PCS Claim – Member Travel Only

Overview

Introduction

This guide provides procedures for entering a PCS claim in TPAX when just the member is traveling.

Use the Member Travel Only guide to complete a basic claim. Click on the various links on the next page for additional details for your specific scenario.

Scanning Documents

It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single PDF file. PPC can't open anything other than a PDF. Some of the required items include the following:

- Signed PCS Orders
- Lodging Receipts with proof of payment (for TLE reimbursement)
- Airfare/AdTrav Fee Receipts
- Alaska Marine Highway Itinerary (mandatory if taking the ferry)
- Receipts for all items over $75

Maximum Amount Payable

Remember that the maximum TPAX will pay for a PCS claim is equivalent to the fastest driving route from the old Permanent Duty Station (PDS) to the new PDS. You can take any route or method of transportation, but keep in mind that is the maximum amount payable.

CG Finance Center

The Coast Guard Finance Center (FINCEN) processes the following:

- Personally Procured Moves (PPM)
- Privately Owned Vehicle (POV) Shipment
- POV Storage
- Temporary Lodging Allowance (TLA) Claims

Do **NOT** send these items to PPC. They will be returned and you will only prolong payment.

Flying

If any part of your PCS travel involves flying, **ALWAYS** pick TP-Government Procured Plane vice CP – Commercial Plane to ensure the system will pay out correctly.

Continued on next page

Travel Time Chart

This chart determines how many travel days are authorized based on miles driven.

Number of Miles Driven	Number of Travel Days Authorized
400 or less	1
401-750	2
751-1100	3
1101-1450	4
1451-1800	5
1801-2150	6
2151-2500	7
2501-2850	8
2851-3200	9
3201-3550	10
3551-3900	11
3901-4250	12
4251-4600	13
4601-4950	14

Contents

Topic	See Page
Member Travel Only	3
Circuitous/Indirect Travel	35
Flying – CONUS to CONUS	39
Flying – CONUS to OCONUS	43
Flying – OCONUS to OCONUS	46
Flying – OCONUS to CONUS	47
Home to 1st PDS (Cadets) or Direct Commission	48
Mixed Mode – Alaska Ferry (1 POV)	51
Mixed Mode – Drive/Fly to Ship	54
Mixed Mode – Fly/Drive to PDS (CONUS to CONUS)	59
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway)	66
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway)	73
PCS – Boot Camp to “A” School	82
PCS – Separation/Retirement	87
PCS with TDY Enroute (TEMDU)	88
Travel Time Less Than Authorized	96

Member Travel Only

Introduction

This guide provides the procedures for a member traveling alone. Use this guide to complete a basic claim. Click on the various links on the overview page for additional details for your specific scenario.

This example shows a member without dependents traveling via a privately owned vehicle from one CONUS Permanent Duty Station (PDS) to the next CONUS Permanent Duty Station (PDS).

Procedures

See below.

Step	Action
1	Once logged into TPAX, click **Create New**.
2	Click **Settlement Request**.

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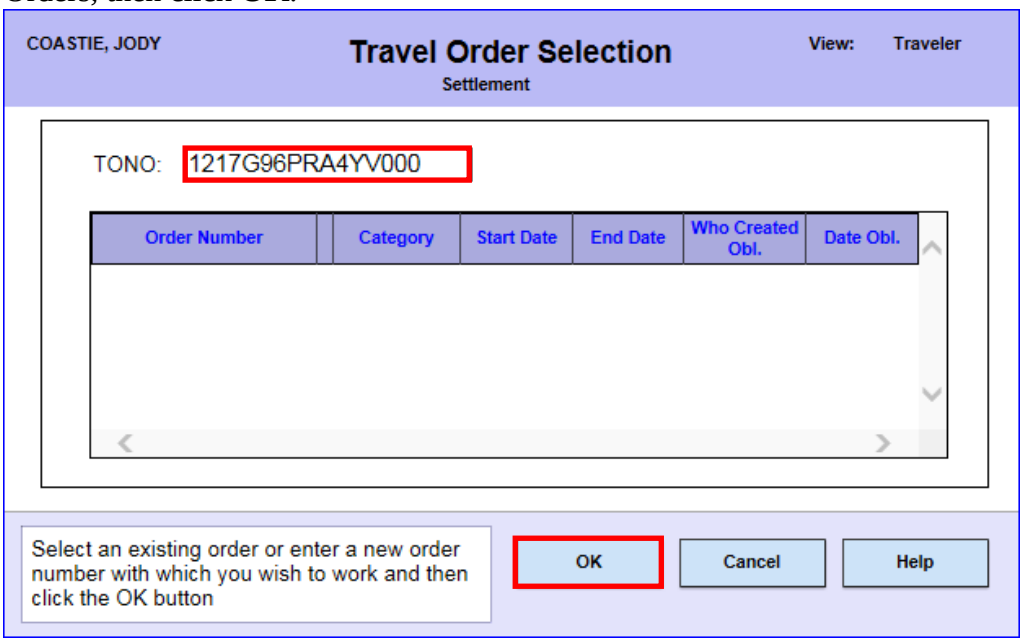
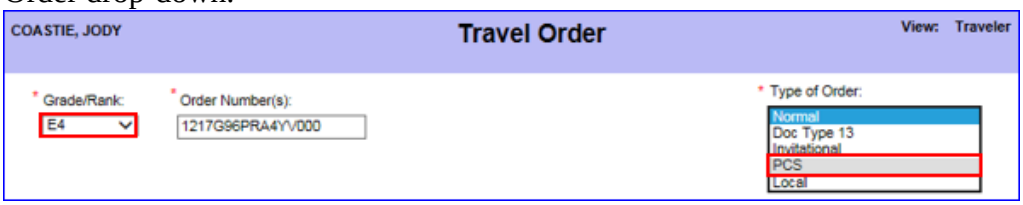
Procedures,
continued

Step	Action
3	Enter the **Travel Order Number** (TONO) from the Direct Access (DA) PCS Orders, then click **OK**. 
4	Select your **Grade/Rank** from the drop-down. Select **PCS** from the Type of Order drop-down. 

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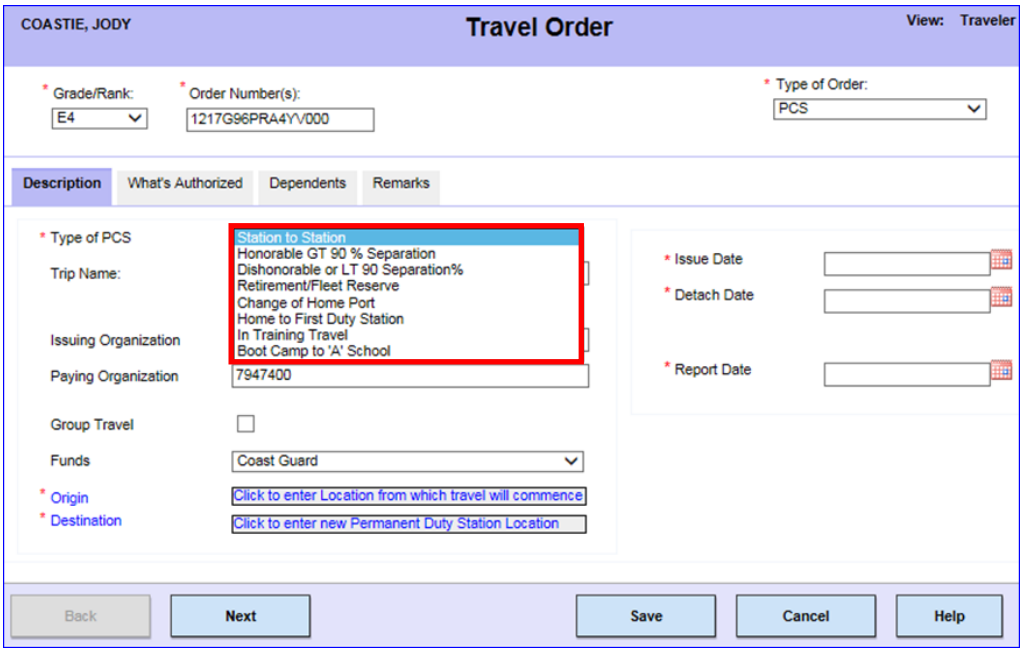
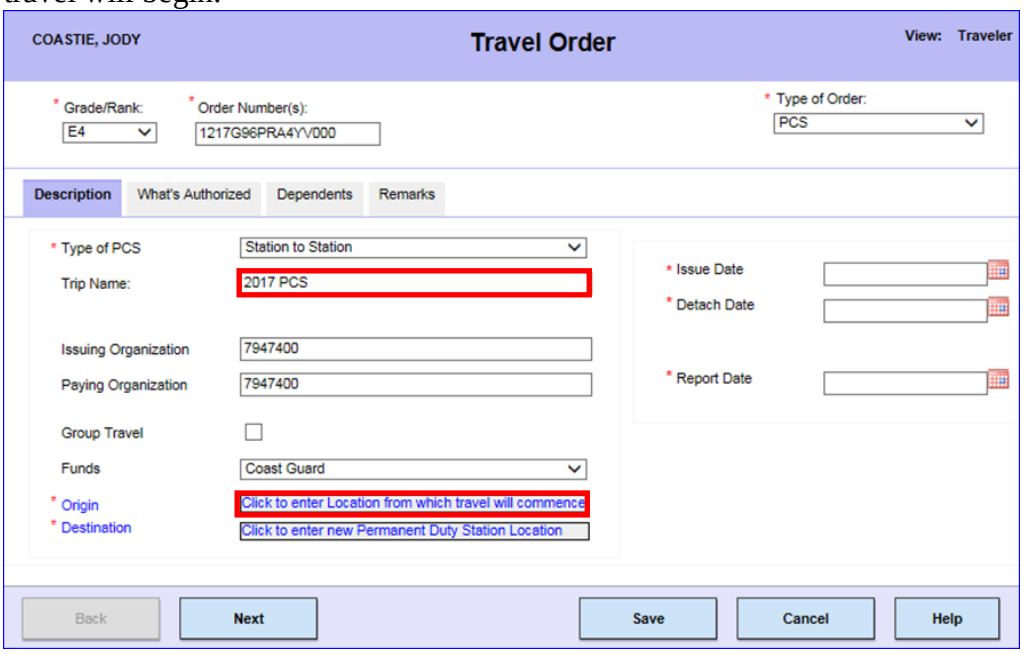
Procedures,
continued

Step	Action
5	Select the **Type of PCS** option that best describes the type of PCS involved with this travel order. 
6	Enter a **Trip Name**. Select the **Origin link** to enter the location from which travel will begin. 

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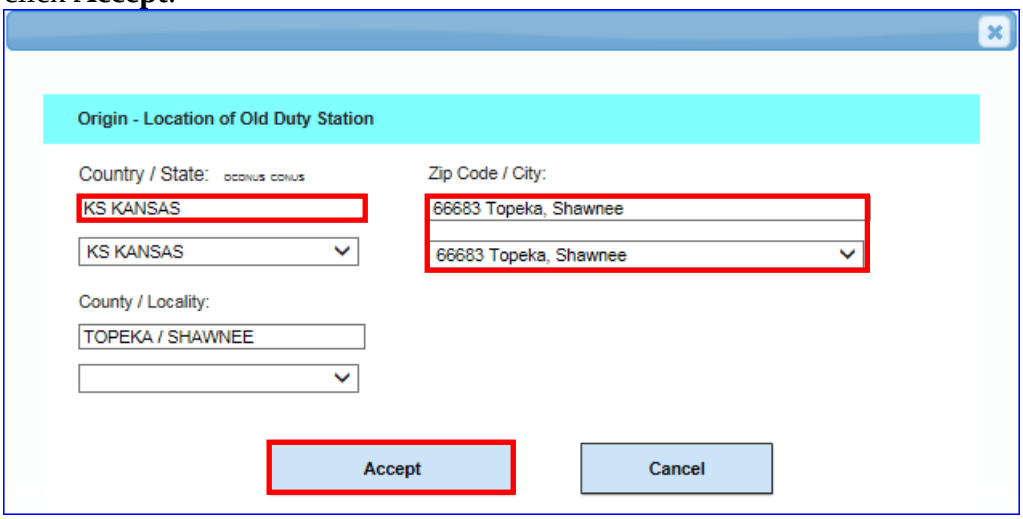
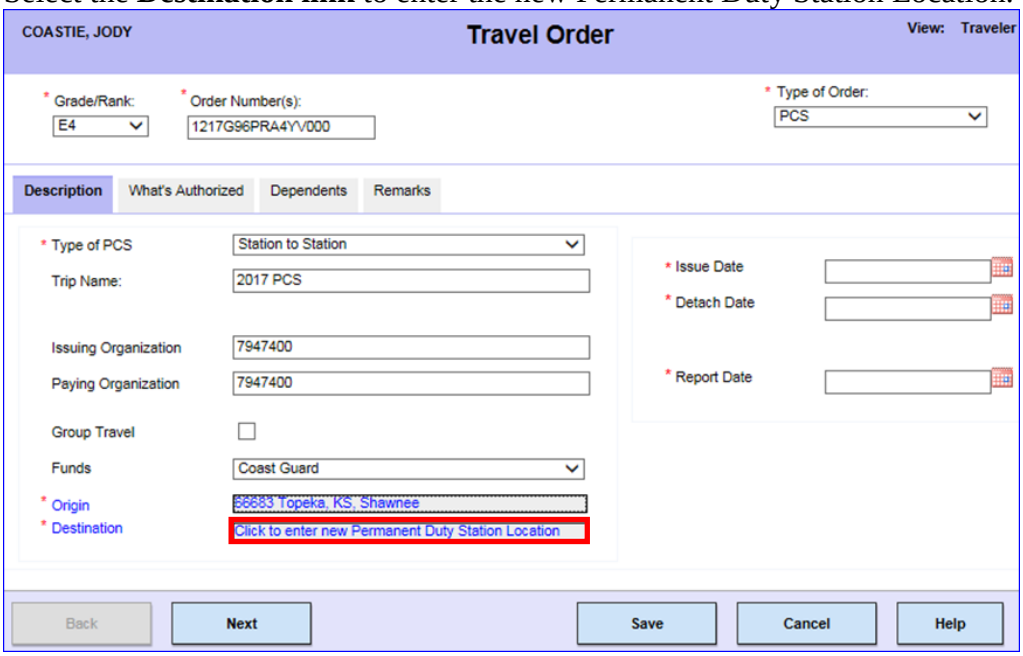
Procedures,
continued

Step	Action
7	When inputting locations, first type in the **State** and click tab. In the Zip Code/City, type in the **Zip Code** of the old PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click **Accept**. 
8	Select the **Destination link** to enter the new Permanent Duty Station Location. 

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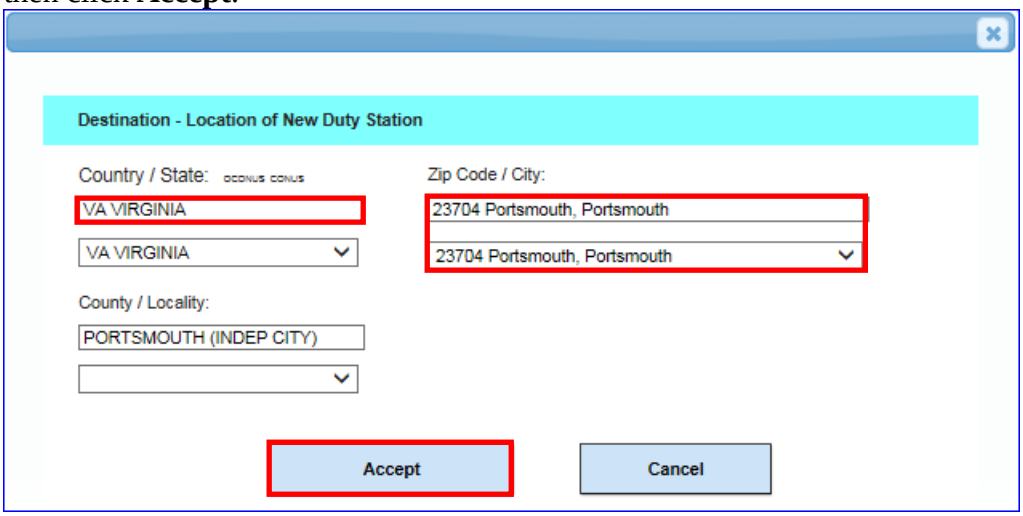
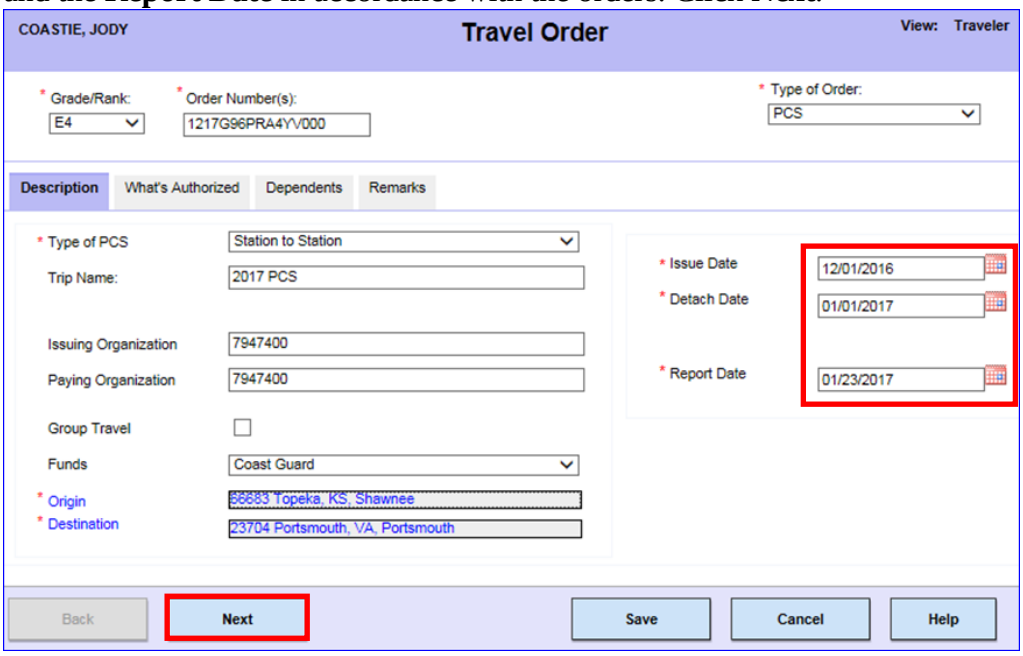
Procedures,
continued

Step	Action
9	When inputting locations, first type in the **State** and click tab. In the Zip Code/City, type in the **Zip Code** of the new PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click **Accept**. 
10	Next you will input the **Issue Date** of the orders, the **Depart** (Detach) **Date** and the **Report Date** in accordance with the orders. Click **Next**. 

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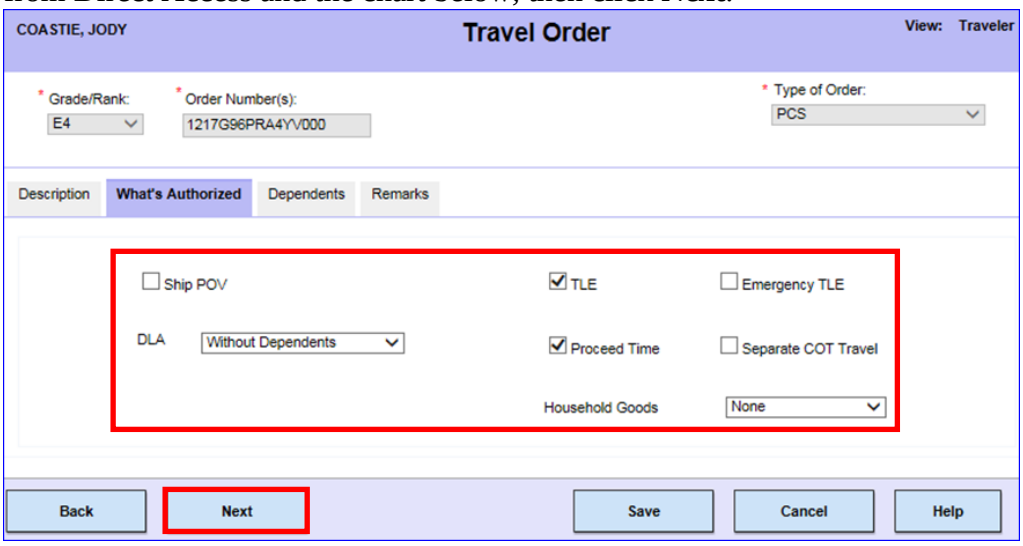
Procedures,
continued

Step	Action
11	The What's Authorized tab will display. Complete the fields using your orders from Direct Access and the chart below, then click **Next**.



Field	Description
Ship POV	Only used when transferring OCONUS
TLE	Check if authorized Temporary Lodging Expense
Emergency TLE	Rarely used. This is when a member can't obtain housing/quarters within 10 days of reporting. It must be approved by CG-1332.
DLA	Select the appropriate option for Dislocation Allowance. Options are None, With Dependents and Without Dependents.
Proceed Time	Check if authorized.
Separate COT Travel	Only used for Separate Consecutive Overseas Tour Travel claims.
Household Goods	This is not used at this time. Leave at default.

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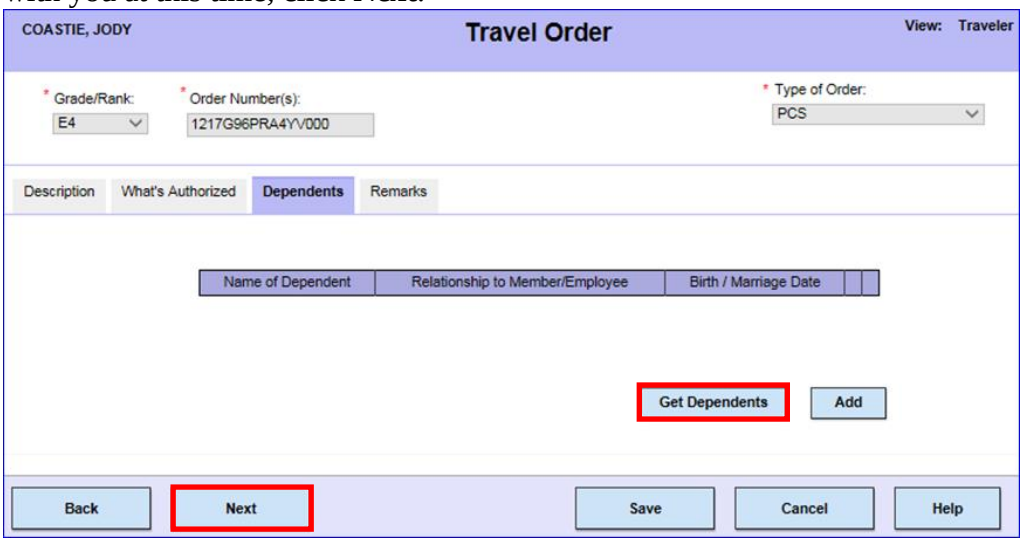
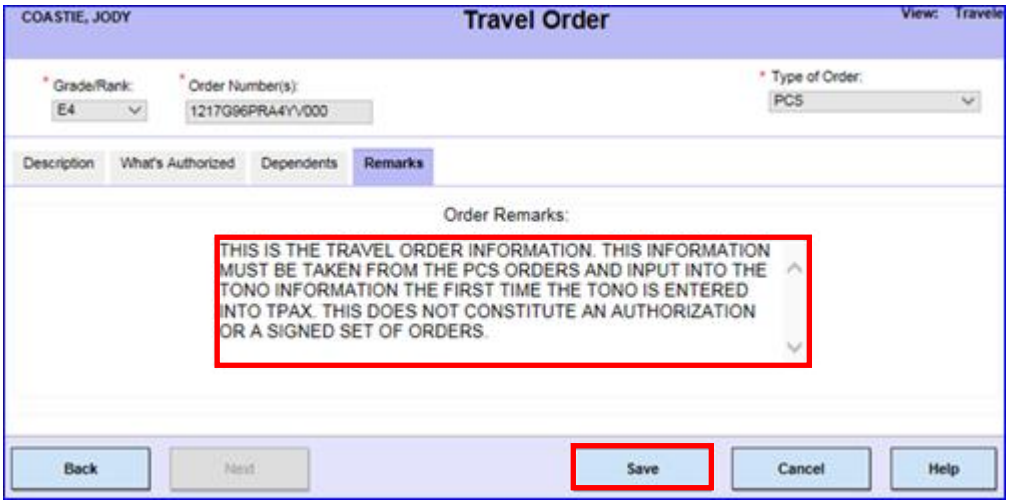
Procedures,
continued

Step	Action
12	If you have dependents that are traveling on this TONO you must enter them in at this time. To do so, click the **Get Dependents** button. This will automatically input any/all dependents that have been input into the system previously. If your dependents do not populate, you will need to input them yourself by clicking Add. Ensure your spouse is listed as spouse, not dependent. If you have no dependents or your dependents are not traveling with you at this time, click **Next**. 
13	Input any necessary **Remarks** that require further explanation. Then click **Save**. 

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Procedures,
continued

Step	Action
14	Before moving forward, 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 example below, 01/23/2017 – (4) +1, 1/23/17 – 4 = 1/19/17 + 1 = 1/20/17, the effective date of orders is 1/20/17. **Travel Itinerary and Authorized Absences:** Date — Type — Duty/Leave — Days 01/01/2017 — Depart — Duty 01/02/2017 — Leave INCONUS — 14 01/16/2017 — Proceed Time — 4 01/20/2017 — Travel Time — 4 01/23/2017 — Report — Duty The effective date of orders is input on the Entitlements tab when processing the PCS travel claim. 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, only dependents acquired before the effective date of orders can be paid. Since this member actually traveled from January 20th through the 23rd, TLE **CANNOT** be entered for those dates. If TLE is entered for those dates, they will **NOT** be paid.

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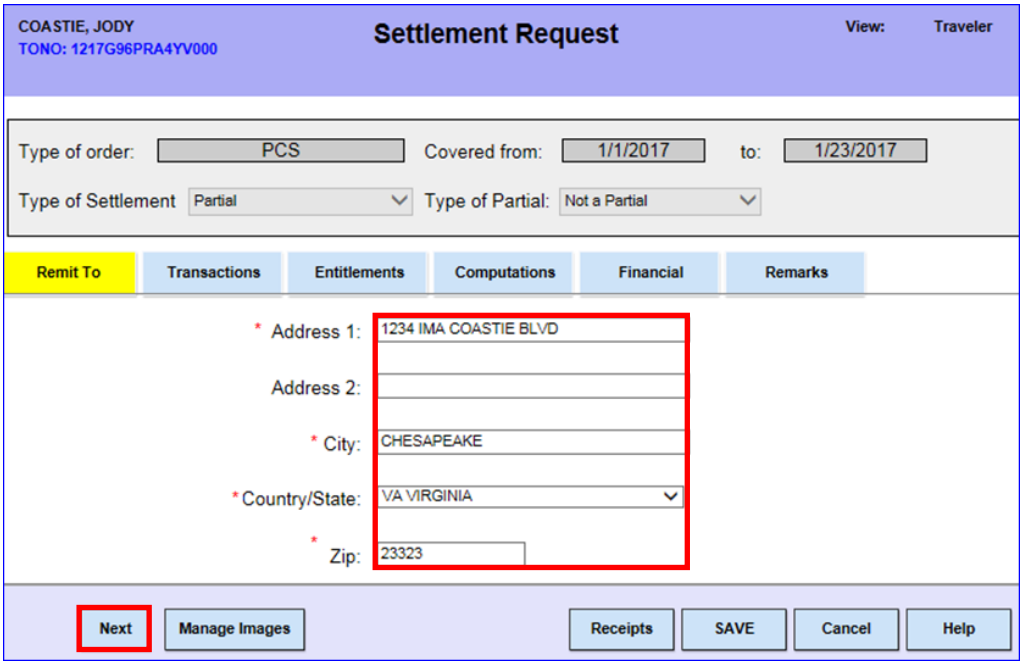
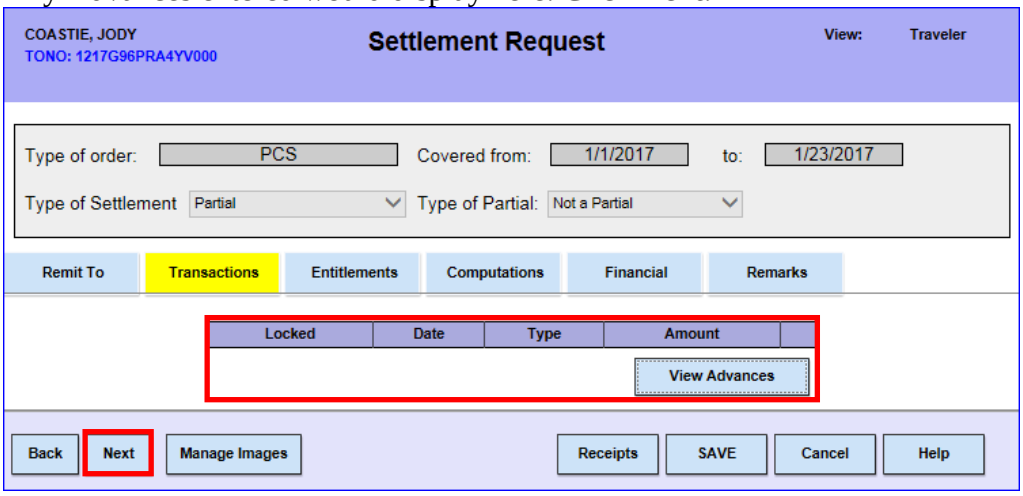
Procedures,
continued

Step	Action
15	The first tab of the Settlement Request will display. Enter the member's **new home address** at their new PDS (if known). If they don't have one (waiting for housing), they can temporarily enter their PDS address, but it must be documented in the remarks. Then click **Next**. 
16	Any Advances entered would display here. Click **Next**. 

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Procedures,
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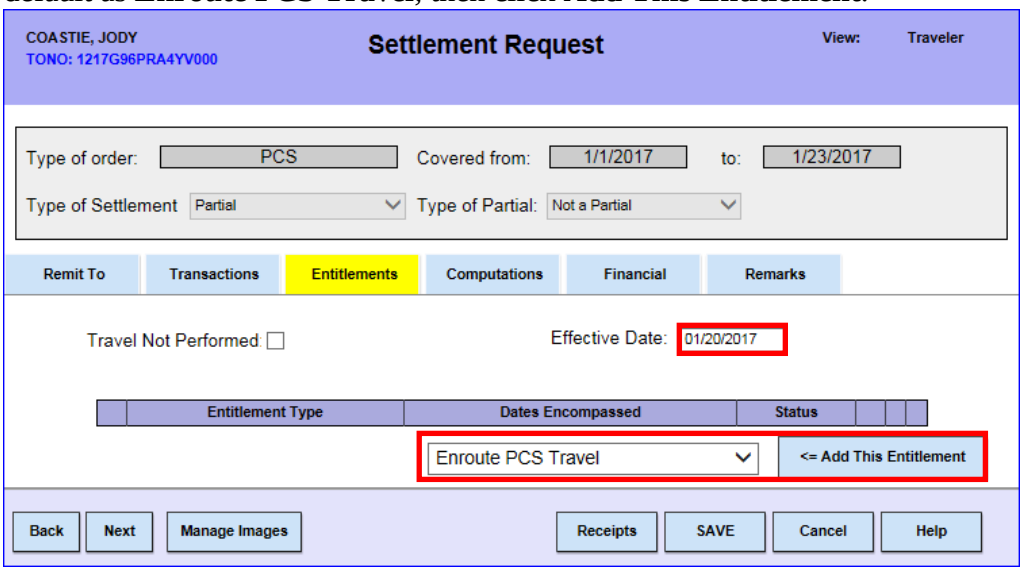
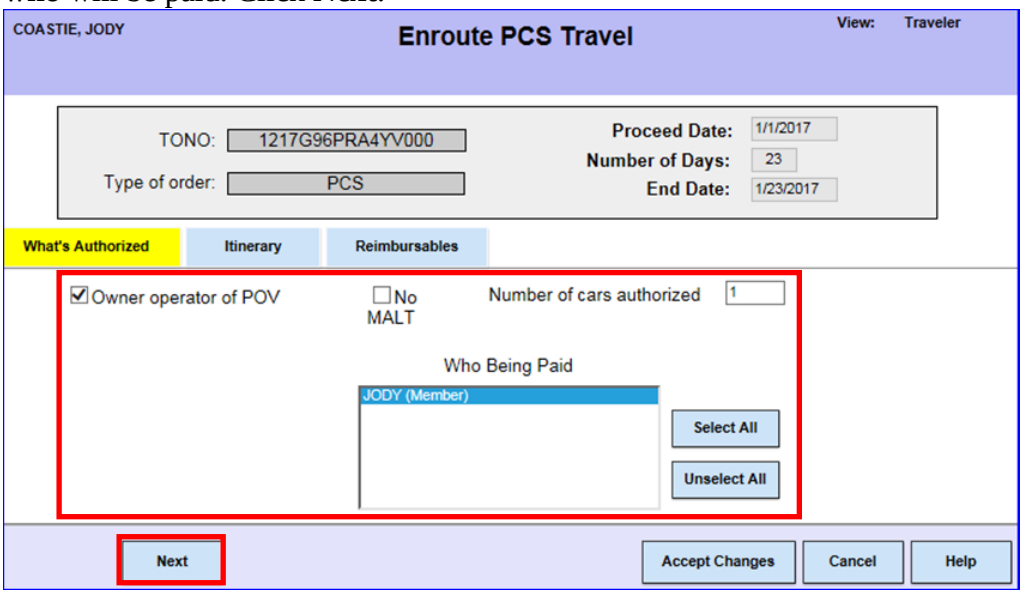
Step	Action
17	Enter the **Effective Date** of Orders that you calculated previously. Leave the default as **Enroute PCS Travel**, then click **Add This Entitlement**. 
18	In order to get paid MALT (monetary allowance in lieu of transportation), check the **Owner Operator of POV** box. If not claiming MALT, click the **No MALT** box. Enter the **Number of cars authorized** on the orders and select **who** will be paid. Click **Next**. 

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Procedures,
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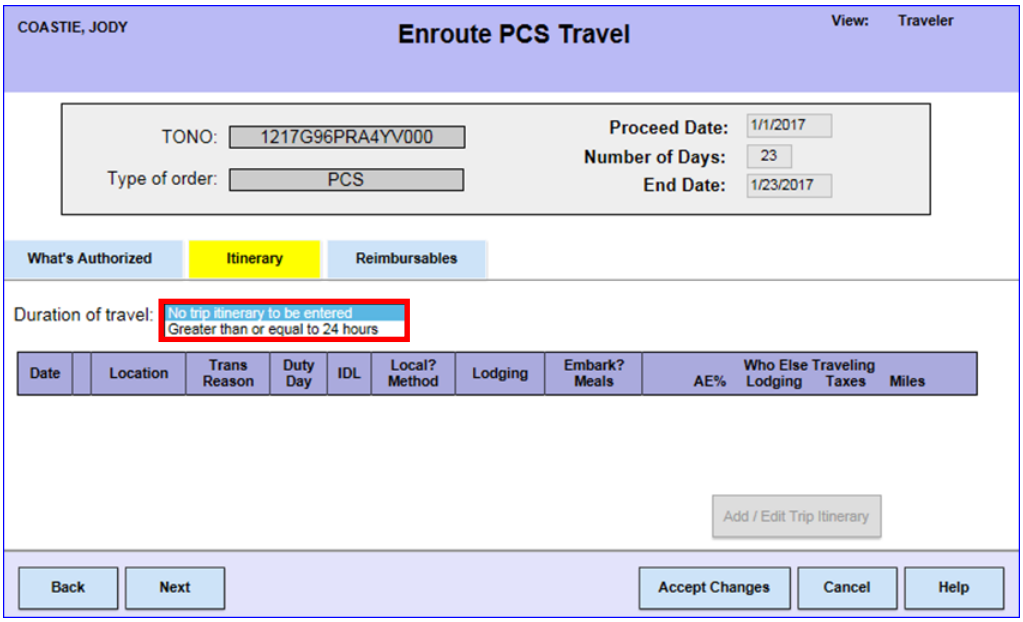
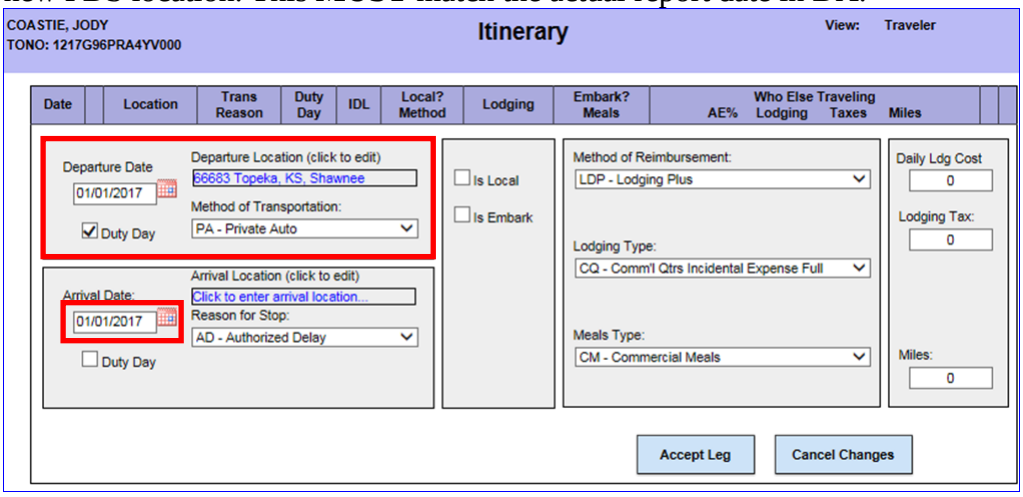
Step	Action
19	Select **Greater than or equal to 24 hours** from the Duration of Travel drop-down. 
20	The Itinerary page will display. The **Departure Date** must be the departing date on the orders. The **Departure Location** will auto populate. Leave the **Method of Transportation** as PA – Private Auto. **Do not touch the Duty Day boxes.** Update the **Arrival Date** to reflect the date you reported to the new PDS location. This **MUST** match the actual report date in DA. 

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Procedures,
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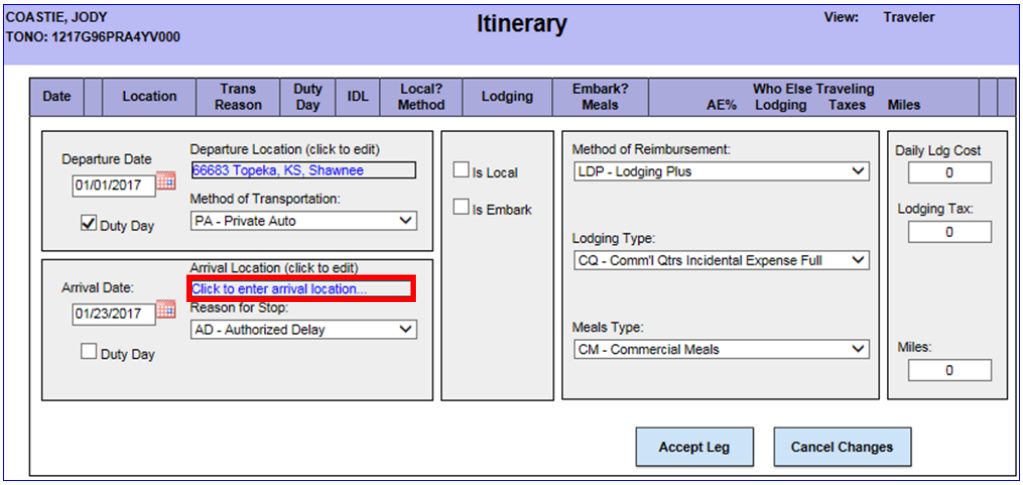
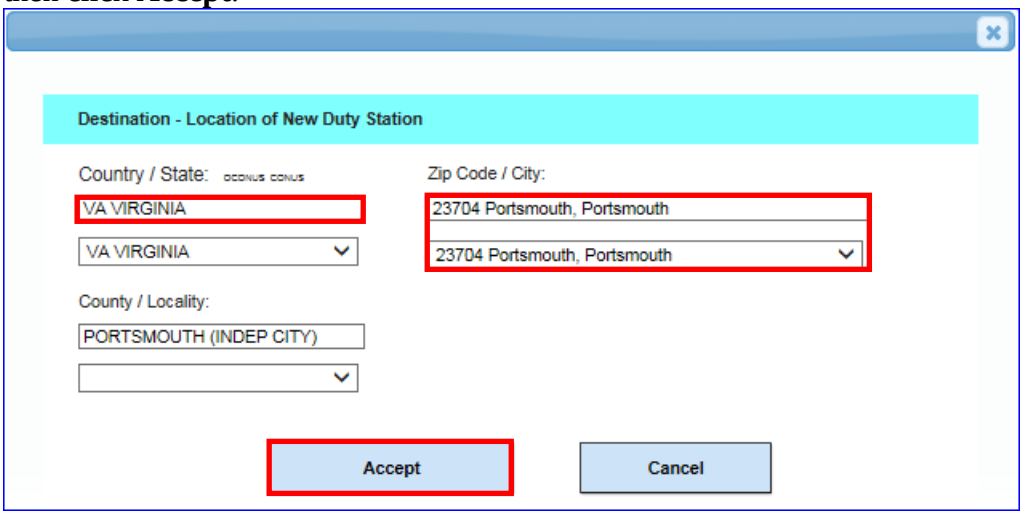
Step	Action
21	Click the **Arrival Location** link to enter the new PDS. 
22	When inputting locations, first type in the **State** and click tab. In the Zip Code/City, type in the **Zip Code** of the new PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click **Accept**. 

