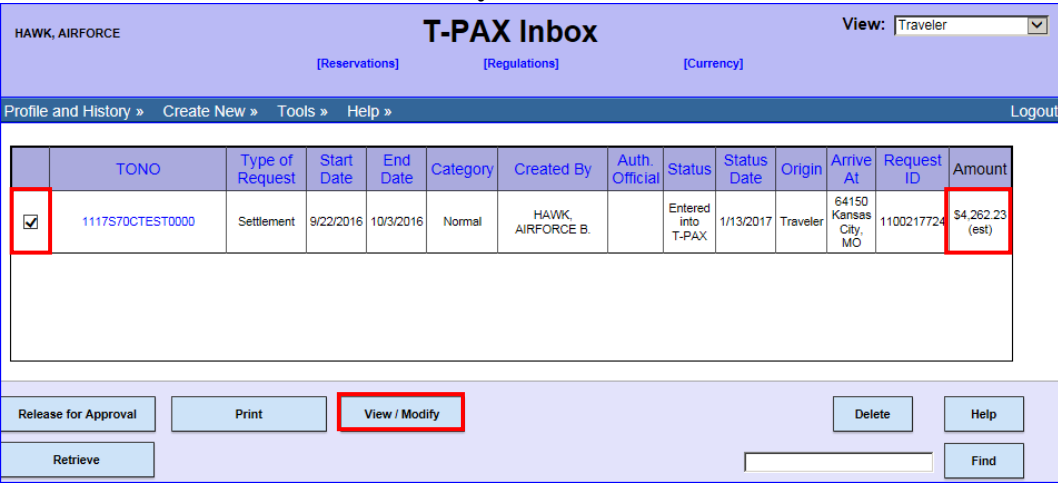
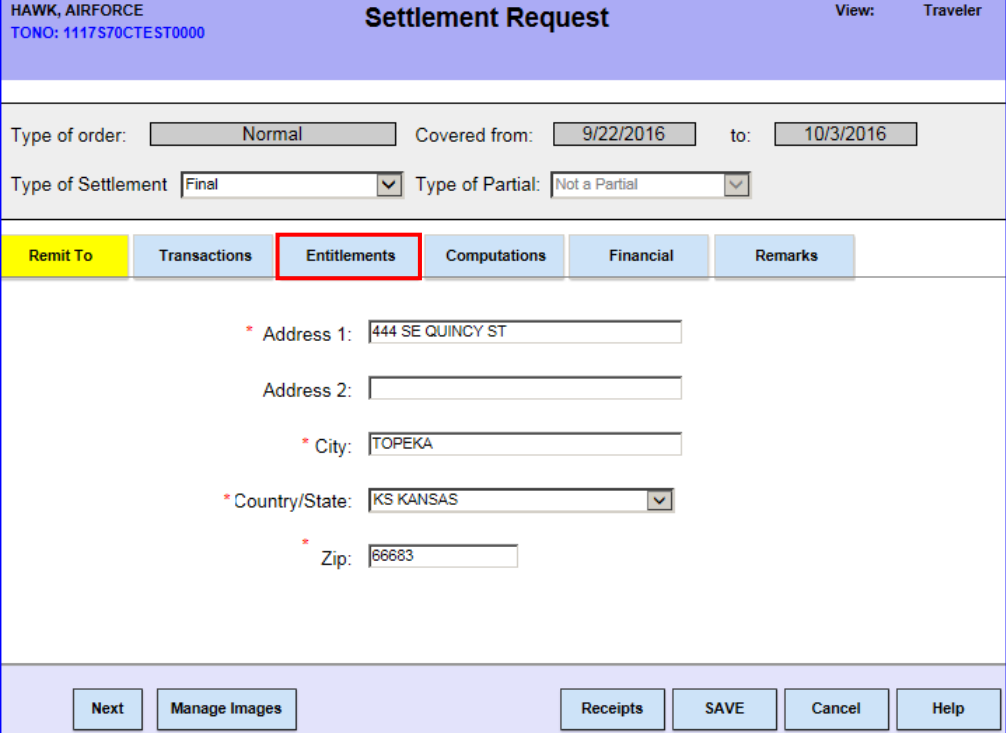


