



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

Integrated Travel Manager 9.0

FY 2012 – October

V 1.0

Training Objective



Use/Navigation of the ITM 9.0 software

Not intended to teach travel policy

- *NOAA Travel Policy Office:*

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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. (also CD-29)

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

Provides on-line status information and a history of travel authorizations, vouchers, and local vouchers

Process & Procedures



Vouchers that authorize payment by convenience check

- *Checks are issued through CPCS*
- *No method of linking the obligation to the CPCS transaction*

Cash Advances

- *Can not do cash advances through ITM*
- *Must manually record on the voucher in the system to reduce reimbursement*

Travelers are 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*

Post-As-Approved (PAA)



Authorizations

- *Started November 16, 2009*
- *No Ink Signatures Required - Electronically Signed/Approved*
- <http://www.corporateservices.noaa.gov/~cbs/travel.htm>
 - *Dispatch #11 – Elimination of Ink Signatures on TDY Authorizations (Nov 2009)*

Routing Enforcement

- *Started April 12, 2010*
- *Pre-Audits and Stamping Edits put in place*
- <http://www.corporateservices.noaa.gov/~cbs/travel.htm>
 - *Dispatch #12 – Routing Enforcement (Mar 2010)*

Post As Approved (PAA) Cont'd



Vouchers

- *Started October 24, 2011*
- *No Ink Signatures Required – Electronically Signed/Approved*
- *Copies no longer sent to Finance – kept at office location*
 - ***Exceptions:***
 - *TVs that hit Audit Criteria*
 - *Reclaim or Local Vouchers*
 - *Invitational Travelers*
 - *Some Bargaining Unit Employees*
 - *Signed TV Copy & receipt copies sent to Finance for Exceptions*
 - *Originals kept at office location*
- <http://www.corporateservices.noaa.gov/~cbs/travel.htm>
 - *Dispatch #14 – Preparing for Post As Approved (Aug 2011)*

TDY Timeline



Prior to Travel

During Travel

After Travel

Reclaim

Travel Notification Received

The traveler/preparer contacts TMC and receives itinerary and trip expenses.



The traveler/preparer creates a new TA (Travel Authorization) document.



Once a TA is approved, the traveler/preparer sends the TA, which contains the obligation information, to the TMC for ticketing

Employee Leaves on Travel

While the traveler is on travel, he/she makes sure to keep all receipts.

Employee Returns from Travel

Once a traveler has returned, the traveler/preparer gathers all of the supporting documents to create a Travel Voucher.



The traveler/preparer creates a new TV (Travel Voucher) document.



Copies of Excepted type TVs and Receipts are sent to Finance for payment

OR

TVs are Post As Approved – originals kept at office location

Post Voucher Payment

If the traveler discovers that they have incurred additional expenses or forgot to send in a receipt, a Reclaim voucher can be filed.



The traveler/preparer creates a new Reclaim document.

