
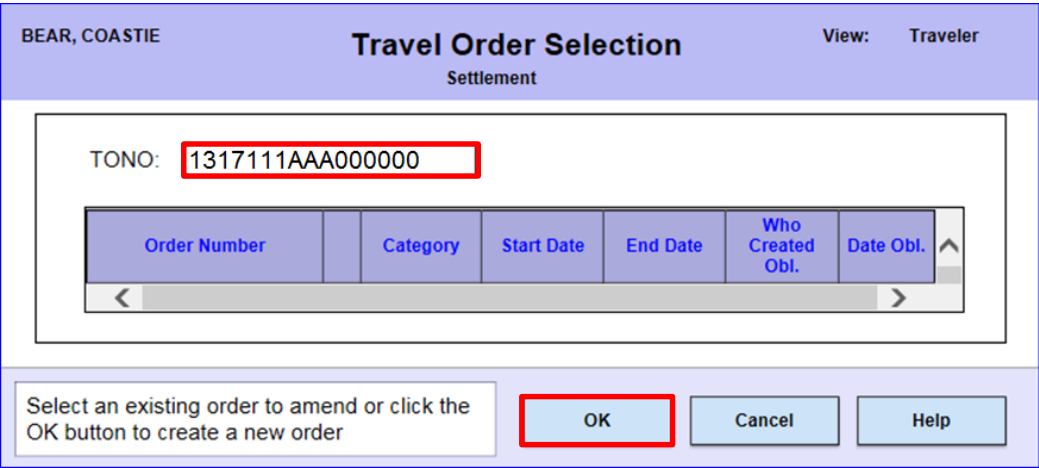


TDY – Long Term Authorization

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	<p>The TPAX Inbox will display. Click the View drop-down and select if the Authorization is being entered by the Traveler or by Proxy.</p> <p>Then Click the Create New drop-down and select Authorization Request.</p> 
3	<p>The Travel Order Selection screen will display.</p> <p>Enter the Travel Order Number (TONO) for this authorization. Then Click the OK button.</p> 

Continued on next page

TDY – Long Term Authorization, Continued

Procedures, continued

Step	Action
4	<p>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.</p> <div><div>BEAR, COASTIE</div><div>Travel Order</div><div>View: Traveler</div><div><div>* Grade/Rank: E4</div><div>* Order Number(s): 1317111AAA000000</div><div>* Type of Order: Doc Type 13</div></div><div><div>Description</div><div>What's Authorized</div><div>Remarks</div></div><div><div><div>* Purpose of Trip Site Visit</div><div>Trip Name: PPC SUPPORT</div><div>Max. Trips Allowed </div><div>Issuing Organization 7947400</div><div>Paying Organization 7947400</div><div>Group Travel <input type="checkbox"/></div><div>Funds Coast Guard</div></div><div><div>* Issue Date 09/01/2016</div><div>* Begin Date 10/01/2016</div><div>Number of Days 92</div><div>* End Date 12/31/2016</div></div></div><div><div>Back</div><div>Next</div><div>Save</div><div>Cancel</div><div>Help</div></div></div>

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TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action												
4 (cont)	<p>Complete the next section of information for the authorization as outlined below.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> BEAR, COASTIE Travel Order View: Traveler </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>* Grade/Rank: <input type="text" value="E4"/></p> </div> <div> <p>* Order Number(s): <input type="text" value="1317111AAA000000"/></p> </div> <div> <p>* Type of Order: <input type="text" value="Doc Type 13"/></p> </div> </div> <div style="margin-top: 10px;"> <p>Description What's Authorized Remarks</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <p>* Purpose of Trip: <input type="text" value="Site Visit"/></p> <p>Trip Name: <input type="text" value="PPC SUPPORT"/></p> <p>Max. Trips Allowed: <input type="text" value=""/></p> <p>Issuing Organization: <input type="text" value="7947400"/></p> <p>Paying Organization: <input type="text" value="7947400"/></p> <p>Group Travel: <input type="checkbox"/></p> <p>Funds: <input type="text" value="Coast Guard"/></p> </div> <div style="width: 35%;"> <p>* Issue Date: <input type="text" value="09/01/2016"/></p> <p>* Begin Date: <input type="text" value="10/01/2016"/></p> <p>Number of Days: <input type="text" value="92"/></p> <p>* End Date: <input type="text" value="12/31/2016"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <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"/> </div> </div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Purpose of Trip</td><td>Defaults to Site Visit. In most cases leave at default option.</td></tr> <tr> <td>Trip Name</td><td>You may enter a specific identifier for the authorization.</td></tr> <tr> <td>Issuing Organization/ Paying Organization</td><td>Defaults to your permanent duty station Operating Facilities Code.</td></tr> <tr> <td>Group Travel</td><td>Check the box if the authorization is for Group Travel.</td></tr> <tr> <td>Funds</td><td>Defaults to Coast Guard. In most cases leave at the default option.</td></tr> </tbody> </table>	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.
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TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action										
4 (cont)	<p>Enter the remaining information for the authorization as outlined below. When finished, click the Next button.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> BEAR, COASTIE Travel Order View: Traveler </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>* Grade/Rank: <input type="text" value="E4"/></p> </div> <div> <p>* Order Number(s): <input type="text" value="1317111AAA000000"/></p> </div> <div> <p>* Type of Order: <input type="text" value="Doc Type 13"/></p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="flex: 1;"> <p>Description What's Authorized Remarks</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="flex: 1;"> <p>* Purpose of Trip: <input type="text" value="Site Visit"/></p> <p>Trip Name: <input type="text" value="PPC SUPPORT"/></p> <p>Max. Trips Allowed: <input type="text"/></p> <p>Issuing Organization: <input type="text" value="7947400"/></p> <p>Paying Organization: <input type="text" value="7947400"/></p> <p>Group Travel: <input type="checkbox"/></p> <p>Funds: <input type="text" value="Coast Guard"/></p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 10px;"> <p>* Issue Date: <input type="text" value="09/01/2016"/></p> <p>* Begin Date: <input type="text" value="10/01/2016"/></p> <p>Number of Days: <input type="text" value="92"/></p> <p>* End Date: <input type="text" value="12/31/2016"/></p> </div> </div> <div style="display: flex; justify-content: space-between; 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"/> </div> </div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Issue Date</td><td>Defaults to current date. Enter the date the TONO was issued.</td></tr> <tr> <td>Begin Date</td><td>Enter the first day travel is to begin.</td></tr> <tr> <td>Number of Days</td><td>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.</td></tr> <tr> <td>End Date</td><td>Will auto populate if Number of Days field was input or enter the travel End Date.</td></tr> </tbody> </table>	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.
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TDY – Long Term Authorization, Continued

