



Long Term TDY WEB TPAX -- Authorization --

**Please Click the “NOTES” tab on
the right to read the slide
descriptions.**

**Use the player buttons, below, to
advance to the next slide.**

In this presentation we will cover several aspects of processing a Long-Term TDY settlement in TPAX.

Orders issued for Long-Term TDY shall be issued using a "13" type TONO, which indicates a "BLANKET" Type of Order. So...

ensure your TONO begins with a "13" when entering the "ORDER NUMBER".

Then, when selecting from the 'drop-down' menu for the "TYPE OF ORDER", ensure you select "BLANKET". This will allow you to submit multiple settlements (or travel claims) against one set of continuous, long-term TDY orders.

When entering the dates, ensure you enter the 'entire' period of travel covered in the orders. For example, the orders state Title 10 Recall from October 1, 2006 to September 30, 2007. Those are the "Begin Date" and "End Date" entries you should use. The "Number of Days" will automatically fill based on those dates.



What's Authorized



Quarters

- Government (Use Directed)
- Contract Quarters
- Commercial Lodging
- Dual Lodging
- No Lodging Required

Messing

- Government Rate (Military Only)
 - Mess is Directed for ALL three meals
 - Proportional Rate
 - Reduced per item (Mil.)
 - Government Rate for Essential Meals
- Commercial (full locality per diem)
 - Reduced Per Diem Authorized (On)
 - No Per Diem Authorized (On)
 - Actual Expense
 - Super Actual Expense Lodging Plus (300%)
 - Conference Per Diem (125%)
 - Actual Expense Lodging Plus (150%)

Mode of Transportation

<input checked="" type="checkbox"/> Commercial Carrier	Gov't Owned Conveyance:
<input type="checkbox"/> Gov't Procured Transportation	None
Pvt. Owned Conveyance:	None
<input type="checkbox"/> POV is more advantageous to the Govt	POV not to exceed GTR of: 0
<input checked="" type="checkbox"/> Rental Car	Rental Upgrade: None

Miscellaneous

- Num Excess Bags: One phone/taxi
- Official Comm. Fees Personal Phone NTE
- Leave Authorized Variations Authorized
- Registration Fee Conference Fee Taxi In/Around
- Remain Overnight for:
- RON Location:

Buttons

Next

If there are variations to a given settlement, the “What’s Authorized” tab must be amended by the AO.



Departure/Arrival



Check if applicable

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
Departure Date: 10/01/2011	Departure Location (click to edit) Topeka, KS, Shawnee		<input checked="" type="checkbox"/> Duty Day		<input type="checkbox"/> Is Local	Method of Reimbursement: LDP - Lodging Plus	AE Percentage: 0	Daily Ldg Cost 186.00	Lodging Tax: 14.58	
Arrival Date: 10/01/2011	Arrival Location (click to edit) BOS, MA, Suffolk		<input checked="" type="checkbox"/> Duty Day			Reason for Stop: TD - Temporary Duty	Lodging Type: CQ - Comm Qtrs Incidental Expense Full			
							Meals Type: M&IE: 71.00			
							CM - Commercial Meals			
<input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/>										

Itinerary

Enter lodging costs, taxes

↑

Complete the Itinerary for this leg. The departure/arrival dates are the first day of the first trip on this blanket/repeat travel authorization. The Arrival location should be the first place you plan to visit.



Departure/Arrival Cont'd



View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
10/1/2011 10/1/2011	DEP ARR	Topeka, KS, Shawnee BOS, MA, Suffolk	CP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> LDP	CQ	CM	186.00 14.58 0		

Departure Date: 12/31/2011 Departure Location (click to edit): BOS, MA, Suffolk

Method of Transportation: Duty Day CP - Commercial Plane

Arrival Date: 12/31/2011 Arrival Location (click to edit): Topeka, KS, Shawnee

Reason for Stop: MC - Mission Complete

Duty Day Select the reason the traveler stopped at this location.

Is Local

Method of Reimbursement: AD Percentage

Lodging Type: CQ - Comm Qtrs Incidental Expense Full

Meals Type: M&IE: 46.00 CM - Commercial Meals

Daily Ldg Cost: 0

Lodging Tax: 0

Miles: 0

The departure/arrival dates on this screen are the date of the last day of the travel authorization.



Enter Reimbursables



KOYOTE, WYLEE **Temporary Duty Trip** View: Traveler

TONO:	1312512512512000	Covered from:	10/1/2011
Type of order:	Blanket	to:	9/30/2012

What's Authorized Itinerary **Reimbursables**

Date	Description	Claimed

Add / Edit Trip Expenses 

Back **Accept Changes** **Cancel** **Help**

Press the “Add/Edit Trip Expenses” button.

The screenshot shows a web-based application titled "Authorization Request". At the top left is the logo for "PPC Pay & Personnel Center" featuring a sunflower and a lighthouse. At the top right is the official seal of the "UNITED STATES COAST GUARD" from 1790. The main title "Authorization Request" is centered above a form area.

