# TDY Settlement – No Authorization

**Introduction**

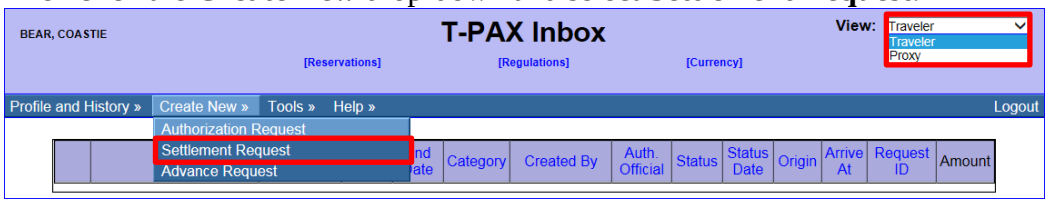
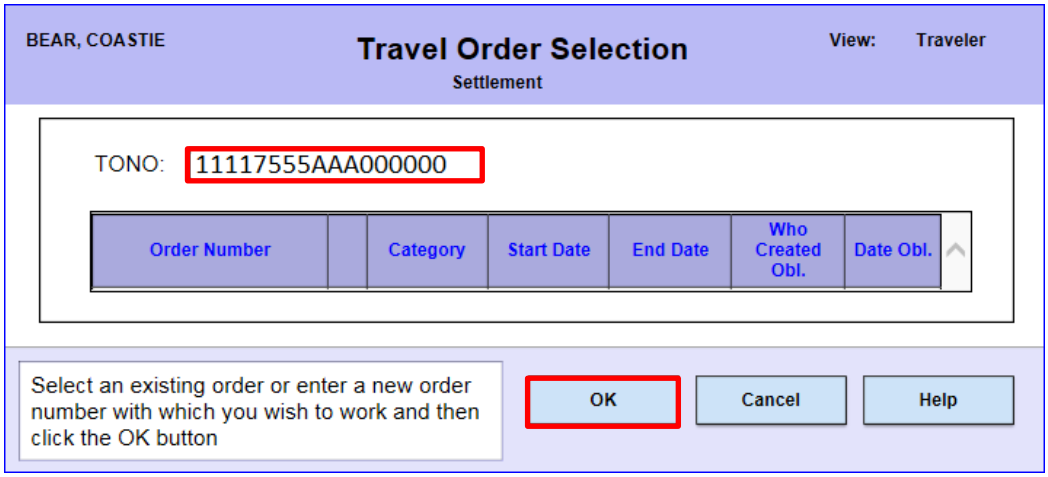
This guide provides the procedures for entering a TDY Settlement where no previous Authorization was entered in TPAX.

**Before you Begin**

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

After completing a settlement, you will be required to attach a scanned document file containing an image of the Original Authorization and all required receipts. It is recommended **BEFORE YOU BEGIN** the settlement, to complete the required scan file to attach to the claim before forwarding to the AO for approval.

**Procedures**

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

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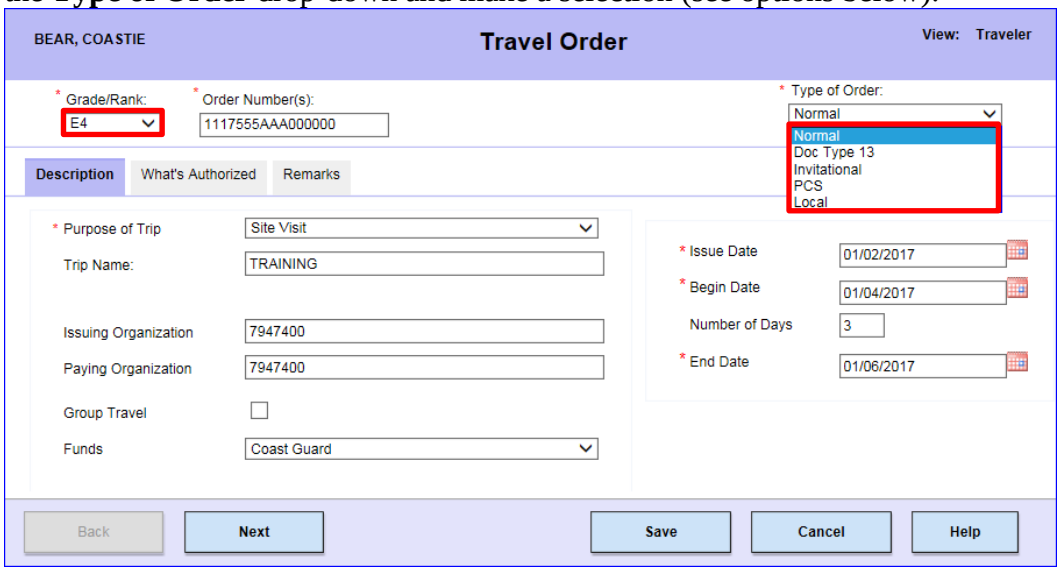
**Procedures**,
continued

| Step | Action |
|---|---|
| **4** | The Travel Order section will display.<br><br>Select the **Grade/Rank** drop-down and select your current paygrade. Then click the **Type of Order** drop-down and make a selection (see options below).<br>  <br><br><br>**Type of Order** / **Description**<br>Normal — Default option. For most TDY orders, leave at this default setting.<br>Doc Type 13 — Used if creating authorization where multiple claims will be submitted for the orders.<br>Invitational — Used if creating one time Invitational Orders.<br>PCS — Used if creating a PCS Settlement<br>Local — Used if submitting a local travel claim. |

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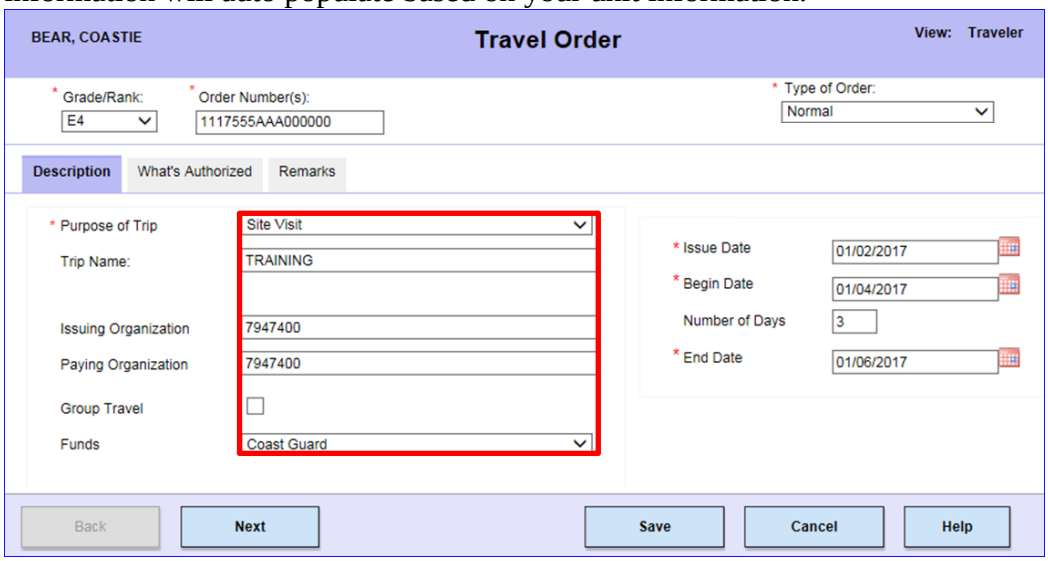
**Procedures**,
continued

| Step | Action |
|---|---|
| **4 (cont)** | Complete the next section of information (see options below). Some information will auto populate based on your unit information. |




| 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 settlement. |
| Issuing Organization/ Paying Organization | Defaults to your permanent duty station Operating Facilities Code. |
| Group Travel | Check the box if the settlement is for Group Travel. |
| Funds | Defaults to Coast Guard. In most cases leave at the default option. |

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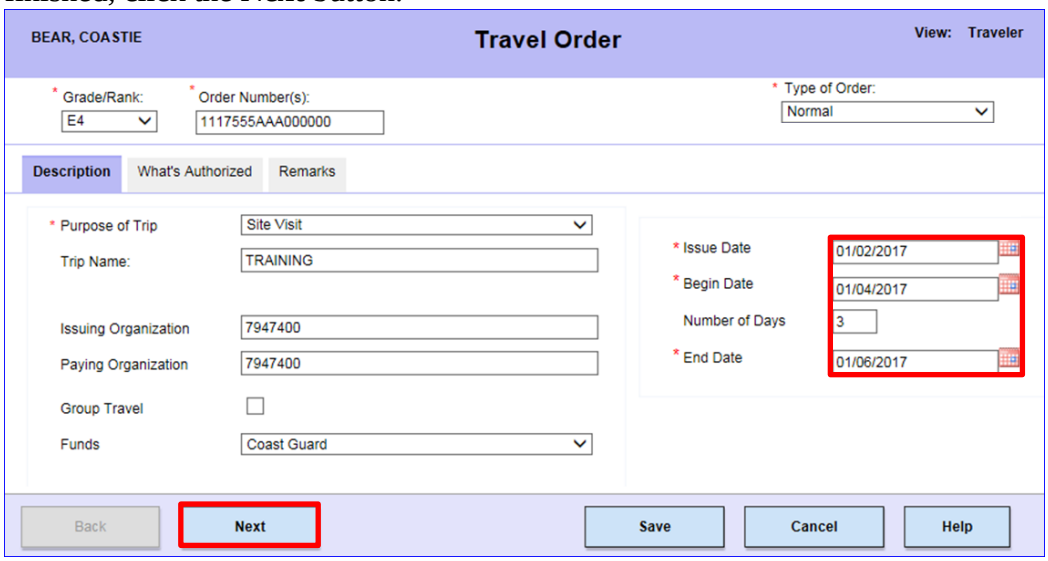
**Procedures**,
continued

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




| Field | Description |
|---|---|
| Issue Date | Defaults to current date. Enter the date the authorization for travel 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 populated. Or enter the travel end date which will auto populate the Number of Days in the previous field. |

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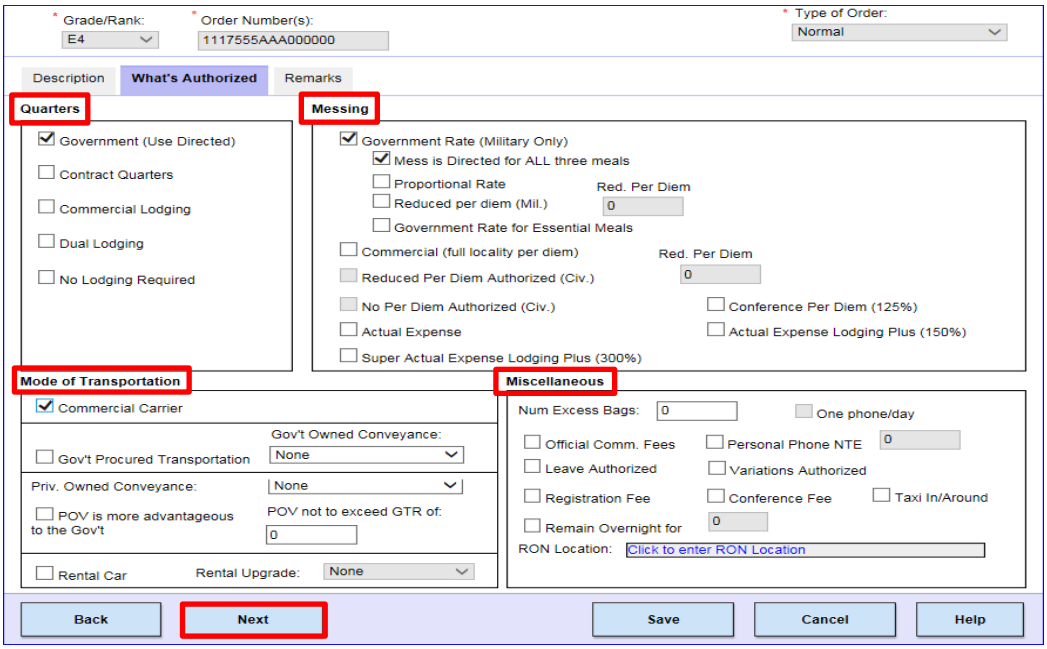
**Procedures**,
continued

