

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.

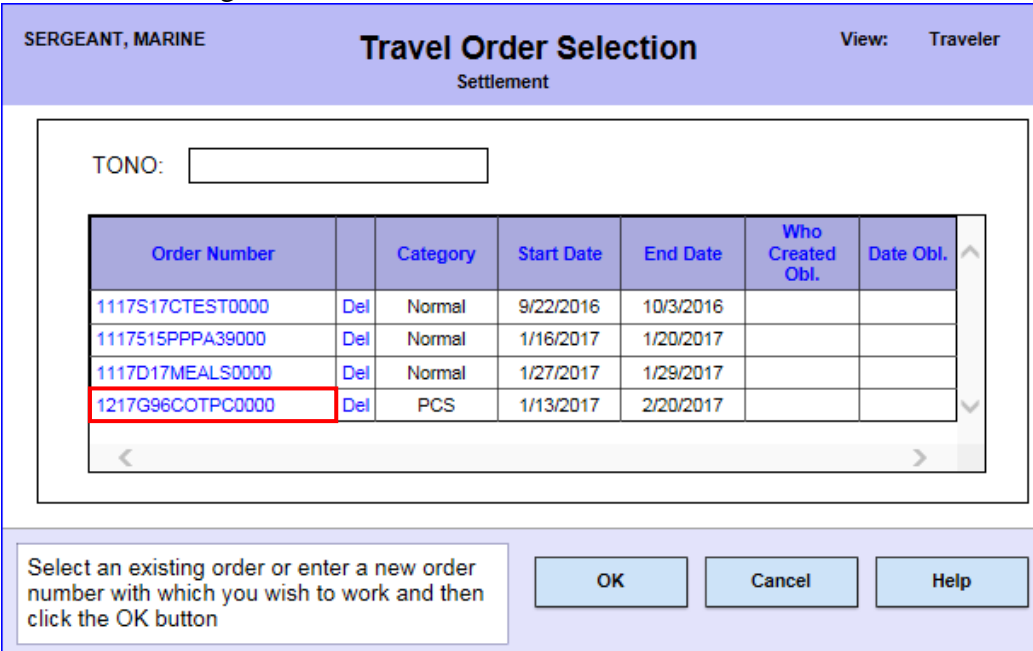
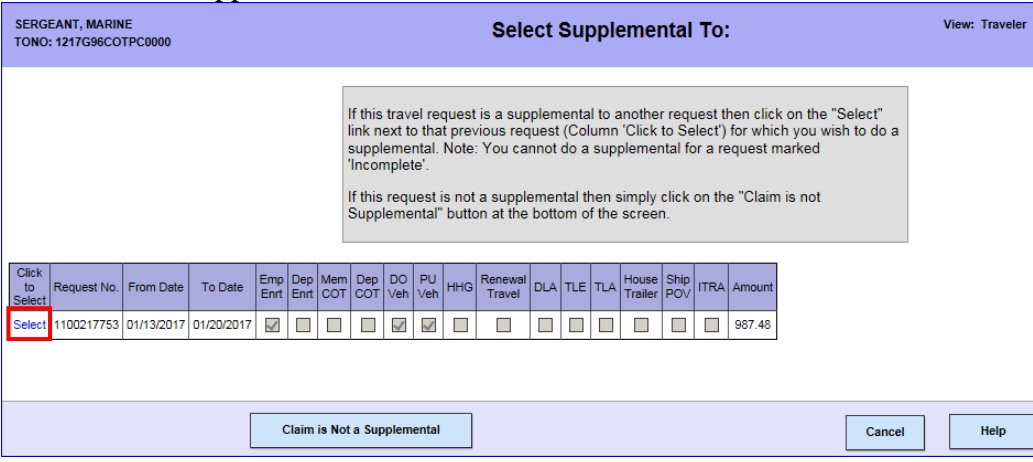
Procedures See below.

Step	Action																							
1	<p>After logging into TPAX, select Settlement Request from the Create New drop-down.</p> <table border="1" data-bbox="368 1554 1358 1720"> <thead> <tr> <th></th> <th>Category</th> <th>Created By</th> <th>Auth. Official</th> <th>Status</th> <th>Status Date</th> <th>Origin</th> <th>Arrive At</th> <th>Request ID</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1217G96COTPC0000</td> <td>Settlement</td> <td>1/13/2017</td> <td>1/20/2017</td> <td>PCS</td> <td>SERGEANT, MARINE</td> <td>Completed</td> <td>3/2/2017</td> <td>Traveler</td> <td>Fairbanks, AK</td> <td>1100217753</td> <td>\$987.48</td> </tr> </tbody> </table>		Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input type="checkbox"/>	1217G96COTPC0000	Settlement	1/13/2017	1/20/2017	PCS	SERGEANT, MARINE	Completed	3/2/2017	Traveler	Fairbanks, AK	1100217753	\$987.48
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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