The form header includes "Koyote, Wylee" and "TONO: 1312512512512000". The "View: Traveler" option is selected. The form itself has a purple header bar with tabs for "Entitlements" (which is active), "Computations", "Financial", and "Remarks".

In the main content area, there is a table for "Entitlement Type" entries:

Entitlement Type	Dates Encompassed	Status
Temporary Duty Trip	10/1/2011-12/31/2011	Validated Data

Below the table are buttons for "Temporary Duty Trip" and "<= Add This Entitlement".

At the bottom of the form are buttons for "Next", "Manage Images", "WebNow", "SAVE", "Cancel", and "Help". A large red arrow points to the "Next" button.

Press the “Next” button.

KOYOTE, WYLEE
TONO: 1312512512512000

Authorization Request

Type of order: Blanket Covered from: 10/1/2011 to: 9/30/2012

Type of Transaction: Authorization Original Order

View: Traveler

Entitlements Computations Financial Remarks

Description	Total
Memb/Emp TDY Per Diem	21,742.56
Memb/Emp Transportation	605.94
Memb/Emp Reimbursables	1,195.30

Total Obligation 23,543.82

Note: Per diem is now listed

Back Next Manage Images SAVE Cancel Help

Now

A red arrow points to the "Next" button at the bottom of the screen.

Note that the per diem is now listed. Press the “Next” button.



Authorization Request



KOYOTE, WYLEE
TONO: 1312512512000

Authorization Request

View: Traveler

Type of order:	Blanket	Covered from:	10/1/2011	to:	9/30/2012
Type of Transaction:	Authorization	Original Order			

Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1312512512000 2 P 101 179 30 0 PP 47400 2103	23 543.82

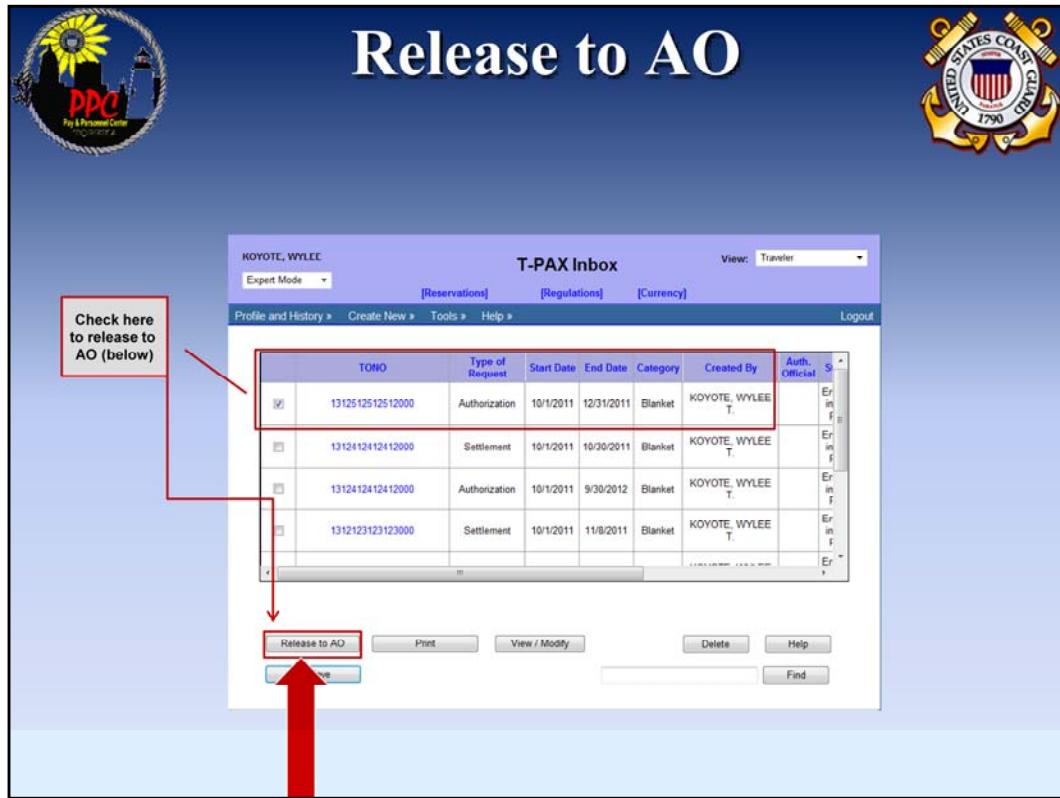
Add/Modify Accounting

Back **Next** Manage Images

SAVE Cancel Help

A red arrow points upwards towards the "Next" button.

Press the “Next” button.



Select the authorization and press the “Release to AO” button.



Long-Term WEBTPAX

-- Begin Settlement --



Beginning TDY



KOYOTE, WYLEE **Temporary Duty Trip** View: Traveler

TONO	1312512512512000	Covered from:	10/1/2011
Type of order:	Blanket	to:	9/30/2012

What's Authorized **Itinerary** Reimbursables

Duration of travel

Date	Locat	No trip itinerary to be entered
		No trip itinerary to be entered
		Greater than or equal to 24 hours
		Less than 24 hours with lodging
		Less than 24 hours no lodging
		Less than or equal to 12 hours
		L.T. TDY Contd - Middle
		L.T. TDY Contd - Ending

Add / Edit Trip Itinerary

Local? Lodging Meals Lodging Taxes Miles

Back Next Accept Changes Cancel Help

Once you begin entering the Settlement click the drop-down for the “Duration of Travel” Scroll down until you see the three LT TDY options

“LT TDY BEGINNING”, “LT TDY Contd-MIDDLE”, and “LT TDY Contd-ENDING”.

