



NOAA CBS INTEGRATED TRAVEL MANAGER DISPATCH #2 Amendments, Adjustments, Cancellations Updated January 2012

Adjustments

Once a Travel Authorization has been signed, any changes to the authorization are called Adjustments. An authorization can be adjusted multiple times prior to the APPROVED status being applied to the document. The user has two choices when opening a document that has been stamped SIGNED, they can enter their signature PIN in the Signature for Adjustment field and then click on the *Sign to Review Document*, or if the user does not want to make any changes to the document but would like to view the document, they would simply click on *Get Document as View-Only*.



Amendments

Once a Travel Authorization has been stamped DATA LINK, it can no longer be adjusted, it must be amended. Amendments are considered complete replacement documents, so each time an Amendment is processed in Travel Manager that results in a dollar value or accounting code change, the obligation(s) in CFS is modified as well to coincide with those changes. It's recommended to proceed with caution when creating an amendment to ensure the desired results are achieved.

Whether or not an authorization can be amended will depend on the status of the obligation(s) in CFS.

- If the obligation is OPEN, ITM9.0 will allow an Amendment.
- If the obligation is CLOSED, ITM9.0 will not allow an Amendment.

If the authorization has both a Traveler PO and CBA Obligation associated with it, only expenses tied to the OPEN obligation can be amended. For example:

- If the Traveler PO is OPEN and the CBA Obligation is CLOSED, only traveler reimbursable expenses can be amended (i.e., Lodging, M&IE, Parking, Hotel Tax, etc...)
- If the CBA Obligation is OPEN and the Traveler PO is CLOSED, only the non-reimbursable expenses can be amended (i.e. Common Carrier, TMC Transaction Fee, etc...).

- If both the Traveler PO and CBA Obligation are CLOSED, the authorization cannot be amended.

There are several reporting utilities available outside of ITM to assist users in determining whether the status of an obligation is OPEN or CLOSED.

- Management Analysis and Reporting System (MARS)
- Oracle Discoverer Travel-Document-History workbook

For assistance or questions on obtaining access to either of these systems users may contact the following supportive Help Desks:

- Management Analysis and Reporting System (MARS) - MARS Support is operated by the National Marine Fisheries Service (NMFS) Help Desk. Users may contact the help desk via email or phone:
 - mars.support@noaa.gov
 - (301) 713-2376
- Oracle Discoverer Travel-Document-History workbook - Oracle Discoverer Support is operated by the Financial Systems Division (FSD) Client Services Help Desk. Users may contact the help desk via email or phone:
 - ClientServices@noaa.gov
 - (301) 444-3400

When do I need to Amend?

Determining whether or not to amend an authorization can depend on numerous factors:

- Are changes required to be made to the traveler's itinerary, expenses and/or accounting code prior to the start of travel?
- Was enough funding estimated up front to cover expenses claimed by the traveler and/or invoiced by the Charge Card provider?
- Were the appropriate expenses included on the Travel Authorization?



Two key notes to remember, as discussed in the Integrated Travel Manager Dispatch #1 - Funds Check Process:

1. The amounts funded on the obligation are at the Object Class Code level and not limited to the ACCS components within Travel Manager. Object Class Codes are used to identify reimbursable/non-reimbursable expenses and domestic/foreign travel. A complete listing of Object Class Codes can be located on the NOAA

Finance Office webpage at

<http://www.corporateservices.noaa.gov/finance/docs/OCC%20Revision%2003-25-11.pdf>

2. Inadequate estimates on the authorization may result in an increased need to process Amendments in order to reimburse the traveler.

What if the Trip is Cancelled?

Before creating an Amendment, you will need to determine if any expenses were incurred in advance or as a result of the trip being cancelled (i.e., Late Cancellation Fees, Common Carrier charges and/or TMC Transaction Fees).



It is highly recommended users contact all parties with whom travel arrangements have been made (i.e., Travel Management Center (TMC), Lodging facility, etc...) prior to making an attempt to cancel an authorization to ensure no charges have/will be incurred as a result of the trip being cancelled.

- If the TMC has ticketed the reservation and the trip is cancelled, it is important to note the TMC will invoice for both the Common Carrier cost and the TMC Transaction fee and if applicable issue the refund (credit) for the Common Carrier charges outside of ITM through the automated billing process. Generally, the refund process will occur no later than the billing cycle following when the charges were invoiced. In situations such as this, funding must remain available on the CBA Obligation in order to allow the invoiced charges to be properly administered through the automated billing process.
- If a late cancellation fee will be charged by the Lodging facility funding must remain available on the Traveler PO in order to allow the traveler's claim for reimbursement to be processed accordingly.

Users should not cancel an authorization if a claim for reimbursement of cancellation charges or any other claim in conjunction with an authorization will be submitted.

The table provided below provides some examples to assist users in determining the appropriate course of action to take when a trip is cancelled. Should additional guidance be required, users are encouraged to contact the NOAA Client Services Help Desk for further assistance.

Is the Travel Authorization DATA LINK?	Were reservations ticketed <u>or</u> Transaction Fee incurred?	Action
No	<ul style="list-style-type: none"> • Reservations were ticketed • TMC fee incurred • Traveler reimbursable expenses were <u>not</u> incurred 	Adjust the authorization to reduce the document down to the Common Carrier Costs and Transaction Fee.
No	<ul style="list-style-type: none"> • Reservations were <u>not</u> ticketed • No TMC Fee incurred • Traveler incurred a Late Cancellation fee with the Lodging facility 	Adjust the authorization to reduce the document down to the Late Cancellation fee.
No	<ul style="list-style-type: none"> • Reservations were <u>not</u> ticketed • No TMC fee incurred • Traveler reimbursable expenses were <u>not</u> incurred 	Delete the authorization as \$0 documents are not processed through the interface.
Yes	<ul style="list-style-type: none"> • Reservations were ticketed • TMC fee incurred • Traveler reimbursable expenses were <u>not</u> incurred 	Amend the authorization to reduce the document down to the Common Carrier Costs and Transaction Fee.
Yes	<ul style="list-style-type: none"> • Reservations were <u>not</u> ticketed • No TMC Fee incurred • Traveler incurred a Late Cancellation fee with the Lodging facility 	Amend the authorization to reduce the document down to the Late Cancellation fee.
Yes	<ul style="list-style-type: none"> • Reservations were <u>not</u> ticketed • No TMC Fee incurred • Traveler reimbursable expenses were <u>not</u> incurred 	Amend the authorization, <u>do not make any changes to the expenses that default onto the amended authorization</u> , stamp the Amendment Cancelled. This will result in all funding being de-obligated from both the Traveler PO and CBA Obligation, if applicable.