

Adding TLE for M&IE Only (No Lodging Cost) to a PCS Claim

Introduction This guide provides the procedures for adding Temporary Lodging Expense (TLE) to a PCS claim for M&IE only (no lodging cost). In this example, the member stayed with friends and family.

Reference (a) [Joint Travel Regulations \(JTR\) - Section 0506](#)

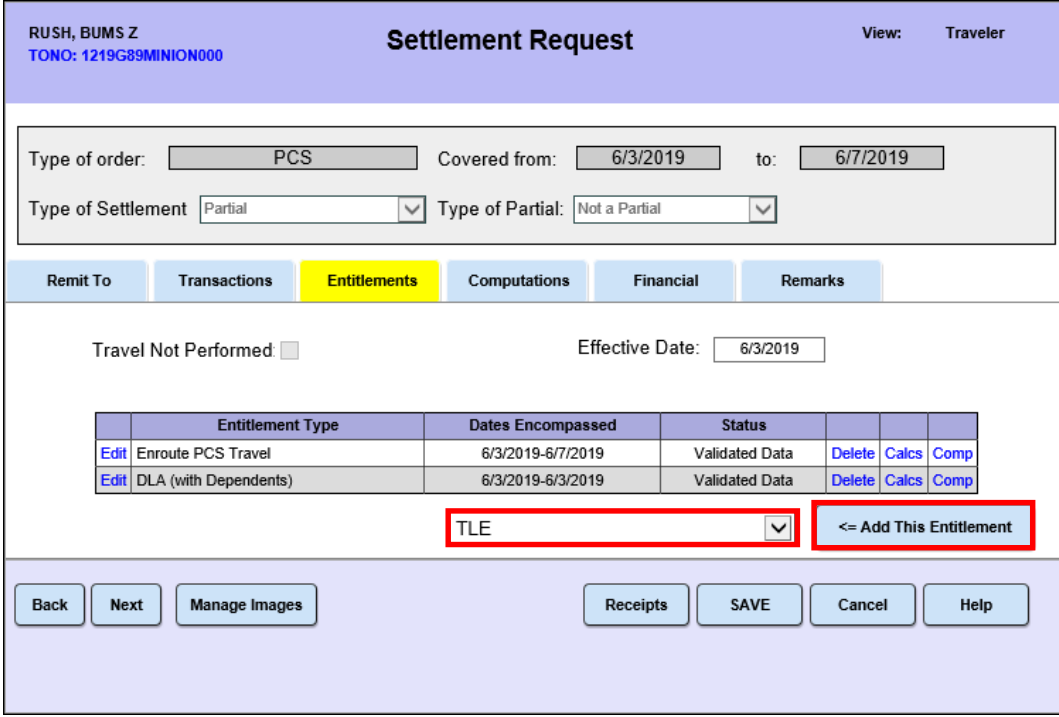
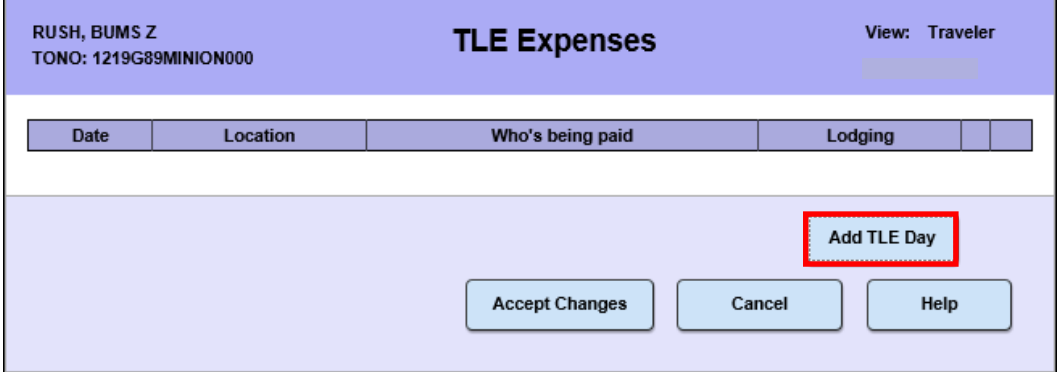
Before you begin The TLE box **MUST** be checked in the What's Authorized tab of the orders to add it to your claim.

