

Documents in TPAX

Overview

Introduction This guide provides the procedures for attaching and viewing documents in TPAX. Examples are provided of receipts/documents that could delay the processing of the travel claim.

Contents

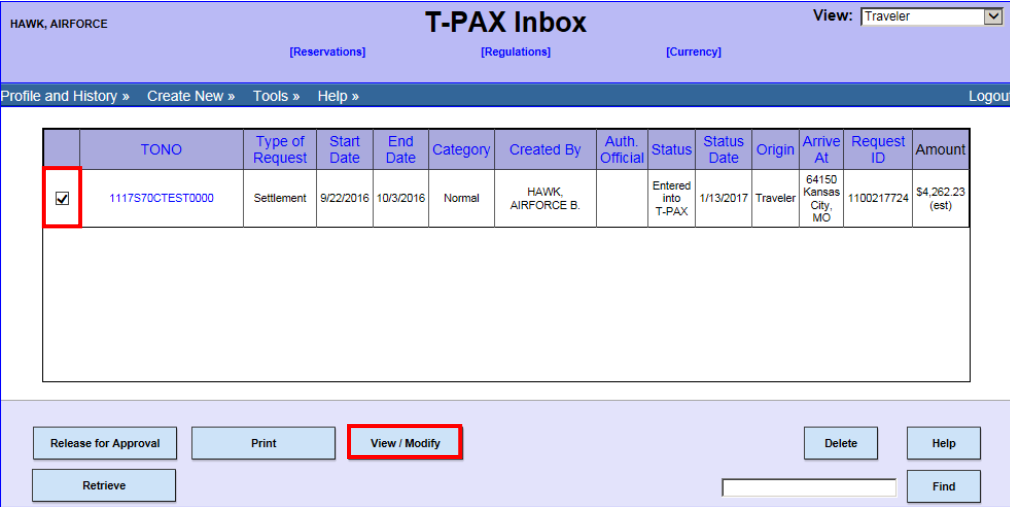
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Attaching Documents in TPAX

Introduction This section provides the procedures for attaching documents in TPAX.

- Guidelines** Guidelines include:
- The signed originals, including the order created in TPAX, **must** be in the file attachment.
 - Documents can be added to a travel claim at any time, even after it has been submitted. Travel prefers that all papers be scanned into one document every time. If an error message appears (file too large), then split the file in half, scan each one separately and number accordingly.
 - Scanned documents **cannot** be deleted. If rescanning, mark the new document with NEW or UPDATED.
 - Do not use Word Documents, JPG's, GIF's or Excel spreadsheets. **Documents must be PDF files.**
 - Keep file names simple. Long file names can corrupt the attached image.
 - Keep scanned documents in a location on the computer where they are easy to find and upload.

