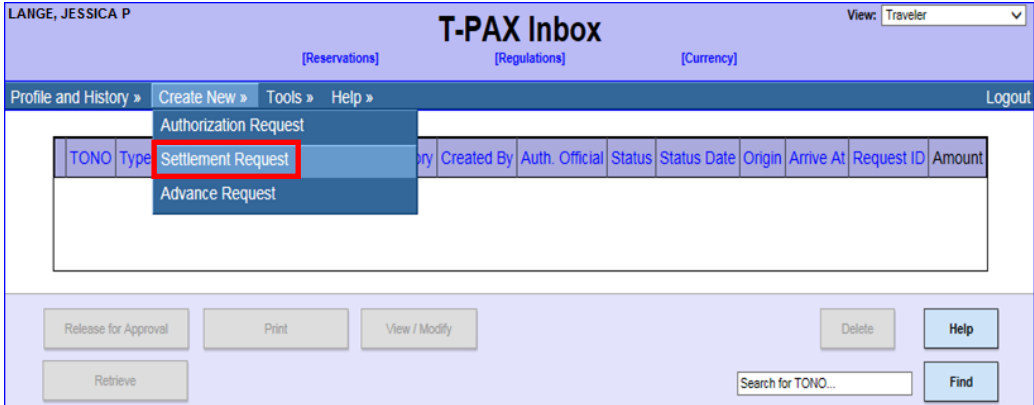
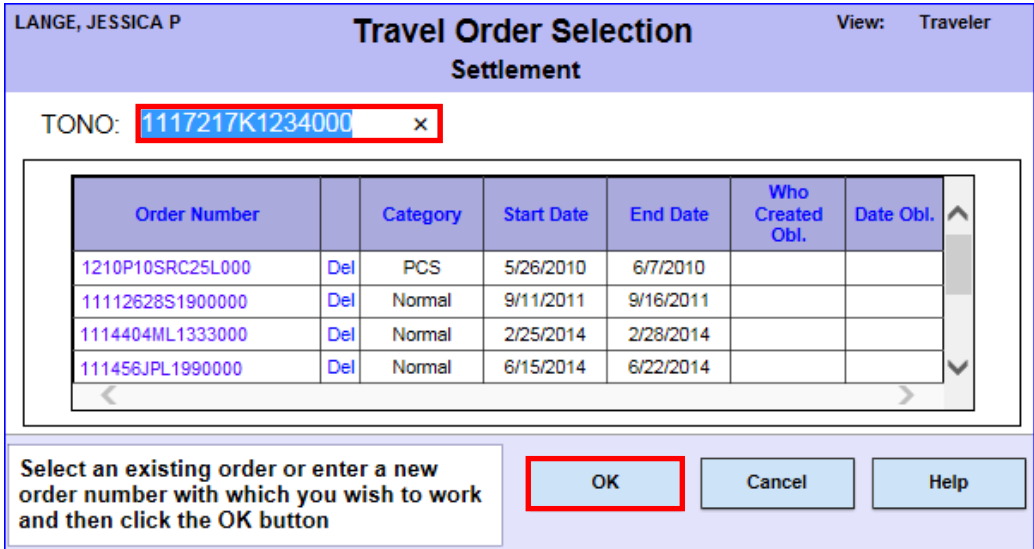


1164 Local Travel Claim

Introduction This guide provides the procedures for submitting a local travel claim in TPAX.

