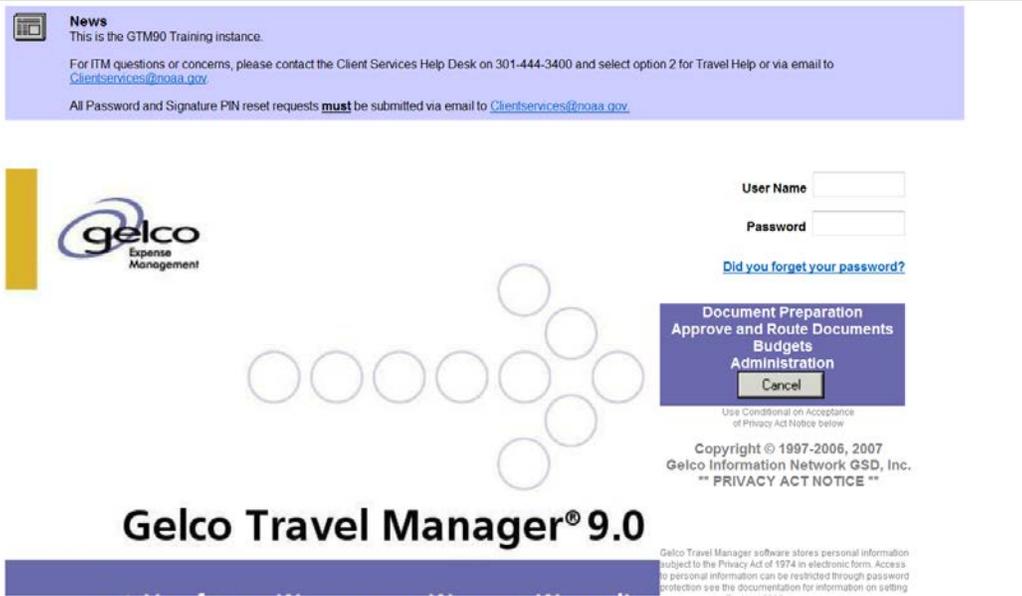
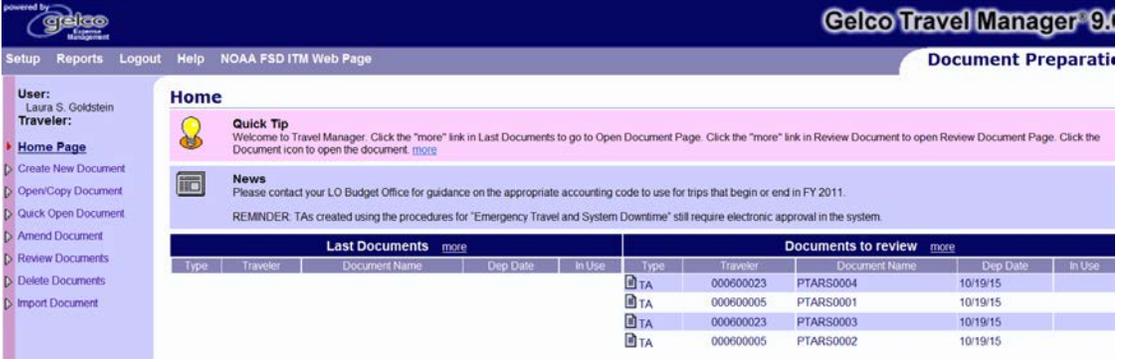
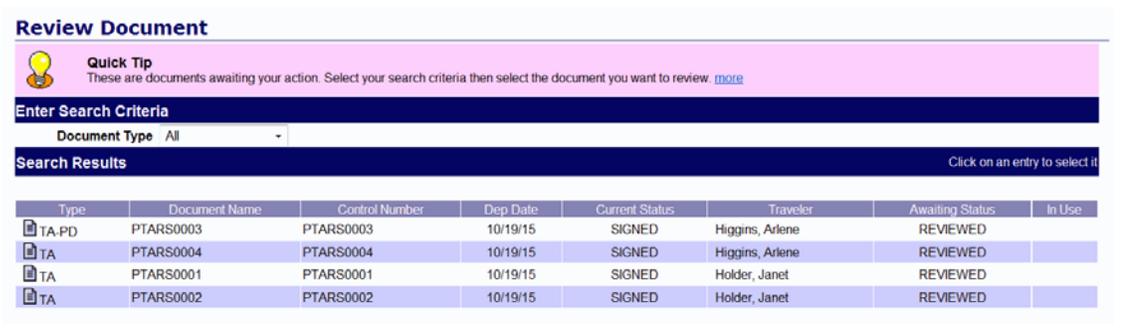


Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action
1a	<ul style="list-style-type: none"> ➤ Open Internet Explorer ➤ Go to the URL for travel Manager
1b	<ul style="list-style-type: none"> ➤ Enter your Username & Password on the Login Page ➤ Click on Document Preparation <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p>Note:</p> <ul style="list-style-type: none"> ✓ If you press ENTER after entering your Username and Password, the system will automatically go into the Document Preparation module. ✓ If this is the first time logging into the system, you may be prompted to change your Password and/or enter a Signature Pin. ✓ NOAA does not use the Approve and Route Documents module in ITM. All approvals are done from the Document Preparation module. </div>

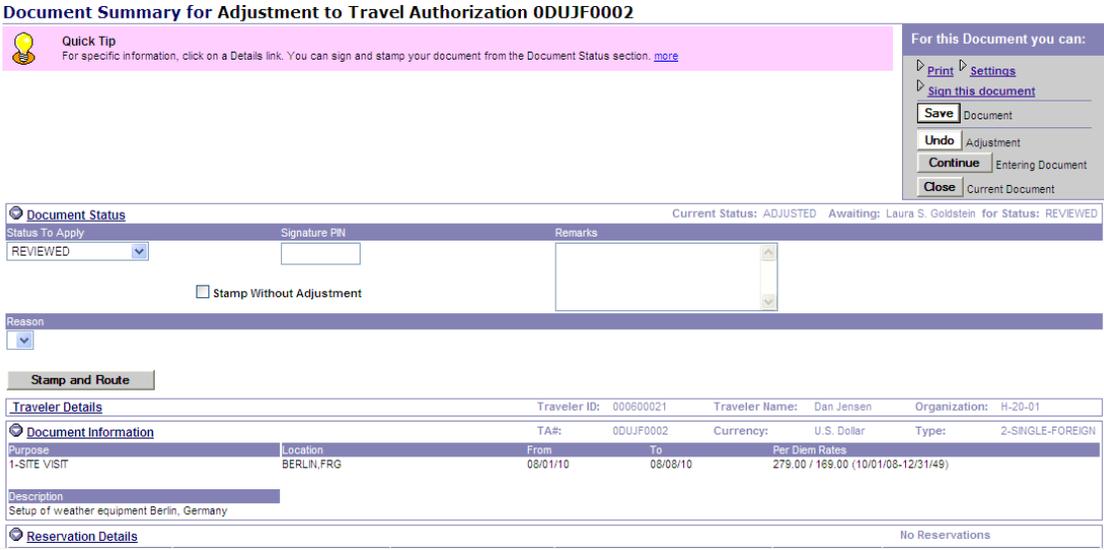
Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action
2	<p>The Home screen appears.</p>  <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>Up to five (5) documents will show in the Review area on the Home screen.</i> ✓ <i>The oldest documents will appear first.</i>
3a	<p>There are two ways to open a document for review/approval:</p> <ul style="list-style-type: none"> ➤ Click on the open document icon () of the document to Review/Approve under Documents to Review ➤ Go to Step 4a <p>OR</p>
3b	<p>Click on the More link in the Review Area or Review Documents link in the <i>Document Toolbar</i>.</p> 
3b1	<p>The Review Document screen appears</p> 
3b2	<ul style="list-style-type: none"> ➤ Click on the open document icon () of the document to Review/Approve ➤ Go to Step 4a

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action																								
4a	<p>If there have been revisions to the travel document, the Open Document Version screen appears.</p> <ul style="list-style-type: none"> ➤ Click on the most recent adjustment/amendment found at the top using the open document icon (). The most recent version will also have a double asterisk beside it. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Open Document Version for PTARS0003</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Quick Tip Adjustments have been made to this document. Note that only the current version, marked by **, may be further adjusted or routed. more</p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> <p>For this Document you can:</p> <p><input type="button" value="Cancel"/> <input type="button" value="Opening Document"/></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="5">Document Version List</th> <th style="text-align: right; font-size: small;">Click on an entry to select</th> </tr> <tr style="background-color: #4a7ebb; color: white;"> <th style="font-size: x-small;">Document Type</th> <th style="font-size: x-small;">Level</th> <th style="font-size: x-small;">Date</th> <th style="font-size: x-small;">Time</th> <th style="font-size: x-small;">Adjustor</th> <th></th> </tr> </thead> <tbody> <tr