Interim Processes for PCS Advances and Vouchers

Overview

Purpose

This document provides the processes for requesting PCS advances and filing PCS vouchers in the interim period between the shutdown of Windows Integrated Automated Travel System (WIN-IATS)[1] on September 30, 2021 and the implementation of moveLINQ[2] in mid-2022.

Discussion

During this interim period, the Coast Guard will use:

- T-PAX to document and calculate PCS advances and vouchers.
- ETS to payout advances and vouchers.

T-PAX is the audit and calculator for PCS. It is used, in this process, for PCS vouchers. ETS is the authorization conduit for payment.

Due to the shutdown of WIN-IATS, T-PAX can no longer interface with the financial accounting system to effect payments. ETS is connected to FSMS.

Before you begin

The member's ETS and T-PAX accounts in must be enabled.

1. **ETS**: Ensure the member's account is **ENABLED** (accounts are disabled after 90 days of inactivity) and the major/minor customer reflects the member's current unit. If the ETS account is not enabled prior to the order being pushed from DA to ETS, the Open Authorization (OA) will not be created in ETS.

2. **T-PAX**: Accounts for travelers and approving officials (AOs) were locked near the end of FY21 to prevent data entry or modification during the transition to FSMS. AOs must request T-PAX access from PPC Customer Care for themselves and the traveler prior to attempting to access T-PAX in FY22.

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[1] WIN-IATS was used by PPC (TVL) for processing travel payments. It transmitted accounting information from T-PAX to FINCEN for payment of claims. Use of WIN-IATS ended in FY21 with the switch over to the Financial System Modernization Solution (FSMS).

[2] moveLINQ is **a cloud-based application that manages employee relocations through submission of authorizations and vouchers**. The application performs all aspects of official relocation travel management with processes and procedures consistent with the federal travel regulations.

June 23, 2022

Interim Processes for PCS Advances and Vouchers

Overview, Continued

Before you begin (cont'd)

The YN or other administrative support professional, working the orders in ETS, must have their ETS profile adjusted to reflect "*ETS Travel for Other Roles*" to submit advances on the behalf of members. The AO or supervisor must submit a trouble-ticket to PPC to request the permission change.

Reference

Use this guide as a *supplement* to [Personnel & Pay Procedures Manual, PPCINST M1000.2 (series), Chapter 4, Movement of Personnel](#) (and the references therein). This guide provides the *process* for using T-PAX and ETS to facilitate payment of PCS advances and claims. The procedures in the PPPM, shall be followed for the preparation of PCS orders advances and claims.

In this guide

The guide covers the following topics:

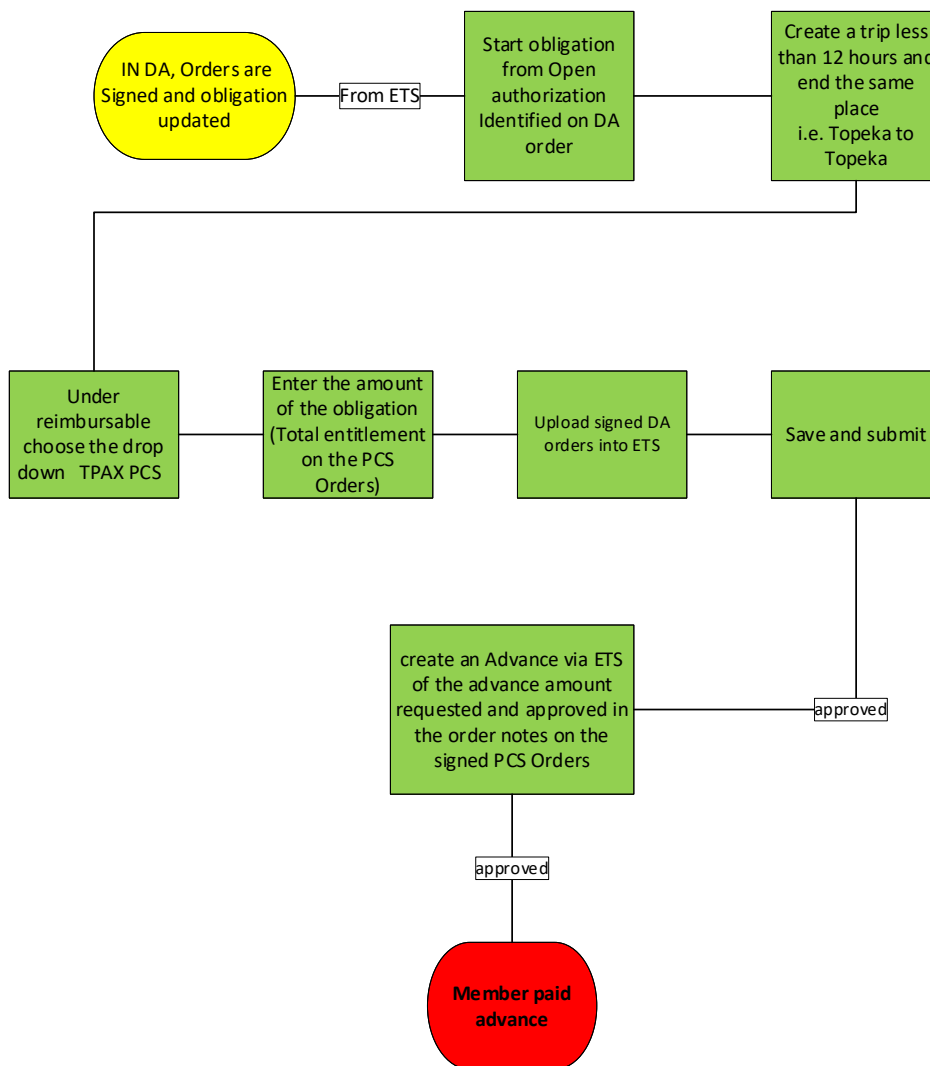| Topic	See Page
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Interim Processes for PCS Advances and Vouchers

PCS Advances Process

Introduction   This section provides the process for requesting PCS travel advances.

Process overview   This chart provides an overview of the PCS travel advance process.

Current FY PCS Advance

```
┌──────────────────┐                 ┌──────────────────┐     ┌──────────────────┐
│  IN DA, Orders   │   From ETS      │ Start obligation │     │ Create a trip    │
│  are Signed and  │ ──────────────  │ from Open        │ ──  │ less than 12     │
│  obligation      │                 │ authorization    │     │ hours and end    │
│  updated         │                 │ Identified on DA │     │ the same place   │
│                  │                 │ order            │     │ i.e. Topeka to   │
└──────────────────┘                 └──────────────────┘     │ Topeka           │
                                                              └──────────────────┘

┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ Under        │   │ Enter the    │   │ Upload       │   │ Save and     │
│ reimbursable │   │ amount of    │   │ signed DA    │   │ submit       │
│ choose the   │   │ the          │   │ orders into  │   │              │
│ drop down    │   │ obligation   │   │ ETS          │   │              │
│ TPAX PCS     │   │ (Total       │   │              │   │              │
│              │   │ entitlement  │   │              │   │              │
│              │   │ on the PCS   │   │              │   │              │
│              │   │ Orders)      │   │              │   │              │
└──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘

┌──────────────────────┐
│ create an Advance    │
│ via ETS of the       │  approved
│ advance amount       │ ──────────
│ requested and        │
│ approved in the      │
│ order notes on the   │
│ signed PCS Orders    │
└──────────────────────┘

        approved

     ┌──────────────┐
     │ Member paid  │
     │ advance      │
     └──────────────┘
```

Interim Processes for PCS Advances and Vouchers

PCS Advances Process, Continued

The PCS advance process

This is how the PCS advance process works using ETS.