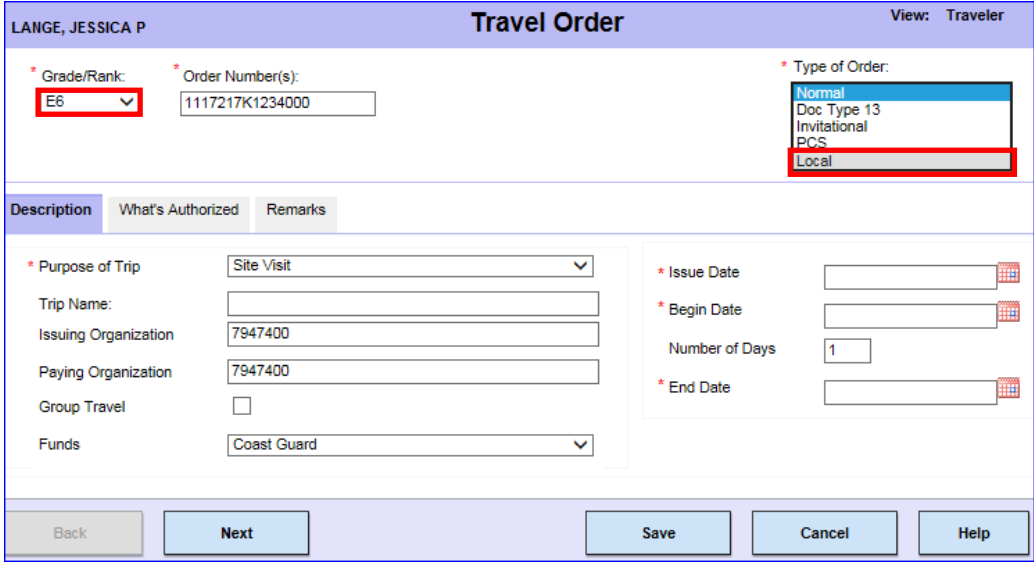
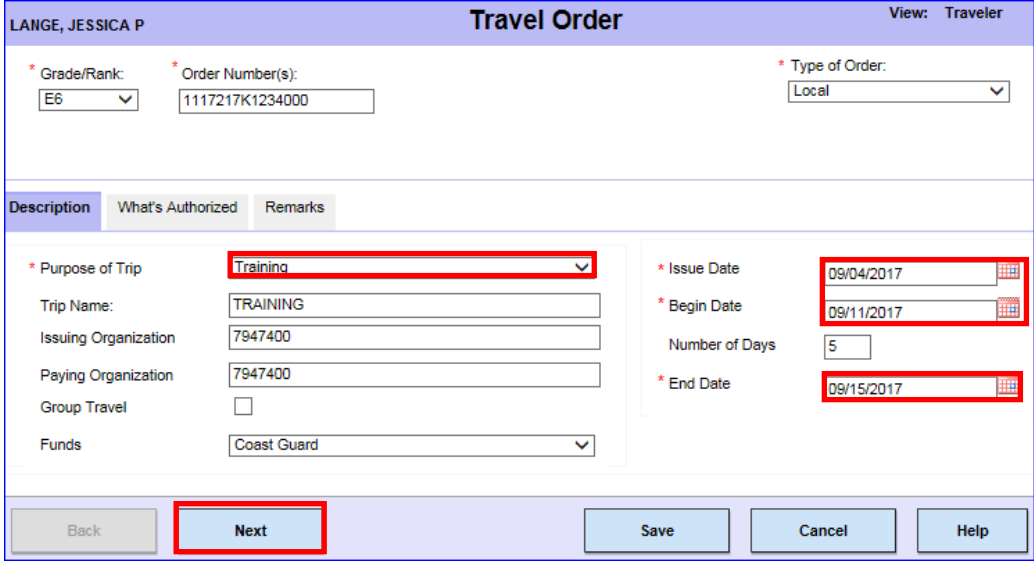
Procedures See below.

Step	Action
<p>1</p>	<p>Log into TPAX and select Settlement Request from the Create New drop-down.</p> 
<p>2</p>	<p>Enter in the TONO number and click OK.</p> 