# Changing Lodging Rates

**Introduction** This guide provides the procedures for Changing Lodging Rates in TPAX.

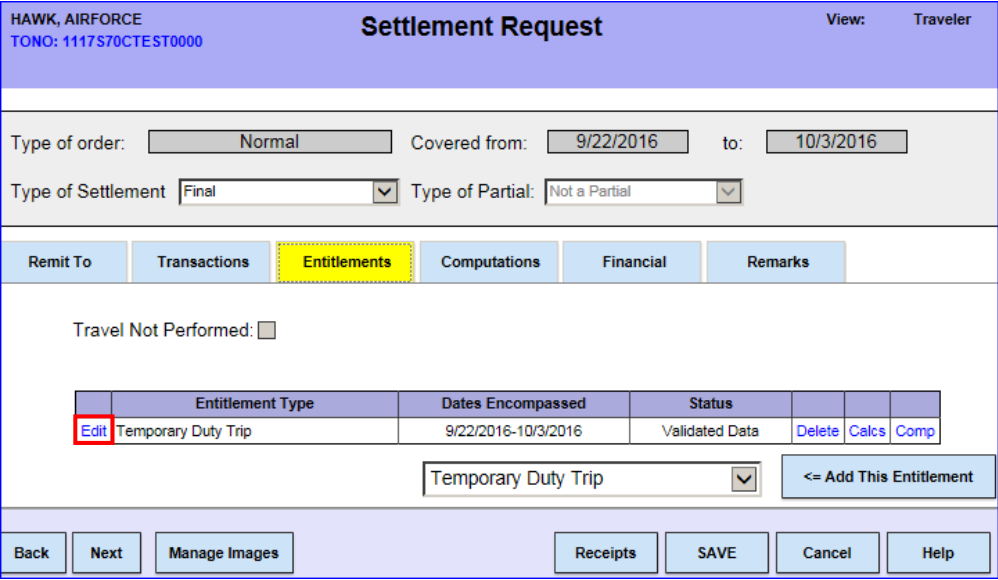
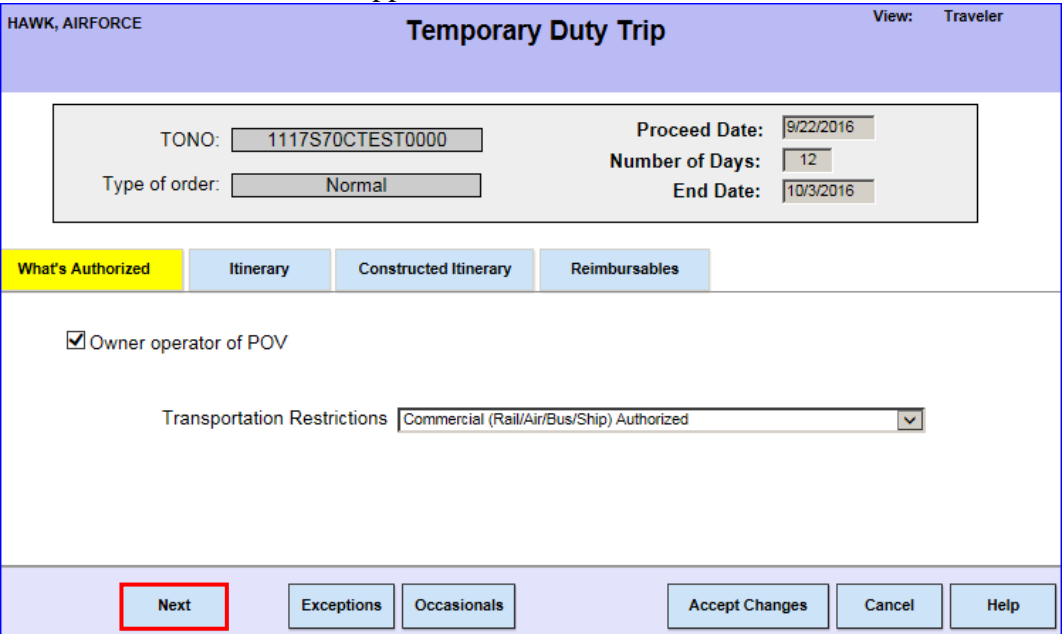
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Log into TPAX and select the <b>TONO</b>, take note of the <b>Amount</b> of the estimate for the claim, and select <b>View/Modify</b>.</p> 
<p><b>2</b></p>	<p>The Remit To tab appears. Click the <b>Entitlements</b> tab.</p> 

*Continued on next page*

# Changing Lodging Rates, Continued

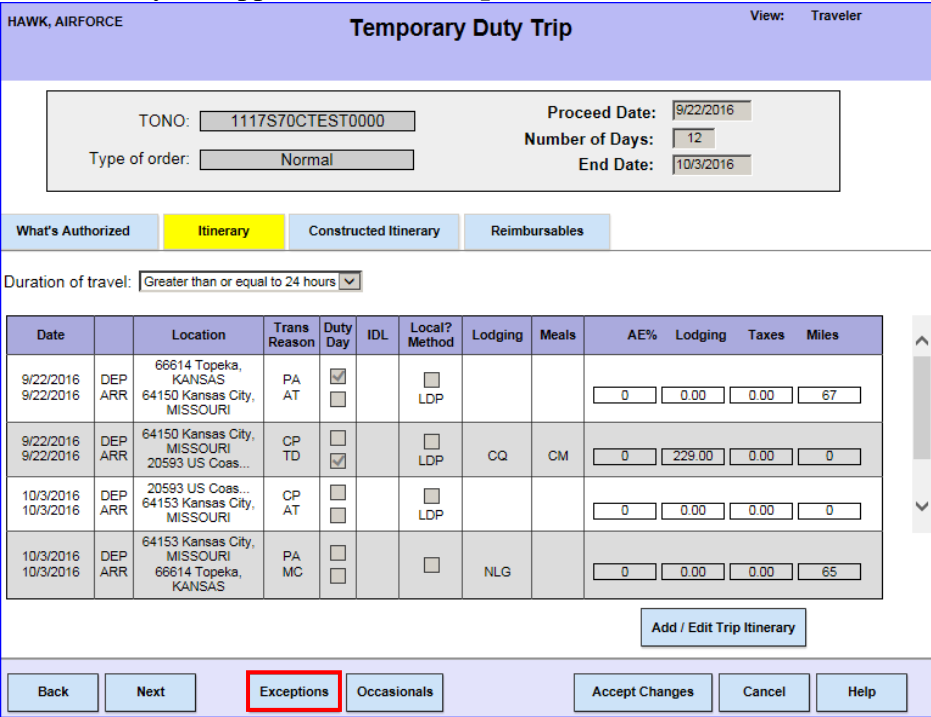
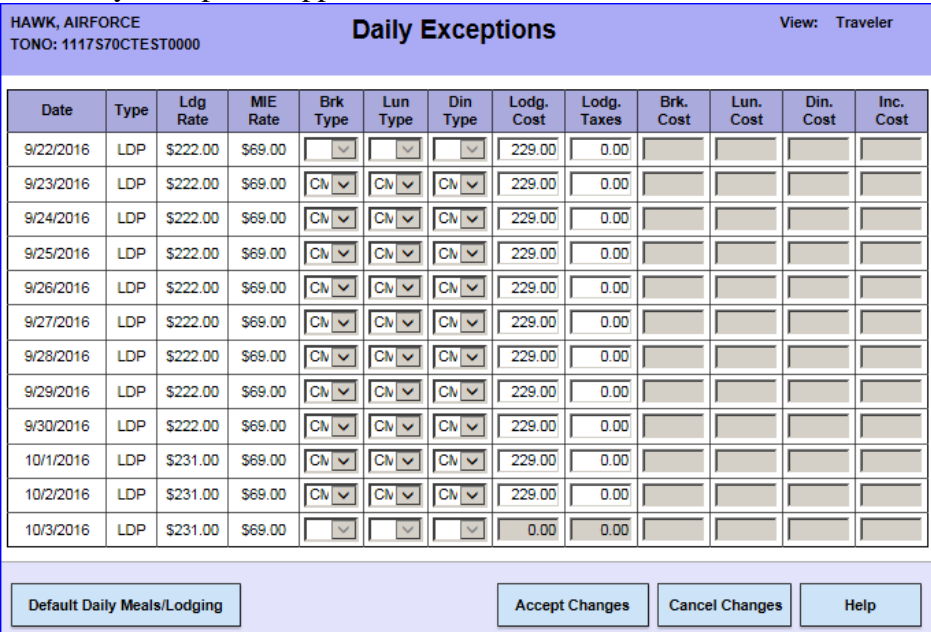
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>Click the <b>Edit</b> link.</p> 
<p><b>4</b></p>	<p>The What's Authorized tab appears. Click <b>Next</b>.</p> 

