



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# Sign Your Voucher in ITM 9.0

FY 2016 – November

V 1.0

# Integrated Travel Manager Overview



**Third Party web based application used to create travel documents for NOAA and BIS travelers**

**Links electronically to the Core Financial System (CFS)**

- *Creates Obligations from Travel Manager to CFS*
- *Checks Funds Availability*
- *Validates Accounting Classification Codes (ACCS)*

**Electronic Routing of NOAA & BIS employee's documents within the application**

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

# 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)

## 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.

## Reclaim (RECLAIM)

A claim for reimbursement for travel expenses that were not included on the original voucher.

## Local Voucher (LV)

A claim for reimbursement expenses for local travel. Created after the trip has been completed or based upon office policy.

# Process & Procedures



## **Vouchers that authorize payment by convenience check**

- *Checks are issued through CPCS*
- *No method of linking the obligation to the CPCS transaction*

## **Cash Advances**

- *Can not do cash advances through ITM*
- *Must manually record on the voucher in the system to reduce reimbursement*

## **Travelers are reimbursed in same manner as salary payments**

- *Employees only*

## **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**

- *Document Status Front Page (Datalinked)*
- *CBA Obligation Number*
- *Required documentation can be faxed or Emailed as PDF to TMC*

# Post-As-Approved (PAA)



## Authorizations

- *Started November 16, 2009*
- *No Ink Signatures Required - Electronically Signed/Approved*
- <http://www.corporateservices.noaa.gov/finance/travel.html>
  - *Dispatch #11 – Elimination of Ink Signatures on TDY Authorizations*

## Routing Enforcement

- *Started April 12, 2010*
- *Pre-Audits and Stamping Edits put in place*
- <http://www.corporateservices.noaa.gov/finance/travel.html>
  - *Dispatch #12 – Routing Enforcement*

# Post As Approved (PAA) Cont'd



## Vouchers

- *Started October 24, 2011*
- *No Ink Signatures Required – Electronically Signed/Approved*
- *Copies no longer sent to Finance – kept at office location*
  - *Exceptions:*
    - *TVs that hit Audit Criteria*
    - *Reclaim or Local Vouchers*
    - *Invitational Travelers*
    - *Some Bargaining Unit Employees*
  - *Signed TV Copy & receipt copies sent to Finance for Exceptions*
    - *Originals kept at office location*
- <http://www.corporateservices.noaa.gov/finance/travel.html>
  - *Dispatch #14 – Preparing for Post As Approved*

