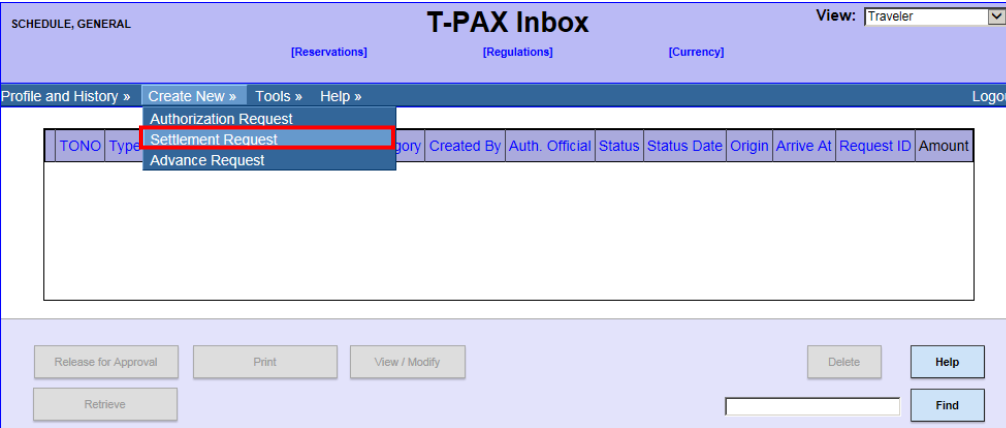
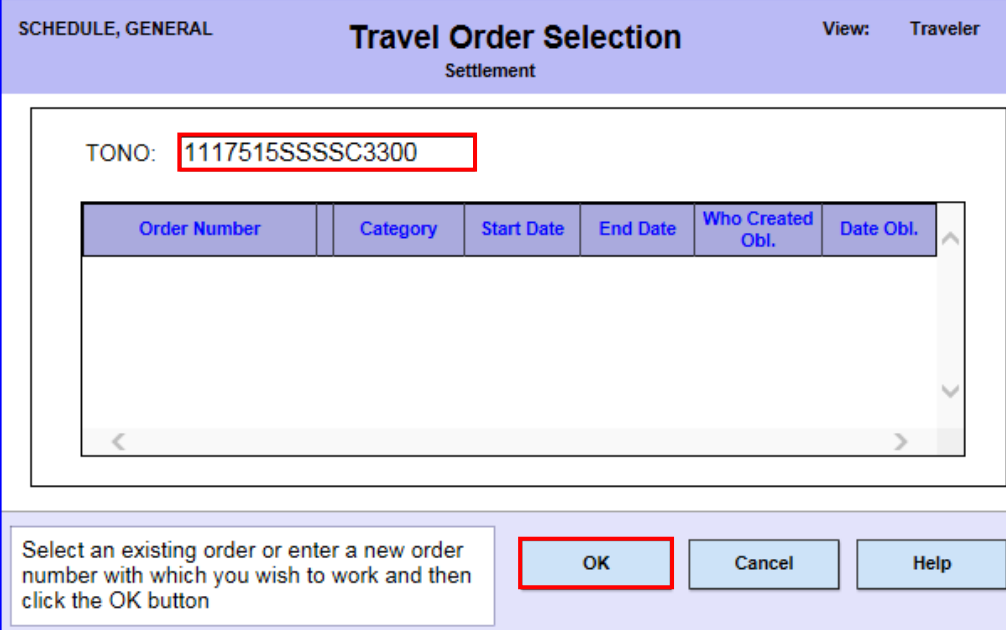


# Reimbursable Expenses Only (No Travel Performed)

**Introduction** This guide provides procedures for submitting a travel claim in TPAX when no travel was performed but expenses were incurred.

**Important Information** Even though you did not travel, you still need to scan and upload images of all applicable receipts and your orders to this claim.

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Log into TPAX and select <b>Settlement Request</b> from the Create New drop-down.</p> 
<p><b>2</b></p>	<p>Enter the <b>TONO</b> for the trip that was not performed and click <b>OK</b>.</p> 

*Continued on next page*

# Reimbursable Expenses Only (No Travel Performed), Continued

Procedures,  
continued

Step	Action										
3	<p>Select Rank from the <b>Grade/Rank</b> drop-down and enter in the Issue Date for the orders and the proposed <b>Begin Date</b> and <b>End Date</b> for the trip. Click <b>Next</b>.</p> <div data-bbox="352 600 1374 1301"><p>SCHEDULE, GENERAL <span style="float: right;">View: Traveler</span></p><h3 style="text-align: center;">Travel Order</h3><p>* Grade/Rank: <input type="text" value="GS12"/> * Order Number(s): <input type="text" value="1117515SSSSC3300"/> * Type of Order: <input type="text" value="Normal"/></p><p><b>Description</b>   What's Authorized   Remarks</p><table border="0"><tr><td>* Purpose of Trip: <input type="text" value="Site Visit"/></td><td>* Issue Date: <input type="text" value="02/01/2017"/></td></tr><tr><td>Trip Name: <input type="text"/></td><td>* Begin Date: <input type="text" value="02/10/2017"/></td></tr><tr><td>Issuing Organization: <input type="text" value="7947400"/></td><td>Number of Days: <input type="text" value="4"/></td></tr><tr><td>Paying Organization: <input type="text" value="7947400"/></td><td>* End Date: <input type="text" value="02/13/2017"/></td></tr><tr><td>Funds: <input type="text" value="Coast Guard"/></td><td></td></tr></table><p style="text-align: center;"><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>	* Purpose of Trip: <input type="text" value="Site Visit"/>	* Issue Date: <input type="text" value="02/01/2017"/>	Trip Name: <input type="text"/>	* Begin Date: <input type="text" value="02/10/2017"/>	Issuing Organization: <input type="text" value="7947400"/>	Number of Days: <input type="text" value="4"/>	Paying Organization: <input type="text" value="7947400"/>	* End Date: <input type="text" value="02/13/2017"/>	Funds: <input type="text" value="Coast Guard"/>	
* Purpose of Trip: <input type="text" value="Site Visit"/>	* Issue Date: <input type="text" value="02/01/2017"/>										
Trip Name: <input type="text"/>	* Begin Date: <input type="text" value="02/10/2017"/>										
Issuing Organization: <input type="text" value="7947400"/>	Number of Days: <input type="text" value="4"/>										
Paying Organization: <input type="text" value="7947400"/>	* End Date: <input type="text" value="02/13/2017"/>										
Funds: <input type="text" value="Coast Guard"/>											

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# Reimbursable Expenses Only (No Travel Performed), Continued

