

## **EBMS in Travel Manager (TM)**

On 30 April 2003, we implemented EBMS in Travel Manager (TM). EBMS automates the function of obligating travel authorizations and provides a smoother interface between TM and FASTDATA. Most of what it does will be transparent to travelers and travel administrators. The few changes that will be required by you are outlined below. EBMS is the last major change resulting from the FA study of travel conducted in 2002, and it should significantly improve the efficiency of travel administration.

After a travel authorization is SIGNED by the traveler, and again when it is APPROVED by the AO, the funds for that travel will be COMMITTED, not OBLIGATED. There is a small distinction between these two terms in FASTDATA. The funds will still be set aside and not available for other purposes, but this allows the document to be left unlocked until it is ticketed about three working days before travel. During this time any changes to the document are made by an adjustment, just as is done now. The difference is that you will have a much longer period to do adjustments. EBMS will update FASTDATA automatically with any changes in the amount COMMITTED.

Once the travel authorization is ticketed, obligated and locked, changing it will be different from the previous procedure in that amendments were eliminated. First, call Travel Manager contractor personnel at 619-222-8025, extension 130 to determine if the change involves a cost increase of \$600 or more. If a change involves an total trip cost increase of \$600 or more, or a flight destination change (any origin, intermediate or destination airport), you will have to cancel the current travel authorization and submit a new one.

If the trip cost increase is less than \$600 and you have to make an airline (date or time change), hotel or rental car reservation change, then enter the requested change on a fax cover sheet and fax it to SATO at 831 655-4485. A fillable fax form for this purpose is located on this web site under Forms. When you sign this form, you are certifying that you have notified the PI, SPFA, and AO of the change.

Use the same six-letter Ticket Locator from the original travel authorization airline segment to go into the SATO web site, [www.virtuallythere.com](http://www.virtuallythere.com) (password: satotravel), to see the reservation changes once they are made. Make any itinerary changes on the voucher when you return from travel. (Reservation changes are irrelevant on a voucher.)

During the early part of authorization processing, if EBMS finds that the Line of Accounting is incorrect, or that there are insufficient funds to cover the travel, it will stamp the authorization RETURNED and send email to the traveler. Disapproval by the Funds Reviewer or the Authorizing Official will also return it the same way. When this happens, open the travel authorization, click on the Document Status icon in the lower right corner, and locate the word RETURNED in the Status field of Document History at the bottom of the Document Status window. The Remarks field at the right side of the RETURNED line will give you the reason it was returned. Make whatever correction is required as an adjustment, then restamp it SIGNED to send it through again.

ASAs are requested to promulgate these procedures to the travelers in your departments. The Travel Manager User Guide has been changed to reflect these new procedures and it has been posted on the travel web site, [www.nps.navy.mil/travel](http://www.nps.navy.mil/travel). If you have ANY questions or problems, do not hesitate to call G2 contractor personnel: Bill Rhodes at 619 222-8025 ext 130, Aimée DeLorimier at 1184 or me.

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