*Continued on next page*

# Changing Lodging Rates, Continued

Procedures,  
continued

Step	Action																																																																																																																																																																									
<p><b>5</b></p>	<p>The Itinerary tab appears. Click <b>Exceptions</b>.</p>  <p>The screenshot shows the 'Temporary Duty Trip' screen for HAWK, AIRFORCE. It includes fields for TONO (1117S70CTEST0000), Proceed Date (9/22/2016), Number of Days (12), and End Date (10/3/2016). Below these are tabs for 'What's Authorized', 'Itinerary' (selected), 'Constructed Itinerary', and 'Reimbursables'. A table lists travel dates, locations, and rates. At the bottom, the 'Exceptions' button is highlighted with a red box.</p>																																																																																																																																																																									
<p><b>6</b></p>	<p>The Daily Exceptions appear.</p>  <p>The screenshot shows the 'Daily Exceptions' screen for HAWK, AIRFORCE. It displays a table with columns for Date, Type, Ldg Rate, MIE Rate, Brk Type, Lun Type, Din Type, Lodg. Cost, Lodg. Taxes, Brk. Cost, Lun. Cost, Din. Cost, and Inc. Cost. The 'Exceptions' button from the previous step is visible at the bottom left.</p> <table border="1" data-bbox="320 1384 1246 1843"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Ldg Rate</th> <th>MIE Rate</th> <th>Brk Type</th> <th>Lun Type</th> <th>Din Type</th> <th>Lodg. Cost</th> <th>Lodg. Taxes</th> <th>Brk. Cost</th> <th>Lun. Cost</th> <th>Din. Cost</th> <th>Inc. Cost</th> </tr> </thead> <tbody> <tr><td>9/22/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td></td><td></td><td></td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/23/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/24/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/25/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/26/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/27/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/28/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/29/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/30/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>10/1/2016</td><td>LDP</td><td>\$231.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>10/2/2016</td><td>LDP</td><td>\$231.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>10/3/2016</td><td>LDP</td><td>\$231.00</td><td>\$69.00</td><td></td><td></td><td></td><td>0.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Date	Type	Ldg Rate	MIE Rate	Brk Type	Lun Type	Din Type	Lodg. Cost	Lodg. Taxes	Brk. Cost	Lun. Cost	Din. Cost	Inc. Cost	9/22/2016	LDP	\$222.00	\$69.00				229.00	0.00					9/23/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/24/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/25/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/26/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/27/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/28/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/29/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/30/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					10/1/2016	LDP	\$231.00	\$69.00	CN	CN	CN	229.00	0.00					10/2/2016	LDP	\$231.00	\$69.00	CN	CN	CN	229.00	0.00					10/3/2016	LDP	\$231.00	\$69.00				0.00	0.00				
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# Changing Lodging Rates, Continued

