TPAX PCS Travel Claim Guide

Updated August 2016

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Things you need to know first

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References

1. JTR – Joint Travel Regulations – Chapter 5
   a. http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf

2. Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2B
   a. http://www.uscg.mil/ppc/3pm.asp

**WARNING about submission of PCS claims

The SPO ***MUST*** report the member into DA prior to submitting the claim to PPC for processing. Please be advised that if the ***'REPORT DATE'*** is not listed in DA, the travel claim will be returned unprocessed for payment.

****NOTE** – **The address of the dependents** at the time of receiving orders **MUST** be typed into the **REMARKS** block of the claim or DLA with and dependent travel will not be paid.

Types of PCS Orders

Refer to JTR for specific entitlements under each of the types of orders

1. Station to Station
2. Honorable Greater than 90% Separation
3. Dishonorable or Less than 90% Separation
4. Change of Home Port
5. Home to First Duty Station
6. Boot Camp to ‘A’ School

How to read your DA Orders

All of your PCS entitlements MUST be authorized on your orders. Please keep in mind that each SPO/AO may have a different template in which they work from. As such, you will need to LOOK for these entitlements. Below is a sample set of orders and highlighted in order is:

7. Issue Date
8. Status of Orders
9. Depart Date (Begin Date of orders)
10. Old PDS Location
11. New PDS Location
12. Report Date (End Date of orders)
13. TONO and Line of Accounting
14. Dependent Information Authorized to Travel & DOB
15. Old PDS depart location & New PDS arrival location
16. Authorized to ship 1 POV & from what location
17. Authorized AMHS (Alaska Ferry) with instructions
18. Authorized 2 POVs
19. Authorized DLA and at what pay grade
20. Date of Rank

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S.COAST GUARD
CG-5131 (rev. 06-04)

STANDARD TRAVEL ORDER

Issue Dt: 2015-02-06

[redacted] 0 [redacted] PERS2 M

Current Duty Station: 006533 PPC TRAVEL BR TOPEKA KS 66683

CG Trans ID: 2255575
Order Status: Finished
Rotation Dt: 07/01/2018

Order Type: Permanent Change of Station
Period of Travel: 06/02/2015 to 06/26/2015 XFR
Govt. Credit Card Holder: Y

Travel Itinerary and Authorized Absences:

Date	Time	Duty/Leave	Days	Department	Position
06/02/2015	Depart	Duty		006533 PPC TRAVEL BR	00013478 TRAVEL CLAIM [redacted]AD
06/03/2015		Leave INCONUS	7		
06/10/2015		Proceed Time	4		
06/14/2015		Travel Time	13		
06/26/2015	Report	Duty		042897 BASE KOD PERS SVCS DIV (PP)	[redacted]72 PERSONNEL [redacted]

Departure/Arrival Travel Details:

Report To:
Department: 042897 BASE KOD PERS SVCS DIV (PP)
Location: AK0854 BASE KODIAK
Address: P. O. Box 195000
KODIAK, AK 99619

Est Report Date: 06/26/2015
Position: 00036172 PERSONNEL OFFICER
Nature of Duty: Duty
Revisit:

Travel & Per Diem Details:

Primary Mode of Travel: Car
Commercial Carrier (subj to reimbursement):
Authorized Private Owned Conveyance (POC): Y
Government Owned Conveyance:
Per Diem based on city of:
Authorized Rental Car:
Authorized for Local Travel (taxi, bus, etc.):
Quarters:
Lodging:
M&IE:
Messing:
Additional Authorized Expenses:

Medical Travel/Escort:
Remain Overnight (RON):
RON Locality:
RAN (funded by Agency):

Accounting :

Travel Order No	Acct String	Agy	Reg	App	Lim	Fund	Lvl	Pg Elm	Cost Ctr	Obj Cl	Estimate
1215G85PA85AP000	2P501299210AS780452114	2	P	501	299	21	0	AS	78045	2114	$3000.00

TAC code for personal property shipment: ZAS0
TAC code for transportation and storage of POV: ZVS0
TAC code to be used for Non-Temporary-Storage if authorized: ZNA0

Dependents Authorized to Travel:

Name	Relationship	Birth Date	Married
[redacted]	Spouse	08/20/1977	12/02/2000
	Daughter	12/31/2005	
	Son	03/07/2008	

U.S. DEPARTMENT OF HOMELAND SECURITY U.S.COAST GUARD CG-5131 (rev. 06-04)	STANDARD TRAVEL ORDER	Issue Dt: 2015-02-06
	[redacted] 0 [redacted] PERS2 M	
	Current Duty Station: 006533 PPC TRAVEL BR TOPEKA KS 66683	

CG Trans ID: 2255575	**Order Type:** Permanent Change of Station
Order Status: Finished	**Period of Travel:** 06/02/2015 to 06/26/2015 XFR
Rotation Dt: 07/01/2018	**Govt. Credit Card Holder:** Y

Remarks/Comments/Additional Instructions:

A. THESE ORDERS CONSTITUTE A PCS MOVE FM TOPEKA, KS TO KODIAK, AK.
B. MBR TO USE 01 POV (2014 HONDA PILOT) FOR TVL. MBR IS AUTHORIZED TO DRIVE 01 POV (2005 SUBURU OUTBACK) TO ST. LOUIS VPC (BRIDGETON, MO)
C. IAW JFTR U5105: OFFICIAL DTOD DISTANCE 294 MILES FM TOPEKA, KS TO BRIDGETON, MO. OFFICIAL DTOD DISTANCE 3696 MILES FM TOPEKA, KS TO HOMER, AK. OFFICIAL DTOD DISTANCE 9 MILES FROM KODIAK FERRY TERMINAL TO BASE KODIAK.
D. INSERT EXCEPTIONS HERE:
1. MBR & DEPNS AUTH 02 DAYS TVL VIA THE ALASKA MARINE HIGHWAY SYSTEM, ITINERARY NUMBER: 2304440.
2. WEIGHT REQUIREMENTS HAVE BEEN MET IAW COMDTINST M1020.8G.
E. MBR WAS COUNSELED ON TLE(U5710) /TLA(U9200) ENTITLEMENTS.
F. AUTH TVL ADVANCES
1. MALT:
1ST POC (2005 SUBARU OUTBACK) 588 MILES (ROUNDTRIP) X $0.575 (TDY RATE) = $338.10
2ND POC (2014 HONDA PILOT) 3705 MILES X $0.23 (PCS RATE) = $852.15
2. PER DIEM:
01 X MBR X 11 DAYS TVL BY POC X ($129.00 @ 100%) = $1419.00
01 X MBR X 02 DAYS TVL BY AMH X ($71.00 @ 100%) = $142.00

01 X DEP AGE 12 & OVER X 11 DAYS TVL BY POC X ($129.00 @ 75%) = $1064.25
01 X DEP AGE 12 & OVER X 02 DAYS TVL BY AMH x ($71.00 @ 75%) = $106.50

02 X DEP UNDER AGE 12 X 11 DAYS TVL BY POC X ($129.00 @ 50%) = $1419.00
02 X DEP UNDER AGE 12 X 02 DAYS TVL BY AMH X ($71.00 @ 50%) = $142.00

3. IAW JFTR U5600 MBR AUTH DLA WITH DEPN RATE FOR PAYGRADE W-2 IN THE AMOUNT OF $2575.96.

4. MEMBER PER DIEM $1561.00 @ 80% = $1248.80
MEMBER MALT TDY $338.10 @ 80% = $270.48
MEMBER MALT PCS $852.15 @ 80% = $681.72
DEPENDENT(S) PER DIEM $2731.75 @ 80% = $2185.40
DLA $2575.96 @ 80% = $2060.77

TOTAL $8058.96 @ 80% = $6447.17

PCS TRAVEL ADVANCE AUTHORIZED @ 80% FOR $6447.17

G. IAW JFTR 5417, MBR AUTH REIMBURSEMENT FOR SHIPMENT BETWEEN CONUS PDSs FOR (1) POV (2005 SUBARU OUTBACK) FROM BRIDGETON, MO TO KODIAK, AK.
H. ADV PAY NOT REQUESTED.
I. AUTH SHIPMENT OF HHGS AT PAYGRADE W-2 AT THE WITH DEPN RATE IAW JFTR PAR. U5310-B.2. MBRS PERFORMING A PERSONALLY PROCURED MOVE (PPM) FOR HOUSEHOLD GOODS MUST OBTAIN UNLOADED AND LOADED WEIGHT TICKETS AT ORIGIN.
J. NEW UNIT ADDRESS:
BASE KODIAK
46 CAPE SARICHEF
KODIAK, AK 99619
DETACHMENT DEPENDENT UPON ACCEPTANCE OF APPOINTMENT. DATE OF RANK: 01 JUNE 2015. IF YOU DECIDE TO DECLINE THIS APPOINTMENT, NOTIFY PSC-OPM-2 AND PSC-OPM-1 BY MSG WITHIN FIVE WORKING DAYS OF THE SPO AIRPORT TERMINAL RECEIPT DATE.

Except as noted orders are authorized and directed. Proceed and report to the places and in the order listed. Deviations should not be made without prior written or verbal orders from proper authority.

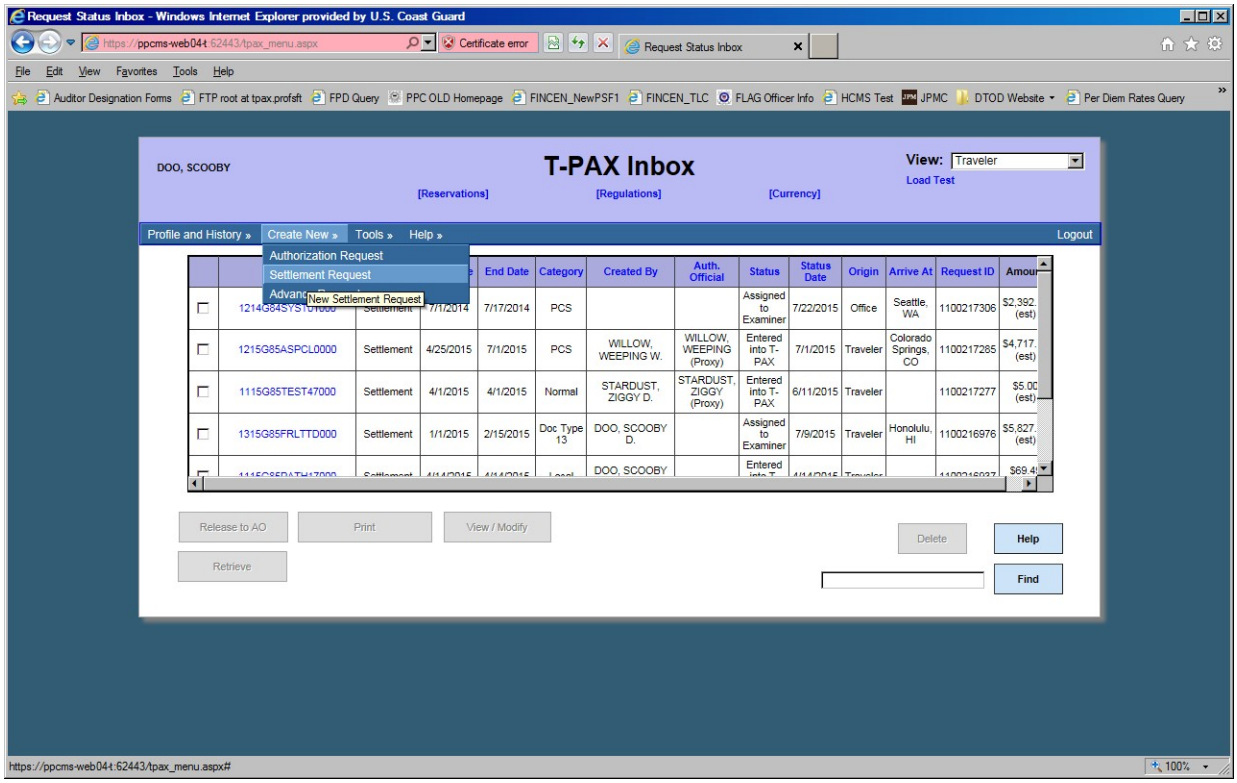
J. R. LEE, YN1, USCG, BYDIR

Official's Signature	Date	Traveler's Signature	Date

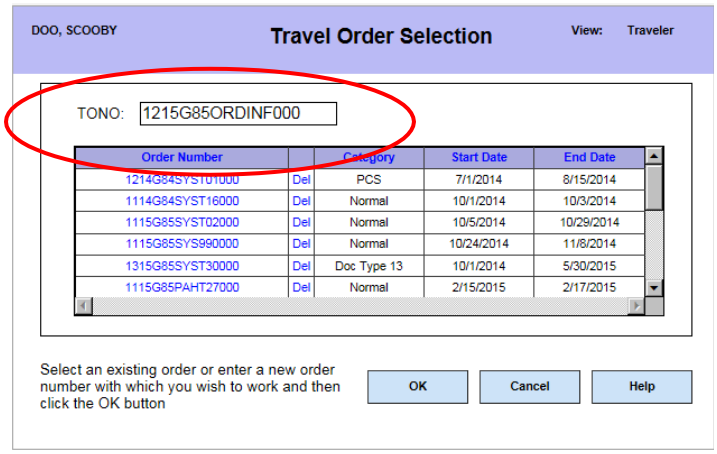
How to input Order Information

This step only has to be done once. It will already be done if an advance has been processed against this TONO. If the TONO does not exist in your travel history, you will need to perform these steps to enter in your ORDER INFORMATION.

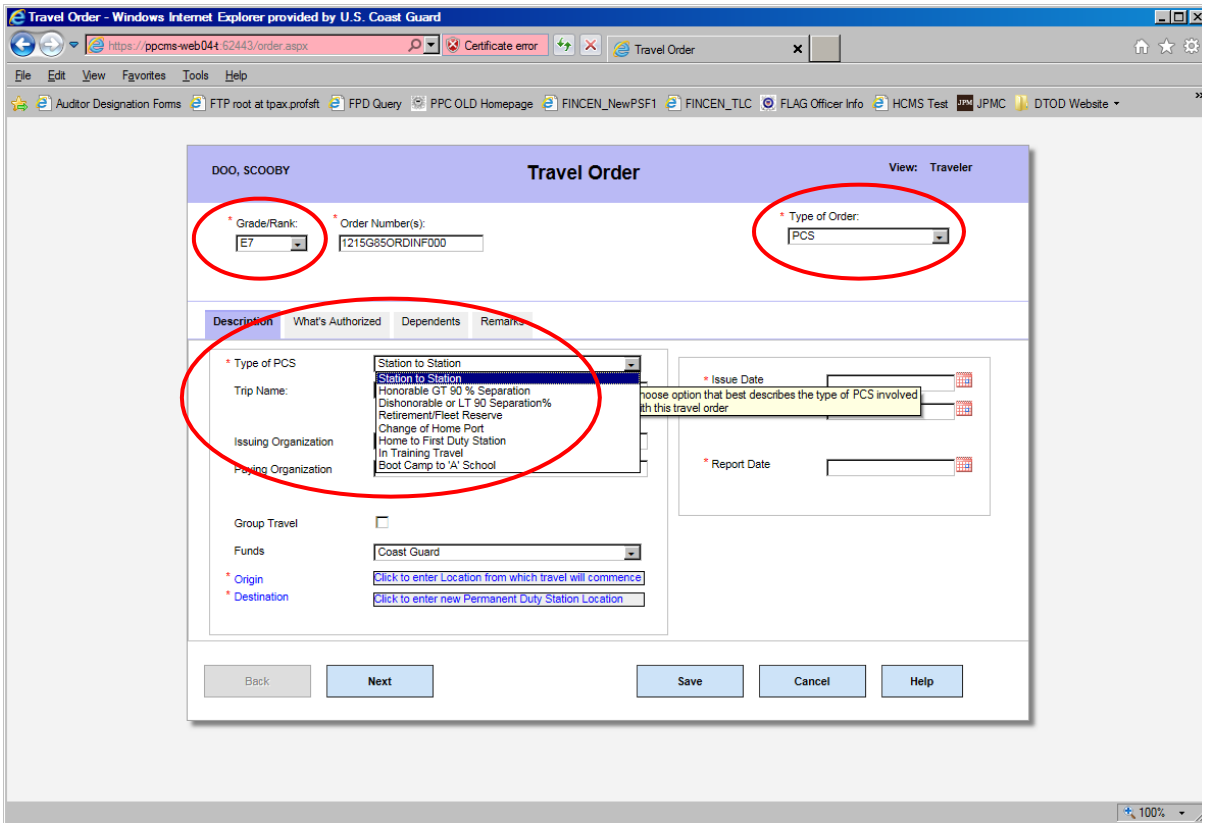
Select “CREATE NEW” on the tool bar and select advance request or settlement request.



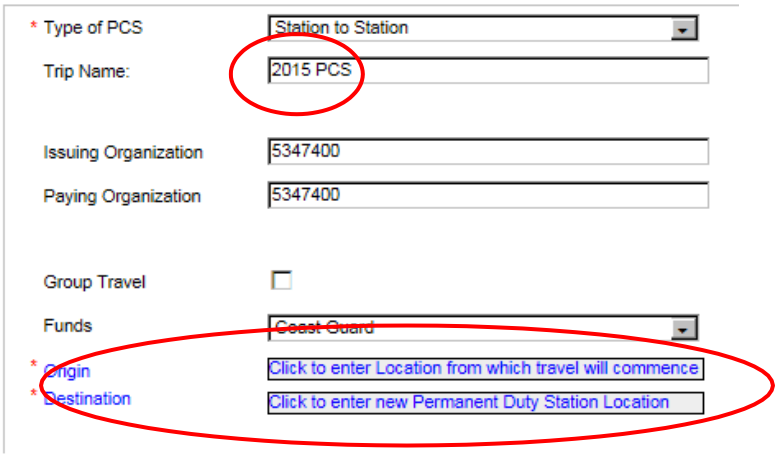
That will take you to the Travel order selection screen where you will input the TONO.



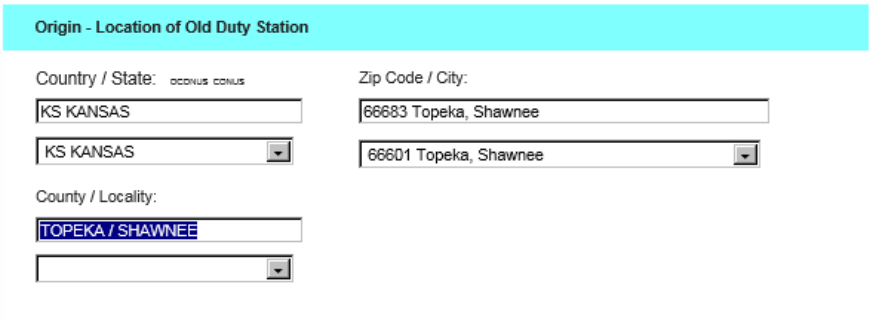
Once you have typed in the TONO you will be on the Travel Order screen. Use the dropdown to enter in the current rank of the member PCSing on the left side of the screen and then use the drop down on the right side of the screen to input PCS for Type of Order. Once you have done that, go to the Type of PCS drop down and select the type of PCS travel that is being performed…i.e. station to station, >90%, <90%, Home to first duty station etc.



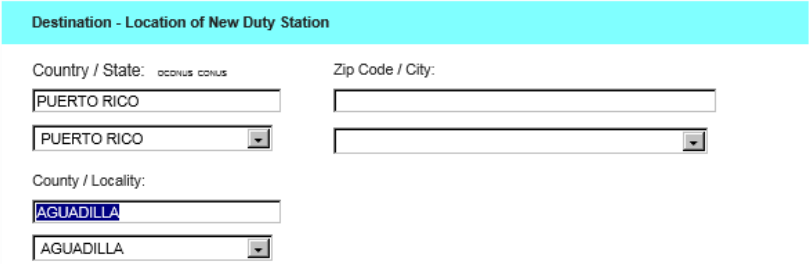
Next, you may enter in a trip name such as 2015 PCS. Then you will click on the hyperlink to Origin (Old PDS location) and enter in the location and then you will click on Destination (New PDS location)



When inputting the locations, you will first type in the state code and click tab. In the zip code/city, type in the zip code of the PDS to find the right location and it will fill out the county/locality for you. Click OK



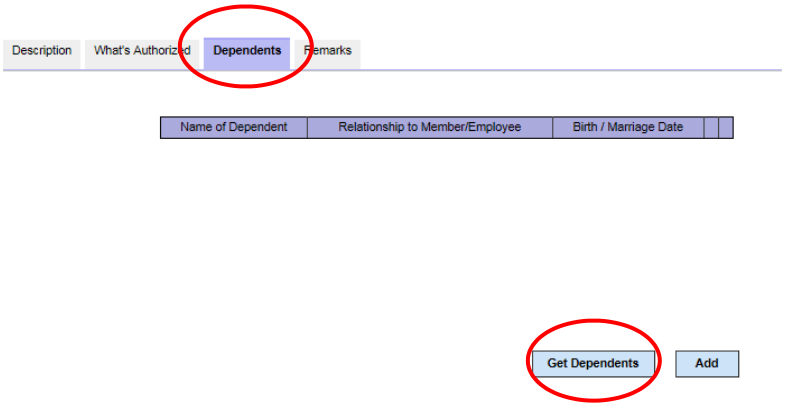
When selecting Territories or Foreign countries, type out the full name of the locality, tab pass zip code/city and find the county/locality in which the PDS is located. If you do not find the exact one, select OTHER.



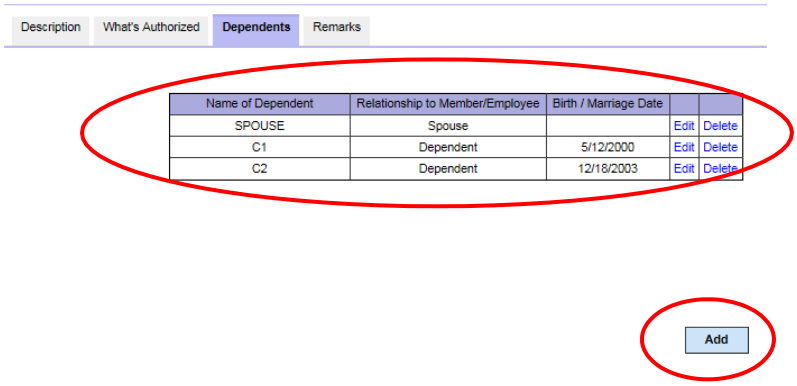
Next you will input the issue date of the orders, the depart/detach date IAW the orders and the report date IAW the orders.

Next, click on the **WHAT"S AUTHORIZED** tab. Here you will select the type of DLA you have if any, check TLE if you will be authorized it (in the case that this is a COT travel, you will select that option). DO NOT SELECT HOUSEHOLD GOODS as CG does not use this option at this time.

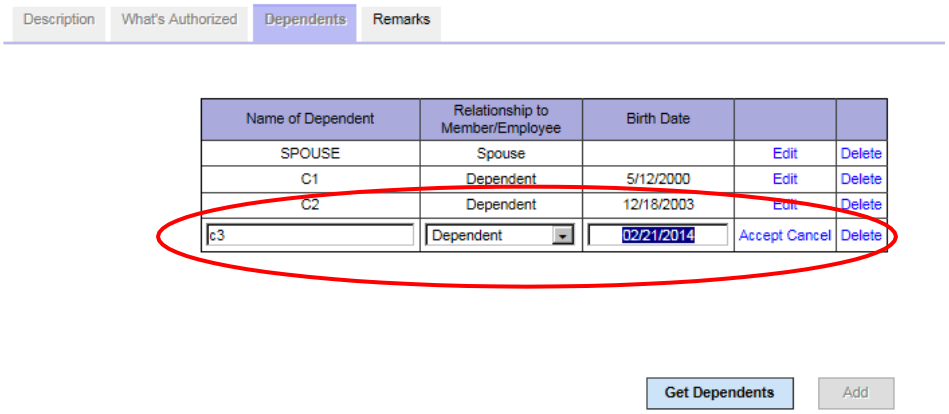
Next, click on the Dependents tab. If you have dependents that are traveling on this TONO you must enter them in at this time. To do so, you may click the button GET DEPENDENTS at the bottom left of the screen. This will automatically input any/all dependents that have been input into the system previously.



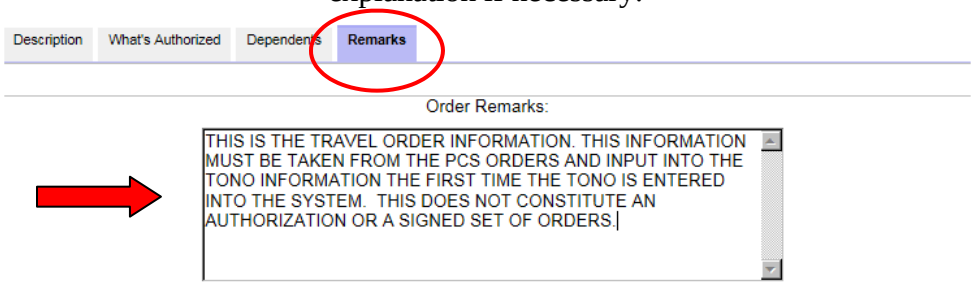
As you can see below, this member has a spouse and 2 children listed, but member recently had an addition to the family, so we need to add another dependent by clicking the ADD button.



This will bring up a line so that you can fill in the name, relationship and DOB. Once you have done that click ACCEPT on that same line.



Next click on the Remarks Tab and input any comments that are deemed necessary by an AO or PPC for further explanation if necessary.



Click the SAVE button on the bottom right corner of the screen and the system will then take you to the advance or settlement request.

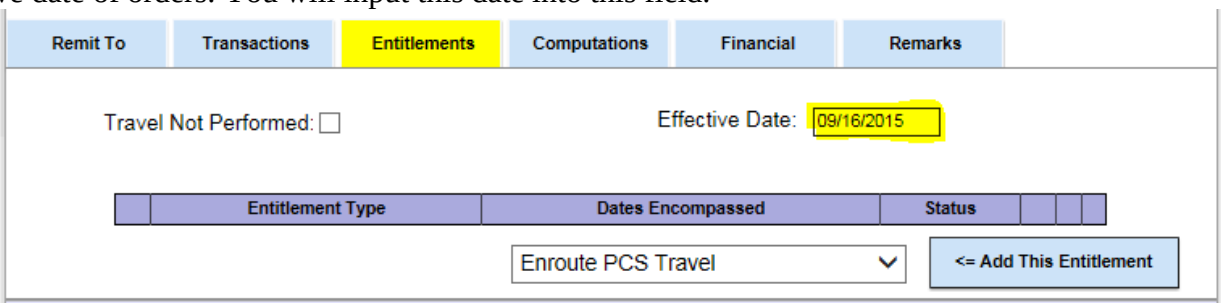
2) How to compute EFFECTIVE DATE OF ORDERS

When processing a PCS claim, you must know how to compute the effective date of the orders. The formula for effective date of orders is: Report date – (# of days of travel + 1). Using the below example, 9/21/2015 – (6+1), 9/21/15-6=9/15/15+1, the effective date of orders is 9/16/2015.

Travel Itinerary and Authorized Absences:

Date	Type	Duty/Leave	Days
08/23/2015	Depart	Duty	
08/24/2015		Leave INCONUS	19
09/12/2015		Proceed Time	4
09/16/2015		Travel Time	6
09/21/2015	Report	Duty	

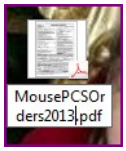
The effective date of orders is input when processing the PCS travel claim. On the Entitlements tab is the field for effective date of orders. You will input this date into this field.

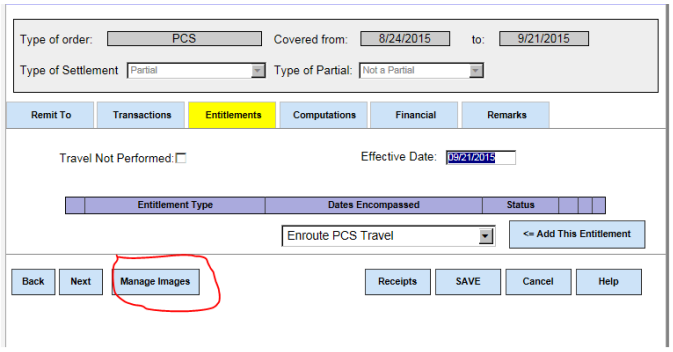


It is important that the effective date of orders is correct so that if there is a promotion in between the depart date and the report date, that the DLA will be paid at the correct rank. Additionally, this impacts how dependents are paid, if the dependent status happened before or after the effective date.

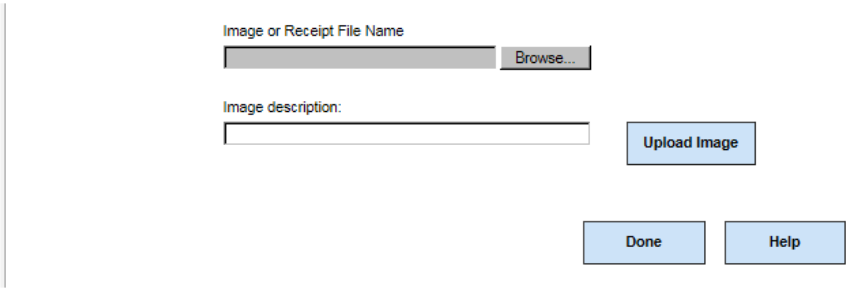
How to upload supporting documentation to TPAX

It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single file. First thing you MUST do is to scan the orders/authorization, applicable amendments, required receipts and save it as a PDF document to a space/pathway that you can access. Once back at your computer, find the PDF document and rename it as appropriate. Example: MousePCSOrders2013. Keep the file name as short as possible.

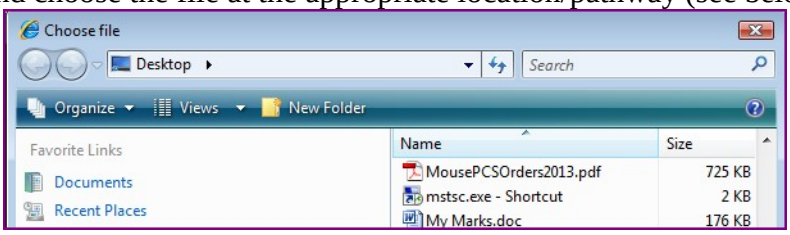




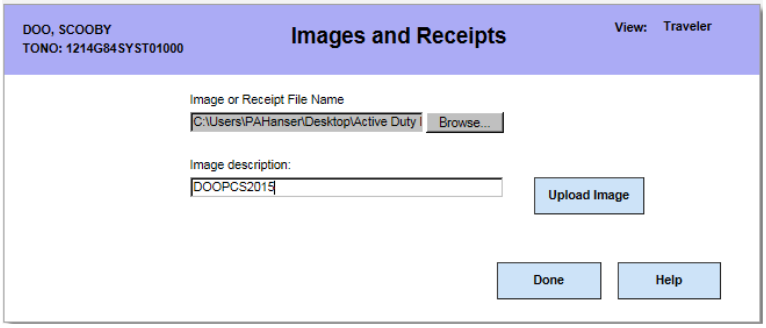
Next, click on the "**Manage Images**" button at the bottom left on the screen above. This will open another screen (see below)



Click the browse button and choose the file at the appropriate location/pathway (see below screen)

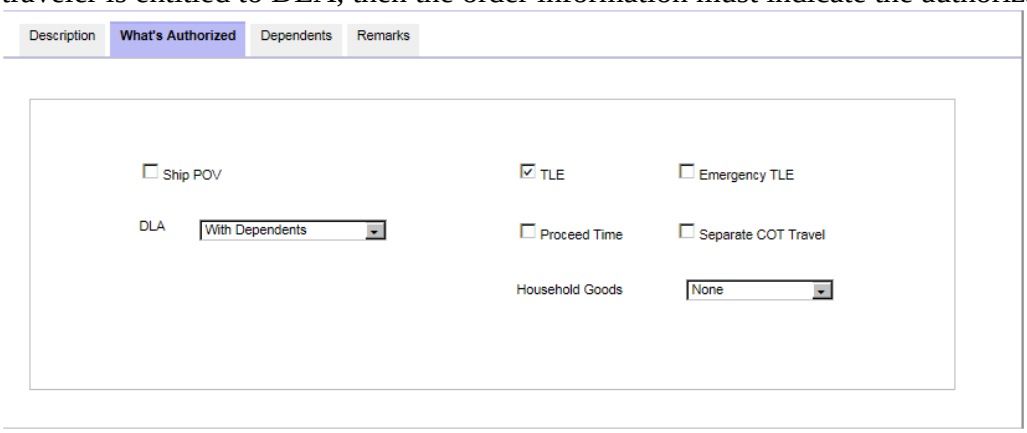


This will fill out the Image or receipt file name field. Next enter in an appropriate image description in the field. Next click the "**Upload Image**" button. You will then see the below screen. Click the DONE button. Repeat steps if you NEED to add any other documents.

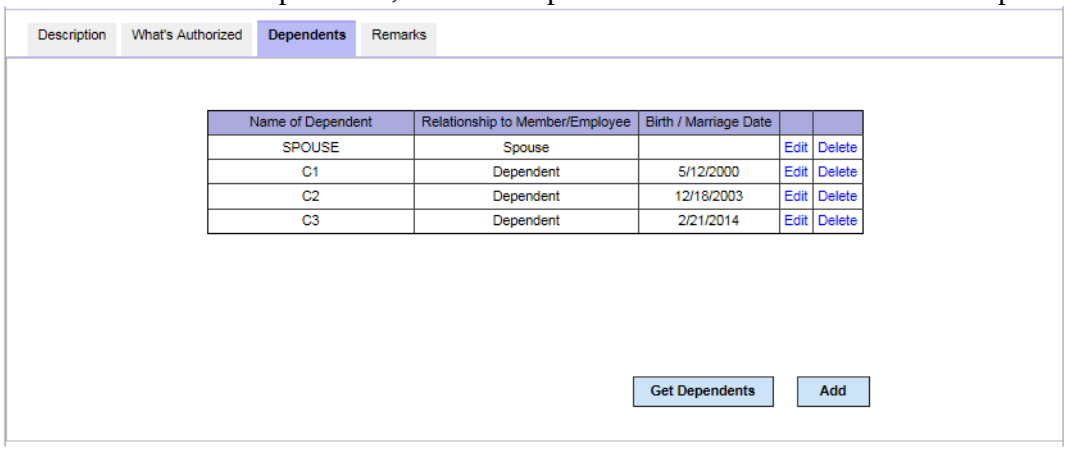


How to input DLA

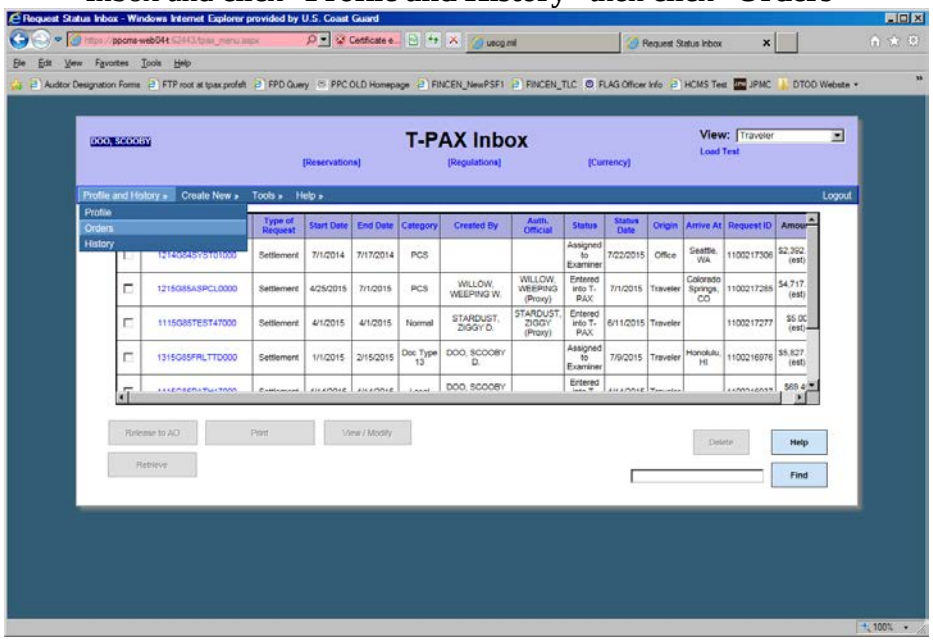
If the traveler is entitled to DLA, then the order information must indicate the authorization.



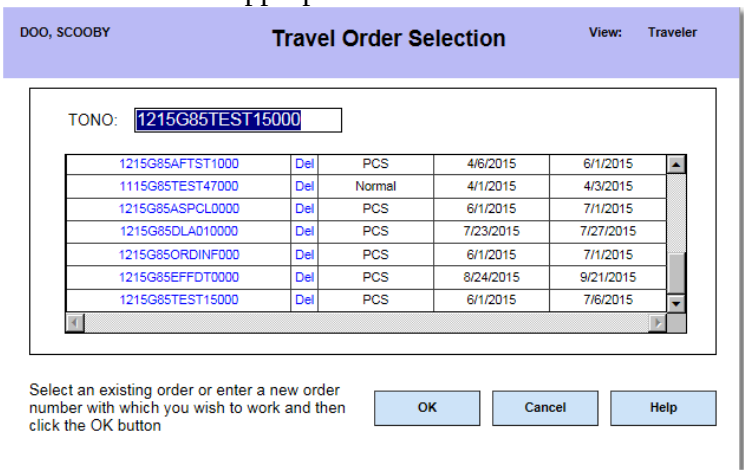
If DLA is authorized with dependents, then the dependents MUST be listed on the dependent tab



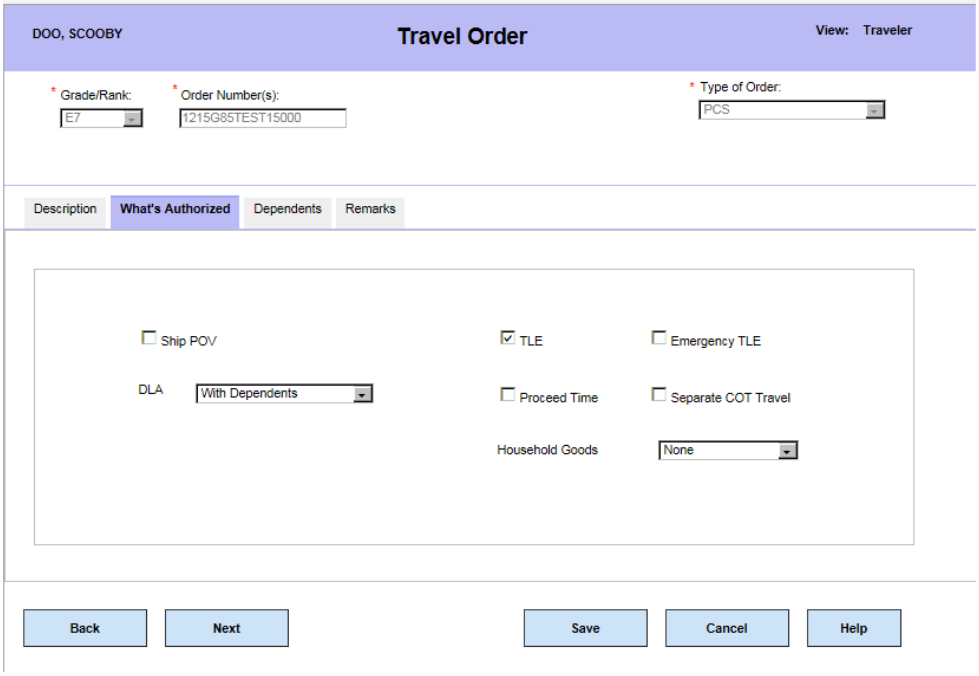
If DLA is not authorized in the order information, you will need to back out of the claim and go to main TPAX Inbox and click "**Profile and History**" then click "**Orders**"



Select the appropriate TONO and click OK

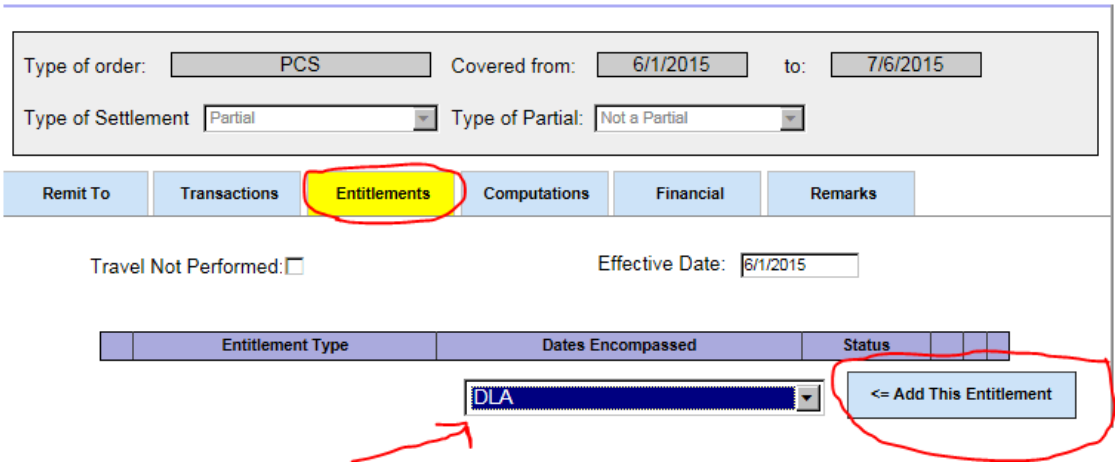


Select the appropriate tab and make the necessary changes.

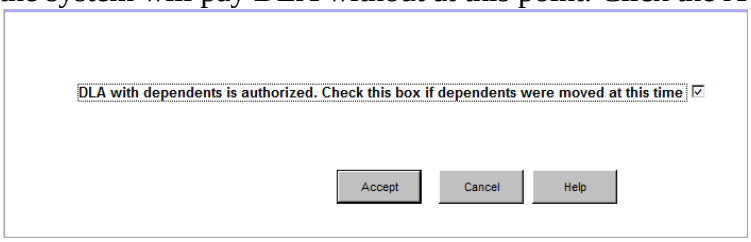


Once this has been completed, you can now enter your PCS travel claim.

Once inside the claim, click on the entitlements tab, use the drop down to select DLA and click "**Add This Entitlement**"



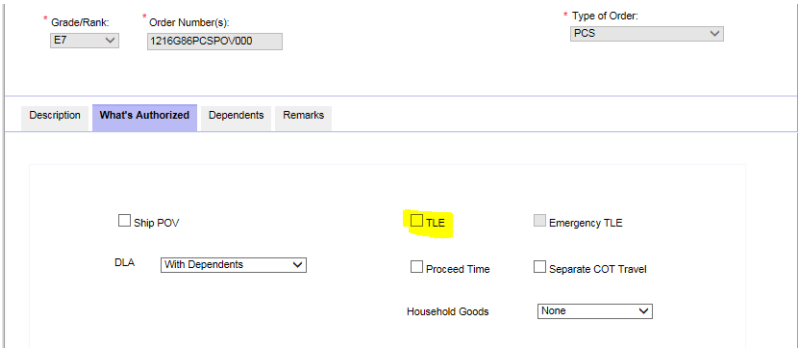
TPAX will then ask you if the dependents moved at this time. If so, check the box to the right. If not leave the box blank and the system will pay DLA without at this point. Click the ACCEPT button.



How to input TLE

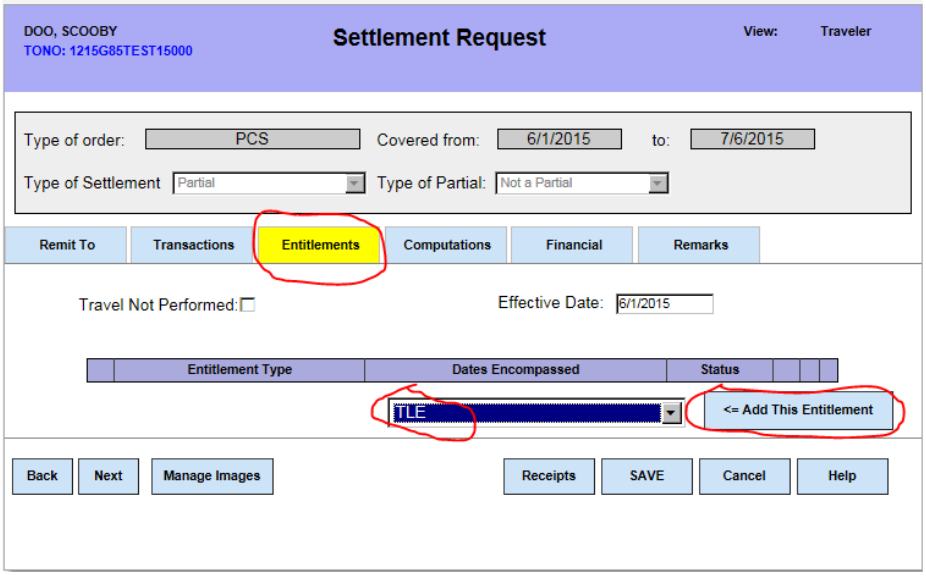
TLE is Temporary Lodging Expense and can be used if the traveler is within the commuting distance of either the Old or New PDS. TLE is limited to 10 days CONUS TO CONUS, or limited to 10 days OCONUS to CONUS PDS, or limited to 5 days CONUS to OCONUS PDS. ANY OCONUS temporary lodging is TLA and must be claimed through FINCEN.

****NOTE**: If TLE is not an entitlement on the drop down, when the ORDER INFORMATION was input, TLE was not selected. Click on Profile and History Link in the traveler view and click on ORDERS. Find the current TONO you are working with and open the Travel Order information screen. Click on the What's Authorized tab and select TLE on this screen. Click SAVE.

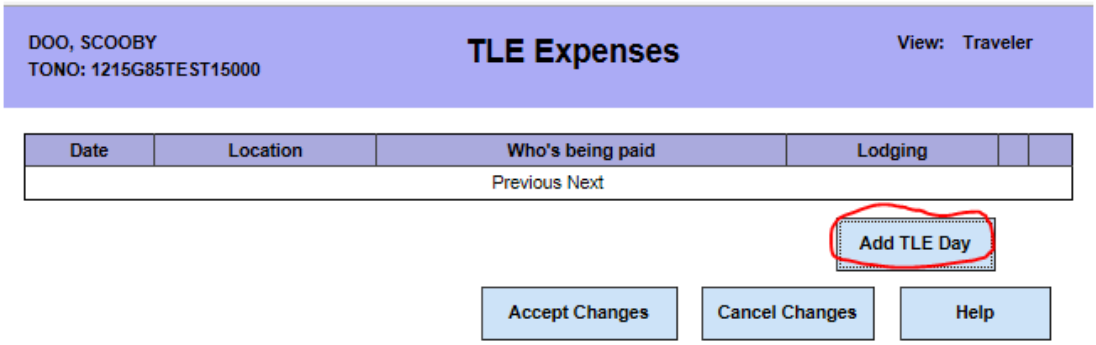


Then go back to the claim and TLE will be part of your entitlement drop down that you can select.

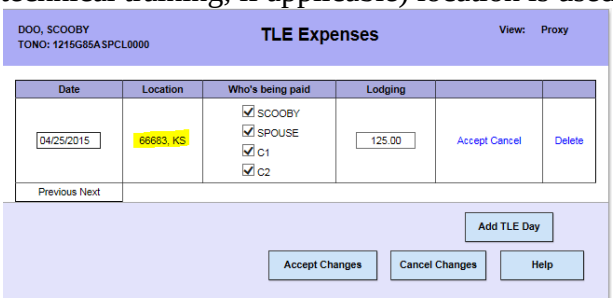
Once inside the claim, click on the entitlements tab, use the drop down to select TLE and click "**Add This Entitlement**"



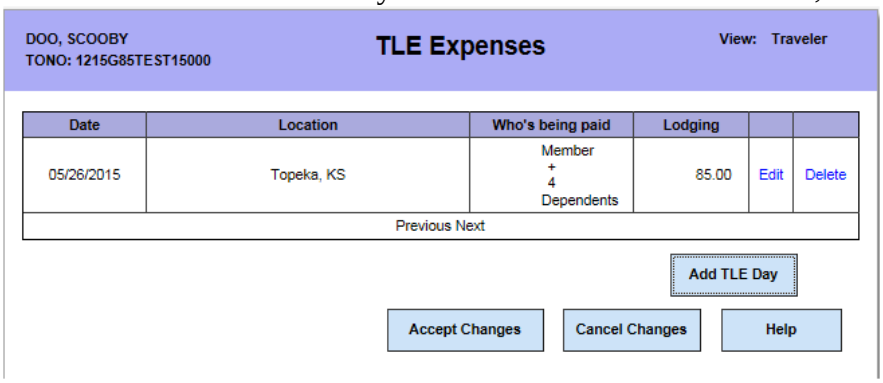
This will bring up the below screen where you need to click "**Add TLE Day**"



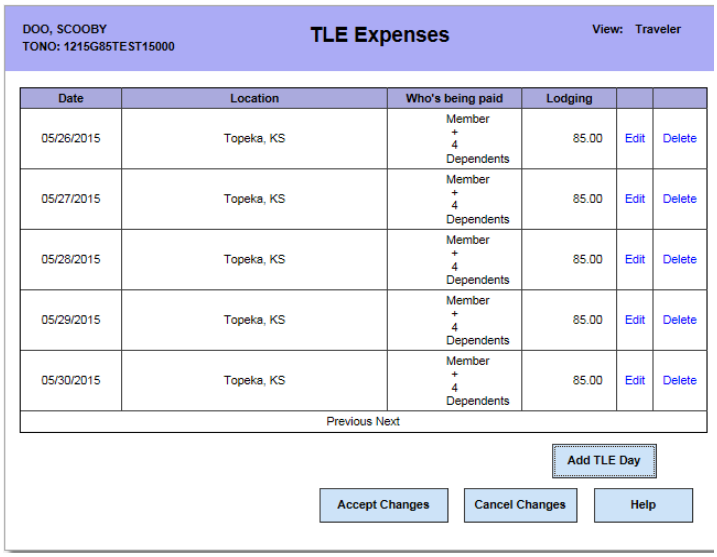
Enter the first date of lodging, **the zip code location of the PDS**, who is staying in the lodging and how much the lodging is per night. Then click the ACCEPT button. The zip code determination is based on JTR Chpt 5 5434 G2 – 'Per Diem Rate is the locality based on the PDS (or designated place, HOR or initial follow on technical training, if applicable) location is used for TLE reimbursement.

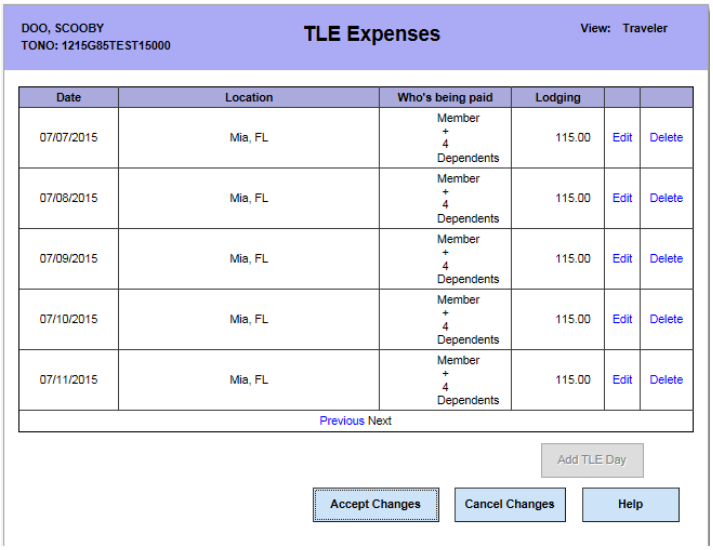


The below screen will then show. If additional days are needed in the same location, click "**Add TLE Day**"

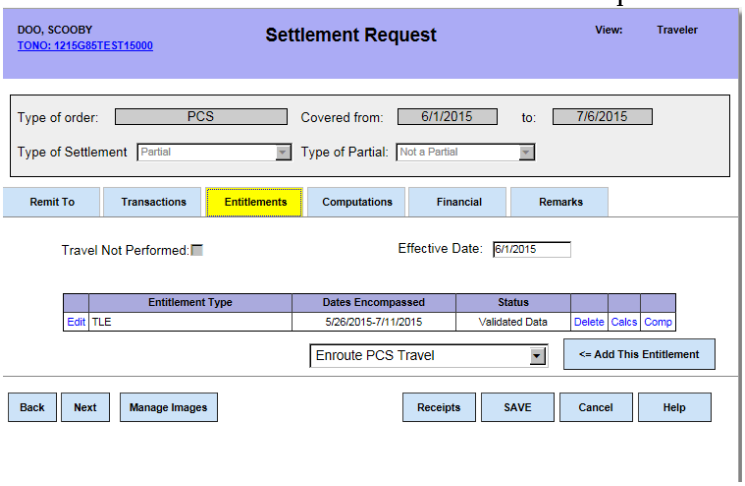


This will bring up additional dates of the same TLE information as what you input above; click Accept if there are no changes. You may do this for any lodging that is within either the OLD PDS or the NEW PDS. Once you have entered in all the TLE expenses, click the "**Accept Changes**" button.

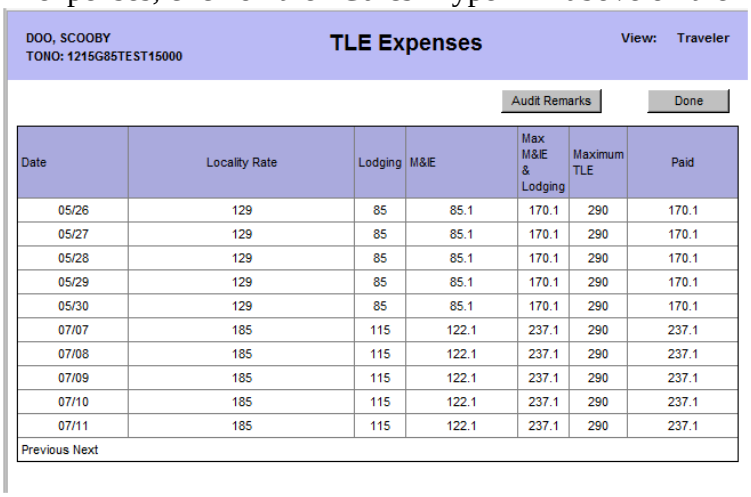




You will then come back to the main settlement request screen.



To see and verify TLE expenses, click on the "**Calcs**" hyperlink above on the right side of the line.



DOO, SCOOBY
TONO: 1215G85TEST15000

TLE Expenses

View: Traveler

Audit Remarks | Done

Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid
05/26	129	85	85.1	170.1	290	170.1
05/27	129	85	85.1	170.1	290	170.1
05/28	129	85	85.1	170.1	290	170.1
05/29	129	85	85.1	170.1	290	170.1
05/30	129	85	85.1	170.1	290	170.1
07/07	185	115	122.1	237.1	290	237.1
07/08	185	115	122.1	237.1	290	237.1
07/09	185	115	122.1	237.1	290	237.1
07/10	185	115	122.1	237.1	290	237.1
07/11	185	115	122.1	237.1	290	237.1

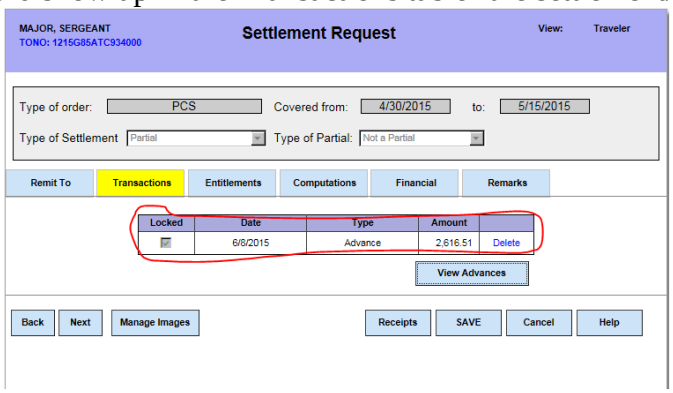
Previous Next

If you exceed the TLE limits, the system will automatically CAP (Limit) you to the maximum lodging expense.

NOTE: If you are staying with **friends/family enter in the PDS zip code in the locality and leave the lodging costs blank. This will pay you **M&IE only**. If you are doing this, then the name, address and phone number of the person you are staying with MUST be in the remarks block of the travel claim. Please indicate this is a TLE M&IE address.

How to Apply PCS advances

Many times a traveler will have received a PCS advance that was processed by the SPO. If there was an advance is should show up in the Transactions tab of the settlement/claim request.



MAJOR, SERGEANT
TONO: 1215G85ATC934000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 4/30/2015 to: 5/15/2015
Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Locked	Date	Type	Amount	
☑	6/6/2015	Advance	2,616.51	Delete

View Advances

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

Process your travel claim as normal and when you have completed the entitlements tab, click on computations tab.

MAJOR, SERGEANT
TONO: 1215G85ATC934000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 4/30/2015 to: 5/15/2015

Type of Settlement Partial Type of Partial: Not a Partial

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

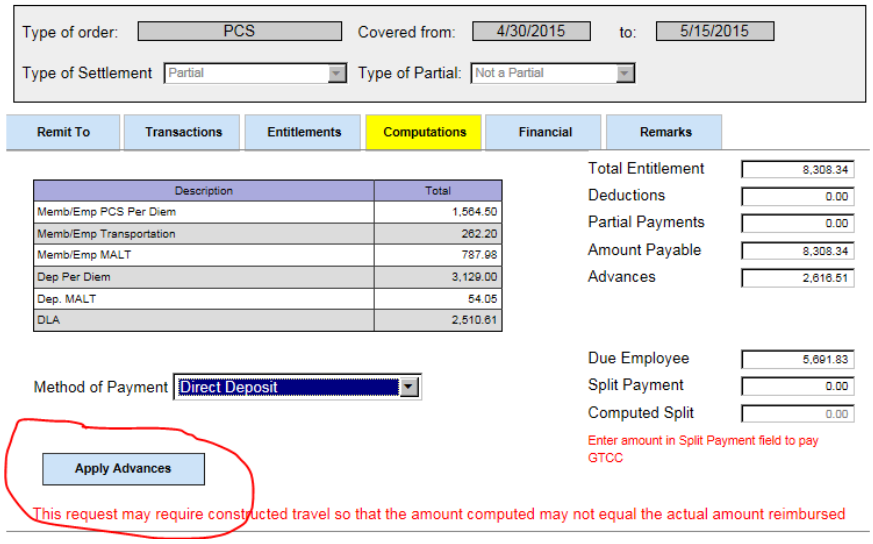
Travel Not Performed: ☐ Effective Date: 4/30/2015

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	4/30/2015-5/13/2015	Validated Data	Delete	Calcs	Comp
Edit	Pick Up Vehicle at Port	5/30/2015-5/30/2015	Validated Data	Delete	Calcs	Comp
Edit	DLA (with Dependents)	4/30/2015-4/30/2015	Validated Data	Delete	Calcs	Comp

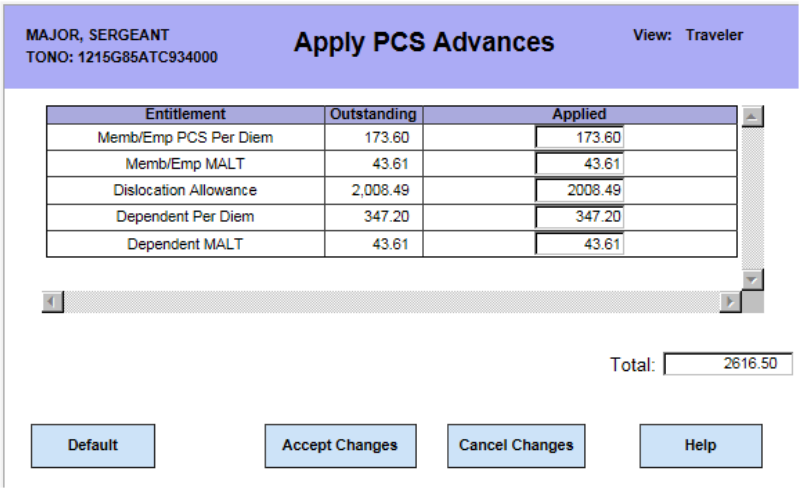
<= Add This Entitlement

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

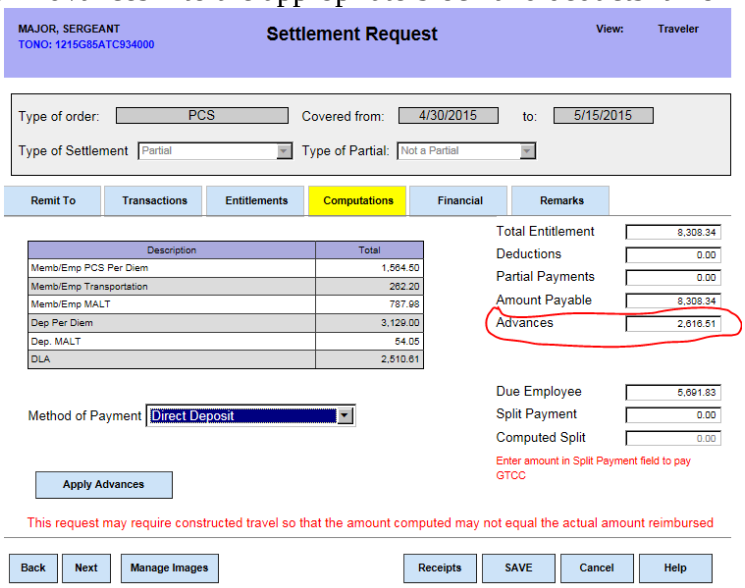
Once you click on the Computations Tab, click in the "**Apply Advances**" block at the bottom left of the screen.



That will bring up the below screen. Click the DEFAULT button and the fields will automatically fill out in the applied column and will give the Total of advances. Click Accept Changes.



It inputs the amount of Advances into the appropriate block and deducts it from the Amount Payable

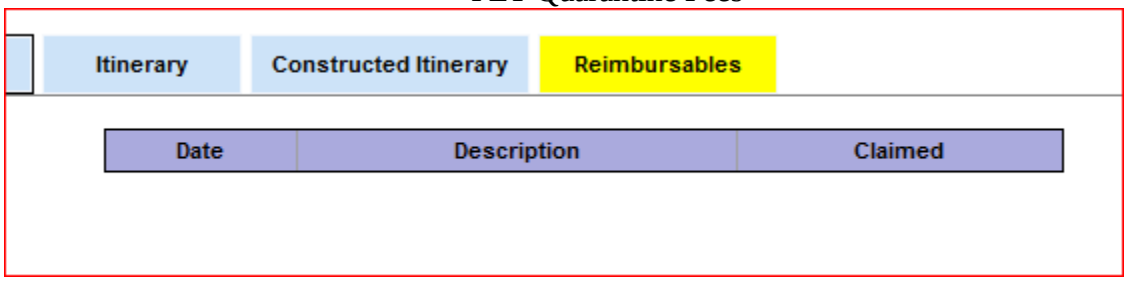


Go to the Financial Tab to complete the claim.

Reimbursable Items for PCS

THERE ARE VERY FEW REIMBURSABLES IN PCS

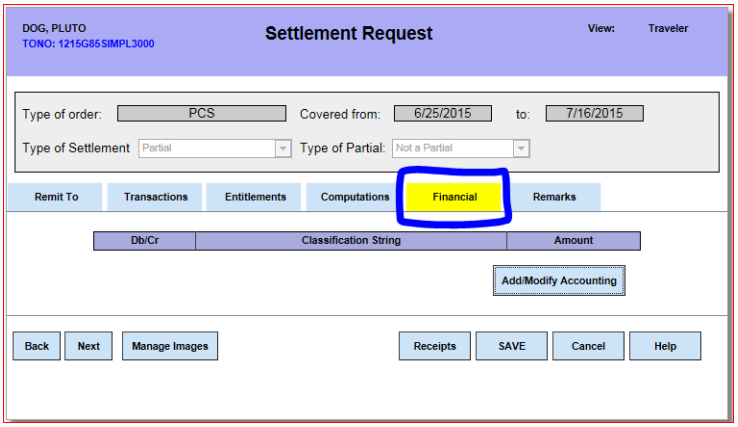
- Some Airfare
- SATO FEES
- BAGGAGE FEES
- INCIDENTALS EXP FOR A School
- TOLLS FOR ROADS
- VISA GREENCARD & PHOTO FEES
- PET Quarantine Fees



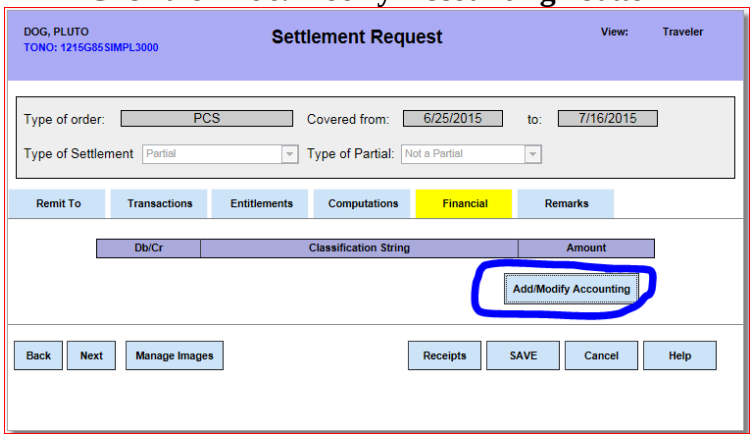
All reimbursable items MUST be authorized on the PCS orders.

How to input Line of Accounting

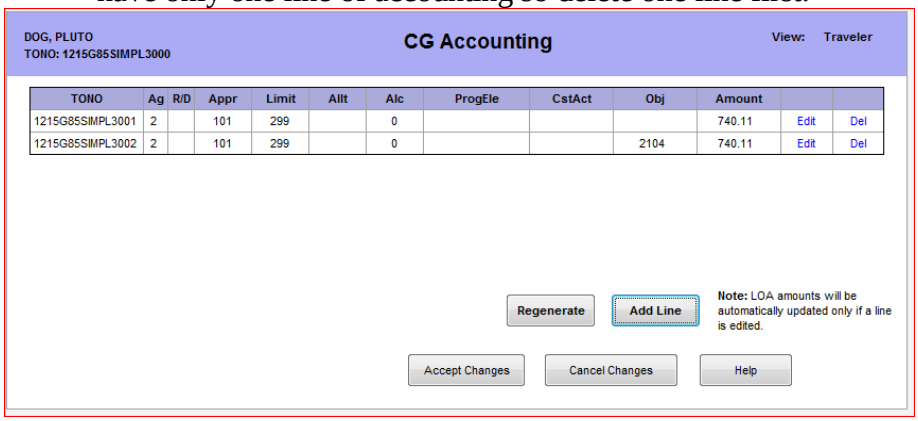
Find the accounting information on your orders. Locate the Financial tab on your PCS claim in Tpax.



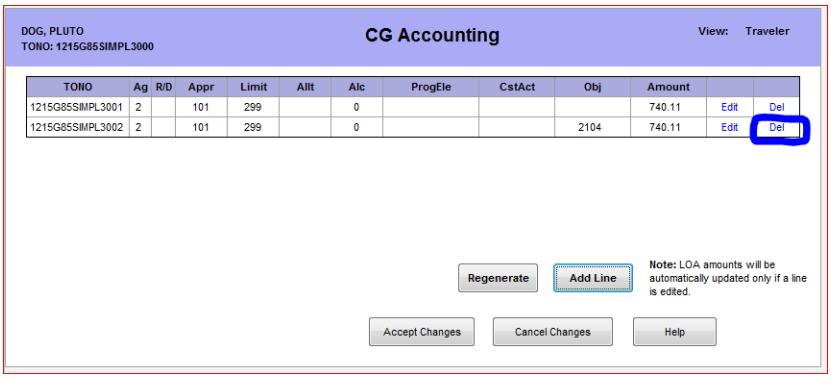
Click the "**Add/Modify Accounting"** button

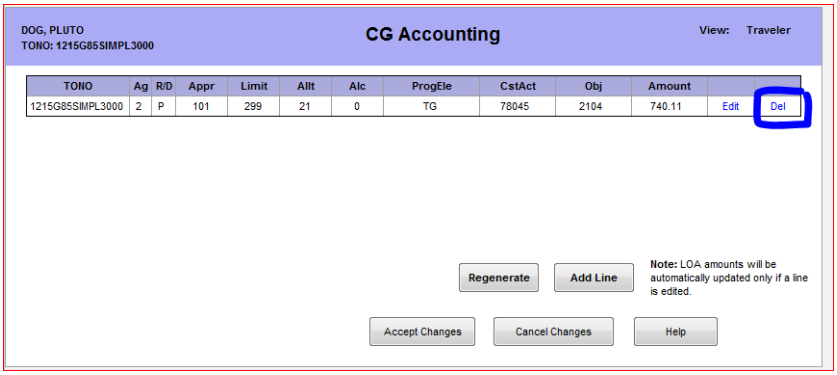


This screen will generate. You will notice there are 2 lines of accounting. Your orders will more than likely have only one line of accounting so delete one line first.

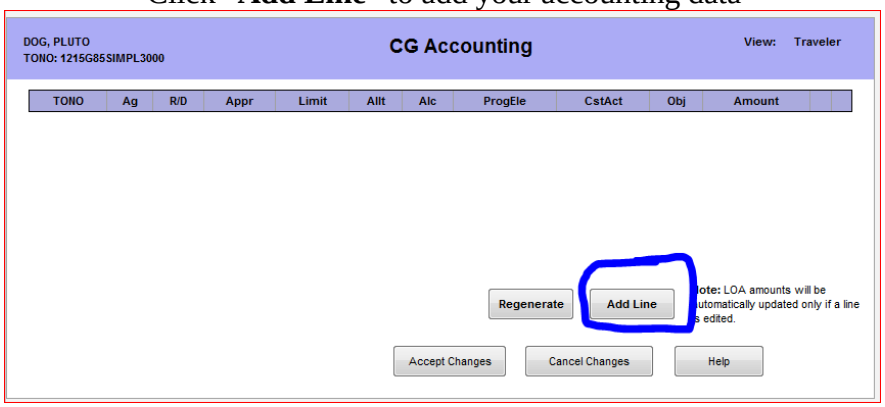


Delete both lines

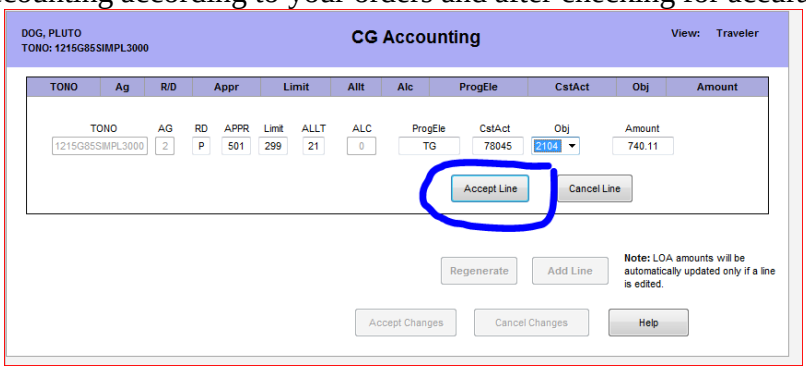




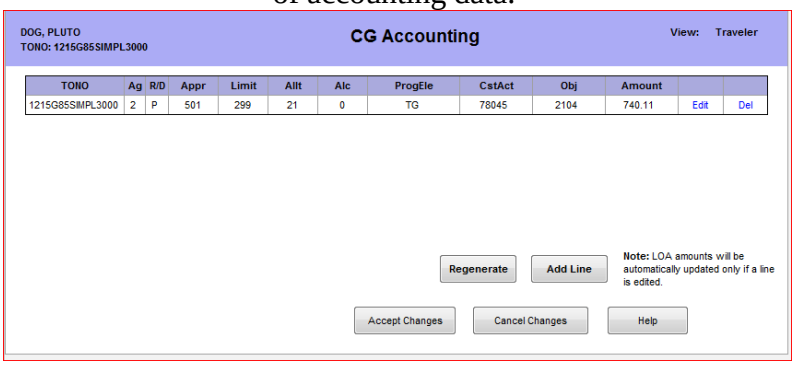
Click "**Add Line**" to add your accounting data



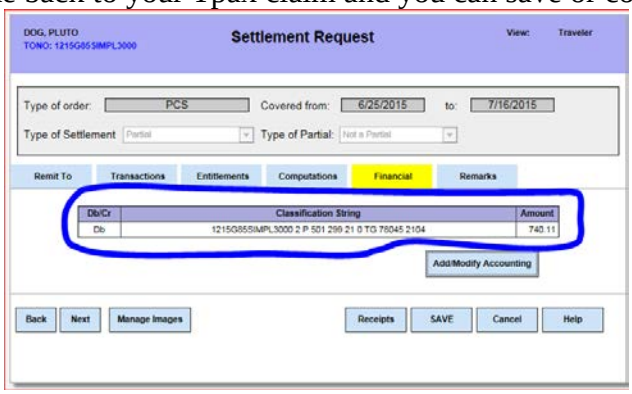
Enter your line of accounting according to your orders and after checking for accuracy, “**Accept Line**”.



If an error generates, check your orders. If an error is still showing, see your accounting manager for proper line of accounting data.



Then you will come back to your Tpax claim and you can save or continue your claim.



Member Travel Only

1) PCS via POV Travel
    a. Travel Time less than authorized
    b. Circuitous/Indirect Travel
2) PCS via Commercial Air
    a. CONUS – CONUS
    b. CONUS – OCONUS
    c. OCONUS – OCONUS
    d. OCONUS – CONUS
3) PCS via Mixed Mode
    a. Fly/drive to first PDS
    b. Mixed Mode to Boat
    c. Alaska Ferry – 1 POV
4) PCS with TDY Enroute (TEMDU)
    a. C Schools
5) PCS with NO or Limited Reimbursement
    a. Home to 1st Duty Station (Cadets) or Direct Commission
    b. Boot Camp to "A" School
6) Mixed Mode PCS to a Ship (Chasing the boat)
    a. Old PDS to New PDS Home Port

b. **Old PDS to New PDS ship underway**

c. **Old PDS underway to Home Port to New PDS underway**

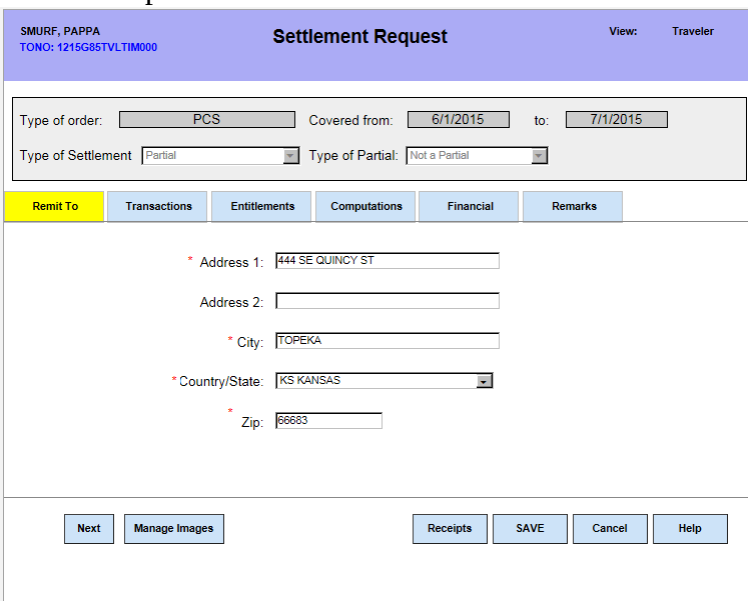
7) **Separation &/or Retirement**

PCS via POV Travel

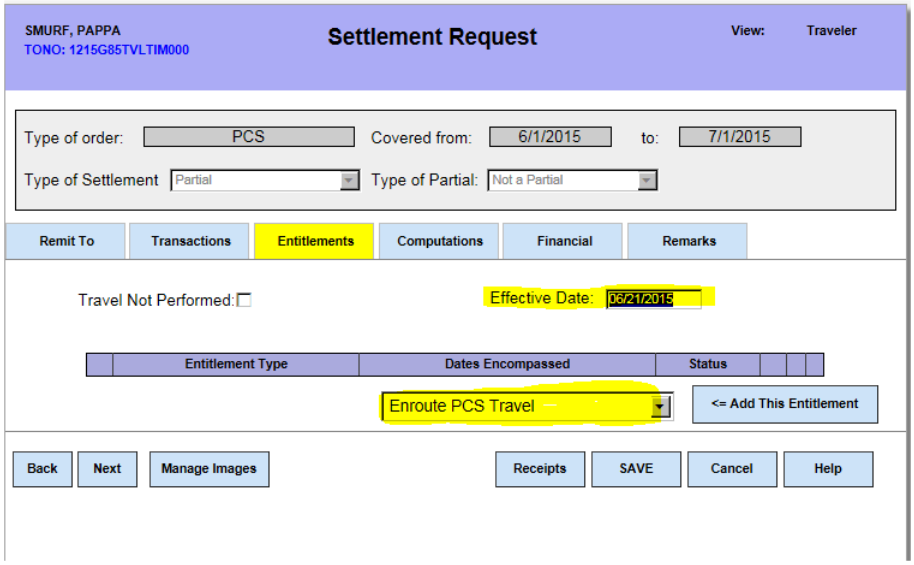
Travel Time less than authorized

Member Only – PCS via POV Travel - Travel time less than allotted

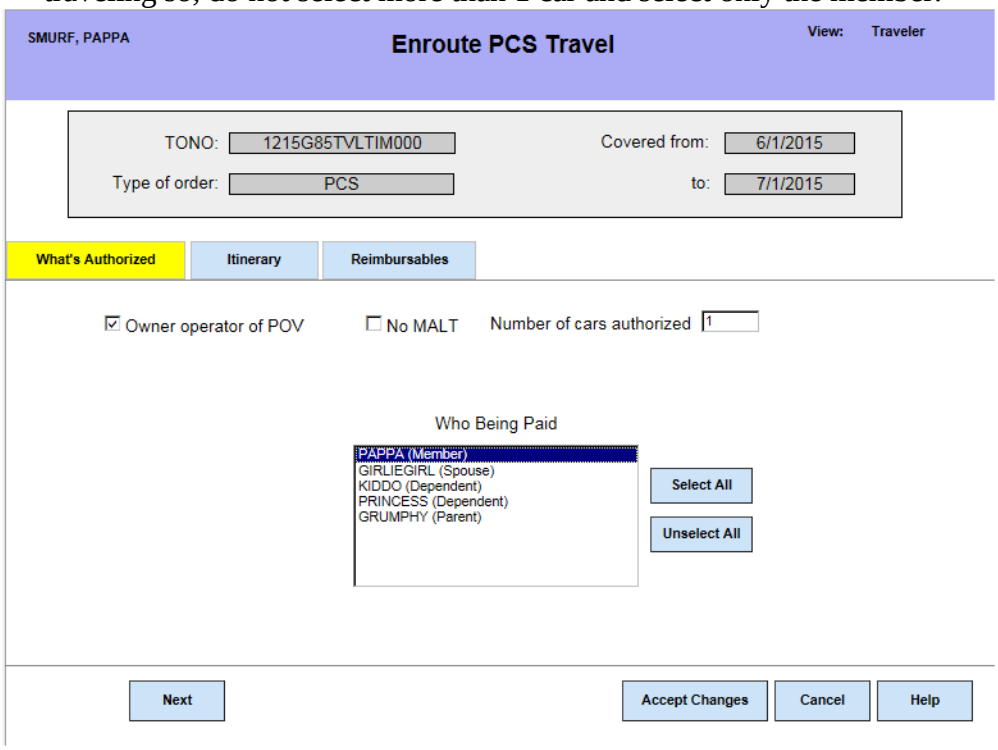
Input home address at new PDS



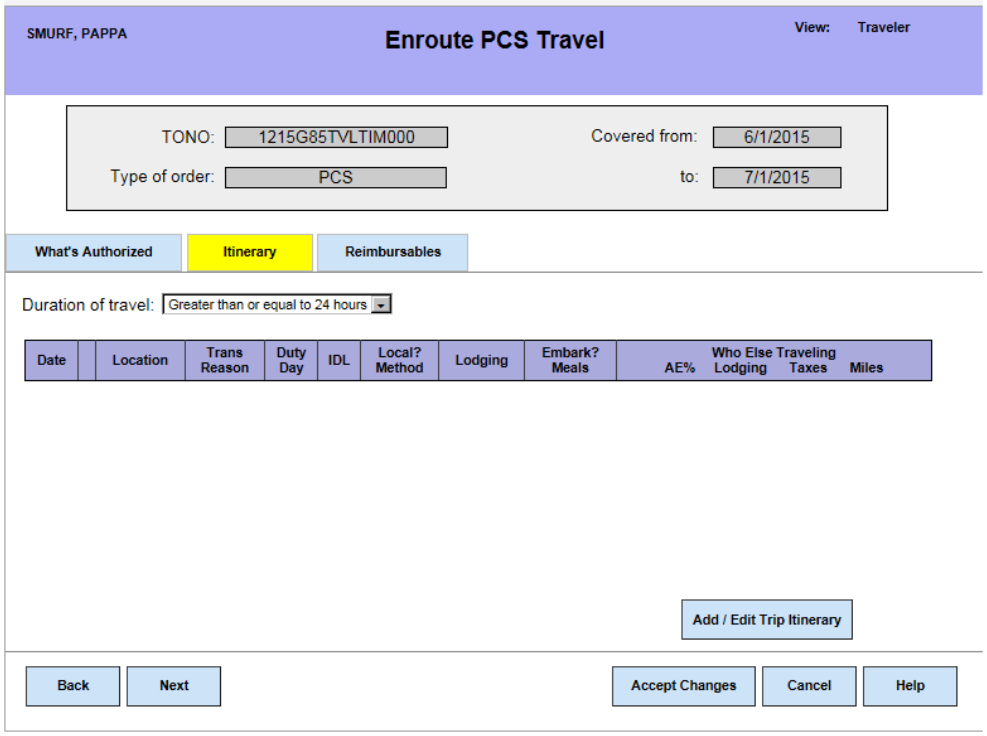
Input Effective date of orders. Click on "Add this Entitlement"



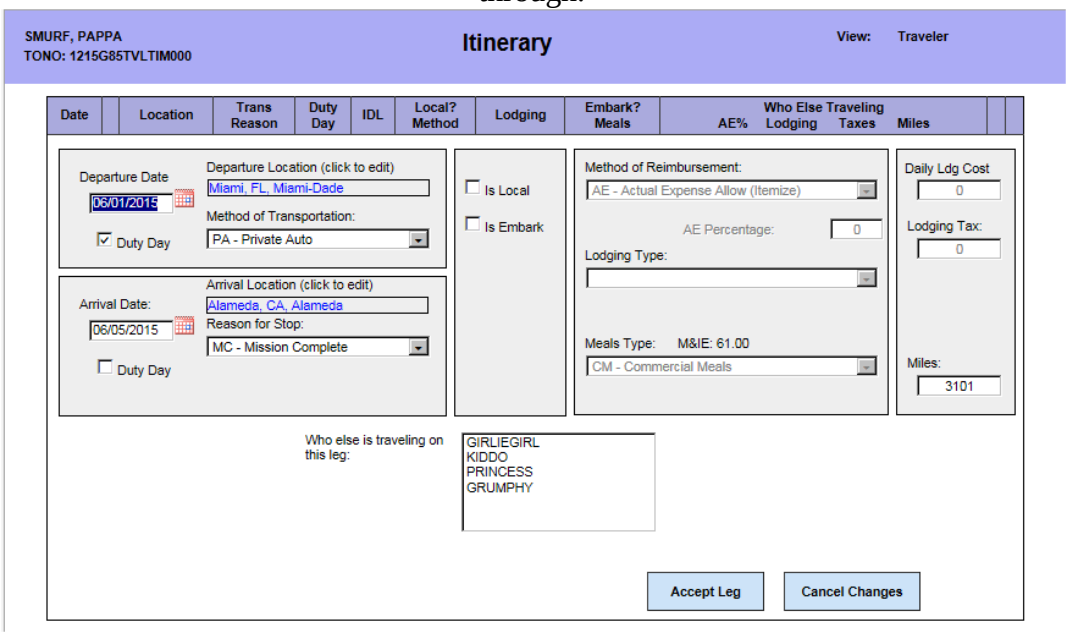
Select the member and input the number of cars being used. In this example only the member is traveling so, do not select more than 1 car and select only the member.



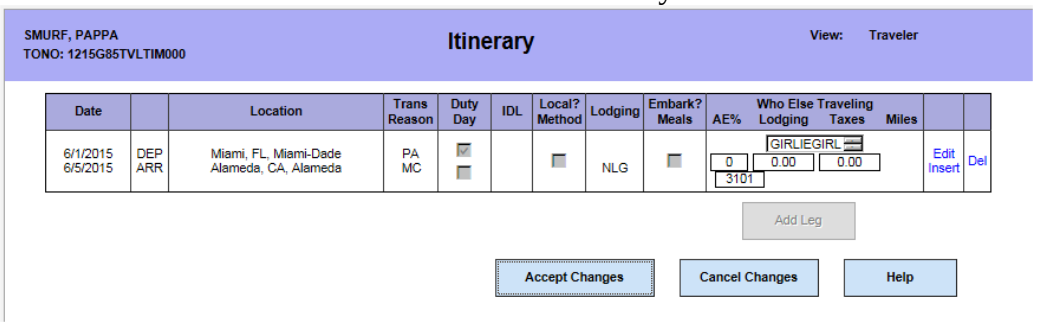
Click on the Itinerary tab and click the dropdown to select Greater than 24 hrs

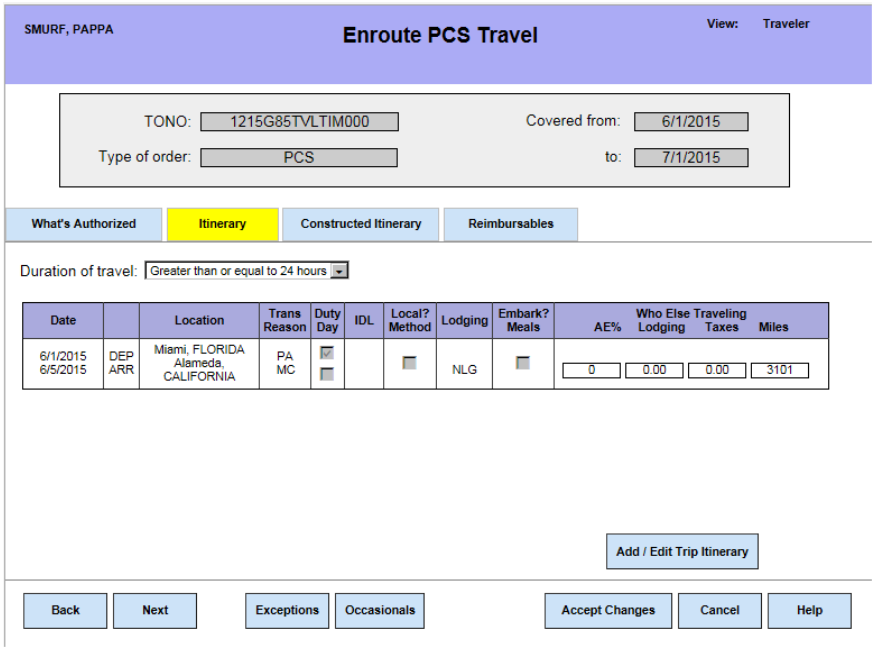


Member was authorized leave but at the last minute chose not to take it and drove straight through.

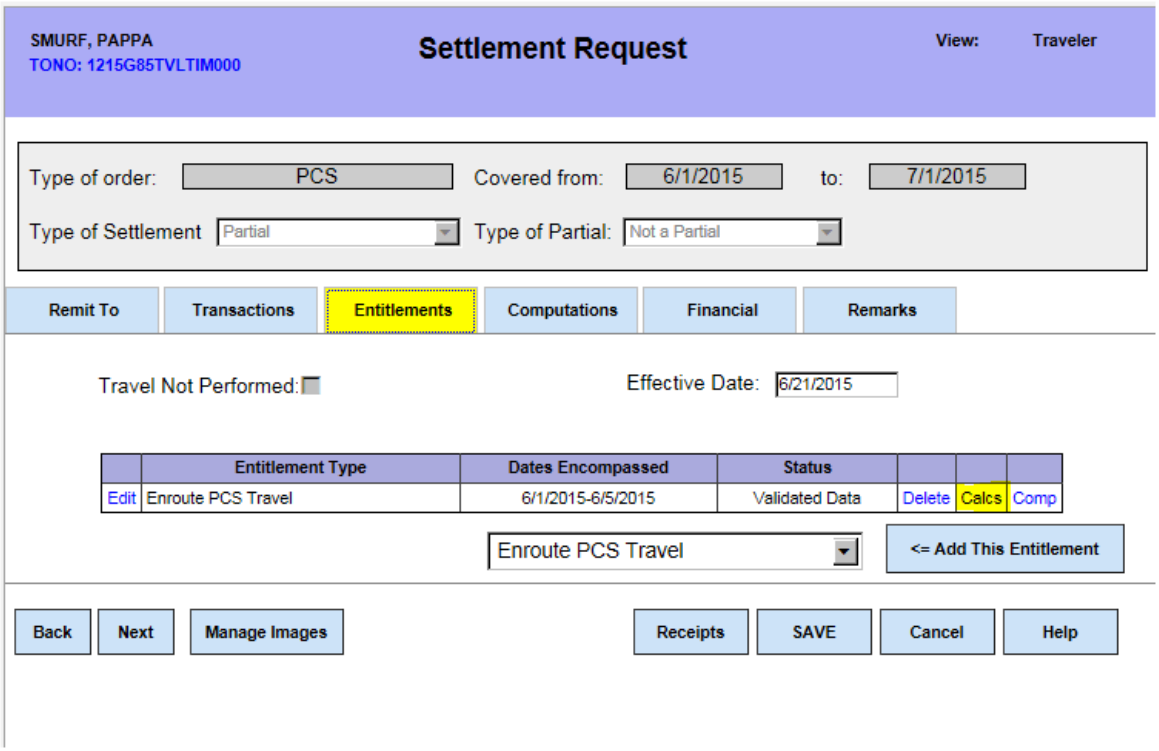


As you can tell, member did not use all days allotted to them and cut their trip short. Member in this case would be authorized 9 days of travel.

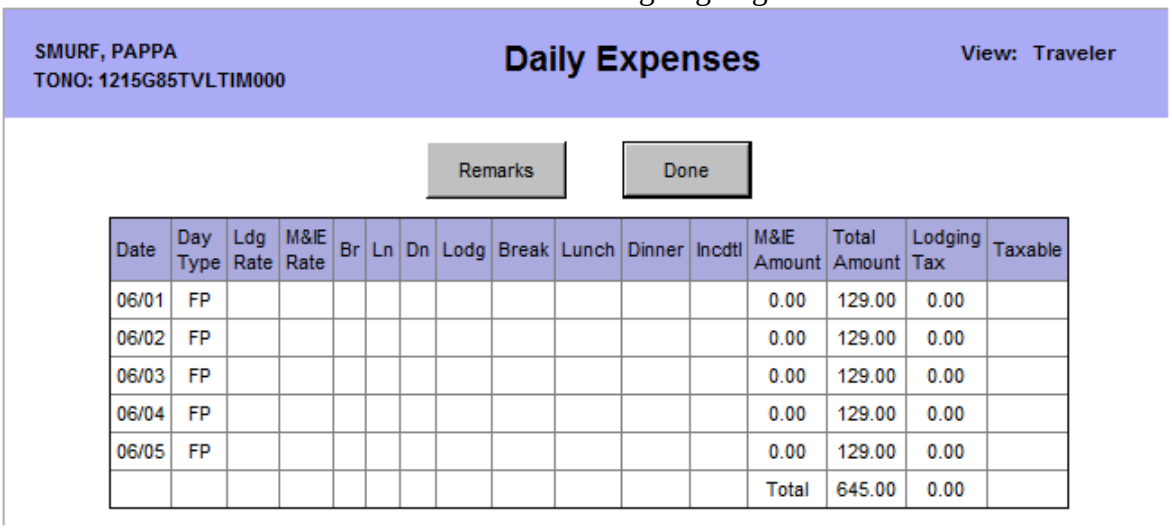




To see how many days the member is actually getting paid, click on the “Calcs” hyperlink below:

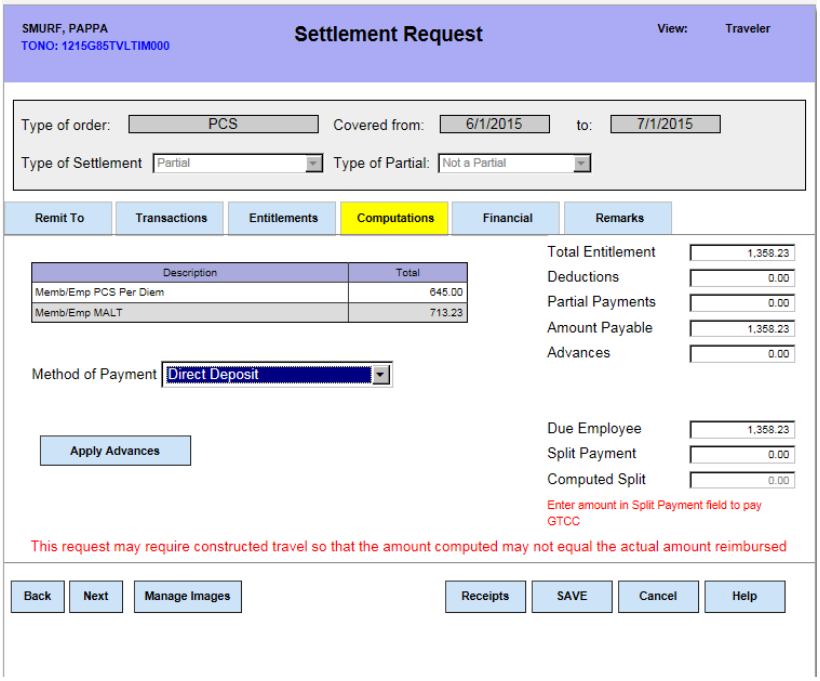


You can see that although member was authorized 9 days to travel, the member only took 5 days to drive so that is all the member is going to get reimbursed for



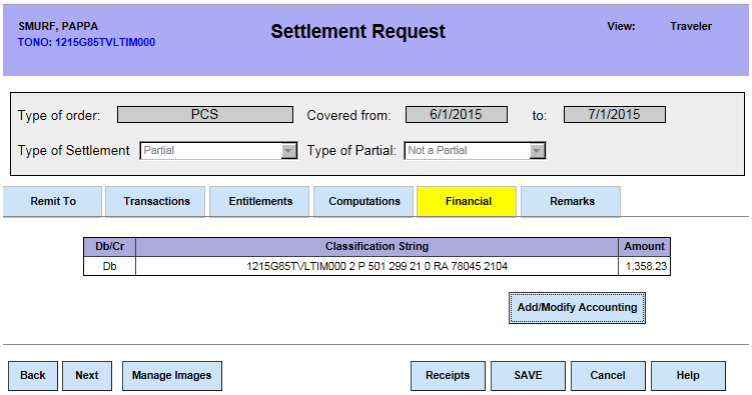
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
06/01	FP											0.00	129.00	0.00	
06/02	FP											0.00	129.00	0.00	
06/03	FP											0.00	129.00	0.00	
06/04	FP											0.00	129.00	0.00	
06/05	FP											0.00	129.00	0.00	
												Total	645.00	0.00	

Look at the computations tab to verify entitlements



Apply advances if advances were received by member

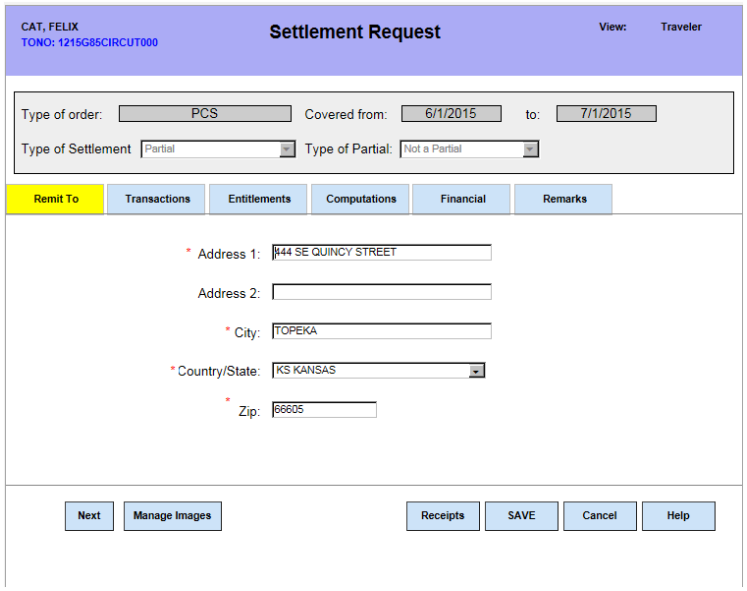
Input line of accounting and save claim



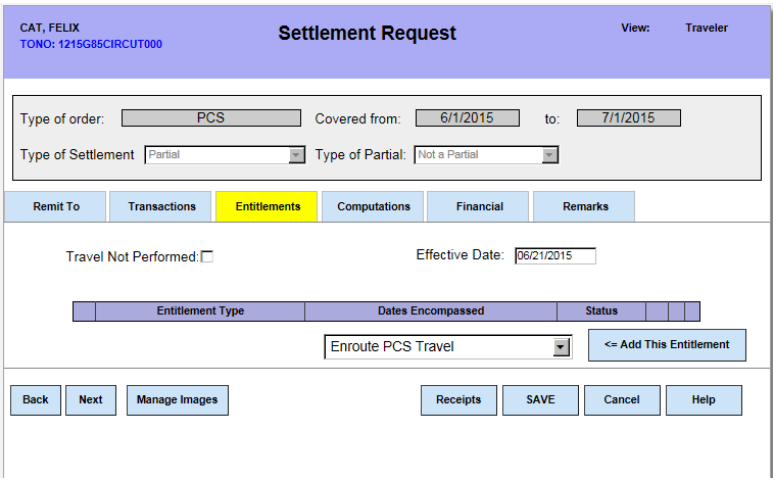
Circuitous/Indirect Travel

Member Only – PCS Indirect Route/Circuitous Travel

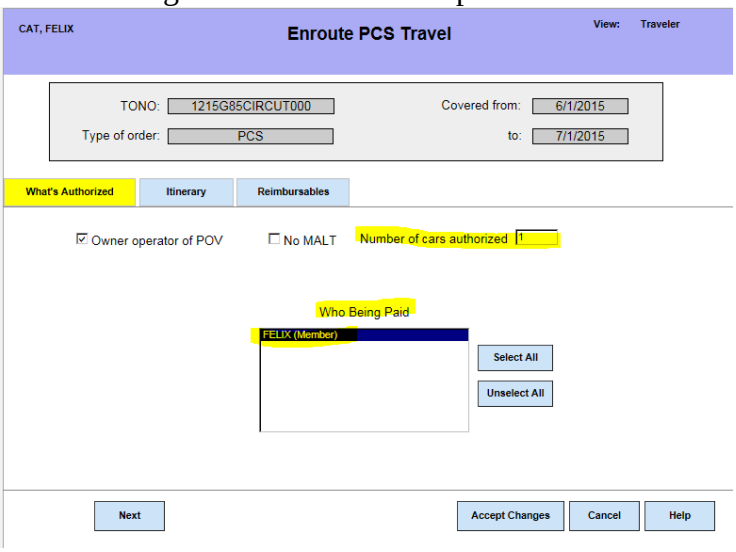
Input the NEW PDS Home address



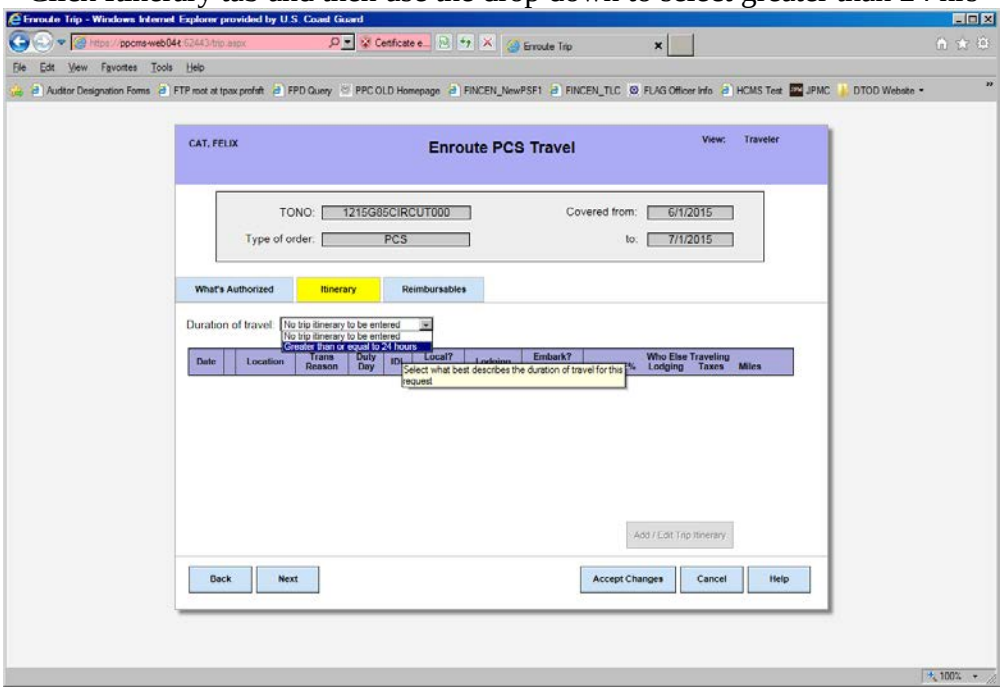
Enter in Effective date of orders and then click add this entitlement



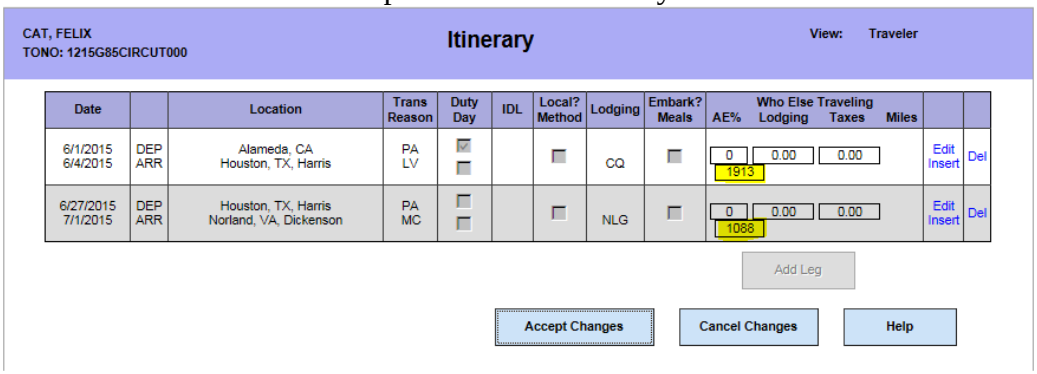
Enter the number of cars being used for this PCS Trip and select the member as being paid



Click Itinerary tab and then use the drop down to select greater than 24 hrs

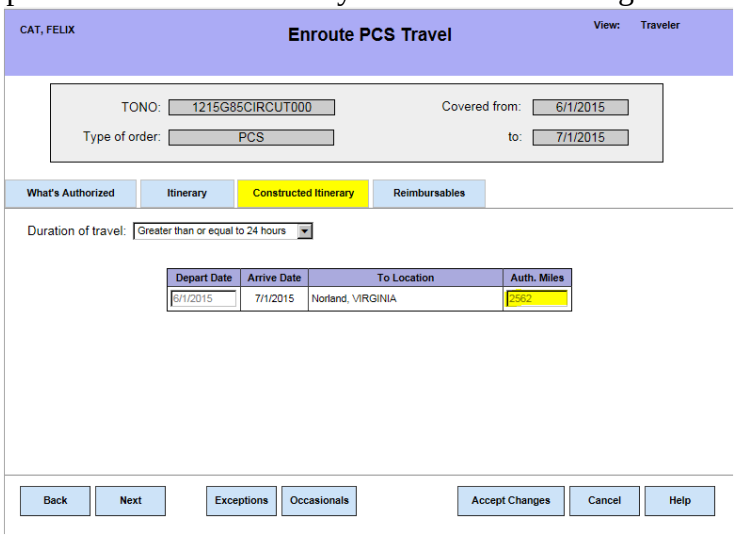


Input the actual Itinerary



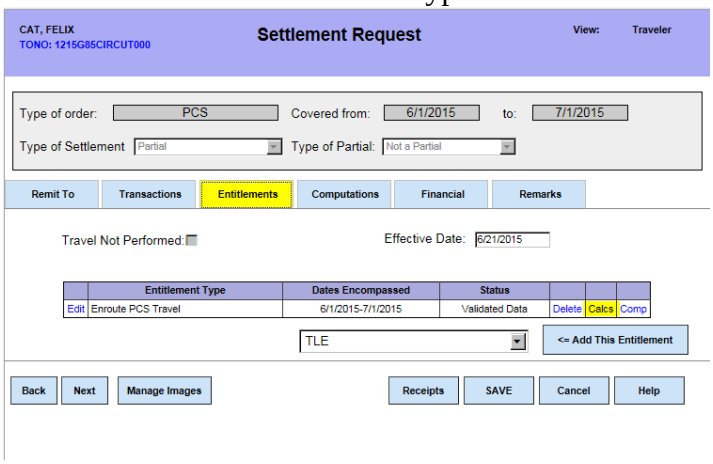
Notice here the member drove 3001 miles

The system will input a “constructed itinerary” tab due to this being other than “normal” travel

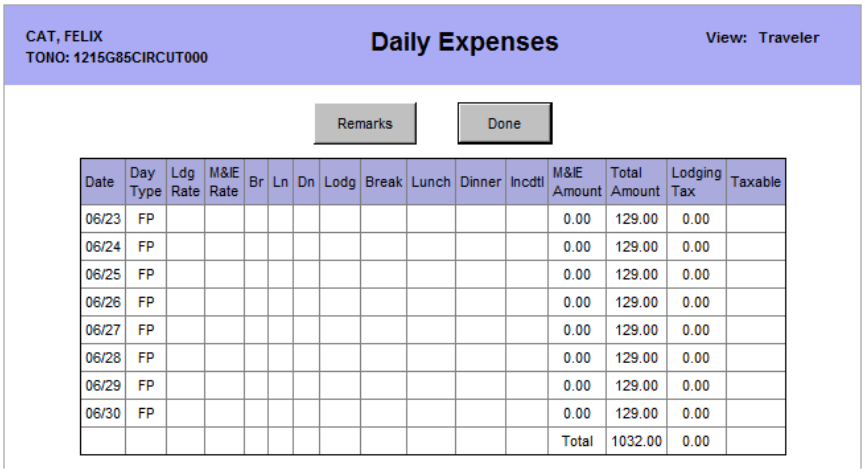


You can see that TPAX will limit member to 2562 miles which is the direct route vs. the indirect route the member took

Click "**Accept Changes"** and then look at the "**calcs**" hyperlink to see how many days it being paid

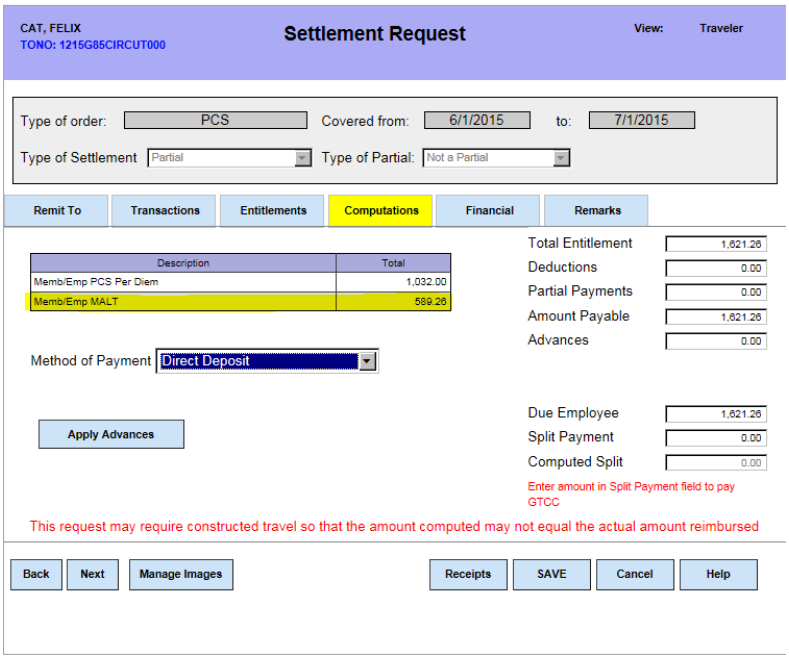


Notice that TPAX computed 8 days of Per Diem authorized based on the # of miles authorized, divided by 350 miles.

