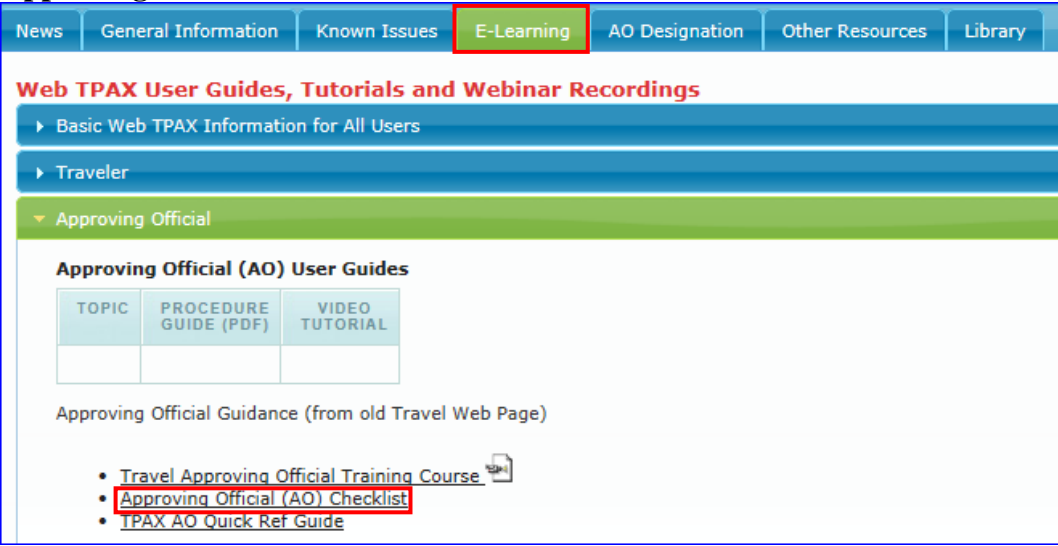


# TDY Settlement Approval

**Introduction** This guide provides the procedures for approving a TDY settlement claim in TPAX.

**Procedures** See below.

Step	Action
1	<p>On the Travel webpage, under the <b>E-Learning</b> tab, select the link for the <b>Approving Official Checklist</b>.</p> 
2	<p>Here is an example of the checklist. It can be printed or checked online while auditing the claim.</p> <p style="text-align: center;"><b><u>TRAVEL AO Checklist for Post-Travel Pre-Payment Approval</u></b></p> <p>The following list provides items that should be reviewed by the authorizing official (AO) in the pre-payment stage of a temporary duty (TDY) claim and are based on requirements contained in the Joint Travel Regulations (JTR, App. G) or the Federal Travel Regulations (FTR), and the 3PM.</p> <p>Please verify the following are correct, attached, completed, or available upon request.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify TONO, Fund Type, and lines of accounting (LOA) are accurate IAW funds manager.</li> <li><input type="checkbox"/> Copy of Authorization &amp; amendments with accurate TONO and LOA on each, signed by AO, ensuring entitlements are clearly explained and whether transportation was purchased through GTA account, individual account or centrally billed account (CBA). Paper claims must have original signatures of the traveler and AO and signatures must be in ink.</li> <li><input type="checkbox"/> Compare claim to authorizations to ensure accuracy of claim and all expenses are authorized.</li> <li><input type="checkbox"/> Verify advance is annotated for liquidation if an advance was issued</li> <li><input type="checkbox"/> Itinerary portion of trip recorded properly and contains all required and supporting information for settlement and payment.</li> <li><input type="checkbox"/> If local travel mileage is included in itinerary, ensure Local travel box is checked.</li> <li><input type="checkbox"/> Confirm non-availability of Government facilities for commercial lodging if government lodging was authorized.</li> <li><input type="checkbox"/> Receipts -- Any authorized necessary expense that is \$75 or over must be accompanied by a valid, itemized, receipt and any mandatory receipts to include <i>(these receipts are mandatory even if the expense was less than \$75)</i>;</li> </ul>

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# TDY Settlement Approval, Continued

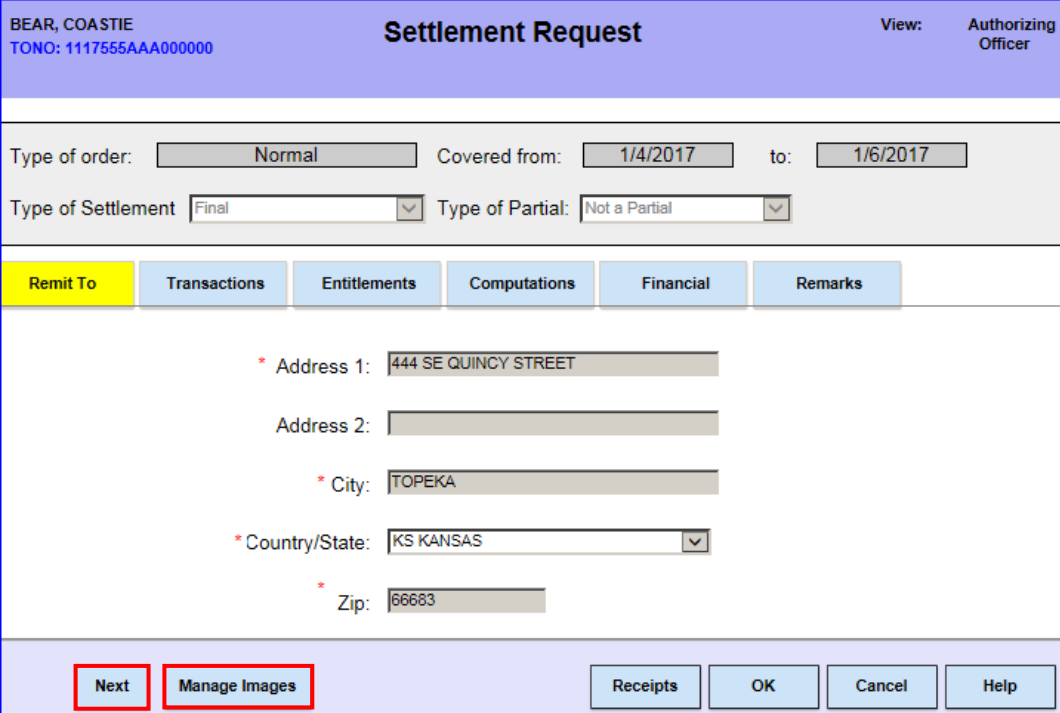
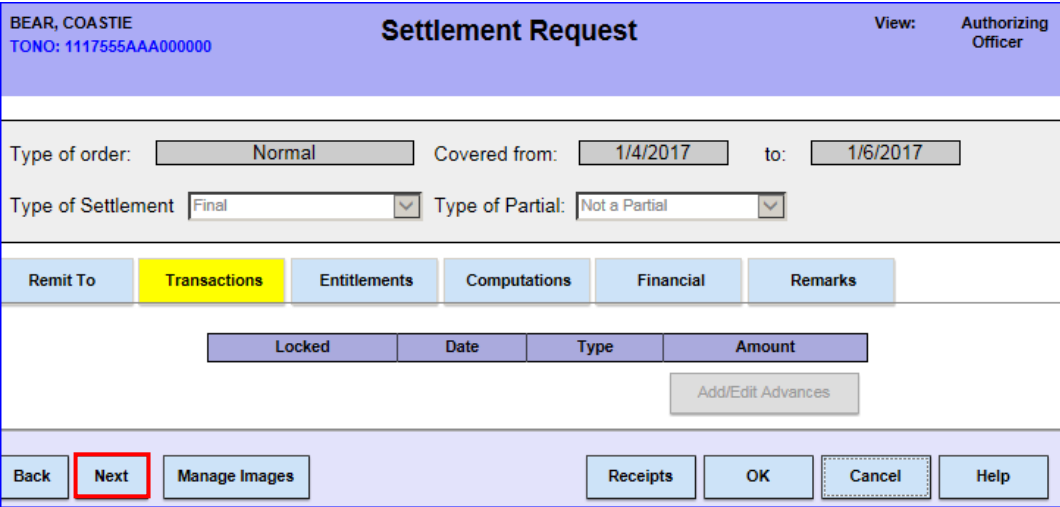
Procedure,  
continued

