

What's New in WebTpax version 617

- 1.) **Proxy OPFAC limitation has been removed.** This allows for anyone in any OPFAC to “proxy” a claim for another member. However, there still is the difference between Signature Proxy and Proxy. Proxy can only send to the member, Signature Proxy can send to AO.

The screenshot shows a user profile page for Admr Papp. At the top, there is a search bar with the text "Last name:" and a "Search for Name" button. Below the search bar, the name "PAPP, ROBERT" is entered in the search field, and a dropdown menu shows "PAPP, ROBERT J." as a result. The profile details are organized into sections:

- Personal Info:** Grade/Rank: O10; Organization: 9870098; DSSN: 0000.
- Service Info:** Service: Coast Guard; Organization: 9870098.
- T-PAX Info:** Unit: 9870098; Cost Center: 70030.

Navigation tabs include Personal, Address, and T-PAX Info. A "Privileges" section is partially visible at the bottom.

See Admr Papp's OPFAC 9870098?

The screenshot shows a user profile page for YNC Doo. At the top, there is a search bar with the text "Last" and "First". Below the search bar, the name "DOO, SCOOBY" is entered in the search field, and a dropdown menu shows "DOO, SCOOBY" as a result. The profile details are organized into sections:

- Personal Info:** SSN: 998010044; Name: DOO, SCOOBY.
- Misc. Info:** Unit: 5347400; Cost Center: 47400.
- Lock Login:**
- Require CAC Login:**

Navigation tabs include Personal, Address, Misc. Info, and T-PAX Info. A "Privileges" section is partially visible at the bottom.

See YNC Doo's OPFAC 5347400?

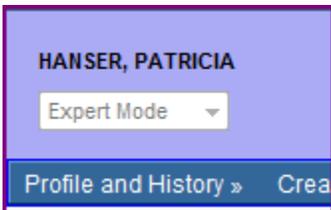
The screenshot shows the "T-PAX Inbox" for user Doo, Scooby. The page has a blue header with the user name "DOO, SCOOBY" on the left and "T-PAX Inbox" in the center. On the right, there is a "View:" dropdown menu set to "Proxy". Below the header, there are three buttons: "[Reservations]", "[Regulations]", and "[Currency]". A "Expert Mode" dropdown menu is also visible on the left.

Doo logs in and changes view to proxy, clicks new settlement, finds Admr Papp, inputs travel claim. When finished, Doo's proxy inbox shows:

	SSN	Name	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	
<input type="checkbox"/>	1047417	PAPP, ROBERT	1112G82PROXY0000	Settlement	3/1/2012	3/3/2012	Normal	DOO, SCOOBY D.		Entered into T-PAX	4

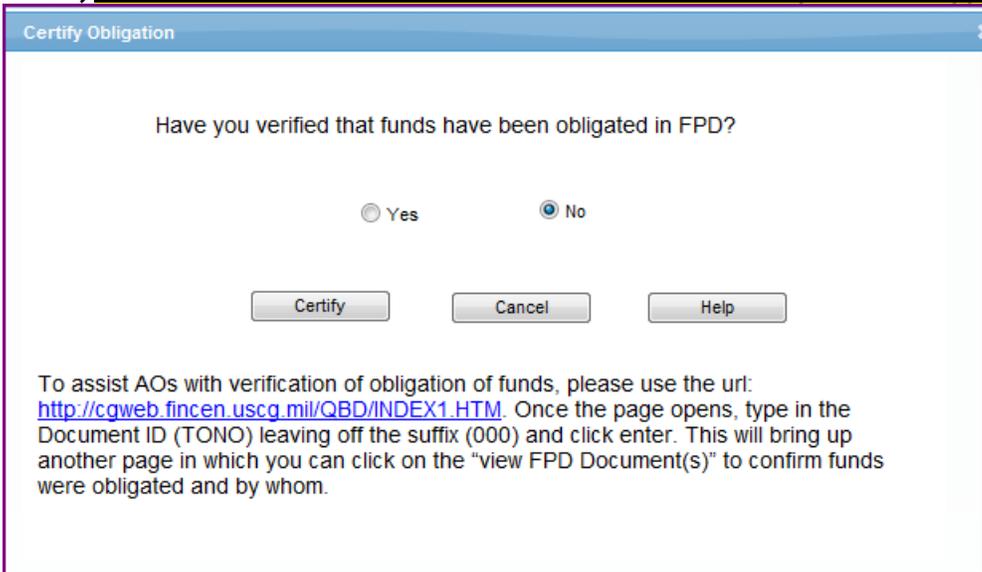
Doo was able to “proxy” Admr Papp’s travel claim even though there are different OPFACs. This DOES NOT change the fact that there is still a difference between Proxy and Signature Proxy. Signature Proxy is still self service and the only proxy permission that can forward to AO on behalf of the traveler.

