

Constructive Cost of a GTR

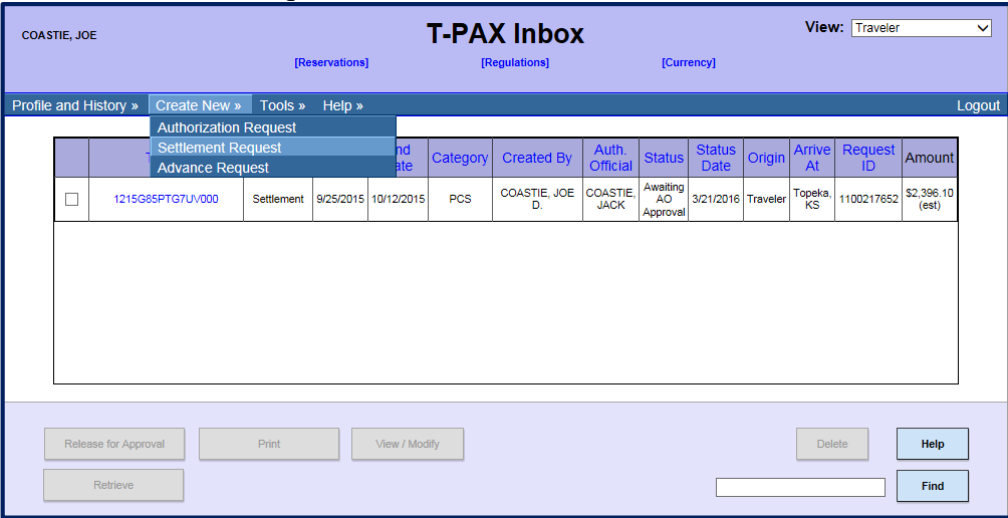
Introduction This guide will help you complete your claim in TPAX if you are requesting to drive your vehicle in lieu of flying

Procedural Warning(s) The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) has determined POC use on TDY is to the government's advantage for TDY to locations within 800 miles of the PDS (round trip). If your trip falls within this specification, you do not need this guide.

Remember Constructed Cost of Travel now includes only the price of the airplane ticket plus the administrative fee charged by the Travel Management Center.

Ensure you have filled out and have an approved Constructive Cost Worksheet, available at: <https://www.uscg.mil/ppc/tvl.asp>

Procedures See below.

Step	Action
1	<p>Path to Settlement Requests:</p>  <p>The screenshot shows the 'T-PAX Inbox' for user COASTIE, JOE. It features a navigation menu with options like 'Profile and History', 'Create New', 'Tools', and 'Help'. A table lists requests with columns: Request ID, Amount, Status, Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. A single request is shown with ID 1215G85PTG7U000, amount \$2,396.10 (est), status 'Awaiting AO Approval', and date 3/21/2016. Below the table are buttons for 'Release for Approval', 'Print', 'View / Modify', 'Retrieve', 'Delete', 'Help', and 'Find'.</p>

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Constructive Cost of a GTR, Continued


