

Long-Term Contingency ADOS 55% locality per diem
TUTORIAL FOR WEB TPAX

- Use <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> to locate the per diem for the TDY locality. **This MUST be looked at for each separate claim as certain localities have “seasonal” per diem rates.**

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Maximum Per Diem	Effective Date
ALAMEDA	ALAMEDA COUNTY	01/01-12/31	99	56	34	5	160	10/01/2011

EXAMPLE: Above you see that the “Maximum Per Diem” for the locality of Alameda, CA is \$160.00 (Per Diem is lodging \$99, Meals \$56, and Incidentals \$5 = \$160). Multiply this rate by 55% (\$160 X .55) to get the reduced rate of \$88.00.

- It is recommended that if the traveler has to change the RPD rate from what is indicated on the orders that they annotate it in the remarks block of the claim.
- Above you see that the “Maximum Per Diem” for the locality of Alameda, CA is \$160.00. Multiply this rate by 55% (\$160 X .55) to get the reduced rate of \$88.00.
 - If the travel claim is the FIRST on this TONO or if travel claim contains LEAVE, you will need to calculate the 55% of the max lodging rate by itself. Multiply \$99 X .55 = \$54.45. This figure will be added to reimbursable expenses under the listing of “Lodging-LT Cont Ados 55Red Lodging”.
 - Log into WebTpx at <https://ppcms-tpaxwb.main.ads.uscg.mil/login.aspx> or Iats for PPC employees.
 - When inputting the “order information”, check Commercial Lodging for quarters and Reduced per diem and then input the Red. Per Diem in the field

Quarters	Messing
<input type="checkbox"/> Government (Use Directed) <input type="checkbox"/> Contract Quarters <input checked="" type="checkbox"/> Commercial Lodging <input type="checkbox"/> Dual Lodging <input type="checkbox"/> No Lodging Required	<input type="checkbox"/> Government Rate (Military Only) <ul style="list-style-type: none"> <input type="checkbox"/> Mess is Directed for ALL three meals <input type="checkbox"/> Proportional Rate Red. Per Diem <input checked="" type="checkbox"/> Reduced per diem (Mil.) <input type="text" value="88"/> <input type="checkbox"/> Government Rate for Essential Meals <input type="checkbox"/> Commercial (full locality per diem) Red. Per Diem <input type="checkbox"/> Reduced Per Diem Authorized (Civ.) <input type="text" value="0"/> <input type="checkbox"/> No Per Diem Authorized (Civ.) <input type="checkbox"/> Conference Per Diem (125%) <input type="checkbox"/> Actual Expense <input type="checkbox"/> Actual Expense Lodging Plus (150%) <input type="checkbox"/> Super Actual Expense Lodging Plus (300%)

- On the Remarks tab of the “order information” input remarks similar to:

MBR IS ON LT CONTINGENCY ADOS ORDERS IN EXCESS OF 180 DAYS. PER ALCOAST 412/12, CONTINGENCY OPERATION FLAT-RATE PER DIEM IS NOTED ON ORDERS FOR THE LOCALITY OF ALAMEDA, CA OF \$88.00.

7. When inputting the settlement, select the correct long-term TDY type

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

Duration of travel: **L.T. TDY - Beginning** Status **Enlisted** Pay To **10/11/2012**

8. Ensure to select the correct Arrival location of the TDY site and select the Method of Reimbursement as RedP – Reduced Fixed Diem. Input the Per Diem Rate of \$88.00

Departure Date: 10/01/2012
 Departure Location (click to edit): **Topeka, KS, Shawnee**
 Duty Day
 Method of Transportation: **PA - Private Auto**

Arrival Date: 10/01/2012
 Arrival Location (click to edit): **Alameda, CA, Alameda**
 Reason for Stop: **TD - Temporary Duty**
 Duty Day

Is Local

Method of Reimbursement: **RedP - Reduced Fixed Diem**
 AE Percentage: 0

Lodging Type: **CQ - Comm'l Qtrs Incidental Expense Full**

Meals Type: M&IE: 61.00
CM - Commercial Meals

Per Diem Rate: **88**
 Lodging Tax: **0**
 Miles: **1795**

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes		
10/1/2012	DEP	Topeka, KS, Shawnee	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>			0	88.00	0.00		
10/1/2012	ARR	Alameda, CA, Alameda	TD	<input checked="" type="checkbox"/>		RedP	CQ	CM	1795			Edit	Del
10/11/2012	DEP	Alameda, CA, Alameda	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>			0	0.00	0.00		
10/11/2012	ARR	Alameda, CA, Alameda	MC	<input type="checkbox"/>			NLG		0			Edit	Del

What's Authorized **Itinerary** Reimbursables

Duration of travel: **L.T. TDY - Beginning** Status **Enlisted** Pay To **10/11/2012**

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes	Miles
10/1/2012	DEP	Topeka, KANSAS	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
10/1/2012	ARR	Alameda, CALIFORNIA	TD	<input checked="" type="checkbox"/>		RedP	CQ	CM	0	88.00	0.00	1795
10/11/2012	RVRT	Alameda, CALIFORNIA	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>						
10/11/2012	STAT	Alameda, CALIFORNIA	MC	<input type="checkbox"/>			NLG		0	0.00	0.00	0

9. Inputting the itinerary in this manner will pay accurately. The screenshots below shows 75% of the CM rate for the travel day and the reduced 55% for the last day.

