From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: URGENT Update: End-of-Fiscal Year Communication to Travel Community--NBS shutdown from Sept 30 at 3 pm to Oct 15 at 7 am
Date: Monday, August 09, 2010 10:56:08 AM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Monday, August 09, 2010 10:50 AM
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]; Corum, Ashley (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); Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Meredith, Kristin (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]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers; Wahlert, Shari (NIH/NCI) [E]; Donaldson, Jason (NIH/NCI) [E]; Hale, Eric (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]
Subject: FW: URGENT Update: End-of-Fiscal Year Communication to Travel Community--NBS shutdown from Sept 30 at 3 pm to Oct 15 at 7 am
Importance: High

NCI HPOCs: please disseminate Florence's email below to your planners, approvers, and travelers regarding an update to end-of-fiscal year information.

The NBS system--INCLUDING GOVTRIP--will be shutting down during the FY10 close-out from 3pm on September 30 until 7am on October 15, 2010.

Please make sure that you advise your travelers that they should plan accordingly—all of their travel with

trip departure dates from the beginning of October thru mid-October should be prepared and approved in GovTrip by mid-September at the latest.

More information regarding the NBS shutdown will be forthcoming, including instructions regarding emergency travel during this timeframe.

Deb

From: Howard, Florence (NIH/OD) [E]
Sent: Wednesday, August 04, 2010 5:12 PM
To: List ICTRAVELPOC-L
Subject: Update: End-of-Fiscal Year Communication to Travel Community
Importance: High

Hello All,

There has been an update to the End-of-the-Fiscal Year Communication sent to the travel community. Under the topic **"FY11 Travel"** the following information has changed:

- **No Cash Advances** may be requested for travel with start dates of **October 1-15, 2010**
- **Cannot Amend** authorizations for the new fiscal year until after **October 15, 2010**

Please disseminate this update within your IC accordingly. If there are any questions, contact the NIH Help Desk on (301) 496-HELP for assistance. Thanks.

From: Howard, Florence (NIH/OD) [E]
Sent: Tuesday, July 13, 2010 6:05 PM
To: List ICTRAVELPOC-L
Cc: Stith, Kenneth (NIH/OD) [E]; Slovikosky, John (NIH/OD) [E]; Miers, Kristy (NIH/OD) [E]; Chiacchierini, Kathy (NIH/NBS) [C]; Martin, Jennifer (NIH/OD) [E]; Gaines, Joy (NIH/OD/ORS) [E]; Allen, Karen (NIH/OD) [E]; Cox, Cathy (NIH/OD) [E]
Subject: End-of-Fiscal Year Communication to Travel Community
Importance: High

Hello All,

To facilitate the processing of travel in the NBS Travel and Finance Systems, the following guidelines are being issued for trips taking place during the change of fiscal years.

FY10 Travel

For trips occurring entirely in FY10 (begin and end dates are no later than September 30, 2010), process travel documents as usual.

REMINDER: ICs should process as many FY10 vouchers as possible. The last Treasury schedule for paying advance will be run September 24.

FY10/FY11 Cross-over Travel

For trips with a begin date before October 1, 2010 and an end date after September 30, 2010, process **TWO** Travel Authorizations: one for **ONLY** expenses charged to FY10 and a second for **ONLY** expenses charged to FY11.

Note: This means you will have two distinct document numbers for the trip (one for the FY10 portion and one for the FY11 portion).

- ***Include ticket, TMC fee, rental car***, and on the FY10 authorization.
- Per diem and all miscellaneous and other expenses should be included on the authorization that corresponds with the fiscal year in which these expenses actually occur.
- Insert a comment into each Authorization referencing the other document number.

REMINDER: As you process these two documents, be aware that you need to provide FULL per diem for the last day of the first document (September 30) and the first day of the second document (October 1).

Cross-over Foreign Travel Process:

A Notification of Foreign Travel will need to be completed on each of the two authorizations. The first will record only data and expenses through September 30. The second will record data and expenses for October 1 to end of trip.

Long Term Travel: Long Term Travel Authorizations with dates spanning both fiscal years will follow this same process.

What if I already started FY10/FY11 documents in the NBS Travel System?
Please process the documents according to the guidelines above. For further assistance, contact your Help Point of Contact (HPOC) or the NIH Service Desk at mailto: 301-496-4357.

FY11 Travel

For trips occurring entirely in FY11 (begin and end dates are after September 30, 2010), process travel documents as usual with the following three caveats:

- **Do not Final Approve** FY11 authorizations until after **September 1, 2010**.
- **No Cash Advances** may be requested for travel with start dates of October 1-10, 2010.
- **Cannot Amend** authorizations for the new fiscal year until after October 10.
- If entering the document prior to October 1, insert an "Other" Other Authorization with the remark: **"Pending availability of funds"** on all documents.
- If entering the document after October 1, insert a "Fiscal Year Funds" Other Authorization if a CR has been announced.

Note: Contract fares are not available for the new fiscal year until mid-August.

New Funds Check Process for FY11 Documents

Effective October 1, 2010, the NIH Business System (NBS) is implementing absolute funds check on all approved documents entering the financial system. Funds will be checked against your IC budget when the following stamps are applied:

- Planner stamps SIGNED (authorization)
- Approver stamps APPROVED (all authorizations and vouchers)

ForeignTravel Process:

Foreign travel authorizations may be processed through the NFT Pre-approval, NFT Final Approval and EO Review process, but the Final EO Approval signature should not be applied until closer to the trip departure date.

Funding Under a Continuing Resolution (CR)

To avoid obligating large dollar amounts against FY11 funds that are released under a CR, it would be prudent to ***final approve*** only those travel documents that must take place in the month of October; keeping November and December trips unapproved until closer to the trip start date. Consult your Budget Officer for additional guidance.

What if I get a 'funds check' error?

If you receive a funds check error when stamping a travel document, please contact your IC Budget Officer. Additional funds will need to be entered to cover your traveler's expenses. When the Budget Officer notifies you that additional funds have been entered in the financial system, you may re-stamp the document.