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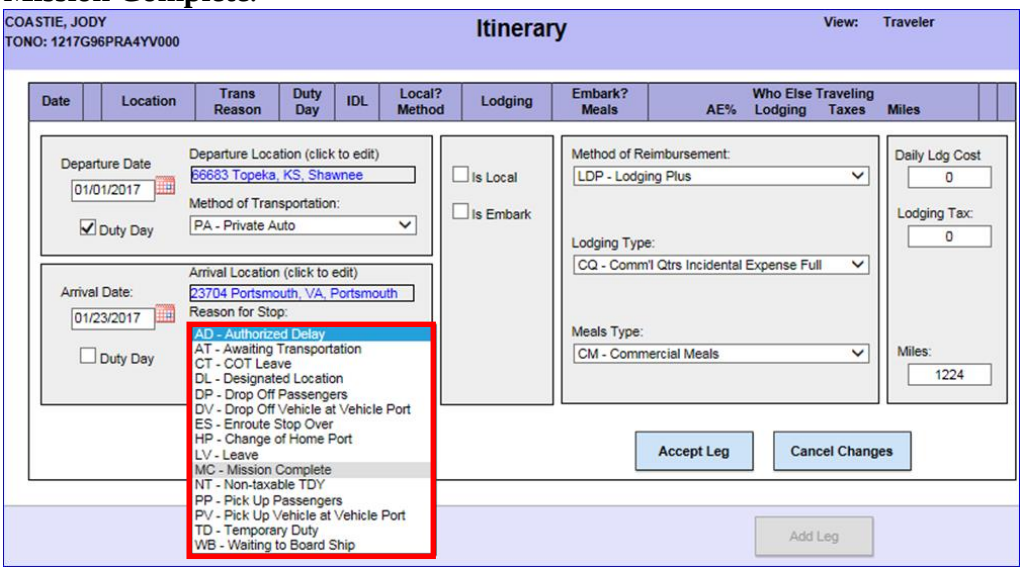
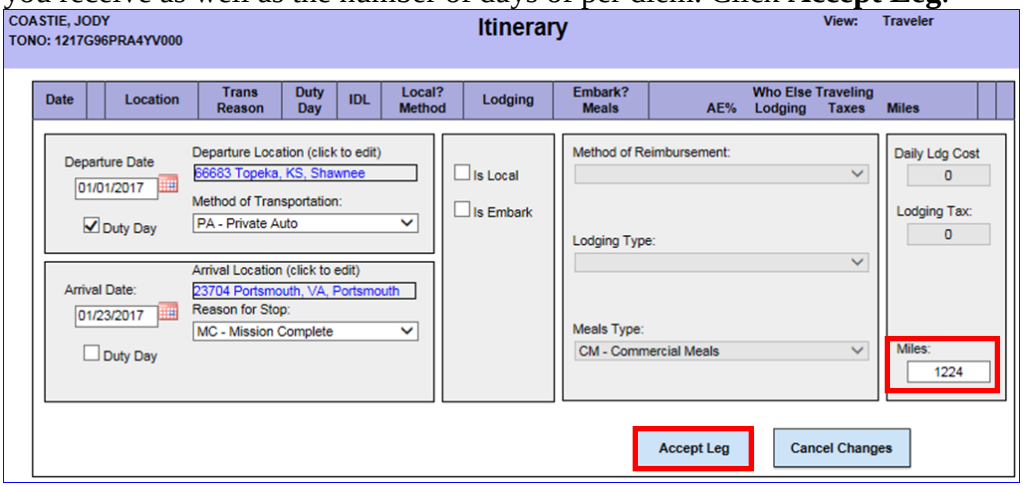
Procedures,
continued

Step	Action
23	Select the **Reason for Stop**. If this is your final destination, click **MC - Mission Complete**. 
24	Notice the number of miles will display here. This will determine the MALT you receive as well as the number of days of per diem. Click **Accept Leg**. 

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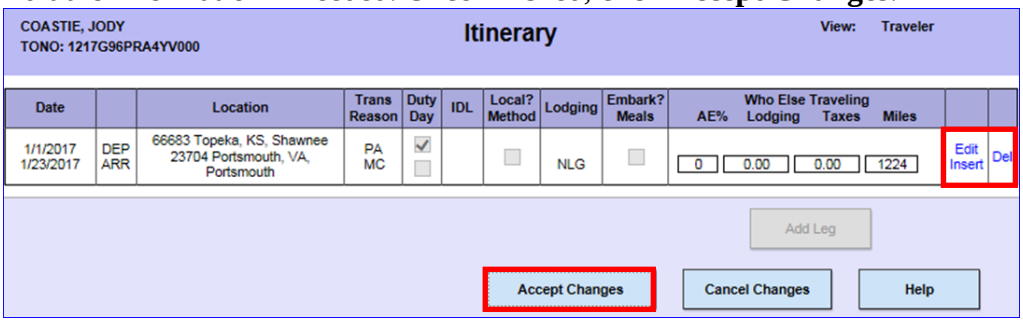
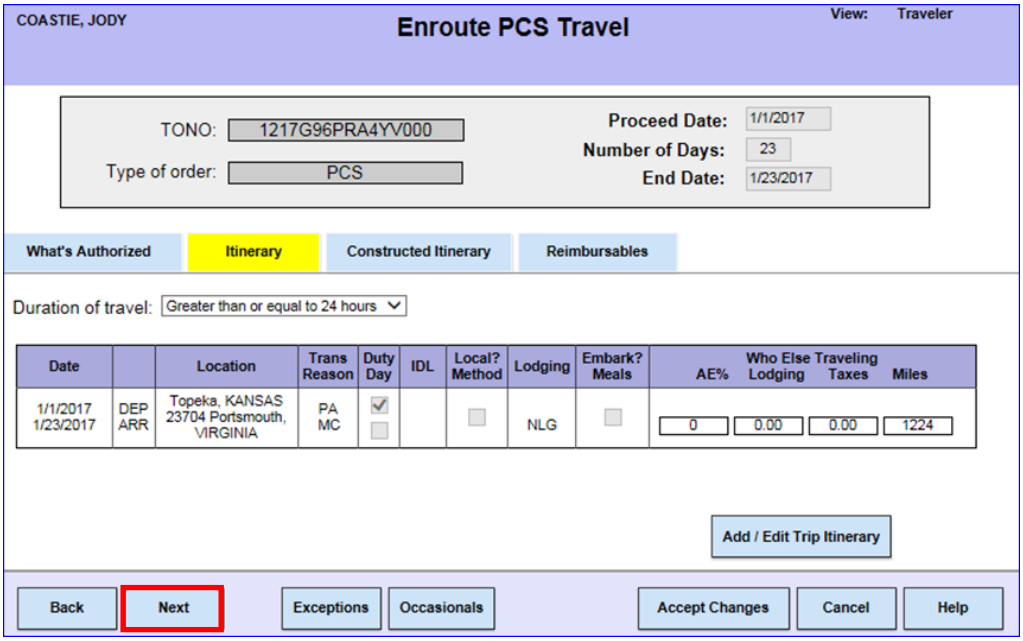
Procedures,
continued

Step	Action
25	Edit the information if needed. Once finished, click **Accept Changes**. 
26	Click **Next**. 

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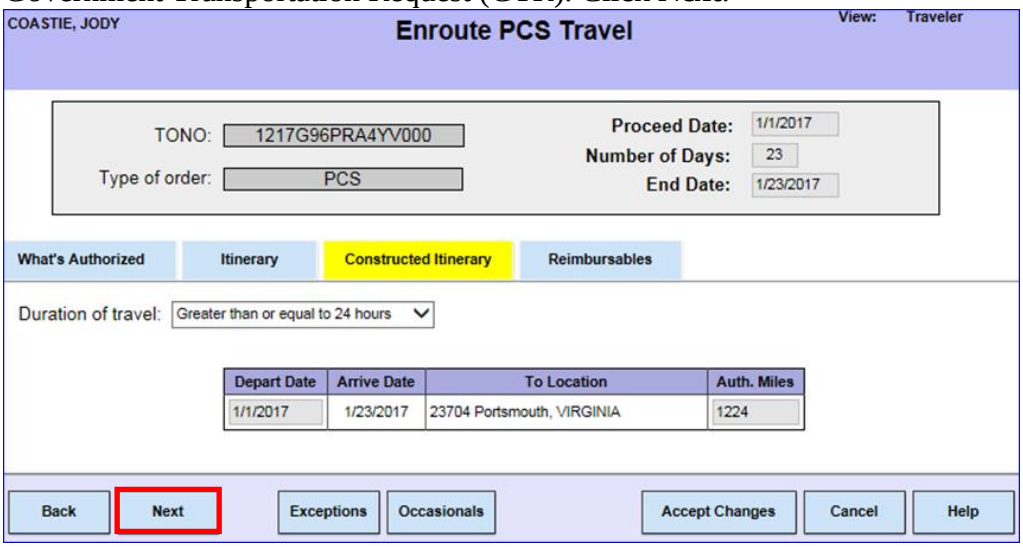
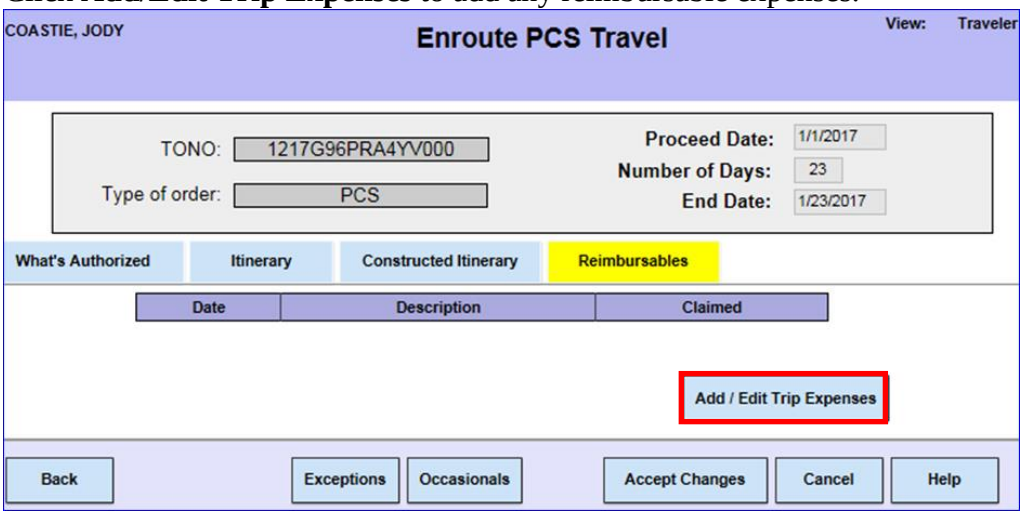
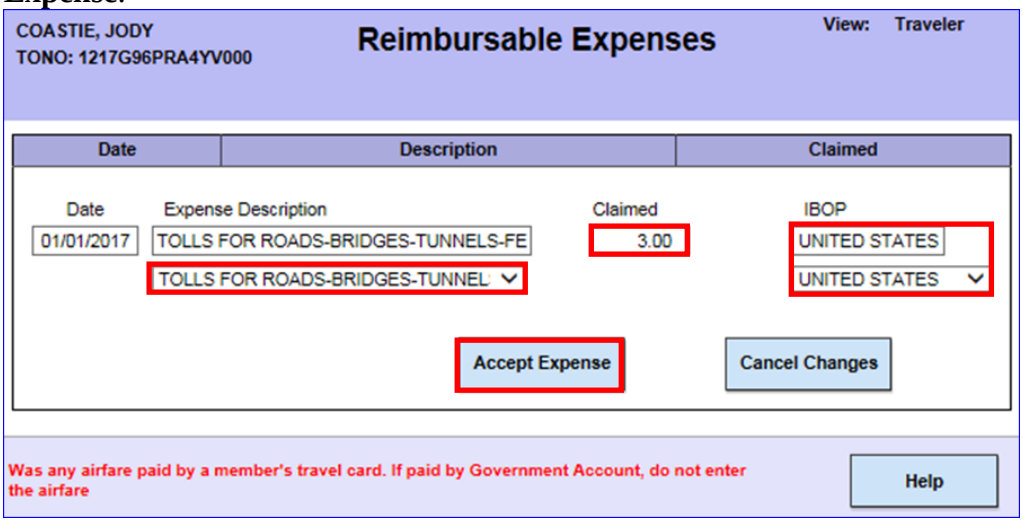
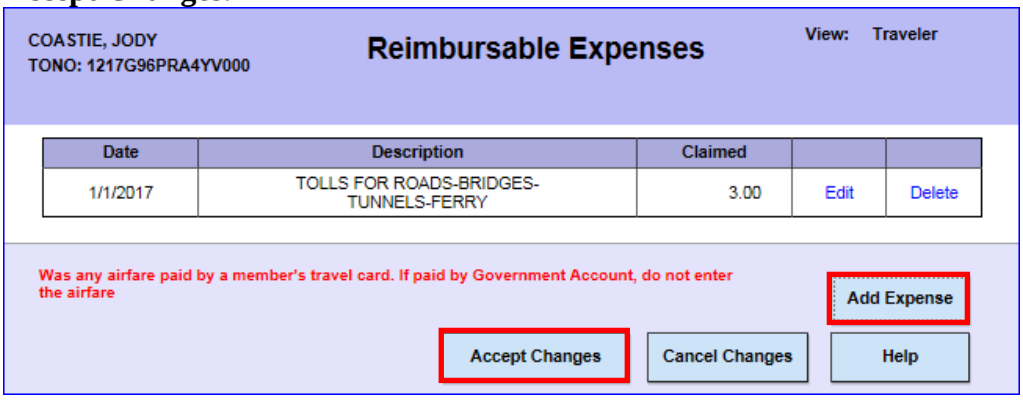
Procedures,
continued

Step	Action
27	The Constructed Itinerary tab is only used when calculating the cost of a Government Transportation Request (GTR). Click **Next**. 
28	Click **Add/Edit Trip Expenses** to add any reimbursable expenses.  Common reimbursable expenses for PCS include: Some Airfare, SATO (booking agent) fees, baggage fees, incidental expenses for A School, Tolls for roads, Visa Green Card & photo fees and pet quarantine fees.

Continued on next page

Procedures,
continued

Step	Action
29	Select the **Reimbursable Expense** from the drop-down, enter the amount **Claimed**, **ALWAYS** leave the IBOP as United States and click **Accept Expense**. 
30	Add any additional expenses by clicking **Add Expense**. When finished, click **Accept Changes**. 

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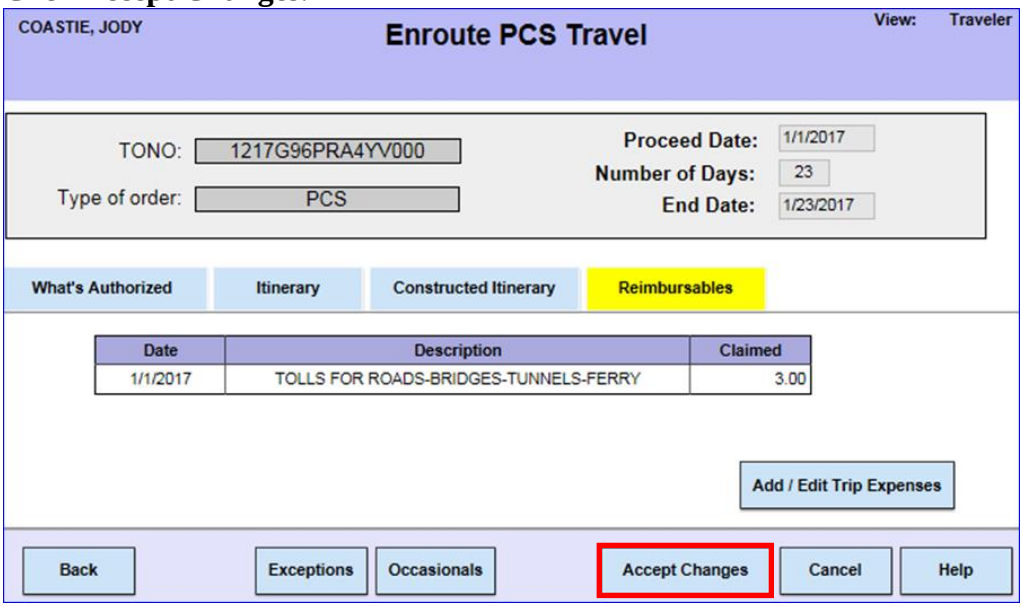
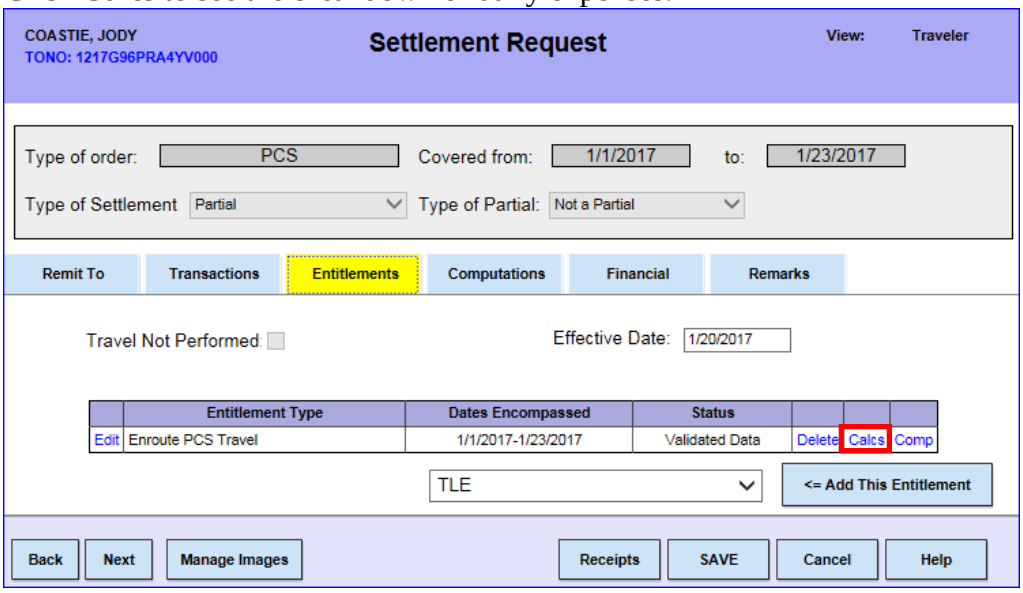
Procedures,
continued

Step	Action
31	Click **Accept Changes**. 
32	Click **Calcs** to see the breakdown of daily expenses. 

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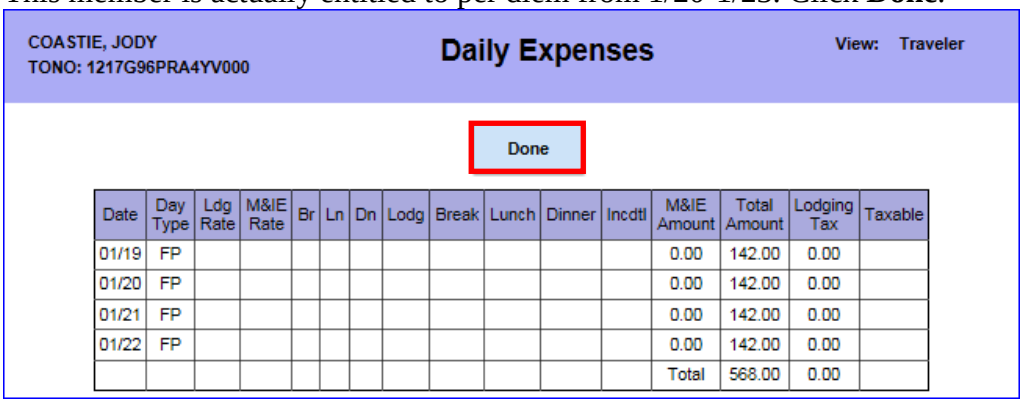
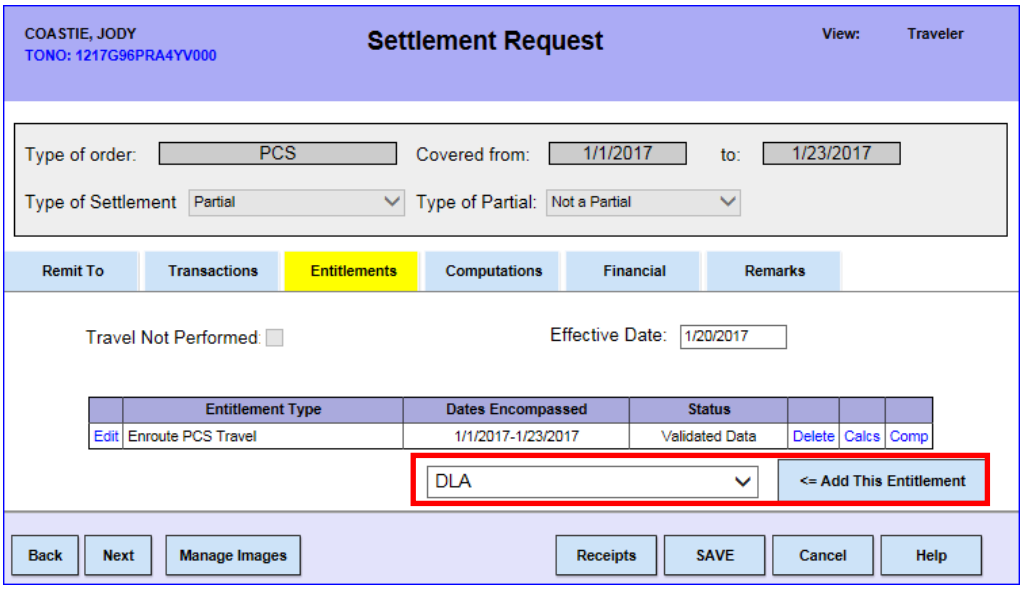
Procedures,
continued

Step	Action
33	This shows the correct number of days of per diem that you are receiving. TPAX does not reflect the correct travel dates due to a programming error. This member is actually entitled to per diem from 1/20-1/23. Click **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
01/19	FP											0.00	142.00	0.00	
01/20	FP											0.00	142.00	0.00	
01/21	FP											0.00	142.00	0.00	
01/22	FP											0.00	142.00	0.00	
												Total	568.00	0.00	

34	If authorized DLA, select **DLA** from the drop-down and click **Add This Entitlement**.



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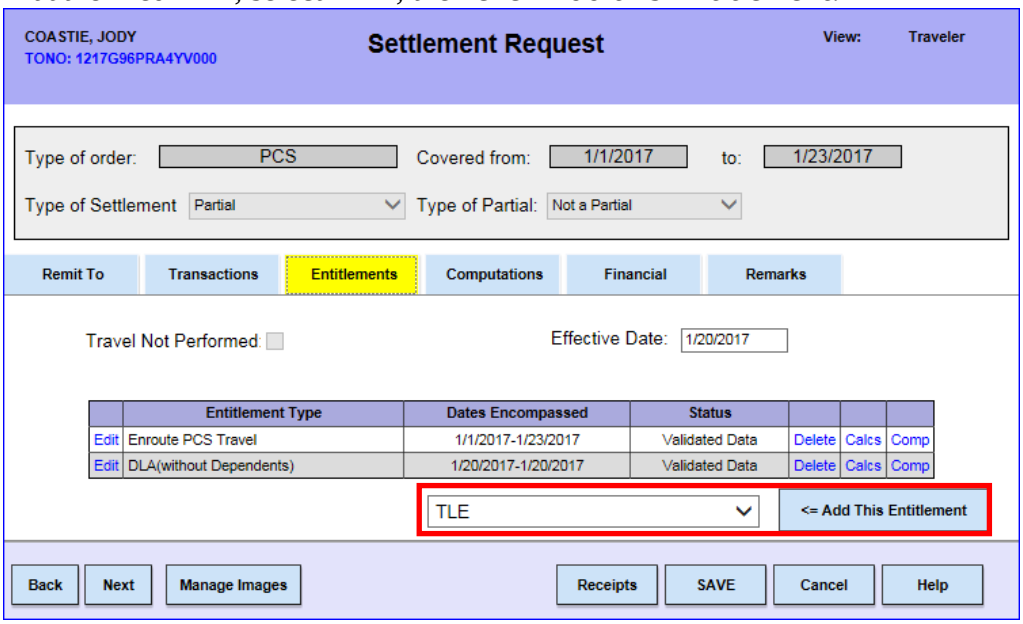
Procedures,
continued

Step	Action
35	Check the box if DLA with dependents is authorized AND your dependents relocated with you at the same time. Otherwise, click **Accept**.
36	If authorized TLE, select **TLE**, then click **Add this Entitlement**. 

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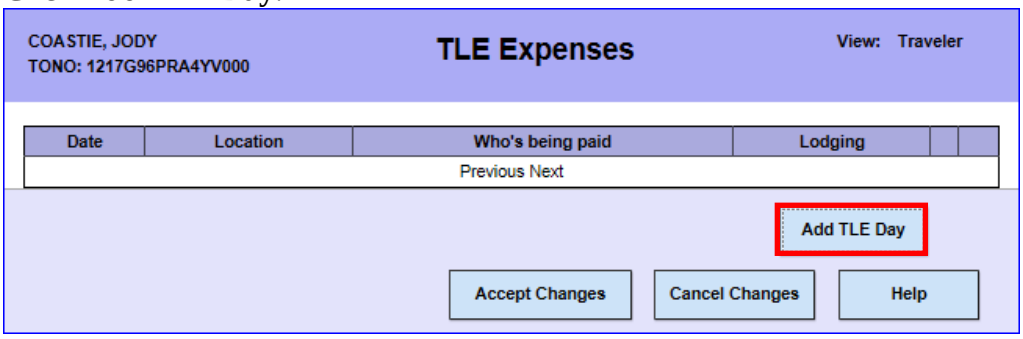
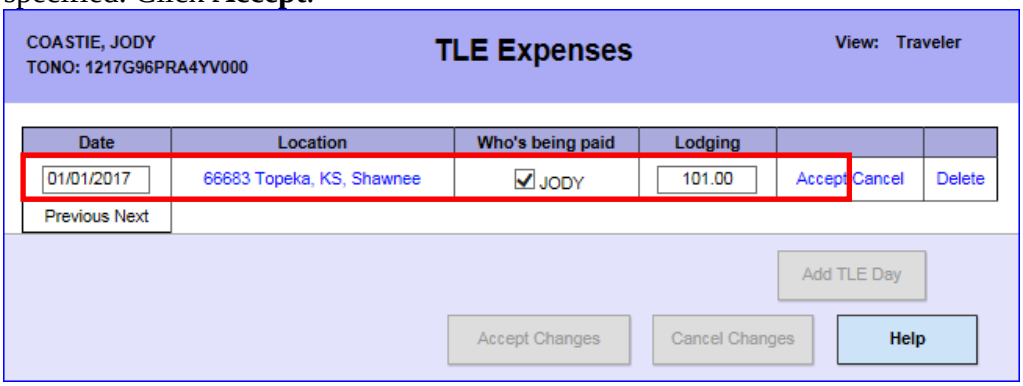
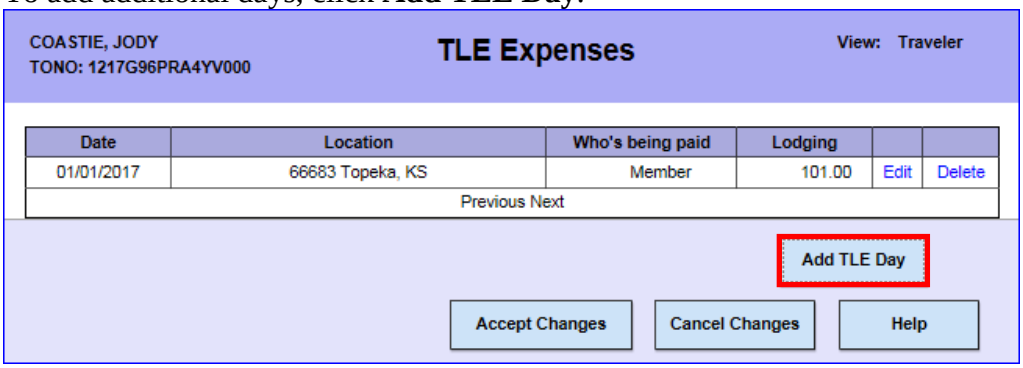
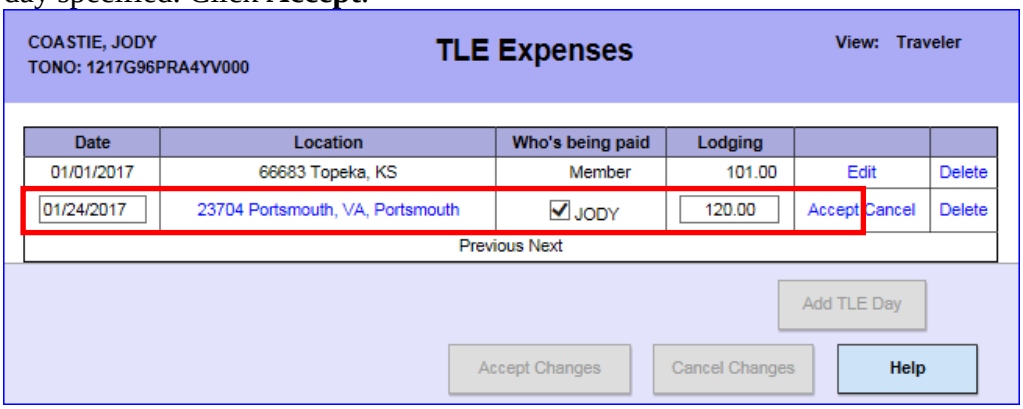
Procedures,
continued

Step	Action
37	Click **Add TLE Day**. 
38	Enter the first **Date** of lodging. The date cannot be a travel date and MUST match the receipt (which is required). Travel dates are calculated based on the effective date of orders. Ensure you are not claiming TLE on these days. The Location must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY enter the **Zip Code** of the old PDS or new PDS located on the orders (not the zip code of the hotel). Check **Who's being paid**. Enter **what was actually spent on lodging** including taxes for the day specified. Click **Accept**.  **Note:** The zip code determination is based on JTR 5434 – Per Diem Rate is the locality based on the PDS (or designated place, Home of Record or initial follow on technical training, if applicable) location is used for TLE reimbursement.

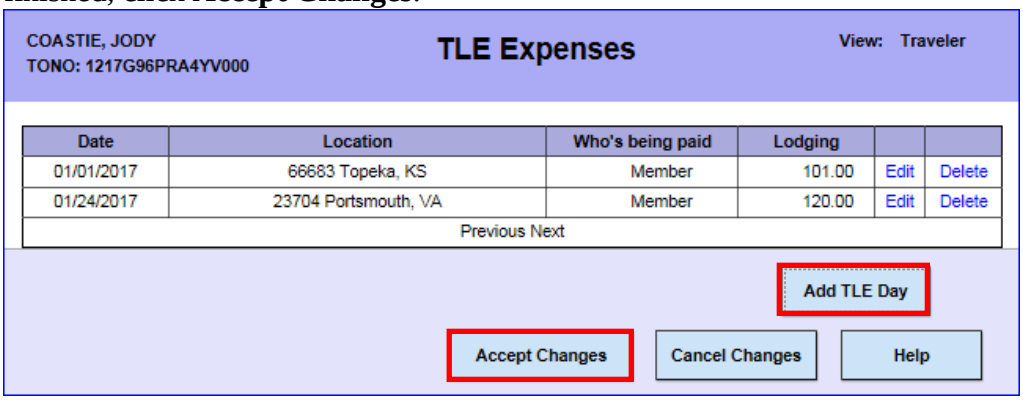
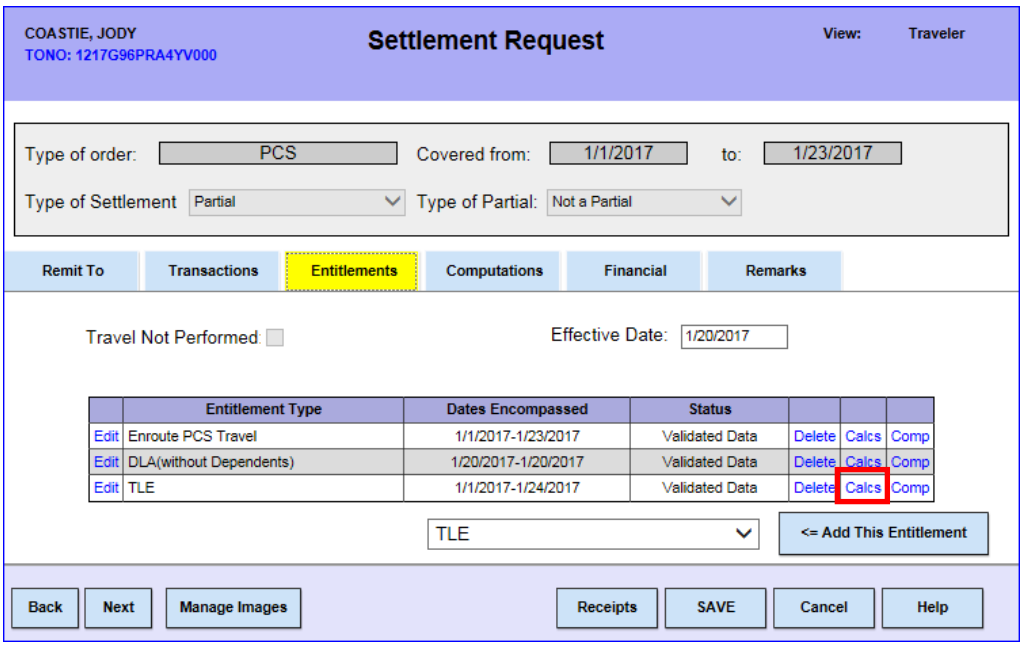
Continued on next page

Procedures,
continued

Step	Action
39	If the lodging location changes (old PDS vs new PDS), the member should remain in this TLE tab and just enter the new location and amounts vice going out and creating a new TLE tab. This can corrupt the claim. To add additional days, click **Add TLE Day**. 
40	The **Date** cannot be a travel date and MUST match the receipt (which is required), the Location must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY enter the **Zip Code** of the old PDS or new PDS located on the orders (not the zip code of the hotel). Check **Who's being paid**, enter **what was actually spent on lodging** including taxes for the day specified. Click **Accept**.  **Note:** As long as a zip code was selected for the location, it should display correctly.

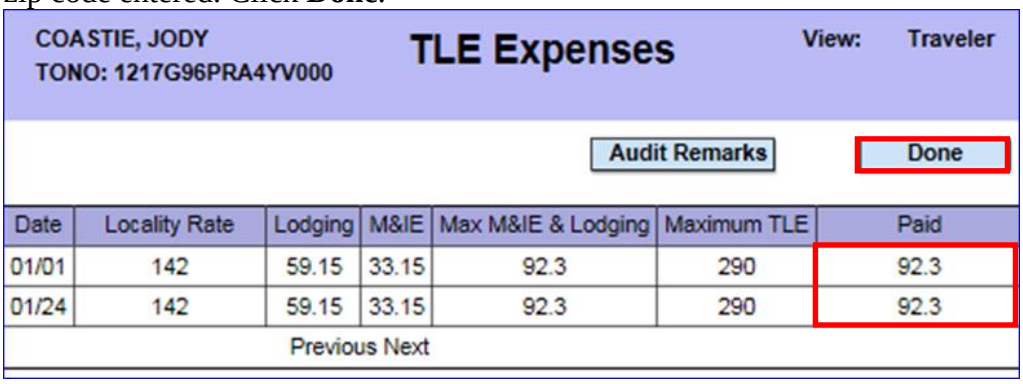
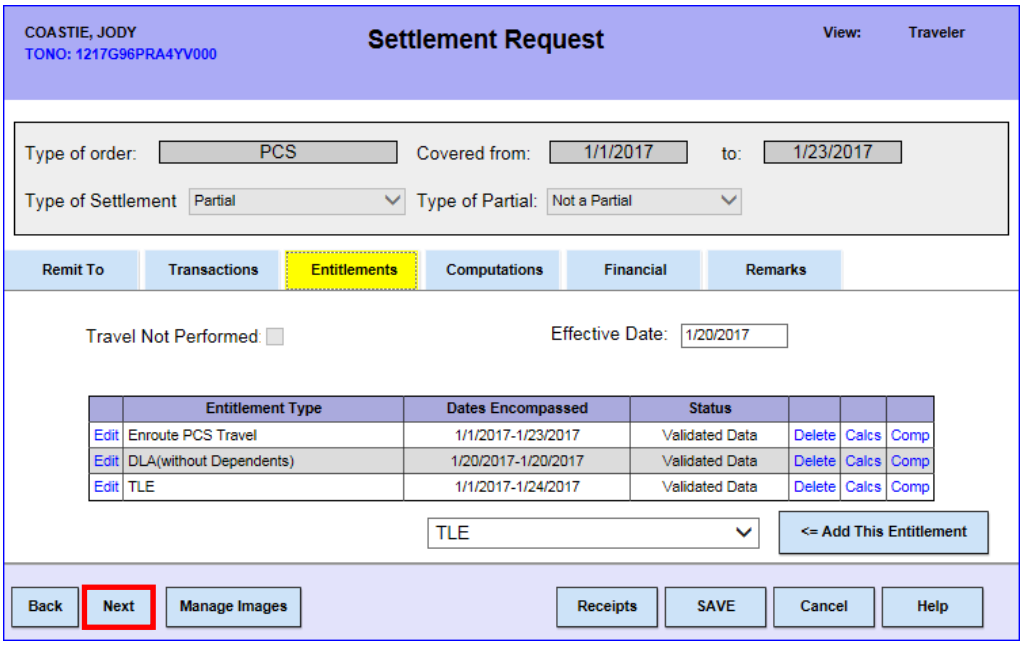
Continued on next page

Procedures,
continued

Step	Action
41	Add more TLE days as needed by clicking the **Add TLE Day** button. When finished, click **Accept Changes**. 
42	Click **Calcs**. 

