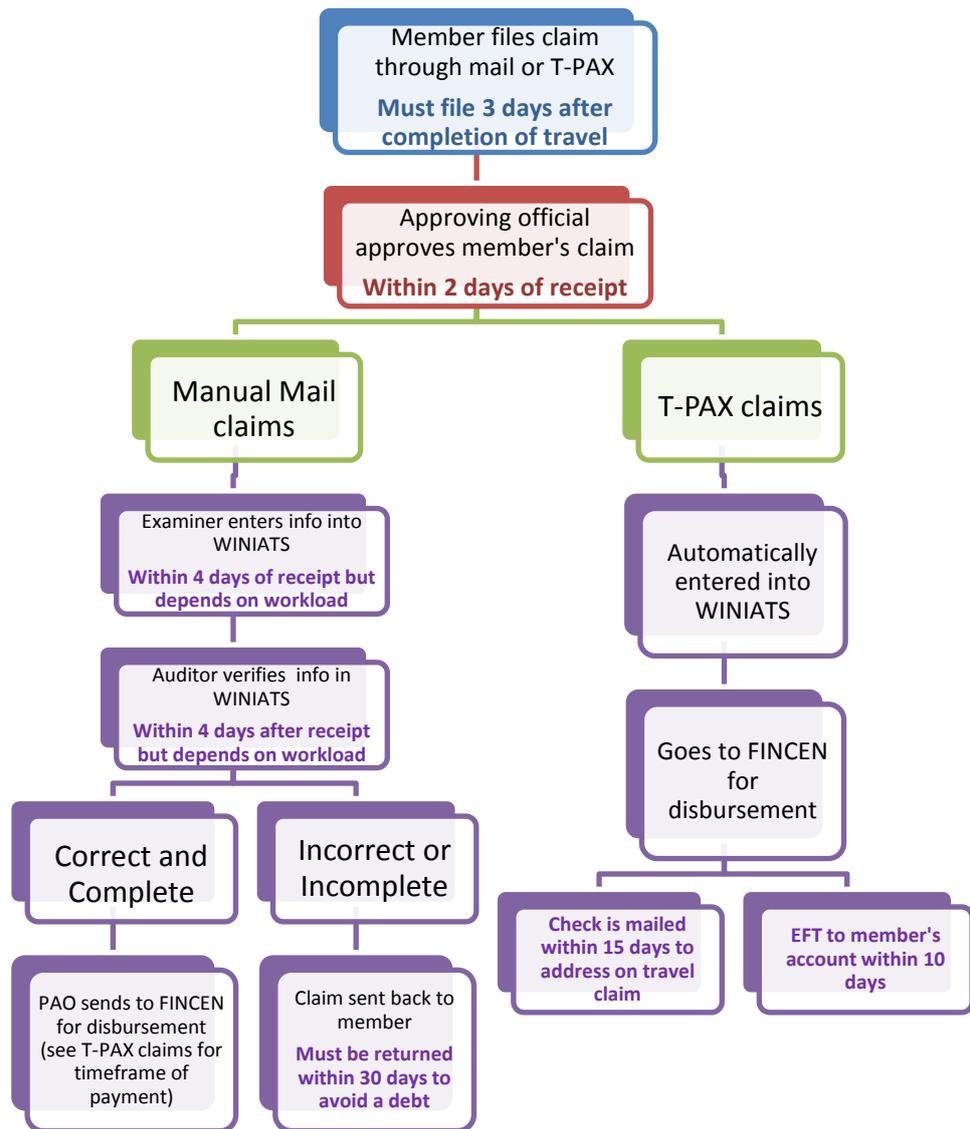


Travel Audit Process Overview

Introduction This presentation provides an overview of the Travel Audit Process.

Audit Timeline This is a simple flow chart of the audit process with approximate time frames.
NOTE: The times are not set in stone as there are peak travel times with many claims being processed by a limited number of examiners and auditors at PPC.



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Travel Audit Process Overview, Continued

Audit Requirements All audits fall under laws and guidelines set forth under Federal Travel Regulations and the PPC Travel Branch.

