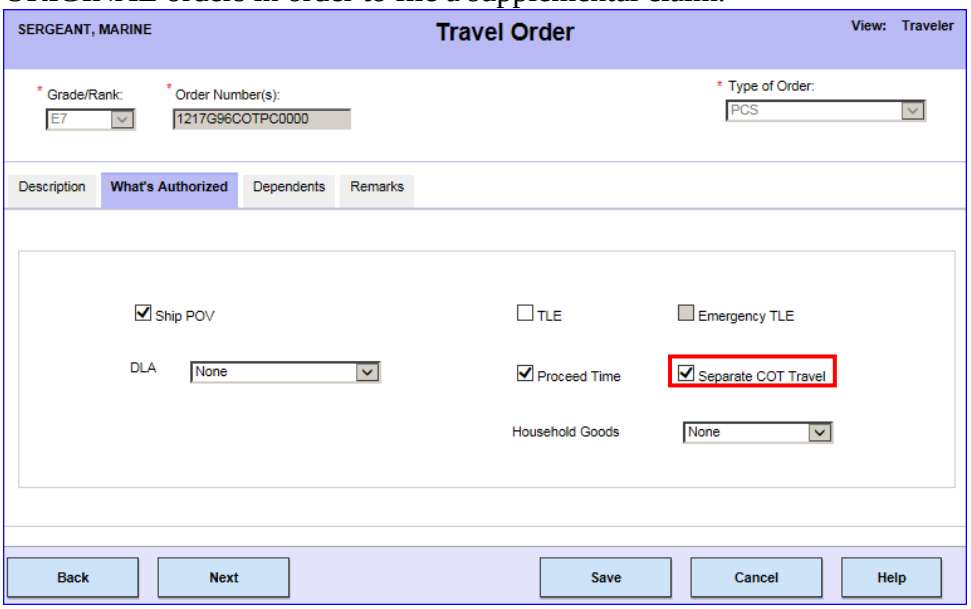
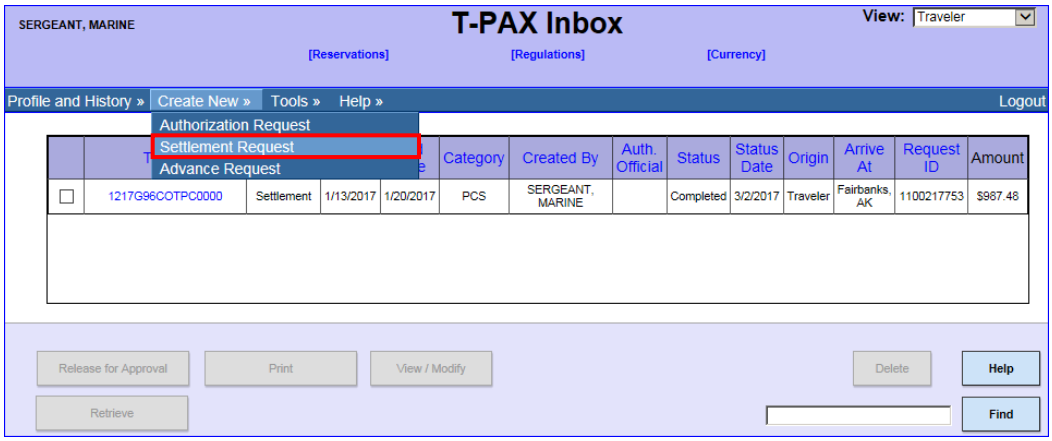
Consecutive Overseas Tour (COT) Supplemental Claim

Introduction This guide provides the procedures for filing a supplemental claim for an approved consecutive overseas tour trip.

Important You must have the box for **Separate COT Travel** checked on the ORIGINAL orders in order to file a supplemental claim.



Procedures See below.

Step	Action
1	After logging into TPAX, select **Settlement Request** from the Create New drop-down. 

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Consecutive Overseas Tour (COT) Supplemental Claim,
Continued

Procedures,
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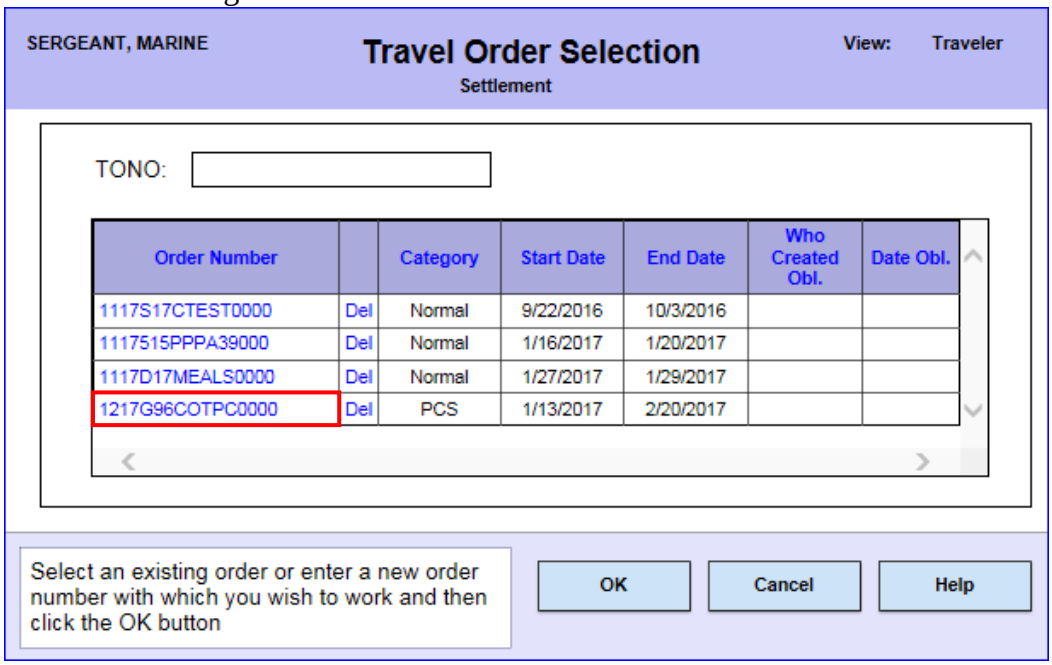
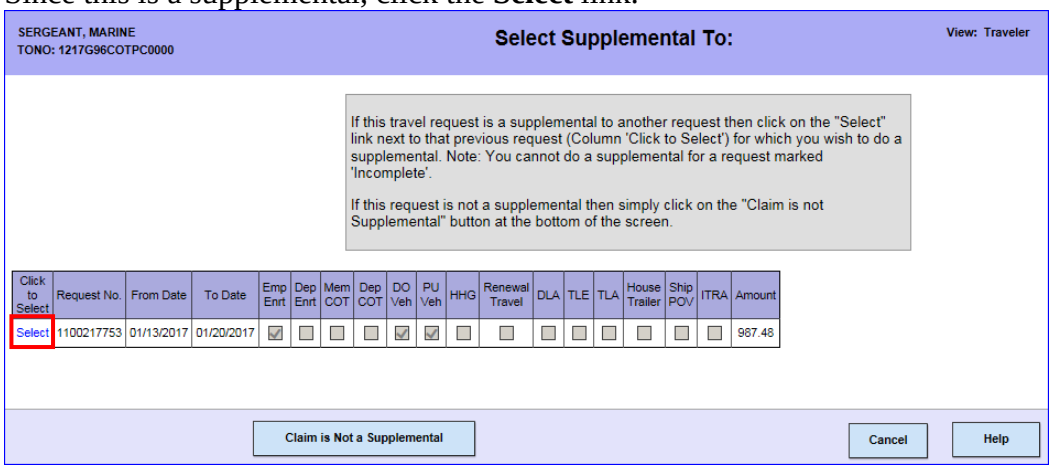
Step	Action
2	Select the existing PCS **Order Number** link. 
3	Since this is a supplemental, click the **Select** link. 

