

PPC Travel E-Newsletter - October 2015

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[WebTPAX Outage – Oct 24-25, 2015](#)

The Web-TPAX planned maintenance originally scheduled for 22 to 26 October 2015 has changed.

The maintenance window is now Friday, 23 October 2015 at 1800 CDT to Saturday, 24 October 2015 at 1200 CDT.

The server move will not take place. Continue to use the URL <https://ppcms-tpaxwb.main.ads.uscg.mil/> to access Web-TPAX until further notice.

When Web-TPAX comes back up, there may be some latency issues. Please be patient but do submit a Customer Service Ticket to PPC to let us know what issues you are having.

[Military PCS Claims Submitted in WebTPAX](#)

Beginning November 1st, 2015, the Pay & Personnel is authorizing and highly encouraging travelers to submit PCS claims in WebTPAX. The Traveler or Advance Signature Proxy (ASP) within the SPO has the ability to submit these claims to PPC Travel for payment via WebTPAX. When using this feature within WebTPAX, supporting documentation **MUST** be scanned into a **SINGLE PDF** and attached to the claim before the AO approves the claim for processing.

Please see: <http://www.uscg.mil/ppc/travel/WebTPAXPCSTutorial.pdf> for information on how to process PCS claims within WebTPAX.

Please see: <http://www.uscg.mil/ppc/travel/TvlAONewsletter11Jun2015.pdf> for information on how to scan supporting travel documents into WebTPAX.

This function will streamline processes and save the Coast Guard, travelers, and Authorizing Officials (AO) time and money by reducing postage and copying costs, resolving issues with claims lost in the mail and quicker turnaround time for payments.

Additionally, another benefit of processing PCS claims through WebTPAX is the issue of returned claims to the member due to one or more errors that prevent it from being processed. The return will be within the WebTPAX system, just like with TDY claims. This return is instantaneous and an email will be generated to the individual (traveler or ASP) who input the claim. This saves additional mailing time from and return to PPC. The individual will make the necessary corrections and forward back to the AO for approval.

PPC will continue to conduct a **100% prepayment audit** for all PCS claims. These claims will not be subject to the same post payment audit that electronic TDY claims are.

Roles & Responsibilities of the Traveler

Travelers & ASPs are highly encouraged to utilize WebTPAX to process PCS claims and attach all required PCS documentation (signed original orders, receipts, etc.) within WebTPAX when submitting PCS claims to the AO. This will alleviate the need to mail documents to PPC for processing. Members who do not have access to WEBTPAX or scanning capabilities are authorized to submit a manual claim through their AO to PPC Travel using U.S. Postal Service **First Class Mail ONLY** (per COMDTINST M5119.1B). Please send the documents to:

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

Roles & Responsibilities of the AO

AOs are required to review all supporting documentation, including but not limited to orders, amendments, and all required receipts for advance or settlement requests prior to electronic approval of claims. AOs will continue to authorize travel, approve expenses, and forward electronic claims to PPC in accordance with current policy and procedures. The AO must ensure that all required documents are attached, valid, and readable within WEBTPAX. Additionally, AOs can access individual WEBTPAX audit reports at https://cgweb.fincen.uscg.mil/tvs_aux2/ to identify and assist travelers selected for audit.

Travelers and the AOs unit are reminded they must keep copies of all travel documents for **six years and three months**.

[Attaching Scanned Images in WebTPAX](#)

The use of scanned images within WebTPAX has caught on very quickly; over 50% of TDY claims submitted had the supporting documentation scanned and attached! Thank you for your support and patience as we have adjusted to this change!

To help clarify a few areas of concern with attaching documents in WebTPAX:

- 1.) PPC requires orders to be scanned and attached to the claim even if the orders/authorization was processed in WebTPAX – this allows for expedient processing and faster payment for our travelers.
- 2.) Each claim submitted via WebTPAX is subject to a **prepayment audit**. These prepayment audits are used to “flag” suspicious amounts to ensure our travelers are not being placed in an overpayment or underpayment situation.
- 3.) If possible, PPC requests that all documents are scanned a **SINGLE PDF FILE**.

AUDITS. As a reminder that along with the use of the manage image feature there have been changes to our post payment audit process. When a claim is selected for a post-payment audit, PPC sends the traveler a courtesy impending-audit notice email with no action required. Once the audit commences, if the traveler did not attach required documents to the original claim or additional documents are needed, PPC will send the traveler an email notice (a kick back email) of what is required and will give 30 business days to scan and attach (or mail) required documents. If the traveler does not attach/submit required documents, PPC will send a final email notice informing the traveler that a debt is being created to collect all or a portion of the claim based on missing documents. In all cases, PPC will no longer send Second, Third, or Final Audit Requests. Travelers may request an audit suspension if unable to comply with documentation requests due to operational commitments. Submit audit suspension requests to PPC Customer Care, providing the claim number and the estimated end date of suspension. Submit requests via PPC website: <http://www.uscg.mil/ppc/ccb/>. AOs can access individual WEBTPAX audit reports at https://cgweb.fincen.uscg.mil/tvs_aux2/ to identify and assist travelers selected for audit.