Step	Action																																																
<p><b>3</b></p>	<p>To open the claim, log into TPAX and select <b>Auth. Official</b> from the <b>View</b> drop-down.</p> <div data-bbox="312 562 1378 1037"> <p>COASTIE, JO ANN <b>T-PAX Inbox</b> View: <span>Traveler</span> <span>Proxy</span> <b>Auth. Official</b></p> <p>[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help » Logout</p> <table border="1"> <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>1215G85PR44NQ000</td> <td>Settlement</td> <td>6/6/2015</td> <td>6/26/2015</td> <td>PCS</td> <td>COASTIE, JO ANN E.</td> <td></td> <td>Entered into T-PAX</td> <td>10/23/2015</td> <td>Traveler</td> <td>Bellingham, WA</td> <td>1100217398</td> <td>\$5,513.99 (est)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1315G85TEST98000</td> <td>Settlement</td> <td>3/1/2015</td> <td>3/1/2015</td> <td>Doc Type 13</td> <td>COASTIE, JO ANN E.</td> <td></td> <td>Entered into T-PAX</td> <td>4/9/2015</td> <td>Traveler</td> <td></td> <td>1100216849</td> <td>\$500.00 (est)</td> </tr> </tbody> </table> <p>Buttons: Release for Approval, Print, View / Modify, Delete, Help, Retrieve, Find</p> </div>		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"/>	1215G85PR44NQ000	Settlement	6/6/2015	6/26/2015	PCS	COASTIE, JO ANN E.		Entered into T-PAX	10/23/2015	Traveler	Bellingham, WA	1100217398	\$5,513.99 (est)	<input type="checkbox"/>	1315G85TEST98000	Settlement	3/1/2015	3/1/2015	Doc Type 13	COASTIE, JO ANN E.		Entered into T-PAX	4/9/2015	Traveler		1100216849	\$500.00 (est)						
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<p><b>4</b></p>	<p>The screen will update with the <b>TONO(S)</b> to be audited. Select the <b>TONO</b> and click <b>View/ Authorize</b> to audit the claim.</p> <div data-bbox="312 1144 1378 1675"> <p>COASTIE, JO ANN <b>T-PAX Inbox</b> View: <span>Auth. Official</span></p> <p>[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help » Logout</p> <table border="1"> <thead> <tr> <th></th> <th>SSN</th> <th>Name</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>9981045</td> <td>BEAR, COASTIE</td> <td>1117555AAA000000</td> <td>Settlement</td> <td>1/4/2017</td> <td>1/6/2017</td> <td>Normal</td> <td>BEAR, COASTIE T.</td> <td>COASTIE, JO ANN</td> <td>Awaiting AO Approval</td> <td>1/12/2017</td> <td>Traveler</td> <td>Kansas City Intl Airport, MO</td> <td>1100217725</td> <td>\$403.91 (est)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9981045</td> <td>BEAR, COASTIE</td> <td>1117564PPP000000</td> <td>Authorization</td> <td>2/1/2017</td> <td>2/2/2017</td> <td>Normal</td> <td>BEAR, COASTIE T.</td> <td>COASTIE, JO ANN</td> <td>Awaiting AO Approval</td> <td>1/25/2017</td> <td>Traveler</td> <td>Kansas City Intl Airport, MO</td> <td>1100217721</td> <td>\$196.00 (est)</td> </tr> </tbody> </table> <p>Buttons: Approve Request, Print, View / Authorize, Delete, Help, Return to Traveler, Forward, Find</p> </div>		SSN	Name	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"/>	9981045	BEAR, COASTIE	1117555AAA000000	Settlement	1/4/2017	1/6/2017	Normal	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	1/12/2017	Traveler	Kansas City Intl Airport, MO	1100217725	\$403.91 (est)	<input type="checkbox"/>	9981045	BEAR, COASTIE	1117564PPP000000	Authorization	2/1/2017	2/2/2017	Normal	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	1/25/2017	Traveler	Kansas City Intl Airport, MO	1100217721	\$196.00 (est)
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# TDY Settlement Approval, Continued

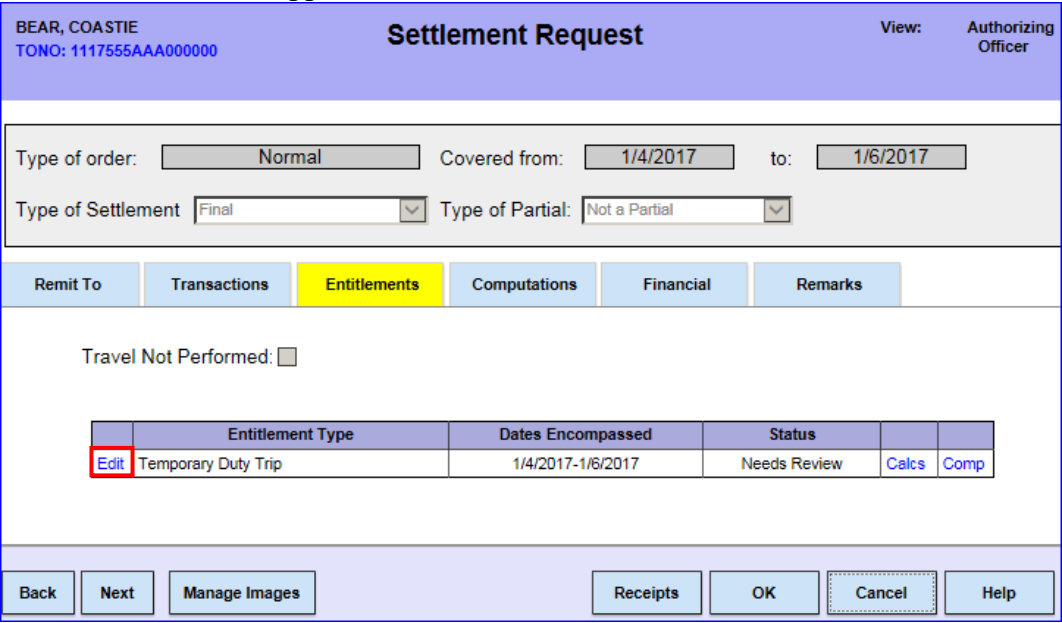
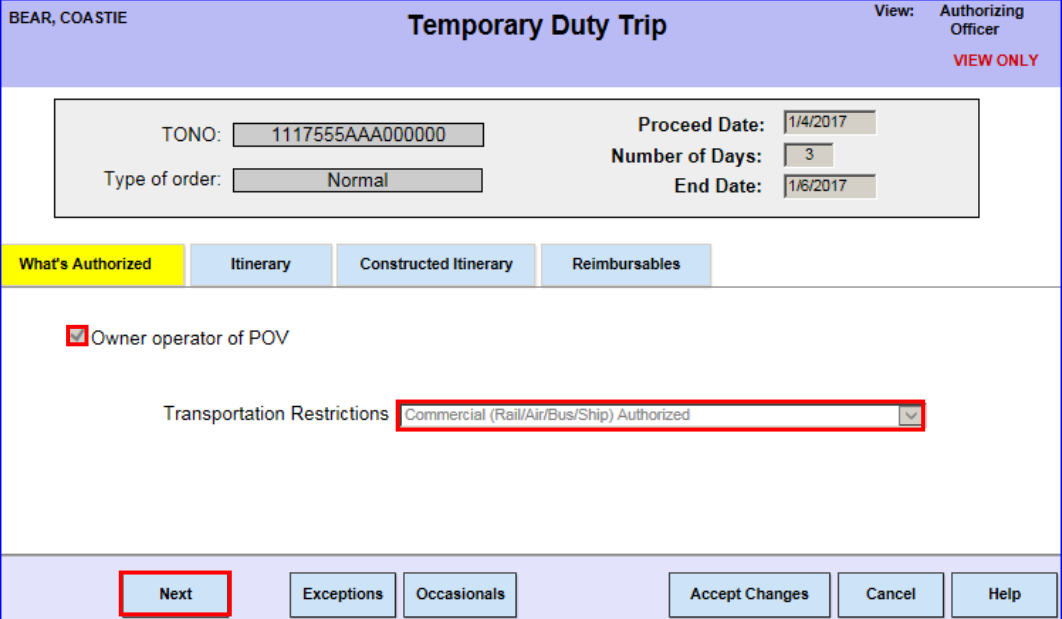
Procedure,  
continued

