



# NOAA CBS

## INTEGRATED TRAVEL MANAGER DISPATCH #4

### Routing Administration - Approval Delegations

#### March 2009



**NOTE:** This dispatch contains detailed information targeted to Routing Administrators. Integrated Travel Manager Dispatch #3 - Electronic Routing in a Nutshell is targeted toward Travelers, Reviewing/Approvers and others wanting to gain a general understanding of their role in the routing process.

### What purpose do Approval Delegations serve in the electronic routing process?

The purpose of using DOC NONDELEGATED, DOC DELEGATED and DOC REDELEGATED in the electronic routing process is to accommodate the variances in which management has been given the authority by the Director, Finance Office/Comptroller to authorize certain types of travel. In addition, delegations provide the ability for a single routing list to accommodate routing documents to various Approving Officials based on the circumstances surrounding the travel. Approval delegations would only be used in routing lists where special travel conditions warrant higher level approval(s) than the traveler's typical Approving Official.



DOC NONDELEGATED: [Section 301-2.5 of the NOAA Travel Regulations \(NTR\)](#) provides a detailed listing by organization and title of the officials who may authorize ALL official travel (i.e., Premium Class, Award Ceremony w/Guest, Foreign Travel, etc...). In general, the officials listed in NTR 301-2.5 are referred to in the Travel Manager electronic routing process as DOC NONDELEGATED. From an organizational hierarchy perspective the DOC NONDELEGATED routing official is the highest managerial level possible (i.e. Under Secretary, Line/Staff Office Director/Deputy Directors, Chief Financial Officer (CFO) Chief Acquisitions Officer (CAO), Chief Information Officer (CIO), etc...).

DOC DELEGATED: Due to the nature of a Line Office (LO) /Financial Management Center's (FMC) mission, by request of the LO/FMC additional accommodations are provided within the NTR to allow some of the more frequent "special" travel conditions to be

authorized by a slightly lower level of management within the organizational hierarchy. [Section 301-2.5\(a\) - 301-2.5\(o\) \(ii\) of the NTR](#) provides a listing of specific "special" travel conditions (i.e., Actual Expenses, Conference Lodging Allowance for Government Sponsored Conference, Domestic/Non-Foreign Blanket, etc...) that have been re-delegated from the levels specified in 301-2.5. The delegated officials listed in 301-2.5(a) - 301-2.5 (o)(ii) are referred to in the Travel Manager electronic process as DOC DELEGATED. From an organizational hierarchy perspective, the DOC DELEGATED routing official is generally a managerial level slightly below the DOC NONDELEGATED level (i.e., Office/Science/Lab Directors, Regional Administrators, etc...).

DOC REDELEGATED: Basic domestic travel with no other "special" extenuating circumstances does not require higher level approval. From an organizational hierarchy perspective, the DOC REDELEGATED routing official is generally a managerial level below the DOC DELEGATED level (i.e. immediate Supervisor, Branch/Division Chief, etc...).



#### **Why is it important to know this information?**

Electronic routing lists should be setup in accordance to the NTR. The Finance Office is working diligently to reduce the requirement for both hard copy and electronic signatures. To avoid the need for additional audits and system constraints and to facilitate the paperless environment effectively, Routing Administrators should ensure documents are electronically routed through Travel Manager based on the NTR. Before establishing or editing routing lists in

Travel Manager, Routing Administrators should consult the NTR for guidance on the level(s) of approval as it applies to their LO and/or FMC.

In addition, it is important to note that when assigning alternate approvers in the electronic approval routing process, per the NTR, "only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term "suitable management positions" excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence."

**How does Travel Manager know what's in the NTR and which direction my documents should route?**

Conditional Routing (CR) templates were implemented and designed with the flexibility to make adjustments to an LO or FMC's routing requirements as changes are implemented through NOAA Travel Policy. CR templates are responsible for determining what travel conditions will route to the DOC NONDELEGATED, DOC DELEGATED and DOC REDELEGATED routing officials. When a travel document is electronically stamped SIGNED, the system looks at the traveler's ITM Org. Code to determine which template rules to apply:



- If a CR template is setup for the traveler's FMC the routing process will apply the rules setup for the FMC.
- If a CR template is not setup for the traveler's FMC, but is setup for the traveler's LO, the routing process will apply the rules setup for the LO.
- If a CR template is not setup for the traveler's FMC or LO, the routing process will apply the rules setup as the standard NOAA Default.

Based upon information selected on the travel document (i.e., foreign per diem location, actual expenses, Blanket travel, etc....) the document will route to the official the CR template designates as appropriate.

