

MEMORANDUM FOR: ALL NOAA Travelers

FROM: Jon P. Alexander  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 08-4  
Reservation Ticketing Reminders

DATE: November 27, 2007

The purpose of this advisory is to notify employees who have completed ADTRAV's on-line profile form to verify the type of payment they selected for airfare when they completed the on-line form. ADTRAV has noticed that quite a few of our employees have selected that airfare be charged to their individually-billed account (IBA), when in fact they meant to have the airfare charged to the centrally-billed account (CBA).

Employees can correct this issue by accessing their profiles at the following address: [www.RezProfiler.com](http://www.RezProfiler.com). Employees who wish to charge airfare to the CBA will need to scroll to the last section of the profile entitled "Charge Cards" and uncheck the box entitled "Air Travel." This will indicate to ADTRAV to charge airfare to the CBA, and to charge rental car and lodging to the employee's IBA. Please note that the "Hotel Stays" and "Car Rentals" boxes should remain checked. Employees who require assistance accessing their profile may either submit an e-mail to the following address: [DOCRezProfiler@adtrav.com](mailto:DOCRezProfiler@adtrav.com) or they may call ezProfiler Assistance on (866) 430-8929.

Meanwhile, employees who used their IBA to charge airfare will need to submit a travel voucher claim for the airfare as soon as they receive their statement from Citibank. Employees are responsible for submitting their payment to Citibank upon receipt of their Citibank statement.

ADTRAV has also recently updated their system to allow both the travel arranger and the traveler to be notified of ticket updates all at the same time. Employees who wish for the both travel arranger and the traveler to receive these updates will need to scroll down to the section entitled "Travel Arranger Information" and check the box entitled "Receives all Correspondence in Addition to Traveler." This will ensure that both the traveler and travel arranger will receive all ticket updates. Please remember to save all changes. Please e-mail or call Rachael Wivell if you have any additional questions, [Rachael.S.Wivell@noaa.gov](mailto:Rachael.S.Wivell@noaa.gov), or (301) 444-2136.