



# ***Review/Approve in Travel Manager 9.0***

*FY 2011*

*November*

*V 1.0*

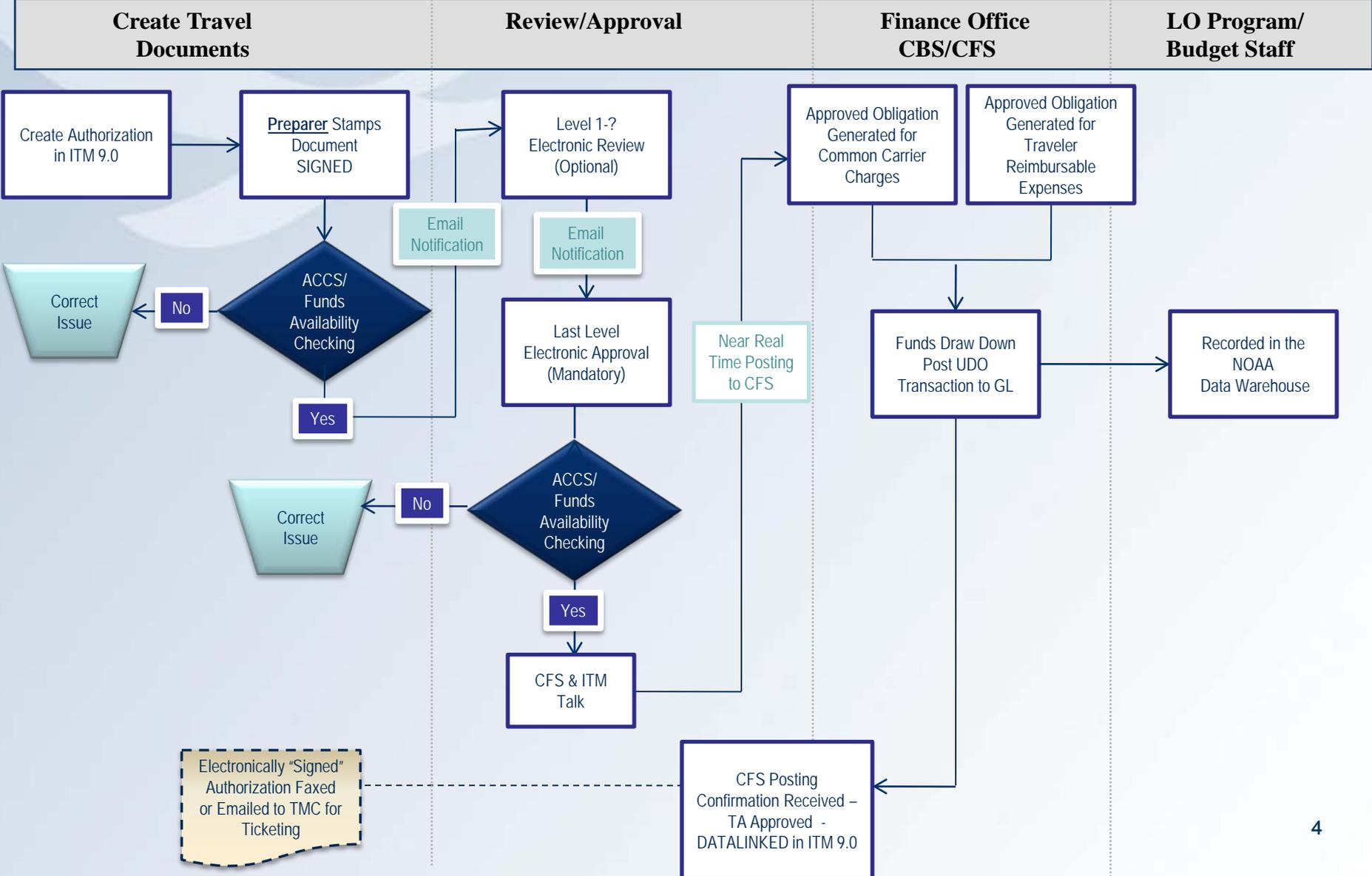
# *Integrated Travel Manager Overview*

- 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
  - *All employees must have access to the system*
  - *Exceptions – Invitational Travelers & NWSEO Bargaining Unit*
    - *No access to the system – thus documents should NOT route*
- Provides on-line status information and a history of travel authorizations, vouchers, and local vouchers