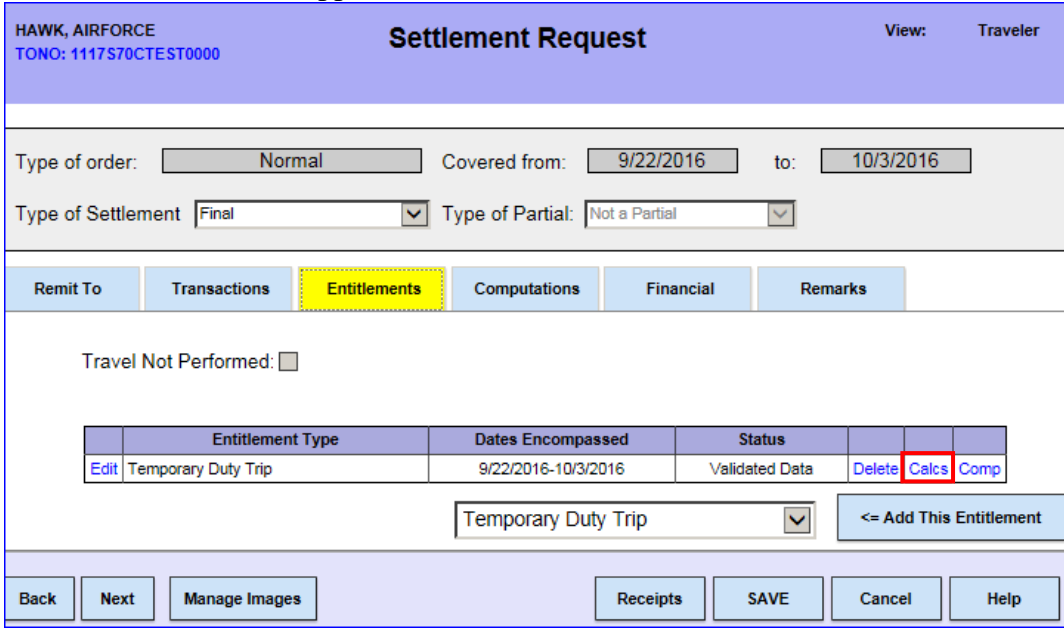
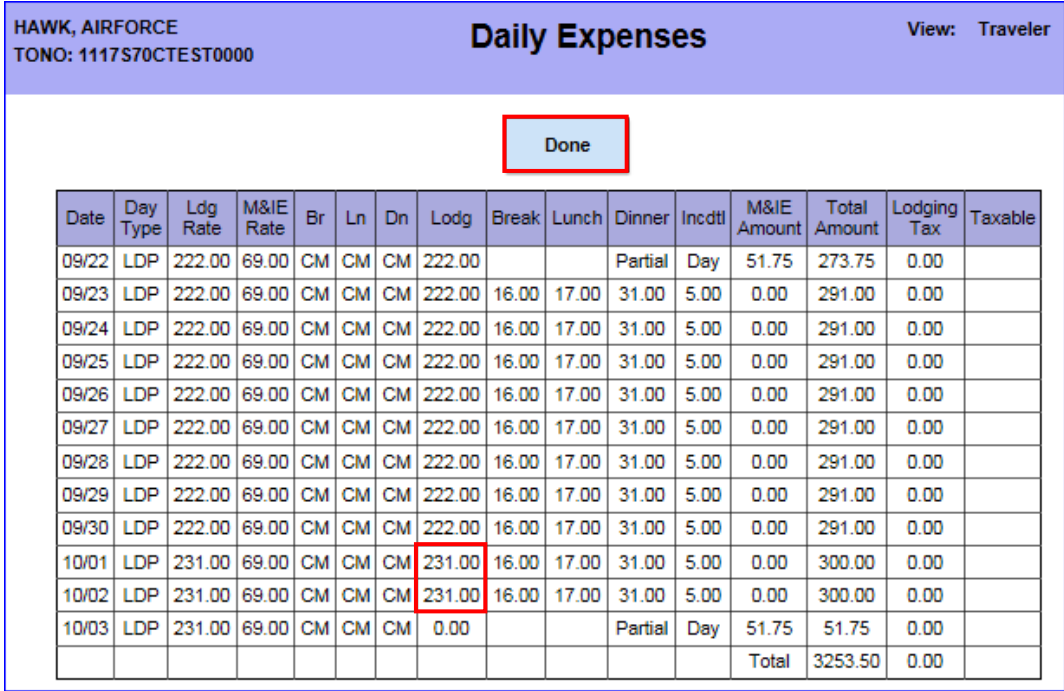
Procedures,  
continued

Step	Action																																																																																																																																																																									
7	<p>Change the amounts in the <b>Lodg. Cost</b> column and click <b>Accept Changes</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p>HAWK, AIRFORCE <span style="float: right;">View: Traveler</span> TONO: 1117S70CTEST0000 <span style="margin-left: 100px;"><b>Daily Exceptions</b></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Ldg Rate</th> <th>MIE Rate</th> <th>Brk Type</th> <th>Lun Type</th> <th>Din Type</th> <th>Lodg. Cost</th> <th>Lodg. Taxes</th> <th>Brk. Cost</th> <th>Lun. Cost</th> <th>Din. Cost</th> <th>Inc. Cost</th> </tr> </thead> <tbody> <tr><td>9/22/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td></td><td></td><td></td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/23/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/24/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/25/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/26/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/27/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/28/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/29/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>9/30/2016</td><td>LDP</td><td>\$222.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>229.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>10/1/2016</td><td>LDP</td><td>\$231.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>231.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>10/2/2016</td><td>LDP</td><td>\$231.00</td><td>\$69.00</td><td>CN</td><td>CN</td><td>CN</td><td>231.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> <tr><td>10/3/2016</td><td>LDP</td><td>\$231.00</td><td>\$69.00</td><td></td><td></td><td></td><td>0.00</td><td>0.00</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Default Daily Meals/Lodging"/> <span style="margin-left: 150px;"><input style="border: 2px solid red;" type="button" value="Accept Changes"/></span> <span style="margin-left: 20px;"><input type="button" value="Cancel Changes"/></span> <span style="margin-left: 20px;"><input type="button" value="Help"/></span> </p> </div>	Date	Type	Ldg Rate	MIE Rate	Brk Type	Lun Type	Din Type	Lodg. Cost	Lodg. Taxes	Brk. Cost	Lun. Cost	Din. Cost	Inc. Cost	9/22/2016	LDP	\$222.00	\$69.00				229.00	0.00					9/23/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/24/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/25/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/26/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/27/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/28/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/29/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					9/30/2016	LDP	\$222.00	\$69.00	CN	CN	CN	229.00	0.00					10/1/2016	LDP	\$231.00	\$69.00	CN	CN	CN	231.00	0.00					10/2/2016	LDP	\$231.00	\$69.00	CN	CN	CN	231.00	0.00					10/3/2016	LDP	\$231.00	\$69.00				0.00	0.00				
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9/22/2016	64150 Kansas City, MISSOURI	CP TD	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM		<input type="text" value="0"/>	<input type="text" value="229.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>																																																																																																																																																														
10/3/2016	20593 US Coas... 64153 Kansas City, MISSOURI	CP AT	<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"/>																																																																																																																																																														

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# Changing Lodging Rates, Continued

