

## PPC TRAVEL eNewsletter – June 11th, 2015

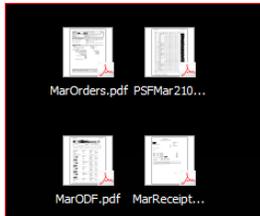
### WEBTPAX – Attaching Documents

**\*\*There has been a change to the process and PPC will now require orders to be scanned and attached to the travel claim even if the orders/authorization was processed in TPAX.**

### Attaching Documents to travel claims in WebTPAX has arrived!

PPC Travel is now authorizing scanned .pdf documents/images to be attached to traveler's TPAX TDY advance requests and travel claims. Please follow the steps below to attach your documents. Please see WebTPAX Attachments (<http://www.uscg.mil/ppc/travel/webtpaxattachments.pdf>) for detailed information.

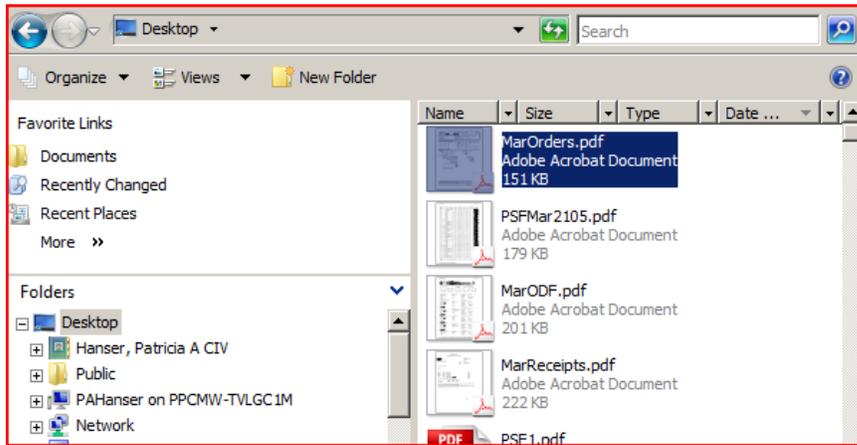
1. **ALL signed orders/amendments, even those that were approved in WebTPAX, will need to be scanned (all pages must be signed by the Authorizing Official and Traveler) and save the PDF file to a place where you can access it.**
2. Scan any other documentation and/or receipts that you may have to validate your expenditures.
  - a. All of your scanned documents should be in a location where you can access them when you fill out your travel advance/claim in WebTpx. These were saved to the desktop for easy access.



3. Log into WebTpx at: <https://ppcms-tpaxwb.main.ads.uscg.mil/> and input your travel advance/claim.
  - a. After you have completed your travel document, locate at the bottom of the screen the 'Manage Images' button.

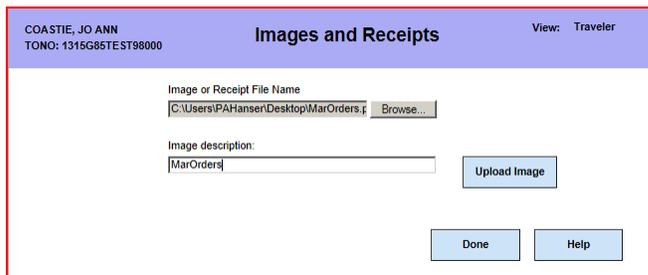


b. Click that button and another screen will open. Click the browse button and go to the location where the scanned documents are located.



c. Highlight the document you want to attach to the travel claim and click OPEN.

d. Then enter in an 'image description' – here 'MarOrders' was entered, then click the upload image button.



e. Once you have attached all of the documents necessary, click the DONE button. Your documents are now attached to your travel advance/claim.



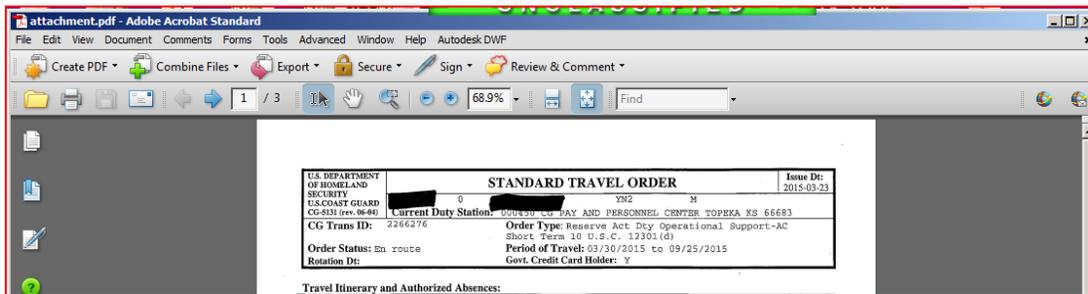
f. The traveler, AO and PPC can retrieve, look and print these documents by clicking on the 'Manage Images' button and the above screen will appear again.



g. Click on the PDF image and a popup will appear.



h. Click OPEN to see the images.



i. Traveler will complete the advance/claim as normal and forward to the AO.

