



Travel Manager 9.0

FY 2011

October

V 1.0

Training Objective

- Use/Navigation of the ITM 9.0 software
- NOT intended to teach travel policy
 - *NOAA Travel Policy Office:*

Rachael Wivell 301-444-2136 rachael.s.wivell@noaa.gov

Basic Terminology

- **Travel Authorization (TA)**

Authorizes an employee or invitational traveler to travel on behalf of the government. Includes itinerary, mode of travel, estimated expenses, and the accounting code(s) being used to pay for all expenses. Also called Orders or Travel Orders. Must be created *prior* to any travel occurring. Federal travelers are not allowed to travel without an authorization.

- **Travel Voucher (TV)**

A claim for reimbursement for travel expenses. Final record of the way the trip actually occurred. Includes all actual, final expenses. Created *after* the trip has been completed.

- **Reclaim (RECLAIM)**

A claim for reimbursement for travel expenses that were not included on the original voucher.

- **Local Voucher (LV)**

A claim for reimbursement expenses for local travel. Created after the trip has been completed or based upon office policy.

Integrated Travel Manager Overview

- Third Party web based application used to create travel documents for NOAA and BIS travelers
- Links electronically to the Core Financial System (CFS)
 - *Creates Obligations from Travel Manager to CFS*
 - *Checks Funds Availability*
 - *Validates Accounting Classification Codes (ACCS)*
- Electronic Routing of NOAA & BIS employee's documents within the application
 - *All employees must have access to the system*
 - *Routing exceptions – Invitational Travelers & NWSEO Bargaining Unit*
 - *No access to the system*
- Provides on-line status information and a history of travel authorizations, vouchers, and local vouchers

Processes/Procedures

- **Vouchers that authorize payment by convenience check**
 - *Checks are issued through CPCS*
 - *No method of linking the obligation to the CPCS transaction*
- **Cash Advances**
 - *Can not do cash advances through ITM*
 - *Must manually record on the voucher in the system to reduce reimbursement*
- **Travelers are reimbursed in same manner as salary payments**
 - *Employees only*
- **Traveler should submit voucher claims (FTR 301-52.7):**
 - *Within 5 working days after trip or period of travel is complete*
 - *Every 30 days if on continuous travel status*
- **Approved Authorizations for ticketing**
 - *Paper Reduction process went into effect November 16, 2009*
 - *May email or fax travel authorization without ink signature, need all parts of the authorization*
 - *Authorization no longer needed for filing voucher*

TDY Travel Timeline



Travel Notification Received

The traveler/preparer contacts TMC and receives itinerary and trip expenses.



The traveler/preparer creates a new TA (Travel Authorization) document.



Once a TA is approved, the traveler/prepared sends the TA, which contains the obligation information, to the TMC for ticketing

Employee Leaves on Travel

While the traveler is on travel, he/she makes sure to keep all receipts.

Employee Returns from Travel

Once a traveler has returned, the traveler/preparer gathers all of the supporting documents to create a Travel Voucher.



The traveler/preparer creates a new TV (Travel Voucher) document.



