#### 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?

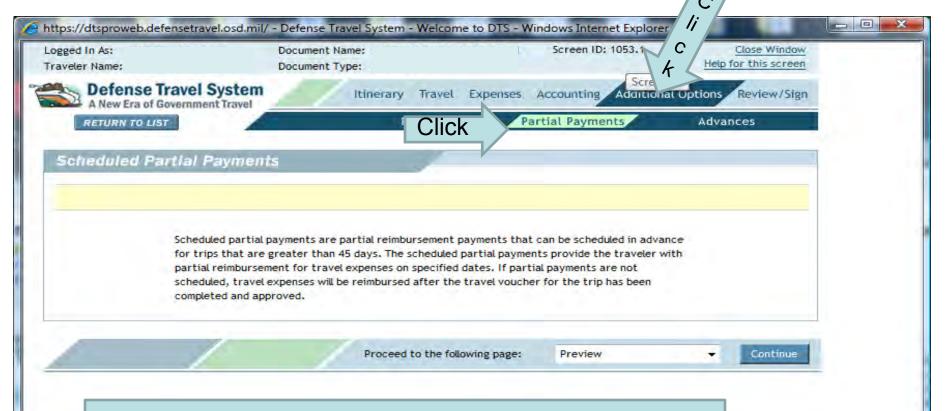


 If you choose to set up a Scheduled Partial Payment (SPP), you should do this when you create your Authorization.



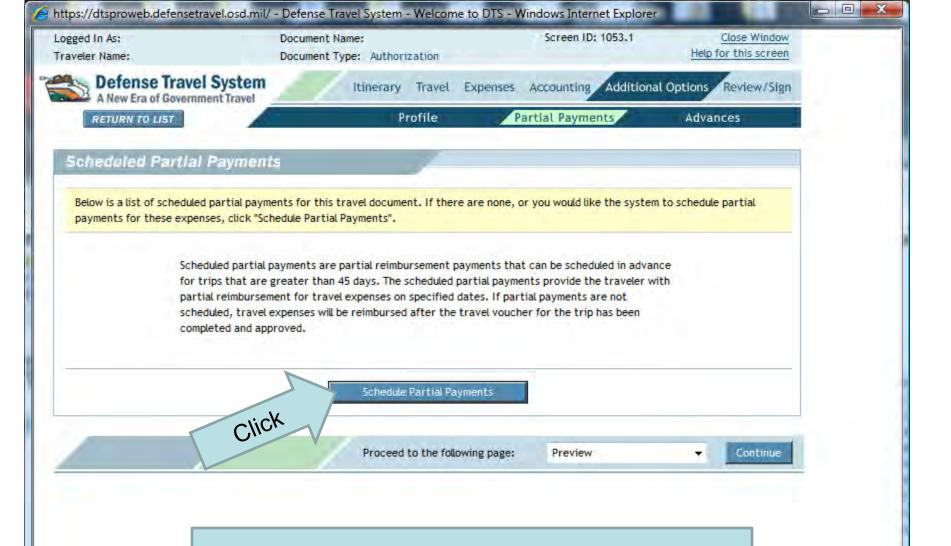
 Take a look at the following slides and you will see what you need to do to set up the Scheduled Partial Payment.





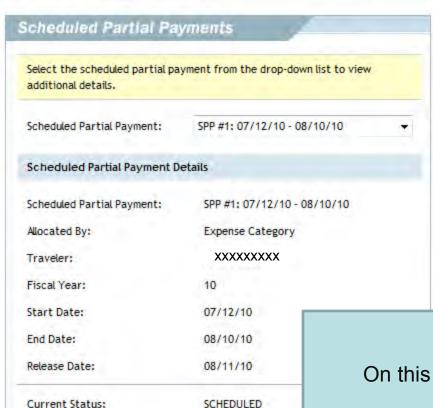
Once you have all your non-mileage and mileage expenses loaded in DTS, you are ready to create the Scheduled Partial Payment.

