From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: NFT Issues & Foreign Per Diem Changes
Date: Wednesday, October 13, 2010 4:23:28 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, October 13, 2010 2:06 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
Subject: NFT Issues & Foreign Per Diem Changes
Importance: High

NCI HPOCs: please disseminate this information to your planners and approvers regarding NFT issues and foreign per diem changes identified during the Oct 5 HPOC meeting:

NFT ISSUES

ISSUE: NFT will not print

- Sporadically, users are closed out of their browser when attempting to print the NFT by using the Print This Screen link on the NFT page.
- Reported to NG for resolution.

MITIGATION:

- In view only mode, take a snap-shot of the NFT and paste into a Word document.

ISSUE: Dates changed on the authorization do not change on the NFT

- The NFT does not update when dates are changed in the itinerary.
- HHS has reported the issue to NG for resolution.

MITIGATION:

- Enter correct dates in the Emergency Contact or Explanation field for that destination.

ISSUE: Updating the location or arrival date on the authorization results in the deletion of information on the NFT
NOTE: Program acting as designed – the system is assuming the new location and/or arrival date will require different information.

In order to reduce redundant data entry, copy the original NFT information into a WORD document before you change the dates or per diem destination and then paste the still-relevant information back into the empty NFT fields (after the date or per diem change) and add additional information.

ISSUE: Fields blank after repeatedly entering information

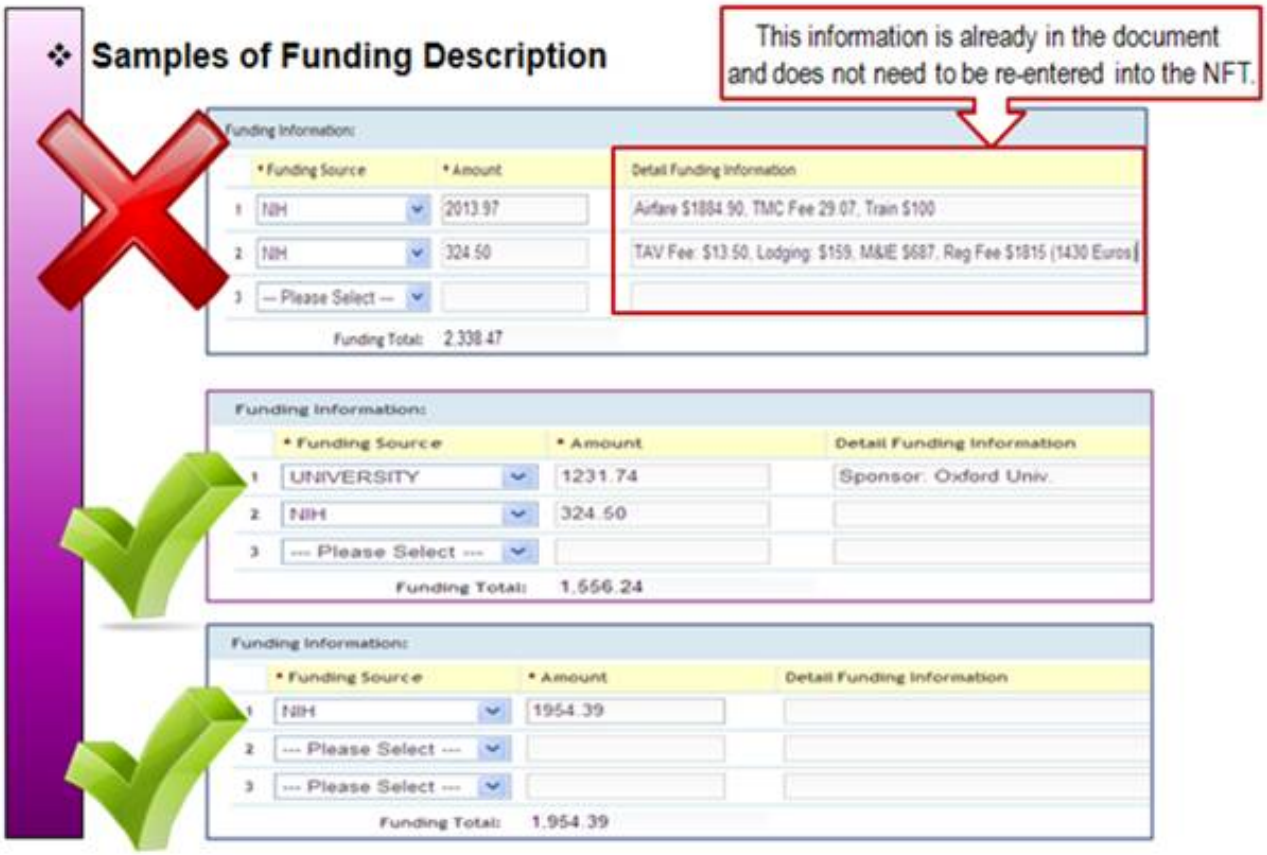
- Too much information is being entered in the Emergency Contact and Funding Source Description