***NOTE: Conditional Routing Templates work in conjunction with Routing Lists and DO NOT eliminate the need for each office to establish individual routing lists specific to their organization.***



**A picture is worth a thousand words...**

Let's apply this new found knowledge with an illustrated example of how the CR template functions together with the delegation assignments in a traveler's routing list during the electronic routing process.

Traveler: John Smith  
ITM Org. Code: H-06-02  
CR Template: CR-06  
Routing List: OFASAMPLE

- A Travel Authorization is created for John Smith to travel to a foreign location. When the Travel Authorization is stamped SIGNED, Travel Manager identifies which CR template rules to apply based on the traveler's ITM Org. Code assignment.
- Since there is not a CR template setup for the traveler's FMC, Travel Manager will apply the conditional routing rules of the traveler's Line/Staff Office CR-06 [See Illustration 1: CR-06 Template below].
- Because the CR-06 template indicates foreign travel should route to the DOC NONDELEGATED, the approving official(s) assigned to DOC NONDELEGATED (George Washington) in the traveler's routing list (OFASAMPLE) will receive the Travel Authorization for approval. [See Illustration 2: OFASAMPLE Routing List below]. Any approving official not assigned in the routing list as DOC NONDELEGATED would be excluded from the routing process for the foreign Travel Authorization (i.e., Thomas Jefferson, Abraham Lincoln).

CR-06 Template applies the following NTR rules	
DOC NONDELEGATED	<ul style="list-style-type: none"> <li>• Foreign Travel</li> <li>• Air and/or Train Premium Class Accommodations</li> <li>• Immediate Family Member to Attend Award Ceremony (Award Ceremony w/Guest)</li> <li>• Non-Federally or Foreign Funded</li> </ul>
DOC DELEGATED	<ul style="list-style-type: none"> <li>• Actual Expenses for Domestic/Non-Foreign Travel</li> <li>• Domestic/Non-Foreign Blanket Travel</li> <li>• Conference Lodging Allowance for a Government Sponsored Conference</li> <li>• Domestic/Non-Foreign Invitational Travel (<i>not applicable</i>)</li> </ul>

Note: All other travel conditions not listed would apply to the DOC REDELEGATED (i.e. Domestic "No Specials")

Illustration 1: CR-06 Template

Doc Type	Document Status	Level	Signature Name	Process Name
All	PROCESSED	2	NOAA Travel Office	NTO FOREIGN
All	PROCESSED	2	NOAA Travel Office	NTO FOREIGN
All	APPROVED	3	George Washington	DOC NONDELEGATED
All	APPROVED	3	Thomas Jefferson	DOC DELEGATED
All	APPROVED	3	Abraham Lincoln	DOC REDELEGATED

Illustration 2: Routing List OFASAMPLE

Routing Administrators cannot access or edit the contents of a CR Template. CR Templates are administered by the Travel Manager Systems Application Administrator in accordance to the NTR. There are potentially eight (8) travel conditions which may or may not warrant additional and/or higher level approvals based on the LO or FMC;



- Air and/or Train Premium Class Accommodations (Business and First Class)
- Foreign Travel
- Non-Western Hemisphere Travel Initiative Travel<sup>1</sup>
- Western Hemisphere Travel Initiative Travel<sup>2</sup>
- Domestic/Non-Foreign Invitational Travel<sup>3</sup>
- Domestic/Non-Foreign Blanket Travel
- Actual Expenses for Domestic/Non-Foreign Travel
- Conference Lodging Allowance for a Government Sponsored Conference
- Immediate Family Member to Attend Award Ceremony (Award Ceremony w/Guest)
- Non-Federally or Foreign Funded Travel

A chart outlining the various CR templates has been documented and is available on NOAA's Financial System Division website at <http://www.corporateservices.noaa.gov/~cbs/>, under the Integrated Travel Manager (ITM) Information link. If a template does not appear to be in line with the LO and/or FMC's interpretation of the NTR, please contact the NOAA Client Services Help Desk at (301) 427-1023 or [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov).

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<sup>1</sup> Non-Western Hemisphere Travel Initiative only applies to specific Financial Management Centers within the NOAA Marine Fisheries Service.

<sup>2</sup> Western Hemisphere Travel Initiative only applies to specific Financial Management Centers within the NOAA Marine Fisheries Service.

<sup>3</sup> Domestic/Non-Foreign Invitational Travel is not applicable in the routing process as documents for Invitational travelers do not route. However since delegation accommodations are provided in the NTR the travel condition has been included in the appropriate CR Templates.