Step	Action								
<p><b>5</b></p>	<p>The Remit To tab appears. First select <b>Manage Images</b> to view all pertinent documents that should accompany the claim. This would include orders and required receipts. When finished reviewing, click <b>Next</b>.</p>  <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Settlement Request</b></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="1/4/2017"/> to: <input type="text" value="1/6/2017"/></p> <p>Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>* Address 1: <input type="text" value="444 SE QUINCY STREET"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text" value="TOPEKA"/></p> <p>* Country/State: <input type="text" value="KS KANSAS"/></p> <p>* Zip: <input type="text" value="66683"/></p> <p>Next Manage Images Receipts OK Cancel Help</p>								
<p><b>6</b></p>	<p>The Transactions tab appears. Advances will be seen here if applicable. Click <b>Next</b>.</p>  <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Settlement Request</b></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="1/4/2017"/> to: <input type="text" value="1/6/2017"/></p> <p>Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Locked</th> <th>Date</th> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="4">Add/Edit Advances</td> </tr> </tbody> </table> <p>Back Next Manage Images Receipts OK Cancel Help</p>	Locked	Date	Type	Amount	Add/Edit Advances			
Locked	Date	Type	Amount						
Add/Edit Advances									

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# TDY Settlement Approval, Continued

Procedure,  
continued

Step	Action												
7	<p>The Entitlements tab appears. Select the <b>Edit</b> link.</p>  <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: right;">View: Authorizing Officer</p> <p>Settlement Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/4/2017"/> to: <input type="text" value="1/6/2017"/></p> <p>Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions <b>Entitlements</b> Computations Financial Remarks</p> <p>Travel Not Performed: <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th></th> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a></td> <td>Temporary Duty Trip</td> <td>1/4/2017-1/6/2017</td> <td>Needs Review</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p>Back Next Manage Images Receipts OK Cancel Help</p>		Entitlement Type	Dates Encompassed	Status			<a href="#">Edit</a>	Temporary Duty Trip	1/4/2017-1/6/2017	Needs Review	Calcs	Comp
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8	<p>The What's Authorized tab appears. Make sure the <b>Owner operator of POV box</b> and the appropriate <b>Transportation Restrictions</b> are selected in accordance with the TDY orders. In this example, the member drove a personal vehicle and took a commercial airline. Click <b>Next</b>.</p>  <p>BEAR, COASTIE</p> <p style="text-align: right;">View: Authorizing Officer <b>VIEW ONLY</b></p> <p>Temporary Duty Trip</p> <p>TONO: <input type="text" value="1117555AAA000000"/> Proceed Date: <input type="text" value="1/4/2017"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="3"/></p> <p>End Date: <input type="text" value="1/6/2017"/></p> <p>What's Authorized Itinerary Constructed 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>Next Exceptions Occasionals Accept Changes Cancel Help</p>												

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# TDY Settlement Approval, Continued

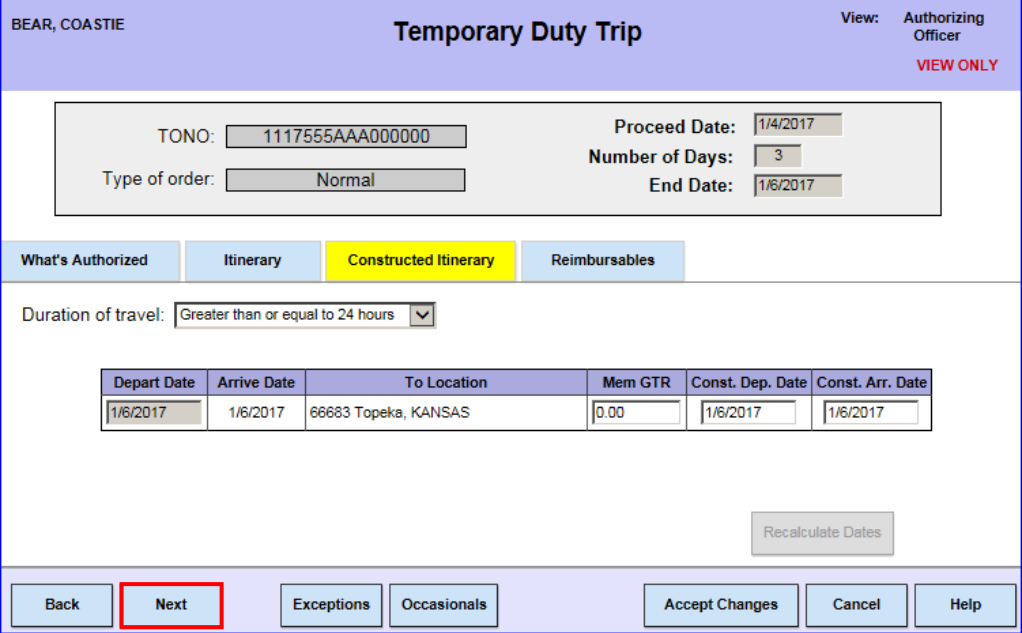
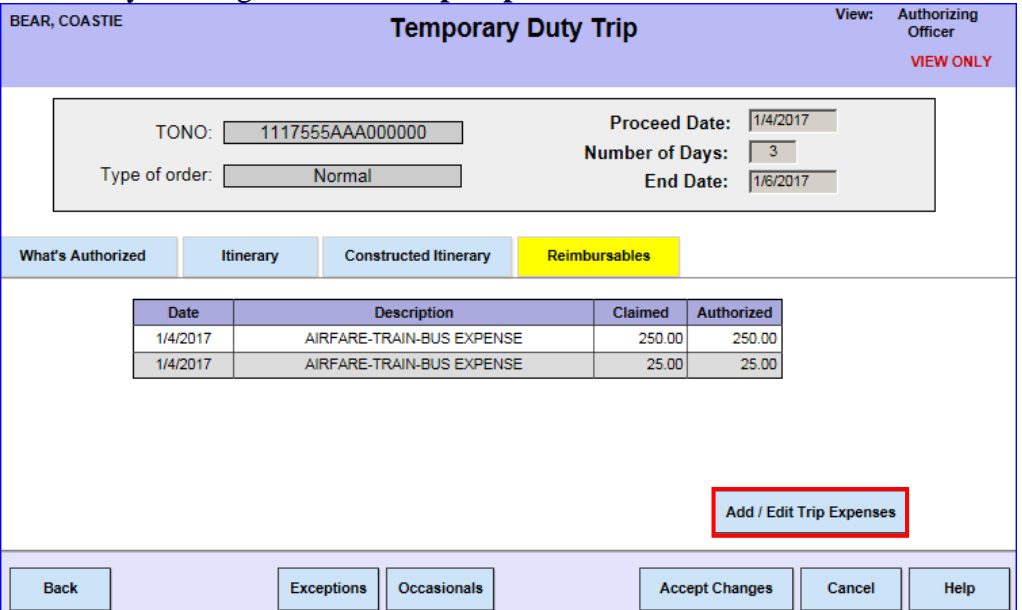
Procedure,  
continued