Continued on next page

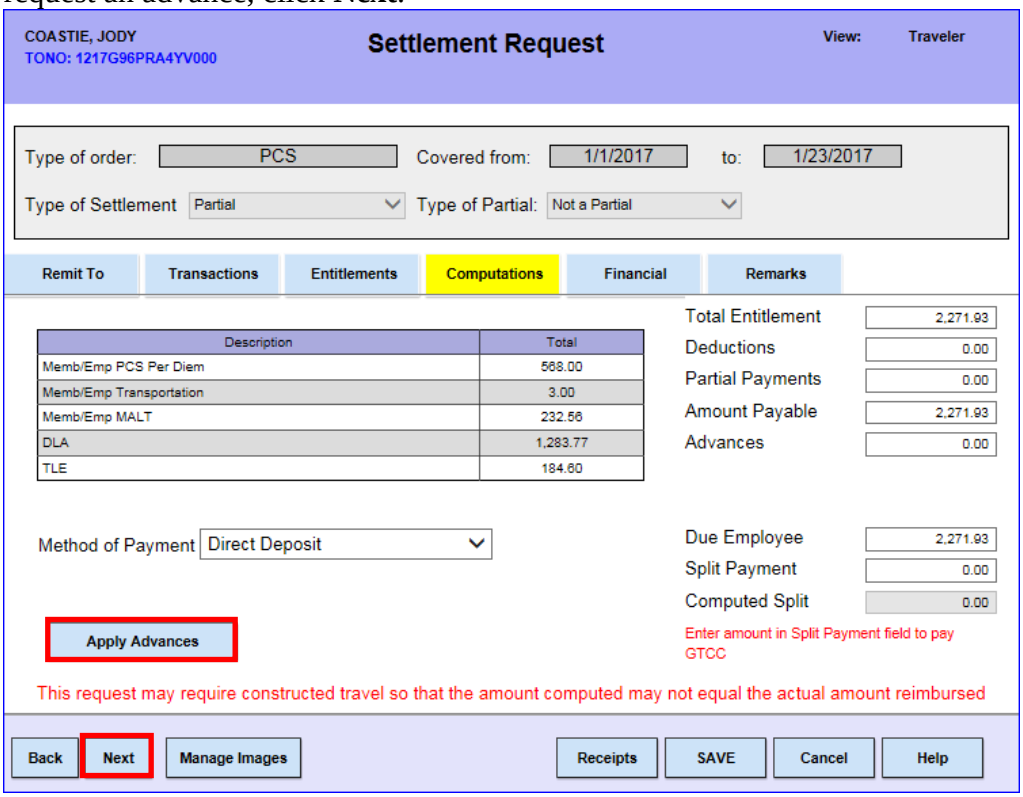
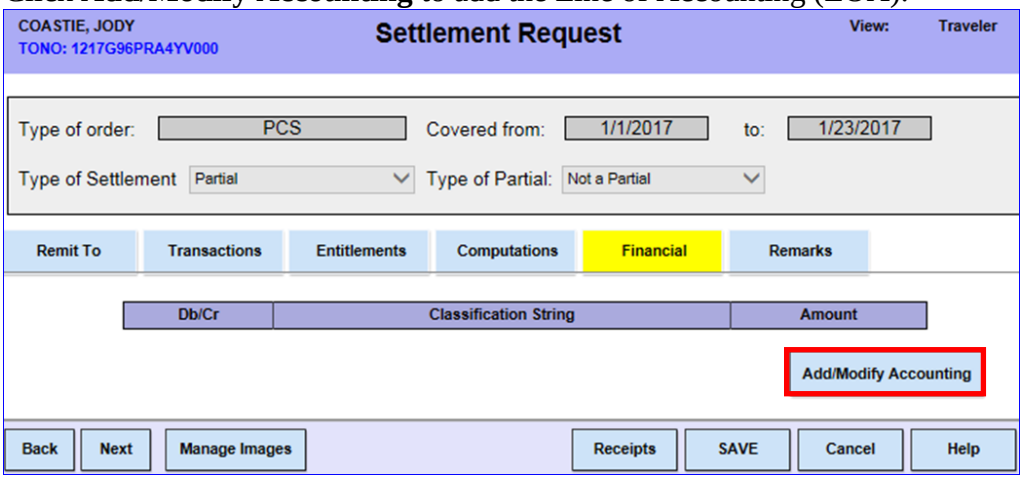
Procedures,
continued

Step	Action
43	This will show you what you will actually be paid for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click **Done**.  COASTIE, JODY TONO: 1217G96PRA4YV000 TLE Expenses View: Traveler Audit Remarks Done Previous Next
44	Click **Next**.  COASTIE, JODY TONO: 1217G96PRA4YV000 Settlement Request View: Traveler Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement Partial Type of Partial: Not a Partial Remit To Transactions Entitlements Computations Financial Remarks Travel Not Performed Effective Date: 1/20/2017 TLE <= Add This Entitlement Back Next Manage Images Receipts SAVE Cancel Help

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
Edit	DLA(without Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
Edit	TLE	1/1/2017-1/24/2017	Validated Data	Delete	Calcs	Comp

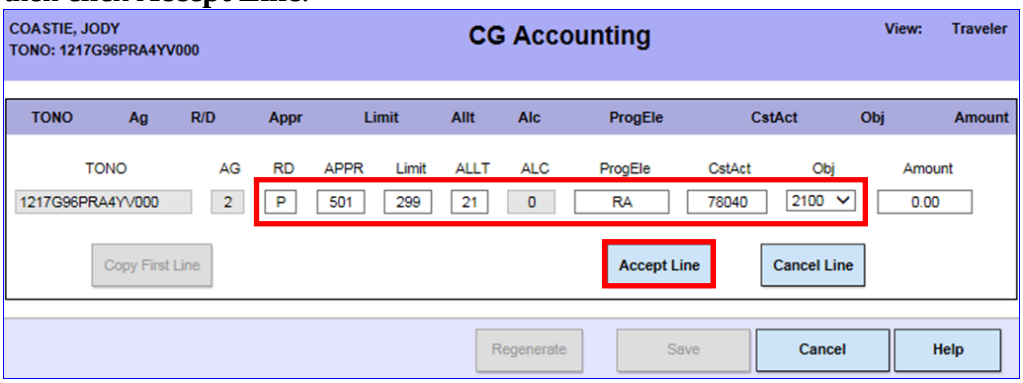
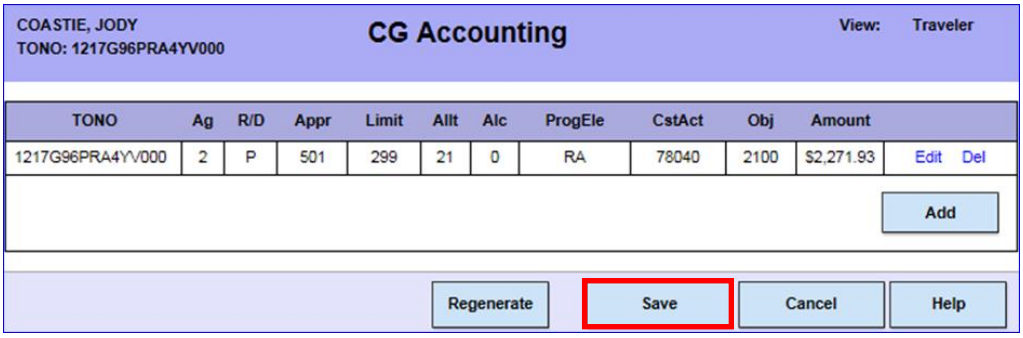
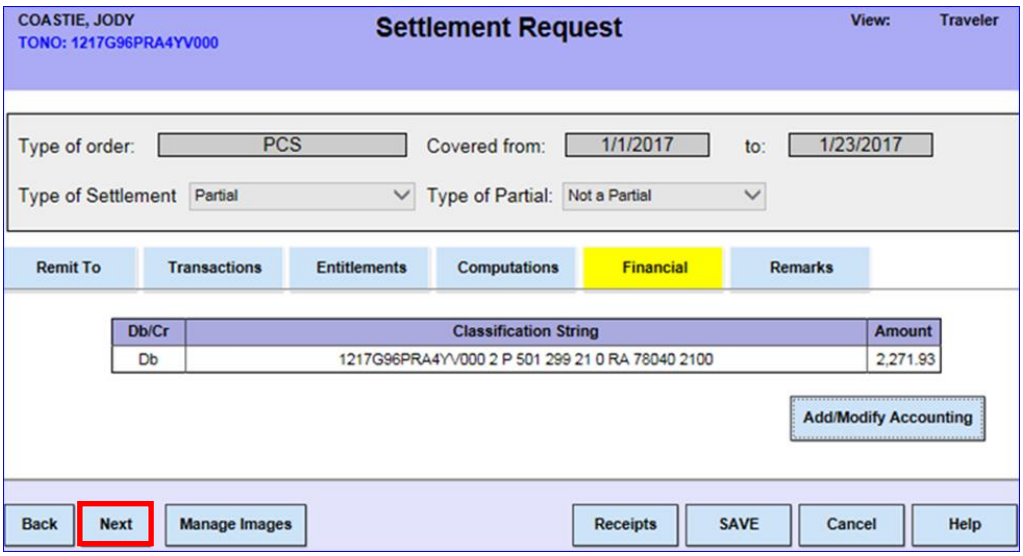
Continued on next page

Procedures,
continued

Step	Action
45	All entitlements will be broken down into categories. If you requested an advance, you must click the **Apply Advances** button here. If you did not request an advance, click **Next**. 
46	Click **Add/Modify Accounting** to add the Line of Accounting (LOA). 

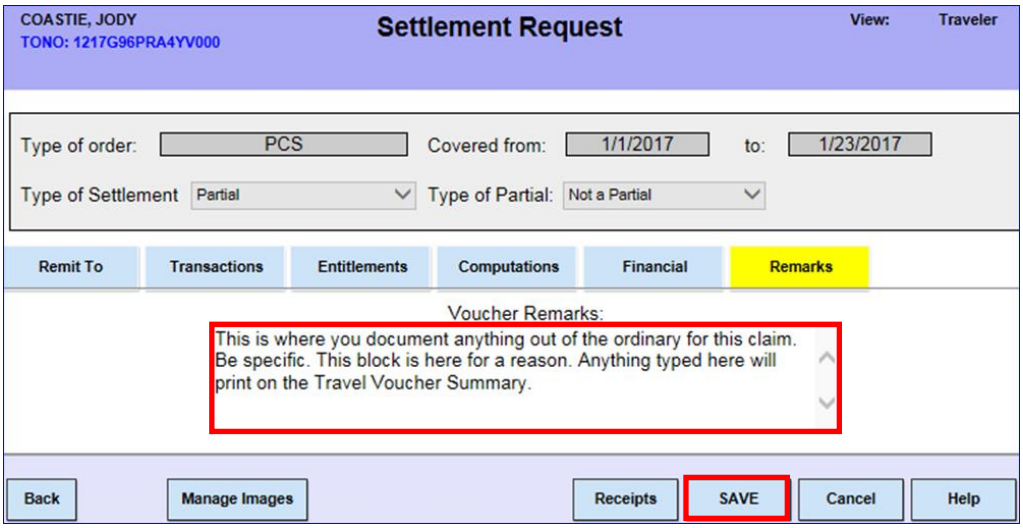
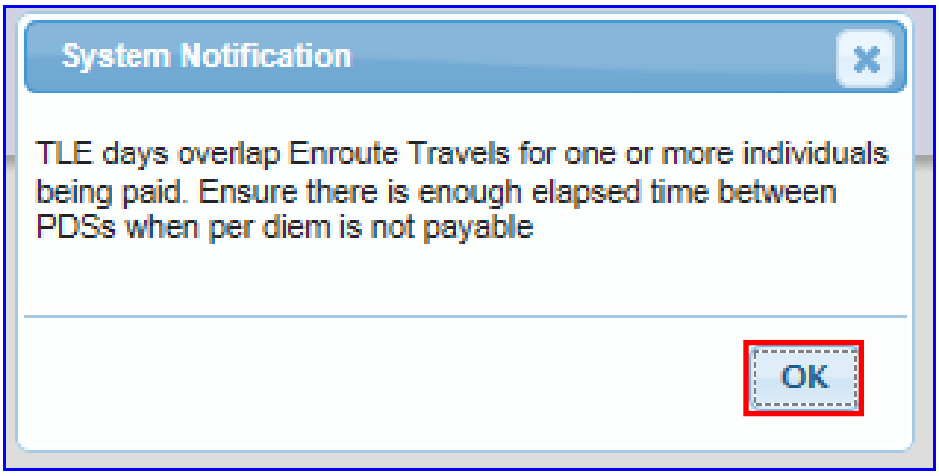
Continued on next page

Procedures,
continued

Step	Action
47	Enter the **Line of Accounting** (LOA) from the Direct Access PCS Orders, then click **Accept Line**. 
48	Click **Save**. 
49	Click **Next**. 

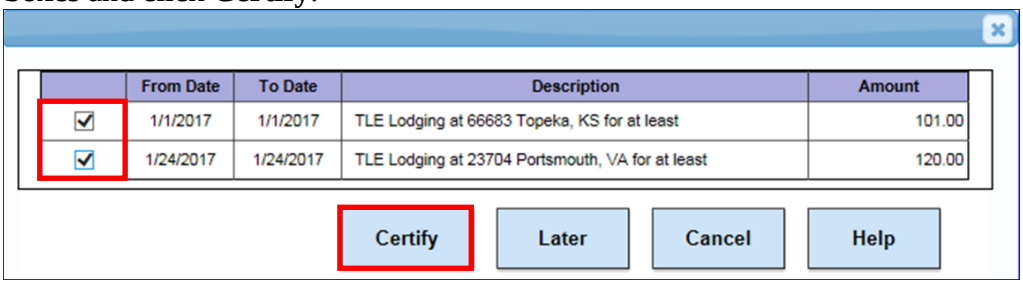
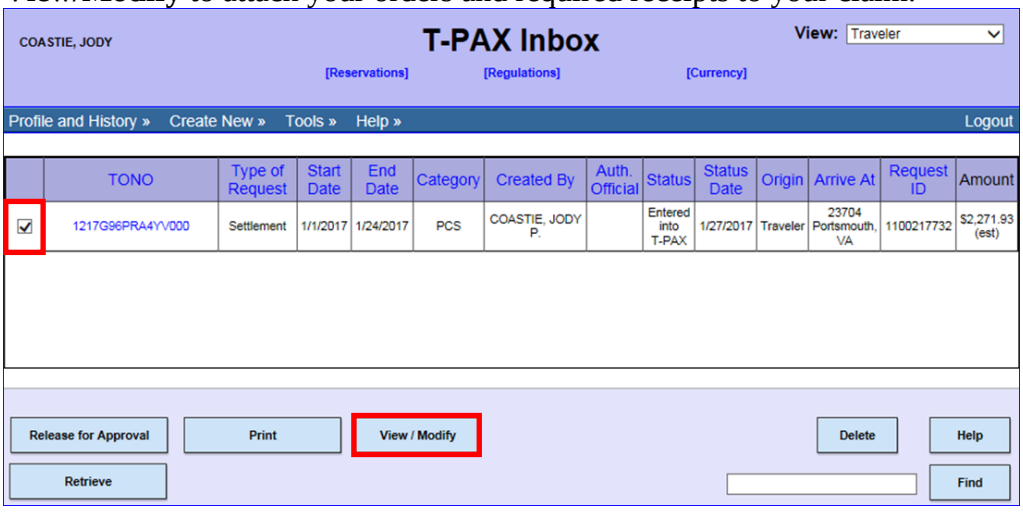
Continued on next page

Procedures,
continued

Step	Action
50	Enter the **Voucher Remarks**. Include anything out of the ordinary with this claim. Anything typed here will print on the Travel Voucher Summary. Click **Save**. 
51	If you get this warning, verify that none of your TLE dates are travel dates, then click **OK**. 

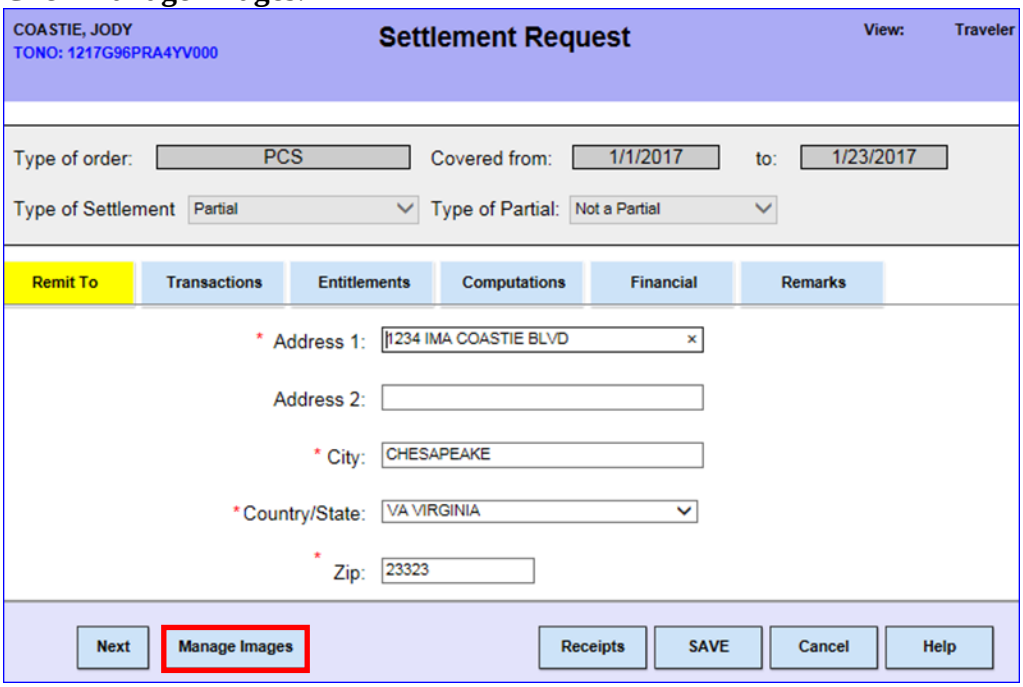
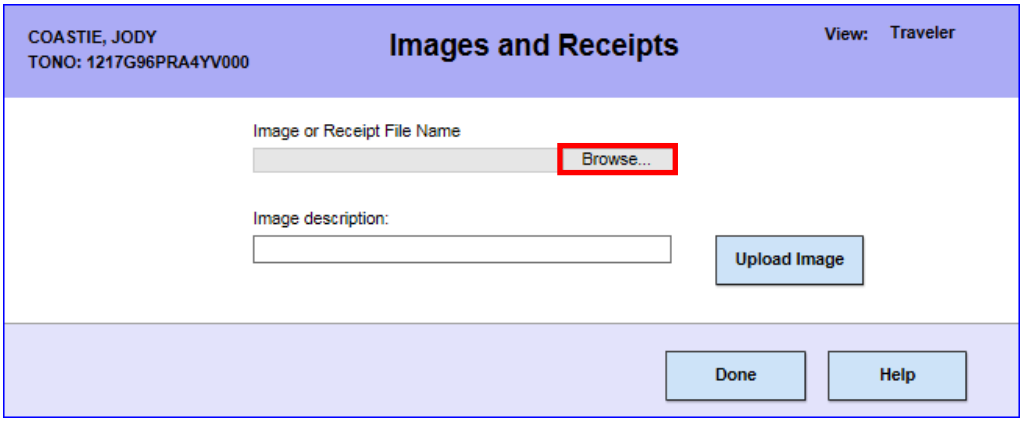
Continued on next page

Procedures,
continued

Step	Action
52	Once saved, you might be asked to Certify certain entitlements. Check the **boxes** and click **Certify**. 
53	Now that the claim has been saved, select the **settlement** and click **View/Modify** to attach your orders and required receipts to your claim. 

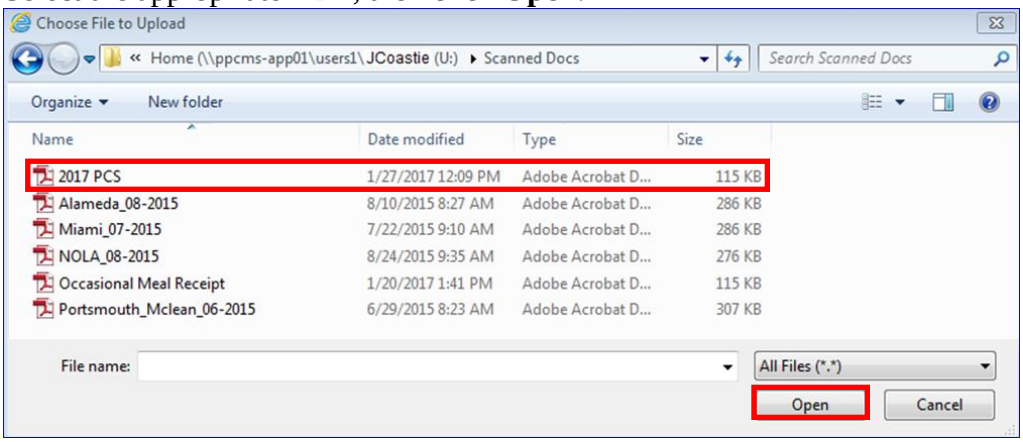
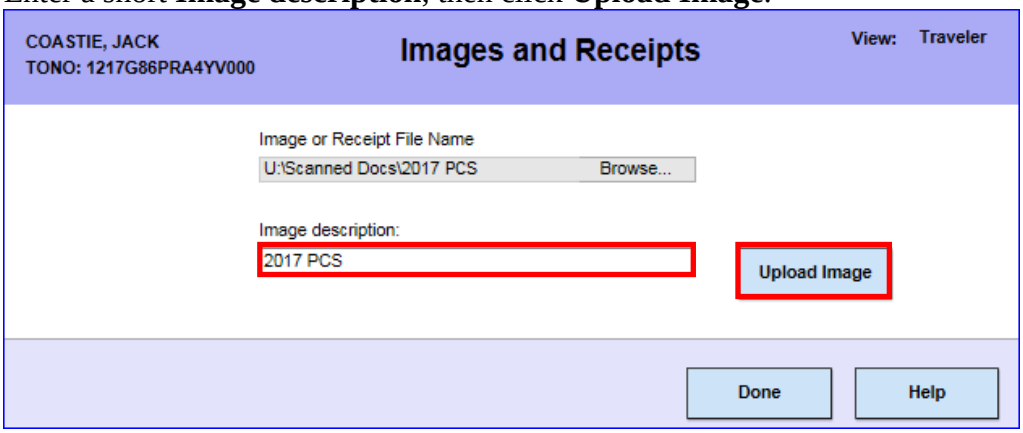
Continued on next page

Procedures,
continued

Step	Action
54	Click **Manage Images**. 
55	It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single file. The first thing you MUST do is 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: 2017 PCS. Keep the file name as short as possible. Click **Browse** to locate the PDF. 

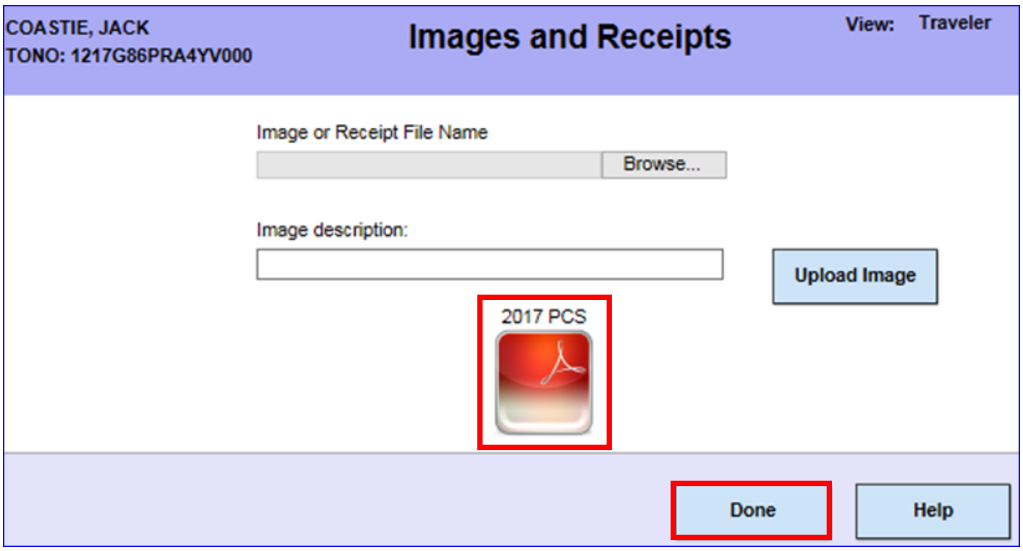
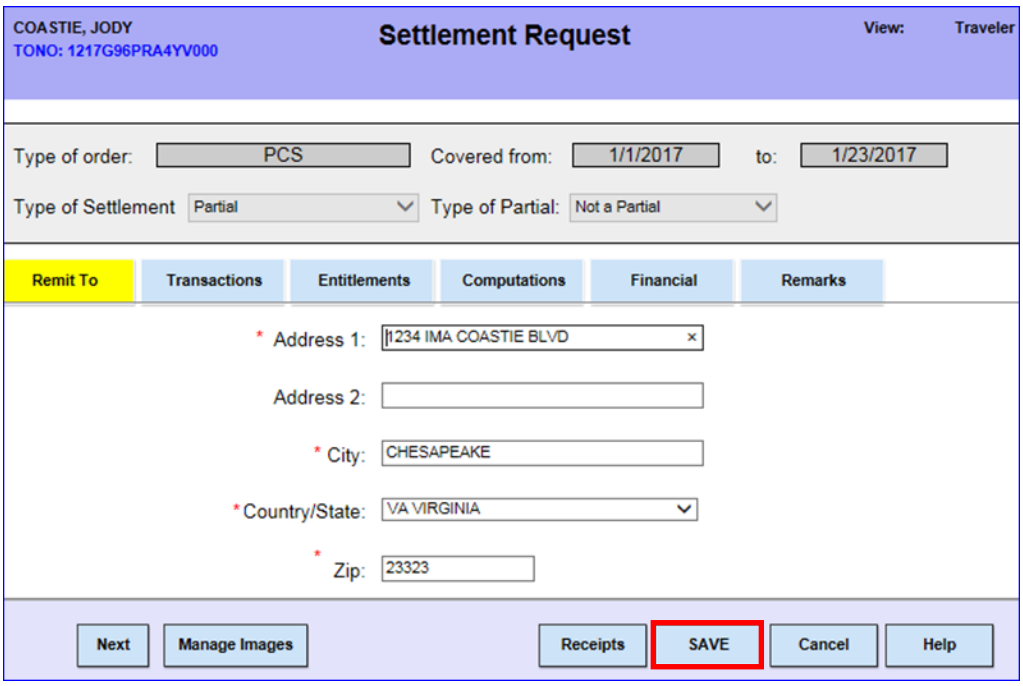
Continued on next page

Procedures,
continued

Step	Action
56	Select the appropriate **PDF**, then click **Open**. 
57	Enter a short **Image description**, then click **Upload Image**. 

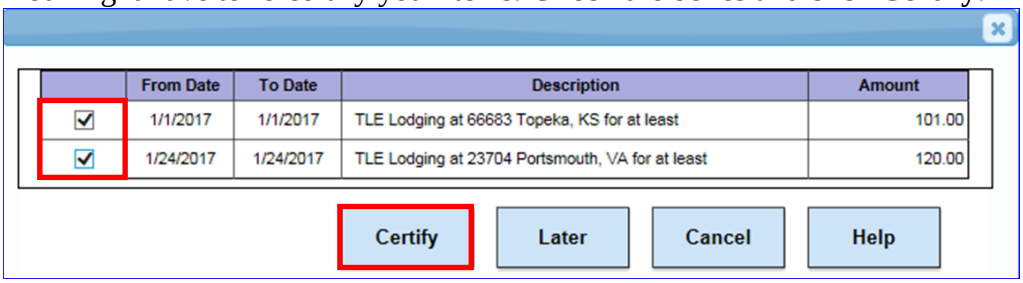
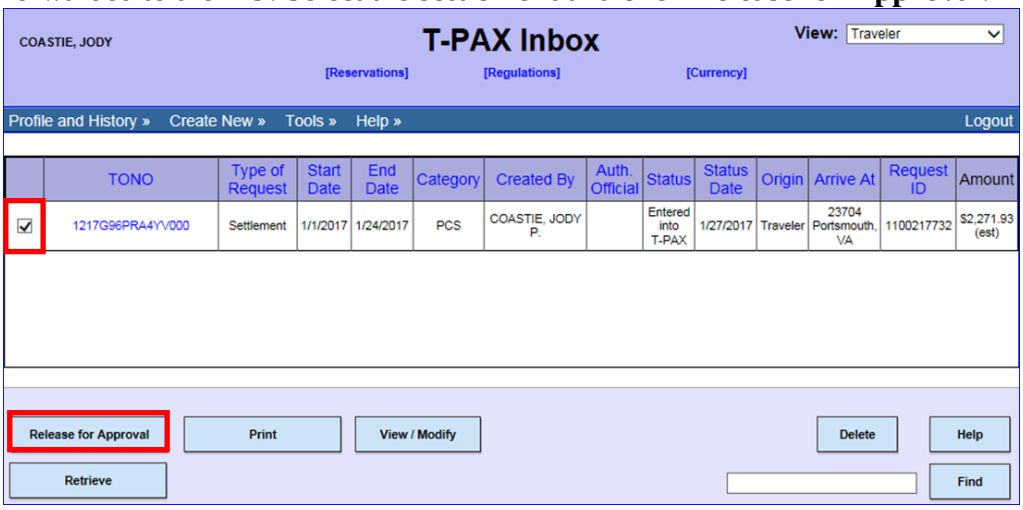
Continued on next page

Procedures,
continued

Step	Action
58	Click on the **image** to ensure it has everything required and is readable, then click **Done**. 
59	Click **Save**. 

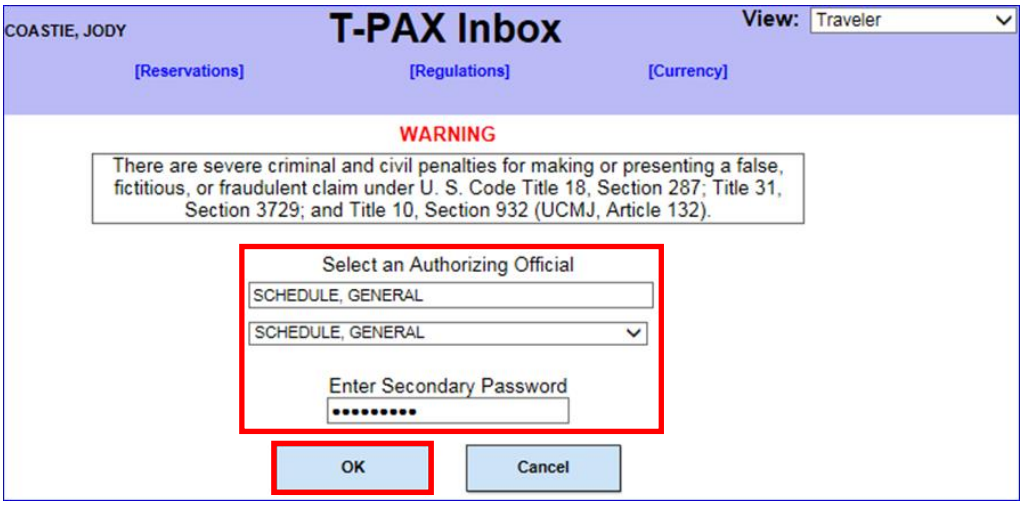
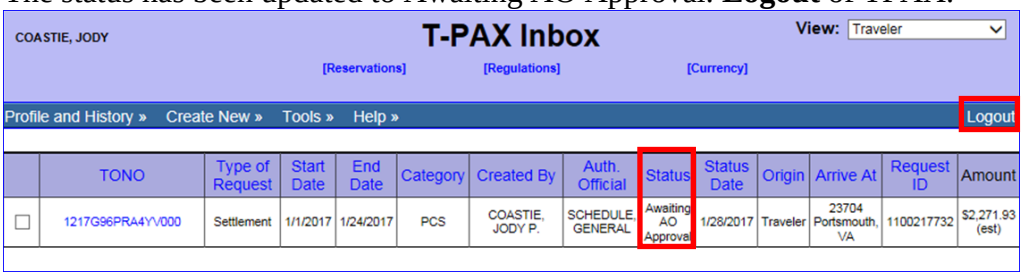
Continued on next page

Procedures,
continued

Step	Action
60	You might have to re-certify your items. **Check** the boxes and click **Certify**. 
61	This will return you to the TPAX Inbox. Now the claim is ready to be forwarded to the AO. Select the **settlement** and click **Release for Approval**. 

Continued on next page

Procedures,
continued

Step	Action
62	Select an **Authorizing Official** from the drop-down, enter your **Secondary Password** and then click **OK**. 
63	The status has been updated to Awaiting AO Approval. **Logout** of TPAX. 

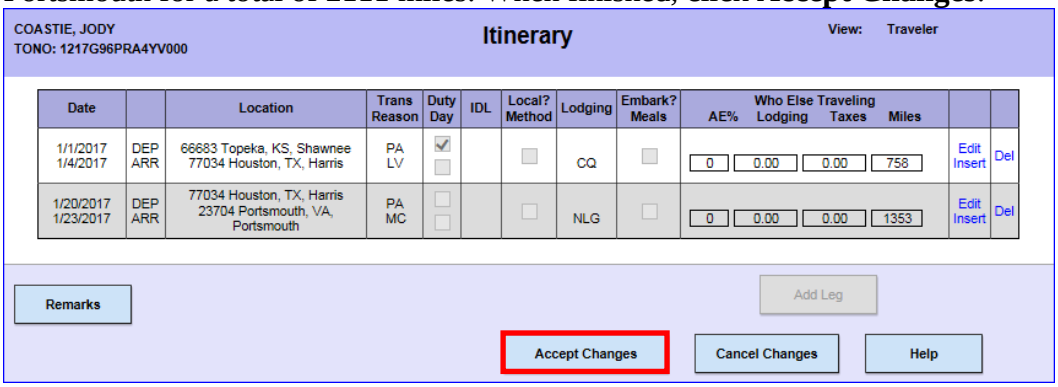
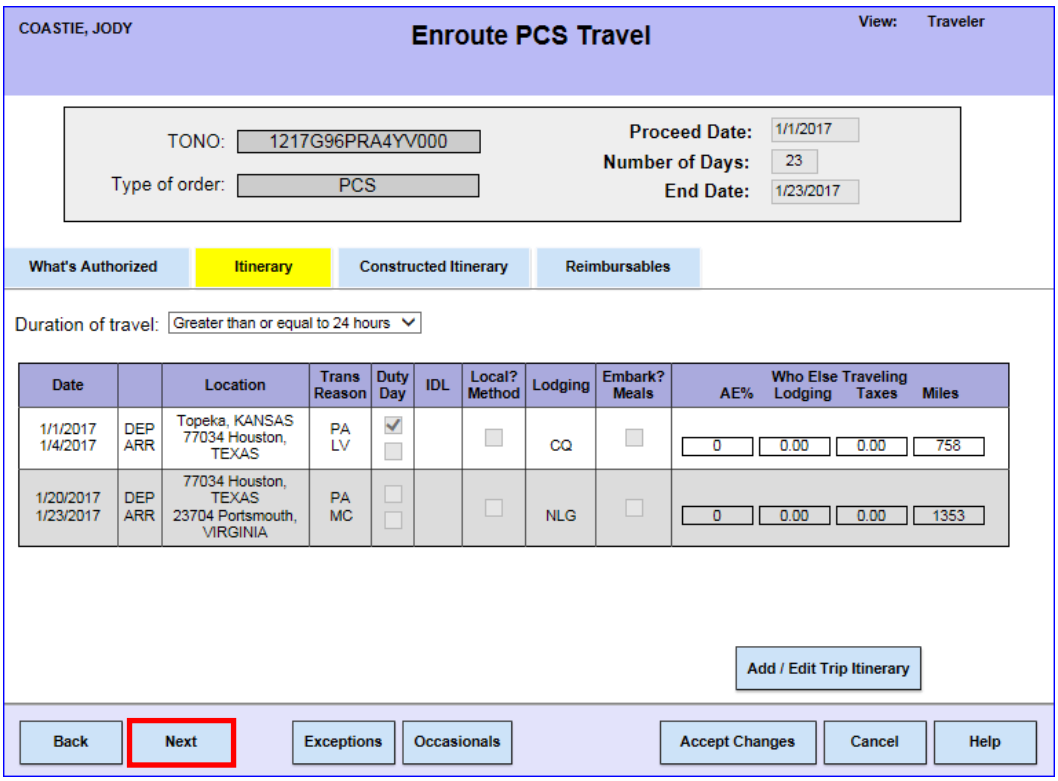
Circuitous/Indirect Travel

Introduction

This section shows how to account for a member who did not take the fastest, most direct route. This member drove from Topeka, KS to Houston, TX, took leave and then drove to Portsmouth, VA.

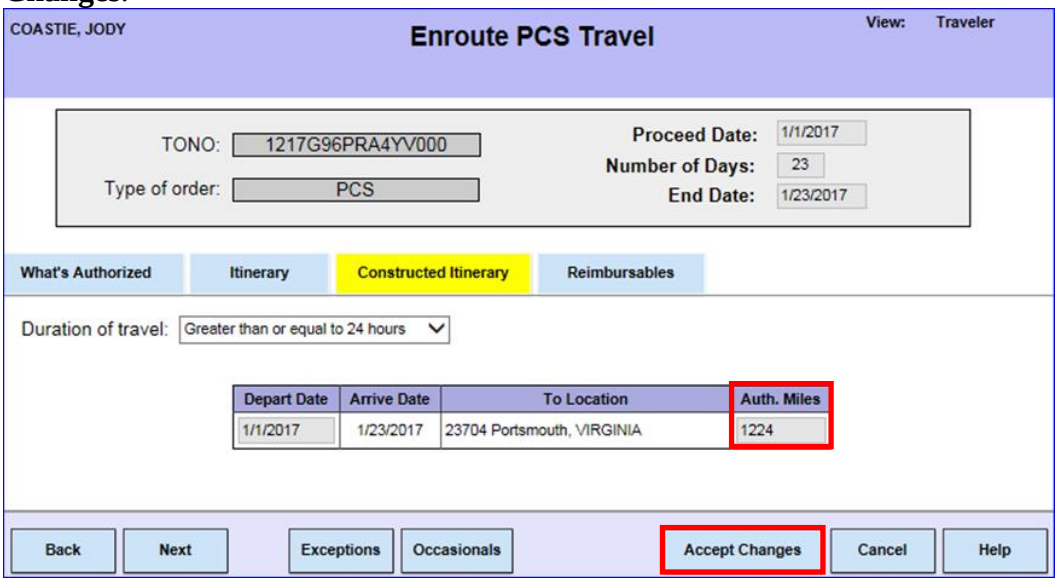
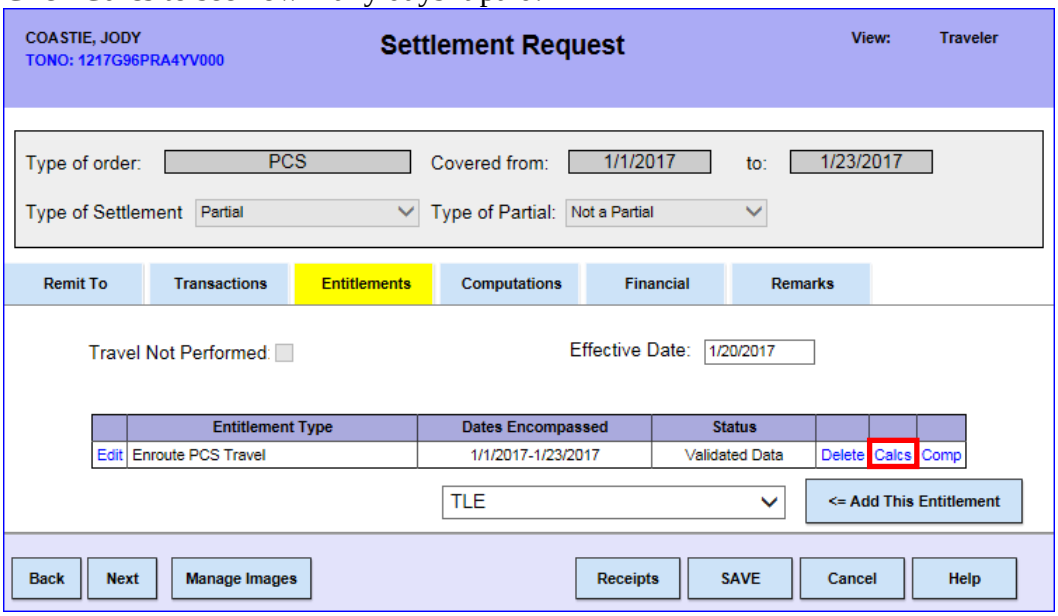
Procedures

See below.

Step	Action
1	When entering the Itinerary, enter each leg as it actually occurred. This member drove from Topeka to Houston, took leave and then drove from Houston to Portsmouth for a total of 2111 miles. When finished, click **Accept Changes**. 
2	Click **Next**. 

Continued on next page

Procedures,
continued

Step	Action
3	The system will create a Constructed Itinerary tab due to this being other than normal travel. You can see that TPAX will limit the member to 1224 miles which is the direct route versus the indirect route the member took. Click **Accept Changes**. 
4	Click **Calcs** to see how many days it paid. 

