

Government-Funded (Emergency) Leave Travel Claim

Introduction This guide provides the procedures for entering a Government-funded (formally known as Emergency) Leave travel claim in TPAX.

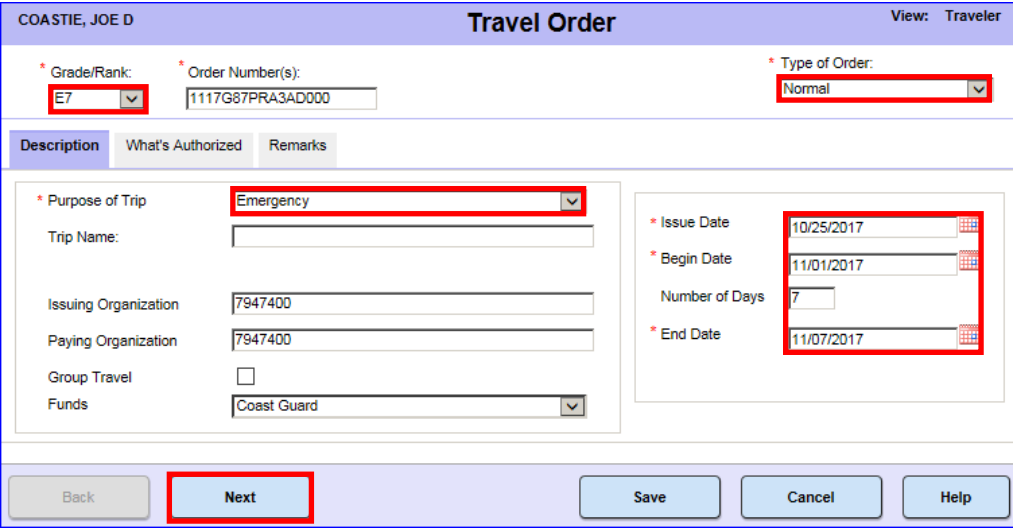
References See the DoD Joint Travel Regulations, [JTR, Chapter-4](#) for more information regarding this topic.

Suggested Process In the notes of the orders ensure “Authorized to charge to the CBA” is used. Send TMC (ADTRAV) a copy of the orders, this will alleviate the below 23 steps and no travel claim submission will be required.

Scanning Documents It is important to upload ALL supporting documentation for the claim/settlement. All documents should be scanned into a single PDF file. Some of the required items include the following:

- Signed Orders
- Airfare/Booking Agent Fee Receipts
- Airfare Tickets

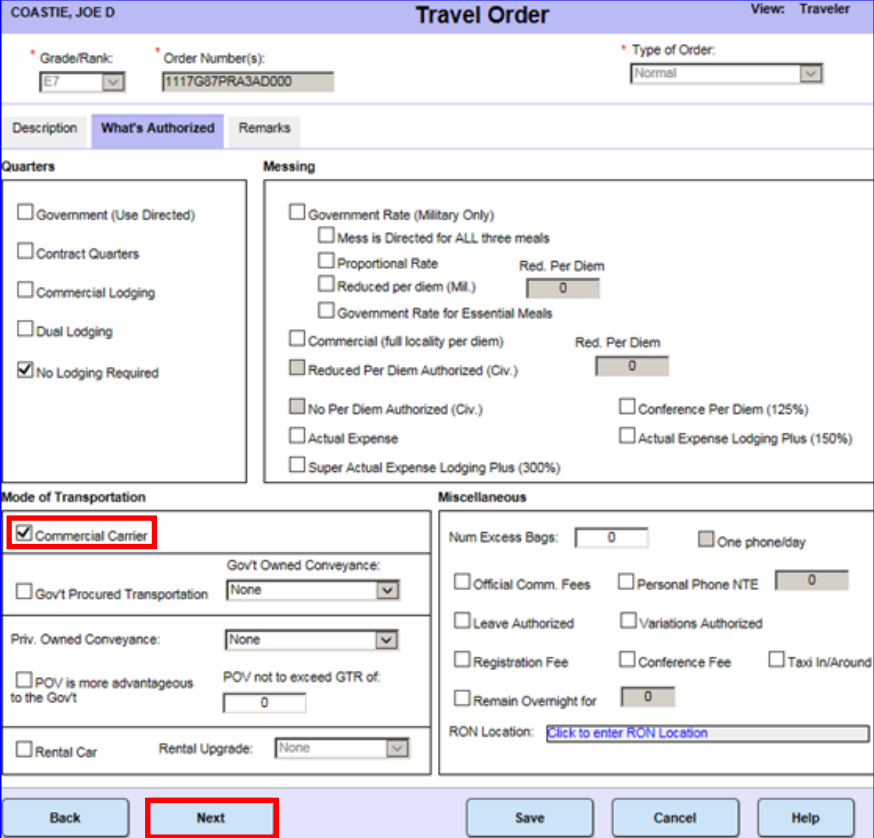
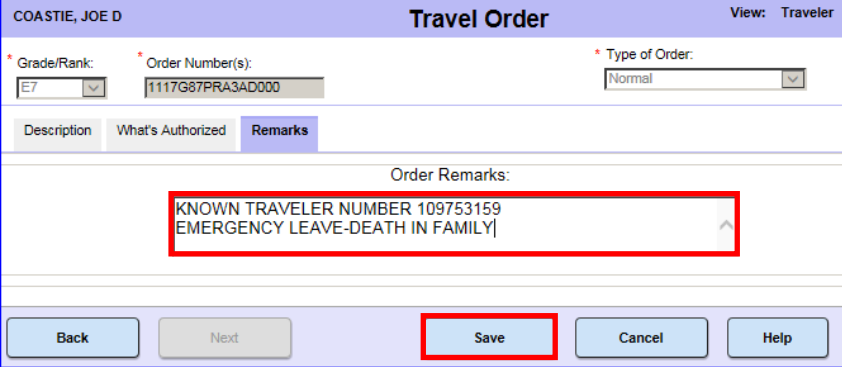
Procedures See below.