- 2.) **WIZARD Mode** has been removed from WebTpax. Expert Mode is now the only available mode to submit authorizations, advances and settlements in. Expert mode is more like filling out the 1351-2 paper claim and does it in fewer screens than Wizard Mode and without as many errors.



User mode defaults to Expert and is grayed out and cannot be changed.

3.) **AO Certification Statement of OBLIGATED FUNDS prior to approving ANY/ALL claims**



This pop up window appears after an AO reviews a claim and clicks OK. AO MUST verify funds by clicking on the hyperlink to get the QBD webpage at FINCEN.

Query By Document (QBD)

[Home](#) | [Contact Info](#) | [Search](#)

The **Query by Document** Number application provides CG units access to the entire payment history of a procurement document as well as any associated images. CG Units will enter a document number for query. The history will show a documents life cycle through all of the different processing systems from creation to its final payment. Along with the report, any images of the originating document and any supporting documents can be displayed on the screen.

REQUIREMENTS:

This application requires a SWIII workstation running the 5.0-XP standard image (minimum) which has a standard installation of the Adobe Acrobat Reader software. If you are not using an SWIII workstation with the 5.0-XP image, you may download the Acrobat Reader. This software has been approved by TISCOM and is available for downloading by clicking on the Adobe icon on the lower left of this page. Additionally, see the links on the left for the setup instructions, and QBD Desk Guide.

Note: All queries require entry of a COMPLETE 7 to 13 digit document id (base number minus the suffix)

Enter Your Document ID:

Submit Query

Reset

Enter TONO (without suffix - 13 digits) and click submit query

Enter Your Document ID:

1312892ltt020

Submit Query

Reset

You can view the information in 2 ways:

1.) Click on "View FPD Document(s)

Document ID: 1312892ltt020



[View FPD Document\(s\)](#)

On the first page that opens, you will see who the tono was issued by

Code:	71111
Attn Name:	GRACE B. PARMELEE
Unit Name:	CGD ELEVEN

At the top of the screen you will see a banner



Click Doc Summary and see Total Amount obligated and date created

Date of creation:	10/04/2011
Date last modified:	04/13/2012
Total Amount:	\$52,710.00

See Undelivered Order (UDO) for the balance against the tono ending in the suffix 000

Undelivered Order
\$32,216.24

This will NOT account for other suffixes (like advances paid), direct expenditures or FY crossover lines.

2.) Click on the TONO under CAS ODF Transactions

CAS & BCF
The data for this section is being replaced by a link to the ODF All report below.

CAS ODF Transactions
Click here to view CAS ODF Transactions for 1312822PMV236

CORRESPONDENCE

Receipt Date	Description	View Doc

This will give you a quick overview of the UDO without specific information

To view detail information on any Doc Id displayed below, click on the Doc Id. (A new window will open with the detail results.)

DocId (Click for details)	Rg	App	LIM	AFC	PE	Cost Ctr	Obj Cls	Adv Pay	Comm	UDO	AEU	Expnd	IPP	Disc Taken
1312822PMV236000	P	201	137	430	MV	51281	2100	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00

However, you can click on the TONO in the above screen and get the ODF file information in a little more detail.

DocId	Rg	App	LIM	AFC	PE	Cost Ctr	Obj Cls	Adv Pay	Comm	UDO	AEU	Expnd	IPP	Disc Taken
1312822PMV236000	P	201	137	430	MV	51281	2100	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00
BatchID: 12072FHFP		Eff Date: 12-MAR-12		ProcDate: 12-MAR-12		Period: MAR-12								
OracleTC: B204-Udo W/o Adv		TC/Status: 051 /		Amt: \$8,000.00		Pyr:								
VType/SSN: 3/xxxxxxxx		InvNum:		SeqNum: 29493		Sch:								
Doc Ref Num:		Travel Date:		DocType :13		ObjCls: 2100								
Stat Data: /		System Data:		GL Acct: 48010000										
WhseDate:		CompDate:		Terms: PROMPT NET 30		Penalty: \$0.00								
EarnedDiscAmt: \$0.00		CkNum :0		DiscLost: \$0.00										
Vendor: DEFAULT SUPPLIER NONGOV		Address: --Supressed--												
Your query produced (1) records														

If funds are available, click YES and certify for the claim to be approved and move forward in the system.

