



## NOAA CBS INTEGRATED TRAVEL MANAGER DISPATCH #12 Routing Enforcement Updated June 2015

On April 12, 2010 the Integrated Travel Manager (ITM) system will begin to enforce the proper use of electronic routing and document stamping in support of both NOAA Finance Office business processing procedures and ongoing Paper Reduction efforts. As a result, additional Stamping Edits and Pre-audits will be implemented to verify documents are processed accordingly. For the first 60 days, the Stamping Edits and Pre-audits will appear as "Warnings" allowing users the necessary time to take corrective action. On June 14, 2010 the Stamping Edits and Pre-audits will begin to appear as "Failures". Any document failing a Routing Enforcement Pre-audit and/or Stamping Edit due to non-compliance **must** be corrected in order to continue processing.



It is highly recommended Routing Administrators immediately begin to review and update:

- Routing Lists (Approval Routing Chain setup)
- Appropriate assignment of Routing Lists to travelers

Users encountering Routing Enforcement Pre-audit and/or Stamping Edit messages during the "Warning" phase are encouraged to notify their Routing Administrator as soon as possible. Travelers not operating under the "Excepted" or Invitational process will be required to obtain ITM User Access if they have not already done so. User access is necessary in order to initiate the electronic routing process for approvals.

*NOTE: Currently only members of the NWSEO Bargaining Unit, with the exception of the General Counsel Office, are operating under the "Excepted" process.*

### How will the Routing Enforcement Stamping Edits impact current processing?

Stamping edits are initiated each time a document is stamped SIGNED or APPROVED.

Beginning April 12, 2010:

- Documents must be electronically stamped SIGNED prior to being electronically APPROVED.

- Travel Vouchers, Reclaims and Local Vouchers must be stamped APPROVED by a different user than the one who stamped it SIGNED.
- Travelers must be properly identified within the Traveler Information profile record as either an Employee or Invitational traveler.
  - Employees must have a charge card holder status of CARD HOLDER, EXEMPT or NOT A CARD HOLDER appearing in the Cardholder Code field.
  - Invitational travelers must have a charge card holder status of INVITATIONAL appearing in the Cardholder Code field.

*NOTE: New employees should be treated as Invitational until an employee record has been established for them within the Core Financial System (CFS). Employee records are normally established in CFS by the National Finance Center's (NFC) interface. This process may take 2-3 weeks from the employee's Hire Date to occur.*

### How will the Routing Enforcement Pre-audits impact current processing?

Pre-audits can either be initiated manually by clicking on Perform Pre-Audits from the Document Toolbar within a document, or automatically as part of the document stamping process.



- NOAA/BIS Employees must have a valid routing list assigned to their documents.
- Invitational Travelers must not have a routing list assigned to their documents. The value appearing in the Routing List field of an Invitational traveler's Traveler Information profile record must be "[None]".
- "New Employees" must not have a routing list assigned to their documents. The value appearing in the Routing List field of a "New" Employee's Traveler Information profile record must be "[None]".

*NOTE: New employees should be treated as Invitational until an employee record has been established for them within the Core Financial System (CFS). Employee records are normally established in CFS by the National Finance Center's (NFC) interface. This process may take 2-3 weeks from the employee's Hire Date to occur.*

- "Excepted" Employees must not have a routing list assigned to their documents. The value appearing in the Routing List field of an "Excepted" employee's Traveler Information profile record must be "[None]".
- "Excepted" Employees must have a value of "EXCEPTED" assigned to the Clearance field located within the Traveler Information Duty Station tab.

*NOTE: The Clearance field can only be updated by an ITM Systems Administrator. If a traveler, Group Administrator or Reviewing/Approving Official suspects an incorrect value in this field they should contact the Client Services Help Desk at (301) 444-3400, Option #2 for Travel or [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov).*

- OMAO Employees (employees assigned to an ITM Org. code of x-08-xx) **must have** a value of either CIV (Civilian) or COM (Commissioned) entered in the CIV/COM field located within the Traveler Information Miscellaneous tab.

