

Flat Rate Termination

Overview

Introduction

This guide provides procedures for submitting a claim in TPAX that has a change in Per Diem rate with an effective date within this timeframe.

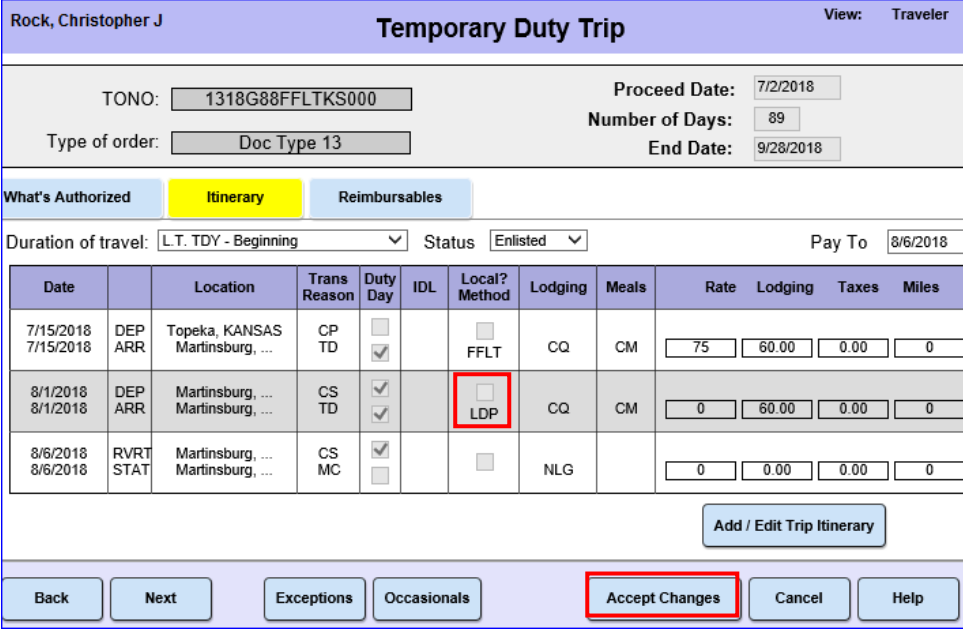
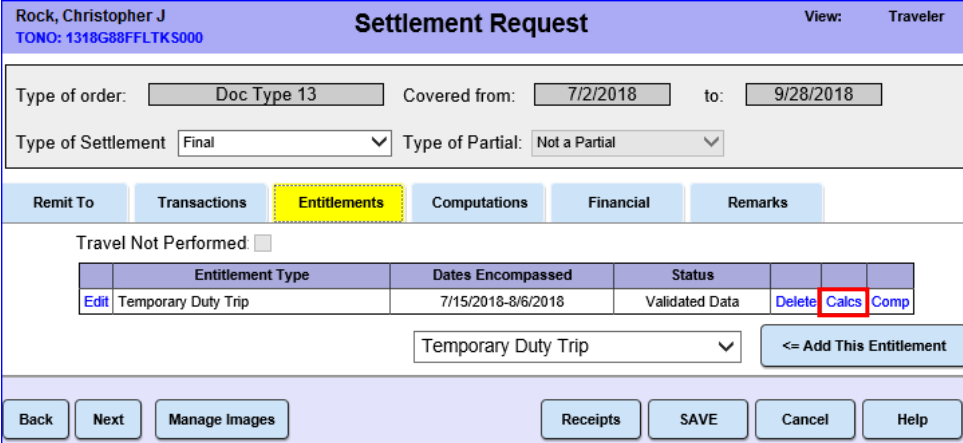
Contents

Topic	See Page
LT TDY Beginning	2
LT TDY Middle	4
LT TDY Ending	6

LT TDY Beginning

Introduction This section provides procedures for Long Term TDY Beginning that crosses over the effective date of the termination of Flat Rate Per Diem (01 August 2018 used for this example).

Procedures See below.

