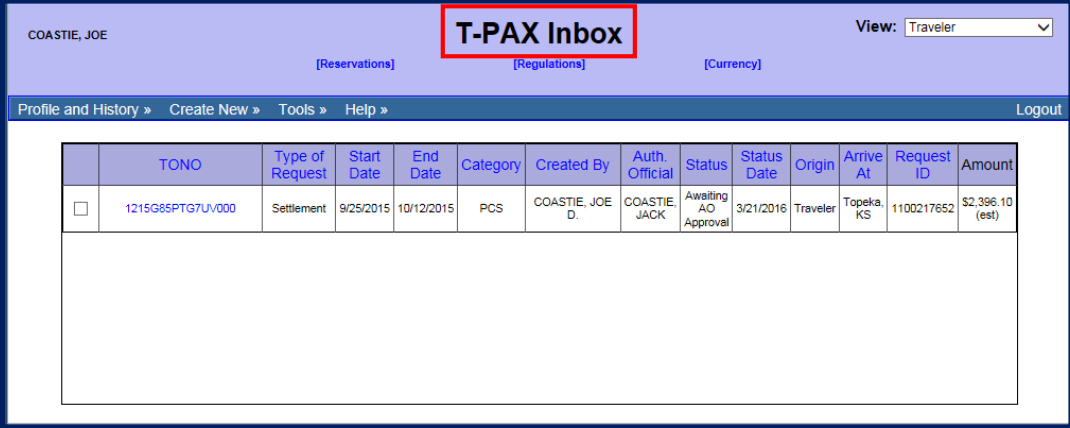
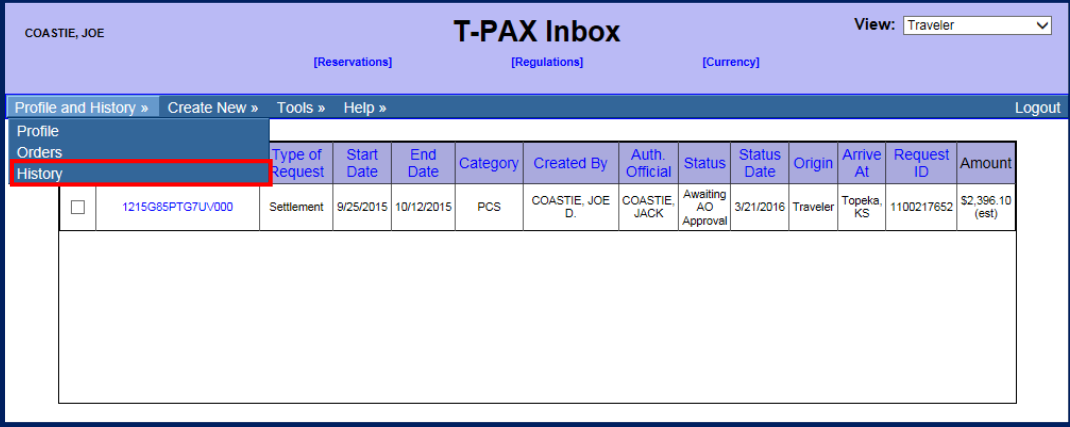


Verify Status of a Travel Claim

Introduction This guide will help you verify the current status of your travel claim and its payment schedule.

Procedures See below

Step	Action
<p>1</p>	<p>Once logged on you will be navigated to the T-PAX Inbox.</p> 
<p>2</p>	<p>Under Profile and History, select History.</p> 