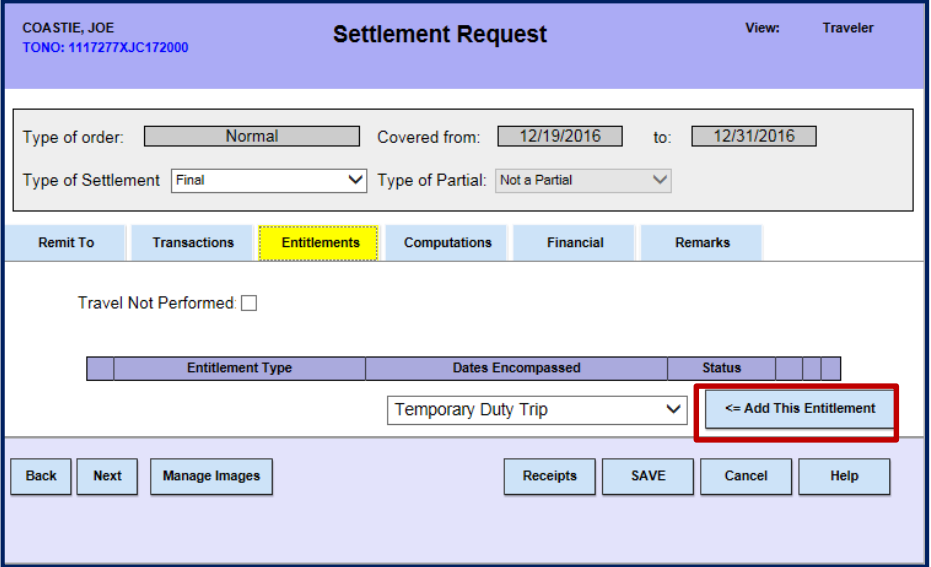
Procedures,
continued

Step	Action
2	<p>Ensure you are in the What's Authorized tab. Mode of Transportation and GTR cost (from worksheet) should appear as follows:</p> <div data-bbox="341 562 1342 1518" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 2px; border: 1px solid black;"> <p style="text-align: center; margin: 0;">COASTIE, JOE View: Traveler</p> <p style="text-align: center; margin: 0;">Travel Order</p> </div> <div style="margin-top: 5px;"> <p>* Grade/Rank: <input type="text" value="E4"/> * Order Number(s): <input type="text" value="1117277XJC172000"/> * Type of Order: <input type="text" value="Normal"/></p> </div> <div style="margin-top: 5px; border-bottom: 1px solid black;"> <p style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px;">What's Authorized</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Quarters</p> <p><input type="checkbox"/> Government (Use Directed)</p> <p><input type="checkbox"/> Contract Quarters</p> <p><input checked="" type="checkbox"/> Commercial Lodging</p> <p><input type="checkbox"/> Dual Lodging</p> <p><input type="checkbox"/> No Lodging Required</p> </div> <div style="width: 45%;"> <p>Messing</p> <p><input type="checkbox"/> Government Rate (Military Only)</p> <p><input type="checkbox"/> Mess is Directed for ALL three meals</p> <p><input type="checkbox"/> Proportional Rate Red. Per Diem</p> <p><input type="checkbox"/> Reduced per diem (Mil.) <input type="text" value="0"/></p> <p><input type="checkbox"/> Government Rate for Essential Meals</p> <p><input checked="" type="checkbox"/> Commercial (full locality per diem) Red. Per Diem</p> <p><input type="checkbox"/> Reduced Per Diem Authorized (Civ.) <input type="text" value="0"/></p> <p><input type="checkbox"/> No Per Diem Authorized (Civ.) <input type="checkbox"/> Conference Per Diem (125%)</p> <p><input type="checkbox"/> Actual Expense <input type="checkbox"/> Actual Expense Lodging Plus (150%)</p> <p><input type="checkbox"/> Super Actual Expense Lodging Plus (300%)</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <p>Mode of Transportation</p> <p><input type="checkbox"/> Commercial Carrier</p> <p>Gov't Owned Conveyance: <input type="text" value="None"/></p> <p><input type="checkbox"/> Gov't Procured Transportation</p> <p>Priv. Owned Conveyance: <input type="text" value="Car"/></p> <p><input type="checkbox"/> POV is more advantageous to the Gov't POV not to exceed GTR of: <input type="text" value="515.00"/></p> <p><input type="checkbox"/> Rental Car Rental Upgrade: <input type="text" value="None"/></p> </div> <div style="width: 45%;"> <p>Miscellaneous</p> <p>Num Excess Bags: <input type="text" value="0"/> <input type="checkbox"/> One phone/day</p> <p><input type="checkbox"/> Official Comm. Fees <input type="checkbox"/> Personal Phone NTE <input type="text" value="0"/></p> <p><input type="checkbox"/> Leave Authorized <input type="checkbox"/> Variations Authorized</p> <p><input type="checkbox"/> Registration Fee <input type="checkbox"/> Conference Fee <input type="checkbox"/> Taxi In/Around</p> <p><input type="checkbox"/> Remain Overnight for <input type="text" value="0"/></p> <p>RON Location: Click to enter RON Location</p> </div> </div> <div style="margin-top: 5px; text-align: center;"> <p> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div> </div>