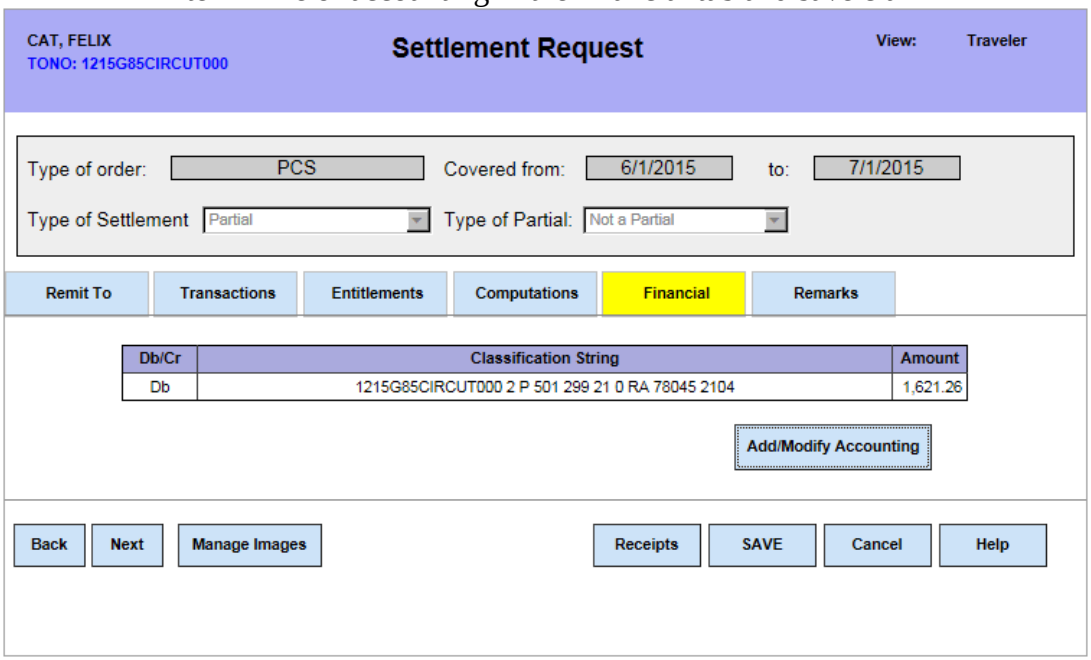


Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
06/23	FP											0.00	129.00	0.00	
06/24	FP											0.00	129.00	0.00	
06/25	FP											0.00	129.00	0.00	
06/26	FP											0.00	129.00	0.00	
06/27	FP											0.00	129.00	0.00	
06/28	FP											0.00	129.00	0.00	
06/29	FP											0.00	129.00	0.00	
06/30	FP											0.00	129.00	0.00	
												Total	1032.00	0.00	

You will notice in the below screenshot, TPAX limited the amount of MALT based on the number of miles authorized via direct travel.



Enter in line of accounting in the financial tab and save claim



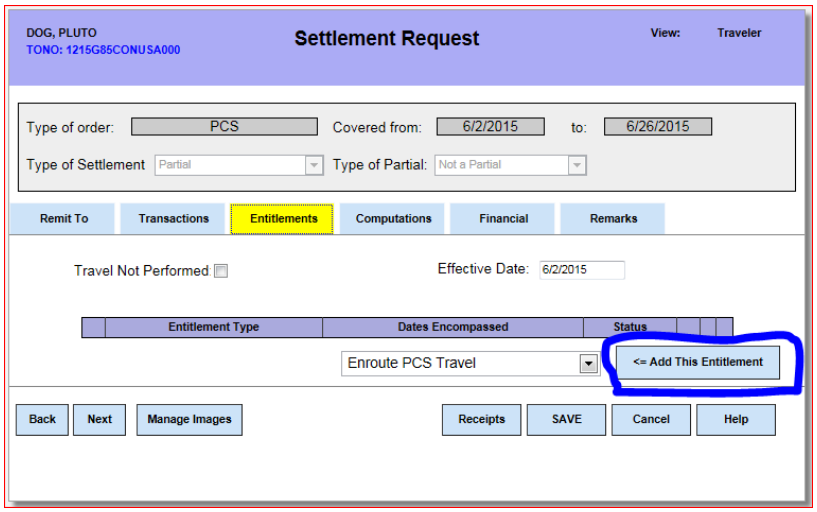
PCS via Commercial Air

**NOTE: When filling out the itinerary, use TP vs. CP to ensure you are getting the correct number of travel days paid.

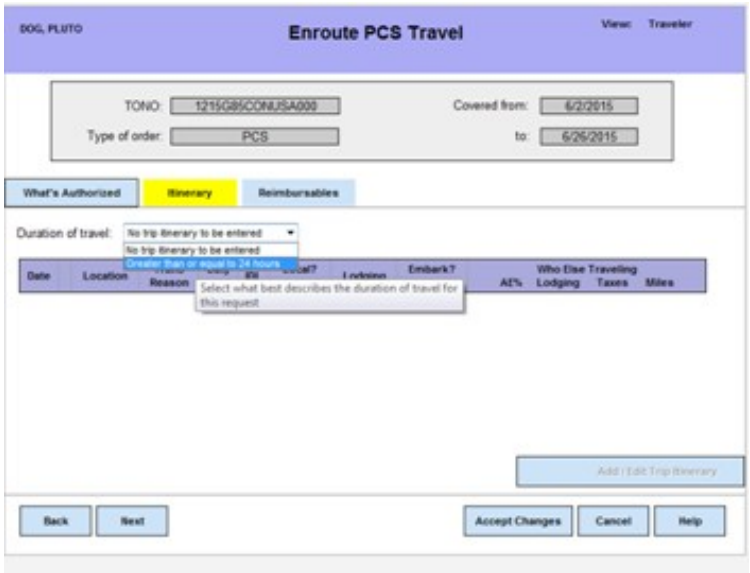
CONUS – CONUS

PCS CONUS to CONUS Air:
Input home address at new PDS

Under "**Entitlements**" tab select "**Add This Entitlement**"

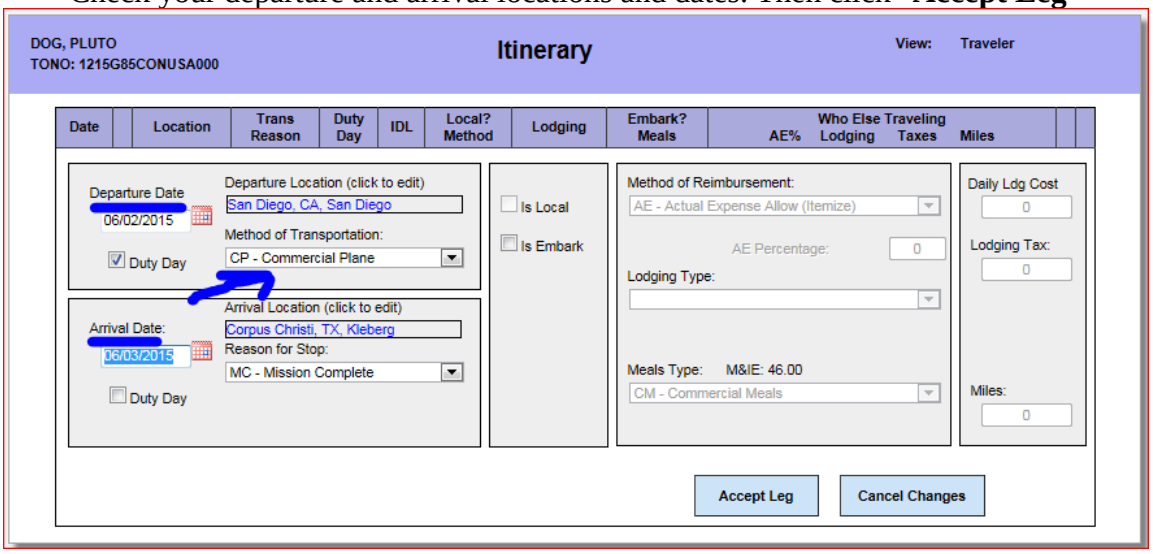


Under "**Itinerary**" Select "**Greater than or equal to 24 hours**"

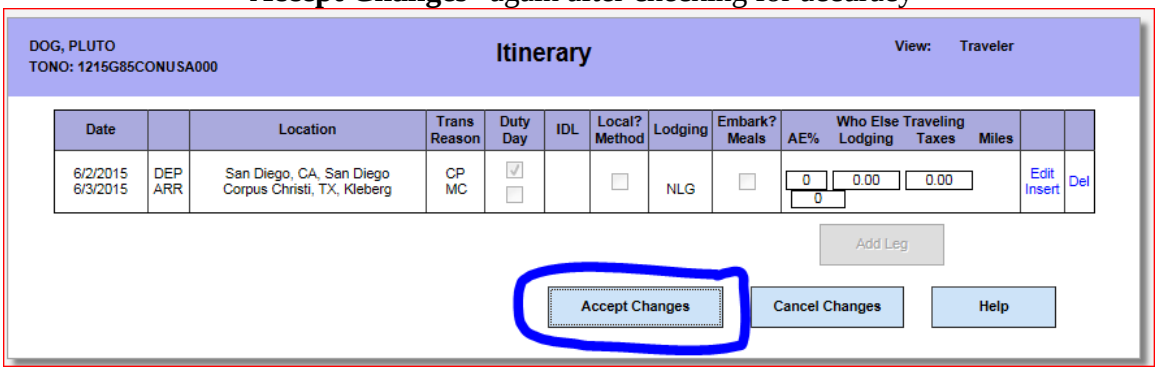

DOG, PLUTO
Enroute PCS Travel
View: Traveler
TONO: 1215GB/CONUSA000
Covered from: 6/2/2015
Type of order: PCS
to: 6/26/2015
What's Authorized
Itinerary
Reimbursables
Duration of travel:
No trip itinerary to be entered
No trip itinerary to be entered
Greater than or equal to 24 hours
Select what best describes the duration of travel for this request
Date
Location
Reason
Embark?
Who Else Traveling
AE%
Lodging
Taxes
Miles
Add / Edit Trip Itinerary
Back
Next
Accept Changes
Cancel
Help

Airfare CONUS to CONUS use CP (Commercial Plane). If the PCS travel was from OCONUS to CONUS use TP (GOVT plane for overseas travel by air)
Verify Departure and Arrival Dates:

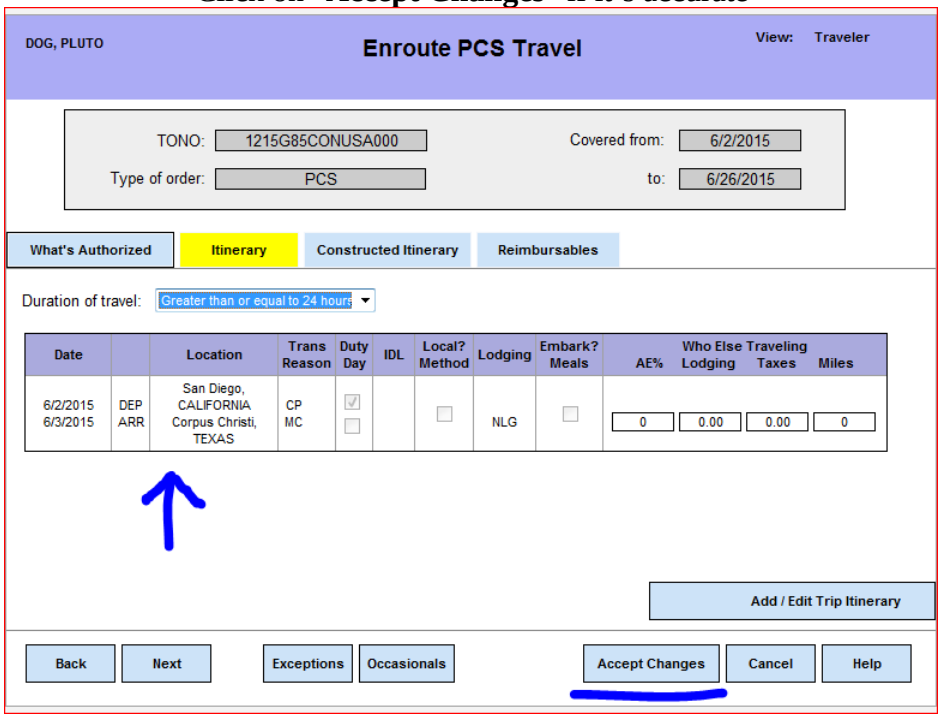
Check your departure and arrival locations and dates. Then click "**Accept Leg**"



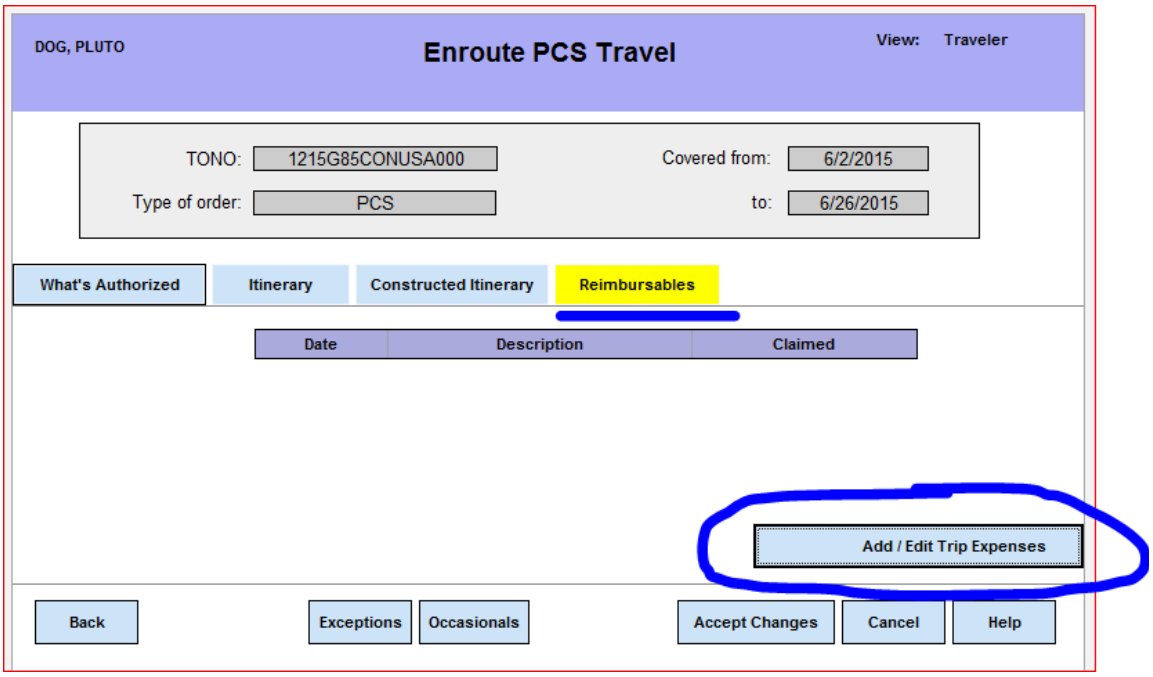
"**Accept Changes**" again after checking for accuracy



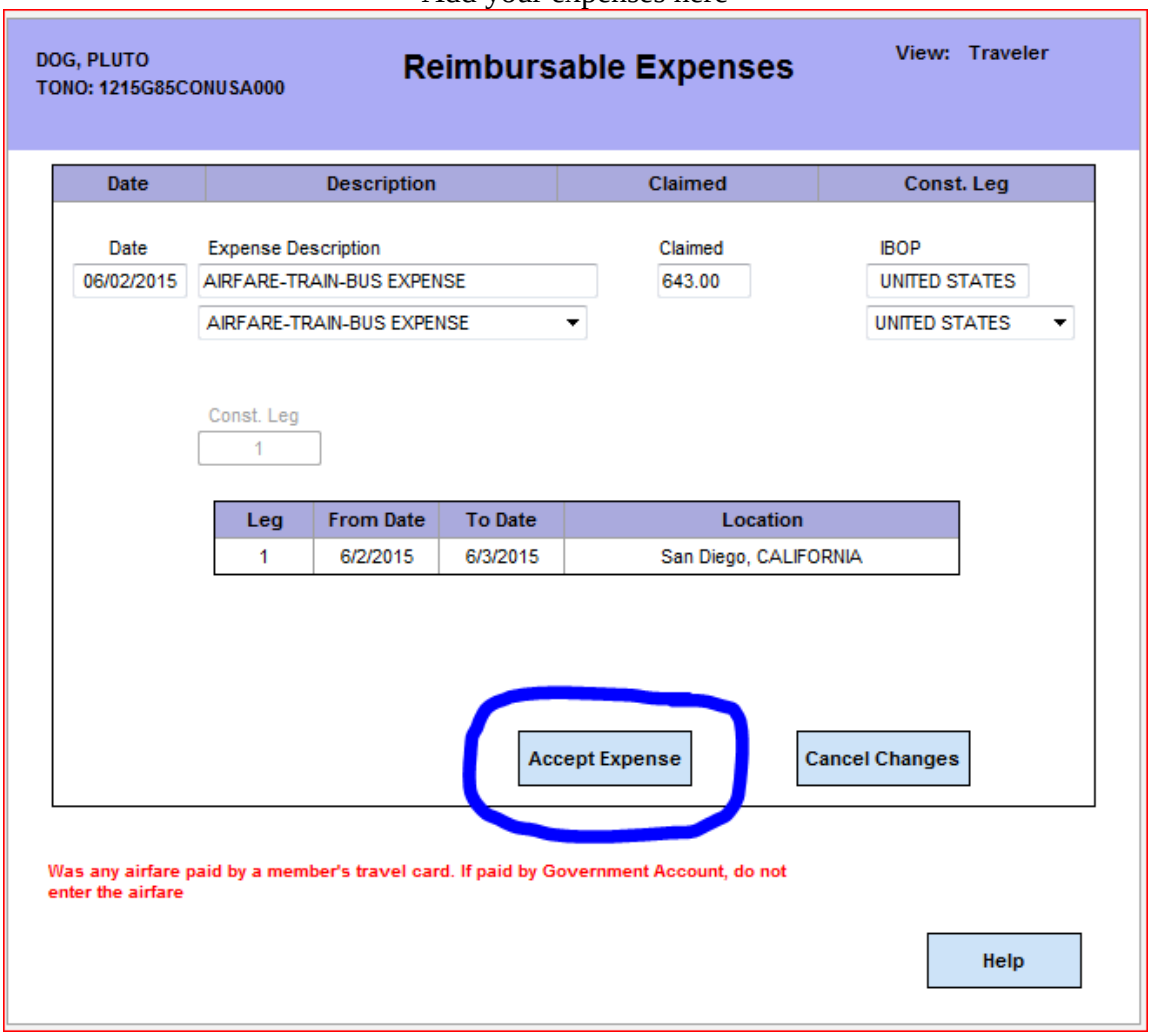
Click on "**Accept Changes**" if it's accurate



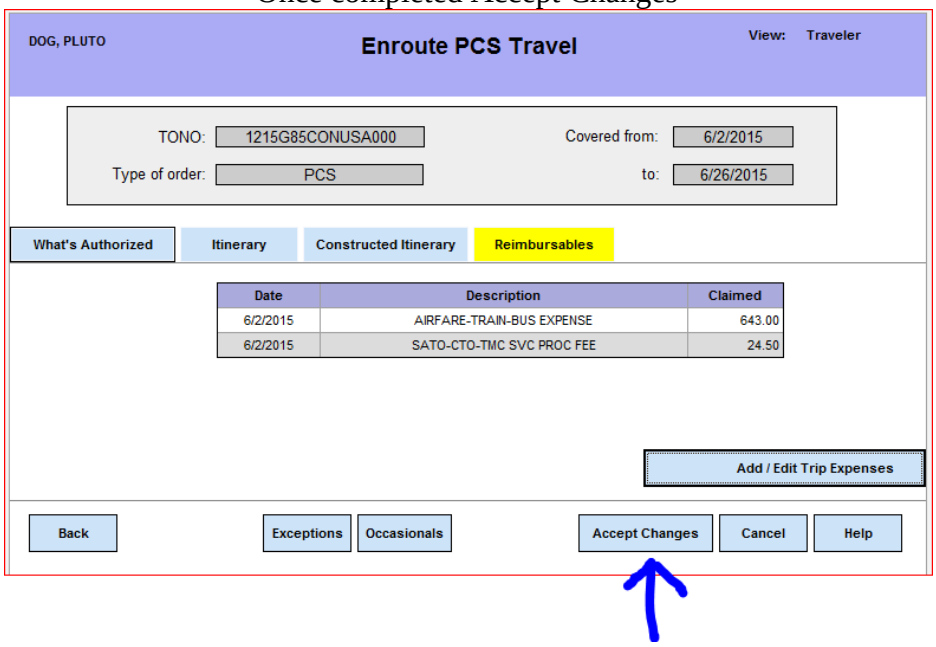
Go to the "**Reimbursables**" tab



Add your expenses here

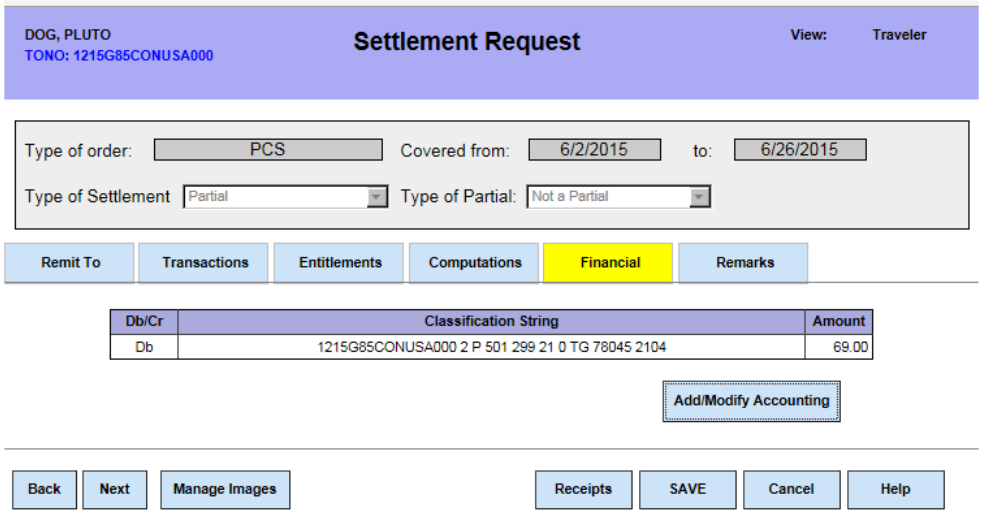


Once completed Accept Changes

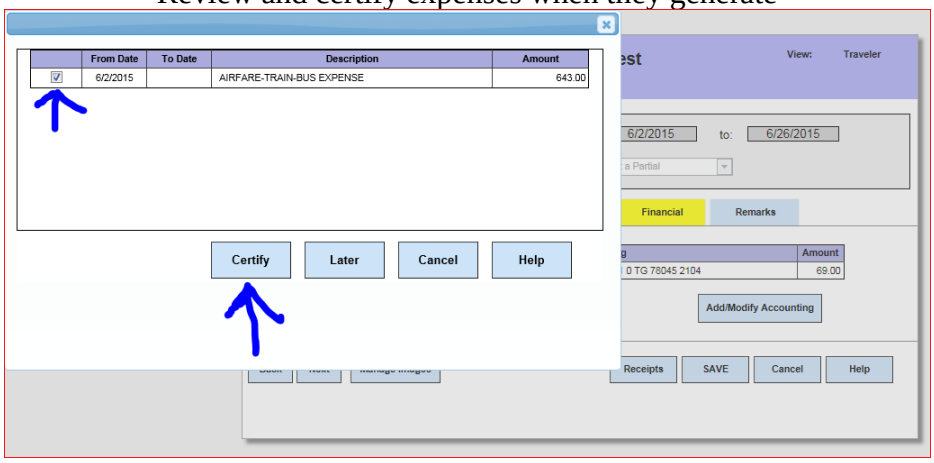


Ensure you have all Sato Airfare receipts, orders and any receipts over $75.00 attached in the Manage Images (see Image tutorial).

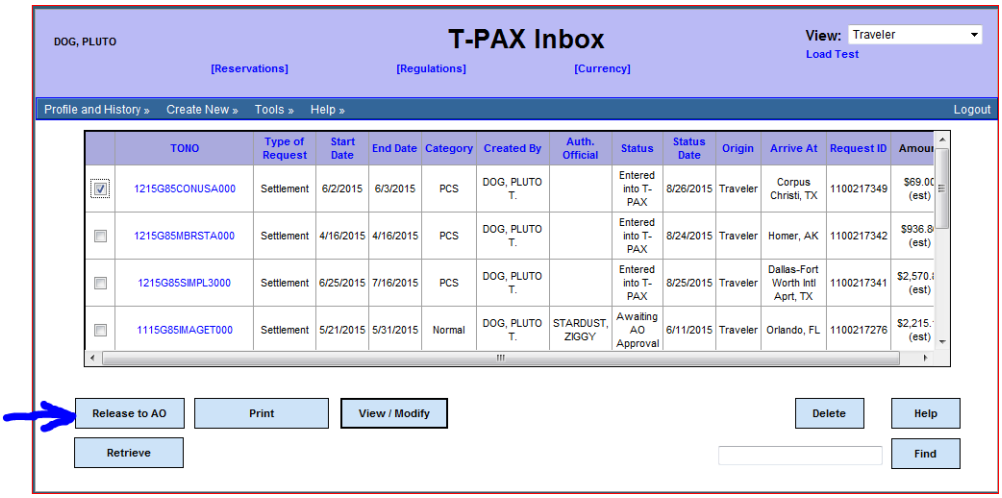
Next, move to "**Financial"** tab and follow Financial tutorial:



Review and certify expenses when they generate



When back at Tpax home screen find the tono you just completed and check the box.
Click on the "**Release to AO**" button

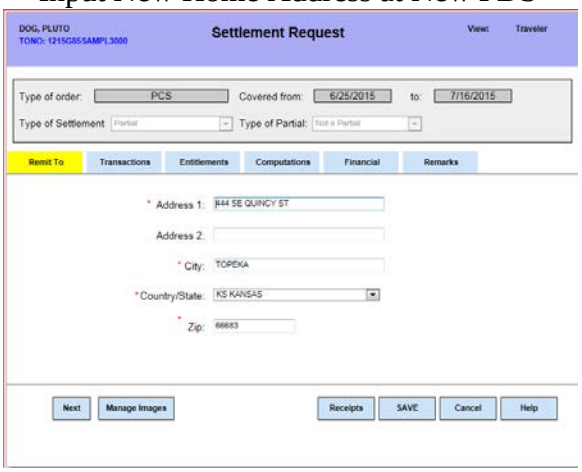


Locate your AO and release your claim for approval

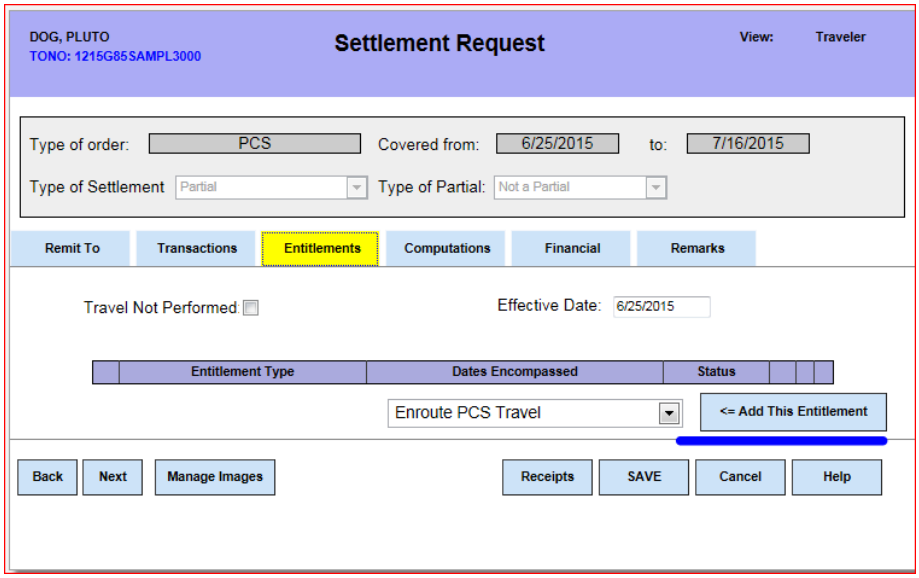
CONUS – OCONUS

Simple PCS Conus to Oconus flying

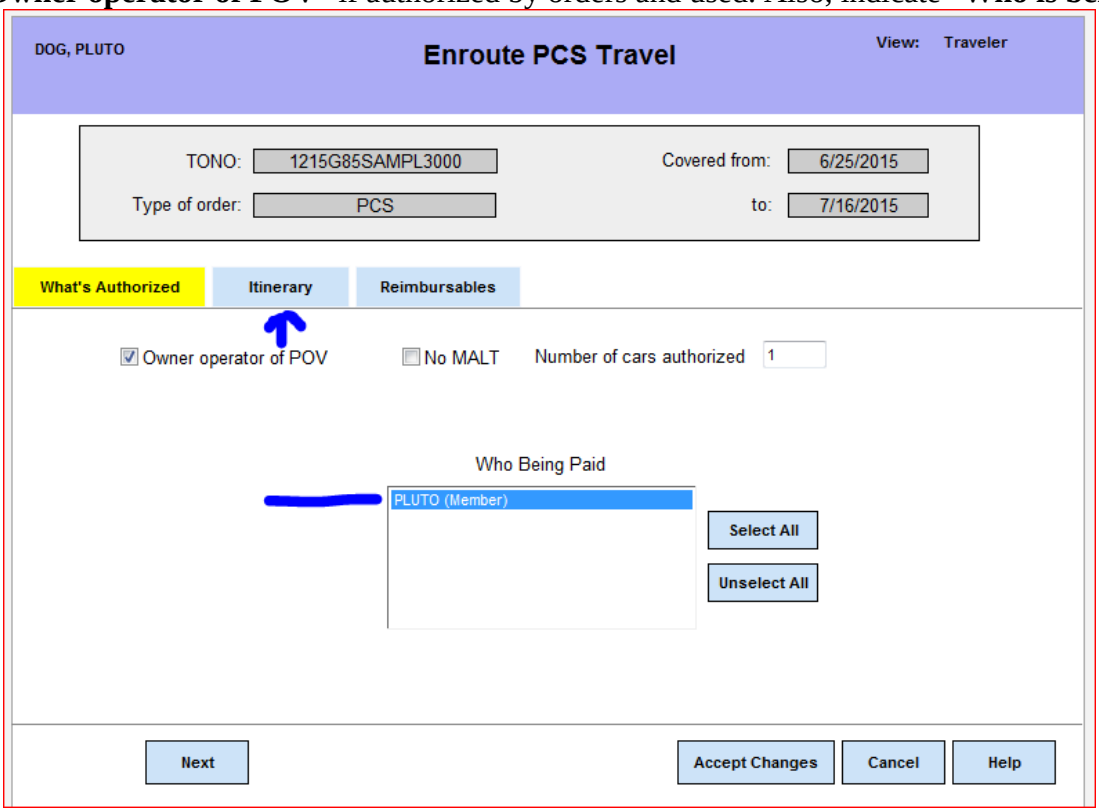
Input New Home Address at New PDS



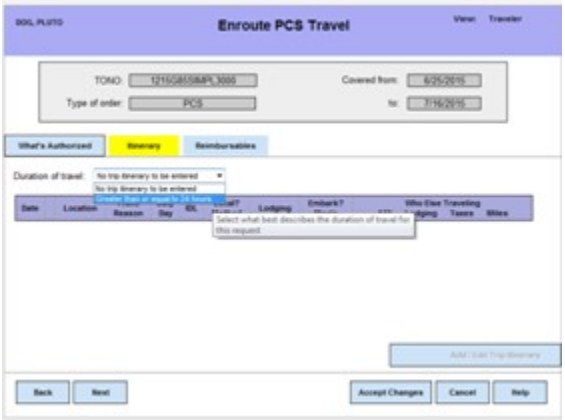
Under "**Entitlements**" tab select "**Add This Entitlement**"



Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**"



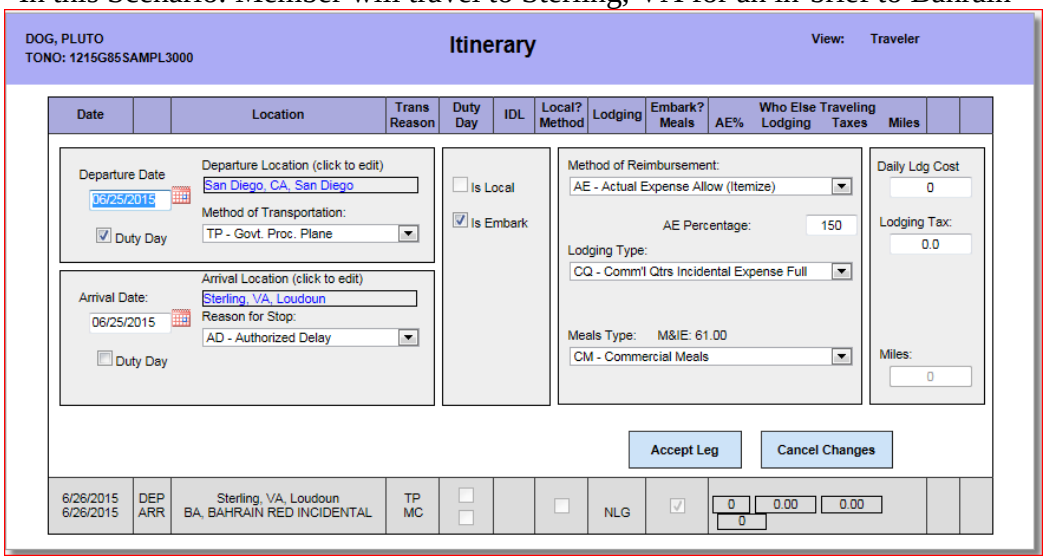
Under "**Itinerary**" Select "**Greater than or equal to 24 hours**"



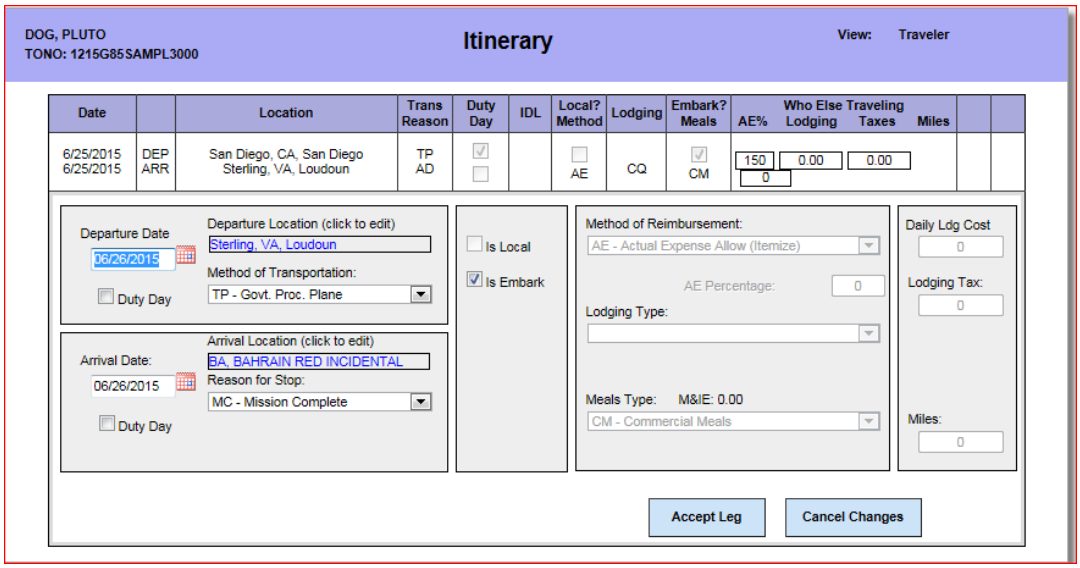
For Method of Transportation flying OCONUS use TP (Govt Proc Plane)

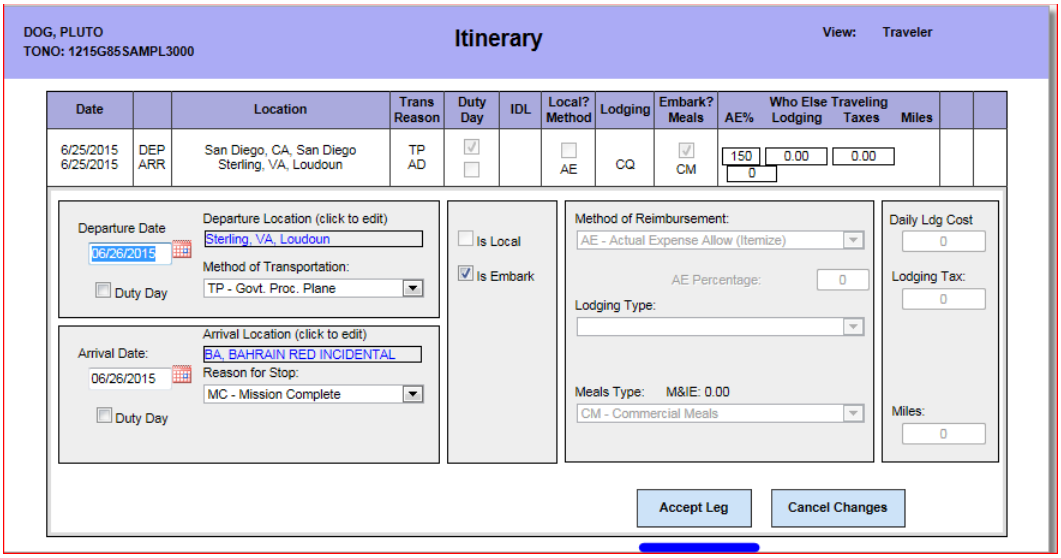
After inputting Arrival location and verifying dates, click “**Accept Leg**”

In this Scenario: Member will travel to Sterling, VA for an in-brief to Bahrain

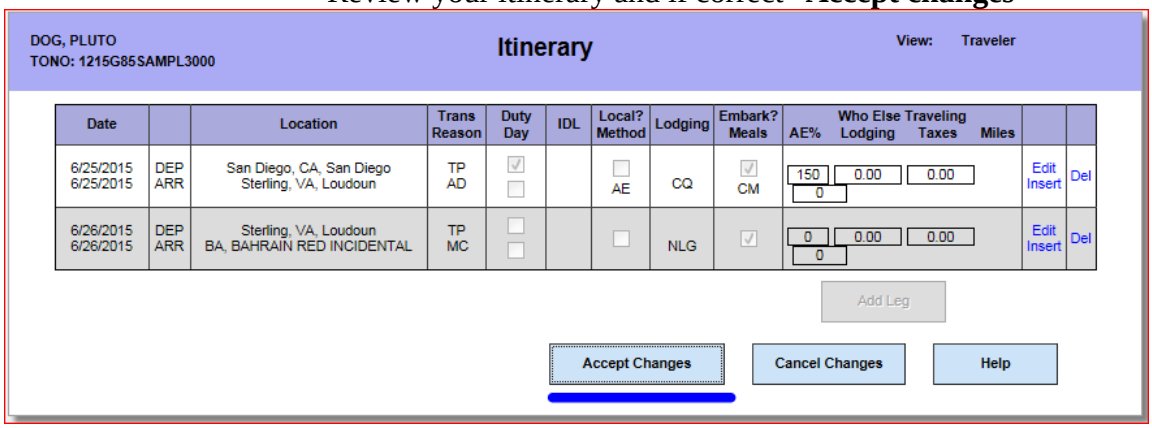


Next: Off to Bahrain

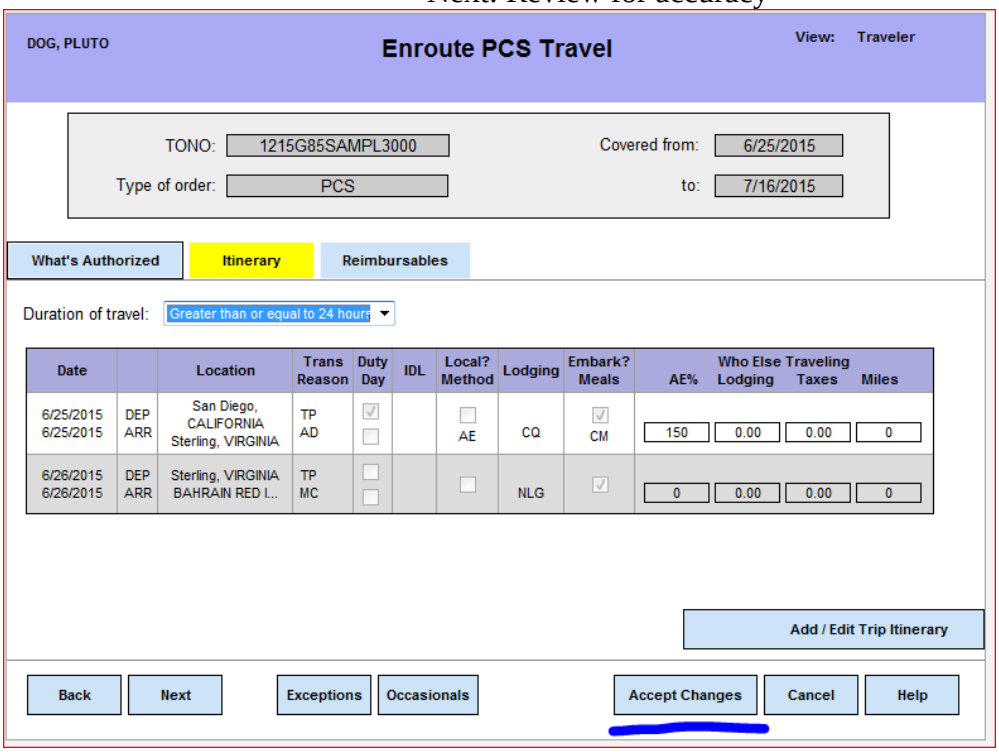




Review your itinerary and if correct "**Accept changes**"

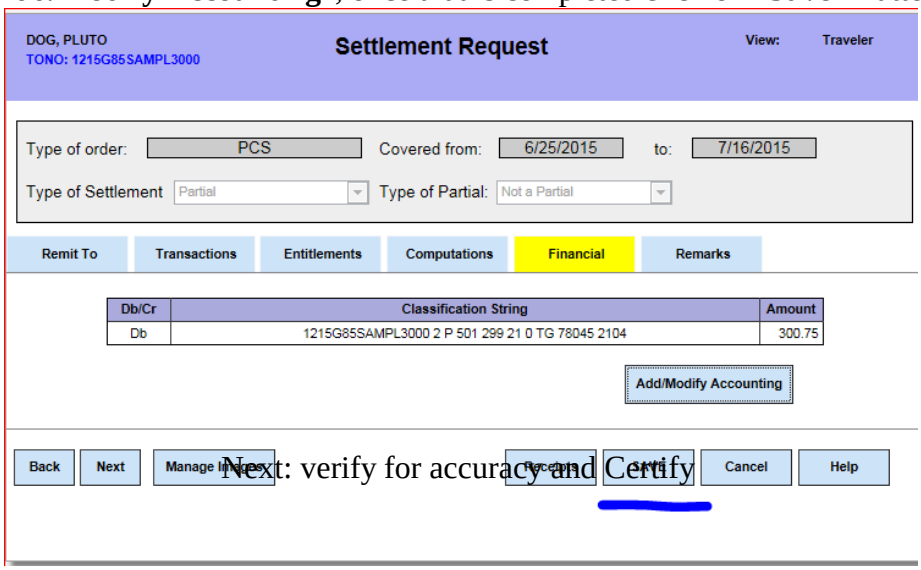


Next: Review for accuracy

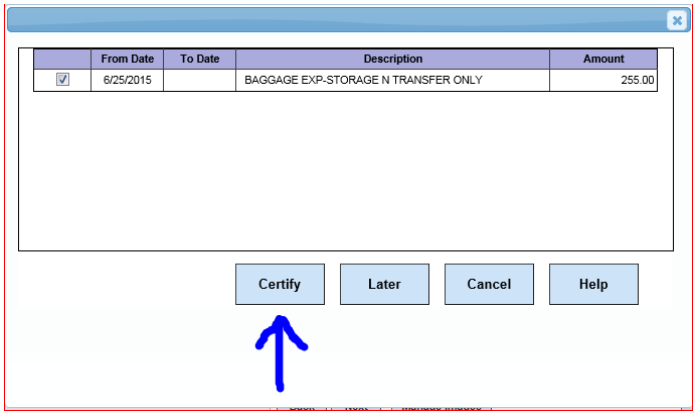


Go to "**Financial**" tab and add your line of accounting per your orders according to the Financial Tutorial

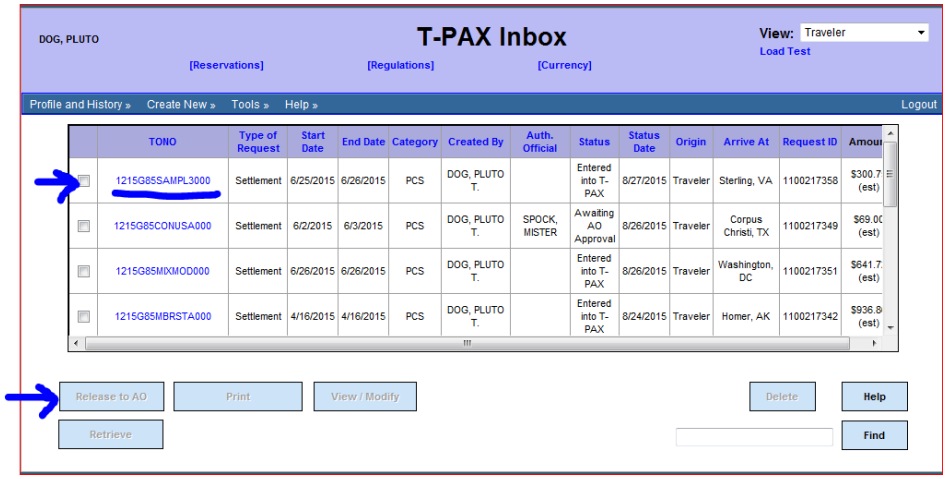
"**Add/Modify Accounting**", once that is completed click on "**Save**" Button



Next: verify for accuracy and Certify



Select the correct TONO and "**Release to AO**"

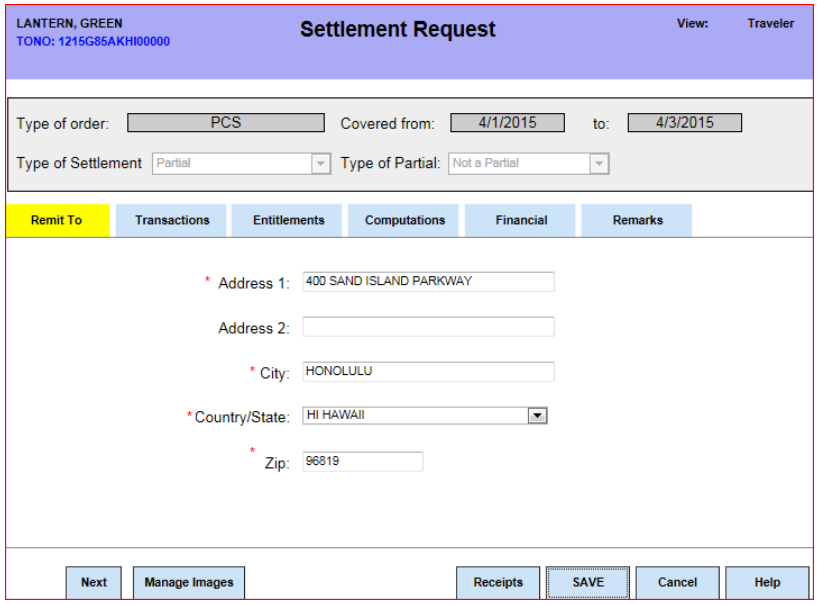


OCONUS – OCONUS

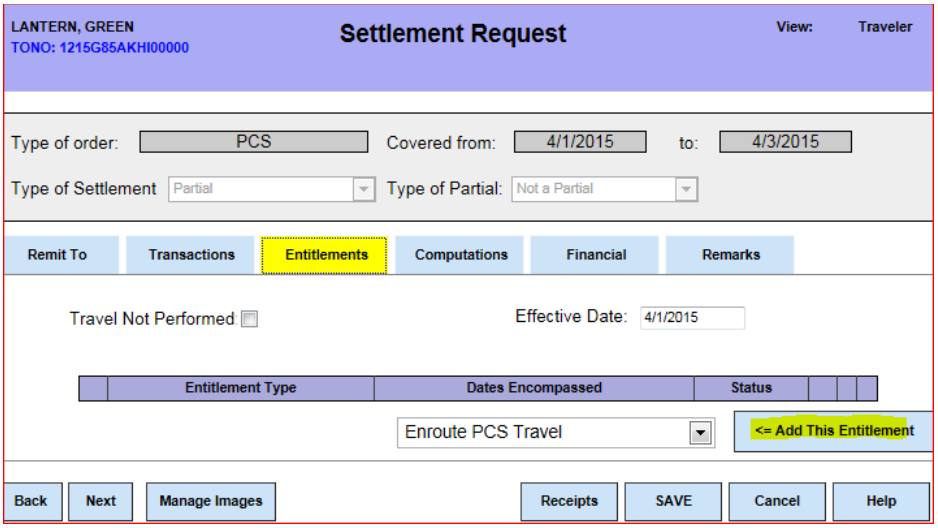
Member Only PCS Oconus to Oconus flying When Flying from

Oconus use "TP" (DO NOT use"CP")

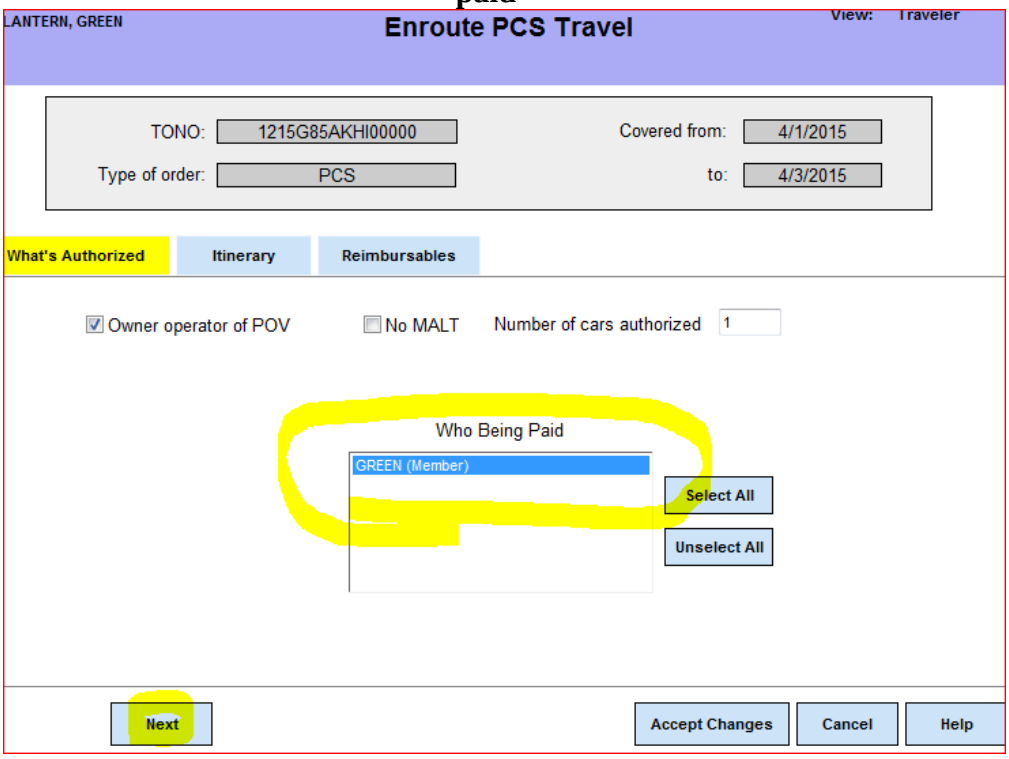
Input home address at New PDS



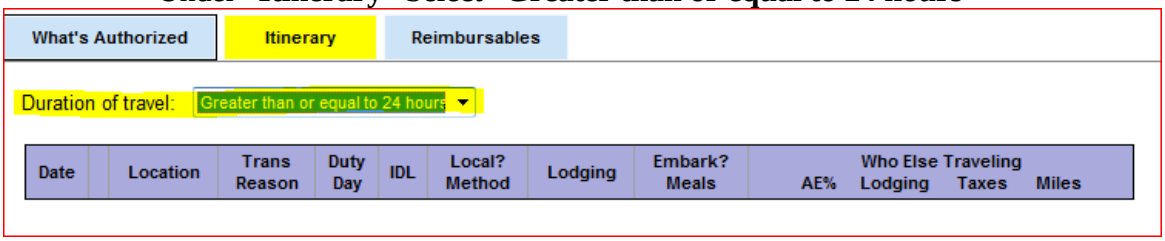
Under "**Entitlements**" tab select "**Add This Entitlement**"



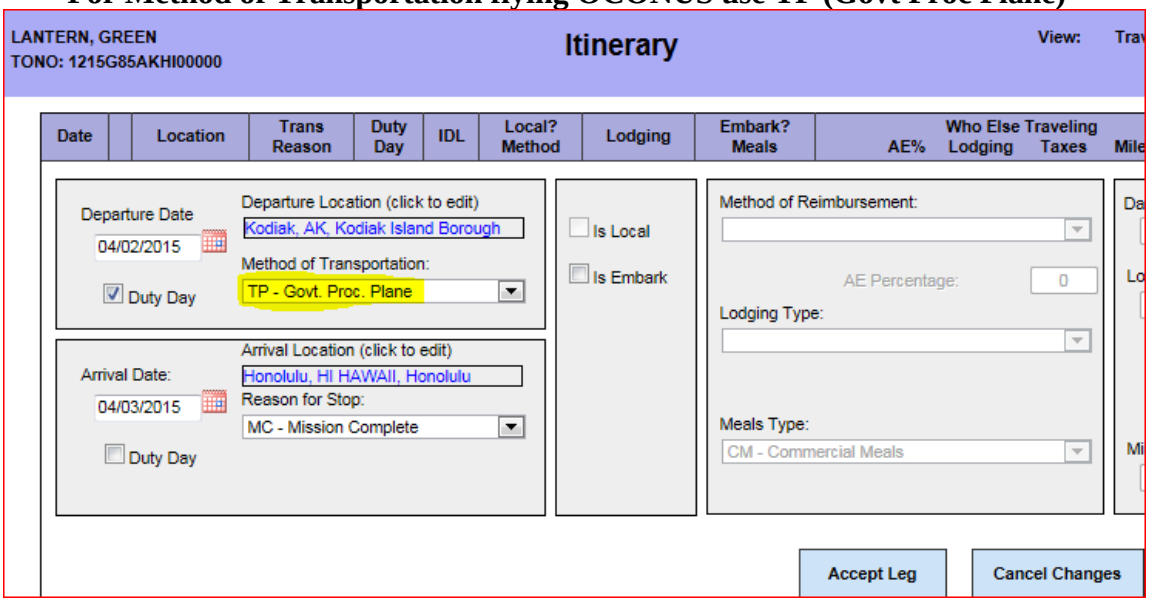
Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**"



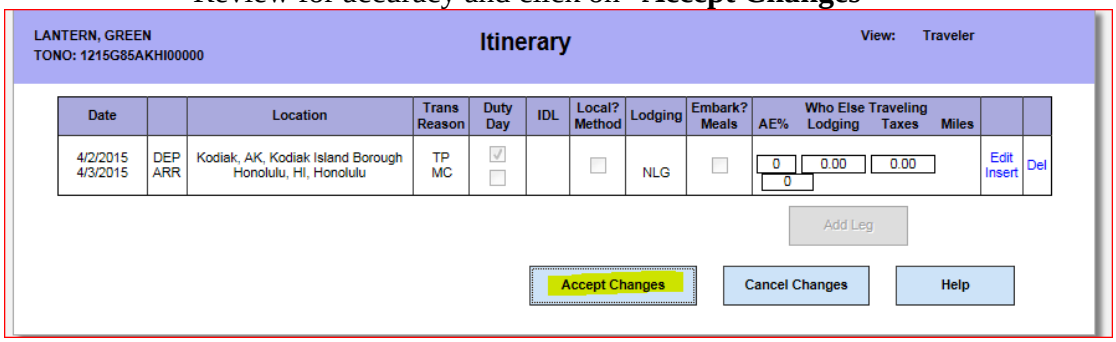
Under "**Itinerary**" Select "**Greater than or equal to 24 hours**"



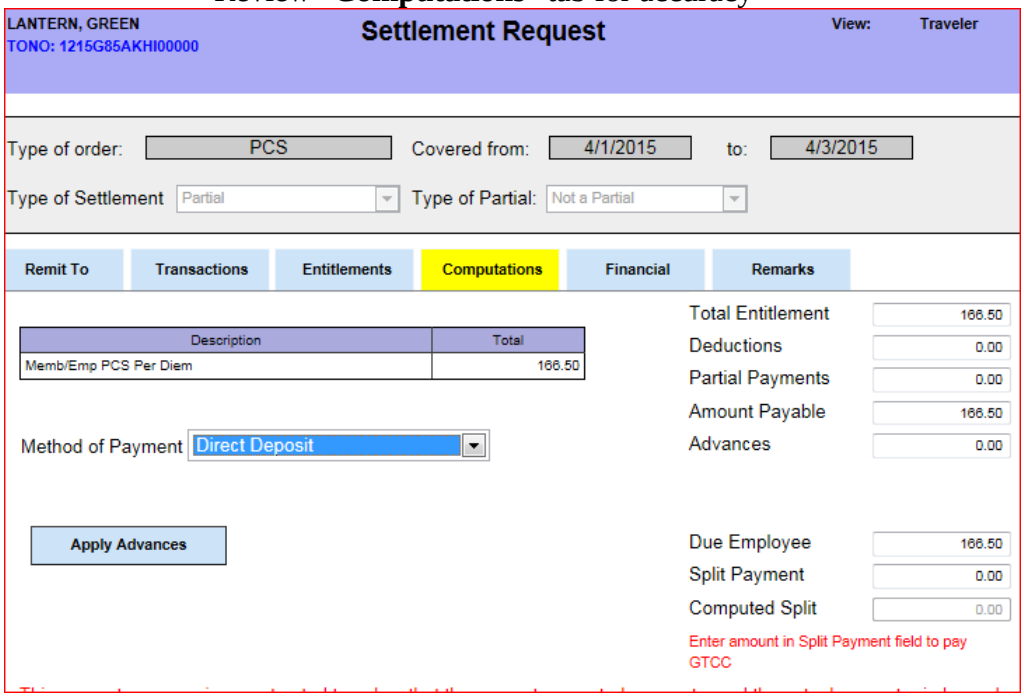
For Method of Transportation flying OCONUS use TP (Govt Proc Plane)



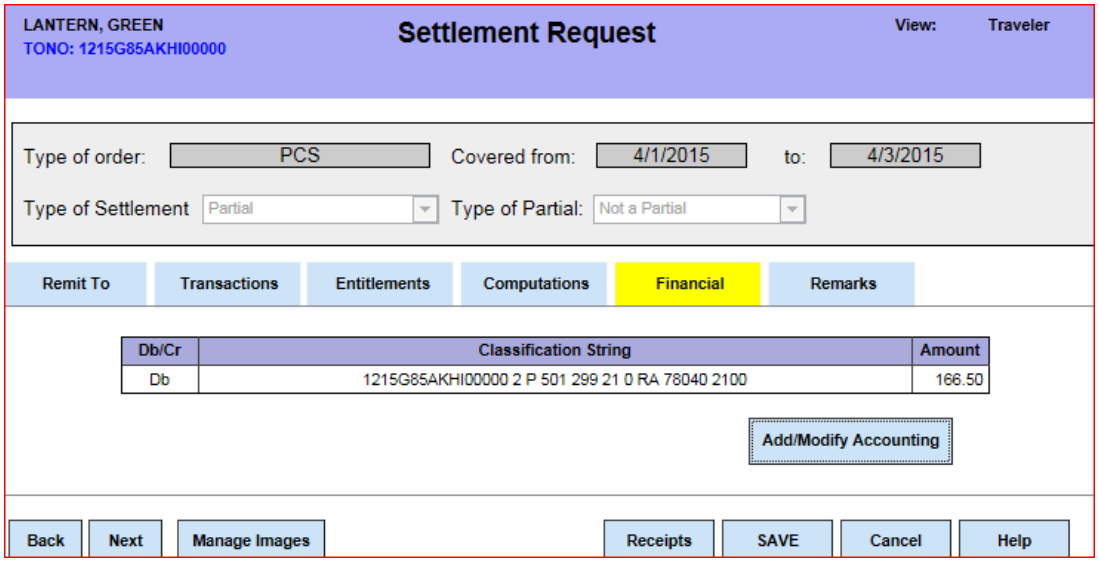
Review for accuracy and click on "**Accept Changes**"



Review "**Computations**" tab for accuracy



Go to your Financial Tab and add your line of accounting per your orders according to the Financial Tutorial:

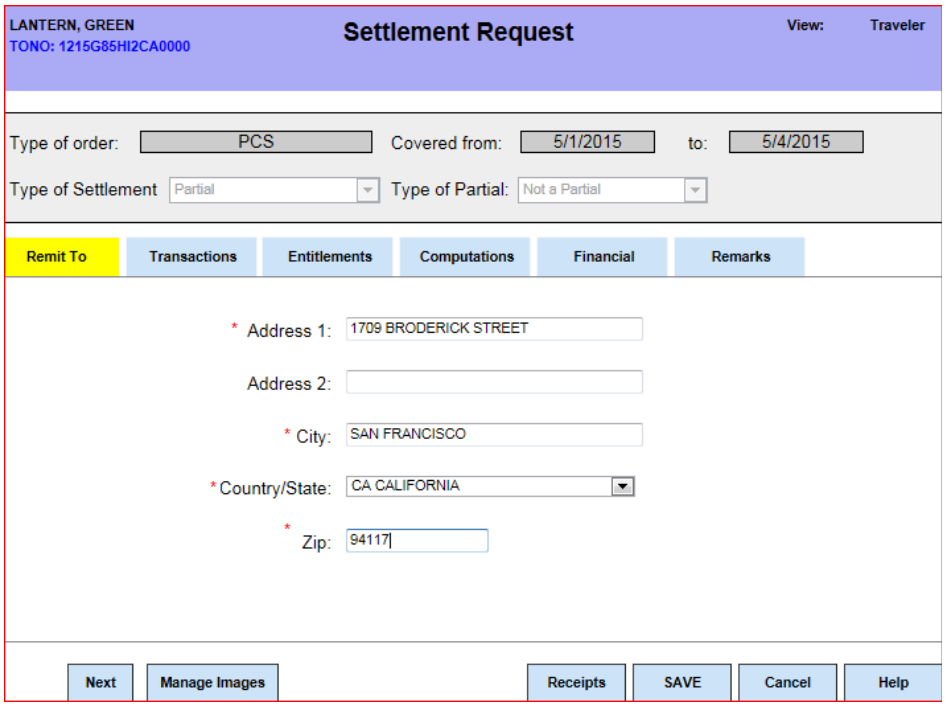


Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO

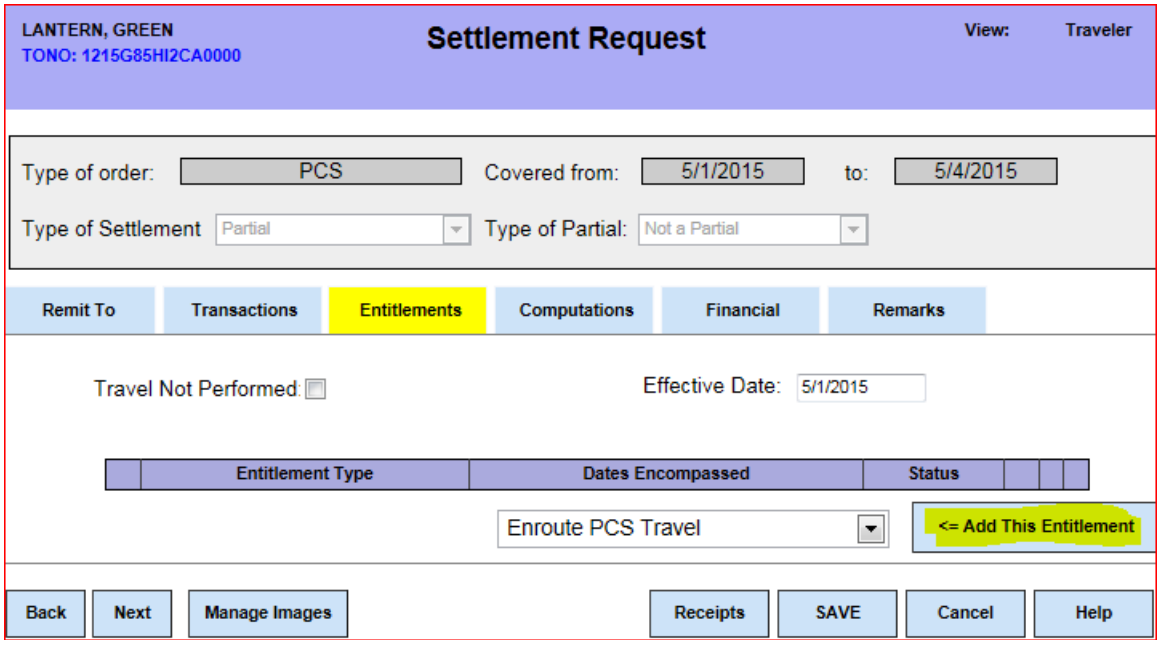
OCONUS – CONUS

Simple PCS Oconus to Conus flying

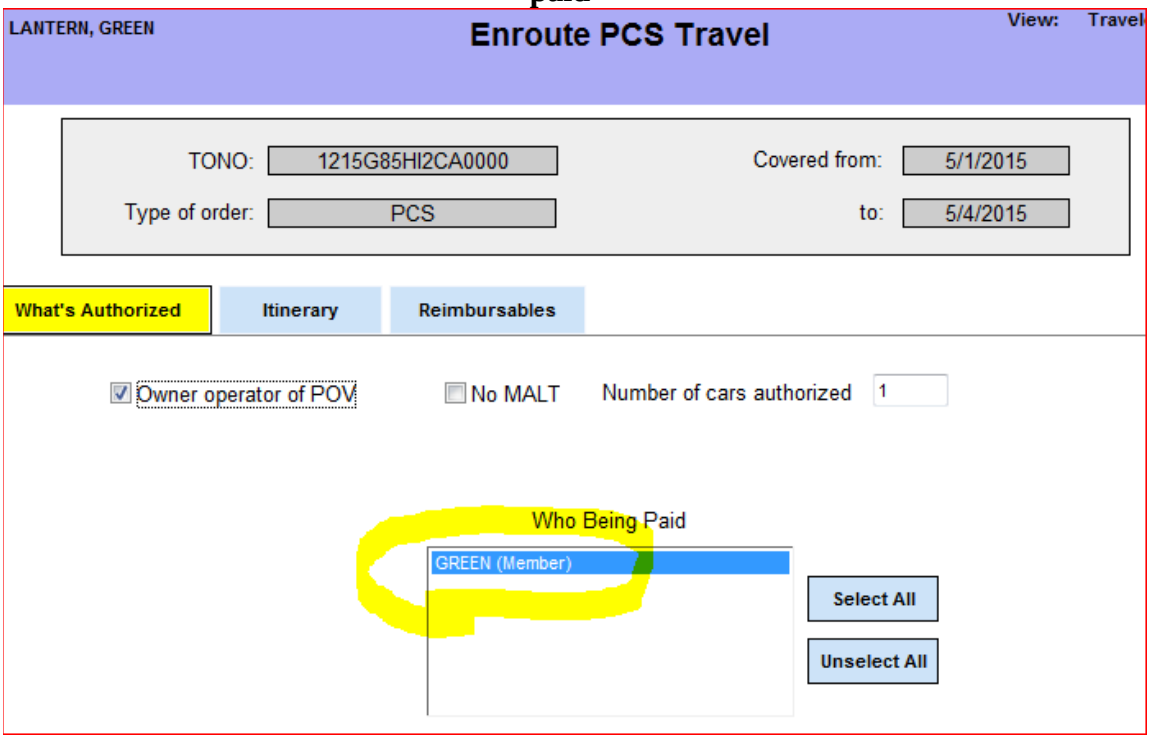
When Flying from Oconus use "TP" (DO NOT use"CP") Input home address at new PDS



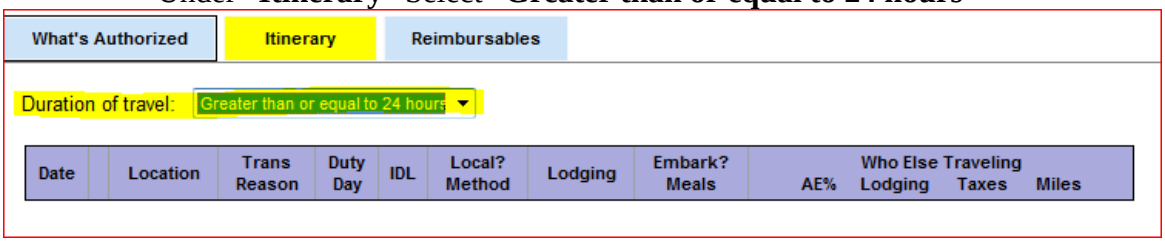
Under "**Entitlements**" tab select "**Add This Entitlement**"



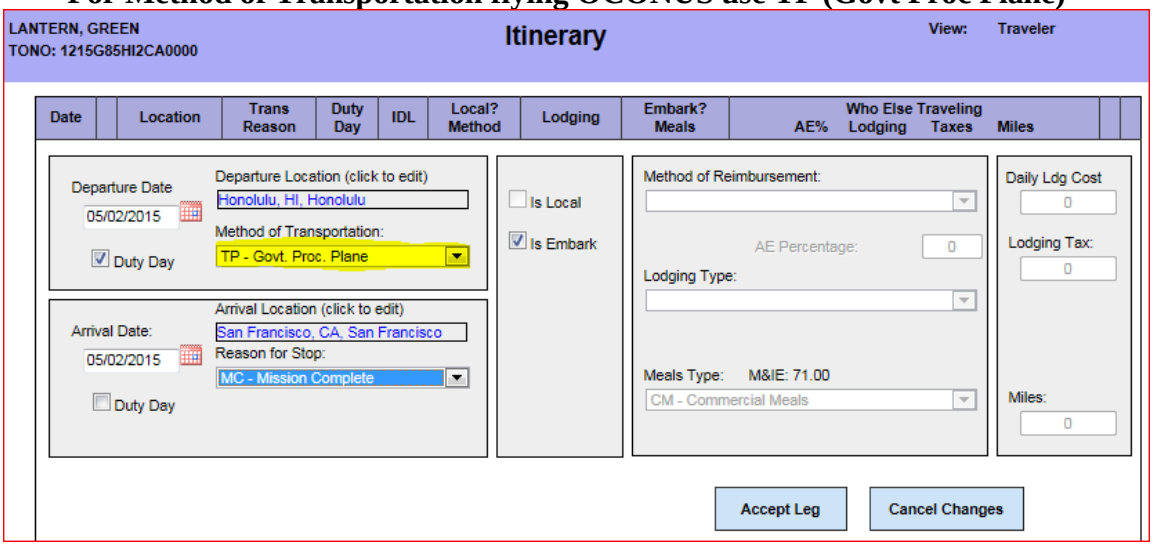
Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**"



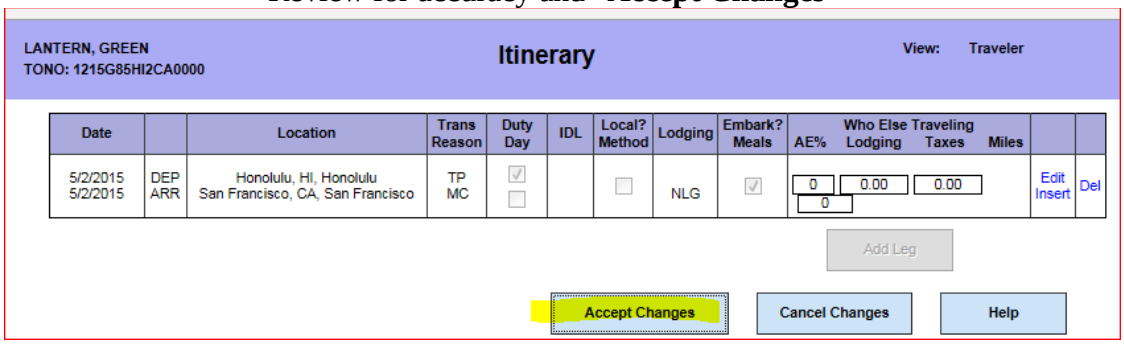
Under "**Itinerary**" Select "**Greater than or equal to 24 hours**"



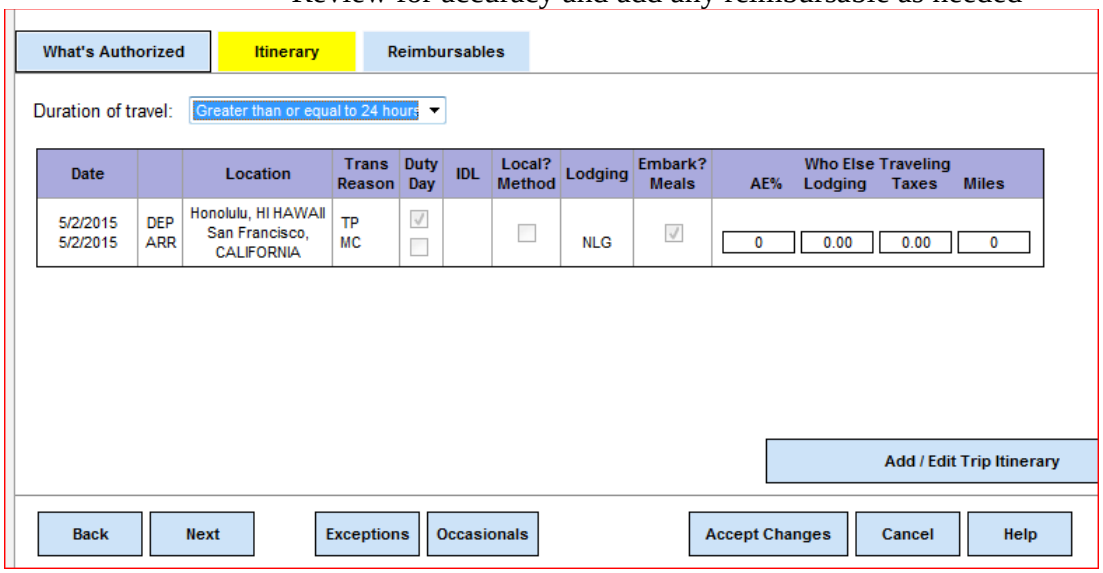
For Method of Transportation flying OCONUS use TP (Govt Proc Plane)



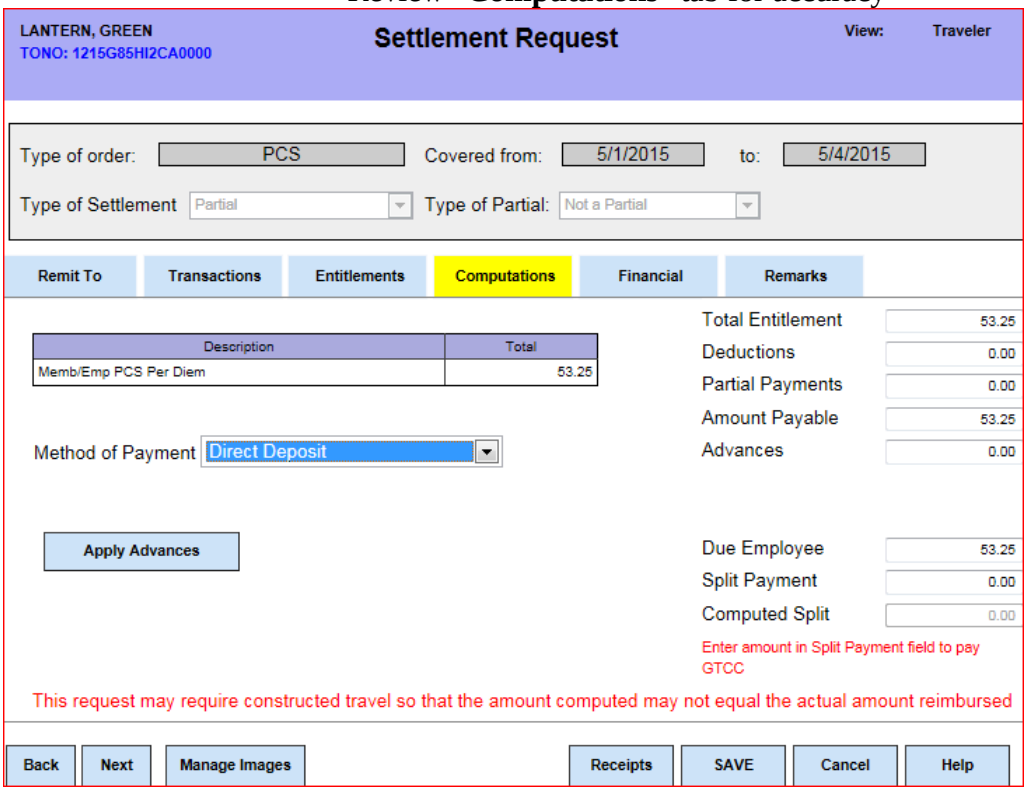
Review for accuracy and "**Accept Changes**"



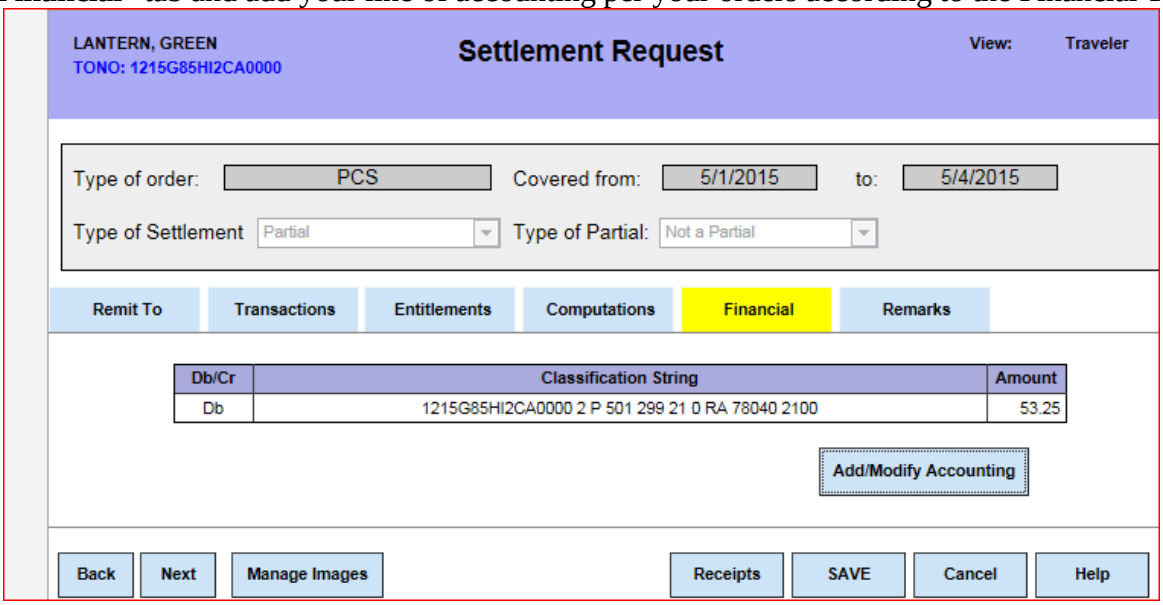
Review for accuracy and add any reimbursable as needed



Review "**Computations**" tab for accuracy



Go to "**Financial**" tab and add your line of accounting per your orders according to the Financial Tutorial



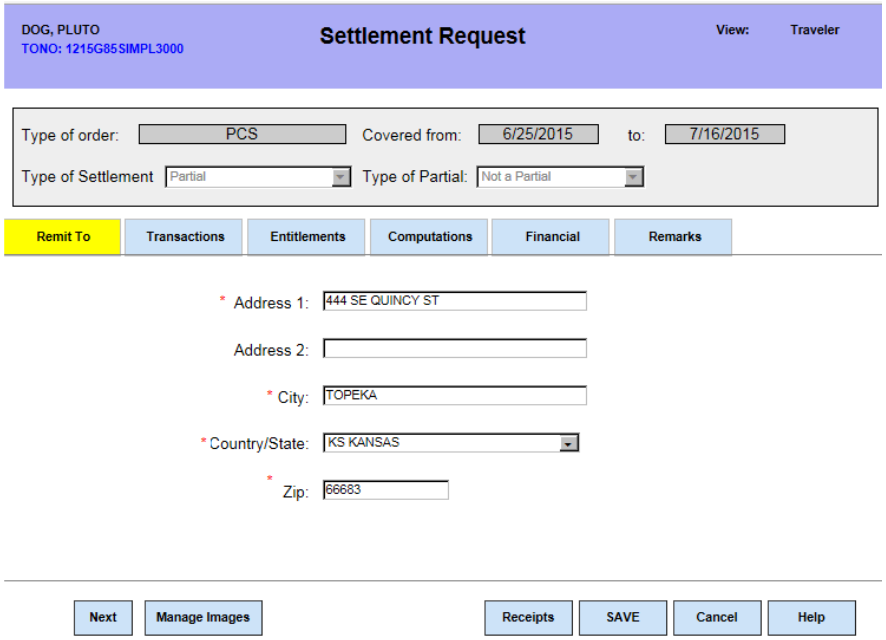
Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO

PCS via Mixed Mode

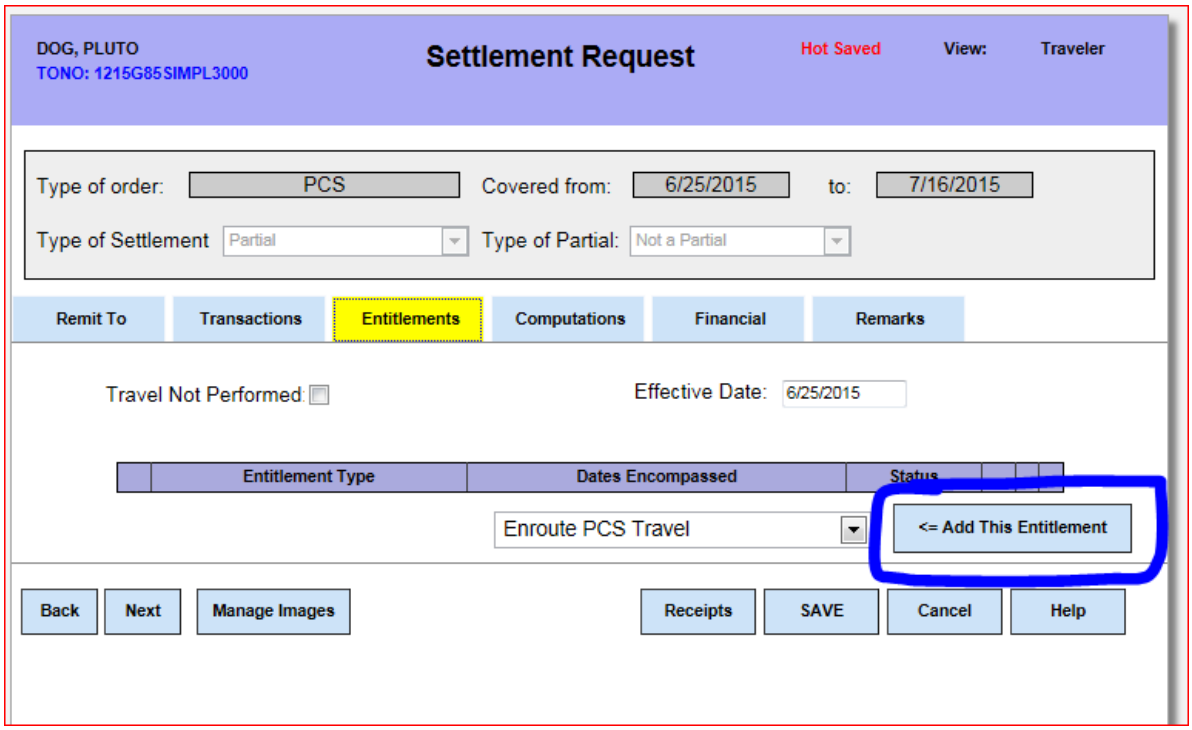
Fly/drive to first PDS

Member only - MIXED MODE (fly and drive) Conus to Conus

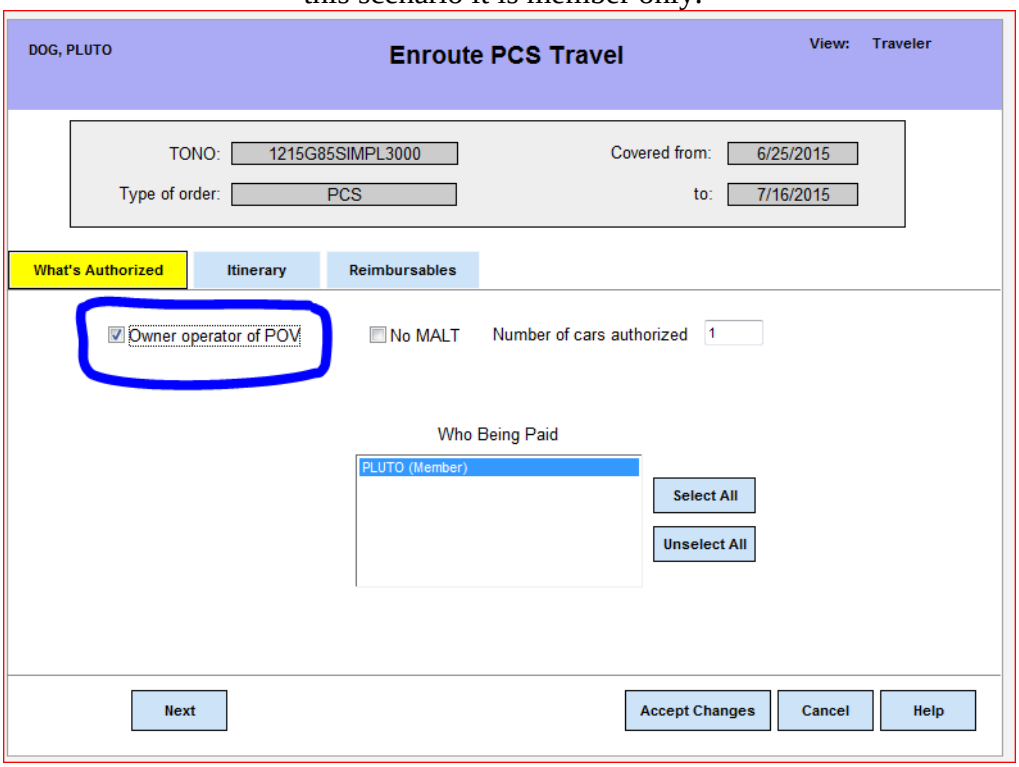
Input home address at new PDS



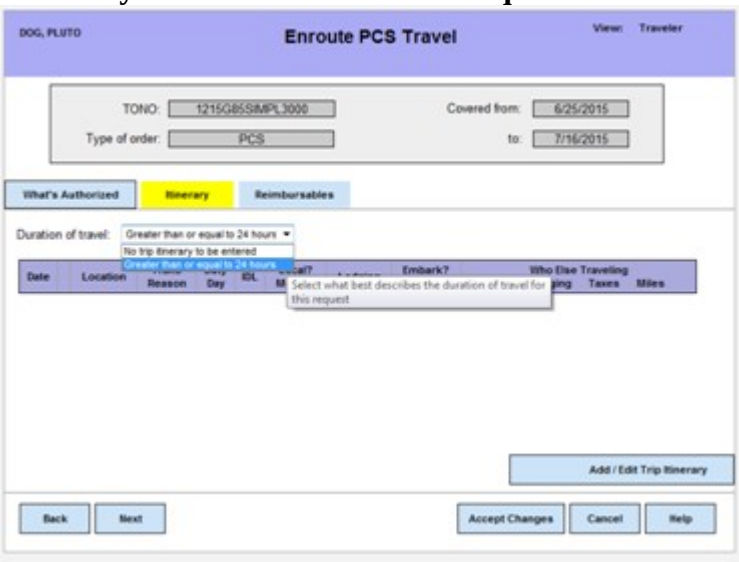
Go to "**Entitlements**" tab and "**Add This Entitlement**"



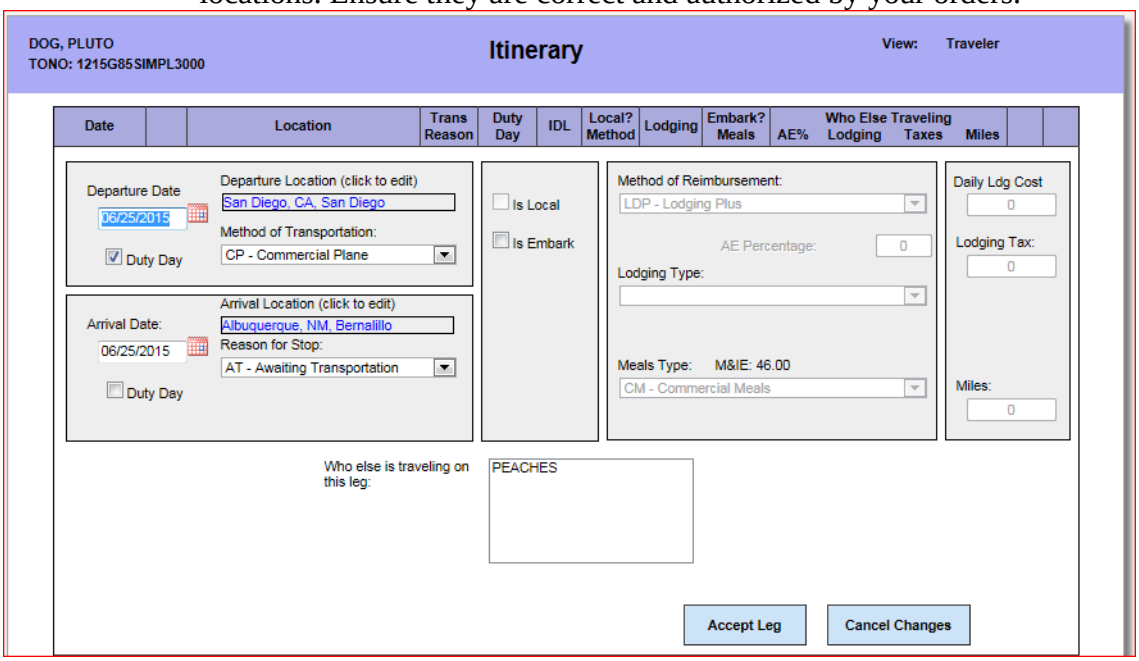
Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**" In this scenario it is member only.



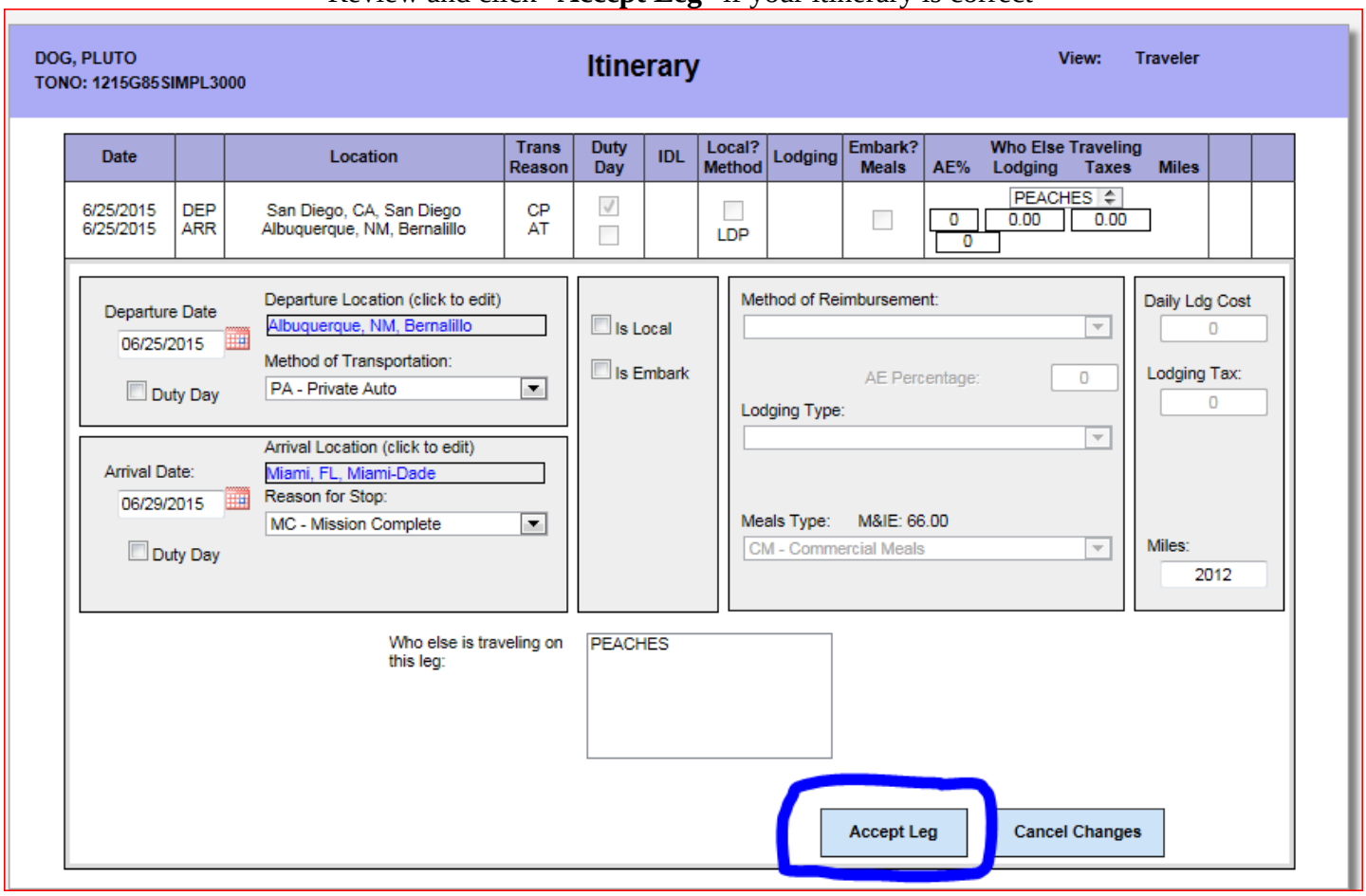
Under "**Itinerary**" Select "**Greater than or equal to 24 hours**"



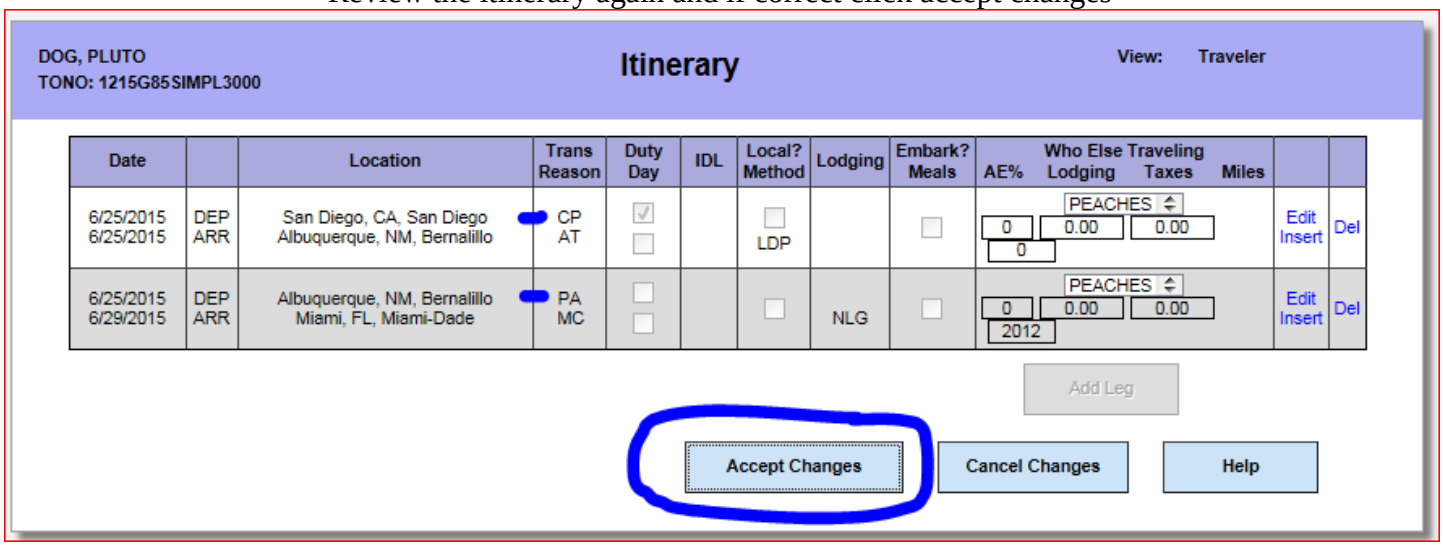
This is your itinerary screen. Enter your dates of departure and arrival with the departing and arriving locations. Ensure they are correct and authorized by your orders.



