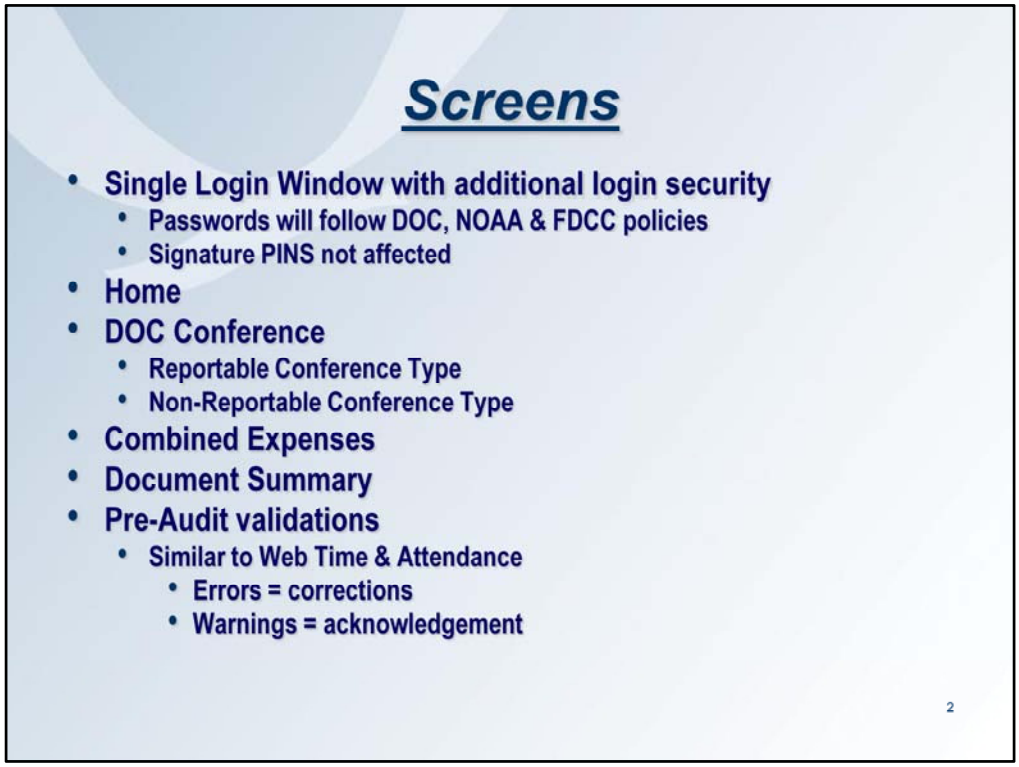
Overview of Travel Manager 9.0

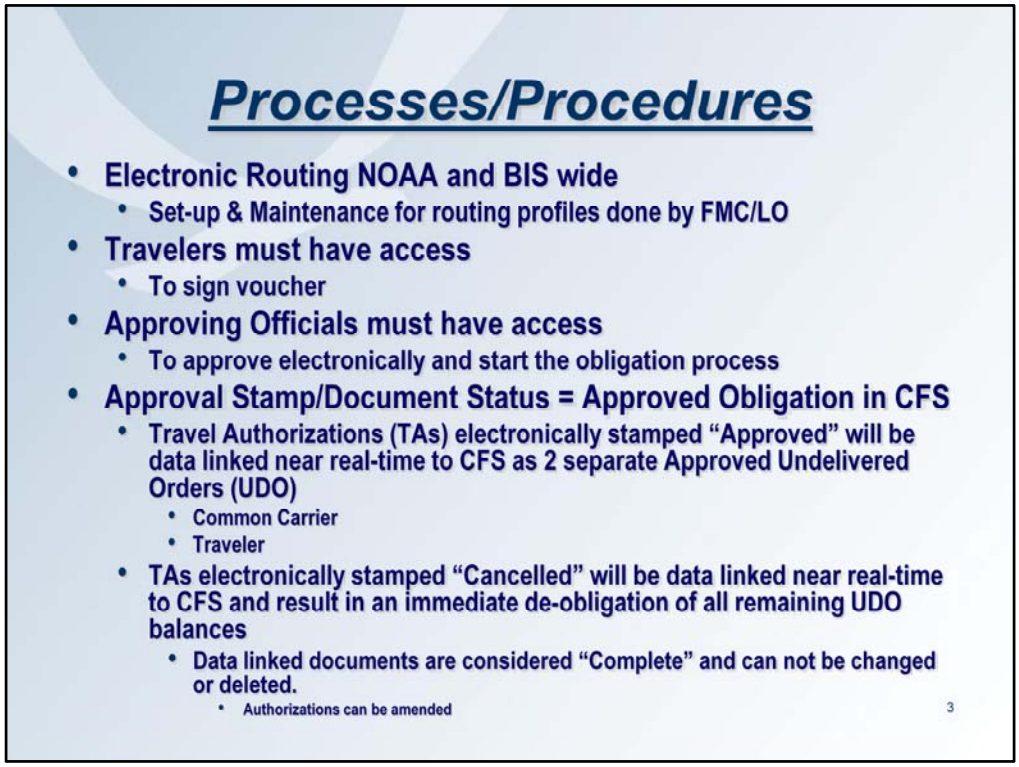
FY 2009



Travel Manager 9.0 now gives a single sign-on window that allows to log into the different system modules. With this comes additional security concerning passwords. Passwords will now be a MINIMUM of 12 characters in length. The passwords will need to have at least one: Upper case, lower case, numeric and special character. These new changes enforce current DOC, NOAA and Federal Desktop Core Configuration (FDCC) IT policies. The new password requirements do not affect current Signature PIN requirements. (8 Characters with 1 number) Signature PINs are what is used when stamping a document. They never change unless you forget it and need it reset by emailing the help desk at clientservices@noaa.gov.