Step	Action																																																																	
9	<p>The Itinerary tab appears.</p> <p>Important information to verify:</p> <ul style="list-style-type: none"> <li>• Compare <b>Duration of travel</b> drop-down choice against the <b>Dates</b> on the itinerary.</li> <li>• Verify each leg of travel to ensure the:               <ol style="list-style-type: none"> <li>1. Correct <b>Trans Reason</b> is utilized</li> <li>2. <b>Local Method</b> boxes are checked for appropriate legs.</li> <li>3. <b>Lodging</b> and <b>Taxes</b> are filled in on the correct leg(s) in the Itinerary.</li> </ol> </li> </ul> <p><b>NOTE:</b>Notice that the last leg of itinerary Local Method box has not been checked. This would need to be corrected by the member. This will be one of the reasons to use Return to Traveler at the end of your auditing process.</p> <p>Click <b>Next</b>.</p> <div data-bbox="316 931 1382 1709" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 5px; border: 1px solid black;"> <div style="display: flex; justify-content: space-between;"> <span>BEAR, COASTIE</span> <span>Temporary Duty Trip</span> <span>View: Authorizing Officer</span> </div> <div style="text-align: right; color: red; font-weight: bold;">VIEW ONLY</div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>TONO: <input type="text" value="1117555AAA000000"/></p> <p>Type of order: <input type="text" value="Normal"/></p> </div> <div> <p>Proceed Date: <input type="text" value="1/4/2017"/></p> <p>Number of Days: <input type="text" value="3"/></p> <p>End Date: <input type="text" value="1/6/2017"/></p> </div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>What's Authorized</span> <span style="background-color: yellow;">Itinerary</span> <span>Constructed Itinerary</span> <span>Reimbursables</span> </div> <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; text-align: center;"> <thead> <tr style="background-color: #d9d9e6;"> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? 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# TDY Settlement Approval, Continued

Procedure,  
continued

Step	Action												
<p><b>10</b></p>	<p>The Constructed Itinerary tab appears. This tab is used when the members' travel is limited by the Cost of the GTR. In this example it does not apply. Click <b>Next</b>.</p>  <p>BEAR, COASTIE <span style="float: right;">View: Authorizing Officer VIEW ONLY</span></p> <p style="text-align: center;"><b>Temporary Duty Trip</b></p> <p>TONO: <input type="text" value="1117555AAA000000"/> Proceed Date: <input type="text" value="1/4/2017"/>          Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="3"/>          End Date: <input type="text" value="1/6/2017"/></p> <p>What's Authorized   Itinerary   <b>Constructed Itinerary</b>   Reimbursables</p> <p>Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/> ▼</p> <table border="1" data-bbox="416 931 1251 994"> <thead> <tr> <th>Depart Date</th> <th>Arrive Date</th> <th>To Location</th> <th>Mem GTR</th> <th>Const. Dep. Date</th> <th>Const. Arr. Date</th> </tr> </thead> <tbody> <tr> <td>1/6/2017</td> <td>1/6/2017</td> <td>66683 Topeka, KANSAS</td> <td>0.00</td> <td>1/6/2017</td> <td>1/6/2017</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Recalculate Dates"/></p> <p><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>	Depart Date	Arrive Date	To Location	Mem GTR	Const. Dep. Date	Const. Arr. Date	1/6/2017	1/6/2017	66683 Topeka, KANSAS	0.00	1/6/2017	1/6/2017
Depart Date	Arrive Date	To Location	Mem GTR	Const. Dep. Date	Const. Arr. Date								
1/6/2017	1/6/2017	66683 Topeka, KANSAS	0.00	1/6/2017	1/6/2017								
<p><b>11</b></p>	<p>The Reimbursables tab appears. Verify the expenses with receipts the member has claimed by clicking <b>Add/Edit Trip Expenses</b>.</p>  <p>BEAR, COASTIE <span style="float: right;">View: Authorizing Officer VIEW ONLY</span></p> <p style="text-align: center;"><b>Temporary Duty Trip</b></p> <p>TONO: <input type="text" value="1117555AAA000000"/> Proceed Date: <input type="text" value="1/4/2017"/>          Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="3"/>          End Date: <input type="text" value="1/6/2017"/></p> <p>What's Authorized   Itinerary   Constructed Itinerary   <b>Reimbursables</b></p> <table border="1" data-bbox="448 1603 1099 1682"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Authorized</th> </tr> </thead> <tbody> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>250.00</td> <td>250.00</td> </tr> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>25.00</td> <td>25.00</td> </tr> </tbody> </table> <p style="text-align: right;"><input style="border: 2px solid red;" type="button" value="Add / Edit Trip Expenses"/></p> <p><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>	Date	Description	Claimed	Authorized	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00
Date	Description	Claimed	Authorized										
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00										
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00										

