



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

Review & Approval in ITM 9.0

FY 2016

V 1.0

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

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.

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*

TMC Ticketing requirements

- *Document Status Page (Datalinked Status)*
- *CBA Obligation Number*
- *Required documentation can be Faxed or Emailed as PDF to TMC*

Post-As-Approved (PAA)



Authorizations

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

Routing Enforcement

- *Started April 12, 2010*
- *Pre-Audits and Stamping Edits put in place*
- www.corporateservices.noaa.gov/finance/travel.html
 - *Dispatch #12 – Routing Enforcement*

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 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/finance/travel.html>
 - *Dispatch #14 – Preparing for Post As Approved*

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/finance/travel.html>
 - » 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/Form



Reviewing Official

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

Approving Official

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

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

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

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

- In order to approve documents for EXCEPTED travelers

URL & Passwords



Web-based application

- <https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w>

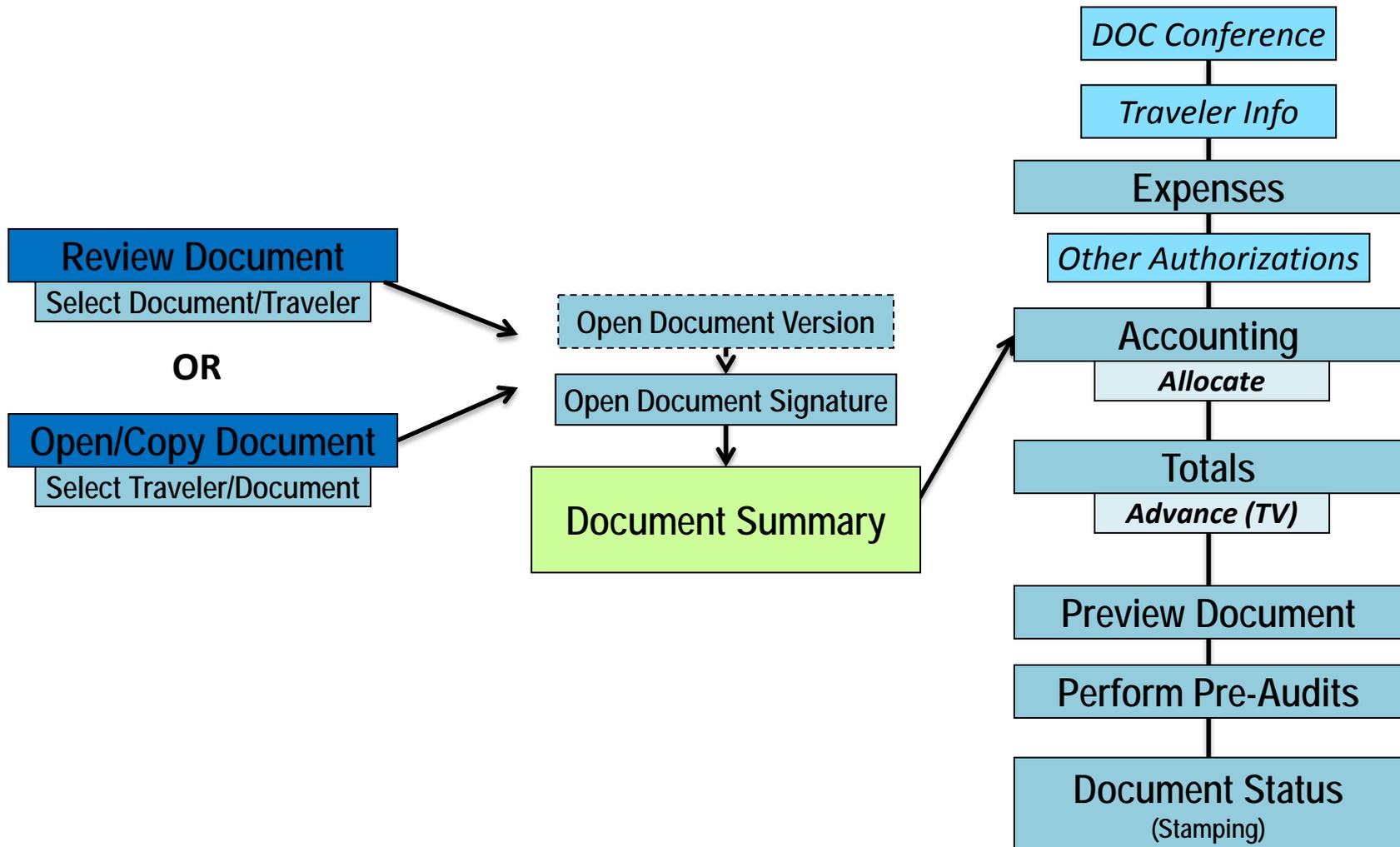
Single Login Screen

- 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

Travel Manager Flow



Routing Voucher – Not Selected for Audit



Home



Quick Tip

Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. [more](#)



