BASO

HQ "Travel Postcard"

The HQ "Travel Postcard" is a communication aimed at providing tips to NASA HQ Travel Manager Users.

Volume 2 August 2004 Page 1

Key Year End Dates...

September 17, 2004 - All travel vouchers must be received in the RFO (stamped "Management Approved") to ensure payment will be made to the traveler prior to the SAP cutoff. Extended TDY travelers should submit a partial voucher for the month of September. Travel Vouchers received after this date will be paid after SAP is operational on 10/18/2004.

September 22, 2004 - Last day to submit Authorizations to the RFO (stamped "Management Approved") for obligation in FY04. Authorizations can continue to be submitted to the RFO after this date (except for TM down time – see next item) but the documents will not be interfaced to SAP until SAP is available in mid-October.

October 1 – October 5, 2004 - Travel Manager will NOT be accessible agency wide! PLAN ACCORDINGLY!! Printing of any documents that will be needed during the downtime must be done before TM is brought down. Emergency travel requests for unexpected travel will be handled via paper on a case-by-case basis. For emergency assistance during this time period, contact the BASO at 202-358-IFMP (4367).

Continuing Resolution Statement…

At the request of the Regional Finance Office (RFO), the continuing resolution statement cited below is required on all travel authorizations for travel occurring in FY05, regardless if FY04 or FY05 funds are used. In the Comments section on the authorization, enter…

"*Authorization to travel in FY05 is contingent upon the passage of a continuing resolution or enactment of NASA's FY05 appropriation bill.*"

Split Year Guidelines

Since FY04 travel funds are valid for two years, only one travel authorization is required for split year authorizations, provided there is sufficient FY04 funding. If sufficient funding is not available, contact the Business & Administrative Systems Office (BASO) for guidance on preparing the authorization.

Inside:

Key Year End Dates...
Continuing Resolution Statement
Split Year Guidelines
Expedite Your Approval Process
TM User Accounts
Invitational Travel Authorizations
Unique Comments
Travel Reimbursements

Expedite Your Approval Process.... Apply the Proper Status Stamp

To default to the correct stamp, click on the "Review Documents" link on the document tool bar on the left side of the page. If you open the document by clicking the "Open Existing Document" link, it will not default to the correct stamp but to the first stamp in the list, which is "A Travel Agent". In this case, the correct stamp must be selected. If special care is not taken to ensure the correct stamp is chosen from the drop-down list, the document will not route!

It is a good practice to always go to the Document Status page and check that the selected "Status to Apply" corresponds to the Status for your Name in the Document Routing area. This way, you will know if the correct Status is selected, and if you will have to stamp the document more than once in the case of conditional routing.

What stamps should you apply? It depends, of course, on your role.

•As the **traveler** or **preparer**, the only stamp you will need to apply is "Signed".

•As the **account reviewer** your stamp is always "Reviewed" or "Return" with remarks.

•For **approving managers** the stamps you apply most often are "MGT Approved" or "Return" with remarks. However, depending on how routing lists are configured for your organization, certain document attributes may trigger conditional routing. Conditional routing, including reimbursable, in-kind, or actual expenses, may require the approving manager to apply the "Reviewed" stamp, which results in stamping the document more than once. Using the "Review Documents" link will help simplify this process.

If the incorrect stamp has been applied to a travel document, contact the BASO at 202-358-IFMP (4367) for assistance.

TM User Accounts

Under no circumstances should anyone attempt to enter a traveler account in the Travel Manager system. All TM accounts **must** be created by the Business & Administrative Systems Office (BASO). Older versions of TM documentation that provided instructions to perform this function are obsolete and should be discarded.

For information on requesting new travelers, refer to the FAQs on the HQ Travel Manager Web Page http://travel.hq.nasa.gov/index.htm. In addition, current versions of the User Documentation can be found on the website.

Invitational Travel Authorizations – City Pairs Rate Policy

GSA's City Pair Program provides discounted airline tickets (government contract fare) to federal employees on official business. An "employee" is defined in the Federal Travel Regulation 301-1.2 as:

A. An individual employed by an agency, regardless of status or rank.

B. An individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis.

C. An individual serving without pay or at $1.00 a year (also referred to as "invitational traveler").

Invitational orders and the associated city pair rates are **not** authorized for contractors. If a travel authorization currently exists for a contractor and the travel has not yet occurred, cancel the authorization immediately. Additional information on the GSA City Pair Program can be found at www.gsa.gov/citypairs. If you have any questions regarding this policy, please contact the Regional Finance Office (RFO) Travel Office at 301-286-5910.

Unique Comments

It's always wise to add unique comments to your travel documents. It can help avoid any delays in processing the document. In order to clarify or justify expenses, play it safe and provide any additional information that could be useful to the Reviewers/Approvers in the Comments section.

Travel Reimbursement Between Extended TDY Location and Permanent Duty Station

While serving an extended TDY assignment, per diem expenses are not authorized at the permanent duty station. However, when official travel is performed at the permanent duty station, it is proper for the traveler to recover the average daily fixed costs incurred at the extended TDY location. (FMM 301-11.215) If you have questions regarding this extended TDY policy, please contact the Regional Finance Office (RFO) Travel Office at 301-286-5910.

Visit the HQ Travel Manager Website, http://travel.hq.nasa.gov, for other useful information related to Travel Manager. For additional assistance with Travel Manager, contact the Business & Administrative Systems Office (BASO) at 202-358-IFMP.