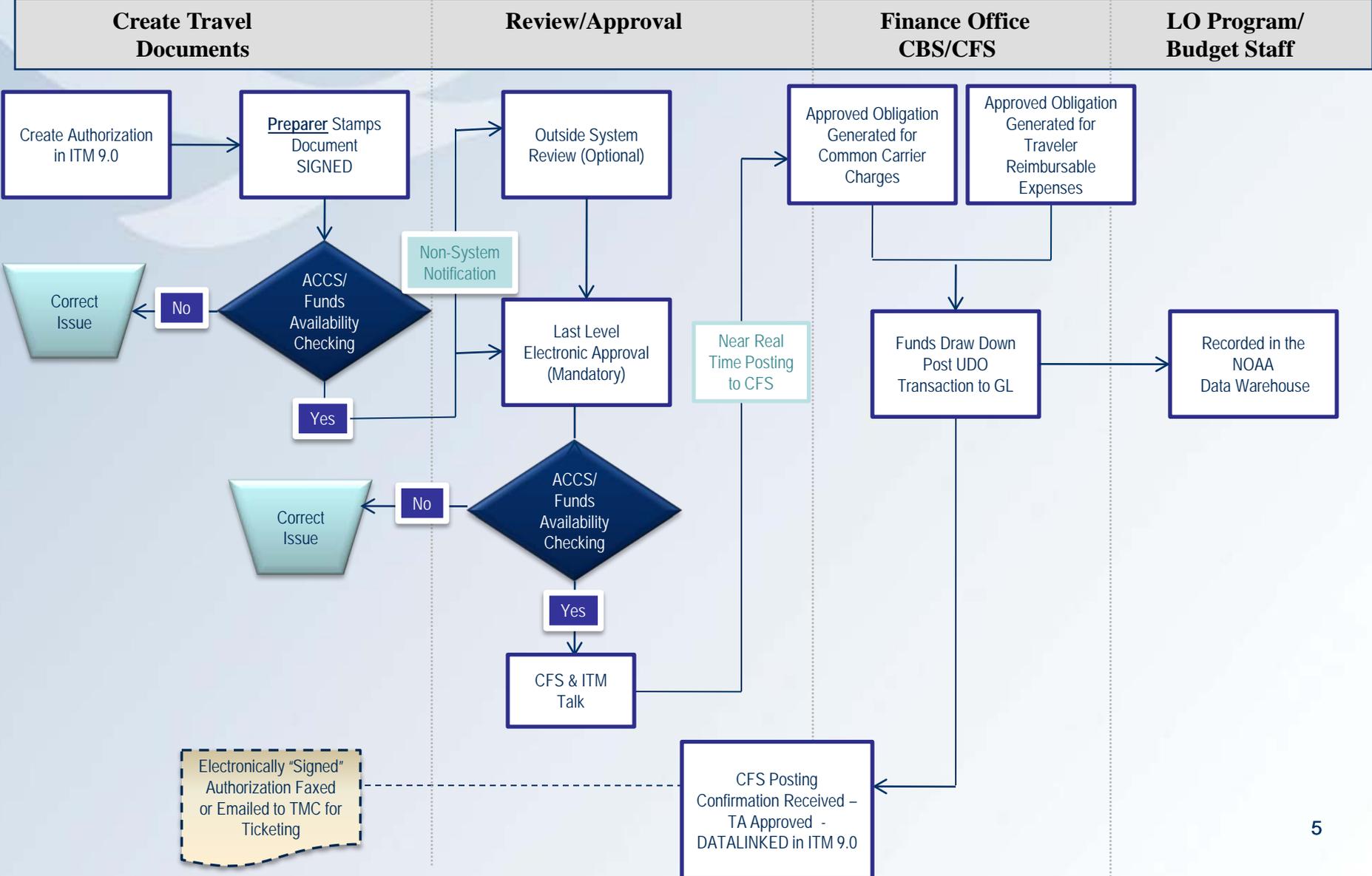
# Processes/Procedures

- **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*
- **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*

