



NOAA CBS INTEGRATED TRAVEL MANAGER DISPATCH #5 Travel Manager Role Definitions

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Help Us Help You

Providing effective customer support requires everyone to have an understanding of the terminology most frequently used. The following are terms relating to the roles associated with access to Travel Manager.



FMC Travel Coordinator: An individual within a Financial Management Center (FMC) who has the authority to authorize higher levels of ITM system access to individuals within their FMC. This role is not a functional role within ITM and is defined outside the application. The FMC Travel Coordinator's authorizing signature is required on the ITM User Access Request Form for specific levels of access.

Note: The terminology as used in relation to Travel Manager does not reference duties related to individuals responsible for coordinating travel arrangements (i.e., document preparation).

Reviewing Official: An individual responsible for reviewing travel documents for purposes of a budgetary or administrative nature. This individual is assigned electronic signature roles in an approval routing chain. This role is identified on the ITM User Access Request form as ITM Reviewer.

Approving Official: An individual responsible for authorizing and/or approving travel documents. This individual is assigned electronic signature roles in an approval routing chain. This role is identified on the ITM User Access Request form as ITM Approving Official.

Group Administrator: An individual responsible for coordinating travel arrangements, preparing authorizations and/or voucher claims for individuals within their FMC/LO. This role is identified on the ITM User Access Request form as ITM Group Administrator and requires the associated FMC Travel Coordinator's authorizing signature.

Note: This terminology should not be confused with the term and responsibilities of the FMC Travel Coordinator.

Routing Administrator: An individual who is responsible for routing setup/maintenance within an FMC/LO. This role is identified on the ITM User Access Request form as ITM Routing Administrator and requires the associated FMC Travel Coordinator's authorizing signature.

Individual User: An individual who is responsible for creating travel documents for themselves only and/or require system access for purposes of applying their electronic signatures for voucher certification only. This role is identified on the ITM User Access Request form as ITM User.

Note: This role generally applies to an employee who does not have any of the above administrative and/or authorizing responsibilities and is only expected to electronically certify their own voucher claim in order initiate document routing.

Invitational Traveler: An individual that is not employed by NOAA or BIS but is authorized to travel for NOAA or BIS. Invitational travelers are not permitted access to Travel Manager and do not have a role identified on the ITM User Access Request form.