

Crossing the International Date Line

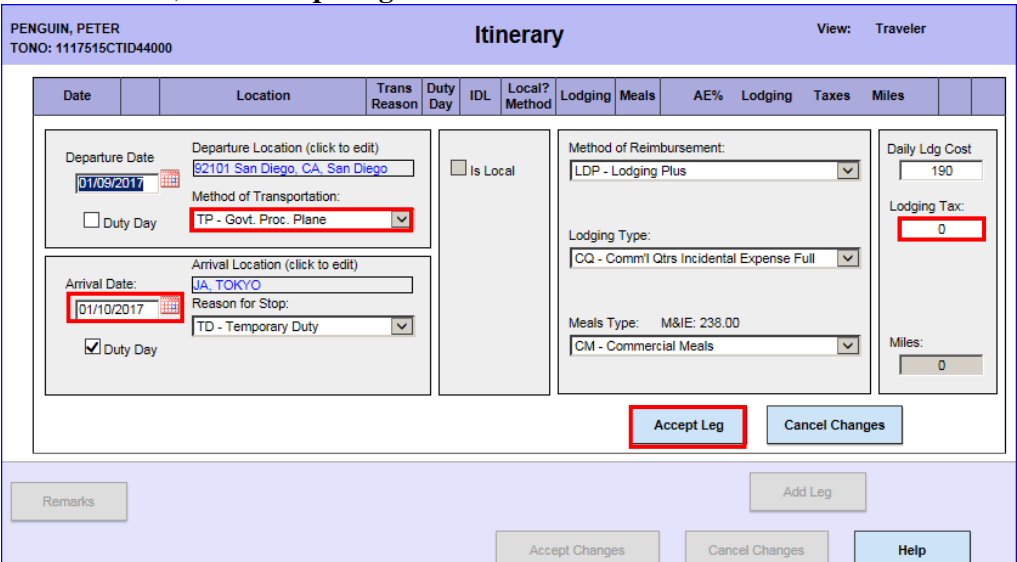
Introduction This guide provides the specifics about the itinerary and daily calculations when flying over the International Date Line (IDL).

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.

Steps	Action
<p>1</p>	<p>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.</p> <p>Even if your trip time takes less than 24 hours, in TPAX:</p> <ul style="list-style-type: none"> • 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. <p>When finished, click Accept Leg.</p>  <p>The screenshot shows the 'Itinerary' form for Penguín, Peter (TONO: 1117515CTID44000). The form is titled 'Itinerary' and has a 'View: Traveler' option. It contains several sections: <ul style="list-style-type: none"> Departure Information: Date: 01/09/2017, Location: 82101 San Diego, CA, San Diego, Method of Transportation: TP - Govt. Proc. Plane (highlighted in red). Arrival Information: Date: 01/10/2017 (highlighted in red), Location: JA, TOKYO, Reason for Stop: TD - Temporary Duty. Reimbursement and Costs: Method of Reimbursement: LDP - Lodging Plus, Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full, Meals Type: M&IE: 238.00, CM - Commercial Meals, Daily Ldg Cost: 190, Lodging Tax: 0 (highlighted in red), Miles: 0. Buttons: 'Accept Leg' (highlighted in red), 'Cancel Changes', 'Remarks', 'Add Leg', 'Accept Changes', 'Cancel Changes', and 'Help'. </p>

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Procedures,
continued

Steps	Action
<p>2</p>	<p>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.</p> <div data-bbox="327 600 1375 1176"> <p>Itinerary View: Traveler</p> <p>PENGUIN, PETER TONO: 1117515CTID44000</p> <p>Departure Date: 01/23/2017 Departure Location: JA, TOKYO Method of Transportation: TP - Govt. Proc. Plane Arrival Date: 01/23/2017 Arrival Location: 92101 San Diego, CA, San Diego Reason for Stop: MC - Mission Complete</p> <p>Accept Leg (highlighted)</p> </div>

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Crossing the International Date Line, Continued

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<p>4</p>	<p>Click Accept Changes.</p> <div data-bbox="327 526 1268 1220"> <p>PENGUIN, PETER View: Traveler</p> <h3 style="text-align: center;">Temporary Duty Trip</h3> <p>TONO: <input type="text" value="1117515CTID44000"/> Proceed Date: <input type="text" value="1/9/2017"/> Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="15"/> End Date: <input type="text" value="1/23/2017"/></p> <p>What's Authorized Itinerary Reimbursables</p> <p>Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>1/9/2017 1/10/2017</td> <td>DEP ARR</td> <td>92101 San Diego, CALIFORNIA TOKYO, JAPAN</td> <td>TP TD</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> <td>West</td> <td><input type="checkbox"/> LDP</td> <td>CQ</td> <td>CM</td> <td><input type="text" value="0"/></td> <td><input type="text" value="190.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>1/23/2017 1/23/2017</td> <td>DEP ARR</td> <td>TOKYO, JAPAN 92101 San Diego, CALIFORNIA</td> <td>TP MC</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td>East</td> <td><input type="checkbox"/></td> <td>NLG</td> <td></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add / Edit Trip Itinerary"/></p> <p> <input type="button" value="Back"/> <input type="button" value="Next"/> <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		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	1/9/2017 1/10/2017	DEP ARR	92101 San Diego, CALIFORNIA TOKYO, JAPAN	TP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>	West	<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="190.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	1/23/2017 1/23/2017	DEP ARR	TOKYO, JAPAN 92101 San Diego, CALIFORNIA	TP MC	<input type="checkbox"/> <input type="checkbox"/>	East	<input type="checkbox"/>	NLG		<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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<p>5</p>	<p>This is an important step! Click the Calcs link.</p> <div data-bbox="327 1288 1372 1892"> <p>PENGUIN, PETER View: Traveler</p> <p>TONO: 1117515CTID44000</p> <h3 style="text-align: center;">Settlement Request</h3> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/9/2017"/> to: <input type="text" value="1/23/2017"/> 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>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>Edit Temporary Duty Trip</td> <td>1/9/2017-1/23/2017</td> <td>Validated Data</td> <td>Delete</td> <td style="border: 2px solid red;">Calcs</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="text" value="Temporary Duty Trip"/> <input type="button" value="=< Add This Entitlement"/> </p> <p> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Entitlement Type	Dates Encompassed	Status			Edit Temporary Duty Trip	1/9/2017-1/23/2017	Validated Data	Delete	Calcs																													
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6	<p>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.</p> <div data-bbox="327 817 1372 1601" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid black;"> PENGUIN, PETER TONO: 1117515CTID44000 Daily Expenses View: Traveler </div> <div style="text-align: center; margin: 10px 0;"> Audit Remarks Done </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date</th> <th>Day Type</th> <th>Ldg Rate</th> <th>M&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&IE Amount</th> <th>Total Amount</th> <th>Lodging Tax</th> <th>Taxable</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>01/10</td> <td>LDP</td> <td>289.00</td> <td>238.00</td> <td>CM</td> <td>CM</td> <td>CM</td> <td>190.00</td> <td></td> <td></td> <td>Partial</td> <td>Day</td> 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