PPC has recently undergone another 3rd party audit of our travel claims. When travelers have used the scanned image feature it has allowed PPC to obtain the necessary documents from traveler’s claim within TPAX without having to contact the traveler/AO requesting the documentation.

PCS Lessons Learned from Summer 2015

During the FY15 transfer year (5/1/15 - 9/30/15) PPC processed over 16,000 PCS claims and had to return approximately 2,000 claims to travelers for correction(s). Claims were returned for singular or multiple discrepancies. Listed below were the most common errors found requiring correction in order for claims to be accurately processed:

- 1.) The claim cannot be processed due to Travelers report date not approved in Direct Access.
- 2.) Zero Voucher claim – The traveler has already received full reimbursement of all entitlements.
- 3.) Block 13 must list the dependents address – blocks 6 & 13 cannot be the same.
- 4.) PPM/POV shipment and storage claims need to be submitted to FINCEN.
- 5.) Travel Voucher is not signed
- 6.) Orders must be certified as a true copy and signed

When PCS claims are returned to the member, there is a high probability that FINCEN will start the debt collection process on unliquidated advances before the member is able to make the corrections. Resubmit claim to PPC as quickly as possible for processing so the claim can be released to FINCEN for payment.

With a little attention to detail and a checks and balances process put into place, these errors are preventable. It is the responsibility of both the member and the AO to ensure the documentation is complete and accurate prior to submitting the travel claim to PPC for processing.

Fiscal Year Crossover in WebTPAX - FOR TDY TRAVEL ONLY

As we have crossed into the new fiscal year (FY16) there will be TDY claims that will cross from FY15 into FY16. TPAX is programmed with the ability to split the expenditures into the separate years on the financial tab when you are inputting the line of accounting (LOA). Remember when inputting reimbursable expenses that you break them up into the FY that they were actually paid. This DOES NOT pertain to PCS documents. The below examples are from a FY14-FY15 claim.

Date	Description	Claimed	Split	Dep?		
9/1/2014	AIRFARE-TRAIN-BUS EXPENSE	575.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
9/1/2014	SATO-CTO-TMC SVC PROC FEE	30.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
9/30/2014	RENTAL VEHICLE	675.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
9/30/2014	RENTAL VEHICLE FUEL	77.50	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
10/2/2014	RENTAL VEHICLE	39.50	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
10/2/2014	RENTAL VEHICLE FUEL	15.75	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete

Computation tab will show you the breakdown

Description	FY 2014	FY 2015	Total
Memb/Emp TDY Per Diem	5,174.75	218.75	5,393.50
Memb/Emp Transportation	1,357.50	55.25	1,412.75
Memb/Emp Reimbursables	410.70	27.38	438.08

However, when you are inputting the LOA and you tab into the dollar value amount the screen will change to show you the amount TOTAL for each FY

Element of Expense	2014	2015	Total
Memb/Emp TDY Per Diem	5174.75	218.75	5,393.50
Memb/Emp Transportation	1357.5	55.25	1,412.75
Memb/Emp Reimbursables	410.7	13.69	424.39
Totals Debits	6942.95	287.69	7,230.64

ProgEle	CstAct	Obj	Amount
	78045	2100	6942.95

Accept Line Cancel Line

It is the TOTAL DEBITS for each FY that you want to enter into the amount. So for this example the first LOA would have an amount of \$6,942.95 and the system should automatically input that amount for you. Then you will click Accept Line and then Add Line. After you input

the LOA for FY15 ensuring that the LOA is the same except that the APP code has changed for the new FY and the TONO on that line is the same except it has a suffix of 001 vs. 000.

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Memb/Emp Reimbursables	410.7	13.69	424.39
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ProgEle	CstAct	Obj	Amount
	78045	2100	6942.95

Accept Line Cancel Line

TONO
1114G84SYST09000
1114G84SYST09001

Please see: <http://www.uscg.mil/ppc/travel/fycross.pdf> for additional information on Fiscal Year crossovers.

[New Standard CONUS Rates](#)

The FY16 Standard CONUS per diem rate is \$140 (\$89/\$51) from \$129 (\$83/\$46) applicable for all official travel performed on or after 1 October 2015 to 30 September 2016. Meal ticket rate reimbursement is \$51 effective 1 October 2015. This item is implemented per [FTR 16-01](#) bulletin authority published in Federal Register publication of 1 September 2015.