Continued on next page

1164 Local Travel Claim, Continued

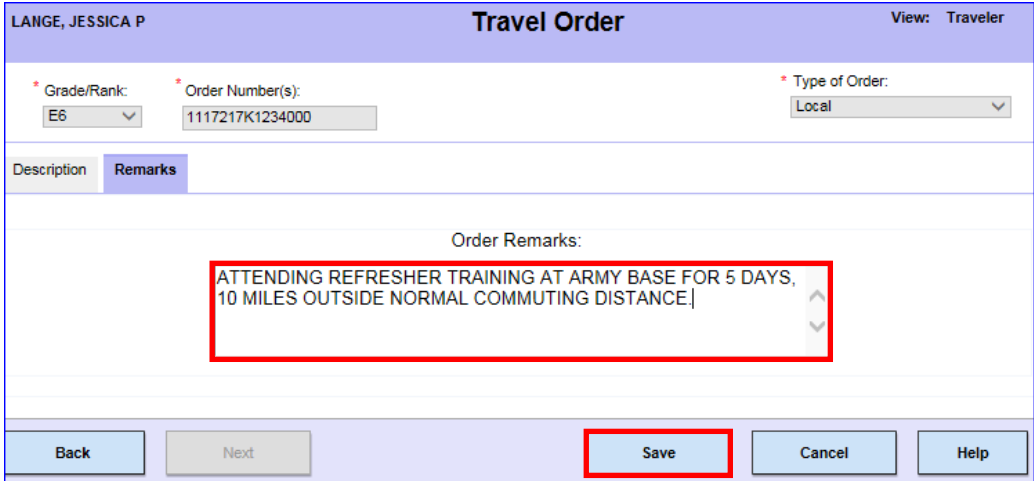
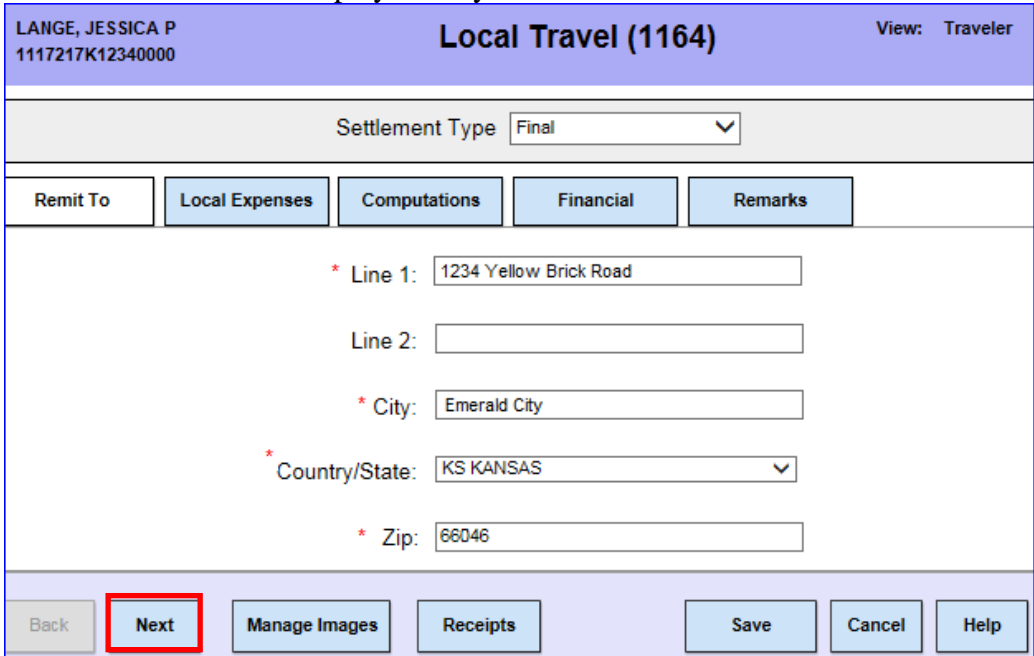
Procedures,
continued

Step	Action
<p>3</p>	<p>Enter Grade/Rank and select Local from the Type of Order drop-down.</p>  <p>Travel Order View: Traveler</p> <p>* Grade/Rank: E6 * Order Number(s): 1117217K1234000 * Type of Order: Local</p> <p>Description What's Authorized Remarks</p> <p>* Purpose of Trip: Site Visit</p> <p>Trip Name: Issuing Organization: 7947400 * Issue Date: * Begin Date: Number of Days: 1 * End Date:</p> <p>Paying Organization: 7947400 Group Travel: <input type="checkbox"/> Funds: Coast Guard</p> <p>Buttons: Back, Next, Save, Cancel, Help</p>
<p>4</p>	<p>Enter the Purpose of Trip, the Issue Date, the Begin Date, and the End Date. Click Next.</p>  <p>Travel Order View: Traveler</p> <p>* Grade/Rank: E6 * Order Number(s): 1117217K1234000 * Type of Order: Local</p> <p>Description What's Authorized Remarks</p> <p>* Purpose of Trip: Training</p> <p>Trip Name: TRAINING * Issue Date: 09/04/2017 * Begin Date: 09/11/2017 Number of Days: 5 * End Date: 09/15/2017</p> <p>Issuing Organization: 7947400 Paying Organization: 7947400 Group Travel: <input type="checkbox"/> Funds: Coast Guard</p> <p>Buttons: Back, Next, Save, Cancel, Help</p>

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1164 Local Travel Claim, Continued