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Procedures,
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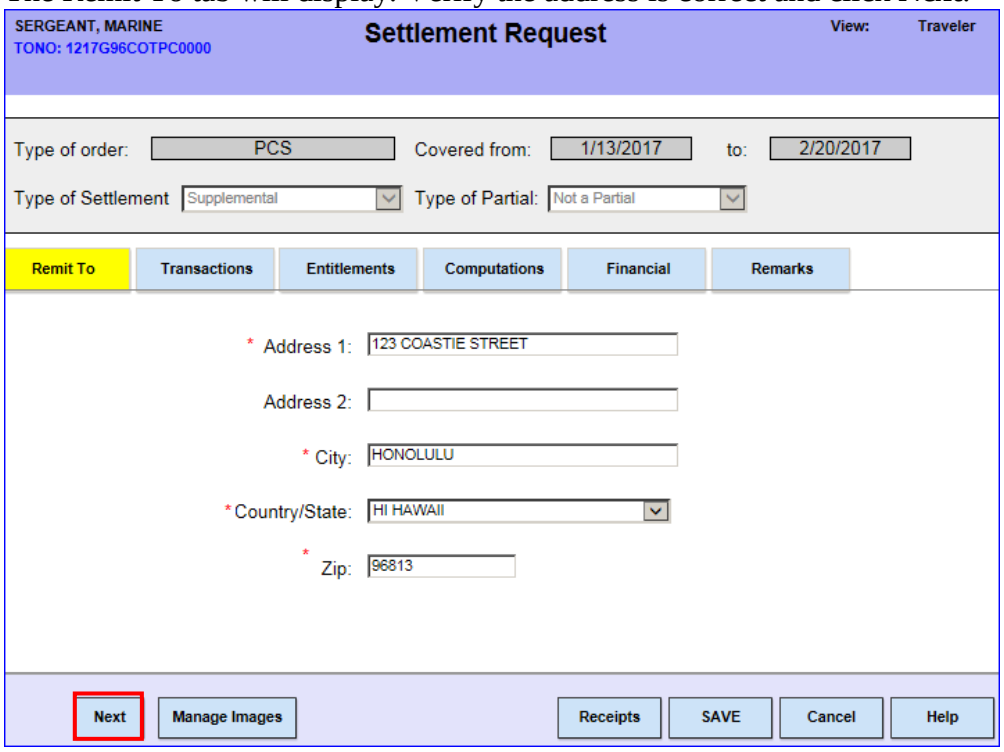
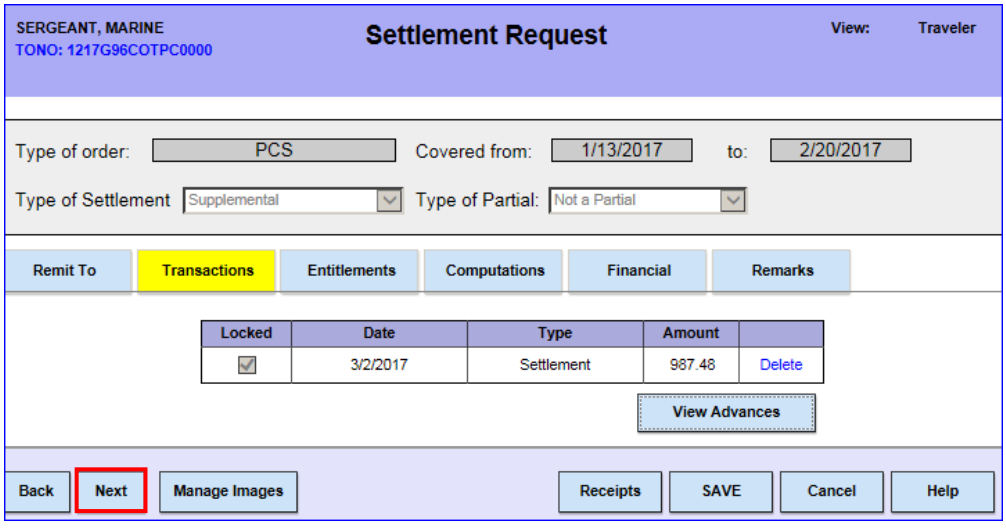
Step	Action
4	The Remit To tab will display. Verify the address is correct and click **Next**. 
5	The Transactions tab will display. If an Advance on the original claim was taken, it will be listed here. Click **Next**. 