The “Beginning” option is to be used for the FIRST settlement (or travel claim) filed against a set of orders. This will process the first and the last day of this settlement in TPAX properly.

The “Middle” option is to be used for the SECOND and SUBSEQUENT settlements up to but EXCLUDING the FINAL settlement. This too will process the first and last day in TPAX properly...at 100% per diem – no more need to claim back-to-back orders in the Reimbursables!

The “Ending” option is to be used for the FINAL settlement for a given set of Long-Term TDY orders. Again, the first and last day are processed properly.

Since this will be the first settlement, select the LT DTY - BEGINNING option.



First Day Itinerary



KOYOTE, WYLEE
TONO: 1312512512512000

Itinerary

Date Location Trans Reason Duty Day IDL Local? Method Lodging Meals Lodging Taxes Miles

Departure Date: 10/01/2011	Arrival Date: 10/01/2011	Method of Transportation: CP - Commercial Plane	<input type="checkbox"/> Is Local	Method of Reimbursement: LDP - Lodging Plus	AE Percentage: 0	Daily Ldg Cost: 106.00
Topoka, KS, Shawnee	BOS, MA, Suffolk	Reason for Stop: TD - Temporary Duty	<input checked="" type="checkbox"/>	Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full	Lodging Tax: 14.58	Miles: 0
<input type="checkbox"/> Duty Day <input type="checkbox"/> Duty Day						

Accept Leg Cancel Changes

First day of Travel

Do not check: Duty day will auto-populate

Enter Lodging cost and Lodging Tax

Enter the dates for this trip and any lodging costs and taxes.

Click "Accept Leg" when done.



31 Day Incremental Filing



KOYOTE, WYLEE
TONO: 1312512512000

Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
10/1/2011 10/1/2011	DEP ARR	Topeka, KS, Shawnee BOS, MA, Suffolk	CP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> LDP	CQ	CM	186.00 14.58 0		

Departure Date: 10/31/2011
BOS, MA, Suffolk
Method of Transportation: CP - Commercial Plane
 Duty Day

Arrival Date: 10/31/2011
BOS, MA, Suffolk
Reason for Stop: MC - Mission Complete
 Duty Day

Is Local:

Method of Reimbursement: AE Percentage: 0
Lodging Type: CQ - Comm Qtrs Incidental Expense Full
Meals Type: CM - Commercial Meals

Daily Log Cost: 0
Lodging Tax: 0
Miles: 0

Accept Leg Cancel Changes

Do not check

Enter your itinerary as normal, using the actual first date of travel, and the last date of "THIS PORTION" of your settlement, or the "Pay to" date.



(31 Days) Payment



KOYOTE, WYLEE Temporary Duty Trip View: Traveler

TONO:	1312512512512000	Covered from:	10/1/2011
Type of order:	Blanket	to:	9/30/2012

What's Authorized **Itinerary** Reimbursables

Duration of travel: **1. ITIN - Beginning** Status: Officer Pay To: **10/31/2011**

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
10/1/2011 10/1/2011	DEP ARR Topeka, KANSAS BOS, MASSACHU.	CP TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP CQ	CM	186.00 14.58 0			
10/31/2011 10/31/2011	RVIT STAT BOS, MASSACHU... BOS, MASSACHU...	CP MC	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	NLG		0.00 0.00 0			

Add / Edit Trip Itinerary

Back **Next** Exceptions Occasionals Accept Changes Cancel Help

↑

Review the itinerary and click Next.

KOYOTE, WYLEE
TONO: 1312512512512000

Settlement Request

Type of order: **Blanket** Covered from: **10/1/2011** to: **9/30/2012**

Type of Settlement: **Final** Type of Partial: **Not a Partial**

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:

Entitlement Type	Dates Encompassed	Status	Actions
Edit Temporary Duty Trip	10/1/2011-10/31/2011	Validated Data	Delete Calcs Comp

[Temporary Duty Trip](#) [=> Add This Entitlement](#)

Back Next Manage Images Receipts **SAVE** Cancel Help

WebNow

In the bottom, right-hand corner is a button for “Daily Calculations”. Click this button to verify TPAX is paying your entitlements properly.

KOYOTE, WYLEE

TONO: 1312512512512000

Daily Expenses

View: Traveler

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incrdt	Total Amount	Lodging Tax
10/01	LDP	221.00	71.00	CM	CM	CM	186.00			Partial Day	239.25	14.58	
10/02	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/03	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/04	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/05	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	6.00	267.00	14.58
10/06	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/07	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/08	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/09	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/10	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58

Previous [Next](#)

Done

Initial day
At 75%

The ‘Daily Calculations’ screen appears.