TPAX audits are required by law under the following guidelines:

- All claims over \$2,500
- 15% of ALL claims submitted (to include those over \$2,500)
- Audit packages must be forwarded within 10 business days.

Submit completed audit packages to:

Commanding Officer (TVL-TPAX-Audits)
USCG Pay and Personnel Center
PO Box 3551
444 SE Quincy Street
Topeka, KS 66601-3551

Required Documentation These items are crucial for a travel claim to be processed in a timely manner.

1. Copy of the signed Orders Authorization (**EVEN IF ORDERS WERE APPROVED IN TPAX**).
2. Copy of all Signed Amendments.
3. Copy of Conference Form if required.
4. Copy of all paid Commercial Transportation Receipts (This includes: Air, Rail, Bus, Ferry and Rental Car receipts).
5. Copy of Itemized Receipt(s) for all lodging with a zero balance.
6. Copy of signed Long Term Lodging Agreement or Rental Agreement.
7. Copy of receipts for all reimbursable expenses of \$75 or more.

****NOTE: CREDIT CARD STATEMENTS ARE NOT AUTHORIZED TO BE USED AS A VALID RECEIPT.**

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Travel Audit Process Overview, Continued

Email Notification

PPC will only notify the traveler of the audit selection by email **ONCE** as all documents should already be in the Web TPAX system. If the traveler receives a KickBack email indicating there is something wrong with the documents or if documentation is missing, the traveler will have **30 calendar days** to open Web TPAX and attach the additional documentation to the travel claim. PPC Travel **must be notified** through a customer service ticket that the requested documentation has been provided.

Sample Email:

Travel Date:	Start Date: 6/1/2015	End Date: 6/7/2015
UAO's Name: Joe Coastie		
Claim Number: 111100001	Block Number: 15F11001	

REQUEST FOR TPAX AUDIT

Please be advised that a recently submitted TPAX claim has been selected for audit.

DOCUMENTS ATTACHED TO THE TRAVEL CLAIM WITHIN TPAX MUST INCLUDE:

- COPY OF THE SIGNED ORDERS AUTHORIZATION EVEN IF ORDERS WERE APPROVED IN TPAX
- COPY OF ALL SIGNED AMENDMENTS
- COPY OF ALL PAID COMMERCIAL TRANSPORTATION RECEIPTS (This includes: Air, Rail, Bus, Ferry and Rental Car receipts)
- COPY OF ITEMIZED RECEIPT(S) FOR ALL LODGING
- COPY OF SIGNED LONG TERM LODGING AGREEMENT OR RENTAL AGREEMENT
- COPY OF RECEIPTS FOR ALL REIMBURSABLE EXPENSES OF \$75 OR MORE

NOTE: CREDIT CARD STATEMENTS ARE NOT AUTHORIZED TO BE USED AS A VALID RECEIPT

If your claim does not have the appropriate documentation attached or PPC Travel needs clarification, you will receive an email notification in the form of a KICKBACK (return) Letter. You will have 30 calendar days to respond by attaching the necessary documents to this specific travel claim. Once the documentation has been attached in TPAX, please submit a customer service ticket with a subject of Audit Correction notifying PPC that the documents are now in the system. Failure to follow these instructions or to comply within the allotted time will result in a partial or complete recoupment of monies paid to you, creating a debt.

Mailing Travel Claims

If documents cannot be scanned, members may still mail in the claim via USPS First Class (per COMDTINST M5119.1B) to:

Commanding Officer (TVL-TPAX Audits)
USCG Pay and Personnel Center (PPC)
444 SE Quincy Street
TOPEKA, KS 66601-3551

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Travel Audit Process Overview, Continued

Responsibility It is your responsibility to see this claim through to the end process. PPC will not be sending out 2nd, 3rd or FINAL requests for audit paperwork. The process has been streamlined to reduce costs and save man hours.

Please see these guides for additional information:

- Travel Payment status
- Verifying the status of a Claim
- Verifying the status of an Advance

PPC will build a debt for any of the claim that does not have proper documentation.
