

What's New in Web TPAX Version 6.16 upgrade

1. When the AO returns a travel claim, the traveler will receive an email notification of a returned claim. Traveler's need to periodically check their 'junk' e-mail folder. NOTE: If you receive an email from PPC it would be wise to read it, and if you have questions you should visit with your Approving Official. If you are not receiving emails, ensure that you have a valid email address within your profile.

MAJOR, SERGEANT View: Traveler

Traveler Profile

* SSN: * Name: Last , First Middle

Personal **Address** T-PAX Info

Mailing Address	Office Address
* Address-1: <input type="text" value="444 SE QUINCY ST"/>	Address-1: <input type="text" value="444 SE QUINCY ST"/>
Address-2: <input type="text"/>	Address-2: <input type="text"/>
* City: <input type="text" value="TOPEKA"/>	City: <input type="text" value="TOPEKA"/>
* State/Country: <input type="text" value="KS KANSAS"/>	State/Country: <input type="text" value="KS KANSAS"/>
<input type="text" value="KS KANSAS"/>	<input type="text" value="KS KANSAS"/>
* Zip Code: <input type="text" value="66683"/>	Zip Code: <input type="text" value="66683"/>
Phone: <input type="text" value="111-111-1111"/>	Phone: <input type="text" value="111-111-1111"/>

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 (*).

- When a travel claim has been returned from PPC production via IATS the traveler will receive an e-mail notifying them of a returned claim.
- AO's who are absent now have the option to reassign their AO duties to another AO for a specified period of time.

