TDY – Long Term Authorization

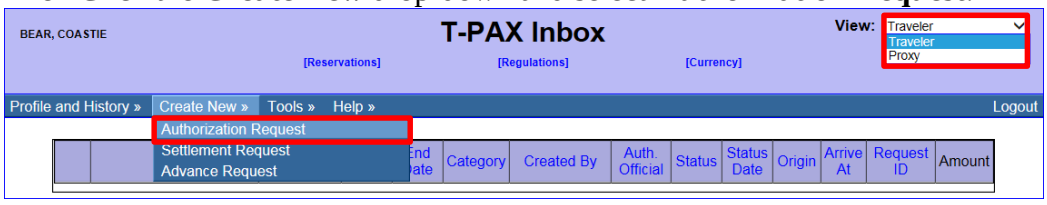
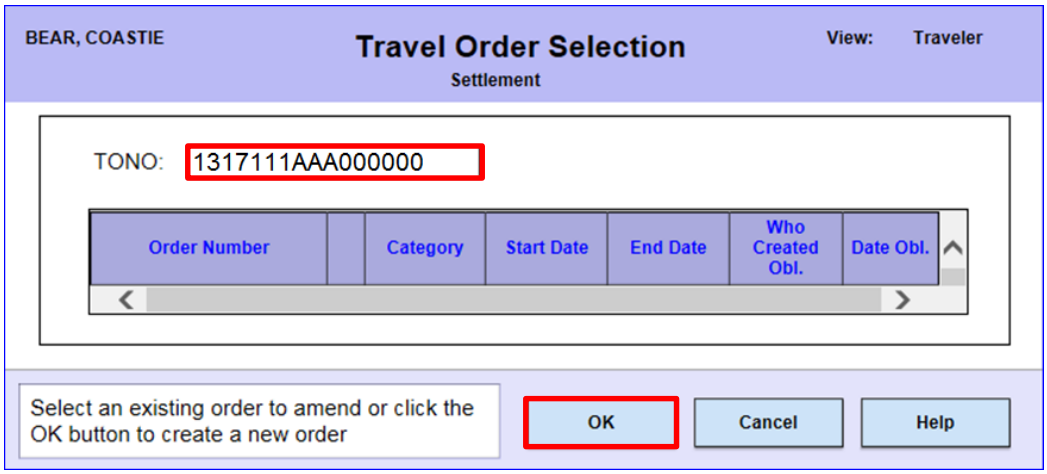
Introduction

This guide provides the procedures for entering a Long Term Temporary Duty Authorization into TPAX.

Information

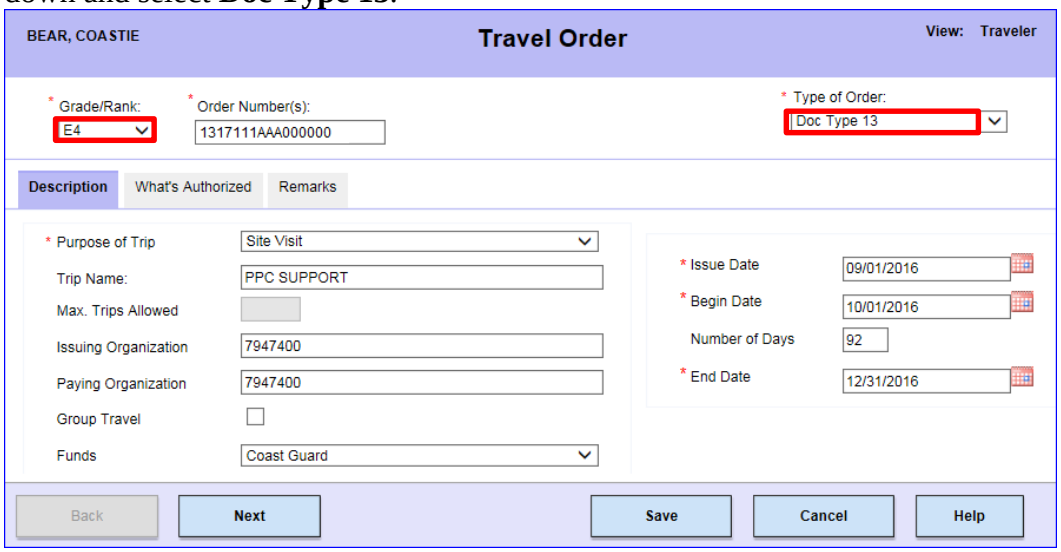
If you have not already done so, you should follow the help guide to pair your CAC card with TPAX.

Procedures

Step	Action
1	Log into TPAX.
2	The TPAX Inbox will display. Click the **View** drop-down and select if the Authorization is being entered by the Traveler or by Proxy. Then Click the **Create New** drop-down and select **Authorization Request**. 
3	The Travel Order Selection screen will display. Enter the Travel Order Number (**TONO**) for this authorization. Then Click the **OK** button. 

Continued on next page

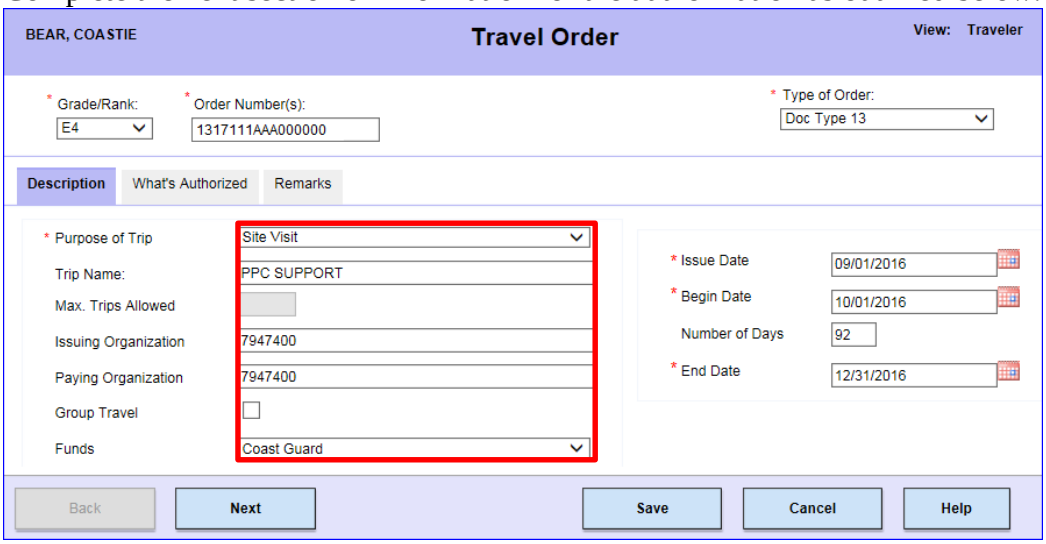
Procedures,
continued

Step	Action
4	The Travel Order Description page will display. Select the **Grade/Rank** drop-down and select your current paygrade. Then click the **Type of Order** drop-down and select **Doc Type 13**. 

Continued on next page

Procedures,
continued

Step	Action
4 (cont)	Complete the next section of information for the authorization as outlined below.

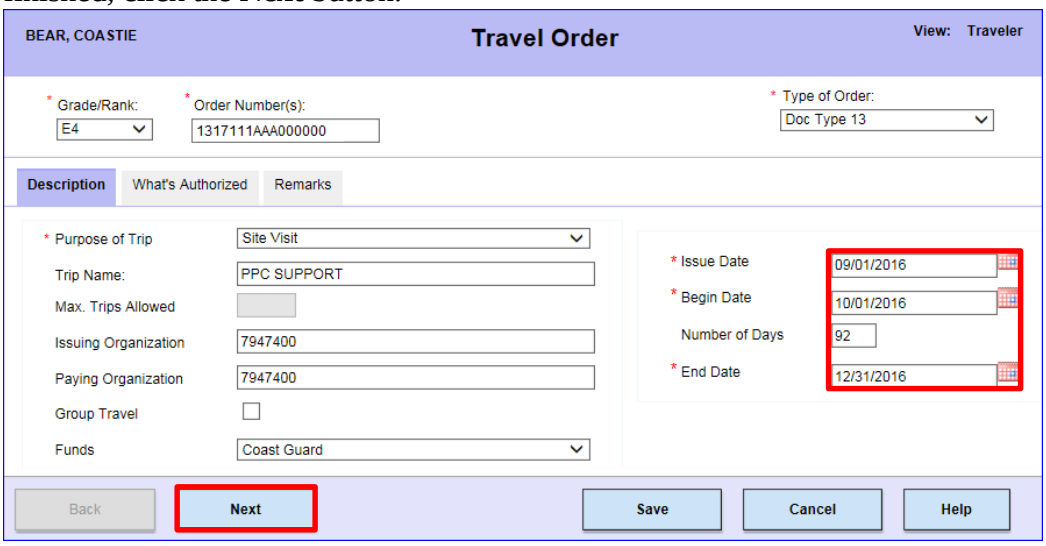


Field	Description
Purpose of Trip	Defaults to Site Visit. In most cases leave at default option.
Trip Name	You may enter a specific identifier for the authorization.
Issuing Organization/ Paying Organization	Defaults to your permanent duty station Operating Facilities Code.
Group Travel	Check the box if the authorization is for Group Travel.
Funds	Defaults to Coast Guard. In most cases leave at the default option.

Continued on next page

Procedures,
continued

Step	Action
4 (cont)	Enter the remaining information for the authorization as outlined below. When finished, click the **Next** button.

