

Entering Authorizations or Settlements as Proxy

Introduction This guide provides the procedures for a Proxy to enter and submit Authorizations and Settlements into TPAX.


There are two types of Proxy in TPAX:

- **Proxy** – Members who have access to TPAX as a Traveler, also have the ability to enter and save Authorizations and/or Settlements on behalf of any member. The member is still required to log into TPAX and release the documents to the unit Authorizing Official.
- **Full Signature Proxy** – Permits members to enter and submit Authorizations and/or Settlements on behalf of a member. The traveler must designate the full signature proxy in the TPAX.

**Designating/
Removing Full
Signature
Proxy** See the [Designate or Remove a Full Signature Proxy](#) guide for step-by-step instructions.

Procedures See below.

Step	Action
1	Log into TPAX.
2	Click the View drop-down and select Proxy . Click the Create New drop-down and select whether completing an Authorization or Settlement Request for the member.



The screenshot shows the T-PAX Inbox interface. At the top, there is a header with 'BEAR, COASTIE' on the left, 'T-PAX Inbox' in the center, and 'View: Traveler' on the right. Below the header, there are three tabs: '[Reservations]', '[Regulations]', and '[Currency]'. A 'View' dropdown menu is open, showing 'Traveler', 'Traveler', and 'Proxy' options. Below the tabs, there is a navigation bar with 'Profile and History >', 'Create New >', 'Tools >', and 'Help >'. A 'Logout' link is on the far right. Below the navigation bar, there is a table with columns: 'nd', 'ate', 'Category', 'Created By', 'Auth. Official', 'Status', 'Status Date', 'Origin', 'Arrive At', 'Request ID', and 'Amount'. The 'Create New' dropdown menu is open, showing 'Authorization Request', 'Settlement Request', and 'Advance Request' options.

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Entering Authorizations or Settlements as Proxy, Continued

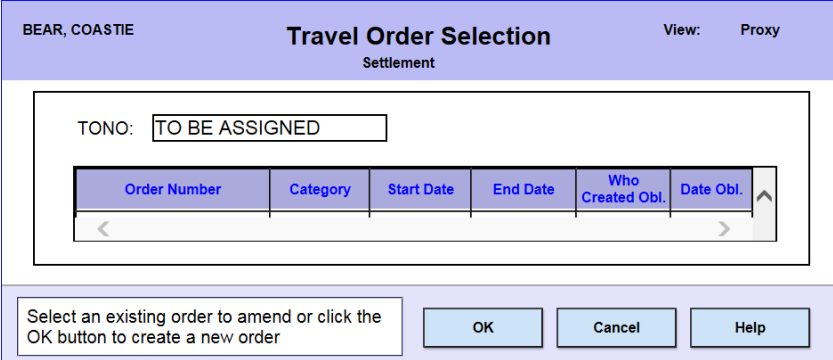
Procedures,
continued

Step	Action
<p>3</p>	<p>The Select Traveler page will display. Enter the members Employee ID number or Last Name and click the Search button.</p> <div data-bbox="375 562 1230 1010" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Select Traveler</p> <p>Emp. ID: <input type="text"/> SSN: <input type="text"/> Last Name: <input type="text"/> <input type="button" value="Search"/></p> <p style="text-align: right;"><input type="text"/></p> <p>Address-1: <input type="text"/></p> <p>Address-2: <input type="text"/> Grade/Rank: <input type="text"/></p> <p>City: <input type="text"/> Organization: <input type="text"/></p> <p>State/Country: <input type="text"/> DSSN: <input type="text"/></p> <p>Zip Code: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p> </div>
<p>4</p>	<p>The member's information will display. Click the OK button.</p> <div data-bbox="375 1084 1235 1599" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Select Traveler</p> <p>Emp. ID: <input type="text" value="9981045"/> SSN: <input type="text"/> Last Name: <input type="text" value="BEAR, COASTIE"/> <input type="button" value="Search"/></p> <p style="text-align: right;"><input type="text"/></p> <p>Address-1: <input type="text" value="444 SE QUINCY STREET"/></p> <p>Address-2: <input type="text"/> Grade/Rank: <input type="text" value="E4"/></p> <p>City: <input type="text" value="TOPEKA"/> Organization: <input type="text" value="7947400"/></p> <p>State/Country: <input type="text" value="KANSAS"/> DSSN: <input type="text"/></p> <p>Zip Code: <input type="text" value="66683"/></p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p> </div>

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Entering Authorizations or Settlements as Proxy, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>The Travel Order Selection page will display.</p> 
<p>6</p>	<p>Follow the procedures for entering TDY Authorization, Settlement or Supplemental Requests, located on the PPC Travel web page.</p> <ul style="list-style-type: none"> • TDY – Authorization • TDY – Settlement No Authorization • TDY – Settlement Prior Authorization • TDY – Supplemental Settlement
