National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
39529-6000
www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSDG-9700-0004 Revision 6.0

Effective Date: **December 30, 2021**
Expiration Date: **December 30, 2023**

FINANCIAL MANAGEMENT DIVISION
Agency Travel Reports

Responsible Office: Financial Management Division

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Approved by

ALISON
BUTSCH

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ALISON BUTSCH
Date: 2021.12.27 15:42:34
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Alison M. Butsch
Acting Chief, Financial Management Division

———————————————————
Date

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DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	11/14/2017	Basic release
Revision	2.0	02/01/2018	Process improvement updates based on OCFO recommendations
Revision	3.0	01/29/2019	Process improvement updates
Revision	4.0	06/13/2019	Removal of Center concurrence step from all Agency Reports
Revision	5.0	12/10/2020	China Report process updates made. Keeping the Self-Approver Report to be completed on an Ad Hoc requested basis; plus a few other small corrections to this report process. Due dates updated for the Premium Class Travel Report; as well as CS review steps for this report. Various updates to the OGE: Form 1353 Report – Non-Federal Source Payment Report Various updates to the TRIP Report

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			Several Minor changes to the OIC Report. Updated Appendix B FY2020 Due date chart and added footnote on Self Approver Report Ad Hoc completion basis Inclusion of New Agency Travel Group for receiving communications on all Agency Travel Reports from CTOs
Revision	6.0	12/31/2021	Several updates to the PCTR and TRIP Reports. Minor updates to the China and OGE Reports.

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1.0 Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) will process Travel Reports for the Agency, in accordance with the instructions listed in each process of the document for the following Travel Reports:

A. China Travel Report

B. Self-Approvers Travel Report

C. Premium Class Travel Report (PCTR)

D. Officials-in-Charge (OIC) Annual Travel Report

E. Travel Reporting Information Profile

F. OGE: Form 1353 – Semi Annual Non-Federal Source Payment Report

Access to reporting in CGE will be needed for various Travel Reports. Ensure report access is granted in CGE via Reports Menu (under Reporting>Intelligence Menu). If access is not granted, request access to the Reports Menu through AAO. The module will be added to your CGE profile by AAO.

2.0 Purpose

To outline Agency procedures followed by the NSSC related to the processing of NASA Agency Travel reports. The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes.

3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for NASA Agency Travel reporting and submission.

The NSSC shall use Concur Government Edition (CGE) reports and Business Objects (BOBJ) queries to perform the reporting activities.

4.0 Privacy Data

All participants involved must ensure protection of all data covered by the Privacy Act.

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5.0   Records

The Agency Travel Reports SDG outlines processes that include the creation and receipt of NASA official records as defined by NPR 1441.1. These records are included in the Accounts Receivable functional Master Records Index (MRI) applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.)

6.0   Cancellation/Supersession of Previous Documents

This issuance supersedes Revision 5.0.

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PROCESS 1 – CHINA TRAVEL REPORT

Agency Travel Reporting Flowchart – China Report

Note 1 – Abbreviations

CGE = Concur Government Edition
BOBJ= Business Object System
PPT=PowerPoint Presentation
WMS = Work Management System

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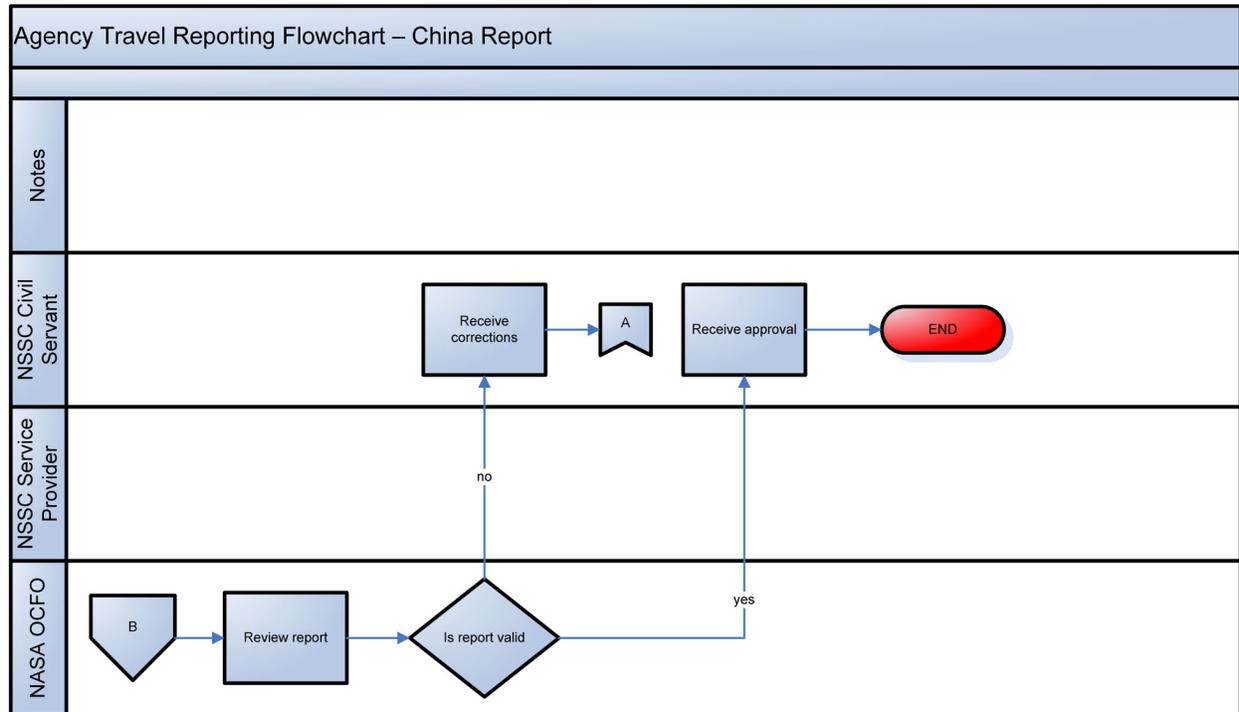
Summary:

This guide provides instructions for the NSSC Travel Office in preparing, analyzing, validating, and submitting data regarding the travel to China by NASA personnel.

What is the China Travel Report?

The China Travel report identifies NASA employee's Official Travel to China in a specific time period, pursuant to Section 536, Title V, Division B, FY2016 Consolidated Appropriations Act (P.L. 114-113) https://www.congress.gov/bill/115th-congress/house-bill/244?q=%7B%22search%22%3A%5B%22bridge+act%22%5D%7D&r=69 .

Overall Summary of Instructions:

The China Travel Report is prepared and sent to L3 by the 15th day of the month following the quarter and is due to the Office of the Chief Financial Officer (OCFO) the 20th. Data is retrieved by running the "NASA Employees Traveling by Location" report from Concur Government Edition (CGE) and downloading into an Excel worksheet. NSSC CS Travel Lead reviews and submits the report to OCFO.

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Frequency: Quarterly

Quarter	Period of Travel	Begin Processing:	Due by:
Q1	10/01-12/31	1/1	1/15
Q2	01/01-03/31	4/1	4/15
Q3	04/01-06/30	7/1	7/15
Q4	07/01-09/30	10/1	10/15

STEP 1. __NSSC Travel (Service Provider (SP)__ – Run report in CGE

A. Create Work Management System (WMS) FM Case
   1. Customer: Person preparing report
   2. Category: Travel
   3. SubCategory: DRD
   4. Assignment group: Domestic Travel L2
   5. Assigned to: Choose yourself, until ready to route for review
   6. Short Description: FM – TRAVEL – DRD 3.1-17 – CHINA TRAVEL REPORT FYXXQx (where XX is the year and x is the quarter number)

B. Use these report steps specially designed by Agency Applications Office (AAO). If the report doesn't work, or to validate the report follow the manual steps (see Item B).

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1. Open CGE
2. Click Reporting
3. Click Intelligence
4. Click NASA
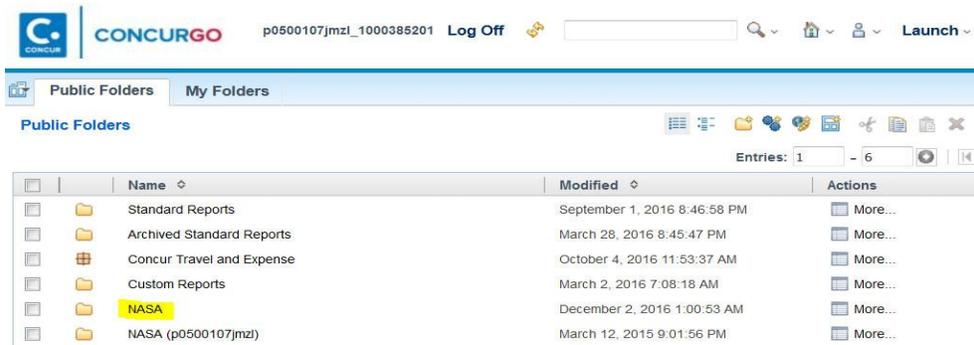
5. Click blue triangle on the "NASA Employees Traveling by Location" report.

6. Click Format: Excel 2007 and click advanced options to enter email address and choose to run in the background.

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7. Time and mode: Run in the background, Delivery: Uncheck save report, and check Send report by email, then click Edit the Options:

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8. Enter email address, then click OK.

9. Click Run:

10. Choose parameters for current report.
   a) Select start date and end date of reporting quarter.
   b) Enter China as Travel Location and insert the choice.
   c) Enter NASA as Organization and insert all results as the choice.
   d) Click Finish and OK.

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NASA Employees Traveling by Location

This report displays trips based on prompt selections for travel dates and location(country, city/state) based on air reservations, rail reservations, hotel reservations, and authorizations that exist in ConcurGov. The recommended report format is Excel as the report includes 5 report pages(tabs): Air Reservations, Rail Reservations, Hotel Reservations, Authorizations with TDY Locations, Authorizations without TDY Locations.

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11. Report is then delivered via email.
12. Continue to Step 2 Sub-Step C to complete the report.
13. Return to Step 1 Sub-Step B #1-10 to run a secondary report, using the same parameters as outlined in the above steps except for step #5 which you'll select "NASA Employees Traveling by Location by Date Range" . This report may additionally include trips where employees were recalled from personal leave in China that may or may not apply for the agency report.

C. Manual Steps: Use the AAO automated reports first (see Item A).
1. Click on the tab that says "Reporting."
2. Click "Intelligence" from the drop down.
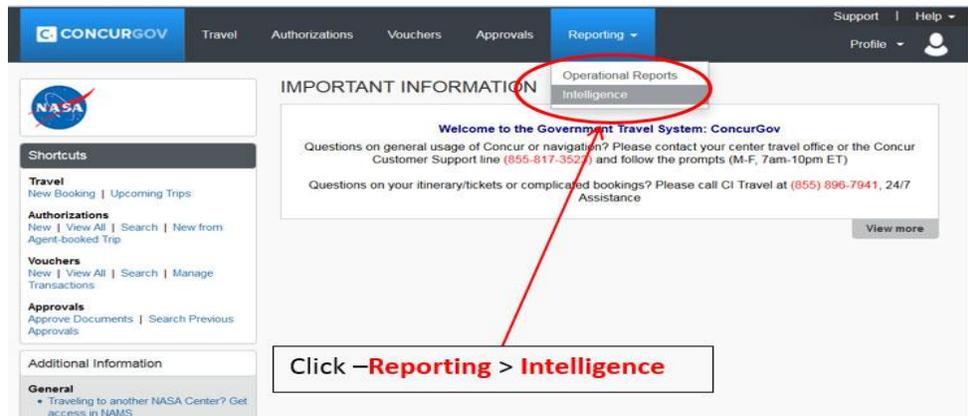
3. Click Standard Reports.

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4. Click on "Travel Management."
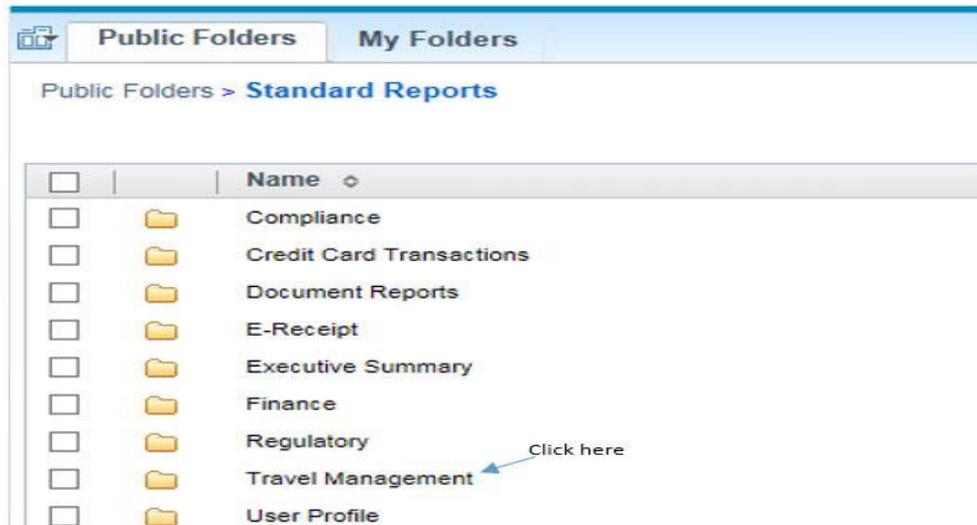
5. Click on "Trip Summary."

6. Click on "Employees Traveling by Location."
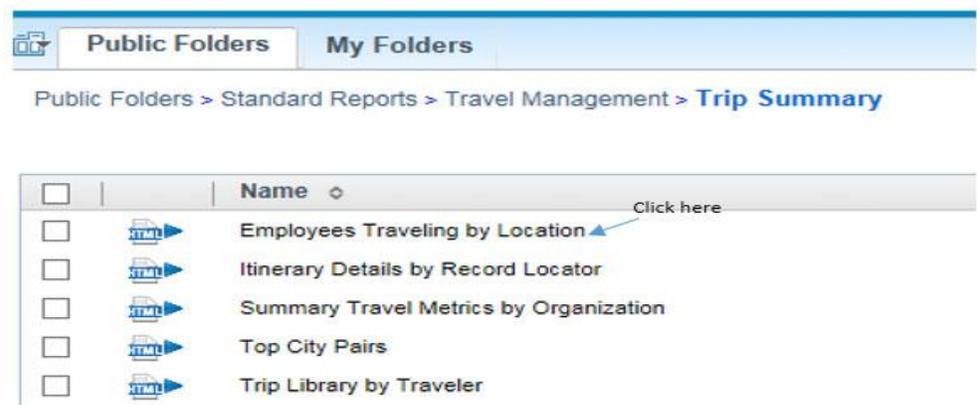
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7. Input data in the following fields:
   a) Trip Departure Date: Select the month and day that is the beginning of the date of the quarter being reported.
   b) Trip Return Date: Select the month and day that is the end of the date of the quarter being reported.

   c) Travel Location State or Country: Input the Country (i.e. China) in the "Keywords" box and then click on the "Search" button to the right. Highlight the country that populated in the "Results" box and then click on the "Insert" tab to the right. This will put the country in the "Choice" box.
   d) Organization Search & Select: Input NASA in the "Keywords" box and then click on the "Search" button to the right. In the "Results" box all the NASA locations will populate. Highlight the Center(s) you are pulling data for (select all) and click on the "Insert" tab to the right. This will put the organizations in the "Choice" box.

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e) Trip Itinerary Status: Highlight "Confirmed" and "Ticketed" if not auto populated.

f) Authorization Status: In the radio button click on "Completed Authorizations" if option is available.

g) Next: Click on the "Finish" button.

STEP 2. <u>**NSSC Travel (Service Provider (SP)**</u> - Download report into Excel.

A. Click HTML icon.

B. Click View in Excel Options.

C. Click View in Excel 2007 Format.

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D. If running manual report, choose "Select a Delivery Method" while report is running to have the report e-mailed to yourself while running the report in the background.

E. Sample of downloaded report:

F. Save report as appropriate [e.g. "NASA Employees Traveling by Location by Date Range" or "NASA Employees Traveling by Location" or "Employees Traveling by Location (Manual Report)"] at N:\TRAVEL\AGENCY TRAVEL REPORTING\China Travel\FYXX\FYXXQX).

G. Open template (N:\TRAVEL\AGENCY TRAVEL REPORTING\China Travel\Quarterly China Report-Blank-Template.xlsx)

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H. Save a copy in same location, called: FYXXQx China Travel Authorization Report.xlsx; where XX is the Fiscal year and x is the Quarter number.

I. Update the heading of the report with current Fiscal Year and the Quarter being reported.

J. Populate the details from the main CGE report "NASA Employees Traveling by Location" into the template, leaving column G, "Subject to Section 531 Certification", blank (HQ will fill that out).

1. Unmerge CGE report cells in order to copy and paste "special values" into the agency report template. Delete blank rows and adjust borders as necessary. Ensure uniform formatting throughout.

K. Purpose of Travel is populated; however, it will need to be reviewed to remove any unnecessary information that does <u>not</u> pertain to the China travel.

1. Review each trip voucher summary in CGE, particularly for travel dates, location(s), and purpose (per Document Information and Trip Comments sections). Google conferences, if more detail is still needed for report.

2. Hong Kong and Taiwan locations are considered part of China and should be included on the agency report.

3. If Authorization status in CGE is "CANCELLED," trip did not occur; do not include on the report. If trip occurrence is unclear, e-mail the travel preparer to inquire.

4. Only official travel TO or WITHIN China should be reported. Travel only departing FROM China (e.g. traveler recalled from leave while in China, for official business in a country other than China) does not need to be included on the report.

L. Edit dates of travel if necessary, to include arrival and departure dates for only the China portion of the trip.

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M. Examine the additional two reports ran from CGE to research and review any additional trips that may need to be included on the agency report.

1. If no travel to China occurred throughout the applicable quarter, per any of the CGE reports run, prepare report with review process as normal, but include "No data to report" in template spreadsheet.

N. Review the file on the "N" Drive located at N:\TRAVEL\AGENCY TRAVEL REPORTING\China Travel\FYXX\FYXXQx (where XX is the year and x are the quarter)

O. Attach completed China Report to the case

P. Assign task to L2, Travel Supervisor, for review

STEP 3. **NSSC Travel (Service Provider (SP)** – Travel SP Supervisor reviews report via WMS Task assigned.

A. Corrections needed:
1. Route back to the preparer for corrections.
2. Attached document with errors will be kept in the ticket as well as the attached revised/corrected document.

B. No corrections needed:

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1. Supervisor routes task to designated CS POC for review and notifies preparer of assignment to L3.
2. Preparer routes CASE to FM Functional Manager, when task is assigned to CS for review, to show DRD has been completed.

STEP 4. **NSSC Travel (Civil Servant (CS)** – Review, Validate and Submit Report to OCFO

A. Receive WMS task, review and validate report.
1. Verify report reflects correct FY and Quarter

> Report regarding NASA Employee Official Travel to CHINA
> pursuant to Section 541, Title V, Division B,
> FY 2016 Consolidated Appropriations Act (P.L. 114-113)
> First Quarter Fiscal Year 2017

2. Validate that all trips are within the Quarter.

Date of Arrival in CHINA	Date of Departure from CHINA
October 11, 2016	October 14, 2016
October 15, 2016	October 22, 2016
November 6, 2016	November 11, 2016

3. Verify that the travel purpose is listed for each trip.

Purpose of Travel
27461-17 SPIE Photonics Asia, Beijing, China, Oct. 9-14, 2016. Travel for Dr. Upendra N. Singh as an invited guest, Technical Session Chair, and to present a paper at the SPIE Photonics Asia, (NCTS #27461-17) sponsored by SPIE, Oct. 12-14, 2016. Committee Meeting and Conference Registration, Oct. 11, with travel dates Oct. 9-10 and 14, 2016 Beijing, China.
Invited presentation at International Confidential Aviation Safety Systems Representatives meeting to present a current status briefing on the NASA ASRS. NASA ASRS is Charter Member of ICASS

B. If an error is found, update task, record quality error, and return to SP for correction.
C. If no errors are found, update task with "review complete" and forward task to CS Travel Team Lead for review.
D. CS Travel Team Lead will assign the report to the CS POC for review and validation. Upon completion of review/validation of report, CS Travel Team Lead will submit report to the Deputy CFO at OCFO by the 20th of the month following the close of each quarter and resolve task.

