

Field Roles and Assistance Required
for MEO Travel Transition
as of September 25, 2004

Task	Field Liaison Role/Assistance Needed During Transition
Travel Manager (TM) Database Maintenance	<ol style="list-style-type: none"> 1. Provide Technical and Functional Contact information 2. Complete testing of consolidated TM database at HQ 3. Archived Travel Manager documents may be retained at the field site or sent to the EFSC Travel Team. (Note: The printed voucher and receipts should be maintained by the traveler or field site in accordance with records retention requirements)
TM Support/ User Assistance	<ol style="list-style-type: none"> 1. Provide support to their TM users and administrators to include assistance in adding new users, resetting passwords, adding/changing group access, creating/updating approval routing lists, updating accounting information (Tier 1 support- desk side coaching and desktop support) 2. Update TM data to reflect changes in approvals or access due to reorganization or changes in personnel 3. Update Accounting Codes for FY 2005 and maintain listing based on changes throughout the fiscal year 4. Coordinate with EFAS to provide information to users when TM system is unavailable
Paper Vouchers	<ol style="list-style-type: none"> 1. Complete audit of all paper vouchers received prior to 10/1/04. Any paper vouchers received after 09/30/04 should be sent to the Travel Team for processing.
Travel Manager Electronic Processing	<ol style="list-style-type: none"> 1. Process Travel Manager interface files for temporary duty travel voucher and local travel vouchers through 9/30/04. 2. Beginning 10/1/04 assist Payments Team in resolving interface exception messages related to funding issues. 3. Process TM interface for authorizations. 4. Work with Travel Team to standardize TM audits
TM Training	<ol style="list-style-type: none"> 1. Evaluate the requirements for training in coordination with the Travel Team for users and administrators. 2. Coordinate training for field employees and administrators.
Statistical Sampling Process	<ol style="list-style-type: none"> 1. Provide Travel Team with a listing of VIPs (sensitive travelers) to be selected for 100% audit- The Travel Team will provide the listing to the Field Liaison for review and updates on a quarterly basis. 2. Provide the Travel Team procedures and cross

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	training if needed to run the statistical sampling program in the field office DISCAS
Post Payment Audit Vouchers	1. Complete post payment audit for all vouchers requested for audit prior to October 1, 2004.
PCS Authorizations and Procurement Request for Third Party Relocation	<ol style="list-style-type: none"> 1. Coordinate approval of PCS authorization/amendment/procurement request, prepare, and validate obligation entries for PCS move 2. Provide a faxed copy of approved PCS authorization/amendment/procurement request and proper accounting information to the Travel Team 3. Process deobligations for PCS moves
Customer Support	1. Provide points of contact to travelers and program officials requesting status of vouchers, government credit card assistance, and assistance in receiving a ticket on the corporate account.
Coordination with Travel Management Center (TMC)	<ol style="list-style-type: none"> 1. Provide letter with new contact information to TMC (Letter to be developed by MEO Travel Team) 2. Assistance in obtaining information needed for weekly ticket interface 3. Provide Travel Team any existing information on tickets charged to the corporate account with outstanding vouchers
Extract and Compile Local Mileage Reimbursement Report	Workload reported for NETL only. NETL will continue to provide report.
Tickets Issued on Government Contractor-Issued Centrally Billed Account	1. Provide emergency service to employee if they are unable to contact Travel Team. Notify the Travel Team of any updates made by field liaison.
Government Travel Credit Cards	<ol style="list-style-type: none"> 1. Provide points of contact to travelers 2. Provide input to establish a standard Departmental policy for frequent travelers 3. Provide emergency service to employee if they are unable to contact Travel Team. Notify the Travel Team of any updates made by field liaison.