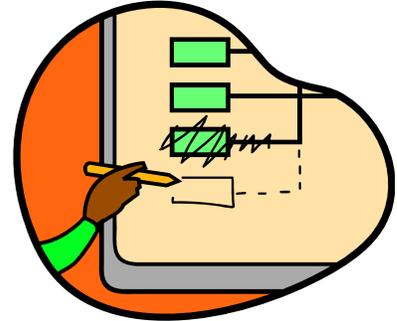




NOAA CBS INTEGRATED TRAVEL MANAGER DISPATCH #2 Amendments, Adjustments, Cancellations March 2009

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.

The number of times an authorization can be amended will depend on the latest version of the Travel Authorization and status of the Travel Voucher.

- If a Travel Authorization has been canceled, ITM90 will not allow further Amendments to the authorization.
- For trips that are 30 days or less, if a Travel Voucher has been paid, against the obligation, ITM9.0 will not allow further Amendments to the authorization.
- For trips that are over 30 days, if a Travel Voucher or multiple Travel Vouchers have been paid:
 - If funds are remaining on the obligation, the obligation remains open and ITM9.0 will allow an Amendment.
 - If there are no funds remaining on the obligation, the obligation is closed and ITM9.0 will not allow an Amendment.

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.
2. Inadequate estimates for the obligation may result in an increased need to process Amendments in order to pay the travelers.

Some helpful hints to determining whether an Amendment is needed:

- If the per diem location(s), expenses and/or accounting code require a change prior to the start of travel
 - An amendment will need to be created to adjust the funding and/or ACCS.
- If there is a significant extension in the traveler's trip duration
 - An amendment will need to be created to adjust the funding
- If the Travel Authorization included a foreign per diem location and the Travel Voucher does not:
 - An Amendment will need to be created to remove the foreign location because foreign and domestic Object Class Codes are different.
- If the Travel Authorization included domestic per diem locations ONLY and the Travel Voucher includes a foreign location:
 - An Amendment will need to be created to add the foreign location because foreign and domestic Object Class Codes are different.
- If the Travel Authorization did not include Registration Fees and the Travel Voucher does:
 - An Amendment will need to be created to add Registration Fees because the Object Class Codes used for Registration Fees are different than those used for other traveler reimbursable expenses.
 - Remember that each of the three (3) Registration Fees have their own Object Class Code:

- Registration Fees ADP - 2510
- Registration Fees Non-ADP Federal Source - 2533
- Registration Fees Non-ADP Non-Fed Source - 2526
- If the Travel Authorization included non-reimbursable airfare charged to the Centrally Billed Account (CBA) and the Travel Voucher includes the airfare as reimbursable to the traveler:
 - An Amendment may be needed to increase the traveler obligation if there were both non-reimbursable and reimbursable common carrier expenses.
 - An Amendment may be needed to increase the traveler obligation and decrease the CBA obligation if there were only reimbursable common carrier expenses.
- If the Travel Authorization cited one Account Classification Code Structure (ACCS) and the Travel Voucher cites a different ACCS:
 - An Amendment will need to be created to change the ACCS on the Travel Authorization (obligation), if it's determined the ACCS used on the Travel Voucher is correct.
- If the Travel Voucher receives an error message stating "Insufficient Funds Available", this means the Travel Voucher has exceeded the amount of the Travel Authorization and has exceeded the tolerance levels:
 - An Amendment will need to be created to add the additional expenses or to increase the existing expense amounts. This will increase the traveler obligation.

What if the Trip is Cancelled?

Before creating the Amendment, determine if any expenses were incurred despite the trip being cancelled. You may be asking, if the trip is cancelled and the traveler never left, how could any expenses be incurred? Well, if the traveler was flying, there could still be a transaction fee. Here is a table to help you determine the appropriate action to take.



Does the Status of the Travel Authorization have DATA LINK?	Was a Transaction fee incurred?	Action
No	Yes	Adjust the authorization to reduce the document down to the Transaction Fee.
Yes	Yes	Create an amendment to reduce the authorization down to the Transaction Fee.
No	No	The authorization may be deleted as \$0 documents are not processed through the interface.
Yes	No	Create an Amendment, <u>do not make any changes</u> , stamp the Amendment Cancelled. This will send the changes to CFS to close the Traveler obligation and CBA obligation, if applicable, de-obligating the funds.