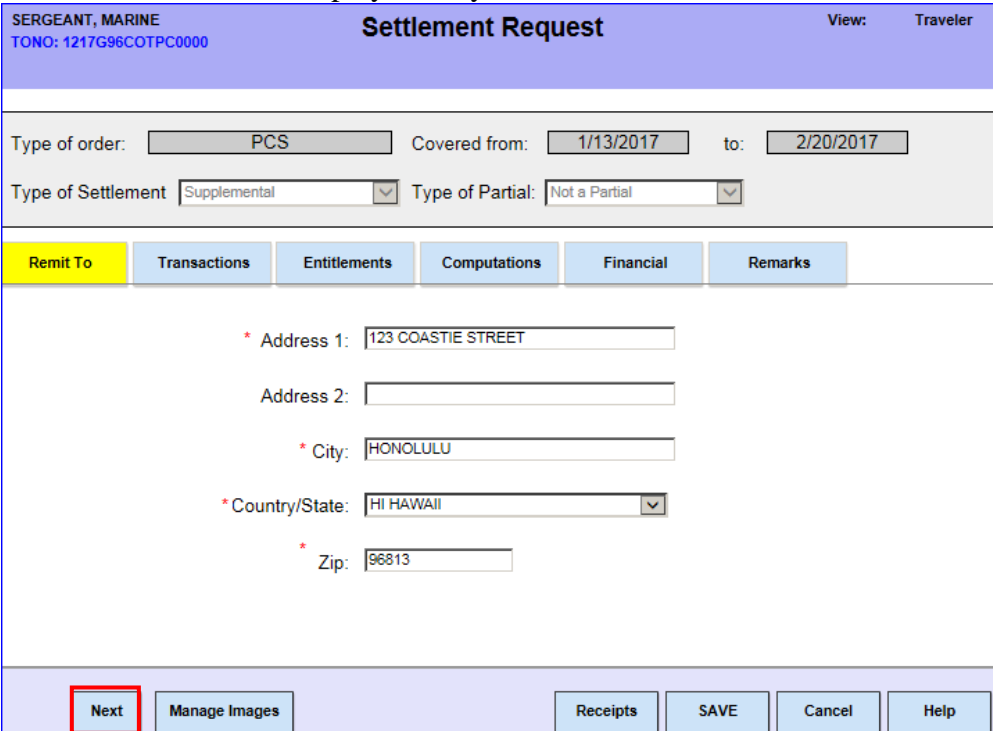
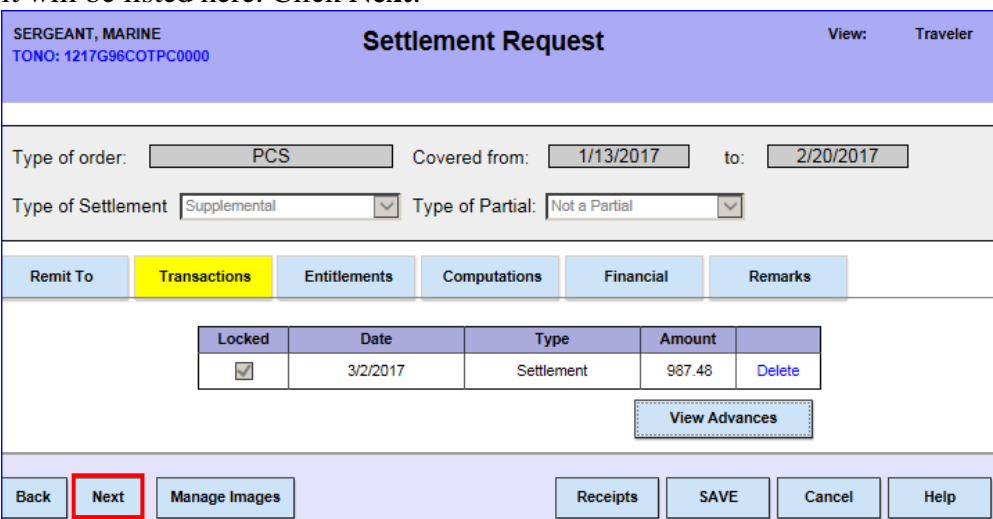
Procedures,
continued

Step	Action
2	<p>Select the existing PCS Order Number link.</p>  <p>Screenshot of the "Travel Order Selection" screen. The header shows "SERGEANT, MARINE" and "View: Traveler". Below the header is a "TONO:" input field. A table lists travel orders with columns: Order Number, Category, Start Date, End Date, Who Created Obl., and Date Obl. The row with Order Number "1217G96COTPC0000" is highlighted with a red border. Below the table are "OK", "Cancel", and "Help" buttons.</p>
3	<p>Since this is a supplemental, click the Select link.</p>  <p>Screenshot of the "Select Supplemental To:" screen. The header shows "SERGEANT, MARINE" and "View: Traveler". Below the header is "TONO: 1217G96COTPC0000". A text box provides instructions on how to select a supplemental request. Below the text box is a table with columns: Click to Select, Request No., From Date, To Date, Emp Ent, Dep Ent, Mem COT, Dep COT, DO Veh, PU Veh, HHG, Renewal Travel, DLA, TLE, TLA, House Trailer, Ship POV, ITRA, and Amount. The "Click to Select" cell for the first row is highlighted with a red border. Below the table are "Claim is Not a Supplemental", "Cancel", and "Help" buttons.</p>

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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

