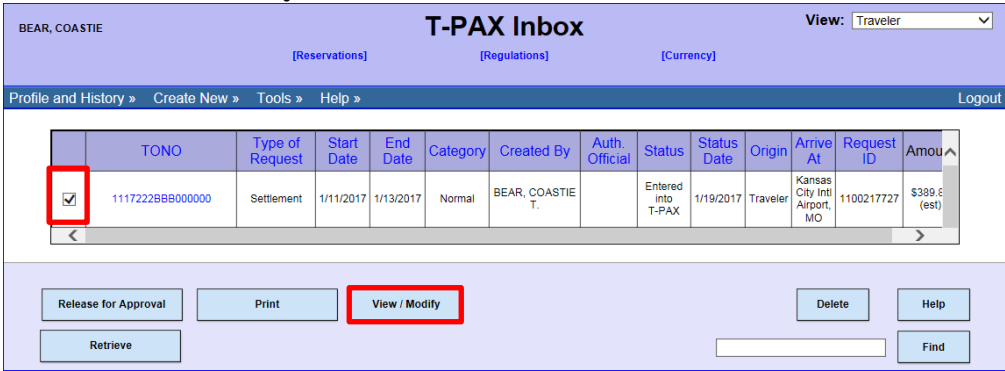
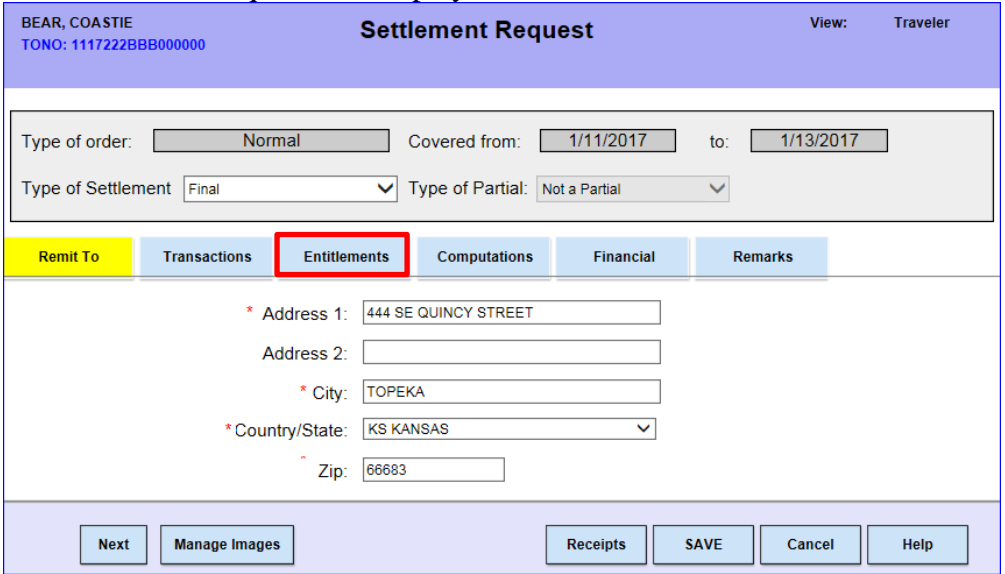


# Split Disbursement

**Introduction** This guide provides the procedures for using the Split Disbursement option when completing a travel claim in TPAX.

**Information** This procedure is used to designate a portion or all of the settlement entitlement to be forwarded directly to your government charge card account. This option may be elected during initial data entry into TPAX, or at any time prior to final approval of a travel settlement.