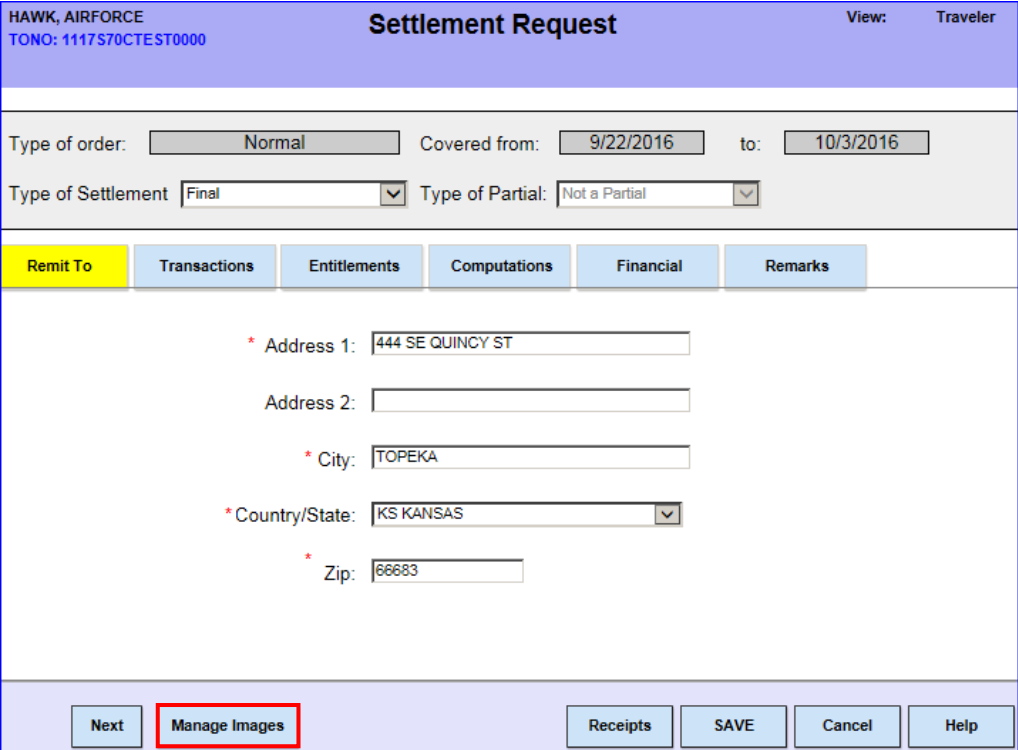
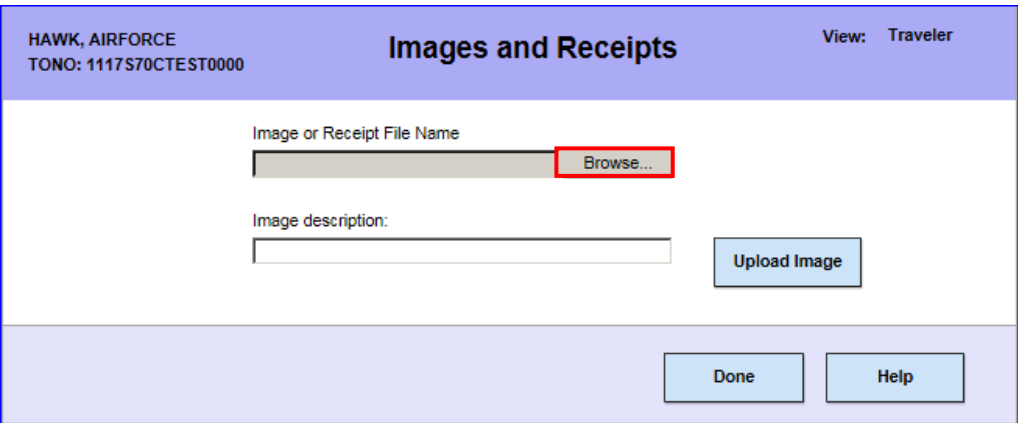
Procedure See below.

Steps	Action																												
1	<p>Log into TPAX and input the travel claim. If the claim is already in TPAX, select the TONO and click View/Modify to proceed to the next screen.</p>  <p>The screenshot shows the 'T-PAX Inbox' interface. At the top, it says 'HAWK, AIRFORCE' and 'View: Traveler'. Below that are links for '[Reservations]', '[Regulations]', and '[Currency]'. A navigation bar includes 'Profile and History >', 'Create New >', 'Tools >', 'Help >', and 'Logout'. The main area contains a table with the following data:</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 checked="" type="checkbox"/></td> <td>1117S70CTEST0000</td> <td>Settlement</td> <td>9/22/2016</td> <td>10/3/2016</td> <td>Normal</td> <td>HAWK, AIRFORCE B.</td> <td></td> <td>Entered into T-PAX</td> <td>1/13/2017</td> <td>Traveler</td> <td>64150 Kansas City, MO</td> <td>1100217724</td> <td>\$4,262.23 (est)</td> </tr> </tbody> </table> <p>At the bottom of the interface, there are buttons for 'Release for Approval', 'Print', 'View / Modify' (highlighted with a red box), 'Delete', and 'Help'. There is also a 'Retrieve' button and a search field with a 'Find' button.</p>		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"/>	1117S70CTEST0000	Settlement	9/22/2016	10/3/2016	Normal	HAWK, AIRFORCE B.		Entered into T-PAX	1/13/2017	Traveler	64150 Kansas City, MO	1100217724	\$4,262.23 (est)
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Attaching Documents in TPAX, Continued