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Constructive Cost of a GTR, Continued

Procedures,
continued

Step	Action
3	<p>Enter remarks as appropriate. Click Save.</p> 
4	<p>The Settlement Requests screen will appear: path to Entitlements and click Add This Entitlement:</p> 

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Constructive Cost of a GTR, Continued

Procedures,
continued

Step	Action						
5	<p>Ensure Transportation Restrictions default as below. If system does not default correctly, choose drop-down and select: POC Limited to Cost of Constructive Travel. Click Next and path to Itinerary.</p> <div data-bbox="341 600 1310 1301"><p>COASTIE, JOE View: Traveler</p><h3 style="text-align: center;">Temporary Duty Trip</h3><table border="1" style="width: 100%;"><tr><td>TONO: 1117277XJC172000</td><td>Proceed Date: 1/3/2017</td></tr><tr><td>Type of order: Normal</td><td>Number of Days: 1</td></tr><tr><td></td><td>End Date: 1/3/2017</td></tr></table><p>What's Authorized Itinerary Reimbursables</p><p><input checked="" type="checkbox"/> Owner operator of POV</p><p>Transportation Restrictions: POC Limited to Cost of Constructed Travel</p><p style="text-align: center;">Next Accept Changes Cancel Help</p></div>	TONO: 1117277XJC172000	Proceed Date: 1/3/2017	Type of order: Normal	Number of Days: 1		End Date: 1/3/2017
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Constructive Cost of a GTR, Continued

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6	<p>Choose Greater than 24 hours. Click Add/Edit Trip Itinerary:</p> <div data-bbox="341 524 1359 1263"> <p>COASTIE, JOE View: Traveler</p> <h3 style="text-align: center;">Temporary Duty Trip</h3> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>TONO: <input type="text" value="1117277XJC172000"/> Proceed Date: <input type="text" value="12/19/2016"/> Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="13"/> End Date: <input type="text" value="12/31/2016"/></p> </div> <p>What's Authorized Itinerary Reimbursables</p> <p>Duration of travel: Greater than or equal to 24 hours</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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 colspan="12" style="height: 100px;"> </td> </tr> </tbody> </table> <p style="text-align: right; margin-right: 100px;">Add / Edit Trip Itinerary</p> <p>Back Next Accept Changes Cancel Help</p> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles																																																																																													
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7	<p>Input Itinerary exactly as travelled: in this case member drove. Click Accept Changes:</p> <div data-bbox="341 1375 1359 1800"> <p>COASTIE, JOE View: Traveler</p> <p>TONO: 1117277XJC172000</p> <h3 style="text-align: center;">Itinerary</h3> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>12/19/2016</td> <td>DEP</td> <td>Topeka, KS, Shawnee</td> <td>PA</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="1254"/></td> <td>Edit</td> <td>Del</td> </tr> <tr> <td>12/20/2016</td> <td>ARR</td> <td>New York City, NY, New York</td> <td>AD</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="215"/></td> <td>Edit</td> <td>Del</td> </tr> <tr> <td>12/26/2016</td> <td>DEP</td> <td>New York City, NY, New York</td> <td>PA</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="1468"/></td> <td>Edit</td> <td>Del</td> </tr> <tr> <td>12/26/2016</td> <td>ARR</td> <td>BOS, MA, Suffolk</td> <td>TD</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="1468"/></td> <td>Edit</td> <td>Del</td> </tr> <tr> <td>12/30/2016</td> <td>DEP</td> <td>BOS, MA, Suffolk</td> <td>PA</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> NLG</td> <td></td> <td></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="1468"/></td> <td>Edit</td> <td>Del</td> </tr> <tr> <td>12/31/2016</td> <td>ARR</td> <td>Topeka, KS, Shawnee</td> <td>MC</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td>NLG</td> <td></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="1468"/></td> <td>Edit</td> <td>Del</td> </tr> </tbody> </table> <p style="text-align: right; margin-right: 100px;">Accept Changes Cancel Changes Help</p> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles			12/19/2016	DEP	Topeka, KS, Shawnee	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1254"/>	Edit	Del	12/20/2016	ARR	New York City, NY, New York	AD	<input type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="215"/>	Edit	Del	12/26/2016	DEP	New York City, NY, New York	PA	<input type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1468"/>	Edit	Del	12/26/2016	ARR	BOS, MA, Suffolk	TD	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1468"/>	Edit	Del	12/30/2016	DEP	BOS, MA, Suffolk	PA	<input type="checkbox"/>		<input type="checkbox"/> NLG			<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1468"/>	Edit	Del	12/31/2016	ARR	Topeka, KS, Shawnee	MC	<input type="checkbox"/>			NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1468"/>	Edit	Del
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Constructive Cost of a GTR, Continued