Some other new screens are:

1) Home – the first page you go to once you log in.
2) DOC Conference – has 7 questions that need at least 1 yes answer if the purpose of the trip is Reportable or Non-Reportable Conference.
3) Expenses is now combined with lodging/M&IE, Ticketed Transportation and your general expenses.
4) Document Summary – gives a quick glance at the travel document
5) Pre-Audit Validations. Audit Failures, or Errors, will require corrections prior to the document moving forward in the process. Audit Flags, or Warnings, will require acknowledgement prior to the document moving forward. These errors and warnings are similar to those found in Web Time and Attendance.



Electronic routing was always a feature of Travel Manager; however, not everyone was utilizing it. Now with version 9.0, electronic routing will be NOAA and BIS wide. The Financial Management Centers (FMCs) and/or Line Offices (LOs) will be responsible for the setup and maintenance of the electronic routing lists.

Because of this all travelers must now have access to the system. This is in order to stamp their voucher signed.

Also, Approving Officials also must have access in order to stamp the documents approved and start the obligation process.

Electronically stamped "Approved" Travel Authorizations will be data linked near real-time to CFS as 2 separate approved Undelivered Orders (UDO) and any travel authorizations electronically stamped "Cancelled" will result in immediate de-obligations of all remaining UDO balances.

Data linked documents are considered "Complete" and therefore can not be changed or deleted. However, the authorization can be amended.

Processes/Procedures (Cont'd)

- No changes to the following business processes:
  - Vouchers that authorize payment by convenience check
    - *Checks are issued through CPCS*
    - *No method of linking the obligation to the CPCS transaction*
  - Cash Advances
    - *ITM 9.0 can not do in the system*
    - *Must record on the voucher in the system to reduce reimbursement*
  - Traveler reimbursed in same manner as salary payments
    - *Employees only*
  - Traveler should submit voucher claims (FTR 301-52.7):
    - *Within 5 working days after trip or period of travel is complete*
    - *Every 30 days if on continuous travel status*
  - Faxing Signed Approved Authorizations for ticketing

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The following business processes and things will not change as a result of the upgrade to Travel Manager 9.0 and obligating TDY travel.

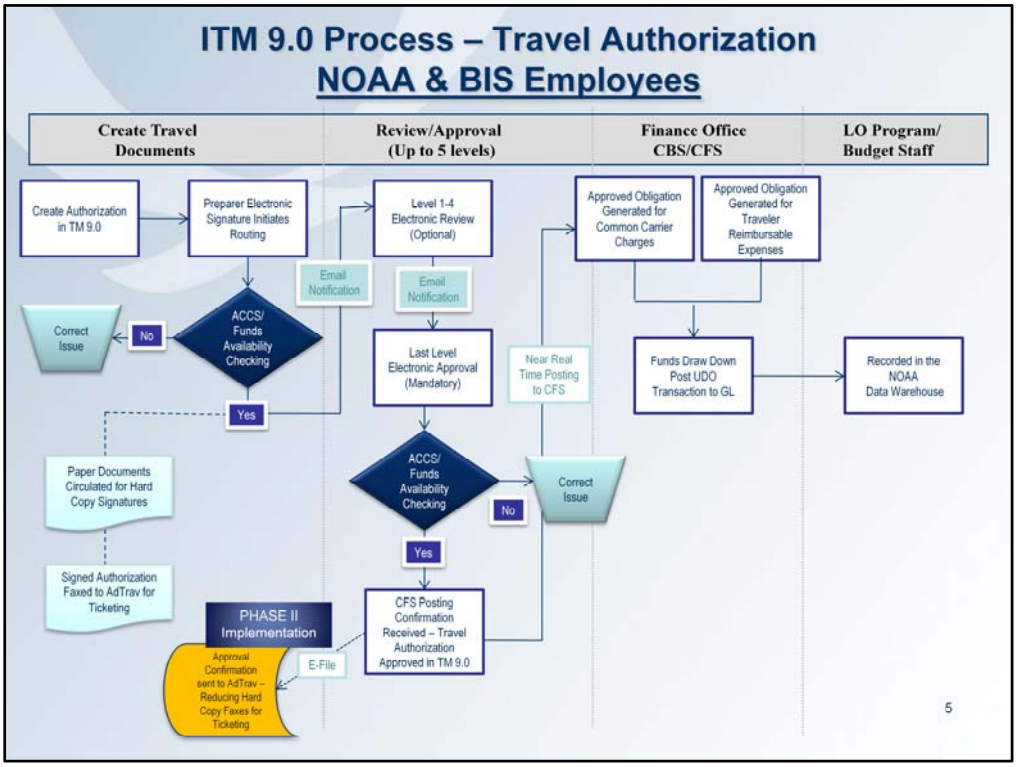
Travel Vouchers that authorize payment by convenience check. The Commerce Purchase Card System (CPCS) issues these checks and currently there is no method of linking the obligations to the CPCS transaction.