Step	Active
1	<p>Enter Grade/Rank. Select Normal from the Type of Order drop-down. Select Emergency from the Purpose of Trip drop-down. Enter the Issue, Begin and End dates. Click Next.</p>  <p>The screenshot shows a 'Travel Order' form for 'COASTIE, JOE D'. At the top right, it says 'View: Traveler'. The form has several sections:</p> <ul style="list-style-type: none"> Grade/Rank: A dropdown menu with 'E7' selected. Order Number(s): A text field containing '1117G87PRA3AD000'. Type of Order: A dropdown menu with 'Normal' selected. Description: A tabbed section with 'Description' selected. It contains: <ul style="list-style-type: none"> * Purpose of Trip: A dropdown menu with 'Emergency' selected. Trip Name: An empty text field. Issuing Organization: A text field with '7947400'. Paying Organization: A text field with '7947400'. Group Travel: An unchecked checkbox. Funds: A dropdown menu with 'Coast Guard' selected. Dates: A section on the right with: <ul style="list-style-type: none"> * Issue Date: A date field with '10/25/2017'. * Begin Date: A date field with '11/01/2017'. Number of Days: A text field with '7'. * End Date: A date field with '11/07/2017'. <p>At the bottom, there are five buttons: 'Back', 'Next' (highlighted with a red box), 'Save', 'Cancel', and 'Help'.</p>

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Government-Funded (Emergency) Leave Travel Claim, Continued

