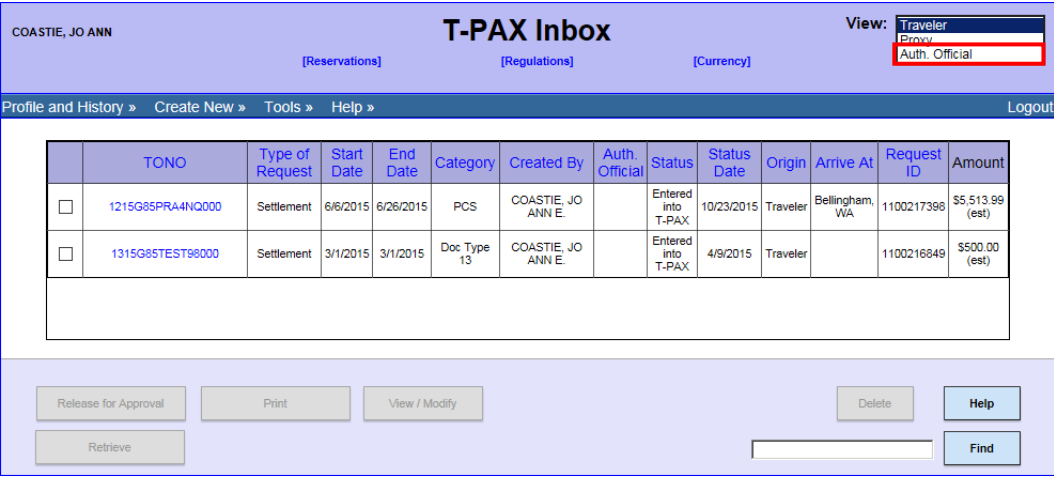
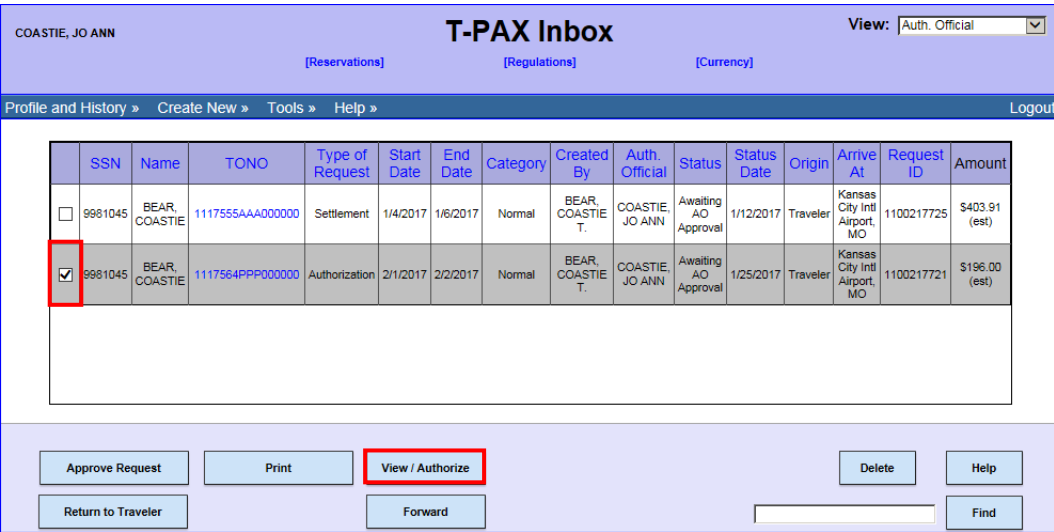


Authorizing Official for TDY Authorization

Introduction This guide provides the procedure for approving an Authorization for a TDY Claim.