Travel Manager can not issue cash/check advances. However, a traveler receiving an advance outside of Travel Manager must record it on their voucher to reduce the reimbursement.

For employees only, all reimbursements are in the same manner as how they receive their salary.

The traveler must submit their voucher within 5 working days after the trip or period of travel is completed. On continuous travel status the traveler must submit the voucher every 30 days. These requirements are per the Federal Travel Regulations 301-52.7.

The faxing of travel authorizations will continue until the Phase II implementation.



The flowchart outlines the process involved for Travel Authorizations in Travel Manager 9.0 for NOAA and BIS Employees.

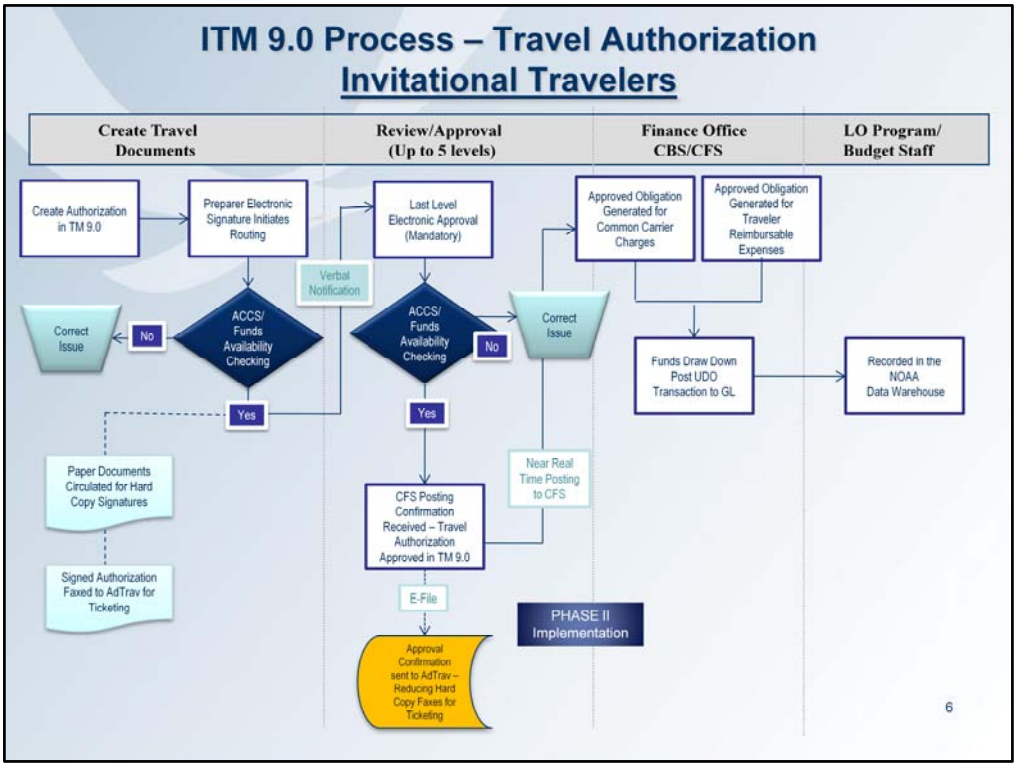
There are four processing areas: Create, Review/Approval, Finance Office & LO Program Budget Staff.

The process starts where the traveler/preparer creates the Authorization in TM 9.0. The authorization is "Signed" that starts the process of electronic routing. At that time, the ACCS Validation and Funds Availability check occurs. If the funds are not available, the system will send back a message to the traveler/preparer. They will in turn need to contact the Budget Office to resolve the fund situation. If it passes funds availability and ACCS validation, the process continues with an email notification to the first level of reviewers/approvers. At the same time a copy of the authorization is printed for signature and faxed to AdTrav for ticketing.

There are up to four levels of electronic review with the last being the electronic approval. Upon the electronic approval the system will perform another ACCS Validation and Funds Availability check. If the funds are not available, the system will return a message back to the approver. They will either contact or have the preparer/traveler contact the Budget Office to resolve the funds situation. If it passes funds availability and ACCS validation, the system approves the authorization. A posting of two obligations near real-time will occur in CFS FM040. One of the approved obligations will be for the common carrier costs charged to the Centrally Billed Account (CBA). The other approved obligation will be the costs reimbursable to the traveler.

At the time the obligations are posted, funds are drawn down and general ledger impacts to record an Undelivered Order. The NOAA Data Warehouse then captures all this information during the nightly refresh process.

