

QUESTION: How does the CPC travel process work?

Background: NOAA Corps Officers fall under the Joint Federal Travel Regulations (JFTR). The JFTR lays out the laws that officers must follow when on travel orders. This document is intended to serve as a quick reference that explains the process when traveling for CPC. All JFTR rules and regulations must be followed. CPC's goal is to expedite the travel authorization and voucher process in order to reimburse the traveler as quickly as possible.

The Process:

1. **Notification-** CPC will notify the traveler of an upcoming TDY with instructions, and detailed information about the upcoming travel including the point of contact for submitting the [CPC Travel Request Form](#).
2. **Making travel arrangements** - Upon receipt of notification the traveler contacts ADTRAV to make all necessary transportation reservations for his/her upcoming TDY, including rental cars if authorized. If lodging is not being provided by CPC, then the traveler makes lodging reservations at the government rate. Prior authorization is required for any lodging that exceeds the government rate. Without prior authorization the traveler is responsible for any additional costs exceeding the government rate.
3. **Submission of TDY Travel Request-** When submitting the CPC Travel Request Form it is important to:
 - a) Provide a detailed description of the travel plan, including any leave en-route
 - b) Provide a approved leave slip if taking leave
 - c) Notify CPC if the travel will be combined with other official travel. This is done for two reasons, 1) separate travel orders will need to be generated, and 2) the departure/return location may be different from the traveler's duty station. A traveler may depart/return to locations other than his/her duty station as long as they remain in an 'in-travel status' while transferring from one set of travel orders to another.

NOTE: The JFTR only allows travel from the traveler's duty station to the destination and return to duty station. The only exception is if the traveler is on leave and while on leave it is deemed necessary for them to travel.

4. **Travel Authorization/Orders-** Once CPC has completed the travel authorization the traveler will be notified via an email containing a digital copy of the travel orders. The traveler should carry a hard copy of the orders while on travel. Travel orders should be available to present vendors in order to receive government rates, or to have baggage fees waved.
5. **While on travel-** Any deviations from the original travel authorization **MUST HAVE PRIOR APPROVAL** from the approving official. Verbal approval is authorized, as long as there is a follow up email documenting the approval. Without prior authorization the traveler is responsible for any additional costs that are incurred.
6. **Submission of Travel Voucher-** Form [DD1351-2](#) is completed by the traveler. It is important to give as much detail as possible when filling out the DD1351-2. The traveler sends to CPC:
 - A) the completed *original* DD1351-2,
 - B) all *original* receipts,
 - C) airline ticket invoice - after the flight reservation has been ticketed, the invoice for the airline ticket is sent to the traveler from ADTRAV,
 - D) documented approvals for changes en-route.

The traveler should keep copies of all documents. If the flight reservations change after the ticket has been issued, the traveler must contact ADTRAV to get an updated invoice.

7. **Electronic signature-** Once CPC has completed the travel voucher the traveler will be notified via email. Upon receipt of the notification of the completed travel voucher the traveler should logon to the [Integrated Travel Manager website](#) and review the travel voucher, then electronically sign it.
8. **Authorization of the Travel Voucher-** After the traveler has electronically signed the travel voucher the authorizing official will review the document. If there are no questions or discrepancies, then the authorizing official will approve the travel voucher by electronically signing the voucher. The traveler can expect to be reimbursed within five to seven business days once the travel voucher has been approved.

Tips

1. When filling out both the CPC Travel Request and the [DD1351-2](#) give as much detail as possible. This will reduce the need for additional dialog between the traveler and the CPC point of contact which will expedite the process.
2. Legally travelers are not required to turn in receipts for anything under \$75.00, however having receipts for all expenses being claimed will expedite the approval process.
3. It is important to remember when traveling on government orders the traveler MUST keep their command and the authorizing official informed of any changes. The authorizing official is in charge of the funds that reimburse the traveler. If prior authorization is not obtained the authorizing official, does not have to reimburse the traveler.
4. Take the Integrated Travel Manager Training to learn more about the process. The training is available on the [NOAA Corps training Portal](#) on the Commerce Learning Center website, under Commerce Business Center (CBS)/Travel Manager.

CPC Point of Contact:

Officer Career Management Division-CPC.TDYtravel@noaa.gov