From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
cc: NCI DCTD Travel HPOCS (NIH/NCI);
Subject: ACTION: DCTD GovTrip HPOC Email Box
Date: Tuesday, May 11, 2010 10:14:56 AM

For Your Immediate Action:

There is now a dedicated Email Inbox for DCTD GovTrip issues.
We have established this as a way for you to get quicker action for your GovTrip questions and problems.
Rather than email each of us separately, you can now send one email and know that one of us will act upon it as soon as we can.
We hope that this will avoid delays due to illness, vacation, or meetings – it doesn't matter which of us is in the office, we will see it.

The address is ncidctdtravelhpocs@mail.nih.gov or you can find it in the global under **NCI DCTD Travel HPOCs**.

From today on, you need to send the following to the new email box.
DO NOT send emails directly to Dana, Amber, or Nina:

1. All request emails for travel cancellations/deletions
2. Forms and inquiries about Non-NIH Affiliated Traveler requests
3. Any GovTrip problems where you need assistance and have already consulted your AO

Thank you for your cooperation.

Dana, Amber, Nina
DCTD GovTrip HPOCs