

E – Travel News

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T-PAX Travel System

Volume III Issue 1

Tis the Season to Travel

TDY and Hurricane season are upon us, the hints below are to help your traveler's claim process go a bit smoother. Please ensure you and the travelers review each of their claims prior to submission and each of their Travel Voucher Summaries (TVS) to ensure that they have been paid correctly for their trip.

AO's Departing your Unit: As a reminder, when you are departing your unit for your next PCS assignment, please ensure that you complete your revocation of AO privileges and fax them to PSC. This will ensure that claims will not be mistakenly forwarded to you during your out-processing, and it will ensure that travelers' payments will not be delayed. AO privileges are assigned at each unit by the Commanding Officer and a new form must be completed once you arrive before you can obtain AO authority for that particular unit.

AO's Reviewing Claims:

Authorizing Officials (AO's) are reminded that while reviewing T-PAX claims, ensure that all items on the claim are approved at the amount the member is claiming (if correct). When a member enters orders in the system prior to the travel, lists the estimated cost in the reimbursable items and then has the orders approved, it saves that total. Once the member completes the settlement, they must change the item to the actual cost incurred to be reimbursed, and then forward it to you for approval. There will be two columns in the reimbursable items that you need to review. If you do not change the second column (approved) to the actual cost the member incurred, it will only pay the estimated amount approved on the orders. Please ensure that you review this section, and change any items that need to be changed for proper payment before you approve the orders. You must review the original orders, the claim, the airfare receipt, itemized receipts for lodging, and anything that is \$75.00 or over.

PCS Time Is Here:

DO NOT SUBMIT OR APPROVE PCS CLAIMS VIA T-PAX. T-PAX is not capable of processing PCS claims. If a PCS claim is submitted through T-PAX, it will be deleted. E-mail will be sent to the member requesting that the travel packet be mailed to PSC for processing. Remember, all document type 14 (GTA), 17 (duty moves), and 33 (operational) TONOs must be submitted to FINCEN for processing. When submitting manual claims to PSC for processing, **please include in the packet: the original 1351-2 with original signatures by the member and AO, original orders (and amendments) with original signatures or certification to be a true copy with an original signature, and required receipts.** This will allow PSC to process the claim without returning it to the member for corrections. Look online for receipt status.

Hurricane Evacuation Review:

The Personnel Service Center (PSC) Travel Branch post payment review of evacuation travel claims is well underway. To date, approximately 1,000 claims have been reviewed. Thank you for your support in providing requested documentation in a timely manner. One common discrepancy we have found is lost or missing lodging receipts. Most hotels have willingly provided members fax copies of the receipts for reimbursements. A form is available via PSC's website at: <http://www.uscg.mil/hq/psc/travel/receipts.pdf> or the Personnel and Pay Procedures manual (PPPM) Chapter 2-B-42. Be sure to include your TONO, beginning and ending dates of your stay at the hotel, daily rate, name, address, and phone number of the facility and a point of contact at the hotel for verification. Additionally, signatures must be provided by you and an Approving Official. All information and signatures must be provided for reimbursement. A common question we are being asked is "why do my dependents need an amendment to their orders when there was a message released and amendment done to their orders authorizing them to select an alternate safe haven of their choice within CONUS"? The message did authorize dependents to select an alternate safe haven of their choice within CONUS, however, per the Joint Federal Travel Regulations (JFTR) U6052 the evacuees "must select the exact CONUS safe haven location to which they are traveling at Government expense". If dependents traveled to various locations due to unavailability of lodging or other unforeseen circumstances, an amendment stating the locations and reasons for the travel is required for reimbursement. We appreciate your assistance in this process.

E-Travel News Continued

Mailing in Travel Claims: Travel claims should only be sent to PSC-travel for processing. There have been several instances lately where customers are submitting claims to people at PSC directly. This is not good practice. People, desks, and jobs are constantly changing. Your intent may be to submit a travel claim to PO Buddy and that person may no longer be in a position to assist you. Worse yet, PO Buddy may have been transferred from PSC and your claim may get forwarded to PO Buddy's new unit. This adds an additional unnecessary step in the process and could ultimately delay the processing of your travel claim. The only exception to this is if the person you are speaking to at PSC specifically asks you to submit the claim to their attention.

Printing Your TVS from History:

- 1.) Go to history (binoculars at top of screen).
- 2.) Locate Tono in question, and then under the Travel Order Detail window, highlight the claim you need to print.
- 3.) Click on the correct claim and hit the display button; this will bring up a screen with your claim information on it.
- 4.) Click on the request button, bottom left corner.
- 5.) Once you click the button, you will get a screen with tabs; click on the tab at the bottom that says print request.
- 6.) This will bring up two options, print 1351-2 or Voucher. This allows you to print the signed claim and Travel Voucher Summary that shows what you were paid.

Reminder - AO Checklist Is Available:

To assist Coast Guard AO's in the field and provide a better understanding of travel claim requirements, PSC Travel has constructed an AO Checklist for Post-Travel Approval. This checklist provides a list of items that should be reviewed and verified by the AO prior to approving travel claims. These compliance items are based on requirements contained in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR). A form containing this checklist is posted at <http://www.uscg.mil/hq/psc/travel/aocchecklist.pdf>.

**** A brief reminder:**

**Computer generated random audits are done on approximately 15% of the UTS/TPAX claims received by PSC. Any claim that is over \$2,500 in total entitlements receives a mandatory audit. These audit requests are important to ensure accuracy of the system and meet GAO requirements.

Be sure to check this site for updated information:

<http://cgweb.psc.uscg.mil/travel/t-pax/webhelp/t-paxfaq.htm>

Here is where you can find previous issues of the UTS/T-PAX E-Travel News:

<http://www.uscg.mil/hq/psc/uts/index.htm>

Please share this important information with all of your travelers in your unit/area so they can stay informed of important UTS changes and improvements. Please send your suggestions for improvements to the Customer Service Division via a heat ticket:

<http://www.uscg.mil/hq/psc/customerservice.shtm>

Coming next edition:

Audit: How to make your part of the process more successful, and how to ensure your package has everything it needs to pass.