

## What's New for the field with WinIats/Tpax Version 6.09

1. Tpac now has a system generated password that goes to member's primary email account that is listed in Tpac when member clicks on **Forgotten Password** button.



Note the use of your "*primary email address*". You must have an email address listed in your Tpac user profile and the Primary checkbox must be marked in order for the password reset feature to work.

2. Unit Representative View – member can now select someone within their own OPFAC to be their designated Unit Representative. This will allow the selected individual to view the traveler/AO box/claims and certain profile information to assist with any problems the traveler/AO may be having. This is done in the member's profile.

A screenshot of a web-based form titled "Traveler Account" with a subtitle "For Official Use Only". The date is "Tuesday, November 20, 2007". The user ID is "000002222". The form contains several input fields: Employee SSN (000002222), Employee ID (000002222), Name (DOO), and a dropdown menu (SCOOBY). There are tabs for "Personal", "Address/Contact", "Miscellaneous", and "T-PAX Information". The "T-PAX Information" tab is active and contains sections for "Miscellaneous" (Unit: 5302848, Cost Center: ), "New Logon Password" (Enter: , Re-enter: ), "New Secondary Password" (Enter: , Re-enter: ), "Authentication Information" (Mother's Maiden Name: , Town of Birth: TOPEKA, Date of Birth: ), and "Additional Information" (Default Authorizing Official: , Unit Representative: MOUSE, MICK E, Signature Proxy: DUCK, DONALD). A blue arrow points to the "Unit Representative" field. At the bottom are buttons for "<Back", "Next>", "OK", "Cancel", and "Help". A footer note says "Select the unit representative for this traveler."

3. Validate Expense Report – a new screen will pop up once the claim is input by the traveler where the system will show a listing of miscellaneous expenses claimed by member and the amount. Member must review to validate each expense (this is being done to help members catch any potential errors...i.e. \$1500 in taxi fares vs. \$15.00).

	From Date	To Date	Description	Amount	OK
	11/1/2007		RENTAL VEHICLE	\$129.00	<input checked="" type="checkbox"/>
	11/1/2007		AIRFARE	\$798.00	<input type="checkbox"/>
	11/1/2007	11/3/2007	Lodging at Washington, DC WASHINGTON D.C.	At least \$ 420.00	<input type="checkbox"/>

4. Date field entered to show the date the password was last changed to ensure Tpx passwords are required to be changed every 90 days.

- Increased First time login Verification – when a member is initially loaded into the TPAX, they will need to complete an authentication information screen. If the information is not correct, the system will not allow you into T-PAX, if it is correct member will be taken to T-PAX profile to be completed. Members will be able to log in using the just created password.

- AO authorization may have expiration dates that will allow the system to automatically revoke on that date.
- The default AO unit field has been removed from the member's profile as it is no longer required.

- Members may now update their profile to indicate Credit Card Status (Holder of Govt. Credit Card, Decliner of Govt. Credit Card, Infrequent Traveler). This status will determine the percentage of entitlements member is authorized in an advance.

**Traveler Account**  
 UserID: 473883333 For Official Use Only Tuesday, November 20, 2007

Employee SSN: 000002222 Employee ID: 000002222 Name: DOO, SCOOBY

**Personal** | Address/Contact | Miscellaneous | T-PAX Information

Employee Status: Employee  
 Grade/Rank: GS7  
 Salutation:   
 Position/Title:   
 Security Clearance: N/A

Credit Card Status: **Infrequent Traveler**  
 Holder of Govt. Credit Card  
 Decliner of Govt. Credit Card  
 Infrequent Traveler

Organization:   
 Service: Coast Guard

<Back Next> OK Cancel Help

Choose option that best describes traveler's credit card status

- Fund type (Coast Guard/ELC/YARD/ARSC) determines Debt letter selected – to allow the member to receive the correct debt letter, the debt letter will be produced IAW the fund type selected.

**Travel Order**  
 UserID: 000002222 Tuesday, November 20, 2007

DOO, SCOOBY D: GS7 Grade/Rank: E6 Order Number: 11071111111000 Type of Order: Normal

**Description** | Whats Authorized (TDY)

Purpose of Trip: Site Visit  
 Max. Trips Allowed: 1  
 Issuing Organization: 5347400  
 Paying Organization: 5347400

Funds: **Coast Guard**  
 The Yard  
 ELC  
 ARSC  
 Other

Dates:  
 Issue Date: 1/1/2007  
 Begin Date: 1/1/2007  
 Number of Days: 5  
 End Date: 1/5/2007

<Back Next> OK Cancel Help

Whose funds (service) will be used for the travel order

10. Long term TDY will use “Long Term Cont TDY” option within the itinerary portion of the travel claim to complete settlements. Partial Settlement type – has been removed from TDY type travel claims in the system.

The screenshot shows the 'Trip' application window with the following details:

- UserID: 000002222
- Request No: 1096794438
- Tuesday, November 20, 2007
- DDO, SCOOBY D: GS7
- TONO: 1306158789753000

The 'Actual Itinerary' section contains a table with columns: Duty Day, IDL, Local?, Method, Lodging, Meals, Lodging, Taxes, Miles. The table has three rows of data, with the second and third rows highlighted in cyan. A dropdown menu for 'Actual Trip Duration' is open, showing options like 'Greater than or equal to 24 hours', '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', 'L.T. TDY - Beginning', 'L.T. TDY Contd - Middle', and 'L.T. TDY Contd - Ending'. A blue arrow points to the 'L.T. TDY Contd - Middle' option.