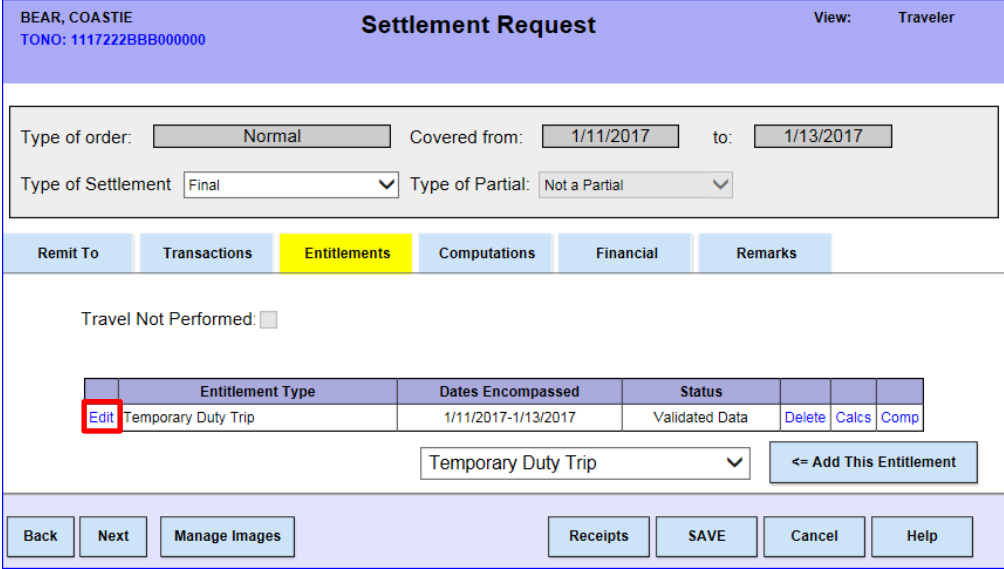
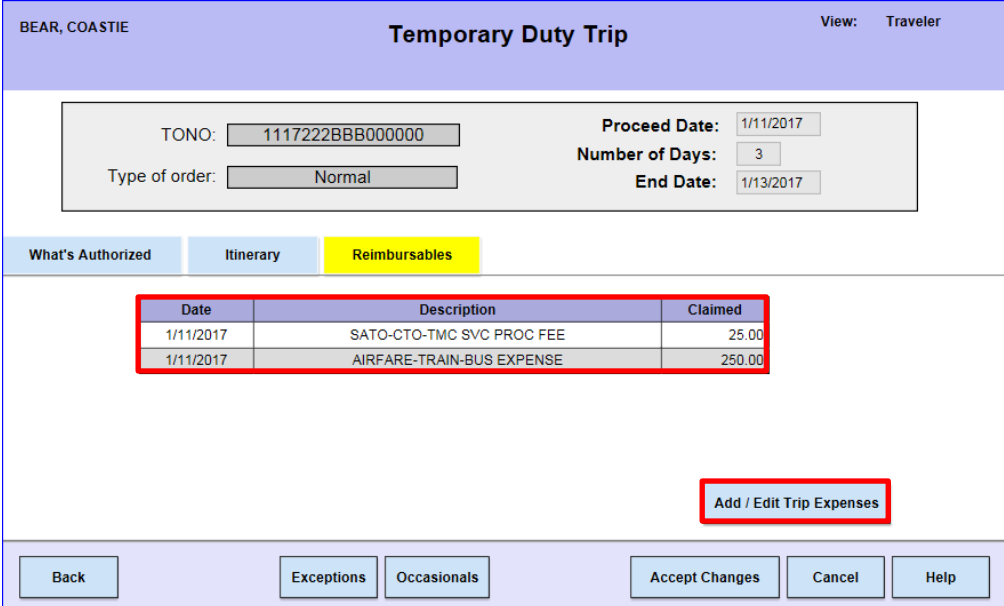
**Procedures** See below.

Step	Action
1	Log into TPAX and navigate to your Inbox.
2	<p>Click the <b>checkbox</b> for the settlement to modify for split disbursement. Then click the <b>View/Modify</b> button to continue.</p>  <p>The screenshot shows the 'T-PAX Inbox' interface. At the top, it says 'BEAR, COASTIE' and 'T-PAX Inbox'. There are links for '[Reservations]', '[Regulations]', and '[Currency]'. A 'View:' dropdown is set to 'Traveler'. Below this is a navigation bar with 'Profile and History &gt;', 'Create New &gt;', 'Tools &gt;', and 'Help &gt;'. A 'Logout' link is on the right. The main area is a table with columns: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. The first row is highlighted with a red box around the checkbox in the first column. Below the table are buttons: 'Release for Approval', 'Print', 'View / Modify' (highlighted with a red box), 'Delete', and 'Help'. There is also a 'Retrieve' button and a search field with a 'Find' button.</p>
3	<p>The Settlement Request will display. Click the <b>Entitlements</b> tab.</p>  <p>The screenshot shows the 'Settlement Request' interface. At the top, it says 'BEAR, COASTIE' and 'Settlement Request'. There is a 'View:' dropdown set to 'Traveler'. Below this is a form with fields for 'Type of order:' (Normal), 'Covered from:' (1/11/2017), 'to:' (1/13/2017), 'Type of Settlement' (Final), and 'Type of Partial' (Not a Partial). Below the form is a tabbed interface with tabs: 'Remit To', 'Transactions', 'Entitlements' (highlighted with a red box), 'Computations', 'Financial', and 'Remarks'. Under the 'Entitlements' tab, there are fields for: '* Address 1: 444 SE QUINCY STREET', 'Address 2:', '* City: TOPEKA', '* Country/State: KS KANSAS', and 'Zip: 66683'. At the bottom are buttons: 'Next', 'Manage Images', 'Receipts', 'SAVE', 'Cancel', and 'Help'.</p>

