

Web-Based T-Pax

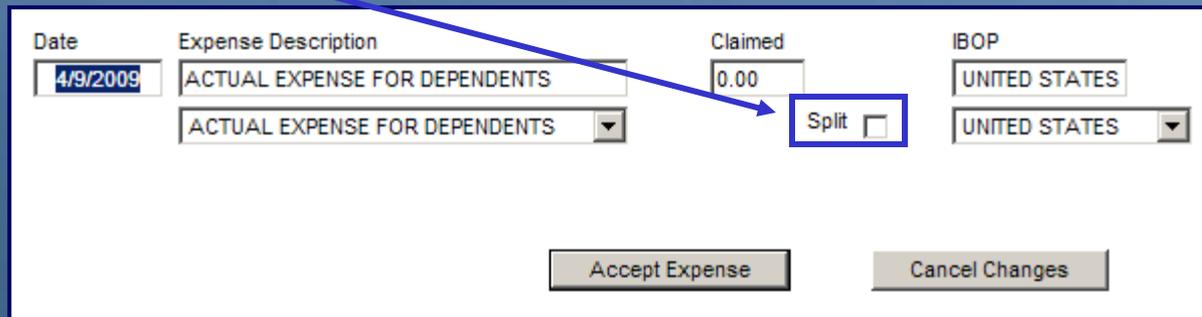
Split Disbursement

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"/>
Split Payment	<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