Note how TPAX is paying 75% of the M&IE for the first day...

And 100% for the last day.

Click the “Next” link.



Calculations



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Remarks

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incfd	Total Amount	Lodging Tax
10/11	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/12	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/13	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/14	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/15	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/16	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/17	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/18	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/19	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
10/20	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58

Previous Next



Click the "Next" link.



Calculations



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

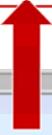
View: Traveler

Remarks

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdfl	Total Amount	Lodging Tax
10/21	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/22	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/23	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/24	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/25	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/26	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/27	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/28	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/29	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	
10/30	LDP	221.00	71.00	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58	

Previous Next



Click the "Next" link.



Finalized Daily Expenses



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
10/31	LDP	221.00	71.00	CM	CM	CM	186.00	13.00	19.00	34.00	5.00	257.00	14.58
												7949.25	451.98
Previous Next													

Remarks

Done



Press the “Done” button.



Computations (total)



KOYOTE, WYLEE Settlement Request View: Traveler

Type of order: Blanket Covered from: 10/1/2011 to: 9/30/2012

Type of Settlement: Final Type of Partial: Not a Partial

Description	Total
Memb/Emp TDY Per Diem	7,649.96
Memb/Emp Transportation	1,193.30
Memb/Emp Reimbursables	451.98

Remit To: Transactions: Entitlements: Computations: Financial: Remarks:

Total Entitlement: <input type="text"/> 9,584.53
Deductions: <input type="text"/> 0.00
Partial Payments: <input type="text"/> 0.00
Amount Payable: <input type="text"/> 9,584.53
Advances: <input type="text"/> 0.00

Method of Payment: Direct Deposit

Due Employee: <input type="text"/> 9,584.53
Split Payment: <input type="text"/> 0.00

Computed Split: 0.00
Enter amount in Split Payment field to pay GTCC

Back Next Manage Images Receipts SAVE Cancel Help

Enter desired split amount

↑

Complete the Split disbursement amounts.

KOYOTE, WYLEE
TOID: 1312512512512000

Settlement Request

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

Remit To Transactions Entitlements Computations **Financial** Remarks

Db/Cr	Classification String	Amount
Db	1312512512512000 2 P 101 179 30 0 PP 47400 2103	9,564.53

Add/Modify Accounting

Back **Next** Manage Images Receipts **SAVE** Cancel Help

Press the “Next” button.



Long-Term WEBTPAX

--Middle Settlement--



Travel Duration



KOYOTE, WYLEE **Temporary Duty Trip** View: Traveler

TONO:	1312512512512000	Covered from:	10/1/2011
Type of order:	Blanket	to:	9/30/2012

What's Authorized **Itinerary** Reimbursables

Duration of travel: No trip itinerary to be entered

Date	Locat	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
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→ L.T. TDY Contd - Middle

Add / Edit Trip Itinerary

Back Next Accept Changes Cancel Help

When entering a SUBSEQUENT settlement, that is all other settlements EXCEPT the FINAL, select

The LT TDY Contd - MIDDLE option.

KOYOTE, WYLEE **Temporary Duty Trip** View: Traveler

TONO: 1312512512512000 Covered from: 10/1/2011
 Type of order: Blanket to: 9/30/2012

What's Authorized **Itinerary** Reimbursables

Duration of travel: L.T. TDY Contd - Middle Status: Officer Pay From: 11/01/2011 Pay To: 11/30/2011

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
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Inclusive dates of requested Travel Pay Period

Add / Edit Trip Itinerary

Back Next Accept Changes Cancel Help

With the MIDDLE option, we now see both new fields; the

“Pay From” and “Pay To”. These are the specific dates for this SUBSEQUENT settlement.

The itinerary for this settlement will be for the period noted in the “Pay From” and “Pay To” block. In this case, the entire month of November.

However, the FIRST date of your ITINERARY will always be the FIRST date of travel under these orders. In this scenario, October 1st.

Your FIRST ARRIVAL date will be the same as the PAY FROM date noted above, and the location will need to be changed to the TDY location.

Click the “Add/Edit Trip Itinerary” button.



Itinerary



KOYOTE, WYLEE
TONO: 1312512512512000

Itinerary View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local?	Lodging Method	Meals	Lodging	Taxes	Miles
Original Date 10/26/2011	Original Location (click to edit) BOS, MA, Suffolk	Method of Transportation: <input checked="" type="checkbox"/> Duty Day	<input type="checkbox"/> Is Local			Method of Reimbursement: LOP - Lodging Plus				Daily Log Cost 157
Arrival Date 11/01/2011	Continue Location (click to edit) BOS, MA, Suffolk	Reason for Stop: TD - Temporary Duty	<input checked="" type="checkbox"/> Duty Day			AE Percentage 0				Lodging Tax 13.69
<input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/>										
<input type="checkbox"/> CP <input type="checkbox"/> MC <input type="checkbox"/> NLG <input type="checkbox"/> 0.00 <input type="checkbox"/> 0.00 <input type="checkbox"/> 0										

Be aware of any change in per diem rates:
 check with your hotel to adjust your bill accordingly.

