

TDY LT LV/Additional TDY Guidance

Introduction This guide provides the procedures for entering a long term (LT) TDY claim in TPAX that involves leave (LV) or additional TDY.

Information Please refer to the appropriate LT TDY guide below:

- [Long Term TDY Beginning Settlement](#)
- [Long Term TDY Middle Settlement](#)
- [Long Term TDY Ending Settlement](#)

Only special steps to ensure correct payment are shown here with specific scenarios.

Scenarios **Scenario One:**

A member on Title 10 (T10) takes leave. They are authorized the actual cost of housing (lease, etc.) at the T10 site, not to exceed the authorized flat-rate percentage lodging daily rate.

Example: MBR pays \$600/ month in rent at T10 site & takes 5 days leave. MBR will **not** be authorized M&IE for that period due to the leave. (600/30 = \$20 per day 5*20 = \$100 in misc. reimbursable in TPAX. Per [JTR](#), M&IE not authorized in leave status.)

Scenario Two:

A member on T10 goes TDY to another location. They are authorized the actual cost of housing (lease, etc.) at the T10 site, not to exceed authorized flat-rate percentage lodging daily rate.

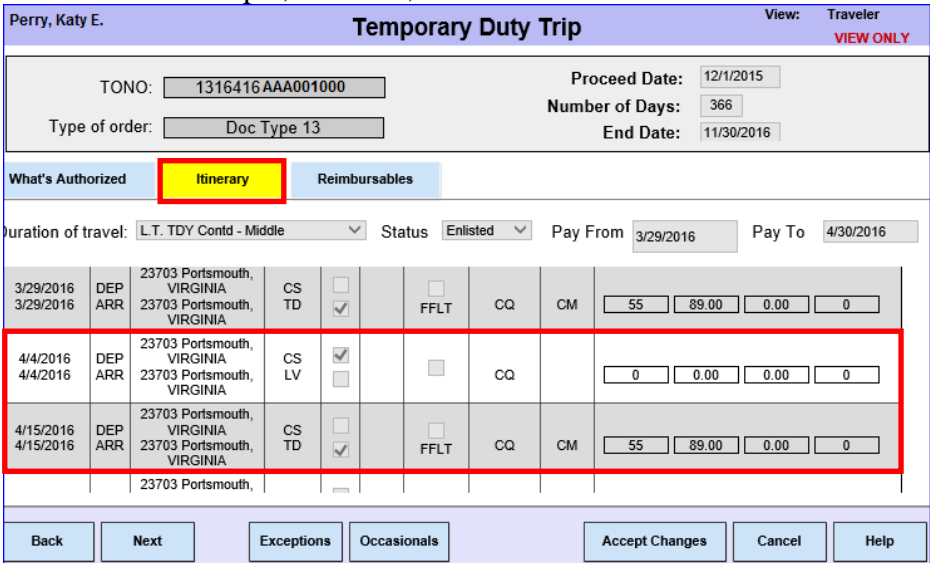
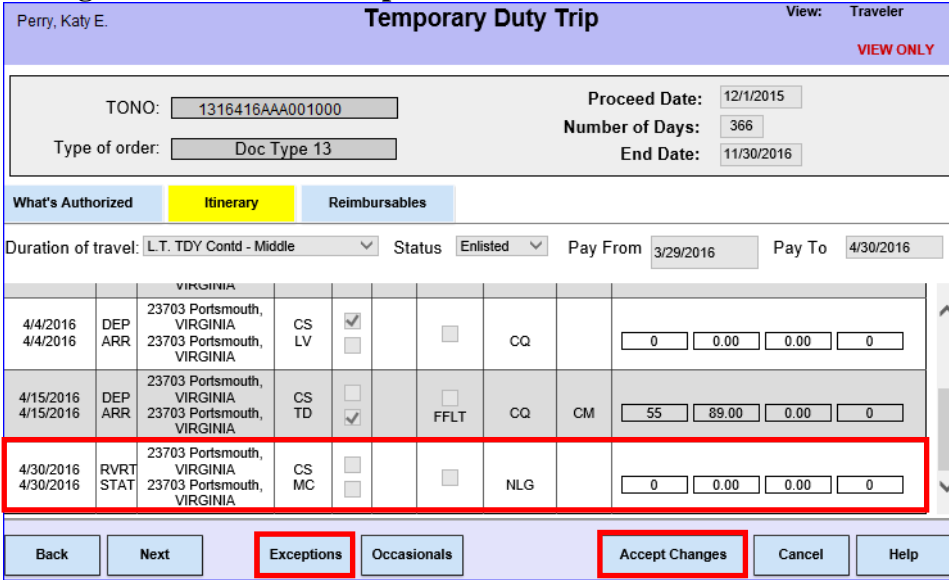
Example: MBR pays \$600 a month in rent and is TDY for 5 days. MBR will **not** be authorized M&IE at the T10 location for the 5 days TDY. (600/30 = \$20 per day 5*20 = \$100 in misc. reimbursables in TPAX for Dual Lodging. Member is authorized full Per Diem (lodging and M&IE 100%) for TDY site as per TDY orders issuing authority.)

