From: NBSCM
To: List GOVTRIP_APPROVERS;
Subject: NBS Alert: Gov Trip Problems with Processing ADVANCES
Date: Tuesday, August 10, 2010 4:07:40 PM

ATTENTION: Travel Planners, Reviewers, Approvers and HPOCs

The GovTrip Travel System is currently experiencing a problem with processing travel ADVANCES when the travel documents are processed as described in **Scenario # 1** below. Please read the **Action** to be taken temporarily until we have resolved the issue. Scenario # 2 and # 3 may continue normally.

Scenario # 1-

- An advance is requested on the original authorization and the authorization is now in POSACK OBLIGATION or CTO AMENDMENT status.
- The Advance has NOT been paid to the traveler's bank
- IC AMENDS the authorization.
- GovTrip is processing this information as a 'second' ADVANCE and thus ***NO ADVANCE*** is processed or paid to the traveler.

Action: Please DO NOT amend an authorization with an advance in the system awaiting payment – make any necessary changes on the voucher.

Scenario # 2 –

- An advance is requested on the original authorization and the authorization is now in POSACK OBLIGATION or CTO AMENDMENT status
- The Advance has been **paid** to the traveler's bank
- IC AMENDS the authorization
- GovTrip will process the amendment appropriately and it does not affect the paid advance

Scenario # 3-

- An original authorization was prepared and approved ***without an advance.***
- Authorization is in POSACK OBLIGATION or CTO AMENDMENT status
- IC AMENDS the authorization and makes changes and/or requests a first ADVANCE
- GovTrip will process the amendment appropriately and the advance will be paid to traveler.

If you have any questions, please contact the: NIH IT Service Desk.

Thank you,

NBS Travel Team

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