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PROCESS 2 – SELF-APPROVERS TRAVEL REPORT

Agency Travel Reporting Flowchart – Self-Approver Travel Report

Notes

Note 1 – Abbreviations

CGE = Concur Government Edition
BOBJ= Business Object System
PPT=PowerPoint Presentation
WMS = Work Management System

NSSC Civil Servant

NSSC Service Provider

Start → Obtain access to CGE with reporting capabilites → Save previous reports from shared drive for current process → Run "Employee Info" CGE report → Run "Document History-Customized (obligations)" CGE report → Run "Document History-Customized (liquidations)" CGE report → Modify the CGE Reports in Master Excel File → B

Center Travel POC

NASA OCFO

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Agency Travel Reporting Flowchart – Self-Approver Travel Report

Notes

NSSC Civil Servant

C

NSSC Service Provider

B → Create a Pivot Table from the Total Travel Documents Tab → Copy data from Pivot Table into the Reporting Tab → Copy data from "Reporting 2" to the Reporting Tab → Final Analysis → Travel Supervisor Reviews file → C

Center Travel POC

NASA OCFO
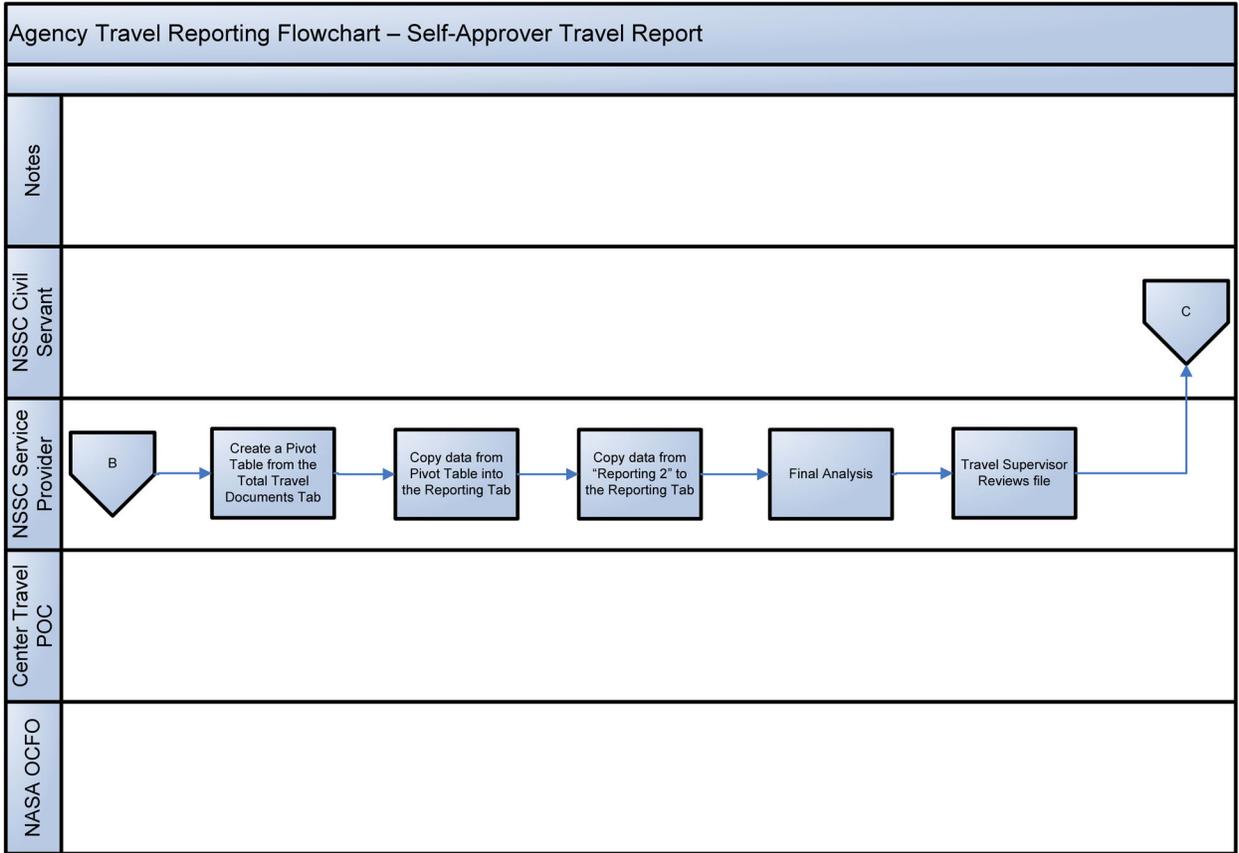
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Agency Travel Reporting Flowchart – Self-Approver Travel Report
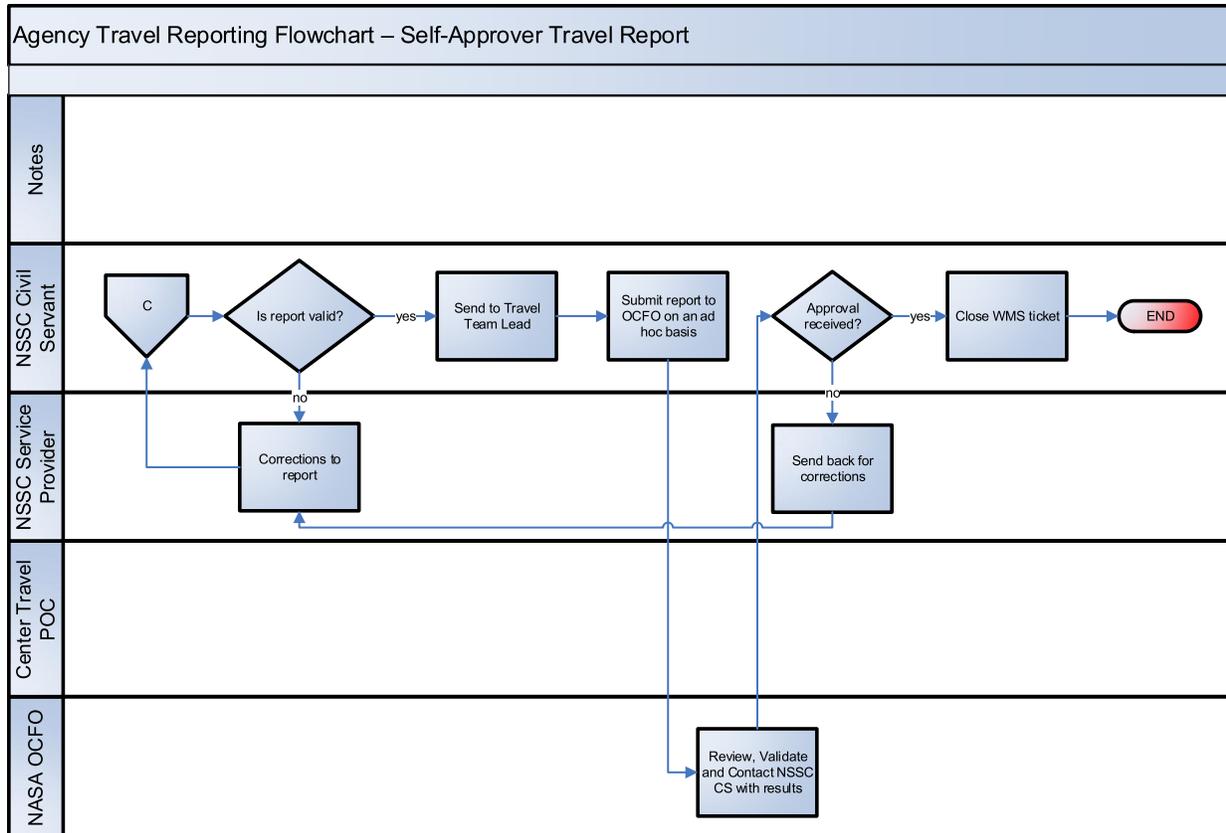
Summary:

This guide provides instructions for the NSSC Travel Office in preparing, analyzing, validating, and submitting the Report of the Self-Approvers Travel Data.

What is a Self-Approver?
A Self-Approver is designated in CGE as a traveler that has the ability to fully approve their own travel documents. The Office of Inspector General (OIG) and OCFO Quality Assurance Division (QAD) submitted official recommendations that the travel performed by Self-Approvers are to be monitored as needed.

Overall Summary of Instructions:
The CGE Document History Reports are run for both obligations (TA) and liquidations (Vouchers) by Quarter Travel Dates and for all Self-Approvers only. An analysis table is prepared by looking at the number of approval stamps that are on their TA/Vouchers and the number of times they approved their own documents. This report verifies and explains any documents that have Self Approvals and provides comment. The finalized report is then sent to OCFO.

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Frequency: Run Ad hoc – only when requested

Previous schedule:

Quarter	Period of Travel	Begin Processing no earlier than:	Due by:
Q1	10/01-12/31	2/1	2/15
Q2	01/01-03/31	5/1	5/15
Q3	04/01-06/30	8/1	8/15
Q4	07/01-09/30	11/1	11/15

NOTE: Do not start this Report/or pull Data until at least 1 month after the end of the closing Quarter period to allow Self-Approvers to get their Vouchers entered and approved (ex. if Q1 data closes on 3/31/15, do not start pulling data at least until 5/1/15)

STEP 1.   **NSSC Travel (Service Provider (SP)** – Save reports to Shared Drive
A. Go to N:\TRAVEL\AGENCY TRAVEL REPORTING\Self Approvers Travel Report and make a new folder for current fiscal year (FY) (ex. FY16). Go to prior FY Folder and open the files below and rename using current FY:
B. Open the Master Excel File: "FY##-Q#-Self-Approver Data Analysis (Qtr. Date to Qtr. Date" Excel Spreadsheet (ex. open FY15-Q4: FY15-Q4-Self-Approver Data Analysis (7-1-15 to 9-31-15), save as, renaming the file with new current FY (ex. for FY16-Q1: FY16-Q1-Self-Approver Data Analysis (10-1-15 to 12-31-15) and save to new created FY folder (ex. FY16). (For each quarter, rename the file by changing the Q1 to Q2, Q3, etc. and the Dates (ex. for Q2 – (1-1-16 to 3-31-16))

STEP 2.   **NSSC Travel (Service Provider (SP)** – Run "Employee Info" CGE Report. In CGE run the Employee Info Report (under Public Folders > NASA):
A. Sign into CGE

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B. Select <u>Reporting</u> > <u>Intelligence</u> (opens the CGE Reporting Module)
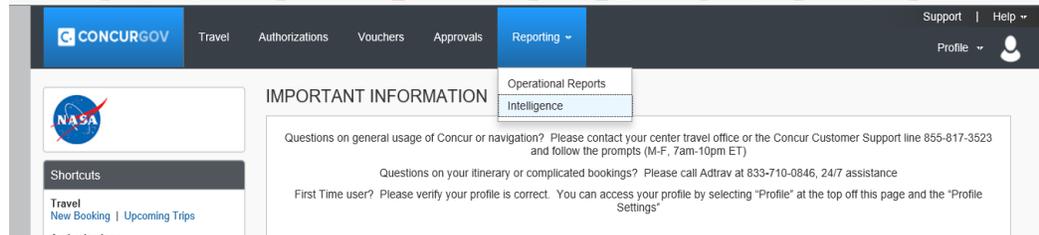
C. Under Public Folders > NASA

D. Click the <u>Employee Info</u> Link. (This report does not have a Prompt Screen for data input, the report will just be displayed. This report will give you the current list of all active Travelers in CGE and you will filter out just the Self-Approvers)
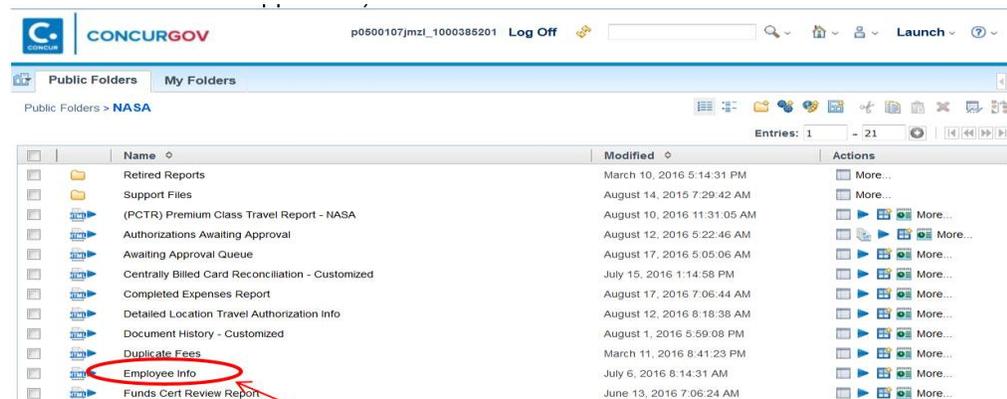
E. Download the report in Excel format.
   a) Click HTML icon.
   b) Click View in Excel Options.
   c) Click View in Excel 2007 Format.

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F. After you download the report to Excel save report to N:\TRAVEL\AGENCY TRAVEL REPORTING\Self Approvers Travel Report and make a new folder for current fiscal year and current quarter. Click on Data tab on the ribbon, select Filter. Click on the drop-down arrow in the Default Routing List column. Click on Text Filters – contains – SELF. This will display all the current SELFX and SELFA Approvers in CGE.

G. Adjust filter to display only SELFX Approvers, highlight and copy "visible cells" and move to the "Self-Approvers" Tab in the Master Excel File.

H. Create a new Column for the New Fiscal Year and Quarter you are working on and update the list if any of the Self Approvers have changed.

STEP 3.   **NSSC Travel (Service Provider (SP)** – Run "Document History – Customized" (Obligations) CGE Report.
A. Sign into CGE
B. Select Reporting > Intelligence (This will open the CGE Reporting Module)

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C. Under Public Folders > NASA

D. Click on the Document History – Customized Link
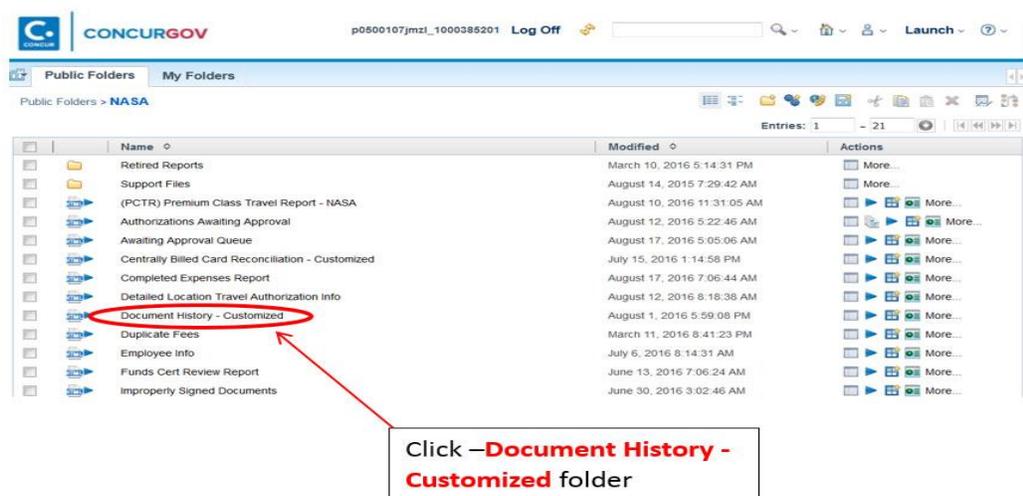
1. The following Prompt Screen will be displayed. You will need to run the Obligations (you will run the Liquidations report in Step 5) Prompts:
   a) Date Range: Click "Ad Hoc(right)" and then enter in the dates of the current requested period you're working on (ex. FY16,Q1 – 10/1/15 to 12/31/15)
   b) Obligations or Liquidations: Leave as "Obligations"
   c) Current Document Status: Select only: "Approved, Authorized and Complete"
   d) Under Employee Search: in the search box, enter each Self-Approver, and "Insert" their names into the Choice Box from the Results Box.
   e) Click "Finish"

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1. Under Date Range - Click –Ad Hoc (right)
2. Enter Dates (ex. FY16, Q1 – Oct. 1, 2015 to Dec. 31, 2015)
3. Default is Obligations (keep for this report and then run exact report for Liquidations)
4. Under Current Document Status: Click "APPROVED, AUTHORIZED and COMPLETE"
5. Under Employee Search: Search for each Self-Approver, once displayed under the Results box, click "Insert" move to Choices box
6. Click "Finish"

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2. The following Screen will be displayed. Export the report to Excel and save to your Master Excel File.

