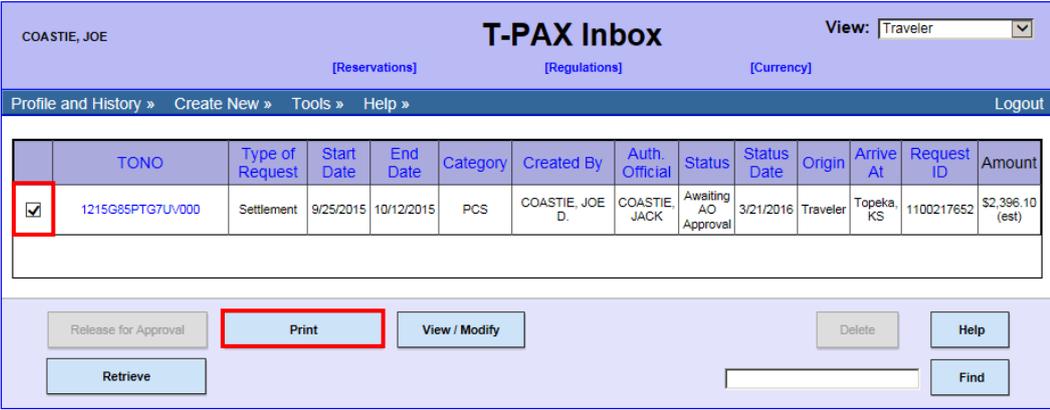
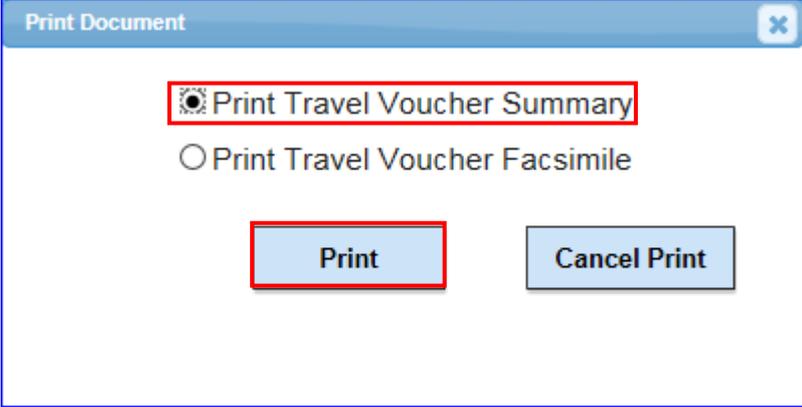


Printing a Travel Voucher Summary (TVS)

Introduction This guide provides the procedures for printing a Travel Voucher Summary.