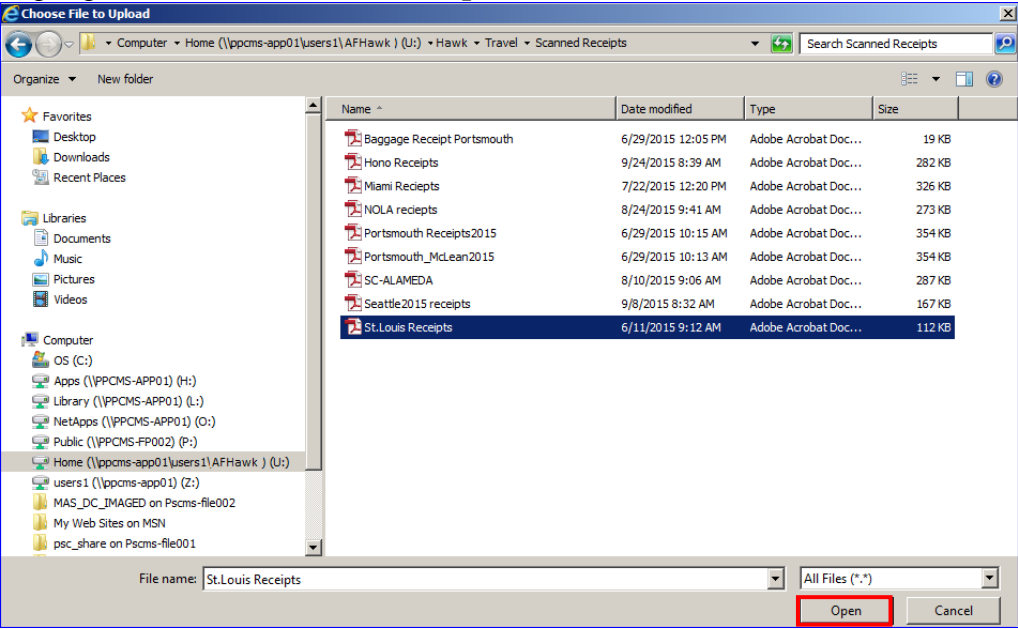
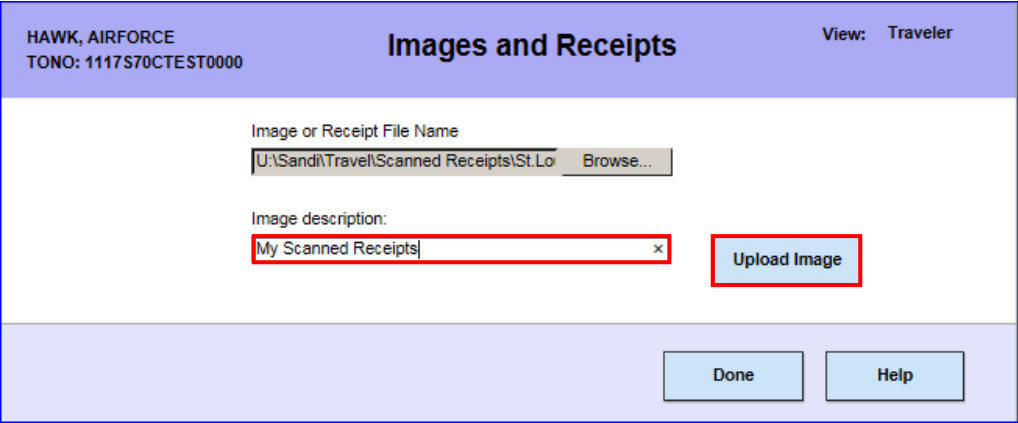
Procedure,
continued

Steps	Action
<p>2</p>	<p>Click the Manage Images button.</p> 
<p>3</p>	<p>Click the Browse button to go to the location where the scanned images are located.</p> 

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Attaching Documents in TPAX, Continued