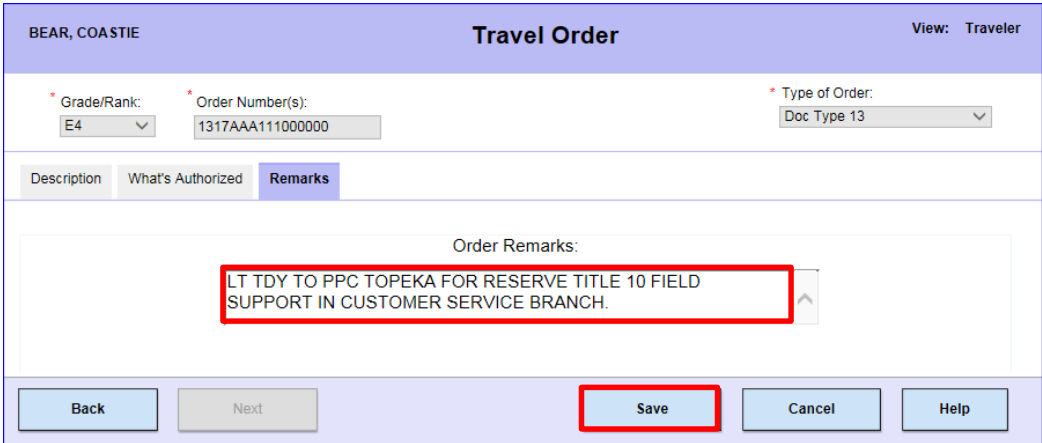
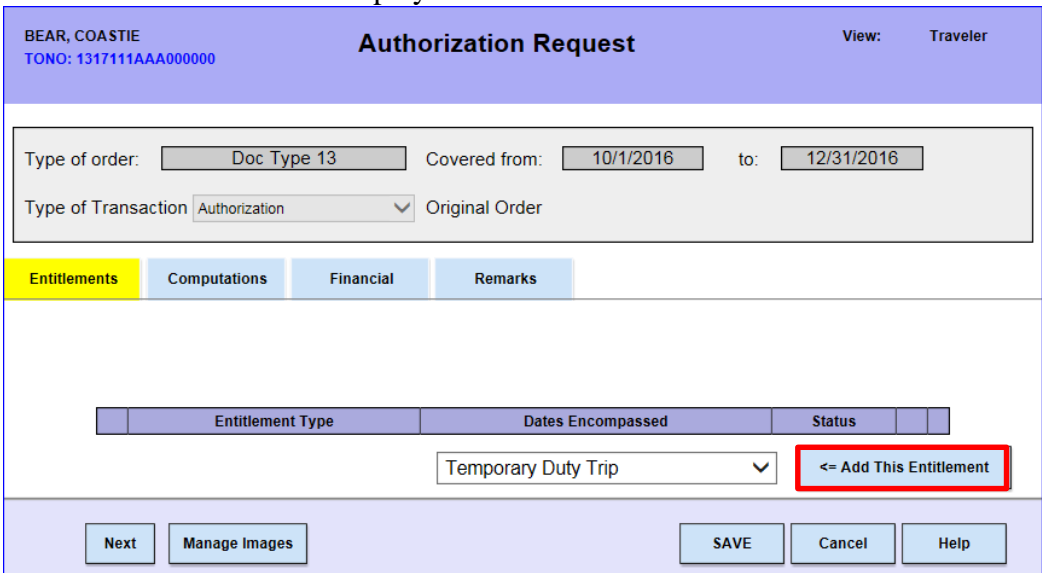
Procedures,
continued

Step	Action										
5	<p>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.</p> <div> <div> <div>BEAR, COASTIE</div> <div>Travel Order</div> <div>View: Traveler</div> </div> <div> <div> <div>Grade/Rank: E4</div> <div>Order Number(s): 1317111AAA000000</div> <div>Type of Order: Doc Type 13</div> </div> <div> <div>Description</div> <div>What's Authorized</div> <div>Remarks</div> </div> </div> <div> <div> <div>Quarters</div> <div> <input type="checkbox"/> Government (Use Directed) <input type="checkbox"/> Contract Quarters <input checked="" type="checkbox"/> Commercial Lodging <input type="checkbox"/> Dual Lodging <input type="checkbox"/> No Lodging Required </div> </div> <div> <div>Messing</div> <div> <input type="checkbox"/> Government Rate (Military Only) <input type="checkbox"/> Mess is Directed for ALL three meals <input type="checkbox"/> Proportional Rate <input type="checkbox"/> Reduced per diem (Mil.) <input type="checkbox"/> Government Rate for Essential Meals <input checked="" type="checkbox"/> Commercial (full locality per diem) <input type="checkbox"/> Reduced Per Diem Authorized (Civ.) <input type="checkbox"/> No Per Diem Authorized (Civ.) <input type="checkbox"/> Actual Expense <input type="checkbox"/> Super Actual Expense Lodging Plus (300%) </div> </div> </div> <div> <div>Mode of Transportation</div> <div> <input checked="" type="checkbox"/> Commercial Carrier <input type="checkbox"/> Gov't Procured Transportation <input type="checkbox"/> Priv. Owned Conveyance <input type="checkbox"/> POV is more advantageous to the Gov't <input type="checkbox"/> Rental Car </div> </div> <div> <div>Miscellaneous</div> <div> <div>Num Excess Bags: 0</div> <div>One phone/day</div> <div>Official Comm. Fees</div> <div>Personal Phone NTE</div> <div>Leave Authorized</div> <div>Variations Authorized</div> <div>Registration Fee</div> <div>Conference Fee</div> <div>Taxi In/Around</div> <div>Remain Overnight for</div> <div>RON Location: Click to enter RON Location</div> </div> </div> <div> <div>Back</div> <div>Next</div> <div>Save</div> <div>Cancel</div> <div>Help</div> </div> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Quarters</td><td>Select the appropriate type of quarters authorized.</td></tr> <tr> <td>Messing</td><td>Select the type of messing to be utilized.</td></tr> <tr> <td>Mode of Transportation</td><td>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.</td></tr> <tr> <td>Miscellaneous</td><td>This section is used to identify other options that may be authorized for the orders. Check all the applicable authorized options.</td></tr> </tbody> </table>	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.
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TDY – Long Term Authorization, Continued

