

Web-Based T-Pax

The basics to successful submission
and processing of travel claims

Web-Based T-Pax

- [First-Time Users \(Basic Log In and Profile\)](#)
- [Inbox Functionality](#)
- [Authorizations, Advances & Settlements](#)
- [Proxies and Unit Representatives](#)
- [Split Disbursement](#)

Click the desired link to expand on each topic. Once you have reached the expanded topic, there will be more options so you may access more in depth information.

First-Time User (Basic Log In and Profile)

- [First-Time User \(Basic Log In and Profile\)](#)

This establishes the CAC enabled log in procedures.

This link opens a separate presentation for a more in depth look at the First-time User procedures plus the Basic Log In and Profile Information setup.

Once you have completed the presentations, it will close and you will be returned to this presentation.

Home

Inbox Functionality

- [Inbox Functionality](#)

This presentation walk you through how to utilize the Web-Based T-Pax Inbox.

This link opens a separate presentation for a more in depth look at the Web-Based Inbox and how it works to assist you.

Once you have completed the presentations, it will close and you will be returned to this presentation.

Home

Authorizations Advances & Settlements

- [Authorizations](#)
- [Request for Advance](#)
- [Initial Settlement](#)
- [Supplemental Settlement](#)

Each of these links opens a separate presentation for a more in depth look at each topics.

Once you have completed a presentation, it will close and you will be returned to this presentation.

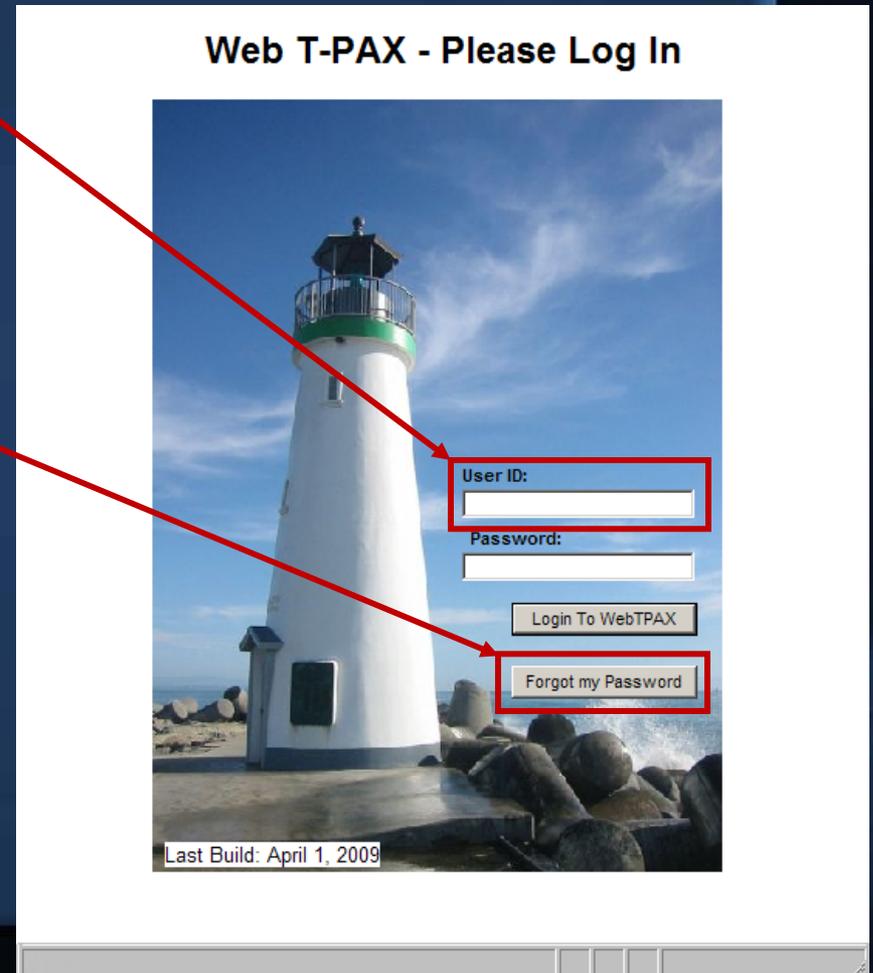
Home

Welcome to the
Web-Based T-Pax

First-Time User Setup Procedures
(Basic Log in and Profile)

Initial Log In Screen

- Enter your **User ID**. This should be your EMPLID.
- Then, click the **“Forgot my Password”** button



Initial Verification Screen

- Fill out the information as requested.
- Change any information necessary, such as the “Grade/Rank” field.

Web T-PAX - Please Log In

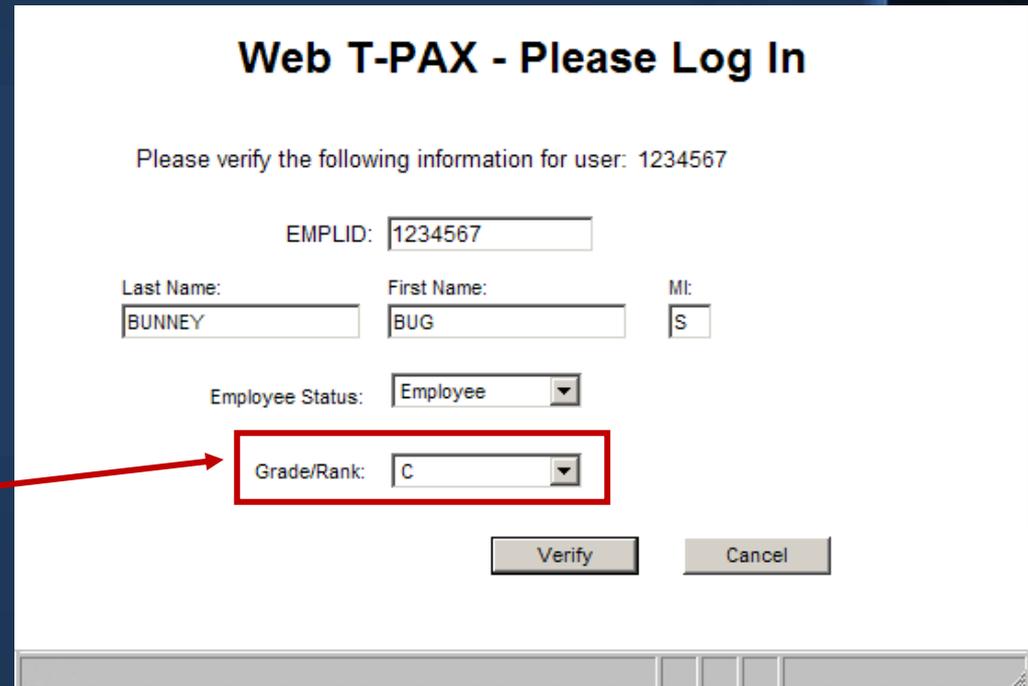
Please verify the following information for user: 1234567

EMPLID:

Last Name: First Name: MI:

Employee Status:

Grade/Rank:



Traveler Profile – Personal Tab

- Verify and correct any information on this tab.

BUNNY, BUG Traveler Profile View: Traveler

ID: * Name: Last, First

Personal | Address | Misc. Info | T-PAX Info

* Employee Status:

* Grade/Rank:

Salutation:

Position/Title:

Security Clearance:

Credit Card Status:

Service:

* Organization:

Note: Required fields are marked with a red astrick (*).

Traveler Profile – Address Tab

- Ensure your **Mailing Address** is correct.
- Enter your **Office Address** as well.
- Then, ensure you enter and verify your **Coast Guard Email address** (@uscg.mil or @dhs.gov only!)

All data complete

BUNNY, BUG **Traveler Profile** View: Traveler

ID: * Name: Last, First

Personal **Address** Misc. Info T-PAX Info

Mailing Address

* Address-1:
Address-2:
* City:
* State/Country:

* Zip Code:
Phone:

Office Address

* Address-1:
Address-2:
* City:
* State/Country:

* Zip Code:
Phone:

Email Addresses for Correspondence:

Email Address (needed for traveler to log into TPAX):
*
Verify email address:

Note: Required fields are marked with a red asterisk (*).

Traveler Profile – Misc Info Tab

- This tab is only used for civilian employees. If you are a civilian employee, ensure your regular work schedule is checked.

The screenshot shows a web application interface for a "Traveler Profile". The user is identified as "BUNNY, BUG" and the view is set to "Traveler". The profile information includes an ID of "1234567" and a name with "Last" name "BUNNY" and "First" name "BUG". The "Misc. Info" tab is selected, showing a "Work Week" section with "Hours worked per day" set to "8". The "Select days of week employee works:" section has checkboxes for "Sunday" (unchecked), "Monday" (checked), "Tuesday" (checked), "Wednesday" (checked), "Thursday" (checked), "Friday" (checked), and "Saturday" (unchecked). At the bottom, there are "Back", "Next", "Save", "Cancel", and "Help" buttons. A red-bordered note states: "Note: Required fields are marked with a red astrick (*)." The "Name" field in the top section is marked with a red asterisk.

BUNNY, BUG **Traveler Profile** View: Traveler

ID: 1234567 * Name: BUNNY, BUG S

Personal Address **Misc. Info** T-PAX Info

Work Week

Hours worked per day: 8

Select days of week employee works:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Back Next **Note: Required fields are marked with a red astrick (*).** Save Cancel Help

Traveler Profile – T-PAX Info Tab

- Ensure your **Unit** is correct.
- Create **Logon** and **Secondary Passwords** using:
 - 9 Characters
 - 1 Upper case letter
 - 1 Lower case letter
 - 1 Number (cannot be the first character)
 - 0 Special Characters

BUNNY, BUG **Traveler Profile** View: Traveler

ID: 1234567 * Name: BUNNY, BUG S

Personal Address Misc. Info **T-PAX Info**

Miscellaneous Unit: 0101696 Cost Center: Lock Login

New Logon Password Enter: Re-enter:

New Secondary Password Enter: Re-enter:

Additional Information

Default AO: [Click to select Default AO](#)

Unit Representative: [Click to select Unit Rep.](#) Date Proxy Expires:

Full: Signature Proxy: [Click to select Sig. Proxy.](#)

Advance Signature Proxy: [Click for Adv. Sig. Proxy.](#)

Back Next **Note: Required fields are marked with a red astrick (*).** Save Cancel Help

Click the "Save" button

Back to the Log In Screen

- This time, enter both your **User ID** and **Password**.
- Then, click the **“Login to WebTPAX”** button.
- This will associate your **User ID** and **Password** with your **CAC**.

Web T-PAX - Please Log In

Click “Logout” to continue establishing your profile

User ID:

Password:

Login To WebTPAX

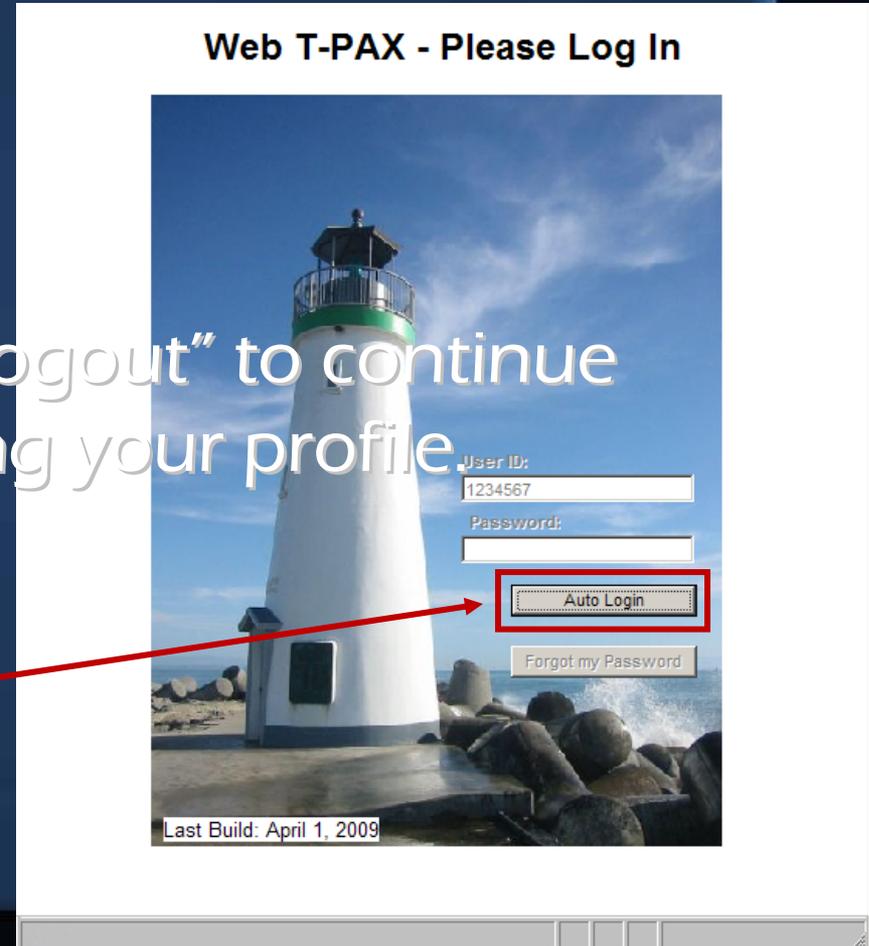
Forgot my Password

Last Build: April 1, 2009

Back to the Log In Screen

- Your **CAC** is now permanently assigned to your User ID.
- If you have associated the wrong User ID and CAC, you must contact the System Administrator!
- This time, you only need to click on **Auto Login**.