*Continued on next page*

# TDY Settlement Approval, Continued

Procedure,  
continued

Step	Action																								
12	<p>Click the <b>Edit</b> link of the Reimbursable you want to view.</p> <div data-bbox="316 526 1380 981" style="border: 1px solid black; padding: 5px;"> <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Reimbursable Expenses</b></p> <p style="text-align: right;">View: Authorizing Officer <b>VIEW ONLY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Authorized</th> <th>Split</th> <th></th> </tr> </thead> <tbody> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>250.00</td> <td>250.00</td> <td><input checked="" type="checkbox"/></td> <td style="border: 2px solid red; text-align: center;"><a href="#">Edit</a></td> </tr> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>25.00</td> <td>25.00</td> <td><input checked="" type="checkbox"/></td> <td style="border: 2px solid red; text-align: center;"><a href="#">Edit</a></td> </tr> </tbody> </table> <p style="color: red; font-size: small;">If entered, was airfare paid by a member's travel card. If paid by Government Account, do not approve an amount for the airfare</p> <p style="text-align: right;"> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </p> </div>	Date	Description	Claimed	Authorized	Split		1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00	<input checked="" type="checkbox"/>	<a href="#">Edit</a>						
Date	Description	Claimed	Authorized	Split																					
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	<input checked="" type="checkbox"/>	<a href="#">Edit</a>																				
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00	<input checked="" type="checkbox"/>	<a href="#">Edit</a>																				
13	<p>Here are both expenses. Click <b>Accept Expense</b> to exit each one.</p> <div data-bbox="316 1048 960 1892" style="border: 1px solid black; padding: 5px;"> <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Reimbursable Expenses</b></p> <p style="text-align: right;">View: Authorizing Officer <b>VIEW ONLY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Authorized</th> <th>Split</th> <th>IBOP</th> </tr> </thead> <tbody> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>250.00</td> <td>250.00</td> <td><input checked="" type="checkbox"/></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="color: red; font-size: small;">If entered, was airfare paid by a member's travel card. If paid by Government Account, do not approve an amount for the airfare</p> <p style="text-align: right;"><input type="button" value="Help"/></p> <hr/> <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Reimbursable Expenses</b></p> <p style="text-align: right;">View: Authorizing Officer <b>VIEW ONLY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Authorized</th> <th>Split</th> <th>IBOP</th> </tr> </thead> <tbody> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>25.00</td> <td>25.00</td> <td><input checked="" type="checkbox"/></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="color: red; font-size: small;">If entered, was airfare paid by a member's travel card. If paid by Government Account, do not approve an amount for the airfare</p> <p style="text-align: right;"><input type="button" value="Help"/></p> </div>	Date	Description	Claimed	Authorized	Split	IBOP	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	<input checked="" type="checkbox"/>	UNITED STATES	Date	Description	Claimed	Authorized	Split	IBOP	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00	<input checked="" type="checkbox"/>	UNITED STATES
Date	Description	Claimed	Authorized	Split	IBOP																				
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	<input checked="" type="checkbox"/>	UNITED STATES																				
Date	Description	Claimed	Authorized	Split	IBOP																				
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00	<input checked="" type="checkbox"/>	UNITED STATES																				

*Continued on next page*

# TDY Settlement Approval, Continued

Procedure,  
continued

Step	Action																					
<p><b>14</b></p>	<p>Now <b>Delete &amp; Add Expense</b> buttons appear. <b>DO NOT USE THESE.</b> This is another reason to use Return to Traveler at the end of your auditing process. Click <b>Accept Changes</b>.</p> <div data-bbox="316 600 1382 1048" style="border: 1px solid black; padding: 5px;"> <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Reimbursable Expenses</b></p> <p style="text-align: right;">View: Authorizing Officer <b>VIEW ONLY</b></p> <table border="1" data-bbox="339 741 1369 864"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Authorized</th> <th>Split</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>250.00</td> <td>250.00</td> <td><input checked="" type="checkbox"/></td> <td>Edit</td> <td><del>Delete</del></td> </tr> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>25.00</td> <td>25.00</td> <td><input checked="" type="checkbox"/></td> <td>Edit</td> <td><del>Delete</del></td> </tr> </tbody> </table> <p data-bbox="335 913 1102 958">If entered, was airfare paid by a member's travel card. If paid by Government Account, do not approve an amount for the airfare</p> <p data-bbox="1209 920 1362 987" style="text-align: right;"><del>Add Expense</del></p> <p data-bbox="778 987 1358 1039" style="text-align: right;"> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </p> </div>	Date	Description	Claimed	Authorized	Split			1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	<input checked="" type="checkbox"/>	Edit	<del>Delete</del>	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00	<input checked="" type="checkbox"/>	Edit	<del>Delete</del>
Date	Description	Claimed	Authorized	Split																		
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	<input checked="" type="checkbox"/>	Edit	<del>Delete</del>																
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00	<input checked="" type="checkbox"/>	Edit	<del>Delete</del>																
<p><b>15</b></p>	<p>The Reimbursables tab reappears. Click <b>Accept Changes</b>.</p> <div data-bbox="316 1122 1382 1765" style="border: 1px solid black; padding: 5px;"> <p>BEAR, COASTIE</p> <p style="text-align: center;"><b>Temporary Duty Trip</b></p> <p style="text-align: right;">View: Authorizing Officer <b>VIEW ONLY</b></p> <div data-bbox="368 1223 1295 1341" style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>TONO: <input type="text" value="1117555AAA000000"/> Proceed Date: <input type="text" value="1/4/2017"/>              Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="3"/>              End Date: <input type="text" value="1/6/2017"/></p> </div> <p data-bbox="331 1373 1026 1406" style="margin: 5px 0;"> <input type="button" value="What's Authorized"/> <input type="button" value="Itinerary"/> <input type="button" value="Constructed Itinerary"/> <input style="background-color: yellow;" type="button" value="Reimbursables"/> </p> <table border="1" data-bbox="453 1435 1134 1514" style="margin: 5px 0;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Authorized</th> </tr> </thead> <tbody> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>250.00</td> <td>250.00</td> </tr> <tr> <td>1/4/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>25.00</td> <td>25.00</td> </tr> </tbody> </table> <p data-bbox="1062 1637 1267 1675" style="text-align: right; margin: 5px 0;"><input type="button" value="Add / Edit Trip Expenses"/></p> <p data-bbox="325 1715 1374 1753" style="text-align: right; margin: 5px 0;"> <input type="button" value="Back"/> <input type="button" value="Exceptions"/> <input type="button" value="Occasionals"/> <input style="border: 2px solid red;" type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Date	Description	Claimed	Authorized	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00	1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00									
Date	Description	Claimed	Authorized																			
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	250.00																			
1/4/2017	AIRFARE-TRAIN-BUS EXPENSE	25.00	25.00																			

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# TDY Settlement Approval, Continued