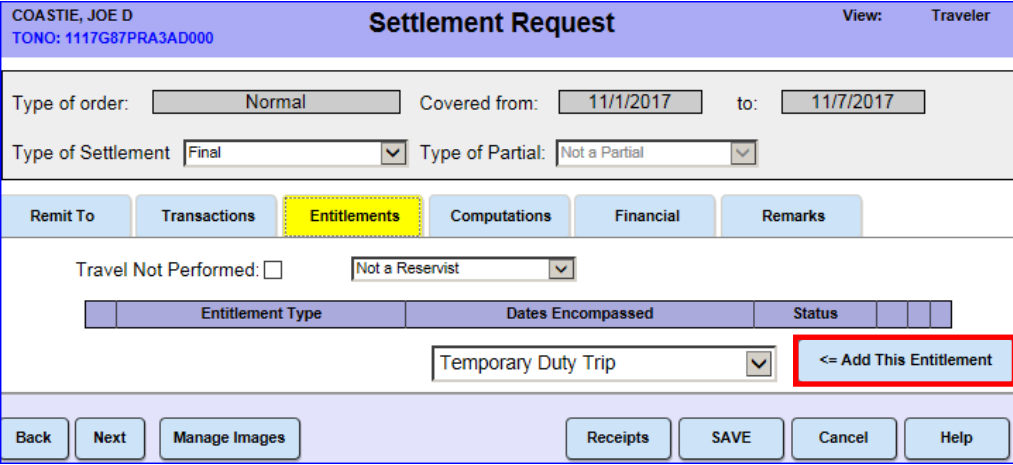
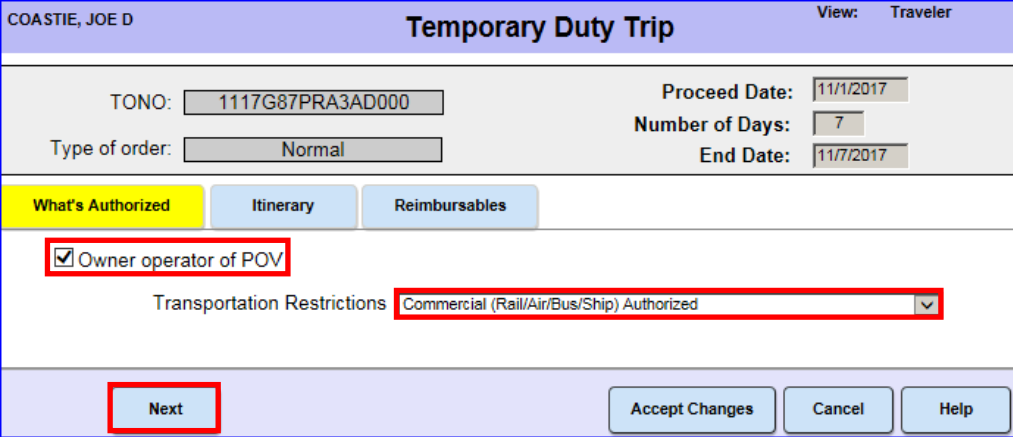
Procedures, continued

Step	Active
<p>2</p>	<p>On the What's Authorized tab, ensure the Commercial Carrier box is checked in the Mode of Transportation. Click Next.</p> 
<p>3</p>	<p>On the Remarks tab, enter reason for leave in the Order Remarks and click Save.</p> 

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Government-Funded (Emergency) Leave Travel Claim, Continued

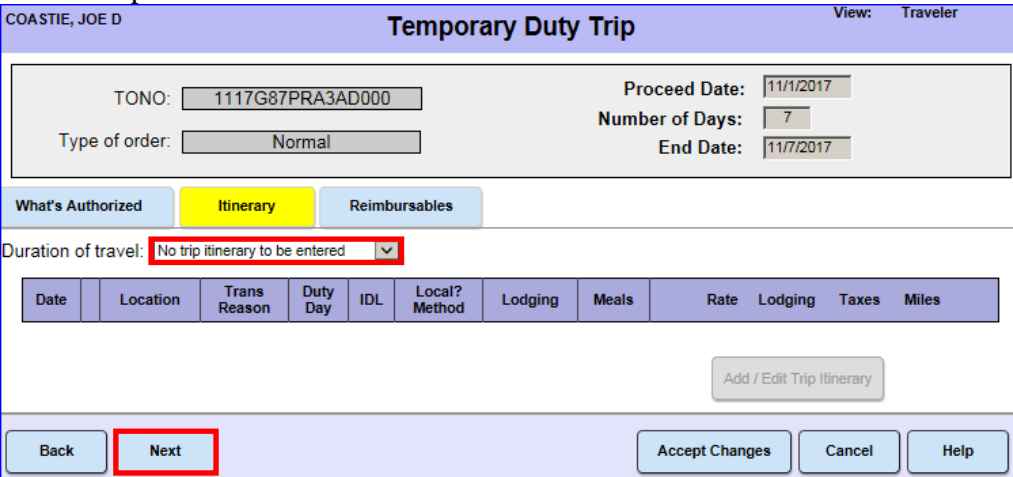
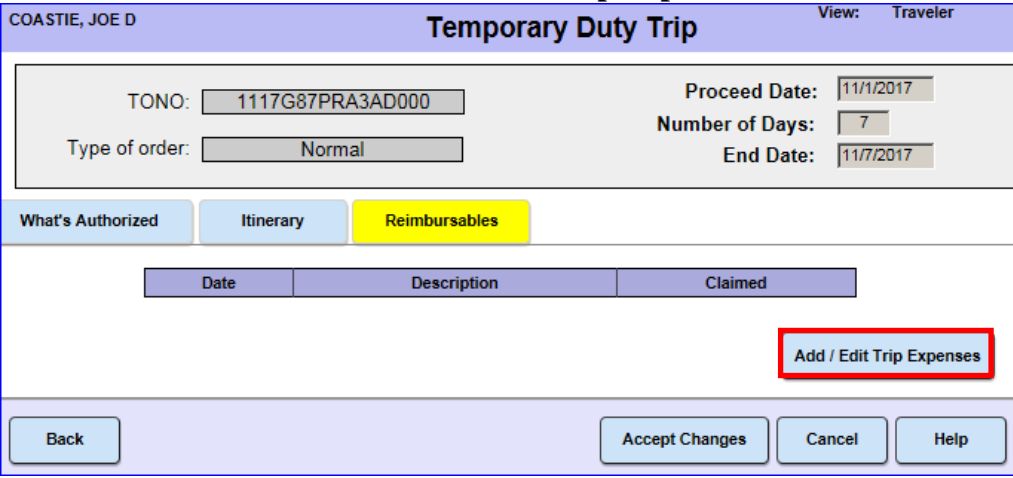
Procedures,
continued

