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### **\*\*UPDATE\*\* Attaching Scanned Images to TPAX claims**

PPC Travel is now authorizing scanned .pdf documents/images to be attached to traveler's TPAX TDY advance requests and travel claims. Please follow the steps below to attach your documents. Please see WebTPAX Attachments

(<http://www.uscg.mil/ppc/travel/webtpaxattachments.pdf>) for detailed information.

**\*\*Note: As a time saver for the travelers and AOs,** PPC is now allowing ALL documents to be scanned into one PDF file. Please remember to **only attach PDF files**. Word documents, JPGs, GIFs, excel spreadsheets and such will not save/retrieve correctly in the IATS system that the Travel Branch uses for processing the WebTPAX travel claims. Additionally, try to keep the file name simple and short like ORDERS or RECEIPTS or DOCs. Long file names can corrupt the attached image.

This simple step is highly recommended and will streamline processes and save the Coast Guard, travelers, and Authorizing Officials (AO) time and money by reducing postage and copying costs. Additionally, this will reduce the number of debts created for noncompliant travel audits.

Items that should be attached to TPAX claims prior to the AO approving the claim include:

1. COPY OF THE PHYSICALLY SIGNED ORDERS AUTHORIZATION IF ORDERS WERE NOT APPROVED IN TPAX.
2. COPY OF ELECTRONICALLY SIGNED TPAX ORDER AUTHORIZATION.
3. COPY OF ALL SIGNED AMENDMENTS.
4. COPY OF CONFERENCE FORM IF REQUIRED.
5. COPY OF ALL PAID COMMERCIAL TRANSPORTATION RECEIPTS (This includes: Air, Rail, Bus, Ferry and Rental Car receipts).
6. COPY OF ITEMIZED RECEIPT(S) FOR ALL LODGING WITH A ZERO BALANCE.
7. COPY OF SIGNED LONG TERM LODGING AGREEMENT OR RENTAL AGREEMENT.
8. 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.**

Use of the scanning capability is still 'optional' at this time. This is because some units do not have the ability to 'scan' and attach their supporting documentation.

However, if the claim is selected for ***prepayment audit*** AND has documents attached showing the traveler's ability to upload documents into TPAX, but not all the documents are included, the claim will be returned for missing documentation prior to being released for payment.

Additionally there seems to be some confusion about orders being scanned into the system. If the orders/authorization is done in TPAX, the 'electronic signature' is fine (no physical signature is required). If, however, the orders are in any other form then they must have a physical signature and date on them.

If the claim is selected for post payment audit and it does not have the appropriate documentation attached or PPC Travel needs clarification, the traveler will receive an email notification in the form of a KICKBACK (return) Letter. The traveler 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.

### Coast Guard Conference Travel

Please make sure you are reviewing all applicable travel and transportation policies prior to approving any orders relating to conference travel. Refer to the link below, Supplemental to the JTR Article 2020-E and ALCOAST 175/14 for guidance.

<https://cgportal2.uscg.mil/communities/interim-conference-requests/Interim%20Conference%20Request%20Information/Forms/AllItems.aspx>

*Supplement to the JTR 2020-E*

Members attending a conference must have an approved Conference Attendance Form on file in accordance with the Conference Guide, available on CGPORTAL. Registration fees to attend a conference, which is determined to be a training activity under 5 CFR 410.404, are reimbursable travel expenses. Tuition/Course fees to attend regularly scheduled courses of instruction conducted at a Government or commercial training facility are not reimbursable travel expenses. These expenses are paid for by other methods (e.g., Purchase Request, SF-182, etc.), not through the travel voucher process.

## New Requirement for Vehicle Travel Through Canada

You Must Submit a Request via the Aircraft and Personnel Automated Clearance System (APACS) for POV Travel Through Canada

The [United States Defense Attaché Office](#) Ottawa states that Aircraft and Personnel Automated Clearance System (APACS) is required for personnel that transit (drive) Canada during PCS moves. USDAO is using APACS as a force tracking device and to determine what US military personnel our in country if there is a national emergency. This similar to requirements of other US embassies and Combatant Commands. While NORTHCOM does not require an APACS request, USDAO Ottawa does.

Transit stops via air and port calls that do not involve an RON would not require an APACS request.

**PCS personnel driving through Canada enroute to or from Canada require an APACS request.**

### APACS Procedures

District 17 has the "[Guide to Submitting APACS for Canada Travel](#)" available on their [CGPortal site](#).

Please see [Traveling through Canada?](#) for more helpful tips and procedures to help avoid long delays at the borders of Canada/US.

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# Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

## Checklist for Transferring Personnel



## How to Transfer Your CG Standard Workstation User Account



## How to Burn Files for a Transfer



## Transfer Season 2015 and CGOne User Accounts

The 2015 Transfer Season is in full swing, and similar to years past, an automated method is being used to move CGOne Standard User accounts from one unit to another. This process, which reconfigures user accounts for use at a new location, does not move user data (such as files maintained on local C4IT resources) but does archive them for a specific time. Because of this, transferring personnel are responsible for performing a number of tasks on their own before departing their unit. More information about end user responsibilities to ensure a smooth and successful transfer of IT resources is on the [Transfer Tech Tips site](#).

The automated portion of a PCS Transfer is triggered by the transferring member submitting a CGFIXIT ticket at least two weeks before departing their unit. Once a ticket is submitted, the User Transfer Service (UTS) system completes the account transfer process. If a ticket is not submitted in CGFIXIT before departing your old unit, you will experience delays at your new unit.

Effective and successful transfers are an essential part of Coast Guard operations and affect every member at some point in their career. The Transfer Season team is consistently finding ways to simplify and improve the technical portion of this important process. After you arrive at your new unit, you might receive an email with a survey about the technical portion of your transfer experience. You are encouraged to participate and share your candid feedback so that future transfer seasons may be improved.