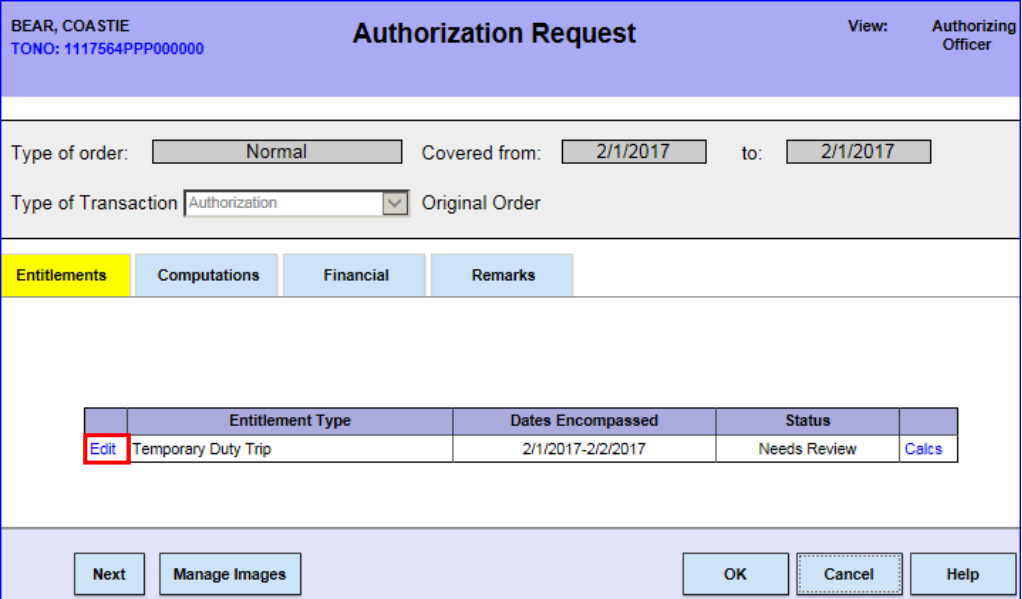
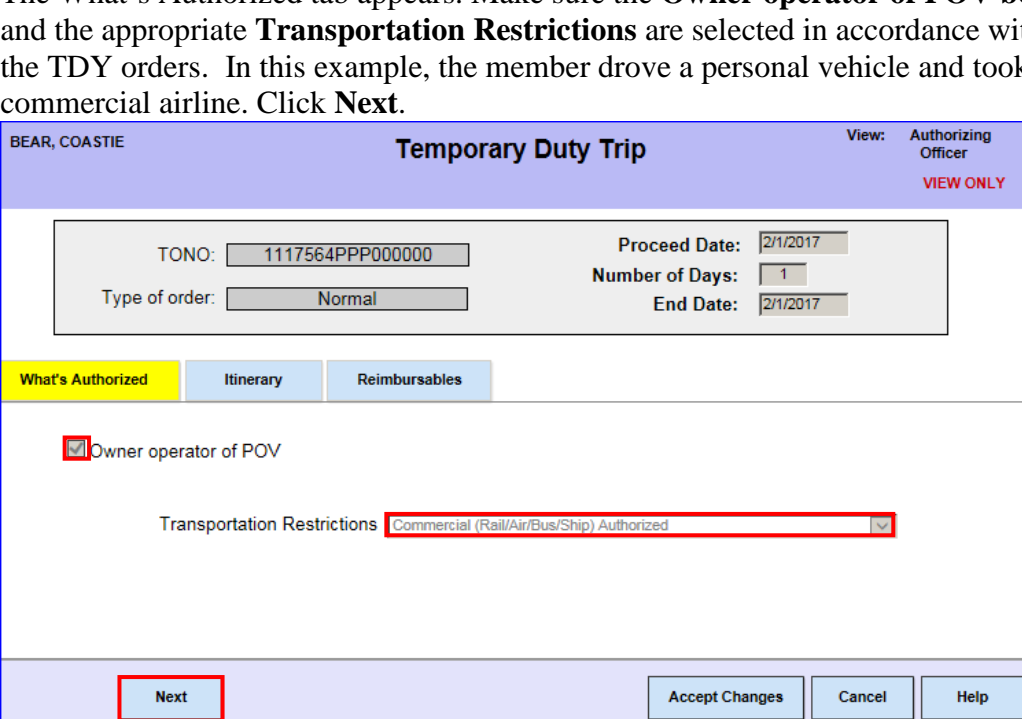
Procedures See below.

| Step | Action |
|-----------------|---|
| <p>1</p> | <p>To open the claim, log into TPAX and select Auth. Official from the View drop-down.</p>  |
| <p>2</p> | <p>The screen will update with the TONO(S) to be audited. Select the TONO and click View/ Authorize to audit the claim.</p>  |

Continued on next page

Authorizing Official for TDY Authorization, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | |
|----------------------|---|-------------------|------------------|-----------------------|--------|--|----------------------|---------------------|-------------------|--------------|-----------------------|
| <p>3</p> | <p>The Entitlements tab appears with the TDY trip. Select the Edit link.</p>  <p>BEAR, COASTIE TONO: 1117564PPP000000</p> <p style="text-align: center;">Authorization Request</p> <p style="text-align: right;">View: Authorizing Officer</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/1/2017"/> to: <input type="text" value="2/1/2017"/></p> <p>Type of Transaction: <input type="text" value="Authorization"/> Original Order</p> <p>Entitlements Computations Financial Remarks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">Entitlement Type</th> <th style="width: 30%;">Dates Encompassed</th> <th style="width: 15%;">Status</th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">Edit</td> <td>Temporary Duty Trip</td> <td>2/1/2017-2/2/2017</td> <td>Needs Review</td> <td>Calcs</td> </tr> </tbody> </table> <p style="text-align: right;">Next Manage Images OK Cancel Help</p> | | Entitlement Type | Dates Encompassed | Status | | Edit | Temporary Duty Trip | 2/1/2017-2/2/2017 | Needs Review | Calcs |
| | Entitlement Type | Dates Encompassed | Status | | | | | | | | |
| Edit | Temporary Duty Trip | 2/1/2017-2/2/2017 | Needs Review | Calcs | | | | | | | |
| <p>4</p> | <p>The What's Authorized tab appears. Make sure the Owner operator of POV box and the appropriate Transportation Restrictions are selected in accordance with the TDY orders. In this example, the member drove a personal vehicle and took a commercial airline. Click Next.</p>  <p>BEAR, COASTIE</p> <p style="text-align: center;">Temporary Duty Trip</p> <p style="text-align: right;">View: Authorizing Officer VIEW ONLY</p> <p>TONO: <input type="text" value="1117564PPP000000"/> Proceed Date: <input type="text" value="2/1/2017"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="1"/></p> <p>End Date: <input type="text" value="2/1/2017"/></p> <p>What's Authorized Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV</p> <p>Transportation Restrictions: <input type="text" value="Commercial (Rail/Air/Bus/Ship) Authorized"/></p> <p style="text-align: right;">Next Accept Changes Cancel Help</p> | | | | | | | | | | |