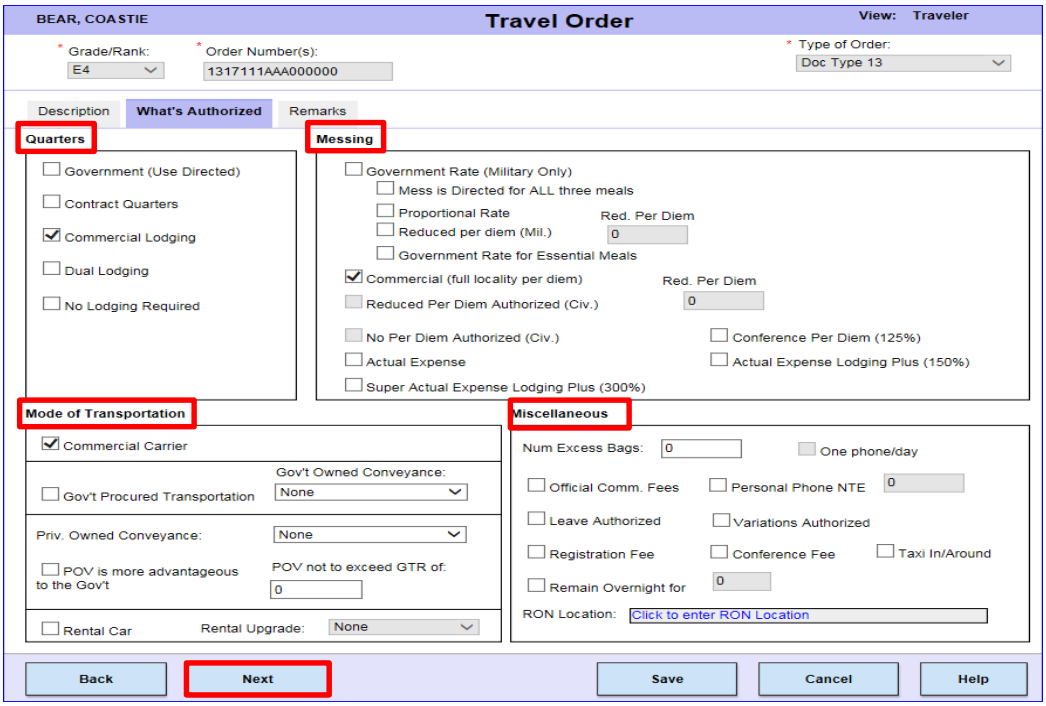


Field	Description
Issue Date	Defaults to current date. Enter the date the TONO was issued.
Begin Date	Enter the first day travel is to begin.
Number of Days	Enter the total number of days for travel or can be left blank and will auto populate based on the End Date entered in the next field.
End Date	Will auto populate if Number of Days field was input or enter the travel End Date.

Continued on next page

Procedures,
continued

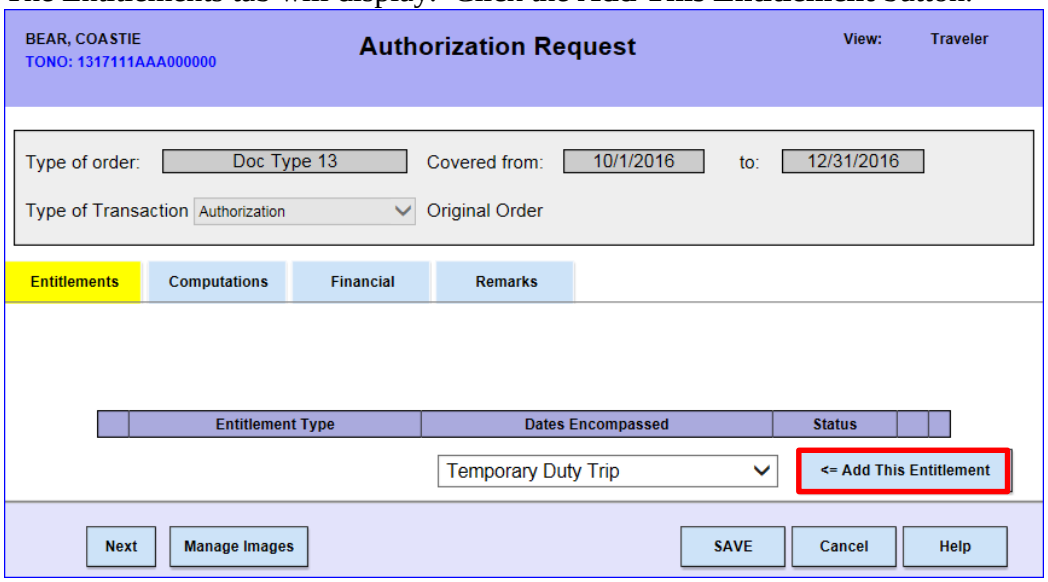
Step	Action
5	The What's Authorized tab will display. The information needed for this section will be identified in the authorization for travel. When finished, click the **Next** button.



Field	Description
Quarters	Select the appropriate type of quarters authorized.
Messing	Select the type of messing to be utilized.
Mode of Transportation	Select the mode the travel will be performed. If Rental Car is authorized at the TDY site, you must check the Rental Car option for reimbursement when filing a settlement.
Miscellaneous	This section is used to identify other options that may be authorized for the orders. Check all the applicable authorized options.

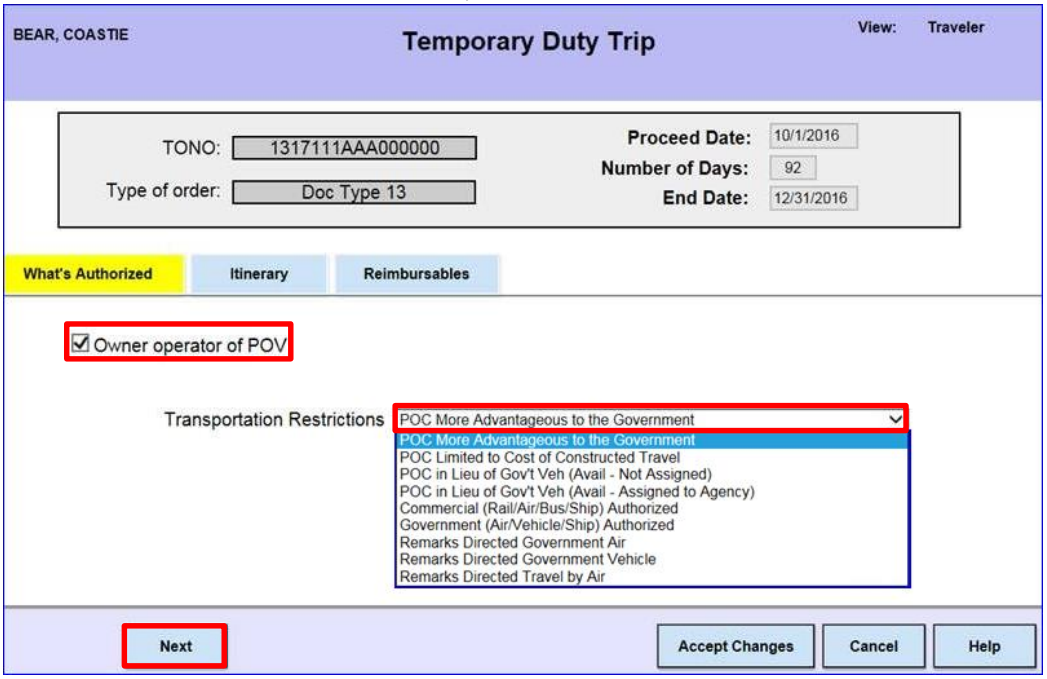
Continued on next page

Procedures,
continued

Step	Action
6	The Remarks tab will display. Enter any **Remarks** to be recorded on the authorization. When finished, click the **Save** button.
7	The Entitlements tab will display. Click the **Add This Entitlement** button. 

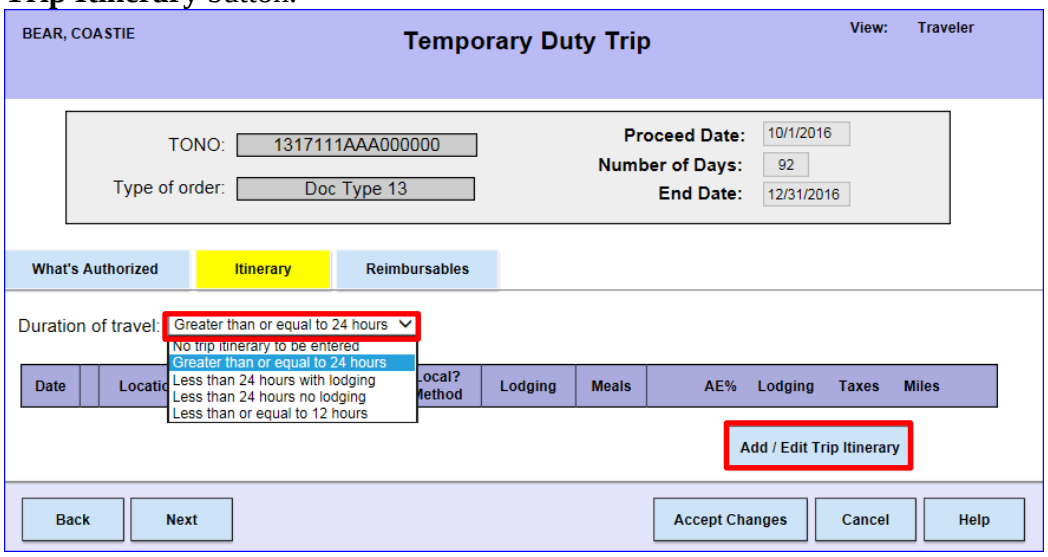
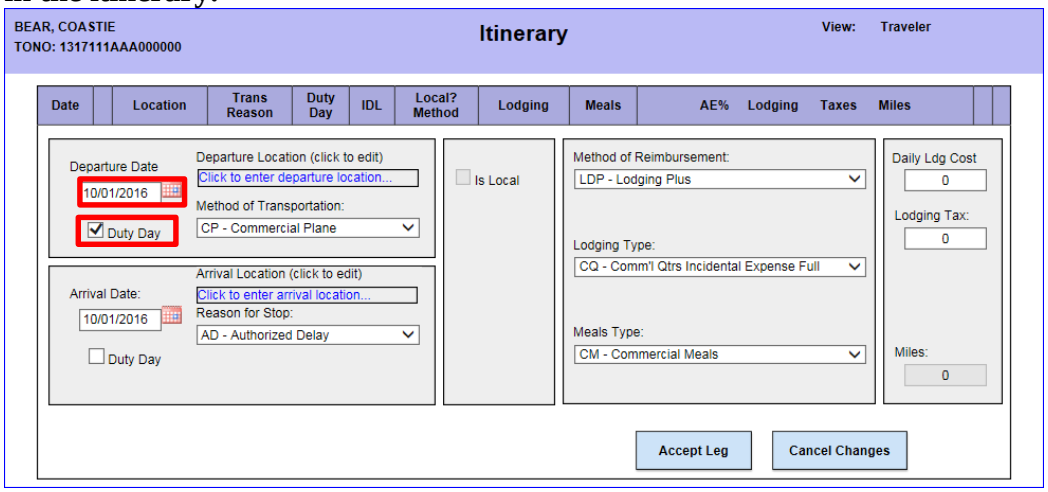
Continued on next page

Procedures,
continued

Step	Action
8	The What's Authorized tab will display. The **Owner Operator of POV** box will be auto checked. This field must be checked to ensure reimbursement for any POV travel necessary in the execution of the orders. Click the **Transportation Restrictions** drop-down and select the primary mode of travel authorized. When finished, click the **Next** button. 