fields. The form was not designed to 'warn' the user when they have exceeded the space limitations.

- HHS has requested that NG add a validation to warn the user that they have exceeded the field length.

MITIGATION:

- Avoid hard line breaks (hitting 'ENTER'). Instead use semi-colons (;) to separate information.
- Place cursor at the end of the last word and press Delete key until all extra lines and spaces are gone to ensure there are no extra lines in the field.
- DO NOT enter detailed expense information into the Funding Description fields. The Funding Source Description field has an 80 character limit. The only required information is the name of each sponsor, if trip is sponsored.
- Do enter brief comments if there are multiple funding sources.



FOREIGN PER DIEM CHANGES

Problem: The most common per diem errors occur on foreign vouchers. Generally, the planner notices that the lodging and M&IE changes are not saving. Also expense updates or newly added expenses are not reflected in the accounting summary.

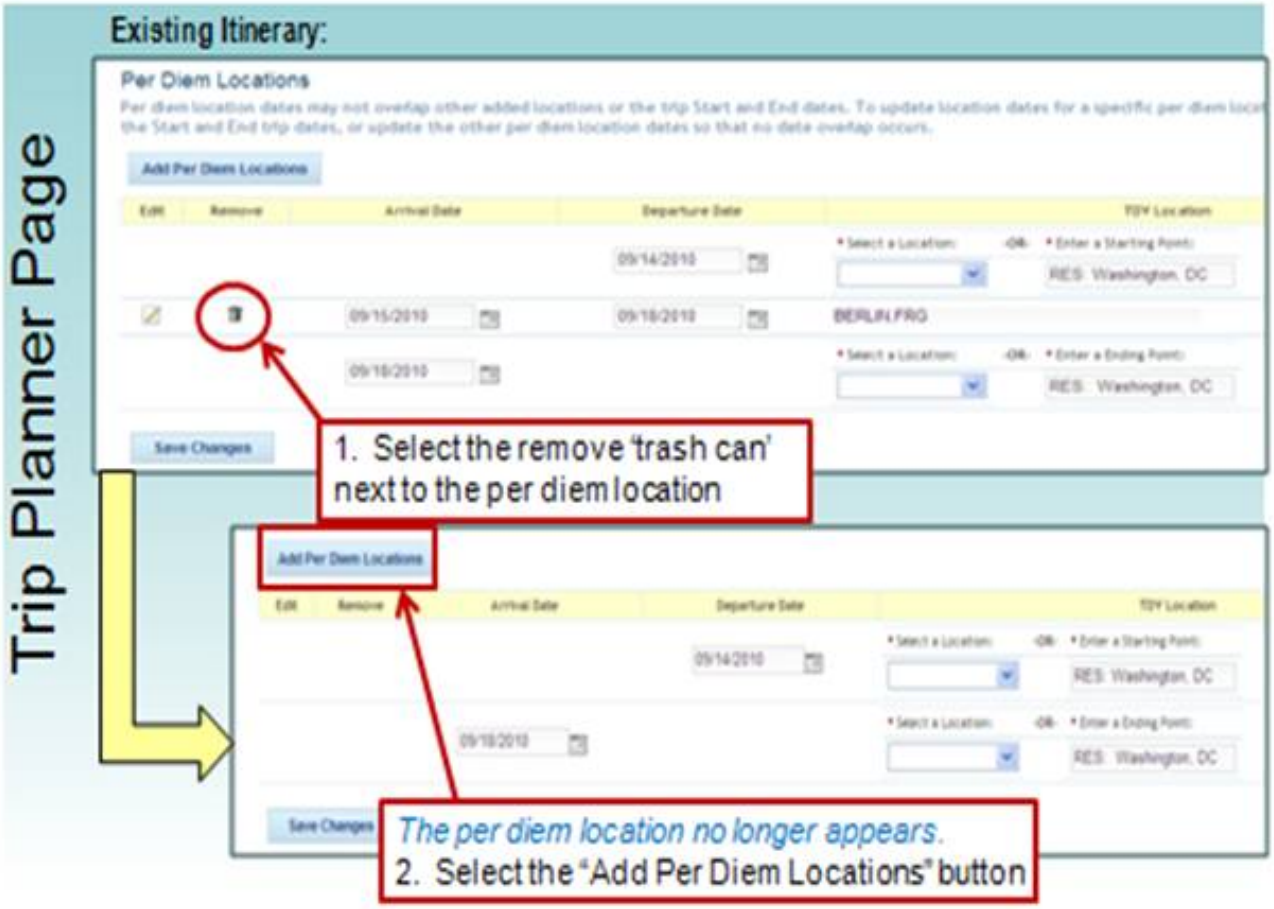
How to Correct: Many foreign per diem rates are changed monthly and some domestic rates have 'seasonal changes' as well. When this happens, the rates used when the authorization was created may no longer apply to the trip dates that are now applicable on the trip voucher.