STEP 4.　**NSSC Travel (Service Provider (SP)** – Run "Document History – Customized" (Liquidations) CGE Report.
A. Sign into CGE
B. Select Reporting > Intelligence (This will open the CGE Reporting Module)

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C. Under Public Folders > NASA

D. Click on the Document History – Customized Link
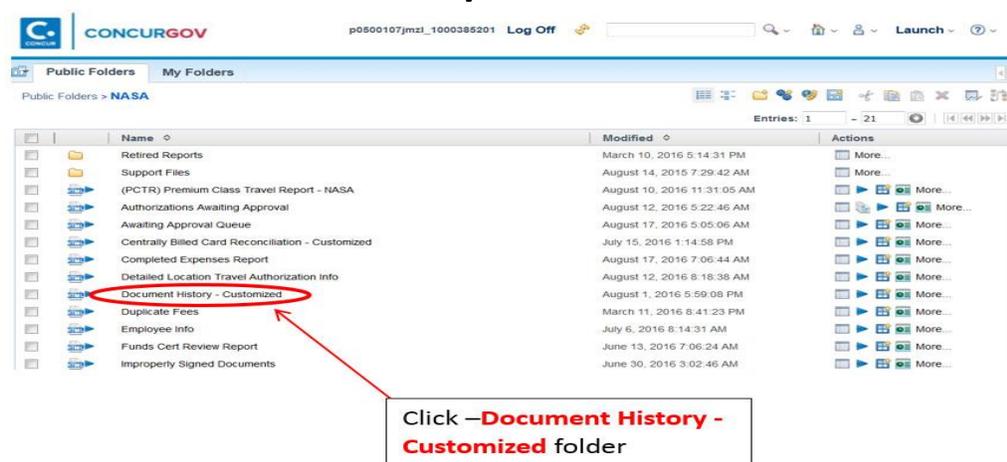
E. The following Prompt Screen will be displayed. Prompts:
   a) Date Range: Click "Ad Hoc(right)" and then enter in the dates of the current requested period you're working on (ex. FY16,Q1 – 10/1/15 to 12/31/15)
   b) Liquidations: Click to "Liquidations"
   c) Current Document Status: Select just: "COMPLETE and PAID"
   d) Under Employee Search: All Self-Approvers should still be there (if not, research for them and add them).
   e) Click "Finish"

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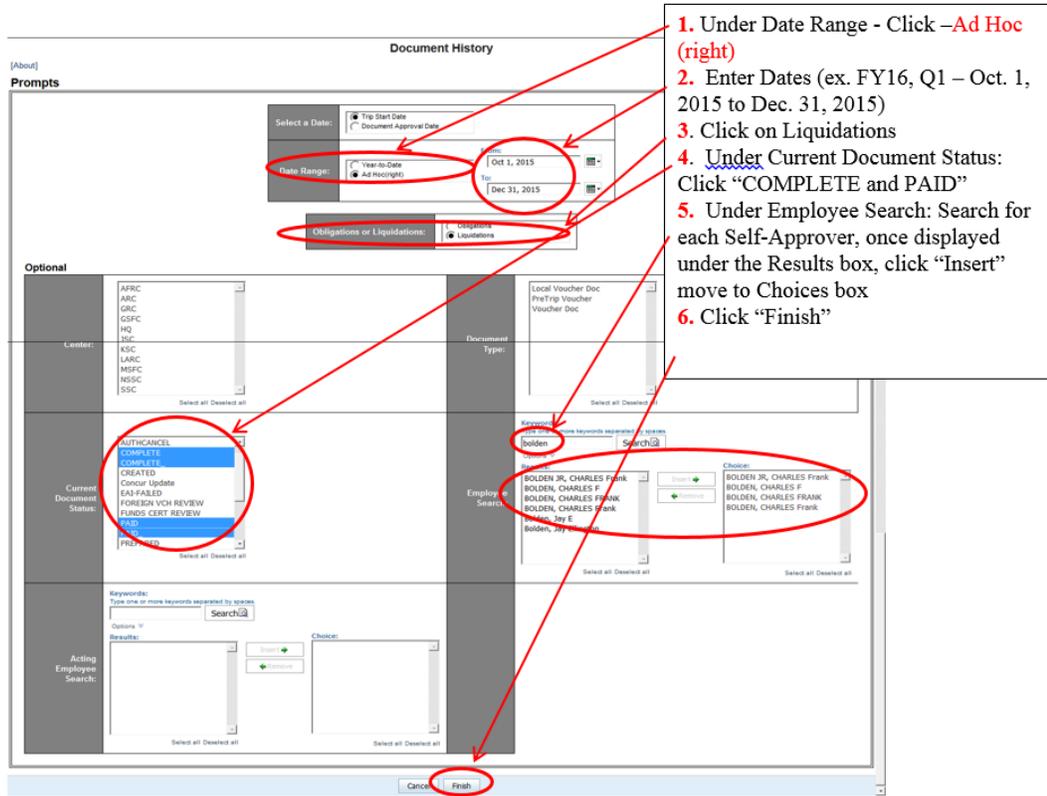
F. The following Screen will be displayed. Export the report to Excel and save to your Master Excel File.
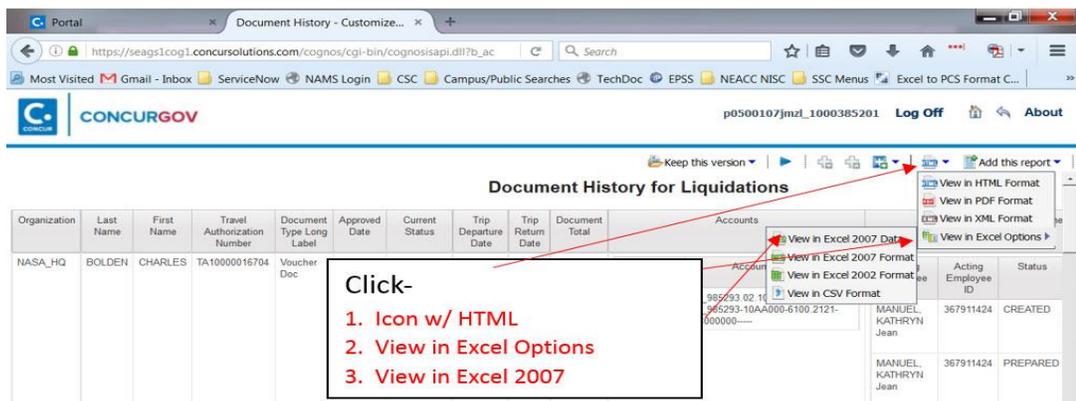
STEP 5.   **NSSC Travel (Service Provider (SP)** – Modify the CGE Reports in Master Excel File.

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A. After you save the CGE Liquidations (CGE Document History Tabs) in your Master Excel File, you need to clean up both the Obligations and Liquidations Tabs.
   1. Highlight all Cells and then Unmerge all cells
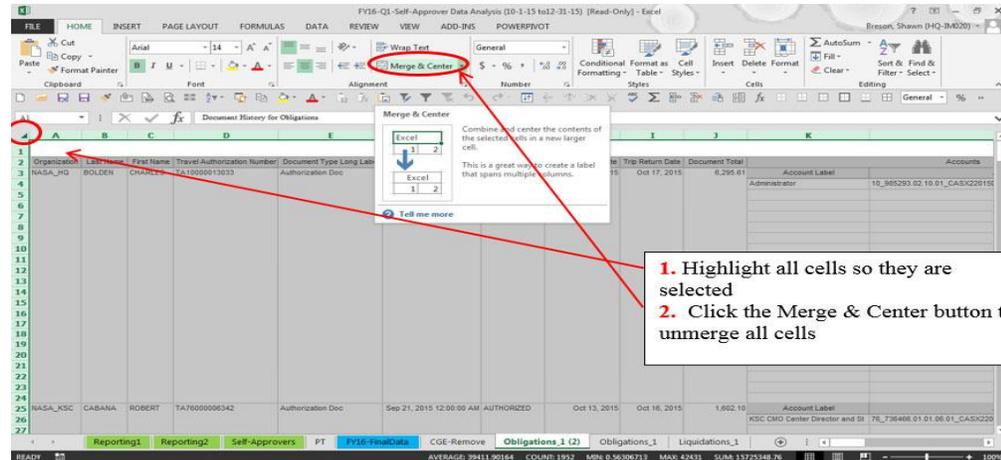
B. Use the same process for both tabs (Obligations and Liquidations):
   1. Highlight cells from Column A (Organization) to Column L (Accounting String) and down to last row in the files. Put Cursor in cell A4.
   2. Highlight columns from cell A4 to column L, all the way down to the end of the data. Press CTRL+G, Click on "Special" then click on "Blanks". Type in "=", press the Up Arrow Key on your keyboard and then hit "Ctrl" while holding the key, press "Enter" key. (This will fill in blank cells with the data for each TA)
   3. Press "CTRL+G"
   4. Click in area between Column A and Row 1, to highlight entire spreadsheet. Copy Paste Special, as Value, to lock in cell contents.

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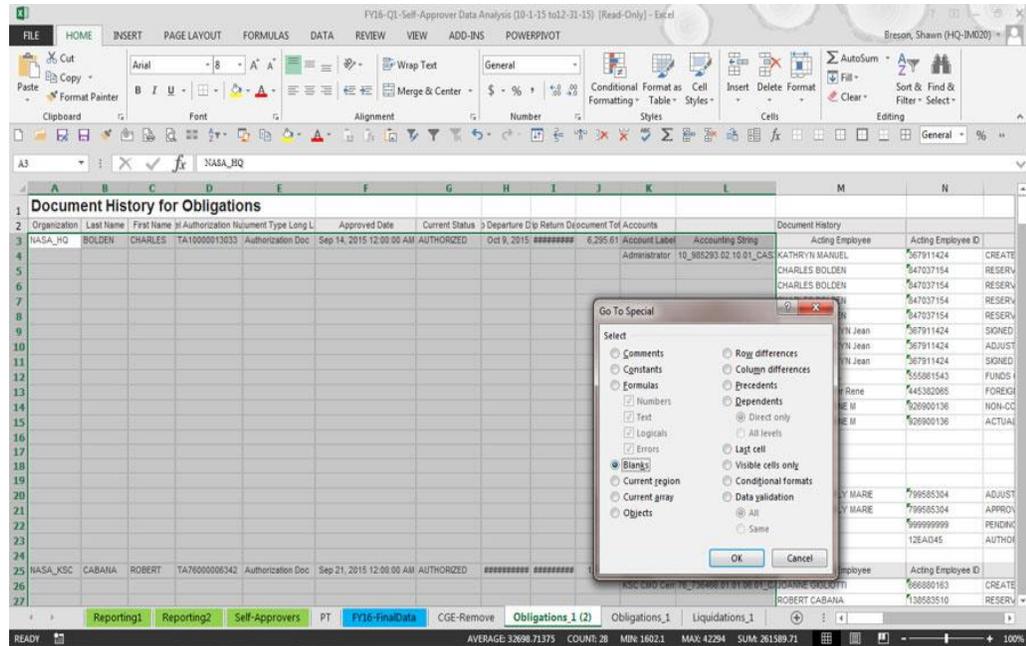
C. Below is what the screen should look like after above steps:
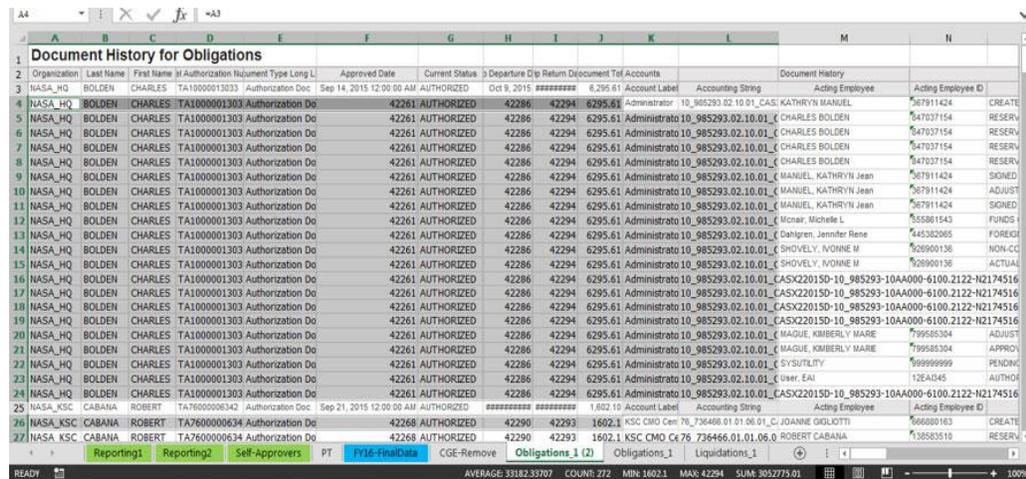
D. Combine the two Tabs into one. Create a new Tab, which will be your Total Travel Document Data Tab, copy all data from the Obligation's Tab, then copy the data from the Liquidations Tab adding it right after the Obligations, so you have 1 complete report of TA and Voucher data for Self-Approvers.

E. Sort the new Tab by "Last Name", then "Travel Authorization" and by then "Document Type Long Level" (TA/Voucher)

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Sort all data by Last Name, Travel
Authorizations and Document Type Long Text

F. Filter on Column O (Status). This column is the approval routing
stamps for each of the Travel Documents. Because this data is going
into a Pivot Table, the data must be cleaned by filtering and removing
each new header with new TAs and any blank rows. Once you filter on
"Status". Click on Status and [Blanks], once filtered delete these rows.

Filter on "Status" Column and filter on Status
and [Blanks], once filtered delete rows

G. Under Column G, make sure all documents either say AUTHORIZED,
COMPLETE, PAID, or APPROVED. Any other Current Status remove
(delete) those Rows as those TAs/Vouchers are not fully approved.

H. Insert a Column after Column M (Acting Employee), this new column
notates the # of times each Self-Approver approved their own Travel
Voucher.

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I.   The SELFX approver signing their document is counted as an approval and if Actuals were used a second approval is also counted. *Note: the NSSC is not counted as an approval.*

1. In Column G, Current Status, remove any rows that do not have "completed" status
2. Add new Column, which will be used for notating # of times each Self-Approver approved their own documents

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J. After adding this new Column after Column M (Acting Employee), Filter Column B (Last Name) for each Self-Approver, then Filter Column M (Acting Employee) for the same name as the Traveler and place an "X" in the new Column N. Do this procedure for all Self-Approvers in Column B. (Ex. Below was filtered on identified travelers in Column B and also filtered by identified traveler in Column M, so in Column N an "X" is placed, to state this is the number of times identified traveler signed his own Travel documents.)

STEP 6.   **NSSC Travel (Service Provider (SP)** – Create a Pivot Table from the Total Travel Documents Tab. This may not be necessary if there is a small number of documents.
   A. Create a Pivot Table from the Total Travel Document Tab (combined tab of Obligations and Liquidations). Screen shot in Step 6F shows what Columns and data to be used for the Pivot Tab:
      1. Last Name (Goes under "ROWS" in the PivotTable Fields)
      2. First Name (Goes under "ROWS" in the PivotTable Fields)
      3. Travel Authorization (TA) Number (Goes under "ROWS" in the PivotTable Fields)
      4. Trip Departure Date (Goes under "ROWS" in the PivotTable Fields)
      5. Trip Return Date (Goes under "ROWS" in the PivotTable Fields)
      6. Document Type Long Label (Goes under "ROWS" in the PivotTable Fields)
      7. Count of Status ("Status" column goes under "VALUES" in the PivotTable Fields)

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8. Count of Add column and put "X" to highlight all Self Approvers (this column is the field where the "X" is, to show that the Self Approvers approved their own Travel Documents

STEP 7. **NSSC Travel (Service Provider (SP)** – Copy data from Pivot Table into the Reporting Tab.
A. The information needs to be analyzed. The only time a signature is counted as being a true self approval is when a traveler is signing their voucher for the last time prior to it being disbursed and paid.

STEP 8. **NSSC Travel (Service Provider (SP)** – Transfer data for the FY quarter tab to the reporting tab.

				FY17 Q4					
		Travel Authorization			Document Type Long	# of Approvers per	# of Times Self Approvers		
Last Name	First Name	Number	Trip Departure Date	Trip Return Date	Label	Voucher*	Approved their Vouchers	%	Comments
Lightfoot	Robert	TA10000031473	7/5/2017	7/7/2017	Voucher Doc	1	0	0%	
Lightfoot	Robert	TA10000031543	8/10/2017	8/18/2017	Voucher Doc	1	0	0%	
Lightfoot	Robert	TA10000031903	7/13/2017	7/15/2017	Voucher Doc	1	0	0%	
Lightfoot	Robert	TA10000031912	7/25/2017	7/30/2017	Voucher Doc	2	0	0%	Actuals Approval included
Lightfoot	Robert	TA10000032336	8/20/2017	8/25/2017	Voucher Doc	1	0	0%	
Lightfoot	Robert	TA10000033007	9/20/2017	9/20/2017	Voucher Doc	1	0	0%	
Lightfoot	Robert	TA10000032587	8/6/2017	8/7/2017	Voucher Doc	1	0	0%	
Lightfoot	Robert	TA10000033248	9/22/2017	9/30/2017	Voucher Doc	2	0	0%	Actuals Approval included
Lightfoot	Robert	TA10000033276	9/1/2017	9/5/2017	Voucher Doc	1	0	0%	
Lightfoot	Robert	TA10000033546	9/8/2017	9/8/2017	Local Voucher Doc	1	0	0%	
MARTIN	PAUL	TA10000033957	9/19/2017	9/19/2017	Local Voucher Doc	1	0	0%	
MARTIN	PAUL	TA10000034083	9/25/2017	9/25/2017	Local Voucher Doc	1	0	0%	
Grand Total					Vouchers	14	0	0.00%	

STEP 9. **NSSC Travel (Service Provider (SP)** – Final Analysis. Do one more Final Analysis of Self-Approver Travel Data to verify all information is correct.

STEP 10. **NSSC Travel (Service Provider (SP)** – Send Final Data to Management once all data has been double checked.
A. Go to "File" and "Save As" under the current FY and quarter that is being worked N:\TRAVEL\AGENCY TRAVEL REPORTING\Self Approvers Travel Report
B. Forward to NSSC CS POC for review and explain any major comments/issues/concerns. A Task/Case is opened to send for review and approval.

STEP 11. **NSSC Travel (Civil Servant (CS)** – Review, validate and submit report to OCFO.
A. Receive WMS Task with the Self Approver Report workbook as an attachment. Select the task and open the attachment.
B. Open Employee Report Q# Tab. Go to the Default Routing List column and click on the filter ( ). Type "self" in the search box to verify.
C. Open Reporting1 tab.

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1. Verify that the correct fiscal year, quarter, and corresponding dates are reflected on the report.
2. Verify that each line depicts a percentage of 30 or higher.
D. Open Reporting2 tab.
   1. Review each line to ensure that the dates are within the reporting quarter.
   2. Verify that documents with a rate of 30% or higher are marked in red and listed on Reporting1 tab.
      a. Reporting1 tab of spreadsheet

The following Travel Documents below were self-approved the most, by each Self-Approver
(all were approved due to adjustments or reservations updated)

Last Name	Document Type Long Label	# of Approvals per (TA & Voucher)	# of times Self-Approvers Approved their (TA & Vouchers)	%	Comments
	Authorization Doc	16	5	31%	Voucher was adjusted/signed 4 times
	Authorization Doc	21	11	52%	Reservations were updated 10 times
	Authorization Doc	14	6	43%	Reservations were updated 5 times
	Voucher Doc	27	9	33%	Voucher was adjusted/signed 8 times
	Authorization Doc	15	7	47%	Reservations were updated 6 times
	Authorization Doc	24	8	33%	Reservations were updated 8 times
	Authorization Doc	21	8	38%	Reservations were updated 7 times

      b. Reporting2 tab of spreadsheet

Voucher Doc	16	5	31.25%	Voucher was adjusted/signed 4 times

E. If any of the information fails the CS review, record the findings in the "work notes" section of the WMS task and return to the SP for correction.
F. If no errors are found, update the task with "review complete" and forward the task to CS Travel Team Lead for review.

STEP 12.   **NSSC Travel (Civil Servant (CS))** – NSSC CS Travel Team Lead will retrieve the WMS task and open the attachment.

A. Verify that Reporting1 tab reflects the appropriate fiscal year, quarter, and dates for the reporting period.
B. Validate that all travelers listed on Reporting1 tab are over 30% (marked in red) and supported by Reporting2 tab.
   1. If errors are discovered, return to SP for correction.
C. Upon completion of the review/approval of the report, the CS Travel Team Lead will submit the report to Deputy CFO of Finance at OCFO by the 20th of the month and resolve the task.

STEP 13.   **Office of the Chief Financial Officer (OCFO)** – Review, Validate and Submit Report.

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A. If error is found, contact NSSC CS with needed corrections.
B. If no errors are found, contact NSSC CS with approval.

STEP 14.   <u>**NSSC Travel (Civil Servant (CS)**</u> – Receive feedback from OCFO
A. If approval received, close ticket.
B. If corrections are needed, send back to SP to make corrections. Close ticket once final approval is received.

