From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Sharing travelers within NIH and outside of NIH in GovTrip
Date: Wednesday, February 03, 2010 3:58:54 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, February 03, 2010 3:12 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 Deputy Managers; NCI ARC Managers; Baker, Heather (NIH/NCI) [E]; Battistello, Kathryn (NIH/NCI) [E]; Cashman, Alice (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Green, Angela Childers (NIH/NCI) [E]; Hinkle, Kristin (NIH/NCI) [E]; Newball, Kimberlee (NIH/NCI) [E]; O'Donnell, Jenna (NIH/NCI) [E]; Stephens, Elizabeth (NIH/NCI) [C]; Strickland, Joy (NIH/NCI) [E]
Subject: Sharing travelers within NIH and outside of NIH in GovTrip
Importance: High

NCI HPOCs: please disseminate this information to your planners and approvers regarding travelers from another IC or OpDiv.

SHARING TRAVELERS WITHIN NIH:

If your planner needs to create a travel authorization for a traveler who is not located in NCI but is an employee of NIH, follow these instructions:

- If the planner can't locate the traveler's name in GovTrip, the planner should **submit a Help Desk ticket to have the traveler added to NCI's group**.

- Once that occurs, and the planner can create an authorization, the planner should **change the routing list** to the appropriate HNC routing list.

- When the correct routing list is selected, the planner should not save

this routing list to the traveler's permanent file. In other words, the planner **SHOULD NOT check the box** that states "Save changes to permanent traveler information."

- The planner should click on "Update Personal Information," which will save the routing list for that document.

NOTE: The IC that is paying for the travel should complete the travel document.

SHARING TRAVELERS OUTSIDE NIH (including other HHS OpDivs)

If your planner is asked to "detach" a traveler by a planner from another HHS OpDiv, your planner should tell the requestor that the traveler can't be detached, and the traveler must be added to their system. Also, a traveler from another OpDiv can't be "received" by NIH .

In order to complete a travel authorization for a traveler from another HHS OpDiv or another government agency, a **non-NIH affiliated traveler form** must be completed for the traveler.

NOTE: NIH can't detach and receive travelers from other HHS OpDivs because NIH and the rest of HHS don't share the same financial system.

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

Deb

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