

## WEBTPAX – Attaching Documents

Travelers, AO's and Units have often asked when the scanning and attaching of documents within WEBTPAX would be authorized.

As of **1 June 2015** the Pay & Personnel is authorizing and highly encouraging travelers to use the "Manage Image" button within WEBTPAX for members to attach readable scanned .PDF documents/images to be included with ALL Temporary Duty (TDY) advance requests and TDY settlement claims.

This simple step will streamline processes and save the Coast Guard, travelers, and Authorizing Officials (AO) time and money by reducing postage and copying costs. Additionally, this will reduce the number of debts created for noncompliant travel audits.

A step-by-step tutorial on the use of the "Manage Images" button will be available on the PPC Travel Branch webpage: <http://www.uscg.mil/ppc/tvl.asp>

## New, Streamlined Audit Process

By using the "Manage Images" button in WEBTPAX, all required TDY Travel documents (original orders, receipts, etc.) can be attached to the traveler's claim when submitted within the system.

If the member's travel claim is selected for a post-payment audit, the traveler will receive a courtesy email notification of the impending audit – no action will be required at that time. Should additional documentation is required (or if documentation was not provided with the initial submission) the member will be given **10 days** to scan and attach the required documentation. PPC will build a debt for all or any portion of the claim if the required documentation is not received. PPC will no longer send out 2<sup>nd</sup>, 3<sup>rd</sup>, or Final Audit Requests.

Travelers may request a suspension of an audit if documentation is needed and they are unable to comply due to operational commitments. Requests must be submitted to PPC Customer Care and must include the claim number and the estimated ending date of suspension. Submit requests via the PPC web site: <http://www.uscg.mil/ppc/ccb/>.

## Roles & Responsibilities of the *Traveler*

Travelers are highly encouraged to scan and attach all required TDY documentation (signed original orders, receipts, etc.) within TPAX when submitting TDY claims to the AO. This will alleviate the need to mail documents to PPC for processing and auditing TDY claims.

Members who do not have access to WEBTPAX or scanning capabilities are authorized to submit a manual claim through their AO to PPC Travel using U.S. Postal Service First Class Mail ONLY.

Travelers are reminded they must keep copies of all travel documents for **six years and three months**.

### Role & Responsibilities of the AO

AO's will continue to authorize travel, approve expenses and forward electronic claims to PPC in accordance with current policy and procedures. AO's are still required to physically review the original orders and all required receipts for the advance or settlement request prior to electronically approving claims. Additionally, the AO must also ensure all required documents are attached, valid, and readable within WEBTPAX.

### Looking Ahead

PPC is actively testing WEBTPAX for submitting Permanent Change of Station (PCS) claims. When authorized, this will allow members to input their PCS travel claims directly into WEBTPAX for approval, submission, and processing at PPC. This electronic process will greatly reduce claim examination and reimbursement time. In addition to accelerated payments, this will also drastically reduce the costs of postage and resources associated with traditional mailing methods.