



***Sign Your Voucher
Electronically in ITM 9.0***

FY 2011

November

V 1.1

Basic Terminology

- **Travel Authorization (TA)**

Authorizes an employee or invitational traveler to travel on behalf of the government. Includes itinerary, mode of travel, estimated expenses, and the accounting code(s) being used to pay for all expenses. Also called Orders or Travel Orders. Must be created *prior* to any travel occurring. Federal travelers are not allowed to travel without an authorization.

- **Travel Voucher (TV)**

A claim for reimbursement for travel expenses. Final record of the way the trip actually occurred. Includes all actual, final expenses. Created *after* the trip has been completed.

- **Reclaim (RECLAIM)**

A claim for reimbursement for travel expenses that were not included on the original voucher.

- **Local Voucher (LV)**

A claim for reimbursement expenses for local travel. Created after the trip has been completed or based upon office policy.

Integrated Travel Manager Overview

- Third Party web based application used to create travel documents for NOAA and BIS travelers
- Links electronically to the Core Financial System (CFS)
 - *Creates Obligations from Travel Manager to CFS*
 - *Checks Funds Availability*
- Validates Accounting Classification Codes (ACCS)
- Electronic Routing of NOAA & BIS employee's documents within the application
 - *Routing exceptions – Invitational Travelers & NWSEO Bargaining Unit*
- All employees must have access to the system
 - *Travelers & Approving Officials*
 - *Exceptions - Invitational Travelers & NWSEO Bargaining Unit*
- Provides on-line status information and a history of travel authorizations, vouchers, and local vouchers