LOCATION	Max Lodging	Local Prop. Meals	Incidentals	Per Diem	Effective Date	
STANDARD CONUS RATE	89	46	<u>30</u>	5	140	10/01/2015

[AMHS Changes Impacting PCS claims](#)

The AMHS has made a significant change to their reservation/cancellation/change policy. The link below provides all of the information we have been provided by AMHS via SATO. Please note this is not a SATO issue....they are just the messenger.

http://www.uscg.mil/psc/bops/govtrvl/Traveler/default_Traveler.asp#AMHS_Reservation_Policy_Change

Effective 1 Sep 2015, the Alaska Marine Highway System (AMHS) ferry system changed their reservation policy and added non-refundable cancelation fees per the below:

AMH advised that payment needs to be made the same day the reservation is made. Therefore, USCG will have to call when their orders are ready to book and pay.

AMHS Itinerary numbers are no longer needed on the orders due to this new booking process. However, please submit a copy of your AMHS literary with your claim submission.

Cancellation Penalties. Cancellation penalties now apply to all reservations (USCG is no longer excluded):

- * Within 24 hours of booking - No penalty
- * Greater than 30 days from sailing - 5% penalty
- * 15 - 30 days from sailing - 10% penalty
- * 7 - 14 days from sailing - 20% penalty
- * 1 - 6 days from sailing - 30% penalty
- * Within 24 hours of sailing or a no show - 40% penalty

Change Fees. Reservation Change fees are applicable only if the itinerary decreases in value. Fees are applicable as follows:

- * Within 24 hours of booking - No fee
- * Greater than 30 days from sailing - 5% fee on decrease in value
- * 15 - 30 days from sailing - 10% fee on decrease in value
- * 7 - 14 days from sailing - 20% fee on decrease in value
- * 1 - 6 days from sailing - 30% fee on decrease in value
- * Within 24 hours from sailing - 40% fee on decrease in value

Please push this information out as quickly as possible to anyone traveling on PCS orders into or out of Alaska and to the commands within the D17 AOR.

FY 2015 Coast Guard Reduced Per Diem - Expiring

Per Joint Travel Regulations, paragraph U4095, the service may authorize per diem rates in lesser amounts when the circumstances of the travel or duty to be performed so warrant.

All Reduced Per Diem authorization letters expired on Sept 30th, 2015. Please contact COMDT (CG-1332) to update the letters if this reduced rate is still required.

Trip By Trip Order or Blanket Travel Order?

We often get questions regarding the difference between Type 11 or Type 13 document TONOs and when it's appropriate to use them.

A Trip By Trip Order is a TDY order issued to a traveler for one or more specific official business trips with a specific purpose, itinerary and estimated cost. Type 11 or 13 document TONOs may be used. If travel is anticipated to exceed 21 calendar days, a travel order with a 13 doc type travel order number (TONO) may be issued to allow a traveler to file multiple vouchers. Returning to the unit ends TDY travel. Travel may cross fiscal years.

Examples of **correct** Trip By Trip travel:

Unit > TDY site > Unit

Unit > TDY site > TDY site 2 > Unit

Example of **incorrect** Trip By Trip travel:

Unit > TDY site > Unit > TDY site 2 > Unit

A Blanket Travel Order is a TDY Order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. If travel is anticipated to exceed 21 calendar days, a travel order with a 13 doc type travel order number (TONO) may be issued to allow a traveler to file multiple vouchers. Travel may not cross fiscal years.

Note: All 13 doc type TONOs are not under Blanket Orders. A 13 doc type TONO may be used for Trip By Trip Orders.

See Chapter 2.B.14 of the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series) for requirements for Monthly, Quarterly, and Annual Blanket Travel Orders.

<http://www.uscg.mil/ppc/pppm/CHAP02.pdf>

GTCC Information

Below is the link to the August 2015 GTCC newsletter. Please share this information as widely as possible within your respective commands, Admin shops, SPOs, AOs and travelers.

http://www.uscg.mil/psc/bops/govtrvl/Travel_Card/Travel_Manager/Newsletters/August_2015_GTCC_Newsletter.pdf

This month's edition contains the following useful travel and travel card information:

Non-Refundable Airline Fees

Required Use of SATO

Use GetThere and \$ave

What is a hierarchy

New Travel Manager Resources

Car Rental Coverage Background

And much more Good to Know (and share) topics.

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TRAVEL BRANCH CHIEF
COAST GUARD PAY & PERSONNEL CENTER***