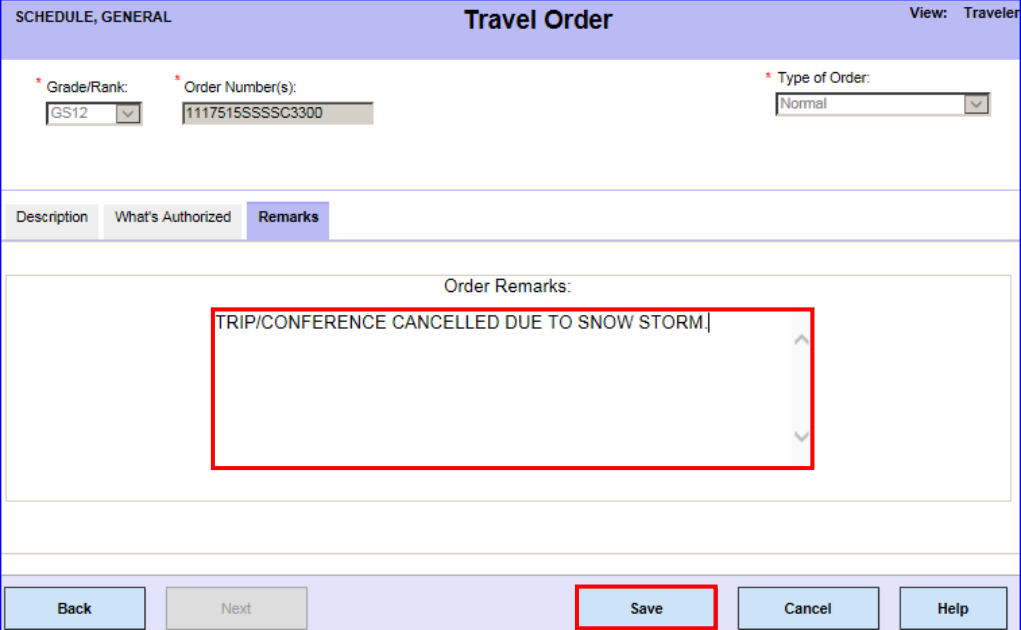
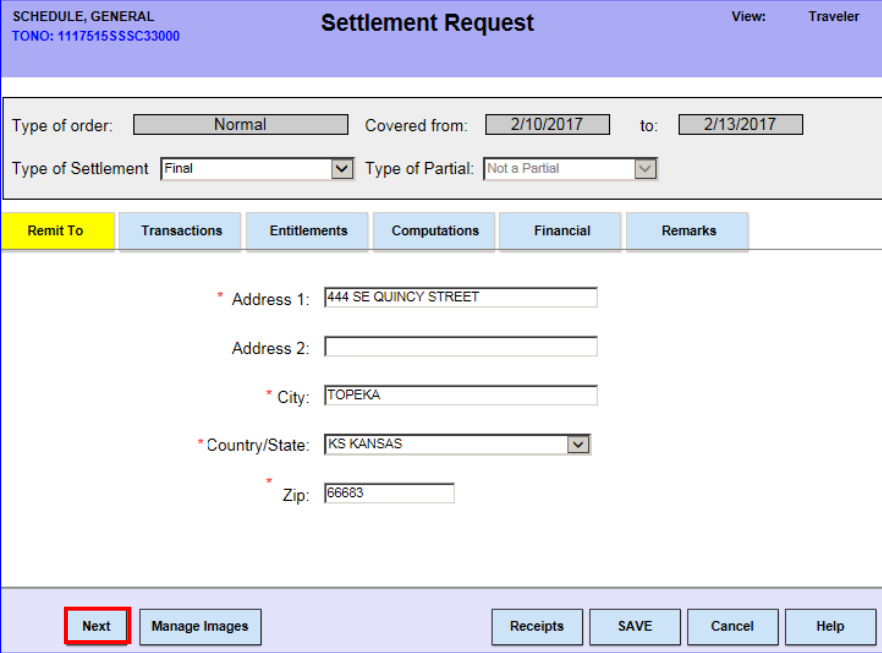
Procedures,  
continued

Step	Action
4	<p>Select all appropriate What's Authorized according to the original travel orders. Click <b>Next</b>.</p> <div data-bbox="352 595 1374 1615"> <p><b>SCHEDULE, GENERAL</b> <span style="float: right;">View: Traveler</span></p> <p><b>Travel Order</b></p> <p>* Grade/Rank: <input type="text" value="GS12"/> * Order Number(s): <input type="text" value="1117515SSSSC3300"/> * Type of Order: <input type="text" value="Normal"/></p> <p>Description <b>What's Authorized</b> Remarks</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="363 857 635 1211"> <p><b>Quarters</b></p> <p><input type="checkbox"/> Government (Use Directed)</p> <p><input type="checkbox"/> Contract Quarters</p> <p><input checked="" type="checkbox"/> Commercial Lodging</p> <p><input type="checkbox"/> Dual Lodging</p> <p><input type="checkbox"/> No Lodging Required</p> </div> <div data-bbox="651 857 1362 1211"> <p><b>Messing</b></p> <p><input type="checkbox"/> Government Rate (Military Only)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Mess is Directed for ALL three meals</p> <p><input type="checkbox"/> Proportional Rate <span style="float: right;">Red. Per Diem</span></p> <p><input type="checkbox"/> Reduced per diem (Mil.) <input type="text" value="0"/></p> <p><input type="checkbox"/> Government Rate for Essential Meals</p> <p><input checked="" type="checkbox"/> Commercial (full locality per diem) <span style="float: right;">Red. Per Diem</span></p> <p><input type="checkbox"/> Reduced Per Diem Authorized (Civ.) <input type="text" value="0"/></p> <p><input type="checkbox"/> No Per Diem Authorized (Civ.) <span style="float: right;"><input type="checkbox"/> Conference Per Diem (125%)</span></p> <p><input type="checkbox"/> Actual Expense <span style="float: right;"><input type="checkbox"/> Actual Expense Lodging Plus (150%)</span></p> <p><input type="checkbox"/> Super Actual Expense Lodging Plus (300%)</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div data-bbox="363 1227 836 1541"> <p><b>Mode of Transportation</b></p> <p><input checked="" type="checkbox"/> Commercial Carrier</p> <p><input type="checkbox"/> Gov't Procured Transportation <span style="float: right;">Gov't Owned Conveyance: <input type="text" value="None"/></span></p> <p><input type="checkbox"/> Rental Car <span style="float: right;">Rental Upgrade: <input type="text" value="None"/></span></p> <p><input type="checkbox"/> POV is more advantageous to the Gov't <span style="float: right;">POV not to exceed GTR of: <input type="text" value="0"/></span></p> </div> <div data-bbox="852 1227 1362 1541"> <p><b>Miscellaneous</b></p> <p>Num Excess Bags: <input type="text" value="0"/> <input type="checkbox"/> One phone/day</p> <p><input type="checkbox"/> Official Comm. Fees <input type="checkbox"/> Personal Phone NTE <input type="text" value="0"/></p> <p><input type="checkbox"/> Leave Authorized <input type="checkbox"/> Variations Authorized</p> <p><input type="checkbox"/> Registration Fee <input type="checkbox"/> Conference Fee <input type="checkbox"/> Taxi In/Around</p> <p><input type="checkbox"/> Remain Overnight for <input type="text" value="0"/></p> <p>RON Location: <a href="#">Click to enter RON Location</a></p> </div> </div> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Next"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>

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# Reimbursable Expenses Only (No Travel Performed), Continued

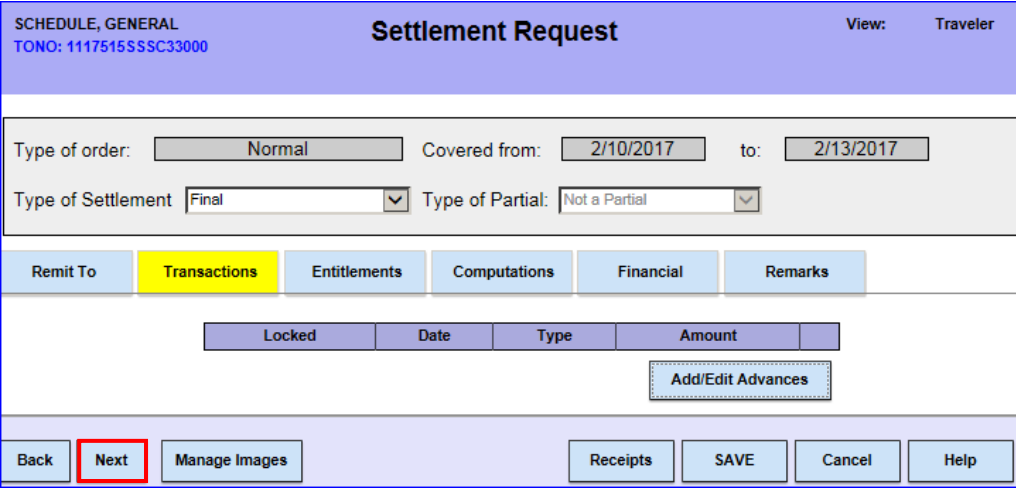
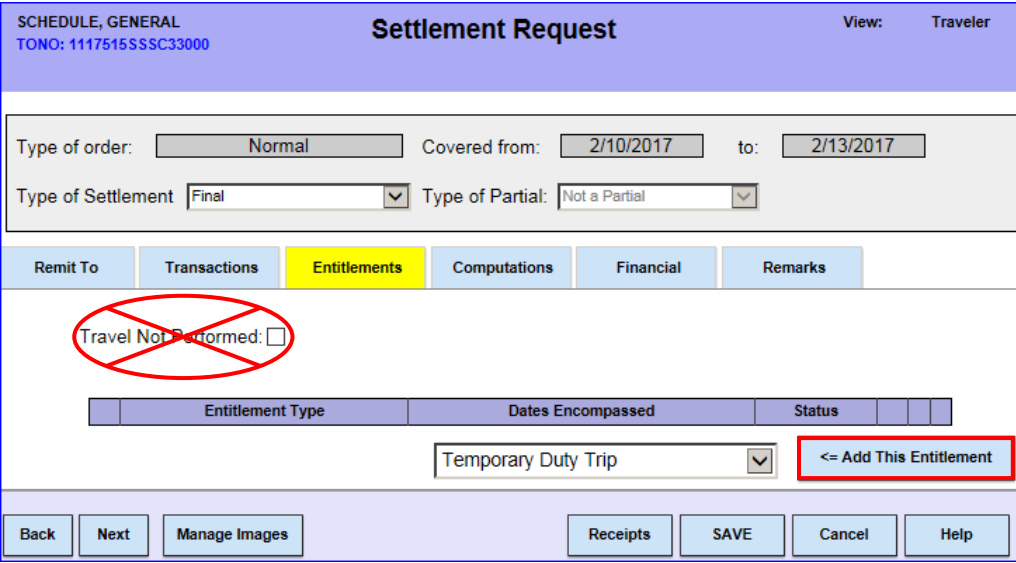
Procedures,  
continued

