From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: Information From The June 25, 2010 NIH HPOC Stabilzation Call
Date: Friday, June 25, 2010 3:40:53 PM

Afternoon All. We wanted to share some information with you from the HPOC Stabilization Meeting today. If there is anything unclear or you have questions or concerns please let us know.

- FIC staff can pull NFTs from each other's box and not interrupt the routing.
- **FIC is tracking how many NFTs they have to return for corrections and reporting the numbers to the IC EO or IC representative.**
- If an authorization was prior to 6/18 is returned to the Planner for a non-NFT related issue, GovTrip will prompt the Planner to create an NFT in GovTrip even though there is another in the old NFT system. The Planner SHOULD complete it in GovTrip and FIC will process that one and cancel the one in the old NFT system.
- The NFT Final Approver status stamped by FIC won't create an obligation in the system. Actions for the next FY can be processed that far.
- Due to funds control implementation we will not be final approving actions using new fiscal year money with a start date beyond the 3rd week in October 2010.
- Please work on clearing up any outstanding trip reports that are needed in the old NFT system. The deadline date of June 30th to close it out has been extended. A new deadline date has to be established.
- Trips that will cross fiscal years will need 2 NFTs created – one for each FY. It is very IMPORTANT that the first NFT clearly states that this trip crosses fiscal years and another NFT will be coming. FIC needs to know this so they will not process the first NFT dates only. If the total trip is 5 days and the first NFT has only two days on it, then FIC will only process the 2 days unless they are told about the 2nd NFT. For now put that information into the explanation box.
- If you do a FY11 with a FY10 CAN – the Planner won't be able to route it. The availability date of FY11 CANs is being looked into.
- There are two common reasons for disappearing profiles in GovTrip. They are organization changes and end dating of records.
- An Approver can only re-delegate their authority to another to someone in their exact SAC code. It is restricted to that low of a level.
- Non-NIH Affiliate Travelers – For vouchers not signed electronically by Non-NIH Affiliated travelers, the signature document showing they have

certified it on paper needs to be uploaded into the voucher. The voucher is then mark T-entered. The document should be routable.

- If a Reviewer or Approver signs a document T-entered then they can't review/approve action.
- The double acceptance log in screens are not going to be fixed. HHS requires one and the system requires the other one.
- If there is a date change to an authorization, the system may automatically re-set per diem even if conference rate or AEA was selected.
- The reports in NBS are being re-designed to accommodate GovTrip. Currently document showing up 4 times on the report such (i.e. authorizations needing action) because there are 4 different approvals (actions) required. A focus group to address our reporting needs will be established soon. An unvouchered documents report is being worked on to assist with fiscal year close out. The fact that we have two incompatible financial systems that need to communicate with each other is one problem with the reports.
- If the amend link is missing after a document is in CTO Amendment status an Helpdesk ticket needs to be submitted to the HPOCs to get this fixed. Northrup Grumman will create an actual amendment for the Planner to use. It will be listed in created status. They don't provide the amend link in these cases.
- July 14 is next HPOC meeting.