Use original departure date
New date

Complete the Itinerary for this trip. Note the use of the original departure date in the first block. The Arrival date is begin date of this trip.

Remember to update your per diem rates for this trip.




Itinerary, Cont'd

KOYOTE, WYLEE
TONO: 1312512512512000

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
10/1/2011 11/1/2011	ARR STAT BOS, MA, Suffolk BOS, MA, Suffolk	TD	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP CQ CM 157.00 13.59 9					

Use last day of requested travel pay period

Departure Date: 10/30/2011
 BOS, MA, Suffolk
 Method of Transportation:
 Duty Day
 Arrival Date: 11/30/2011
 BOS, MA, Suffolk
 Reason for Stop:
 MC - Mission Complete
 Duty Day

Is Local:

Method of Reimbursement:
 AE Percentage: 0
 Lodging Type:
 NLG - No Lodging Required
 Meals Type: M&E: 71.00
 CM - Commercial Meals

Daily Ldg Cost: 0
 Lodging Tax: 0
 Miles: 0

[Accept Leg](#)
[Cancel Changes](#)

Note: traveler will be paid from 11/1 through 11/30

The next leg of the Itinerary will be completed with the last day of the trip.



Calculations



KOYOTE, WYLEE
TONO: 1312512512512000

Settlement Request

Type of order: **Blanket** Covered from: **10/1/2011** to: **9/30/2012**

Type of Settlement: **Final** Type of Partial: **Not a Partial**

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:

Entitlement Type	Dates Encompassed	Status	Delete	Calcs	Comp
Temporary Duty Trip	11/1/2011-11/30/2011	Validated Data	Delete	Calcs	Comp

[Temporary Duty Trip](#) <= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

WebNow

A red arrow points to the "Calcs" link in the table row.

Click the “Calcs” link to review what TPAX is paying for this leg.

KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incld	Total Amount	Lodging Tax
11/01	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/02	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/03	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/04	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/05	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	6.00	228.00	13.59
11/06	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/07	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/08	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/09	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/10	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59

Previous [Next](#)

Done

You will note that both the FIRST and LAST days are paying 100% per diem.

Click the "Next" link to continue.



Daily Expenses, Cont'd



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdt	Total Amount	Lodging Tax
11/11	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/12	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/13	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/14	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/15	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/16	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/17	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/18	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/19	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/20	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59

[Previous](#) [Next](#)

Done

↑

Click the "Next" link to continue.



Daily Expenses, Cont'd



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
11/21	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/22	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/23	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/24	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/25	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/26	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/27	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/28	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/29	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
11/30	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59

Previous Next

↑

Click the "Next" link to continue.



Total Daily Expenses



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Remarks

Done

Date	Day	Ldg	M&IE	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdit	Total Amount	Lodging Tax
												6840.00	407.70

Previous Next



DONE

Click the “Done” button.

KOYOTE, WYLEE

TONO: 1312512512512000

Settlement Request

Type of order: Blanket Covered from: 10/1/2011 to: 9/30/2012

Type of Settlement: Final Type of Partial: Not a Partial

Description	Total
Mem/Empl TDY Per Diem	6,840.00
Mem/Empl Transportation	694.92
Mem/Empl Reimbursables	407.70

Remit To: Transactions: Entitlements: Computations: Financial: Remarks:

Total Entitlement	7,942.62
Deductions	0.00
Partial Payments	0.00
Amount Payable	7,942.62
Advances	0.00

