

Instructions for Completing a Local Travel Claim in TPAX

Before you begin:

Blanket Travel Orders are not to be used for completing a Local Travel Claim.
Local Travel Claims should be processed on a quarterly basis.

NOTE: The Pay and Personnel Center (PPC) is aware there is an issue with TPAX when entering a Local Travel claim. A 'work around' has been developed to try to alleviate the issue. Be aware the issue is regarding the path when 'Modify Accounting' button is selected in the Financial tab.

1. Log in to open TPAX
2. Select the Fill Out button at the bottom of the screen.
3. Select Request for Settlement.
4. Using your local travel order number (refer to your Miscellaneous Document with Document ID and Accounting Line Summary), enter the number in the TONO field. This number begins with 11-.
5. A dialog box should appear asking, *This TONO does not exist. Do you wish to create it?*
6. Click YES.
7. At the top of the screen, you will see the TONO you created. To the upper right of the travel order detail window is a drop down field, Type of Order. Pull down menu and select LOCAL.

The screenshot shows the 'Travel Order' window in TPAX. The window title is 'Travel Order' and the user ID is '1106046'. The date is 'Tuesday, May 29, 2007'. The form contains the following fields:

- Grade/Rank: C
- Order Number: TO BE ASSIGNED
- Type of Order: Local (callout 7)
- Description section:
 - Purpose of Trip: Meeting (callout 8)
 - Max. Trips Allowed: 0
 - Issuing Organization: 5347400
 - Paying Organization: 5347400 (callout 9)
 - Funds: Coast Guard
- Dates section:
 - Issue Date: (empty)
 - Begin Date: 5/29/2007
 - Number of Days: 1
 - End Date: 5/29/2007

Buttons at the bottom: OK, Cancel, Help.

Footer text: What is the expected end date of travel for this travel authorization

8. Click in the field for Issuing Authority.
9. Click in the field for Paying Authority.
10. Enter the travel order issue date, then the begin date and the ending date of the order. TPAX will auto fill the total number of days for travel.
11. Click NEXT.
12. Click OK.
13. You may see a dialog box stating there are overlapping dates. The system may be reading your blanket travel order and your local travel order and determine the dates overlap.
14. Click OK to accept overlapping dates.
15. The next tab should be the Local Expense tab.
16. Enter your itinerary: Date; Type of Expense (mileage, tolls, etc.), and round trip mileage or other expenses. [NOTE: Mileage is considered to be the distance that exceeds the normal commuting distance or less ordinary transportation costs to get back and forth from home to work if public transportation is normally used.] The system will skip the field marked Location. You will need to later return to the Remarks tab and enter the date and destination listed in the itinerary.

Date	Type of Expense	Location	Claimed Amount	Approved Amount
9/1/2002	FARE/TOLLS		10.00	10.00
9/1/2002	TELEPHONE		8.25	8.25
9/1/2002	LOCAL MILEAGE			

17. Click OK.
18. You should get an error message that *'accounting must be entered.'* Click OK again. Wait for system to take you to the appropriate tab. **DO NOT SELECT THE FINANCIAL TAB.**
19. Enter accounting string found at the bottom of your Miscellaneous Document marked Accounting Line Summary. A **example** of this number will be: 2 X 901 199 30 0 XX 76003 2109.
20. Click OK. (**Do Not** select the Financial Tab).
21. Click NEXT. This should take you back to the Financial tab where you can change the Method of Payment to EFT.
22. Click NEXT.
23. Click OK.
24. Return to the Remarks tab and enter the dates and destination for the listed itinerary.

25. The remainder of the claim process is similar to any other claim processed in TPAX.
26. Once through the process, forward to AO for approval.