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PROCESS 3 – PREMIUM CLASS TRAVEL REPORT
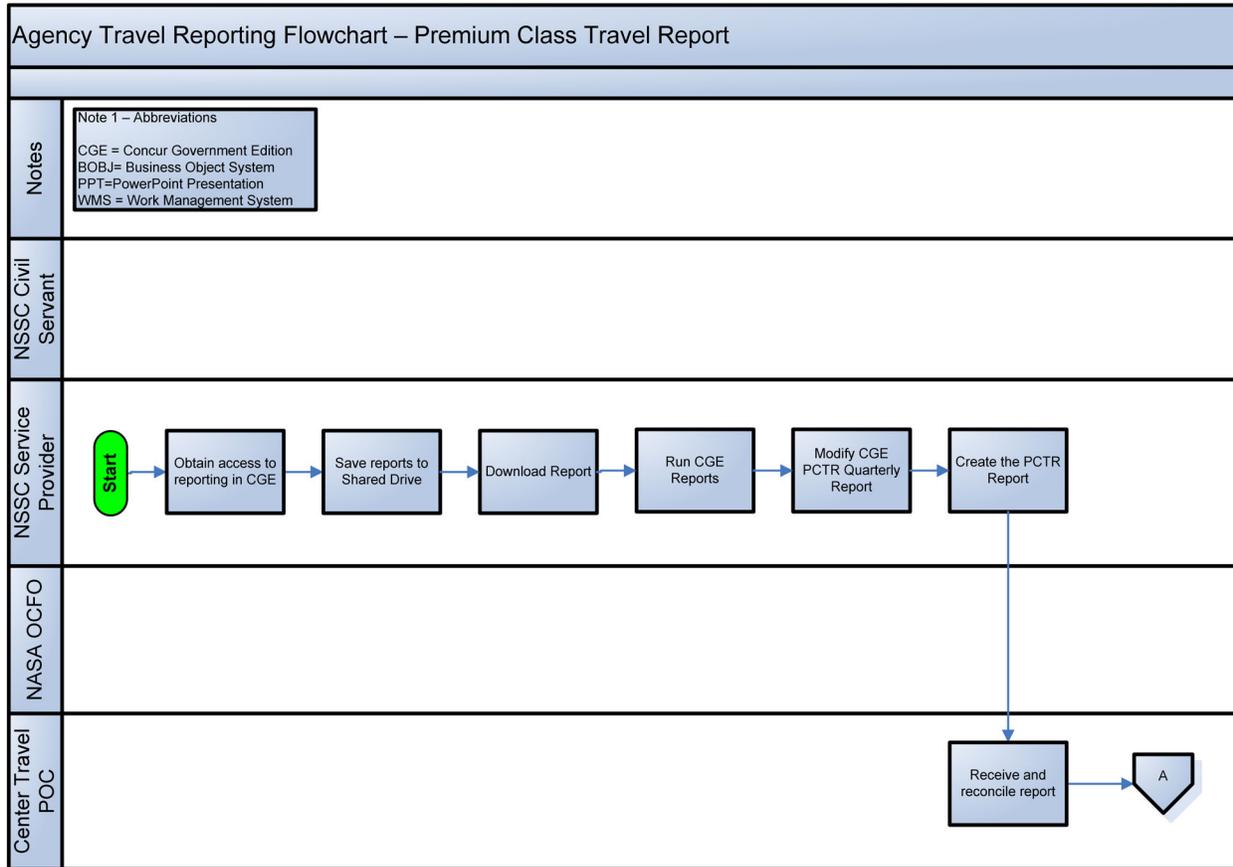
Agency Travel Reporting Flowchart – Premium Class Travel Report

Notes

Note 1 – Abbreviations

CGE = Concur Government Edition
BOBJ= Business Object System
PPT=PowerPoint Presentation
WMS = Work Management System

NSSC Civil Servant

NSSC Service Provider

Start → Obtain access to reporting in CGE → Save reports to Shared Drive → Download Report → Run CGE Reports → Modify CGE PCTR Quarterly Report → Create the PCTR Report

NASA OCFO

Center Travel POC

Receive and reconcile report → A

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Agency Travel Reporting Flowchart – Premium Class Travel Report
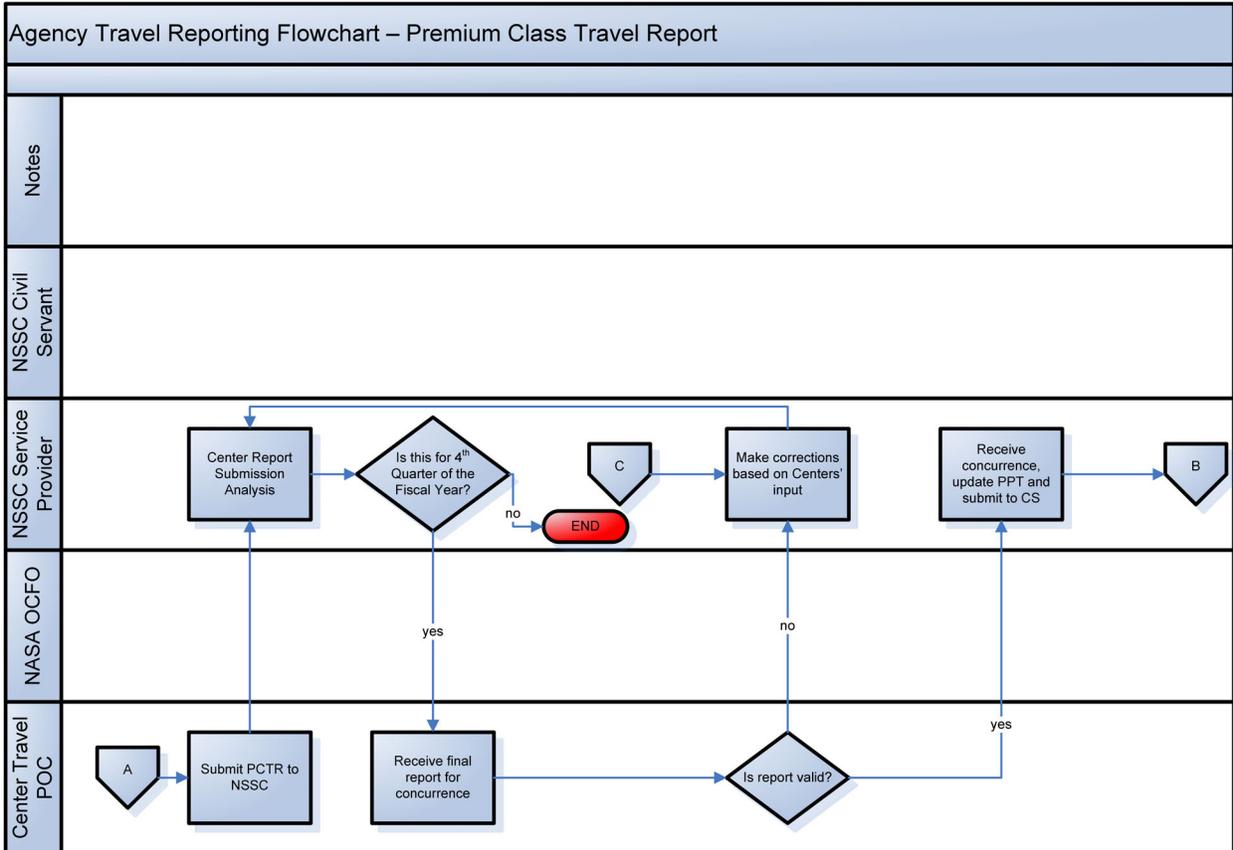
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Agency Travel Reporting Flowchart – Premium Class Travel Report
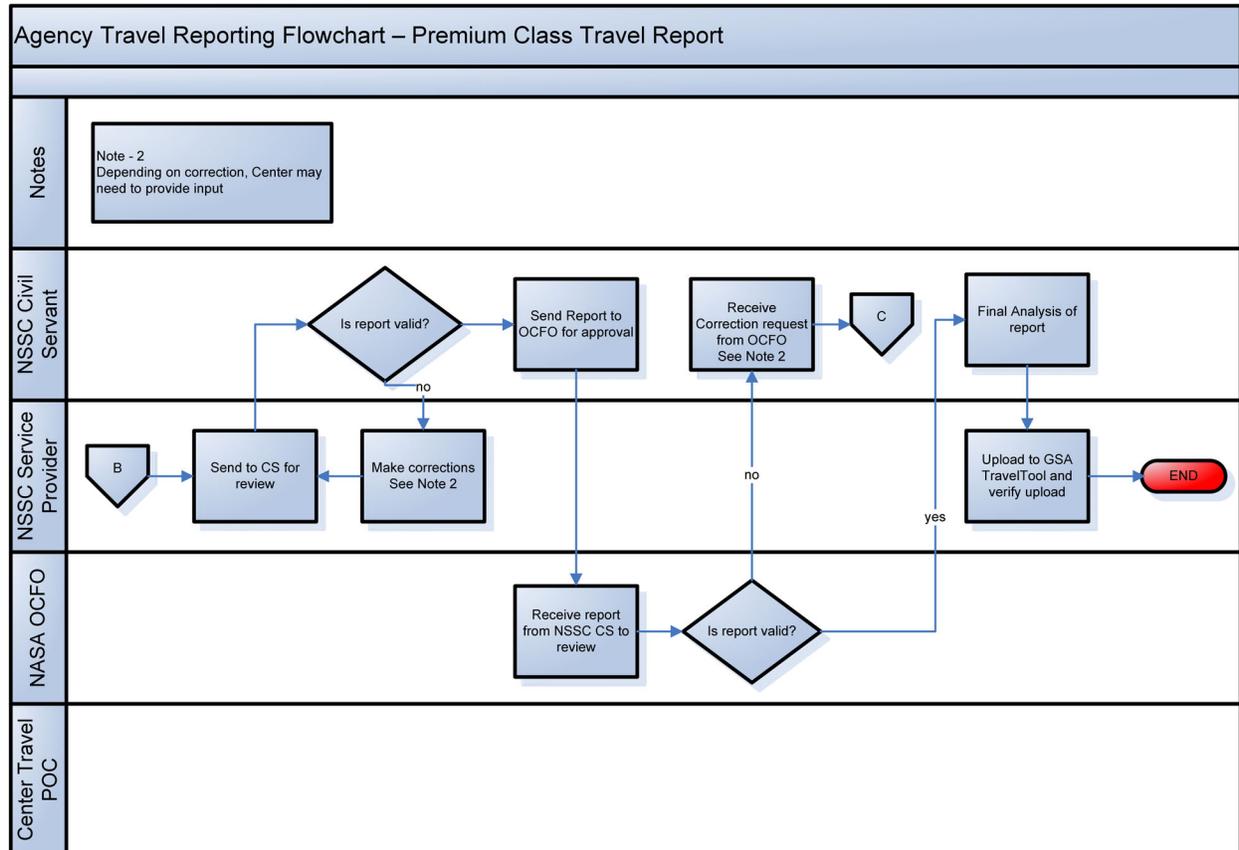
Summary:

This guide provides instructions for the NSSC Travel Office in preparing, analyzing, validating, and submitting NASA's Premium Class Travel Report (PCTR).

What is Premium Class Report?

The Federal Travel Regulations (FTR), Part 300-70 Agency Reporting Requirements establishes the requirement that federal agencies report the use of any, other than coach-class transportation, accommodations by their federal employees while on official business. These reports are submitted to the U.S General Services Administration (GSA) on an annual basis. If agencies have no premium class travel to report, then they must file a negative report.

The following link explains what Premium Travel is and the official Guidelines from GSA for the Report: http://www.gsa.gov/portal/content/110494

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Overall Summary of Instructions:

The PCTR annual report is due to GSA by November 30 after fiscal year reporting period ends **(Oct.-Sept. is due by Nov. 30)**. Run and submit the CGE Premium Travel Report and send to the NASA Center Travel Office (CTO) quarterly. After the CTOs verify the data, the information is sent back to NSSC for Agency consolidation. Once NSSC verifies the data is correct, the information is maintained through the year and compiled onto one annual report where the Premium class data is sent to OCFO and Travel Process Champion for final approval and then updated into GSA Travel Tool.

Frequency: Run quarterly to send to CTO for input—Due dates will vary each year

Quarter	Period of Travel	Begin Processing no earlier than:	Due to Centers by:	Due from centers by:	Due to CS by:	Due to GSA by:
Q1	10/01-12/31	1/1	1/15	2/15		
Q2	01/01-03/31	4/1	4/15	5/15		
Q3	04/01-06/30	7/1	7/15	8/15		
Q4	07/01-09/30	10/1	10/15	11/10	11/15	11/30

   STEP 1.   <u>**NSSC Travel (Service Provider (SP)**</u> – Obtain access to reporting in CGE
   A. Ensure report access is granted in CGE via Reports Menu in CGE (under Reporting>Intelligence Menu). If access is not granted, request access to Reports Menu through AAO.

   STEP 2.   <u>**NSSC Travel (Service Provider (SP)**</u> – Save reports to Shared Drive
   A. Go to N:\TRAVEL\AGENCY TRAVEL REPORTING\Premium Class Travel and make a new folder for current fiscal year (FY) (ex. FY 20XX REPORTS). Go to prior FY Folder and open the files below and rename using current FY.
   B. Open the Master Excel File: "FY-QGP-Premium Travel Report Total", save as, renaming the file with new current FY (ex. for FY16-Q1: FY16-Q1-Premium Travel Report (10-1-15 to 12-31-15) and save to

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new created FY folder (ex. FY16). (For each quarter, rename the file by changing the Q1 to Q2, Q3, etc. and the Dates (ex. for Q2 – (1-1-16 to 3-31-16))

STEP 3. **NSSC Travel (Service Provider (SP) –** Download Report
A. Download the current blank PCTR Form Template from GSA Travel Tool Website: https://www.travel.reporting.gov/TRAVEL/apex/TravelBulkUploadPage?sfdc.tabName=01rt0000000L44k. This is done each quarter to ensure none of the fields have changed.
B. Within the GSA Travel site, click the "Bulk Upload" tab, ensure the Template Type in Step 1 is the "Travel PCTR Template," and click the template link in Step 2 to download.
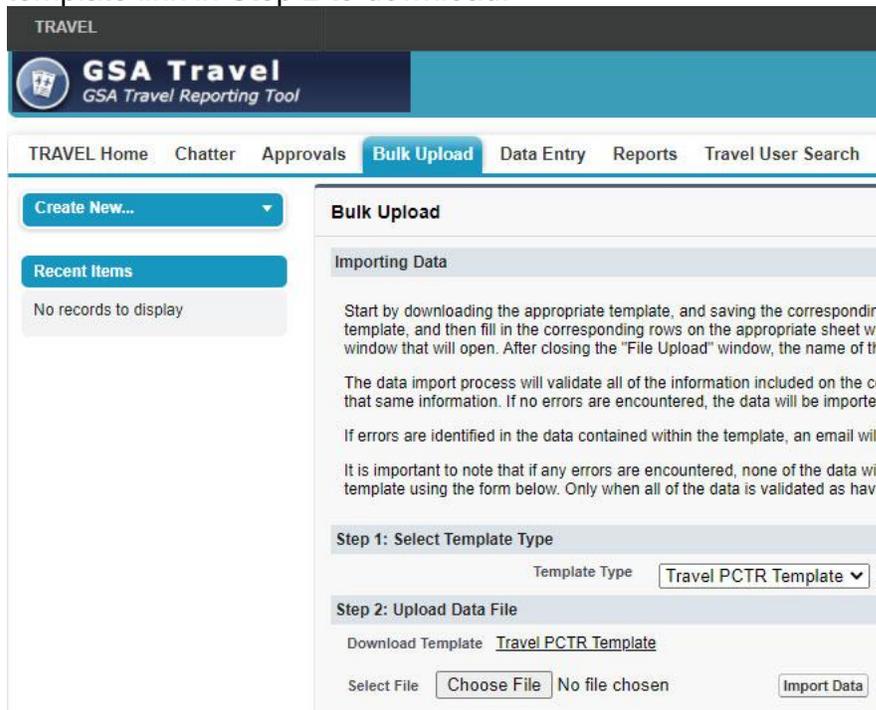
C. Save file into the new FY folder created above and name the file "Travel PCTR Template QX" with X being the applicable quarter number. For Q2, Q3, and Q4, templates can be noted as "identical" if so at the end of the file name if desired. Create a quarterly folder within the FY 20XX Reports folder as Qx 20XX (where x is the reporting quarter number and XX is the fiscal year number).

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STEP 4.   **NSSC Travel (Service Provider (SP)** – Run CGE Reports

A. Sign into CGE

B. Select Reporting > Intelligence (This will open the CGE Reporting Module).

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C. Under <u>Standard Reports > Regulatory folder –</u> Click the report called "Trips with Premium Class Air Segments – Ticket Summary."
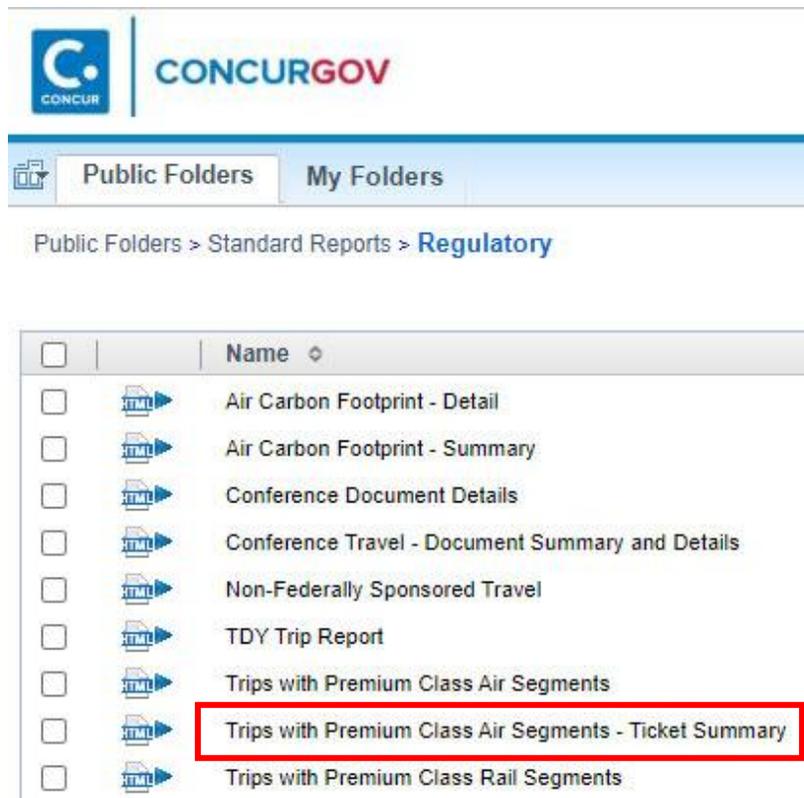
(**NOTE:** Do not choose to run report in the background, due to inability to export to Excel from attachment or link.)

D. The next screen is where the criteria for the report is input. Select Custom Data Range under box 1.
   1. **Trip Departure Date Range: Current Fiscal Year-to-Date** defaults to return all trips that started during the current government fiscal year up until the current date or click **Custom Date Range** to select a custom date range by trip departure date. The government fiscal year is defined as October 1st through September 30th.

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Quarter　　Dates of Travel (Trip Departure Date)

Q1　　　　10/01 – 12/31
Q2　　　　01/01 – 03/31
Q3　　　　04/01 – 06/30
Q4　　　　07/01 – 09/30

E. Under box 2 and 3, select "Include All Tickets"

F. These fields are the only ones that are required. Click finish.
G. Click on the HTML icon and select View in Excel Option / View in Excel 2007 Format to print the report.
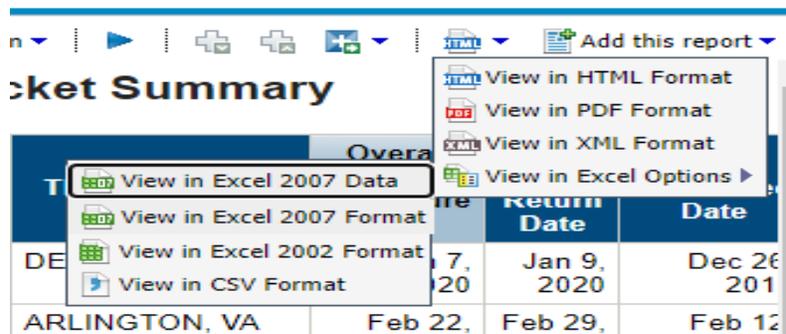
H. Save the report down under N:\TRAVEL\AGENCY TRAVEL REPORTING\Premium Class Travel\FY XX REPORTS\Current Quarter\Trips with Premium Class Air Segments - Ticket Summary---Qx XX ORIGINAL.
I. Repeat Step 4 - A through H but select "Trips with Premium Class Rail Segments." Save in same Qx 20XX folder.

