

# T-PAX Travel Advances

## Advance Signature Proxy (ASP)

### Overview

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**Introduction** This guide provides the procedure for a user at the Servicing Personnel Office (SPO) to submit requests for travel advances via T-PAX.

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## Getting Access

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**Getting access  
to the ASP  
function**

Advance Signature Proxy (ASP) – This function is for SPOs. This permission/designation is granted after the completion of a new form CG PPC-7421 (<http://www.uscg.mil/ppc/forms/ppc7421.pdf>).

Complete the form, have it signed by the SPO supervisor and fax it to the number on the form. You will be contacted, via e-mail, after your account has been modified to allow access to the ASP function.

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# Multiple Advances Against the Same TONO

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## Introduction

The travel software system is not set up to do supplemental advance requests against the same exact travel dates. Please follow the below guidance when submitting SF-1038 (request for advance) in paper format or through the T-PAX system.

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## Submitting an advance request for a 13 doc type TONO

Order dates are the dates in which the blanket TONO are issued for. For example, if for the first quarter of the FY the order dates would be from 10/1-12/31/YY (1 October – 31 December).

- Advance travel dates would be specific to the dates of travel for that advance. Example would be the member will need three advances to cover each month.
  1. The first advance would have the travel dates of 10/1-10/31/YY,
  2. the second advance would have the travel dates of 11/1-11/30/YY, and
  3. the third advance would have the travel dates of 12/1-12/31/YY.
- It is extremely important to remember when you submit requests for travel advances in this manner, that the member should also file travel claims at a minimum of every 30 days. This is due to the fact that FINCEN is set up to collect unliquidated advances within 30 days past the end travel date of each advance request by issuing a debt letter.

Note: If you submit the first advance with the travel dates covering the **entire TONO period** of 10/1-12/31/YY, no additional advances will be permitted against this same TONO.

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## Multiple Advances Against the Same TONO, Continued

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### **Submitting an advance request for an 11 doc type TONO:**

Order dates are the dates in which the normal/evac TONO are issued for. Typically only one advance is processed when an 11 doc type TONO is used no matter the duration of travel. However, if when deemed necessary by the command 11 doc types can be processed in two different ways.

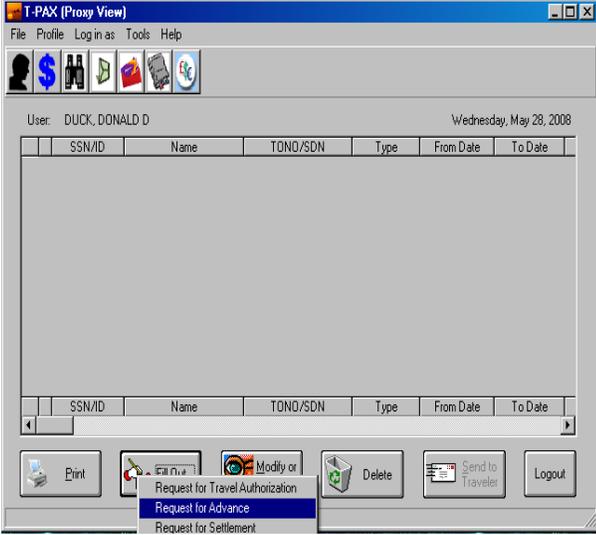
1. If the 11 doc type TONO is short term (30 days or less) only one advance will be processed for this TONO.
2. If the 11 doc type TONO is for "long term" TDY (31 days or longer) then the advances need to be processed the same way as if the TONO was a 13 doc type. Example would be the member will need three advances to cover each month.
  - (1) The first advance would have the travel dates of 10/1-10/31/YY,
  - (2) the second advance would have the travel dates of 11/1-11/30/YY,
  - (3) and the third advance would have the travel dates of 12/1-12/31/YY.
- It is extremely important to remember when you submit requests for travel advances in this manner, that the member should only file ONE (1) travel claim against this TONO at the end of the travel period. Once a claim is filed, no additional advance can be processed for payment.

Note: If you submit the first advance with the travel dates of 10/1-12/31/YY, no additional advances will be permitted against this same TONO.