Continued on next page

Procedures,
continued

Step	Action
5	Notice that TPAX computed 4 days of Per Diem authorized based on the number of miles authorized. Click **Done**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Daily Expenses

View: Traveler

Audit 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
01/19	FP											0.00	142.00	0.00	
01/20	FP											0.00	142.00	0.00	
01/21	FP											0.00	142.00	0.00	
01/22	FP											0.00	142.00	0.00	
												Total	568.00	0.00	

Step	Action
6	Click **Next**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017

Type of Settlement Partial Type of Partial: Not a Partial

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

Travel Not Performed: Effective Date: 1/20/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp

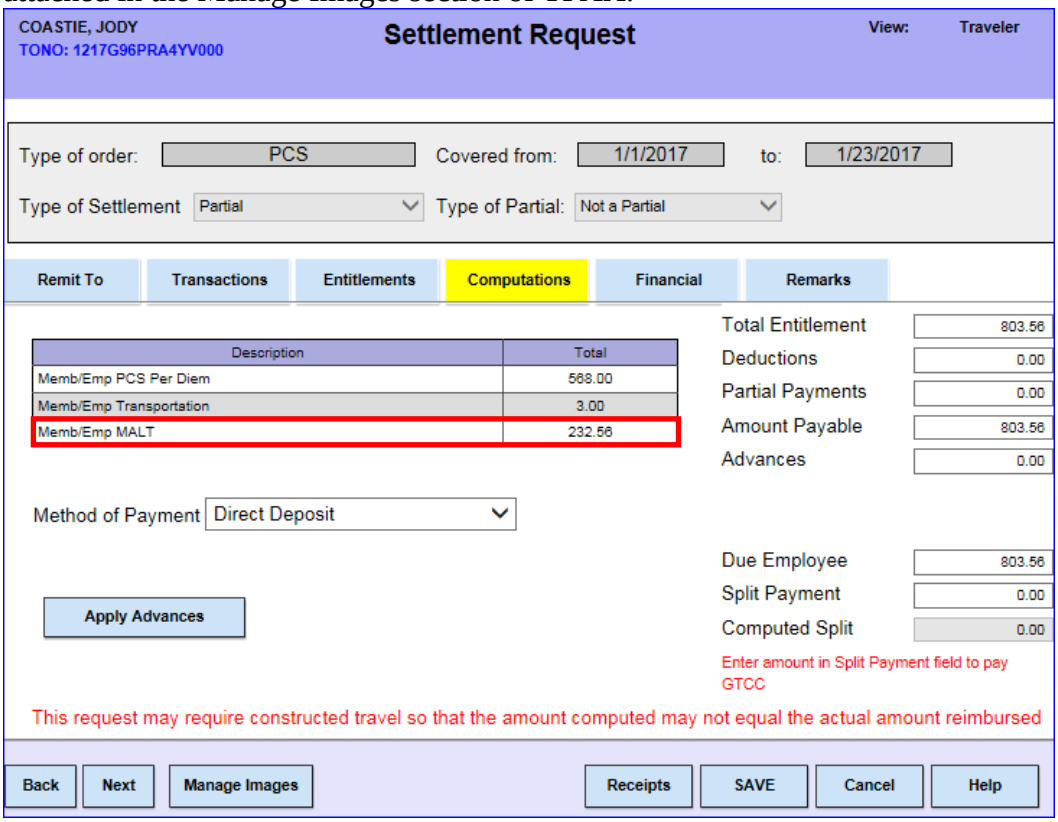
TLE <= Add This Entitlement

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

Continued on next page

Procedures,
continued

Step	Action
7	Notice that TPAX limited the amount of MALT based on the number of miles authorized via direct travel. Continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.



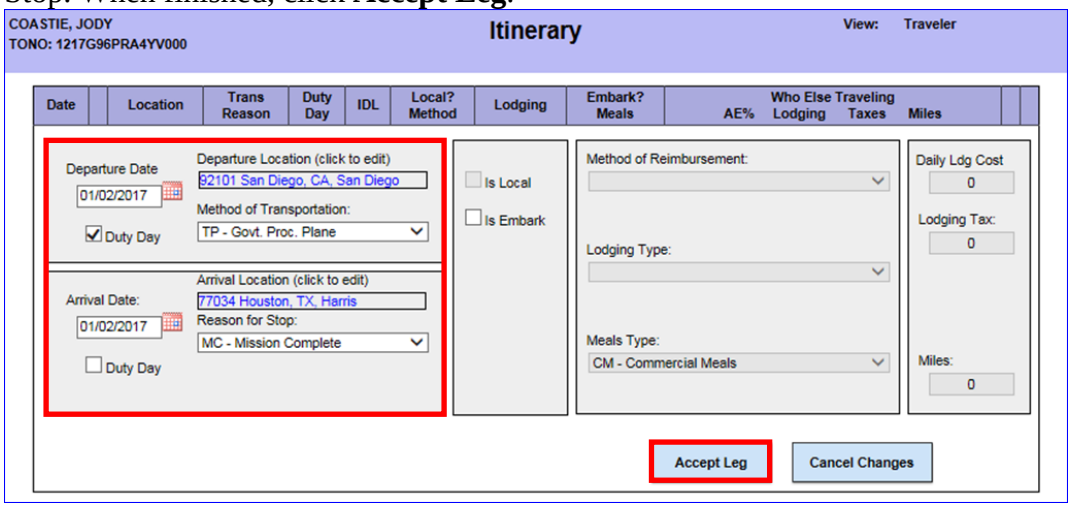
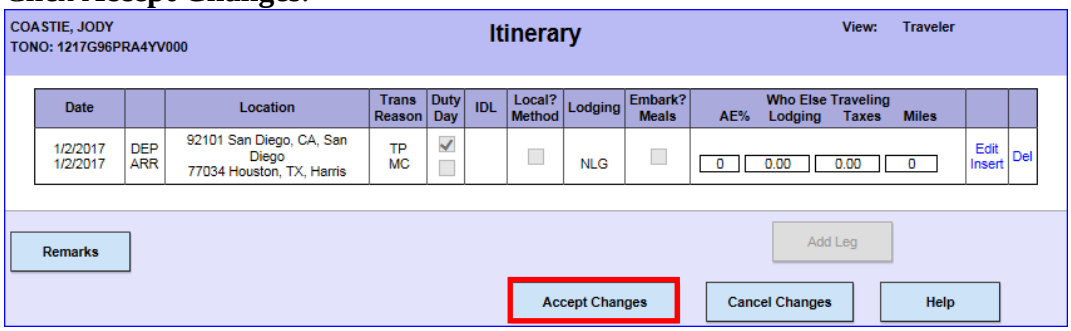
Flying – CONUS to CONUS

Introduction

This section shows how to account for a member who flew from their old PDS to their new PDS all within the continental US.

Procedures

See below.

Step	Action
1	When entering the Itinerary, make sure the **Departure Date** is the date you left your unit. The **Departure Locatio**n should default to your current PDS. Change the Method of Transportation to **TP - Govt. Procured Plane** (ALWAYS USE FOR PCS, NOT CP). The **Arrival Date** should be the date you actually arrived. If this is your final destination, select **MC - Mission complete** in the Reason for Stop. When finished, click **Accept Leg**. 
2	Click **Accept Changes**. 

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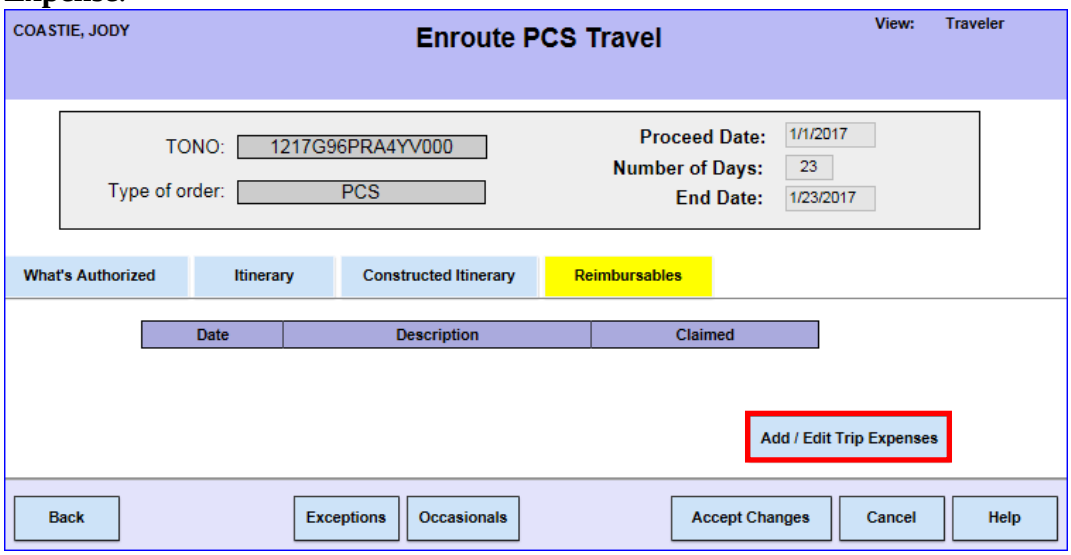
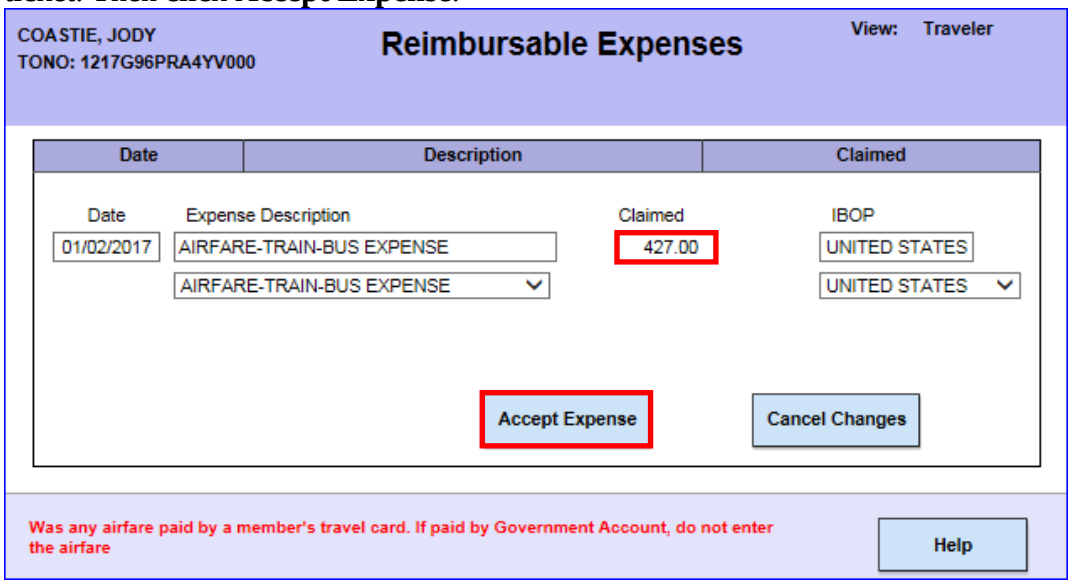
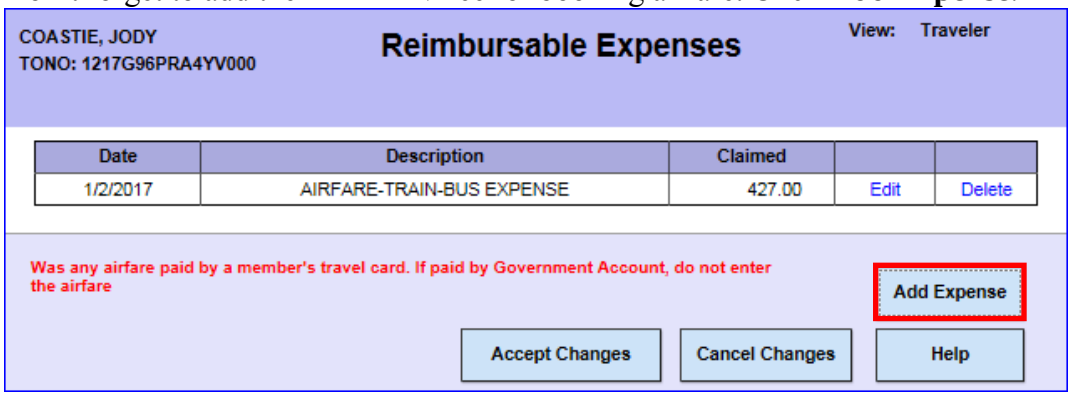
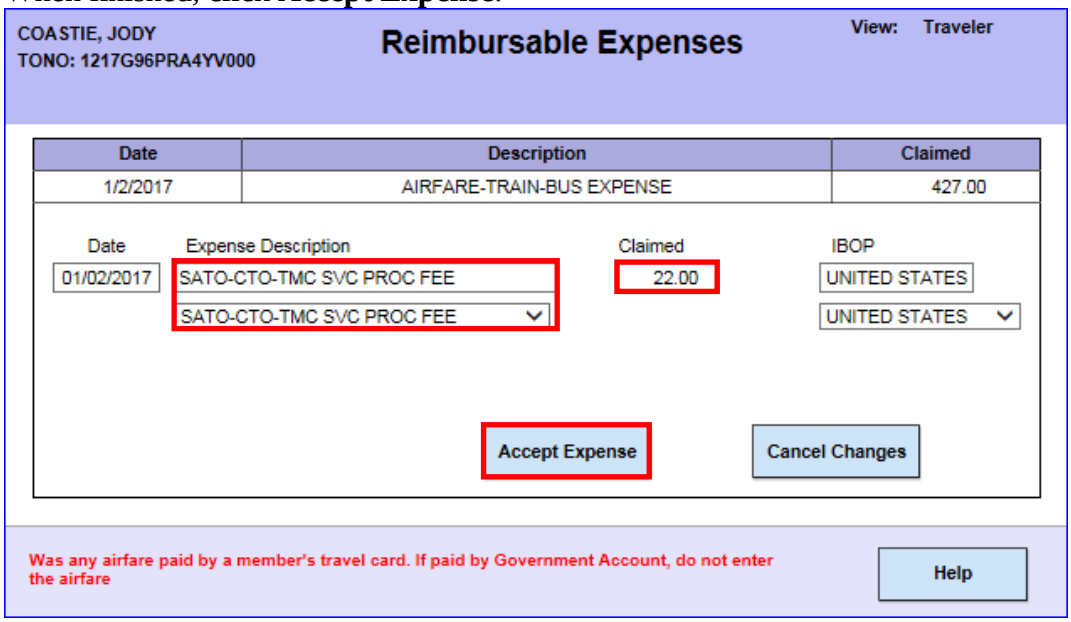
Procedures,
continued

Step	Action
3	Now you must add your airfare as a reimbursable expense. Click **Add/Edit Trip Expense**. 
4	The Airfare Expense Description will default. Enter the **amount** of the plane ticket. Then click **Accept Expense**. 

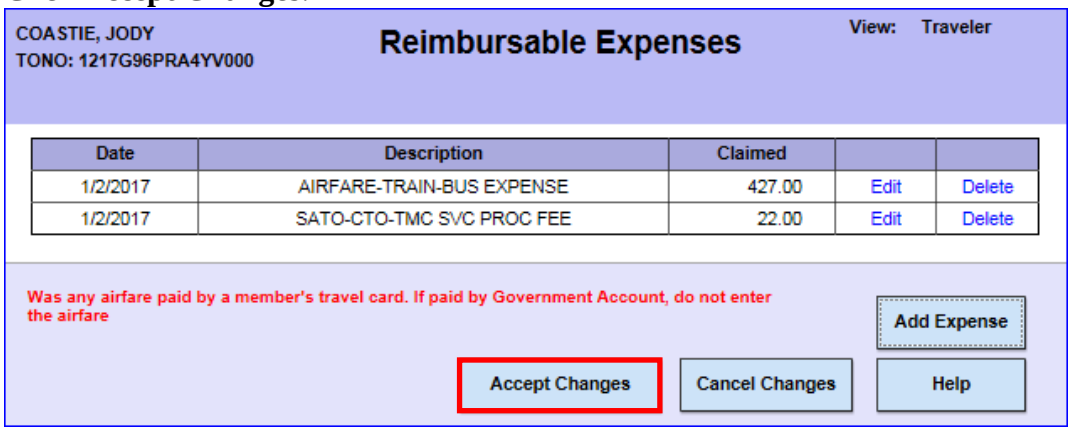
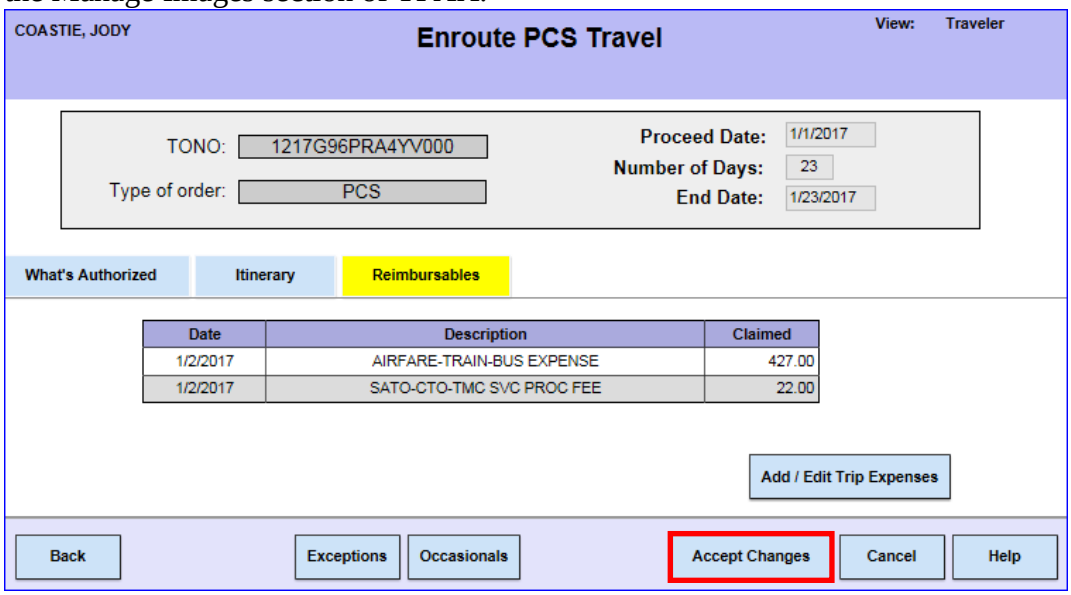
Continued on next page

Procedures,
continued

Step	Action
5	Don't forget to add the ADTRAV fee for booking airfare. Click **Add Expense**. 
6	Select **SATO-CTO-TMC SVC PROC FEE** from the Expense Description drop-down. Enter the amount from your receipt for the AdTrav fee in the **Claimed** box. When finished, click **Accept Expense**. 

Continued on next page

Procedures,
continued

Step	Action
7	Click **Accept Changes**. 
8	Click **Accept Changes** and continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX. 

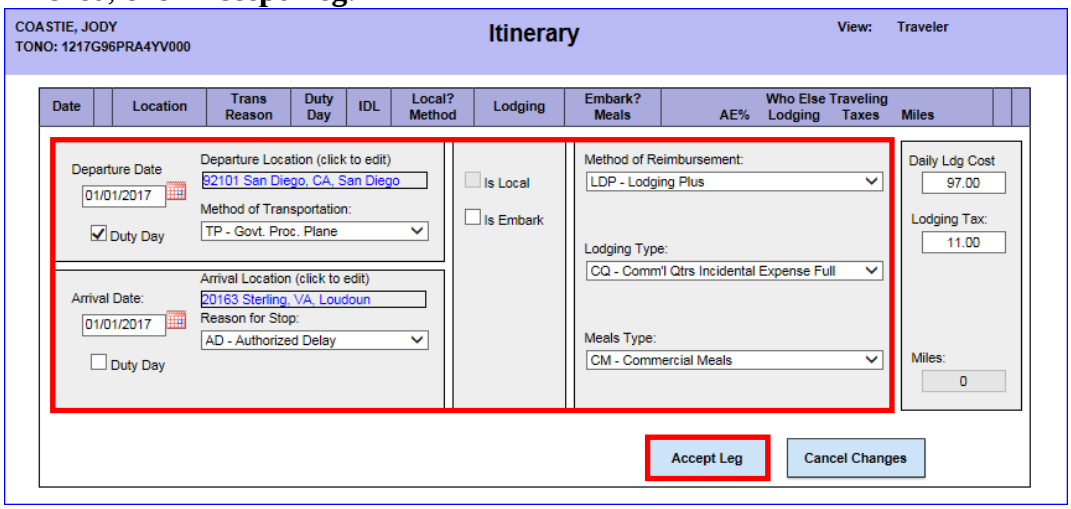
Flying – CONUS to OCONUS

Introduction

This section shows how to account for a member who flew from their old PDS (CONUS) to their new PDS (Outside the Continental US or OCONUS). In this scenario the member traveled to Sterling, VA for an in-brief to Bahrain, then went off to Bahrain.

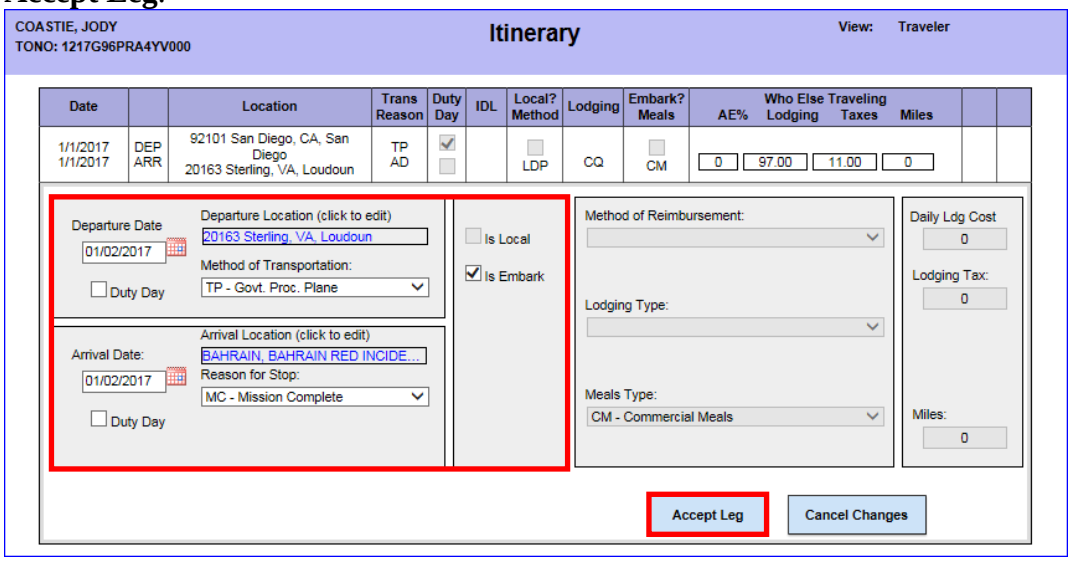
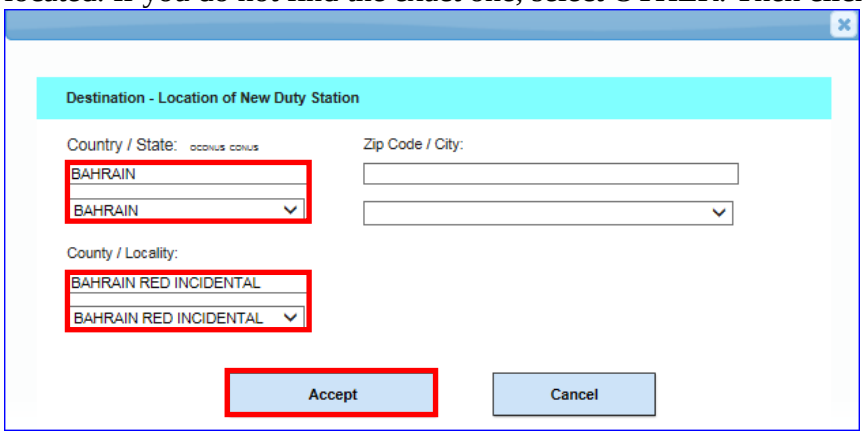
Procedures

See below.

Step	Action
1	When entering the Itinerary, make sure the **Departure Date** is the actual date you departed the old PDS. The **Departure Location** should default to your current PDS. Change the Method of Transportation to **TP - Government Procured Plane** (ALWAYS CHOOSE FOR PCS). The **Arrival Date** should be the date you actually arrived. In the Reason for Stop, select **AD - Authorized Delay**. Enter any lodging information since you have been authorized a delay for the in-brief. When finished, click **Accept Leg**. 

Continued on next page

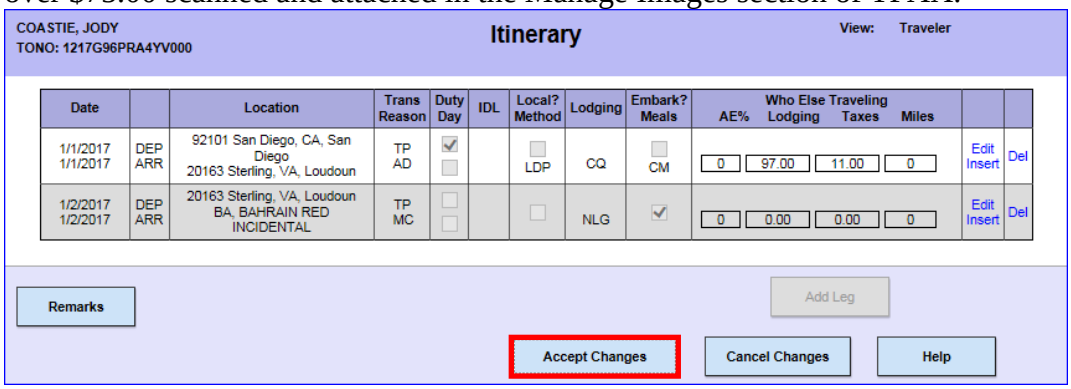
Procedures,
continued

Step	Action
2	Now enter the trip from VA to Bahrain. When entering the Itinerary, make sure the **Departure Date** is the actual date you flew. The **Departure Location** should default to the location from the previous leg. Change the Method of Transportation to **TP - Government Procured Plane**. The **Arrival Date** should be the date you actually arrived. Click the **Arrival Location** link (see **Note** below). In the Reason for Stop, select **MC - Mission Complete** if this if your final destination. Check the **Is Embark** box since you will be flying over the ocean. When finished, click **Accept Leg**.  **Note:** When selecting territories or foreign countries, type out the full name of the locality, then use the drop-down to find the county/locality in which the PDS is located. If you do not find the exact one, select OTHER. Then click **Accept**. 

Continued on next page

Procedures,
continued

Step	Action
3	Review your itinerary and if correct, click **Accept Changes** and continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.



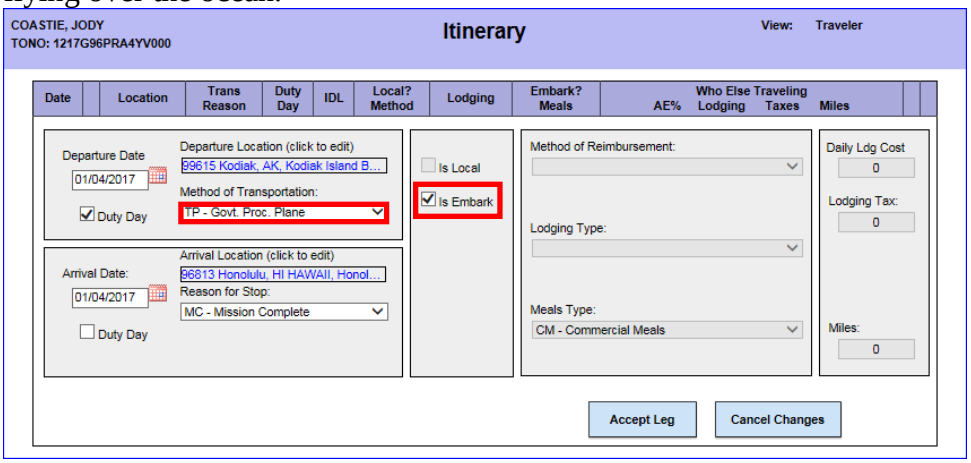
Flying – OCONUS to OCONUS

Introduction

This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (OCONUS).

Itinerary

When flying OCONUS to OCONUS, make sure you select **TP – Govt. Proc. Plane** for your Method of Transportation, NOT CP for Commercial Plane. Also make sure to check the **Is Embark** box since you will be flying over the ocean.



You'll need to add your airfare and processing fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.

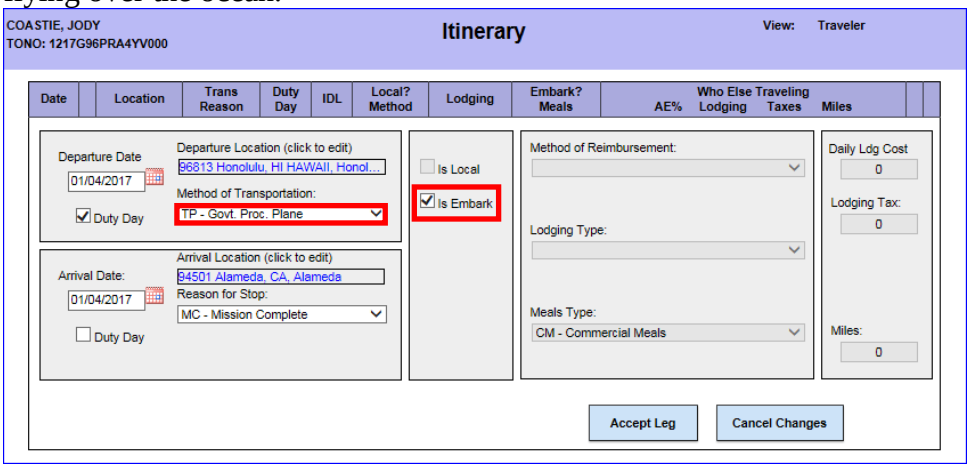
Flying – OCONUS to CONUS

Introduction

This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (CONUS).

Itinerary

When flying OCONUS to CONUS, make sure you select **TP – Govt. Proc. Plane** for your Method of Transportation, NOT CP for Commercial Plane. Also make sure to check the **Is Embark** box since you will be flying over the ocean.

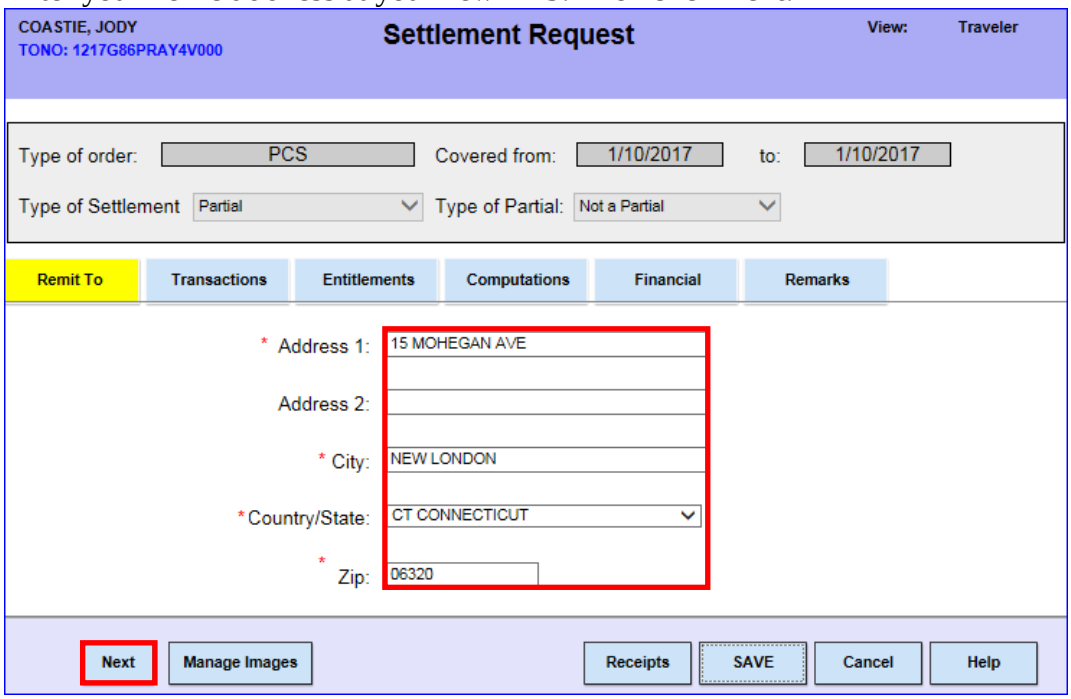
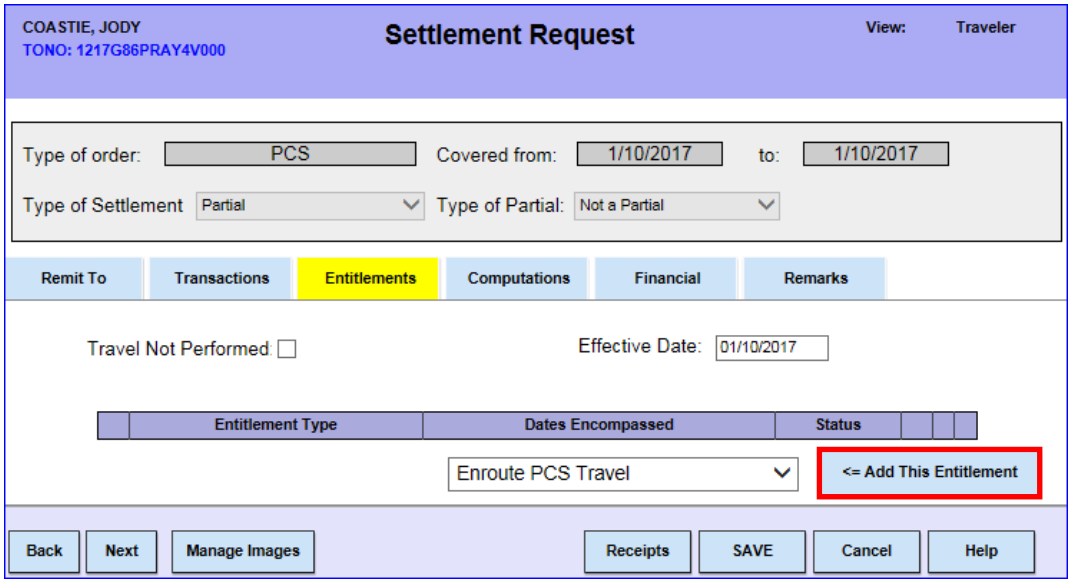


You'll need to add your airfare and processing fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.

Home to 1st PDS (Cadets) or Direct Commission

Introduction This section shows how to account for a member who is going from their home to their first duty station (CG Academy).

Procedures See below.

Step	Action
1	Enter your **home address** at your new PDS. Then click **Next**. 
2	Click **Add This Entitlement**. 

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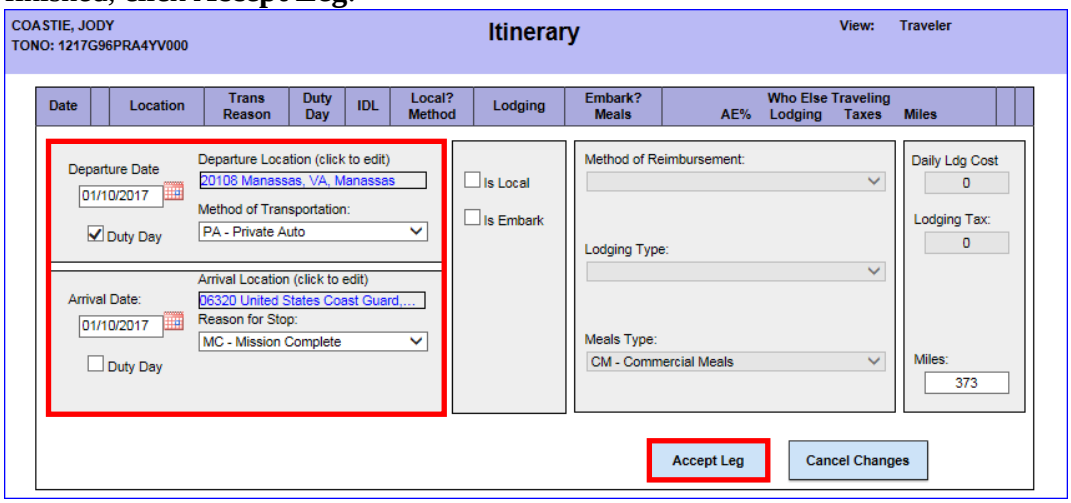
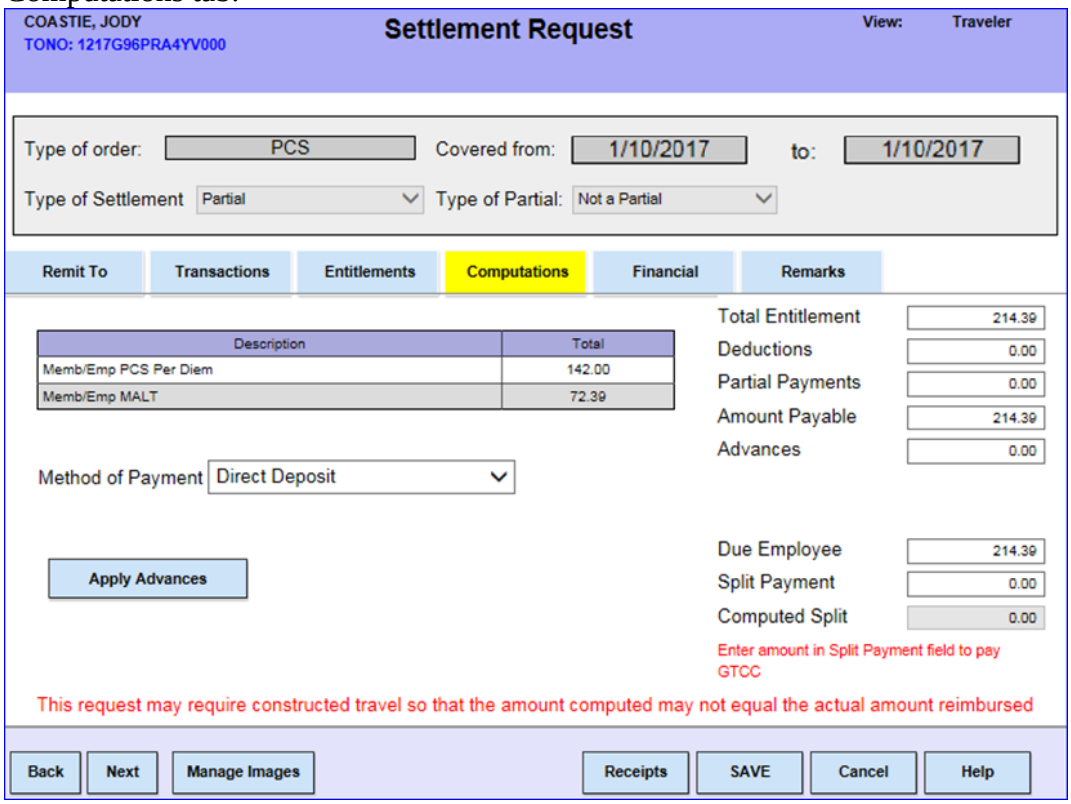
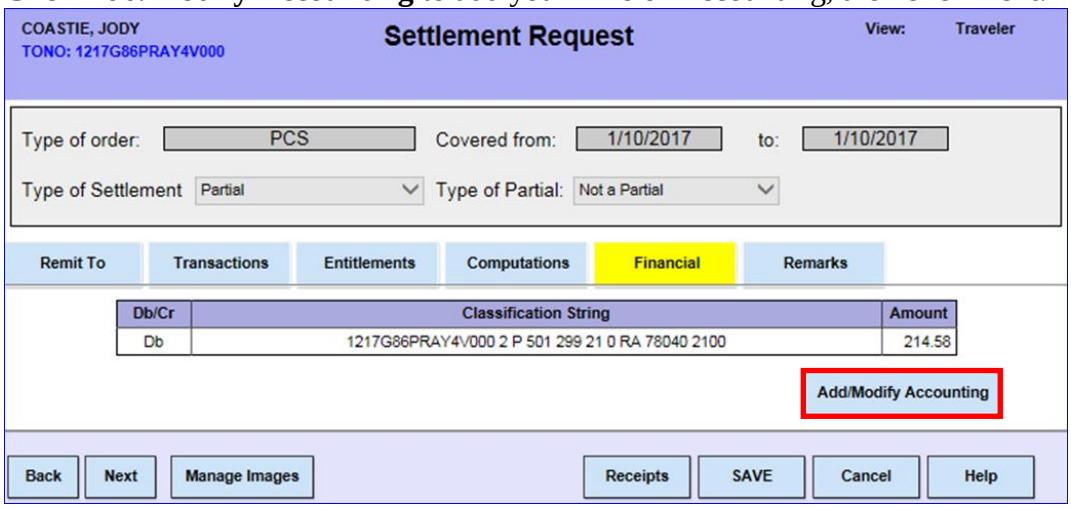
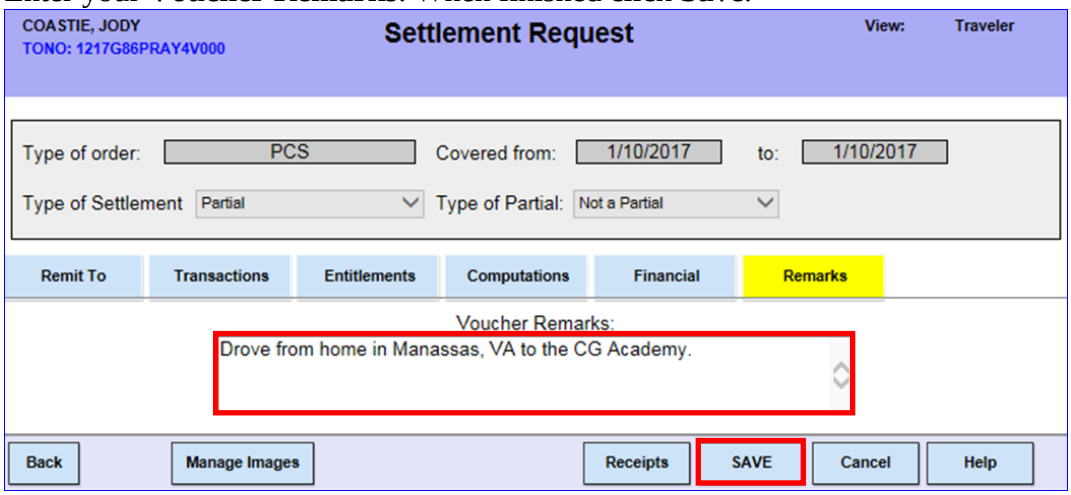
Procedures,
continued

Step	Action
3	Enter in the **itinerary**. Members can either drive, fly, take a train or bus. When finished, click **Accept Leg**. 
4	Once you have input the itinerary and reimbursable expenses, check the Computations tab. 

