

Are you on Travel Orders over 45 days?

**Did you know that you can
schedule a partial payment to
take care of that CitiBank card?**



Scheduled Partial Payment

- **If you choose to set up a Scheduled Partial Payment (SPP), you should do this when you *create* your Authorization.**



Scheduled Partial Payment

- **Take a look at the following slides and you will see what you need to do to set up the Scheduled Partial Payment.**



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Itinerary Travel Expenses Accounting **Additional Options** Review/Sign

[RETURN TO LIST](#) **Partial Payments** Advances

Scheduled Partial Payments

Scheduled partial payments are partial reimbursement payments that can be scheduled in advance for trips that are greater than 45 days. The scheduled partial payments provide the traveler with partial reimbursement for travel expenses on specified dates. If partial payments are not scheduled, travel expenses will be reimbursed after the travel voucher for the trip has been completed and approved.

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Once you have all your non-mileage and mileage expenses loaded in DTS, you are ready to create the Scheduled Partial Payment.

Click "Additional Options". Then "Partial Payments".

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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Profile](#)

[Partial Payments](#)

[Advances](#)

Scheduled Partial Payments

Below is a list of scheduled partial payments for this travel document. If there are none, or you would like the system to schedule partial payments for these expenses, click "Schedule Partial Payments".

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[Schedule Partial Payments](#)

Click

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Read the Statement above, then CLICK "Schedule Partial Payments" to proceed.

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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Profile](#)

[Partial Payments](#)

[Advances](#)

Scheduled Partial Payments

Select the scheduled partial payment from the drop-down list to view additional details.

Scheduled Partial Payment: SPP #1: 07/12/10 - 08/10/10

Scheduled Partial Payment Details

Scheduled Partial Payment: SPP #1: 07/12/10 - 08/10/10

Allocated By: Expense Category

Traveler: XXXXXXXXXX

Fiscal Year: 10

Start Date: 07/12/10

End Date: 08/10/10

Release Date: 08/11/10

Current Status: SCHEDULED

Calculated: \$2,725.54

Amount Paid: \$0.00

To Be Paid: \$2,725.54

SPP Summary

10 5C 222 E2

Category	Allowed	Actual
COM. CARR.-I :	\$245.15	\$245.15
M&IE :	\$883.00	\$883.00
RENTAL CAR :	\$1,972.89	\$1,972.89

10 5C 222 E2 Sub Total: \$3,101.04 \$3,101.04

Total Allocation: \$3,101.04 \$3,101.04

On this screen, you can see a payment is scheduled on 11 Aug 10.
And you can see how much the payment will be.

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[RETURN TO LIST](#) Profile **Partial Payments** Advances

Scheduled Partial Payments

Following is the list of scheduled partial payments for this travel document.

Note: When an asterisk (*) appears in the Release Date field, this indicates that the Scheduled Partial Payment will be delayed beyond the normal 30 day period. This is because one or more of the Lines of Accounting associated to the payment are being held due to fiscal year crossover considerations at the accounting system.

FY	Traveler	Start Date	End Date	Status	Release Date	Calculated	Amount Paid	To Be Paid
10	xxxxxxx	07/12/10	08/10/10	SCHEDULED	08/11/10	\$2,725.54	\$0.00	\$2,725.54

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Later you can look at your Authorization and see that the Partial Payment is scheduled.

Logged In As:

Document Name:

Screen ID: 1053.1

[Close Window](#)

Traveler Name:

Document Type: Authorization

[Help for this screen](#)



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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Profile](#)

[Partial Payments](#)

[Advances](#)

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Scheduled Partial Payments

FY	Traveler	Start Date	End Date	Status	Release Date	Calculated	Amount Paid	To Be Paid
10	xxxxxxx	07/12/10	08/10/10	PENDING	08/11/10	\$2,725.54	\$0.00	\$2,725.54

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This screen shot was taken the morning the SPP was to be released.

Scheduled Partial Payment



- **On the next screens, you can check to verify that the Scheduled Partial Payment was processed.**

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Traveler Name:

Document Type: Authorization

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[View Local Vouchers](#)

[View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)

[Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
Your info _A01-01	07/12/10	SPP PAID	10033Q	> view	> print		> amend

Click on the "view" link

Logged In As:

Document Name:

Screen ID: 1053.1

[Close Window](#)

Traveler Name:

Document Type: Authorization

[Help for this screen](#)



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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Profile](#)

[Partial Payments](#)

[Advances](#)

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Scheduled Partial Payments

FY	Traveler	Start Date	End Date	Status	Release Date	Calculated	Amount Paid	To Be Paid
10	xxxxxxx	07/12/10	08/10/10	PAID	08/11/10	\$2,725.54	\$2,725.54	\$0.00



Click

[View Details](#)

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Let's check out those details!

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[Help for this screen](#)



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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Profile](#)

[Partial Payments](#)

[Advances](#)

Scheduled Partial Payments

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Scheduled Partial Payment:

Scheduled Partial Payment Details

Scheduled Partial Payment: SPP #1: 07/12/10 - 08/10/10

Allocated By: Expense Category

Traveler: xxxxxxxxx

Fiscal Year: 10

Start Date: 07/12/10

End Date: 08/10/10

Release Date: 08/11/10

Current Status: PAID

Calculated: \$2,725.54

Amount Paid: \$2,725.54

To Be Paid: \$0.00

SPP Summary

10 5C 222 E2		
Category	Allowed	Actual
COM. CARR.-I :	\$245.15	\$245.15
M&IE :	\$883.00	\$883.00
RENTAL CAR :	\$1,972.89	\$1,972.89
10 5C 222 E2 Sub Total:	\$3,101.04	\$3,101.04
Total Allocation:	\$3,101.04	\$3,101.04

Amount Paid to CitiBank Card

Scheduled Partial Payment



**And now you are ready to
pack your bags without
worrying about a payment
while you are TDY!**