= Activities external to ITM
 = Activities within ITM

TA – NOAA & BIS Employees

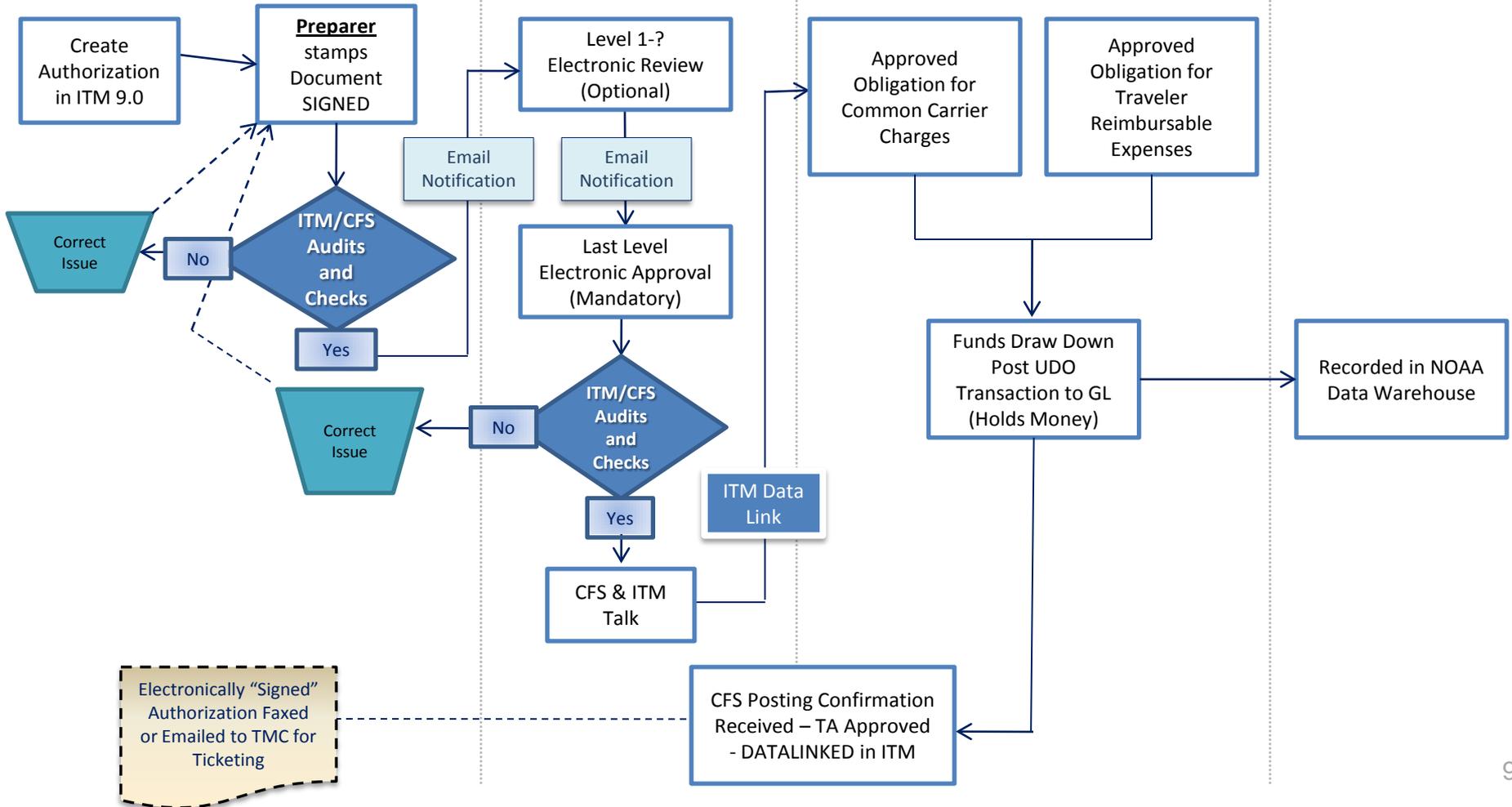


Create Travel Documents

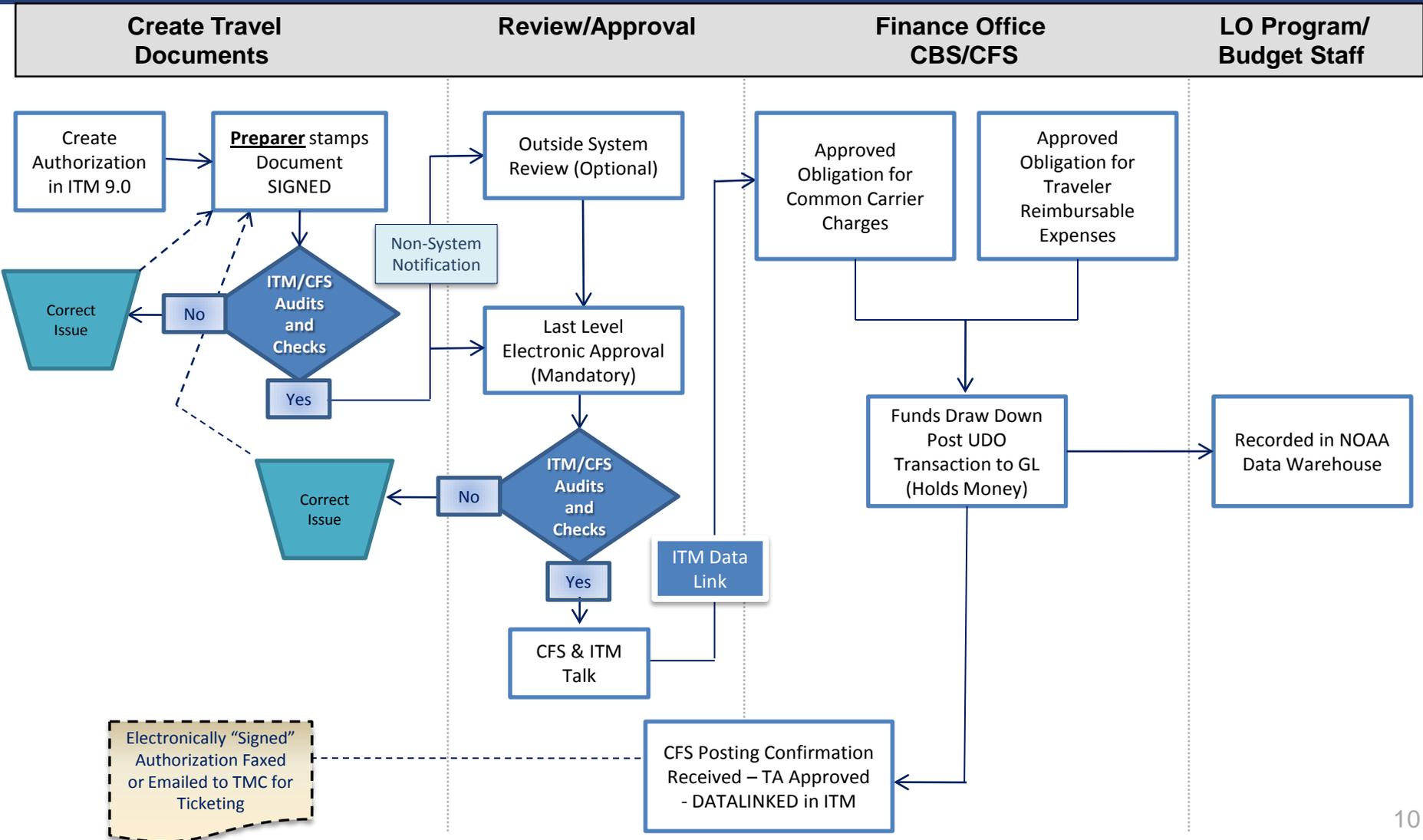
Review/Approval