Procedures,
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Step	Action																																																				
8	<p>Constructed Itinerary block should appear as below. Click Next to access.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 5px; border: 1px solid black;"> <p>COASTIE, JOE View: Traveler</p> <p style="text-align: center;">Temporary Duty Trip</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>TONO: <input type="text" value="1117277XJC172000"/> Proceed Date: <input type="text" value="12/19/2016"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="15"/></p> <p style="text-align: right;">End Date: <input type="text" value="1/2/2017"/></p> </div> <div style="margin-top: 5px;"> <p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p> </div> <p>Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/> ▼</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e6e6fa;"> <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>12/19/2016 12/20/2016</td> <td>DEP ARR</td> <td>Topeka, KANSAS New York City, NEW YORK</td> <td>PA AD</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="1254"/></td> </tr> <tr style="background-color: #e6e6fa;"> <td>12/26/2016 12/26/2016</td> <td>DEP ARR</td> <td>New York City, NEW YORK BOS, MASSACHU...</td> <td>PA TD</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="215"/></td> </tr> <tr> <td>12/30/2016 12/31/2016</td> <td>DEP ARR</td> <td>BOS, MASSACHU... Topeka, KANSAS</td> <td>PA MC</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>NLG</td> <td></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="1468"/></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><input type="button" value="Add / Edit Trip Itinerary"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exceptions"/> <input type="button" value="Occasionals"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	12/19/2016 12/20/2016	DEP ARR	Topeka, KANSAS New York City, NEW YORK	PA AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1254"/>	12/26/2016 12/26/2016	DEP ARR	New York City, NEW YORK BOS, MASSACHU...	PA TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="215"/>	12/30/2016 12/31/2016	DEP ARR	BOS, MASSACHU... Topeka, KANSAS	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1468"/>
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Constructive Cost of a GTR, Continued