# Voucher Process



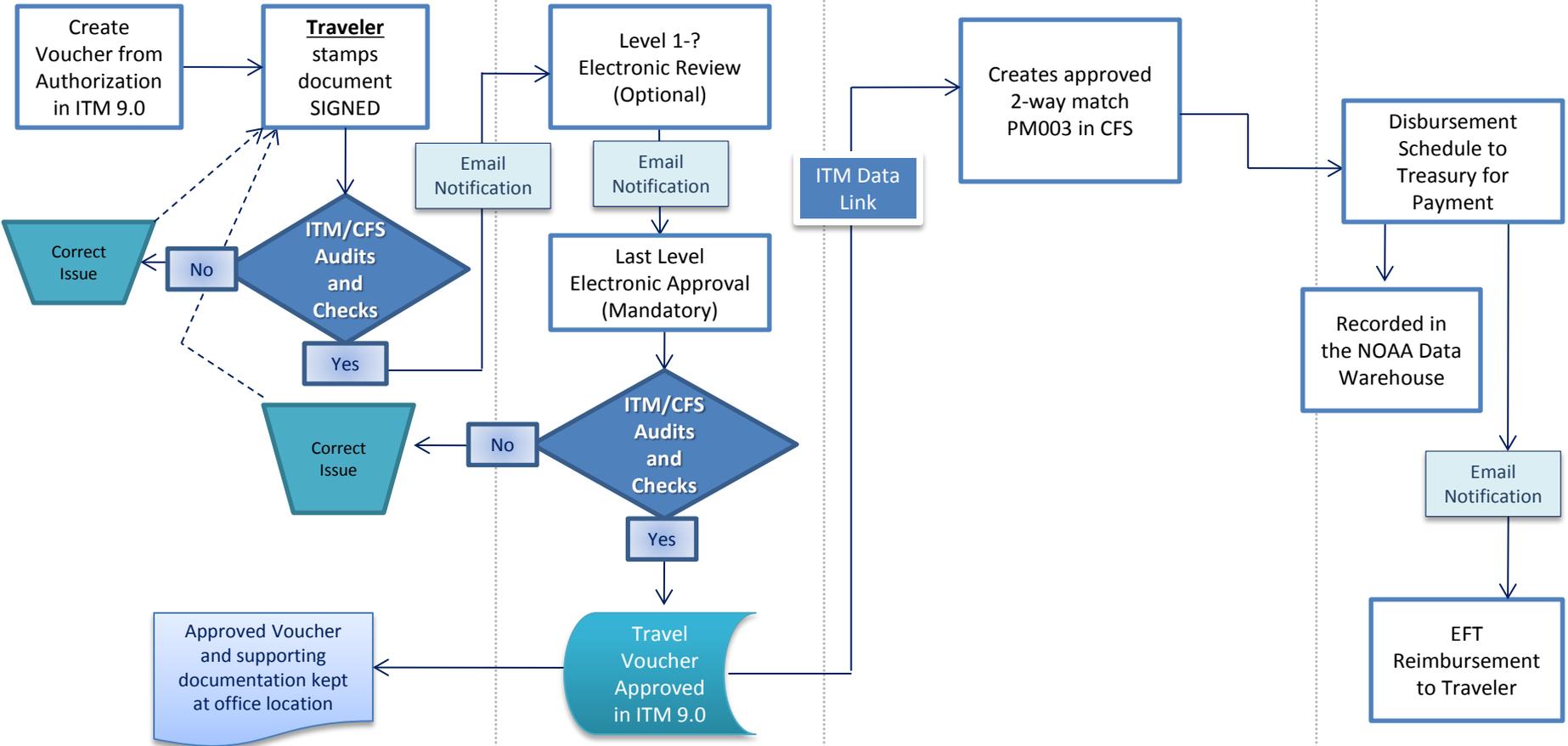
- PAA Vouchers
  - Traveler Stamps SIGNED
  - Routes until Approver Stamps APPROVED
    - Approved in ITM
  - Datalink Process
    - Creates the Approved Invoice in CFS
    - Disbursement Process Picks up Invoice
      - Sends to Treasury for Payment
      - Emails Traveler
        - » EFT Payment

