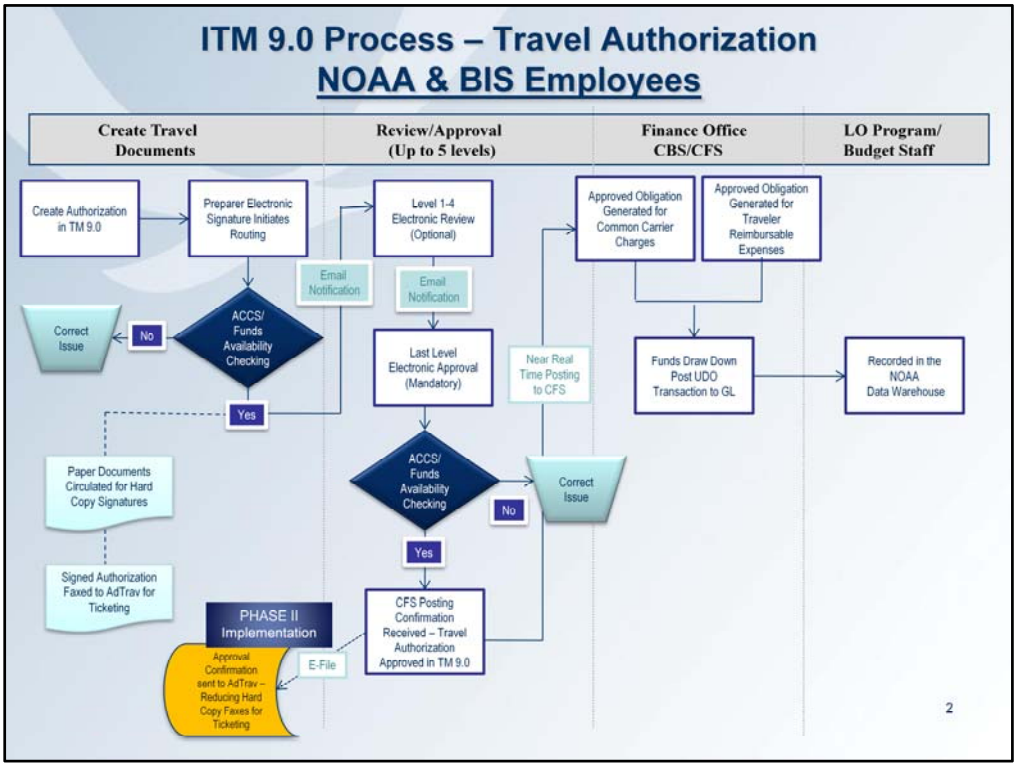
Routing Administration in Travel Manager 9.0

FY 2009



The flowchart outlines the process involved for Travel Authorizations in Travel Manager 9.0 for NOAA and BIS Employees.

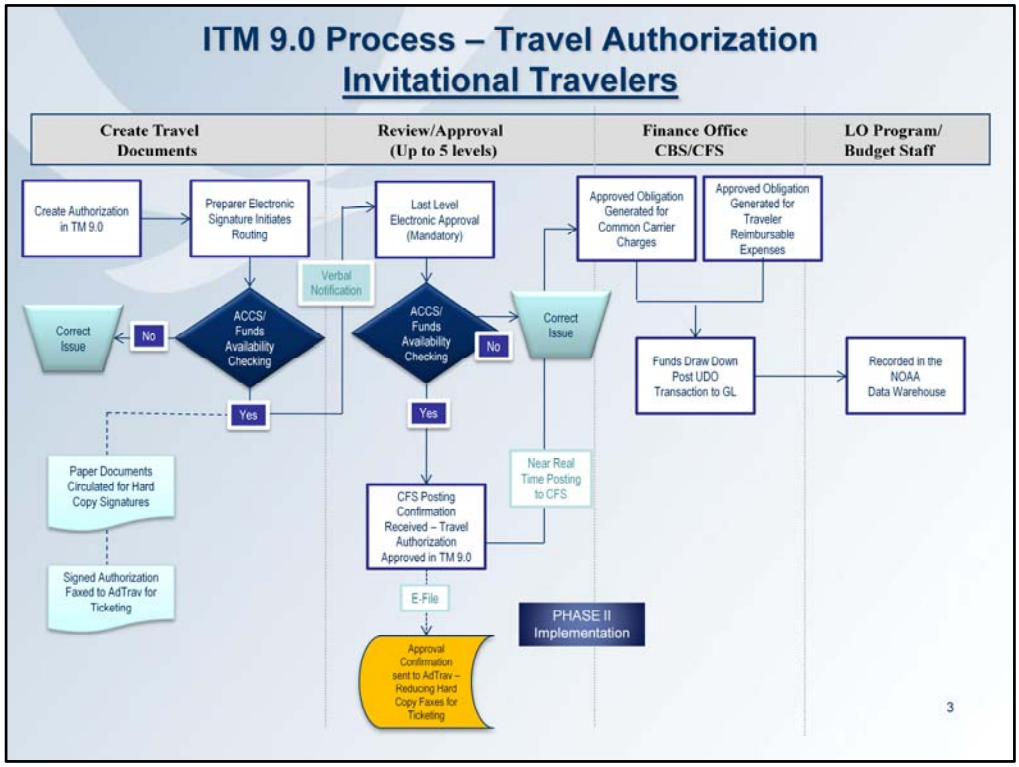
There are four processing areas: Create, Review/Approval, Finance Office & LO Program Budget Staff.