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Procedures,
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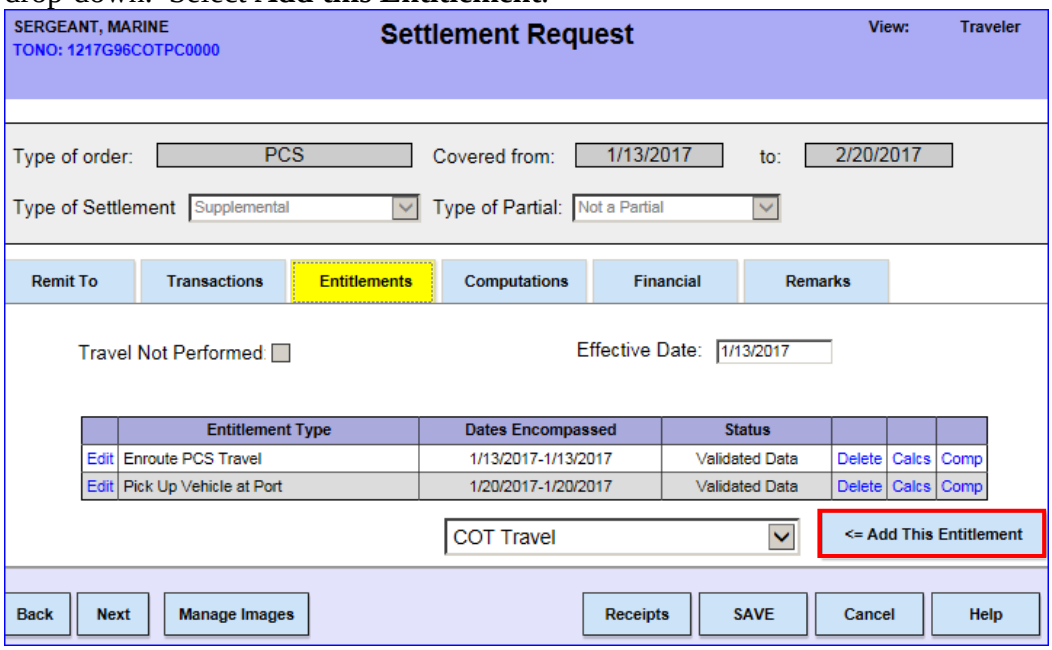
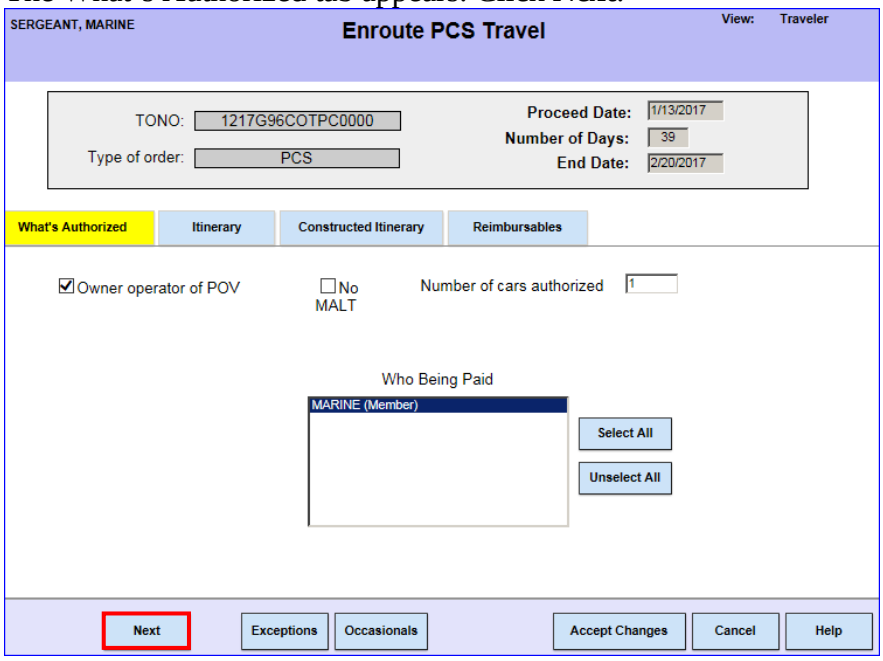
Step	Action
6	The Entitlements tab will display and COT Travel should be displayed in the drop-down. Select **Add this Entitlement**. 
7	The What's Authorized tab appears. Click **Next**. 

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Procedures,
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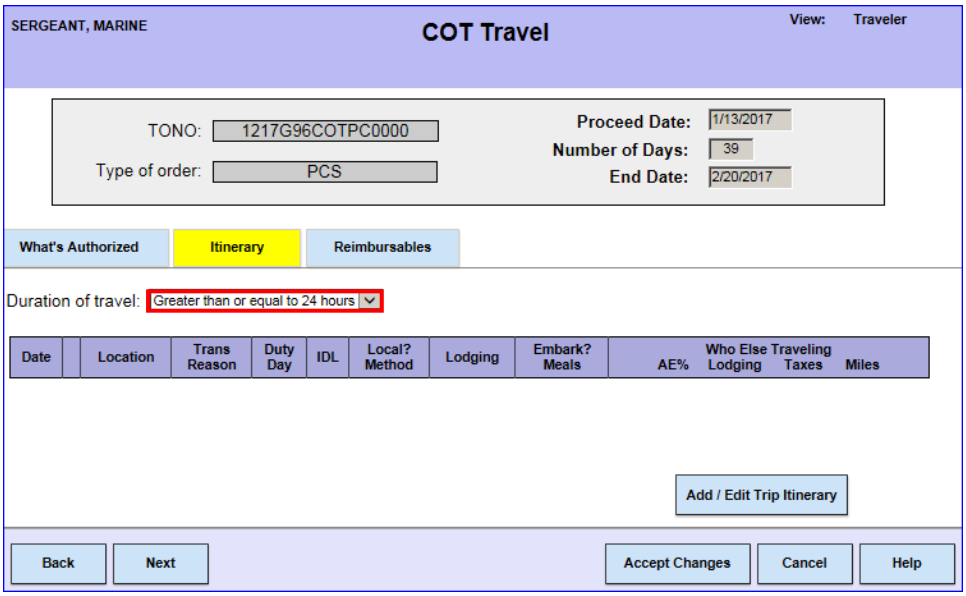
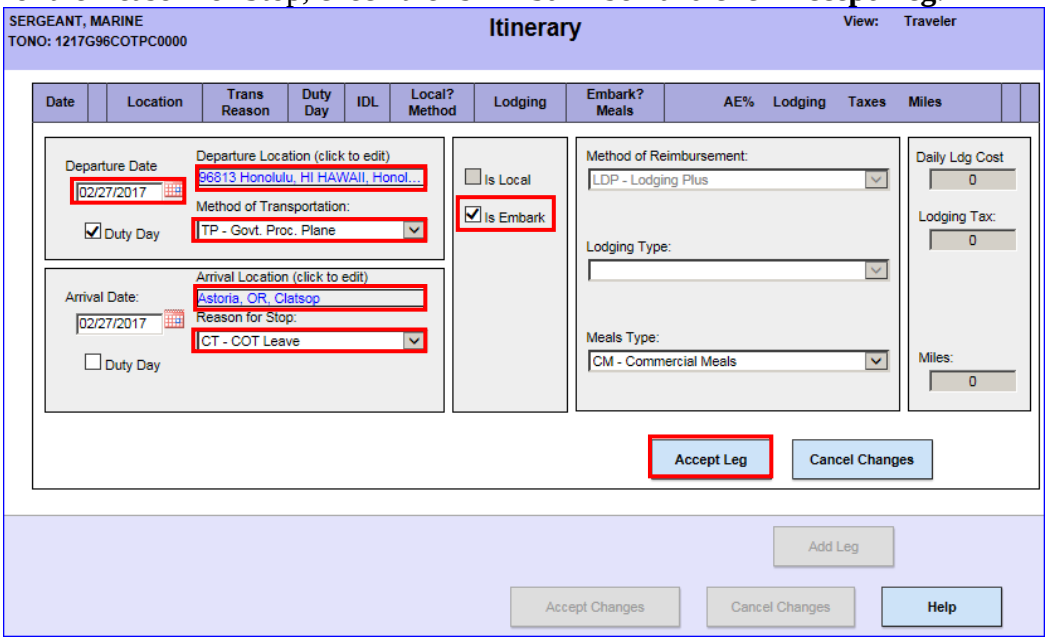
Step	Action
8	Select **Greater than or equal to 24 hours** from the Duration of travel drop-down. 
9	Enter the **Departure Date** and **Location** using **TP – Govt. Proc. Plane** for the Method of Transportation. Enter the **Arrival Location** using **CT – COT Leave** for the Reason for Stop, check the **Is Embark** box and click **Accept Leg**. 