Continued on next page

Procedures,
continued

Step	Action
5	Click **Add/Modify Accounting** to add your Line of Accounting, then click **Next**. 
6	Enter your **Voucher Remarks**. When finished click **Save**.  Ensure you have all orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.

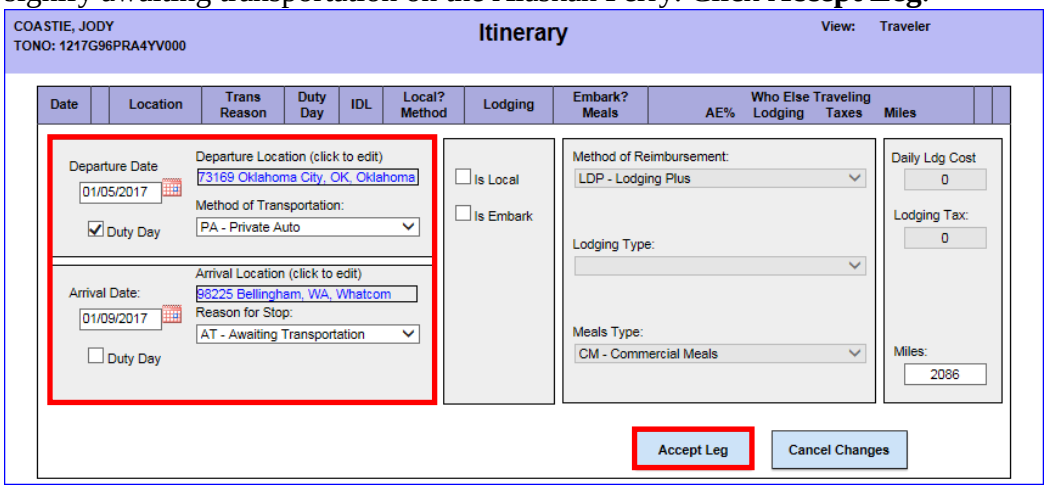
Mixed Mode – Alaska Ferry (1 POV)

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove from their old PDS in Oklahoma City, OK to Bellingham, WA. There they met the ferry which took them to their new PDS in Kodiak, AK.

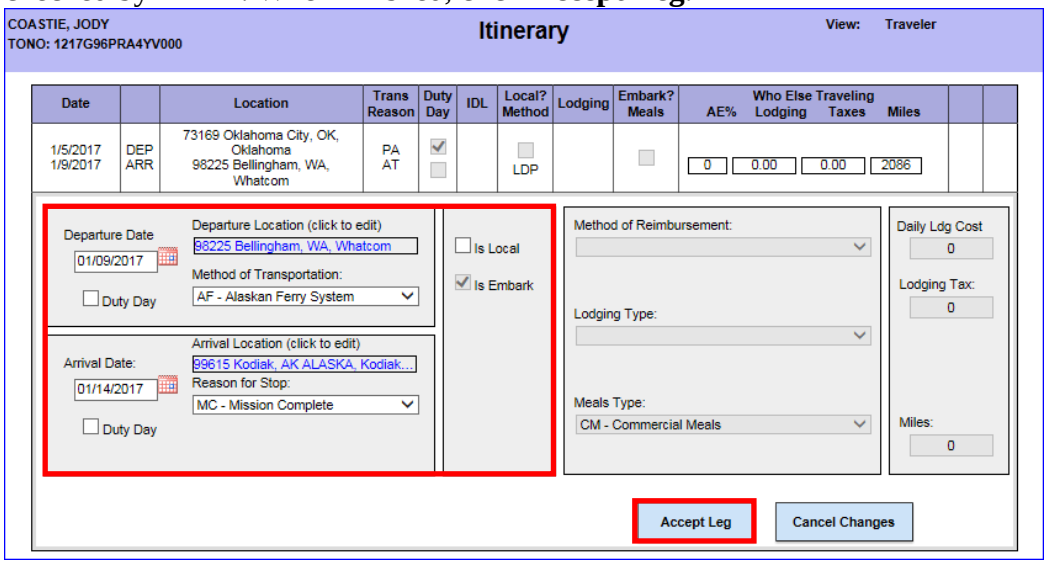
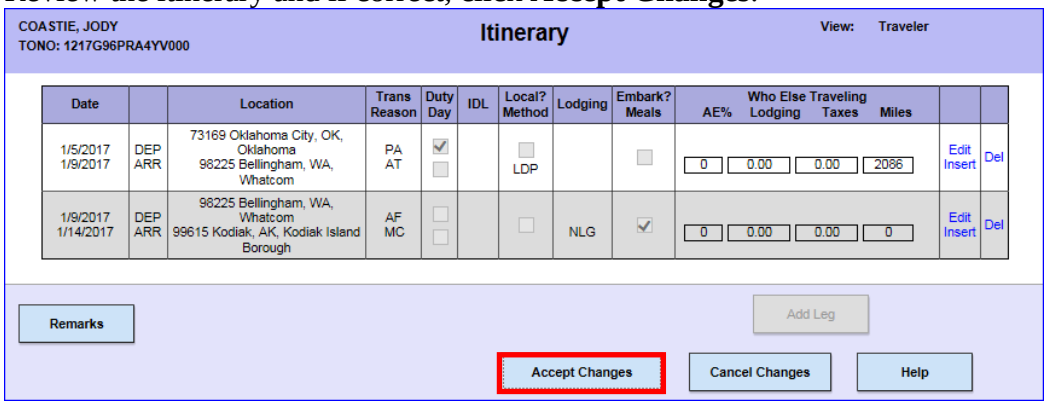
Procedures

See below.

Step	Action
1	Enter your first leg of travel showing the drive to Bellingham, WA. Select **AT** to signify awaiting transportation on the Alaskan Ferry. Click **Accept Leg**. 

Continued on next page

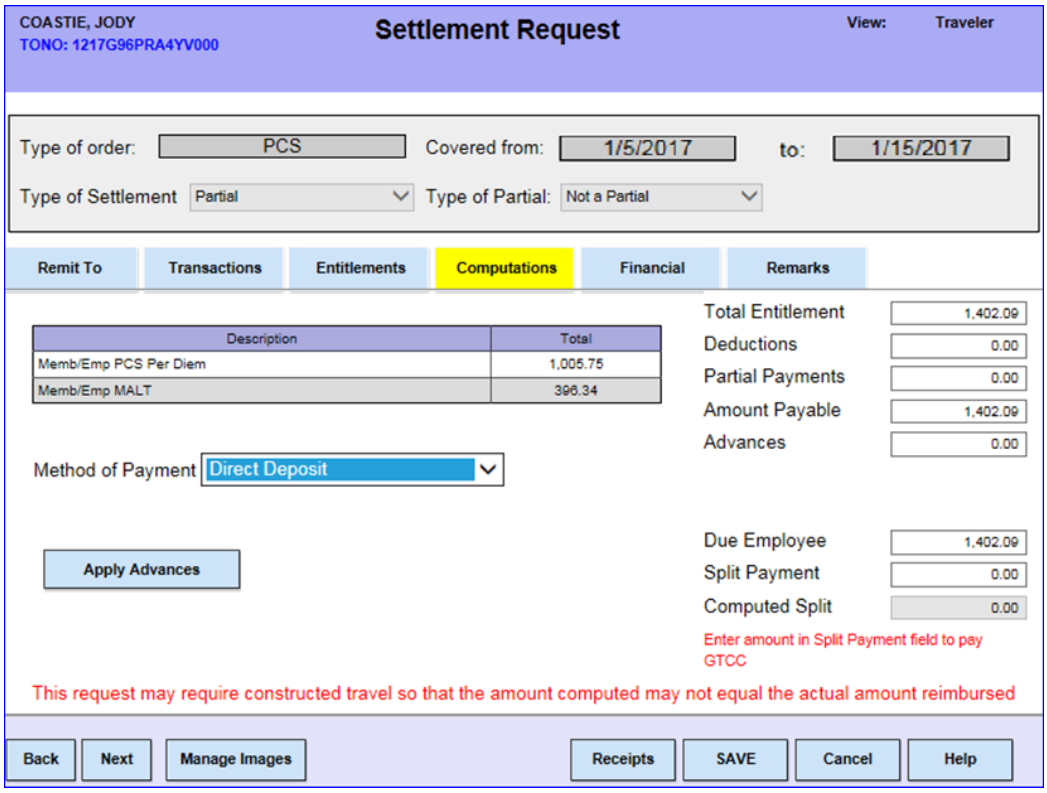
Procedures,
continued

Step	Action
2	Enter the next leg of travel and arrival date to your destination in Alaska. Use **AF – Alaska Ferry System** to designate the Alaska Marine Highway System (AMHS). The Departure and Arrival dates for the Ferry MUST match the Alaska Marine Highway Itinerary exactly. PPC cannot process an AMHS claim without the itinerary attached. The **Is Embark** box will be automatically checked by TPAX. When finished, click **Accept Leg**. 
3	Review the itinerary and if correct, click **Accept Changes**. 

Continued on next page

Mixed Mode – Alaska Ferry (1 POV), Continued

Procedures,
continued

Step	Action
4	Don't forget to add all Reimbursable expenses including: Ferry receipts, tolls and any receipts for claimed items over $75.00. Use the Manage Images function to attach them to your claim. Check the Computations Tab to ensure all expenditures have been added and the calculations are correct. 

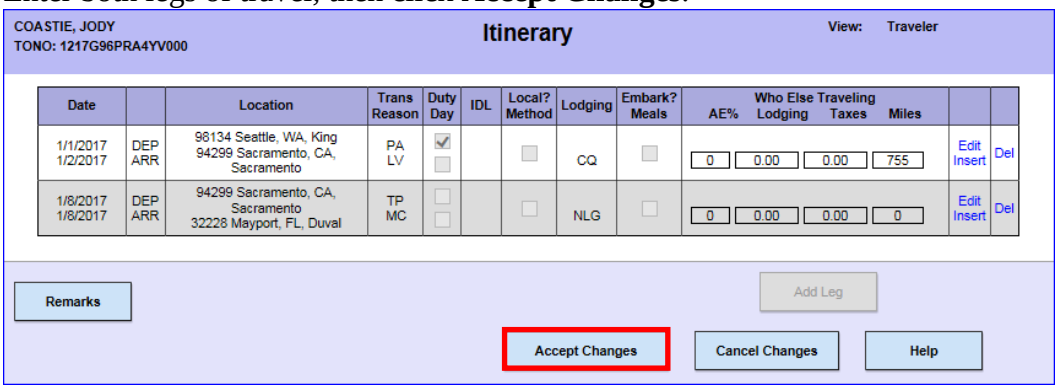
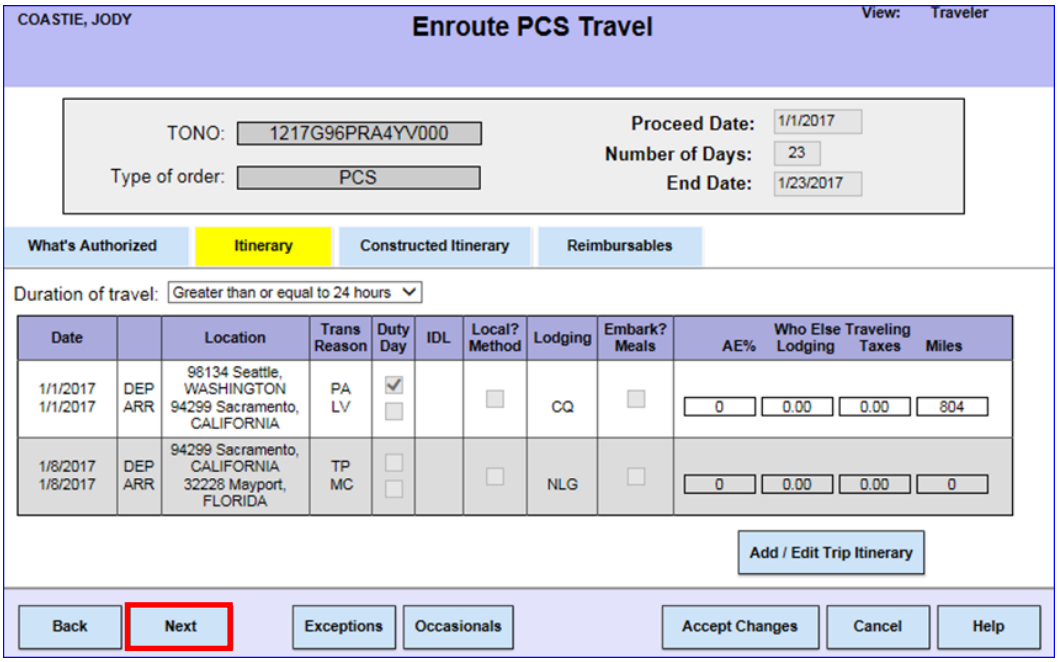
Mixed Mode – Drive/Fly to Ship

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove to their parents' house in Sacramento, CA to drop off their vehicle, took some leave, then flew to their new PDS homeport in Mayport, FL.

Procedures

See below.

Step	Action
1	Enter both legs of travel, then click **Accept Changes**. 
2	Click **Next**. 

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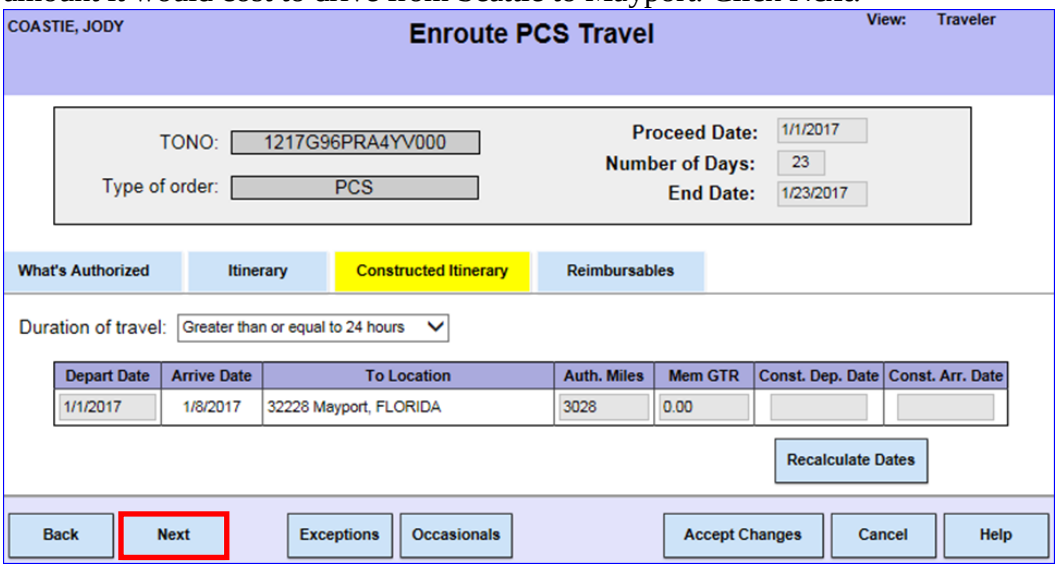
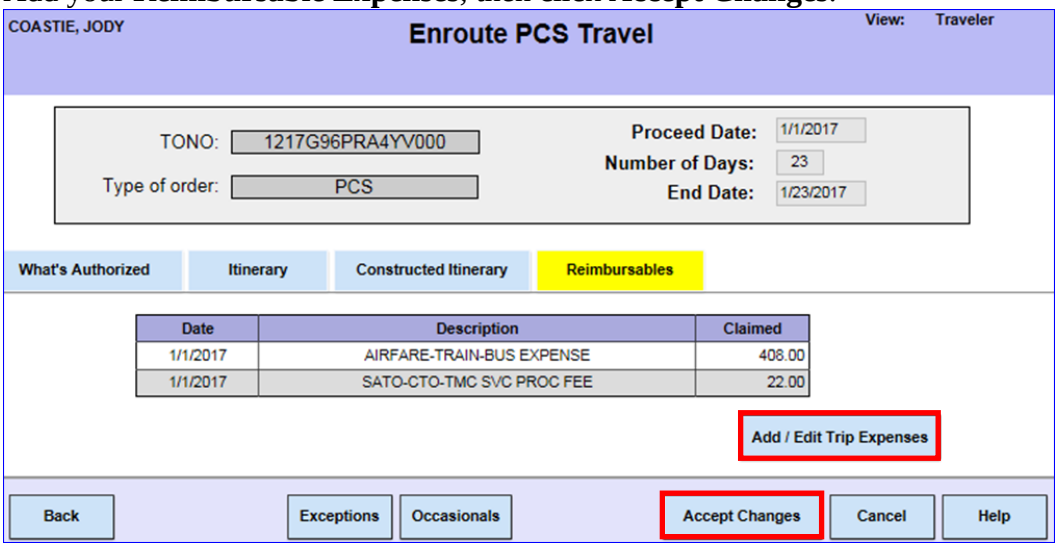
Procedures,
continued

Step	Action
3	No matter which method you take, the system will only pay the maximum of the amount it would cost to drive from Seattle to Mayport. Click **Next**. 
4	Add your **Reimbursable Expenses**, then click **Accept Changes**. 

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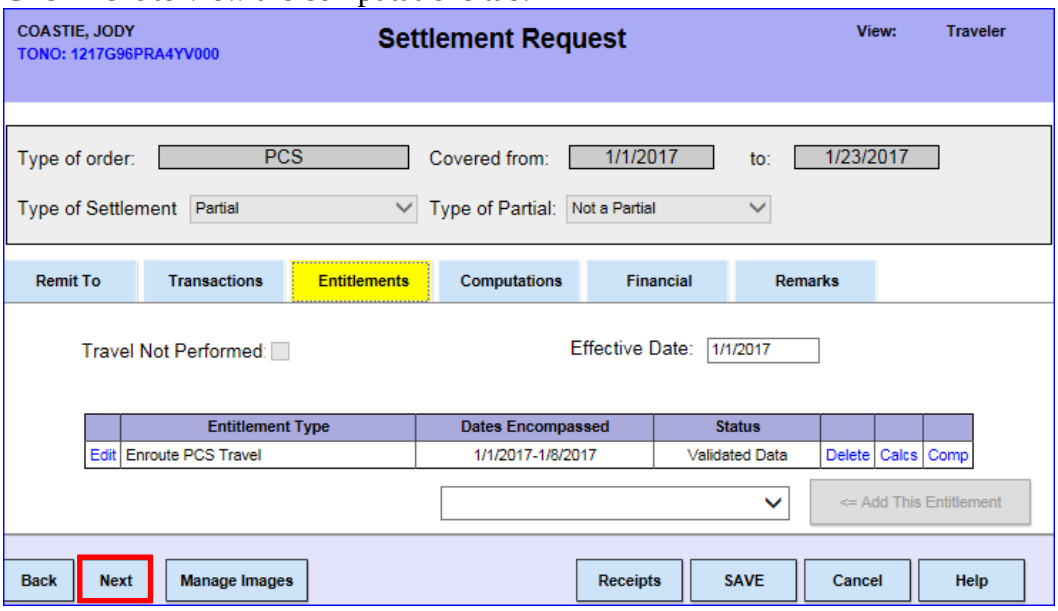
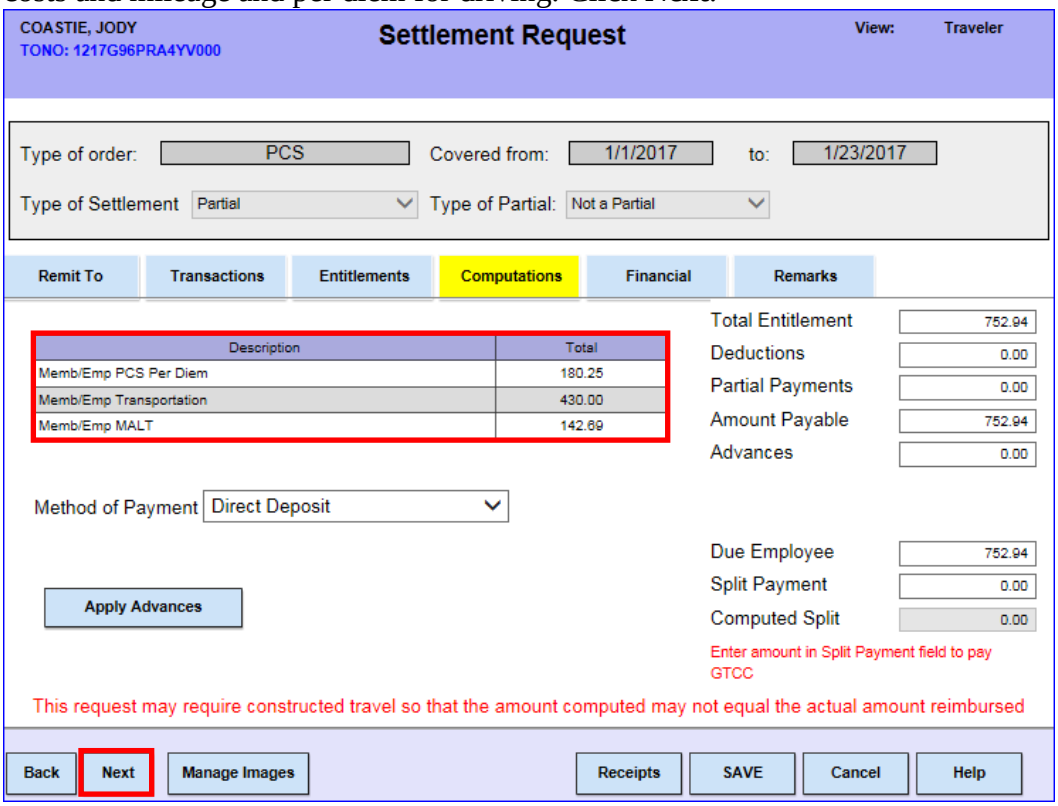
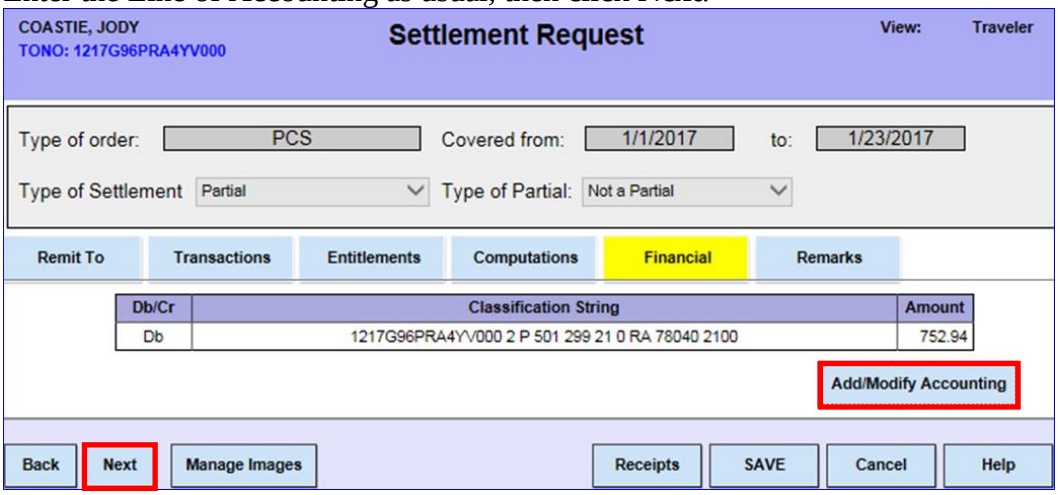
Procedures,
continued

Step	Action
5	Click **Next** to view the computations tab. 

Continued on next page

Procedures,
continued

Step	Action
6	Since it's below the maximum allowed, the system is paying both the airfare costs and mileage and per diem for driving. Click **Next**. 
7	Enter the Line of Accounting as usual, then click **Next**. 

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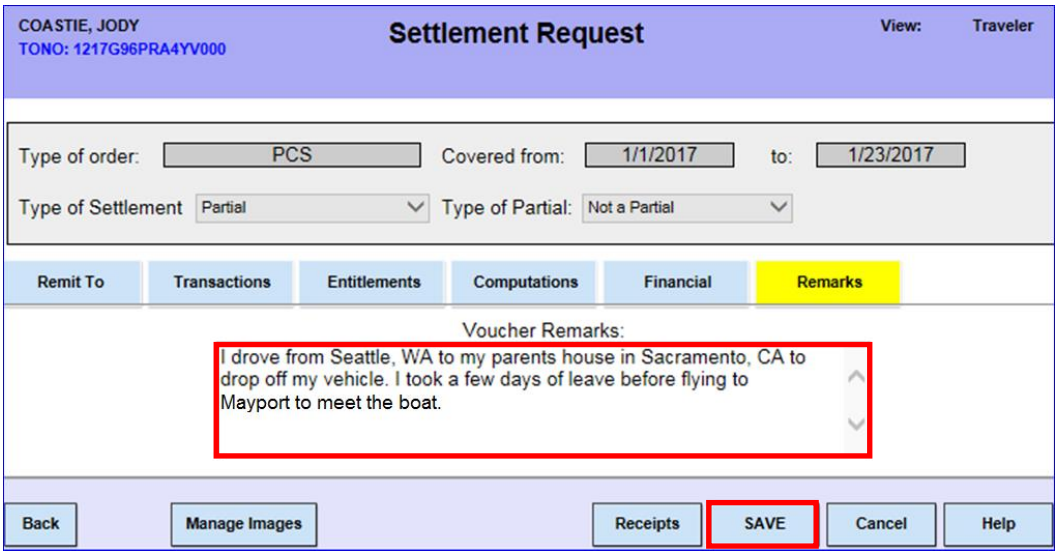
Mixed Mode – Drive/Fly to Ship, Continued

Procedures,
continued

Step	Action
8	Make sure you designate in the **remarks** what actually happened, then click **Save**.  Ensure you have all Airfare receipts, orders and any receipts over $75.00 are scanned and attached in the Manage Images section of TPAX.

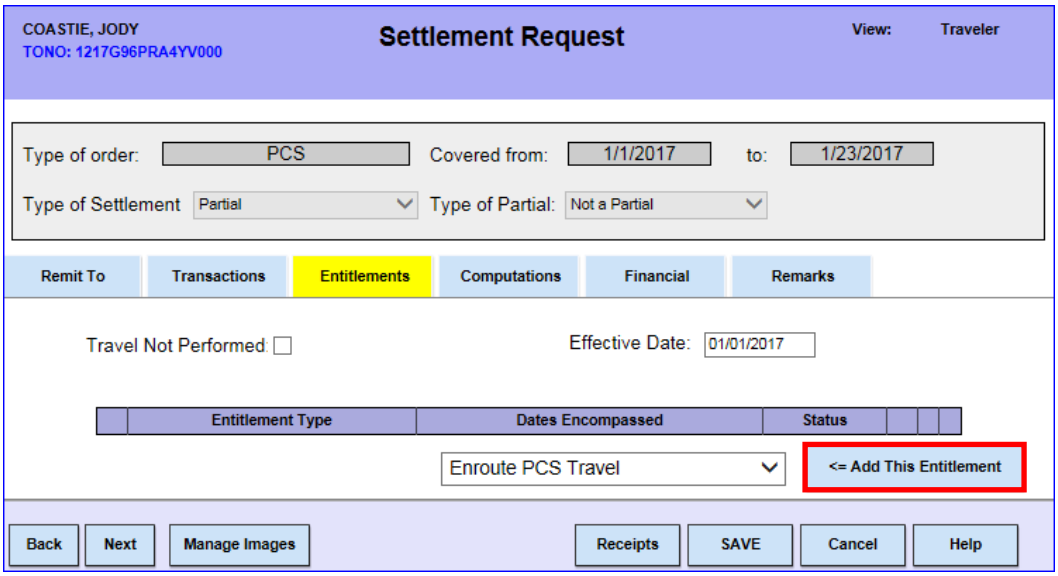
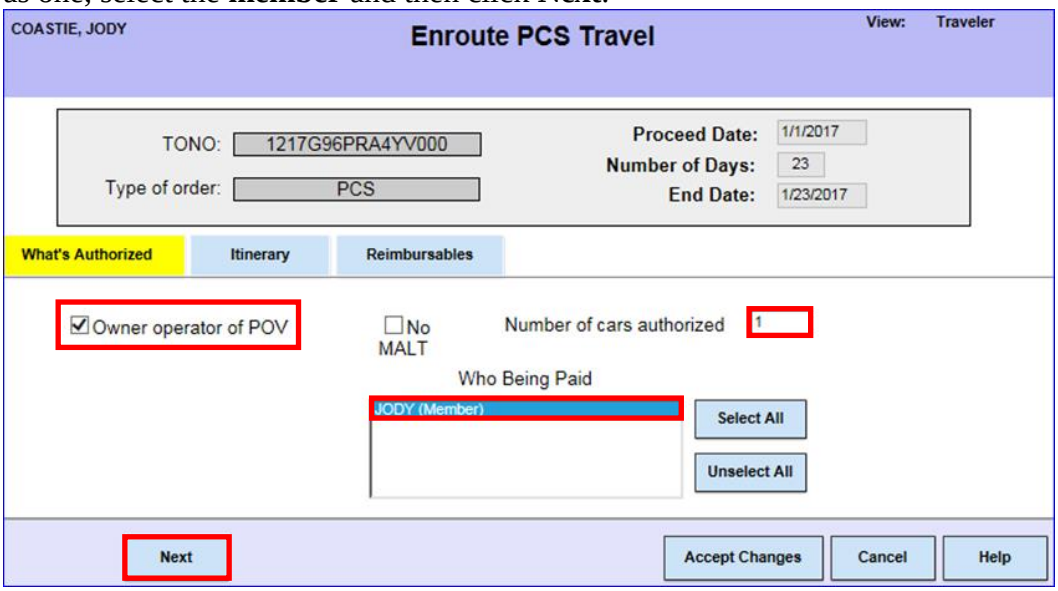
Mixed Mode – Fly/Drive to PDS (CONUS to CONUS)

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member flew from San Diego, CA to Albuquerque, NM, took some leave, then drove to Miami, FL.

Procedures

See below.

Step	Action
1	Click **Add This Entitlement**. 
2	Check the **Owner operator of POV** box, leave the **number of cars authorized** as one, select the **member** and then click **Next**. 

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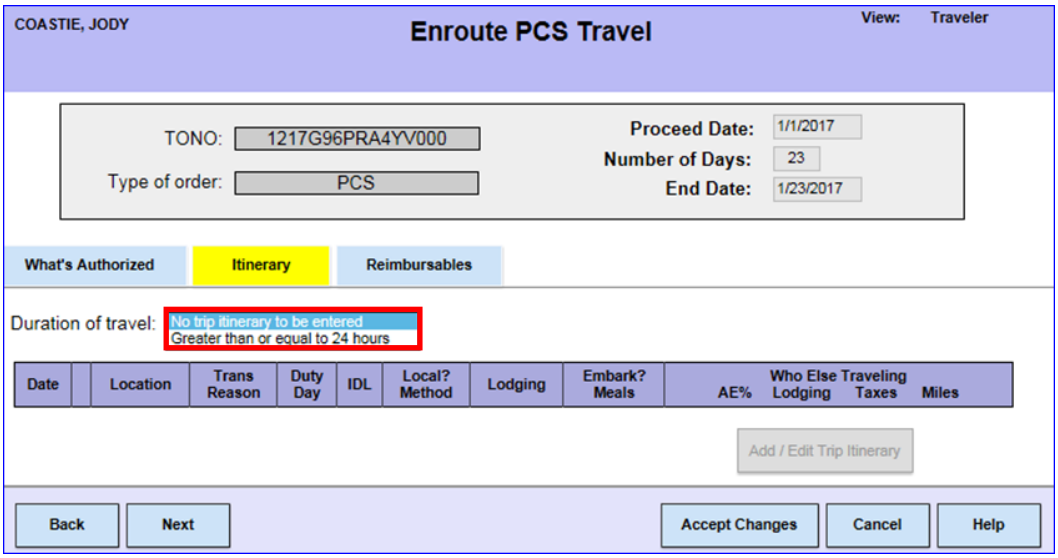
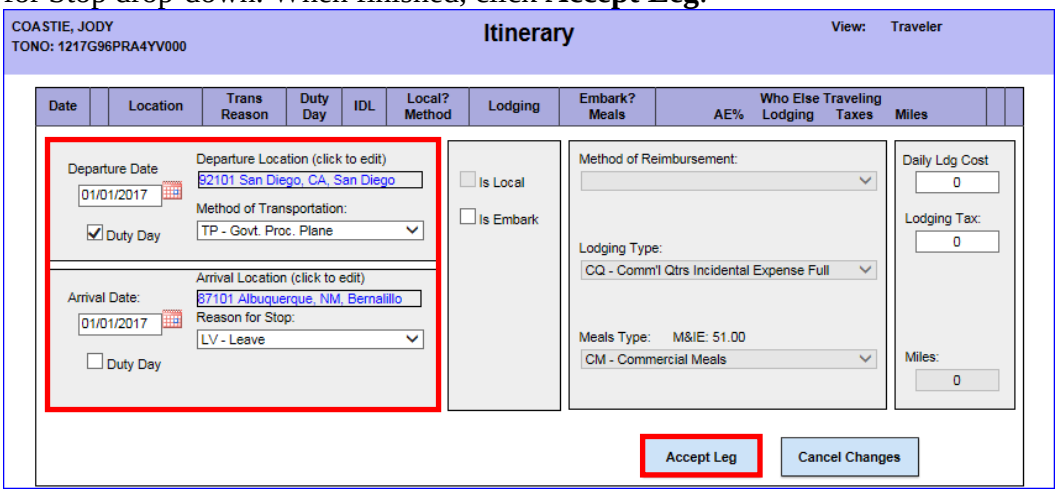
Procedures,
continued

Step	Action
3	Select **Greater than or equal to 24 hours** from the Duration of Travel drop-down. 
4	When entering the Itinerary, make sure the **Departure Date** is the actual date you flew. The **Departure Location** should default to your current PDS. Change the Method of Transportation to **TP - Government Procured Plane**. The **Arrival Date** should be the date you actually arrived. Select **LV - Leave** from the Reason for Stop drop-down. When finished, click **Accept Leg**. 

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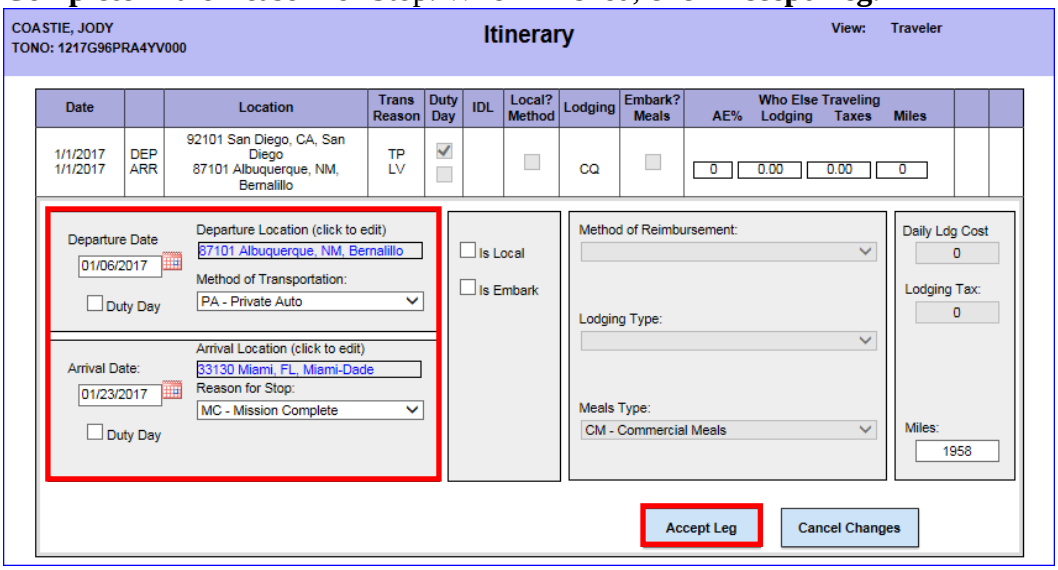
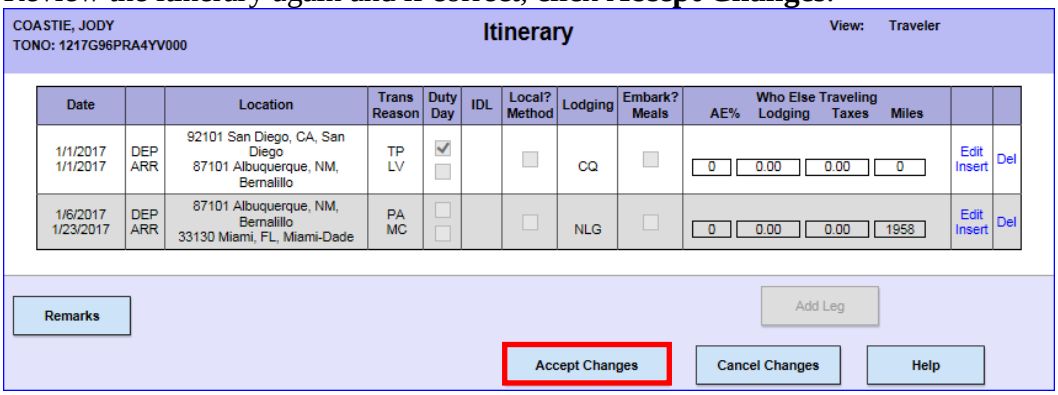
Procedures,
continued

Step	Action
5	Now enter the next leg of your trip. The **Departure Date** should be the day you started driving. The **Departure Location** should default from the previous leg of travel. Change the Method of Transportation to **PA - Private Auto**. The **Arrival Date** should always be the date you reported to your new PDS. Enter your **Arrival Location**. If this is your final destination, select **MC - Mission Complete** in the Reason for Stop. When finished, click **Accept Leg**. 
6	Review the itinerary again and if correct, click **Accept Changes**. 

