From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Updates, Reminders and Voucher Tips from GovTrip HPOC meeting held on February 8, 2011
Date: Friday, February 11, 2011 12:14:44 PM
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Afternoon All. Under **GovTrip Updates** in the e-mail below is a list of issues that Northrop Grumman has addressed as of 1/29/11.

Also, Deb has provided some information under the **Reminders** that is helpful. Please note that when booking on line with Southwest we are charged a full service fee not the on-line booking fee.

Under the **Voucher Tips** section we are encouraged to voucher in a timely fashion. To avoid funds checking errors Planners need to be proactive on getting the checks from the sponsors and let their AO know if it's not received within 20 days.

If you have any questions please let me know.

Sincerely,

Nina Holden
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From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, February 10, 2011 2:26 PM
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Subject: Updates, Reminders and Voucher Tips from GovTrip HPOC meeting held on February 8, 2011

NCI HPOCs: please disseminate this information to your planners and approvers regarding updates, reminders, and voucher tips discussed at the Feb 8 GovTrip HPOC meeting.

GOVTRIP UPDATES

NG Build into Production on January 29 includes fixes for:

- Advance not deleting when removing the line of accounting.
- Flights displaying as $0.00 on authorizations with booked rental car and/or hotel.
- Viewing individual days of per diem in the Route and Review module.
- Trip Purpose Description disappearing from the voucher after stamping signed.
- Completed documents not showing under completed tab in the Route and Review module.
- Character maximum on the pre-audit justification field updated to allow for 2000 characters.
- Other Authorizations updated for NIH to include Comp-Time Off For Travel, Foreign Flag Carrier, Non-FEMA Lodging, Other Privately-Owned Vehicle, Pending Availability of Funds, Pending Continuing Resolution.
- Meals and incidentals not calculating correctly on long-term travel documents.
- No cancel button on the dynamic routing screen.
- Custom per diem location HHS-99 Local, MD showing as "Unknown Location."

REMINDERS

§ Even when booking on-line, the full-service fee will be charged when booking on Southwest airlines.

§ When an employee is end-dated in HRDB/NED or FPS, the GovTrip record is no longer visible. If vouchers need to be completed for end-dated employees, the NED record must be reactivated with the original NED ID number.

§ On foreign documents, if any changes are made to the trip planner screen (ie. changing dates/per diem location), any information populated in the NFT will be erased.

§ Make updates to the traveler information in NED prior to creating a new document for the traveler. If changes are made in NED after the document has been created, the updates will not populate to the existing document—this includes Secure Flight information.

VOUCHER TIPS

VOUCHERING: When vouchering in GovTrip, here are some important things to remember to successfully complete payments:

- ü Voucher in a timely fashion. Timely vouchering helps to avoid:
  - Funds checking errors, especially on sponsored documents.
  - Rejections related to the GTA reconciliation process.
- ü Do not bypass the eVoucher process on sponsored vouchers.
  - Sponsored vouchers that bypass the sponsor address validation process can reject in the financial system. These documents cannot be fixed and must be re-created from scratch.
- ü Supplemental vouchers cannot be submitted to decrease or adjust payments on paid vouchers.
  - Supplemental vouchers can only be used to add a new expense. It cannot be used to remove expenses or adjust the amount on existing expenses that have already been paid.

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

Deb

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