style="background-color: #d9e1f2;"> <td style="font-size: x-small;"> ADJUSTMENT **</td> <td style="font-size: x-small;">2</td> <td style="font-size: x-small;">10/09/15</td> <td style="font-size: x-small;">3:25PM</td> <td style="font-size: x-small;">Therese A. Rubis</td> <td style="text-align: right; font-size: x-small;"><input type="button" value="Click"/></td> </tr> <tr style="background-color: #d9e1f2;"> <td style="font-size: x-small;"> ORIGINAL</td> <td style="font-size: x-small;">1</td> <td style="font-size: x-small;">10/09/15</td> <td style="font-size: x-small;">2:59PM</td> <td style="font-size: x-small;">Therese A. Rubis</td> <td style="text-align: right; font-size: x-small;"><input type="button" value="Click"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Go to Step 4b 	Document Version List					Click on an entry to select	Document Type	Level	Date	Time	Adjustor		 ADJUSTMENT **	2	10/09/15	3:25PM	Therese A. Rubis	<input type="button" value="Click"/>	 ORIGINAL	1	10/09/15	2:59PM	Therese A. Rubis	<input type="button" value="Click"/>
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4b	<p>If there have been no revisions to the travel document or after clicking on the most recent adjustment/amendment the Open Document Signature screen appears.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Open Document Signature</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> <p>For this Document you can:</p> <p><input type="button" value="Sign"/> to Review Document</p> <p><input type="button" value="Get"/> Document as View-Only</p> <p><input type="button" value="Cancel"/> <input type="button" value="Opening Document"/></p> </div> </div> <p style="margin-top: 5px;">Signature for Adjustment <input style="width: 150px;" type="text"/></p> <p style="margin-top: 5px;">Reason <input style="width: 50px;" type="text"/></p> </div> <ul style="list-style-type: none"> ➤ Enter Signature PIN ➤ Click Sign (to Review Document) button <div style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>To open a document in View Only mode, do not enter your Signature PIN, and click the Get (Document as View Only) button.</i> </div>																								

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action										
5	<p>The Document Summary screen appears</p>  <p>Document Summary for Adjustment to Travel Authorization 0DUJF0002</p> <p>Quick Tip For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. more</p> <p>For this Document you can: Print Settings sign this document <input type="button" value="Save"/> Document <input type="button" value="Undo"/> Adjustment <input type="button" value="Continue"/> Entering Document <input type="button" value="Close"/> Current Document</p> <p>Document Status Current Status: ADJUSTED Awaiting: Laura S. Goldstein for Status: REVIEWED</p> <p>Status To Apply: REVIEWED Signature PIN: <input type="text"/> Remarks: <input type="text"/></p> <p><input type="checkbox"/> Stamp Without Adjustment</p> <p>Reason: ▼</p> <p>Stamp and Route</p> <p>Traveler Details Traveler ID: 000600021 Traveler Name: Dan