

Audits (Reviews)

Auditing Due to requirements of the JFTR, ALL travel claims submitted via T-PAX are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

PSC (tvl) will notify a member by email of Travel Claims selected for audit.
Members are not to submit an audit package prior to receiving a request.

**Travel
Claim
Package**

The Audit Travel Claim package will consist of:

- Copy of signed original orders (all original travel orders MUST be signed by an approving official including those generated by Direct Access).
- Copy of all signed amendments.
- Copy of travel claim (DD-1351-2 signed by traveler and AO).
- Copy of itemized receipt(s) for all lodging.
- Copy of airfare itinerary(s) (must reflect cost of airfare).
- Copy of rental vehicle contract(s) (estimate receipts are not acceptable).
- Copy of receipts for all reimbursable expenses of \$75 or more.

Note: Credit card statements are not authorized to be used as a receipt.

Responsibilities This table describes the responsibilities associated with T-PAX travel claim audits.

Who	Responsibility
PSC (tvl)	<ul style="list-style-type: none">• Initiate audit requests for specific claims by e-mail to the traveler. Further instructions will be provided at the time of the audit request.• Audit claims by comparing T-PAX travel claim information with submitted audit package.• If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) will be issued to resolve the travel discrepancy.

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**Section B
Temporary Duty**

Audits (Reviews), Continued

Who	Responsibility
PSC (tv1)	<ul style="list-style-type: none"> • Notify traveler of first audit request via e-mail. If a requested audit is not received within one month, a second request is sent. If a requested audit is not received within two months, a third and final request is sent via email to the traveler and traveler's command. If a requested audit is not received within three months after the initial audit request, the traveler will be placed in an overpayment status and collection action will be taken. All of these e-mail notifications are sent first using the travelers T-PAX email address and secondly using their Direct Access e-mail address. It is imperative that members ensure their e-mail address in both T-PAX and Direct-Access are current. • Claims received from units will NOT be returned. • Claims that do not result in an overpayment of travel entitlements and have original orders and/or receipts will be returned to traveler using their most current address in Direct Access. • Notifies traveler via e-mail that audit package has been received at PSC. • Initiate and mail Pending Audit Reports to units providing notification of audit requests. • Return incomplete audit packages to travelers for corrective actions.
Traveler	<ul style="list-style-type: none"> • Mail travel claims package for T-PAX audits to: Commanding Officer (TVL- T-PAX Audits) U. S. Coast Guard Personnel Service Center PO Box 3551 Topeka, KS 66601-3551 • For travel claim packages being sent via DHL or other express service, mail to the following address as these companies do NOT deliver to a PO Box: Commanding Officer (TVL- T-PAX Audits) U. S. Coast Guard Personnel Service Center 444 SE Quincy Street Topeka, KS 66683-3591

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Section B
Temporary Duty

Audits (Reviews), Continued

Who	Responsibility
Traveler (cont)	<ul style="list-style-type: none">• Do NOT mail original orders, amendments, and receipts with your travel claims package, send copies. You are required to keep the original documents for six years and three months following completion of travel.• Notify T-PAX AO immediately of any known discrepancies or changes to audited original travel claims.• Travelers can request a suspension of an audit due to operational commitments. Requests need to be submitted to PSC Customer Care. Requests must include the claim number and the estimated ending date of suspension. Submit requests via the PSC web site: http://www.uscg.mil/hq/cg1/psc/ccb/• Is responsible for repayment of monies received due to erroneous information provided on original claim submission. Do NOT send any cash, checks, or money orders to PSC (tv1). Please make your check or money order payable to “U.S. Coast Guard”, and write your TONO on your payment. Include a copy of your official notice of travel overpayment letter and send your payment to: U. S. COAST GUARD TRAVEL & ART PO BOX 70969 CHARLOTTE, NC 28272-0969• If an audit results in an overpayment, travelers are not authorized to submit subsequent claims in T-PAX to cancel the debt. If a supplemental travel claim is necessary to offset the debt the supplemental claim package must be mailed to PSC (TVL-T-PAX Audits).• Take corrective action on returned claims and resubmit for audit within 10 days.• Maintain original orders, amendments, travel claim, and receipts for a period of 6 years and 3 months.

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Audits (Reviews), Continued

Audit Request Information Packages

Monthly, all units will receive a T-PAX Audit Request Information Package containing four reports. These reports list all members who have been sent audit requests.

1. The first report lists those members who have been sent three audit requests with an action date when PSC will adjust the claim for the monies in question if no response is received. If a member listed on the report has transferred, please notify the member's new unit immediately.
 2. The second report lists members who have been sent two audit requests.
 3. The third audit report lists members who have been sent the first request.
 4. The fourth report will be the "T-PAX Monthly Audit Error Report" for the unit. This report shows claims submitted by the unit that were audited during the past 45 days. This will include the AO's name, traveler's name, TONO, travel dates, percentage of correct claims and the value of the errors found by the audit. The error information is being provided to the unit for possible training topics and improving T-PAX claim submission accuracy.
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Audit Status Reports

To assist travelers and commands in tracking the status of audit requests, PSC and FINCEN have reports on the web.

The most recent audit request reports can be accessed the first week of each month via the PSC intranet (CGWEB) page at <http://cgweb.PSC.uscg.mil/travel/audits/>. Enter the unit 7 digit OPFAC in the search box to find the link to your unit page, which contains 5 reports: 1st requests; 2nd requests; 3rd requests; suspended requests; and requests being recouped.

Travelers can also view audit request status by going to the FINCEN website http://cgweb.FINCEN.uscg.mil/tvs_aux2/. This shows the following information on a requested audit: claim number, TONO, travel dates, dates of requests, date received at PSC, date suspended, suspension end date, date cancelled, date returned to the traveler for further documentation, and date when the audit was completed.