Continued on next page

Verify Status of a Travel Claim, Continued

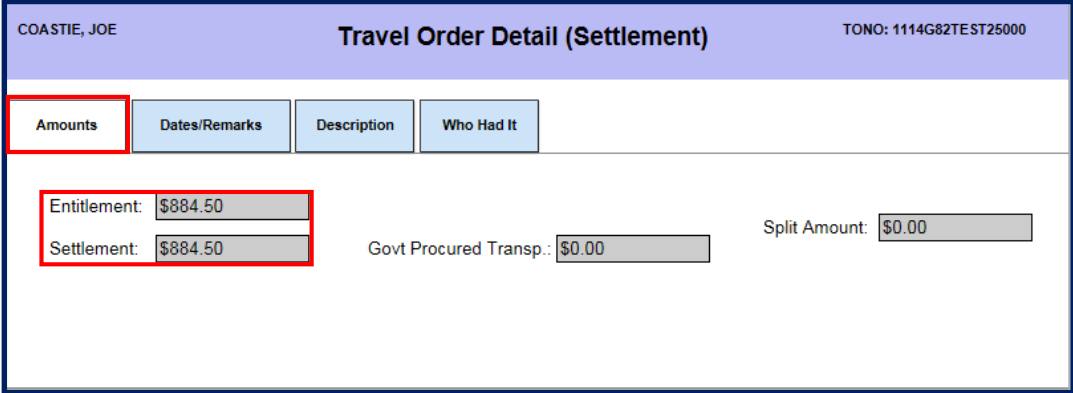
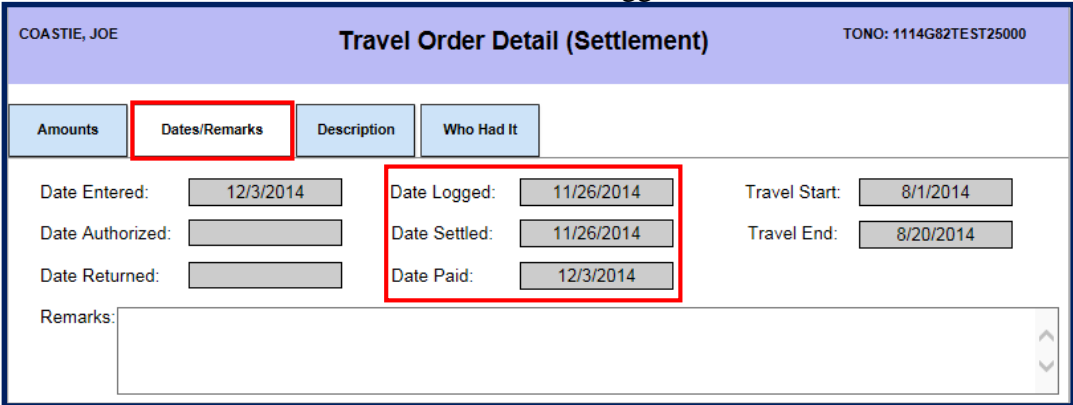
Procedures,
continued

