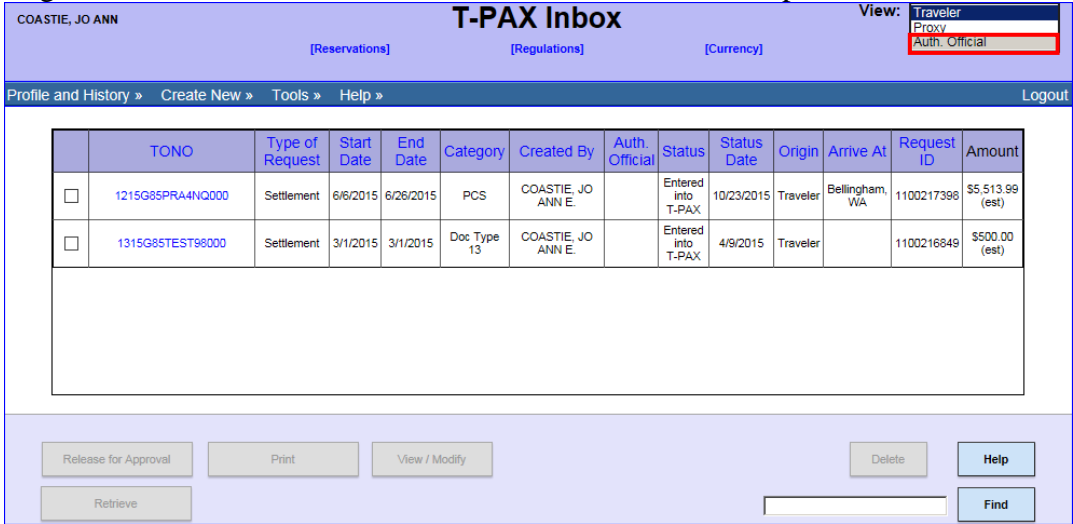
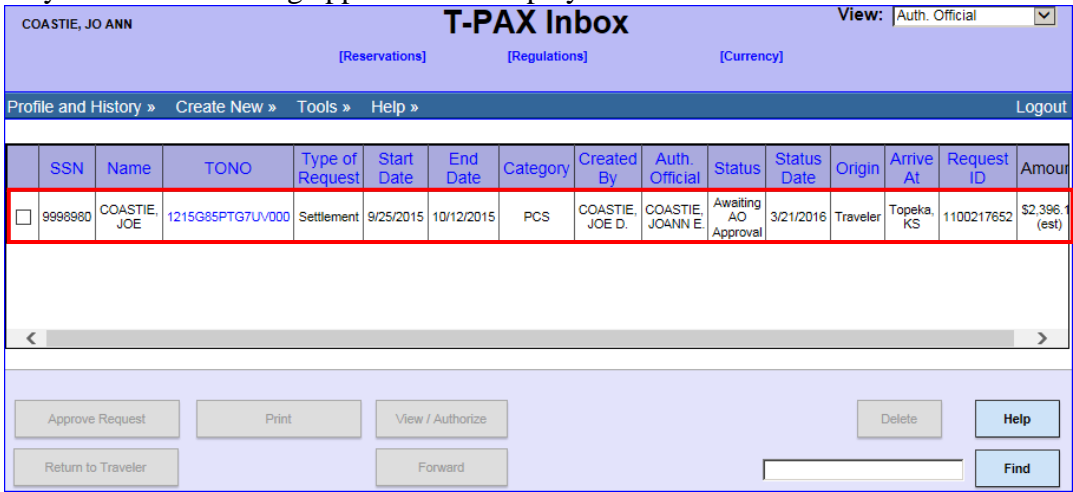


Authorizing Official (AO) TPAX Inbox

Introduction This guide provides procedures for navigating the AO Inbox in TPAX.


