089179	UCGIOH0MPC61200HSAXX22004522TRAINING	Privately Owned Vehicles	\$500
70Z0PCS220089179	UCGIOH0MPC61200HSAXX25703922TRAINING	Non-Temporary Storage	\$500
TAC Code for personal property shipment: ZTGC			
TAC Code for transportation and storage of POV: ZVTC			
TAC Code to be used for Non-Temporary-Storage if authorized: ZNTC			

# Interim Processes for PCS Advances and Vouchers

## Create Trip Authorization for Advances

### STEP 1

Select “Create a Trip” from the OA dates that correspond to the trip

OA#	Destinations	Start Date	End Date	Purpose	Status	Approver	Create Trip	Show	Copy	Archive
0A1415693	CONUS and OCONUS	06-May-2022	17-May-2022	RA	Open		<a href="#">Create a Trip</a>	<a href="#">Show</a>	<a href="#">Copy</a>	
0A1395395	CONUS and OCONUS	03-Mar-2022	13-Mar-2022	RA	Open		<a href="#">Create a Trip</a>	<a href="#">Show</a>	<a href="#">Copy</a>	

Showing 1 - 2 of 2

### STEP 2

Enter the respective travel type and purpose

Step 1 : Basic Information

Basic Information

Type of Travel:\* PCS:STATION TO STATION

Specific Travel Purpose:\* PCS

Document Number: (System Assigned)

\*Required

Travelers for this trip:\*\*

Name Relationship

There are no existing dependents. Go to Manage Dependents to add dependent(s) for travel.

Save and Next Step Save


*Continued on next page*

# Interim Processes for PCS Advances and Vouchers

## Create Trip Authorization for Advances, Continued


### STEP 3

Enter the departing unit and the reporting unit on the same day within 12 hours


Step 3 : Site Details 


Authorization Status: New Authorization [collapse](#) or [expand](#) all sections


[Site 1] Begin: Petaluma CG TNG CTR, CA, United States on 06-May-2022 to Petaluma, CA, United States

Departing Date:\*  

Departing Time:\*

Departing From:\*  


Going To:\*  

Arrival Date:\*  


Mode of Transportation:\*


Reason For Stop:\* Temporary Duty

[Site 2] End: Petaluma, CA, United States on 06-May-2022 to Petaluma CG TNG CTR, CA, United States

Returning Date:\*  

Returning From: Petaluma, CA, United States

Returning To:\*  

Arrival Date:\*  

Arrival Time:\*\*

Mode of Transportation:\*

\*Required  
\*\*Required if trip duration is less than three days

[Back to Step 2: Reservation](#)

*Continued on next page*

# Interim Processes for PCS Advances and Vouchers

## Create Trip Authorization for Advances, Continued

### STEP 4

Click add new expense

Step 4 : Expenses

Authorization Status: New Authorization

Expense Information

Travel Charge Card: 16.05  
Unassigned: 0.00  
Amount: 16.05

Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
06-May-2022	Lodging	0.00	Lodging expense in Petaluma CG TNG CTR, CA, United States including lodging taxes			<a href="#">Modify</a>		
06-May-2022	Meals and Incidentals	0.00	M&IE expense in Petaluma CG TNG CTR, CA, United States			<a href="#">Modify</a>		
06-May-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 3 of 3

Remark: Reduced:

[Add New Expense](#)

[Next Step](#) [Back to Step 3 - Site Details](#)

Continued on next page

# Interim Processes for PCS Advances and Vouchers

## Create Trip Authorization for Advances, Continued

### STEP 5

Enter the total amount obligated in the member travel and DLA **minus 16.05**

16.05

Sort A

and Incidental

er Transaction

Back to Step

**Add New Expense**

Date of Expense:\* 06-May-2022

Expense:\* TPAX PCS

Amount:\* 12983.95

Description: advances

Pay To:\* Traveler

Remark: [Add an Optional Remark](#)

Site of Expense: Allow selection of site based on date

\*Required

Save and New Save and Close Exit Window

*Continued on next page*

# Interim Processes for PCS Advances and Vouchers

## Create Trip Authorization for Advances, Continued

### STEP 6

The total amount should add up to the the member travel +DLA +\$16.05

Step 4 : Expenses

Authorization Status: New Authorization

Expense has been added successfully.