The process starts where the traveler/preparer creates the Authorization in TM 9.0. The authorization is "Signed" that starts the process of electronic routing. At that time, the ACCS Validation and Funds Availability check occurs. If the funds are not available, the system will send back a message to the traveler/preparer. They will in turn need to contact the Budget Office to resolve the fund situation. If it passes funds availability and ACCS validation, the process continues with an email notification to the first level of reviewers/approvers. At the same time a copy of the authorization is printed for signature and faxed to AdTrav for ticketing.

There are up to four levels of electronic review with the last being the electronic approval. Upon the electronic approval the system will perform another ACCS Validation and Funds Availability check. If the funds are not available, the system will return a message back to the approver. They will either contact or have the preparer/traveler contact the Budget Office to resolve the funds situation. If it passes funds availability and ACCS validation, the system approves the authorization. A posting of two obligations near real-time will occur in CFS FM040. One of the approved obligations will be for the common carrier costs charged to the Centrally Billed Account (CBA). The other approved obligation will be the costs reimbursable to the traveler.

At the time the obligations are posted, funds are drawn down and general ledger impacts to record an Undelivered Order. The NOAA Data Warehouse then captures all this information during the nightly refresh process.

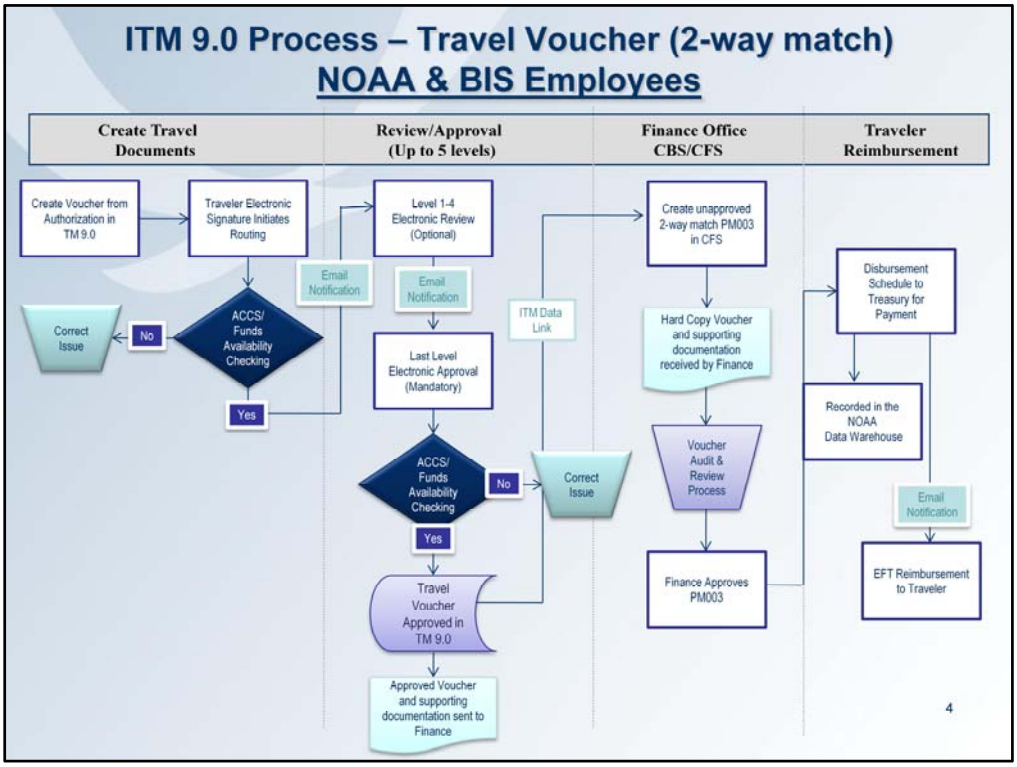
The last piece will come with a Phase Two Implementation which is once the authorization has been approved, the approval confirmation will be e-filed to AdTrav for ticketing. This should reduce the need for Hard Copy Faxes.



The flowchart outlines the process involved for Travel Authorizations in Travel Manager 9.0 for Invitational Travelers.

It is basically the same process as the one for NOAA and BIS employees except there is no email notification nor do they have up to four levels of review, because the Invitational Traveler is not set up to do electronic routing. The preparer of the authorization would have to verbally notify the approving official there are documents awaiting their approval.

The approving official will have to look up the traveler and find their authorization and then stamp it approved. Once that stamp happens, the process is still the same with doing validation and funds checks as well as the obligation process.

