

What's New in WebTPAX v.6.20.1 update

Permission expiration dates

Effective with this update, ALL Tpx permissions above self-service will have an expiration of 1 year from the time the command signs/dates the CG7421A form. This means that if your form is dated 12/15/2014, the expiration date of 12/15/2015 will be input into the system. The first time the user logs onto the system after 12/15/2015, that permission will automatically be revoked by the system.

What does this mean for the Tpx user? This means that once you receive the email that your permissions have been granted, you need to put a reminder on your calendar that your permissions are going to expire and you need to resubmit the CG7421A form BEFORE 12/15/2015.

Keep in mind that each form supersedes the previous form, so all permissions that you require need to be listed on each form. If you forget one, that permission will not be granted.

Who Had It screen

In Tpx, there is a tab called the 'who had it' that you can select when reviewing the history of a claim. This tab now shows the full 'life cycle' of the claim through a 'completed' status vs. ending with the 'awaiting release' status and shows the completed date, which is the date that PPC submits the payment request to FINCEN.

Known Traveler Number

For members who are participating in the TSA prescreening and have a designated TSA traveler number, this number can now be input by the member in their TPAX profile. This number will show up on your official travel orders (if done in Tpx) as required by TSA for the expedited security screening process.

DUCK, DONALD View: System Administrator

Traveler Profile

* SSN: 998010011 ID: 998010011 * Name: Last: DUCK, First: DONALD, Middle: T

Personal Address T-PAX Info

Employee Status: Member
* Grade/Rank: E7
Salutation:
Position/Title:
Known Traveler Number: 10977854321
Security Clearance: N/A
Secondary Status: Active
Credit Card Status: Holder of Govt. Credit Card Status:
Credit Card Num:
Service: Coast Guard
* Organization: 7947400
Type 1:

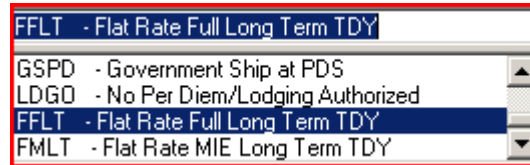
Back Next Note: Required fields are marked with a red asterisk (*) Reset CAC Save Cancel Help

12. MODE OF TRANSPORTATION						
COMMERCIAL			GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.						
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input checked="" type="checkbox"/> OTHER RATE OF PER DIEM (Specify)						
14. ESTIMATED COST						15. ADVANCE AUTHORIZED
PER DIEM	TRAVEL	OTHER	TOTAL			
\$ 788.50	\$ 431.35	\$ 90.00	\$ 1309.85	<input type="checkbox"/>		
16. REMARKS (use this space for special requirements, leave blank, excess baggage, registration fees, etc.) KNOWN TRAVELER NUMBER: 10999987654						

Long Term TDY in excess of 31 or 180 days reduced per diem

In October, PPC notified everyone of the change in the JTR mandating reduced per diem for long term TDY orders. (See copy of ****EFFECTIVE November 1, 2014: LT TDY Flat Rate Per diem** below.)

With this upgrade, there are NEW per diem selections that are available to compute/calculate the reduced percentage for the traveler.



FFLT is for full reduced per diem based on lodging and M&IE

FMLT is for reduced per diem based on M&IE only for individuals who are staying in GOVT contracted quarters at no cost or with family and friends.

****EFFECTIVE November 1, 2014: LT TDY Flat Rate Per diem**

UTD/CTD for MAP 118-13/CAP 118-13 – Flat Rate Per Diem for Long Term TDY

In order to encourage travelers to take advantage of cost saving opportunities available for long term travel, travelers performing TDY for more than 30 days in one location (CONUS and OCONUS) will receive a flat rate per diem. For Long-term TDY of **31 -180 days**, the authorized flat rate is **75%** of the locality rate (lodging plus meals & incidental expenses – M&IE) payable for each full day of TDY at that location. For long-term TDY of **181or greater days**, the authorized flat rate is **55%** of the locality rate (lodging plus M&IE) payable for each full day of TDY at that location. On the travel day to the TDY location, the traveler receives up to 100% lodging per diem at the locality rate and 75% meals and incidental expenses (M&IE). When authorized flat rate per diem, travelers are not required to submit a lodging receipt, but may be required to demonstrate that they incurred valid lodging expenses. **All TDY in excess of 180 days must be justified and authorized/approved at a senior level.**

The commercial lodging industry considers stays greater than 30 days to be “extended stays” and typically offers reduced rates to ensure occupancy. Travelers may also consider furnished apartments or similar types of lodging which are typically cheaper than room rates in commercial lodging.

Any traveler unable to find suitable commercial lodging at the reduced per diem rate should contact their Commercial Travel Office (CTO) for assistance. If both the traveler and the CTO determine that lodging is not available at the reduced per diem rate, the Authorizing Official may authorize reimbursement of actual lodging expenses (not to exceed the locality per diem rate). However, the traveler will receive M&IE at the reduced rate.

This policy change has been coordinated with and approved by the Uniformed Services and applicable Governance Boards and stakeholders.

- When authorized a flat rate per diem, travelers are not required to submit a lodging receipt but may be required to validate to their Approving Official that they did incur lodging costs.
- The flat rate per diem does not apply when government lodging or contracted government lodging is available AND directed, when contracted government lodging is provided at no cost, or if a traveler chooses to stay in government quarters.
 - When staying in government lodging, the traveler will be reimbursed for actual lodging costs.