# Voucher Process (Cont'd)

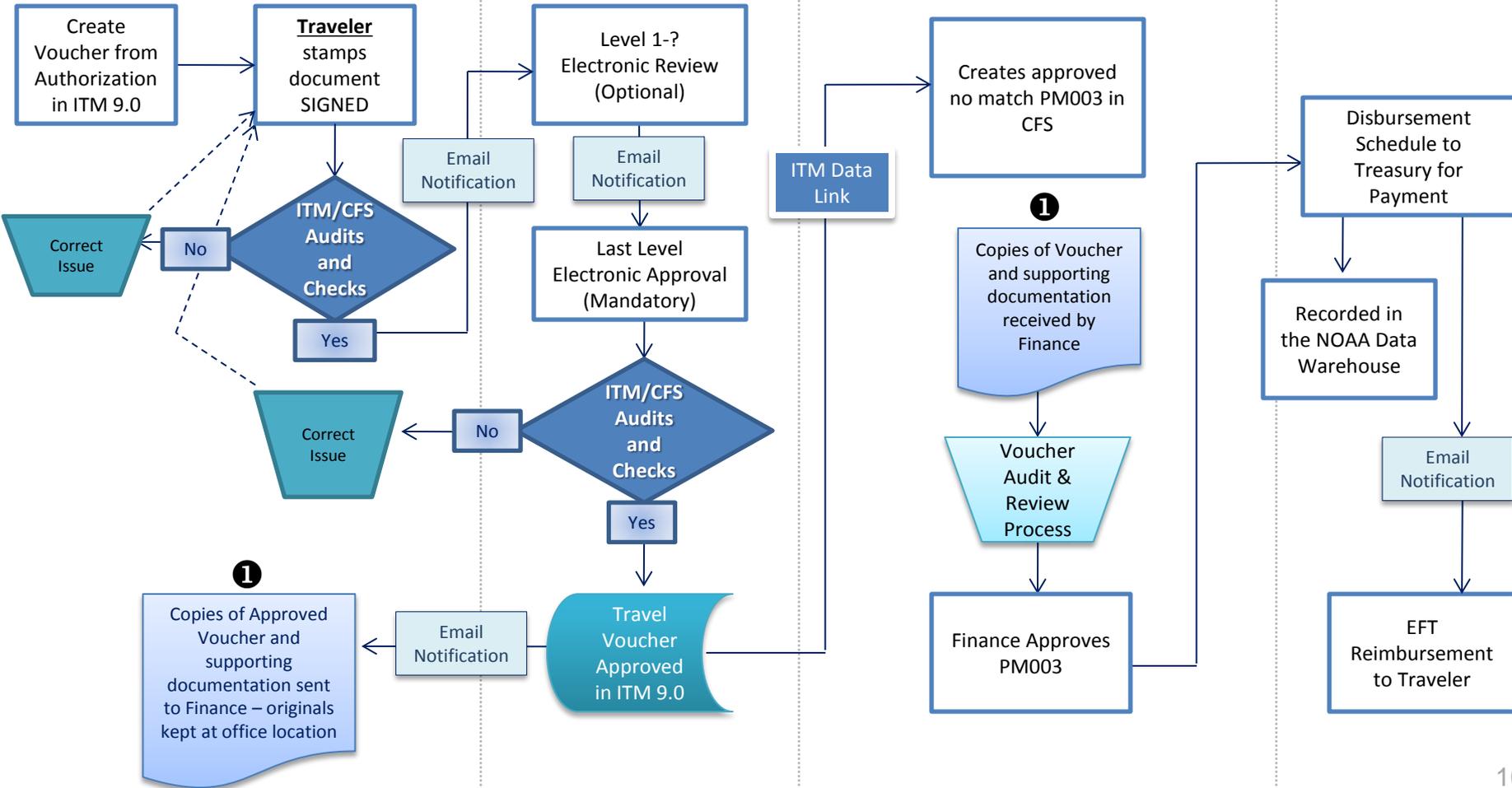


- Non-PAA Vouchers
  - Traveler Stamps SIGNED
  - Routes until Approver Stamps APPROVED
    - Approved in ITM
  - Datalink Process
    - Creates an Unapproved Invoice in CFS
    - Finance Gets Copies of Vouchers
      - Finance Approves Invoice in CFS
    - Disbursement Process Picks up Invoice
      - Sends to Treasury for Payment
      - Emails Traveler
        - » EFT Payment