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(**Note:** If additional information is needed on each trip the report "Trips with Premium Class Air Segments" can also be ran by following the above steps. However, it is not required.)

 Trips with Premium Class Air Segments

STEP 5. **NSSC Travel (Service Provider (SP)** - Modify CGE PCTR Quarterly Report to Center Version

A. The OLD report format (no longer used) should look like this:

The NEW report format should look like this:

B. After original is saved then the report can be manipulated. On the Trips with Premium Class Air Segments – Ticket Summary report, remove all merged cells by highlighting all cells and unclick the "Merge & Center" button. (This will fill in all blank cells within the document with the existing report data.)

C. The following columns must be part of the report and may need to be updated or added on the CGE report: Exception Code(s), NASA CTO Comments/Questions, NSSC Comments/Questions, OGP Trip

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Purpose, Origin City, Actual Destination, Overall Trip Departure Date, Overall Trip Return Date, Total Ticket Amount (PREMIUM) and Comparison Fare (Avg. Coach Class). Change the heading fonts to red and highlight the columns pale yellow for all columns that will need CTO review, as well as the NSSC Comments column. Copy each header from previous quarter's report to ensure comment/note is included.

1. Rename the existing Total Ticket Amount column heading to Total Ticket Amount (PREMIUM). Rename the existing Comparison Fare column heading to Comparison Fare (Avg. Coach Class).

D. Move existing Base Ticket Amount column to last column (furthest right). Update the table borders as necessary.

E. A new tab should be created on the Trips with Premium Class Air Segments – Ticket Summary report for the Trips with Premium Class Rail Segments. The Rail Segments report needs to also include the same columns as the Air Segments report. (See prior quarter reports for comparison/verification.)

F. Another tab should be created to include the GSA Exception/Purpose codes that the CTO's will use for all Premium Travel.

G. If multiple Exception Codes are included within the same cell, delete the second, third, etc. code(s) so that only one code remains.

H. Filter the column headers.

I. Save the air and rail segment combined report (in the same Qx 20XX folder) as Trips with Premium Class Air & Rail Segments – Ticket Summary---FYXX Qx.

J. Send the New Format report as well as further instruction (Verification Instruction PPT file) to the CTO POCs via an encrypted e-mail. A PCTR distribution list can be found (and continually updated/saved) at N:\TRAVEL\AGENCY TRAVEL REPORTING\Premium Class Travel\DISTRIBUTION LIST.

1. Cc the SP Travel Supervisor, SP Service Office Manager (SOM), CS Travel Supervisor, and CS POC(s) on e-mail sent to Centers.

STEP 6.   **Center Travel Office (CTO)** – Reconcile Report

A. The NASA CTOs will pull all supporting documentation from CGE and any other system that will support the proof the Traveler used Premium Class Seating. The following documentation is to be gathered by the centers and, if requested, should provide:

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1. Traveler's actual itinerary (showing segments and total cost of trip)
2. Traveler's TA (showing Dates of Travel, Trip Purpose Code, Premium Travel Routing approval, etc.)
3. Any supporting documentation to show the Traveler utilized Premium Class Travel (Voucher Receipts, CI Travel Documents, E-Ticket [E-Ticket Receipt], etc.)
4. The following columns may have data, however the CTO needs to verify that all the information is correct: Exception code, NASA CTO Comments/Questions, NSSC Comments/Questions, OGP Trip Purpose, Origin City, Actual Destination, Overall Trip Departure Date, Overall Trip Return Date, Total Ticket Amount (PREMIUM) and Comparison Fare (Avg. Coach Class).

STEP 7. <u>**Center Travel Office (CTO)**</u> – Analyze and Concur

    A. During the analyzing, verification and concurrence process, the NASA CTOs need to first verify which segments were flown utilizing Premium Class Seating. See listed below are the items that need to be verified by CTO. Below are examples of flights that are considered "valid and non-valid" Premium Class Flights (<u>if all of the Premium Class Segments are "non-valid" the total trip should not be reported on the PCTR</u>):

❑ **Travel Authorization (TA) #**	❑ **Trip Departure Date**
❑ **Origin** (Starting point of TICKET)	❑ **Trip Return Date**
❑ **Destination** (Ending Point of the TOTAL TICKET. If there are multiple TDY's, use the farthest location from the Origin)	❑ **SAP Doc #**
	❑ **SAP Total Airfare Cost**
❑ **GSA Trip Purpose Code** (Conference, Mission, etc.)	❑ **Did TA route through PT Approver?**
	❑ **TA Comments**
❑ **GSA Exception Code** (F1, F2, B1, B2, etc.)	❑ **NASA CTO Comments/Questions**
❑ **Travel Date** (Date Travel Begins)	❑ **OCFO Comments/Questions**
❑ **Premium Fare** (Total Cost of Ticket containing some or all Premium Travel)	
❑ **Avg. Coach Fare** (Total Cost of Ticket if all were Coach Fare)	

1. Valid**:**
   a) Any Segment(s) where the Traveler sat in First/Business Class
   b) Any Segment(s) classified at First/Business Class and incurred a higher cost over taking coach-class

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2. Non-**Valid**:
   a) Review all smaller flights overseas, such as Air France (between Paris and Toulouse) and KLM Airlines (between Bremen, Germany and Amsterdam, Netherlands):
   b) These flights are often reported as Business/First Class on the CGE Itineraries, but, the whole flight is considered one class, so the Traveler has only one travel class option (95% of the time, the itinerary from CGE will report Business/First Class, but, the E-Ticket will state Coach).
   c) If necessary, research the seating chart and seat classification for the aircraft type and travel cities from the Airlines to ensure there is only one class on the flight.
   d) If the whole flight only has one class of seating, the segment should **not** be categorized as Premium and if these are the only segments in the Trip in question that were classified as First/Business Class the whole Trip should **not** be reported on the PCTR.

B. After all supporting documentation has been pulled, review the segment data from the PCTR. All items on the PCTR are being sent to the CTO's because they are pulling on the CGE report as Premium Class Travel. The screenshot below shows Segments stated from the CGE PCTR Report (in this example, all segments are stating First Class).

Departure Date	Class of Service	Airline	Flight Number	Departure Airport	Departure City	Arrival Airport	Arrival City
10/14/2014	FIRST CLASS	American Airlines	2753	SYR	SYRACUSE, NY, US	ORD	CHICAGO, IL, US
10/14/2014	FIRST CLASS	American Airlines	2987	SYR	SYRACUSE, NY, US	ORD	CHICAGO, IL, US
10/14/2014	FIRST CLASS	American Airlines	2341	ORD	CHICAGO, IL, US	DFW	DALLAS, TX, US
10/14/2014	FIRST CLASS	American Airlines	3094	ORD	CHICAGO, IL, US	ELP	EL PASO, TX, US
10/14/2014	FIRST CLASS	American Airlines	1064	DFW	DALLAS, TX, US	ELP	EL PASO, TX, US
10/17/2014	FIRST CLASS	Delta	851	ELP	EL PASO, TX, US	ATL	ATLANTA, GA, US
10/17/2014	FIRST CLASS	Delta	1841	ATL	ATLANTA, GA, US	SYR	SYRACUSE, NY, US

C. After reviewing the documentation (CGE Itinerary, E-Ticket, etc.), the below shows the correct segments for this total trip to be reported (based on the above example):
1. The 2 Segments in RED are incorrect segments due to CI Travel cancelling the Traveler's reservation the day of their travel. The American Airlines flights 2987 and 3094 on 10/14/14 was charged to the CBA, and a refund was issued. The Traveler contacted the Travel Preparer to get assistance and a new reservation was booked later that day on American Airlines 2753, 2341 and 1064.

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Note: If there are any Segments missing from the report, add them into the proper trip order.

Departure Date	Class of Service	Airline	Flight Number	Departure Airport	Departure City	Arrival Airport	Arrival City
10/14/2014	FIRST CLASS	American Airlines	2753	SYR	SYRACUSE, NY, US	ORD	CHICAGO, IL, US
10/14/2014	FIRST CLASS	American Airlines	2987	SYR	SYRACUSE, NY, US	ORD	CHICAGO, IL, US
10/14/2014	FIRST CLASS	American Airlines	2341	ORD	CHICAGO, IL, US	DFW	DALLAS, TX, US
10/14/2014	FIRST CLASS	American Airlines	3094	ORD	CHICAGO, IL, US	ELP	EL PASO, TX, US
10/14/2014	FIRST CLASS	American Airlines	1064	DFW	DALLAS, TX, US	ELP	EL PASO, TX, US
10/17/2014	FIRST CLASS	Delta	851	ELP	EL PASO, TX, US	ATL	ATLANTA, GA, US
10/17/2014	FIRST CLASS	Delta	1841	ATL	ATLANTA, GA, US	SYR	SYRACUSE, NY, US

D. Determine the Destination. According to the GSA Regulations, the reported Destination is to use the farthest location from the origin if there are multiple TDY's. In the example above Destination (farthest location from the origin) = **El Paso, TX**
 1. Syracuse, NY to Chicago, IL – Flight Time: 2 hrs., 10 mins
 2. Syracuse, NY to Dallas, TX – Flight Time: 5 hrs., 15 mins
 3. Syracuse, NY to El Paso, TX – Flight Time: 7 hrs. 40 mins.
E. Calculate the Premium Fare. According to the GSA Regulations, the reported Premium Fare is the Total Ticket Cost containing some or all premium class segments. In screenshot above according to the CGE Itinerary, SAP, Travel Authorization, and other supporting documentation the Total Ticket Value = **$1,841.40**
F. Calculate the Avg. Coach Fare. According to the GSA Regulations, the reported Avg. Coach Fare is the Total Cost of Ticket if all Segments were flown Coach Class. Using the PCTR Report example under C1 above, you would review the CGE Itinerary Document History and Itinerary and calculate the total trip using Coach Class only, Total Ticket Value would = **$1,300.00.**
G. Determine the GSA Exception Codes. According to GSA Regulations, the GSA Exception Code is the reason for using Premium Class Seating. The accepted GSA Exception Codes are listed below and should be reported in the Premium Class Report.
NOTE: According to the CGE Travel Authorization the correct GSA Exception code should be = **F2**

After determining the correct GSA Exception Code, **in the subsequent slide**, review the questions pertaining to that code and answer the questions by inserting them under the OCFO Comments/Questions column.

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GSA Exception Codes

First Class Airfare Codes

F1	1st Class Air: No coach-class available
F2	1st Class Air: Accommodate medical disability
F3	1st Class Air: Exceptional security circumstances exist
F4	1st Class Air: Required because of agency mission **

Business Class Airfare Codes

B1	Bus Class Air: Accommodate medical disability
B2	Bus Class Air: Exceptional security circumstances exist
B3	Bus Class Air: Inadequate sanitation/health standards
B4	Bus Class Air: Coach-class not scheduled regularly
B5	Bus Class Air: Non-Federal payment source
B6	Bus Class Air: OCONUS flight time exceeds 14 hours
B7	Bus Class Air: Results in overall cost savings
B8	Bus Class Air: No space available for urgent mission
B9	Bus Class Air: Required because of agency mission **

First/Business Class Train Codes

T1	Other Than Coach Class Train: No coach-class available
T2	Other Than Coach Class Train: Accommodate medical disability
T3	Other Than Coach Class Train: Exceptional security circumstances exist
T4	Other Than Coach Class Train: Inadequate sanitation/health standards
T5	Other Than Coach Class Train: Required because agency mission **
T6	Extra Fare Train: Advantageous to the government
T7	Extra Fare Train: Exceptional security circumstances exist

First/Business Class Ship Codes

S1	Other Than Lowest Ship: Lowest first-class not available
S2	Other Than Lowest Ship: Accommodate medical disability
S3	Other Than Lowest Ship: Exceptional security circumstances exist
S4	Other Than Lowest Ship: Required because of my agency mission **

* Note: For exception codes F4, B9, T5 and S4, "Required because of agency mission" travel may only be approved pursuant to JSC Memo CB-10-058. Any waiver requests for Agency Mission travel not meeting the requirements of Memo CB-10-058 should be directed to OCFO Policy Division for consideration.

H. Questions for NASA CTOs to consider when validating GSA Exception Codes

1. **F1/B4** (No Coach-Class Available/not regularly scheduled)

    ⇨ How far in Advance were these tickets reserved prior to departure date?

2. **F2/B1** (Medical Disability)

    ⇨ Was the Medical Waiver up-to-date prior/during travel?

    ⇨ What were the effective dates of the Medical Waiver?

3. **F3/B2** (Security Circumstances)

    ⇨ What was the security circumstance (whatever can be explained)?

4. **F4/B9** (Required because of Agency Mission)

    ⇨ Specify if the individual is traveling specifically due to Astronaut Training/Travel. (Over 95% of the Premium Travel under these codes are related to Astronaut Travel)

    ⇨ If not Astronaut Training/Travel, please explain reason for Premium Travel under this code

5. **B3** (Inadequate sanitation/health standards)

    ⇨ Can you explain in detail the reason for traveling using Premium Travel under this code?

6. **B5** (Non-Federal payment source)

    ⇨ What Non-Federal Payment Source?

    ⇨ Did NASA pay for the Premium Travel (reimbursable, etc.)?

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7. **B6** (OCONUS flight exceeds 14 hours)

   ⇨ Did the total departure/return flight times (all segments, plus layover time) equal/exceed 14 hours?

8. **B7** (Overall cost savings)

   ⇨ What was the overall cost savings (coach vs. premium class)?

9. **B8** (No space available for urgent mission)

   ⇨ What was the urgent mission?

   ⇨ How far in advance were the tickets reserved prior to departure date?

I. All other columns requesting information (such as: TA #, Trip Departure/End Dates, SAP Doc #, etc.) can be extracted from CGE Itinerary, Travel Authorization, SAP, etc. and completed.

STEP 8. **Center Travel Office (CTO)** **–** Submit PCTR to NSSC
A. After detail analysis, verification and concurrence of Premium Travel Data, the NASA CTOs will forward their completed/verified PCTR and the supporting documentation to NSSC Outlook Group email: AgencyTravelReporting@nasa.onmicrosoft.com. Each e-mail received at this address will auto-generate (per NSSC Document Imaging department) a WMS record that will be assigned to Travel for further resolution and monitoring.

STEP 9. **NSSC Travel (Service Provider (SP)** **–** Center PCTR Submission Analysis
A. NSSC will copy the data over to the master report, merge all data into a consolidated Agency submission, examine the final data from each NASA CTO, and (if needed) ask questions/concerns pertaining to any of the Premium Travel data.
1. Premium Economy is not reportable.
2. If trip is Premium Travel, both Premium Fare and Comp Fare must be provided.
3. If Premium ticket amount is more than comp fare and there is no exception code thus not being claimed as Premium, request clarification from center that this is not premium.
4. If Premium Fare does not exceed comp fare but has an exception, request clarification as to whether this is in fact Premium.

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5. If Premium fare is just a little higher (up to around $75 more) than the comp fare, this is okay because comp fare does not include taxes and fees in the quoted rate. After these are included, the rate would be the same or more.

6. For each quarter, the information is saved and consolidated into a final report for annual submission. Download the current blank PCTR Form from GSA Travel Tool Website if not done already for applicable quarter: https://www.travel.reporting.gov/TRAVEL/apex/TravelBulkUploadPage?sfdc.tabName=01rt0000000L44k. Transfer each quarter's confirmed premium fares on to the template so it is ready for the annual report (see Step 10 for instructions on downloading the report). Create a folder under the current FY year you are reporting on and name its FINAL REPORT and save the downloaded template spreadsheet (with premium trips added) into the folder as "NASA_FYXX."

STEP 10.   <u>**NSSC Travel (Service Provider (SP) – Annual Report**</u>

A. Create a WMS ticket and assign case and TASK to self.

B. Download the current blank PCTR Form from GSA Travel Tool Website:

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https://www.travel.reporting.gov/TRAVEL/apex/TravelBulkUploadPage?sfdc.tabName=01rt0000000L44k. From the drop-down list in the very top left of the GSA Travel Reporting Tool welcome page, click "TRAVEL." Then click on the "Bulk Upload" tab and under Step 1 select "Travel PCTR Template" from dropdown menu. Then click on download template.

This is done to ensure none of the fields have changed. Ensure the format has not changed from the spreadsheet you have been updating all year with each quarter's data. If the report format is the same as the one you currently have been using to transfer each quarter's data then you will use this report, if the format has changed you will need to copy the data from the spreadsheet you have been updating all year onto the new format.

C. The annual report should contain all confirmed premium fares carried over from each of the 4 quarterly reports.

D. Save down previous year's Reporting Data spreadsheet (N:\TRAVEL\AGENCY TRAVEL REPORTING\Premium Class Travel\FY 20XX REPORTS\FINAL REPORT\PREMIUM CLASS TRAVEL FYXX REPORTING DATA) into a new FY FINAL REPORT folder, changing FY dates to current FY in file name.

E. Save down previous year's PowerPoint (N:\TRAVEL\AGENCY TRAVEL REPORTING\Premium Class Travel\FY 20XX REPORTS\FINAL REPORT\FYXX-Premium Travel Data Presentation)

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into the new FY FINAL REPORT folder, updating file name to current FY.

F. Save down previous year's validation report (N:\TRAVEL\AGENCY TRAVEL REPORTING\Premium Class Travel\FY 20XX REPORTS\FINAL REPORT\ PREMIUM CLASS TRAVEL FYXX VALIDATION) into the new FY FINAL REPORT folder, updating file name to current FY.

G. Create a new tab in the Reporting Data report you copied from the previous year, naming it GSA Data FYXX. Copy the data from the PCTR template that you have been updating/adding all premium travel to as identified from the quarterly reports.

   1. Ensure there are no additional spaces before or after the Exception Codes throughout each row of the report tab. If so, remove the spaces so that entire column is spaced uniformly. (If spaces exist, the formulas on the Graphs tab will yield a #REF error in the newest FYXX column and may populate multiple fields for the same codes in your pivot tables.)

   2. Insert a new column B titled "Center" and list the coordinating full center name for every row.

   3. Enter the corresponding quarter number (e.g. Q1) in column A as "Reporting Period" on the tab.

H. Remove the 3 tabs from the oldest FY (4 years prior to current FY).

I. Verify that all columns have data, and nothing is blank. Verify Premium Fare is more than Coach Fare (if less will need to get with center to reconfirm this Premium fare).

J. Create Pivot Tables

   1. Pivot Tables for Slides 4, 5, & 6 FYXX (Exception Code/Premium Fare (*sum*); Purpose Code/Premium Fare; Exception Code/Premium Fare (*count*))

     a) Click on GSA Data FYXX tab and ensure entire page is selected.

     b) Click Insert on the ribbon / Select Pivot Table / New Worksheet.