Jensen Organization: H-20-01</p> <p>Document Information TA#: 0DUJF0002 Currency: U.S. Dollar Type: 2-SINGLE-FOREIGN</p> <table border="1"> <thead> <tr> <th>Purpose</th> <th>Location</th> <th>From</th> <th>To</th> <th>Per Diem Rates</th> </tr> </thead> <tbody> <tr> <td>1-SITE VISIT</td> <td>BERLIN,FRG</td> <td>08/01/10</td> <td>08/08/10</td> <td>279.00 / 169.00 (10/01/08-12/31/49)</td> </tr> </tbody> </table> <p>Description: Setup of weather equipment Berlin, Germany</p> <p>Reservation Details No Reservations</p>	Purpose	Location	From	To	Per Diem Rates	1-SITE VISIT	BERLIN,FRG	08/01/10	08/08/10	279.00 / 169.00 (10/01/08-12/31/49)
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1-SITE VISIT	BERLIN,FRG	08/01/10	08/08/10	279.00 / 169.00 (10/01/08-12/31/49)							
	<p>Notes:</p> <p>✓ To back out of an adjustment without taking any action (i.e. making changes or applying a signature stamp), you MUST click the Undo (Adjustment) button in the upper right hand corner. Simply closing the document will still create an adjustment status, even if no action was taken.</p>										
5a	The travel document can be reviewed from this screen. If more details are needed, like accounting string, the heading of each section may be clicked to go to that specific area or an option listed on the left in the <i>Document Toolbar</i> .										
6	Once the document has been reviewed and is ready to be stamped it can be done one of two ways. From the Document Summary screen follow step 6a. From the Document Status screen follow step 6b.										

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action
6a	<p>From the Document Summary screen do the following:</p> <ul style="list-style-type: none"> ➤ Make sure the status to apply says REVIEWED or APPROVED, depending on your role. ➤ Type in your Signature PIN ➤ Enter Remarks (if any) ➤ Check the checkbox (if no adjustments have been made to the document – see note below) ➤ Click on the Stamp and Route button <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The Stamp and Route button is toward the bottom of the Document Status section.</i> ✓ <i>If you type your Signature PIN and press ENTER that will only save the adjustment not stamp the document.</i> ✓ <i>Not checking the checkbox will leave the adjusted status in the history of the document even though there wasn't an adjustment.</i> ✓ <i>Reviewers/Approvers have the ability to make changes to a document; however, the original preparer will not be automatically notified of any changes made. Therefore, it is suggested that they return documents to the preparer to make any necessary changes, so that one person is in control of the document from start to finish. To do so, a Reviewer or Approver may change the status to RETURNED, if a change needs to be made. If that is done, REMARKS need to be entered stating what changes need to take place on the document.</i>

Reviewing/Approving Employee's Documents in ITM 9.0

Step	Action
