

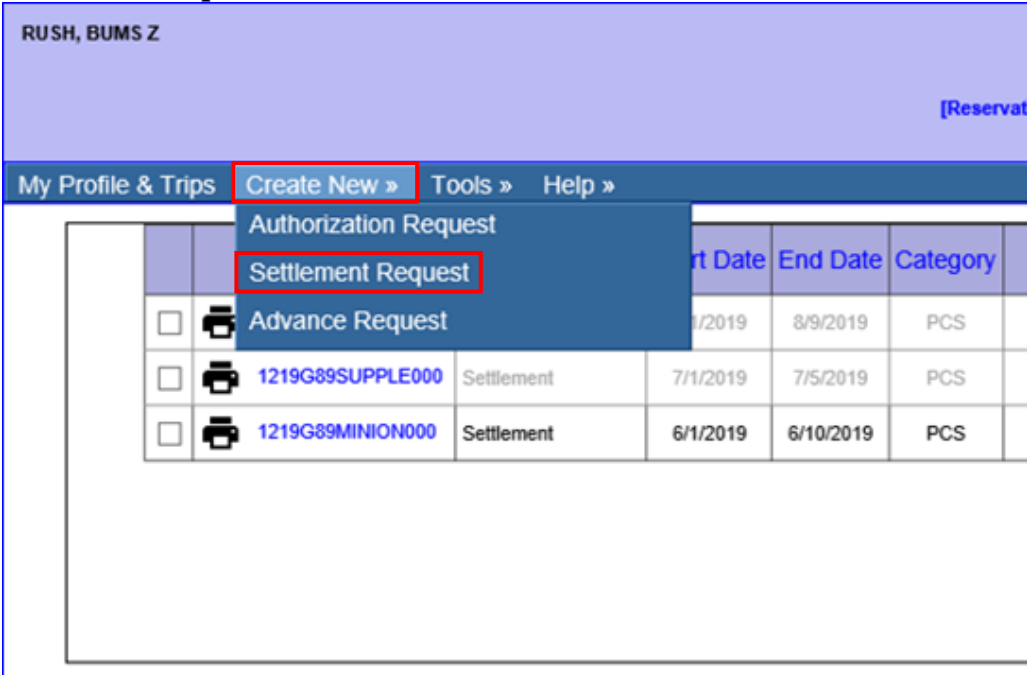
PCS Supplemental Settlement

Introduction This guide provides the procedures for submitting a PCS Supplemental Settlement in TPAX.

Before you Begin After completing a supplemental settlement, you will be required to attach the original scanned document file and any new required receipts. It is recommended **BEFORE YOU BEGIN** the settlement, to complete the required scanned file to attach to the claim, before forwarding to the AO for approval.

Note from PPC (TVL): The reason to attach what was already done is because TPAX does not group claims together and our techs would have to log into TPAX to pull the documents from the previous claim which would cause delays in processing not only for your claim, but for all the claims in the queue. Help us help you and our shipmates.

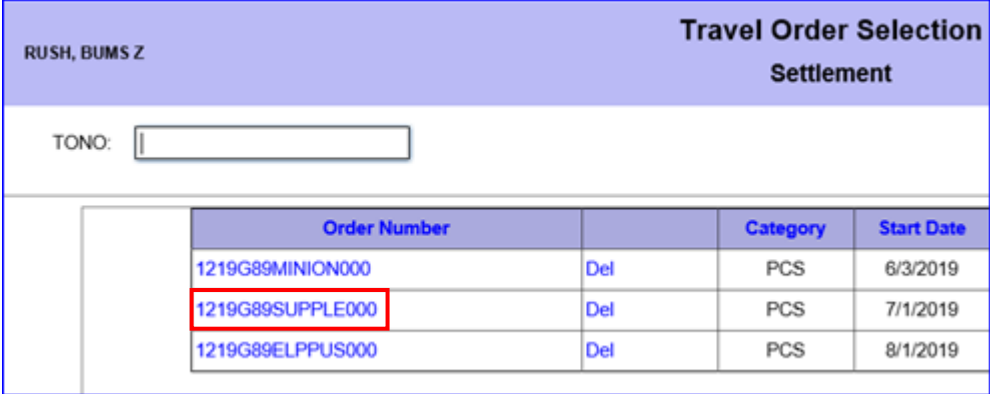
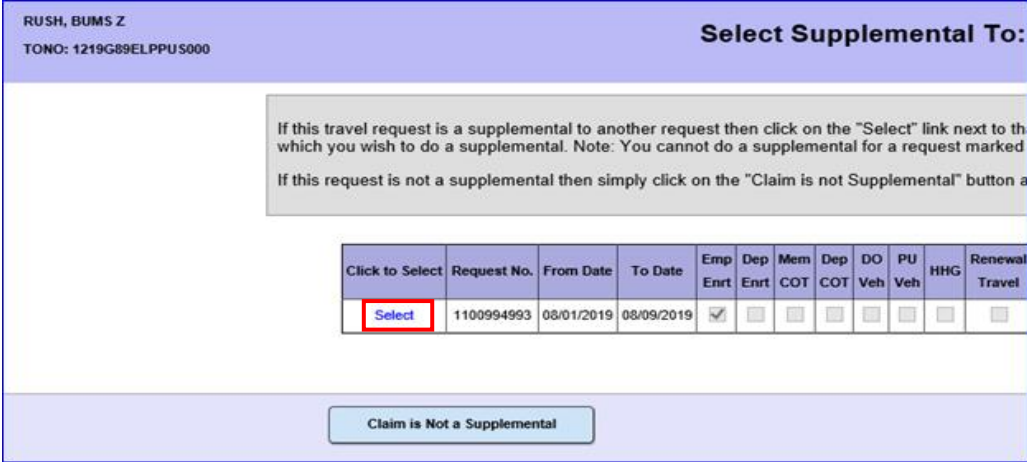
Procedures See below.