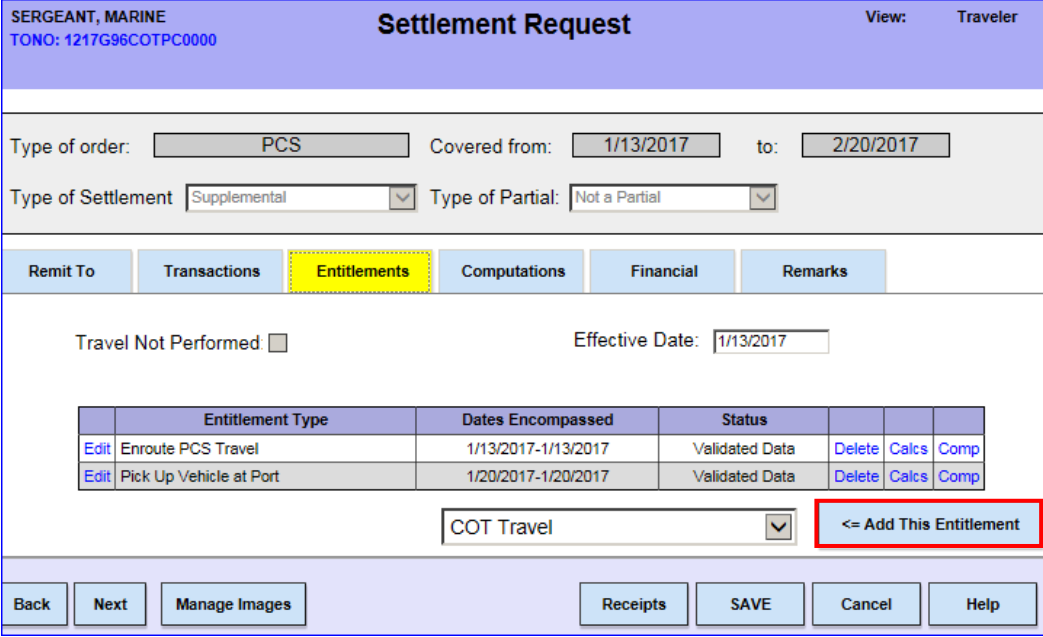
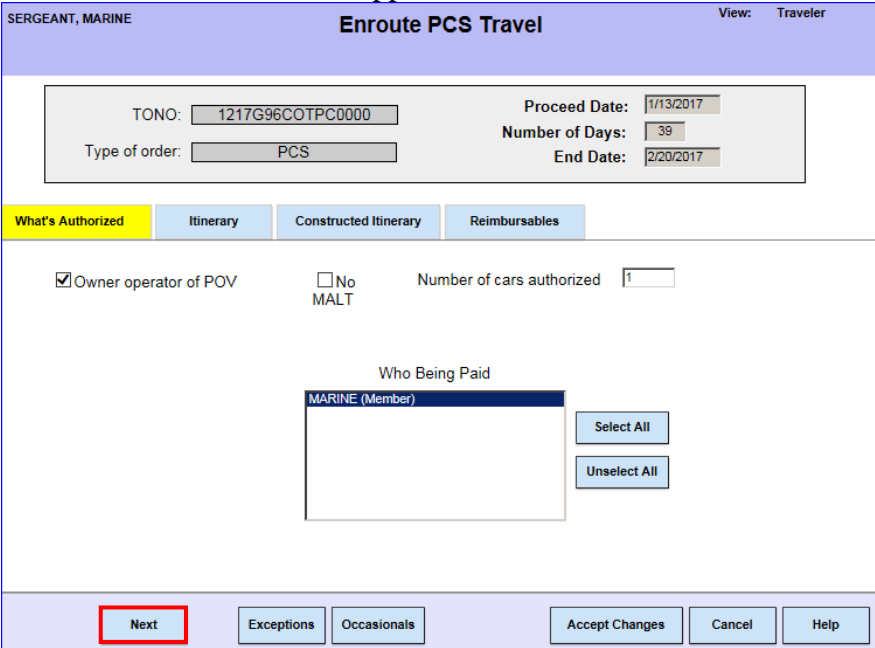
Procedures,
continued

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4	<p>The Remit To tab will display. Verify the address is correct and click Next.</p> 										
5	<p>The Transactions tab will display. If an Advance on the original claim was taken, it will be listed here. Click Next.</p>  <table border="1" data-bbox="523 1713 1149 1780"> <thead> <tr> <th>Locked</th> <th>Date</th> <th>Type</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>3/2/2017</td> <td>Settlement</td> <td>987.48</td> <td>Delete</td> </tr> </tbody> </table>	Locked	Date	Type	Amount		<input checked="" type="checkbox"/>	3/2/2017	Settlement	987.48	Delete
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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

Procedures,
continued

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6	<p>The Entitlements tab will display and COT Travel should be displayed in the drop-down. Select Add this Entitlement.</p>  <p> SERGEANT, MARINE TONO: 1217G96COTPC0000 View: Traveler </p> <p> Settlement Request </p> <p> Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/13/2017"/> to: <input type="text" value="2/20/2017"/> </p> <p> Type of Settlement: <input type="text" value="Supplemental"/> 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"/> Effective Date: <input type="text" value="1/13/2017"/> </p> <table border="1"> <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>Edit</td> <td>Enroute PCS Travel</td> <td>1/13/2017-1/13/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> <tr> <td>Edit</td> <td>Pick Up Vehicle at Port</td> <td>1/20/2017-1/20/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p> <input type="text" value="COT Travel"/> <= 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	Enroute PCS Travel	1/13/2017-1/13/2017	Validated Data	Delete	Calcs	Comp	Edit	Pick Up Vehicle at Port	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
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7	<p>The What's Authorized tab appears. Click Next.</p>  <p> SERGEANT, MARINE TONO: 1217G96COTPC0000 View: Traveler </p> <p> Enroute PCS Travel </p> <p> Proceed Date: <input type="text" value="1/13/2017"/> Number of Days: <input type="text" value="39"/> End Date: <input type="text" value="2/20/2017"/> </p> <p> Type of order: <input type="text" value="PCS"/> </p> <p> What's Authorized Itinerary Constructed Itinerary Reimbursables </p> <p> <input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized: <input type="text" value="1"/> </p> <p> Who Being Paid </p> <p> <input type="text" value="MARINE (Member)"/> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> </p> <p> 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"/> </p>																					