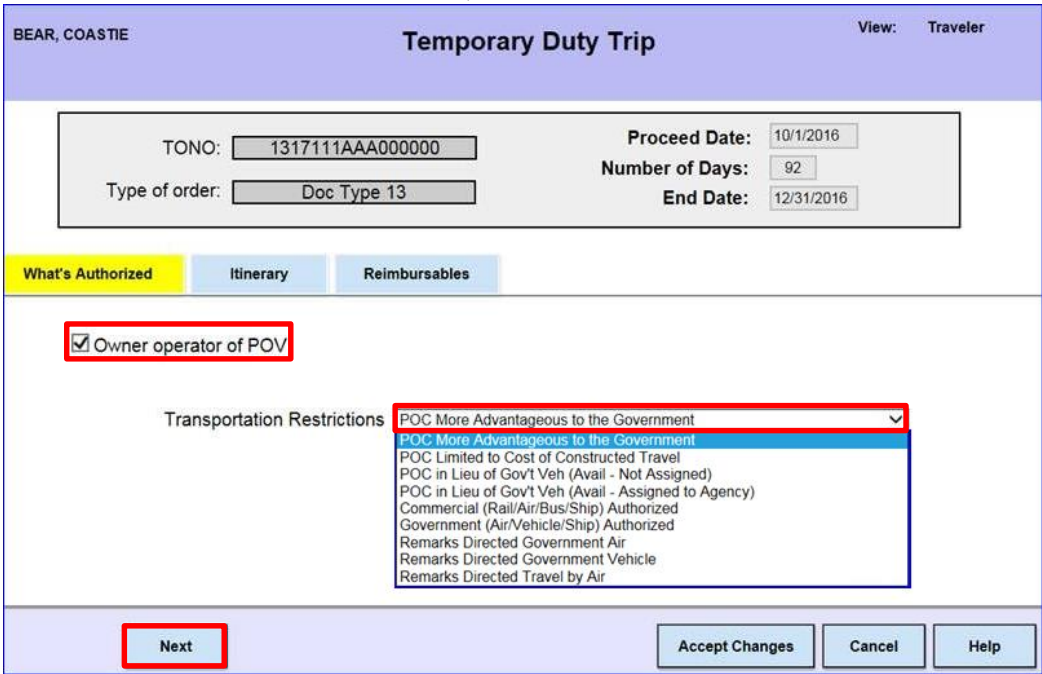
Procedures, continued

Step	Action
6	<p>The Remarks tab will display. Enter any Remarks to be recorded on the authorization. When finished, click the Save button.</p>  <p>The screenshot shows the 'Travel Order' interface for user BEAR, COASTIE. It includes fields for Grade/Rank (E4), Order Number(s) (1317AAA111000000), and Type of Order (Doc Type 13). The 'Remarks' tab is active, showing a text area with the entry 'LT TDY TO PPC TOPEKA FOR RESERVE TITLE 10 FIELD SUPPORT IN CUSTOMER SERVICE BRANCH.' The 'Save' button is highlighted with a red box.</p>
7	<p>The Entitlements tab will display. Click the Add This Entitlement button.</p>  <p>The screenshot shows the 'Authorization Request' interface for user BEAR, COASTIE. It includes fields for Type of order (Doc Type 13), Covered from (10/1/2016), to (12/31/2016), and Type of Transaction (Authorization). The 'Entitlements' tab is active, showing a table with columns for Entitlement Type, Dates Encompassed, and Status. A dropdown menu is set to 'Temporary Duty Trip', and the '<= Add This Entitlement' button is highlighted with a red box.</p>

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TDY – Long Term Authorization, Continued

Procedures, continued

Step	Action
8	<p>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.</p> <p>Click the Transportation Restrictions drop-down and select the primary mode of travel authorized. When finished, click the Next button.</p>  <p>The screenshot shows the 'Temporary Duty Trip' form. At the top, it says 'BEAR, COASTIE' and 'View: Traveler'. Below this, there are fields for 'TONO: 1317111AAA000000', 'Type of order: Doc Type 13', 'Proceed Date: 10/1/2016', 'Number of Days: 92', and 'End Date: 12/31/2016'. There are three tabs: 'What's Authorized' (highlighted in yellow), 'Itinerary', and 'Reimbursables'. Under 'What's Authorized', the 'Owner operator of POV' checkbox is checked. Below this, the 'Transportation Restrictions' dropdown menu is open, showing a list of options: 'POC More Advantageous to the Government' (highlighted in blue), 'POC Limited to Cost of Constructed Travel', 'POC in Lieu of Gov't Veh (Avail - Not Assigned)', 'POC in Lieu of Gov't Veh (Avail - Assigned to Agency)', 'Commercial (Rail/Air/Bus/Ship) Authorized', 'Government (Air/Vehicle/Ship) Authorized', 'Remarks Directed Government Air', 'Remarks Directed Government Vehicle', and 'Remarks Directed Travel by Air'. At the bottom, there are three buttons: 'Next' (highlighted with a red box), 'Accept Changes', and 'Cancel'. There is also a 'Help' button.</p>

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TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action																																																
9	<p>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.</p> <div><div>BEAR, COASTIE<div>Temporary Duty Trip</div><div>View: Traveler</div></div><div><div>TONO: 1317111AAA000000</div><div>Proceed Date: 10/1/2016</div><div>Type of order: Doc Type 13</div><div>Number of Days: 92</div><div>End Date: 12/31/2016</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Reimbursables</div></div><div><div>Duration of travel: Greater than or equal to 24 hours</div><div>No trip itinerary to be entered</div><div>Greater than or equal to 24 hours</div><div>Less than 24 hours with lodging</div><div>Less than 24 hours no lodging</div><div>Less than or equal to 12 hours</div><table><thead><tr><th>Date</th><th>Location</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></table><div>Add / Edit Trip Itinerary</div></div><div><div>Back</div><div>Next</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Location	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles																																							
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10	<p>The Itinerary page will display. Enter the travel details.</p> <p>Departure Date – Defaults to the date originally entered when creating the authorization.</p> <p>Duty Day – Defaults to the correct setting. Do NOT edit this field anywhere in the itinerary.</p> <div><div>BEAR, COASTIE<div>Itinerary</div><div>View: Traveler</div></div><div>TONO: 1317111AAA000000</div><table><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>10/01/2016</td><td>Click to enter departure location...</td><td>Method of Transportation: CP - Commercial Plane</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td><input type="checkbox"/> Is Local</td><td></td><td>Method of Reimbursement: LDP - Lodging Plus</td><td></td><td>Daily Ldg Cost: 0</td><td>Lodging Tax: 0</td><td>Miles: 0</td></tr><tr><td>10/01/2016</td><td>Click to enter arrival location...</td><td>Reason for Stop: AD - Authorized Delay</td><td><input type="checkbox"/> Duty Day</td><td></td><td></td><td></td><td>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Meals Type: CM - Commercial Meals</td><td></td><td></td><td></td><td></td></tr></tbody></table><div><div>Accept Leg</div><div>Cancel Changes</div></div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	10/01/2016	Click to enter departure location...	Method of Transportation: CP - Commercial Plane	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local		Method of Reimbursement: LDP - Lodging Plus		Daily Ldg Cost: 0	Lodging Tax: 0	Miles: 0	10/01/2016	Click to enter arrival location...	Reason for Stop: AD - Authorized Delay	<input type="checkbox"/> Duty Day				Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full												Meals Type: CM - Commercial Meals				
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TDY – Long Term Authorization, Continued