Continued on next page

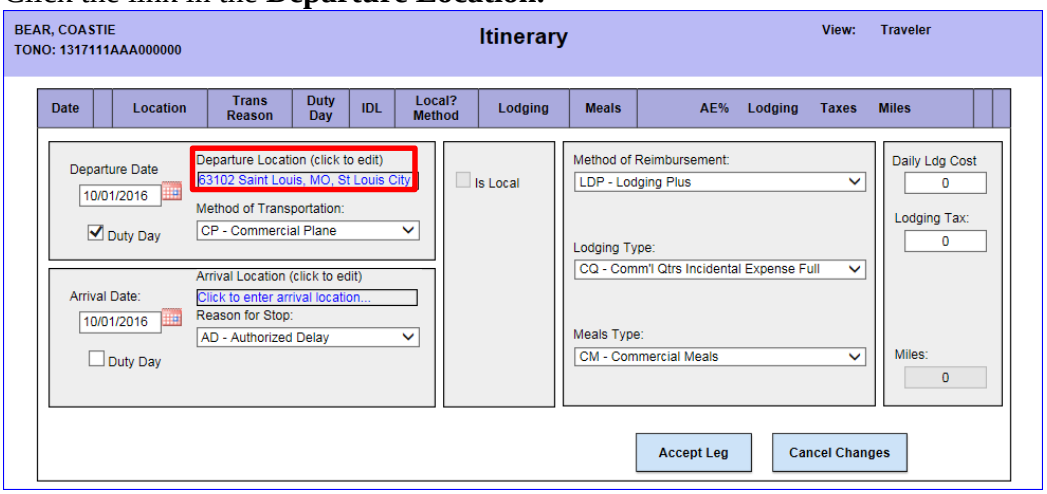
Procedures,
continued

Step	Action
9	The Itinerary tab will display. Click the **Duration of travel** drop-down and select the **Greater than or equal to 24 hours** option. Then click the **Add/Edit Trip Itinerary** button. 
10	The **Itinerary** page will display. Enter the travel details. **Departure Date** – Defaults to the date originally entered when creating the authorization. **Duty Day** – Defaults to the correct setting. **Do NOT edit this field anywhere in the itinerary.** 

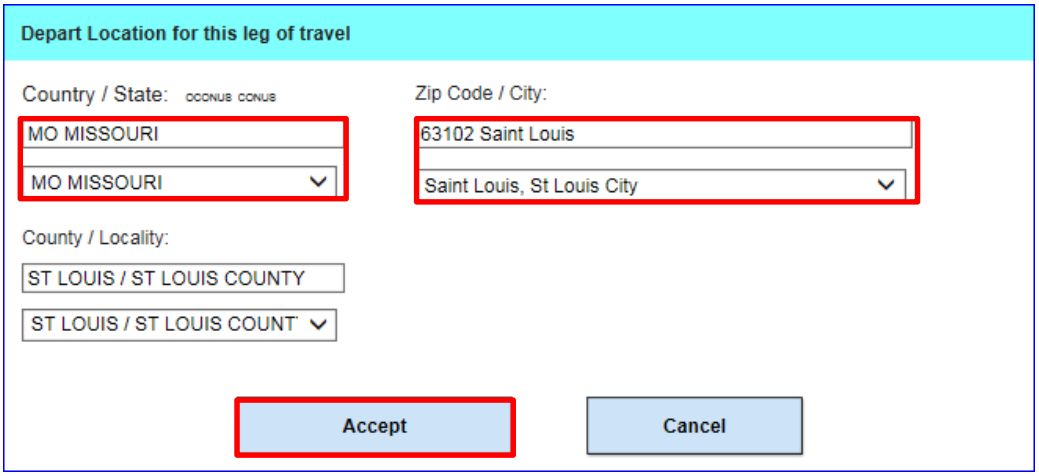
Continued on next page

Procedures,
continued

Step	Action
10 (cont)	Click the link in the **Departure Location.**



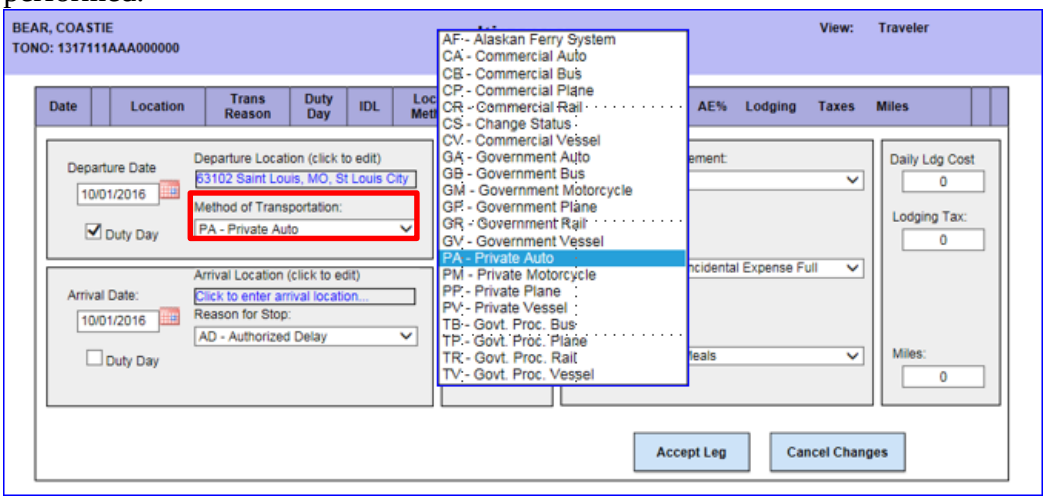
Enter the information using the chart below. When finished, click the **Accept** button.



Field	Description
Country State	Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.
Zip Code/City	Enter the city name or zip code, then hit the Tab key. The information will auto populate. If the auto populated information is NOT accurate, click the **Zip Code/City** drop down and chose an option.
Country/Locality	Will auto populate based on the data entered in the previous fields.

Continued on next page

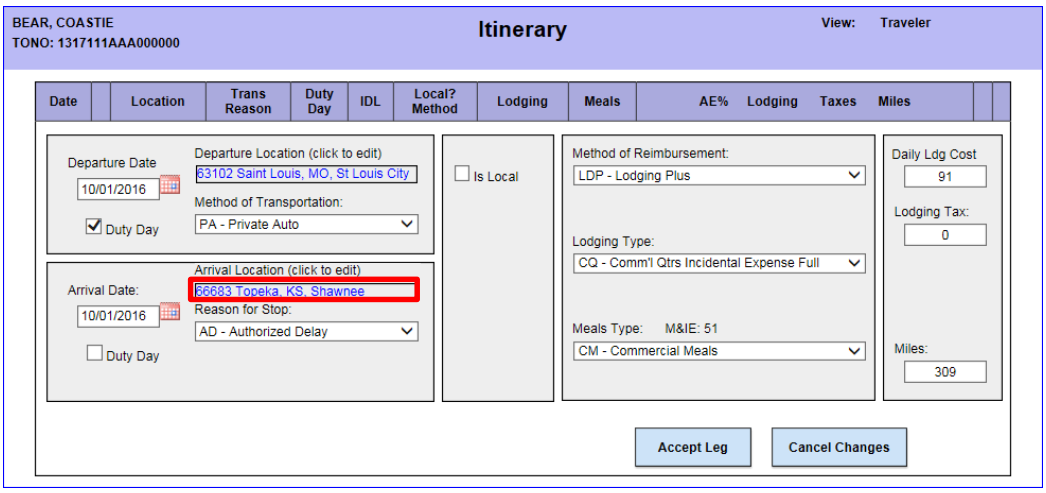
Procedures,
continued

Step	Action
10 (cont)	Click the **Method of Transportation** drop-down and select how travel will be performed. 