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Consecutive Overseas Tour (COT) Supplemental Claim,
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Procedures,
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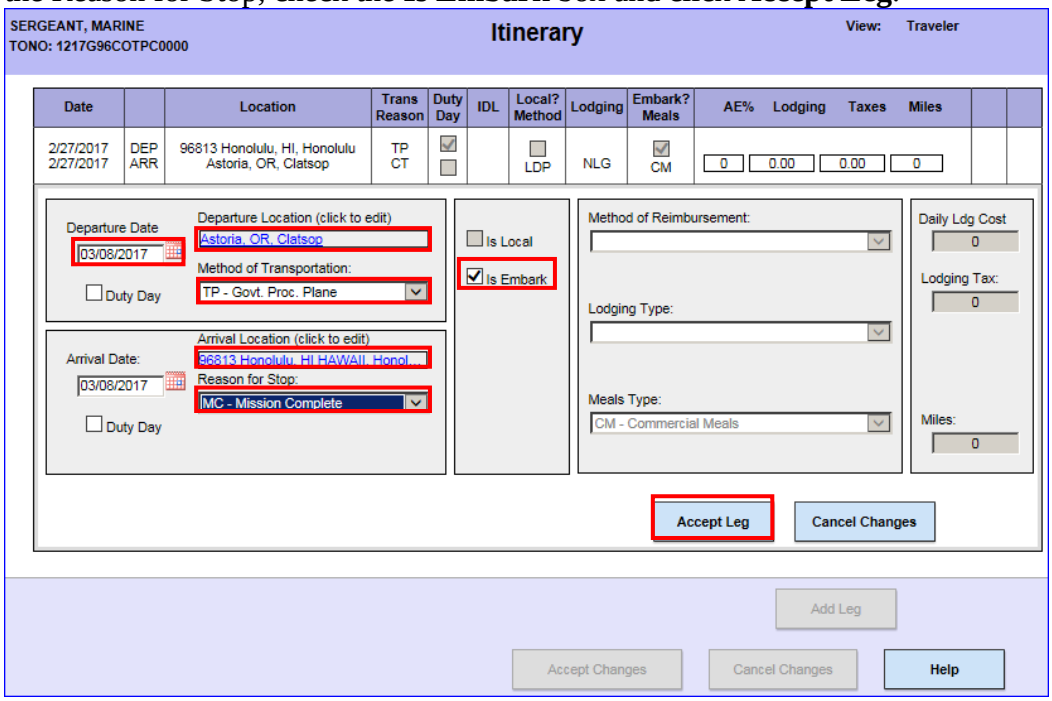
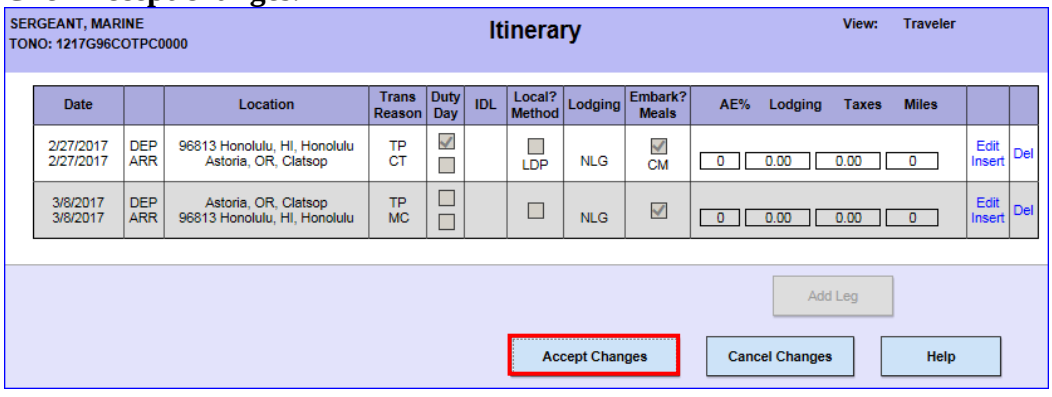
Step	Action
10	Enter in the returning **Departure Date** and **Location** selecting **TP – Govt. Proc. Plane** again. Enter the **Arrival Location** selecting **MC – Mission Complete** for the Reason for Stop, check the **Is Embark** box and click **Accept Leg**. 
11	Click **Accept changes**. 

