

MEMORANDUM FOR: All NOAA Travelers

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 09-1
(Delay of Upgrade to Integrated
Travel Manager 9.0)

**The upgrade to Integrated Travel Manager 9.0 and to obligate
Travel Authorizations
will be delayed to November 12, 2008**

Several contributing factors led to the decision to delay the implementation date. The most significant factor for delaying is to give more users the opportunity to be trained before Integrated Travel Manager 9.0 (ITM 9.0) was implemented. The second is the benefit to allow additional time for Routing Administrators to enter and review Routing and Approval data in the Preproduction Environment. This also provides adequate time to honor our bargaining agreement with the various unions representing NOAA's employees.

What Changes with the Revised Implementation Date?

**Entering Routing and Approval Information in Integrated Travel Manager 9.0 (ITM 9.0)
Preproduction Environment**

Routing Administrators should continue to create and/or edit routing and approval information in the ITM 9.0 Preproduction environment until **8:00 pm (Eastern Time) on November 6, 2008.** After that, Routing Administrators will maintain routing and approval information in the Production ITM 9.0 which will be available on November 12, 2008.

Processing Travel Authorizations and Vouchers

Now Through November 6, 2008 - Integrated Travel Manager 8.2 (ITM 8.2) will remain “open for business” for users/group administrators to enter authorizations and vouchers (both TDY and local) in Travel Manager. Travel vouchers will continue to data link for payment into the Core Financial System (CFS). **During this period, there is no change to your existing process for creating travel authorizations and/or vouchers.** Travelers are strongly urged to submit travel voucher claims within the established 5-day window after completion of travel.

8:00pm November 6, 2008 -- Last ITM 8.2 data link to transmit travel vouchers to CFS

ITM 8.2 documents that have ***not*** data linked as of November 6, 2008, 8:00 pm will be converted to ITM 9.0 as legacy documents and will be identified as:

- *GOVT AUTH – Converted Travel Authorizations*
- *GOVT VCH – Converted TDY Vouchers*
- *GOVT LVCH – Converted Local Travel Vouchers*

Users should follow the ITM 8.2 processing rules for these documents including the routing rules. This means that if your office electronically routed documents with ITM 8.2 for review/approval, these legacy documents will also electronically route. If your office did not electronically route documents with ITM 8.2, then those documents will not electronically route.

Legacy documents will remain available for processing in ITM 9.0 through the end of the 1st Quarter of FY 2009

November 7 through November 11, 2008– Integrated Travel Manager 8.2 will be Retired and will be Unavailable for Document Processing

For travel planning and reservation purposes during this time, users should manually create and have their approving officials sign a CD-29 Travel Order. AdTrav is aware that during interim periods where the Integrated Travel Manager database is unavailable to users, use of the CD-29 form will be acceptable for ticketing purposes.

- *Note: Document Preparers/Travelers will be **required** to enter this authorization in Integrated Travel Manager 9.0 when it becomes available before any voucher claims can be processed for payment.*

November 12, 2008 – Integrated Travel Manager 9.0 will be available to users.

We regret any inconvenience this delay may cause. However, we are confident that the extra time will result in a more successful Integrated Travel Manager 9.0 implementation.

Please contact the NOAA Client Services Help Desk on 301-427-1023 if you have any questions. Thank you for your continued cooperation.