Step	Action																																																					
3	<p>Travel Order History will appear. Select Details for the travel claim for which you are inquiring.</p> <div data-bbox="341 562 1418 884" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE Travel Order History</p> <p>Order Number: <input type="text"/> <input type="button" value="Find"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Order Number</th> <th>Travel Dates</th> <th>Travel Type</th> <th>Issue Date</th> <th>Issuer</th> <th>Funds</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red;">Details</td> <td>1114G82TEST25000</td> <td>08/01/2014-08/20/2014</td> <td>Normal</td> <td>08/01/2014</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td style="border: 1px solid red;">Details</td> <td>1115G85PROP65000</td> <td>01/15/2015-01/30/2015</td> <td>Normal</td> <td>01/15/2015</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td style="border: 1px solid red;">Details</td> <td>1117277XJC172000</td> <td>12/19/2016-12/31/2016</td> <td>Normal</td> <td>12/14/2016</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td style="border: 1px solid red;">Details</td> <td>1215G85PTG7UV000</td> <td>09/25/2015-10/13/2015</td> <td>PCS</td> <td>08/14/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> </tbody> </table> </div>		Order Number	Travel Dates	Travel Type	Issue Date	Issuer	Funds	Details	1114G82TEST25000	08/01/2014-08/20/2014	Normal	08/01/2014		Coast Guard	Details	1115G85PROP65000	01/15/2015-01/30/2015	Normal	01/15/2015		Coast Guard	Details	1117277XJC172000	12/19/2016-12/31/2016	Normal	12/14/2016	7947400	Coast Guard	Details	1215G85PTG7UV000	09/25/2015-10/13/2015	PCS	08/14/2015	7947400	Coast Guard																		
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4	<p>This will exhibit the Display block. Click Display.</p> <div data-bbox="341 958 1418 1473" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE Travel Order History</p> <p>Order Number: <input type="text" value="1114G82TEST25000"/> <input type="button" value="Find"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Order Number</th> <th>Travel Dates</th> <th>Travel Type</th> <th>Issue Date</th> <th>Issuer</th> <th>Funds</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red;">Details</td> <td>1114G82TEST25000</td> <td>08/01/2014-08/20/2014</td> <td>Normal</td> <td>08/01/2014</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td style="border: 1px solid red;">Details</td> <td>1115G85PROP65000</td> <td>01/15/2015-01/30/2015</td> <td>Normal</td> <td>01/15/2015</td> <td></td> <td>Coast Guard</td> </tr> <tr> <td style="border: 1px solid red;">Details</td> <td>1117277XJC172000</td> <td>12/19/2016-12/31/2016</td> <td>Normal</td> <td>12/14/2016</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td style="border: 1px solid red;">Details</td> <td>1215G85PTG7UV000</td> <td>09/25/2015-10/13/2015</td> <td>PCS</td> <td>08/14/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Pay Method</th> <th>Claim No.</th> <th>Travel Dates</th> <th>Transaction Type</th> <th>Create Date</th> <th>Total Transaction</th> <th>Claimed / Applied</th> <th>Net Transaction</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red;">Display</td> <td>EFT</td> <td>1100216550</td> <td>08/01/2014-08/20/2014</td> <td>Settlement</td> <td>12/03/2014</td> <td>\$884.50</td> <td></td> <td>\$884.50</td> </tr> </tbody> </table> </div>		Order Number	Travel Dates	Travel Type	Issue Date	Issuer	Funds	Details	1114G82TEST25000	08/01/2014-08/20/2014	Normal	08/01/2014		Coast Guard	Details	1115G85PROP65000	01/15/2015-01/30/2015	Normal	01/15/2015		Coast Guard	Details	1117277XJC172000	12/19/2016-12/31/2016	Normal	12/14/2016	7947400	Coast Guard	Details	1215G85PTG7UV000	09/25/2015-10/13/2015	PCS	08/14/2015	7947400	Coast Guard		Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	Display	EFT	1100216550	08/01/2014-08/20/2014	Settlement	12/03/2014	\$884.50		\$884.50
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Verify Status of a Travel Claim, Continued

Procedures,
continued

Step	Action
5	<p>Travel Order Detail will appear and the Amounts tab will display listing the Entitlement and the Settlement amount.</p>  <p>COASTIE, JOE TONO: 1114G82TEST25000</p> <p style="text-align: center;">Travel Order Detail (Settlement)</p> <p>Amounts Dates/Remarks Description Who Had It</p> <p>Entitlement: \$884.50 Settlement: \$884.50 Govt Procured Transp.: \$0.00 Split Amount: \$0.00</p>
6	<p>Click Dates/Remarks which will reveal Date logged/Date Settled and Date Paid.</p>  <p>COASTIE, JOE TONO: 1114G82TEST25000</p> <p style="text-align: center;">Travel Order Detail (Settlement)</p> <p>Amounts Dates/Remarks Description Who Had It</p> <p>Date Entered: 12/3/2014 Date Logged: 11/26/2014 Travel Start: 8/1/2014 Date Authorized: Date Settled: 11/26/2014 Travel End: 8/20/2014 Date Returned: Date Paid: 12/3/2014</p> <p>Remarks: </p>

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Verify Status of a Travel Claim, Continued