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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

Procedures,
continued

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8	<p>Select Greater than or equal to 24 hours from the Duration of travel drop-down.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">COT Travel View: Traveler</p> <hr/> <p>TONO: <input type="text" value="1217G96COTPC0000"/> Proceed Date: <input type="text" value="1/13/2017"/> Type of order: <input type="text" value="PCS"/> Number of Days: <input type="text" value="39"/> End Date: <input type="text" value="2/20/2017"/></p> <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;"> <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>Embark? Meals</th> <th>AE%</th> <th>Who Else Traveling</th> <th>Lodging Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td colspan="12" style="text-align: center; height: 40px;">Add / Edit Trip Itinerary</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	Add / Edit Trip Itinerary											
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9	<p>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.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Itinerary View: Traveler</p> <hr/> <p>TONO: 1217G96COTPC0000</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>Embark? Meals</th> <th>AE%</th> <th>Lodging Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td colspan="12" style="padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Departure Date: <input type="text" value="02/27/2017"/></p> <p>Departure Location (click to edit): 96813 Honolulu, HI HAWAII, Honolulu</p> <p>Method of Transportation: TP - Govt. Proc. Plane</p> <p><input checked="" type="checkbox"/> Duty Day</p> </div> <div style="width: 15%; text-align: center;"> <p><input type="checkbox"/> Is Local</p> <p><input checked="" style="border: 1px solid red;" type="checkbox"/> Is Embark</p> </div> <div style="width: 35%;"> <p>Method of Reimbursement: <input type="text" value="LDP - Lodging Plus"/></p> <p>Lodging Type: <input type="text"/></p> <p>Meals Type: <input type="text" value="CM - Commercial Meals"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Arrival Date: <input type="text" value="02/27/2017"/></p> <p>Arrival Location (click to edit): Astoria, OR Clatsop</p> <p>Reason for Stop: CT - COT Leave</p> <p><input type="checkbox"/> Duty Day</p> </div> <div style="width: 15%; text-align: center;"> <p>Daily Ldg Cost: <input type="text" value="0"/></p> <p>Lodging Tax: <input type="text" value="0"/></p> <p>Miles: <input type="text" value="0"/></p> </div> </div> <p style="text-align: right; margin-top: 10px;"> <input style="border: 1px solid red;" type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p> </td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Add Leg"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </p> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Lodging Taxes	Miles	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Departure Date: <input type="text" value="02/27/2017"/></p> <p>Departure Location (click to edit): 96813 Honolulu, HI HAWAII, Honolulu</p> <p>Method of Transportation: TP - Govt. Proc. Plane</p> <p><input checked="" type="checkbox"/> Duty Day</p> </div> <div style="width: 15%; text-align: center;"> <p><input type="checkbox"/> Is Local</p> <p><input checked="" style="border: 1px solid red;" type="checkbox"/> Is Embark</p> </div> <div style="width: 35%;"> <p>Method of Reimbursement: <input type="text" value="LDP - Lodging Plus"/></p> <p>Lodging Type: <input type="text"/></p> <p>Meals Type: <input type="text" value="CM - Commercial Meals"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Arrival Date: <input type="text" value="02/27/2017"/></p> <p>Arrival Location (click to edit): Astoria, OR Clatsop</p> <p>Reason for Stop: CT - COT Leave</p> <p><input type="checkbox"/> Duty Day</p> </div> <div style="width: 15%; text-align: center;"> <p>Daily Ldg Cost: <input type="text" value="0"/></p> <p>Lodging Tax: <input type="text" value="0"/></p> <p>Miles: <input type="text" value="0"/></p> </div> </div> <p style="text-align: right; margin-top: 10px;"> <input style="border: 1px solid red;" type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p>												
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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

Procedures, continued

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<p>10</p>	<p>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.</p> <div style="border: 1px solid black; padding: 5px;"> <p>SERGEANT, MARINE TONO: 1217G96COTPC0000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Embark? Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>2/27/2017 2/27/2017</td> <td>DEP ARR</td> <td>96813 Honolulu, HI, Honolulu Astoria, OR, Clatsop</td> <td>TP CT</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>NLG</td> <td><input checked="" type="checkbox"/> CM</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Departure Date: <input type="text" value="03/08/2017"/> <input type="checkbox"/> Duty Day</p> <p>Departure Location (click to edit): Astoria, OR, Clatsop</p> <p>Method of Transportation: TP - Govt. Proc. Plane</p> <p>Arrival Date: <input type="text" value="03/08/2017"/> <input type="checkbox"/> Duty Day</p> <p>Arrival Location (click to edit): 96813 Honolulu, HI HAWAII, Honolulu</p> <p>Reason for Stop: MC - Mission Complete</p> <p><input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark</p> <p>Method of Reimbursement: <input type="text"/></p> <p>Lodging Type: <input type="text"/></p> <p>Meals Type: <input type="text" value="CM - Commercial Meals"/></p> <p>Daily Ldg Cost: <input type="text" value="0"/></p> <p>Lodging Tax: <input type="text" value="0"/></p> <p>Miles: <input type="text" value="0"/></p> <p style="text-align: right;"> Accept Leg Cancel Changes </p> </div> <p style="text-align: center; margin-top: 10px;">Add Leg</p> <p style="text-align: center;">Accept Changes Cancel Changes Help</p> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Lodging	Taxes	Miles	2/27/2017 2/27/2017	DEP ARR	96813 Honolulu, HI, Honolulu Astoria, OR, Clatsop	TP CT	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input checked="" type="checkbox"/> CM	0	0.00	0.00	0																
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continued