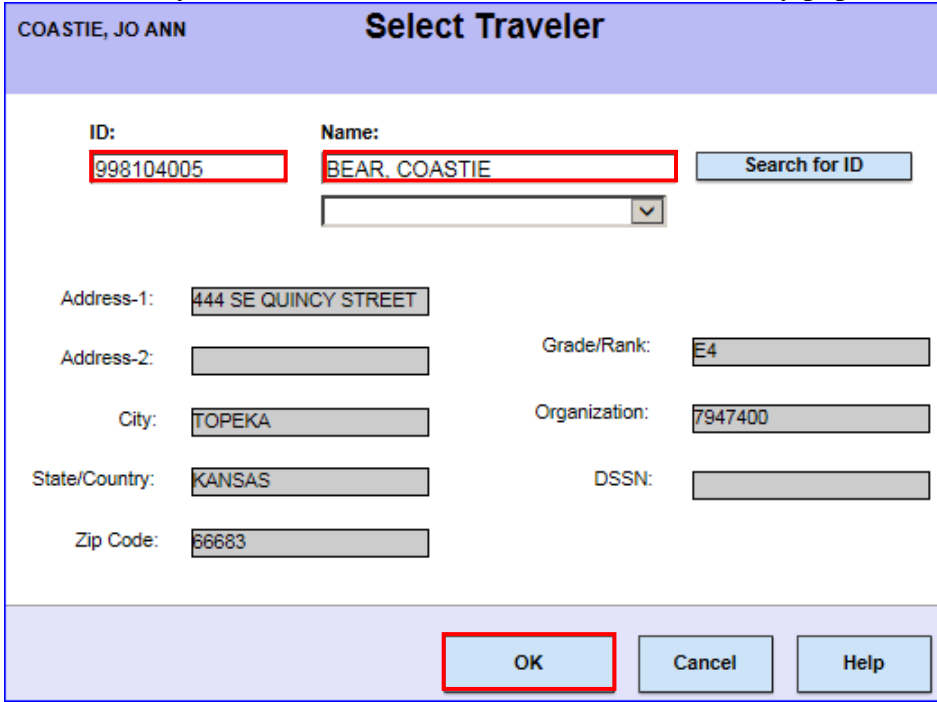
Procedures See below.

Step	Action
1	<p>Log into TPAX and select Auth. Official from the View drop-down.</p>  <p>The screenshot shows the TPAX T-PAX Inbox interface. At the top, the user is identified as COASTIE, JO ANN. The 'View' dropdown menu is open, showing three options: 'Traveler', 'Proxy', and 'Auth. Official'. The 'Auth. Official' option is highlighted with a red box. Below the menu, there are navigation links for 'Reservations', 'Regulations', and 'Currency'. A navigation bar includes 'Profile and History', 'Create New', 'Tools', 'Help', and 'Logout'. A table displays two rows of data with columns: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. The first row has TONO 1215G85PRA4NQ000, Type of Request Settlement, Start Date 6/6/2015, End Date 6/26/2015, Category PCS, Created By COASTIE, JO ANN E., Status Entered into T-PAX, Status Date 10/23/2015, Origin Traveler, Arrive At Bellingham, WA, Request ID 1100217398, and Amount \$5,513.99 (est). The second row has TONO 1315G85TEST98000, Type of Request Settlement, Start Date 3/1/2015, End Date 3/1/2015, Category Doc Type 13, Created By COASTIE, JO ANN E., Status Entered into T-PAX, Status Date 4/9/2015, Origin Traveler, Arrive At, Request ID 1100216849, and Amount \$500.00 (est). Below the table are buttons for 'Release for Approval', 'Print', 'View / Modify', 'Delete', 'Help', 'Retrieve', and 'Find'.</p>
2	<p>Any TONO's awaiting approval will display.</p>  <p>The screenshot shows the TPAX T-PAX Inbox interface with the 'View' dropdown set to 'Auth. Official'. A table displays one row of data with columns: SSN, Name, TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. The row is highlighted in red and shows SSN 99988980, Name COASTIE, JOE, TONO 1215G85PTG7UV000, Type of Request Settlement, Start Date 9/25/2015, End Date 10/12/2015, Category PCS, Created By COASTIE, JOE D., Auth. Official COASTIE, JOANN E., Status Awaiting AO Approval, Status Date 3/21/2016, Origin Traveler, Arrive At Topeka, KS, Request ID 1100217652, and Amount \$2,396.1 (est). Below the table are buttons for 'Approve Request', 'Print', 'View / Authorize', 'Delete', 'Help', 'Return to Traveler', 'Forward', and 'Find'.</p>