*Continued on next page*

# Split Disbursement, Continued

Procedures,  
continued

Step	Action												
<p><b>3</b></p>	<p>The Entitlements tab will display. Click the <b>Edit</b> link.</p>  <p>BEAR, COASTIE TONO: 1117222BBB000000</p> <p style="text-align: right;">View: Traveler</p> <p>Settlement Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/11/2017"/> to: <input type="text" value="1/13/2017"/></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> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a> Temporary Duty Trip</td> <td>1/11/2017-1/13/2017</td> <td>Validated Data</td> <td><a href="#">Delete</a></td> <td><a href="#">Calcs</a></td> <td><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 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	1/11/2017-1/13/2017	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>
Entitlement Type	Dates Encompassed	Status											
<a href="#">Edit</a> Temporary Duty Trip	1/11/2017-1/13/2017	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>								
<p><b>4</b></p>	<p>The Reimbursable tab will display. Click the <b>Add/Edit Trip Expenses</b> button.</p>  <p>BEAR, COASTIE</p> <p style="text-align: right;">View: Traveler</p> <p>Temporary Duty Trip</p> <p>TONO: <input type="text" value="1117222BBB000000"/> Proceed Date: <input type="text" value="1/11/2017"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="3"/> End Date: <input type="text" value="1/13/2017"/></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>1/11/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td>25.00</td> </tr> <tr> <td>1/11/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>250.00</td> </tr> </tbody> </table> <p><input type="button" value="Add / Edit Trip Expenses"/></p> <p><input type="button" value="Back"/> <input type="button" value="Exceptions"/> <input type="button" value="Occasionals"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p>	Date	Description	Claimed	1/11/2017	SATO-CTO-TMC SVC PROC FEE	25.00	1/11/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00			
Date	Description	Claimed											
1/11/2017	SATO-CTO-TMC SVC PROC FEE	25.00											
1/11/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00											