Step	Action																																							
<p>12</p>	<p>Click Next.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">SERGEANT, MARINE View: Traveler</p> <p style="text-align: center;">COT Travel</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>TONO: <input type="text" value="1217G96COTPC0000"/> Proceed Date: <input type="text" value="1/13/2017"/> Type of order: <input type="text" value="PCS"/> Number of Days: <input type="text" value="39"/> End Date: <input type="text" value="2/20/2017"/></p> </div> <p style="text-align: center;"> <input type="button" value="What's Authorized"/> <input style="background-color: yellow;" type="button" value="Itinerary"/> <input type="button" value="Reimbursables"/> </p> <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;"> <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>Embark? Meals</th> <th>AE%</th> <th>Who Else Traveling</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>2/27/2017</td> <td>DEP ARR</td> <td>96813 Honolulu, HI HAWAII</td> <td>TP CT</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>NLG</td> <td><input checked="" type="checkbox"/> 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="0"/></td> </tr> <tr> <td>3/8/2017</td> <td>DEP ARR</td> <td>Astoria, OREGON</td> <td>TP MC</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>NLG</td> <td><input checked="" type="checkbox"/></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="0"/></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><input type="button" value="Add / Edit Trip Itinerary"/></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" 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"/> </p> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	2/27/2017	DEP ARR	96813 Honolulu, HI HAWAII	TP CT	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input checked="" type="checkbox"/> CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	3/8/2017	DEP ARR	Astoria, OREGON	TP MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
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<p>13</p>	<p>The Reimbursables tab will display. Click Add/Edit Trip Expenses.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">SERGEANT, MARINE View: Traveler</p> <p style="text-align: center;">COT Travel</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>TONO: <input type="text" value="1217G96COTPC0000"/> Proceed Date: <input type="text" value="1/13/2017"/> Type of order: <input type="text" value="PCS"/> Number of Days: <input type="text" value="39"/> End Date: <input type="text" value="2/20/2017"/></p> </div> <p style="text-align: center;"> <input type="button" value="What's Authorized"/> <input type="button" value="Itinerary"/> <input style="background-color: yellow;" type="button" value="Reimbursables"/> </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><input style="border: 2px solid red;" type="button" value="Add / Edit Trip Expenses"/></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Back"/> <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"/> </p> </div>	Date	Description	Claimed																																				
Date	Description	Claimed																																						

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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

Procedures,
continued

Step	Action															
<p>14</p>	<p>Select approved expenses from the Expense Description drop-down and enter the amount in Claimed. Click Accept Expense.</p> <div data-bbox="327 600 1374 1238"> <p>SERGEANT, MARINE TONO: 1217G96COTPC0000</p> <p style="text-align: right;">View: Traveler</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: 25%;">IBOP</th> </tr> </thead> <tbody> <tr> <td>02/27/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td style="text-align: center;">860.00</td> <td>UNITED STATES</td> </tr> <tr> <td></td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td></td> <td>UNITED STATES</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Accept Expense"/> <input type="button" value="Cancel Changes"/> </p> <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> <p style="text-align: right;"><input type="button" value="Help"/></p> </div>	Date	Description	Claimed	IBOP	02/27/2017	AIRFARE-TRAIN-BUS EXPENSE	860.00	UNITED STATES		AIRFARE-TRAIN-BUS EXPENSE		UNITED STATES			
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	AIRFARE-TRAIN-BUS EXPENSE		UNITED STATES													
<p>15</p>	<p>Click Add Expense to enter more expenses or Accept Changes when complete.</p> <div data-bbox="327 1317 1374 1713"> <p>SERGEANT, MARINE TONO: 1217G96COTPC0000</p> <p style="text-align: right;">View: Traveler</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%;">Edit</th> <th style="width: 15%;">Delete</th> </tr> </thead> <tbody> <tr> <td>2/27/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td style="text-align: center;">860.00</td> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Delete</td> </tr> <tr> <td>2/27/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td style="text-align: center;">25.00</td> <td style="text-align: center;">Edit</td> <td style="text-align: center;">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> <p style="text-align: center;"> <input type="button" value="Add Expense"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </p> </div>	Date	Description	Claimed	Edit	Delete	2/27/2017	AIRFARE-TRAIN-BUS EXPENSE	860.00	Edit	Delete	2/27/2017	SATO-CTO-TMC SVC PROC FEE	25.00	Edit	Delete
Date	Description	Claimed	Edit	Delete												
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Continued on next page