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# ASP Advance Request Procedure

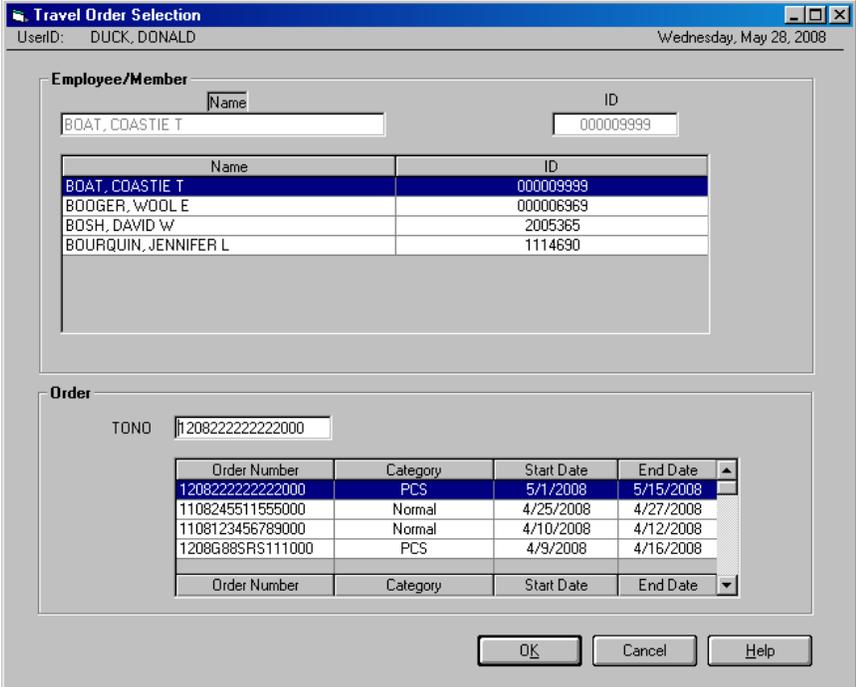
**Procedure** Follow these steps to request a travel advance as an ASP.

Step	Action
1	Sign into T-PAX and change your view by selecting “ <i>Log in as Proxy</i> ” from the menu bar.
2	<p><b>Click Fill Out and Click Request for Advance.</b></p>  <p>Note: Although other options appear, they are not available as an Advance Signature Proxy.</p>
3	Type the traveler’s name that the advance is to be completed for and click OK.

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# ASP Advance Request Procedure, Continued

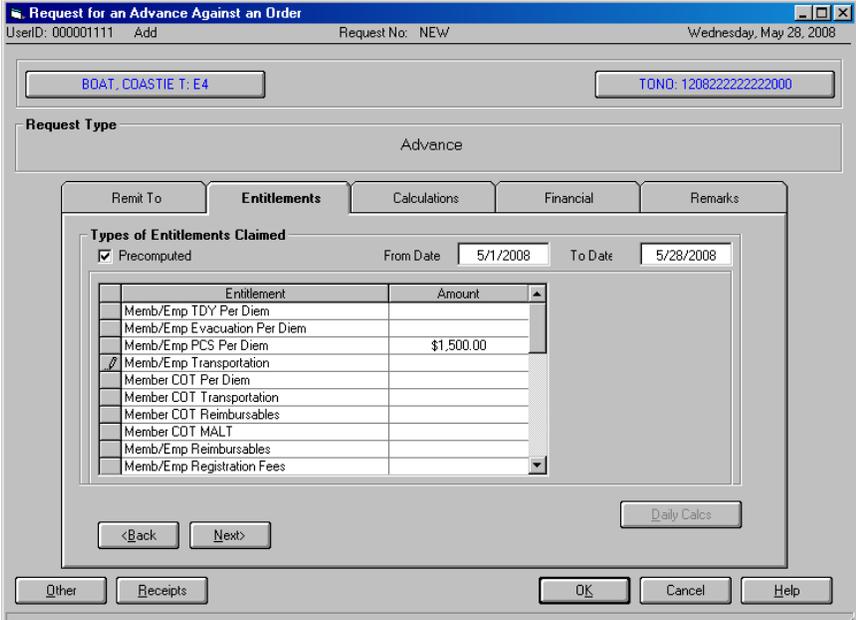
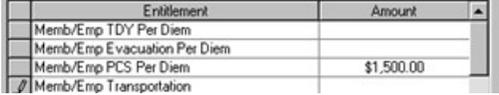
Procedure (continued)

