From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Conference Lodging Rate in GovTrip
Date: Wednesday, February 03, 2010 3:14:25 PM

Good Afternoon All. There is a glitch with GovTrip when it comes to using the conference lodging rate. Deb explains the issue and also provides a work-around.

Sincerely,
Nina

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, February 03, 2010 2:36 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Deputy Managers; NCI ARC Managers; Baker, Heather (NIH/NCI) [E]; Battistello, Kathryn (NIH/NCI) [E]; Cashman, Alice (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Green, Angela Childers (NIH/NCI) [E]; Hinkle, Kristin (NIH/NCI) [E]; Newball, Kimberlee (NIH/NCI) [E]; O'Donnell, Jenna (NIH/NCI) [E]; Stephens, Elizabeth (NIH/NCI) [C]; Strickland, Joy (NIH/NCI) [E]
Subject: Conference Lodging Rate in GovTrip

NCI HPOCS: please disseminate this information to your planners and approvers that was provided at the HPOC meeting.

There is a glitch in GovTrip regarding **CONFERENCE LODGING RATE**. If the planner selects "Conference Rate" in the authorization, the planner cannot then remove the conference rate from the per diem screen if conference rate is no longer required.

NBS work-around: Open affected day of lodging, select ANNUAL LEAVE and then save your change. Re-open the same day, un-select/remove ANNUAL LEAVE, and save again.

This is the only way to make this change. In Gelco, you may have been able to delete the per diem destination and then re-add it, but that work-around will not work in GovTrip.

If you have any questions, contact me at 301-496-2678.

Deb

Deborah L. Carney
NCI Travel Specialist
Bldg 31/3B44
phone: 301-496-2678
fax: 301-480-0517