FREQUENTLY ASKED AUDIT QUESTIONS….

Q: I've been directed by PSC-TVL to submit my claim package for audit. They want me to include a copy of the claim with the "electronic signatures". What is an electronic signature?

A: TPAX will enter/print the traveler or AO names in the signature block when each have approved the transaction. It is important to have these electronic signatures for audit purposes because it reflects the claim data as submitted by the traveler and approved by the AO. Many claims change between the time a traveler submits it to the AO for approval and the time the AO finally approves it. Without a claim with the electronic signatures, it is not possible to complete an accurate audit of the travel claim.

Q: How do I print a travel claim with both mine and the AO's "electronic signature"?

A: To print travel settlement vouchers (**1351-2**) that were generated in TPAX:

1. Log in to TPAX as the traveler.
2. Click on the "TOOLS" icon at the top.
3. Click on "HISTORY."
4. Single click on the desired TONO or type the TONO in the Order Number field.
5. Single click on the appropriate claim **settlement** in the "TRAVEL ORDER DETAILS" section.
6. Single click on "DISPLAY" in the Travel Order Details section.
7. Single click on "REQUEST."
8. Single click on "PRINT REQUEST" at the bottom of the screen.
9. Single click on "PRINT VOUCHER" to print Travel Voucher Summary (TVS).
10. Select printer and click "PRINT."
                         OR
9. Single click on "PRINT 1351-2" to print travel settlement claim.
10. Select printer and click "PRINT."

Q: How do I print an authorization with both mine and the AO's "electronic signature"?

A: To print travel request and authorization for travel (**orders**) that were generated in TPAX:

1. Log in to TPAX as the traveler.
2. Click on the "TOOLS" icon at the top.
3. Click on "HISTORY."
4. Single click on the desired TONO or type the TONO in the Order Number field.
5. Single click on the **authorization** in the "TRAVEL ORDER DETAILS" section.
6. Single click on "DISPLAY" in the Travel Order Details section.
7. Single click on "REQUEST."
8. Single click on "PRINT REQUEST" at the bottom of the screen.
9. Select printer and click "PRINT."