Certify Obligation

Have you verified that funds have been obligated in FPD?

Yes
 No

To assist AOs with verification of obligation of funds, please use the url:
<http://cgweb.fincen.uscg.mil/QBD/INDEX1.HTM>. Once the page opens, type in the Document ID (TONO) leaving off the suffix (000) and click enter. This will bring up another page in which you can click on the "view FPD Document(s)" to confirm funds were obligated and by whom.

Once you do this, AO can approve the claim. Any other action will cancel the "review" process and AO will not be able to approve claim.

4.) **LT TDY Pay From and Pay To date being forced to prevent suspended claims due to inaccurate dates**

This request was to "force" the pay from/to dates to be the same as the itinerary dates to prevent the "dates encompassed" from overlapping other claims.

Pay From Pay To

If the Input of Pay from and Pay to dates to be equal to the order dates but the itinerary dates are for a specific leg (which does not match the entire set of order dates) then the system will do a first check on the "arrival date". If the arrival date (12/1) is different from Pay From date (10/1) – as below

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes		
10/1/2011	DEP	Topeka, KS, Shawnee		<input checked="" type="checkbox"/>		<input type="checkbox"/>			<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		
12/1/2011	ARR	Topeka, KS, Shawnee	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	<input type="text" value="0"/>			Edit	Del
												Insert	
12/31/2011	DEP	Topeka, KS, Shawnee	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>			<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		
12/31/2011	ARR	New Addition, LA, Calcasieu	MC	<input type="checkbox"/>			NLG		<input type="text" value="0"/>			Edit	Del
												Insert	

Then the system will give you the following error message.

System Notification

The date continuing partial settlement must be equal to the From Date specified on the Trip Screen of 10/1/2011

You must click OK and then CANCEL out of the itinerary, fix the Pay From date and reenter the itinerary.

Pay From Pay To

After the system checks the FROM date, it will check the TO date. In the example above it is still the ending date of the order. The itinerary below shows 12/31 as the last arrival date.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes		
10/1/2011	DEP	New Orleans, LA, Orleans		<input checked="" type="checkbox"/>		<input type="checkbox"/>							
12/1/2011	ARR	New Orleans, LA, Orleans	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Edit	Del
									<input type="text" value="0"/>				
12/31/2011	DEP	New Orleans, LA, Orleans	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>							
12/31/2011	ARR	New Orleans, LA, Orleans	MC	<input checked="" type="checkbox"/>			NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Edit	Del
									<input type="text" value="0"/>				

The system will see this as an error and you will receive another error message.

System Notification ✕

The date ending partial settlement must be equal to the From Date specified on the Trip Screen of 9/30/2012

You must click OK and then CANCEL out of the itinerary, fix the Pay From date and reenter the itinerary. **Note this pop up has a “typo” on it and it will say: “equal to the To Date specified...”

Below is how a LT TDY Middle segment should look to pay correctly and not receive errors.

Covered from:

to:

Pay From Pay To

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes		
10/1/2011	DEP	New Orleans, LA, Orleans		<input checked="" type="checkbox"/>		<input type="checkbox"/>							
12/1/2011	ARR	New Orleans, LA, Orleans	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Edit	Del
									<input type="text" value="0"/>				
12/31/2011	DEP	New Orleans, LA, Orleans	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>							
12/31/2011	ARR	New Orleans, LA, Orleans	MC	<input checked="" type="checkbox"/>			NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Edit	Del
									<input type="text" value="0"/>				

Entitlement Type	Dates Encompassed	Status			
Edit Temporary Duty Trip	12/1/2011-12/31/2011	Validated Data	Delete	Calcs	Comp

5.) **Doc 13 tonos** – there are technically 2 types of 13 tonos: Blanket and trip-by-trip. Each have their own definition in the JFTR as to what they are to be used for. As such, 617 will now refer to 13s as Doc Type 13.

