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.Award (C.Suite)

User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site  
http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html

- 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
Use/Navigate of the Travel system

Not intended to teach travel policy

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Systems within Commerce Business Systems

- Core Financial System (CFS)
- Functional Systems (C.Suite, Travel, etc)
- Data Warehouse

CBS
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. (also CD-29)

Final 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.

Incremental Voucher
A claim for reimbursement for travel expenses for a long term TDY trip.

Supplemental Voucher
A claim for reimbursement for travel expenses that were not included on the final voucher.

Reclaim (RECLAIM)
A claim for reimbursement for travel expenses that were denied in part or full by the approving official.

Pre-Trip Voucher
A claim for reimbursement for specific expenses prior to traveling.

Local Voucher (LV)
A claim for reimbursement expenses for local travel. Created after the trip has been completed or based upon office policy.
E2 Travel System Overview

Third Party web based application used to create travel documents for DOC travelers

Links electronically to the Core Financial System (CFS)
  • *Creates Obligations from E2 Solutions to CFS*
  • *Checks Funds Availability*
  • *Active Accounting Classification Codes (ACCS) loaded into E2*

Electronic Routing of employee’s documents within the application

Provides on–line status information and a history of travel authorizations, vouchers, and local vouchers

Provides online booking engine
System FLOW

E2 Travel

Authorization

Vouchers

Core Financial System (CFS)

TIBCO
Normal TA Flow

<table>
<thead>
<tr>
<th>Create Travel Documents</th>
<th>Review/Approval</th>
<th>Finance Office CBS/CFS</th>
<th>LO Program/ Budget Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Authorization</td>
<td>Preparer Sends TA to Routing</td>
<td>Level 1-7 Electronic Review (Optional)</td>
<td>Staging for Obligation</td>
</tr>
<tr>
<td></td>
<td>Email Notification</td>
<td>Email Notification</td>
<td>Approved Obligation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Level Electronic Approval (Mandatory)</td>
<td>Funds Draw Down Post UDO Transaction to GL (Holds Money)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFS &amp; E2 Communicate</td>
<td>Recorded in NOAA Data Warehouse</td>
</tr>
</tbody>
</table>

- TMC Notified of Approval/Pending Obligation Status
- CFS Posting Confirmation Received – Obligation Accepted Status
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*

**TMC Ticketing requirements**
• *Different airlines have different requirements*
  • Approval done within a specific time frame (i.e. 24 hours)
    – Premium Class
    – Non-Refundable/Penalty Fares
    – Non-Contract Carrier
  • Airline is requiring purchase within 4 hours

• *Once TA is approved, the TMC is notified*
  • If the TMC is not notified, contact Client Services Help Desk
# TDY Timeline

<table>
<thead>
<tr>
<th>Prior to Travel</th>
<th>During Travel</th>
<th>After Travel</th>
<th>Supplemental</th>
</tr>
</thead>
<tbody>
<tr>
<td>The traveler/arranger uses OBE where they can and receives itinerary and trip expenses.</td>
<td>While the traveler is on travel, he/she makes sure to keep all receipts.</td>
<td>Once a traveler has returned, the traveler/arranger gathers all of the supporting documents to create a Travel Voucher.</td>
<td>If the traveler discovers that they have incurred additional expenses or forgot to send in a receipt, a Supplemental voucher can be filed.</td>
</tr>
<tr>
<td>The traveler/arranger creates a new TA (Travel Authorization) document and routes it to the approving official.</td>
<td>The traveler/arranger creates a new TV (Travel Voucher) document and attaches all receipts to the voucher in the system. Then routes it for approval.</td>
<td>The traveler/arranger creates a new Supplemental Voucher.</td>
<td>The traveler/arranger creates a new Supplemental Voucher.</td>
</tr>
<tr>
<td>Once a TA is approved, the system sends notification to the TMC for ticketing based on the requirements of the reservation.</td>
<td>Once the TV is approved, the E2 system will send the voucher to CFS and the traveler will then be paid.</td>
<td>= Activities external to E2</td>
<td>= Activities within E2</td>
</tr>
</tbody>
</table>
E2 Travel Authorization Flow