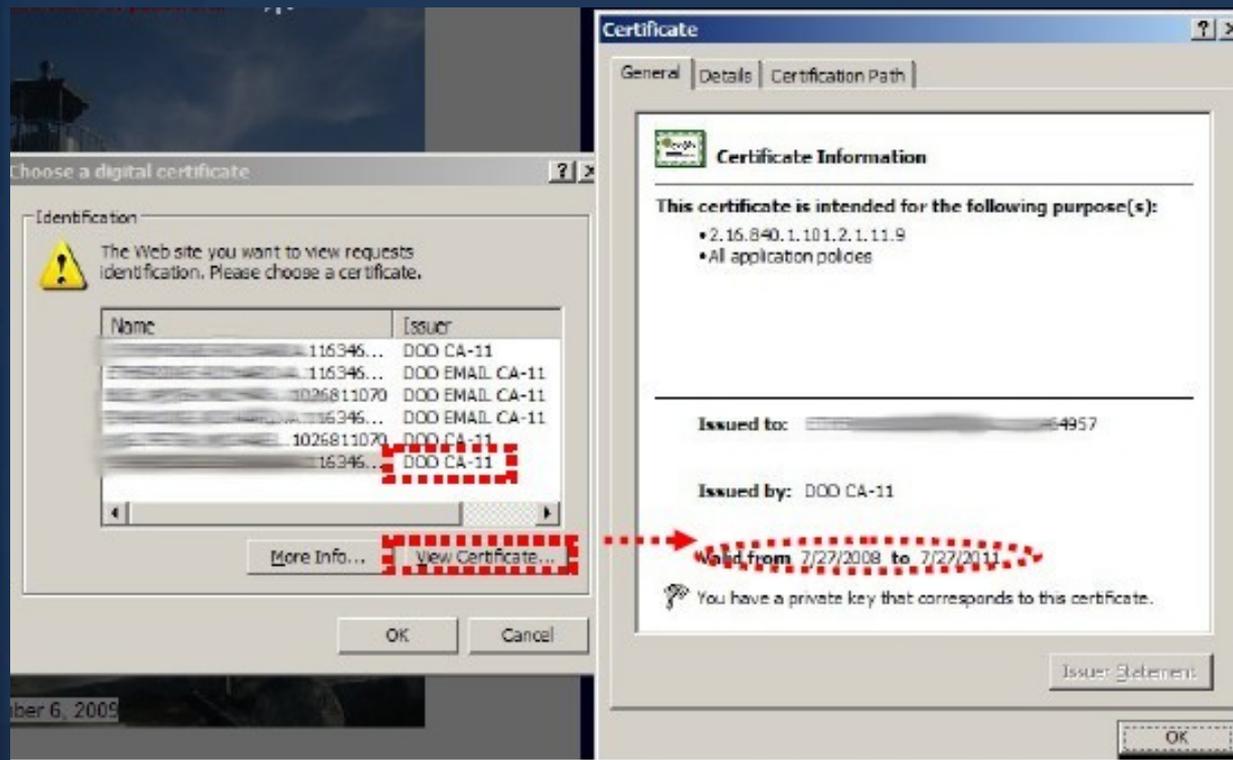
Again, click "Logout" to continue establishing your profile.



Logging In With Your CAC Card

- For future logons, just go to the web page (<https://ppcms-tpax2003/>), and click the Auto Login button. The *Choose a digital certificate* dialog will display. Select the newest non-email DOD-CA certificate. You may have to click the “*View Certificate*” button to determine the date if multiple DOD CA certificates are present. Examine the “*Valid from*” dates on the Certificate detail panel to find the newest certificate.

- Always choose the newest NON-email certificate! Do not choose an email certificate.



Thank you for taking the
Web-Based T-Pax

**First-Time User Setup Procedures
(Basic Log in and Profile)**

*If you have any trouble, please submit
a trouble ticket to PPC (Customer-Care).*

Web-based T-PAX

Inbox Functionality

T-PAX Inbox

BUNNY, BUG View: Traveler

Wizard Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

There are several items to cover in the new T-PAX Inbox:

- Mode / View
- Reservations / Regulations / Currency
- Profile and History / Create New / Tools
- Help / Find

Retrieve View / Modify Delete Help

Release to AO Print Find

Mode

BUNNY, BUG View: Traveler

T-PAX Inbox

[Reservations] [Regulations] [Currency]

Wizard Mode
Wizard Mode
Expert Mode

Create New » Tools » Logout

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The **Mode** offers two options (you may switch at any time):

- Wizard Mode – assistance is given (all tutorials are in Wizard Mode).
- Expert Mode – assistance is turned off.

Retrieve View / Modify Delete Help

Release to AO Print Find

View

BUNNY, BUG

Wizard Mode

T-PAX Inbox

[Reservations] [Regulations] [Currency]

View: Traveler

- Traveler
- Proxy
- Auth. Official
- Unit Rep.
- Sys. Admin.

Profile and History » Create New » Tools »

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The **View** will offer only those options available to the user.

Retrieve View / Modify Delete Help

Release to AO Print Find

Reservations

BUNNY, BUG View: Traveler

Wizard Mode [\[Reservations\]](#) [\[Regulations\]](#) [\[Currency\]](#)

Profile and History » Create New » Tools » Logout

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The [Reservations](#) link opens a new window for SATO Get There!

Retrieve View / Modify Delete Help

Release to AO Print Find

Regulations

BUNNY, BUG View: Traveler

Wizard Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The Regulations link opens a new window for the Per Diem, Travel and Transportation Committee's website.

Retrieve View / Modify Delete Help

Release to AO Print Find

Currency

BUNNY, BUG View: Traveler

Wizard Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The [Currency](#) link opens a new window to the OANDA website to assist with currency conversion.

Retrieve View / Modify Delete Help

Release to AO Print Find

Profile and History

BUNNY, BUG View: Traveler

Wizard Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

Profile
History

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The **Profile and History** function allows you to:

- Update your profile
- Research historical transactions.
 - Traveler: Only the Authorizations and Settlements from the individual
 - AO: Same as above plus all Settlements approved by them.

Retrieve View / Modify Delete Help

Release to AO Print Find

Create New

The screenshot shows the T-PAX Inbox application interface. At the top, the user is identified as 'BUNNY, BUG' and the application is 'T-PAX Inbox'. The 'View' is set to 'Traveler'. There are navigation links for '[Reservations]', '[Regulations]', and '[Currency]'. A 'Wizard Mode' dropdown is visible. The main menu includes 'Profile and History', 'Create New', and 'Tools'. The 'Create New' menu is expanded, showing three options: 'Authorization', 'Settlement', and 'Advance'. A red box highlights the 'Create New' menu and its sub-items, with a red arrow pointing to the 'Advance' option. Below the menu is a table with columns: TONO, Type, Request, Date, Date, Auth. Official, Status, Status Date, Origin, Request ID, and Amount. The table has 'Previous' and 'Next' buttons. At the bottom, there are buttons for 'Retrieve', 'View / Modify', 'Delete', 'Help', 'Release to AO', 'Print', and 'Find'.

BUNNY, BUG

Wizard Mode

T-PAX Inbox

View: Traveler

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

Authorization
Settlement
Advance

TONO	Type	Request	Date	Date	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The **Create New** function allows you to:

- Create a set of orders (an Authorization)
- Submit a Travel Claim (a Settlement)
- Request Advance funds (an Advance)

Retrieve View / Modify Delete Help

Release to AO Print Find

Tools

The screenshot shows the 'T-PAX Inbox' application interface. At the top left, it says 'BUNNY, BUG' and 'Wizard Mode'. The main title is 'T-PAX Inbox'. Below the title, there are navigation links: 'Profile and History', 'Create New', 'Tools', 'Passwords', and 'Rates'. The 'Tools' menu is highlighted with a red box, and a red arrow points from it to the 'Change Passwords' dialog box. The dialog box has two columns: 'Change Login Password' and 'Change Secondary Password'. Each column has three input fields: 'Current', 'New', and 'Re-enter'. At the bottom of the dialog are 'Update Password', 'Cancel', and 'Help' buttons. A 'CLOSE X' button is also visible at the bottom right of the dialog. Below the dialog, there is a table with columns: 'TONO', 'Type of Request', 'Start Date', 'End Date', 'Category', 'Auth. Official', and 'Status'. Below the table are 'Previous' and 'Next' buttons. At the bottom of the main window, there are buttons for 'Retrieve', 'View / Modify', 'Delete', 'Help', 'Release to AO', 'Print', and 'Find'.

Change Passwords

Change Login Password

Current Login Password

New Login Password

Re-enter Login Password

Change Secondary Password

Current secondary password

New secondary password

Re-enter secondary password

Update Password Cancel Help

CLOSE X

The Change Passwords screen allows you to change both your Login and Secondary passwords:

- Must be 9 Characters
- At least 1 Alpha / 1 Numeric
- At least 1 Upper case
- The first character cannot be a number

Retrieve View / Modify Delete Help

Release to AO Print Find

Help

BUNNY, BUG View: Traveler

Wizard Mode

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The [Help](#) function opens a new window with basic information.

Retrieve View / Modify Delete **Help**

Release to A/O Print Find

Find

BUNNY, BUG View: Traveler

Wizard Mode

[Reservations] [Regulations] [Currency]

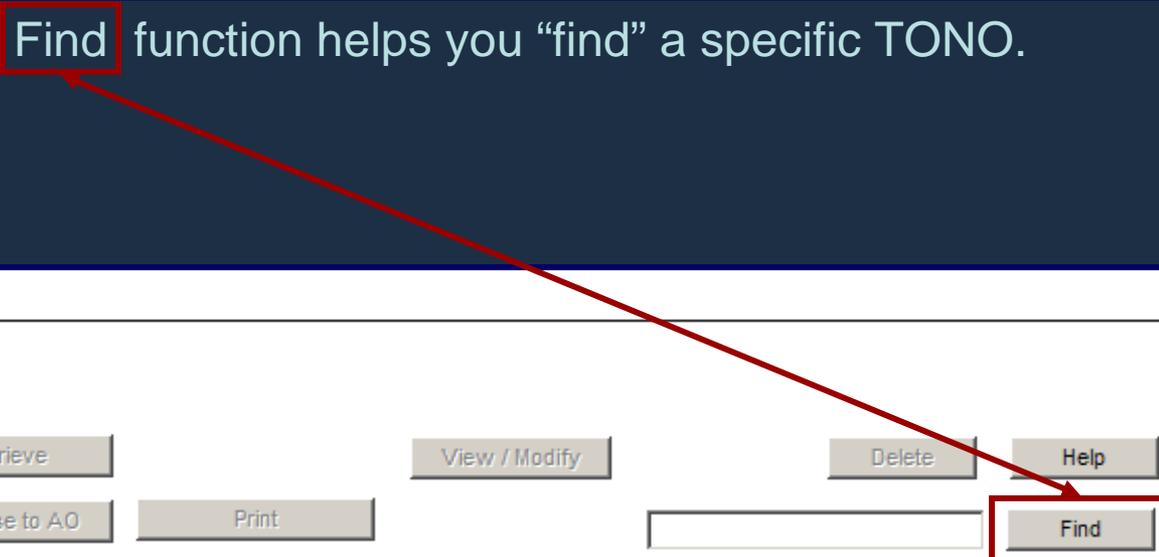
Profile and History » Create New » Tools » Logout

TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status	Status Date	Origin	Request ID	Amount
Previous Next										

The **Find** function helps you “find” a specific TONO.

Retrieve View / Modify Delete Help

Release to AO Print Find



Thank you for completing the

Web-based T-PAX

Inbox Functionality

Presentation

Web~Based T~Pax

Authorizations:

Orders/Request for Travel



Applicable Links

- [JFTR / FTR \(Policy\)](#)
- [T-Pax On-line Guide \(How to...\)](#)
- [PPC \(Travel\)](#)
- [PPC \(Customer Care\)](#)



Create this order...

- In this section, the TONO is selected.
- If a set of orders has not been created in T-Pax, enter the new TONO, then...
- Press the **Create this order...** button.

BUNNY, BUG Travel Order Selection View: Traveler

Please select the order you wish to work with. If the travel order you wish to work with has already been entered into the T-PAX system then you will find it in the list below. Click on the travel order number to move to the next step.

Orders already entered into T-PAX

Order Number	Category	Start Date	End Date
--------------	----------	------------	----------

If the travel order number your are looking for does not appear in the list above then it has not yet been entered into T-PAX and you will need to create it. Enter the travel order number (TONO) you have been assigned in the space below and click the Create button. You will be directed through the steps necessary to create the travel order.

Type of Order

- Click the drop-down for **Type of Order**.
- Select the appropriate option from the menu. For standard TDY orders, select **Normal**.

BUNNY, BUG Travel Order View: Traveler

Order Number

Certain travelers who travel under special circumstances occasionally are allowed to temporarily modify their Grade/Rank during their trip. This can affect the entitlements they are allowed to claim and how they are reimbursed for their travel expenses. If this option is available to you then you may wish to make that change now.

* Grade/Rank

You will now begin the process of creating a new or modifying an old travel order. The first step is to determine the type of travel that you will be performing.

* Type of Order

Many travelers receive their travel orders from systems outside of T-PAX. If you already have an order which were generated in another system then please enter the order number in the field below and T-PAX will only prompt you for the minimum amount of information required to compute your request.

Orders have already been created

Note: Required fields are marked with a red astrisk (*).

Order Dates

Enter the following dates:

- The **Issue Date** *(the Order Issuing Authority provided the orders.)*
- The **Begin Date**
- And either the **Number of Days** or the **End Date**

BUNNY, BUG Travel Order View: Traveler

Order Number

You are now ready to begin describing the travel order. First you must specify when the travel order was issued and when the travel will be performed.

* Issue Date	<input type="text" value="04/06/2009"/>	
* Begin Date	<input type="text" value="04/09/2009"/>	
Number of Days	<input type="text" value="3"/>	
* End Date	<input type="text" value="04/11/2009"/>	

Note: Required fields are marked with a red astrisk (*).

Purpose of Trip

- Click the drop-down for **Purpose of Trip**.
- Select the appropriate option from the menu. For this example, we have selected **Site Visit**.

BUNNY, BUG Travel Order View: Traveler

Order Number

This section allows you to describe the trip itself and who is paying for the trip. Only the fields marked with red astrisks are required.

Purpose of Trip	<input type="text" value="Site Visit"/>
Issuing Organization	<input type="text"/>
Paying Organization	<input type="text"/>
Funds	<input type="text" value="Coast Guard"/>

Note: Required fields are marked with a red asterisk (*).

Funding Options

- Select the appropriate options from the **Funds** drop-down menu.

Note: Unless otherwise directed, select **Coast Guard**.

BUNNY, BUG Travel Order View: Traveler

Order Number

This section allows you to describe the trip itself and who is paying for the trip. Only the fields marked with red astrisks are required.

Purpose of Trip	<input type="text" value="Site Visit"/>
Issuing Organization	<input type="text" value="5347400"/>
Paying Organization	<input type="text" value="5347400"/>
Funds	<input type="text" value="Coast Guard"/> <div style="border: 1px solid red; padding: 2px;"><ul style="list-style-type: none">Coast GuardCoast GuardOtherThe YardELCALC</div>

Note: Required fields are marked with a red astrisk (*).

Qtrs / Mess / Trans / Misc

- Select the appropriate items for each category:

– Quarters

– Messing

– Transportation

– Miscellaneous

BUNNY, BUG **Travel Order** View: Traveler

Order Number 1109235PBR123000

You can now specify the entitlements (general categories of travel expenses) which you will be allowed to claim during this trip.