Stage	Description
1	DA orders are signed by the competent authority and obligation updated in DA. See the DA PCS Orders user guide for procedures. *Reminder*: The member's ETS account must be enabled prior to updating the orders in DA or the OA will not be created in ETS. Also ensure the member's major/minor customer reflects the member's current unit. **Update (14 APR 2022)**: DLA amounts, along with Member Travel and Dependent Travel amounts are transferring from DA to ETS. These amounts are reflected on the ETS Open Authorization (OA). <u>TLE lines do not transfer to ETS.</u> The TLE amount will have to be added to the member travel line (in DA) to facilitate advances.
2	Log into ETS and start an authorization from the open authorization identified on the DA Orders. See the Creating Authorizations ETS user guide for procedures.
3	Upload signed PCS orders as documentation.
4	Create a trip less than 12 hours, to and from the same place. i.e. "From Topeka, KS to Topeka KS," this will ensure there are no entitlements paid on said trip.
5	Under reimbursables choose the dropdown "T-PAX PCS" and enter the amount of the obligation (Total entitlement on the PCS Orders).
6	Save and route.
7	Once approved, follow the procedures in the Creating Advances ETS user guide to create an Advance in ETS in the amount requested and approved in the order notes on the signed PCS Orders.
8	Once approved through all pools, allow at least 4 days before contacting FINCEN if advance has not been paid out.

Interim Processes for PCS Advances and Vouchers

Fiscal Year 2022 PCS Voucher Process

Introduction   This section provides the process for FY22 PCS travel voucher submissions.

Process overview   This chart provides an overview of the PCS voucher submission process. T-PAX is the audit and calculator for PCS and must be used for PCS payment. ETS is the authorization conduit for payment

Current FY PCS Payments

```
Member/SPO completes PCS in TPAX
        │
Audit performed at PPC
        │
Email from TPAX sent to member
        │
Member prints TVS and DA order
        │
Is claim Less than $3000.00
  NO ──→ Members contacts admin to update obligation in DA from TVR data
        │                    │
        │              Member completes claim in ETS following process guide ←── YES
        │                    │
Start authorization from open Authorization identified in DA order
        │
Create trip less than 12 hours and end from same Place i.e Topeka to Topeka
        │
Under reimbursable choose drop down TPAX PCS
        │
Enter bottom amount $ of TVS
        │
Upload completed TVS and latest DA orders (sig not required) into ETS
        │
Save and route authorization
        │
Create Voucher and Submit ── approved
        │
  approved ── Member paid
```

Fiscal Year 2022 PCS Voucher Process, Continued

The PCS voucher process

This is how the PCS voucher process works using a combination of T-PAX, to calculate and audit claims/vouchers, and ETS, to payout claims/vouchers.

Stage	Description
1	PCS Claim entered in T-PAX. Use this line of accounting (LOA): **2/P/201/199/21/0/RA/78040/2104** **Note:** Guides for T-PAX PCS Claims are located online at: https://www.dcms.uscg.mil/ppc/travel/guides/#ICG_ETH_271 **Reminder 1**: T-PAX accounts were locked at the end of FY21. Contact PPC Customer Care to regain access to T-PAX. **Reminder 2**: The member's ETS account must be enabled prior to updating the orders in DA or the OA will not be created in ETS. Also ensure the member's major/minor customer reflects the member's current unit.
2	PCS claim is reviewed and approved by AO and PPC.
3	Traveler receives email from T-PAX stating a claim has been processed (meaning the claim has been audited through PPC), prints the Travel Voucher Summery (TVS) and latest PCS Orders from DA (signatures not required, just to show the POET and Doc ID) and uploads them into ETS as documentation. **NOTE:** Check to ensure that a date displays on the TVS next to "Paid" as shown in the example below. If the date next to Paid is missing, the TVS has not been fully audited, and must be completed prior to moving to next step. Claim Number 1101203524 ----------------------------- Paid By DHS USCG PPC TVL DEPT 444 SE QUINCY STREET TOPEKA, KS 66683-3503 Paid 5/28/2020 20