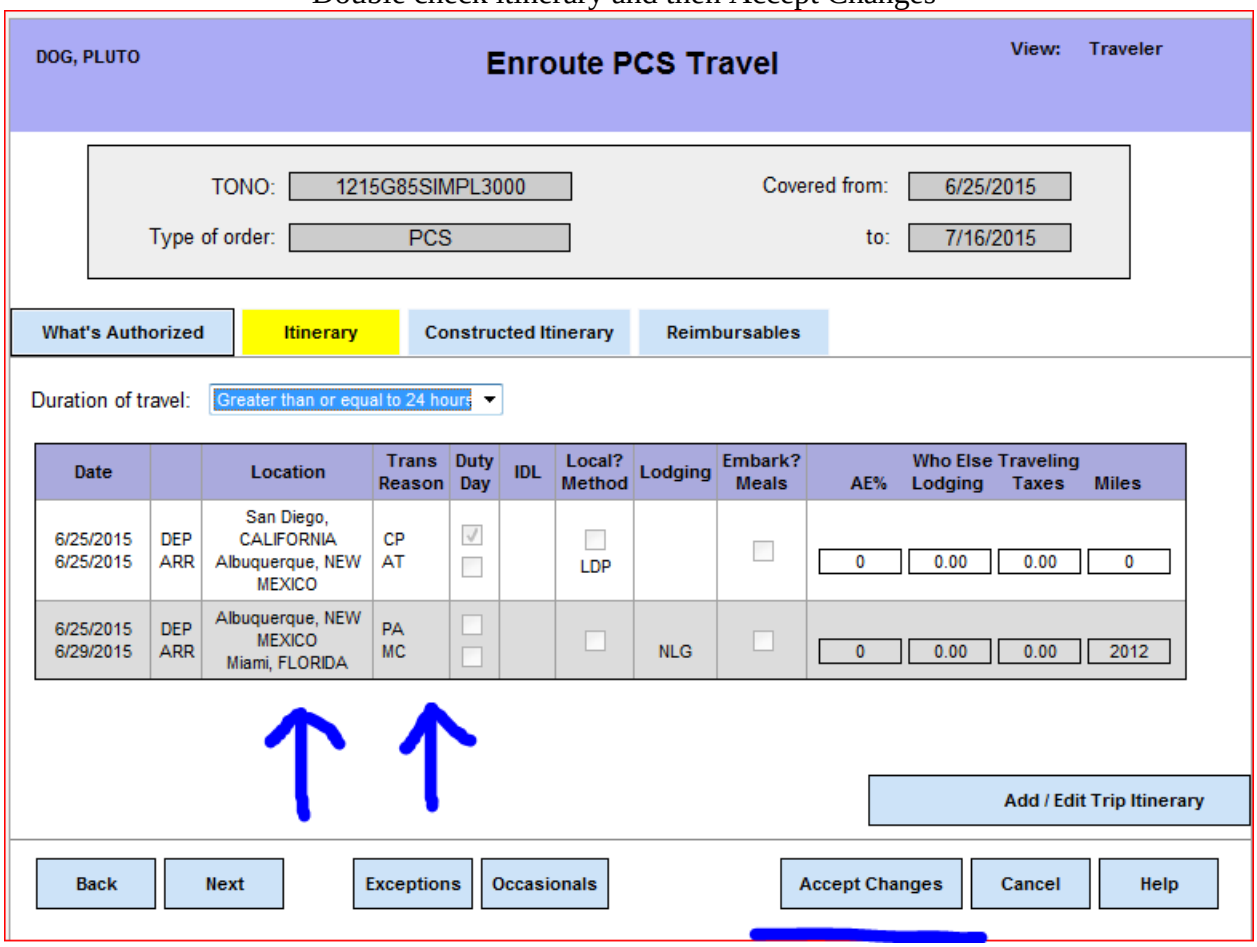
Review and click "**Accept Leg**" if your itinerary is correct



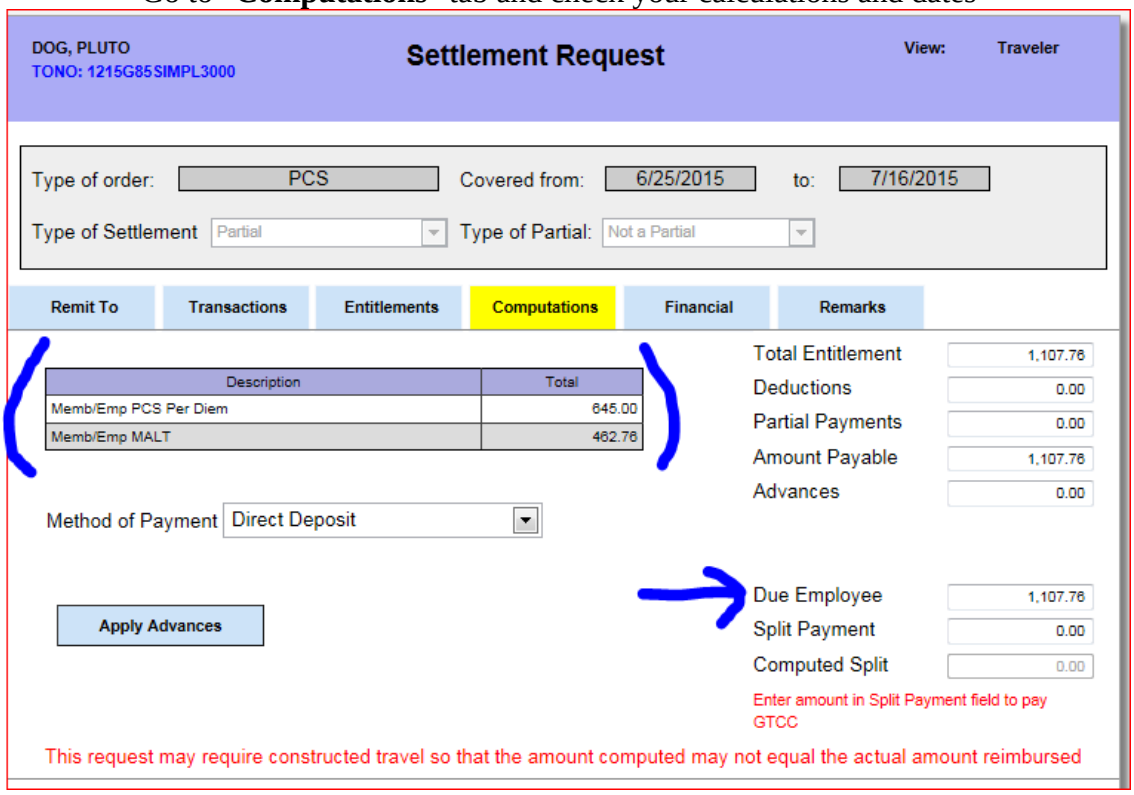
Review the itinerary again and if correct click accept changes



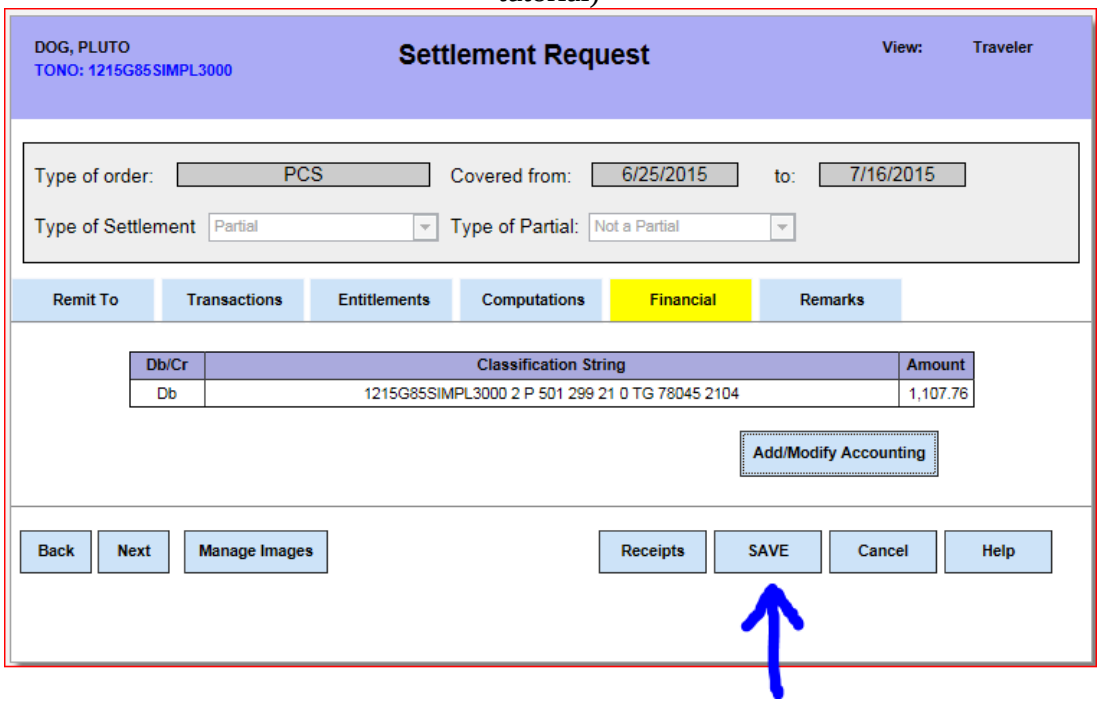
Double check itinerary and then Accept Changes



Go to "**Computations**" tab and check your calculations and dates

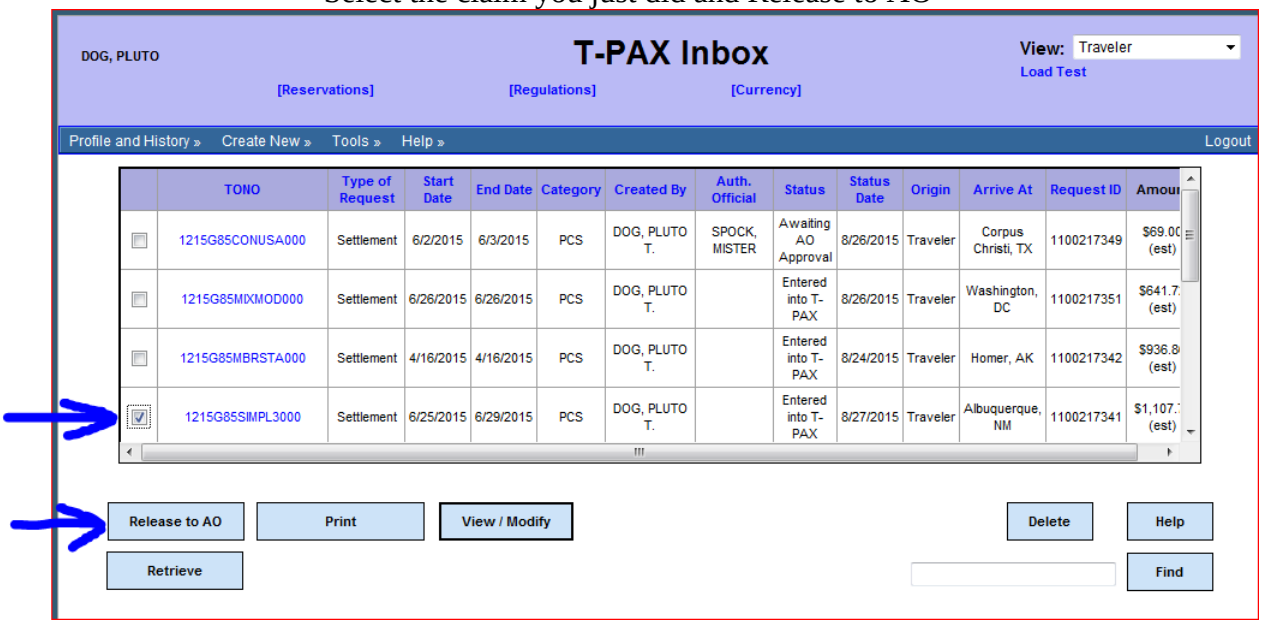


Go to the "**Financia**l" tab and "**Add/Modify Accounting**". To enter your line of accounting (see financial tutorial)



Add any comments in "**Remarks**" as needed and certify any expenses

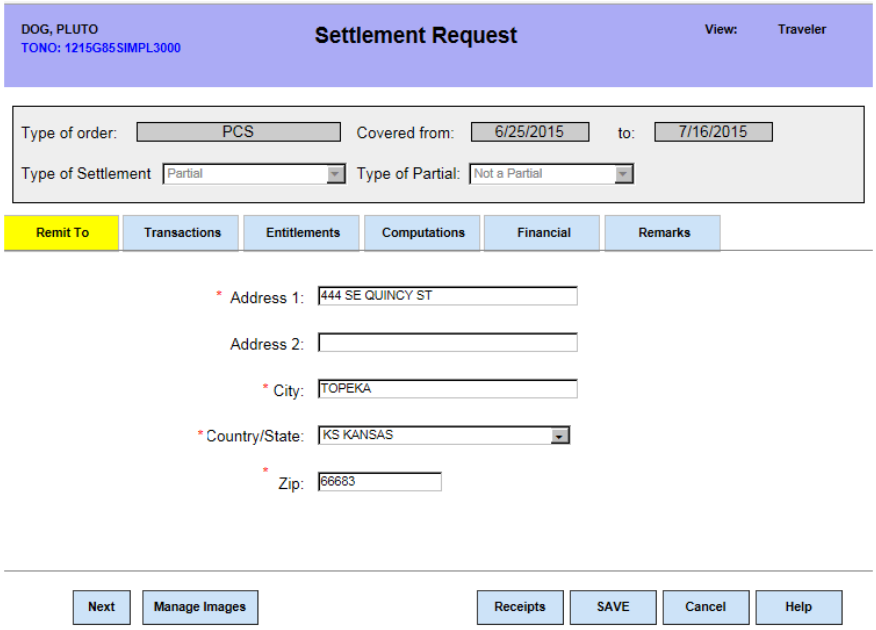
Select the claim you just did and Release to AO



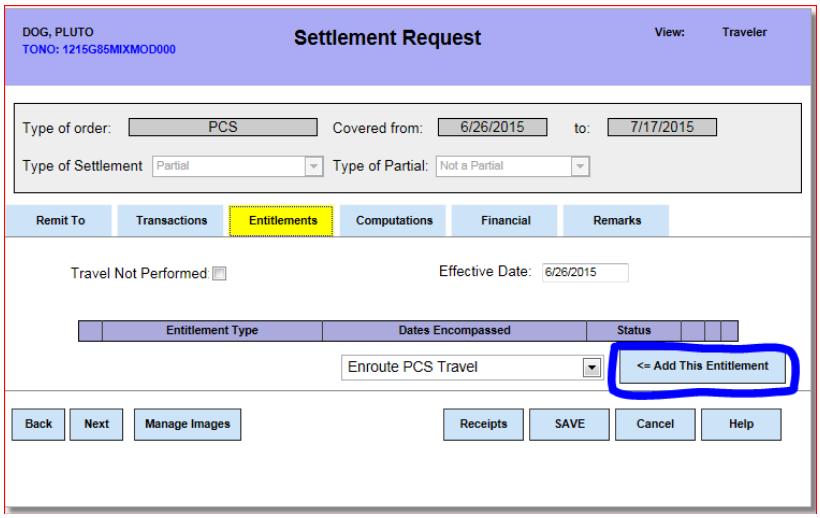
Mixed Mode to Boat

PCS mixed mode to boat

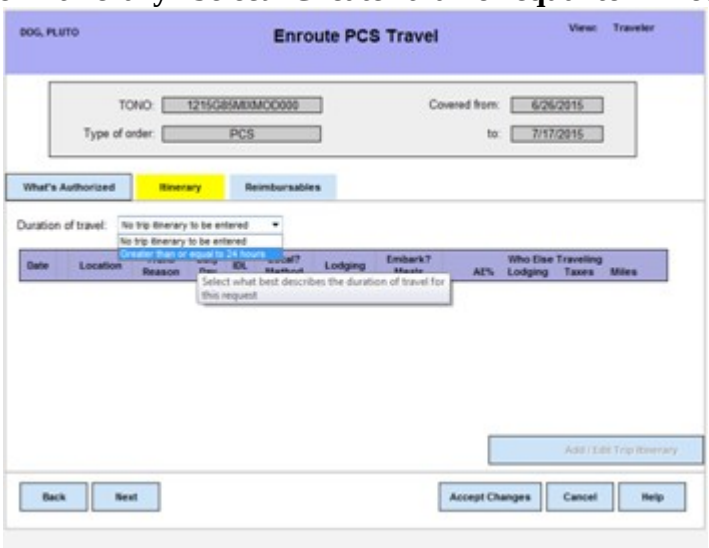
Input home address at new PDS



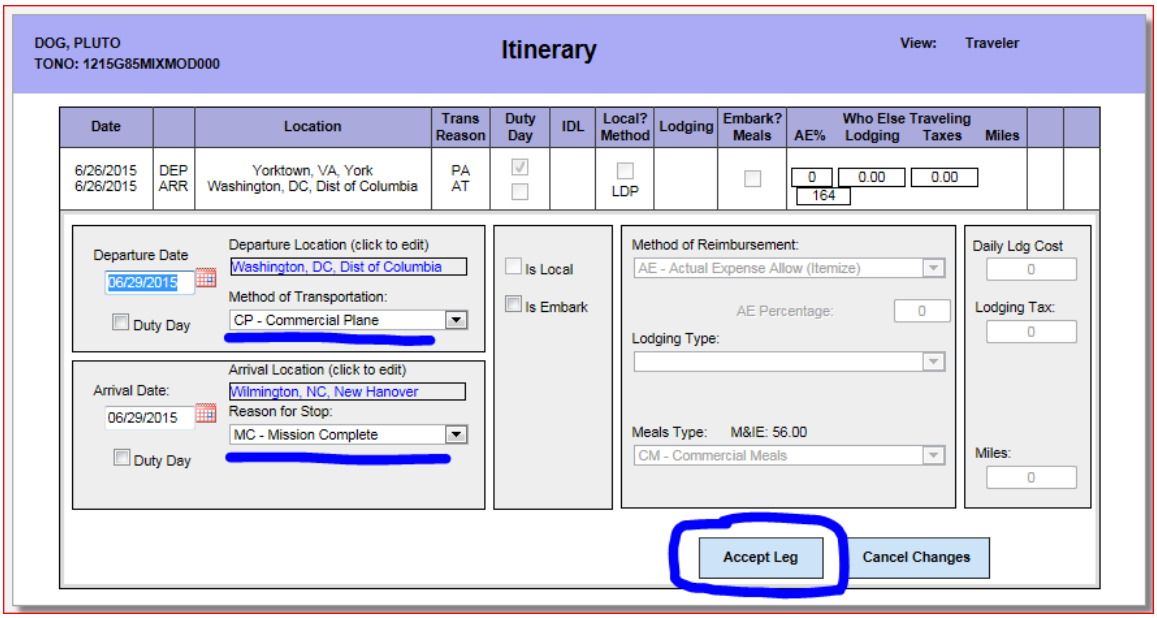
Click on "**Add This Entitlement**"



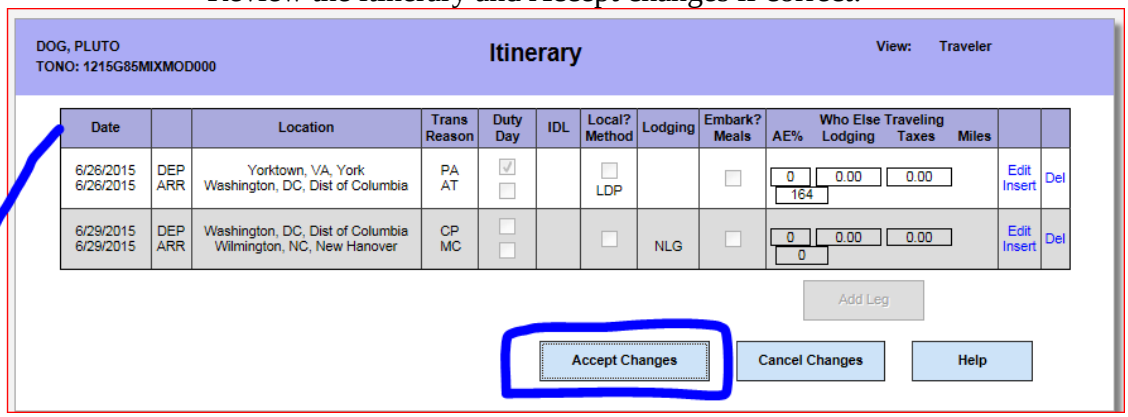
Under "**Itinerary**" Select "**Greater than or equal to 24 hours**"



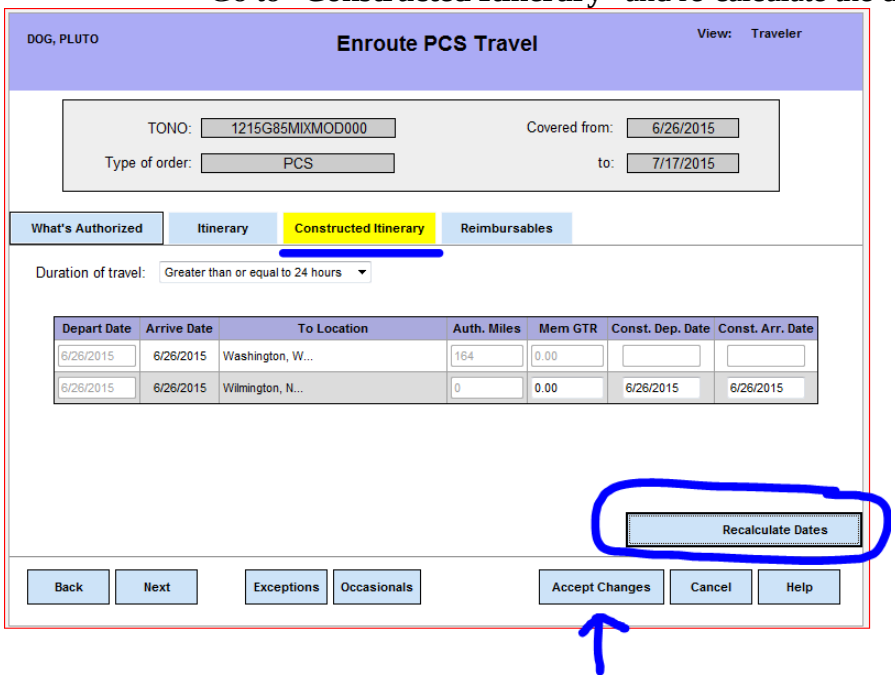
In this scenario member is driving to his house in Washington DC to drop off the vehicle and then will fly to the boat in NC

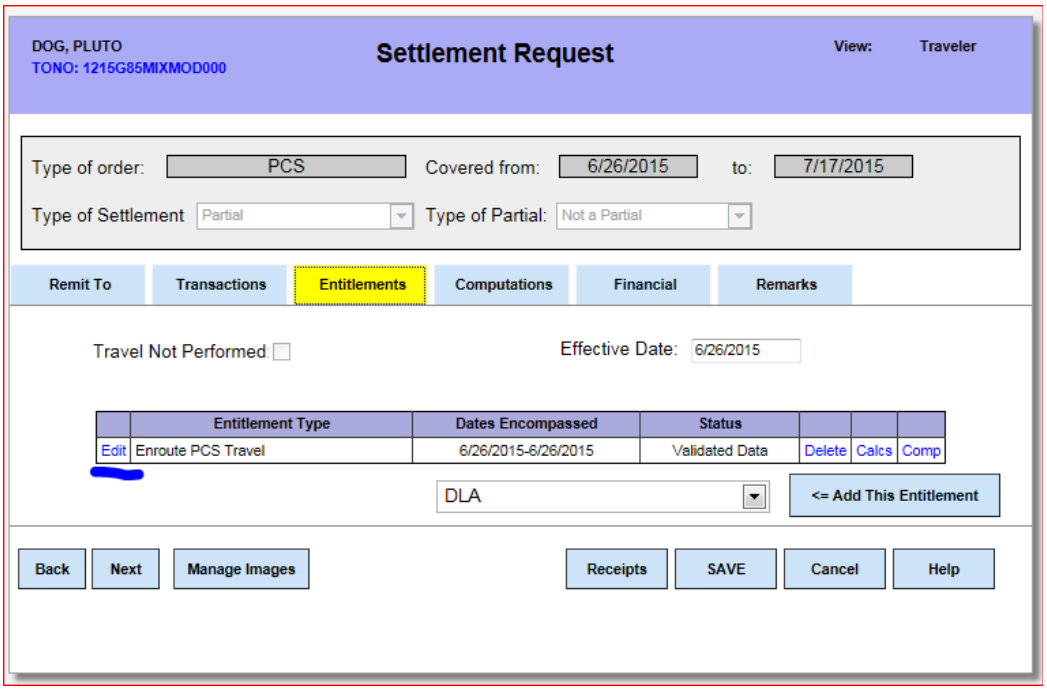


Review the itinerary and Accept changes if correct:

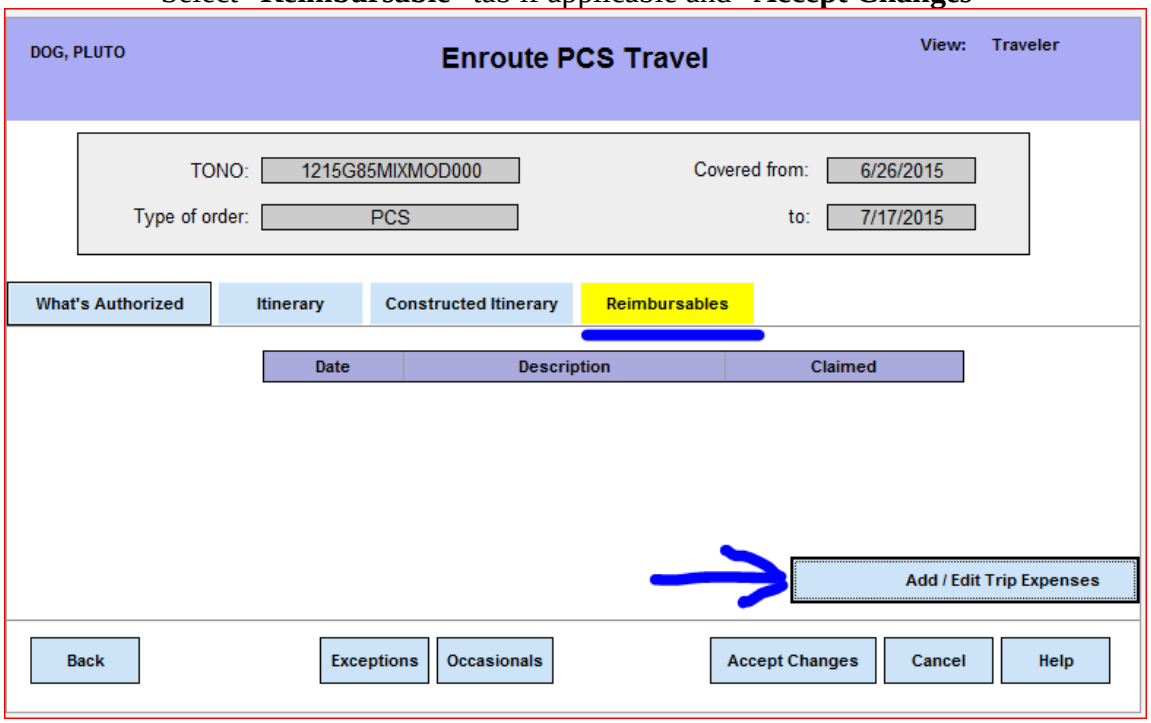


Go to "**Constructed Itinerary**" and re-calculate the dates

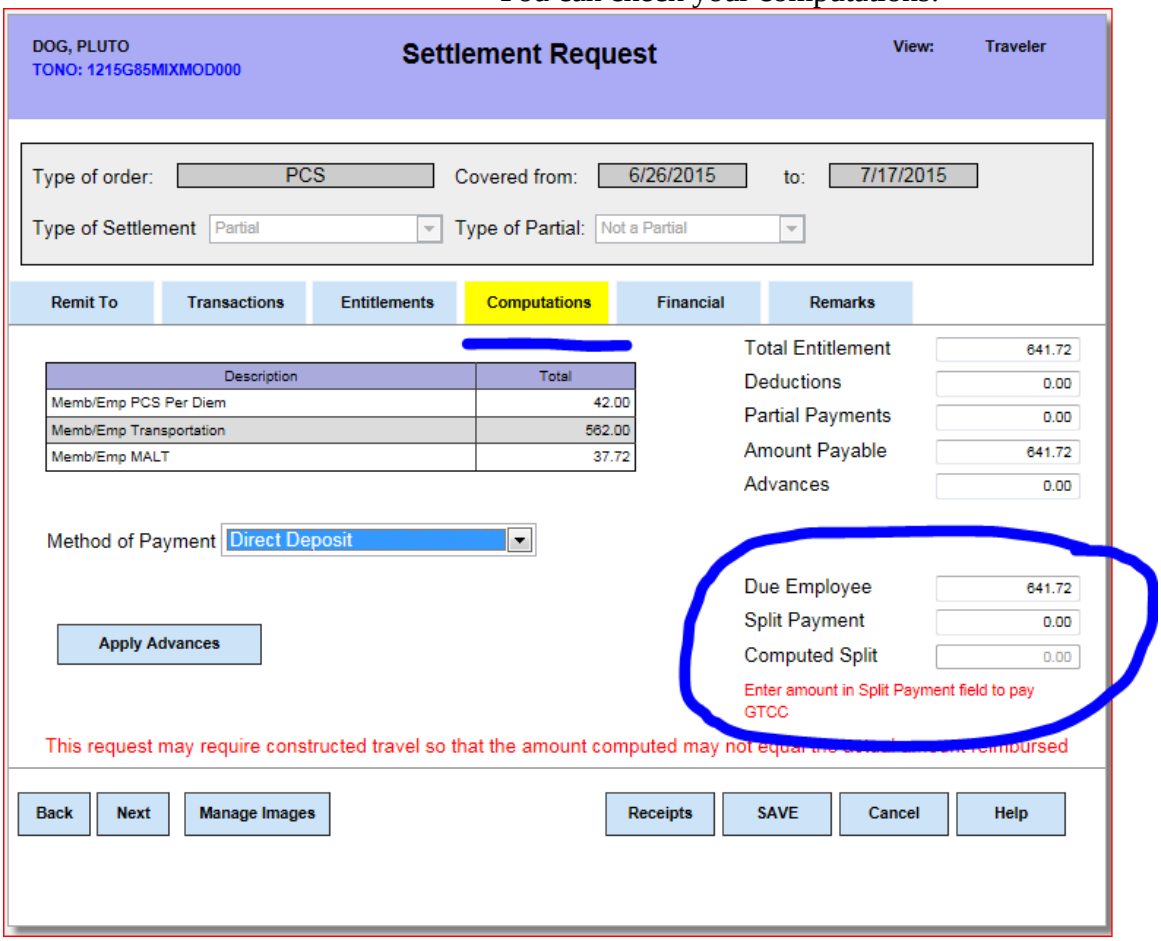




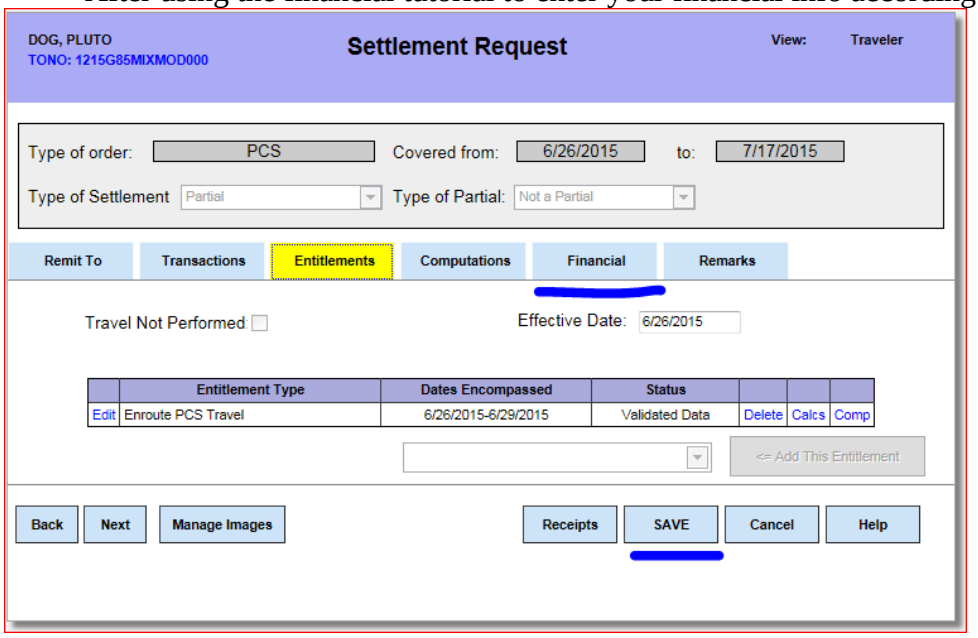
Select “**Reimbursable**” tab if applicable and “**Accept Changes**”



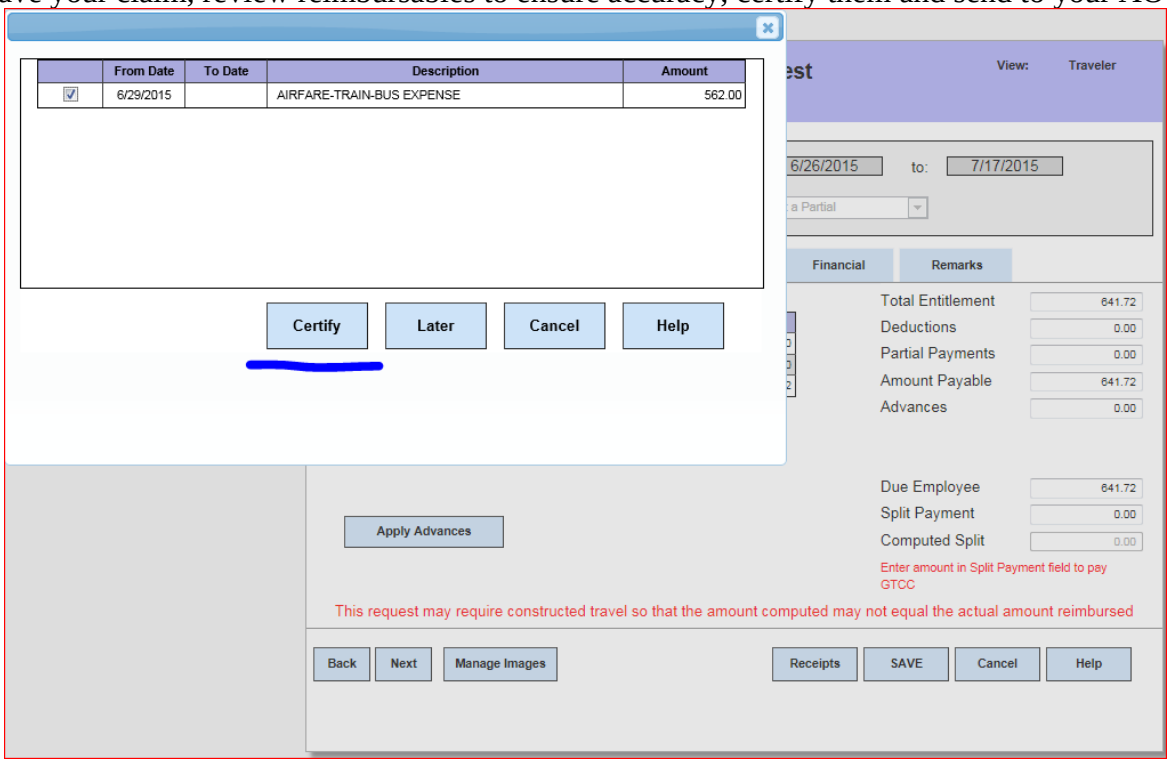
You can check your computations:



After using the financial tutorial to enter your financial info according to your orders

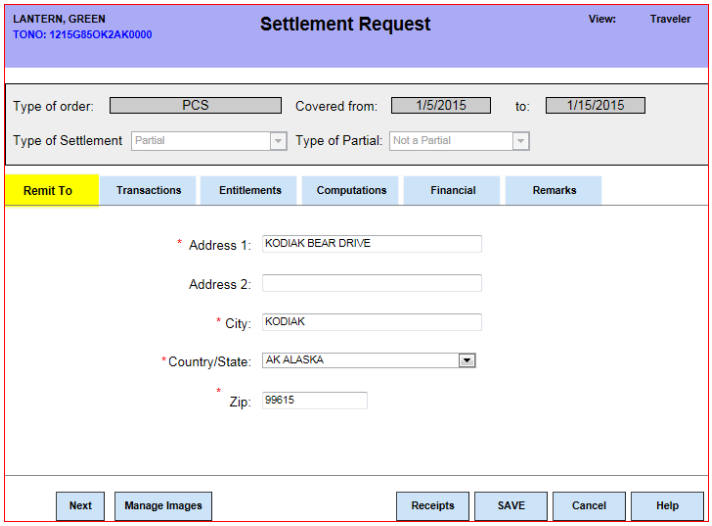


Save your claim, review reimbursables to ensure accuracy, certify them and send to your AO

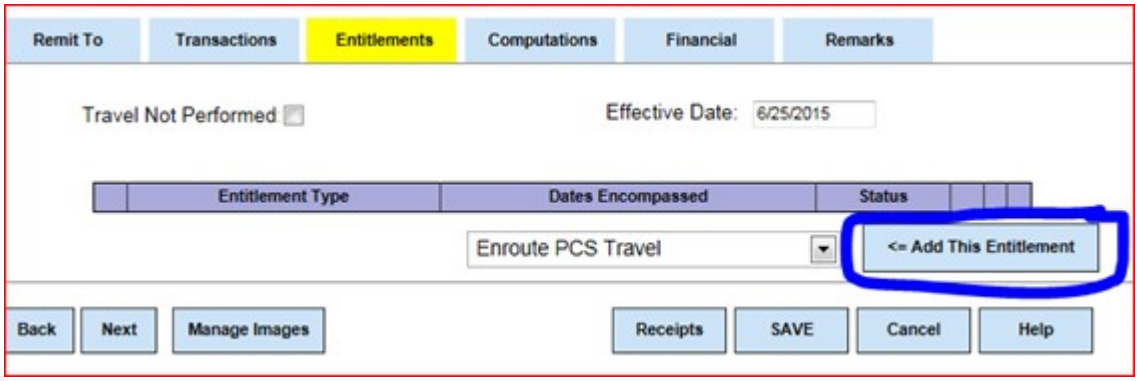


Alaska Ferry – 1 POV

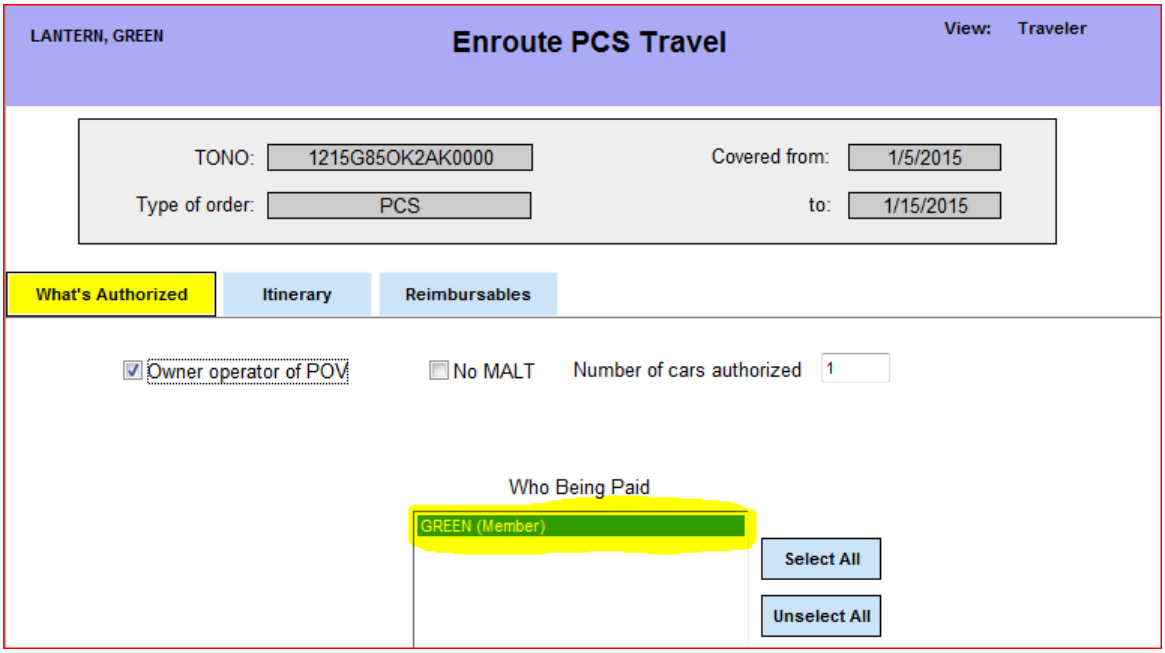
PCS Alaska with 1 POV AMHS Input home address at new PDS



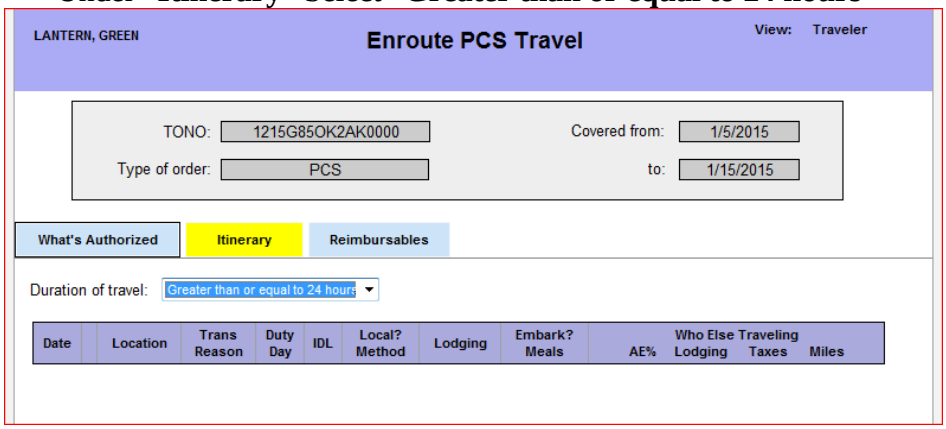
Under "**Entitlements**" tab select "**Add This Entitlement**"



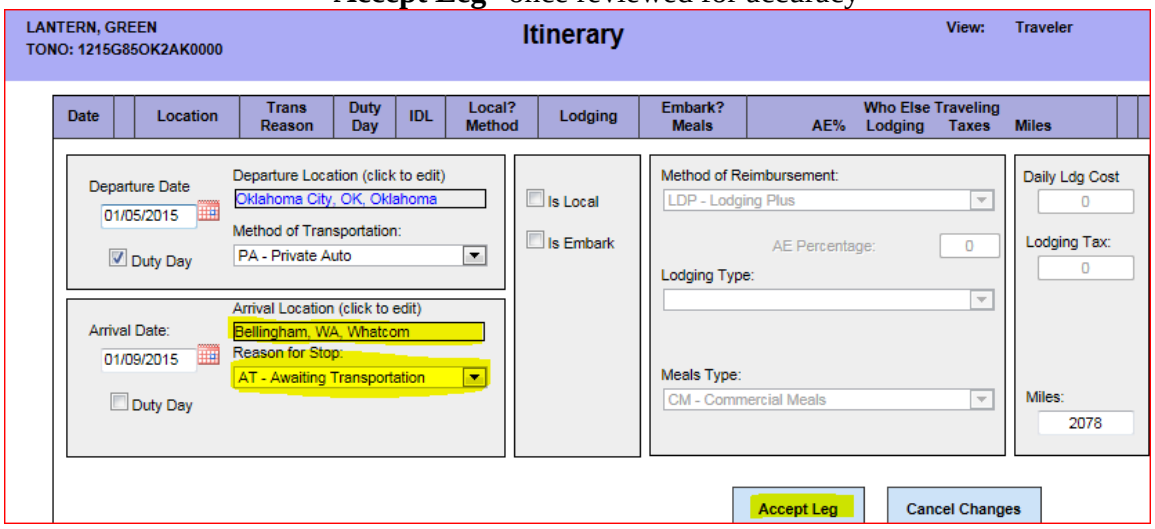
Select Member's name and click next



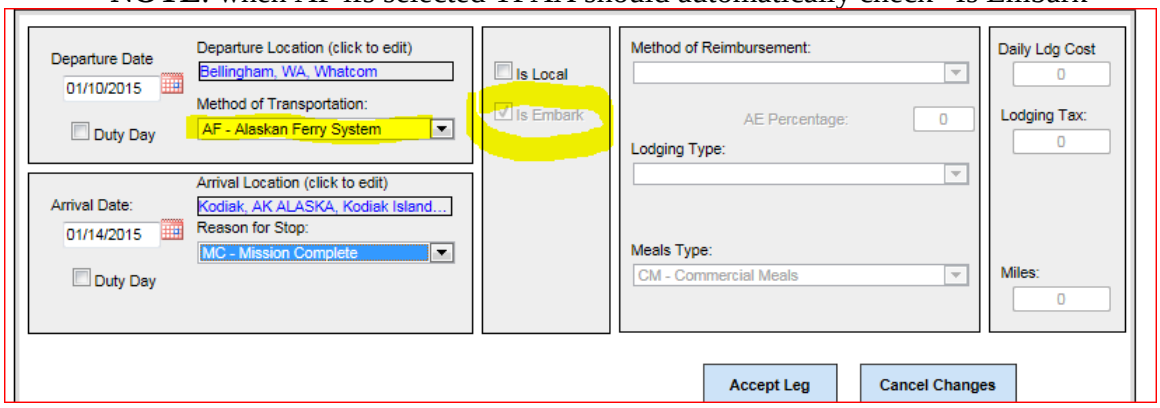
Under "**Itinerary**" Select "**Greater than or equal to 24 hours**"



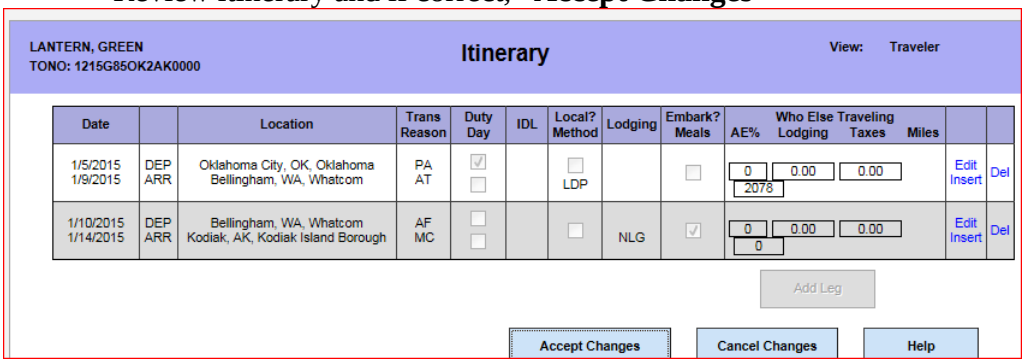
Enter Departing Unit; when Arriving in Bellingham Washington select AT to signify awaiting Alaskan Ferry, "**Accept Leg**" once reviewed for accuracy



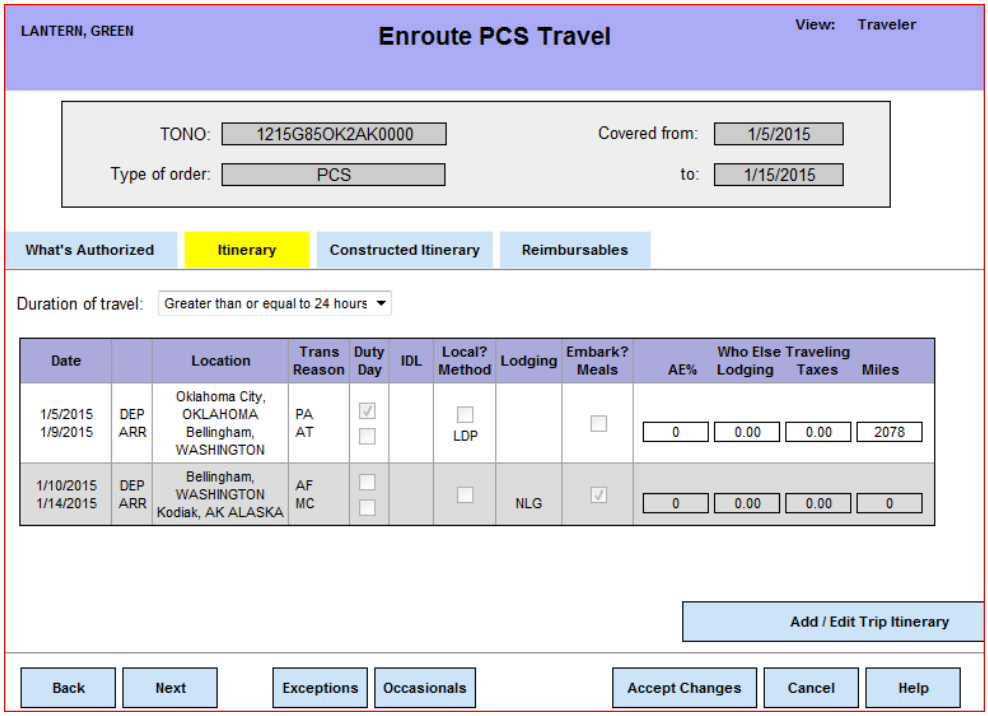
Enter Next leg of travel and arrival date to destination in Alaska use AF to designate AMHS.
****NOTE**: when AF ifs selected TPAX should automatically check "Is Embark"



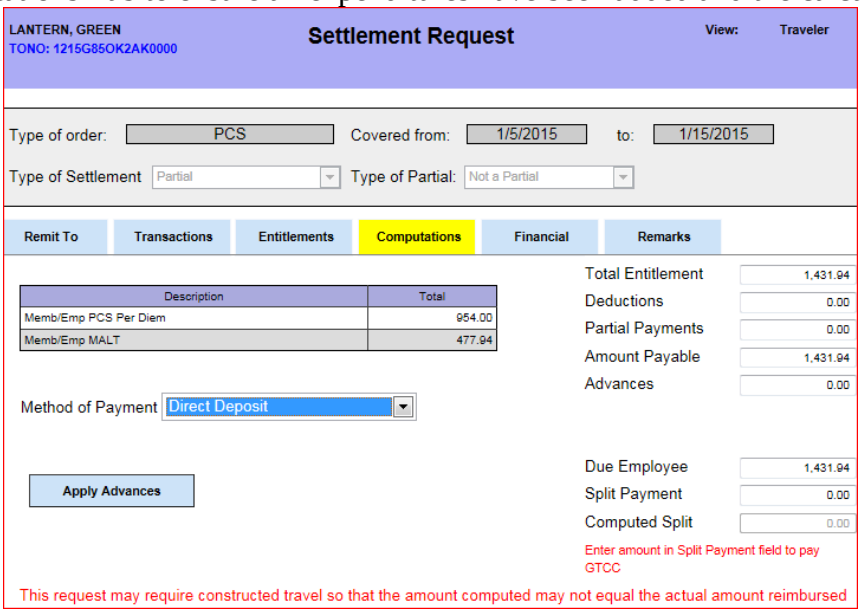
Review itinerary and if correct, “**Accept Changes**”



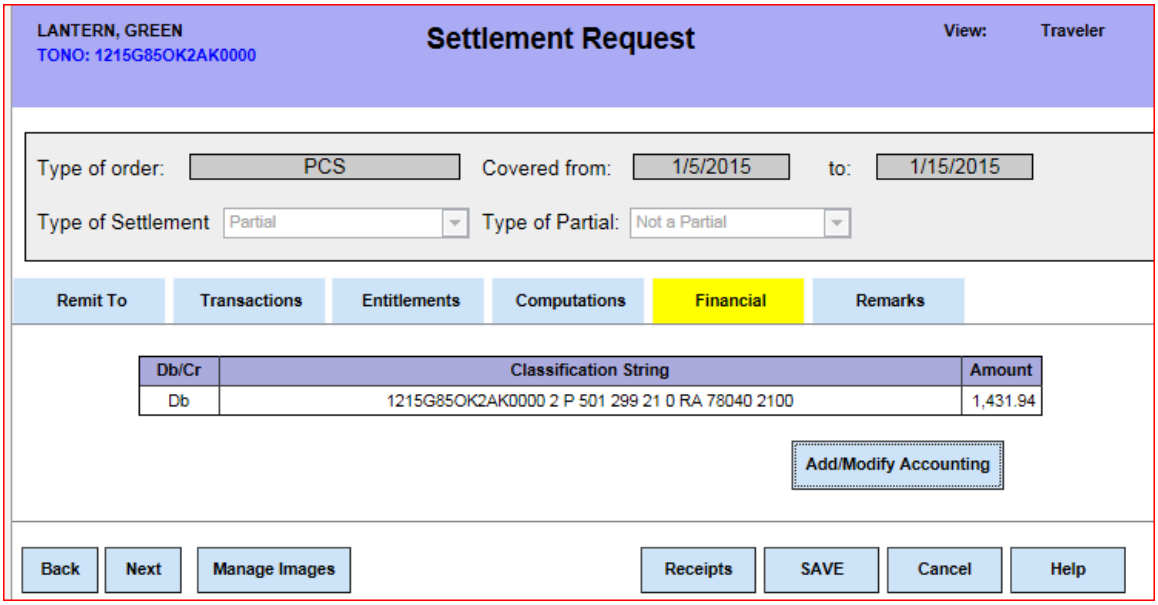
Review overall Travel. If reimbursables need to be claimed enter them in “**Reimbursables**” tab. Reimbursables include Ferry receipts, tolls and any receipt for claimed items over $75.00. Use the manage Images function to add these items.



Check the Computations Tab to ensure all expenditures have been added and the calculations are correct



Add line of accounting as per the tutorial. Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO



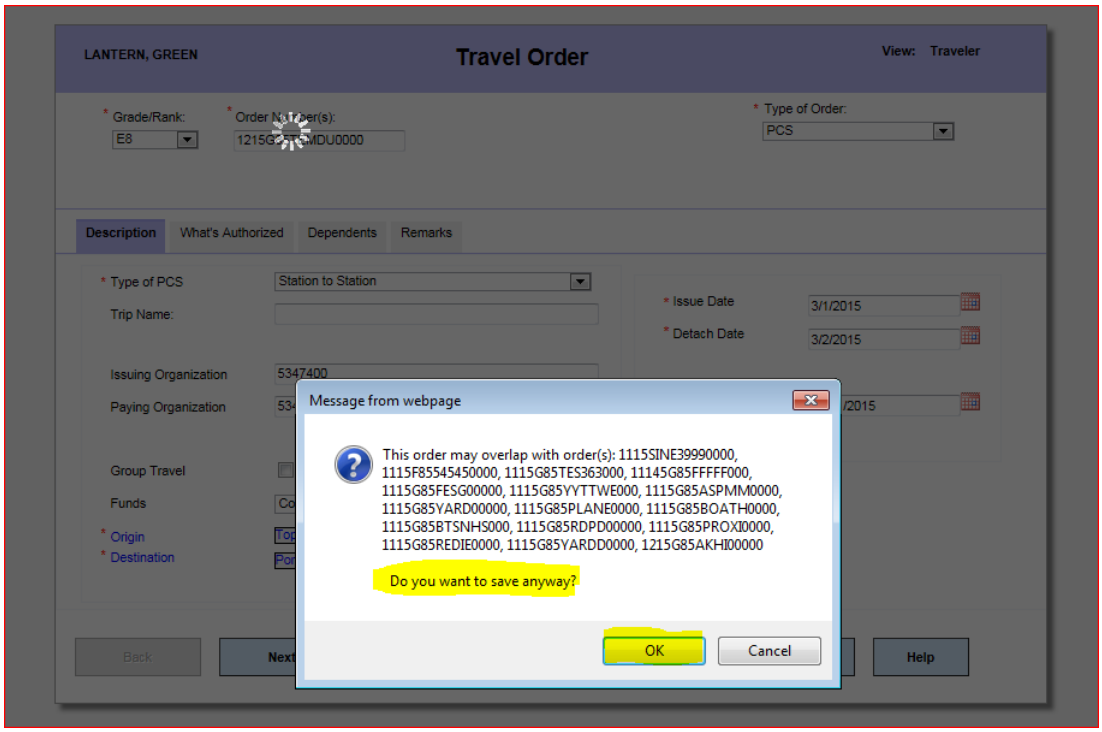
PCS with TDY Enroute (TEMDU)

C Schools

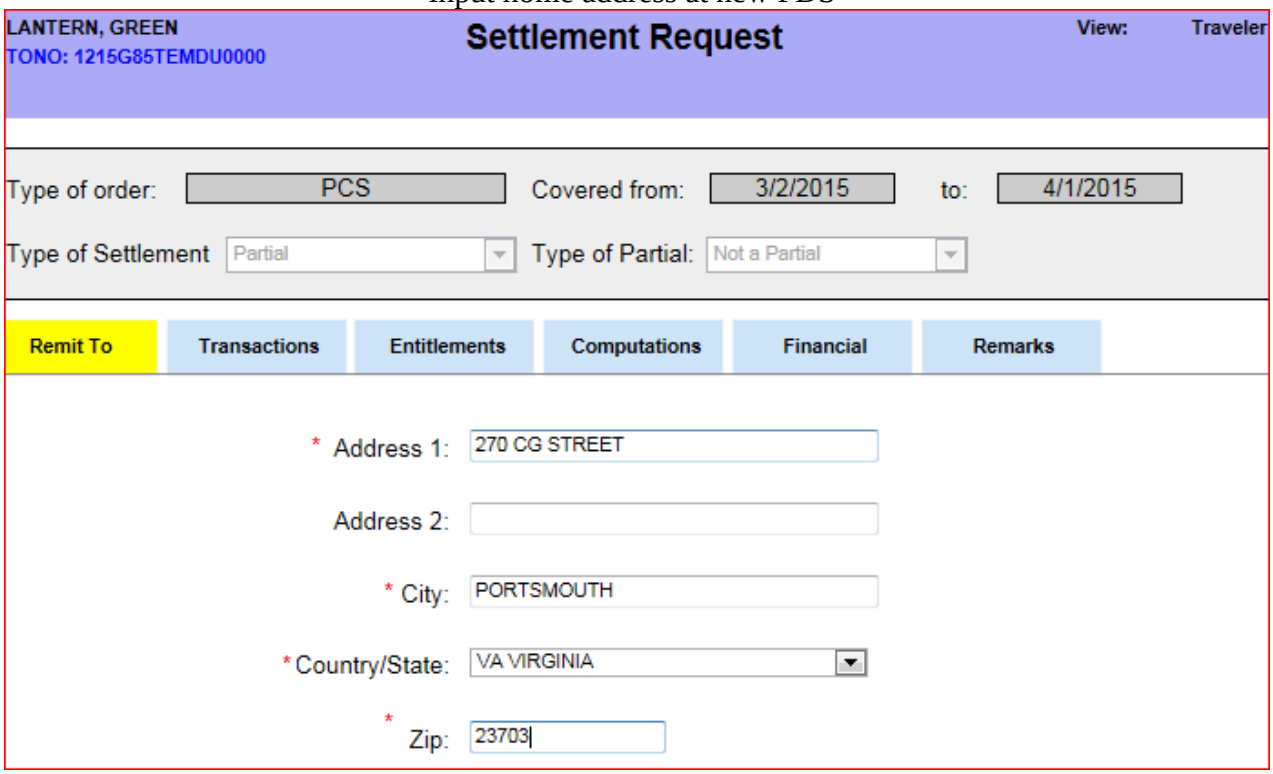
Member only -- TDY Enroute (TEMDU)

For the purposes of this Example the TDY TONO and TPAX Claim were created first. We will focus on the PCS claim with the TDY already created.

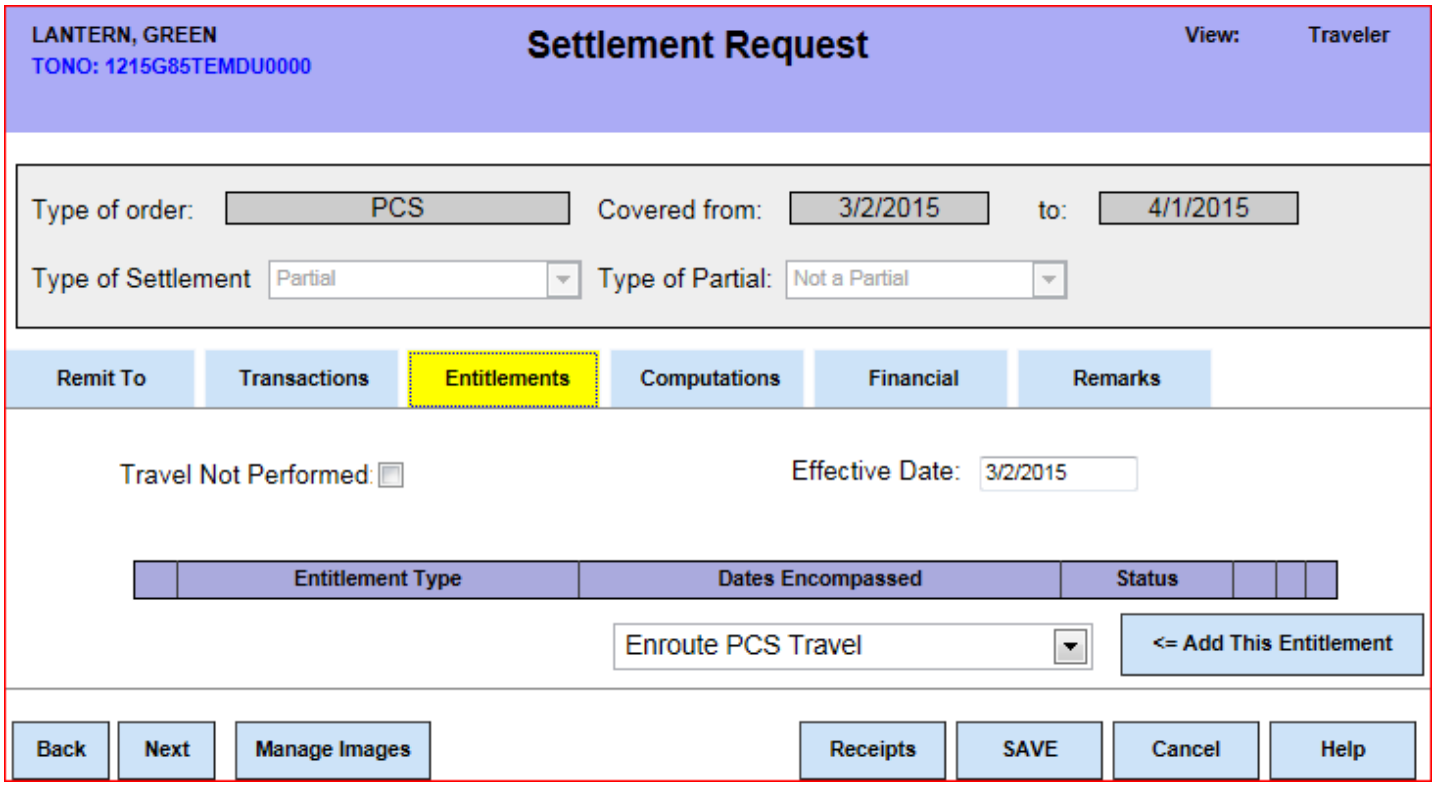
TPAX will inform you that the PCS TONO may conflict with the TDY TONO, accept it in order to create settlement.



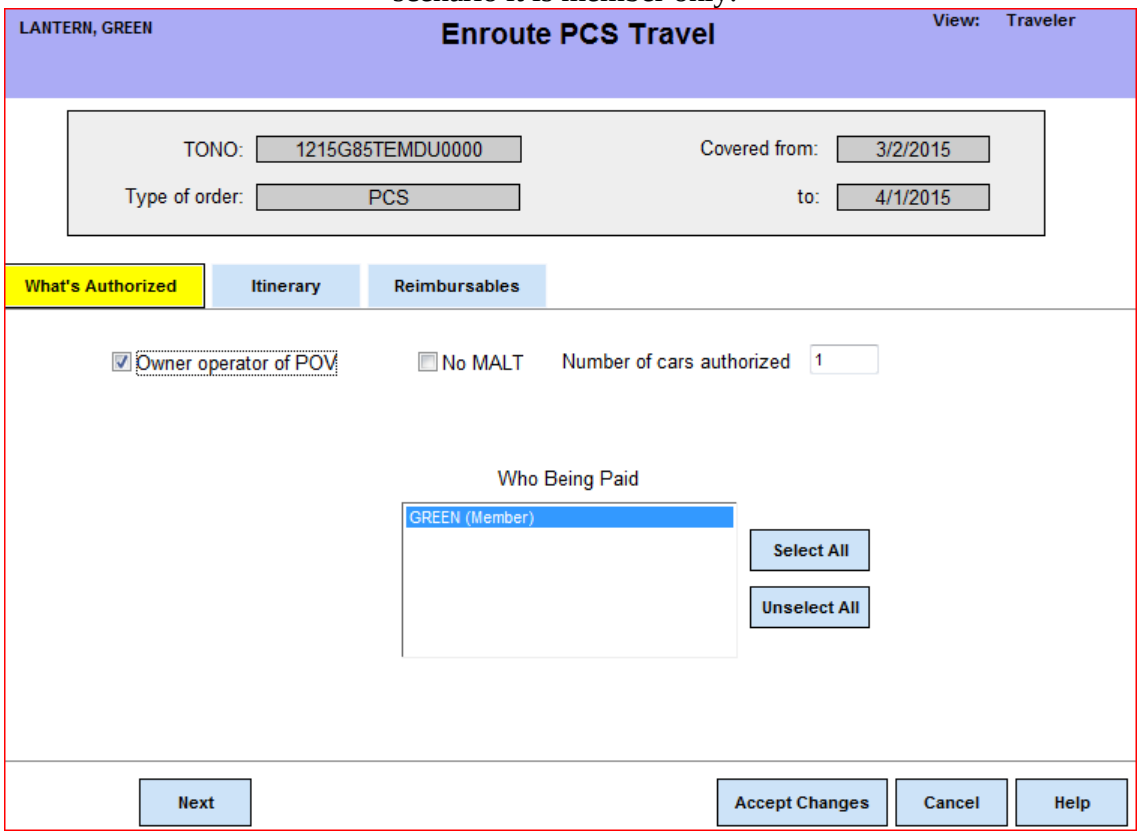
Input home address at new PDS



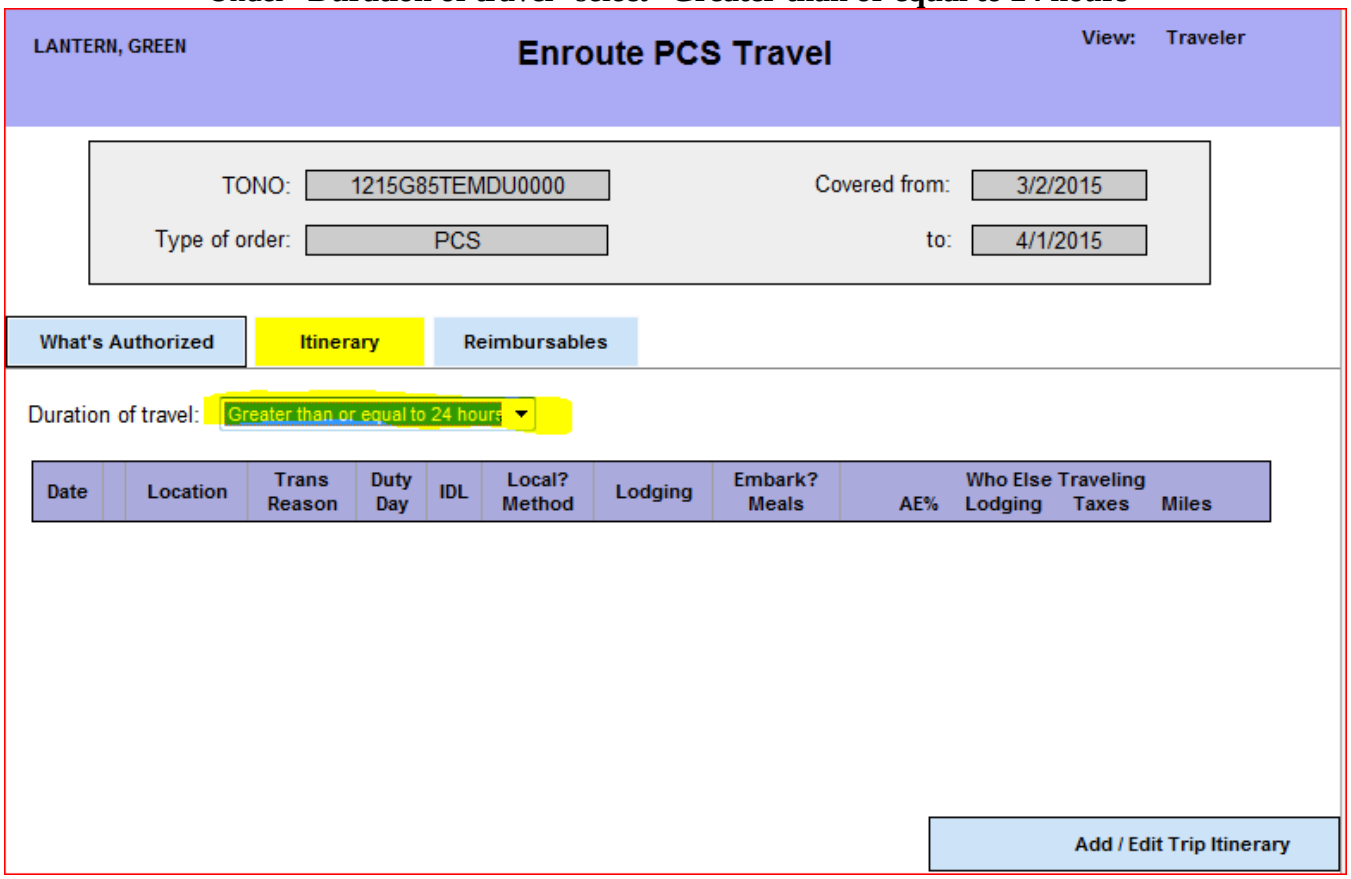
Go to "**Entitlements**" tab and select "**Add This Entitlement**"



Indicate "**Owner operator of POV**" if authorized by orders and used. Also indicate who is being paid. In this scenario it is member only.



Under "**Duration of travel**" select "**Greater than or equal to 24 hours**"



BEFORE YOU ENTER THE PCS ITINERARY SCREEN: Ensure your dates of departure and arrival are correct and authorized by your orders. In this Scenario, the TDY TONO was already entered. DO NOT include the TDY travel dates in the Itinerary. Select the “From” date as the last day the member was at the old unit.

The below screenshot is the TDY trip that was previously entered. DO NOT INCLUDE THIS TRAVEL IN YOUR PCS CLAIM.

LANTERN, GREEN

Temporary Duty Trip

View: Traveler

TONO: 1115G85ASPMM0000 Covered from: 3/9/2015

Type of order: Normal to: 3/16/2015

What's Authorized | Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles
3/9/2015 3/9/2015	DEP ARR	Topeka, KANSAS San, CALIFORNIA	TP TD	☑ ☑		☐ LDP	CQ	CM	0	0.00	0.00	0
3/16/2015 3/16/2015	DEP ARR	San, CALIFORNIA Topeka, KANSAS	TP MC	☐ ☐		☐	NLG		0	0.00	0.00	0

The below screenshot is the PCS trip that DOES NOT inlcude the ablve TDY travel.
**NOTE THE DEPARTRUE DATE IS PRIOR TO THE TDY, THIS DATE IS THE LAST DATE THE MEMBER WAS AT THE PREVIOUS PDS.

LANTERN, GREEN

Enroute PCS Travel

View: Traveler

TONO: 1215G85TEMDU0000 Covered from: 3/2/2015

Type of order: PCS to: 4/1/2015

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

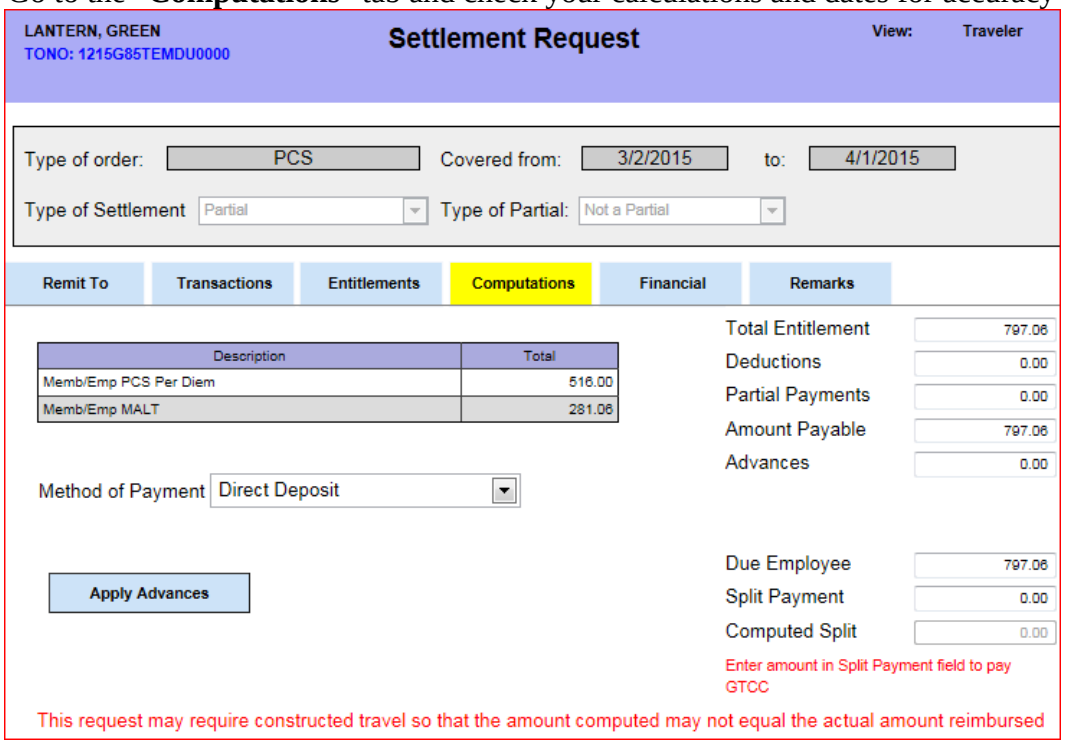
Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
3/2/2015 4/1/2015	DEP ARR	Topeka, KANSAS Portsmouth, VIRGINIA	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	1222

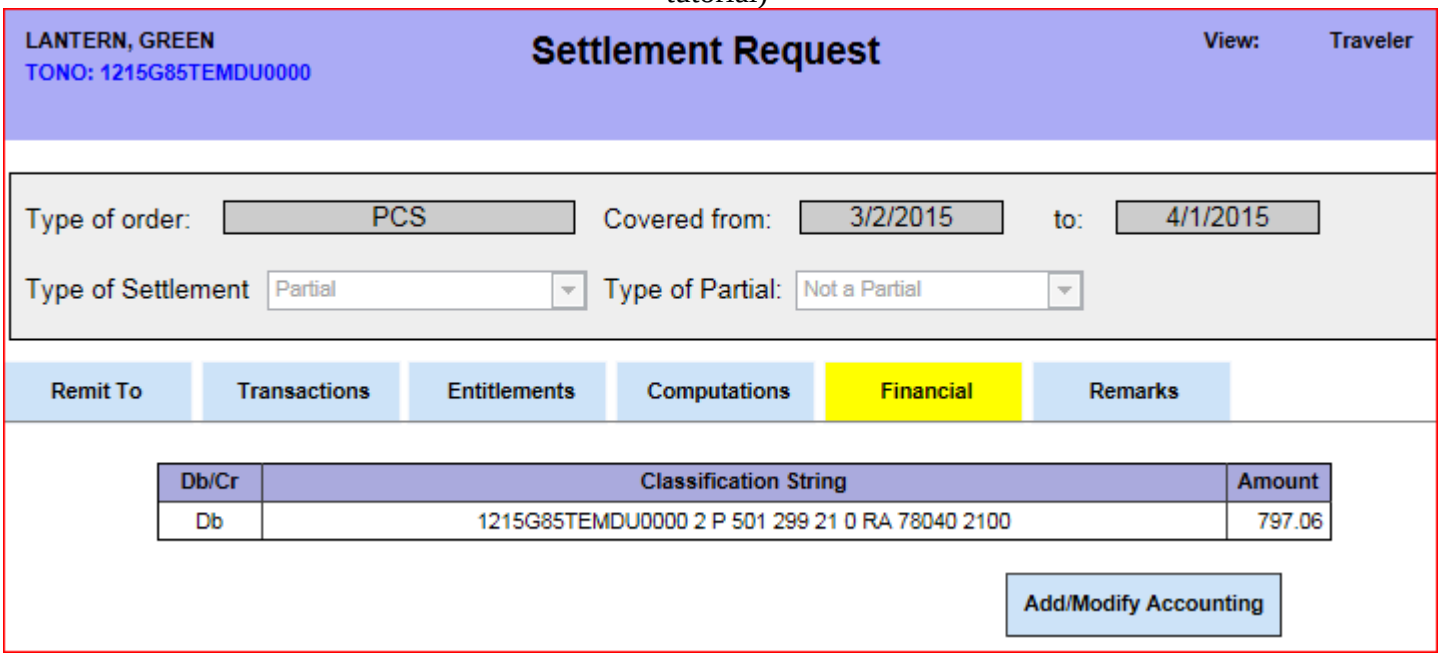
Add / Edit Trip Itinerary

If your itinerary is correct, click “**Accept Changes**”

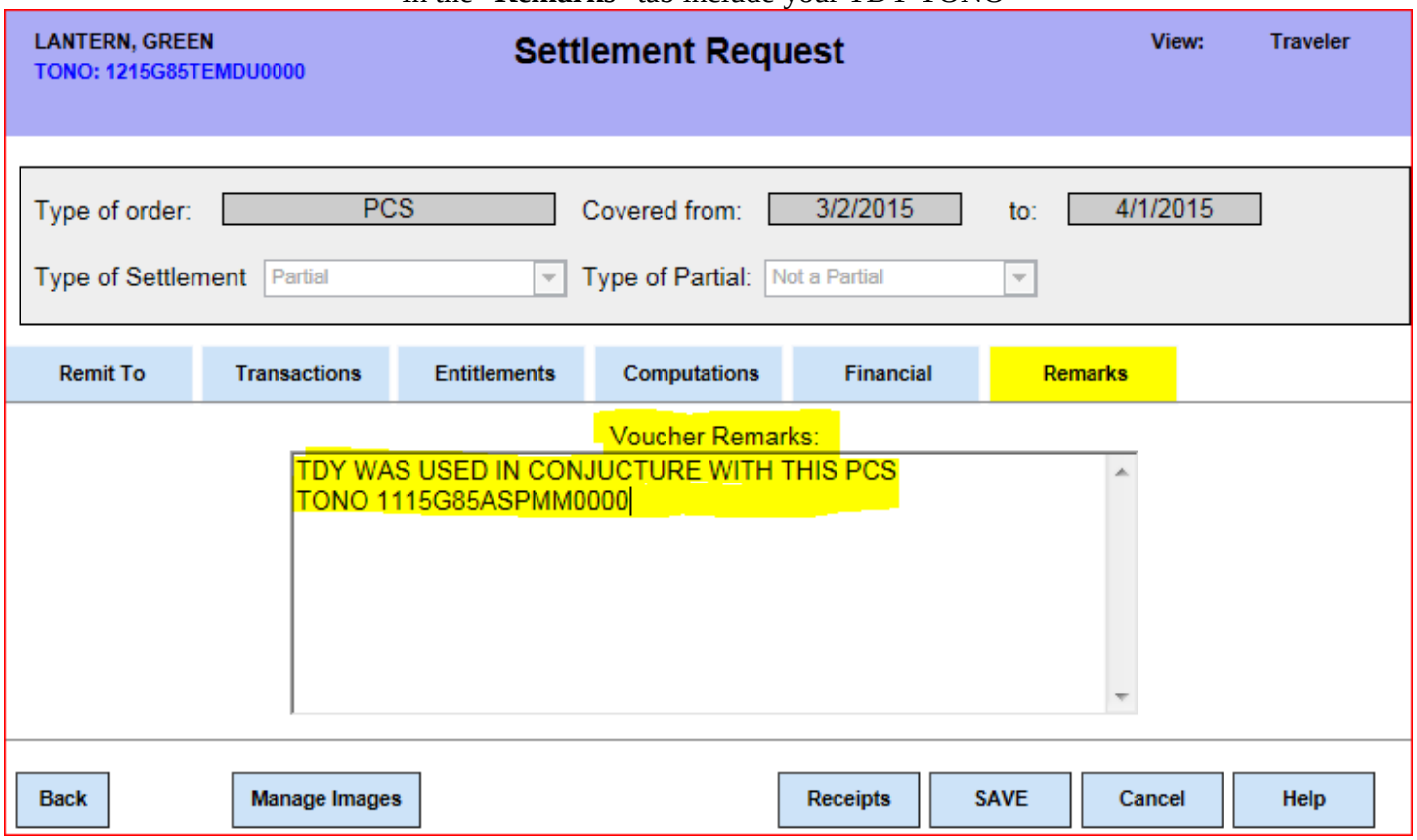
Go to the "**Computations**" tab and check your calculations and dates for accuracy



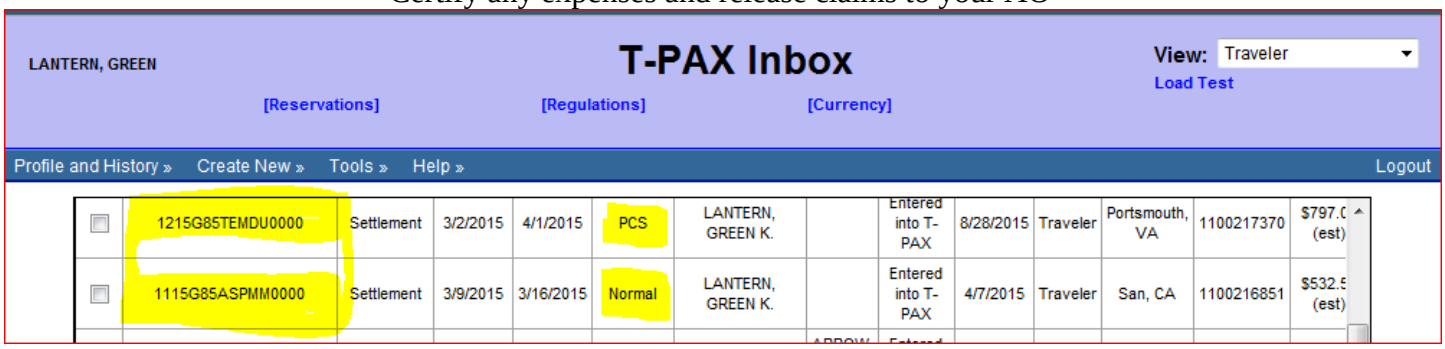
Go to the "**Financial**" tab and "**Add/Modify Accounting**" to enter your line of accounting (see financial tutorial)



In the "**Remarks**" tab include your TDY TONO



Certify any expenses and release claims to your AO

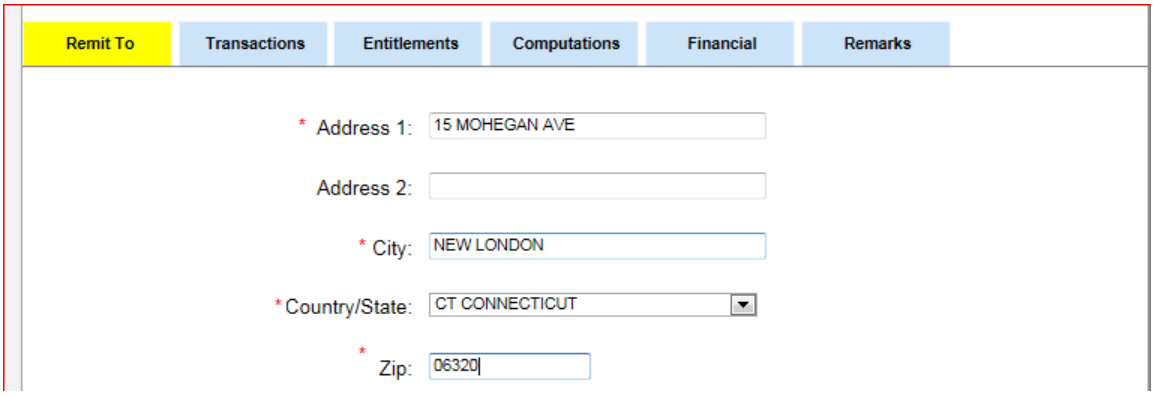


PCS with NO or Limited Reimbursement

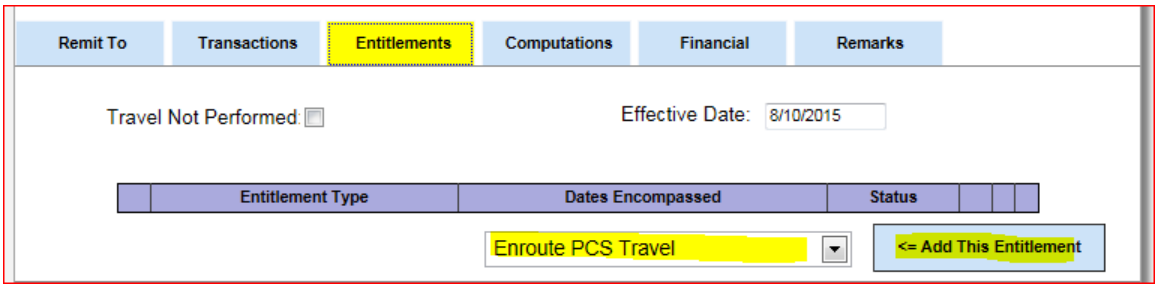
Home to 1st Duty Station (Cadets) (Direct Commission)

Cadet- Home to First Duty Station

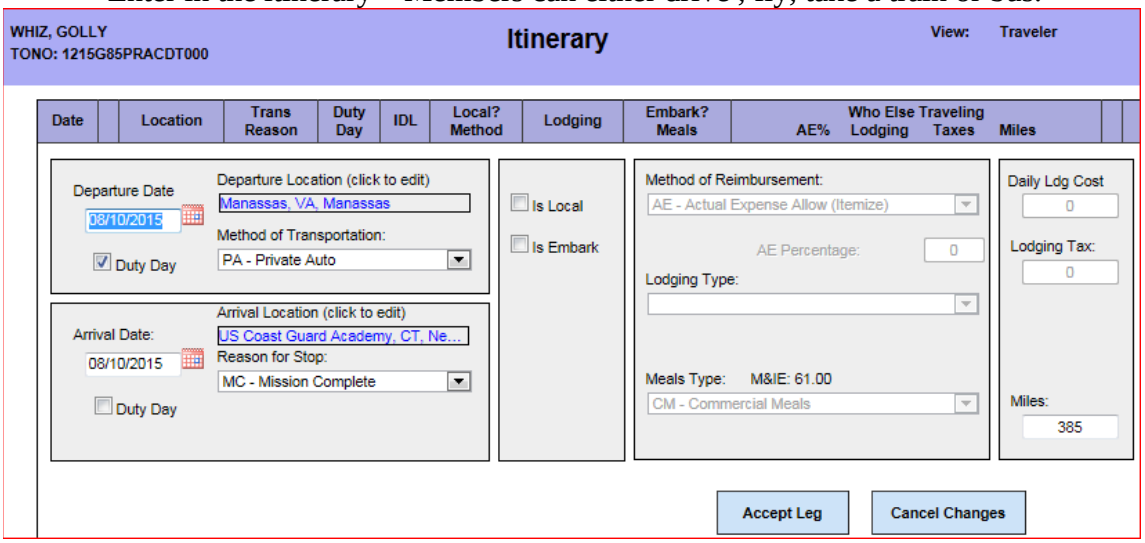
Enter home address at new PDS



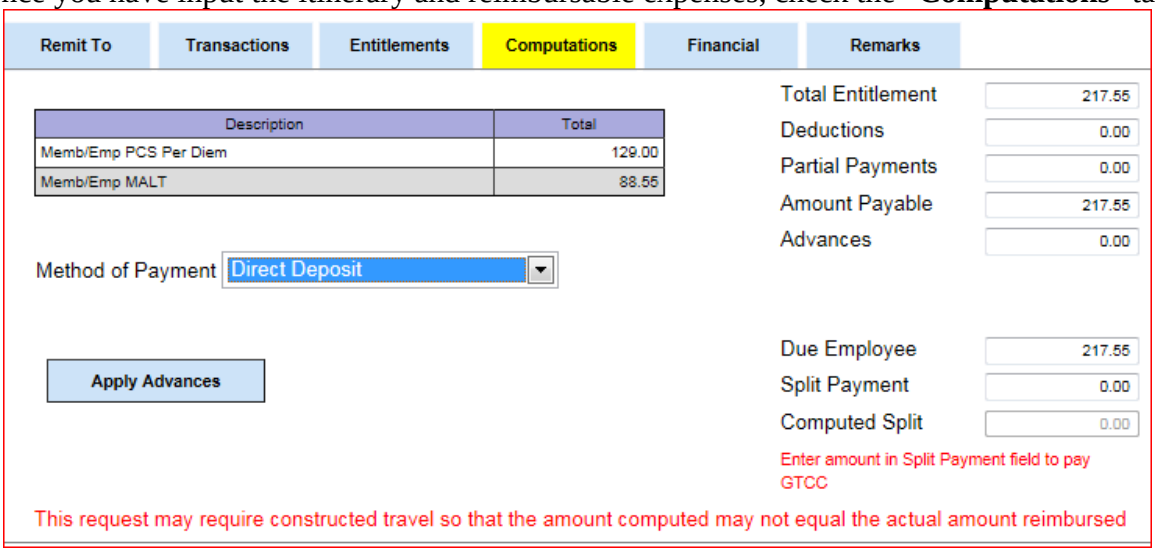
Select "**Add This Entitlement**"



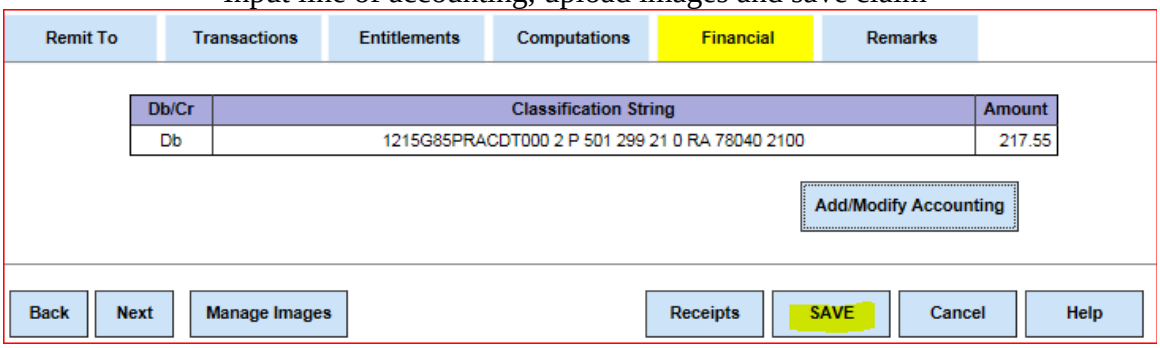
Enter in the itinerary – Members can either drive , fly, take a train or bus.



Once you have input the itinerary and reimbursable expenses, check the "**Computations**" tab



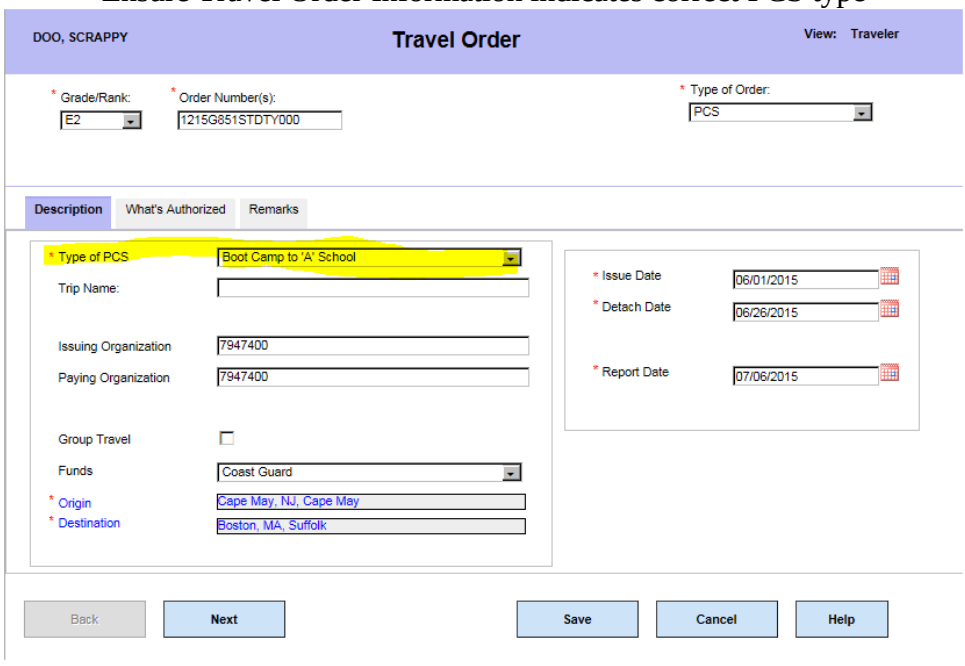
Input line of accounting, upload images and save claim



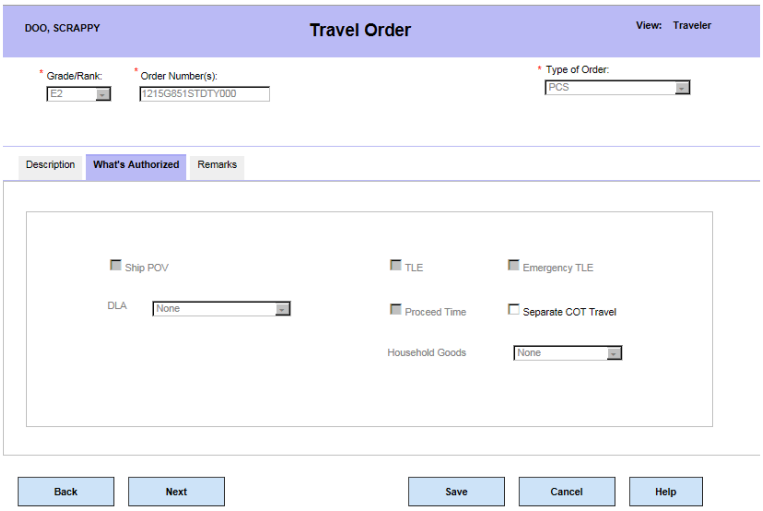
Boot Camp to "A" School

Member Only – Boot Camp to "A" School

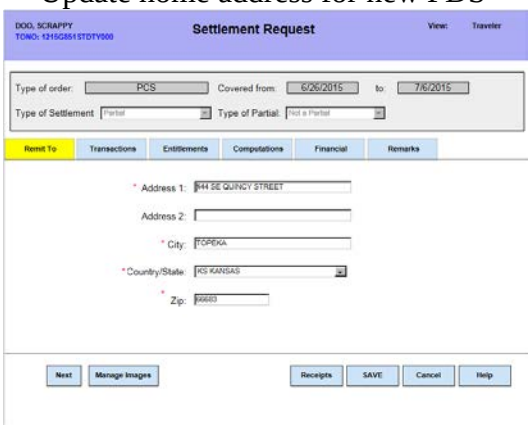
Ensure Travel Order Information indicates correct PCS type



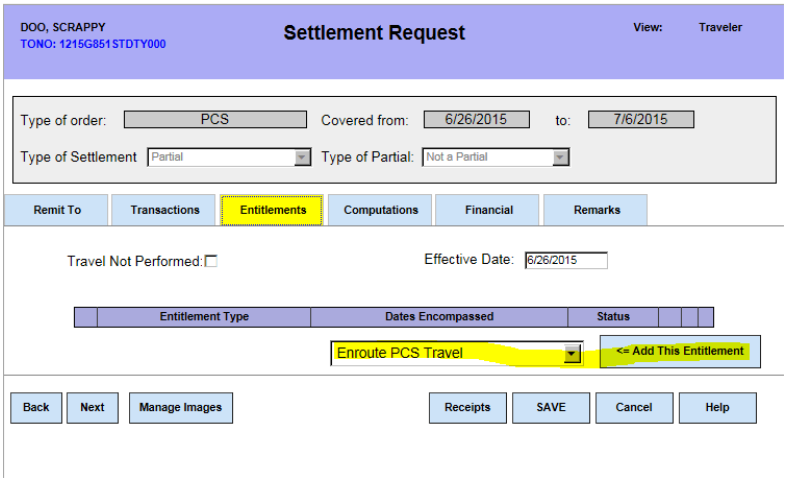
Notice all entitlements on the "**What's Authorized**" screen is blank – there is no entitlement



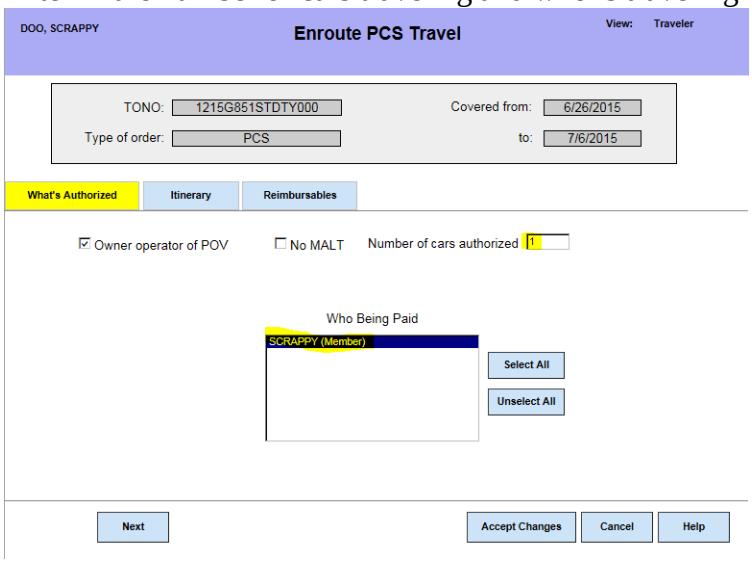
Update home address for new PDS



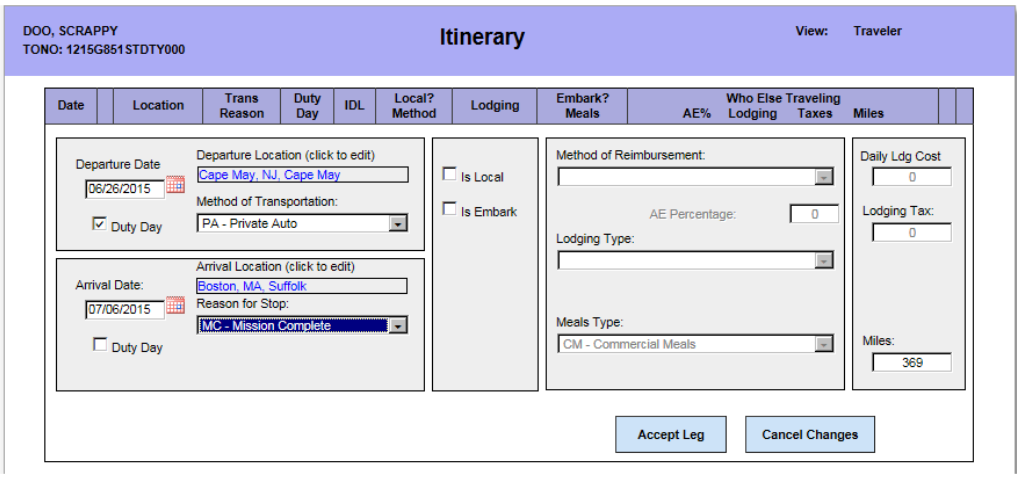
Select "**Add This Entitlement**"



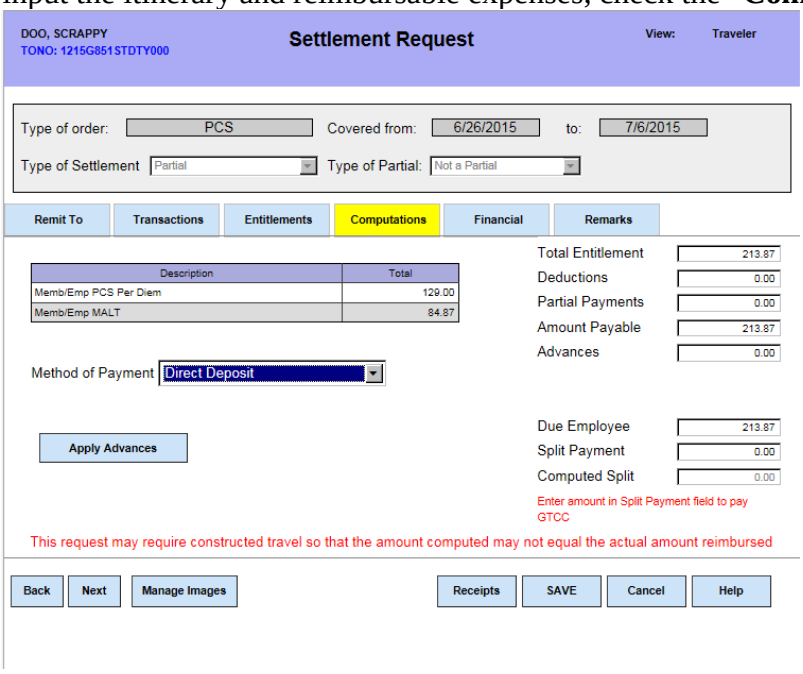
Enter in the number of cars traveling and who is traveling



Enter in the itinerary – Members can either drive (if someone brought them their vehicle) or fly to get to "A" school

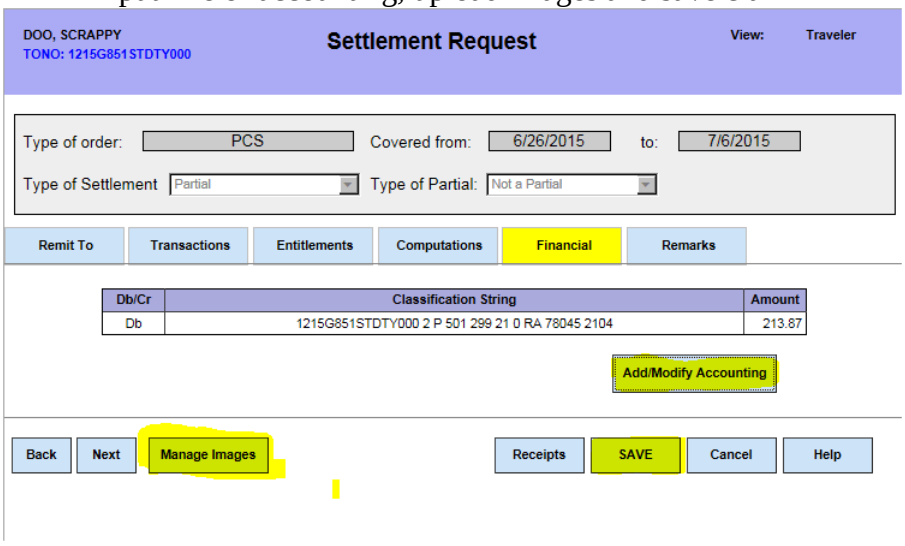


Once you have input the itinerary and reimbursable expenses, check the "**Computations**" tab



Select "**Apply Advances"** if member received one

Input line of accounting, upload images and save claim



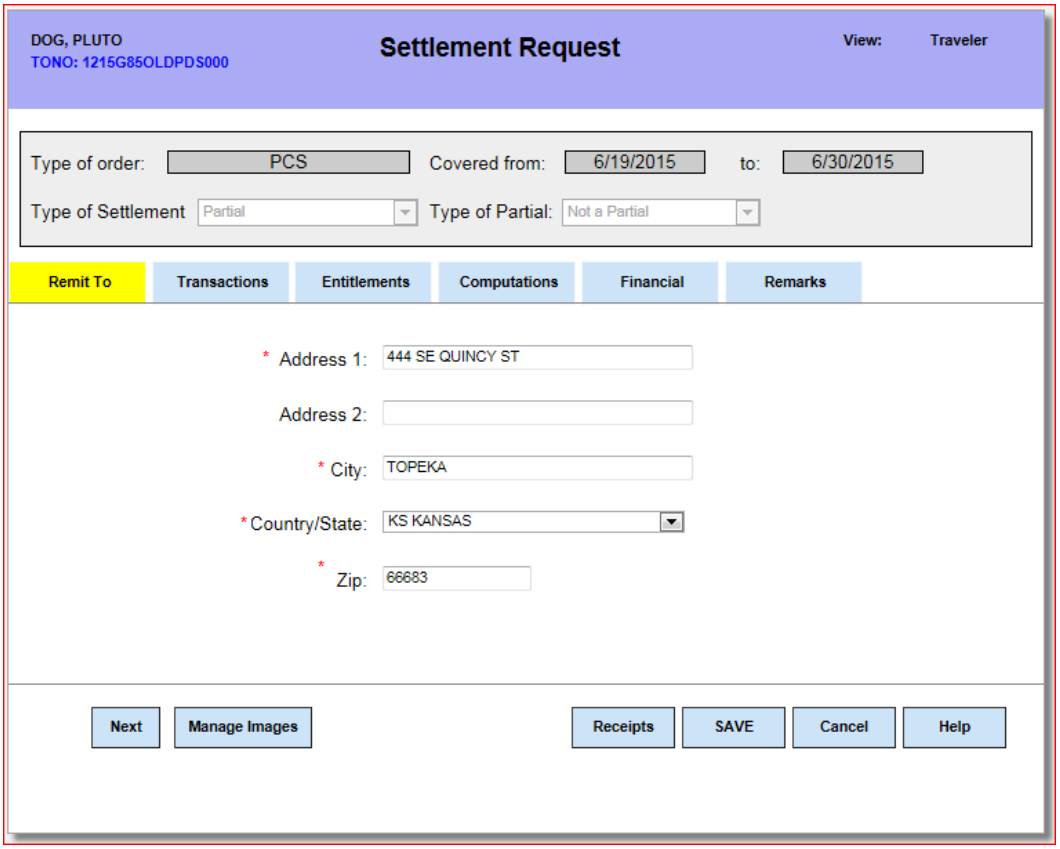
Mixed Mode PCS to a Ship (Chasing the boat)

Old PDS to New PDS Home Port

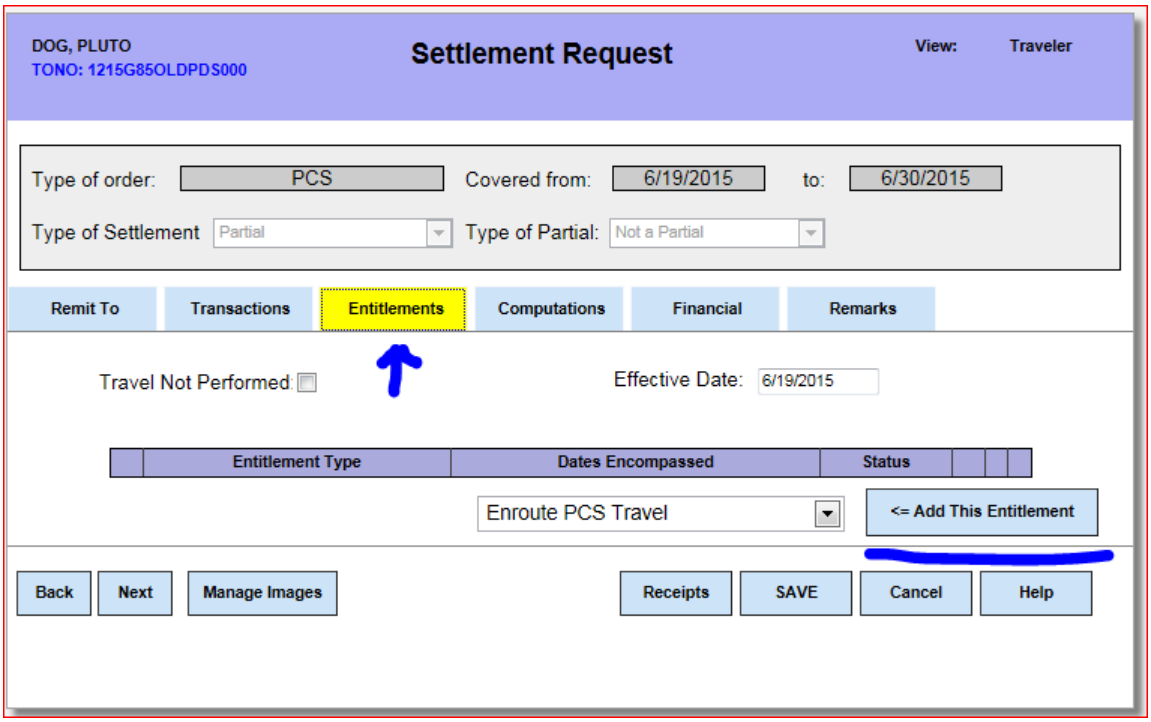
Old PDS to New PDS Home Port

Change home address to New PDS

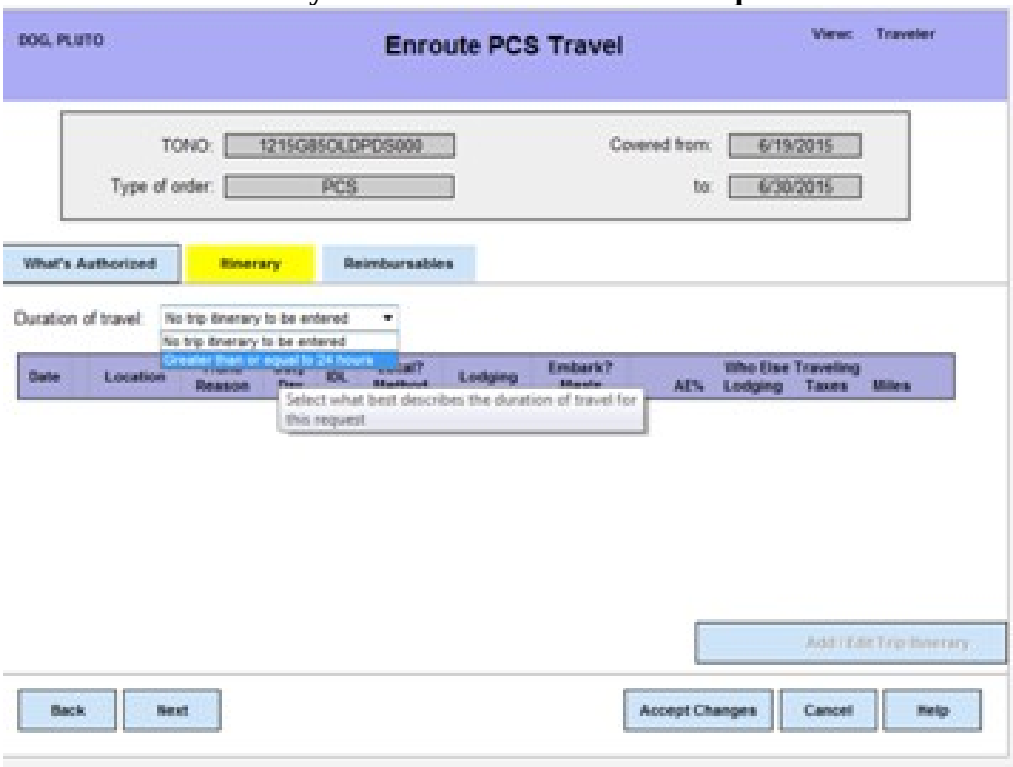
Member going to Cutter in Key West



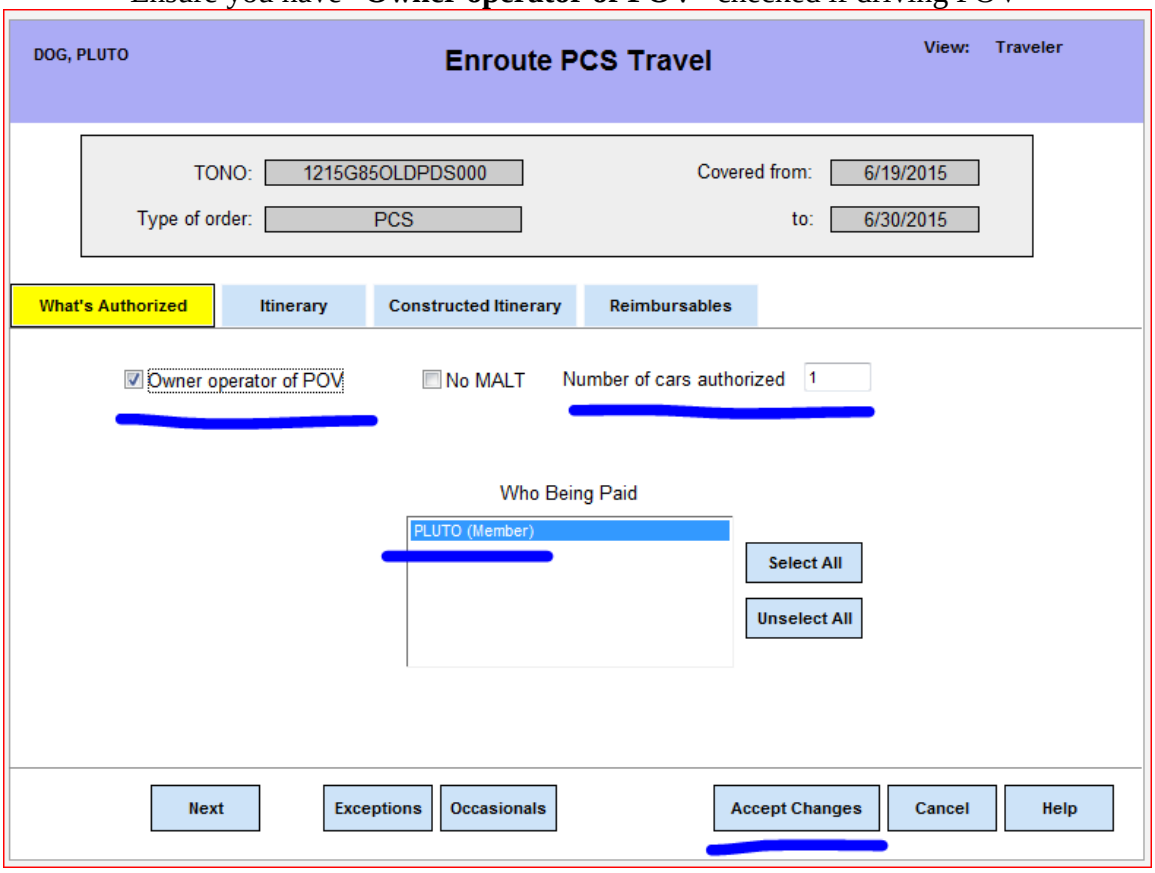
Under "**Entitlements**" tab select "**Add This Entitlement**"



