

- On the constructed itinerary, member must enter the cost of “airfare + service fee” for each leg in the ‘Mem GTR’ field. **DO NOT INCLUDE PERDIEM** costs as the system will automatically calculate this. Member must ensure that the ‘Const. Dep. Date’ and ‘Const. Arr. Date’ are the dates that member would have traveled had the member flown.

What's Authorized	Itinerary	Constructed Itinerary	Reimbursables		
Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/>					
Depart Date	Arrive Date	To Location	Mem GTR	Const. Dep. Date	Const. Arr. Date
<input type="text" value="10/1/2013"/>	<input type="text" value="10/2/2013"/>	Orlando, FLORIDA	<input type="text" value="1500.00"/>	<input type="text" value="10/02/2013"/>	<input type="text" value="10/02/2013"/>
<input type="text" value="10/7/2013"/>	<input type="text" value="10/8/2013"/>	Topeka, KANSAS	<input type="text" value="1500.00"/>	<input type="text" value="10/08/2013"/>	<input type="text" value="10/8/2013"/>

- On the reimbursable screen, if member has transportation costs during the PA travel to/from TDY site, unlike previously – these expenses are no longer authorized and **WILL NOT BE REIMBURSED**. PPC Travel will zero out additional transportation costs if mbr is traveling by POC even if the costs are still less expensive than GTR.

Date	Description	Claimed	Split	IBOP	Const. Leg		
10/1/2013	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	35.00	<input type="checkbox"/>	CUS	1	Edit	Delete
10/8/2013	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	50.00	<input type="checkbox"/>	CUS	2	Edit	Delete

- Notice on the comparison screen, TPAX/IATS will pay the ‘actual cost’ of the PA travel vs. the GTR if the ‘actual cost’ is less.

Constructed Comparisons						
From Date	To Date	Actual	POV	GTR		
10/01/2013	10/02/2013	771.76	<= 0.00	1500.00		
10/07/2013	10/08/2013	786.76	<= 0.00	1500.00		
Previous Next						

- Notice on the calculations screen that member is only getting paid one (1) day to travel to/from the TDY location even though it took two (2) days to travel.

Date	Day Type	Ldg Rate	M&E Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
10/02	LDP	101.00	56.00	CM	CM	CM	0.00			Partial	Day	42.00	0.00
10/03	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/04	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/05	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/06	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/07	LDP	95.00	56.00	CM	CM	CM	95.00			Partial	Day	137.00	0.00
												403.00	0.00
Previous Next													

- When looking at the computations screen, notice that TPAX/IATS is paying 2608 miles @ \$0.55/mi (\$1447.44) plus the \$85 in tolls totaling \$1558.52. (

Description	Total
Memb/Emp TDY Per Diem	403.00
Memb/Emp Transportation	1,558.52

- Notice if the 'Mem GTR' cost is less than the 'actual cost', TPAX/IATS caps at the GTR cost and does not pay mileage costs.

What's Authorized	Itinerary	Constructed Itinerary	Reimbursables		
Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/>					
Depart Date	Arrive Date	To Location	Mem GTR	Const. Dep. Date	Const. Arr. Date
<input type="text" value="10/1/2013"/>	<input type="text" value="10/2/2013"/>	Orlando, FLORIDA	<input type="text" value="500.00"/>	<input type="text" value="10/02/2013"/>	<input type="text" value="10/02/2013"/>
<input type="text" value="10/7/2013"/>	<input type="text" value="10/8/2013"/>	Topeka, KANSAS	<input type="text" value="500.00"/>	<input type="text" value="10/07/2013"/>	<input type="text" value="10/07/2013"/>

Constructed Comparisons

From Date	To Date	Actual	POV	GTR	
10/01/2013	10/02/2013	771.76	0.00	500.00	<=
10/07/2013	10/08/2013	786.76	0.00	500.00	<=
Previous Next					

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
10/02	LDP	101.00	56.00	CM	CM	CM	0.00			Partial	Day	42.00	0.00
10/03	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/04	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/05	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/06	LDP	101.00	56.00	CM	CM	CM	0.00	10.00	14.00	27.00	5.00	56.00	0.00
10/07	LDP	95.00	56.00	CM	CM	CM	95.00			Partial	Day	137.00	0.00
												403.00	0.00
Previous Next													

Remit To	Transactions	Entitlements	Computations	Final
Description		Total		
Memb/Emp TDY Per Diem		403.00		
Memb/Emp Transportation		1,000.00		

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