



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

May 19, 2017

MEMORANDUM FOR: All NOAA, BIS & EDA Employees

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

SUBJECT: Travel Transmittal Number 1

The purpose of this travel transmittal is to provide employees the new NOAA temporary duty (TDY) travel regulations written specifically for the E2 system and to remind employees that NOAA will be transitioning to the new E2 travel system on May 22, 2017. E2 is a web-based end-to-end travel system that allows employees to book travel reservations, create travel authorizations, scan and submit receipts and other supporting documentation, and submit travel vouchers (TVs) for reimbursement.

Mandatory Use of E2. Federal Travel Regulation (FTR), Chapter 301-50 requires employees to use E2 for all travel reservations that can be booked in E2. Employees are not authorized to book reservations that can be booked in E2 through web-based systems such as Travelocity, Expedia, hotels.com, etc., Airbnb, as well as travel agents not under GSA contract. Employees should make all reservations in E2 via the on-line booking engine (OBE).

Booking with Travel Management Center (TMC). In cases where a reservation cannot be made using the OBE, employees are authorized to call the TMC directly to book the reservation. Please note that reservations booked directly with the TMC will incur a higher transaction fee than when booked in the OBE. Some examples include Auto train, bush carriers, and charters in Alaska.

Booking Outside of E2/TMC. Only in cases where a reservation cannot be booked in E2 or with the TMC directly will an employee be authorized to book outside of E2/TMC. Some examples include, lodging for long term TDY travel (apartment/extended stay establishment), block of rooms booked for conferences/meetings, and in country foreign flights.

TMC Contact Information. The TMC information has not changed, with exception of the Call Center phone number which is annotated below.

Alaska & Hawaii region employees will be serviced by **El Sol Travel**.
Hours of Operation: 8:00 a.m. – 5:00 p.m. local time*

Location: Anchorage, AK
Phone: (844) 355-0383

All other employees will be serviced by the **Call Center**.

Hours of Operation: 7:00 a.m. – 10:00 p.m. EST
Location: San Antonio, TX
Phone: 855-813-2844 (**note new number**)

Transaction Fees. Please visit the NOAA Travel Office web page for a list of E2 Transaction Fees: <http://www.corporateservices.noaa.gov/finance/documents/E2.FY17TransactionFees.pdf>.

E2 Contact Sources. If you have any E2 system questions please contact the Client Services Helpdesk –clientservices@noaa.gov or call 301-444-3400, Option 2, Monday - Friday, 7:00 am - 5:00 pm (ET). For policy related questions, please contact Rachael.S.Wivell@noaa.gov on (301) 444-2136 or Chasity.N.Grimm@noaa.gov on (301) 444-2129. In addition, please refer to the NOAA Travel Office web page for E2 Travel information: <http://www.corporateservices.noaa.gov/finance/RESERV.Airfare.html>.

Important Dates to Remember.

05/21/2017 (11pm ET): Last day employees will be able to create, approve and data link travel authorization and local vouchers in ITM.

05/22/2017: E2 will be implemented. Users will be required to use E2 for all new end to end travel processing.

07/31/2017 (11pm ET): ITM will retire. Users will no longer be able to use ITM.

NOAA Travel Regulations (NTR). This transmittal updates the NTR, Chapters 300 & 301 by:

- Eliminating Chapter 300, General;
- Replacing the existing Chapter 301, TDY Allowances;
- Not changing:
Chapter 302/Relocation Travel:
http://www.corporateservices.noaa.gov/finance/documents/TR.302_001.pdf, or
Chapter 306/Foreign Travel:
<http://www.corporateservices.noaa.gov/finance/documents/TR.Chapter306ForeignTravel.pdf>
Chapters 302 and 306 will remain in the question and answer format until superseded at a later date by an update version.

Posting/Effective Date. The provisions of this transmittal are effective May 22, 2017 and are posted on the NOAA Travel Office web page:

<http://www.corporateservices.noaa.gov/finance/documents/NTR.Chap301.pdf>

Please visit our web page to view and/or to update your copy of the NTR. Please contact Rachael Wivell on (301) 444-2136 if you have any questions regarding the NTR, Chapter 301 update.