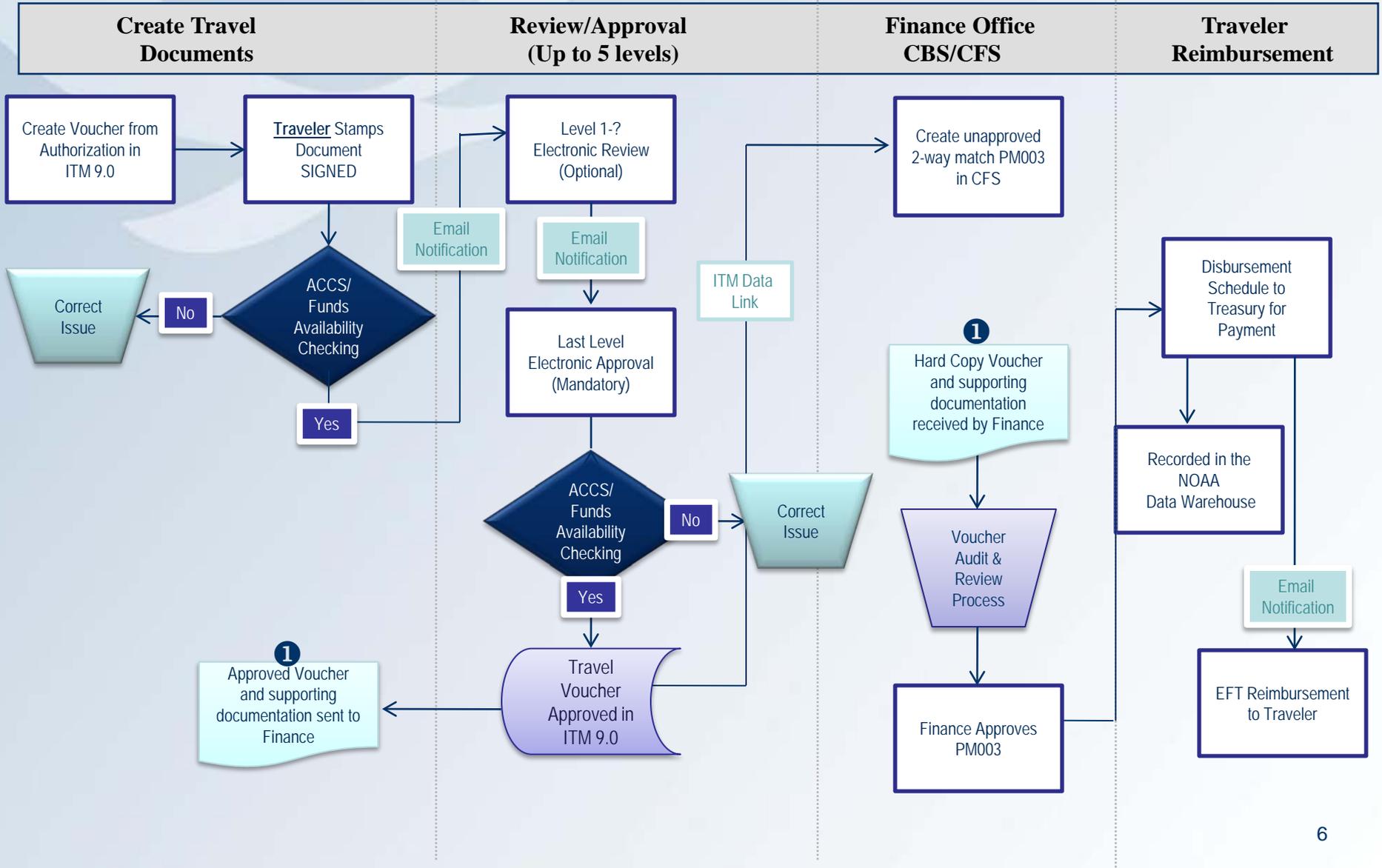
# ITM 9.0 Process – Travel Authorization NOAA & BIS Employees



