



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

November 12, 2015

MEMORANDUM FOR: All NOAA/BIS/EDA Employees
FROM: Kim A. Darling, *Kim A Darling*
Director Finance Office/Comptroller
SUBJECT: Clarification to Travel Advisory 16-1

The purpose of this advisory is to further clarify how to submit on-line travel reservations to CWT Sato Travel. The following link was provided to submit travel reservations to CWTSato Travel:

<https://www.cwtsatotravel.com/>. And the following link provides instructions for the on-line reservation system:

<http://www.corporateservices.noaa.gov/finance/documents/RESERV.CWTSatoReservationRequest.docx>

In addition, employees **are able** to update their profiles using the same link used to submit their original profile. To update an existing profile, employees will need to click on the same link to submit a profile: <https://www.cwtsatotravel.com/>. Once in the profile form, employees will need to complete all the mandatory fields displayed in red and provide their update under the 'additional information or instructions' field and then hit 'submit'.

If you have any questions, please call (301) 444-2136 or e-mail Rachael Wivell (Rachael.S.Wivell@noaa.gov).