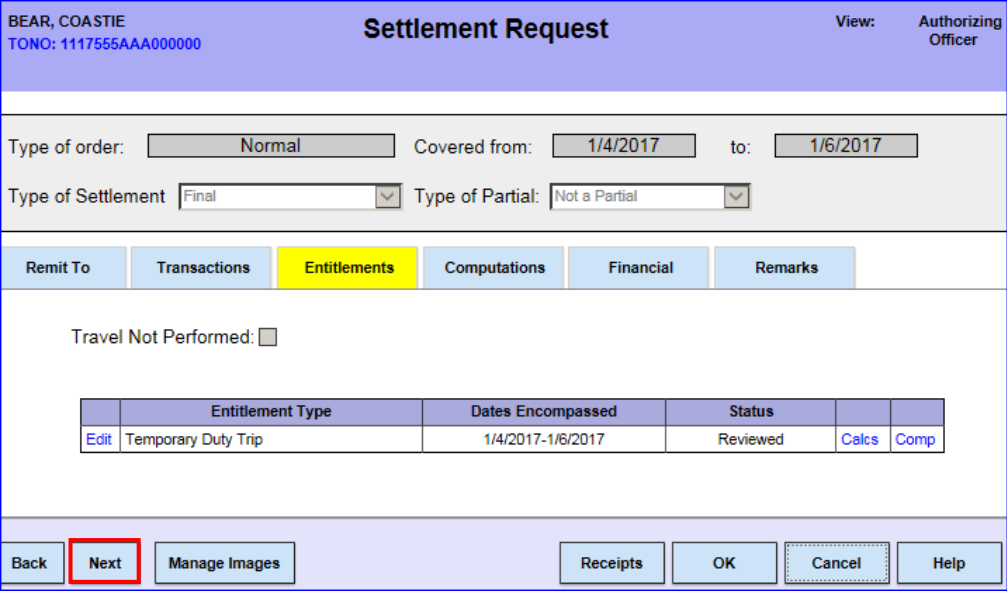
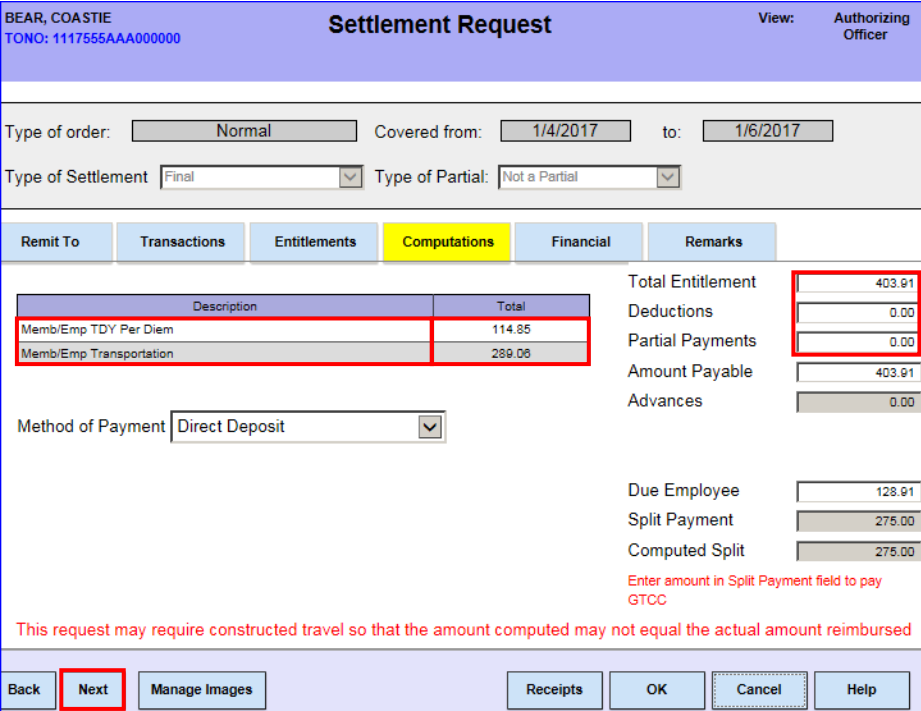
Procedure,  
continued

Step	Action										
<p><b>16</b></p>	<p>The Entitlements tab reappears. Notice the Status reads Needs Review. The Comp link does not apply here. Click the <b>Calcs</b> link.</p> <div data-bbox="316 562 1383 1178" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 5px;"> <span>BEAR, COASTIE</span> <span style="float: right;">View: Authorizing Officer</span>  <span>TONO: 1117555AAA000000</span> <span style="float: right;"><b>Settlement Request</b></span> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">           Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/4/2017"/> to: <input type="text" value="1/6/2017"/>            Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Remit To</span> <span>Transactions</span> <span style="background-color: yellow;">Entitlements</span> <span>Computations</span> <span>Financial</span> <span>Remarks</span> </div> <div style="margin-top: 10px;">           Travel Not Performed: <input type="checkbox"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 40%;">Entitlement Type</th> <th style="width: 25%;">Dates Encompassed</th> <th style="width: 15%;">Status</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><a href="#">Edit</a></td> <td>Temporary Duty Trip</td> <td>1/4/2017-1/6/2017</td> <td>Needs Review</td> <td style="text-align: center;"><a href="#">Calcs</a> <a href="#">Comp</a></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Back</span> <span>Next</span> <span>Manage Images</span> <span>Receipts</span> <span>OK</span> <span>Cancel</span> <span>Help</span> </div> </div>		Entitlement Type	Dates Encompassed	Status		<a href="#">Edit</a>	Temporary Duty Trip	1/4/2017-1/6/2017	Needs Review	<a href="#">Calcs</a> <a href="#">Comp</a>
	Entitlement Type	Dates Encompassed	Status								
<a href="#">Edit</a>	Temporary Duty Trip	1/4/2017-1/6/2017	Needs Review	<a href="#">Calcs</a> <a href="#">Comp</a>							

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# TDY Settlement Approval, Continued

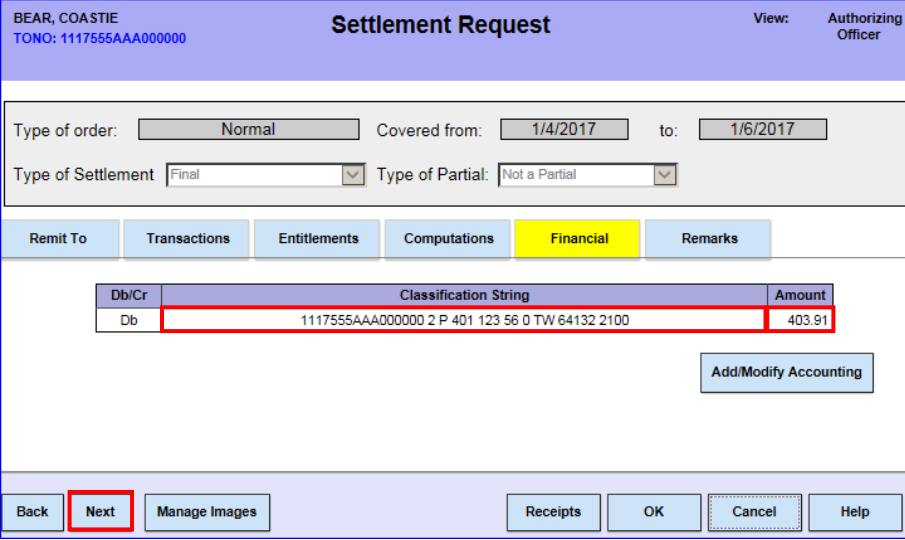
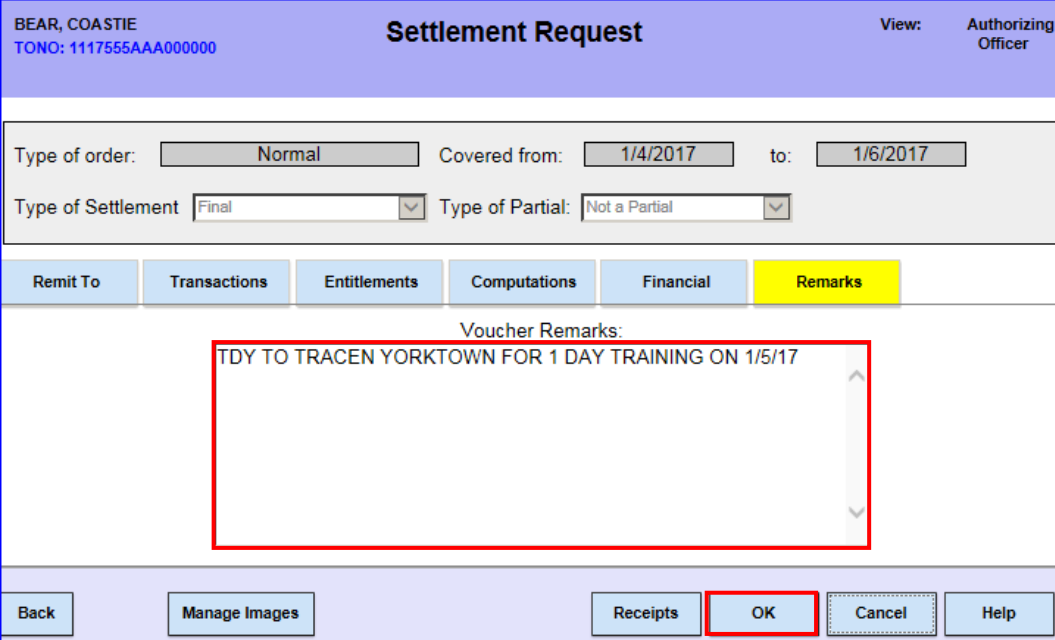
Procedure,  
continued