Quarters	Messing
<input type="checkbox"/> Government (Use Directed)	<input type="checkbox"/> Government Rate (Military Only)
<input type="checkbox"/> Contract Quarters	<input type="checkbox"/> Mess is Directed for ALL three meals
<input checked="" type="checkbox"/> Commercial Lodging	<input type="checkbox"/> Proportional Rate Red. Per Diem
<input type="checkbox"/> Dual Lodging	<input type="checkbox"/> Reduced per diem (Mil.) 0
	<input checked="" type="checkbox"/> Commercial (full locality per diem) Red. Per Diem
	<input type="checkbox"/> Reduced Per Diem Authorized (Civ.) 0
	<input type="checkbox"/> No Per Diem Authorized (Civ.)
	<input type="checkbox"/> Actual Expense
	<input type="checkbox"/> Super Actual Expense Lodging Plus (300%)
	<input type="checkbox"/> Conference Per Diem (125%)
	<input type="checkbox"/> Actual Expense Lodging Plus (150%)

Transportation	Miscellaneous
<input type="checkbox"/> Gov't Procured Transportation	<input checked="" type="checkbox"/> Excess Baggage
Gov't Owned Conveyance: None	<input type="checkbox"/> Conference Fee
Priv. Owned Conveyance: None	<input type="checkbox"/> Official Comm. Fees
<input type="checkbox"/> POV is more advantageous to the Gov't	<input type="checkbox"/> Leave Authorized
POV not to exceed GTR of: 0	<input type="checkbox"/> Registration Fee
<input checked="" type="checkbox"/> Rental Car	<input type="checkbox"/> Remain Overnight for 0
Rental Upgrade: None	RON Location: Click to enter RON Location
	<input type="checkbox"/> One phone/day
	<input type="checkbox"/> Personal Phone NTE 0
	<input type="checkbox"/> Variations Authorized
	<input type="checkbox"/> Local Travel

Go Back... Continue to next step...

Hot Save Cancel Help

Note: Required fields are marked with a red asterisk (*).

Basic Orders Complete

BUNNY, BUG Travel Order View: Traveler

Order Number

The order is now complete. Please click on the Save button to save this order in T-PAX and continue the process of completing your travel request.

Note: Required fields are marked with a red asterisk (*).

The Orders Authorizations portion is now complete. Click the **Save** button to continue.

Begin Trip Specific Information

- Verify the information on this screen. If it is correct, click the **Continue** button.

BUNNY, BUG
1109235PBR123000

Authorization Request View: Traveler

Type of order: Covered from: to:

Type of Transaction:

You can now begin establishing your travel request. Please review your mailing address as it appears in your traveler profile. You can change your address below for the purposes of this one travel request. Any changes to your address apply only to this travel request and will not change your profile.

* Address 1:

Address 2:

* City:

* Country/State:

* Zip:

Note: Required fields are marked with a red astrick (*).

Define Trip Type ~ TDY

- With no itinerary entered, click the <==Add this entitlement button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Authorization Request

Type of order: Covered from: to:

Type of Transaction:

You may now enter all the travel expenses that you incurred during your trip. Select new entitlements from the drop down list and click the button to add them. You will be lead through the appropriate screens to collect all the necessary information. After an entitlement has been entered you may edit or delete it by clicking on the appropriate links.

Entitlement Type	Dates Encompassed	Status		
<input type="text" value="Temporary Duty Trip"/>				

When you are finished adding all your travel expenses you can click on the View button to see your estimated travel reimbursement.

Note: Required fields are marked with a red astrick (*).

POV Owner / Operator

- If any POV travel will be performed on these orders (i.e. To/From the airport), check the **Owner operator of POV** box if appropriate.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: <input type="text" value="1109235PBR123000"/>	Covered from: <input type="text" value="4/9/2009"/>
Type of order: <input type="text" value="Normal"/>	to: <input type="text" value="4/11/2009"/>

The first step to creating a trip is to determine what has been authorized. This might include the number of cars allowed, any restrictions on transportation, and who is being paid while traveling. Please complete the information below, then continue to the next step.

Owner operator of POV

Transportation Restrictions

Transportation Restrictions

- Click the drop-down to select the appropriate **Transportation Restrictions**.
- For this scenario, we have selected **Commercial (Rail / Air / Bus / Ship) Authorized**.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: <input type="text" value="1109235PBR123000"/>	Covered from: <input type="text" value="4/9/2009"/>
Type of order: <input type="text" value="Normal"/>	to: <input type="text" value="4/11/2009"/>

The first step to creating a trip is to determine what has been authorized. This might include the number of cars allowed, any restrictions on transportation, and who is being paid while traveling. Please complete the information below, then continue to the next step.

Owner operator of POV

Transportation Restrictions

Directed Use of Gov't Transportation Request

POC More Advantageous to the Government

POC Limited to Cost of Constructed Travel

POC in Lieu of Gov't Veh (Avail - Not Assigned)

POC in Lieu of Gov't Veh (Avail - Assigned to Agency)

Commercial (Rail/Air/Bus/Ship) Authorized

Government (Air Vehicle/Ship) Authorized

Directed Government Air

Directed Government Vehicle

Directed Use of Gov't Transportation Request

Duration of Travel

- Click the drop-down for **Duration of Travel**.
- For this example we have selected **Greater than or equal to 24 hours**.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: <input type="text" value="1109235PBR123000"/>	Covered from: <input type="text" value="4/9/2009"/>
Type of order: <input type="text" value="Normal"/>	to: <input type="text" value="4/11/2009"/>

Please choose the duration of this trip. Your selection here will determine what options will be available to you as you enter your itinerary.

Duration of travel:

No trip itinerary to be entered

Greater than or equal to 24 hours

Less than 24 hours with lodging

Less than 24 hours no lodging

Less than or equal to 12 hours

Add / Edit Itinerary

- Since no itinerary has been defined, click the **Add/Edit Itinerary** button.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: Covered from:
Type of order: to:

Your actual trip itinerary is listed below. If you have not yet added any legs to this trip then you should click on the Add button and enter the information for each leg of your trip. If your trip has already been entered and you are satisfied with the information you can simply click Continue to move to the next screen.

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	-------	---------	-------	-------

The Itinerary Page

- The dates pre-fill based on the dates entered on the Orders information previously given.
- To define your departure location, click the **Click to enter departure location** link.

BUNNY, BUG
TONO: 1109235PBR123000

View: Traveler

Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	-------	---------	-------	-------

Departure Date: 04/09/2009 Duty Day

Departure Location (click to edit): [Click to enter departure location...](#)

Method of Transportation: CP - Commercial Plane

Arrival Date: 04/09/2009 Duty Day

Arrival Location (click to edit): [Click to enter arrival location...](#)

Reason for Stop: AT - Awaiting Transportation

Is Local

Method of Reimbursement: LDP - Lodging Plus

Lodging Type: CQ - Commercial Quarters

Meals Type:

Lodging Cost: 0

Lodging Tax: 0

Miles: 0

Departure Location

- Start by entering the **Country/State** of departure.
- Then, enter the **City** of departure.
- When complete, click the **Accept** button.

Depart Location for this leg of travel

Country / State:	City:
<input type="text" value="KS KANSAS"/>	<input type="text" value="Topeka, Shawnee"/>
<input type="text" value="KS KANSAS"/> ▼	<input type="text" value="Topeka, Shawnee"/> ▼
County / Locality:	
<input type="text" value="Shawnee"/>	
<input type="text"/>	

CLOSE X

Method of Transportation

- Here is a listing of all transportation methods.
- For this scenario, we have selected **CP-Commercial Plane**.

BUNNY, BUG
TONO: 1109235PBR123000

Itinerary View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	-------	---------	-------	-------

Departure Date: 04/09/2009 Duty Day

Arrival Date: 04/09/2009 Duty Day

Departure Location (click to edit): Topeka, KS, Shawnee

Method of Transportation:

- CP - Commercial Plane
- PA - Private Auto
- PP - Private Plane
- PM - Private Motorcycle
- CA - Commercial Auto
- CP - Commercial Plane**
- CB - Commercial Bus
- CR - Commercial Rail
- CV - Commercial Vessel
- GA - Government Auto
- GP - Government Plane
- GB - Government Bus
- GM - Government Motorcycle
- GR - Government Rail
- GV - Government Vessel
- TP - Trans. Req. Plane
- TR - Trans. Req. Rail
- TB - Trans. Req. Bus
- TV - Trans. Req. Vessel
- AF - Alaskan Ferry System
- CS - Change Status

Is Local

Method of Reimbursement: LDP - Lodging Plus

Lodging Type: CQ - Commercial Quarters

Meals Type:

Lodging Cost: 0

Lodging Tax: 0

Miles: 0

Arrive Location

- The arrival location works similar to the depart location.
- Click the **Accept** button when finished.

Arrive Location for this leg of travel

Country / State:	City:
<input type="text" value="FL FLORIDA"/>	<input type="text" value="Miami, Dade"/>
<input type="text" value="FL FLORIDA"/>	<input type="text" value="Miami, Dade"/>

County / Locality:

<input type="text" value="Dade"/>
<input type="text"/>

CLOSE X

Reason for Stop

Reason Complete

- Now that the location has been selected, the Reason for Stop must be defined.

- Click the drop-down button for the Reason for Stop.

- These are the options available.

BUNNY, BUG
TONO: 1109235PBR123000

View: Traveler

Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	-------	---------------	-------

Departure Date: 04/09/2009 Duty Day

Departure Location (click to edit): Topeka, KS, Shawnee

Method of Transportation: CP - Commercial Plane

Arrival Date: 04/09/2009 Duty Day

Arrival Location (click to edit): Miami, FL, Dade

Reason for Stop: TD - Temporary Duty

Is Local

Method of Reimbursement: LDP - Lodging Plus

Lodging Type: CQ - Commercial Quarters

Meals Type: CM - Commercial Meals

Lodging Cost: 121.00

Lodging Tax: 0

Miles: 0

Method of Reimbursement

- The **Method of Reimbursement** defines the Per Diem types authorized.
- Refer to the JFTR for guidance on this selection.

BUNNY, BCC
TONO: 11092357RR123000

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	-------	---------	-------	-------

Departure Date: 04/09/2009	Departure Location (click to edit): Topeka, KS, Shawnee	<input type="checkbox"/> Is Local	Method of Transportation: CP - Commercial Plane	<input checked="" type="checkbox"/> Duty Day
Arrival Date: 04/09/2009	Arrival Location (click to edit): Miami, FL, Dade	Reason for Stop: TD - Temporary Duty	<input checked="" type="checkbox"/> Duty Day	

Method of Reimbursement:

- LDP - Lodging Plus
- GS - Government Ship
- FD - Field Duty
- SD - Sea Duty
- LT - Long Term TDY
- SP - Shore Patrol
- AE - Actual Expense (x150%)
- AELP - Actual Expense (x150%)/Meals LDP
- GRP - Group Travel
- FLPD - Flat Per Diem
- RedP - Reduced Fixed Diem
- NOPD - No Per Diem
- UNP - UN Peace Keeping
- INP - Inpatient in Hospital
- INPO - Inpatient Outside of Hospital
- REH - Rehabilitation Center
- CEFP - Corps of Eng. Floating Plant
- CMVS - Inland Commercial Vessel
- AF - Alaskan Ferry
- HMPT - Home Port
- SAE - Actual Expense (x300%)
- SALP - Actual Expense (x300%)/Meals LDP
- CONF - Conference

Lodging Cost: 121.00
Lodging Tax: 0
Miles: 0

Lodging Type

- The three types of lodging available are noted in the drop-down for **Lodging Type**.

BUNNY, BUG
TONO: 1109235PBR123000

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
Departure Date: 04/09/2009		Departure Location (click to edit): Topeka, KS, Shawnee		<input type="checkbox"/> Is Local		Method of Reimbursement: LDP - Lodging Plus		Lodging Cost: 121.00		
<input checked="" type="checkbox"/> Duty Day		Method of Transportation: CP - Commercial Plane				Lodging Type: CQ - Commercial Quarters		Lodging Tax: 0		
Arrival Date: 04/09/2009		Arrival Location (click to edit): Miami, FL, Dade				GQ - Government Quarters Onbase				
<input checked="" type="checkbox"/> Duty Day		Reason for Stop: TD - Temporary Duty				GQO - Government Quarters Offbase				
						CM - Commercial Meals		Miles: 0		

Accept Leg Cancel Changes

Meals Type

- The **Meal Type** options are based off the Lodging Type selected.

BUNNY, BUC
TONO: 11092351RR123000

View: Traveler

Itinerary

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
------	----------	--------------	----------	-----	---------------	---------	-------	---------	-------	-------

Departure Date: 04/09/2009 <input checked="" type="checkbox"/> Duty Day	Departure Location (click to edit): Topeka, KS, Shawnee Method of Transportation: CP - Commercial Plane	<input type="checkbox"/> Is Local	Method of Reimbursement: LDP - Lodging Plus	Lodging Cost: 121.00
Arrival Date: 04/09/2009 <input checked="" type="checkbox"/> Duty Day	Arrival Location (click to edit): Miami, FL, Dade Reason for Stop: TD - Temporary Duty	Lodging Type: CQ - Commercial Quarters	Meals Type: CM - Commercial Meals	Lodging Tax: 0
				Miles: 0

Return Trip

- Complete all subsequent legs of your trip the same as the first leg.
- As you can see, this itinerary is now **Mission Complete**.

BUNNY, BUG
TONO: 1109235PBR123000

View: Traveler

Itinerary

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles		
4/9/2009	DEP	Topeka, KS, Shawnee	CP	<input checked="" type="checkbox"/>	NONE	<input type="checkbox"/>							
4/9/2009	ARR	Miami, FL, Dade	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	121.00	0.00	0		

Departure Date: 04/10/2009	Departure Location (click to edit): Miami, FL, Dade	<input type="checkbox"/> Is Local	Method of Reimbursement: LDP - Lodging Plus	Lodging Cost: 0
<input checked="" type="checkbox"/> Duty Day	Method of Transportation: CP - Commercial Plane		Lodging Type: CQ - Commercial Quarters	Lodging Tax: 0
Arrival Date: 04/10/2009	Arrival Location (click to edit): Topeka, KS, Shawnee		Meals Type:	Miles: 0
<input type="checkbox"/> Duty Day	Reason for Stop: MC - Mission Complete			

Return Itinerary Complete

- Now that the return trip is complete, click the **Accept Changes** button.

Note: You are still able to edit each leg at this point.

BUNNY, BUG
TONO: 1109235PBR123000

View: Traveler

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles		
4/9/2009	DEP	Topeka, KS, Shawnee	CP	<input checked="" type="checkbox"/>	NONE	<input type="checkbox"/>							
4/9/2009	ARR	Miami, FL, Dade	TD	<input checked="" type="checkbox"/>		LDP	CQ	CM	121.00	0.00	0	Edit Insert	Del
4/10/2009	DEP	Miami, FL, Dade	CP	<input checked="" type="checkbox"/>	NONE	<input type="checkbox"/>							
4/10/2009	ARR	Topeka, KS, Shawnee	MC	<input type="checkbox"/>			NLG		0.00	0.00	0	Edit Insert	Del

Add Leg

Hot Save **Accept Changes** Cancel Changes Help

Complete Itinerary

- With the trip itinerary complete, click the **Continue** button.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: Covered from:
Type of order: to:

Your actual trip itinerary is listed below. If you have not yet added any legs to this trip then you should click on the Add button and enter the information for each leg of your trip. If your trip has already been entered and you are satisfied with the information you can simply click Continue to move to the next screen.

Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
4/9/2009	DEP	Topeka, KANSAS	CP	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	CM	<input type="text" value="121.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
4/9/2009	ARR	Miami, FLORIDA	TD	<input checked="" type="checkbox"/>							
4/10/2009	DEP	Miami, FLORIDA	CP	<input checked="" type="checkbox"/>		<input type="checkbox"/>	NL		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
4/10/2009	ARR	Topeka, KANSAS	MC	<input type="checkbox"/>							

Back... Continue... Add / Edit Trip Itinerary

Hot Save Cancel Help

Begin Reimbursable Expenses

- To begin entering reimbursable expenses, click the **Add/Edit Trip Expenses** button.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: Covered from:
Type of order: to:

This screen shows a list of reimbursable travel expenses that have been entered for this trip. If this is a new trip and you have reimbursable expenses that need to be claimed simply click on the Add button below. When this list contains all the expenses you wish to claim you may click on the Continue button to move to the next screen.

Date	Description	Claimed

Selection of Reimbursable Items

- To choose an item, click the drop-down for **Expense Description**.
- Your options are provided. You must select from these items.

The screenshot shows a software interface with a header bar containing "BUNNY, BUG" and "TONO: 110923". Below the header is a form with a "Date" field containing "04/09/20". A large red box highlights a list of reimbursable items, which is divided into two columns. The left column is titled "ACTUAL EXPENSE FOR DEPENDENTS" and the right column is titled "PARKING".

ACTUAL EXPENSE FOR DEPENDENTS	PARKING
AIRFARE	PASSPORT FEES
AIRFARE SERVICE FEE	PCS ONLY - INCIDENTAL EXPENSES
AIRPORT DEPARTURE TAX	PER DIEM 25 PERCENT TONO 2 TONO
ATM WITHDRAW FEE	PER DIEM FOR FY CROSSOVER
AUTO MILEAGE	PSC ONLY-EVAC DEP LODG
AUXILIARY MEMBERS FUEL EXPENS	REDUCED MILEAGE AT .125 PER MILE
BAGGAGE CHARGE GOVERNMENT	REDUCED MILEAGE AT .285 PER MILE
BUSFARE	REGISTRATION FEE
COMMUNICATION SVC CHG FAX PH	RENTAL VEHICLE
CONFERENCE FEE	RESERVE LODGING CONTINUITY
CONST. COST OF GTR	RESERVE PER DIEM 25 PERCENT ON DOC
CURRENCY CONVERSION FEE	RESPONDER - GASOLINE CANS
DEPN PER DIEM 11 YRS AND YOUNGER	RESPONDER - MATTRESS-COTS-BEDS
DEPN PER DIEM 12 YRS AND OLDER	RESPONDER - SLEEPING BAGS-BLANKET
DUAL LODGING COST	RESPONDER - WASH CLOTHES-TOWELS
DUAL-CONTINUITY LODGING TAX	RESPONDER FLASHLIGHTS-BATTERIES
ENERGY SURCHARGE	SEMINAR FEES
EQUIPMENT STORAGE	TAX/VLMO
EXCHANGE RATE FEE	TELEPHONE
FARE/TOLLS	TELEPHONE CALLS LOCAL
FERRY EXPENSES	TELEPHONE CALLS LONG DISTANCE
FUEL FOR RENTAL VEHICLE ONLY	TIP - SKYCAP FOR MILITARY ONLY
GARS - GOVT ADMIN RATE SUP	TIP - TAXI
GOVT CHARGE CARD DELIVER FEE	TOLLS
INDUSTRIAL SITE LODGING	TRAINFARE
LAUNDRY EXPENSE - CONUS ONLY	TRAVEL SERVICE FEE
LOCAL MILEAGE	TRAVELERS CHECK FEE
LODGING - TONO 2 TONO TRANSITION	TRIP INSURANCE
NONREFUNDABLE ROOM DEPOSIT	WITNESS FEE

Other visible elements include a "Help" button and the text "ew: Traveler" on the right side of the interface.

Sample Selection

- Note the comment provided when selecting an amount.
- Once you have selected an expense, enter the amount to be claimed then click the **Accept Expense** button.

BUNNY, BUG
TONO: 1109235PBR123000

Reimbursable Expenses View: Traveler

Date	Description	Claimed	IBOP		
04/09/2009	AIRFARE	400.00			
	AIRFARE				

Enter the amount (or number of miles) of expense claimed by the traveler

Accept Expense Cancel Changes

Help

Reimbursables Claimed

- Once an item has been entered it can be seen itemized.
- To add more items, click the **Add Expense** button.
- Once all items have been entered, click the **Accept Change** button.

BUNNY, BUG
TONO: 1109235PBR123000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed	IBOP		
04/09/2009	AIRFARE	400.00	CUS	Edit	Delete
04/09/2009	AIRFARE SERVICE FEE	12.50	CUS	Edit	Delete
04/09/2009	AUTO MILEAGE	150.00	CUS	Edit	Delete
04/09/2009	GARS - GOVT ADMIN RATE SUP	20.00	CUS	Edit	Delete
04/09/2009	PARKING	25.00	CUS	Edit	Delete
04/09/2009	RENTAL VEHICLE	250.00	CUS	Edit	Delete
04/09/2009	FUEL FOR RENTAL VEHICLE ONLY	40.00	CUS	Edit	Delete
04/09/2009	TOLLS	4.50	CUS	Edit	Delete

Hot Save **Accept Changes** Cancel Changes Help Add Expense

All Claimed Reimbursables

- This shows a listing of all reimbursable items for review.

If everything is correct, click the **Continue** button.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: Covered from:
Type of order: to:

This screen shows a list of reimbursable travel expenses that have been entered for this trip. If this is a new trip and you have reimbursable expenses that need to be claimed simply click on the Add button below. When this list contains all the expenses you wish to claim you may click on the Continue button to move to the next screen.

Date	Description	Claimed
4/9/2009	AIRFARE	400.00
4/9/2009	AIRFARE SERVICE FEE	12.50
4/9/2009	AUTO MILEAGE	150.00
4/9/2009	GARS - GOVT ADMIN RATE SUP	20.00
4/9/2009	PARKING	25.00
4/9/2009	RENTAL VEHICLE	250.00
4/9/2009	FUEL FOR RENTAL VEHICLE ONLY	40.00
4/9/2009	TOLLS	4.50

Trip Information Complete

- Now that all trip information has been completed, click the **Save this trip...** button.

BUNNY, BUG View: Traveler

Temporary Duty Trip

TONO: <input type="text" value="1109235PBR123000"/>	Covered from: <input type="text" value="4/9/2009"/>
Type of order: <input type="text" value="Normal"/>	to: <input type="text" value="4/11/2009"/>

You have now completed entering all the information for this trip. You may now save this trip as part of your travel request and return to the main request screen.

View Computations

- To see a breakdown of the entitlements, click the **Continue to view computations** button.
- Here is the financial summary with total obligation.

BUNNY, BUG
1109235PBR123000

View: Traveler

Authorization Request

Type of order: Covered from: to:

Type of Transaction:

Below is a financial summary of your travel request and the amount you are due for your travel advance.

Description	Total
Memb/Emp TDY Per Diem	209.50
Memb/Emp Transportation	834.50

Total Obligation

Uncollected

Computed Split

Note: Required fields are marked with a red asterisk (*).

Modify Accounting

- Since no accounting string has been entered, click the **Modify Accounting** button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Authorization Request

Type of order: Covered from: to:

Type of Transaction:

Certain employers require the traveler to include accounting information with their travel claim. This information is used to obtain the funds necessary to pay the travel expenses. If your employer requires this information then you will have been provided with instructions on what data to enter. To enter or edit accounting information simply click on the Modify Accounting button.

Db/Cr	Classification String	Amount
-------	-----------------------	--------

Note: Required fields are marked with a red astrick (*).

CG Accounting

- A partially completed accounting line will appear.
- Here is a completed accounting line. Click the **Accept Line** button.
- Now, click the **Accept Changes** button.

BUNNY, BUG
TONO: 1109235PBR123000

View: Traveler

CG Accounting

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		
1109235PBR123000	2	P	901	299	21	0	RA	78045	2100	1044.00	Edit	Del

CG Accounting Complete

- Review the Accounting String entered.
- Then, click the **Continue** button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Authorization Request

Type of order: Covered from: to:

Type of Transaction:

Certain employers require the traveler to include accounting information with their travel claim. This information is used to obtain the funds necessary to pay the travel expenses. If your employer requires this information then you will have been provided with instructions on what data to enter. To enter or edit accounting information simply click on the Modify Accounting button.

Db/Cr	Classification String	Amount
Db	1109235PBR123000 2 P 901 299 21 0 RA 78045 2100	1,044.00

Note: Required fields are marked with a red asterisk (*).

Remarks

- Enter the appropriate **Remarks**.
- Then, click the **Continue** button.

BUNNY, BUG
1109235PBR123000

Authorization Request

View: Traveler

Type of order: Covered from: to:

Type of Transaction:

Occasionally there will be special circumstances surrounding particular travel expenses or other situations that should be explained to your Approving Official or the travel office. You may enter comments in the space provided below.

Enter Remarks here for Orders and Settlement. Purpose of Duty: Provide training.
Rental Car authorized.

Note: Required fields are marked with a red asterisk (*).

Ready to Save

- All aspects of the request have been entered. Click the **Save** button.

BUNNY, BUG
1109235PBR123000

Authorization Request View: Traveler

Type of order: Covered from: to:

Type of Transaction:

You have successfully completed your travel request. You are now ready to save this request and return to the main menu. If you feel that all your information has been entered correctly then please click on the Save button to save the request.

Note: Required fields are marked with a red astrick (*).

Selection to send to AO

- To select a specific TONO, check the appropriate **Checkbox**.
- Then, click the **Release to AO** button.

BUNNY, BUG View:

Wizard Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

	TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status
<input checked="" type="checkbox"/>	1109235PBR123000	Authorization	4/7/2009	4/10/2009	Normal		Entered into T-PAX

Previous Next

Retrieve View / Modify Delete Help

Release to AO Print Find

AO Selection

- The AO Selection screen shows. If you selected a default AO, that individual will show.
- Enter your Secondary Password, then click the **OK** button.

BUNNY, BUG View:

Wizard Mode

T-PAX Inbox

[\[Reservations\]](#) [\[Regulations\]](#) [\[Currency\]](#)

Your confirmation authenticates the data you are about to submit. This transaction provides facts and figures that creates a settlement basis...

WARNING

There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 32, Section 3729; and Title 10, Section 932 (UCMJ, Article 132).

Select an Authorizing Official

Enter Secondary Password

Authorization Complete

- Now, your Authorization is Awaiting AO Approval.

Click the **Logout** button.

The screenshot shows a web application interface for 'T-PAX Inbox'. At the top, the user is identified as 'BUNNY, BUG' and the view is set to 'Traveler'. There are navigation links for '[Reservations]', '[Regulations]', and '[Currency]'. A blue navigation bar contains 'Profile and History', 'Create New', 'Tools', and a 'Logout' button highlighted with a red box. A red arrow points from the 'Logout' button to the text 'Click the Logout button.' in the adjacent text block.

	TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status
<input type="checkbox"/>	1109235PBR123000	Authorization	4/7/2009	4/10/2009	Normal	KOYOTE, WYLIE	Awaiting AO Approval

Previous Next

Retrieve View / Modify Delete Help

Release to AO Print Find

Web~Based T~Pax

Thank you for completing the Web~Based T~Pax Authorizations presentation. If you have any questions, please contact PPC (Customer Care)

Web-Based T-Pax

Request for Advance

Create Request

- To request an advance, hover over the **Create New** option...
- Then click on **Advance**.

BUNNY, BUG
Wizard Mode

T-PAX Inbox
View: Traveler

[Reservations] [Regulations] [Currency]

Profile and History Create New » Tools » Logout

Authorization
Settlement
Advance

	Request	Date	Category	Auth. Official	Status
<input type="checkbox"/>	1109235PBR123000	4/9/2009	4/10/2009	Normal	Awaiting Transmission to HQ

Previous Next

Retrieve View / Modify Delete Help
Release to AO Print Find

Travel Order Selection

- To select the orders you want an advance for, click the **TONO**.

BUNNY, BUG View: Traveler

Travel Order Selection

Please select the order you wish to work with. If the travel order you wish to work with has already been entered into the T-PAX system then you will find it in the list below. Click on the travel order number to move to the next step.

Orders already entered into T-PAX

Order Number		Category	Start Date	End Date
1109235PBR123000	Del	Normal	4/9/2009	4/11/2009

If the travel order number your are looking for does not appear in the list above then it has not yet been entered into T-PAX and you will need to create it. Enter the travel order number (TONO) you have been assigned in the space below and click the Create button. You will be directed through the steps necessary to create the travel order.

Request - Screen 1

- Verify the information on this screen and click the **Continue...** button.

BUNNY, BUG View: Traveler
1109235PBR123000 **Advance Request**

Type of order: Covered from: to:
Type of Advance:

You can now begin establishing your travel request. Please review your mailing address as it appears in your traveler profile. You can change your address below for the purposes of this one travel request. Any changes to your address apply only to this travel request and will not change your profile.

* Address 1:
Address 2:
* City:
* Country/State:
* Zip:

Note: Required fields are marked with a red astrick (*).

Verify the Orders

- Verify the dates and type of duty trip, then click the **Continue to view computation...** button.

BUNNY, BUG
1109235PBR123000

Advance Request View: Traveler

Type of order: Covered from: to:

Type of Advance:

You may now enter all the travel expenses that you incurred during your trip. Select new entitlements from the drop down list and click the button to add them. You will be lead through the appropriate screens to collect all the necessary information. After an entitlement has been entered you may edit or delete it by clicking on the appropriate links.

	Entitlement Type	Dates Encompassed	Status		
Edit	Temporary Duty Trip	4/9/2009-4/10/2009	Validated Data	Delete	Calcs

When you are finished adding all your travel expenses you can click on the View button to see your estimated travel reimbursement.

Note: Required fields are marked with a red astrick (*).

Computed Advance

- Based on the input provided when requesting the orders, T-Pax has calculated the maximum advance authorized.

BUNNY, BUG **Advance Request** View: Traveler
1109235PBR123000

Type of order: Covered from: to:
Type of Advance:

Below is a financial summary of your travel request and the amount you are due for your travel advance.

