From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: GovTrip Updates & Emergency Procedures for GovTrip Downtime--Information from Oct 5 HPOC meeting
Date: Wednesday, October 13, 2010 4:22:00 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, October 13, 2010 1:18 PM
To: Bishop, Jamie (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 (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; 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]; Moon, Annie (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 Deputy Managers; NCI ARC Managers; Wahlert, Shari (NIH/NCI) [E]
Subject: GovTrip Updates & Emergency Procedures for GovTrip Downtime--Information from Oct 5 HPOC meeting
Importance: High

NCI HPOCS: Please disseminate the information below to your planners and approvers regarding the latest information provided by the NBS team at the Oct 5th HPOC meeting.

GOVTRIP UPDATES

Conference Travel

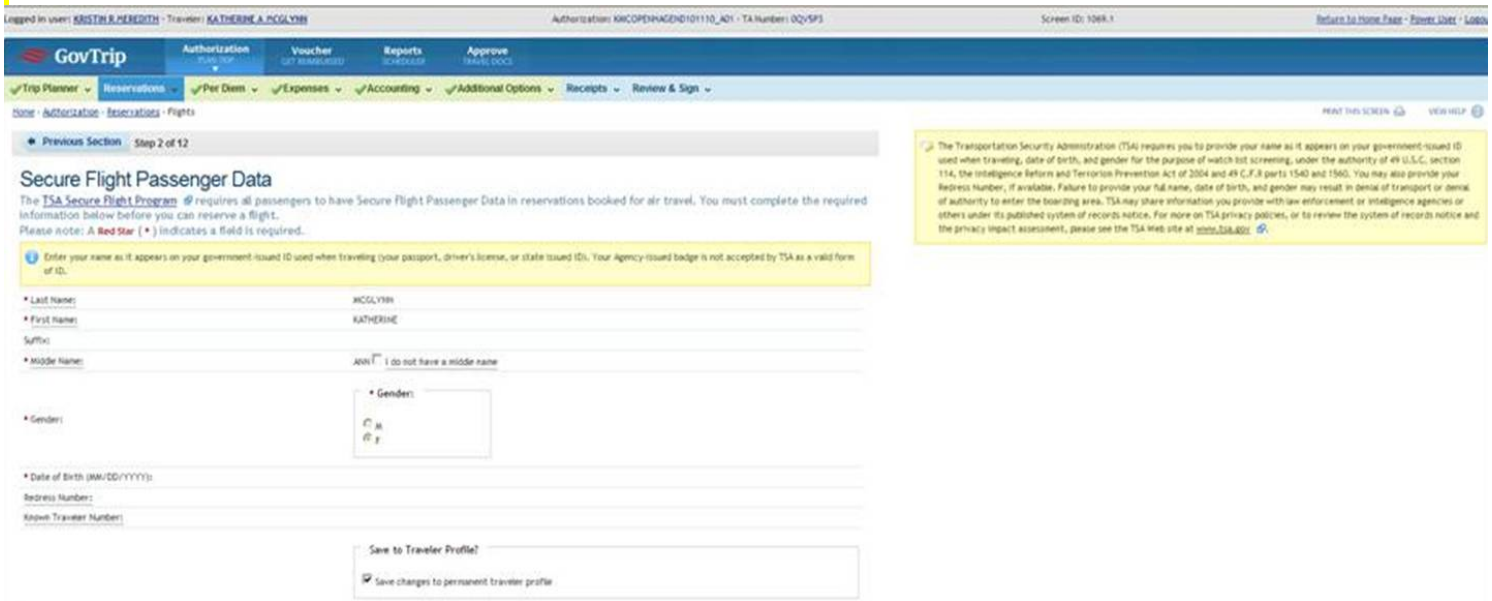
- Beginning October 15, the Conference Travel Trip Type for Largely Attended Events will be available.
- A job aid will be provided to the community prior to October 15.
- Existing documents do not need to be updated.

NOTE: The NBS team has requested that Florence Howard and/or OFM provide additional information regarding LAE policy and guidance. As soon as that information is forthcoming, I will send out additional guidance.

Secure Flight Passenger Data

- A report was sent to the Advocates on September 7 listing potential travelers who were missing SFPD information. Information will be loaded into GovTrip during the downtime.
  - § HHS is providing NIH with a report of upcoming trips for which the existing PNR is missing the required SFPD information. NBS is working on notifying those travel planners/approvers on a case by case basis.

NOTE: If you receive this TSA text box when reviewing or preparing an authorization, DO NOT continue to stamp and route the document:



GovTrip will not stop you from moving forward, but the HPOC should submit a Help Desk ticket to add the missing information before the document is stamped and approved.

Updating Routing List and Advance Status

- **§ IMPORTANT: Planners, Reviewers and Approvers will no longer have the ability to update routing lists or advance status in GovTrip documents.**
  - Ø This is a result of the implementation of the new Secure Flight data fields. NG is no longer able to configure individual fields to have different permission level access.
- Any requests for updates to these fields must now be submitted to the NIH Service Desk by the HPOC. Make sure that you indicate whether you want the routing list changed for the traveler's entire profile or JUST for the document.
  - Ø Levels 2 and 3 of the Help Desk are able to update these fields.
  - Ø When **sharing travelers** between ICs, the authorization must be created ***before*** the request to update the routing list. This allows the routing list to be changed for that document only and will not update the permanent profile.
- ICs, such as NCI, with multiple routing lists will be affected by this change. ALL HPOCS should submit a Help Desk ticket to add the correct routing list for ALL NEW EMPLOYEES who will be traveling.

EMERGENCY PROCEDURES FOR GOVTRIP DOWNTIME

The NBS System is down for year-end processing until 7am on October 15. Here are some helpful hints for keeping travelers moving during the downtime:

If an emergency trip must be planned:

1) Book reservations through Omega.
2) Create an HHS-1 for the trip to provide to Omega.
3) When the system is available, create and approve an authorization in GovTrip.

If the trip dates change:

§ When the system is available, amend the existing authorization to update the trip dates.

Note: Cannot update on-line reservations on the authorization; updates need to be made on the voucher by moving the cost of the on-line ticket to the Other Transportation screen.

If traveler wants to change flights:

1) Call Omega and book new flights.
2) Create an HHS-1 for the trip to provide to Omega. Include the GovTrip document number on the form.
3) When the system comes back up, remove the on-line reservations from the voucher (see instructions for cancellations) and add the new ticket to the Other Transportation screen.

Print copies of authorizations and NFTs can be obtained by submitting a ticket to the Service Desk:

1) Requests for printed authorizations should be limited to those trips occurring during the downtime.
2) Requests for printed NFTs should be limited to those trips that will be within the 30 day window for Fogarty during the downtime.

Payments:

1) The last payment schedule was generated on September 27. Any vouchers approved after that time will be paid after the system becomes available.
2) If authorizations for trips starting October 1-15 were approved with advances, the advances will pay when the first pay schedule is run after the system becomes available.

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

Thanks,
Deb

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