MAJOR, SERGEANT View: Auth. Official

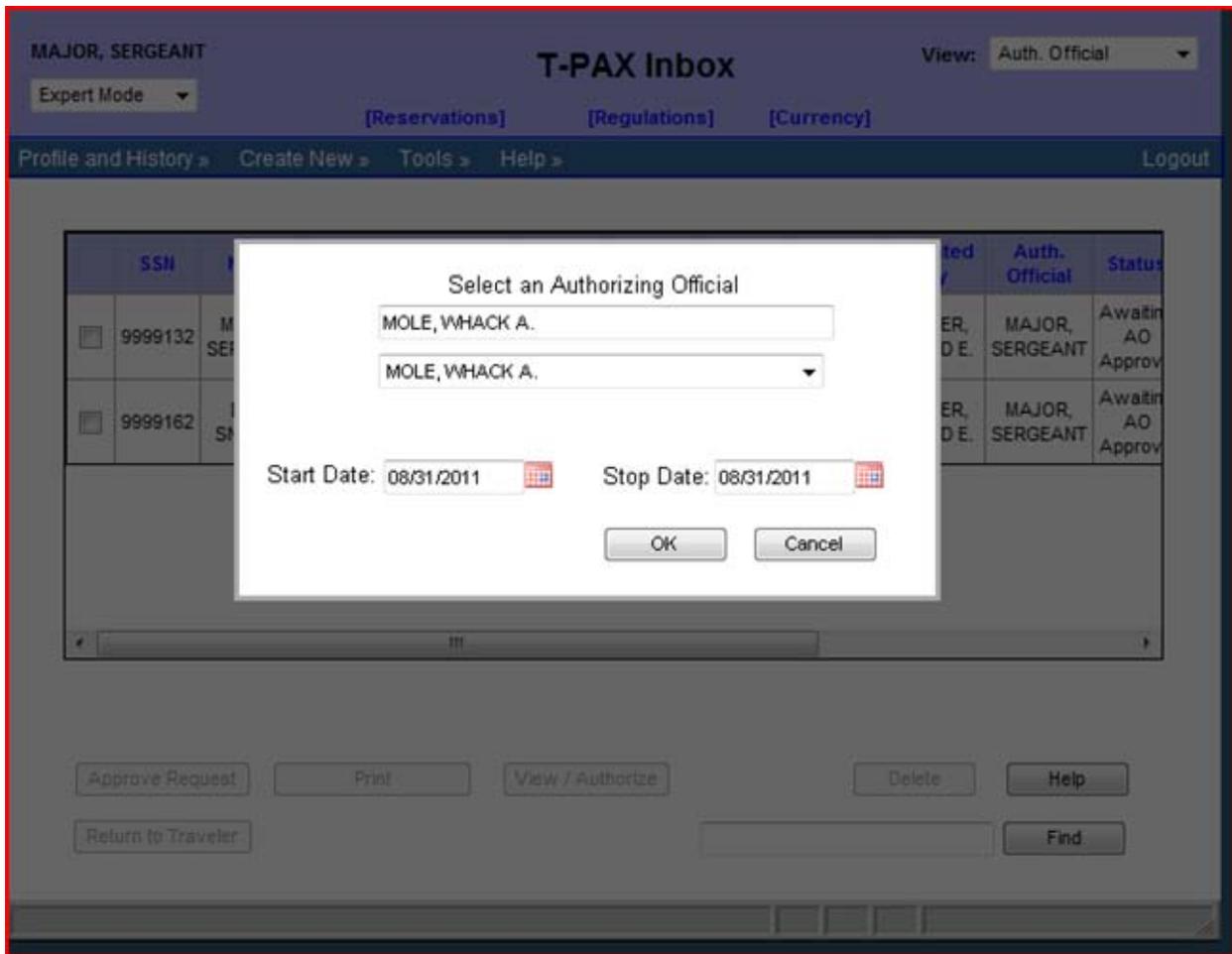
T-PAX Inbox

Expert Mode [Reservations] [Regulations] [Currency]

Profile and History > Create New > Tools > Help > Logout

Passwords
 Rates
Forward
 DTOD Lookup

	SSN	Name					Category	Created By	Auth. Official	Status
<input type="checkbox"/>	9999132	MAJOR, SERGEANT	1111G81ADVSP0000	Advance	8/31/2011	9/9/2011	Normal	RACER, SPEED E.	MAJOR, SERGEANT	Awaiting AO Approval
<input type="checkbox"/>	9999162	DOG, SNOOPY	1111G81ADVSP2000	Advance	8/31/2011	9/4/2011	Normal	RACER, SPEED E.	MAJOR, SERGEANT	Awaiting AO Approval



4. The traveler may delete an Authorization/Advance/Settlement requests prior to the AO approval. Place check mark in applicable line for TONO that's being deleted and click on 'Delete'.

MAJOR, SERGEANT View: Traveler

T-PAX Inbox

[Reservations] [Regulations] [Currency]

Expert Mode

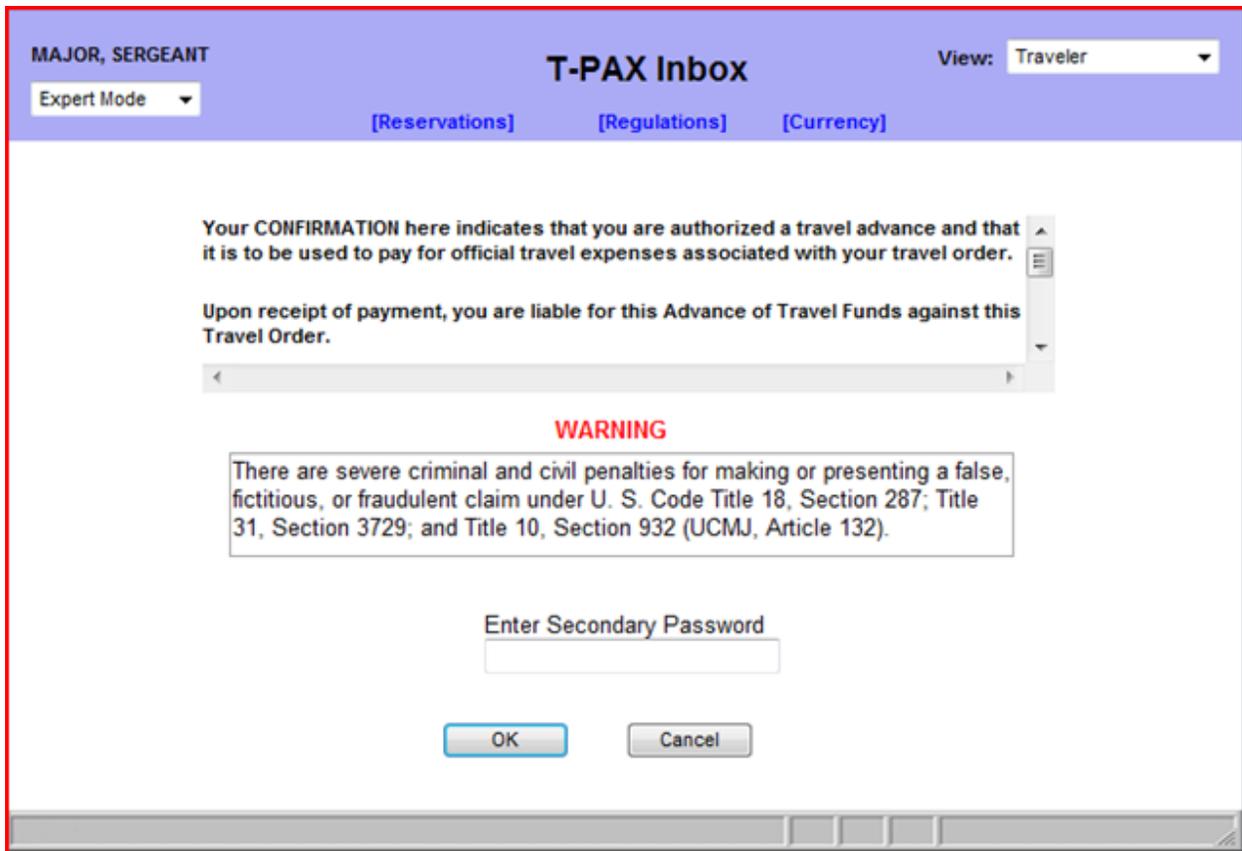
Profile and History » Create New » Tools » Help » Logout