| 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. |

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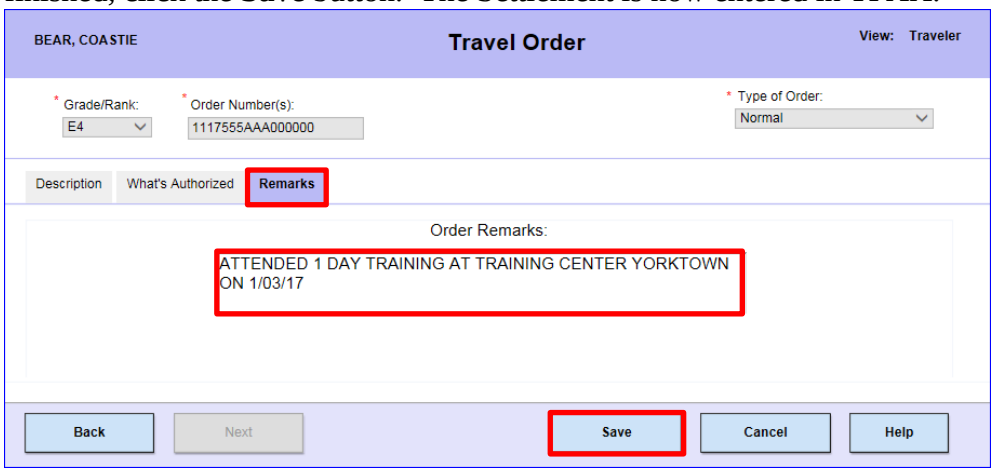
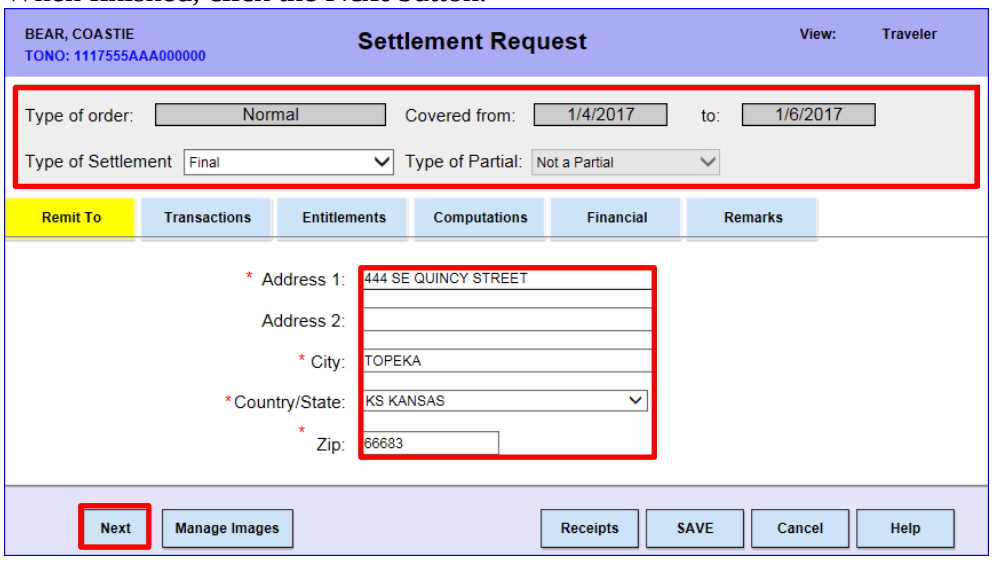
**Procedures**,
continued

| Step | Action |
|---|---|
| **6** | The Remarks tab will display. Enter any **Remarks** to be recorded. When finished, click the **Save** button. The Settlement is now entered in TPAX.   |
| **7** | The Settlement Request page will display. The top section will default the type of order and the inclusive dates of the travel. The **Type of Settlement** default identifies this as a Final settlement submission.<br><br>The **Remit To** tab identifies the unit address recorded in TPAX. If this is incorrect, you may overtype the correct address. It is suggested that when completing this settlement, you return to the Profile section and edit the address.<br><br>When finished, click the **Next** button.   |

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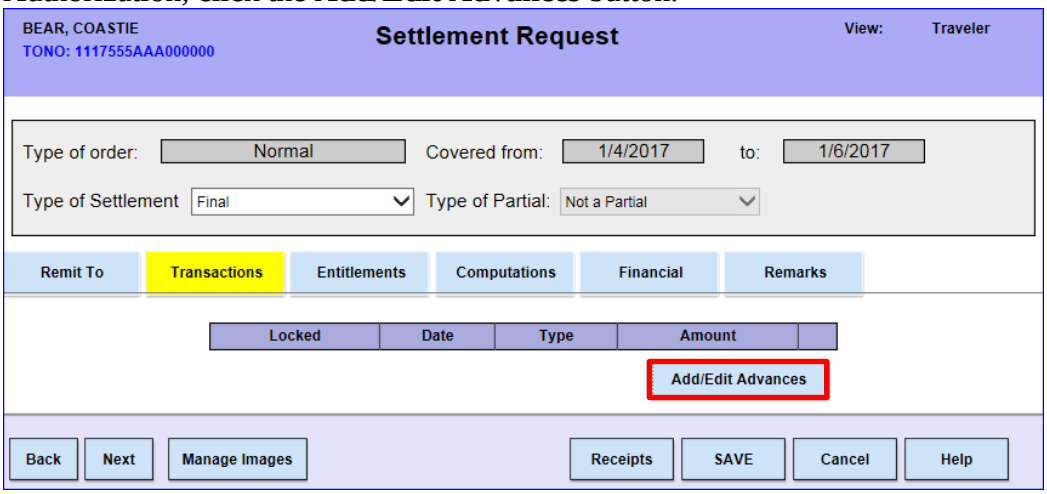
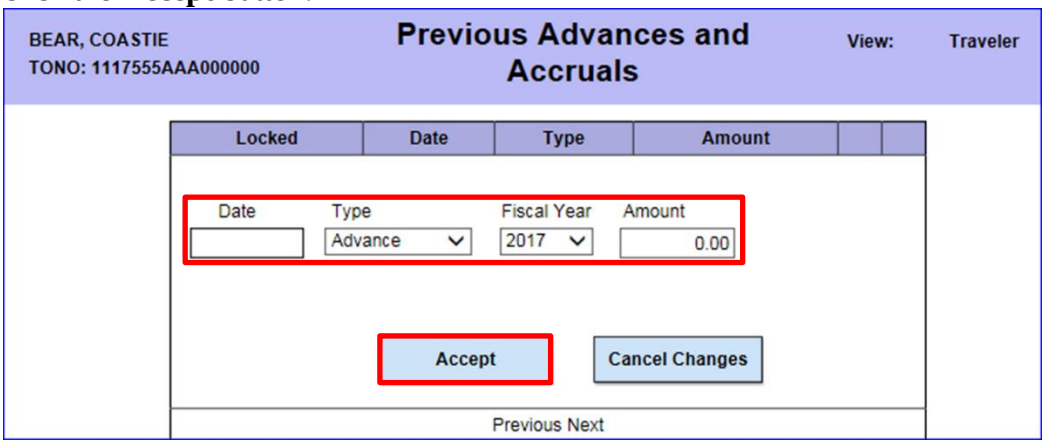
**Procedures**,
continued

| Step | Action |
|---|---|
| **8** | The Transactions tab will display. If you had previously received any advance payment for these orders it would be displayed. If no advance was received, skip to Step 10. To enter an advance received after approval of the Authorization, click the **Add/Edit Advances** button.   |
| **9** | Enter the **Date**, **Type**, **Fiscal Year** and **Amount** of the advance. When finished, click the **Accept** button.   |

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**Procedures,**
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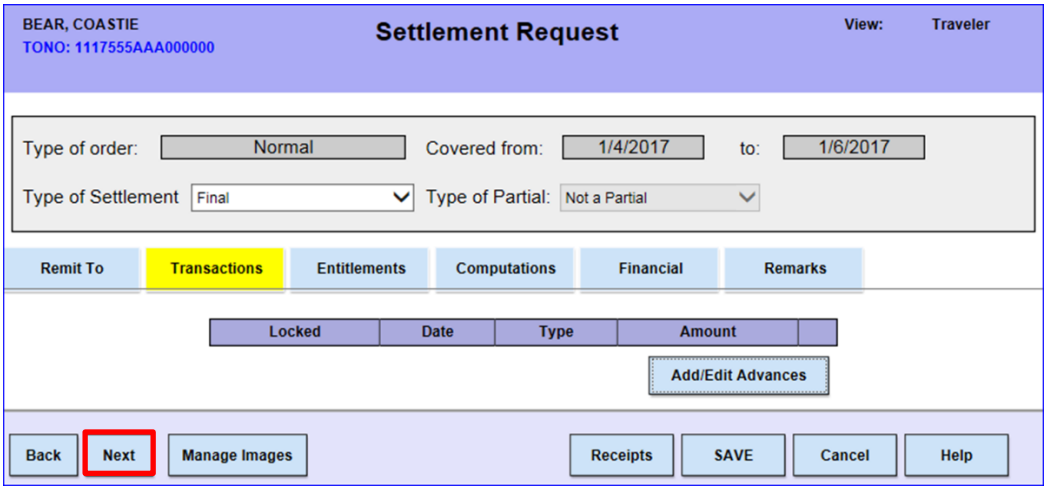
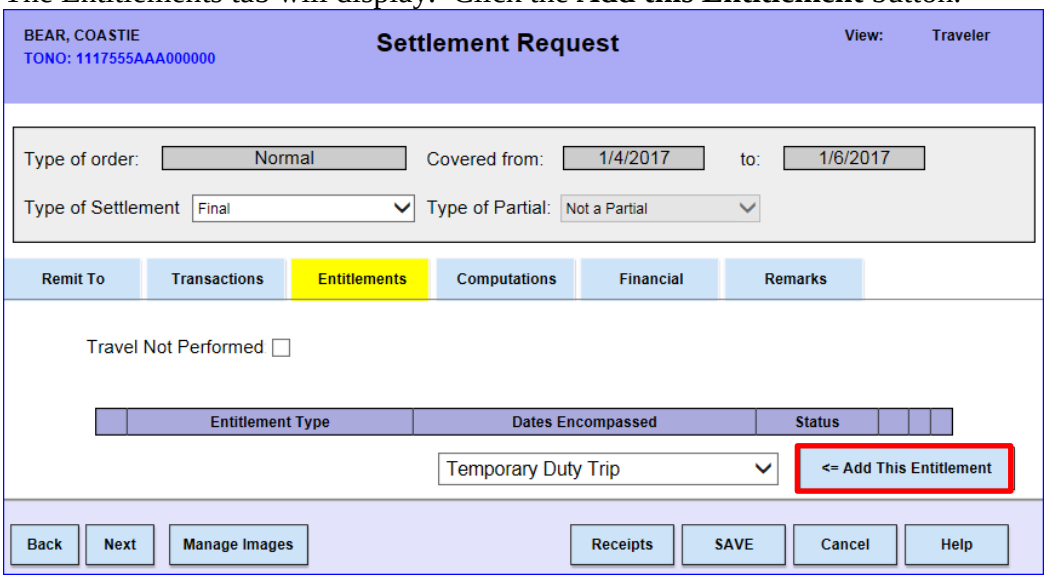
| Step | Action |
|---|---|
| **10** | You will return to the Transactions tab. Click the **Next** button to continue.<br>  <br> |
| **11** | The Entitlements tab will display. Click the **Add this Entitlement** button.<br>  <br> |

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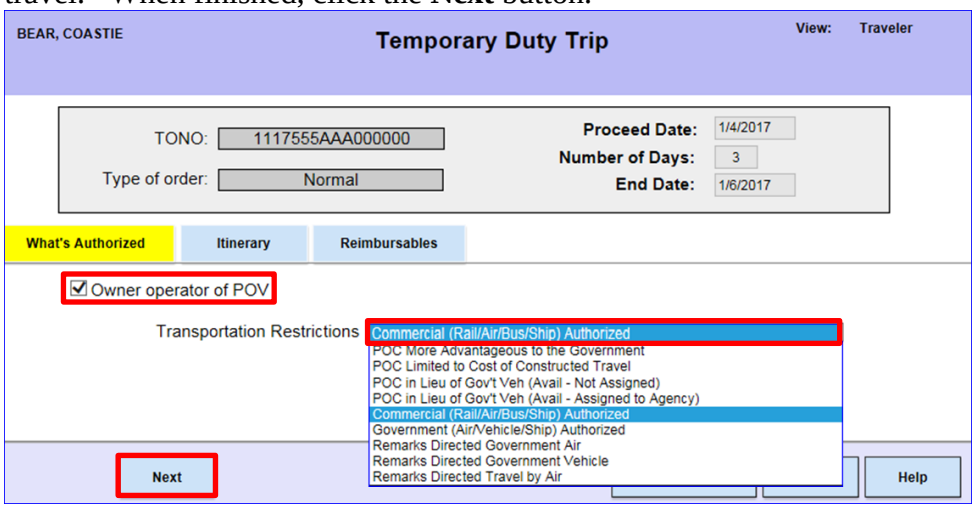
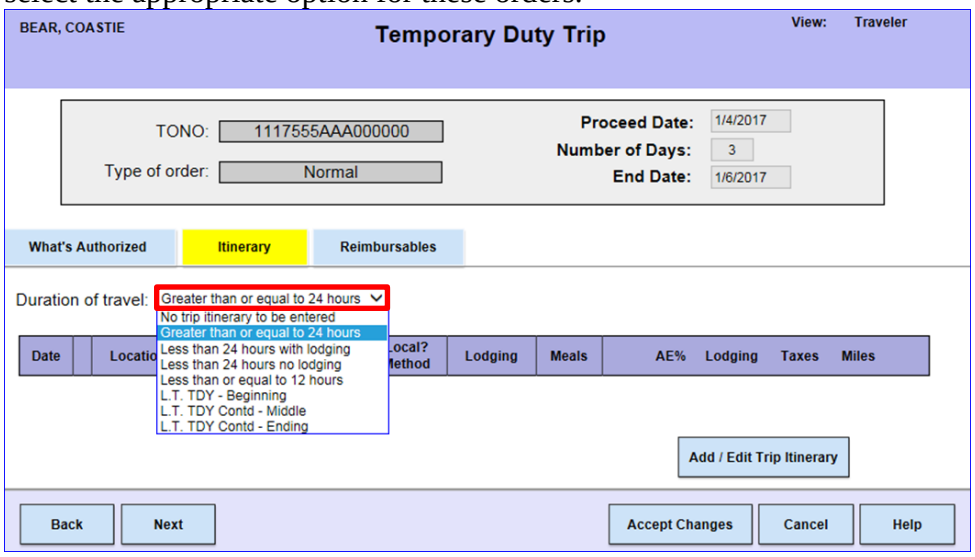
**Procedures**,
continued

| Step | Action |
|---|---|
| **12** | The What's Authorized tab will display. Enter the specific details for the settlement. The **Owner Operator of POV** box will auto check. This will ensure reimbursement for any Local Travel on these orders.<br><br>Click the **Transportation Restrictions** drop-down and select the applicable option. The travel restrictions should be identified in the authorization for travel. When finished, click the **Next** button.<br>  <br> |
| **13** | The Itinerary tab will display. Click the **Duration of Travel** drop-down and select the appropriate option for these orders.<br>  <br> |