Type of order: Covered from: to:

Type of Settlement Type of Partial:

6.) **Identical lines of accounting** have been used in WebTpax due to member error. From now on, the following will NOT be allowed

	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount
▶	1112G81TEST60000	2	P	201	299	21	0	RA	78045	2100	\$
	1112G81TEST60000	2	P	201	299	21	0	RA	78045	2100	
	1112G81TEST60000										
*											

One or more of the fields MUST be different (tono with different suffix, Appr Code, Obj Code etc.)

	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount
▶	1112G81TEST60000	2	P	101	299	21	0	RA	78045	2100	\$
	1112G81TEST60001	2	P	201	299	21	0	RA	78045	2100	
	1112G81TEST60000										
*											

7.) **Civilian DED meals on Travel days** – IAW FTR, DED meals on travel days are NOW subtracted per meal rate from the 75% travel per diem rate vs. civilian members receiving a flat 75%.

Date	Day Type	Ldg Rate	M&E Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
01/01	LDP	77.00	46.00	CM	DED	CM	0.00			Partial	Day	22.50	0.00
01/02	LDP	77.00	46.00	CM	CM	DED	0.00			Partial	Day	13.50	0.00
												36.00	0.00
Previous Next													

8.) **AE and AEA >300%** - Due to this only being allowed for military members and only by secretarial process, these claims MUST be submitted manually to PPC for payment. It is NOT allowed to be processed in WebTpax.

Method of Reimbursement:
 AELP - Actual Expense Allowance Lodging

AE Percentage: 350

System Notification

Actual expense percentage must be in the range of 101% to 300%

OK

9.) **Per diem/Lodging rate look up by Zip Code** – NOW you can do a look up by zip code and not have to enter in the actual name of the city/state.

Zip Code: 66614

Country/State: Select a country/state

Locality:

Search

Click search

Zip Code: 66614

Country/State: KS KANSAS

Locality: Shawnee

Search

Rates

Effective Date	Maximum Lodging	M & IE Rate
10/01/2010	\$77.00	\$46.00
10/01/2009	\$70.00	\$46.00
10/01/2007	\$70.00	\$39.00

10.) **Evacuation claims** can NO LONGER be done in WebTpax for civilians or dependents. Military are on TDY orders, those can be done in WebTpax. However, if they are accompanying dependent evacuation claims they MUST be processed through PPC Travel Office manually (both the TDY and evacuation claim – together).

HANSER, PATRICIA View: Traveler

Travel Order

* Grade/Rank: * Order Number(s): * Type of Order:

Normal
Doc Type 13
Invitational
PCS
Local
Student Travel

Description	What's Authorized	Remarks
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11.) **System generated emails** will now have more information identifying the specific tone and claim in question.

Subject: Notice of Travel Claim Action

A travel voucher has been processed in the amount of \$496.35, against TONO 1112G84TEST40000 and Claim Number 1099720407 with the travel dates of 01/03/2012 - 01/07/2012 for the traveler DIPPER, BIG. Please check WebT-PAX to obtain a copy of your Travel Voucher Summary (TVS) by clicking on the following link <https://ppcms-tpaxwb.main.ads.uscg.mil/> to log into Web T-PAX and print a copy of the TVS immediately or you may click on the following link https://www.fincen.uscg.mil/tvs_aux connecting to FINCEN where a copy of the TVS will be available in 1-2 business day(s).

Sincerely,
Coast Guard Travel Office

Notice the amount of the claim, the TONO, the Claim number, the travel dates and the name of the traveler.

12.) **Government Ship (GS) VS. Government Ship at PDS (GSPD)** – the travel system now distinguishes the difference between GS and GS at the PDS. If a member is embarking or debarking at the PDS/Home Port, they are not entitled to travel day per diem. If they are embarking or debarking away from PDS/Home Port then member IS entitled to 75% travel day per diem. See example below where Miami is PDS.