Fiscal Year 2022 PCS Voucher Process, Continued

The PCS voucher process **(continued)**

Stage	Description
4	If the amount "Due Employee" on the Travel Voucher Summary (TVS) is: <table><tr><th>Less than $3,000</th><th>More than $3,000</th></tr><tr><td>Then move to step 5 Memb/Emp PCS Per Diem .... 755.00 Memb/Emp MALT .... 303.96 Ship POV .... 492.71 Dep. Per Diem .... 566.25 DLA .... 2337.40 TLE .... 550.00 -------- Total Entitlement .... 5005.32 Less Partial Payments .... 0.00 -------- Total Charged to Acct. Class ... 5005.32 Less Travel Advances .... 3170.08 -------- Total Amount Payable .... 1835.24 ======== Due Employee .... 1835.24</td><td>Then the Admin/SPO must update obligation in DA to reflect the actual amount on the TVS. Once obligation is processed through DA/FSMS, an auto-generated e-mail will be sent to the traveler that an amendment has been processed on the open obligation.</td></tr></table> Reminder: The member's ETS account must be enabled prior to updating the orders in DA or the OA will not be created in ETS. Also ensure the member's major/minor customer reflects the member's current unit.
5	Log into ETS and start an authorization from the open authorization identified on the DA Orders. If the OA doesn't exist in ETS and the amount due is less than $3,000, return to step 4 and perform the "More than $3,000" action in DA to force the OA creation in ETS.
6	Create a trip less than 12 hours to and from the same place/location. i.e. "From Topeka, KS to Topeka KS". Less than 12 hours will ensure there is no entitlements. Under reimbursables, select "T-PAX PCS" from the dropdown and enter the amount on the bottom of the TVS.
7	Save and route.
8	Once approved, create a voucher and route.
9	Once voucher is approved, allow at least 4 days before contacting FINCEN if payment has not been received.

Interim Processes for PCS Advances and Vouchers

Fiscal Year 2021 and Prior PCS Voucher Process

Process

The process for entering '*prior to*' FY22 PCS claims is very similar to the PCS advances process, however there are a few more steps.

Stage	Description
1	Member completes PCS claim in T-PAX and sends completed claim to AO for review. **Reminder 1**: T-PAX accounts were locked at the end of FY21. Contact PPC Customer Care to regain access to T-PAX.
2	AO reviews and if accurate, approves the claim.
3	Claim is pushed to PPC for final paid date stamp. The TVS needs to say PAID and have a paid date. See the example below. Claim Number 1101357157 ----------------------------- Paid By DHS USCG PPC TVL DEPT 444 SE QUINCY STREET TOPEKA, KS 66683-3503 Paid 1/28/2022 2021
4	In ETS - create an authorization from departure point to arrival point (must be less than 12 hours to avoid overpayment as T-PAX has already allotted and calculated full payment). Ensure no per diem is paid.
5	Enter the exact amount that is on the T-PAX TVS in ETS under ''T-PAX PCS'' in the expenses section minus advances already received. (Ensure ETS does not add lodging and meals to the already calculated T-PAX entitlements). Ensure ALL advances are accounted for in the "notes", including DLA. Ensure any advances received are NOT calculated as payments in ETS. See "*ETS Voucher Process – Received PCS Advances*" (page 20 of this guide) for more information.
6	Enter the appropriate accounting: Project: UCGIOH0E21 Task: AFC21EX Organization: 70098 COMMANDANT (CG-832) Expenditure Type: 210023.TRVL_PCS_EMPLOYEE

Interim Processes for PCS Advances and Vouchers

Fiscal Year 2021 and Prior PCS Voucher Process, Continued

Process **(continued)**

Stage	Description
7	Submit ETS authorization for approval. Funds approver should obligate the funds.
8	Once authorization is approved, send voucher for approval.
9	If payment has not been received in 5-7 business days after voucher completion and approval, contact FINCEN for payment tracking.