Step	Action
<p>1</p>	<p>Enter the itinerary as follows using your specific travel locations and authorized lodging/messing entitlements. Use LDP on effective date of termination and beyond. Use the other Long Term guides to complete claims for your other legs of travel. Click Accept Changes.</p> 
<p>2</p>	<p>To ensure you receive correct reimbursement, select Calcs.</p> 

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LT TDY Beginning, Continued

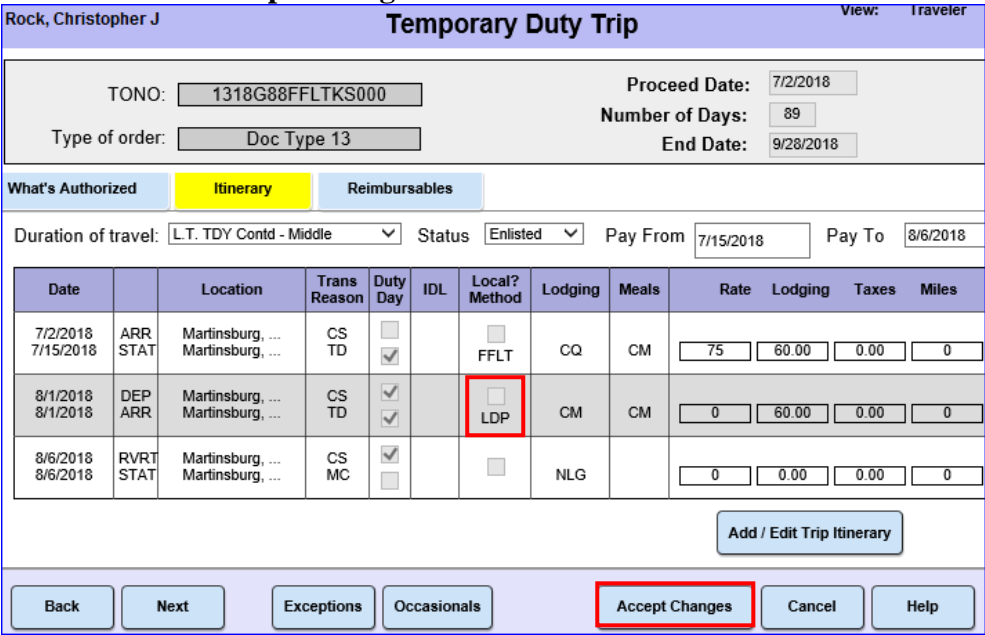
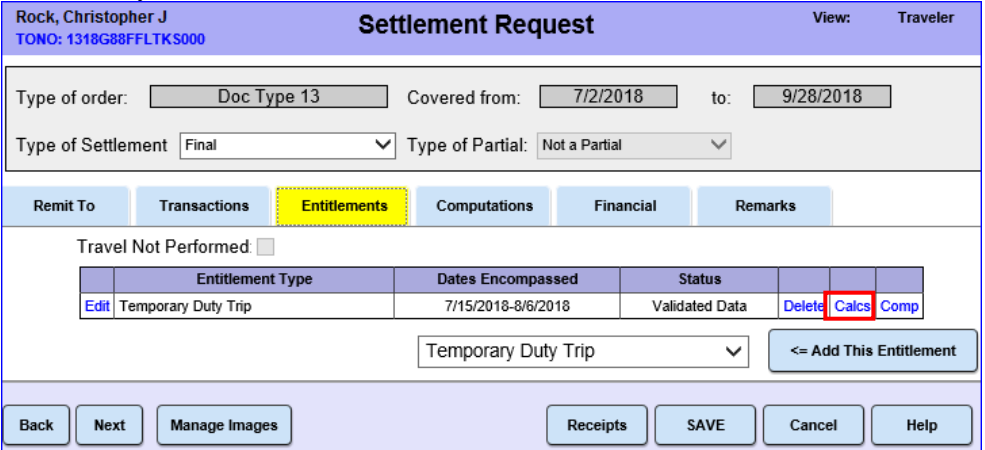
Procedures,
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LT TDY Middle

Introduction This section provides the procedures for Long Term TDY Middle that crosses over the effective date of the termination of Flat Rate Per Diem (01 August 2018 used for this example).