Continued on next page

Authorizing Official (AO) TPAX Inbox, Continued

Procedures,
continued

Step	Action
<p data-bbox="229 495 252 524">3</p>	<p data-bbox="300 495 1356 562">If the Inbox is empty, you can view all previous orders by selecting Orders from the Profile and History drop-down.</p> 
<p data-bbox="229 1128 252 1158">4</p>	<p data-bbox="300 1128 1370 1196">Enter the members Social Security Number in the ID box or you can search by Name. Once you Tab, the rest of the boxes will automatically populate. Click OK.</p> 

Continued on next page

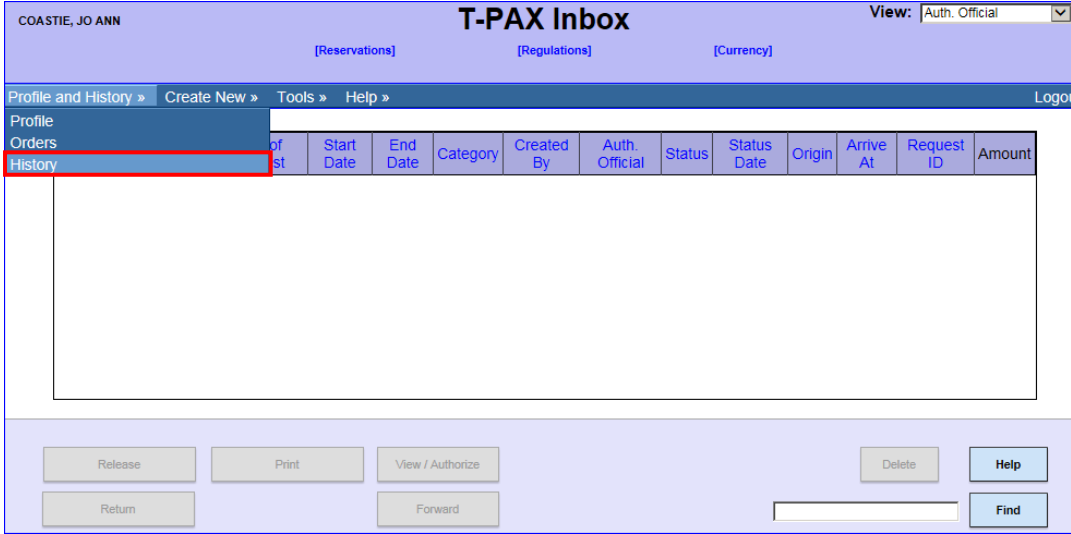
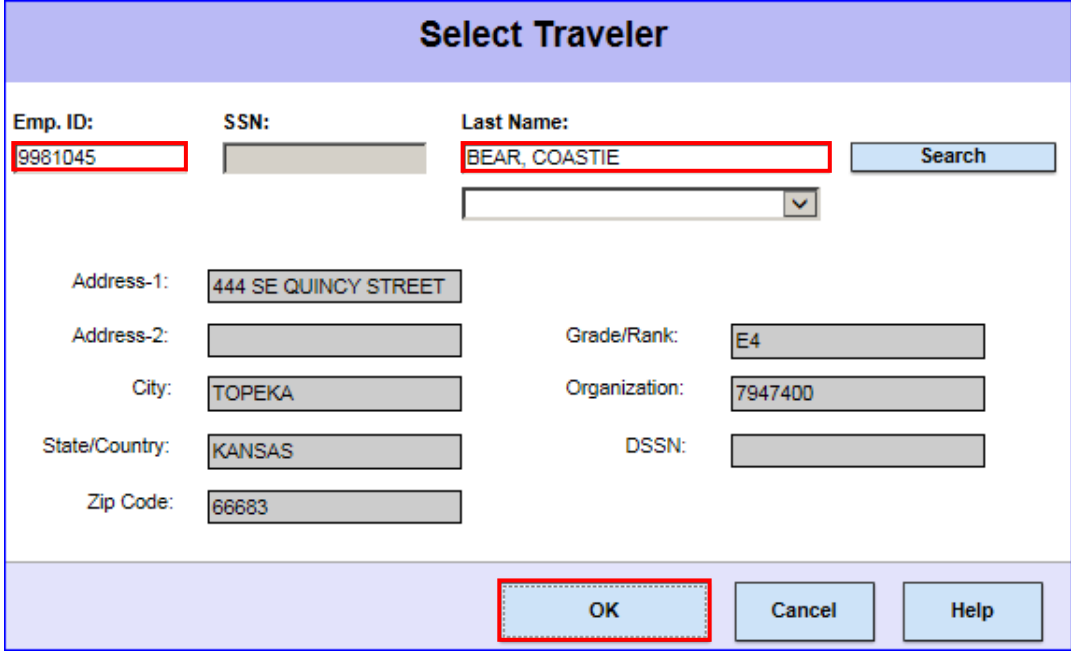
Authorizing Official (AO) TPAX Inbox, Continued