Step	Action																														
4	<p>Type a new TONO or select an existing TONO and click <b>OK</b>.</p>  <p><b>Employee/Member</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>ID</th> </tr> </thead> <tbody> <tr> <td>BOAT, COASTIE T</td> <td>000009999</td> </tr> <tr> <td>BOATER, WOOL E</td> <td>000006969</td> </tr> <tr> <td>BOSH, DAVID W</td> <td>2005365</td> </tr> <tr> <td>BOURQUIN, JENNIFER L</td> <td>1114690</td> </tr> </tbody> </table> <p><b>Order</b></p> <p>TONO: 120822222222000</p> <table border="1"> <thead> <tr> <th>Order Number</th> <th>Category</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>120822222222000</td> <td>PCS</td> <td>5/1/2008</td> <td>5/15/2008</td> </tr> <tr> <td>1108245511555000</td> <td>Normal</td> <td>4/25/2008</td> <td>4/27/2008</td> </tr> <tr> <td>1108123456789000</td> <td>Normal</td> <td>4/10/2008</td> <td>4/12/2008</td> </tr> <tr> <td>12086885111000</td> <td>PCS</td> <td>4/9/2008</td> <td>4/16/2008</td> </tr> </tbody> </table> <p>OK Cancel Help</p> <p>Enter a partial last name of the employee/member that you wish to find (List appears after 2 characters entered)</p>	Name	ID	BOAT, COASTIE T	000009999	BOATER, WOOL E	000006969	BOSH, DAVID W	2005365	BOURQUIN, JENNIFER L	1114690	Order Number	Category	Start Date	End Date	120822222222000	PCS	5/1/2008	5/15/2008	1108245511555000	Normal	4/25/2008	4/27/2008	1108123456789000	Normal	4/10/2008	4/12/2008	12086885111000	PCS	4/9/2008	4/16/2008
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# ASP Advance Request Procedure, Continued

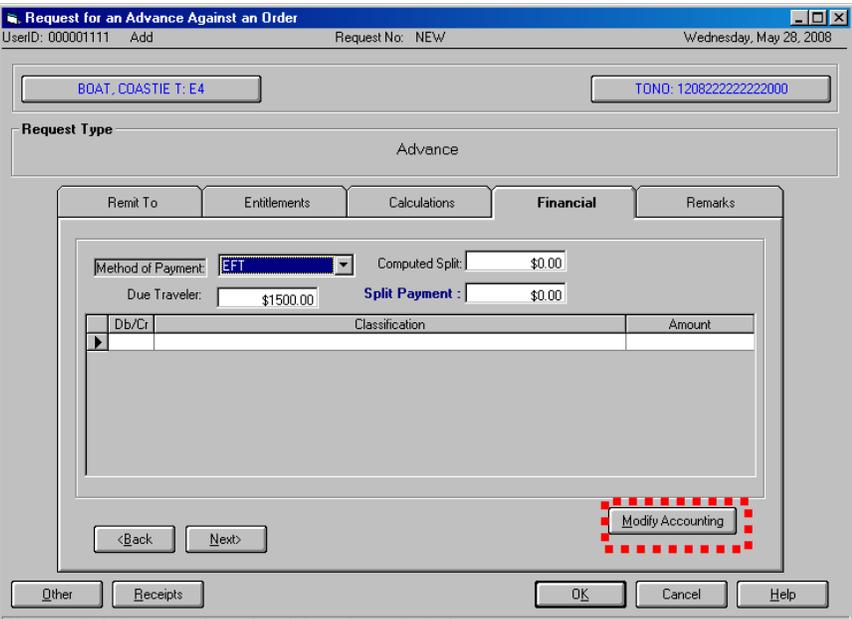
Procedure (continued)