4. The AO will review the travel claim as normal and ENSURE all documents are attached and valid. It is still required that the AO see the original documentation prior to approving the travel advance/claim.

5. PPC has also changed the Post Payment Audit process for claims submitted through Ttax. If the traveler has been selected for an audit, an email will be sent.

Travel Date: Start Date: 6/1/2015 End Date: 6/7/2015  
UAO's Name: Joe Coastie  
Claim Number: 111100001 Block Number: 15F11001

REQUEST FOR TPAX AUDIT

Please be advised that a recently submitted TPAX claim has been selected for audit.

DOCUMENTS ATTACHED TO THE TRAVEL CLAIM WITHIN TPAX MUST INCLUDE:

- COPY OF THE SIGNED ORDERS AUTHORIZATION EVEN IF ORDERS WERE APPROVED IN TPAX
- COPY OF ALL SIGNED AMENDMENTS
- COPY OF ALL PAID COMMERCIAL TRANSPORTATION RECEIPTS (This includes: Air, Rail, Bus, Ferry and Rental Car receipts)
- COPY OF ITEMIZED RECEIPT(S) FOR ALL LODGING
- COPY OF SIGNED LONG TERM LODGING AGREEMENT OR RENTAL AGREEMENT
- COPY OF RECEIPTS FOR ALL REIMBURSABLE EXPENSES OF \$75 OR MORE

NOTE: CREDIT CARD STATEMENTS ARE NOT AUTHORIZED TO BE USED AS A VALID RECEIPT

If your claim does not have the appropriate documentation attached or PPC Travel needs clarification, you will receive an email notification in the form of a KICKBACK (return) Letter. You will have 30 calendar days to respond by attaching the necessary documents to this specific travel claim. Once the documentation has been attached in TPAX, please submit a customer service ticket with a subject of Audit Correction notifying PPC that the documents are now in the system. Failure to follow these instructions or to comply within the allotted time will result in a partial or complete recoupment of monies paid to you, creating a debt.

- a. The email will be different from the one the CG field is used to seeing. The traveler will be notified they have been selected for audit and that PPC will notify the traveler through the KickBack process if additional documents are required.
- b. Items that should be attached to TPAX claims prior to the AO approving the claim include:
  1. COPY OF THE SIGNED ORDERS AUTHORIZATION (**EVEN IF ORDERS WERE APPROVED IN TPAX**).
  2. COPY OF ALL SIGNED AMENDMENTS.
  3. COPY OF CONFERENCE FORM IF REQUIRED.
  4. COPY OF ALL PAID COMMERCIAL TRANSPORTATION RECEIPTS (This includes: Air, Rail, Bus, Ferry and Rental Car receipts).
  5. COPY OF ITEMIZED RECEIPT(S) FOR ALL LODGING WITH A ZERO BALANCE.
  6. COPY OF SIGNED LONG TERM LODGING AGREEMENT OR RENTAL AGREEMENT.

7. COPY OF RECEIPTS FOR ALL REIMBURSABLE EXPENSES OF \$75 OR MORE

**\*\*NOTE: CREDIT CARD STATEMENTS ARE NOT AUTHORIZED TO BE USED AS A VALID RECEIPT.**

c. PPC will only notify the traveler ONE (1) time of the audit selection as all documents should already be in the WebTPAX system. If the traveler receives a KickBack email indicating there is something wrong with the documentation or if documentation is missing, the traveler will have **30 calendar days** to open WebTPAX, attach the additional documentation to the travel claim and then notify PPC Travel through a customer service ticket that the requested documentation has been provided.

d. Members may still use **USPS First Class mail** (per COMDTINST M5119.1B) and send the required documents to PPC if there is not a way to scan the documents. Please send the documents along with a copy of the audit letter to:

Commanding Officer (TVL-TPAX Audits)  
USCG Pay and Personnel Center (PPC)  
444 SE Quincy Street  
TOPEKA, KS 66601-3551

e. PPC will build a debt for any or the entire claim if the required documentation is not received.

6. NOTE: PPC will not be sending out 2<sup>nd</sup>, 3<sup>rd</sup> or FINAL requests. This will streamline the process, reduce costs and save man hours.