Step	Action												
1	<p>After logging into TPAX, click the Create New drop-down and select Settlement Request.</p>  <p>The screenshot shows the TPAX user interface. At the top, there is a navigation bar with 'My Profile & Trips', 'Create New', 'Tools', and 'Help'. The 'Create New' dropdown menu is open, showing options: 'Authorization Request', 'Settlement Request' (highlighted with a red box), and 'Advance Request'. Below the dropdown, a table is visible with columns for 'Start Date', 'End Date', and 'Category'. The table contains two rows of data:</p> <table border="1" data-bbox="480 1346 1369 1581"> <thead> <tr> <th></th> <th>Start Date</th> <th>End Date</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1219G89SUPPLE000</td> <td>7/1/2019</td> <td>7/5/2019</td> <td>PCS</td> </tr> <tr> <td><input type="checkbox"/> 1219G89MINION000</td> <td>6/1/2019</td> <td>6/10/2019</td> <td>PCS</td> </tr> </tbody> </table>		Start Date	End Date	Category	<input type="checkbox"/> 1219G89SUPPLE000	7/1/2019	7/5/2019	PCS	<input type="checkbox"/> 1219G89MINION000	6/1/2019	6/10/2019	PCS
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PCS Supplemental Settlement, Continued

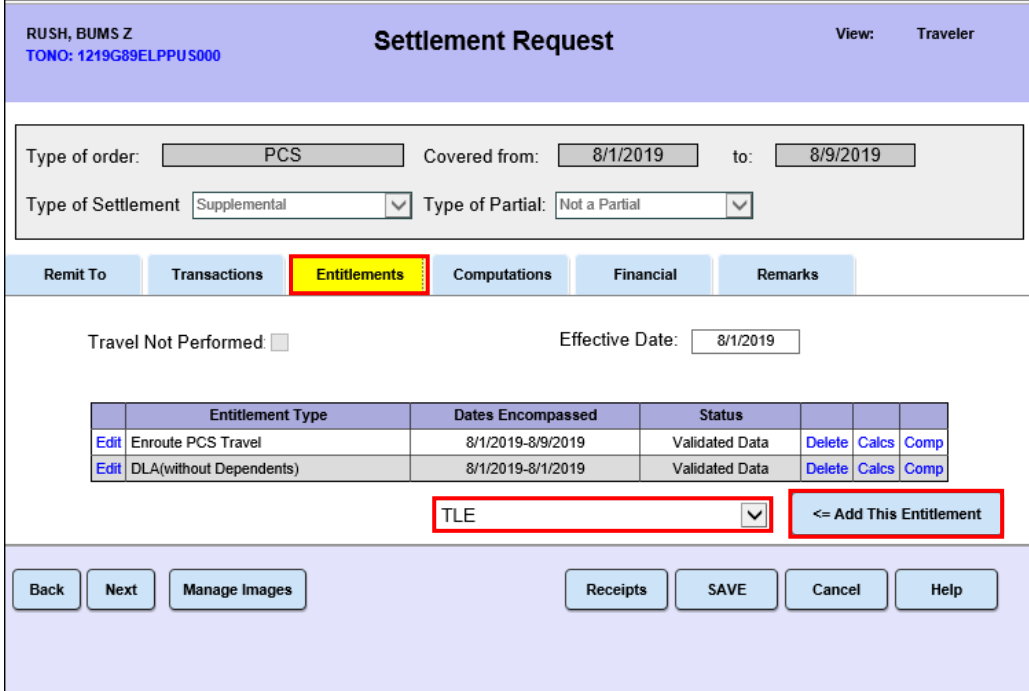
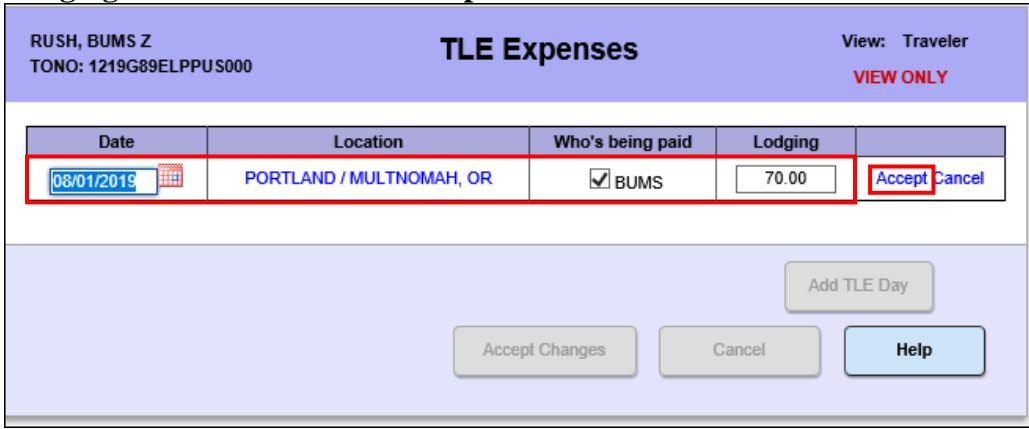
Procedures,
continued

Step	Action																								