News

Please contact your LO Budget Office for guidance on the appropriate accounting code to use for FY 2011.

REMINDER: TAs created using the procedures for "Emergency Travel and System Downtime" still require electronic approval in the system.

Last Documents more					Documents to review more				
Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use
TV	000006360	1PAAS511K	05/06/11		LV	000000948	1PAAL811Y	07/15/11	
TV	000005076	1PAAS511J	05/01/11		LV	000013743	1PAAL511G	05/01/11	
TV	000001018	1PAAS511L	05/06/11						
LV	000013743	1PAAL511G	05/01/11						
LV	000001018	1PAAL911E	08/09/11						

Messages:

- Email has been sent to: cheryl.aleshire@NOAA.GOV
- POST AS APPROVED - This voucher IS EXPECTED TO POST into the Core Financial System as approved for payment. Hard copy documentation is not required by the Finance Office at this time. Original documents must be retained in the field according to the record retention policy and procedures set forth by your Line Office.(1 1)

Routing Voucher – Selected for Audit



Home



Quick Tip

Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. [more](#)



News

Please contact your LO Budget Office for guidance on the appropriate accounting code to use for FY 2011.

REMINDER: TAs created using the procedures for "Emergency Travel and System Downtime" still require electronic approval in the system.

Last Documents more					Documents to review more				
Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use
TV	000013743	1PAAS511G	05/01/11		LV	000001018	1PAAL911E	08/09/11	
TV	000006360	1PAAS511F	05/01/11		LV	000013743	1PAAL511G	05/01/11	
TV	000001018	1PAAS511L	05/06/11						
TV	000006360	1PAAF911M	05/15/11						

Messages:

- Email has been sent to: cheryl.aleshire@noaa.gov
- SELECTED FOR AUDIT - Please forward a complete hard copy of the voucher and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly. (1 3)

Routing Voucher – Selected for Audit



GTM 9.0 CIV Web Application

powered by **gelco** Expense Management

Gelco Travel Manager® 9.0

Setup Reports Logout Help NOAA FSD ITM Web Page **Document Preparation**

User: Leslie McCarty
Traveler: Hugh Crowther
 LV: 1PAAL511C (1PAAL511C)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Charge Card Manager
- Expenses
- Accounting
- Totals
- Document Status**
 - Perform Pre-Audits
 - Preview Document
 - Close Document

Status for 1PAAL511C (View Only)

Quick Tip
 The Signature PIN is case sensitive! [more](#)

For this Document you can:

Stamp and Submit Document
Adjustments Go To Adjustments
Back **Continue**

Status to Apply

Signature PIN

Reason

Remarks

Document Routing

This is the routing path the current document will take once routed

Name	Status	Level

Document History

This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/21/11 3:34PM	CREATED	Pamela S. Bouallegue		
09/21/11 3:52PM	SIGNED	Hugh G. Crowther		
09/21/11 3:53PM	ADJUSTED	Christopher A. Burr		
09/21/11 3:54PM	APPROVED	Christopher A. Burr		
09/21/11 4:53PM	ADJUSTED	Hugh G. Crowther		
09/21/11 4:53PM	SIGNED	Hugh G. Crowther		
09/21/11 4:58PM	ADJUSTED	Christopher A. Burr		
09/21/11 4:59PM	APPROVED	Christopher A. Burr		
09/21/11 5:01PM	ADJUSTED	Hugh G. Crowther		
09/21/11 5:02PM	SIGNED	Hugh G. Crowther		
09/21/11 5:02PM	ADJUSTED	Christopher A. Burr		
09/21/11 5:03PM	SELECTED FOR AUDIT	Christopher A. Burr		
09/21/11 5:03PM	APPROVED	Christopher A. Burr		
09/22/11 7:57AM	DATA LINK	TMCAMS		