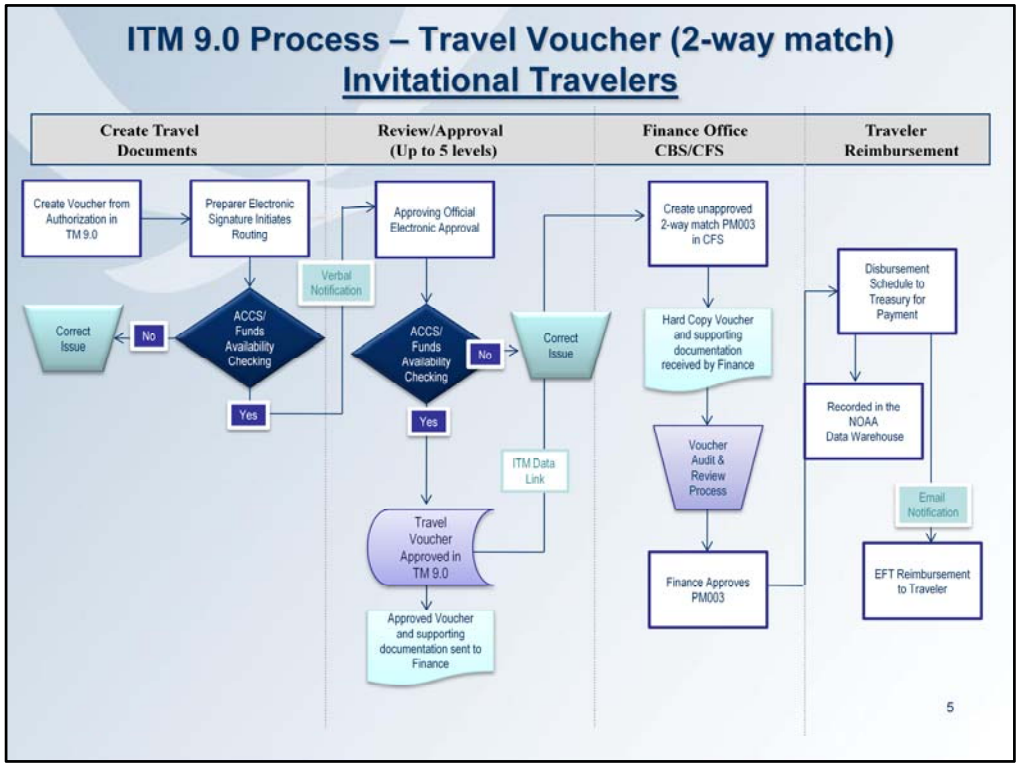


The flowchart outlines the process involved for Travel Vouchers in Travel Manager 9.0 for NOAA and BIS Employees.

There are four processing areas: Create, Review/Approval, Finance Office & Traveler Reimbursement.

The process starts where the traveler/preparer creates the Voucher in TM 9.0. The voucher is “Signed”, by the traveler, which starts the process of electronic routing. At that time, the ACCS Validation and Funds Availability check occurs. If the funds are not available, the system will send back a message to the traveler. They will in turn need to contact the Budget Office to resolve the fund situation. If it passes funds availability and ACCS validation, the process continues with an email notification to the first level of reviewers/approvers.

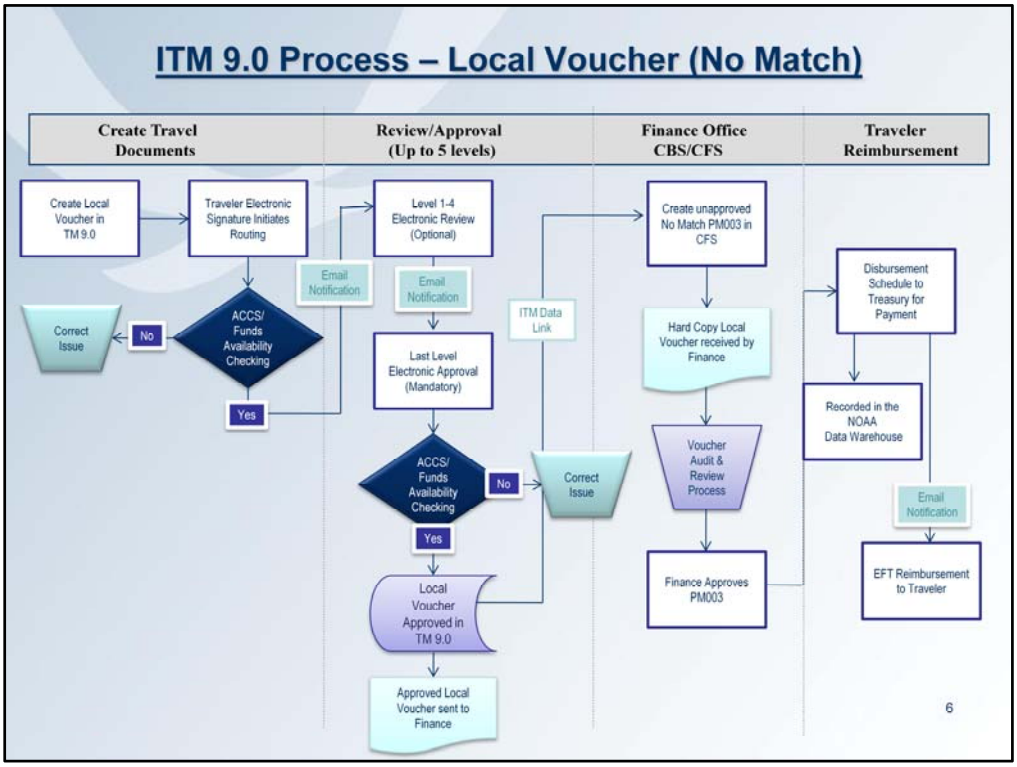
There are up to four levels of electronic review with the last being the electronic approval. At the electronic approval the system does another ACCS Validation and Funds Availability check. If the funds are not available, the system will return a message back to the approver. They will either contact or have the preparer/traveler contact the Budget Office to resolve the funds situation. If it passes funds availability and ACCS validation, the system approves the voucher and creates an unapproved 2-way match invoice using the PM003 screen. The traveler/preparer will send the approved hard copy voucher and supporting documents to the Finance Office for review. Once Finance receives the approved hard copy voucher they validate the PM003 invoice has posted correctly in CFS and perform an audit on the voucher. If the voucher passes the audit examination, the Finance Office will then approve the invoice in CFS for payment. This makes the invoice eligible for submission to Treasury the next time the disbursement process runs. When the submission of the invoice happens, the traveler gets the payment notification. The NOAA Data Warehouse then captures all this information during the nightly refresh process.