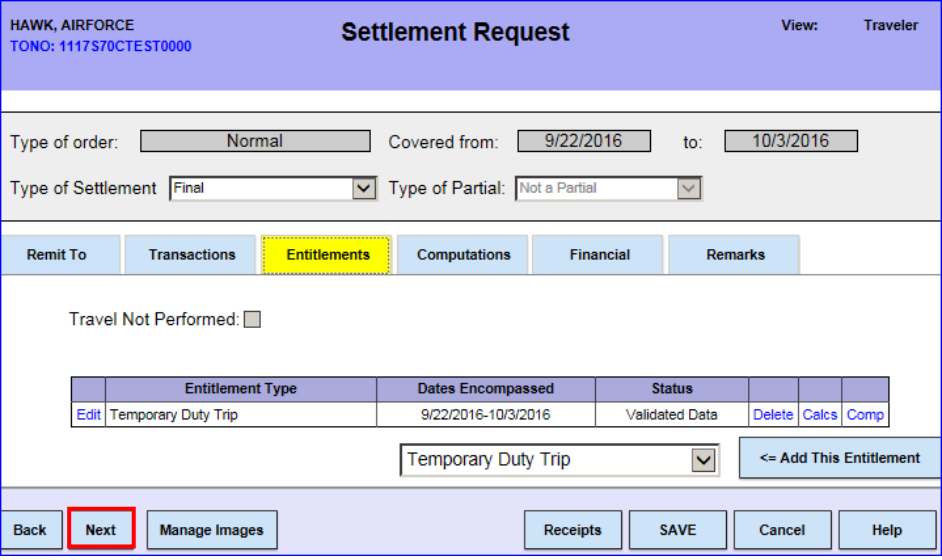
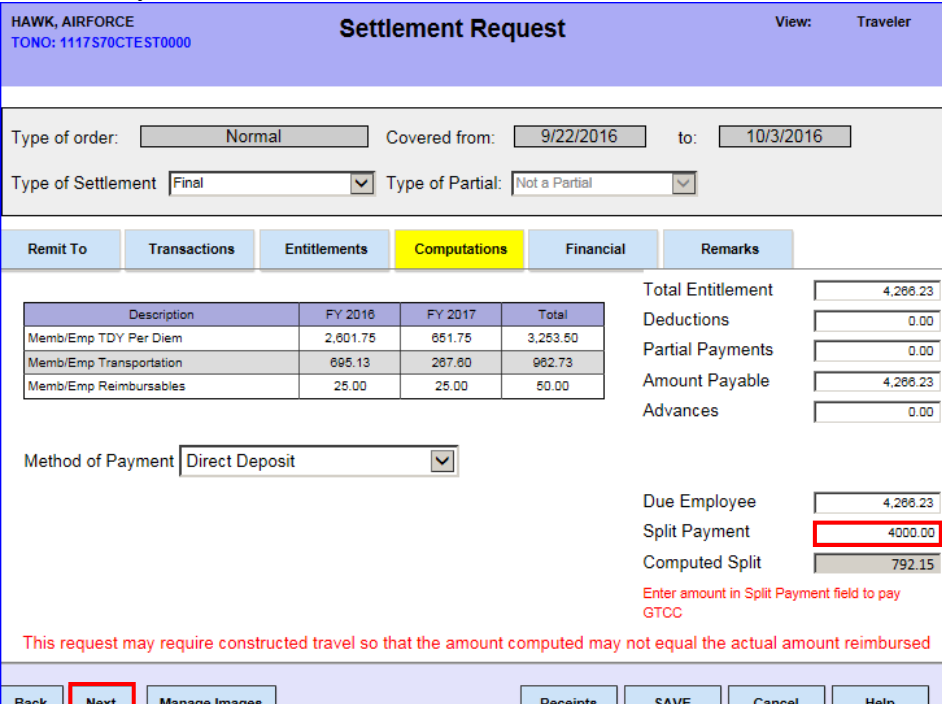
Procedures,  
continued

Step	Action																																																																																																																																																																																																																																
<p><b>9</b></p>	<p>The Entitlements tab reappears. Click <b>Calcs</b>.</p>  <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;"><b>Settlement Request</b></p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="9/22/2016"/> to: <input type="text" value="10/3/2016"/></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" data-bbox="395 947 1321 1003"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a> Temporary Duty Trip</td> <td>9/22/2016-10/3/2016</td> <td>Validated Data</td> <td><a href="#">Delete</a></td> <td><a href="#">Calcs</a></td> <td><a href="#">Comp</a></td> </tr> </tbody> </table> <p style="text-align: center;">Temporary Duty Trip <input type="text" value="Temporary Duty Trip"/> <input type="button" value="=&lt; Add This Entitlement"/></p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Entitlement Type	Dates Encompassed	Status				<a href="#">Edit</a> Temporary Duty Trip	9/22/2016-10/3/2016	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>																																																																																																																																																																																																																				
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<p><b>10</b></p>	<p>Verify that the <b>Lodg</b> updated to the new amount. When finished click <b>Done</b>.</p>  <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;"><b>Daily Expenses</b></p> <p style="text-align: center;"><input type="button" value="Done"/></p> <table border="1" data-bbox="363 1400 1356 1888"> <thead> <tr> <th>Date</th> <th>Day Type</th> <th>Ldg Rate</th> <th>M&amp;IE Rate</th> <th>Br</th> <th>Ln</th> <th>Dn</th> <th>Lodg</th> <th>Break</th> <th>Lunch</th> <th>Dinner</th> <th>Incdtl</th> <th>M&amp;IE Amount</th> <th>Total Amount</th> <th>Lodging Tax</th> <th>Taxable</th> </tr> </thead> <tbody> <tr><td>09/22</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>51.75</td><td>273.75</td><td>0.00</td><td></td></tr> <tr><td>09/23</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>09/24</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>09/25</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>09/26</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>09/27</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>09/28</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>09/29</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>09/30</td><td>LDP</td><td>222.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>222.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>291.00</td><td>0.00</td><td></td></tr> <tr><td>10/01</td><td>LDP</td><td>231.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>231.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>300.00</td><td>0.00</td><td></td></tr> <tr><td>10/02</td><td>LDP</td><td>231.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>231.00</td><td>16.00</td><td>17.00</td><td>31.00</td><td>5.00</td><td>0.00</td><td>300.00</td><td>0.00</td><td></td></tr> <tr><td>10/03</td><td>LDP</td><td>231.00</td><td>69.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>51.75</td><td>51.75</td><td>0.00</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>3253.50</td><td>0.00</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	09/22	LDP	222.00	69.00	CM	CM	CM	222.00			Partial	Day	51.75	273.75	0.00		09/23	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		09/24	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		09/25	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		09/26	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		09/27	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		09/28	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		09/29	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		09/30	LDP	222.00	69.00	CM	CM	CM	222.00	16.00	17.00	31.00	5.00	0.00	291.00	0.00		10/01	LDP	231.00	69.00	CM	CM	CM	231.00	16.00	17.00	31.00	5.00	0.00	300.00	0.00		10/02	LDP	231.00	69.00	CM	CM	CM	231.00	16.00	17.00	31.00	5.00	0.00	300.00	0.00		10/03	LDP	231.00	69.00	CM	CM	CM	0.00			Partial	Day	51.75	51.75	0.00														Total	3253.50	0.00	
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# Changing Lodging Rates, Continued

