

Web-TPAX Reduced Per Diem Walkthrough

Introduction The following screen captures demonstrate the process of entering a reduced per diem settlement request in Web-TPAX.

Enter the reduced rate on the What's Authorized tab in the Military Only or Civilian section as appropriate (Civilian shown below):

Description	What's Authorized	Remarks
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Quarters</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Government (Use Directed) <input type="checkbox"/> Contract Quarters <input type="checkbox"/> Commercial Lodging <input type="checkbox"/> Dual Lodging <input type="checkbox"/> No Lodging Required </div> <div style="width: 48%;"> <p>Messing</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Government Rate (Military Only) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mess is Directed for ALL three meals <input type="checkbox"/> Proportional Rate Red. Per Diem <input checked="" type="checkbox"/> Reduced per diem (Mil.) 0 <input type="checkbox"/> Government Rate for Essential Meals <input type="checkbox"/> Commercial (full locality per diem) Red. Per Diem <input checked="" type="checkbox"/> Reduced Per Diem Authorized (Civ.) 29.50 <input type="checkbox"/> No Per Diem Authorized (Civ.) <input type="checkbox"/> Actual Expense <input type="checkbox"/> Super Actual Expense Lodging Plus (300%) <input type="checkbox"/> Conference Per Diem (125%) <input type="checkbox"/> Actual Expense Lodging Plus (150%) </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Mode of Transportation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commercial Carrier <input type="checkbox"/> Gov't Procured Transportation Gov't Owned Conveyance: None <input type="checkbox"/> Priv. Owned Conveyance: None <input checked="" type="checkbox"/> POV is more advantageous to the Gov't POV not to exceed GTR of: 0 <input type="checkbox"/> Rental Car Rental Upgrade: None </div> <div style="width: 48%;"> <p>Miscellaneous</p> <ul style="list-style-type: none"> Num Excess Bags: 0 <input type="checkbox"/> One phone/day <input type="checkbox"/> Official Comm. Fees <input type="checkbox"/> Personal Phone NTE 0 <input type="checkbox"/> Leave Authorized <input checked="" type="checkbox"/> Variations Authorized <input type="checkbox"/> Registration Fee <input type="checkbox"/> Conference Fee <input type="checkbox"/> Taxi In/Around <input type="checkbox"/> Remain Overnight for 0 RON Location: Click to enter RON Location </div> </div>		

Continued on next page

Web-TPAX Reduced Per Diem Walkthrough, Continued

Select "RedP- Reduced Fixed Per Diem" in the itinerary Method of Reimbursement.

TONO: 1110G80RPDCIV000

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Departure Date: <input type="text" value="07/15/2010"/></p> <p>Departure Location (click to edit): <input type="text" value="Topeka, KS, Shawnee"/></p> <p>Method of Transportation: <input type="text" value="PA - Private Auto"/></p> <p><input checked="" type="checkbox"/> Duty Day</p> </div> <div style="width: 15%; text-align: center;"> <p><input type="checkbox"/> Is Local</p> </div> <div style="width: 30%;"> <p>Method of Reimbursement: <input type="text" value="RedP - Reduced Fixed Diem"/></p> <p>Lodging Type: <input type="text" value="GQ - Government Quarters Onbase Reduc"/></p> <p>Meals Type: <input type="text" value="GM - Government Meals"/></p> </div> <div style="width: 10%;"> <p>Per Diem Rate: <input type="text" value="29.50"/></p> <p>Lodging Tax: <input type="text" value="0"/></p> <p>Miles: <input type="text" value="63"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Accept Leg Cancel Changes </div>											

DOO, SCOOPY
TONO: 1110G80RPDCIV000

Itinerary

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles		
7/15/2010	DEP	Topeka, KS, Shawnee	PA	<input checked="" type="checkbox"/>	NONE	<input checked="" type="checkbox"/> RedP	GQ	GM	<input type="text" value="29.50"/>	<input type="text" value="0.00"/>	<input type="text" value="63"/>	Edit	Del
7/15/2010	ARR	Leavenworth, KS, Leavenworth	TD	<input checked="" type="checkbox"/>								Insert	
7/19/2010	DEP	Leavenworth, KS, Leavenworth	PA	<input checked="" type="checkbox"/>	NONE	<input checked="" type="checkbox"/>	NLG		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="62"/>	Edit	Del
7/19/2010	ARR	Topeka, KS, Shawnee	MC	<input checked="" type="checkbox"/>								Insert	

Add Leg

Accept Changes
Cancel Changes
Help

Continued on next page

Web-TPAX Reduced Per Diem Walkthrough, Continued

The reduced rate will appear in the Daily Expenses tab for the duty dates (not on the travel dates):

DOO, SCOOBY TONO: 1110G80RPDCIV000		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
07/15	LDP	107.00	56.00	CM	CM	CM	0.00			Partial	Day	42.00	42.00	0.00
07/16	REDP											29.50	29.50	0.00
07/17	REDP											29.50	29.50	0.00
07/18	REDP											29.50	29.50	0.00
07/19	LDP	107.00	56.00	CM	CM	CM	0.00			Partial	Day	42.00	42.00	0.00
												Total	172.50	0.00
Previous Next														