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Authorizing Official for TDY Authorization, Continued

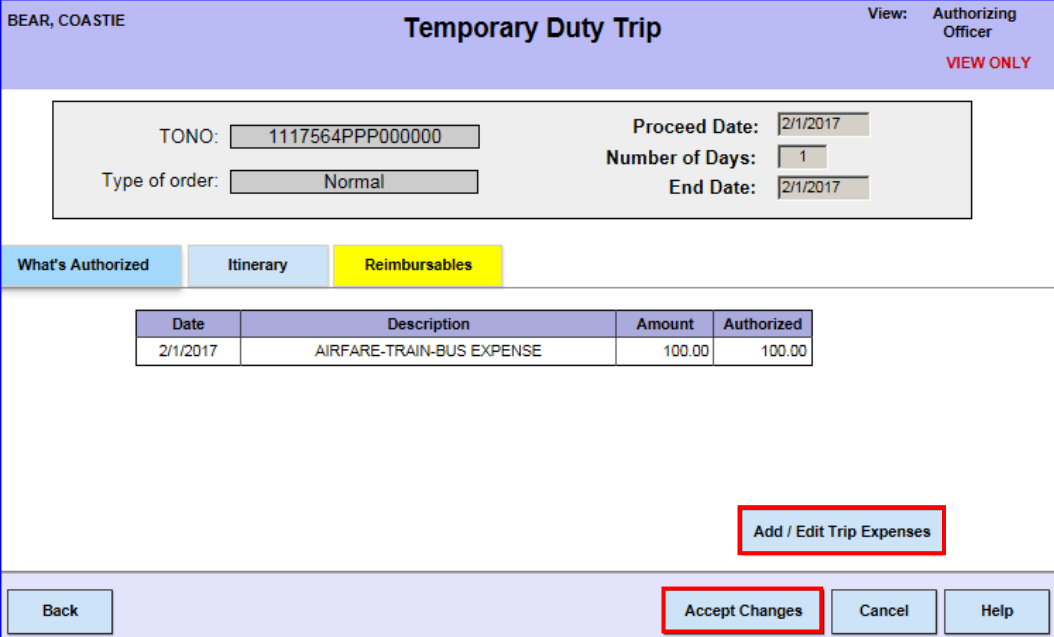
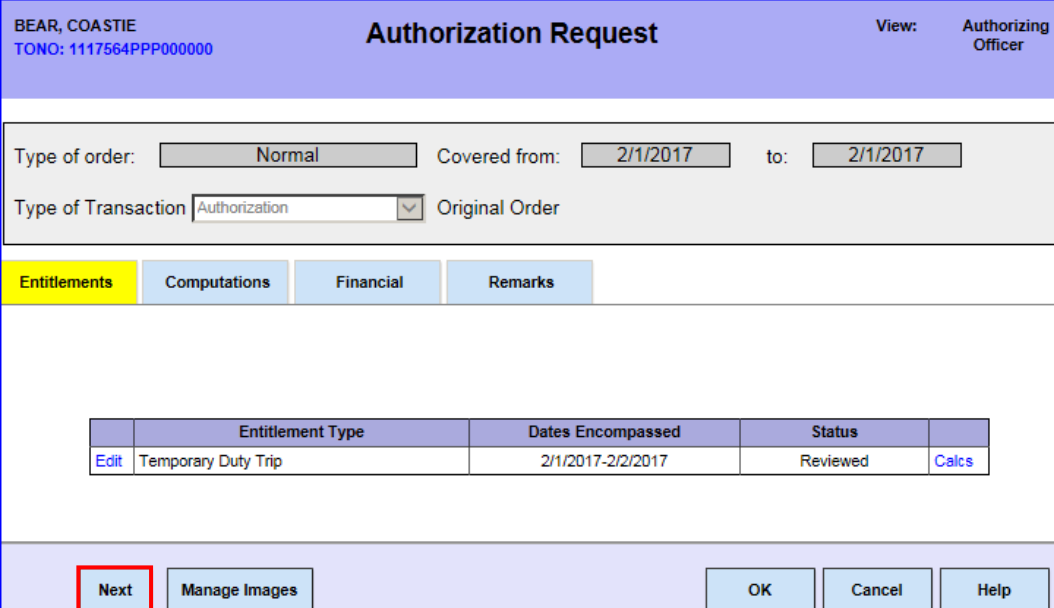
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|---|--|--------------|---|--------------|--|---------|---------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-------|-------|----------------------|------------|--|----------|---|--|--|--|--|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|----------------------|------------|--|----------|---|--|---------------------------------|-----|----|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|----------------------|------------|--|----------|--|--|---------------------------------|--|--|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|----------------------|------------|--|----------|--|--|--|-----|--|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|
| 5 | <p>The Itinerary tab appears.</p> <p>Important information to verify:</p> <ul style="list-style-type: none"> • Compare Duration of travel drop-down choice against the Dates on the itinerary. • Verify that each leg of travel has the: <ul style="list-style-type: none"> – Correct Trans Reason utilized. – Local Method boxes checked for appropriate legs. – Lodging and Taxes filled in on the correct leg in the Itinerary. <p>Click Next.</p> <div data-bbox="316 869 1377 1624" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 5px;"> <p>BEAR, COASTIE View: Authorizing Officer</p> <p style="text-align: center;">Temporary Duty Trip</p> <p style="text-align: right; color: red;">VIEW ONLY</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>TONO: <input type="text" value="1117564PPP000000"/> Proceed Date: <input type="text" value="2/1/2017"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="1"/></p> <p>End Date: <input type="text" value="2/1/2017"/></p> </div> <div style="display: flex; justify-content: space-around; margin: 5px 0;"> What's Authorized Itinerary Reimbursables </div> <p>Duration of travel: Greater than or equal to 24 hours</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d1c4e9;"> <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>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr style="border: 1px solid red;"> <td>2/1/2017 2/1/2017</td> <td>DEP ARR</td> <td>66683 Topeka, KANSAS Kansas City Intl Airport, MISSOURI</td> <td>PA AT</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/> LDP</td> <td></td> <td></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>2/1/2017 2/1/2017</td> <td>DEP ARR</td> <td>Kansas City Intl Airport, MISSOURI Yorktown CG R...