2	<p>The Travel Order Selection screen will display with a list of all previously entered orders. To enter a Supplemental Settlement, click on the Travel Order Number (TONO) link for the applicable settlement.</p>  <table border="1" data-bbox="526 801 1332 969"> <thead> <tr> <th>Order Number</th> <th>Del</th> <th>Category</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>1219G89MINION000</td> <td>Del</td> <td>PCS</td> <td>6/3/2019</td> </tr> <tr> <td>1219G89SUPPLE000</td> <td>Del</td> <td>PCS</td> <td>7/1/2019</td> </tr> <tr> <td>1219G89ELPPUS000</td> <td>Del</td> <td>PCS</td> <td>8/1/2019</td> </tr> </tbody> </table>	Order Number	Del	Category	Start Date	1219G89MINION000	Del	PCS	6/3/2019	1219G89SUPPLE000	Del	PCS	7/1/2019	1219G89ELPPUS000	Del	PCS	8/1/2019								
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3	<p>Click on Select to make a supplemental claim against the TONO.</p>  <table border="1" data-bbox="678 1317 1369 1406"> <thead> <tr> <th>Click to Select</th> <th>Request No.</th> <th>From Date</th> <th>To Date</th> <th>Emp Enrt</th> <th>Dep Enrt</th> <th>Mem COT</th> <th>Dep COT</th> <th>DO Veh</th> <th>PU Veh</th> <th>HHG</th> <th>Renewal Travel</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>1100994993</td> <td>08/01/2019</td> <td>08/09/2019</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Click to Select	Request No.	From Date	To Date	Emp Enrt	Dep Enrt	Mem COT	Dep COT	DO Veh	PU Veh	HHG	Renewal Travel	Select	1100994993	08/01/2019	08/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PCS Supplemental Settlement, Continued