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Procedures,
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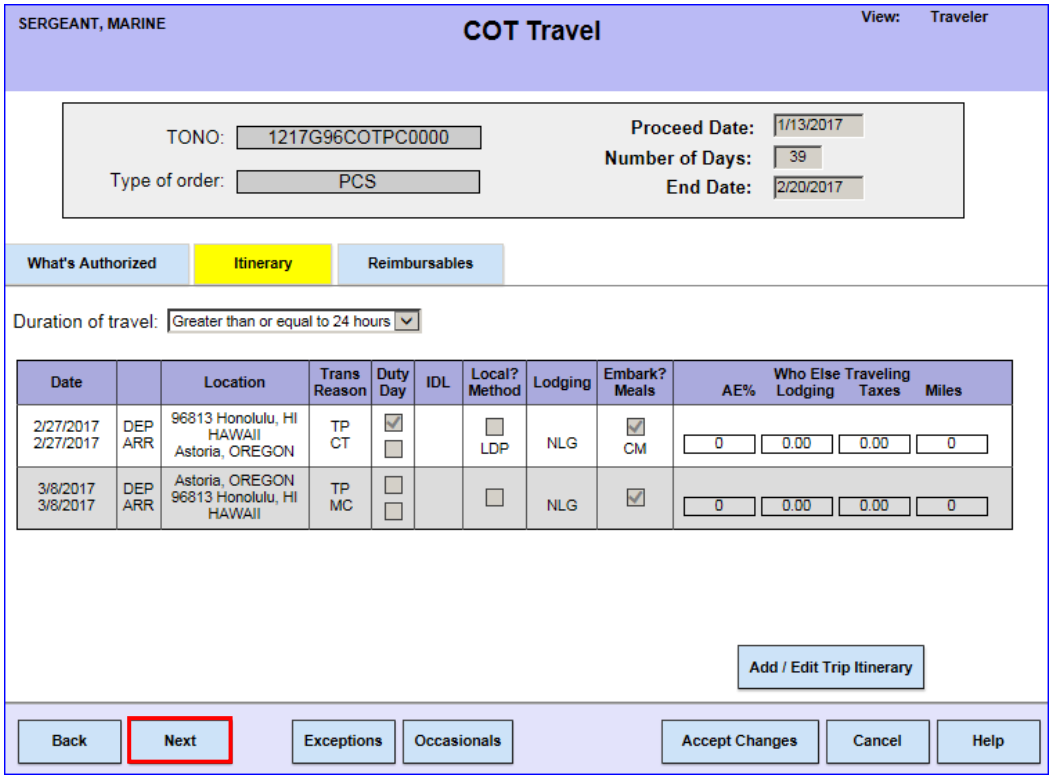
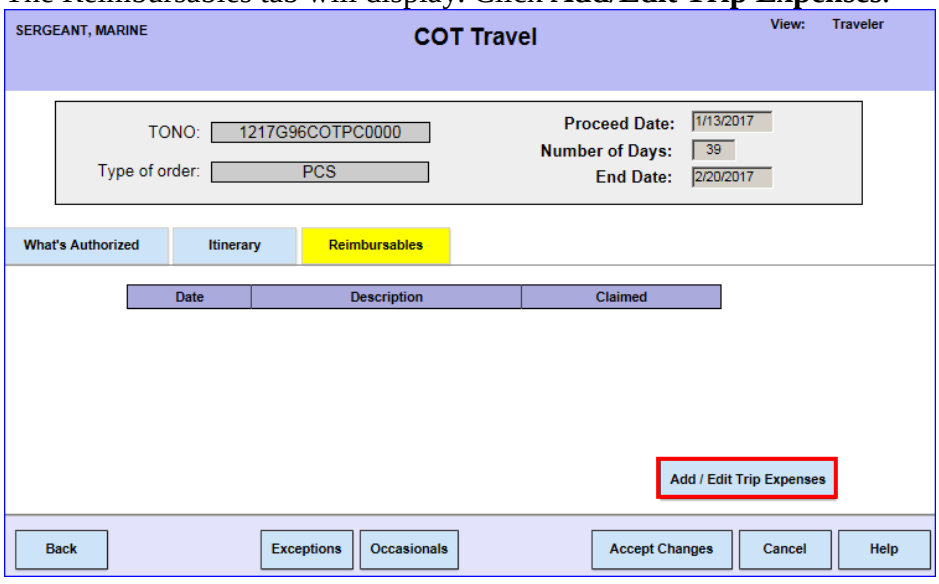
Step	Action
12	Click **Next**. 
13	The Reimbursables tab will display. Click **Add/Edit Trip Expenses**. 

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Consecutive Overseas Tour (COT) Supplemental Claim,
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Procedures,
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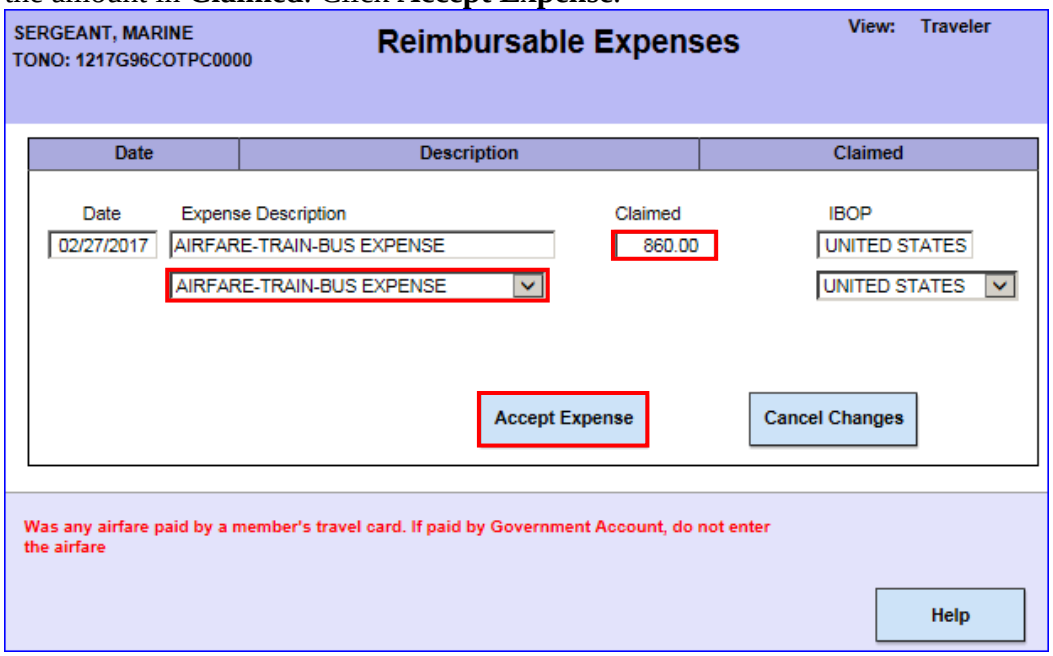
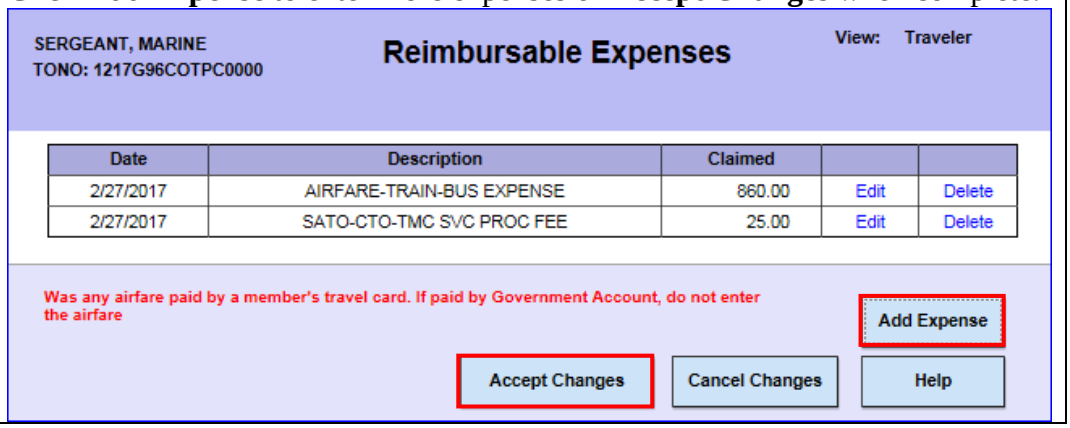
Step	Action
14	Select approved expenses from the **Expense Description** drop-down and enter the amount in **Claimed**. Click **Accept Expense**. 
15	Click **Add Expense** to enter more expenses or **Accept Changes** when complete. 