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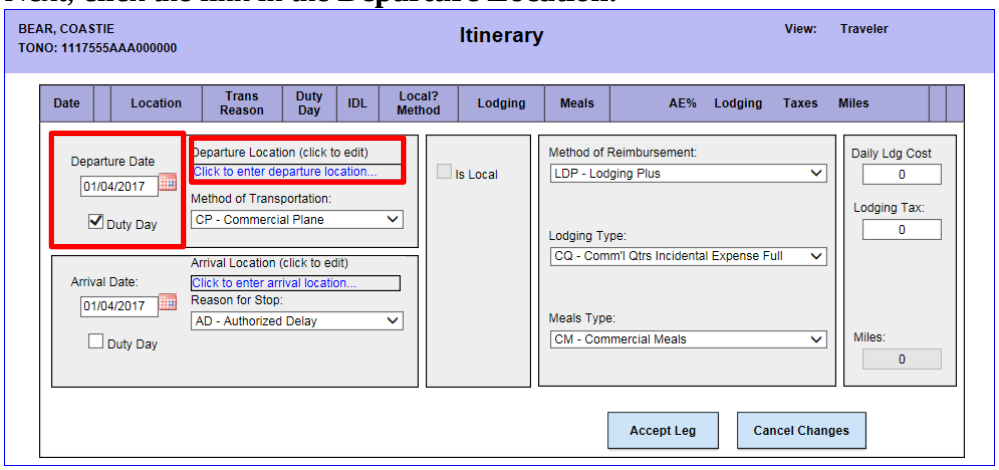
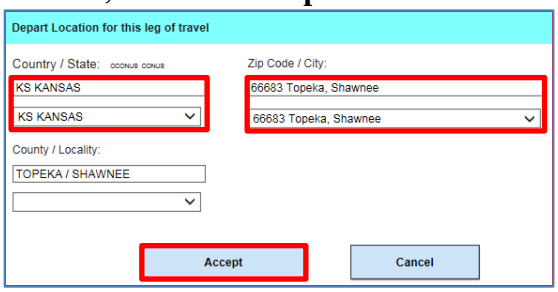
**Procedures**,
continued

| Step | Action |
|---|---|
| **14** | The Itinerary page will display. You are now ready to enter specific travel information for each leg of the travel.<br><br>The **Departure Date** will default to the date previously entered. The **Duty Day** field defaults to the correct option. Do **NOT** edit this field anywhere in the Itinerary section.<br><br>Next, click the link in the **Departure Location.**<br>  <br><br><br>Using the chart below, enter the information where the travel is to begin. When finished, click the **Accept** button.<br>  <br><br><br>**Field** — **Description**<br>Country State — Enter the two letter abbreviation for the country/state or click the drop-down and chose an option.<br>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 choose an option.<br>Country/Locality — Will auto populate based on the data entered in the previous fields. |

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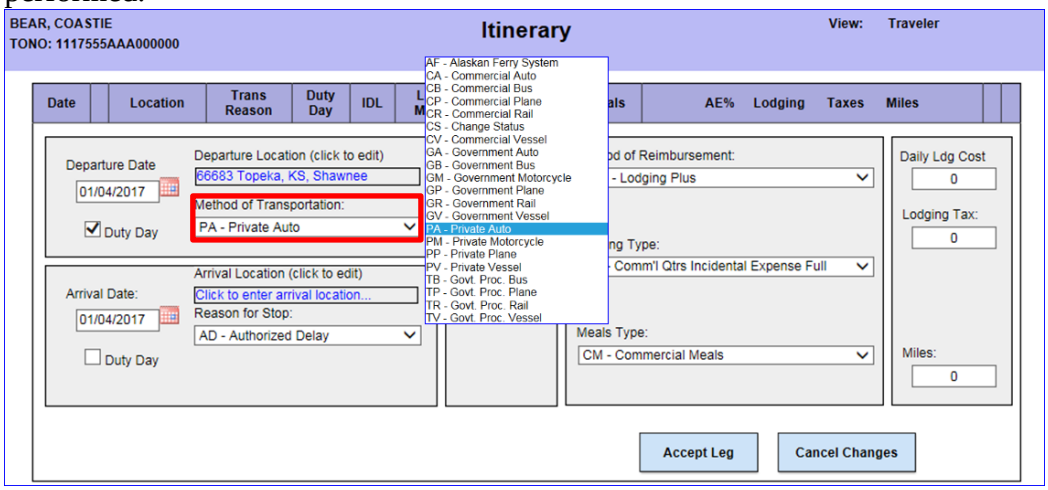
**Procedures,**
continued

| Step | Action |
|---|---|
| **15** | Click the **Method of Transportation** drop-down and select how travel will be performed.<br>  <br> |

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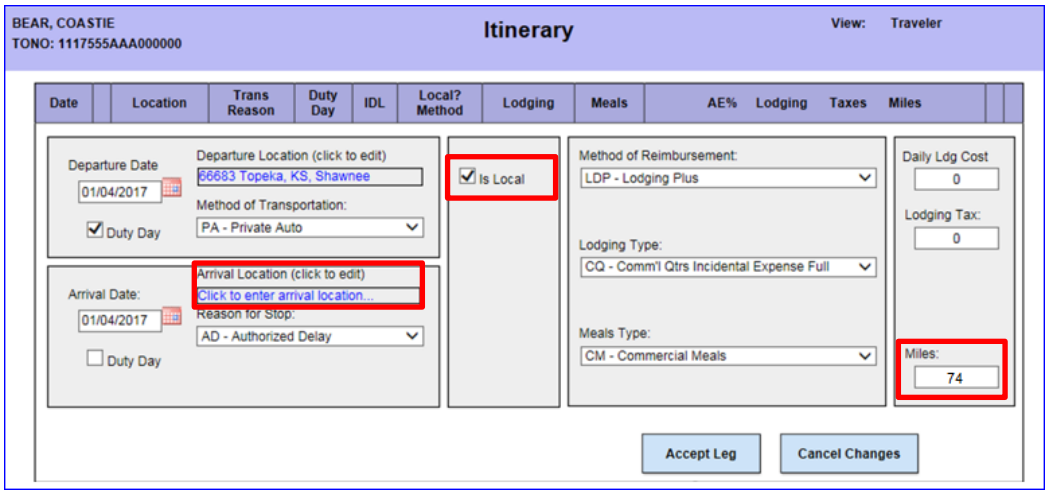
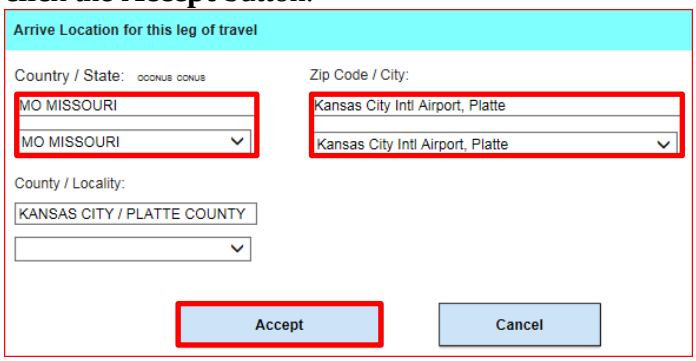
**Procedures**, continued

| Step | Action |
|---|---|
| **16** | If traveling via Private Auto, Check the **Is Local** box. This will ensure local mileage reimbursement. TPAX will calculate the number of miles authorized. Click the link in the **Arrival Location.** |




Using the chart below, enter where the first stop will take place. 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 choose an option. |
| Country/Locality | Will auto populate based on the data entered in the previous fields. |

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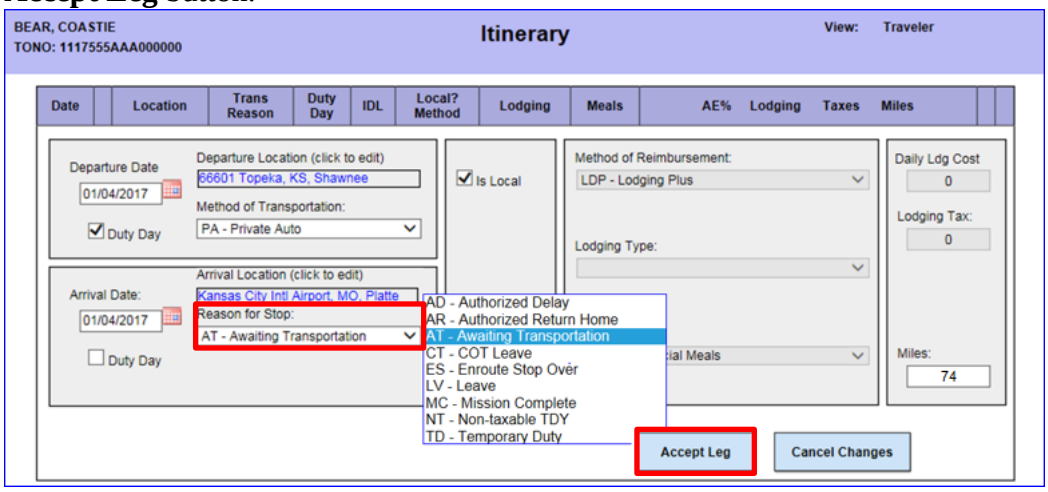
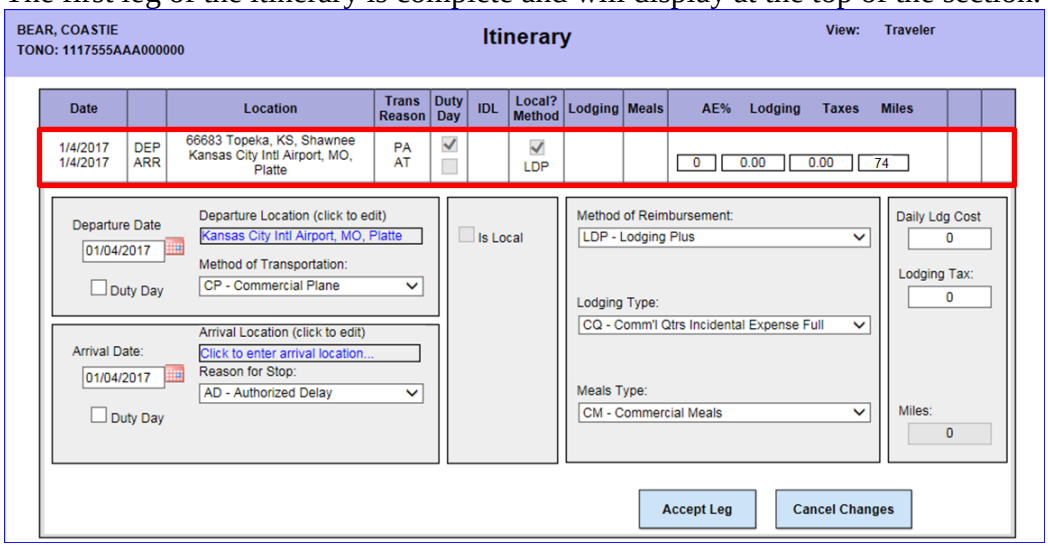
**Procedures,**
continued

| Step | Action |
|---|---|
| **17** | Click the **Reason for Stop** drop-down and chose an option. Then, click the **Accept Leg** button.   |
| **18** | The first leg of the itinerary is complete and will display at the top of the section.   |

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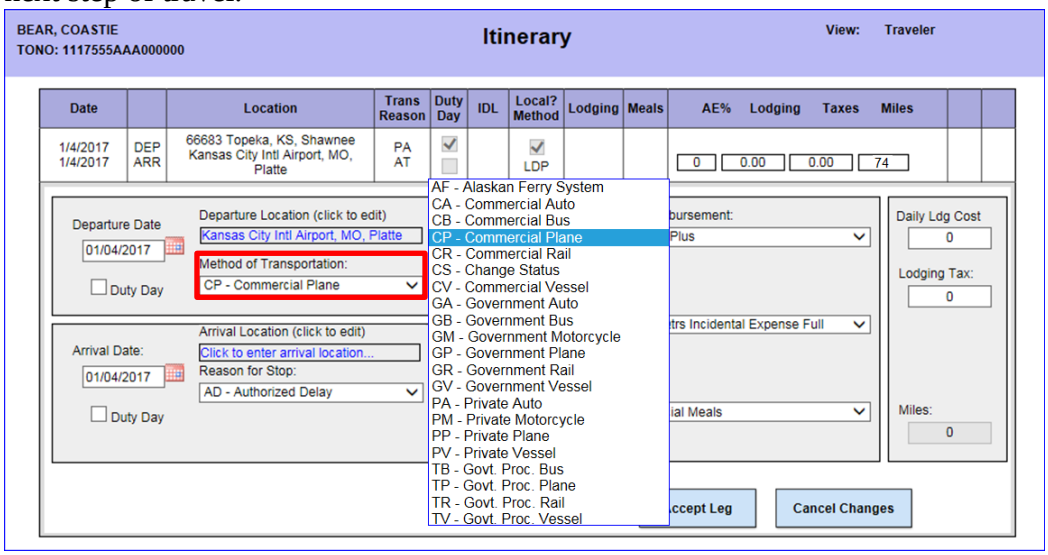
**Procedures,**
continued

| Step | Action |
|---|---|
| **19** | Click the **Method of Transportation** drop-down and select the option for the next step of travel.   |