Continued on next page

# Split Disbursement, Continued

Procedures,  
continued

Step	Action																				
<p><b>5</b></p>	<p>The Reimbursable Expenses will display. Click the <b>Edit</b> link for the expense you wish to split.</p> <p><b>Note:</b> If the Airfare was purchased using the Coast Guard Centrally Billed Account (CBA), then the airfare will not be claimed as a reimbursable expense. A statement concerning CBA use must be authorized on the orders.</p> <div data-bbox="373 730 1383 1151" style="border: 1px solid black; padding: 5px;"> <p>BEAR, COASTIE TONO: 1117222BBB000000</p> <p style="text-align: center;"><b>Reimbursable Expenses</b></p> <p style="text-align: right;">View: Traveler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Split</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1/11/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td style="text-align: right;">25.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><a href="#">Edit</a></td> <td style="text-align: center;"><a href="#">Delete</a></td> </tr> <tr> <td>1/11/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td style="text-align: right;">250.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><a href="#">Edit</a></td> <td style="text-align: center;"><a href="#">Delete</a></td> </tr> </tbody> </table> <p style="font-size: small; color: red;">Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Add Expense"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </div> </div>	Date	Description	Claimed	Split			1/11/2017	SATO-CTO-TMC SVC PROC FEE	25.00	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>	1/11/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>		
Date	Description	Claimed	Split																		
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1/11/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>																
<p><b>6</b></p>	<p>The Reimbursable Expense selected will display. Click the <b>Split</b> check box, then click the <b>Accept Expense</b> button to continue.</p> <div data-bbox="373 1249 1383 1823" style="border: 1px solid black; padding: 5px;"> <p>BEAR, COASTIE TONO: 1117222BBB000000</p> <p style="text-align: center;"><b>Reimbursable Expenses</b></p> <p style="text-align: right;">View: Traveler</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> <th>Split</th> <th></th> </tr> </thead> <tbody> <tr> <td>01/11/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td style="text-align: right;">25.00</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><a href="#">Accept Expense</a></td> </tr> <tr> <td></td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><a href="#">Cancel Changes</a></td> </tr> <tr> <td>1/11/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td style="text-align: right;">250.00</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p style="font-size: small; color: red;">Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> </div>	Date	Description	Claimed	Split		01/11/2017	SATO-CTO-TMC SVC PROC FEE	25.00	<input checked="" type="checkbox"/>	<a href="#">Accept Expense</a>		SATO-CTO-TMC SVC PROC FEE		<input type="checkbox"/>	<a href="#">Cancel Changes</a>	1/11/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	<input type="checkbox"/>	
Date	Description	Claimed	Split																		
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1/11/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	<input type="checkbox"/>																		

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# Split Disbursement, Continued

Procedures,  
continued

Step	Action
7	<p>The Reimbursable Expenses page will display. The <b>Split</b> checkbox for the selected item will be updated.</p> <div data-bbox="376 562 1382 981"> </div> <p>Continue the process in step 5 and 6 to designate other reimbursable expenses for split disbursement. When finished, click the <b>Accept Changes</b> button.</p>
8	<p>The Reimbursables tab will display. Click the <b>Accept Changes</b> button to continue.</p> <div data-bbox="376 1151 1382 1756"> </div>

*Continued on next page*

# Split Disbursement, Continued


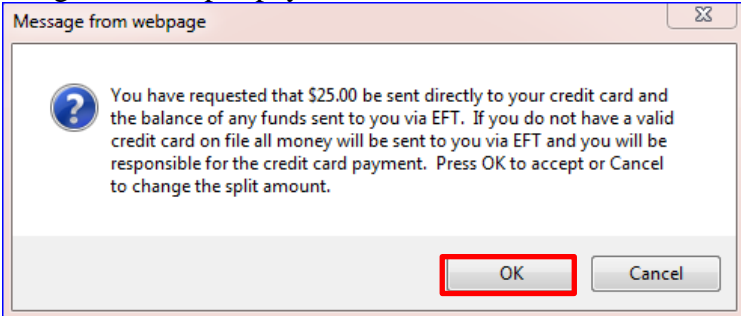
Procedures,  
continued

Step	Action												
9	<p>The Entitlements tab will display. Click the <b>Next</b> button to continue.</p> <div data-bbox="376 528 1380 1097"><p>BEAR, COASTIE TONO: 1117222BBB000000</p><p style="text-align: right;">View: Traveler</p><h3 style="text-align: center;">Settlement Request</h3><p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/11/2017"/> to: <input type="text" value="1/13/2017"/> 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><th></th><th></th><th></th></tr></thead><tbody><tr><td><a href="#">Edit</a> Temporary Duty Trip</td><td>1/11/2017-1/13/2017</td><td>Validated Data</td><td><a href="#">Delete</a></td><td><a href="#">Calcs</a></td><td><a href="#">Comp</a></td></tr></tbody></table><p style="text-align: center;"><input type="text" value="Temporary Duty Trip"/> <input type="button" value="Add This Entitlement"/></p><p>Back   <b>Next</b>   Manage Images   Receipts   SAVE   Cancel   Help</p></div>	Entitlement Type	Dates Encompassed	Status				<a href="#">Edit</a> Temporary Duty Trip	1/11/2017-1/13/2017	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>
Entitlement Type	Dates Encompassed	Status											
<a href="#">Edit</a> Temporary Duty Trip	1/11/2017-1/13/2017	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>								

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# Split Disbursement, Continued