Interim Processes for PCS Advances and Vouchers

PCS Advances Walkthrough

Introduction   This section walks a user through the procedure for completing an advance request in ETS. It was provided by YN2 Heather Everett, TRACEN Petaluma.

Notes:

Member Travel: this is pulled from the funding tab in DA. In this tab per diem and malt are combined for the member and the dependents. TLE and the $16.05 agency fee will all be entered under this tab in DA.

DLA: DLA has its own accounting line and therefore is entered separately on the funding tab in DA.

```
                                  Messing:
        Additional Authorized Expenses:

Document Nbr.              POET                      Funding Type                Cost Total
70Z0PCS220089178   UCGIOH0MPC61200HSAXX21002322TRAINING   Member Travel              $8000
70Z0PCS220089178   UCGIOH0MPC61200HSAXX12203022TRAINING   DLA Dislocation Allowance  $5000
70Z0PCS220089179   UCGIOH0MPC61200HSAXX22003422TRAINING   House Hold Goods           $1110.16
70Z0PCS220089179   UCGIOH0MPC61200HSAXX22004522TRAINING   Privately Owned Vehicles   $500
70Z0PCS220089179   UCGIOH0MPC61200HSAXX25703922TRAINING   Non-Temporary Storage      $500

TAC Code for personal property shipment: ZTGC
TAC Code for transportation and storage of POV: ZVTC
TAC Code to be used for Non-Temporary-Storage if authorized: ZNTC
```

Interim Processes for PCS Advances and Vouchers

Create Trip Authorization for Advances

STEP 1
Select "Create a Trip" from the OA dates that correspond to the trip

At a Glance	Trips	Local Travel	Open Authorization	Group Authorization							
⌄ Filter Options											
Order by: Start Date ⌄	Sort Ascending	Sort Descending									
OA#	Destinations	Start Date	End Date	Purpose	Status	Approver		Create Trip	Show	Copy	Archive
OA1415693	CONUS and OCONUS	06-May-2022	17-May-2022	RA	Open			Create a Trip	Show	Copy	
OA1395395	CONUS and OCONUS	03-Mar-2022	13-Mar-2022	RA	Open			Create a Trip	Show	Copy	
											Showing 1 - 2 of 2

STEP 2
Enter the respective travel type and purpose

Step 1 : Basic Information ❔

			: New	Authorization Status: New

Basic Information

Type of Travel:*   PCS/STATION TO STATION   ⌄
Specific Travel Purpose:*   PCS
Document Number: (System Assigned)

*Required

Travelers for this trip:*

Name	Relationship
ⓘ There are no existing dependents. Go to Manage Dependents to add dependent(s) for travel.	

[Save and Next Step]   [Save]

Continued on next page

Create Trip Authorization for Advances, Continued

STEP 3

Enter the departing unit and the reporting unit on the same day within 12 hours

Create Trip Authorization for Advances, Continued

STEP 4

Click add new expense

Create Trip Authorization for Advances, Continued

STEP 5

Enter the total amount obligated in the member travel and DLA **minus 16.05**

Create Trip Authorization for Advances, Continued

STEP 6
The total amount should add up to the the member travel +DLA +$16.05

STEP 7
Enter the full obligated in the accounting tab. The amount allocated should correspond with the funding tab in member's orders.