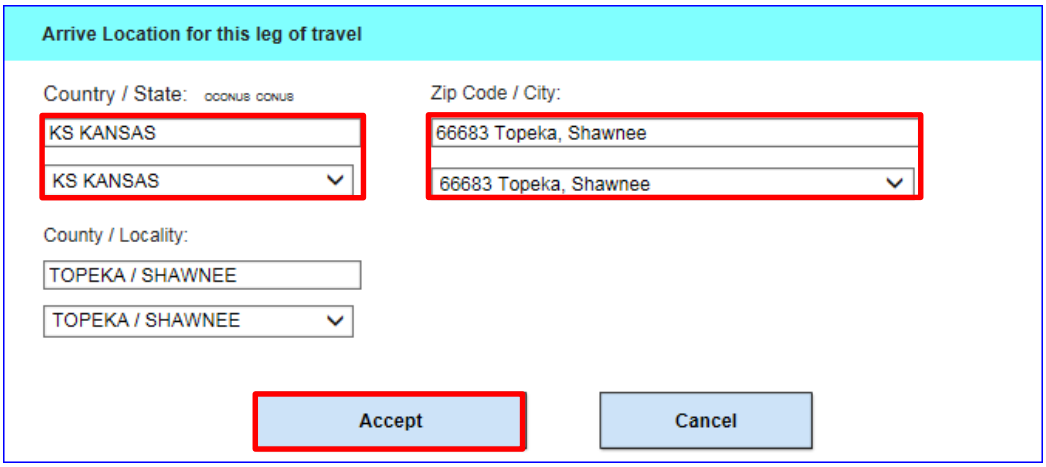
Continued on next page

Procedures, continued

Step	Action
10 (cont)	Then click the link in the **Arrival Location**.



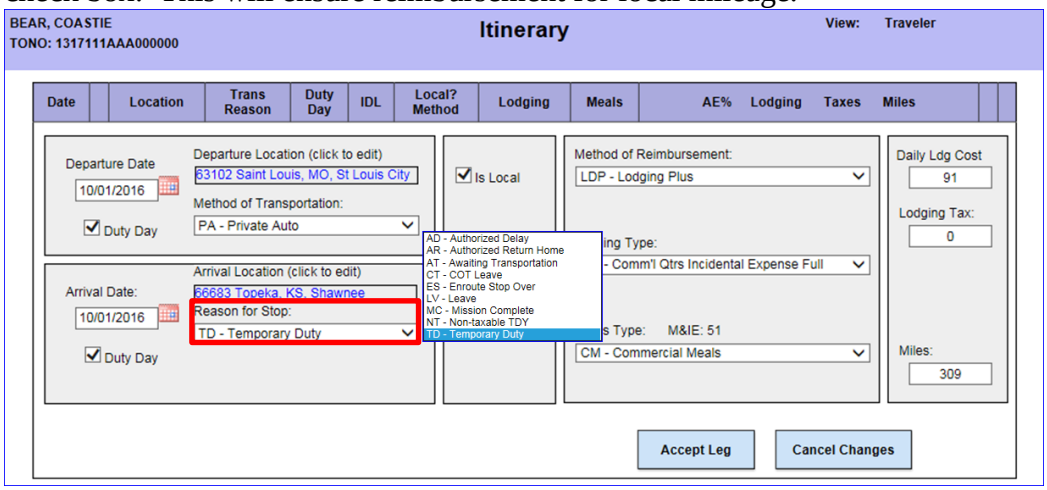
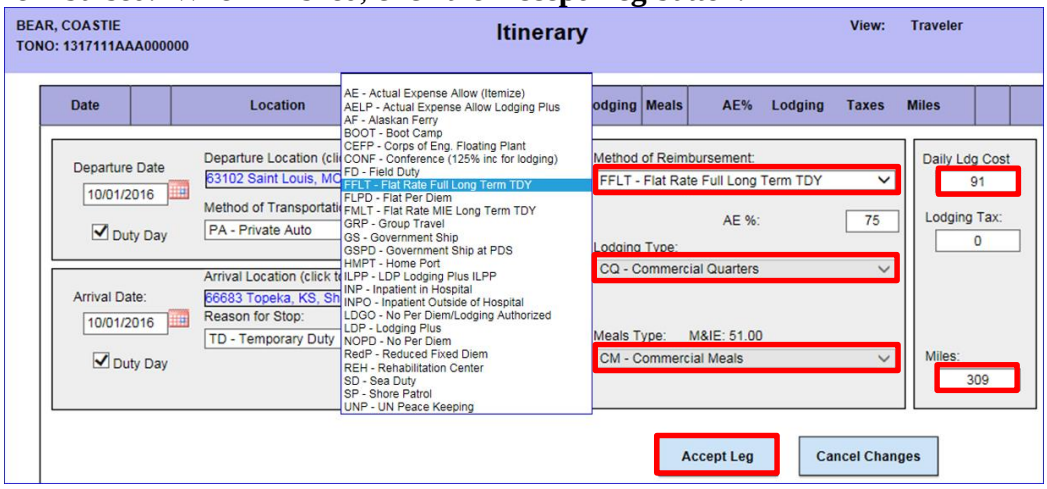
Enter the information using the chart below. When finished, click the **Accept** button.



Field	Description
Country State	Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.
Zip Code/City	Enter the city name or zip code, then hit the Tab key. The information will auto populate. If the auto populated information is NOT accurate, click the **Zip Code/City** drop down and chose an option.
Country/Locality	Will auto populate based on the data entered in the previous fields.

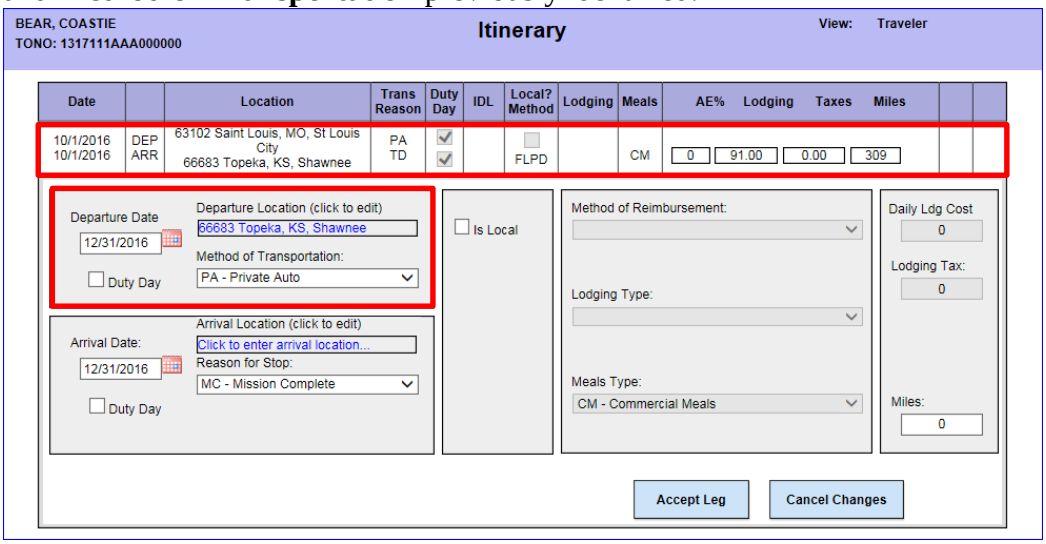
Continued on next page

Procedures,
continued

Step	Action
11	Click the **Reason for Stop** drop-down and make a selection. Click the **Is Local** check box. This will ensure reimbursement for local mileage. 
12	Click the **Method of Reimbursement** and select the lodging authorized. In this example, selecting **FFLT** will auto default the Lodging Type to CQ and the Meals Type to CM. Depending on the Method of Reimbursement selected, you may need to select the Lodging Type and Meals Type. The **Daily Lodging Cost** identifies the maximum reimbursement authorized. The **Miles** will auto populate the calculated POC miles authorized to be reimbursed. When finished, click the **Accept Leg** button. 

Continued on next page

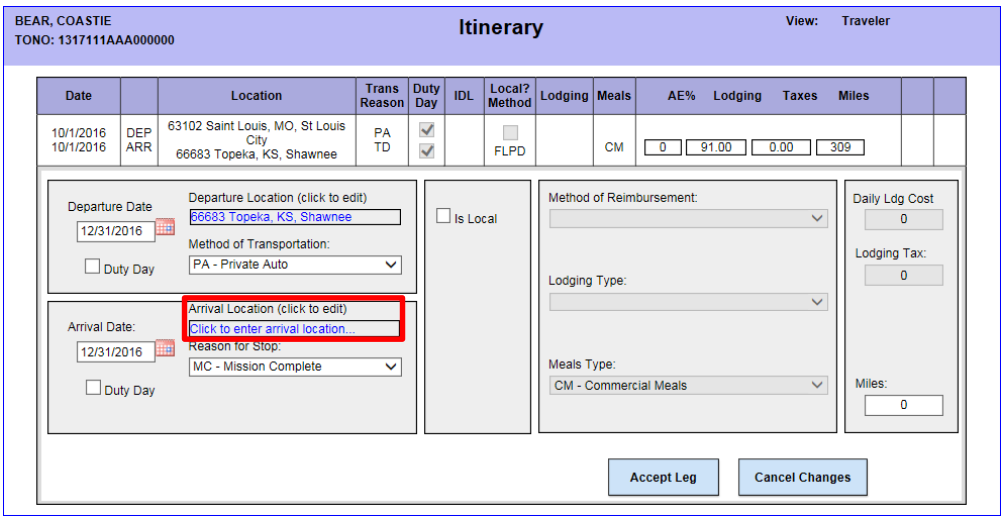
Procedures,
continued

Step	Action
13	The first leg of the itinerary is complete and will display at the top of the section. Next enter the return leg of travel to be performed upon completion of the LT TDY. The Departure section will default the **Departure Date**, **Departure Location** and **Method of Transportation** previously identified. 