Approved TV and Receipts are sent to Finance for payment

Post Voucher Payment

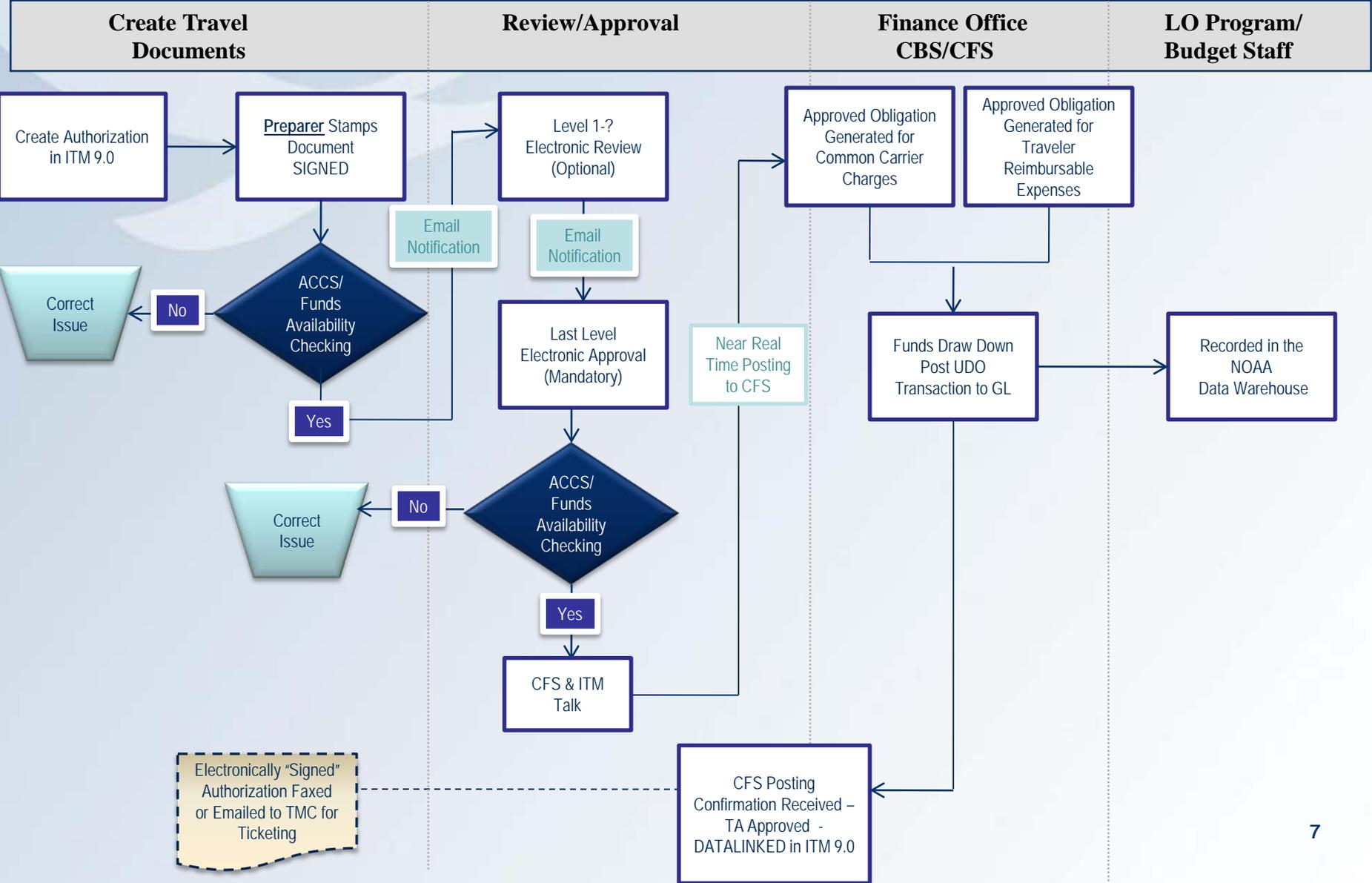
If the traveler discovers that they have incurred additional expenses or forgot to send in a receipt, a Reclaim voucher can be filed.