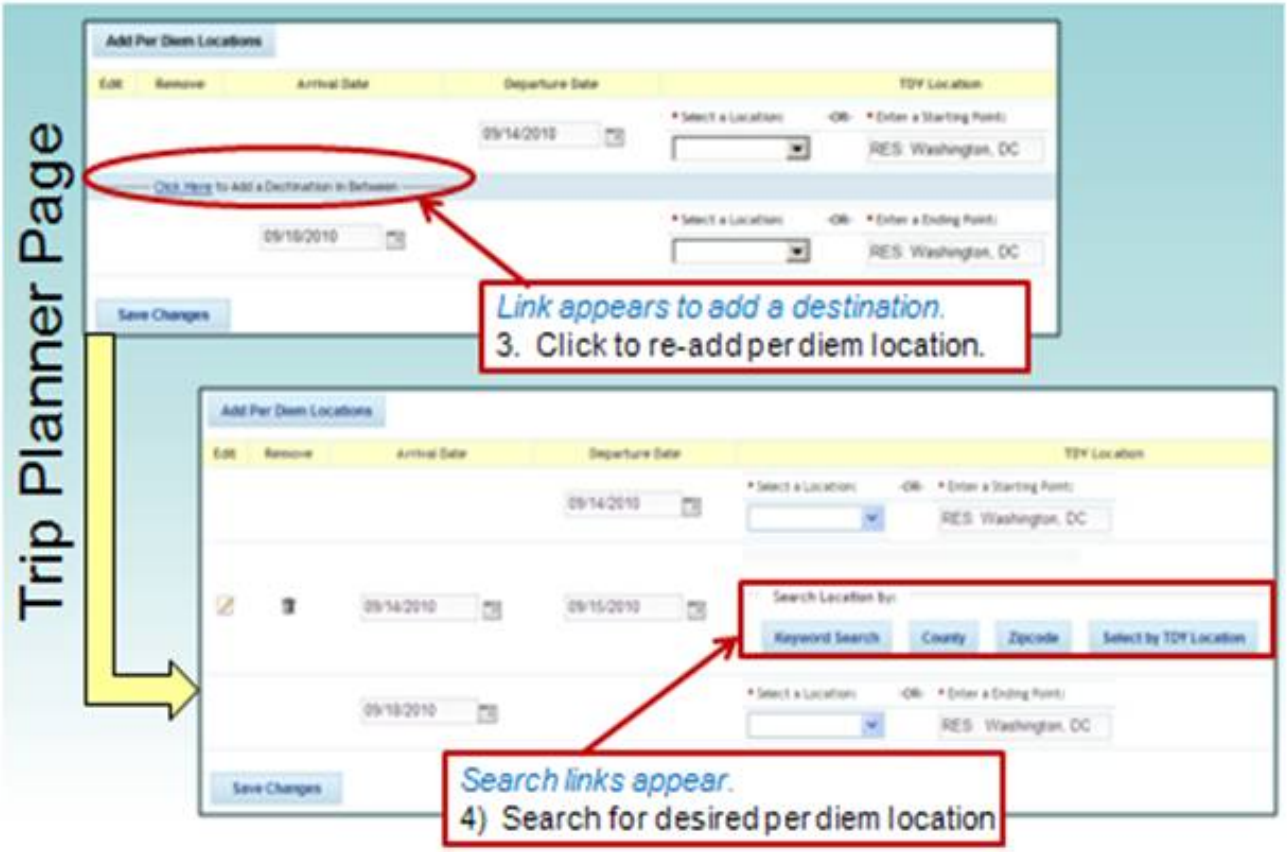
NG has added a pre-audit (see first screenshot below) to GovTrip that will appear on the voucher (in edit mode only) when a per diem location has expired. The user will receive a pre-audit box for every per diem destination whose per diem has been revised.

