From: Fenwick, Danielle (NIH/NCI) [E]
To: Fenwick, Danielle (NIH/NCI) [E];
Subject: FW: When to Amend a GovTrip Document
Date: Monday, June 21, 2010 1:45:54 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Tuesday, June 15, 2010 3:01 PM
To: Battistello, Kathryn (NIH/NCI) [E]; 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]; Corum, Ashley (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); Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (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]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers
Subject: When to Amend a GovTrip Document
Importance: High

NCI HPOCS: please disseminate this information to your planners and AOs regarding when to amend a GovTrip document. The information below is from the May 20th HPOC meeting.

There are four situations in GovTrip that require an amendment:

1) If you need to add, subtract or change a location - This change may or may not include dating changes.

Adding, deleting or otherwise changing a location will affect your per diem rates and the M&IE distribution. Tickets and expenses may also be affected by this type of change, causing adjustment to total trip cost that may need an approver to authorize prior to the trip or vouchering process.

2) If a document has an on-line reservation, and you need to change the reservation AFTER the tickets have been issued, but

before the trip start date.

a) Amend authorization
b) Move reservation cost to Other Transportation screen
c) Book a new ticket (NOTE: if ticket change is required the day OF the trip, call Omega directly rather than use online booking tool)
d) Stamp the document signed so that it routes through Omega
e) Process the document through approval

3) If a document has an on-line reservation, and you need to cancel the trip AFTER the tickets have been issued, but before the trip start date.

a) Amend authorization
b) Remove the reservation and add the cost of the ticket to the Other Transportation screen
c) Remove all other expenses except fees
d) Approve amendment
e) Voucher

4) If an authorization has no reservations (POV or all In-Kind) and the trip is cancelled.

a) Amend the authorization back into EDIT mode
b) Stamp the document Cancelled

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

Deb

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