Description	Entitlement	% Advanced	Calc. Adv. Amount
Memb/Emp M&IE Amount	88.50	80.00	70.80
Memb/Emp Lodging Amount	121.00	100.00	121.00
Memb/Emp Transportation	834.50	100.00	834.50

Computed Advance

Authorized Advance
Uncollected
Computed Split

Note: Required fields are marked with a red astrick (*).

Actual Amount Requested

- Enter the amount of advance requested...
...not to exceed the computed advance amount.
- Then, click the **Continue...** button.

BUNNY, BUG
1109235PBR123000

Advance Request

View: Traveler

Type of order: Covered from: to:

Type of Advance:

Below is a financial summary of your travel request and the amount you are due for your travel advance.

Description	Entitlement	% Advanced	Calc. Adv. Amount
Memb/Emp M&IE Amount	88.50	80.00	70.80
Memb/Emp Lodging Amount	121.00	100.00	121.00
Memb/Emp Transportation	834.50	100.00	834.50

Computed Advance

Authorized Advance

Uncollected

Computed Split

Note: Required fields are marked with a red asterisk (*).

Modify Accounting

- Advances require special accounting string information. This is generated automatically when you click the **Modify Accounting** button.

BUNNY, BUG View: Traveler
1109235PBR123000 **Advance Request**

Type of order: Covered from: to:
Type of Advance:

Certain employers require the traveler to include accounting information with their travel claim. This information is used to obtain the funds necessary to pay the travel expenses. If your employer requires this information then you will have been provided with instructions on what data to enter. To enter or edit accounting information simply click on the Modify Accounting button.

Db/Cr	Classification String	Amount
-------	-----------------------	--------

Note: Required fields are marked with a red astrick (*).

CG Accounting

- Many of the fields are filled with zeros. Since this is an advance, T-Pax will process it properly through FINCEN.
- Click the **Accept Changes** button.

BUNNY, BUG
TONO: 1109235PBR123000

CG Accounting View: Traveler

TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		
1109235PBR123000	2	X	000	000	00	0	ADV	00000	0000	200.00	Edit	Del

Classification String

- The complete classification string can now be seen.
- Click the **Continue** button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Advance Request

Type of order: Covered from: to:

Type of Advance:

Certain employers require the traveler to include accounting information with their travel claim. This information is used to obtain the funds necessary to pay the travel expenses. If your employer requires this information then you will have been provided with instructions on what data to enter. To enter or edit accounting information simply click on the Modify Accounting button.

Db/Cr	Classification String	Amount
Db	1109235PBR123000 2 X 000 000 00 0 ADV 00000 0000	200.00

Note: Required fields are marked with a red astrick (*).

Add Remarks

- Add to the remarks section that an advance is authorized.
- Click the **Continue** button.

BUNNY, BUG **Advance Request** View: Traveler
1109235PBR123000

Type of order: Covered from: to:
Type of Advance:

Occasionally there will be special circumstances surrounding particular travel expenses or other situations that should be explained to your Approving Official or the travel office. You may enter comments in the space provided below.

Enter Remarks here for Orders and Settlement. Purpose of Duty: Provide training. Rental Car authorized. Authorized a \$200.00 advance.

Note: Required fields are marked with a red asterick (*).

Successfully Completed

- Now that you have completed the request for advance, click the **Save** button.

BUNNY, BUG View: Traveler
1109235PBR123000 **Advance Request**

Type of order: Covered from: to:
Type of Advance:

You have successfully completed your travel request. You are now ready to save this request and return to the main menu. If you feel that all your information has been entered correctly then please click on the Save button to save the request.

Note: Required fields are marked with a red astrick (*).

Ready for AO

- Now that the status is Entered into T-Pax it can be sent to the AO just the same as the authorization.

BUNNY, BUG View:

T-PAX Inbox

Wizard Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

	TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status
<input type="checkbox"/>	1109235PBR123000	Authorization	4/9/2009	4/10/2009	Normal		Awaiting Transmission to HQ
<input type="checkbox"/>	1109235PBR123000	Advance	4/9/2009	4/10/2009	Normal		Entered into T-PAX

Previous Next

Retrieve View / Modify Delete Help

Release to AO Print Find

Thank you for completing the

Web-Based T-Pax

Request for Advance

Web-Based T-Pax



Submitting a Settlement

References

- JFTR / FTR (Policy)
- T-Pax On-line Guide (How to...)
- PSC (Travel)
- PSC (Customer Care)

Things to keep in mind...

- Several items to keep in mind when liquidating a Travel Settlement:
 - Even if items have not changed from your request, they should be reviewed for accuracy.
 - Ensure you have the correct items and amounts for reimbursable expenses.
 - You will need to verify your receipts.
 - Receipts may be uploaded individually or lumped together in one “.pdf” file.

Getting Started

- To get started, hover over the Create New menu item, then select Settlement from the options

BUNNY, BUG
Wizard Mode

T-PAX Inbox
View: Traveler

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

Authorization
Settlement
Advance

	TONC	Request	Date	Category	Auth. Official	Status
<input type="checkbox"/>	1109235PBR123000	Authorization	4/9/2009	4/10/2009	Normal	Awaiting Transmission to HQ
<input type="checkbox"/>	1109235PBR123000	Advance	4/9/2009	4/10/2009	Normal	Completed

Previous Next

Retrieve View / Modify Delete Help
Release to AO Print Find

Select a TONO

- To select the order you want to submit a settlement on, click on the Order Number.

BUNNY, BUG Travel Order Selection View: Traveler

Please select the order you wish to work with. If the travel order you wish to work with has already been entered into the T-PAX system then you will find it in the list below. Click on the travel order number to move to the next step.

Orders already entered into T-PAX

Order Number		Category	Start Date	End Date
1109235PBR123000	Del	Normal	4/9/2009	4/11/2009

If the travel order number your are looking for does not appear in the list above then it has not yet been entered into T-PAX and you will need to create it. Enter the travel order number (TONO) you have been assigned in the space below and click the Create button. You will be directed through the steps necessary to create the travel order.

Begin Review

- Verify the information on this page is correct, then click the **Continue...** button.

BUNNY, BUG
1109235PBR123000

Settlement Request View: Traveler

Type of order: Covered from: to:
Type of Settlement: Type of Partial:

You can now begin establishing your travel request. Please review your mailing address as it appears in your traveler profile. You can change your address below for the purposes of this one travel request. Any changes to your address apply only to this travel request and will not change your profile.

* Address 1:
Address 2:
* City:
* Country/State:
* Zip:

Note: Required fields are marked with a red astrick (*).

Verify Advances

- Verify the Advance taken against this set of orders. Add any additional advances such as Travelers' Checks. (Do not include cash advances taken against your Gov't Travel Charge Card.)
- Click the **Continue...** button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Settlement Request

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

A traveler is sometimes issued money in advance to their trip. If you received money in advance and it is not already listed below then you should click on the "Add/Edit" button and add that amount of the advance now.

Locked	Date	Type	Amount	
<input checked="" type="checkbox"/>	4/9/2009	Advance	200.00	Delete

Note: Required fields are marked with a red astrick (*).

Viewing / Modifying Itinerary

- To view or modify your itinerary, click the **Edit** link.
- If nothing changed, you may click the **Continue to view computation...** button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Settlement Request

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

You may now enter all the travel expenses that you incurred during your trip. Select new entitlements from the drop down list and click the button to add them. You will be lead through the appropriate screens to collect all the necessary information. After an entitlement has been entered you may edit or delete it by clicking on the appropriate links.

	Entitlement Type	Dates Encompassed	Status		
Edit	Temporary Duty Trip	4/9/2009-4/10/2009	Unvalidated Data	Delete	Calcs

When you are finished adding all your travel expenses you can click on the View button to see your estimated travel reimbursement.

Note: Required fields are marked with a red astrick (*).

Computations Overview

- This screen provides a breakdown of entitlements and payments.

If it is correct, click the **Continue...** button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

Below is a financial summary of your travel request and the amount you are due for your travel reimbursement.

Some travelers prefer to apply a portion of their reimbursement directly to their government credit card. If you would like to apply a portion of the reimbursement you are due then you can enter that amount in the last field labeled 'Split Payment'.

Description	Total
Memb/Emp TDY Per Diem	209.50
Memb/Emp Transportation	834.50

Total Entitlement	<input type="text" value="1,044.00"/>
Deductions	<input type="text" value="0.00"/>
Partial Payments	<input type="text" value="0.00"/>
Amount Payable	<input type="text" value="1,044.00"/>
Advances	<input type="text" value="200.00"/>
Uncollected	<input type="text" value="0.00"/>
Due Employee	<input type="text" value="844.00"/>
Split Payment	<input type="text" value="0.00"/>
Computed Split	<input type="text" value="0.00"/>

Method of Payment Release Obligation

Note: Required fields are marked with a red asterisk (*).

Review Remarks

- Review your remarks. Add any necessary comments, then click the **Continue...** button.

BUNNY, BUG
1109235PBR123000

Settlement Request View: Traveler

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

Occasionally there will be special circumstances surrounding particular travel expenses or other situations that should be explained to your Approving Official or the travel office. You may enter comments in the space provided below.

Enter Remarks here for Orders and Settlement. Purpose of Duty: Provide training. Rental Car authorized.

Note: Required fields are marked with a red asterisk (*).

Modify Accounting

- You can correct Accounting String errors before submission.
- If you made any changes to your settlement, you must click **Modify Accounting**.
- If there are none, click the **Continue...** button.

BUNNY, BUG
1109235PBR123000

View: Traveler

Settlement Request

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

Certain employers require the traveler to include accounting information with their travel claim. This information is used to obtain the funds necessary to pay the travel expenses. If your employer requires this information then you will have been provided with instructions on what data to enter. To enter or edit accounting information simply click on the Modify Accounting button.

Db/Cr	Classification String	Amount
Db	1109235PBR123000 2 P 901 299 21 0 RA 78045 2100	1,044.00

Note: Required fields are marked with a red astrick (*).

Save your Settlement

- If everything is correct, click the **Save** button.

BUNNY, BUG
1109235PBR123000

Settlement Request Hot Saved View: Traveler

Type of order: Covered from: to:

Type of Settlement: Original Order

You have successfully completed your travel request. You are now ready to save this request and return to the main menu. If you feel that all your information has been entered correctly then please click on the Save button to save the request.

Note: Required fields are marked with a red astrick (*).

Certify Expenses

- A listing of all expenses that require a receipt will appear. Check each item to indicate certification.
- Once checked, click the **Certify** button.

	From Date	To Date	Description	Amount
<input checked="" type="checkbox"/>	4/9/2009		AIRFARE	400.00
<input checked="" type="checkbox"/>	4/9/2009		RENTAL VEHICLE	250.00
<input checked="" type="checkbox"/>	4/9/2009	4/10/2009	Lodging at Miami, FL FLORIDA	At least \$ 121.00

Buttons: Certify, Later, Cancel, Help

CLOSE X

Manage Images

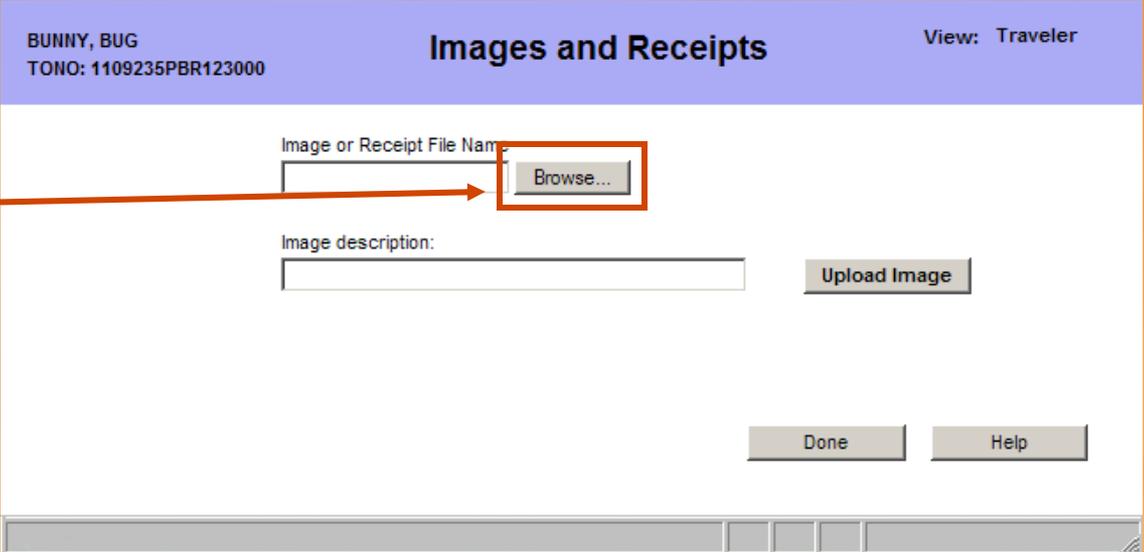
- To attach receipts, they must be scanned into a file. Multiple receipts may be scanned into one “.pdf” file for uploading.

Click the **Manage Images** button.

The screenshot shows a web application interface for a 'Settlement Request'. At the top, there is a header bar with the text 'BUNNY, BUG' and 'TONO: 1109235PBR123000' on the left, 'Settlement Request' in the center, and 'View: Traveler' and 'View Only' on the right. Below the header is a form with several fields: 'Type of order:' with a dropdown set to 'Normal', 'Covered from:' with a date field '4/9/2009', and 'to:' with a date field '4/11/2009'. Below these are 'Type of Settlement' and 'Type of Partial' dropdowns, both set to 'Final' and 'Not a Partial' respectively. A navigation bar below the form contains tabs for 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks'. The main content area contains address and contact information fields: '* Address 1:' with the value '444 SE QUINCY STREET', 'Address 2:', '* City:' with 'TOPEKA', '* Country/State:' with 'KS KANSAS', and '* Zip:' with '66683'. At the bottom of the form, there are several buttons: 'Next', 'Manage Images' (which is highlighted with a red box and an arrow from the text on the left), 'Receipts', 'OK', 'Cancel', and 'Help'.

Images and Receipts

- You will need to browse your files for the scanned files. Click the **Browse...** button.