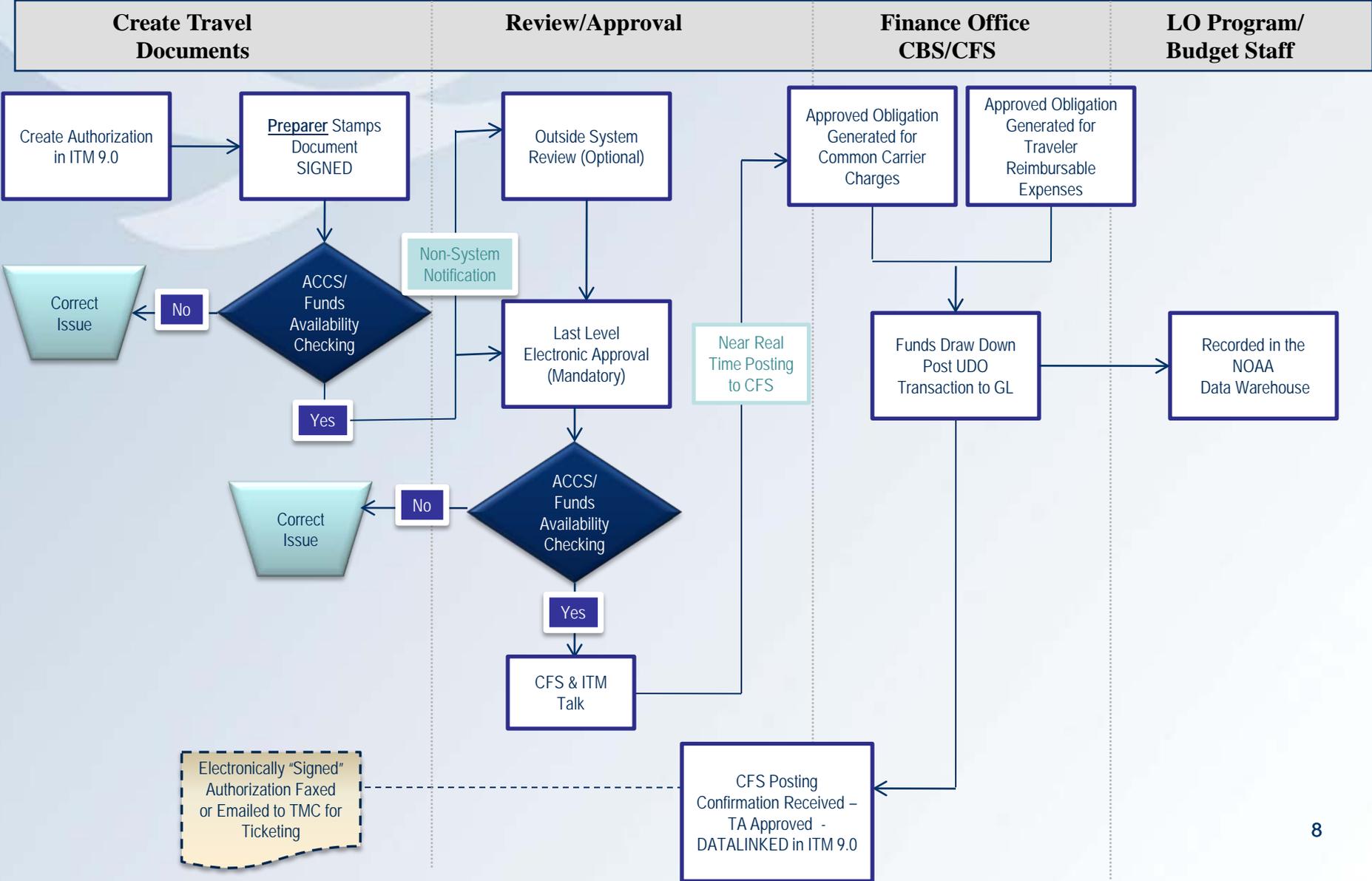
The traveler/preparer creates a new Reclaim document.



