

# TPAX PCS Travel Claim Guide

Updated August 2016

1. Things you need to know first
2. Member Travel Only
3. Member with Dependent Travel
4. Member married to Member Travel
5. Appendix



## Things you need to know first

1. References
2. \*\*WARNING about submission of claims
3. Types of PCS Orders
4. How to read your DA Orders
5. How to input Order Information
6. How to compute EFFECTIVE DATE OF ORDERS
7. How to upload supporting documentation to TPAX
8. How to input DLA
9. How to input TLE
10. How to apply PCS Advances
11. Reimbursable Items for PCS
12. How to input Line of Accounting

### References

1. JTR – Joint Travel Regulations – Chapter 5
  - a. <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
2. Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2B
  - a. <http://www.uscg.mil/ppc/3pm.asp>

### \*\*WARNING about submission of PCS claims

The SPO **MUST** report the member into DA prior to submitting the claim to PPC for processing. Please be advised that if the '**REPORT DATE**' is not listed in DA, the travel claim will be returned unprocessed for payment.

**\*\*NOTE** – **The address of the dependents** at the time of receiving orders **MUST** be typed into the **REMARKS** block of the claim or DLA with and dependent travel will not be paid.

### Types of PCS Orders

Refer to JTR for specific entitlements under each of the types of orders

1. Station to Station
2. Honorable Greater than 90% Separation
3. Dishonorable or Less than 90% Separation
4. Change of Home Port
5. Home to First Duty Station
6. Boot Camp to 'A' School

## How to read your DA Orders

All of your PCS entitlements MUST be authorized on your orders. Please keep in mind that each SPO/AO may have a different template in which they work from. As such, you will need to LOOK for these entitlements. Below is a sample set of orders and highlighted in order is:

7. Issue Date
8. Status of Orders
9. Depart Date (Begin Date of orders)
10. Old PDS Location
11. New PDS Location
12. Report Date (End Date of orders)
13. TONO and Line of Accounting
14. Dependent Information Authorized to Travel & DOB
15. Old PDS depart location & New PDS arrival location
16. Authorized to ship 1 POV & from what location
17. Authorized AMHS (Alaska Ferry) with instructions
18. Authorized 2 POVs
19. Authorized DLA and at what pay grade
20. Date of Rank

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (rev. 06-04)	<b>STANDARD TRAVEL ORDER</b>	Issue Dt: 2015-02-06
CG Trans ID: 2255575	Current Duty Station: 006533 PPC TRAVEL BR TOPEKA KS 66683	
Order Status: <b>Finished</b>	Order Type: Permanent Change of Station	
Rotation Dt: 07/01/2018	Period of Travel: 06/02/2015 to 06/26/2015 XFR	
	Govt. Credit Card Holder: Y	

**Travel Itinerary and Authorized Absences:**

Date	Time	Duty/Leave	Days	Department	Position
06/02/2015	Depart	Duty		006533 PPC TRAVEL BR	00013478 TRAVEL CLAIM IAD
06/03/2015		Leave INCONUS	7		
06/10/2015		Proceed Time	4		
06/14/2015		Travel Time	13		
06/26/2015	Report	Duty		042897 BASE KOD PERS SVCS DIV (PP)	02 PERSONNEL OFFICER

**Departure/Arrival Travel Details:**

**Report To:**  
**Department:** 042897 BASE KOD PERS SVCS DIV (PP)      **Est Report Date:** 06/26/2015  
**Location:** AK0854 BASE KODIAK      **Position:** 00036172 PERSONNEL OFFICER  
**Address:** P. O. Box 195000      **Nature of Duty:** Duty  
KODIAK, AK 99619      **Revisit:**

**Travel & Per Diem Details:**

**Primary Mode of Travel:** Car  
**Commercial Carrier (subj to reimbursement):**  
**Authorized Private Owned Conveyance (POC):** y  
**Government Owned Conveyance:**  
Per Diem based on city of:  
**Authorized Rental Car:**  
**Authorized for Local Travel (taxi, bus, etc.):**  
**Quarters:**  
**Lodging:**  
**M&IE:**  
**Messing:**

**Medical Travel/Escort:**  
**Remain Overnight (RON):**  
**RON Locality:**  
**RAN (funded by Agency):**

**Accounting :**

Travel Order No	Acct String	Agy	Reg	App	Lim	Fund	Lvl	Pz	Cost	Obj	Estimate
								Elm	Cr	Cl	
1215G85P55SAF000	2P501299210AS780452114	2	P	501	299	21	0	AS	78045	211	\$3000.00
										4	

TAC code for personal property shipment: ZAS0  
TAC code for transportation and storage of POV: ZV50  
TAC code to be used for Non-Temporary-Storage if authorized: ZNA0

**Dependents Authorized to Travel:**

Name	Relationship	Birth Date	Married
[REDACTED]	Spouse	08/20/1977	12/02/2000
[REDACTED]	Daughter	12/31/2005	
[REDACTED]	Son	03/07/2008	

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5131 (rev. 06-04)	<b>STANDARD TRAVEL ORDER</b>		Issue Dt: 2015-02-06
	0	PERS2	M
CG Trans ID: 2255575	Current Duty Station: 006533 PPC TRAVEL BR TOPEKA KS 66683		
Order Status: Finished	Order Type: Permanent Change of Station		
Rotation Dt: 07/01/2018	Period of Travel: 06/02/2015 to 06/26/2015 XFR		
	Govt. Credit Card Holder: Y		

**Remarks/Comments/Additional Instructions:**

- A. THESE ORDERS CONSTITUTE A PCS MOVE FM TOPEKA, KS TO KODIAK, AK.
- B. MBR TO USE 01 POV (2014 HONDA PILOT) FOR TVL. MBR IS AUTHORIZED TO DRIVE 01 POV (2005 SUBURU OUTBACK) TO ST. LOUIS VPC (BRIDGETON, MO)
- C. IAW JFTR US105: OFFICIAL DTOD DISTANCE 294 MILES FM TOPEKA, KS TO BRIDGETON, MO. OFFICIAL DTOD DISTANCE 3696 MILES FM TOPEKA, KS TO HOMER, AK. OFFICIAL DTOD DISTANCE 9 MILES FROM KODIAK FERRY TERMINAL TO BASE KODIAK.
- D. INSERT EXCEPTIONS HERE:
1. MBR & DEPNS AUTH 02 DAYS TVL VIA THE ALASKA MARINE HIGHWAY SYSTEM, ITINERARY NUMBER: 2304440.
2. WEIGHT REQUIREMENTS HAVE BEEN MET IAW COMDTINST M1020.8G.
- E. MBR WAS COUNSELED ON TLE(U5710) /TLA(U9200) ENTITLEMENTS.
- F. AUTH TVL ADVANCES
1. MALT:
- |  |          |
|--|----------|
| 1ST POC (2005 SUBARU OUTBACK) 588 MILES (ROUNDTRIP) X \$0.575 (TDY RATE) - | \$338.10 |
| 2ND POC (2014 HONDA PILOT) 3705 MILES X \$0.23 (PCS RATE) -                | \$852.15 |
2. PER DIEM:
- |  |           |
|--|-----------|
| 01 X MBR X 11 DAYS TVL BY POC X (\$129.00 @ 100%) -              | \$1419.00 |
| 01 X MBR X 02 DAYS TVL BY AMH X (\$71.00 @ 100%) -               | \$142.00  |
| 01 X DEP AGE 12 & OVER X 11 DAYS TVL BY POC X (\$129.00 @ 75%) - | \$1064.25 |
| 01 X DEP AGE 12 & OVER X 02 DAYS TVL BY AMH X (\$71.00 @ 75%) -  | \$106.50  |
| 02 X DEP UNDER AGE 12 X 11 DAYS TVL BY POC X (\$129.00 @ 50%) -  | \$1419.00 |
| 02 X DEP UNDER AGE 12 X 02 DAYS TVL BY AMH X (\$71.00 @ 50%) -   | \$142.00  |
3. IAW JFTR US600 MBR AUTH DLA WITH DEPNS RATE FOR PAYGRADE W-2 IN THE AMOUNT OF \$2575.96.
- |                       |                   |           |
|-----------------------|-------------------|-----------|
| 4. MEMBER PER DIEM    | \$1561.00 @ 80% - | \$1248.80 |
| MEMBER MALT TDY       | \$338.10 @ 80% -  | \$270.48  |
| MEMBER MALT PCS       | \$852.15 @ 80% -  | \$681.72  |
| DEPENDENT(S) PER DIEM | \$2731.75 @ 80% - | \$2185.40 |
| DLA                   | \$2575.96 @ 80% - | \$2060.77 |
| TOTAL                 | \$8058.96 @ 80% - | \$6447.17 |
- PCS TRAVEL ADVANCE AUTHORIZED @ 80% FOR \$6447.17
- G. IAW JFTR 5417, MBR AUTH REIMBURSEMENT FOR SHIPMENT BETWEEN CONUS PDSs FOR (1) POV (2005 SUBARU OUTBACK) FROM BRIDGETON, MO TO KODIAK, AK.
- H. ADV PAY NOT REQUESTED.
- I. AUTH SHIPMENT OF HHGS AT PAYGRADE W-2 AT THE WITH DEPNS RATE IAW JFTR PAR. US310-B.2. MBRS PERFORMING A PERSONALLY PROCURED MOVE (PPM) FOR HOUSEHOLD GOODS MUST OBTAIN UNLOADED AND LOADED WEIGHT TICKETS AT ORIGIN.
- J. NEW UNIT ADDRESS:  
BASE KODIAK  
46 CAPE SARICHEP  
KODIAK, AK 99619  
DETACHMENT DEPENDENT UPON ACCEPTANCE OF APPOINTMENT. DATE OF RANK: 01 JUNE 2015. IF YOU DECIDE TO DECLINE THIS APPOINTMENT, NOTIFY PSC-OPM-2 AND PSC-OPM-1 BY MSG WITHIN FIVE WORKING DAYS OF THE SPO AIRPORT TERMINAL RECEIPT DATE.

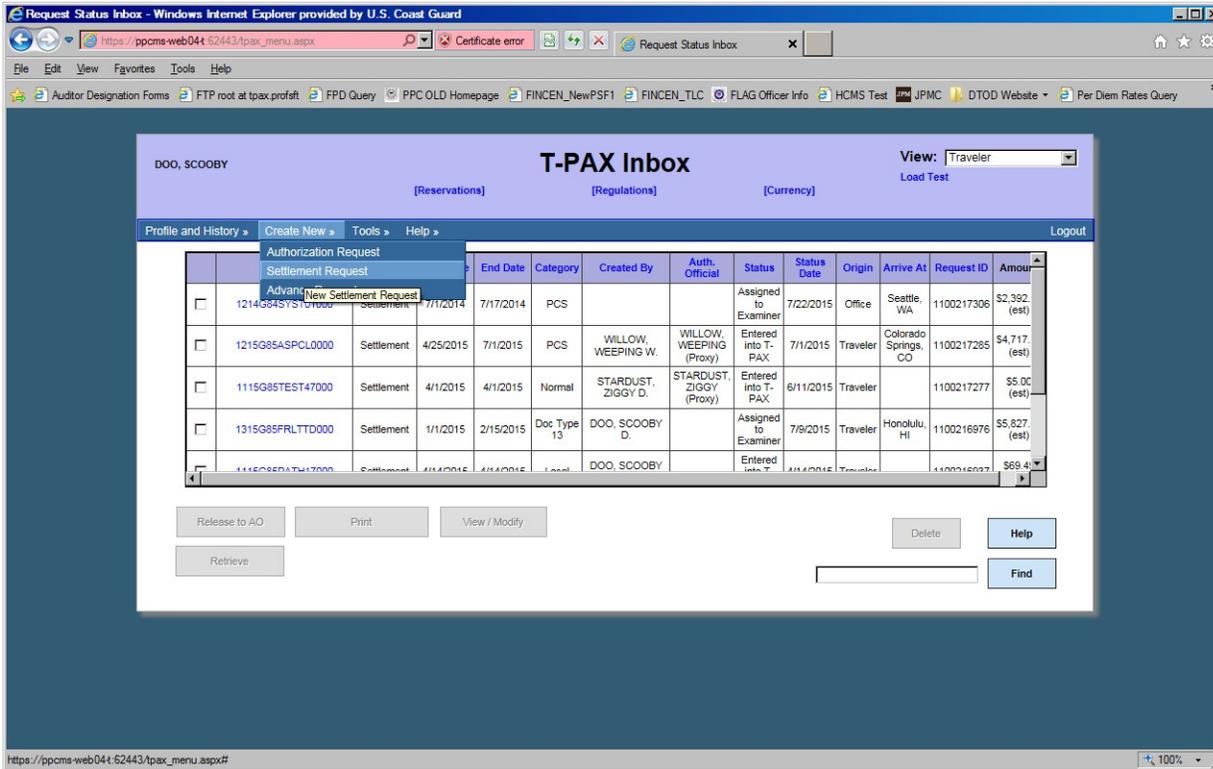
Except as noted orders are authorized and directed. Proceed and report to the places and in the order listed. Deviations should not be made without prior written or verbal orders from proper authority.

J. R. LEE, YN1, USCG, BYDIR	Date	Traveler's Signature	Date
Official's Signature			

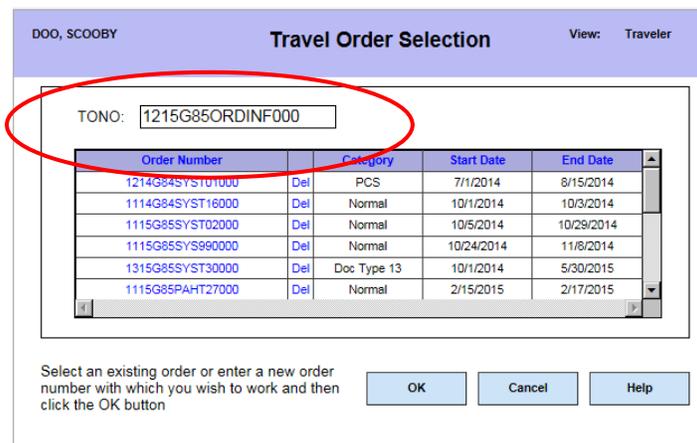
## How to input Order Information

This step only has to be done once. It will already be done if an advance has been processed against this TONO. If the TONO does not exist in your travel history, you will need to perform these steps to enter in your ORDER INFORMATION.

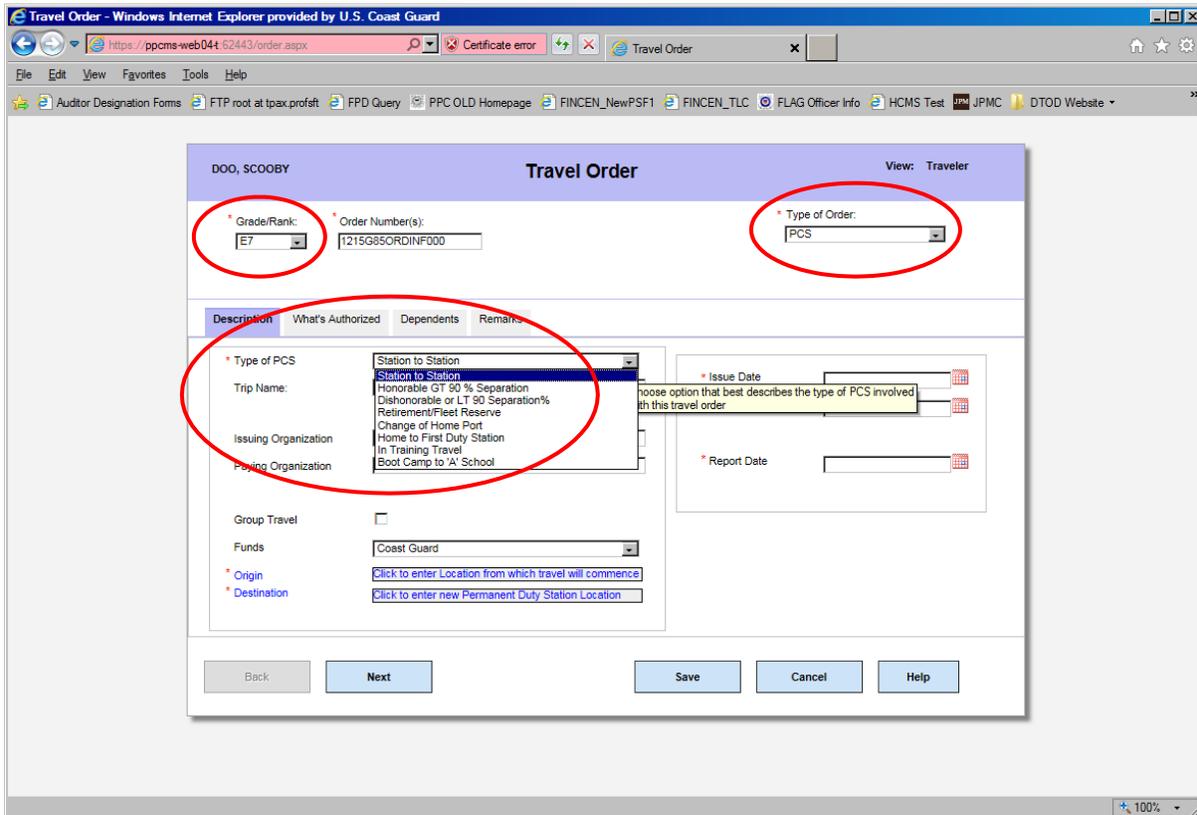
Select "CREATE NEW" on the tool bar and select advance request or settlement request.



That will take you to the Travel order selection screen where you will input the TONO.



Once you have typed in the TONO you will be on the Travel Order screen. Use the dropdown to enter in the current rank of the member PCSing on the left side of the screen and then use the drop down on the right side of the screen to input PCS for Type of Order. Once you have done that, go to the Type of PCS drop down and select the type of PCS travel that is being performed...i.e. station to station, >90%, <90%, Home to first duty station etc.



Next, you may enter in a trip name such as 2015 PCS. Then you will click on the hyperlink to Origin (Old PDS location) and enter in the location and then you will click on Destination (New PDS location)

\* Type of PCS: Station to Station

Trip Name: 2015 PCS

Issuing Organization: 5347400

Paying Organization: 5347400

Group Travel:

Funds: Coast Guard

\* Origin: [Click to enter Location from which travel will commence](#)

\* Destination: [Click to enter new Permanent Duty Station Location](#)

When inputting the locations, you will first type in the state code and click tab. In the zip code/city, type in the zip code of the PDS to find the right location and it will fill out the county/locality for you. Click OK

**Origin - Location of Old Duty Station**

Country / State:  Zip Code / City:

County / Locality:

When selecting Territories or Foreign countries, type out the full name of the locality, tab pass zip code/city and find the county/locality in which the PDS is located. If you do not find the exact one, select OTHER.

**Destination - Location of New Duty Station**

Country / State: occnus ccnus  
Country / State:   
Country / State:

Zip Code / City:  
Zip Code / City:   
Zip Code / City:

County / Locality:  
County / Locality:   
County / Locality:

Next you will input the issue date of the orders, the depart/detach date IAW the orders and the report date IAW the orders.

\* Type of PCS:   
Trip Name:   
Issuing Organization:   
Paying Organization:   
Group Travel:   
Funds:   
\* Origin:   
\* Destination:

\* Issue Date:   
\* Detach Date:   
\* Report Date:

Next, click on the **WHAT'S AUTHORIZED** tab. Here you will select the type of DLA you have if any, check TLE if you will be authorized it (in the case that this is a COT travel, you will select that option). **DO NOT SELECT HOUSEHOLD GOODS** as CG does not use this option at this time.

Description **What's Authorized** Dependents Remarks

Ship PCV  
DLA:   
 TLE  
 Proceed Time  
 Separate COT Travel  
Household Goods:   
 Emergency TLE

Next, click on the Dependents tab. If you have dependents that are traveling on this TONO you must enter them in at this time. To do so, you may click the button GET DEPENDENTS at the bottom left of the screen. This will automatically input any/all dependents that have been input into the system previously.

Description What's Authorized **Dependents** Remarks

Name of Dependent	Relationship to Member/Employee	Birth / Marriage Date		
-------------------	---------------------------------	-----------------------	--	--

As you can see below, this member has a spouse and 2 children listed, but member recently had an addition to the family, so we need to add another dependent by clicking the ADD button.

Description What's Authorized **Dependents** Remarks

Name of Dependent	Relationship to Member/Employee	Birth / Marriage Date		
SPOUSE	Spouse		Edit	Delete
C1	Dependent	5/12/2000	Edit	Delete
C2	Dependent	12/18/2003	Edit	Delete

Add

This will bring up a line so that you can fill in the name, relationship and DOB. Once you have done that click ACCEPT on that same line.

Description What's Authorized **Dependents** Remarks

Name of Dependent	Relationship to Member/Employee	Birth Date		
SPOUSE	Spouse		Edit	Delete
C1	Dependent	5/12/2000	Edit	Delete
C2	Dependent	12/18/2003	Edit	Delete
C3	Dependent	02/21/2014	Accept	Cancel Delete

Get Dependents Add

Next click on the Remarks Tab and input any comments that are deemed necessary by an AO or PPC for further explanation if necessary.

Description What's Authorized Dependents **Remarks**

Order Remarks:

THIS IS THE TRAVEL ORDER INFORMATION. THIS INFORMATION MUST BE TAKEN FROM THE PCS ORDERS AND INPUT INTO THE TONO INFORMATION THE FIRST TIME THE TONO IS ENTERED INTO THE SYSTEM. THIS DOES NOT CONSTITUTE AN AUTHORIZATION OR A SIGNED SET OF ORDERS.]



Click the SAVE button on the bottom right corner of the screen and the system will then take you to the advance or settlement request.

## 2) How to compute EFFECTIVE DATE OF ORDERS

When processing a PCS claim, you must know how to compute the effective date of the orders. The formula for effective date of orders is: Report date – (# of days of travel + 1). Using the below example, 9/21/2015 – (6+1), 9/21/15-6=9/15/15+1, the effective date of orders is 9/16/2015.

### Travel Itinerary and Authorized Absences:

<u>Date</u>	<u>Type</u>	<u>Duty/Leave</u>	<u>Days</u>
08/23/2015	Depart	Duty	
08/24/2015		Leave INCONUS	19
09/12/2015		Proceed Time	4
09/16/2015		Travel Time	6
09/21/2015	Report	Duty	

The effective date of orders is input when processing the PCS travel claim. On the Entitlements tab is the field for effective date of orders. You will input this date into this field.

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 09/16/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

It is important that the effective date of orders is correct so that if there is a promotion in between the depart date and the report date, that the DLA will be paid at the correct rank. Additionally, this impacts how dependents are paid, if the dependent status happened before or after the effective date.

## How to upload supporting documentation to TPAX

It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single file. First thing you MUST do is to scan the orders/authorization, applicable amendments, required receipts and save it as a PDF document to a space/pathway that you can access. Once back at your computer, find the PDF document and rename it as appropriate. Example: MousePCSOOrders2013. Keep the file name as short as possible.



Type of order: PCS Covered from: 8/24/2015 to: 9/21/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 09/16/2015

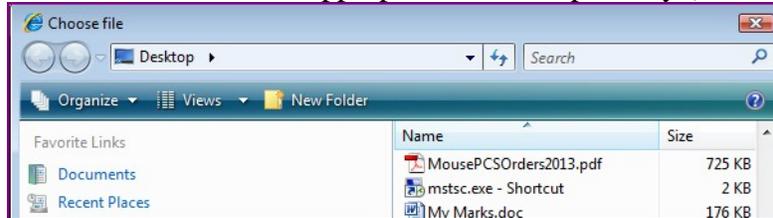
Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

Back Next **Manage Images** Receipts SAVE Cancel Help

Next, click on the “**Manage Images**” button at the bottom left on the screen above. This will open another screen (see below)

The screenshot shows a web form titled "Images and Receipts". At the top left, it displays "DOO, SCOOBY" and "TONO: 1214G84SYST01000". The main heading is "Images and Receipts" with a "View: Traveler" option. The form contains three input fields: "Image or Receipt File Name" (empty), "Image description:" (empty), and "Upload Image" (button). At the bottom, there are "Done" and "Help" buttons.

Click the browse button and choose the file at the appropriate location/pathway (see below screen)



This will fill out the Image or receipt file name field. Next enter in an appropriate image description in the field. Next click the “**Upload Image**” button. You will then see the below screen. Click the DONE button. Repeat steps if you NEED to add any other documents.

The screenshot shows the "Images and Receipts" form with the "Image or Receipt File Name" field populated with the path "C:\Users\PAHanser\Desktop\Active Duty". The "Image description:" field contains "DOOPCS2013". The "Upload Image" button is visible. The "Done" and "Help" buttons are at the bottom.

## How to input DLA

If the traveler is entitled to DLA, then the order information must indicate the authorization.

The screenshot shows the "What's Authorized" tab in a travel system. The "DLA" dropdown menu is set to "With Dependents". Other options include:

- Ship POV
- TLE
- Emergency TLE
- Proceed Time
- Separate COT Travel
- Household Goods:

If DLA is authorized with dependents, then the dependents MUST be listed on the dependent tab

Description	What's Authorized	Dependents	Remarks																									
<table border="1"> <thead> <tr> <th>Name of Dependent</th> <th>Relationship to Member/Employee</th> <th>Birth / Marriage Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>SPOUSE</td> <td>Spouse</td> <td></td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>C1</td> <td>Dependent</td> <td>5/12/2000</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>C2</td> <td>Dependent</td> <td>12/18/2003</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>C3</td> <td>Dependent</td> <td>2/21/2014</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table>				Name of Dependent	Relationship to Member/Employee	Birth / Marriage Date			SPOUSE	Spouse		Edit	Delete	C1	Dependent	5/12/2000	Edit	Delete	C2	Dependent	12/18/2003	Edit	Delete	C3	Dependent	2/21/2014	Edit	Delete
Name of Dependent	Relationship to Member/Employee	Birth / Marriage Date																										
SPOUSE	Spouse		Edit	Delete																								
C1	Dependent	5/12/2000	Edit	Delete																								
C2	Dependent	12/18/2003	Edit	Delete																								
C3	Dependent	2/21/2014	Edit	Delete																								
<input type="button" value="Get Dependents"/> <input type="button" value="Add"/>																												

If DLA is not authorized in the order information, you will need to back out of the claim and go to main TPAX Inbox and click **“Profile and History”** then click **“Orders”**

Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
Settlement	7/1/2014	7/17/2014	PCS			Assigned to Examiner	7/22/2015	Office	Seattle, WA	1100217306	\$2,392 (est)
Settlement	4/28/2015	7/1/2015	PCS	WILLOW, WELPING W.	WILLOW, WELPING W. (Proxy)	Entered into T-PAX	7/1/2015	Traveler	Colorado Springs, CO	1100217285	\$4,717 (est)
Settlement	4/1/2015	4/1/2015	Normal	STARBUCK, ZIGGY D.	STARBUCK, ZIGGY D. (Proxy)	Entered into T-PAX	6/11/2015	Traveler		1100217277	\$5.00 (est)
Settlement	1/1/2015	2/15/2015	Doc Type 13	DOO, SCOOBY D.		Assigned to Examiner	7/6/2015	Traveler	Honolulu, HI	1100216976	\$5,827 (est)
Settlement	4/1/2015	4/1/2015	Normal	DOO, SCOOBY D.		Entered into T-PAX	7/6/2015	Traveler		1100216976	\$5.00 (est)

Select the appropriate TONO and click OK

**Travel Order Selection**

DOO, SCOOBY View: Traveler

TONO:

1215G85AFTST1000	Del	PCS	4/6/2015	6/1/2015
1115G85TEST47000	Del	Normal	4/1/2015	4/3/2015
1215G85ASPL0000	Del	PCS	6/1/2015	7/1/2015
1215G85DLA010000	Del	PCS	7/23/2015	7/27/2015
1215G85ORDINF000	Del	PCS	6/1/2015	7/1/2015
1215G85EFFDT0000	Del	PCS	8/24/2015	9/21/2015
1215G85TEST15000	Del	PCS	6/1/2015	7/6/2015

Select an existing order or enter a new order number with which you wish to work and then click the OK button

Select the appropriate tab and make the necessary changes.

DOO, SCOOBY **Travel Order** View: Traveler

\* Grade/Rank: E7 \* Order Number(s): 1215G85TEST15000 \* Type of Order: PCS

Description **What's Authorized** Dependents Remarks

Ship POV  TLE  Emergency TLE

DLA: With Dependents  Proceed Time  Separate COT Travel

Household Goods: None

Back Next Save Cancel Help

Once this has been completed, you can now enter your PCS travel claim.

Once inside the claim, click on the entitlements tab, use the drop down to select DLA and click “**Add This Entitlement**”

Type of order: PCS Covered from: 6/1/2015 to: 7/6/2015

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 6/1/2015

Entitlement Type	Dates Encompassed	Status
DLA		

<= Add This Entitlement

TPAX will then ask you if the dependents moved at this time. If so, check the box to the right. If not leave the box blank and the system will pay DLA without at this point. Click the ACCEPT button.

DLA with dependents is authorized. Check this box if dependents were moved at this time

Accept Cancel Help

## How to input TLE

TLE is Temporary Lodging Expense and can be used if the traveler is within the commuting distance of either the Old or New PDS. TLE is limited to 10 days CONUS TO CONUS, or limited to 10 days OCONUS to CONUS PDS, or limited to 5 days CONUS to OCONUS PDS. ANY OCONUS temporary lodging is TLA and must be claimed through FINCEN.

**\*\*NOTE:** If TLE is not an entitlement on the drop down, when the ORDER INFORMATION was input, TLE was not selected. Click on Profile and History Link in the traveler view and click on ORDERS. Find the current TONO you are working with and open the Travel Order information screen. Click on the What's Authorized tab and select TLE on this screen. Click SAVE.

The screenshot shows a web form with the following fields and options:

- Grade/Rank: E7
- Order Number(s): 1216G86PCSP0V000
- Type of Order: PCS
- Tab: What's Authorized (selected)
- Options:
  - Ship POV
  - TLE (highlighted in yellow)
  - Emergency TLE
  - DLA: With Dependents
  - Proceed Time
  - Separate COT Travel
  - Household Goods: None

Then go back to the claim and TLE will be part of your entitlement drop down that you can select.

Once inside the claim, click on the entitlements tab, use the drop down to select TLE and click “**Add This Entitlement**”

The screenshot shows the 'Settlement Request' screen with the following details:

- Header: DOO, SCOOPY; TONO: 1215G85TEST15000; View: Traveler
- Form Fields:
  - Type of order: PCS
  - Covered from: 6/1/2015 to: 7/6/2015
  - Type of Settlement: Partial
  - Type of Partial: Not a Partial
- Navigation Tabs: Remit To, Transactions, Entitlements (highlighted in yellow), Computations, Financial, Remarks
- Form Fields:
  - Travel Not Performed:
  - Effective Date: 6/1/2015
- Table:

Entitlement Type	Dates Encompassed	Status
TLE (highlighted in red)		
- Buttons: Back, Next, Manage Images, Receipts, SAVE, Cancel, Help
- Button: <= Add This Entitlement (highlighted in red)

This will bring up the below screen where you need to click “**Add TLE Day**”

Date	Location	Who's being paid	Lodging		
Previous Next					

Add TLE Day

Enter the first date of lodging, **the zip code location of the PDS**, who is staying in the lodging and how much the lodging is per night. Then click the ACCEPT button. The zip code determination is based on JTR Chpt 5 5434 G2 – ‘Per Diem Rate is the locality based on the PDS (or designated place, HOR or initial follow on technical training, if applicable) location is used for TLE reimbursement.

DOO, SCOOPY  
 TONO: 1215G85ASPCL0000

### TLE Expenses

View: Proxy

Date	Location	Who's being paid	Lodging		
<input type="text" value="04/25/2015"/>	<input type="text" value="66683, KS"/>	<input checked="" type="checkbox"/> SCOOPY <input checked="" type="checkbox"/> SPOUSE <input checked="" type="checkbox"/> C1 <input checked="" type="checkbox"/> C2	<input type="text" value="125.00"/>	<input type="button" value="Accept"/> <input type="button" value="Cancel"/>	<input type="button" value="Delete"/>
Previous Next					

The below screen will then show. If additional days are needed in the same location, click **“Add TLE Day”**

DOO, SCOOPY  
TONO: 1215G85TEST15000
**TLE Expenses**
View: Traveler

Date	Location	Who's being paid	Lodging		
05/26/2015	Topeka, KS	Member + 4 Dependents	85.00	<a href="#">Edit</a>	<a href="#">Delete</a>
Previous Next					

Add TLE Day

Accept Changes
Cancel Changes
Help

This will bring up additional dates of the same TLE information as what you input above; click Accept if there are no changes. You may do this for any lodging that is within either the OLD PDS or the NEW PDS. Once you have entered in all the TLE expenses, click the **“Accept Changes”** button.

DOO, SCOOPY  
TONO: 1215G85TEST15000
**TLE Expenses**
View: Traveler

Date	Location	Who's being paid	Lodging		
05/26/2015	Topeka, KS	Member + 4 Dependents	85.00	<a href="#">Edit</a>	<a href="#">Delete</a>
05/27/2015	Topeka, KS	Member + 4 Dependents	85.00	<a href="#">Edit</a>	<a href="#">Delete</a>
05/28/2015	Topeka, KS	Member + 4 Dependents	85.00	<a href="#">Edit</a>	<a href="#">Delete</a>
05/29/2015	Topeka, KS	Member + 4 Dependents	85.00	<a href="#">Edit</a>	<a href="#">Delete</a>
05/30/2015	Topeka, KS	Member + 4 Dependents	85.00	<a href="#">Edit</a>	<a href="#">Delete</a>
Previous Next					

Add TLE Day

Accept Changes
Cancel Changes
Help

DOO, SCOOPY  
TONO: 1215G85TEST15000
**TLE Expenses**
View: Traveler

Date	Location	Who's being paid	Lodging		
07/07/2015	Mia, FL	Member + 4 Dependents	115.00	<a href="#">Edit</a>	<a href="#">Delete</a>
07/08/2015	Mia, FL	Member + 4 Dependents	115.00	<a href="#">Edit</a>	<a href="#">Delete</a>
07/09/2015	Mia, FL	Member + 4 Dependents	115.00	<a href="#">Edit</a>	<a href="#">Delete</a>
07/10/2015	Mia, FL	Member + 4 Dependents	115.00	<a href="#">Edit</a>	<a href="#">Delete</a>
07/11/2015	Mia, FL	Member + 4 Dependents	115.00	<a href="#">Edit</a>	<a href="#">Delete</a>
Previous Next					

Add TLE Day

Accept Changes
Cancel Changes
Help

You will then come back to the main settlement request screen.

