

Request Selection (PSD NLON CT)

UserID: SYSTEM **For Official Use Only** Friday, March 20, 2009

Block No. 09032001 Block Type Settlement Block Status Assigned to Examiner

Select Request(s)

* Request requires audit Number of Requests: 1

	SSN/ID	Name	TONO/SDN	Type	From Date	To Date	Status
▶	222222222	GOOD, JOB	MASSIVETRAVELER	Normal	1/5/2009	3/15/2009	Entered

Delete View/Modify New

Other Print Block Ticket Skeleton Request Print Request(s) Done Help

Select request you wish to work with or select a <New> request


Enter and save the first claim. This claim will be used as a skeleton for the remaining claims. Located in the center at the bottom of the screen is the button Skeleton Request. To begin the process click Skeleton Request Button.

Massive Multiple Travelers

UserID: SYSTEM Block No: 09032001 Friday, March 20, 2009

	SSN/ID	Name	TONO	Status
▶				
*				

WindowsIATS

 You are about to use the selected skeleton to automatically create a large number of requests. Please make sure that the skeleton has all the required information including such things as accounting, itinerary, and reimbursables before you continue.

OK

Delete

Other Same TONO Import SSNs Create Requests Cancel Help

You will receive a warning message that you are about to use the skeleton to automatically create a large number of requests. If that is what you want to do click the OK button.

Massive Multiple Travelers

UserID: SYSTEM Block No: 09032001 Friday, March 20, 2009

SSN/ID	Name	TONO	Status
333333333	MILPCS, TEST T	N2793M830000000	
111111111	TEST, TEST T	N2794M830000000	
777777777	R, R	N2795M830000000	
555555555	TEST, TEST	N2796M830000000	
▶			
*			

Delete

Other Same TONO Import SSNs Create Requests Cancel Help

Enter the SSN/ID identifying this traveler


Enter the social security number (SSN). You can click Same TONO if everyone has the same order number, otherwise after entering the SSN you would enter the order number. Once all the SSN's and order numbers have been entered click the button Create Requests.

Massive Multiple Travelers

UserID: SYSTEM Block No: 09032001 Friday, March 20, 2009

SSN/ID	Name	TONO	Status
333333333	MILPCS, TEST T	N2793M830000000	
111111111	TEST, TEST T	N2794M830000000	
777777777	R, R	N2795M830000000	
555555555	TEST, TEST	N2796M830000000	
▶			
*			

WindowsIATS

 WARNING: You are about to automatically create 4 requests.
Please make sure that you have imported an image to attach to all the new requests and that the skeleton is complete before you continue.
Are you sure you want to continue?

Yes No

Delete

Other Same TONO Import SSNs Create Requests Cancel Help

Enter the SSN/ID identifying this traveler

Massive Multiple Travelers

UserID: SYSTEM Block No: 09032001 Friday, March 20, 2009

SSN/ID	Name	TONO	Status
333333333	MILPCS, TEST T	N2793M830000000	Successfully Created
111111111	TEST, TEST T	N2794M830000000	Successfully Created
777777777	R, R	N2795M830000000	Successfully Created
555555555	TEST, TEST	N2796M830000000	Successfully Created

Requests Created - Controls Locked

Delete

Other Same TONO Import SSNs Create Requests Done Help

Enter the SSN/ID identifying this traveler

The skeleton request will be created from the initial claim. Click the Done button to return to the block where you can finish processing the claims.

Request Selection (PSD NLON CT)

UserID: SYSTEM For Official Use Only Friday, March 20, 2009

Block No. 09032001 Block Type Settlement Block Status Assigned to Examiner

Select Request(s)

* Request requires audit Number of Requests: 5

SSN/ID	Name	TONO/SDN	Type	From Date	To Date	Status
222222222	GOOD, JOB	MASSIVETRAVELER	Normal	1/5/2009	3/15/2009	Entered
* 333333333	MILPCS, TEST	N2793M830000000	Normal	1/5/2009	3/15/2009	Logged
* 111111111	TEST, TEST	N2794M830000000	Normal	1/5/2009	3/15/2009	Logged
* 777777777	R, R	N2795M830000000	Normal	1/5/2009	3/15/2009	Logged
* 555555555	TEST, TEST	N2796M830000000	Normal	1/5/2009	3/15/2009	Logged

SSN/ID Name TONO/SDN Type From Date To Date Status

Delete View/Modify New

Other Print Block Ticket Skeleton Request Print Request(s) Done Help

Select request you wish to work with or select a <New> request

You must Modify each of the LOGGED claims to complete them. These claims already have the itinerary entered and saved. You will be able to edit each claim as necessary.