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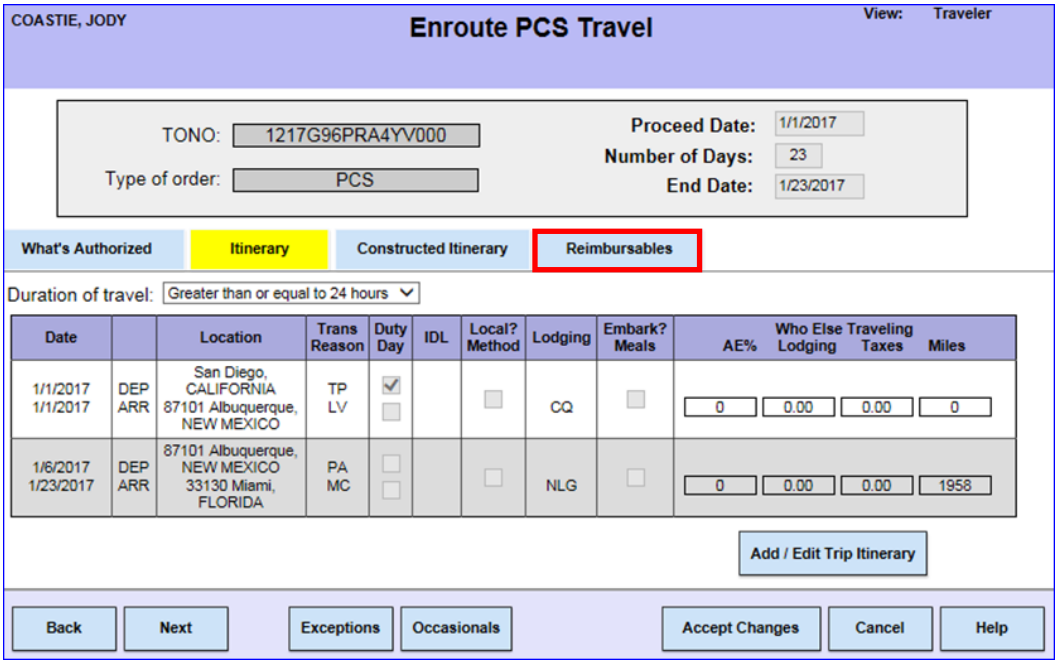
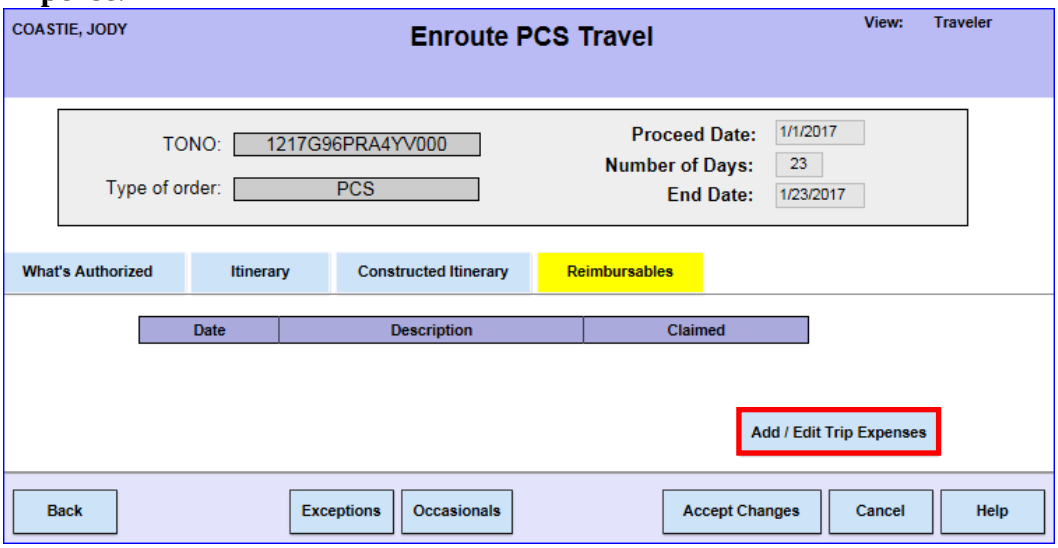
Procedures,
continued

Step	Action
7	Select the **Reimbursables** tab. 
8	Now you must add your airfare as a reimbursable expense. Click **Add/Edit Trip Expense**. 

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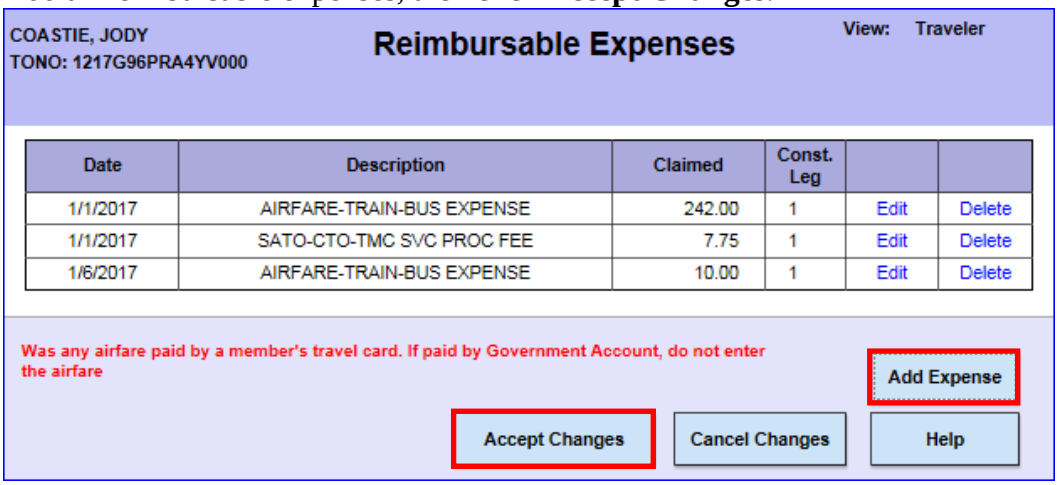
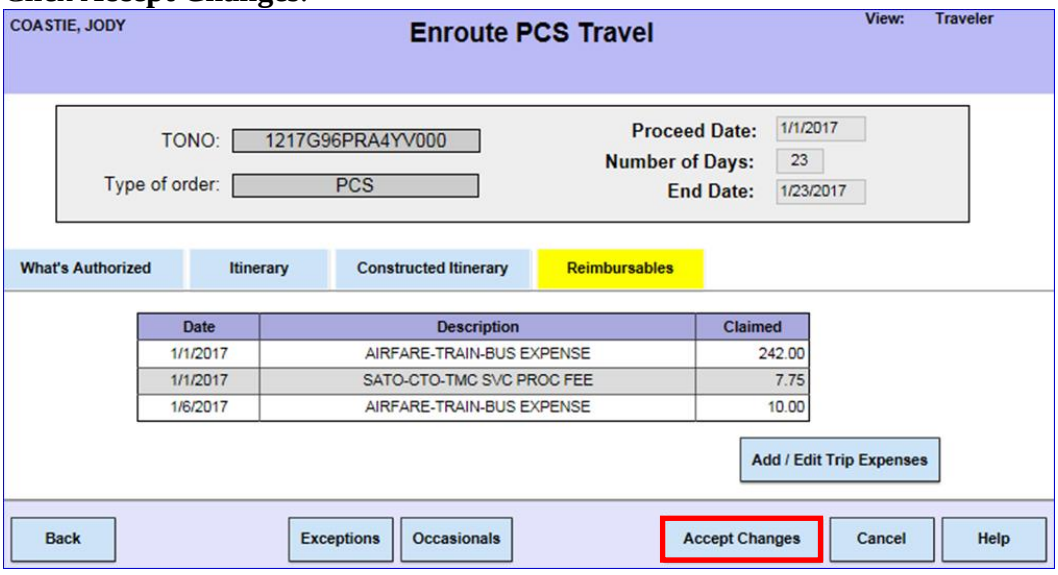
Procedures,
continued

Step	Action
9	Add all reimbursable expenses, then click **Accept Changes**. 
10	Click **Accept Changes**. 

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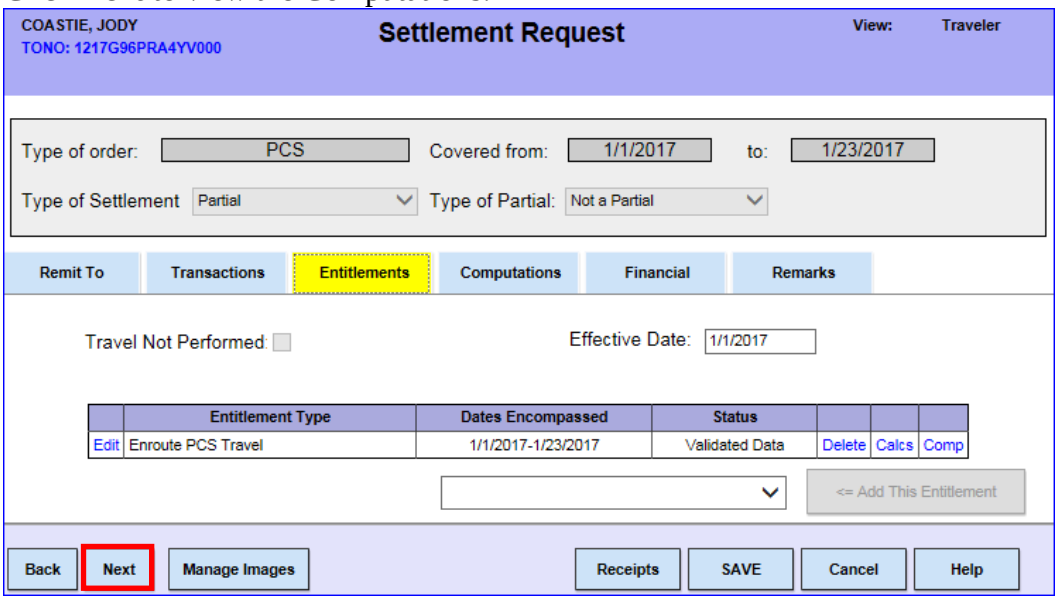
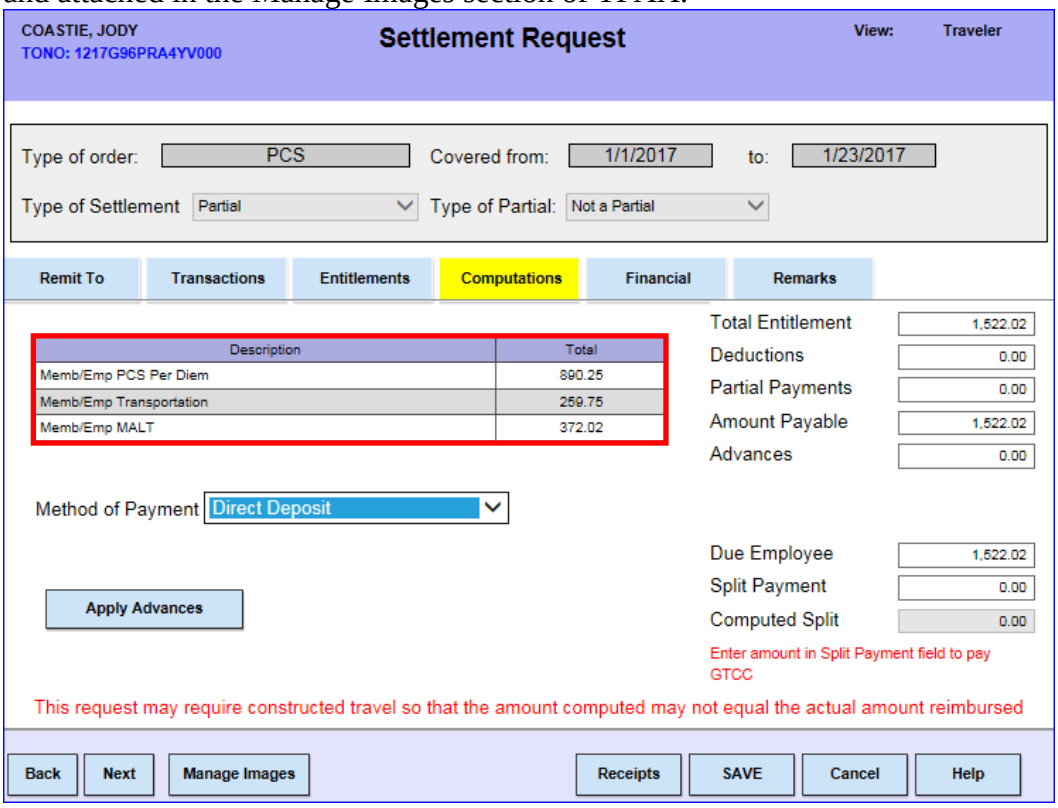
Procedures,
continued

Step	Action
11	Click **Next** to view the Computations. 

Continued on next page

Procedures,
continued

Step	Action
12	Notice you will get per diem and MALT as well as your transportation costs paid. Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.



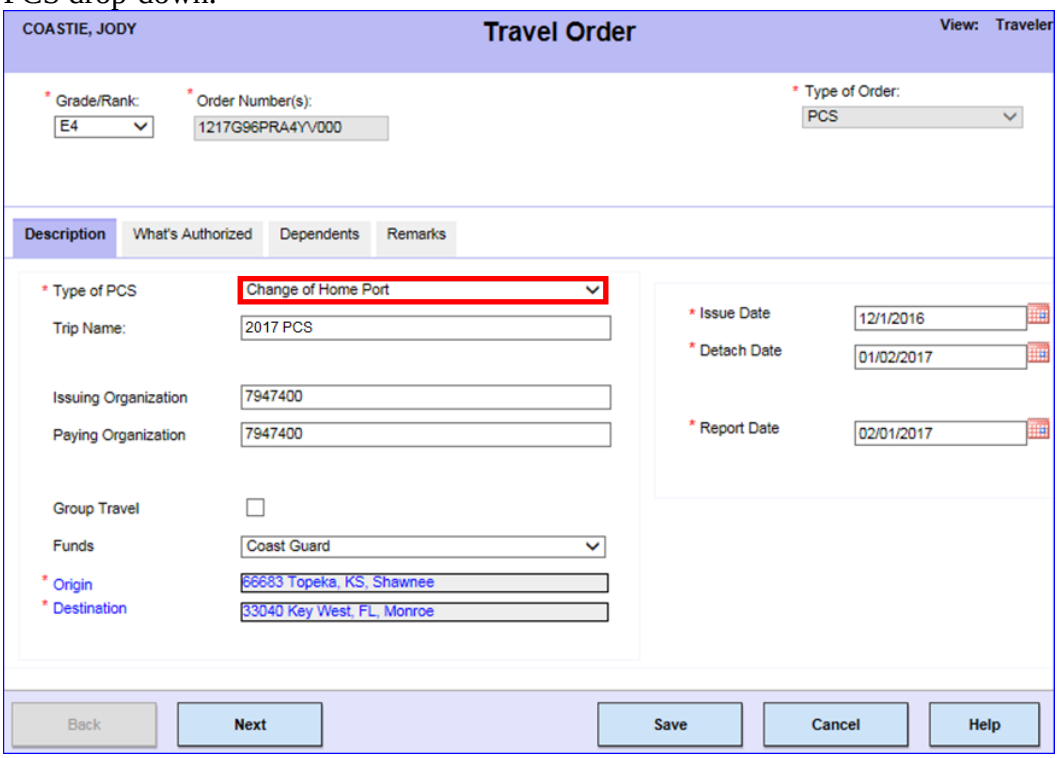
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway)

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove from their old PDS to the Homeport of their new PDS (boat is stationed in Key West, FL). However, the boat was underway in Panama so the member had to travel to Panama from Key West.

Procedures

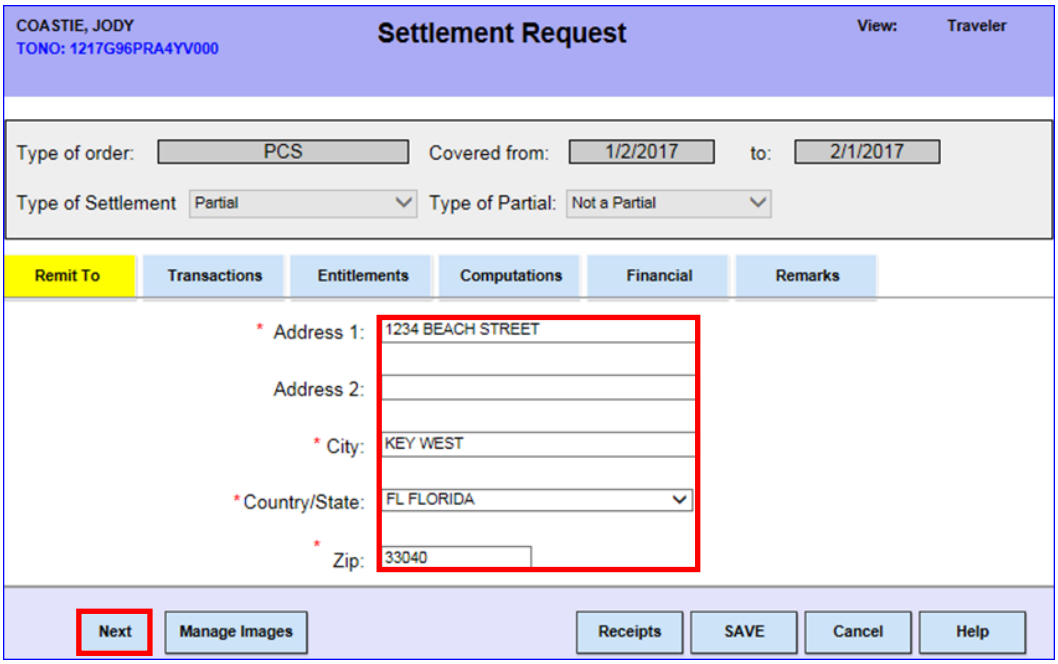
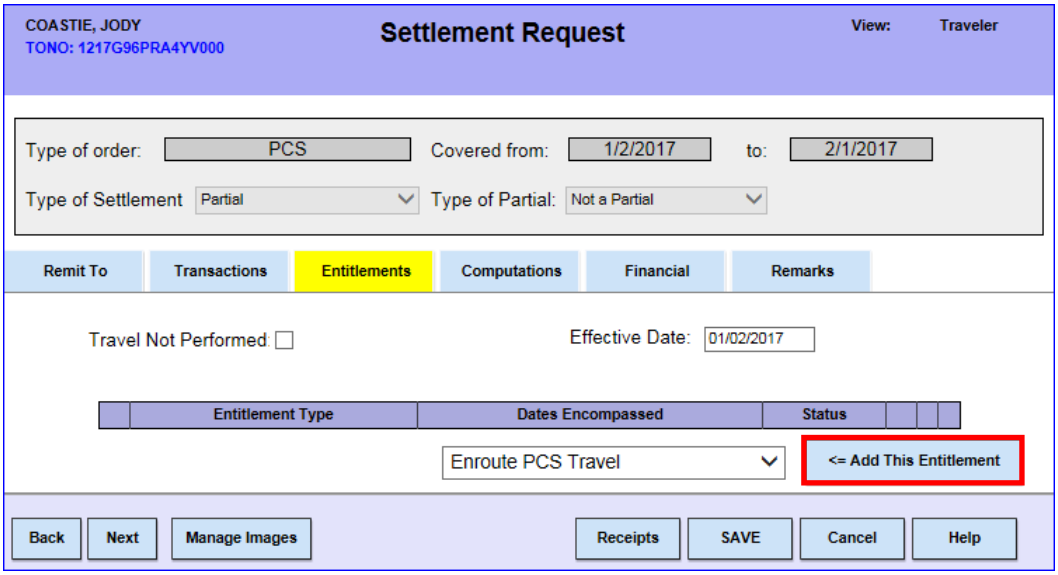
See below.

Step	Action
1	When chasing the boat, you must select **Change of Homeport** from the Type of PCS drop-down. 

Continued on next page

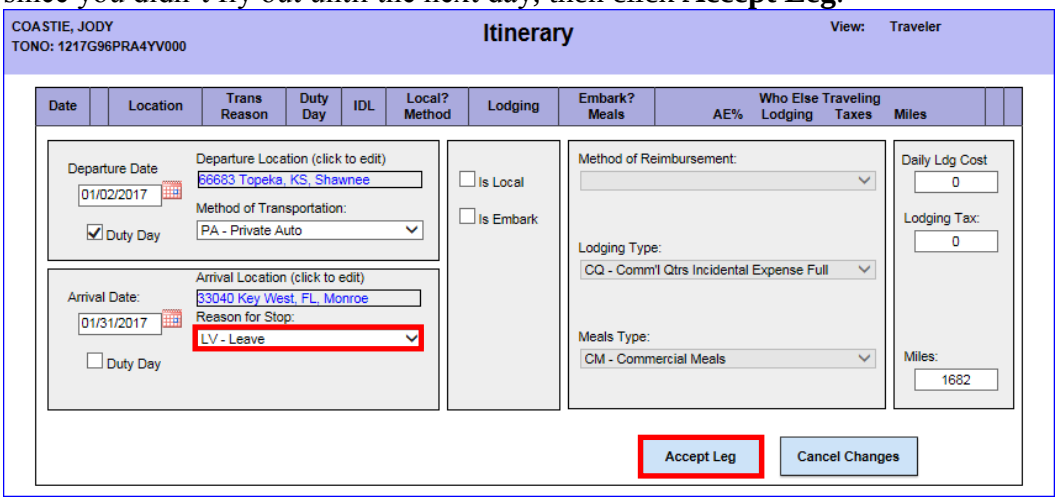
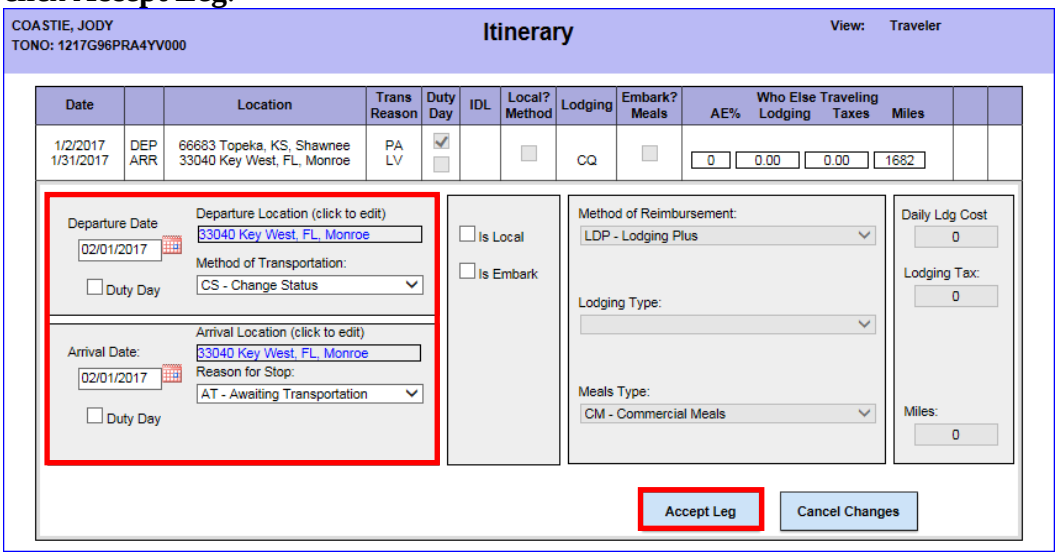
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action
2	Update your address to reflect your new home address at your new PDS. Then click **Next**. 
3	Click **Add This Entitlement**. 

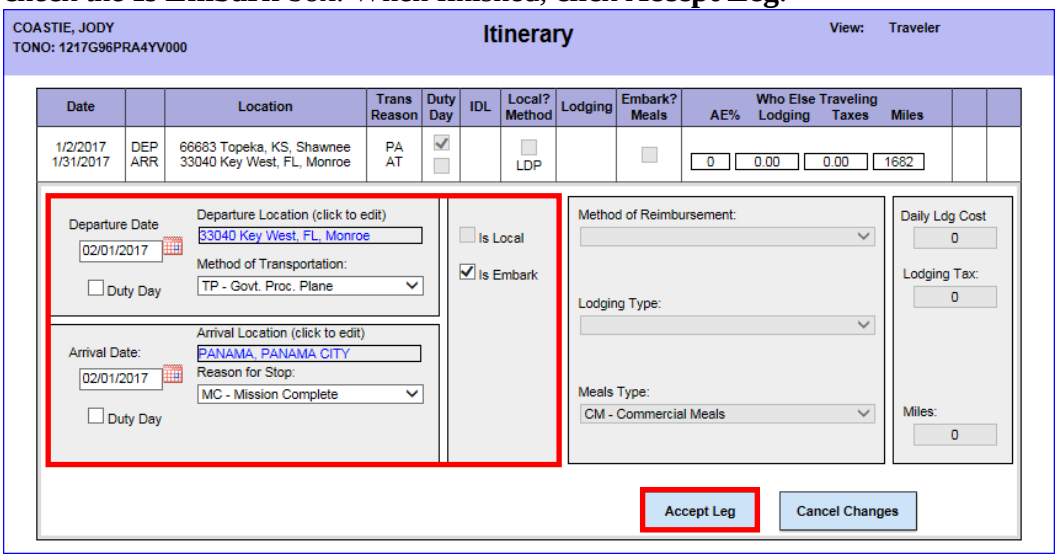
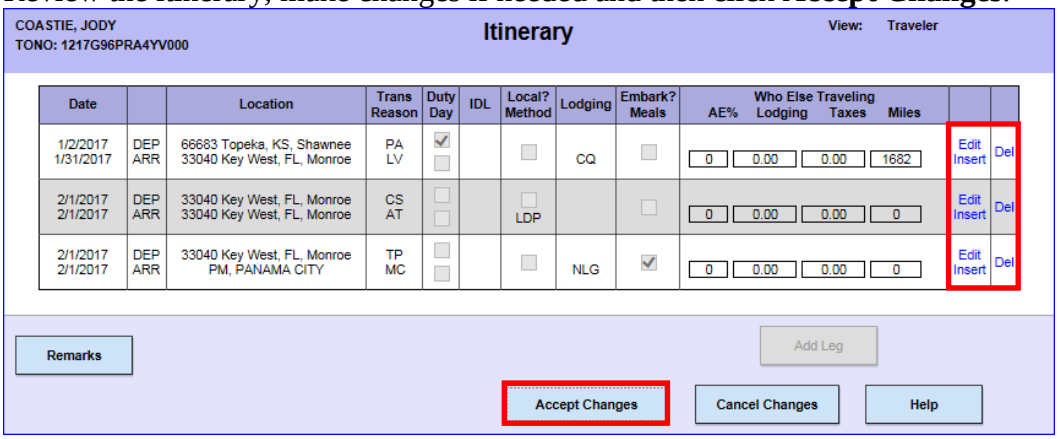
Continued on next page

Procedures,
continued

Step	Action
4	Enter the first leg of the itinerary to show the drive from the old PDS to the new Homeport. Since the boat is underway, select **LV-Leave** for your Reason for Stop since you didn't fly out until the next day, then click **Accept Leg**. 
5	Since you cannot fly overseas from a Leave status, you must enter a leg to show a change in status. The Departure and Arrival Dates must match. When finished, click **Accept Leg**. 

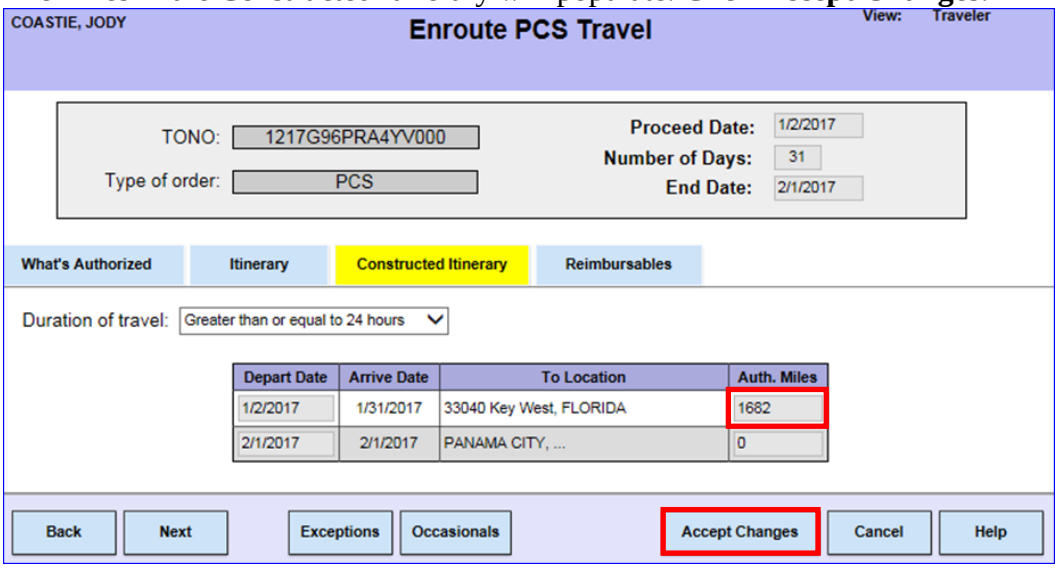
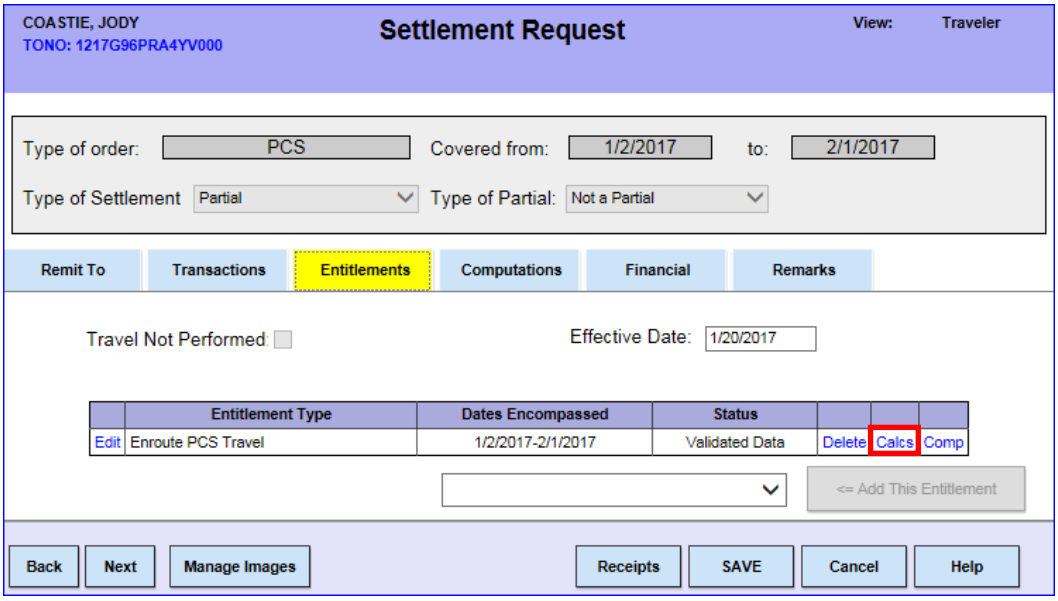
Continued on next page

Procedures,
continued

Step	Action
6	Enter the last leg to show your flight to Panama to meet the boat. Don't forget to check the **Is Embark** box. When finished, click **Accept Leg**. 
7	Review the itinerary, make changes if needed and then click **Accept Changes**. 

Continued on next page

Procedures,
continued

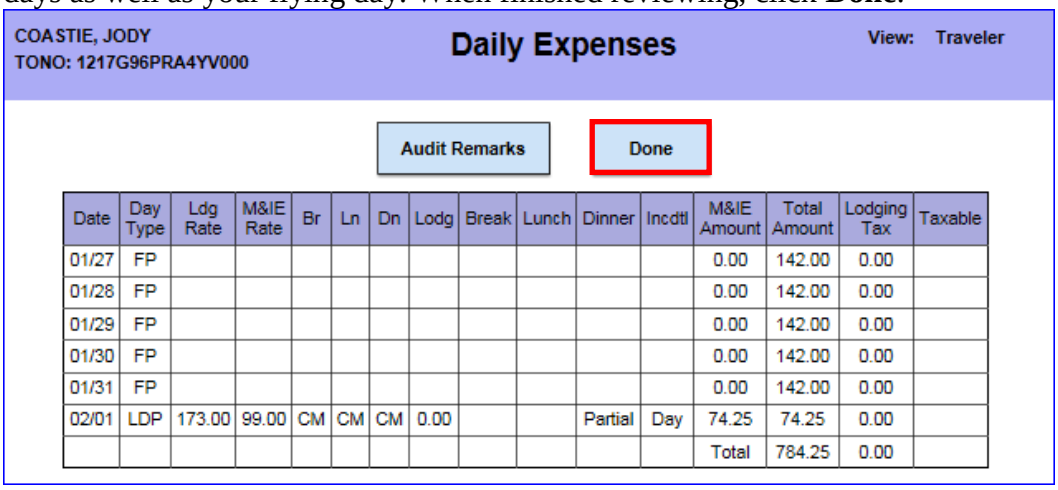
Step	Action
8	The miles in the Constructed Itinerary will populate. Click **Accept Changes**. 
9	Click **Calcs**. 

Continued on next page

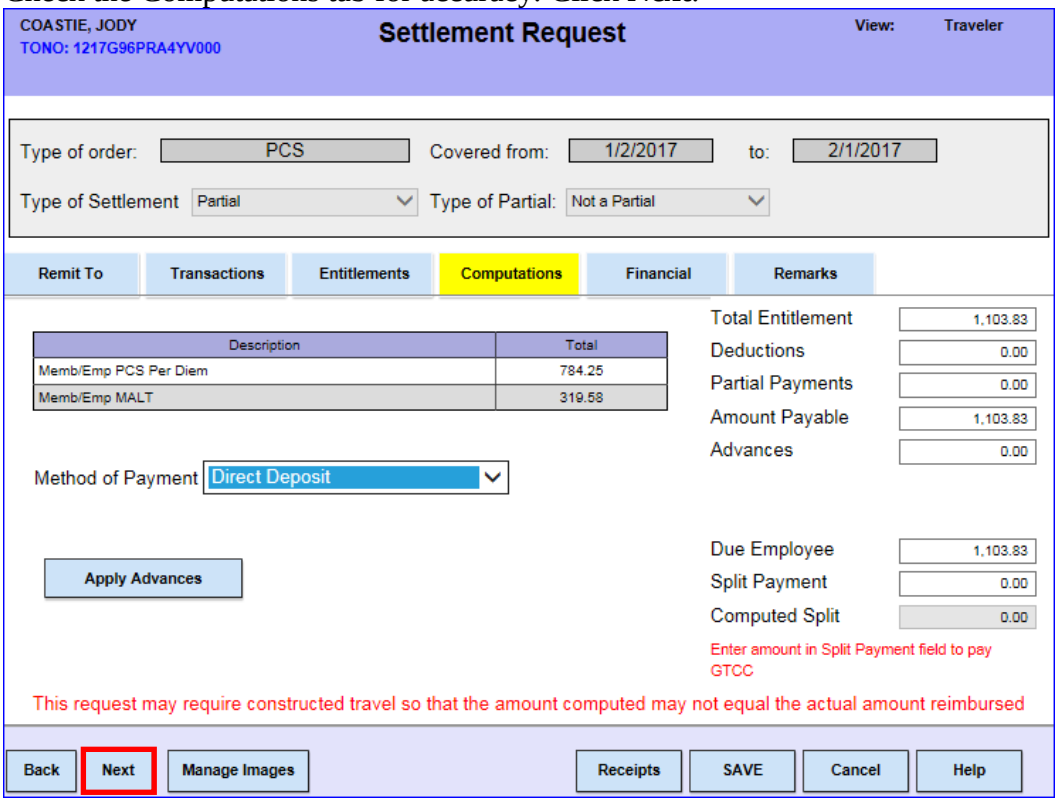
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action
10	The Daily Expenses breakdown should show that you were paid for your driving days as well as your flying day. When finished reviewing, click **Done**.
11	Check the Computations tab for accuracy. Click **Next**.



Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
01/27	FP											0.00	142.00	0.00	
01/28	FP											0.00	142.00	0.00	
01/29	FP											0.00	142.00	0.00	
01/30	FP											0.00	142.00	0.00	
01/31	FP											0.00	142.00	0.00	
02/01	LDP	173.00	99.00	CM	CM	CM	0.00			Partial	Day	74.25	74.25	0.00	
												Total	784.25	0.00	

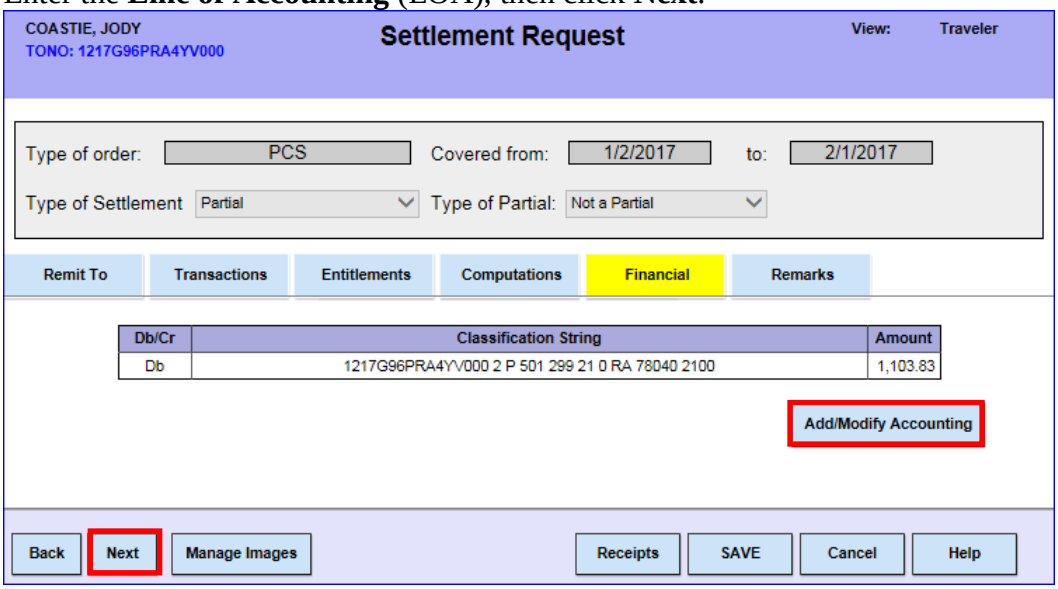
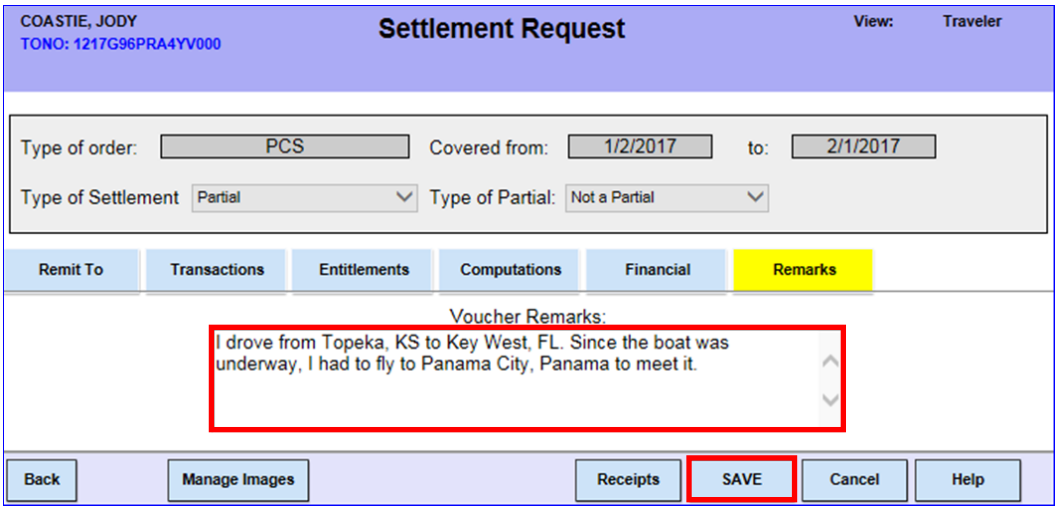


Description	Total
Memb/Emp PCS Per Diem	784.25
Memb/Emp MALT	319.58

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action
12	Enter the **Line of Accounting** (LOA), then click **Next**. 
13	Make sure you designate in the **remarks** what actually happened, then click **Save**.  Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.

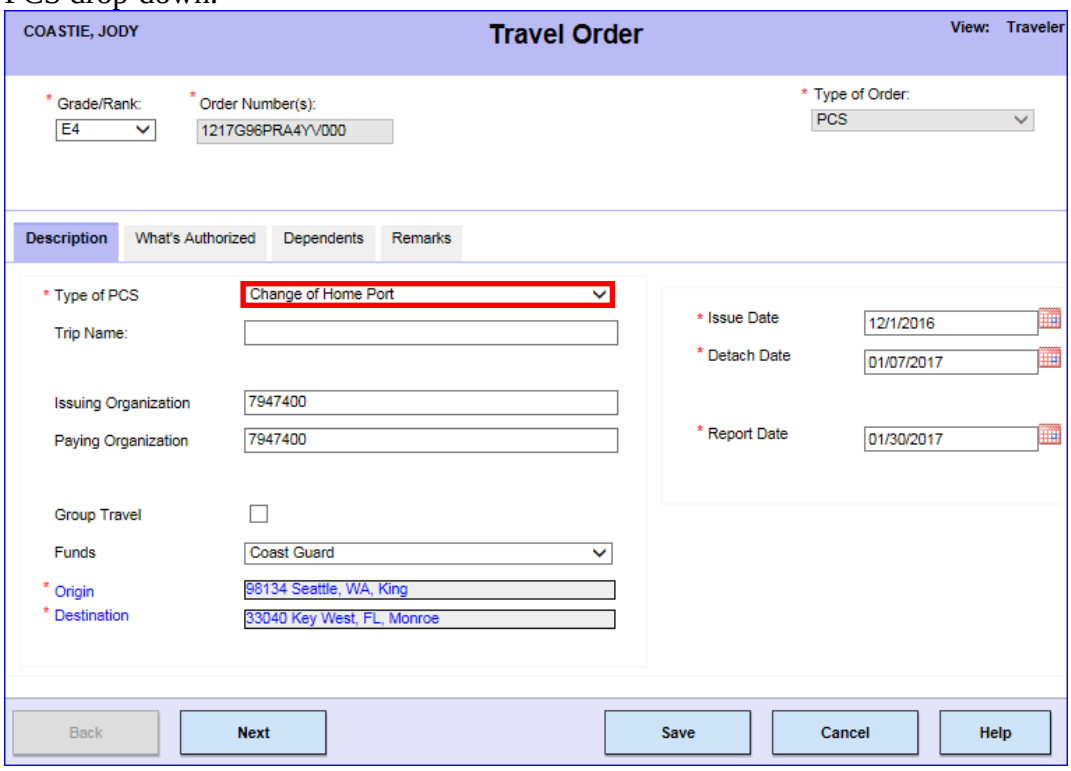
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway)

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the old PDS (boat) is underway in Cordova, AK. They need to fly to Seattle, then drive to their new Homeport in Key West, FL. Then they will fly to meet the new PDS that is underway in Panama City, Panama.