Procedures,
continued

Step	Action																																				
5	<p>Search either by TONO or scrolling to an Order Number. Select the appropriate TONO. Click OK.</p> <div data-bbox="304 562 1377 1234"> <p>BEAR, COASTIE Travel Order Selection Settlement View: Authorizing Officer</p> <p>TONO: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Order Number</th> <th>Category</th> <th>Start Date</th> <th>End Date</th> <th>Who Created Obl.</th> <th>Date Obl.</th> </tr> </thead> <tbody> <tr> <td>1117564PPP000000</td> <td>Del Normal</td> <td>2/1/2017</td> <td>2/1/2017</td> <td></td> <td></td> </tr> <tr> <td>1117222AAA000000</td> <td>Del Normal</td> <td>2/5/2017</td> <td>2/7/2017</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>1117222BBB000000</td> <td>Del Normal</td> <td>1/11/2017</td> <td>1/13/2017</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>1117222ABA000000</td> <td>Del Normal</td> <td>2/5/2017</td> <td>2/7/2017</td> <td></td> <td></td> </tr> <tr> <td>1117333AAA000000</td> <td>Del Normal</td> <td>1/9/2017</td> <td>1/11/2017</td> <td></td> <td></td> </tr> </tbody> </table> <p>Select an existing order or enter a new order number with which you wish to work and then click the OK button</p> <p>OK Cancel Help</p> </div>	Order Number	Category	Start Date	End Date	Who Created Obl.	Date Obl.	1117564PPP000000	Del Normal	2/1/2017	2/1/2017			1117222AAA000000	Del Normal	2/5/2017	2/7/2017			1117222BBB000000	Del Normal	1/11/2017	1/13/2017			1117222ABA000000	Del Normal	2/5/2017	2/7/2017			1117333AAA000000	Del Normal	1/9/2017	1/11/2017		
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Authorizing Official (AO) TPAX Inbox, Continued