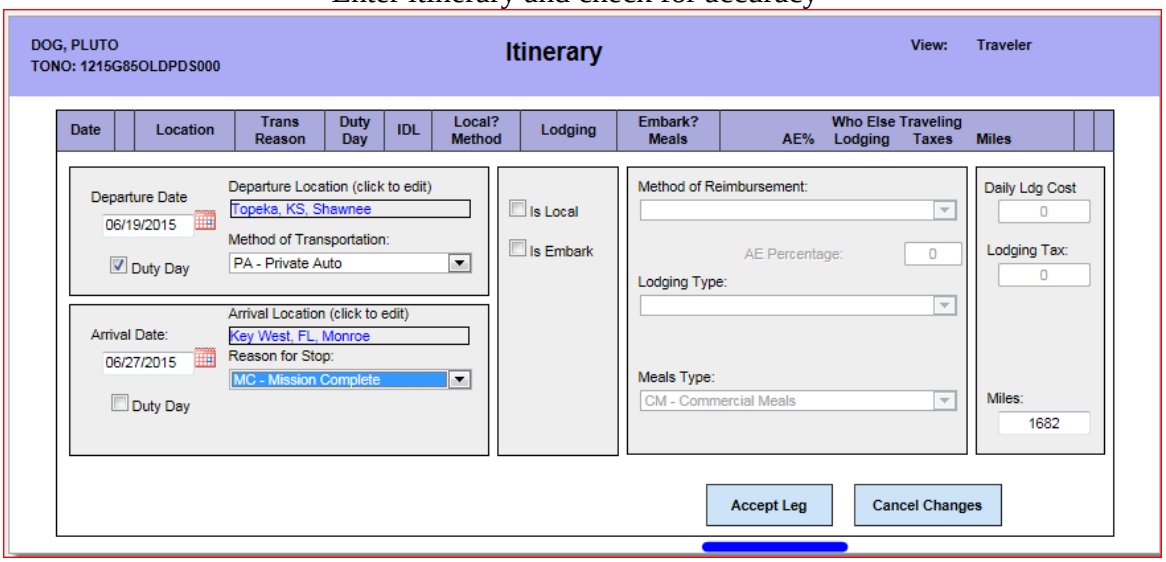
Under the "**Itinerary**" tab select "**Greater than or equal to 24 hours**"

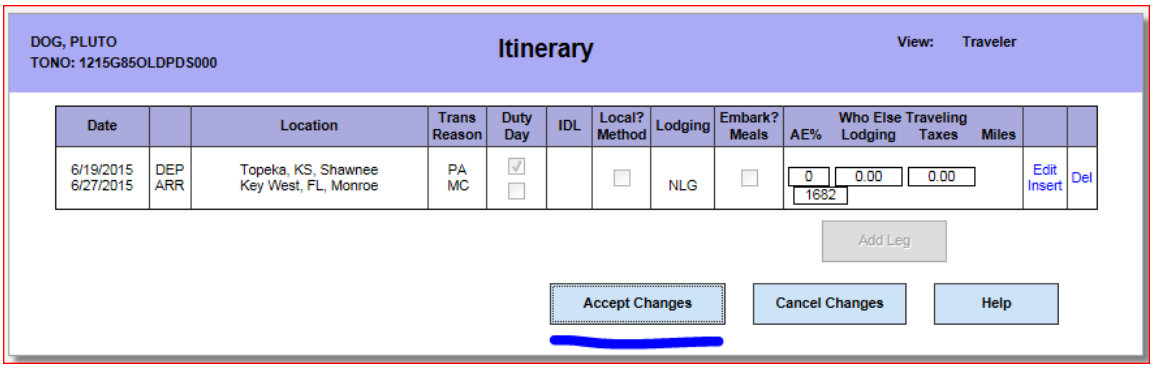


Ensure you have "**Owner operator of POV**" checked if driving POV

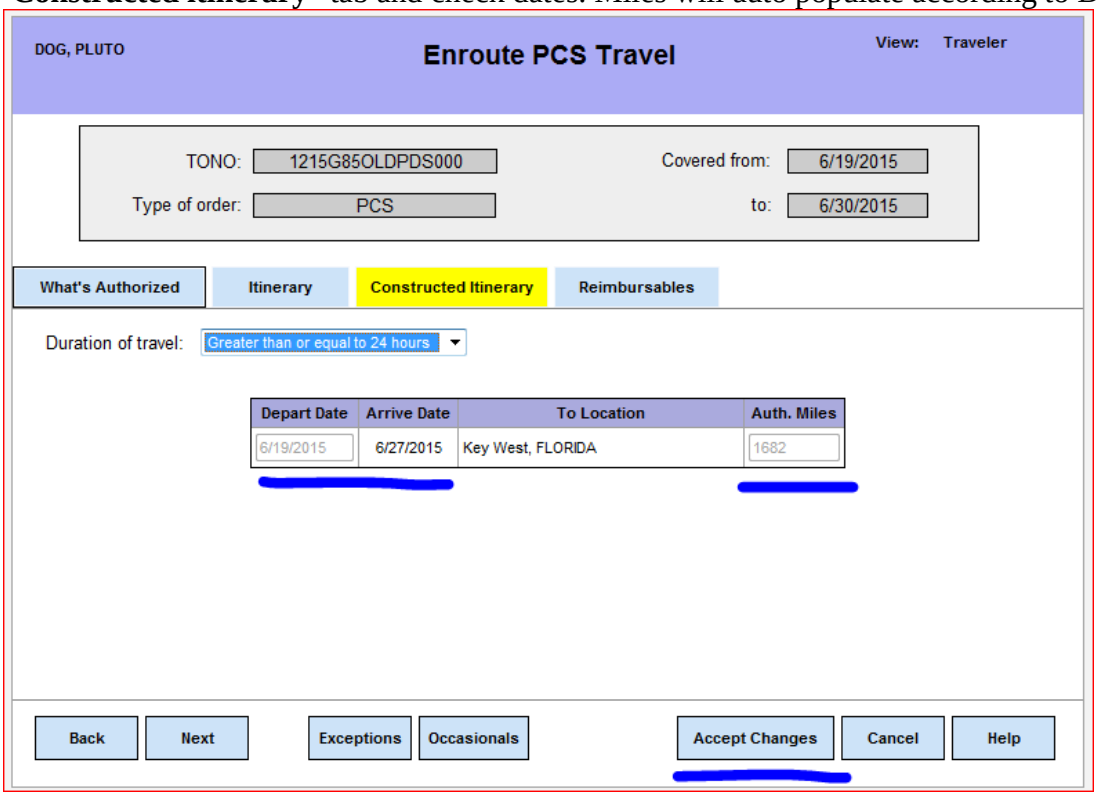


Enter itinerary and check for accuracy

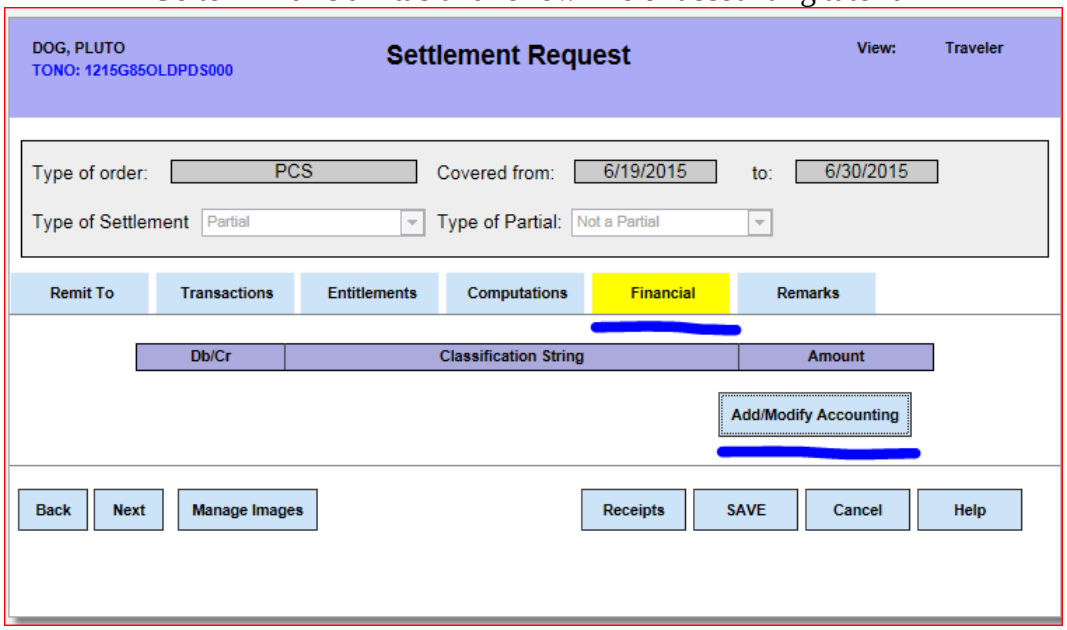




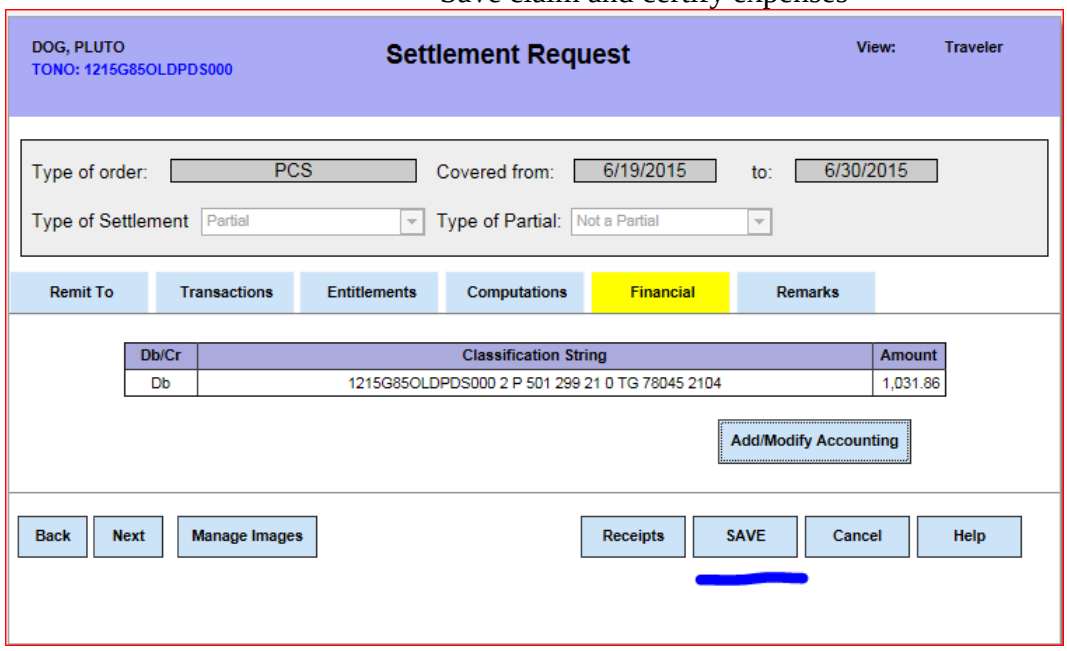
Go to "**Constructed itinerary**" tab and check dates. Miles will auto populate according to DTOD



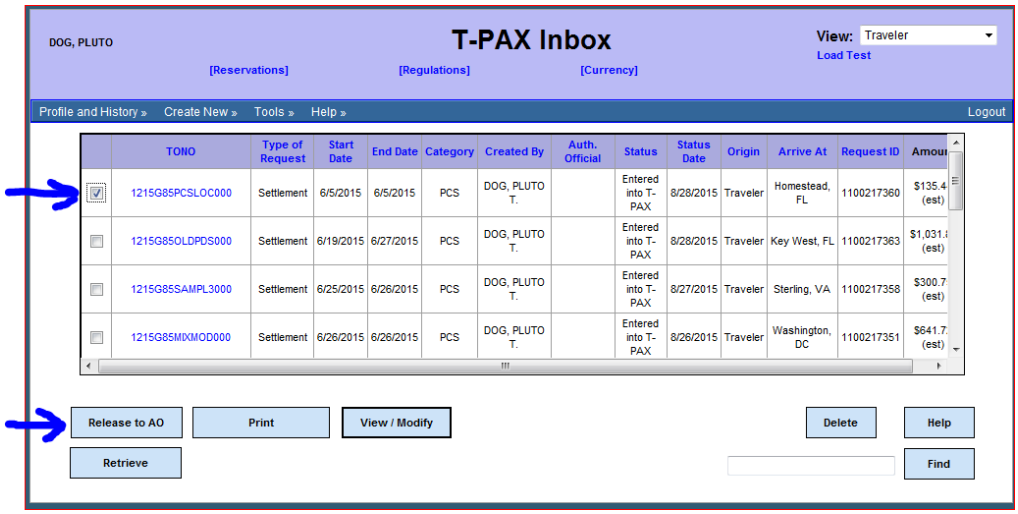
Go to "**Financial**" tab and follow line of accounting tutorial



Save claim and certify expenses

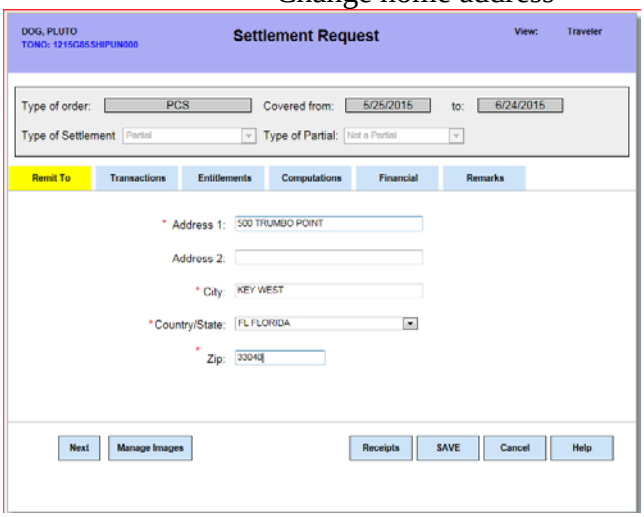


Release to AO

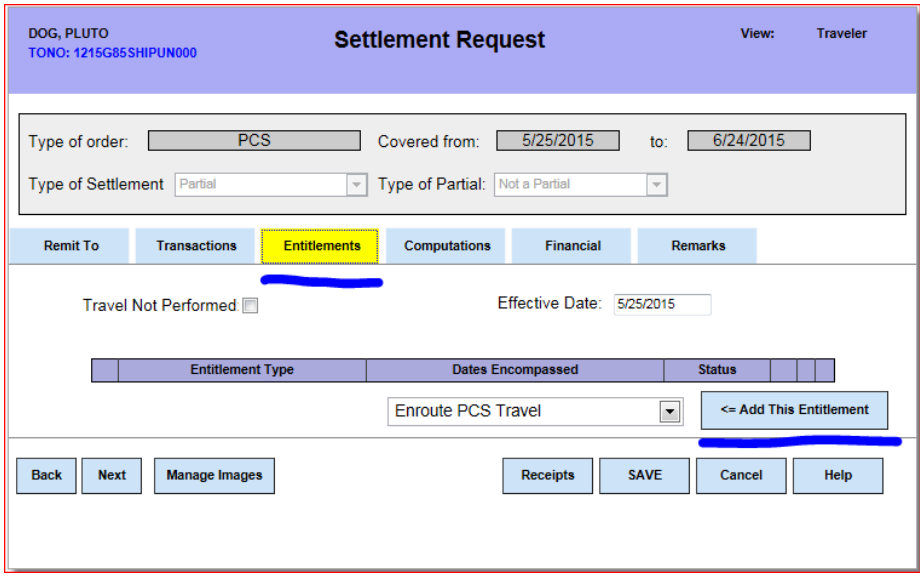


Old PDS to New PDS ship underway

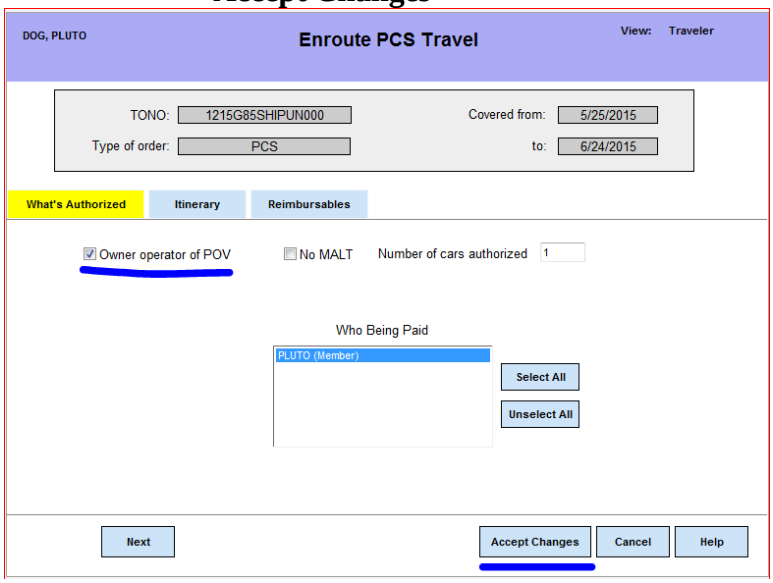
Change home address



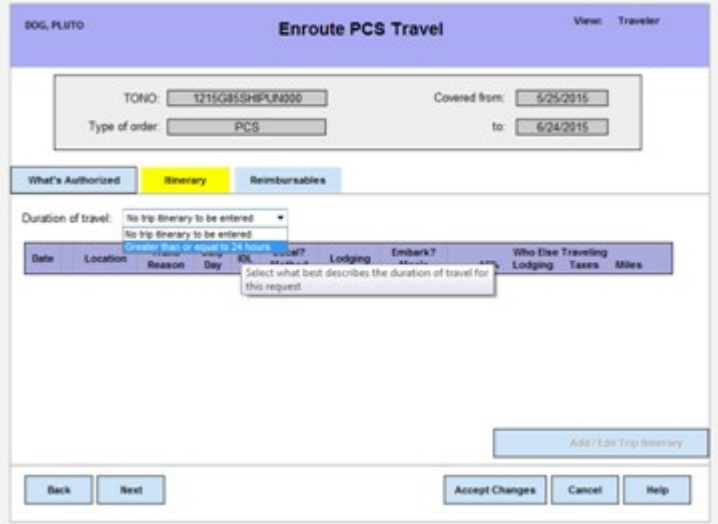
Under “**Entitlements**” tab select “**Add This Entitlement**”



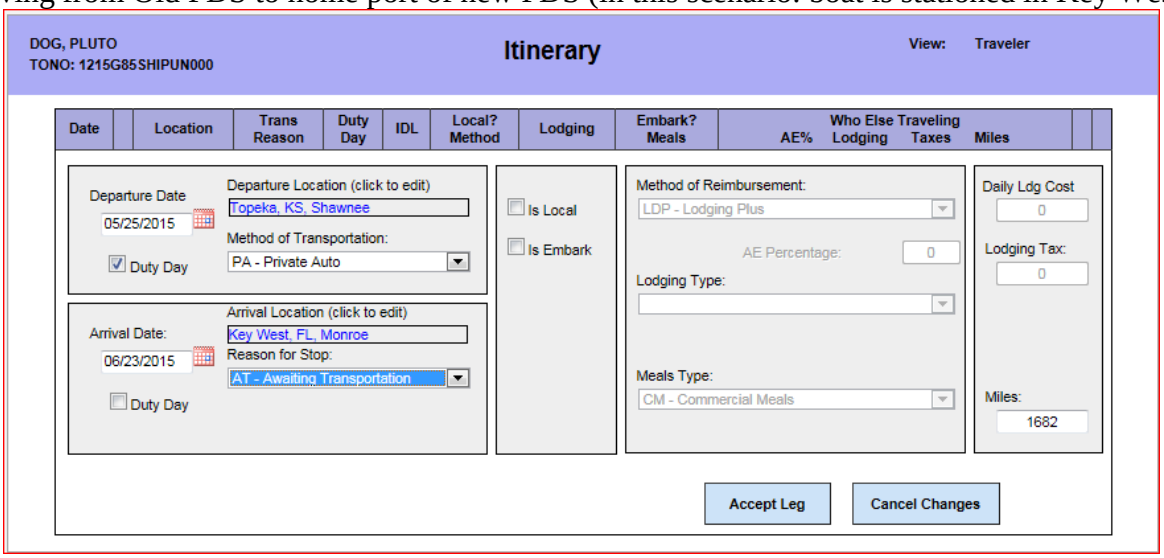
Indicate “**Owner operator of POV**” if authorized by orders and used. Also, indicate “**Who is being paid**”, “**Accept Changes**”



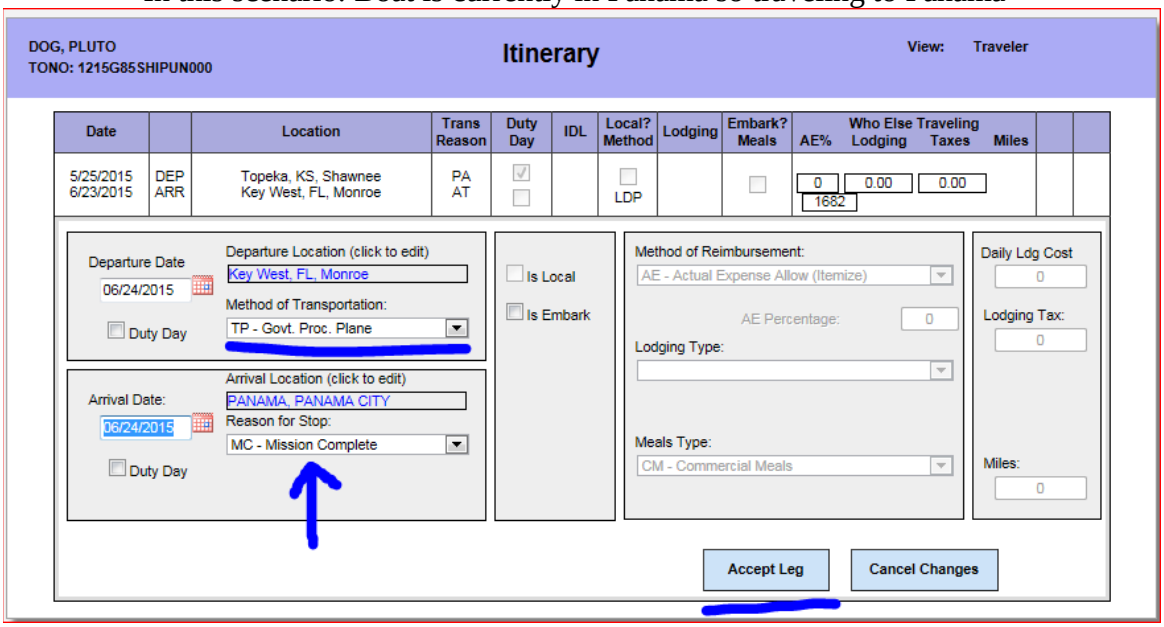
Under “**Itinerary**” Select “**Greater than or equal to 24 hours**”



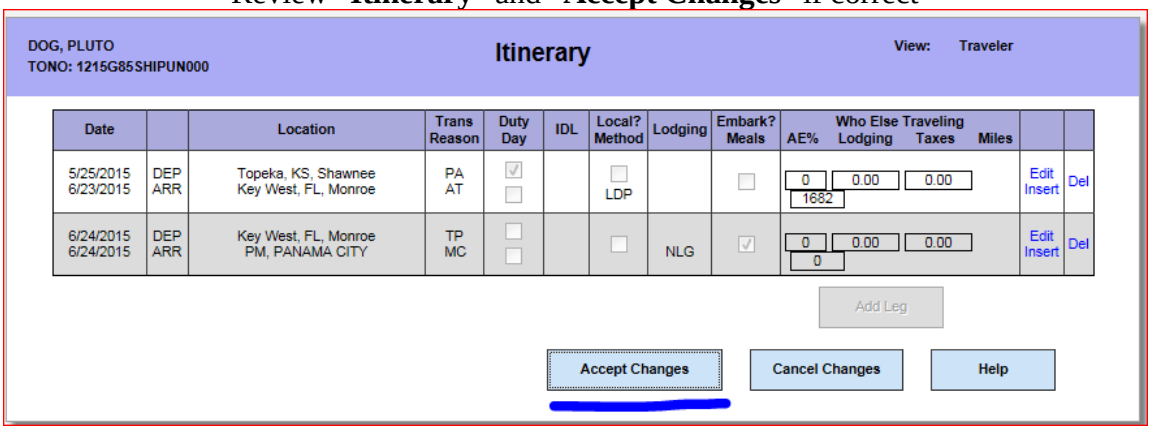
Driving from Old PDS to home port of new PDS (in this scenario: boat is stationed in Key West)



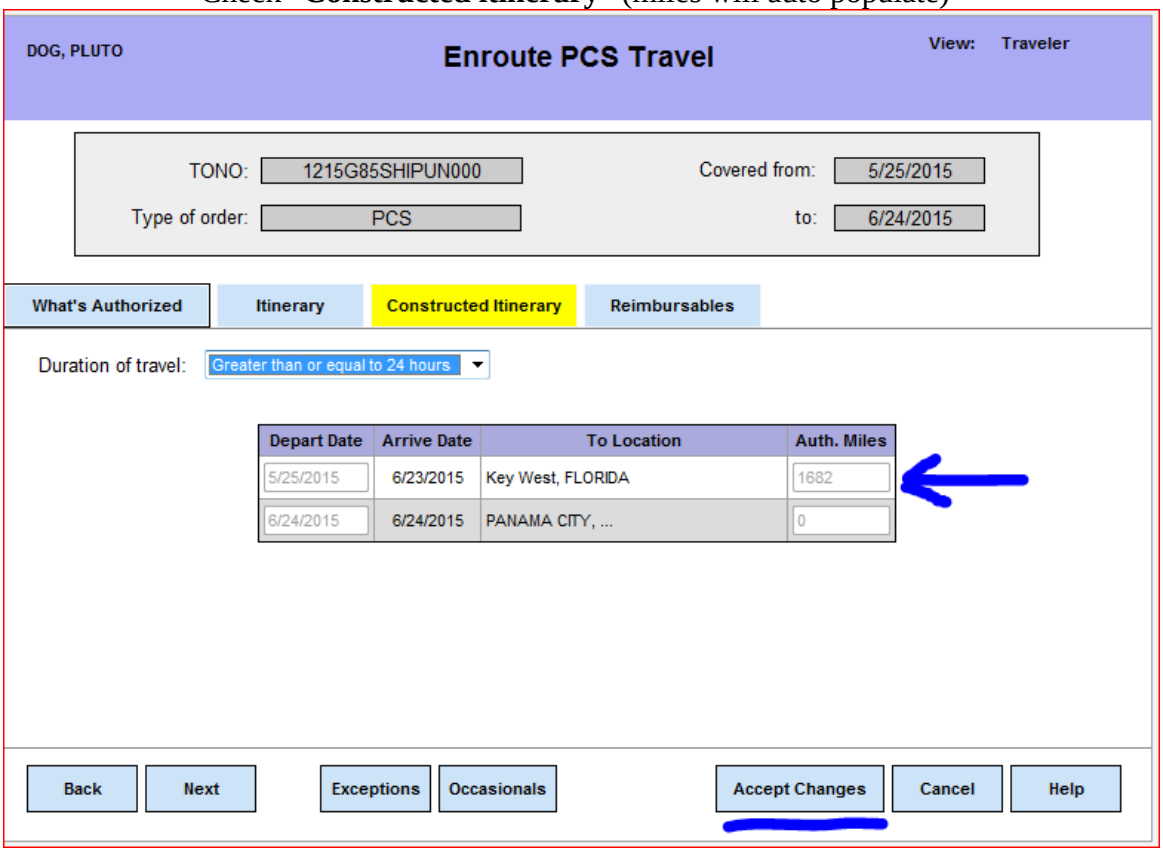
In this scenario: Boat is currently in Panama so traveling to Panama



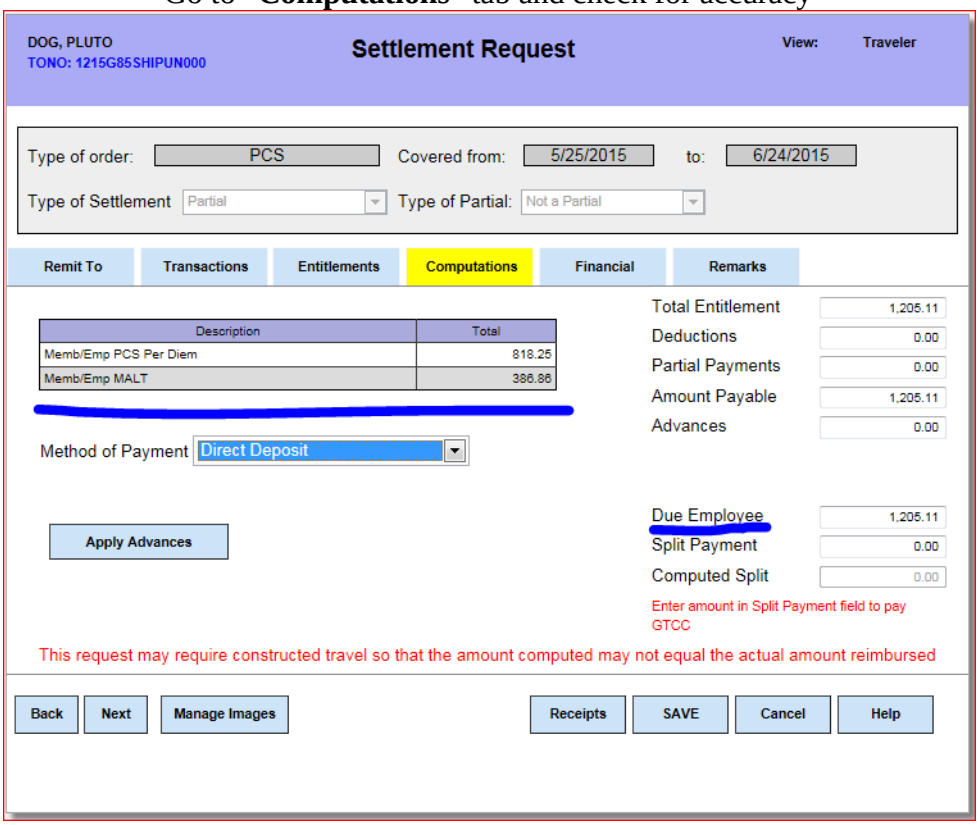
Review "**Itinerary**" and "**Accept Changes**" if correct



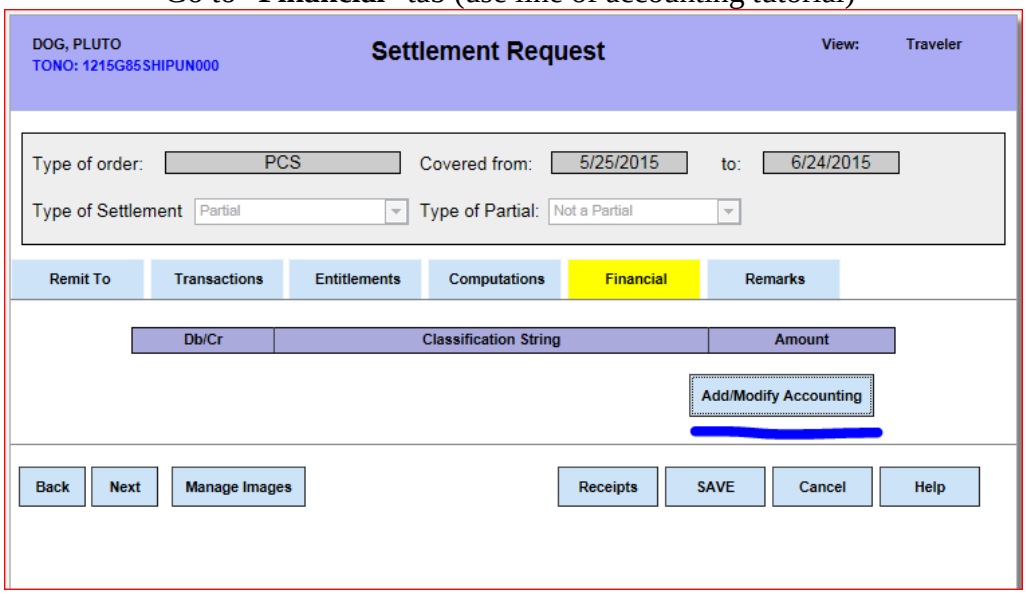
Check "**Constructed itinerary**" (miles will auto populate)

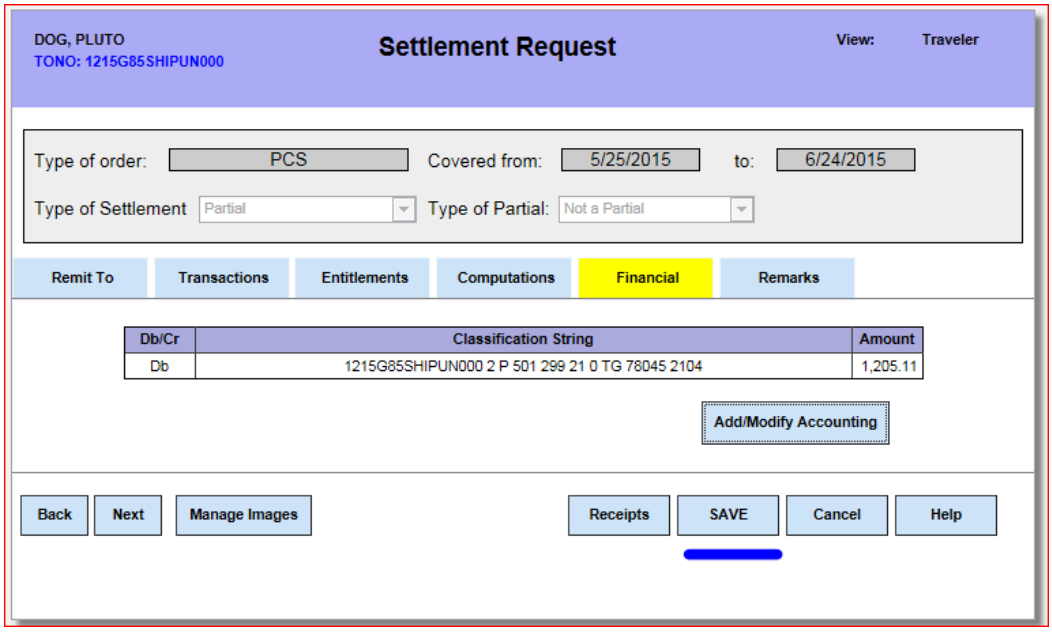


Go to "**Computations**" tab and check for accuracy

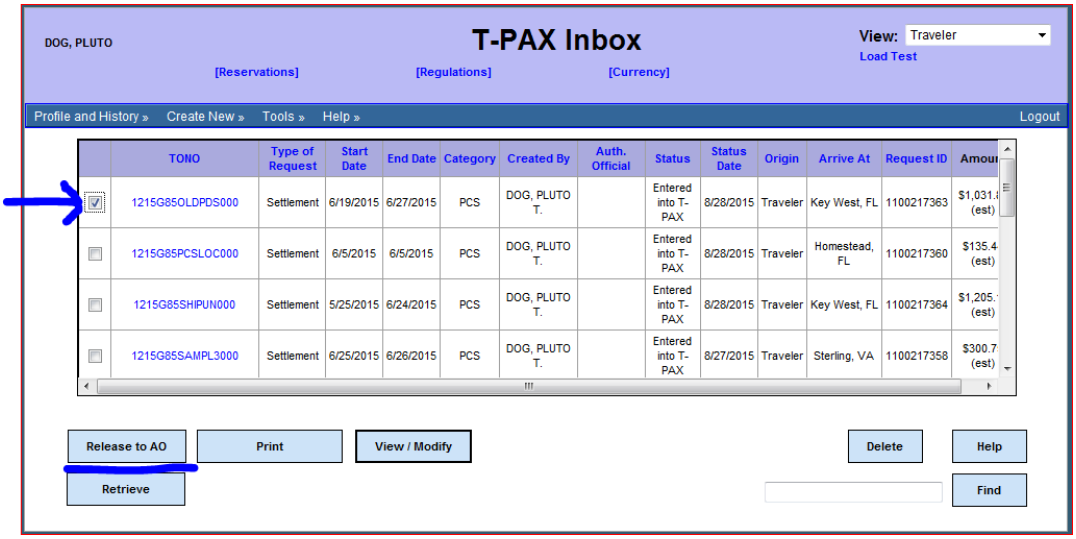


Go to "**Financial**" tab (use line of accounting tutorial)





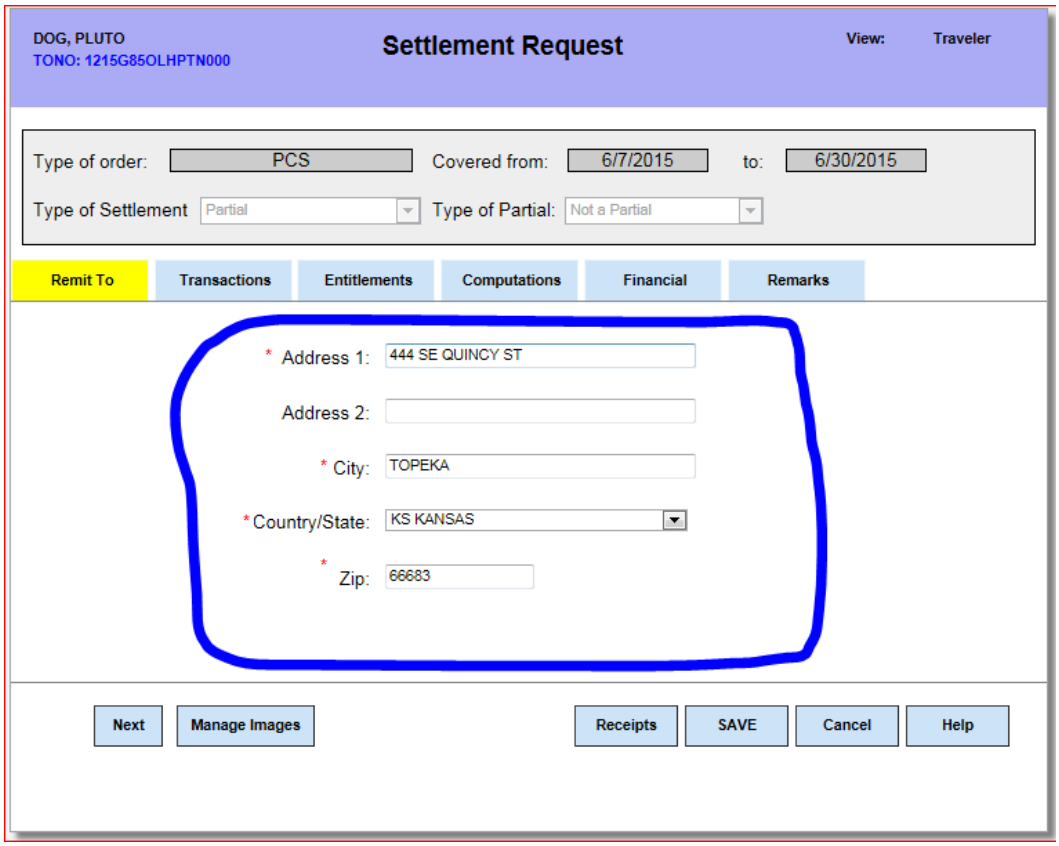
Release to AO



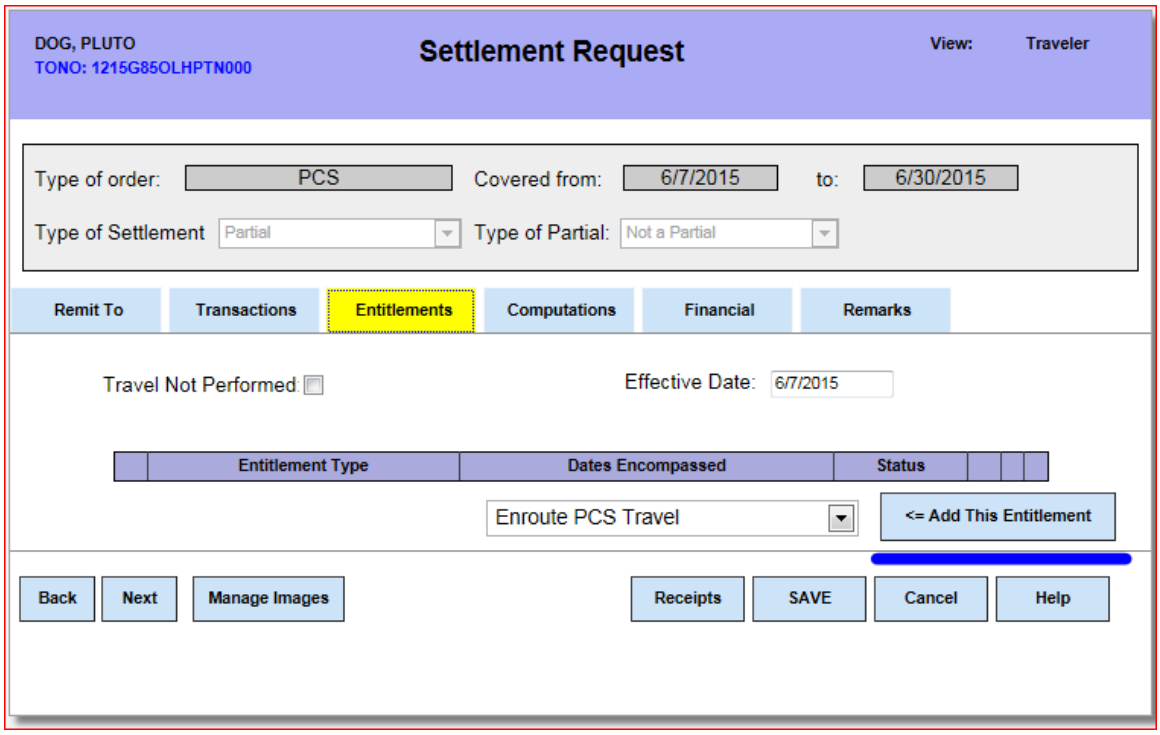
Old PDS underway to Home Port to New PDS underway

Old PDS underway to Home Port to New PDS underway

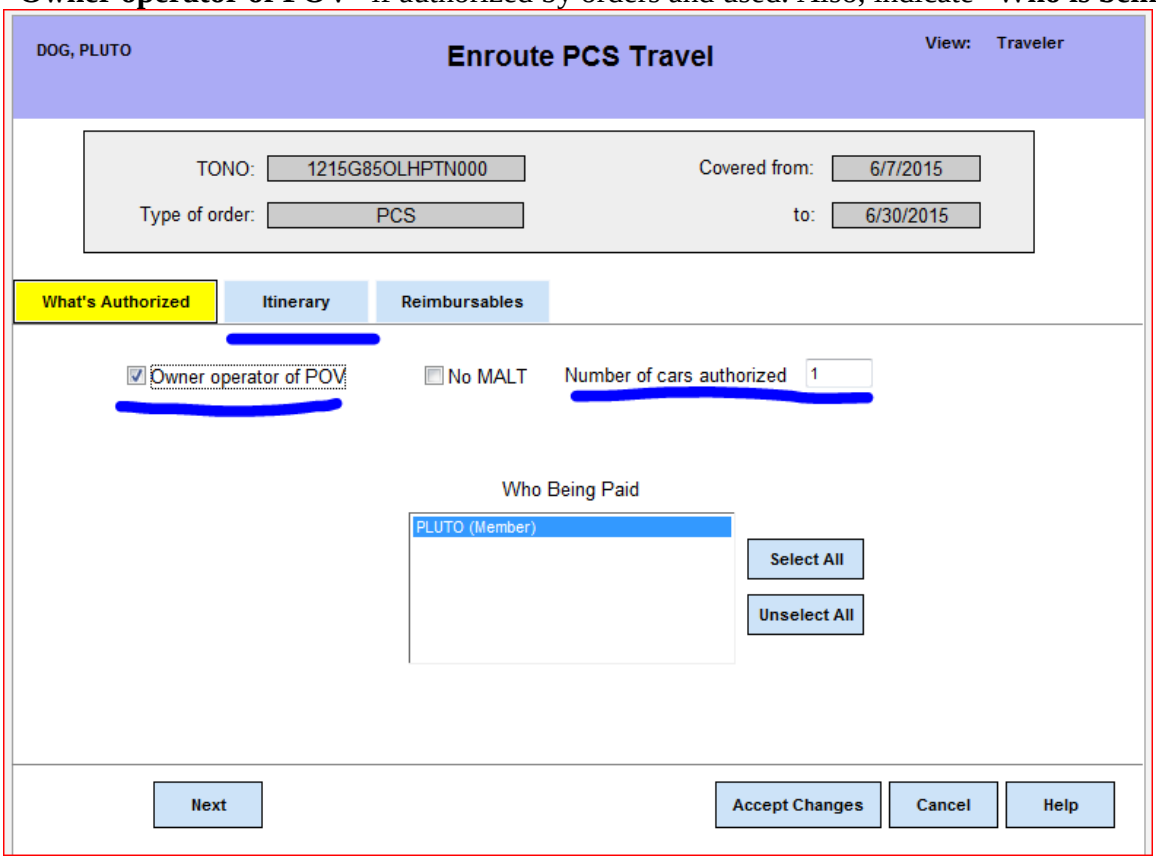
Enter home address at new PDS



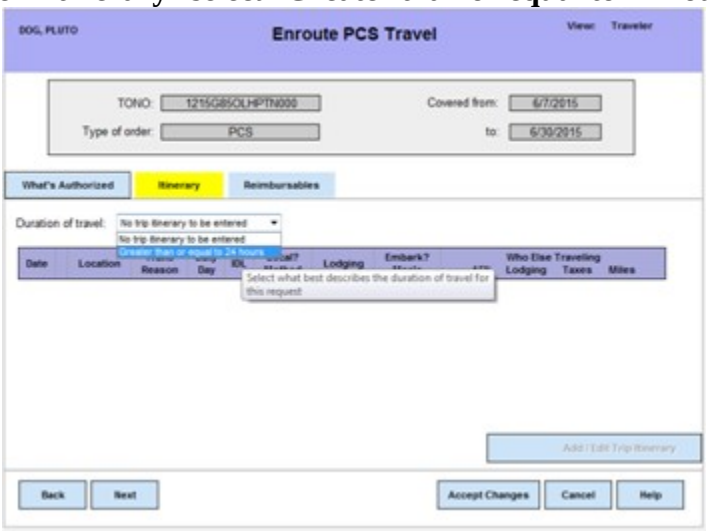
Under "**Entitlements**" tab select "**Add This Entitlement**"



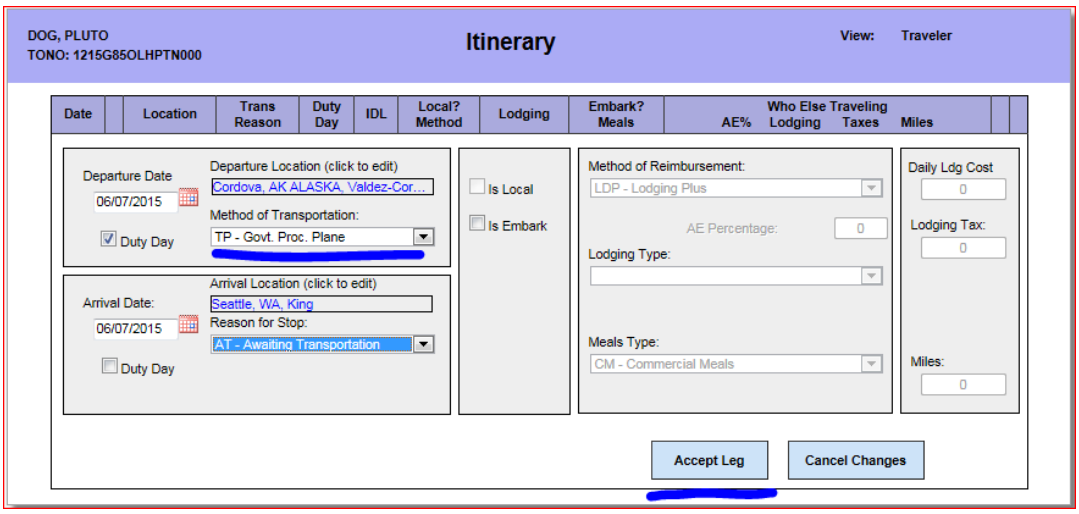
Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**"



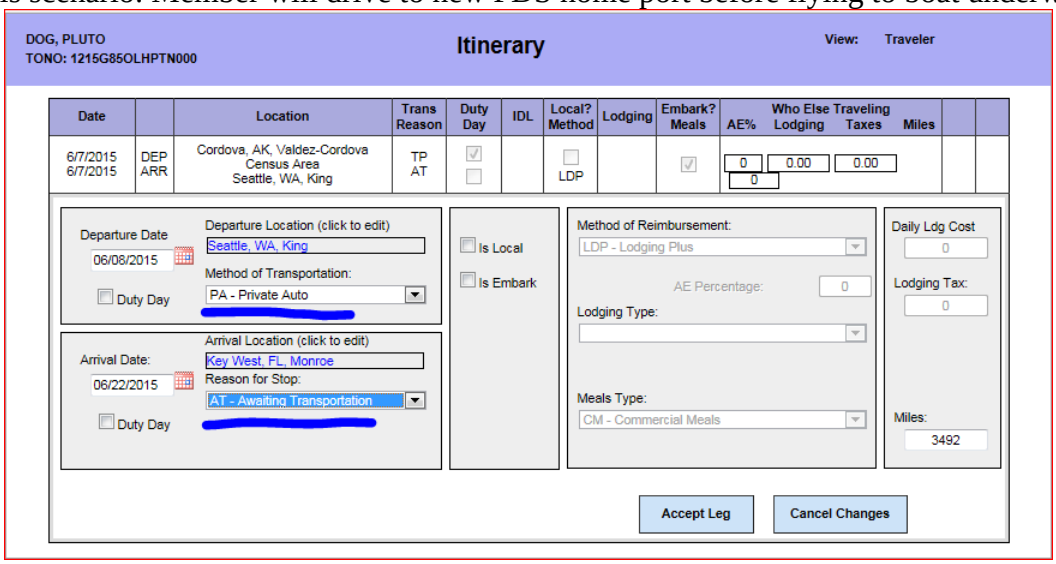
Under "**Itinerary**" select "**Greater than or equal to 24 hours**"



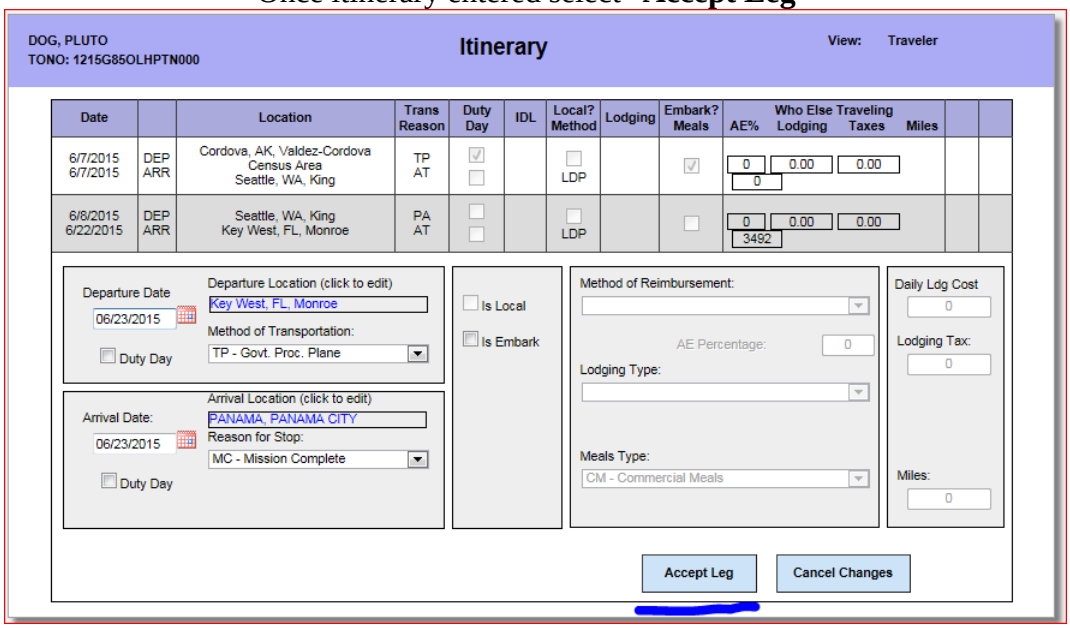
Enter itinerary as you did your travel. In this scenario: Boat is in Cordova, AK and new PDS boat is in Panama. TP used from AK to Seattle.



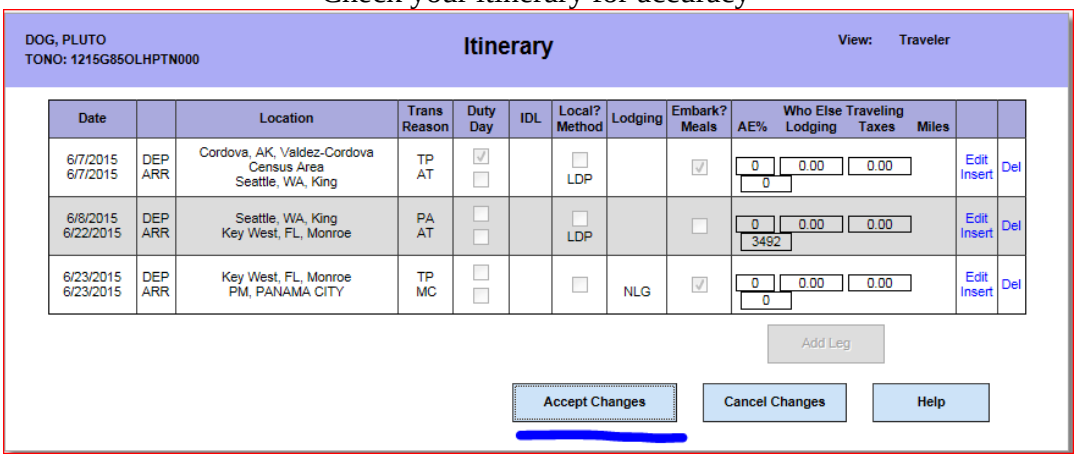
In this scenario: Member will drive to new PDS home port before flying to boat underway.



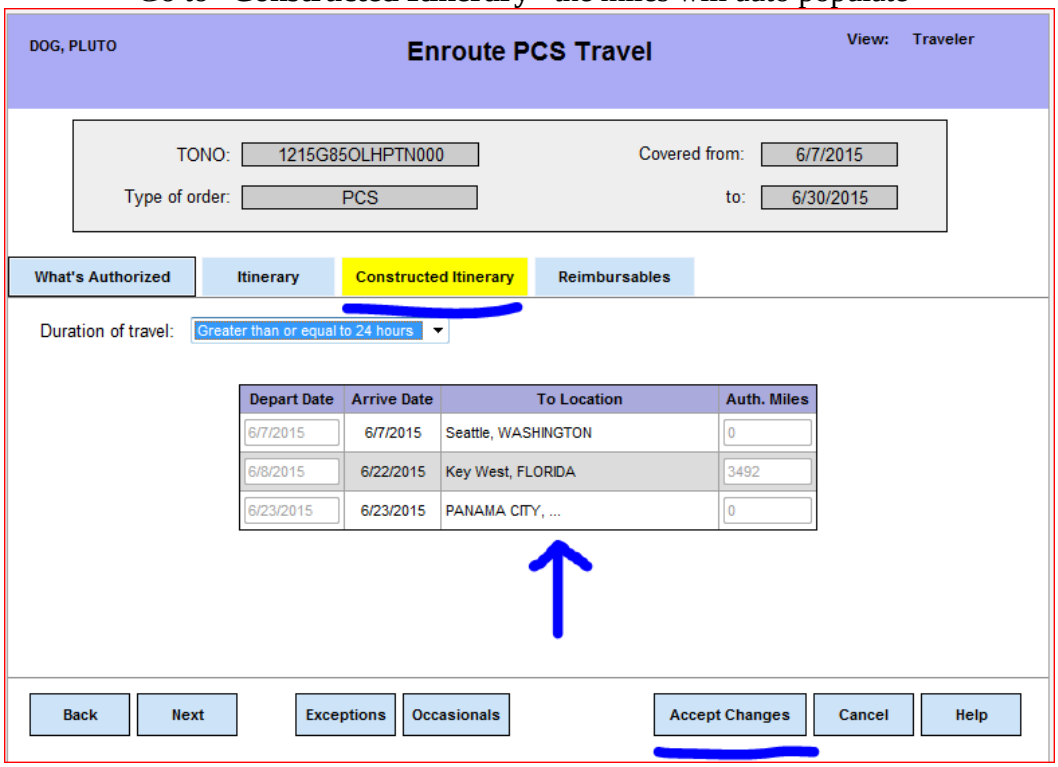
Once itinerary entered select "**Accept Leg**"



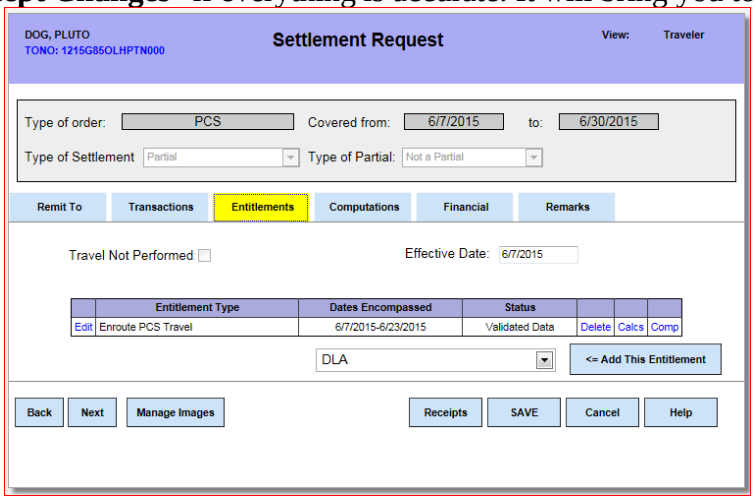
Check your itinerary for accuracy



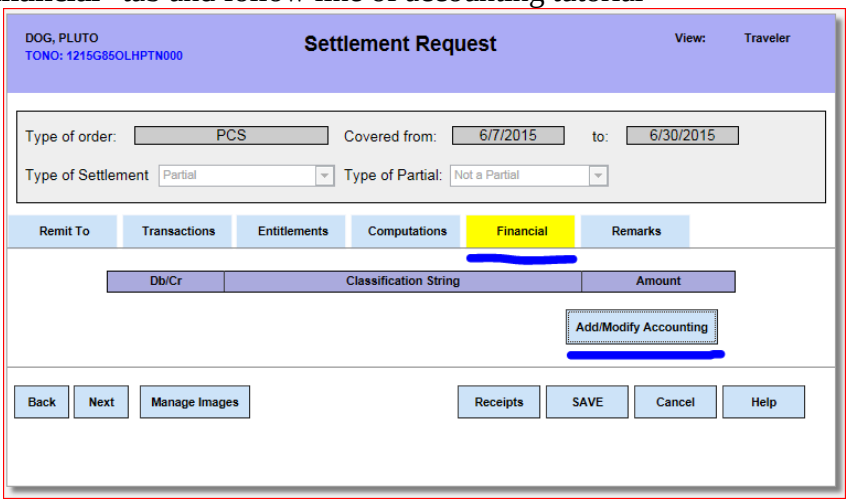
Go to "**Constructed Itinerary**" the miles will auto populate



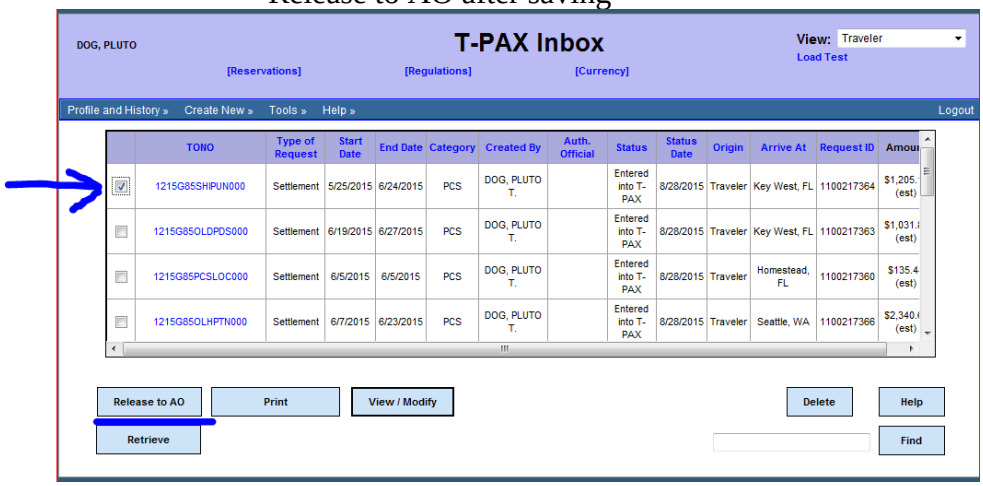
Select "**Accept Changes**" if everything is accurate. It will bring you to this screen



Go to "**Financial**" tab and follow line of accounting tutorial



Release to AO after saving



Separation &/or Retirement – MUST be mailed into PPC for manual processing

Separation and Retirement PCS claims must be mailed via 1st Class Mail to PPC for manual processing. This is because the MC date will be after the member leaves the CG unit and will no longer have access to TPAX and the traveler TPAX account will be locked to prevent unauthorized use.

Member and Dependent Travel

1) POV travel
    a. 1 POV all in same car
    b. 2 or more POVs
        i. Travel same days in different cars
        ii. Travel different days in different cars
2) Travel via Commercial Air
    a. CONUS – CONUS
    b. CONUS – OCONUS
    c. OCONUS – OCONUS
    d. OCONUS – CONUS
3) Travel via Mixed Mode in CONUS
    a. Fly/drive to first PDS
    b. Getting married enroute
    c. Alaska Ferry – POV
    d. Alaska Ferry with POV Shipment
4) PCS with TDY enroute (TEMDU)
    a. C Schools
5) PCS with No/Limited Dependent Travel
    a. Home to 1st Duty Station (Cadet) or (Direct Commission)
    b. Boot Camp to "A" School
6) Mixed Mode to Ship (Chasing the boat)
    a. Old PDS to New PDS ship underway

b. **Old PDS underway to Home Port to New PDS underway**

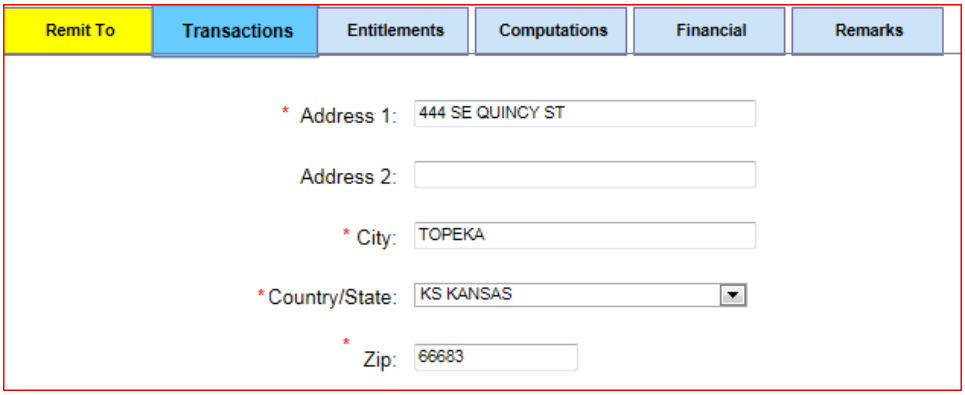
7) Separation &/or Retirement

POV travel

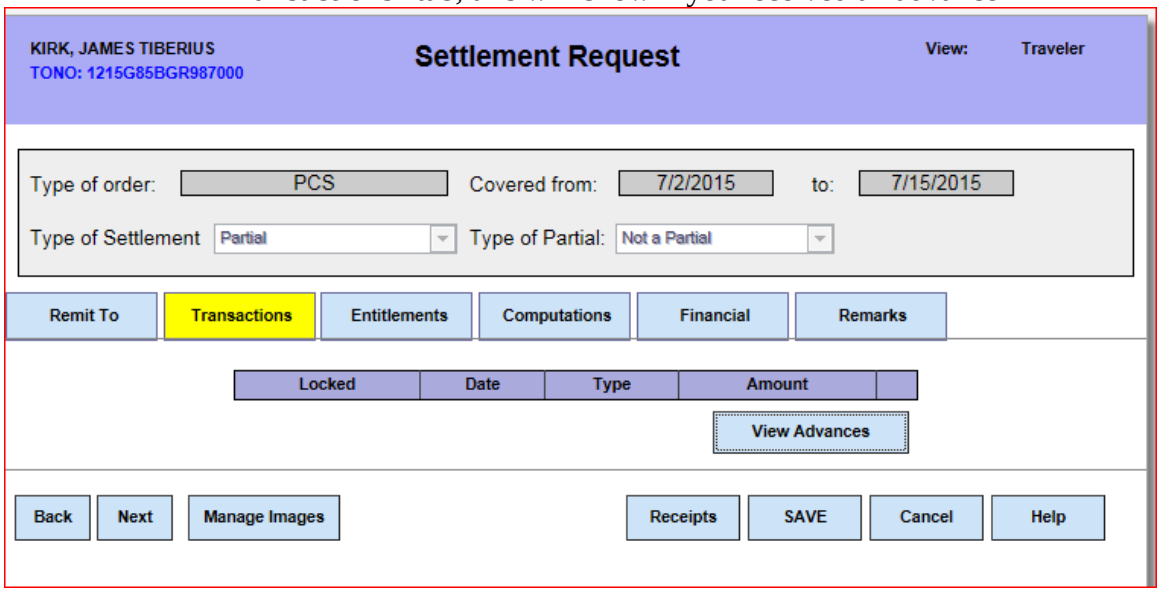
1 POV all in same car

Member with Dependents
1 POV all in same car

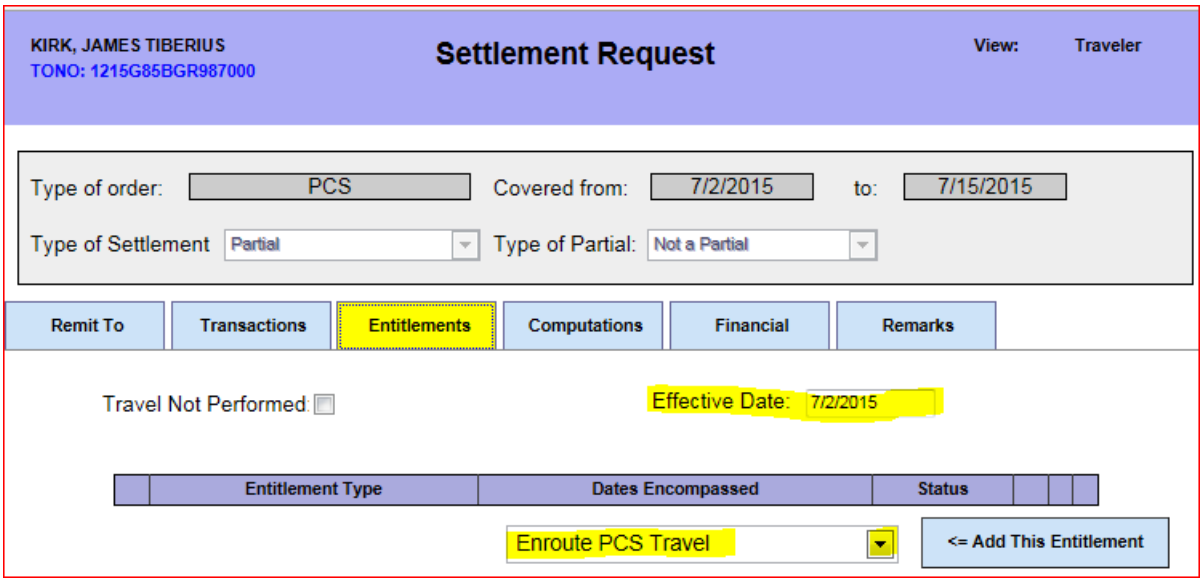
Enter home address at new PDS



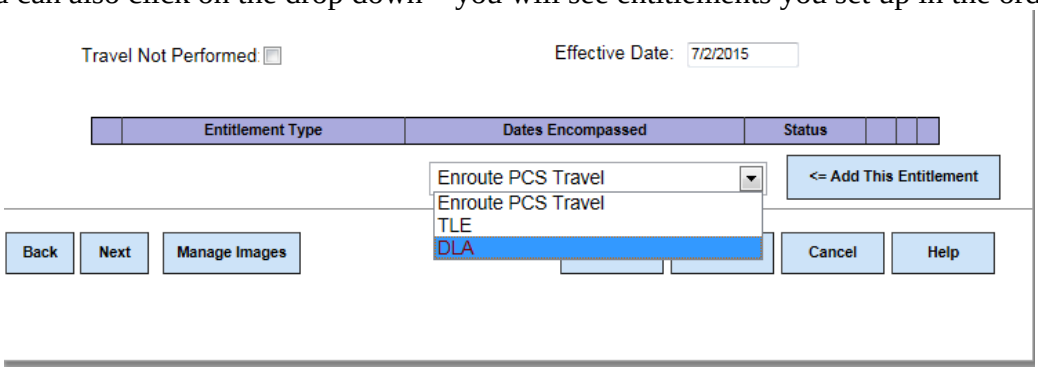
"**Transactions**" tab, this will show if you received an advance



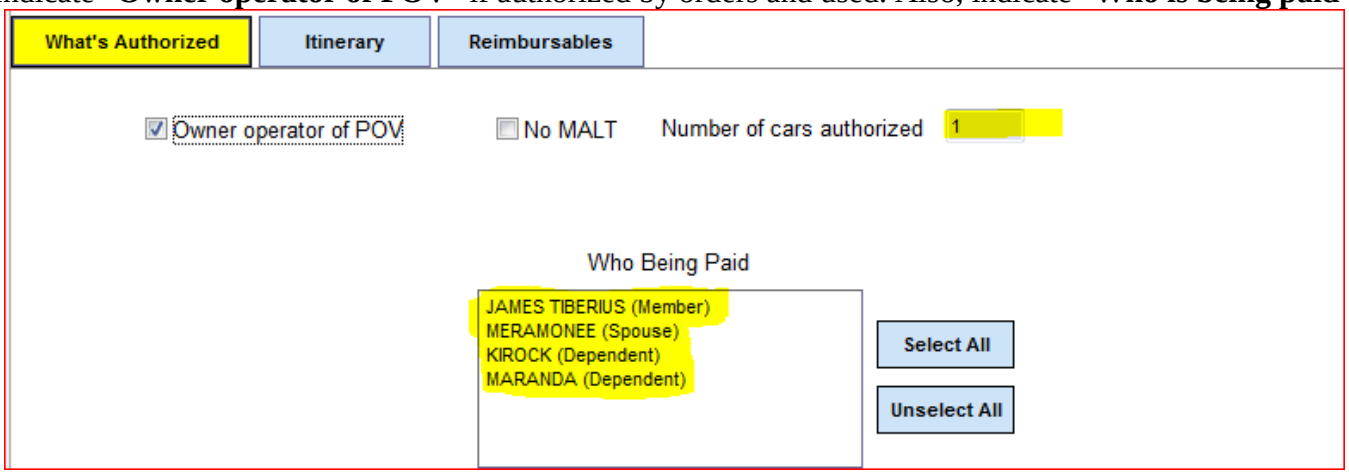
Go to "**Entitlement**" tab and select "**Add This Entitlement**"



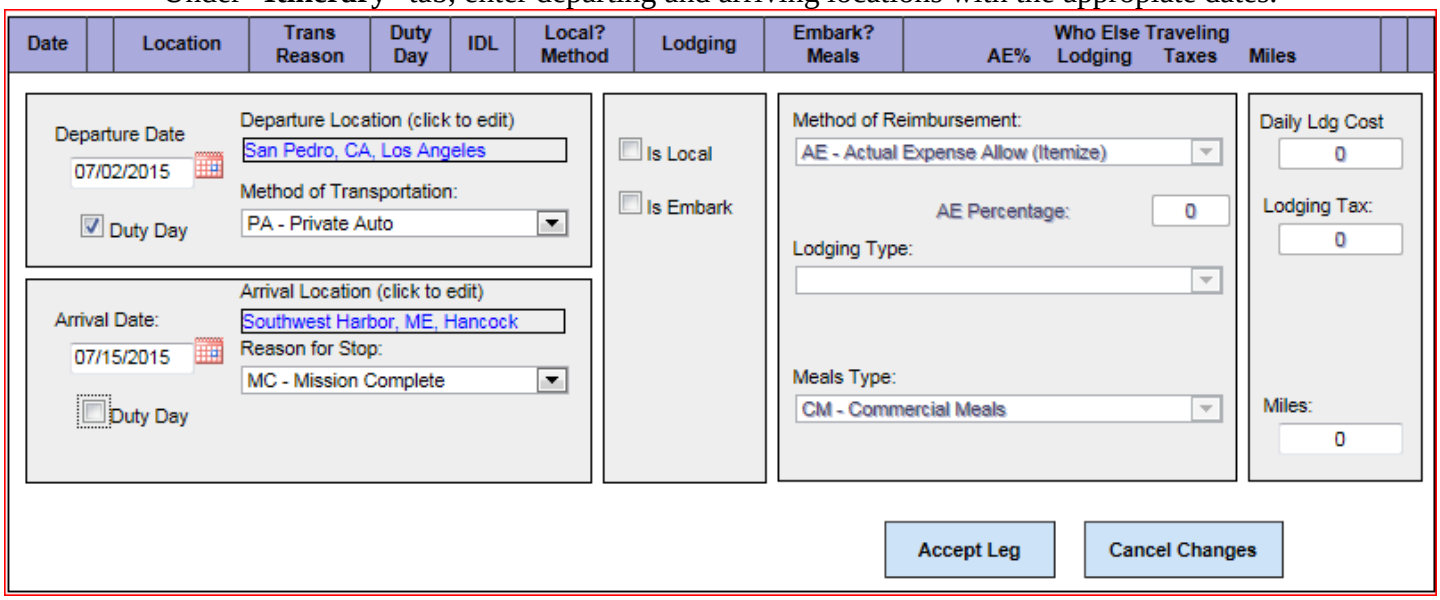
You can also click on the drop down – you will see entitlements you set up in the orders



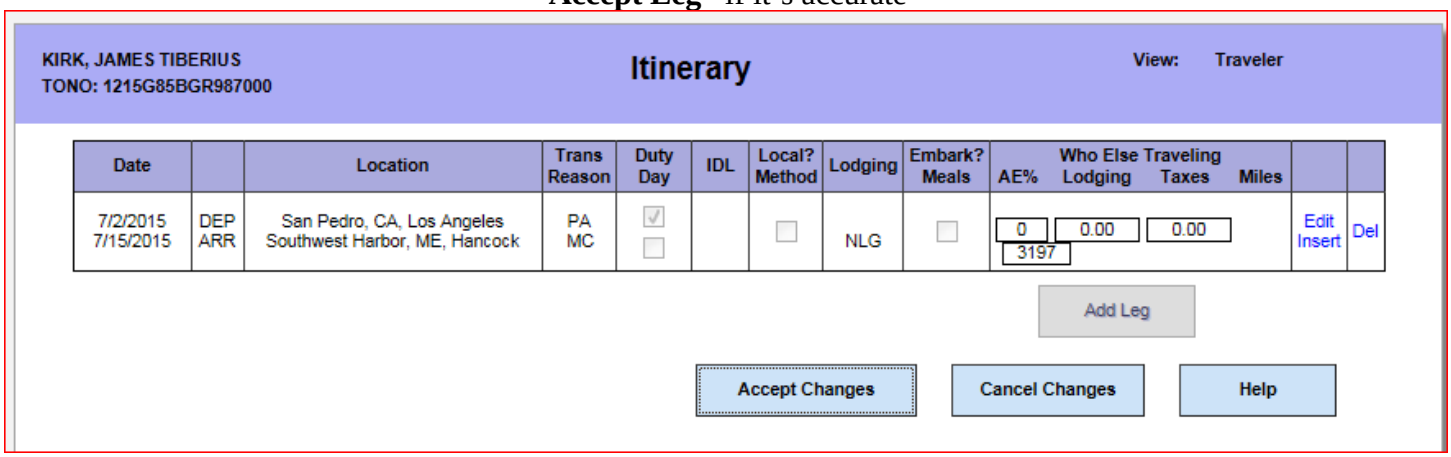
Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**"

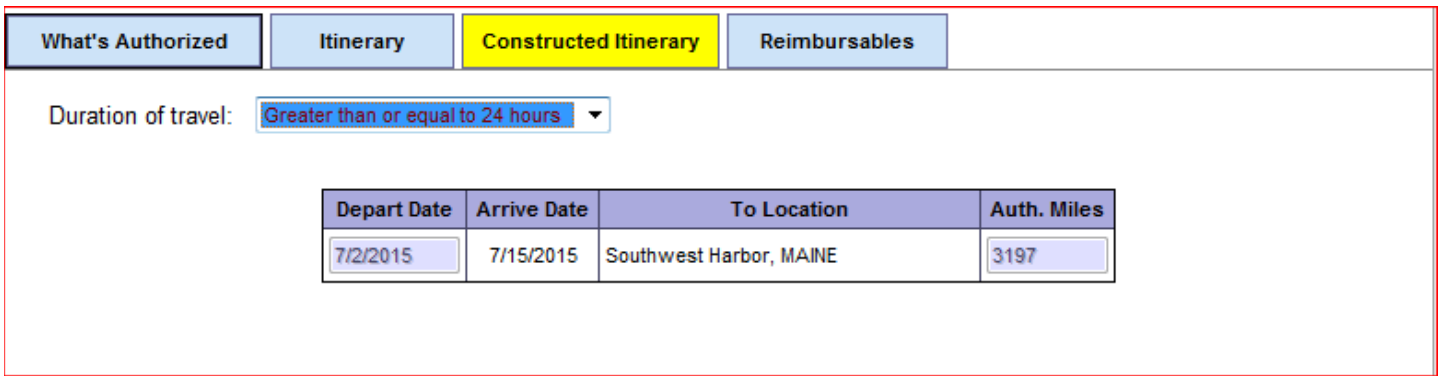


Under "**Itinerary**" tab, enter departing and arriving locations with the appropiate dates.

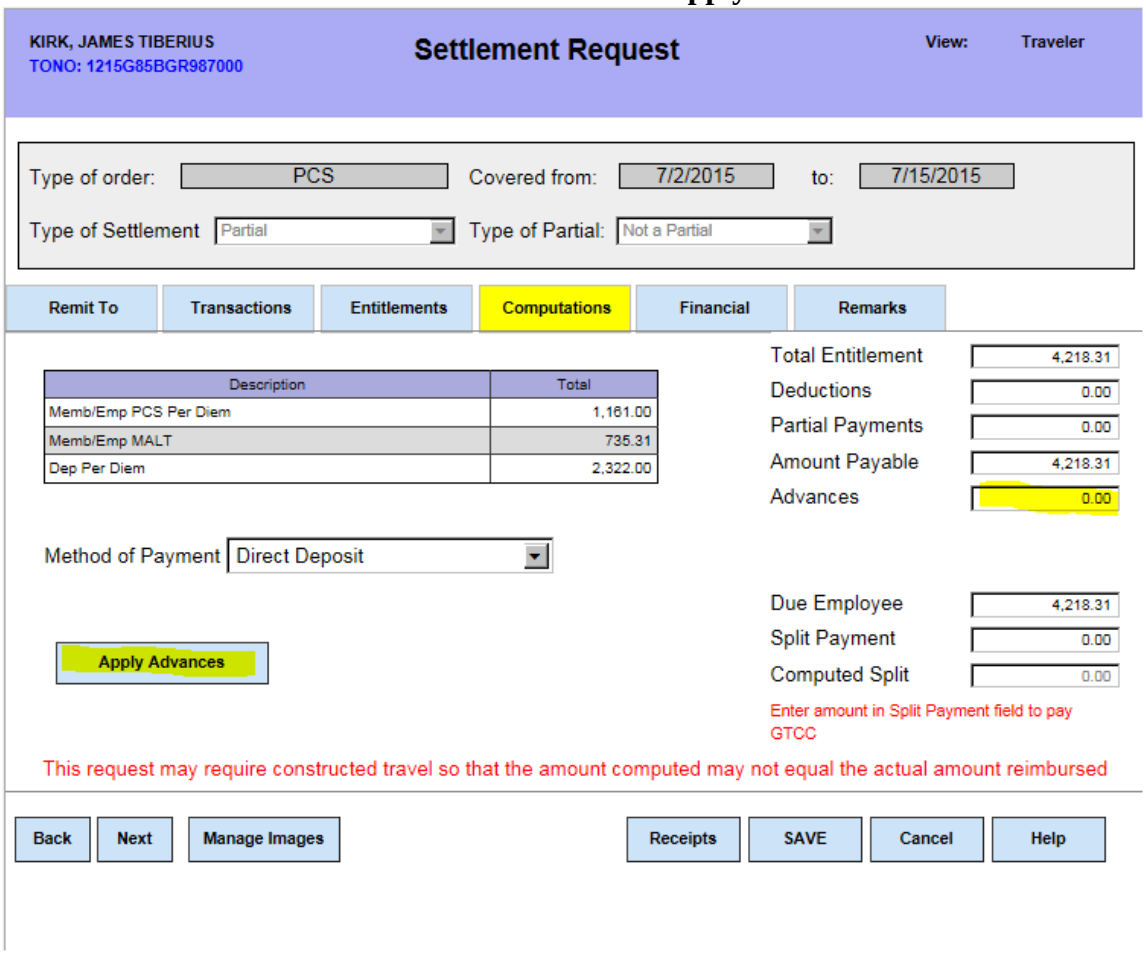


"Accept Leg" if it's accurate

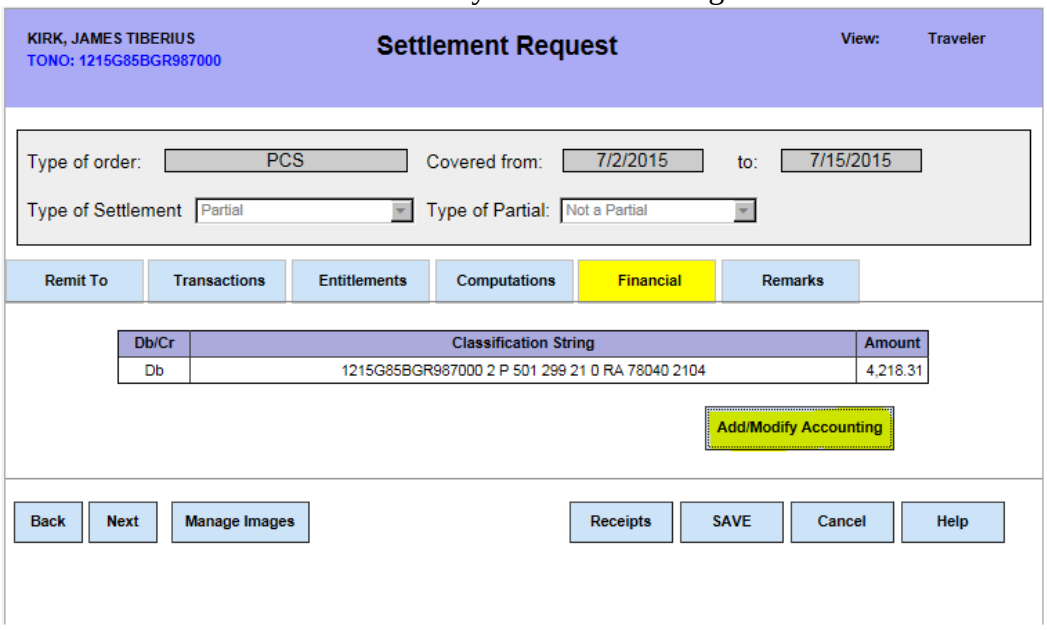




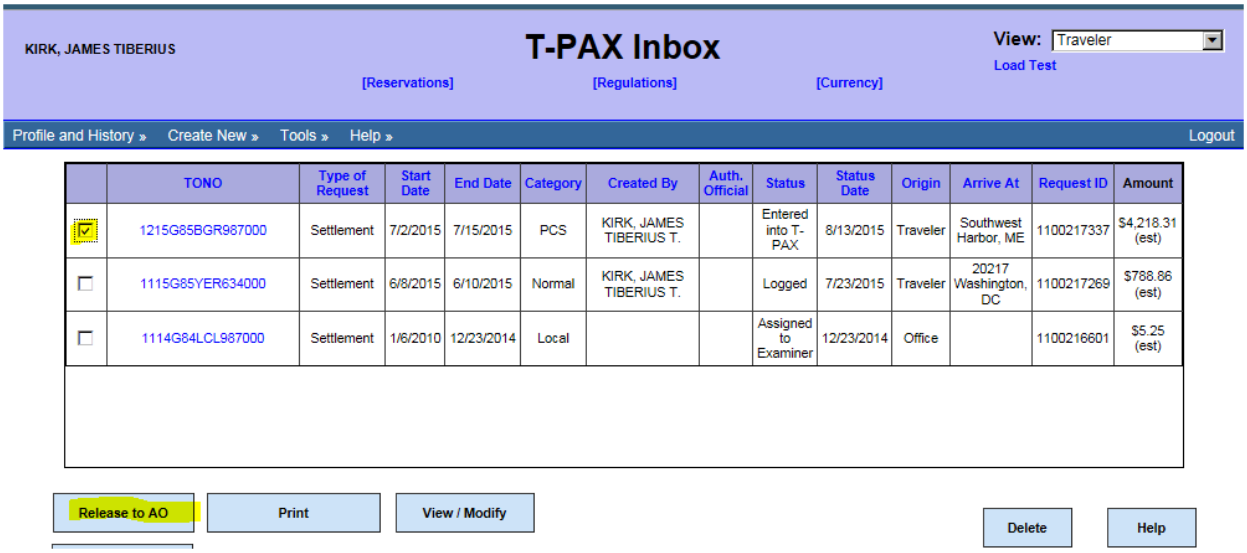
If advances were receives select "**Apply Advances**"



Add/Modify line of accounting



Click Save and forward to AO



	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
☑	1215G85BGR987000	Settlement	7/2/2015	7/15/2015	PCS	KIRK, JAMES TIBERIUS T.		Entered into T-PAX	8/13/2015	Traveler	Southwest Harbor, ME	1100217337	$4,218.31 (est)
☐	1115G85YER634000	Settlement	6/8/2015	6/10/2015	Normal	KIRK, JAMES TIBERIUS T.		Logged	7/23/2015	Traveler	20217 Washington, DC	1100217269	$788.86 (est)
☐	1114G84LCL987000	Settlement	1/6/2010	12/23/2014	Local			Assigned to Examiner	12/23/2014	Office		1100216601	$5.25 (est)

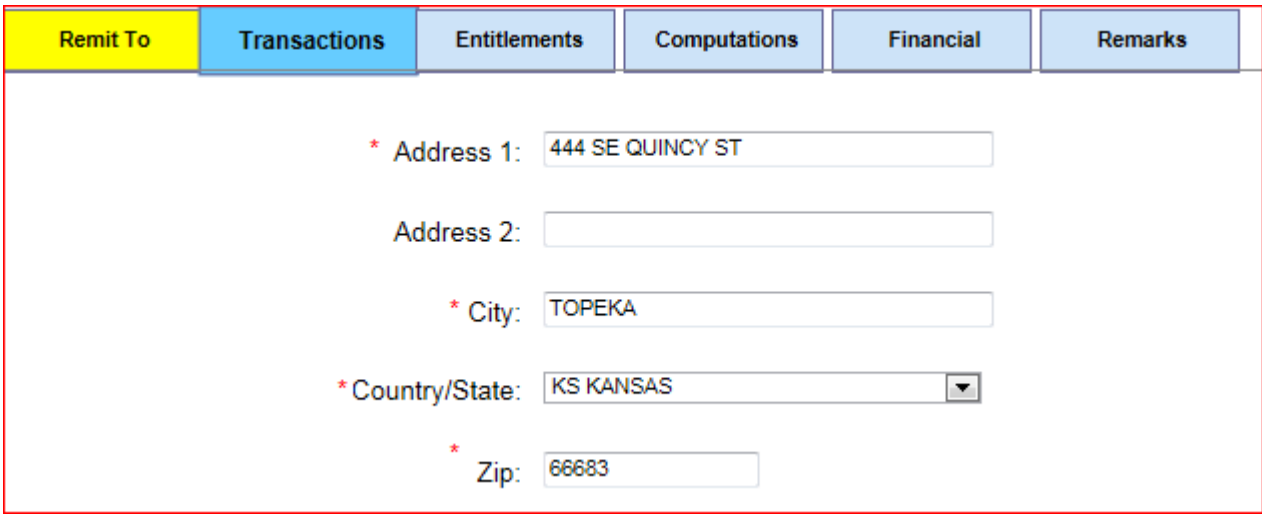
2 or more POVs

Travel same days in different cars

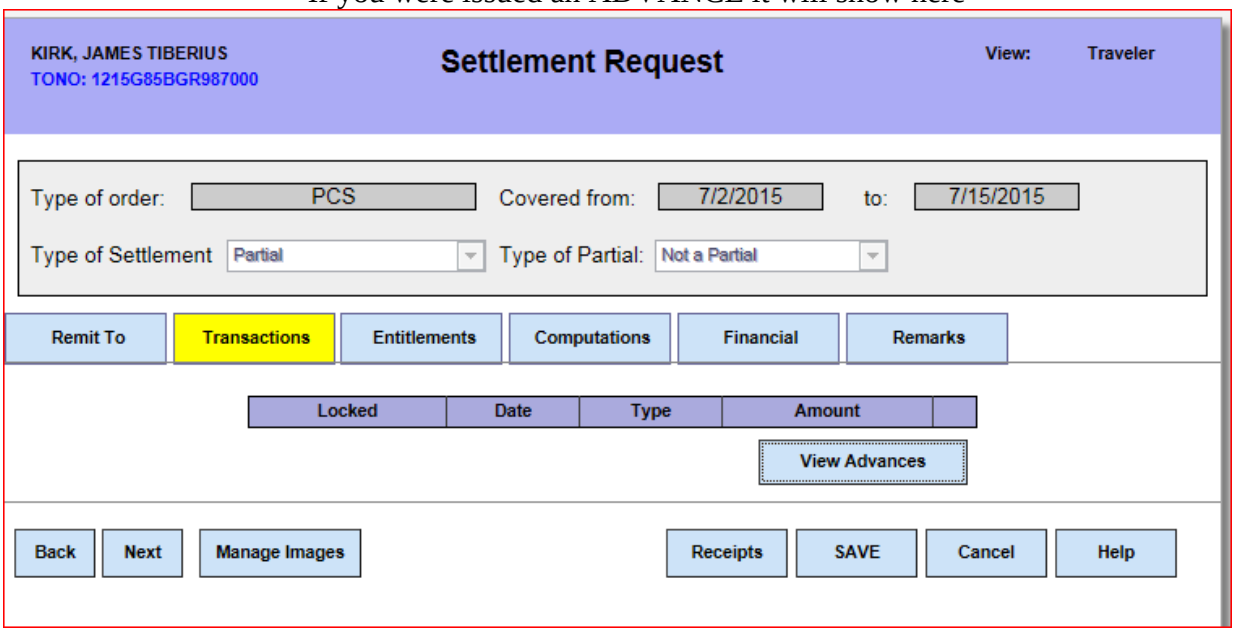
Travel Same Days in different cars

Member w/ dependents - 2 POVs traveling together – departing/arriving same day

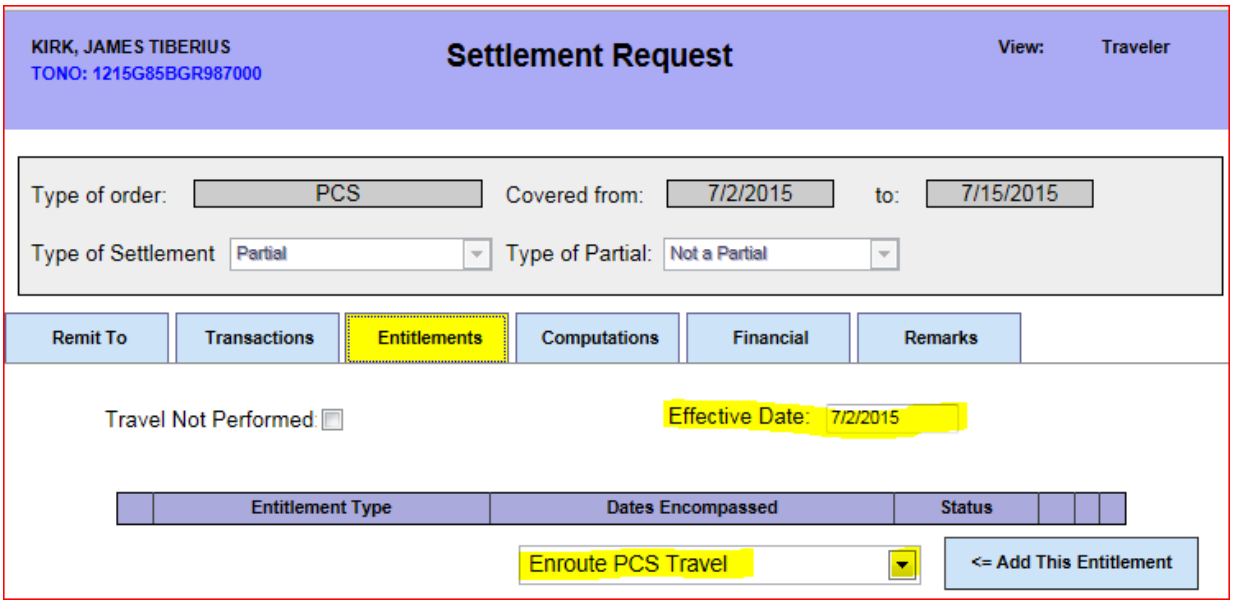
Enter home address at new PDS



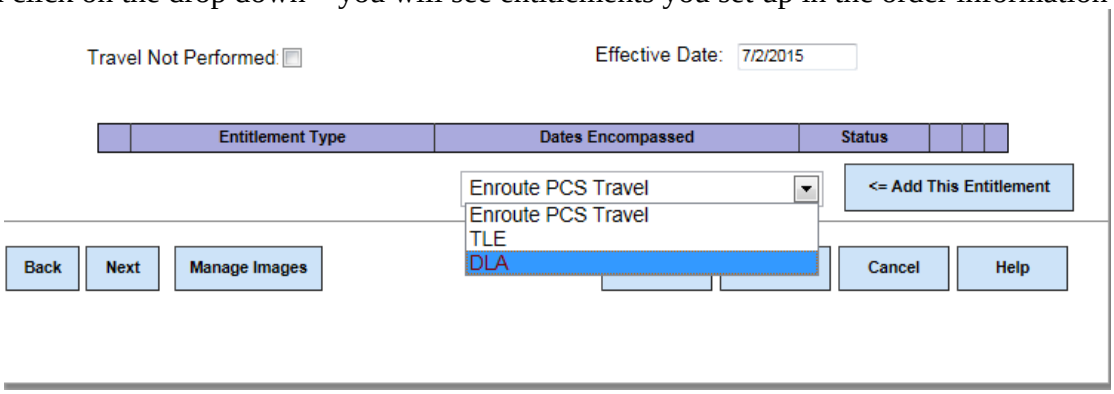
If you were issued an ADVANCE it will show here



Under "**Entitlements**" tab select "**Add This Entitlement**"

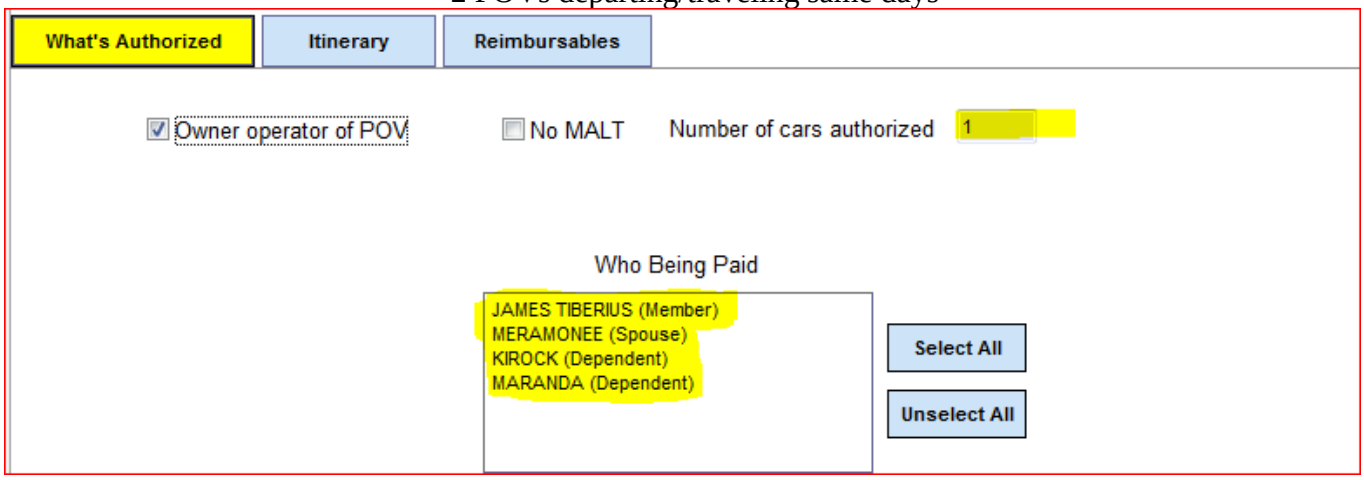


If you click on the drop down – you will see entitlements you set up in the order information screen

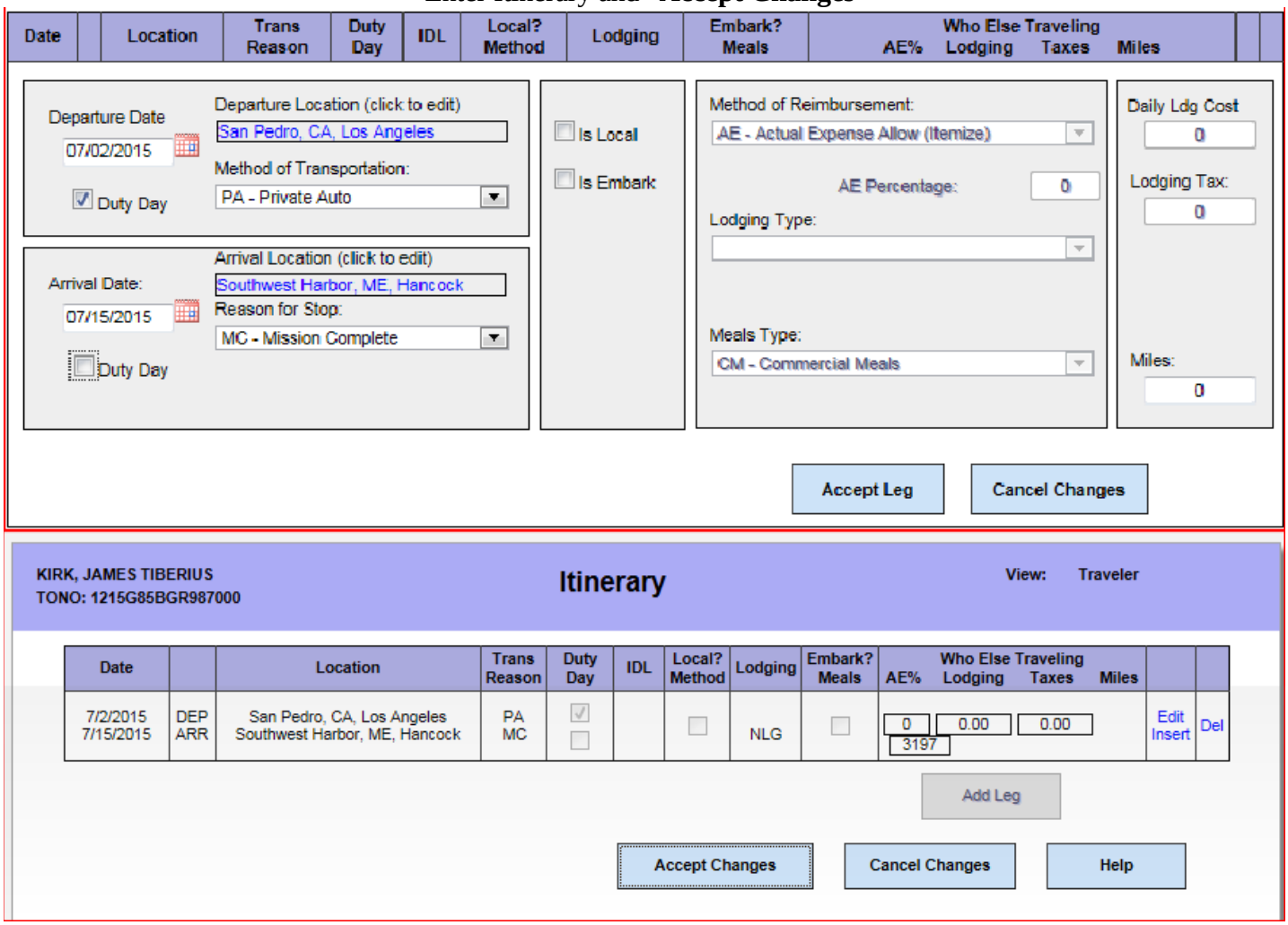


Under "**What's Authorized**" tab select "**Owner operator or POV**", "**Number of cars authorized**" and "**Who being paid**" (travelers)

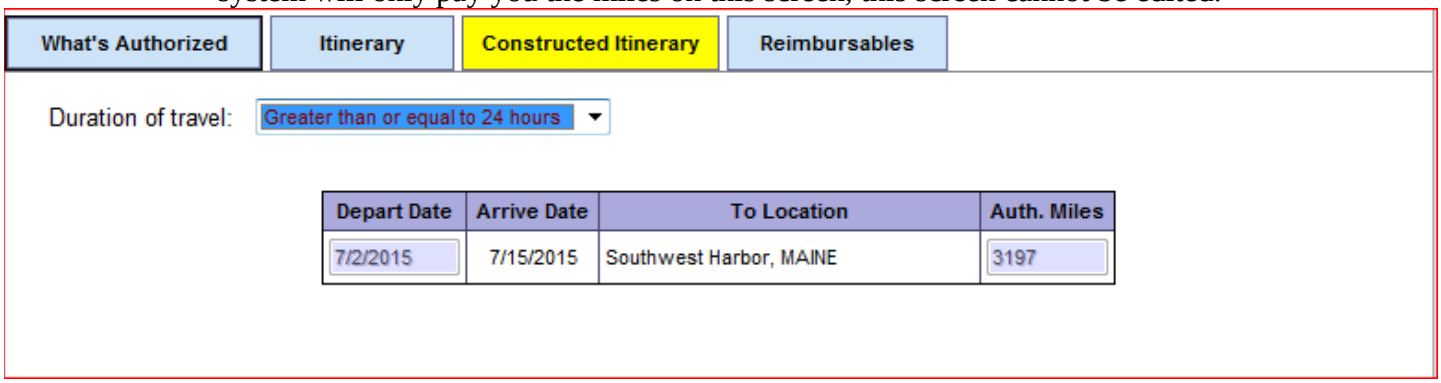
In this scenario: Member authorized to drive 2 POVs
2 POVs departing/traveling same days



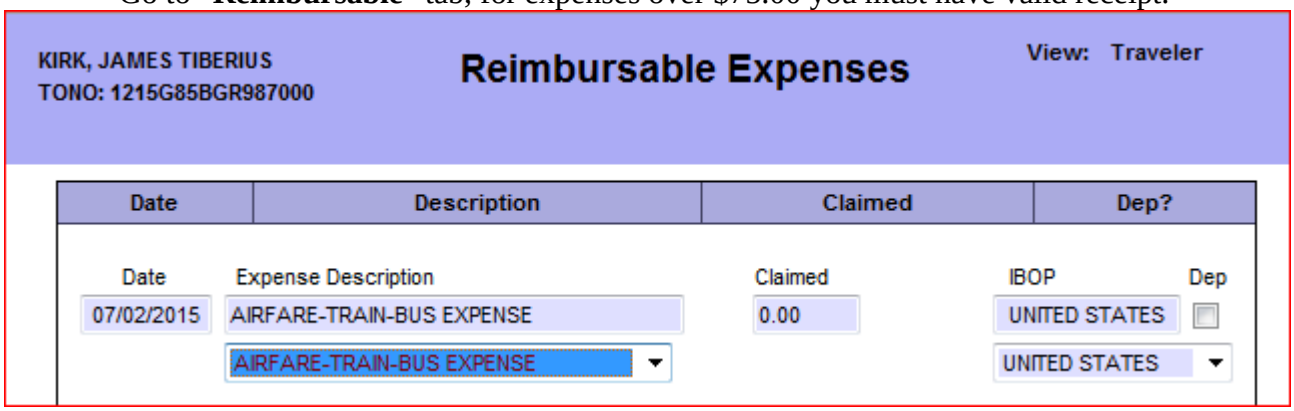
Enter Itinerary and "**Accept Changes**"



Go to "**Constructed Itinerary**" to review for accuracy. If you force in mileage in the above itinerary, the system will only pay you the miles on this screen, this screen cannot be edited.

