

Split Disbursement in T-PAX

How to process a travel claim with Split Disbursement (split-D) enabled...

Split Disbursement...

- What is Split Disbursement (split-D)?
 - Split disbursement is a function in which a payment is made to the member's government travel charge card (GTCC) on behalf of the member and any remaining balance is reimbursed to the member.
- Split-D is mandatory for all GTCC users.

Split-D Cont'd...

- Process your travel claim in Tpax as you normally would.
- On the Actual Itinerary, TPAX will auto calculate the lodging/taxes as a **GTCC** expense.

BOAT, COASTIE T:W3 TONO: 1106456456456000

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Reason	Day	Method	Lodging	Meals	Lodging	Taxes	Miles
9/15/2006	DEP Topeka, KANSAS	PA	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
9/15/2006	ARR Saint Louis, MISSOU	TD	<input checked="" type="checkbox"/>	LDP	CQ	CM	\$85.00	\$8.50	311
10/30/2006	DEP Saint Louis, MISSOU	PA	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
10/30/2006	ARR TOPEKA / SHAWNE	MC	<input type="checkbox"/>				\$0.00	\$0.00	312
*									

What option describes the duration of this trip (select from list)

Split-D Cont'd...

- Reimbursable items may be checked as split for split-D.
- Daily M&IE rate will not auto populate. Adjust total amount for split-D in financial tab.

UserID: 000009999 Request No: NEW Friday, July 27, 2007

BOAT, COASTIE T: W3 TONO: 1106456456456000

Whats Authorized	Actual Itinerary	Reimbursables			
Date	Nature of Expense	Type	Amount Claimed	Split	IBOP
9/15/2006	LAUNDRY EXPENSE - CONUS ONLY	O	30.00	<input type="checkbox"/>	US
10/30/2006	LAUNDRY EXPENSE - CONUS ONLY	O	60.00	<input type="checkbox"/>	US
9/15/2006	PARKING	T	105.00	<input checked="" type="checkbox"/>	US
10/30/2006	PARKING	T	210.00	<input checked="" type="checkbox"/>	US
9/15/2006	TOLLS	T	5.00	<input type="checkbox"/>	US
10/30/2006	TOLLS	T	5.00	<input type="checkbox"/>	US
▶ 10/30/2006		O		<input type="checkbox"/>	
*				<input type="checkbox"/>	

<Back Next> Insert Expense Delete Expense

Other Exceptions Occasionals OK Cancel Help

Enter the date that this expense was incurred

Split-D Cont'd...

- On the Financial Tab
 - Method of Payment
 - EFT must be selected
 - Computed Split
 - This is the pre-computed estimate for split-D.
 - Due Traveler
 - This is the total amount due the member.
 - Split Payment
 - Input how much money to deduct from the “Due Traveler” and pay to the member’s **GTCC.**

Request for a Settlement Against an Order (Base Name)

UserID: HANSYS Modify Block No. 08CD4001 Request No: 1096794626 Tuesday, April 29, 2008

BOAT, COASTIE T: W3 TONO: 1106456456000

Request Type

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Acct Entitlements Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$4522.50 Release Obligation

Due Traveler: \$2884.24 Split Payment: \$4700.00

	Classification	Amount
▶	1106456456000 2 P BOT 233 21 0 RA 79045 2100	\$7,584.24

Modify Accounting

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Other Receipts OK Cancel Help

Should the obligation for this traveler order be released

Split-D Cont'd...

- On the previous screen, TPAX calculated a payment due \$7584.24 and the estimated **GTCC** of \$4522.50.
- Traveler wants \$5000.00 to be paid to the **GTCC**.
- Tab past the split payment, the system auto adjusts the amount due traveler.
- This is the amount the traveler will receive via EFT.
- Proceed with your claim as normal.

Request for a Settlement Against an Order (Base Name)

UserID: HANSYS Modify Block No. 08C04001 Request No: 1096794626 Tuesday, April 29, 2008

BOAT, COASTIE T: W3 TONO: 1106456456456000

Request Type

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Acctl Entitlements Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$4522.50 Release Obligation

Due Traveler: \$2584.24 Split Payment: \$5000.00

Classification	Amount
1106456456456000 2 P 601 299 21 0 RA 78045 2100	\$7,584.24

Modify Accounting

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Other Receipts OK Cancel Help

Should the obligation for this traveler order be released

Split-D Cont'd...

- Note:
 - Only an amount equal to or less than the amount due may be authorized for split-D.
 - In this example member requested \$7800 be paid to **GTCC** & receives the following error.

Request for a Settlement Against an Order (Base Name)

UserID: HANSYS Modify Block No. 08C04001 Request No: 1096794626 Tuesday, April 29, 2008

BOAT, COASTIE T: W3 TONO: 1106456456456000

Request Type

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$4522.50 Release Obligation

Due Traveler: (\$215.76) Split Payment: \$7800.00

Classification	Amount
1106456456456000 2 P 601 299 21 0 RA 78045 2100	\$7,584.24

T-PAX

 The split payment amount cannot be greater than the amount due the traveler

OK

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Other Receipts OK Cancel Help

How much should be paid directly to the credit card company

Split-D Cont'd...

- When processing a supplemental claim, enter additional split-d amount based on this claim.
 - Note: **Previously paid split-d items carried over** in the automated computed split-d amount should not be included.
- You may request a split-d payment which does not exceed the total amount due traveler for supplemental (\$2659.50)
- In this example, member is paid **\$2659.50**
 - **\$2500** to **GTCC**
 - EFT payment of **\$159.50**.

Request for a Settlement Against an Order (Base Name)

UserID: HANSYS Add Block No. 08D07003 Request No: NEW Tuesday, April 29, 2008

BOAT, COASTIE T: W3 TONO: 1106456456456000

Request Type

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial Suppl Reason: Trvlr Generated

Remit To Adv/Accrl Entitlements Calculation **Financial** Remarks

Method of Payment: EFT Computed Split: \$6018.50 Release Obligation

Due Traveler: \$159.50 Split Payment: \$2500.00

Classification	Amount
1106456456456000 2 P 601 299 21 0 RA 78045 2100	\$2,659.50

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Other Receipts OK Cancel Help

How much should be paid directly to the credit card company

Split-D Cont'd...

- If GTCC information is not on file at FINCEN, and split-D is selected, the traveler will receive full payment of travel entitlements.
 - It will be the traveler's responsibility to pay the GTCC balance.

Split-D Cont'd...

- Split-D will pay charges on issued **Government Charge Card (GTCC)** in a timely fashion.
- Split-D will **NOT** pay a **traveler's personal credit card.**
- Any balance on the **GTCC** is the traveler's responsibility to pay promptly.
- Overpayment refunds to the **GTCC** are to be coordinated with JPMC at 1-888-297-0781.
 - This is not a function of the PPC Travel Branch or PPC/FINCEN Customer Service Departments.