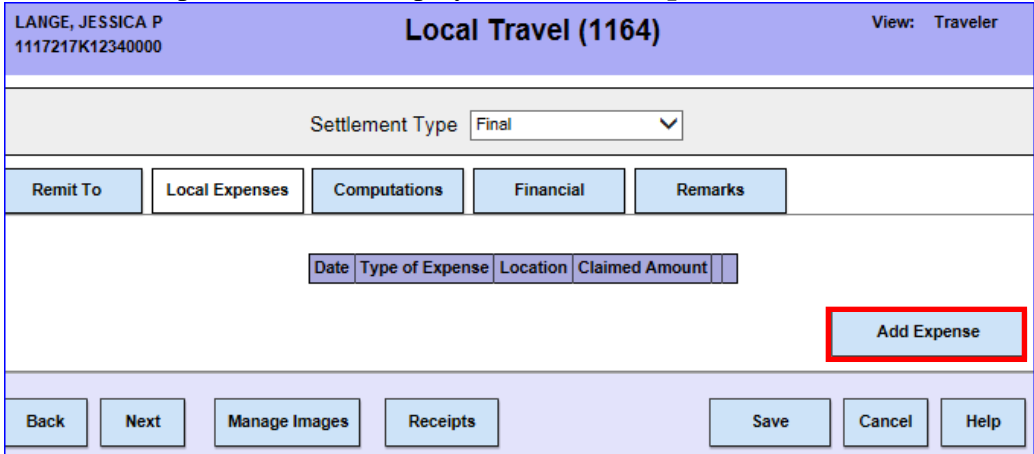
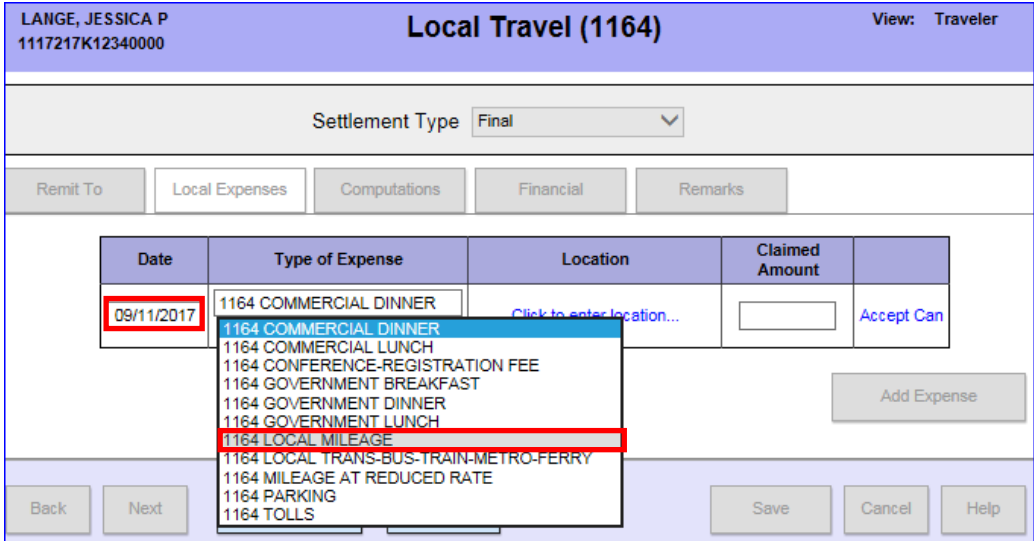
Procedures,
continued

Step	Action
5	<p>Enter Order Remarks for the auditors. Click Save.</p> 
6	<p>The Remit To tab will display. Verify address is correct and click Next.</p> 

Continued on next page

1164 Local Travel Claim, Continued

Procedures,
continued

Step	Action
7	<p>The Local Expenses tab will display. Click Add Expense.</p>  <p>The screenshot shows the 'Local Travel (1164)' form for user 'LANGE, JESSICA P'. The 'Settlement Type' is set to 'Final'. Below the navigation tabs (Remit To, Local Expenses, Computations, Financial, Remarks), there is a table header with columns: Date, Type of Expense, Location, Claimed Amount. The 'Add Expense' button is highlighted with a red box.</p>
8	<p>Enter the Date for the expense and select Type of Expense from the drop-down.</p>  <p>The screenshot shows the 'Local Travel (1164)' form with the 'Date' field set to '09/11/2017' and the 'Type of Expense' dropdown menu open. The dropdown list includes options like '1164 COMMERCIAL DINNER', '1164 COMMERCIAL LUNCH', '1164 CONFERENCE-REGISTRATION FEE', '1164 GOVERNMENT BREAKFAST', '1164 GOVERNMENT DINNER', '1164 GOVERNMENT LUNCH', '1164 LOCAL MILEAGE' (which is highlighted with a red box), '1164 LOCAL TRANS-BUS-TRAIN-METRO-FERRY', '1164 MILEAGE AT REDUCED RATE', '1164 PARKING', and '1164 TOLLS'. The 'Add Expense' button is visible below the dropdown.</p>

