**From:** Lowery, Amber (NIH/NCI) [E]
**To:** NCI DCTD Travel Planners;
**Subject:** Per Diem Rate Change Corrections
**Date:** Wednesday, November 03, 2010 1:55:09 PM

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When the per diem rate changes between the travel approval date and the trip start date, corrections should be made on the voucher, **NOT** by doing an amendment to the authorization.

Make sure you note in the comments section on the voucher, the reason for the change – Example Note: Conference rate applied to voucher and not on approved authorization because per diem rate changed after approval. Traveler was charged a higher lodging rate.

Please remember that conference rate does not apply to Site Visit Travel – OC 21.11

If you have any questions, let your AO know.

Thanks!!

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**From:** Carney, Deborah (NIH/NCI) [E]
**Sent:** Tuesday, June 15, 2010 3:01 PM
**To:** Battistello, Kathryn (NIH/NCI) [E]; Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (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 (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); 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]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (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 Managers; NCI ARC Deputy Managers
**Subject:** When to Amend a GovTrip Document
**Importance:** High

NCI HPOCS: please disseminate this information to your planners and AOs regarding when to amend a GovTrip document. The information below is from the

May 20th HPOC meeting.

## There are four situations in GovTrip that require an amendment:

**1) If you need to add, subtract or change a location** - This change may or may not include dating changes.
Adding, deleting or otherwise changing a location will affect your per diem rates and the M&IE distribution. Tickets and expenses may also be affected by this type of change, causing adjustment to total trip cost that may need an approver to authorize prior to the trip or vouchering process.

## 2) If a document has an on-line reservation, and you need to change the reservation AFTER the tickets have been issued, but before the trip start date.

a) Amend authorization
b) Move reservation cost to Other Transportation screen
c) Book a new ticket (NOTE: if ticket change is required the day OF the trip, call Omega directly rather than use online booking tool)
d) Stamp the document signed so that it routes through Omega
e) Process the document through approval

## 3) If a document has an on-line reservation, and you need to cancel the trip AFTER the tickets have been issued, but before the trip start date.

a) Amend authorization
b) Remove the reservation and add the cost of the ticket to the Other Transportation screen
c) Remove all other expenses except fees
d) Approve amendment
e) Voucher

## 4) If an authorization has no reservations (POV or all In-Kind) and the trip is cancelled.

a) Amend the authorization back into EDIT mode
b) Stamp the document Cancelled

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

Deb

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