The flowchart outlines the process involved for Travel Vouchers in Travel Manager 9.0 for Invitational Travelers.

It is basically the same process as the one for NOAA and BIS employees except there is no email notification nor do they have up to four levels of review, because the Invitational Traveler is not set up to do electronic routing. The preparer of the voucher would have to verbally notify the approving official there are documents awaiting their approval.

The approving official will have to look up the traveler and find their voucher and then stamp it approved. Once that stamp happens, the process is still the same with doing validation and funds checks as well as the reimbursement process.



The flowchart outlines the process involved for Local Vouchers in Travel Manager 9.0.

There are four processing areas: Create, Review/Approval, Finance Office & Traveler Reimbursement.

The process starts where the traveler/preparer creates the Local Voucher in TM 9.0. The voucher is "Signed", by the traveler, which starts the process of electronic routing. At that time, the ACCS Validation and Funds Availability check occurs. If the funds are not available, the system will send back a message to the traveler. They will in turn need to contact the Budget Office to resolve the fund situation. If it passes funds availability and ACCS validation,, the process continues with an email notification to the first level of reviewers/approvers.

There are up to four levels of electronic review with the last review being the electronic approval. At the electronic approval the system does another ACCS Validation and Funds Availability check. If the funds are not available, the system will return a message back to the approver. They will either contact or have the preparer/traveler contact the Budget Office to resolve the funds situation. If it passes funds availability and ACCS validation, the system approves the local voucher and creates an unapproved no match invoice using the PM003 screen. The traveler/preparer will send the approved hard copy local voucher to the Finance Office for review. Once Finance receives the approved hard copy local voucher they validate the PM003 invoice has posted correctly in CFS and perform an audit on the local voucher. If the voucher passes the audit examination, the Finance Office will then approve the invoice in CFS for payment. This makes the invoice eligible for submission to Treasury the next time the disbursement process runs. When the submission of the invoice happens, the traveler gets the payment notification. The NOAA Data Warehouse then captures all this information during the nightly refresh process.

These are the roles which are involved with Travel Manager 9.0. Some of these are actual roles contained within Travel Manager others are roles that fall outside of the system. An person could possibly have one or more of these roles listed.

Roles (Cont'd)

- **Individual User**
  - Access to their own documents
  - Employees Only
  - Access to Document Preparation Module
- **Group Administrator**
  - Access to their own documents
  - Access to documents for a specified group of travelers
  - Access to Document Preparation Module
- **Reviewing/Approving Official**
  - Access to their own documents
  - Access to documents for a specified group of travelers
  - Access to Document Preparation Module

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An Individual User only has access to their travel documents. The only module they are able to access is Document Preparation. With ITM 9.0, this role now applies to even those people who traveled but never used the system. Anyone who now travels is considered an Individual User and must request access to the system through the CBS Help Desk using the ITM User Access Request form. This role however does not apply to invitational travelers.

A Group Administrator has access to their travel documents as well as to a specified group of travelers for whom they create travel documents. The only module they are able to access is the Document Preparation. They are responsible for keeping track of their office's groups. This information is provided by using the Group Access form and is submitted to the CBS Help Desk.