	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status
<input checked="" type="checkbox"/>	1111G81ADVSP0000	Advance	8/31/2011	9/9/2011	Normal	RACER, SPEED E.	RACER, SPEED (Proxy)	Entered into T-PAX
<input type="checkbox"/>	1311G81SCR022000	Settlement	10/5/2010	10/27/2010	Blanket			Completed
<input type="checkbox"/>	1311G81SCR022000	Settlement	10/5/2010	10/27/2010	Blanket			Completed
<input type="checkbox"/>	1311G81RTS025000	Settlement	7/15/2011	7/30/2011	Blanket	MAJOR, SERGEANT		Completed
<input type="checkbox"/>	1311G81RTS025000	Settlement	7/1/2011	7/14/2011	Blanket	MAJOR, SERGEANT		Completed

Release to AO Print View / Modify **Delete** Help

Retrieve Find

Enter Secondary Password



Once you click on 'Ok' it will take you back to the traveler's In-Box.

MAJOR, SERGEANT View: Traveler

T-PAX Inbox

[Reservations] [Regulations] [Currency]

Expert Mode

Profile and History > Create New > Tools > Help > Logout

Profile
Orders
 History

		Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status
<input type="checkbox"/>	1311G81SCR022000	Settlement	10/5/2010	10/27/2010	Blanket			Completed
<input type="checkbox"/>	1311G81SCR022000	Settlement	10/5/2010	10/27/2010	Blanket			Completed
<input type="checkbox"/>	1311G81RTS025000	Settlement	7/1/2011	7/14/2011	Blanket	MAJOR, SERGEANT		Completed
<input type="checkbox"/>	1311G81RTS025000	Settlement	6/1/2011	6/30/2011	Blanket	MAJOR, SERGEANT		Completed
<input type="checkbox"/>	1311G81RTS025000	Settlement	7/15/2011	7/30/2011	Blanket	MAJOR, SERGEANT		Completed
						MAJOR		Entered

Click on 'Profile and History_Orders' and complete the remaining steps to delete the Advance/Authorization/Settlement request:

Locate applicable the TONO and click on Delete.

MAJOR, SERGEANT View: Traveler

Travel Order Selection

TONO:

Order Number		Category	Start Date	End Date			
1111G81ADVSP0000	Del	Normal	8/31/2011	9/9/2011			
1111G81RTS020000	Del	Normal	8/1/2011	8/5/2011			
1111G81SCR009000	Del	Normal	10/15/2010	10/25/2010			
1111G81TESTTS000	Del	Normal	5/10/2011	5/13/2011			
1310G80TEST25000	Del	Blanket	11/1/2010	12/30/2010			
1311G81RTS025000	Del	Blanket	6/1/2011	7/30/2011			

Select an existing order or enter a new order number with which you wish to work and then click the OK button

Enter Secondary Password.
 Advance/Authorization (Orders)/Settlement has now been deleted.