DOO, SCOOPY  
TONO: 1215G85TEST15000
**Settlement Request**
View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To
Transactions
Entitlements
Computations
Financial
Remarks

Travel Not Performed:  Effective Date:

	Entitlement Type	Dates Encompassed	Status
<a href="#">Edit</a>	TLE	5/26/2015-7/11/2015	Validated Data <a href="#">Delete</a> <a href="#">Calcs</a> <a href="#">Comp</a>

<= Add This Entitlement

Back
Next
Manage Images
Receipts
SAVE
Cancel
Help

To see and verify TLE expenses, click on the “Calcs” hyperlink above on the right side of the line.

DOO, SCOOPY TONO: 1215G85TEST15000		TLE Expenses				View: Traveler	
<input type="button" value="Audit Remarks"/> <input type="button" value="Done"/>							
Date	Locality Rate	Lodging	M&E	Max M&E & Lodging	Maximum TLE	Paid	
05/26	129	85	85.1	170.1	290	170.1	
05/27	129	85	85.1	170.1	290	170.1	
05/28	129	85	85.1	170.1	290	170.1	
05/29	129	85	85.1	170.1	290	170.1	
05/30	129	85	85.1	170.1	290	170.1	
07/07	185	115	122.1	237.1	290	237.1	
07/08	185	115	122.1	237.1	290	237.1	
07/09	185	115	122.1	237.1	290	237.1	
07/10	185	115	122.1	237.1	290	237.1	
07/11	185	115	122.1	237.1	290	237.1	
Previous Next							

If you exceed the TLE limits, the system will automatically CAP (Limit) you to the maximum lodging expense.

\*\*NOTE: If you are staying with **friends/family** enter in the PDS zip code in the locality and leave the lodging costs blank. This will pay you **M&IE only**. If you are doing this, then the name, address and phone number of the person you are staying with **MUST** be in the remarks block of the travel claim. Please indicate this is a TLE M&IE address.

### How to Apply PCS advances

Many times a traveler will have received a PCS advance that was processed by the SPO. If there was an advance is should show up in the Transactions tab of the settlement/claim request.

MAJOR, SERGEANT TONO: 1215G85ATC934000		Settlement Request				View: Traveler	
Type of order:	PCS	Covered from:	4/30/2015	to:	5/15/2015		
Type of Settlement:	Partial	Type of Partial:	Not a Partial				
<input type="button" value="Remit To"/> <input type="button" value="Transactions"/> <input type="button" value="Entitlements"/> <input type="button" value="Computations"/> <input type="button" value="Financial"/> <input type="button" value="Remarks"/>							
Locked	Date	Type	Amount	Delete			
<input type="checkbox"/>	6/8/2015	Advance	2,816.51				
<input type="button" value="View Advances"/>							
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/>			<input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>				

Process your travel claim as normal and when you have completed the entitlements tab, click on computations tab.

### Settlement Request

Type of order:  Covered from:  to:   
Type of Settlement:  Type of Partial:

- Remit To
- Transactions
- Entitlements**
- Computations
- Financial
- Remarks

Travel Not Performed:  Effective Date:

	Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a>	Enroute PCS Travel	4/30/2015-5/13/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>
<a href="#">Edit</a>	Pick Up Vehicle at Port	5/30/2015-5/30/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>
<a href="#">Edit</a>	DLA (with Dependents)	4/30/2015-4/30/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

<- Add This Entitlement.

- [Back](#)
- [Next](#)
- [Manage Images](#)
- [Receipts](#)
- [SAVE](#)
- [Cancel](#)
- [Help](#)

Once you click on the Computations Tab, click in the “Apply Advances” block at the bottom left of the screen.

Type of order:  Covered from:  to:   
 Type of Settlement  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
Description		Total			
Memb/Emp PCS Per Diem		1,564.50		Total Entitlement <input type="text" value="8,308.34"/>	
Memb/Emp Transportation		262.20		Deductions <input type="text" value="0.00"/>	
Memb/Emp MALT		787.98		Partial Payments <input type="text" value="0.00"/>	
Dep Per Diem		3,129.00		Amount Payable <input type="text" value="8,308.34"/>	
Dep. MALT		54.05		Advances <input type="text" value="2,616.51"/>	
DLA		2,510.61		Due Employee <input type="text" value="5,691.83"/>	
				Split Payment <input type="text" value="0.00"/>	
				Computed Split <input type="text" value="0.00"/>	

Method of Payment

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

That will bring up the below screen. Click the DEFAULT button and the fields will automatically fill out in the applied column and will give the Total of advances. Click Accept Changes.

MAJOR, SERGEANT  
TONO: 1215G85ATC934000

### Apply PCS Advances

View: Traveler

Entitlement	Outstanding	Applied
Memb/Emp PCS Per Diem	173.60	173.60
Memb/Emp MALT	43.61	43.61
Dislocation Allowance	2,008.49	2008.49
Dependent Per Diem	347.20	347.20
Dependent MALT	43.61	43.61

Total:

It inputs the amount of Advances into the appropriate block and deducts it from the Amount Payable

MAJOR, SERGEANT  
TONO: 1215G85ATC934000

### Settlement Request

View: Traveler

Type of order:  Covered from:  to:   
 Type of Settlement  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
Description		Total			
Memb/Emp PCS Per Diem		1,564.50		Total Entitlement <input type="text" value="8,308.34"/>	
Memb/Emp Transportation		262.20		Deductions <input type="text" value="0.00"/>	
Memb/Emp MALT		787.98		Partial Payments <input type="text" value="0.00"/>	
Dep Per Diem		3,129.00		Amount Payable <input type="text" value="8,308.34"/>	
Dep. MALT		54.05		Advances <input type="text" value="2,616.51"/>	
DLA		2,510.61		Due Employee <input type="text" value="5,691.83"/>	
				Split Payment <input type="text" value="0.00"/>	
				Computed Split <input type="text" value="0.00"/>	

Method of Payment

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Go to the Financial Tab to complete the claim.

## Reimbursable Items for PCS

THERE ARE VERY FEW REIMBURSABLES IN PCS

- Some Airfare
- SATO FEES
- BAGGAGE FEES
- INCIDENTALS EXP FOR A School
  - TOLLS FOR ROADS
- VISA GREENCARD & PHOTO FEES
  - PET Quarantine Fees

<b>Itinerary</b>	<b>Constructed Itinerary</b>	<b>Reimbursables</b>
Date	Description	Claimed

All reimbursable items MUST be authorized on the PCS orders.

## How to input Line of Accounting

Find the accounting information on your orders. Locate the Financial tab on your PCS claim in Tpx.

DOG, PLUTO  
TONO: 1215G85SIMPL3000

**Settlement Request** View: Traveler

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr Classification String Amount

Add/Modify Accounting

Back Next Manage Images Receipts SAVE Cancel Help

Click the “Add/Modify Accounting” button

DOG, PLUTO  
TONO: 1215G85SIMPL3000

**Settlement Request** View: Traveler

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr Classification String Amount

Add/Modify Accounting

Back Next Manage Images Receipts SAVE Cancel Help

This screen will generate. You will notice there are 2 lines of accounting. Your orders will more than likely have only one line of accounting so delete one line first.

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### CG Accounting

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Aic	ProgEle	CstAct	Obj	Amount		
1215G85SIMPL3001	2		101	299		0				740.11	Edit	Del
1215G85SIMPL3002	2		101	299		0			2104	740.11	Edit	Del

Note: LOA amounts will be automatically updated only if a line is edited.

Delete both lines

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### CG Accounting

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Aic	ProgEle	CstAct	Obj	Amount		
1215G85SIMPL3001	2		101	299		0				740.11	Edit	Del
1215G85SIMPL3002	2		101	299		0			2104	740.11	Edit	Del

Note: LOA amounts will be automatically updated only if a line is edited.

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### CG Accounting

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Aic	ProgEle	CstAct	Obj	Amount		
1215G85SIMPL3000	2	P	101	299	21	0	TG	78045	2104	740.11	Edit	Del

Note: LOA amounts will be automatically updated only if a line is edited.

Click "Add Line" to add your accounting data

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### CG Accounting

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Aic	ProgEle	CstAct	Obj	Amount		
------	----	-----	------	-------	------	-----	---------	--------	-----	--------	--	--

Note: LOA amounts will be automatically updated only if a line is edited.

Enter your line of accounting according to your orders and after checking for accuracy, **“Accept Line”**.

DOG, PLUTO  
TONO: 1215G85SIMPL3000

CG Accounting View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount
1215G85SIMPL3000	2	P	501	299	21	0	TG	78045	2104	740.11

Accept Line Cancel Line

Regenerate Add Line Note: LOA amounts will be automatically updated only if a line is edited.

Accept Changes Cancel Changes Help

If an error generates, check your orders. If an error is still showing, see your accounting manager for proper line of accounting data.

DOG, PLUTO  
TONO: 1215G85SIMPL3000

CG Accounting View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	Edit	Del
1215G85SIMPL3000	2	P	501	299	21	0	TG	78045	2104	740.11		

Regenerate Add Line Note: LOA amounts will be automatically updated only if a line is edited.

Accept Changes Cancel Changes Help

Then you will come back to your Tpx claim and you can save or continue your claim.

DOG, PLUTO  
TONO: 1215G85SIMPL3000

Settlement Request View: Traveler

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

De/Cr	Classification String	Amount
Db	1215G85SIMPL3000 2 P 501 299 21 D TG 78045 2104	740.11

Add/Modify Accounting

Back Next Manage Images Receipts SAVE Cancel Help

## Member Travel Only

### 1) PCS via POV Travel

- a. Travel Time less than authorized
- b. Circuitous/Indirect Travel

### 2) PCS via Commercial Air

- a. CONUS - CONUS
- b. CONUS - OCONUS
- c. OCONUS - OCONUS
- d. OCONUS - CONUS

### 3) PCS via Mixed Mode

- a. Fly/drive to first PDS
- b. Mixed Mode to Boat
- c. Alaska Ferry - 1 POV

### 4) PCS with TDY Enroute (TEMDU)

- a. C Schools

### 5) PCS with NO or Limited Reimbursement

- a. Home to 1st Duty Station (Cadets) or Direct Commission
- b. Boot Camp to "A" School

### 6) Mixed Mode PCS to a Ship (Chasing the boat)

- a. Old PDS to New PDS Home Port

b. Old PDS to New PDS ship underway

c. Old PDS underway to Home Port to New PDS underway

7) Separation &/or Retirement

# PCS via POV Travel

## Travel Time less than authorized

Member Only – PCS via POV Travel - Travel time less than allotted

Input home address at new PDS

SMURF, PAPPA  
TONO: 1215G85VLTIM000

View: Traveler

Settlement Request

Type of order: PCS Covered from: 6/1/2015 to: 7/1/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

\* Address 1: 444 SE QUINCY ST  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66683

Next Manage Images Receipts SAVE Cancel Help

Input Effective date of orders. Click on “Add this Entitlement”

SMURF, PAPPA  
TONO: 1215G85VLTIM000

View: Traveler

Settlement Request

Type of order: PCS Covered from: 6/1/2015 to: 7/1/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

Travel Not Performed:  Effective Date: 06/21/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Select the member and input the number of cars being used. In this example only the member is traveling so, do not select more than 1 car and select only the member.

SMURF, PAPPA View: Traveler

### Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

**What's Authorized** | Itinerary | Reimbursables

Owner operator of POV     No MALT    Number of cars authorized

Who Being Paid

PAPPA (Member)  
 GIRLIEGIRL (Spouse)  
 KIDDO (Dependent)  
 PRINCESS (Dependent)  
 GRUMPY (Parent)

Click on the Itinerary tab and click the dropdown to select Greater than 24 hrs

SMURF, PAPPA View: Traveler

### Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

**What's Authorized** | **Itinerary** | Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles

Member was authorized leave but at the last minute chose not to take it and drove straight through.

SMURF, PAPPA  
TONO: 1215G85TVLTM000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes	Miles
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Departure Date: <input type="text" value="06/01/2015"/></p> <p>Departure Location (click to edit): <input type="text" value="Miami, FL, Miami-Dade"/></p> <p>Method of Transportation: <input type="text" value="PA - Private Auto"/></p> <p><input checked="" type="checkbox"/> Duty Day</p> </div> <div style="width: 45%;"> <p>Arrival Date: <input type="text" value="06/05/2015"/></p> <p>Arrival Location (click to edit): <input type="text" value="Alameda, CA, Alameda"/></p> <p>Reason for Stop: <input type="text" value="MC - Mission Complete"/></p> <p><input type="checkbox"/> Duty Day</p> </div> </div> <div style="margin-top: 10px;"> <p>Who else is traveling on this leg:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;">             GIRLIEGIRL              KIDDO              PRINCESS              GRUMPHY           </div> </div>									
<p>Method of Reimbursement: <input type="text" value="AE - Actual Expense Allow (Itemize)"/></p> <p>AE Percentage: <input type="text" value="0"/></p> <p>Lodging Type: <input type="text"/></p> <p>Meals Type: M&amp;IE: 61.00 <input type="text" value="CM - Commercial Meals"/></p>								<p>Daily Ldg Cost: <input type="text" value="0"/></p> <p>Lodging Tax: <input type="text" value="0"/></p> <p>Miles: <input type="text" value="3101"/></p>	
								<input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/>	

As you can tell, member did not use all days allotted to them and cut their trip short. Member in this case would be authorized 9 days of travel.

SMURF, PAPPA  
TONO: 1215G85TVLTM000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes	Miles
6/1/2015 6/5/2015	DEP ARR	Miami, FL, Miami-Dade Alameda, CA, Alameda	PA MC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	GIRLIEGIRL 0 0.00 0.00	3101
<input type="button" value="Add Leg"/>									
			<input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/>						

SMURF, PAPPA

### Enroute PCS Travel

View: Traveler

TONO:  Covered from:

Type of order:  to:

What's Authorized
Itinerary
Constructed Itinerary
Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes	Miles
6/1/2015 6/5/2015	DEP ARR	Miami, FLORIDA Alameda, CALIFORNIA	PA MC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0.00 0.00	3101

To see how many days the member is actually getting paid, click on the “Calcs” hyperlink below:

SMURF, PAPP  
TONO: 1215G85TVLTIM000

## Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   **Entitlements**   Computations   Financial   Remarks

---

Travel Not Performed:    Effective Date:

	Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a>	Enroute PCS Travel	6/1/2015-6/5/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

---

You can see that although member was authorized 9 days to travel, the member only took 5 days to drive so that is all the member is going to get reimbursed for

SMURF, PAPP  
TONO: 1215G85TVLTIM000

## Daily Expenses

View: Traveler

---

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
06/01	FP											0.00	129.00	0.00	
06/02	FP											0.00	129.00	0.00	
06/03	FP											0.00	129.00	0.00	
06/04	FP											0.00	129.00	0.00	
06/05	FP											0.00	129.00	0.00	
												Total	645.00	0.00	

## Look at the computations tab to verify entitlements

SMURF, PAPP  
TONO: 1215G85TVLTM000

View: Traveler

Settlement Request

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   **Computations**   Financial   Remarks

Description	Total	
Memb/Emp PCS Per Diem	645.00	Total Entitlement <input type="text" value="1,358.23"/>
Memb/Emp MALT	713.23	Deductions <input type="text" value="0.00"/>
		Partial Payments <input type="text" value="0.00"/>
		Amount Payable <input type="text" value="1,358.23"/>
		Advances <input type="text" value="0.00"/>

Method of Payment:

Due Employee   
 Split Payment   
 Computed Split

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

---

Apply advances if advances were received by member

## Input line of accounting and save claim

SMURF, PAPP  
TONO: 1215G85TVLTM000

View: Traveler

Settlement Request

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

Db/Cr	Classification String	Amount
Db	1215G85TVLTM000 2 P 501 299 21 0 RA 78045 2104	1,358.23

---

# Circuitous/Indirect Travel

Member Only – PCS Indirect Route/Circuitous Travel

Input the NEW PDS Home address

CAT, FELIX  
TONO: 1215G85CIRCUT000

View: Traveler

Settlement Request

Type of order: PCS Covered from: 6/1/2015 to: 7/1/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

\* Address 1: #44 SE QUINCY STREET  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66605

Next Manage Images Receipts SAVE Cancel Help

Enter in Effective date of orders and then click add this entitlement

CAT, FELIX  
TONO: 1215G85CIRCUT000

View: Traveler

Settlement Request

Type of order: PCS Covered from: 6/1/2015 to: 7/1/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

Travel Not Performed:  Effective Date: 06/21/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Enter the number of cars being used for this PCS Trip and select the member as being paid

CAT, FELIX

View: Traveler

Enroute PCS Travel

TONO: 1215G85CIRCUT000 Covered from: 6/1/2015  
Type of order: PCS to: 7/1/2015

What's Authorized Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized: 1

Who Being Paid

FELIX (Member)

Select All  
Unselect All

Next Accept Changes Cancel Help

Click Itinerary tab and then use the drop down to select greater than 24 hrs

Enroute PCS Travel

View: Traveler

TONO: 1215G85CIRCUT000 Covered from: 6/1/2015 to: 7/1/2015

Type of order: PCS

What's Authorized: **Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes Miles

Buttons: Back, Next, Add / Edit Trip Itinerary, Accept Changes, Cancel, Help

Input the actual Itinerary

Enroute PCS Travel

View: Traveler

TONO: 1215G85CIRCUT000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes Miles
6/1/2015	Alameda, CA	PA						0 0.00 0.00
6/4/2015	Houston, TX, Harris	LV				CQ		1913
6/27/2015	Houston, TX, Harris	PA						0 0.00 0.00
7/1/2015	Norland, VA, Dickenson	MC				NLG		1088

Buttons: Add Leg, Accept Changes, Cancel Changes, Help

Notice here the member drove 3001 miles

The system will input a “constructed itinerary” tab due to this being other than “normal” travel

Enroute PCS Travel

View: Traveler

TONO: 1215G85CIRCUT000 Covered from: 6/1/2015 to: 7/1/2015

Type of order: PCS

What's Authorized: Itinerary **Constructed Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
6/1/2015	7/1/2015	Norland, VIRGINIA	3002

Buttons: Back, Next, Exceptions, Occasionals, Accept Changes, Cancel, Help

You can see that TPAX will limit member to 2562 miles which is the direct route vs. the indirect route the member took

Click “Accept Changes” and then look at the “calcs” hyperlink to see how many days it being paid

CAT, FELIX  
TONO: 1215G85CIRCUT000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   **Entitlements**   Computations   Financial   Remarks

---

Travel Not Performed:    Effective Date:

Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a> Enroute PCS Travel	6/1/2015-7/1/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

  [<- Add This Entitlement](#)

---

[Back](#)   [Next](#)   [Manage Images](#)   [Receipts](#)   [SAVE](#)   [Cancel](#)   [Help](#)

Notice that TPAX computed 8 days of Per Diem authorized based on the # of miles authorized, divided by 350 miles.

CAT, FELIX  
TONO: 1215G85CIRCUT000

### Daily Expenses

View: Traveler

---

[Remarks](#)   [Done](#)

Date	Day Type	Ldg Rate	M&E Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&E Amount	Total Amount	Lodging Tax	Taxable
06/23	FP											0.00	129.00	0.00	
06/24	FP											0.00	129.00	0.00	
06/25	FP											0.00	129.00	0.00	
06/26	FP											0.00	129.00	0.00	
06/27	FP											0.00	129.00	0.00	
06/28	FP											0.00	129.00	0.00	
06/29	FP											0.00	129.00	0.00	
06/30	FP											0.00	129.00	0.00	
												Total	1032.00	0.00	

You will notice in the below screenshot, TPAX limited the amount of MALT based on the number of miles authorized via direct travel.

CAT, FELIX  
TONO: 1215G85CIRCUT000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   **Computations**   Financial   Remarks

---

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">1,032.00</td> </tr> <tr style="background-color: yellow;"> <td>Memb/Emp MALT</td> <td style="text-align: right;">589.26</td> </tr> </tbody> </table>	Description	Total	Memb/Emp PCS Per Diem	1,032.00	Memb/Emp MALT	589.26	<table style="width: 100%;"> <tr><td>Total Entitlement</td><td style="text-align: right;">1,621.26</td></tr> <tr><td>Deductions</td><td style="text-align: right;">0.00</td></tr> <tr><td>Partial Payments</td><td style="text-align: right;">0.00</td></tr> <tr><td>Amount Payable</td><td style="text-align: right;">1,621.26</td></tr> <tr><td>Advances</td><td style="text-align: right;">0.00</td></tr> </table>	Total Entitlement	1,621.26	Deductions	0.00	Partial Payments	0.00	Amount Payable	1,621.26	Advances	0.00
Description	Total																
Memb/Emp PCS Per Diem	1,032.00																
Memb/Emp MALT	589.26																
Total Entitlement	1,621.26																
Deductions	0.00																
Partial Payments	0.00																
Amount Payable	1,621.26																
Advances	0.00																

Method of Payment:

[Apply Advances](#)

Due Employee	1,621.26
Split Payment	0.00
Computed Split	0.00

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

---

[Back](#)   [Next](#)   [Manage Images](#)   [Receipts](#)   [SAVE](#)   [Cancel](#)   [Help](#)

Enter in line of accounting in the financial tab and save claim

CAT, FELIX  
TONO: 1215G85CIRCUT000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:   
Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

Db/Cr	Classification String	Amount
Db	1215G85CIRCUT000 2 P 501 299 21 0 RA 78045 2104	1,621.26

---

## PCS via Commercial Air

**\*\*NOTE:** When filling out the itinerary, use TP vs. CP to ensure you are getting the correct number of travel days paid.

### CONUS – CONUS

PCS CONUS to CONUS Air:  
Input home address at new PDS

DOG, PLUTO  
TONO: 1215G85CONUSA000

**Settlement Request** View: Traveler

Type of order: PCS Covered from: 6/2/2015 to: 6/26/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

\* Address 1: 144 SE QUINCY ST  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66683

Next Manage Images Receipts SAVE Cancel Help

Under **“Entitlements”** tab select **“Add This Entitlement”**

DOG, PLUTO  
TONO: 1215G85CONUSA000

**Settlement Request** View: Traveler

Type of order: PCS Covered from: 6/2/2015 to: 6/26/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

Travel Not Performed  Effective Date: 6/2/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

Back Next Manage Images Receipts SAVE Cancel Help

**<= Add This Entitlement**

Under **“Itinerary”** Select **“Greater than or equal to 24 hours”**

TONO: <input type="text" value="1215GB/CON/USA003"/>	Covered from: <input type="text" value="6/2/2015"/>
Type of order: <input type="text" value="PCS"/>	to: <input type="text" value="6/26/2015"/>

[What's Authorized](#)
[Itinerary](#)
[Reimbursables](#)

Duration of travel:

Date	Location	Reason	Embark?	Lockbox	Embark?	Who Use	Traveling	Lodging	Taxes	Miles
<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">           No trip itinerary to be entered         </div> <div style="border: 1px solid gray; padding: 2px;">           Select what best describes the duration of travel for this request         </div>										

[Add / Edit Trip Itinerary](#)

[Back](#)
[Next](#)
[Accept Changes](#)
[Cancel](#)
[Help](#)

Airfare CONUS to CONUS use CP (Commercial Plane). If the PCS travel was from OCONUS to CONUS use TP (GOVT plane for overseas travel by air)  
 Verify Departure and Arrival Dates:

Check your departure and arrival locations and dates. Then click “Accept Leg”

DOG, PLUTO  
TONO: 1215G85CONUSA000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles
Departure Date: 06/02/2015 <input checked="" type="checkbox"/> Duty Day	Departure Location (click to edit): San Diego, CA, San Diego	Method of Transportation: CP - Commercial Plane	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: AE - Actual Expense Allow (Itemize)	AE Percentage: 0	Daily Ldg Cost: 0	Lodging Type:	Lodging Tax: 0	Meals Type: M&IE: 46.00	CM - Commercial Meals	Miles: 0
Arrival Date: 06/03/2015 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Corpus Christi, TX, Kleberg	Reason for Stop: MC - Mission Complete	<div style="text-align: right;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </div>								

“Accept Changes” again after checking for accuracy

DOG, PLUTO  
TONO: 1215G85CONUSA000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles		
6/2/2015 6/3/2015	DEP ARR	San Diego, CA, San Diego Corpus Christi, TX, Kleberg	CP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0 0	0.00	0.00	0.00		Edit	Del

Add Leg

Click on “Accept Changes” if it’s accurate

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85CONUSA000      Covered from: 6/2/2015  
 Type of order: PCS      to: 6/26/2015

What's Authorized: **Itinerary**    Constructed Itinerary    Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
6/2/2015 6/3/2015	DEP ARR	San Diego, CALIFORNIA Corpus Christi, TEXAS	CP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0	

Add / Edit Trip Itinerary

Go to the "Reimbursables" tab

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85CONUSA000 Covered from: 6/2/2015  
Type of order: PCS to: 6/26/2015

What's Authorized Itinerary Constructed Itinerary **Reimbursables**

Date	Description	Claimed
------	-------------	---------

**Add / Edit Trip Expenses**

Back Exceptions Occasionals Accept Changes Cancel Help

Add your expenses here

DOG, PLUTO **Reimbursable Expenses** View: Traveler  
TONO: 1215G85CONUSA000

Date	Description	Claimed	Const. Leg
Date	Expense Description	Claimed	IBOP
06/02/2015	AIRFARE-TRAIN-BUS EXPENSE	643.00	UNITED STATES
	AIRFARE-TRAIN-BUS EXPENSE		UNITED STATES
Const. Leg			
1			
Leg	From Date	To Date	Location
1	6/2/2015	6/3/2015	San Diego, CALIFORNIA

**Accept Expense** Cancel Changes

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Help

### Once completed Accept Changes

DOG, PLUTO View: Traveler

### Enroute PCS Travel

TONO: 1215G85CONUSA000 Covered from: 6/2/2015 to: 6/26/2015  
Type of order: PCS

What's Authorized | Itinerary | Constructed Itinerary | **Reimbursables**

Date	Description	Claimed
6/2/2015	AIRFARE-TRAIN-BUS EXPENSE	643.00
6/2/2015	SATO-CTO-TMC SVC PROC FEE	24.50

[Add / Edit Trip Expenses](#)

[Back](#) [Exceptions](#) [Occasionals](#) [Accept Changes](#) [Cancel](#) [Help](#)



**Ensure you have all Sato Airfare receipts, orders and any receipts over \$75.00 attached in the Manage Images (see Image tutorial).**

Next, move to **“Financial”** tab and follow Financial tutorial:

DOG, PLUTO View: Traveler  
TONO: 1215G85CONUSA000

### Settlement Request

Type of order: PCS Covered from: 6/2/2015 to: 6/26/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | **Financial** | Remarks

Db/Cr	Classification String	Amount
Db	1215G85CONUSA000 2 P 501 299 21 0 TG 78045 2104	69.00

[Add/Modify Accounting](#)

[Back](#) [Next](#) [Manage Images](#) [Receipts](#) [SAVE](#) [Cancel](#) [Help](#)

### Review and certify expenses when they generate

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	6/2/2015		AIRFARE-TRAIN-BUS EXPENSE	643.00

[Certify](#) [Later](#) [Cancel](#) [Help](#)

When back at Tpx home screen find the tono you just completed and check the box.  
 Click on the **“Release to AO”** button

The screenshot shows the 'T-PAX Inbox' interface for user 'DOG, PLUTO'. It features a table with 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 first row is selected with a checkmark in the first column. Below the table, there are buttons for 'Release to AO', 'Print', 'View / Modify', 'Delete', 'Help', 'Retrieve', and 'Find'. A blue arrow points to the 'Release to AO' button.

TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
1215G85CONUSA000	Settlement	6/2/2015	6/3/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/26/2015	Traveler	Corpus Christi, TX	1100217349	\$69,000 (est)
1215G85MBRSTA000	Settlement	4/16/2015	4/16/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/24/2015	Traveler	Homer, AK	1100217342	\$936,000 (est)
1215G85SAMPL3000	Settlement	6/25/2015	7/16/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/25/2015	Traveler	Dallas-Fort Worth Intl Apt, TX	1100217341	\$2,570,000 (est)
1115G85MAGET000	Settlement	5/21/2015	5/31/2015	Normal	DOG, PLUTO T.	STARDUST, ZIGGY	Awaiting AO Approval	6/11/2015	Traveler	Orlando, FL	1100217276	\$2,215,000 (est)

Locate your AO and release your claim for approval

## CONUS - OCONUS

Simple PCS Conus to Oconus flying

Input New Home Address at New PDS

The screenshot shows the 'Settlement Request' form for user 'DOG, PLUTO' and TONO '1215G85SAMPL3000'. The form includes fields for 'Type of order' (PCS), 'Covered from' (6/25/2015), and 'to' (7/16/2015). Below these are tabs for 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks'. The 'Entitlements' tab is active, showing address input fields: 'Address 1' (44 SE QUINCY ST), 'Address 2', 'City' (TOPEKA), 'Country/State' (KS KANSAS), and 'Zip' (66603). Buttons for 'Next', 'Manage Images', 'Receipts', 'SAVE', 'Cancel', and 'Help' are at the bottom.

Under **“Entitlements”** tab select **“Add This Entitlement”**

This screenshot shows the 'Settlement Request' form with the 'Entitlements' tab selected. It displays the same order details as the previous screenshot. Below the tabs, there is a 'Travel Not Performed' checkbox and an 'Effective Date' field (6/25/2015). A table with columns 'Entitlement Type', 'Dates Encompassed', and 'Status' is shown. The 'Entitlement Type' dropdown is set to 'Enroute PCS Travel'. A blue arrow points to the '<= Add This Entitlement' button. At the bottom are buttons for 'Back', 'Next', 'Manage Images', 'Receipts', 'SAVE', 'Cancel', and 'Help'.