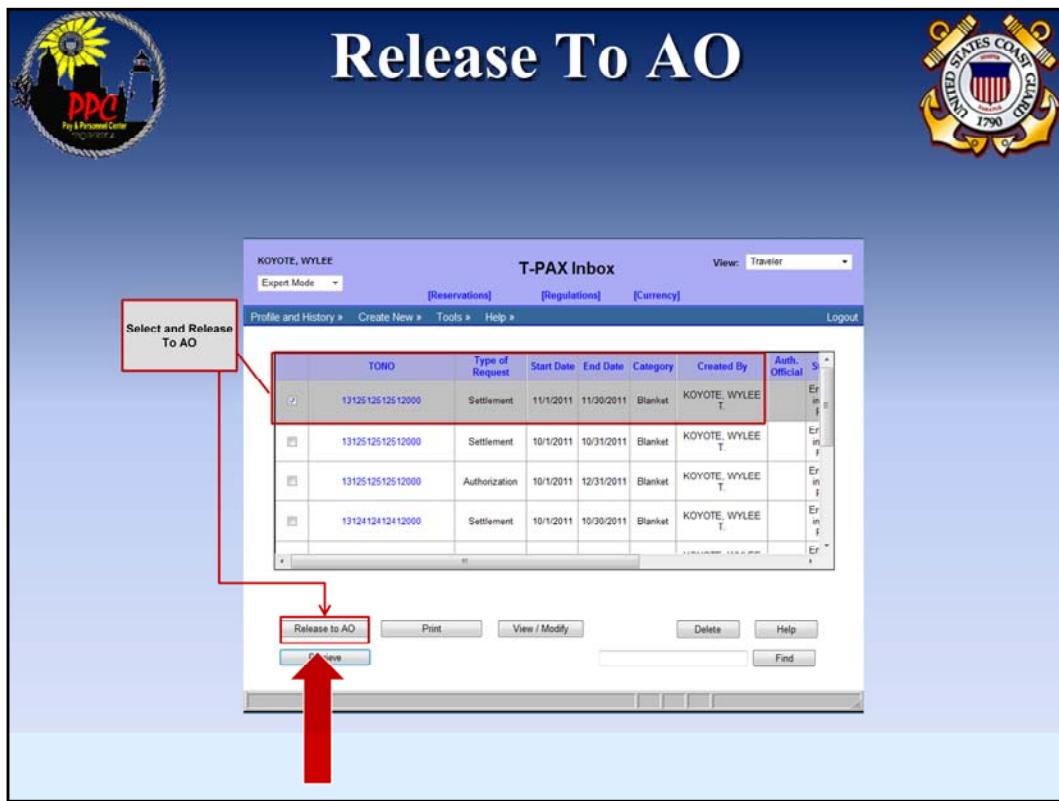
Method of Payment: Direct Deposit

Due Employee	7,942.62
Split Payment	0.00

Computed Split: 4710.00
Enter amount in Split Payment field to pay GTCC

Back Next Manage Images Receipts SAVE Cancel Help

Complete the Split Disbursement amounts.



Select the settlement and click the “Release to AO” button.



Long-Term WEBTPAX

--Final Settlement--



What's Authorized



KOYOTE, WYLEE **Temporary Duty Trip** View: Traveler

TONO: 1312512512512000	Covered from: 10/1/2011
Type of order: Blanket	to: 9/30/2012

What's Authorized Itinerary Reimbursables

Owner operator of POV
Transportation Restrictions: Commercial (Rail/Air/Bus/Ship) Authorized

Next Accept Changes Cancel Help

A red arrow points upwards towards the "Next" button.

Click the “Next” button to access the Itinerary tab.

KOYOTE, WYLEE **Temporary Duty Trip** View: Traveler

TONO: 1312512512512000 Covered from: 10/1/2011
Type of order: Blanket to: 9/30/2012

What's Authorized Itinerary Reimbursables

Duration of travel: LT TDY Contd - Ending Status: Officer Pay From: 12/1/2011

Date	Location	Trans Reason	Duty Day	INR	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
10/1/2011	ARR STAT BOS, MASSACHUSETTS	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LDP	CQ	CM	157.00	13.59	0
12/1/2011	DEP BOS, MASSACHUSETTS	TD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> NLG			0.00	0.00	0
12/31/2011	ARR Topeka, KANSAS	CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MC			0.00	0.00	0

Add / Edit Trip Itinerary

Back Next Exceptions Occasional Accept Changes Cancel Help

Finally, when entering your LAST settlement for a given “Long-Term TDY, select LT TDY Contd - ENDING option from the ACTUAL TRIP DURATION drop-down on the Actual Itinerary tab.

The “Pay From” date is the first day of the last leg of the trip.

Click the “Add/Edit Trip Itinerary” button.



Itinerary, Cont'd



Retain original departure date

New date

Original Date: 10/01/2011
Arrival Date: 12/01/2011

Original Location: BOS, MA, Suffolk
Continue Location: BOS, MA, Suffolk

Duty Day

Method of Transportation:

Method of Reimbursement: LDP - Lodging Plus
AE Percentage: 0

Is Local

Lodging Type: CQ - Comm1 Qtrs Incidental Expense Full
Lodging Tax: 13.69

Meals Type: CM - Commercial Meals

Miles: 0

Daily Ldg Cost: 157.00

Accept Leg Cancel Changes

A large red arrow points upwards from the bottom of the itinerary form towards the Accept Leg button.

Complete the itinerary. Note that the Original date of first trip is used in the first field. The first day of the last trip is used in the Arrival Date field. Complete the itinerary portion the same as previously noted; however, finish your itinerary in a normal fashion by returning to your Permanent Duty Station.



Final Leg of Itinerary



KOYOTE, WYLEE
TONO: 1312512512512000

Itinerary View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
10/1/2011 12/1/2011	DEP ARR BOS, MA, Suffolk BOS, MA, Suffolk	TD	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP CQ CM 157.00 13.59 0					

Enter final departure date here

Final arrival date

Departure Date: 12/31/2011 Departure Location (click to edit): BOS, MA, Suffolk Is Local: Location traveler departed from:

Method of Transportation: Duty Day CP - Commercial Plane

Arrival Date: 12/31/2011 Arrival Location (click to edit): Topeka, KS, Shawnee Reason for Stop: MC - Mission Complete Duty Day

Method of Reimbursement: AF Percentage: Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full Meals Type: CM - Commercial Meals

Daily Ldg Cost: Lodging Tax: Miles:

Accept Leg Cancel Changes

A large red arrow points upwards from the bottom right corner of the itinerary form towards the Accept Leg button.

Complete the itinerary portion the same as previously noted; however, finish your itinerary in a normal fashion by returning to your Permanent Duty Station.