An Approving Official has access to their travel documents as well as to a specified group of travelers who fall under their approval. The only module they are able to access is the Document Preparation. Any Approving Official who was non-routing prior to the implementation of ITM 9.0, will now have to request Approving Official access. This is important because they will now not only approve by signing the hard copy documents but will also approve the documents electronically, which initiates creating the approved obligations in CFS.

Roles (Cont'd)

- **FMC Travel Coordinator**
  - Role defined outside of Travel Manager system
  - Approves access for Group & Routing Administrator roles
  - Point of Contact for:
    - Re-certifications
    - Group/Routing Administration Issues
- **Routing Administrator *NEW***
  - Access to their own documents
  - Access to documents for a specified group of travelers
    - Only **IF** they are also a Group Administrator
  - Access to a specified group of travelers for routing lists
    - In the same ITM Org Access
  - Access to Document Preparation **and** Administration Modules

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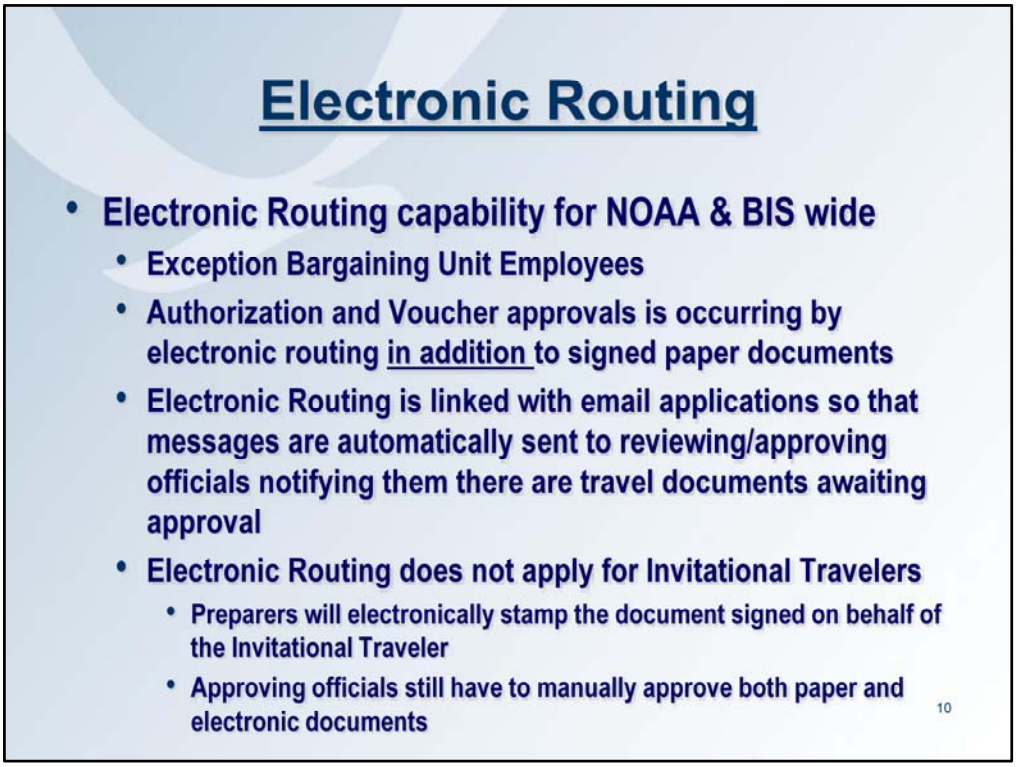
A Routing Administrator has access to their travel documents. They also have the ability to access a specified group of travelers, in the same ITM Organization Access, in order to create and maintain their office routing lists. They do have the ability to see the travel documents for a specified group of travelers only IF they are also Group Administrators. They have a higher level of access and this gives them the ability to enter both the Document Preparation and Administration modules.

This role is important in that they will be maintaining all routing lists for their office(s) through the system.

The FMC Travel Coordinator is a role defined outside of Travel Manager.

They are responsible for approving access for Group & Routing Administrators. They are also the point of contact for re-certifications and dealing with group/routing administration issues.



Electronic routing should follow the same process as the current hard copy review of the travel documents. Signatures are still required on the hard copy of the travel documents. Hard copy documentation will continue to be the official document of record and will be required by your servicing Finance Office prior to approving the invoice for payment in CFS.

Electronic Routing will be linked with the email applications so that messages are automatically sent to the reviewing/approving official(s) notifying them there are travel documents awaiting their review and/or approval.

Electronic Routing does not apply for Invitational Travelers. The Preparer will electronically stamp the document signed on behalf of the Invitational Traveler once they've signed the hard copy. The Preparer will also have to inform the approving official to go into the system and approve the document. There will be no electronic notification to the approving official nor will it be in their review queue. Because we're now obligating our travel, the approving official must sign the hard copy as well as stamp the document approved in the system.