The screenshot shows a web interface for a 'Travel Order'. At the top, it displays 'RUSH, BUMS Z' on the left, 'Travel Order' in the center, and 'View: Traveler' on the right. Below this, there are three input fields: 'Grade/Rank' with a dropdown menu showing 'E6', 'Order Number(s)' with a text box containing '1219G89MINION000', and 'Type of Order' with a dropdown menu showing 'PCS'. A horizontal tab bar below these fields includes 'Description', 'What's Authorized' (which is selected and highlighted in blue), 'Dependents', and 'Remarks'. The main content area of the 'What's Authorized' tab contains several checkboxes and dropdown menus. The 'TLE' checkbox is checked and highlighted with a red box. Other checkboxes include 'Emergency TLE', 'Ship POV CONUS at Mbr Exp/Ship POV OCONUS VPC', 'Proceed Time', and 'Separate COT Travel'. There are also two dropdown menus: 'DLA' with 'With Dependents' selected and 'Household Goods' with 'None' selected. At the bottom of the form, there are five buttons: 'Back', 'Next', 'Save', 'Cancel', and 'Help'.

Continued on next page

Adding TLE for M&IE Only (No Lodging Cost) to a PCS Claim, Continued

Procedures See below.

Step	Action																					
1	<p>Select TLE from the drop-down and click Add This Entitlement.</p>  <p>RUSH, BUMS Z TONO: 1219G89MINION000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Settlement Request</p> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="6/3/2019"/> to: <input type="text" value="6/7/2019"/></p> <p>Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Travel Not Performed <input type="checkbox"/> Effective Date: <input type="text" value="6/3/2019"/></p> <table border="1"> <thead> <tr> <th></th> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Enroute PCS Travel</td> <td>6/3/2019-6/7/2019</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> <tr> <td>Edit</td> <td>DLA (with Dependents)</td> <td>6/3/2019-6/3/2019</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="text" value="TLE"/> <input type="button" value="Add This Entitlement"/></p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	6/3/2019-6/7/2019	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	6/3/2019-6/3/2019	Validated Data	Delete	Calcs	Comp
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2	<p>Click Add TLE Day.</p>  <p>RUSH, BUMS Z TONO: 1219G89MINION000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">TLE Expenses</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Location</th> <th>Who's being paid</th> <th>Lodging</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add TLE Day"/></p> <p>Accept Changes Cancel Help</p>	Date	Location	Who's being paid	Lodging																	
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Adding TLE for M&IE Only (No Lodging Cost) to a PCS Claim, Continued

Procedures,
continued

Step	Action										
<p>3</p>	<p>Enter the first Date of TLE. 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 lodging location). For Who's being paid, check the box for each family member that stayed. Enter 0.00 for the Lodging. Click Accept.</p> <div data-bbox="322 707 1396 1205" style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89MINION000</p> <p style="text-align: center;">TLE Expenses</p> <p style="text-align: right;">View: Traveler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 20%;">Location</th> <th style="width: 30%;">Who's being paid</th> <th style="width: 15%;">Lodging</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>06/08/2019 </td> <td>Corpus Christi, TX, Nueces</td> <td> <input checked="" type="checkbox"/> BUMS <input checked="" type="checkbox"/> SCARLETT OVERKILL <input checked="" type="checkbox"/> GRU </td> <td style="text-align: center;">0.00</td> <td style="text-align: right;"> Accept Cancel </td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Add TLE Day</p> <p style="text-align: center; margin-top: 10px;"> Accept Changes Cancel Help </p> </div> <p>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 reference (a).</p>	Date	Location	Who's being paid	Lodging		06/08/2019	Corpus Christi, TX, Nueces	<input checked="" type="checkbox"/> BUMS <input checked="" type="checkbox"/> SCARLETT OVERKILL <input checked="" type="checkbox"/> GRU	0.00	Accept Cancel
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<p>4</p>	<p>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.</p> <div data-bbox="322 1491 1377 1910" style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89MINION000</p> <p style="text-align: center;">TLE Expenses</p> <p style="text-align: right;">View: Traveler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 20%;">Location</th> <th style="width: 30%;">Who's being paid</th> <th style="width: 15%;">Lodging</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>06/08/2019</td> <td>Corpus Christi, TX</td> <td style="text-align: center;">Member + 2 Dependents</td> <td style="text-align: center;">0.00</td> <td style="text-align: right;"> Edit Delete </td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Add TLE Day</p> <p style="text-align: center; margin-top: 10px;"> Accept Changes Cancel Help </p> </div>	Date	Location	Who's being paid	Lodging		06/08/2019	Corpus Christi, TX	Member + 2 Dependents	0.00	Edit Delete
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Procedures,
continued