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



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





\$2,725.54

\$2,725.54

\$0.00

Calculated:

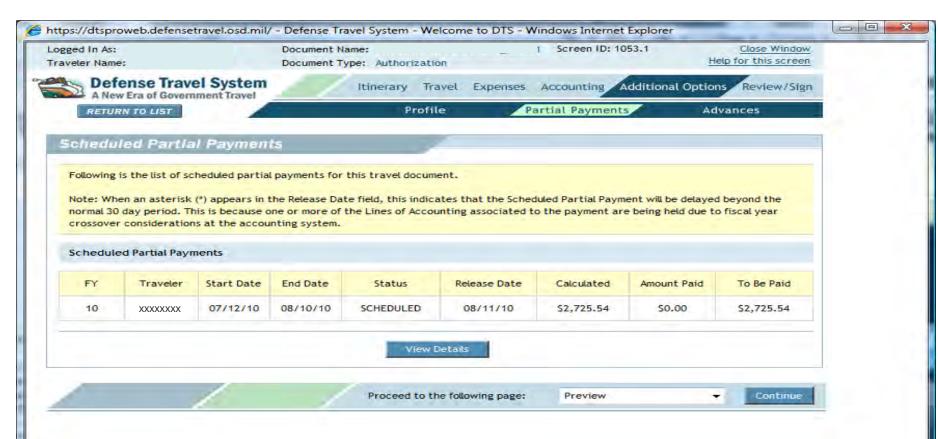
Amount Paid:

To Be Paid:

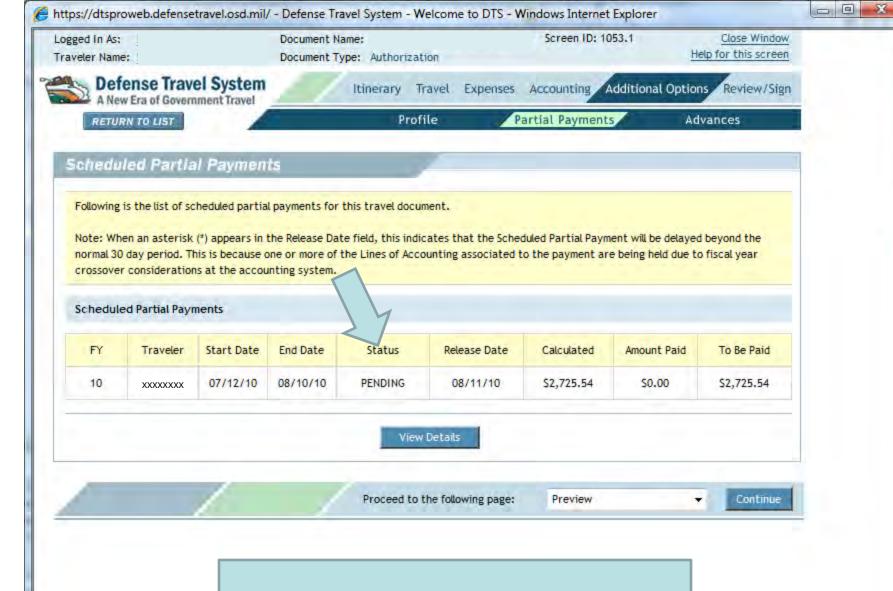
10 5C 222 E2		
Category	Allowed	Actual
COM. CARRI:	\$245.15	\$245.15
M&IE:	\$883.00	\$883.00
RENTAL CAR:	\$1,972.89	\$1,972.89
10 5C 222 E2 Sub Total:	\$3,101.04	\$3,101.04
Total Allocation:	\$3,101.04	\$3,101.04

On this screen, you can see a payment is scheduled on 11 Aug 10.

And you can see how much the payment will be.



