From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: GovTrip General Information from March HPOC meeting
Date: Thursday, March 25, 2010 3:15:08 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, March 25, 2010 3:08 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 Managers; NCI ARC Deputy Managers
Subject: GovTrip General Information from March HPOC meeting

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

Below are general Questions and Answers that were highlighted at the March GovTrip HPOC meeting:

- **Q: Why are traveler profiles set at GMT instead of EST?**

A: All profiles are set at GMT instead of EST to avoid calculation issues that appear in the per diem when crossing the international date line, especially for trips with multiple locations. Do not change the default from GMT.

NOTE: If you change the default from GMT to EST, you will see too much per diem listed on the last day of travel in the Lodging/M & IE section. The M & IE section will show one and ¾ days of per diem instead of the correct amount of ¾ per diem. If you are an approver and you notice this, please tell your planner to change the profile setting back to GMT.

- **Q: Why does the statement "Not Associated with TDY" appear in the trip summary"?**

A: This message appears when a user has changed the arrival date to no longer match the departure date on the authorization. Do not change the arrival date. If you want the Lodging/M &IE section to reflect that the traveler doesn't need a

hotel room enroute to his destination, you can remove the first night of lodging manually in the Per Diem section.

- **Q: Why is the Approved stamp missing from the drop-down menu?**

A: If the document has an on-line reservation and has not been stamped "SIGNED," the approved stamp will not appear in the drop-down menu.

NOTE: If you have already booked reservations online, and you change those reservations, you MUST stamp the document "SIGNED" again in order to allow Omega to complete its QC process for the new reservations that were made. If you are an approver, and GovTrip will not allow you to stamp the document "APPROVED," you can go back to the travel planner and ask her/him to stamp the document "SIGNED," or you can stamp the document "SIGNED" yourself, but either way, you'll have to wait about a half an hour or so before stamping it "APPROVED" in order for the document to go thru the CTO Submit/CTO Booked statuses (this is when Omega is conducting their QC process).

- **Q: Why do some documents have multiple TAV fees?**

A: TAV fees are calculated by the number of days in a trip in order to obligate enough funds to cover multiple interim vouchers. For every 5 days of travel, and additional $13.50 will be obligated on the authorization. If multiple vouchers are not completed, the unused balance will be de-obligated.

- **Q: What number should be entered into the Advisory Committee Roster Number Field?**

A: The 10-digit roster number is obtained from your IC's Committee Management Office for those participants whose travel expenses are reported through IMPAC II for Advisory Committees or Councils. If you are unsure as to whether or not a roster number is required, check with your Committee Management Office. Those that do not require the roster number should have a trip type and purpose of Domestic/Single trip, not Advisory Committee.

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

Deb

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