Consecutive Overseas Tour (COT) Supplemental Claim, Continued

Procedures,
continued

Step	Action																												
<p>16</p>	<p>Click Accept Changes.</p> <div style="border: 1px solid black; padding: 5px;"> <p>SERGEANT, MARINE View: Traveler</p> <p style="text-align: center;">COT Travel</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>TONO: <input type="text" value="1217G96COTPC0000"/></p> <p>Type of order: <input type="text" value="PCS"/></p> </div> <div style="width: 45%;"> <p>Proceed Date: <input type="text" value="1/13/2017"/></p> <p>Number of Days: <input type="text" value="39"/></p> <p>End Date: <input type="text" value="2/20/2017"/></p> </div> </div> <hr/> <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> What's Authorized Itinerary Reimbursables </div> <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>2/27/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td style="text-align: right;">860.00</td> </tr> <tr> <td>2/27/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td style="text-align: right;">25.00</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><input type="button" value="Add / Edit Trip Expenses"/></p> <hr/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Back"/> <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	Description	Claimed	2/27/2017	AIRFARE-TRAIN-BUS EXPENSE	860.00	2/27/2017	SATO-CTO-TMC SVC PROC FEE	25.00																			
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<p>17</p>	<p>The new COT Travel entitlement will display. Click Next.</p> <div style="border: 1px solid black; padding: 5px;"> <p>SERGEANT, MARINE View: Traveler</p> <p>TONO: 1217G96COTPC0000</p> <p style="text-align: center;">Settlement Request</p> <hr/> <div style="display: flex; justify-content: space-between;"> <p>Type of order: <input type="text" value="PCS"/></p> <p>Covered from: <input type="text" value="1/13/2017"/> to: <input type="text" value="2/20/2017"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <p>Type of Settlement: <input type="text" value="Supplemental"/></p> <p>Type of Partial: <input type="text" value="Not a Partial"/></p> </div> <hr/> <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> Remit To Transactions Entitlements Computations Financial Remarks </div> <p>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="1/13/2017"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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>Edit</td> <td>Enroute PCS Travel</td> <td>1/13/2017-1/13/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> <tr> <td>Edit</td> <td>Pick Up Vehicle at Port</td> <td>1/20/2017-1/20/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> <tr style="border: 2px solid red;"> <td>Edit</td> <td>COT Travel</td> <td>2/27/2017-3/8/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <input type="text" value=""/> <input type="button" value="=< Add This Entitlement"/> </p> <hr/> <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="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/13/2017-1/13/2017	Validated Data	Delete	Calcs	Comp	Edit	Pick Up Vehicle at Port	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp	Edit	COT Travel	2/27/2017-3/8/2017	Validated Data	Delete	Calcs	Comp
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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

Procedures,
continued

Step	Action																		
<p>18</p>	<p>The Computations tab will display. Verify the Totals and click Next.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Settlement Request View: Traveler</p> <p>TONO: 1217G96COTPC0000</p> <hr/> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/13/2017"/> to: <input type="text" value="2/20/2017"/></p> <p>Type of Settlement <input type="text" value="Supplemental"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <hr/> <p style="text-align: center;"> <input type="button" value="Remit To"/> <input type="button" value="Transactions"/> <input type="button" value="Entitlements"/> <input style="background-color: yellow;" type="button" value="Computations"/> <input type="button" value="Financial"/> <input type="button" value="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;">92.25</td> <td>Total Entitlement</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td style="text-align: right;">827.40</td> <td>Deductions</td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">87.83</td> <td>Partial Payments</td> </tr> <tr> <td>Memb COT Per Diem</td> <td style="text-align: right;">144.00</td> <td>Amount Payable</td> </tr> <tr> <td>Memb COT Transportation</td> <td style="text-align: right;">885.00</td> <td>Advances</td> </tr> </tbody> </table> <div style="float: right; border: 1px solid red; padding: 2px; margin-top: 5px;"> <p style="text-align: right;">2,016.48</p> <p style="text-align: right;">0.00</p> <p style="text-align: right;">987.48</p> <p style="text-align: right;">1,029.00</p> <p style="text-align: right;">0.00</p> </div> <p>Method of Payment <input type="text" value="Direct Deposit"/></p> <p style="text-align: right;">Due Employee <input type="text" value="1,029.00"/> 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 style="text-align: center;"> <input type="button" value="Back"/> <input style="border: 1px 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>	Description	Total		Memb/Emp PCS Per Diem	92.25	Total Entitlement	Memb/Emp Transportation	827.40	Deductions	Memb/Emp MALT	87.83	Partial Payments	Memb COT Per Diem	144.00	Amount Payable	Memb COT Transportation	885.00	Advances
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<p>19</p>	<p>The Financial tab will display. Click Add/Modify Accounting.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Settlement Request View: Traveler</p> <p>TONO: 1217G96COTPC0000</p> <hr/> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/13/2017"/> to: <input type="text" value="2/20/2017"/></p> <p>Type of Settlement <input type="text" value="Supplemental"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <hr/> <p style="text-align: center;"> <input type="button" value="Remit To"/> <input type="button" value="Transactions"/> <input type="button" value="Entitlements"/> <input type="button" value="Computations"/> <input style="background-color: yellow;" type="button" value="Financial"/> <input type="button" value="Remarks"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Db/Cr</th> <th style="width: 60%;">Classification String</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Db</td> <td>1217G96COTPC0000 2 P 501 299 21 0 RA 78045 2100</td> <td style="text-align: right;">987.48</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <input style="border: 1px solid red;" type="button" value="Add/Modify Accounting"/> </p> <hr/> <p style="text-align: center;"> <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> </div>	Db/Cr	Classification String	Amount	Db	1217G96COTPC0000 2 P 501 299 21 0 RA 78045 2100	987.48												
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Db	1217G96COTPC0000 2 P 501 299 21 0 RA 78045 2100	987.48																	

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Consecutive Overseas Tour (COT) Supplemental Claim, Continued

