From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Profiles in GovTrip from March 10 EAMC meeting
Date: Thursday, March 25, 2010 3:22:50 PM
Attachments: image001.gif

From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, March 25, 2010 3:21 PM
To: 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]; 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); Haller, Denise (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]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers
Subject: Profiles in GovTrip from March 10 EAMC meeting

NCI HPOCs: please disseminate this information to your planners and approvers.

Below is a snapshot of the three different profiles within and outside of GovTrip and the different users who can fill in these profiles.

Different users have the ability to edit items in each profile:

	Profile Validation **One time only –** **Alternate Email** **Billing Address** **Emergency Contact**	**Profile** **Within document – Routing List*** **Advance Status**	**eProfile** **Credit card information**
Traveler			ü
Planner	ü		
Reviewer/Approver	ü	ü	
NIH Help Desk	ü	ü	ü

- * Travelers do not have access to their full profile in GovTrip – they can only use the eProfile tool on the GovTrip User Community Portal Page to update their charge card information.
- * Planners/Approvers cannot access the traveler's charge card information to update it.
- * Name changes must be made using myPay or NED
- * Information entered into GovTrip profiles is used for on-line bookings only and does not update Omega profiles.
- * Ability for end-user to update profile should be available by the end of the year.

***The Routing list can be changed in the travel authorization by going into ADDITIONAL OPTIONS—PROFILE—MY ADDITIONAL INFORMATION.**

NOTE: If you want the RESIDENCE section of the traveler's authorization to be populated rather than remaining blank, you can copy the traveler's mailing address into his profile.

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

Deborah L. Carney
NCI Travel Specialist
Bldg 31/3B44
phone: 301-496-2678
fax: 301-480-0517