

Documents in TPAX

Overview

Introduction This guide provides the procedures for attaching and viewing documents in TPAX. Examples are provided of receipts/documents that could delay the processing of the travel claim.

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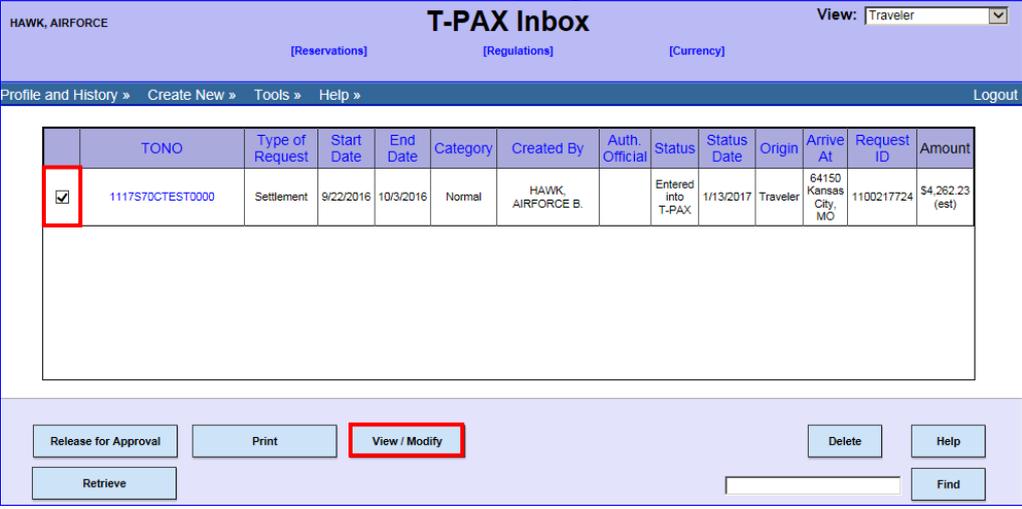
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Attaching Documents in TPAX

Introduction This section provides the procedures for attaching documents in TPAX.

- Guidelines** Guidelines include:
- Documents can be added to a travel claim at any time, even after it has been submitted.
 - Do not use Word Documents, JPG's, GIF's or Excel spreadsheets. Documents must be PDF files.
 - Keep file names simple. Long file names can corrupt the attached image.
 - The signed originals including the order created in TPAX **must** be in the attachment.
 - Keep scanned documents in a location on the computer where they are easy to find.