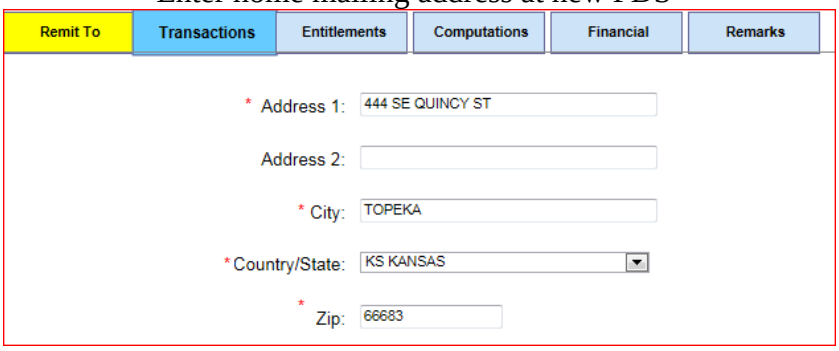


Go to "**Reimbursable**" tab, for expenses over $75.00 you must have valid receipt.

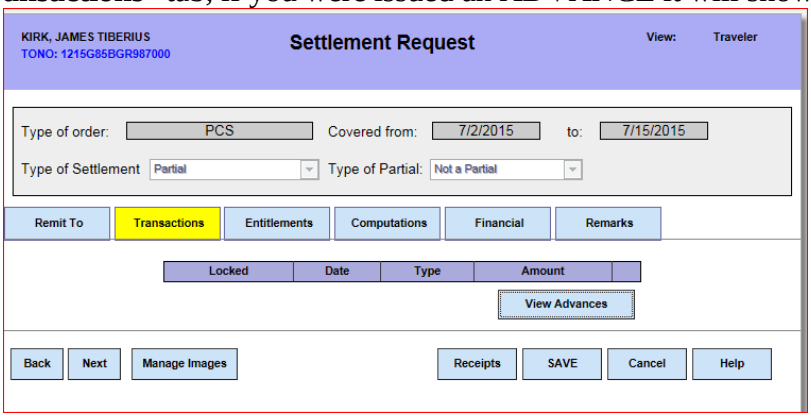


Travel different days in different cars

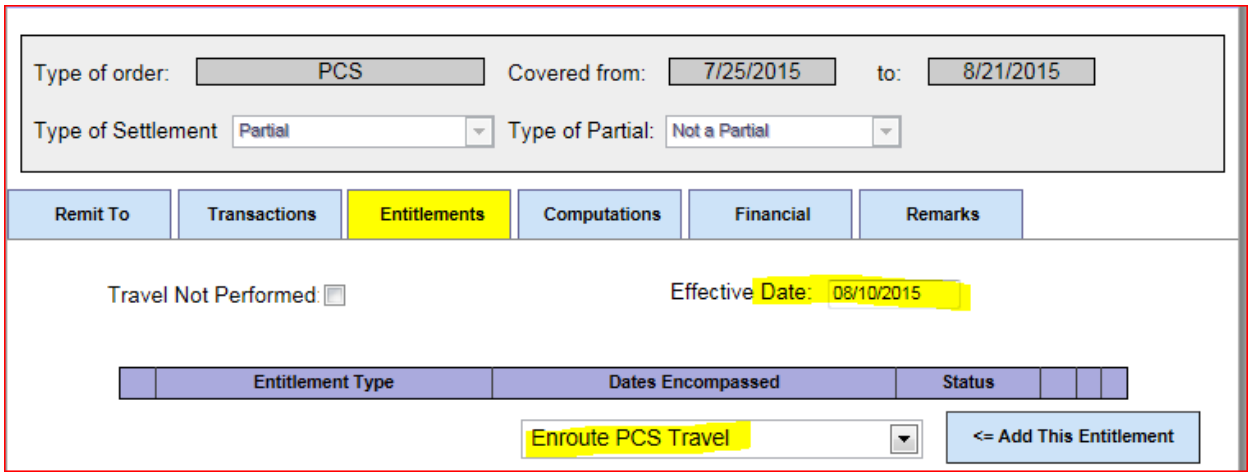
Enter home mailing address at new PDS



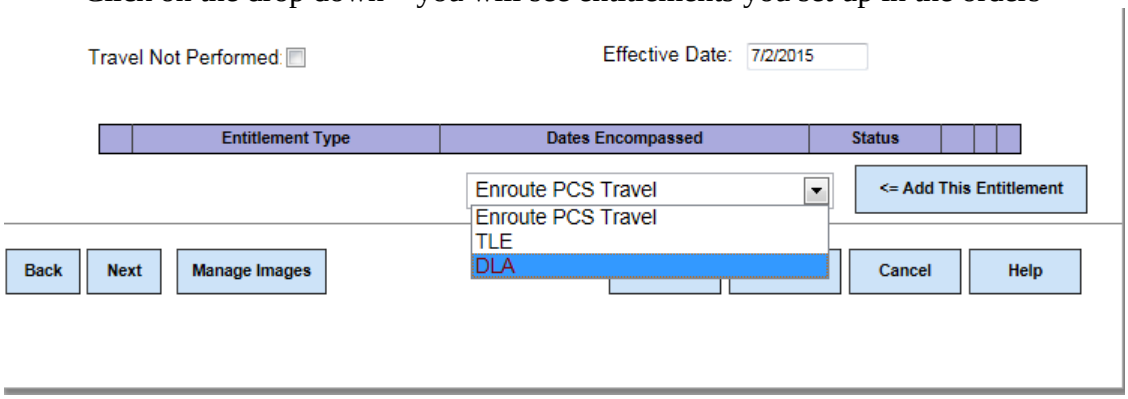
"**Transactions**" tab, if you were issued an ADVANCE it will show here



Under "**Entitlements**" tab select "**Add This Entitlement**"

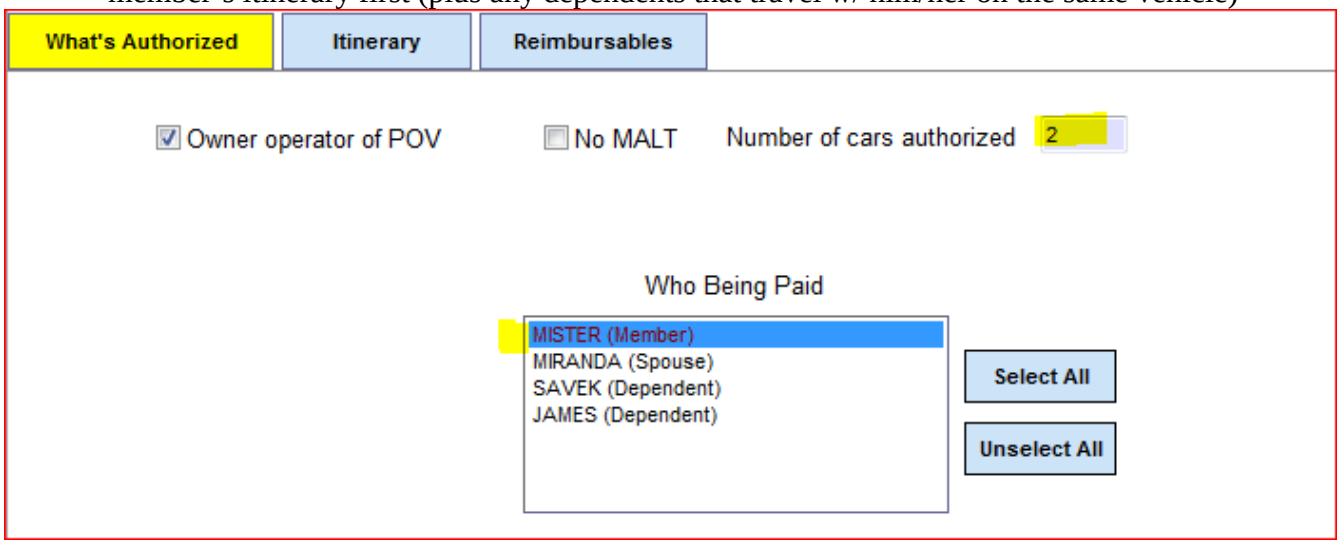


Click on the drop down – you will see entitlements you set up in the orders

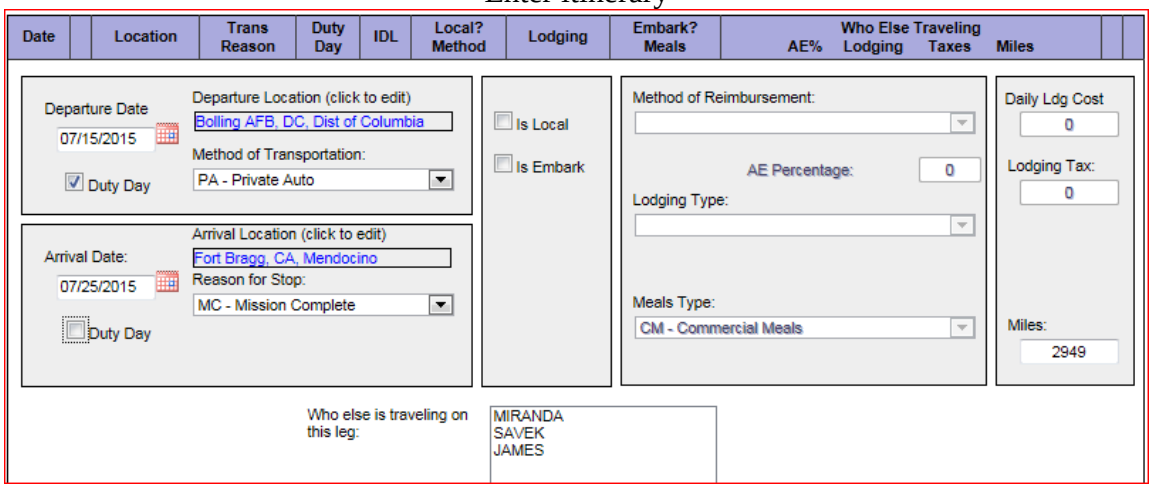


Under "**What's Authorized**" tab select "**Owner operator or POV**", "**Number of cars authorized**" and "**Who being paid**" (travelers who drove on POV 1)

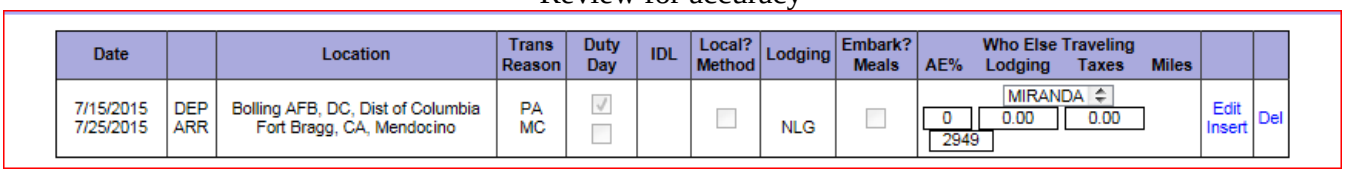
In this scenario: Member is authorized to drive 2 POVs departing/traveling different dates. We will do member's itinerary first (plus any dependents that travel w/ him/her on the same vehicle)



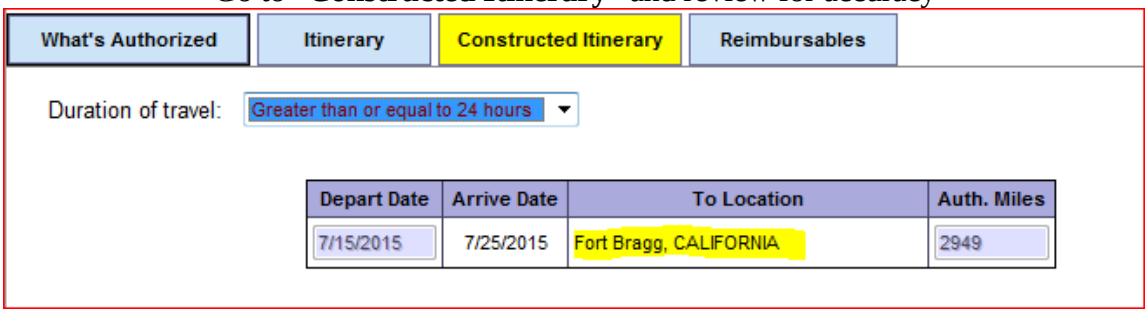
Enter itinerary



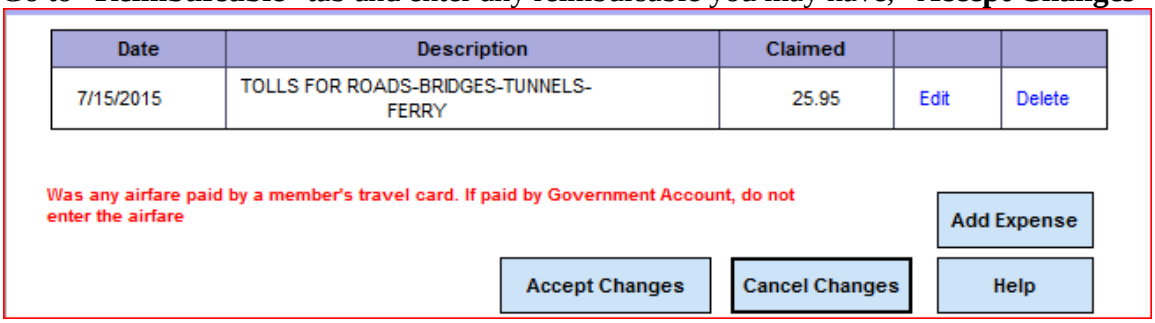
Review for accuracy



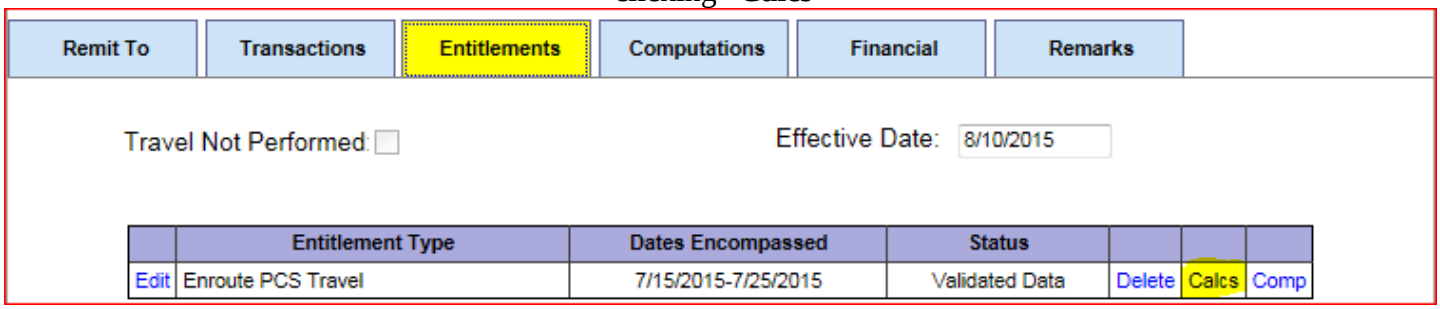
Go to "**Constructed Itinerary**" and review for accuracy



Go to "**Reimbursable**" tab and enter any reimbursable you may have, "**Accept Changes**"



On the main screen under "**Entitlements**" tab, member can verify that the number of travel days are correct by clicking "**Calcs**"



Member is authorized 9 travel days based on 2,949 miles

Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
07/16	FP											0.00	129.00	0.00	
07/17	FP											0.00	129.00	0.00	
07/18	FP											0.00	129.00	0.00	
07/19	FP											0.00	129.00	0.00	
07/20	FP											0.00	129.00	0.00	
07/21	FP											0.00	129.00	0.00	
07/22	FP											0.00	129.00	0.00	
07/23	FP											0.00	129.00	0.00	
07/24	FP											0.00	129.00	0.00	
												Total	1161.00	0.00	

Go to "**Computations**" tab to verify entitlements – This is still travel for member (plus any dependents that travel w/ him/her on the same vehicle)

Remit To | Transactions | Entitlements | Computations | Financial

Description	Total
Memb/Emp PCS Per Diem	1,161.00
Memb/Emp Transportation	25.95
Memb/Emp MALT	678.27

Go back to "**Entitlements**" tab. We need to add another row "**Enroute PCS Travel**" and click on "**Add This Entitlement**" to enter the dependents that traveled on the 2nd POV

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

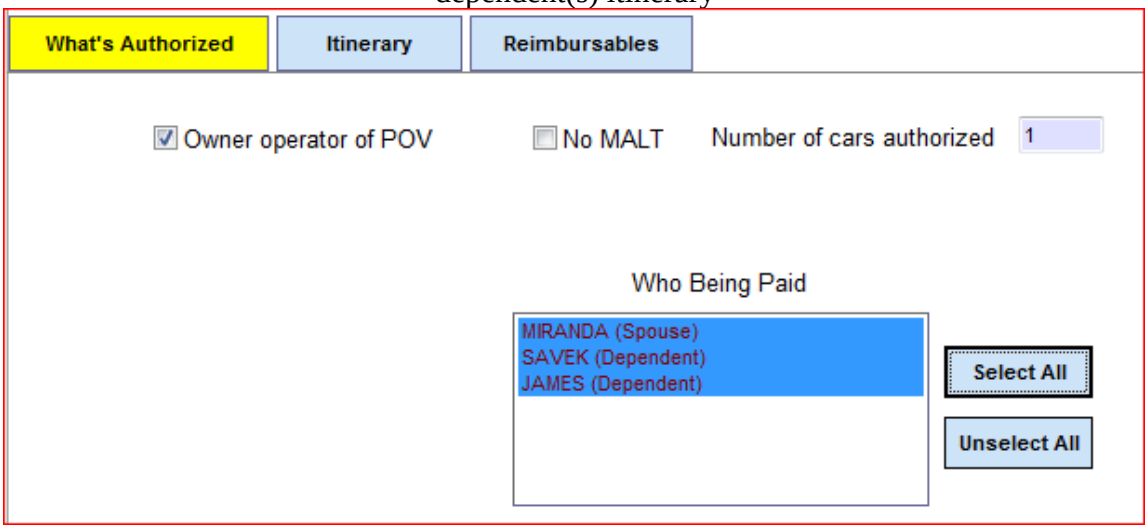
Travel Not Performed: ☐ Effective Date: 8/10/2015

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel ▼ <= Add This Entitlement

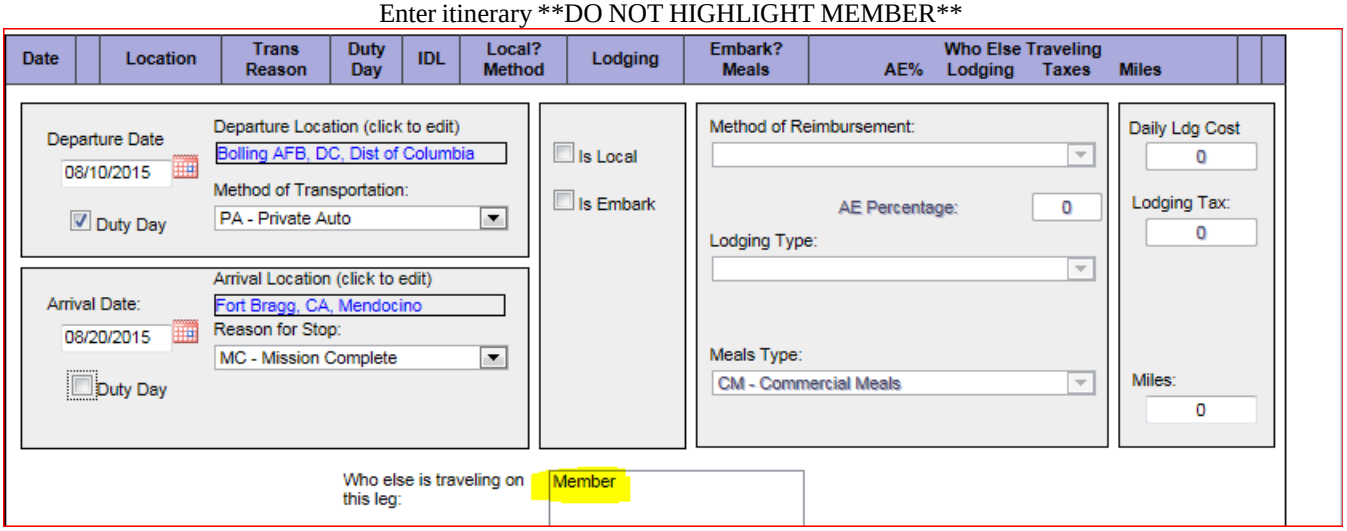
Under "**What's Authorized**" tab select "**Owner operator or POV**", "**Number of cars authorized**" and "**Who being paid**" (travelers who drove on POV 2)

In this scenario: Member is authorized to drive 2 POVs departing/traveling different dates. We will do dependent(s) itinerary



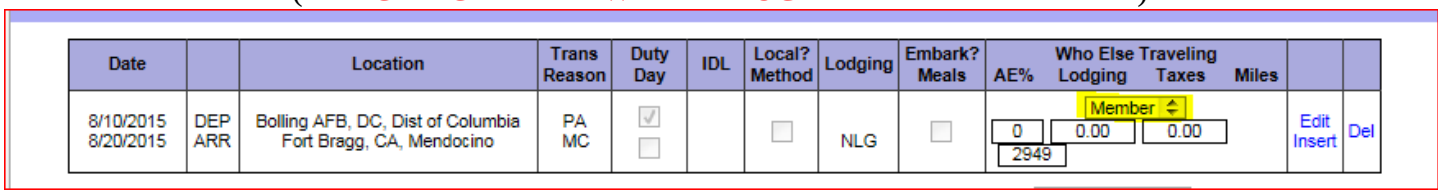
**NOTE: Dependents have to depart and arrive on completely different dates than the member to get full PCS POV entitlements.

Enter itinerary **DO NOT HIGHLIGHT MEMBER**



ALTHOUGH IT SHOWS MEMBER HE IS NOT PAID – VERIFY ON COMPUTATIONS TAB

(IF HIGHLIGHTED IT WILL REDUCE DEPN ENTITLEMENT)



On the main screen under "**Entitlements**" tab, you can verify that the number of travel days are correct by clicking "**Calcs**"

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	Delete	Calcs	Comp
Edit	Enroute PCS Travel	8/10/2015-8/20/2015	Validated Data	Delete	Calcs	Comp

Go to "**Computations**" tab to verify accuracy

In this scenario, member and dependent MALT should be same amount as shown below. However, if Member and dependent are traveling from different locations, the MALT will be different.

Remit To | Transactions | Entitlements | Computations | Financial

Description	Total
Memb/Emp PCS Per Diem	1,161.00
Memb/Emp Transportation	51.90
Memb/Emp MALT	678.27
Dep Per Diem	2,612.25
Dep. MALT	678.27

Per Diem will be different because it is spouse and children added together amount paid based on ages of dependent child

Click back to "**Entitlement**" tab, you can add TLE and DLA in this screen by using the drop down menu and selecting "**Add This Entitlement**"

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: ☐ Effective Date: 8/10/2015

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	Delete	Calcs	Comp
Edit	Enroute PCS Travel	8/10/2015-8/20/2015	Validated Data	Delete	Calcs	Comp

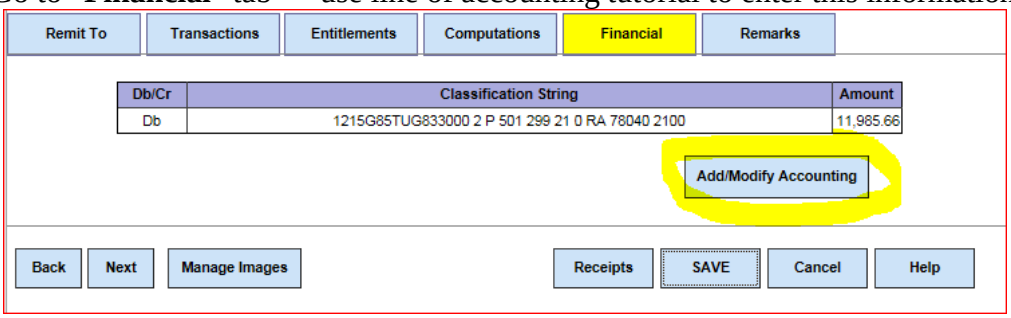
TLE <= Add This Entitlement

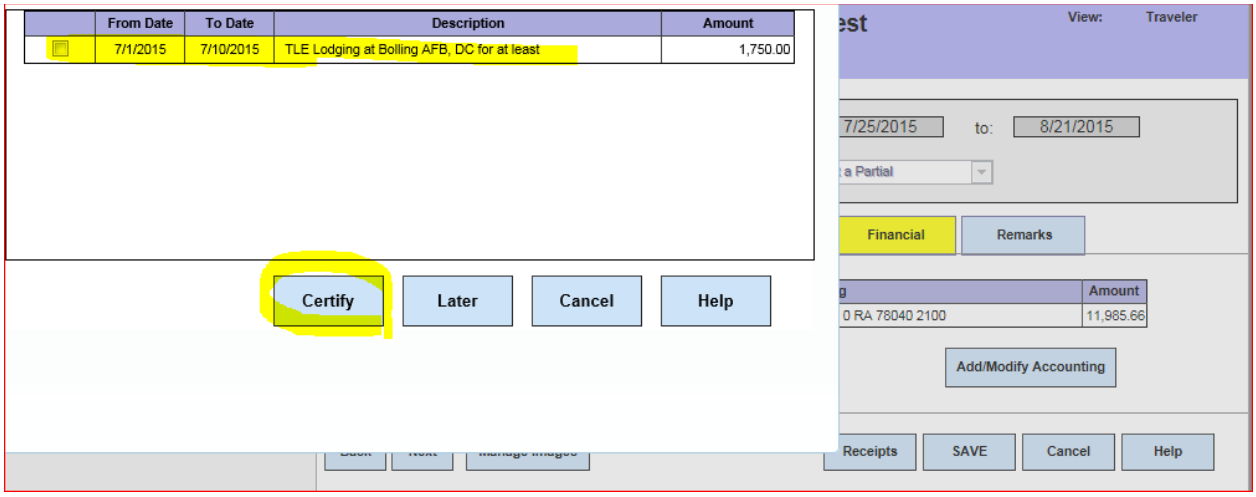
"**Computations**" tab shows total paid

Remit To | Transactions | Entitlements | Computations | Fi

Description	Total
Memb/Emp PCS Per Diem	1,161.00
Memb/Emp Transportation	51.90
Memb/Emp MALT	678.27
Dep Per Diem	2,612.25
Dep. MALT	678.27
DLA	3,917.97
TLE	1,450.00

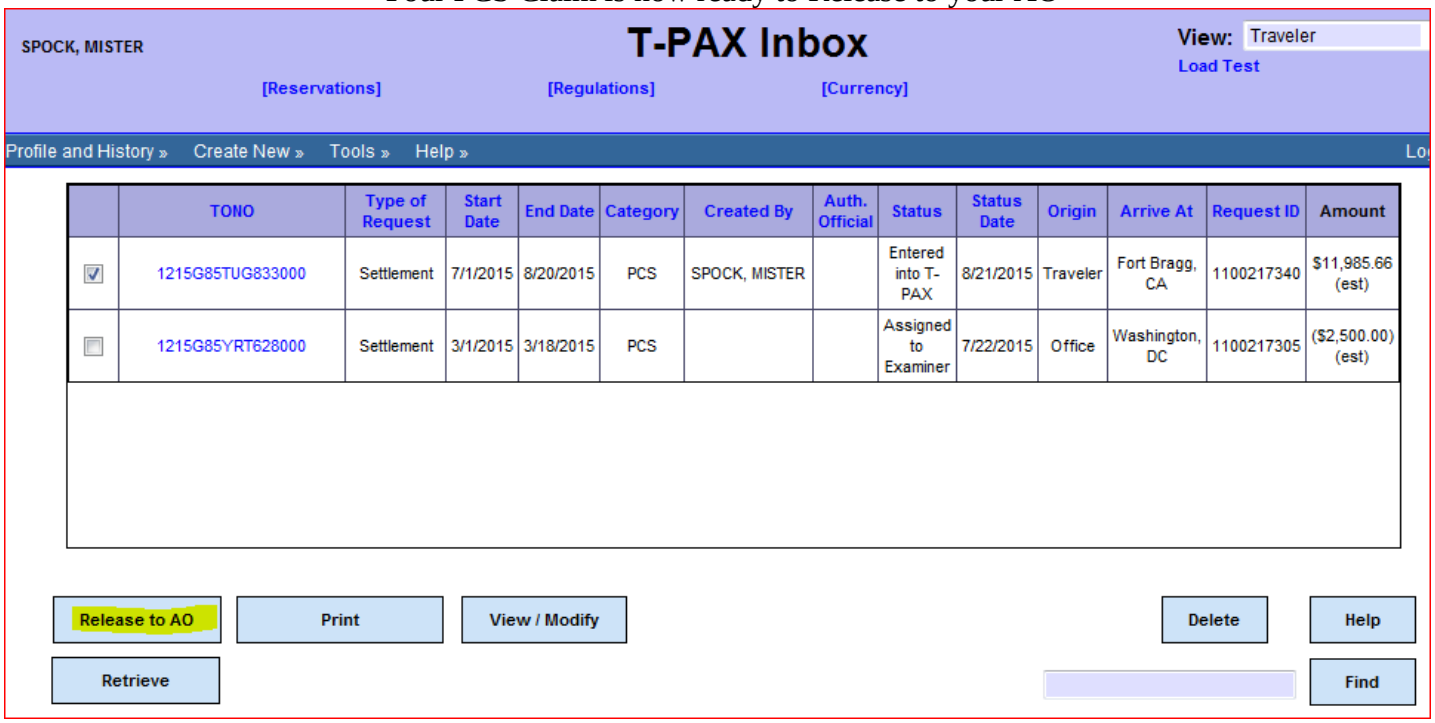
Go to "**Financial**" tab --- use line of accounting tutorial to enter this information





You must certify you know you have to have a valid receipt for your TLE expenses
Check the box and select "**Certify**"

Your PCS Claim is now ready to Release to your AO



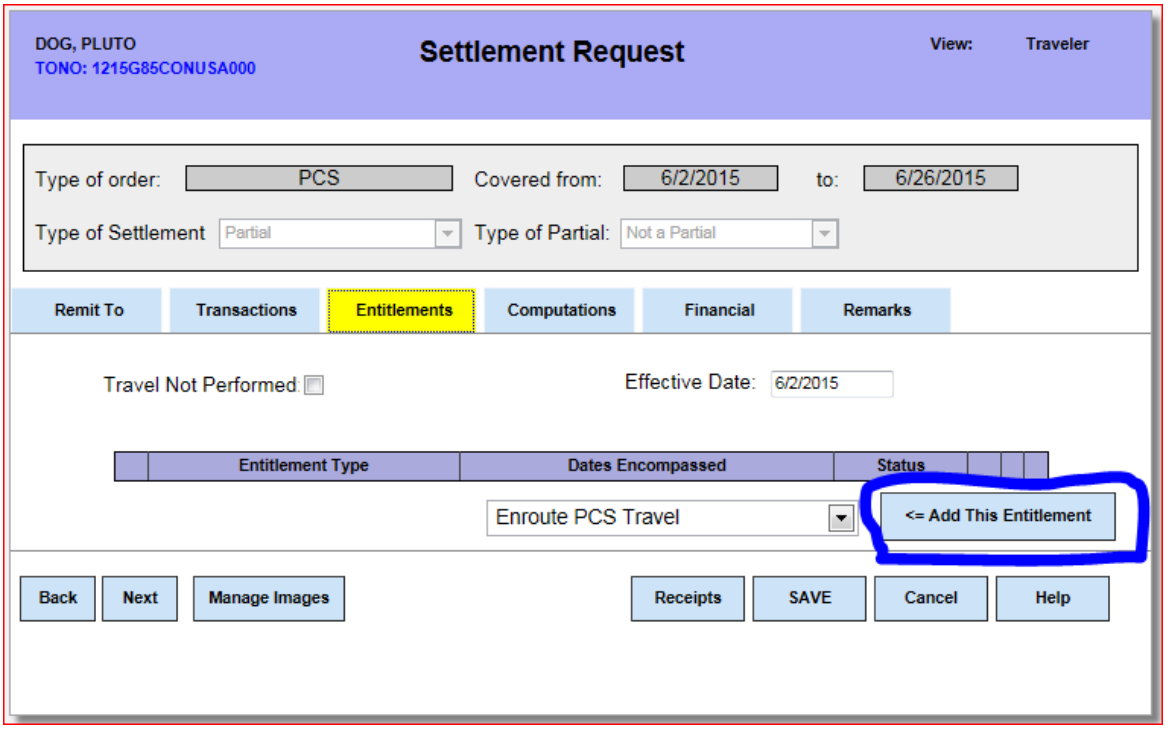
PCS Travel via Commercial Air

**NOTE: When filling out the itinerary, use TP vs. CP to ensure you are getting the correct number of travel days paid.

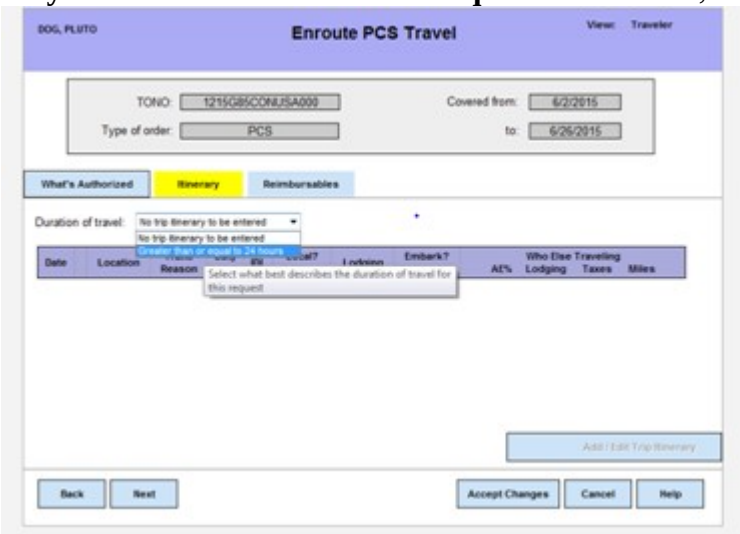
CONUS – CONUS

PCS CONUS to CONUS Air

Under "**Entitlements**" tab select "**Add This Entitlement"**

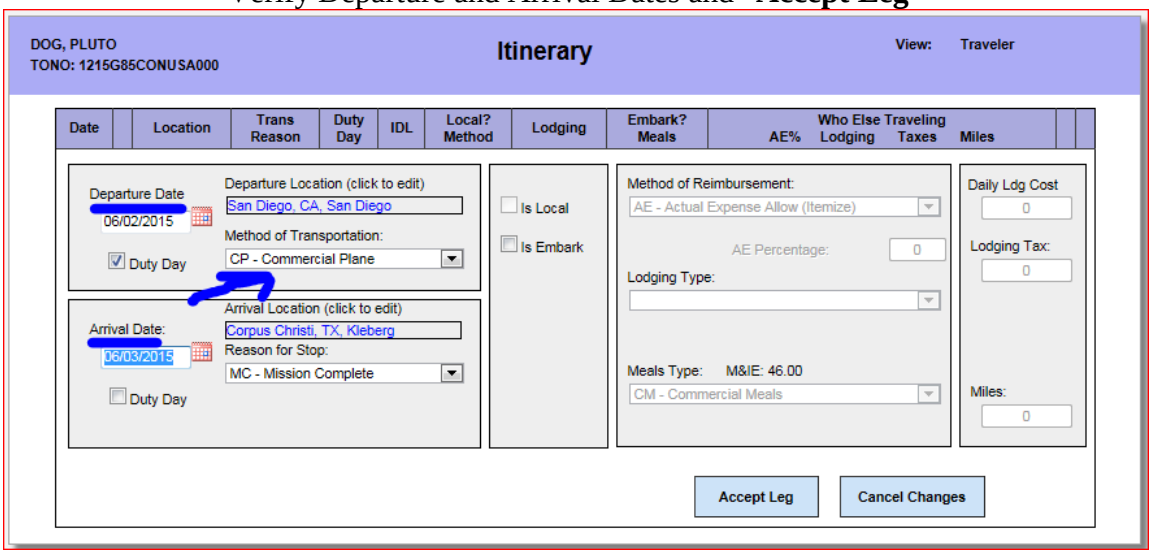


Under "**Itinerary**" tab select "**Greater than or equal to 24 hours**", enter itinerary

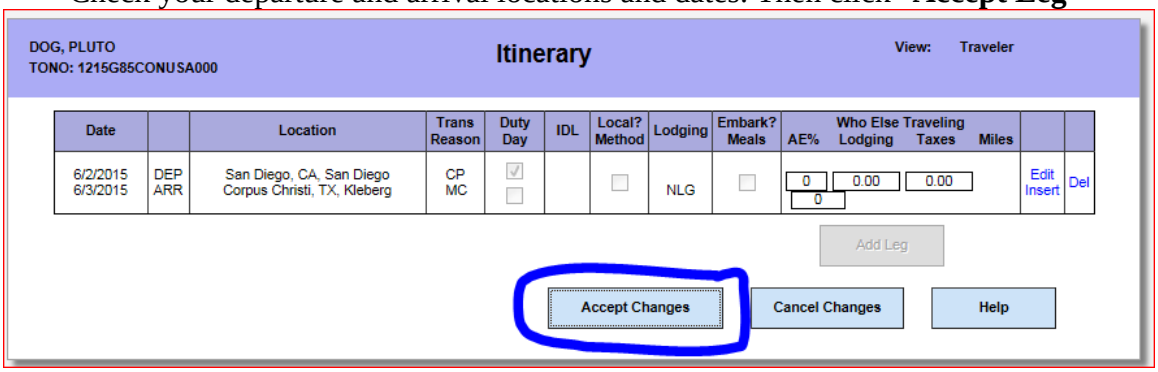


**NOTE: Airfare CONUS to CONUS use CP (Commercial Plane). If the PCS travel was from OCONUS to CONUS use TP (GOVT plane for overseas travel by air)

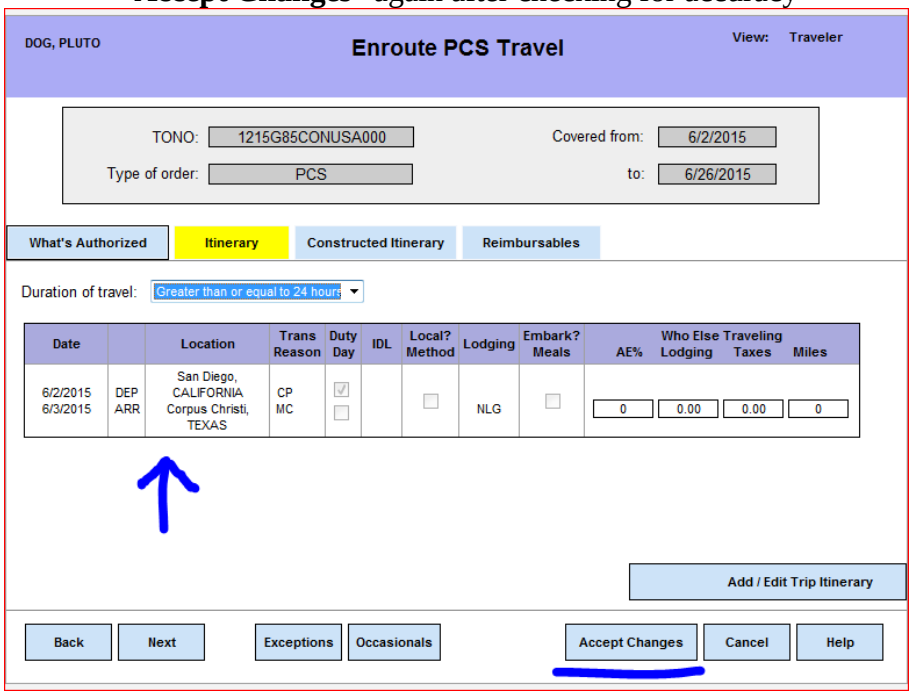
Verify Departure and Arrival Dates and "**Accept Leg**"



Check your departure and arrival locations and dates. Then click "**Accept Leg**"

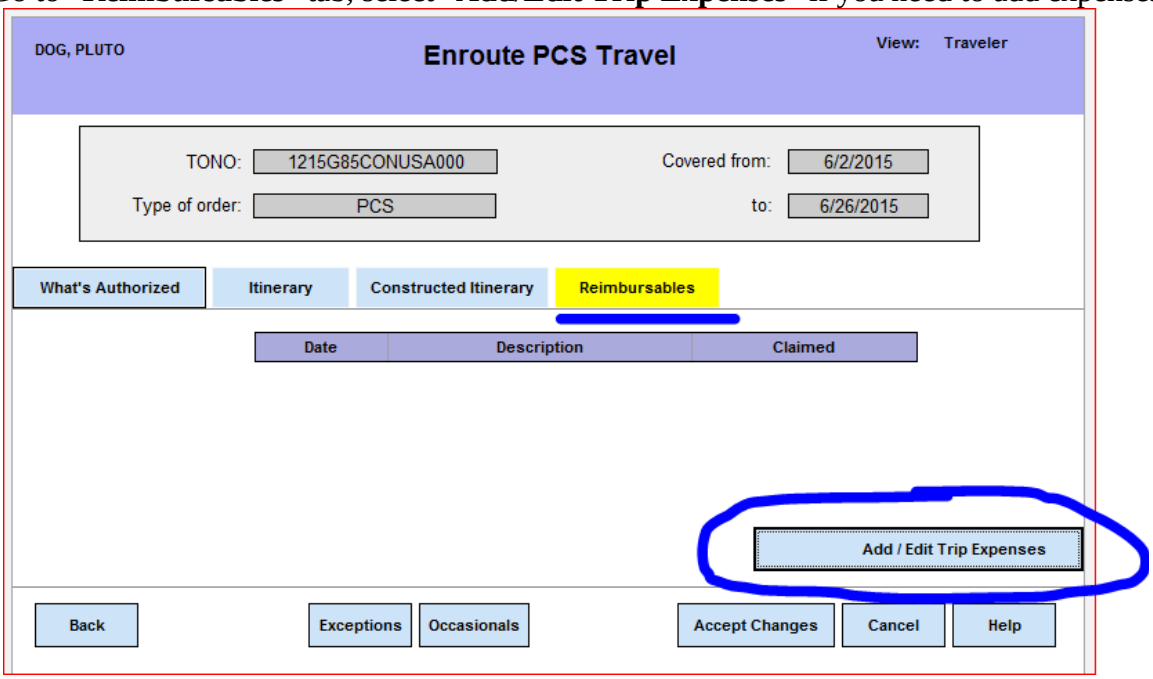


"**Accept Changes**" again after checking for accuracy

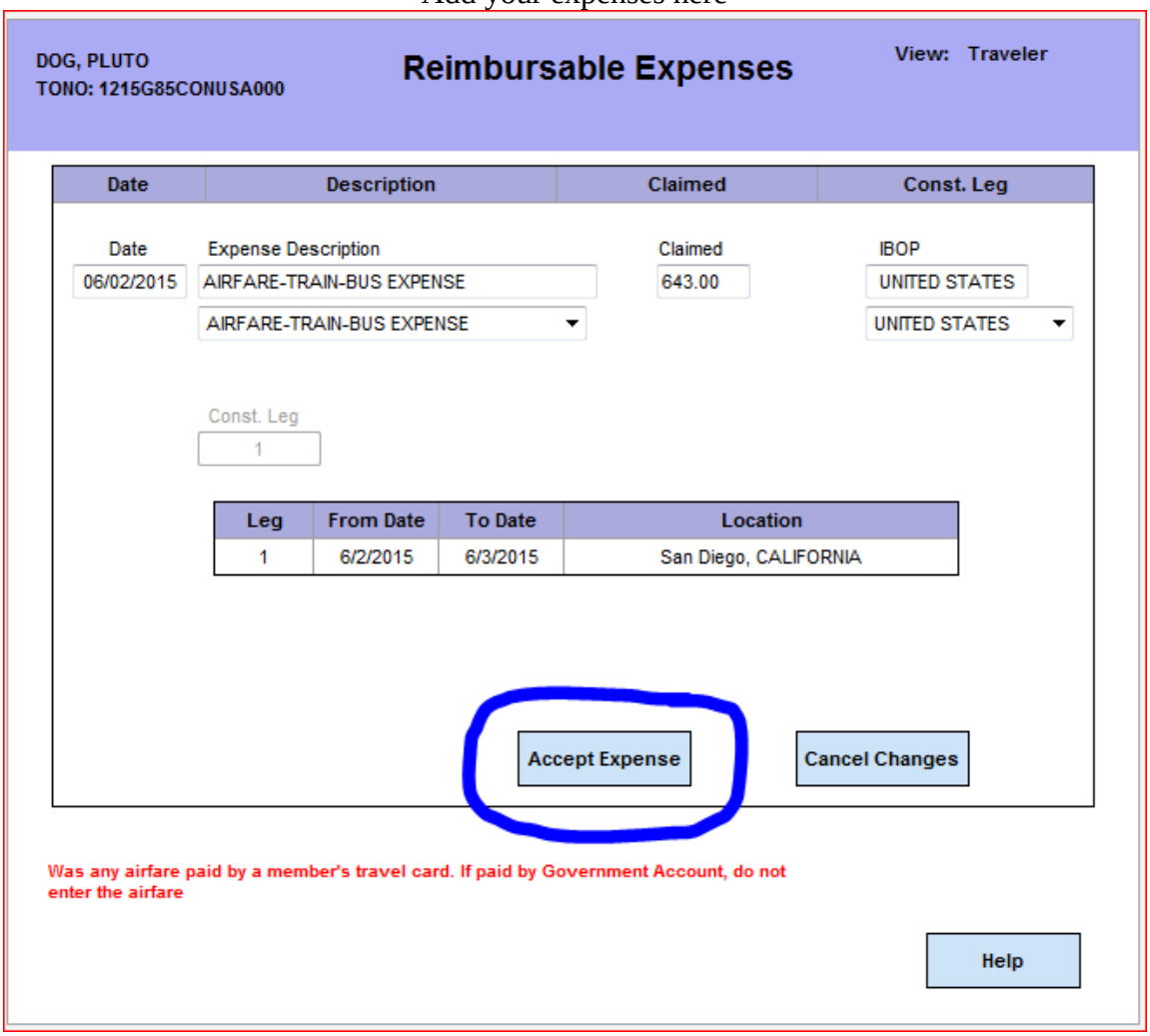


Ensure you have all Sato Airfare receipts, orders and any receipts over $75.00 attached in the Manage Images (see Image tutorial)

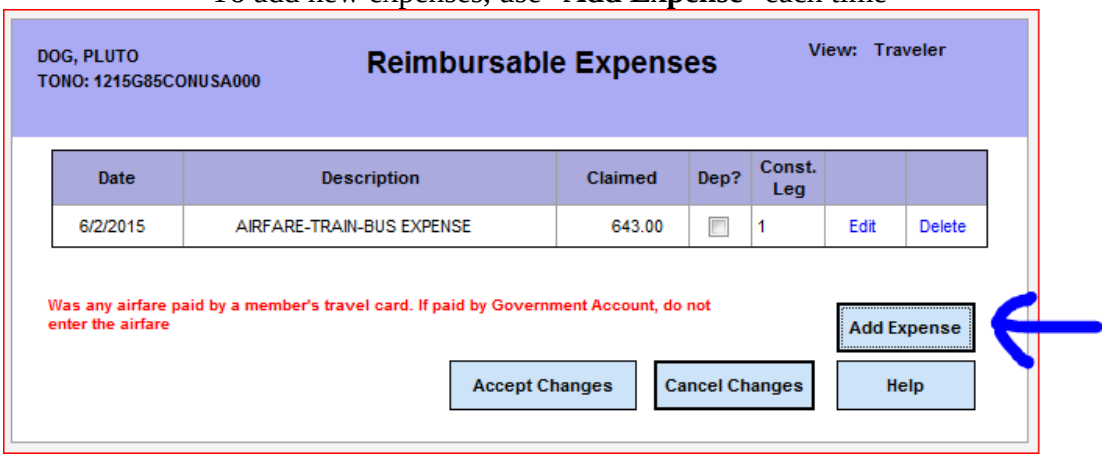
Go to "**Reimbursables**" tab, select "**Add/Edit Trip Expenses**" if you need to add expenses



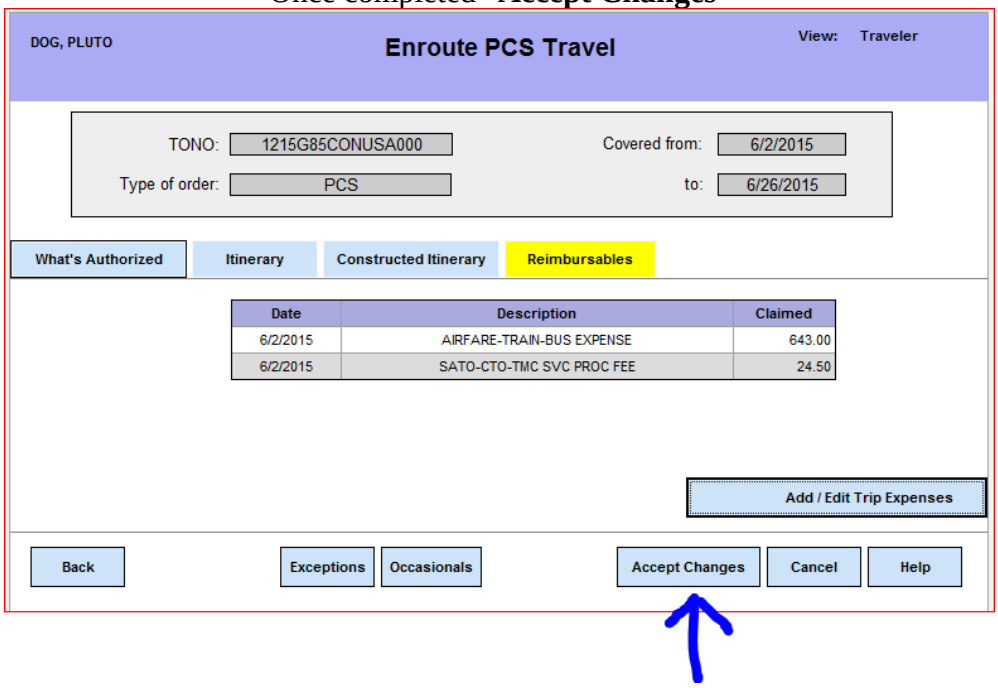
Add your expenses here



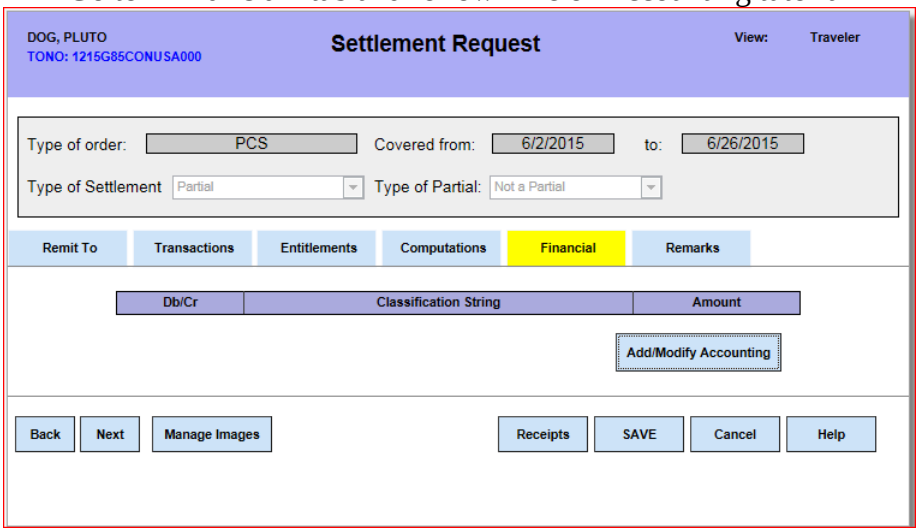
To add new expenses, use "**Add Expense**" each time



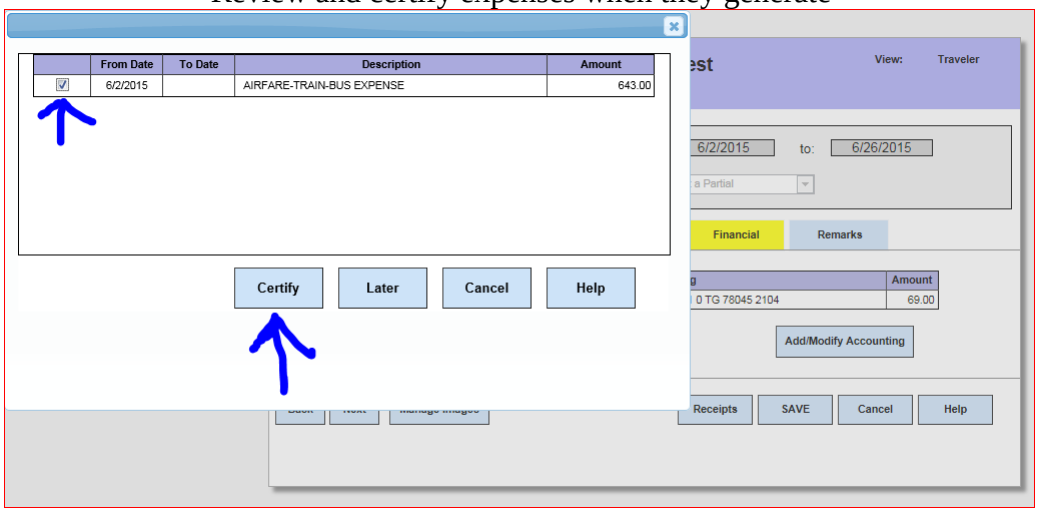
Once completed "**Accept Changes**"



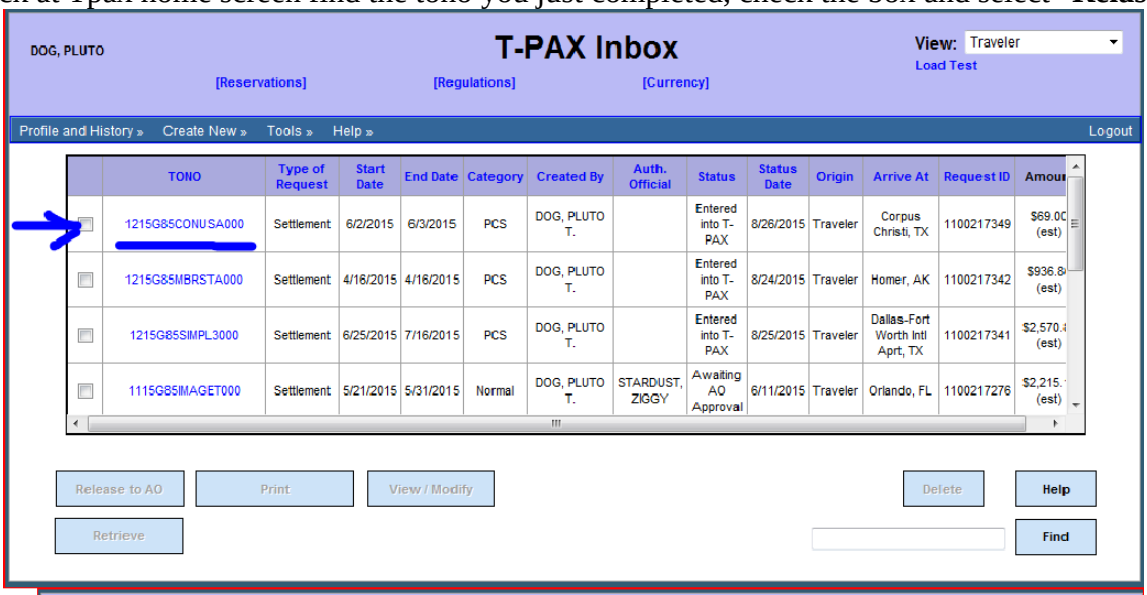
Go to "**Financial**" tab and follow Line of Accounting tutorial

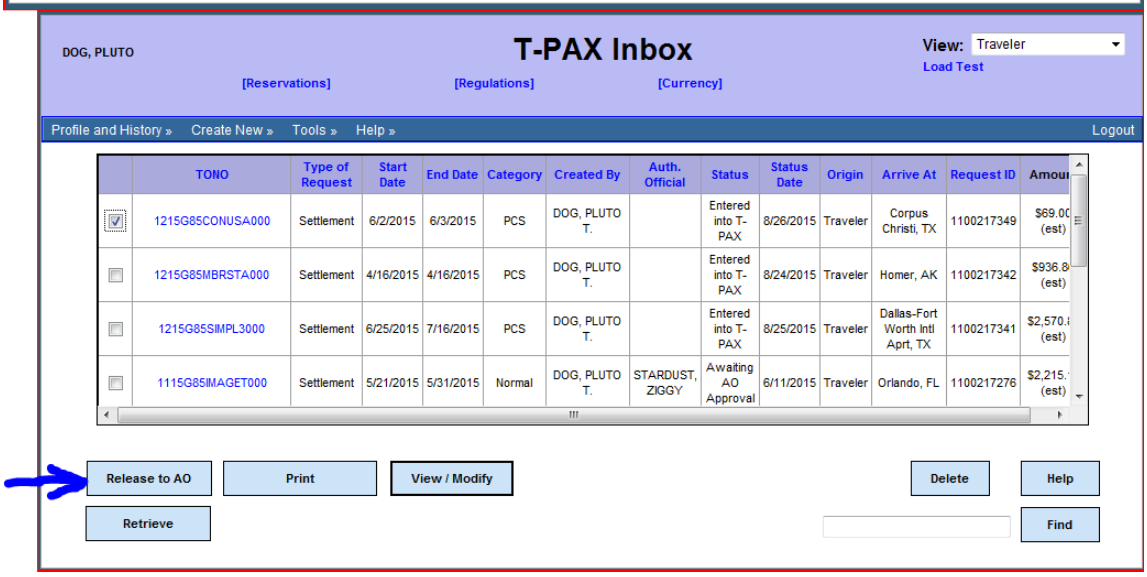


Review and certify expenses when they generate



When back at Tpax home screen find the tono you just completed, check the box and select "**Relase to AO**"



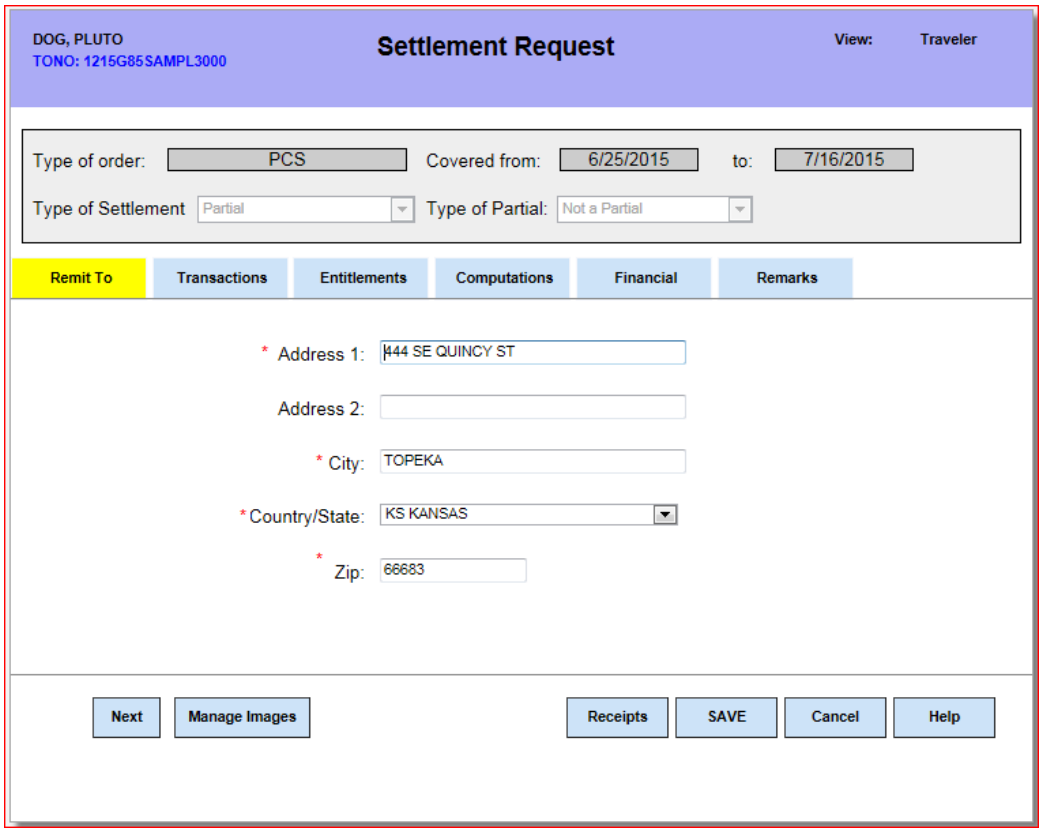


CONUS – OCONUS

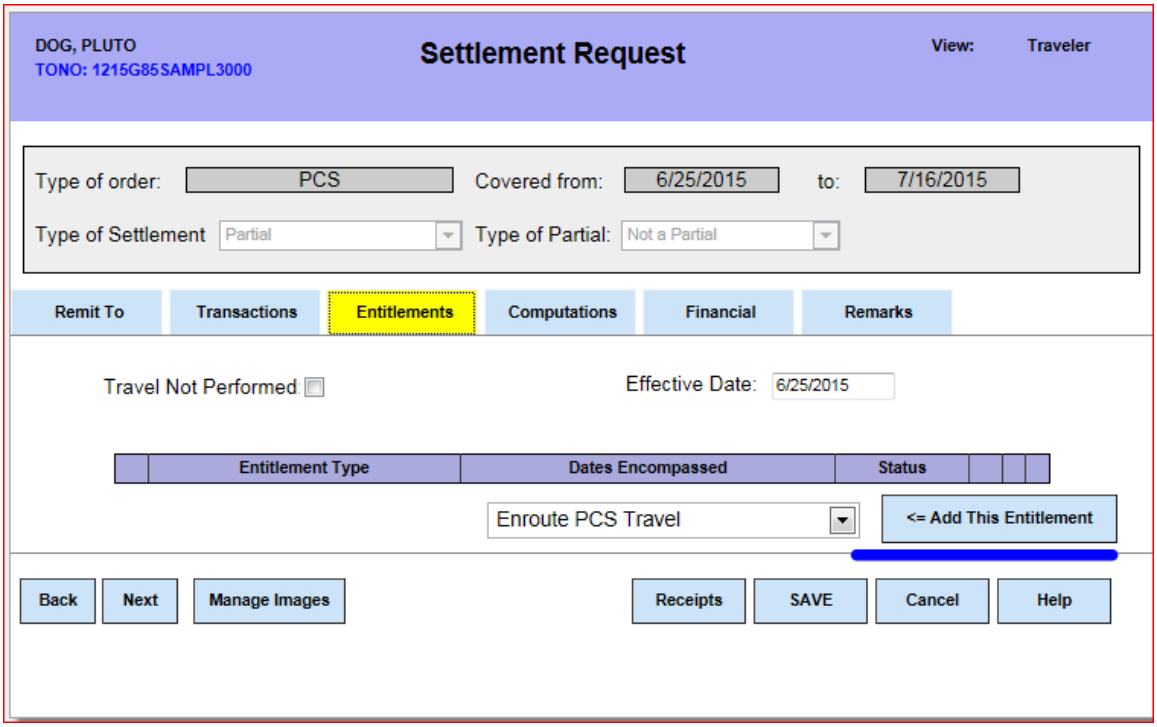
Simple PCS Conus to Oconus flying

The major difference in flying Conus to Conus vs Conus to Oconus is the use of TP vs CP for the airfare drop down.

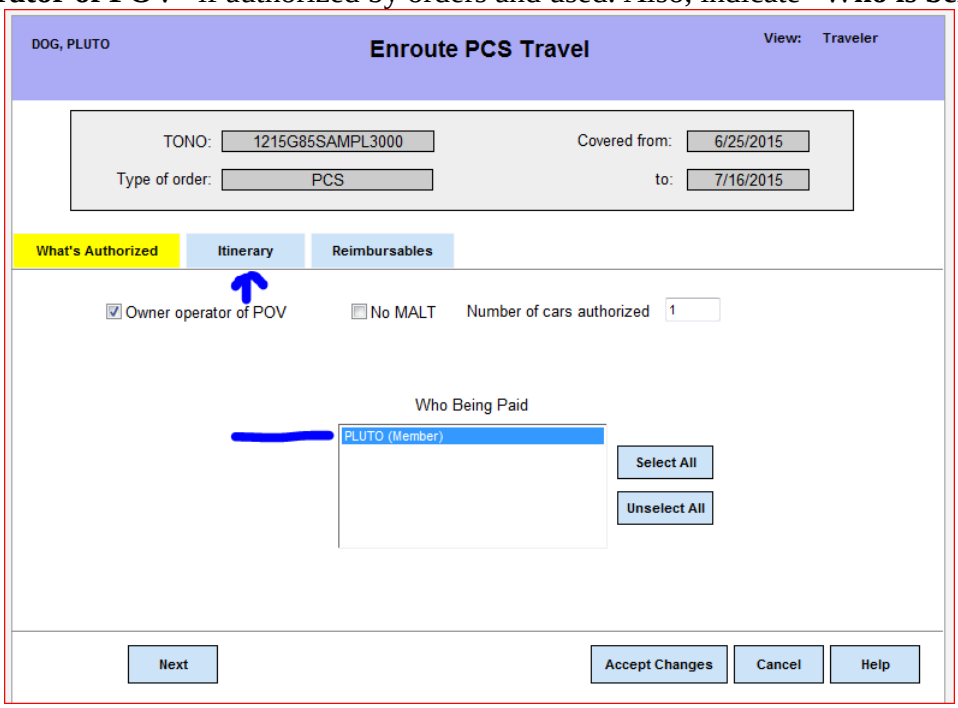
New Home Address at New PDS



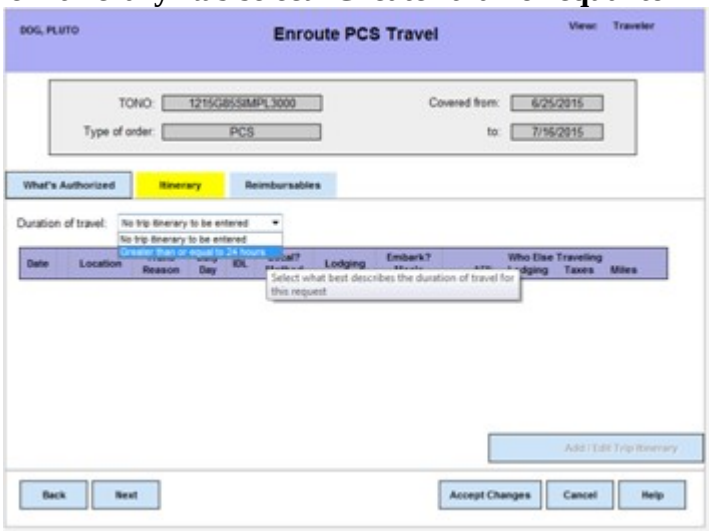
Under the "**Entitlements**" tab select "**Add This Entitlement**"



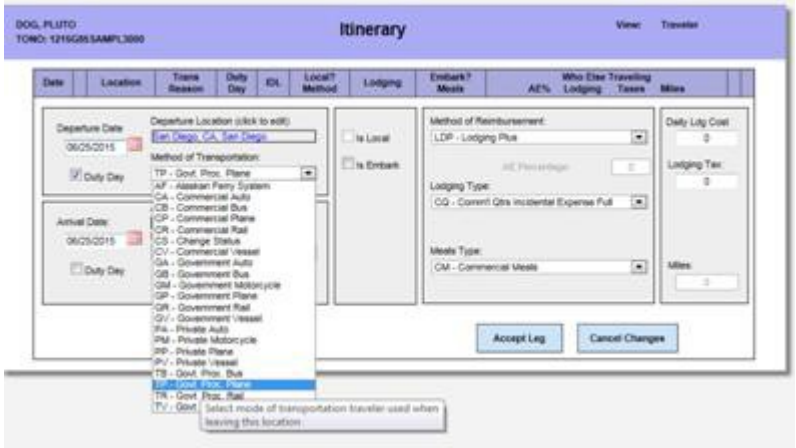
Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**"



Under the "**Itinerary**" tab select "**Greater than or equal to 24 hours**"

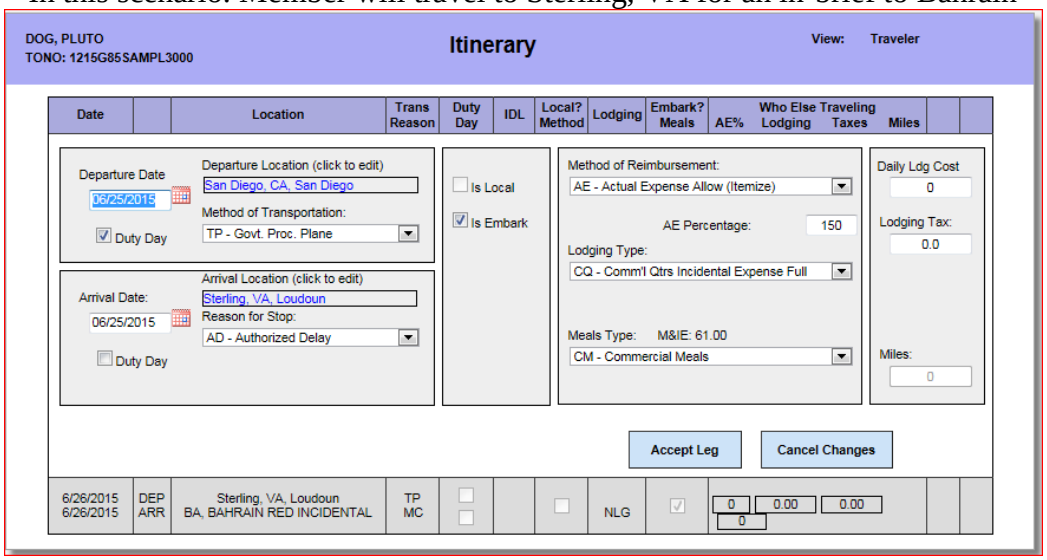


For Method of Transportation flying OCONUS use TP (Govt Proc Plane)

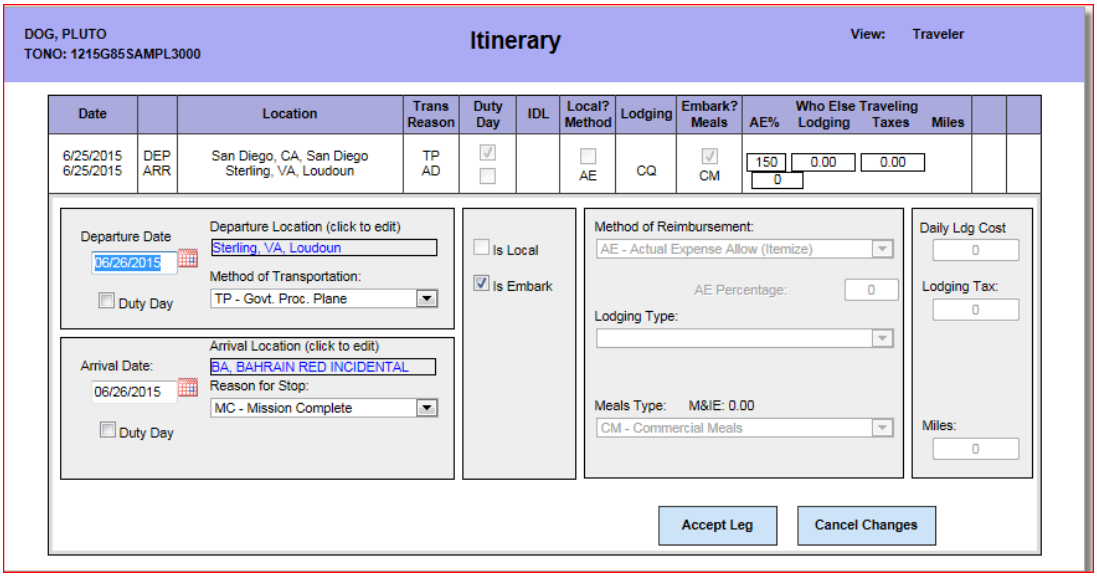


After inputting Arrival location and verifying dates, click "**Accept Leg**"

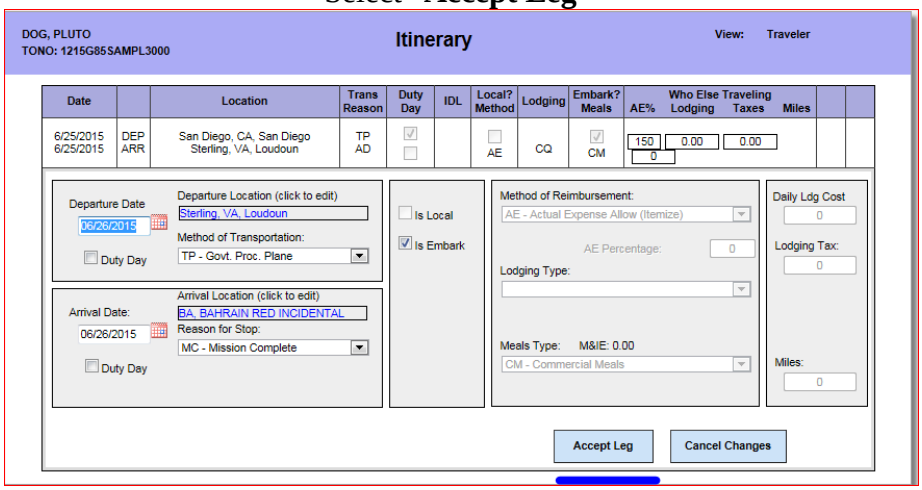
In this scenario: Member will travel to Sterling, VA for an in-brief to Bahrain



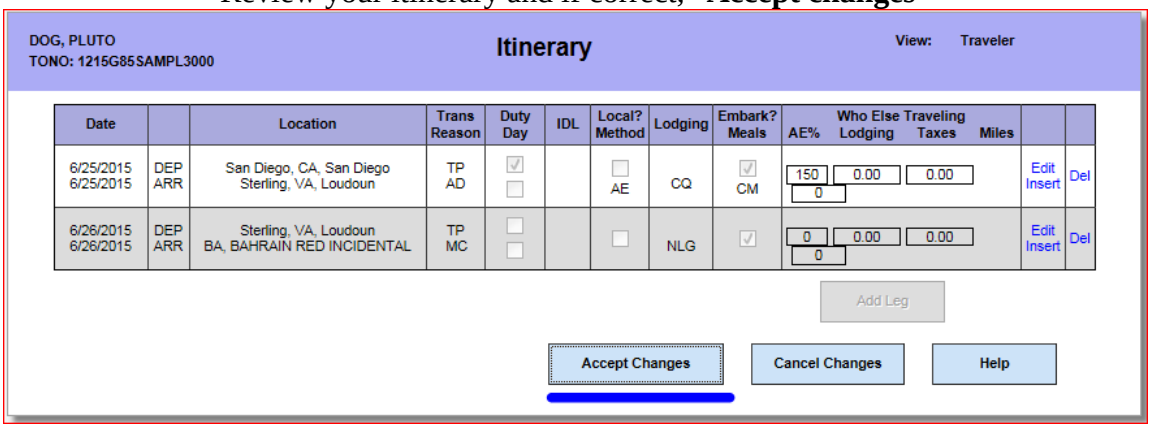
In this scenario: Off to Bahrain



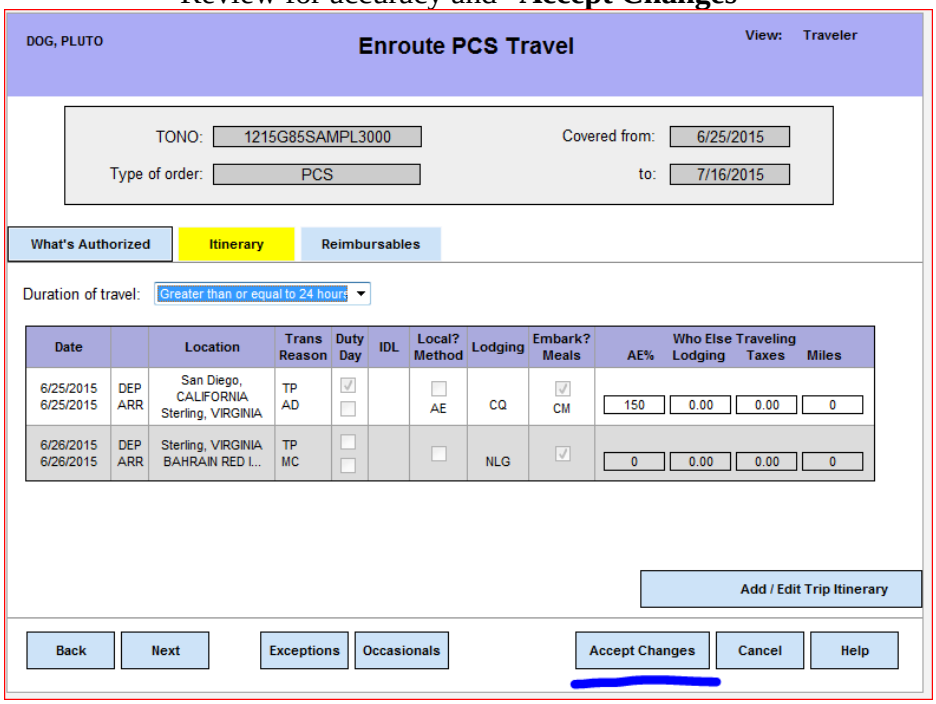
Select "**Accept Leg**"



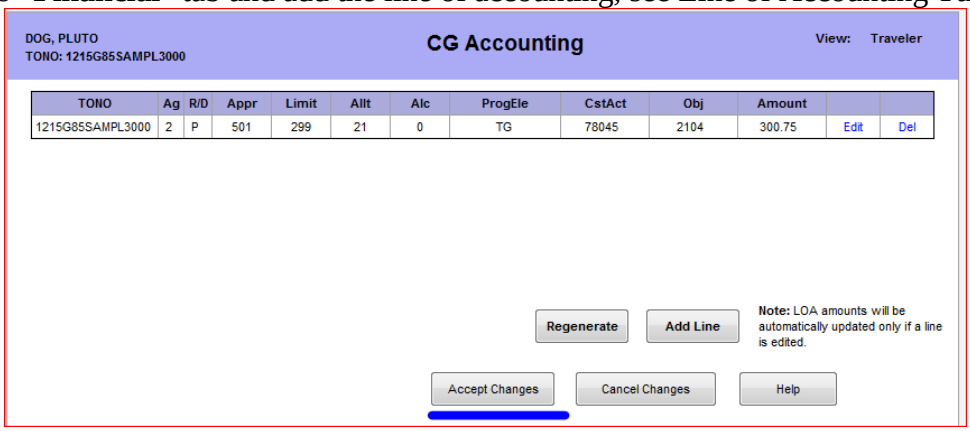
Review your itinerary and if correct, “**Accept changes**”



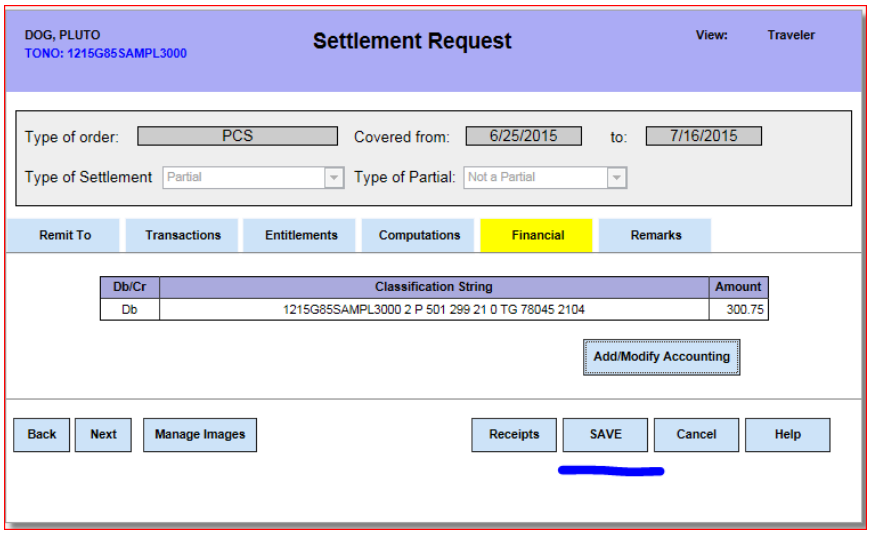
Review for accuracy and “**Accept Changes**”



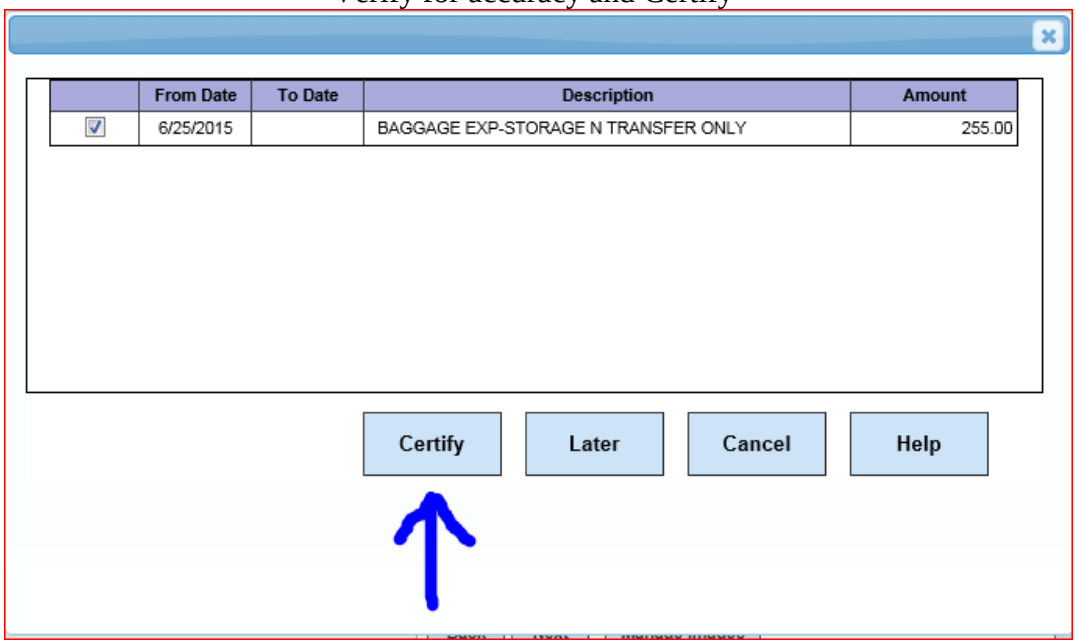
Go to “**Financial**” tab and add the line of accounting, see Line of Accounting Tutorial



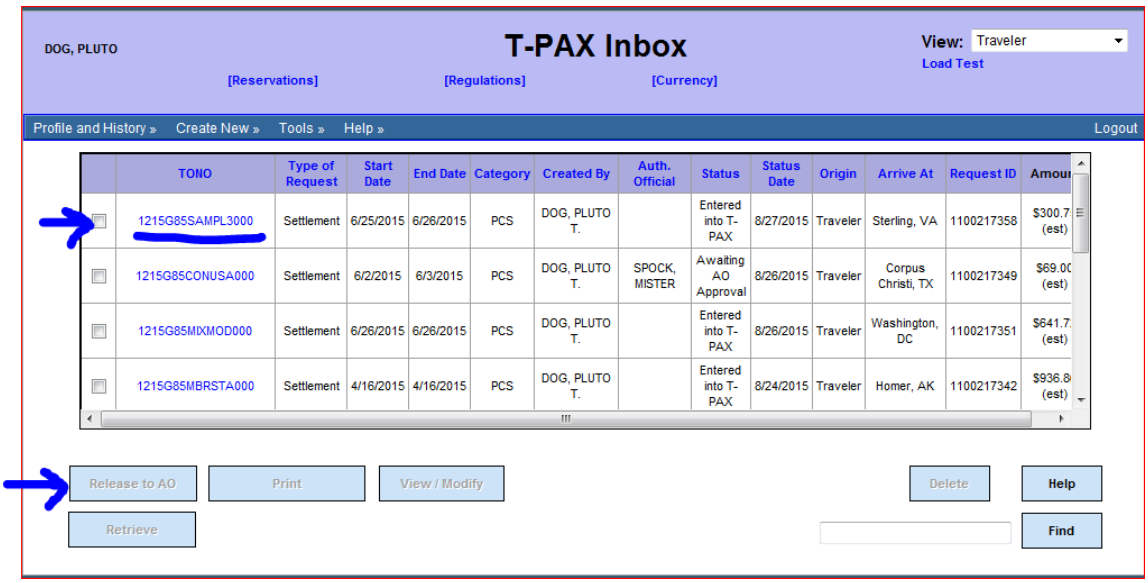
Save



Verify for accuracy and Certify



Release to AO

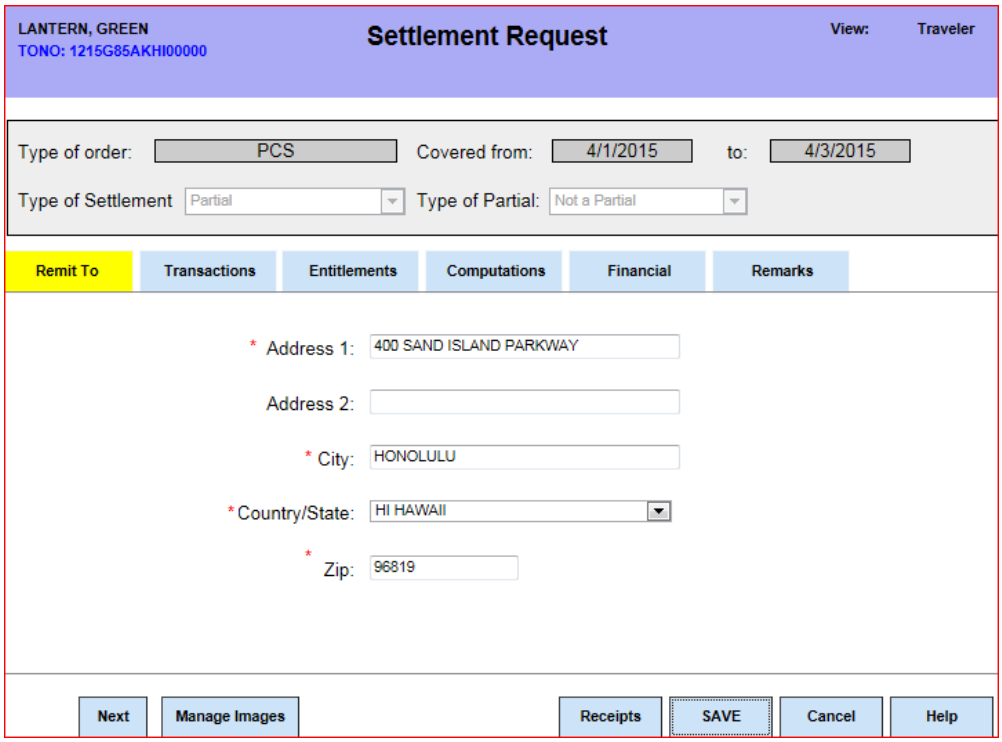


OCONUS – OCONUS

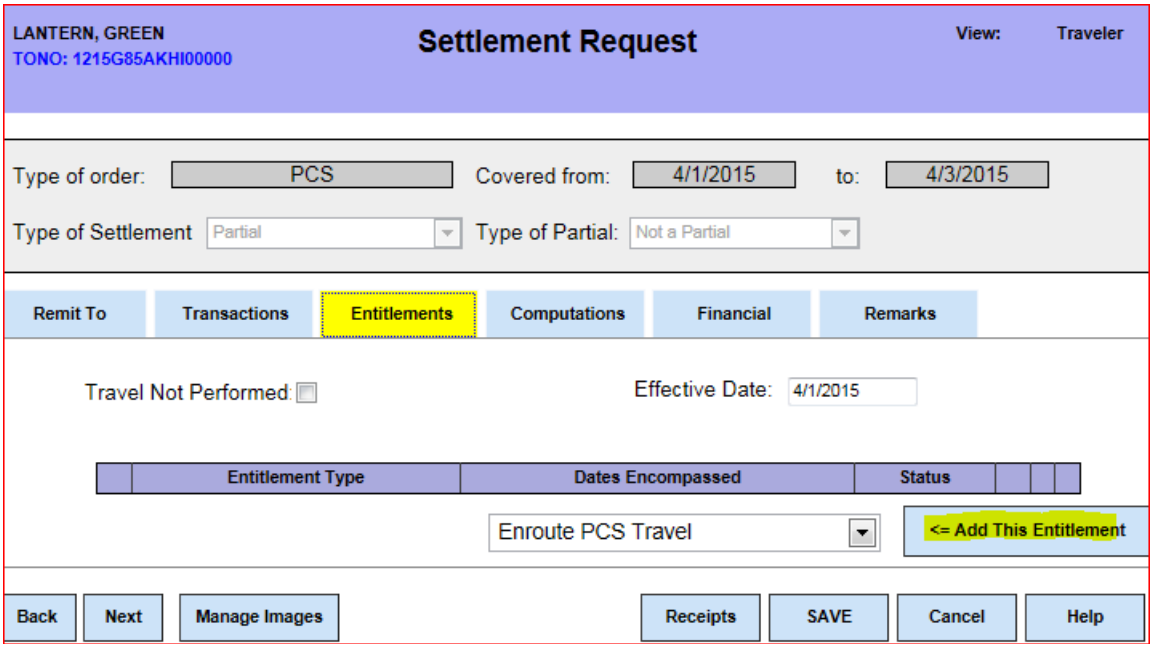
Simple PCS Oconus to Oconus flying

When Flying from Oconus use "TP" (DO NOT use CP)

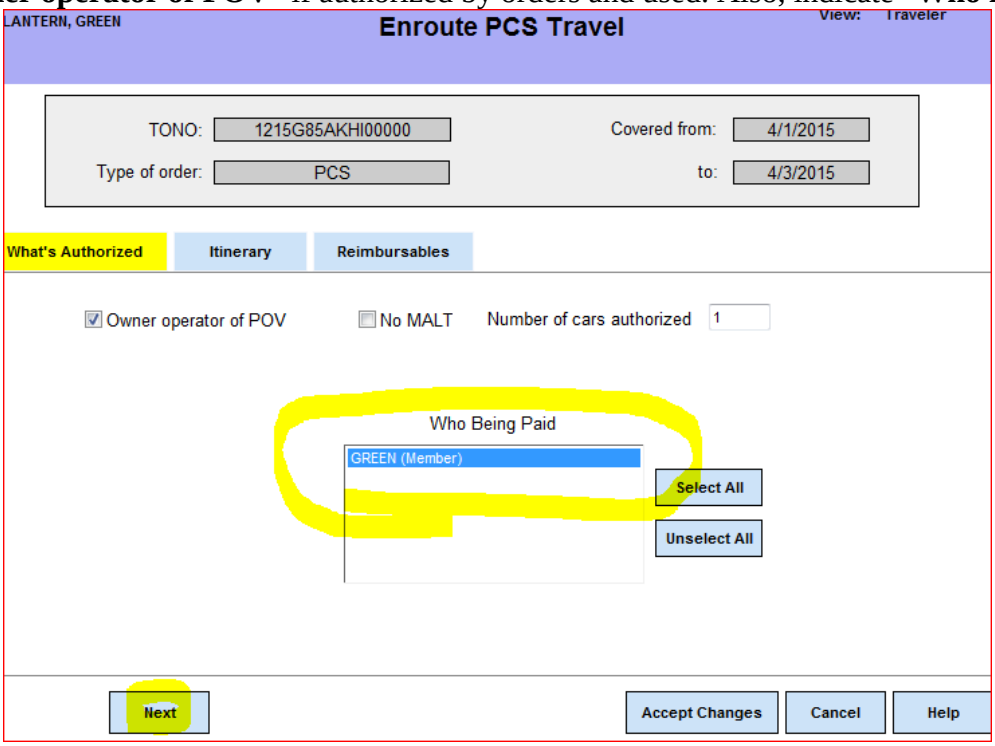
Input home address at new PDS



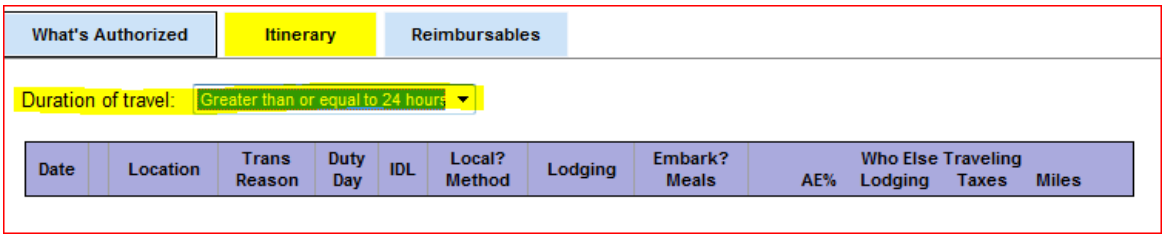
Under "**Entitlements**" tab add "**Enroute PCS Travel**"



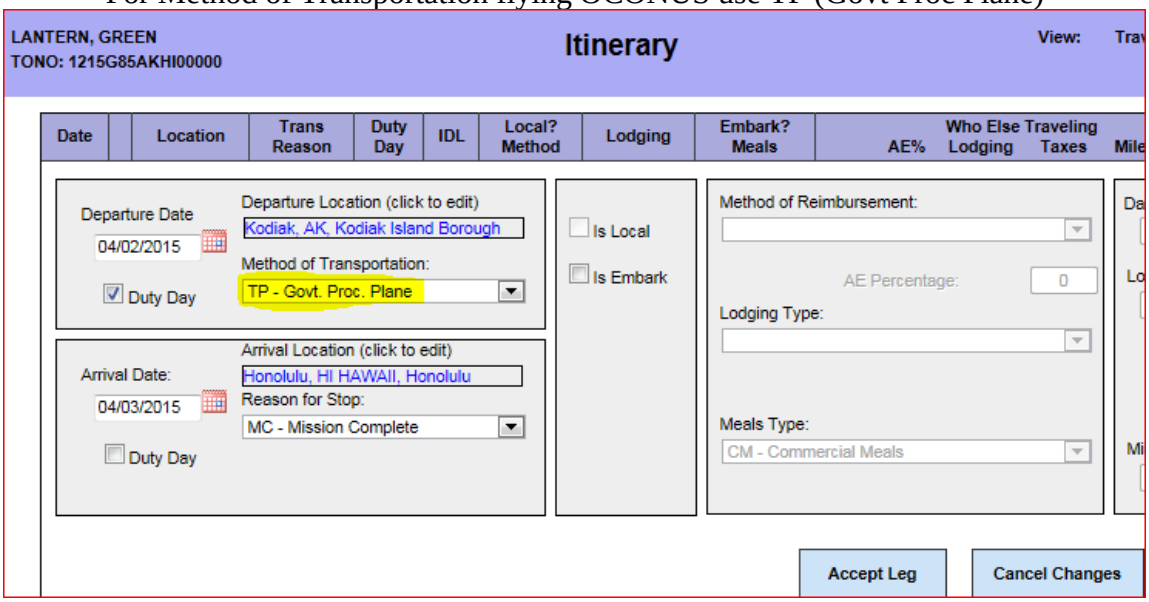
Indicate "**Owner operator of POV**" if authorized by orders and used. Also, indicate "**Who is being paid**"



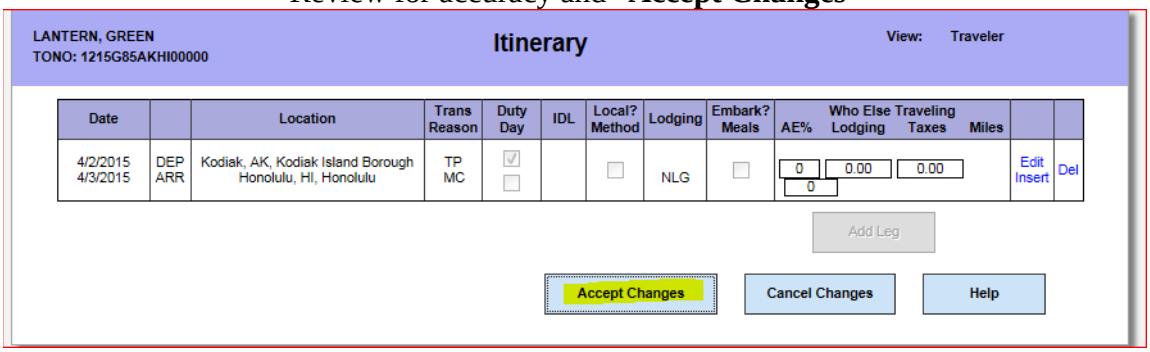
Under "**Entitlements**" tab select "**Add This Entitlement**"



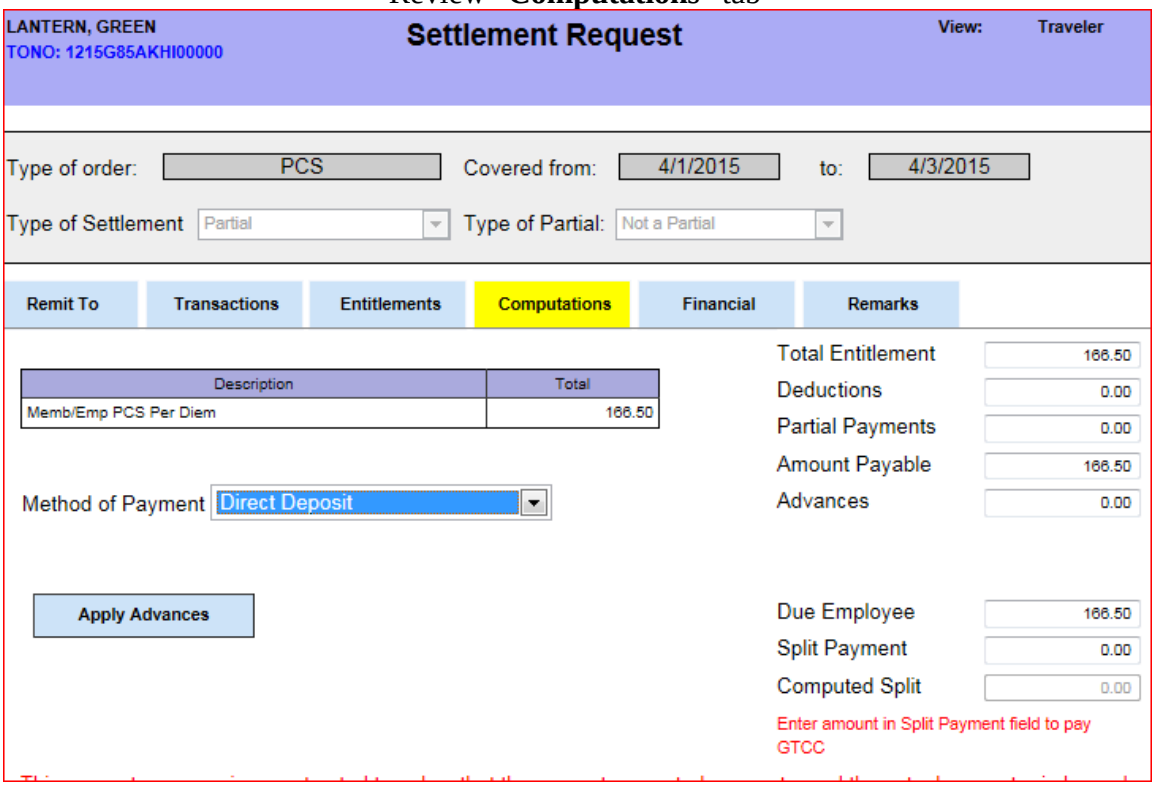
For Method of Transportation flying OCONUS use TP (Govt Proc Plane)



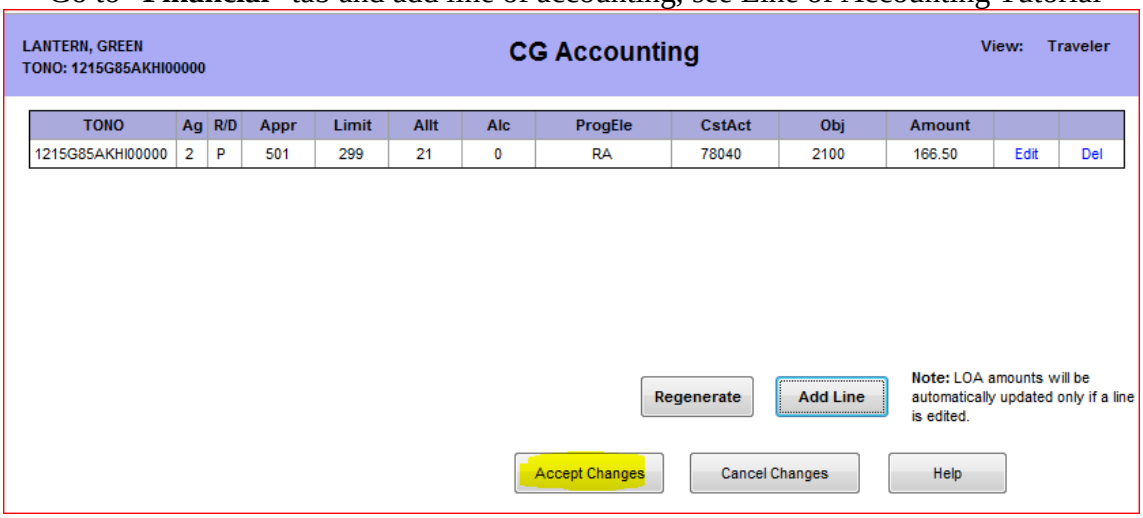
Review for accuracy and "**Accept Changes**"