Routing Voucher – Selected for Audit – Email



From: Travel.Reimbursements@noaa.gov [mailto:Travel.Reimbursements@noaa.gov]
Sent: Thursday, September 22, 2011 7:57 AM
To: Leslie.McCarty@noaa.gov
Cc: Louis.Murrell@noaa.gov; Brenda.Barth@noaa.gov
Subject: SUBMIT TRAVEL VOUCHER TO FINANCE

Travel Voucher #: 1PAAL511C
Traveler: HUGH CROWTHER

SELECTED FOR AUDIT - THIS VOUCHER WAS SELECTED FOR AUDIT.

As the preparer of this voucher, please forward a copy of the voucher and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. DO NOT SEND ORIGINALS. Retain original documents in the Field according to the policy and procedures set forth by your Line Office.

This Voucher will not be approved for payment until the documentation is received in finance accordingly:

EOB TRAVEL
20020 Century Boulevard
Germantown, MD 20874

OR

WOB FINANCE
7600 Sand Point Way, NE
Building 1
Seattle, WA 98115-6349

Non-Routing Voucher – Not Selected for Audit



Home



Quick Tip

Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. [more](#)



News

Please contact your LO Budget Office for guidance on the appropriate accounting code to use for FY 2011.

REMINDER: TAs created using the procedures for "Emergency Travel and System Downtime" still require electronic approval in the system.

Last Documents more					Documents to review more				
Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use
TV	000020931	1PAAS511H	05/01/11		LV	000001018	1PAAL911E	08/09/11	
TV	000013743	1PAAS511G	05/01/11		LV	000013743	1PAAL511G	05/01/11	
TV	000006360	1PAAS511F	05/01/11						
TV	000001018	1PAAS511L	05/06/11						
TV	000006360	1PAAF911M	05/15/11						

Messages:

- Email has been sent to: cheryl.aleshire@NOAA.GOV
- INK SIGNATURE REQUIRED - Please forward a complete hard copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly.(I 3)

Non-Routing Voucher – Not Selected for Audit - Excepted



GTM 9.0 CIV Web Application

powered by **gelco** Expense Management **Gelco Travel Manager® 9.0**

Setup Reports Logout Help NOAA FSD ITM Web Page **Document Preparation**

User: Leslie McCarty
Traveler: Scott Mc Neil
 LV: 1PAAL511E (1PAAL511E)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Charge Card Manager
- Expenses
- Accounting
- Totals
- Document Status**
 - Perform Pre-Audits
 - Preview Document
 - Close Document

Status for 1PAAL511E (View Only)

Quick Tip
 The Signature PIN is case sensitive! [more](#)

For this Document you can:
 Stamp and Submit Document
 Back Continue

Status to Apply
 Signature PIN
 Reason
 Remarks

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Mc Neil, Scott J.	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/22/11 11:26AM	CREATED	Carolyn F. Glover		
09/22/11 11:35AM	SIGNED	Carolyn F. Glover		
09/22/11 11:36AM	INK SIGNATURE REQD	James E. Belles		
09/22/11 11:36AM	APPROVED	James E. Belles		
09/23/11 7:01AM	DATA LINK	TMCAMS		

Non-Routing Voucher – Not Selected for Audit - Excepted



From: Travel.Reimbursements@noaa.gov [mailto:Travel.Reimbursements@noaa.gov]
Sent: Friday, September 23, 2011 7:02 AM
To: Leslie.McCarty@noaa.gov
Cc: Cheryl.Aleshire@noaa.gov; Brenda.Barth@noaa.gov
Subject: SUBMIT TRAVEL VOUCHER WITH INK SIGNATURE TO FINANCE

Travel Voucher #: 1PAAL511E
Traveler: SCOTT MC NEIL

INK SIGNATURE REQUIRED - THIS VOUCHER IS FOR A NWSEO BARGAINING UNIT TRAVELER, AND REQUIRES AN INK SIGNATURE.

As the preparer of this voucher, please forward a copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. DO NOT SEND ORIGINALS. Retain original documents in the Field according to the policy and procedures set forth by your Line Office.