Date	Day Type	Ldg Rate	M&E Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
10/01	LDP	99.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	0.00
10/02	REDP											88.00	0.00
10/03	REDP											88.00	0.00
10/04	REDP											88.00	0.00
10/05	REDP											88.00	0.00
10/06	REDP											88.00	0.00
10/07	REDP											88.00	0.00
10/08	REDP											88.00	0.00
10/09	REDP											88.00	0.00
10/10	REDP											88.00	0.00

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Date	Day Type	Ldg Rate	M&E Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
10/11	REDP											88.00	0.00
												925.75	0.00

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10. Because this is the FIRST claim against this TONO, member is entitled to the lodging portion on the first day. This is where the reimbursable item of “Lodging-LT Cont Ados 55Red Lodging” will be used. See reimbursable screen below.

11. **If there is LEAVE taken during the period of the travel claim**, the leave gets input as below. Leave dates are 12th, 13th and 14th of October. The transportation **MUST** be listed as “**CS – change of station**” or it will not pay correctly. If member is entitled to lodging expenses while on leave, then in the reimbursable section use the “Lodging-LT Cont ADOS 55Red Lodging” for EACH LEAVE day. (JFTR U7225 / PPPM CH.11)

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes	
10/1/2012	Topeka, KS, Shawnee	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>						Edit
10/1/2012	Alameda, CA, Alameda	TD	<input checked="" type="checkbox"/>		RedP	CQ	CM	0	88.00	0.00	Insert
								1795			Del
10/12/2012	Alameda, CA, Alameda	CS	<input type="checkbox"/>		<input type="checkbox"/>						Edit
10/12/2012	Alameda, CA, Alameda	LV	<input type="checkbox"/>			CQ		0	0.00	0.00	Insert
								0			Del
10/15/2012	Alameda, CA, Alameda	CS	<input checked="" type="checkbox"/>		<input type="checkbox"/>						Edit
10/15/2012	Alameda, CA, Alameda	TD	<input checked="" type="checkbox"/>		RedP	CQ	CM	0	88.00	0.00	Insert
								0			Del
10/17/2012	Alameda, CA, Alameda	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>						Edit
10/17/2012	Alameda, CA, Alameda	MC	<input checked="" type="checkbox"/>			NLG		0	0.00	0.00	Insert
								0			Del

Date	Day Type	Ldg Rate	M&E Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
10/01	LDP	99.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	0.00
10/02	REDP											88.00	0.00
10/03	REDP											88.00	0.00
10/04	REDP											88.00	0.00
10/05	REDP											88.00	0.00
10/06	REDP											88.00	0.00
10/07	REDP											88.00	0.00
10/08	REDP											88.00	0.00
10/09	REDP											88.00	0.00
10/10	REDP											88.00	0.00

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Date	Day Type	Ldg Rate	M&E Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
10/11	REDP											88.00	0.00
10/15	REDP											88.00	0.00
10/16	REDP											88.00	0.00
10/17	REDP											88.00	0.00
												1189.75	0.00

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12. For each subsequent claim thereafter, the process is the same except for the selection of “Duration of Travel”. Each interim claim will be “LT-TDY Middle” until the member is submitting the final claim then it will be “LT-TDY End”. This process will ensure that the member receives the correct amount of per diem on the 1st and last day of each claim.

13. It is imperative that the AO (approving official/examiner/auditor) validate/verify the calculation of the reduced locality per diem for the TDY site. The lodging receipt will make the determination if lodging taxes, surcharges and fees are an authorized additional reimbursable expense. Below are examples of reimbursable expenses. Please refer to JFTR App. G for information on authorized lodging expenses.

- a. Below is the example of the FIRST day of TDY on the TONO for the additional lodging expense. It can also be used to annotate lodging paid while in a leave status where M&IE is not payable.

Date	Description	Claimed	Split	IBOP		
10/01/2012	LODGING-LT CONT ADOS 55RED LODGING	54.45	<input type="checkbox"/>	CUS	Edit	Delete
10/17/2012	LODGING ENERGY SURCHARGE FEES- TAXES	34.00	<input type="checkbox"/>	CUS	Edit	Delete
10/17/2012	LODGING MANDATORY-DAYTIME FEES	17.00	<input type="checkbox"/>	CUS	Edit	Delete
10/17/2012	LODGING TAX-LT CONT ADOS RED PER DIEM	152.46	<input type="checkbox"/>	CUS	Edit	Delete
10/12/2012	LODGING-LT CONT ADOS 55RED LODGING	54.45	<input type="checkbox"/>	CUS	Edit	Delete
10/13/2012	LODGING-LT CONT ADOS 55RED LODGING	54.45	<input type="checkbox"/>	CUS	Edit	Delete
10/14/2012	LODGING-LT CONT ADOS 55RED LODGING	54.45	<input type="checkbox"/>	CUS	Edit	Delete