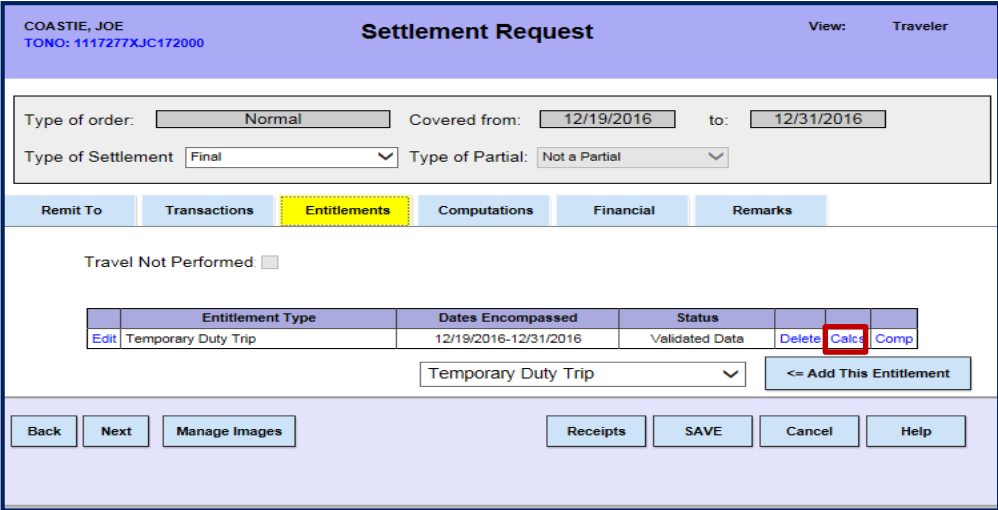
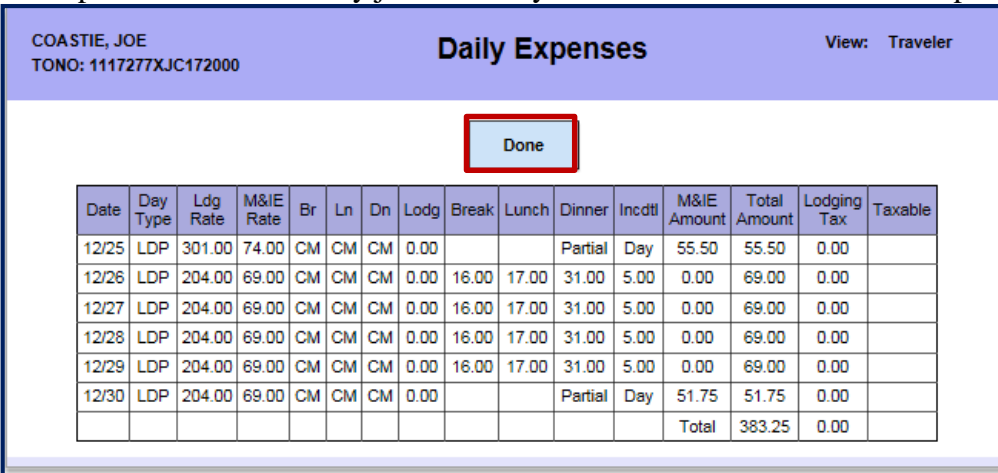
Procedures,
continued

Step	Action																		
9	<p>Enter GTR cost from worksheet here. Click Accept Changes. Note: enter only the authorized dates per orders to prevent overpayment for days travelled outside of authorization.</p> <div data-bbox="341 600 1353 1317" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 5px; border: 1px solid black;"> <p>COASTIE, JOE View: Traveler</p> <p style="text-align: center;">Temporary Duty Trip</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>TONO: <input type="text" value="1117277XJC172000"/> Proceed Date: <input type="text" value="12/19/2016"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="13"/></p> <p style="text-align: right;">End Date: <input type="text" value="12/31/2016"/></p> </div> <div style="margin-top: 5px;"> <p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p> </div> <p>Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/> ▼</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Depart Date</th> <th>Arrive Date</th> <th>To Location</th> <th>Mem GTR</th> <th>Const. Dep. Date</th> <th>Const. Arr. Date</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="12/19/2016"/></td> <td><input type="text" value="12/26/2016"/></td> <td>BOS, MASSACHU...</td> <td><input style="border: 2px solid red;" type="text" value="257.50"/></td> <td><input type="text" value="12/25/2016"/></td> <td><input type="text" value="12/25/2016"/></td> </tr> <tr> <td><input type="text" value="12/30/2016"/></td> <td><input type="text" value="12/31/2016"/></td> <td>Topeka, KANSAS</td> <td><input style="border: 2px solid red;" type="text" value="257.50"/></td> <td><input type="text" value="12/30/2016"/></td> <td><input type="text" value="12/30/2016"/></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Recalculate Dates"/> </div> <div style="border-top: 1px solid gray; padding-top: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exceptions"/> <input type="button" value="Occasionals"/> <input style="border: 2px solid red;" type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div> </div>	Depart Date	Arrive Date	To Location	Mem GTR	Const. Dep. Date	Const. Arr. Date	<input type="text" value="12/19/2016"/>	<input type="text" value="12/26/2016"/>	BOS, MASSACHU...	<input style="border: 2px solid red;" type="text" value="257.50"/>	<input type="text" value="12/25/2016"/>	<input type="text" value="12/25/2016"/>	<input type="text" value="12/30/2016"/>	<input type="text" value="12/31/2016"/>	Topeka, KANSAS	<input style="border: 2px solid red;" type="text" value="257.50"/>	<input type="text" value="12/30/2016"/>	<input type="text" value="12/30/2016"/>
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Constructive Cost of a GTR, Continued