Expense Information

Travel Charge Card: 16.05  
 Traveler: 12983.95  
 Unassigned: 0.00  
 Amount: 13000.00

Filter Options

Order by: **Date** | Sort Ascending | Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
06-May-2022	Lodging	0.00	Lodging expense in Petaluma CG TNG CTR, CA, United States including lodging taxes			<a href="#">Modify</a>		
06-May-2022	Meals and Incidentals	0.00	M&IE expense in Petaluma CG TNG CTR, CA, United States			<a href="#">Modify</a>		
06-May-2022	TPAX PCS	12983.95	advances	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
06-May-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 4 of 4

Remark: Reduced

[Add New Expense](#)

[Next Step](#) | [Back to Step 3: Size Details](#)

### STEP 7

Enter the full obligated in the accounting tab. The amount allocated should correspond with the funding tab in member's orders.

Step 5 : Accounting

Authorization Status: New Authorization

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	UCG10H0MPCJ22TRAINING@61200.TRACEN.PET.SK.A.SCHOOL...	\$8000.00	\$ 8000.00	61.54%	<a href="#">Add</a>	<a href="#">Delete</a>
	UCG10H0MPCJ22TRAINING@61200.TRACEN.PET.SK.A.SCHOOL...	\$5000.00	\$ 5000.00	38.46%	<a href="#">Add</a>	<a href="#">Delete</a>
Total:		\$13000.00		100.00%		
Remaining amount to be allocated:		\$0.00				
Total claim amount:		\$13000.00				

Select Account Codes  
 Split Funding

[Save and Next Step](#) | [Save](#) | [Back to Step 4: Expenses](#)

Continued on next page

# Interim Processes for PCS Advances and Vouchers

## Create Trip Authorization for Advances, Continued

### STEP 8

#### Complete trip authorization

Accounting - [Edit Details](#)

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated
	<a href="#">UJGQIHWMPQJ22TRAINING61200 TRACEN PET SK A SCHOOL...</a>	\$8000.00	\$8000.00	61.54%
	<a href="#">UJGQIHWMPQJ22TRAINING61200 TRACEN PET SK A SCHOOL...</a>	\$5000.00	\$5000.00	38.46%
		Total:	\$13000.00	100.00%
		Remaining amount to be allocated:	\$0.00	
		Total claim amount:	\$13000.00	

Travel Policy Justifications - [Edit Details](#)

**i** Trip does not require any travel policy explanations.

Travel Policy Warnings

**i** No travel policy warnings found.

City Pair Information

All fares listed are one way fares per GSA City Pair Program.

City Pair	YCA Fare	-CA Fare
Petaluma CG TNG CTR, CA, United States > Petaluma CG TNG CTR, CA, United States	N/A	N/A

Remarks - [Edit Details](#)

**i** No remarks found.

Receipts and Attachments - [Edit Details](#)

Attached Documents

**i** No receipts or attachments found.

[Complete Trip Authorization](#) [Back to Step 6: Travel Policy](#)



# Interim Processes for PCS Advances and Vouchers

## Create Advances

### STEP 1

Click “Show” on the appropriate authorization

At a Glance | **Trips** | Local Travel | Open Authorization | Group Authorization

Filter Options

Order by: **Departure Date** | Sort Ascending | Sort Descending

Trip Id	OA/GAR	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive
12062165	OA1417270	Petaluma CG TNG CTR, CA, United States	06-May-2022	PCS					Show	Copy	
12068309	OA1417270	Petaluma CG TNG CTR, CA, United States	06-May-2022	PCS		✓			Show	Copy	

Showing 1 - 2 of 2

In Progress | Revised | Pending | Complete | Canceled

### STEP 2

Click create travel advances

Trip Dashboard

Trip ID: 12068309

collapse or expand all sections

#### Authorizations

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
06-May-2022	06-May-2022	12068309	\$13000.00	Approved - Obligation Accepted	✓	Show	

Amend Authorization

#### Vouchers

There are no vouchers associated with this trip.