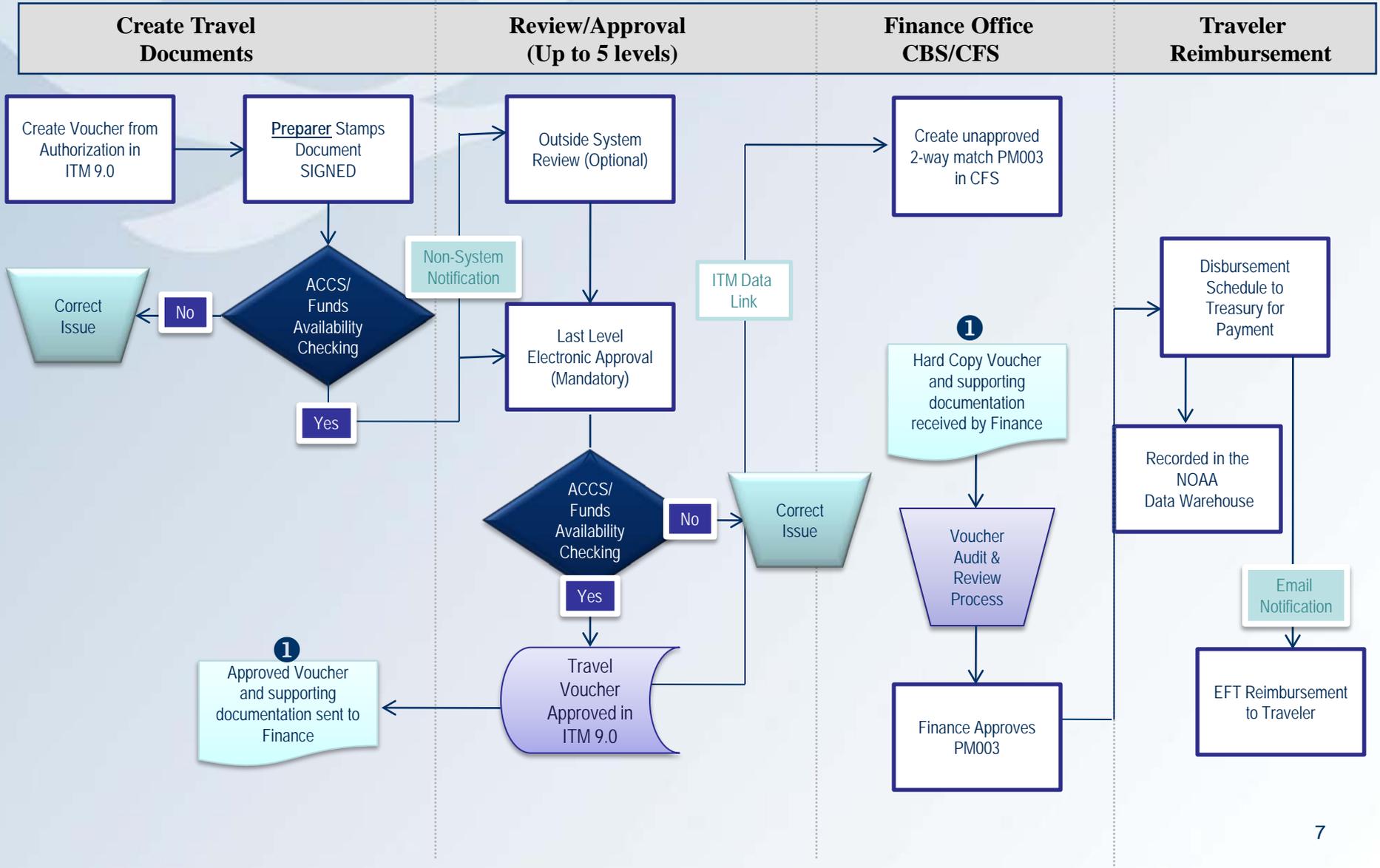
# ITM 9.0 Process – Travel Authorization Excepted Travelers