Step	Action																									
5	<p>Enter the next Date of TLE. 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 lodging location). For Who's being paid, check the box for each family member that stayed. Enter 0.00 for the Lodging. Click Accept.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z View: Traveler TONO: 1219G89MINION000 TLE Expenses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 20%;">Location</th> <th style="width: 30%;">Who's being paid</th> <th style="width: 10%;">Lodging</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td>6/8/2019</td> <td>CORPUS CHRISTI / NUECES, TX</td> <td>Member + 2 Dependents</td> <td>0.00</td> <td style="text-align: right;">Edit</td> </tr> <tr> <td>6/9/2019</td> <td>CORPUS CHRISTI / NUECES, TX</td> <td>Member + 2 Dependents</td> <td>0.00</td> <td style="text-align: right;">Edit</td> </tr> <tr> <td>6/10/2019</td> <td>CORPUS CHRISTI / NUECES, TX</td> <td>Member + 2 Dependents</td> <td>0.00</td> <td style="text-align: right;">Edit</td> </tr> <tr style="border: 2px solid red;"> <td><input type="text" value="06/01/2019"/></td> <td>Topeka, KS</td> <td> <input checked="" type="checkbox"/> BUMS <input checked="" type="checkbox"/> SCARLETT OVERKILL <input checked="" type="checkbox"/> GRU </td> <td style="text-align: center;">0.00</td> <td style="text-align: right;"> <input type="button" value="Accept"/> <input type="button" value="Cancel"/> </td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Add TLE Day"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Date	Location	Who's being paid	Lodging		6/8/2019	CORPUS CHRISTI / NUECES, TX	Member + 2 Dependents	0.00	Edit	6/9/2019	CORPUS CHRISTI / NUECES, TX	Member + 2 Dependents	0.00	Edit	6/10/2019	CORPUS CHRISTI / NUECES, TX	Member + 2 Dependents	0.00	Edit	<input type="text" value="06/01/2019"/>	Topeka, KS	<input checked="" type="checkbox"/> BUMS <input checked="" type="checkbox"/> SCARLETT OVERKILL <input checked="" type="checkbox"/> GRU	0.00	<input type="button" value="Accept"/> <input type="button" value="Cancel"/>
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Procedures,
continued