Indicate “Owner operator of POV” if authorized by orders and used. Also, indicate “Who is being paid”

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SAMPL3000 Covered from: 6/25/2015  
 Type of order: PCS to: 7/16/2015

**What's Authorized** **Itinerary** Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

PLUTO (Member)

Select All  
Unselect All

Next Accept Changes Cancel Help

Under “Itinerary” Select “Greater than or equal to 24 hours”

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SAMPL3000 Covered from: 6/25/2015  
 Type of order: PCS to: 7/16/2015

**What's Authorized** **Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date	Location	Reason	Day	Local Method	Linking	Embark?	Who Else Travelling

Back Next Accept Changes Cancel Help

For Method of Transportation flying OCONUS use TP (Govt Proc Plane)

DOG, PLUTO **Itinerary** View: Traveler

TONO: 1215G85SAMPL3000

Method of Transportation: TP - Govt Proc Plane

Date	Location	Reason	Day	Local Method	Linking	Embark?	Who Else Travelling

Accept Log Cancel Changes

After inputting Arrival location and verifying dates, click “Accept Leg”

In this Scenario: Member will travel to Sterling, VA for an in-brief to Bahrain

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles
6/25/2015 6/26/2015	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	150	0.00 0.00	0

Departure Date:  Departure Location (click to edit):

Method of Transportation:  Duty Day TP - Govt. Proc. Plane

Arrival Date:  Arrival Location (click to edit):

Reason for Stop:   Duty Day

Is Local:  Is Embark:

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type: M&IE: 61.00

Daily Ldg Cost:

Lodging Tax:

Miles:

Next: Off to Bahrain

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles
6/25/2015 6/25/2015	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	150	0.00 0.00	0

Departure Date:  Departure Location (click to edit):

Method of Transportation:  Duty Day TP - Govt. Proc. Plane

Arrival Date:  Arrival Location (click to edit):

Reason for Stop:   Duty Day

Is Local:  Is Embark:

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type: M&IE: 0.00

Daily Ldg Cost:

Lodging Tax:

Miles:

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles
6/25/2015 6/25/2015	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	150	0.00 0.00	0

Departure Date:  Departure Location (click to edit):

Method of Transportation:  Duty Day TP - Govt. Proc. Plane

Arrival Date:  Arrival Location (click to edit):

Reason for Stop:   Duty Day

Is Local:  Is Embark:

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type: M&IE: 0.00

Daily Ldg Cost:

Lodging Tax:

Miles:

Review your itinerary and if correct **“Accept changes”**

DOG, PLUTO  
TONO: 1215G85SAMPL3000

**Itinerary**

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Taxes	Miles		
6/25/2015 6/25/2015	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> AE	CQ	<input checked="" type="checkbox"/> CM	150 0	0.00 0.00	0.00 0	Edit Insert	Del
6/26/2015 6/26/2015	Sterling, VA, Loudoun BA, BAHRAIN RED INCIDENTAL	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	0.00 0.00	0.00 0	Edit Insert	Del

Add Leg

Next: Review for accuracy

DOG, PLUTO

**Enroute PCS Travel**

View: Traveler

TONO: 1215G85SAMPL3000      Covered from: 6/25/2015  
Type of order: PCS      to: 7/16/2015

What's Authorized    **Itinerary**    Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Taxes	Miles		
6/25/2015 6/25/2015	San Diego, CALIFORNIA Sterling, VIRGINIA	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> AE	CQ	<input checked="" type="checkbox"/> CM	150	0.00	0.00	0	
6/26/2015 6/26/2015	Sterling, VIRGINIA BAHRAIN RED L...	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0	0.00	0.00	0	

Add / Edit Trip Itinerary

Go to **“Financial”** tab and add your line of accounting per your orders according to the Financial Tutorial

**“Add/Modify Accounting”**, once that is completed click on **“Save”** Button

DOG, PLUTO  
TONO: 1215G85SAMPL3000

**Settlement Request**

View: Traveler

Type of order: PCS      Covered from: 6/25/2015      to: 7/16/2015  
Type of Settlement: Partial      Type of Partial: Not a Partial

Remit To    Transactions    Entitlements    Computations    **Financial**    Remarks

Db/Cr	Classification String	Amount
Db	1215G85SAMPL3000 2 P 501 299 21 0 TG 78045 2104	300.75

Add/Modify Accounting

Next: verify for accuracy and Certify

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	6/25/2015		BAGGAGE EXP-STORAGE N TRANSFER ONLY	255.00

Select the correct TONO and “Release to AO”

DOG, PLUTO View: Traveler

**T-PAX Inbox**

[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	Amount
<input checked="" type="checkbox"/>	<u>1215G85SAMPL3000</u>	Settlement	6/25/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/27/2015	Traveler	Sterling, VA	1100217358	\$300.7 (est)
<input type="checkbox"/>	1215G85CONUSA000	Settlement	6/2/2015	6/3/2015	PCS	DOG, PLUTO T.	SPOCK, MISTER	Awaiting AO Approval	8/26/2015	Traveler	Corpus Christi, TX	1100217349	\$69.00 (est)
<input type="checkbox"/>	1215G85MXMOD000	Settlement	6/26/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/26/2015	Traveler	Washington, DC	1100217351	\$641.7 (est)
<input type="checkbox"/>	1215G85MBRSTA000	Settlement	4/16/2015	4/16/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/24/2015	Traveler	Homer, AK	1100217342	\$936.8 (est)

## OCONUS – OCONUS

Member Only PCS Oconus to Oconus flying When Flying from Oconus use “TP” (DO NOT use”CP”)

LANTERN, GREEN View: Traveler

TONO: 1215G85AKHI00000 **Settlement Request**

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

**Remit To** | Transactions | Entitlements | Computations | Financial | Remarks

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

Input home address at New PDS

Under “Entitlements” tab select “Add This Entitlement”

LANTERN, GREEN View: Traveler  
 TONO: 1215G85AKHI00000 **Settlement Request**

Type of order: PCS Covered from: 4/1/2015 to: 4/3/2015  
 Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 4/1/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Indicate **“Owner operator of POV”** if authorized by orders and used. Also, indicate **“Who is being paid”**

LANTERN, GREEN View: Traveler  
**Enroute PCS Travel**

TONO: 1215G85AKHI00000 Covered from: 4/1/2015  
 Type of order: PCS to: 4/3/2015

What's Authorized Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized: 1

Who Being Paid

GREEN (Member)	Select All
	Unselect All

Next Accept Changes Cancel Help

Under **“Itinerary”** Select **“Greater than or equal to 24 hours”**

What's Authorized **Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	---------------	--------------------	-----	---------	-------	-------

**For Method of Transportation flying OCONUS use TP (Govt Proc Plane)**

LANTERN, GREEN  
TONO: 1215G85AKHI00000

### Itinerary

View: Trav

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE% Lodging Taxes	Mile	
Departure Date: 04/02/2015 Departure Location (click to edit): <u>Kodiak, AK, Kodiak Island Borough</u> <input checked="" type="checkbox"/> Duty Day Method of Transportation: <b>TP - Govt. Proc. Plane</b>		Arrival Date: 04/03/2015 Arrival Location (click to edit): <u>Honolulu, HI HAWAII, Honolulu</u> Reason for Stop: <b>MC - Mission Complete</b> <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: AE Percentage: 0 Lodging Type: Meals Type: <b>CM - Commercial Meals</b>				

Review for accuracy and click on “Accept Changes”

LANTERN, GREEN  
TONO: 1215G85AKHI00000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging Taxes	Miles	
4/2/2015 4/3/2015	DEP ARR	Kodiak, AK, Kodiak Island Borough Honolulu, HI, Honolulu	TP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0 0	0.00 0.00	0.00	Edit Insert Del

Review “Computations” tab for accuracy

LANTERN, GREEN  
TONO: 1215G85AKHI00000

### Settlement Request

View: Traveler

Type of order: **PCS** Covered from: **4/1/2015** to: **4/3/2015**

Type of Settlement: **Partial** Type of Partial: **Not a Partial**

Remit To	Transactions	Entitlements	Computations	Financial	Remarks				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">166.50</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	166.50	Total Entitlement <span style="float: right;">166.50</span> Deductions <span style="float: right;">0.00</span> Partial Payments <span style="float: right;">0.00</span> Amount Payable <span style="float: right;">166.50</span> Advances <span style="float: right;">0.00</span>			
Description	Total								
Memb/Emp PCS Per Diem	166.50								
Method of Payment: <b>Direct Deposit</b>		<input type="button" value="Apply Advances"/>							
		Due Employee <span style="float: right;">166.50</span> Split Payment <span style="float: right;">0.00</span> Computed Split <span style="float: right;">0.00</span> Enter amount in Split Payment field to pay GTCC							

Go to your Financial Tab and add your line of accounting per your orders according to the Financial Tutorial:

LANTERN, GREEN  
TONO: 1215G85AKHI00000

## Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

Db/Cr	Classification String	Amount
Db	1215G85AKHI00000 2 P 501 299 21 0 RA 78040 2100	166.50

Add/Modify Accounting

---

Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO

### OCONUS – CONUS

Simple PCS Oconus to Conus flying

When Flying from Oconus use “TP” (DO NOT use”CP”) Input home

address at new PDS

LANTERN, GREEN  
TONO: 1215G85HI2CA0000

## Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

**Remit To**   Transactions   Entitlements   Computations   Financial   Remarks

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

---

Under “Entitlements” tab select “Add This Entitlement”



## For Method of Transportation flying OCONUS use TP (Govt Proc Plane)

LANTERN, GREEN  
TONO: 1215G85HI2CA0000

View: Traveler

### Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes Miles	
Departure Date: 05/02/2015 Departure Location (click to edit): Honolulu, HI, Honolulu Method of Transportation: TP - Govt. Proc. Plane <input checked="" type="checkbox"/> Duty Day		Arrival Date: 05/02/2015 Arrival Location (click to edit): San Francisco, CA, San Francisco Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark		Method of Reimbursement: AE Percentage: 0 Lodging Type: Meals Type: M&E: 71.00 CM - Commercial Meals		Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0	

### Review for accuracy and "Accept Changes"

LANTERN, GREEN  
TONO: 1215G85HI2CA0000

View: Traveler

### Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes Miles	
5/2/2015 5/2/2015	DEP ARR Honolulu, HI, Honolulu San Francisco, CA, San Francisco	TP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0 0.00 0.00 0.00	Edit Insert Del

### Review for accuracy and add any reimbursable as needed

What's Authorized | **Itinerary** | Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes Miles
5/2/2015 5/2/2015	DEP ARR Honolulu, HI HAWAII San Francisco, CALIFORNIA	TP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0 0.00 0.00 0

Review "Computations" tab for accuracy

LANTERN, GREEN  
TONO: 1215G85HI2CA0000

View: Traveler

**Settlement Request**

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
			Total Entitlement	53.25	
			Deductions	0.00	
			Partial Payments	0.00	
			Amount Payable	53.25	
			Advances	0.00	
			Due Employee	53.25	
			Split Payment	0.00	
			Computed Split	0.00	

Method of Payment

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Go to "Financial" tab and add your line of accounting per your orders according to the Financial Tutorial

LANTERN, GREEN  
TONO: 1215G85HI2CA0000

View: Traveler

**Settlement Request**

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
			Db/Cr	Classification String	Amount
			Db	1215G85HI2CA0000 2 P 501 299 21 0 RA 78040 2100	53.25

Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO

# PCS via Mixed Mode

## Fly/drive to first PDS

Member only - MIXED MODE (fly and drive) Conus to Conus

Input home address at new PDS

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

**Remit To** Transactions Entitlements Computations Financial Remarks

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

Next Manage Images Receipts SAVE Cancel Help

Go to "Entitlements" tab and "Add This Entitlement"

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Settlement Request

Hot Saved View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		<input type="text"/>

Back Next Manage Images Receipts SAVE Cancel Help

Indicate “**Owner operator of POV**” if authorized by orders and used. Also, indicate “**Who is being paid**” In this scenario it is member only.

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SIMPL3000 Covered from: 6/25/2015  
Type of order: PCS to: 7/16/2015

**What's Authorized** Itinerary Reimbursables

**Owner operator of POV**  No MALT Number of cars authorized 1

Who Being Paid

PLUTO (Member) [Select All] [Unselect All]

[Next] [Accept Changes] [Cancel] [Help]

Under “**Itinerary**” Select “**Greater than or equal to 24 hours**”

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SIMPL3000 Covered from: 6/25/2015  
Type of order: PCS to: 7/16/2015

**What's Authorized** **Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours  
No trip itinerary to be entered  
Greater than or equal to 24 hours: Select what best describes the duration of travel for this request

Date	Location	Reason	Day	R/L	M	Embark?	Who Else Traveling	Taxes Miles
------	----------	--------	-----	-----	---	---------	--------------------	-------------

[Back] [Next] [Add / Edit Trip Itinerary] [Accept Changes] [Cancel] [Help]

This is your itinerary screen. Enter your dates of departure and arrival with the departing and arriving locations. Ensure they are correct and authorized by your orders.

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
06/25/2015	San Diego, CA, San Diego	CP	<input checked="" type="checkbox"/>						0	0	
06/25/2015	Albuquerque, NM, Bernalillo	AT	<input type="checkbox"/>		LDP				0	0	

Departure Date:

Departure Location (click to edit):

Method of Transportation:

Duty Day

Arrival Date:

Arrival Location (click to edit):

Reason for Stop:

Duty Day

Who else is traveling on this leg:

Review and click “Accept Leg” if your itinerary is correct

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
6/25/2015	San Diego, CA, San Diego	CP	<input checked="" type="checkbox"/>						0	0.00	0.00
6/25/2015	Albuquerque, NM, Bernalillo	AT	<input type="checkbox"/>		LDP				0		

Departure Date:

Departure Location (click to edit):

Method of Transportation:

Duty Day

Arrival Date:

Arrival Location (click to edit):

Reason for Stop:

Duty Day

Who else is traveling on this leg:

Review the itinerary again and if correct click accept changes

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling				
										Lodging	Taxes	Miles		
6/25/2015 6/25/2015	DEP ARR	San Diego, CA, San Diego Albuquerque, NM, Bernalillo	CP AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 0	0.00	0.00		Edit Insert	Del
6/25/2015 6/29/2015	DEP ARR	Albuquerque, NM, Bernalillo Miami, FL, Miami-Dade	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0 2012	0.00	0.00		Edit Insert	Del

Add Leg

Accept Changes
Cancel Changes
Help

Double check itinerary and then Accept Changes

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO:  Covered from:

Type of order:  to:

Duration of travel:

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling				
										Lodging	Taxes	Miles		
6/25/2015 6/25/2015	DEP ARR	San Diego, CALIFORNIA Albuquerque, NEW MEXICO	CP AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 0	0.00	0.00	0		
6/25/2015 6/29/2015	DEP ARR	Albuquerque, NEW MEXICO Miami, FLORIDA	PA MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0 2012	0.00	0.00	2012		

↑
↑

Go to “**Computations**” tab and check your calculations and dates

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																						
<table border="1" style="width: 100%;"><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td style="text-align: right;">645.00</td></tr><tr><td>Memb/Emp MALT</td><td style="text-align: right;">462.76</td></tr></tbody></table>		Description	Total	Memb/Emp PCS Per Diem	645.00	Memb/Emp MALT	462.76	<table style="width: 100%;"><tr><td>Total Entitlement</td><td style="text-align: right;">1,107.76</td></tr><tr><td>Deductions</td><td style="text-align: right;">0.00</td></tr><tr><td>Partial Payments</td><td style="text-align: right;">0.00</td></tr><tr><td>Amount Payable</td><td style="text-align: right;">1,107.76</td></tr><tr><td>Advances</td><td style="text-align: right;">0.00</td></tr><tr><td>Due Employee</td><td style="text-align: right;">1,107.76</td></tr><tr><td>Split Payment</td><td style="text-align: right;">0.00</td></tr><tr><td>Computed Split</td><td style="text-align: right;">0.00</td></tr></table> <p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p>				Total Entitlement	1,107.76	Deductions	0.00	Partial Payments	0.00	Amount Payable	1,107.76	Advances	0.00	Due Employee	1,107.76	Split Payment	0.00	Computed Split	0.00
Description	Total																										
Memb/Emp PCS Per Diem	645.00																										
Memb/Emp MALT	462.76																										
Total Entitlement	1,107.76																										
Deductions	0.00																										
Partial Payments	0.00																										
Amount Payable	1,107.76																										
Advances	0.00																										
Due Employee	1,107.76																										
Split Payment	0.00																										
Computed Split	0.00																										
Method of Payment <input type="text" value="Direct Deposit"/>																											
<input type="button" value="Apply Advances"/>																											

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Go to the “**Financial**” tab and “**Add/Modify Accounting**”. To enter your line of accounting (see financial tutorial)

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1" style="width: 100%;"><thead><tr><th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr></thead><tbody><tr><td>Db</td><td>1215G85SIMPL3000 2 P 501 299 21 0 TG 78045 2104</td><td style="text-align: right;">1,107.76</td></tr></tbody></table>						Db/Cr	Classification String	Amount	Db	1215G85SIMPL3000 2 P 501 299 21 0 TG 78045 2104	1,107.76
Db/Cr	Classification String	Amount									
Db	1215G85SIMPL3000 2 P 501 299 21 0 TG 78045 2104	1,107.76									
<input type="button" value="Add/Modify Accounting"/>											
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/>		<input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>									

Add any comments in “**Remarks**” as needed and certify any expenses

Select the claim you just did and Release to AO

DOG, PLUTO **T-PAX Inbox** View: Traveler  
[Reservations] [Regulations] [Currency] Load Test

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	Amount
<input type="checkbox"/>	1215G85CONUSA000	Settlement	6/2/2015	6/3/2015	PCS	DOG, PLUTO T.	SPOCK, MISTER	Awaiting AO Approval	8/26/2015	Traveler	Corpus Christi, TX	1100217349	\$69.00 (est)
<input type="checkbox"/>	1215G85MXMOD000	Settlement	6/26/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/26/2015	Traveler	Washington, DC	1100217351	\$641.7 (est)
<input type="checkbox"/>	1215G85MBRSTA000	Settlement	4/16/2015	4/16/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/24/2015	Traveler	Homer, AK	1100217342	\$936.8 (est)
<input checked="" type="checkbox"/>	1215G85SIMPL3000	Settlement	6/25/2015	6/29/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/27/2015	Traveler	Albuquerque, NM	1100217341	\$1,107. (est)

Release to AO Print View / Modify Delete Help

Retrieve Find

## Mixed Mode to Boat

PCS mixed mode to boat

Input home address at new PDS

DOG, PLUTO **Settlement Request** View: Traveler  
TONO: 1215G85SIMPL3000

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

\* Address 1: 444 SE QUINCY ST  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66683

Next Manage Images Receipts SAVE Cancel Help

Click on “Add This Entitlement”

DOG, PLUTO  
TONO: 1215G85MIXMOD000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   **Entitlements**   Computations   Financial   Remarks

Travel Not Performed    Effective Date:

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		<- Add This Entitlement

---

Under “Itinerary” Select “Greater than or equal to 24 hours”

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

---

TONO:  Covered from:  to:

Type of order:

---

What's Authorized   **Itinerary**   Reimbursables

Duration of travel:

Date	Location	Reason	Trans Reason	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles
Select what best describes the duration of travel for this request:											

---

In this scenario member is driving to his house in Washington DC to drop off the vehicle and then will fly to the boat in NC

DOG, PLUTO  
TONO: 1215G85MIXMOD000

### Itinerary

View: Traveler

---

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
6/26/2015 6/26/2015	DEP ARR	Yorktown, VA, York Washington, DC, Dist of Columbia	PA AT	<input checked="" type="checkbox"/>	<input type="checkbox"/> LDP		<input type="checkbox"/>	0	0.00	0.00		

---

Departure Date:

Departure Location (click to edit):

Method of Transportation:

Duty Day

Arrival Date:

Arrival Location (click to edit):

Reason for Stop:

Duty Day

Is Local

Is Embark

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type: M&IE: 56.00

Daily Ldg Cost:

Lodging Tax:

Miles:

---

Review the itinerary and Accept changes if correct:

DOG, PLUTO  
TONO: 1215G85MIXMOD000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Taxes	Miles		
6/26/2015	DEP	Yorktown, VA, York	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	0	0.00	0.00			Edit	Del
6/26/2015	ARR	Washington, DC, Dist of Columbia	AT	<input type="checkbox"/>		LDP			164					Insert	
6/29/2015	DEP	Washington, DC, Dist of Columbia	CP	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00			Edit	Del
6/29/2015	ARR	Wilmington, NC, New Hanover	MC	<input type="checkbox"/>					0					Insert	

Add Leg

Go to "Constructed Itinerary" and re-calculate the dates

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85MIXMOD000 Covered from: 6/26/2015  
Type of order: PCS to: 7/17/2015

What's Authorized | Itinerary | **Constructed Itinerary** | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date
6/26/2015	6/26/2015	Washington, W...	164	0.00		
6/26/2015	6/26/2015	Wilmington, N...	0	0.00	6/26/2015	6/26/2015

DOG, PLUTO  
TONO: 1215G85MIXMOD000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/26/2015 to: 7/17/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | **Entitlements** | Computations | Financial | Remarks

Travel Not Performed  Effective Date: 6/26/2015

Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a> Enroute PCS Travel	6/26/2015-6/26/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

DLA

Select "Reimbursable" tab if applicable and "Accept Changes"

DOG, PLUTO View: Traveler

### Enroute PCS Travel

TONO:  Covered from:   
Type of order:  to:

**What's Authorized** | Itinerary | Constructed Itinerary | **Reimbursables**

Date	Description	Claimed
------	-------------	---------



You can check your computations:

DOG, PLUTO View: Traveler  
TONO: 1215G85MIXMOD000

### Settlement Request

Type of order:  Covered from:  to:   
Type of Settlement:  Type of Partial:

**Remit To** | Transactions | Entitlements | **Computations** | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	42.00
Memb/Emp Transportation	562.00
Memb/Emp MALT	37.72

Method of Payment:

Total Entitlement	<input type="text" value="641.72"/>
Deductions	<input type="text" value="0.00"/>
Partial Payments	<input type="text" value="0.00"/>
Amount Payable	<input type="text" value="641.72"/>
Advances	<input type="text" value="0.00"/>
<b>Due Employee</b>	<input type="text" value="641.72"/>
Split Payment	<input type="text" value="0.00"/>
Computed Split	<input type="text" value="0.00"/>

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

After using the financial tutorial to enter your financial info according to your orders

DOG, PLUTO  
TONO: 1215G85MIXMOD000

### Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a> Enroute PCS Travel	6/26/2015-6/29/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

<= Add This Entitlement

[Back](#) [Next](#) [Manage Images](#) [Receipts](#) [SAVE](#) [Cancel](#) [Help](#)

Save your claim, review reimbursables to ensure accuracy, certify them and send to your AO

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	6/29/2015		AIRFARE-TRAIN-BUS EXPENSE	562.00

[Certify](#) [Later](#) [Cancel](#) [Help](#)

[Apply Advances](#)

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

[Back](#) [Next](#) [Manage Images](#) [Receipts](#) [SAVE](#) [Cancel](#) [Help](#)

View: Traveler

6/26/2015 to: 7/17/2015

Partial

Financial Remarks

Total Entitlement	641.72
Deductions	0.00
Partial Payments	0.00
Amount Payable	641.72
Advances	0.00
Due Employee	641.72
Split Payment	0.00
Computed Split	0.00

Enter amount in Split Payment field to pay GTCC

## Alaska Ferry - 1 POV

PCS Alaska with 1 POV AMHS Input home address at new PDS

LANTERN, GREEN  
TONO: 1215G85OK2AK0000

View: Traveler

Settlement Request

Type of order: PCS Covered from: 1/5/2015 to: 1/15/2015

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

\* Address 1: KODIAK BEAR DRIVE  
Address 2:  
\* City: KODIAK  
\* Country/State: AK ALASKA  
\* Zip: 99615

Next Manage Images Receipts SAVE Cancel Help

Under “Entitlements” tab select “Add This Entitlement”

Remit To Transactions Entitlements Computations Financial Remarks

Travel Not Performed  Effective Date: 6/25/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Select Member's name and click next

LANTERN, GREEN

View: Traveler

Enroute PCS Travel

TONO: 1215G85OK2AK0000 Covered from: 1/5/2015 to: 1/15/2015

Type of order: PCS

What's Authorized Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

GREEN (Member)

Select All  
Unselect All

Under “Itinerary” Select “Greater than or equal to 24 hours”

LANTERN, GREEN View: Traveler

### Enroute PCS Travel

TONO: 1215G85OK2AK0000 Covered from: 1/5/2015  
 Type of order: PCS to: 1/15/2015

What's Authorized: **Itinerary** Reimbursables

Duration of travel: **Greater than or equal to 24 hours**

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	---------------	--------------------	---------	-------	-------

Enter Departing Unit; when Arriving in Bellingham Washington select AT to signify awaiting Alaskan Ferry, “Accept Leg” once reviewed for accuracy

LANTERN, GREEN View: Traveler

### Itinerary

TONO: 1215G85OK2AK0000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Departure Date: 01/05/2015                      Departure Location: Oklahoma City, OK, Oklahoma                      Method of Transportation: PA - Private Auto  <input checked="" type="checkbox"/> Duty Day</p> <p>Arrival Date: 01/09/2015                      Arrival Location: Bellingham, WA, Whatcom                      Reason for Stop: AT - Awaiting Transportation  <input type="checkbox"/> Duty Day</p> </div> <div style="width: 15%; text-align: center;"> <input type="checkbox"/> Is Local  <input type="checkbox"/> Is Embark                 </div> <div style="width: 25%;"> <p>Method of Reimbursement: LDP - Lodging Plus                      AE Percentage: 0                      Lodging Type:                      Meals Type: CM - Commercial Meals</p> </div> <div style="width: 15%;"> <p>Daily Ldg Cost: 0                      Lodging Tax: 0                      Miles: 2078</p> </div> </div> <p style="text-align: right;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p>											

Enter Next leg of travel and arrival date to destination in Alaska use AF to designate AMHS.

**\*\*NOTE:** when AF ifs selected TPAX should automatically check “Is Embark”

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Departure Date: 01/10/2015                      Departure Location: Bellingham, WA, Whatcom                      Method of Transportation: AF - Alaskan Ferry System  <input type="checkbox"/> Duty Day</p> <p>Arrival Date: 01/14/2015                      Arrival Location: Kodiak, AK ALASKA, Kodiak Island...                      Reason for Stop: MC - Mission Complete  <input type="checkbox"/> Duty Day</p> </div> <div style="width: 15%; text-align: center;"> <input type="checkbox"/> Is Local  <input checked="" type="checkbox"/> Is Embark                 </div> <div style="width: 25%;"> <p>Method of Reimbursement:                      AE Percentage: 0                      Lodging Type:                      Meals Type: CM - Commercial Meals</p> </div> <div style="width: 15%;"> <p>Daily Ldg Cost: 0                      Lodging Tax: 0                      Miles: 0</p> </div> </div> <p style="text-align: right;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p>											
--	--	--	--	--	--	--	--	--	--	--	--

## Review itinerary and if correct, “Accept Changes”

LANTERN, GREEN  
TONO: 1215G85OK2AK0000
View: Traveler

### Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles		
1/5/2015 1/9/2015	DEP ARR	Oklahoma City, OK, Oklahoma Bellingham, WA, Whatcom	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	<input type="checkbox"/>	0 2078	0.00	0.00		Edit Insert	Del
1/10/2015 1/14/2015	DEP ARR	Bellingham, WA, Whatcom Kodiak, AK, Kodiak Island Borough	AF MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	<input checked="" type="checkbox"/>	0 0	0.00	0.00		Edit Insert	Del

Review overall Travel. If reimbursables need to be claimed enter them in “**Reimbursables**” tab. Reimbursables include Ferry receipts, tolls and any receipt for claimed items over \$75.00. Use the manage Images function to add these items.

LANTERN, GREEN
View: Traveler

### Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

What's Authorized
Itinerary
Constructed Itinerary
Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
1/5/2015 1/9/2015	DEP ARR	Oklahoma City, OKLAHOMA, Bellingham, WASHINGTON	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	<input type="checkbox"/>	0	0.00	0.00	2078
1/10/2015 1/14/2015	DEP ARR	Bellingham, WASHINGTON Kodiak, AK ALASKA	AF MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	<input checked="" type="checkbox"/>	0	0.00	0.00	0

Check the Computations Tab to ensure all expenditures have been added and the calculations are correct

LANTERN, GREEN  
TONO: 1215G85OK2AK0000
View: Traveler

### Settlement Request

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Remit To
Transactions
Entitlements
Computations
Financial
Remarks

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">954.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">477.94</td> </tr> </tbody> </table>	Description	Total	Memb/Emp PCS Per Diem	954.00	Memb/Emp MALT	477.94	<table style="width: 100%;"> <tr><td>Total Entitlement</td><td style="text-align: right;">1,431.94</td></tr> <tr><td>Deductions</td><td style="text-align: right;">0.00</td></tr> <tr><td>Partial Payments</td><td style="text-align: right;">0.00</td></tr> <tr><td>Amount Payable</td><td style="text-align: right;">1,431.94</td></tr> <tr><td>Advances</td><td style="text-align: right;">0.00</td></tr> <tr><td>Due Employee</td><td style="text-align: right;">1,431.94</td></tr> <tr><td>Split Payment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Computed Split</td><td style="text-align: right;">0.00</td></tr> </table>	Total Entitlement	1,431.94	Deductions	0.00	Partial Payments	0.00	Amount Payable	1,431.94	Advances	0.00	Due Employee	1,431.94	Split Payment	0.00	Computed Split	0.00
Description	Total																						
Memb/Emp PCS Per Diem	954.00																						
Memb/Emp MALT	477.94																						
Total Entitlement	1,431.94																						
Deductions	0.00																						
Partial Payments	0.00																						
Amount Payable	1,431.94																						
Advances	0.00																						
Due Employee	1,431.94																						
Split Payment	0.00																						
Computed Split	0.00																						

Method of Payment:

Enter amount in Split Payment field to pay GTCC  
 This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Add line of accounting as per the tutorial. Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO

LANTERN, GREEN  
TONO: 1215G85OK2AK0000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/5/2015 to: 1/15/2015

Type of Settlement: Partial Type of Partial: Not a Partial

Db/Cr	Classification String	Amount
Db	1215G85OK2AK0000 2 P 501 299 21 0 RA 78040 2100	1,431.94

Add/Modify Accounting

Back Next Manage Images Receipts SAVE Cancel Help

## PCS with TDY Enroute (TEM DU)

### C Schools

Member only -- TDY Enroute (TEM DU)

For the purposes of this Example the TDY TONO and TPAX Claim were created first. We will focus on the PCS claim with the TDY already created.

TPAX will inform you that the PCS TONO may conflict with the TDY TONO, accept it in order to create settlement.

LANTERN, GREEN

### Travel Order

View: Traveler

\* Grade/Rank: E8 \* Order Number(s): 1215G85TEM DU0000 \* Type of Order: PCS

Description What's Authorized Dependents Remarks

\* Type of PCS: Station to Station \* Issue Date: 3/1/2015

Trip Name: \* Detach Date: 3/2/2015

Issuing Organization: 5347400

Paying Organization: 53

Group Travel:

Funds:

\* Origin:

\* Destination:

Message from webpage

This order may overlap with order(s): 1115SINE39990000, 1115F85545450000, 1115G85TES363000, 11145G85FFFFF000, 1115G85FESG000000, 1115G85YYTTWE000, 1115G85ASPM00000, 1115G85YARD000000, 1115G85PLANE0000, 1115G85BOATH0000, 1115G85BTSNH5000, 1115G85RDPD000000, 1115G85PROX00000, 1115G85REDIE0000, 1115G85YARD00000, 1215G85AKHI00000

Do you want to save anyway?

OK Cancel Help

Input home address at new PDS

LANTERN, GREEN TONO: 1215G85TEMU0000		<b>Settlement Request</b>		View: Traveler	
Type of order:	PCS	Covered from:	3/2/2015	to:	4/1/2015
Type of Settlement	Partial	Type of Partial:	Not a Partial		
<b>Remit To</b>	Transactions	Entitlements	Computations	Financial	Remarks
* Address 1: 270 CG STREET					
Address 2:					
* City: PORTSMOUTH					
* Country/State: VA VIRGINIA					
* Zip: 23703					

Go to "Entitlements" tab and select "Add This Entitlement"

LANTERN, GREEN TONO: 1215G85TEMU0000		<b>Settlement Request</b>		View: Traveler		
Type of order:	PCS	Covered from:	3/2/2015	to:	4/1/2015	
Type of Settlement	Partial	Type of Partial:	Not a Partial			
<b>Remit To</b>	Transactions	<b>Entitlements</b>	Computations	Financial	Remarks	
Travel Not Performed: <input type="checkbox"/>		Effective Date: 3/2/2015				
Entitlement Type		Dates Encompassed		Status		
Enroute PCS Travel				<= Add This Entitlement		
Back	Next	Manage Images	Receipts	SAVE	Cancel	Help

Indicate “**Owner operator of POV**” if authorized by orders and used. Also indicate who is being paid. In this scenario it is member only.

LANTERN, GREEN View: Traveler

### Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

**What's Authorized** | Itinerary | Reimbursables

Owner operator of POV  No MALT Number of cars authorized

Who Being Paid

GREEN (Member)

Under “**Duration of travel**” select “**Greater than or equal to 24 hours**”

LANTERN, GREEN View: Traveler

### Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

**What's Authorized** | **Itinerary** | Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles

BEFORE YOU ENTER THE PCS ITINERARY SCREEN: Ensure your dates of departure and arrival are correct and authorized by your orders. In this Scenario, the TDY TONO was already entered. DO NOT include the TDY travel dates in the Itinerary. Select the “From” date as the last day the member was at the old unit.

The below screenshot is the TDY trip that was previously entered. DO NOT INCLUDE THIS TRAVEL IN YOUR PCS CLAIM.

LANTERN, GREEN View: Traveler

### Temporary Duty Trip

TONO:  Covered from:   
 Type of order:  to:

What's Authorized **Itinerary** Reimbursables

Duration of travel:

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles
3/9/2015	DEP	Topeka, KANSAS	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
3/9/2015	ARR	San, CALIFORNIA	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
3/16/2015	DEP	San, CALIFORNIA	TP	<input type="checkbox"/>		<input type="checkbox"/>						
3/16/2015	ARR	Topeka, KANSAS	MC	<input type="checkbox"/>			NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>

The below screenshot is the PCS trip that DOES NOT include the above TDY travel.  
 \*\*NOTE THE DEPARTURE DATE IS PRIOR TO THE TDY, THIS DATE IS THE LAST DATE THE MEMBER WAS AT THE PREVIOUS PDS.

LANTERN, GREEN View: Traveler

### Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

What's Authorized **Itinerary** Constructed Itinerary Reimbursables

Duration of travel:

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
3/2/2015	DEP	Topeka, KANSAS	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
4/1/2015	ARR	Portsmouth, VIRGINIA	MC	<input type="checkbox"/>			NLG	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1222"/>

[Add / Edit Trip Itinerary](#)

If your itinerary is correct, click “Accept Changes”

Go to the “**Computations**” tab and check your calculations and dates for accuracy

LANTERN, GREEN View: Traveler  
 TONO: 1215G85TEMU0000 **Settlement Request**

Type of order:  Covered from:  to:   
 Type of Settlement  Type of Partial:

Description	Total	Total Entitlement
Memb/Emp PCS Per Diem	516.00	797.06
Memb/Emp MALT	281.06	0.00
		Deductions
		0.00
		Partial Payments
		0.00
		Amount Payable
		797.06
		Advances
		0.00
		Due Employee
		797.06
		Split Payment
		0.00
		Computed Split
		0.00

Method of Payment

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Go to the “**Financial**” tab and “**Add/Modify Accounting**” to enter your line of accounting (see financial tutorial)

LANTERN, GREEN View: Traveler  
 TONO: 1215G85TEMU0000 **Settlement Request**

Type of order:  Covered from:  to:   
 Type of Settlement  Type of Partial:

Db/Cr	Classification String	Amount
Db	1215G85TEMU0000 2 P 501 299 21 0 RA 78040 2100	797.06

In the "Remarks" tab include your TDY TONO

LANTERN, GREEN  
TONO: 1215G85TEMDU0000

## Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   Financial   **Remarks**

Voucher Remarks:

TDY WAS USED IN CONJUNCTURE WITH THIS PCS TONO 1115G85ASPMM0000

---

Certify any expenses and release claims to your AO

LANTERN, GREEN

## T-PAX Inbox

View: Traveler  
[Load Test](#)

[\[Reservations\]](#)   [\[Regulations\]](#)   [\[Currency\]](#)

---

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

<input type="checkbox"/>	1215G85TEMDU0000	Settlement	3/2/2015	4/1/2015	PCS	LANTERN, GREEN K.	Entered into T-PAX	8/28/2015	Traveler	Portsmouth, VA	1100217370	\$797.0 (est)
<input type="checkbox"/>	1115G85ASPMM0000	Settlement	3/9/2015	3/16/2015	Normal	LANTERN, GREEN K.	Entered into T-PAX	4/7/2015	Traveler	San, CA	1100216851	\$532.5 (est)

# PCS with NO or Limited Reimbursement

## Home to 1st Duty Station (Cadets) (Direct Commission)

Cadet- Home to First Duty Station

Enter home address at new PDS

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
* Address 1: <input type="text" value="15 MOHEGAN AVE"/>					
Address 2: <input type="text"/>					
* City: <input type="text" value="NEW LONDON"/>					
* Country/State: <input type="text" value="CT CONNECTICUT"/>					
* Zip: <input type="text" value="06320"/>					

Select "Add This Entitlement"

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="8/10/2015"/>											
<table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td>Enroute PCS Travel</td><td></td><td></td></tr></tbody></table>						Entitlement Type	Dates Encompassed	Status	Enroute PCS Travel		
Entitlement Type	Dates Encompassed	Status									
Enroute PCS Travel											
<input type="button" value="=&lt; Add This Entitlement"/>											

Enter in the itinerary – Members can either drive , fly, take a train or bus.

