



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

MEMORANDUM FOR: All NOAA Employees

FROM: Kim A. Darling *Kim A Darling*
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 19-4
Travel Updates Due to Furlough

DATE: January 31, 2019

The purpose of this advisory is to provide you an update on several travel-related issues as a result of the recent furlough.

- 1) **Travel Authorizations (TAs).** The E2 Solutions system is up, however, CBS will likely remain in restricted mode for one to two more weeks. Employees should continue to process travel authorizations (TAs) and book reservations via E2. However, because CBS is in restricted mode, funding will not be obligated on any TAs until CBS is made fully available. This means that employees who are creating TAs will need to check with their budget staff to ensure funding is available, since a 'funds check' cannot be performed in E2 at this time. Once CBS is made fully available, all TAs with a Pending Obligation status in E2 will be processed and obligated with no further action required by the preparer.
- 2) **Ticketing Reservations.** SATO will continue to ticket reservations as long as the TA is electronically signed by the final authorizing official within E2. An obligation is not required to obtain tickets.
- 3) **Travel Vouchers.** Employees may create travel vouchers within E2. However, employees will not be reimbursed for travel vouchers until CBS is made fully available. Once CBS is made fully available, travel vouchers that have received final approval in E2 will be processed with no further action required by the preparer.
- 4) **Paper Travel Authorizations Created For Excepted Travel During the Furlough.** All TAs created via paper forms during the furlough, in compliance with NOAA Travel Advisory 19-3 dated December 26, 2018, MUST be entered into E2 to be vouchered against. **Please DO NOT retrieve reservations into a document where ticketing has already occurred.** All supporting documentation required under NOAA Travel Advisory 19-3 must be scanned and attached to the electronic TA in E2.
- 5) **New Travel Card Vendor.** Due to the recent furlough, the switch from J.P. Morgan Chase (JPMC) to Citibank for our travel card vendor is delayed until further notice. Employees who have JPMC travel cards will continue to use those cards for all official travel.

- 6) **Travel Card Delinquency.** Employees who are delinquent as a result of the furlough and **who were not delinquent prior to the furlough** may contact their servicing Agency Program Coordinator (APC) (see below) to request a re-aging of their account in order to avoid account suspension. Employees are required to cc their supervisor when submitting their request to their servicing APC. Once the APC receives the request, they will forward it to JPMC for consideration. This process may take several days and is not a guarantee that it will prevent account suspension.
- 7) **Travel Card Increases.** Employees who require an increase to their travel card will need to submit an approved TA to their servicing APC in order to increase their travel card. The APC will increase their card according to the dollar amount and dates on the approved TA.

For questions pertaining to processing documents in E2, please contact Clientservices@noaa.gov or (301) 444-3400. For travel card questions:

NOAA's Agency Program Coordinators (APCs)
All Line and Staff Offices other than NMFS and NWS
Rachael S. Wivell/(301)444-2136
Back-up – Chasity N. Grimm/(301)444-2129

NMFS employees
Rhonda J. Brown/(301)427-7716/fax (301)713-1464
Back-up - Jeanette Rodriguez/(301)427-8735;
All e-mail inquiries: nmfs.travelcard@noaa.gov

NWS employees
Teya Peyton/(301)427-9707
Back-up - Margi Garner/(301)427-6934