

INSTRUCTIONS FOR COMPLETING THE ITM TRAVELER INFORMATION GROUP MAINTENANCE FORM

The ITM Traveler Information Group Maintenance form is used to set up or update non-routing offices in the Integrated Travel Manager database. This information will then need to be provided to your servicing Finance Office or Help Desk support via email attachment. If you would like to obtain an electronic format of this form, it is available on the FSD Home Page at <http://www.corporateservices.noaa.gov/~cbs/> under Integrated Travel Manager (ITM) Information, ITM Forms.

General Information

Contact Name	Provide the name of the individual completing the Travel Information Form.
Phone Number	Provide the phone number of the individual completing the Travel Information Form.
Office Name	Provide the name of the Organization (Division) for which this form is being completed
LAN Administrator	Provide the name(s) of the LAN Administrator(s) responsible for your office.
Phone Number	Provide the phone number of the LAN Administrator.
CBS Org. Code	Provide your office's CBS Organization Code.
Date	Provide the current date.
Finance Office Use Only	Travel Manager Systems Application Administrator(s) will provide the information needed in this block. Do not edit this field when making changes to your form.

Group Administrator Information

Last, First and MI Name	Provide the last, first and middle initial of the person(s) responsible for creating and viewing documents for the list of people specified in the Group Member section below.
Core Financial System (CFS) Vendor Number	Provide the CFS Vendor Number of the Group Administrator.
Employee or Contractor	Provide the persons employment status followed by the Payment Office code identifier (i.e., C – Central Finance Branch, E – Eastern Finance Branch, H – Headquarters, M – Mountain Finance Branch, W- Western Finance Branch) and first four (4) numbers of the persons CBS Organization Code. For Example: Employee (H-01-00).

Group Members

Traveler Name Provide a list of all travelers within your organization. This would include all people in your office who have the potential of traveling TDY or Local travel in addition to Invitational travelers.

Core Financial System (CFS) Vendor Number Provide the CFS Vendor Number of the traveler. Note: *For New Travelers*, in order to establish a CFS vendor number for a new traveler, **a CFS Individual Payment Profile form must be completed by the traveler prior to any travel arrangements being made.** If travel is not expected to result in a reimbursement to the traveler a profile form will still need to be completed; however financial data may be omitted.

Employee or Invitational Provide the traveler's employment status (i.e., Employee or Invitational) followed by the Payment Office code identifier (i.e., C – Central Finance Branch, E – Eastern Finance Branch, H – Headquarters, M – Mountain Finance Branch, W- Western Finance Branch) and first four (4) numbers of the traveler's CBS Organization Code.

For Example: Employee (H-01-00).

✍ The Payment Office code identifier and CBS Org. Code ***do not*** need to be provided for Invitational travelers.

Please contact Help Desk support if you need further assistance in completing the Travel Information Group Maintenance Form.

Help Desk Support Contact Information by Region

Central Finance Branch	Delores Snell	(816) 426-6868
	Janice Hill	(816) 426-7824
Eastern Finance Branch	Carolyn Collins	(757) 441-6886
Headquarters	CBS Client Services Help Desk	(301) 427-1023
Mountain Finance Branch	Pamala Grisham	(303) 497-5307
	Fran Snow	(303) 497-6195
Western Finance Branch	Colleen Lee	(206) 526-6203
	Janice Cooper	(206) 526-4399