Finance Office CBS/CFS

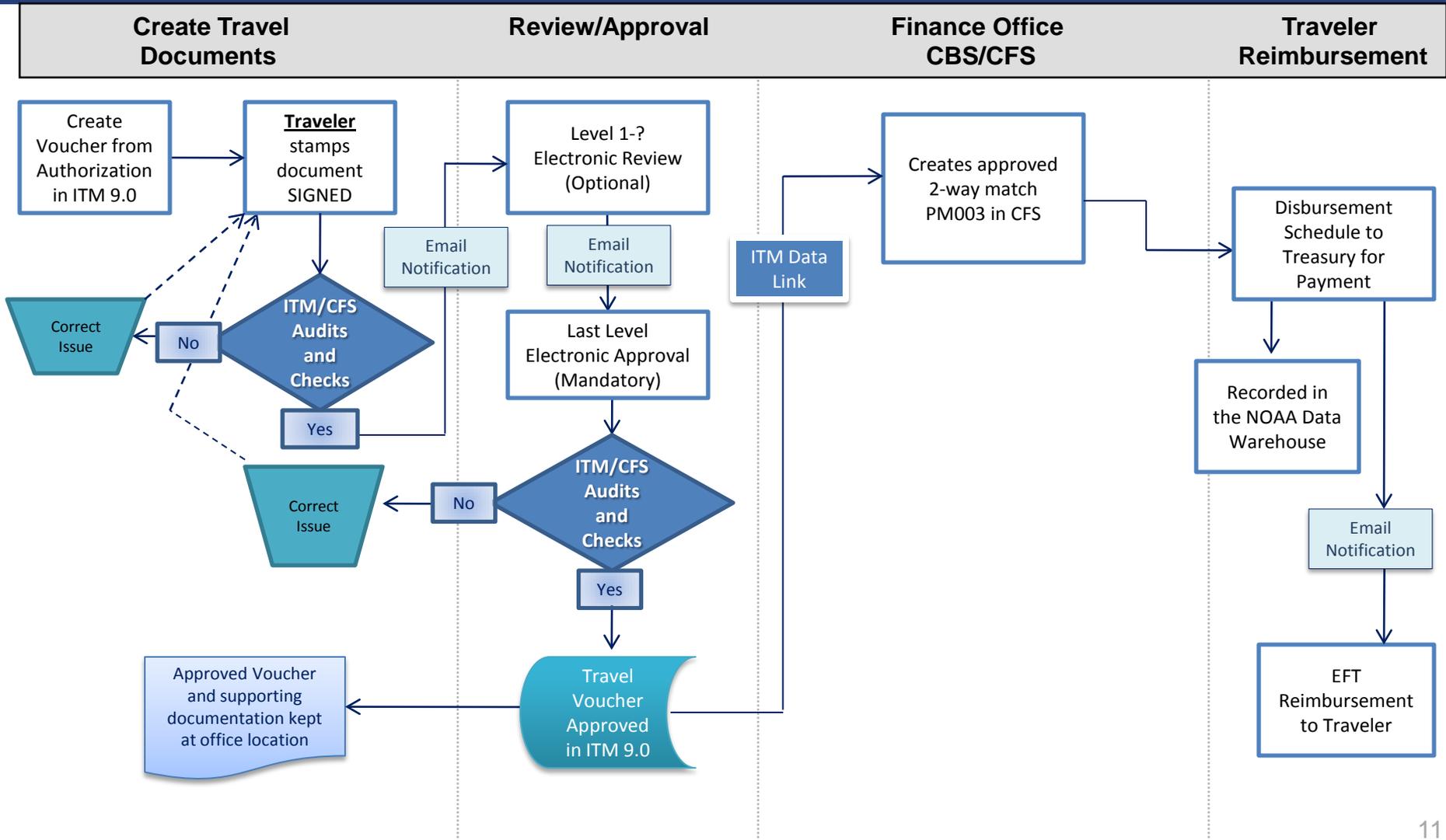
LO Program/Budget Staff