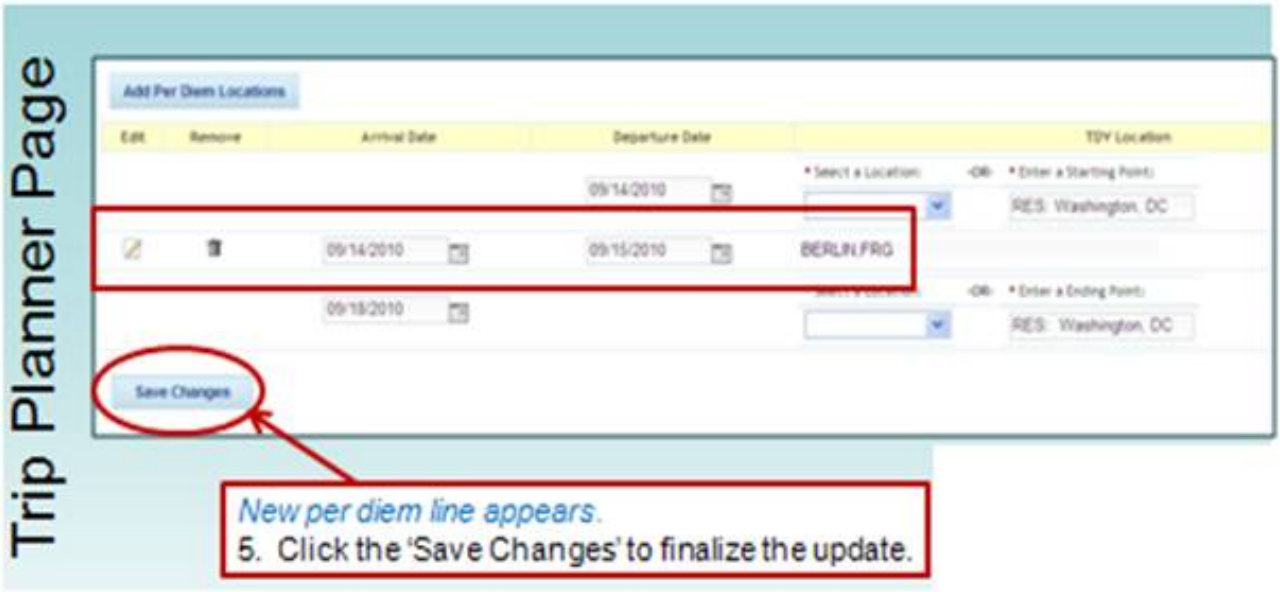
1.	Reason Flagged	Item Description	* Justification to Approving Official
	PERDIEM EXPIRED	The Per Diem Location FT. SMITH,AR With Travel Dates From 09/28/09 to 10/05/09 Expires On or Before 10/05/09. Remove and Re-Add Per Diem Location and Update Any Changes to Per Diem Entitlements.	

Save And Proceed To Digital Signature

To correct this situation, use the following steps to REMOVE the Per Diem Location then re-add…







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

Deb

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