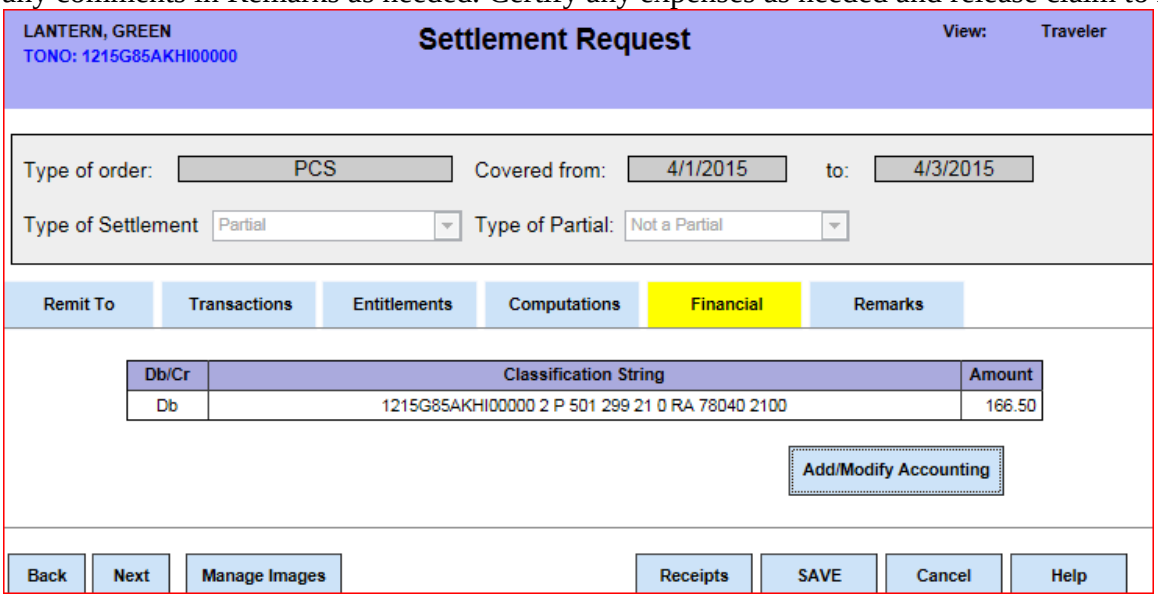
Review "**Computations**" tab



Go to "**Financial**" tab and add line of accounting, see Line of Accounting Tutorial



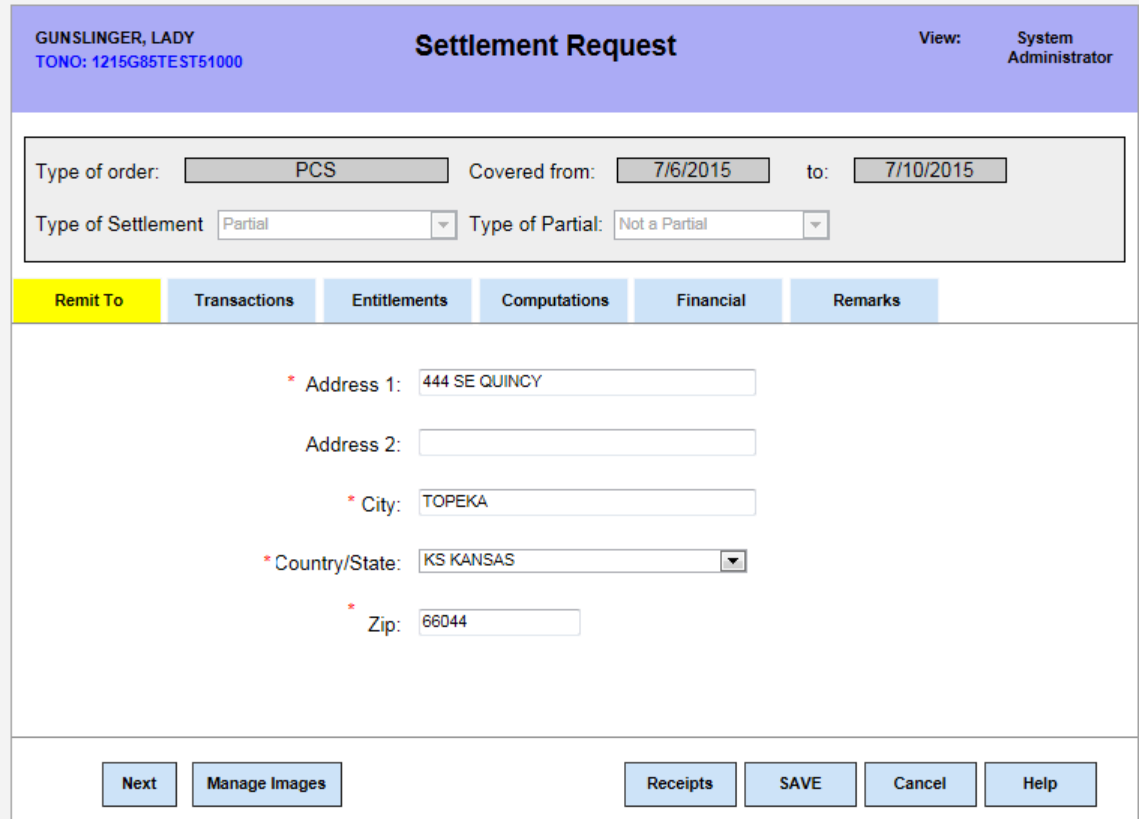
Add any comments in Remarks as needed. Certify any expenses as needed and release claim to AO



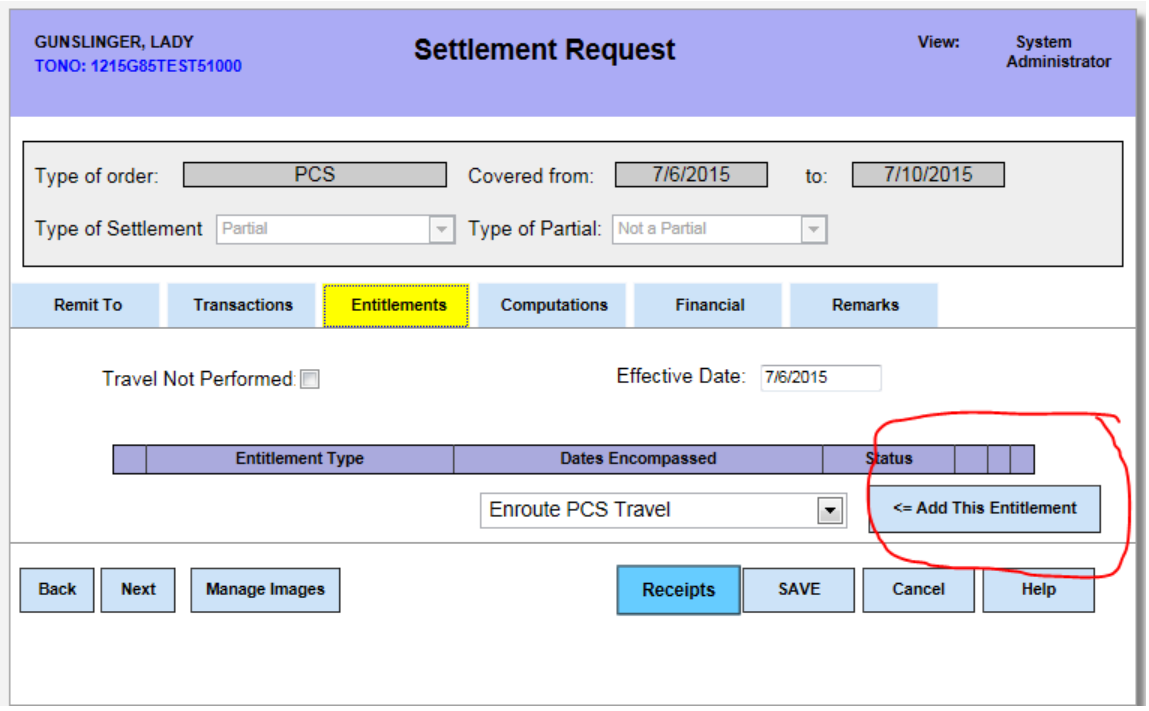
OCONUS – CONUS

With dependents

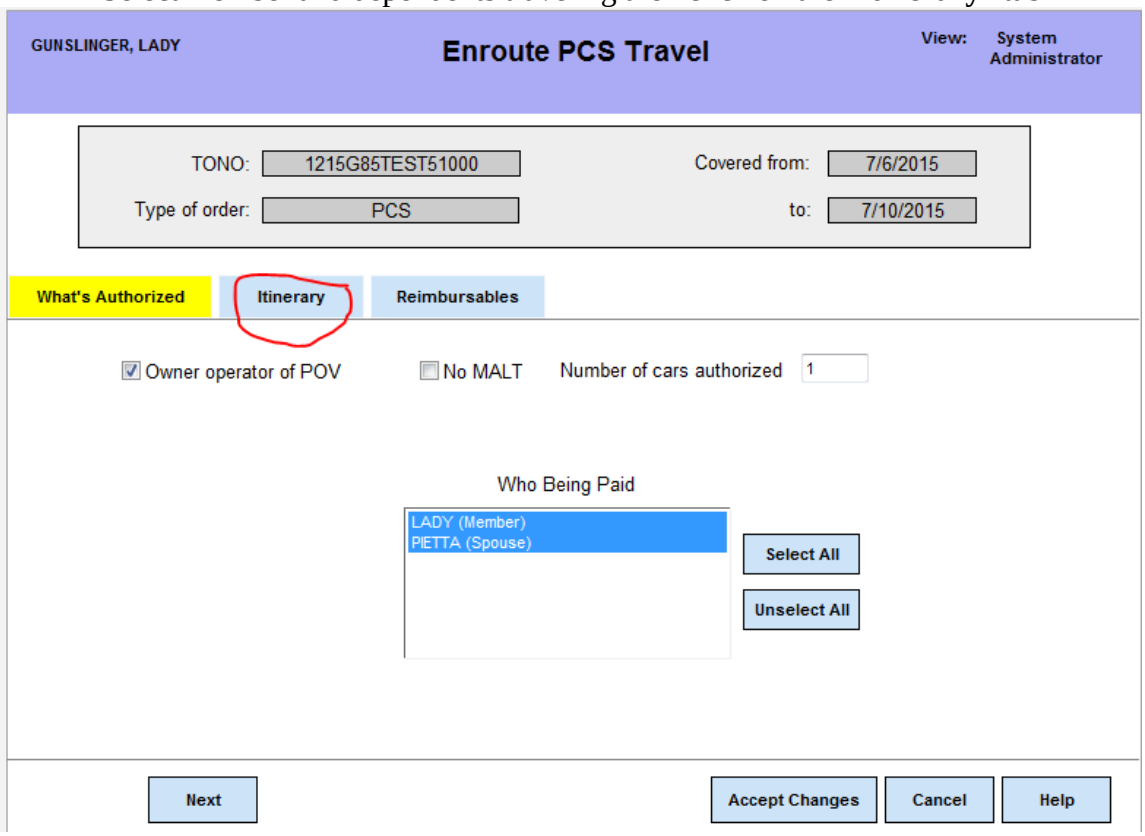
Enter home address at new PDS



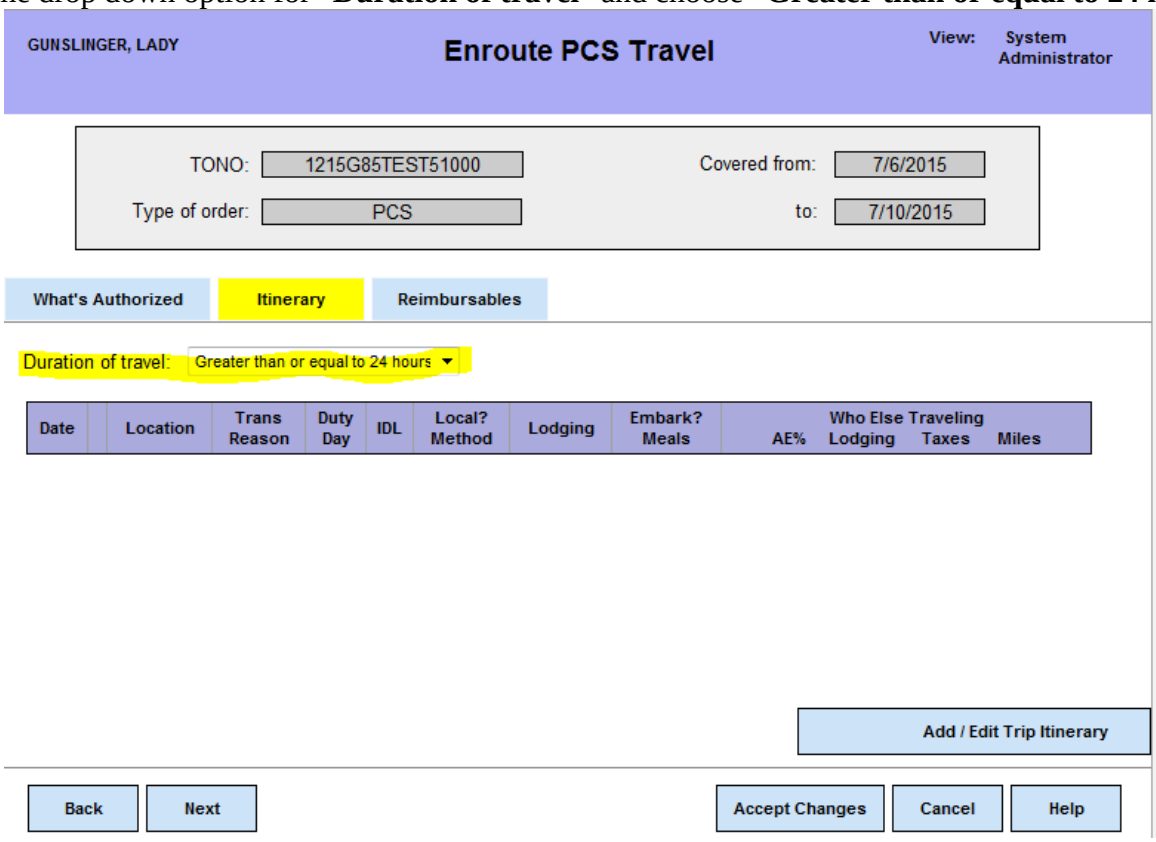
Click on the "**Entitlements**" tab and choose "**Add This Entitlement**"



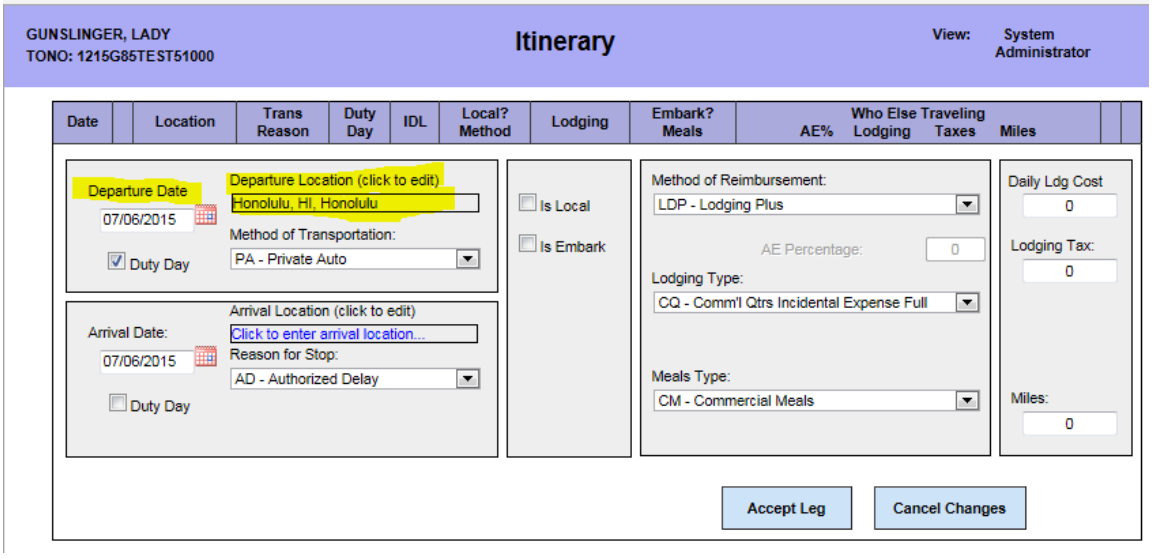
Select member and dependents traveling then click on the "**Itinerary**" tab

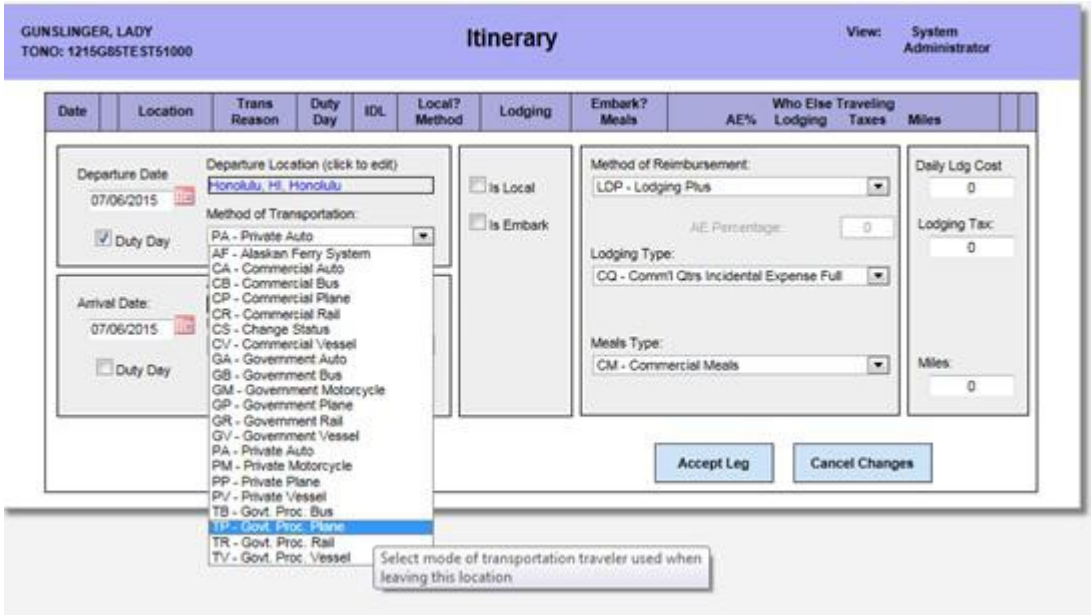


Click the drop down option for "**Duration of travel**" and choose "**Greater than or equal to 24 hours**"

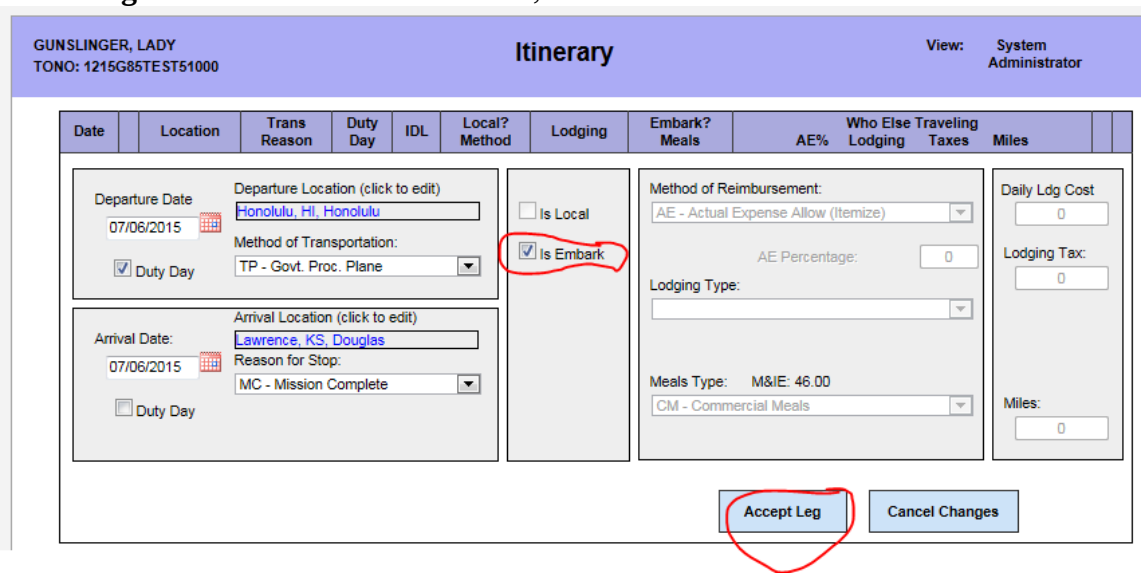


Enter the correct departure date and location, with the mode of transportation.

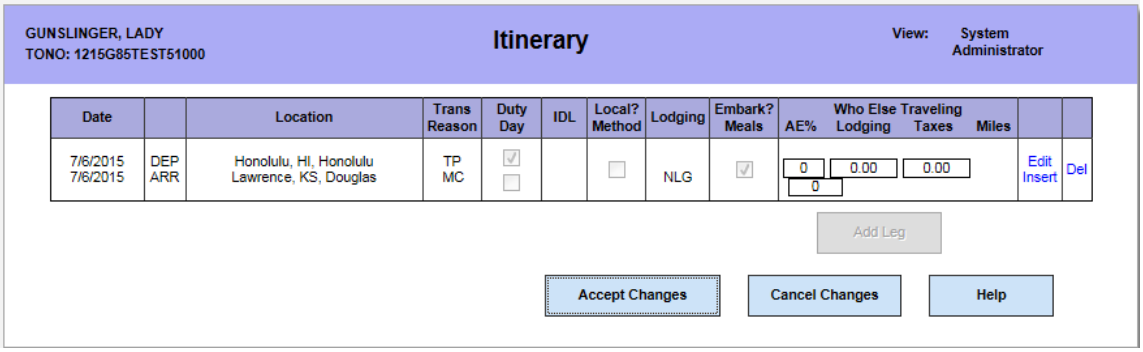




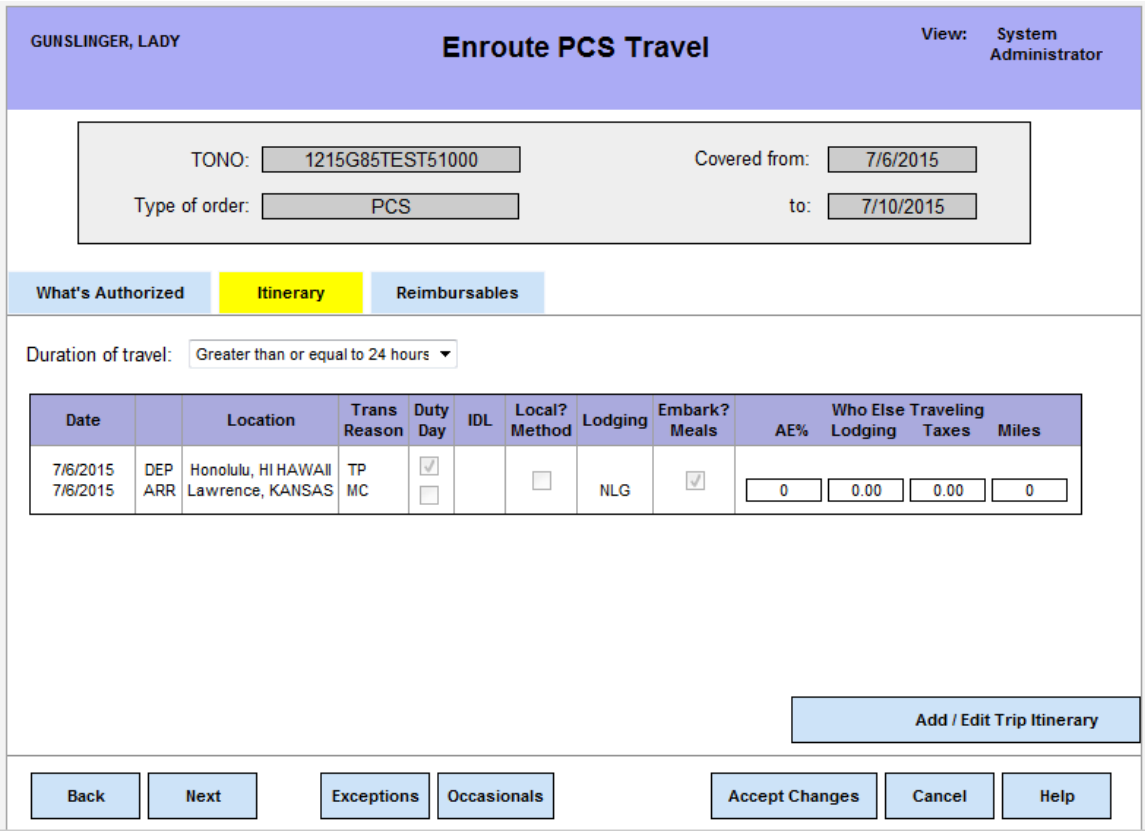
Enter the arrival date and location of new PDS, followed by "**MC-Missions Complete**". Then click "**Accept Leg**." MAKE SURE IF OCONUS, YOU CHECK THE "EMBARK" BOX.



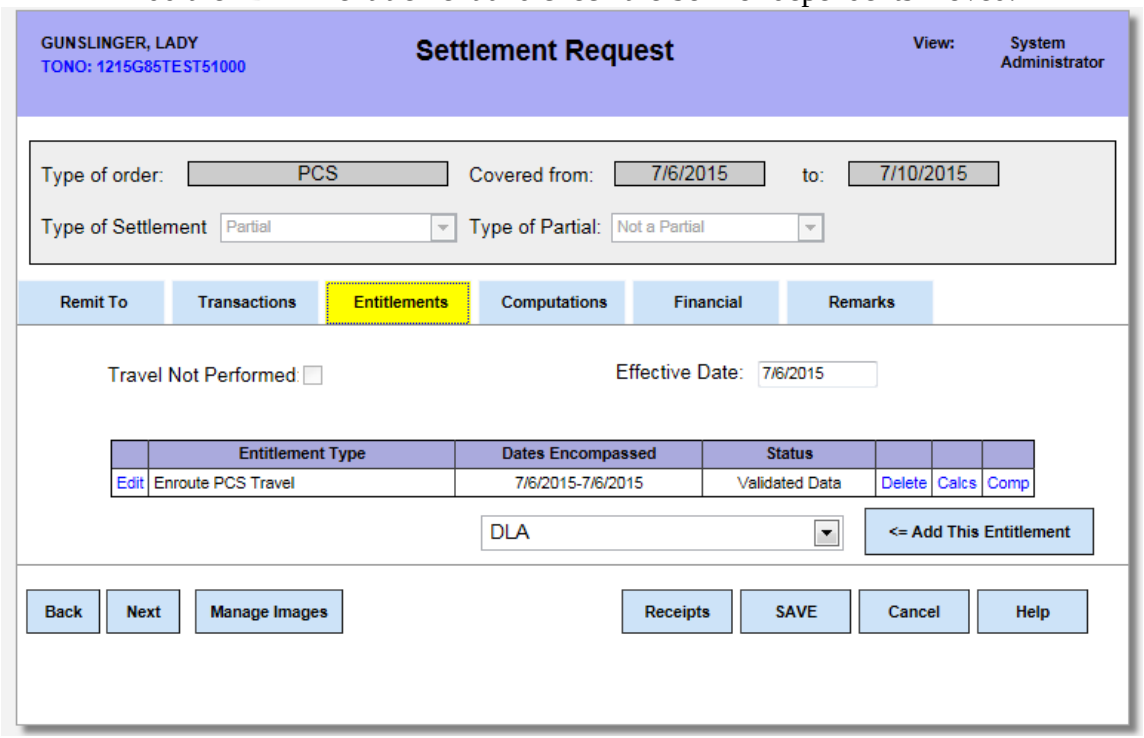
Hit "**Accept Changes**" if the itinerary looks correct.



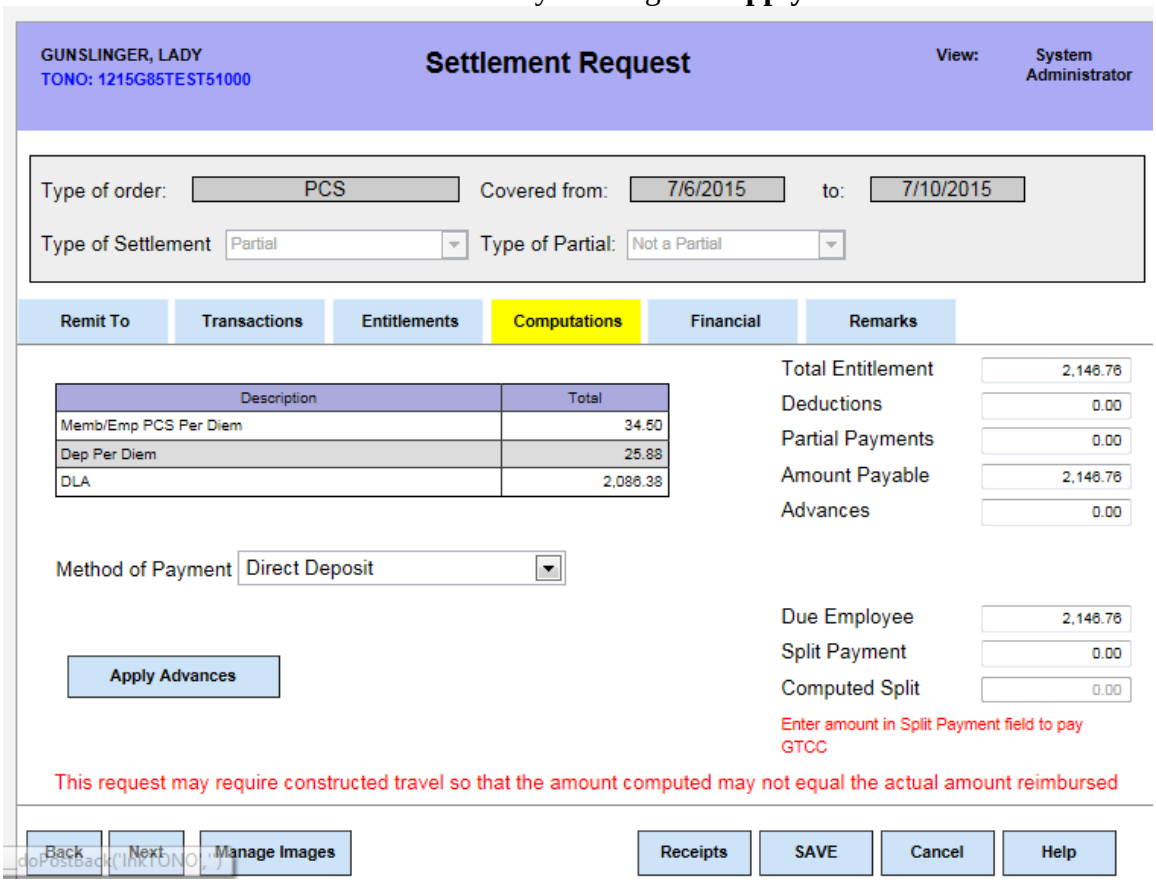
If there are no reimbursable expenses, then finish with "**Accept Changes**"



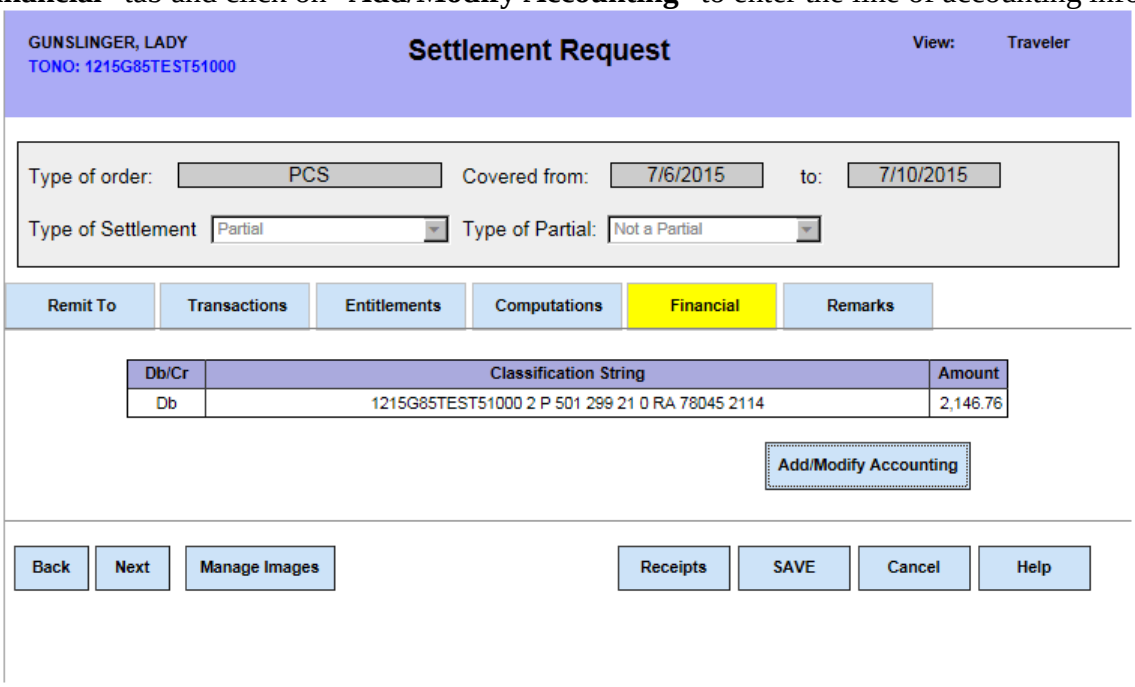
Add the "**DLA**" entitlement and check the box for dependents moved.



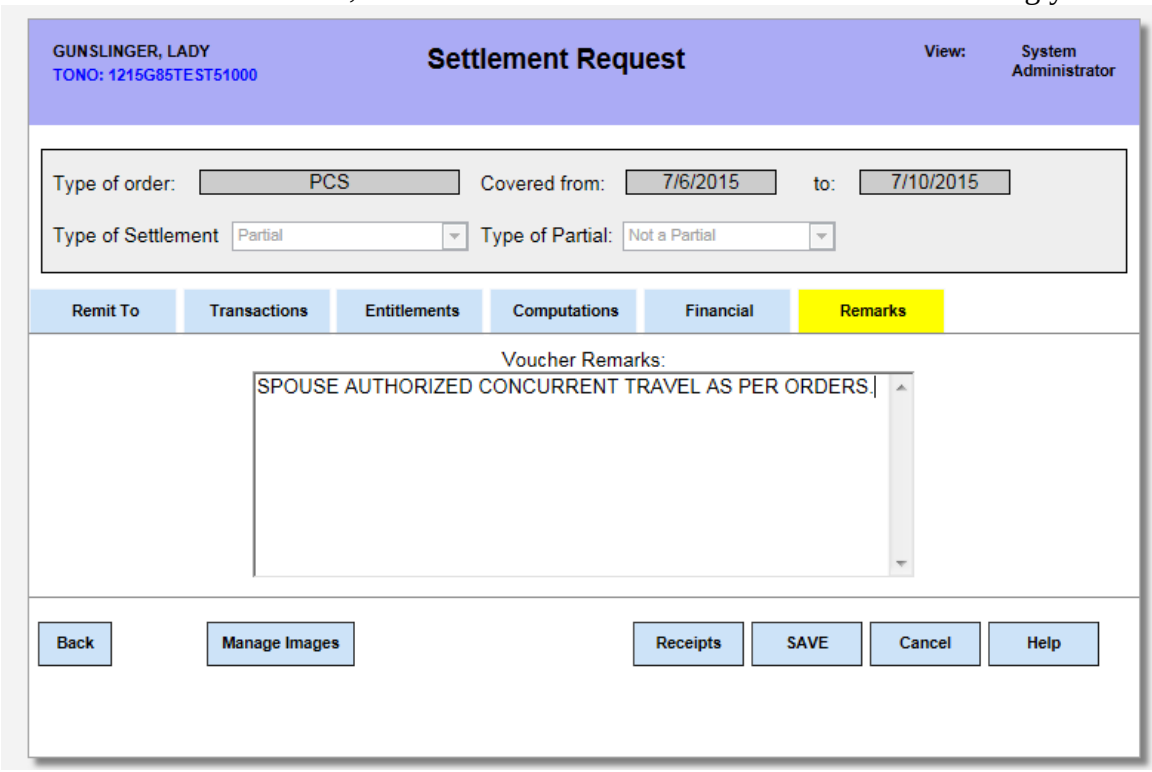
Go to the "**Computations**" tab and check that all entitlements are paid correctly. Apply any advances that may be attached to this TONO by clicking on "**Apply Advances**".



Go to "**Financial**" tab and click on "**Add/Modify Accounting**" to enter the line of accounting information.



If remarks are needed, click on the “Remarks” tab and enter them accordingly.

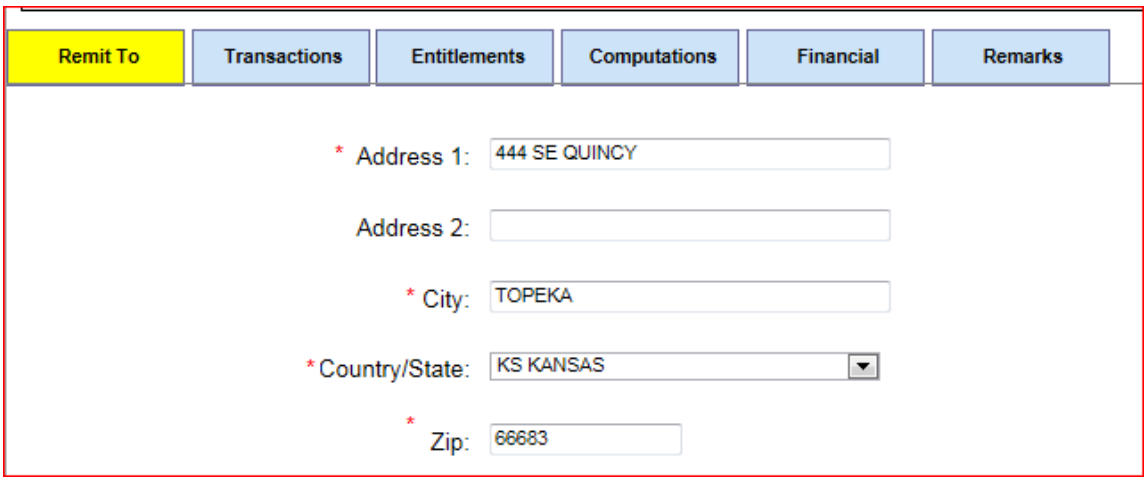


Click “**SAVE**” once you have finished the travel claim.

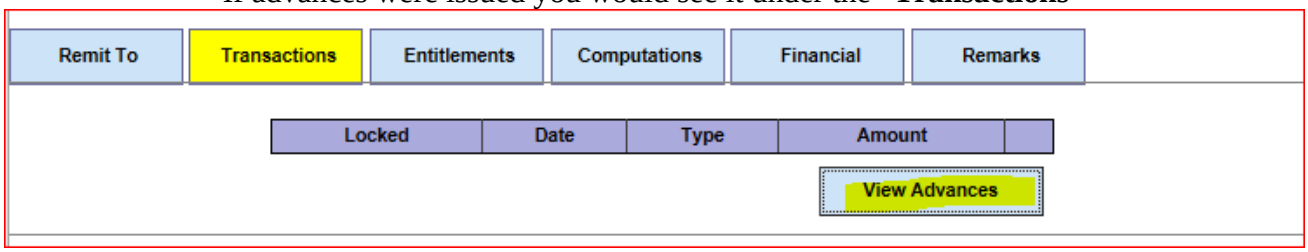
Travel via Mixed Mode in CONUS

Fly/drive to first PDS

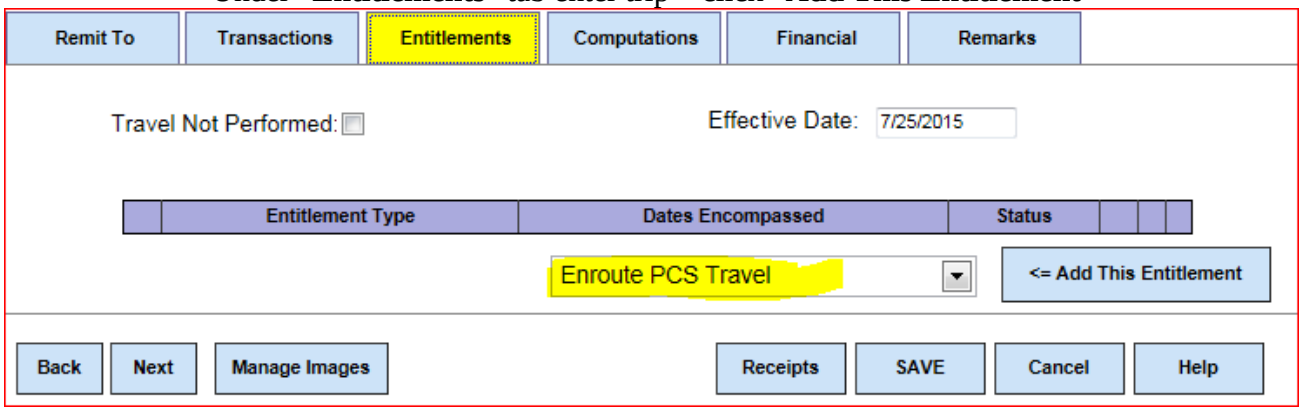
Enter the home address at the new PDS



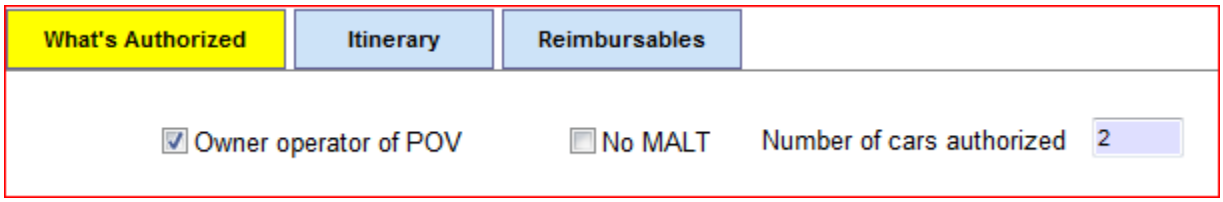
If advances were issued you would see it under the "**Transactions**"



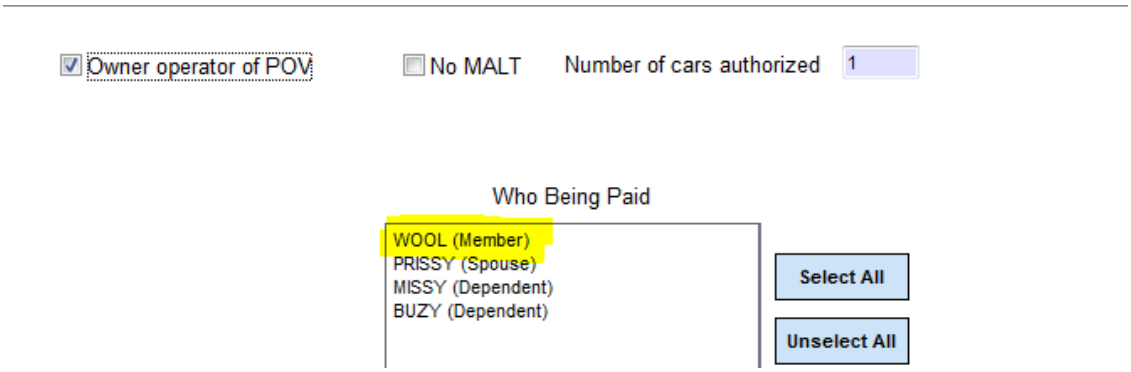
Under "**Entitlements**" tab enter trip – click "**Add This Entitlement**"



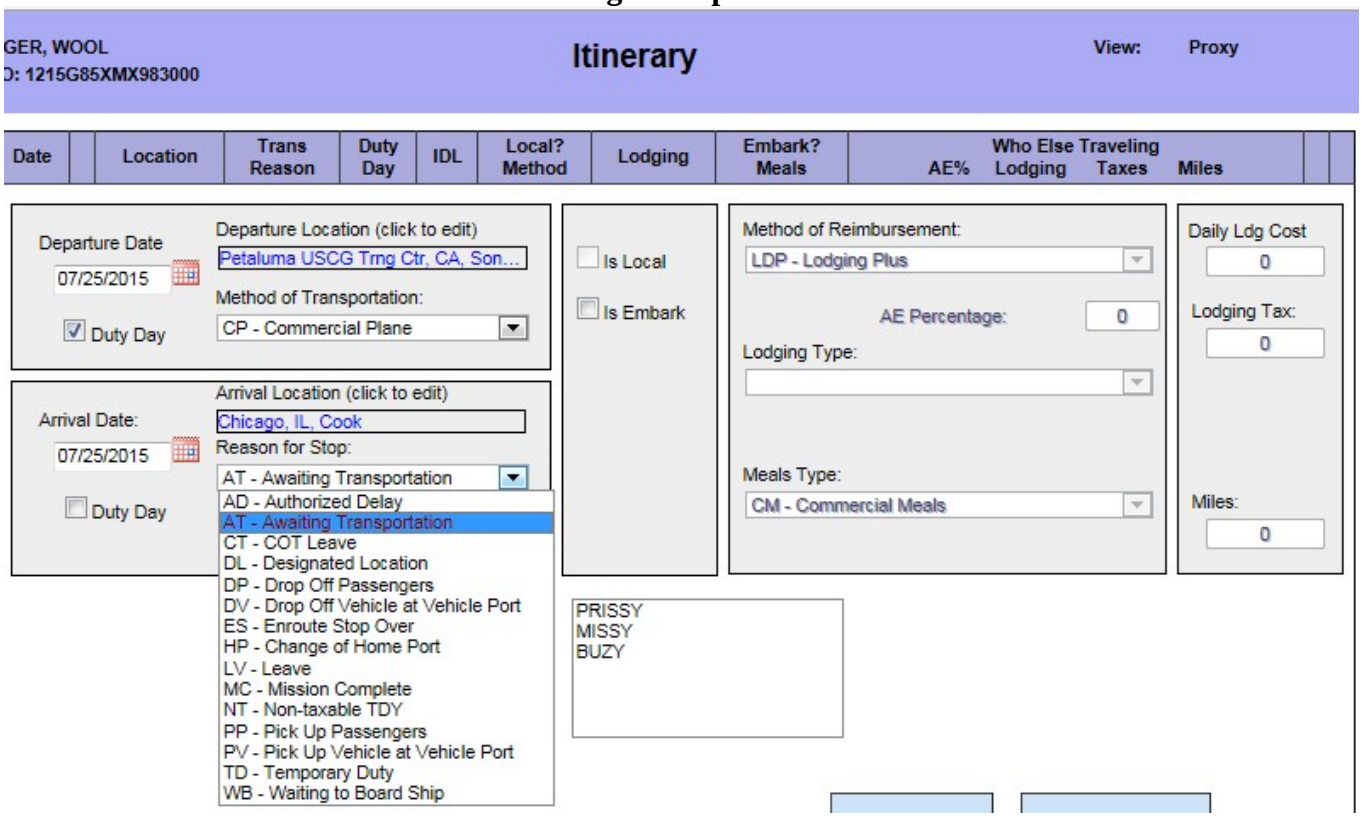
In this scenario – Member travels from "A" school to Chicago (Home Of Record) to pick up family; they have 2 POV's.

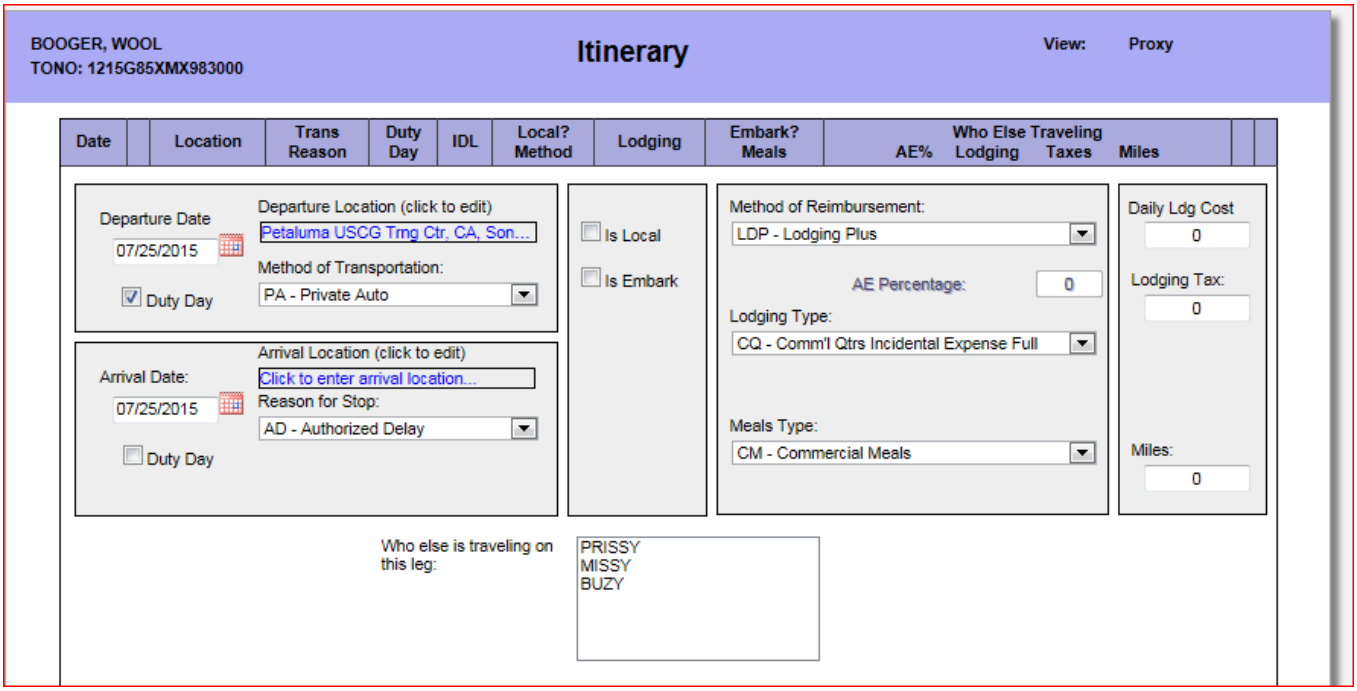


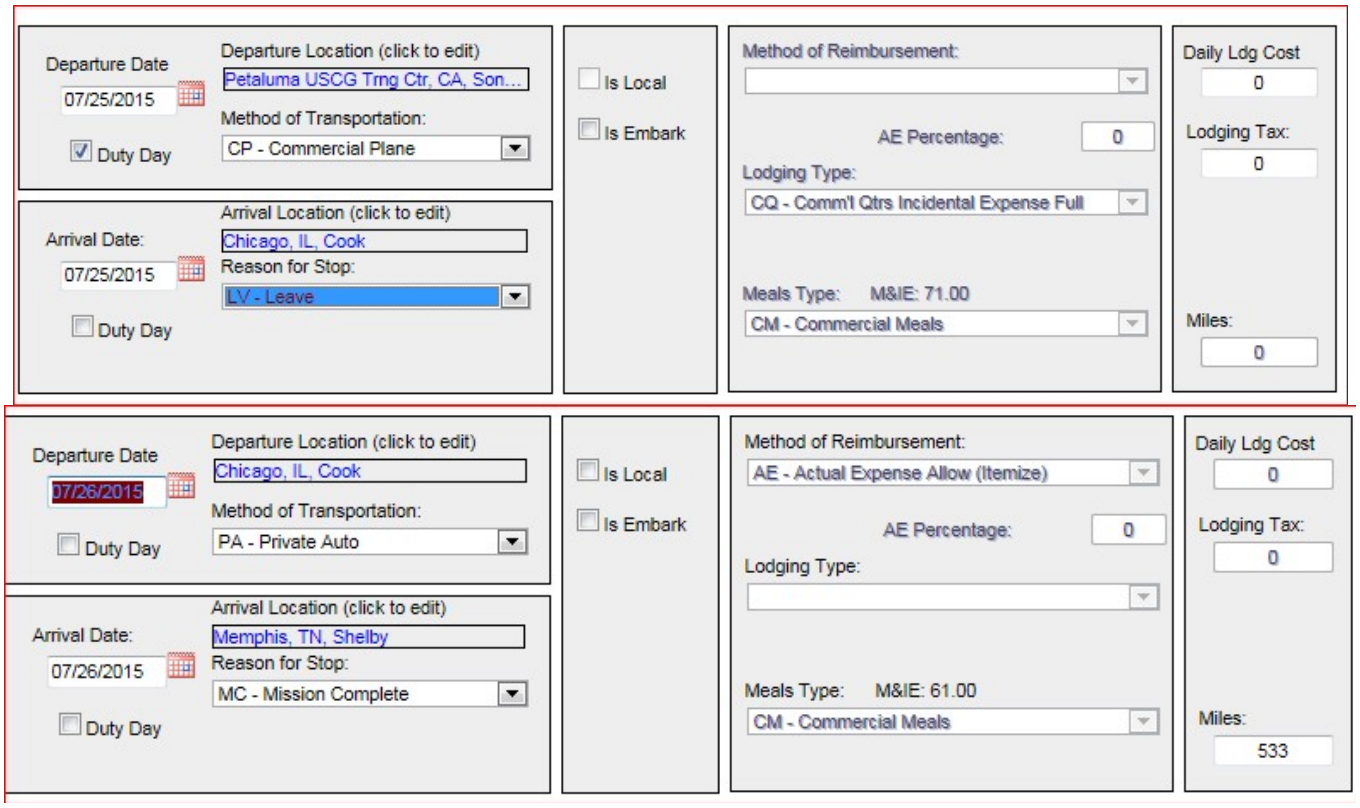
Member's family cannot travel from Petaluma – only from their HOR. So, member will select himself for travel from Petaluma to HOR



If member goes on leave at this locality enter "**LV – Leave**", if he is taking off immediately use "**AT – Awaiting Transportation**"



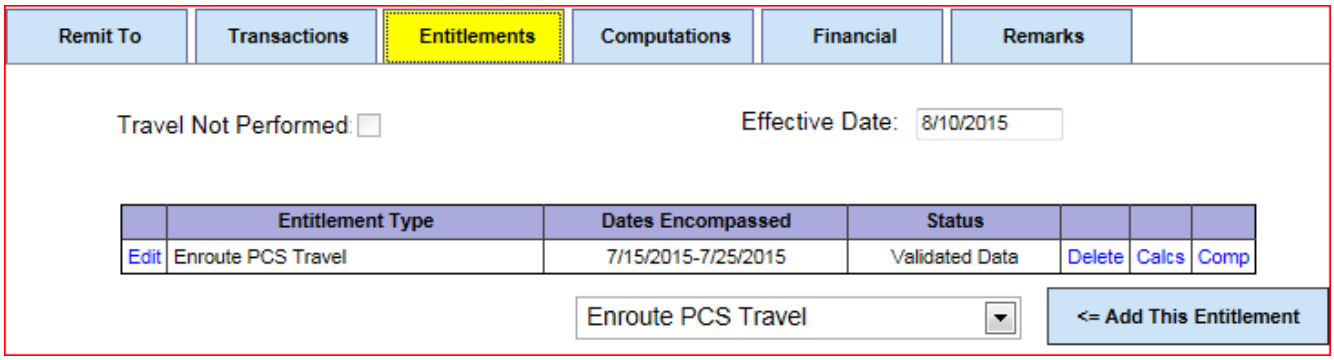




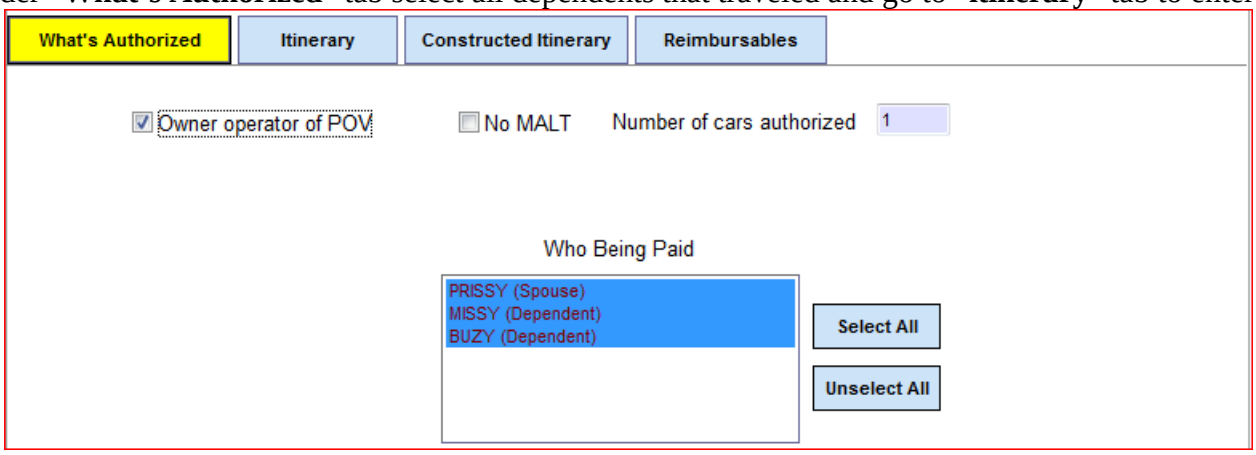
Dependents show on this screen but are not being paid

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
7/25/2015 7/25/2015	DEP ARR	Petaluma USCG Trng Ctr, CA, Sonoma Chicago, IL, Cook	CP AT	☑ ☐		☐ LDP		☐	PRISSY 0	0.00	0.00	0	Edit Insert	Del
7/26/2015 7/26/2015	DEP ARR	Chicago, IL, Cook Memphis, TN, Shelby	PA MC	☐ ☐		☐	NLG	☐	PRISSY 0	0.00	0.00	533	Edit Insert	Del

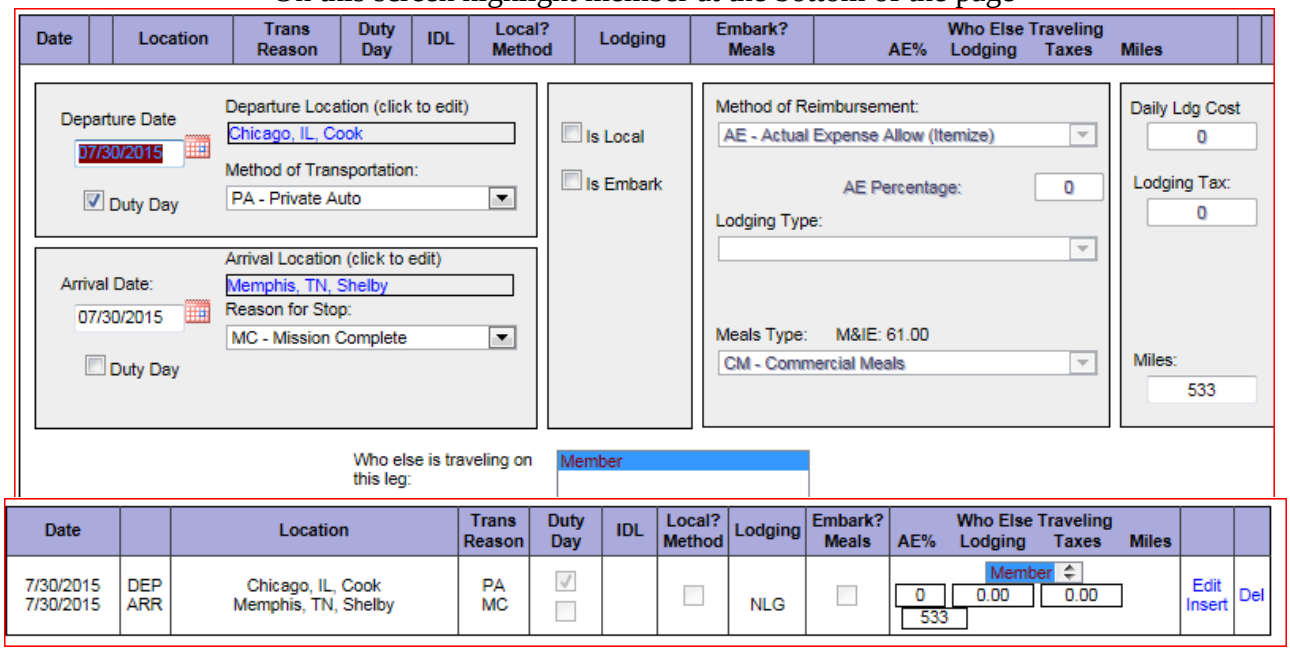
Now we will enter the second leg of the trip, go back "**Entitlements**" tab and add a second row select "**Add This Entitlement**"



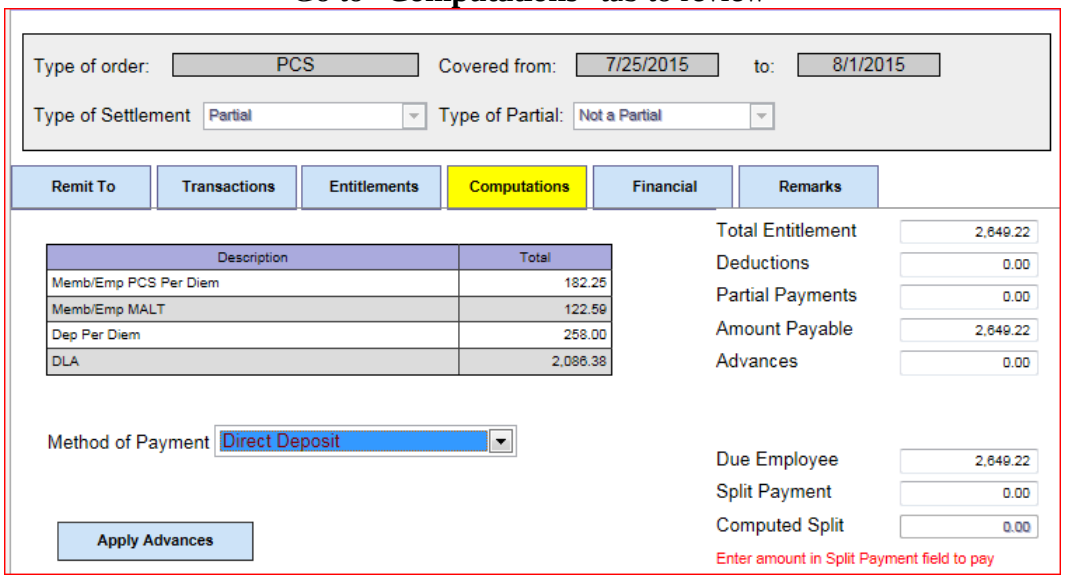
Under "**What's Authorized**" tab select all dependents that traveled and go to "**itinerary**" tab to enter trip



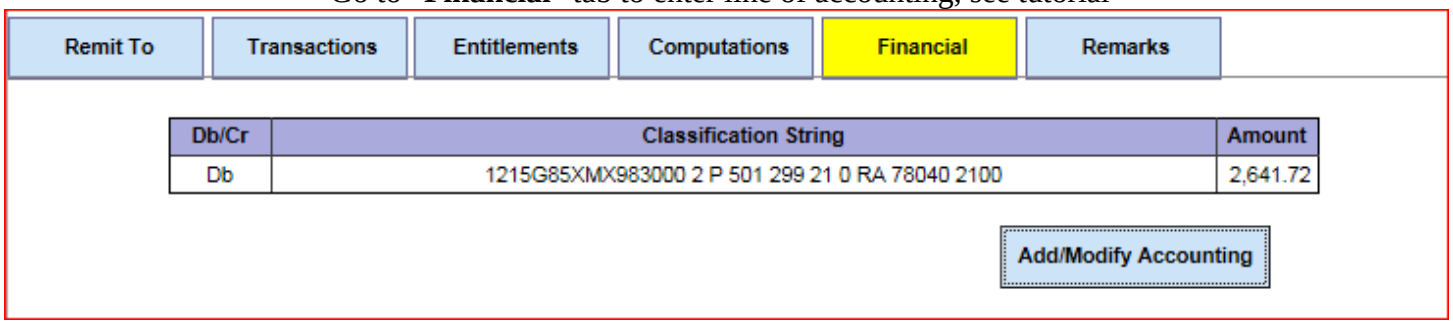
On this screen highlight member at the bottom of the page



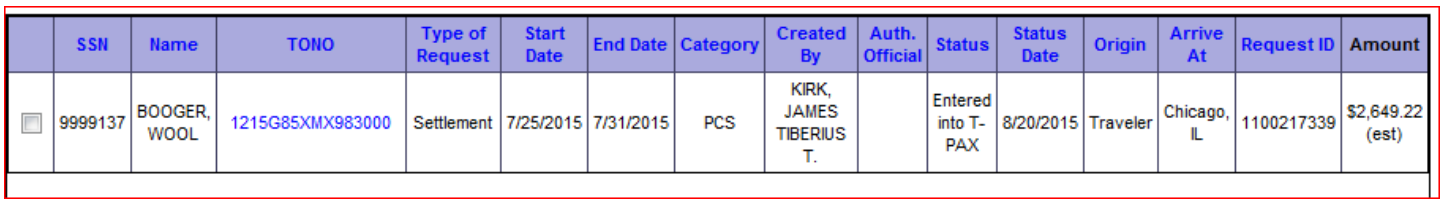
Go to "**Computations**" tab to review



Go to "**Financial**" tab to enter line of accounting, see tutorial



Save claim and release to AO



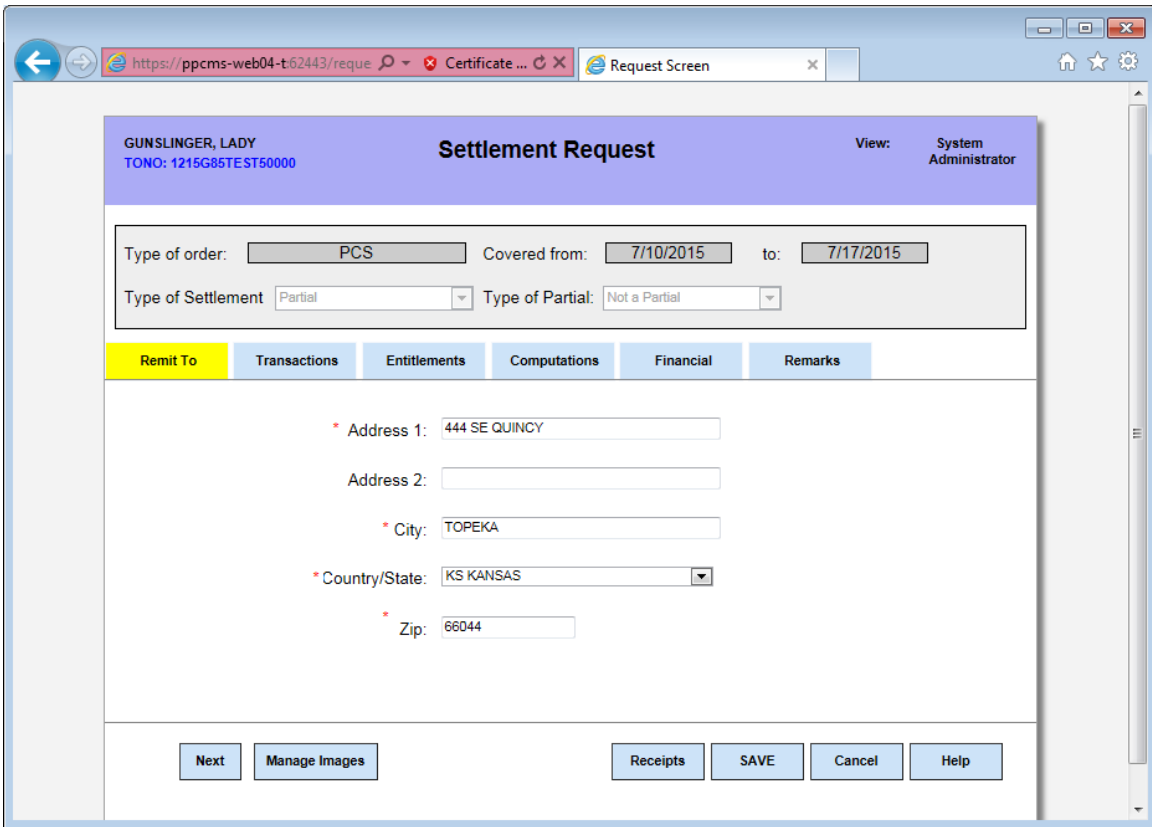
	SSN	Name	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount
☐	9999137	BOOGER, WOOL	1215G85XMX983000	Settlement	7/25/2015	7/31/2015	PCS	KIRK, JAMES TIBERIUS T.		Entered into T-PAX	8/20/2015	Traveler	Chicago, IL	1100217339	$2,649.22 (est)

Getting married enroute

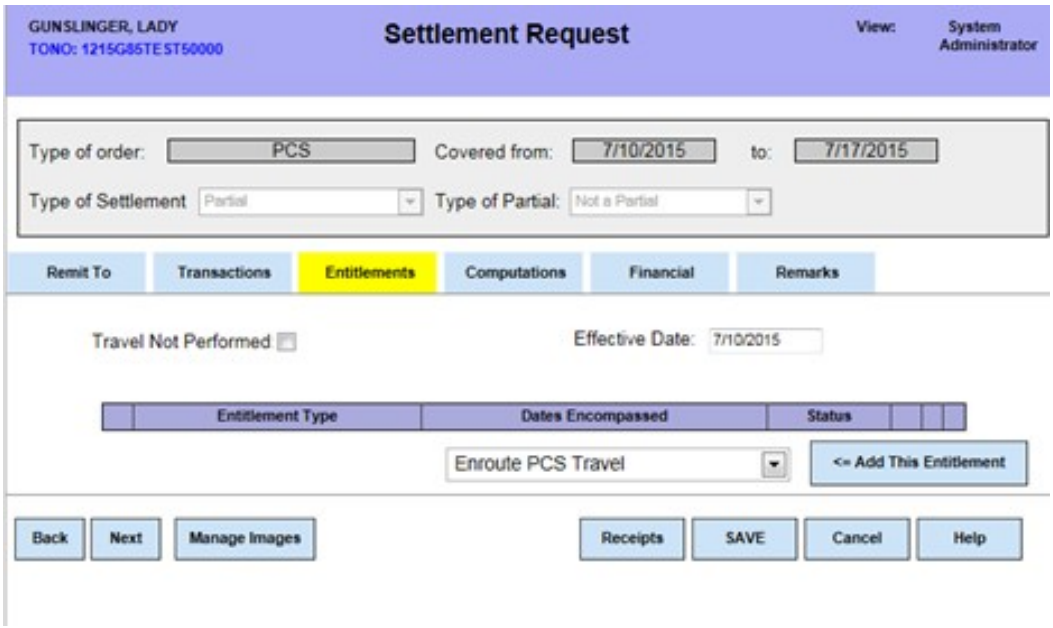
Travel Mixed Mode "Married En-route"

Member traveling with 1 POV from "A" school, marrying en-route, still 1 POV

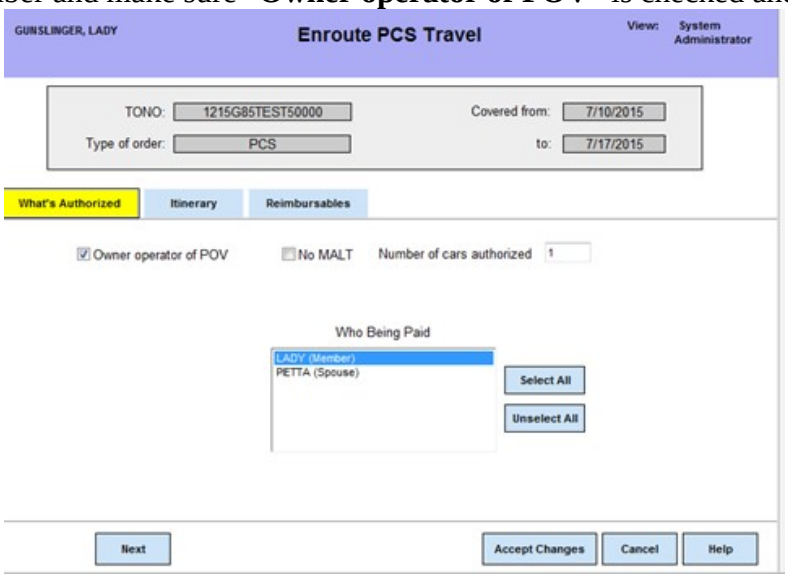
Enter home address at new PDS



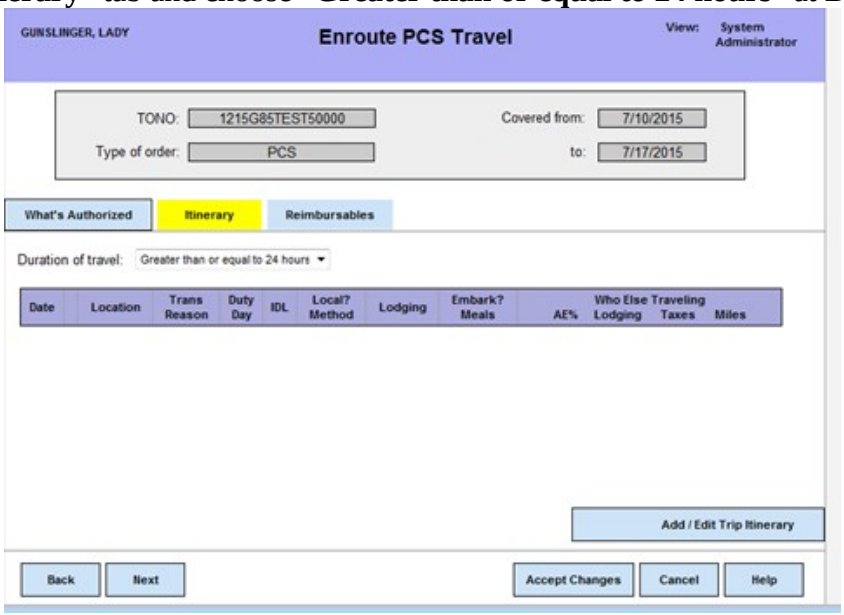
Under "**Entitlements**" tab select "**Add This Entitlement**"



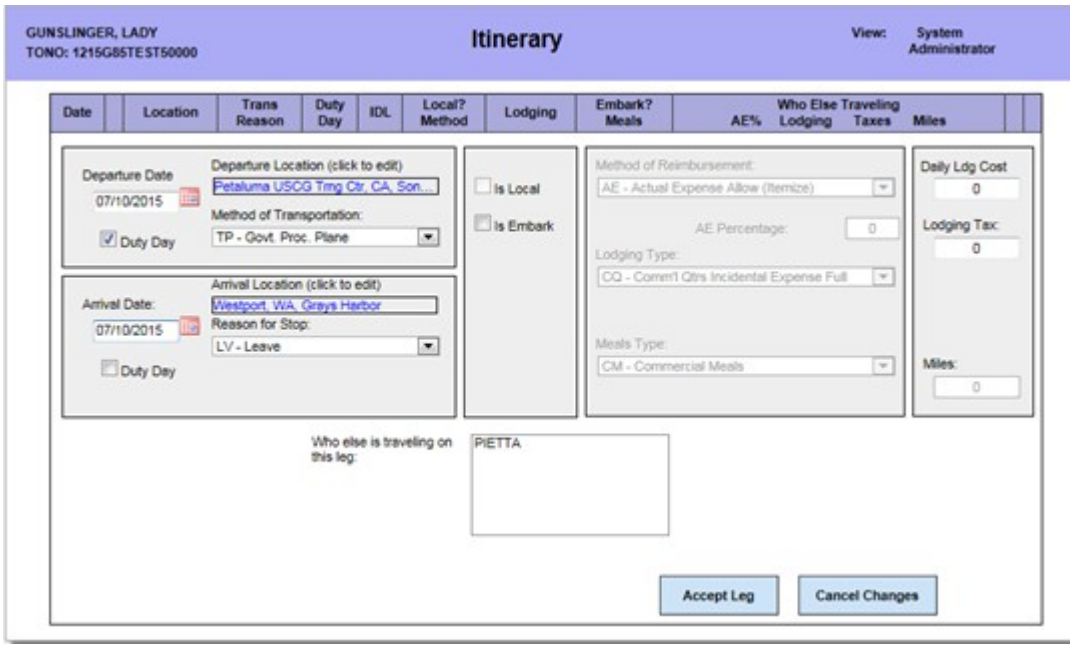
Select ONLY the member and make sure "**Owner operator of POV**" is checked and only 1 car authorized



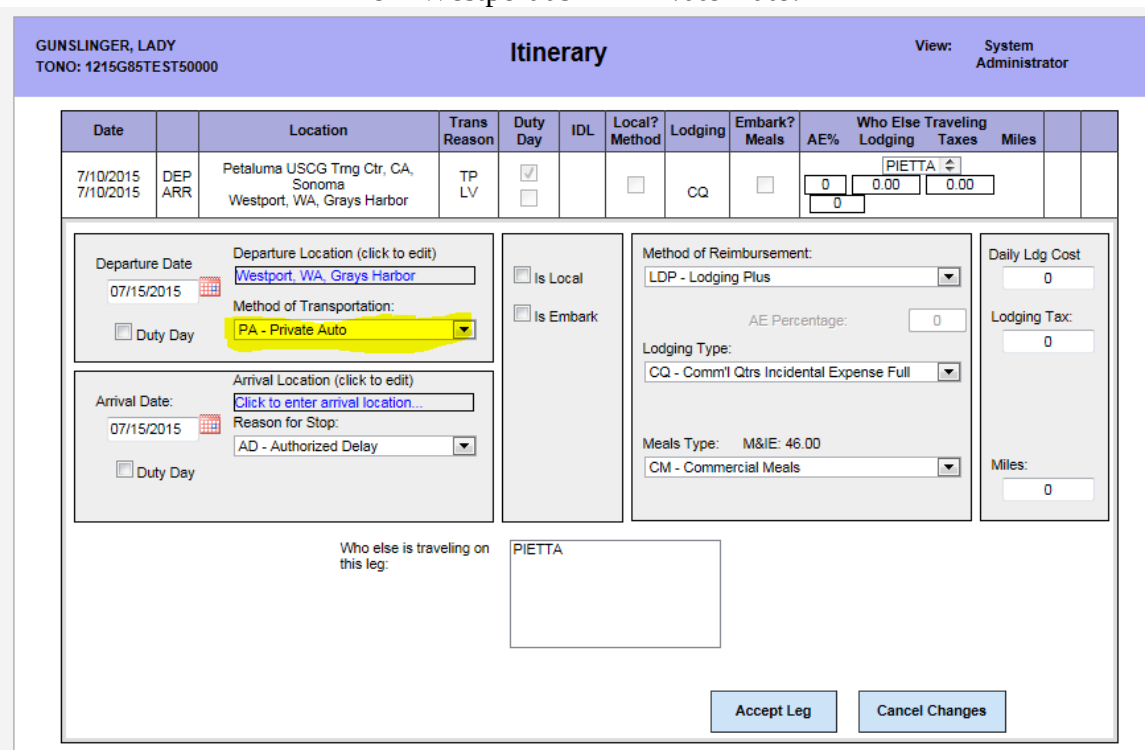
Click on the "**Itinerary**" tab and choose "**Greater than or equal to 24 hours**" at Duration of Travel



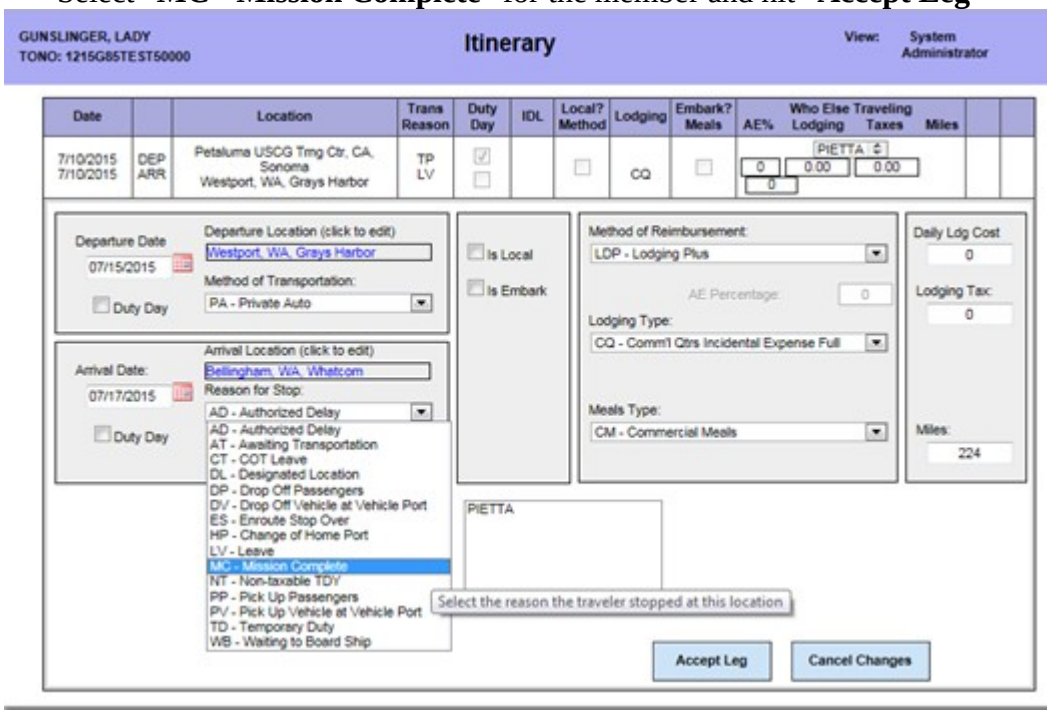
Enter traveling dates, and departure location. In this scenario, member is traveling from Petaluma USCG TRACEN on 07/10/2015 by TP-Govt. Proc. Plane to Westport, WA. Choose the reason for stop to be LV-Leave.



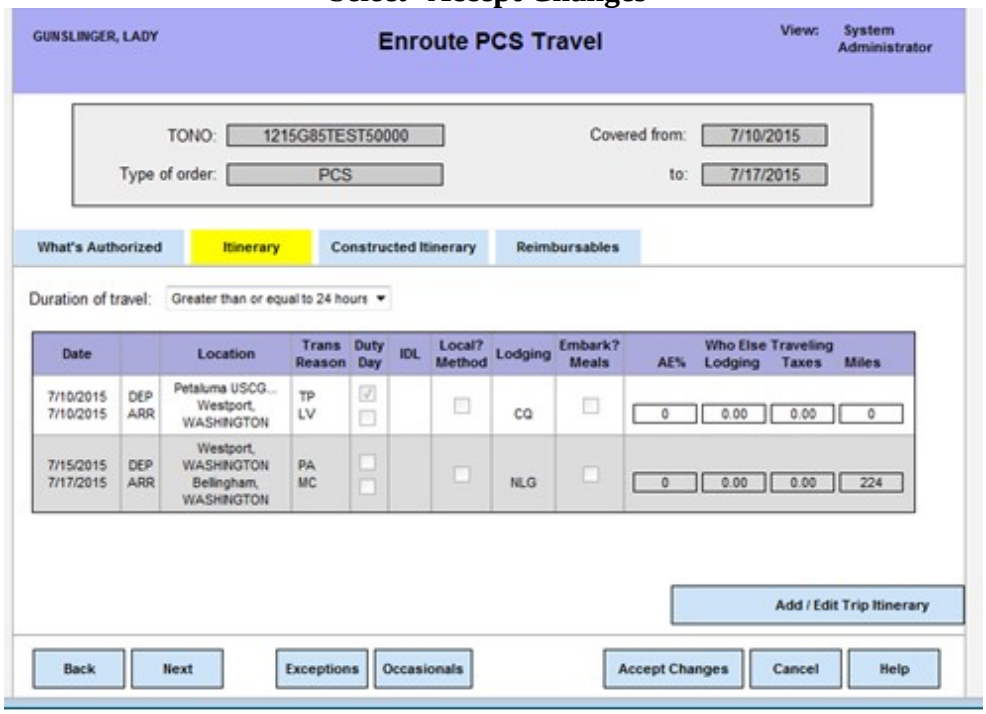
Member is getting married while en-route in Westport, WA. This will be mixed mode, so enter member leaving from Westport as PA-Private Auto.



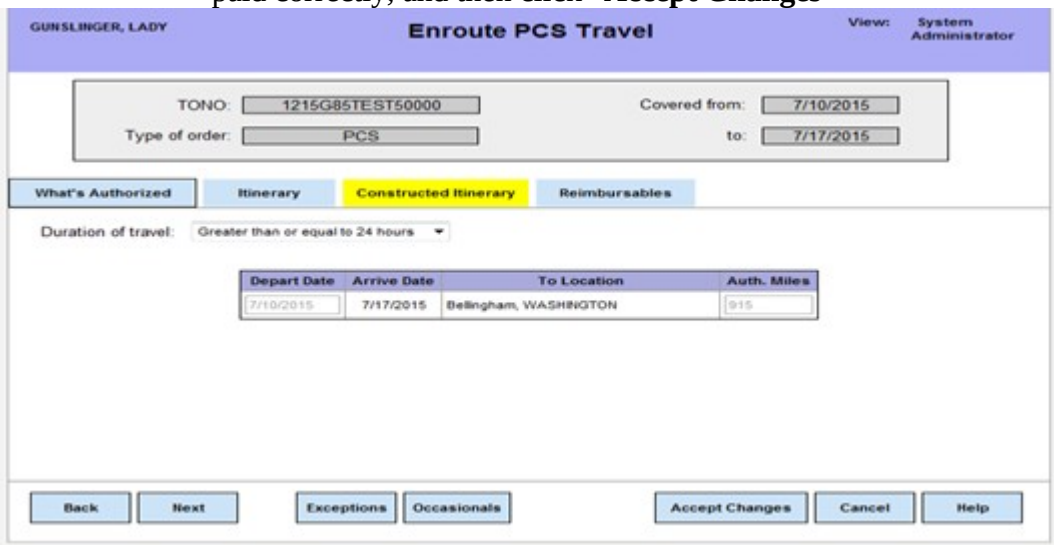
Select "**MC - Mission Complete**" for the member and hit "**Accept Leg**"



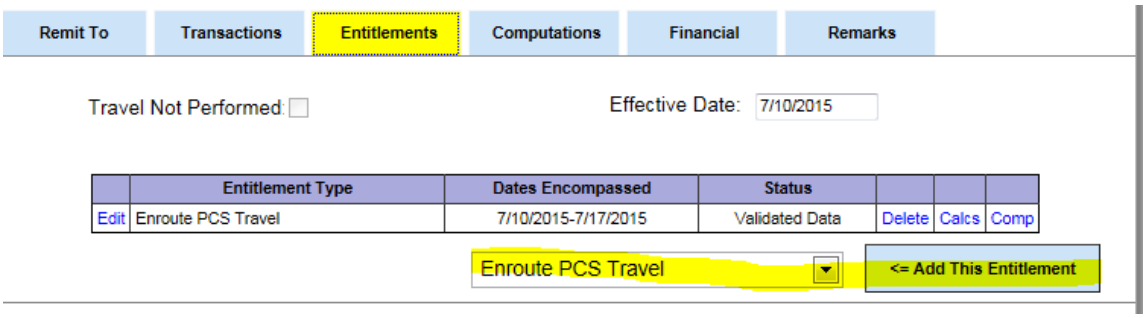
Select "**Accept Changes**"



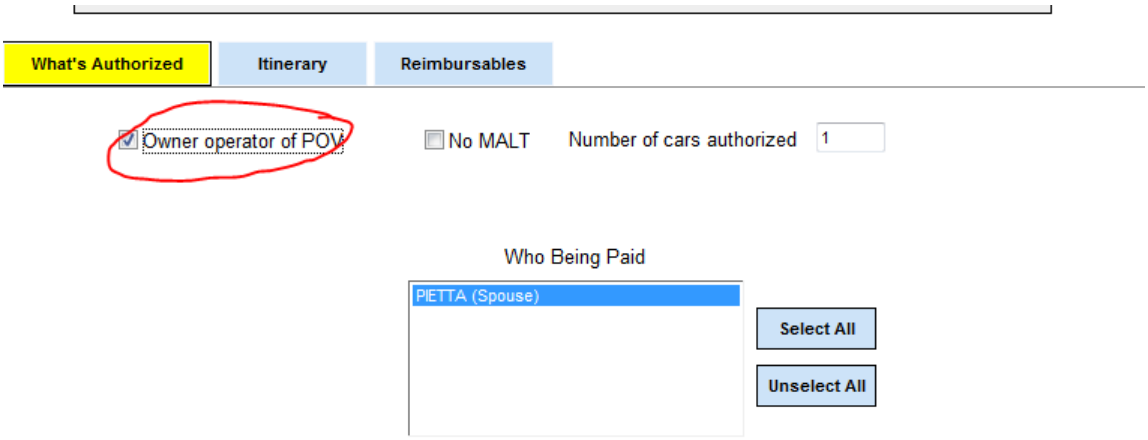
There are no reimbursable expenses to enter, so check the constructed itinerary to make sure all miles have been paid correctly, and then click "**Accept Changes**"



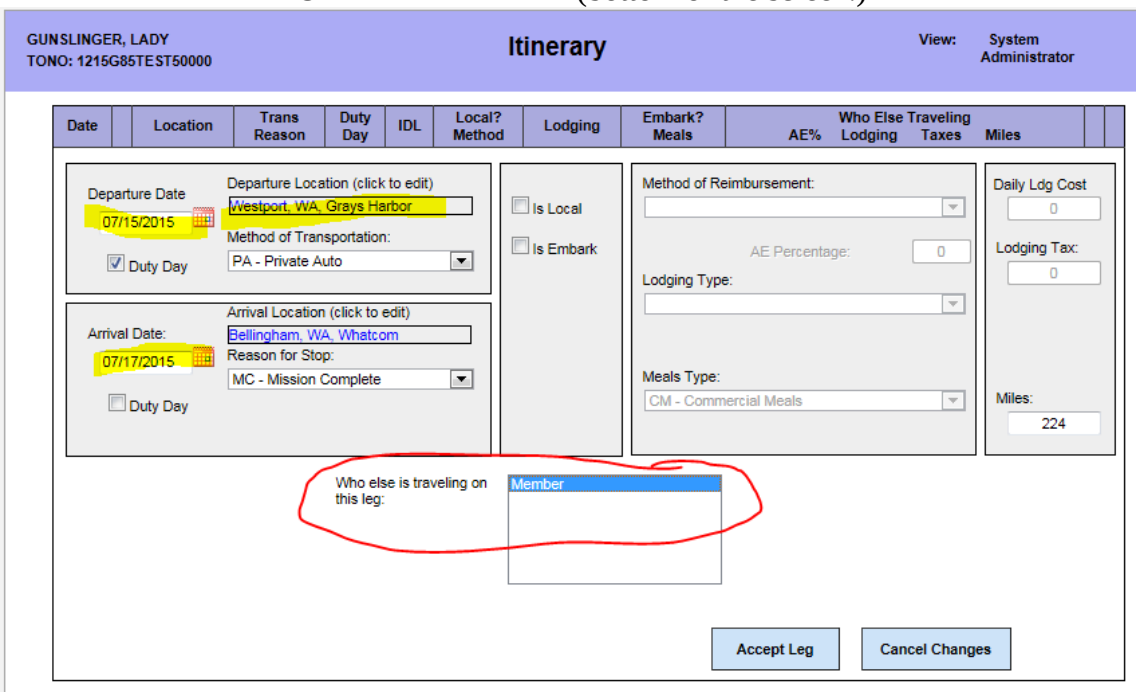
Now, you will need to enter the spouse's itinerary, so choose "**Add this Entitlement**" again for En-route PCS Travel.



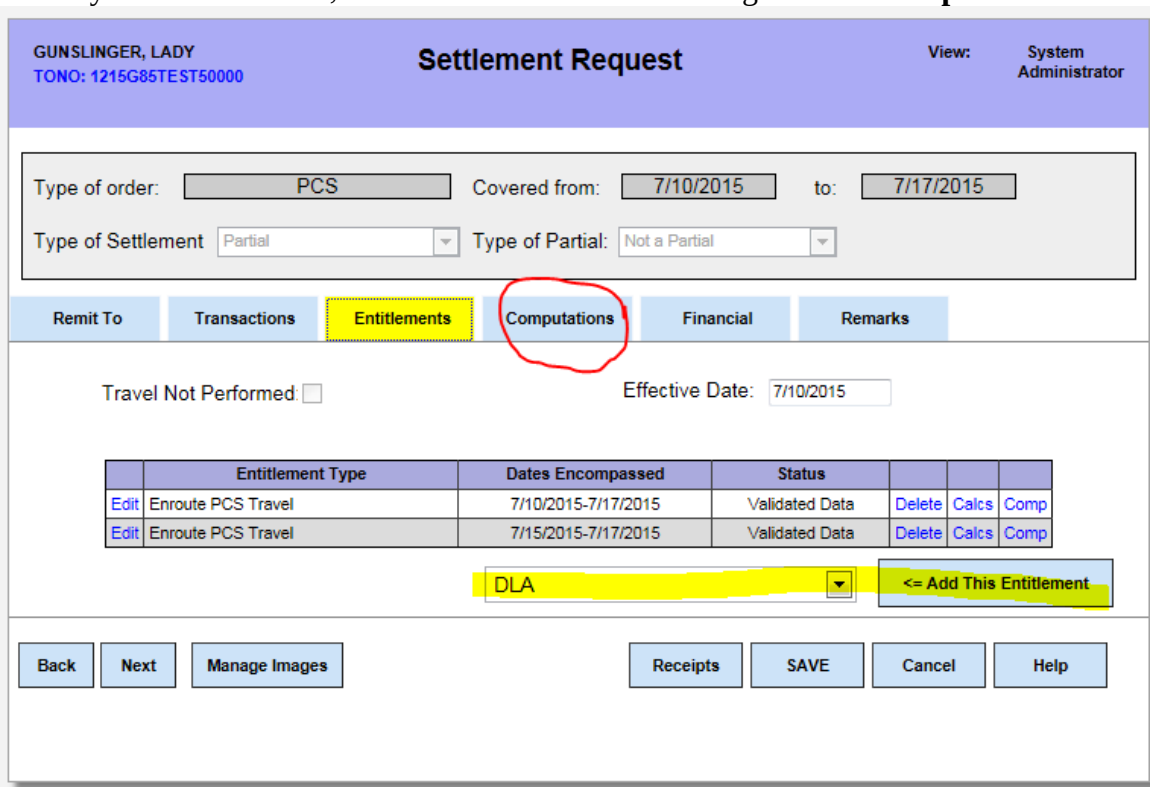
Uncheck "**Owner Operator of POV**" and continue on to Itinerary.



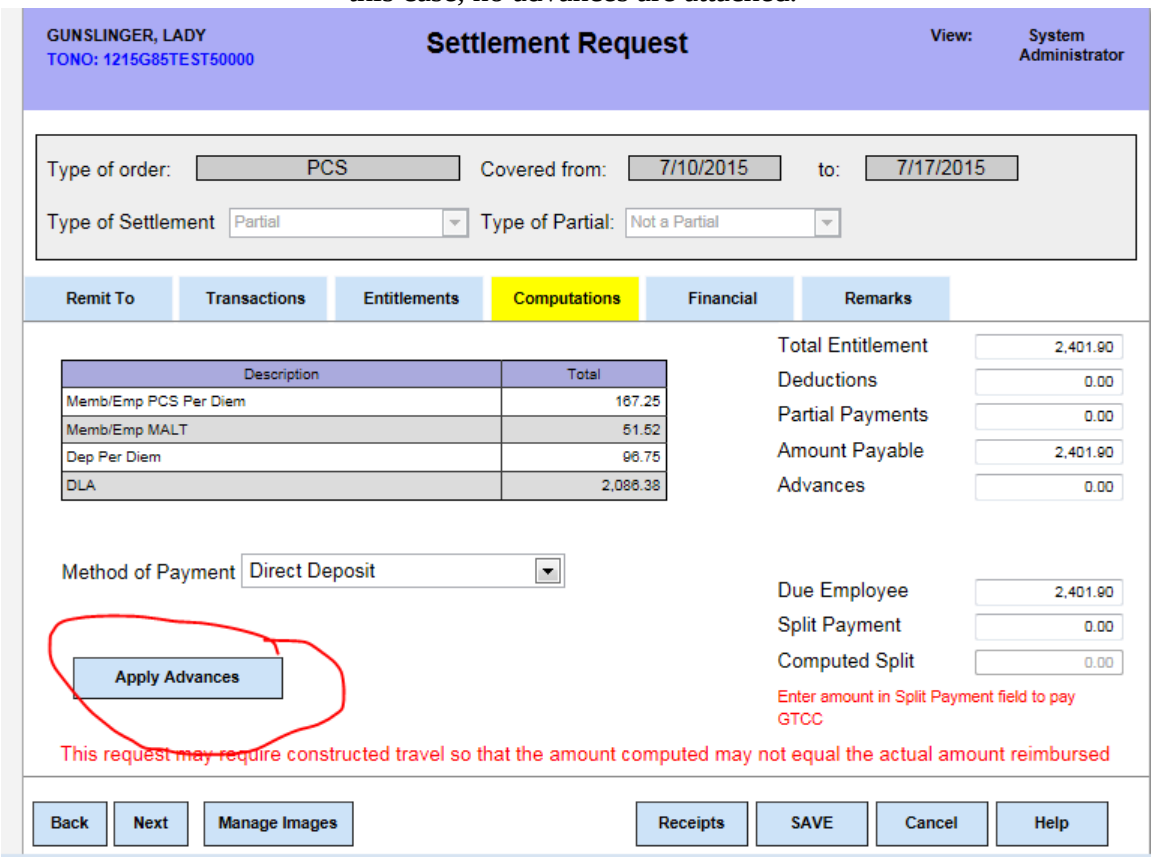
Member and Spouse were married in Westport, WA and began travel together 07/15/2015. Enter the arrival date to the new PDS to be the same as the members, 07/17/2015. MAKE SURE YOU ADD THE MEMBER TO THE ITINERARY (bottom of the screen.)



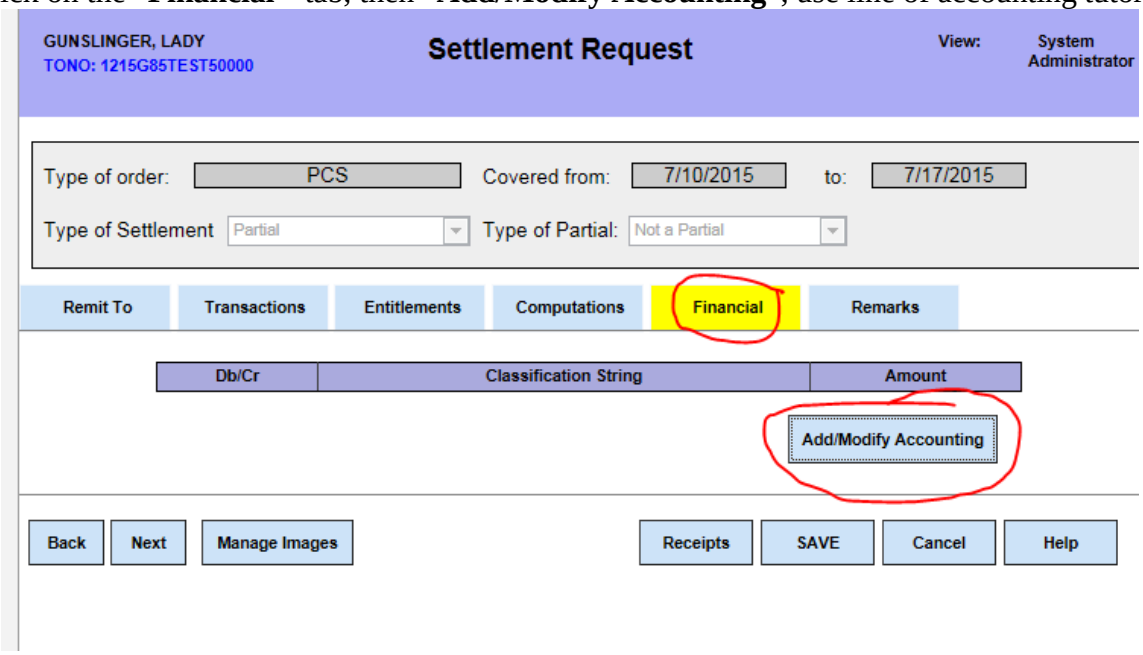
Select "**Accept Leg**" then "**Accept Changes**" and check the "**Constructed Itinerary**" tab once again. Once you have done this, enter the DLA entitlement and go to the "**Computations**" tab



Check that ALL entitlements are paid correctly and apply and advances that may be attached to this TONO. In this case, no advances are attached.

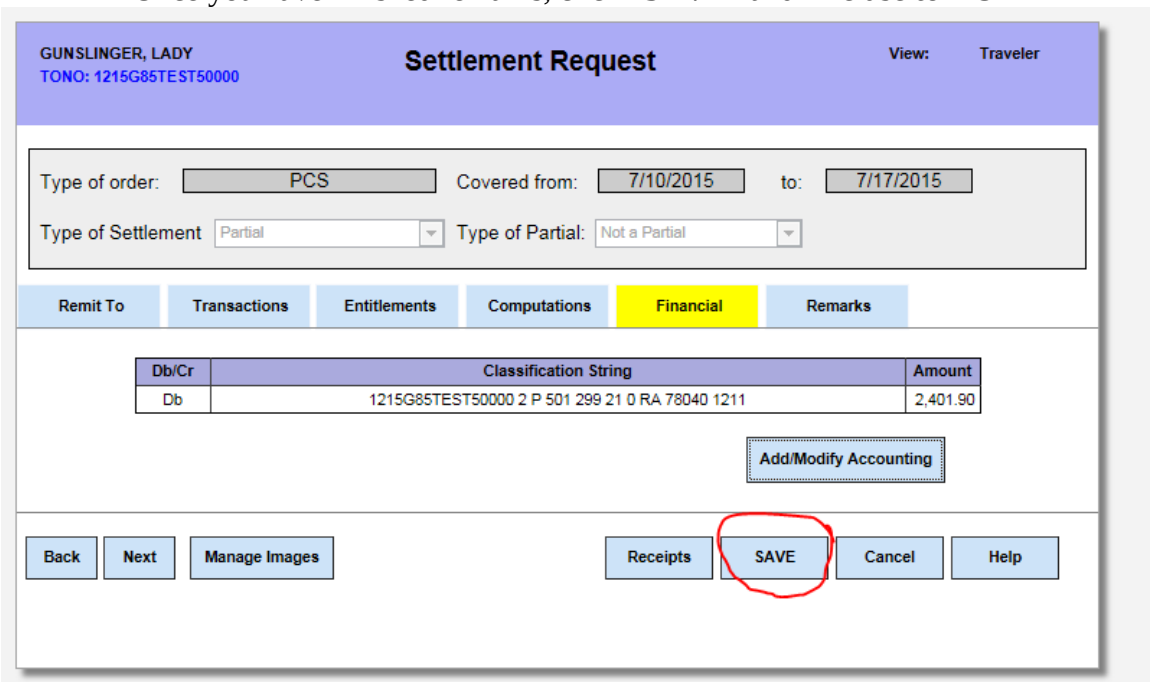


Click on the "**Financial** " tab, then "**Add/Modify Accounting**", use line of accounting tutorial



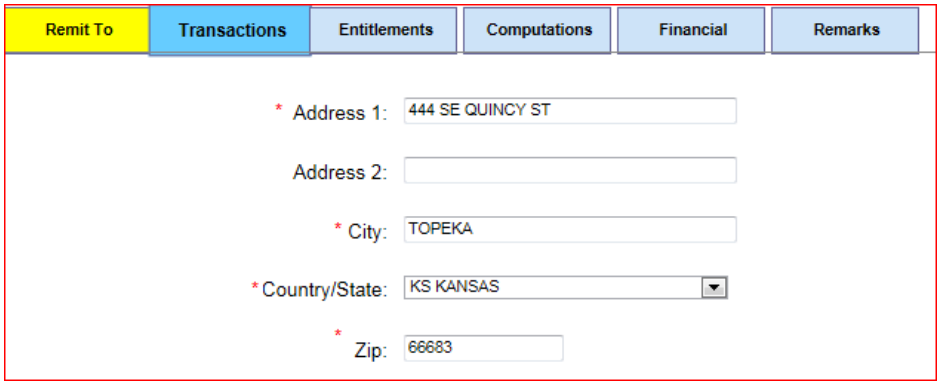
Enter Remarks if needed.

