From: Baker, Heather (NIH/NCI) [E]
To: NCI DCTD-ARC;
Subject: FW: ACTION: GovTrip Communication to NCI Travelers
Date: Monday, November 30, 2009 9:48:59 AM
Attachments: GovTripcommunicationtoNCItravelers.docx
TravelVoucherFormversion2.docx

Please forward to all of your travelers. It is important information regarding Gov Trip. Thank you and have a great day!!

From: Carney, Deborah (NIH/NCI) [E]
Sent: Monday, November 30, 2009 9:47 AM
To: Baker, Heather (NIH/NCI) [E]; Battistello, Kathryn (NIH/NCI) [E]; Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Cashman, Alice (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Green, Angela Childers (NIH/NCI) [E]; Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Hinkle, Kristin (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Newball, Kimberlee (NIH/NCI) [E]; O'Donnell, Jenna (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stephens, Elizabeth (NIH/NCI) [C]; Strickland, Joy (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers; Dickens, Jim (NIH/NCI) [E]
Subject: ACTION: GovTrip Communication to NCI Travelers
Importance: High

NCI Travel Contacts: Please forward this important email to all of your **travelers**. The first attachment is a memorandum that describes specific changes that will occur as a result of the GovTrip transition beginning in two weeks, Dec 14th. These changes will directly affect your travelers.

The second attachment is a Travel Voucher Form that is recommended for use by all travelers, since it delineates which expenses should be reimbursed directly to the traveler's bank account and which should be sent to JP Morgan Chase for travel credit card payment.

If you have any questions regarding these attachments or the information included in the memo, please contact me at 301-496-2678.

Thanks,
Deb

Deborah L. Carney
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