T-PAX Travel Advances

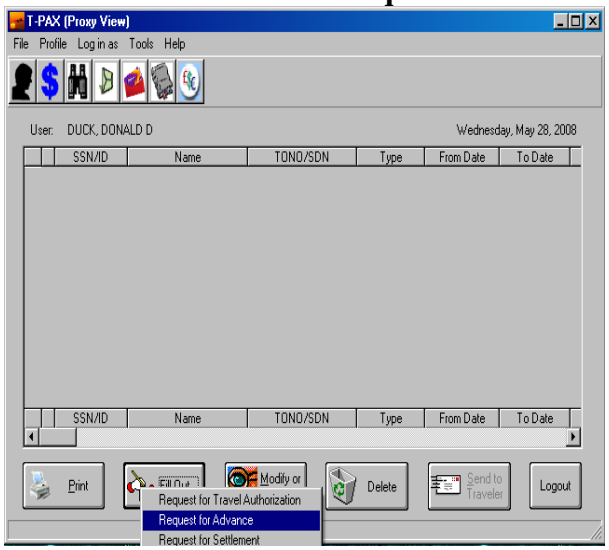
Advance Signature Proxy (ASP)

Introduction

Advance Signature Proxy (ASP) – This function is for SPO's. This permission/designation is granted after the completion of a new form CG PSC-7421 (http://www.uscg.mil/hq/cg1/psc/forms/psc7421.pdf)

Procedure

Follow these steps to request a travel advance as an ASP.

Step	Action
1	Sign into T-PAX and change your view by selecting "*Log in as Proxy*" from the menu bar.
2	Click **Fill Out and Click Request for Advance**.  Note: Although other options appear, they are not available as an Advance Signature Proxy.
3	Type the traveler's name that the advance is to be completed for and click OK.

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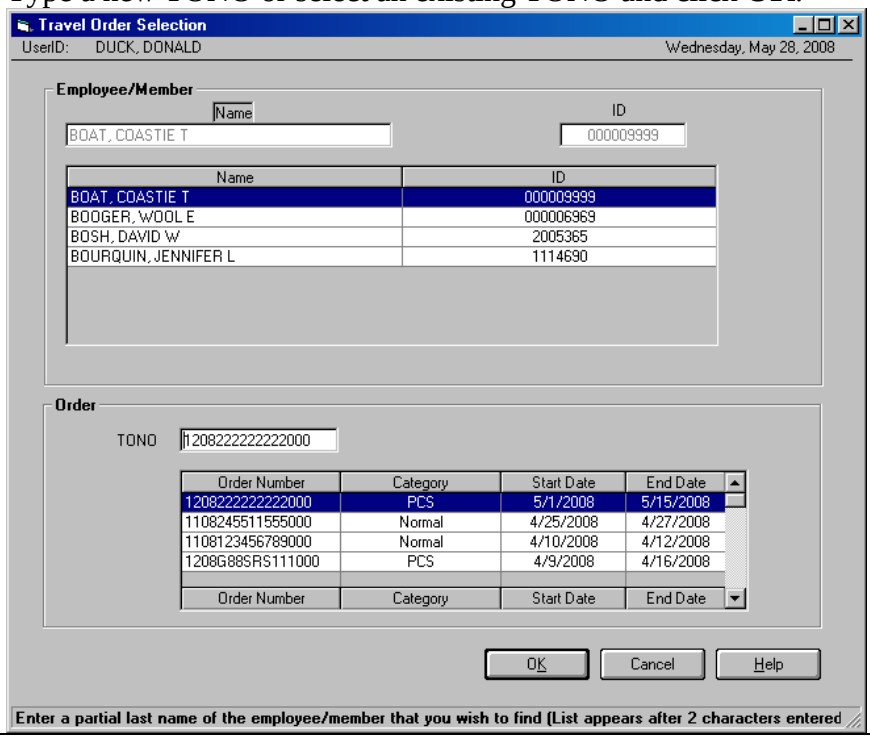
Procedure **(continued)**

Step	Action
4	Type a new TONO or select an existing TONO and click **OK**. 