</td> <td>CP TD</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td>GQ1</td> <td>GM</td> <td><input type="text" value="0"/></td> <td style="border: 1px solid red;"><input type="text" value="0.00"/></td> <td style="border: 1px solid red;"><input type="text" value="0.00"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>2/2/2017 2/2/2017</td> <td>DEP ARR</td> <td>Yorktown CG R... Kansas City Intl Airport, MISSOURI</td> <td>CP AT</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td></td> <td></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 style="border: 1px solid red;"> <td>2/2/2017 2/2/2017</td> <td>DEP ARR</td> <td>Kansas City Intl Airport, MISSOURI 66683 Topeka, KANSAS</td> <td>PA MC</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/> NLG</td> <td>NLG</td> <td></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> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Back Next Accept Changes Cancel Help </div> </div> | Date | | Location | Trans Reason | Duty Day | IDL | Local? Method | Lodging | Meals | AE% | Lodging | Taxes | Miles | 2/1/2017 2/1/2017 | DEP ARR | 66683 Topeka, KANSAS Kansas City Intl Airport, MISSOURI | PA AT | <input checked="" type="checkbox"/> <input type="checkbox"/> | | <input checked="" type="checkbox"/> LDP | | | <input type="text" value="0"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> | 2/1/2017 2/1/2017 | DEP ARR | Kansas City Intl Airport, MISSOURI Yorktown CG R... | CP TD | <input type="checkbox"/> <input checked="" type="checkbox"/> | | <input type="checkbox"/> LDP | GQ1 | GM | <input type="text" value="0"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> | 2/2/2017 2/2/2017 | DEP ARR | Yorktown CG R... Kansas City Intl Airport, MISSOURI | CP AT | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> LDP | | | <input type="text" value="0"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> | 2/2/2017 2/2/2017 | DEP ARR | Kansas City Intl Airport, MISSOURI 66683 Topeka, KANSAS | PA MC | <input type="checkbox"/> <input type="checkbox"/> | | <input checked="" type="checkbox"/> NLG | NLG | | <input type="text" value="0"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> |
| Date | | Location | Trans Reason | Duty Day | IDL | Local? Method | Lodging | Meals | AE% | Lodging | Taxes | Miles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/1/2017 2/1/2017 | DEP ARR | 66683 Topeka, KANSAS Kansas City Intl Airport, MISSOURI | PA AT | <input checked="" type="checkbox"/> <input type="checkbox"/> | | <input checked="" type="checkbox"/> LDP | | | <input type="text" value="0"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/1/2017 2/1/2017 | DEP ARR | Kansas City Intl Airport, MISSOURI Yorktown CG R... | CP TD | <input type="checkbox"/> <input checked="" type="checkbox"/> | | <input type="checkbox"/> LDP | GQ1 | GM | <input type="text" value="0"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/2/2017 2/2/2017 | DEP ARR | Yorktown CG R... Kansas City Intl Airport, MISSOURI | CP AT | <input type="checkbox"/> <input type="checkbox"/> | | <input type="checkbox"/> LDP | | | <input type="text" value="0"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2/2/2017 2/2/2017 | DEP ARR | Kansas City Intl Airport, MISSOURI 66683 Topeka, KANSAS | PA MC | <input type="checkbox"/> <input type="checkbox"/> | | <input checked="" type="checkbox"/> NLG | NLG | | <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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Authorizing Official for TDY Authorization, Continued