Step	Active
<p>4</p>	<p>On the Entitlements tab, click Add This Entitlement.</p> 
<p>5</p>	<p>On the What's Authorized tab, make sure Owner operator of POV box is checked and select Commercial (Rail/Air/Bus/Ship) Authorized from the Transportation Restrictions drop-down. Click Next.</p> 

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Government-Funded (Emergency) Leave Travel Claim, Continued

Procedures,
continued

Step	Active																								
6	<p>On the Itinerary tab, select No trip itinerary to be entered from the Duration of travel drop-down. Click Next.</p>  <p>COASTIE, JOE D View: Traveler</p> <h3 style="text-align: center;">Temporary Duty Trip</h3> <p>TONO: <input type="text" value="1117G87PRA3AD000"/> Proceed Date: <input type="text" value="11/1/2017"/> Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="7"/> End Date: <input type="text" value="11/7/2017"/></p> <p>What's Authorized Itinerary Reimbursables</p> <p>Duration of travel: No trip itinerary to be entered</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Rate</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td colspan="12" style="text-align: center;">Add / Edit Trip Itinerary</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Back"/> Next <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Rate	Lodging	Taxes	Miles	Add / Edit Trip Itinerary											
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7	<p>On the Reimbursables tab, click Add/Edit Trip Expenses.</p>  <p>COASTIE, JOE D View: Traveler</p> <h3 style="text-align: center;">Temporary Duty Trip</h3> <p>TONO: <input type="text" value="1117G87PRA3AD000"/> Proceed Date: <input type="text" value="11/1/2017"/> Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="7"/> End Date: <input type="text" value="11/7/2017"/></p> <p>What's Authorized Itinerary Reimbursables</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: right;"> Add / Edit Trip Expenses </td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p>	Date	Description	Claimed	Add / Edit Trip Expenses																				
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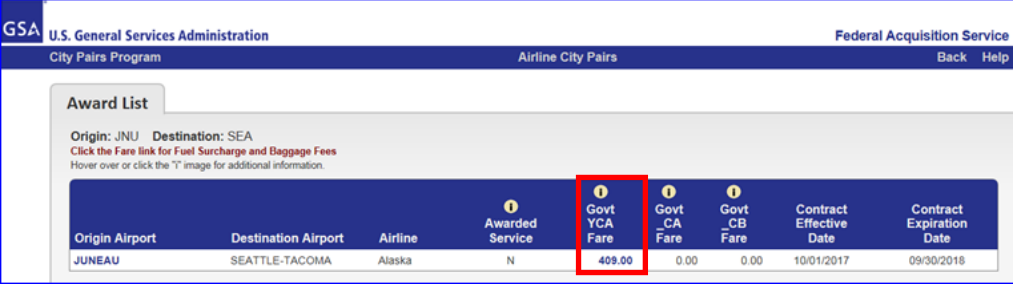
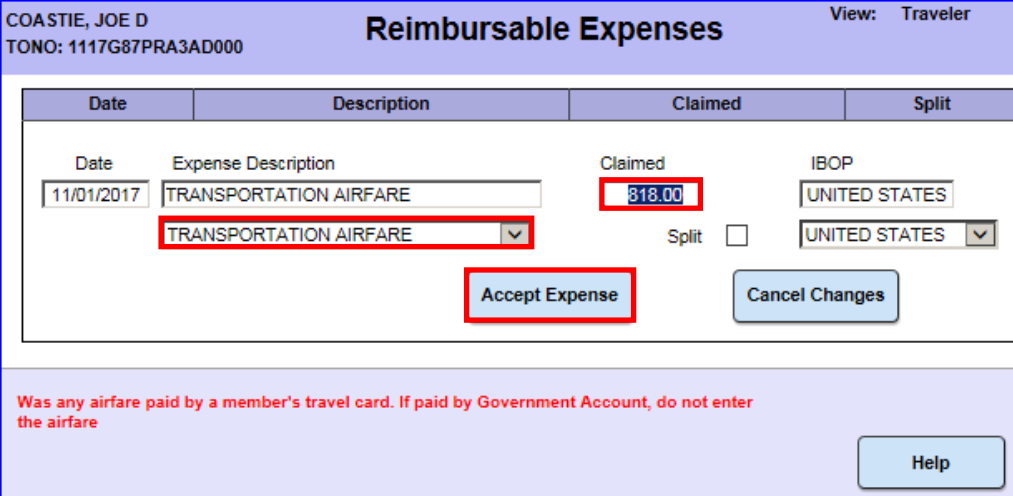
Procedures, continued