REVIEW TABLE 2-15 OF THE [JTR](#).

Continued on next page

TDY LT LV/Additional TDY Guidance, Continued

Procedure See below.

Step	Action
1	Log into TPAX and begin the appropriate claim (beginning, middle, or end) if that claim involved leave and/or TDY within the time period. Add the information for the leave/TDY period per the steps below.
2	<p>The Itinerary must be entered by adding the inclusive Dates of leave/TDY taken. The depart on leave/addl TDY date is the first day of leave/addl TDY. The return to the T10 location is the date AFTER last day of inclusive leave/addl TDY. In this example, 4/4-4/14, inclusive.</p> 
3	<p>Shown here is the Mission Complete section of the claim. Click Accept Changes and then click Exceptions.</p> 

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TDY LT LV/Additional TDY Guidance, Continued

Procedure,
continued

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4	<p>The Leave and/or TDY time period should show in the exceptions as the example below. Click Accept Changes.</p> <table border="1" data-bbox="352 562 1270 1402"> <thead> <tr> <th colspan="12" data-bbox="352 562 1270 593">Daily Exceptions</th> <th data-bbox="1118 562 1270 593">View: Traveler</th> </tr> <tr> <td colspan="12" data-bbox="352 593 1270 607">Perry, Katy E. TONO 1316416AAA001000</td> <td data-bbox="1118 593 1270 607">VIEW ONLY</td> </tr> <tr> <th data-bbox="352 607 432 638">Date</th> <th data-bbox="432 607 491 638">Type</th> <th data-bbox="491 607 550 638">Ldg Rate</th> <th data-bbox="550 607 609 638">MIE Rate</th> <th data-bbox="609 607 668 638">Brk Type</th> <th data-bbox="668 607 727 638">Lun Type</th> <th data-bbox="727 607 786 638">Din Type</th> <th data-bbox="786 607 845 638">Lodg. Cost</th> <th data-bbox="845 607 904 638">Lodg. Taxes</th> <th data-bbox="904 607 963 638">Brk. Cost</th> <th data-bbox="963 607 1023 638">Lun. 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TDY LT LV/Additional TDY Guidance, Continued

Procedure,
continued

Step	Action																
5	<p>Select the Reimbursables tab and enter the lodging amounts: Use LODGING REIMB WHILE ON LV- MIL ONLY for the leave dates. Use LODGING DUAL – MIL ONLY for additional TDY lodging Refer to the JTR. Click Accept Expense for each and go ahead entering the rest of the claim.</p> <div data-bbox="352 672 1385 1070"> <p>Perry, Katy E. View: Traveler TONO: 1316416AAA001000 Reimbursable Expenses</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Split</th> </tr> </thead> <tbody> <tr> <td>04/04/2016</td> <td>LODGING REIMB WHILE ON LV - MIL ONLY LODGING REIMB WHILE ON LV - MIL OI</td> <td>979.00</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Accept Expense"/> <input type="button" value="Cancel Changes"/> </p> </div> <div data-bbox="352 1106 1385 1527"> <p>Perry, Katy E. View: Traveler TONO: 1316416AAA001000 Reimbursable Expenses</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Split</th> </tr> </thead> <tbody> <tr> <td>04/04/2016</td> <td>LODGING-DUAL - MIL ONLY LODGING-DUAL - MIL ONLY</td> <td>979.00</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Accept Expense"/> <input type="button" value="Cancel Changes"/> </p> </div>	Date	Description	Claimed	Split	04/04/2016	LODGING REIMB WHILE ON LV - MIL ONLY LODGING REIMB WHILE ON LV - MIL OI	979.00	<input type="checkbox"/>	Date	Description	Claimed	Split	04/04/2016	LODGING-DUAL - MIL ONLY LODGING-DUAL - MIL ONLY	979.00	<input type="checkbox"/>
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