Step	Action
<p><b>5</b></p>	<p>Enter notes for why travel order was not performed in the <b>Order Remarks</b> box. Click <b>Save</b>.</p>  <p>The screenshot shows the 'Travel Order' form with the following details:</p> <ul style="list-style-type: none"> <li>Header: SCHEDULE, GENERAL   Travel Order   View: Traveler</li> <li>Fields: * Grade/Rank: GS12; * Order Number(s): 1117515SSSC3300; * Type of Order: Normal</li> <li>Tabs: Description, What's Authorized, Remarks (selected)</li> <li>Order Remarks: TRIP/CONFERENCE CANCELLED DUE TO SNOW STORM.</li> <li>Buttons: Back, Next, Save (highlighted), Cancel, Help</li> </ul>
<p><b>6</b></p>	<p>The Remit To tab is displayed. Click <b>Next</b>.</p>  <p>The screenshot shows the 'Settlement Request' form with the following details:</p> <ul style="list-style-type: none"> <li>Header: SCHEDULE, GENERAL   Settlement Request   View: Traveler</li> <li>Sub-Header: TONO: 1117515SSSC33000</li> <li>Fields: Type of order: Normal; Covered from: 2/10/2017 to: 2/13/2017; Type of Settlement: Final; Type of Partial: Not a Partial</li> <li>Tabs: Remit To (highlighted), Transactions, Entitlements, Computations, Financial, Remarks</li> <li>Address Fields: * Address 1: 444 SE QUINCY STREET; Address 2: (empty); * City: TOPEKA; * Country/State: KS KANSAS; * Zip: 66683</li> <li>Buttons: Next (highlighted), Manage Images, Receipts, SAVE, Cancel, Help</li> </ul>

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# Reimbursable Expenses Only (No Travel Performed), Continued

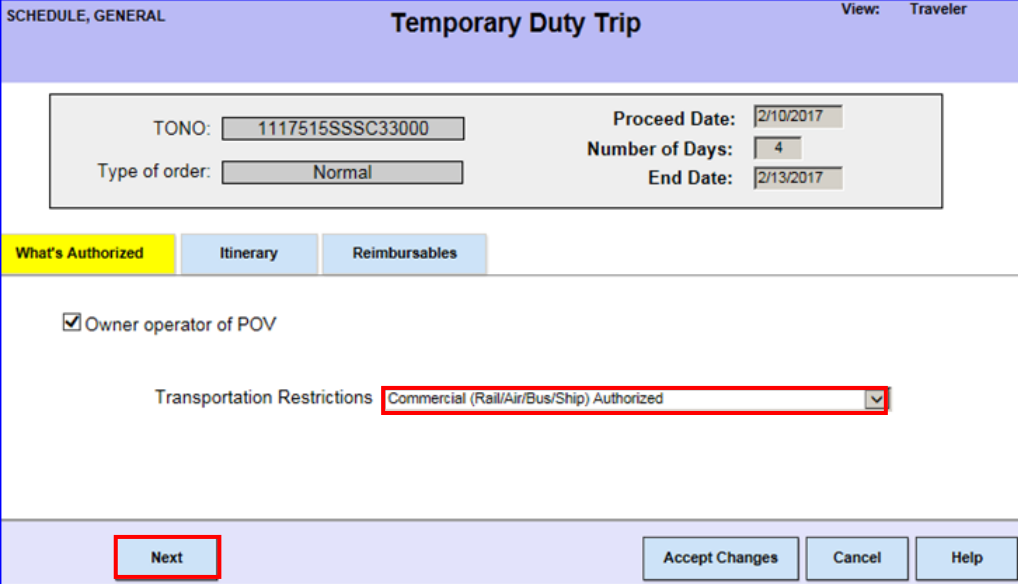
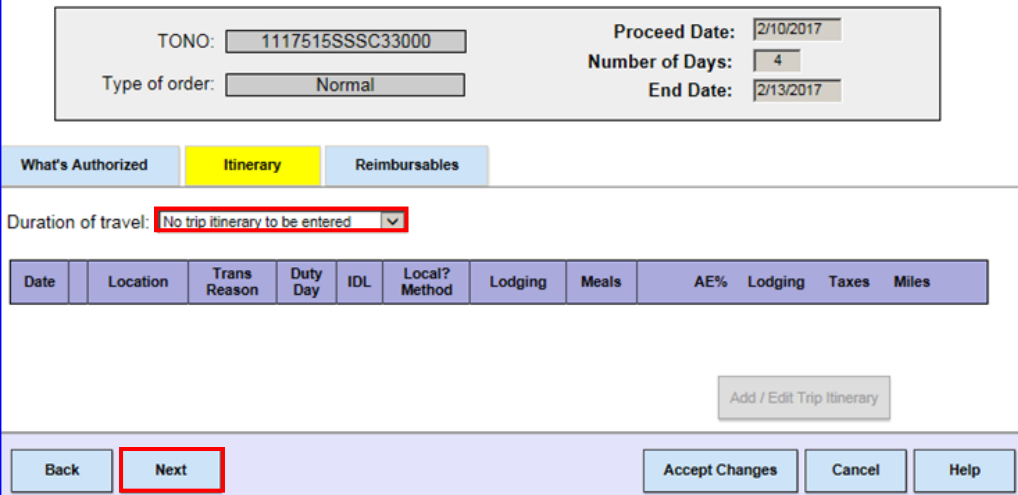
Procedures,  
continued

Step	Action
7	<p>The Transaction tab is displayed. Click <b>Next</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSC33000</p> <p style="text-align: right;">View: Traveler</p> <p><b>Settlement Request</b></p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/10/2017"/> to: <input type="text" value="2/13/2017"/></p> <p>Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To   <b>Transactions</b>   Entitlements   Computations   Financial   Remarks</p> <p>Locked   Date   Type   Amount</p> <p>Add/Edit Advances</p> <p>Back   <b>Next</b>   Manage Images   Receipts   SAVE   Cancel   Help</p>
8	<p>The Entitlements tab will display. <b>DO NOT SELECT Travel Not Performed</b>. Click <b>Add This Entitlement</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSC33000</p> <p style="text-align: right;">View: Traveler</p> <p><b>Settlement Request</b></p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/10/2017"/> to: <input type="text" value="2/13/2017"/></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><del>Travel Not Performed: <input type="checkbox"/></del></p> <p>Entitlement Type   Dates Encompassed   Status</p> <p>Temporary Duty Trip   <b>&lt;= Add This Entitlement</b></p> <p>Back   Next   Manage Images   Receipts   SAVE   Cancel   Help</p>