6b	<p>To stamp a document from the Document Summary screen do the following:</p> <p>Click on the Document Status link from either the header section in the Document Summary or from the <i>Menu Toolbar</i></p> <div data-bbox="310 464 899 512"> </div>

Reviewing/Approving Employee's Documents in ITM 9.0

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6b1	<p>The Document Status screen appears.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Status for PTARS0001</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <p>Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="width: 25%; border: 1px solid #ccc; padding: 5px;"> <p>For this Document you can:</p> <p>Stamp and Submit Document</p> <p>Adjustments Go To Adjustments</p> <p>Back Continue</p> </div> </div> <p>Status to Apply: REVIEWED</p> <p>Signature PIN: <input style="width: 100%;" type="text"/></p> <p>Reason: ▼</p> <p>Remarks: <input style="width: 100%;" type="text"/></p> <p style="text-align: right;"><input type="checkbox"/> Stamp Document Without Adjustment</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #2e3192; color: white;"> <th colspan="3">Document Routing</th> </tr> <tr style="background-color: #2e3192; color: white;"> <th style="width: 60%;">Name</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Level</th> </tr> </thead> <tbody> <tr><td>Jon O. Striver</td><td>REVIEWED</td><td>1</td></tr> <tr><td>Laura S. Goldstein</td><td>REVIEWED</td><td>1</td></tr> <tr><td>Parke L. Brown</td><td>REVIEWED</td><td>2</td></tr> <tr><td>Pauline K. Garcia</td><td>REVIEWED</td><td>2</td></tr> <tr><td>Parke L. Brown</td><td>REVIEWED</td><td>3</td></tr> <tr><td>Pauline K. Garcia</td><td>REVIEWED</td><td>3</td></tr> <tr><td>Evangeline Fallan</td><td>REVIEWED</td><td>4</td></tr> <tr><td>William D. Graham</td><td>REVIEWED</td><td>4</td></tr> <tr><td>Betsy P. Durant</td><td>APPROVED</td><td>6</td></tr> <tr><td>Evangeline Fallan</td><td>APPROVED</td><td>6</td></tr> <tr><td>Mike M. Papadakis</td><td>APPROVED</td><td>6</td></tr> <tr><td>William D. Graham</td><td>APPROVED</td><td>6</td></tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Status for PTARS0001</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <p>Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="width: 25%; border: 1px solid #ccc; padding: 5px;"> <p>For this Document you</p> <p>Stamp and Submit Docu</p> <p>Adjustments Go To A</p> <p>Back Continue</p> </div> </div> <p>Status to Apply: APPROVED</p> <p>Signature PIN: <input style="width: 100%;" type="text"/></p> <p>Reason: ▼</p> <p>Remarks: <input style="width: 100%;" type="text"/></p> <p style="text-align: right;"><input type="checkbox"/> Stamp Document Without Adjustment</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #2e3192; color: white;"> <th colspan="3">Document Routing</th> </tr> <tr style="background-color: #2e3192; color: white;"> <th style="width: 60%;">Name</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Level</th> </tr> </thead> <tbody> <tr><td>Parke L. Brown</td><td>APPROVED</td><td>6</td></tr> <tr><td>Pauline K. Garcia</td><td>APPROVED</td><td>6</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #2e3192; color: white;"> <th colspan="5">Document