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6	<p>Add more TLE days as needed by clicking the Add TLE Day button. When finished, click Accept Changes.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89MINION000 View: Traveler</p> <h3 style="text-align: center;">TLE Expenses</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Location</th> <th>Who's being paid</th> <th>Lodging</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>6/8/2019</td> <td>CORPUS CHRISTI / NUECES, TX</td> <td>Member + 2 Dependents</td> <td>0.00</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>6/9/2019</td> <td>CORPUS CHRISTI / NUECES, TX</td> <td>Member + 2 Dependents</td> <td>0.00</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>6/10/2019</td> <td>CORPUS CHRISTI / NUECES, TX</td> <td>Member + 2 Dependents</td> <td>0.00</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>06/01/2019</td> <td>Topeka, KS</td> <td>Member + 2 Dependents</td> <td>0.00</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Add TLE Day</p> <p style="text-align: center; margin-top: 10px;"> Accept Changes Cancel Help </p> </div>	Date	Location	Who's being paid	Lodging			6/8/2019	CORPUS CHRISTI / NUECES, TX	Member + 2 Dependents	0.00	Edit	Delete	6/9/2019	CORPUS CHRISTI / NUECES, TX	Member + 2 Dependents	0.00	Edit	Delete	6/10/2019	CORPUS CHRISTI / NUECES, TX	Member + 2 Dependents	0.00	Edit	Delete	06/01/2019	Topeka, KS	Member + 2 Dependents	0.00	Edit	Delete
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7	<p>Click Calcs.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89MINION000 View: Traveler</p> <h3 style="text-align: center;">Settlement Request</h3> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="6/3/2019"/> to: <input type="text" value="6/7/2019"/></p> <p>Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="6/3/2019"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th>Delete</th> <th>Calcs</th> <th>Comp</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>TLE</td> <td>6/1/2019-6/10/2019</td> <td>Validated Data</td> <td>Delete</td> <td style="border: 1px solid red;">Calcs</td> <td>Comp</td> </tr> <tr> <td>Edit</td> <td>Enroute PCS Travel</td> <td>6/3/2019-6/7/2019</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> <tr> <td>Edit</td> <td>DLA (with Dependents)</td> <td>6/3/2019-6/3/2019</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> <input type="text" value="TLE"/> <input type="button" value="=< Add This Entitlement"/> </p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>		Entitlement Type	Dates Encompassed	Status	Delete	Calcs	Comp	Edit	TLE	6/1/2019-6/10/2019	Validated Data	Delete	Calcs	Comp	Edit	Enroute PCS Travel	6/3/2019-6/7/2019	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	6/3/2019-6/3/2019	Validated Data	Delete	Calcs	Comp		
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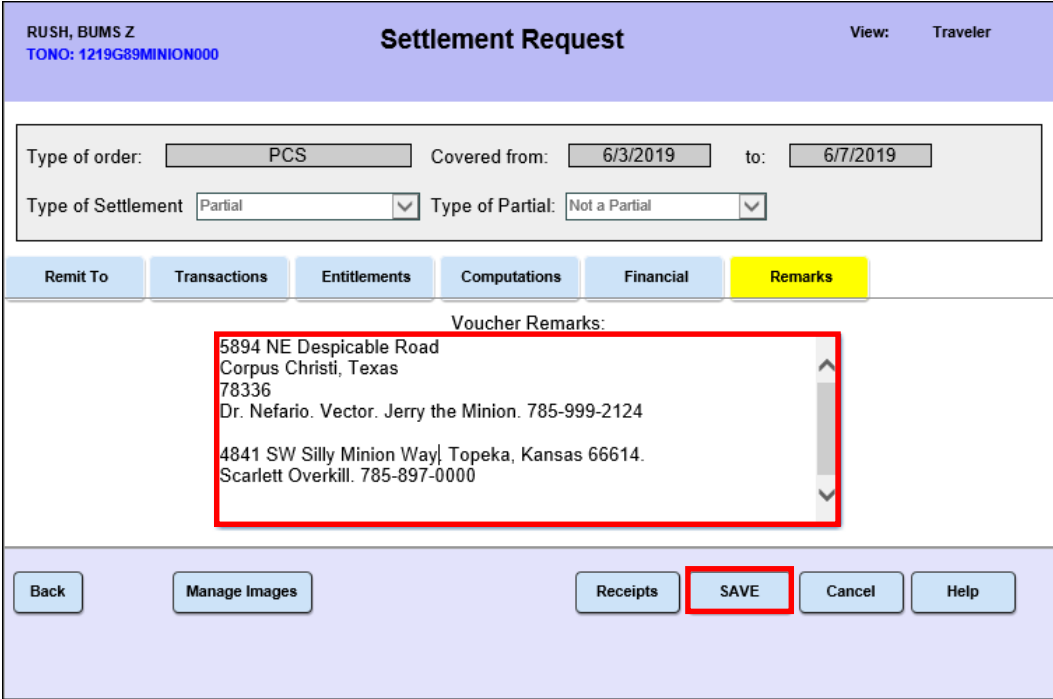
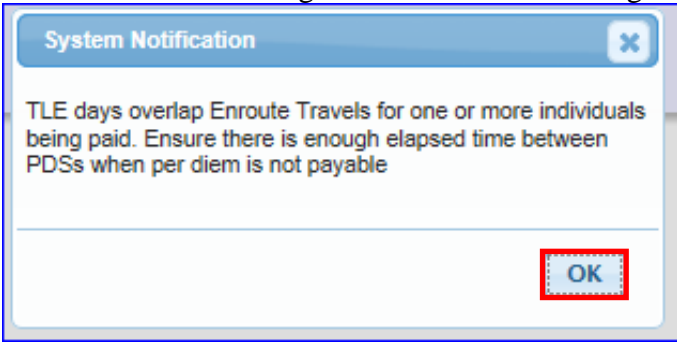
Procedures,
continued