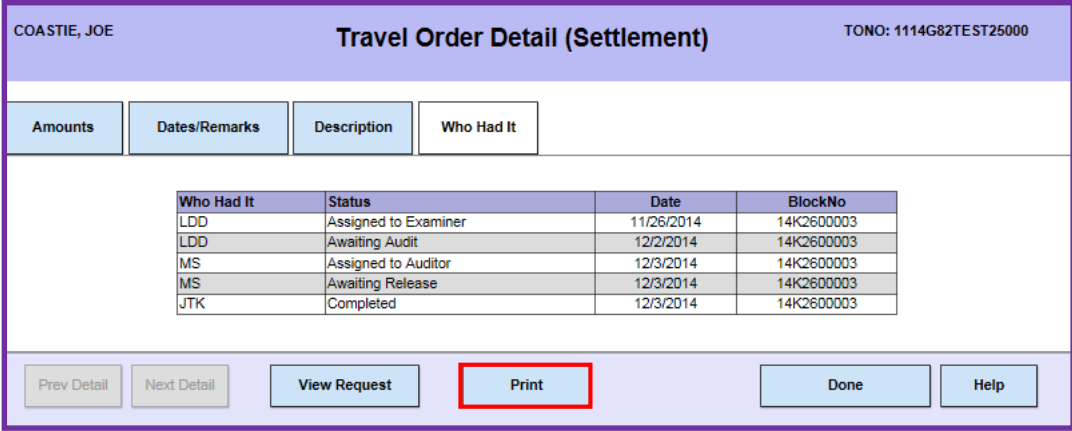
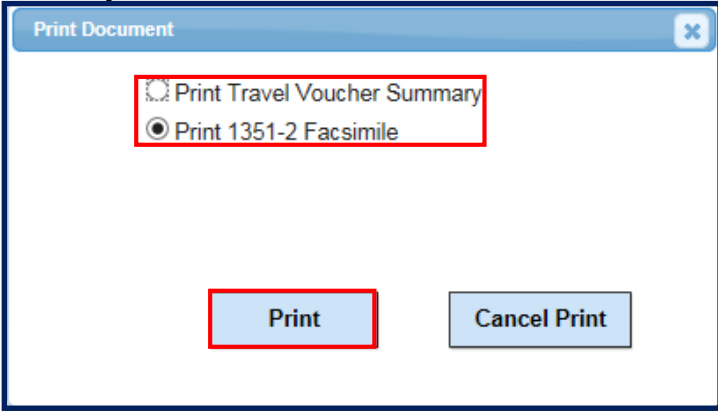
Procedures,
continued

Step	Action																																				
7	<p>Click Description to reveal Status, Transaction Type, Payment Method and Settlement Type.</p> <div data-bbox="339 562 1418 1043" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE Travel Order Detail (Settlement) TONO: 1114G82TEST25000</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Amounts</th> <th style="width: 25%;">Dates/Remarks</th> <th style="width: 25%;">Description</th> <th style="width: 25%;">Who Had It</th> </tr> </thead> <tbody> <tr> <td>Trace #/Check #:</td> <td><input type="text"/></td> <td>Claim Number:</td> <td><input type="text" value="1100216550"/></td> </tr> <tr> <td>Block Number:</td> <td><input type="text" value="14K2600003"/></td> <td>Examiner:</td> <td><input type="text" value="(LUZSYS)"/></td> </tr> <tr> <td>Status:</td> <td><input type="text" value="Completed"/></td> <td>Auditor:</td> <td><input type="text" value="(SPOCK)"/></td> </tr> <tr> <td>Transaction Type:</td> <td><input type="text" value="Settlement"/></td> <td>Number of POC:</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Payment Method:</td> <td><input type="text" value="EFT"/></td> <td>Transport Req #:</td> <td><input type="text"/></td> </tr> <tr> <td>Settlement Type:</td> <td><input type="text" value="Final - First Submission"/></td> <td>PCS Enroute Type:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Trip Number:</td> <td><input type="text" value="0"/></td> </tr> <tr> <td></td> <td></td> <td>DOV #:</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	Amounts	Dates/Remarks	Description	Who Had It	Trace #/Check #:	<input type="text"/>	Claim Number:	<input type="text" value="1100216550"/>	Block Number:	<input type="text" value="14K2600003"/>	Examiner:	<input type="text" value="(LUZSYS)"/>	Status:	<input type="text" value="Completed"/>	Auditor:	<input type="text" value="(SPOCK)"/>	Transaction Type:	<input type="text" value="Settlement"/>	Number of POC:	<input type="text" value="0"/>	Payment Method:	<input type="text" value="EFT"/>	Transport Req #:	<input type="text"/>	Settlement Type:	<input type="text" value="Final - First Submission"/>	PCS Enroute Type:	<input type="text"/>			Trip Number:	<input type="text" value="0"/>			DOV #:	<input type="text"/>
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8	<p>Who Had It reveals the journey of a member's travel claim from beginning to end (completed).</p> <div data-bbox="339 1155 1418 1503" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JOE Travel Order Detail (Settlement) TONO: 1114G82TEST25000</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Amounts</th> <th style="width: 25%;">Dates/Remarks</th> <th style="width: 25%;">Description</th> <th style="width: 25%;">Who Had It</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Who Had It</th> <th style="width: 25%;">Status</th> <th style="width: 25%;">Date</th> <th style="width: 25%;">BlockNo</th> </tr> </thead> <tbody> <tr> <td>LDD</td> <td>Assigned to Examiner</td> <td>11/26/2014</td> <td>14K2600003</td> </tr> <tr> <td>LDD</td> <td>Awaiting Audit</td> <td>12/2/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Assigned to Auditor</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Awaiting Release</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>JTK</td> <td>Completed</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> </tbody> </table> </td> </tr> </tbody> </table> </div>	Amounts	Dates/Remarks	Description	Who Had It	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Who Had It</th> <th style="width: 25%;">Status</th> <th style="width: 25%;">Date</th> <th style="width: 25%;">BlockNo</th> </tr> </thead> <tbody> <tr> <td>LDD</td> <td>Assigned to Examiner</td> <td>11/26/2014</td> <td>14K2600003</td> </tr> <tr> <td>LDD</td> <td>Awaiting Audit</td> <td>12/2/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Assigned to Auditor</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Awaiting Release</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>JTK</td> <td>Completed</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> </tbody> </table>				Who Had It	Status	Date	BlockNo	LDD	Assigned to Examiner	11/26/2014	14K2600003	LDD	Awaiting Audit	12/2/2014	14K2600003	MS	Assigned to Auditor	12/3/2014	14K2600003	MS	Awaiting Release	12/3/2014	14K2600003	JTK	Completed	12/3/2014	14K2600003				
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Verify Status of a Travel Claim, Continued