Procedures See below.

Step	Action
<p>1</p>	<p>Enter the itinerary as follows using your specific travel locations and authorized lodging/messing entitlements. Use LDP on effective date of termination and beyond. Use the other Long Term guides to complete claims for your other legs of travel. Click Accept Changes.</p> 
<p>2</p>	<p>To ensure you receive correct reimbursement, select Calcs.</p> 

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LT TDY Middle, Continued

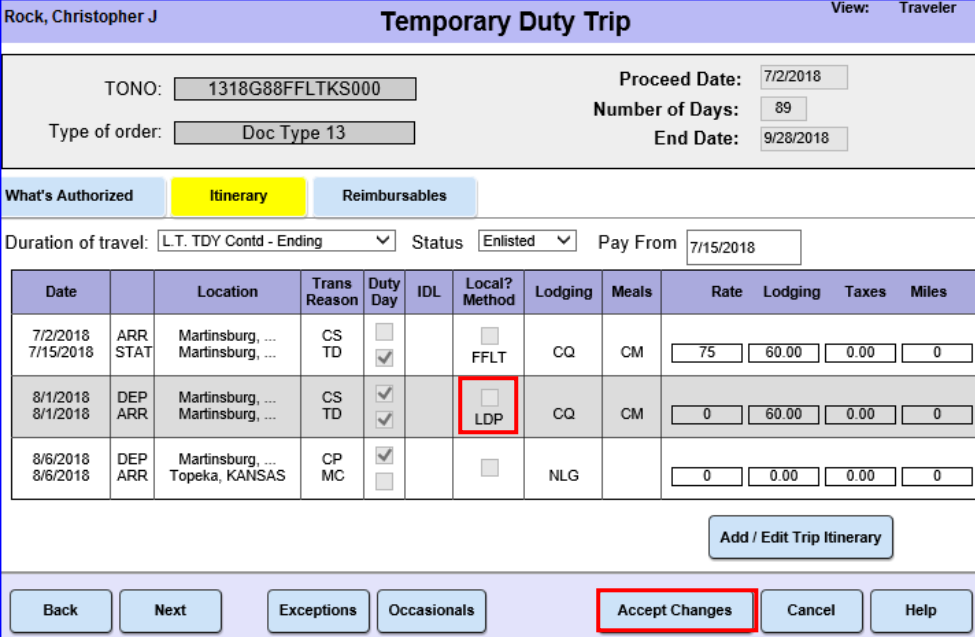
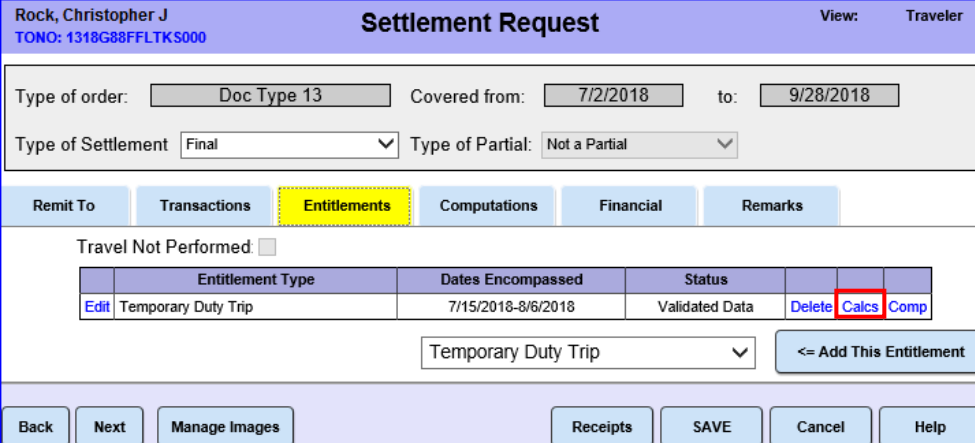
Procedures,
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LT TDY Ending

Introduction This section provides the procedures for Long Term TDY Ending that crosses over the effective date of the termination of Flat Rate Per Diem (01 August 2018 used for this example).