Date	Location	Trans	Duty	IDL	Local?	Lodging	Meals	AE %	Lodging	Taxes	Miles
1/10/2012	DEP Miami, FLORIDA	GV									
1/10/2012	ARR Miami, FLORIDA	TD	✓		GSPD	GQ	DED	0	\$0.00	\$0.00	0
1/11/2012	DEP Miami, FLORIDA	GV	✓								
1/11/2012	ARR Galveston, TEXAS	TD	✓		LDP	GQ	GM	0	\$0.00	\$0.00	0
1/14/2012	DEP Galveston, TEXAS	GV	✓								
1/14/2012	ARR Fort Lauderdale, FLO	TD	✓		GS	GQ	DED	0	\$0.00	\$0.00	0
1/14/2012	DEP Fort Lauderdale, FLO	GA	✓								
1/14/2012	ARR Fort Lauderdale, FLO	MC						0	\$0.00	\$0.00	0

BEAR, CINNAMON, E5 TONO: 1112G81TEST70000

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodg Taxes
1/11/2012	LDP	\$82.00	\$56.00	CM	CM	CM	\$0.00	\$10.00	\$14.00	\$27.00	\$5.00	\$56.00	
1/12/2012	LDP	\$82.00	\$56.00	GM	GM	GM	\$0.00		Reimb.	MIE =	\$16.55	\$16.55	
1/13/2012	LDP	\$82.00	\$56.00	GM	GM	GM	\$0.00		Reimb.	MIE =	\$16.55	\$16.55	
1/14/2012	LDP	\$164.00	\$71.00	CM	CM	CM	\$0.00		Partial	Day	\$53.25	\$53.25	

13.) **AELP & AE** – to align Tpx with the JFTR, there is only AELP or AE at a specific percentage rate of 101-300%. Tpx will no longer give the option for SAELP. Instead member will select either AE or AELP and type in a percentage. Fund issuing authority can grant any percentage in between 101-300%. In the RARE case that over 300% is authorized (by Sec process only), that claim will have to be submitted to PPC Travel for manual processing.

Example of 150% AELP

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles		
2/1/2012 2/1/2012	DEP ARR	Norfolk Naval Shipyd Portsmouth, VA, Portsmouth Norfolk Naval Shipyd Portsmouth, VA, Portsmouth	GA TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> GS	NLC	DED	0.00	0.00	0	Edit Insert	Del
2/5/2012 2/5/2012	DEP ARR	Norfolk Naval Shipyd Portsmouth, VA, Portsmouth VQ, ST. THOMAS	CA TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> AELP	CQ	CM	1,125.00	0.00	0	Edit Insert	Del
2/9/2012 2/9/2012	DEP ARR	VQ, ST. THOMAS VQ, ST. THOMAS	CA TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> GS	NLC	DED	0.00	0.00	0	Edit Insert	Del
2/15/2012 2/15/2012	DEP ARR	VQ, ST. THOMAS Miami, FL, Miami-Dade	GV MC	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/>	NLG		0.00	0.00	0	Edit Insert	Del

When AELP is selected in the itinerary the below screen will appear

Method of Reimbursement:

AE Percentage:

Lodging Type:

Meals Type:

And here is the daily breakdown

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodging Tax
02/01	LDP	89.00	61.00	CM	CM	CM	0.00			Partial	Day	45.75	0.00
02/05	AELP	504.00	111.00	CM	CM	CM	504.00	17.00	28.00	44.00	22.00	615.00	0.00
02/06	AELP	504.00	111.00	CM	CM	CM	504.00	17.00	28.00	44.00	22.00	615.00	0.00
02/07	AELP	504.00	111.00	CM	CM	CM	504.00	17.00	28.00	44.00	22.00	615.00	0.00
02/08	AELP	504.00	111.00	CM	CM	CM	504.00	17.00	28.00	44.00	22.00	615.00	0.00
02/09	LDP	299.00	111.00	CM	CM	CM	0.00	17.00	28.00	44.00	3.50	92.50	0.00
02/15	LDP	299.00	111.00	CM	CM	CM	0.00			Partial	Day	83.25	0.00
												2681.50	0.00

Previous Next

14.) **Civilian DED meals on Travel days** – IAW FTR, civilians MUST reduce travel day per diem for any deductible meal provided to them.