History</th> </tr> <tr style="background-color: #2e3192; color: white;"> <th style="width: 20%;">Date/Time</th> <th style="width: 15%;">Status</th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Remarks</th> <th style="width: 25%;">Reason Desc</th> </tr> </thead> <tbody> <tr><td>10/09/15 2:04PM</td><td>CREATED</td><td>Therese A. Rubis</td><td></td><td></td></tr> <tr><td>10/09/15 2:07PM</td><td>SIGNED</td><td>Therese A. Rubis</td><td></td><td></td></tr> <tr><td>11/09/15 2:03PM</td><td>REVIEWED</td><td>Laura S. Goldstein</td><td></td><td></td></tr> <tr><td>11/10/15 10:21AM</td><td>ADJUSTED</td><td>Pauline K. Garcia</td><td></td><td></td></tr> </tbody> </table>	Document Routing			Name	Status	Level	Jon O. Striver	REVIEWED	1	Laura S. Goldstein	REVIEWED	1	Parke L. Brown	REVIEWED	2	Pauline K. Garcia	REVIEWED	2	Parke L. Brown	REVIEWED	3	Pauline K. Garcia	REVIEWED	3	Evangeline Fallan	REVIEWED	4	William D. Graham	REVIEWED	4	Betsy P. Durant	APPROVED	6	Evangeline Fallan	APPROVED	6	Mike M. Papadakis	APPROVED	6	William D. Graham	APPROVED	6	Document Routing			Name	Status	Level	Parke L. Brown	APPROVED	6	Pauline K. Garcia	APPROVED	6	Document History					Date/Time	Status	Name	Remarks	Reason Desc	10/09/15 2:04PM	CREATED	Therese A. Rubis			10/09/15 2:07PM	SIGNED	Therese A. Rubis			11/09/15 2:03PM	REVIEWED	Laura S. Goldstein			11/10/15 10:21AM	ADJUSTED	Pauline K. Garcia		
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7	<p>The Pre-Audit Results screen appears</p> <div style="border: 1px solid black; padding: 10px;"> <p>Pre-Audit Results for PTARS0001</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: PTARS0001 Type: TA Traveler: Holder, Janet Status: PASS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #34495e; color: white;"> <th style="width: 60%;">Audit Process</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMENDMENTS</td><td>PASS</td><td></td></tr> <tr><td> AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> DOC Amend to \$0</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC FY END PROCESSING</td><td>PASS</td><td></td></tr> <tr><td> DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA AD-HOC EXPENSES</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA FOREIGN HOTEL TAX</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY CONUS</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY FOREIGN</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY OC-NON</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td> DOC PRIOR YEAR PROCESSING</td><td>PASS</td><td></td></tr> </tbody> </table> </div> <div style="width: 25%; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; font-weight: bold; font-size: small;">For this Document you can:</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div style="border: 1px solid #ccc; padding: 2px;">Continue</div> <div>Stamping the Document</div> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div style="border: 1px solid #ccc; padding: 2px;">Cancel</div> <div>Pre-Audit Results</div> </div> </div> </div> </div> <div style="margin-top: 10px;"> <ul