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Procedures,
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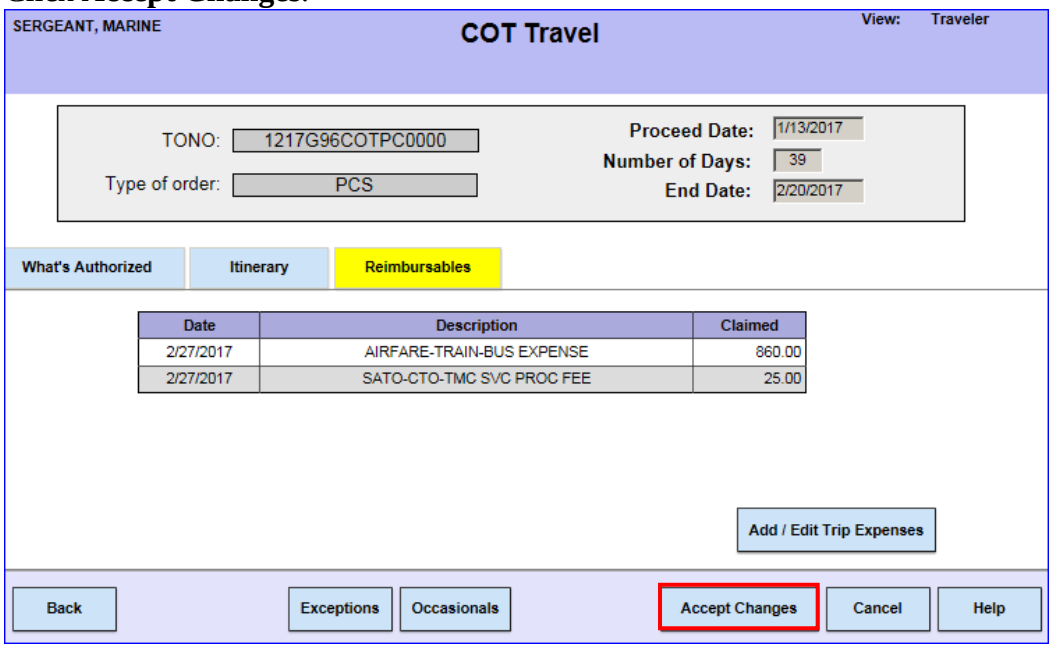
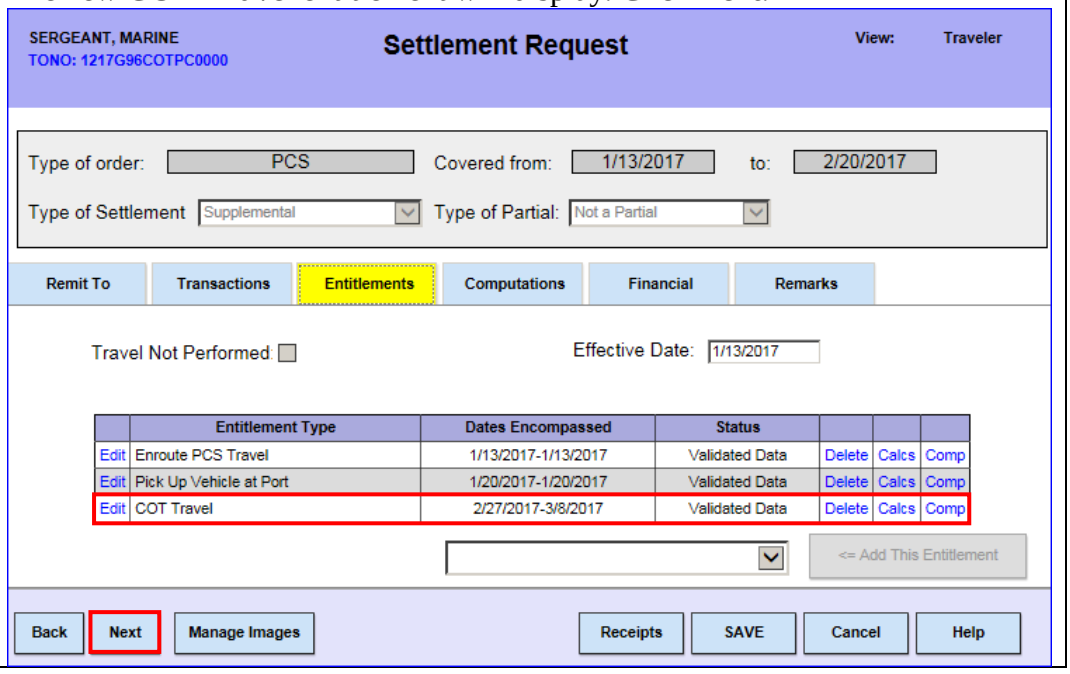
Step	Action
16	Click **Accept Changes**. 
17	The new **COT Travel** entitlement will display. Click **Next**. 