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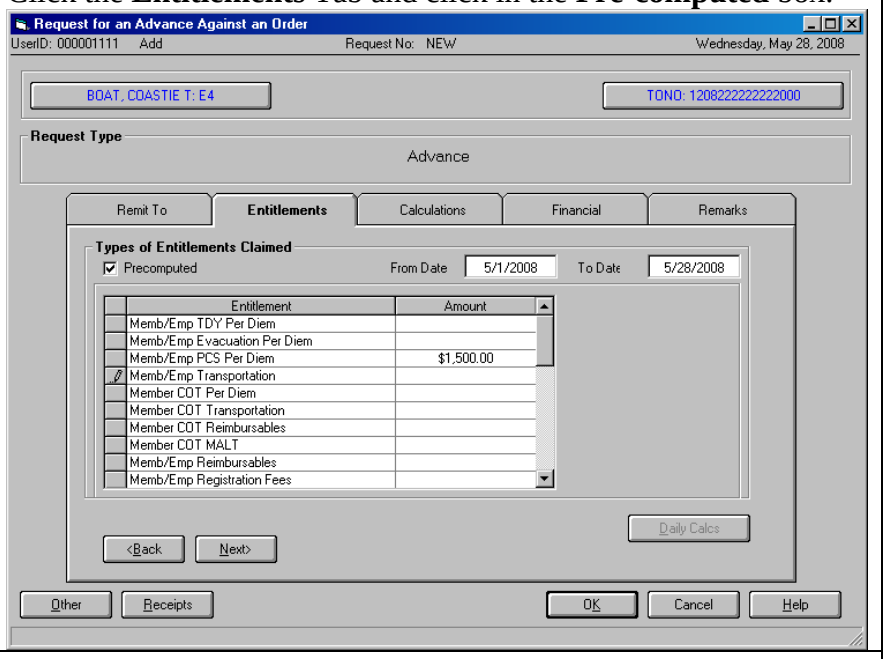
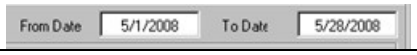
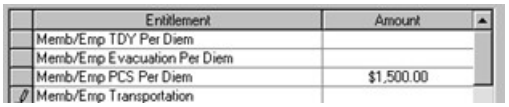
Procedure **(continued)**

Step	Action
5	Click the **Entitlements** Tab and click in the **Pre-computed** box. 
6	Enter the dates for the advance in the **From Date** and **To Date** fields. 
7	Enter the **advance amount** into the **Entitlement Amount** field.  Note – You cannot input amount larger than value of entitlement.

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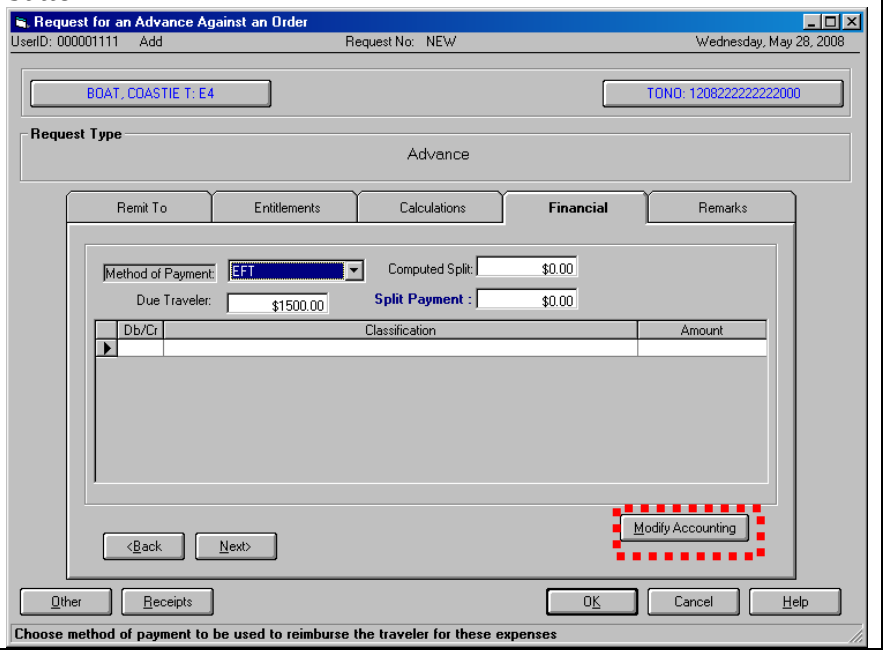
Procedure **(continued)**

Step	Action
8	Click the **Financial Tab** and then click the **Modify Accounting** button 

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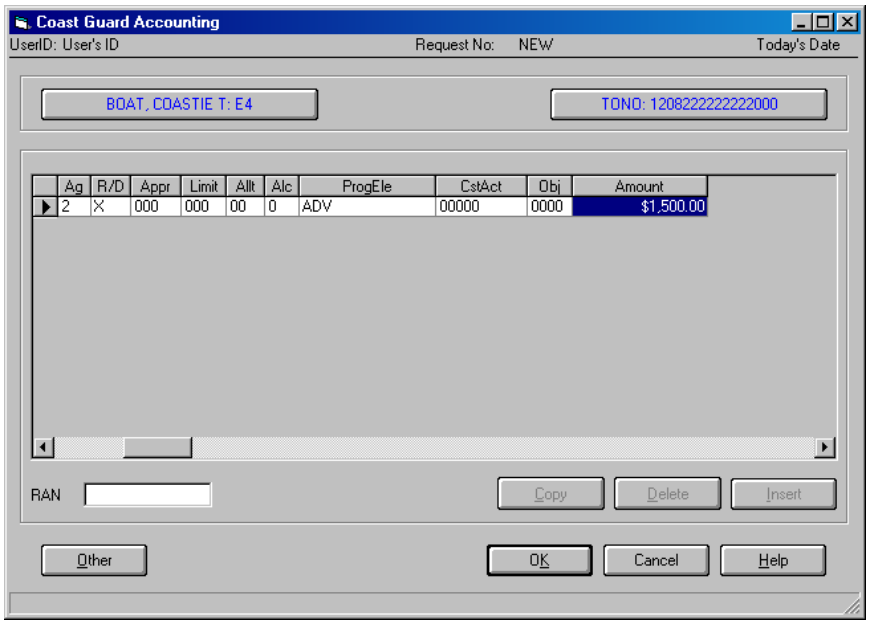
Procedure **(continued)**

Step	Action
9	On the **Coast Guard Accounting** screen click **OK** Note: **DO NOT** change this line of accounting…this is a default used for advances. 

