From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: GovTrip Dos and Don"ts from Mar HPOC meeting
Date: Wednesday, March 24, 2010 9:54:47 AM
Attachments: HPOC_Meeting_23Mar10.pptx
image001.gif
image002.gif

Attached is the presentation from this month's HPOC meeting and Deb has pulled out the Do's & Don'ts that were highlighted at the meeting.

Please let me know if you have any questions.

Sincerely,
Nina

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, March 24, 2010 9:49 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]; 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 Managers; NCI ARC Deputy Managers
Subject: GovTrip Dos and Don'ts from Mar HPOC meeting

NCI HPOCs: please disseminate this information to your planners and approvers.

At the March GovTrip HPOC meeting, the NBS team identified Do's and Don'ts based on recent experiences with the travel community. The items listed below are also include in Page 7 of the attached HPOC slides:

* ***Don't*** stamp a document reviewed, conditionally approved or approved if the document is in CTO submit status. **The document must be in CTO booked status before it can be stamped and routed.** If it is stamped prior to being in CTO booked status, the reservation will be locked and the tickets will not be cut. NOTE: NBS team is noticing that there are some documents

in CTO Submit status that allow a user to edit the document, even though that shouldn't be allowed to happen.

- ***Do*** submit a help desk ticket if the document is stuck in CTO submit.

- ***Don't*** create a new document if the current document is locked or is receiving an error message. Chances are the new document will experience the same issues. Submit a help desk ticket through your HPOC for assistance. Indicate in the ticket that Level 3 help is required.

- ***Don't*** stamp documents with Ethics Approved or Authorized. The final approver should only select APPROVED.

- ***Do*** stamp documents with Signed, Auth Prepared, Vouch Prepared, Reviewed, Conditional Approved or Approved [Returned, Cancelled, and T-Entered (for non-NIH affiliate travelers) are also valid stamps]

- ***Don't*** pull a document out of routing to review or approve if it has not been stamped SIGNED by the planner; certified (signed) by the traveler on sponsored documents or vouchers.

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

Thanks,
Deb

Deborah L. Carney
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