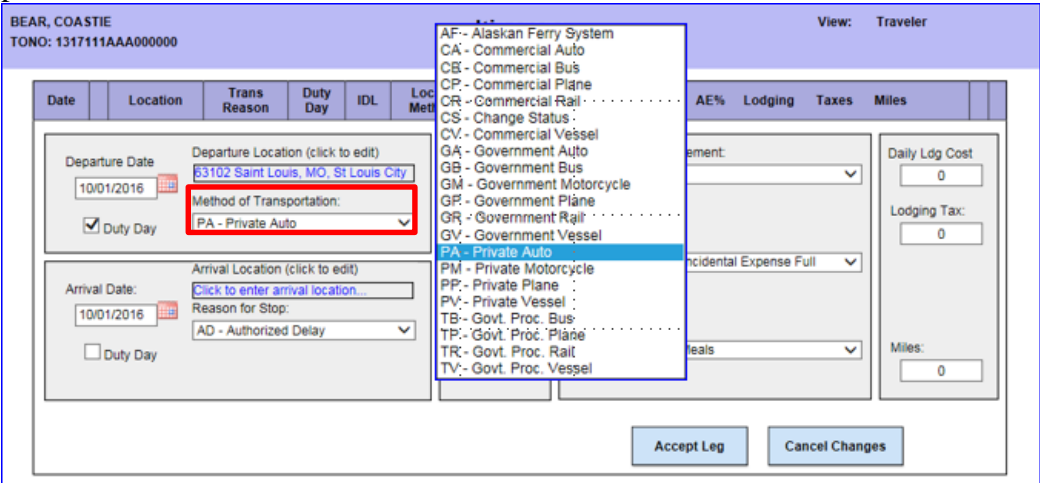
Procedures,
continued

Step	Action																																												
10 (cont)	<p>Click the link in the Departure Location.</p> <div data-bbox="349 510 1396 987"> <p>BEAR, COASTIE TONO: 131711AAA000000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1"> <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>Departure Date: 10/01/2016</td><td>Departure Location (click to edit) 63102 Saint Louis, MO, St Louis City</td><td>Method of Transportation: CP - Commercial Plane</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td><input type="checkbox"/> Is Local</td><td>Method of Reimbursement: LDP - Lodging Plus</td><td>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</td><td>Meals Type: CM - Commercial Meals</td><td>Daily Ldg Cost: 0</td><td>Lodging Tax: 0</td><td>Miles: 0</td></tr> <tr> <td>Arrival Date: 10/01/2016</td><td>Arrival Location (click to edit) Click to enter arrival location...</td><td>Reason for Stop: AD - Authorized Delay</td><td><input type="checkbox"/> Duty Day</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p> </div> <p>Enter the information using the chart below. When finished, click the Accept button.</p> <div data-bbox="349 1086 1388 1552"> <p>Depart Location for this leg of travel</p> <p>Country / State: <small>000NUS 000US</small> Zip Code / City:</p> <p>MO MISSOURI 63102 Saint Louis</p> <p>MO MISSOURI Saint Louis, St Louis City</p> <p>County / Locality:</p> <p>ST LOUIS / ST LOUIS COUNTY</p> <p>ST LOUIS / ST LOUIS COUNT</p> <p style="text-align: center;"> <input type="button" value="Accept"/> <input type="button" value="Cancel"/> </p> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Country State</td><td>Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.</td></tr> <tr> <td>Zip Code/City</td><td>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.</td></tr> <tr> <td>Country/Locality</td><td>Will auto populate based on the data entered in the previous fields.</td></tr> </tbody> </table>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	Departure Date: 10/01/2016	Departure Location (click to edit) 63102 Saint Louis, MO, St Louis City	Method of Transportation: CP - Commercial Plane	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local	Method of Reimbursement: LDP - Lodging Plus	Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full	Meals Type: CM - Commercial Meals	Daily Ldg Cost: 0	Lodging Tax: 0	Miles: 0	Arrival Date: 10/01/2016	Arrival Location (click to edit) Click to enter arrival location...	Reason for Stop: AD - Authorized Delay	<input type="checkbox"/> Duty Day									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.
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TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action
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TDY – Long Term Authorization, Continued

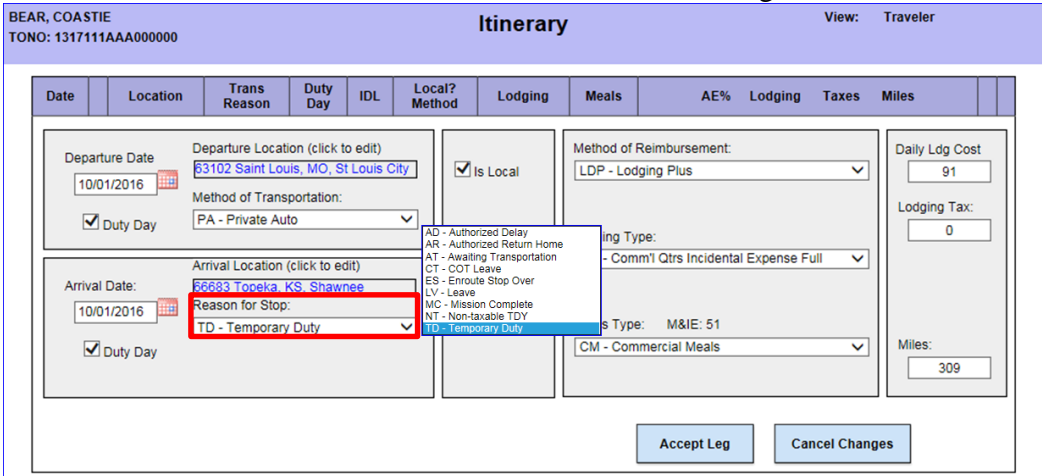
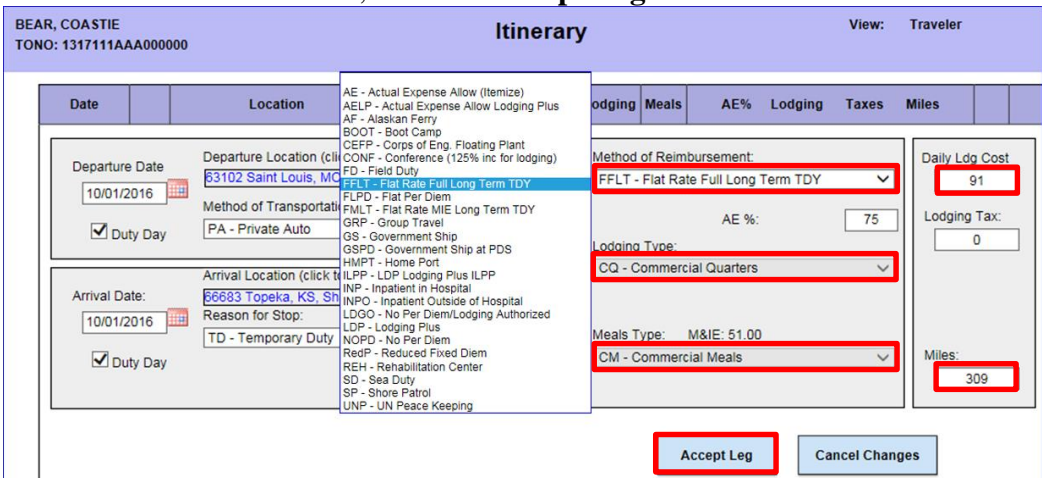
Procedures,
continued