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# Reimbursable Expenses Only (No Travel Performed), Continued

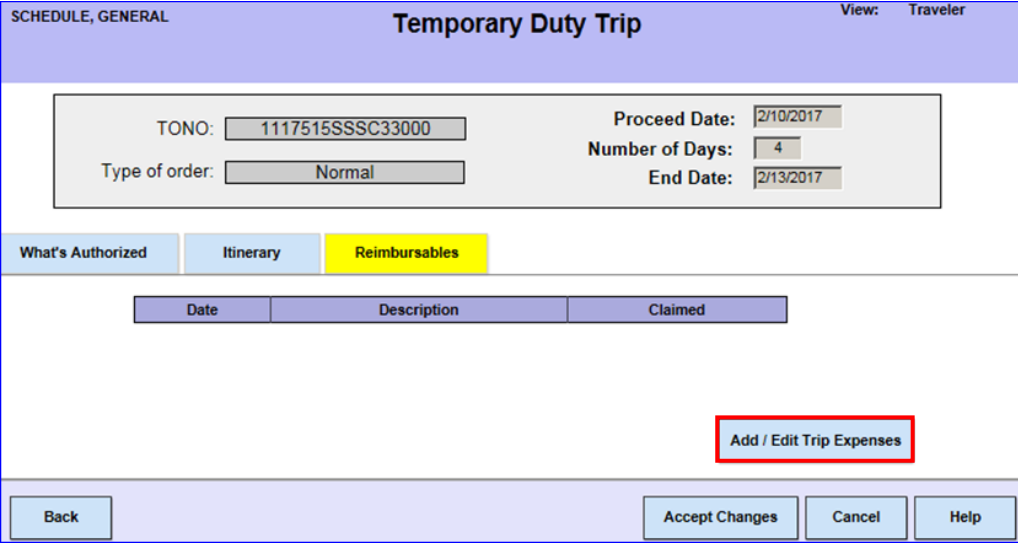
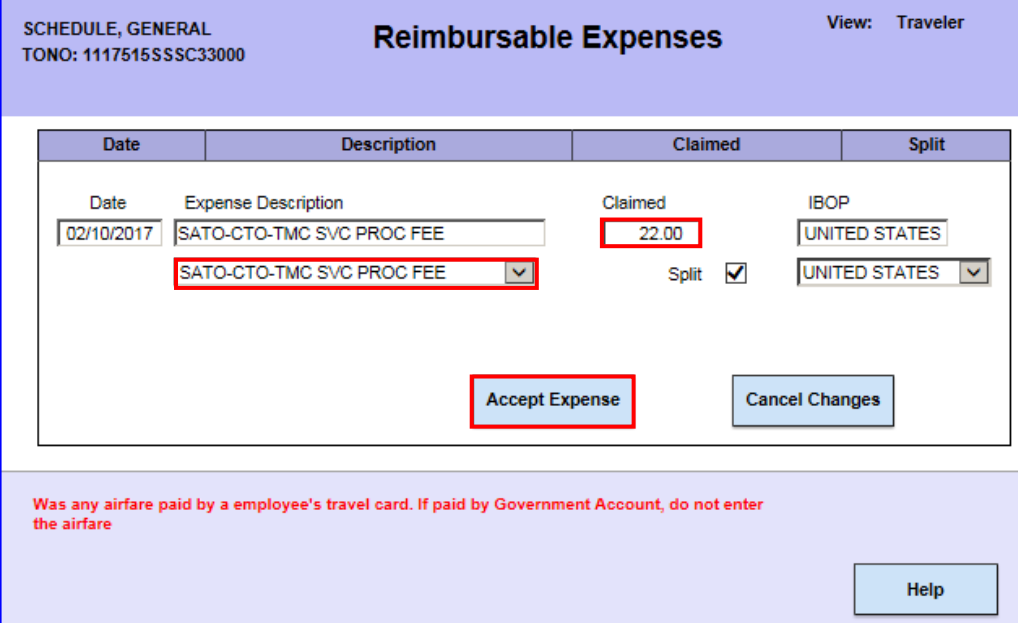
Procedures,  
continued

Step	Action																								
<p><b>9</b></p>	<p>The What's Authorized tab appears. Appropriate <b>Transportation Restrictions</b> from the travel orders <b>MUST</b> be entered. Click <b>Next</b>.</p>  <p>SCHEDULE, GENERAL <span style="float: right;">View: Traveler</span></p> <h3 style="text-align: center;">Temporary Duty Trip</h3> <p>TONO: <input type="text" value="1117515SSSC33000"/> Proceed Date: <input type="text" value="2/10/2017"/>          Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="4"/>          End Date: <input type="text" value="2/13/2017"/></p> <p><b>What's Authorized</b>   Itinerary   Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV</p> <p>Transportation Restrictions: <input type="text" value="Commercial (Rail/Air/Bus/Ship) Authorized"/></p> <p><b>Next</b>   Accept Changes   Cancel   Help</p>																								
<p><b>10</b></p>	<p>The Itinerary tab appears. Duration of Travel <b>MUST</b> have <b>No trip itinerary to be entered</b> selected. Click <b>Next</b>.</p>  <p>TONO: <input type="text" value="1117515SSSC33000"/> Proceed Date: <input type="text" value="2/10/2017"/>          Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="4"/>          End Date: <input type="text" value="2/13/2017"/></p> <p>What's Authorized   <b>Itinerary</b>   Reimbursables</p> <p>Duration of travel: <input type="text" value="No trip itinerary to be entered"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</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 colspan="12" style="text-align: center;">Add / Edit Trip Itinerary</td> </tr> </tbody> </table> <p>Back   <b>Next</b>   Accept Changes   Cancel   Help</p>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	Add / Edit Trip Itinerary											
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles														
Add / Edit Trip Itinerary																									

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# Reimbursable Expenses Only (No Travel Performed), Continued

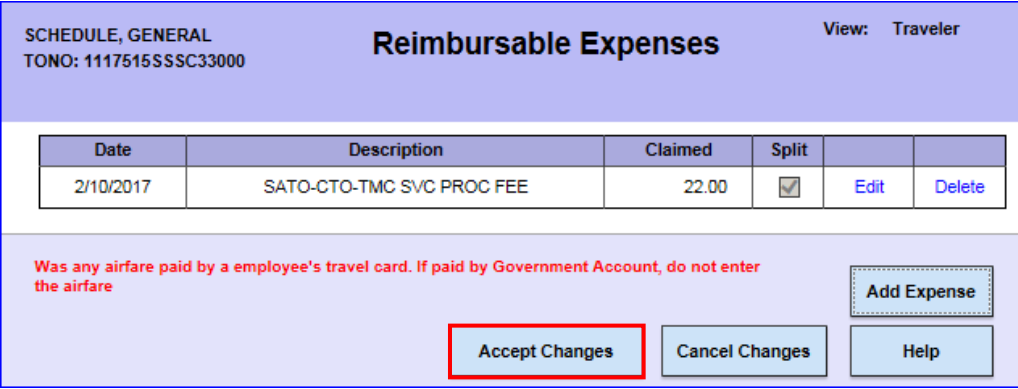
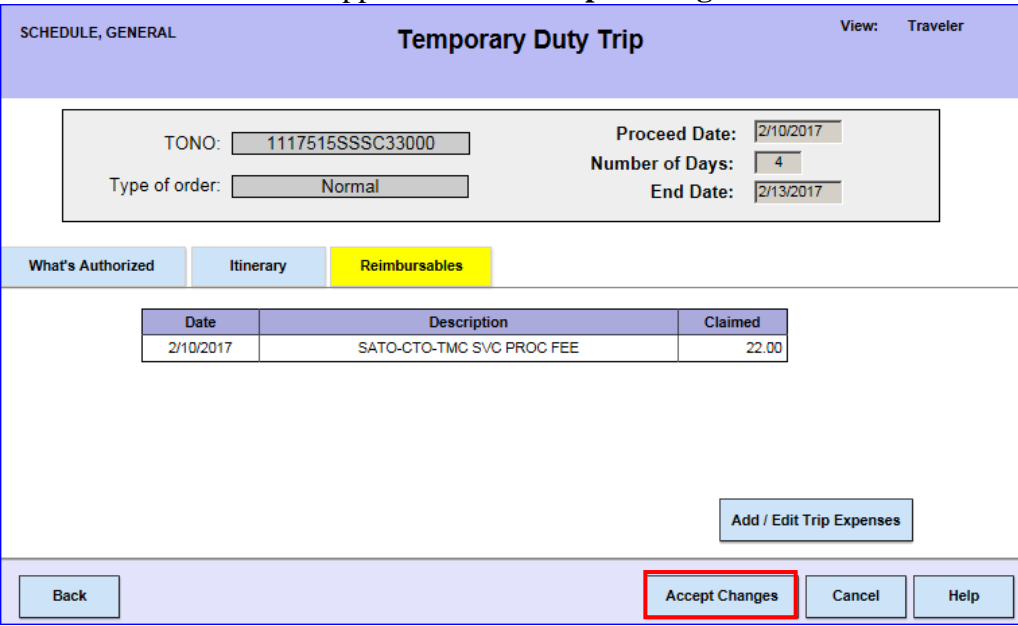
Procedures,  
continued

