

*Facts Sheet for the September 2010 Release  
of the Integrated Travel Manager v9.0 Software*

On Sunday, September 12, 2010, the Financial Systems Division (FSD) will implement the following enhancements to the Integrated Travel Manager (ITM) system in support of our ongoing efforts to ensure proper accounting within the Core Financial System (CFS).

***NEW SOFTWARE FEATURES***

***System Pre-Audits***

**DOC SAF CURRENT YEAR TO \$0**

The DOC SAF Current Year to \$0 pre-audit applies to **amended** Subject to Availability of Funds (SAF) authorizations only. A SAF authorization is an authorization with trip dates that begin or end in the new Fiscal Year (FY) and/or an authorization that cites both current FY and new FY accounting.

The intent of this pre-audit is to prevent users from reducing **all** costs associated with the current FY accounting to \$0. If an authorization initially funds expenses against the current FY and it is later determined that **all** expenses should be funded against the new FY, the authorization must be canceled and a new authorization will need to be created using a new Travel Authorization number.

Currently reducing **all** current FY funding on a SAF authorization to \$0 does not trigger a de-obligation of current FY funds within CFS until the first week of October when the SAF Batch process is executed by FSD.

*This pre-audit does not prevent users from reducing partial current FY funding; it only prevents users from reducing current FY funding in its entirety to \$0.*

**DOC AMEND TO \$0**

The DOC Amend to \$0 pre-audit applies to **amended** authorizations only. The intent of this pre-audit is to prevent an **amended** authorization which has been reduced to \$0 from being electronically stamped.

Currently reducing an authorization to \$0 and applying either the CANCELLED or APPROVED status stamp does not trigger a de-obligation of funds within CFS.

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**CANCELING TRIPS** – Authorizations should only be canceled if the trip did not occur **and** no costs were incurred. When this applies, the authorization is required to be amended leaving all original costs and associated accounting, as previously approved, on the authorization. The amended authorization will be required to have the status stamp **CANCELLED** applied. As a result all funded amounts will be de-obligated and returned to the Line Office budget.

*Note: It is extremely important to the Centrally Billed Account (CBA) billing process to verify through the Travel Management Center (TMC) that flight reservations were not ticketed prior to performing the amendment to Cancel the authorization in Travel Manager.*

*If reservations were ticketed, the authorization should not be CANCELLED. Instead, the authorization should be amended to reduce the traveler expenses to \$0, leaving the original costs and associated accounting for the Common Carrier and TMC Transaction fees on the authorization. The amended authorization will be required to receive electronic approval and the refund process for the Common Carrier charges will occur outside of ITM, if applicable. As a result, the traveler expenses will be de-obligated and returned to the Line Office budget and the Common Carrier charges will remain funded allowing the invoiced charges to be properly administered through the automated billing process.*

**\$0 COST TRIP – ZERO COST DE-OBD**, has been added as an option from the *Status To Apply* dropdown menu when stamping a document. The intent of this status stamp is to accommodate situations when expenses are funded on the authorization; however after the trip occurs, it is determined \$0 costs were incurred. When this applies, the authorization is required to be amended leaving all original costs and associated accounting, as previously approved, on the authorization. The amended authorization will be required to have the status stamp **ZERO COST DE-OBD** applied. As a result all funded amounts will be de-obligated and returned to the Line Office budget.

*Note: It is extremely important to the Centrally Billed Account (CBA) billing process to verify through the Travel Management Center (TMC) that flight reservations were not ticketed prior to performing the amendment to de-obligate funding.*

*If reservations were ticketed, the authorization should not be ZERO COST DE-OBD. Instead, the authorization should be amended to reduce the traveler*

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*expenses to \$0, leaving the original costs and associated accounting for the Common Carrier and TMC Transaction fees on the authorization. The amended authorization will be required to receive electronic approval and the refund process for the Common Carrier charges will occur outside of ITM, if applicable. As a result, the traveler expenses will be de-obligated and returned to the Line Office budget and the Common Carrier charges will remain funded allowing the invoiced charges to be properly administered through the automated billing process.*