Step	Active
8	<p>Before entering reimbursables, you must verify that the carrier ticket price is valid per the JTR regulations by using the City Pairs Program. Click Enter Site.</p> <div data-bbox="352 636 1369 1167" style="border: 1px solid black; padding: 5px;"> <p>Fare Finder</p> <p>SEARCH</p> <p>Attention: On November 14, 2015, the City Pairs Search application will be moving to a more secure https protocol and will discontinue the non-secured URL on a date to be determined in the near future. Plan ahead and bookmark your favorites now to avoid interruption. Please use the following URL to access the secured City Pairs Search application. https://cpsearch.fas.gsa.gov</p> <p>All fares are listed one-way and valid in either direction. Domestic fares include all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. Domestic fares do not include fees such as passenger facility charges, segment fees, and passenger security service fees. For FY10 and beyond, international fares are exclusive of taxes and fees, but inclusive of fuel surcharge fees.</p> <p>Disclaimer: The fuel surcharge and baggage fees are an estimate and may change prior to the date of travel. These estimates are provided based on current data and are updated regularly, to provide travelers an estimate of total airline travel costs.</p> <p>Please Note:</p> <ul style="list-style-type: none"> Fuel surcharge fees may be different in a particular market depending on the origin and destination city. This application has been tested on the following browsers: Internet Explorer 8.0 under Windows XP/Windows 7, Google Chrome 36 under Windows XP/Windows 7. <p style="text-align: center;">Enter Site</p> <p>This application was updated in January 2017 to conform to Section 508 requirements. While the look has changed somewhat, the functionality remains the same.</p> </div>
9	<p>Enter the Departure City and the Arrival City per JTR regulation and click the appropriate Fiscal Year.</p> <div data-bbox="352 1279 1369 1753" style="border: 1px solid black; padding: 5px;"> <p>Fare Finder</p> <p>SEARCH</p> <p>Note: Information must be provided for at least one of the form fields below.</p> <p>For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes.</p> <p>FY 18 contract fares are provided for information purposes and will be available for reservations during FY 18 (October 1, 2017 - September 30, 2018).</p> <p>Select a Departure City <input type="text" value="JUNEAU, AK [JNU]"/></p> <p>Or Enter City or Airport Code <input type="text"/></p> <p>Select an Arrival City <input type="text" value="SEATTLE-TACOMA, WA [SEA]"/></p> <p>Or Enter City or Airport Code <input type="text"/></p> <p style="text-align: center;">Search FY 18 Search FY 17</p> </div>

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Government-Funded (Emergency) Leave Travel Claim, Continued