Step	Action																																												
10 (cont)	<p>Then click the link in the Arrival Location.</p> <div data-bbox="349 510 1396 987"> <p>BEAR, COASTIE TONO: 1317111AAA000000</p> <p style="text-align: right;">View: Traveler</p> <p>Itinerary</p> <table border="1"> <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>Departure Date: 10/01/2016</td><td>Departure Location (click to edit): 63102 Saint Louis, MO, St Louis City</td><td>Method of Transportation: PA - Private Auto</td><td><input checked="" type="checkbox"/> Duty Day</td><td></td><td><input type="checkbox"/> Is Local</td><td>Method of Reimbursement: LDP - Lodging Plus</td><td>Daily Ldg Cost: 91</td></tr> <tr> <td>Arrival Date: 10/01/2016</td><td>Arrival Location (click to edit): 66683 Topeka, KS, Shawnee</td><td>Reason for Stop: AD - Authorized Delay</td><td><input type="checkbox"/> Duty Day</td><td></td><td></td><td>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</td><td>Lodging Tax: 0</td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>Meals Type: M&IE: 51</td><td>Miles: 309</td></tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p> </div> <p>Enter the information using the chart below. When finished, click the Accept button.</p> <div data-bbox="349 1086 1396 1543"> <p>Arrive Location for this leg of travel</p> <p>Country / State: 0000US 0000US</p> <p>Country / State: KS KANSAS</p> <p>Country / State: KS KANSAS</p> <p>Zip Code / City: 66683 Topeka, Shawnee</p> <p>Zip Code / City: 66683 Topeka, Shawnee</p> <p>County / Locality: TOPEKA / SHAWNEE</p> <p>County / Locality: TOPEKA / SHAWNEE</p> <p style="text-align: center;"> <input type="button" value="Accept"/> <input type="button" value="Cancel"/> </p> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Country State</td><td>Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.</td></tr> <tr> <td>Zip Code/City</td><td>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.</td></tr> <tr> <td>Country/Locality</td><td>Will auto populate based on the data entered in the previous fields.</td></tr> </tbody> </table>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	Departure Date: 10/01/2016	Departure Location (click to edit): 63102 Saint Louis, MO, St Louis City	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local	Method of Reimbursement: LDP - Lodging Plus	Daily Ldg Cost: 91	Arrival Date: 10/01/2016	Arrival Location (click to edit): 66683 Topeka, KS, Shawnee	Reason for Stop: AD - Authorized Delay	<input type="checkbox"/> Duty Day			Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full	Lodging Tax: 0							Meals Type: M&IE: 51	Miles: 309	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.
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Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action
11	<p>Click the Reason for Stop drop-down and make a selection. Click the Is Local check box. This will ensure reimbursement for local mileage.</p> 
12	<p>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.</p> <p>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.</p> 

Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action																																							
13	<p>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.</p> <p>The Departure section will default the Departure Date, Departure Location and Method of Transportation previously identified.</p> <div> <div> BEAR, COASTIE TONO: 1317111AAA000000 </div> <div> Itinerary View: Traveler </div> <table border="1"> <thead> <tr> <th>Date</th><th></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>10/1/2016</td><td>DEP</td><td>63102 Saint Louis, MO, St Louis City</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td></td><td>CM</td><td>0</td><td>91.00</td><td>0.00</td><td>309</td></tr> <tr> <td>10/1/2016</td><td>ARR</td><td>66683 Topeka, KS, Shawnee</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td>FLPD</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> <div> Departure Date: 12/31/2016 <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 66683 Topeka, KS, Shawnee Method of Transportation: PA - Private Auto </div> <div> Arrival Date: 12/31/2016 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): Click to enter arrival location... Reason for Stop: MC - Mission Complete </div> <div> <input type="checkbox"/> Is Local </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0 </div> <div> Accept Leg Cancel Changes </div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	10/1/2016	DEP	63102 Saint Louis, MO, St Louis City	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>		CM	0	91.00	0.00	309	10/1/2016	ARR	66683 Topeka, KS, Shawnee	TD	<input checked="" type="checkbox"/>		FLPD						
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TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action								
13 (cont)	<p>Then click the link in the Arrival Location.</p> <div data-bbox="349 510 1353 1019"> </div> <p>Enter the information using the chart below. When finished, click the Accept button.</p> <div data-bbox="349 1115 1310 1541"> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Country State</td><td>Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.</td></tr> <tr> <td>Zip Code/City</td><td>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.</td></tr> <tr> <td>Country/Locality</td><td>Will auto populate based on the data entered in the previous fields.</td></tr> </tbody> </table>	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.
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Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

<div>Step13(cont)</div>	<div><div>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.</div><div><div><div>BEAR, COASTIE TONO: 1317111AAA000000</div><div>Itinerary<div>View: Traveler</div></div><div><table><thead><tr><th>Date</th><th></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><th></th><th></th></tr></thead><tbody><tr><td>10/1/2016 10/1/2016</td><td>DEP ARR</td><td>63102 Saint Louis, MO, St Louis City 66683 Topeka, KS, Shawnee</td><td>PA TD</td><td><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/> FFLT</td><td>CQ</td><td>CM</td><td>75</td><td>91.00</td><td>0.00</td><td>309</td><td></td><td></td></tr></tbody></table><div><div><div>Departure Date: 12/31/2016</div><div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div><div>Method of Transportation: PA - Private Auto</div><div><input type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 12/31/2016</div><div>Arrival Location (click to edit): 63101 Saint Louis, MO, St Louis City</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div>Method of Reimbursement:</div><div>ME: 54.00</div><div>Meals:</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 310</div></div></div><div><div>Accept Leg</div><div>Cancel Changes</div></div></div></div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles			10/1/2016 10/1/2016	DEP ARR	63102 Saint Louis, MO, St Louis City 66683 Topeka, KS, Shawnee	PA TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FFLT	CQ	CM	75	91.00	0.00	309																	
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<div>14</div>	<div><div>The second leg of the Itinerary is complete and will display at the top of the page. Click the Accept Changes button.</div><div><div><div>BEAR, COASTIE TONO: 1317111AAA000000</div><div>Itinerary<div>View: Traveler</div></div><div><table><thead><tr><th>Date</th><th></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><th></th><th></th></tr></thead><tbody><tr><td>10/1/2016 10/1/2016</td><td>DEP ARR</td><td>63102 Saint Louis, MO, St Louis City 66683 Topeka, KS, Shawnee</td><td>PA TD</td><td><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/> FLPD</td><td></td><td>CM</td><td>0</td><td>91.00</td><td>0.00</td><td>309</td><td>Edit Insert</td><td>Del</td></tr><tr><td>12/31/2016 12/31/2016</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 63101 Saint Louis, MO, St Louis City</td><td>PA MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/> NLG</td><td></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>310</td><td>Edit Insert</td><td>Del</td></tr></tbody></table><div><div>Add Leg</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div></div></div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles			10/1/2016 10/1/2016	DEP ARR	63102 Saint Louis, MO, St Louis City 66683 Topeka, KS, Shawnee	PA TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FLPD		CM	0	91.00	0.00	309	Edit Insert	Del	12/31/2016 12/31/2016	DEP ARR	66683 Topeka, KS, Shawnee 63101 Saint Louis, MO, St Louis City	PA MC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NLG			0	0.00	0.00	310	Edit Insert	Del
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<div>15</div>	<div><div>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.</div><div><div><div>System Notification</div><div>WarningThe following date ranges may be covered under the rules governing Long Term Flat Rate Per Diem 10/1/2016 to 12/31/2016</div><div>OK</div></div></div></div>																																													