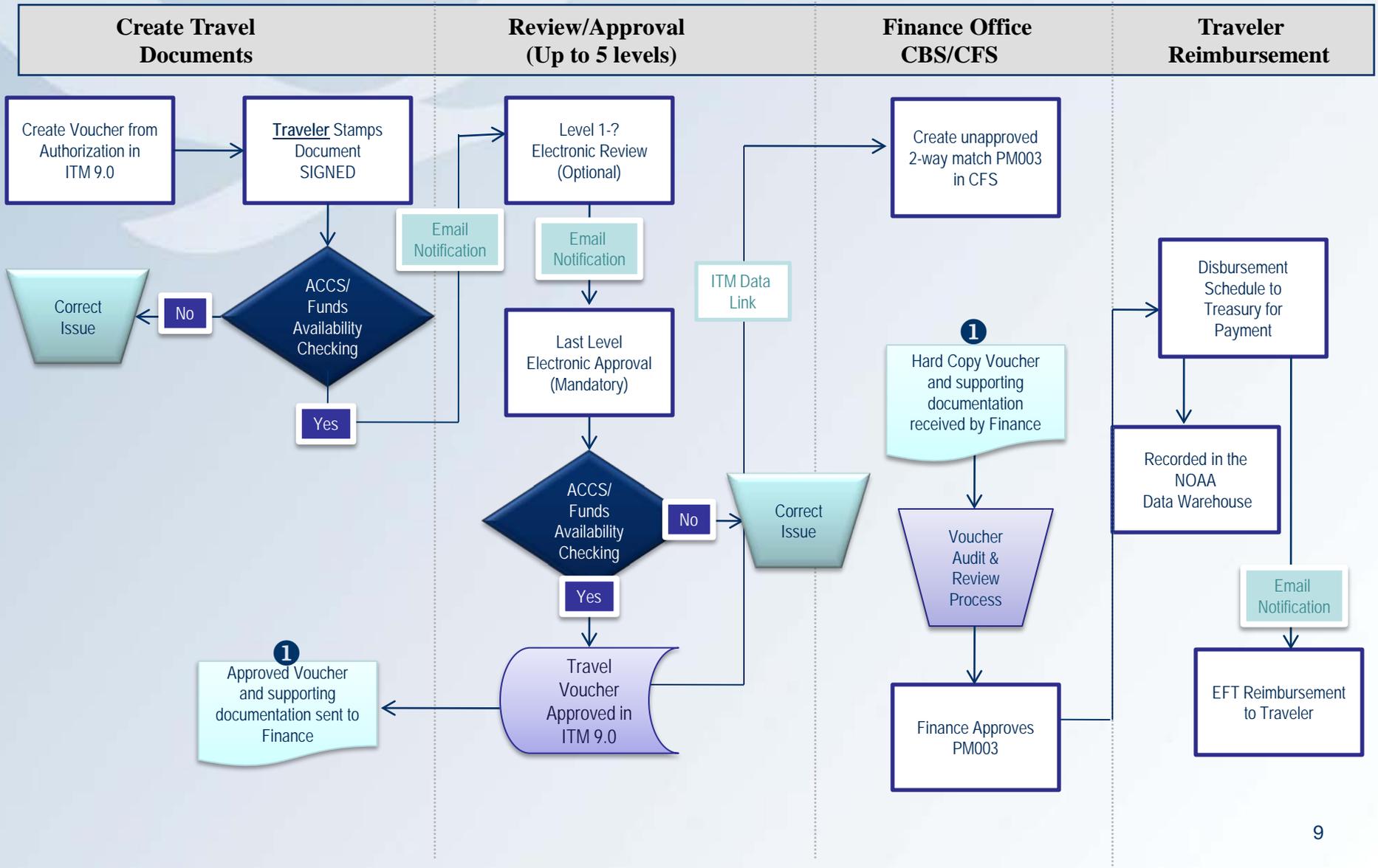
ITM 9.0 Process – Travel Authorization NOAA & BIS Employees