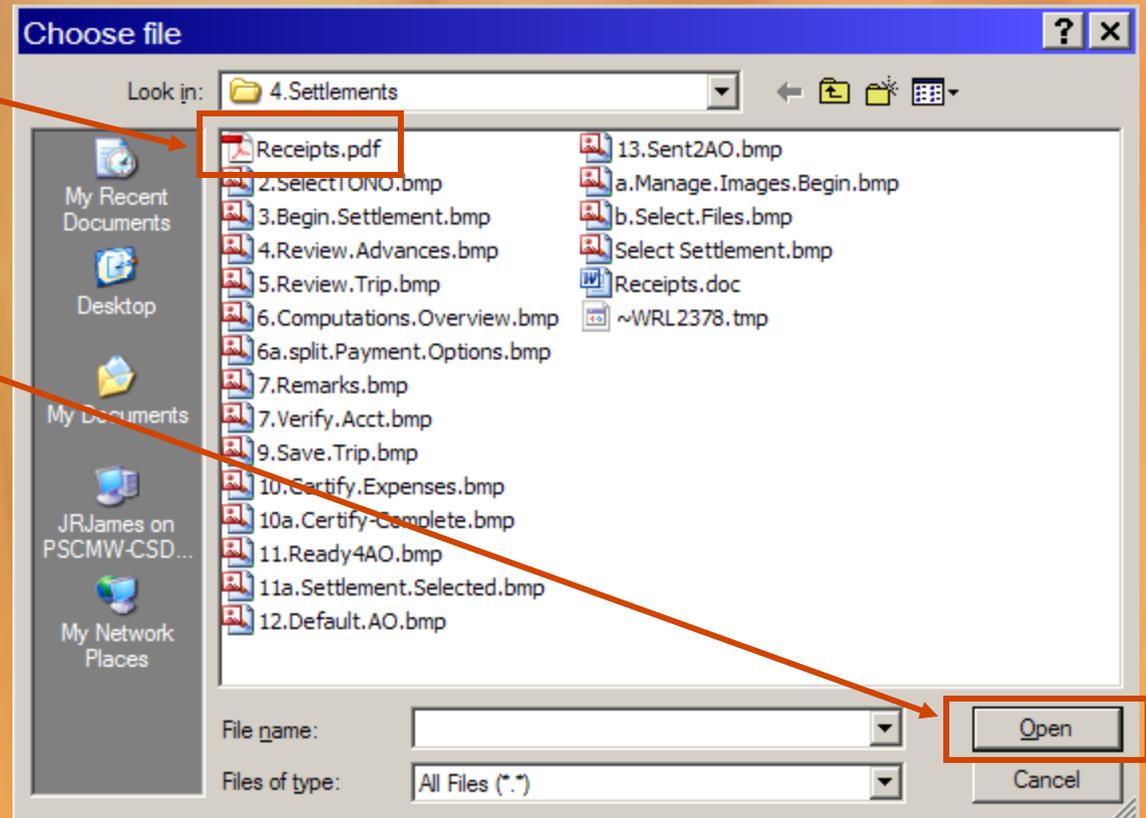


The screenshot shows a software interface titled "Images and Receipts". At the top left, it displays "BUNNY, BUG" and "TONO: 1109235PBR123000". At the top right, it says "View: Traveler". The main area contains a form with two input fields: "Image or Receipt File Name" and "Image description:". The "Image or Receipt File Name" field has a "Browse..." button next to it, which is highlighted with a red box. An orange arrow points from the text "Browse..." in the list item to this button. To the right of the "Image description:" field is an "Upload Image" button. At the bottom right of the form are "Done" and "Help" buttons. The interface has a light blue header bar and a white main content area.

Select File for upload

- Click the desired file, then click the **Open** button.

(You may also double-click the file for the same effect.)



Upload File

- Provide a description of the file to be uploaded.
- Then, click the **Upload Image** button.

BUNNY, BUG
TONO: 1109235PBR123000

Images and Receipts

View: Traveler

Image or Receipt File Name
\\PSCMS-FILE002\Users2\ Browse...

Image description:
Hotel and Misc. Receipts

Upload Image

Done Help

Upload Complete

- Once you have all of the files uploaded that you want, click the **Done** button.

BUNNY, BUG
TONO: 1109235PBR123000

Images and Receipts View: Traveler

Image or Receipt File Name

Image description:

Hotel and Misc. Receipts

 Adobe

[\[Delete Image\]](#)

Ready for Submission

- That that everything has been completed, click the **OK** button.

BUNNY, BUG **Settlement Request** View: Traveler
TONO: 1109235PBR123000 View Only

Type of order: Covered from: to:
Type of Settlement: Type of Partial:

Remit To Transactions Entitlements Computations Financial Remarks

* Address 1:
Address 2:
* City:
* Country/State:
* Zip:

Next Receipts Cancel Help

Ready for AO

- Check the appropriate box to Select the Settlement for Release to AO.
- Then, click the **Release to AO** button and follow the previous instruction for submission.

The screenshot shows the T-PAX Inbox interface. At the top, it displays 'BUNNY, BUG' and 'T-PAX Inbox'. There are navigation links for '[Reservations]', '[Regulations]', and '[Currency]'. A 'View:' dropdown menu is set to 'Traveler'. Below this is a navigation bar with 'Profile and History >', 'Create New >', 'Tools >', and 'Logout'.

	TONO	Type of Request	Start Date	End Date	Category	Auth. Official	Status
<input type="checkbox"/>	1109235PBR123000	Authorization	4/9/2009	4/10/2009	Normal		Awaiting Transmission to HQ
<input type="checkbox"/>	1109235PBR123000	Advance	4/9/2009	4/10/2009	Normal		Completed
<input checked="" type="checkbox"/>	1109235PBR123000	Settlement	4/9/2009	4/10/2009	Normal		Entered into T-PAX

Below the table is a 'Previous Next' section with a scroll bar. At the bottom, there are several buttons: 'Retrieve', 'View / Modify', 'Delete', 'Help', 'Release to AO' (highlighted with a red box), and 'Print'. There is also a search box and a 'Find' button.

Thank you for completing the

Web-Based T-Pax

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**Submitting a Settlement**

*Tutorial*

# Web-Based T-Pax

*Signature Proxy*

*Advance Signature Proxy*

*Proxy (Basic)*

*Unit Representative*

# Topics

Full Signature Proxy

Advance Signature Proxy

Proxy (Basic)

Unit Representative

# How to designate

BUNNY, BUG Traveler Profile View: Traveler

ID:  \* Name:  Last,  First

Personal Address Misc. Info **T-PAX Info**

To designate any of the authorities discussed in this presentation, the *MEMBER* must click on the appropriate link and select the specific individual.

**New Logon Password**  
Enter:   
Re-enter:

**New Secondary Password**  
Enter:   
Re-enter:

**Additional Information**

Default AO: [Click to select Default AO](#)

Unit Representative: [Click to select Unit Rep.](#) Date Proxy Expires:

Full: Signature Proxy: [Click to select Sig. Proxy.](#)

Advance Signature Proxy: [Click for Adv. Sig. Proxy.](#)

Note: Required fields are marked with a red astrick (\*).

# How to view files

KOYOTE, WYLIE

Wizard Mode

**T-PAX Inbox**

[Reservations] [Regulations] [Currency]

View: Traveler

- Traveler
- Proxy
- Auth. Official
- Unit Rep.
- Change Identity...

Profile and History » Create New » Tools »

| TONO          | Type of Request | Start Date | End Date | Category | Auth. Official | Status | Status Date | Origin | Request ID | Amount |
|---------------|-----------------|------------|----------|----------|----------------|--------|-------------|--------|------------|--------|
| Previous Next |                 |            |          |          |                |        |             |        |            |        |

To view a file as a Proxy or Unit Representative, the “View” must be changed. As discussed in the “AO” presentation, that is accomplished via this drop-down menu.

Retrieve View / Modify Delete Help

Release to AO Print

Find



# Full Signature Proxy

May submit Travel Authorization & Settlement to AO

May NOT serve as both Proxy and AO

Must be designated by the member

Once set, member does not need to log into T-Pax

The member is ultimately responsible

# Advance Signature Proxy

Used for Advances processed in T-Pax ONLY

Must be designated in writing by the command

Must be designated by the member

Only “1” advance for a given period is authorized

## Proxy (Basic)

May be any member at the same OPFAC

Can complete an authorization, but not forward to AO

Can complete a settlement, but not forward to AO

Cannot edit profile or see personal information

# Unit Representative

Designed for “unit” level customer service

Can “change” email and password

Can look at profile and travel history

Cannot “enter or modify” authorizations/settlements

Cannot see personal information

*Thank you for completing the*

# **Web-Based T-Pax**

*Proxy and Representative Tutorial*

# Web-Based T-Pax

Submitting a Supplemental  
Travel Settlement

# REMEMBER

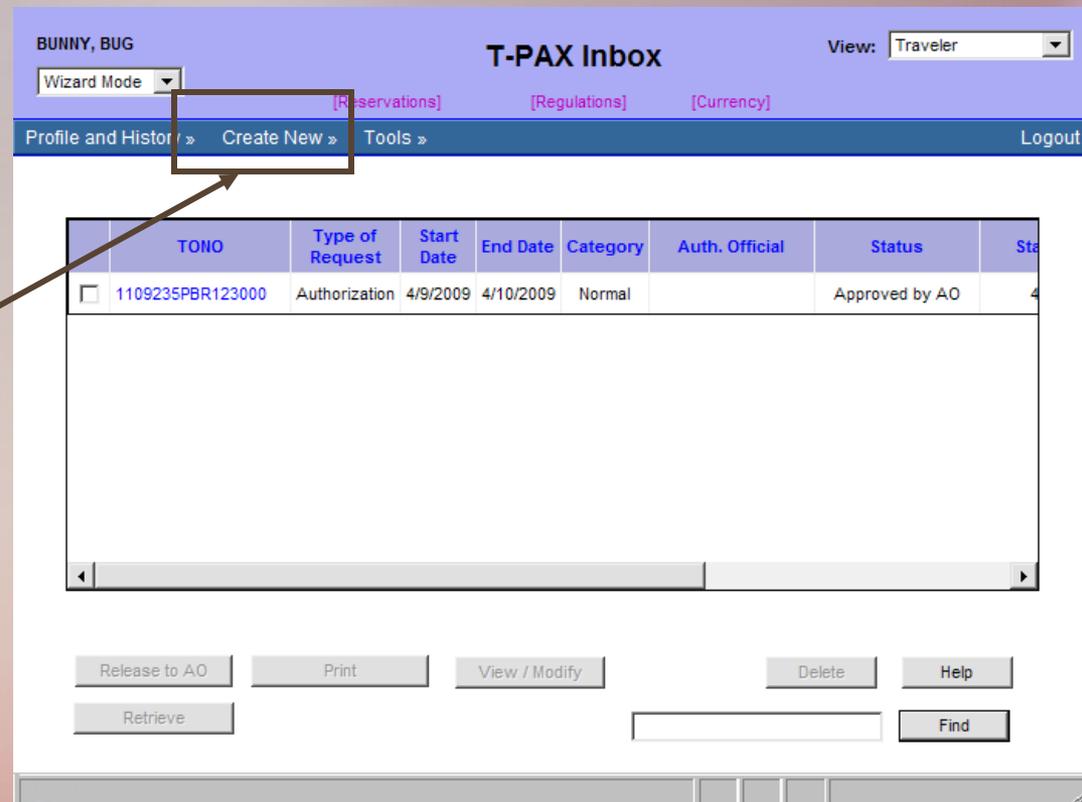
A Supplemental Travel Claim should be submitted as if it were an ORIGINAL claim.

Include all items such as reimbursable expenses, itinerary, etc. DO NOT delete items that are valid expenses.

Doing so will create an overpayment and may effect your pay.

# Getting Started

- To submit at Supplemental:
  - Log in to Web T-Pax using your CAC
  - Your Inbox should show
  - Click the Create New Menu Option



The screenshot displays the 'T-PAX Inbox' interface. At the top, it shows 'BUNNY, BUG' and 'T-PAX Inbox' with a 'View: Traveler' dropdown. Below this is a navigation bar with 'Wizard Mode' and links for '[Reservations]', '[Regulations]', and '[Currency]'. A secondary navigation bar contains 'Profile and History >', 'Create New >', and 'Tools >'. The 'Create New >' option is highlighted with a red box, and a red arrow points from the text 'Click the Create New Menu Option' in the list to this box. Below the navigation is a table with columns: TONO, Type of Request, Start Date, End Date, Category, Auth. Official, Status, and Sta. The table contains one row with the following data: 

| TONO                                      | Type of Request | Start Date | End Date  | Category | Auth. Official | Status         | Sta |
|-------------------------------------------|-----------------|------------|-----------|----------|----------------|----------------|-----|
| <input type="checkbox"/> 1109235PBR123000 | Authorization   | 4/9/2009   | 4/10/2009 | Normal   |                | Approved by AO | 4   |

 At the bottom of the interface, there are several buttons: 'Release to AO', 'Print', 'View / Modify', 'Delete', 'Help', 'Retrieve', and 'Find'.

# Select Settlement

- From the drop-down menu
  - Click on Settlement

The screenshot shows the T-PAX Inbox interface. At the top, it displays 'BUNNY, BUG' and 'T-PAX Inbox' with a 'View: Traveler' dropdown. Below this is a navigation bar with 'Wizard Mode' and links for '[Reservations]', '[Regulations]', and '[Currency]'. A main menu includes 'Profile and History', 'Create New', and 'Tools'. The 'Create New' dropdown is open, showing 'Authorization', 'Settlement' (highlighted with a red box), and 'Advance'. An arrow points from the text 'Click on Settlement' to this option. Below the menu is a table with columns: TON, Request, Date, Date, Category, Auth. Official, Status, and Sta. The table contains one row with the following data:

| TON                                       | Request       | Date     | Date      | Category | Auth. Official | Status         | Sta |
|-------------------------------------------|---------------|----------|-----------|----------|----------------|----------------|-----|
| <input type="checkbox"/> 1109235PBR123000 | Authorization | 4/9/2009 | 4/10/2009 | Normal   |                | Approved by AO | 4   |

At the bottom of the interface, there are several buttons: 'Release to AO', 'Print', 'View / Modify', 'Delete', 'Help', 'Retrieve', and 'Find'.

# Select TONO

- Click on the desired Order Number

BUNNY, BUG Travel Order Selection View: Traveler

Please select the order you wish to work with. If the travel order you wish to work with has already been entered into the T-PAX system then you will find it in the list below. Click on the travel order number to move to the next step.

Orders already entered into T-PAX

| Order Number     | Category   | Start Date | End Date  |
|------------------|------------|------------|-----------|
| 1109235PBR123000 | Del Normal | 4/9/2009   | 4/11/2009 |

If the travel order number your are looking for does not appear in the list above then it has not yet been entered into T-PAX and you will need to create it. Enter the travel order number (TONO) you have been assigned in the space below and click the Create button. You will be directed through the steps necessary to create the travel order.

# Address

- Ensure your address is correct, then click the Continue... button.

BUNNY, BUG  
1109235PBR123000

**Settlement Request** View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

You can now begin establishing your travel request. Please review your mailing address as it appears in your traveler profile. You can change your address below for the purposes of this one travel request. Any changes to your address apply only to this travel request and will not change your profile.

