

## Travel Manager 9.0 Facts Sheet

### November 2008

- ❖ The Travel Manager v 9.0 is a fully Web-based application that will be accessed through a dedicated Uniform Resource Locator (URL).
- ❖ **Logging In**
  - If you were an existing user in TM8.2, you will need to log in with your current password, at which point you will be prompted to change your password.
  - If you were not an existing TM8.2 user and recently obtained user access as a result of the Travel Manager v9.0 implementation, you will need to log in using your TMv9.0 password, at which point you will be prompted to change your password.
  - If you have never logged into either system and are a new user, you will need to contact the NOAA Client Services Help to obtain your password.
  - As passwords expire, users will be required to follow the DOC, Federal Desktop Core Configuration (FDCC) and NOAA standards when establishing a new password. The password must be a minimum of 12 characters, contain at least one special character and at least one numeric value. Passwords remain case sensitive.
- ❖ Special characters such as ', ", /, \, #, &, ! and others should not be used within Travel Manager.
  - Names of users, travelers, locations, and accounting code labels should only include alphanumeric characters.
  - Document names may include alphanumeric characters plus the hyphen (-), the underscore (\_), and blank spaces, no other special characters.
- ❖ With the upgrade to Travel Manager version 9.0, unique **Document Types** have been established in Travel Manager version 9.0
  - Documents initiated in Travel Manager v9.0:
    - TA—Travel Authorization
    - TV from TA—Travel Voucher from Travel Authorization
    - Reclaims—Reclaim Vouchers
    - LV—Local Travel Vouchers
  - Documents converted from Travel Manager v8.2 (and lower)
    - Govt Auth—Travel Authorizations (users will only be able to open Govt Auth in TM9.0, they will not be able to create new Govt Auth in TM9.0)

- Govt Vch— Travel Voucher
  - Govt Vch from Govt Auth—Travel Voucher from Travel Authorization
  - Govt LVch—Government Local Travel Voucher
- ❖ **Voucher from a Complete Authorization:** ITM v9.0 still requires a travel authorization to be “completed” prior to the creation of a voucher thus re-enforcing NOAA’s current processing procedures. However there will be two methods of processing in order for an authorization to be considered completed.
- For documents converted from ITM 8.2, if the authorization has not been stamped DATA LINK, the user must apply the COMPLETED stamp. This will place the authorization in a completed state (view only) and allow the authorization to appear as a selection when the user creates the voucher from the authorization.
  - For documents initiated in ITM 9.0, the authorization must follow the routing approval chain and be stamped approved in order to post the approved obligation(s) to CFS. If the authorization has not completed the routing and posted as an approved obligation, the authorization will not appear as a selection when the user creates the voucher from the authorization. If the authorization is not obligated and is placed in a completed state (view only) in error, the system will not allow the voucher to be processed and will generate an error that a prior obligation does not exist.
- ❖ **Pre-Audits** have replaced edits during the electronic stamping process. Documents will be required to go through a series of audit tests upon electronic stamping (SIGNED/APPROVED).
- ❖ **Purpose Codes**—Five new purposes codes have been added to Travel Manager.
- 5-REPORTABLE CONFERENCE and 6-NON-REPORTABLE CONF have been added to expedite Congressional requests. When a user selects either one of the two codes, they will be required to answer a series of DOC Conference questions to determine whether the appropriate purpose code has been selected.
  - 10-AWARD CER EMP ONLY and 11-AWARD CER W/ GUEST are related to a DOC or NOAA Awards Ceremony attended by the employee only or an employee with a guest.
  - 12-EVACUATION has been added to identify evacuation travel.
- ❖ **Expenses**—Converted documents in TM 9.0 will continue to have separate windows for ticketed transportation, lodging/M&IE, and other expenses. Documents initiated in TM 9.0 will have a combined expenses window where ticketed transportation, other expenses, and lodging/ M&IE are entered.

❖ **Accounting**—There are three levels at which expenses can be allocated and within the levels there are different methods of allocating expenses.

- **Breakdown by Expense Category** allows the user to use the **Allocate by Amount**
- **Expense Level Allocation** allows the user to allocate by **Expense Category/Payment Method** or by **Expense**.
- **Document Level Allocation** allows the user to allocate by **Amount** or **Percent**.

❖ **Known System Issues**

- There is a display issue in the Accounting Detail window. When a user creates a document and enters expenses that have two different payments methods. For example: non-reimbursable common carrier expense(s) have a payment method of Agency card and reimbursable common carrier expense(s) have a payment method of GOVCC (Govt Credit Card), the Accounting Detail window will display either the total for the non-reimbursable common carrier or the total for the reimbursable common carrier, the system will not display the overall total for the common carrier expenses.
- During the electronic stamping process if a user receives the message “\$0 document not processed through the interface (W1).” and there are known expenses on the document, the user should contact the Client Services Help Desk for assistance.
- Local Vouchers-It is recommended the Copy feature not be used at this time, there are calculation and display issues when utilizing this feature which could result in an incorrect reimbursement.

### ❖ **Travel Authorizations (TAs)**

- Electronically approved Travel Authorizations (TAs) will generate a near real-time posting of two (2) separate **approved** obligations in the Core Financial System (CFS), resulting in an immediate draw-down of funds.
  1. To cover expenses reimbursable to the traveler (traveler Purchase Order (PO)).
  2. To cover common carrier expenses billed through the Centrally Billed Account (CBA) (AdTrav/Citibank).
- After posting of the approved obligation(s), the CBA Obligation Number, the Organization ID and the Traveler PO will display in the Description field of the Itinerary window. These numbers are used by ADTRAV for CBA billing purposes and should not be overwritten/deleted from the document.

✗ Trips that are less than 30 days will result in a quantity based obligation and trips greater than 30 days will result in a dollar based obligation.

### ❖ **Travel Vouchers (TVs)**

- Electronically approved Travel Vouchers (TVs) will post to CFS twice a day as unapproved matched invoices. Reclaim and local vouchers will post as unapproved no match invoices.

✗ Vouchers for trips that are less than 30 days will close the obligation and de-obligate any remaining balance on the UDO. For trips greater than 30 days multiple vouchers may be submitted and any remaining UDO balance will need to be manually deobligated.