Calculations



KOYOTE, WYLEE
TONO: 1312512512512000

Settlement Request

Type of order: **Blanket** Covered from: **10/1/2011** to: **9/30/2012**

Type of Settlement: **Final** Type of Partial: **Not a Partial**

Remit To Transactions **Entitlements** Computations Financial Remarks

Travel Not Performed:

Entitlement Type	Dates Encompassed	Status	Calcs	Comp
Edit Temporary Duty Trip	10/1/2011-12/31/2011	Validated Data	Delete	Calcs Comp

[Temporary Duty Trip](#) [=> Add This Entitlement](#)

Back Next Manage Images Receipts SAVE Cancel Help

WebNow

A red arrow points downwards to the "Calcs" link in the table row.

Click the “Calcs” link to review the planned payments.

KOYOTE, WYLEE

TONO: 1312512512512000

Daily Expenses

View: Traveler

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incldt	Total Amount	Lodging Tax
12/01	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/02	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/03	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/04	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/05	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/06	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/07	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/08	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/09	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/10	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59

Previous Next

Reviewing the DAILY CALCULATIONS shows that T-Pax has paid 100% per diem for the FIRST day, and 75% per diem for the LAST day.

Click the “Next” link to continue. Click the “Done” button when finished reviewing the daily calculations.



Daily Expenses



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Remarks

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdt	Total Amount	Lodging Tax
12/11	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/12	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/13	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/14	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/15	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/16	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/17	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/18	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/19	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	
12/20	LDP	158.00	71.00	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59	

Previous Next



Click the "Next" link to continue. Click the "Done" button when finished reviewing the daily calculations.



Daily Expenses



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: Traveler

Remarks

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdft	Total Amount	Lodging Tax
12/21	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/22	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/23	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/24	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/25	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/26	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/27	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/28	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/29	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59
12/30	LDP	158.00	71.00	CM	CM	CM	157.00	13.00	19.00	34.00	5.00	228.00	13.59

Previous Next



Click the "Next" link to continue. Click the "Done" button when finished reviewing the daily calculations.



Final Calculations



KOYOTE, WYLEE
TONO: 1312512512512000

Daily Expenses

View: [Total](#) [Dinner](#)

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdit	Total Amount	Lodging Tax
12/31	LDP	158.00	71.00	CM	CM	CM	0.00			Partial	Day	53.25	0.00
												6893.25	407.70

[Previous](#) [Next](#)

Remarks

Last day is partial

Reviewing the DAILY CALCULATIONS shows that TPAX has paid 100% per diem for the FIRST day, and 75% per diem for the LAST day.

Click the “Done” button when finished reviewing the daily calculations.

The screenshot shows a software interface for a 'Settlement Request'. At the top left is the logo for 'PPC Pay & Personnel Center' featuring a sunflower. At the top right is the seal of the 'UNITED STATES COAST GUARD' with the year '1790'. The main title 'Amount Payable' is centered at the top.

KOYOTE, WYLEE **Settlement Request** View: Traveler

Type of order: **Blanket** Covered from **10/1/2011** to **9/30/2012**

Type of Settlement: **Final** Type of Partial: **Not a Partial**

Remit To: Transactions: Entitlements: **Computations** Financial Remarks

Description	Total
Memb/Emp TDY Per Diem	6,883.94
Memb/Emp Transportation	678.99
Memb/Emp Reimbursables	407.70

Total Entitlement: **7,979.64**
Deductions: **0.00**
Partial Payments: **0.00**
Amount Payable: **7,979.64**
Advances: **0.00**

Method of Payment: **Direct Deposit**

Due Employee: **7,979.64**
Split Payment: **0.00**
Computed Split: **5,117.70**

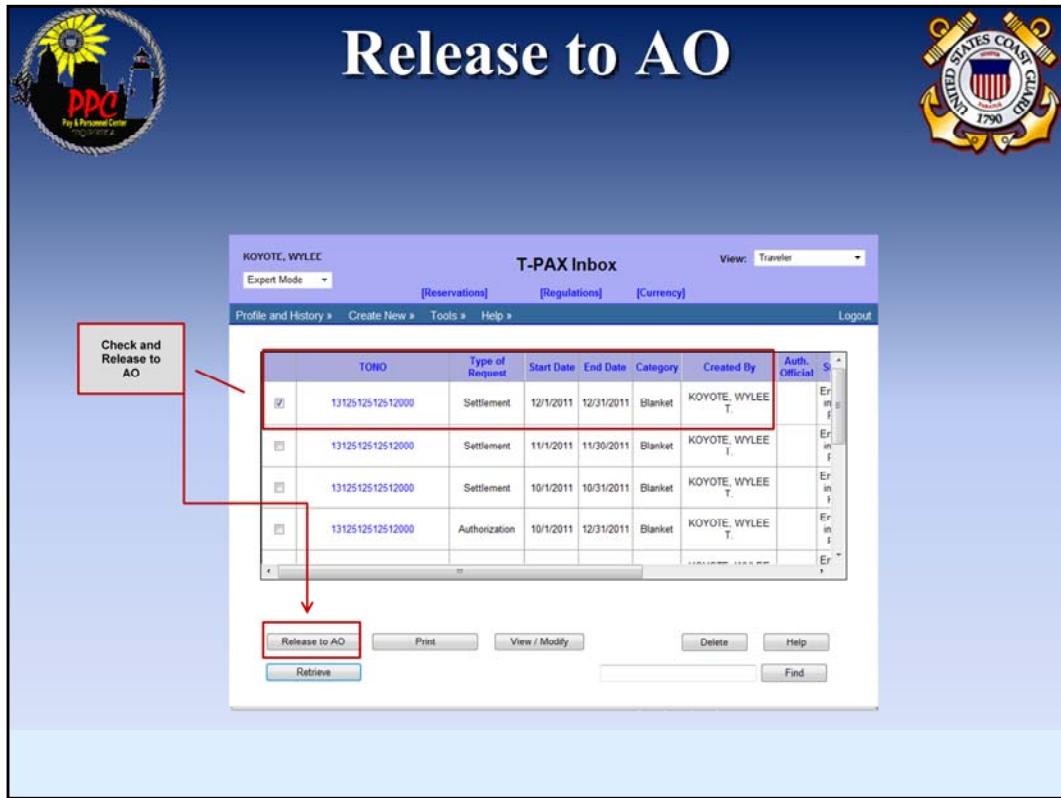
Enter amount in Split Payment field to pay GTOC