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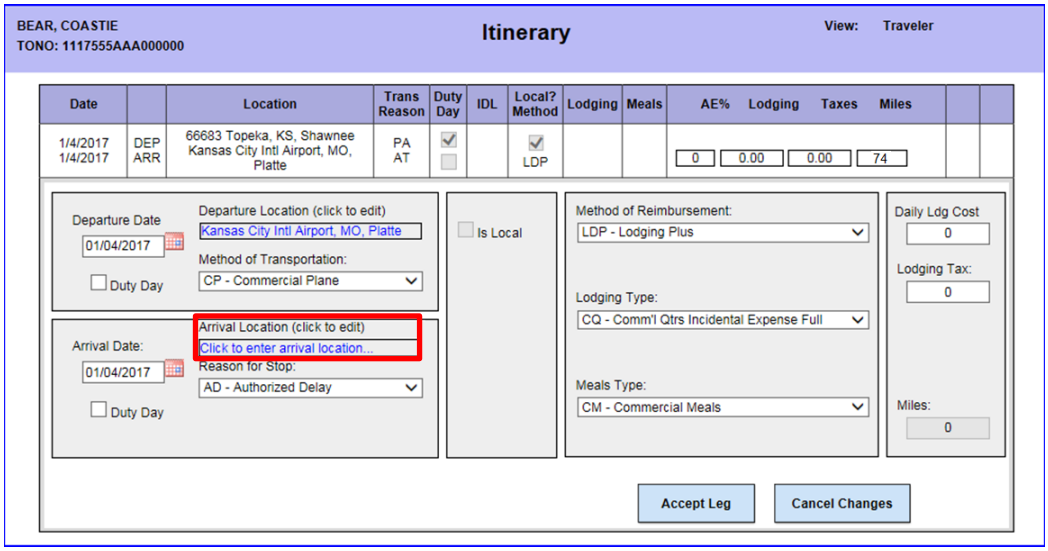
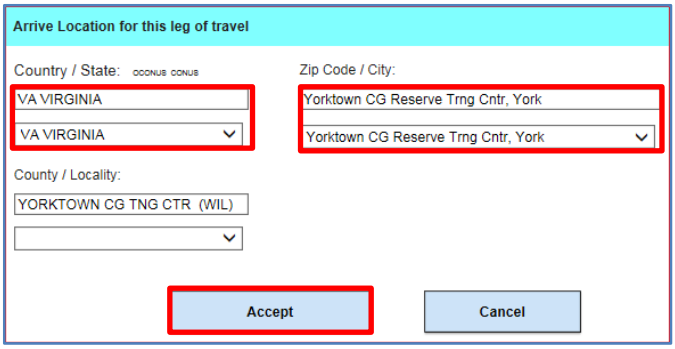
**Procedures**, continued

| Step | Action |
|---|---|
| **20** | Click the link in the **Arrival Location** section. |




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 choose an option. |
| Country/Locality | Will auto populate based on the data entered in the previous fields. |

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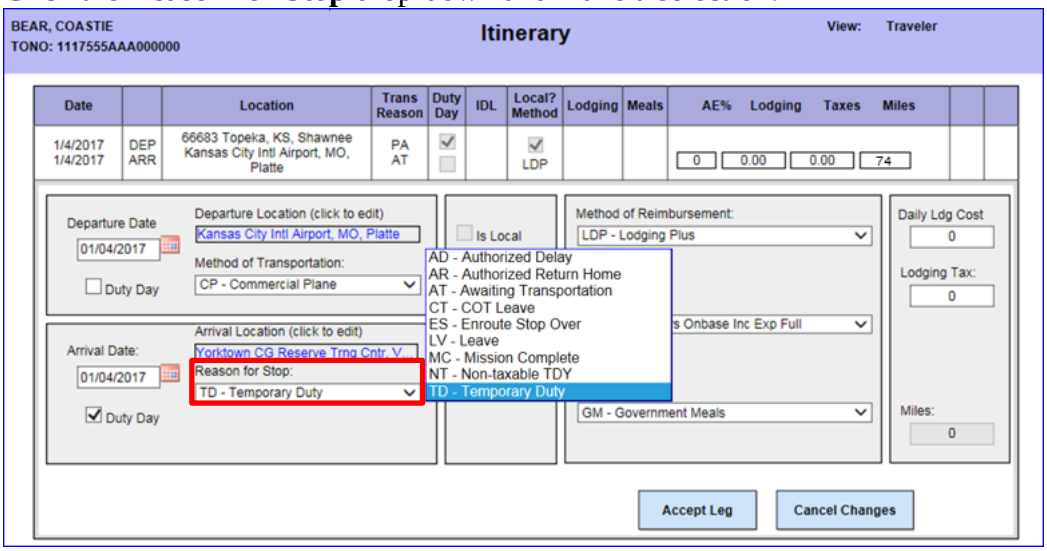
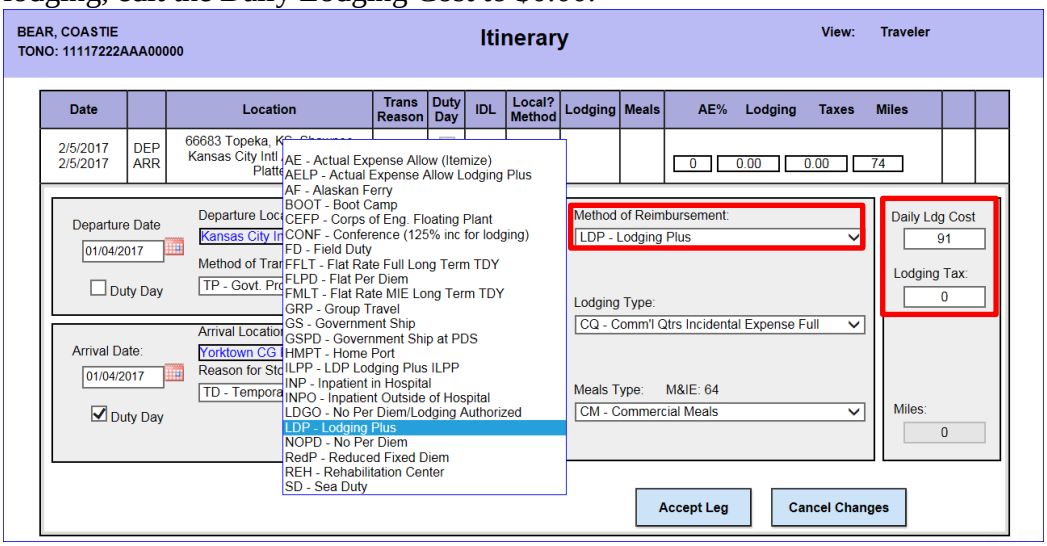
**Procedures,**
continued

| Step | Action |
|---|---|
| **21** | Click the **Reason for Stop** drop-down and make a selection.<br>  <br> |
| **22** | Click the **Method of Reimbursement** drop-down and select an option.<br><br>The **Daily Lodging Cost** will default to the current Per diem rate for the TDY location. Enter the daily **Lodging Tax** if paid. If there was no charge for lodging, edit the Daily Lodging Cost to $0.00.<br>  <br> |

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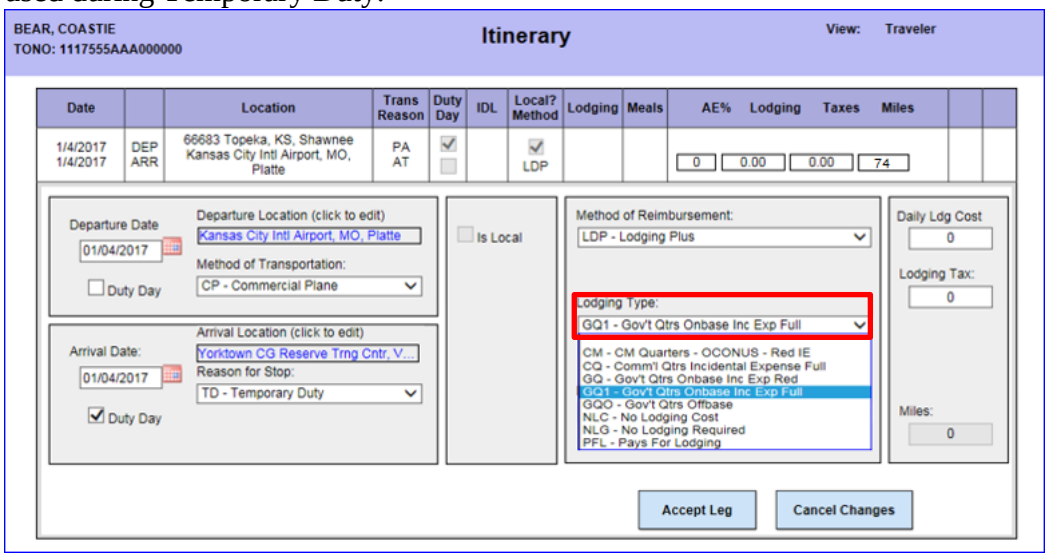
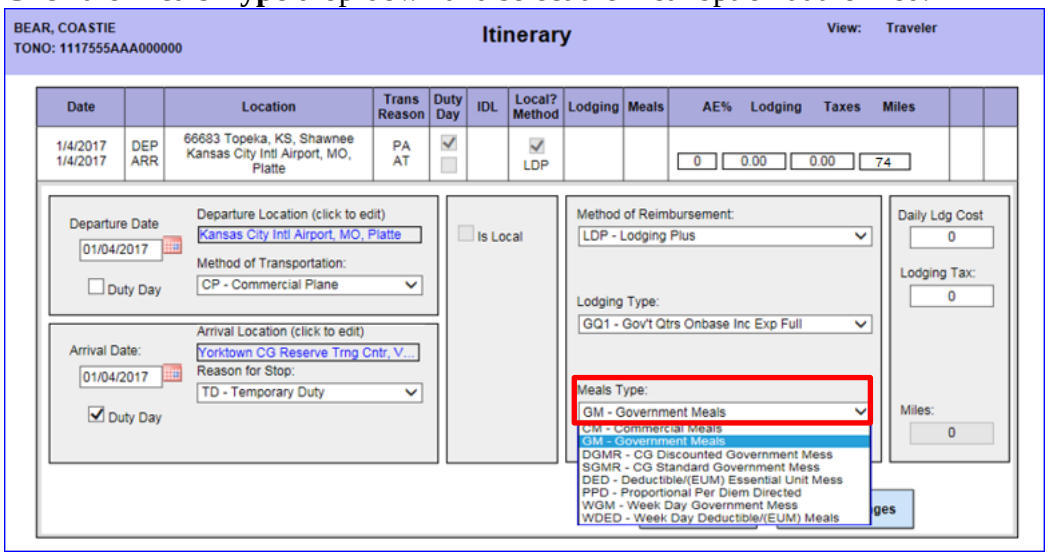
**Procedures,**
continued

| Step | Action |
|---|---|
| **23** | Next click the **Lodging Type** drop-down and select the lodging authorized and used during Temporary Duty.   |
| **24** | Click the **Meals Type** drop-down and select the meal option authorized.   |

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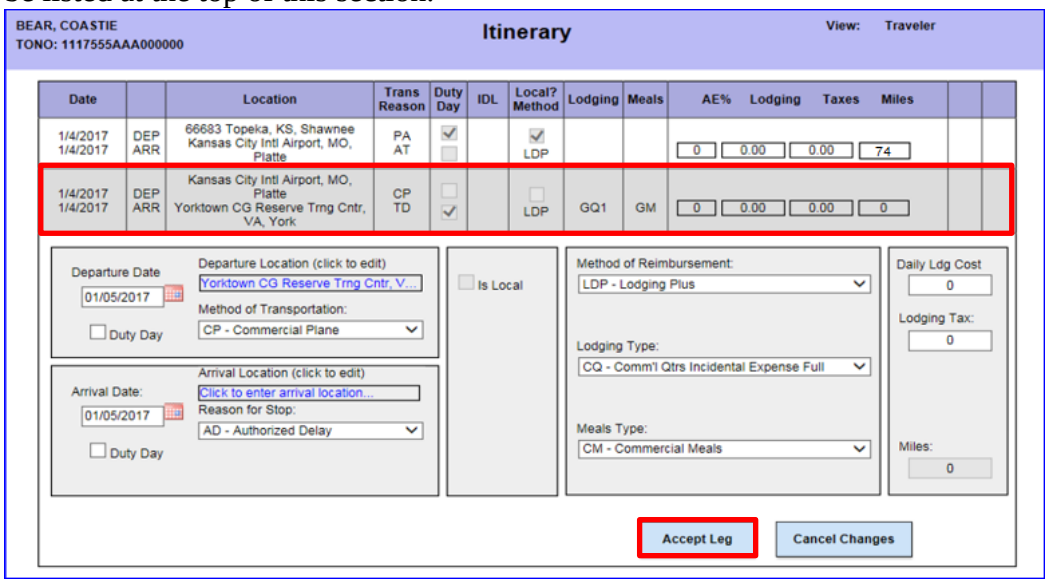
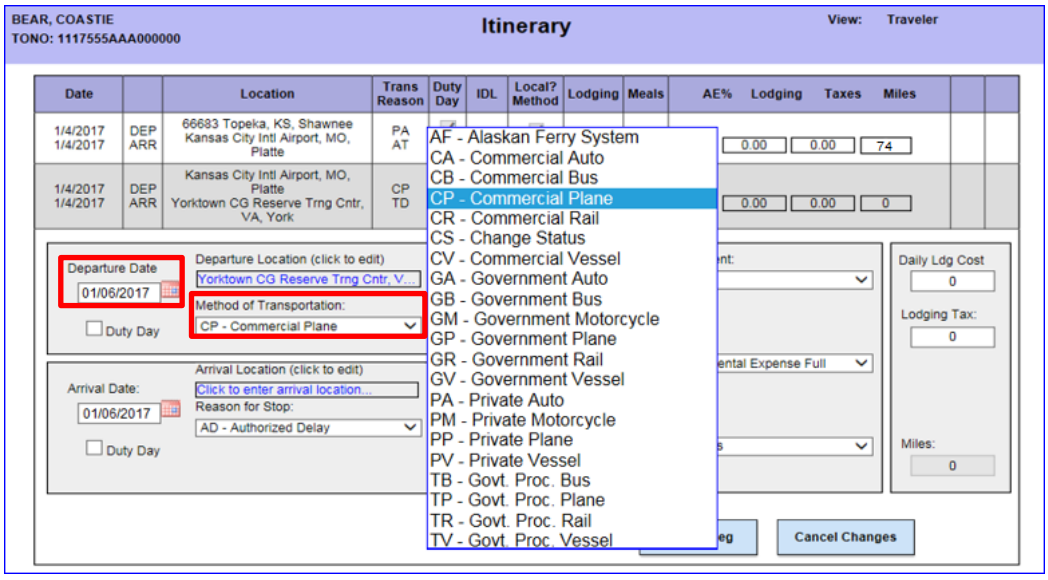
**Procedures**, continued