Once you have finished remarks, click "**SAVE**" and "**Relase to AO**"

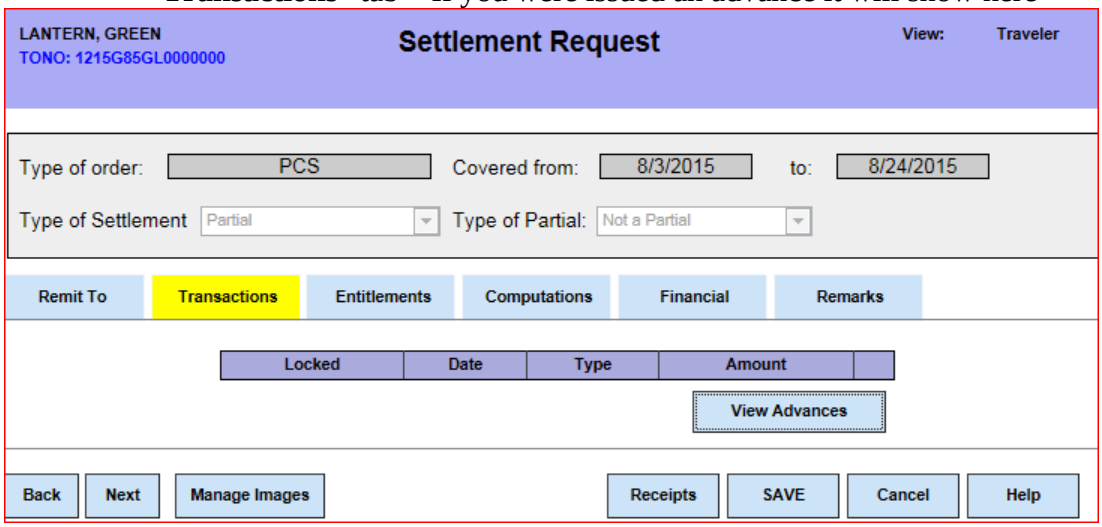


Alaska Ferry – POV

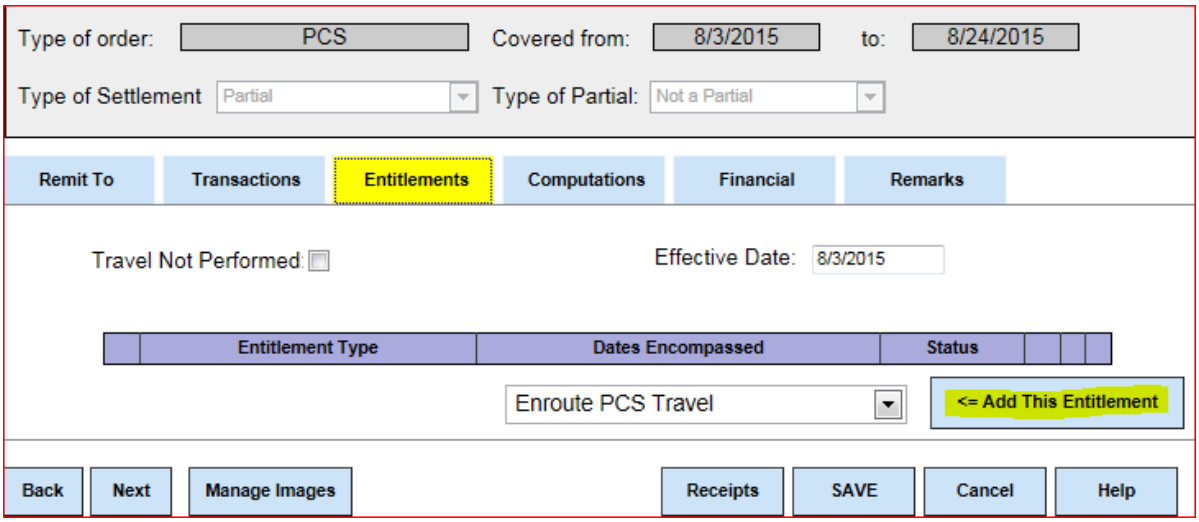
Enter home address at new PDS



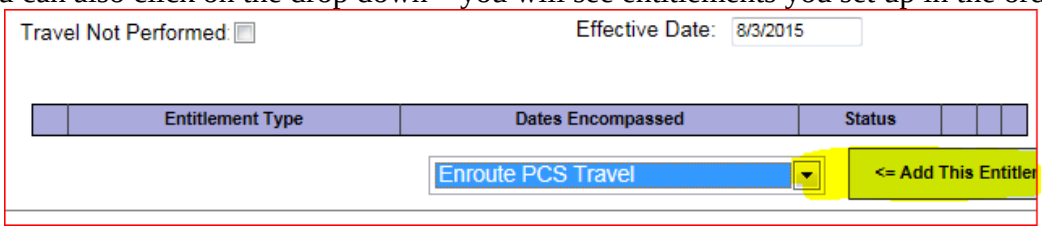
"**Transactions**" tab – If you were issued an advance it will show here



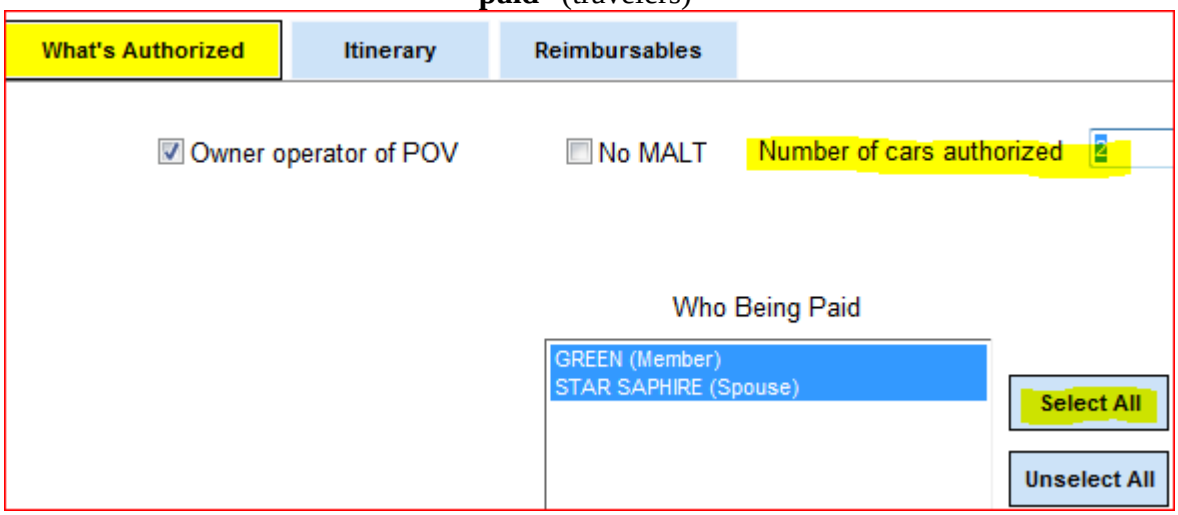
Go to "**Entitlements**" tab and select "**Add This Entitlement**"



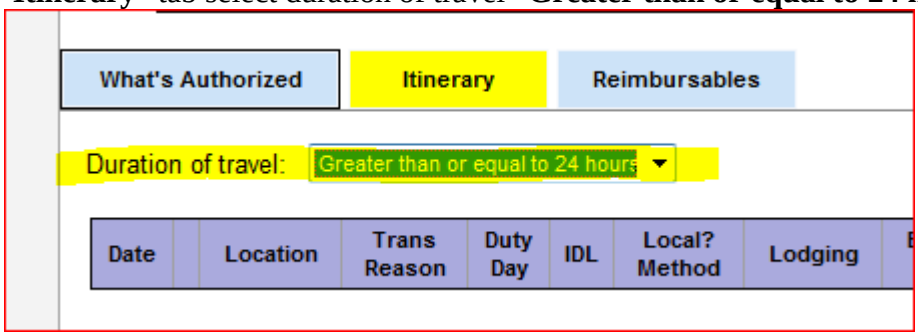
You can also click on the drop down – you will see entitlements you set up in the orders



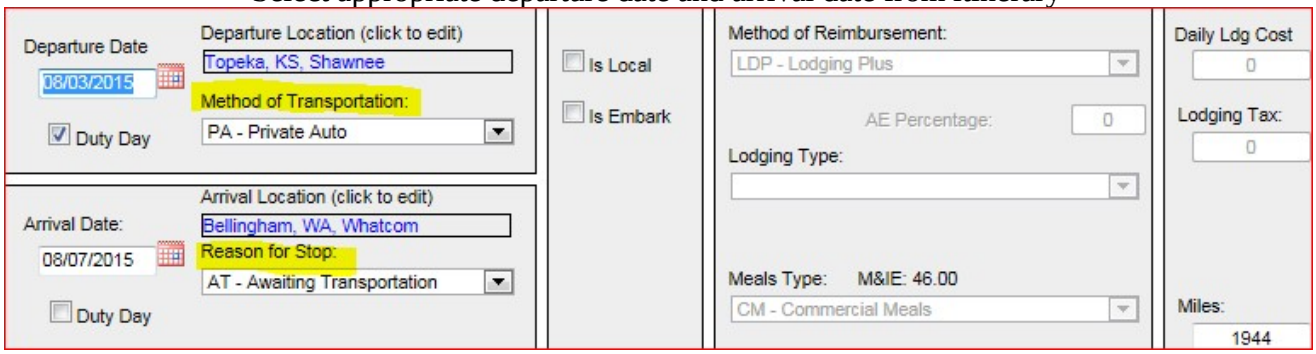
Check "**Owner operator of POV**", "**Number of cars authorized**" (in this case will be 2) and "**Who being paid**" (travelers)



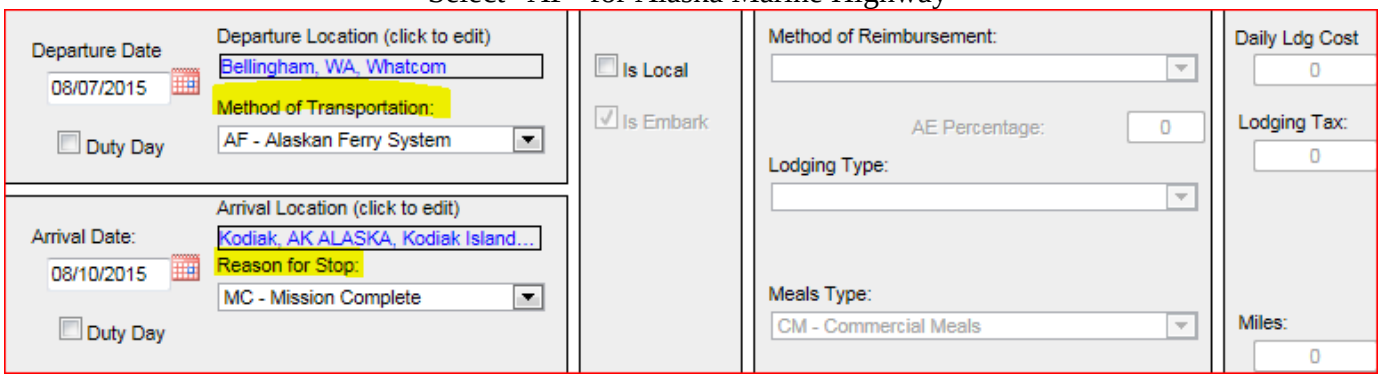
Under "**Itinerary**" tab select duration of travel "**Greater than or equal to 24 hours**"



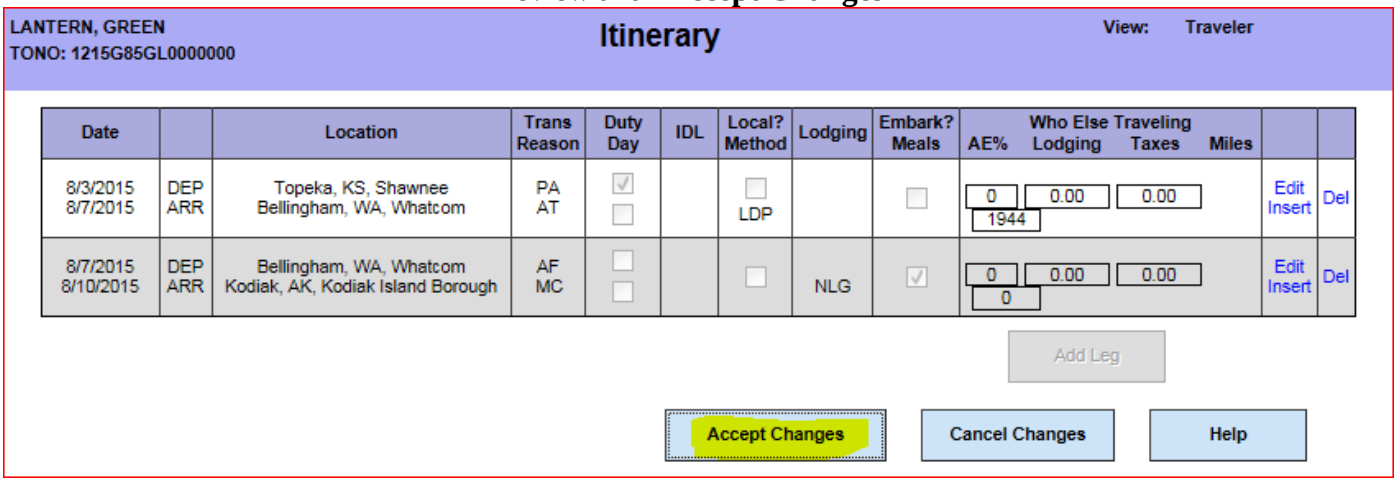
Select appropriate departure date and arrival date from itinerary



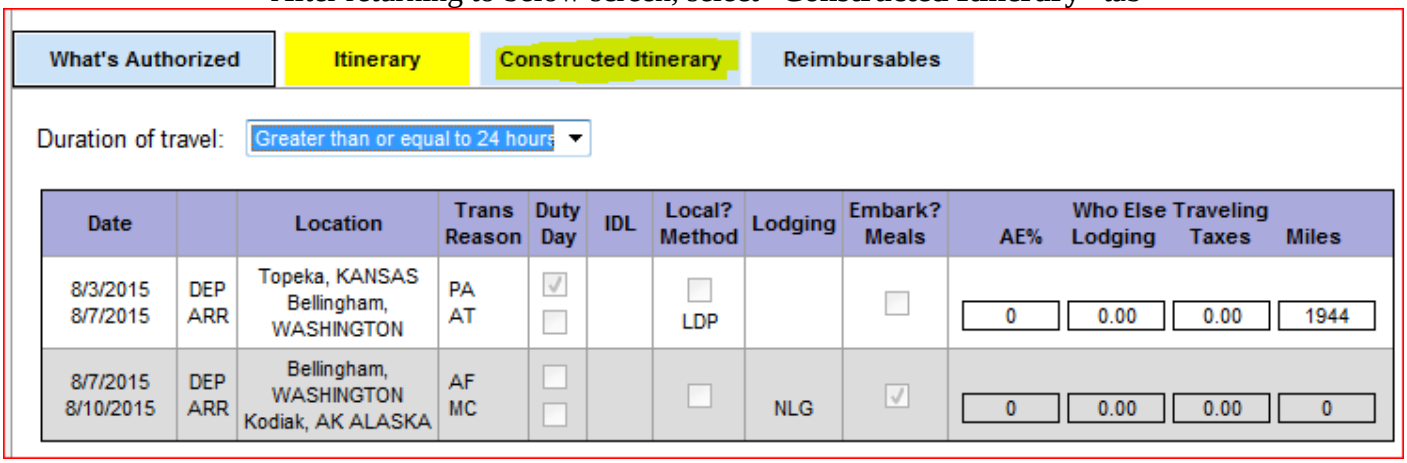
Select “AF” for Alaska Marine Highway



Review and “**Accept Changes**”

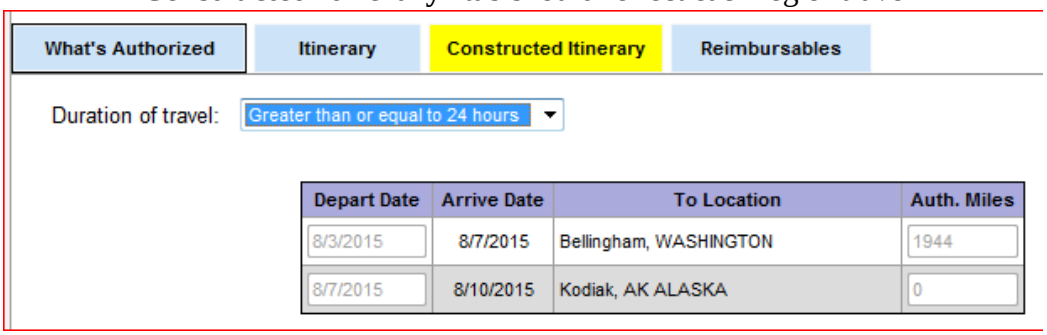


After returning to below screen, select “**Constructed Itinerary**” tab



Ensure you add your Images including Alaskan Ferry itinerary and receipt.

“**Constructed Itinerary**” tab should reflect each leg of travel



You can enter expenses under "**Reimbursable**" tab

Date	Description	Claimed	Dep?		
8/3/2015	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	15.00	☐	Edit	Delete

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Add Expense

Accept Changes | Cancel Changes | Help

After adding all applicable expenses you will be returned to this screen, "**Accept Changes**" again

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Date	Description	Claimed
8/3/2015	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	15.00

Member can verify that the number of travel days is correct by clicking on "**Calcs**" under the "**Itinerary**" tab

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: ☐ Effective Date: 8/3/2015

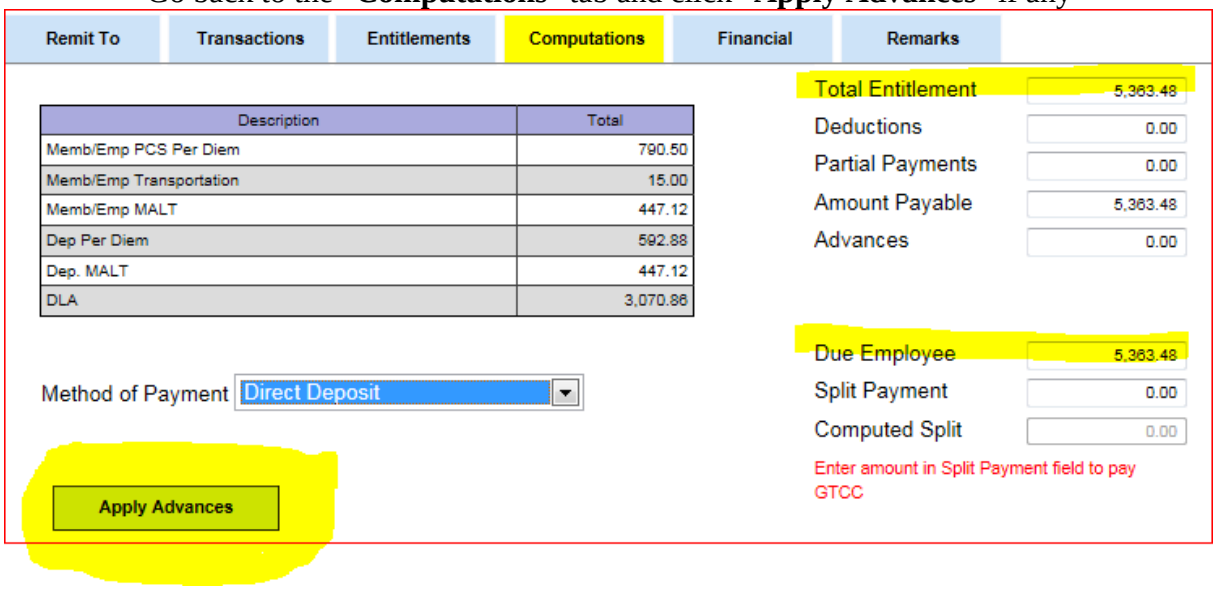
	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	8/3/2015-8/10/2015	Validated Data	Delete	Calcs	Comp

Member is authorized 7 travel days based on 1,944 miles and 3 days on Ferry

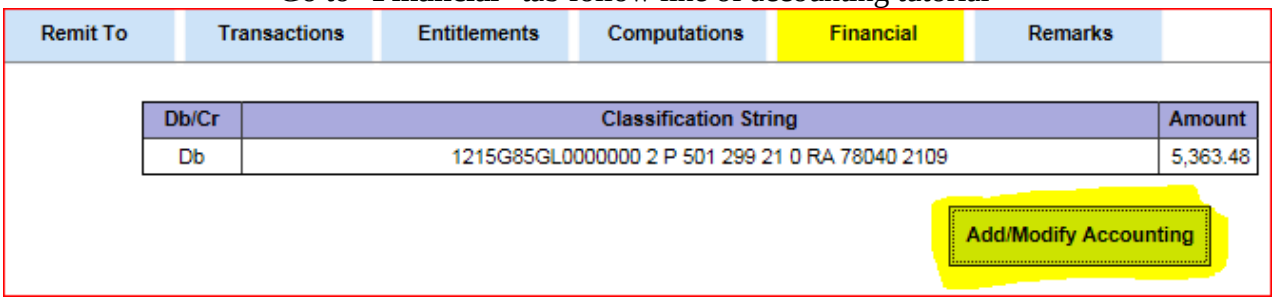
Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
08/03	FP											0.00	225.75	0.00	
08/04	FP											0.00	225.75	0.00	
08/05	FP											0.00	225.75	0.00	
08/06	FP											0.00	225.75	0.00	
08/07	AF											71.00	124.25	0.00	
08/08	AF											71.00	124.25	0.00	
08/09	AF											71.00	124.25	0.00	
08/10	LDP	180.00	82.00	CM	CM	CM	0.00			Partial	Day	61.50	107.63	0.00	
												Total	1383.38	0.00	

Go back to the "**Computations**" tab and click "**Apply Advances**" if any

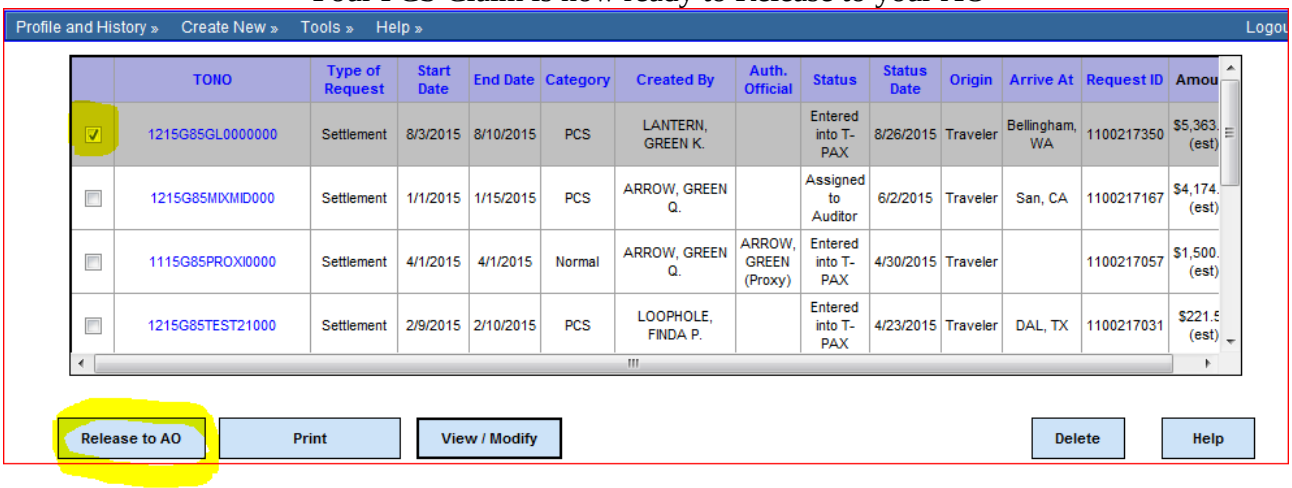


Go to "**Financial**" tab follow line of accounting tutorial



Once line of accounting is added, add any remarks if needed then select **SAVE**

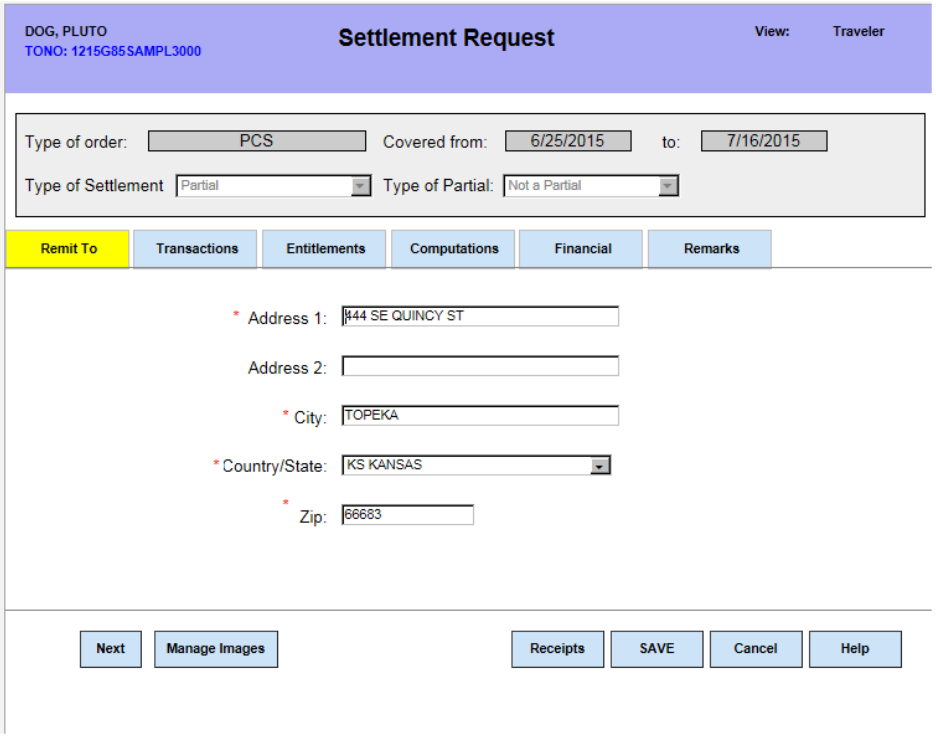
Your PCS Claim is now ready to Release to your AO



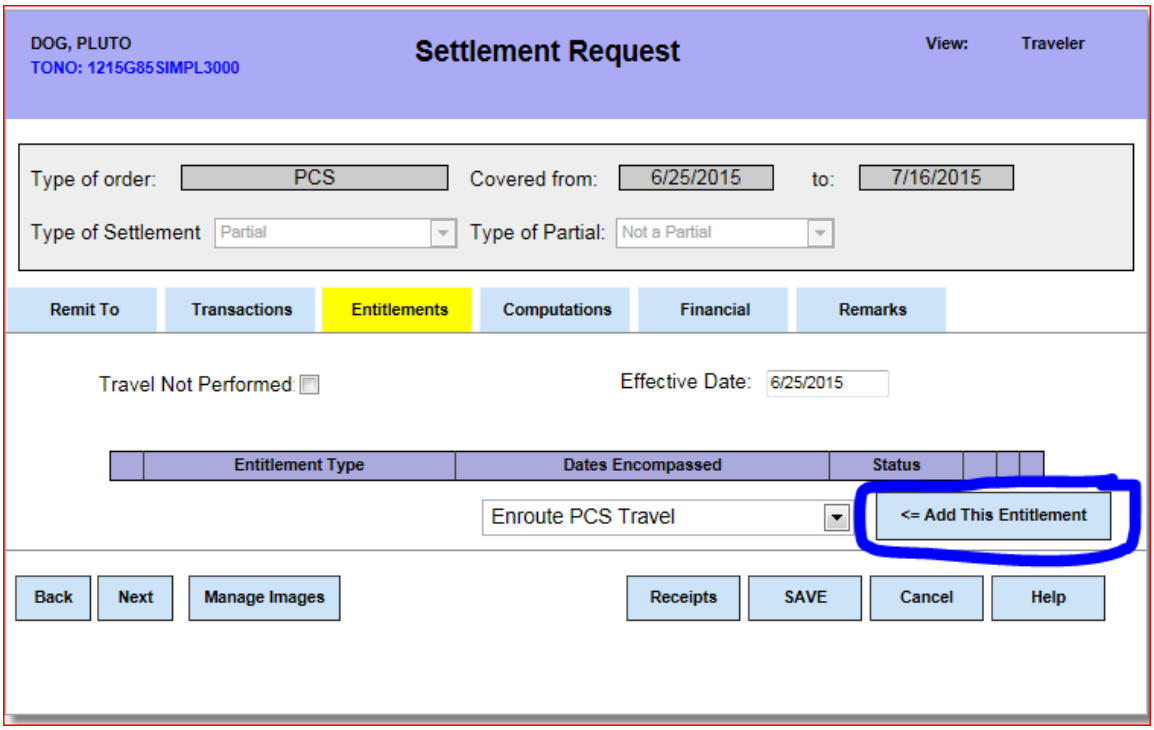
Alaska Ferry with POV Shipment

PCS Alaska with 2 POVs / Shipping one, driving one

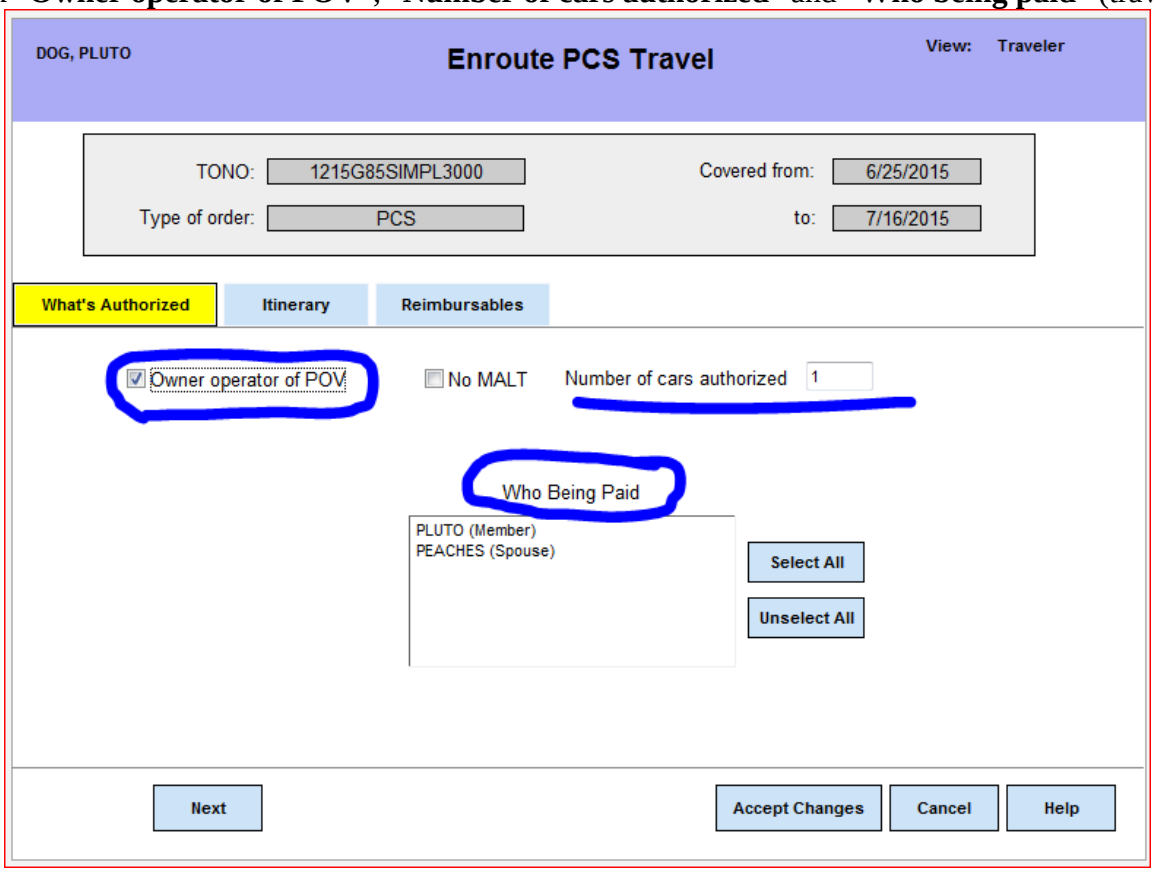
Update home Address at new PDS



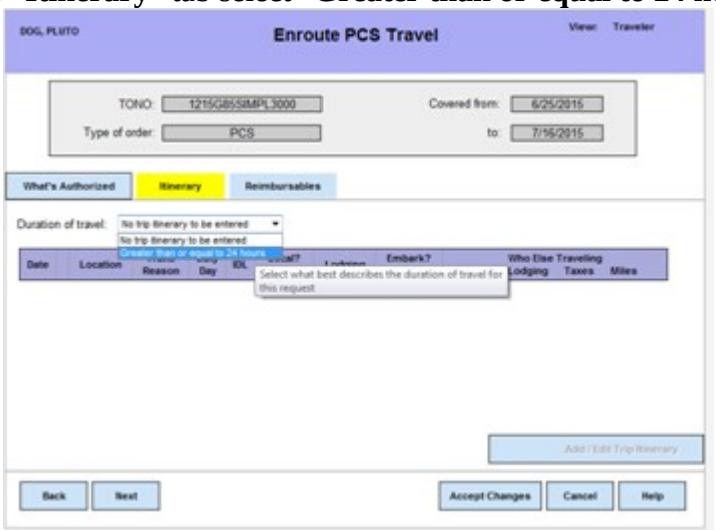
Go to "**Entitlements**" tab and select "**Add This Entitlement**"



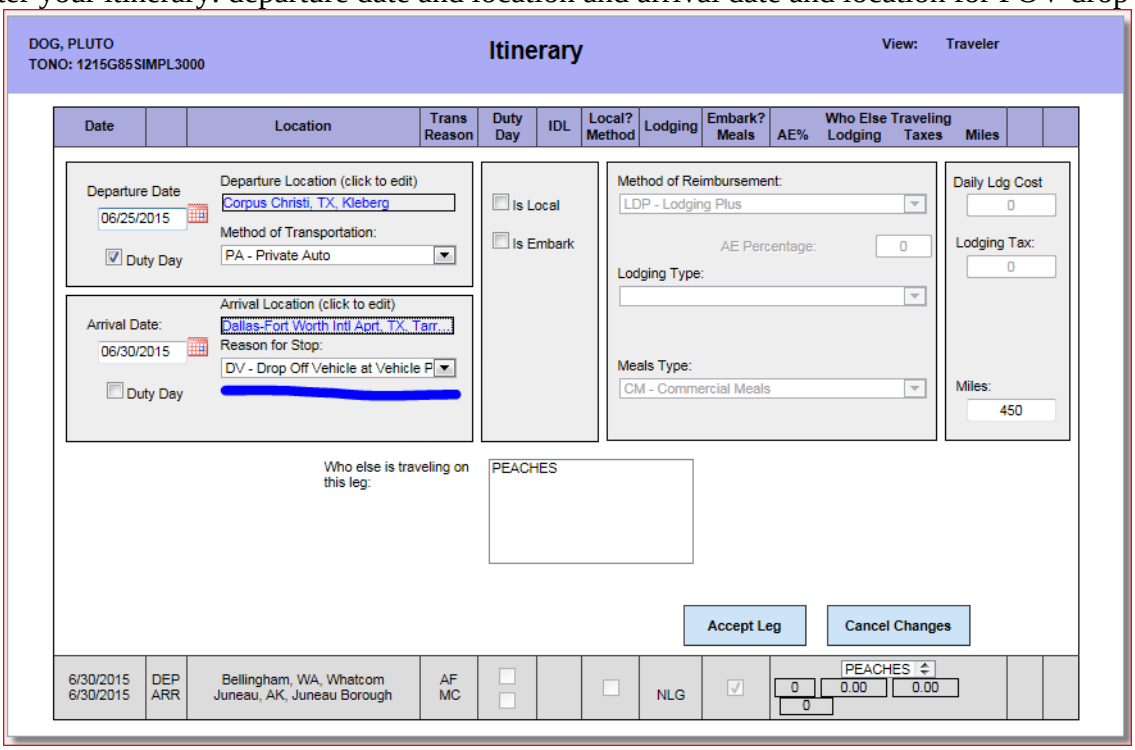
Check “**Owner operator of POV**”, “**Number of cars authorized**” and “**Who being paid**” (travelers)



Under “**Itinerary**” tab select “**Greater than or equal to 24 hours**”

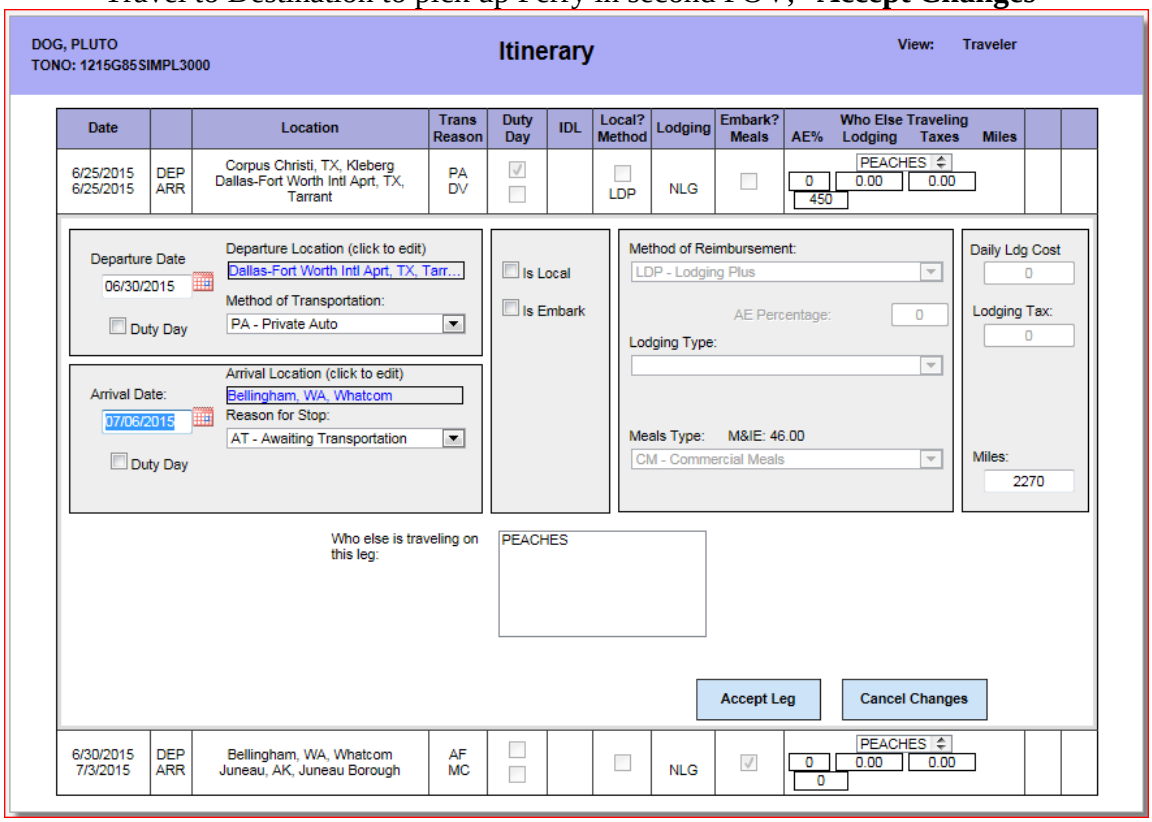


Enter your itinerary: departure date and location and arrival date and location for POV drop off

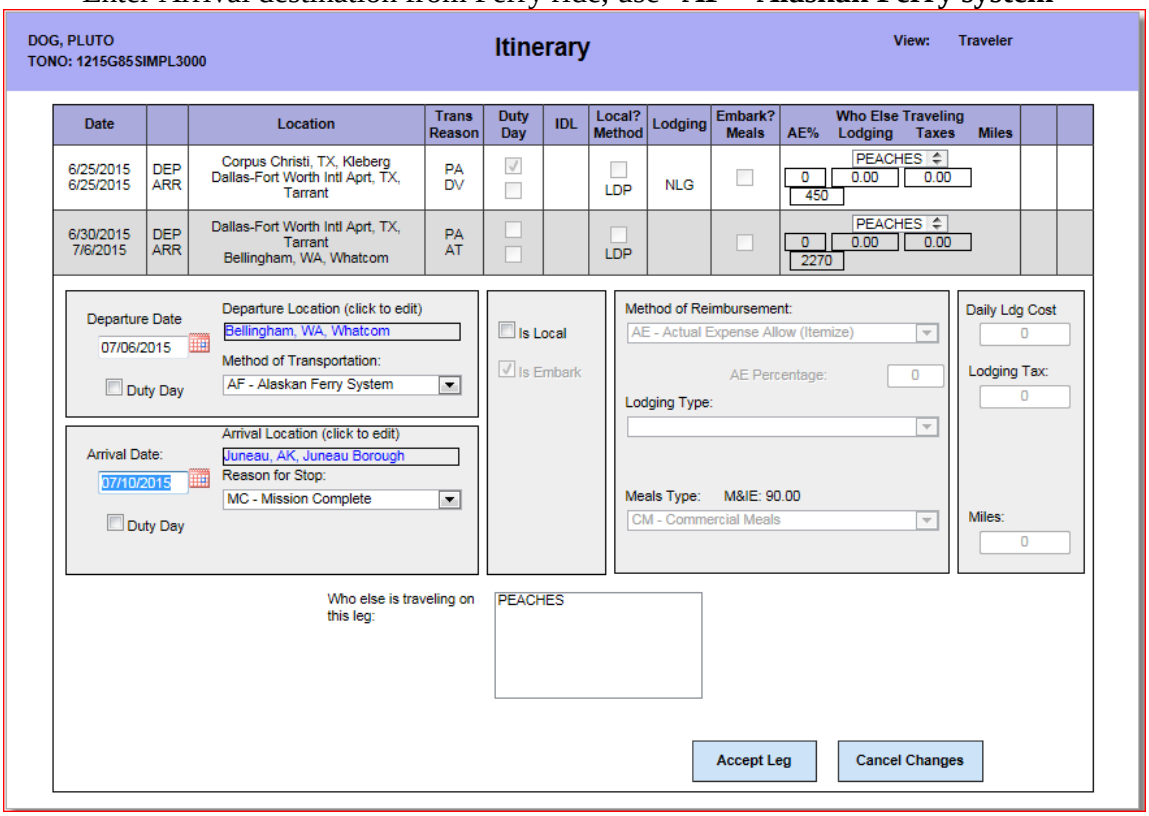


"**Accept Leg**" once reviewed for accuracy

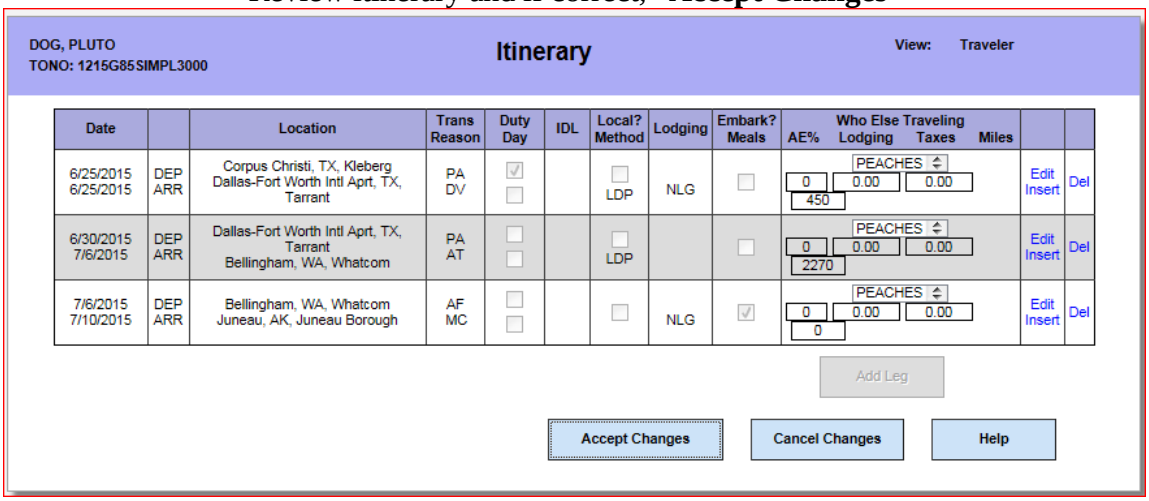
Travel to Destination to pick up Ferry in second POV, "**Accept Changes**"



Enter Arrival destination from Ferry ride, use “**AF – Alaskan Ferry system**”

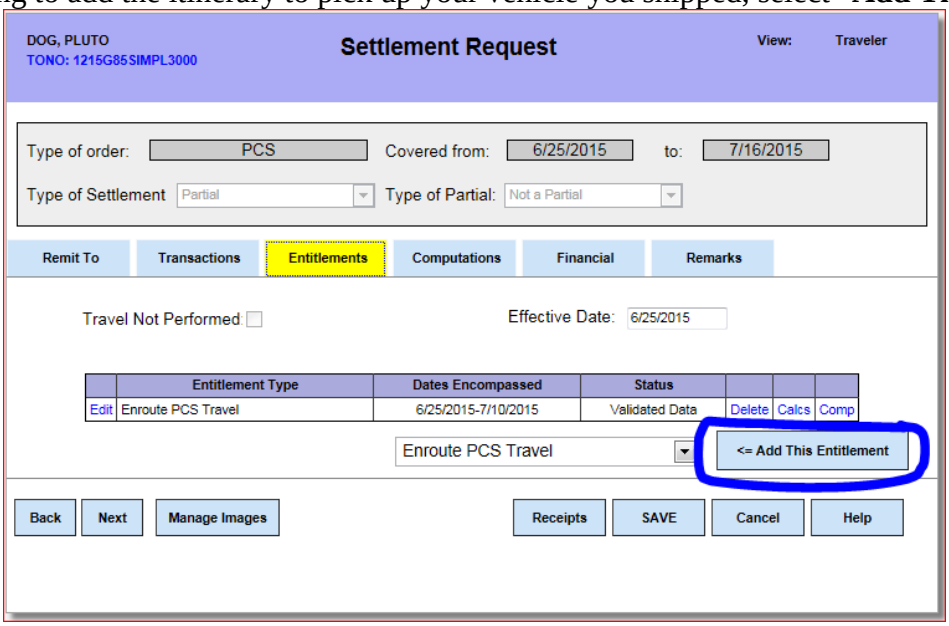


Review itinerary and if correct, “**Accept Changes**”

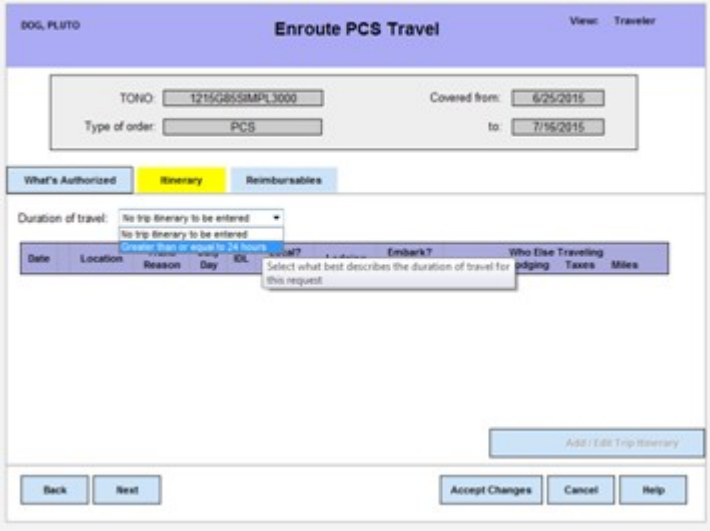


Ensure you add your Images including Alaskan Ferry itinerary and receipt.

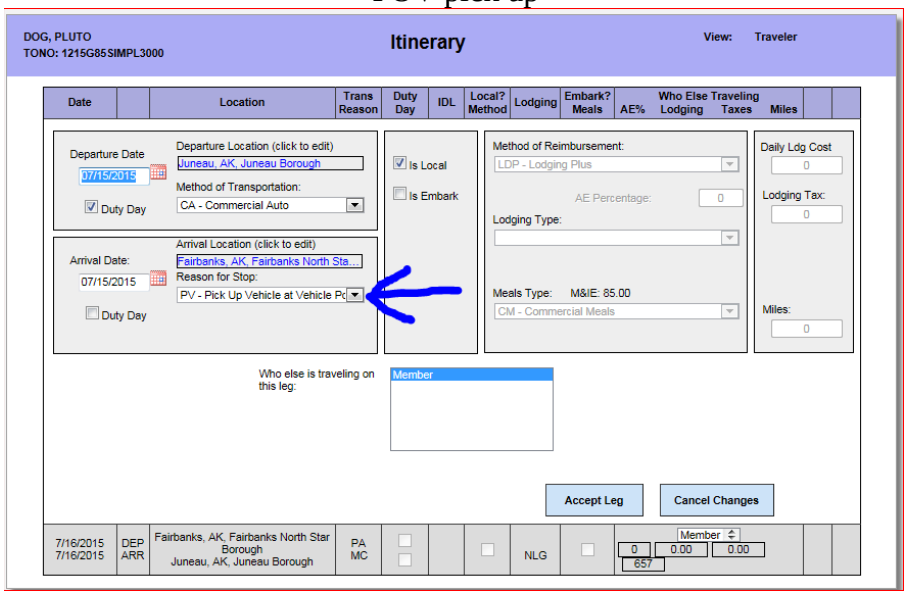
Next you are going to add the itinerary to pick up your vehicle you shipped, select "**Add This Entitlement**"



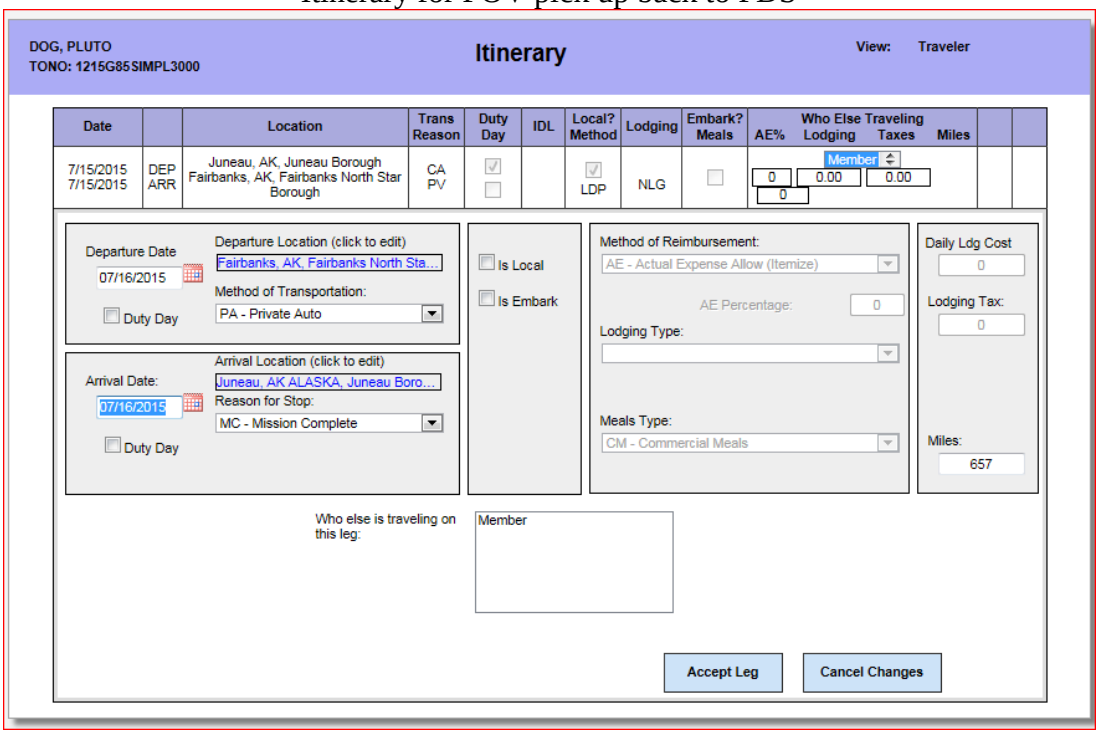
Under "**Itinerary**" tab select "**Greater than or equal to 24 hours**"



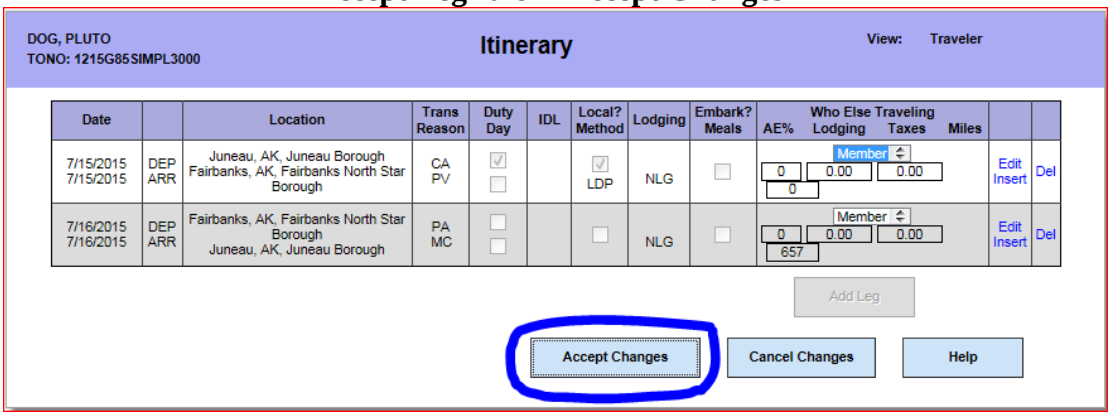
POV pick up



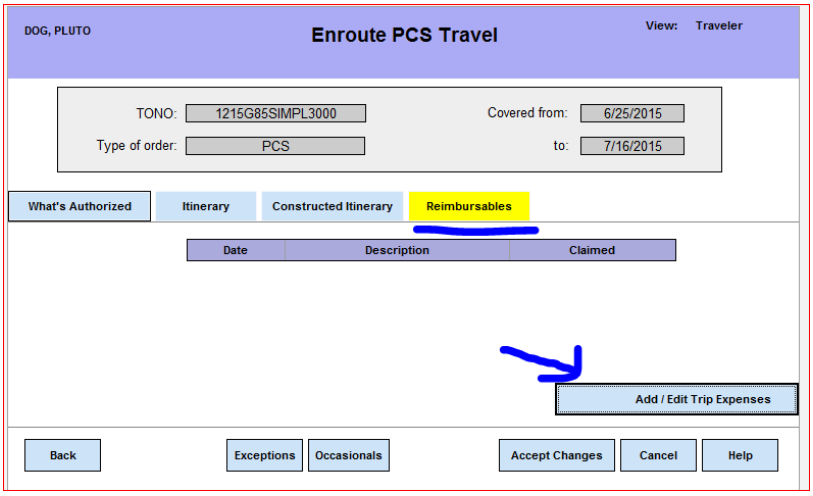
Itinerary for POV pick up back to PDS



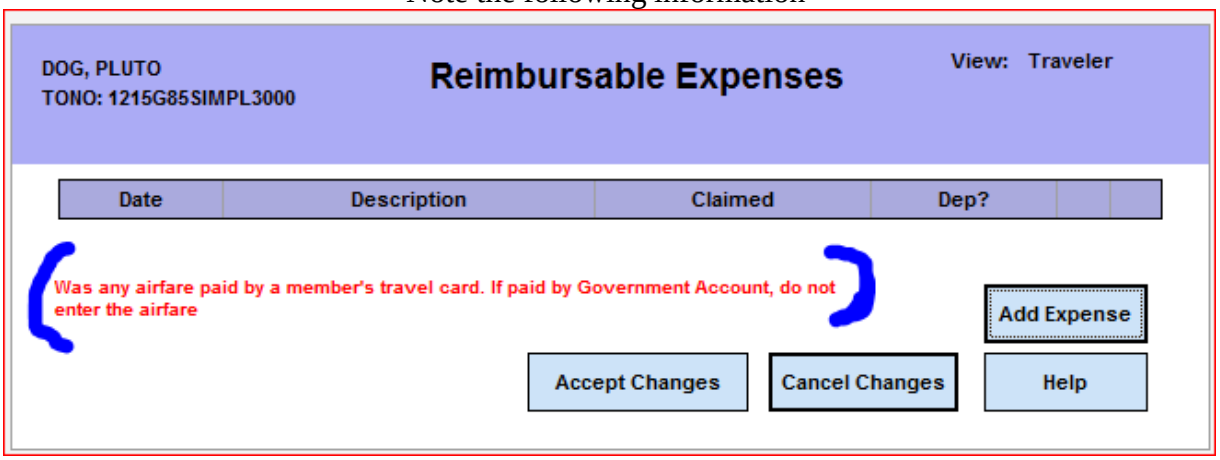
"**Accept Leg**" then "**Accept Changes**"



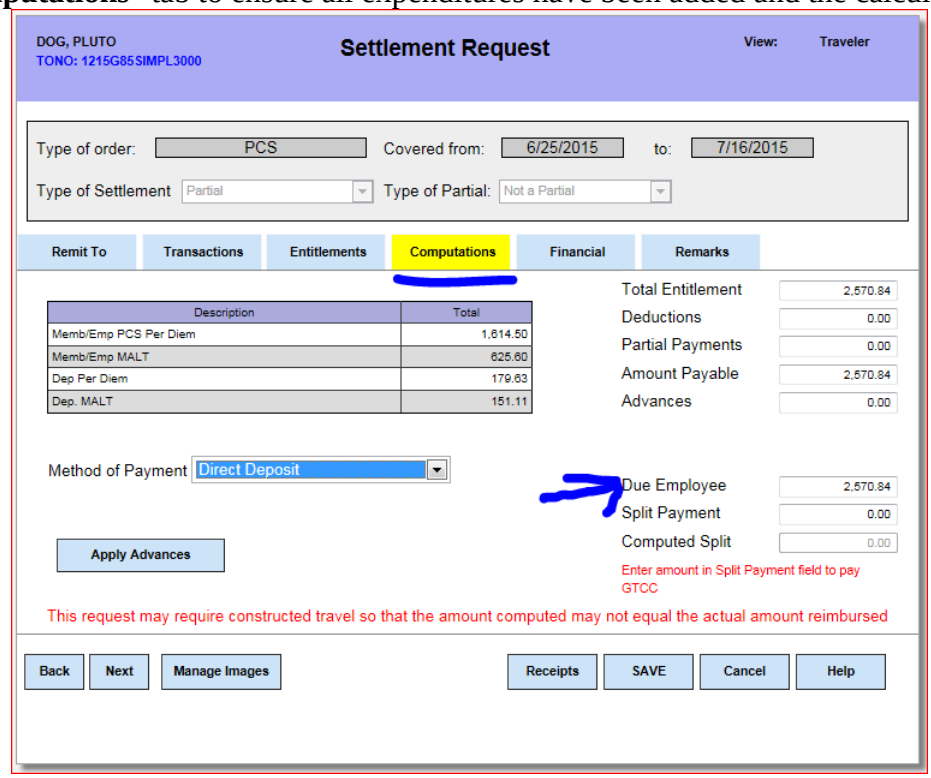
In "**Reimbursable"** tab include Ferry receipts, tolls and any receipt for claimed items over $75.00. Use the manage Images function to add these items.



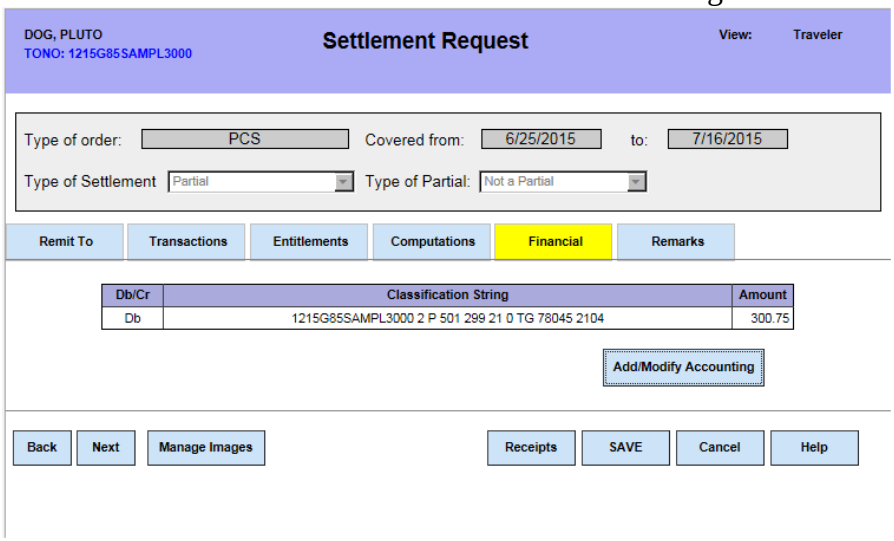
Note the following information



Check the "**Computations**" tab to ensure all expenditures have been added and the calculations are correct



Go to "**Financial**" tab and follow line of accouting tutorial

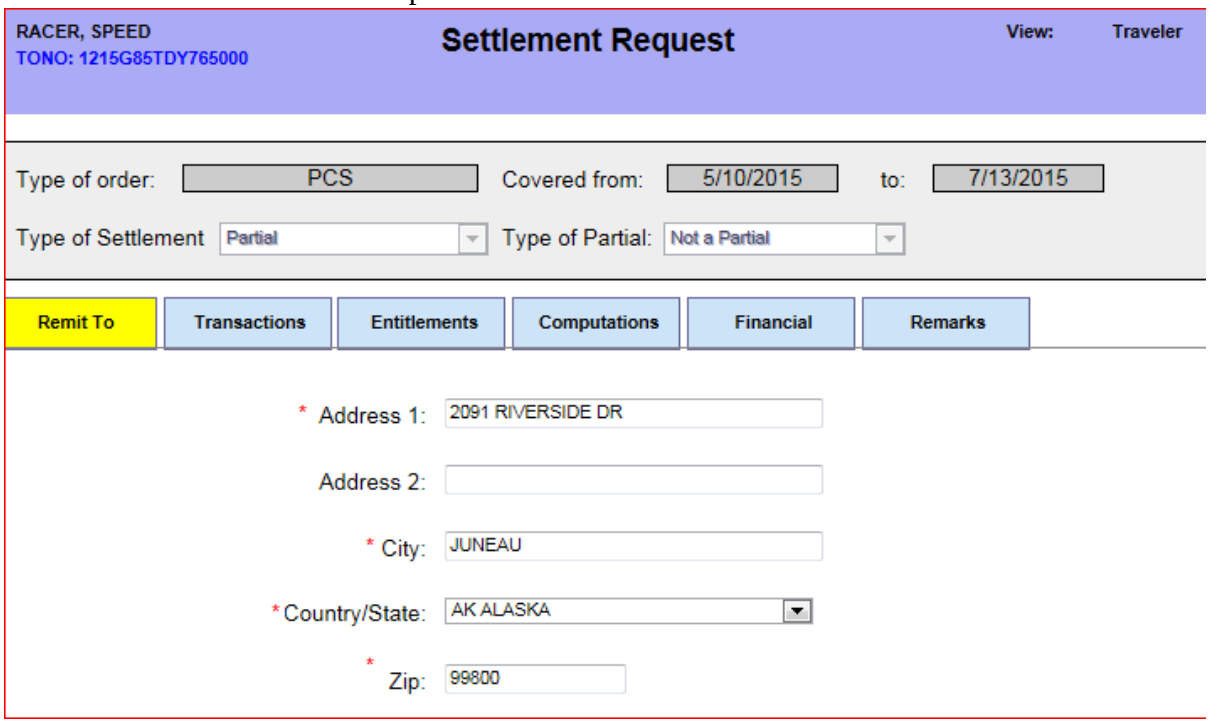


PCS with TDY enroute (TEMDU)

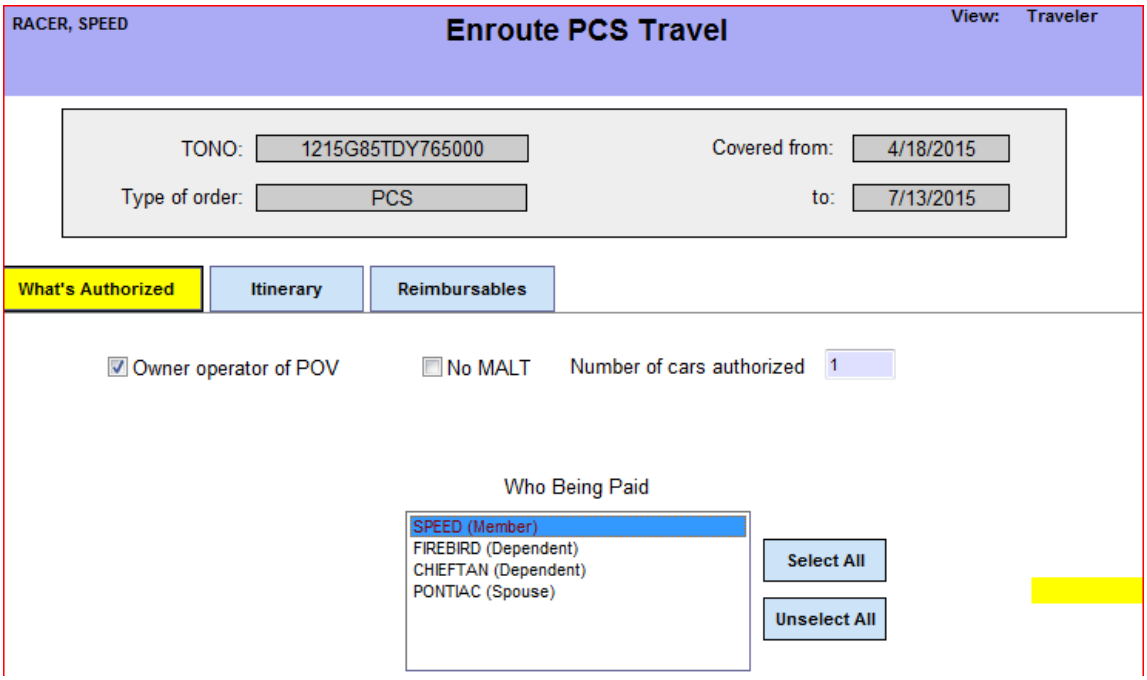
C Schools

PCS with TDY Enroute

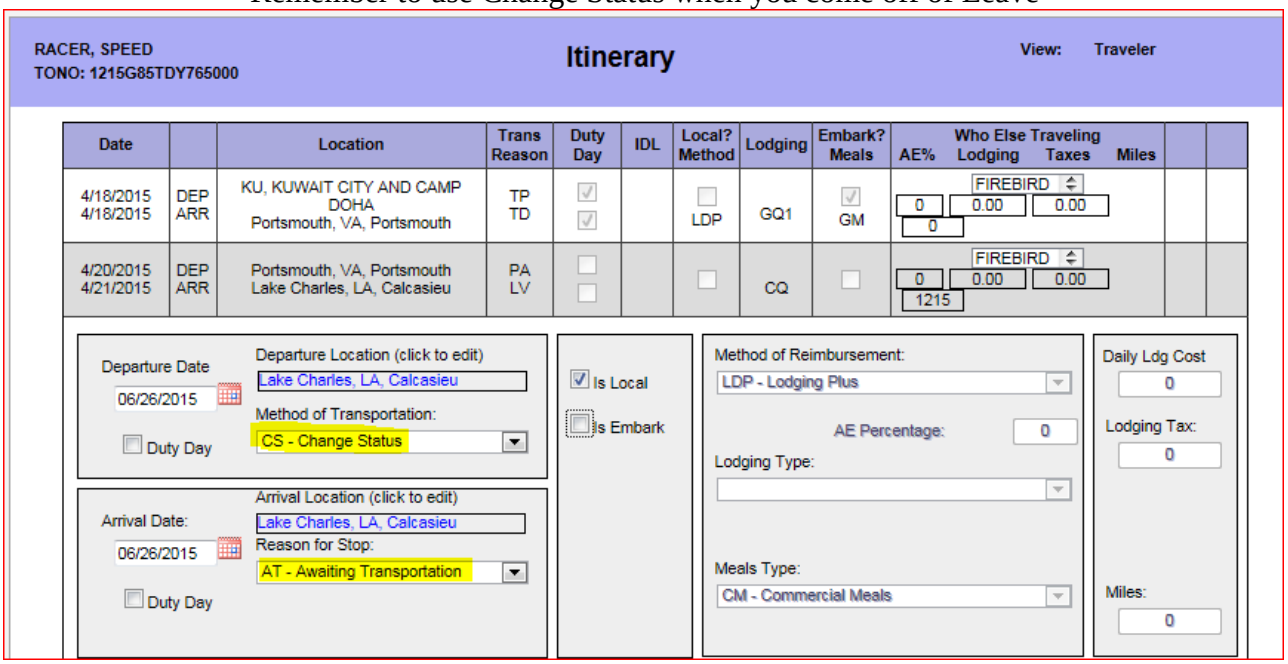
Update home address at new PDS



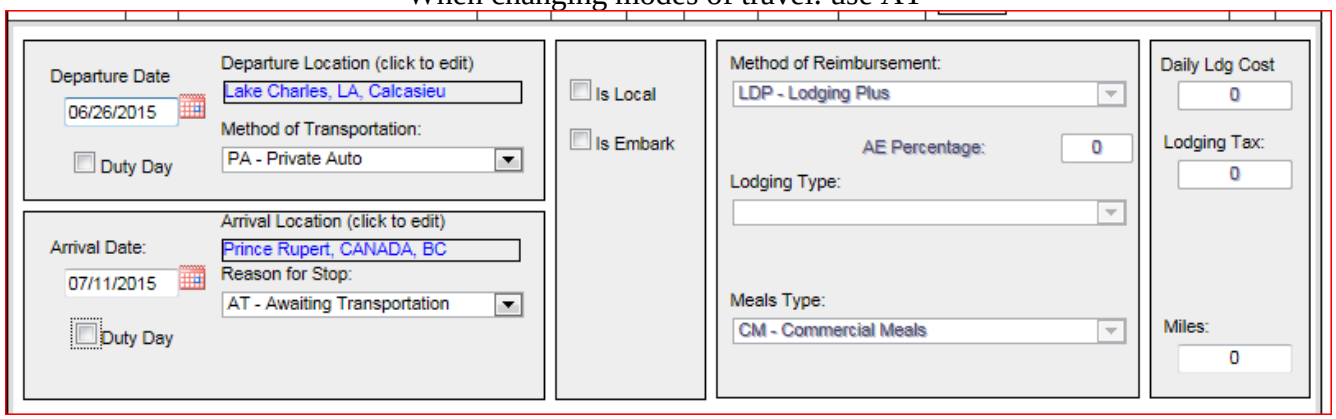
Under the "**Entitlements**" tab select "**Add This Entitlement**". It will take you to the below screen. Select who traveled.



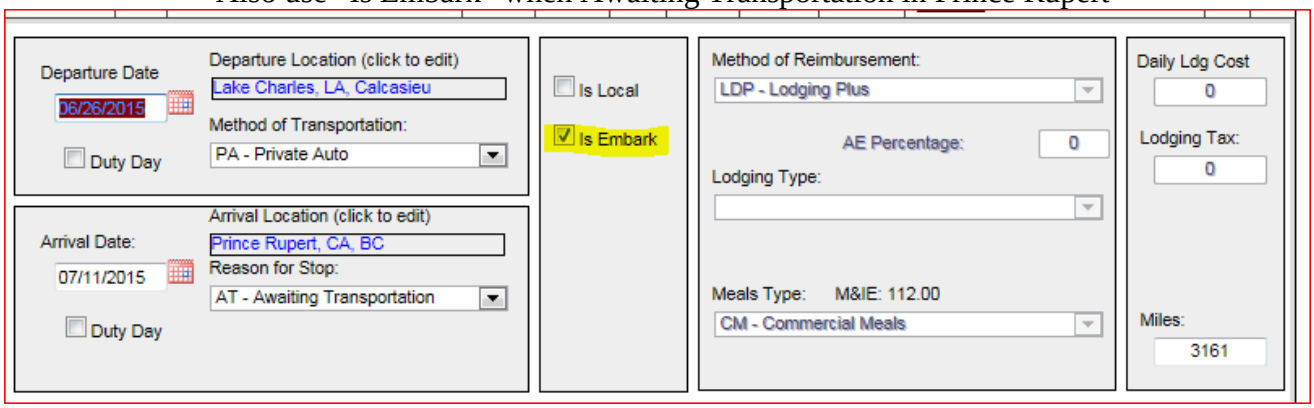
Remember to use Change Status when you come off of Leave



When changing modes of travel: use AT



Also use “Is Embark” when Awaiting Transportation in Prince Rupert



This allows system to pay you correctly for all four legs

Completed itinerary should look similar to this

RACER, SPEED
TONO: 1215G85TDY765000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
4/18/2015 4/18/2015	DEP ARR	KU, KUWAIT CITY AND CAMP DOHA Portsmouth, VA, Portsmouth	TP TD	☑ ☑		☐ LDP	GQ1	☑ GM	0	PONTIAC 0.00	0.00	0	Edit Insert	Del
4/20/2015 4/21/2015	DEP ARR	Portsmouth, VA, Portsmouth Lake Charles, LA, Calcasieu	PA LV	☐ ☐		☐	CQ	☐	0	PONTIAC 0.00	0.00	1215	Edit Insert	Del
6/26/2015 6/26/2015	DEP ARR	Lake Charles, LA, Calcasieu Lake Charles, LA, Calcasieu	CS AT	☐ ☐		☑ LDP		☐	0	PONTIAC 0.00	0.00	0	Edit Insert	Del
6/26/2015 7/11/2015	DEP ARR	Lake Charles, LA, Calcasieu Prince Rupert, CA, BC	PA AT	☐ ☐		☐ LDP		☑	0	PONTIAC 0.00	0.00	3145	Edit Insert	Del
7/11/2015 7/11/2015	DEP ARR	Prince Rupert, CA, BC Juneau, AK, Juneau Borough	AF MC	☐ ☐		☐	NLG	☑	0	PONTIAC 0.00	0.00	0	Edit Insert	Del

Add Leg

Accept Changes | Cancel Changes | Help

Next screen will be constructed Itinerary it should show each leg with authorized miles
You want the system to show your trip like this –
In this scenario: 1st leg is flight from Bahrain to VA and TEMDU

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
4/18/2015	4/18/2015	Portsmouth, VIRGINIA	0
4/20/2015	6/26/2015	Lake Charles, LOUISIANA	1215
6/26/2015	7/11/2015	Prince Rupert, CANADA	3145
7/11/2015	7/11/2015	Juneau, AK ALASKA	0

In this scenario: Drive to OLD PDS to get Dependents,
Then drive to embark point for AMHS
Then leg on the AMHS which pays its own daily rate
Click on small blue CALCS on right side of the screen

Travel Not Performed: ☐ Effective Date: 5/10/2015

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	4/18/2015-7/11/2015	Validated Data	Delete	Calcs	Comp

Enroute PCS Travel <= Add This Entitlement

You will see the travel days to TEMDU

RACER, SPEED
TONO: 1215G85TDY765000

Daily Expenses

View: Traveler

Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
04/18	LDP	87.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	45.75	0.00	
04/19	LDP	87.00	61.00	GM	GM	GM	0.00			Reimb.	MIE	18.85	18.85	0.00	

4/18 is travel day from Kuwait
4/19 is arrival day at TEMDU

RACER, SPEED
TONO: 1215G85TDY765000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
4/18/2015 4/18/2015	DEP ARR	KU, KUWAIT CITY AND CAMP DOHA Portsmouth, VA, Portsmouth	TP TD	☑ ☑		☐ LDP	GQ1	☑ GM	PONTIAC 0	0.00	0.00	0	Edit Insert	Del
4/20/2015 4/21/2015	DEP ARR	Portsmouth, VA, Portsmouth Lake Charles, LA, Calcasieu	PA LV	☐ ☐		☐	CQ	☐	PONTIAC 0	0.00	0.00	1215	Edit Insert	Del

REMEMBER IT IS THE NUMBER OF TRAVEL DAYS NOT THE DATES THAT PAY

Member claimed 2 days to drive from VA to LA

04/18	LDP	87.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	45.75	0.00	45.75	0.00	
04/19	LDP	87.00	61.00	GM	GM	GM	0.00			Reimb.	MIE	18.85	18.85	0.00	18.85	0.00	
04/20	FP											0.00	129.00	0.00	129.00	0.00	
04/21	FP											0.00	129.00	0.00	129.00	0.00	

2 PCS travel days
Permissive Leave days 4/21/15 to 6/25/15
On 6/26/15 Member departs Lake Charles to Prince Rupert BC
Again the system pays entitlements from end back so if MC was 7/11 goes back 9 Travel days
9 days of PCS Per Diem and one day @ 75% New PDS Per diem.

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Emp/Memb Amount	Dep Amount	Total Amount	Lodging Tax	Taxable
04/18	LDP	87.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	45.75	0.00	45.75	0.00	
04/19	LDP	87.00	61.00	GM	GM	GM	0.00			Reimb.	MIE	18.85	18.85	0.00	18.85	0.00	
04/20	FP											0.00	129.00	0.00	129.00	0.00	
04/21	FP											0.00	129.00	0.00	129.00	0.00	
06/26	LDP	159.00	90.00	CM	CM	CM	0.00	14.00	22.00	36.00	18.00	0.00	90.00	0.00	90.00	0.00	
07/02	FP											0.00	129.00	0.00	129.00	0.00	
07/03	FP											0.00	129.00	0.00	129.00	0.00	
07/04	FP											0.00	129.00	0.00	129.00	0.00	
07/05	FP											0.00	129.00	0.00	129.00	0.00	
07/06	FP											0.00	129.00	0.00	129.00	0.00	
07/07	FP											0.00	129.00	0.00	129.00	0.00	
07/08	FP											0.00	129.00	0.00	129.00	0.00	
07/09	FP											0.00	129.00	0.00	129.00	0.00	
07/10	FP											0.00	129.00	0.00	129.00	0.00	
07/11	LDP	159.00	90.00	CM	CM	CM	0.00			Partial	Day	67.50	67.50	0.00	67.50	0.00	
												Total	1641.10	0.00	1641.10	0.00	

You can claim all the days you want to, but system will only pay authorized number of days

On the “**Computations”** tab you will see the break out of funds

Description	Total
Memb/Emp TDY Per Diem	64.60
Memb/Emp PCS Per Diem	1,576.50
Memb/Emp MALT	1,006.48

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp TDY Per Diem	64.60
Memb/Emp PCS Per Diem	1,576.50
Memb/Emp MALT	1,006.48

Total Entitlement	2,647.58
Deductions	0.00
Partial Payments	0.00
Amount Payable	2,647.58
Advances	0.00

Method of Payment Direct Deposit

Apply Advances

Due Employee	2,647.58
Split Payment	0.00
Computed Split	0.00

Enter amount in Split Payment field to pay GTCC

This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed

Input Line of Accounting Line – (any time you edit your claim you should hit Modify accounting button). Use the Line of Accounting tutorial.

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Db/Cr	Classification String	Amount
Db	1215G85TDY765000 2 P 501 299 21 0 RA 78040 2100	2,647.58

Add/Modify Accounting

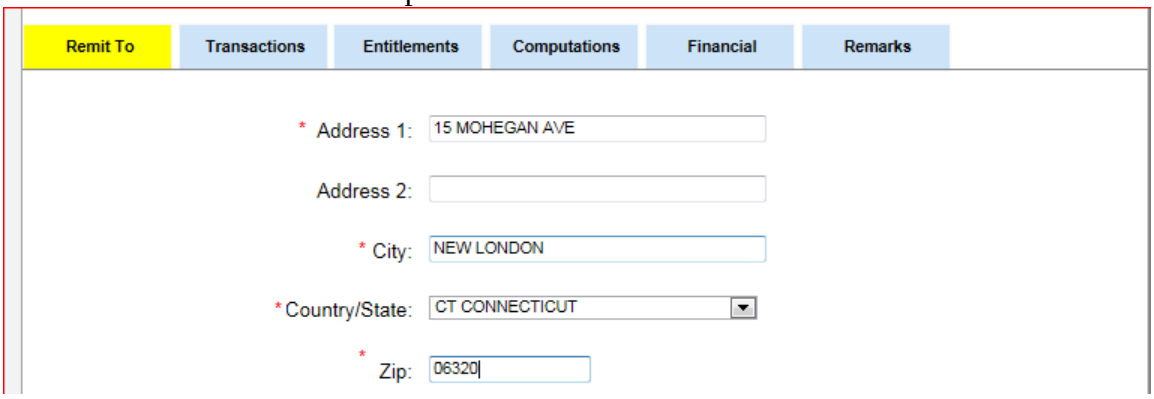
Save claim and release to AO.

PCS with No/Limited Dependent Travel

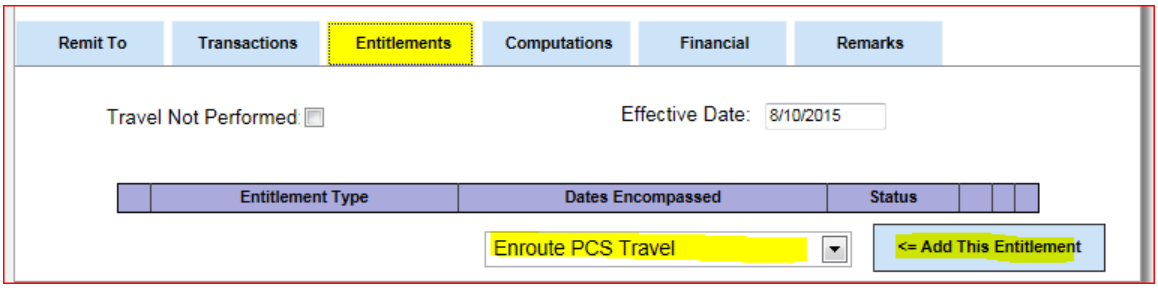
Home Camp to 1st Duty Station(Cadet) or (Direct Commission)

Cadet- Home to First Duty Station

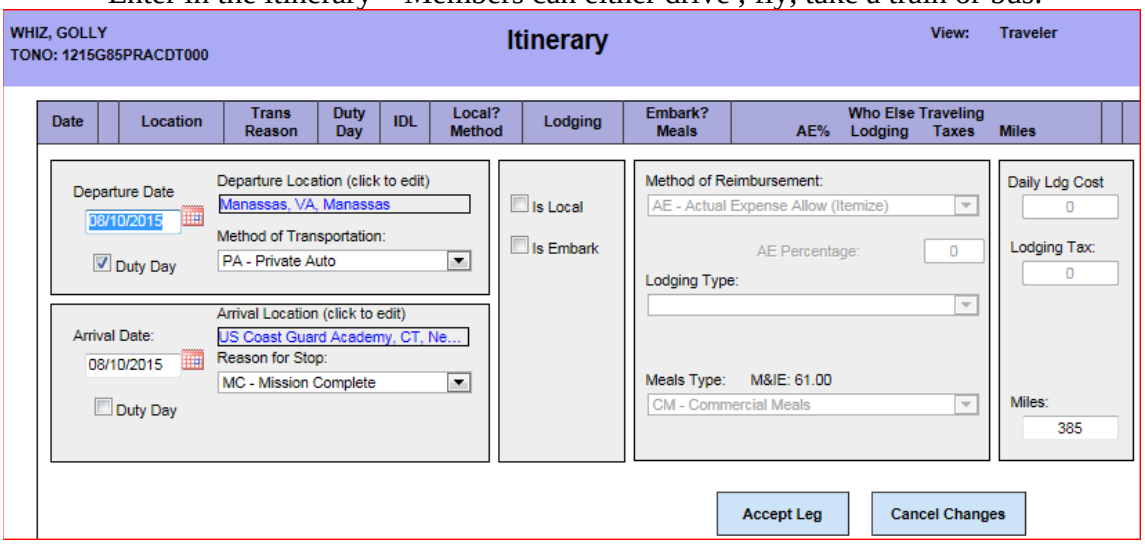
Update address at new PDS



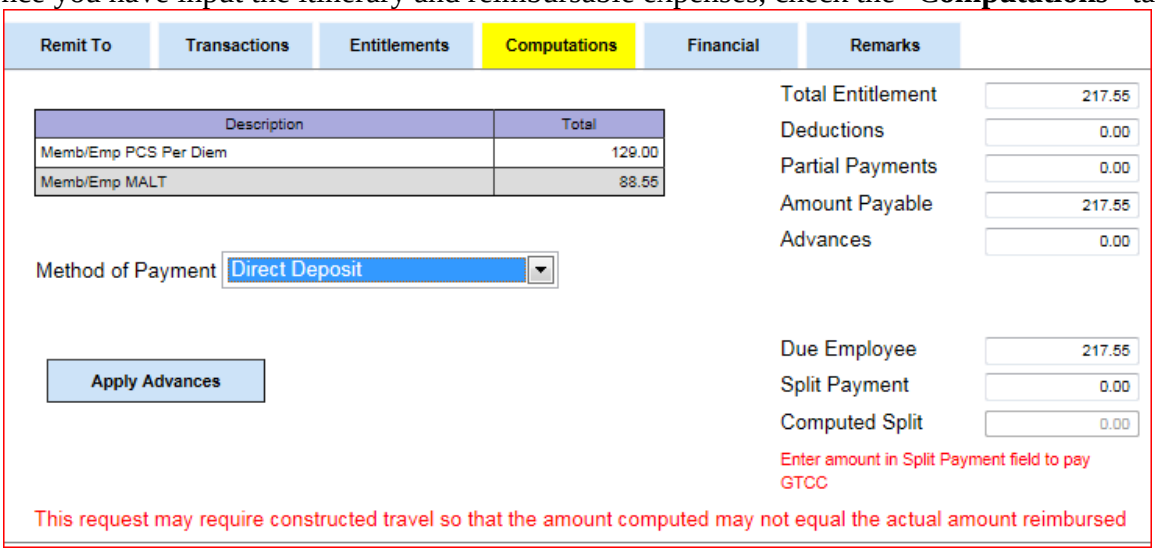
Add in PCS travel entitlement



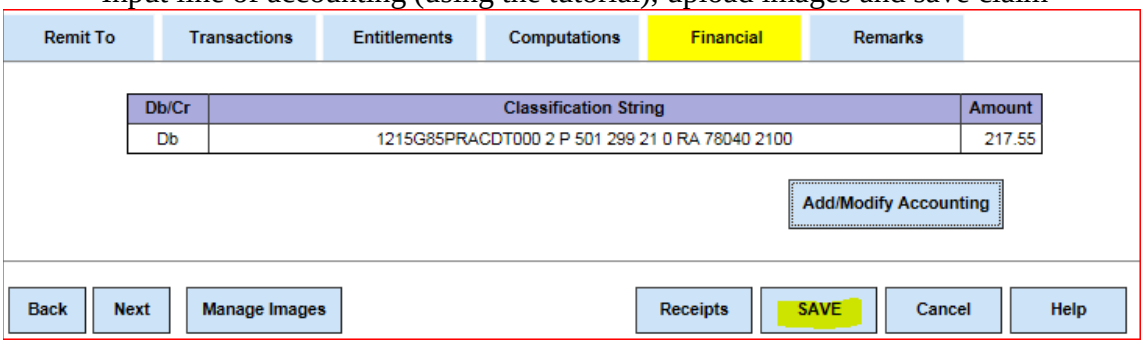
Enter in the itinerary – Members can either drive , fly, take a train or bus.



Once you have input the itinerary and reimbursable expenses, check the "C**omputations"** tab



Input line of accounting (using the tutorial), upload images and save claim

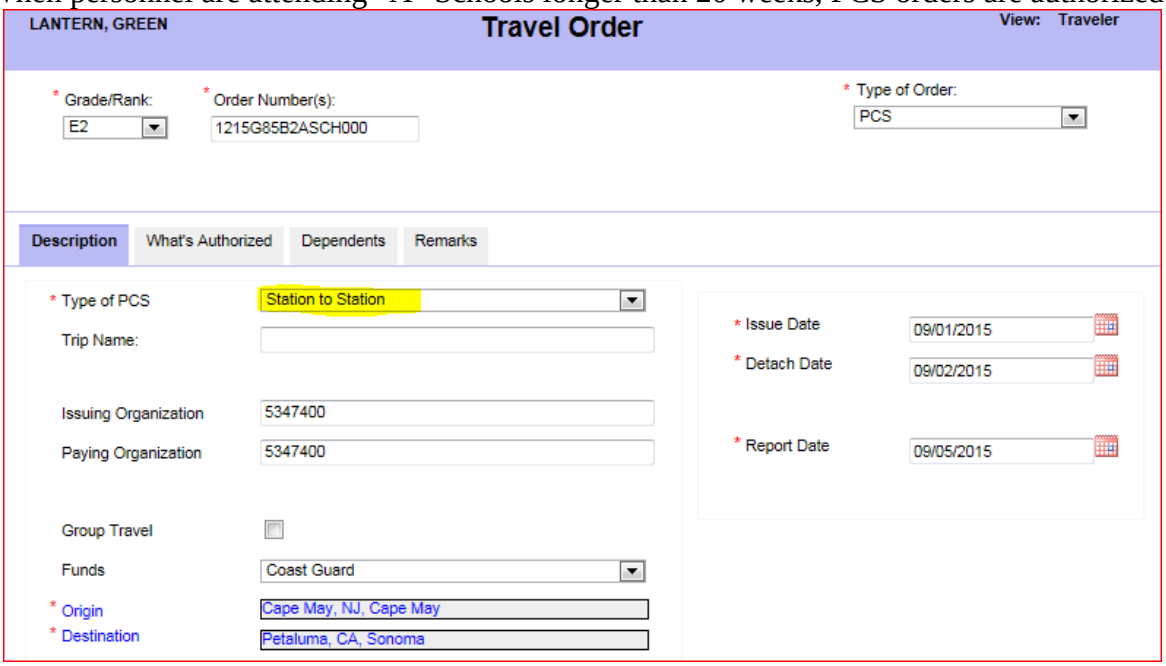


Boot Camp to "A" School

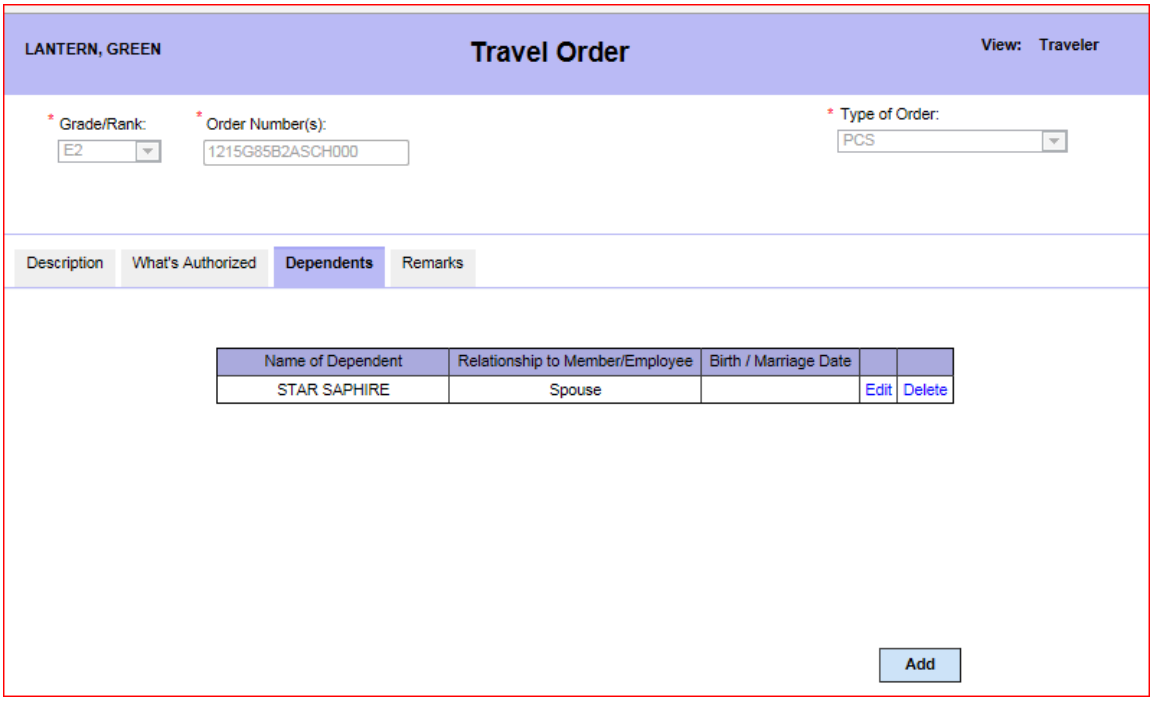
Member with Dependents – Boot Camp to "A" School

Ensure Travel Order Information indicates correct PCS type. When a Member has dependents and is authorized to take them to "A" School locality, use **STATION TO STATION** do not use "Boot Camp to A School"

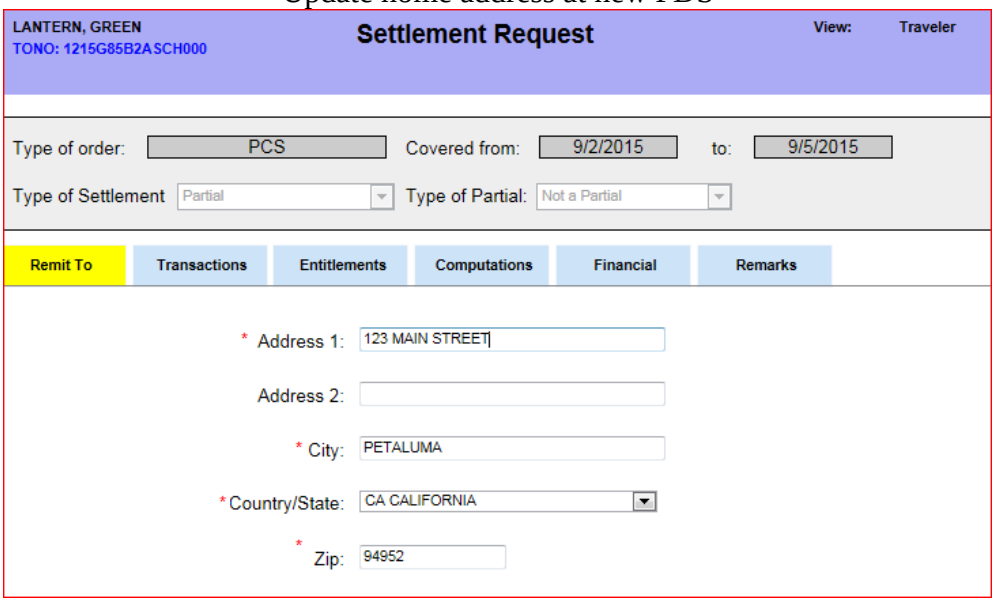
When personnel are attending "A" Schools longer than 20 weeks, PCS orders are authorized



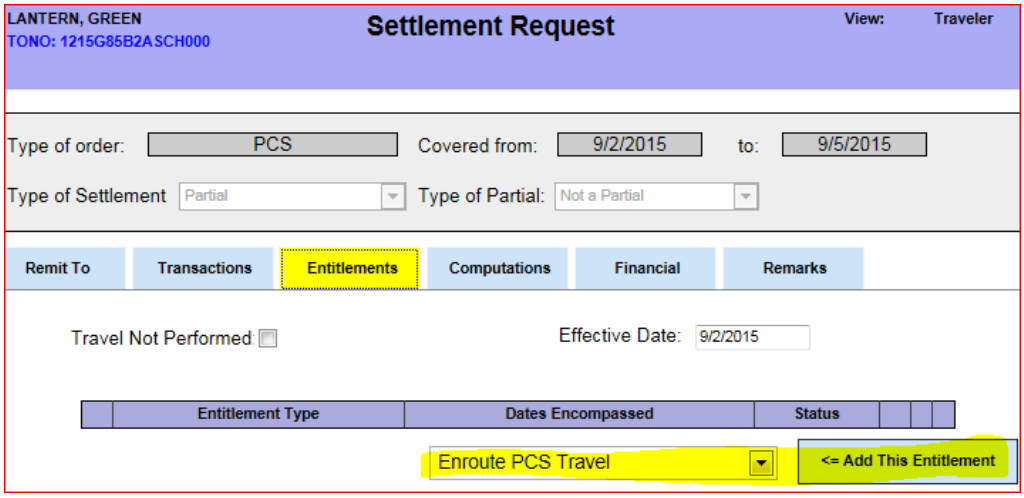
Note: If you do not select **Station to Station, T-PAX will not allow you to view the "**Dependents**" tab in order to add them to the claim.



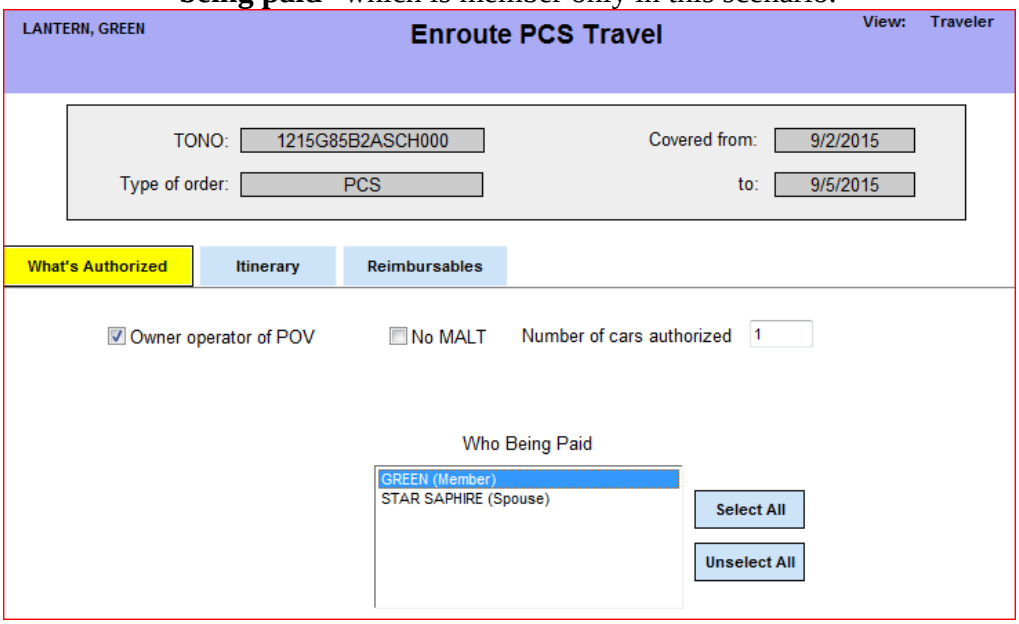
Update home address at new PDS



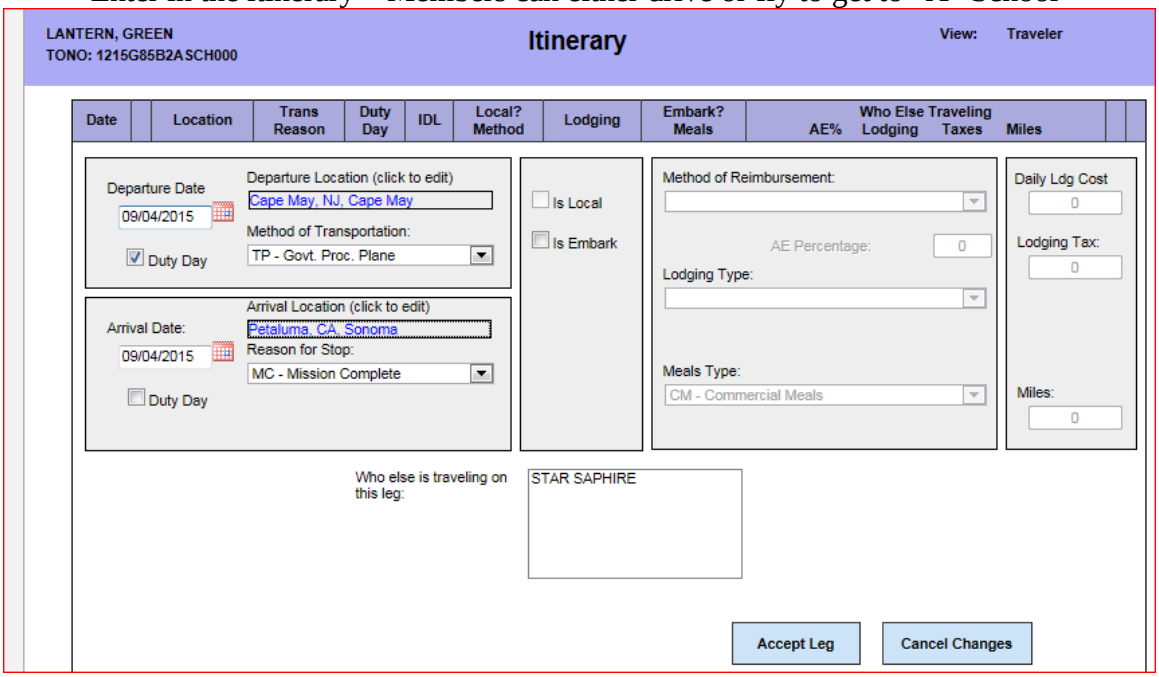
Under "**Entitlements**" tab Select "**Add This Entitlement**"



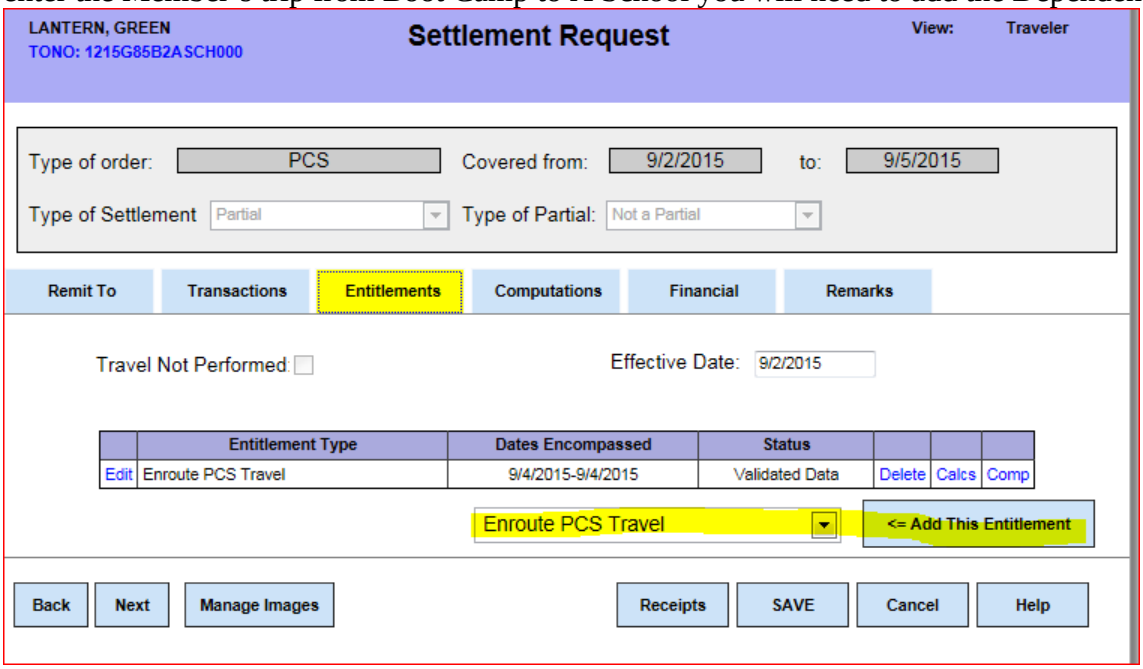
Under "**What's Authorized**" tab select "**Owner operator of POV**", "**Number of cars authorized**" and "**Who being paid**" which is member only in this scenario.



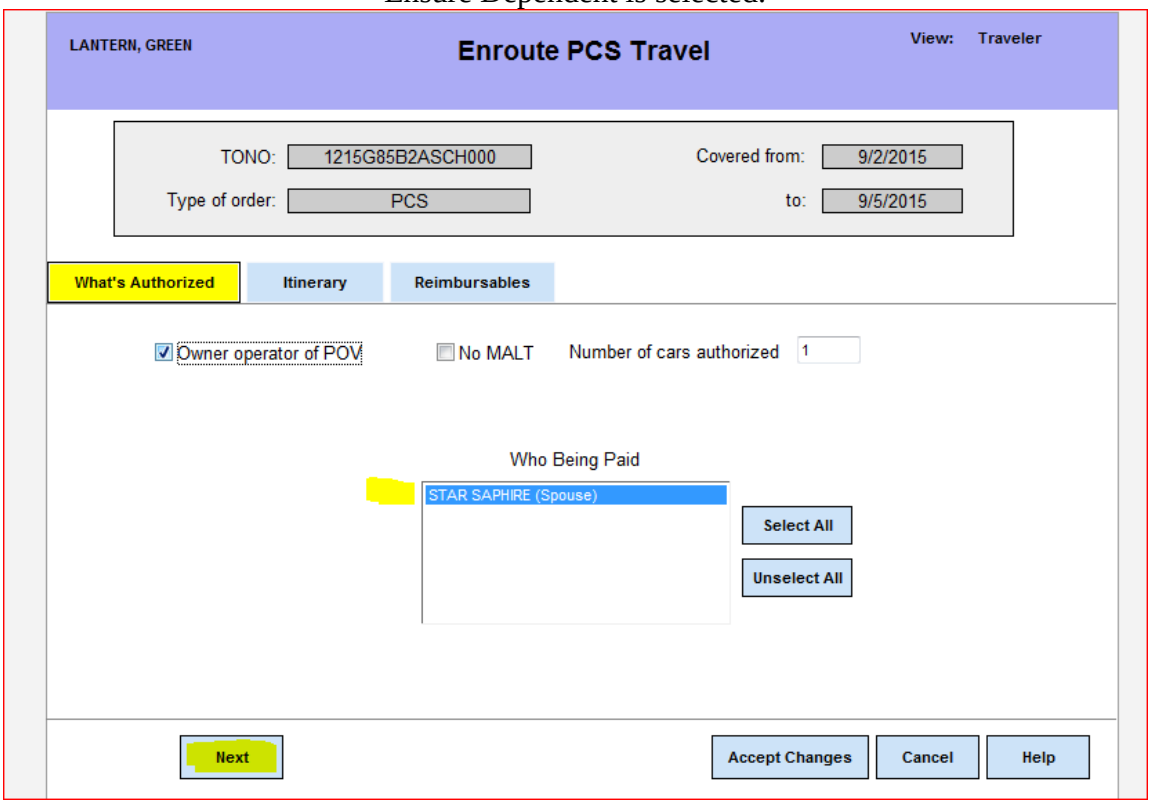
Member Itinerary must be entered from Cape May to A School
Enter in the itinerary – Members can either drive or fly to get to “A” School



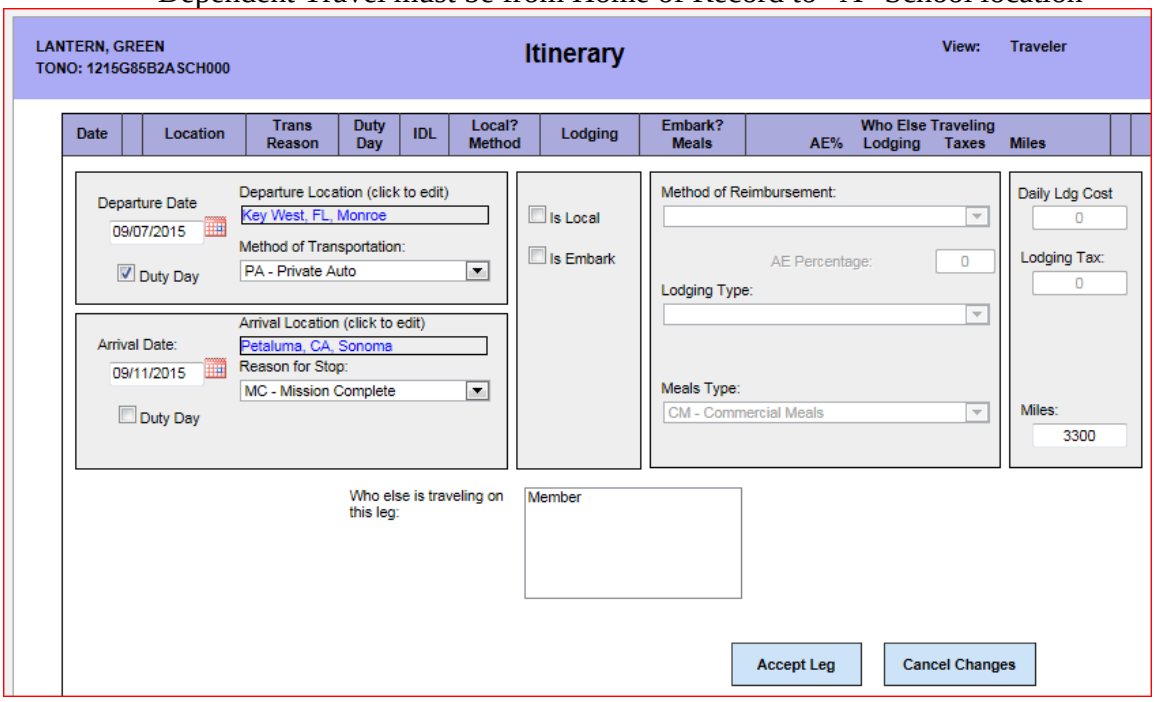
After you enter the Member’s trip from Boot Camp to A School you will need to add the Dependent Itinerary.