Continued on next page

Create Trip Authorization for Advances, Continued

STEP 8

Complete trip authorization

Interim Processes for PCS Advances and Vouchers

Create Advances

STEP 1
Click "Show" on the appropriate authorization

Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive
12062165	OA1417270	Petaluma CG TNG CTR, CA, United States	06-May-2022	PCS		✏			Show	Copy	
12068309	OA1417270	Petaluma CG TNG CTR, CA, United States	06-May-2022	PCS		✓			Show	Copy	

Showing 1 - 2 of 2

✏ In Progress   ⇄ Revised   ⏱ Pending   ✓ Complete   ✖ Cancelled

STEP 2
Click create travel advances

Trip Dashboard

Trip ID: 12068309

collapse or expand all sections

Authorizations

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
06-May-2022	06-May-2022	12068309	$13000.00	Approved - Obligation Accepted	✓	Show	

Amend Authorization

Vouchers

ℹ There are no vouchers associated with this trip.

Create Voucher

Advances

ℹ There are no advances associated with this trip.

Create Travel Advance   **Add Outside Advance**

Reservations

ℹ There are no reservations associated with this trip.

✏ In Progress   ⇄ Revised   ⏱ Pending   ✓ Complete   ✖ Cancelled   🔲 Reduced

Create Advances, Continued

STEP 3

Enter exact amount the member is to be authorized. This will be the 80% of the total advance as listed on the orders. The system will automatically round up/down to the nearest dollar.

STEP 4

Enter the appropriate advanced amount under both member travel and DLA Account Code. If only DLA or per diem and malt are advanced enter the appropriate amount in the respective accounting line.

      *In this case the member is only advanced DLA

      *For members requesting more than DLA you will have to enter the total advance minus the DLA in the member travel line.

Create Advances, Continued

STEP 5

Send to approver

Interim Processes for PCS Advances and Vouchers

ETS Voucher Process – Member Received PCS Advances

Introduction   This scenario captures a member receiving PCS advances via ETS and the advances were applied in TPAX which was reflected on the TPAX TVS.

```
Memb/Emp PCS Per Diem .........   111.75
Memb/Emp Transportation ........   412.00
DLA ...........................  1501.85
                                 --------
Total Entitlement .............  2025.60
Less Partial Payments .........     0.00
                                 --------
Total Charged to Acct. Class ...  2025.60

Less Travel Advances ..........  1178.73
                                 --------
Total Amount Payable ..........   846.87
                                 ========
Due Employee ..................   846.87
```

Review TVS (*example to the left*) and compare to ETS Voucher. The "Less Travel Advances" should be what the member received for PCS Advances. Remember, ETS rounds up so it will be the next whole dollar in ETS.

When adding the expense in the voucher you will need to add the "Total Entitlement" + the difference in the "Less Travel Advances" and what was paid to the member from ETS. In this case it was 0.27.

Enter that number in the accounting and it should be 100% of the "Percent Allocated" Liquidation information should

Agency Billed:	16.05	
Traveler:	2025.87	
Unassigned:	0.00	
Amount:	2041.92	

Filter Options

Order by: Date   Sort Ascending   Sort Descending

Date	Type	Amount	Description
06-May-2022	Lodging	0.00	Lodging expense in Petaluma CG TNG CTR, CA, United States including lodging taxes
06-May-2022	Meals and Incidentals	0.00	M&IE expense in Petaluma CG TNG CTR, CA, United States
06-May-2022	TPAX PCS	2025.87	REMAINING PCS TVL
06-May-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated
	UCGIOH0MPC\22TRAINING\61200 TRACEN PET SK A SCHOOL...	$8000.00	$ 2041.92	100.00 %
	UCGIOH0MPC\22TRAINING\61200 TRACEN PET SK A SCHOOL...	$5000.00	$ 0.00	0.00 %
		Total:	$2041.92	100.00%
		Remaining amount to be allocated:	$0.00	
		Total claim amount:	$2041.92	

Liquidation Information

Advance Amount Outstanding:	1179.00
Pay to Traveler Expenses:	2025.87
Advance Amount to Liquidate:	1179.00
Net Due to Traveler:	846.87
Remaining Advance Amount:	0.00