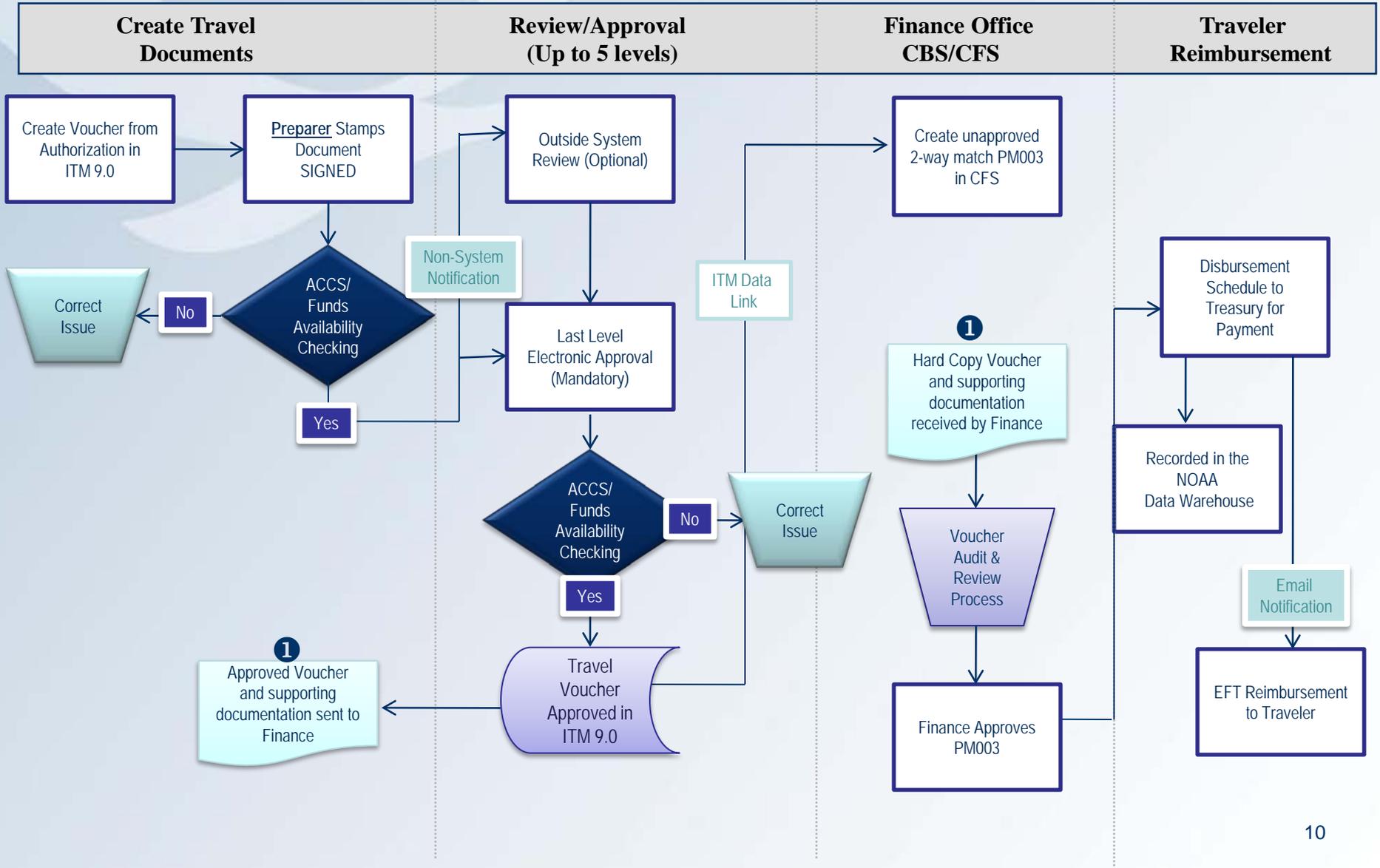
ITM 9.0 Process – Travel Authorization Excepted Travelers