Back Next Manage Images Receipts SAVE Cancel Help

A red arrow points upwards from the bottom of the 'Computations' tab towards the 'Next' button. A red box highlights the 'Split Payment' field with the instruction 'Enter desired split amount'.

Complete the split disbursement amounts.

Click the "Next" button.



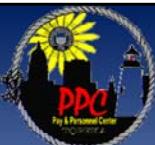
Select the settlement and press the “Release to AO” button.

The image shows the T-PAX Inbox application interface. At the top left is the PPC (Pay & Personnel Center) logo featuring a sunflower and the letters 'PPC'. At the top right is the United States Coast Guard seal. The main title 'T-PAX Inbox' is centered at the top. Below the title is a toolbar with buttons for 'Expert Mode', 'View: Traveler', '[Reservations]', '[Regulations]', '[Currency]', 'Profile and History', 'Create New', 'Tools', 'Help', and 'Logout'. The main content area displays a table titled 'TONO' with four rows of data. The columns are labeled: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, and Status. The data is as follows:

TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status
1312512512512000	Settlement	12/1/2011	12/31/2011	Blanket	KOYOTE, WYLEE T.		Er in F
1312512512512000	Settlement	11/1/2011	11/30/2011	Blanket	KOYOTE, WYLEE T.		Er in F
1312512512512000	Settlement	10/1/2011	10/31/2011	Blanket	KOYOTE, WYLEE T.		Er in F
1312512512512000	Authorization	10/1/2011	12/31/2011	Blanket	KOYOTE, WYLEE T.		Er in F

Below the table are buttons for 'Release to AO', 'Print', 'View / Modify', 'Delete', 'Help', 'Retrieve', and 'Find'.

Review the Frequently Asked Question on the next slide.



Frequently Asked Questions

FAQ



- How does filing my claim in this manner help me?

- Web TPAX has been enhanced to calculate properly for each portion of your settlement, paying the first and last days correctly while paying the requested segments in between.

So, how does filing your travel claim this way help you?

Web TPAX has been enhanced to calculate properly for each portion of your settlement, paying the first and last days correctly while paying the requested segments in between.



- Why is the first day of every settlement request the same instead of the first day of the new segment/period?

- Web T-PAX is programmed this way to reflect your entire Long-Term TDY status which places you into a “static” travel status, paying out correctly.

Why is the first day of every settlement request the same instead of the first day of the new segment/period?

Web T-PAX is programmed this way to reflect your entire Long-Term TDY status which places you into a “static” travel status, paying out correctly.



- Do I have to calculate TONO to TONO per diem and add it into reimbursables?
 - No, Web TPAX calculates Long-Term time(s) correctly and pays you the appropriate amount.

Do I have to calculate TONO to TONO per diem and add it into reimbursables?

No, Web TPAX calculates Long-Term time(s) correctly and pays you the appropriate amount.



- How do I properly reflect long term time periods if I changed a location?

- Make sure you're mission complete (MC) on the last day you spend in the initial location, then begin your itinerary again in the new location and you will be paid correctly.

How do I properly reflect long term time periods if I changed a location?

Make sure you're mission complete (MC) on the last day you spend in the initial location, then begin your itinerary again in the new location and you will be paid correctly



- What date do I begin with in the new location?

- Use the first day of your initial travel; referring to our previous slides, you would use 10/1.

What date do I begin with in the new location?

Use the first day of your initial travel; referring to our previous slides, you would use 10/1.



TRAVEL CONTACT INFORMATION



<http://www.uscg.mil/ppc/tvl.asp>

Visit PPC's Travel Web Page for more helpful information.

Call PPC Customer Care with any questions. 1-866-772-8724.

This concludes our presentation on Long-Term TDY processing in TPAX. Thank you.