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    c)   Select Exception Code and Premium Fare, then click any cell outside of the pivot table.
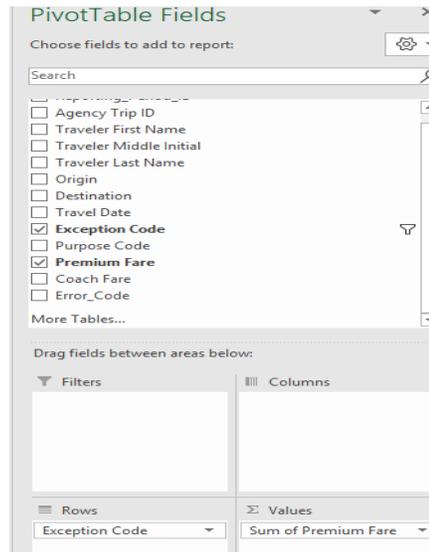
    d)   Go back to your GSA Data tab and click Insert on the ribbon / Pivot Table/ Existing Worksheet.

    e)   Immediately click back on Pivot tab just created and click in a cell about two columns to the right of the first one, then click OK.

    f)   Select Purpose Code and Premium Fare
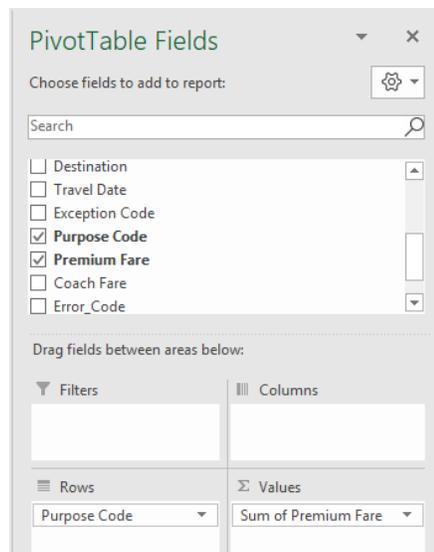
    g)   Click on the highlighted GSA data tab again and click Insert on the ribbon / Pivot Table/ Existing Worksheet.

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> h) Click back on Pivot tab just created and click in a cell about two rows under the first one, then click OK.
>
> i) Select Exception Code and Premium Fare
>
> j) Click on the drop down in the values box and select Value Field Settings and change Sum of Premium Fare to Count.
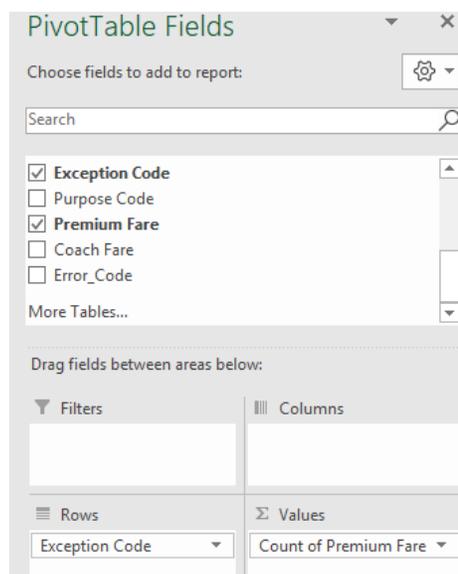
> k) Filter out the (blank) rows for all 3 pivot tables on this tab.
>
> l) Rename this Pivot tab Pivot Slides 4,5 & 6 FYXX
>
> 2. Pivot Tab – (Center/Exception Code/Premium Fare (*sum*))
>
> a) Click on GSA Data FYXX tab and ensure entire sheet is selected.
>
> b) Click Insert on the ribbon / Pivot Table / New Worksheet.
>
> c) Select CENTER, EXCEPTION CODE and PREMIUM FARE from the pivot table selections. If your new "Center" column does not appear in your pivot field choices, click the gear icon or right-click in pivot to choose new – this will show a "Range" for your field options and "Center" will be included once the list is dropped down. Name tab "PV-Center FY21."

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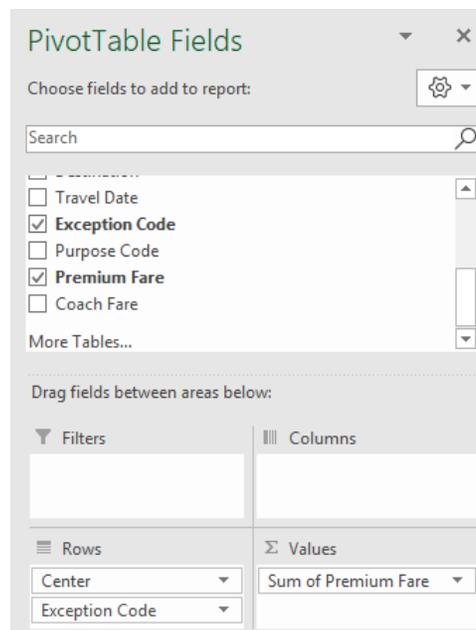
K. Go to the GRAPHS tab and update the spreadsheet with new FY data. (There will be 4 years listed, you can copy over the dollar amounts within each of the 3 sections - replacing the oldest FY with the year prior to that, and then repeat this process for the other Fiscal Years until the far left column is blank (for your current FY data).
   1. Manually type the current FY pivot sums/totals per Exception Code into column D if the existing formulas show a #REF error in columns D and E. If grand total is off by 1 or 2 dollars from pivot grand total, enter each Exception Code with 2 decimal points (cents) to re-calibrate the yellow highlighted subtotals. Then, you can change the cells back to whole dollars.
L. Will need to repeat this all the way down the spreadsheet adding the new FY data into the sections labeled "SLIDE."
   Note: The graphs themselves will auto-populate with the updated data, but manually update the column FY numbers (FYXX) where needed.
M. Insert a new slide named "Center Data-Slide 4 FY21, then copy the data from previous year's tab and paste into the new tab. Update Exception Code Amounts Per Center and header to current FY. (Manually overwrite cells per the pivot table data if #REF formula error occurs.)
N. Ensure negative amounts are in red font.

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O. Double check your formulas and the totals of each column to ensure they are calculating correct.

P. If any changes are made after GRAPHS spreadsheet is complete you can go back to the GSA Data FYXX (current FY) and click on Data at the top and click on Refresh All, This will update everything with the changes you just made.

Q. Update the Premium Class Travel Validation spreadsheet with the totals for each quarter at the bottom of the spreadsheet (rows 20, 22-43). The numbers are obtained from each quarter's spreadsheet, as well as the GSA Data tab in the Reporting Data file. Leave the top portion blank (Center Concurrence/Non-Concurrence) - this will be updated once the centers respond after reviewing the Final Report.

R. Update the fiscal year in row 2.

S. Update the Premium Travel Presentation Data (PowerPoint Presentation) with the current annual reporting period data utilizing the Fiscal Year Premium Travel Data (rename with current reporting period information and save under the current reporting period folder).

T. Once PowerPoint Presentation is updated, attach the Premium Travel (Reporting Data) spreadsheet, Validation spreadsheet, and the PowerPoint Presentation to the WMS record. Also attach a re-named copy of the GSA Travel Tool spreadsheet containing all 4 quarters of premium data, including a pivot table as found on previous FY file example. Send to the SP Travel Supervisor for review. Once approved the Travel Supervisor will send the TASK to the CS for review. A separate task within the record is created and sent to SP Service Office Manager for DRD completion.

U. Example of information that is sent to OCFO and what is uploaded to GSA.

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Reporting_Period_ID	Travel Authorization Number	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
RP-00051315	TA21000026817	Jhony	R	Zavaleta	SAN FRANCISCO, CA	ADELAIDE, AUS	11/7/2020	B6	MSN	1648	1158
RP-00051315	TA51000081927	CAROLINE	A	KILBOURNE	WASHINGTON, DC	MATSUYAMA, JPN	10/14/2020	B6	MSN	4729	3059
RP-00051315	TA51000081965	Ronald	E	Kolecki	ORLANDO, FL	REDONDO BEACH, CA	10/19/2020	F2	MSN	2496	225
RP-00051315	TA51000082049	Ronald	E	Kolecki	ORLANDO, FL	REDONDO BEACH, CA	11/11/2020	F2	MSN	2516	453
RP-00051315	TA51000081930	PETER	J	SHIRRON	WASHINGTON, DC	MATSUYAMA, JPN	10/14/2020	B6	MSN	4730	3059
RP-00051315	TA72000068009	MEGAN	M	BEHNKEN	MOSCOW, RUS	HOUSTON, TX	10/31/2020	B9	TRN	5432	771
RP-00051315	TA72000068248	Raja		Chari	MOSCOW, RUS	HOUSTON, TX	11/13/2020	B9	TRN	3337	771
RP-00051315	TA72000068026	Robert	S	Kimbrough	FRANKFURT, DEU	HOUSTON, TX	10/23/2020	B9	TRN	5839	937
RP-00051315	TA72000068250	Thomas	H	Marshburn	MOSCOW, RUS	HOUSTON, TX	11/13/2020	B9	TRN	3337	771
RP-00051315	TA72000068367	Anne	C	McClain	HOUSTON, TX	DUBAI, ARE	11/13/2020	B5	MSN	11951	1910
RP-00051315	TA72000068366	Jessica	U	Meir	HOUSTON, TX	DUBAI, ARE	11/13/2020	B5	MSN	11951	1910
RP-00051315	TA76000028089	Danielle	M	Olivella	ORLANDO, FL	Santa Barbara, CA	11/12/2020	F2	MSN	2701	585
RP-00051315	TA23000056296	JENNIFER	A	INMAN	ADELAIDE, AUS	Washington, DC	11/13/2020	B6	MSN	6006	1417
RP-00051315	TA24000011058	Royce	A	Brown	LOS ANGELES, CA	COLOGNE, DEU	1/2/2021	B6	MSN	8858	8508
RP-00051315	TA51000082295	Meng	P	Chiao	WASHINGTON, DC	MATSUYAMA, JPN	3/29/2021	B6	MSN	9506	4753
RP-00051315	TA51000082320	Ronald	E	Kolecki	ORLANDO, FL	REDONDO BEACH, CA	3/21/2021	F2	MSN	5379	467
RP-00051315	TA51000082299	Michael	A	Sampson	WASHINGTON, DC	MATSUYAMA, JPN	3/29/2021	B6	MSN	9506	4753
RP-00051315	TA72000068954	Kayla	J	Barron	HOUSTON, TX	MOSCOW, RUS	3/15/2021	B9	TRN	16242	3370
RP-00051315	TA72000068651	Raja		Chari	HOUSTON, TX	MOSCOW, RUS	1/30/2021	B9	TRN	8074	5862

STEP 11.   **NSSC Travel (Civil Servant (CS) –** Receive WMS task, review and validate report, ensure data range, etc. is correct.
  A. Is report correct?
    1. If error is found, update task and return to SP for correction.
        i.   Create QE for errors found.
    2. If no errors are found, update task with "review complete" and forward task to CS Travel Team Lead for review.
  B. CS Travel Team Lead reviews the data and sends WMS task back to SP (L2) to be sent to the CTOs.

STEP 12.   **Center Travel Office (CTO)** – Reviews report.
  A. CTO reviews report and submits data corrections, feedback, and/or concurrence to the NSSC via Outlook mail group: AgencyTravelReporting@nasa.onmicrosoft.com. If the CTO determines any adjustments are necessary, the NSSC will record the changes in the report files. Once NSSC incorporates the requested changes, the CTO will review file again.
  B. Each e-mail received at AgencyTravelReporting@nasa.onmicrosoft.com will auto-generate a WMS record that will be assigned to Travel for further resolution and monitoring.

STEP 13.   **NSSC Travel (Civil Servant (CS) –** CS Travel Agency Report POC will review all CTO e-mails and tickets that come into the NSSC for errors or corrections and create QE, if necessary.

STEP 14.   **NSSC Travel (Service Provider (SP)** – Update report with all requested/needed corrections.

STEP 15.   **NSSC Travel (Civil Servant (CS)** – Reviews updates to report

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    A. Once all Centers have reviewed, CS Travel Team POC will review report.

    B. Once review is complete, WMS task is sent to NSSC CS Travel Team Lead for their review. If no errors, NSSC CS Travel Team Lead submit report to Travel Process Champion by the 20th of the month following each quarter and resolve task.

STEP 16. **NSSC Travel (Civil Servant (CS)** **–** Receive approved notification from Travel Process Champion

    A. Approved: After Travel Process Champion has reviewed the PCTR and concurs with the data, they will notify NSSC Travel Lead.

    B. Corrections Needed: Send back to NSSC SP for updates.

STEP 17. **NSSC Travel (Civil Servant (CS)** – Final Analysis

    A. Receive WMS task to review and validate report, ensure data range, etc. is correct.

    B. If error is found, update task and return to SP for correction

    C. If no errors are found, update task with "review complete" and forward task to CS Travel Team Lead for review.

    D. CS Travel Team Lead will review report and notify NSSC SP the Premium Travel Presentation Data is ready for upload to GSA Travel Reporting Tool.

STEP 18. **NSSC Travel (Service Provider (SP)** – Upload Premium Travel Data to GSA Travel Tool

    A. Once all Premium Travel data has been approved by all pertinent individuals, the NASA_FYXX spreadsheet is uploaded to GSA. The template is downloaded when the 1st quarter is started and updated quarterly to ensure all data that is required is included on the report.

    B. Below is an example of the template that needs to be uploaded.

Agency Trip ID	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
ABC-12345	John	A	Example	Washington, DC	Los Angeles, CA	12/25/2010	F1	EMG	1000	650

    C. The data elements required to be reported to GSA on the PCTR:

        1. Reporting Period ID (given by GSA Reporting Tool – e.g. RP-00051315).

        2. Travel Authorization Number.

        3. Traveler First Name.

        4. Traveler Middle Initial.

        5. Traveler Last Name.

        6. Origin (starting point of the TICKET)

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7. Destination (ending point of the TDY TICKET. If there are multiple TDY's, use the farthest location from the origin).
8. Travel Date (date travel begins).
9. Exception Code (GSA Travel Exception Codes);
10. Purpose Code (aka Trip Indicator Code-Mission, Training, Conference, etc.).
11. Premium Fare (TOTAL TICKET cost containing at least one portion of "other than coach" accommodations).
12. Coach Fare TICKET Cost (aka Average Coach Class-comparison coach class for the same itinerary if no premium class been authorized); and Coach Class comparable priorities are:
13. City Pairs - YCA
14. If YCA fare is not available, then use lowest available coach class fare
15. If employee's travel MISSION requires use of a non-City Pairs flight/carrier, use the lowest available coach class for the flight.

D. Each Total Ticket Cost, containing Premium Class Travel, will be listed as 1 row on this report. (For Example: Traveler's Trip was all First-Class Segments: From Washington, DC to Atlanta, GA to Houston, TX and from Houston, TX to Decatur, GA to Washington, DC for total airfare cost of $1,000. This Premium Travel Trip would be on one row, Origin: Washington, DC to Destination: Houston, TX and Premium Fare: $1,000)

Example of Total Fiscal Year Premium Travel Data to be submitted:

Reporting_Period_ID	Travel Authorization Number	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
RP-00051315	TA21000026817	Jhony	R	Zavaleta	SAN FRANCISCO, CA	ADELAIDE, AUS	11/7/2020	B6	MSN	1648	1158
RP-00051315	TA51000081927	CAROLINE	A	KILBOURNE	WASHINGTON, DC	MATSUYAMA, JPN	10/14/2020	B6	MSN	4729	3059
RP-00051315	TA51000081965	Ronald	E	Kolecki	ORLANDO, FL	REDONDO BEACH, CA	10/19/2020	F2	MSN	2496	225
RP-00051315	TA51000082049	Ronald	E	Kolecki	ORLANDO, FL	REDONDO BEACH, CA	11/11/2020	F2	MSN	2516	453
RP-00051315	TA51000081930	PETER	J	SHIRRON	WASHINGTON, DC	MATSUYAMA, JPN	10/14/2020	B6	MSN	4730	3059
RP-00051315	TA72000068009	MEGAN	M	BEHNKEN	MOSCOW, RUS	HOUSTON, TX	10/31/2020	B9	TRN	5432	771

STEP 19. **NSSC Travel (Service Provider (SP)** – Final DATA Approved

A. Once the data has been uploaded to GSA Travel Tool website https://www.travel.reporting.gov/TRAVEL/TRAVELLogin, verify the data was uploaded successfully to the website. Once complete, inform CS Travel POC the current Fiscal Year Premium Travel Data has been uploaded to GSA.

B. Helpful notes when inputting Premium Travel Data.

C. To upload the data, click on Bulk Upload. Click on Template type (Travel PCTR Template). Then select Upload Data File, choose

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NASA_FYXX file, then click Import Data. GSA will send an e-mail to you, notifying success or failure (with reason provided).

D. Click on the calendar/clock icon (will be gray prior to inputting data). Hovering over the icon will show "Organization Data Status." To update the status from Incomplete to Complete, click the icon, then chose Complete, then go back to confirm the icon is now green.

E. The amount on the little house icon that says CFY Total Cost of Premium Class Travel will be the amount of NASA's Premium Travel minus the coach fare which represents the true cost to NASA. (**Note**: The totals may be different than your report by a couple dollars due to rounding, which is acceptable.)

F. Next, click on the house icon. Click Edit, then choose "Send for approval". Enter NASA as the organization, then search for next approver's name in the system (CS Travel Lead or Branch Chief). This will send an e-mail notification to the next approver. Go back a screen to confirm the icon is now green.

STEP 20. **NSSC Travel (Civil Servant (CS)** – ATSB Branch Chief (delegated by OCFO) – Submit in GSA Tool

A. Log into the GSA Travel Tool Website (see above link)
B. Review amounts to be reported are correct
   1. If incorrect, record quality error and return task to SP for correction
   2. If correct, submit the report
C. Approval steps per GSA:
   1. Level 1 Approver User(s) will now be required to update both the Agency Data Status to 'Complete' and 'No Data to Report' and submit the agency totals to the predetermined Senior Agency Certification User for approval using the system.