Procedures, continued

Step	Active																		
<p>10</p>	<p>Govt YCA Fare is displayed as the one-way price allowed per JTR regulations.</p>  <p>The screenshot shows the GSA City Pairs Program interface. At the top, it says 'GSA U.S. General Services Administration' and 'Federal Acquisition Service'. Below that, 'City Pairs Program' and 'Airline City Pairs' are visible. An 'Award List' section shows details for a flight from JUNEAU to SEATTLE-TACOMA on Alaska Airlines. A table lists various fare components, with the 'Govt YCA Fare' column highlighted in red, showing a value of 409.00.</p> <table border="1"> <thead> <tr> <th>Origin Airport</th> <th>Destination Airport</th> <th>Airline</th> <th>Awarded Service</th> <th>Govt YCA Fare</th> <th>Govt CA Fare</th> <th>Govt CB Fare</th> <th>Contract Effective Date</th> <th>Contract Expiration Date</th> </tr> </thead> <tbody> <tr> <td>JUNEAU</td> <td>SEATTLE-TACOMA</td> <td>Alaska</td> <td>N</td> <td>409.00</td> <td>0.00</td> <td>0.00</td> <td>10/01/2017</td> <td>09/30/2018</td> </tr> </tbody> </table>	Origin Airport	Destination Airport	Airline	Awarded Service	Govt YCA Fare	Govt CA Fare	Govt CB Fare	Contract Effective Date	Contract Expiration Date	JUNEAU	SEATTLE-TACOMA	Alaska	N	409.00	0.00	0.00	10/01/2017	09/30/2018
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JUNEAU	SEATTLE-TACOMA	Alaska	N	409.00	0.00	0.00	10/01/2017	09/30/2018											
<p>11</p>	<p>Select Transportation Airfare from the Expense Description drop-down. Enter in the amount Claimed and click Accept Expense.</p>  <p>The screenshot shows the 'Reimbursable Expenses' form for user COASTIE, JOE D. It features a table with columns for Date, Description, Claimed, and Split. The 'Claimed' field is highlighted in red, showing a value of 318.00. Below the table, there are buttons for 'Accept Expense' and 'Cancel Changes'. A note at the bottom asks if any airfare was paid by a member's travel card.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Split</th> </tr> </thead> <tbody> <tr> <td>11/01/2017</td> <td>TRANSPORTATION AIRFARE</td> <td>318.00</td> <td></td> </tr> </tbody> </table>	Date	Description	Claimed	Split	11/01/2017	TRANSPORTATION AIRFARE	318.00											
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11/01/2017	TRANSPORTATION AIRFARE	318.00																	

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Government-Funded (Emergency) Leave Travel Claim, Continued

Procedures, continued

Step	Active																						
<p>12</p>	<p>To add another Reimbursable click Add Expense, if complete, click Accept Changes.</p> <div data-bbox="352 600 1369 929"> <p>COASTIE, JOE D View: Traveler TONO: 1117G87PRA3AD000</p> <h3 style="text-align: center;">Reimbursable Expenses</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">Claimed</th> <th style="width: 10%;">Split</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>11/1/2017</td> <td>TRANSPORTATION AIRFARE</td> <td style="text-align: right;">818.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;"> Edit Delete </td> </tr> </tbody> </table> <p style="font-size: small; color: red;">Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div style="text-align: right; margin-top: 10px;"> Add Expense Accept Changes Cancel Changes Help </div> </div> <p>NOTE: If using Coast Guard CBA (Central Billing Account) monies for trip, do not enter the airfare.</p>	Date	Description	Claimed	Split		11/1/2017	TRANSPORTATION AIRFARE	818.00	<input type="checkbox"/>	Edit Delete												
Date	Description	Claimed	Split																				
11/1/2017	TRANSPORTATION AIRFARE	818.00	<input type="checkbox"/>	Edit Delete																			
<p>13</p>	<p>Select CTO-TMC FEES from the Expense Description drop down to add booking fees. Click Accept Expense.</p> <div data-bbox="352 1117 1369 1608"> <p>COASTIE, JOE D View: Traveler TONO: 1117G87PRA3AD000</p> <h3 style="text-align: center;">Reimbursable Expenses</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">Claimed</th> <th style="width: 10%;">Split</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>11/1/2017</td> <td>TRANSPORTATION AIRFARE</td> <td style="text-align: right;">818.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Date</td> <td style="width: 35%;">Expense Description</td> <td style="width: 15%;">Claimed</td> <td style="width: 10%;">IBOP</td> </tr> <tr> <td><input type="text" value="11/01/2017"/></td> <td><input type="text" value="CTO-TMC FEES"/></td> <td style="text-align: right;"><input type="text" value="22.00"/></td> <td><input type="text" value="UNITED STATES"/></td> </tr> <tr> <td></td> <td style="border: 1px solid red; padding: 2px;"><input type="text" value="CTO-TMC FEES"/></td> <td style="text-align: center;">Split <input type="checkbox"/></td> <td><input type="text" value="UNITED STATES"/></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> Accept Expense Cancel Changes </div> </div> <p style="font-size: small; color: red; margin-top: 10px;">Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div style="text-align: right; margin-top: 10px;"> Help </div> </div>	Date	Description	Claimed	Split		11/1/2017	TRANSPORTATION AIRFARE	818.00	<input type="checkbox"/>		Date	Expense Description	Claimed	IBOP	<input type="text" value="11/01/2017"/>	<input type="text" value="CTO-TMC FEES"/>	<input type="text" value="22.00"/>	<input type="text" value="UNITED STATES"/>		<input type="text" value="CTO-TMC FEES"/>	Split <input type="checkbox"/>	<input type="text" value="UNITED STATES"/>
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Government-Funded (Emergency) Leave Travel Claim, Continued