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TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action																																																																	
16	<p>The Itinerary tab will display. Click the Next button.</p> <div><p>BEAR, COASTIE View: Traveler</p><p style="text-align: center;">Temporary Duty Trip</p><div><p>TONO: 1317111AAA000000 Proceed Date: 10/1/2016</p><p>Type of order: Doc Type 13 Number of Days: 92</p><p style="text-align: right;">End Date: 12/31/2016</p></div><div><p>What's Authorized Itinerary Reimbursables</p><p>Duration of travel: Greater than or equal to 24 hours</p><table border="1"><thead><tr><th>Date</th><th></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>10/1/2016</td><td>DEP</td><td>63102 Saint Louis, MISSOURI</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/> FFLT</td><td>CQ</td><td>CM</td><td>75</td><td>91.00</td><td>0.00</td><td>309</td></tr><tr><td>10/1/2016</td><td>ARR</td><td>66683 Topeka, KANSAS</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>12/31/2016</td><td>DEP</td><td>66683 Topeka, KANSAS</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>310</td></tr><tr><td>12/31/2016</td><td>ARR</td><td>63101 Saint Louis, MISSOURI</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><p style="text-align: right;">Add / Edit Trip Itinerary</p><div><p>Back Next Accept Changes Cancel Help</p></div></div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	10/1/2016	DEP	63102 Saint Louis, MISSOURI	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/> FFLT	CQ	CM	75	91.00	0.00	309	10/1/2016	ARR	66683 Topeka, KANSAS	TD	<input checked="" type="checkbox"/>									12/31/2016	DEP	66683 Topeka, KANSAS	PA	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	310	12/31/2016	ARR	63101 Saint Louis, MISSOURI	MC	<input type="checkbox"/>								
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17	<p>The Reimbursables tab will display. Click the Add/Edit Trip Expenses button to enter any anticipated reimbursable expenses.</p> <div><p>BEAR, COASTIE View: Traveler</p><p style="text-align: center;">Temporary Duty Trip</p><div><p>TONO: 1317111AAA000000 Proceed Date: 10/1/2016</p><p>Type of order: Doc Type 13 Number of Days: 92</p><p style="text-align: right;">End Date: 12/31/2016</p></div><div><p>What's Authorized Itinerary Reimbursables</p><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Amount</th></tr></thead><tbody></tbody></table><p style="text-align: right;">Add / Edit Trip Expenses</p><div><p>Back Accept Changes Cancel Help</p></div></div></div>	Date	Description	Amount																																																														
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Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action										
19	<p>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.</p> <div><div>BEAR, COASTIE TONO: 1317111AAA000000</div><div>Reimbursable Expenses</div><div>View: Traveler</div><table><tr><th>Date</th><th>Description</th><th>Amount</th><th></th><th></th></tr><tr><td>10/1/2016</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>7.50</td><td>Edit</td><td>Delete</td></tr></table><div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div><div>Add Expense</div></div></div>	Date	Description	Amount			10/1/2016	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	7.50	Edit	Delete
Date	Description	Amount									
10/1/2016	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	7.50	Edit	Delete							
20	<p>The Reimbursables tab will display. The expense entered will be listed. Click the Accept Changes button.</p> <div><div>BEAR, COASTIE</div><div>Temporary Duty Trip</div><div>View: Traveler</div><div><div>TONO: 1317111AAA000000</div><div>Proceed Date: 10/1/2016</div><div>Type of order: Doc Type 13</div><div>Number of Days: 92</div><div>End Date: 12/31/2016</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Reimbursables</div></div><table><tr><th>Date</th><th>Description</th><th>Amount</th></tr><tr><td>10/1/2016</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>7.50</td></tr></table><div><div>Add / Edit Trip Expenses</div></div><div><div>Back</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Description	Amount	10/1/2016	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	7.50				
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10/1/2016	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	7.50									

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TDY – Long Term Authorization, Continued

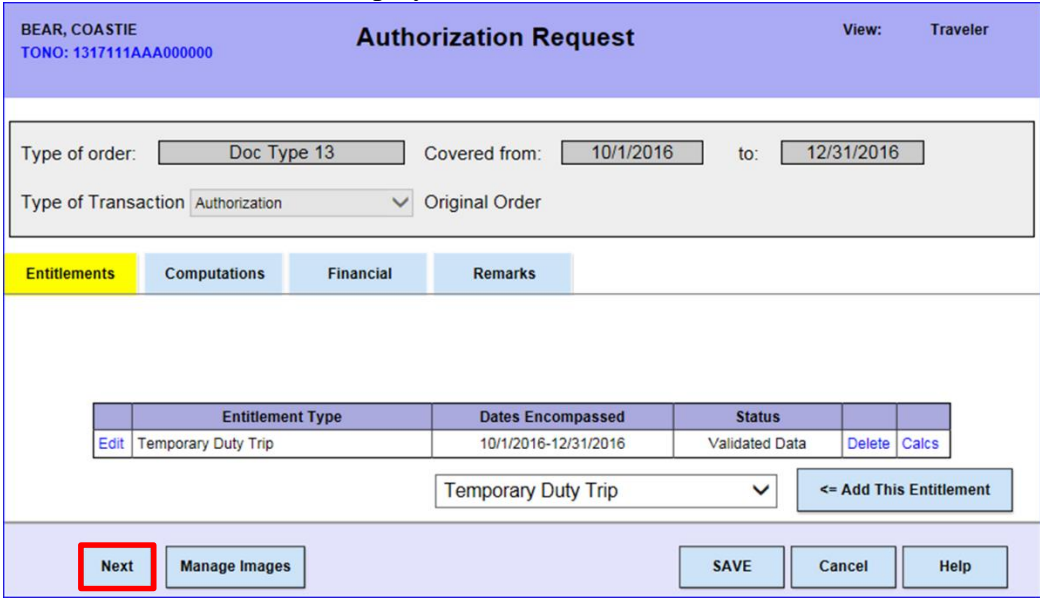
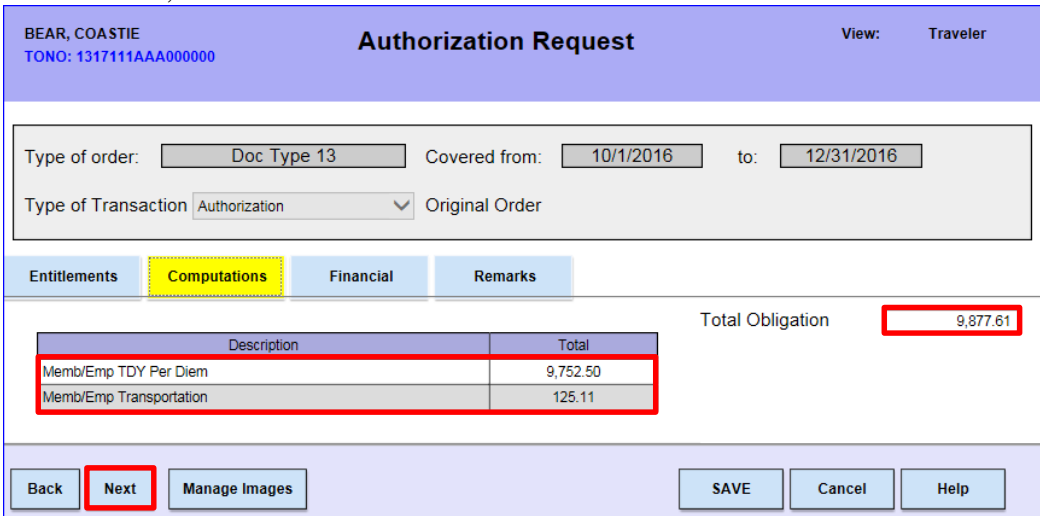
Procedures,
continued