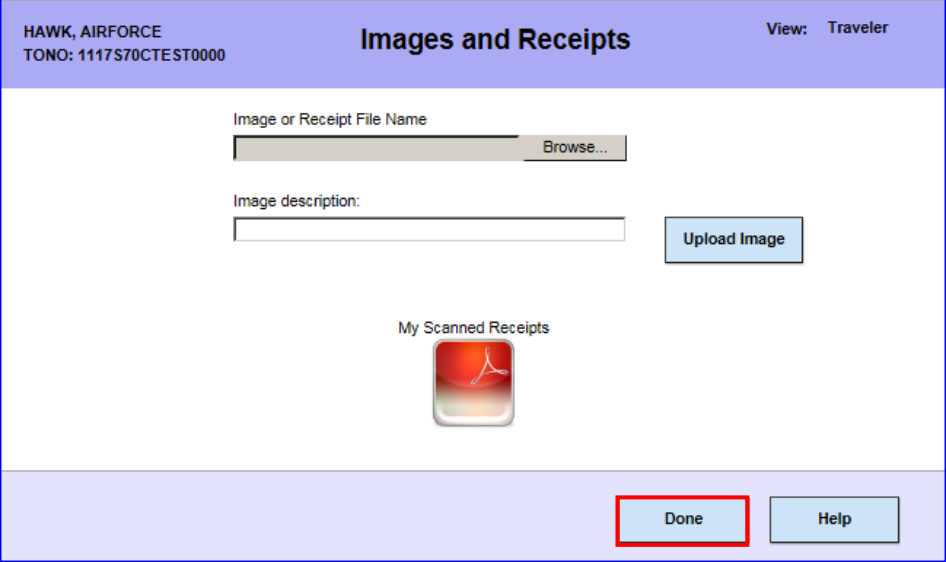
Procedure,
continued

Steps	Action
<p>4</p>	<p>Highlight the document and click Open.</p> 
<p>5</p>	<p>In the Image description box, enter a short description and click Upload Image.</p> 

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Attaching Documents in TPAX, Continued

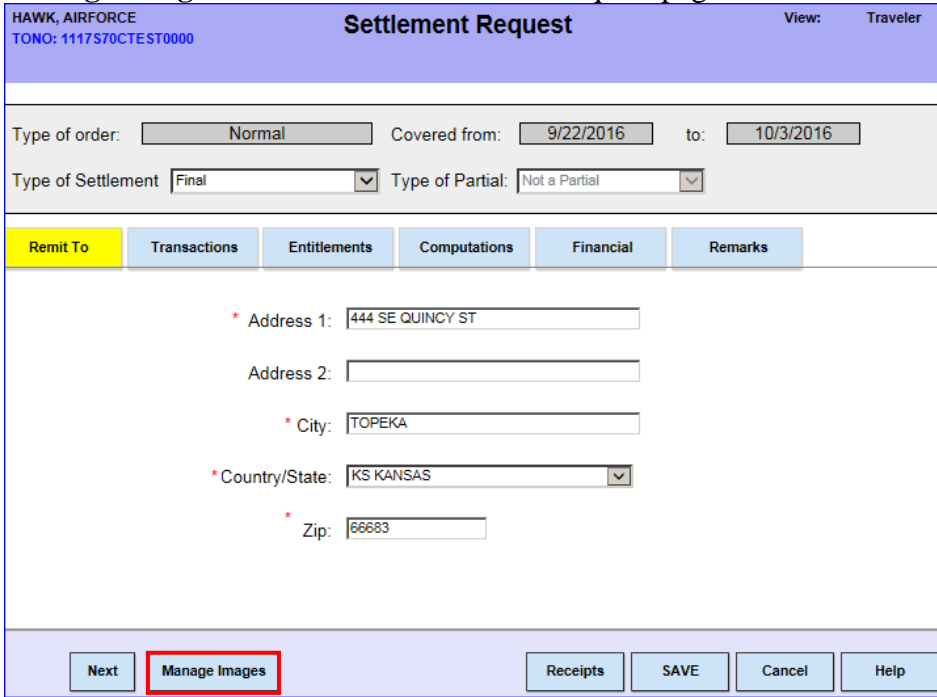
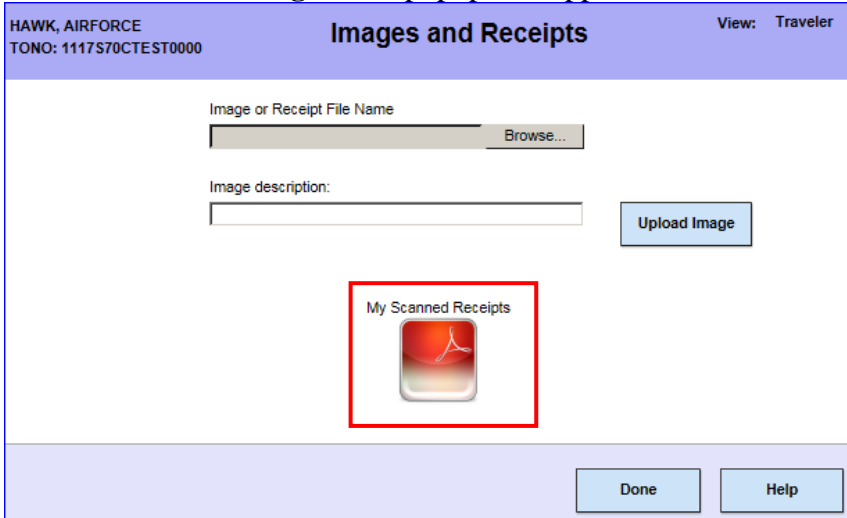
Procedure,
continued

