From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: When to Amend a Travel Authorization--
Information from HPOC meeting on February 8, 2011
Date: Thursday, February 10, 2011 4:10:40 PM

Afternoon All.

It's nice that we can make changes on the voucher and not have to amend for everything. Below is some guidance on when you have to amend and when the system will allow you to correct it on the voucher.

Please note that even though the system doesn't require you to amend the authorization when the travel dates go over up to 5, the supervisor and AO need to know **in advance** anytime the dates change.

Also, please notice that on sponsored trips the traveler has to get the **appropriate approvals in advance** to accept additional payments even though the system doesn't require it.

Sincerely,

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From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, February 10, 2011 2:15 PM
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NCI HPOCs: please disseminate this information to your planners and approvers regarding when to amend an authorization.

When to Amend a Travel Authorization

Changes to travel arrangements that require an amendment to the authorization:

1) Adding an additional duty station
2) Adding a premium class ticket or cash ticket
3) Adding a rental car
4) Increasing airfare cost by $100 or more
5) Requesting an advance if the original authorization is prepared without a request for an advance
6) Changing the original date of departure or return when it exceeds the original approved trip duration by more than 5 days*
7) When the voucher amount is 25% or greater than the amount of the authorization

***NOTE: we are still receiving confirmation from Fogarty as to what action to take for foreign trips when the original departure date or return date is less than 5 days' difference from the original approved trip duration.**

Changes to travel arrangements that can be updated on the travel voucher:

1) Acceptance of additional payments from the sponsor when all after-the-fact payment conditions are met (note: if the IC has not authorized acceptance of any payment from a non-Federal source prior to the employee's travel, the IC may not authorize acceptance after the fact)

2) Changing mode of transportation
3) Payment of a registration fee
4) Errors in demographic information such as name, address, official duty station, EIN/SSN, etc.
5) Errors in accounting data such as Project numbers, OC Codes, etc.

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

Thanks,
Deb

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