Step	Action												
21	<p>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.</p> <div> <div> BEAR, COASTIE TONO: 1317111AAA000000 </div> <div> Authorization Request </div> <div> View: Traveler </div> </div> <div> Type of order: Doc Type 13 Covered from: 10/1/2016 to: 12/31/2016 Type of Transaction: Authorization Original Order </div> <div> Entitlements Computations Financial Remarks </div> <table border="1"> <thead> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>Edit</td><td>Temporary Duty Trip</td><td>10/1/2016-12/31/2016</td><td>Validated Data</td><td>Delete</td><td>Calcs</td></tr> </tbody> </table> <div> Temporary Duty Trip </div> <div> Next Manage Images SAVE Cancel Help </div>		Entitlement Type	Dates Encompassed	Status			Edit	Temporary Duty Trip	10/1/2016-12/31/2016	Validated Data	Delete	Calcs
	Entitlement Type	Dates Encompassed	Status										
Edit	Temporary Duty Trip	10/1/2016-12/31/2016	Validated Data	Delete	Calcs								

Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action
22	<p>The Entitlements tab will display. Click the Next button to continue.</p> 
23	<p>The Computations tab will display. The total anticipated expenses for the travel will be broken down into categories.</p> <p>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.</p> <p>After review, click the Next button.</p> 

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TDY – Long Term Authorization, Continued

Procedures,
continued

Step

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Action

The Financial tab will display. Click the **Add/Modify Accounting** button.

BEAR, COASTIE
TONO: 1317111AAA000000

Authorization Request

View: Traveler

Type of order: Doc Type 13

Covered from: 10/1/2016

to: 12/31/2016

Type of Transaction: Authorization

Original Order

Entitlements

Computations

Financial

Remarks

Db/Cr	Classification String	Amount
<div>Add/Modify Accounting</div>		

Back

Next

Manage Images

SAVE

Cancel

Help

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.

BEAR, COASTIE
TONO: 1317111AAA000000

CG Accounting

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	A/c	ProgEle	CstAct	Obj	Amount
TONO	AG	RD	APPR	Limit	ALLT	ALC	ProgEle	CstAct	Obj	Amount
1317111AAA000000	2	P	101	179	30	0	PP	47400	2103	0.00

Copy First Line

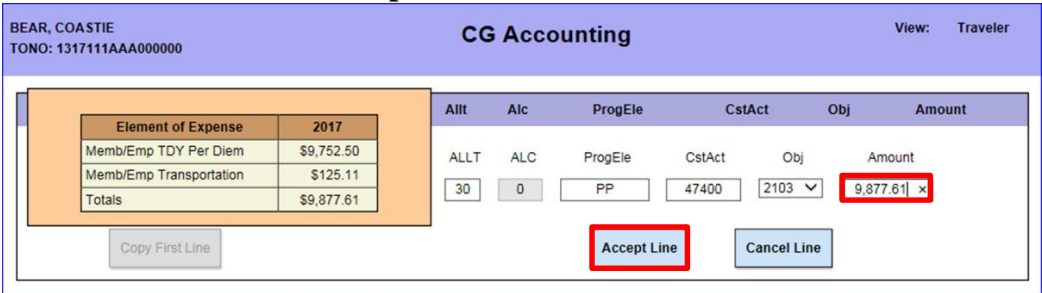
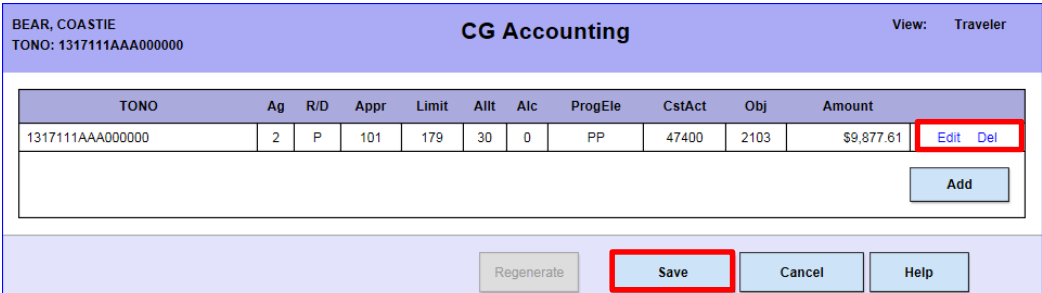
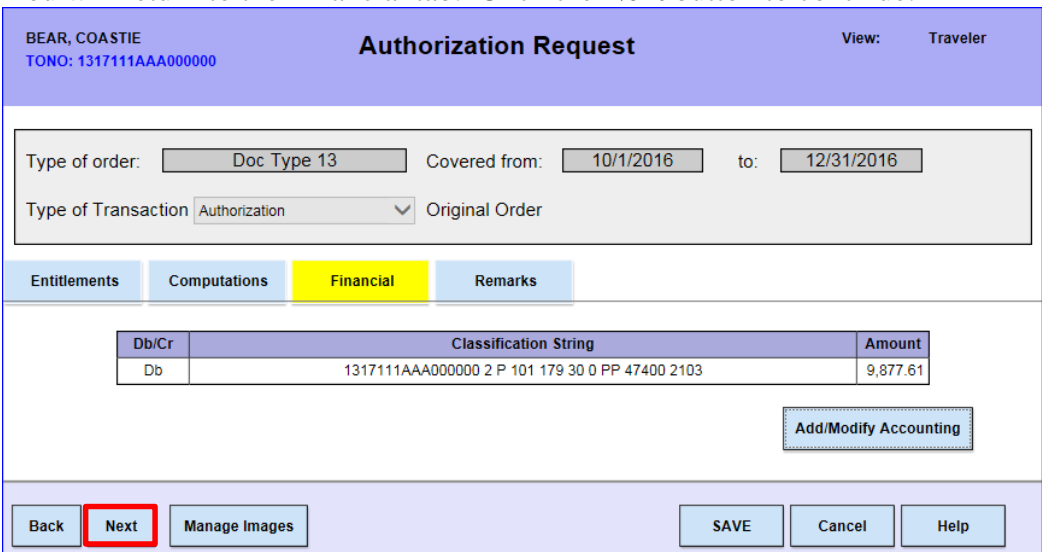
Accept Line