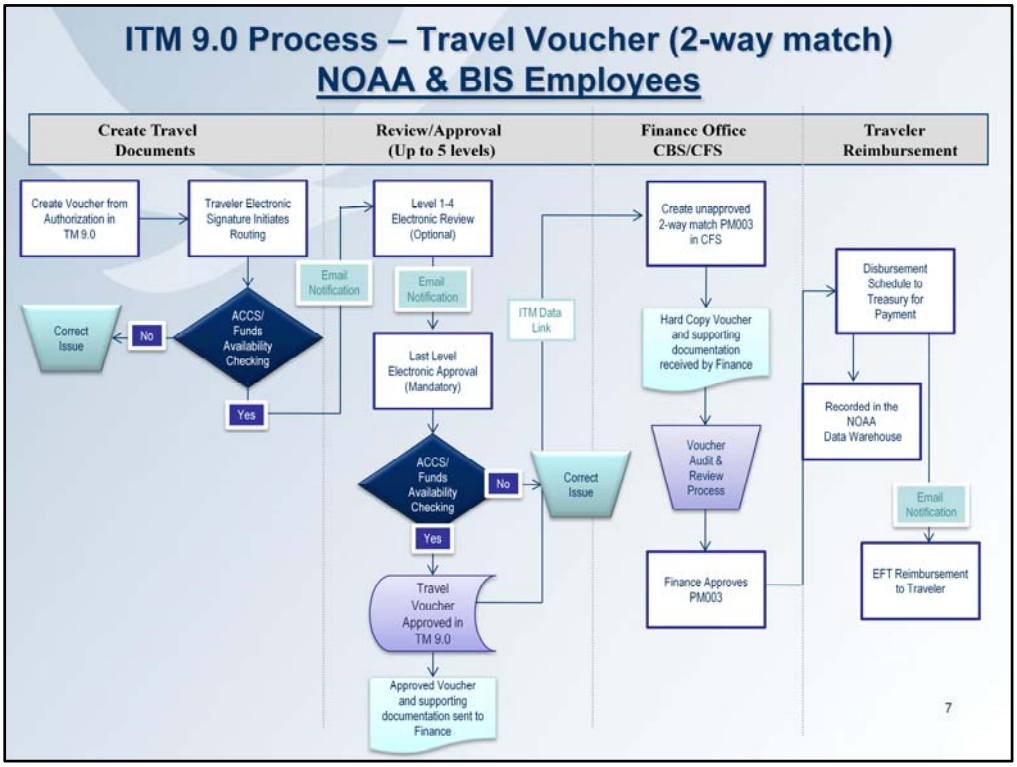
The last piece will come with a Phase Two Implementation which is once the authorization has been approved, the approval confirmation will be e-filed to AdTrav for ticketing. This should reduce the need for Hard Copy Faxes.



The flowchart outlines the process involved for Travel Authorizations in Travel Manager 9.0 for Invitational Travelers.

It is basically the same process as the one for NOAA and BIS employees except there is no email notification nor do they have up to four levels of review, because the Invitational Traveler is not set up to do electronic routing. The preparer of the authorization would have to verbally notify the approving official there are documents awaiting their approval.

The approving official will have to look up the traveler and find their authorization and then stamp it approved. Once that stamp happens, the process is still the same with doing validation and funds checks as well as the obligation process.