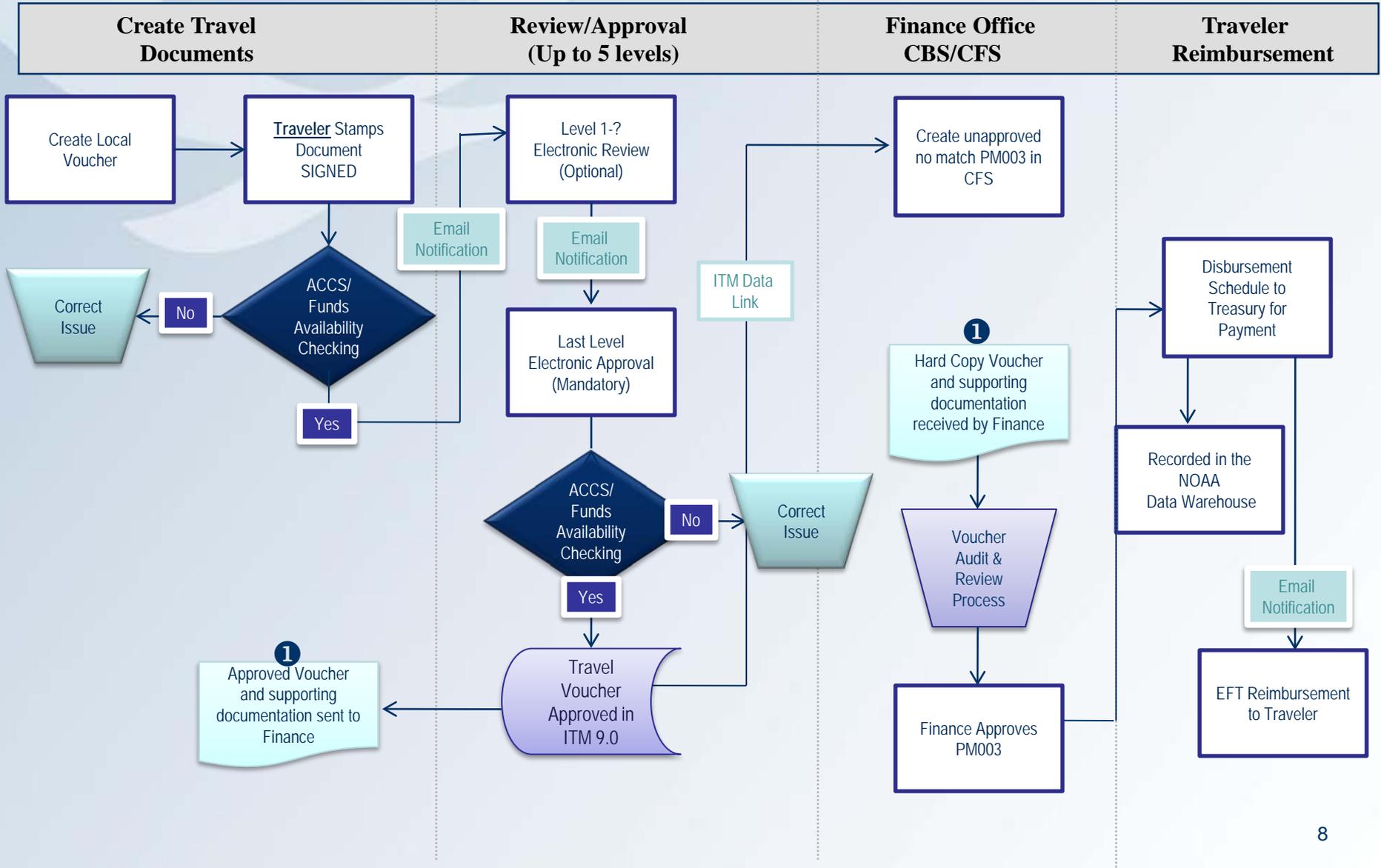
# ITM 9.0 Process – Travel Voucher (2-way match) NOAA & BIS Employees



# ITM 9.0 Process – Travel Voucher (2-way match) Excepted Travelers



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



# 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](mailto:vendor.support@noaa.gov) FAX: 301-427-3061

# **Electronic Routing – Things to Remember**

- **Electronic Routing capability for NOAA & BIS wide**
  - Authorization approvals occurring electronically as of November 16, 2009
  - Voucher approvals are occurring by electronic routing in addition to signed paper documents
    - *Paper Reduction process currently underway*
    - *Hard Copy document still official document of record*
  - Electronic Routing is linked with email applications so that messages are automatically sent to reviewing/approving officials notifying them there are travel documents awaiting approval
    - *For Employees only*
  - Electronic Routing does not apply for Invitational Travelers or NWSEO Bargaining Unit Employees
    - *Preparers will electronically stamp the document signed on behalf of those travelers*
    - *Approving officials still have to manually approve both paper and electronic vouchers*
      - *Authorizations only electronically*

# **Electronic Routing – Things to Remember (Cont'd)**

- **Electronic routing should mimic hard copy routing unless:**
  - **An employee is requested to travel for NOAA/BIS office other than their own**
    - **Funding Office signs Hard Copy/Sends Email – Employee's Office signs electronically**
      - **NOAA Travel Regulations (NTR) 301-2.1(e)**
  - **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**
      - **NOAA Travel Regulations (NTR) 301-2.1(e)**

# Reviewing/Approving Official Role

- Primary Purpose
  - To Review or Approve travel documents ELECTRONICALLY through Travel Manager (ITM)
- Access
  - Fill out the User Access Request Form
    - <http://www.corporateservices.noaa.gov/~cbs/forms.htm>
  - Must include **Group Name** in order to view non-routing travelers
    - Should be same Group Name as Group Administrator
  - Reviewing/Approving done
    - Document Preparation Module of ITM
  - Can have other roles besides Reviewing/Approving Official

# 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](http://www.corporateservices.noaa.gov/cbs)
  - Click on Help Desk link for additional info, phone numbers, etc.
  - Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
  - Phone #: 301-444-3400
    - *Option #2 - Travel*
  - Fax/Server #: 301-444-3401



# Questions & Discussion

Why...

What  
about...

Will  
this...

Who...