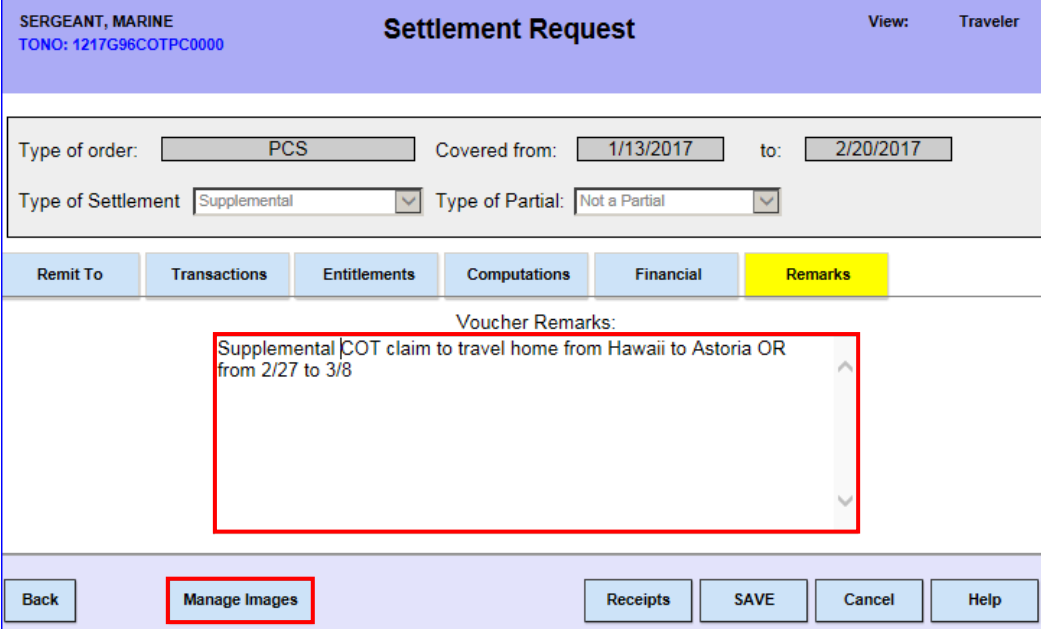
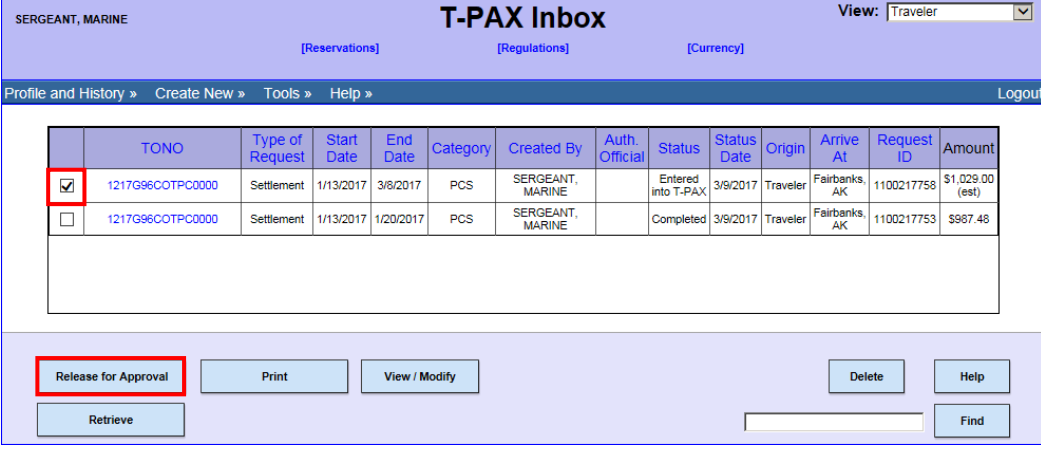
Procedures,
continued