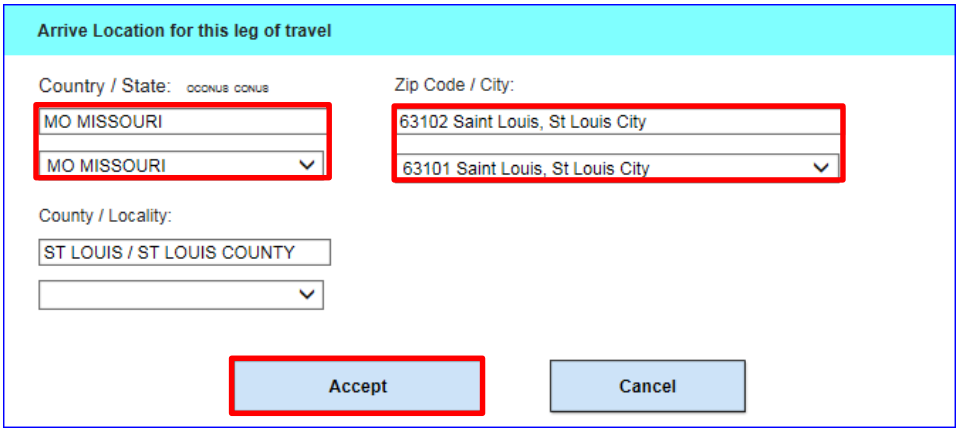
Continued on next page

Procedures, continued

Step	Action
13 (cont)	Then click the link in the **Arrival Location**.



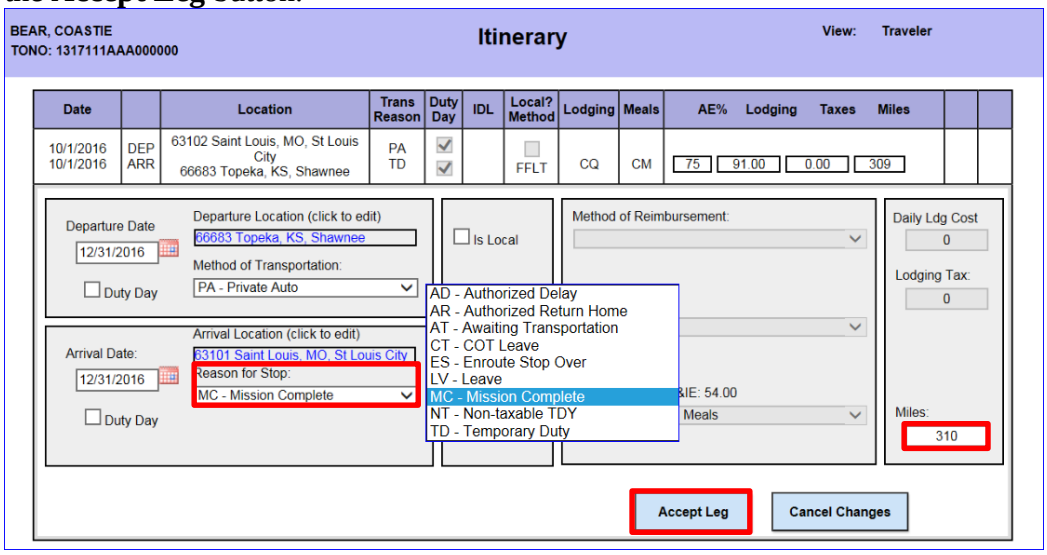
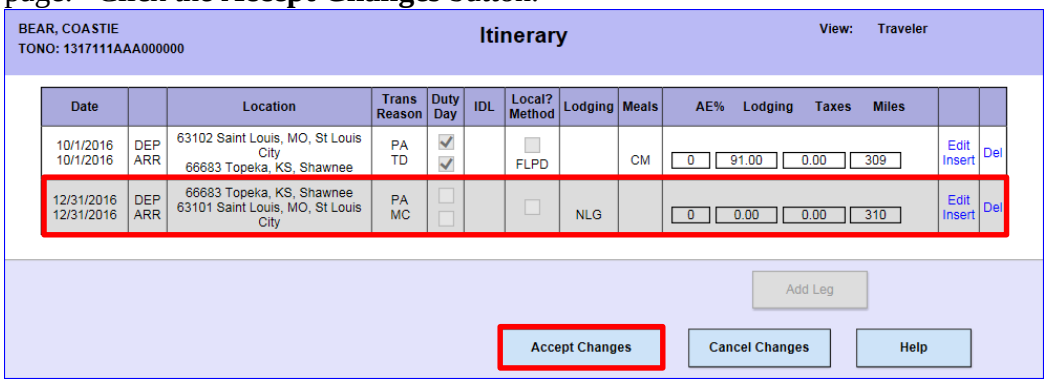
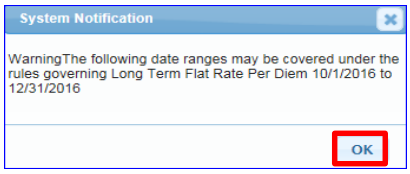
Enter the information using the chart below. When finished, click the **Accept** button.



Field	Description
Country State	Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.
Zip Code/City	Enter the city name or zip code, then hit the Tab key. The information will auto populate. If the auto populated information is NOT accurate, click the **Zip Code/City** drop down and chose an option.
Country/Locality	Will auto populate based on the data entered in the previous fields.

Continued on next page

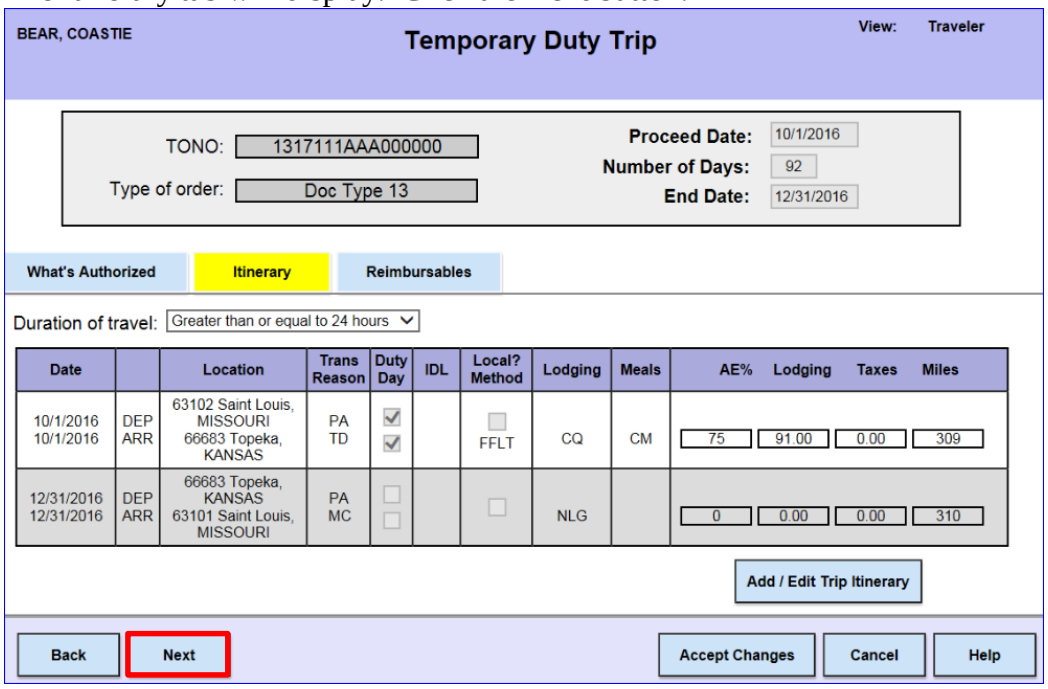
Procedures,
continued

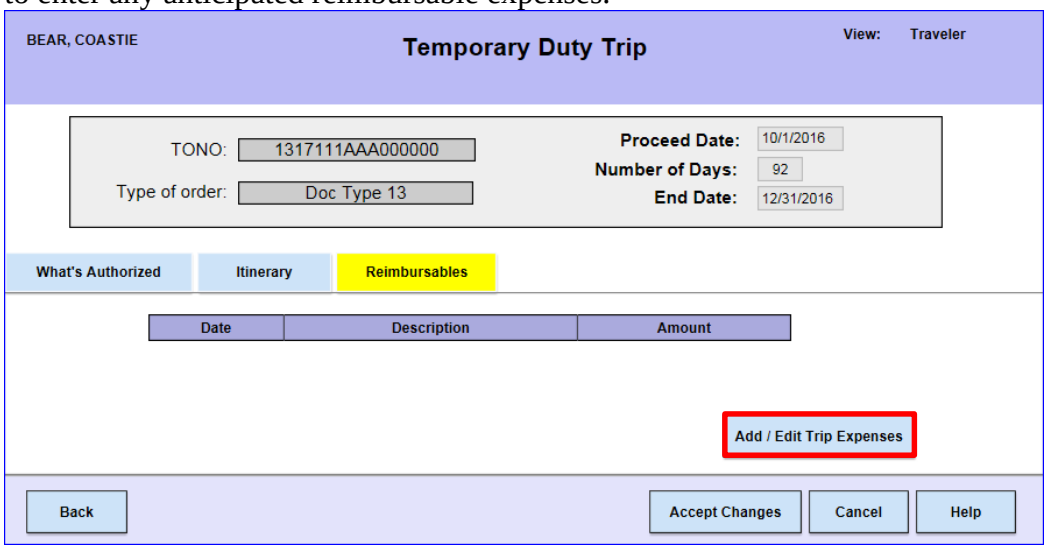
Step	Action
13 (cont)	Click the **Reason for Stop** drop-down select an option. The POC miles will auto populate with the number of miles to be reimbursed. The number of miles may be slightly different from the travel to the TDY site. When finished, click the **Accept Leg** button. 
14	The second leg of the Itinerary is complete and will display at the top of the page. Click the **Accept Changes** button. 
15	You will receive the following **Warning**. This is a system note that members performing LT TDY may be entitled to LT Flat Rate Per Diem. Click the **OK** button. 

Continued on next page

Procedures,
continued

Step	Action
16	The Itinerary tab will display. Click the **Next** button.
17	The Reimbursables tab will display. Click the **Add/Edit Trip Expenses** button to enter any anticipated reimbursable expenses.