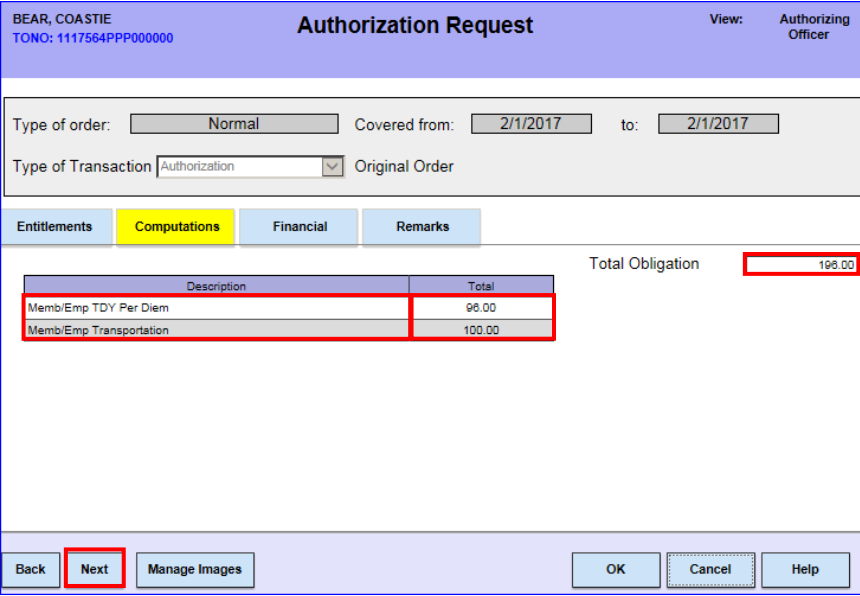
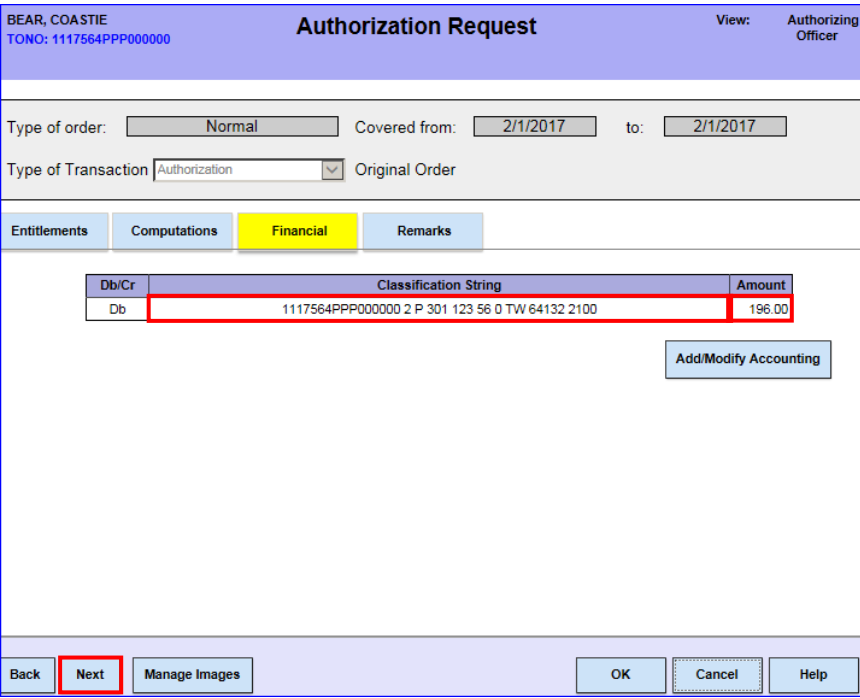
Procedures,
continued