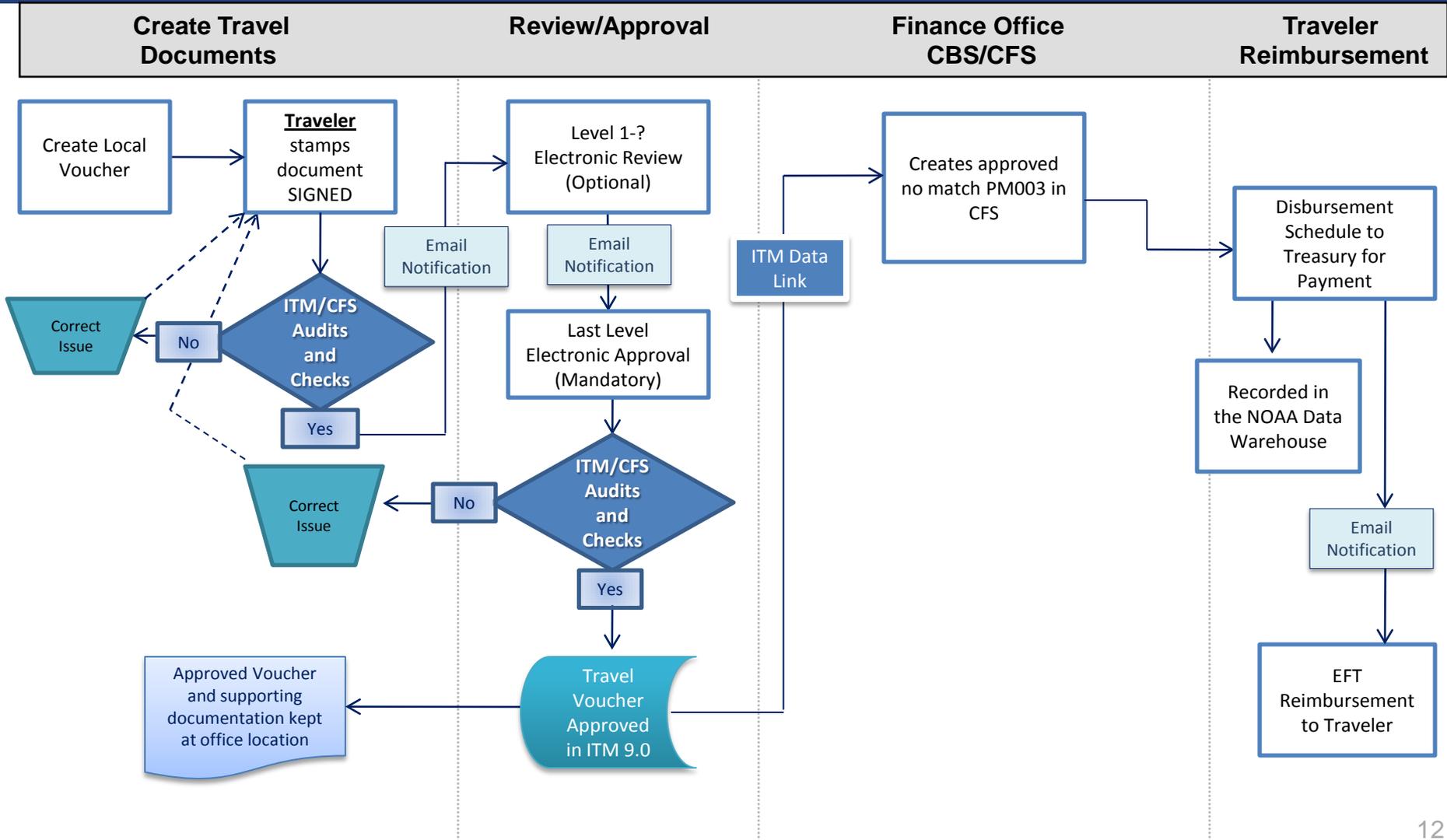
TA – EXCEPTED Travelers (Invitational/Bargaining Unit Employees)