Step	Action												
11	<p>The Reimbursables tab will display. Click <b>Add/Edit Trip Expenses</b>.</p>  <p>SCHEDULE, GENERAL <span style="float: right;">View: Traveler</span></p> <h3 style="text-align: center;">Temporary Duty Trip</h3> <p>TONO: <input type="text" value="1117515SSSC33000"/> Proceed Date: <input type="text" value="2/10/2017"/>          Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="4"/>          End Date: <input type="text" value="2/13/2017"/></p> <p>What's Authorized   Itinerary   <b>Reimbursables</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 60%;">Description</th> <th style="width: 25%;">Claimed</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right; margin-right: 50px;"><b>Add / Edit Trip Expenses</b></p> <p>Back <span style="float: right;">Accept Changes   Cancel   Help</span></p>	Date	Description	Claimed									
Date	Description	Claimed											
12	<p>This is where you will be reimbursed for expenses incurred even though travel was not performed. The example shown here is the ADTRAV fee. Select the <b>Expense Description</b> and enter the amount of the expense in the <b>Claimed</b> box. Click <b>Accept Expense</b>.</p>  <p>SCHEDULE, GENERAL <span style="float: right;">View: Traveler</span> TONO: 1117515SSSC33000</p> <h3 style="text-align: center;">Reimbursable Expenses</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 40%;">Description</th> <th style="width: 20%;">Claimed</th> <th style="width: 25%;">Split</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="02/10/2017"/></td> <td><input type="text" value="SATO-CTO-TMC SVC PROC FEE"/></td> <td><input style="border: 2px solid red;" type="text" value="22.00"/></td> <td>IBOP <input type="text" value="UNITED STATES"/></td> </tr> <tr> <td> </td> <td><input style="border: 2px solid red;" type="text" value="SATO-CTO-TMC SVC PROC FEE"/></td> <td>Split <input checked="" type="checkbox"/></td> <td><input type="text" value="UNITED STATES"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;"><b>Accept Expense</b> <span style="margin-left: 50px;">Cancel Changes</span></p> <p style="color: red; font-size: small; margin-top: 10px;">Was any airfare paid by a employee's travel card. If paid by Government Account, do not enter the airfare</p> <p style="text-align: right; margin-right: 50px;">Help</p>	Date	Description	Claimed	Split	<input type="text" value="02/10/2017"/>	<input type="text" value="SATO-CTO-TMC SVC PROC FEE"/>	<input style="border: 2px solid red;" type="text" value="22.00"/>	IBOP <input type="text" value="UNITED STATES"/>		<input style="border: 2px solid red;" type="text" value="SATO-CTO-TMC SVC PROC FEE"/>	Split <input checked="" type="checkbox"/>	<input type="text" value="UNITED STATES"/>
Date	Description	Claimed	Split										
<input type="text" value="02/10/2017"/>	<input type="text" value="SATO-CTO-TMC SVC PROC FEE"/>	<input style="border: 2px solid red;" type="text" value="22.00"/>	IBOP <input type="text" value="UNITED STATES"/>										
	<input style="border: 2px solid red;" type="text" value="SATO-CTO-TMC SVC PROC FEE"/>	Split <input checked="" type="checkbox"/>	<input type="text" value="UNITED STATES"/>										

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# Reimbursable Expenses Only (No Travel Performed), Continued

Procedures,  
continued

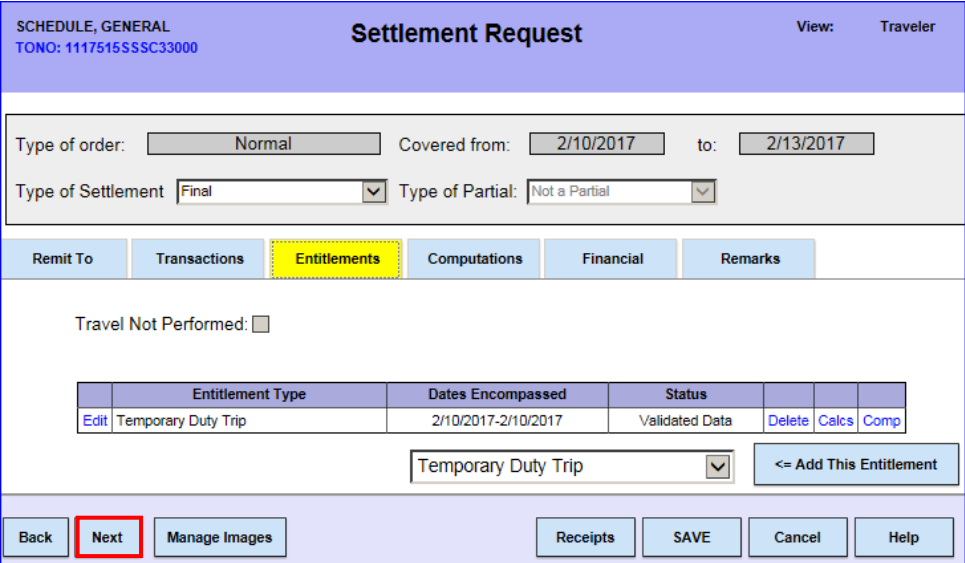
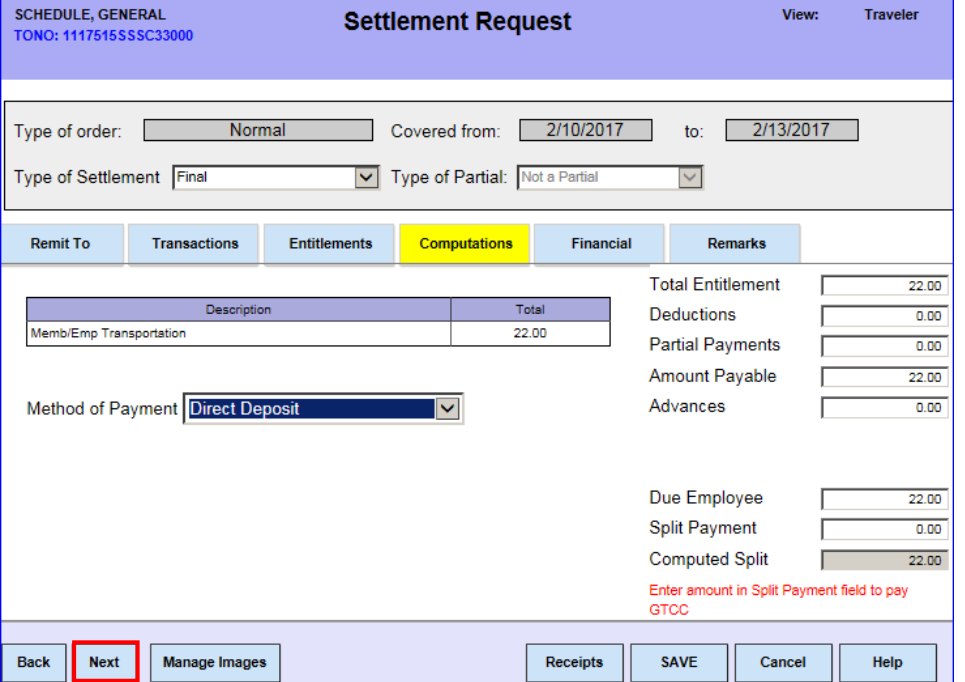
Step	Action												
13	<p>Click <b>Accept Changes</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSC33000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;"><b>Reimbursable Expenses</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Split</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>2/10/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td>22.00</td> <td><input checked="" type="checkbox"/></td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Was any airfare paid by a employee's travel card. If paid by Government Account, do not enter the airfare</p> <p style="text-align: right;">Add Expense</p> <p style="text-align: center;">Accept Changes    Cancel Changes    Help</p>	Date	Description	Claimed	Split			2/10/2017	SATO-CTO-TMC SVC PROC FEE	22.00	<input checked="" type="checkbox"/>	Edit	Delete
Date	Description	Claimed	Split										
2/10/2017	SATO-CTO-TMC SVC PROC FEE	22.00	<input checked="" type="checkbox"/>	Edit	Delete								
14	<p>The Reimbursables tab reappears. Click <b>Accept Changes</b>.</p>  <p>SCHEDULE, GENERAL</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;"><b>Temporary Duty Trip</b></p> <p>TONO: 1117515SSC33000    Proceed Date: 2/10/2017 Type of order: Normal    Number of Days: 4    End Date: 2/13/2017</p> <p>What's Authorized    Itinerary    <b>Reimbursables</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> </tr> </thead> <tbody> <tr> <td>2/10/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td>22.00</td> </tr> </tbody> </table> <p style="text-align: right;">Add / Edit Trip Expenses</p> <p style="text-align: center;">Back    Accept Changes    Cancel    Help</p>	Date	Description	Claimed	2/10/2017	SATO-CTO-TMC SVC PROC FEE	22.00						
Date	Description	Claimed											
2/10/2017	SATO-CTO-TMC SVC PROC FEE	22.00											