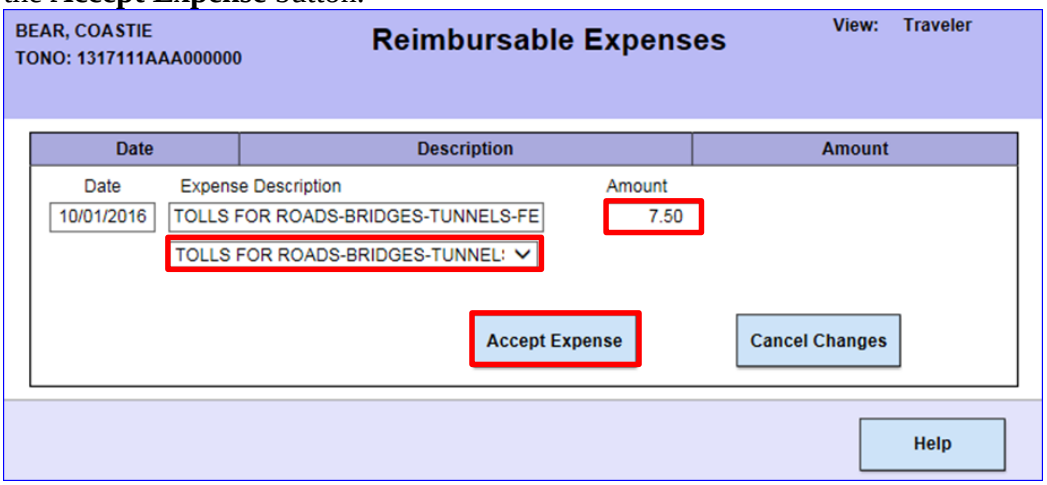


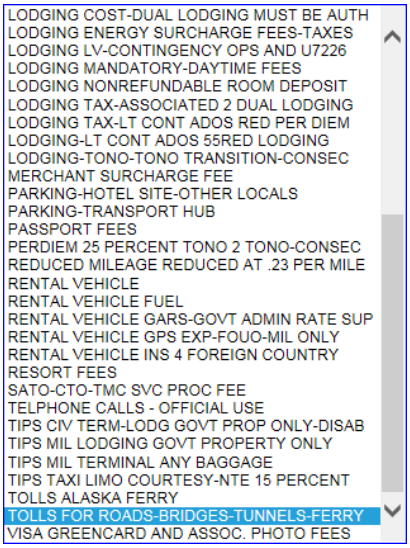


Continued on next page

Procedures,
continued

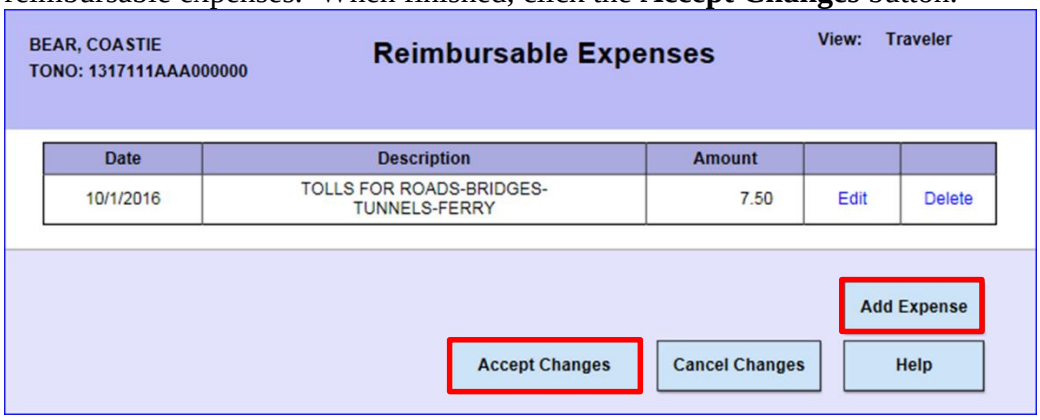
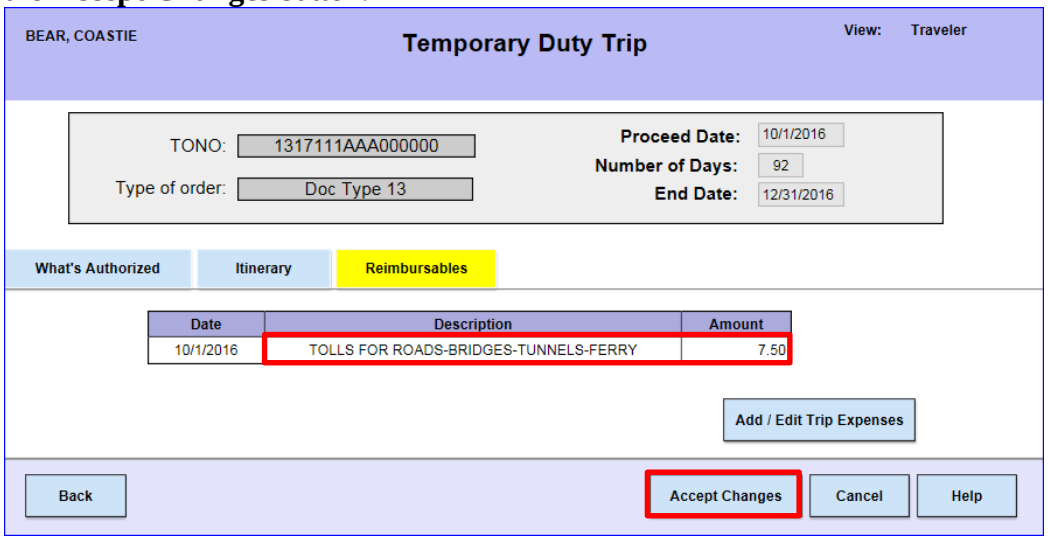
Step	Action
18	The Reimbursable Expenses page will display. Click the **Expense Description** drop-down and make a selection. Enter the amount of the expense, then click the **Accept Expense** button.





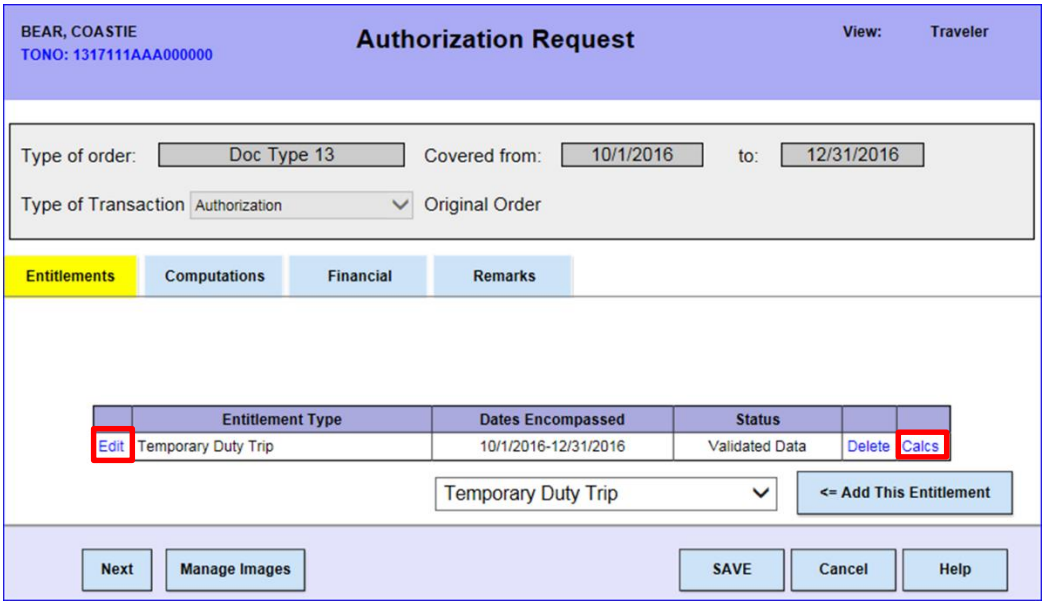
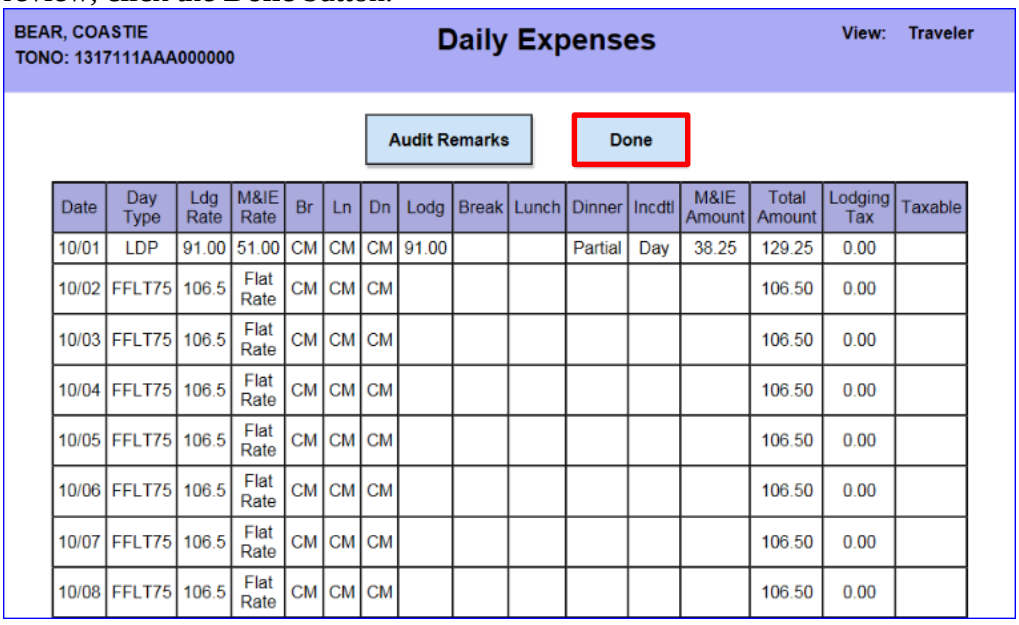
Continued on next page

Procedures,
continued

Step	Action
19	The Reimbursable Expenses section will display. The reimbursable expense entered will be listed. Click the **Add Expense** button to enter all anticipated reimbursable expenses. When finished, click the **Accept Changes** button. 
20	The Reimbursables tab will display. The expense entered will be listed. Click the **Accept Changes** button. 

