

## Travel Manager 9.0 Facts Sheet

November 19, 2008

- ❖ The Financial Systems Division has identified three issues within the ITM 9.0 application. These issues have been reported to the vendor for correction. Until these have been corrected, please refer to the workaround listed for each of the issues below.
  - **Issue One:**

When entering expenses on Local Vouchers in ITM 9.0, if users click on the Copy icon to copy an individual line, the copied line is modified to be non-reimbursable, even when the original expense being copied was reimbursable. When this occurs, the user is unable to correct this.

**Workaround:** Until further notice, please do not use the Copy icon to copy expenses on Local Vouchers. Create each expense line manually.
  - **Issue Two:**

The PDF (paper copy) file for Local Vouchers has a display issue which is causing the subtotals on the right side of the page to calculate incorrectly. This does not impact the actual reimbursement to the traveler and the document totals remain correct. The issue is only with the subtotals.

**Workaround:** There is no workaround for this issue at this time. The document totals are correct.
  - **Issue Three:**

When entering Lodging/M&IE expenses on vouchers from authorizations that were migrated from ITM 8.2 (Govt Vouchers and Govt Vouchers from Govt Auths), if users utilize the Apply Through Date: feature to copy the lodging cost across multiple dates, the copied lodging costs are sometimes modified to be non-reimbursable, even when the original cost being copied was reimbursable.

**Workaround:** Until further notice, please do not use the Apply Through Date: feature to copy expenses on Govt Vouchers. Create each line manually, or use Replicate. Users may also try to use the Reset All Lodging and M&IE Expenses button.
- ❖ Users should note the following: When changing Itinerary locations or dates, users should click on the check box to Replace All Lodging and M&IE Information. This check box is located directly above the Itinerary Location section of the Document Information page inside the Trip Information tab, and it only becomes available after the document has been saved. Checking this box after changing the itinerary will force ITM 9.0 to retrieve the Lodging and M&IE rates for the new location and/or dates.
- ❖ **Travel Authorizations (TAs)**
  - ITM 9.0 Travel Authorizations (TAs) should be printed and approved after they have been electronically approved and data linked so the CBA Obligation Number, the Organization ID and the Traveler PO appear in block (8) Remarks. This information is used by ADTRAV for CBA billing purposes and should not be overwritten/deleted from the document.
  - Govt Auths will not have this information printed on them, the above only applies to the new authorizations created in ITM 9.0