Crossing the International Date Line

Introduction
This guide provides the specifics about the itinerary and daily calculations when flying over the International Date Line (IDL).

Important
No matter what time of day you leave a destination and travel over the date line, you lose a day traveling west and gain a day traveling east.

Information
Follow these guides for the travel settlements or authorizations until you reach the specific steps below:
- TDY Authorization
- TDY Settlement
- PCS Claim - Member Only

Procedures
See below.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1     | Complete the travel claim as per above guidance until you reach the itinerary. In this scenario the member went TDY west to Japan and returned back to San Diego. Important information is required when entering the overseas itinerary leg when flying WEST. Even if your trip time takes less than 24 hours, in TPAX:
- The Method of Transportation must be TP – Govt. Proc. Plane for all overseas travel.
- The Arrival Date must be changed to the next day.
- The Lodging Taxes will always default to zero. |

When finished, click Accept Leg.

Continued on next page
Crossing the International Date Line, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the return trip Itinerary and make sure the Method of Transportation is TP – Govt. Proc. Plane for all overseas travel and when traveling EAST the Arrival Date can be the same day. Click Accept Leg.</td>
</tr>
</tbody>
</table>

![Select method of transportation and make sure it's Govt. Proc. Plane for overseas travel.]

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Make note that the boxes for IDL are filled in with the direction of travel for this trip. This is the only time when those boxes are filled. Click Accept Changes.</td>
</tr>
</tbody>
</table>

![The IDL boxes are filled in for the direction of travel.]

Continued on next page
Crossing the International Date Line, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Click Accept Changes.</td>
</tr>
</tbody>
</table>

Click Accept Changes.

Temporary Duty Trip

Duration of travel: Greater than or equal to 24 hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time Reason</th>
<th>Duty Day</th>
<th>IDL</th>
<th>Lodging</th>
<th>Meals</th>
<th>A%</th>
<th>Lodging</th>
<th>Taxes</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2017</td>
<td>San Diego, California</td>
<td>TD</td>
<td>TD</td>
<td>LCP</td>
<td>QQ</td>
<td>CM</td>
<td>0</td>
<td>150 00</td>
<td>0.00</td>
<td>0</td>
</tr>
<tr>
<td>1/2/2017</td>
<td>Tokyo, Japan</td>
<td>TP</td>
<td>MC</td>
<td>East</td>
<td>NSG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add / Edit Trip Itinerary

5 This is an important step! Click the Calcs link.

Settlement Request

Type of order: Normal

Type of Settlement: Final

Type of Partial: Not a Partial

Transactions

Entitlements

Financial

Remarks

Travel Not Performed

Entitlement Type: Temporary Duty Trip

Dates Encompassed: 1/2/2017 - 1/23/2017

Status: Validated

<< Add This Entitlement

Continued on next page
Crossing the International Date Line, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>This is the breakdown of the daily expenses and it can be confusing. Notice in this example that the first travel day of 1/9 is missing and that there are two entries for 1/23. When you cross the IDL from east to west you always lose a day and crossing from west to east you get the same day twice (or gain a day). In this example the 9th does not show up because you get to Japan on the tenth and stay the first night on that day. To make up for the lost Per Diem for that day, TPAX gives you another partial for the second day of the 23rd. No lodging is paid for either of the travel days. After verifying the information is correct, click Done.</td>
</tr>
</tbody>
</table>

![Daily Expenses Table](image-url)