| Step | Action |
|------|---|
| 6 | <p>The Reimbursables tab appears. Verify the expenses the member has claimed match the receipts provided by clicking Add/Edit Trip Expenses. Then click Accept Changes.</p>  |
| 7 | <p>Select Next.</p>  |

Continued on next page

Authorizing Official for TDY Authorization, Continued

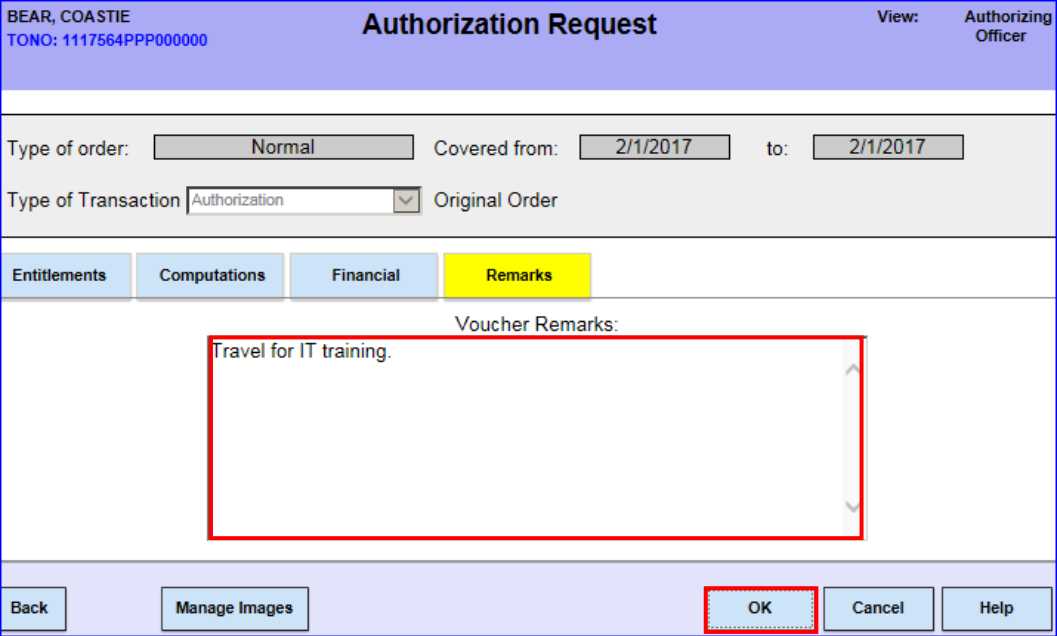
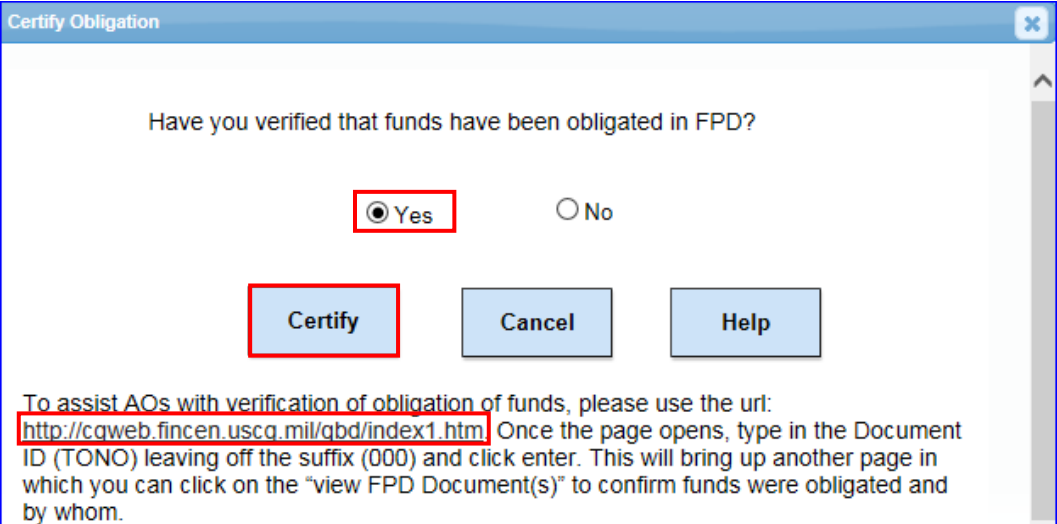
Procedures,
continued

| Step | Action | | | | | | |
|-------------------------|--|-------------|-----------------------|-----------------------|-------|---|--------|
| <p>8</p> | <p>The Computations tab appears. Verify that Description & Total are correct and add up to the Total Obligation. Click Next.</p>  <p>BEAR, COASTIE TONO: 1117564PPP000000</p> <p style="text-align: right;">View: Authorizing Officer</p> <p style="text-align: center;">Authorization Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/1/2017"/> to: <input type="text" value="2/1/2017"/></p> <p>Type of Transaction: <input type="text" value="Authorization"/> Original Order</p> <p>Entitlements Computations Financial Remarks</p> <p style="text-align: right;">Total Obligation <input type="text" value="196.00"/></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>96.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>100.00</td> </tr> </tbody> </table> <p>Back Next Manage Images <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p> | Description | Total | Memb/Emp TDY Per Diem | 96.00 | Memb/Emp Transportation | 100.00 |
| Description | Total | | | | | | |
| Memb/Emp TDY Per Diem | 96.00 | | | | | | |
| Memb/Emp Transportation | 100.00 | | | | | | |
| <p>9</p> | <p>The Financial tab appears. Make sure the Classification String matches the TONO on the travel orders and that the Amount is correct. Click Next.</p>  <p>BEAR, COASTIE TONO: 1117564PPP000000</p> <p style="text-align: right;">View: Authorizing Officer</p> <p style="text-align: center;">Authorization Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/1/2017"/> to: <input type="text" value="2/1/2017"/></p> <p>Type of Transaction: <input type="text" value="Authorization"/> Original Order</p> <p>Entitlements Computations Financial Remarks</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1117564PPP000000 2 P 301 123 56 0 TW 64132 2100</td> <td>196.00</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add/Modify Accounting"/></p> <p>Back Next Manage Images <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p> | Db/Cr | Classification String | Amount | Db | 1117564PPP000000 2 P 301 123 56 0 TW 64132 2100 | 196.00 |
| Db/Cr | Classification String | Amount | | | | | |
| Db | 1117564PPP000000 2 P 301 123 56 0 TW 64132 2100 | 196.00 | | | | | |

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Authorizing Official for TDY Authorization, Continued