This Voucher will not be approved for payment until the documentation is received in finance accordingly:

EOB TRAVEL
20020 Century Boulevard
Germantown, MD 20874

OR

WOB FINANCE
7600 Sand Point Way, NE
Building 1
Seattle, WA 98115-6349

Non-Routing Voucher – Not Selected for Audit - Invitational



GTM 9.0 CIV Web Application

powered by **gelco** Expense Management **Gelco Travel Manager® 9.0**

Setup Reports Logout Help NOAA FSD ITM Web Page **Document Preparation**

User: Leslie McCarty
Traveler: Rex Ito
LV: 1PAAL511D (1PAAL511D)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Charge Card Manager
- Expenses
- Accounting
- Totals
- Document Status**
 - Perform Pre-Audits
 - Preview Document
 - Close Document

Status for 1PAAL511D (View Only)

Quick Tip
The Signature PIN is case sensitive! [more](#)

For this Document you can:

and Submit Document

Status to Apply

Signature PIN

Reason

Remarks

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Ito, Rex	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/22/11 10:53AM	CREATED	Carolyn F. Glover		
09/22/11 11:08AM	SIGNED	Carolyn F. Glover		
09/22/11 11:10AM	INK SIGNATURE REQD	James E. Belles		
09/22/11 11:10AM	APPROVED	James E. Belles		
09/23/11 8:49AM	DATA LINK	TMCAMS		

Non-Routing Voucher – Not Selected for Audit - Invitational



From: Travel.Reimbursements@noaa.gov [mailto:Travel.Reimbursements@noaa.gov]
Sent: Friday, September 23, 2011 8:49 AM
To: Leslie.McCarty@noaa.gov
Cc: Cheryl.Aleshire@noaa.gov; Brenda.Barth@noaa.gov
Subject: SUBMIT TRAVEL VOUCHER WITH INK SIGNATURE TO FINANCE

Travel Voucher #: 1PAAL511D
Traveler: REX ITO

INK SIGNATURE REQUIRED - THIS VOUCHER IS FOR AN INVITATIONAL TRAVELER, AND REQUIRES AN INK SIGNATURE.

As the preparer of this voucher, please forward a copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. DO NOT SEND ORIGINALS. Retain original documents in the Field according to the policy and procedures set forth by your Line Office.

This Voucher will not be approved for payment until the documentation is received in finance accordingly:

EOB TRAVEL
20020 Century Boulevard
Germantown, MD 20874

OR

WOB FINANCE
7600 Sand Point Way, NE
Building 1
Seattle, WA 98115-6349

Non-Routing Voucher – Selected for Audit



Home



Quick Tip

Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. [more](#)



News

Please contact your LO Budget Office for guidance on the appropriate accounting code to use for FY 2011.

REMINDER: TAs created using the procedures for "Emergency Travel and System Downtime" still require electronic approval in the system.

Last Documents more					Documents to review more				
Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use
LV	000000232	2THLL1014	10/14/11		TA	000073411	2JH1005A	10/01/11	
TV	000000232	2TXHS1012	09/01/11						
TV	000008680	2LKFS1011-2	09/01/11						
TV	000008680	2LKFS1011-1	08/01/11						
TV	000008680	2LKFS1011	07/01/11						

Messages:

- Email has been sent to: Cynthia.E.Curtis@noaa.gov
- **SELECTED FOR AUDIT - INK SIGNATURE REQUIRED** - Please forward a complete hard copy of the voucher **WITH INK SIGNATURE** and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly. (1 4)

Non-Routing Voucher – Selected for Audit - Excepted



GTM 9.0 CIV Web Application

powered by **gelco** Expense Management **Gelco Travel Manager® 9.0**

Setup Reports Logout Help NOAA FSD ITM Web Page **Document Preparation**

User: Leslie McCarty
Traveler: Eric Christensen
RECLAIM: 1PAAS811U-R1 (1PAAS811U)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Charge Card Manager
- Expenses
- Accounting
- Totals
- Document Status**
 - Perform Pre-Audits
 - Preview Document
 - Close Document

Status for 1PAAS811U-R1 (View Only)

Quick Tip
 The Signature PIN is case sensitive! [more](#)