OBE

Create an Authorization

My E2

At A Glance

Start a Travel Document

Create an Authorization

1 – Basic Information

2 – Reservation

3 – Site Details

4 – Expenses

5 – Accounting

6 – Travel Policy

7 – Summary

My E2

Trips

Start a New Authorization
E2 Travel Voucher Flow

1 – Basic Information
2 – Expenses
3 – Accounting
4 – Summary
Remarks
Attachments
Trip History

My E2
At A Glance
To Do List
Complete Voucher

My E2
Trips
Show
Create Voucher
Accounting Classification Code Structure (ACCS)
# CBS Accounting Classification Code Structure (ACCS)

<table>
<thead>
<tr>
<th>Bureau</th>
<th>Fiscal Year</th>
<th>Fund</th>
<th>Program</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>2020</td>
<td>1073</td>
<td>05 - 01 - 20 - 000</td>
<td>40 - 01 - 0003 - 02 - 00 - 00 - 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NESDIS</td>
<td>NESDIS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Environmtl Satellite</td>
<td>Off of Asst Adm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Satellite &amp; Product Operations</td>
<td>CFO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>{Activity/Sub-Activity/Line Item/PPA}</td>
<td>Data Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>{1st two levels identify LO/FMC}</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project - Task</th>
<th>Object Class</th>
<th>User Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>U 8N2E00 - P00</td>
<td>21 - 41 - 00 - 00</td>
<td>000000</td>
</tr>
<tr>
<td>FY/LO Satellite Command &amp; Control</td>
<td>Travel Car Rental Domestic</td>
<td></td>
</tr>
<tr>
<td>No Task</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}
Organization Code Structure
Level 1 -- Line Office

**NOAA (14)**

01 Office of the Under Secretary
05 Office of Administration
06 NOAA Finance & Administration
08 NOAA Marine & Aviation Operations
09 Systems Acquisition Office
10 National Ocean Service
20 National Weather Service
30 National Marine Fisheries Service
40 National Environmental Satellite, Data & Information Service
50 Office of Oceanic & Atmospheric Research

**BIS (13)**

40 Office of the Under Secretary
41 Director of Administration
42 Export Administration
43 Office of Assistant Secretary for Export Enforcement
44 Office of Assistant Secretary for Export Administration

**EDA (20)**

01 Philadelphia
04 Atlanta
05 Denver
06 Chicago
07 Seattle
08 Austin
99 HQs
<table>
<thead>
<tr>
<th>LO - FMC</th>
<th>Description (NESDIS Examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 – 01</td>
<td>OFC OF THE ASST ADM FOR SAT &amp; INFO SVCS</td>
</tr>
<tr>
<td>40 – 02</td>
<td>OFC OF SAT &amp; PROD OPERATIONS</td>
</tr>
<tr>
<td>40 – 06</td>
<td>NATL CLIMATIC DATA CENTER</td>
</tr>
<tr>
<td>40 – 10</td>
<td>DIRECTOR NPOESS INTEGRATED PROGAM</td>
</tr>
<tr>
<td>40 – 11</td>
<td>GEO OPERTL ENV SATELLITE PROGRAM OFC</td>
</tr>
<tr>
<td>40 – 14</td>
<td>NATL CENTER FOR ENVIROMENTAL INFO</td>
</tr>
<tr>
<td>40 – 17</td>
<td>OFFICE OF SATELLITE GROUND SERVICES</td>
</tr>
</tbody>
</table>
ACCS Project # -- 1st Position

- **Multi-Year Funds -- Fiscal Year**
  - Fund 1063 (ORF)  T  Oct 2018 - Sep 2019 – Carryover
  - Fund 1062 (PAC)  T  Oct 2018 - Sep 2021 – Carryover
  - Fund 1073 (ORF)  U  Oct 2019 - Sep 2020 – Carryover
  - Fund 1072 (PAC)  U  Oct 2019 - Sep 2022 – Carryover

  **ORF** – Operations, Research & Facilities  
  **PAC** – Procurement, Acquisitions & Construction

- **No-Year Funds -- Line, Program, or Staff Office**
  - Funds  0001, 0005, 0006, 0007 and 0016:
    1 - NOS  5 - NESDIS
    2 - NMFS  6 - NFA
    3 - OAR  7 - NMAO
    4 - NWS  9 - BIS

- **Accounting Information**
  - [https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html](https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html)
    - ACCS Validation, Object Class, & CBS Fund Code Lookup
CBS Accounting Classification Code Structure (ACCS)