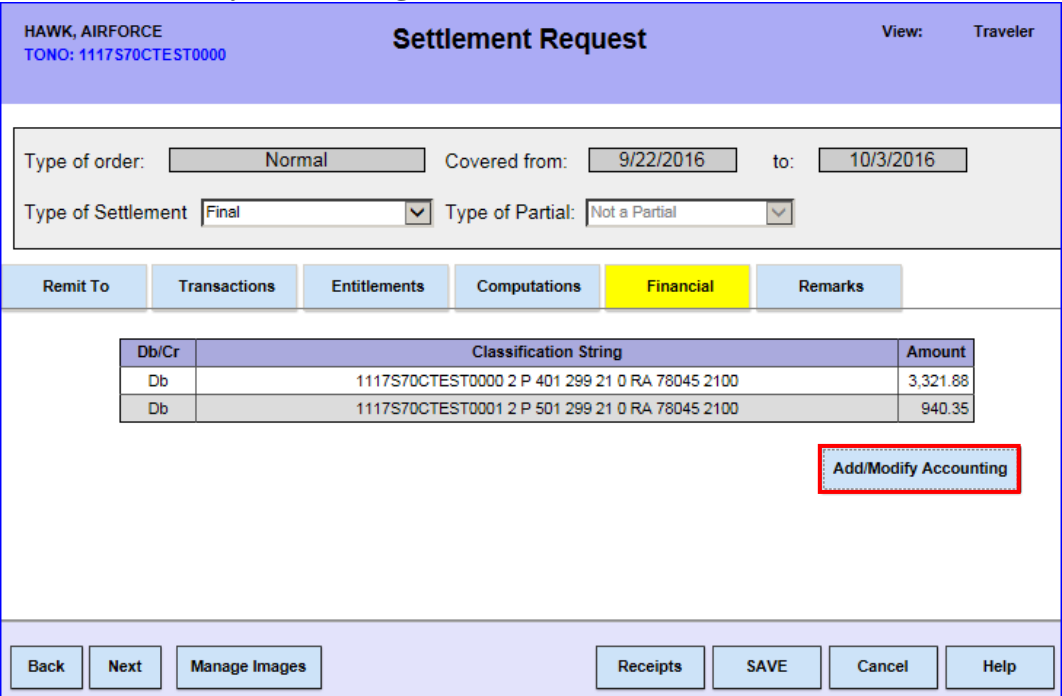
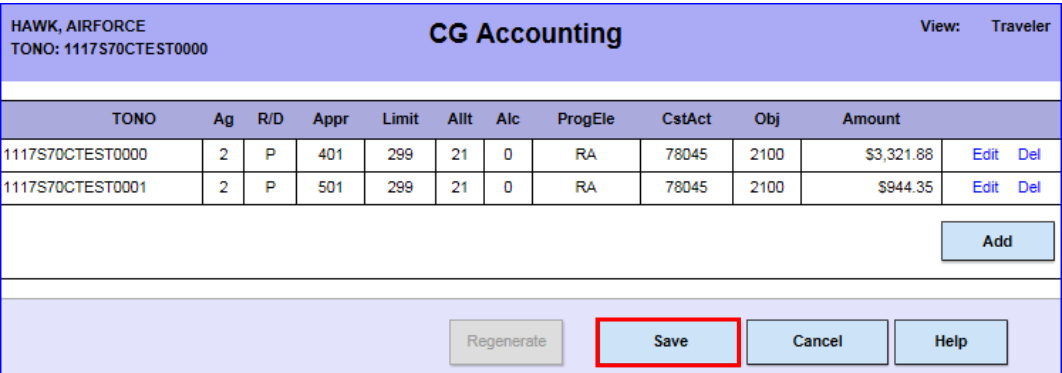
Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>The Entitlements tab reappears. Click <b>Next</b>.</p> 
<p><b>12</b></p>	<p>The Computations tab appears. Verify the amounts and update the <b>Split Payment</b> if necessary. Click <b>Next</b>.</p> 