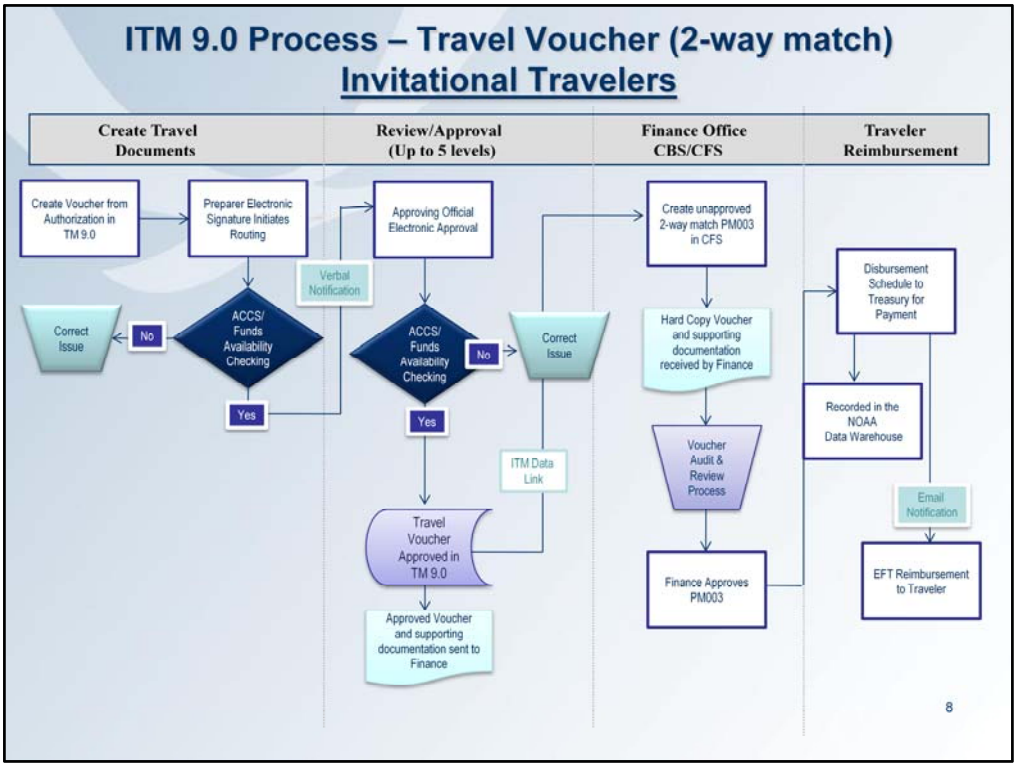


The flowchart outlines the process involved for Travel Vouchers in Travel Manager 9.0 for NOAA and BIS Employees.

There are four processing areas: Create, Review/Approval, Finance Office & Traveler Reimbursement.

The process starts where the traveler/preparer creates the Voucher in TM 9.0. The voucher is "Signed", by the traveler, which starts the process of electronic routing. At that time, the ACCS Validation and Funds Availability check occurs. If the funds are not available, the system will send back a message to the traveler. They will in turn need to contact the Budget Office to resolve the fund situation. If it passes funds availability and ACCS validation, the process continues with an email notification to the first level of reviewers/approvers.

There are up to four levels of electronic review with the last being the electronic approval. At the electronic approval the system does another ACCS Validation and Funds Availability check. If the funds are not available, the system will return a message back to the approver. They will either contact or have the preparer/traveler contact the Budget Office to resolve the funds situation. If it passes funds availability and ACCS validation, the system approves the voucher and creates an unapproved 2-way match invoice using the PM003 screen. The traveler/preparer will send the approved hard copy voucher and supporting documents to the Finance Office for review. Once Finance receives the approved hard copy voucher they validate the PM003 invoice has posted correctly in CFS and perform an audit on the voucher. If the voucher passes the audit examination, the Finance Office will then approve the invoice in CFS for payment. This makes the invoice eligible for submission to Treasury the next time the disbursement process runs. When the submission of the invoice happens, the traveler gets the payment notification. The NOAA Data Warehouse then captures all this information during the nightly refresh process.



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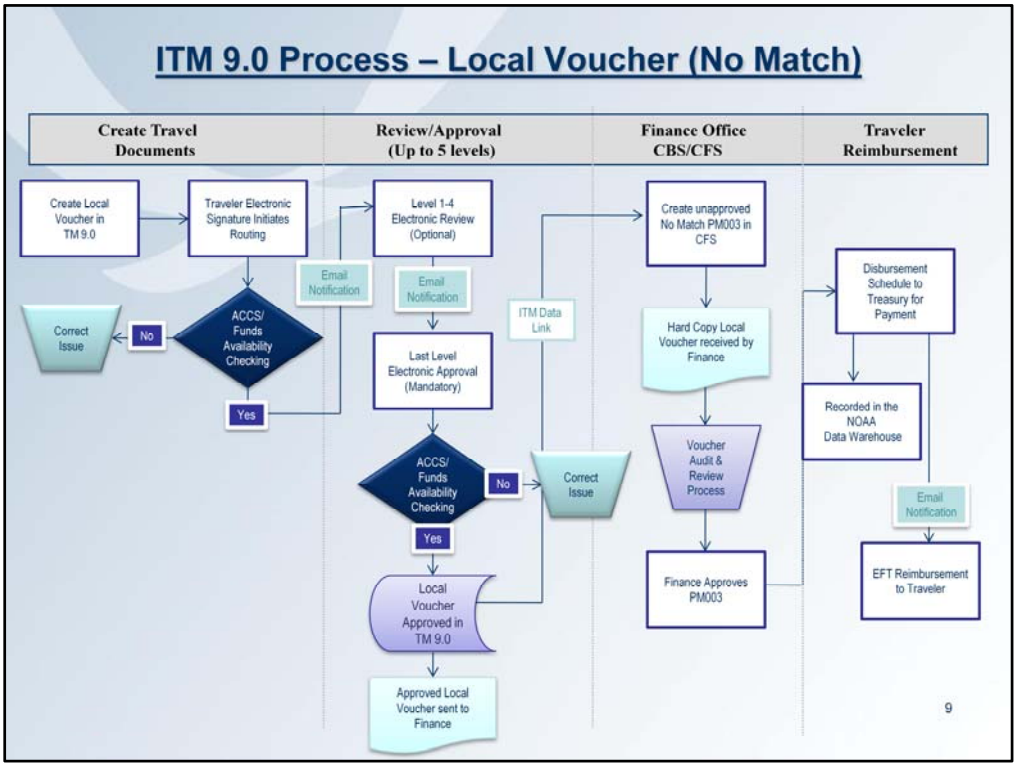
It is basically the same process as the one for NOAA and BIS employees except there is no email notification nor do they have up to four levels of review, because the Invitational Traveler is not set up to do electronic routing. The preparer of the voucher would have to verbally notify the approving official there are documents awaiting their approval.

The approving official will have to look up the traveler and find their voucher and then stamp it approved. Once that stamp happens, the process is still the same with doing validation and funds checks as well as the reimbursement process.