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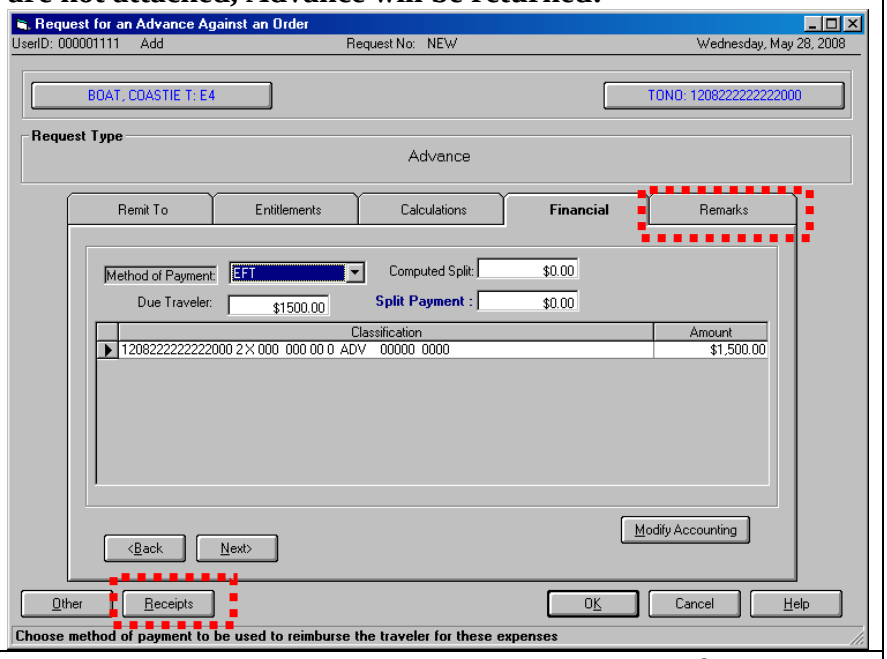
Procedure **(continued)**

Step	Action
10	Enter remarks if required and use the Imaging Function (by clicking the **Receipts** button) to attach **SIGNED** Orders. **If orders are not attached, Advance will be returned!** 
11	When complete, click the **OK** button on the **Request for Advance against an Order** screen.

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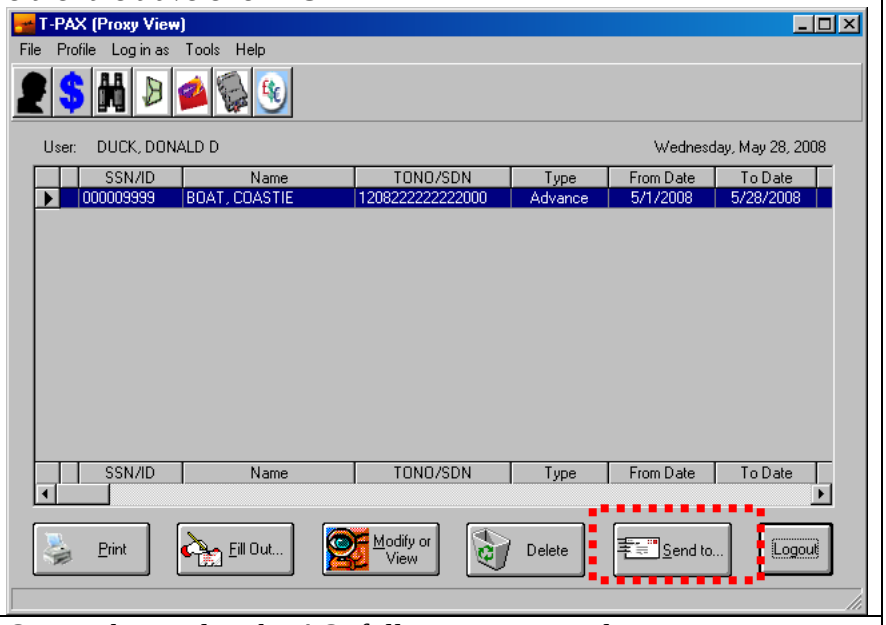
Advance Signature Proxy (ASP), Continued

Procedure **(continued)**

Step	Action
12	Click the **Send to** button – this will give the opportunity to send to either the traveler or AO 
13	Once submitted to the AO, follow same procedures as approving a settlement.
14	ALL advances will be screened by PSC (tvl).