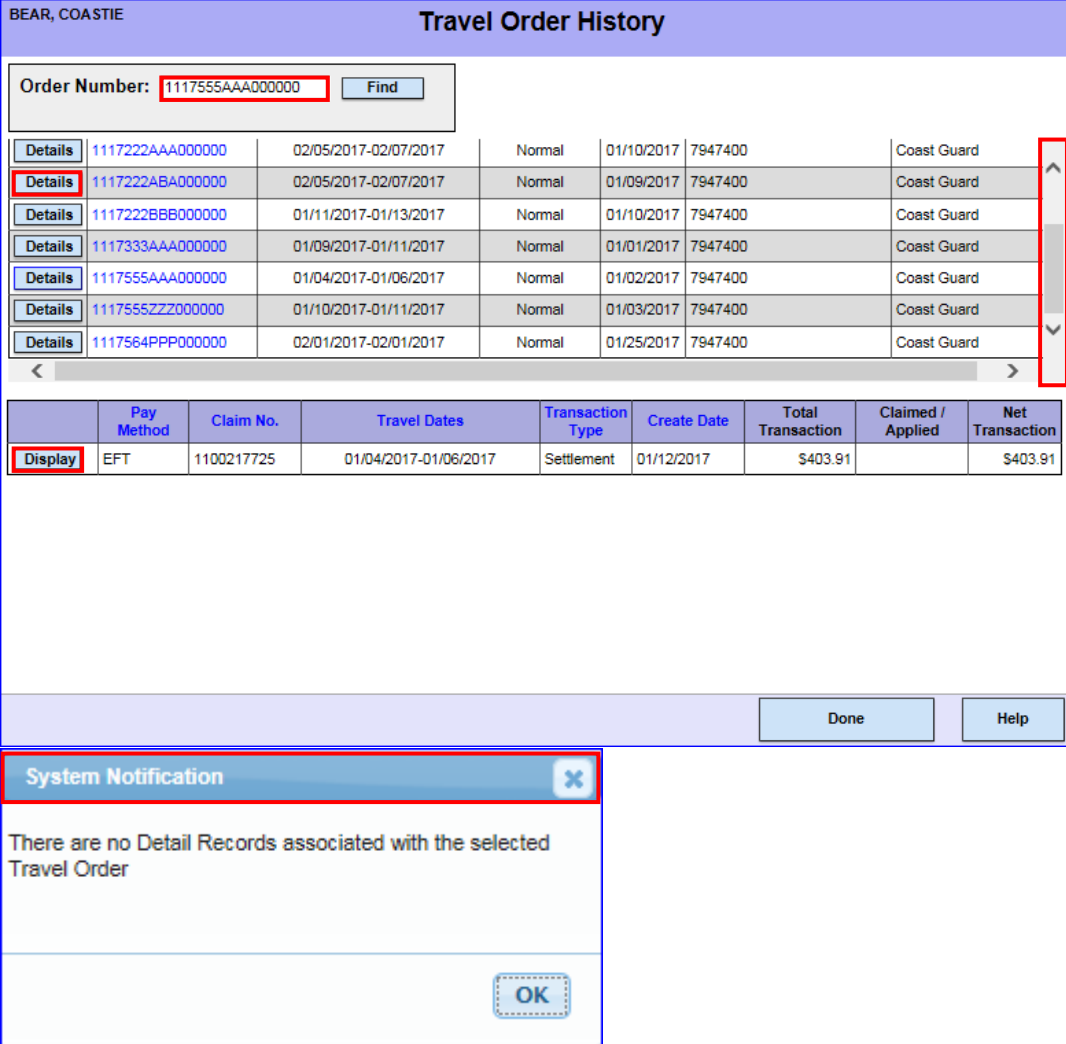
Procedures,
continued

Step	Action
7	<p>To view all previous claims, select History from the Profile and History drop-down.</p> 
8	<p>Enter the members Emp. ID or search by Name. Once you Tab, the rest of the boxes will automatically populate. Click OK.</p> 