Electronic Routing (cont'd)

- Electronic routing should mimic hard copy routing unless:
  - An employee is requested to travel for NOAA/BIS office other than their own
    - Funding Office signs Hard Copy – Employee's Office signs electronically
      - NOAA Travel Regulations (NTR) 301-2.1(t)
  - Employee traveling under different projects
    - Handled the same as above
  - Employee's approving official(s) do not use ITM
    - Hard Copy signed by non ITM User(s) – modified routing chain set up for electronic signatures
      - NOAA Travel Regulations (NTR) 301-2.1(t)

The route in which the hard copy documentation is submitted for signatures within your office should ideally mimic the electronic routing of the document through ITM; however, there may be situations that warrant the following:

1) If an employee is requested to travel for NOAA and/or BIS office other than their own, the hard copy documentation would be required to receive signatures from the funding office while the electronic document would be required to route through the approval routing chain of the employee's home office as provided by provisions within the NOAA Travel Regulations (NTR) 301-2.1(t).

NOTE: In situations such as these, Approving Officials from the traveler's office should not apply electronic signatures without written or verbal confirmation from the funding office as the electronic approvals will generate financial impacts within CFS.

2) Employees traveling under different projects is handled the same way as if another office is funding the travel. You can not route to different approving officials based off projects.

3) If an employee's authorizing official(s) is not setup to use ITM, the hard copy documentation would be required to receive the appropriate signatures while the electronic document would be required to route through a modified approval routing chain within the employee's office as provided within NTR 301-2.1(t)

Routing Administration

- System Limitation
  - ITM Database is segmented applying organizational hierarchy (ITM Organization Code)
    - Different than Org code structure in CBS/ACCS
    - Two (2) Levels of hierarchy
      - Level 1 – FFB designator (C, E, H, M, W)
      - Level 2 – First two levels of CBS Org code (FMC level)
        - *Examples: H-06-02, W-20-40*
        - *BIS – letter "B" would precede the first two levels of the CBS Org Code*
          - *Example: H-B40-01*

In implementing electronic routing it was necessary to establish a user role that would allow specified users within NOAA Line/Staff Offices & BIS to oversee the establishment and maintenance of routing approval chains [routing lists] within ITM as well as maintaining the travelers assigned to those lists.

It is important to understand there are certain system limitations involved with the Routing Administrator User profile setup. The Travel Manager data base is segmented applying an organizational hierarchy, commonly referred to as the ITM Organization Code. There is a slight difference between the ITM Organizational Code and the Organizational Code within the Commerce Business Systems (CBS) Accounting Classification Code Structure (ACCS).

The hierarchy of the ITM Organizational Code allows us to break out the FFBs individually for data base maintenance purposes. The ITM Org. Code consists of two (2) levels of hierarchy:

Level 1: FFB Designator identifying the Finance Office to which the office is assigned
Level 2: The first two (2) levels of the CBS Org Code identifying the office at the FMC level

For BIS offices the letter "B" would precede the first two levels of the CBS Org Code.

Routing Administration (cont'd)

- Routing Administrators role/ITM Org Access
  - Can not administer routing maintenance across FMC's or servicing Finance Branches
  - Limited to only their ITM Org Code
    - Example: Routing Admin ITM Org Access is H-06-02
      - Establish routing list for only ITM H-06-02 and any employees falling with the same ITM Org Access

Due to the way in which the Organizational hierarchy has been established within the ITM database combined with how our NOAA and BIS customers are graphically serviced, Routing Administrators will not be able to administer Routing Maintenance across FMCs and/or servicing Finance Branches. Instead they will be limited to data base maintenance within their own ITM Organization Code only.

For instance, if a Routing Administrator's office is serviced by Headquarters Finance Office and the first two (2) levels of their CBS Organization Code is 06-02, they will only be able to establish routing list under the ITM Org. Code of H-06-02 and will only be able to assign routing lists to employees who belong to the same ITM Organization Code.

Routing Lists

- Designated to facilitate electronic review and approval of travel documents
  - User Record & Electronic Signature Needed
  - Routing Lists need to be created
  - Routing List must be assigned to the traveler
- Routing Approval Chain Setup dependent upon business and travel policies
- Each level of approval can contain:
  - Primary
  - Alternate
    - Alternate must be same level as primary
- When documents routed, electronic notifications sent to all people designated
  - Document stays in review queue of each person at given level until action is taken by one of them
- Once first level of review has taken place the document moves to the next level

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Routing Lists are designed to facilitate the electronic review and approval of documents and are required for everyone EXCEPT invitational travelers.

