

Split Disbursement in T-PAX

How to process a travel claim with Split Disbursement (split-D) enabled...

Split Disbursement...

- What is Split Disbursement (split-D)?
 - Split disbursement is a function in which a payment is made to the member's government travel charge card (GTCC) on behalf of the member and any remaining balance is reimbursed to the member.

Split-D Cont'd...

- Process your travel claim in Tpx as you normally would.
- On the Actual Itinerary, TPAX will auto calculate the lodging/taxes as a **GTCC** expense.

BOAT, COASTIE T:W3 TONO: 11064564564000

Actual Trip Duration: Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local?	Method	Lodging	Meals	Lodging	Taxes	Miles
9/15/2006	DEP Topeka, KANSAS	PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
9/15/2006	ARR Saint Louis, MISSOU	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LDP	CQ	CM	\$85.00	\$8.50	311	
10/30/2006	DEP Saint Louis, MISSOU	PA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
10/30/2006	ARR TOPEKA / SHAWNE	MC	<input type="checkbox"/>	<input type="checkbox"/>				\$0.00	\$0.00	312	

<Back Next Duplicate Previous Insert Leg Delete Leg Clear

Other Exceptions Occasionals OK Cancel Help

What option describes the duration of this trip (select from list)

Split-D Cont'd...

- Reimbursable items may be checked as split for split-D.
- Daily M&IE rate will not auto populate. Adjust total amount for split-D in financial tab.

BOAT, COASTIE T: W3 TONO: 1106456456456000

What's Authorized Actual Itinerary Reimbursables

Date	Nature of Expense	Type	Amount Claimed	Split	IBOP
9/15/2006	LAUNDRY EXPENSE - CONUS ONLY	O	30.00	<input type="checkbox"/>	US
10/30/2006	LAUNDRY EXPENSE - CONUS ONLY	O	60.00	<input type="checkbox"/>	US
9/15/2006	PARKING	T	105.00	<input checked="" type="checkbox"/>	US
10/30/2006	PARKING	T	210.00	<input checked="" type="checkbox"/>	US
9/15/2006	TOLLS	T	5.00	<input type="checkbox"/>	US
10/30/2006	TOLLS	T	5.00	<input type="checkbox"/>	US
10/30/2006		O		<input type="checkbox"/>	
*				<input type="checkbox"/>	

<Back Next> Insert Expense Delete Expense

Other Exceptions Occasionals OK Cancel Help

Enter the date that this expense was incurred

Split-D Cont'd...

- On the Financial Tab
 - Method of Payment
 - EFT must be selected
 - Computed Split
 - This is the pre-computed estimate for split-D.
 - Due Traveler
 - This is the total amount due the member.
 - Split Payment
 - Input how much money to deduct from the “Due Traveler” and pay to the member’s **GTCC**.

Request for a Settlement Against an Order
UserID: 000009999 Add Request No: NEW Friday, July 27, 2007

BOAT_COASTIET:W3 TONO: 1106456456456000

Request Type
Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Permit To Adv/Accr Entitlements Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$4522.50 Release Obligation
Due Traveler: \$7584.24 Split Payment: \$0.00

Db/Cr	Classification	Amount

Modify Accounting

<Back Next>

Other Receipts OK Cancel Help

Choose method of payment to be used to reimburse the traveler for these expenses

Split-D Cont'd...

- On the previous screen, TPAX calculated a payment due \$7584.24 and the estimated **GTCC** of \$4522.50.
- Traveler wants \$5000.00 to be paid to the **GTCC**.
- Tab past the split payment, the system auto adjusts the amount due traveler.
- This is the amount the traveler will receive via EFT.
- Proceed with your claim as normal.

Request for a Settlement Against an Order

UserID: 000009999 Add Request No: NEW Friday, July 27, 2007

BDAT, COASTIE T: W3 TONO: 1106456456000

Request Type

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Accl Entitlements Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$4522.50 Release Obligation

Due Traveler: \$2584.24 Split Payment: \$5000.00

Db/Cr	Classification	Amount

<Back Next> Modify Accounting

Other Receipts OK Cancel Help

How much should be paid directly to the credit card company

Split-D Cont'd...

- Note:
 - Only an amount equal to or less than the amount due may be authorized for split-D.

The screenshot shows a software window titled "Request for a Settlement Against an Order". The window contains the following elements:

- Header: UserID: 000009999 Add Request No: NEW Friday, July 27, 2007
- Buttons: BOAT, COASTIE T: W3 TONO: 1106456456456000
- Request Type: Type of Settlement: Final - First Submission Type of Partial: Not a Partial
- Navigation: Remit To, Adv/Acchl, Entitlements, Calculations, **Financial**, Remarks
- Financial Section: Method of Payment: EFT Computed Split: \$4522.50 Release Obligation
Due Traveler: (\$415.76) Split Payment: \$8000.00
- Warning Dialog (T-PAX): The split payment amount cannot be greater than the amount due the traveler
OK
- Bottom Buttons: <Back, Next, Modify Accounting, Other, Receipts, OK, Cancel, Help
- Footer: How much should be paid directly to the credit card company

Split-D Cont'd...

- If **GTCC** information is not on file at FINCEN, and split-D is selected, the traveler will receive full payment of travel entitlements.
 - It will be the traveler's responsibility to pay the **GTCC** balance.

Split-D Cont'd...

- Split-D will pay charges on issued **Government Charge Card (GTCC)** in a timely fashion.
- Split-D will **NOT** pay a **traveler's personal credit card.**
- Any balance on the **GTCC** is the traveler's responsibility to pay promptly.
- Overpayment refunds to the **GTCC** are to be coordinated with Citibank at 1-800-790-7206.
 - This is not a function of the PSC Travel Branch or PSC/FINCEN Customer Service Departments.