The flowchart outlines the process involved for Local Vouchers in Travel Manager 9.0.

There are four processing areas: Create, Review/Approval, Finance Office & Traveler Reimbursement.

The process starts where the traveler/preparer creates the Local Voucher in TM 9.0. The voucher is "Signed", by the traveler, which starts the process of electronic routing. At that time, the ACCS Validation and Funds Availability check occurs. If the funds are not available, the system will send back a message to the traveler. They will in turn need to contact the Budget Office to resolve the fund situation. If it passes funds availability and ACCS validation,, the process continues with an email notification to the first level of reviewers/approvers.

There are up to four levels of electronic review with the last review being the electronic approval. At the electronic approval the system does another ACCS Validation and Funds Availability check. If the funds are not available, the system will return a message back to the approver. They will either contact or have the preparer/traveler contact the Budget Office to resolve the funds situation. If it passes funds availability and ACCS validation, the system approves the local voucher and creates an unapproved no match invoice using the PM003 screen. The traveler/preparer will send the approved hard copy local voucher to the Finance Office for review. Once Finance receives the approved hard copy local voucher they validate the PM003 invoice has posted correctly in CFS and perform an audit on the local voucher. If the voucher passes the audit examination, the Finance Office will then approve the invoice in CFS for payment. This makes the invoice eligible for submission to Treasury the next time the disbursement process runs. When the submission of the invoice happens, the traveler gets the payment notification. The NOAA Data Warehouse then captures all this information during the nightly refresh process.

Travel Manager Specifics

- Travel Authorization Numbers must follow the format requirements specified in the NOAA Travel Handbook
  - Cannot contain special characters, spaces, hyphens etc.
- Travel Authorization Numbers are used as the document name for all travel documents
- Each office is responsible on having their own travel numbers
  - MARS
  - Office Log/Budget Person
- Travelers must have a valid CFS Vendor Number PRIOR to any travel arrangements being made
- Travelers (or requesting office) without a Vendor Number may obtain a number by contacting:
  - vendor.support@noaa.gov FAX: 301-427-3061

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Travel Authorization numbers must follow the format contained in the NOAA Travel Handbook, which come from the NOAA Travel Regulations (NTR).

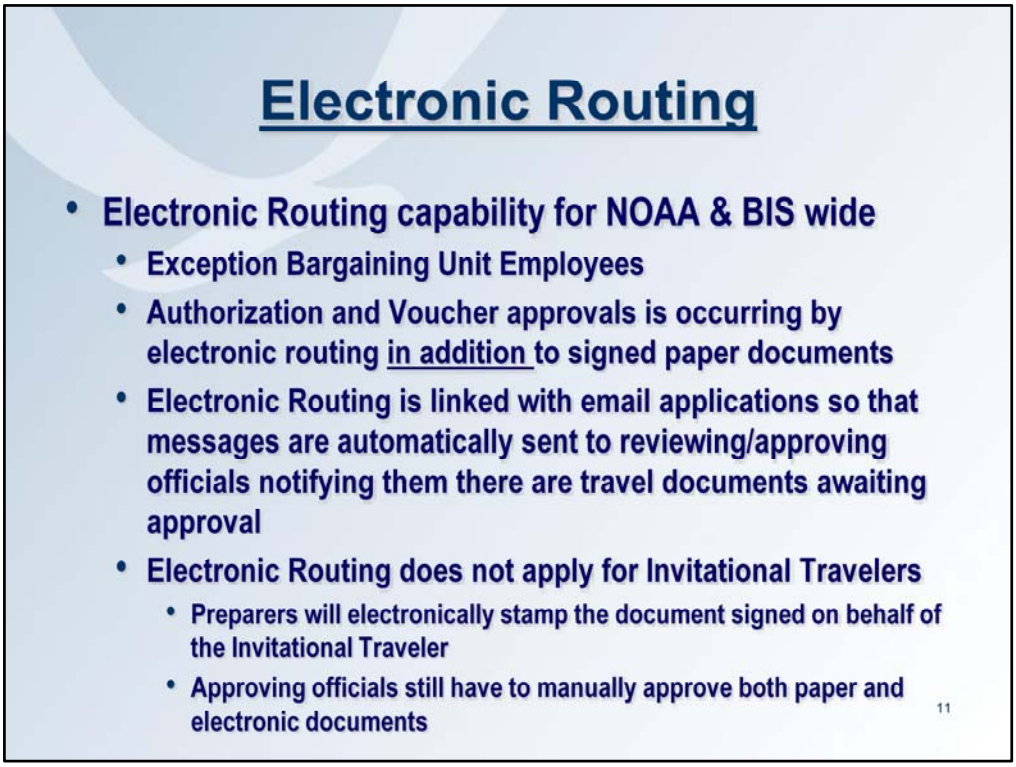
NTR 301-2.1 (n) speaks on who assigns the travel authorization numbers
NTR 301-2.1 (p) talks about the format for assigning travel authorization and trip authorization numbers
NTR 301-2.1 (q) informs on the different travel "Type" codes
NTR 301-2.1 (r) talks about how the trip authorization numbers are assigned

The Travel Authorization number(s) are used as the document file name for all travel documents. The only way to change a document name once it's been created is to delete it and start over.