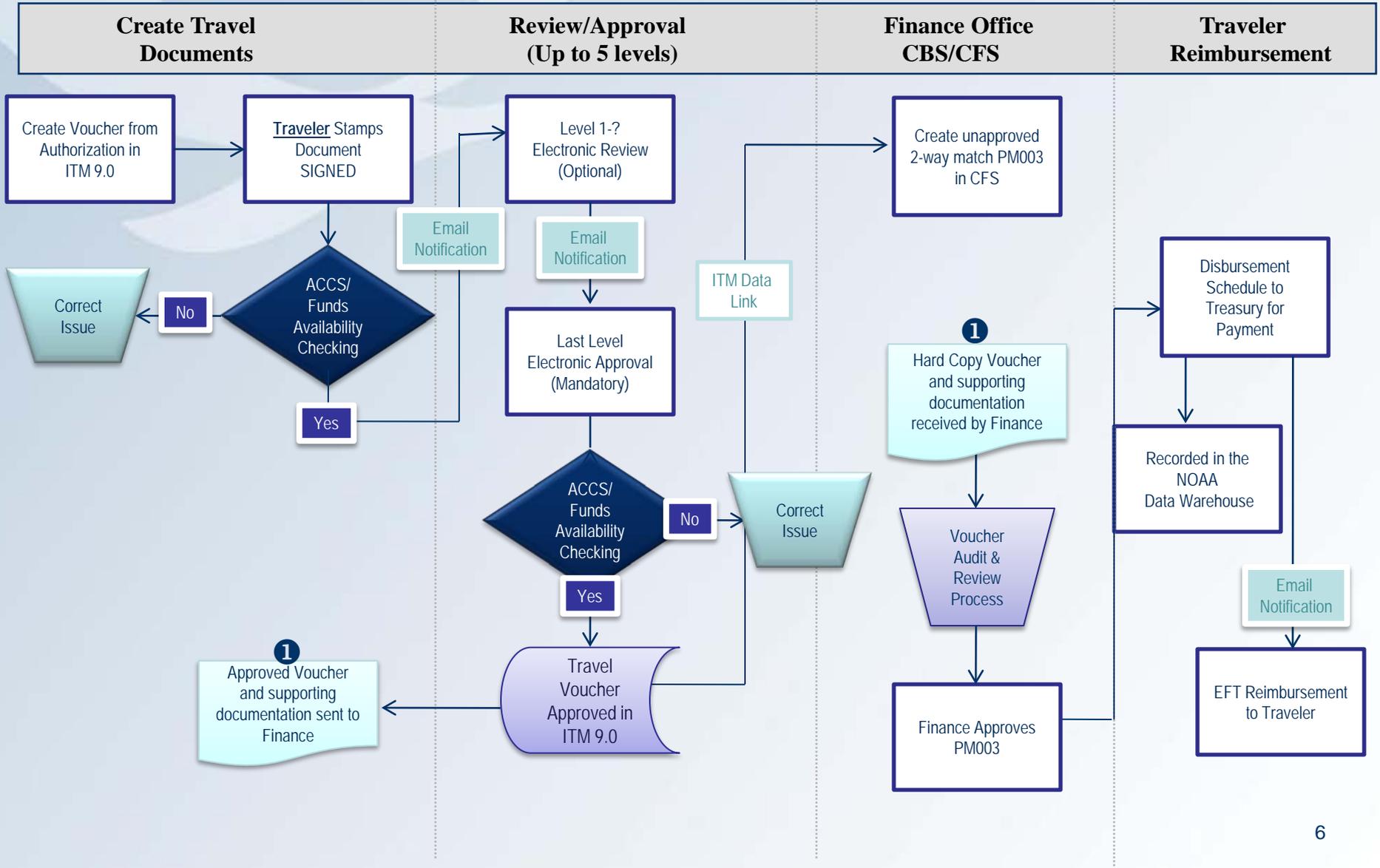
Travel Manager Specifics

- Travel Authorization Numbers must follow the format requirements specified in the NOAA Travel Regulations
 - Cannot contain special characters, spaces, hyphens etc.
- Travel Authorization Numbers are used as the document name for all travel documents
- Each office is responsible on having their own travel numbers
 - MARS
 - Office Log/Budget Person
- Travelers must have a valid CFS Vendor Number PRIOR to any travel arrangements being made
- Travelers (or requesting office) without a Vendor Number may obtain a number by contacting:
 - vendor.support@noaa.gov FAX: 301-427-3061