Step	Action
5	<p>Click the <b>Entitlements</b> Tab and click in the <b>Pre-computed</b> box.</p> 
6	<p>Enter the dates for the advance in the <b>From Date</b> and <b>To Date</b> fields.</p>  <p>Note: See “Multiple Advances Against the Same TONO” (on page 3) if this is a 13 doc type TONO or if this is a long-term (more than 31 days TDY period). Only one advance request per date span (From Date/To Date) is permitted.</p>
7	<p>Enter the <b>advance amount</b> into the <b>Entitlement Amount</b> field.</p>  <p>Note – You cannot input amount larger than value of entitlement.</p>

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# ASP Advance Request Procedure, Continued

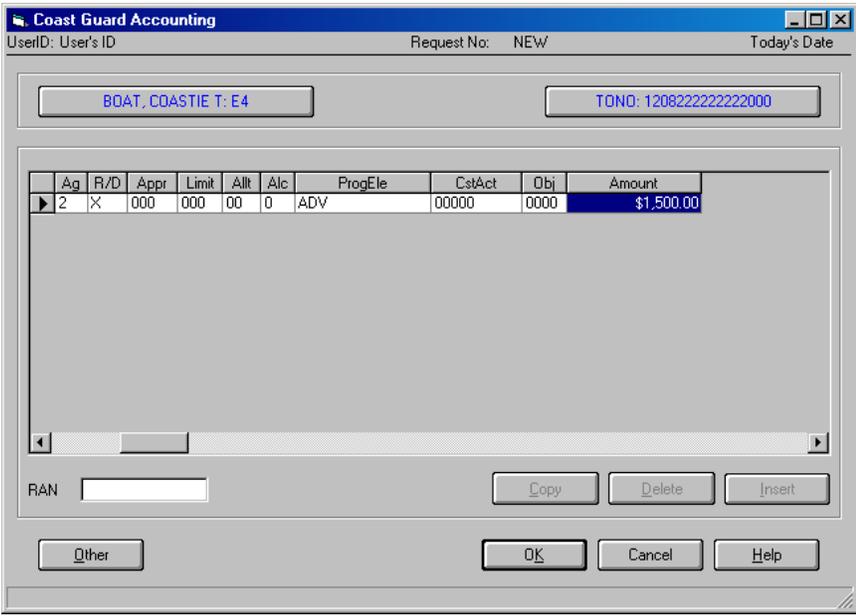
Procedure (continued)

Step	Action
8	<p>Click the <b>Financial Tab</b> and then click the <b>Modify Accounting</b> button</p>  <p>The screenshot shows a software window titled "Request for an Advance Against an Order". At the top, it displays "UserID: 000001111 Add" and "Request No: NEW" on the left, and "Wednesday, May 28, 2008" on the right. Below this, there are two input fields: "BOAT_COASTIE T: E4" and "TONO: 120822222222000". A "Request Type" dropdown is set to "Advance". A tabbed interface has five tabs: "Remit To", "Entitlements", "Calculations", "Financial" (which is selected), and "Remarks". Inside the "Financial" tab, there is a "Method of Payment" dropdown set to "EFT", a "Computed Split" field with "\$0.00", and a "Due Traveler" field with "\$1500.00". A "Split Payment" field also shows "\$0.00". Below these fields is a table with three columns: "Db/Cr", "Classification", and "Amount". The table is currently empty. At the bottom of the window, there are buttons for "&lt;Back", "Next&gt;", "Other", "Receipts", "OK", "Cancel", and "Help". The "Modify Accounting" button is highlighted with a red dashed box. At the very bottom of the window, a status bar reads "Choose method of payment to be used to reimburse the traveler for these expenses".</p>

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# ASP Advance Request Procedure, Continued