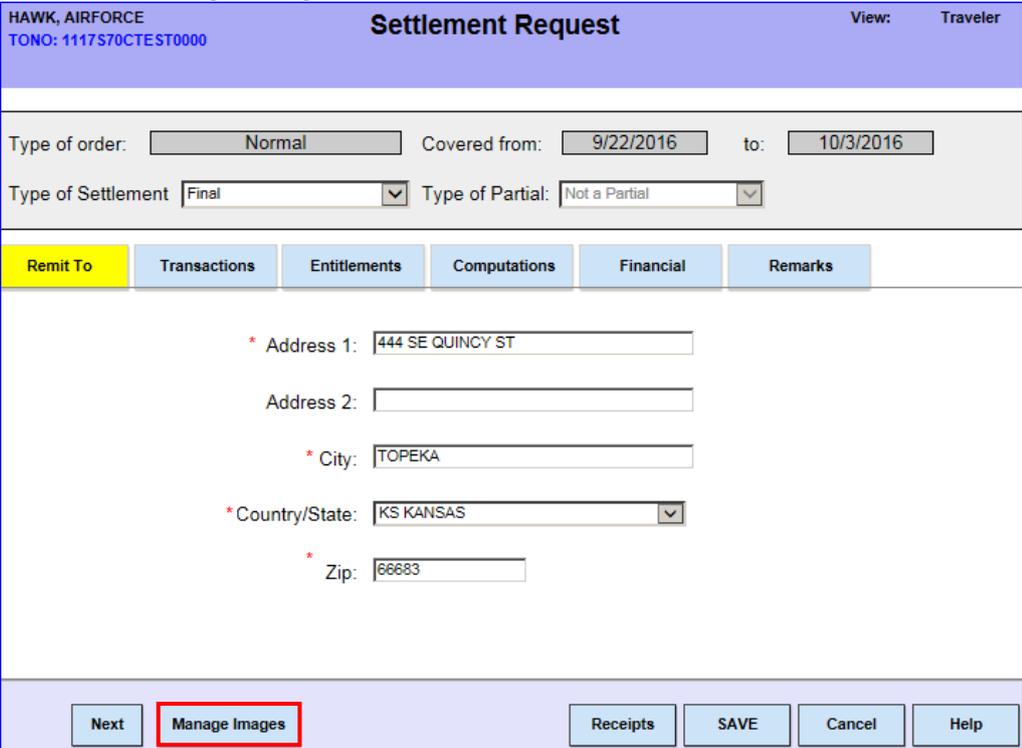
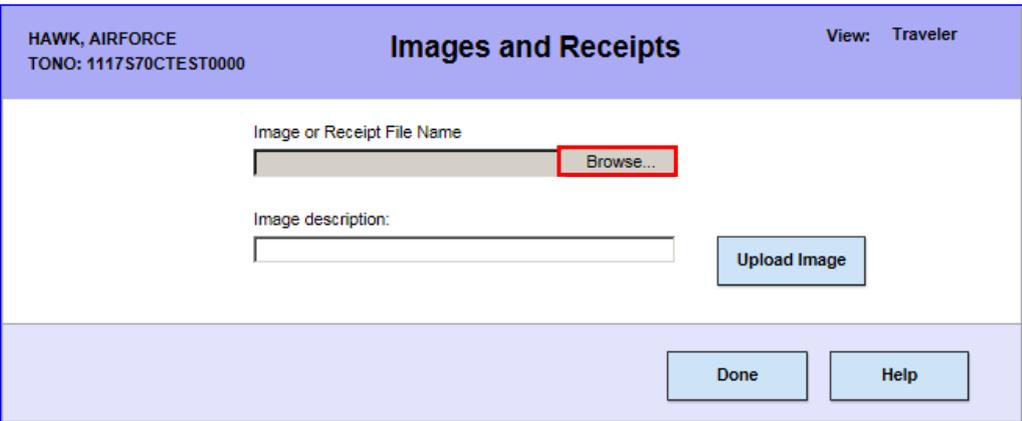
Procedure See below.

Steps	Action
<p>1</p>	<p>Log into TPAX and input the travel claim. If the claim is already in TPAX, select the TONO and click View/Modify to proceed to the next screen.</p> 

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Attaching Documents in TPAX, Continued

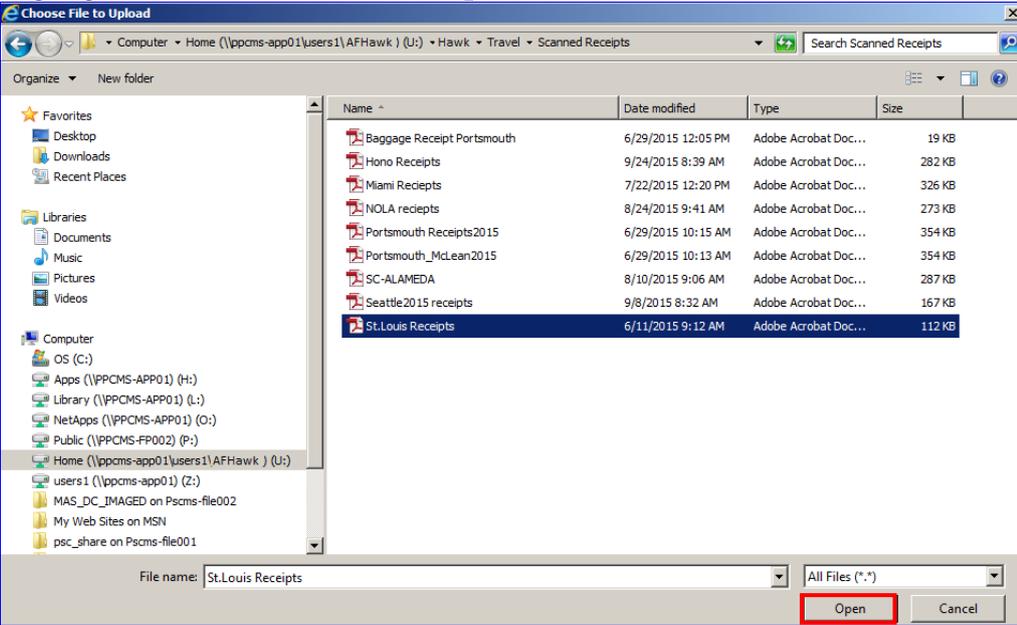
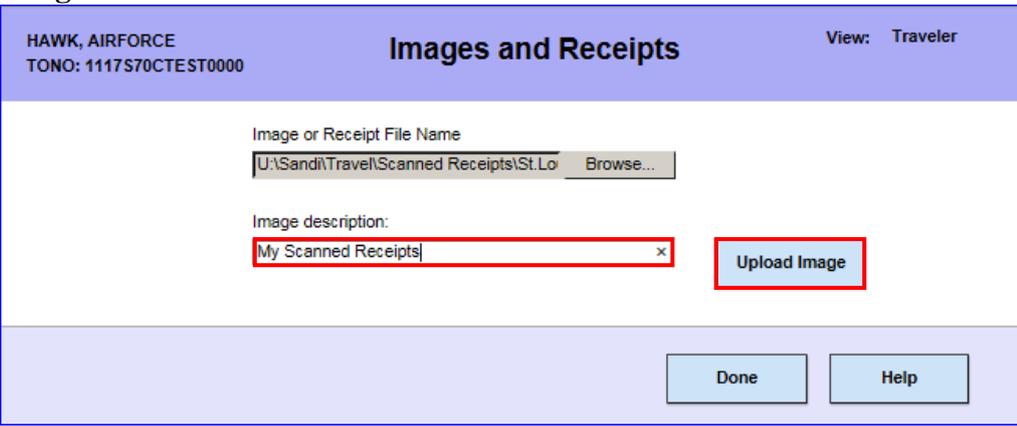
Procedure,
continued

