



## OUTSIDE OF E2: CROSS FUNDED BUREAU TRAVEL

### Purpose

The purpose of this document is to provide the procedure for Cross Funded Bureau Travel at DOC.

### Background

Cross Funded Bureau travel is travel funded and/or authorized outside of the traveler's own bureau (e.g. the traveler is an employee of the Office of the Secretary (OS) and the National Oceanic and Atmospheric Administration (NOAA) is funding the travel).

### Responsibility

The Funding Office/Bureau is responsible for completing, printing, and legibly signing the Cross Funded Bureau memo (included in the Appendix). This MUST be attached to the travel authorization when it goes to the TMC for ticketing.

The traveler is responsible for providing the PDF signed document to his travel authorizer (paper CD29 form) before sending it to CWTSatoTravel and to the financial processing office.

### Procedure

1. Funding Office/Bureau completes, prints and signs DOC Cross Bureau Funded Travel Approval Memo.
  - a. The funding office will populate traveler name and office of the traveler
  - b. Travel Dates
  - c. Destination
  - d. Justification, the general purpose for the traveler to travel on behalf of another DOC Bureau
  - e. Funding Office/Bureau will utilize the "Old" Non-ETS2 travel Centrally Billed Account (CBA)
2. The funding office will then scan and send the pdf to the traveler.
3. The traveler will follow the bureau specific "paper" travel process and create a paper travel authorization (CD29 form).
4. Traveler will make reservations via phone with the CWTSatoTravel TMC for the cross bureau travel.
5. The traveler will attach the signed PDF Cross Funded Bureau Travel Memo to the completed paper travel authorization.
6. The traveler will send both documents to CWTSatoTravel and to the financial processing office.

This travel will occur 100% outside of the E2 system (reservations, authorizations, and ticketing). However, the signed Cross Bureau Funded Travel memo must be signed and included with the trip documents in order for this type of travel to be authorized and ticketed.

## DOC Cross Bureau Funded Travel Approval Memo

**Instructions:**

- This form is intended for travel that is funded and/or authorized outside of the traveler’s own bureau (i.e. if the traveler is an employee of Office of the Secretary (OS) and International Trade Administration (ITA) is funding the travel).
- The Funding Office/Bureau will complete, print, and legibly sign the form. They will then scan and send the pdf to the traveler.
- The traveler will then attach the PDF signed document to their travel authorization (paper CD29 form) before sending it to CWTSatoTravel and to the financial processing office.

\_\_\_\_\_ (name of Bureau and Funding Office) has requested and authorized travel for the individual(s) named below. This serves to notify the Travel Management Center (TMC, CWTSatoTravel) and the Financial Servicing Office that the traveler is authorized for the travel and is permitted to charge the accounting codes noted below up to the authorized travel amount. Please proceed with making travel reservations and sending a paper CD-29 Travel Authorization to CWTSatoTravel.

<b>Traveler Name(s) and Office</b>	<i>Enter the traveler name(s) and office(s)</i> <b>Example: Joe Smith, OCFAO</b>						
<b>Travel Dates</b>	<i>Enter the trip dates</i> <b>Example: 5/15/16 – 5/23/16</b>						
<b>Destination(s)</b>	<i>Enter the location</i> <b>Example: San Francisco, CA</b>						
<b>Justification</b>	<i>Enter a general purpose to have this individual travel on behalf of another DOC Bureau. Enter any other special accommodations or approvals that are permitted or prohibited for this trip (i.e., premium class, upgrades).</i>  <b>Example: To attend a US Manufacturing Trade Conference. Rental of van is permitted, but not airfare.</b>						
<b>Accounting, Allocation, and Approval</b> <i>(Add additional rows if necessary)</i>							
<b>Last 4 Digits of the Centrally Billed Account (CBA) to be charged:</b>							
Bureau	FCFY XXXX	Project XXXXXXXX	Task XXX	Organization Code XX-XX-XXXX-XX-XX-XX-XX	Authorized Amount	Name and Title of Funding Bureau Authorizing Official	Signature and Date
51	2016	1234567	123	01-00-0000-00-00-00-00	<i>Enter the amount for this ACCS</i> <b>Example: \$1,000</b>	Jane Approver, Director	
51	2016	7654321	000	01-00-0000-00-00-00-00	\$2,500	James Johnson, Director	

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- The Funding Office/Bureau will complete, print, and legibly sign the form. They will then scan and send the pdf to the traveler.
- The traveler will then attach the PDF signed document to their travel authorization (paper CD29 form) before sending it to CWTSatoTravel and to the financial processing office.

\_\_\_\_\_ (name of Bureau and Funding Office) has requested and authorized travel for the individual(s) named below. This serves to notify the Travel Management Center (TMC, CWTSatoTravel) and the Financial Servicing Office that the traveler is authorized for the travel and is permitted to charge the accounting codes noted below up to the authorized travel amount. Please proceed with making travel reservations and sending a paper CD-29 Travel Authorization to CWTSatoTravel.

<b>Traveler Name(s) and Office</b>	<i>Enter the traveler name(s) and office(s)</i>
<b>Travel Dates</b>	<i>Enter the trip dates</i>
<b>Destination(s)</b>	<i>Enter the location</i>
<b>Justification</b>	<i>Enter a general purpose to have this individual travel on behalf of another DOC Bureau. Enter any other special accommodations or approvals that are permitted or prohibited for this trip (i.e., premium class, upgrades).</i>

**Accounting, Allocation, and Approval** *(Add additional rows if necessary)*

**Last 4 Digits of the Centrally Billed Account (CBA) to be charged:**

Bureau	FCFY XXXX	Project XXXXXXXX	Task XXX	Organization Code XX-XX-XXXX-XX-XX-XX-XX	Authorized Amount	Name and Title of Funding Bureau Authorizing Official	Signature and Date