| Step | Action |
|---|---|
| **25** | Click the **Accept Leg** button. The second leg of the travel is completed and will be listed at the top of this section.<br>  <br> |
| **26** | Next, record the travel authorized and performed upon completion of the TDY. Ensure the **Departure Date** and **Location** display the correct information.<br><br>Click the **Method of Transportation** drop-down and select the mode of travel authorized.<br>  <br> |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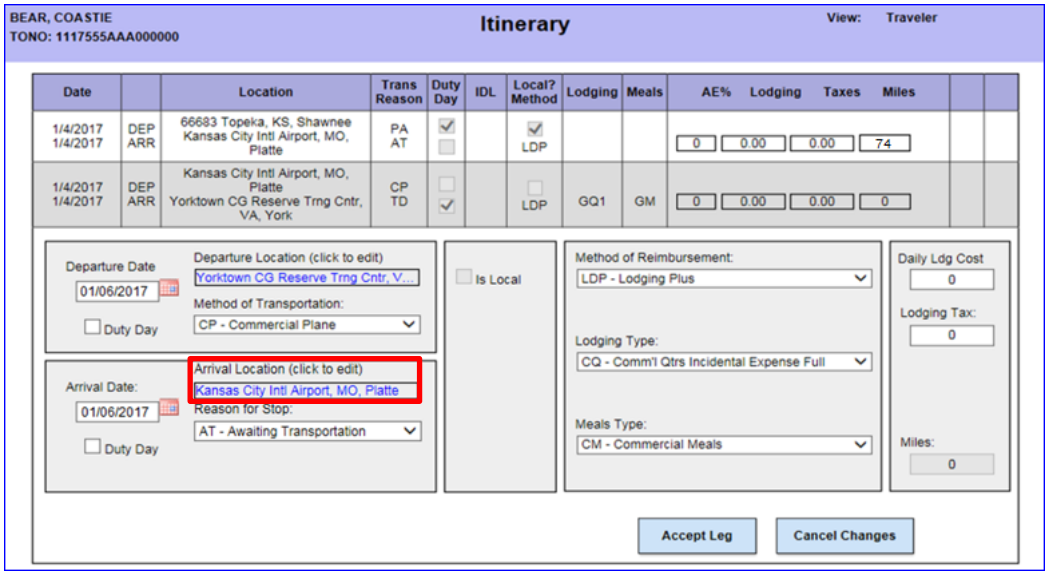
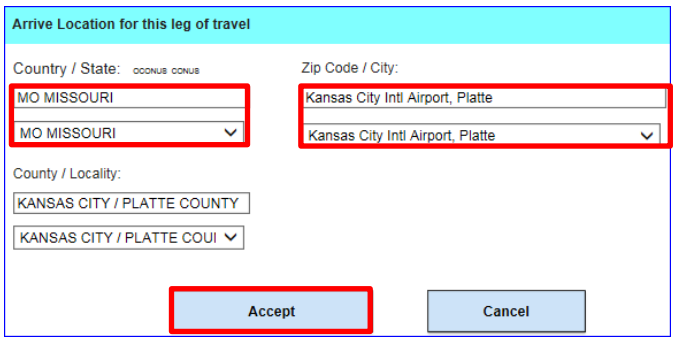
**Procedures,**
continued

| Step | Action |
|---|---|
| 27 | Click the link in the **Arrival Location** section. |




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 choose an option. |
| Country/Locality | Will auto populate based on the data entered in the previous fields. |

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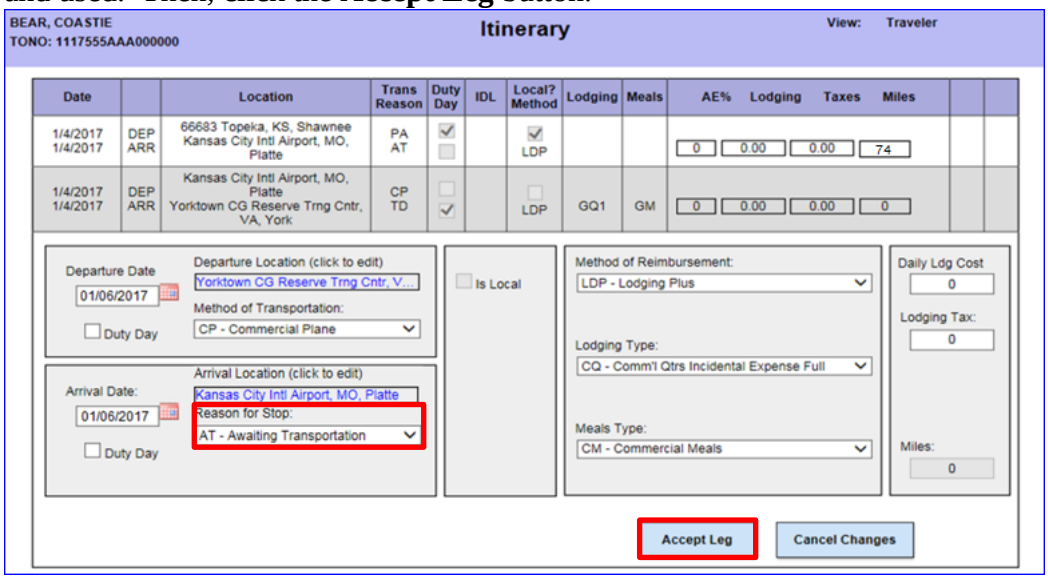
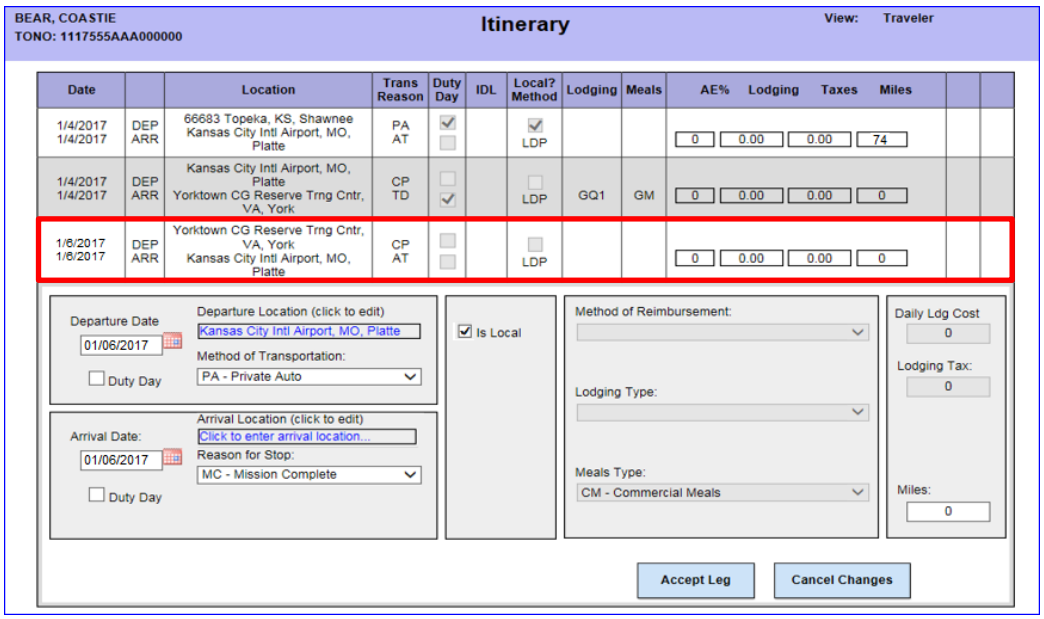
**Procedures,**
continued

| Step | Action |
|---|---|
| **28** | Click the **Reason for Stop** drop-down and select the mode of travel authorized and used. Then, click the **Accept Leg** button.   |
| **29** | The third leg of travel has been recorded and will be displayed at the top of the section.   |

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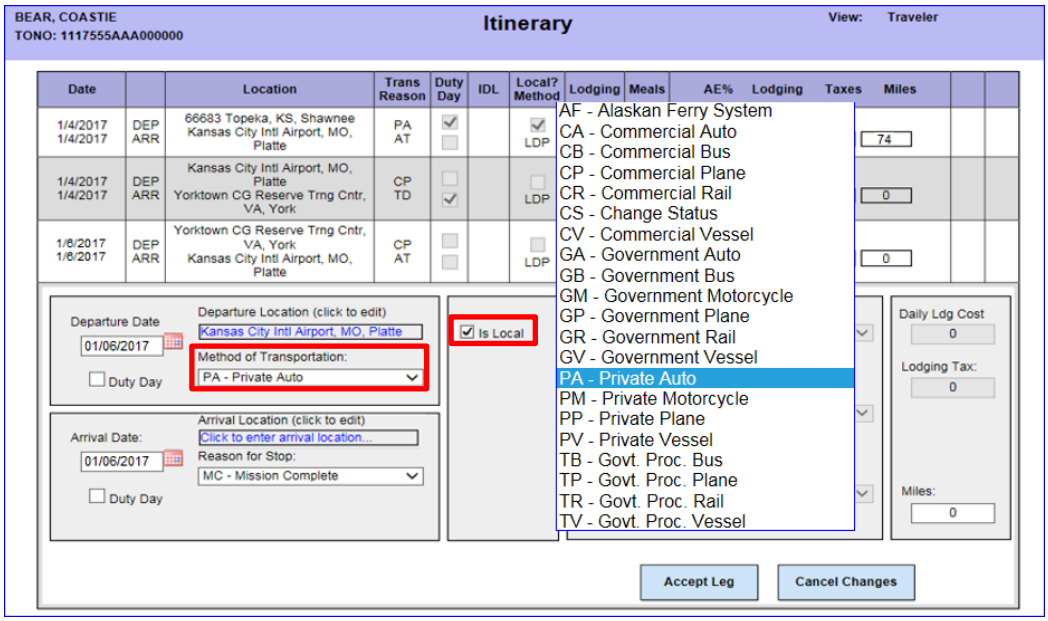
**Procedures**,
continued

| Step | Action |
|---|---|
| **30** | Click the **Method of Transportation** drop-down and make a selection. Check the **Is Local** box to ensure reimbursement for travel.  |



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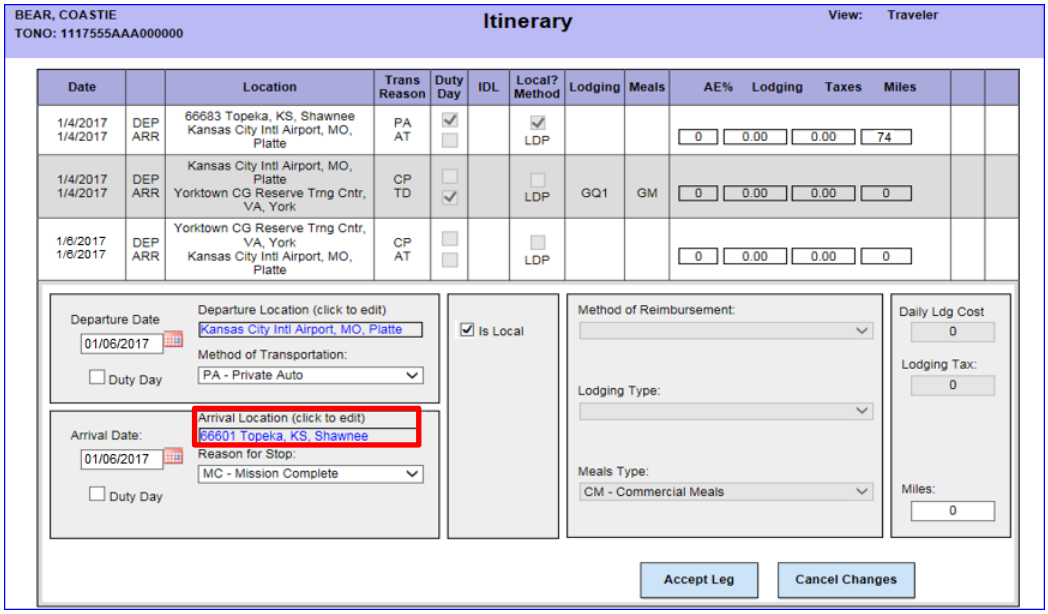
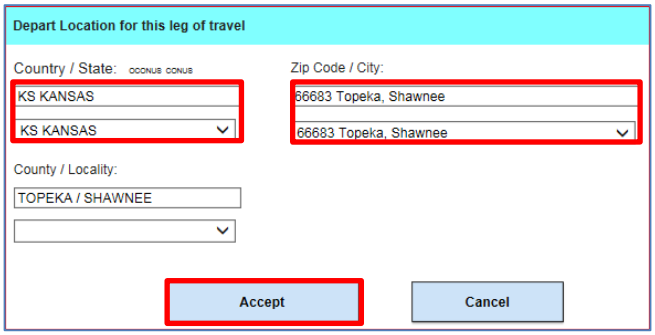
**Procedures,**
continued

| Step | Action |
|---|---|
| **31** | Click the link in the **Arrival Location** section. |