Delete Order Confirmation

Please enter your secondary password to confirm that you wish to delete the selected order.

Enter Secondary Password

- The AO can forward individual claims from within their In-Box to an alternate AO. Place a check-mark for applicable traveler/TONO and click on 'Forward' button.

MAJOR, SERGEANT View: Auth. Official

T-PAX Inbox

Expert Mode [Reservations] [Regulations] [Currency]

Profile and History » Create New » Tools » Help » Logout

	SSN	Name	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status
<input checked="" type="checkbox"/>	9999162	DOG, SNOOPY	1111G81ADVSP2000	Advance	8/31/2011	9/4/2011	Normal	RACER, SPEED E.	MAJOR, SERGEANT	Awaiti AO Appro

Approve Request Print View / Authorize Delete Help

Return to Traveler **Forward** Find

Type in the applicable AO's name. Notice the Start Stop date is hard locked with current date.

Select an Authorizing Official

MOLE, WHACK A.

MOLE, WHACK A.

Start Date: 09/01/2011 Stop Date: 09/01/2011

OK Cancel

- The traveler and/or AO can now make necessary amendments to travel order prior to being approved by the AO.

Example: Member submitting a Travel Authorization (TDY Orders) to AO, then determines that the Authorization needs amended.

BOOGER, WOOL View: Traveler

T-PAX Inbox

Expert Mode [Reservations] [Regulations] [Currency]

Profile and History > Create New > Tools > Help > Logout

Profile
Orders
 History

	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status
<input type="checkbox"/>	1111G81ADV888000	Settlement	4/28/2011	5/2/2011	Normal		Complete
<input type="checkbox"/>	1111G81ADV888000	Settlement	8/12/2011	8/16/2011	Normal	BOOGER, WOOL E.	Complete
<input type="checkbox"/>	1111G81ADV888000	Settlement	4/28/2011	5/2/2011	Normal	BOOGER, WOOL E.	Complete
<input type="checkbox"/>	1111G81ORDERS000	Authorization	7/15/2011	7/22/2011	Normal	BOOGER, WOOL E.	Entered into T-PAX

Release to AO Print View / Modify Delete Help

Retrieve Find

BOOGER, WOOL View: Traveler

Travel Order Selection

TONO:

1111G81OCO162000	Del	Normal	12/1/2010	12/10/2010		
1111G81OCO262000	Del	Normal	12/11/2010	12/20/2010		
1111G81ORDERS000	Del	Normal	7/15/2011	7/19/2011		
1111G81RDPER0000	Del	Normal	5/3/2011	5/7/2011		
1111G81RTS042000	Del	Normal	8/1/2011	8/5/2011		
1211G81ADVP55000	Del	PCS	8/18/2011	8/26/2011		
1211G81PRAA58000	Del	PCS	3/14/2011	3/19/2011		

Select an existing order or enter a new order number with which you wish to work and then click the OK button

OK Cancel Help

Member can make the necessary changes on all three tabs: Description (e.g. dates changed), What's Authorized (e.g. Gov't Qtrs changed to Commerical Qtrs), and Remarks.

BOOGER, WOOL **Travel Order** View: Traveler

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

Description | What's Authorized | Remarks

* Purpose of Trip:

Trip Name:

Issuing Organization:

Paying Organization:

Group Travel:

Funds:

* Issue Date:

* Begin Date:

Number of Days:

* End Date:

BOOGER, WOOL
View: Traveler

Travel Order

* Grade/Rank:

* Order Number(s):

* Type of Order:

Description

What's Authorized

Remarks

Quarters

- Government (Use Directed)
- Contract Quarters
- Commercial Lodging
- Dual Lodging
- No Lodging Required