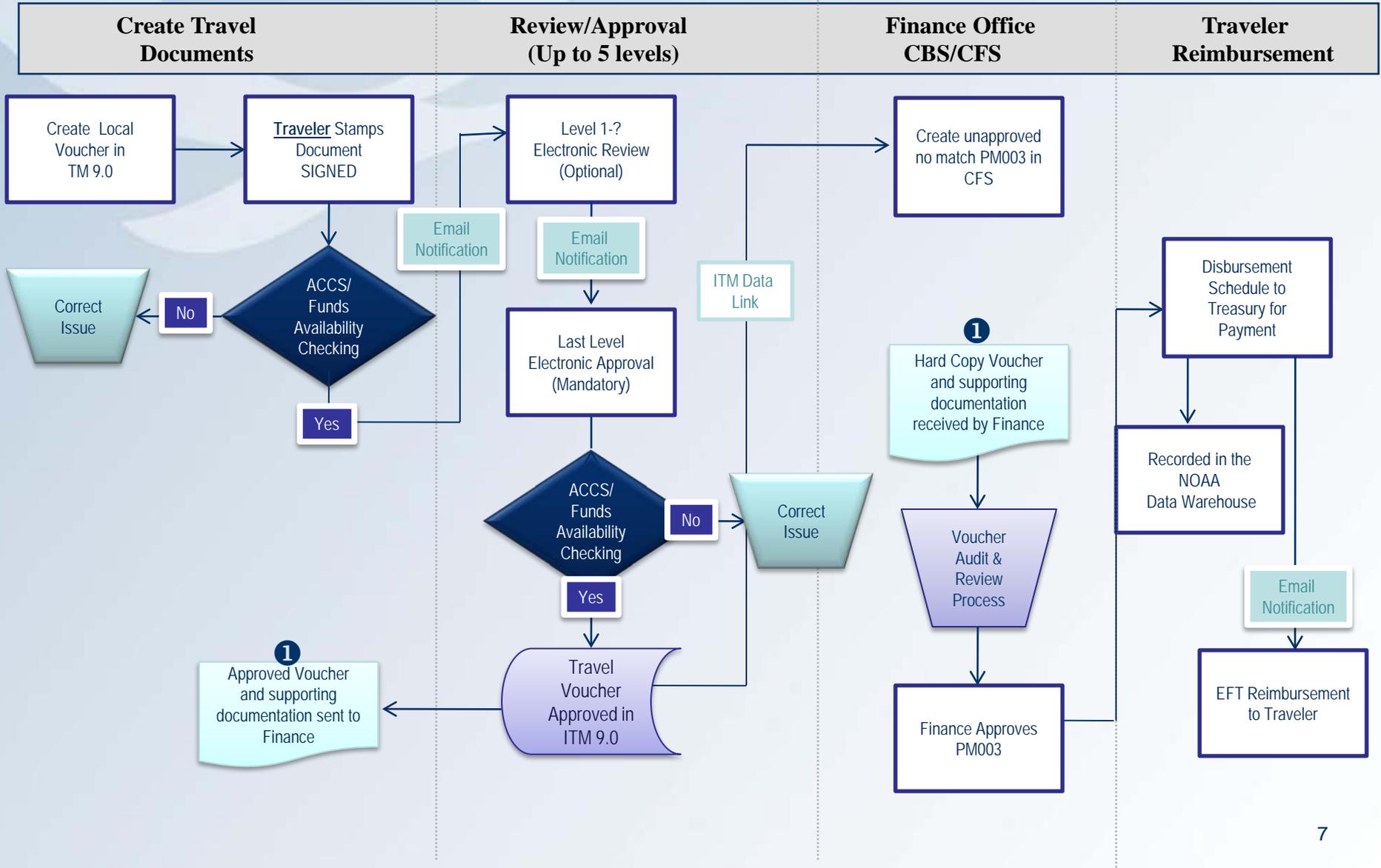
ITM 9.0 – Business Processes

- No changes to the following business processes:
 - Traveler reimbursed in same manner as salary payments
 - *Employees only*
 - Traveler should submit voucher claims (FTR 301-52.7):
 - *Within 5 working days after trip or period of travel is complete*
 - *Every 30 days if on continuous travel status*
- **Approved Authorizations for ticketing**
 - *Paper Reduction process went into effect November 16, 2009*
 - *May email or fax travel authorization without ink signature, need all parts of the authorization*
 - *Authorization no longer needed for filing voucher*
 - *Voucher still needs from Traveler & Approving Official*
 - *Paper copy signatures*
 - *Signed & Approved Status in system*

ITM 9.0 Process – Travel Voucher (2-way match) NOAA & BIS Employees



ITM 9.0 Process – Local Voucher (No Match) NOAA & BIS Employees



Traveler/User Role

- Primary Purpose
 - To stamp travel vouchers ELECTRONICALLY through Travel Manager (ITM)
- Access
 - Fill out the User Access Request Form
 - <http://www.corporateservices.noaa.gov/~cbs/forms.htm>
 - All NEW users need to read the NOAA Non-Disclosure Form
 - Can have other roles besides ITM User

URL & Passwords

- Web-based application
 - <https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w>
- Single Login Screen
 - One password to access all modules
 - Passwords will follow DOC, NOAA & FDCC IT security policies
 - Must be at least 12 characters
 - MUST contain EACH of the following:
 - One (1) upper case letter
 - One (1) lower case letter
 - One (1) numeric value
 - One (1) special character
 - *Limited to pound sign (#) or underscore (_)*
 - Six (6) characters must be unique
 - Must be changed every 60 days
- Electronic Signatures
 - Signature PINS used to electronically sign documents
 - Must be at least 8 characters
 - Must contain at least one number

NOAA Client Services Help Desk Support

- **Functional/Technical Support for CBS Applications**
 - Budget Operating Plans (BOP)
 - Reimbursable Agreements
 - SLTs & DLAs
 - Data Warehouse/Discoverer
 - Commerce Purchase Card System (CPCS)
 - Travel
 - C.Request/C.Buy
- **User Account requests, JAVA/JInitiator, etc.**
- **FSD/CBS Web Site** www.corporateservices.noaa.gov/cbs
 - Click on Help Desk link for additional info, phone numbers, etc.
 - Email: ClientServices@noaa.gov
 - Phone #: 301-444-3400
 - *Option #2 - Travel*
 - Fax/Server #: 301-444-3401



Questions & Discussion

Why...

What
about...

Will
this...

Who...