\* Address 1:

Address 2:

\* City:

\* Country/State:

\* Zip:

**Note:** Required fields are marked with a red asterisk (\*).

# Previous Submissions

- This screen shows the previous submissions to this TONO.
- Click the Continue... button.

BUNNY, BUG  
1109235PBR123000

View: Traveler

Settlement Request

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

A traveler is sometimes issued money in advance to their trip. If you received money in advance and it is not already listed below then you should click on the "Add/Edit" button and add that amount of the advance now.

| Locked                              | Date      | Type       | Amount   |        |
|-------------------------------------|-----------|------------|----------|--------|
| <input checked="" type="checkbox"/> | 4/9/2009  | Advance    | 200.00   | Delete |
| <input checked="" type="checkbox"/> | 4/16/2009 | Settlement | 1,044.00 | Delete |

**Note:** Required fields are marked with a red asterick (\*).

# Edit Trip Itinerary

- To modify any information the settlement must be edited.
- Click the Edit link

BUNNY, BUG  
1109235PBR123000

**Settlement Request** View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Type of Partial:

You may now enter all the travel expenses that you incurred during your trip. Select new entitlements from the drop down list and click the button to add them. You will be lead through the appropriate screens to collect all the necessary information. After an entitlement has been entered you may edit or delete it by clicking on the appropriate links.

| Entitlement Type                         | Dates Encompassed  | Status         |                                              |
|------------------------------------------|--------------------|----------------|----------------------------------------------|
| <a href="#">Edit</a> Temporary Duty Trip | 4/9/2009-4/10/2009 | Validated Data | <a href="#">Delete</a> <a href="#">Calcs</a> |

When you are finished adding all your travel expenses you can click on the View button to see your estimated travel reimbursement.

**Note:** Required fields are marked with a red astrick (\*).

# Transportation

- If the method of transportation has changed, make the necessary adjustments.
- Once correct, click the **Continue...** button

BUNNY, BUG Temporary Duty Trip View: Traveler

|                                                     |                                                     |
|-----------------------------------------------------|-----------------------------------------------------|
| TONO: <input type="text" value="1109235PBR123000"/> | Covered from: <input type="text" value="4/9/2009"/> |
| Type of order: <input type="text" value="Normal"/>  | to: <input type="text" value="4/11/2009"/>          |

The first step to creating a trip is to determine what has been authorized. This might include the number of cars allowed, any restrictions on transportation, and who is being paid while traveling. Please complete the information below, then continue to the next step.

Owner operator of POV

Transportation Restrictions

# Duration of Travel

- If the duration of travel has changed, click the drop-down and change to indicate the appropriate duration.
- Once correct, click the **Continue...** button.

The screenshot shows a web form titled "Temporary Duty Trip" for user "BUNNY, BUG". The form includes fields for "TONO" (1109235PBR123000), "Type of order" (Normal), "Covered from" (4/9/2009), and "to" (4/11/2009). A message box instructs the user to "Please choose the duration of this trip. Your selection here will determine what options will be available to you as you enter your itinerary." Below this, the "Duration of travel" is set to "Greater than or equal to 24 hours" via a dropdown menu. At the bottom, there are two buttons: "Back..." and "Continue...". The "Continue..." button is highlighted with a black border, and a brown arrow points from the text "Continue..." in the list above to this button. Other navigation buttons at the bottom include "Hot Save", "Exceptions", "Occasionals", "Cancel", and "Help".

# Trip Itinerary

- If there are changes to the actual itinerary, click the **Add/Edit Itinerary** button.
- Otherwise, click the **Continue...** button

BUNNY, BUG Temporary Duty Trip View: Traveler

TONO:  Covered from:   
Type of order:  to:

Your actual trip itinerary is listed below. If you have not yet added any legs to this trip then you should click on the Add button and enter the information for each leg of your trip. If your trip has already been entered and you are satisfied with the information you can simply click Continue to move to the next screen.

| Date      | Location           | Trans Reason | Duty Day                            | IDL | Local? Method                | Lodging | Meals | Lodging                             | Taxes                             | Miles                          |
|-----------|--------------------|--------------|-------------------------------------|-----|------------------------------|---------|-------|-------------------------------------|-----------------------------------|--------------------------------|
| 4/9/2009  | DEP Topeka, KANSAS | CP           | <input checked="" type="checkbox"/> |     |                              |         |       |                                     |                                   |                                |
| 4/9/2009  | ARR Miami, FLORIDA | TD           | <input checked="" type="checkbox"/> |     | <input type="checkbox"/> LDP | CQ      | CM    | <input type="text" value="121.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0"/> |
| 4/10/2009 | DEP Miami, FLORIDA | CP           | <input checked="" type="checkbox"/> |     |                              |         |       |                                     |                                   |                                |
| 4/10/2009 | ARR Topeka, KANSAS | MC           | <input type="checkbox"/>            |     | <input type="checkbox"/>     | NL      |       | <input type="text" value="0.00"/>   | <input type="text" value="0.00"/> | <input type="text" value="0"/> |

# Reimbursable Items

- To edit or add a reimbursable expense, click the **Add/Edit Trip Expense** button.

BUNNY, BUG Temporary Duty Trip View: Traveler

TONO:  Covered from:   
Type of order:  to:

This screen shows a list of reimbursable travel expenses that have been entered for this trip. If this is a new trip and you have reimbursable expenses that need to be claimed simply click on the Add button below. When this list contains all the expenses you wish to claim you may click on the Continue button to move to the next screen.

| Date     | Description                  | Claimed |
|----------|------------------------------|---------|
| 4/9/2009 | AIRFARE                      | 400.00  |
| 4/9/2009 | AIRFARE SERVICE FEE          | 12.50   |
| 4/9/2009 | AUTO MILEAGE                 | 150     |
| 4/9/2009 | GARS - GOVT ADMIN RATE SUP   | 20.00   |
| 4/9/2009 | PARKING                      | 25.00   |
| 4/9/2009 | RENTAL VEHICLE               | 250.00  |
| 4/9/2009 | FUEL FOR RENTAL VEHICLE ONLY | 40.00   |
| 4/9/2009 | TOLLS                        | 4.50    |

# Edit or Add Expense

- If a change is required to a reimbursable expense, click the appropriate **Edit** buttons.
- **Only** if an expense was claimed and should not have, click the appropriate **Delete** button.
- If an expense needs to be added, click the **Add Expense** button.

BUNNY, BUG  
TONO: 1109235PBR123000

View: Traveler

### Reimbursable Expenses

| Date     | Description                  | Claimed | Split                    | IBOP |                      |                        |
|----------|------------------------------|---------|--------------------------|------|----------------------|------------------------|
| 4/9/2009 | AIRFARE                      | 400.00  | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009 | AIRFARE SERVICE FEE          | 12.50   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009 | AUTO MILEAGE                 | 150     | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009 | GARS - GOV'T ADMIN RATE SUP  | 20.00   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009 | PARKING                      | 25.00   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009 | RENTAL VEHICLE               | 250.00  | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009 | FUEL FOR RENTAL VEHICLE ONLY | 40.00   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009 | TOLLS                        | 4.50    | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |

Was any airfare paid by a employee's travel card. If paid by Government Account, do not enter the airfare

**Add Expense**

Hot Save    Accept Changes    Cancel Changes    Help

# Add New Expense

- Enter information as if it were an original submission.
- If the Edit button had been clicked the Expense information would appear at the top of the screen.
- Click the **Accept Expense** button.

BUNNY, BUG  
TONO: 1109235PBR123000

Reimbursable Expenses

View: Traveler

| Date     | Description                  | Claimed | Split                    | IBOP |      |        |
|----------|------------------------------|---------|--------------------------|------|------|--------|
| 4/9/2009 | AIRFARE                      | 400.00  | <input type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | AIRFARE SERVICE FEE          | 12.50   | <input type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | AUTO MILEAGE                 | 150     | <input type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | GARS - GOVT ADMIN RATE SUP   | 20.00   | <input type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | PARKING                      | 25.00   | <input type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | RENTAL VEHICLE               | 250.00  | <input type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | FUEL FOR RENTAL VEHICLE ONLY | 40.00   | <input type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | TOLLS                        | 4.50    | <input type="checkbox"/> | CUS  | Edit | Delete |

Date: 04/09/2009  
Expense Description: BAGGAGE CHARGE GOVERNMENT  
Claimed: 30.00  
IBOP: UNITED STATES  
Split:   
BAGGAGE CHARGE GOVERNMENT  
UNITED STATES

Accept Expense Cancel Changes

Was any airfare paid by a employee's travel card. If paid by Government Account, do not enter the airfare

Help

# Expense Added

- The new expense can now be seen.
- Click the **Accept Changes** button.

BUNNY, BUG  
TONO: 1109235PBR123000

## Reimbursable Expenses

View: Traveler

| Date       | Description                  | Claimed | Split                    | IBOP |                      |                        |
|------------|------------------------------|---------|--------------------------|------|----------------------|------------------------|
| 4/9/2009   | AIRFARE                      | 400.00  | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009   | AIRFARE SERVICE FEE          | 12.50   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009   | AUTO MILEAGE                 | 150     | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009   | GARS - GOVT ADMIN RATE SUP   | 20.00   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009   | PARKING                      | 25.00   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009   | RENTAL VEHICLE               | 250.00  | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009   | FUEL FOR RENTAL VEHICLE ONLY | 40.00   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 4/9/2009   | TOLLS                        | 4.50    | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 04/09/2009 | BAGGAGE CHARGE GOVERNMENT    | 30.00   | <input type="checkbox"/> | CUS  | <a href="#">Edit</a> | <a href="#">Delete</a> |

Was any airfare paid by a employee's travel card. If paid by Government Account, do not enter the airfare

[Add Expense](#)

[Hot Save](#) [Accept Changes](#) [Cancel Changes](#) [Help](#)

# Edits Complete

- Now that the new expense has been added, click the **Continue...** button.

BUNNY, BUG View: Traveler

### Temporary Duty Trip

TONO:  Covered from:   
Type of order:  to:

This screen shows a list of reimbursable travel expenses that have been entered for this trip. If this is a new trip and you have reimbursable expenses that need to be claimed simply click on the Add button below. When this list contains all the expenses you wish to claim you may click on the Continue button to move to the next screen.

| Date     | Description                  | Claimed |
|----------|------------------------------|---------|
| 4/9/2009 | AIRFARE                      | 400.00  |
| 4/9/2009 | AIRFARE SERVICE FEE          | 12.50   |
| 4/9/2009 | AUTO MILEAGE                 | 150     |
| 4/9/2009 | GARS - GOV'T ADMIN RATE SUP  | 20.00   |
| 4/9/2009 | PARKING                      | 25.00   |
| 4/9/2009 | RENTAL VEHICLE               | 250.00  |
| 4/9/2009 | FUEL FOR RENTAL VEHICLE ONLY | 40.00   |
| 4/9/2009 | TOLLS                        | 4.50    |
| 4/9/2009 | BAGGAGE CHARGE GOVERNMENT    | 30.00   |

# Save the Changes

- To save the changes, click the **Save this trip...** button

The screenshot shows a web interface for a 'Temporary Duty Trip'. At the top left, it says 'BUNNY, BUG'. The title is 'Temporary Duty Trip' and the view is 'Traveler'. The form contains several input fields: 'TONO:' with the value '1109235PBR123000', 'Type of order:' with the value 'Normal', 'Covered from:' with the value '4/9/2009', and 'to:' with the value '4/11/2009'. Below these fields is a message box that reads: 'You have now completed entering all the information for this trip. You may now save this trip as part of your travel request and return to the main request screen.' At the bottom of the form, there are five buttons: 'Back...', 'Save this trip...', 'Hot Save', 'Exceptions', 'Occasionals', 'Cancel', and 'Help'. The 'Save this trip...' button is highlighted with a red box, and a red arrow points from the text in the list above to this button.

BUNNY, BUG Temporary Duty Trip View: Traveler

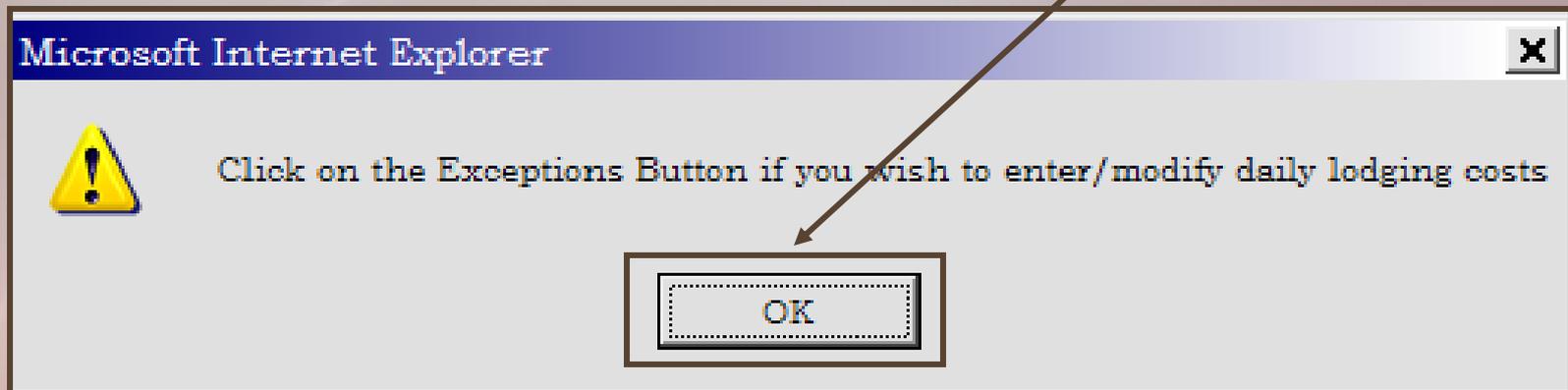
TONO: 1109235PBR123000 Covered from: 4/9/2009  
Type of order: Normal to: 4/11/2009

You have now completed entering all the information for this trip. You may now save this trip as part of your travel request and return to the main request screen.

Back... Save this trip... Hot Save Exceptions Occasionals Cancel Help

# Daily Exceptions

- Read this information bubble regarding daily expenses, then click the **OK** button.



# View Computations

- Since the Computations have changed, click the Continue to view computations button.

BUNNY, BUG  
1109235PBR123000

View: Traveler

Settlement Request

Type of order:  Covered from:  to:

Type of Settlement:  Original Order

You may now enter all the travel expenses that you incurred during your trip. Select new entitlements from the drop down list and click the button to add them. You will be lead through the appropriate screens to collect all the necessary information. After an entitlement has been entered you may edit or delete it by clicking on the appropriate links.

|                      | Entitlement Type    | Dates Encompassed  | Status         |                        |                       |
|----------------------|---------------------|--------------------|----------------|------------------------|-----------------------|
| <a href="#">Edit</a> | Temporary Duty Trip | 4/9/2009-4/10/2009 | Validated Data | <a href="#">Delete</a> | <a href="#">Calcs</a> |

When you are finished adding all your travel expenses you can click on the View button to see your estimated travel reimbursement.