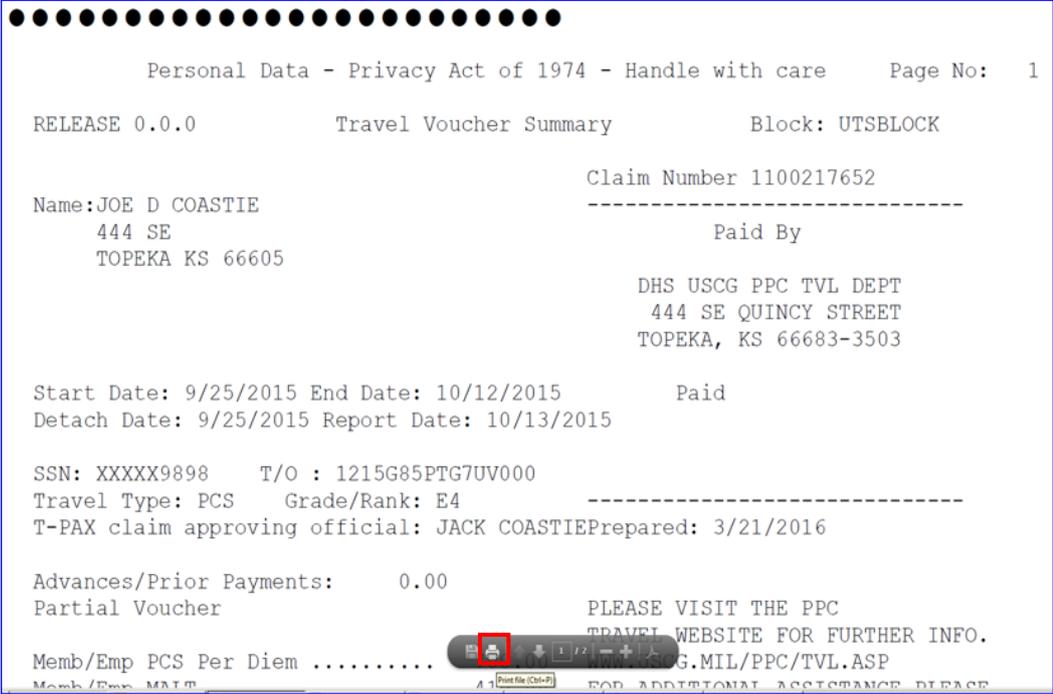
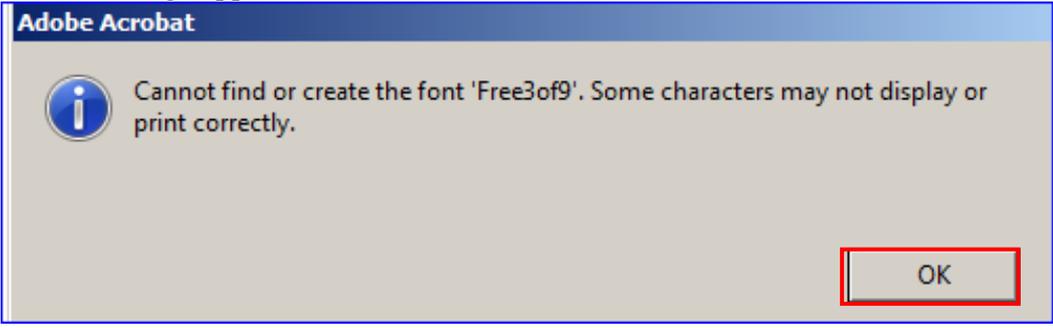
Procedure See below.

Step	Action																												
<p>1</p>	<p>From the main screen in T-PAX, select the box of the travel TONO to print and select the Print button.</p>  <table border="1" data-bbox="336 786 1367 920"> <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>1215G65PTG7UV000</td> <td>Settlement</td> <td>9/25/2015</td> <td>10/12/2015</td> <td>PCS</td> <td>COASTIE, JOE D.</td> <td>COASTIE, JACK</td> <td>Awaiting AO Approval</td> <td>3/21/2016</td> <td>Traveler</td> <td>Topeka, KS</td> <td>1100217652</td> <td>\$2,366.10 (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 checked="" type="checkbox"/>	1215G65PTG7UV000	Settlement	9/25/2015	10/12/2015	PCS	COASTIE, JOE D.	COASTIE, JACK	Awaiting AO Approval	3/21/2016	Traveler	Topeka, KS	1100217652	\$2,366.10 (est)
	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"/>	1215G65PTG7UV000	Settlement	9/25/2015	10/12/2015	PCS	COASTIE, JOE D.	COASTIE, JACK	Awaiting AO Approval	3/21/2016	Traveler	Topeka, KS	1100217652	\$2,366.10 (est)																
<p>2</p>	<p>The Print Document pop up will appear. Select the Print Travel Voucher Summary radio button and select Print.</p>  <p>NOTE: If you select the Print Travel Voucher Facsimile, the original DD Form 1351-2 will be brought up to print.</p>																												