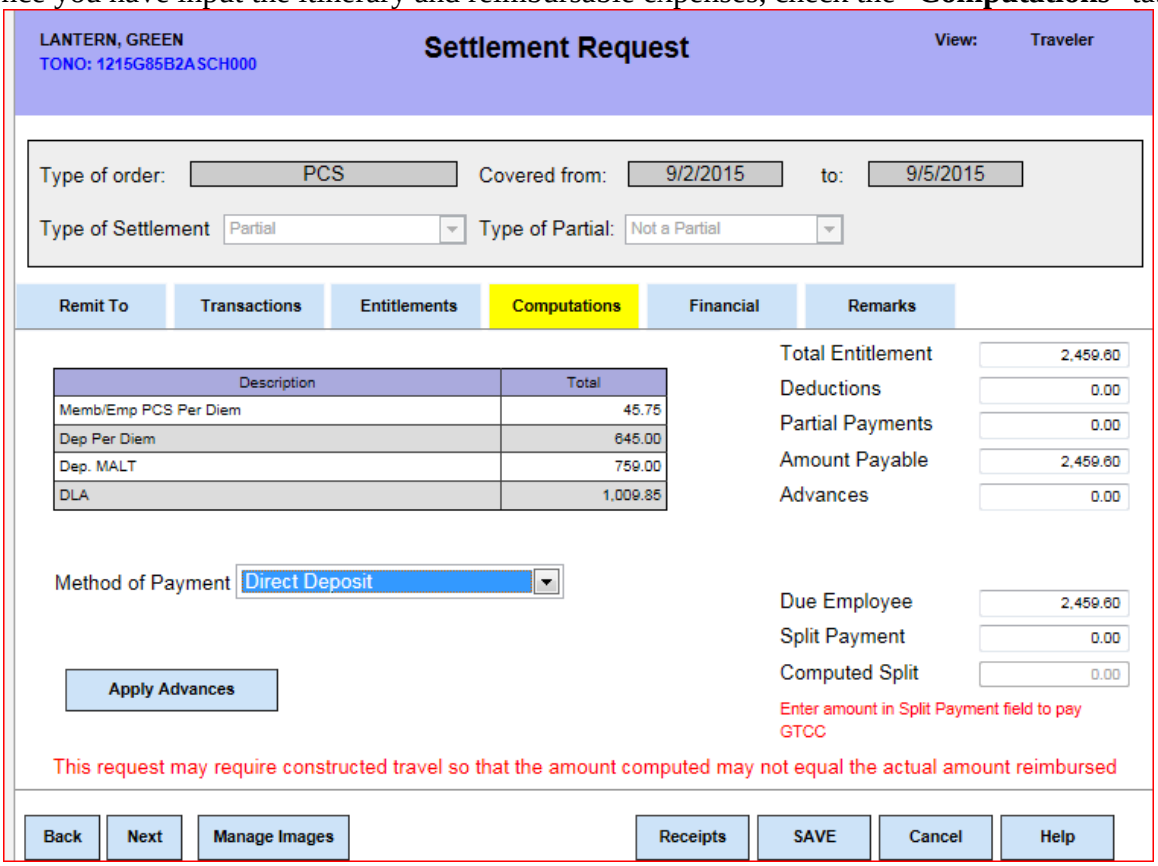
Ensure Dependent is selected.



Dependent Travel must be from Home of Record to “A” School location

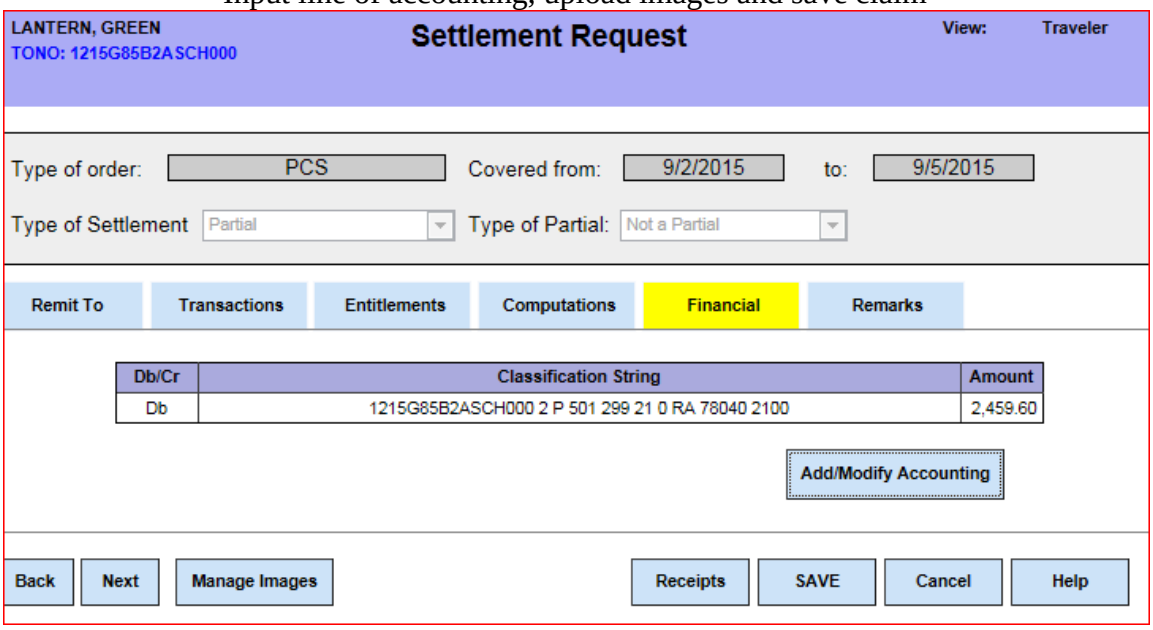


Once you have input the itinerary and reimbursable expenses, check the "**Computations**" tab



Apply advances if member received one

Input line of accounting, upload images and save claim

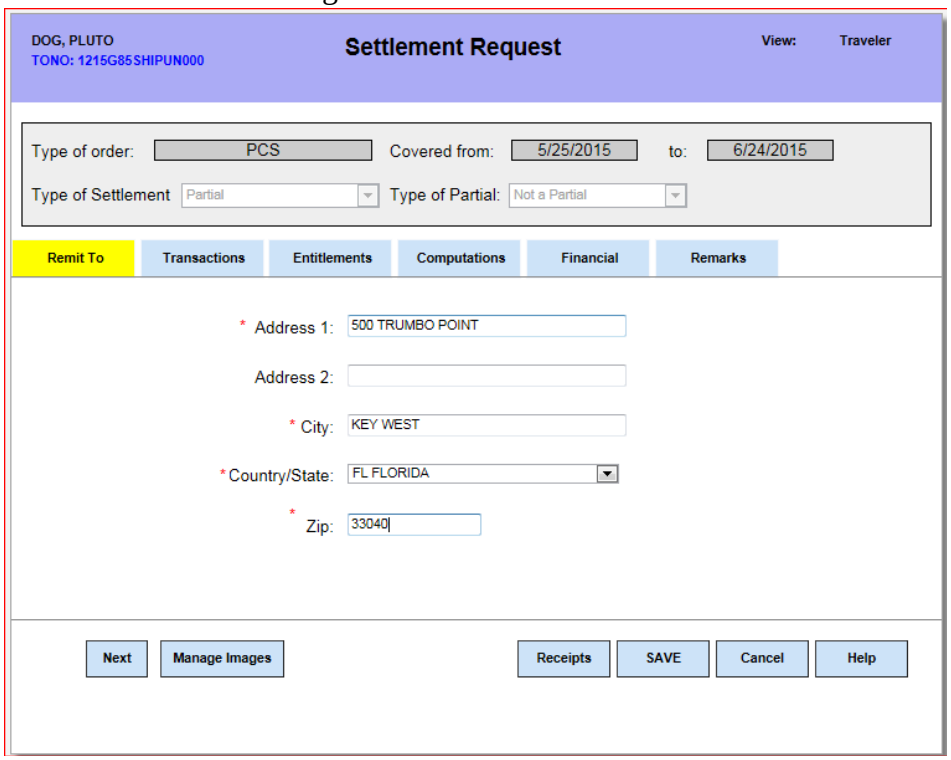


Mixed Mode to Ship (Chasing the boat)

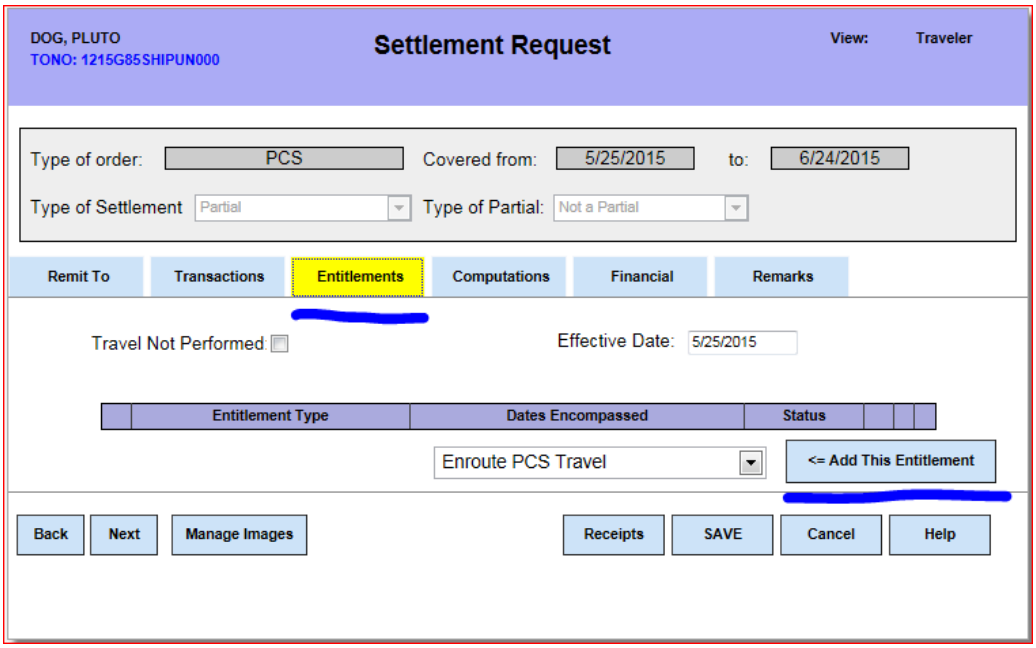
Old PDS to New PDS ship underway

Old PDS to New PDS ship underway

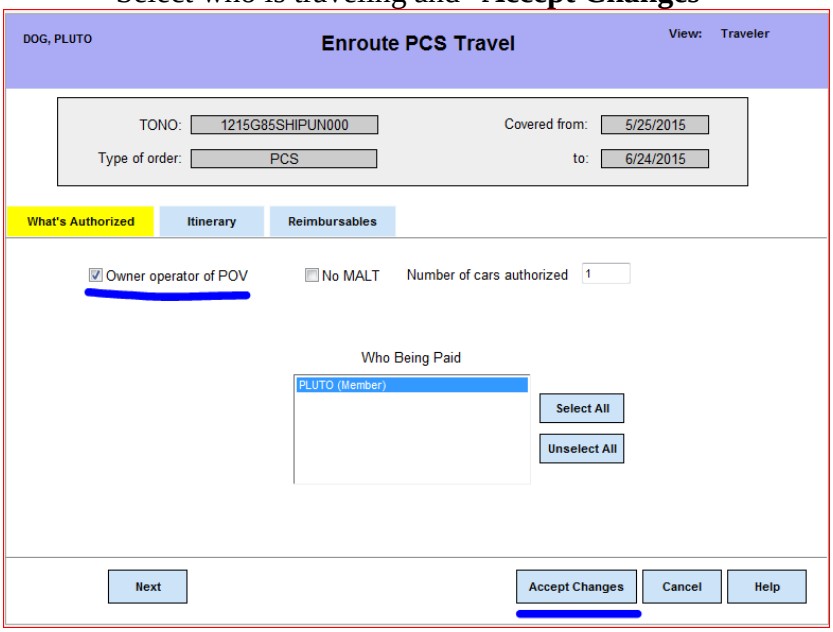
Change home address at new PDS



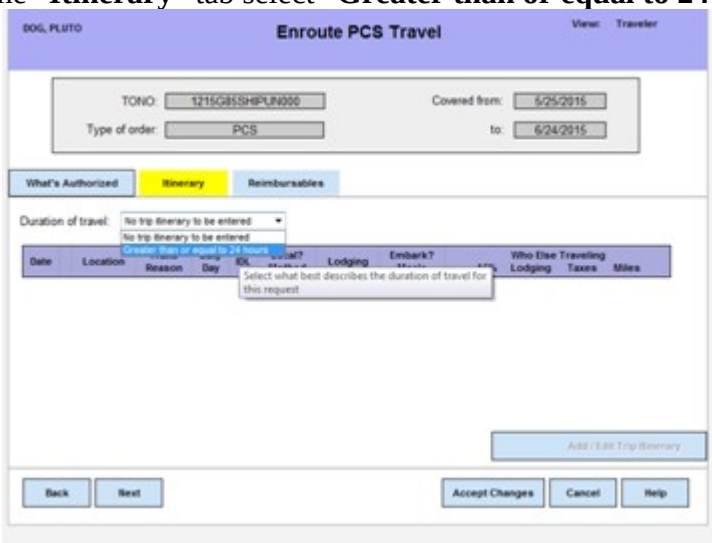
Under "**Entitlements**" tab select "**Add This Entitlement**"



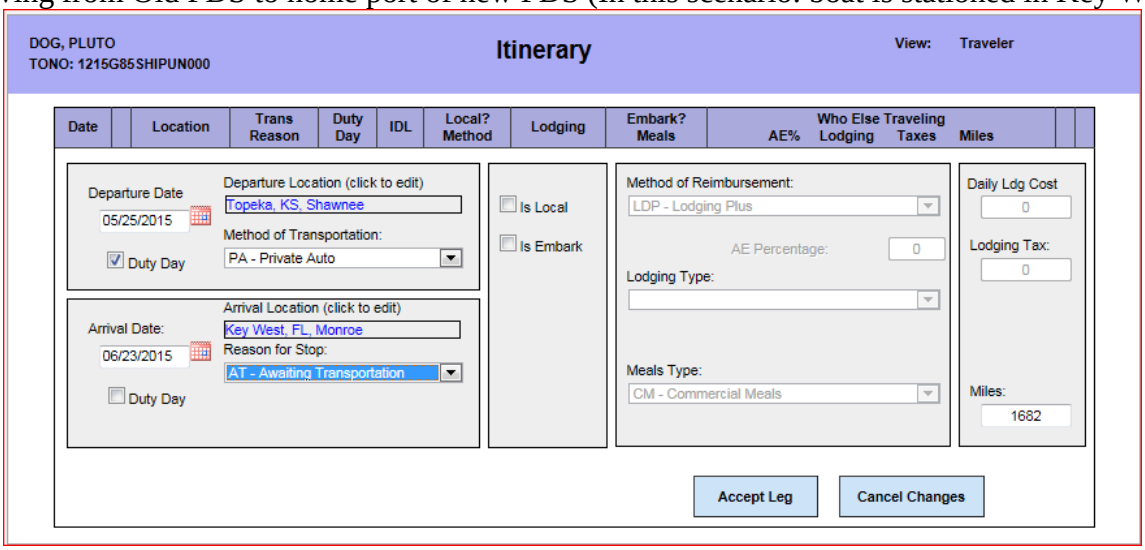
Select who is traveling and "**Accept Changes**"



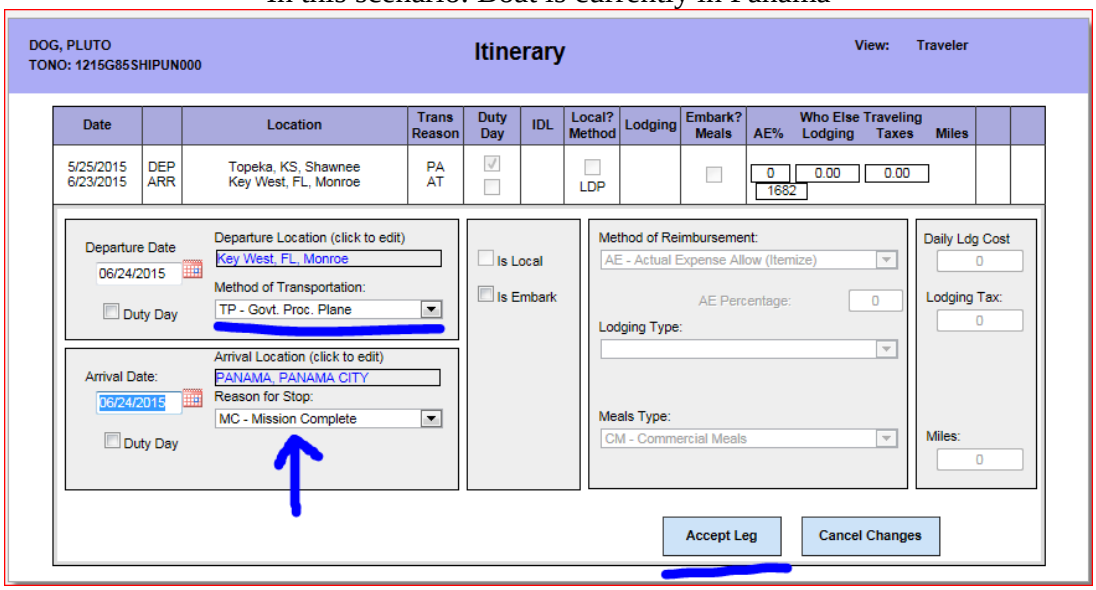
Under the "**Itinerary**" tab select "**Greater than or equal to 24 hours**"



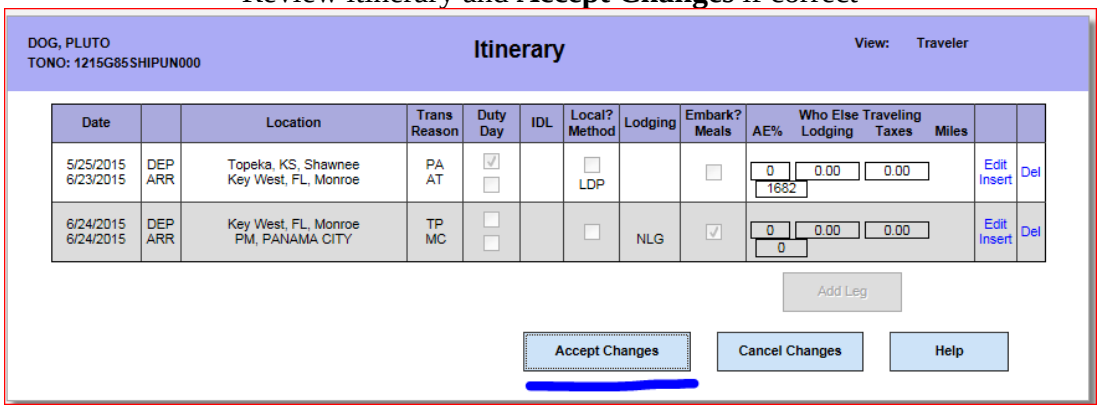
Driving from Old PDS to home port of new PDS (In this scenario: boat is stationed in Key West)



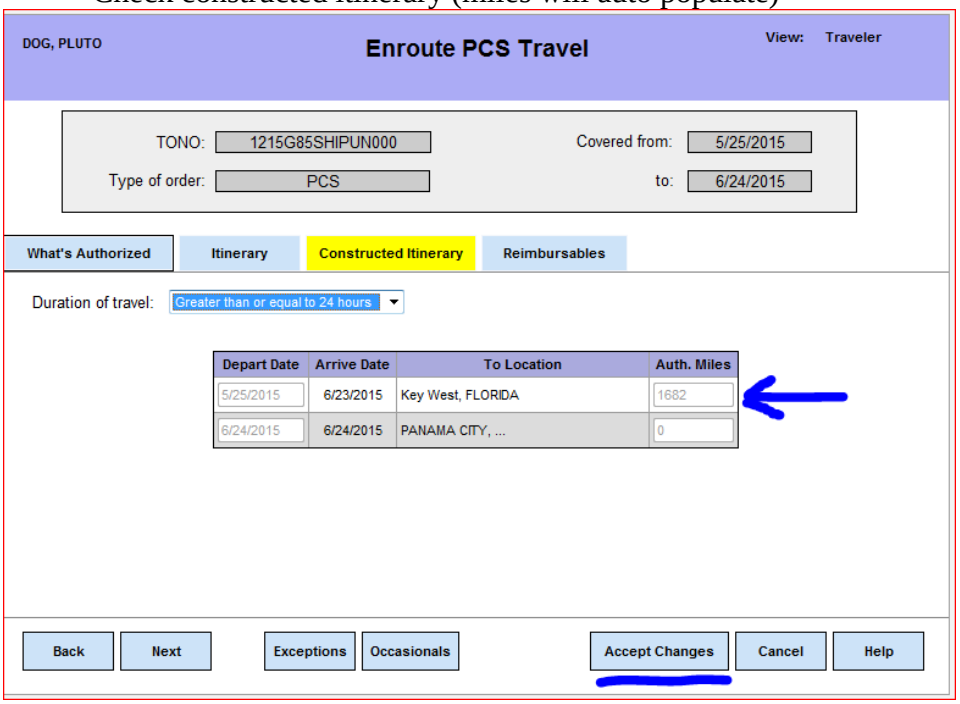
In this scenario: Boat is currently in Panama



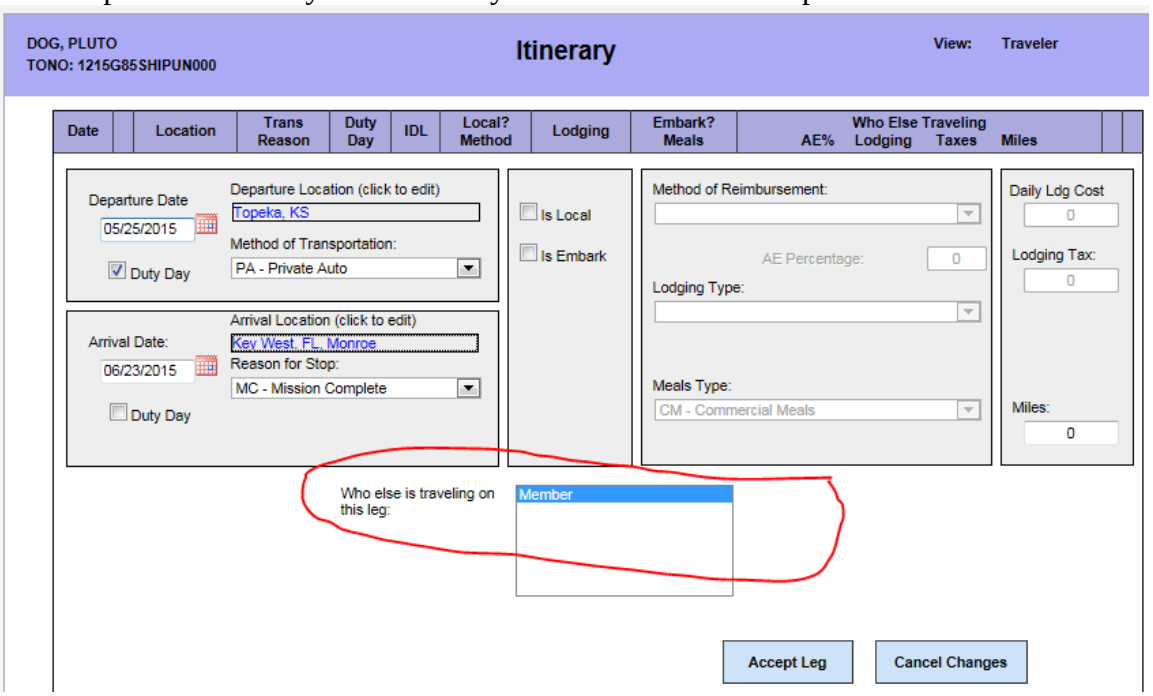
Review itinerary and **Accept Changes** if correct



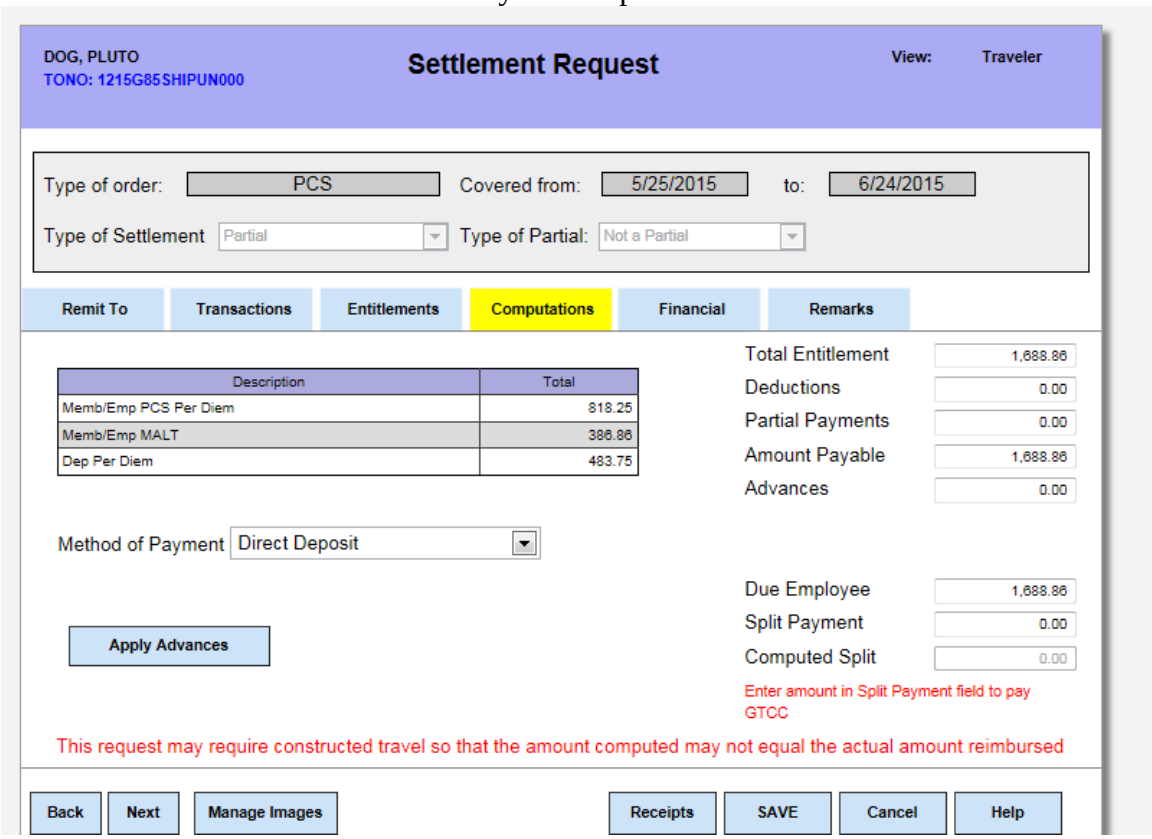
Check constructed itinerary (miles will auto populate)



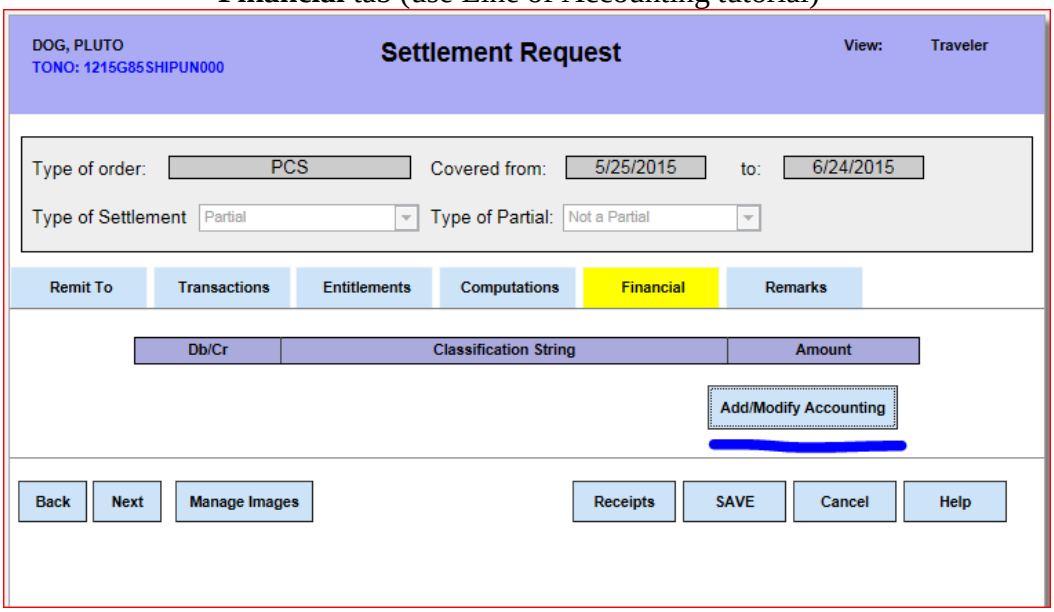
Enter Dependant Itinerary to MC in Key West. Member and dependent traveled in 1 POV.



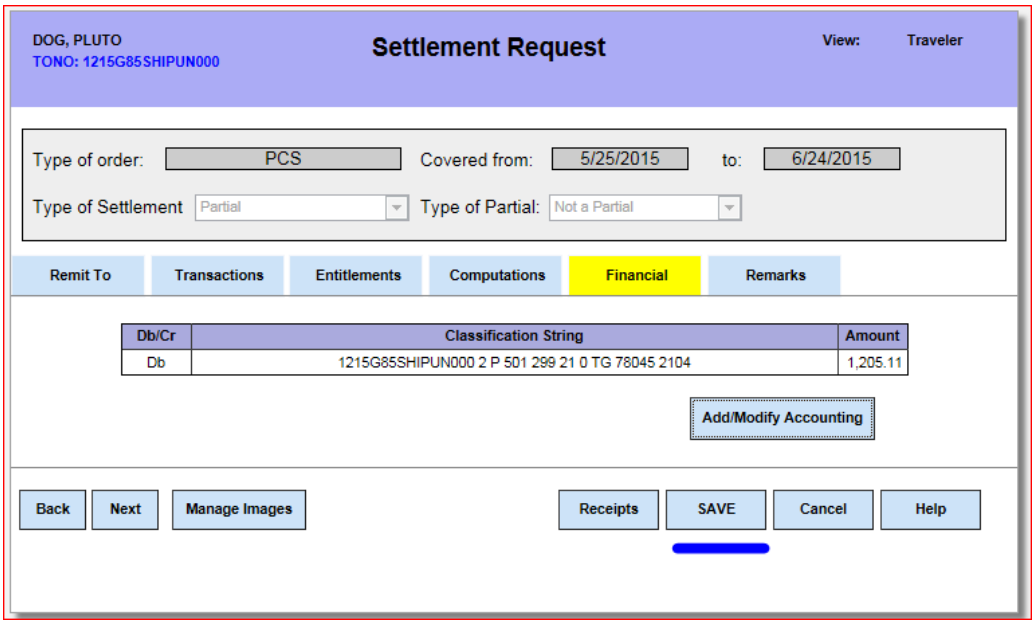
Check your computations



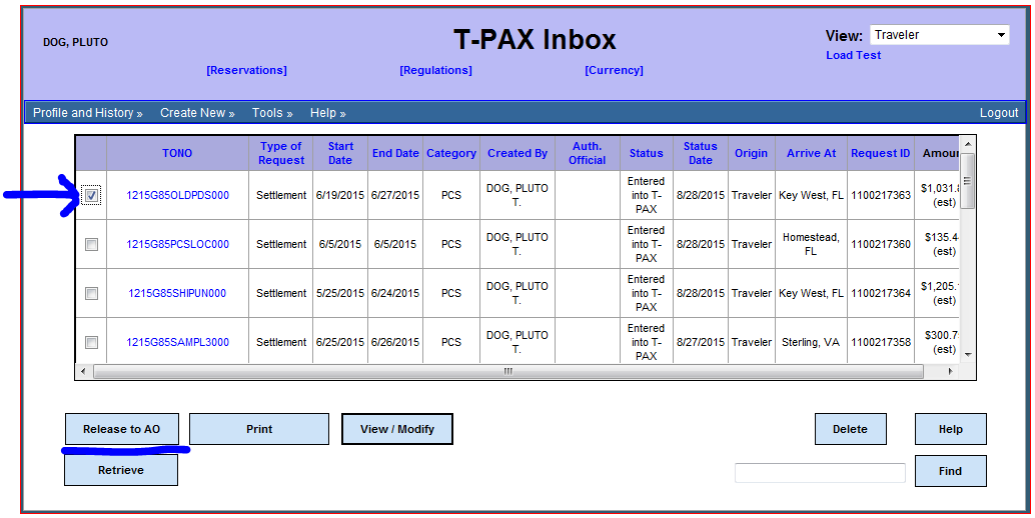
Financial tab (use Line of Accounting tutorial)



Save the claim

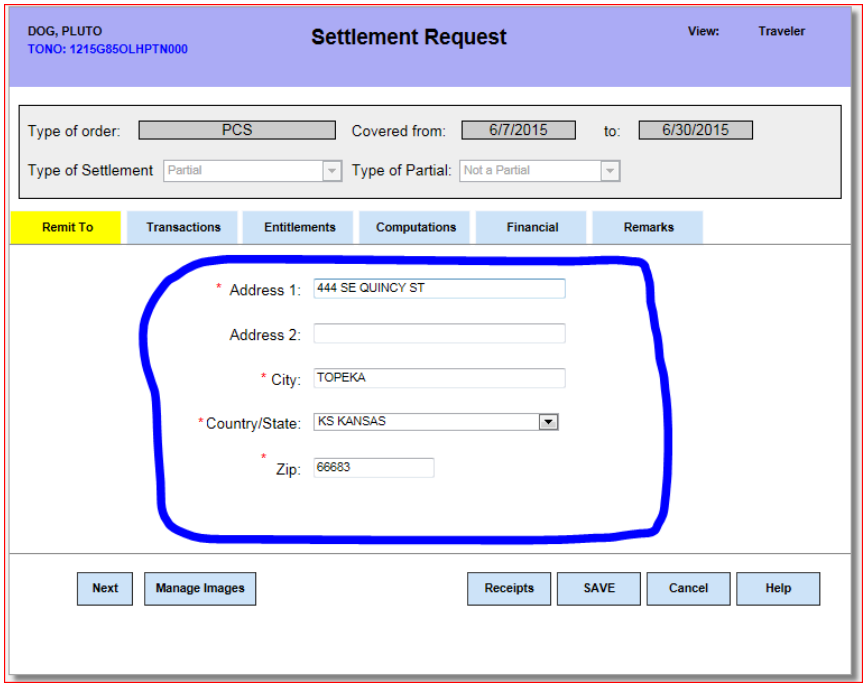


Release to AO

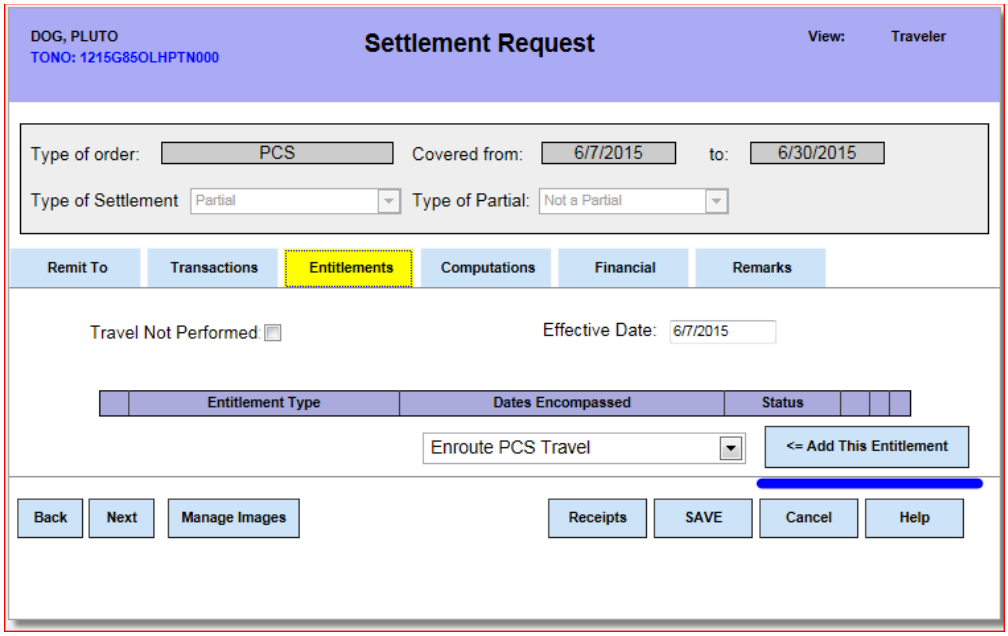


Old PDS underway to Home Port to New PDS underway

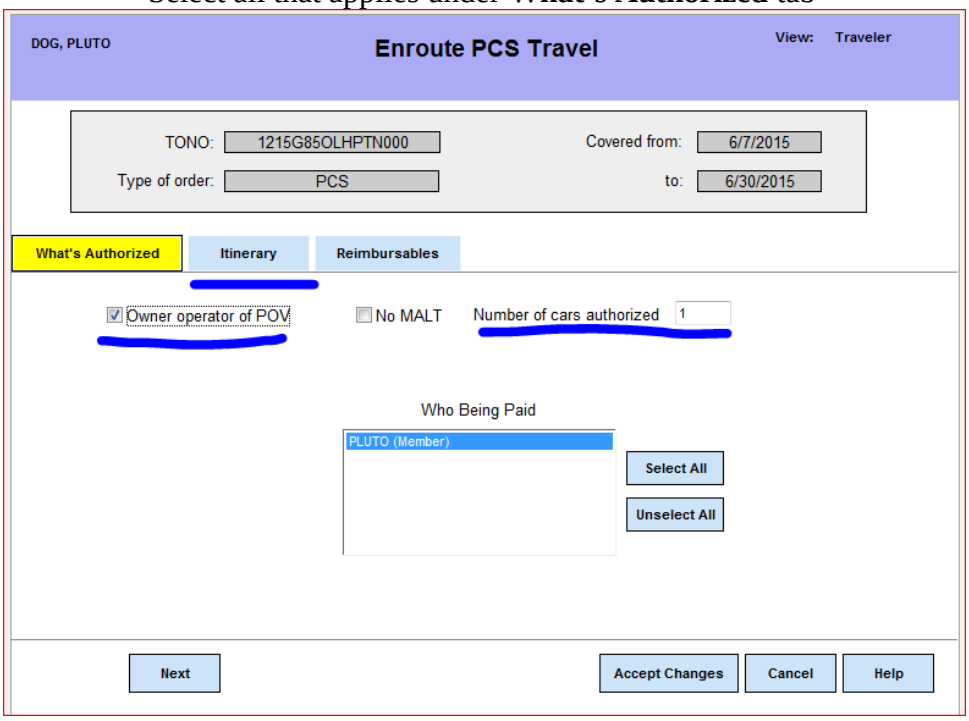
Enter home address at new PDS



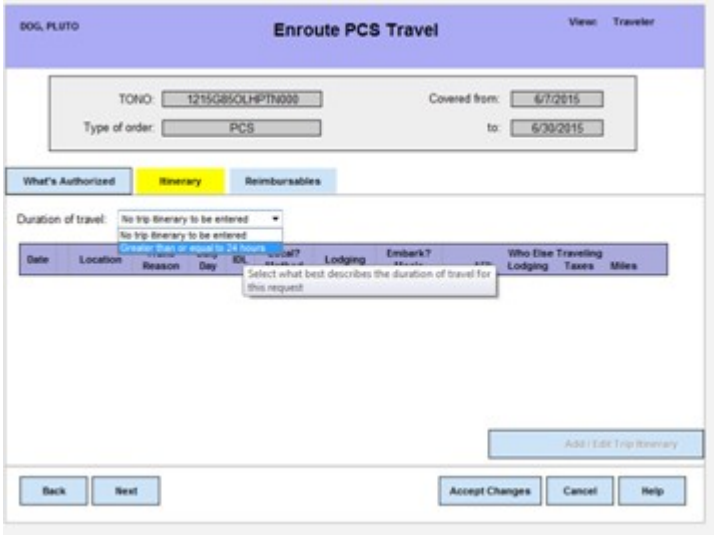
Under **Entitlements** tab select **Add This Entitlement**



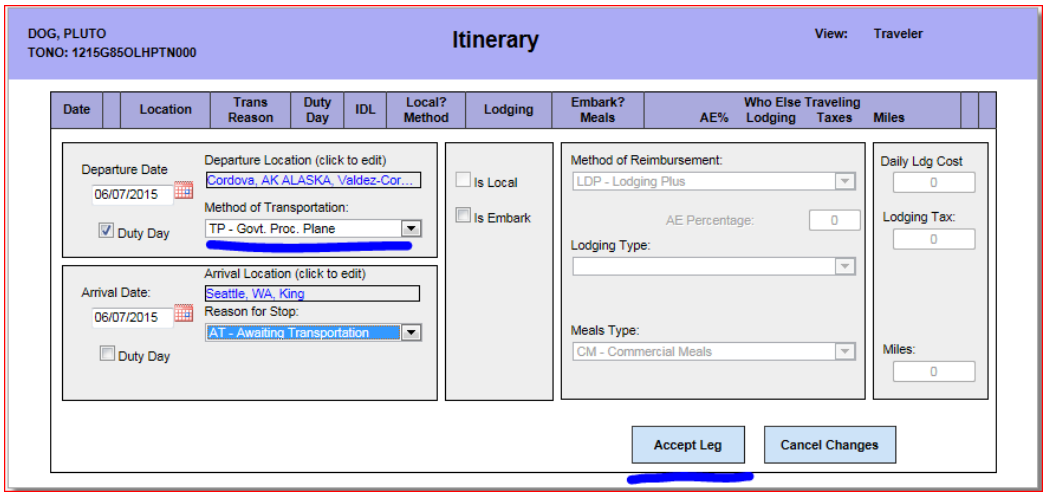
Select all that applies under **What's Authorized** tab



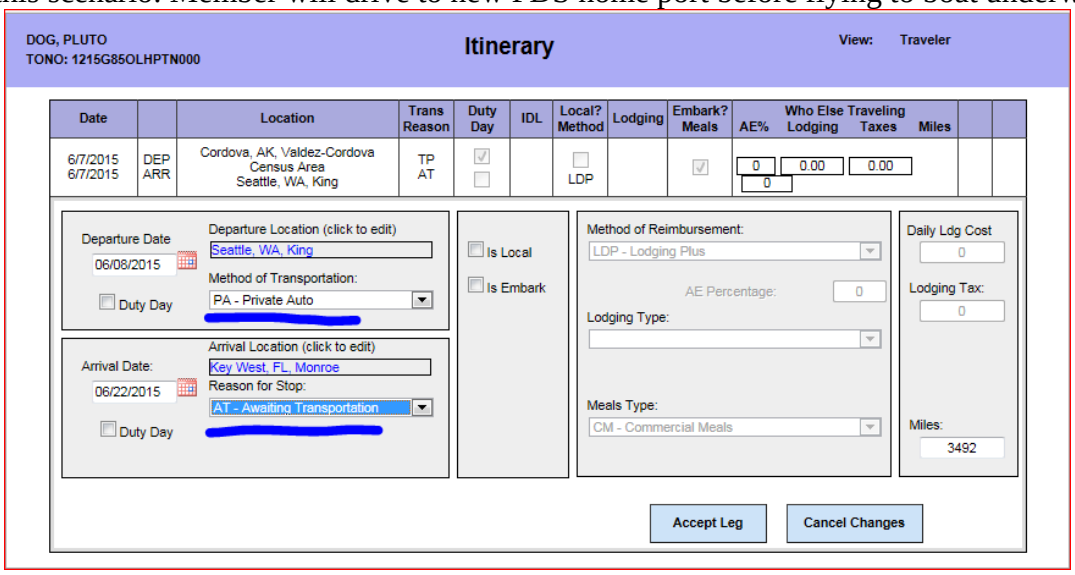
Select **Greater than or equal to 24 hours** under the **Itinerary** tab



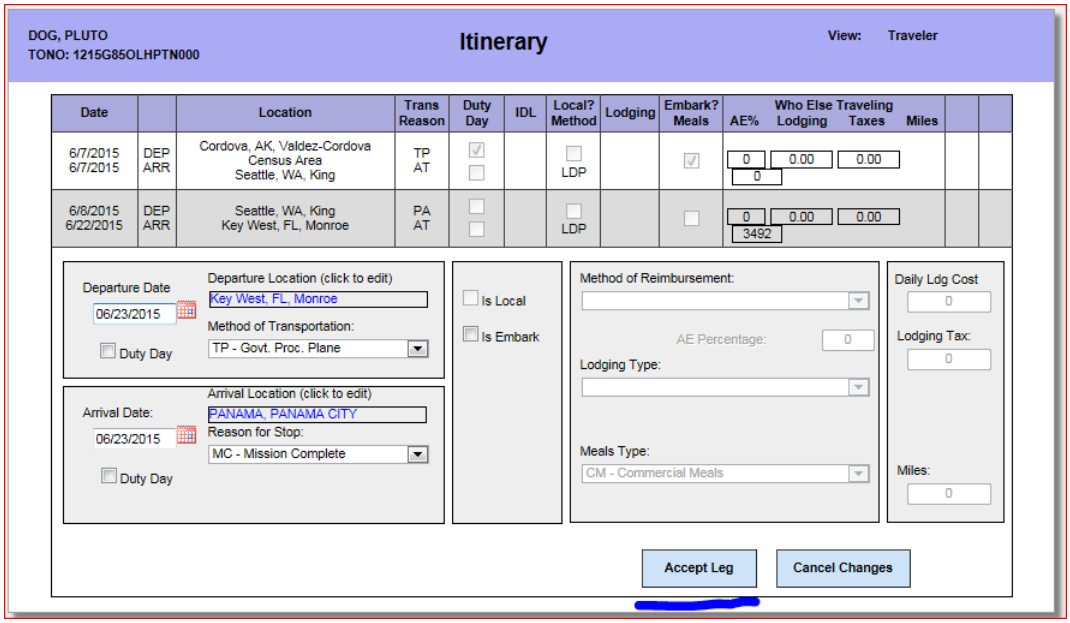
In this Scenario: Boat is in Cordova AK and new PDS boat is in Panama. TP used from AK to Seattle



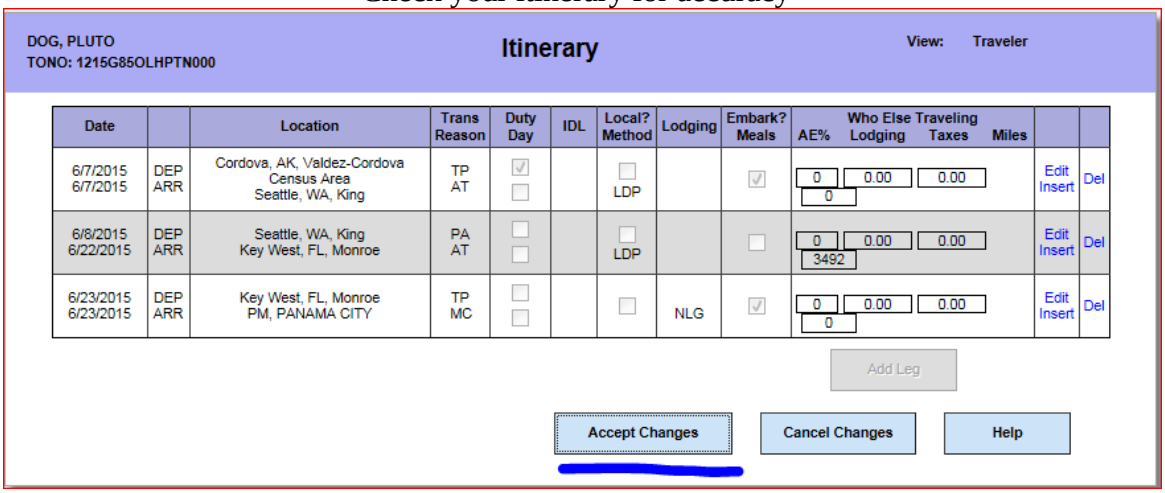
In this scenario: Member will drive to new PDS home port before flying to boat underway



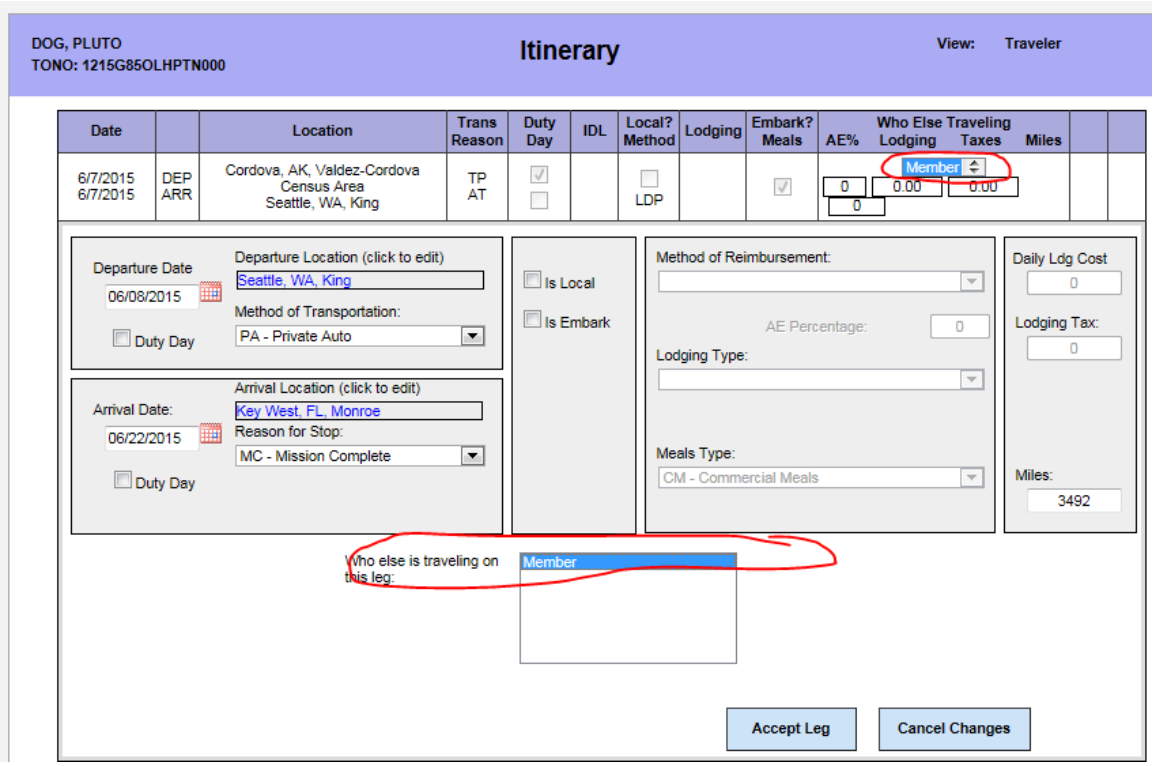
Next:



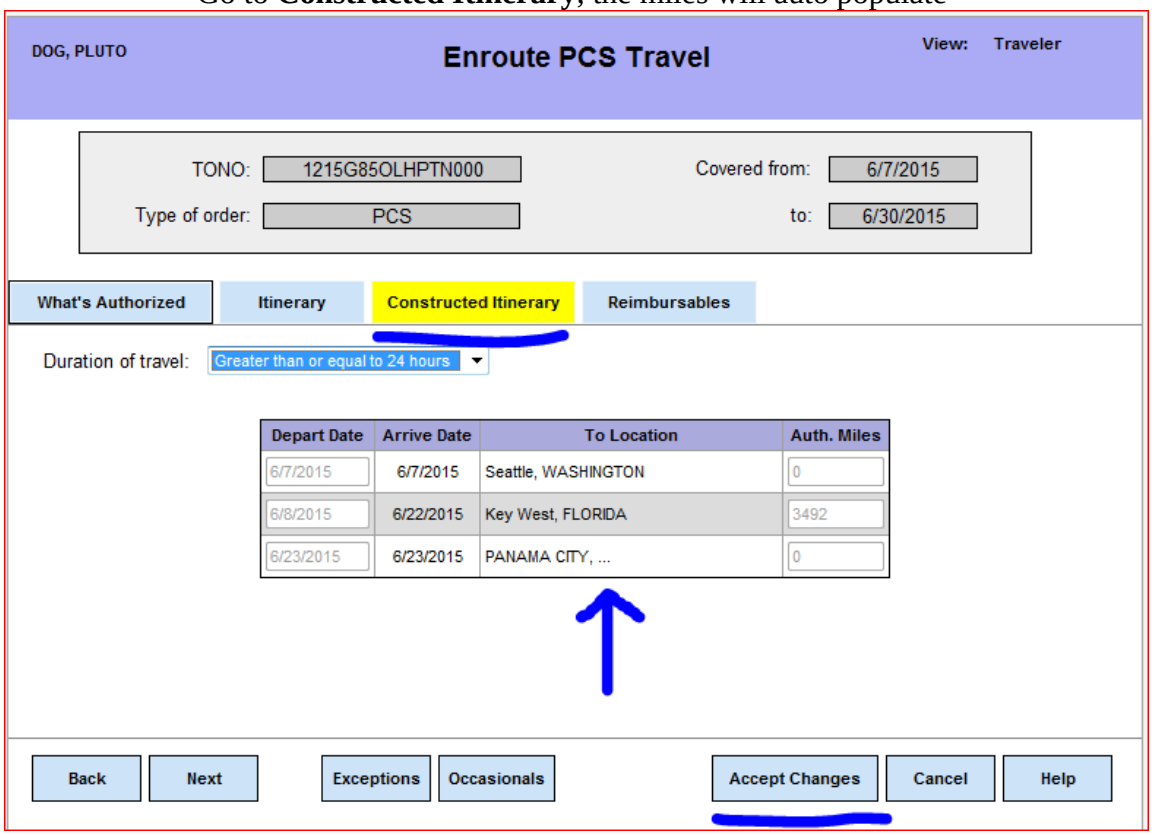
Check your itinerary for accuracy



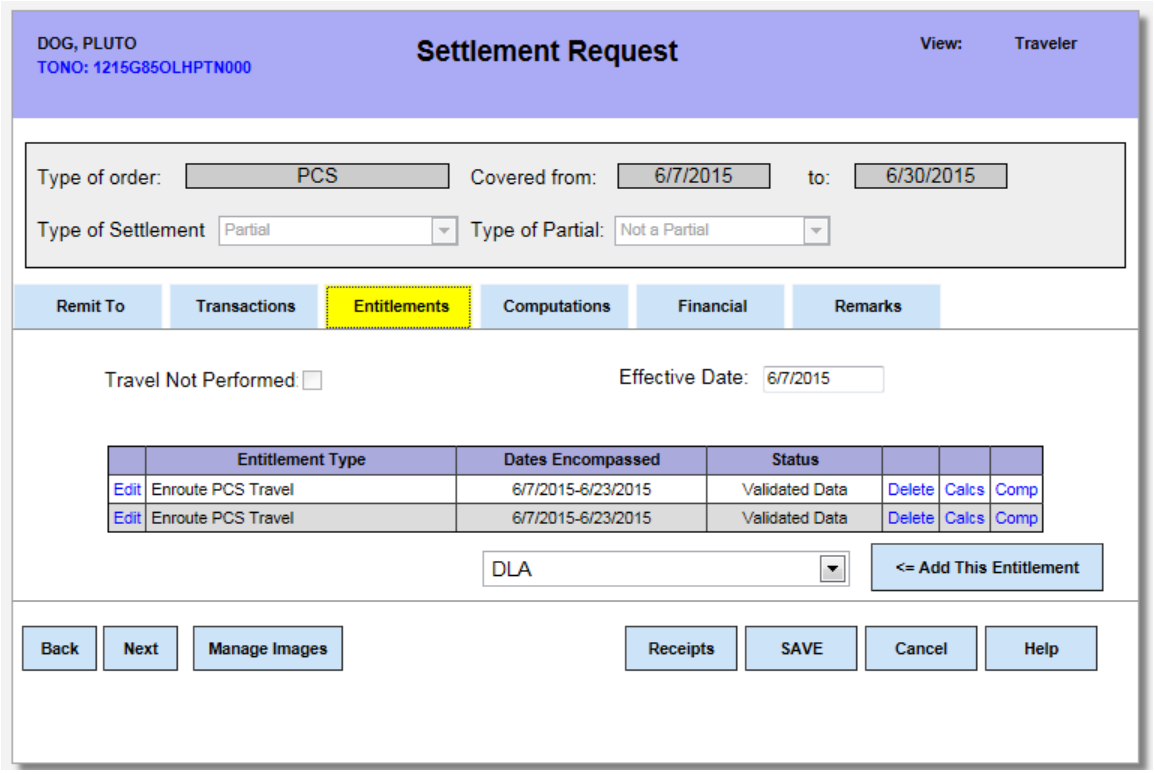
Enter Dependent Itinerary to MC in Key West. Member and Dependent drove together.



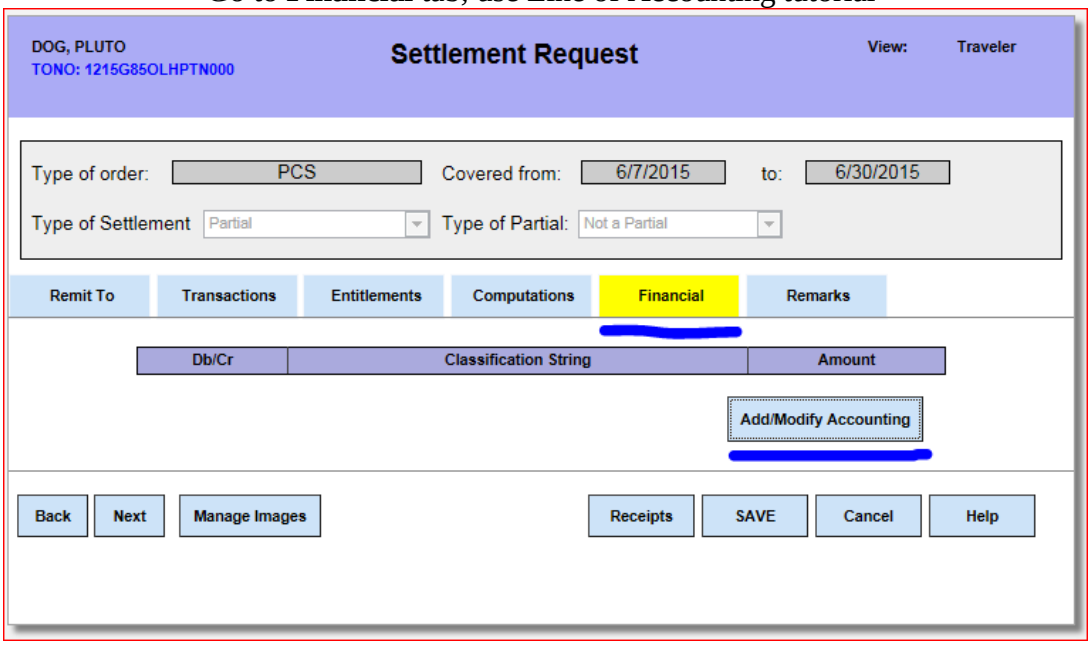
Go to **Constructed Itinerary**, the miles will auto populate



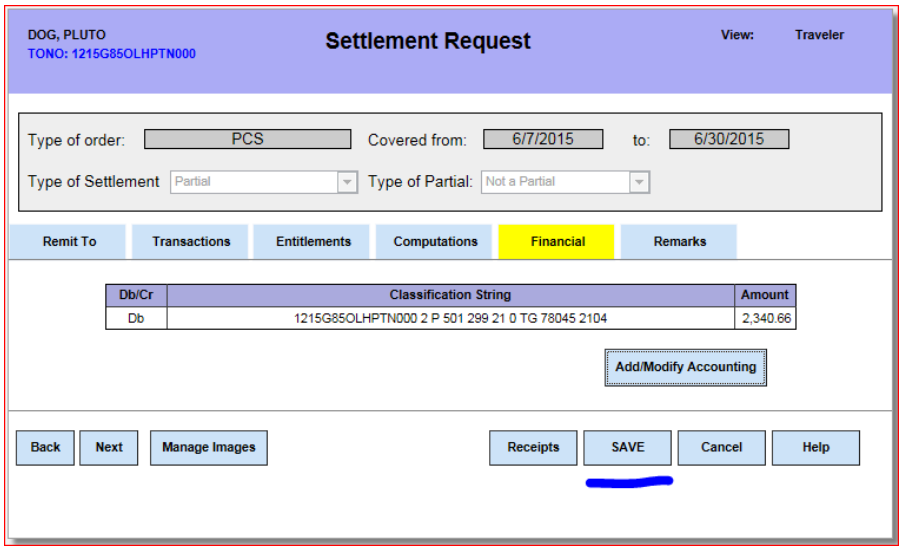
Next



Go to **Financial** tab, use Line of Accounting tutorial



Save the claim and release to AO



Separation &/or Retirement – MUST be mailed into PPC for manual processing

Separation and Retirement PCS claims must be mailed via 1st Class Mail to PPC for manual processing. This is because the MC date will be after the member leaves the CG unit and will no longer have access to TPAX and the traveler TPAX account will be locked to prevent unauthorized use.

Member married to Member Travel

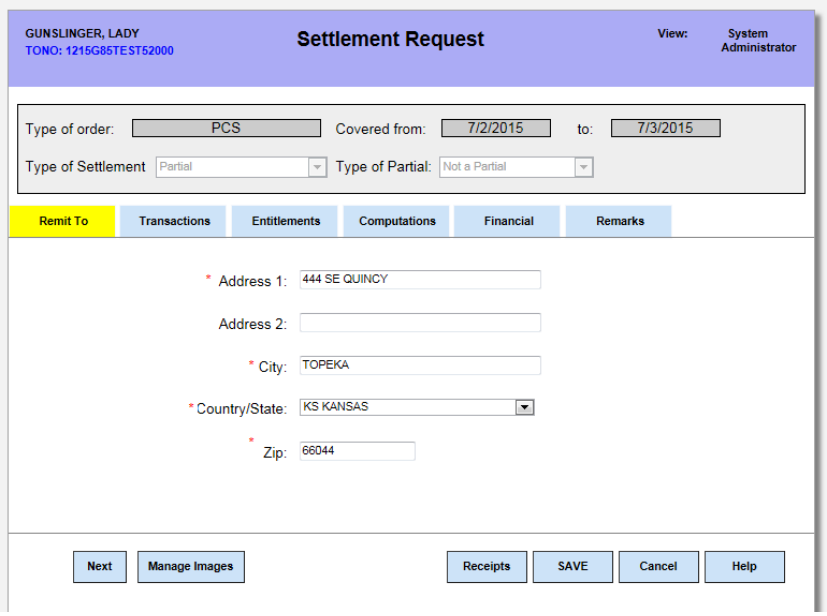
1) **Member traveling with Member**

2) **Members traveling separately**

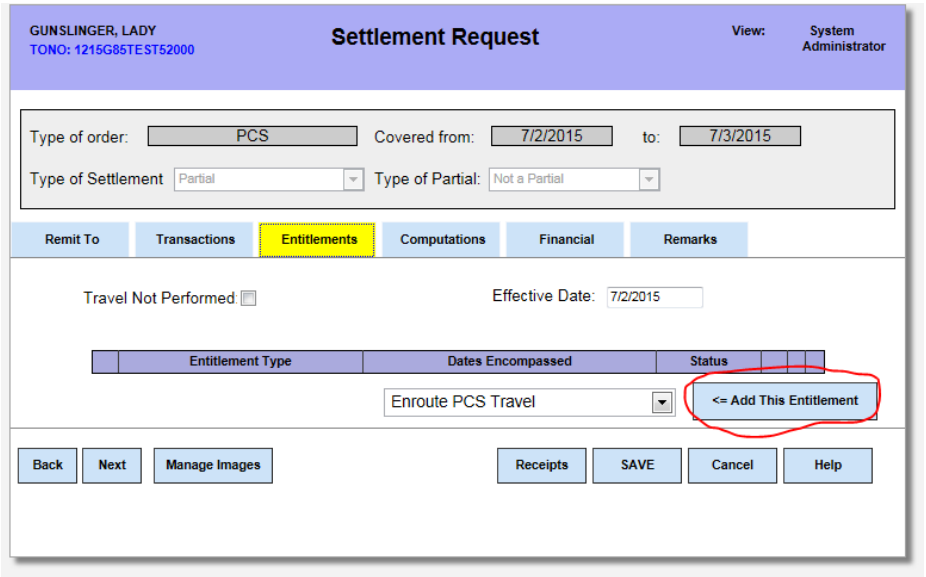
Member traveling with Member

Member #1 and #2 drove in same POV. Only 1 member is allowed MALT and DLA. Both members are entitled to Per Diem.

---Member #1---
Change home address to new PDS

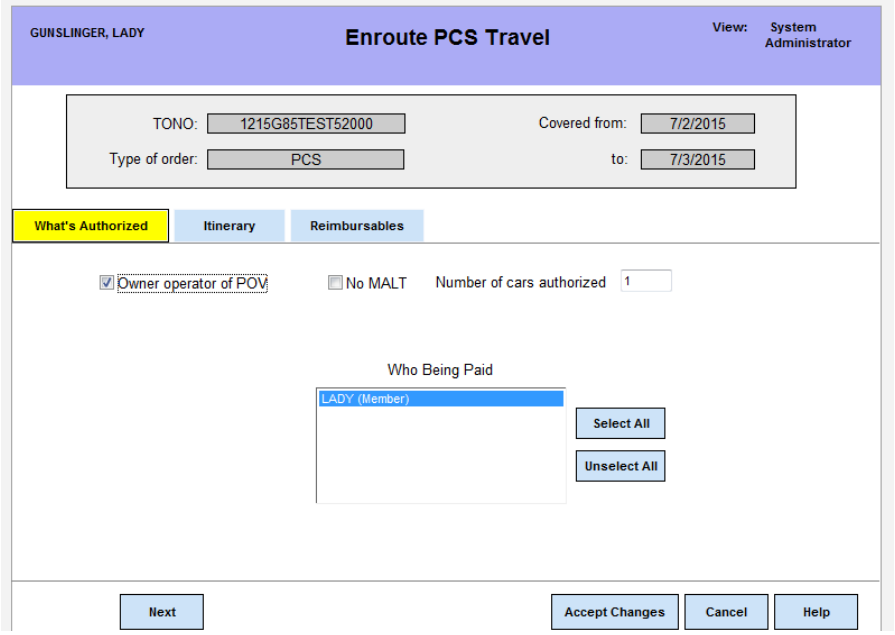


Under "**Entitlements**" tab select "**Add This Entitlement**"

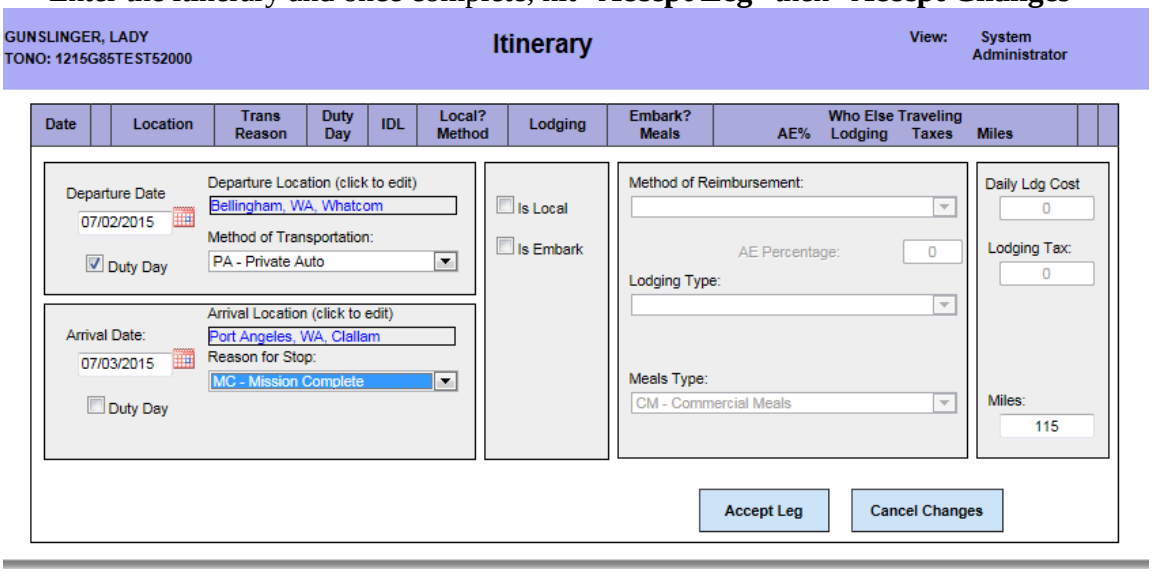


Member #1 will receive MALT and DLA.

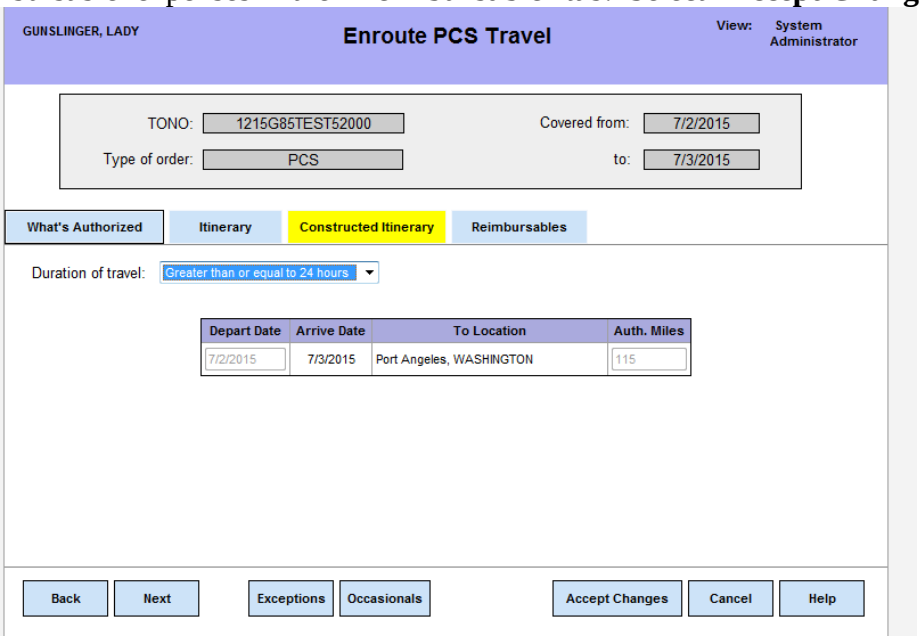
Check “**Owner operator of POV**”, “**Number of cars authorized**” and “**Who being paid**” (travelers)



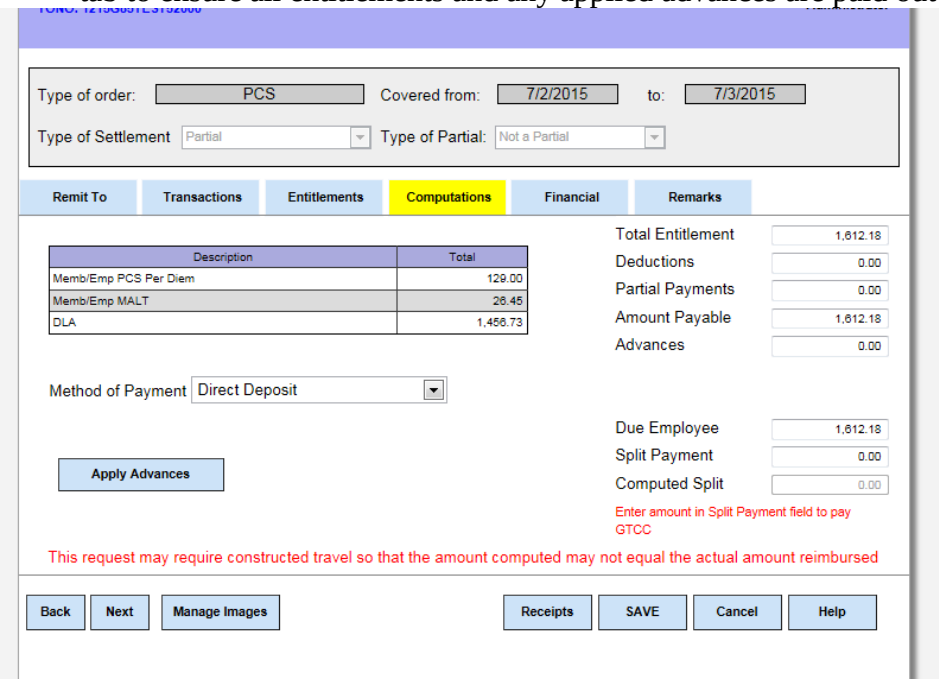
Enter the itinerary and once complete, hit “**Accept Leg**” then “**Accept Changes**”



Check the "**Constructed Itinerary**" to make sure the miles are populating correctly and enter any reimbursable expenses in the "**Reimbursable**" tab. Select "**Accept Changes**"



On the main screen under "**Entitlements**" tab add DLA (without dependents) and check the "**Computations**" tab to ensure all entitlements and any applied advances are paid out correctly.

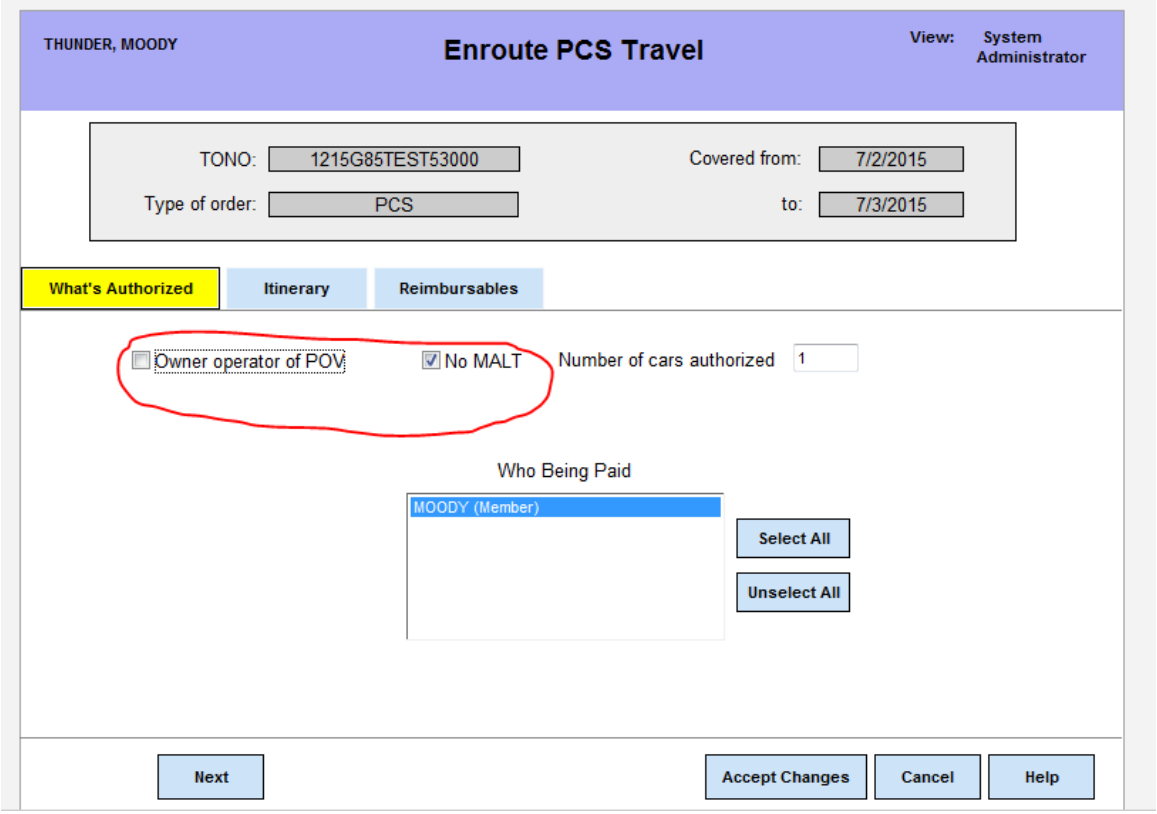


Go to "**Financial**" tab and "**Add/Modify Accounting**" following line of accounting tutorial. Once this is done click "**SAVE**".

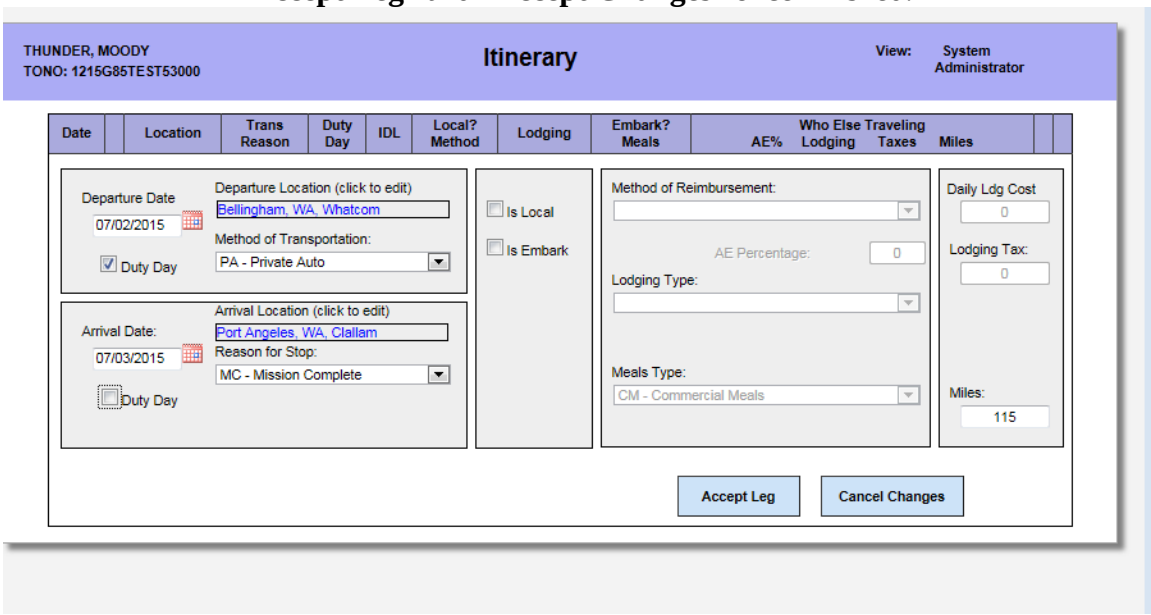
---Member #2---

This member will NOT be receiving MALT or DLA.

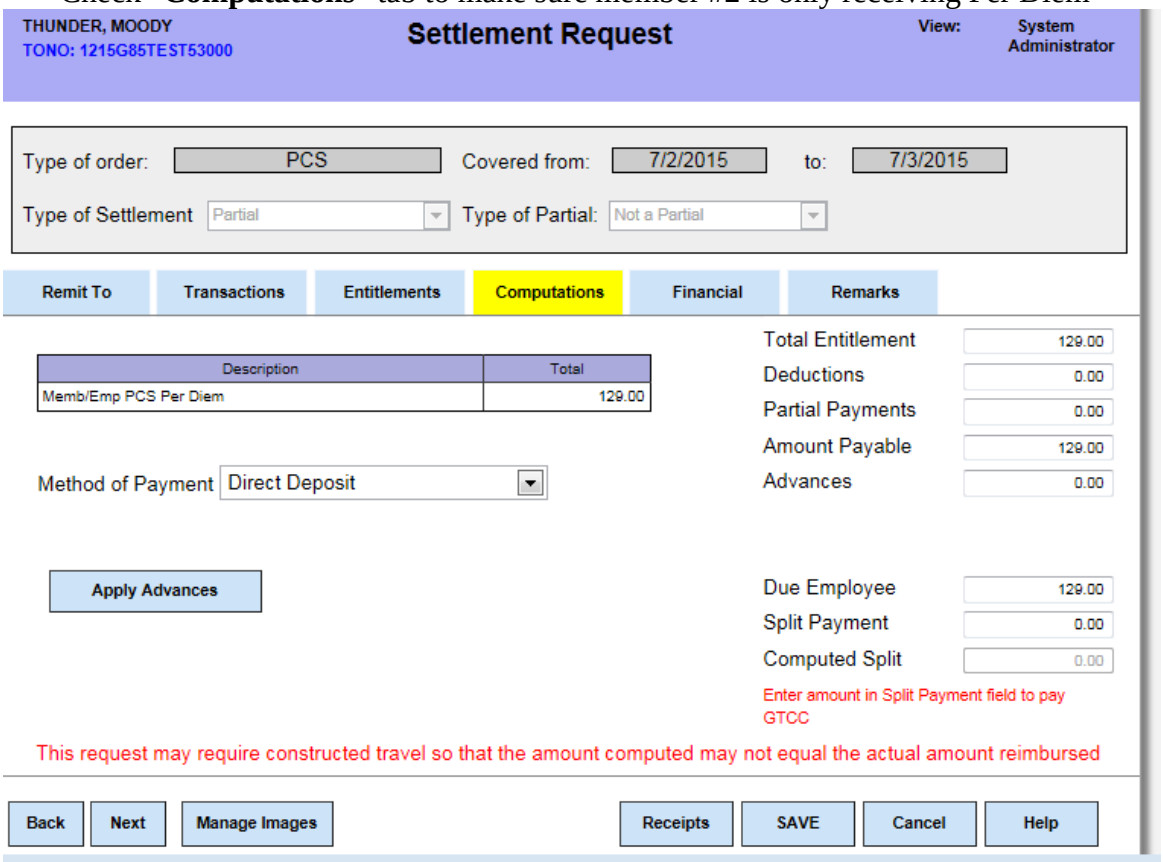
Same process as Member #1, except **<u>un-check</u>** "Owner operator of POV" and **<u>check</u>** "No MALT".



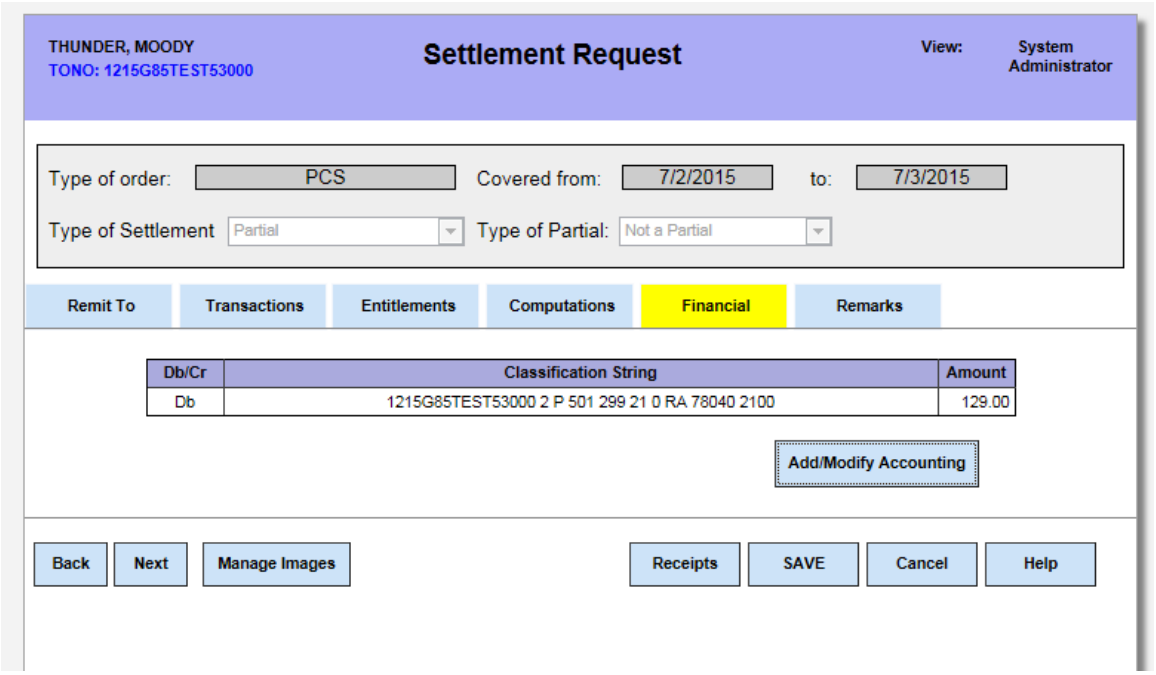
Since both members traveled together in one vehicle, enter the same itinerary as Member #1 and then click "**Accept Leg**" and "**Accept Changes**" once finished.



Check "**Computations**" tab to make sure member #2 is only receiving Per Diem

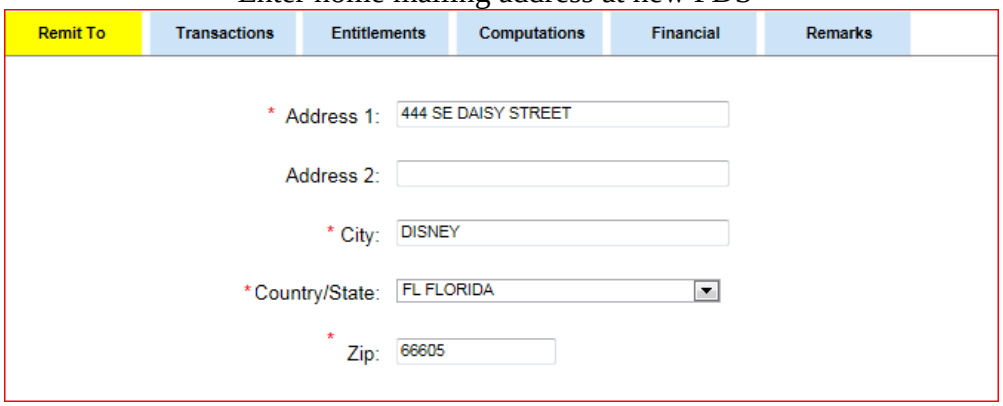


Same as Member #1, enter the accounting string in "**Financial**" tab and click "**SAVE**" once complete with the claim.

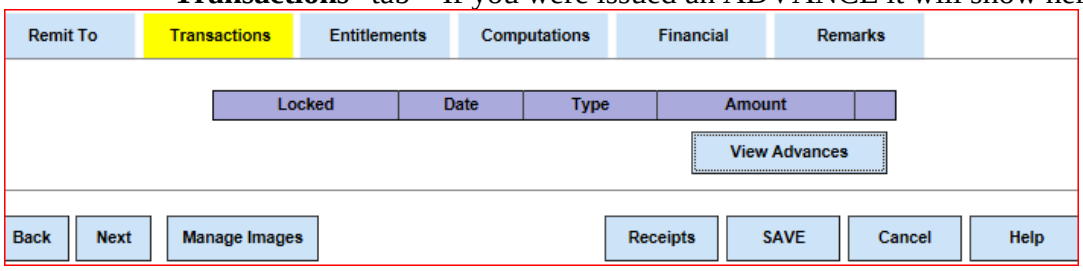


Members traveling separately

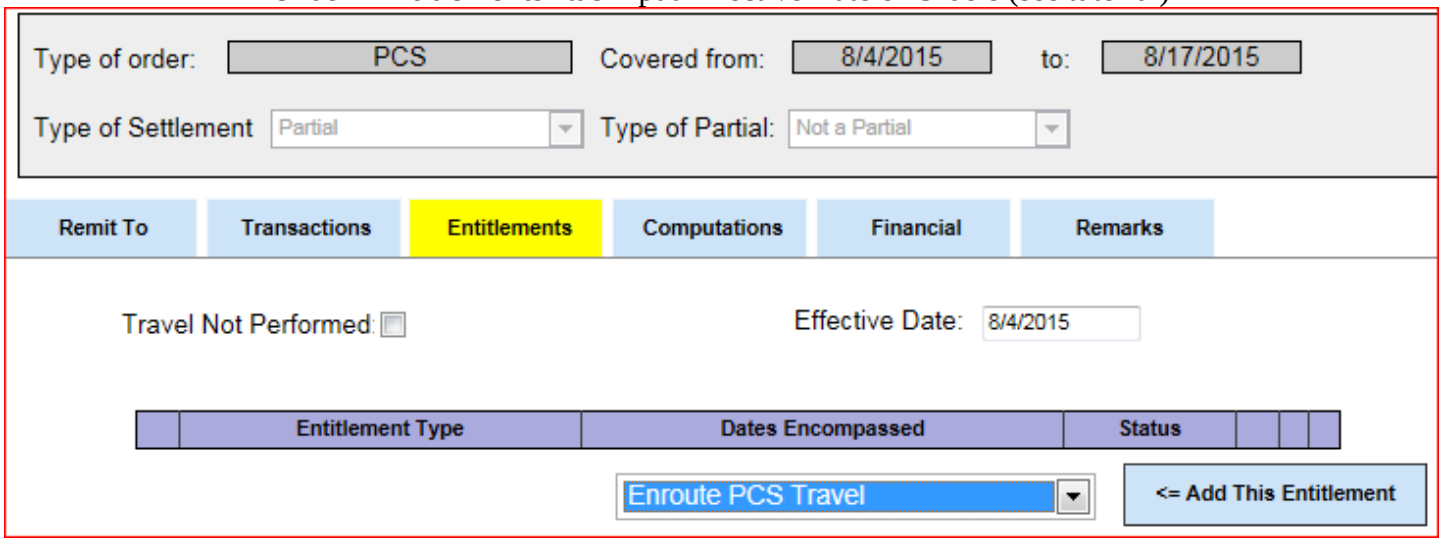
Enter home mailing address at new PDS



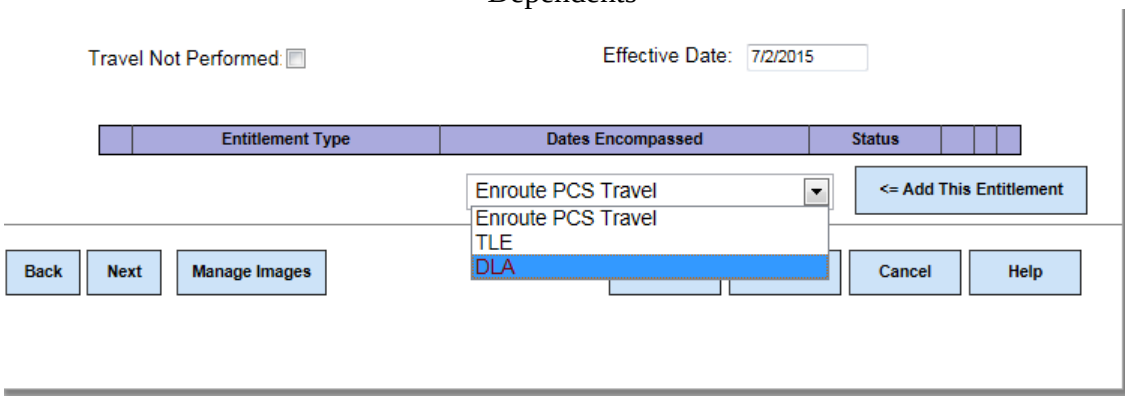
"**Transactions**" tab – If you were issued an ADVANCE it will show here



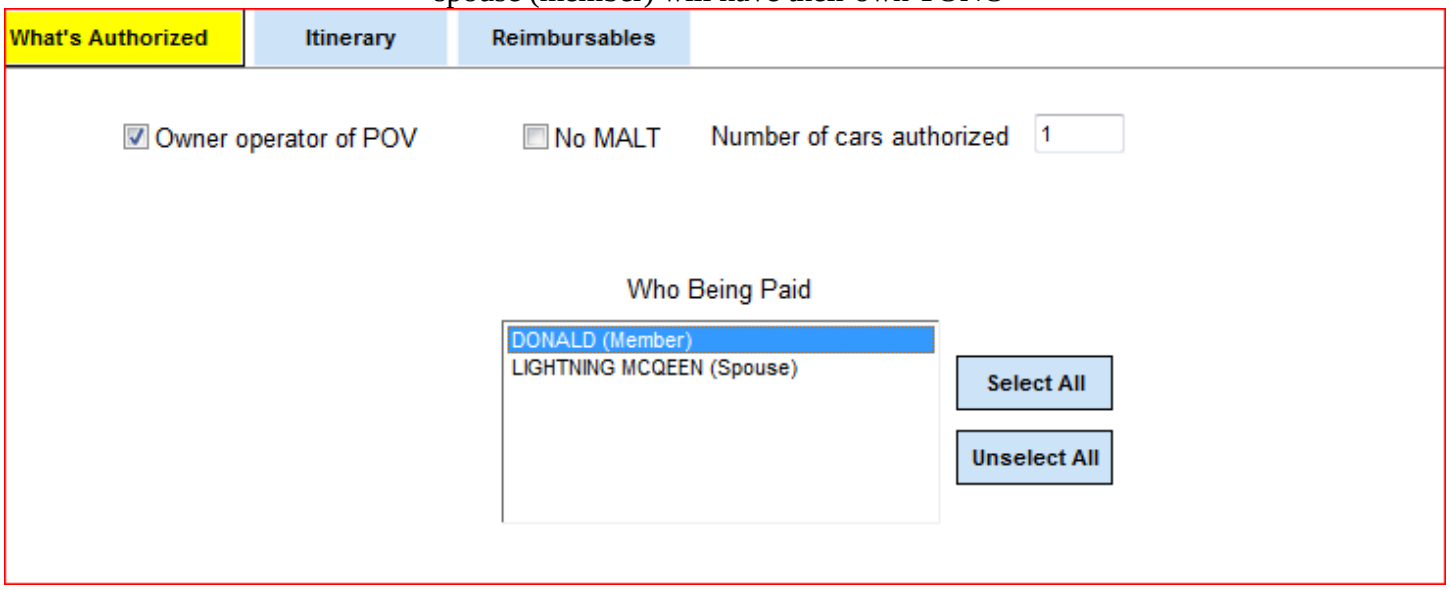
Under "**Entitlements**" tab input Effective Date of Orders (see tutorial)



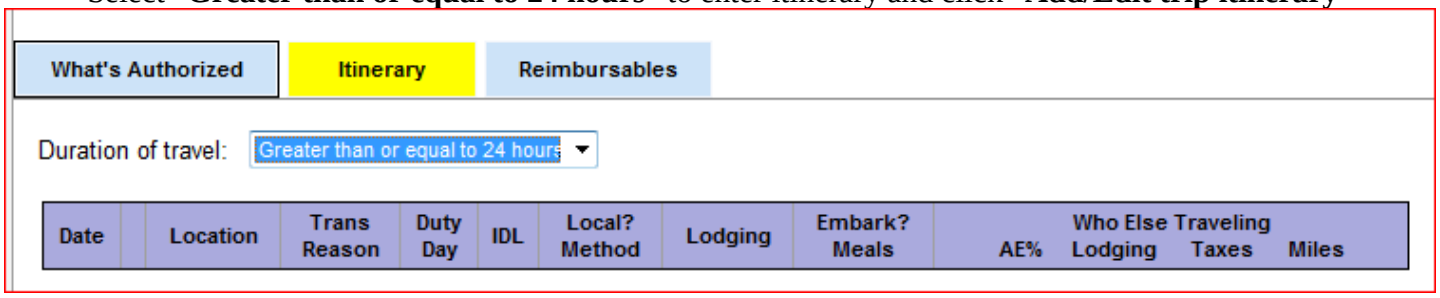
Click on the drop down – you will see entitlements you set up in the orders
NOTE when MEMBER to MEMBER, the MEMBER with the **higher pay grade** will claim the DLA with Dependents



Since this is a member to member claim select ONLY the Member who's claim you are processing, since the spouse (member) will have their own TONO



Select "**Greater than or equal to 24 hours**" to enter itinerary and click "**Add/Edit trip itinerary**"



Enter appropriate days/means of travel. Itinerary will show dependent even if they are not selected for travel; this can be ignored on this page. **Accept Changes**

DUCK, DONALD
TONO: 1215G85MBR2M0000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles		
8/4/2015 8/17/2015	DEP ARR	Seattle, WA, King Key West, FL, Monroe	PA MC	☑ ☐		☐	NLG	☐	LIGHTNING MCQEEN 0 3492	0.00	0.00		Edit Insert	Del

Review the "**Itinerary**" tab and click next

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling AE%	Lodging	Taxes	Miles
8/4/2015 8/17/2015	DEP ARR	Seattle, WASHINGTON Key West, FLORIDA	PA MC	☑ ☐		☐	NLG	☐	0	0.00	0.00	3492

Review "**Constructed Itinerary**" tab and click next and "**Accept Changes**"

What's Authorized | Itinerary | Constructed Itinerary | Reimbursables

Duration of travel: Greater than or equal to 24 hours

Depart Date	Arrive Date	To Location	Auth. Miles
8/4/2015	8/17/2015	Key West, FLORIDA	3492

Back to the "**Entitlements**" tab, member can verify that the number of travel days is correct by clicking "**Calcs**"

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Travel Not Performed: ☐ Effective Date: 8/10/2015

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	7/15/2015-7/25/2015	Validated Data	Delete	Calcs	Comp

Member is authorized 10 travel days based on 3,492 miles

Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
08/07	FP											0.00	129.00	0.00	
08/08	FP											0.00	129.00	0.00	
08/09	FP											0.00	129.00	0.00	
08/10	FP											0.00	129.00	0.00	
08/11	FP											0.00	129.00	0.00	
08/12	FP											0.00	129.00	0.00	
08/13	FP											0.00	129.00	0.00	
08/14	FP											0.00	129.00	0.00	
08/15	FP											0.00	129.00	0.00	
08/16	FP											0.00	129.00	0.00	
												Total	1290.00	0.00	

Member can verify his entitlement

Remit To | Transactions | Entitlements | Computations | Financial | Remarks

Description	Total
Memb/Emp PCS Per Diem	1,290.00
Memb/Emp MALT	803.16
DLA	2,510.61

Total Entitlement	4,603.77
Deductions	0.00
Partial Payments	0.00
Amount Payable	4,603.77
Advances	0.00

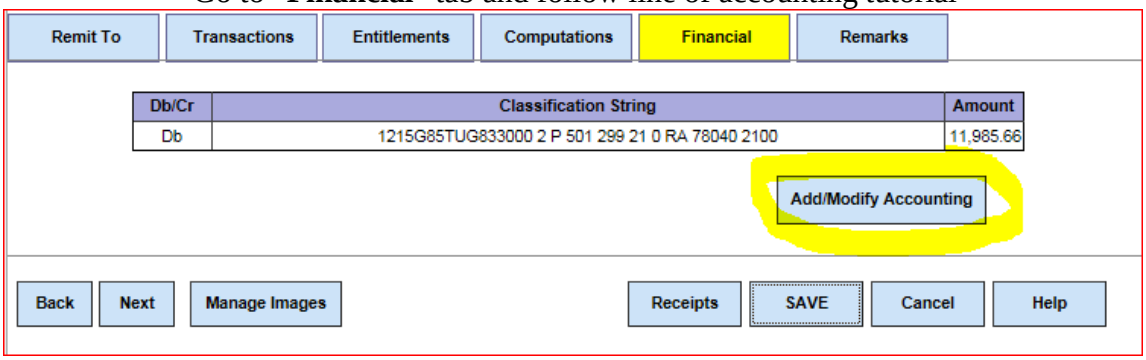
Method of Payment: Direct Deposit

Due Employee	4,603.77
Split Payment	0.00
Computed Split	0.00

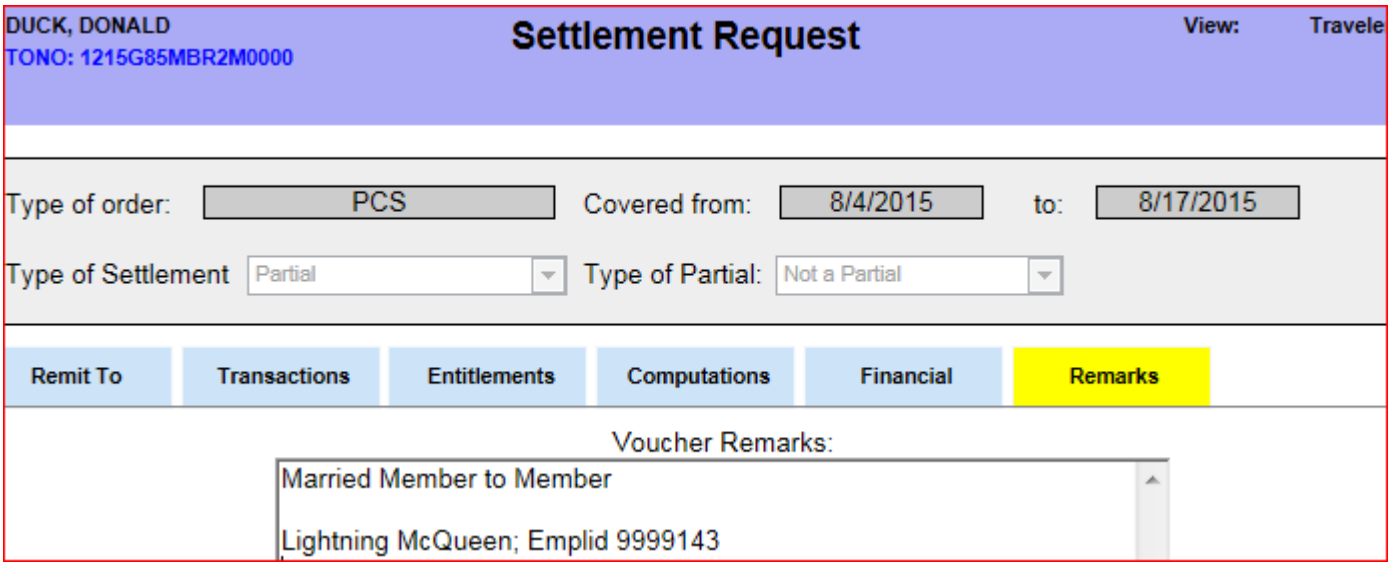
Apply Advances

Enter amount in Split Payment field to pay

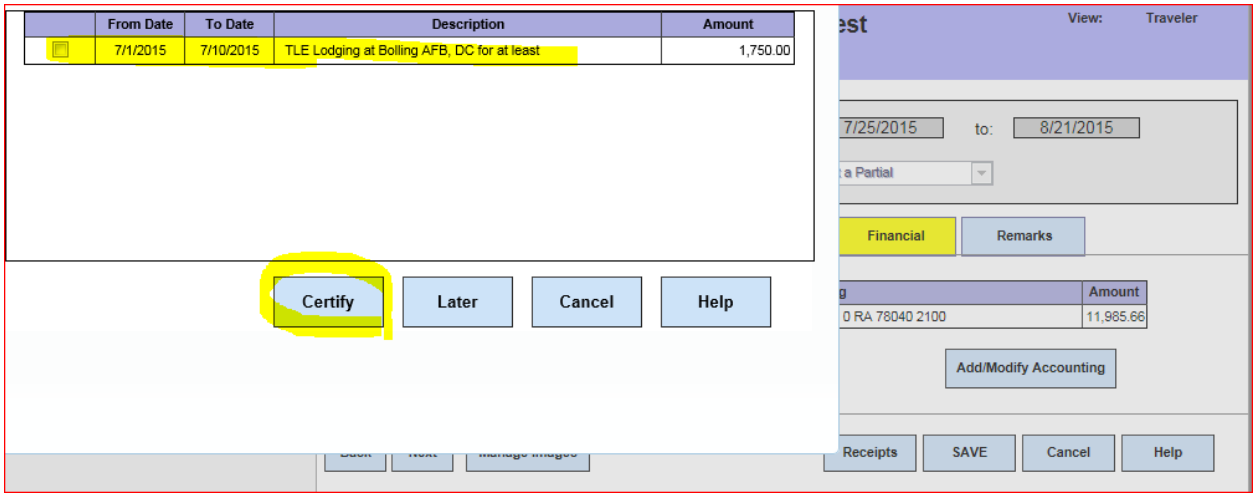
Go to "**Financial**" tab and follow line of accounting tutorial



Go to "Remarks**" tab enter name and EMPLID of spouse when Married MEMBER to MEMBER**



You must certify you know you have to have a valid receipt for your TLE expenses
Check the box



Your PCS Claim is now ready to Release to your AO

DUCK,DONALD

T-PAX Inbox

View: Traveler

load Test

[Reservations] [Regulations] [Currency]

Profile and History • Create New • Tools • Help •

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Orig	Arrive At		
[ ]	1215G85MBR2MOOOO	Settlement	81412015	811712015	PCS	DUCK,DONALD T.		Entered into T-PAX	812612015	Traveler	Key West,FL	1100217352	54,603 (est)
El	1114G84FYXV ROOOO	Settlement	912212014	10/312014	Normal	DUCK,DONALD T.		Entered into T-PAX	812512015	Traveler	Kansas City Intl Airport, MO	1100217343	54,733 (est)
El	1215G85ASP876000	Settlement	111 2012014	111 2512014	PCS			Assigned to Examiner	712212015	Office	Norfolk, VA	1100217286	$1,851. (est)
El	1215G85PCSPT7000	Settlement	211612015	212312015	PCS	STARDUST,		Entered into T-	61212015	Traveler	Topeka,	1100217251	$3

Release to AO 11 Print 1 1 View / Modify Delete Help