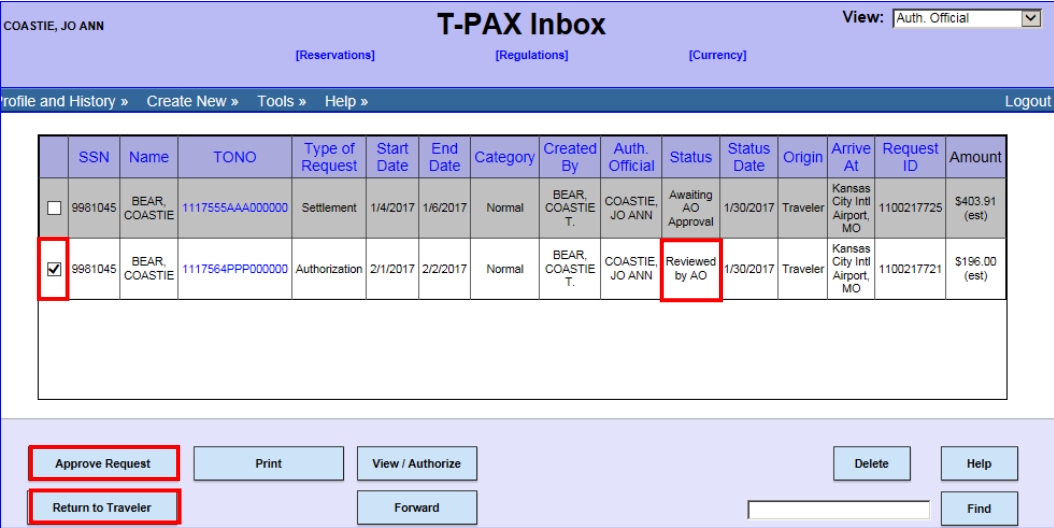

Procedures,
continued

| Step | Action |
|------------------|--|
| <p>10</p> | <p>The Remarks tab appears. The Voucher Remarks box appears for viewing extra notes about the trip. Click OK.</p>  <p>BEAR, COASTIE TONO: 1117564PPP000000</p> <p style="text-align: center;">Authorization Request</p> <p style="text-align: right;">View: Authorizing Officer</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/1/2017"/> to: <input type="text" value="2/1/2017"/></p> <p>Type of Transaction <input type="text" value="Authorization"/> Original Order</p> <p>Entitlements Computations Financial Remarks</p> <p>Voucher Remarks:</p> <p>Travel for IT training.</p> <p>Back Manage Images OK Cancel Help</p> |
| <p>11</p> | <p>A pop up appears. Click on the Link. After viewing the funds, click Yes. Click Certify.</p>  <p>Certify Obligation</p> <p>Have you verified that funds have been obligated in FPD?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Certify Cancel Help</p> <p>To assist AOs with verification of obligation of funds, please use the url: http://cgweb.fincen.uscg.mil/qbd/index1.htm Once the page opens, type in the Document ID (TONO) leaving off the suffix (000) and click enter. This will bring up another page in which you can click on the "view FPD Document(s)" to confirm funds were obligated and by whom.</p> |

Continued on next page

Authorizing Official for TDY Authorization, Continued

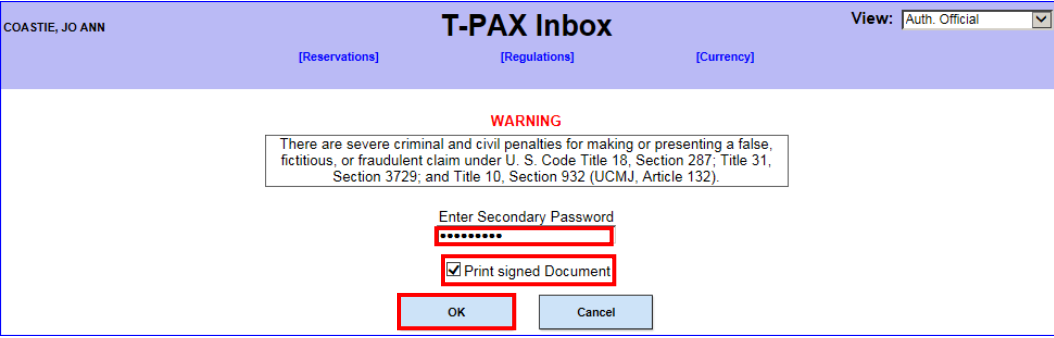
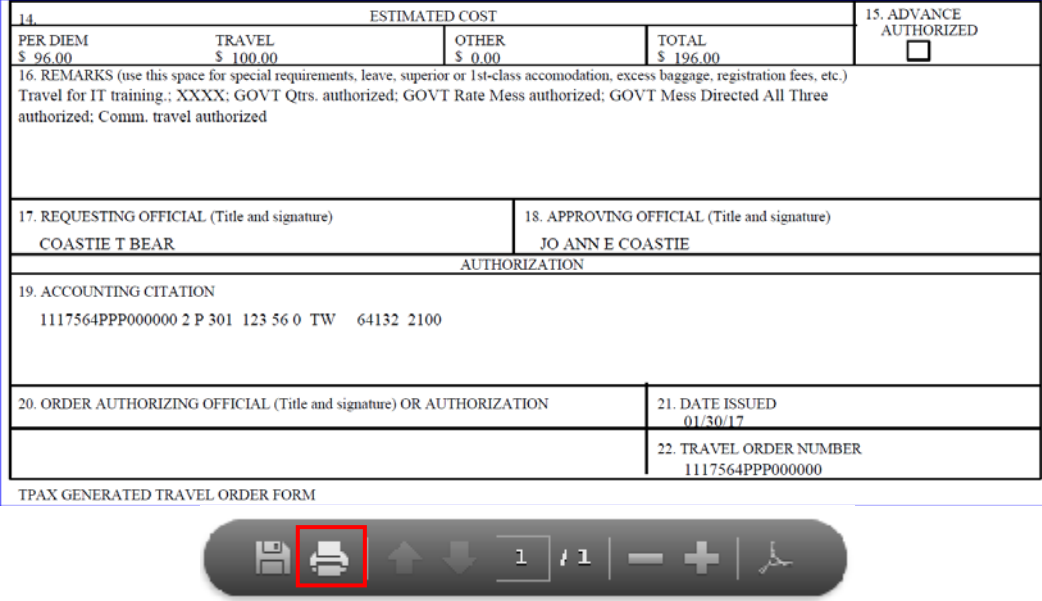
Procedures,
continued