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
<b>WHIZ, GOLLY</b> <span style="float: right;">View: Traveler</span>											
<b>TONO: 1215G85PRACDT000</b> <span style="float: right;"><b>Itinerary</b></span>											
Departure Date: <input type="text" value="08/10/2015"/>		Departure Location (click to edit): <input type="text" value="Manassas, VA, Manassas"/>									
<input checked="" type="checkbox"/> Duty Day		Method of Transportation: <input type="text" value="PA - Private Auto"/>									
Arrival Date: <input type="text" value="08/10/2015"/>		Arrival Location (click to edit): <input type="text" value="US Coast Guard Academy, CT, Ne..."/>									
<input type="checkbox"/> Duty Day		Reason for Stop: <input type="text" value="MC - Mission Complete"/>									
<input type="checkbox"/> Is Local		<input type="checkbox"/> Is Embark		Method of Reimbursement: <input type="text" value="AE - Actual Expense Allow (Itemize)"/>		Daily Ldg Cost: <input type="text" value="0"/>					
				AE Percentage: <input type="text" value="0"/>		Lodging Tax: <input type="text" value="0"/>					
				Lodging Type: <input type="text"/>		Miles: <input type="text" value="385"/>					
				Meals Type: M&IE: 61.00							
				<input type="text" value="CM - Commercial Meals"/>							
<input type="button" value="Accept Leg"/>						<input type="button" value="Cancel Changes"/>					

Once you have input the itinerary and reimbursable expenses, check the “**Computations**” tab

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>129.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>88.55</td> </tr> </tbody> </table>					Description	Total	Memb/Emp PCS Per Diem	129.00	Memb/Emp MALT	88.55	Total Entitlement <input type="text" value="217.55"/> Deductions <input type="text" value="0.00"/> Partial Payments <input type="text" value="0.00"/> Amount Payable <input type="text" value="217.55"/> Advances <input type="text" value="0.00"/>
Description	Total										
Memb/Emp PCS Per Diem	129.00										
Memb/Emp MALT	88.55										
Method of Payment <input type="text" value="Direct Deposit"/>											
<input type="button" value="Apply Advances"/>					Due Employee <input type="text" value="217.55"/> Split Payment <input type="text" value="0.00"/> Computed Split <input type="text" value="0.00"/>						
					Enter amount in Split Payment field to pay GTCC						
This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed											

Input line of accounting, upload images and save claim

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1215G85PRACDT000 2 P 501 299 21 0 RA 78040 2100</td> <td>217.55</td> </tr> </tbody> </table>						Db/Cr	Classification String	Amount	Db	1215G85PRACDT000 2 P 501 299 21 0 RA 78040 2100	217.55
Db/Cr	Classification String	Amount									
Db	1215G85PRACDT000 2 P 501 299 21 0 RA 78040 2100	217.55									
<input type="button" value="Add/Modify Accounting"/>											
<input type="button" value="Back"/>		<input type="button" value="Next"/>		<input type="button" value="Manage Images"/>							
			<input type="button" value="Receipts"/>		<input type="button" value="SAVE"/>						
			<input type="button" value="Cancel"/>		<input type="button" value="Help"/>						

## Boot Camp to “A” School

Member Only – Boot Camp to “A” School

Ensure Travel Order Information indicates correct PCS type

DOO, SCRAPPY
View: Traveler

**Travel Order**

---

\* Grade/Rank: 
 \* Order Number(s): 
 \* Type of Order:

---

\* Type of PCS

Trip Name:

Issuing Organization:

Paying Organization:

Group Travel:

Funds:

\* Origin:

\* Destination:

\* Issue Date:

\* Detach Date:

\* Report Date:

---



Enter in the number of cars traveling and who is traveling

DOO, SCRAPPY **Enroute PCS Travel** View: Traveler

TONO: 1215G851STDTY000 Covered from: 6/26/2015 to: 7/6/2015  
 Type of order: PCS

**What's Authorized** | Itinerary | Reimbursables

Owner operator of POV  No MALT Number of cars authorized: 1

Who Being Paid

SCRAPPY (Member)

Select All  
Unselect All

Next Accept Changes Cancel Help

Enter in the itinerary – Members can either drive (if someone brought them their vehicle) or fly to get to “A” school

DOO, SCRAPPY **Itinerary** View: Traveler  
 TONO: 1215G851STDTY000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles
Departure Date: 06/26/2015	Departure Location (click to edit): Cape May, NJ, Cape May	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day			<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement:	AE Percentage: 0	Lodging Type:	Daily Ldg Cost: 0
Arrival Date: 07/06/2015	Arrival Location (click to edit): Boston, MA, Suffolk	Reason for Stop: MC - Mission Complete	<input type="checkbox"/> Duty Day				Lodging Type:	Meals Type: CM - Commercial Meals		Lodging Tax: 0 Miles: 369

Accept Leg Cancel Changes

Once you have input the itinerary and reimbursable expenses, check the “Computations” tab

DOO, SCRAPPY **Settlement Request** View: Traveler  
 TONO: 1215G851STDTY000

Type of order: PCS Covered from: 6/26/2015 to: 7/6/2015  
 Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | **Computations** | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	129.00
Memb/Emp MALT	84.87

Method of Payment: Direct Deposit

Apply Advances

Total Entitlement	213.87
Deductions	0.00
Partial Payments	0.00
Amount Payable	213.87
Advances	0.00
Due Employee	213.87
Split Payment	0.00
Computed Split	0.00

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Back Next Manage Images Receipts SAVE Cancel Help

Select “Apply Advances” if member received one

## Input line of accounting, upload images and save claim

DOO, SCRAPPY  
TONO: 1215G851STDY000

View: Traveler

**Settlement Request**

Type of order:  Covered from:  to:   
Type of Settlement:  Type of Partial:

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1215G851STDY000 2 P 501 299 21 D RA 78045 2104	213.87

Back Next  Receipts  Cancel Help

## [Mixed Mode PCS to a Ship \(Chasing the boat\)](#)

### [Old PDS to New PDS Home Port](#)

Old PDS to New PDS Home Port

Change home address to New PDS

Member going to Cutter in Key West

DOG, PLUTO  
TONO: 1215G85OLDPDS000

View: Traveler

**Settlement Request**

Type of order:  Covered from:  to:   
Type of Settlement:  Type of Partial:

Remit To Transactions Entitlements Computations **Financial** Remarks

\* Address 1:   
Address 2:   
\* City:   
\* Country/State:   
\* Zip:

Next  Receipts  Cancel Help

Under “Entitlements” tab select “Add This Entitlement”

DOG, PLUTO  
TONO: 1215G85OLDPDS000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   **Entitlements**   Computations   Financial   Remarks

Travel Not Performed:       Effective Date:

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		

---

Under the “Itinerary” tab select “Greater than or equal to 24 hours”

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

---

TONO:  Covered from:

Type of order:  to:

---

What's Authorized   **Itinerary**   Reimbursables

Duration of travel:

Date	Location	Reason	Plan	IDL	Meal?	Lodging	Embark? Miles	Alt?	Who (See Traveling Lodging Taxes	Miles
Select what best describes the duration of travel for this request.										

---

Ensure you have "Owner operator of POV" checked if driving POV

DOG, PLUTO View: Traveler

### Enroute PCS Travel

TONO:  Covered from:

Type of order:  to:

**What's Authorized** | Itinerary | Constructed Itinerary | Reimbursables

Owner operator of POV  No MALT Number of cars authorized

Who Being Paid

PLUTO (Member)

Enter itinerary and check for accuracy

DOG, PLUTO View: Traveler

TONO: 1215G85OLDPDS000

### Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE% Lodging Taxes	Miles
Departure Date: <input type="text" value="06/19/2015"/> <input type="button" value="Calendar"/> Departure Location (click to edit): <input type="text" value="Topeka, KS, Shawnee"/>		Method of Transportation: <input type="text" value="PA - Private Auto"/>		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: <input type="text"/> AE Percentage: <input type="text" value="0"/>		Daily Ldg Cost: <input type="text" value="0"/> Lodging Tax: <input type="text" value="0"/> Miles: <input type="text" value="1682"/>	
Arrival Date: <input type="text" value="06/27/2015"/> <input type="button" value="Calendar"/> Arrival Location (click to edit): <input type="text" value="Key West, FL, Monroe"/>		Reason for Stop: <input type="text" value="MC - Mission Complete"/>				Lodging Type: <input type="text"/> Meals Type: <input type="text" value="CM - Commercial Meals"/>			

DOG, PLUTO View: Traveler

TONO: 1215G85OLDPDS000

### Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE% Lodging Taxes	Miles
6/19/2015	DEP	Topeka, KS, Shawnee	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="1682"/>
6/27/2015	ARR	Key West, FL, Monroe	MC	<input type="checkbox"/>		NLG	<input type="checkbox"/>		

Go to “Constructed itinerary” tab and check dates. Miles will auto populate according to DTOD

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85OLDPDS000 Covered from: 6/19/2015  
Type of order: PCS to: 6/30/2015

What's Authorized Itinerary **Constructed Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
6/19/2015	6/27/2015	Key West, FLORIDA	1682

Back Next Exceptions Occasionals **Accept Changes** Cancel Help

Go to “Financial” tab and follow line of accounting tutorial

DOG, PLUTO **Settlement Request** View: Traveler  
TONO: 1215G85OLDPDS000

Type of order: PCS Covered from: 6/19/2015 to: 6/30/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
-------	-----------------------	--------

Add/Modify Accounting

Back Next Manage Images Receipts SAVE Cancel Help

## Save claim and certify expenses

DOG, PLUTO  
TONO: 1215G85OLDPDS000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

Db/Cr	Classification String	Amount
Db	1215G85OLDPDS000 2 P 501 299 21 0 TG 78045 2104	1,031.86

---

## Release to AO

DOG, PLUTO

### T-PAX Inbox

View: Traveler  
Load Test

[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	Amount
<input checked="" type="checkbox"/>	1215G85PCSLOC000	Settlement	6/5/2015	6/5/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	9/28/2015	Traveler	Homestead, FL	1100217360	\$135.4 (est)
<input type="checkbox"/>	1215G85OLDPDS000	Settlement	6/19/2015	6/27/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	9/28/2015	Traveler	Key West, FL	1100217363	\$1,031.86 (est)
<input type="checkbox"/>	1215G85SAMPL3000	Settlement	6/25/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	9/27/2015	Traveler	Sterling, VA	1100217358	\$300.7 (est)
<input type="checkbox"/>	1215G85MXMOD000	Settlement	6/26/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	9/26/2015	Traveler	Washington, DC	1100217351	\$641.7 (est)

## Old PDS to New PDS ship underway

## Change home address

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

---

Under “Entitlements” tab select “Add This Entitlement”

The screenshot shows the 'Settlement Request' form for user DOG, PLUTO (TONO: 1215G85SHIPUN000). The 'Entitlements' tab is highlighted in yellow. The form includes fields for 'Type of order' (PCS), 'Covered from' (5/25/2015), and 'to' (6/24/2015). Below these are 'Type of Settlement' (Partial) and 'Type of Partial' (Not a Partial). A table header shows 'Entitlement Type', 'Dates Encompassed', and 'Status'. A dropdown menu is set to 'Enroute PCS Travel', and a button '<= Add This Entitlement' is highlighted in blue. Other buttons include 'Back', 'Next', 'Manage Images', 'Receipts', 'SAVE', 'Cancel', and 'Help'.

Indicate “Owner operator of POV” if authorized by orders and used. Also, indicate “Who is being paid”, “Accept Changes”

The screenshot shows the 'Enroute PCS Travel' form for user DOG, PLUTO (TONO: 1215G85SHIPUN000). The 'What's Authorized' tab is highlighted in yellow. It contains checkboxes for 'Owner operator of POV' (checked and underlined in blue) and 'No MALT'. The 'Number of cars authorized' is set to 1. Below is the 'Who Being Paid' section with a dropdown menu showing 'PLUTO (Member)' and buttons for 'Select All' and 'Unselect All'. At the bottom, the 'Accept Changes' button is highlighted in blue.

Under “Itinerary” Select “Greater than or equal to 24 hours”

The screenshot shows the 'Enroute PCS Travel' form for user DOG, PLUTO (TONO: 1215G85SHIPUN000). The 'Itinerary' tab is highlighted in yellow. The 'Duration of travel' dropdown menu is open, showing options: 'No trip itinerary to be entered', 'No trip itinerary to be entered', and 'Greater than or equal to 24 hours'. A tooltip points to the third option with the text: 'Select what best describes the duration of travel for this request'. Other buttons include 'Back', 'Next', 'Accept Changes', 'Cancel', and 'Help'.

Driving from Old PDS to home port of new PDS (in this scenario: boat is stationed in Key West)

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes	Miles
05/25/2015	Topeka, KS, Shawnee	PA	<input checked="" type="checkbox"/>					0 0.00 0.00	1682
06/23/2015	Key West, FL, Monroe	AT	<input type="checkbox"/>		LDP				

Departure Date: 05/25/2015  
 Departure Location (click to edit): Topeka, KS, Shawnee  
 Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 06/23/2015  
 Arrival Location (click to edit): Key West, FL, Monroe  
 Reason for Stop: AT - Awaiting Transportation  
 Duty Day

Method of Reimbursement: LDP - Lodging Plus  
 AE Percentage: 0  
 Lodging Type:   
 Meals Type: CM - Commercial Meals

Is Local:   
 Is Embark:

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 1682

In this scenario: Boat is currently in Panama so traveling to Panama

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes	Miles
5/25/2015 6/23/2015	DEP ARR Topeka, KS, Shawnee Key West, FL, Monroe	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>					0 0.00 0.00 1682	
06/24/2015	Key West, FL, Monroe	TP	<input type="checkbox"/>					0 0.00 0.00	0
06/24/2015	PANAMA, PANAMA CITY	MC	<input type="checkbox"/>					0 0.00 0.00	0

Departure Date: 06/24/2015  
 Departure Location (click to edit): Key West, FL, Monroe  
 Method of Transportation: TP - Govt. Proc. Plane  
 Duty Day

Arrival Date: 06/24/2015  
 Arrival Location (click to edit): PANAMA, PANAMA CITY  
 Reason for Stop: MC - Mission Complete  
 Duty Day

Method of Reimbursement: AE - Actual Expense Allow (Itemize)  
 AE Percentage: 0  
 Lodging Type:   
 Meals Type: CM - Commercial Meals

Is Local:   
 Is Embark:

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 0

Review "Itinerary" and "Accept Changes" if correct

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling Lodging Taxes	Miles	
5/25/2015 6/23/2015	DEP ARR Topeka, KS, Shawnee Key West, FL, Monroe	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>					0 0.00 0.00 1682		Edit Insert Del
6/24/2015 6/24/2015	DEP ARR Key West, FL, Monroe PM, PANAMA CITY	TP MC	<input type="checkbox"/> <input type="checkbox"/>			NLG	<input checked="" type="checkbox"/>	0 0.00 0.00 0		Edit Insert Del

Check "Constructed itinerary" (miles will auto populate)

DOG, PLUTO View: Traveler

### Enroute PCS Travel

TONO: 1215G85SHIPUN000 Covered from: 5/25/2015  
Type of order: PCS to: 6/24/2015

What's Authorized | Itinerary | **Constructed Itinerary** | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
5/25/2015	6/23/2015	Key West, FLORIDA	1682
6/24/2015	6/24/2015	PANAMA CITY, ...	0

Back | Next | Exceptions | Occasionals | Accept Changes | Cancel | Help

Go to "Computations" tab and check for accuracy

DOG, PLUTO View: Traveler

TONO: 1215G85SHIPUN000

### Settlement Request

Type of order: PCS Covered from: 5/25/2015 to: 6/24/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | **Computations** | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	818.25
Memb/Emp MALT	386.86

Method of Payment: Direct Deposit

Apply Advances

Total Entitlement	1,205.11
Deductions	0.00
Partial Payments	0.00
Amount Payable	1,205.11
Advances	0.00
<u>Due Employee</u>	1,205.11
Split Payment	0.00
Computed Split	0.00

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Back | Next | Manage Images | Receipts | SAVE | Cancel | Help

Go to **“Financial”** tab (use line of accounting tutorial)

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

---

Db/Cr	Classification String	Amount

---

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

---

Db/Cr	Classification String	Amount
Db	1215G85SHIPUN000 2 P 501 299 21 0 TG 78045 2104	1,205.11

---

Release to AO

DOG, PLUTO

### T-PAX Inbox

View: Traveler  
Load Test

---

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	Amount
<input checked="" type="checkbox"/>	1215G85OLDPDS000	Settlement	6/19/2015	6/27/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Key West, FL	1100217363	\$1,031.4 (est)
<input type="checkbox"/>	1215G85PCSLOC000	Settlement	6/5/2015	6/5/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Homestead, FL	1100217360	\$135.4 (est)
<input type="checkbox"/>	1215G85SHIPUN000	Settlement	5/25/2015	6/24/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Key West, FL	1100217364	\$1,205.11 (est)
<input type="checkbox"/>	1215G85SAMPL3000	Settlement	6/25/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/27/2015	Traveler	Sterling, VA	1100217358	\$300.7 (est)

---

## Old PDS underway to Home Port to New PDS underway

Old PDS underway to Home Port to New PDS underway

Enter home address at new PDS

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/7/2015 to: 6/30/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

**Remit To** Transactions Entitlements Computations Financial Remarks

\* Address 1: 444 SE QUINCY ST  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66683

Next Manage Images Receipts SAVE Cancel Help

Under “Entitlements” tab select “Add This Entitlement”

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/7/2015 to: 6/30/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 6/7/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Indicate **“Owner operator of POV”** if authorized by orders and used. Also, indicate **“Who is being paid”**

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G850LHPTN000 Covered from: 6/7/2015  
Type of order: PCS to: 6/30/2015

**What's Authorized** Itinerary Reimbursables

**Owner operator of POV**  No MALT Number of cars authorized 1

Who Being Paid

PLUTO (Member)

Select All  
Unselect All

Next Accept Changes Cancel Help

Under **“Itinerary”** select **“Greater than or equal to 24 hours”**

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G850LHPTN000 Covered from: 6/7/2015  
Type of order: PCS to: 6/30/2015

What's Authorized **Itinerary** Reimbursables

Duration of travel: No trip itinerary to be entered  
No trip itinerary to be entered

Date	Location	Reason	Day	Embark?	Lodging	Embark?	Who Else Traveling	Lodging	Taxes	Miles
Select what best describes the duration of travel for this request										

Add / Edit Trip Itinerary

Back Next Accept Changes Cancel Help

Enter itinerary as you did your travel. In this scenario: Boat is in Cordova, AK and new PDS boat is in Panama.  
 TP used from AK to Seattle.

DOG, PLUTO  
 TONO: 1215G850LHPTN000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Miles
06/07/2015	Cordova, AK ALASKA Valdez-Cor...	TP	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	0 0.00 0.00	
06/07/2015	Seattle, WA, King	AT	<input type="checkbox"/>		LDP			0	

Departure Date: 06/07/2015  
 Departure Location (click to edit): Cordova, AK ALASKA Valdez-Cor...  
 Method of Transportation: TP - Govt. Proc. Plane  
 Duty Day

Arrival Date: 06/07/2015  
 Arrival Location (click to edit): Seattle, WA, King  
 Reason for Stop: AT - Awaiting Transportation  
 Duty Day

Is Local  
 Is Embark

Method of Reimbursement: LDP - Lodging Plus  
 AE Percentage: 0  
 Lodging Type:  
 Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 0

In this scenario: Member will drive to new PDS home port before flying to boat underway.

DOG, PLUTO  
 TONO: 1215G850LHPTN000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Miles
6/7/2015	Cordova, AK, Valdez-Cordova	TP	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	0 0.00 0.00	
6/7/2015	Seattle, WA, King	AT	<input type="checkbox"/>		LDP			0	
6/6/2015	Seattle, WA, King	PA	<input type="checkbox"/>		LDP			0 0.00 0.00	
6/22/2015	Key West, FL, Monroe	AT	<input type="checkbox"/>					3492	

Departure Date: 06/06/2015  
 Departure Location (click to edit): Seattle, WA, King  
 Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 06/22/2015  
 Arrival Location (click to edit): Key West, FL, Monroe  
 Reason for Stop: AT - Awaiting Transportation  
 Duty Day

Is Local  
 Is Embark

Method of Reimbursement: LDP - Lodging Plus  
 AE Percentage: 0  
 Lodging Type:  
 Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 3492

Once itinerary entered select "Accept Leg"

DOG, PLUTO  
 TONO: 1215G850LHPTN000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Miles
6/7/2015	Cordova, AK, Valdez-Cordova	TP	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	0 0.00 0.00	
6/7/2015	Seattle, WA, King	AT	<input type="checkbox"/>		LDP			0	
6/6/2015	Seattle, WA, King	PA	<input type="checkbox"/>		LDP			0 0.00 0.00	
6/22/2015	Key West, FL, Monroe	AT	<input type="checkbox"/>					3492	

Departure Date: 06/23/2015  
 Departure Location (click to edit): Key West, FL, Monroe  
 Method of Transportation: TP - Govt. Proc. Plane  
 Duty Day

Arrival Date: 06/23/2015  
 Arrival Location (click to edit): PANAMA, PANAMA CITY  
 Reason for Stop: MC - Mission Complete  
 Duty Day

Is Local  
 Is Embark

Method of Reimbursement:  
 AE Percentage: 0  
 Lodging Type:  
 Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 0

## Check your itinerary for accuracy

DOG, PLUTO  
TONO: 1215G85OLHPTN000
View: Traveler

### Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Taxes	Miles		
6/7/2015 6/7/2015	Cordova, AK, Valdez-Cordova Census Area Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0 0	0.00	0.00			Edit Insert	Del
6/8/2015 6/22/2015	Seattle, WA, King Key West, FL, Monroe	PA AT	<input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 3492	0.00	0.00			Edit Insert	Del
6/23/2015 6/23/2015	Key West, FL, Monroe PM, PANAMA CITY	TP MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	0.00	0.00			Edit Insert	Del

Go to **“Constructed Itinerary”** the miles will auto populate

DOG, PLUTO
View: Traveler

### Enroute PCS Travel

TONO:  Covered from:  to:

Type of order:

What's Authorized
Itinerary
Constructed Itinerary
Reimbursables

Duration of travel:

Depart Date	Arrive Date	To Location	Auth. Miles
<input type="text" value="6/7/2015"/>	<input type="text" value="6/7/2015"/>	Seattle, WASHINGTON	<input type="text" value="0"/>
<input type="text" value="6/8/2015"/>	<input type="text" value="6/22/2015"/>	Key West, FLORIDA	<input type="text" value="3492"/>
<input type="text" value="6/23/2015"/>	<input type="text" value="6/23/2015"/>	PANAMA CITY, ...	<input type="text" value="0"/>

Select **“Accept Changes”** if everything is accurate. It will bring you to this screen

DOG, PLUTO  
TONO: 1215G85OLHPTN000
View: Traveler

### Settlement Request

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To
Transactions
Entitlements
Computations
Financial
Remarks

Travel Not Performed  Effective Date:

Entitlement Type	Dates Encompassed	Status			
<input type="button" value="Edit"/> Enroute PCS Travel	6/7/2015-6/23/2015	Validated Data	<input type="button" value="Delete"/>	<input type="button" value="Calcs"/>	<input type="button" value="Comp"/>

DLA

Go to “Financial” tab and follow line of accounting tutorial

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

---

---

Release to AO after saving

DOG, PLUTO

### T-PAX Inbox

View: Traveler  
Load Test

---

[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	Amount
<input checked="" type="checkbox"/>	1215G85SHIPUN000	Settlement	5/25/2015	6/24/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Key West, FL	1100217364	\$1,205. (est)
<input type="checkbox"/>	1215G85OLDPDS000	Settlement	6/19/2015	6/27/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Key West, FL	1100217363	\$1,031.1 (est)
<input type="checkbox"/>	1215G85PCSLOC000	Settlement	6/5/2015	6/5/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Homestead, FL	1100217360	\$135.4 (est)
<input type="checkbox"/>	1215G850LHPTN000	Settlement	6/7/2015	6/23/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Seattle, WA	1100217366	\$2,340. (est)

---

**Separation &/or Retirement – MUST be mailed into PPC for manual processing**

Separation and Retirement PCS claims must be mailed via 1<sup>st</sup> Class Mail to PPC for manual processing. This is because the MC date will be after the member leaves the CG unit and will no longer have access to TPAX and the traveler TPAX account will be locked to prevent unauthorized use.

## Member and Dependent Travel

### 1) POV travel

- a. 1 POV all in same car
- b. 2 or more POVs
  - i. Travel same days in different cars
  - ii. Travel different days in different cars

### 2) Travel via Commercial Air

- a. CONUS - CONUS
- b. CONUS - OCONUS
- c. OCONUS - OCONUS
- d. OCONUS - CONUS

### 3) Travel via Mixed Mode in CONUS

- a. Fly/drive to first PDS
- b. Getting married enroute
- c. Alaska Ferry - POV
- d. Alaska Ferry with POV Shipment

### 4) PCS with TDY enroute (TEMDU)

- a. C Schools

### 5) PCS with No/Limited Dependent Travel

- a. Home to 1st Duty Station (Cadet) or (Direct Commission)
- b. Boot Camp to "A" School

### 6) Mixed Mode to Ship (Chasing the boat)

- a. Old PDS to New PDS ship underway

b. Old PDS underway to Home Port to New PDS underway

7) Separation &/or Retirement

POV travel

1 POV all in same car

Member with Dependents  
1 POV all in same car

Enter home address at new PDS

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
* Address 1: <input type="text" value="444 SE QUINCY ST"/>					
Address 2: <input type="text"/>					
* City: <input type="text" value="TOPEKA"/>					
* Country/State: <input type="text" value="KS KANSAS"/>					
* Zip: <input type="text" value="66683"/>					

“Transactions” tab, this will show if you received an advance

KIRK, JAMES TIBERIUS TONO: 1215G85BGR987000		<b>Settlement Request</b>		View: Traveler		
Type of order:	<input type="text" value="PCS"/>	Covered from:	<input type="text" value="7/2/2015"/>	to:	<input type="text" value="7/15/2015"/>	
Type of Settlement	<input type="text" value="Partial"/>	Type of Partial:	<input type="text" value="Not a Partial"/>			
Remit To	Transactions	Entitlements	Computations	Financial	Remarks	
Locked		Date	Type	Amount		
<input type="button" value="View Advances"/>						
<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Manage Images"/>	<input type="button" value="Receipts"/>	<input type="button" value="SAVE"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>

Go to “Entitlement” tab and select “Add This Entitlement”

KIRK, JAMES TIBERIUS  
TONO: 1215G85BGR987000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To   Transactions   **Entitlements**   Computations   Financial   Remarks

---

Travel Not Performed:    **Effective Date:**

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		

You can also click on the drop down – you will see entitlements you set up in the orders

Travel Not Performed:    Effective Date:

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		

Enroute PCS Travel

Enroute PCS Travel

TLE

**DLA**

Indicate “Owner operator of POV” if authorized by orders and used. Also, indicate “Who is being paid”

**What's Authorized**   Itinerary   Reimbursables

**Owner operator of POV**    No MALT   Number of cars authorized

**Who Being Paid**

JAMES TIBERIUS (Member)

MERAMONEE (Spouse)

KIROCK (Dependent)

MARANDA (Dependent)

Under “Itinerary” tab, enter departing and arriving locations with the appropriate dates.

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE% Lodging Taxes	Miles
Departure Date 07/02/2015	Departure Location (click to edit) San Pedro, CA, Los Angeles	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: AE - Actual Expense Allow (Itemize)	AE Percentage: 0	Lodging Type:	Daily Ldg Cost: 0 Lodging Tax: 0	Miles: 0
Arrival Date: 07/15/2015	Arrival Location (click to edit) Southwest Harbor, ME, Hancock	Reason for Stop: MC - Mission Complete	<input type="checkbox"/> Duty Day				Meals Type: CM - Commercial Meals		

“Accept Leg” if it’s accurate

KIRK, JAMES TIBERIUS  
TONO: 1215G85BGR987000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging Taxes	Miles		
7/2/2015 7/15/2015	DEP ARR	San Pedro, CA, Los Angeles Southwest Harbor, ME, Hancock	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0 3197	0.00 0.00	0.00	Edit Insert	Del

Duration of travel:

Depart Date	Arrive Date	To Location	Auth. Miles
7/2/2015	7/15/2015	Southwest Harbor, MAINE	3197

If advances were received select **“Apply Advances”**

KIRK, JAMES TIBERIUS View: Traveler  
 TONO: 1215G85BGR987000 **Settlement Request**

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">1,161.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">735.31</td> </tr> <tr> <td>Dep Per Diem</td> <td style="text-align: right;">2,322.00</td> </tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	1,161.00	Memb/Emp MALT	735.31	Dep Per Diem	2,322.00	<table style="width: 100%;"> <tr><td>Total Entitlement</td><td style="text-align: right;">4,218.31</td></tr> <tr><td>Deductions</td><td style="text-align: right;">0.00</td></tr> <tr><td>Partial Payments</td><td style="text-align: right;">0.00</td></tr> <tr><td>Amount Payable</td><td style="text-align: right;">4,218.31</td></tr> <tr><td>Advances</td><td style="text-align: right; background-color: yellow;">0.00</td></tr> </table>		Total Entitlement	4,218.31	Deductions	0.00	Partial Payments	0.00	Amount Payable	4,218.31	Advances	0.00
Description	Total																						
Memb/Emp PCS Per Diem	1,161.00																						
Memb/Emp MALT	735.31																						
Dep Per Diem	2,322.00																						
Total Entitlement	4,218.31																						
Deductions	0.00																						
Partial Payments	0.00																						
Amount Payable	4,218.31																						
Advances	0.00																						
Method of Payment: <input type="text" value="Direct Deposit"/>				<table style="width: 100%;"> <tr><td>Due Employee</td><td style="text-align: right;">4,218.31</td></tr> <tr><td>Split Payment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Computed Split</td><td style="text-align: right;">0.00</td></tr> </table>		Due Employee	4,218.31	Split Payment	0.00	Computed Split	0.00												
Due Employee	4,218.31																						
Split Payment	0.00																						
Computed Split	0.00																						
<input style="background-color: yellow;" type="button" value="Apply Advances"/>				Enter amount in Split Payment field to pay GTCC																			
This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed																							

Add/Modify line of accounting

KIRK, JAMES TIBERIUS View: Traveler  
 TONO: 1215G85BGR987000 **Settlement Request**

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Db</td> <td style="text-align: center;">1215G85BGR987000 2 P 501 299 21 0 RA 78040 2104</td> <td style="text-align: right;">4,218.31</td> </tr> </tbody> </table>			Db/Cr	Classification String	Amount	Db	1215G85BGR987000 2 P 501 299 21 0 RA 78040 2104	4,218.31	<input style="background-color: yellow;" type="button" value="Add/Modify Accounting"/>		
Db/Cr	Classification String	Amount									
Db	1215G85BGR987000 2 P 501 299 21 0 RA 78040 2104	4,218.31									



If you were issued an ADVANCE it will show here

KIRK, JAMES TIBERIUS  
TONO: 1215G85BGR987000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 7/2/2015 to: 7/15/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

Locked	Date	Type	Amount
--------	------	------	--------

View Advances

Back Next Manage Images Receipts SAVE Cancel Help

Under "Entitlements" tab select "Add This Entitlement"

KIRK, JAMES TIBERIUS  
TONO: 1215G85BGR987000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 7/2/2015 to: 7/15/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

Travel Not Performed:  Effective Date: 7/2/2015

Entitlement Type	Dates Encompassed	Status
------------------	-------------------	--------

Enroute PCS Travel <= Add This Entitlement

If you click on the drop down – you will see entitlements you set up in the order information screen

Travel Not Performed:  Effective Date: 7/2/2015

Entitlement Type	Dates Encompassed	Status
------------------	-------------------	--------

Enroute PCS Travel <= Add This Entitlement

Back Next Manage Images

- Enroute PCS Travel
- TLE
- DLA

Cancel Help

Under “What’s Authorized” tab select “Owner operator or POV”, “Number of cars authorized” and “Who being paid” (travelers)

In this scenario: Member authorized to drive 2 POVs  
2 POVs departing/traveling same days

**What's Authorized**   Itinerary   Reimbursables

Owner operator of POV    No MALT   Number of cars authorized

Who Being Paid

JAMES TIBERIUS (Member)  
MERAMONEE (Spouse)  
KIROCK (Dependent)  
MARANDA (Dependent)

Select All  
Unselect All

Enter Itinerary and “Accept Changes”

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles
Departure Date: 07/02/2015 Departure Location (click to edit): San Pedro, CA, Los Angeles <input checked="" type="checkbox"/> Duty Day Method of Transportation: PA - Private Auto		Arrival Date: 07/15/2015 Arrival Location (click to edit): Southwest Harbor, ME, Hancock Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: AE - Actual Expense Allow (Itemize) AE Percentage: 0 Lodging Type: Meals Type: CM - Commercial Meals		Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0				

Accept Leg   Cancel Changes

KIRK, JAMES TIBERIUS   TONO: 1215G85BGR987000   Itinerary   View: Traveler

Date	Trans Reason	Location	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	Edit	Del
7/2/2015 7/15/2015	DEP ARR	San Pedro, CA, Los Angeles Southwest Harbor, ME, Hancock	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0 3197	0.00	0.00			Edit	Del

Add Leg

Accept Changes   Cancel Changes   Help

Go to “**Constructed Itinerary**” to review for accuracy. If you force in mileage in the above itinerary, the system will only pay you the miles on this screen, this screen cannot be edited.

What's Authorized	Itinerary	<b>Constructed Itinerary</b>	Reimbursables
-------------------	-----------	------------------------------	---------------

Duration of travel:

Depart Date	Arrive Date	To Location	Auth. Miles
<input type="text" value="7/2/2015"/>	<input type="text" value="7/15/2015"/>	<input type="text" value="Southwest Harbor, MAINE"/>	<input type="text" value="3197"/>

Go to “**Reimbursable**” tab, for expenses over \$75.00 you must have valid receipt.