Date	Duty Day	IDL	Local?	Method	Lodging	Meals	Lodging	Taxes	Miles
1/1/2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	\$0.00	\$0.00	0
1/7/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				\$0.00	\$0.00	0
1/7/2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

11. Hyperlink boxes on Tpxax traveler view have been updated to correct links.

The screenshot shows the 'T-PAX (Traveler View)' application window with the following details:

- User: DDO, SCOOBY D
- Tuesday, November 20, 2007

The main area displays a table of travel records with columns: TONO/SDN, Type, From Date, To Date, Category, and Auth Official. The record with TONO/SDN 1306158789753000 is highlighted in blue. A blue arrow points to the toolbar area.

TONO/SDN	Type	From Date	To Date	Category	Auth Official
1107234234234000	Settlement Log	10/15/2006	10/19/2006	Normal	
1107234234234000	Settlement Log	10/15/2006	10/19/2006	Normal	
1107222222222000	Return			Normal	(Proxy)
1106321123321000	Settlement Log	5/1/2006	5/5/2006	Normal	
1107111222333000	Settlement	3/1/2007	3/14/2007	Normal	
1106999880000000	Settlement	9/28/2006	10/2/2006	Normal	
1107159159159000	Authorization	6/25/2007	6/27/2007	Normal	
1306158789753000	Settlement	1/1/2006	1/7/2006	Blanket	
1107687PTW1M4000	Settlement Log	6/9/2007	6/9/2007	Normal	
1107789789789000	Settlement Log	7/1/2007	7/5/2007	Normal	
11071111111555000	Settlement	6/10/2007	7/10/2007	Normal	
1108111111111000	Authorization	10/1/2007	10/2/2007	Normal	
1108222222222000	Settlement	11/1/2007	11/3/2007	Normal	

The toolbar includes buttons for Print, Fill Out..., Modify or View, Delete, Send to AD, and Logout.

UNCLASSIFIED

R 151923Z NOV 07  
FM COGARD PSC TOPEKA KS//CSD//  
TO AIG 11939  
INFO COMDT COGARD WASHINGTON DC//CG-1/CG-102/CG-6//  
BT  
UNCLAS //N05230//  
SUBJ: SCHEDULED TRAVEL PREPARATION AND EXAMINATION (TPAX) SYSTEM DOWNTIME  
1. TPAX WILL NOT BE AVAILABLE FROM 0500, 26 NOV 07 TO 1400 ON  
27 NOV 07 (CST) (261100Z NOV 07 TO 272000Z NOV 07) DUE TO A  
SYSTEM UPGRADE.  
2. ALL PENDING TRAVEL CLAIMS MUST BE APPROVED BY THE APPROVING  
OFFICIAL (AO) PRIOR TO 0500 (CST) 26 NOV 07 TO BE PROCESSED FOR  
PAYMENT PRIOR TO THE DOWNTIME. IF A TRAVEL CLAIM IS IN A PENDING  
STATUS WITHOUT BEING APPROVED, THE TRAVEL CLAIM WILL HAVE TO BE  
REENTERED BY THE TRAVELER/PROXY AFTER THE SYSTEM IS AVAILABLE ON  
27 NOV 2007.  
3. THIS UPGRADE INCLUDES SEVERAL ENHANCEMENTS. INCLUDING INCREASED  
FIRST TIME LOGON SECURITY, A NEW UNIT REPRESENTATIVE VIEW AND AN  
AUTOMATED GENERATED FORGOT PASSWORD OPTION. A COMPLETE LIST OF  
ENHANCEMENTS WILL BE AVAILABLE AT THE FOLLOWING LINK:  
[HTTP://WWW.USCG.MIL/HQ/PSC/TVL.ASP](http://www.uscg.mil/hq/psc/tvl.asp) WITH INSTRUCTIONS ON HOW TO USE  
EACH NEW FEATURE.  
4. CUSTOMER INQUIRIES MAY BE DIRECTED TO PSC CUSTOMER CARE BRANCH  
(CCB) AT 785-339-2200/TOLL FREE 1-866-772-8724, VIA E-MAIL TO  
PSC-CUSTOMERCARE(AT)USCG.MIL, OR BY COMPLETING THE WEB FORM AT THE  
LINK NOTED BELOW. PHONE SUPPORT HOURS OF OPERATION ARE WEEKDAYS  
0700 TO 1600 AND 0730 TO 1600 (CST) ON SCHEDULED WEEKENDS.  
FY08 WEEKEND STAFFING SCHEDULE IS AVAILABLE AT  
[HTTP://WWW.USCG.MIL/HQ/PSC/CCB/](http://www.uscg.mil/hq/psc/ccb/).  
BT  
NNNN

R 151923Z NOV 07 COGARD PSC TOPEKA KS//CSD//

Page 1 of 1

UNCLASSIFIED