TV – Non-Excepted

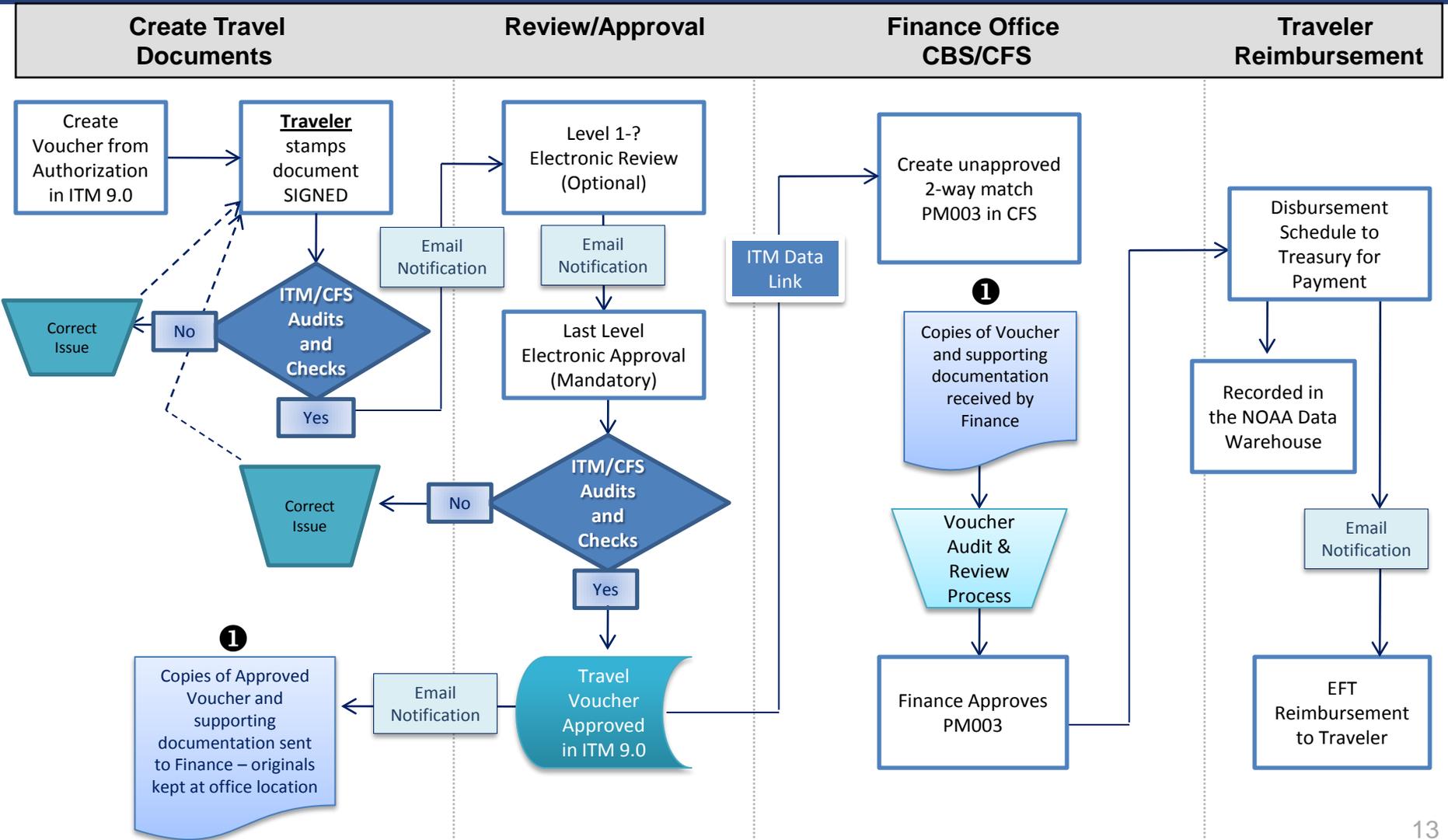


TV – Non-Excepted (Local Vouchers)