Steps	Action
2	<p>Click the Manage Images button.</p> 
3	<p>Click the Browse button to go to the location where the scanned images are located.</p> 

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Attaching Documents in TPAX, Continued

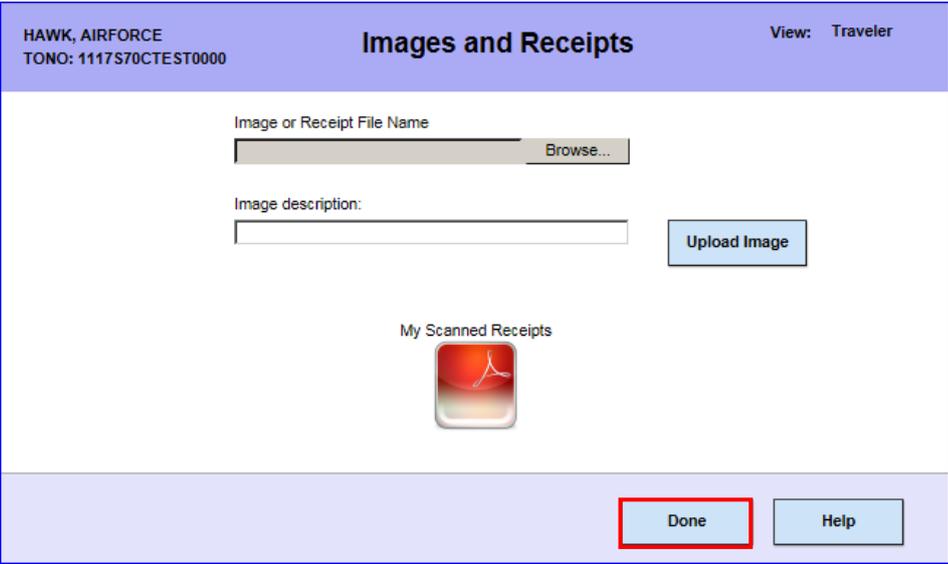
Procedure,
continued

Steps	Action
<p>4</p>	<p>Highlight the document and click Open.</p> 
<p>5</p>	<p>In the Image description box, enter a short description and click Upload Image.</p> 

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Attaching Documents in TPAX, Continued