Steps	Action
6	<p data-bbox="347 495 943 524">Once the documents are attached, click Done.</p> <div data-bbox="352 528 1302 1088"><p data-bbox="371 551 579 591">HAWK, AIRFORCE TONO: 1117S70CTEST0000</p><p data-bbox="711 551 986 584">Images and Receipts</p><p data-bbox="1118 546 1246 566">View: Traveler</p><p data-bbox="584 638 783 658">Image or Receipt File Name</p><p data-bbox="895 665 975 685">Browse...</p><p data-bbox="584 719 715 739">Image description:</p><p data-bbox="1034 754 1142 775">Upload Image</p><p data-bbox="751 846 903 866">My Scanned Receipts</p><p data-bbox="1018 1034 1058 1055">Done</p><p data-bbox="1171 1034 1211 1055">Help</p></div>

Viewing Images in TPAX

Introduction This section provides the procedures for viewing documents in TPAX.


Procedure See below.

Step	Action
1	<p>Images are now accessible to the AO, PPC and the traveler by clicking on the Manage Images button on the Settlement Request page.</p> 
2	<p>Click on the PDF image and a popup will appear.</p> 

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Viewing Images in TPAX, Continued


Procedure,
continued

Step	Action
3	<p>Click Open to see/review the images. The traveler will then forward the completed claim to the AO as normal procedure.</p>  <p>NOTE: AO's are still required to see original documentation prior to approving the claim.</p>

Unacceptable Images

Examples Here are some examples of documents/receipts that could result in a delay in processing or even a kickback of the claim.

Hotel Receipts without Zero balances **WILL BE KICKED BACK** so make sure the receipt has a zero balance before leaving.

Hotel  Sunny Hills		999 SW Anywhere Someplace, KS 66666 987-654-3210		
Airforce T. Hawk Cmr 123 Box 1234 Apo NJ 09703-0030 United States		Date: 09-22-16 Room No: 317 Arrival: 09-22-16 Departure: 09-24-16 Adults / Child. / Inf / Terms of Stay 1 0 0 BB		
Page No: 1 of 1				
DATE	DESCRIPTION	REFERENCE	DEBITS	CREDITS
09-22-16	Accommodation		170.00	0.00
	Sales Tax		10.00	0.00
09-23-16	Accommodation		170.00	0.00
	Sales Tax		10.00	0.00
09-24-16	Accommodation		170.00	0.00
	Sales Tax		10.00	0.00
			TOTAL	540.00
			BALANCE	540.00

Receipts that are faded, crumpled, torn, folded or hard to read also prolong the audit process so have a system in place to keep track of important documents.