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




| | |
|---|---|
| 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 choose an option. |
| Country/Locality | Will auto populate based on the data entered in the previous fields. |

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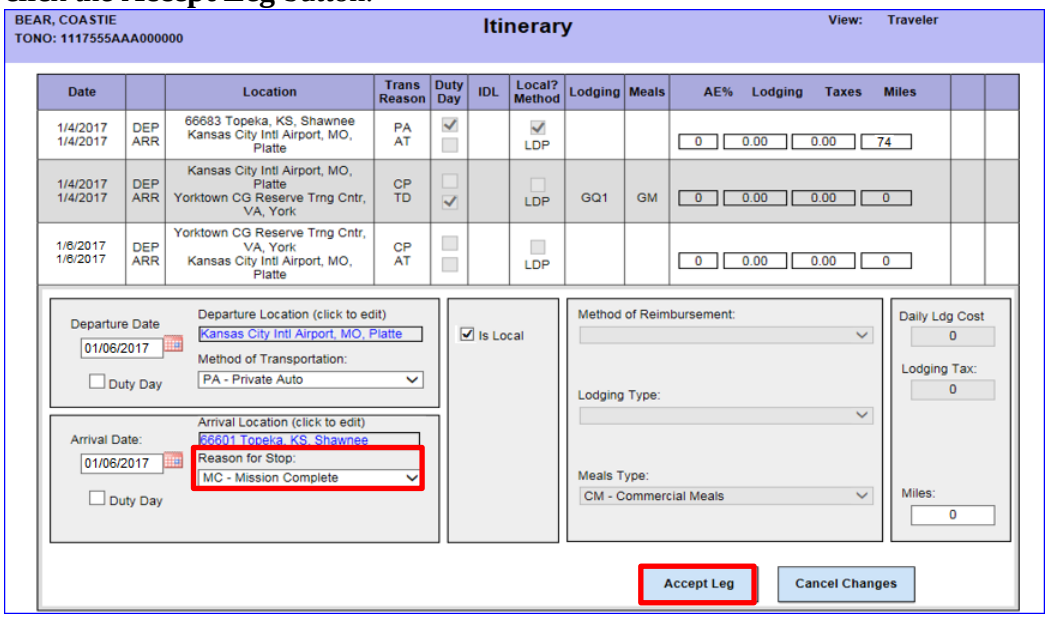
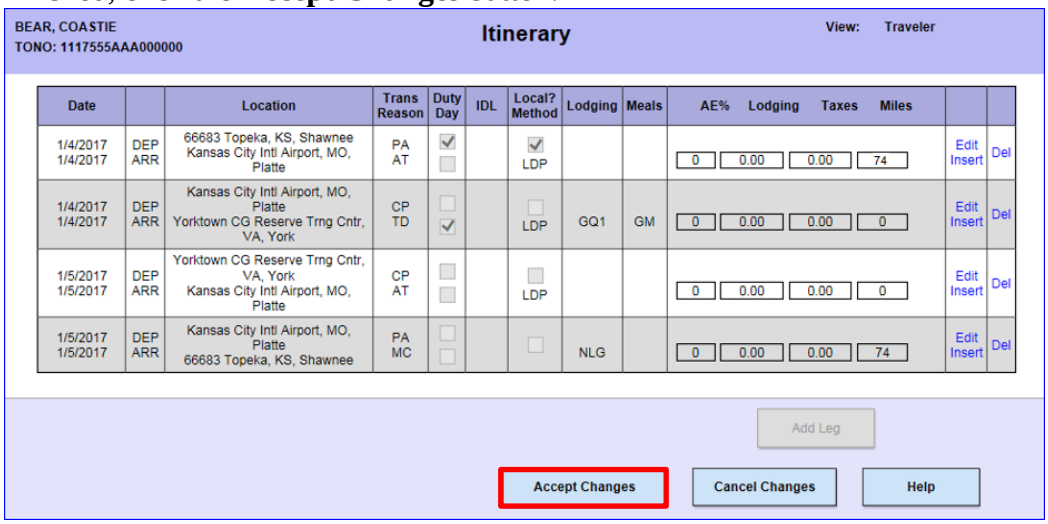
**Procedures,**
continued

| Step | Action |
|---|---|
| **32** | Click the **Reason for Stop** drop-down and make a selection. When finished, click the **Accept Leg** button.   |
| **33** | The Travel Itinerary is complete. Review the Itinerary for accuracy. If necessary, click the **Edit**, **Insert** or **Del** links to edit the information. When finished, click the **Accept Changes** button.   |

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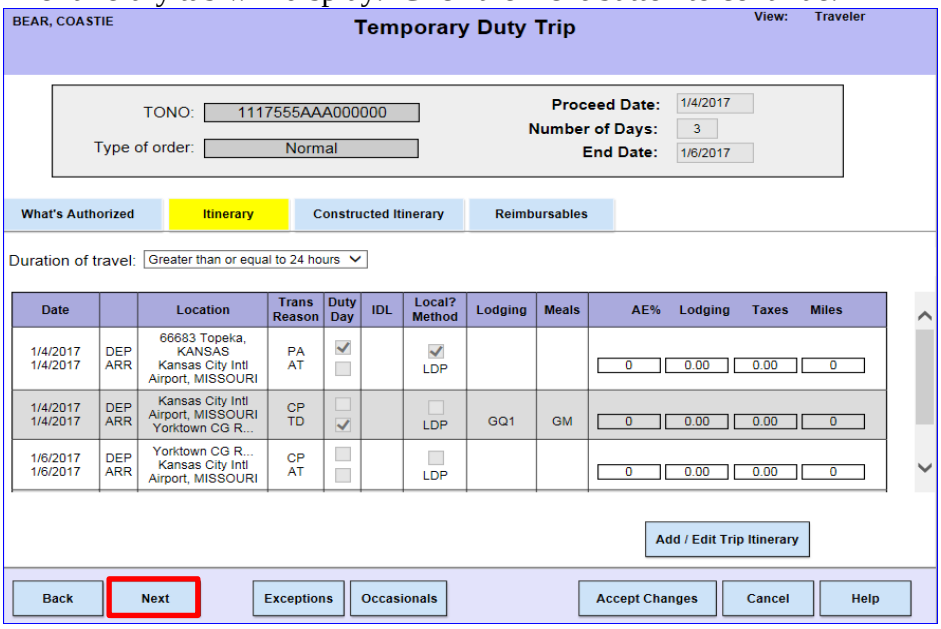
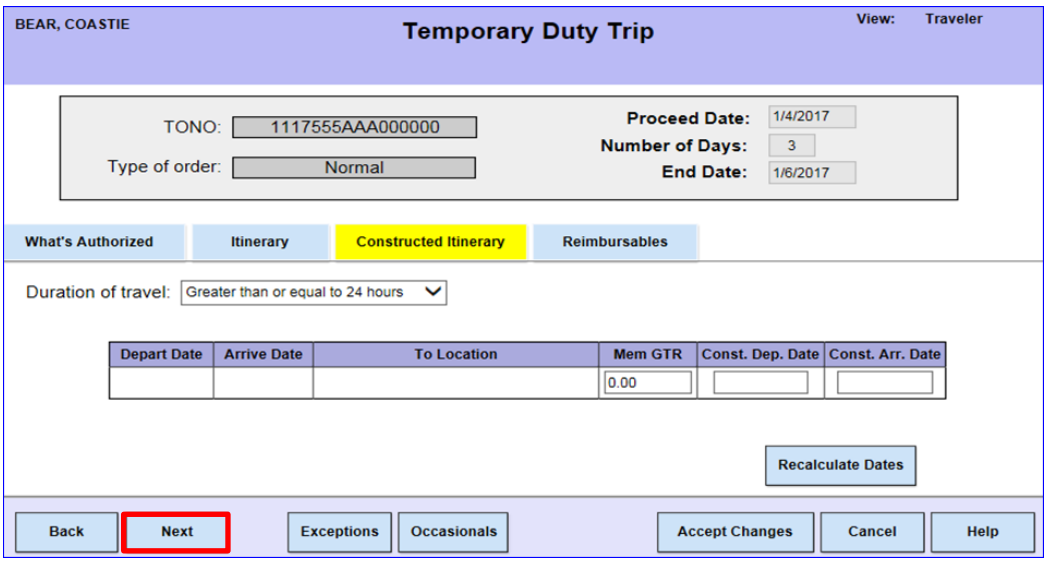
**Procedures**, continued

| Step | Action |
|---|---|
| **34** | The Itinerary tab will display. Click the **Next** button to continue.   |
| **35** | The Constructed Itinerary tab will display. This section is only used when the traveler is limited to the constructed cost of a Government Transportation Request (GTR). If not filing constructed itinerary click the **Next** button to continue.   |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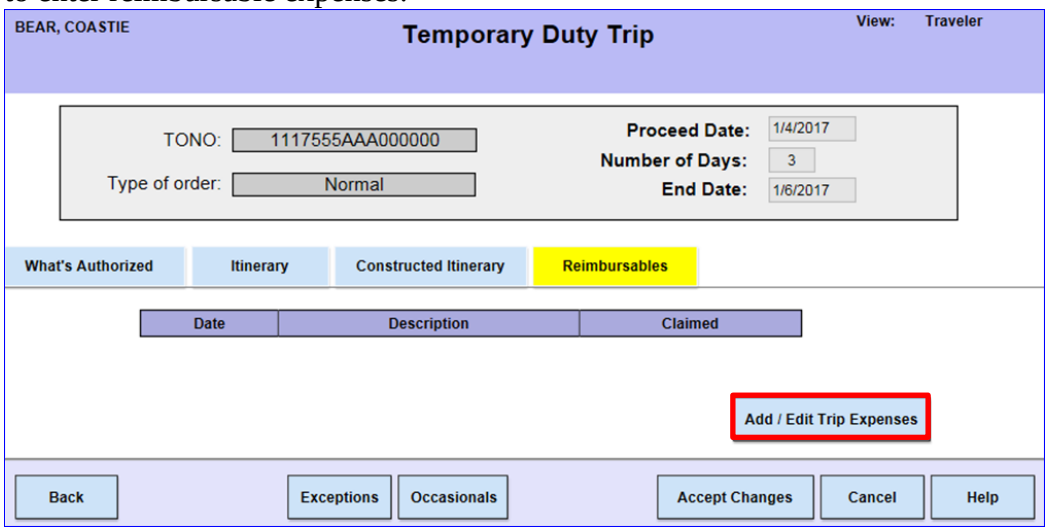
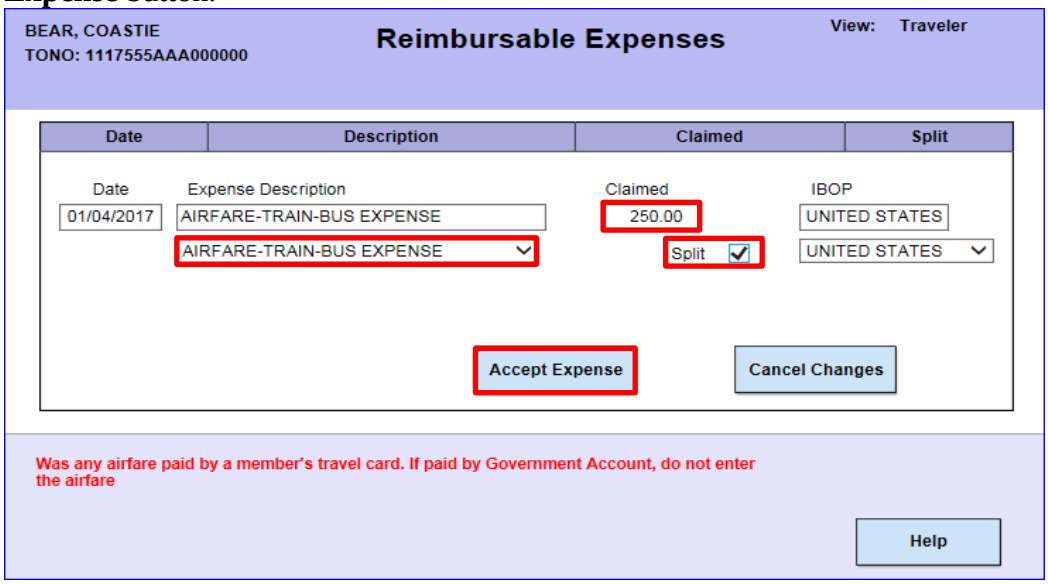
**Procedures**,
continued

| Step | Action |
|---|---|
| **36** | The Reimbursables tab will display. Click the **Add/Edit Trip Expenses** button to enter reimbursable expenses.   |
| **37** | Click the **Expense Description** drop-down and make a selection. Then enter the amount **Claimed**.<br><br>Check the **Split** box if you want the amount claimed to be forwarded directly to your Government charge card account. When finished, click the **Accept Expense** button.   |