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PROCESS 4 – OGE: FORM 1353 – SEMI-ANNUAL NON-FEDERAL SOURCE PAYMENT REPORT
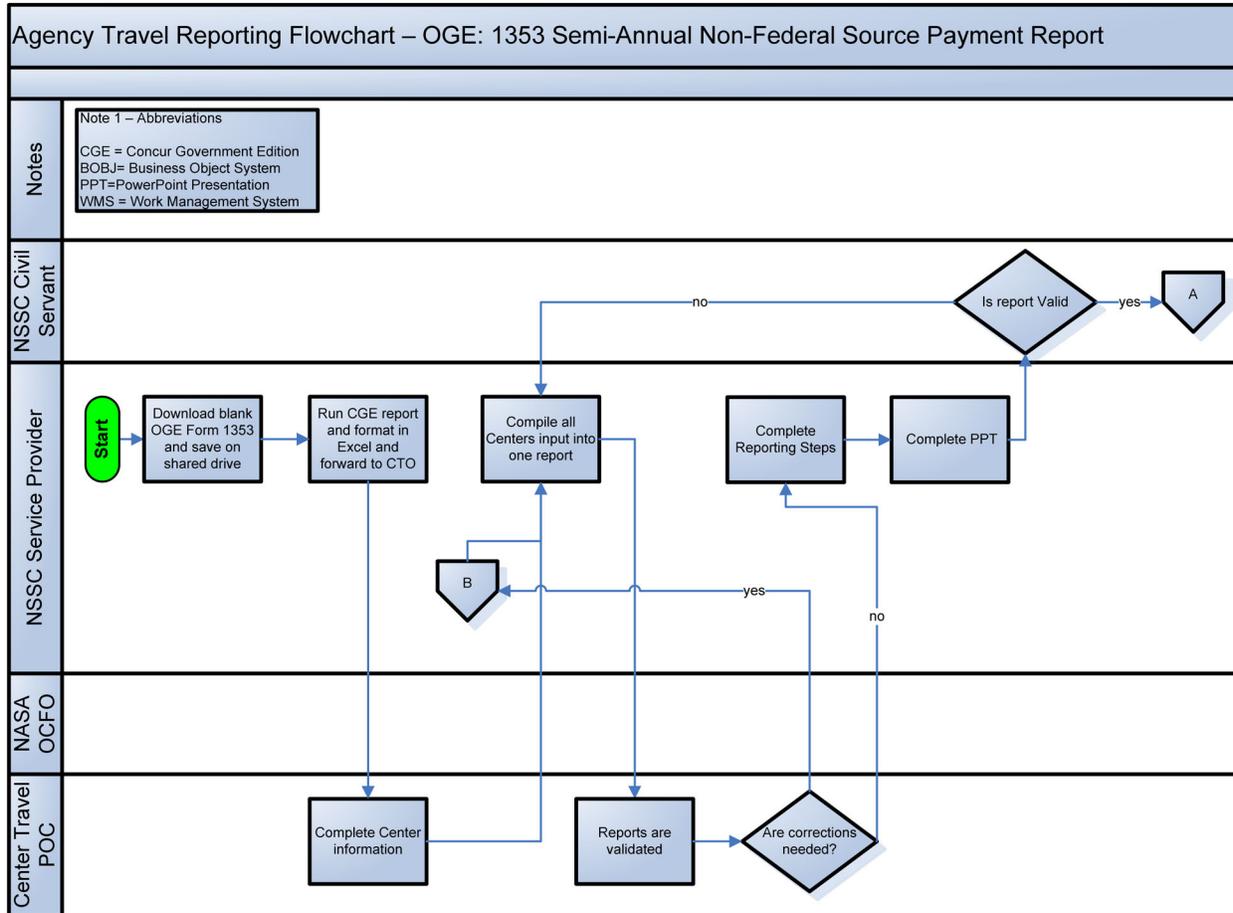
Agency Travel Reporting Flowchart – OGE: 1353 Semi-Annual Non-Federal Source Payment Report

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Agency Travel Reporting Flowchart – OGE: 1353 Semi-Annual Non-Federal Source Payment Report
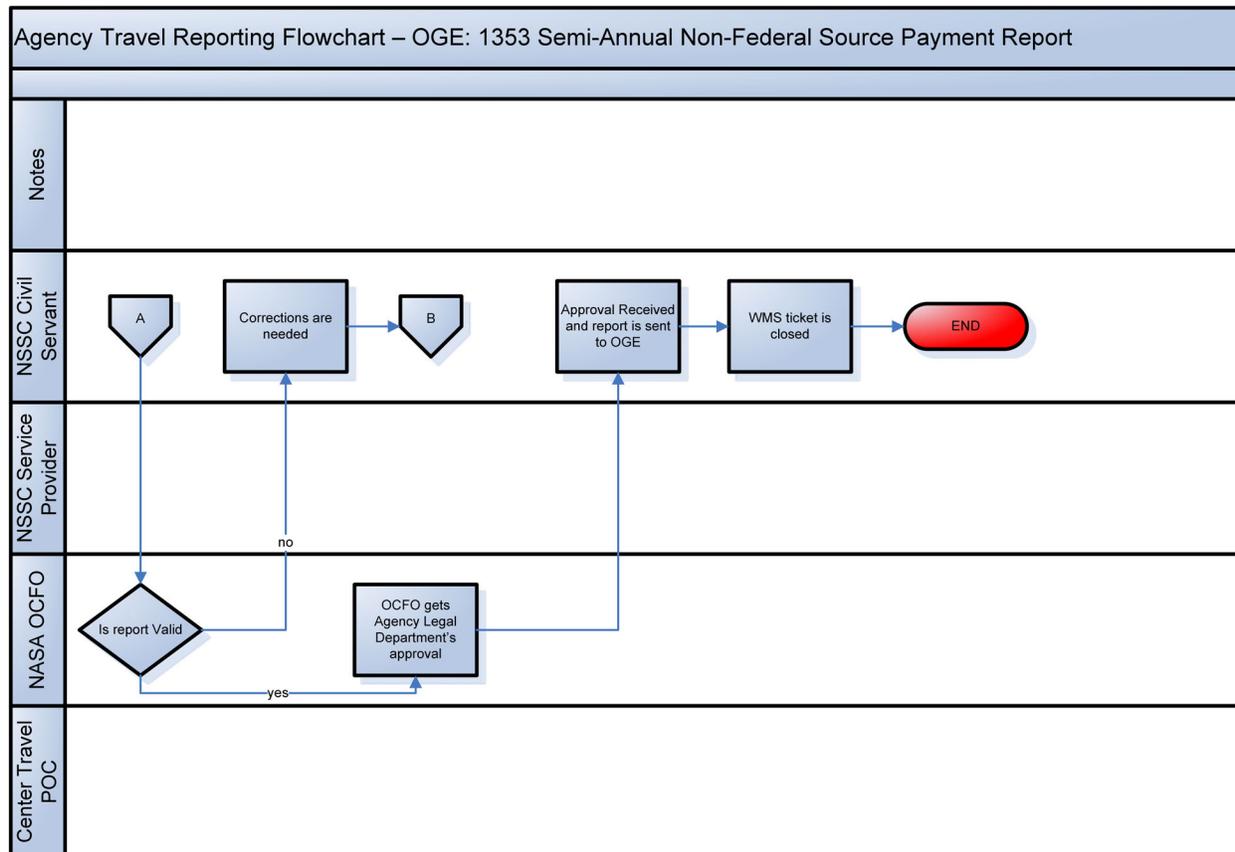
Summary:

This guide provides instructions for the NSSC and NASA CTOs in completing the OGE Form 1353: Semiannual Report of Payments Accepted from a Non-Federal Source.

What is the OGE Form 1353?

The OGE Form 1353: Semiannual Report of Payments Accepted from a Non-Federal Source Report is used by Agencies to report, on a semiannual basis, payments for travel, subsistence, and related expenses received from non-Federal sources in connection with the attendance of employees at certain meetings or similar functions. The report is produced twice a year, with reporting periods running from <u>October 1 through March 31</u> and from <u>April 1 through September 30</u>. Agencies may use either the OGE Form 1353 or the Standard Form (SF) 326 (NASA utilizes the OGE Form 1353).

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Overall Summary of Instructions:

The OGE Form 1353 is due to the Office of Government Ethics (OGE) within 2 months after reporting period ends (Oct-Mar is due by May 31 and Apr-Sep is due by Nov 30). The blank OGE Form 1353 form is downloaded from OGE Website and compiled by NSSC Travel and then sent to the CTO for data input and verification for all "Approved Expenses", during the reporting period, paid by non-Federal sources. Once completed, each Center's data is compiled into an Agency summary and is sent to NSSC to compile, and to OCFO Mgmt., Agency Legal Department, and Travel Process Champion for final approval. Once data is approved and verified by all NASA pertinent personnel, the final report is sent to OGE.

Frequency: Run Semiannually
On April 1st and October 1st, obtain travel data from CGE and send to the CTOs for input. They need to get the data back to NSSC by 4/30 and 10/31, respectively. NSSC must pull in Center data and finish the report by 5/15 and 11/15, respectively. Note: dates can change.

	Oct – Mar	Apr – Sept
Begin Pulling Reports and send to centers	4/1	10/1
Bump Centers on feedback	4/25	10/25
Center feedback due	4/30	10/31
Final reports due to CS	5/15	11/15

STEP 1. <u>**NSSC Travel (Service Provider (SP)**</u> – (OGE Form 1353(Excel)/CGE Report)
   A. Create a WMS ticket in ServiceNow to track progress. Follow FMC0304349 as an example:

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B. Download (if updated since last report) OGE Form 1353: Semiannual Report of Payments Accepted from a Non-Federal Source (Microsoft Excel format) at https://www.oge.gov/Web/oge.nsf/Resources/OGE+Form+1353:+Semiannual+Report+of+Payments+Accepted+from+a+Non-Federal+Source and save the Blank Form to the N: drive at N:\TRAVEL\AGENCY TRAVEL REPORTING\OGE Form 1353 - Semi Annual Non-Federal Source Report, under the current reporting period. It has to be verified against the master copy we have on file that nothing has changed on the blank form.

C. Open up the Master copy of 1353 report _NASA_ located here N:\TRAVEL\AGENCY TRAVEL REPORTING\OGE Form 1353 - Semi Annual Non-Federal Source Report\TEMPLATE USED FOR REPORTING\Master Copy of 1353 Report NASA. This copy should have all the formulas needed in row two. If the formulas are not there open the Completed Expenses Template located in same folder to obtain the formulas. Create a folder for the applicable 6-month period under the current year folder, and save a copy of the Master report here as 1353 Report_NASA_Oct March20XX or 1353 Report_NASA_Apr Sept20XX (with XX representing the appropriate year).

There are 6 Tabs in the form:

1. **Instruction Sheet** (Explains how to Complete the Form, how to name and save the workbook, preparing the blank report form for each NASA Center, completing general information, etc.)

2. **Agency Acronym** (Listing all Agencies and their Acronyms that should be used in the naming of the file)

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3. **Rename Sample Form** (Blank form to be completed by NASA Center Non-Federal Payment data). In the form, for each individual NASA Center, copy the <u>Rename Sample Form</u> Tab and rename it to each NASA Center (11 new Tabs total, one for each NASA Center, 11 including NSSC)

4. **Center Analysis** This is the information broken out by center and all trips that are less than $250, greater than $250 and a grand total.

5. **Expense Details** This is the CGE report information

6. **Pivot Info** This is the information that is used to create the pivot table for the Center Analysis tab.

STEP 2. **NSSC Travel (Service Provider (SP)** – Run Completed Expenses Report in CGE

A. Sign into CGE

B. Make sure you have CGE Reporting Access (If not, contact AAO for the module to be added to your profile)

C. Select <u>Reporting</u> > <u>Intelligence</u> (opens the CGE Reporting Module)

D. Under Public Folders click NASA
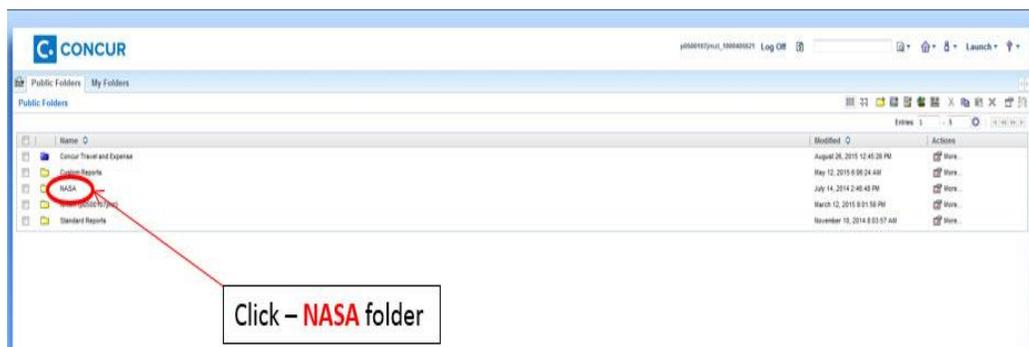
Click – NASA folder

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E. Click the blue arrow on the right that says run with options. This will allow you to have the report emailed.

Completed Expenses Report   May 2, 2019 1:07:23 PM   More...

F. Change format to

Format:
Excel 2007
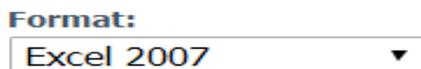
G. Click advanced options

H. Select Run in the background

Time and mode:
○ View the report now
◉ Run in the background:

I. Select Send the report by email under delivery

Delivery:
Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.
☑ Save the report as a report view **Edit the options...**
    Report View of Completed Expenses Report
☑ Send the report by email **Edit the options...**
    0 recipients
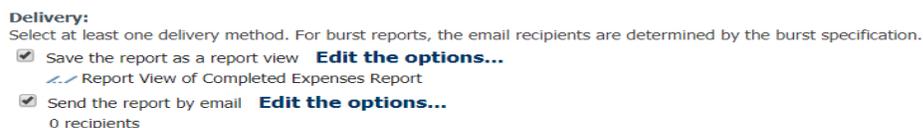
J. Click "edit options" under the send the report by email

K. In the To: box enter your email address

L. Click OK, then click run at the bottom left hand side of the screen

M. The parameter screen will open for the <u>Completed Expenses Report</u>, and the following default parameters are to be changed:

1. Approval Dates: update depending on which Semi-Annual Report you're working on, for 1st Report [Oct 1, 20XX to Mar 31, 20XX] and for 2nd Report [Apr 1, 20XX to Sep 30, 20XX]

2. Payment Methods: select SPONSORED IN-KIND

Note: All other parameters stay at their default settings

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<u>Below is Example pulling data for 1st FY15 Semiannual Non-Federal Data (Oct to Mar)</u>

3. Click OK on the next screen.

P. Save report at N:\TRAVEL\AGENCY TRAVEL REPORTING\OGE Form 1353 - Semi Annual Non-Federal Source Report\20XX\OCT XX - MAR XX <u>or</u> APR XX – SEPT XX\OGE Form 1353 -- 10-20XX thru 3-20XX <u>or</u> 4-20XX thru 9-20XX – ORIGINAL

Q. Verify all column headings on the Expense Details tab of CGE report are the same as on the Expense Details tab of the Master report; this is to ensure the formulas will work properly. Cells may need to be unmerged prior to copying data.

R. Copy data in "<u>Expense Details 3</u>" of ORIGINAL Report (Column A-Center through Column AD-Total Expenses) to the corresponding tab

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(Expense Details 3) on the Master Report you saved down from step 1. Disregard the other Tabs.

Note: Data may be on more than one tab depending on how much data is pulled. This completes the steps for running the report in CGE. Close ORIGINAL report.
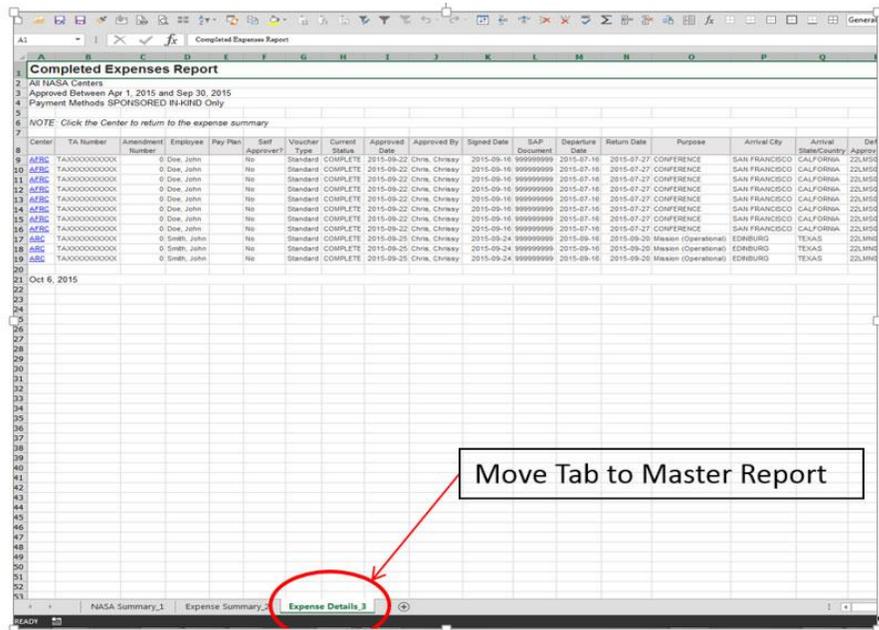
STEP 3.　**NSSC Travel (Service Provider (SP)** – Update reporting information for the CTO's to review.

　　A.　Once all data has been copied over successfully, then go to each cell in row 2 (starting with AE and ending at AM), copy the formulas down (go to the bottom right corner of the cell in row 2 and you will see a +, double click and the formula will copy down the entire column).
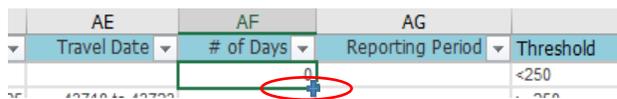
　　B.　Copy and paste the column headings on row 1 for columns AE through AM into row 8. Now that the formulas are copied down the necessary columns (and column headings have been verified) delete rows 1-7.

　　C.　Once all the cells populate based on the formula, filter the column headings to show which trips are greater than or less than $250.

　　　　1.　Filter on column AH (row 1), all trips that are less than $250 (filter by <250); these trips are not reportable. Go to column B and all

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trips that are less than $250, color fill those TA# cells red in column B.

2. Next filter on greater than $250, all the trips that are greater than or equal to $250 (filter by >=250) turn those TA# cells green in column B.

   Note: This just makes it easier to differentiate between the two. To confirm that the formula is working correctly, you can add the amounts in column AC for one trip (multiple rows) and compare to the total expense column AD amount. Those amounts for each expense in column AC should match the total of the total expenses in column AD. This is where the threshold column AH is determining the less than or greater than/equal to $250.

D. Create a copy of the expense details tab to use for your pivot table. Rename this new tab "Expense Details for Pivot".

E. Now create your pivot by grabbing the data you need in columns A (Center) through AH (Threshold) - highlighting cells A2 through AH2 and down through all trips. Click on Insert in the ribbon, select pivot table, new worksheet, ok.

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F. Check the box by Center, Amount, and Threshold. Move "Amount" to the *Values* box, move "Threshold" to *Columns* box, and move "Center" to *Rows* box.
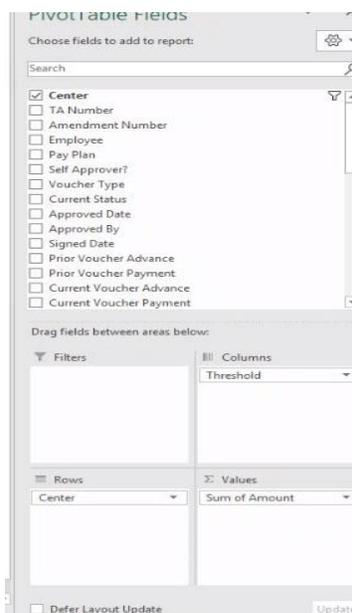
G. Right click the drop down arrow by each selection (threshold, center, amount), then click on field settings, custom, sum, ok.
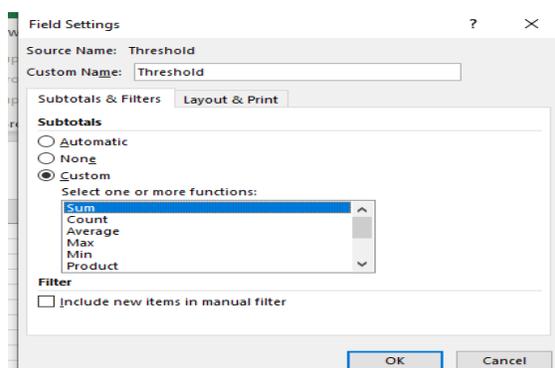
H. Format cells in the pivot to accounting with 2 decimal places for each center's total and 0 decimal places for the Grant Total sums.

I. Go back to expense details from original report and verify totals match pivot amounts. If so, update decimals places to 0 for all amounts.

Below is an example of what the final pivot table should look like:

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Sum of Amount	Column Labels		
Row Labels	**<250**	**>=250**	**Grand Total**
GSFC	$ -		$ -
HQ		$ 3,298	$ 3,298
JSC	$ 336	$ 19,167	$ 19,503
Grand Total	**$ 336**	**$ 22,465**	**$ 22,801**

J. Name new pivot table tab as "Center Analysis."

K. Insert center worksheets (11 tabs) if not already included (master will have them (N:\TRAVEL\AGENCY TRAVEL REPORTING\OGE Form 1353 – Semi Annual Non-Federal Source Report\TEMPLATE USED FOR REPORTING/blank center spreadsheet)).

