

Travel Manager 9.0 Facts Sheet System Enhancements July 2009

The following enhancements are scheduled for implementation in the ITM 9.0 July 2009 Release:

1. Subject to Availability of Funds (SAF) Processing

The SAF processing enhancement allows preparers of Travel Authorizations (TAs) to:

- Create TAs in the Current Fiscal Year (FY) that include Trip Dates and related expenses in the New FY
- Complete the TA at the time of creation without the need to modify the TA or create an amendment after October 1 in order to obligate the New FY expenses

ITM 9.0 will:

- Perform a series of FY End pre-audits that warn the user when a SAF TA exists
- Automatically generate a SAF comment that appears on the screen and prints on the hard copy TA
- Stamp the TA as "SAF Approved"
- Obligate the Current FY expenses
- Pend the New FY expenses
- Prevent users from creating TAs in the Current FY when the Trip Begin Date is after November 30th in the New FY

The Financial Systems Division (FSD) will begin running a batch process on/after October 1 to attempt to obligate the NEW FY expenses for all TAs with the "SAF Approved" status.

Please refer to the FSD ITM web page for additional information related to SAF Processing at:

<http://www.corporateservices.noaa.gov/~cbs/travel.htm>

The site contains a Reference Manual that includes the warnings related to FY End as well as User Guidance for creating pre and post SAF documents.

2. Pre-Paid Expenses

This enhancement impacts TAs and Travel Vouchers (TVs) addressing concerns related to vouchering and reimbursement of Pre-Paid Expenses.

For TAs:

- Added a new Other Authorization code of “Pre-Paid Expenses Authorized” when pre-paid expenses are necessary and approved.
- Changed interface logic to post TAs with the Other Authorization of “Pre-Paid Expenses Authorized” as Dollar Based in CFS. This allows processing of more than one voucher when claiming reimbursement against the obligated expenses from the TA.

For TVs:

- Added a new document Type Code of “PRE-PAID EXPENSE” which must be selected when claiming reimbursement for pre-paid expenses from the TA.
- Added new expense descriptions:
 - Pre-Paid Lodging (Default Expense category of Lodging-PerDiem and Default Payment Method of GOVCC)
 - Pre-Paid Reg Fees-ADP (Default Expense category of REG FEES ADP and Default Payment Method of GOVCC)
 - Pre-Paid Reg Fees-Non ADP Federal Source (Default Expense Category of REG FEES NON (FED) and Default Payment Method of GOVCC)
 - Pre-Paid Reg Fees-NON-ADP NonFed Source (Default Expense category of REG FEES NON (OTHER) and Default Payment Method of GOVCC)
- Created Pre-Audits to validate the Type code and expense descriptions on the TVs and the Other Authorization code on the TA related to Pre-Paid Expenses.

More information related to Pre-Paid Expense processing including how to create the TA and TV for them is available in *ITM Dispatch #8 – Prepaid Travel Expenses* on the FSD ITM web page:

<http://www.corporateservices.noaa.gov/~cbs/travel.htm>