| Step | Action |
|------------------|--|
| <p>12</p> | <p>Check the box of the TONO. Notice that the Status reads Reviewed by AO. Select either Approve Request or Return to Traveler.</p>  <p>The screenshot shows the 'T-PAX Inbox' interface. At the top, it says 'COASTIE, JO ANN' and 'View: Auth. Official'. Below that are links for '[Reservations]', '[Regulations]', and '[Currency]'. A navigation bar includes 'Profile and History', 'Create New', 'Tools', 'Help', and 'Logout'. The main table has 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. Two rows are visible. The first row has a checkbox that is not checked. The second row has a checkbox that is checked (highlighted with a red box) and its status is 'Reviewed by AO' (also highlighted with a red box). Below the table, there are several buttons: 'Approve Request' (highlighted with a red box), 'Return to Traveler' (highlighted with a red box), 'Print', 'View / Authorize', 'Delete', 'Help', 'Forward', and 'Find'.</p> |
| <p>13</p> | <p>If Return to Traveler is selected a box appears to enter comments as to why it is being returned. Enter Secondary Password and click OK.</p>  <p>The screenshot shows a warning dialog box. At the top, it says 'WARNING'. Below that is a text area with the text: 'There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 31, Section 3729; and Title 10, Section 932 (UCMJ, Article 132)'. Below the text area is a text input field labeled 'Enter a message to return'. Below that is another text input field labeled 'Enter Secondary Password'. At the bottom are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.</p> |

Continued on next page

Authorizing Official for TDY Authorization, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------|--|--------------------------|--|------------------------|----------|--------|-------|-------|--------------------------|----------|-----------|---------|-----------|--|--|--|--|--|---|--|--|--|--|---------------|--|--|--|--|--|--|--|--|--|---|--|--|-----------------------------|--|--|--|--|---|--|
| 14 | <p>If Approve Request is selected, Enter Secondary Password, make sure the Print signed Document box is checked, and click OK.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | <p>Here is an example of the bottom of the Authorization for TDY travel orders. Select the printer icon to print the form.</p>  <table border="1" data-bbox="323 1010 1362 1489"> <thead> <tr> <th colspan="4">14. ESTIMATED COST</th> <th>15. ADVANCE AUTHORIZED</th> </tr> </thead> <tbody> <tr> <td>PER DIEM</td> <td>TRAVEL</td> <td>OTHER</td> <td>TOTAL</td> <td rowspan="2"><input type="checkbox"/></td> </tr> <tr> <td>\$ 96.00</td> <td>\$ 100.00</td> <td>\$ 0.00</td> <td>\$ 196.00</td> </tr> <tr> <td colspan="5">16. REMARKS (use this space for special requirements, leave, superior or 1st-class accomodation, excess baggage, registration fees, etc.) Travel for IT training.: XXXX; GOVT Qtrs. authorized; GOVT Rate Mess authorized; GOVT Mess Directed All Three authorized; Comm. travel authorized</td> </tr> <tr> <td colspan="3">17. REQUESTING OFFICIAL (Title and signature) COASTIE T BEAR</td> <td colspan="2">18. APPROVING OFFICIAL (Title and signature) JO ANN E COASTIE</td> </tr> <tr> <td colspan="5" style="text-align: center;">AUTHORIZATION</td> </tr> <tr> <td colspan="5">19. ACCOUNTING CITATION 1117564PPP000000 2 P 301 123 56 0 TW 64132 2100</td> </tr> <tr> <td colspan="3">20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHORIZATION</td> <td colspan="2">21. DATE ISSUED 01/30/17</td> </tr> <tr> <td colspan="3"></td> <td colspan="2">22. TRAVEL ORDER NUMBER 1117564PPP000000</td> </tr> </tbody> </table> <p>TPAX GENERATED TRAVEL ORDER FORM</p> | 14. ESTIMATED COST | | | | 15. ADVANCE AUTHORIZED | PER DIEM | TRAVEL | OTHER | TOTAL | <input type="checkbox"/> | \$ 96.00 | \$ 100.00 | \$ 0.00 | \$ 196.00 | 16. REMARKS (use this space for special requirements, leave, superior or 1st-class accomodation, excess baggage, registration fees, etc.) Travel for IT training.: XXXX; GOVT Qtrs. authorized; GOVT Rate Mess authorized; GOVT Mess Directed All Three authorized; Comm. travel authorized | | | | | 17. REQUESTING OFFICIAL (Title and signature) COASTIE T BEAR | | | 18. APPROVING OFFICIAL (Title and signature) JO ANN E COASTIE | | AUTHORIZATION | | | | | 19. ACCOUNTING CITATION 1117564PPP000000 2 P 301 123 56 0 TW 64132 2100 | | | | | 20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHORIZATION | | | 21. DATE ISSUED 01/30/17 | | | | | 22. TRAVEL ORDER NUMBER 1117564PPP000000 | |
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| PER DIEM | TRAVEL | OTHER | TOTAL | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$ 96.00 | \$ 100.00 | \$ 0.00 | \$ 196.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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