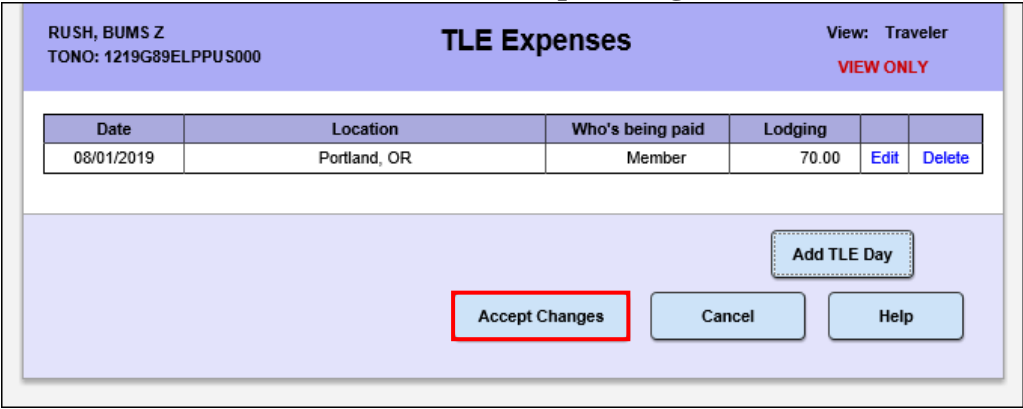
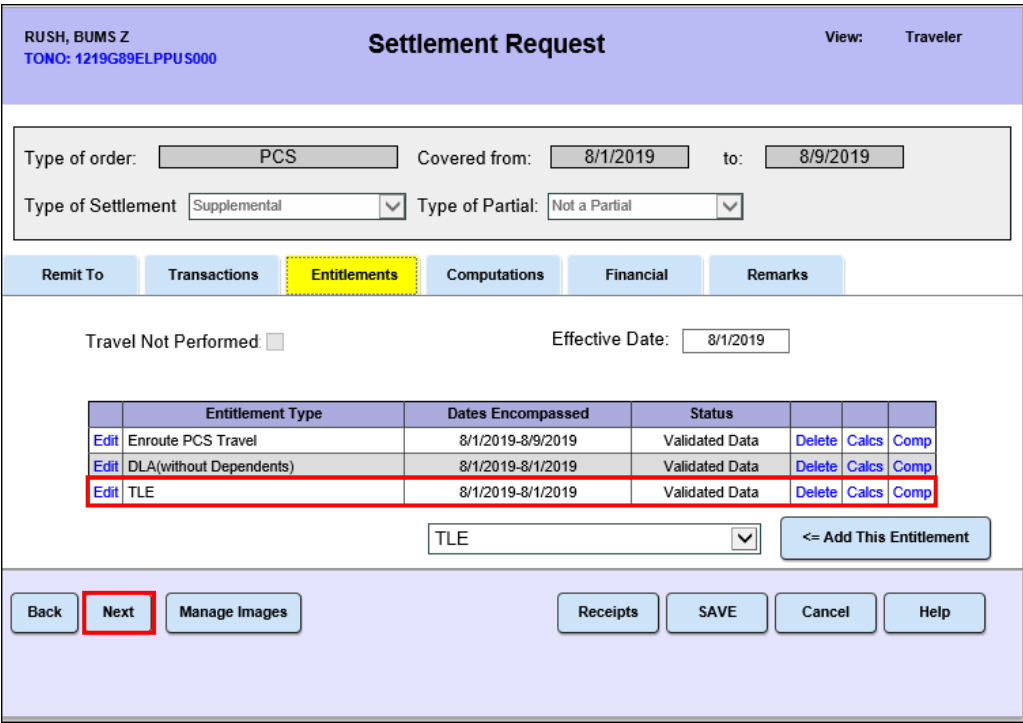
Procedures,
continued

Step	Action
<p>4</p>	<p>Go to the Entitlements tab. In this example, the member is adding TLE. Select TLE from the drop-down, then click the Add This Entitlement button.</p>  <p>Note: There is no need to delete any entitlement in a supplemental unless specifically trying to remove that particular entitlement. For supplemental claims, only add additional entitlements that were not present in the previous settlement.</p>
<p>5</p>	<p>Enter the Date, Location, check the Who's being paid for TLE and input the Lodging Amount. Then click Accept.</p> 

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PCS Supplemental Settlement, Continued

Procedures,
continued

Step	Action
6	<p>Once finished with the TLE tab, click Accept Changes.</p> 
7	<p>The TLE will now be reflected in the Entitlements tab. Click Next.</p> 

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PCS Supplemental Settlement, Continued