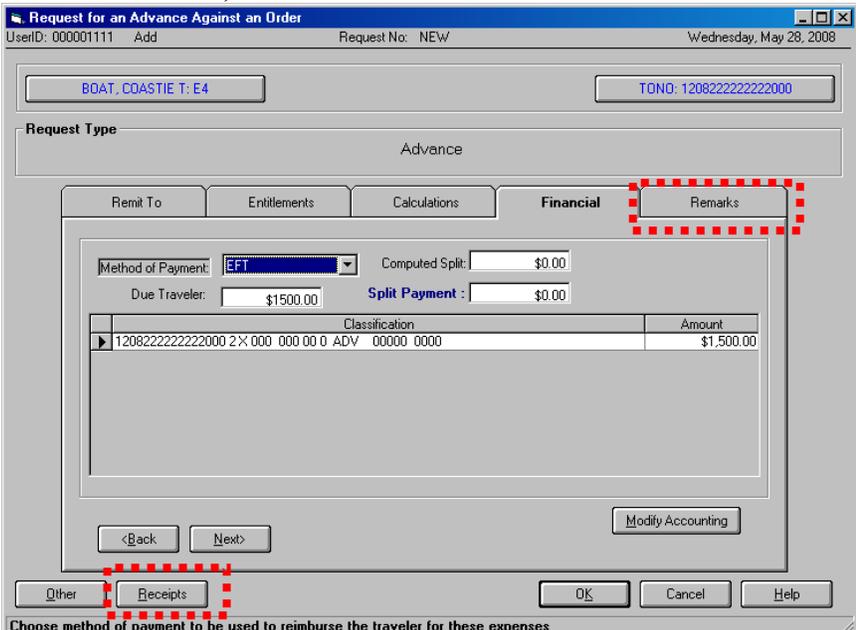
Procedure (continued)

Step	Action
9	<p>On the <b>Coast Guard Accounting</b> screen click <b>OK</b>            Note: <b>DO NOT</b> change this line of accounting...this is a default used for advances.</p> 

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# ASP Advance Request Procedure, Continued

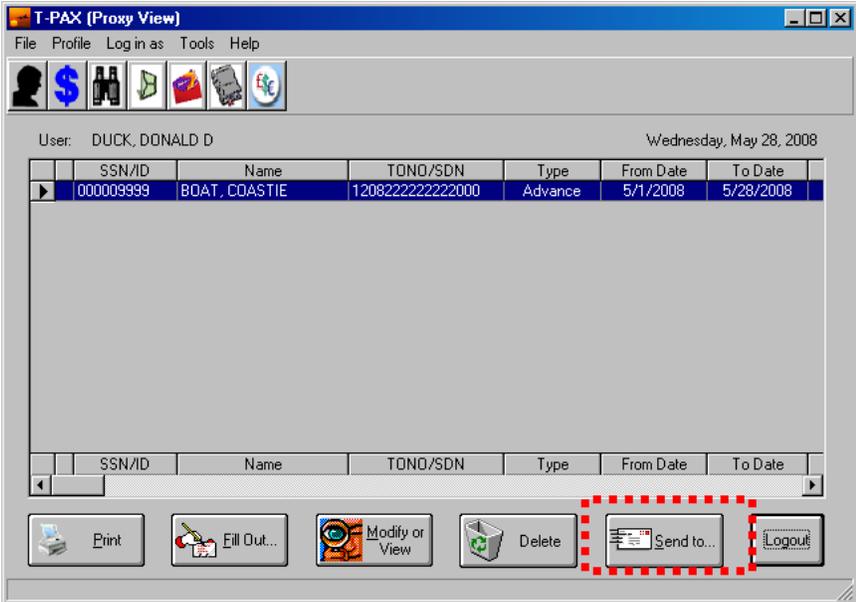
Procedure (continued)

Step	Action
10	<p>Enter remarks if required and use the Imaging Function (by clicking the <b>Receipts</b> button) to attach <b>SIGNED</b> Orders. <b>If orders are not attached, Advance will be returned!</b></p>  <p>When complete, click the <b>OK</b> button on the <b>Request for Advance against an Order</b> screen.</p>
11	

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# ASP Advance Request Procedure, Continued

Procedure (continued)

Step	Action
12	<p>Click the <b>Send to</b> button – this will give the opportunity to send to either the traveler or AO</p> 
13	Once submitted to the AO, follow same procedures as approving a settlement.
14	ALL advances will be screened by PPC (tv1).