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Procedures,
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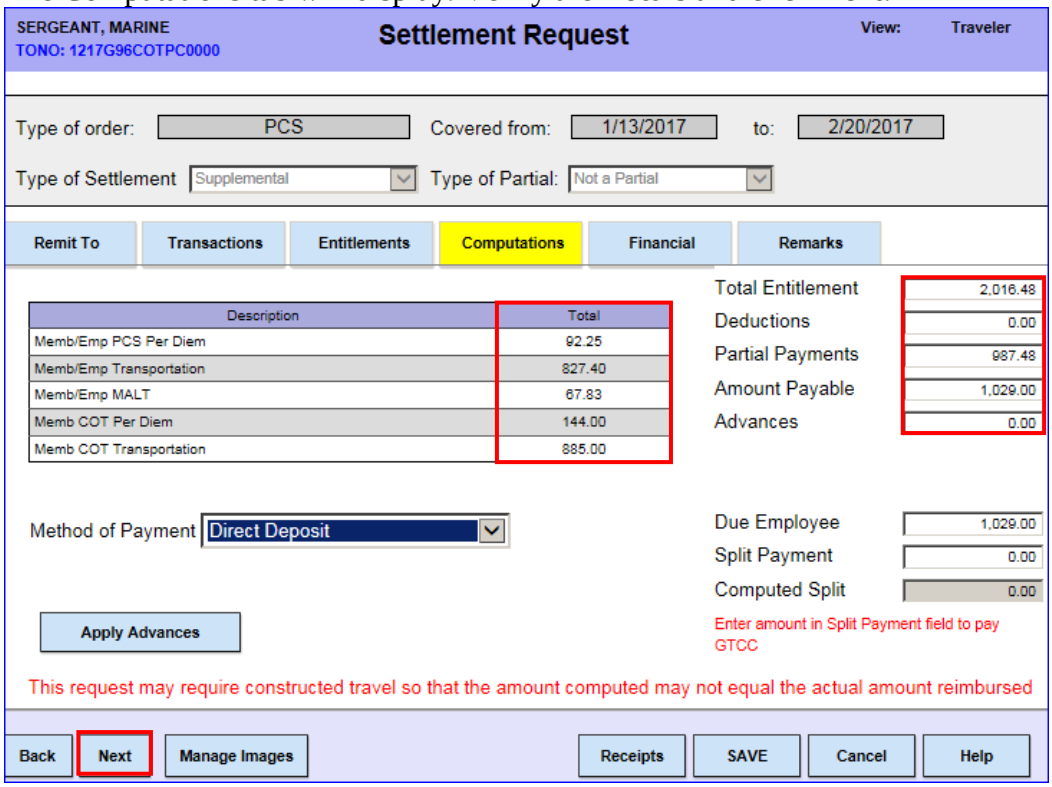
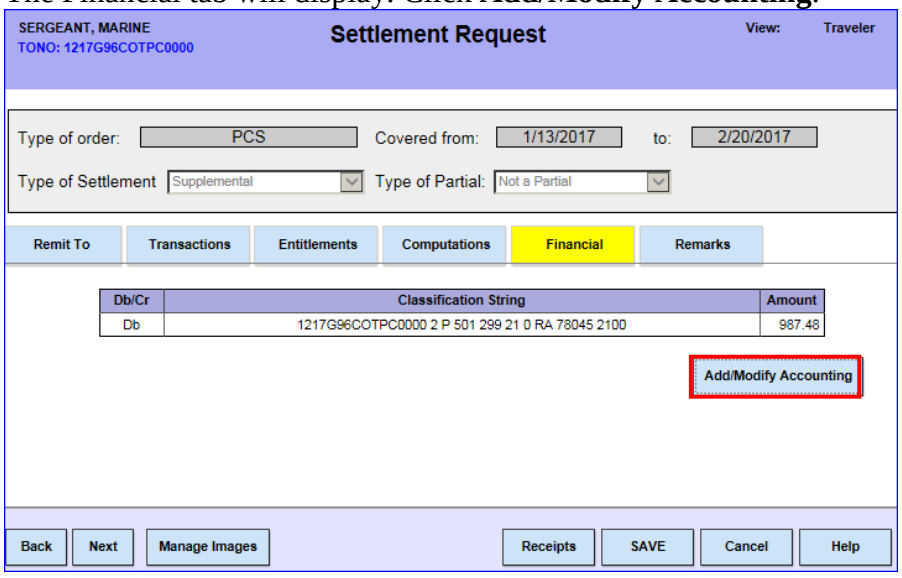
Step	Action
18	The Computations tab will display. Verify the **Totals** and click **Next**. 
19	The Financial tab will display. Click **Add/Modify Accounting**. 

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Procedures,
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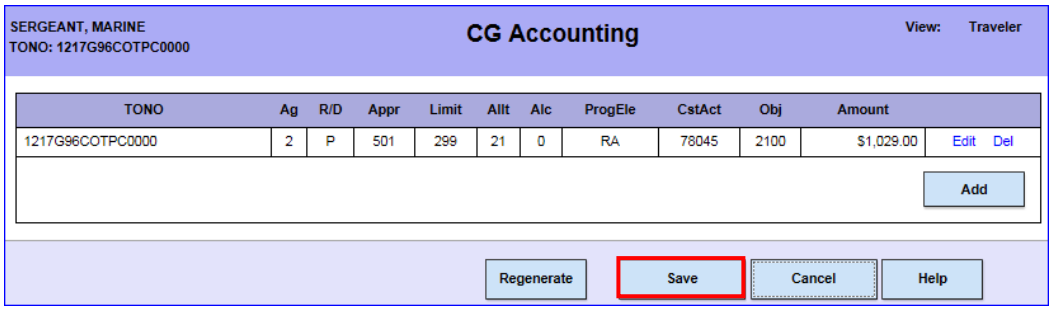
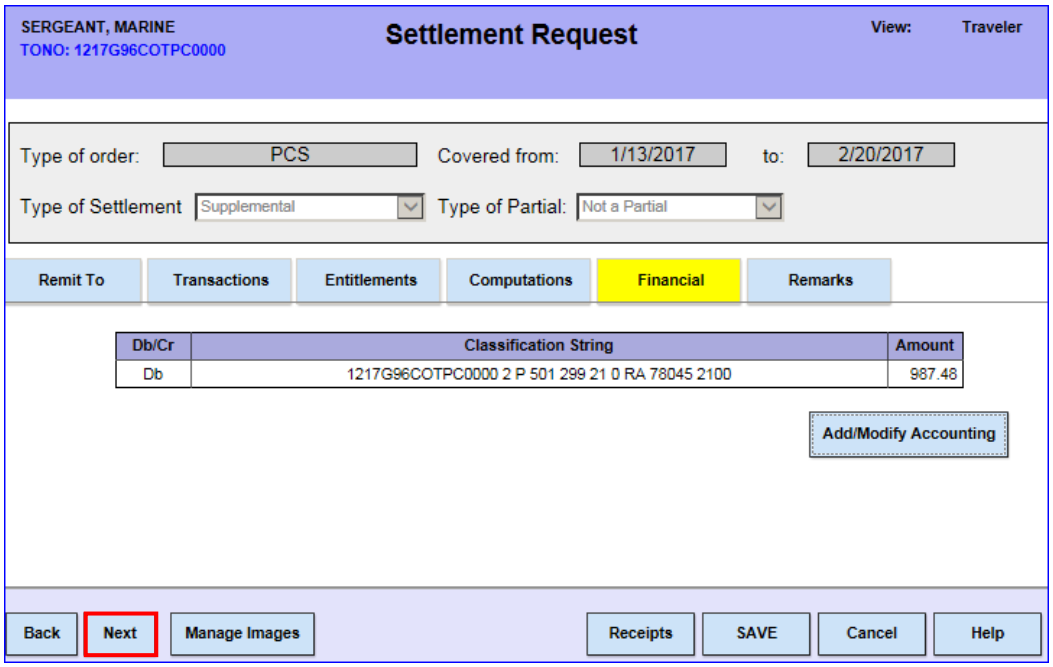
Step	Action
20	Click **Save**. 
21	Click **Next**. 