Request for a Settlement Against an Order (PSD NLON CT)

UserID: SYSTEM Modify Block No. 09032001 Request No: 405688 Friday, March 20, 2009

MILPCS, TEST T: E7 TONO: N2793M830000000

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

Remit To Adv/Acctl Entitlements Calculations Financial Remarks

Method of Payment: EFT Computed Split: \$6824.10 ☐ Release Obligation

Due Traveler

AA 17 9 1453

Amount \$16,623.60

Windows!ATS
You must verify input for entitlements that are flagged as unvalidated
OK

<Back Next> Modify Accounting

Other Receipts OK Cancel Help

Depress this button to modify the accounting data

Click on a LOGGED claim then click on the View/Modify button. You will see a warning message indicating you must verify input for entitlements that are flagged as unvalidated. Click the OK button.

Request for a Settlement Against an Order (PSD NLON CT)

UserID: SYSTEM Modify Block No. 09032001 Request No: 405688 Friday, March 20, 2009

MILPCS, TEST T: E7 TONO: N2793M830000000

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

Remit To Adv/Acctl Entitlements Calculations Financial Remarks

Types of Entitlements Claimed Not a reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	1/5/2009 - 3/15/2009	Unvalidated Data

Add Itinerary View/Modify Delete

<Back Next> Cons. Comp. Daily Calcs

Other Receipts OK Cancel Help

On the Entitlement Tab, click the View/Modify button to validate the data.

Trip

UserID: SYSTEM Block No: 09032001 Request No: 405688 Friday, March 20, 2009

MILPCS, TEST T: E7 TONO: N2793M83000000

Whats Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local?	Method	Lodging	Meals	Lodging	Taxes	Miles
1/5/2009	DEP Venice, ITALY	GA									
1/5/2009	ARR Munich, GERMANY	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>		LDP	CQ	CM	\$98.90	\$0.00	0
3/15/2009	DEP Munich, GERMANY	GA	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
3/15/2009	ARR VICENZA, ITALY	MC	<input type="checkbox"/>	<input type="checkbox"/>					\$0.00	\$0.00	0

<Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasional OK Cancel Help

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

Make any necessary changes and add any additional entitlements that are claimed. Click the OK button once all the changes have been entered.

Trip

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MILPCS, TEST T: E7 TONO: N2793M83000000

Whats Authorized Actual Itinerary Reimbursables

Actual Trip Duration Greater than or equal to 24 hours

Date	Location	Trans Reason	Duty Day	IDL	Local?	Method	Lodging	Meals	Lodging	Taxes	Miles
1/5/2009	DEP Venice, ITALY	GA									
1/5/2009	ARR Munich, GERMANY	TD	<input checked="" type="checkbox"/>	<input type="checkbox"/>		LDP	CQ	CM	\$98.90	\$0.00	0
3/15/2009	DEP Munich, GERMANY	GA	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
3/15/2009	ARR VICENZA, ITALY	MC	<input type="checkbox"/>	<input type="checkbox"/>					\$0.00	\$0.00	0

<Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasional OK Cancel Help

Depress this button to save trip and return to request form

Windows IATS

Do you wish to recalculate daily meals and/or lodging for this trip

Yes No

If something was changed in the itinerary, once this message prompt appears answer YES. If no changes were made you can answer NO.

Request for a Settlement Against an Order (PSD NLON CT)

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MILPCS, TEST T: E7 TONO: N2793M83000000

Request Type

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

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

Types of Entitlements Claimed

Not a reservist

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	1/5/2009 - 3/15/2009	Validated Data

Add Itinerary
View/Modify
Delete

<Back Next> Cons. Comp. Daily Calcs

Other Receipts OK Cancel Help

Change accounting if necessary or leave it as the initial claim was entered. Enter any remarks, otherwise click OK to finish the claim and go onto the next claim. Continue until you have modified all the claims and have finished this block.

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Select Request(s)

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	SSN/ID	Name	TONO/SDN	Type	From Date	To Date	Status
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*	33333333	MILPCS, TEST	N2793M83000000	Normal	1/5/2009	3/15/2009	Entered
*	11111111	TEST, TEST	N2794M83000000	Normal	1/5/2009	3/15/2009	Logged
*	77777777	R, R	N2795M83000000	Normal	1/5/2009	3/15/2009	Logged
*	55555555	TEST, TEST	N2796M83000000	Normal	1/5/2009	3/15/2009	Logged

SSN/ID Name TONO/SDN Type From Date To Date Status

Delete View/Modify New

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