Continued on next page

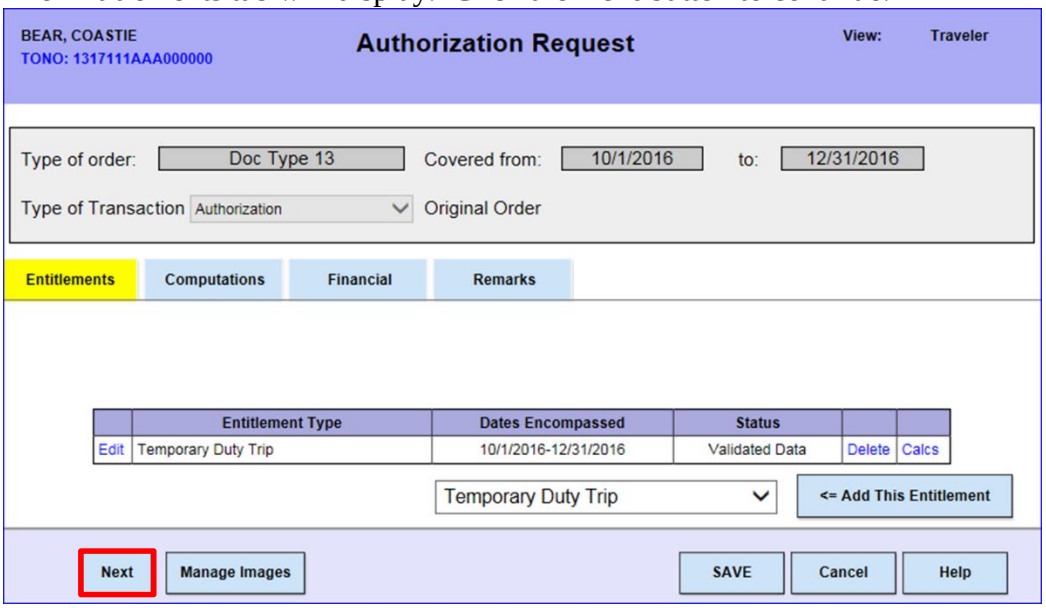
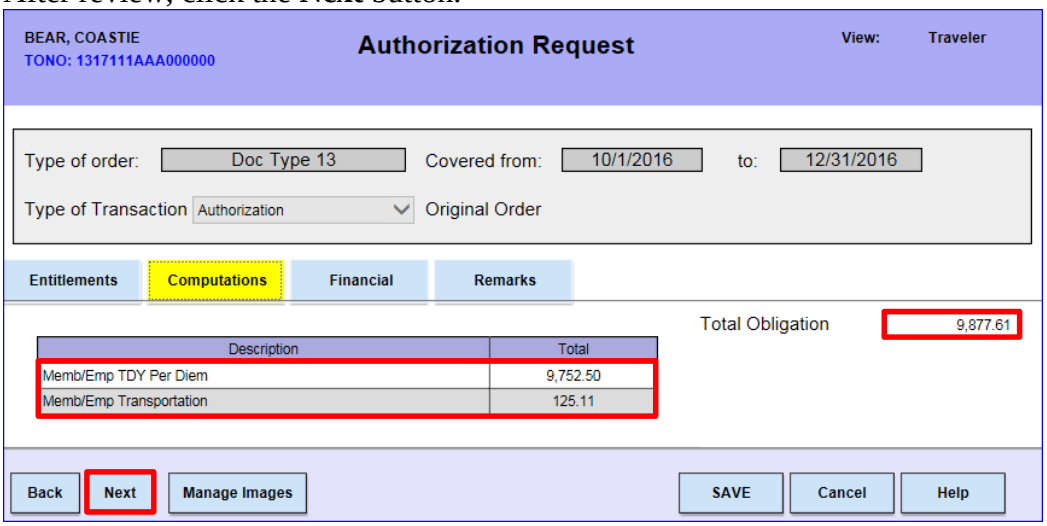
Procedures,
continued

Step	Action
21	The Entitlements section is now complete. All information previously entered may be edited by clicking the **Edit** link to return to the Itinerary section and enter any edits. Click on the **Calcs** link to view the computed calculations for this authorization. 
21 (cont)	The Daily Expenses will list the calculations for each day of the LT TDY. After review, click the **Done** button. 

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
10/01	LDP	91.00	51.00	CM	CM	CM	91.00			Partial	Day	38.25	129.25	0.00	
10/02	FFLT75	106.5	Flat Rate	CM	CM	CM							106.50	0.00	
10/03	FFLT75	106.5	Flat Rate	CM	CM	CM							106.50	0.00	
10/04	FFLT75	106.5	Flat Rate	CM	CM	CM							106.50	0.00	
10/05	FFLT75	106.5	Flat Rate	CM	CM	CM							106.50	0.00	
10/06	FFLT75	106.5	Flat Rate	CM	CM	CM							106.50	0.00	
10/07	FFLT75	106.5	Flat Rate	CM	CM	CM							106.50	0.00	
10/08	FFLT75	106.5	Flat Rate	CM	CM	CM							106.50	0.00	

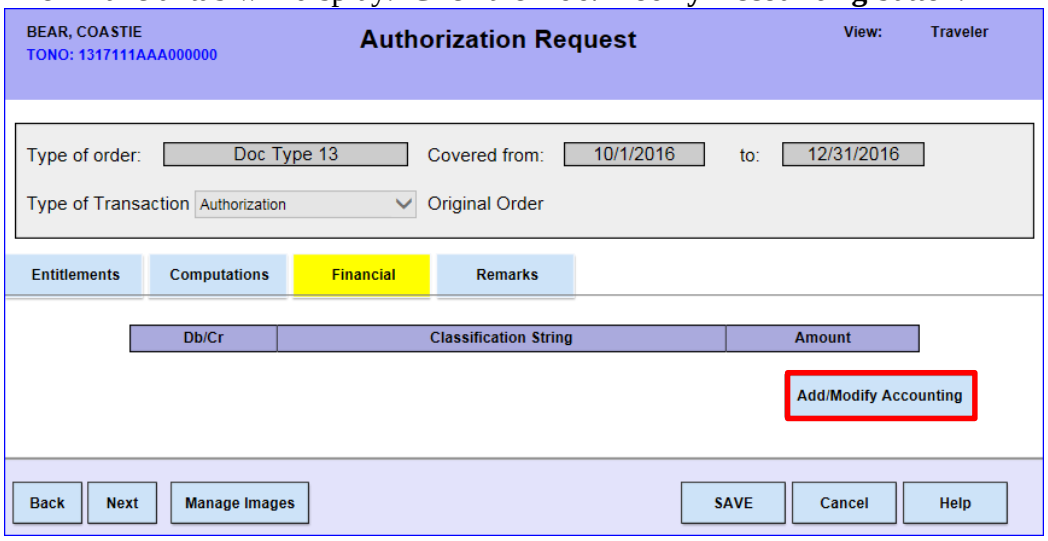
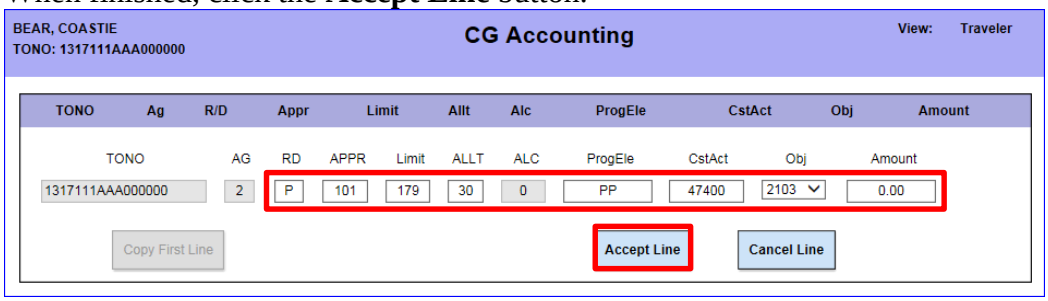
Continued on next page

Procedures,
continued

Step	Action
22	The Entitlements tab will display. Click the **Next** button to continue. 
23	The Computations tab will display. The total anticipated expenses for the travel will be broken down into categories. The **Total Obligation** for travel will be calculated. The obligation cannot exceed the total amount authorized for travel and entered into Federal Procurement Desktop (FPD) by the order authorizing official. After review, click the **Next** button. 

