

## **INSTRUCTIONS FOR COMPLETING INTEGRATED TRAVEL MANAGER (ITM) ROUTING INFORMATION** **(For Headquarters Servicing Area ONLY)**

### **General Guidance:**

Routing in Travel Manager is the systematic movement of electronic documents (local travel vouchers, travel authorizations, and travel vouchers) to various pre-determined individuals for review and approval.

Every traveler must have routing information established to be able to use the Integrated TM/CFS Software. It is the responsibility of each organization to provide routing information to the NOAA CAMS Travel Team. Routing information must be submitted using the attached "Travel Manager Electronic Routing Information" form. This form is composed of header information and two tables. Table 1, "Reviewer or Approver Designations and Order of Routing" provides information concerning the individuals who will be electronically reviewing and approving travel documents and the order in which they will perform this function. Table 2, "Travelers Subject to Routing Designated on Table 1", provides information concerning the travelers subject to the routing established on Table 1.

Two major considerations when developing the routing information are:

1. Can the same review or approval routing information be used for multiple travelers in the organization or is different routing information needed for various travelers in the organization.
2. Should the same review or approval routing information be used for all three travel document types (local travel vouchers, travel authorizations, travel vouchers) or is different routing information needed for one or more of the document types.

Since travelers cannot approve their own travel documents, individuals established as approvers (last level) on Table 1 cannot be listed on Table 2 as travelers subject to the approval on Table 1. Therefore, organizations will need to complete at least two routing forms. Please photocopy the form for additional copies.

This information needs to be provided to our office via mail or fax. Mailing Address, NOAA CAMS Program Office, 200 Perry Parkway, Gaithersburg, MD 20877. Attn: Travel Team. Fax Number: 240-632-2506.

Please contact the "Travel Help" Line if you need further assistance in completing the Travel Information Form. We can be reached @ 301-427-1009 ask for "Travel Help".

## HEADER INFORMATION

The individual completing the forms must sign and date the document and provide a contact phone number. They must also provide their office's FIMA Organization Code and the name of their LAN Administrator and phone number. The individual completing the form must also indicate if the routing information being provided is for local vouchers, travel authorizations, or travel vouchers or any combination thereof.

### **Table 1 - REVIEWER OR APPROVER DESIGNATIONS AND ORDER OF ROUTING:**

**Level** - Indicate the order for electronic review and approval of a document. There can be up to five levels of review or approval with one (1) being the first level to which documents will be routed. All levels prior to the last level are review levels with the last level being the approval level. For each level, one or more reviewer(s) or approver(s) may be assigned. However, when any person on a level reviews or approves a document, the level is completed and the document will pass to the next level. It is recommended that at least two individuals are designated at each level to avoid delays in routing.

**Status Stamp Applied** - Indicate the status stamp (REVIEWED or APPROVED) to be applied by this level.

**Reviewer or Approver Name** - The names of employees who are being designated to review or approve and electronically sign travel documents. **NOTE:** All reviewers and approvers will be given Group Access. See explanation below.

**SSN** - The Social Security Number of the employee identified to review or approve travel documents.

**Doc. Type** - Indicate the document type this routing is to be applied to. Valid selections are LVCH - local vouchers, AUTH - authorizations, and VCH - travel vouchers. If the routing is the same for all document types, you may enter ALL.

### **Table 2 - TRAVELERS SUBJECT TO THE ROUTING DESIGNATED ON TABLE 1**

This table is for identifying the employees by name and Social Security Number who will be subject to the review and approval routing designated on Table 1. An individual given group access will be able to create, view, print and generate reports on travel documents for all employees in the group. Individuals not given group access will only be able to access their own travel documents. **NOTE:** Since individuals given group access are able to view employee names and Social Security Numbers, this designation should be restricted to those individuals who will be performing Travel Manager functions for various group members.

**Group Access ?** - Valid entries are "Y" or "N". An individual given group access will be able to create, view, print, and generate reports on all travel documents for all employees in the group. Individuals not given group access will only be able to access their own travel documents. All reviewers/approvers will automatically be given group access. **NOTE:** Since individuals given group access are able to view employee names and Social Security Numbers, this designation should be restricted to those individuals who will be performing Travel Manager functions for various group members.

## **PROCEDURES ON COMPLETING THE DOCUMENT ROUTING FORM:**

1. Prepare a list of all travelers within your organization. This would include local as well as regular travelers.
2. Prepare a list of all individuals who will be either a reviewer and or an approver of the travel documents within the organization. **NOTE:** You may have different reviewers and approvers for each document type, i.e. local travel, travel authorizations, and regular travel.
3. Determine alternates for each reviewer and approver. **NOTE:** Every approver should have at least one alternate. An alternate for a reviewer is optional.
4. Determine which reviewer and approver will be responsible for what group of travelers. **NOTE:** A separate group is needed for each approver. A reviewer can be the same individual throughout each group.
5. Separate the travelers within the organization into their respective groups. Our recommendation is to simplify the routing as much as possible by centralizing the functions of the reviewer and approver within the organization.
6. Determine the order for electronic review/approval of a document. For example, if there are three review levels before the approver, ascertain who will be reviewer number one, reviewer number two, and reviewer number three. There can be up to five levels of review/approval for each document type. **NOTE:** All levels prior to the last level are review levels with the last level being an approval level. Also for each level, one or more people may be assigned. However, when any one person on the same level reviews/approves a document, the level is completed and the document will pass to the next level.

## HELPFUL DEFINITIONS

### Travel Document Types:

**LVCH** - Local Voucher for local travel claims and miscellaneous expenses.

**AUTH** - Travel Authorization, Official travel request form.

**VCH** - Travel Voucher, Official claim form for travel reimbursement.

**Reviewer** - Individual within the organization responsible for reviewing travel documents, i.e. administrative officer or budget officer.

**Approver** - Individual within the organization responsible for approving travel documents.

**Approval Level** - Indicate the order for electronic review/approval of a travel document. There can be up to five levels of review/approval for each document type. **NOTE:** All levels prior to the last level are review levels with the last being an approval level. Also, for each level one or more people may be assigned. However, when any one person on the same level reviews or approves a document, the level is completed and the document will pass to the next level.

**Group Administrator** - An individual who will be able to create, view, and print travel documents for all employees within the group.

**NOTE :** Since group Administrators are able to view employees names and Social Security Numbers, this designation should be restricted to those individuals who will be performing Travel Manager functions for various group members.

**Electronic Routing** - Travel Manager automatically routes documents for electronic signature once the travel document has been electronically signed by the traveler. Travel Manager will generate a electronic routing list and route the document to the next person on the list for review/approval. The routing information is carried with the document.

**Document Status** - Indicates current status of an electronic document and provides the history of a document. Valid Document Status Codes are:

**Created** - Document exists in the preparation stage or is completed awaiting traveler's electronic signature.

**Signed** - Document has been reviewed and certified by the traveler.

**Reviewed** - Document has been reviewed and approved by Budget or Administrative Personnel within the office.

**Approved** - Document has been approved by a Approving Official and is waiting to be Data Linked for transmittal to Finance.

**Data Link** - Document has been transmitted to Finance for payment.