- If the traveler is provided meals or government meals are available and directed, the traveler will be paid per diem at the Government Meal Rate, Proportional Meal Rate or the Incidental Expense portion of per diem, as appropriate, and flat rate per diem is not applicable.
- The traveler must incur a lodging cost in order to be reimbursed flat rate per diem. Travelers will not receive the lodging portion of per diem if they stay with friends or relatives or purchase a home at the TDY location.
- When authorized flat rate per diem, travelers are not required to itemize daily lodging expenses associated with a short-term rental (e.g., rent, electric, cable, phone).
- Any traveler unable to find suitable commercial lodging at the reduced per diem rate should contact their Commercial Travel Office (CTO) for assistance. If both the traveler and the CTO determine that lodging is not available at the reduced per diem rate, the Authorizing Official may then authorize actual lodging (not to exceed the locality per diem rate). However, the traveler will receive M&IE at the reduced rate (75% for TDY of 31-180 days and 55% for TDY of 181+ days).

*D. Flat Rate Per Diem for Long Term TDY – Example

<p>A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order, at the onset. The locality per diem rate for the location is \$259 (\$198/ \$61). The actual long term lodging cost is anticipated to be \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$15, a reimbursable expense (APP G). On the date of arrival, the traveler is authorized the full locality rate and incurred \$180 for lodging.</p>			
<p>The flat rate per diem for each full day of TDY is set at 55% or \$143 ($\\$259 \times 55\% = \\$142.45$, rounded up to \$143), plus lodging tax of \$15/night.</p>			
<p>Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night for each full day of TDY.</p>			
	Lodging	Meals	Total
<p>Pay the first TDY day - \$140.75 (Lodging - \$180 + M&IE - \$45.75 ($\\$61 \times 75\% = \\$45.75$)) plus lodging tax of \$15.</p>	\$180.00	\$45.75	\$225.75
<p>Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.</p>	N/A	N/A	\$143.00
<p>Pay the departure TDY day to the PDS - \$45.75 ($\\$61 \times 75\% = \\$45.75$).</p>	\$0.00	\$45.75	\$45.75

HOW TO INPUT FFLT INTO WEBTPAX CORRECTLY

When entering in an itinerary that combines different per diem rates, such as CQ/CM for Oct and FFLT for Nov, a traveler **MUST ensure they use the CS (change status)** for changing per diem rates within the itinerary vs. a specific mode of transportation such as GA or TP.

DO NOT – you will be **OVERPAID**

What's Authorized		Itinerary		Reimbursables								
Duration of travel: L.T. TDY - Beginning		Status: Enlisted		Pay To: 12/1/2014								
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles
10/1/2014 10/1/2014	DEP ARR	Topeka, KANSAS Colorado Springs, COLORADO	TP TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	0	100.00	10.00	0
11/1/2014 11/1/2014	DEP ARR	Colorado Springs, COLORADO Colorado Springs, COLORADO	TP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> FFLT			75	100.00	10.00	0
12/1/2014 12/1/2014	RVRT STAT	Colorado Springs, COLORADO Colorado Spgs, COLORADO	CS MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	0

DO – the calculations will be correct using CS (change status).

What's Authorized		Actual Itinerary		Reimbursables								
Actual Trip Duration: L.T. TDY - Beginning		Status: Officer		Pay To: 11/30/2014								
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE %	Lodging	Taxes	Miles
10/1/2014 10/1/2014	DEP ARR	Topeka, KANSAS Colorado Springs, CO	TP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	0	\$100.00	\$10.00	0
11/1/2014 11/1/2014	DEP ARR	Colorado Springs, CO Colorado Springs, CO	CS TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> FFLT	CQ	CM	75	\$100.00	\$10.00	0
11/30/2014 11/30/2014	RVRT STAT	Colorado Springs, CO Colorado Springs, CO	CS MC	<input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/>			0	\$0.00	\$0.00	0
* [Empty row]												

Notice that FFLT is selected vs. LDP, once that is done it is CQ/CM and then input the correct percentage (55% or 75%). You will need to fill out the amount of the daily lodging costs and if there is tax input that as well. This is to 'verify/validate' that you are actually paying for the lodging and not in govt contracted quarters or staying with family and friends at no cost.

This will pay out correctly and look like this on your calculations tab and on your TVS

Date	Type	Ldg Rate	MIE Rate	Brk Type	Lun Type	Din Type	Lodg. Cost	Lodg. Taxes	Brk. Cost	Lun. Cost	Din. Cost	Inc. Cost
10/27/2014	LDP	\$89.00	\$66.00	CM	CM	CM	\$100.00	\$10.00				
10/28/2014	LDP	\$89.00	\$66.00	CM	CM	CM	\$100.00	\$10.00				
10/29/2014	LDP	\$89.00	\$66.00	CM	CM	CM	\$100.00	\$10.00				
10/30/2014	LDP	\$89.00	\$66.00	CM	CM	CM	\$100.00	\$10.00				
10/31/2014	LDP	\$89.00	\$66.00	CM	CM	CM	\$100.00	\$10.00				
11/1/2014	FFLT75	66.75*	Flat Rate	CM	CM	CM	\$100.00	\$10.00				
11/2/2014	FFLT75	66.75*	Flat Rate	CM	CM	CM	\$100.00	\$10.00				
11/3/2014	FFLT75	66.75*	Flat Rate	CM	CM	CM	\$100.00	\$10.00				
11/4/2014	FFLT75	66.75*	Flat Rate	CM	CM	CM	\$100.00	\$10.00				
11/5/2014	FFLT75	66.75*	Flat Rate	CM	CM	CM	\$100.00	\$10.00				
11/6/2014	FFLT75	66.75*	Flat Rate	CM	CM	CM	\$100.00	\$10.00				