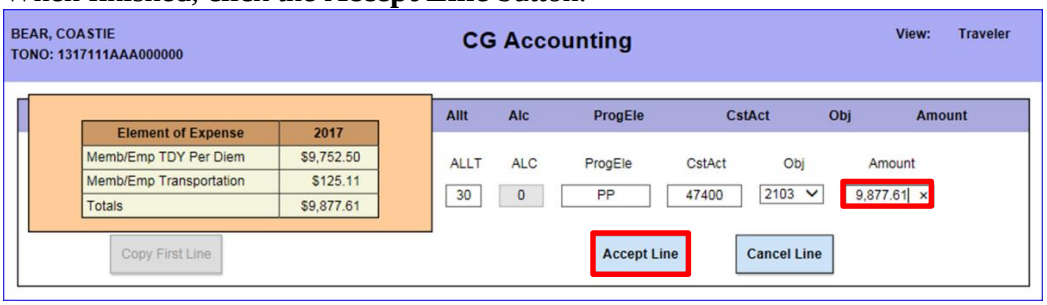
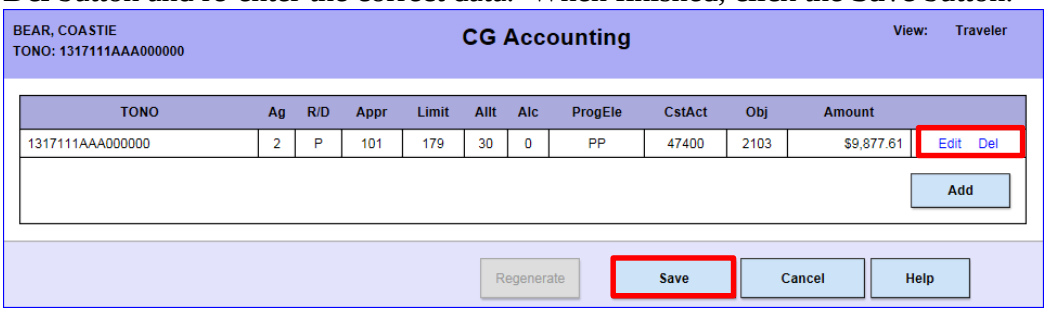
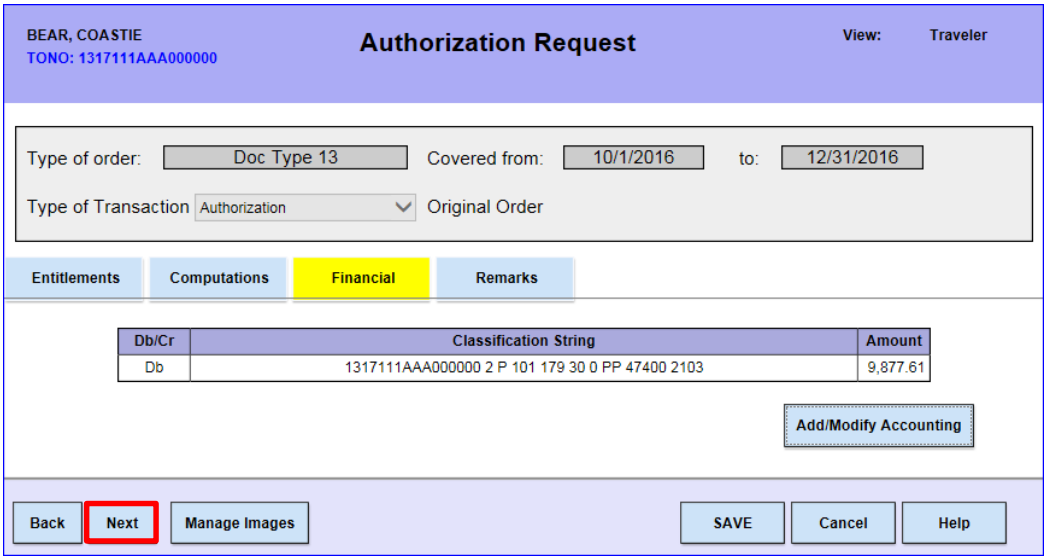
Continued on next page

Procedures,
continued

Step	Action
24	The Financial tab will display. Click the **Add/Modify Accounting** button. 
25	Enter the **Line Of Accounting** (LOA) information for the orders. This information should be provided in the authorization for travel notification. When finished, click the **Accept Line** button. 

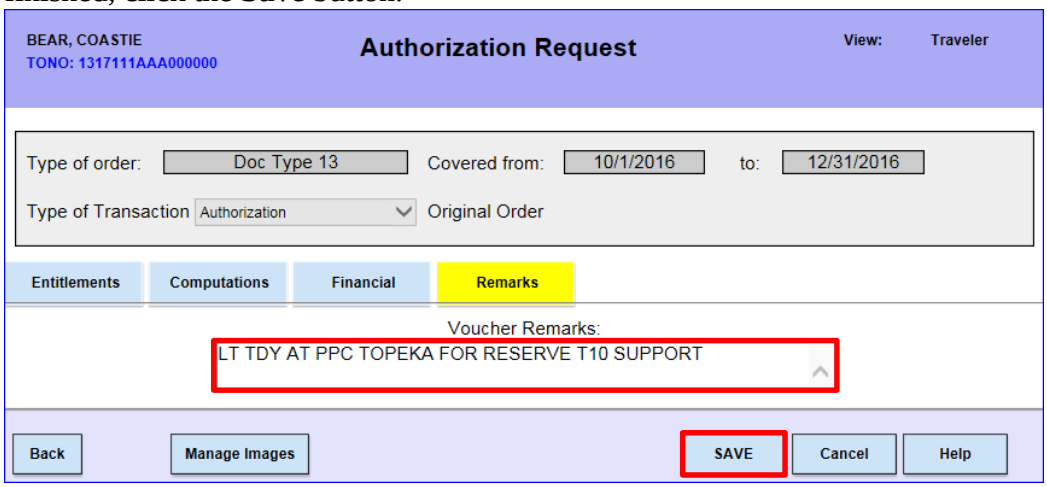
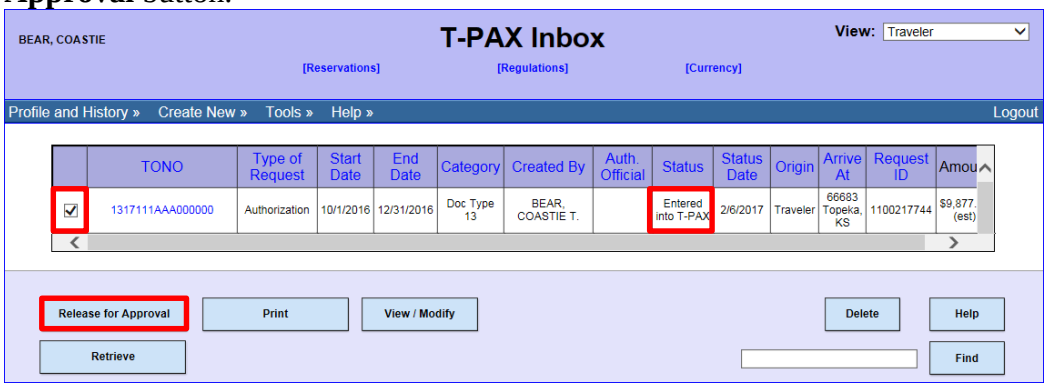
Continued on next page

Procedures,
continued

Step	Action
26	The LOA will be recorded and will identify the total cost calculated for travel. When finished, click the **Accept Line** button. 
27	The LOA will display. If the information is incorrect, you can click the **Edit** or **Del** button and re-enter the correct data. When finished, click the **Save** button. 
28	You will return to the Financial tab. Click the **Next** button to continue. 

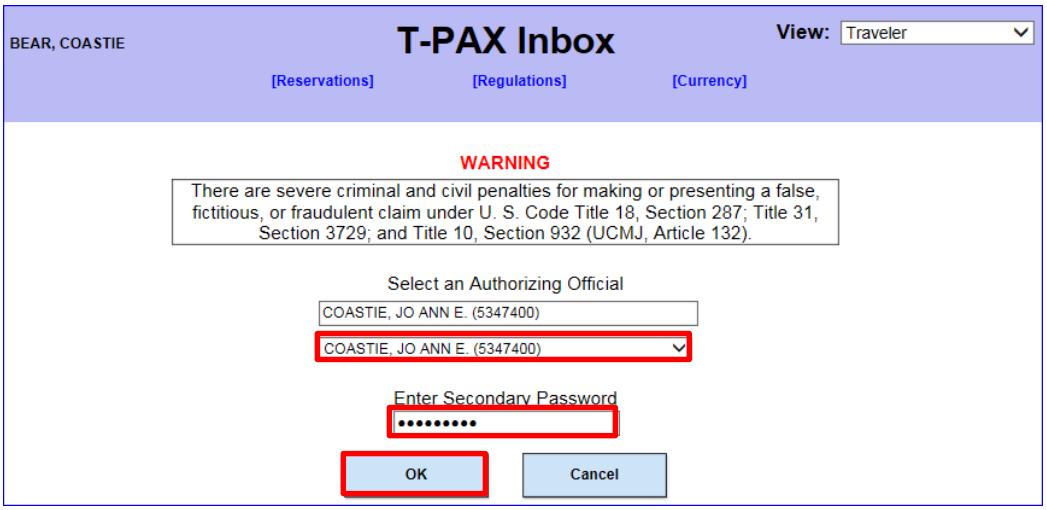
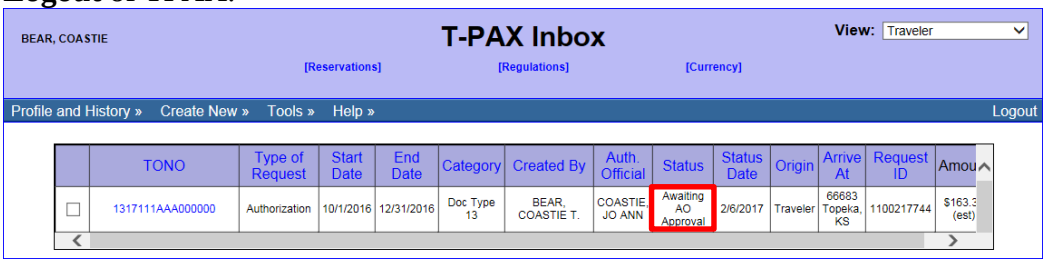
Continued on next page

Procedures,
continued

Step	Action
29	The Remarks tab will display. Enter any **Remarks** for the orders. When finished, click the **Save** button. 
30	The **TPAX Inbox** will display. The **Authorization Status** is now recorded as **Entered into T-PAX**, and is ready to be forwarded to the Approving Official. Check the box for the authorization to be forwarded then click the **Release for Approval** button. 

Continued on next page

Procedures,
continued

Step	Action
31	Click the **Select an Authorizing Official** drop-down and select the unit Approving Official. Enter your **Secondary Password**, then click the **OK** button. 
32	The Authorization will update to **Awaiting AO Approval** and the status date. **Logout** of TPAX.