Procedures See below.

Step	Action
<p>1</p>	<p>Enter the itinerary as follows using your specific travel locations and authorized lodging/messing entitlements. Use LDP on effective date of termination and beyond. Use the other Long Term guides to complete claims for your other legs of travel. Click Accept Changes.</p> 
<p>2</p>	<p>To ensure you receive correct reimbursement, select Calcs.</p> 

Continued on next page

LT TDY Ending, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																																																																																																																																																																																																																
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<tr><td>07/16</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/17</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/18</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/19</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/20</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/21</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/22</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/23</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/24</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/25</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/26</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/27</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/28</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/29</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/30</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>07/31</td><td>FFLT75</td><td>108</td><td>Flat Rate</td><td>CM</td><td>CM</td><td>CM</td><td></td><td></td><td></td><td></td><td></td><td></td><td>108.00</td><td>0.00</td><td></td></tr> <tr><td>08/01</td><td>LDP</td><td>93.00</td><td>51.00</td><td>CM</td><td>CM</td><td>CM</td><td>60.00</td><td>11.00</td><td>12.00</td><td>23.00</td><td>5.00</td><td>0.00</td><td>111.00</td><td>0.00</td><td></td></tr> <tr><td>08/02</td><td>LDP</td><td>93.00</td><td>51.00</td><td>CM</td><td>CM</td><td>CM</td><td>60.00</td><td>11.00</td><td>12.00</td><td>23.00</td><td>5.00</td><td>0.00</td><td>111.00</td><td>0.00</td><td></td></tr> <tr><td>08/03</td><td>LDP</td><td>93.00</td><td>51.00</td><td>CM</td><td>CM</td><td>CM</td><td>60.00</td><td>11.00</td><td>12.00</td><td>23.00</td><td>5.00</td><td>0.00</td><td>111.00</td><td>0.00</td><td></td></tr> <tr><td>08/04</td><td>LDP</td><td>93.00</td><td>51.00</td><td>CM</td><td>CM</td><td>CM</td><td>60.00</td><td>11.00</td><td>12.00</td><td>23.00</td><td>5.00</td><td>0.00</td><td>111.00</td><td>0.00</td><td></td></tr> <tr><td>08/05</td><td>LDP</td><td>93.00</td><td>51.00</td><td>CM</td><td>CM</td><td>CM</td><td>60.00</td><td>11.00</td><td>12.00</td><td>23.00</td><td>5.00</td><td>0.00</td><td>111.00</td><td>0.00</td><td></td></tr> <tr><td>08/06</td><td>LDP</td><td>93.00</td><td>51.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial Day</td><td></td><td>38.25</td><td>38.25</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 style="text-align: right;">Total</td> <td>2429.25</td> <td>0.00</td> <td></td> </tr> </tbody> </table> </div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	07/15	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/16	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/17	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/18	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/19	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/20	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/21	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/22	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/23	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/24	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/25	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/26	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/27	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/28	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/29	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/30	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		07/31	FFLT75	108	Flat Rate	CM	CM	CM							108.00	0.00		08/01	LDP	93.00	51.00	CM	CM	CM	60.00	11.00	12.00	23.00	5.00	0.00	111.00	0.00		08/02	LDP	93.00	51.00	CM	CM	CM	60.00	11.00	12.00	23.00	5.00	0.00	111.00	0.00		08/03	LDP	93.00	51.00	CM	CM	CM	60.00	11.00	12.00	23.00	5.00	0.00	111.00	0.00		08/04	LDP	93.00	51.00	CM	CM	CM	60.00	11.00	12.00	23.00	5.00	0.00	111.00	0.00		08/05	LDP	93.00	51.00	CM	CM	CM	60.00	11.00	12.00	23.00	5.00	0.00	111.00	0.00		08/06	LDP	93.00	51.00	CM	CM	CM	0.00			Partial Day		38.25	38.25	0.00														Total	2429.25	0.00	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable																																																																																																																																																																																																																																																																																																																																																																																																		
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