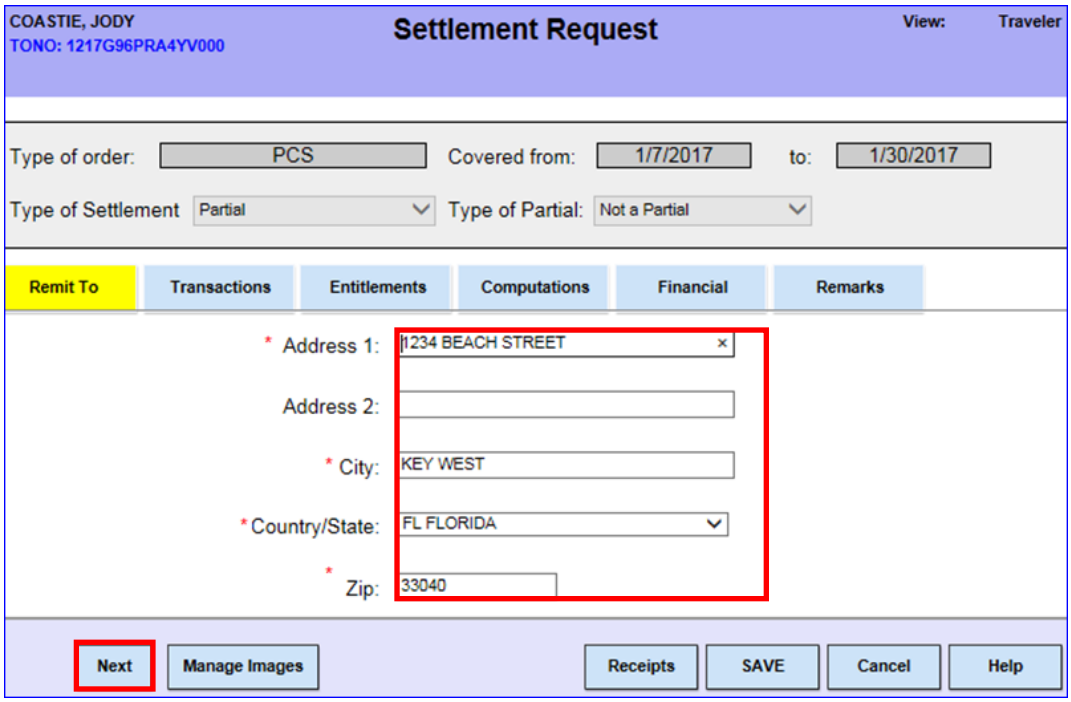
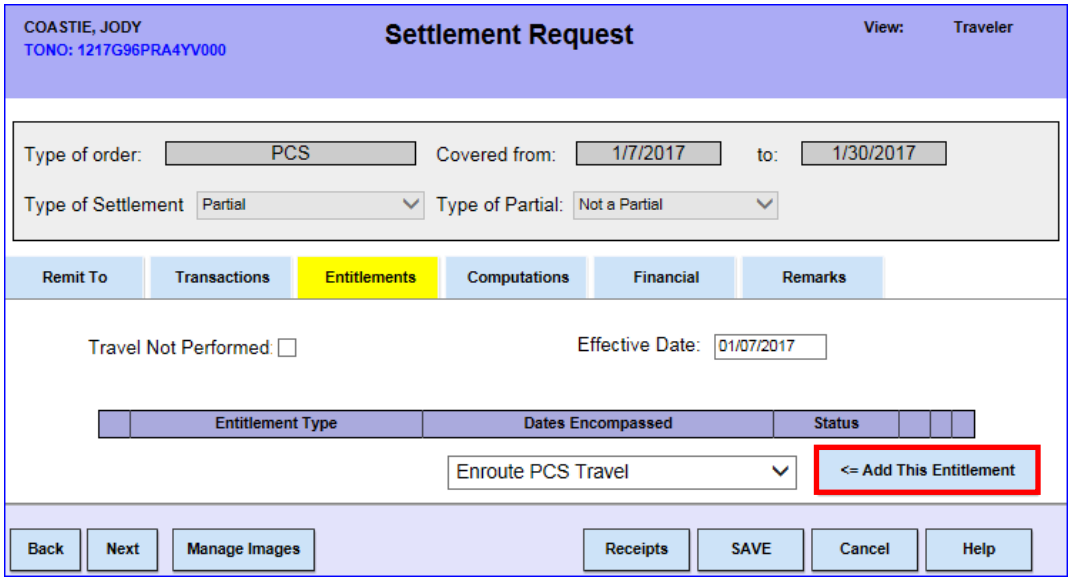
Procedures

See below.

Step	Action
1	When chasing the boat, you must select **Change of Homeport** from the Type of PCS drop-down. 

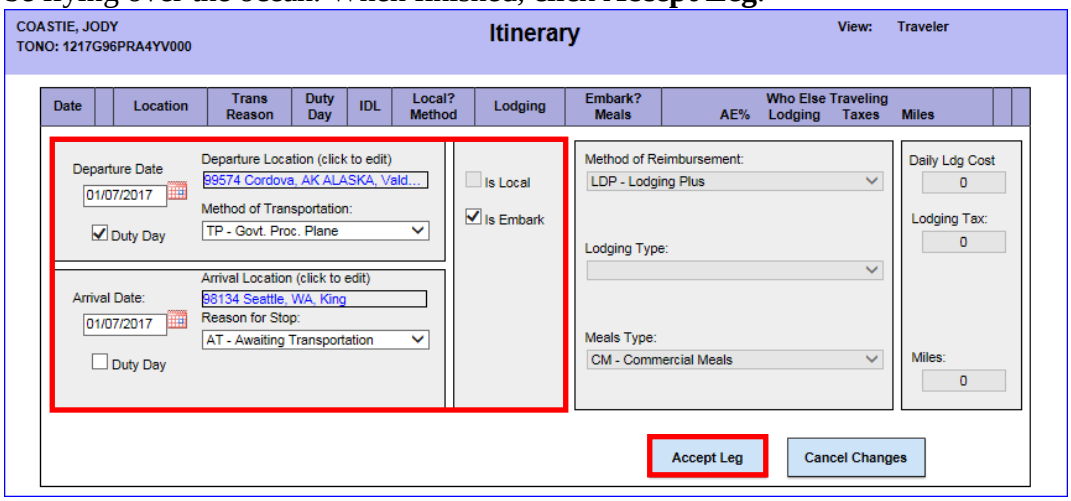
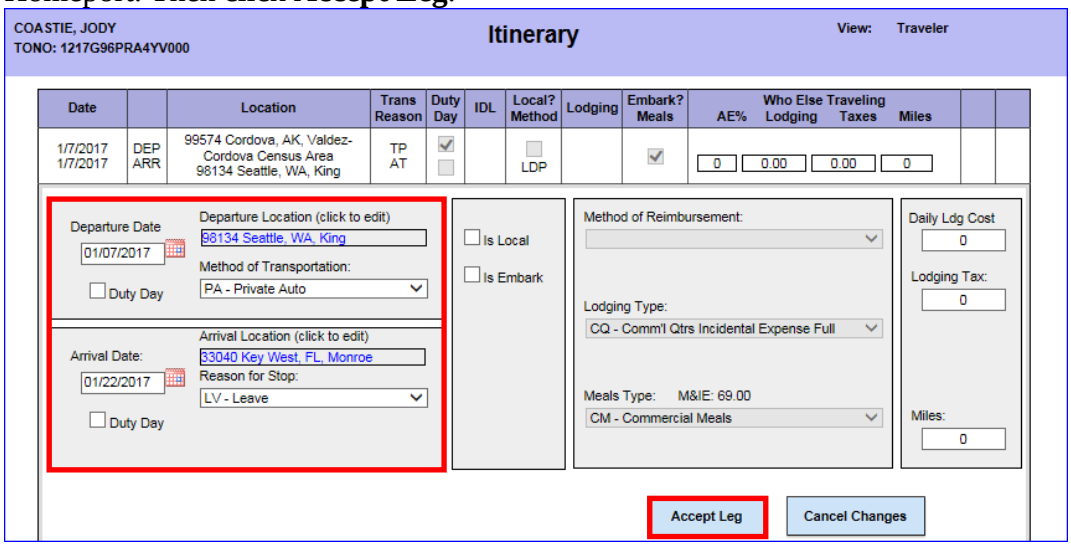
Continued on next page

Procedures,
continued

Step	Action
2	Update your address to reflect your new home address at your new PDS. Then click **Next**. 
3	Click **Add This Entitlement**. 

Continued on next page

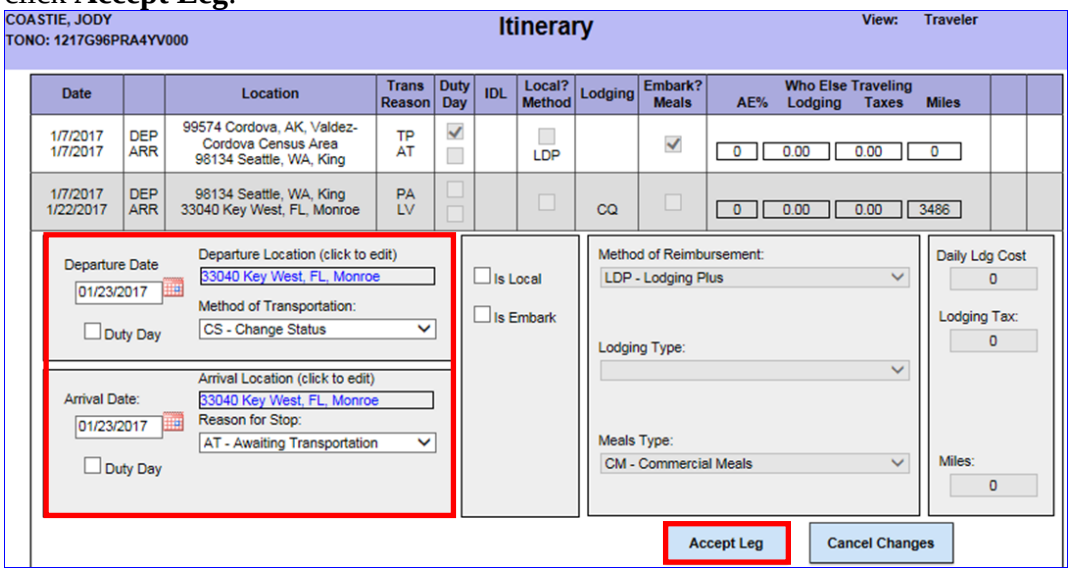
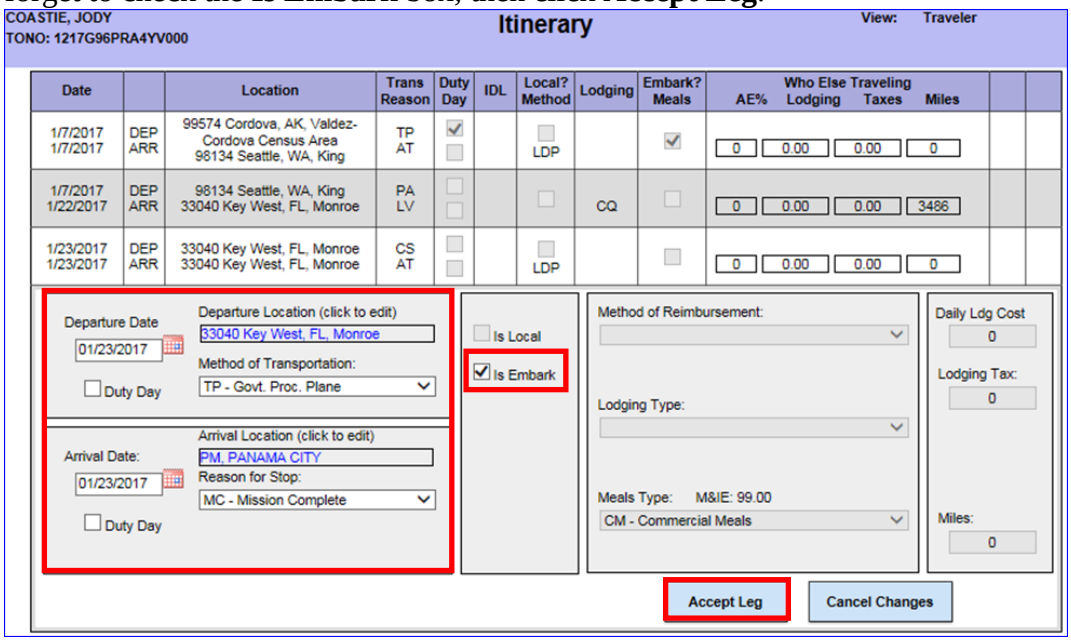
Procedures,
continued

Step	Action
4	Enter the first leg of travel, don't forget to check the **Is Embark** box since you'll be flying over the ocean. When finished, click **Accept Leg**. 
5	Now enter the next leg showing your drive from Seattle to your new PDS Homeport. Then click **Accept Leg**. 

Continued on next page

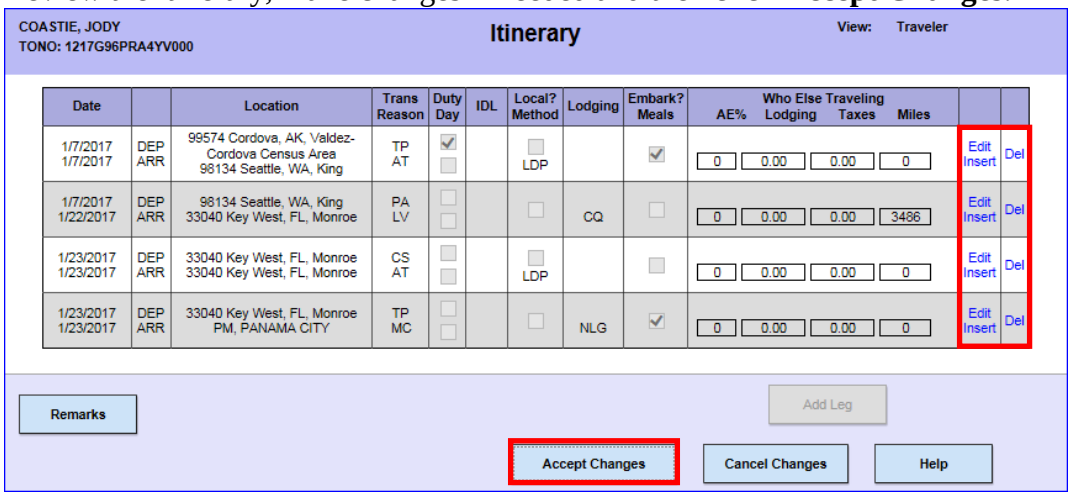
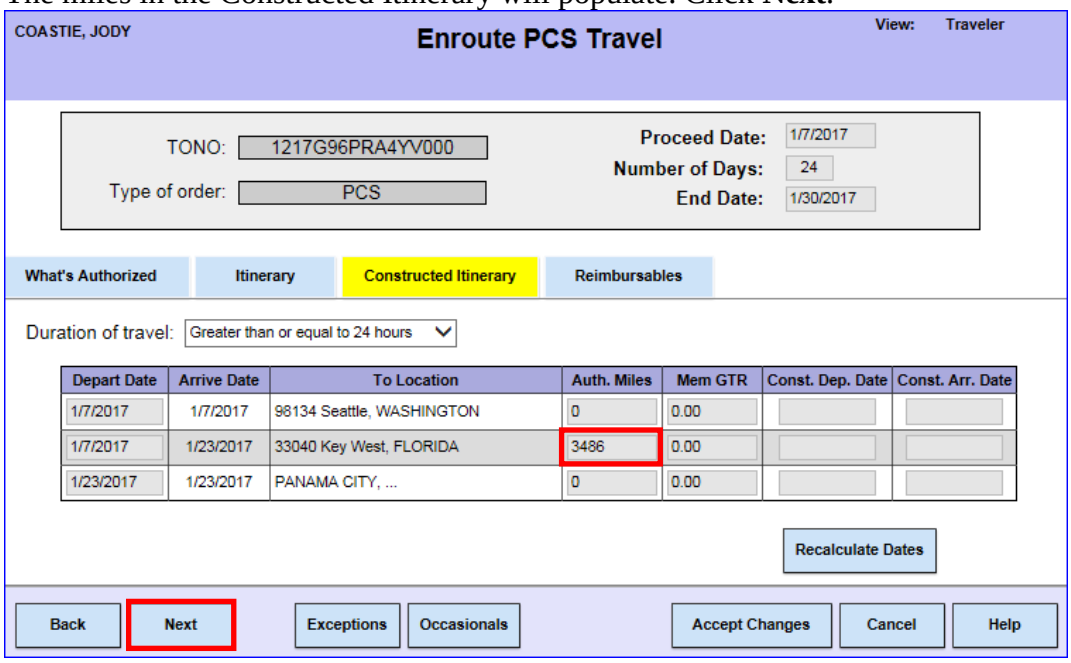
Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action
6	Since you cannot fly overseas from a Leave status, you must enter a leg to show a change in status. The Departure and Arrival Dates must match. When finished, click **Accept Leg**. 
7	Finally, add your last leg of travel to show your flight to the new boat. Don't forget to check the **Is Embark** box, then click **Accept Leg**. 

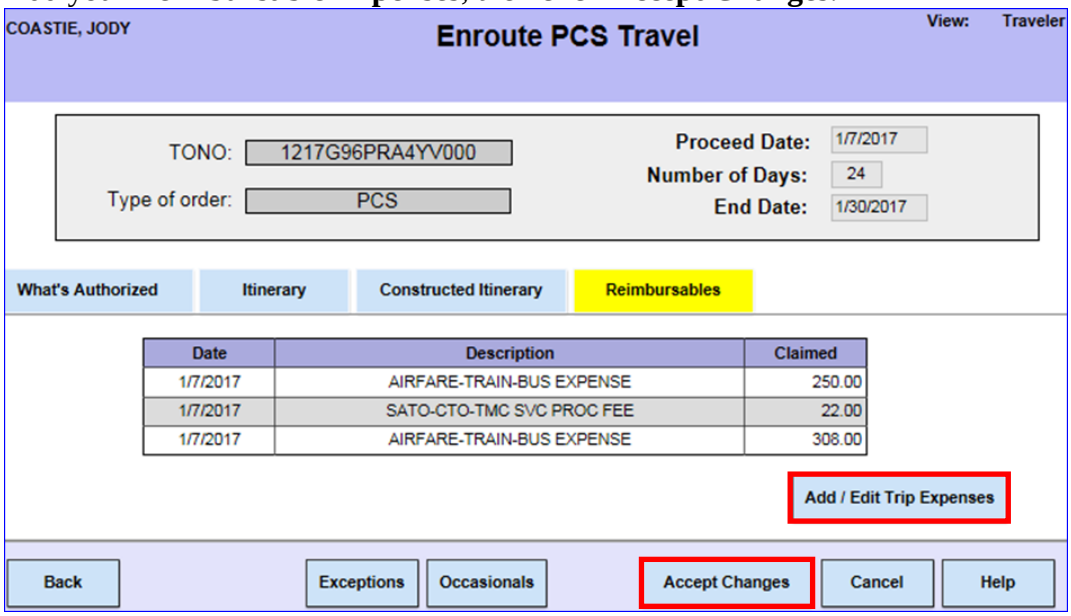
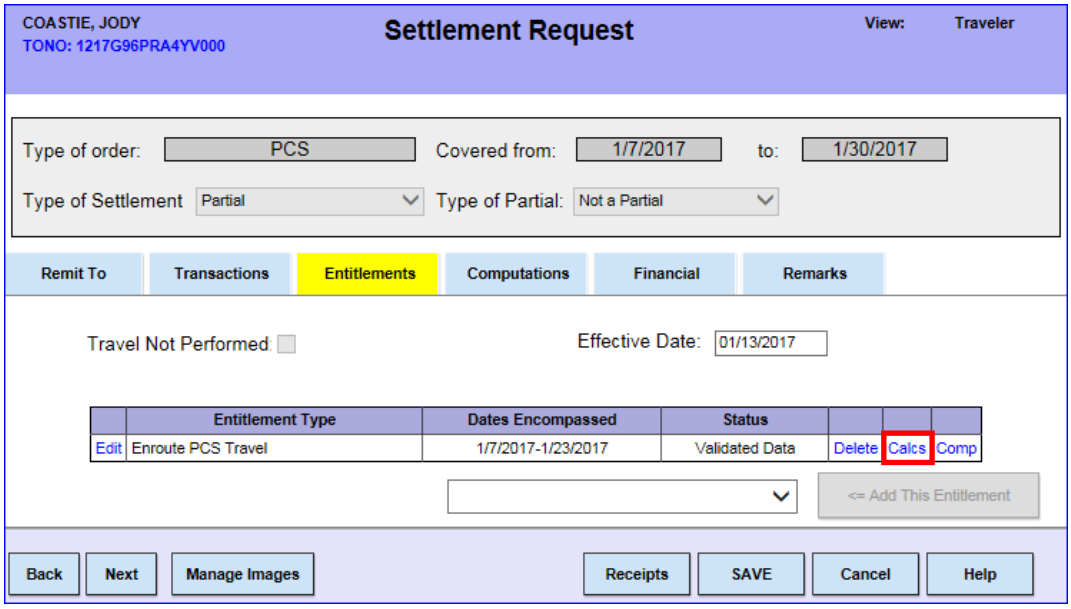
Continued on next page

Procedures,
continued

Step	Action
8	Review the itinerary, make changes if needed and then click **Accept Changes**. 
9	The miles in the Constructed Itinerary will populate. Click **Next**. 

Continued on next page

Procedures,
continued

Step	Action
10	Add your **Reimbursable Expenses**, then click **Accept Changes**. 
11	Click **Calcs**. 

Continued on next page

Procedures,
continued

Step	Action
12	The Daily Expenses breakdown should show that you were paid for your driving days as well as your flying day. When finished reviewing, click **Done**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Daily Expenses

View: Traveler

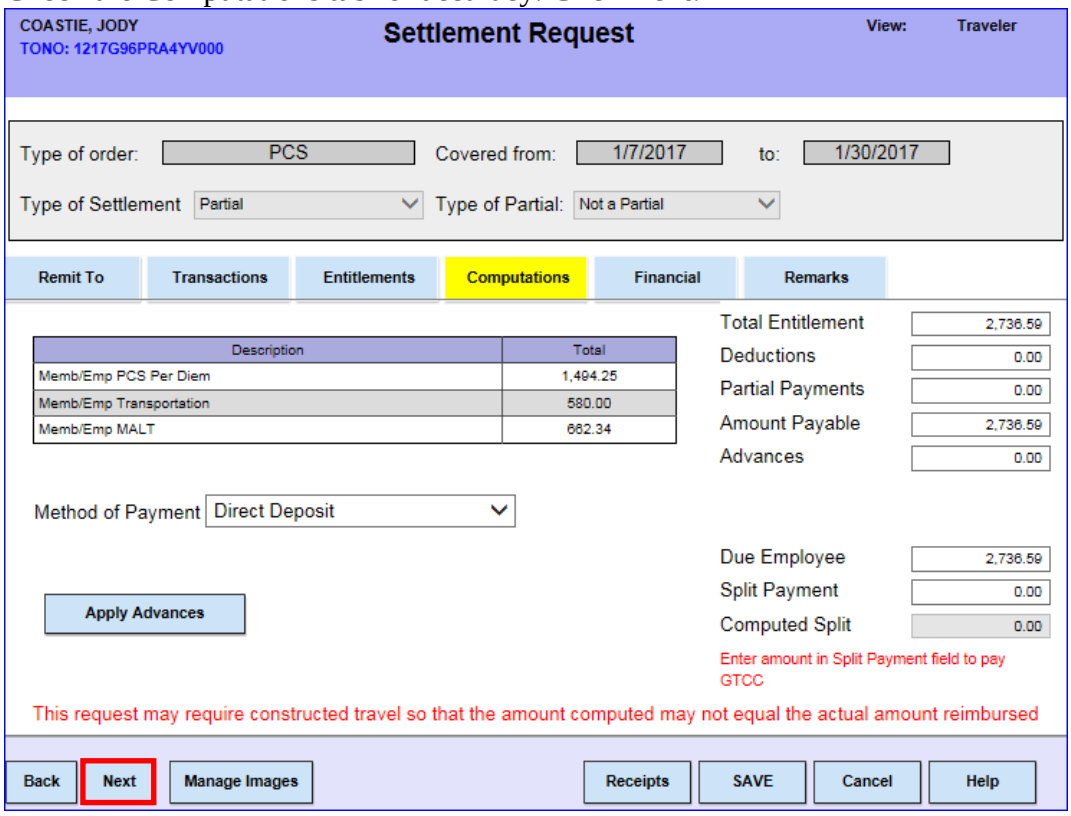
Audit Remarks | Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
01/13	FP											0.00	142.00	0.00	
01/14	FP											0.00	142.00	0.00	
01/15	FP											0.00	142.00	0.00	
01/16	FP											0.00	142.00	0.00	
01/17	FP											0.00	142.00	0.00	
01/18	FP											0.00	142.00	0.00	
01/19	FP											0.00	142.00	0.00	
01/20	FP											0.00	142.00	0.00	
01/21	FP											0.00	142.00	0.00	
01/22	FP											0.00	142.00	0.00	
01/23	LDP	173.00	99.00	CM	CM	CM	0.00			Partial	Day	74.25	74.25	0.00	
												Total	1494.25	0.00	

Continued on next page

Procedures,
continued

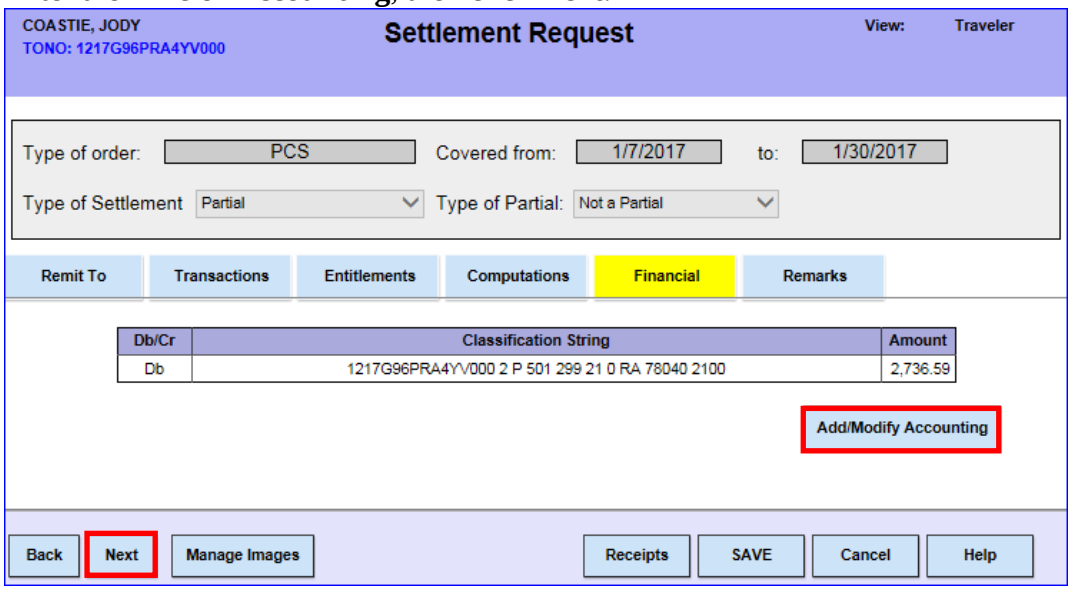
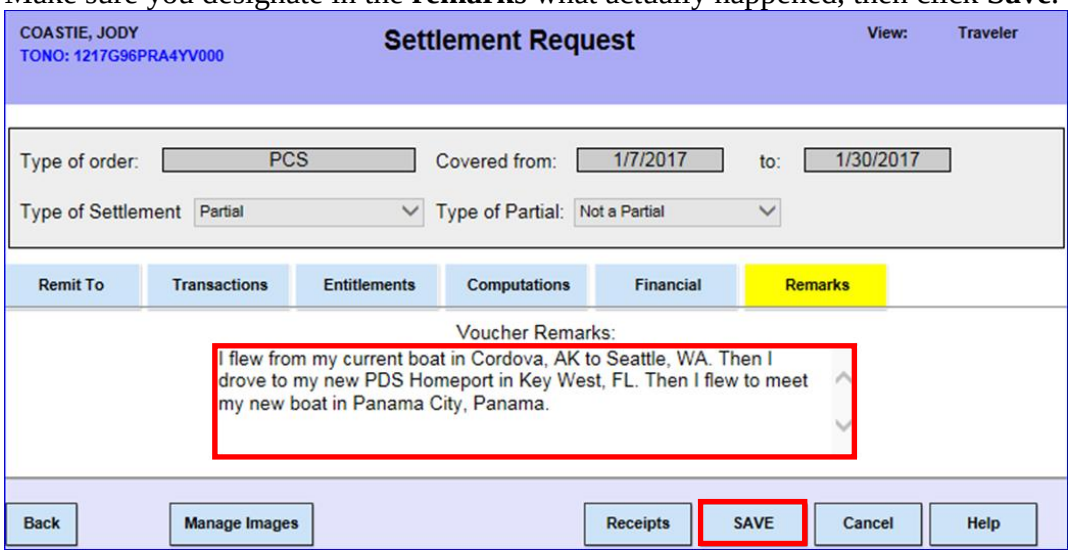
Step	Action
13	Check the Computations tab for accuracy. Click **Next**.



Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action
14	Enter the **Line of Accounting**, then click **Next**. 
15	Make sure you designate in the **remarks** what actually happened, then click **Save**.  Ensure you have all Airfare receipts, orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.

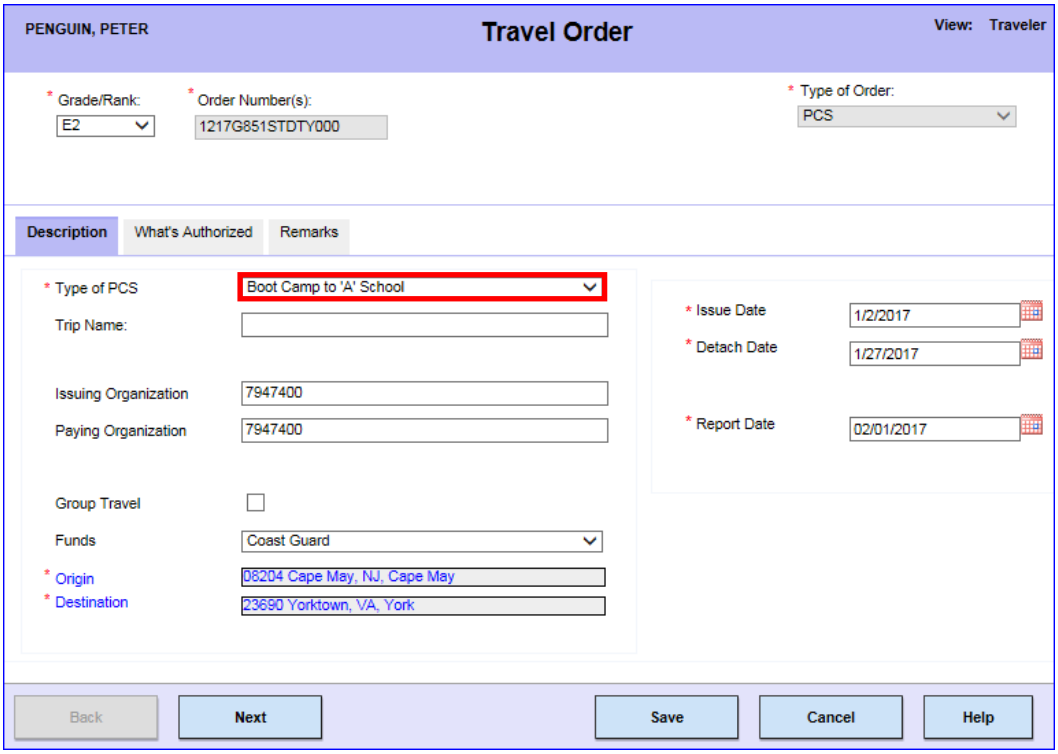
PCS – Boot Camp to “A” School

Introduction

This section shows how to account for a member who is going from Boot Camp to “A” School.

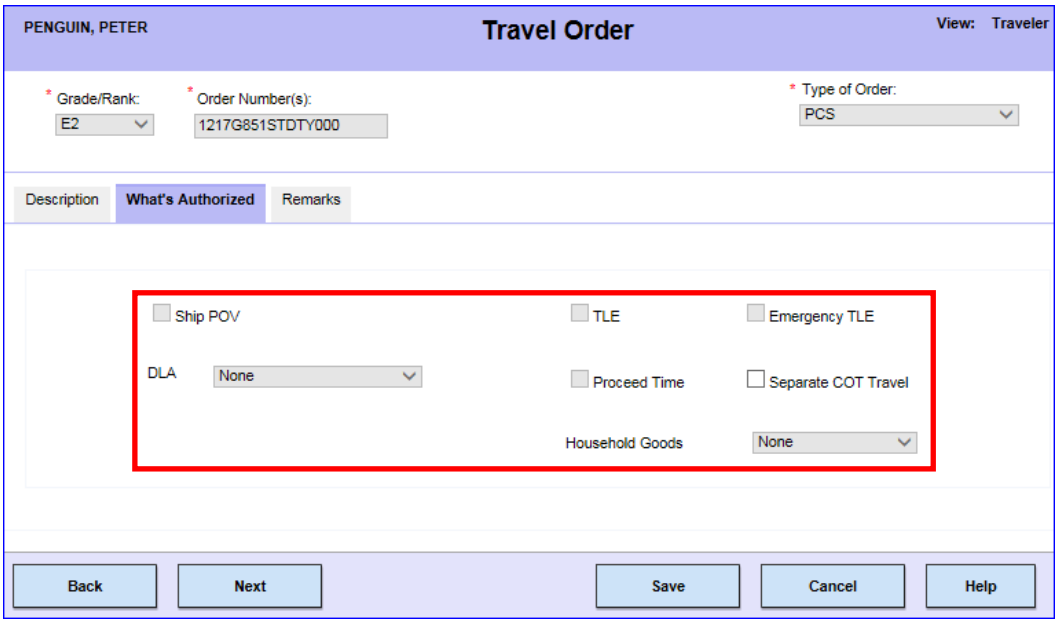
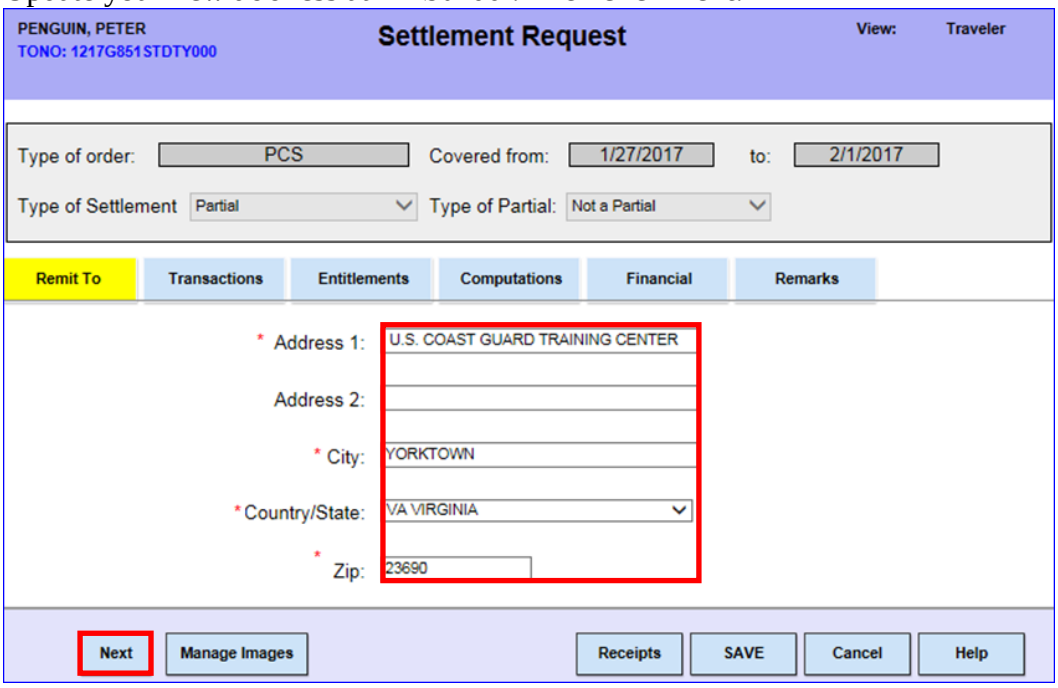
Procedures

See below.

Step	Action
1	Make sure you select **Boot Camp to “A” School** from the Type of PCS drop-down. 

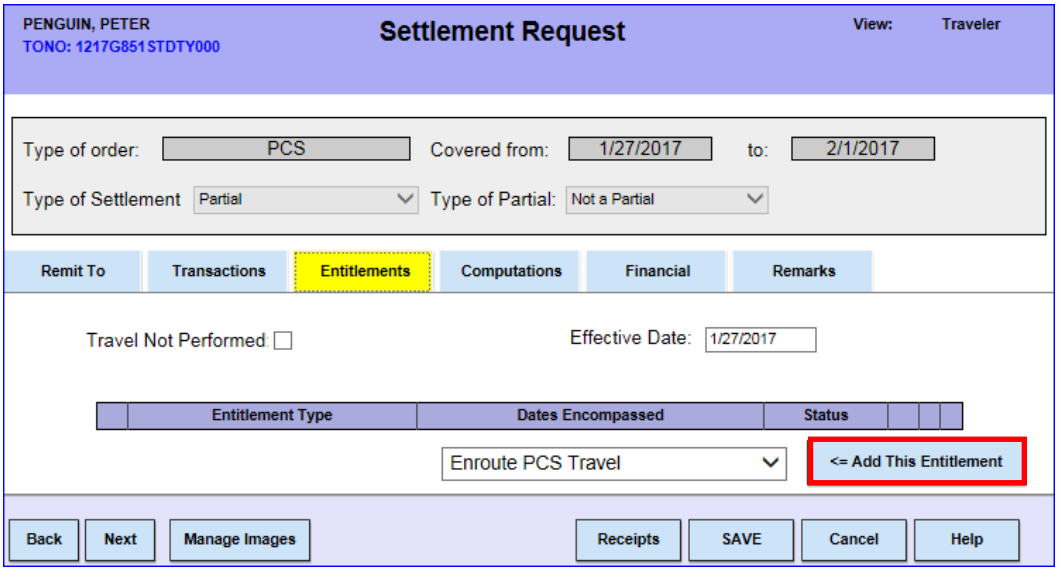
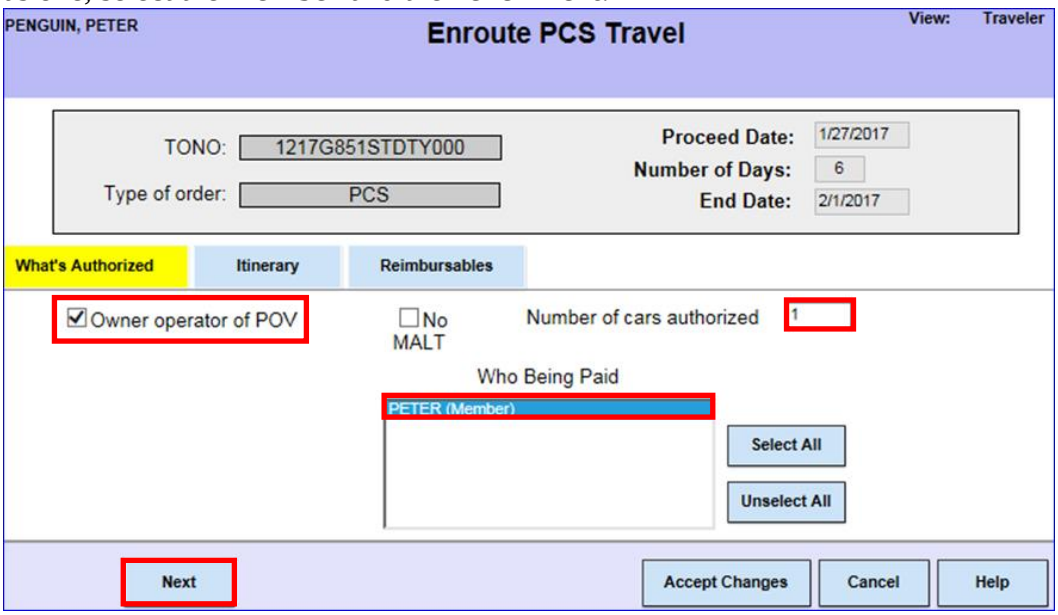
Continued on next page

Procedures,
continued

Step	Action
2	Notice all entitlements on the What's Authorized tab are greyed out. There are no entitlements. 
3	Update your **new address** at "A School. Then click **Next**. 