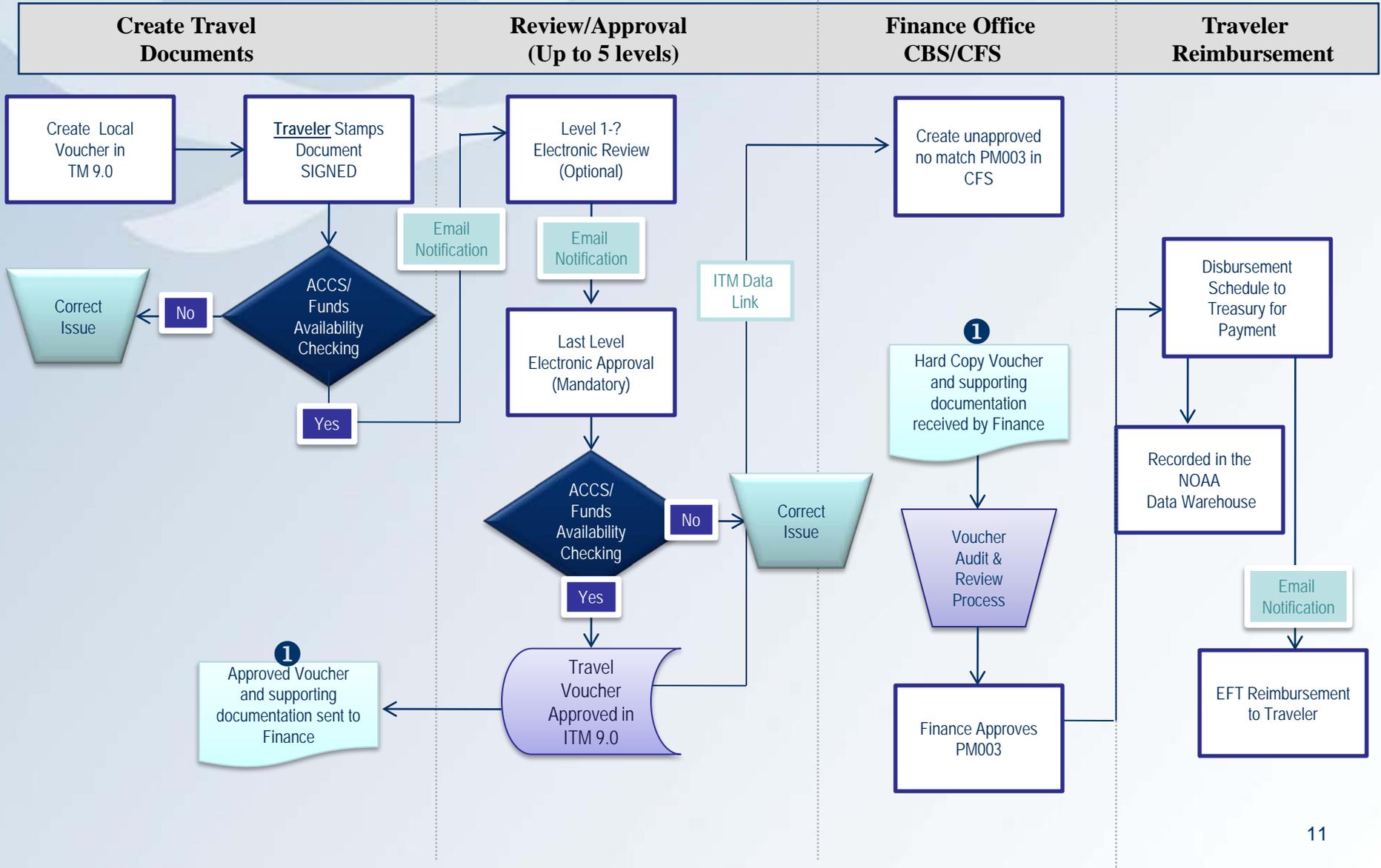
ITM 9.0 Process – Travel Voucher (2-way match) NOAA & BIS Employees



ITM 9.0 Process – Travel Voucher (2-way match) Excepted Travelers



ITM 9.0 Process – Local Voucher (No Match) NOAA & BIS Employees



Travel Manager Specifics

- Travel Authorization Numbers must follow the format requirements specified in the NOAA Travel Regulations
 - Cannot contain special characters, spaces, hyphens etc.
- Travel Authorization Numbers are used as the document name for all travel documents
- Each office is responsible on having their own travel numbers
 - MARS
 - Office Log/Budget Person
- Travelers must have a valid CFS Vendor Number PRIOR to any travel arrangements being made
- Travelers (or requesting office) without a Vendor Number may obtain a number by contacting:
 - vendor.support@noaa.gov FAX: 301-427-3061

Electronic Routing – Things to Remember

- **Electronic Routing capability for NOAA & BIS wide**
 - Authorization approvals occurring electronically as of November 16, 2009
 - Voucher approvals are occurring by electronic routing in addition to signed paper documents
 - *Paper Reduction process currently underway*
 - *Hard Copy document still official document of record*
 - Electronic Routing is linked with email applications so that messages are automatically sent to reviewing/approving officials notifying them there are travel documents awaiting approval
 - *For Employees only*
 - Electronic Routing does not apply for Invitational Travelers or NWSEO Bargaining Unit Employees
 - *Preparers will electronically stamp the document signed on behalf of those travelers*
 - *Approving officials still have to manually approve both paper and electronic vouchers*
 - *Authorizations only electronically*