Procedures,
continued

Step	Action																																
<p>9</p>	<p>Click Print to access a printable version of the travel claim and voucher.</p>  <p>COASTIE, JOE TONO: 1114G82TEST25000</p> <p style="text-align: center;">Travel Order Detail (Settlement)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Amounts</th> <th style="width: 25%;">Dates/Remarks</th> <th style="width: 25%;">Description</th> <th style="width: 25%;">Who Had It</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Who Had It</th> <th>Status</th> <th>Date</th> <th>BlockNo</th> </tr> </thead> <tbody> <tr> <td>LDD</td> <td>Assigned to Examiner</td> <td>11/26/2014</td> <td>14K2600003</td> </tr> <tr> <td>LDD</td> <td>Awaiting Audit</td> <td>12/2/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Assigned to Auditor</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Awaiting Release</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>JTK</td> <td>Completed</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> </tbody> </table> </td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Prev Detail"/> <input type="button" value="Next Detail"/> <input type="button" value="View Request"/> <input style="border: 2px solid red;" type="button" value="Print"/> <input type="button" value="Done"/> <input type="button" value="Help"/> </p>	Amounts	Dates/Remarks	Description	Who Had It	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Who Had It</th> <th>Status</th> <th>Date</th> <th>BlockNo</th> </tr> </thead> <tbody> <tr> <td>LDD</td> <td>Assigned to Examiner</td> <td>11/26/2014</td> <td>14K2600003</td> </tr> <tr> <td>LDD</td> <td>Awaiting Audit</td> <td>12/2/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Assigned to Auditor</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>MS</td> <td>Awaiting Release</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> <tr> <td>JTK</td> <td>Completed</td> <td>12/3/2014</td> <td>14K2600003</td> </tr> </tbody> </table>				Who Had It	Status	Date	BlockNo	LDD	Assigned to Examiner	11/26/2014	14K2600003	LDD	Awaiting Audit	12/2/2014	14K2600003	MS	Assigned to Auditor	12/3/2014	14K2600003	MS	Awaiting Release	12/3/2014	14K2600003	JTK	Completed	12/3/2014	14K2600003
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<p>10</p>	<p>You may choose either or both:</p>  <p>Print Document</p> <p> <input type="radio"/> Print Travel Voucher Summary <input checked="" type="radio"/> Print 1351-2 Facsimile </p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Print"/> <input type="button" value="Cancel Print"/> </p>																																