From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: BOX 3 Purpose-GovTrip Solution
Date: Thursday, January 21, 2010 11:56:16 AM
Attachments: image001.png

Great solution for our problem with printed authorizations in GovTrip
Thanks, Jen!

From: Pizzillo, Jennifer (NIH/OD) [E]
Sent: Thursday, January 21, 2010 10:02 AM
To: Holden, Nina (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]
Subject: BOX 3 Purpose-GovTrip Solution

I found a way for the purpose to appear in Box 3 of travel auth, as preferred...

There are two boxes on the itinerary screen
1. trip details-
2. Purpose description

When you are initially entering the document the trip details box is the only one you see, but this box puts everything in the space the NBS used for comments. If you skip entering the purpose here, and finish the itinerary and move on the "trip overview" instead of going directly to the airfare selection screens, you will see a box called "purpose description." If you enter the purpose (date, title, location of trip) it will appear in box 3 of the printed travel order.

Thanks,

Jennifer Pizzillo
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