Bureau | Fiscal Year | Fund | Program | Organization
--- | --- | --- | --- | ---
14 | 2020 | 0001 | 04 - 01 - 01 - 000 | 40 - 14 - 0006 - 00 - 00 - 00 - 00

NOAA General NWS Operations & Research Central Forecast Guidance NESDIS Support Services Division National Center For Environmental Info

Project - Task | Object Class | User Defined
--- | --- | ---
5 8M1H0R - P00 | 21 - 21 - 00 - 00 | 000000

FY/ Services & LO Education No Task

Travel Mileage Mileage

{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}
DOC is implementing a new feature, Automatic Amendment Approval (AAA), which was released June 25, 2018

- Amended authorizations will be automatically approved if the following AAA conditions are met:
  - The change does not increase the cost of the trip by more than $250
  - The change does not increase the number of itinerary locations

- If the amendment qualifies for automatic approval, the traveler will receive a message ‘minimal changes made, no additional approval required’ and the trip amendment will be automatically approved

- Amended authorizations which exceed the AAA conditions will be required to route for approval
## Automatic Amendment Approvals for Authorizations (AAA) (contd.)

<table>
<thead>
<tr>
<th>Rule</th>
<th>Auto Approved or Routes?</th>
<th>Implication</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost amount changed</strong> (dollar amount or %)</td>
<td>Under $250 – Auto</td>
<td>Amendments that do not increase the cost of the trip by more than $250 will be automatically approved. Amendments that increase the cost of the trip over $250 will route for approval.</td>
</tr>
<tr>
<td></td>
<td>Over $250 - Routes</td>
<td></td>
</tr>
<tr>
<td><strong>Number of days increase</strong> (trip duration)</td>
<td>Auto</td>
<td>Amendments that change the trip duration will be automatically approved, unless the change causes the cost of the trip to increase by over $250.</td>
</tr>
<tr>
<td><strong>Number of sites</strong></td>
<td>Decrease - Auto</td>
<td>Amendments that increase the number of sites will route for approval. Amendments that decrease the number of sites will be automatically approved unless the change causes the cost of the trip to increase by over $250.</td>
</tr>
<tr>
<td></td>
<td>Increase - Routes</td>
<td></td>
</tr>
<tr>
<td><strong>Going to site changed</strong></td>
<td>Routes</td>
<td>Amendments that include site changes not previously authorized will route for approval.</td>
</tr>
<tr>
<td><strong>Account code added/removed</strong></td>
<td>Routes</td>
<td>Amendments that add or remove an accounting code will route for approval.</td>
</tr>
<tr>
<td><strong>Non Federally Sponsored (NFS) info changed</strong></td>
<td>Routes</td>
<td>Amendments that change NFS info will route for approval.</td>
</tr>
<tr>
<td><strong>Rental car</strong></td>
<td>Routes</td>
<td>Amendments that add a rental car will route for approval.</td>
</tr>
<tr>
<td><strong>Site day reimbursement change</strong></td>
<td>Routes</td>
<td>Amendments that change the reimbursement type (e.g., actuals, no expenses, reduced) for any lodging or M&amp;IE expenses will route for approval.</td>
</tr>
<tr>
<td><strong>Type of travel</strong></td>
<td>Routes</td>
<td>Amendments that change the travel type of the trip will route for approval.</td>
</tr>
</tbody>
</table>
Special Circumstance Travel

Mixing Personal Travel with Official Travel

- Travel Management Center (TMC) must route the employee’s travel to/from his or her official duty station
  - Exception: If an employee is on personal leave and is ordered to perform official travel (e.g. employee had no prior knowledge) the TMC can route the employee’s travel to/from an alternate location.
- Traveler’s itinerary must only include official points of travel.
  - Personal points of travel must never be included in the traveler’s itinerary
- Travelers may not utilize contract city-pair fares for personal travel under any circumstances.
  - Travelers must inform the TMC to charge their official Government travel card to allow for the exchange with the airlines.
- Travelers are required to work directly with the airlines to incorporate personal arrangements with official points of travel.
- Travelers must bear all charges and fees associated with the personal travel and use a personal credit card to pay all charges and fees associated with the personal travel.
Questions & Discussion