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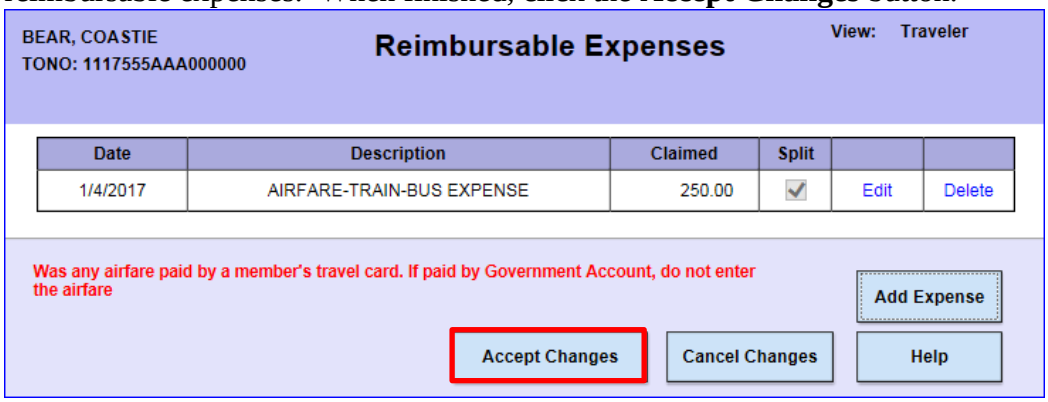
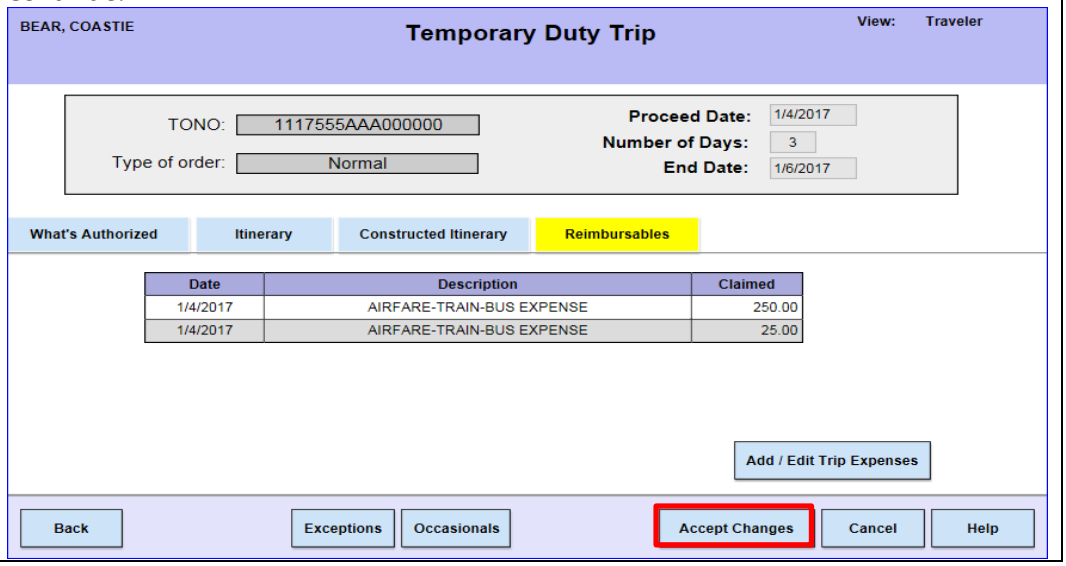
**Procedures**,
continued

| Step | Action |
|---|---|
| **38** | The Reimbursable Expense page will display. Repeat Step 36-37 to add all reimbursable expenses. When finished, click the **Accept Changes** button.   |
| **39** | The Reimbursables tab will display. Click the **Accept Changes** button to continue.   |

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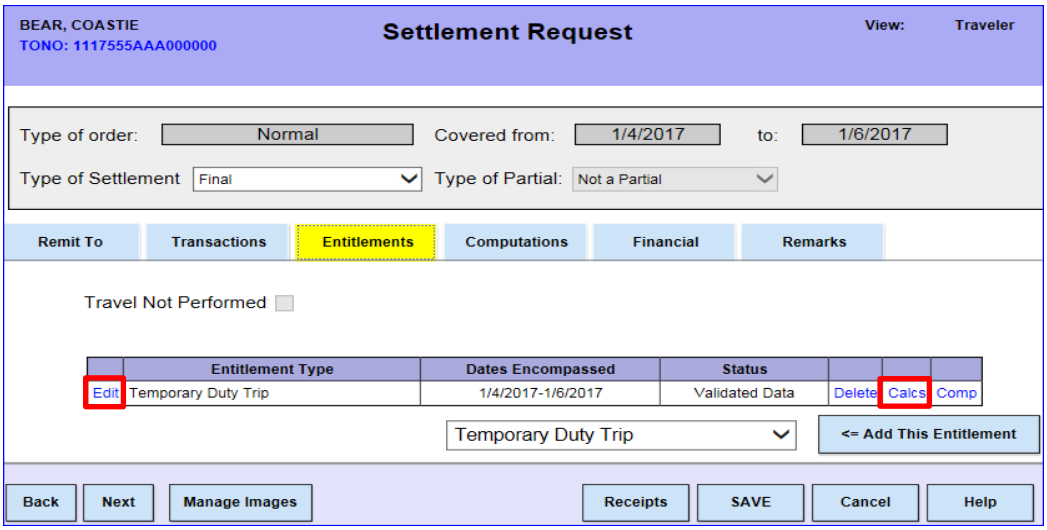
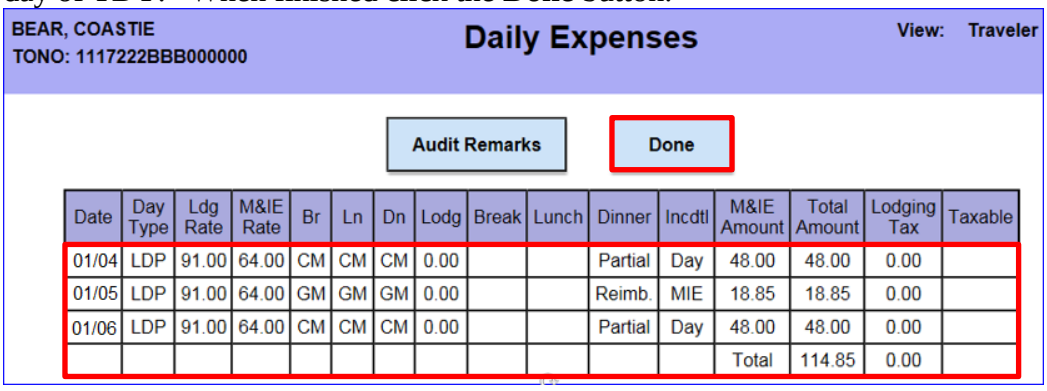
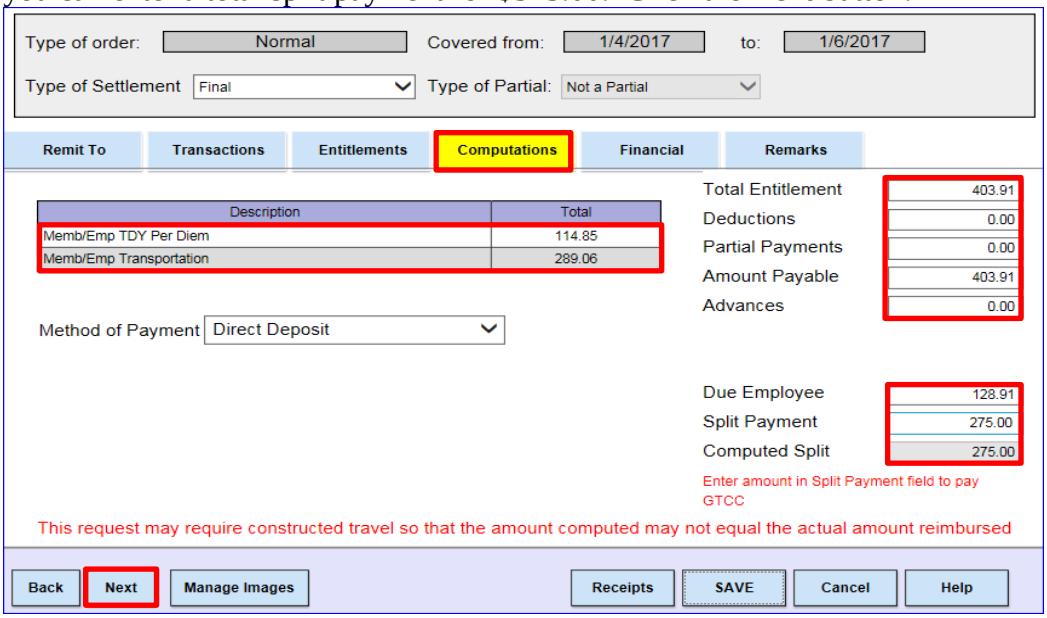
**Procedures**, continued

| Step | Action |
|---|---|
| **40** | The Entitlements tab will display. The Entitlement section is complete. All information entered may be edited by clicking the **Edit** link. Click the **Calcs** link.   |
| **41** | The Daily Expenses page will display listing the Per diem calculations for each day of TDY. When finished 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/04 | LDP | 91.00 | 64.00 | CM | CM | CM | 0.00 | | | Partial | Day | 48.00 | 48.00 | 0.00 | |
| 01/05 | LDP | 91.00 | 64.00 | GM | GM | GM | 0.00 | | | Reimb. | MIE | 18.85 | 18.85 | 0.00 | |
| 01/06 | LDP | 91.00 | 64.00 | CM | CM | CM | 0.00 | | | Partial | Day | 48.00 | 48.00 | 0.00 | |
| | | | | | | | | | | | | Total | 114.85 | 0.00 | |


*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **42** | The **Computations** tab will appear. This section provides a financial breakdown of the settlement. The first section will identify all entitlements and deductions. The total entitlement cannot exceed the amount authorized for travel, and entered into Federal Procurement Desktop (FPD) system by the order authorizing official.<br><br>The next section will identify a **Computed Split** payment based on the items checked for split payment in the Entitlements tab. Enter the amount you wish to be forwarded directly to your government travel charge card in the **Split Payment** field.<br><br>You can enter any amount up to the Total Entitlement f or this settlement. For example, if you used the government travel charge card for meals totaling $50, you can enter a total split payment for $325.00. Click the **Next** button.<br><br>  <br> |

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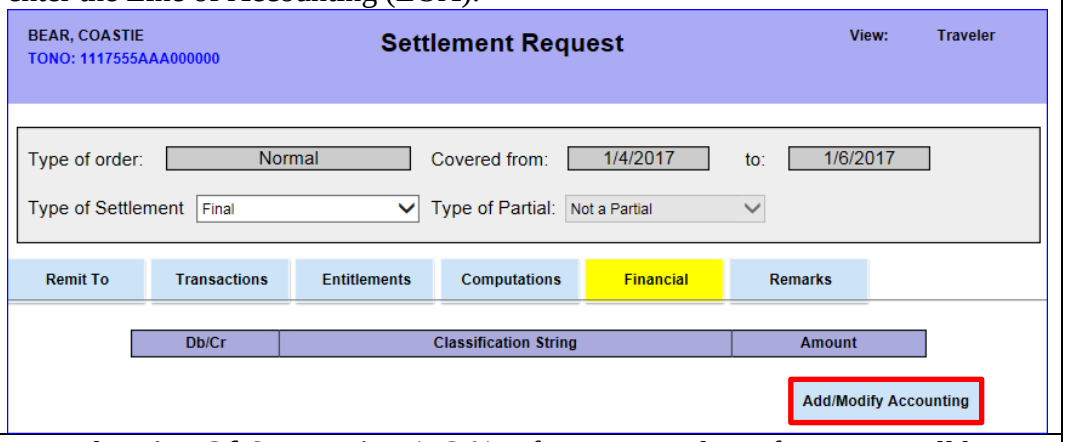
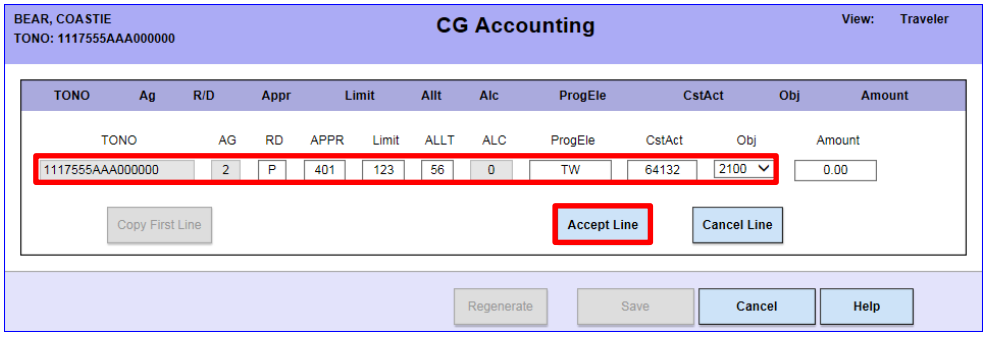
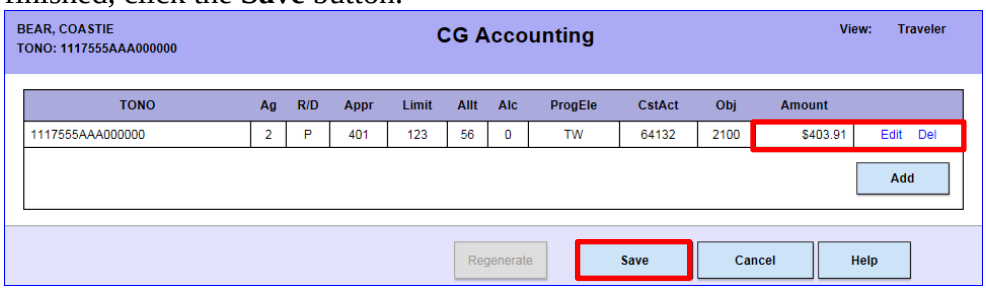
**Procedures**,
continued

| Step | Action |
|---|---|
| **43** | The Financial tab will display. Click the **Add/Modify Accounting** button to enter the Line of Accounting (LOA).<br>  <br> |
| **44** | Enter the **Line Of Accounting** (LOA) information. This information will be provided in the authorization for travel. When finished, click the **Accept Line** button.<br>  <br> |
| **45** | The **LOA** will be recorded and identify the total cost calculated for travel. If the information is incorrect, click the **Edit** or **Del** button and correct the data. When finished, click the **Save** button.<br>  <br> |