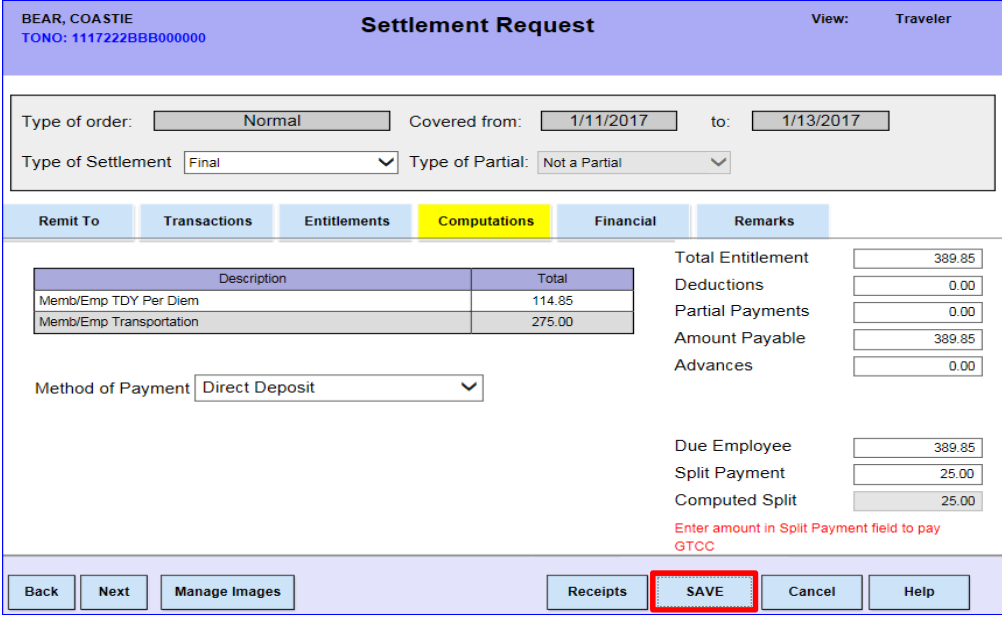
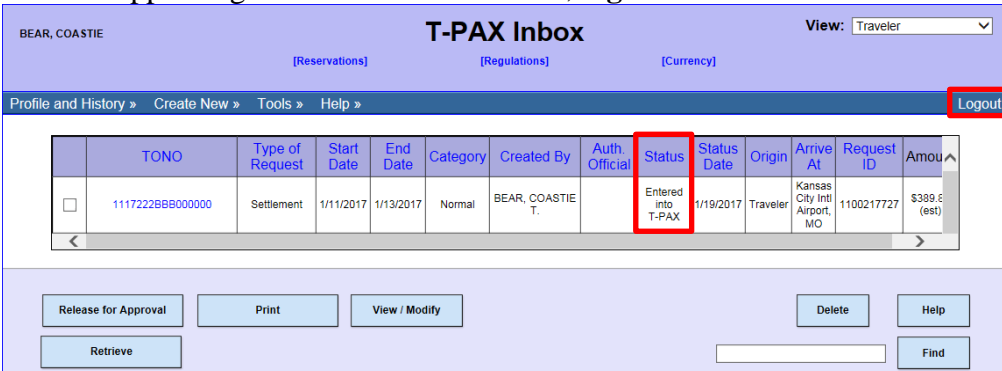
Procedures,  
continued

