E-travel Program

Briefing to Unions

May 11, 2005

Agenda

- What is e-travel
- What is “Gov Trip”
- Benefits
- Process
- Changes from Current
- Schedule

E-travel

- The President's Management Agenda e-Gov initiative, made paperless government travel a government wide goal
- GSA selected three vendors to provide the government wide electronic travel system (eTS)
- The Department selected Northrop Grumman's "GovTrip" as our e-Travel service provider
- "GovTrip" will interface with the Department accounting system DELPHI

Simplifying End to End Travel for the Federal Employee

Gov-trip

- "End-to-end" travel system developed and implemented by Northrop Grumman
- Completely automated travel planning and reimbursable capabilities
- Generate travel authorizations, make reservations, route requests electronically from the desktop
- Paperless system with strong user ID and password, electronically signed documents
- Vouchers are electronically routed for approval through the program office and accounting
- Reimbursements are electronically transferred to traveler's bank account

Web based system – Faster service and quicker reimbursement

Benefits

- Combines the benefits of current on-line reservation system and travel document management system with the addition of electronic routing of documents not currently available
- Web based system where traveler can log on from any place with a internet connection and make travel plans and process travel vouchers
- Supporting documentation can be attached to authorizations and vouchers
- Several methods of training available, Hands On, Auditorium and Computer Based Training
- Online as well as call-in help-desk services

Also Implemented at Department of Treasury and Department of Health and Human Services – Signed Contracts with Environmental Protection Agency and Department of Energy

Process

- All travelers will be preloaded in "GovTrip"
  - Later additions or changes will be handled through the use of a form submitted by the POC to the Helpdesk
- Routing lists will be determined at the office level
  - Project team will work with POC's to develop the lists
- All users will have training opportunity before implementation
- Helpdesk support available through AMC and Northrop Grumman

User and Approval Manuals, Quick Reference Trifolds, Hands On, Classroom and Computer Based Training

Changes from Current

- One system all electronic – no paper documents
- Receipts can be faxed or documents can be scanned and saved to an easily accessible file.
- Users will be able to see 10 frequently used accounting codes
- Approvers will be responsible to ensure correct accounting and allowable expense claims
  - Post audits on selected vouchers
- Next Phase – Enhancement to include split disbursements

Receipts will be electronically attached to documents

Implementation Schedule

• AMC	week of 7/25/05
• NE	week of 8/8/05
• NM	week of 8/29/05
• SO	week of 1/30/06
• HQ	week of 2/13/06
• WP	week of 3/27/06
• CE	week of 4/10/06
• SW	week of 5/1/06
• AL	week of 5/29/06
• EA	week of 6/12/06
• GL	week of 7/10/06
• CT	week of 7/31/06