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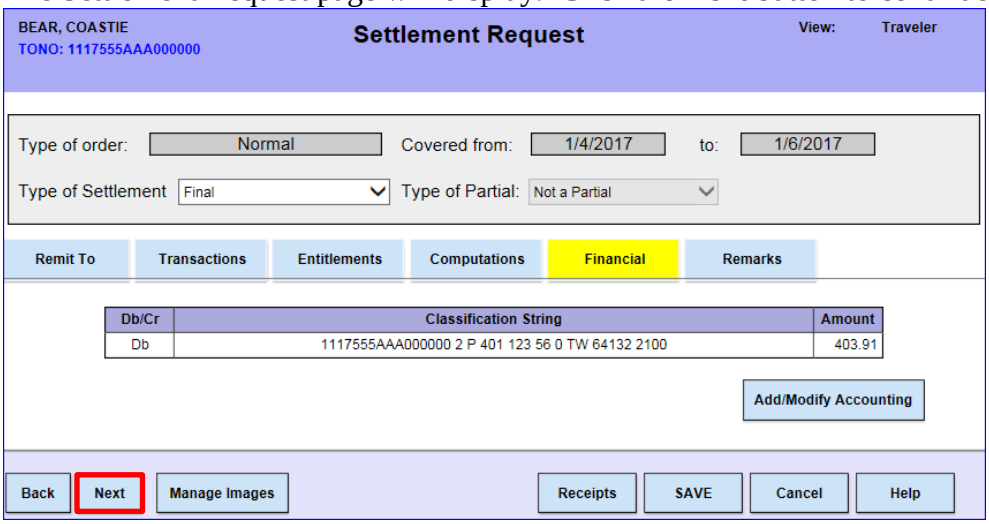
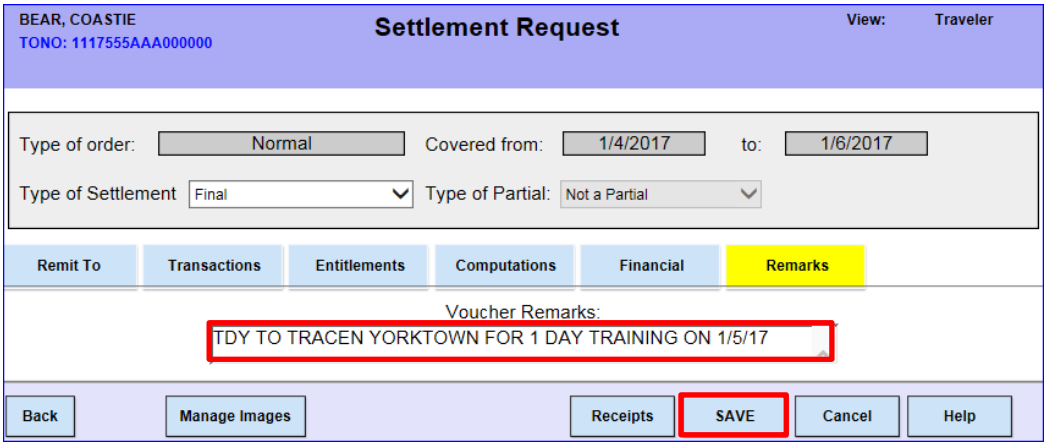
**Procedures**,
continued

| Step | Action |
|---|---|
| **46** | The Settlement Request page will display. Click the **Next** button to continue.<br>  <br> |
| **47** | The Remarks tab will display. Enter any additional or amplifying information, then click the **Save** button.<br>  <br> |

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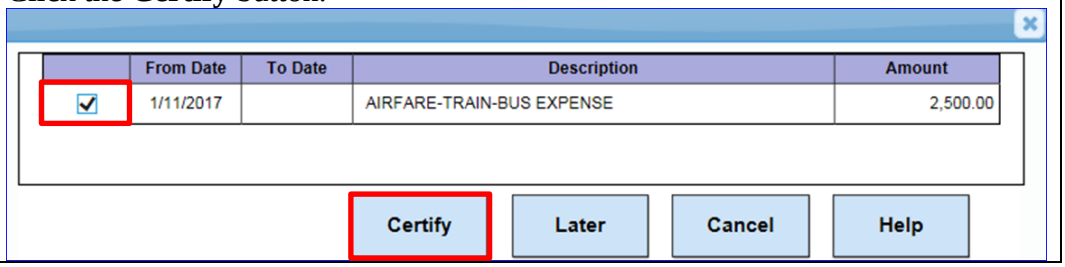
**Procedures**,
continued

| Step | Action |
|---|---|
| **48** | After saving you may or may not receive the following certification screen. If the expense exceeds a set maximum amount, you will be prompted to certify the payments. If the reimbursable expenses do not exceed the maximum amounts, you will NOT be prompted to certify payment.<br><br>As an example, the airfare for $2500 exceeded the limit. The payment will require for certification before the settlement can be saved and forwarded for approval.<br><br>This certification does not override the requirement to provide receipts. As a reminder all required receipts must be included in the scanned and attached to the settlement.<br><br>Click in the checkbox for the reimbursable expense to certify payment, then Click the **Certify** button.<br>  <br> |

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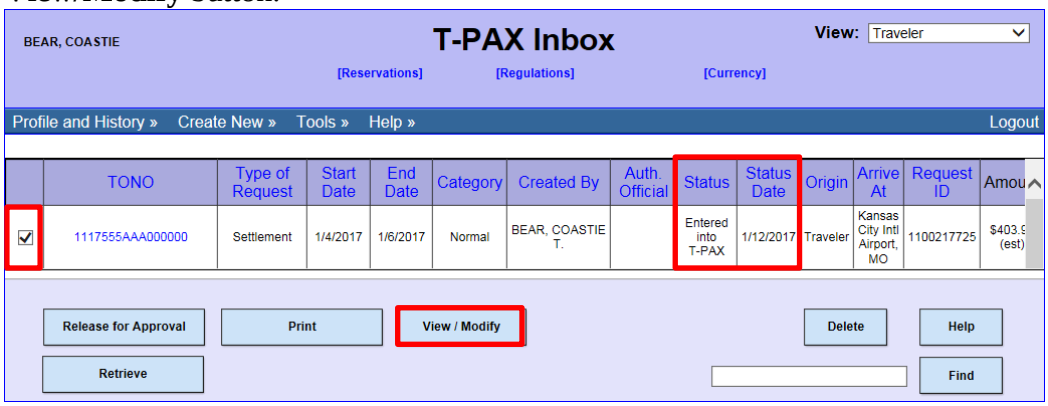
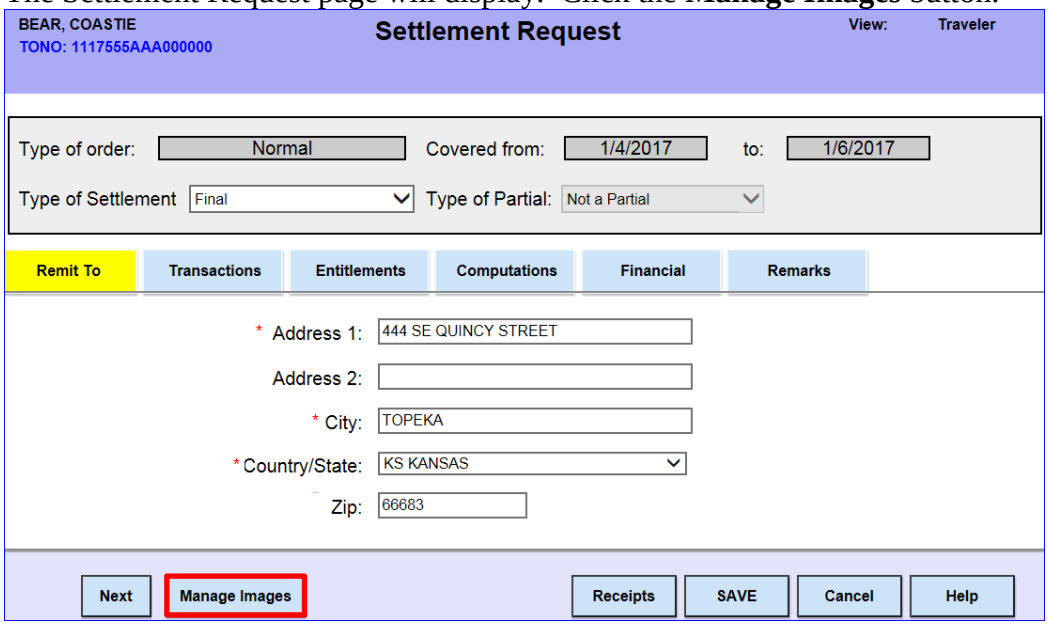
**Procedures**,
continued

| Step | Action |
|---|---|
| **49** | The TPAX Inbox will display. The settlement status will update to **Entered into TPAX**.<br><br>Prior to forwarding to the Approving Official, the Authorization and any required receipts must be scanned and attached to the settlement. To attach the scanned documents, click the **Check Box** for the settlement, then click the **View/Modify** button.<br>  <br> |
| **50** | The Settlement Request page will display. Click the **Manage Images** button.<br>  <br> |

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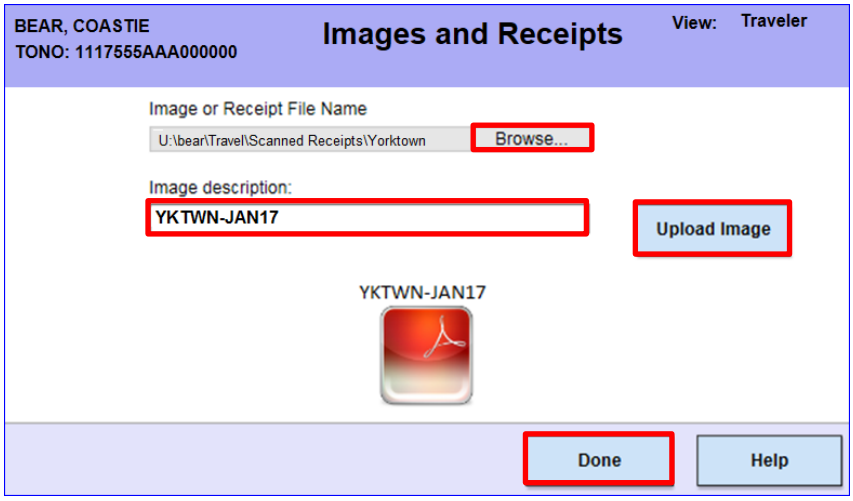
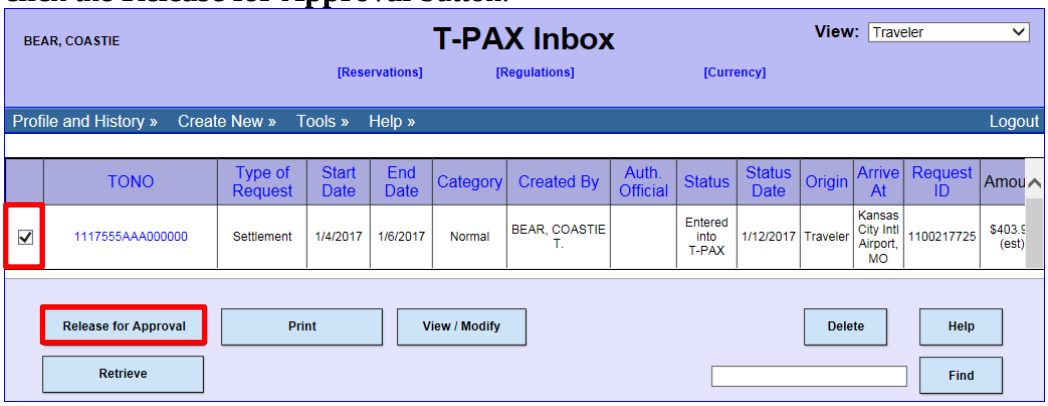
**Procedures**, continued

| Step | Action |
|---|---|
| **51** | Click the **Browse** button to locate the scan file. Name the Scan file in the **Image description** field, then click the **Upload Image** button.<br><br>The Scan file should appear confirming the file is now attached to the settlement. Click the **Done** button.<br>  |
| **52** | The TPAX Inbox will display. The settlement is ready to forward to the Approving Official. Click the **Check Box** for the claim to be forwarded, then click the **Release for Approval** button.<br>  |

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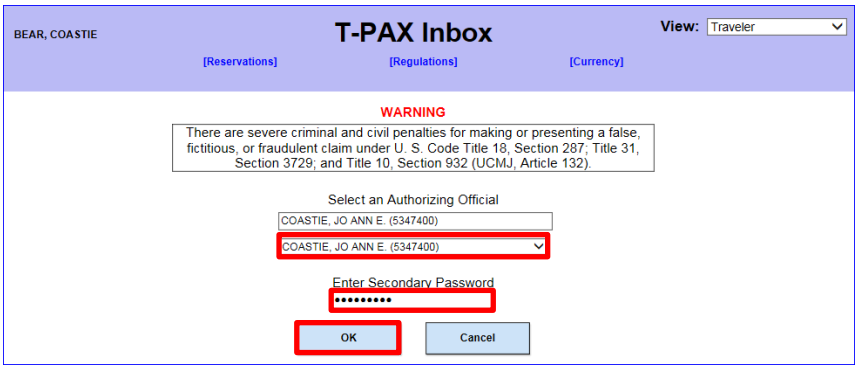
# TDY Settlement – No Authorization, Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| 53 | Click the **Select an Authorizing Official** drop-down and select the unit Authorizing Official. Enter your **Secondary Password**, then click the **OK** button.   |
| 54 | The **Authorization status** will update and identify the settlement is **Awaiting AO Approval**. When finished, **Log out** of the T-PAX system. |