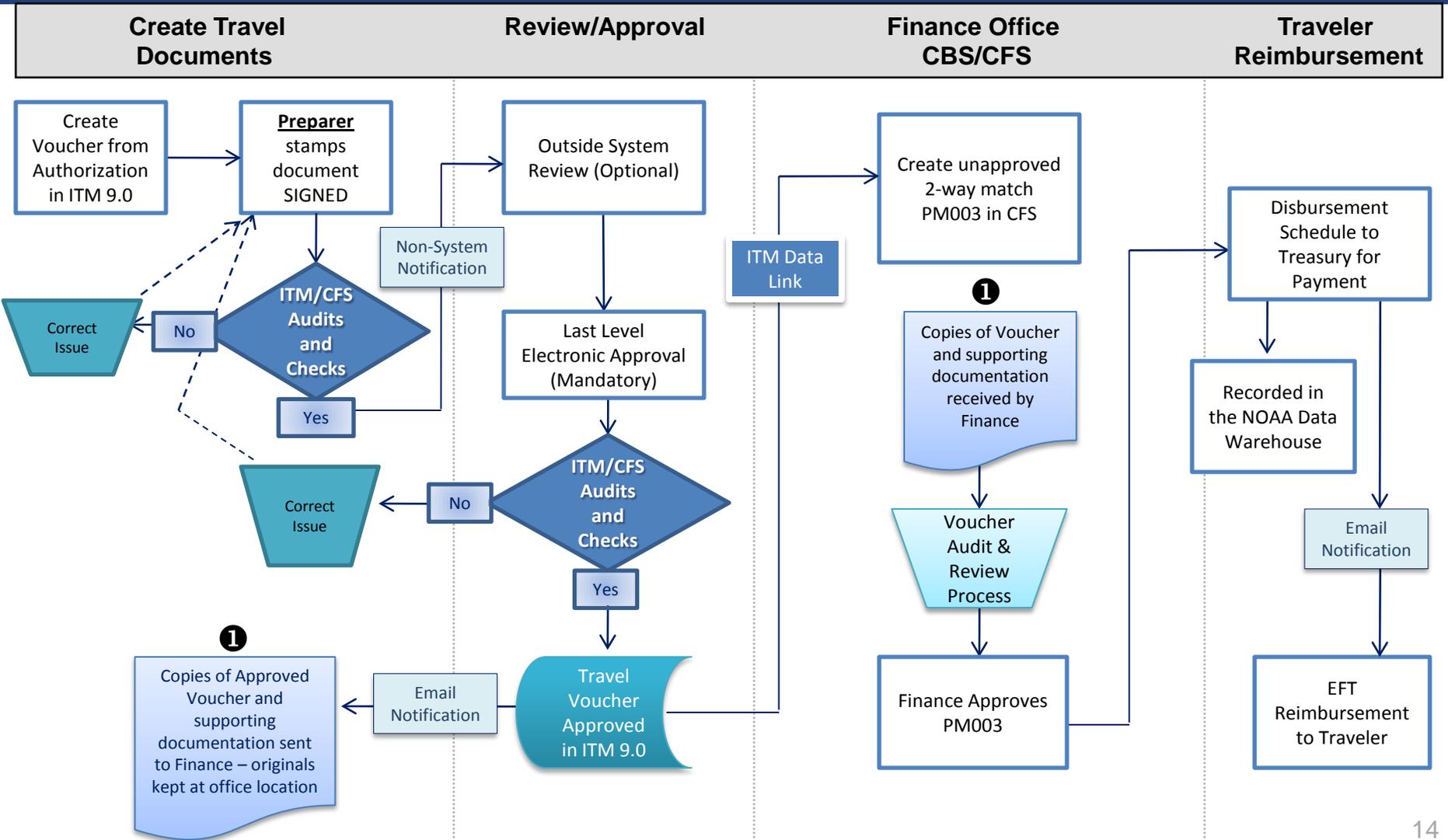
TV - EXCEPTED

(Audit Criteria)