Electronic Routing – Things to Remember (Cont'd)

- **Electronic routing should mimic hard copy routing unless:**
 - **An employee is requested to travel for NOAA/BIS office other than their own**
 - **Funding Office signs Hard Copy/Sends Email – Employee's Office signs electronically**
 - **NOAA Travel Regulations (NTR) 301-2.1(e)**
 - **Employee traveling under different project codes**
 - **Handled the same as above**
 - **Employee's approving official(s) do not use ITM**
 - **Hard Copy signed by non ITM User(s) – modified routing chain set up for electronic signatures**
 - **NOAA Travel Regulations (NTR) 301-2.1(e)**

Roles in Travel Manager

- **User**
 - Access to Document Preparation to view their travel documents or stamp their vouchers.
 - Employees only
- **Group Administrator**
 - Access to Document Preparation to create/edit/view travel documents for specific group of travelers
 - Access to Administration Module to edit traveler information of travelers in their group
- **Reviewing/Approving Official**
 - Access to Document Preparation to review/approve travel documents for employees & excepted travelers
- **Routing Administrator**
 - Access to Administration Module to create/maintain routing lists
- **FMC Travel Coordinator**
 - Role outside of the system
 - Signature needed on form for Group & Routing Administrators
 - Point of Contact for:
 - Re-certifications
 - Group/Routing Admin Issues

ITM User Access Request Form

- All users are required to complete ITM User Access Request Form for access to the system:
 - <http://www.corporateservices.noaa.gov/~cbs/forms.htm>
 - All NEW users need to read the NOAA Non-Disclosure Form
- Group & Routing Administrators roles must have FMC Travel Coordinator's signature on form
 - FMC Travel Coordinator list can be found on the forms page
- Approving Officials will need to have the same group access as their group administrators
 - In order to view documents for EXCEPTED travelers

ITM Traveler Information Group Maintenance Form – Group Administrators

- All potential travelers should be listed on the form
 - Potential travelers are any individuals, employees or invitational travelers who may perform local or TDY travel
- Any Changes to your form must be sent in an updated MS Word file
 - New file (form) overrides previously submitted forms
 - Include Vendor Numbers
- Email submission of the form (MS Word file) is required
 - Email forms to the NOAA Client Services Help Desk (ClientServices@noaa.gov)
 - List all names with associated vendor numbers and whether they are being added or deleted in the body of the email - CHANGES ONLY

URL & Passwords

- Web-based application
 - <https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w>
- Single Login Screen
 - One password to access all modules
 - Passwords will follow DOC, NOAA & FDCC IT security policies
 - Must be at least 12 characters
 - MUST contain EACH of the following:
 - One (1) upper case letter
 - One (1) lower case letter
 - One (1) numeric value
 - One (1) special character
 - *Limited to pound sign (#) or underscore (_)*
 - Six (6) characters must be unique
 - Must be changed every 60 days
- Electronic Signatures
 - Signature PINS used to electronically stamp documents with statuses
 - Must be at least 8 characters
 - Must contain at least one number

NOAA Client Services Help Desk Support

- Functional/Technical Support for CBS Applications
 - Budget Operating Plans (BOP)
 - Reimbursable Agreements
 - SLTs & DLAs
 - Data Warehouse/Discoverer
 - Commerce Purchase Card System (CPCS)
 - Travel
 - C.Request/C.Buy
- User Account requests, JAVA/JInitiator, etc.
- FSD/CBS Web Site www.corporateservices.noaa.gov/~cbs
 - Click on Help Desk link for additional info, phone numbers, etc.
 - Email: ClientServices@noaa.gov
 - Phone #: 301-444-3400
 - *Option #2 - Travel*
 - Fax/Server #: 301-444-3401



Questions & Discussion

Why...

What
about...

Will
this...

Who...