style="list-style-type: none"> ➤ If the document status has PASS, click Continue (<i>Stamping the Document</i>) button ➤ If the document status has FAILED, click Cancel (<i>Pre-Audit Results</i>). Fix the error, re-stamp the document. </div>	Pre-Audit Results			Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMENDMENTS	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC Amend to \$0	PASS		DOC CONFERENCE VALIDATION	PASS		DOC FY END PROCESSING	PASS		DOC MILEAGE VALIDATION	PASS		DOC PAA AD-HOC EXPENSES	PASS		DOC PAA DOCUMENT NAME	PASS		DOC PAA FOREIGN HOTEL TAX	PASS		DOC PAA LAUNDRY CONUS	PASS		DOC PAA LAUNDRY FOREIGN	PASS		DOC PAA LAUNDRY OC-NON	PASS		DOC PAA TICKET CLASS	PASS		DOC PRIOR YEAR PROCESSING	PASS	
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8a	<p>For APPROVERS ONLY, you will come to the Signature page:</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Signature for PTARS0001</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f8ff; padding: 5px; border: 1px solid #add8e6;"> Quick Tip If you agree with the statement, click Accept. more </div> <div style="border: 1px solid #add8e6; padding: 5px; background-color: #d9e1f2;"> For this Document you can: <input type="button" value="Accept"/> Signature Text <input type="button" value="Cancel"/> Stamping </div> </div> <p>AUTHORIZING OFFICIAL'S RESPONSIBILITIES AND ELECTRONIC SIGNATURE ACCEPTANCE: I acknowledge within the bounds of the NOAA Travel Regulations (NTR), it is my responsibility to:</p> <ol style="list-style-type: none"> 1. Determine whether the travel required, is in the interest of the Government, and complies with the overall travel plans of the organizational unit; 2. Approve itineraries which will most effectively serve program needs at the least cost, but within the rules of the NTR; 3. Approve transportation that is advantageous to the government and by the most expeditious means practicable and commensurate with the mission at hand; 4. Approve appropriate per diem rates, i.e., reduced per diem, actual subsistence, etc.; 5. Schedule employee's travel within their regular workweek to the maximum extent possible; 6. Ensure that an NF-334, "Request to Approve Premium Class Travel Accommodations" is processed in accordance with Federal Travel Regulations (FTR) and NTR, Chapter 301-10 whenever premium class travel is authorized. 7. Ensure that the travel authorization is properly prepared and includes where necessary: <ol style="list-style-type: none"> a. A valid justification when a contract carrier is not used; b. An acknowledgement statement when special fares will be used where change/cancellation fees may be charged; c. An attached valid justification for the use of a foreign flag air carrier; d. The dates of any authorized leave points. Note, while leave dates must be shown on a travel authorization, leave points (location) will not be shown; e. The location of an authorized rest stop; </div> <p>➤ Click the Accept (Stamping) button</p>																																																		
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