Continued on next page

1164 Local Travel Claim, Continued

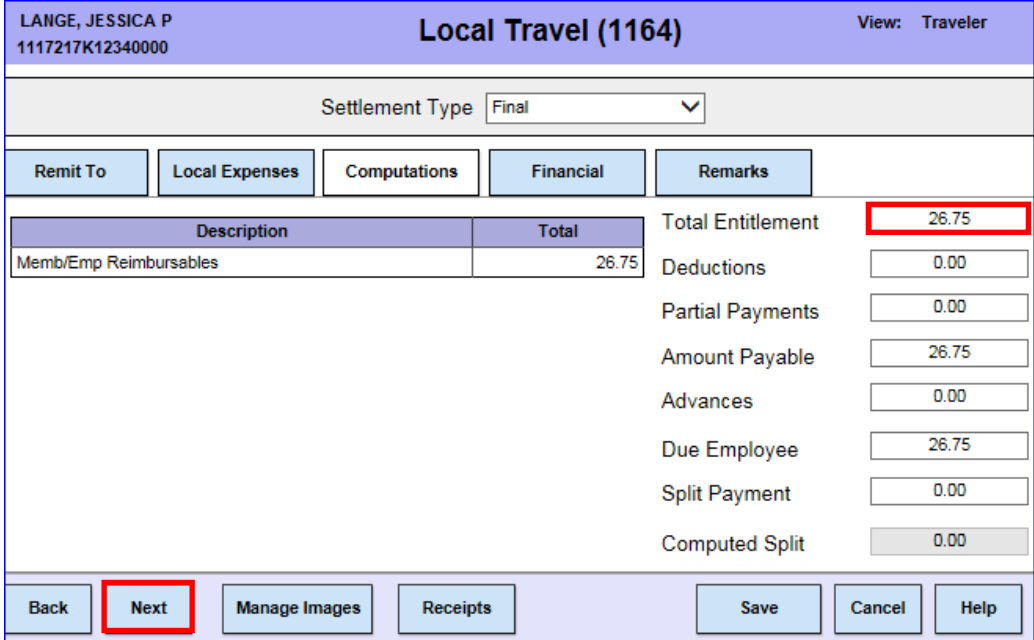
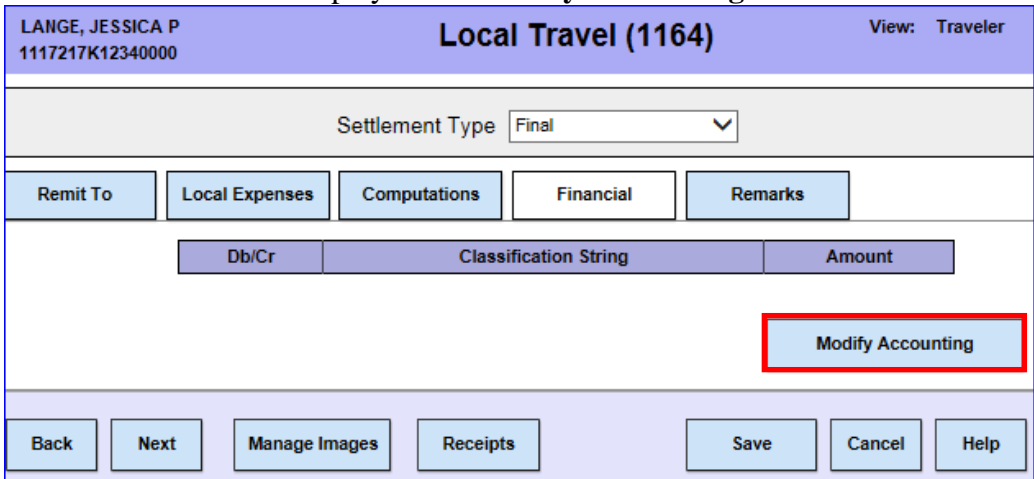
Procedures,
continued