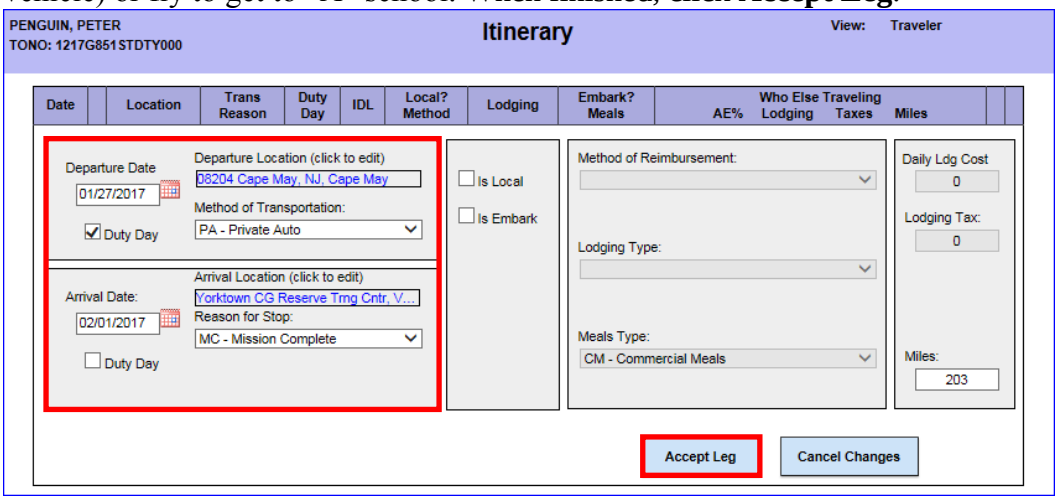
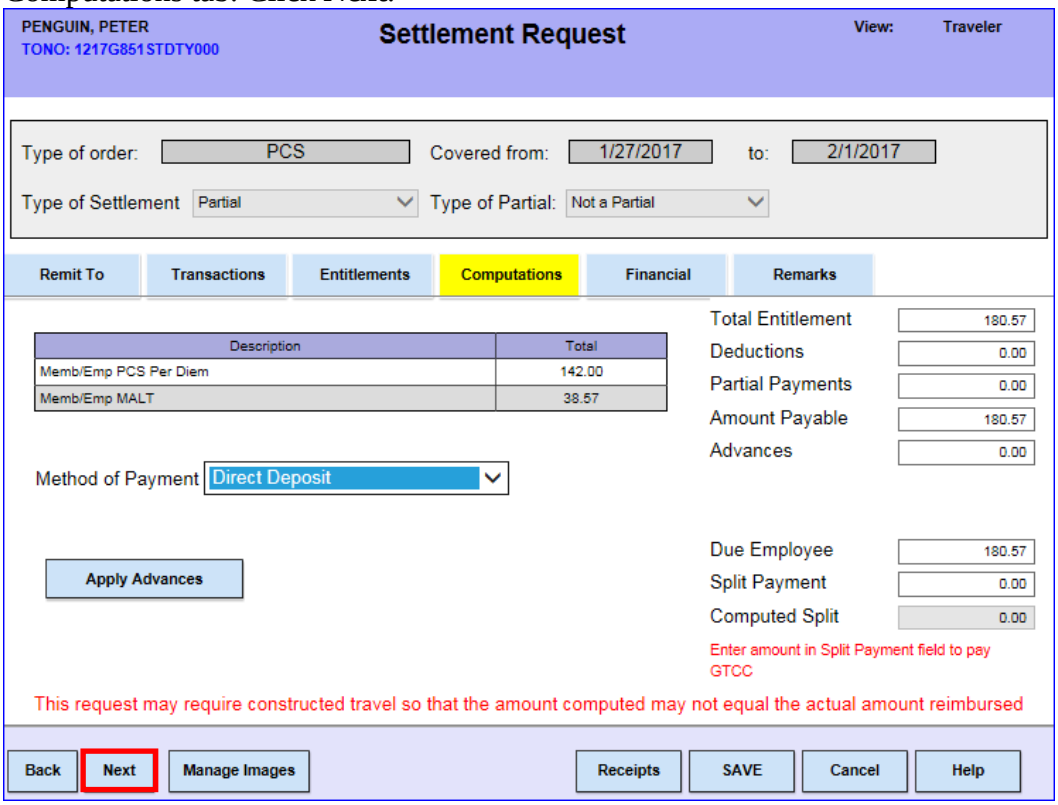
Continued on next page

Procedures,
continued

Step	Action
4	Click **Add This Entitlement**. 
5	Check the **Owner operator of POV** box, leave the **number of cars authorized** as one, select the **member** and then click **Next**. 

Continued on next page

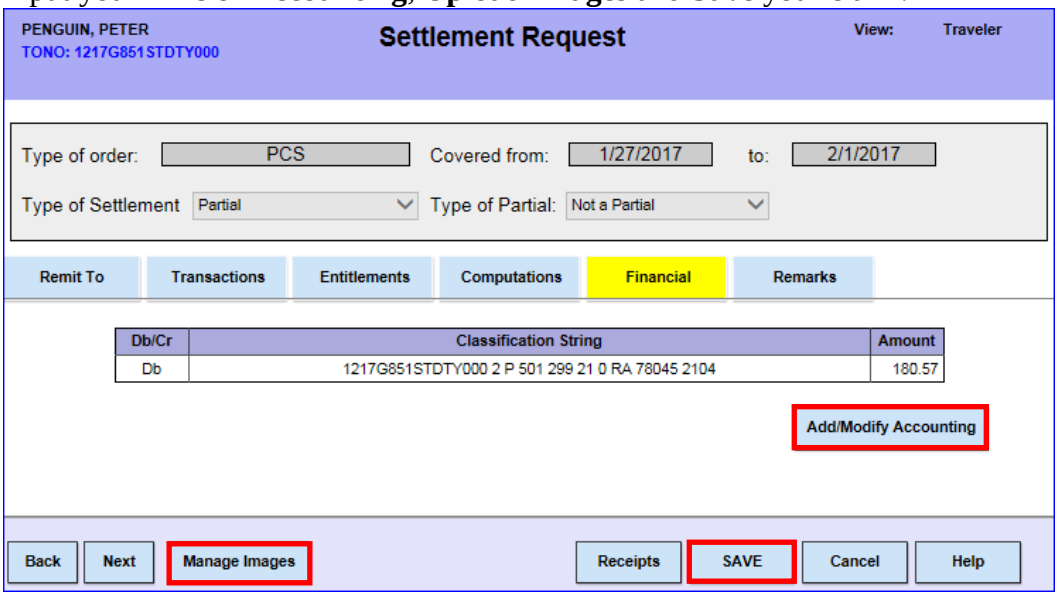
Procedures,
continued

Step	Action
6	Enter in the **Itinerary**. Members can either drive (if someone brought them their vehicle) or fly to get to "A" school. When finished, click **Accept Leg**. 
7	Once you have input the itinerary and reimbursable expenses, check the Computations tab. Click **Next**. 

Continued on next page

Procedures,
continued

Step	Action
8	Input your **Line of Accounting**, **Upload Images** and **Save** your claim.



PCS – Separation/Retirement

Information

Separation and Retirement PCS claims must be mailed via 1st Class Mail to PPC for manual processing. This is because the effective date of the orders will be after the member leaves the CG unit and will no longer have access to TPAX.

Note: PPC cannot process separation/retirement claims until the effective date of separation regardless of when the member traveled.

Timeframe

When separating, a member has 180 days to elect to relocate to their Home of Record/Home of Selection.

Members that retire have one year to elect to relocate to their Home of Record/Home of Selection.

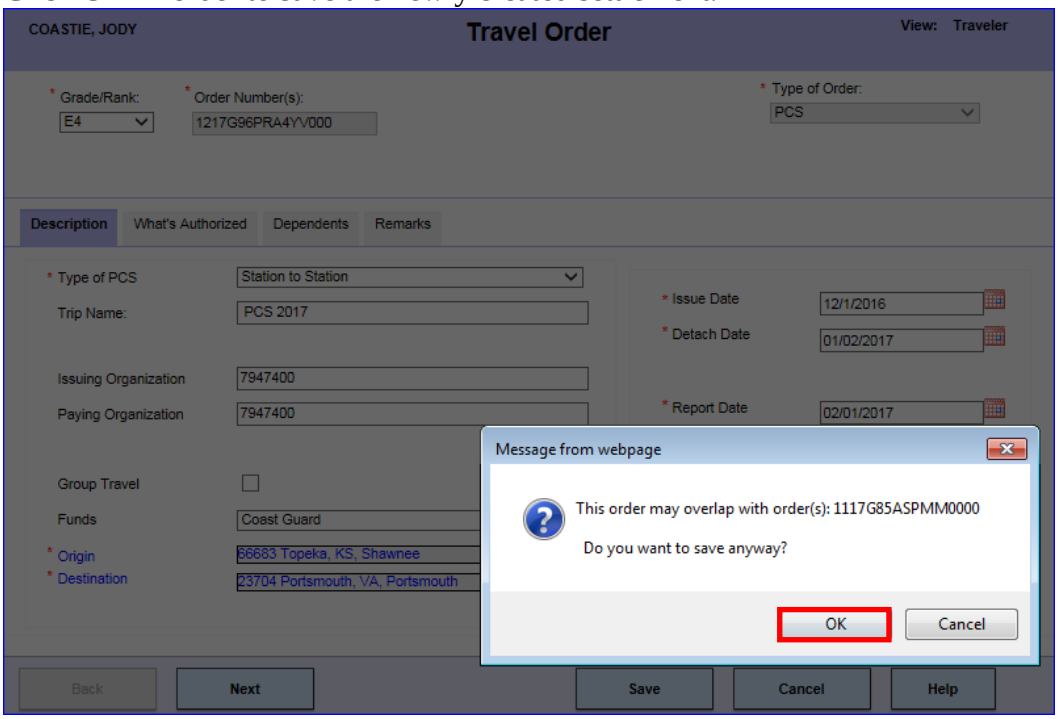
PCS with TDY Enroute (TEMDU)

Introduction

This section shows how to account for a member who performed Temporary Duty enroute from their old PDS to their new PDS. 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.

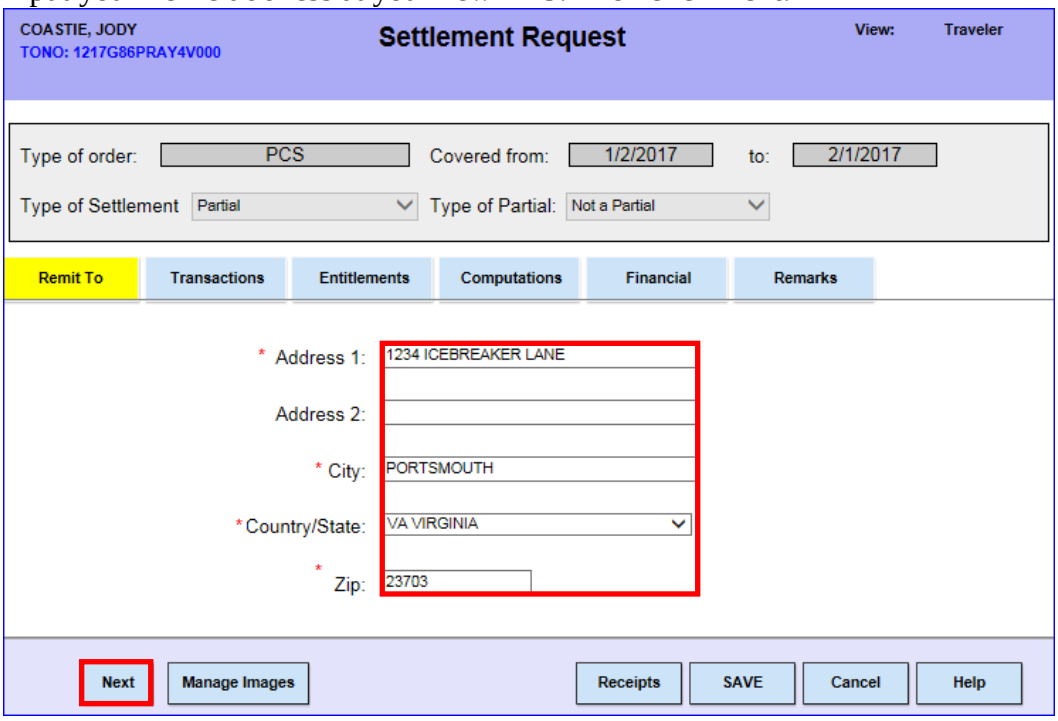
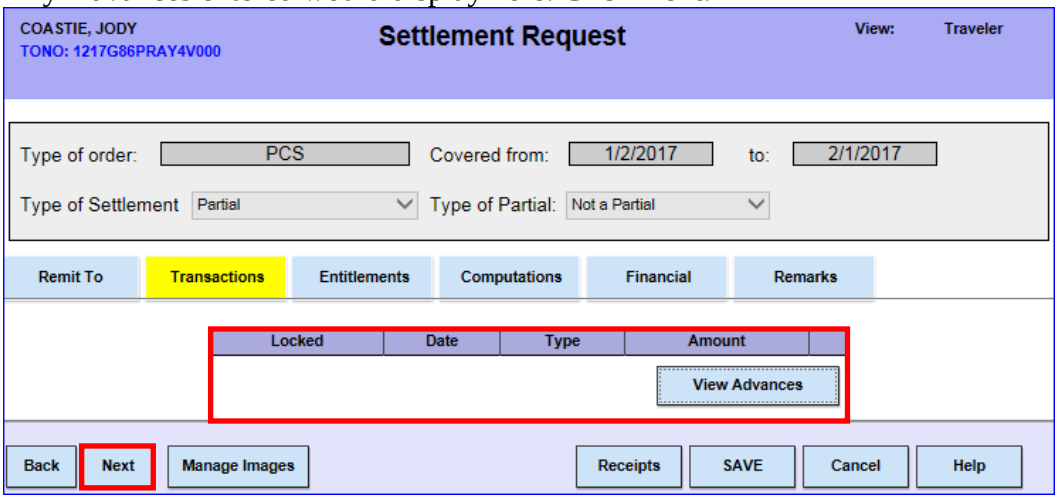
Procedures

See below.

Step	Action
1	TPAX will inform you that the PCS TONO may conflict with the TDY TONO. Click **OK** in order to save the newly created settlement. 

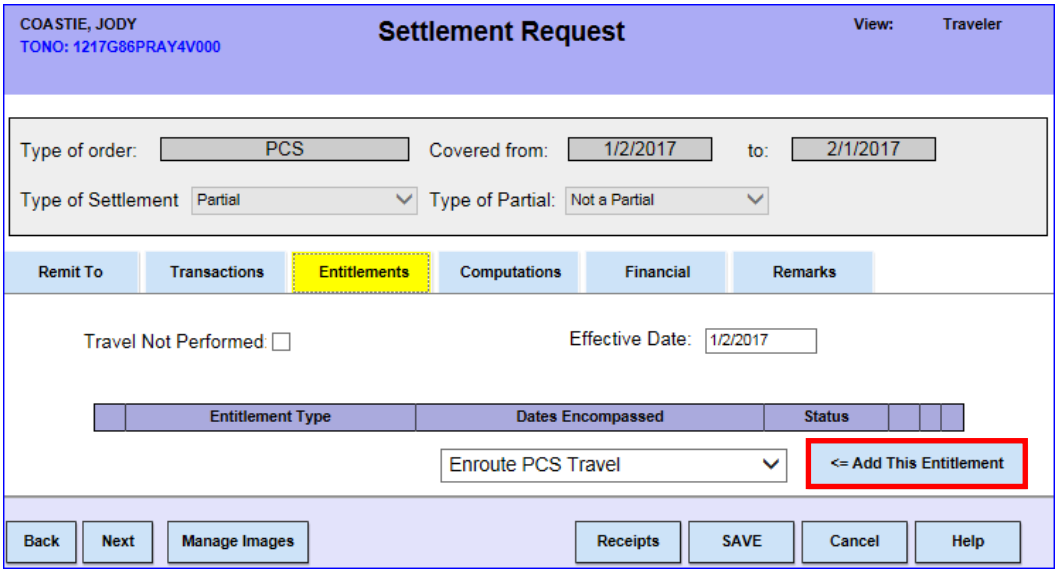
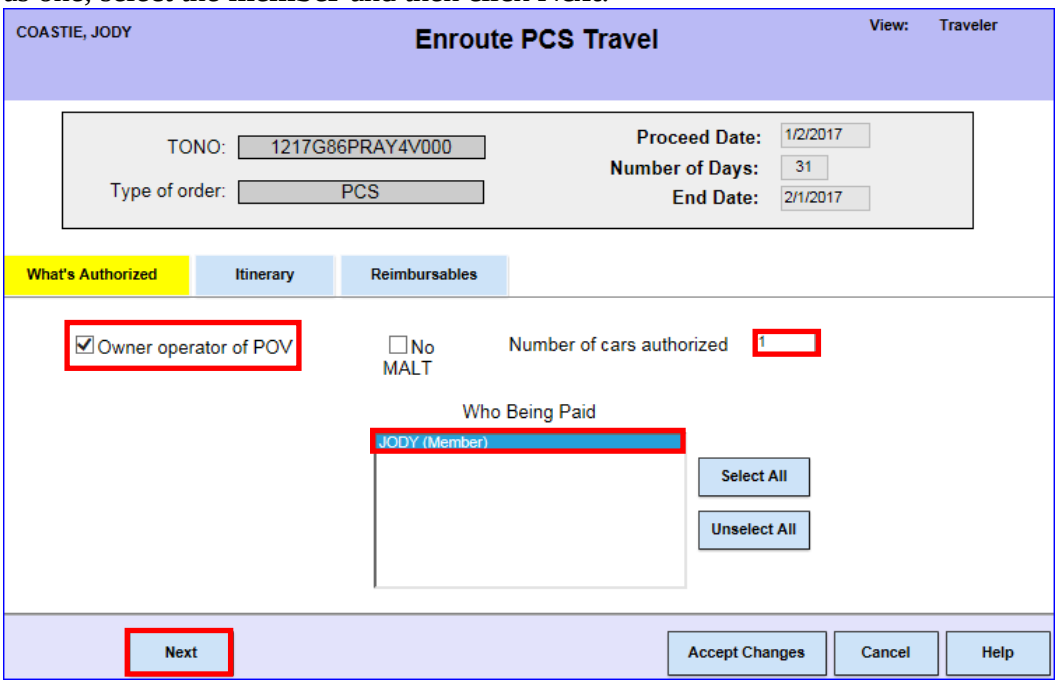
Continued on next page

Procedures,
continued

Step	Action
2	Input your **home address** at your new PDS. Then click **Next**. 
3	Any Advances entered would display here. Click **Next**. 

Continued on next page

Procedures,
continued

Step	Action
4	Click **Add This Entitlement**. 
5	Check the **Owner operator of POV** box, leave the **number of cars authorized** as one, select the **member** and then click **Next**. 

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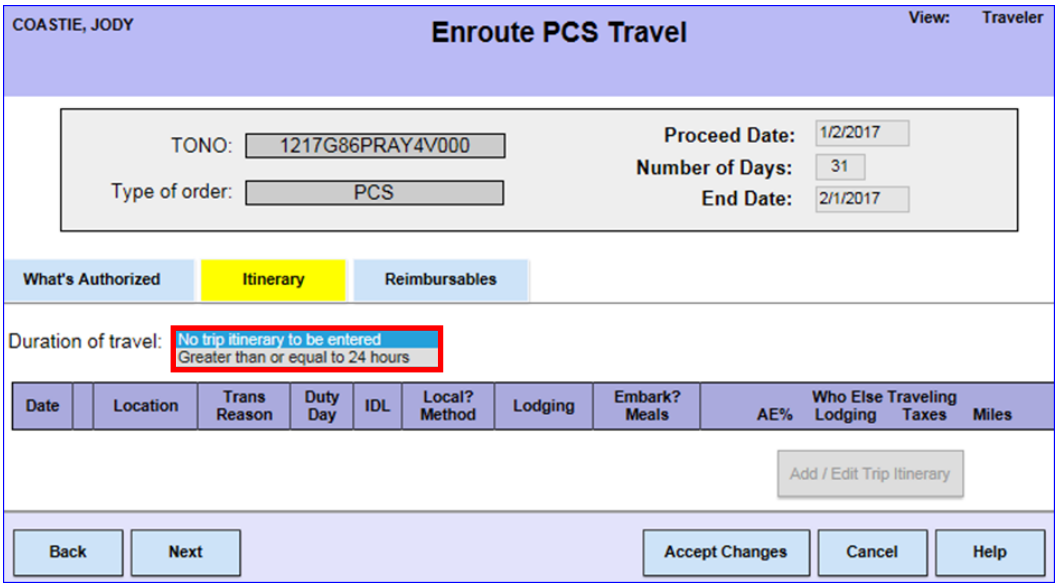
Procedures,
continued

Step	Action
6	Select **Greater than or equal to 24 hours** from the Duration of Travel drop-down. 

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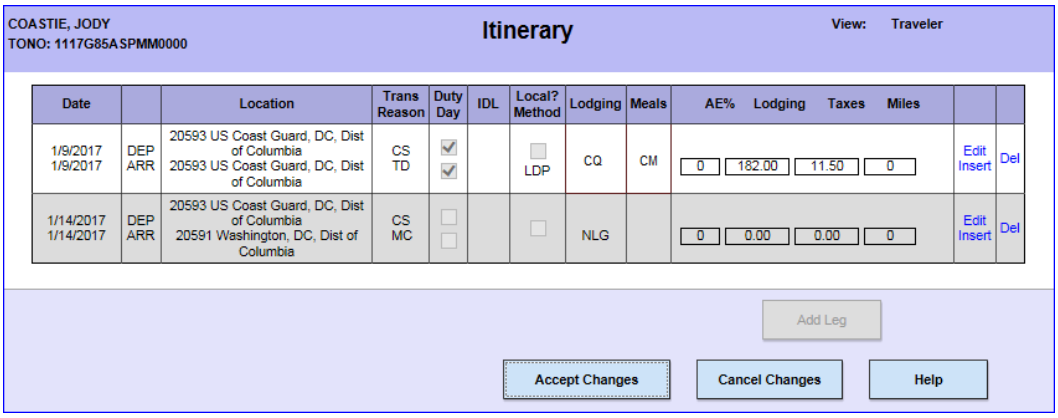
Procedures,
continued

Step	Action
7	**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. This screenshot is the TDY trip that was previously entered. **DO NOT INCLUDE THIS TRAVEL IN YOUR PCS CLAIM.**



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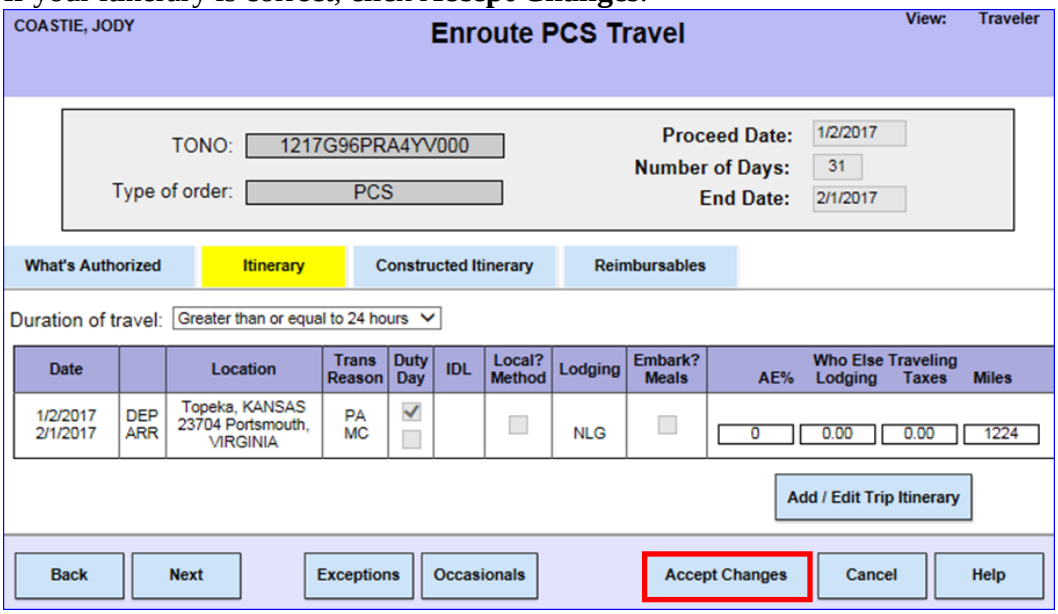
Procedures,
continued

Step	Action
8	This screenshot is the PCS trip that **DOES NOT** include the TDY travel. If your itinerary is correct, click **Accept Changes**.  **Note: The Departure Date is prior to the TDY and it matches your departure date from your old PDS.**

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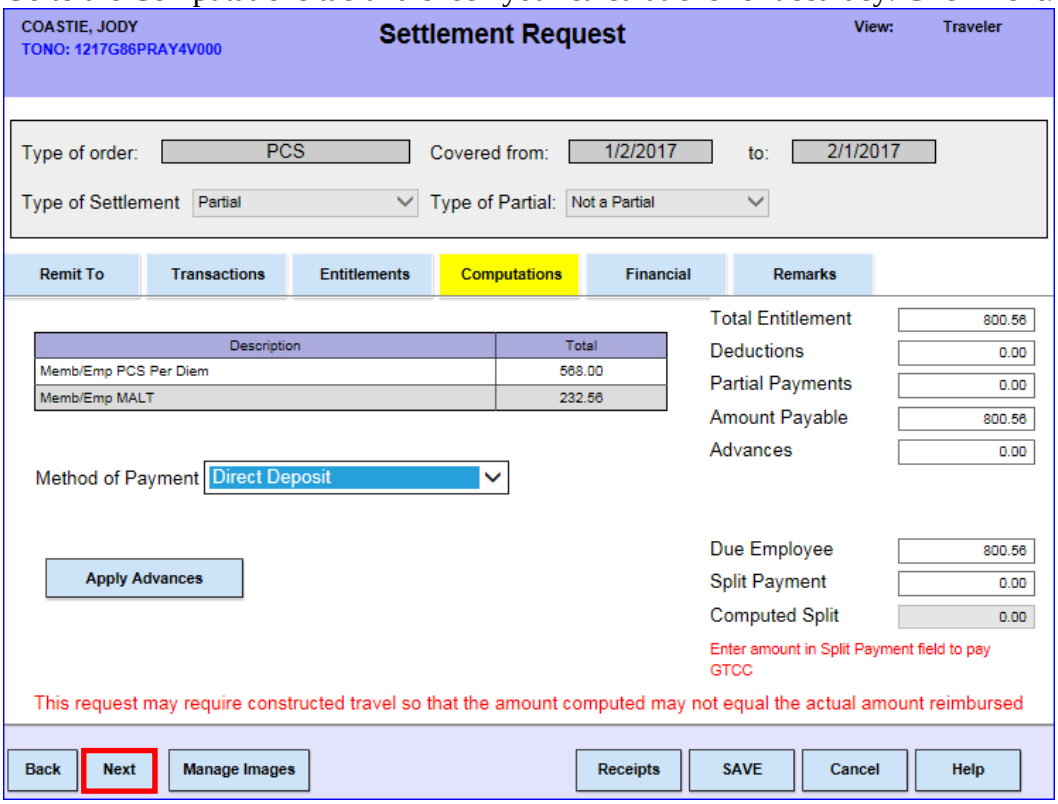
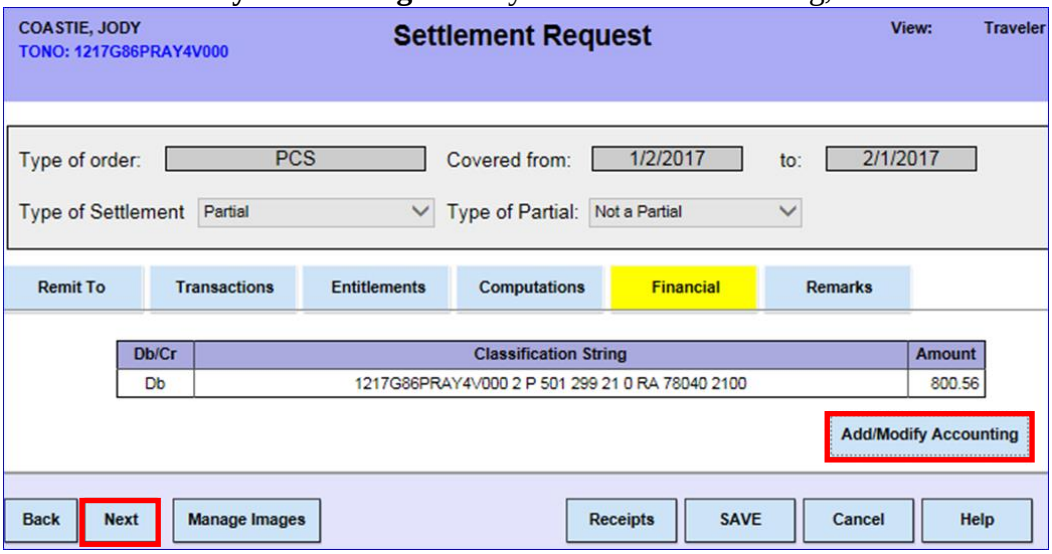
Procedures,
continued

Step	Action
9	Go to the Computations tab and check your calculations for accuracy. Click **Next**. 
10	Click **Add/Modify Accounting** to add your Line of Accounting, then click **Next**. 

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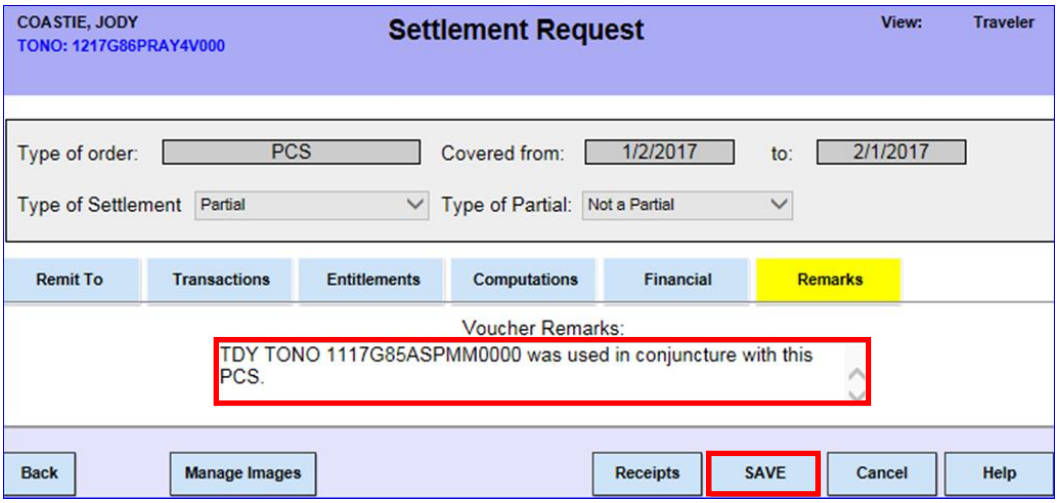
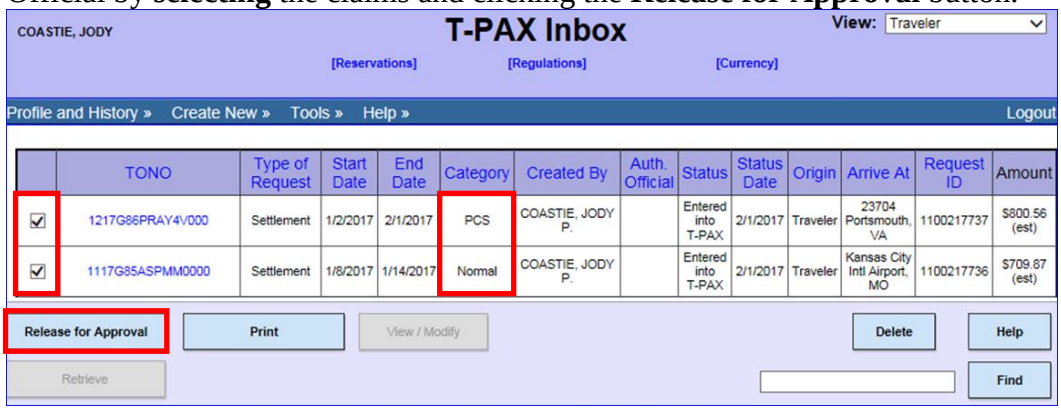
PCS with TDY Enroute (TEMDU), Continued

Procedures,
continued

Step	Action
11	Enter your **Voucher Remarks**. Make sure to include your TDY TONO. When finished click **Save**.  Ensure you have all orders and any receipts over $75.00 scanned and attached in the Manage Images section of TPAX.
12	After attaching your images to your claims, release them to the Authorizing Official by **selecting** the claims and clicking the **Release for Approval** button. 

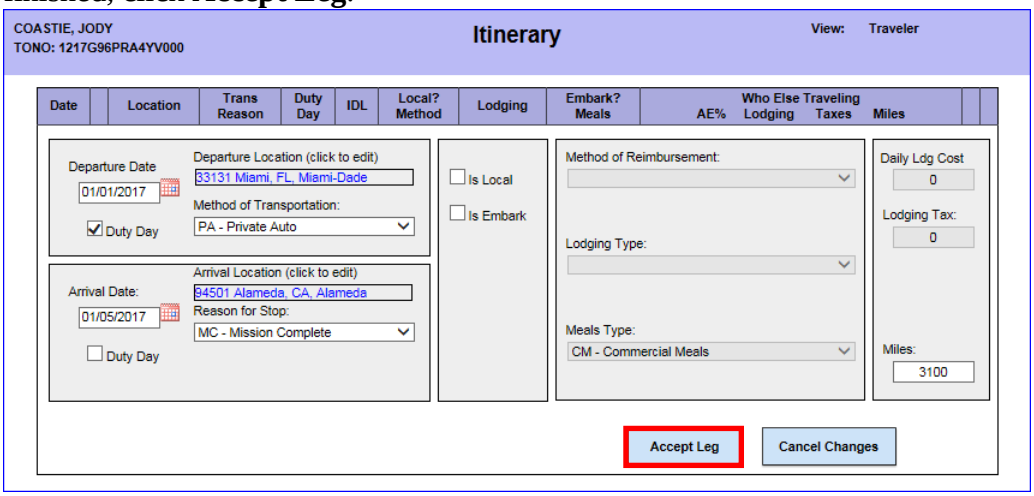
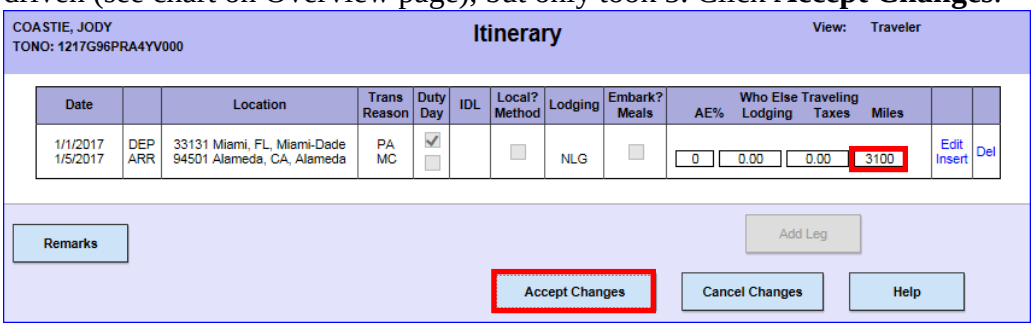
Travel Time Less Than Authorized

Introduction

This section shows how to account for a member using less travel time than authorized. This member was authorized leave but at the last minute chose not to take it and drove straight through.

Procedures

See below.

Step	Action
1	When entering the Itinerary, enter each leg as it actually occurred. When finished, click **Accept Leg**. 
2	This member was authorized 9 days of travel based on the amount of miles driven (see chart on Overview page), but only took 5. Click **Accept Changes**. 

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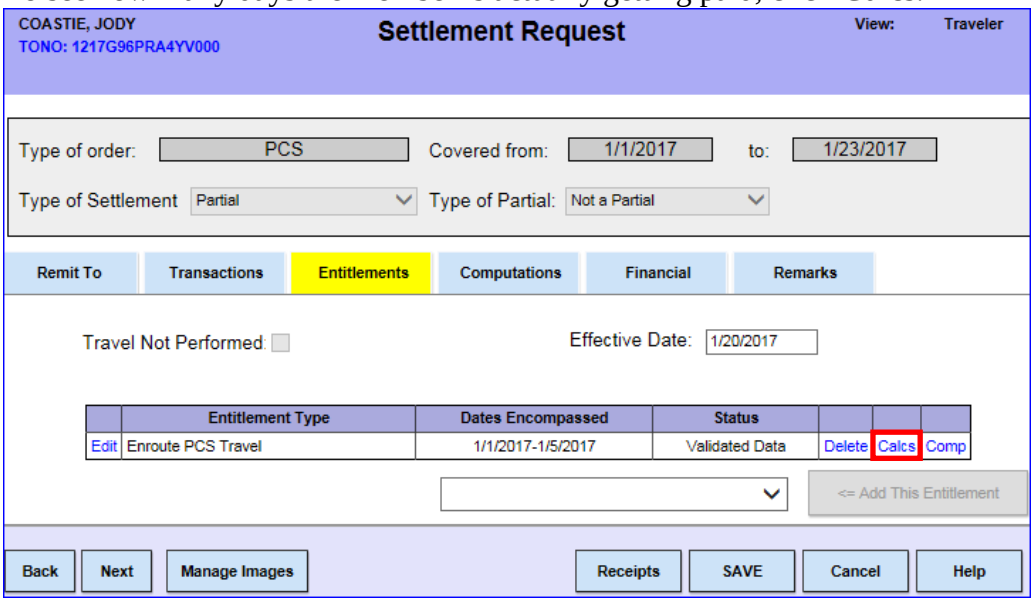
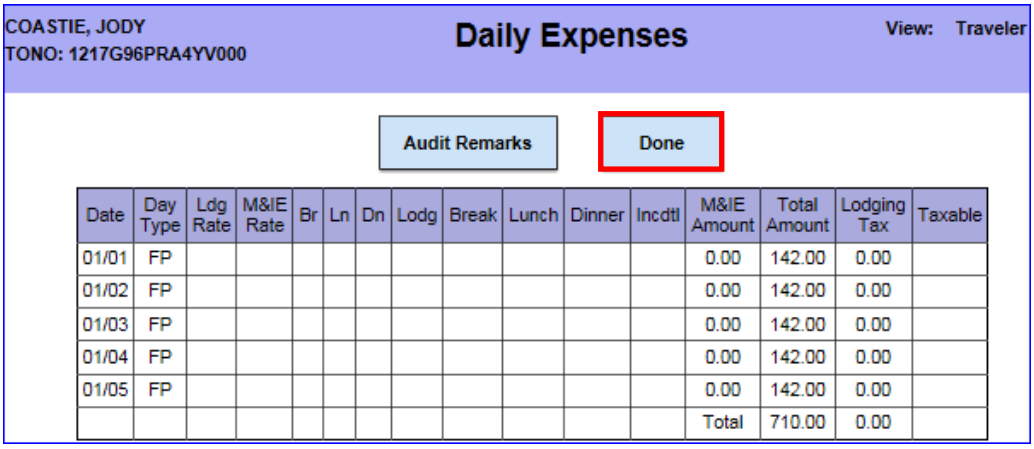
Travel Time Less Than Authorized, Continued

Procedures,
continued

Step	Action
3	To see how many days the member is actually getting paid, click **Calcs**. 
4	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. Click **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 01/01 | FP | | | | | | | | | | | 0.00 | 142.00 | 0.00 | 01/02 | FP | | | | | | | | | | | 0.00 | 142.00 | 0.00 | 01/03 | FP | | | | | | | | | | | 0.00 | 142.00 | 0.00 | 01/04 | FP | | | | | | | | | | | 0.00 | 142.00 | 0.00 | 01/05 | FP | | | | | | | | | | | 0.00 | 142.00 | 0.00 | | | | | | | | | | | | | Total | 710.00 | 0.00 |