# TV – PAA

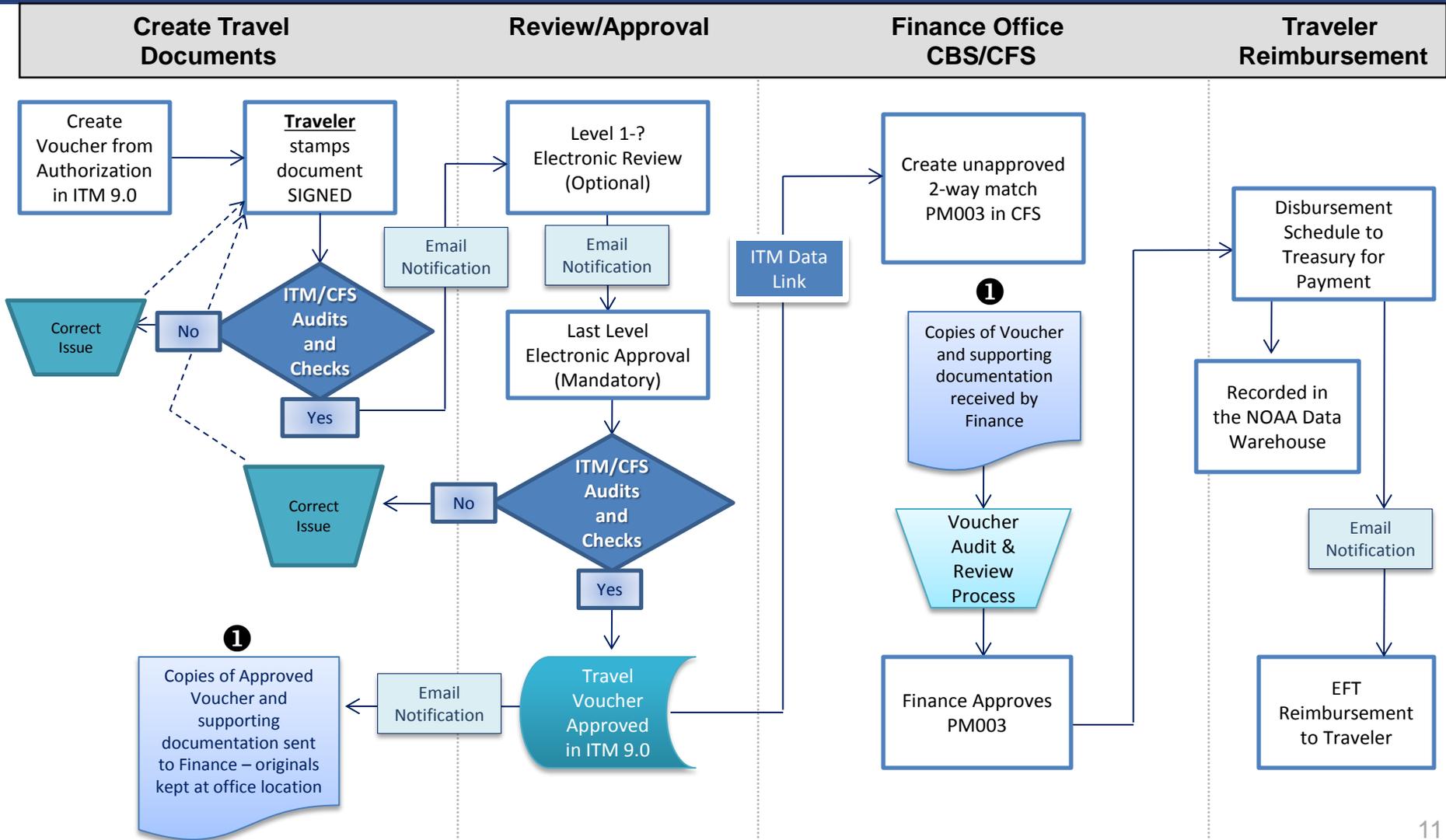


# LV – Routing (Local Vouchers)



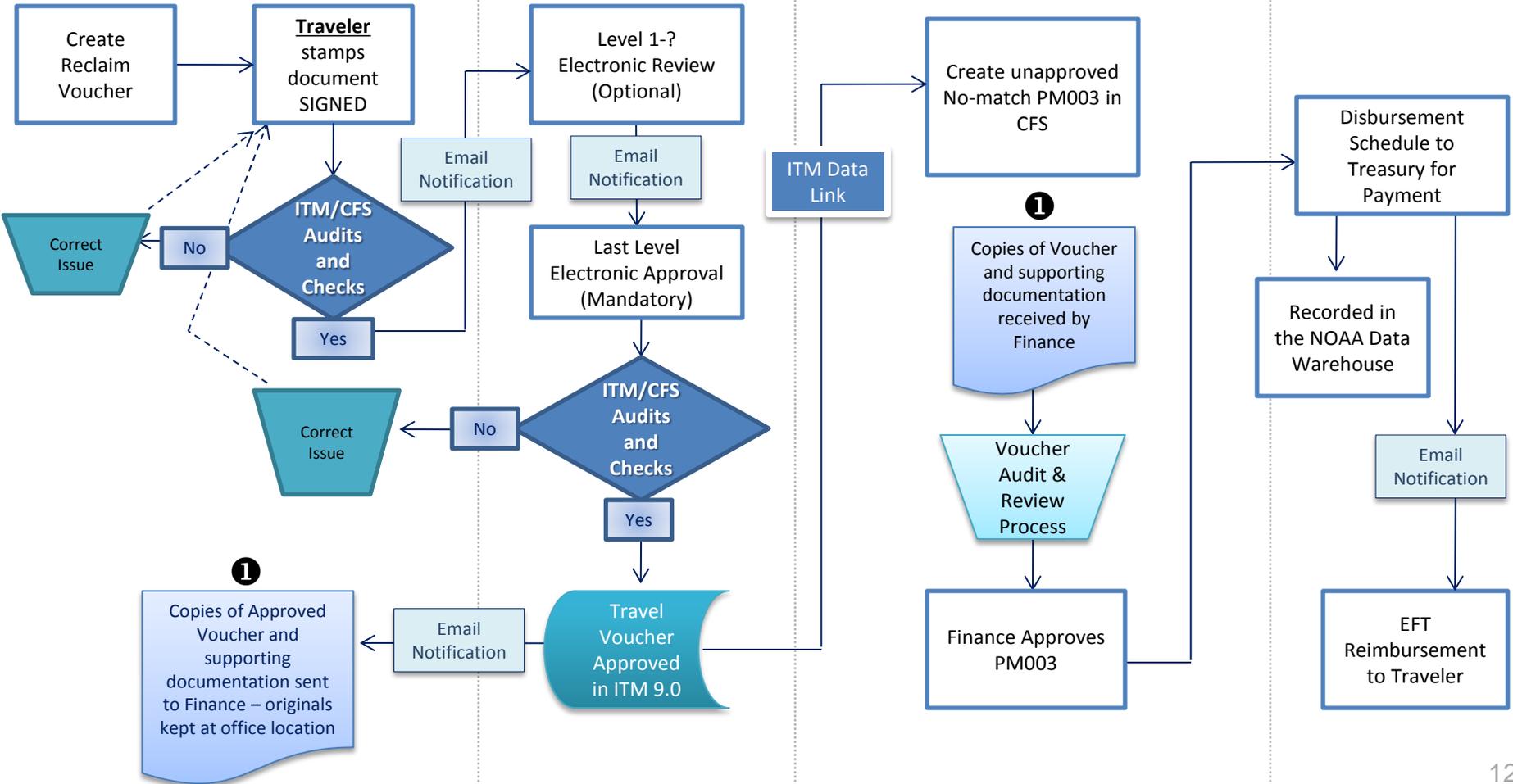
# TV – Non-PAA

## (Audit Criteria)



# TV – Non-PAA

## (Reclaim Vouchers)





# Travel Manager Specifics

**Travel Authorization Numbers must follow the format requirements specified in the NOAA Travel Regulations**

- NTR 301-2.1 (p), (q) & (r)

**Travel Authorization Numbers are used as the document name for all travel documents**

- Each office is responsible on having their own travel numbers
  - MARS
  - Office Log/Budget Person

**Travelers must have a valid CFS Vendor Number PRIOR to any travel arrangements being made**

**Travelers (or requesting office) without a Vendor Number may obtain a number by contacting:**

- [vendor.support@noaa.gov](mailto:vendor.support@noaa.gov) FAX: 301-427-3061

# Role/Form



## User

- Access to Document Preparation to view their travel documents or stamp their vouchers.
- Employees only

**All users are required to complete ITM User Access Request Form for access to the system:**

- <http://www.corporateservices.noaa.gov/finance/forms.html>
- All NEW users need to read the NOAA Non-Disclosure Form

# URL & Passwords



## Web-based application

- <https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w>

## Single Login Screen

- One password to access all modules
- Self-Reset Password Capability
- Passwords will follow DOC, NOAA & FDCC IT security policies
  - Must be at least 12 characters
  - MUST contain at least 3 of the following:
    - One (1) upper case letter
    - One (1) lower case letter
    - One (1) numeric value
    - One (1) special character
      - » Limited to pound sign ( # ) or underscore ( \_ )
    - Six (6) characters must be unique
  - Must be changed every 60 days

## Electronic Signatures

- Signature PINS used to electronically stamp documents with statuses
  - Must be at least 8 characters
  - Must contain at least one number

# NOAA Client Services Help Desk



## 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](http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html)

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
- Phone #: 301-444-3400
  - *Option #2 - Travel*
- Fax/Server #: 301-444-3401





# Questions & Discussion