KIRK, JAMES TIBERIUS  
TONO: 1215G85BGR987000

### Reimbursable Expenses

View: Traveler

Date	Description	Claimed	IBOP	Dep?
<input type="text" value="07/02/2015"/>	<input type="text" value="AIRFARE-TRAIN-BUS EXPENSE"/>	<input type="text" value="0.00"/>	<input type="text" value="UNITED STATES"/>	<input type="checkbox"/>
	<input type="text" value="AIRFARE-TRAIN-BUS EXPENSE"/>		<input type="text" value="UNITED STATES"/>	

### Travel different days in different cars

Enter home mailing address at new PDS

Remit To	<b>Transactions</b>	Entitlements	Computations	Financial	Remarks
----------	---------------------	--------------	--------------	-----------	---------

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

“**Transactions**” tab, if you were issued an ADVANCE it will show here

KIRK, JAMES TIBERIUS  
TONO: 1215G85BGR987000

### Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	<b>Transactions</b>	Entitlements	Computations	Financial	Remarks
----------	---------------------	--------------	--------------	-----------	---------

Locked	Date	Type	Amount

Under “Entitlements” tab select “Add This Entitlement”

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		

Click on the drop down – you will see entitlements you set up in the orders

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		

- Enroute PCS Travel
- Enroute PCS Travel
- TLE
- DLA**

Under “What’s Authorized” tab select “Owner operator or POV”, “Number of cars authorized” and “Who being paid” (travelers who drove on POV 1)

In this scenario: Member is authorized to drive 2 POVs departing/traveling different dates. We will do member’s itinerary first (plus any dependents that travel w/ him/her on the same vehicle)

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized

Who Being Paid

- MISTER (Member)**
- MIRANDA (Spouse)
- SAVEK (Dependent)
- JAMES (Dependent)

### Enter itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles
Departure Date: 07/15/2015 Departure Location (click to edit): <u>Bolling AFB, DC, Dist of Columbia</u> Method of Transportation: PA - Private Auto <input checked="" type="checkbox"/> Duty Day		Arrival Date: 07/25/2015 Arrival Location (click to edit): <u>Fort Bragg, CA, Mendocino</u> Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: AE Percentage: 0 Lodging Type: Meals Type: CM - Commercial Meals		Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 2949				
Who else is traveling on this leg:					MIRANDA SAVEK JAMES							

### Review for accuracy

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles		
7/15/2015 7/25/2015	DEP ARR Bolling AFB, DC, Dist of Columbia Fort Bragg, CA, Mendocino	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	MIRANDA	0 2949	0.00	0.00		Edit Insert	Del

### Go to "Constructed Itinerary" and review for accuracy

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
7/15/2015	7/25/2015	Fort Bragg, CALIFORNIA	2949

### Go to "Reimbursable" tab and enter any reimbursable you may have, "Accept Changes"

Date	Description	Claimed		
7/15/2015	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	25.95	Edit	Delete

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

On the main screen under "Entitlements" tab, member can verify that the number of travel days are correct by clicking "Calcs"

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
Travel Not Performed: <input type="checkbox"/>		Effective Date: 8/10/2015			
<a href="#">Edit</a>	Entitlement Type	Dates Encompassed	Status	<a href="#">Delete</a>	<a href="#">Calcs</a>
	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data		<a href="#">Comp</a>

Member is authorized 9 travel days based on 2,949 miles

Remarks      Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
07/16	FP											0.00	129.00	0.00	
07/17	FP											0.00	129.00	0.00	
07/18	FP											0.00	129.00	0.00	
07/19	FP											0.00	129.00	0.00	
07/20	FP											0.00	129.00	0.00	
07/21	FP											0.00	129.00	0.00	
07/22	FP											0.00	129.00	0.00	
07/23	FP											0.00	129.00	0.00	
07/24	FP											0.00	129.00	0.00	
												Total	1161.00	0.00	

Go to “**Computations**” tab to verify entitlements – This is still travel for member (plus any dependents that travel w/ him/her on the same vehicle)

Remit To	Transactions	Entitlements	Computations	Financial
----------	--------------	--------------	--------------	-----------

Description	Total
Memb/Emp PCS Per Diem	1,161.00
Memb/Emp Transportation	25.95
Memb/Emp MALT	678.27

Go back to “**Entitlements**” tab. We need to add another row “**Enroute PCS Travel**” and click on “**Add This Entitlement**” to enter the dependents that traveled on the 2<sup>nd</sup> POV

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

Travel Not Performed:       Effective Date:

Edit	Entitlement Type	Dates Encompassed	Status			
	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	Delete	Calcs	Comp

<= Add This Entitlement

Under “What’s Authorized” tab select “Owner operator or POV”, “Number of cars authorized” and “Who being paid” (travelers who drove on POV 2)

In this scenario: Member is authorized to drive 2 POVs departing/traveling different dates. We will do dependent(s) itinerary

\*\*NOTE: Dependents have to depart and arrive on completely different dates than the member to get full PCS POV entitlements.

Enter itinerary **\*\*DO NOT HIGHLIGHT MEMBER\*\***

ALTHOUGH IT SHOWS MEMBER HE IS NOT PAID – VERIFY ON COMPUTATIONS TAB

(IF HIGHLIGHTED IT WILL REDUCE DEPN ENTITLEMENT)

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles		
8/10/2015	DEP	Bolling AFB, DC, Dist of Columbia	PA	<input checked="" type="checkbox"/>				Member	0	0.00	0.00		Edit	Del
8/20/2015	ARR	Fort Bragg, CA, Mendocino	MC	<input type="checkbox"/>		NLG			2949					

On the main screen under “**Entitlements**” tab, you can verify that the number of travel days are correct by clicking “**Calcs**”

	Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a>	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>
<a href="#">Edit</a>	Enroute PCS Travel	8/10/2015-8/20/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

Go to “**Computations**” tab to verify accuracy

In this scenario, member and dependent MALT should be same amount as shown below. However, if Member and dependent are traveling from different locations, the MALT will be different.

Remit To	Transactions	Entitlements	Computations	Financial												
		<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>1,161.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>51.90</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>678.27</td> </tr> <tr> <td>Dep Per Diem</td> <td>2,612.25</td> </tr> <tr> <td>Dep. MALT</td> <td>678.27</td> </tr> </tbody> </table>			Description	Total	Memb/Emp PCS Per Diem	1,161.00	Memb/Emp Transportation	51.90	Memb/Emp MALT	678.27	Dep Per Diem	2,612.25	Dep. MALT	678.27
Description	Total															
Memb/Emp PCS Per Diem	1,161.00															
Memb/Emp Transportation	51.90															
Memb/Emp MALT	678.27															
Dep Per Diem	2,612.25															
Dep. MALT	678.27															

Per Diem will be different because it is spouse and children added together amount paid based on ages of dependent child

Click back to “**Entitlement**” tab, you can add TLE and DLA in this screen by using the drop down menu and selecting “**Add This Entitlement**”

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																		
Travel Not Performed: <input type="checkbox"/>		Effective Date: 8/10/2015																					
<table border="1"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a></td> <td>Enroute PCS Travel</td> <td>7/15/2015-7/25/2015</td> <td>Validated Data</td> <td><a href="#">Delete</a></td> <td><a href="#">Calcs</a></td> </tr> <tr> <td><a href="#">Edit</a></td> <td>Enroute PCS Travel</td> <td>8/10/2015-8/20/2015</td> <td>Validated Data</td> <td><a href="#">Delete</a></td> <td><a href="#">Calcs</a></td> </tr> </tbody> </table>						Entitlement Type	Dates Encompassed	Status				<a href="#">Edit</a>	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Edit</a>	Enroute PCS Travel	8/10/2015-8/20/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>
Entitlement Type	Dates Encompassed	Status																					
<a href="#">Edit</a>	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>																		
<a href="#">Edit</a>	Enroute PCS Travel	8/10/2015-8/20/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>																		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">TLE</div>					<input type="button" value="=&lt; Add This Entitlement"/>																		

“**Computations**” tab shows total paid

Remit To	Transactions	Entitlements	Computations	Financial																
		<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>1,161.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>51.90</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>678.27</td> </tr> <tr> <td>Dep Per Diem</td> <td>2,612.25</td> </tr> <tr> <td>Dep. MALT</td> <td>678.27</td> </tr> <tr> <td>DLA</td> <td>3,917.97</td> </tr> <tr> <td>TLE</td> <td>1,450.00</td> </tr> </tbody> </table>			Description	Total	Memb/Emp PCS Per Diem	1,161.00	Memb/Emp Transportation	51.90	Memb/Emp MALT	678.27	Dep Per Diem	2,612.25	Dep. MALT	678.27	DLA	3,917.97	TLE	1,450.00
Description	Total																			
Memb/Emp PCS Per Diem	1,161.00																			
Memb/Emp Transportation	51.90																			
Memb/Emp MALT	678.27																			
Dep Per Diem	2,612.25																			
Dep. MALT	678.27																			
DLA	3,917.97																			
TLE	1,450.00																			

Go to **“Financial”** tab --- use line of accounting tutorial to enter this information

Remit To	Transactions	Entitlements	Computations	<b>Financial</b>	Remarks
----------	--------------	--------------	--------------	------------------	---------

Db/Cr	Classification String	Amount
Db	1215G85TUG833000 2 P 501 299 21 0 RA 78040 2100	11,985.66

**Add/Modify Accounting**

Back   Next   Manage Images   Receipts   **SAVE**   Cancel   Help

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	7/1/2015	7/10/2015	TLE Lodging at Bolling AFB, DC for at least	1,750.00

**Certify**   Later   Cancel   Help

View: Traveler

7/25/2015 to: 8/21/2015

Financial   Remarks

g	Amount
0 RA 78040 2100	11,985.66

**Add/Modify Accounting**

Receipts   **SAVE**   Cancel   Help

You must certify you know you have to have a valid receipt for your TLE expenses  
Check the box and select **“Certify”**

Your PCS Claim is now ready to Release to your AO

SPOCK, MISTER   **T-PAX Inbox**   View: Traveler

[Reservations]   [Regulations]   [Currency]   [Load Test](#)

Profile and History » Create New » Tools » Help »

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
<input checked="" type="checkbox"/>	1215G85TUG833000	Settlement	7/1/2015	8/20/2015	PCS	SPOCK, MISTER		Entered into T-PAX	8/21/2015	Traveler	Fort Bragg, CA	1100217340	\$11,985.66 (est)
<input type="checkbox"/>	1215G85YRT628000	Settlement	3/1/2015	3/18/2015	PCS			Assigned to Examiner	7/22/2015	Office	Washington, DC	1100217305	(\$2,500.00) (est)

## PCS Travel via Commercial Air

\*\*NOTE: When filling out the itinerary, use TP vs. CP to ensure you are getting the correct number of travel days paid.

### CONUS - CONUS

PCS CONUS to CONUS Air

Under “**Entitlements**” tab select “**Add This Entitlement**”

The screenshot shows the 'Settlement Request' form for 'DOG, PLUTO' with TONO: 1215G85CONUSA000. The 'View' is set to 'Traveler'. The form includes fields for 'Type of order: PCS', 'Covered from: 6/2/2015', and 'to: 6/26/2015'. Below these are 'Type of Settlement: Partial' and 'Type of Partial: Not a Partial'. A navigation bar contains tabs for 'Remit To', 'Transactions', 'Entitlements' (highlighted), 'Computations', 'Financial', and 'Remarks'. Under the 'Entitlements' tab, there is a 'Travel Not Performed' checkbox and an 'Effective Date' field set to '6/2/2015'. A table header shows 'Entitlement Type', 'Dates Encompassed', and 'Status'. Below the header, a dropdown menu is set to 'Enroute PCS Travel', and a button labeled '<= Add This Entitlement' is circled in blue. At the bottom, there are buttons for 'Back', 'Next', 'Manage Images', 'Receipts', 'SAVE', 'Cancel', and 'Help'.

Under “**Itinerary**” tab select “**Greater than or equal to 24 hours**”, enter itinerary

The screenshot shows the 'Enroute PCS Travel' form for 'DOG, PLUTO' with TONO: 1215G85CONUSA000. The 'View' is set to 'Traveler'. The form includes fields for 'TONO: 1215G85CONUSA000', 'Covered from: 6/2/2015', and 'to: 6/26/2015'. Below these are 'Type of order: PCS' and 'Type of Settlement: Partial'. A navigation bar contains tabs for 'What's Authorized', 'Itinerary' (highlighted), and 'Reimbursables'. Under the 'Itinerary' tab, there is a 'Duration of travel' dropdown menu with options: 'No trip itinerary to be entered', 'No trip itinerary to be entered', and 'Greater than or equal to 24 hours'. Below this is a table with columns: 'Date', 'Location', 'Reason', 'Lodging', 'Embark?', 'Who Else Traveling', 'AT%', 'Lodging', 'Taxes', and 'Miles'. A tooltip points to the 'Reason' column with the text 'Select what best describes the duration of travel for this request'. At the bottom, there are buttons for 'Back', 'Next', 'Accept Changes', 'Cancel', and 'Help'.

\*\*NOTE: Airfare CONUS to CONUS use CP (Commercial Plane). If the PCS travel was from OCONUS to CONUS use TP (GOVT plane for overseas travel by air)

## Verify Departure and Arrival Dates and "Accept Leg"

DOG, PLUTO  
TONO: 1215G85CONUSA000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging Taxes	Miles
Departure Date: 06/02/2015 Departure Location (click to edit): San Diego, CA, San Diego Method of Transportation: CP - Commercial Plane <input checked="" type="checkbox"/> Duty Day		Arrival Date: 06/03/2015 Arrival Location (click to edit): Corpus Christi, TX, Kleberg Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: AE - Actual Expense Allow (Itemize) AE Percentage: 0 Lodging Type:		Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0		

Check your departure and arrival locations and dates. Then click "Accept Leg"

DOG, PLUTO  
TONO: 1215G85CONUSA000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging Taxes	Miles
6/2/2015	DEP	San Diego, CA, San Diego	CP	<input checked="" type="checkbox"/>				0	0.00	0.00
6/3/2015	ARR	Corpus Christi, TX, Kleberg	MC	<input type="checkbox"/>		NLG		0		

"Accept Changes" again after checking for accuracy

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85CONUSA000  
 Covered from: 6/2/2015  
 Type of order: PCS  
 to: 6/26/2015

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging Taxes	Miles
6/2/2015	DEP	San Diego, CALIFORNIA	CP	<input checked="" type="checkbox"/>				0	0.00	0.00
6/3/2015	ARR	Corpus Christi, TEXAS	MC	<input type="checkbox"/>		NLG		0		

Ensure you have all Sato Airfare receipts, orders and any receipts over \$75.00 attached in the Manage Images (see Image tutorial)

Go to **“Reimbursables”** tab, select **“Add/Edit Trip Expenses”** if you need to add expenses

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85CONUSA000 Covered from: 6/2/2015  
Type of order: PCS to: 6/26/2015

What's Authorized Itinerary Constructed Itinerary **Reimbursables**

Date	Description	Claimed
------	-------------	---------

**Add / Edit Trip Expenses**

Back Exceptions Occasionals Accept Changes Cancel Help

Add your expenses here

DOG, PLUTO **Reimbursable Expenses** View: Traveler  
TONO: 1215G85CONUSA000

Date	Description	Claimed	Const. Leg
Date	Expense Description	Claimed	IBOP
06/02/2015	AIRFARE-TRAIN-BUS EXPENSE	643.00	UNITED STATES
	AIRFARE-TRAIN-BUS EXPENSE		UNITED STATES
Const. Leg			
1			
Leg	From Date	To Date	Location
1	6/2/2015	6/3/2015	San Diego, CALIFORNIA

**Accept Expense** Cancel Changes

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Help

To add new expenses, use “Add Expense” each time

DOG, PLUTO  
TONO: 1215G85CONUSA000

### Reimbursable Expenses

View: Traveler

Date	Description	Claimed	Dep?	Const. Leg		
6/2/2015	AIRFARE-TRAIN-BUS EXPENSE	643.00	<input type="checkbox"/>	1	Edit	Delete

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

**Add Expense** 

Accept Changes Cancel Changes Help

Once completed “Accept Changes”

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85CONUSA000 Covered from: 6/2/2015  
Type of order: PCS to: 6/26/2015

What's Authorized Itinerary Constructed Itinerary **Reimbursables**

Date	Description	Claimed
6/2/2015	AIRFARE-TRAIN-BUS EXPENSE	643.00
6/2/2015	SATO-CTO-TMC SVC PROC FEE	24.50

**Add / Edit Trip Expenses**

Back Exceptions Occasionals **Accept Changes** Cancel Help 

Go to “Financial” tab and follow Line of Accounting tutorial

DOG, PLUTO  
TONO: 1215G85CONUSA000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/2/2015 to: 6/26/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
-------	-----------------------	--------

**Add/Modify Accounting**

Back Next Manage Images Receipts SAVE Cancel Help

Review and certify expenses when they generate

The screenshot shows a window with a table containing expense information. The table has columns for From Date, To Date, Description, and Amount. One row is visible with a checked checkbox in the first column, a date of 6/2/2015, a description of 'AIRFARE-TRAIN-BUS EXPENSE', and an amount of 643.00. Below the table are buttons for 'Certify', 'Later', 'Cancel', and 'Help'. A blue arrow points to the 'Certify' button.

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	6/2/2015		AIRFARE-TRAIN-BUS EXPENSE	643.00

When back at Tpx home screen find the tono you just completed, check the box and select “**Release to AO**”

The screenshot shows the 'T-PAX Inbox' screen for user 'DOG, PLUTO'. It features a table with 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 first row is highlighted with a blue arrow pointing to its checkbox. Below the table are buttons for 'Release to AO', 'Print', 'View / Modify', 'Delete', and 'Help'. A 'Retrieve' button is also present.

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
<input checked="" type="checkbox"/>	1215G85CONUSA000	Settlement	6/2/2015	6/3/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/26/2015	Traveler	Corpus Christi, TX	1100217349	\$69.00 (est)
<input type="checkbox"/>	1215G85MBRSTA000	Settlement	4/16/2015	4/16/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/24/2015	Traveler	Homer, AK	1100217342	\$936.8 (est)
<input type="checkbox"/>	1215G85SIMPL3000	Settlement	6/25/2015	7/16/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/25/2015	Traveler	Dallas-Fort Worth Intl Aprt, TX	1100217341	\$2,570.1 (est)
<input type="checkbox"/>	1115G85IMAGET000	Settlement	5/21/2015	5/31/2015	Normal	DOG, PLUTO T.	STARDUST, ZIGGY	Awaiting AO Approval	6/11/2015	Traveler	Orlando, FL	1100217276	\$2,215. (est)

This screenshot is identical to the previous one, showing the 'T-PAX Inbox' screen. A blue arrow now points to the 'Release to AO' button located below the table.

## CONUS - OCONUS

Simple PCS Conus to Oconus flying

The major difference in flying Conus to Conus vs Conus to Oconus is the use of TP vs CP for the airfare drop down.

New Home Address at New PDS

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

**Remit To** Transactions Entitlements Computations Financial Remarks

\* Address 1: #44 SE QUINCY ST  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66683

Next Manage Images Receipts SAVE Cancel Help

Under the “Entitlements” tab select “Add This Entitlement”

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 6/25/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Indicate “Owner operator of POV” if authorized by orders and used. Also, indicate “Who is being paid”

The screenshot shows the 'Enroute PCS Travel' form for user DOG, PLUTO. The 'Who Being Paid' section is highlighted with a blue box and a blue arrow pointing to the 'Owner operator of POV' checkbox. The 'Who Being Paid' dropdown menu is open, showing 'PLUTO (Member)' as the selected option. Other options include 'Select All' and 'Unselect All'. The form also shows 'TONO: 1215G85SAMPL3000', 'Covered from: 6/25/2015', 'Type of order: PCS', and 'to: 7/16/2015'. The 'Number of cars authorized' is set to 1. At the bottom, there are buttons for 'Next', 'Accept Changes', 'Cancel', and 'Help'.

Under the “Itinerary” tab select “Greater than or equal to 24 hours”

The screenshot shows the 'Enroute PCS Travel' form with the 'Itinerary' tab selected. The 'Duration of travel' dropdown menu is open, showing 'Greater than or equal to 24 hours' as the selected option. The form also shows 'TONO: 1215G85SAMPL3000', 'Covered from: 6/25/2015', 'Type of order: PCS', and 'to: 7/16/2015'. The 'Who Being Paid' dropdown menu is also open, showing 'PLUTO (Member)'. At the bottom, there are buttons for 'Back', 'Next', 'Accept Changes', 'Cancel', and 'Help'.

For Method of Transportation flying OCONUS use TP (Govt Proc Plane)

The screenshot shows the 'Itinerary' form for user DOG, PLUTO. The 'Method of Transportation' dropdown menu is open, showing 'TP - Govt Proc Plane' as the selected option. The form also shows 'TONO: 1215G85SAMPL3000'. The 'Method of Transportation' dropdown menu is open, showing 'TP - Govt Proc Plane' as the selected option. At the bottom, there are buttons for 'Accept Leg' and 'Cancel Changes'.

After inputting Arrival location and verifying dates, click “Accept Leg”

In this scenario: Member will travel to Sterling, VA for an in-brief to Bahrain

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
6/25/2015 6/26/2015	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> AE	<input type="checkbox"/> CQ	<input type="checkbox"/> CM	150 0	0.00 0	0.00 0		

Departure Date:  Departure Location (click to edit):

Method of Transportation:   Is Local

Duty Day  Is Embark

Arrival Date:  Arrival Location (click to edit):

Reason for Stop:   Duty Day

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type: M&IE: 61.00

Daily Ldg Cost:

Lodging Tax:

Miles:

In this scenario: Off to Bahrain

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
6/25/2015 6/25/2015	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> AE	<input type="checkbox"/> CQ	<input checked="" type="checkbox"/> CM	150 0	0.00 0	0.00 0		

Departure Date:  Departure Location (click to edit):

Method of Transportation:   Is Local

Duty Day  Is Embark

Arrival Date:  Arrival Location (click to edit):

Reason for Stop:   Duty Day

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type: M&IE: 0.00

Daily Ldg Cost:

Lodging Tax:

Miles:

Select “Accept Leg”

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
6/25/2015 6/25/2015	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> AE	<input type="checkbox"/> CQ	<input checked="" type="checkbox"/> CM	150 0	0.00 0	0.00 0		

Departure Date:  Departure Location (click to edit):

Method of Transportation:   Is Local

Duty Day  Is Embark

Arrival Date:  Arrival Location (click to edit):

Reason for Stop:   Duty Day

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type: M&IE: 0.00

Daily Ldg Cost:

Lodging Tax:

Miles:

Review your itinerary and if correct, "Accept changes"

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Taxes	Miles		
6/25/2015 6/25/2015	DEP ARR	San Diego, CA, San Diego Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> AE	CQ	<input checked="" type="checkbox"/> CM	150 0	0.00	0.00			Edit Insert	Del
6/26/2015 6/26/2015	DEP ARR	Sterling, VA, Loudoun BA, BAHRAIN RED INCIDENTAL	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	0.00	0.00			Edit Insert	Del

Add Leg

Review for accuracy and "Accept Changes"

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85SAMPL3000      Covered from: 6/25/2015  
Type of order: PCS      to: 7/16/2015

What's Authorized    **Itinerary**    Reimbursables

Duration of travel:

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Taxes	Miles		
6/25/2015 6/25/2015	DEP ARR	San Diego, CALIFORNIA Sterling, VIRGINIA	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> AE	CQ	<input checked="" type="checkbox"/> CM	150	0.00	0.00		0		
6/26/2015 6/26/2015	DEP ARR	Sterling, VIRGINIA BAHRAIN RED L...	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0	0.00	0.00		0		

Add / Edit Trip Itinerary

Go to "Financial" tab and add the line of accounting, see Line of Accounting Tutorial

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### CG Accounting

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		
1215G85SAMPL3000	2	P	501	299	21	0	TG	78045	2104	300.75	Edit	Del

Note: LOA amounts will be automatically updated only if a line is edited.

### Save

DOG, PLUTO  
TONO: 1215G85SAMPL3000

## Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

Db/Cr	Classification String	Amount
Db	1215G85SAMPL3000 2 P 501 299 21 0 TG 78045 2104	300.75

### Verify for accuracy and Certify

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	6/25/2015		BAGGAGE EXP-STORAGE N TRANSFER ONLY	255.00

### Release to AO

DOG, PLUTO

## T-PAX Inbox

View: Traveler  
[Load Test](#)

[\[Reservations\]](#)   [\[Regulations\]](#)   [\[Currency\]](#)

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	Amount
<input checked="" type="checkbox"/>	<u>1215G85SAMPL3000</u>	Settlement	6/25/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/27/2015	Traveler	Sterling, VA	1100217358	\$300.7 (est)
<input type="checkbox"/>	1215G85CONUSA000	Settlement	6/2/2015	6/3/2015	PCS	DOG, PLUTO T.	SPOCK, MISTER	Awaiting AO Approval	8/26/2015	Traveler	Corpus Christi, TX	1100217349	\$69.00 (est)
<input type="checkbox"/>	1215G85MXMOD000	Settlement	6/26/2015	6/26/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/26/2015	Traveler	Washington, DC	1100217351	\$641.7 (est)
<input type="checkbox"/>	1215G85MBRSTA000	Settlement	4/16/2015	4/16/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/24/2015	Traveler	Homer, AK	1100217342	\$936.8 (est)

## OCONUS - OCONUS

Simple PCS Oconus to Oconus flying

When Flying from Oconus use "TP" (DO NOT use CP)

Input home address at new PDS

LANTERN, GREEN  
TONO: 1215G85AKHI00000 View: Traveler

### Settlement Request

Type of order:  Covered from:  to:   
Type of Settlement  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

Next	Manage Images	Receipts	SAVE	Cancel	Help
------	---------------	----------	------	--------	------

Under "Entitlements" tab add "Enroute PCS Travel"

LANTERN, GREEN  
TONO: 1215G85AKHI00000 View: Traveler

### Settlement Request

Type of order:  Covered from:  to:   
Type of Settlement  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status		
<input type="text" value="Enroute PCS Travel"/>				

Back	Next	Manage Images	Receipts	SAVE	Cancel	Help
------	------	---------------	----------	------	--------	------

Indicate “Owner operator of POV” if authorized by orders and used. Also, indicate “Who is being paid”

LANTERN, GREEN **Enroute PCS Travel** View: Traveler

TONO: 1215G85AKHI00000 Covered from: 4/1/2015  
 Type of order: PCS to: 4/3/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

GREEN (Member)

Under “Entitlements” tab select “Add This Entitlement”

**What's Authorized** Itinerary Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	---------------	-----	--------------------	---------	-------	-------

For Method of Transportation flying OCONUS use TP (Govt Proc Plane)

LANTERN, GREEN **Itinerary** View: Traveler  
 TONO: 1215G85AKHI00000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
04/02/2015	Kodiak, AK, Kodiak Island Borough		<input checked="" type="checkbox"/>					0				
04/03/2015	Honolulu, HI HAWAII, Honolulu		<input type="checkbox"/>									

Method of Transportation: TP - Govt. Proc. Plane

Method of Reimbursement:

AE Percentage: 0

Lodging Type:

Meals Type: CM - Commercial Meals

### Review for accuracy and "Accept Changes"

LANTERN, GREEN  
TONO: 1215G85AKHI00000

#### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Miles		
										Lodging	Taxes			
4/2/2015 4/3/2015	DEP ARR	Kodiak, AK, Kodiak Island Borough Honolulu, HI, Honolulu	TP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	0 0	0.00	0.00		Edit Insert	Del

Add Leg

Accept Changes
Cancel Changes
Help

### Review "Computations" tab

LANTERN, GREEN  
TONO: 1215G85AKHI00000

#### Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																				
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>166.50</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	166.50	<table> <tr><td>Total Entitlement</td><td><input type="text" value="166.50"/></td></tr> <tr><td>Deductions</td><td><input type="text" value="0.00"/></td></tr> <tr><td>Partial Payments</td><td><input type="text" value="0.00"/></td></tr> <tr><td>Amount Payable</td><td><input type="text" value="166.50"/></td></tr> <tr><td>Advances</td><td><input type="text" value="0.00"/></td></tr> <tr><td>Due Employee</td><td><input type="text" value="166.50"/></td></tr> <tr><td>Split Payment</td><td><input type="text" value="0.00"/></td></tr> <tr><td>Computed Split</td><td><input type="text" value="0.00"/></td></tr> </table>				Total Entitlement	<input type="text" value="166.50"/>	Deductions	<input type="text" value="0.00"/>	Partial Payments	<input type="text" value="0.00"/>	Amount Payable	<input type="text" value="166.50"/>	Advances	<input type="text" value="0.00"/>	Due Employee	<input type="text" value="166.50"/>	Split Payment	<input type="text" value="0.00"/>	Computed Split	<input type="text" value="0.00"/>
Description	Total																								
Memb/Emp PCS Per Diem	166.50																								
Total Entitlement	<input type="text" value="166.50"/>																								
Deductions	<input type="text" value="0.00"/>																								
Partial Payments	<input type="text" value="0.00"/>																								
Amount Payable	<input type="text" value="166.50"/>																								
Advances	<input type="text" value="0.00"/>																								
Due Employee	<input type="text" value="166.50"/>																								
Split Payment	<input type="text" value="0.00"/>																								
Computed Split	<input type="text" value="0.00"/>																								
Method of Payment <input type="text" value="Direct Deposit"/>																									
<span style="border: 1px solid black; padding: 5px;">Apply Advances</span>																									

Enter amount in Split Payment field to pay GTCC

### Go to "Financial" tab and add line of accounting, see Line of Accounting Tutorial

LANTERN, GREEN  
TONO: 1215G85AKHI00000

#### CG Accounting

View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	A/c	ProgEle	CstAct	Obj	Amount		
1215G85AKHI00000	2	P	501	299	21	0	RA	78040	2100	166.50	Edit	Del

Regenerate
Add Line

Note: LOA amounts will be automatically updated only if a line is edited.

Accept Changes
Cancel Changes
Help

Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO

LANTERN, GREEN		Settlement Request		View: Traveler		
TONO: 1215G85AKHI00000						
Type of order:	PCS	Covered from:	4/1/2015	to:	4/3/2015	
Type of Settlement	Partial	Type of Partial:	Not a Partial			
Remit To	Transactions	Entitlements	Computations	Financial	Remarks	
		Db/Cr		Classification String	Amount	
		Db		1215G85AKHI00000 2 P 501 299 21 0 RA 78040 2100	166.50	
<a href="#">Add/Modify Accounting</a>						
Back	Next	Manage Images	Receipts	SAVE	Cancel	Help

### OCONUS - CONUS

With dependents

Enter home address at new PDS

GUNSLINGER, LADY		Settlement Request		View: System Administrator	
TONO: 1215G85TEST51000					
Type of order:	PCS	Covered from:	7/6/2015	to:	7/10/2015
Type of Settlement	Partial	Type of Partial:	Not a Partial		
Remit To	Transactions	Entitlements	Computations	Financial	Remarks
* Address 1: 444 SE QUINCY					
Address 2:					
* City: TOPEKA					
* Country/State: KS KANSAS					
* Zip: 66044					
Next	Manage Images	Receipts	SAVE	Cancel	Help

Click on the "Entitlements" tab and choose "Add This Entitlement"

GUNSLINGER, LADY  
TONO: 1215G85TEST51000

**Settlement Request**

View: System Administrator

---

Type of order: PCS Covered from: 7/6/2015 to: 7/10/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

---

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed  Effective Date: 7/6/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

**<= Add This Entitlement**

---

Back Next Manage Images Receipts SAVE Cancel Help

Select member and dependents traveling then click on the "Itinerary" tab

GUNSLINGER, LADY

**Enroute PCS Travel**

View: System Administrator

---

TONO: 1215G85TEST51000 Covered from: 7/6/2015  
Type of order: PCS to: 7/10/2015

---

What's Authorized **Itinerary** Reimbursables

Owner operator of POV  No MALT Number of cars authorized: 1

Who Being Paid

LADY (Member)	Select All
PIETTA (Spouse)	

Unselect All

---

Next Accept Changes Cancel Help

Click the drop down option for “Duration of travel” and choose “Greater than or equal to 24 hours”

GUNSLINGER, LADY View: System Administrator

### Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

What's Authorized
Itinerary
Reimbursables

Duration of travel: Greater than or equal to 24 hours ▼

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles

Enter the correct departure date and location, with the mode of transportation.

GUNSLINGER, LADY View: System Administrator

### Itinerary

TONO: 1215G85TEST51000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Departure Date</b> 07/06/2015 <input type="text"/></p> <p><b>Departure Location (click to edit)</b> Honolulu, HI, Honolulu <input type="text"/></p> <p><b>Method of Transportation:</b> <input checked="" type="checkbox"/> Duty Day PA - Private Auto <input type="text"/></p> </div> <div style="width: 10%; text-align: left;"> <p><input type="checkbox"/> Is Local</p> <p><input type="checkbox"/> Is Embark</p> </div> <div style="width: 30%;"> <p><b>Method of Reimbursement:</b> LDP - Lodging Plus <input type="text"/></p> <p>AE Percentage: <input type="text" value="0"/></p> <p><b>Lodging Type:</b> CQ - Comm'l Qtrs Incidental Expense Full <input type="text"/></p> <p><b>Meals Type:</b> CM - Commercial Meals <input type="text"/></p> </div> <div style="width: 15%;"> <p><b>Daily Ldg Cost</b> <input type="text" value="0"/></p> <p><b>Lodging Tax:</b> <input type="text" value="0"/></p> <p><b>Miles:</b> <input type="text" value="0"/></p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </div>												

GUNSLINGER, LADY  
TONO: 1215G85TEST51000

**Itinerary**

View: System Administrator

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
07/06/2015	Honolulu, HI, Honolulu	TP - Govt. Proc. Plane	<input checked="" type="checkbox"/>			<input type="checkbox"/>	Method of Reimbursement: LDP - Lodging Plus Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full Meals Type: CM - Commercial Meals	0			0

Method of Transportation: TP - Govt. Proc. Plane

Accept Leg    Cancel Changes

Enter the arrival date and location of new PDS, followed by “MC-Missions Complete”. Then click “Accept Leg.” MAKE SURE IF OCONUS, YOU CHECK THE “EMBARK” BOX.

GUNSLINGER, LADY  
TONO: 1215G85TEST51000

**Itinerary**

View: System Administrator

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
07/06/2015	Honolulu, HI, Honolulu	TP - Govt. Proc. Plane	<input checked="" type="checkbox"/>			<input type="checkbox"/>	Method of Reimbursement: AE - Actual Expense Allow (Itemize) Lodging Type: Meals Type: M&IE: 46.00 CM - Commercial Meals	0			0
07/06/2015	Lawrence, KS, Douglas	MC - Mission Complete	<input type="checkbox"/>								0

Accept Leg    Cancel Changes

Hit “Accept Changes” if the itinerary looks correct.