For this Document you can:
 Stamp and Submit Document
 Back Continue

Status to Apply

Signature PIN

Reason

Remarks

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Christensen, Eric J.	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/19/11 11:20AM	CREATED	Evangelina Maruly		
09/19/11 11:22AM	SIGNED	Evangelina Maruly		
09/19/11 11:30AM	SELECTED FOR AUDIT	Edward N. Rappaport		
09/19/11 11:30AM	INK SIGNATURE REQD	Edward N. Rappaport		
09/19/11 11:30AM	APPROVED	Edward N. Rappaport		
09/23/11 7:46AM	DATA LINK	TMCAMS		

Non-Routing Voucher – Selected for Audit - Excepted



From: Travel.Reimbursements@noaa.gov [mailto:Travel.Reimbursements@noaa.gov]
Sent: Friday, September 23, 2011 7:47 AM
To: Leslie.McCarty@noaa.gov
Cc: Deena.Swain@noaa.gov; Brenda.Barth@noaa.gov
Subject: SUBMIT TRAVEL VOUCHER WITH INK SIGNATURE TO FINANCE

Travel Voucher #: 1PAAS811U-R1
Traveler: ERIC CHRISTENSEN

INK SIGNATURE REQUIRED - SELECTED FOR AUDIT - THIS VOUCHER IS FOR A NWSEO BARGAINING UNIT TRAVELER, AND REQUIRES AN INK SIGNATURE. THIS VOUCHER WAS SELECTED FOR AUDIT.

As the preparer of this voucher, please forward a copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. DO NOT SEND ORIGINALS. Retain original documents in the Field according to the policy and procedures set forth by your Line Office.

This Voucher will not be approved for payment until the documentation is received in finance accordingly:

EOB TRAVEL
20020 Century Boulevard
Germantown, MD 20874

OR

WOB FINANCE
7600 Sand Point Way, NE
Building 1
Seattle, WA 98115-6349

Non-Routing Voucher – Selected for Audit - Invitational



GTM 9.0 CIV Web Application

powered by **gelco** Expense Management **Gelco Travel Manager® 9.0**

Setup Reports Logout Help NOAA FSD ITM Web Page **Document Preparation**

User: Leslie McCarty
Traveler: Ralph Larson
 TV: 1PAAS511X (1PAAS511X)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Charge Card Manager
- Expenses
- Accounting
- Totals
- Document Status**
- Perform Pre-Audits
- Preview Document
- Close Document

Status for 1PAAS511X (View Only)

Quick Tip
 The Signature PIN is case sensitive! [more](#)

For this Document you can:
 and Submit Document

Status to Apply
 Signature PIN
 Reason
 Remarks

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Larson, Ralph J.	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/22/11 5:07PM	CREATED	Pamela S. Bouallegue		
09/22/11 5:13PM	SIGNED	Pamela S. Bouallegue		
09/22/11 5:14PM	SELECTED FOR AUDIT	Debra D. Blondin		
09/22/11 5:14PM	INK SIGNATURE REQD	Debra D. Blondin		
09/22/11 5:14PM	APPROVED	Debra D. Blondin		
09/23/11 9:16AM	DATA LINK	TMCAMS		

Non-Routing Voucher – Selected for Audit - Invitational



From: Travel.Reimbursements@noaa.gov [mailto:Travel.Reimbursements@noaa.gov]
Sent: Friday, September 23, 2011 9:16 AM
To: Leslie.McCarty@noaa.gov
Cc: Louis.Murrell@noaa.gov; Brenda.Barth@noaa.gov
Subject: SUBMIT TRAVEL VOUCHER WITH INK SIGNATURE TO FINANCE

Travel Voucher #: 1PAAS511X
Traveler: RALPH LARSON

SELECTED FOR AUDIT - INK SIGNATURE REQUIRED - THIS VOUCHER WAS SELECTED FOR AUDIT. THIS VOUCHER IS FOR AN INVITATIONAL TRAVELER, AND REQUIRES AN INK SIGNATURE.

As the preparer of this voucher, please forward a copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. DO NOT SEND ORIGINALS. Retain original documents in the Field according to the policy and procedures set forth by your Line Office.

This Voucher will not be approved for payment until the documentation is received in finance accordingly:

EOB TRAVEL
20020 Century Boulevard
Germantown, MD 20874

OR

WOB FINANCE
7600 Sand Point Way, NE
Building 1
Seattle, WA 98115-6349

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.Award (C.Suite)



User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html

- 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