The process hasn't changed concerning the TA numbers. However, your office got them before is how it's still working. There is not an system generated number in Travel Manager.

Travelers must have a valid CFS Vendor number PRIOR to any travel arrangements being made.

Travelers without a CFS Vendor number, the traveler or requesting office may contact Vendor Support to obtain a vendor number



Electronic routing should follow the same process as the current hard copy review of the travel documents. Signatures are still required on the hard copy of the travel documents. Hard copy documentation will continue to be the official document of record and will be required by your servicing Finance Office prior to approving the invoice for payment in CFS.

Electronic Routing will be linked with the email applications so that messages are automatically sent to the reviewing/approving official(s) notifying them there are travel documents awaiting their review and/or approval.

Electronic Routing does not apply for Invitational Travelers. The Preparer will electronically stamp the document signed on behalf of the Invitational Traveler once they've signed the hard copy. The Preparer will also have to inform the approving official to go into the system and approve the document. There will be no electronic notification to the approving official nor will it be in their review queue. Because we're now obligating our travel, the approving official must sign the hard copy as well as stamp the document approved in the system.

Electronic Routing (cont'd)

- Electronic routing should mimic hard copy routing unless:
  - An employee is requested to travel for NOAA/BIS office other than their own
    - Funding Office signs Hard Copy – Employee's Office signs electronically
      - NOAA Travel Regulations (NTR) 301-2.1(t)
  - Employee traveling under different projects
    - Handled the same as above
  - Employee's approving official(s) do not use ITM
    - Hard Copy signed by non ITM User(s) – modified routing chain set up for electronic signatures
      - NOAA Travel Regulations (NTR) 301-2.1(t)

The route in which the hard copy documentation is submitted for signatures within your office should ideally mimic the electronic routing of the document through ITM; however, there may be situations that warrant the following:

1) If an employee is requested to travel for NOAA and/or BIS office other than their own, the hard copy documentation would be required to receive signatures from the funding office while the electronic document would be required to route through the approval routing chain of the employee's home office as provided by provisions within the NOAA Travel Regulations (NTR) 301-2.1(t).

NOTE: In situations such as these, Approving Officials from the traveler's office should not apply electronic signatures without written or verbal confirmation from the funding office as the electronic approvals will generate financial impacts within CFS.

2) Employees traveling under different projects is handled the same way as if another office is funding the travel. You can not route to different approving officials based off projects.

3) If an employee's authorizing official(s) is not setup to use ITM, the hard copy documentation would be required to receive the appropriate signatures while the electronic document would be required to route through a modified approval routing chain within the employee's office as provided within NTR 301-2.1(t)

These are the roles which are involved with Travel Manager 9.0. Some of these are actual roles contained within Travel Manager others are roles that fall outside of the system. An person could possibly have one or more of these roles listed.

Roles (Cont'd)

- **Individual User**
  - Access to their own documents
  - Employees Only
  - Access to Document Preparation Module
- **Group Administrator**
  - Access to their own documents
  - Access to documents for a specified group of travelers
  - Access to Document Preparation Module
- **Reviewing/Approving Official**
  - Access to their own documents
  - Access to documents for a specified group of travelers
  - Access to Document Preparation Module

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An Individual User only has access to their travel documents. The only module they are able to access is Document Preparation. With ITM 9.0, this role now applies to even those people who traveled but never used the system. Anyone who now travels is considered an Individual User and must request access to the system through the CBS Help Desk using the ITM User Access Request form. This role however does not apply to invitational travelers.

A Group Administrator has access to their travel documents as well as to a specified group of travelers for whom they create travel documents. The only module they are able to access is the Document Preparation. They are responsible for keeping track of their office's groups. This information is provided by using the Group Access form and is submitted to the CBS Help Desk.

An Approving Official has access to their travel documents as well as to a specified group of travelers who fall under their approval. The only module they are able to access is the Document Preparation. Any Approving Official who was non-routing prior to the implementation of ITM 9.0, will now have to request Approving Official access. This is important because they will now not only approve by signing the hard copy documents but will also approve the documents electronically, which initiates creating the approved obligations in CFS.

Roles (Cont'd)

- **FMC Travel Coordinator**
  - Role defined outside of Travel Manager system
  - Approves access for Group & Routing Administrator roles
  - Point of Contact for:
    - Re-certifications
    - Group/Routing Administration Issues
- **Routing Administrator *NEW***
  - Access to their own documents
  - Access to documents for a specified group of travelers
    - Only **IF** they are also a Group Administrator
  - Access to a specified group of travelers for routing lists
    - In the same ITM Org Access
  - Access to Document Preparation **and** Administration Modules