**Note:** Required fields are marked with a red astrick (\*).

# Amount Due

- Now, the increase is shown in the Reimbursables, Total Entitlement block as well as the amount Due Employee block.

BUNNY, BUG  
1109235PBR123000

View: Traveler

Settlement Request

Type of order:  Covered from:  to:

Type of Settlement:  Original Order

Below is a financial summary of your travel request and the amount you are due for your travel reimbursement.

Some travelers prefer to apply a portion of their reimbursement directly to their government credit card. If you would like to apply a portion of the reimbursement you are due then you can enter that amount in the last field labeled 'Split Payment'.

| Description             | Total  |
|-------------------------|--------|
| Memb/Emp TDY Per Diem   | 209.50 |
| Memb/Emp Transportation | 834.50 |
| Memb/Emp Reimbursables  | 30.00  |

|                   |                                       |
|-------------------|---------------------------------------|
| Total Entitlement | <input type="text" value="1.074.00"/> |
| Deductions        | <input type="text" value="0.00"/>     |
| Partial Payments  | <input type="text" value="1.044.00"/> |
| Amount Payable    | <input type="text" value="30.00"/>    |
| Advances          | <input type="text" value="0.00"/>     |
| Uncollected       | <input type="text" value="0.00"/>     |
| Due Employee      | <input type="text" value="30.00"/>    |
| Split Payment     | <input type="text"/>                  |

Method of Payment

Release Obligation

**Note:** Required fields are marked with a red astrick (\*).

# Modify Accounting

- To balance the accounting information, click the **Modify Accounting** button.

BUNNY, BUG  
1109235PBR123000

View: Traveler

**Settlement Request**

Type of order:  Covered from:  to:

Type of Settlement:  Original Order

Certain employers require the traveler to include accounting information with their travel claim. This information is used to obtain the funds necessary to pay the travel expenses. If your employer requires this information then you will have been provided with instructions on what data to enter. To enter or edit accounting information simply click on the **Modify Accounting** button.

| Db/Cr | Classification String                            | Amount   |
|-------|--------------------------------------------------|----------|
| Db    | 1109235PBR123000 2 P 901 299 21 0 P A 78045 2100 | 1,044.00 |

**Note:** Required fields are marked with a red asterisk (\*).

# Accounting Line

- The accounting line now shows the added amount for this supplemental. Click the **Accept Changes** button.

BUNNY, BUG  
TONO: 1109235PBR123000

**CG Accounting** View: Traveler

| TONO             | Ag | R/D | Appr | Limit | Allt | Alc | ProgEle | CstAct | Obj  | Amount |      |     |
|------------------|----|-----|------|-------|------|-----|---------|--------|------|--------|------|-----|
| 1109235PBR123000 | 2  | P   | 901  | 299   | 21   | 0   | RA      | 78045  | 2100 | 30.00  | Edit | Del |

# Accounting Accepted

- With the new amount shown, click the **Continue...** button

BUNNY, BUG  
1109235PBR123000

View: Traveler

**Settlement Request**

Type of order:  Covered from:  to:

Type of Settlement:  Original Order

Certain employers require the traveler to include accounting information with their travel claim. This information is used to obtain the funds necessary to pay the travel expenses. If your employer requires this information then you will have been provided with instructions on what data to enter. To enter or edit accounting information simply click on the Modify Accounting button.

| Db/Cr | Classification String                           | Amount |
|-------|-------------------------------------------------|--------|
| Db    | 1109235PBR123000 2 P 901 299 21 0 RA 78045 2100 | 30.00  |

**Note:** Required fields are marked with a red astrick (\*).

# Remarks

- Anytime a supplemental is submitted it is a good idea to add a remark to explain the submission.
- When done, click the Continue... button

BUNNY, BUG  
1109235PBR123000

**Settlement Request** View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Original Order:

Occasionally there will be special circumstances surrounding particular travel expenses or other situations that should be explained to your Approving Official or the travel office. You may enter comments in the space provided below.

Enter Remarks here for Orders and Settlement. Purpose of Duty: Provide training.  
Rental Car authorized.

**Note:** Required fields are marked with a red astrick (\*).

# Save all Changes

- Now all changes can be made. Click the Save button.

BUNNY, BUG  
1109235PBR123000

**Settlement Request** View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Original Order

You have successfully completed your travel request. You are now ready to save this request and return to the main menu. If you feel that all your information has been entered correctly then please click on the Save button to save the request.

**Note:** Required fields are marked with a red astrick (\*).

# Certify Expenses

- Once again, all expenses requiring a receipt must be certified.
- Check the boxes, then click the **Certify** button.

|                                     | From Date | To Date   | Description                  | Amount             |
|-------------------------------------|-----------|-----------|------------------------------|--------------------|
| <input checked="" type="checkbox"/> | 4/9/2009  |           | AIRFARE                      | 400.00             |
| <input checked="" type="checkbox"/> | 4/9/2009  |           | RENTAL VEHICLE               | 250.00             |
| <input checked="" type="checkbox"/> | 4/9/2009  | 4/10/2009 | Lodging at Miami, FL FLORIDA | At least \$ 121.00 |

**Certify** Later Cancel Help

CLOSE X

# Inbox

- To verify the amount to be processed, click the right arrow button.
- You can see the \$30.00 payment.

BUNNY, BUG **T-PAX Inbox** View:

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

| Category | Auth. Official | Status             | Status Date | Origin | Request ID | Amount           |
|----------|----------------|--------------------|-------------|--------|------------|------------------|
| Normal   |                | Approved by AO     | 4/7/2009    | T-PAX  | 1096795664 | \$1,044.00 (est) |
| Normal   |                | Entered into T-PAX | 7/2/2009    | T-PAX  | 1096795950 | \$30.00 (est)    |

Release to AO Print View / Modify Delete Help

Retrieve  Find

# Release to AO

- Check the box to select the new Settlement.
- Then click the Release to AO button.

BUNNY, BUG  
Wizard Mode

T-PAX Inbox  
View: Traveler

[Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Logout

|                                     | TONO             | Type of Request | Start Date | End Date  | Category | Auth. Official | Status             | Sta |
|-------------------------------------|------------------|-----------------|------------|-----------|----------|----------------|--------------------|-----|
| <input type="checkbox"/>            | 1109235PBR123000 | Authorization   | 4/9/2009   | 4/10/2009 | Normal   |                | Approved by AO     | 4   |
| <input checked="" type="checkbox"/> | 1109235PBR123000 | Settlement      | 4/9/2009   | 4/10/2009 | Normal   |                | Entered into T-PAX | 7   |

Release to AO Print View / Modify Delete Help Retrieve Find

# Select AO

- Your default AO should appear. Click the name in the box.
- Enter your Secondary Password.
- Then click the OK button.

The screenshot shows a software window titled "T-PAX Inbox" with a blue header. The header contains "BUNNY, BUG" on the left, "Wizard Mode" in a dropdown menu, and "View: Traveler" on the right. Below the header are three links: "[Reservations]", "[Regulations]", and "[Currency]". The main content area contains a confirmation message: "Your confirmation authenticates the data you are about to submit. This transaction provides facts and figures that creates a settlement basis...". Below this is a red "WARNING" label and a text box stating: "There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 32, Section 3729; and Title 10, Section 932 (UCMJ, Article 132).". The "Select an Authorizing Official" dropdown menu is open, showing "KOYOTE, WYLIE" as the selected option. Below the dropdown is an "Enter Secondary Password" text box. At the bottom are "OK" and "Cancel" buttons. Three arrows from the text on the left point to the "KOYOTE, WYLIE" dropdown, the "Enter Secondary Password" box, and the "OK" button.

# Awaiting AO

- This supplemental settlement is now ready for the AO to take action.

BUNNY, BUG View:

**T-PAX Inbox**

[\[Reservations\]](#)   [\[Regulations\]](#)   [\[Currency\]](#)

Wizard Mode

Profile and History »   Create New »   Tools » Logout

|                          | TONO             | Type of Request | Start Date | End Date  | Category | Auth. Official | Status               | Sta |
|--------------------------|------------------|-----------------|------------|-----------|----------|----------------|----------------------|-----|
| <input type="checkbox"/> | 1109235PBR123000 | Authorization   | 4/9/2009   | 4/10/2009 | Normal   |                | Approved by AO       | 4   |
| <input type="checkbox"/> | 1109235PBR123000 | Settlement      | 4/9/2009   | 4/10/2009 | Normal   | KOYOTE, WYLIE  | Awaiting AO Approval | 7   |

◀ | ▶

Release to AO   Print   View / Modify   Delete   Help

Retrieve      Find

# **REMEMBER**

A Supplemental Travel Claim should be submitted as if it were an ORIGINAL claim.

Include all items such as reimbursable expenses, itinerary, etc. DO NOT delete items that are valid expenses.

Doing so will create an overpayment and may effect your pay.

**Thank you for completing the  
Web-Based T-Pax**

**Submitting a Supplemental  
Travel Settlement**

# Web-Based T-Pax

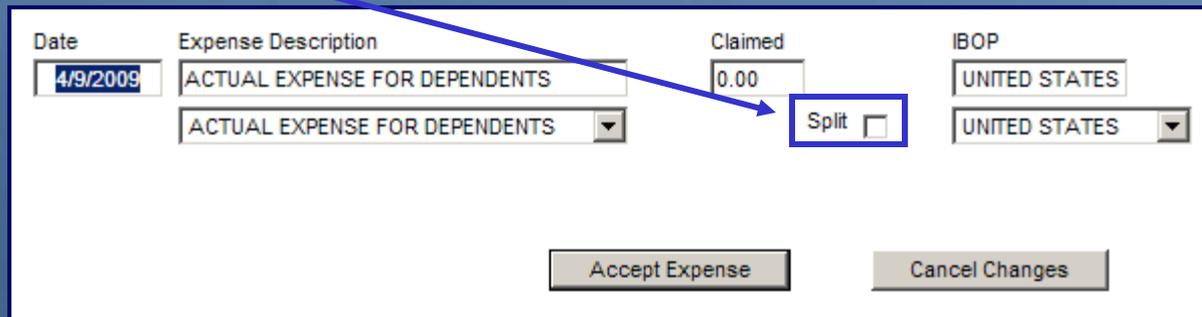
Split Disbursement

# Processing Split-Disbursement

- T-Pax has the ability to pre-calculate reimbursable expenses that should be placed on your **Government Travel Charge Card**.
- Since lodging (and applicable taxes) are claimed in the itinerary they are automatically factored into the calculation for Split-Disbursement.

# Selecting Items

- For T-Pax to factor a specific reimbursable expense for Split-Disbursement, check the “Split” box.



The screenshot shows a form with the following fields and controls:

| Date     | Expense Description           | Claimed                        | IBOP          |
|----------|-------------------------------|--------------------------------|---------------|
| 4/9/2009 | ACTUAL EXPENSE FOR DEPENDENTS | 0.00                           | UNITED STATES |
|          | ACTUAL EXPENSE FOR DEPENDENTS | <input type="checkbox"/> Split | UNITED STATES |

Buttons: Accept Expense, Cancel Changes

A blue arrow points from the text "Split" in the list item above to the "Split" checkbox in the form.

- The entire amount claimed will be sent to the **Government Travel Charge Card**.

# All Expenses Selected

- All of the desired items selected are now checked and ready for T-Pax to pre-calculate.
- If necessary, an item may be edited and the box unchecked.

BUNNY, BUG  
TONO: 1109235PBR123000

**Reimbursable Expenses** View: Traveler

| Date     | Description                  | Claimed | Split                               | IBOP |      |        |
|----------|------------------------------|---------|-------------------------------------|------|------|--------|
| 4/9/2009 | AIRFARE                      | 400.00  | <input checked="" type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | AIRFARE SERVICE FEE          | 12.50   | <input checked="" type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | AUTO MILEAGE                 | 150     | <input type="checkbox"/>            | CUS  | Edit | Delete |
| 4/9/2009 | GARS - GOV'T ADMIN RATE SUP  | 20.00   | <input checked="" type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | PARKING                      | 25.00   | <input type="checkbox"/>            | CUS  | Edit | Delete |
| 4/9/2009 | RENTAL VEHICLE               | 250.00  | <input checked="" type="checkbox"/> | CUS  | Edit | Delete |
| 4/9/2009 | FUEL FOR RENTAL VEHICLE ONLY | 40.00   | <input type="checkbox"/>            | CUS  | Edit | Delete |
| 4/9/2009 | TOLLS                        | 4.50    | <input type="checkbox"/>            | CUS  | Edit | Delete |
| 4/9/2009 | BAGGAGE CHARGE GOVERNMENT    | 30.00   | <input checked="" type="checkbox"/> | CUS  | Edit | Delete |

Was any airfare paid by a employee's travel card. If paid by Government Account, do not enter the airfare

# How Much to Split?

- T-Pax will provide the breakdown and the **Computed Split** based on the information you provided.
- You can enter the **Split Payment** amount desired

BUNNY, BUG  
1109235PBR123000

**Settlement Request** View: Traveler

Type of order:  Covered from:  to:

Type of Settlement:  Original Order

Below is a financial summary of your travel request and the amount you are due for your travel reimbursement.  
Some travelers prefer to apply a portion of their reimbursement directly to their government credit card. If you would like to apply a portion of the reimbursement you are due then you can enter that amount in the last field labeled 'Split Payment'.

| Description             | Total  |
|-------------------------|--------|
| Memb/Emp TDY Per Diem   | 209.50 |
| Memb/Emp Transportation | 834.50 |
| Memb/Emp Reimbursables  | 30.00  |

|                      |                                       |
|----------------------|---------------------------------------|
| Total Entitlement    | <input type="text" value="1,074.00"/> |
| Deductions           | <input type="text" value="0.00"/>     |
| Partial Payments     | <input type="text" value="0.00"/>     |
| Amount Payable       | <input type="text" value="1,074.00"/> |
| Advances             | <input type="text" value="0.00"/>     |
| Uncollected          | <input type="text" value="0.00"/>     |
| Due Employee         | <input type="text" value="1,074.00"/> |
| <b>Split Payment</b> | <input type="text" value="833.50"/>   |
| Computed Split       | <input type="text" value="833.50"/>   |

Method of Payment   Release Obligation

**Note:** Required fields are marked with a red asterisk (\*).

# Automatic Payment

By entering \$833.50 into the Split Payment block, T-Pax will process this amount for disbursement directly to the **Government Travel Credit Card** company, alleviating the need to issue a personal payment and delaying the process.

**The process will NOT issue a payment to a personal credit card!**

Thank you for completing the  
Web-based T-Pax  
Split-Disbursement  
presentation