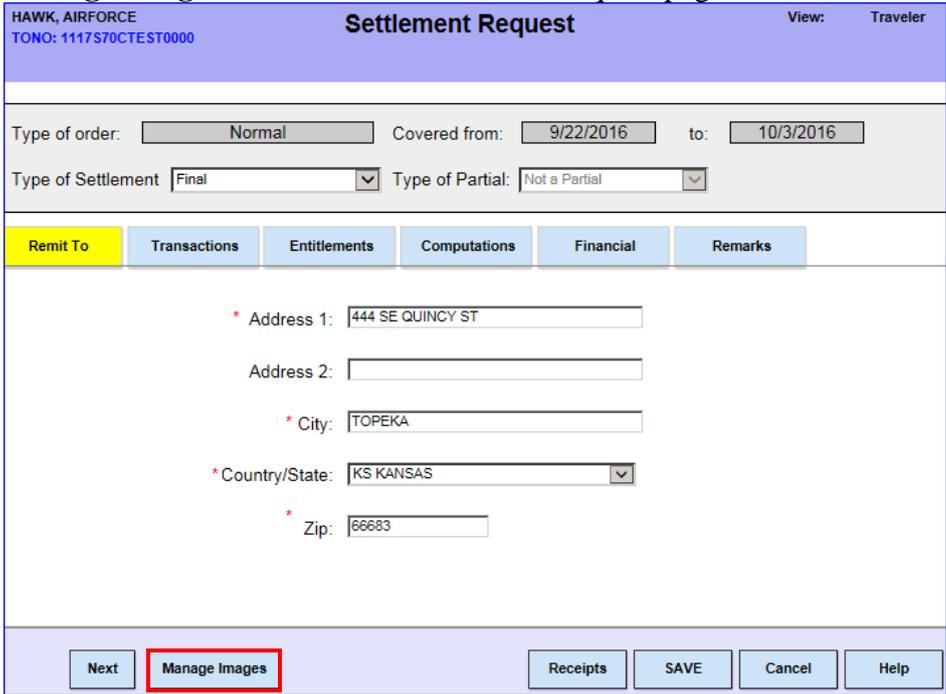
Procedure,
continued

Steps	Action
6	<p data-bbox="347 495 943 524">Once the documents are attached, click Done.</p> <div data-bbox="352 524 1300 1088"><p data-bbox="373 551 576 591">HAWK, AIRFORCE TONO: 1117S70CTEST0000</p><p data-bbox="711 551 986 584">Images and Receipts</p><p data-bbox="1118 546 1246 562">View: Traveler</p><p data-bbox="584 636 783 656">Image or Receipt File Name</p><p data-bbox="895 663 975 683">Browse...</p><p data-bbox="584 719 715 739">Image description:</p><p data-bbox="1034 752 1142 772">Upload Image</p><p data-bbox="751 846 903 866">My Scanned Receipts</p><p data-bbox="1018 1032 1058 1052">Done</p><p data-bbox="1171 1032 1211 1052">Help</p></div>

Viewing Images in TPAX

Introduction This section provides the procedures for viewing documents in TPAX.

Procedure See below.

Step	Action
1	<p>Images are now accessible to the AO, PPC and the traveler by clicking on the Manage Images button on the Settlement Request page.</p> 
2	<p>Click on the PDF image and a popup will appear.</p> 

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Viewing Images in TPAX, Continued

Procedure,
continued

Step	Action
3	<p>Click Open to see/review the images. The traveler will then forward the completed claim to the AO as normal procedure.</p>  <p>NOTE: AO's are still required to see original documentation prior to approving the claim.</p>

Unacceptable Images

Examples Here are some examples of documents/receipts that could result in a delay in processing or even a kickback of the claim.

Hotel Receipts without Zero balances **WILL BE KICKED BACK** so make sure the receipt has a zero balance before leaving.

Hotel  Sunny Hills		999 SW Anywhere Someplace, KS 66666 987-654-3210		
Airforce T. Hawk Cmr 123 Box 1234 Apo NJ 09703-0030 United States		Date: 09-22-16 Room No: 317 Arrival: 09-22-16 Departure: 09-24-16 Adults / Child. / Inf / Terms of Stay 1 0 0 BB		
Page No: 1 of 1				
DATE	DESCRIPTION	REFERENCE	DEBITS	CREDITS
09-22-16	Accommodation		170.00	0.00
	Sales Tax		10.00	0.00
09-23-16	Accommodation		170.00	0.00
	Sales Tax		10.00	0.00
09-24-16	Accommodation		170.00	0.00
	Sales Tax		10.00	0.00
			TOTAL	540.00
			BALANCE	540.00

Receipts that are faded, crumpled, torn, folded or hard to read also prolong the audit process so have a system in place to keep track of important documents.