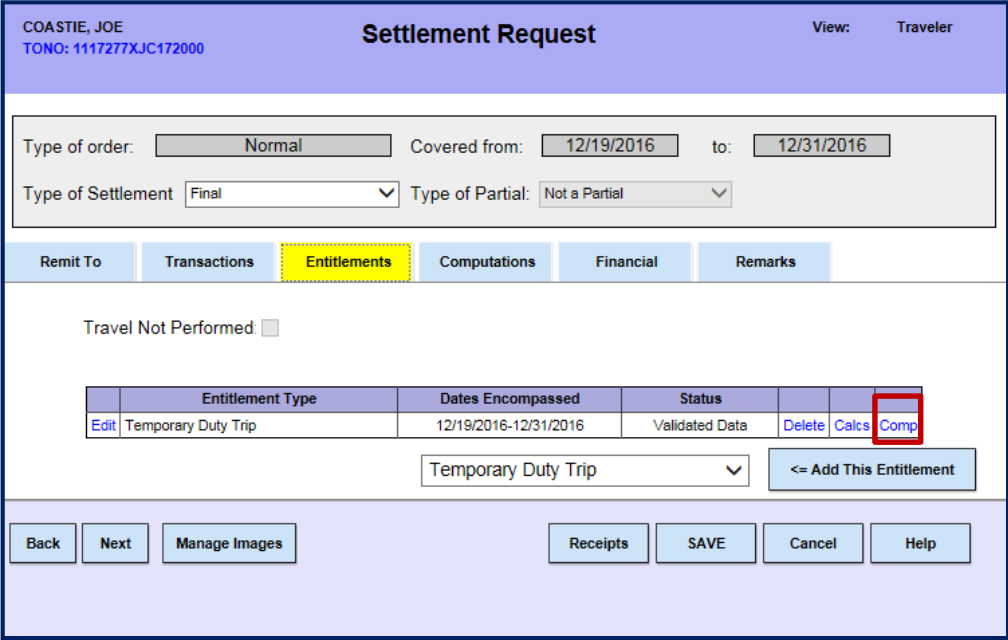
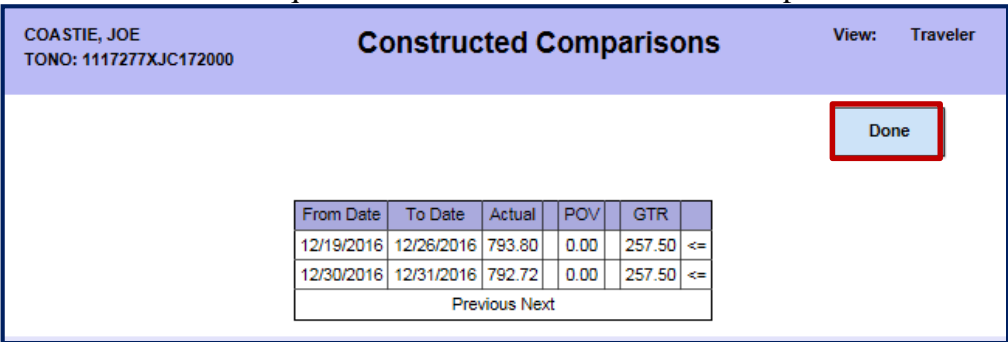
Procedures,
continued

