From: Baker, Heather (NIH/NCI) [E]
To: NCI DCTD-ARC; Glenn, Larita (NIH/OD) [E]; Robinson, Larhonda (NIH/OD) [E]; Cropp, Monique (NIH/OD) [E]; Staton, Donna (NIH/OD) [E];
Subject: FW: URGENT: Routing lists in GovTrip
Date: Tuesday, January 12, 2010 10:12:19 AM
Attachments: Directions for Correcting the Routing of travelers in GovTrip.docx

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Please forward this information to your travel planners. It is in reference to the routing in Gov Trip.

From: Carney, Deborah (NIH/NCI) [E]
Sent: Tuesday, January 12, 2010 10:11 AM
To: Baker, Heather (NIH/NCI) [E]; Battistello, Kathryn (NIH/NCI) [E]; Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Cashman, Alice (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Green, Angela Childers (NIH/NCI) [E]; Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Hinkle, Kristin (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Newball, Kimberlee (NIH/NCI) [E]; O'Donnell, Jenna (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stephens, Elizabeth (NIH/NCI) [C]; Strickland, Joy (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers
Subject: URGENT: Routing lists in GovTrip
Importance: High

NCI Travel Contacts: please disseminate this information to your planners. Currently, your travelers' routing lists have not transferred over from GELCO to GovTrip. Therefore, in order for your planners to be able to select the appropriate approvers, they have to REVISE the routing list in each traveler's profile the first time a travel authorization is created for that traveler because the default routing list of HNC is not functional. In order to do this, please follow the steps attached. Thanks to Dana Heckman for her assistance with the directions and screen shots!

This information can also be found on page 29 of your GovTrip manual that you received in class. In order to add a routing list, the planner must be in the following section of GovTrip: MY PROFILE—MY PREFERENCES—MY ACCOUNT INFORMATION.

Also, some NCI routing lists were combined into one routing list. **For CCR, the following routing lists--NCIBIIT, NCIBIIT2, NCI10A, NCI10B, NCICCR31, and NCI41--now fall under ONE routing list named**

<u>HNC CCR</u> . The HNC Fred routing list IS NOT included in this combined CCR routing list.

Also, the NCI6116 and NCIOD routing lists were combined into one routing list named <u>HNC OD6116</u>.

For all other routing lists, the only change is that your routing list name begins with "HNC" rather than "NCI" in GovTrip.

NOTE: Because there may be more approvers' names in your routing list now, and fewer approvers' names will show up on the first selection page in GovTrip (as compared to the Gelco selection page), if you don't find your approver's name on the first page, please make sure that you click on "NEXT" at the bottom of the page until you find the correct approver's name.

Let me know if you have additional questions.

Deborah L. Carney
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