



INTEGRATED TRAVEL MANAGER 9.0
POST AS APPROVED – WE ARE ALMOST THERE

October 2011

Post As Approved (PAA) travel voucher processing is scheduled for implementation on October 24, 2011. During the last four months, we kept you informed about our progress on this project. These updates included topics on system enhancements, document stamping, pre-audit conditions, the certification statement, on-screen messaging, e-mail notifications, document resets and travel record policy changes.

Are you prepared?

There are several things you can do to make this transition easier, they include:

- **Review dispatches and news flashes issued on PAA.** Previous Integrated Travel Manager dispatches are located on the NOAA Financial Systems Division website at: <http://www.corporateservices.noaa.gov/~cbs/travel.htm>
- **Ensure you review the Travel Record Retention Policy.** After PAA implementation, your office will be required to maintain all original copies of travel documents including receipts, in accordance with federal retention requirements. The memorandum addressing this policy was issued on October 4th, by Jon Alexander. This memorandum is posted at: <http://www.corporateservices.noaa.gov/finance/TRAVEL.html>
- **Brush up on the Federal Travel Regulations (FTR).** We encourage preparers and approving officials to ensure they understand federal travel rules, policies and entitlements. Understanding allowable expenses and travel regulations will **aid in reducing document preparation errors.** In-class and on-line FTR training is offered by the General Services Administration (<http://www.gsa.gov/portal/content/104478>) and the Graduate School (<http://www.graduateschool.edu>).
- **Contact your servicing Finance Office for questions.** See the NOAA Travel Office website for information on your servicing FO: <http://www.corporateservices.noaa.gov/~finance/TS.AOD.docx>