

1. Electronic Signatures:

Q: I've been directed by PPC-TVL to submit my claim package for audit. They want me to include a copy of the claim with the "electronic signatures". What is an electronic signature?

A: WEB-TPAX will enter/print the traveler or AO names in the signature block when each have approved the transaction. It is important to have these electronic signatures for audit purposes because it reflects the claim data as submitted by the traveler and approved by the AO. Many claims change between the time a traveler submits it to the AO for approval and the time the AO finally approves it. Without a claim with the electronic signatures, it is not possible to complete an accurate audit of the travel claim.

3. Printing Authorizations With Electronic Signatures:

Q: How do I print an authorization or travel claim with both mine and the AO's "electronic signature"?

A: Follow these steps to print travel authorizations or travel claims generated in WEB-TPAX:

1. Log on to Web-TPAX
2. Check that the View is set to "Traveler" Change if necessary.
3. Hover the mouse pointer over "Profile and History", select "History" from the drop-down list.



4. Click the Details button to the left of the Travel Order you want to print.

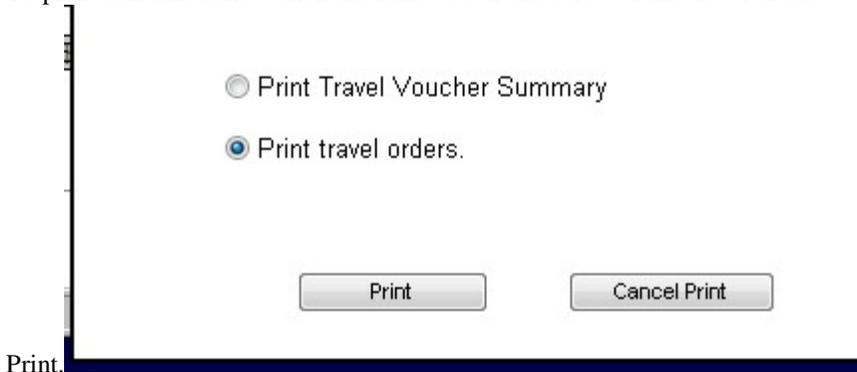
Details	1102512QPPB17000	06/17/2002-06/20/2022	Normal	06/14/2002	
Details	1106516QPPC36000	09/05/2006-09/08/2006	Normal	08/23/2006	5347400
Details	1109519QPPB20000	09/10/2009-09/11/2009	Normal	09/09/2009	5347400
Details	1109G89PRAZZZ000	06/25/2009-09/22/2009	Normal	06/25/2009	
Details	1299239P23NF2000	05/31/1999-07/01/1999	PCS	05/31/1999	

5. In the lower part of the screen, click the Display button for the Authorization or Settlement you want to print

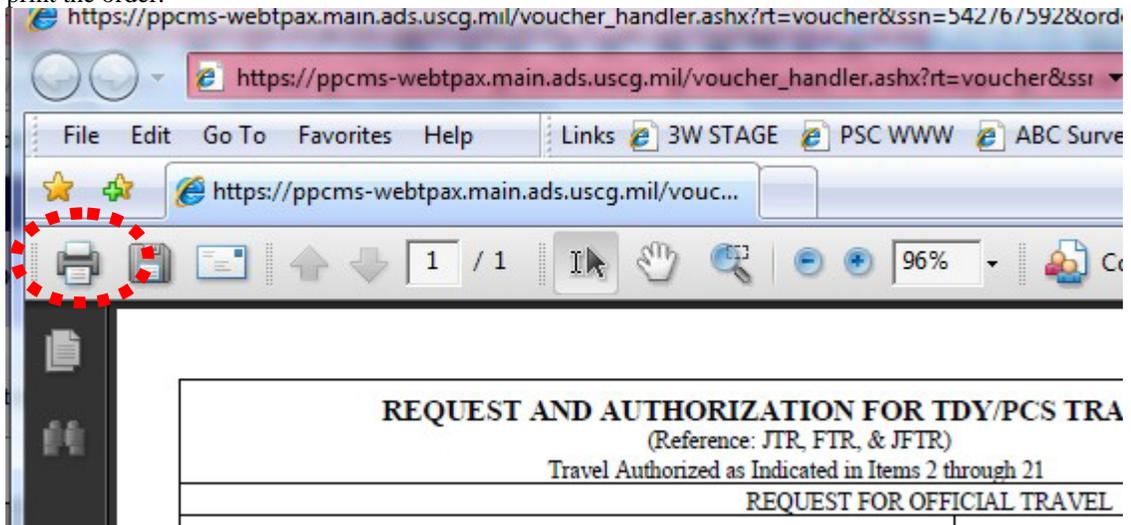
Details	1109G89PRAZZZ000	06/25/2009-09/22/2009	Normal	06/25/2009	
Details	1299239P23NF2000	05/31/1999-07/01/1999	PCS	05/31/1999	

	Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transa
Display	None	1097463433	09/10/2009-09/11/2009	Authorization	09/09/2009	\$2
Display	EFT	1097470082	09/09/2009-09/11/2009	Settlement	09/18/2009	\$3

6. To print authorizations - Click the Print button and select "Print travel orders". Click



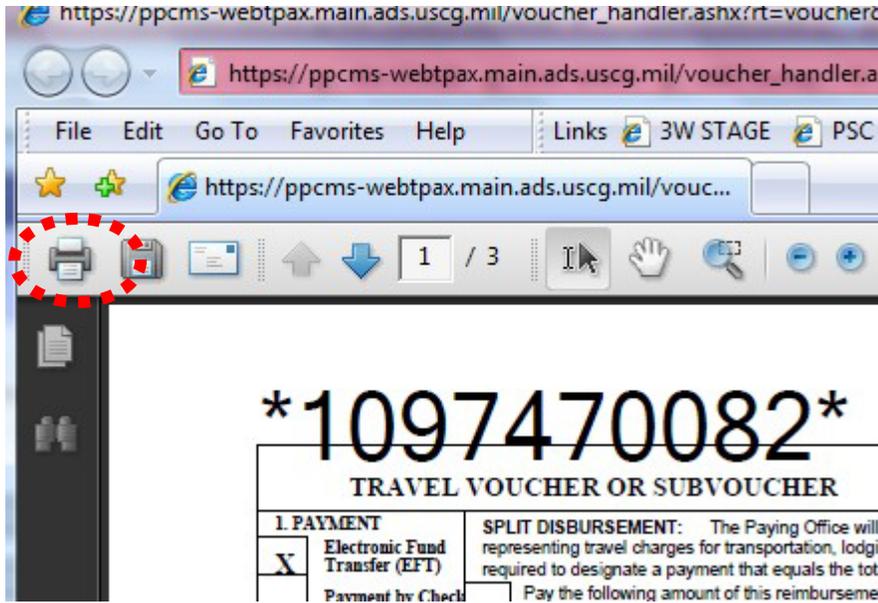
The order will open in a new window. Click the Print button (upper, left corner of the page) to print the order.



7. Click "Done" on the Travel Order Detail (Obligation) screen.
8. To print Travel Claims/Settlements, click the Print button, select "Print 1351-2 Facsimile" and click Print



The settlement will open in a new window. Click the Print button, in the upper, left corner of the page, to print.



Click "Done" on the Travel Oder Detail (Settlement) screen.

9. Click "Done" on the Travel Order History screen.

3. Keeping Records:

Q: Do I have to maintain my original hardcopy orders, travel claim, and receipts, and if so, how long?

A: Yes, if you are audited it is normally conducted within one year of your claim submission. However, the Pay & Personnel Procedures Manual (PPPM) requires the traveler maintain hard copies for 6 years and 3 months.

4. Audit Schedule:

Q: When can I expect to have my claim audited?

A: It could be anytime. WEB-TPAX claims are based on random selection and also by established criteria. You will be notified by email when your claim is selected for audit.