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# Reimbursable Expenses Only (No Travel Performed), Continued

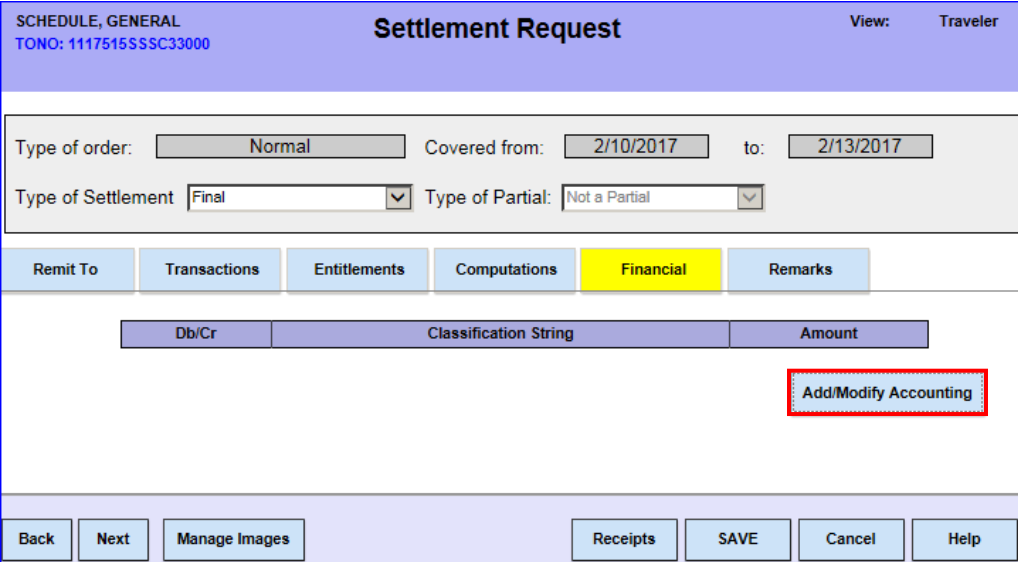
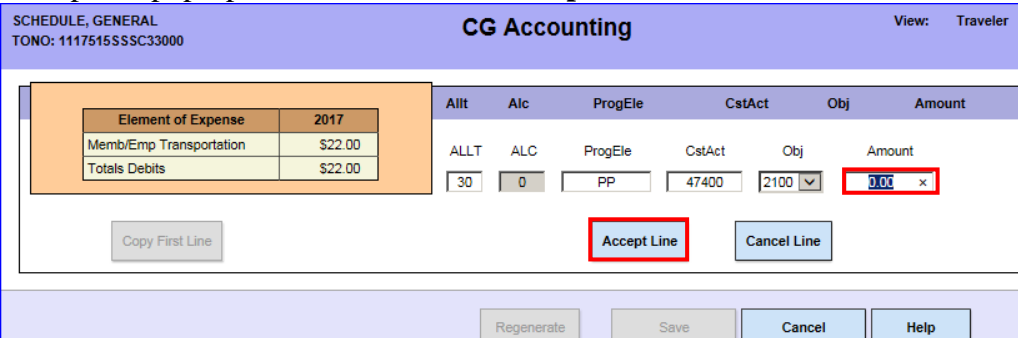
Procedures,  
continued

Step	Action																				
<p><b>15</b></p>	<p>The Entitlements tab reappears. Click <b>Next</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSC33000</p> <p style="text-align: center;"><b>Settlement Request</b> <span style="float: right;">View: Traveler</span></p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/10/2017"/> to: <input type="text" value="2/13/2017"/></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"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a> Temporary Duty Trip</td> <td>2/10/2017-2/10/2017</td> <td>Validated Data <a href="#">Delete</a> <a href="#">Calcs</a> <a href="#">Comp</a></td> </tr> </tbody> </table> <p><input type="text" value="Temporary Duty Trip"/> <input type="button" value="&lt;= Add This Entitlement"/></p> <p><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>	Entitlement Type	Dates Encompassed	Status	<a href="#">Edit</a> Temporary Duty Trip	2/10/2017-2/10/2017	Validated Data <a href="#">Delete</a> <a href="#">Calcs</a> <a href="#">Comp</a>														
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<p><b>16</b></p>	<p>The Computations tab will display. Verify all the information was entered correctly and click <b>Next</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSC33000</p> <p style="text-align: center;"><b>Settlement Request</b> <span style="float: right;">View: Traveler</span></p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/10/2017"/> to: <input type="text" value="2/13/2017"/></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 <b>Computations</b> Financial Remarks</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp Transportation</td> <td>22.00</td> </tr> </tbody> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <table border="1"> <tbody> <tr><td>Total Entitlement</td><td>22.00</td></tr> <tr><td>Deductions</td><td>0.00</td></tr> <tr><td>Partial Payments</td><td>0.00</td></tr> <tr><td>Amount Payable</td><td>22.00</td></tr> <tr><td>Advances</td><td>0.00</td></tr> <tr><td>Due Employee</td><td>22.00</td></tr> <tr><td>Split Payment</td><td>0.00</td></tr> <tr><td>Computed Split</td><td>22.00</td></tr> </tbody> </table> <p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p> <p><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>	Description	Total	Memb/Emp Transportation	22.00	Total Entitlement	22.00	Deductions	0.00	Partial Payments	0.00	Amount Payable	22.00	Advances	0.00	Due Employee	22.00	Split Payment	0.00	Computed Split	22.00
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# Reimbursable Expenses Only (No Travel Performed), Continued