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Procedures,
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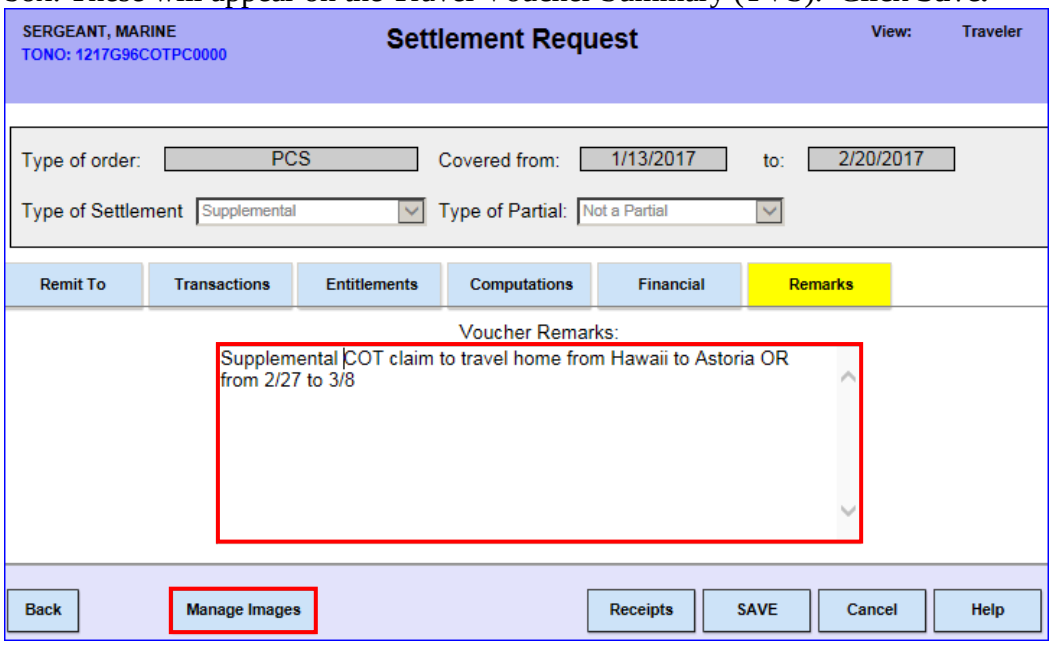
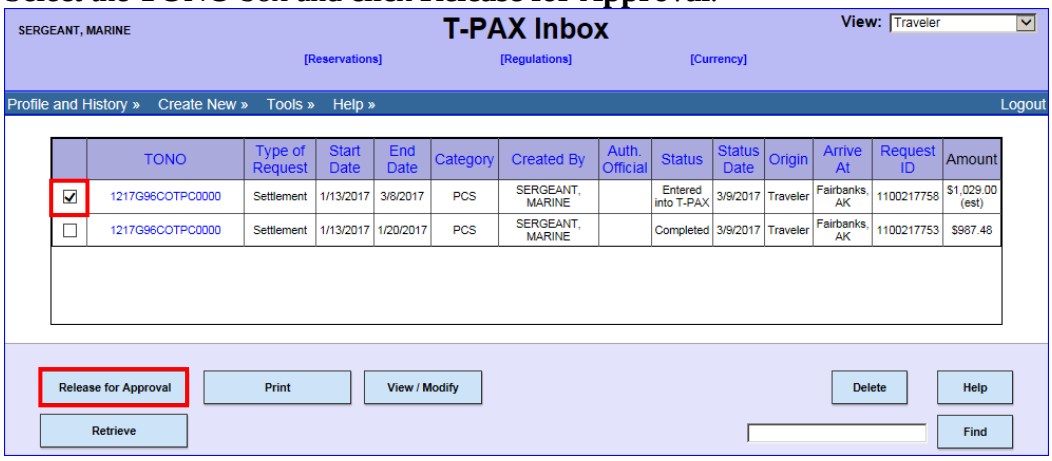
Step	Action
22	If not completed already, click **Manage Images** to upload a PDF of receipts and orders for this claim. Enter any significant remarks in the **Voucher Remarks** box. These will appear on the Travel Voucher Summary (TVS). Click **Save.** 
23	Select the **TONO** box and click **Release for Approval**. 

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Consecutive Overseas Tour (COT) Supplemental Claim,
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Procedures,
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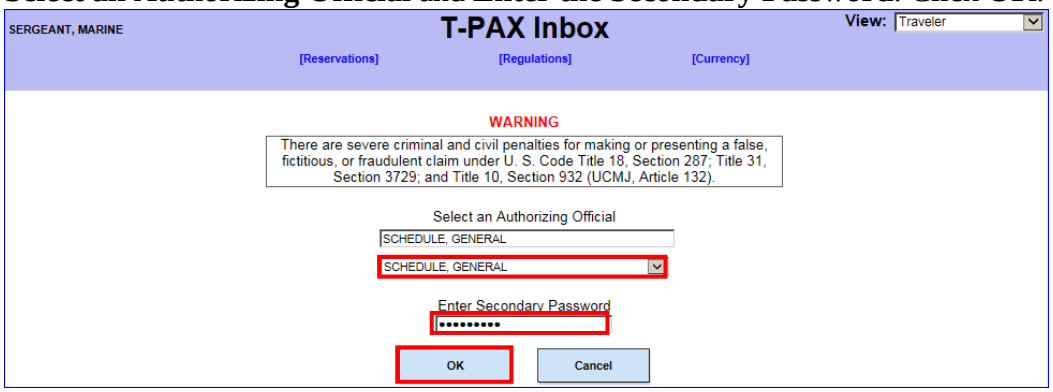
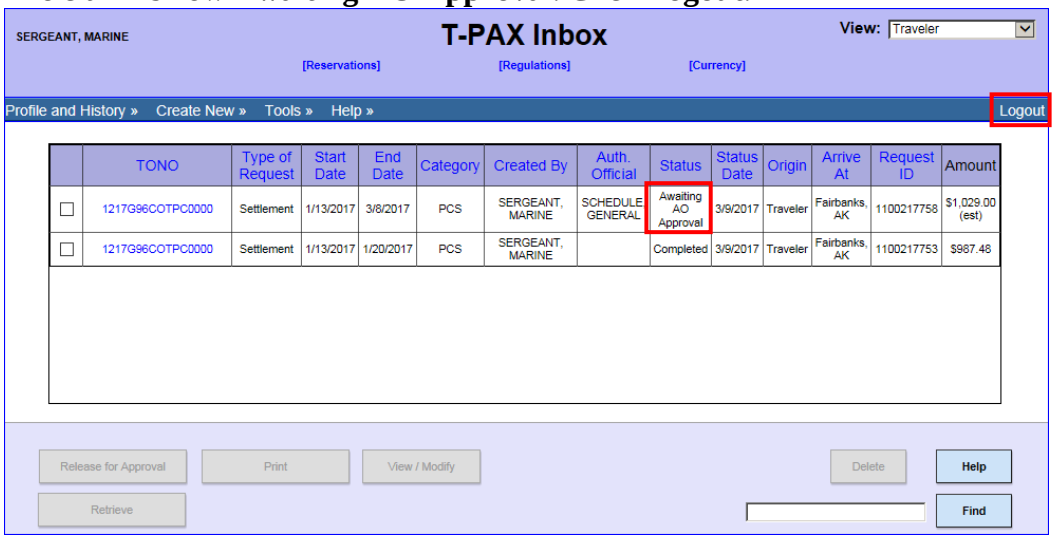
Step	Action
24	**Select an Authorizing Official** and **Enter the Secondary Password**. Click **OK**. 
25	The claim is now **Awaiting AO Approval**. Click **Logout**.