Continued on next page

Authorizing Official (AO) TPAX Inbox, Continued

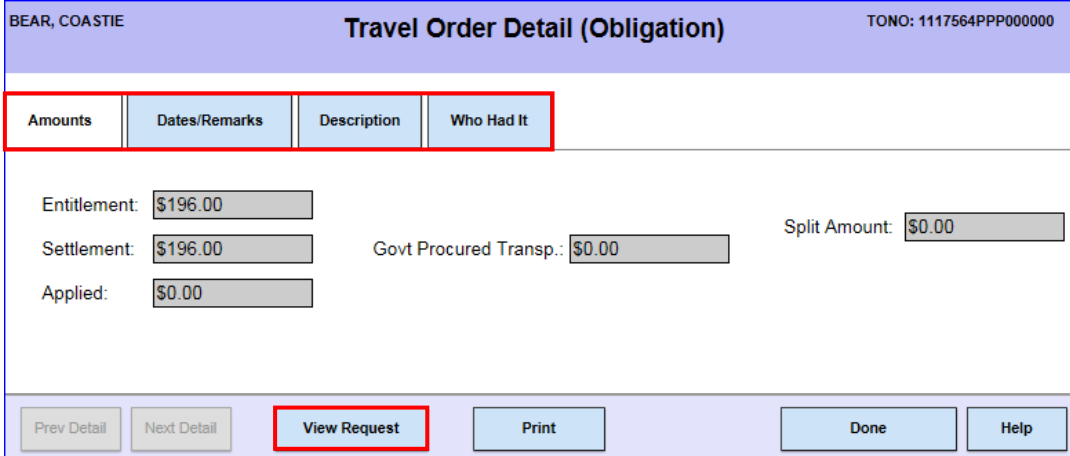
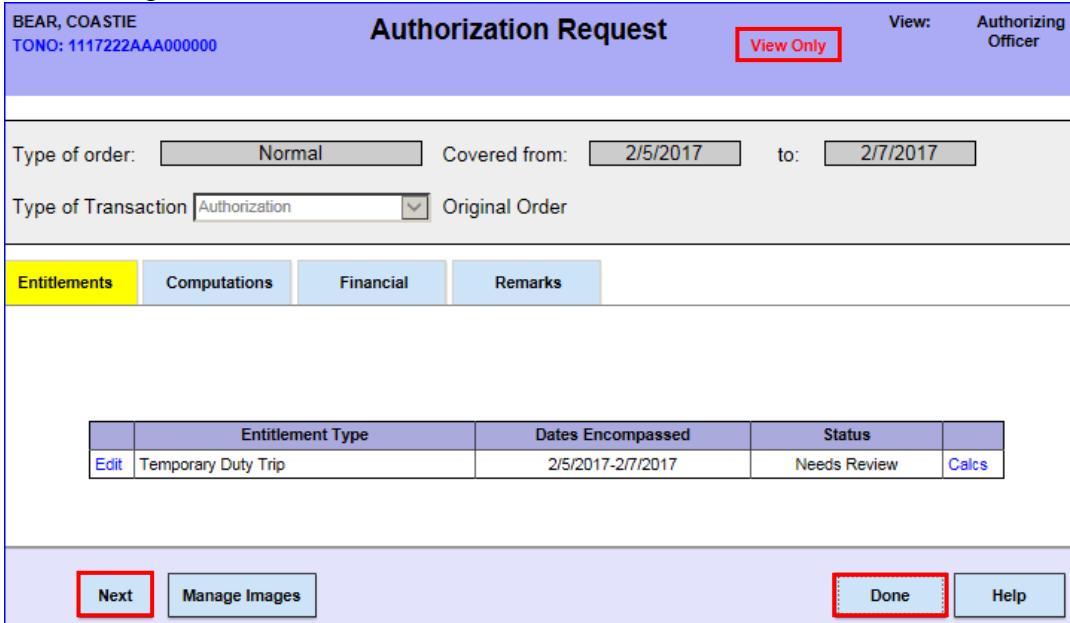
Procedures,
continued