GUNSLINGER, LADY  
TONO: 1215G85TEST51000

**Itinerary**

View: System Administrator

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
7/6/2015	Honolulu, HI, Honolulu	TP	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	0	0.00	0.00	
7/6/2015	Lawrence, KS, Douglas	MC	<input type="checkbox"/>			NLG		0			

Add Leg

Accept Changes    Cancel Changes    Help

If there are no reimbursable expenses, then finish with “Accept Changes”

GUNSLINGER, LADY View: System Administrator

## Enroute PCS Travel

TONO:  Covered from:   
 Type of order:  to:

What's Authorized **Itinerary** Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling			
								AE%	Lodging	Taxes	Miles
7/6/2015 7/6/2015	DEP ARR Honolulu, HI HAWAII Lawrence, KANSAS	TP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>

[Add / Edit Trip Itinerary](#)

[Back](#) [Next](#) [Exceptions](#) [Occasionals](#) [Accept Changes](#) [Cancel](#) [Help](#)

Add the “DLA” entitlement and check the box for dependents moved.

GUNSLINGER, LADY View: System Administrator  
 TONO: 1215G85TEST51000

## Settlement Request

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a> Enroute PCS Travel	7/6/2015-7/6/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

[Back](#) [Next](#) [Manage Images](#) [Receipts](#) [SAVE](#) [Cancel](#) [Help](#)

Go to the “**Computations**” tab and check that all entitlements are paid correctly. Apply any advances that may be attached to this TONO by clicking on “**Apply Advances**”.

GUNSLINGER, LADY  
TONO: 1215G85TEST51000
View: System Administrator

## Settlement Request

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Description	Total
Memb/Emp PCS Per Diem	34.50
Dep Per Diem	25.88
DLA	2,088.38

Total Entitlement	2,146.76
Deductions	0.00
Partial Payments	0.00
Amount Payable	2,146.76
Advances	0.00

Method of Payment:

Due Employee	2,146.76
Split Payment	0.00
Computed Split	0.00

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Go to “**Financial**” tab and click on “**Add/Modify Accounting**” to enter the line of accounting information.

GUNSLINGER, LADY  
TONO: 1215G85TEST51000
View: Traveler

## Settlement Request

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Db/Cr	Classification String	Amount
Db	1215G85TEST51000 2 P 501 299 21 0 RA 78045 2114	2,146.76

If remarks are needed, click on the “Remarks” tab and enter them accordingly.

GUNSLINGER, LADY  
TONO: 1215G85TEST51000

**Settlement Request**

View: System Administrator

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   Financial   **Remarks**

Voucher Remarks:

SPOUSE AUTHORIZED CONCURRENT TRAVEL AS PER ORDERS.

---

Back   Manage Images   Receipts   SAVE   Cancel   Help

Click “SAVE” once you have finished the travel claim.

## [Travel via Mixed Mode in CONUS](#)

### [Fly/drive to first PDS](#)

Enter the home address at the new PDS

Remit To   Transactions   Entitlements   Computations   Financial   Remarks

---

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

If advances were issued you would see it under the “Transactions”

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
Locked		Date	Type	Amount	
<input type="button" value="View Advances"/>					

Under “Entitlements” tab enter trip – click “Add This Entitlement”

Remit To	Transactions	Entitlements	Computations	Financial	Remarks	
Travel Not Performed: <input type="checkbox"/>		Effective Date: 7/25/2015				
Entitlement Type		Dates Encompassed		Status		
Enroute PCS Travel					<input type="button" value="&lt;= Add This Entitlement"/>	
<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Manage Images"/>	<input type="button" value="Receipts"/>	<input type="button" value="SAVE"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>

In this scenario – Member travels from “A” school to Chicago (Home Of Record) to pick up family; they have 2 POV’s.

What's Authorized	Itinerary	Reimbursables
<input checked="" type="checkbox"/> Owner operator of POV	<input type="checkbox"/> No MALT	Number of cars authorized <input type="text" value="2"/>

Member’s family cannot travel from Petaluma – only from their HOR. So, member will select himself for travel from Petaluma to HOR

<input checked="" type="checkbox"/> Owner operator of POV	<input type="checkbox"/> No MALT	Number of cars authorized <input type="text" value="1"/>
---	----------------------------------	--

Who Being Paid

WOOL (Member)	<input type="button" value="Select All"/> <input type="button" value="Unselect All"/>
PRISSY (Spouse)	
MISSY (Dependent)	
BUZY (Dependent)	

If member goes on leave at this locality enter “LV – Leave”, if he is taking off immediately use “AT – Awaiting Transportation”

GER, WOOL  
D: 1215G85XMX983000

### Itinerary

View: Proxy

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging Taxes	Miles	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Departure Date: 07/25/2015</p> <p>Departure Location (click to edit): <a href="#">Petaluma USCG Tmg Ctr, CA, Son...</a></p> <p>Method of Transportation: CP - Commercial Plane</p> <p><input checked="" type="checkbox"/> Duty Day</p> </div> <div style="width: 30%;"> <p>Is Local: <input type="checkbox"/></p> <p>Is Embark: <input type="checkbox"/></p> </div> <div style="width: 30%;"> <p>Method of Reimbursement: LDP - Lodging Plus</p> <p>AE Percentage: 0</p> <p>Lodging Type:</p> <p>Meals Type: CM - Commercial Meals</p> </div> <div style="width: 10%;"> <p>Daily Ldg Cost: 0</p> <p>Lodging Tax: 0</p> <p>Miles: 0</p> </div> </div> <div style="margin-top: 10px;"> <p>Arrival Date: 07/25/2015</p> <p>Arrival Location (click to edit): <a href="#">Chicago, IL, Cook</a></p> <p>Reason for Stop:</p> <ul style="list-style-type: none"> <li>AT - Awaiting Transportation</li> <li>AD - Authorized Delay</li> <li style="background-color: #e0e0e0;">AT - Awaiting Transportation</li> <li>CT - COT Leave</li> <li>DL - Designated Location</li> <li>DP - Drop Off Passengers</li> <li>DV - Drop Off Vehicle at Vehicle Port</li> <li>ES - Enroute Stop Over</li> <li>HP - Change of Home Port</li> <li>LV - Leave</li> <li>MC - Mission Complete</li> <li>NT - Non-taxable TDY</li> <li>PP - Pick Up Passengers</li> <li>PV - Pick Up Vehicle at Vehicle Port</li> <li>TD - Temporary Duty</li> <li>WB - Waiting to Board Ship</li> </ul> </div> <div style="margin-top: 10px;"> <p>Who else is traveling on this leg:</p> <p>PRISSY MISSY BUZY</p> </div>											

BOOGER, WOOL  
TONO: 1215G85XMX983000

### Itinerary

View: Proxy

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging Taxes	Miles	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Departure Date: 07/25/2015</p> <p>Departure Location (click to edit): <a href="#">Petaluma USCG Tmg Ctr, CA, Son...</a></p> <p>Method of Transportation: PA - Private Auto</p> <p><input checked="" type="checkbox"/> Duty Day</p> </div> <div style="width: 30%;"> <p>Is Local: <input type="checkbox"/></p> <p>Is Embark: <input type="checkbox"/></p> </div> <div style="width: 30%;"> <p>Method of Reimbursement: LDP - Lodging Plus</p> <p>AE Percentage: 0</p> <p>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</p> <p>Meals Type: CM - Commercial Meals</p> </div> <div style="width: 10%;"> <p>Daily Ldg Cost: 0</p> <p>Lodging Tax: 0</p> <p>Miles: 0</p> </div> </div> <div style="margin-top: 10px;"> <p>Arrival Date: 07/25/2015</p> <p>Arrival Location (click to edit): <a href="#">Click to enter arrival location...</a></p> <p>Reason for Stop: AD - Authorized Delay</p> <p><input type="checkbox"/> Duty Day</p> </div> <div style="margin-top: 10px;"> <p>Who else is traveling on this leg:</p> <p>PRISSY MISSY BUZY</p> </div>											

Departure Date: 07/25/2015 <input checked="" type="checkbox"/> Duty Day	Departure Location (click to edit): Petaluma USCG Trng Ctr, CA, Sonoma Method of Transportation: CP - Commercial Plane	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: AE Percentage: 0 Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full Meals Type: M&IE: 71.00 CM - Commercial Meals	Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0
Arrival Date: 07/25/2015 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Chicago, IL, Cook Reason for Stop: LV - Leave			

Departure Date: 07/26/2015 <input type="checkbox"/> Duty Day	Departure Location (click to edit): Chicago, IL, Cook Method of Transportation: PA - Private Auto	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: AE - Actual Expense Allow (Itemize) AE Percentage: 0 Lodging Type: Meals Type: M&IE: 61.00 CM - Commercial Meals	Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 533
Arrival Date: 07/26/2015 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Memphis, TN, Shelby Reason for Stop: MC - Mission Complete			

Dependents show on this screen but are not being paid

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging	Taxes	Miles			
7/25/2015	DEP	Petaluma USCG Trng Ctr, CA, Sonoma Chicago, IL, Cook	CP	<input checked="" type="checkbox"/>				<input type="checkbox"/>	0	0.00	0.00		PRISSY	Edit Insert	Del
7/25/2015	ARR		AT	<input type="checkbox"/>		LDP			0						
7/26/2015	DEP	Chicago, IL, Cook Memphis, TN, Shelby	PA	<input type="checkbox"/>			NLG	<input type="checkbox"/>	0	0.00	0.00		PRISSY	Edit Insert	Del
7/26/2015	ARR		MC	<input type="checkbox"/>					533						

Now we will enter the second leg of the trip, go back “Entitlements” tab and add a second row select “Add This Entitlement”

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

Travel Not Performed:  Effective Date: 8/10/2015

Entitlement Type	Dates Encompassed	Status			
Edit Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel

Under “What’s Authorized” tab select all dependents that traveled and go to “itinerary” tab to enter trip

Owner operator of POV      No MALT     Number of cars authorized:

Who Being Paid

PRISSY (Spouse)  
 MISSY (Dependent)  
 BUZY (Dependent)

On this screen highlight member at the bottom of the page

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling			Miles
		AE%	Lodging	Taxes							
Departure Date: <input type="text" value="07/30/2015"/>		Departure Location (click to edit): <input type="text" value="Chicago, IL, Cook"/>		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: <input type="text" value="AE - Actual Expense Allow (Itemize)"/> AE Percentage: <input type="text" value="0"/>		Daily Ldg Cost: <input type="text" value="0"/>			
<input checked="" type="checkbox"/> Duty Day		Method of Transportation: <input type="text" value="PA - Private Auto"/>				Lodging Type: <input type="text"/>		Lodging Tax: <input type="text" value="0"/>			
Arrival Date: <input type="text" value="07/30/2015"/>		Arrival Location (click to edit): <input type="text" value="Memphis, TN, Shelby"/>				Meals Type: M&IE: 61.00 <input type="text" value="CM - Commercial Meals"/>		Miles: <input type="text" value="533"/>			
<input type="checkbox"/> Duty Day		Reason for Stop: <input type="text" value="MC - Mission Complete"/>									
Who else is traveling on this leg:						<input type="text" value="Member"/>					

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling			Miles	
		AE%	Lodging	Taxes								
7/30/2015 7/30/2015	DEP ARR	Chicago, IL, Cook Memphis, TN, Shelby	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	<input type="text" value="0"/> 533	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="533"/>

Go to “Computations” tab to review

Type of order:      Covered from:  to:

Type of Settlement:      Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>182.25</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>122.59</td> </tr> <tr> <td>Dep Per Diem</td> <td>258.00</td> </tr> <tr> <td>DLA</td> <td>2,086.38</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	182.25	Memb/Emp MALT	122.59	Dep Per Diem	258.00	DLA	2,086.38	<table style="width: 100%;"> <tr> <td>Total Entitlement</td> <td><input type="text" value="2,649.22"/></td> </tr> <tr> <td>Deductions</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Partial Payments</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Amount Payable</td> <td><input type="text" value="2,649.22"/></td> </tr> <tr> <td>Advances</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Due Employee</td> <td><input type="text" value="2,649.22"/></td> </tr> <tr> <td>Split Payment</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Computed Split</td> <td><input type="text" value="0.00"/></td> </tr> </table>			Total Entitlement	<input type="text" value="2,649.22"/>	Deductions	<input type="text" value="0.00"/>	Partial Payments	<input type="text" value="0.00"/>	Amount Payable	<input type="text" value="2,649.22"/>	Advances	<input type="text" value="0.00"/>	Due Employee	<input type="text" value="2,649.22"/>	Split Payment	<input type="text" value="0.00"/>	Computed Split	<input type="text" value="0.00"/>
Description	Total																													
Memb/Emp PCS Per Diem	182.25																													
Memb/Emp MALT	122.59																													
Dep Per Diem	258.00																													
DLA	2,086.38																													
Total Entitlement	<input type="text" value="2,649.22"/>																													
Deductions	<input type="text" value="0.00"/>																													
Partial Payments	<input type="text" value="0.00"/>																													
Amount Payable	<input type="text" value="2,649.22"/>																													
Advances	<input type="text" value="0.00"/>																													
Due Employee	<input type="text" value="2,649.22"/>																													
Split Payment	<input type="text" value="0.00"/>																													
Computed Split	<input type="text" value="0.00"/>																													
Method of Payment: <input type="text" value="Direct Deposit"/>																														
<input type="button" value="Apply Advances"/>		Enter amount in Split Payment field to pay																												

Go to “**Financial**” tab to enter line of accounting, see tutorial

Remit To	Transactions	Entitlements	Computations	<b>Financial</b>	Remarks
----------	--------------	--------------	--------------	------------------	---------

Db/Cr	Classification String	Amount
Db	1215G85XM983000 2 P 501 299 21 0 RA 78040 2100	2,641.72

Add/Modify Accounting

Save claim and release to AO

	SSN	Name	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
<input type="checkbox"/>	9999137	BOOGER, WOOL	1215G85XM983000	Settlement	7/25/2015	7/31/2015	PCS	KIRK, JAMES TIBERIUS T.		Entered into T-PAX	8/20/2015	Traveler	Chicago, IL	1100217339	\$2,649.22 (est)

## Getting married enroute

Travel Mixed Mode “Married En-route”

Member traveling with 1 POV from “A” school, marrying en-route, still 1 POV

Enter home address at new PDS

**GUNSLINGER, LADY**  
TONO: 1215G85TEST50000

View: System Administrator

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	<b>Financial</b>	Remarks
----------	--------------	--------------	--------------	------------------	---------

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

Next    Manage Images    Receipts    SAVE    Cancel    Help

Under “Entitlements” tab select “Add This Entitlement”

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Settlement Request

View: System Administrator

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To   Transactions   **Entitlements**   Computations   Financial   Remarks

Travel Not Performed    Effective Date:

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		

Select ONLY the member and make sure “**Owner operator of POV**” is checked and only 1 car authorized

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Enroute PCS Travel

View: System Administrator

Type of order:  Covered from:  to:

**What's Authorized**   Itinerary   Reimbursables

Owner operator of POV    No MALT   Number of cars authorized:

Who Being Paid

<input checked="" type="checkbox"/> LADY (Member)	<input type="button" value="Select All"/> <input type="button" value="Unselect All"/>
<input type="checkbox"/> PETTA (Spouse)	

Click on the “**Itinerary**” tab and choose “**Greater than or equal to 24 hours**” at Duration of Travel

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Enroute PCS Travel

View: System Administrator

Type of order:  Covered from:  to:

**What's Authorized**   **Itinerary**   Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling			
								AE%	Lodging	Taxes	Miles

Enter traveling dates, and departure location. In this scenario, member is traveling from Petaluma USCG TRACEN on 07/10/2015 by TP-Govt. Proc. Plane to Westport, WA. Choose the reason for stop to be LV-Leave.

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Itinerary

View: System Administrator

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
07/10/2015	Petaluma USCG Tmg Ctr, CA, Son...	TP	<input checked="" type="checkbox"/>								
07/10/2015	Westport, WA, Grays Harbor	LV	<input type="checkbox"/>			CQ		0	PIETTA	0.00	0.00

**Departure Date:** 07/10/2015

**Departure Location (click to edit):** Petaluma USCG Tmg Ctr, CA, Son...

**Method of Transportation:** TP - Govt. Proc. Plane

Duty Day

Is Local

Is Embark

**Arrival Date:** 07/10/2015

**Arrival Location (click to edit):** Westport, WA, Grays Harbor

**Reason for Stop:** LV - Leave

Duty Day

**Method of Reimbursement:** AE - Actual Expense Allow (Itemize)

AE Percentage: 0

**Lodging Type:** CQ - Comm'l Qtrs Incidental Expense Full

**Meals Type:** CM - Commercial Meals

**Who else is traveling on this leg:** PIETTA

Daily Ldg Cost: 0

Lodging Tax: 0

Miles: 0

Member is getting married while en-route in Westport, WA. This will be mixed mode, so enter member leaving from Westport as PA-Private Auto.

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Itinerary

View: System Administrator

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
7/10/2015	Petaluma USCG Tmg Ctr, CA, Sonoma	TP	<input checked="" type="checkbox"/>								
7/10/2015	Westport, WA, Grays Harbor	LV	<input type="checkbox"/>			CQ		0	PIETTA	0.00	0.00

**Departure Date:** 07/15/2015

**Departure Location (click to edit):** Westport, WA, Grays Harbor

**Method of Transportation:** PA - Private Auto

Duty Day

Is Local

Is Embark

**Arrival Date:** 07/15/2015

**Arrival Location (click to edit):** Click to enter arrival location...

**Reason for Stop:** AD - Authorized Delay

Duty Day

**Method of Reimbursement:** LDP - Lodging Plus

AE Percentage: 0

**Lodging Type:** CQ - Comm'l Qtrs Incidental Expense Full

**Meals Type:** M&IE: 46.00  
CM - Commercial Meals

**Who else is traveling on this leg:** PIETTA

Daily Ldg Cost: 0

Lodging Tax: 0

Miles: 0

Select "MC - Mission Complete" for the member and hit "Accept Leg"

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

**Itinerary**

View: System Administrator

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
7/10/2015	DEP	Petaluma USCG Trng Ctr, CA, Sonoma	TP	<input checked="" type="checkbox"/>								
7/10/2015	ARR	Westport, WA, Grays Harbor	LV	<input type="checkbox"/>			CQ	<input type="checkbox"/>		PIETTA	0.00	0.00

Departure Date: 07/15/2015  
 Departure Location (click to edit): Westport, WA, Grays Harbor  
 Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 07/17/2015  
 Arrival Location (click to edit): Bellingham, WA, Whatcom  
 Reason for Stop:  
 Duty Day

- AD - Authorized Delay
- AD - Authorized Delay
- AT - Awaiting Transportation
- CT - COT Leave
- DL - Designated Location
- DP - Drop Off Passengers
- DV - Drop Off Vehicle at Vehicle Port
- ES - Enroute Stop Over
- HP - Change of Home Port
- LV - Leave
- MC - Mission Complete**
- NT - Non-taxable TDY
- PP - Pick Up Passengers
- PV - Pick Up Vehicle at Vehicle Port
- TD - Temporary Duty
- WB - Waiting to Board Ship

Method of Reimbursement: LDP - Lodging Plus  
 AE Percentage: 0  
 Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full  
 Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 224

PIETTA  
 Select the reason the traveler stopped at this location

Select "Accept Changes"

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

**Enroute PCS Travel**

View: System Administrator

TONO: 1215G85TEST50000      Covered from: 7/10/2015  
 Type of order: PCS      to: 7/17/2015

What's Authorized    **Itinerary**    Constructed Itinerary    Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles
7/10/2015	DEP	Petaluma USCG... Westport, WASHINGTON	TP	<input checked="" type="checkbox"/>								
7/10/2015	ARR	Westport, WASHINGTON	LV	<input type="checkbox"/>			CQ	<input type="checkbox"/>		0	0.00	0.00
7/15/2015	DEP	Westport, WASHINGTON	PA	<input type="checkbox"/>			NLG	<input type="checkbox"/>				
7/17/2015	ARR	Bellingham, WASHINGTON	MC	<input type="checkbox"/>						0	0.00	0.00

There are no reimbursable expenses to enter, so check the constructed itinerary to make sure all miles have been paid correctly, and then click “Accept Changes”

GUNSLINGER, LADY **Enroute PCS Travel** View: System Administrator

TONO: 1215G85TEST50000 Covered from: 7/10/2015  
Type of order: PCS to: 7/17/2015

What's Authorized Itinerary **Constructed Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
7/10/2015	7/17/2015	Bellingham, WASHINGTON	915

Back Next Exceptions Occasionals **Accept Changes** Cancel Help

Now, you will need to enter the spouse’s itinerary, so choose “Add this Entitlement” again for En-route PCS Travel.

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 7/10/2015

Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a> Enroute PCS Travel	7/10/2015-7/17/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

Enroute PCS Travel <= Add This Entitlement

Uncheck “Owner Operator of POV” and continue on to Itinerary.

**What's Authorized** Itinerary Reimbursables

**Owner operator of POV**  No MALT Number of cars authorized 1

Who Being Paid

PIETTA (Spouse)

Select All  
Unselect All

Member and Spouse were married in Westport, WA and began travel together 07/15/2015. Enter the arrival date to the new PDS to be the same as the members, 07/17/2015. MAKE SURE YOU ADD THE MEMBER TO THE ITINERARY (bottom of the screen.)

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Itinerary

View: System Administrator

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Miles
		AE%	Lodging	Taxes					
Departure Date: 07/15/2015 Departure Location (click to edit): Westport, WA, Grays Harbor Method of Transportation: PA - Private Auto <input checked="" type="checkbox"/> Duty Day		Arrival Date: 07/17/2015 Arrival Location (click to edit): Bellingham, WA, Whatcom Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: AE Percentage: 0 Lodging Type: Meals Type: CM - Commercial Meals		Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 224	
Who else is traveling on this leg: <div style="border: 1px solid black; padding: 2px; width: fit-content;">Member</div>									
<input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/>									

Select "Accept Leg" then "Accept Changes" and check the "Constructed Itinerary" tab once again. Once you have done this, enter the DLA entitlement and go to the "Computations" tab

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Settlement Request

View: System Administrator

Type of order: PCS Covered from: 7/10/2015 to: 7/17/2015  
 Type of Settlement: Partial Type of Partial: Not a Partial

Travel Not Performed:  Effective Date: 7/10/2015

	Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a>	Enroute PCS Travel	7/10/2015-7/17/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>
<a href="#">Edit</a>	Enroute PCS Travel	7/15/2015-7/17/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

Check that ALL entitlements are paid correctly and apply and advances that may be attached to this TONO. In this case, no advances are attached.

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Settlement Request

View: System Administrator

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

Description	Total
Memb/Emp PCS Per Diem	167.25
Memb/Emp MALT	51.52
Dep Per Diem	96.75
DLA	2,088.38

Total Entitlement:

Deductions:

Partial Payments:

Amount Payable:

Advances:

Method of Payment:

Due Employee:

Split Payment:

Computed Split:

**Apply Advances**

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Click on the “Financial” tab, then “Add/Modify Accounting”, use line of accounting tutorial

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Settlement Request

View: System Administrator

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

Db/Cr	Classification String	Amount
-------	-----------------------	--------

**Add/Modify Accounting**

Enter Remarks if needed.

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Settlement Request

View: System Administrator

Type of order: PCS Covered from: 7/10/2015 to: 7/17/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial **Remarks**

Voucher Remarks:  
MEMBER MARRIED EN-ROUTE. SPOUSE AUTHORIZED TRAVEL FROM WESTPORT, WA.

Back Manage Images Receipts SAVE Cancel Help

Once you have finished remarks, click "SAVE" and "Relase to AO"

GUNSLINGER, LADY  
TONO: 1215G85TEST50000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 7/10/2015 to: 7/17/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1215G85TEST50000 2 P 501 299 21 0 RA 78040 1211	2,401.90

Add/Modify Accounting

Back Next Manage Images Receipts **SAVE** Cancel Help

# Alaska Ferry - POV

Enter home address at new PDS

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
* Address 1: <input type="text" value="444 SE QUINCY ST"/>					
Address 2: <input type="text"/>					
* City: <input type="text" value="TOPEKA"/>					
* Country/State: <input type="text" value="KS KANSAS"/>					
* Zip: <input type="text" value="66683"/>					

“Transactions” tab – If you were issued an advance it will show here

LANTERN, GREEN TONO: 1215G85GL0000000		<b>Settlement Request</b>		View: Traveler									
Type of order:	<input type="text" value="PCS"/>	Covered from:	<input type="text" value="8/3/2015"/>	to:	<input type="text" value="8/24/2015"/>								
Type of Settlement	<input type="text" value="Partial"/>	Type of Partial:	<input type="text" value="Not a Partial"/>										
Remit To	Transactions	Entitlements	Computations	Financial	Remarks								
<table border="1"><thead><tr><th>Locked</th><th>Date</th><th>Type</th><th>Amount</th></tr></thead><tbody><tr><td colspan="4" style="text-align: center;"><input type="button" value="View Advances"/></td></tr></tbody></table>						Locked	Date	Type	Amount	<input type="button" value="View Advances"/>			
Locked	Date	Type	Amount										
<input type="button" value="View Advances"/>													
<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Manage Images"/>	<input type="button" value="Receipts"/>	<input type="button" value="SAVE"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>							

Go to “Entitlements” tab and select “Add This Entitlement”

Type of order:	<input type="text" value="PCS"/>	Covered from:	<input type="text" value="8/3/2015"/>	to:	<input type="text" value="8/24/2015"/>						
Type of Settlement	<input type="text" value="Partial"/>	Type of Partial:	<input type="text" value="Not a Partial"/>								
Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
Travel Not Performed: <input type="checkbox"/>											
Effective Date: <input type="text" value="8/3/2015"/>											
<table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td colspan="3" style="text-align: center;"><input type="text" value="Enroute PCS Travel"/></td></tr></tbody></table>						Entitlement Type	Dates Encompassed	Status	<input type="text" value="Enroute PCS Travel"/>		
Entitlement Type	Dates Encompassed	Status									
<input type="text" value="Enroute PCS Travel"/>											
<input type="button" value="=&lt; Add This Entitlement"/>											
<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Manage Images"/>	<input type="button" value="Receipts"/>	<input type="button" value="SAVE"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>					

You can also click on the drop down – you will see entitlements you set up in the orders

Travel Not Performed:  Effective Date: 8/3/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Check “**Owner operator of POV**”, “**Number of cars authorized**” (in this case will be 2) and “**Who being paid**” (travelers)

**What's Authorized** | Itinerary | Reimbursables

Owner operator of POV  No MALT **Number of cars authorized** 2

Who Being Paid

GREEN (Member)  
STAR SAPHIRE (Spouse)

Select All  
Unselect All

Under “**Itinerary**” tab select duration of travel “**Greater than or equal to 24 hours**”

**What's Authorized** | **Itinerary** | Reimbursables

Duration of travel: **Greater than or equal to 24 hours**

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging
------	----------	--------------	----------	-----	---------------	---------

Select appropriate departure date and arrival date from itinerary

Departure Date: 08/03/2015 <input checked="" type="checkbox"/> Duty Day	Departure Location (click to edit): Topeka, KS, Shawnee Method of Transportation: PA - Private Auto	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: LDP - Lodging Plus AE Percentage: 0 Lodging Type:	Daily Ldg Cost: 0 Lodging Tax: 0
Arrival Date: 08/07/2015 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Bellingham, WA, Whatcom Reason for Stop: AT - Awaiting Transportation		Meals Type: M&IE: 46.00 CM - Commercial Meals	Miles: 1944

Select "AF" for Alaska Marine Highway

Departure Date: 08/07/2015 <input type="checkbox"/> Duty Day	Departure Location (click to edit): Bellingham, WA, Whatcom Method of Transportation: AF - Alaskan Ferry System	<input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark	Method of Reimbursement: AE Percentage: 0 Lodging Type: Meals Type: CM - Commercial Meals	Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0
Arrival Date: 08/10/2015 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Kodiak, AK ALASKA, Kodiak Island... Reason for Stop: MC - Mission Complete			

Review and "Accept Changes"

LANTERN, GREEN  
TONO: 1215G85GL000000

**Itinerary** View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging	Taxes	Miles		
8/3/2015 8/7/2015	DEP ARR	Topeka, KS, Shawnee Bellingham, WA, Whatcom	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 1944	0.00	0.00		Edit Insert	Del
8/7/2015 8/10/2015	DEP ARR	Bellingham, WA, Whatcom Kodiak, AK, Kodiak Island Borough	AF MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	0.00	0.00		Edit Insert	Del

Add Leg

After returning to below screen, select "Constructed Itinerary" tab

What's Authorized **Itinerary** **Constructed Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling Lodging	Taxes	Miles
8/3/2015 8/7/2015	DEP ARR	Topeka, KANSAS Bellingham, WASHINGTON	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0	0.00	0.00	1944
8/7/2015 8/10/2015	DEP ARR	Bellingham, WASHINGTON Kodiak, AK ALASKA	AF MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0	0.00	0.00	0

Ensure you add your Images including Alaskan Ferry itinerary and receipt.