Continued on next page

Printing a Travel Voucher Summary (TVS), Continued

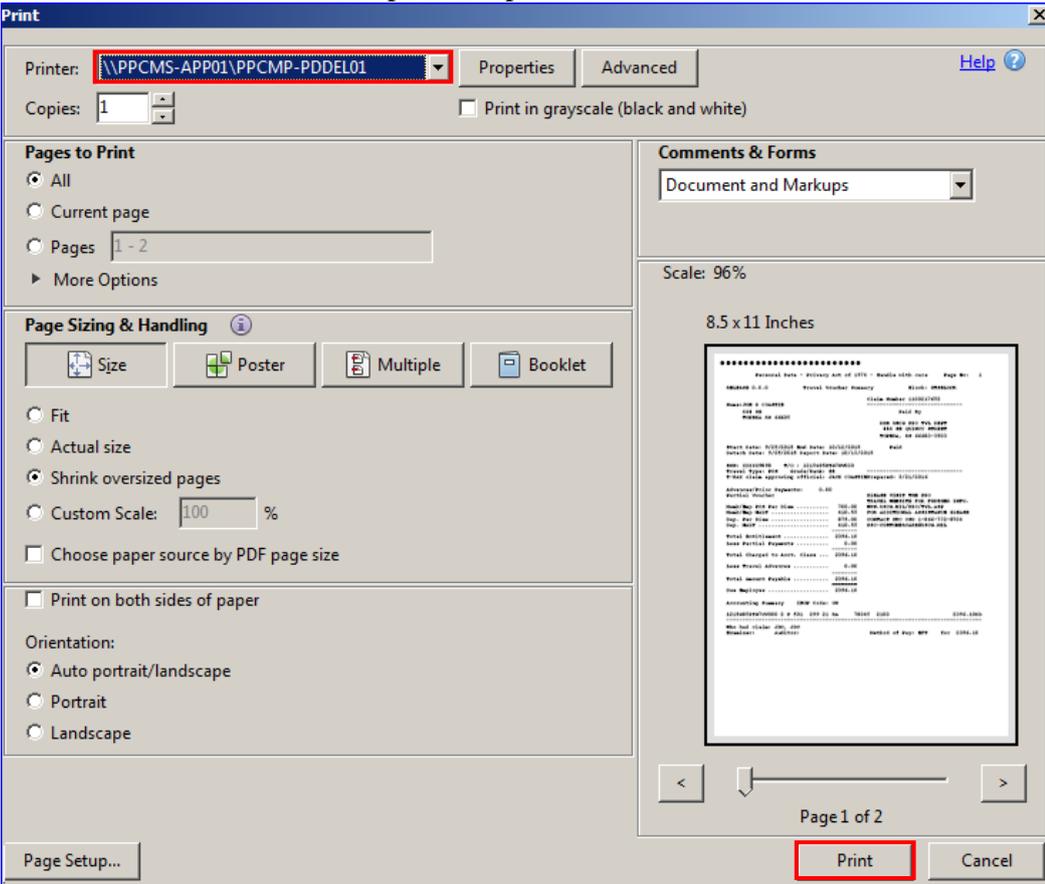
Procedure,
continued

Step	Action
3	<p>The Travel Voucher will appear. Select the Printer Icon.</p> 
4	<p>If this message appears, click the OK button.</p> 

Continued on next page

Printing a Travel Voucher Summary (TVS), Continued

Procedure,
continued

Step	Action
5	<p>On the Print page pop up make sure the appropriate printer is selected and select the Print button to complete the process.</p>  <p>The screenshot shows the Windows Print dialog box with the following details:</p> <ul style="list-style-type: none"> Printer: \\PPCMS-APP01\PPCMP-PDDEL01 (highlighted with a red box) Copies: 1 Print in grayscale (black and white): <input type="checkbox"/> Pages to Print: <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Current page <input type="radio"/> Pages: 1 - 2 <input type="checkbox"/> More Options Page Sizing & Handling: <ul style="list-style-type: none"> Buttons: Size, Poster, Multiple, Booklet <input type="radio"/> Fit <input type="radio"/> Actual size <input checked="" type="radio"/> Shrink oversized pages <input type="radio"/> Custom Scale: 100 % <input type="checkbox"/> Choose paper source by PDF page size <input type="checkbox"/> Print on both sides of paper Orientation: <ul style="list-style-type: none"> <input checked="" type="radio"/> Auto portrait/landscape <input type="radio"/> Portrait <input type="radio"/> Landscape Comments & Forms: Document and Markups Scale: 96% Paper Size: 8.5 x 11 Inches Preview: A document page titled "Travel Voucher Summary" is shown, containing various fields and text. Page 1 of 2 is displayed at the bottom of the preview. Buttons: Page Setup..., Print (highlighted with a red box), and Cancel.