Continued on next page

# Changing Lodging Rates, Continued

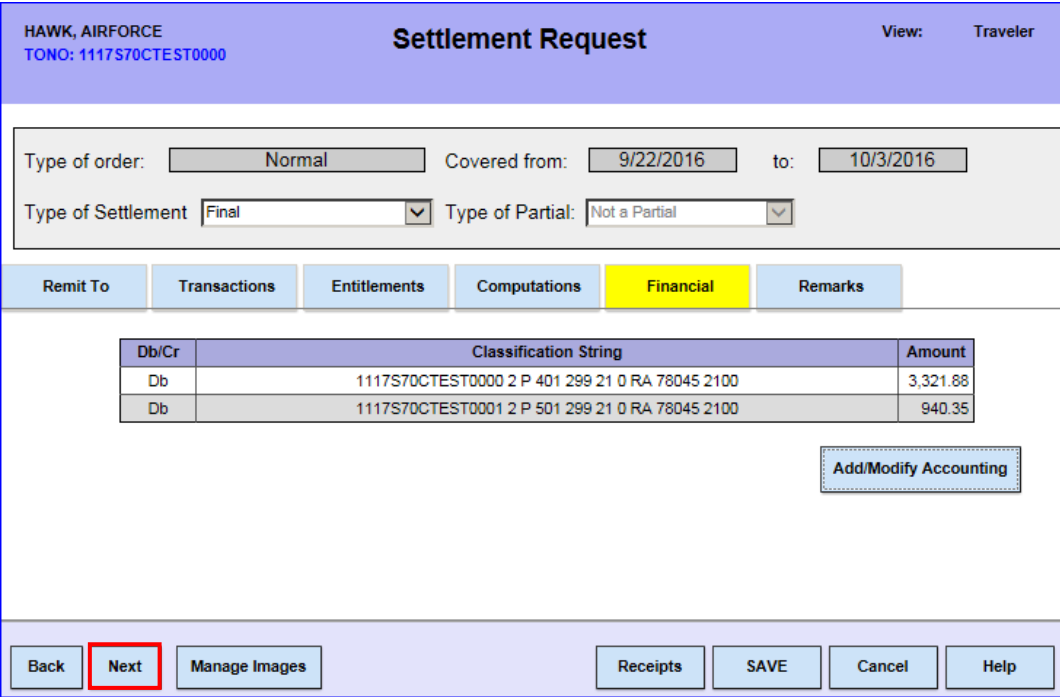
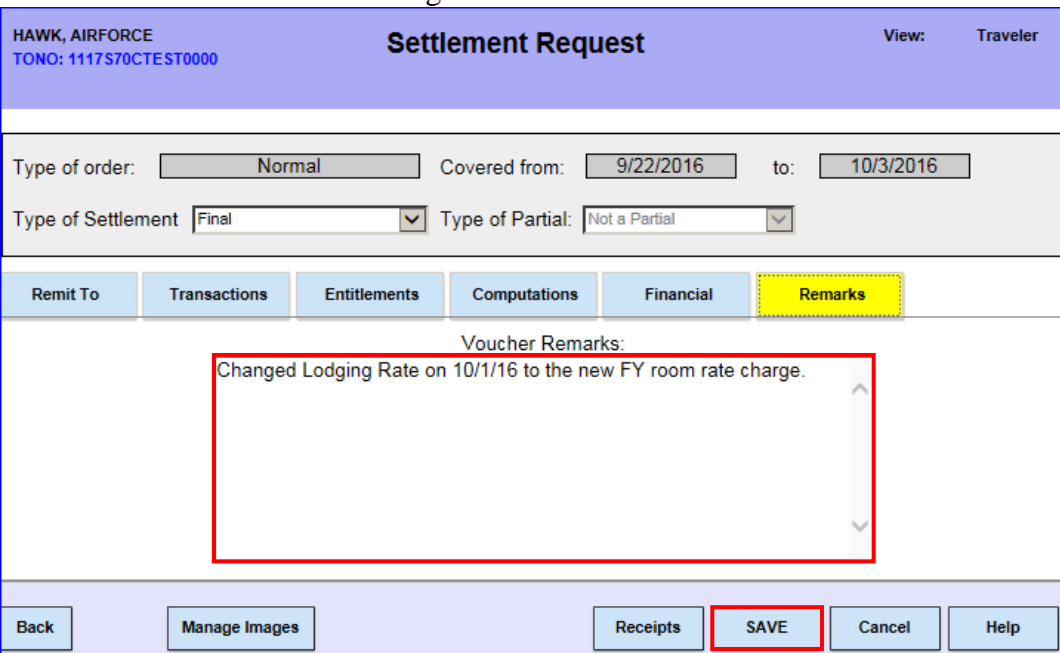
Procedures,  
continued

Step	Action																																				
<p><b>13</b></p>	<p>Click <b>Add/Modify Accounting</b>.</p>  <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <p>Settlement Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="9/22/2016"/> to: <input type="text" value="10/3/2016"/></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"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1117S70CTEST0000 2 P 401 299 21 0 RA 78045 2100</td> <td>3,321.88</td> </tr> <tr> <td>Db</td> <td>1117S70CTEST0001 2 P 501 299 21 0 RA 78045 2100</td> <td>940.35</td> </tr> </tbody> </table> <p style="text-align: right; border: 1px solid red; padding: 2px;">Add/Modify Accounting</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Db/Cr	Classification String	Amount	Db	1117S70CTEST0000 2 P 401 299 21 0 RA 78045 2100	3,321.88	Db	1117S70CTEST0001 2 P 501 299 21 0 RA 78045 2100	940.35																											
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<p><b>14</b></p>	<p>Click <b>Save</b>.</p>  <p>HAWK, AIRFORCE TONO: 1117S70CTEST0000</p> <p style="text-align: right;">View: Traveler</p> <p>CG Accounting</p> <table border="1"> <thead> <tr> <th>TONO</th> <th>Ag</th> <th>R/D</th> <th>Appr</th> <th>Limit</th> <th>Allt</th> <th>Alc</th> <th>ProgEle</th> <th>CstAct</th> <th>Obj</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>1117S70CTEST0000</td> <td>2</td> <td>P</td> <td>401</td> <td>299</td> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2100</td> <td>\$3,321.88</td> <td>Edit Del</td> </tr> <tr> <td>1117S70CTEST0001</td> <td>2</td> <td>P</td> <td>501</td> <td>299</td> <td>21</td> <td>0</td> <td>RA</td> <td>78045</td> <td>2100</td> <td>\$944.35</td> <td>Edit Del</td> </tr> </tbody> </table> <p style="text-align: right;">Add</p> <p>Regenerate <b>Save</b> Cancel Help</p>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		1117S70CTEST0000	2	P	401	299	21	0	RA	78045	2100	\$3,321.88	Edit Del	1117S70CTEST0001	2	P	501	299	21	0	RA	78045	2100	\$944.35	Edit Del
TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount																											
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# Changing Lodging Rates, Continued