Procedures,
continued

Step	Active														
14	<p>Click Accept Changes.</p> <div style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE D View: Traveler</p> <h3 style="text-align: center;">Temporary Duty Trip</h3> <p>TONO: <input type="text" value="1117G87PRA3AD000"/> Proceed Date: <input type="text" value="11/1/2017"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="7"/></p> <p style="text-align: right;">End Date: <input type="text" value="11/7/2017"/></p> <p>What's Authorized Itinerary Reimbursables</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> </tr> </thead> <tbody> <tr> <td>11/1/2017</td> <td>TRANSPORTATION AIRFARE</td> <td style="text-align: right;">818.00</td> </tr> <tr> <td>11/1/2017</td> <td>CTO-TMC FEES</td> <td style="text-align: right;">22.00</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add / Edit Trip Expenses"/></p> <p style="text-align: center;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Date	Description	Claimed	11/1/2017	TRANSPORTATION AIRFARE	818.00	11/1/2017	CTO-TMC FEES	22.00					
Date	Description	Claimed													
11/1/2017	TRANSPORTATION AIRFARE	818.00													
11/1/2017	CTO-TMC FEES	22.00													
15	<p>Click Next.</p> <div style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE D View: Traveler</p> <p>TONO: 1117G87PRA3AD000</p> <h3 style="text-align: center;">Settlement Request</h3> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="11/1/2017"/> to: <input type="text" value="11/7/2017"/></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"/> <input type="text" value="Not a Reservist"/></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></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Edit</td> <td>Temporary Duty Trip</td> <td>11/1/2017-11/1/2017</td> <td>Validated Data</td> <td style="text-align: center;">Delete</td> <td style="text-align: center;">Calcs</td> <td style="text-align: center;">Comp</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="text" value="Temporary Duty Trip"/> <input type="button" value="Add This Entitlement"/> </p> <p style="text-align: center;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" 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				Edit	Temporary Duty Trip	11/1/2017-11/1/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status												
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Government-Funded (Emergency) Leave Travel Claim, Continued