To use the document routing:

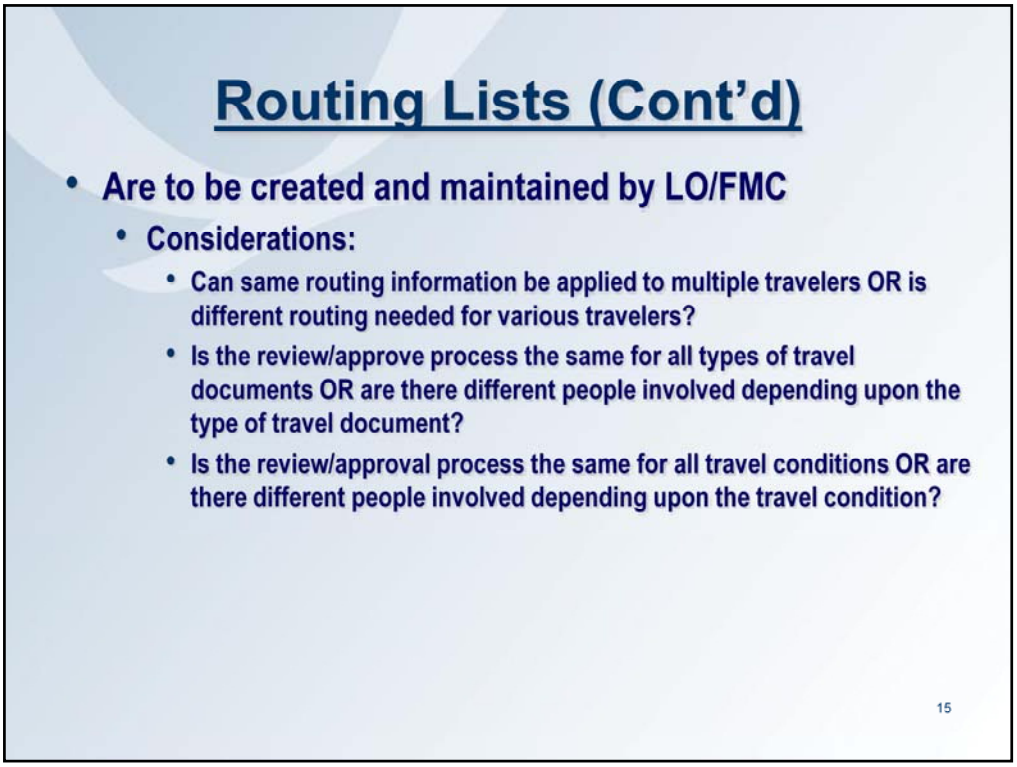
Each traveler, reviewer and approving official must have a user record and an electronic signature
Routing lists must be created
Routing lists must be assigned to the traveler

How an office's routing approval chain is setup will be dependent upon both business and travel policies. Establishing routing lists is a task that should be taken very seriously, primarily because Travel Manager will be interfacing approved transactions into the Core Financial System (CFS).

Each level of the approval chain (i.e., Reviewed, Processed, and Approved) can consist of a primary and alternate official. When establishing alternate officials, it will be the responsibility of the primary official to communicate to the alternate official the terms and conditions in which they will be expected to take action.

When documents are routed for review/approval both the primary and alternate routing official will receive email notifications and the document will reside in the Review queue of both officials. Once either the primary or alternate routing official applies his/her electronic signature, the document will move to the next level of the review/approval process.

It is recommended that at least one alternate official be designated at each level to avoid delays in routing.



Numerous considerations will need to be taken into account by the Routing Administrator prior to establishing routing lists for their office(s) such as:

•Can the routing information be applied to multiple travelers OR is different routing needed for various travelers?

•Is the review/approval process the same for all types of travel documents OR are there different people involved dependent upon the type of travel document?

•Is the review/approval process the same for all travel conditions OR are there different people involved depending upon the travel condition?

Routing List Names are a maximum of 8 characters. We suggest 7 or less to give you the opportunity to keep that last position for a suffix character (a, b, c, etc). We also suggest that you do not use people's names for the name of the routing list as people do eventually leave and someone else may take that list over. It's not a simple process to change the routing list name.

Adding Signatures (reviewing/approving officials) to the list is the hardest part of the process. We suggest working on the primary people first – because adding alternates/backups are easy. This is the one area of the routing process that is not limited by ITM Org Access. You may do searches on names, organizations, vendor numbers or a combination of those fields. The results only show 20 per page – so you may have to click the Next 20 link to see more. We suggest that you put all approving officials at the 5th level. If you use DOC REDELEGATED – you then have to use the other ones as well. You can use other options listed in the Process Name should you need them.

You are not limited to ALL for the document type , you can use them as specific ones – just remember if you do that you have to do all of them (TA, TV, LV).

Routing List Signatures

- Based on NOAA Travel Regulations (NTR) 301-2.5
  - NONDELEGATED
  - DELEGATED
  - REDELEGATED
    - If an executive level person sees all process types, use <blank>.
    - If the process type is broken out, you will need to include all three.
- Additional requirement for foreign travel authorizations
  - NOAA Travel Office (NTO) to be part of the routing list
- Travel Document Types do not need to be split out
  - If the same person sees all types of documents, use ALL
  - If the document type is broken out, you will need to include all document types (TA, TV, LV & RECLAIM)

Routing List are now being set up using the following terms: NONDELEGATED, DELEGATED, and REDELEGATED. These terms and the titles associated with each level are based off the NOAA Travel Regulations (NTR) 301-2.5. Along with these levels is an additional requirement for foreign travel authorizations.