Procedures,  
continued

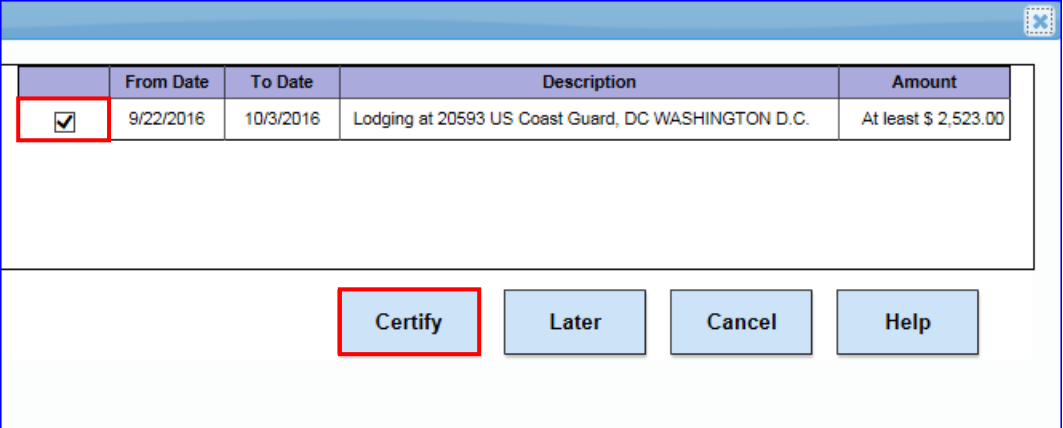
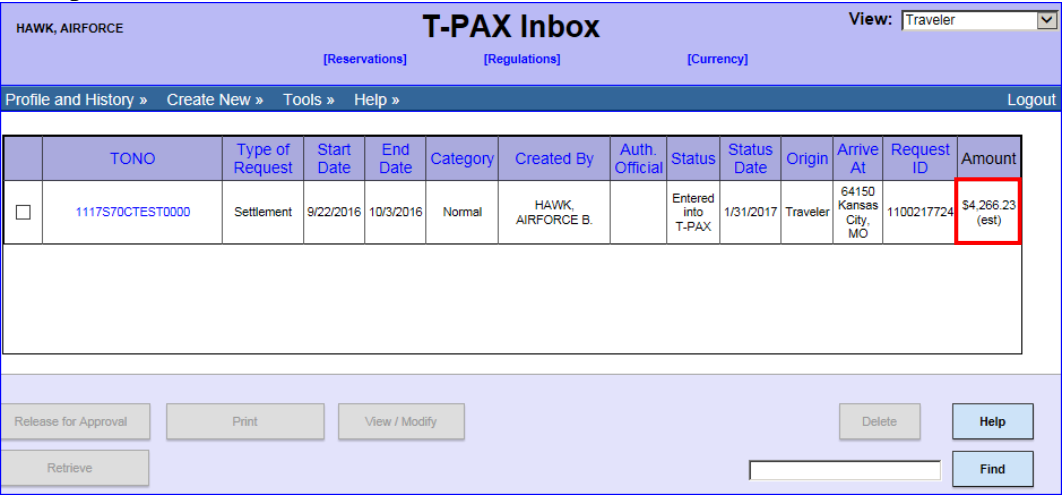
Step	Action
<p><b>15</b></p>	<p>Click <b>Next</b>.</p>  <p>The screenshot shows a 'Settlement Request' form for 'HAWK, AIRFORCE' with TONO: 1117S70CTEST0000. The 'View' is set to 'Traveler'. The form includes fields for 'Type of order' (Normal), 'Covered from' (9/22/2016), and 'to' (10/3/2016). 'Type of Settlement' is 'Final' and 'Type of Partial' is 'Not a Partial'. A table shows two debits: one for 3,321.88 and another for 940.35. The 'Financial' tab is highlighted in yellow. At the bottom, the 'Next' button is highlighted with a red box.</p>
<p><b>16</b></p>	<p>Enter the reason for the rate change in the <b>Voucher Remarks</b> box and click <b>Save</b>.</p>  <p>The screenshot shows the same 'Settlement Request' form, but the 'Remarks' tab is highlighted in yellow. The 'Voucher Remarks' text area contains the text: 'Changed Lodging Rate on 10/1/16 to the new FY room rate charge.' The 'Save' button at the bottom is highlighted with a red box.</p>

*Continued on next page*



## Changing Lodging Rates, Continued

Procedures,  
continued

Step	Action																												
17	<p>When this pop-up appears, check the <b>box</b> and click <b>Certify</b>.</p>  <table border="1" data-bbox="327 593 1348 795"> <thead> <tr> <th></th> <th>From Date</th> <th>To Date</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>9/22/2016</td> <td>10/3/2016</td> <td>Lodging at 20593 US Coast Guard, DC WASHINGTON D.C.</td> <td>At least \$ 2,523.00</td> </tr> </tbody> </table>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	9/22/2016	10/3/2016	Lodging at 20593 US Coast Guard, DC WASHINGTON D.C.	At least \$ 2,523.00																		
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18	<p>Verify the <b>Amount</b> of the estimate to make sure it processed correctly. In this example, the amount increased \$4.00.</p>  <table border="1" data-bbox="319 1198 1348 1422"> <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>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>1/31/2017</td> <td>Traveler</td> <td>64150 Kansas City, MO</td> <td>1100217724</td> <td>\$4,266.23 (est)</td> </tr> </tbody> </table>		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"/>	1117S70CTEST0000	Settlement	9/22/2016	10/3/2016	Normal	HAWK, AIRFORCE B.		Entered into T-PAX	1/31/2017	Traveler	64150 Kansas City, MO	1100217724	\$4,266.23 (est)
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