Procedures,
continued

Step	Active																				
<p>16</p>	<p>On the Computations tab, verify the Total Entitlement is correct and click Next.</p> <div data-bbox="352 600 1369 1216"> <p>COASTIE, JOE D TONO: 1117G87PRA3AD000</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="Normal"/> Covered from: <input type="text" value="11/1/2017"/> to: <input type="text" value="11/7/2017"/></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> <table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp Transportation</td> <td style="border: 2px solid red;">840.00</td> </tr> </tbody> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <table style="width: 100%;"> <tr><td>Total Entitlement</td><td style="border: 2px solid red;">840.00</td></tr> <tr><td>Deductions</td><td>0.00</td></tr> <tr><td>Partial Payments</td><td>0.00</td></tr> <tr><td>Amount Payable</td><td>840.00</td></tr> <tr><td>Advances</td><td>0.00</td></tr> <tr><td>Due Employee</td><td>840.00</td></tr> <tr><td>Split Payment</td><td>0.00</td></tr> <tr><td>Computed Split</td><td>0.00</td></tr> </table> <p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p> <p>Back <b style="border: 2px solid red;">Next Manage Images Receipts SAVE Cancel Help</p> </div>	Description	Total	Memb/Emp Transportation	840.00	Total Entitlement	840.00	Deductions	0.00	Partial Payments	0.00	Amount Payable	840.00	Advances	0.00	Due Employee	840.00	Split Payment	0.00	Computed Split	0.00
Description	Total																				
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Due Employee	840.00																				
Split Payment	0.00																				
Computed Split	0.00																				
<p>17</p>	<p>On the Financial Tab, click Add/Modify Accounting.</p> <div data-bbox="352 1294 1369 1776"> <p>COASTIE, JOE D TONO: 1117G87PRA3AD000</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="Normal"/> Covered from: <input type="text" value="11/1/2017"/> to: <input type="text" value="11/7/2017"/></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> <table border="1" style="width: 100%;"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">Add/Modify Accounting</td> </tr> </tbody> </table> <p>Back Next Manage Images Receipts SAVE Cancel Help</p> </div>	Db/Cr	Classification String	Amount			Add/Modify Accounting														
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Government-Funded (Emergency) Leave Travel Claim, Continued


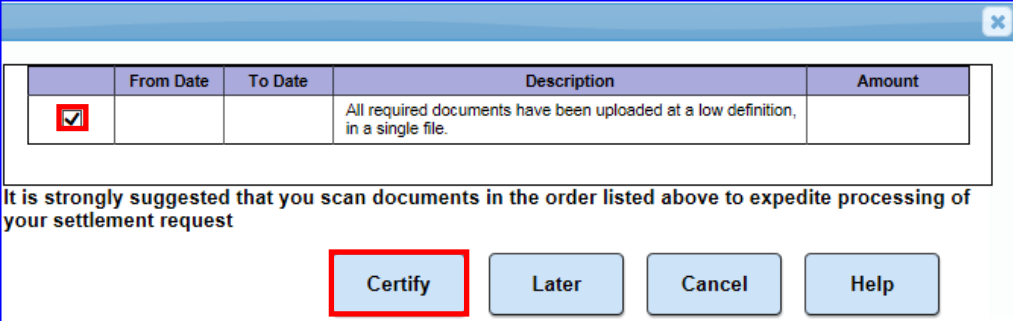
Procedures,
continued

Step	Active																																				
18	<p>Enter in the accounting data and click Accept Line.</p> <div style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE D TONO: 1117G87PRA3AD000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">CG Accounting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TONO</th> <th>Ag</th> <th>R/D</th> <th>Appr</th> <th>Limit</th> <th>Allt</th> <th>Alc</th> <th>ProgEle</th> <th>CstAct</th> <th>Obj</th> <th>Amount</th> <th>RAN</th> </tr> </thead> <tbody> <tr> <td>TONO</td> <td>AG</td> <td>RD</td> <td>APPR</td> <td>Limit</td> <td>ALLT</td> <td>ALC</td> <td>ProgEle</td> <td>CstAct</td> <td>Obj</td> <td>Amount</td> <td></td> </tr> <tr> <td>1117G87PRA3AD000</td> <td>2</td> <td>P</td> <td>701</td> <td>299</td> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2114</td> <td>840.00</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Copy First Line"/> <input style="border: 2px solid red;" type="button" value="Accept Line"/> <input type="button" value="Cancel Line"/> </p> <p style="text-align: center;"> <input type="button" value="Regenerate"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	RAN	TONO	AG	RD	APPR	Limit	ALLT	ALC	ProgEle	CstAct	Obj	Amount		1117G87PRA3AD000	2	P	701	299	21	0	RA	78045	2114	840.00	
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Government-Funded (Emergency) Leave Travel Claim, Continued

Procedures, continued

Step	Active
21	<p>Enter pertinent information to appear on the travel voucher in the Voucher Remarks and click Manage Images to add uploaded documentation. Then click Save.</p> 
22	<p>Check the box for certification and click Certify.</p> 
23	<p>Check the TONO box and click Release for Approval.</p> 