Step	Action						
<p><b>10</b></p>	<p>The Computations tab will display. The computations will identify a <b>Computed Split</b> payment based on the items checked for split disbursement in the Entitlements tab.</p> <p>Enter the Computed Split amount in the <b>Split Payment</b> field. You may designate any amount for Split Payment not to exceed the Total Entitlement for this settlement. For example, if you had used your government charge card for other expenses (i.e. meals), you may include that amount with the computed split in the payment field.</p> <p>When finished, click the <b>Next</b> button</p>  <p>The screenshot shows a 'Settlement Request' form for 'BEAR, COASTIE' with TONO: 1117222BBB000000. The 'View' is set to 'Traveler'. The form includes fields for 'Type of order' (Normal), 'Covered from' (1/11/2017), 'to' (1/13/2017), 'Type of Settlement' (Final), and 'Type of Partial' (Not a Partial). The 'Computations' tab is active, showing a table with columns 'Description' and 'Total':</p> <table border="1" data-bbox="406 1131 1008 1200"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>114.85</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>275.00</td> </tr> </tbody> </table> <p>Other fields include 'Method of Payment' (Direct Deposit), 'Total Entitlement' (389.85), 'Deductions' (0.00), 'Partial Payments' (0.00), 'Amount Payable' (389.85), 'Advances' (0.00), 'Due Employee' (389.85), 'Split Payment' (25.00), and 'Computed Split' (25.00). A red box highlights the 'Next' button at the bottom.</p>	Description	Total	Memb/Emp TDY Per Diem	114.85	Memb/Emp Transportation	275.00
Description	Total						
Memb/Emp TDY Per Diem	114.85						
Memb/Emp Transportation	275.00						
<p><b>11</b></p>	<p>You will receive a <b>Message from webpage</b> confirming the amount you have designated for split payment. Click the <b>OK</b> button to continue.</p>  <p>The screenshot shows a 'Message from webpage' dialog box with a question mark icon. The text reads: 'You have requested that \$25.00 be sent directly to your credit card and the balance of any funds sent to you via EFT. If you do not have a valid credit card on file all money will be sent to you via EFT and you will be responsible for the credit card payment. Press OK to accept or Cancel to change the split amount.' The 'OK' button is highlighted with a red box.</p>						

Continued on next page

# Split Disbursement, Continued

Procedures,  
continued

Step	Action																																																						
<p><b>12</b></p>	<p>The Computations tab will display. Click the <b>Save</b> button.</p>  <p>BEAR, COASTIE TONO: 1117222BBB000000</p> <p style="text-align: right;">View: Traveler</p> <p>Settlement Request</p> <p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/11/2017"/> to: <input type="text" value="1/13/2017"/></p> <p>Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <table border="1"> <thead> <tr> <th>Remit To</th> <th>Transactions</th> <th>Entitlements</th> <th>Computations</th> <th>Financial</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="2">Description</td> <td colspan="2">Total</td> <td colspan="2">Total Entitlement</td> </tr> <tr> <td colspan="2">Memb/Emp TDY Per Diem</td> <td colspan="2">114.85</td> <td colspan="2">Deductions</td> </tr> <tr> <td colspan="2">Memb/Emp Transportation</td> <td colspan="2">275.00</td> <td colspan="2">Partial Payments</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Amount Payable</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Advances</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Due Employee</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Split Payment</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Computed Split</td> </tr> </tbody> </table> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <p>Enter amount in Split Payment field to pay GTCC</p> <p>Buttons: Back, Next, Manage Images, Receipts, <b>SAVE</b>, Cancel, Help</p>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	Description		Total		Total Entitlement		Memb/Emp TDY Per Diem		114.85		Deductions		Memb/Emp Transportation		275.00		Partial Payments						Amount Payable						Advances						Due Employee						Split Payment						Computed Split	
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<p><b>13</b></p>	<p>The TPAX Inbox will display. You have completed the Split Disbursement process and the settlement is now ready to be forwarded to the Approving Official (AO) for action. Click the Release for Approval button to forward to the unit Approving Official. When finished, <b>log out</b> of TPAX.</p>  <p>BEAR, COASTIE</p> <p style="text-align: right;">View: Traveler</p> <p>T-PAX Inbox</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>Amou</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1117222BBB000000</td> <td>Settlement</td> <td>1/11/2017</td> <td>1/13/2017</td> <td>Normal</td> <td>BEAR, COASTIE T.</td> <td></td> <td>Entered into T-PAX</td> <td>1/19/2017</td> <td>Traveler</td> <td>Kansas City Intl Airport, MO</td> <td>1100217727</td> <td>\$389.95 (est)</td> </tr> </tbody> </table> <p>Buttons: Release for Approval, Print, View / Modify, Delete, Help, Retrieve, Find</p>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth Official	Status	Status Date	Origin	Arrive At	Request ID	Amou	<input type="checkbox"/>	1117222BBB000000	Settlement	1/11/2017	1/13/2017	Normal	BEAR, COASTIE T.		Entered into T-PAX	1/19/2017	Traveler	Kansas City Intl Airport, MO	1100217727	\$389.95 (est)																										
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