	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	Total Amount	Lodg Taxes
▶	1/10/2012	LDP	\$111.00	\$56.00	CM	DE	DE	\$0.00		Partial	Day	\$5.00	\$5.00	
	1/11/2012	LDP	\$111.00	\$56.00	CM	CM	CM	\$0.00	\$10.00	\$14.00	\$27.00	\$5.00	\$56.00	
	1/12/2012	LDP	\$111.00	\$56.00	CM	CM	CM	\$0.00	\$10.00	\$14.00	\$27.00	\$5.00	\$56.00	
	1/13/2012	LDP	\$111.00	\$56.00	CM	CM	CM	\$0.00	\$10.00	\$14.00	\$27.00	\$5.00	\$56.00	
	1/14/2012	LDP	\$111.00	\$56.00	CM	CM	CM	\$0.00	\$10.00	\$14.00	\$27.00	\$5.00	\$56.00	
	1/15/2012	LDP	\$111.00	\$56.00	DE	DE	CM	\$0.00		Partial	Day	\$18.00	\$18.00	

So in this example – civilian member was provided lunch and dinner on a travel day. The “cost” of those specific meals must be taken from the 75% per diem that would normally be paid. Here, the member’s DED meals were more expensive than the 75% (\$37 + \$5 MIE), as such the system will only reimburse the Incidental rate for the specific locality.

Notice that on the last day the DE meals were breakfast and lunch. The system paid \$13 for the dinner meal and the incidental rate for the day out of the 75% for a total of \$18.00.

These calculations are correct and are in accordance with FTR. Military members fall under the JFTR so this does not apply to them.

15.) **Standardized date formatting** has taken place with order dates and itinerary dates in order to try to prevent “invalid” dates from being entered.

Normal Claims

Tried entering in 0312212 and got

Entered

A screenshot of a web form with two input fields: '* Issue Date' containing '0301212' and '* Begin Date' which is empty. A modal dialog box titled 'Message from webpage' is overlaid on the form. It contains a yellow warning icon and the text: 'The value you entered cannot be converted to a date. Please enter the date in the format: mm/dd/yy'. There is an 'OK' button at the bottom right of the dialog.

A screenshot of a web form with four input fields: '* Issue Date' containing '03/01/3000', '* Begin Date' containing '03/01/3000', 'Number of Days' containing '3', and '* End Date' containing '03/03/3000'. Each date field has a calendar icon to its right.

A screenshot of a 'System Notification' dialog box. The title bar says 'System Notification' with a close button. The main text reads: 'The Issue Date must not be a future date'. There is an 'OK' button at the bottom right.

Entered

A screenshot of a web form with four input fields: '* Issue Date' containing '03/01/2013', '* Begin Date' containing '03/01/2013', 'Number of Days' containing '3', and '* End Date' containing '03/03/2013'. Each date field has a calendar icon to its right.

A screenshot of a 'System Notification' dialog box. The title bar says 'System Notification' with a close button. The main text reads: 'The Issue Date must not be a future date'. There is an 'OK' button at the bottom right.

Entered

* Issue Date	03/01/2012
* Begin Date	03/01/2012
Number of Days	3
* End Date	03/03/2012

Entered into itinerary

Departure Date	0301212	Departure Location (click to edit)	Click to enter departure location...	<input type="checkbox"/> Is Local	Method of Reim	LDP - Lodgi
<input checked="" type="checkbox"/> Duty Day		Method of Transportation:	TP - Trans. Req. Plane		Lodging Type:	

Message from webpage

 The value you entered cannot be converted to a date. Please enter the date in the format: mm/dd/yy

OK

Entered into itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method
03/01/3000	Topeka, KS, Shawnee	TP - Trans. Req. Plane	<input checked="" type="checkbox"/>		
03/01/3000	Washington, DC, Dist of Columbia	TD - Temporary Duty	<input checked="" type="checkbox"/>		

System Notification

You cannot enter a Depart Date greater than today (4/23/2012) for a settlement request

OK

Date	Location	Trans Reason	Duty Day	IDL	Local? Method
05/01/2012	Topeka, KS, Shawnee	TP - Trans. Req. Plane	<input checked="" type="checkbox"/>		
05/01/2012	Washington, DC, Dist of Columbia	TD - Temporary Duty	<input checked="" type="checkbox"/>		

System Notification

You cannot enter a Depart Date greater than today (4/23/2012) for a settlement request

OK

Long Term TDY dates

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals
Original Date 1200212	Original Location (click to edit) Topeka, KS, Shawnee				<input type="checkbox"/> Is Local	Method of f LDP - Lo	
<input checked="" type="checkbox"/> Duty Day	Method of Transportation:					Lodging Ty	