Step	Action																																																																																																																																
10	<p>You will be returned to the Settlement Request screen. Click on Calcs to view Daily Expenses (next screen).</p>  <p>The screenshot shows the 'Settlement Request' interface for COASTIE, JOE (TONO: 1117277XJC172000). It includes fields for 'Type of order' (Normal), 'Covered from' (12/19/2016), and 'to' (12/31/2016). The 'Type of Settlement' is 'Final' and 'Type of Partial' is 'Not a Partial'. A table of entitlements is shown with one row for 'Temporary Duty Trip' from 12/19/2016 to 12/31/2016, with a status of 'Validated Data'. The 'Calcs' button in this row is highlighted with a red box. Other buttons like 'Back', 'Next', 'Manage Images', 'Receipts', 'SAVE', 'Cancel', and 'Help' are also visible.</p>																																																																																																																																
11	<p>The Daily Expenses screen will appear. Notice the traveler is paid only for the departure and arrival day just as if they had flown. Click Done to escape.</p>  <p>The screenshot shows the 'Daily Expenses' interface for COASTIE, JOE (TONO: 1117277XJC172000). A 'Done' button is highlighted with a red box. Below it is a table of daily expenses:</p> <table border="1" data-bbox="416 1361 1283 1621"> <thead> <tr> <th>Date</th> <th>Day Type</th> <th>Ldg Rate</th> <th>M&IE Rate</th> <th>Br</th> <th>Ln</th> <th>Dn</th> <th>Lodg</th> <th>Break</th> <th>Lunch</th> <th>Dinner</th> <th>Incdtl</th> <th>M&IE Amount</th> <th>Total Amount</th> <th>Lodging Tax</th> <th>Taxable</th> </tr> </thead> <tbody> <tr> <td>12/25</td> <td>LDP</td> <td>301.00</td> <td>74.00</td> <td>CM</td> <td>CM</td> <td>CM</td> <td>0.00</td> <td></td> <td></td> <td>Partial</td> <td>Day</td> <td>55.50</td> <td>55.50</td> <td>0.00</td> <td></td> </tr> <tr> <td>12/26</td> <td>LDP</td> <td>204.00</td> <td>69.00</td> <td>CM</td> <td>CM</td> <td>CM</td> <td>0.00</td> <td>16.00</td> <td>17.00</td> <td>31.00</td> <td>5.00</td> <td>0.00</td> <td>69.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>12/27</td> <td>LDP</td> <td>204.00</td> <td>69.00</td> <td>CM</td> <td>CM</td> <td>CM</td> <td>0.00</td> <td>16.00</td> <td>17.00</td> <td>31.00</td> <td>5.00</td> <td>0.00</td> <td>69.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>12/28</td> <td>LDP</td> <td>204.00</td> <td>69.00</td> <td>CM</td> <td>CM</td> <td>CM</td> <td>0.00</td> <td>16.00</td> <td>17.00</td> <td>31.00</td> <td>5.00</td> <td>0.00</td> <td>69.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>12/29</td> <td>LDP</td> <td>204.00</td> <td>69.00</td> <td>CM</td> <td>CM</td> <td>CM</td> <td>0.00</td> <td>16.00</td> <td>17.00</td> <td>31.00</td> <td>5.00</td> <td>0.00</td> <td>69.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>12/30</td> <td>LDP</td> <td>204.00</td> <td>69.00</td> <td>CM</td> <td>CM</td> <td>CM</td> <td>0.00</td> <td></td> <td></td> <td>Partial</td> <td>Day</td> <td>51.75</td> <td>51.75</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td>383.25</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	12/25	LDP	301.00	74.00	CM	CM	CM	0.00			Partial	Day	55.50	55.50	0.00		12/26	LDP	204.00	69.00	CM	CM	CM	0.00	16.00	17.00	31.00	5.00	0.00	69.00	0.00		12/27	LDP	204.00	69.00	CM	CM	CM	0.00	16.00	17.00	31.00	5.00	0.00	69.00	0.00		12/28	LDP	204.00	69.00	CM	CM	CM	0.00	16.00	17.00	31.00	5.00	0.00	69.00	0.00		12/29	LDP	204.00	69.00	CM	CM	CM	0.00	16.00	17.00	31.00	5.00	0.00	69.00	0.00		12/30	LDP	204.00	69.00	CM	CM	CM	0.00			Partial	Day	51.75	51.75	0.00														Total	383.25	0.00	
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Constructive Cost of a GTR, Continued