Create Voucher

#### Advances

There are no advances associated with this trip.

Create Travel Advance | Add Outside Advance

#### Reservations

There are no reservations associated with this trip.

In Progress | Revised | Pending | Complete | Canceled | Reduced

Continued on next page

# Interim Processes for PCS Advances and Vouchers

## Create Advances, Continued

### STEP 3

Enter exact amount the member is to be authorized. This will be the 80% of the total advance as listed on the orders. The system will automatically round up/down to the nearest dollar.

The screenshot shows the 'Step 1: Advance Basic Information' form. It includes a sidebar with 'Basic Information', 'Advance Accounting', and 'Summary'. The main form area has a header 'Step 1: Advance Basic Information' and a sub-header 'Advance Request'. Below this, there are fields for 'Amount Already Requested' (0.00), 'Advance Amount' (1178.72), and 'Document Number' (System Assigned). A note on the right states: 'Recommended amount of (80.0%) is 10387 USD' and 'Maximum amount of (80.0%) is 10387 USD'. At the bottom, there are 'Save and Next Step' and 'Save' buttons.

### STEP 4

Enter the appropriate advanced amount under both member travel and DLA Account Code. If only DLA or per diem and malt are advanced enter the appropriate amount in the respective accounting line.

\*In this case the member is only advanced DLA

\*For members requesting more than DLA you will have to enter the total advance minus the DLA in the member travel line.

The screenshot shows the 'Step 2: Advance Accounting' form. It includes a sidebar with 'Accounting'. The main form area has a header 'Step 2: Advance Accounting' and a sub-header 'Accounting'. Below this, there is a table with columns: 'Description', 'Account Code', 'Obligated Balance', 'Amount Allocated', 'Percent Allocated', 'Add to Favorites', and 'Delete'. The table contains two rows of data and a total row. A 'Total claim amount' is also shown. At the bottom, there are 'Save and Next Step', 'Save', and 'Back to Step 1: Basic Information' buttons.

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	UCGQHOMPC22TRAINING61200 TRACEN PET SK A SCHOOL...	\$8000.00	\$ 0.00	0.00%	Add	Delete
	UCGQHOMPC22TRAINING61200 TRACEN PET SK A SCHOOL...	\$5000.00	\$ 1179.00	100.00%	Add	Delete
Total:			\$1179.00	100.00%		
Remaining amount to be allocated:			\$0.00			
Total claim amount:			\$1179.00			


Continued on next page

# Interim Processes for PCS Advances and Vouchers


## Create Advances, Continued


### STEP 5

### Send to approver

Step 3 : Advance Summary 


Advance ID: 2664300 Advance Status: New - Obligation Accepted

 Accounting information has been saved successfully. [collapse](#) or [expand](#) all sections


**Basic Information - [Edit Details](#)** 


Amount Already: 0.00  
Requested:   
Advance Amount: 1179.00  
Document Number: (System Assigned)

Recommended amount of (80.0%) is 10387 USD  
Maximum amount of (80.0%) is 10387 USD

**Accounting - [Edit Details](#)** 

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated
	<a href="#">UCG1QH0MPCV22TRAINING61200 TRACEN PET SK A SCHOOL...</a>	\$8000.00	\$0.00	0.00%
	<a href="#">UCG1QH0MPCV22TRAINING61200 TRACEN PET SK A SCHOOL...</a>	\$5000.00	\$1179.00	100.00%
Total:			\$1179.00	100.00%
Remaining amount to be allocated:			\$0.00	
Total claim amount:			\$1179.00	

**Remarks - [Edit Details](#)** 

 No remarks found.

[Send to Approver](#) [Back to Step 2: Advance Accounting](#)