"Constructed Itinerary" tab should reflect each leg of travel

What's Authorized Itinerary **Constructed Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
8/3/2015	8/7/2015	Bellingham, WASHINGTON	1944
8/7/2015	8/10/2015	Kodiak, AK ALASKA	0

You can enter expenses under “Reimbursable” tab

Date	Description	Claimed	Dep?		
8/3/2015	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	15.00	<input type="checkbox"/>	Edit	Delete

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

**Add Expense**

After adding all applicable expenses you will be returned to this screen, “Accept Changes” again

What's Authorized	Itinerary	Constructed Itinerary	Reimbursables						
<table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> </tr> </thead> <tbody> <tr> <td>8/3/2015</td> <td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td> <td>15.00</td> </tr> </tbody> </table>				Date	Description	Claimed	8/3/2015	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	15.00
Date	Description	Claimed							
8/3/2015	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	15.00							

Member can verify that the number of travel days is correct by clicking on “Calcs” under the “Itinerary” tab

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
Travel Not Performed: <input type="checkbox"/>		Effective Date: 8/3/2015			
<a href="#">Edit</a>	Entitlement Type	Dates Encompassed	Status	<a href="#">Delete</a>	<a href="#">Calcs</a> <a href="#">Comp</a>
	Enroute PCS Travel	8/3/2015-8/10/2015	Validated Data		

Member is authorized 7 travel days based on 1,944 miles and 3 days on Ferry

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
08/03	FP											0.00	225.75	0.00	
08/04	FP											0.00	225.75	0.00	
08/05	FP											0.00	225.75	0.00	
08/06	FP											0.00	225.75	0.00	
08/07	AF											71.00	124.25	0.00	
08/08	AF											71.00	124.25	0.00	
08/09	AF											71.00	124.25	0.00	
08/10	LDP	180.00	82.00	CM	CM	CM	0.00			Partial	Day	61.50	107.63	0.00	
												Total	1383.38	0.00	

Go back to the “**Computations**” tab and click “**Apply Advances**” if any

Remit To	Transactions	Entitlements	Computations	Financial	Remarks														
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>790.50</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>15.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>447.12</td> </tr> <tr> <td>Dep Per Diem</td> <td>592.88</td> </tr> <tr> <td>Dep. MALT</td> <td>447.12</td> </tr> <tr> <td>DLA</td> <td>3,070.88</td> </tr> </tbody> </table>					Description	Total	Memb/Emp PCS Per Diem	790.50	Memb/Emp Transportation	15.00	Memb/Emp MALT	447.12	Dep Per Diem	592.88	Dep. MALT	447.12	DLA	3,070.88	<b>Total Entitlement</b> 5,363.48 Deductions 0.00 Partial Payments 0.00 Amount Payable 5,363.48 Advances 0.00  Due Employee 5,363.48 Split Payment 0.00 Computed Split 0.00 Enter amount in Split Payment field to pay GTCC
Description	Total																		
Memb/Emp PCS Per Diem	790.50																		
Memb/Emp Transportation	15.00																		
Memb/Emp MALT	447.12																		
Dep Per Diem	592.88																		
Dep. MALT	447.12																		
DLA	3,070.88																		
Method of Payment <b>Direct Deposit</b>																			
<input type="button" value="Apply Advances"/>																			

Go to “**Financial**” tab follow line of accounting tutorial

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1215G85GL0000000 2 P 501 299 21 0 RA 78040 2109</td> <td>5,363.48</td> </tr> </tbody> </table>					Db/Cr	Classification String	Amount	Db	1215G85GL0000000 2 P 501 299 21 0 RA 78040 2109	5,363.48	<input type="button" value="Add/Modify Accounting"/>
Db/Cr	Classification String	Amount									
Db	1215G85GL0000000 2 P 501 299 21 0 RA 78040 2109	5,363.48									

Once line of accounting is added, add any remarks if needed then select **SAVE**

Your PCS Claim is now ready to Release to your AO

TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	
<input checked="" type="checkbox"/>	1215G85GL0000000	Settlement	8/3/2015	8/10/2015	PCS	LANERN, GREEN K.		Entered into T-PAX	8/26/2015	Traveler	Bellingham, WA	1100217350	\$5,363.48 (est)
<input type="checkbox"/>	1215G85MXMD000	Settlement	1/1/2015	1/15/2015	PCS	ARROW, GREEN Q.		Assigned to Auditor	6/2/2015	Traveler	San, CA	1100217167	\$4,174.00 (est)
<input type="checkbox"/>	1115G85PROX0000	Settlement	4/1/2015	4/1/2015	Normal	ARROW, GREEN Q.	ARROW, GREEN (Proxy)	Entered into T-PAX	4/30/2015	Traveler		1100217057	\$1,500.00 (est)
<input type="checkbox"/>	1215G85TEST21000	Settlement	2/9/2015	2/10/2015	PCS	LOOPHOLE, FINDA P.		Entered into T-PAX	4/23/2015	Traveler	DAL, TX	1100217031	\$221.50 (est)

## Alaska Ferry with POV Shipment

PCS Alaska with 2 POVs / Shipping one, driving one

Update home Address at new PDS

DOG, PLUTO  
TONO: 1215G85SAMPL3000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

**Remit To** Transactions Entitlements Computations Financial Remarks

\* Address 1: 44 SE QUINCY ST  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66683

Next Manage Images Receipts SAVE Cancel Help

Go to “Entitlements” tab and select “Add This Entitlement”

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 6/25/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

**<= Add This Entitlement**

Back Next Manage Images Receipts SAVE Cancel Help

Check “Owner operator of POV”, “Number of cars authorized” and “Who being paid” (travelers)

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SIMPL3000 Covered from: 6/25/2015  
Type of order: PCS to: 7/16/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

**Who Being Paid**

PLUTO (Member)  
PEACHES (Spouse)

Select All  
Unselect All

Next Accept Changes Cancel Help

Under “Itinerary” tab select “Greater than or equal to 24 hours”

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SIMPL3000 Covered from: 6/25/2015  
Type of order: PCS to: 7/16/2015

What's Authorized **Itinerary** Reimbursables

Duration of travel: No trip itinerary to be entered  
No trip itinerary to be entered

Date	Location	Reason	Day	Est.	Cost?	Location	Embark?	Who Else Traveling
								Lodging Taxes Miles
Select what best describes the duration of travel for this request								

Add | Edit Trip Itinerary

Back Next Accept Changes Cancel Help

Enter your itinerary: departure date and location and arrival date and location for POV drop off

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
06/25/2015	Corpus Christi, TX, Kleberg	PA - Private Auto	<input checked="" type="checkbox"/>					0	PEACHES	0.00	0
06/30/2015	Dallas-Fort Worth Intl Apt, TX, Tarrant	DV - Drop Off Vehicle at Vehicle P	<input type="checkbox"/>					0		0.00	450
6/30/2015	Bellingham, WA, Whatcom	AF MC	<input type="checkbox"/>			NLG	<input checked="" type="checkbox"/>	0	PEACHES	0.00	0
6/30/2015	Juneau, AK, Juneau Borough	AF MC	<input type="checkbox"/>			NLG	<input checked="" type="checkbox"/>	0		0.00	0

Departure Date: 06/25/2015  
 Departure Location (click to edit): Corpus Christi, TX, Kleberg  
 Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 06/30/2015  
 Arrival Location (click to edit): Dallas-Fort Worth Intl Apt, TX, Tarrant  
 Reason for Stop: DV - Drop Off Vehicle at Vehicle P  
 Duty Day

Method of Reimbursement: LDP - Lodging Plus  
 AE Percentage: 0  
 Lodging Type:   
 Meals Type: CM - Commercial Meals

Who else is traveling on this leg: PEACHES

“Accept Leg” once reviewed for accuracy

Travel to Destination to pick up Ferry in second POV, “Accept Changes”

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
6/25/2015	Corpus Christi, TX, Kleberg	PA DV	<input checked="" type="checkbox"/>					0	PEACHES	0.00	0
6/25/2015	Dallas-Fort Worth Intl Apt, TX, Tarrant	DV	<input type="checkbox"/>		LDP	NLG	<input type="checkbox"/>	0		0.00	450
06/30/2015	Dallas-Fort Worth Intl Apt, TX, Tarrant	PA - Private Auto	<input type="checkbox"/>					0		0	0
07/06/2015	Bellingham, WA, Whatcom	AT - Awaiting Transportation	<input type="checkbox"/>					M&IE: 46.00			2270
6/30/2015	Bellingham, WA, Whatcom	AF MC	<input type="checkbox"/>			NLG	<input checked="" type="checkbox"/>	0	PEACHES	0.00	0
7/3/2015	Juneau, AK, Juneau Borough	AF MC	<input type="checkbox"/>			NLG	<input checked="" type="checkbox"/>	0		0.00	0

Departure Date: 06/30/2015  
 Departure Location (click to edit): Dallas-Fort Worth Intl Apt, TX, Tarrant  
 Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 07/06/2015  
 Arrival Location (click to edit): Bellingham, WA, Whatcom  
 Reason for Stop: AT - Awaiting Transportation  
 Duty Day

Method of Reimbursement: LDP - Lodging Plus  
 AE Percentage: 0  
 Lodging Type:   
 Meals Type: M&IE: 46.00  
 CM - Commercial Meals

Who else is traveling on this leg: PEACHES

Enter Arrival destination from Ferry ride, use “AF – Alaskan Ferry system”

DOG, PLUTO  
TONO: 1215G85SIMPL3000

**Itinerary**

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
6/25/2015 6/25/2015	DEP ARR	Corpus Christi, TX, Kleberg Dallas-Fort Worth Intl Apt, TX, Tarrant	PA DV	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input type="checkbox"/>	0 450	PEACHES ↕ 0.00	0.00	0.00	
6/30/2015 7/6/2015	DEP ARR	Dallas-Fort Worth Intl Apt, TX, Tarrant Bellingham, WA, Whatcom	PA AT	<input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 2270	PEACHES ↕ 0.00	0.00	0.00	

Departure Date: 07/06/2015  
 Departure Location (click to edit): Bellingham, WA, Whatcom  
 Method of Transportation: AF - Alaskan Ferry System  
 Duty Day

Arrival Date: 07/10/2015  
 Arrival Location (click to edit): Juneau, AK, Juneau Borough  
 Reason for Stop: MC - Mission Complete  
 Duty Day

Is Local  
 Is Embark

Method of Reimbursement: AE - Actual Expense Allow (Itemize)  
 AE Percentage: 0  
 Lodging Type:  
 Meals Type: M&I: 90.00  
 CM - Commercial Meals

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 0

Who else is traveling on this leg: PEACHES

Review itinerary and if correct, “Accept Changes”

DOG, PLUTO  
TONO: 1215G85SIMPL3000

**Itinerary**

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	
6/25/2015 6/25/2015	DEP ARR	Corpus Christi, TX, Kleberg Dallas-Fort Worth Intl Apt, TX, Tarrant	PA DV	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	NLG	<input type="checkbox"/>	0 450	PEACHES ↕ 0.00	0.00	0.00		Edit Insert Del
6/30/2015 7/6/2015	DEP ARR	Dallas-Fort Worth Intl Apt, TX, Tarrant Bellingham, WA, Whatcom	PA AT	<input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 2270	PEACHES ↕ 0.00	0.00	0.00		Edit Insert Del
7/6/2015 7/10/2015	DEP ARR	Bellingham, WA, Whatcom Juneau, AK, Juneau Borough	AF MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	PEACHES ↕ 0.00	0.00	0.00		Edit Insert Del

Ensure you add your Images including Alaskan Ferry itinerary and receipt.

Next you are going to add the itinerary to pick up your vehicle you shipped, select **“Add This Entitlement”**

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Settlement Request

View: Traveler

---

Type of order: PCS Covered from: 6/25/2015 to: 7/16/2015

Type of Settlement: Partial Type of Partial: Not a Partial

---

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed  Effective Date: 6/25/2015

Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a> Enroute PCS Travel	6/25/2015-7/10/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

Enroute PCS Travel

<= Add This Entitlement

---

Under **“Itinerary”** tab select **“Greater than or equal to 24 hours”**

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

---

TONO: 1215G85SIMPL3000 Covered from: 6/25/2015 to: 7/16/2015

Type of order: PCS

---

What's Authorized **Itinerary** Reimbursables

Duration of travel:

Date	Location	Reason	Day	IDL	Local?	Lodging	Embark?	Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
Select what best describes the duration of travel for this request.													

---

POV pick up

DOG, PLUTO

### Itinerary

View: Traveler

---

Date	Location	Trans Reason	Duty Day	IDL	Local?	Lodging Method	Embark?	Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
Departure Date: 07/15/2015 <input checked="" type="checkbox"/> Duty Day	Departure Location (click to edit): Juneau, AK, Juneau Borough Method of Transportation: CA - Commercial Auto	<input checked="" type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: LDP - Lodging Plus AE Percentage: 0 Lodging Type:		Daily Ldg Cost: 0 Lodging Tax: 0		Meals Type: M&IE: 85.00 CM - Commercial Meals		Miles: 0				
Arrival Date: 07/15/2015 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Fairbanks, AK, Fairbanks North Sta. Reason for Stop: PV - Pick Up Vehicle at Vehicle Pk												
Who else is traveling on this leg: Member													
<input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/>													
7/16/2015	DEP ARR	Fairbanks, AK, Fairbanks North Star Borough	PA MC	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0	0	0
7/16/2015		Juneau, AK, Juneau Borough		<input type="checkbox"/>				857					

## Itinerary for POV pick up back to PDS

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles
7/15/2015 7/15/2015	Juneau, AK, Juneau Borough Fairbanks, AK, Fairbanks North Star Borough	CA PV	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> LDP	NLG	<input type="checkbox"/>	Member	0 0	0.00 0.00	0.00 0

Departure Date: 07/16/2015

Departure Location (click to edit): Fairbanks, AK, Fairbanks North Sta...

Method of Transportation: PA - Private Auto

Arrival Date: 07/16/2015

Arrival Location (click to edit): Juneau, AK ALASKA, Juneau Boro...

Reason for Stop: MC - Mission Complete

Is Local:

Is Embark:

Method of Reimbursement: AE - Actual Expense Allow (Itemize)

AE Percentage: 0

Lodging Type:

Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0

Lodging Tax: 0

Miles: 657

Who else is traveling on this leg: Member

Accept Leg Cancel Changes

## “Accept Leg” then “Accept Changes”

DOG, PLUTO  
TONO: 1215G85SIMPL3000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles	Edit	Del
7/15/2015 7/15/2015	Juneau, AK, Juneau Borough Fairbanks, AK, Fairbanks North Star Borough	CA PV	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> LDP	NLG	<input type="checkbox"/>	Member	0 0	0.00 0.00	0.00 0	Edit	Del
7/16/2015 7/16/2015	Fairbanks, AK, Fairbanks North Star Borough Juneau, AK, Juneau Borough	PA MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	Member	0 657	0.00 0.00	0.00 0	Edit	Del

Add Leg

Accept Changes
Cancel Changes
Help

In “Reimbursable” tab include Ferry receipts, tolls and any receipt for claimed items over \$75.00. Use the manage Images function to add these items.

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85SIMPL3000      Covered from: 6/25/2015

Type of order: PCS      to: 7/16/2015

What's Authorized
Itinerary
Constructed Itinerary
Reimbursables

Date	Description	Claimed
<div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-top: 10px;"> <span>Add / Edit Trip Expenses</span> </div>		

Back
Exceptions
Occasionals
Accept Changes
Cancel
Help

Note the following information

DOG, PLUTO  
TONO: 1215G85SIMPL3000

## Reimbursable Expenses

View: Traveler

Date	Description	Claimed	Dep?		
------	-------------	---------	------	--	--

**Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare**

**Add Expense**

**Accept Changes**   **Cancel Changes**   **Help**

Check the “**Computations**” tab to ensure all expenditures have been added and the calculations are correct

DOG, PLUTO  
TONO: 1215G85SIMPL3000

## Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

Description	Total
Memb/Emp PCS Per Diem	1,814.50
Memb/Emp MALT	625.00
Dep Per Diem	179.63
Dep. MALT	151.11

Total Entitlement

Deductions

Partial Payments

Amount Payable

Advances

Method of Payment:

**Due Employee**

Split Payment

Computed Split

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

**Apply Advances**

**Back** **Next** **Manage Images**   **Receipts** **SAVE** **Cancel** **Help**

Go to “**Financial**” tab and follow line of accounting tutorial

DOG, PLUTO  
TONO: 1215G85SAMPL3000

## Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
----------	--------------	--------------	--------------	-----------	---------

Db/Cr	Classification String	Amount
Db	1215G85SAMPL3000 2 P 501 299 21 0 TG 78045 2104	300.75

**Add/Modify Accounting**

**Back** **Next** **Manage Images**   **Receipts** **SAVE** **Cancel** **Help**

# PCS with TDY enroute (TEM DU)

## C Schools

PCS with TDY Enroute

Update home address at new PDS

RACER, SPEED TONO: 1215G85TDY765000		<b>Settlement Request</b>		View: Traveler	
Type of order:	PCS	Covered from:	5/10/2015	to:	7/13/2015
Type of Settlement	Partial	Type of Partial:	Not a Partial		
<b>Remit To</b>	Transactions	Entitlements	Computations	Financial	Remarks
* Address 1: 2091 RIVERSIDE DR					
Address 2:					
* City: JUNEAU					
* Country/State: AK ALASKA					
* Zip: 99800					

Under the “Entitlements” tab select “Add This Entitlement”. It will take you to the below screen. Select who traveled.

RACER, SPEED		<b>Enroute PCS Travel</b>		View: Traveler	
TONO: 1215G85TDY765000		Covered from: 4/18/2015			
Type of order: PCS		to: 7/13/2015			
<b>What's Authorized</b>	Itinerary	Reimbursables			
<input checked="" type="checkbox"/> Owner operator of POV		<input type="checkbox"/> No MALT		Number of cars authorized 1	
Who Being Paid					
SPEED (Member)					
FIREBIRD (Dependent)					
CHIEFTAN (Dependent)					
PONTIAC (Spouse)					
				Select All	
				Unselect All	

Remember to use Change Status when you come off of Leave

RACER, SPEED  
TONO: 1215G85TDY765000

**Itinerary**

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
4/18/2015 4/18/2015	DEP ARR	KU, KUWAIT CITY AND CAMP DOHA Portsmouth, VA, Portsmouth	TP TD	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	GQ1	<input checked="" type="checkbox"/> GM	0 0	FIREBIRD	0.00	0.00	
4/20/2015 4/21/2015	DEP ARR	Portsmouth, VA, Portsmouth Lake Charles, LA, Calcasieu	PA LV	<input type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0 1215	FIREBIRD	0.00	0.00	

Departure Date: 06/26/2015  Duty Day

Departure Location (click to edit): Lake Charles, LA, Calcasieu

Method of Transportation: **CS - Change Status**

Arrival Date: 06/26/2015  Duty Day

Arrival Location (click to edit): Lake Charles, LA, Calcasieu

Reason for Stop: **AT - Awaiting Transportation**

Is Local  Is Embark

Method of Reimbursement: LDP - Lodging Plus

AE Percentage: 0

Lodging Type:

Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0

Lodging Tax: 0

Miles: 0

When changing modes of travel: use AT

Departure Date: 06/26/2015  Duty Day

Departure Location (click to edit): Lake Charles, LA, Calcasieu

Method of Transportation: PA - Private Auto

Arrival Date: 07/11/2015  Duty Day

Arrival Location (click to edit): Prince Rupert, CANADA, BC

Reason for Stop: AT - Awaiting Transportation

Is Local  Is Embark

Method of Reimbursement: LDP - Lodging Plus

AE Percentage: 0

Lodging Type:

Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0

Lodging Tax: 0

Miles: 0

Also use "Is Embark" when Awaiting Transportation in Prince Rupert

Departure Date: 06/26/2015  Duty Day

Departure Location (click to edit): Lake Charles, LA, Calcasieu

Method of Transportation: PA - Private Auto

Arrival Date: 07/11/2015  Duty Day

Arrival Location (click to edit): Prince Rupert, CA, BC

Reason for Stop: AT - Awaiting Transportation

Is Local  Is Embark

Method of Reimbursement: LDP - Lodging Plus

AE Percentage: 0

Lodging Type:

Meals Type: M&IE: 112.00  
CM - Commercial Meals

Daily Ldg Cost: 0

Lodging Tax: 0

Miles: 3161

This allows system to pay you correctly for all four legs

Completed itinerary should look similar to this

RACER, SPEED  
TONO: 1215G85TDY765000

**Itinerary**

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Taxes	Miles		
4/18/2015 4/18/2015	DEP ARR	KU, KUWAIT CITY AND CAMP DOHA Portsmouth, VA, Portsmouth	TP TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	GQ1	<input checked="" type="checkbox"/> GM	0 0	PONTIAC	0.00	0.00		Edit Insert	Del
4/20/2015 4/21/2015	DEP ARR	Portsmouth, VA, Portsmouth Lake Charles, LA, Calcasieu	PA LV	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0 1215	PONTIAC	0.00	0.00		Edit Insert	Del
6/26/2015 6/26/2015	DEP ARR	Lake Charles, LA, Calcasieu Lake Charles, LA, Calcasieu	CS AT	<input type="checkbox"/> <input type="checkbox"/>		<input checked="" type="checkbox"/> LDP		<input type="checkbox"/>	0 0	PONTIAC	0.00	0.00		Edit Insert	Del
6/26/2015 7/11/2015	DEP ARR	Lake Charles, LA, Calcasieu Prince Rupert, CA, BC	PA AT	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0 3145	PONTIAC	0.00	0.00		Edit Insert	Del
7/11/2015 7/11/2015	DEP ARR	Prince Rupert, CA, BC Juneau, AK, Juneau Borough	AF MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	PONTIAC	0.00	0.00		Edit Insert	Del

Add Leg

Accept Changes    Cancel Changes    Help

Next screen will be constructed Itinerary it should show each leg with authorized miles

You want the system to show your trip like this –

In this scenario: 1<sup>st</sup> leg is flight from Bahrain to VA and TEMDU

What's Authorized    Itinerary    **Constructed Itinerary**    Reimbursables

Duration of travel:

Depart Date	Arrive Date	To Location	Auth. Miles
4/18/2015	4/18/2015	Portsmouth, VIRGINIA	0
4/20/2015	6/26/2015	Lake Charles, LOUISIANA	1215
6/26/2015	7/11/2015	Prince Rupert, CANADA	3145
7/11/2015	7/11/2015	Juneau, AK ALASKA	0

In this scenario: Drive to OLD PDS to get Dependents,

Then drive to embark point for AMHS

Then leg on the AMHS which pays its own daily rate

Click on small blue CALCS on right side of the screen

Travel Not Performed:     Effective Date:

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	4/18/2015-7/11/2015	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel    <= Add This Entitlement

You will see the travel days to TEMDU

RACER, SPEED Daily Expenses View: Traveler  
 TONO: 1215G85TDY765000

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
04/18	LDP	87.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	45.75	0.00	
04/19	LDP	87.00	61.00	GM	GM	GM	0.00			Reimb.	MIE	18.85	18.85	0.00	

4/18 is travel day from Kuwait  
 4/19 is arrival day at TEMDU

RACER, SPEED Itinerary View: Traveler  
 TONO: 1215G85TDY765000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles		
4/18/2015 4/18/2015	KU, KUWAIT CITY AND CAMP DOHA Portsmouth, VA, Portsmouth	TP TD	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	GQ1	<input checked="" type="checkbox"/> GM	PONTIAC	0	0.00	0.00		Edit Insert	Del
4/20/2015 4/21/2015	Portsmouth, VA, Portsmouth Lake Charles, LA, Calcasieu	PA LV	<input type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	PONTIAC	0	0.00	0.00	1215	Edit Insert	Del

REMEMBER IT IS THE NUMBER OF TRAVEL DAYS NOT THE DATES THAT PAY

Member claimed 2 days to drive from VA to LA

04/18	LDP	87.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	45.75	0.00	45.75	0.00	
04/19	LDP	87.00	61.00	GM	GM	GM	0.00			Reimb.	MIE	18.85	18.85	0.00	18.85	0.00	
04/20	FP											0.00	129.00	0.00	129.00	0.00	
04/21	FP											0.00	129.00	0.00	129.00	0.00	

2 PCS travel days

Permissive Leave days 4/21/15 to 6/25/15

On 6/26/15 Member departs Lake Charles to Prince Rupert BC

Again the system pays entitlements from end back so if MC was 7/11 goes back 9 Travel days

9 days of PCS Per Diem and one day @ 75% New PDS Per diem.

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable
04/18	LDP	87.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	45.75	0.00	45.75	0.00	
04/19	LDP	87.00	61.00	GM	GM	GM	0.00			Reimb.	MIE	18.85	18.85	0.00	18.85	0.00	
04/20	FP											0.00	129.00	0.00	129.00	0.00	
04/21	FP											0.00	129.00	0.00	129.00	0.00	
06/26	LDP	159.00	90.00	CM	CM	CM	0.00	14.00	22.00	36.00	18.00	0.00	90.00	0.00	90.00	0.00	
07/02	FP											0.00	129.00	0.00	129.00	0.00	
07/03	FP											0.00	129.00	0.00	129.00	0.00	
07/04	FP											0.00	129.00	0.00	129.00	0.00	
07/05	FP											0.00	129.00	0.00	129.00	0.00	
07/06	FP											0.00	129.00	0.00	129.00	0.00	
07/07	FP											0.00	129.00	0.00	129.00	0.00	
07/08	FP											0.00	129.00	0.00	129.00	0.00	
07/09	FP											0.00	129.00	0.00	129.00	0.00	
07/10	FP											0.00	129.00	0.00	129.00	0.00	
07/11	LDP	159.00	90.00	CM	CM	CM	0.00			Partial	Day	67.50	67.50	0.00	67.50	0.00	
												Total	1641.10	0.00	1641.10	0.00	

You can claim all the days you want to, but system will only pay authorized number of days

On the “**Computations**” tab you will see the break out of funds

Description	Total
Memb/Emp TDY Per Diem	64.60
Memb/Emp PCS Per Diem	1,576.50
Memb/Emp MALT	1,006.48

Remit To	Transactions	Entitlements	Computations	Financial	Remarks								
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp TDY Per Diem</td> <td>64.60</td> </tr> <tr> <td>Memb/Emp PCS Per Diem</td> <td>1,576.50</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>1,006.48</td> </tr> </tbody> </table>					Description	Total	Memb/Emp TDY Per Diem	64.60	Memb/Emp PCS Per Diem	1,576.50	Memb/Emp MALT	1,006.48	Total Entitlement <input type="text" value="2,647.58"/> Deductions <input type="text" value="0.00"/> Partial Payments <input type="text" value="0.00"/> Amount Payable <input type="text" value="2,647.58"/> Advances <input type="text" value="0.00"/>
Description	Total												
Memb/Emp TDY Per Diem	64.60												
Memb/Emp PCS Per Diem	1,576.50												
Memb/Emp MALT	1,006.48												
Method of Payment <input type="text" value="Direct Deposit"/>					Due Employee <input type="text" value="2,647.58"/> Split Payment <input type="text" value="0.00"/> Computed Split <input type="text" value="0.00"/>								
<input type="button" value="Apply Advances"/>					Enter amount in Split Payment field to pay GTCC								
<p style="color: red;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p>													

Input Line of Accounting Line – (any time you edit your claim you should hit Modify accounting button). Use the Line of Accounting tutorial.

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1215G85TDY765000 2 P 501 299 21 0 RA 78040 2100</td> <td>2,647.58</td> </tr> </tbody> </table>						Db/Cr	Classification String	Amount	Db	1215G85TDY765000 2 P 501 299 21 0 RA 78040 2100	2,647.58
Db/Cr	Classification String	Amount									
Db	1215G85TDY765000 2 P 501 299 21 0 RA 78040 2100	2,647.58									
<input type="button" value="Add/Modify Accounting"/>											

Save claim and release to AO.

## PCS with No/Limited Dependent Travel

### Home Camp to 1st Duty Station(Cadet) or (Direct Commission)

Cadet- Home to First Duty Station

Update address at new PDS

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
<p>* Address 1: <input type="text" value="15 MOHEGAN AVE"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text" value="NEW LONDON"/></p> <p>* Country/State: <input type="text" value="CT CONNECTICUT"/></p> <p>* Zip: <input type="text" value="06320"/></p>					

Add in PCS travel entitlement

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<p>Travel Not Performed: <input type="checkbox"/>      Effective Date: <input type="text" value="8/10/2015"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="background-color: #cccccc;">Entitlement Type</th> <th style="background-color: #cccccc;">Dates Encompassed</th> <th style="background-color: #cccccc;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Enroute PCS Travel</b></td> <td></td> <td style="text-align: center;">&lt;= Add This Entitlement</td> </tr> </tbody> </table>						Entitlement Type	Dates Encompassed	Status	<b>Enroute PCS Travel</b>		<= Add This Entitlement
Entitlement Type	Dates Encompassed	Status									
<b>Enroute PCS Travel</b>		<= Add This Entitlement									

Enter in the itinerary – Members can either drive , fly, take a train or bus.

WHIZ, GOLLY TONO: 1215G85PRACDT000										Itinerary			View: Traveler											
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">                 Departure Date: <input type="text" value="08/10/2015"/> </td> <td style="width: 80%;">                 Departure Location (click to edit): <input type="text" value="Manassas, VA, Manassas"/> </td> </tr> <tr> <td> <input checked="" type="checkbox"/> Duty Day             </td> <td>                 Method of Transportation: <input type="text" value="PA - Private Auto"/> </td> </tr> <tr> <td colspan="2">                 Arrival Date: <input type="text" value="08/10/2015"/> </td> </tr> <tr> <td colspan="2">                 Arrival Location (click to edit): <input type="text" value="US Coast Guard Academy, CT, Ne..."/> </td> </tr> <tr> <td colspan="2">                 Reason for Stop: <input type="text" value="MC - Mission Complete"/> </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Duty Day             </td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%;"> <input type="checkbox"/> Is Local   <input type="checkbox"/> Is Embark             </div> <div style="width: 40%;">                 Method of Reimbursement: <input type="text" value="AE - Actual Expense Allow (Itemize)"/>                  AE Percentage: <input type="text" value="0"/>                  Lodging Type: <input type="text"/>                  Meals Type: M&amp;IE: 61.00  <input type="text" value="CM - Commercial Meals"/> </div> <div style="width: 20%;">                 Daily Ldg Cost: <input type="text" value="0"/>                  Lodging Tax: <input type="text" value="0"/>                  Miles: <input type="text" value="385"/> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Accept Leg"/>    <input type="button" value="Cancel Changes"/> </div>													Departure Date: <input type="text" value="08/10/2015"/>	Departure Location (click to edit): <input type="text" value="Manassas, VA, Manassas"/>	<input checked="" type="checkbox"/> Duty Day	Method of Transportation: <input type="text" value="PA - Private Auto"/>	Arrival Date: <input type="text" value="08/10/2015"/>		Arrival Location (click to edit): <input type="text" value="US Coast Guard Academy, CT, Ne..."/>		Reason for Stop: <input type="text" value="MC - Mission Complete"/>		<input type="checkbox"/> Duty Day	
Departure Date: <input type="text" value="08/10/2015"/>	Departure Location (click to edit): <input type="text" value="Manassas, VA, Manassas"/>																							
<input checked="" type="checkbox"/> Duty Day	Method of Transportation: <input type="text" value="PA - Private Auto"/>																							
Arrival Date: <input type="text" value="08/10/2015"/>																								
Arrival Location (click to edit): <input type="text" value="US Coast Guard Academy, CT, Ne..."/>																								
Reason for Stop: <input type="text" value="MC - Mission Complete"/>																								
<input type="checkbox"/> Duty Day																								

Once you have input the itinerary and reimbursable expenses, check the “Computations” tab

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																						
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>129.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>88.55</td> </tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	129.00	Memb/Emp MALT	88.55	<table> <tr> <td>Total Entitlement</td> <td><input type="text" value="217.55"/></td> </tr> <tr> <td>Deductions</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Partial Payments</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Amount Payable</td> <td><input type="text" value="217.55"/></td> </tr> <tr> <td>Advances</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Due Employee</td> <td><input type="text" value="217.55"/></td> </tr> <tr> <td>Split Payment</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Computed Split</td> <td><input type="text" value="0.00"/></td> </tr> </table>		Total Entitlement	<input type="text" value="217.55"/>	Deductions	<input type="text" value="0.00"/>	Partial Payments	<input type="text" value="0.00"/>	Amount Payable	<input type="text" value="217.55"/>	Advances	<input type="text" value="0.00"/>	Due Employee	<input type="text" value="217.55"/>	Split Payment	<input type="text" value="0.00"/>	Computed Split	<input type="text" value="0.00"/>
Description	Total																										
Memb/Emp PCS Per Diem	129.00																										
Memb/Emp MALT	88.55																										
Total Entitlement	<input type="text" value="217.55"/>																										
Deductions	<input type="text" value="0.00"/>																										
Partial Payments	<input type="text" value="0.00"/>																										
Amount Payable	<input type="text" value="217.55"/>																										
Advances	<input type="text" value="0.00"/>																										
Due Employee	<input type="text" value="217.55"/>																										
Split Payment	<input type="text" value="0.00"/>																										
Computed Split	<input type="text" value="0.00"/>																										
Method of Payment <input type="text" value="Direct Deposit"/>																											
<input type="button" value="Apply Advances"/>																											
				Enter amount in Split Payment field to pay GTCC																							
This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed																											

Input line of accounting (using the tutorial), upload images and save claim

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1"> <thead> <tr> <th>Db/Cr</th> <th>Classification String</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Db</td> <td>1215G85PRACDT000 2 P 501 299 21 0 RA 78040 2100</td> <td>217.55</td> </tr> </tbody> </table>						Db/Cr	Classification String	Amount	Db	1215G85PRACDT000 2 P 501 299 21 0 RA 78040 2100	217.55
Db/Cr	Classification String	Amount									
Db	1215G85PRACDT000 2 P 501 299 21 0 RA 78040 2100	217.55									
<input type="button" value="Add/Modify Accounting"/>											
<input type="button" value="Back"/>		<input type="button" value="Next"/>		<input type="button" value="Manage Images"/>							
		<input type="button" value="Receipts"/>		<input type="button" value="SAVE"/>							
		<input type="button" value="Cancel"/>		<input type="button" value="Help"/>							

## Boot Camp to “A” School

### Member with Dependents – Boot Camp to “A” School

Ensure Travel Order Information indicates correct PCS type. When a Member has dependents and is authorized to take them to “A” School locality, use **STATION TO STATION** do not use “Boot Camp to A School”

When personnel are attending “A” Schools longer than 20 weeks, PCS orders are authorized

LANTERN, GREEN
View: Traveler

### Travel Order

\* Grade/Rank:

\* Order Number(s):

\* Type of Order:

Description
What's Authorized
Dependents
Remarks

\* Type of PCS:

Trip Name:

Issuing Organization:

Paying Organization:

Group Travel:

Funds:

\* Origin:

\* Destination:

\* Issue Date:

\* Detach Date:

\* Report Date:

**\*\*Note:** If you do not select **Station to Station**, T-PAX will not allow you to view the “**Dependents**” tab in order to add them to the claim.

LANTERN, GREEN
View: Traveler

### Travel Order

\* Grade/Rank:

\* Order Number(s):

\* Type of Order:

Description
What's Authorized
Dependents
Remarks

Name of Dependent	Relationship to Member/Employee	Birth / Marriage Date		
STAR SAPHIRE	Spouse		<a href="#">Edit</a>	<a href="#">Delete</a>

## Update home address at new PDS

LANTERN, GREEN  
TONO: 1215G85B2ASCH000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 9/2/2015 to: 9/5/2015

Type of Settlement: Partial Type of Partial: Not a Partial

**Remit To** Transactions Entitlements Computations Financial Remarks

\* Address 1: 123 MAIN STREET  
Address 2:  
\* City: PETALUMA  
\* Country/State: CA CALIFORNIA  
\* Zip: 94952

## Under "Entitlements" tab Select "Add This Entitlement"

LANTERN, GREEN  
TONO: 1215G85B2ASCH000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 9/2/2015 to: 9/5/2015

Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 9/2/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

**<= Add This Entitlement**

Under "What's Authorized" tab select "Owner operator of POV", "Number of cars authorized" and "Who being paid" which is member only in this scenario.

LANTERN, GREEN

### Enroute PCS Travel

View: Traveler

TONO: 1215G85B2ASCH000 Covered from: 9/2/2015  
Type of order: PCS to: 9/5/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized: 1

Who Being Paid

GREEN (Member)	Select All
STAR SAPHIRE (Spouse)	

Unselect All

Member Itinerary must be entered from Cape May to A School  
 Enter in the itinerary – Members can either drive or fly to get to “A” School

LANTERN, GREEN  
 TONO: 1215G85B2ASCH000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles	
Departure Date: 09/04/2015 Departure Location (click to edit): Cape May, NJ, Cape May Method of Transportation: TP - Govt. Proc. Plane <input checked="" type="checkbox"/> Duty Day		Arrival Date: 09/04/2015 Arrival Location (click to edit): Petaluma, CA, Sonoma Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: AE Percentage: 0 Lodging Type: Meals Type: CM - Commercial Meals		Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0			
Who else is traveling on this leg:						STAR SAPHIRE					
<input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/>											

After you enter the Member's trip from Boot Camp to A School you will need to add the Dependent Itinerary.

LANTERN, GREEN  
 TONO: 1215G85B2ASCH000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 9/2/2015 to: 9/5/2015  
 Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 9/2/2015

Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a> Enroute PCS Travel	9/4/2015-9/4/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

Ensure Dependent is selected.

