From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD-ARC;
Subject: Travel HPOC Meeting for GovTrip Travel System Implementation
Date: Wednesday, December 16, 2009 7:06:49 AM
Attachments: HPOC_Meeting_12-16-09_final.pptx

Attached are slides from a GovTrip HPOC meeting today, but since Nina and I (HPOCs for DCTD) cannot attend the meeting, I wanted you to see the info.
We will discuss these at an ARC Staff Meeting and view the archived videocast, but you should know a few things:

1. As Org Admin, I will still be entering Non-NIH Travelers into the Oracle system using the Non-NIH forms that are currently sent to me.
It will be critical for the person who prepares the form to clearly identify the organization that is bringing the person, so that I can include the Org Code on the Non-NIH travelers profile. If there is no Org Code, then GovTrip will reject the record.

2. For travelers who belong to another organization but we are paying for the travel, there is a way for the travel planner to go into the traveler profile while creating the order, and to select the DCTD ARC Routing instead of the person's normal routing list. I do not believe that this will change the person's permanent profile in GovTrip but will change it for that travel order only (I will try to confirm in the training today).

3. The first time a Travel Planner enters a record for a traveler, they will need to update the traveler permanent profile. If you need to make a permanent change to a traveler's profile after that point, you must submit a request thru an HPOC (me or Nina) to the Help Desk to do so.

Dana

When: Wednesday, December 16, 2009 1:00 PM-2:30 PM. Eastern Standard Time
Where: Building 31, Room 6C10 OR Video Cast at http://videocast.nih.gov/

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You are invited to attend the Travel HPOC Meeting for the GovTrip Travel System implementation. We will be discussing common GovTrip issues and resolutions, reviewing functionality through demonstrations and answering your questions regarding the system. Topics include:

- Online vs. Offline
- Document flow and statuses

- Profile Validation
- Non-affiliate process
- Certification process for sponsored documents
- Other common issues

Please join us for the Travel HPOC Meeting:

Date: Wednesday, December 16, 2009
Time: 1:00 pm – 2:30 pm
Location: Building 31, Room 6C10
Video Cast: Available at the following web site, http://videocast.nih.gov/

We look forward to seeing you at the HPOC Meeting!

NBS GovTrip Team