Step	Action										
<p><b>18</b></p>	<p>The Entitlements tab reappears. Click <b>Next</b>.</p>  <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: right;">View: Authorizing Officer</p> <p><b>Settlement Request</b></p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/4/2017"/> to: <input type="text" value="1/6/2017"/></p> <p>Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions <b>Entitlements</b> Computations Financial Remarks</p> <p>Travel Not Performed: <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a> Temporary Duty Trip</td> <td>1/4/2017-1/6/2017</td> <td>Reviewed</td> <td><a href="#">Calcs</a></td> <td><a href="#">Comp</a></td> </tr> </tbody> </table> <p>Back <b>Next</b> Manage Images Receipts OK Cancel Help</p>	Entitlement Type	Dates Encompassed	Status			<a href="#">Edit</a> Temporary Duty Trip	1/4/2017-1/6/2017	Reviewed	<a href="#">Calcs</a>	<a href="#">Comp</a>
Entitlement Type	Dates Encompassed	Status									
<a href="#">Edit</a> Temporary Duty Trip	1/4/2017-1/6/2017	Reviewed	<a href="#">Calcs</a>	<a href="#">Comp</a>							
<p><b>19</b></p>	<p>The Computations tab appears. Verify that <b>Description &amp; Total</b> are correct. Verify that <b>Total Entitlement, Deductions</b> and <b>Partial Payments</b> are correct. Click <b>Next</b>.</p>  <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: right;">View: Authorizing Officer</p> <p><b>Settlement Request</b></p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/4/2017"/> to: <input type="text" value="1/6/2017"/></p> <p>Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements <b>Computations</b> Financial Remarks</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>114.85</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>289.06</td> </tr> </tbody> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <p>Total Entitlement: <input type="text" value="403.91"/>  Deductions: <input type="text" value="0.00"/>  Partial Payments: <input type="text" value="0.00"/>  Amount Payable: <input type="text" value="403.91"/>  Advances: <input type="text" value="0.00"/>  Due Employee: <input type="text" value="128.91"/>  Split Payment: <input type="text" value="275.00"/>  Computed Split: <input type="text" value="275.00"/></p> <p>Enter amount in Split Payment field to pay GTCC</p> <p>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> <p>Back <b>Next</b> Manage Images Receipts OK Cancel Help</p>	Description	Total	Memb/Emp TDY Per Diem	114.85	Memb/Emp Transportation	289.06				
Description	Total										
Memb/Emp TDY Per Diem	114.85										
Memb/Emp Transportation	289.06										

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# TDY Settlement Approval, Continued

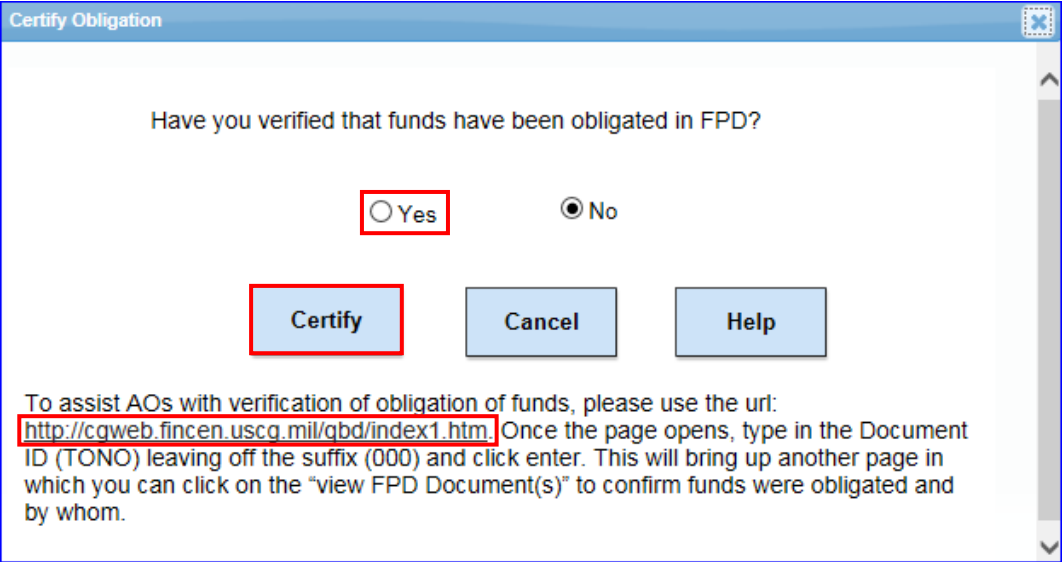
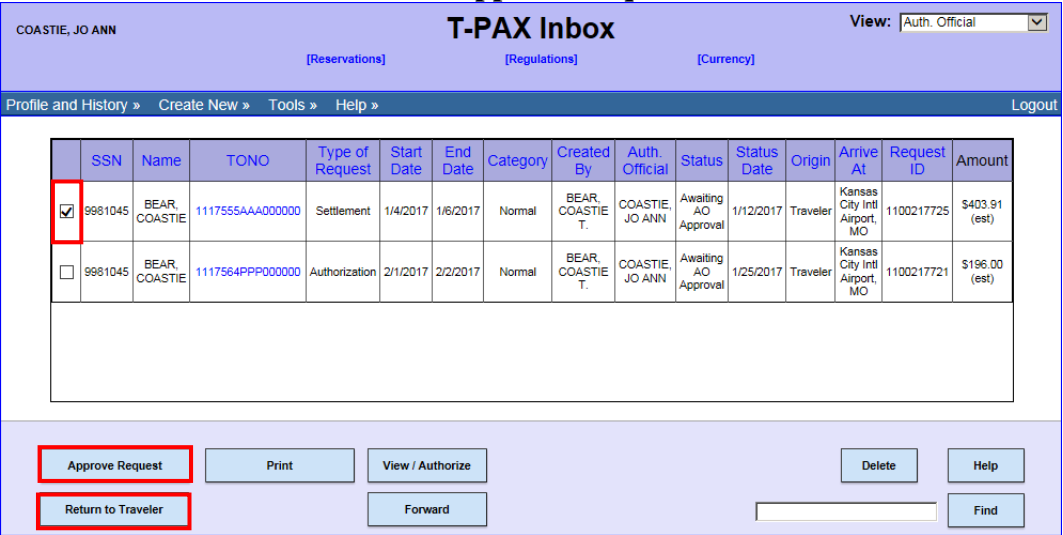
Procedure,  
continued

