

MEMORANDUM FOR: All NOAA Travelers

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 10-1
Electronic Approval of Travel Authorizations

In an effort to streamline our current travel processes, effective November 16, 2009, **hard copy travel authorizations with ink signature are no longer required.**

NOAA and BIS employees **must** use the Integrated Travel Manager (ITM) to electronically process **all** travel authorizations. Travel authorizations properly created, electronically routed, and approved in ITM will generate a Centrally-Billed Account (CBA) obligation number and a Traveler Purchase Order (PO) number in block 8 of the authorization, as applicable. The obligation number(s) indicate the authorization is an approved, legally binding document and replaces the ink signature requirement on the hard copy travel authorization. **Please note authorizations processed in ITM must include the appropriate obligation number(s) in Block 8 of the travel authorization to be considered an “approved” authorization.**

Employees who need to secure lower airfare in times when a travel authorization cannot be processed in ITM due to system unavailability or emergency circumstances are authorized to use the hard copy Commerce Department, Form CD-29 (CD-29). CD-29s used in this interim process must contain a ink signature approval and must include one of the following justifications in the comments section of the CD-29:

- 1) *“Emergency Travel – Obligation Information not Available”*
- 2) *“Mission Essential – Obligation Information not Available”*
- 3) *“System Downtime – Obligation Information not Available”*

The Travel Management Center [(TMC) – ADTRAV/Panda/US Travel) **will not** accept a CD-29 without proper justification and ink signature approval. **Please note employees will need to re-enter the authorization into ITM once the system is available and prior to voucher submission. Authorizations re-entered into ITM will not need to be sent to the TMC, but they will be required to route through the system for electronic approval(s).**

How this change impacts what you need to submit to your TMC for ticketing:

You will need to e-mail or fax your approved travel authorization to your servicing TMC in order to be ticketed for airfare. Ensuring the travel authorization you e-mail or fax contains a CBA obligation number in Block 8 **and** includes the “Document History” page (the last page of the authorization) will prevent delays in ticket processing.

How this change impacts what you need to submit to your servicing Finance Office when processing travel vouchers:

Hard copy travel vouchers with ink signatures and receipts attached are **STILL** required to be submitted to finance for payment. However, you are no longer required to attach the approved travel authorization to your travel voucher when submitted to finance for payment.

If you have any questions regarding the policy side of this advisory, please call Rachael Wivell in the NOAA Travel Office on (301) 444-2136. If you have any questions regarding the ITM processing side of this advisory, please contact the NOAA Client Services Help Desk on (301)427-2300 or clientservices@noaa.gov.