From: NBSCM
To: List GOVTRIP_APPROVERS;
Subject: NBS Alert: Important: Update on Conference Travel Integration into GovTrip
Date: Friday, August 06, 2010 2:10:12 PM

Attention: Travel Planners, Reviewers, Approvers and HPOCs

NIH was scheduled to begin the implementation of the DHHS Conference Travel Enhancement in GovTrip on August 7, however Northrop Grumman has delayed the implementation by a week. The new date for NIH to begin the implementation of Conference Travel is August 14.

The purpose of the Conference Travel Enhancement is to provide DHHS with an accounting of the number of NIH employees attending various Largely Attended Events and the associated trip costs.

Please review the following timeline of activities related to the implementation of Conference Travel:

Date	Activity	User Action
August 14, 2010	Northrop Grumman will activate the Conference Travel Enhancement for NIH	***NO user action required.*** Conference Travel will appear as a Trip Purpose, but it should not be selected at this time as no meeting information will be available for selection.
August 23, 2010	IC deadline for submitting expected attendance levels for largely attended conferences held between October 1, 2010 – March 31, 2011 to OFM.	***NO user action required.*** For questions regarding your ICs participant levels for largely attended events, please contact your Administrative Officer or IC Travel Point of Contact
August 24 – 1st week of September	OFM and NBS will consolidate conference data and load into the NIH GovTrip Travel System	***NO user action required.*** Users will receive a communication and Job Aid with specific guidance for entering Conference Travel into travel authorizations.
2nd week of September	List of conferences is available to GovTrip users.	Users begin entering authorizations into GovTrip for conference meeting travel beginning October 1

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

Thank you,

The NBS Change Management Team

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