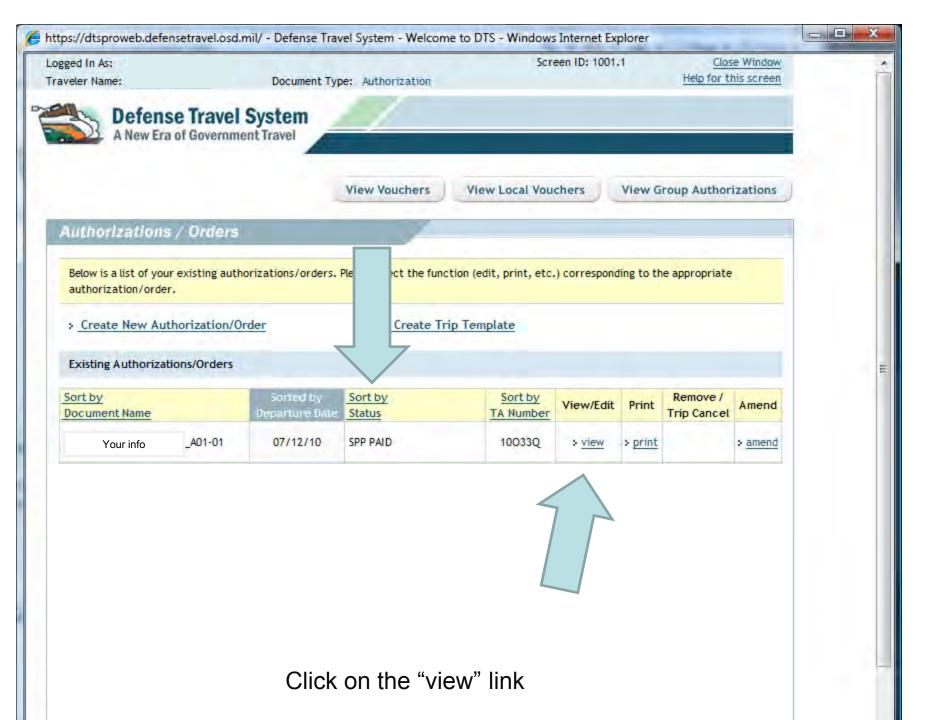
Later you can look at your Authorization and see that the Partial Payment is scheduled.

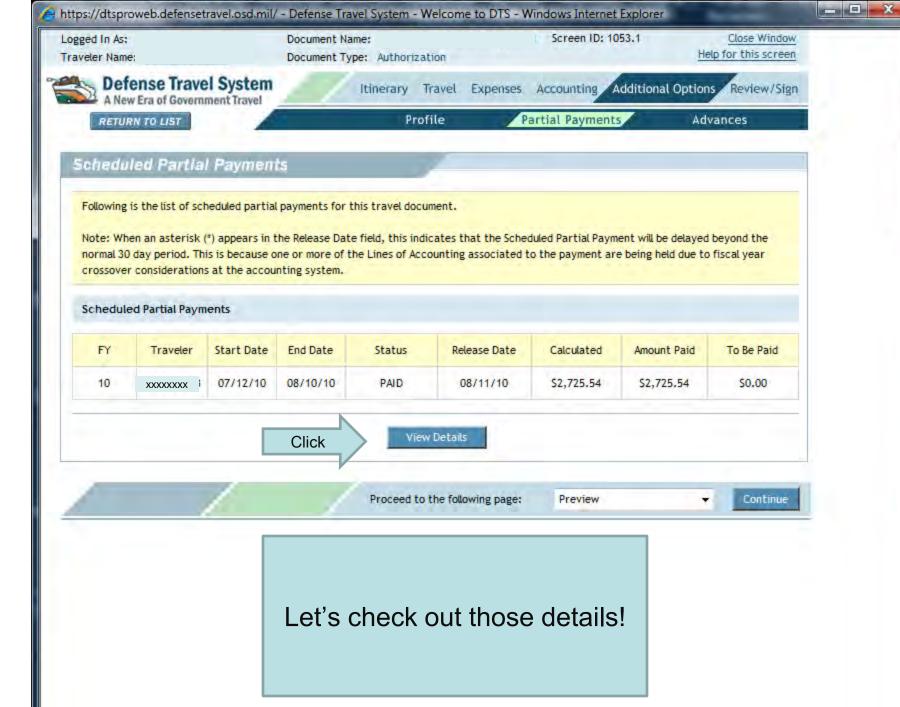


This screen shot was taken the morning the SPP was to be released.



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





\_ D X

Logged In As:

Document Name: !

Screen ID: 1054.1

Close Window

Traveler Name:

Document Type: Authorization

Help for this screen



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

XXXXXXXX Traveler:

Fiscal Year: 10

Start Date: 07/12/10

End Date: 08/10/10

Release Date: 08/11/10

Current Status: PAID

\$2,725.54 Calculated:

Amount Paid: \$2,725.54

To Be Paid: \$0.00 SPP Summary

10 5C 222 E2 Category

COM. CARR.-I:

M&IE:

Allowed

\$245.15 \$245.15 \$883.00 \$883.00

RENTAL CAR: \$1,972.89

10 5C 222 E2 Sub Total:

\$3,101.04

\$3,101.04

\$1,972.89

Actual

Total Allocation:

\$3,101.04

\$3,101.04

**Amount Paid to** CitiBank Card



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