Step	Action
20	<p>Click Save.</p> 
21	<p>Click Next.</p> 

Continued on next page

Consecutive Overseas Tour (COT) Supplemental Claim, Continued

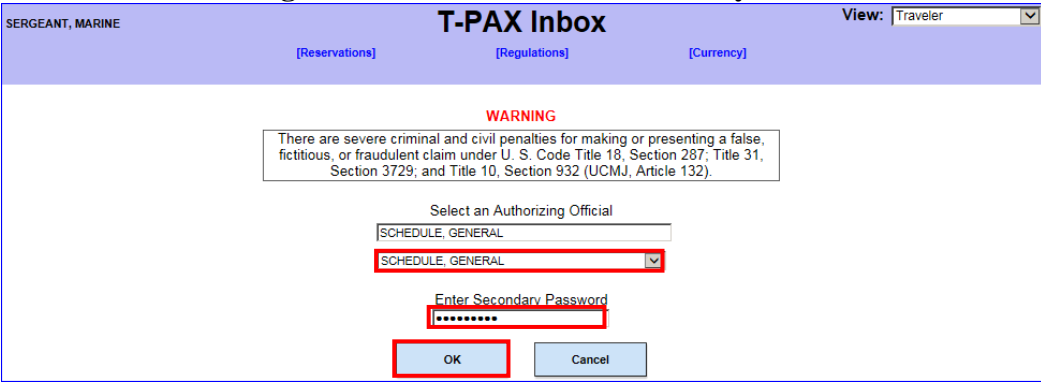
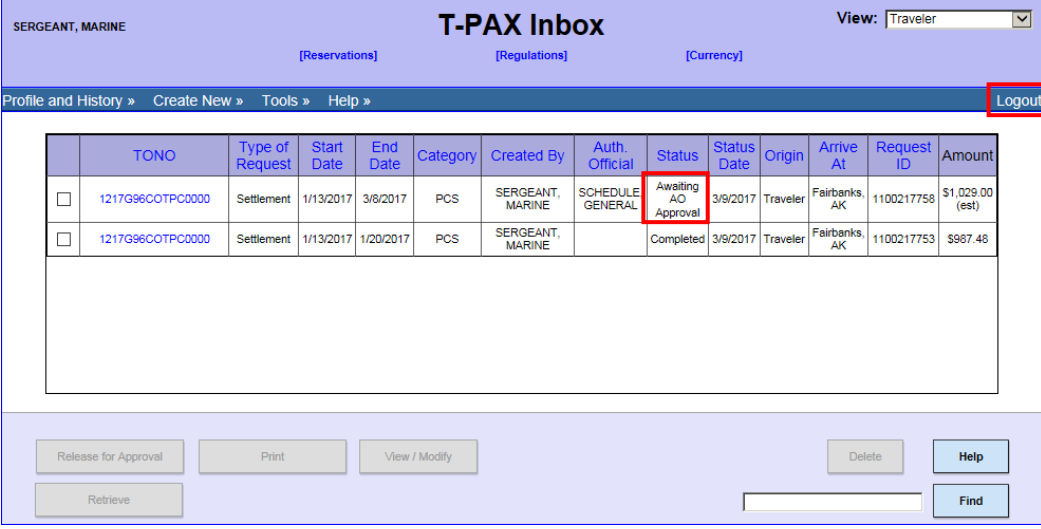
Procedures,
continued

Step	Action																																										
22	<p>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.</p> 																																										
23	<p>Select the TONO box and click Release for Approval.</p>  <table border="1" data-bbox="375 1467 1332 1657"> <thead> <tr> <th></th> <th>TONO</th> <th>Type of Request</th> <th>Start Date</th> <th>End Date</th> <th>Category</th> <th>Created By</th> <th>Auth. Official</th> <th>Status</th> <th>Status Date</th> <th>Origin</th> <th>Arrive At</th> <th>Request ID</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1217G96COTPC0000</td> <td>Settlement</td> <td>1/13/2017</td> <td>3/8/2017</td> <td>PCS</td> <td>SERGEANT, MARINE</td> <td></td> <td>Entered into T-PAX</td> <td>3/9/2017</td> <td>Traveler</td> <td>Fairbanks, AK</td> <td>1100217758</td> <td>\$1,029.00 (est)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1217G96COTPC0000</td> <td>Settlement</td> <td>1/13/2017</td> <td>1/20/2017</td> <td>PCS</td> <td>SERGEANT, MARINE</td> <td></td> <td>Completed</td> <td>3/9/2017</td> <td>Traveler</td> <td>Fairbanks, AK</td> <td>1100217753</td> <td>\$987.48</td> </tr> </tbody> </table>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1217G96COTPC0000	Settlement	1/13/2017	3/8/2017	PCS	SERGEANT, MARINE		Entered into T-PAX	3/9/2017	Traveler	Fairbanks, AK	1100217758	\$1,029.00 (est)	<input type="checkbox"/>	1217G96COTPC0000	Settlement	1/13/2017	1/20/2017	PCS	SERGEANT, MARINE		Completed	3/9/2017	Traveler	Fairbanks, AK	1100217753	\$987.48
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Continued on next page

Consecutive Overseas Tour (COT) Supplemental Claim, Continued

Procedures,
continued

Step	Action																																										
24	<p>Select an Authorizing Official and Enter the Secondary Password. Click OK.</p> 																																										
25	<p>The claim is now Awaiting AO Approval. Click Logout.</p>  <table border="1" data-bbox="370 1153 1327 1411"> <thead> <tr> <th></th> <th>TONO</th> <th>Type of Request</th> <th>Start Date</th> <th>End Date</th> <th>Category</th> <th>Created By</th> <th>Auth. Official</th> <th>Status</th> <th>Status Date</th> <th>Origin</th> <th>Arrive At</th> <th>Request ID</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1217G96COTPC0000</td> <td>Settlement</td> <td>1/13/2017</td> <td>3/8/2017</td> <td>PCS</td> <td>SERGEANT, MARINE</td> <td>SCHEDULE GENERAL</td> <td>Awaiting AO Approval</td> <td>3/9/2017</td> <td>Traveler</td> <td>Fairbanks, AK</td> <td>1100217758</td> <td>\$1,029.00 (est)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1217G96COTPC0000</td> <td>Settlement</td> <td>1/13/2017</td> <td>1/20/2017</td> <td>PCS</td> <td>SERGEANT, MARINE</td> <td></td> <td>Completed</td> <td>3/9/2017</td> <td>Traveler</td> <td>Fairbanks, AK</td> <td>1100217753</td> <td>\$887.48</td> </tr> </tbody> </table>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input type="checkbox"/>	1217G96COTPC0000	Settlement	1/13/2017	3/8/2017	PCS	SERGEANT, MARINE	SCHEDULE GENERAL	Awaiting AO Approval	3/9/2017	Traveler	Fairbanks, AK	1100217758	\$1,029.00 (est)	<input type="checkbox"/>	1217G96COTPC0000	Settlement	1/13/2017	1/20/2017	PCS	SERGEANT, MARINE		Completed	3/9/2017	Traveler	Fairbanks, AK	1100217753	\$887.48
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