For NOAA offices only, provisions will need to be setup within the routing approval chain to accommodate foreign travel authorizations routing to the NOAA Travel Office for processing in order to ensure that all of the necessary travel documentation is in place prior to travel (i.e., approved travel authorization, valid official passport, visas when applicable, and a defensive travel briefing.).

NONDELEGATED

- Highest Level = Executive
- Specific Types of travel documents
  - Foreign Authorizations
  - Premium Class Authorizations
  - Non-Federal Funded Authorizations
  - Vouchers with post-approvals (for above)
- Titles considered Executive Level
  - Listed under NTR 301-2.5

The following are the titles listed under NTR 301-2.5

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
General Counsel
Assistant Administrators
Deputy Assistant Administrators
Director, NOAA Marine and Aviation Operations
Director, Marine and Aviation Operations Centers
Chief Financial Officer (CFO)
Deputy CFO
Chief Administrative Officer (CAO)
Deputy CAO
Director, Public, Constituent and Intergovernmental Affairs
Director, Education and Sustainable Development
Director, Legislative Affairs
Director, International Affairs
Director, Program Planning and Integration
Director, Acquisition and Grants Office
Director, Workforce Management Office
Chief Information Officer
Federal Coordinator, Office of the Federal Coordinator for Meteorological Services and Supporting Research
Deputy Directors, Staff Offices

DELEGATED

- Middle Level = Director
- Specific Types of travel documents
  - Invitational Authorizations
  - Blanket Authorizations
  - Actuals Authorizations
  - Conference Authorizations
  - Vouchers with post-approvals (for above)
- Titles considered Director Level
  - Listed under NTR 301-2.5 (c) through (o)

The following are the titles listed under NTR 301-2.5(c)

Officials listed in NTR, Chapter 301-2.5
CFO/CAO, NWS
Director of the Office of Strategic Planning and Policy, NWS
CIO, NWS
Directors, Financial Management Centers, NWS
Chief Financial Officer/Chief Administrative Officer, OAR
Deputy Chief Financial Officer/Chief Administrative Officer, OAR
Director, Management and Organizational Development, OAR
Directors, OAR Laboratories, OAR
Deputy/Assistant Directors, OAR Laboratories, OAR
Division Directors, Earth System Research Laboratory, OAR
Director, National Sea Grant College Program, OAR
Director, Climate Program Offices, OAR
Director, Ocean Exploration and Research, OAR
Director, Office of Weather and Air Quality, OAR
Director, Policy, Planning and Evaluation, OAR
Chief Financial Officer, NMFS
Regional Administrators, NMFS
Science Center Directors, NMFS
Chief, of Staff, Office of the Assistant Administrator, NESDIS
Deputy Chief, of Staff, Office of the Assistant Administrator, NESDIS
Director, Strategic Planning Office, Program Planning and Integration (PPI)
- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.
- Foreign travel for the Director, Marine and Aviation Operations Centers and Director, Commissioned Personnel Center will be authorized by the Director, NOAA Marine and Aviation Operations.
- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.

REDELEGATED

- Lowest Level = Managerial
- Specific Types of travel documents
  - Domestic Authorizations with no special conditions
  - Any Vouchers without post-approvals
  - Local Vouchers
- Titles considered Managerial Level
  - Listed under NTR 301-2.5 (a)

The following are the titles listed under NTR 301-2.5(a)

Officials listed in *NTR, Chapter 301-2.5*
Within NOAA, each Line and Staff Office is responsible for maintaining a listing of those who are authorized to approve domestic/non-foreign and PCS travel.

Routing Lists (Cont'd)

- Reviewers/Approvers can not electronically review/approve their own documents
  - A second routing list will need to be created for those individuals
- Example of Simple Routing List:

Doc Type	Document Status	Level	Role/Title	Process Name
ALL	Reviewed	1	Budget Person	(blank)
ALL	Reviewed	2	Supervisory/Manager	DOC DELEGATED
ALL	Reviewed	3	Supervisory/Manager	DOC NONDELEGATED
ALL	Processed	4	NOAA Travel Office	NTO FOREIGN
ALL	Approved	5	Supervisor/Manager	DOC REDLEGATED
ALL	Approved	5	Director	DOC DELEGATED
ALL	Approved	5	Executive Person	DOC NONDELEGATED

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The people listed as the approvers, could not review/approve their own documents, so their routing list would contain the names of those that normally review/approve their travel documents.

The example routing list shown above is one that is all inclusive and only shows the primary people. Once this has been set up, unless a person leaves, this should never have to be changed.

The Financial Systems Division (FSD) Client Services CBS Help Desk is responsible for some of the following things:
-Budget Operating Plans (BOPs)
-Reimbursable Agreements
-SLTs & DLAs
-Data Warehouse and Discoverer
-Commerce Purchase Card System (CPCS)
-Travel
-C.Request/C.Buy

They are also involved with:
-User Account Requests
-Issues with Citrix and/or JInitiator
-Password Resets (requests are by email only)

The FSD Client Services CBS Help Desk should be the first line of contact upon having any issue concerning any of the above areas.

Why…
Questions
&
Discussion
What about…
Who…
Will this…
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