### Will the implementation of Routing Enforcement eliminate the need for hard copy submission to the Finance Office?

No. The implementation of Routing Enforcement is only a step towards the Finance Office efforts to reduce the need for hard copy submission.

Users will still be required to submit hard copy documentation to their servicing Finance Office in addition to receiving electronic approvals in ITM. On April 12, 2010 travelers with a valid email address assigned to their Traveler Information profile record will begin to receive email

notification upon approval of all document types (Authorizations and Vouchers). Group Administrators (Group Admin) are advised to update the email address for Invitational travelers with the email address of the Group Admin responsible for processing the Invitational travelers document. Travelers/Group Administrators should wait until approval confirmation receipt before forwarding hard copy documentation to their servicing Finance Office for payment. Hard copy Travel Vouchers forwarded to the servicing Finance Office that have not obtained electronic approval in ITM will not be processed for payment.



*NOTE: Unless adjustments are necessary, in order to avoid posting delays documents should be opened as "VIEW ONLY" until the last Document Status indicates DATA LINK.*

### Additional Reference Material

Policy changes and additional/updated reference materials were established as a result of both the Routing Enforcement and Post As Approved implementation. For additional guidance, users are encouraged to view the following:

#### [NOAA Travel Regulations \(NTR\) PART 301-52-CLAIMING REIMBURSEMENT](#)

- 301-52.32 What is a "complete travel voucher package"?
- 301-52.33 How do I submit my travel voucher to the Finance Office for payment?
- 301-52.34 What are the record retention guidelines for travel vouchers?

- 301-52.35 What documentation is submitted to the Finance Office whenever a travel voucher is selected for audit prior to payment?
- 301-52.36 What are the responsibilities of Document Retention Officials?
- 301-52.37 How many years do Document Retention Officials have to retain the original "complete travel voucher packages"?
- 301-52.38 What are the receipt retention requirements for travel vouchers?
- 301-52.39 What is a proper travel voucher?
- 301-52.43 Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?
- 301-52.44 When does an approving official resolve or document disagreement with the claimant's signature date or any other travel voucher information which will affect the payment of interest?
- 301-52.45 How will interest be paid on a travel voucher reimbursement?

### [NOAA Finance Office ITM Information Webpage](#)

A link to the NOAA Finance Office ITM Information Webpage is now available in ITM. Select NOAA Finance Office ITM Web Page, located on the upper Travel Manager toolbar, to access the following materials:

- Dispatch #3 - Electronic Routing in a Nutshell
- Dispatch #4 - Routing Administration Approval Delegations
- Dispatch #14 - Preparing for Post As Approved
- ITM 9.0 Reference Messages

### Lessons Learned

- Beginning April 12, 2010 Routing Enforcement Pre-audits and Stamping Edits will appear as "Warnings" until June 13, 2010.
- On June 13, 2010 the Stamping Edits and Pre-audits will begin to appear as "Failures".
- Routing Administrators should ensure routing lists are properly updated and appropriately assigned to their travelers immediately.
- Users encountering Routing Enforcement Pre-audit and/or Stamping Edit messages during the warning phase are encouraged to notify their Routing Administrator as soon as possible
- Users will still be required to submit hard copy documentation to their servicing Finance Office in addition to receiving electronic approvals in ITM.
- Travelers with a valid email address assigned to their Traveler Information profile record will begin to receive email notification upon document approvals (Authorizations and Vouchers).
- Group Administrators should assign their email address to the Traveler Information profile record of an Invitational traveler.



- Hard copy Travel Vouchers should not be sent to the servicing Finance Office for processing until electronically approved in ITM.
- The servicing Finance Office will not approve vouchers for payment until both the hard copy and electronic version of the travel voucher have been approved.
- *To avoid posting delays, if a travel voucher does not require adjusting after it has been electronically stamped APPROVED, it should be opened as VIEW ONLY until the document status indicates DATA LINK.*
- Travelers under an OMAO ITM Organization code **must have** a value of CIV (Civilian) or COM (Commissioned) in CIV/COM field located under the Miscellaneous tab of the Traveler Information profile record.
- A link to the NOAA Finance Office ITM Webpage is now available in ITM located on the upper Travel Manager toolbar.