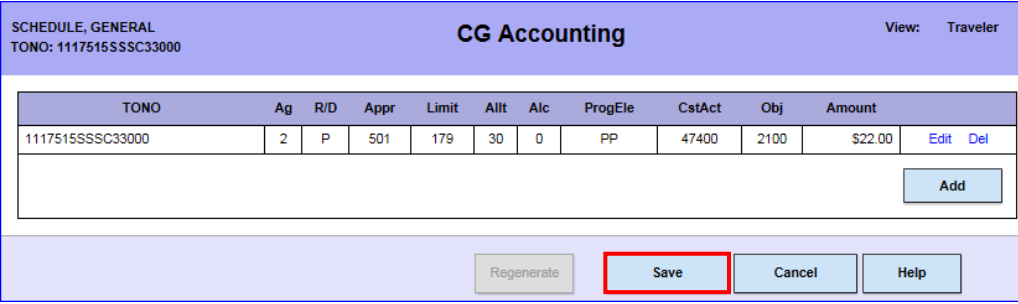
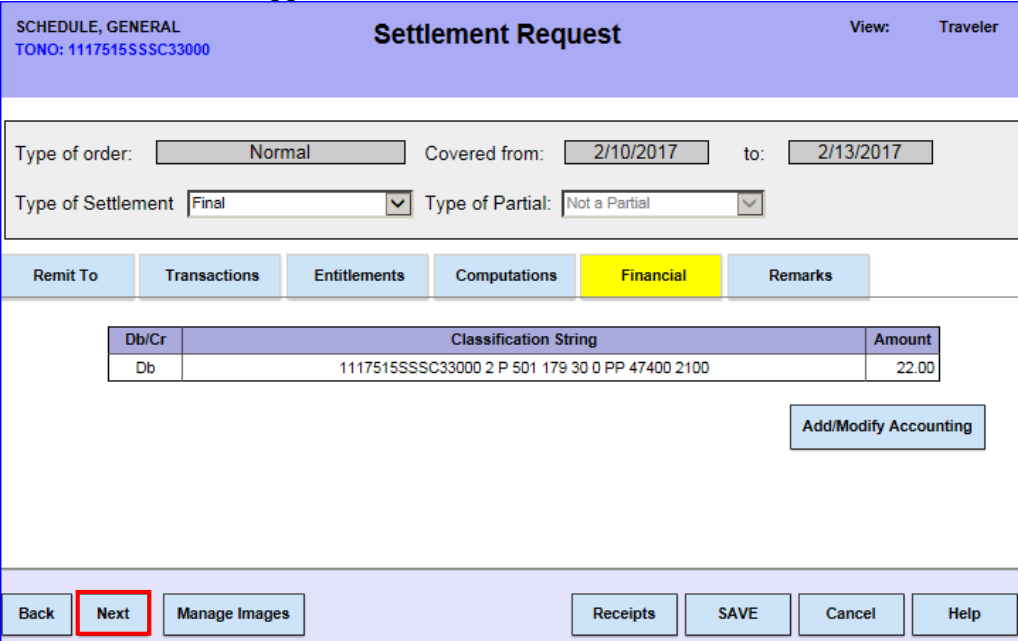
Procedures,  
continued

Step	Action																								
<p><b>17</b></p>	<p>The Financial tab will display. Click <b>Add /Modify Accounting</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSC33000</p> <p><b>Settlement Request</b> View: Traveler</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="2/10/2017"/> to: <input type="text" value="2/13/2017"/></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> <p>Db/Cr Classification String Amount</p> <p>Add/Modify Accounting</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>																								
<p><b>18</b></p>	<p>Enter in the accounting information and tab to the <b>Amount</b>. Verify the Element of Expense pop-up is correct and click <b>Accept Line</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSC33000</p> <p><b>CG Accounting</b> View: Traveler</p> <table border="1"> <thead> <tr> <th>Element of Expense</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp Transportation</td> <td>\$22.00</td> </tr> <tr> <td>Totals Debits</td> <td>\$22.00</td> </tr> </tbody> </table> <p>Copy First Line</p> <table border="1"> <thead> <tr> <th>Allt</th> <th>Alc</th> <th>ProgEle</th> <th>CstAct</th> <th>Obj</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>ALLT</td> <td>ALC</td> <td>ProgEle</td> <td>CstAct</td> <td>Obj</td> <td>Amount</td> </tr> <tr> <td>30</td> <td>0</td> <td>PP</td> <td>47400</td> <td>2100</td> <td>0.00 x</td> </tr> </tbody> </table> <p>Accept Line Cancel Line</p> <p>Regenerate Save Cancel Help</p>	Element of Expense	2017	Memb/Emp Transportation	\$22.00	Totals Debits	\$22.00	Allt	Alc	ProgEle	CstAct	Obj	Amount	ALLT	ALC	ProgEle	CstAct	Obj	Amount	30	0	PP	47400	2100	0.00 x
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# Reimbursable Expenses Only (No Travel Performed), Continued

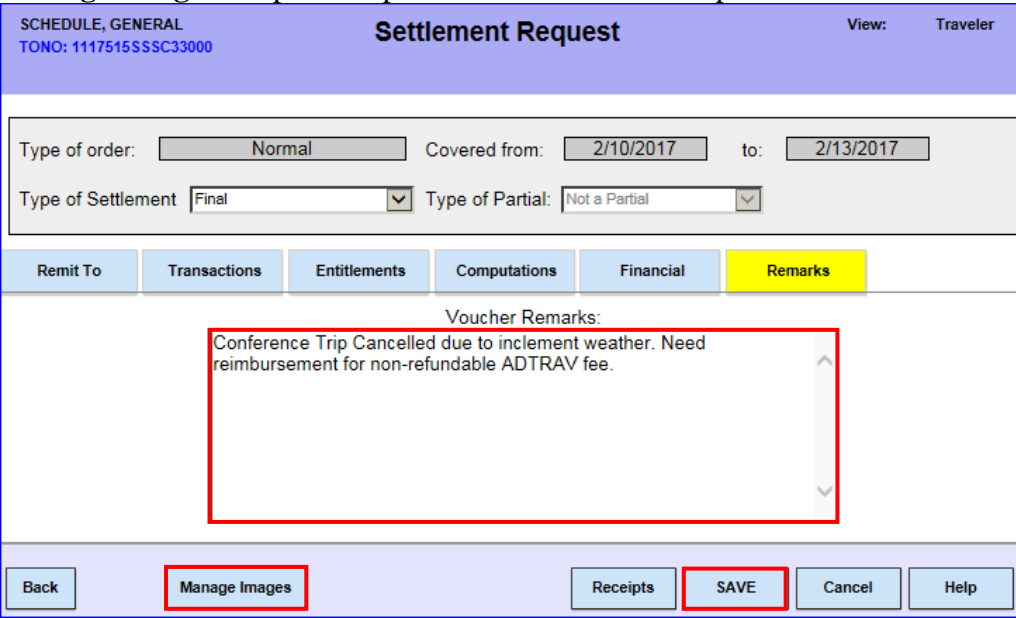
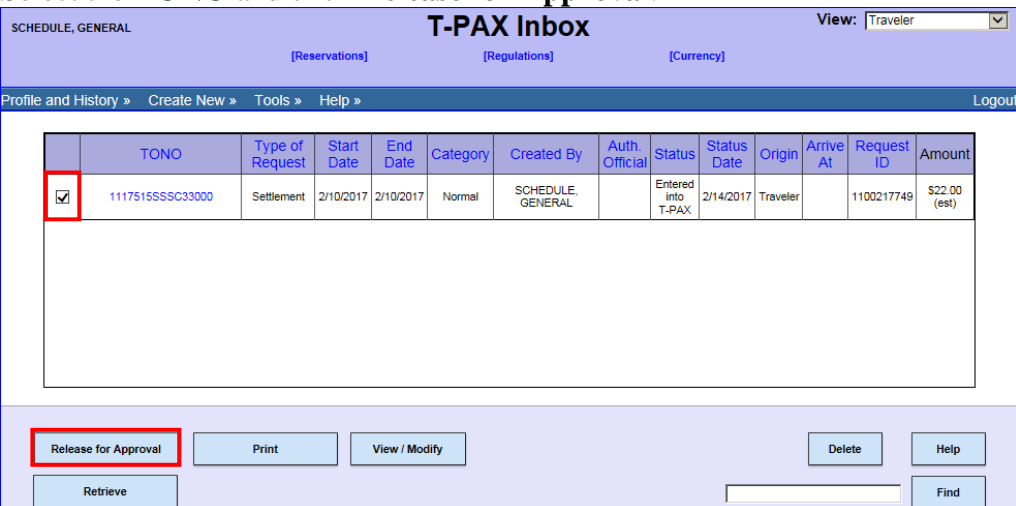
Procedures,  
continued