Procedures,
continued

Step	Action																		
<p>12</p>	<p>Click Comp to view Constructed Comparisons (next screen).</p>  <p>COASTIE, JOE TONO: 1117277XJC172000</p> <p style="text-align: right;">View: Traveler</p> <p>Settlement Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="12/19/2016"/> to: <input type="text" value="12/31/2016"/></p> <p>Type of Settlement: <input type="text" value="Final"/> 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"/></p> <table border="1" data-bbox="427 909 1268 965"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit Temporary Duty Trip</td> <td>12/19/2016-12/31/2016</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p><input type="text" value="Temporary Duty Trip"/> <input type="button" value="<= Add This Entitlement"/></p> <p><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>	Entitlement Type	Dates Encompassed	Status				Edit Temporary Duty Trip	12/19/2016-12/31/2016	Validated Data	Delete	Calcs	Comp						
Entitlement Type	Dates Encompassed	Status																	
Edit Temporary Duty Trip	12/19/2016-12/31/2016	Validated Data	Delete	Calcs	Comp														
<p>13</p>	<p>The Constructed Comparisons screen will appear comparing actual travel amounts to the GTR equivalent amount. Click Done to escape.</p>  <p>COASTIE, JOE TONO: 1117277XJC172000</p> <p style="text-align: right;">View: Traveler</p> <p>Constructed Comparisons</p> <p style="text-align: right;"><input type="button" value="Done"/></p> <table border="1" data-bbox="638 1469 1056 1585"> <thead> <tr> <th>From Date</th> <th>To Date</th> <th>Actual</th> <th>POV</th> <th>GTR</th> <th></th> </tr> </thead> <tbody> <tr> <td>12/19/2016</td> <td>12/26/2016</td> <td>793.80</td> <td>0.00</td> <td>257.50</td> <td><=</td> </tr> <tr> <td>12/30/2016</td> <td>12/31/2016</td> <td>792.72</td> <td>0.00</td> <td>257.50</td> <td><=</td> </tr> </tbody> </table> <p style="text-align: center;">Previous Next</p>	From Date	To Date	Actual	POV	GTR		12/19/2016	12/26/2016	793.80	0.00	257.50	<=	12/30/2016	12/31/2016	792.72	0.00	257.50	<=
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Constructive Cost of a GTR, Continued

Procedures,
continued

Step	Action						
<p>14</p>	<p>Path to the Computations screen to reveal payment at constructed cost and per diem totals from previous screens. Click Save.</p> <div data-bbox="343 560 1348 1377" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 5px;"> <p>COASTIE, JOE View: Traveler TONO: 1117277XJC172000 Settlement Request</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="12/19/2016"/> to: <input type="text" value="12/31/2016"/> Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid gray; border-bottom: 1px solid gray; margin: 5px 0;"> Remit To Transactions Entitlements Computations Financial Remarks </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 70%;">Description</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td style="text-align: right;">383.25</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td style="text-align: right;">515.00</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> </div> <div style="text-align: right;"> <p>Total Entitlement <input type="text" value="898.25"/> Deductions <input type="text" value="0.00"/> Partial Payments <input type="text" value="0.00"/> Amount Payable <input type="text" value="898.25"/> Advances <input type="text" value="0.00"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div> <p>Due Employee <input type="text" value="898.25"/> Split Payment <input type="text" value="0.00"/> Computed Split <input type="text" value="0.00"/></p> <p style="font-size: small; color: red;">Enter amount in Split Payment field to pay GTCC</p> </div> </div> <p style="color: red; font-size: small;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid gray; padding-top: 5px;"> <div> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> </div> <div style="text-align: center;"> <input type="button" value="Receipts"/> <input style="border: 2px solid red;" type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div> </div>	Description	Total	Memb/Emp TDY Per Diem	383.25	Memb/Emp Transportation	515.00
Description	Total						
Memb/Emp TDY Per Diem	383.25						
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