Step	Action																																				
<p>9</p>	<p>Enter the Claimed Amount and click the Accept link.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Local Travel (1164) View: Traveler</p> <hr/> <p style="text-align: center;">Settlement Type <input type="text" value="Final"/></p> <hr/> <p>Remit To <input type="text"/> Local Expenses <input type="text"/> Computations <input type="text"/> Financial <input type="text"/> Remarks <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 35%;">Type of Expense</th> <th style="width: 25%;">Location</th> <th style="width: 15%;">Claimed Amount</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="09/11/2017"/></td> <td>1164 LOCAL MILEAGE</td> <td></td> <td style="border: 2px solid red; text-align: center;">10</td> <td style="border: 2px solid red; text-align: center;">Accept Can</td> </tr> <tr> <td></td> <td>1164 LOCAL MILEAGE <input type="text" value="v"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add Expense"/></p> <hr/> <p>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>	Date	Type of Expense	Location	Claimed Amount		<input type="text" value="09/11/2017"/>	1164 LOCAL MILEAGE		10	Accept Can		1164 LOCAL MILEAGE <input type="text" value="v"/>																								
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<p>10</p>	<p>Enter each day of travel expense using the Add Expense button. Click Next after completion.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Local Travel (1164) View: Traveler</p> <hr/> <p style="text-align: center;">Settlement Type <input type="text" value="Final"/></p> <hr/> <p>Remit To <input type="text"/> Local Expenses <input type="text"/> Computations <input type="text"/> Financial <input type="text"/> Remarks <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 35%;">Type of Expense</th> <th style="width: 25%;">Location</th> <th style="width: 15%;">Claimed Amount</th> <th style="width: 10%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td>9/11/2017</td> <td>1164 LOCAL MILEAGE</td> <td></td> <td style="text-align: center;">10</td> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Del</td> </tr> <tr> <td>9/12/2017</td> <td>1164 LOCAL MILEAGE</td> <td></td> <td style="text-align: center;">10</td> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Del</td> </tr> <tr> <td>9/13/2017</td> <td>1164 LOCAL MILEAGE</td> <td></td> <td style="text-align: center;">10</td> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Del</td> </tr> <tr> <td>9/14/2017</td> <td>1164 LOCAL MILEAGE</td> <td></td> <td style="text-align: center;">10</td> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Del</td> </tr> <tr> <td>9/15/2017</td> <td>1164 LOCAL MILEAGE</td> <td></td> <td style="text-align: center;">10</td> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Del</td> </tr> </tbody> </table> <p style="text-align: right;"><input style="border: 2px solid red;" type="button" value="Add Expense"/></p> <hr/> <p>Back <input style="border: 2px solid red;" 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>	Date	Type of Expense	Location	Claimed Amount			9/11/2017	1164 LOCAL MILEAGE		10	Edit	Del	9/12/2017	1164 LOCAL MILEAGE		10	Edit	Del	9/13/2017	1164 LOCAL MILEAGE		10	Edit	Del	9/14/2017	1164 LOCAL MILEAGE		10	Edit	Del	9/15/2017	1164 LOCAL MILEAGE		10	Edit	Del
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1164 Local Travel Claim, Continued