Messing

- Government Rate (Military Only)
 - Mess is Directed for ALL three meals
 - Proportional Rate Red. Per Diem
 - Reduced per diem (Mil.)
 - Government Rate for Essential Meals
- Commercial (full locality per diem) Red. Per Diem
- Reduced Per Diem Authorized (Civ.)
- No Per Diem Authorized (Civ.)
- Actual Expense Conference Per Diem (125%)
- Super Actual Expense Lodging Plus (300%) Actual Expense Lodging Plus (150%)

Mode of Transportation

- Commercial Carrier
- Gov't Procured Transportation Gov't Owned Conveyance:
- POV is more advantageous to the Gov't POV not to exceed GTR of:
- Rental Car Rental Upgrade:

Miscellaneous

- Num Excess Bags: One phone/day
- Official Comm. Fees Personal Phone NTE
- Leave Authorized Variations Authorized
- Registration Fee Conference Fee Taxi In/Around
- Remain Overnight for
- RON Location:

Back

Next

Save

Cancel

Help

7. Medical travel Inpatient now pays correctly; per diem for 1st and last days of travel.
8. Member/Traveler MUST select Grade/Rank for each travel claim being submitted (e.g. E4 or GS5). This is to help ensure those civilians/reservist are being paid IAW proper travel regulations.

BOOGER, WOOL Travel Order View: Traveler

* Grade/Rank: **E4** * Order Number(s): 1111G81ORDERS000 * Type of Order: Normal

Description | What's Authorized | Remarks

* Purpose of Trip: Site Visit

Trip Name:

Issuing Organization: 5347400

Paying Organization: 5347400

Group Travel:

Funds: Coast Guard

* Issue Date: 7/15/2011

* Begin Date: 7/15/2011

Number of Days: 5

* End Date: 7/19/2011

Back Next Save Cancel Help

9. Private vessel (typically for AUX claims) has been added back into the Itinerary as a selection for mode of transportation.

BOOGER, WOOL
TONO: 1111G81ORDERS000

Itinerary

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	Lodging	Taxes	Miles
07/15/2011	Orlando, FL, Orange		<input checked="" type="checkbox"/>							
07/15/2011			<input checked="" type="checkbox"/>							

Departure Date: 07/15/2011 Duty Day

Departure Location (click to edit): Orlando, FL, Orange

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
- PV - Private Vessel

Arrival Date: 07/15/2011 Duty Day

Is Local:

Method of Reimbursement: LDP - Lodging Plus

AE Percentage: 0

Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full

Meals Type: M&E: 71.00

CM - Commercial Meals

Daily Ldg Cost: 93

Lodging Tax: 10.25

Miles: 0

7/22/2011	DEP									
7/22/2011	ARR		<input checked="" type="checkbox"/>			NLG		0.00	0.00	0

Select mode of transportation traveler used when leaving this location

10. EFT is now the ONLY form of payment authorized in TPAX. Paper checks will be mailed if a failed EFT kicks-back to FINCEN. It is paramount that member ensure that valid banking information has been provided to FINCEN, otherwise, travel reimbursement will be delayed, visit https://www.fincen.uscg.mil/secure/enrollment_form.htm to EFT enrollment.

BOOGER, WOOL
TONO: 1111G81ADVRS000

Settlement Request

View: Traveler
[View Only](#)

Type of order: Covered from: to:

Type of Settlement: Type of Partial:

Remit To Transactions Entitlements **Computations** Financial Remarks

Description	Total	
Memb/Emp TDY Per Diem	919.50	Total Entitlement <input type="text" value="1,807.50"/>
Memb/Emp Transportation	328.00	Deductions <input type="text" value="0.00"/>
Memb/Emp Reimbursables	60.00	Partial Payments <input type="text" value="0.00"/>
Memb/Emp Registration Fees	500.00	Amount Payable <input type="text" value="1,807.50"/>
		Advances <input type="text" value="500.00"/>
		Due Employee <input type="text" value="1,307.50"/>
		Split Payment <input type="text" value="0.00"/>
		Computed Split <input type="text" value="680.00"/>

Method of Payment: Enter amount in Split Payment field to pay GTCC

11. Unit Command Rep functionality - we have established unit reports through Web TPAX. This is a command designation from the User Authorization form (needs to be updated). This is a "work in progress" as only Unit AO listings and specific AO stats queries work at this time. As PSR and I can work on it, more reports will be available to the field.