LANTERN, GREEN **Enroute PCS Travel** View: Traveler

TONO: 1215G85B2ASCH000 Covered from: 9/2/2015  
Type of order: PCS to: 9/5/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

STAR SAPHIRE (Spouse)

Select All  
Unselect All

Next Accept Changes Cancel Help

Dependent Travel must be from Home of Record to "A" School location

LANTERN, GREEN **Itinerary** View: Traveler  
TONO: 1215G85B2ASCH000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE% Lodging Taxes Miles
------	----------	--------------	----------	-----	---------------	---------	---------------	---

Departure Date: 09/07/2015  
Departure Location (click to edit): Key West, FL, Monroe  
Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 09/11/2015  
Arrival Location (click to edit): Petaluma, CA, Sonoma  
Reason for Stop: MC - Mission Complete  
 Duty Day

Is Local  
 Is Embark

Method of Reimbursement: [Dropdown]  
AE Percentage: 0  
Lodging Type: [Dropdown]  
Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0  
Lodging Tax: 0  
Miles: 3300

Who else is traveling on this leg: Member

Accept Leg Cancel Changes

Once you have input the itinerary and reimbursable expenses, check the “**Computations**” tab

LANTERN, GREEN  
TONO: 1215G85B2ASCH000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To	Transactions	Entitlements	Computations	Financial	Remarks											
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Description</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">45.75</td> </tr> <tr> <td>Dep Per Diem</td> <td style="text-align: right;">645.00</td> </tr> <tr> <td>Dep. MALT</td> <td style="text-align: right;">759.00</td> </tr> <tr> <td>DLA</td> <td style="text-align: right;">1,009.85</td> </tr> </tbody> </table>	Description	Total	Memb/Emp PCS Per Diem	45.75	Dep Per Diem	645.00	Dep. MALT	759.00	DLA	1,009.85			
Description	Total															
Memb/Emp PCS Per Diem	45.75															
Dep Per Diem	645.00															
Dep. MALT	759.00															
DLA	1,009.85															
			<table style="width: 100%;"> <tr> <td>Total Entitlement</td> <td style="text-align: right;"><input type="text" value="2,459.60"/></td> </tr> <tr> <td>Deductions</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Partial Payments</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Amount Payable</td> <td style="text-align: right;"><input type="text" value="2,459.60"/></td> </tr> <tr> <td>Advances</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> </table>			Total Entitlement	<input type="text" value="2,459.60"/>	Deductions	<input type="text" value="0.00"/>	Partial Payments	<input type="text" value="0.00"/>	Amount Payable	<input type="text" value="2,459.60"/>	Advances	<input type="text" value="0.00"/>	
Total Entitlement	<input type="text" value="2,459.60"/>															
Deductions	<input type="text" value="0.00"/>															
Partial Payments	<input type="text" value="0.00"/>															
Amount Payable	<input type="text" value="2,459.60"/>															
Advances	<input type="text" value="0.00"/>															
Method of Payment: <input type="text" value="Direct Deposit"/>																
<input type="button" value="Apply Advances"/>			<table style="width: 100%;"> <tr> <td>Due Employee</td> <td style="text-align: right;"><input type="text" value="2,459.60"/></td> </tr> <tr> <td>Split Payment</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Computed Split</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> </table> <p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p>			Due Employee	<input type="text" value="2,459.60"/>	Split Payment	<input type="text" value="0.00"/>	Computed Split	<input type="text" value="0.00"/>					
Due Employee	<input type="text" value="2,459.60"/>															
Split Payment	<input type="text" value="0.00"/>															
Computed Split	<input type="text" value="0.00"/>															
This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed																

---

Apply advances if member received one

Input line of accounting, upload images and save claim

LANTERN, GREEN  
TONO: 1215G85B2ASCH000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Db/Cr</th> <th style="width: 70%;">Classification String</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Db</td> <td style="text-align: center;">1215G85B2ASCH000 2 P 501 299 21 0 RA 78040 2100</td> <td style="text-align: right;">2,459.60</td> </tr> </tbody> </table>					Db/Cr	Classification String	Amount	Db	1215G85B2ASCH000 2 P 501 299 21 0 RA 78040 2100	2,459.60	<input type="button" value="Add/Modify Accounting"/>
Db/Cr	Classification String	Amount									
Db	1215G85B2ASCH000 2 P 501 299 21 0 RA 78040 2100	2,459.60									

---

# Mixed Mode to Ship (Chasing the boat)

## Old PDS to New PDS ship underway

Old PDS to New PDS ship underway

Change home address at new PDS

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 5/25/2015 to: 6/24/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

**Remit To** Transactions Entitlements Computations Financial Remarks

\* Address 1: 500 TRUMBO POINT  
Address 2:  
\* City: KEY WEST  
\* Country/State: FL FLORIDA  
\* Zip: 33040

Next Manage Images Receipts SAVE Cancel Help

Under “Entitlements” tab select “Add This Entitlement”

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Settlement Request

View: Traveler

Type of order: PCS Covered from: 5/25/2015 to: 6/24/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 5/25/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Select who is traveling and "Accept Changes"

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SHIPUN000 Covered from: 5/25/2015  
 Type of order: PCS to: 6/24/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

PLUTO (Member)

Select All  
Unselect All

Next **Accept Changes** Cancel Help

Under the "Itinerary" tab select "Greater than or equal to 24 hours"

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G85SHIPUN000 Covered from: 5/25/2015  
 Type of order: PCS to: 6/24/2015

**What's Authorized** Itinerary Reimbursables

Duration of travel: **Greater than or equal to 24 hours**

Date	Location	Reason	Day	IDL	Local?	Lodging	Embark?	Who Else Traveling	Lodging	Taxes	Miles

Add 1:00 Trip Itinerary

Back Next **Accept Changes** Cancel Help

Driving from Old PDS to home port of new PDS (In this scenario: boat is stationed in Key West)

DOG, PLUTO **Itinerary** View: Traveler  
 TONO: 1215G85SHIPUN000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles
Departure Date: 05/25/2015	Departure Location (click to edit): <b>Topeka, KS, Shawnee</b>	Method of Transportation: PA - Private Auto	<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: LDP - Lodging Plus AE Percentage: 0				Daily Ldg Cost: 0 Lodging Tax: 0
Arrival Date: 06/23/2015	Arrival Location (click to edit): <b>Key West, FL, Monroe</b>	Reason for Stop: <b>AT - Awaiting Transportation</b>	<input type="checkbox"/> Duty Day				Lodging Type: Meals Type: CM - Commercial Meals				Miles: 1682

**Accept Leg** **Cancel Changes**

In this scenario: Boat is currently in Panama

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Miles
5/25/2015 6/23/2015	DEP ARR	Topeka, KS, Shawnee Key West, FL, Monroe	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 1682	0.00	0.00	

Departure Date: 06/24/2015  
 Departure Location (click to edit): Key West, FL, Monroe  
 Method of Transportation: TP - Govt. Proc. Plane  
 Duty Day

Arrival Date: 06/24/2015  
 Arrival Location (click to edit): PANAMA, PANAMA CITY  
 Reason for Stop: MC - Mission Complete  
 Duty Day

Is Local  
 Is Embark

Method of Reimbursement: AE - Actual Expense Allow (Itemize)  
 AE Percentage: 0  
 Lodging Type:  
 Meals Type: CM - Commercial Meals

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 0

Review itinerary and **Accept Changes** if correct

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else	Traveling	Miles	
5/25/2015 6/23/2015	DEP ARR	Topeka, KS, Shawnee Key West, FL, Monroe	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0 1682	0.00	0.00		Edit Insert Del
6/24/2015 6/24/2015	DEP ARR	Key West, FL, Monroe PM, PANAMA CITY	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	0.00	0.00		Edit Insert Del

Check constructed itinerary (miles will auto populate)

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85SHIPUN000      Covered from: 5/25/2015  
 Type of order: PCS      to: 6/24/2015

What's Authorized: Itinerary Constructed Itinerary Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
5/25/2015	6/23/2015	Key West, FLORIDA	1682
6/24/2015	6/24/2015	PANAMA CITY, ...	0

Enter Dependand Itinerary to MC in Key West. Member and dependent traveled in 1 POV.

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles
Departure Date: 05/25/2015 Departure Location (click to edit): <u>Topeka, KS</u> Method of Transportation: PA - Private Auto <input checked="" type="checkbox"/> Duty Day		Arrival Date: 06/23/2015 Arrival Location (click to edit): <u>Key West, FL, Monroe</u> Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark		Method of Reimbursement: AE Percentage: 0 Lodging Type: Meals Type: CM - Commercial Meals		Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0				
Who else is traveling on this leg:							<div style="border: 1px solid black; padding: 2px;">Member</div>					

Check your computations

DOG, PLUTO  
TONO: 1215G85SHIPUN000

### Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	Remarks								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">818.25</td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">388.88</td> </tr> <tr> <td>Dep Per Diem</td> <td style="text-align: right;">483.75</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	818.25	Memb/Emp MALT	388.88	Dep Per Diem	483.75	Total Entitlement <input type="text" value="1,888.88"/> Deductions <input type="text" value="0.00"/> Partial Payments <input type="text" value="0.00"/> Amount Payable <input type="text" value="1,888.88"/> Advances <input type="text" value="0.00"/>  Due Employee <input type="text" value="1,888.88"/> Split Payment <input type="text" value="0.00"/> Computed Split <input type="text" value="0.00"/>			
Description	Total												
Memb/Emp PCS Per Diem	818.25												
Memb/Emp MALT	388.88												
Dep Per Diem	483.75												
Method of Payment: <input type="text" value="Direct Deposit"/>		<input type="button" value="Apply Advances"/>											
<p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p> <p style="color: red; font-size: small;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p>													

### Financial tab (use Line of Accounting tutorial)

DOG, PLUTO View: Traveler  
 TONO: 1215G85SHIPUN000 **Settlement Request**

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Remit To | Transactions | Entitlements | Computations | **Financial** | Remarks

Db/Cr	Classification String	Amount

Back | Next | Manage Images | Receipts | **SAVE** | Cancel | Help

### Save the claim

DOG, PLUTO View: Traveler  
 TONO: 1215G85SHIPUN000 **Settlement Request**

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Remit To | Transactions | Entitlements | Computations | **Financial** | Remarks

Db/Cr	Classification String	Amount
Db	1215G85SHIPUN000 2 P 501 299 21 0 TG 78045 2104	1,205.11

Back | Next | Manage Images | Receipts | **SAVE** | Cancel | Help

### Release to AO

DOG, PLUTO View: Traveler  
 [Reservations] [Regulations] [Currency] Load Test

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	Amount
<input checked="" type="checkbox"/>	1215G85OLDPDS000	Settlement	6/19/2015	6/27/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Key West, FL	1100217363	\$1,031.1 (est)
<input type="checkbox"/>	1215G85PCSLOC000	Settlement	6/5/2015	6/5/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Homestead, FL	1100217360	\$135.4 (est)
<input type="checkbox"/>	1215G85SHIPUN000	Settlement	5/25/2015	6/24/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/28/2015	Traveler	Key West, FL	1100217364	\$1,205.11 (est)
<input type="checkbox"/>	1215G85SAMPL3000	Settlement	6/25/2015	6/28/2015	PCS	DOG, PLUTO T.		Entered into T-PAX	8/27/2015	Traveler	Sterling, VA	1100217358	\$300.7 (est)

Release to AO | Print | View / Modify | Delete | Help

Retrieve | Find

# Old PDS underway to Home Port to New PDS underway

Enter home address at new PDS

DOG, PLUTO  
TONO: 1215G850LHPTN000

**Settlement Request** View: Traveler

Type of order: PCS Covered from: 6/7/2015 to: 6/30/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

**Remit To** Transactions Entitlements Computations Financial Remarks

\* Address 1: 444 SE QUINCY ST  
Address 2:  
\* City: TOPEKA  
\* Country/State: KS KANSAS  
\* Zip: 66683

Next Manage Images Receipts SAVE Cancel Help

Under **Entitlements** tab select **Add This Entitlement**

DOG, PLUTO  
TONO: 1215G850LHPTN000

**Settlement Request** View: Traveler

Type of order: PCS Covered from: 6/7/2015 to: 6/30/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:  Effective Date: 6/7/2015

Entitlement Type	Dates Encompassed	Status
Enroute PCS Travel		

<= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Select all that applies under **What's Authorized** tab

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G850LHPTN000 Covered from: 6/7/2015  
 Type of order: PCS to: 6/30/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

PLUTO (Member)

Select All  
Unselect All

Next Accept Changes Cancel Help

Select **Greater than or equal to 24 hours** under the **Itinerary** tab

DOG, PLUTO **Enroute PCS Travel** View: Traveler

TONO: 1215G850LHPTN000 Covered from: 6/7/2015  
 Type of order: PCS to: 6/30/2015

What's Authorized **Itinerary** Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date	Location	Reason	Day	IDL	Local?	Lodging	Embark?	Who Else Traveling	Lodging	Taxes	Miles

Add / Edit Trip Itinerary

Back Next Accept Changes Cancel Help

In this Scenario: Boat is in Cordova AK and new PDS boat is in Panama. TP used from AK to Seattle

DOG, PLUTO **Itinerary** View: Traveler  
 TONO: 1215G850LHPTN000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	Lodging	Taxes	Miles
Departure Date: 06/07/2015	Departure Location (click to edit): Cordova, AK ALASKA, Valdez-Cor...	Method of Transportation: TP - Govt. Proc. Plane	<input checked="" type="checkbox"/> Duty Day	<input type="checkbox"/> Is Local	<input type="checkbox"/> Is Embark	Method of Reimbursement: LDP - Lodging Plus	AE Percentage: 0	Daily Ldg Cost: 0	Lodging Type:	Lodging Tax: 0	Miles: 0
Arrival Date: 06/07/2015	Arrival Location (click to edit): Seattle, WA, King	Reason for Stop: AT - Awaiting Transportation	<input type="checkbox"/> Duty Day			Meals Type: CM - Commercial Meals					

Accept Leg Cancel Changes

In this scenario: Member will drive to new PDS home port before flying to boat underway

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Itinerary

View: Traveler

Date	Trans Reason	Location	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles
								Lodging	Taxes	
6/7/2015 6/7/2015	DEP ARR	Cordova, AK, Valdez-Cordova Census Area Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>	<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0 0	0.00 0.00	

Departure Date: 06/08/2015  
 Departure Location (click to edit): Seattle, WA, King  
 Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 06/22/2015  
 Arrival Location (click to edit): Key West, FL, Monroe  
 Reason for Stop: AT - Awaiting Transportation  
 Duty Day

Method of Reimbursement: LDP - Lodging Plus  
 AE Percentage: 0  
 Lodging Type:  
 Meals Type: CM - Commercial Meals

Is Local:   
 Is Embark:

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 3492

Next:

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Itinerary

View: Traveler

Date	Trans Reason	Location	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles
								Lodging	Taxes	
6/7/2015 6/7/2015	DEP ARR	Cordova, AK, Valdez-Cordova Census Area Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>	<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0 0	0.00 0.00	
6/8/2015 6/22/2015	DEP ARR	Seattle, WA, King Key West, FL, Monroe	PA AT	<input type="checkbox"/>	<input type="checkbox"/> LDP		<input type="checkbox"/>	0 3492	0.00 0.00	

Departure Date: 06/23/2015  
 Departure Location (click to edit): Key West, FL, Monroe  
 Method of Transportation: TP - Govt. Proc. Plane  
 Duty Day

Arrival Date: 06/23/2015  
 Arrival Location (click to edit): PANAMA, PANAMA CITY  
 Reason for Stop: MC - Mission Complete  
 Duty Day

Method of Reimbursement:  
 AE Percentage: 0  
 Lodging Type:  
 Meals Type: CM - Commercial Meals

Is Local:   
 Is Embark:

Daily Ldg Cost: 0  
 Lodging Tax: 0  
 Miles: 0

Check your itinerary for accuracy

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Itinerary

View: Traveler

Date	Trans Reason	Location	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles	Edit	Del
								Lodging	Taxes			
6/7/2015 6/7/2015	DEP ARR	Cordova, AK, Valdez-Cordova Census Area Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>	<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0 0	0.00 0.00		Edit	Del
6/8/2015 6/22/2015	DEP ARR	Seattle, WA, King Key West, FL, Monroe	PA AT	<input type="checkbox"/>	<input type="checkbox"/> LDP		<input type="checkbox"/>	0 3492	0.00 0.00		Edit	Del
6/23/2015 6/23/2015	DEP ARR	Key West, FL, Monroe PM, PANAMA CITY	TP MC	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input checked="" type="checkbox"/>	0 0	0.00 0.00		Edit	Del

Enter Dependent Itinerary to MC in Key West. Member and Dependent drove together.

DOG, PLUTO  
TONO: 1215G85OLHPTN000

### Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles
6/7/2015 6/7/2015	DEP ARR	Cordova, AK, Valdez-Cordova Census Area Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0	Member	0.00	0.00	

Departure Date: 06/08/2015  
 Departure Location (click to edit): [Seattle, WA, King](#)  
 Method of Transportation: PA - Private Auto  
 Duty Day

Arrival Date: 06/22/2015  
 Arrival Location (click to edit): [Key West, FL, Monroe](#)  
 Reason for Stop: MC - Mission Complete  
 Duty Day

Who else is traveling on this leg: [Member](#)

Go to **Constructed Itinerary**, the miles will auto populate

DOG, PLUTO

### Enroute PCS Travel

View: Traveler

TONO: 1215G85OLHPTN000      Covered from: 6/7/2015

Type of order: PCS      to: 6/30/2015

What's Authorized    **Itinerary**    **Constructed Itinerary**    Reimbursables

Duration of travel: **Greater than or equal to 24 hours**

Depart Date	Arrive Date	To Location	Auth. Miles
6/7/2015	6/7/2015	Seattle, WASHINGTON	0
6/8/2015	6/22/2015	Key West, FLORIDA	3492
6/23/2015	6/23/2015	PANAMA CITY, ...	0

↑

Back
Next
Exceptions
Occasionals
Accept Changes
Cancel
Help

Next

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   **Entitlements**   Computations   Financial   Remarks

Travel Not Performed:       Effective Date:

	Entitlement Type	Dates Encompassed	Status			
<a href="#">Edit</a>	Enroute PCS Travel	6/7/2015-6/23/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>
<a href="#">Edit</a>	Enroute PCS Travel	6/7/2015-6/23/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

---

Go to **Financial** tab, use Line of Accounting tutorial

DOG, PLUTO  
TONO: 1215G850LHPTN000

### Settlement Request

View: Traveler

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

---

Remit To   Transactions   Entitlements   Computations   **Financial**   Remarks

Db/Cr	Classification String	Amount
-------	-----------------------	--------

---

## Save the claim and release to AO

DOG, PLUTO  
TONO: 1215G85OLHPTN000

View: Traveler

Type of order: PCS Covered from: 6/7/2015 to: 6/30/2015  
Type of Settlement: Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1215G85OLHPTN000 2 P 501 299 21 0 TG 78045 2104	2,340.66

Add/Modify Accounting

Back Next Manage Images Receipts **SAVE** Cancel Help

### Separation &/or Retirement - MUST be mailed into PPC for manual processing

Separation and Retirement PCS claims must be mailed via 1<sup>st</sup> Class Mail to PPC for manual processing. This is because the MC date will be after the member leaves the CG unit and will no longer have access to TPAX and the traveler TPAX account will be locked to prevent unauthorized use.

### Member married to Member Travel

- 1) Member traveling with Member
- 2) Members traveling separately

### Member traveling with Member

Member #1 and #2 drove in same POV. Only 1 member is allowed MALT and DLA. Both members are entitled to Per Diem.

---Member #1---  
Change home address to new PDS

GUNSLINGER, LADY  
TONO: 1215G85TEST52000

**Settlement Request**

View: System Administrator

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

**Remit To** | Transactions | Entitlements | Computations | Financial | Remarks

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

Under “Entitlements” tab select “Add This Entitlement”

GUNSLINGER, LADY  
TONO: 1215G85TEST52000

**Settlement Request**

View: System Administrator

---

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To | Transactions | **Entitlements** | Computations | Financial | Remarks

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status
<input type="text" value="Enroute PCS Travel"/>		<input type="button" value="&lt;= Add This Entitlement"/>

Member #1 will receive MALT and DLA.

Check “Owner operator of POV”, “Number of cars authorized” and “Who being paid” (travelers)

GUNSLINGER, LADY **Enroute PCS Travel** View: System Administrator

TONO: 1215G85TEST52000 Covered from: 7/2/2015  
 Type of order: PCS to: 7/3/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

LADY (Member)

Select All  
Unselect All

Next Accept Changes Cancel Help

Enter the itinerary and once complete, hit “Accept Leg” then “Accept Changes”

GUNSLINGER, LADY **Itinerary** View: System Administrator  
 TONO: 1215G85TEST52000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Miles
07/02/2015	Bellingham, WA, Whatcom	PA - Private Auto	<input checked="" type="checkbox"/>		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark			0		115
07/03/2015	Port Angeles, WA, Clallam	MC - Mission Complete	<input type="checkbox"/>					0		

Accept Leg Cancel Changes

Check the **“Constructed Itinerary”** to make sure the miles are populating correctly and enter any reimbursable expenses in the **“Reimbursable”** tab. Select **“Accept Changes”**

GUNSLINGER, LADY View: System Administrator

**Enroute PCS Travel**

---

TONO:  Covered from:   
 Type of order:  to:

What's Authorized Itinerary Constructed Itinerary Reimbursables

Duration of travel:

Depart Date	Arrive Date	To Location	Auth. Miles
7/2/2015	7/3/2015	Port Angeles, WASHINGTON	115

On the main screen under **“Entitlements”** tab add DLA (without dependents) and check the **“Computations”** tab to ensure all entitlements and any applied advances are paid out correctly.

TONO: 1215G85TEST52000

Type of order:  Covered from:  to:   
 Type of Settlement:  Type of Partial:

Remit To Transactions Entitlements Computations Financial Remarks

Description	Total	
Memb/Emp PCS Per Diem	129.00	Total Entitlement <input type="text" value="1,612.18"/>
Memb/Emp MALT	26.45	Deductions <input type="text" value="0.00"/>
DLA	1,456.73	Partial Payments <input type="text" value="0.00"/>
		Amount Payable <input type="text" value="1,612.18"/>
		Advances <input type="text" value="0.00"/>

Method of Payment:

Due Employee   
 Split Payment   
 Computed Split   
Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Go to **“Financial”** tab and **“Add/Modify Accounting”** following line of accounting tutorial. Once this is done click **“SAVE”**.

---Member #2---

This member will NOT be receiving MALT or DLA.

Same process as Member #1, except **un-check** "Owner operator of POV" and **check** "No MALT".

THUNDER, MOODY **Enroute PCS Travel** View: System Administrator

TONO: 1215G85TEST53000 Covered from: 7/2/2015  
Type of order: PCS to: 7/3/2015

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized 1

Who Being Paid

MOODY (Member) [Select All] [Unselect All]

[Next] [Accept Changes] [Cancel] [Help]

Since both members traveled together in one vehicle, enter the same itinerary as Member #1 and then click "Accept Leg" and "Accept Changes" once finished.

THUNDER, MOODY **Itinerary** View: System Administrator

TONO: 1215G85TEST53000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
07/02/2015	Bellingham, WA, Whatcom	PA - Private Auto	<input checked="" type="checkbox"/>		<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark			0		0	
07/03/2015	Fort Angeles, WA, Clallam	MC - Mission Complete	<input type="checkbox"/>								115

[Accept Leg] [Cancel Changes]

Check **“Computations”** tab to make sure member #2 is only receiving Per Diem

THUNDER, MOODY  
TONO: 1215G85TEST53000

### Settlement Request

View: System Administrator

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Description</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">129.00</td> </tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	129.00	<table style="width: 100%;"> <tr><td>Total Entitlement</td><td style="text-align: right;"><input type="text" value="129.00"/></td></tr> <tr><td>Deductions</td><td style="text-align: right;"><input type="text" value="0.00"/></td></tr> <tr><td>Partial Payments</td><td style="text-align: right;"><input type="text" value="0.00"/></td></tr> <tr><td>Amount Payable</td><td style="text-align: right;"><input type="text" value="129.00"/></td></tr> <tr><td>Advances</td><td style="text-align: right;"><input type="text" value="0.00"/></td></tr> <tr><td>Due Employee</td><td style="text-align: right;"><input type="text" value="129.00"/></td></tr> <tr><td>Split Payment</td><td style="text-align: right;"><input type="text" value="0.00"/></td></tr> <tr><td>Computed Split</td><td style="text-align: right;"><input type="text" value="0.00"/></td></tr> </table> <p style="color: red; font-size: small;">Enter amount in Split Payment field to pay GTCC</p>				Total Entitlement	<input type="text" value="129.00"/>	Deductions	<input type="text" value="0.00"/>	Partial Payments	<input type="text" value="0.00"/>	Amount Payable	<input type="text" value="129.00"/>	Advances	<input type="text" value="0.00"/>	Due Employee	<input type="text" value="129.00"/>	Split Payment	<input type="text" value="0.00"/>	Computed Split	<input type="text" value="0.00"/>
Description	Total																								
Memb/Emp PCS Per Diem	129.00																								
Total Entitlement	<input type="text" value="129.00"/>																								
Deductions	<input type="text" value="0.00"/>																								
Partial Payments	<input type="text" value="0.00"/>																								
Amount Payable	<input type="text" value="129.00"/>																								
Advances	<input type="text" value="0.00"/>																								
Due Employee	<input type="text" value="129.00"/>																								
Split Payment	<input type="text" value="0.00"/>																								
Computed Split	<input type="text" value="0.00"/>																								
Method of Payment <input type="text" value="Direct Deposit"/>																									
<input type="button" value="Apply Advances"/>																									
This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed																									

---

Same as Member #1, enter the accounting string in **“Financial”** tab and click **“SAVE”** once complete with the claim.

THUNDER, MOODY  
TONO: 1215G85TEST53000

### Settlement Request

View: System Administrator

---

Type of order:  Covered from:  to:

Type of Settlement  Type of Partial:

---

Remit To	Transactions	Entitlements	Computations	Financial	Remarks						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Db/Cr</th> <th style="width: 70%;">Classification String</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Db</td> <td>1215G85TEST53000 2 P 501 299 21 0 RA 78040 2100</td> <td style="text-align: right;">129.00</td> </tr> </tbody> </table>		Db/Cr	Classification String	Amount	Db	1215G85TEST53000 2 P 501 299 21 0 RA 78040 2100	129.00	<input type="button" value="Add/Modify Accounting"/>			
Db/Cr	Classification String	Amount									
Db	1215G85TEST53000 2 P 501 299 21 0 RA 78040 2100	129.00									

---

## Members traveling separately

Enter home mailing address at new PDS

Remit To	Transactions	Entitlements	Computations	Financial	Remarks
* Address 1: <input type="text" value="444 SE DAISY STREET"/>					
Address 2: <input type="text"/>					
* City: <input type="text" value="DISNEY"/>					
* Country/State: <input type="text" value="FL FLORIDA"/>					
* Zip: <input type="text" value="66605"/>					

“**Transactions**” tab – If you were issued an ADVANCE it will show here

Remit To	Transactions	Entitlements	Computations	Financial	Remarks				
<table border="1"><thead><tr><th>Locked</th><th>Date</th><th>Type</th><th>Amount</th></tr></thead></table>						Locked	Date	Type	Amount
Locked	Date	Type	Amount						
<input type="button" value="View Advances"/>									
<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Manage Images"/>	<input type="button" value="Receipts"/>	<input type="button" value="SAVE"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>			

Under “**Entitlements**” tab input Effective Date of Orders (see tutorial)

Type of order: <input type="text" value="PCS"/>	Covered from: <input type="text" value="8/4/2015"/>	to: <input type="text" value="8/17/2015"/>						
Type of Settlement: <input type="text" value="Partial"/>	Type of Partial: <input type="text" value="Not a Partial"/>							
Remit To	Transactions	Entitlements	Computations	Financial	Remarks			
Travel Not Performed: <input type="checkbox"/>		Effective Date: <input type="text" value="8/4/2015"/>						
		<table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead></table>		Entitlement Type	Dates Encompassed	Status		
Entitlement Type	Dates Encompassed	Status						
		<input type="text" value="Enroute PCS Travel"/>		<input type="button" value="&lt;= Add This Entitlement"/>				

Click on the drop down – you will see entitlements you set up in the orders

**\*\*NOTE\*\*** when MEMBER to MEMBER, the MEMBER with the **higher pay grade** will claim the DLA with Dependents

Travel Not Performed:  Effective Date:

Entitlement Type	Dates Encompassed	Status
------------------	-------------------	--------

Enroute PCS Travel  
Enroute PCS Travel  
TLE  
DLA

<= Add This Entitlement

Back Next Manage Images Cancel Help

Since this is a member to member claim select **ONLY** the Member who's claim you are processing, since the spouse (member) will have their own TONO

**What's Authorized** Itinerary Reimbursables

Owner operator of POV  No MALT Number of cars authorized

Who Being Paid

DONALD (Member)  
LIGHTNING MCQUEEN (Spouse)

Select All  
Unselect All

Select **“Greater than or equal to 24 hours”** to enter itinerary and click **“Add/Edit trip itinerary”**

**What's Authorized** Itinerary Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	---------------	--------------------	-----	---------	-------	-------

Enter appropriate days/means of travel. Itinerary will show dependent even if they are not selected for travel; this can be ignored on this page. **Accept Changes**

DUCK, DONALD  
TONO: 1215G85MBR2M0000

**Itinerary**

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling				Edit	Del
								AE%	Lodging	Taxes	Miles		
8/4/2015 8/17/2015	DEP ARR Seattle, WA, King Key West, FL, Monroe	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	LIGHTNING MCQUEEN <input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/> <input type="text" value="3492"/>					

Review the “**Itinerary**” tab and click next

What's Authorized    **Itinerary**    Constructed Itinerary    Reimbursables

Duration of travel:

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Lodging	Taxes	Miles
8/4/2015 8/17/2015	DEP ARR Seattle, WASHINGTON Key West, FLORIDA	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="3492"/>

Review “**Constructed Itinerary**” tab and click next and ”**Accept Changes**”

What's Authorized    Itinerary    **Constructed Itinerary**    Reimbursables

Duration of travel:

Depart Date	Arrive Date	To Location	Auth. Miles
<input type="text" value="8/4/2015"/>	<input type="text" value="8/17/2015"/>	Key West, FLORIDA	<input type="text" value="3492"/>

Back to the “**Entitlements**” tab, member can verify that the number of travel days is correct by clicking “**Calcs**”

Remit To    Transactions    **Entitlements**    Computations    Financial    Remarks

Travel Not Performed:     Effective Date:

Entitlement Type	Dates Encompassed	Status	Delete	Calcs	Comp
<a href="#">Edit</a> Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>

Member is authorized 10 travel days based on 3,492 miles

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
08/07	FP											0.00	129.00	0.00	
08/08	FP											0.00	129.00	0.00	
08/09	FP											0.00	129.00	0.00	
08/10	FP											0.00	129.00	0.00	
08/11	FP											0.00	129.00	0.00	
08/12	FP											0.00	129.00	0.00	
08/13	FP											0.00	129.00	0.00	
08/14	FP											0.00	129.00	0.00	
08/15	FP											0.00	129.00	0.00	
08/16	FP											0.00	129.00	0.00	
												Total	1290.00	0.00	

Member can verify his entitlement

Remit To	Transactions	Entitlements	Computations	Financial	Remarks																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Description</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">1,290.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td style="text-align: right;">803.18</td> </tr> <tr> <td>DLA</td> <td style="text-align: right;">2,510.61</td> </tr> </tbody> </table>				Description	Total	Memb/Emp PCS Per Diem	1,290.00	Memb/Emp MALT	803.18	DLA	2,510.61	<table style="width: 100%;"> <tr><td>Total Entitlement</td><td style="text-align: right;">4,603.77</td></tr> <tr><td>Deductions</td><td style="text-align: right;">0.00</td></tr> <tr><td>Partial Payments</td><td style="text-align: right;">0.00</td></tr> <tr><td>Amount Payable</td><td style="text-align: right;">4,603.77</td></tr> <tr><td>Advances</td><td style="text-align: right;">0.00</td></tr> </table>		Total Entitlement	4,603.77	Deductions	0.00	Partial Payments	0.00	Amount Payable	4,603.77	Advances	0.00
Description	Total																						
Memb/Emp PCS Per Diem	1,290.00																						
Memb/Emp MALT	803.18																						
DLA	2,510.61																						
Total Entitlement	4,603.77																						
Deductions	0.00																						
Partial Payments	0.00																						
Amount Payable	4,603.77																						
Advances	0.00																						
Method of Payment <input type="text" value="Direct Deposit"/>				<table style="width: 100%;"> <tr><td>Due Employee</td><td style="text-align: right;">4,603.77</td></tr> <tr><td>Split Payment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Computed Split</td><td style="text-align: right;">0.00</td></tr> </table>		Due Employee	4,603.77	Split Payment	0.00	Computed Split	0.00												
Due Employee	4,603.77																						
Split Payment	0.00																						
Computed Split	0.00																						
<input type="button" value="Apply Advances"/>				<p style="color: red; font-size: small;">Enter amount in Split Payment field to pay</p>																			

Go to **“Financial”** tab and follow line of accounting tutorial

Remit To	Transactions	Entitlements	Computations	<b>Financial</b>	Remarks
----------	--------------	--------------	--------------	------------------	---------

Db/Cr	Classification String	Amount
Db	1215G85TUG833000 2 P 501 299 21 0 RA 78040 2100	11,985.66

**Add/Modify Accounting**

Back	Next	Manage Images	Receipts	SAVE	Cancel	Help
------	------	---------------	----------	------	--------	------

**\*\*Go to “Remarks” tab enter name and EMPLID of spouse when Married MEMBER to MEMBER\*\***

DUCK, DONALD  
TONO: 1215G85MBR2M0000

## Settlement Request

View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

Remit To	Transactions	Entitlements	Computations	Financial	<b>Remarks</b>
----------	--------------	--------------	--------------	-----------	----------------

Voucher Remarks:

Married Member to Member

Lightning McQueen; Emplid 9999143

You must certify you know you have to have a valid receipt for your TLE expenses  
Check the box

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	7/1/2015	7/10/2015	TLE Lodging at Bolling AFB, DC for at least	1,750.00

**Certify**   Later   Cancel   Help

7/25/2015 to: 8/21/2015

Partial

Financial	Remarks
-----------	---------

g	Amount
0 RA 78040 2100	11,985.66

**Add/Modify Accounting**

Receipts	SAVE	Cancel	Help
----------	------	--------	------

# Your PCS Claim is now ready to Release to your AO

DUCK,DONALD

## T-PAX Inbox

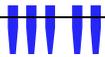
View: [Traveler](#)  
[load Test](#)

[\[Reservations\]](#)

[\[Regulations\]](#)

[\[Currency\]](#)

[Profile and History](#) • [Create New](#) • [Tools](#) • [Help](#)



TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Orig	Arrive At		
<a href="#">1215G85MBR2MOOOO</a>	Settlement	8/14/2015	8/17/2015	PCS	DUCK,DONALD T.		Entered into T-PAX	8/26/2015	Traveler	Key West, FL	1100217352	54,733 (est)
EI <a href="#">1114G84FYXV R0000</a>	Settlement	9/22/2014	10/31/2014	Normal	DUCK,DONALD T.		Entered into T-PAX	8/25/2015	Traveler	Kansas City Intl Airport, MO	1100217343	54,733 (est)
EI <a href="#">1215G85ASP876000</a>	Settlement	11/20/2014	11/25/2014	PCS			Assigned to Examiner	7/22/2015	Office	Norfolk, VA	1100217286	\$1,851 (est)
EI <a href="#">1215G85PCSPT7000</a>	Settlement	2/16/2015	2/23/2015	PCS	STARDUST, TONY		Entered into T-	6/2/2015	Traveler	Topeka, KS	1100217251	\$3

Release to AO 11    Print 11    View / Modify

Delete    Help