Step	Action
<p><b>19</b></p>	<p>Click <b>Save</b>.</p> 
<p><b>20</b></p>	<p>The Financial tab reappears. Click <b>Next</b>.</p> 

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# Reimbursable Expenses Only (No Travel Performed), Continued

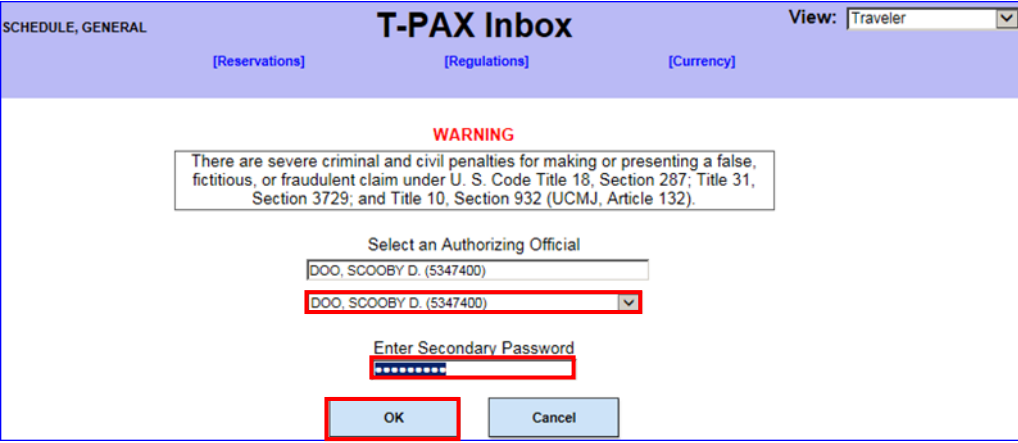
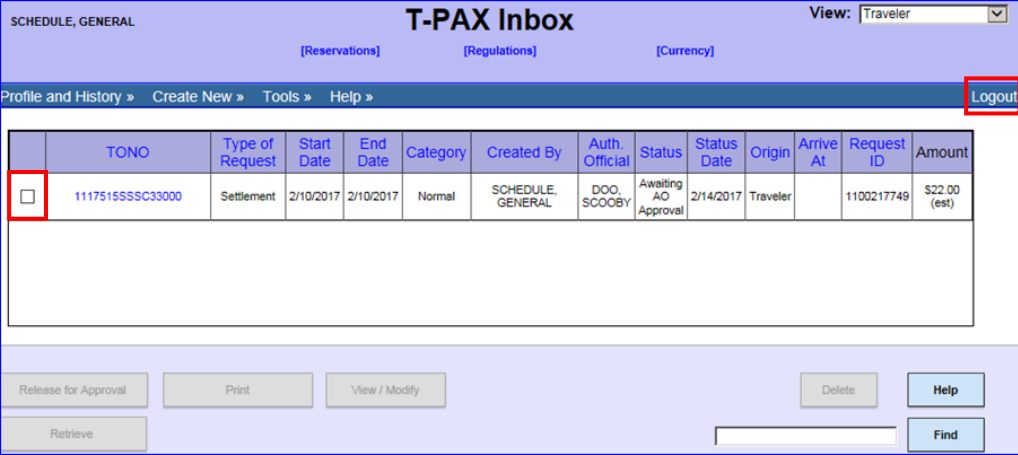
Procedures,  
continued

Step	Action																												
21	<p><b>ALWAYS</b> enter in a specific reason in the <b>Voucher Remarks</b> box to speed up the approval process. <b>Reminder:</b> If you have not done so already, click <b>Manage Images</b> to upload copies of the order and receipts. Click <b>Save</b>.</p>  <p>SCHEDULE, GENERAL TONO: 1117515SSSC33000</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="2/10/2017"/> to: <input type="text" value="2/13/2017"/></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   Financial   <b>Remarks</b></p> <p>Voucher Remarks: Conference Trip Cancelled due to inclement weather. Need reimbursement for non-refundable ADTRAV fee.</p> <p>Back   <b>Manage Images</b>   Receipts   <b>SAVE</b>   Cancel   Help</p>																												
22	<p>Select the <b>TONO</b> and click <b>Release for Approval</b>.</p>  <p>SCHEDULE, GENERAL [Reservations]   [Regulations]   [Currency]</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;"><b>T-PAX Inbox</b></p> <p>Profile and History »   Create New »   Tools »   Help »   Logout</p> <table border="1"> <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>1117515SSSC33000</td> <td>Settlement</td> <td>2/10/2017</td> <td>2/10/2017</td> <td>Normal</td> <td>SCHEDULE, GENERAL</td> <td></td> <td>Entered into T-PAX</td> <td>2/14/2017</td> <td>Traveler</td> <td></td> <td>1100217749</td> <td>\$22.00 (est)</td> </tr> </tbody> </table> <p><b>Release for Approval</b>   Print   View / Modify   Delete   Help</p> <p>Retrieve   Find</p>		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"/>	1117515SSSC33000	Settlement	2/10/2017	2/10/2017	Normal	SCHEDULE, GENERAL		Entered into T-PAX	2/14/2017	Traveler		1100217749	\$22.00 (est)
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# Reimbursable Expenses Only (No Travel Performed), Continued

Procedures,  
continued

Step	Action																												
23	<p><b>Select an Authorizing Official, Enter Secondary Password and click OK.</b></p>  <p>SCHEDULE, GENERAL <b>T-PAX Inbox</b> View: Traveler</p> <p>[Reservations] [Regulations] [Currency]</p> <p><b>WARNING</b></p> <p>There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 31, Section 3729; and Title 10, Section 932 (UCMJ, Article 132).</p> <p>Select an Authorizing Official</p> <p>DOO, SCOOBY D. (5347400)</p> <p>DOO, SCOOBY D. (5347400)</p> <p>Enter Secondary Password</p> <p>*****</p> <p>OK Cancel</p>																												
24	<p><b>Notice the Status reads Awaiting AO Approval and click Logout.</b></p>  <p>SCHEDULE, GENERAL <b>T-PAX Inbox</b> View: Traveler</p> <p>[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help » <b>Logout</b></p> <table border="1"> <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>1117515SSSC33000</td> <td>Settlement</td> <td>2/10/2017</td> <td>2/10/2017</td> <td>Normal</td> <td>SCHEDULE-GENERAL</td> <td>DOO, SCOOBY</td> <td>Awaiting AO Approval</td> <td>2/14/2017</td> <td>Traveler</td> <td></td> <td>1100217749</td> <td>\$22.00 (est)</td> </tr> </tbody> </table> <p>Release for Approval Print View / Modify Delete Help</p> <p>Retrieve Find</p>		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"/>	1117515SSSC33000	Settlement	2/10/2017	2/10/2017	Normal	SCHEDULE-GENERAL	DOO, SCOOBY	Awaiting AO Approval	2/14/2017	Traveler		1100217749	\$22.00 (est)
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