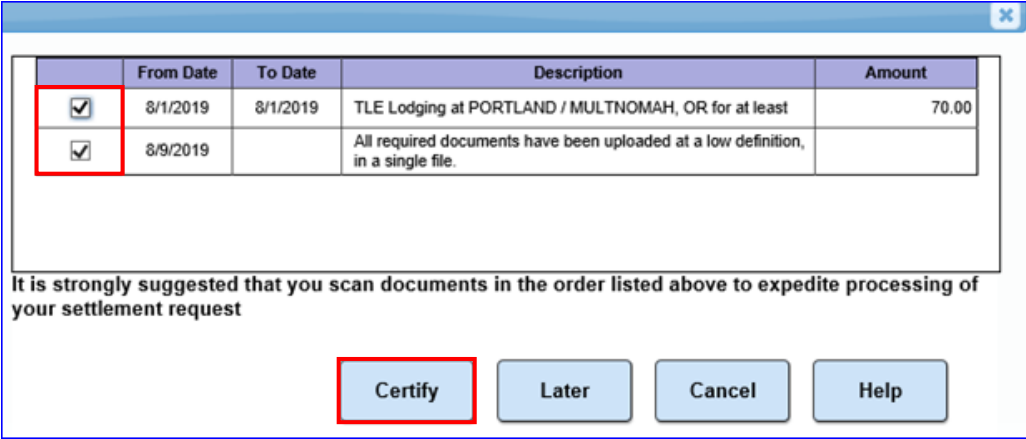
Procedures,
continued

Step	Action																		
<p>8</p>	<p>The TLE will also display on the Computations tab. Click Next.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89ELPPUS000</p> <p style="text-align: center;">Settlement Request</p> <p style="text-align: right;">View: Traveler</p> <hr/> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="8/1/2019"/> to: <input type="text" value="8/9/2019"/></p> <p>Type of Settlement: <input type="text" value="Supplemental"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <hr/> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 20%;">Total</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">894.00</td> <td>Total Entitlement <input type="text" value="2,999.03"/></td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">409.20</td> <td>Deductions <input type="text" value="0.00"/></td> </tr> <tr> <td>DLA</td> <td style="text-align: right;">1,582.93</td> <td>Partial Payments <input type="text" value="2,885.53"/></td> </tr> <tr style="border: 2px solid red;"> <td style="border: 1px solid red;">TLE</td> <td style="text-align: right; border: 1px solid red;">112.90</td> <td>Amount Payable <input type="text" value="113.50"/></td> </tr> <tr> <td></td> <td></td> <td>Advances <input type="text" value="0.00"/></td> </tr> </tbody> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <p style="text-align: right;">Due Employee <input type="text" value="113.50"/> Split Payment <input type="text" value="0.00"/> Computed Split <input type="text" value="0.00"/></p> <p style="text-align: right; color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p> <p style="text-align: center; color: red; font-size: small;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> <hr/> <p>Back Next Manage Images Receipts SAVE Cancel Help</p> </div>	Description	Total		Memb/Emp PCS Per Diem	894.00	Total Entitlement <input type="text" value="2,999.03"/>	Memb/Emp MALT	409.20	Deductions <input type="text" value="0.00"/>	DLA	1,582.93	Partial Payments <input type="text" value="2,885.53"/>	TLE	112.90	Amount Payable <input type="text" value="113.50"/>			Advances <input type="text" value="0.00"/>
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<p>9</p>	<p>Verify the amount and the accounting string. If correct, click Save.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RUSH, BUMS Z TONO: 1219G89ELPPUS000</p> <p style="text-align: center;">Settlement Request</p> <p style="text-align: right;">View: Traveler</p> <hr/> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="8/1/2019"/> to: <input type="text" value="8/9/2019"/></p> <p>Type of Settlement: <input type="text" value="Supplemental"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <hr/> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Db/Cr</th> <th style="width: 70%;">Classification String</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="border: 1px solid red;">Db</td> <td style="border: 1px solid red;">1219G89ELPPUS000 2 P 901 123 56 0 BA 64132 2151</td> <td style="text-align: right; border: 1px solid red;">113.50</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><input type="button" value="Add / Modify Accounting"/></p> <hr/> <p>Back Next Manage Images Receipts SAVE Cancel Help</p> </div>	Db/Cr	Classification String	Amount	Db	1219G89ELPPUS000 2 P 901 123 56 0 BA 64132 2151	113.50												
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PCS Supplemental Settlement, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Check the boxes and click Certify to certify the entitlements added to the supplemental claim.</p>  <p>It is strongly suggested that you scan documents in the order listed above to expedite processing of your settlement request</p>
<p>11</p>	<p>The Supplemental Settlement is now complete and listed with the original Settlement. If all the scanned documents have been attached to the claim, it can be forwarded to the AO for approval.</p>