Step	Action																																			
8	<p>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.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89MINION000</p> <p style="text-align: center;">TLE Expenses</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: right;">Audit Remarks Done</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Locality Rate</th> <th>Lodging</th> <th>M&IE</th> <th>Max M&IE & Lodging</th> <th>Maximum TLE</th> <th>Paid</th> </tr> </thead> <tbody> <tr> <td>06/08</td> <td>166.00</td> <td>0.00</td> <td>70.00</td> <td>70.00</td> <td>290.00</td> <td style="border: 2px solid red;">70.00</td> </tr> <tr> <td>06/09</td> <td>166.00</td> <td>0.00</td> <td>70.00</td> <td>70.00</td> <td>290.00</td> <td style="border: 2px solid red;">70.00</td> </tr> <tr> <td>06/10</td> <td>166.00</td> <td>0.00</td> <td>70.00</td> <td>70.00</td> <td>290.00</td> <td style="border: 2px solid red;">70.00</td> </tr> <tr> <td>06/01</td> <td>149.00</td> <td>0.00</td> <td>68.75</td> <td>68.75</td> <td>290.00</td> <td style="border: 2px solid red;">68.75</td> </tr> </tbody> </table> </div>	Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid	06/08	166.00	0.00	70.00	70.00	290.00	70.00	06/09	166.00	0.00	70.00	70.00	290.00	70.00	06/10	166.00	0.00	70.00	70.00	290.00	70.00	06/01	149.00	0.00	68.75	68.75	290.00	68.75
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9	<p>Verify the TLE amount on the Computations tab. Click the Remarks tab.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89MINION000</p> <p style="text-align: center;">Settlement Request</p> <p style="text-align: right;">View: Traveler</p> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="6/3/2019"/> to: <input type="text" value="6/7/2019"/></p> <p>Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>447.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>178.40</td> </tr> <tr> <td>Dep Per Diem</td> <td>558.75</td> </tr> <tr> <td>DLA</td> <td>2,520.80</td> </tr> <tr style="border: 2px solid red;"> <td>TLE</td> <td style="border: 2px solid red;">278.75</td> </tr> </tbody> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <p style="text-align: right;"> Total Entitlement: <input type="text" value="3,983.70"/> Deductions: <input type="text" value="0.00"/> Partial Payments: <input type="text" value="0.00"/> Amount Payable: <input type="text" value="3,983.70"/> Advances: <input type="text" value="0.00"/> Due Employee: <input type="text" value="3,983.70"/> Split Payment: <input type="text" value="0.00"/> Computed Split: <input type="text" value="0.00"/> Enter amount in Split Payment field to pay GTCC </p> <p style="text-align: center; color: red;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Description	Total	Memb/Emp PCS Per Diem	447.00	Memb/Emp MALT	178.40	Dep Per Diem	558.75	DLA	2,520.80	TLE	278.75																							
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Procedures,
continued

Step	Action
<p>10</p>	<p>Enter the name, address, and phone number of the friends or family you are staying with in the Voucher Remarks for TLE purposes. Click Save.</p>  <p>The screenshot shows a 'Settlement Request' form for 'RUSH, BUMS Z' with TONO: 1219G89MINION000. The form includes fields for 'Type of order' (PCS), 'Covered from' (6/3/2019), and 'to' (6/7/2019). Below these are dropdowns for 'Type of Settlement' (Partial) and 'Type of Partial' (Not a Partial). A navigation bar contains buttons for 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks' (highlighted in yellow). The 'Voucher Remarks' field contains the following text: '5894 NE Despicable Road, Corpus Christi, Texas 78336, Dr. Nefario. Vector. Jerry the Minion. 785-999-2124, 4841 SW Silly Minion Way Topeka, Kansas 66614, Scarlett Overkill. 785-897-0000'. A red box highlights this text. At the bottom, there are buttons for 'Back', 'Manage Images', 'Receipts', 'SAVE' (highlighted with a red box), 'Cancel', and 'Help'.</p>
<p>11</p>	<p>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.</p>  <p>The screenshot shows a 'System Notification' dialog box with a close button (X) in the top right corner. The message reads: 'TLE days overlap Enroute Travels for one or more individuals being paid. Ensure there is enough elapsed time between PDSs when per diem is not payable'. At the bottom right, there is an 'OK' button highlighted with a red box.</p>

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Adding TLE for M&IE Only (No Lodging Cost) to a PCS Claim, Continued

Procedures,
continued

Step	Action										
12	<p data-bbox="331 544 1326 611">After saving your claim, you might be asked to Certify your TLE. Check the box(es) and click Certify.</p> <div data-bbox="331 611 1380 1189" style="border: 1px solid black; padding: 5px;"> <table border="1" data-bbox="352 674 1347 965"> <thead> <tr> <th data-bbox="368 674 459 707"></th> <th data-bbox="459 674 568 707">From Date</th> <th data-bbox="568 674 676 707">To Date</th> <th data-bbox="676 674 1158 707">Description</th> <th data-bbox="1158 674 1326 707">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 707 459 752" style="text-align: center;"><input checked="" type="checkbox"/></td> <td data-bbox="459 707 568 752">6/7/2019</td> <td data-bbox="568 707 676 752"></td> <td data-bbox="676 707 1158 752">All required documents have been uploaded at a low definition, in a single file.</td> <td data-bbox="1158 707 1326 752"></td> </tr> </tbody> </table> <p data-bbox="347 965 1326 1010">It is strongly suggested that you scan documents in the order listed above to expedite processing of your settlement request</p> <div data-bbox="676 1048 1294 1111" style="text-align: center;"> <input checked="" type="button" value="Certify"/> <input type="button" value="Later"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	6/7/2019		All required documents have been uploaded at a low definition, in a single file.	
	From Date	To Date	Description	Amount							
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