Message from webpage

 The value you entered cannot be converted to a date. Please enter the date in the format: mm/dd/yy

OK

Date	Location	Trans Reason	Duty Day	IDL	Local? Method
Original Date 12/01/3000	Original Location (click to edit) Topeka, KS, Shawnee				
<input checked="" type="checkbox"/> Duty Day	Method of Transportation:				
Arrival Date: 12/31/2011	Continue Location (click to edit) Click to enter arrival location...	Reason for Stop:			

System Notification

You cannot enter a Depart Date greater than today (4/23/2012) for a settlement request

OK

- 16.) **LT TDY Pay From and Pay To Date fields** - These dates must match the itinerary dates below it. If not the itinerary will error out and when user clicks ok they MUST click Cancel to correct the Pay From and Pay To dates. The below example shows the test that was done. In the first set of screens the Pay From Date was wrong.

Pay From	10/1/2011	Pay To	9/30/2012
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Order dates are from 10/1/2011 to 9/30/2012. Member is submitting travel claims each month. This would be the member's 3rd claim against this tono. The "start" date would be 12/1/2011 like you see in the itinerary. That should also be the "pay from" date.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes		
10/1/2011 12/1/2011	DEP ARR	Topeka, KS, Shawnee Topeka, KS, Shawnee	TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	0 0	0.00	0.00	Edit Insert	Del
12/31/2011 12/31/2011	DEP ARR	Topeka, KS, Shawnee New Addition, LA, Calcasieu	TP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG		0 0	0.00	0.00	Edit Insert	Del

System Notification ✕

The date continuing partial settlement must be equal to the From Date specified on the Trip Screen of 10/1/2011

So I changed the From date to:

Pay From Pay To

The 12/1/2011 is the first date of this segment of the travel.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes		
10/1/2011 12/1/2011	DEP ARR	New Orleans, LA, Orleans New Orleans, LA, Orleans	TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	0 0	0.00	0.00	Edit Insert	Del
12/31/2011 12/31/2011	DEP ARR	New Orleans, LA, Orleans New Orleans, LA, Orleans	TP MC	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/>	NLG		0 0	0.00	0.00	Edit Insert	Del

System Notification ✕

The date ending partial settlement must be equal to the From Date specified on the Trip Screen of 9/30/2012

In these screens see where the Pay To date is the “end of the order date” and not the end date of this specific claim? Pay To should be 12/31/2011 as member is filing each month.

When entered in correctly, user’s screens should look like:

Covered from:

to:

Pay From Pay To

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging Miles	Taxes		
10/1/2011 12/1/2011	DEP ARR	New Orleans, LA, Orleans New Orleans, LA, Orleans	TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	0 0	0.00	0.00	Edit Insert	Del
12/31/2011 12/31/2011	DEP ARR	New Orleans, LA, Orleans New Orleans, LA, Orleans	TP MC	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/>	NLG		0 0	0.00	0.00	Edit Insert	Del

Add Leg

Entitlement Type	Dates Encompassed	Status			
Edit Temporary Duty Trip	12/1/2011-12/31/2011	Validated Data	Delete	Calcs	Comp

Just to “show” this example of these 2 dates, input of the itinerary was 3 times. It is NOT the most user friendly way to handle these bad dates, but WILL prevent suspended claim errors at FINCEN because this last screen shows 12/1-12/31 and not 10/1-9/30 like below.

Entitlement Type	Dates Encompassed	Status			
Edit Temporary Duty Trip	10/1/2011-9/30/2012	Validated Data	Delete	Calcs	Comp

Temporary Duty Trip <= Add This Entitlement

This is an example of an itinerary that is incorrect and should not be approved. The 10/1 begin date (in this case) being used for each claim filed makes the FINCEN system suspend the claim as a possible “duplicate” and forces the claim to be paid manually. As such when this happens, split disbursement will not be paid to GTCC but the entire amount paid to the member who is responsible for the GTCC payment.

17.)Members who are at **Essential Unit Messing (EUM)** have been unsure as to what meal type to select. EUM has now been added to the DED meal line.

Meals Type: M&E: 184.00

DED - Deductible/(EUM)Essential Unit Mess ▼