

CONDITIONAL ROUTING TEMPLATE

<i>Process Names/Types of Travel</i>			
Bureau LO/FMC	DOC NONDELEGATED	DOC DELEGATED	DOC REDELEGATED
<i>BIS Default Delegations</i>	<ul style="list-style-type: none"> • Foreign Travel 		<ul style="list-style-type: none"> • All other Travel Scenarios
<i>NOAA Default Delegations</i> <i>(All others not listed)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
<i>NOAA Finance Administration</i> <i>(06)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Blanket Travel • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Conference Lodging Allowance 	<ul style="list-style-type: none"> • All other Travel Scenarios
<i>OMAO Default Delegations - Civilians</i> <i>(08)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Foreign Travel • Invitational Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
<i>OMAO Default Delegations – Commissioned Officers</i> <i>(08)</i>	<ul style="list-style-type: none"> • Evacuation Travel • Foreign Travel • Travel exceeding 180 days 		<ul style="list-style-type: none"> • All other Travel Scenarios
<i>NOS Default Delegations</i> <i>(10)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class 		<ul style="list-style-type: none"> • All other Travel Scenarios
<i>NOS Office of Coast Survey</i> <i>(10-09)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Actual Expenses • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Blanket Travel • Conference Lodging Allowance 	<ul style="list-style-type: none"> • All other Travel Scenarios

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Bureau LO/FMC	DOC NONDELEGATED	DOC DELEGATED	DOC REDELEGATED
NOS Office of the National Geodetic Survey <i>(10-11)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Actual Expenses • Conference Lodging Allowance • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Blanket Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
NOS Office of Response and Restoration <i>(10-12)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Conference Lodging Allowance • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Blanket Travel • Invitational Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
NOS National Centers for Coastal Ocean Science <i>(10-13)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Actual Expenses • Conference Lodging Allowance • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Blanket Travel • Invitational Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
NOS Center for Operational Oceanographic Products <i>(10-16)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Actual Expenses • Conference Lodging Allowance • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Blanket Travel • Invitational Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
NWS Default Delegations <i>(20)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Foreign Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Invitational Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
NMFS Default Delegations <i>(30)</i>	<ul style="list-style-type: none"> • Foreign Travel • Premium Class • Non-Federal or Foreign Funded Travel 	<ul style="list-style-type: none"> • Accompanied Travel • Actual Expenses • Blanket Travel • Conference Lodging Allowance 	<ul style="list-style-type: none"> • All other Travel Scenarios

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<i>Process Names/Types of Travel</i>			
Bureau LO/FMC	DOC NONDELEGATED	DOC DELEGATED	DOC REDELEGATED
NESDIS Delegations <i>(40)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Blanket Travel • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Conference Lodging Allowance 	<ul style="list-style-type: none"> • All other Travel Scenarios
OAR Default Delegations <i>(50)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Non-Federal or Foreign Funded Travel 	<ul style="list-style-type: none"> • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Foreign Travel • Invitational Travel • Premium Class 	<ul style="list-style-type: none"> • All other Travel Scenarios
OAR Chief Financial Office <i>(50-10)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Blanket Travel • Conference Lodging Allowance • Foreign Travel • Invitational Travel 	<ul style="list-style-type: none"> • All other Travel Scenarios
OAR Office of Research, Technology & Applications <i>(50-19)</i>	<ul style="list-style-type: none"> • Accompanied Travel • Blanket Travel • Foreign Travel • Invitational Travel • Non-Federal or Foreign Funded Travel • Premium Class 	<ul style="list-style-type: none"> • Actual Expenses • Conference Lodging Allowance 	<ul style="list-style-type: none"> • All other Travel Scenarios

CONDITIONAL ROUTING TEMPLATE

<i>Glossary of Terms</i>	
Types of TAs	Description
Accompanied Travel	<p>When a traveler is accompanied by another person. This could be either:</p> <p>Award Ceremony with Guest <i>(Found on Document Information screen – Document Information Tab – under Purpose Code)</i></p> <p>Travel of an employee with special needs where an attendant is required. <i>(Found under Other Authorizations screen, “Attendant Traveling with Employee”)</i></p>
Actual Expenses	<p>Used when the amount of lodging or M&IE is authorized to be higher than the set per diem rates.</p> <p><i>(Found under Expense Screen – Expense Description)</i></p>
Blanket Travel	<p>According to the NOAA Travel Regulations (NTR), section 301-2.1(j), a blanket travel authorization is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel authorizations should be limited to repetitive operational travel; should include a specific purpose that would apply to all trips made under the blanket travel authorizations; should be limited as to duration and places to be visited; and cannot be used for conferences, meetings, seminars, etc.</p> <p>The NOAA Travel Regulations, section 301-2.1(m) states blanket authorizations are not used for obligating travel funds. Therefore all blanket travel authorizations are for zero (\$0) dollar amounts only. Integrated Travel Manager edits will prevent users from vouchering against a blanket authorization.</p> <p>Trip authorizations are used to estimate the cost of each trip taken under a blanket authorization. Vouchers are prepared against the trip authorizations.</p> <p><i>(Found under Document Information screen – Document Information Tab – Type Code)</i></p>
Conference Lodging Allowance	<p>When a traveler is attending a Government sponsored conference where there is a special rate associated with the conference which may or may not be above the set per diem rate.</p> <p><i>(Found under Expense screen – Expense Details for lodging line – Lodging Details tab – Conference Allowance box)</i></p>
Evacuation	<p>Per NTR 301-32, Evacuation travel allowances are allowances that may be paid to an employee and his or her dependents in the event of an officially-ordered evacuation, in accordance with the Federal Travel Regulations.</p> <p>You will need to have an approved round-trip travel authorization that covers you and your dependents to receive evacuation allowances. Under normal TDY, you are required to have a travel authorization prior to travel.</p> <p>However, under evacuation travel, it may be necessary to issue travel authorizations after the employee and dependents are evacuated. You must:</p> <p><i>a) use the letter “E” in the fifth position of the travel authorization number;</i> <i>b) list your dependent’s names and dates of birth under “Comments” on the travel authorization;</i> <i>and</i> <i>c) select the Trip Purpose code “Evacuation” within the Document Information section of the travel authorization.”</i></p>

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<i>Glossary of Terms</i>	
Types of TAs	Description
Foreign Travel	<p>Travel that occurs outside the Continental US or US territories.</p> <p><i>(Found under Document Information screen – Trip Information tab – Itinerary Location)</i></p>
Invitational Travel	<p>A traveler that is not employed by NOAA or BIS. Currently this status is not being used for routing purposes as invitational travelers do not currently route in the system.</p>
Non-Federal or Foreign Funded Travel	<p>When a trip is paid with non-federal or foreign funds.</p> <p><i>(Found under Other Authorizations screen – PAID BY FOREIGN GOVERNMENT or PAID BY NON-FEDERAL SOURCE)</i></p>
Over 180 Days	<p>A trip duration that is longer than 180 days.</p> <p><i>(Found under Document Information screen – Trip Information tab – Begin/End Travel & Arrival/Departure dates)</i></p>
Premium Class	<p>Airplane or Train premium class accommodations (Business and First Class).</p> <p><i>(Found under Expense screen – Expense Details – Airline Flight/Train – Ticket Transportation Detail tab – Class Field)</i></p>