Step	Action						
<p><b>20</b></p>	<p>The Financial tab appears. Make sure the <b>Classification String</b> matches the TONO and Line of Accounting (LOA) from the travel orders and that the <b>Amount</b> is correct. Click <b>Next</b>.</p>  <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Settlement Request</b></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="1/4/2017"/> to: <input type="text" value="1/6/2017"/></p> <p>Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations <b>Financial</b> Remarks</p> <table border="1" data-bbox="411 882 1155 931"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1117555AAA000000 2 P 401 123 56 0 TW 64132 2100</td> <td>403.91</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add/Modify Accounting"/></p> <p>Back <b>Next</b> Manage Images Receipts OK Cancel Help</p>	Db/Cr	Classification String	Amount	Db	1117555AAA000000 2 P 401 123 56 0 TW 64132 2100	403.91
Db/Cr	Classification String	Amount					
Db	1117555AAA000000 2 P 401 123 56 0 TW 64132 2100	403.91					
<p><b>21</b></p>	<p>The Remarks tab appears. The <b>Voucher Remarks</b> box appears for viewing extra notes about the trip. Click <b>OK</b>.</p>  <p>BEAR, COASTIE TONO: 1117555AAA000000</p> <p style="text-align: center;"><b>Settlement Request</b></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="1/4/2017"/> to: <input type="text" value="1/6/2017"/></p> <p>Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial <b>Remarks</b></p> <p style="text-align: center;">Voucher Remarks:</p> <div style="border: 1px solid red; padding: 5px; min-height: 80px;"> <p>TDY TO TRACEN YORKTOWN FOR 1 DAY TRAINING ON 1/5/17</p> </div> <p>Back Manage Images Receipts <b>OK</b> Cancel Help</p>						

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# TDY Settlement Approval, Continued

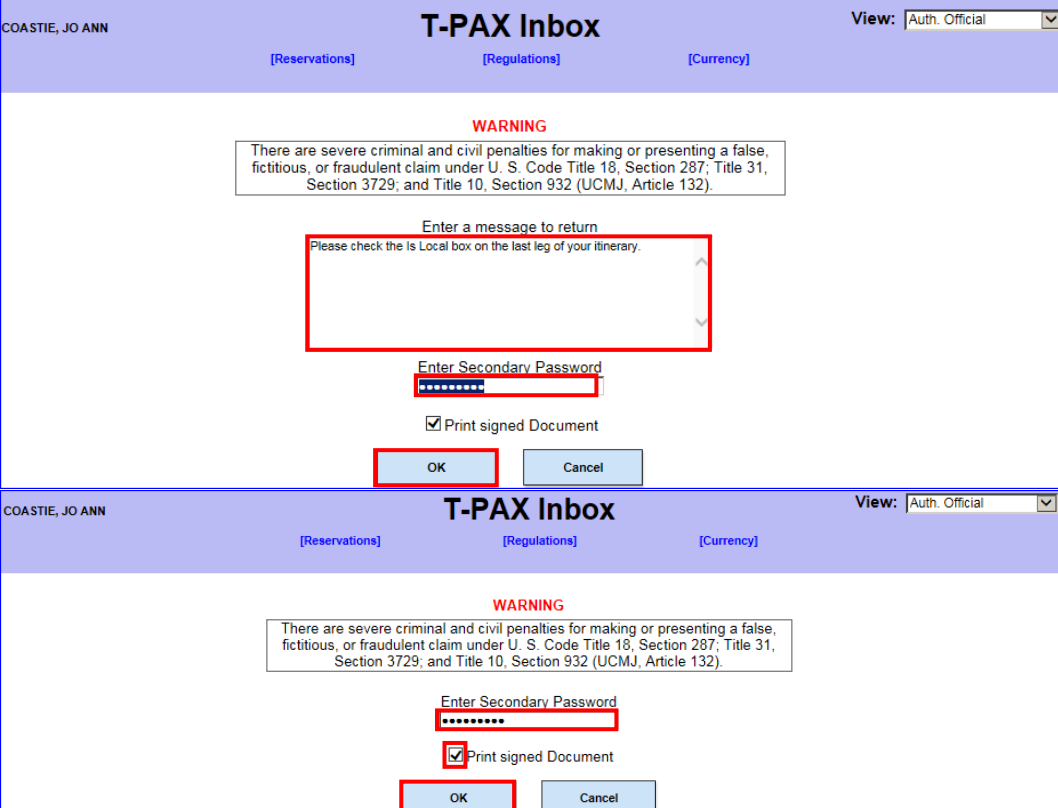
Procedure,  
continued

Step	Action																																																
22	<p>This pop-up appears. Click on the <b>Link</b>. After viewing the documents, click <b>Yes</b>. Click <b>Certify</b>.</p>  <p>To assist AOs with verification of obligation of funds, please use the url: <a href="http://cgweb.fincen.uscg.mil/qbd/index1.htm">http://cgweb.fincen.uscg.mil/qbd/index1.htm</a>. 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>																																																
23	<p>Select the <b>TONO</b> and select either <b>Approve Request</b> or <b>Return to Traveler</b>.</p>  <p>COASTIE, JO ANN <b>T-PAX Inbox</b> View: Auth. Official</p> <p>[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help » Logout</p> <table border="1"> <thead> <tr> <th></th> <th>SSN</th> <th>Name</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>9981045</td> <td>BEAR, COASTIE</td> <td>1117555AAA000000</td> <td>Settlement</td> <td>1/4/2017</td> <td>1/6/2017</td> <td>Normal</td> <td>BEAR, COASTIE T.</td> <td>COASTIE, JO ANN</td> <td>Awaiting AO Approval</td> <td>1/12/2017</td> <td>Traveler</td> <td>Kansas City Intl Airport, MO</td> <td>1100217725</td> <td>\$403.91 (est)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9981045</td> <td>BEAR, COASTIE</td> <td>1117564PPP000000</td> <td>Authorization</td> <td>2/1/2017</td> <td>2/2/2017</td> <td>Normal</td> <td>BEAR, COASTIE T.</td> <td>COASTIE, JO ANN</td> <td>Awaiting AO Approval</td> <td>1/25/2017</td> <td>Traveler</td> <td>Kansas City Intl Airport, MO</td> <td>1100217721</td> <td>\$196.00 (est)</td> </tr> </tbody> </table> <p>Approve Request Print View / Authorize Delete Help</p> <p>Return to Traveler Forward Find</p>		SSN	Name	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"/>	9981045	BEAR, COASTIE	1117555AAA000000	Settlement	1/4/2017	1/6/2017	Normal	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	1/12/2017	Traveler	Kansas City Intl Airport, MO	1100217725	\$403.91 (est)	<input type="checkbox"/>	9981045	BEAR, COASTIE	1117564PPP000000	Authorization	2/1/2017	2/2/2017	Normal	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	1/25/2017	Traveler	Kansas City Intl Airport, MO	1100217721	\$196.00 (est)
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Continued on next page

# TDY Settlement Approval, Continued

Procedure,  
continued

Step	Action
24	<p>If Return to Traveler is selected, a <b>box</b> appears to enter comments as to why it is being returned. Enter your <b>Secondary Password</b> and click <b>OK</b>. If Approve Request is selected, enter in your <b>Secondary Password</b>. Make sure the <b>Print signed Password</b> box is checked and click <b>OK</b>. The claim is now sent to PPC.</p>  <p>The screenshot shows two instances of the T-PAX Inbox interface. The top instance shows a warning message: "WARNING: 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 warning is a text input field with the prompt "Enter a message to return" and the instruction "Please check the Is Local box on the last leg of your itinerary." Below the text field is a "Enter Secondary Password" field with a masked password "*****". A checkbox labeled "Print signed Document" is checked. At the bottom are "OK" and "Cancel" buttons. The bottom instance of the screenshot is identical but lacks the text input field.</p>