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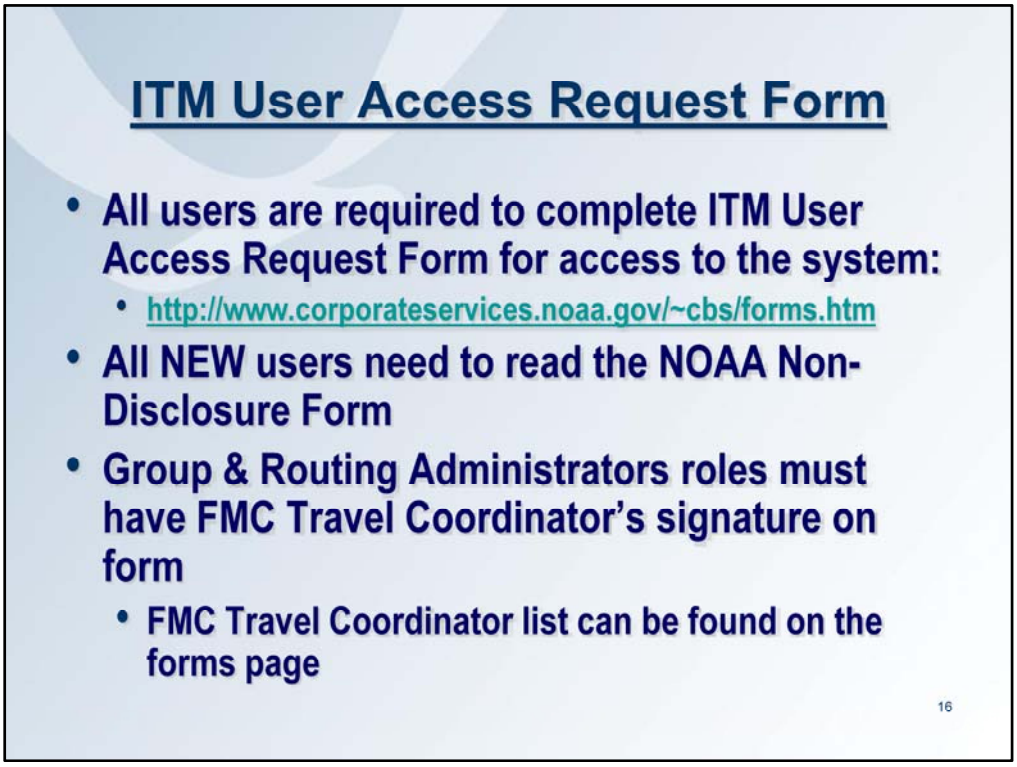
A Routing Administrator has access to their travel documents. They also have the ability to access a specified group of travelers, in the same ITM Organization Access, in order to create and maintain their office routing lists. They do have the ability to see the travel documents for a specified group of travelers only IF they are also Group Administrators. They have a higher level of access and this gives them the ability to enter both the Document Preparation and Administration modules.

This role is important in that they will be maintaining all routing lists for their office(s) through the system.

The FMC Travel Coordinator is a role defined outside of Travel Manager.

They are responsible for approving access for Group & Routing Administrators. They are also the point of contact for re-certifications and dealing with group/routing administration issues.



All users are required to complete the ITM User Access Request Form in order to obtain access to the system. The form is at: http://www.corporateservices.noaa.gov/~cbs/forms.htm. Attached to the form is the NOAA Non-Disclosure form. New users need to read this.

Group & Routing Administrators must obtain the FMC Travel Coordinator's signature for approval of these roles requiring higher level access. The list of FMC Travel Coordinators can be found on the forms webpage.

ITM Traveler Information Group Maintenance Form – Group Administrators

- All potential travelers should be listed on the form
  - Potential travelers are any individuals, employees or invitational travelers who may perform local or TDY travel
- Any Changes to your form must be sent in an updated MS Word file
  - New file (form) overrides previously submitted forms
  - Include Vendor Numbers
  - Make sure to use the form that was updated 1/30/08
- Email submission of the form (MS Word file) is required
  - Email forms to the Help Desk (ClientServices@noaa.gov) or servicing FFB
  - List all names with associated vendor numbers and whether they are being added or deleted in the body of the email - CHANGES ONLY

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Group administrators must list all potential travelers in their group on the Traveler Information Form. A potential traveler is any individual who may perform local or Temporary Duty (TDY) travel. This includes employees located in their office as well as invitational travelers.

The updated form (1/30/08) is in a Microsoft Office Word file format and includes Vendor Numbers. Group administrators must send all changes to their group using this form. The form sent in the email will replace the previous submissions. It is good practice to make sure that those still traveling are still included on the form.

Upon sending the updated form to the Help Desk or FFB, the group administrator needs to include in the body of the email - the names and associated vendor numbers of the individuals as well as whether they are being added or deleted from the group.

The NOAA Client Services Help Desk is responsible for some of the following things:
-Budget Operating Plans (BOPs)
-Reimbursable Agreements
-SLTs & DLAs
-Data Warehouse and Discoverer
-Commerce Purchase Card System (CPCS)
-Travel
-C.Request/C.Buy

They are also involved with:
-User Account Requests
-Issues with Citrix and/or JInitiator
-Password Resets (requests are by email only)

The NOAA Client Services Help Desk should be the first line of contact upon having any issue concerning any of the above areas.

Why…
Questions
&
Discussion
What about…
Who…
Will this…
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