Step	Action																																																																										
9	<p>Search by entering the Order Number or scrolling to the correct Order Number. The Details button only works if there is something to display below otherwise you get a System Notification. Click Display.</p>  <p>BEAR, COASTIE Travel Order History</p> <p>Order Number: <input type="text" value="1117555AAA000000"/> <input type="button" value="Find"/></p> <table border="1"> <thead> <tr> <th>Details</th> <th>Order Number</th> <th>Travel Dates</th> <th>Type</th> <th>Create Date</th> <th>Amount</th> <th>Agency</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Details"/></td> <td>1117222AAA000000</td> <td>02/05/2017-02/07/2017</td> <td>Normal</td> <td>01/10/2017</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117222ABA000000</td> <td>02/05/2017-02/07/2017</td> <td>Normal</td> <td>01/09/2017</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117222BBB000000</td> <td>01/11/2017-01/13/2017</td> <td>Normal</td> <td>01/10/2017</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117333AAA000000</td> <td>01/09/2017-01/11/2017</td> <td>Normal</td> <td>01/01/2017</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117555AAA000000</td> <td>01/04/2017-01/06/2017</td> <td>Normal</td> <td>01/02/2017</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117555ZZZ000000</td> <td>01/10/2017-01/11/2017</td> <td>Normal</td> <td>01/03/2017</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td><input type="button" value="Details"/></td> <td>1117564PPP000000</td> <td>02/01/2017-02/01/2017</td> <td>Normal</td> <td>01/25/2017</td> <td>7947400</td> <td>Coast Guard</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>Pay Method</th> <th>Claim No.</th> <th>Travel Dates</th> <th>Transaction Type</th> <th>Create Date</th> <th>Total Transaction</th> <th>Claimed / Applied</th> <th>Net Transaction</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Display"/></td> <td>EFT</td> <td>1100217725</td> <td>01/04/2017-01/06/2017</td> <td>Settlement</td> <td>01/12/2017</td> <td>\$403.91</td> <td></td> <td>\$403.91</td> </tr> </tbody> </table> <p>Done Help</p> <div style="border: 1px solid black; padding: 5px;"> <p>System Notification <input type="button" value="X"/></p> <p>There are no Detail Records associated with the selected Travel Order</p> <p><input type="button" value="OK"/></p> </div>	Details	Order Number	Travel Dates	Type	Create Date	Amount	Agency	<input type="button" value="Details"/>	1117222AAA000000	02/05/2017-02/07/2017	Normal	01/10/2017	7947400	Coast Guard	<input type="button" value="Details"/>	1117222ABA000000	02/05/2017-02/07/2017	Normal	01/09/2017	7947400	Coast Guard	<input type="button" value="Details"/>	1117222BBB000000	01/11/2017-01/13/2017	Normal	01/10/2017	7947400	Coast Guard	<input type="button" value="Details"/>	1117333AAA000000	01/09/2017-01/11/2017	Normal	01/01/2017	7947400	Coast Guard	<input type="button" value="Details"/>	1117555AAA000000	01/04/2017-01/06/2017	Normal	01/02/2017	7947400	Coast Guard	<input type="button" value="Details"/>	1117555ZZZ000000	01/10/2017-01/11/2017	Normal	01/03/2017	7947400	Coast Guard	<input type="button" value="Details"/>	1117564PPP000000	02/01/2017-02/01/2017	Normal	01/25/2017	7947400	Coast Guard		Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	<input type="button" value="Display"/>	EFT	1100217725	01/04/2017-01/06/2017	Settlement	01/12/2017	\$403.91		\$403.91
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Authorizing Official (AO) TPAX Inbox, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>Amounts, Dates/Remarks, Description and Who Had It are displayed. To view the entire claim, click View Request.</p> 
<p>11</p>	<p>Notice that you are in View Only mode. The entire claim is viewed by clicking Next through all the tabs. When finished, click Done.</p> 

Continued on next page

Authorizing Official (AO) TPAX Inbox, Continued

Procedures,
continued

Step	Action																																																																			
<p>12</p>	<p>Click Done to return to the Travel Order History.</p> <div style="border: 1px solid black; padding: 5px;"> <p>BEAR, COASTIE TONO: 1117222AAA000000</p> <p style="text-align: center;">Travel Order Detail (Obligation)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Amounts</th> <th style="width: 20%;">Dates/Remarks</th> <th style="width: 30%;">Description</th> <th style="width: 35%;">Who Had It</th> </tr> </thead> <tbody> <tr> <td>Entitlement: <input type="text" value="\$389.85"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Settlement: <input type="text" value="\$389.85"/></td> <td></td> <td>Govt Procured Transp.:</td> <td><input type="text" value="\$0.00"/></td> </tr> <tr> <td>Applied: <input type="text" value="\$0.00"/></td> <td></td> <td></td> <td>Split Amount: <input type="text" value="\$0.00"/></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Prev Detail"/> <input type="button" value="Next Detail"/> <input type="button" value="View Request"/> <input type="button" value="Print"/> <input style="border: 2px solid red;" type="button" value="Done"/> <input type="button" value="Help"/> </p> </div>	Amounts	Dates/Remarks	Description	Who Had It	Entitlement: <input type="text" value="\$389.85"/>				Settlement: <input type="text" value="\$389.85"/>		Govt Procured Transp.:	<input type="text" value="\$0.00"/>	Applied: <input type="text" value="\$0.00"/>			Split Amount: <input type="text" value="\$0.00"/>																																																			
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