Cancel Line

Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action
26	<p>The LOA will be recorded and will identify the total cost calculated for travel. When finished, click the Accept Line button.</p>  <p>The screenshot shows the 'CG Accounting' screen for BEAR, COASTIE with TONO: 1317111AAA000000. It features a table with 'Element of Expense' and '2017' amounts. Below this table, the 'Accept Line' button is highlighted with a red box. Other buttons like 'Copy First Line' and 'Cancel Line' are also visible.</p>
27	<p>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.</p>  <p>The screenshot shows the 'CG Accounting' screen with a table listing travel expenses. The 'Edit' and 'Del' buttons next to the first row are highlighted in red. At the bottom, the 'Save' button is also highlighted in red.</p>
28	<p>You will return to the Financial tab. Click the Next button to continue.</p>  <p>The screenshot shows the 'Authorization Request' screen. It includes fields for 'Type of order', 'Covered from', and 'to'. Below these, there are tabs for 'Entitlements', 'Computations', 'Financial', and 'Remarks'. The 'Financial' tab is selected. At the bottom, the 'Next' button is highlighted in red.</p>

Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

Step

29

Action

The Remarks tab will display. Enter any **Remarks** for the orders. When finished, click the **Save** button.

BEAR, COASTIE

TONO: 1317111AAA000000

Authorization Request

View: Traveler

Type of order: Doc Type 13

Covered from: 10/1/2016

to: 12/31/2016

Type of Transaction Authorization

Original Order

Entitlements

Computations

Financial

Remarks

Voucher Remarks:

LT TDY AT PPC TOPEKA FOR RESERVE T10 SUPPORT

Back

Manage Images

SAVE

Cancel

Help

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.

BEAR, COASTIE

T-PAX Inbox

View: Traveler

[Reservations]

[Regulations]

[Currency]

Profile and History » Create New » Tools » Help » Logout

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amou
<input checked="" type="checkbox"/>	1317111AAA000000	Authorization	10/1/2016	12/31/2016	Doc Type 13	BEAR, COASTIE T.		Entered into T-PAX	2/6/2017	Traveler	66683 Topeka, KS	1100217744	\$9,877. (est)

Release for Approval

Print

View / Modify

Delete

Help

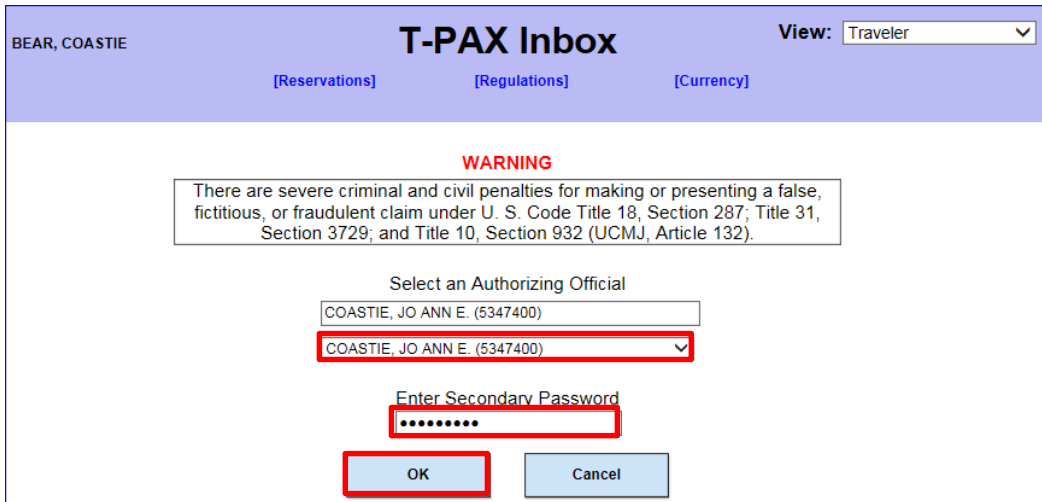
Retrieve


Find

Continued on next page

TDY – Long Term Authorization, Continued

Procedures,
continued

Step	Action
31	<p>Click the Select an Authorizing Official drop-down and select the unit Approving Official. Enter your Secondary Password, then click the OK button.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, there's a header with 'BEAR, COASTIE' and 'T-PAX Inbox'. Below the header are links for '[Reservations]', '[Regulations]', and '[Currency]'. A 'View:' dropdown is set to 'Traveler'. A red 'WARNING' box contains text about criminal and civil penalties. Below the warning, there's a 'Select an Authorizing Official' section with a dropdown menu showing 'COASTIE, JO ANN E. (5347400)'. Below that is an 'Enter Secondary Password' field with masked characters. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.</p>

32	<p>The Authorization will update to Awaiting AO Approval and the status date. Logout of TPAX.</p>  <p>The screenshot shows the T-PAX Inbox interface with a table of authorizations. The table has 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 'Status' column for the first row is highlighted with a red box, showing 'Awaiting AO Approval'.</p> <table> <tr> <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> <tr> <td>1317111AAA000000</td><td>Authorization</td><td>10/1/2016</td><td>12/31/2016</td><td>Doc Type 13</td><td>BEAR, COASTIE T.</td><td>COASTIE, JO ANN</td><td>Awaiting AO Approval</td><td>2/6/2017</td><td>Traveler</td><td>66683 Topeka, KS</td><td>1100217744</td><td>\$163.3 (est)</td></tr> </table>	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	1317111AAA000000	Authorization	10/1/2016	12/31/2016	Doc Type 13	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	2/6/2017	Traveler	66683 Topeka, KS	1100217744	\$163.3 (est)
TONO	Type of Request	Start Date	End Date	Category	Created By	Auth Official	Status	Status Date	Origin	Arrive At	Request ID	Amount															
1317111AAA000000	Authorization	10/1/2016	12/31/2016	Doc Type 13	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	2/6/2017	Traveler	66683 Topeka, KS	1100217744	\$163.3 (est)															