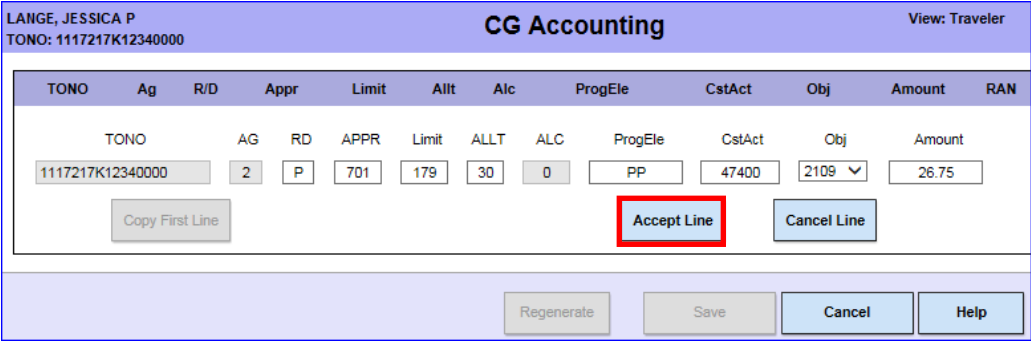
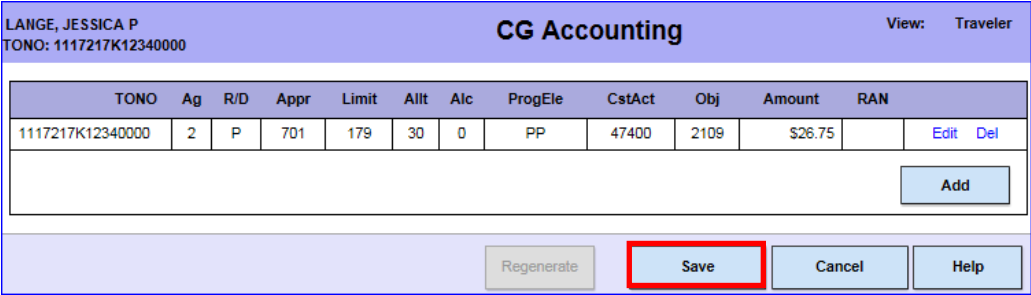
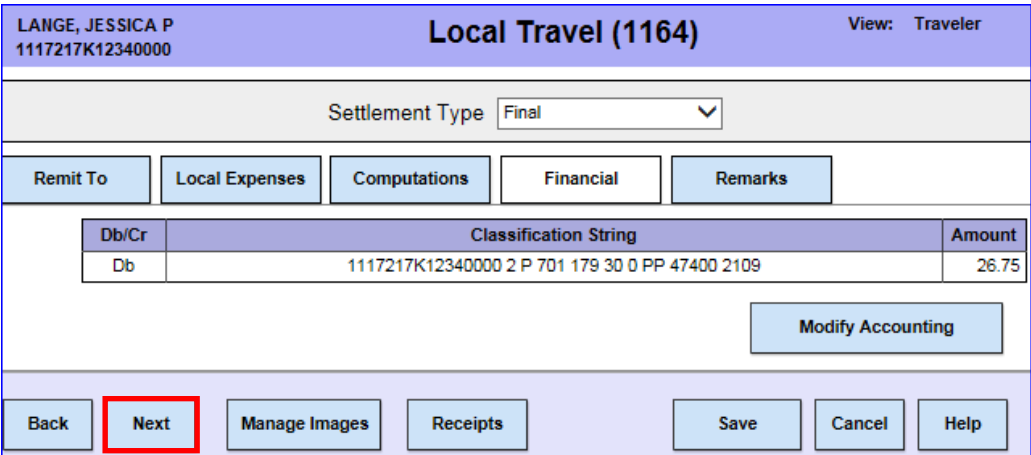
Procedures,
continued

Step	Action																																									
<p>11</p>	<p>The Computations tab will display. Verify Total Entitlement is correct and click Next.</p>  <p>LANGE, JESSICA P 1117217K12340000</p> <p style="text-align: center;">Local Travel (1164) View: Traveler</p> <p style="text-align: center;">Settlement Type <input type="text" value="Final"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Remit To</td> <td style="width: 20%; text-align: center;">Local Expenses</td> <td style="width: 20%; text-align: center;">Computations</td> <td style="width: 20%; text-align: center;">Financial</td> <td style="width: 20%; text-align: center;">Remarks</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Description</th> <th style="width: 10%;">Total</th> <th style="width: 20%;"></th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Memb/Emp Reimbursables</td> <td style="text-align: right;">26.75</td> <td>Total Entitlement</td> <td style="text-align: right; border: 2px solid red;">26.75</td> </tr> <tr> <td></td> <td></td> <td>Deductions</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>Partial Payments</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>Amount Payable</td> <td style="text-align: right;">26.75</td> </tr> <tr> <td></td> <td></td> <td>Advances</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>Due Employee</td> <td style="text-align: right;">26.75</td> </tr> <tr> <td></td> <td></td> <td>Split Payment</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>Computed Split</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" 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>	Remit To	Local Expenses	Computations	Financial	Remarks	Description	Total			Memb/Emp Reimbursables	26.75	Total Entitlement	26.75			Deductions	0.00			Partial Payments	0.00			Amount Payable	26.75			Advances	0.00			Due Employee	26.75			Split Payment	0.00			Computed Split	0.00
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<p>12</p>	<p>The Financial tab will display. Click Modify Accounting.</p>  <p>LANGE, JESSICA P 1117217K12340000</p> <p style="text-align: center;">Local Travel (1164) View: Traveler</p> <p style="text-align: center;">Settlement Type <input type="text" value="Final"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">Remit To</td> <td style="width: 20%; text-align: center;">Local Expenses</td> <td style="width: 20%; text-align: center;">Computations</td> <td style="width: 20%; text-align: center;">Financial</td> <td style="width: 20%; text-align: center;">Remarks</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Db/Cr</th> <th style="width: 50%;">Classification String</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Modify Accounting"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <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>	Remit To	Local Expenses	Computations	Financial	Remarks	Db/Cr	Classification String	Amount			<input style="border: 2px solid red;" type="button" value="Modify Accounting"/>																														
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1164 Local Travel Claim, Continued