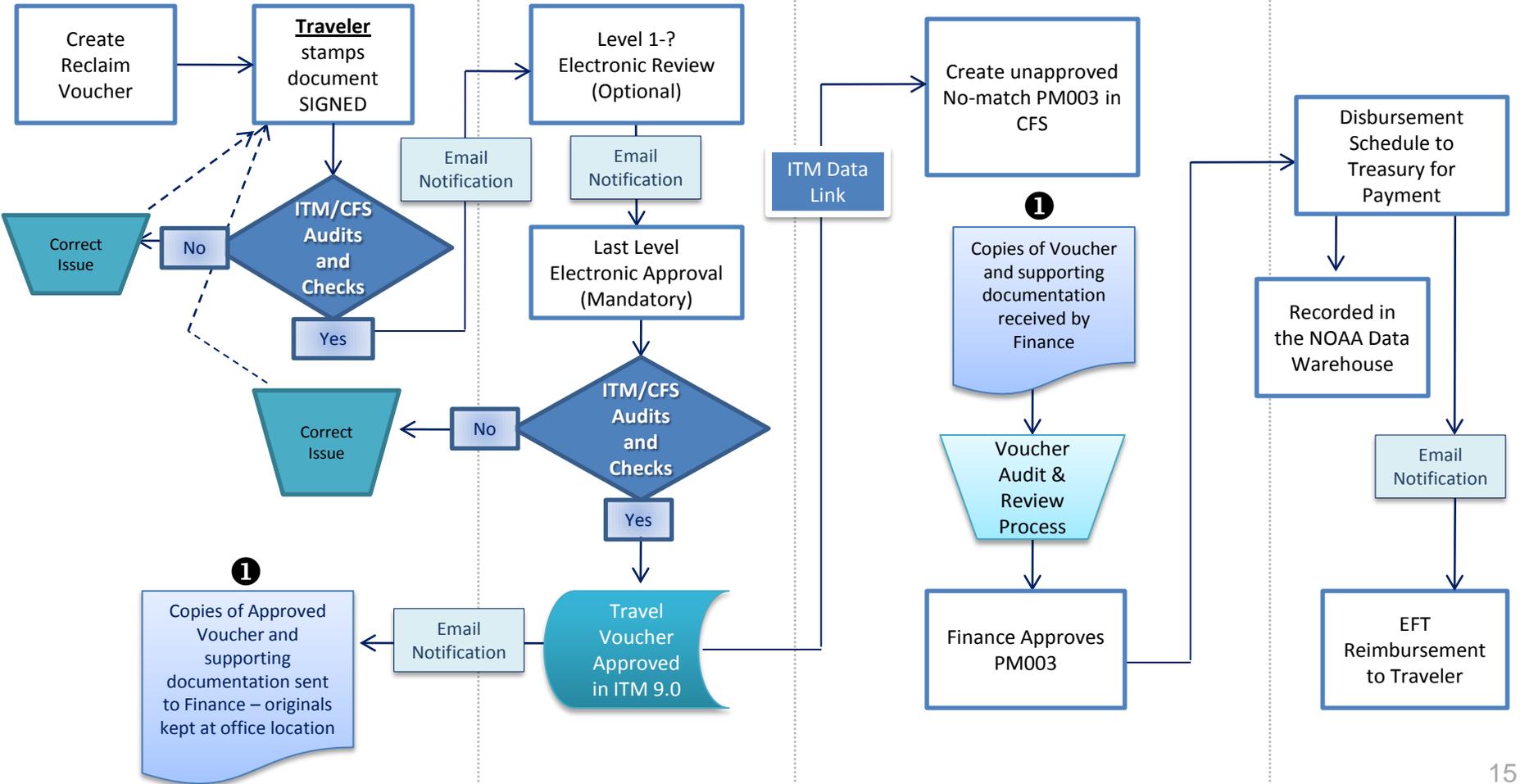
TV –EXCEPTED

(Invitational/Bargaining Unit Employees)



TV - EXCEPTED

(Reclaim Vouchers)



Travel Manager Specifics



Travel Authorization Numbers must follow the format requirements specified in the NOAA Travel Regulations

- NTR 301-2.1 (p), (q) & (r)

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

Electronic Routing – Things to Remember



Electronic routing should mimic hard copy routing unless:

- An employee is requested to travel for NOAA/BIS office other than their own or under different project codes
 - *Funding Office signs Hard Copy/Sends Email – Employee's Office signs electronically.*
 - » <http://www.corporateservices.noaa.gov/~cbs/travel.htm>
 - » ITM 9.0 Frequently Asked Questions (FAQ) (April 2010)
 - Section III -- Question 21
- Employee traveling under different project codes
 - *Handled the same as above*
- Employee's approving official(s) do not use ITM
 - *Hard Copy signed by non ITM User(s) – modified routing chain set up for electronic signatures.*

Roles in Travel Manager



User

- Access to Document Preparation to view their travel documents or stamp their vouchers.
- Employees only

Group Administrator

- Access to Document Preparation to create/edit/view travel documents for specific group of travelers
- Access to Administration Module to edit traveler information of travelers in their group
- Access to Administration Module to add/edit ACCS for their ITM Organization

Reviewing Official

- Access to Document Preparation to review travel documents for employee travelers

Approving Official

- Access to Document Preparation to approve travel documents for employees & excepted travelers

Routing Administrator

- Access to Administration Module to create/maintain routing lists

Role outside Travel Manager



FMC Travel Coordinator

- Role outside of the system
- Signature needed on form for Group & Routing Administrators
- Point of Contact for:
 - Re-certifications
 - Group/Routing Admin Issues
 - Record Retention

ITM User Access Request Form



All users are required to complete ITM User Access Request Form for access to the system:

- <http://www.corporateservices.noaa.gov/cbs/forms.htm>
- All NEW users need to read the NOAA Non-Disclosure Form

Group & Routing Administrators roles must have FMC Travel Coordinator's signature on form

- <http://www.corporateservices.noaa.gov/cbs/index.html>

Approving Officials will need to have the same group access as their group administrators

- In order to approve documents for EXCEPTED travelers

ITM Traveler Information Group Maintenance Form – Group Admins



All potential travelers should be listed on the form

- Potential travelers are any individuals, employees or invitational travelers who may perform local or TDY travel

Any changes to the form must be sent in an updated Word file

- New file (form) overrides previously submitted forms
- Include Vendor Numbers

Email submission of the form (Word file) is required

- Email forms to the NOAA Client Services Help Desk (ClientServices@noaa.gov)
- List all names and whether they are being added or deleted in the body of the email - **CHANGES ONLY**
- Do **NOT** send form in PDF format, it will be rejected.

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
- Self-Reset Password Capability
- Passwords will follow DOC, NOAA & FDCC IT security policies
 - Must be at least 12 characters
 - MUST contain at least 3 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 stamp documents with statuses
 - 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