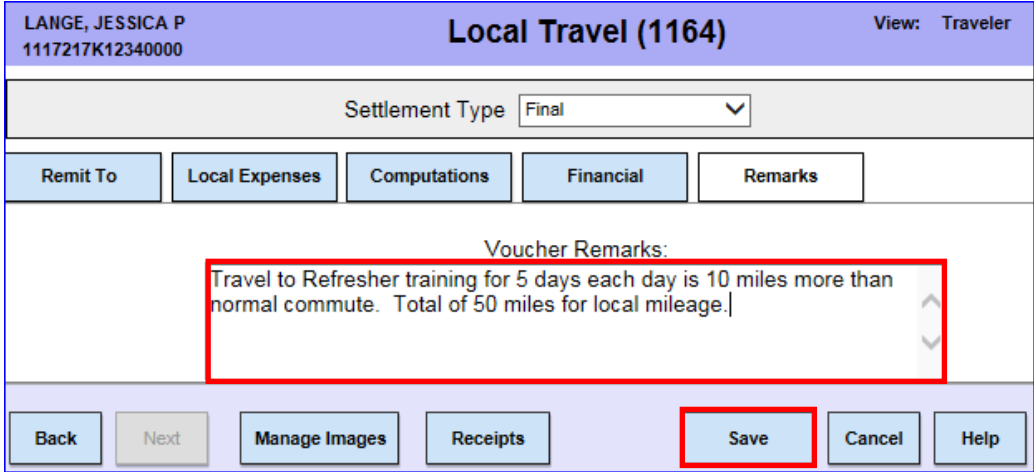
Procedures,
continued

Step	Action
<p>13</p>	<p>Enter accounting information and click Accept Line.</p>  <p>The screenshot shows the 'CG Accounting' form for Jessica P. Lange. The form includes a header with the name and TONO (1117217K12340000). Below the header is a table with columns: TONO, Ag, R/D, Appr, Limit, Allt, Alc, ProgEle, CstAct, Obj, Amount, RAN. The table contains one row with values: 1117217K12340000, 2, P, 701, 179, 30, 0, PP, 47400, 2109, 26.75. Below the table are buttons for 'Copy First Line', 'Accept Line' (highlighted in red), and 'Cancel Line'. At the bottom are buttons for 'Regenerate', 'Save', 'Cancel', and 'Help'.</p>
<p>14</p>	<p>Click Save.</p>  <p>The screenshot shows the 'CG Accounting' form with the same data as step 13. The 'Save' button is highlighted in red. The 'Amount' column now shows '\$26.75'. There are 'Edit' and 'Del' links next to the row. An 'Add' button is at the bottom right. The bottom navigation bar includes 'Regenerate', 'Save' (highlighted in red), 'Cancel', and 'Help'.</p>
<p>15</p>	<p>Click Next.</p>  <p>The screenshot shows the 'Local Travel (1164)' form. It includes a header with the name and TONO. Below the header is a 'Settlement Type' dropdown menu set to 'Final'. There are buttons for 'Remit To', 'Local Expenses', 'Computations', 'Financial', and 'Remarks'. Below these is a table with columns: Db/Cr, Classification String, Amount. The table contains one row: Db, 1117217K12340000 2 P 701 179 30 0 PP 47400 2109, 26.75. Below the table is a 'Modify Accounting' button. The bottom navigation bar includes 'Back', 'Next' (highlighted in red), 'Manage Images', 'Receipts', 'Save', 'Cancel', and 'Help'.</p>

Continued on next page

1164 Local Travel Claim, Continued

Procedures,
continued

Step	Action
<p>16</p>	<p>Enter Voucher Remarks (will appear on the travel voucher summary) and click Save.</p> 
<p>17</p>	<p>The main T-PAX Inbox will appear. Check the box next to the TONO and click Release for Approval to send to your AO for review and approval.</p> 