L. Change the reporting period in the first block of each center worksheet.

M. Change the Year in the second block.

N. At bottom, in cell M424, link this amount to the center analysis tab amount for that center under the >=250 column. The formula in cell M424 should appear as:

```
=GETPIVOTDATA("Amount",'Center Analysis'!$A$3,"Center","ARC","Threshold",">=250")
```

Note: For each center that does not have any reportable trips, enter 0 in cell M424 rather than the formula.

O. Ensure reporting period boxes are updated

P.   Add a bold "X" to column K next to "NEGATIVE REPORT" for each center that has no reportable trips during the applicable timeframe.

Q. Number AFRC as page 1 of 11 pages. ARC will be page 2 of 11 pages, etc.

STEP 4. **NSSC Travel (Service Provider (SP)** – Send the newly created Master Report, Excel OGE Form 1353 File, to the NASA CTOs for data input,

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processing, and validation. Hide all tabs except for the following (See previous report sent to CTOs for example.):

The Following Tabs should be sent to the CTO:

A. **Instruction Sheet** (from the OGE Excel download file)

B. **Agency Acronym** (from the OGE Excel download file)

C. **Sample Form** (if existing from the OGE Excel download file)

D. **Expense Details** (from the CGE Completed Expenses Report)

E. **Report** (this Tab is the Agency Summary Data (copied from the previous Master Report and updated with current reports data)

F. **Analysis** (this Tab is the current reporting periods data analysis, to be updated after CTO's input, process and validate data (copied from the previous Master Report) 11 tabs for all NASA Centers (copy of Sample Blank Form tab, rename each tab accordingly).

STEP 5.   Center Travel Office (CTO) – (Completing the OGE Form 1353)
The following are Instructional Steps prepared by NASA CTOs:

A. The NASA CTO will verify the data from the Expense Details Tab (from CGE Report - Completed Expenses Report) and any other Employee Travel Expenses from Travel Records not captured in the Expense Details Tab (any expenses that were not flagged SPONSORED expenses in CGE Employee Vouchers but were paid by Non-Federal Sources).

B. The NASA CTO will create a new entry for every Employee with paid expenses by a Non-Federal Source, by Travel Dates and the Event attended (Ex. 2 entries would be created for John Doe if he went to a Space Conference on July 1 to July 5 and Space Alliance paid for his airfare and hotel expenses and if he went to a Boy Scouts Conference on Aug 3 to Aug 7 and the Boy Scouts paid for his airfare and meals).

1. Below is an example of Employee Data from the Expense Details Tab displaying the amount of Lodging and Meals paid by the Non-Federal Source: (Ex. John Doe's Lodging total $438.79 and Meals for $22.48, for Total Expenses paid the Non-Federal Source: $461.27)

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C. The below entry will be completed by the NASA CTO for every Employee, by Travel Dates and the Event attended paid by Non-Federal Sources. The following Data elements are to be reported and completed on the respective Center's Tab in the Master Report (Ex. John Doe's data from his July 17 trip, all the details below are from the Employee's Travel Voucher and/or Travel Records in the NASA CTO):

1. **TRAVELER NAME**: Name of NASA Employee paid by Non-Federal Source Travel

2. **EVEN DESCRIPTION**: Description of the Event the NASA Employee Attended

3. **BEGINNING DATE**: The Event Beginning Date the Non-Federal Source paid for the NASA Employee

4. **LOCATION**: Location of the Event

5. **BENEFIT SOURCE**: The Benefactor (Non-Federal Source) that sponsored the NASA Employee

6. **BENEFIT DECRIPTION** (Expense Type): The Expense(s) the Benefactor (Non-Federal Source) Sponsored for

7. **PAYMENT BY CHECK**: If the payment was by "check" (issued directly to NASA)

8. **PAYMENT IN-KIND**: If payment was "In-Kind" (no direct payment, but service is being provided (airfare, lodging, etc.)

9. **TOTAL AMOUNT**: Total amount of each Expense paid by Non-Federal Source

10. **TRAVELER TITLE**: Title of NASA Employee being Sponsored

11. **EVENT SPONSOR**: Sponsor of the Event

12. **ENDING DATE**: The Event Ending Date the Non-Federal Source paid for the NASA Employee

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13. **TRAVEL DATE(S)**: Actual Total Travel Dates of the NASA Employee

STEP 6.   **Center Travel Office (CTO)** – (Completing the OGE Form 1353)

A. The following Instructions should be followed when completing the Non-Federal Payments Data:

1. Do not modify or adjust the Blank Form, only input the data into the form

2. If there are NO Expenses to be reported by a NASA Center, Mark an X in the box left of the box "NEGATIVE REPORT" for the current period

3. The current Blank Form goes to 100 entries, if you exceed this limit and need more entries, make another blank copy of the RENAME BLANK FORM Tab and proceed with data input (do not change the number sequence on the additional Blank Form by stating 101 and so forth, leave at 1 and explain to NSSC which Tab is the additional second (or third, etc.) form).

4. Any Employee that is on an International Personnel Act (IPA) Agreement with a Non-Federal Entity and goes on Travel performing duties (work) for the Non-Federal Entity and paid by the Non-Federal Entity *should not* be included in the Semi-Annual Non-Federal Payments Report. However, if the Employee is on travel and expenses are paid by the Non-Federal Entity and is performing work for NASA, their Expenses *should be* reported on the Semi-Annual Non-Federal Payments.

5. Only report Expenses on the current Master Report that have been approved during the Semi-Annual Reporting Period, not when the Traveler physically went on travel. (Ex. If a traveler had Total expenses of $1,000 paid by Non-Federal Source on Travel Dates

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March 20 to 25 and the Voucher was not Approved until April 3, these Expenses should be reported on the Apr to Sep Report and not the Oct to Mar Report)

6. All Expenses should be rounded to the nearest whole dollar (Ex. From John Doe's example his Total Lodging cost was $438.79, report $439)
7. Do not report any TOTAL Expenses for a NASA Employee less than $250 (Ex. If Transportation = $150 and Hotel = $75 Total $225 should NOT be reported) per entry/event see FTR §304-6.4.
8. The data should be reported in alphabetical order, by Last Name
9. Report "TRAVELER NAME" as Last Name first (ex. Doe, John)
10. Only report Expense(s) if there are any to report (Ex. If a Traveler only had Transportation and Hotel paid by the Non-Federal Source and Meals were NOT, just report Transportation and Hotel, with associated Expense Costs and do not report Meals with a ZERO Cost)

B. The following Instructions should be followed when completing the Non-Federal Payments Data:

1. **Expense(s) should be categorized by the following:**

   a) All Transportation Expense(s) should be summarized under "Transportation" (includes Air, Car, Train, Rental Car Gas, Taxi, etc.) ONLY if there are multiple transportation expense(s) (Ex. If a Non-Federal Source paid for Airfare and Rental Car), report both Expense(s) under "Transportation".

   b) If just one transportation expense was paid for by the Non-Federal Source (Ex. just Airfare was paid) report the Expense as "Airfare Transportation" and for Rental Car, Taxi or Train "Ground Transportation", etc. If there are any associated expenses paid with the transportation expense (Ex. Rental Car Gas and Mileage were paid by the Non-Federal Source and no other transportation was paid), report these Expenses under "Ground Transportation", etc.

   c) All Hotel Expense(s) should be summarized under "Hotel" (includes Lodging, Lodging Taxes, etc.) and reported Expense under "Hotel".

   d) All Meals/Other Expense(s) should be summarized under "Meals/Other" (includes Meals, Registration Fees, Misc. Expenses, etc.) ONLY if there are multiple Meals and Other Expense(s) (Ex. If a Non-Federal Source paid for Meals and Registration Fees, report both Expense(s) under "Meals/Other".

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e) If just one expense was paid for by the Non-Federal Source (Ex. just Registration Fees, etc. were paid and no Meals) report the Expense as "Other" and for just Meals "Meals".

2. Verify all Data Fields are completed in the reporting form for each respective center unless there are no other expenses to be reported <u>(Ex. There are only 3 fields for Expenses to be reported, if there were just Transportation and Hotel Expenses paid by the Non-Federal Source, leave the third Expense field blank)</u>

   a) After the NASA CTOs report and validate all Non-Federal Payment Expenses approved during the Reporting Period and complete all the data in their respective Center Tab in the Master Report, each NASA CTO will forward their completed data to the NSSC Travel Office via email to the following Outlook group: AgencyTravelReporting@nasa.onmicrosoft.com for review. Each e-mail received at AgencyTravelReporting@nasa.onmicrosoft.com will auto-generate (per NSSC Document Imaging Department) a WMS record that will be assigned to Travel for further resolution and monitoring.

   b) Each CTO needs to make sure the control total and any variances are explained.

STEP 7.   <u>**NSSC Travel (Service Provider (SP)**</u> – Incorporate data from each CTO

    A. Move the Tab completed by each NASA CTO to the Master Report.

    B. Review each Center's data to validate all data is correct: spelling, missing data, properly reported data, in alphabetical order, names are listed such as last name first name, etc. If there are any questions/concerns/issues with the data will be sent back to the NASA CTO for correction and/or explanation.

    C. All trips that are under $250 are filtered out prior to being sent to the CTO however this needs to be checked again to make sure the CTO did not add trips that are under the $250 threshold.

      1. If any trips are found that were added by the center that are less than $250, the report needs to be sent back to the center to correct.

      2. If a sponsor is on the report and it appears it may be a Federal Agency verify that and if so, then that trip would not be reportable.

    D. Verify that each CTO's control totals balance and if there are any variances each one is explained. A tab is created on the Validation spreadsheet to show the breakout of any rounding variances.

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STEP 8. **NSSC Travel (Service Provider (SP)** – Complete the center validation spreadsheet

    A. Add the center validation information to the template N:\TRAVEL\AGENCY TRAVEL REPORTING\OGE Form 1353 - Semi Annual Non-Federal Source Report\TEMPLATE USED FOR REPORTING to your file naming it OGE – VALIDATION 10-19 THRU 03-20 (current reporting dates).

    B. Update the dates for the reporting period at the top of the template (row 2) on the FORM 1353 OGE tab.

    C. Beginning Balance = Grand total from center analysis tab of OGE report.

    D. The total trips that were less than $250 = Enter the negative amount of Grand Total found in Column B from Center Analysis tab of OGE report.

    E. If there were any trips that were reported in a previous quarter and happened to pull on this report then that amount would be deducted for Trips Previously Reported (this not likely because the report pulls by date approved, however, it may occur).

    F. The total adjustments by centers would be adding each center's variance adjustments for a total sum.

    G. After all those amounts are entered, the Reportable Balance should be the total balance that is reportable.

    H. Center spreadsheets = "Total Above" amount from bottom of each center tab, for a total sum of all centers

    I. The "Variance by Center" section should match the variances provided by each center in their submission of data. **Note**: JSC usually has unique items that either adds to or reduces their amounts so that requires a bit more detail. Checks would be listed separate from other items like Space Act/IPA etc.

    J. The "Recap" tab will show differences per Center due to rounding.

Sponsored Travel			Variances By Center	
Beginning Balance	$557,225.00			
Trips <$250	($4,340.00)		GRC Variance	$3,478
Trips Previously reported	$0.00		JSC Additional amount paid by check	$35,461
Total Adjustments by Centers	$19,965.00		JSC Space Act Authority/IPA not reportable. Not a Federal employee	($28,245)
			MSFC Variance	$7,720
Reportable Balance	$572,850.00		NSSC Variance	$1,551
Center Spreadsheets	$572,850.00		Total Adjustments	$19,965
Difference*	$0.00			

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K. Add a copy of the pivot table from the "Center Analysis" tab (in the Master Report) to the bottom of template as part of the validation spreadsheet. Save file.

Sum of Amount	Column Labels			
Row Labels	<250		>=250	Grand Total
AFRC	$	94	$ 2,085	$ 2,179
ARC			$ 37,964	$ 37,964
GRC	$	381	$ 11,221	$ 11,602
GSFC	$	815	$ 174,672	$ 175,487
HQ	$	163	$ 50,934	$ 51,097
JSC	$	2,203	$ 181,855	$ 184,059
KSC	$	125	$ 13,440	$ 13,565
LARC	$	144	$ 50,495	$ 50,639
MSFC	$	415	$ 30,219	$ 30,634
Grand Total	$	4,340	$ 552,885	$ 557,225

K. Once all of the data has been confirmed to be correct, then save a new copy of the OGE report "1353 Report_NASA_Apr Sept2020" (containing the completed Center tabs, Instructions, Expense Details, etc.) and add "- OGE Copy" to the end of the new file name.
Note: The OGE copy is the official copy that the CS sends to OGE.

L. The OGE copy has only the OGE form. All the balancing data (Variance section) at the bottom of each CTO tab is deleted. The only information that should be on the OGE copy is the CTO sheets. All other tabs should be deleted, including the Instruction Sheet, Agency Acronym, Center Analysis and Expense Details.

M. Once the report copies are ready to send to the CS for review, attach 3 Excel files (the validation sheet, the copy with center variance breakout, and the OGE copy) to the ticket as shown below. (Re-save the latter 2 files as Excel Worksheets only, as SNOW currently will not allow uploading of Excel Binary Worksheet files.)

Attachments   ✕

[Choose file] No file chosen

☐ 📄 OGE - VALIDATION 04-21 THRU 09-21.xlsx [rename] [download]

☐ 📄 1353 Report_NASA_Apr Sept2021.xlsx [rename] [download]

☐ 📄 1353 Report_NASA_Apr Sept2021 - OGE Copy.xlsx [rename] [download]

[Download All]   [Remove]

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N. Send this task to the CS POC for review. Create another task and send it to the SP Finance Service Office Manager (SP SOM) for the DRD requirement.

STEP 9.   **NSSC Travel (Civil Servant (CS)** – Review OGE report
A. Receive task in WMS to review OGE report.
B. Open "OGE COPY" and "OGE-VALIDATION" files attached in WMS.
C. At a minimum, review the "OGE COPY" for:
    1. Correct dates for reporting period.
    2. Appropriate Center name is recorded in the sub-Agency field.
    3. Total expenses equal the Center's total in the "OGE-VALIDATION" file.
    4. Travel/payments were made within the timeframe of the report.
    5. Source is not a Government entity.
    6. Data provided is complete (e.g., full names listed, valid dates, spelling is correct, etc.,).
D. If any of the information fails the CS review, record the findings in the "work notes" section of the WMS task and return to the SP for correction.
E. If the report passes all CS reviews, it is submitted via email to Travel Process Champion for review. Also, submit the report back to the SP to forward to Agency Legal for review (See Step 10).
    1. The Travel Process Champion (OCFO) and Agency Legal reviews may occur concurrently, if necessary.

STEP 10.   **NSSC Travel (Service Provider (SP)** – Send report to Agency's Legal Department for approval.
A. Email report ("OGE COPY") to ethicsteam@hq.nasa.gov.

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Note: Agency Legal Department response should be sent to AgencyTravelReporting@nasa.onmicrosoft.com.

B. NSSC Travel will work with the Agency's Legal Department, and if applicable with the NASA CTO, for any data needing to be added, removed, or adjusted.

C. Once approval from Legal is received, report is ready for final distribution to CGE by CS Travel Lead.

STEP 11. **NSSC Travel (Civil Servant (CS)** – NSSC CS Travel Lead submits report to OGE

A. Once the report is approved, the report (i.e., 1353 Report "OGE COPY") is sent to OGE by email to 1353travel@oge.gov.

B. In addition, an email is sent to Travel Champion, OCFO Mgmt., Agency's Legal Department and NASA CTOs with the final approved report.

C. WMS tasks and case are closed.

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PROCESS 5 – TRAVEL REPORTING INFORMATION PROFILE (TRIP) REPORT

Agency Travel Reporting Flowchart – Travel Reporting Information Profile (TRIP) Report
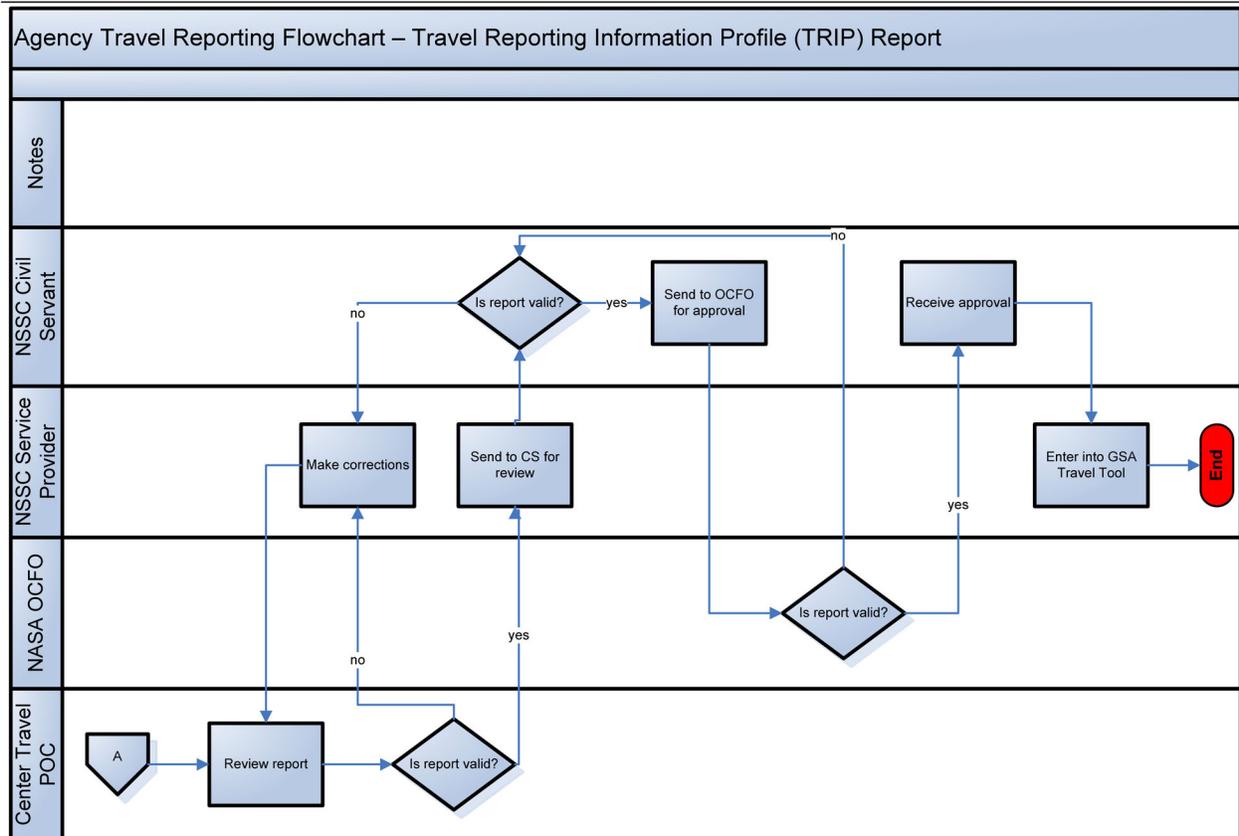
Summary:

This guide provides instructions for the NSSC in preparing, analyzing, validating, and submitting the annual Travel Reporting Information Profile (TRIP) Report.

What is the TRIP Report?

Guidelines:

Title 5 U.S.C. 5707 (c) sets the requirements for GSA to report to the Office of Management and Budget on agency travel spend. This statute is implemented via the Federal Travel Regulations 41 CFR Part 300-70, agency reporting requirements.

If agencies spent $5 million or more for all travel (domestic/international), they must report that travel data to GSA. If an agency does not spend $5 million in TDY travel it is still required to submit a negative report.

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All data entered the online reporting tool, must represent total agency travel expenditures to the greatest extent possible. This includes all travel performed through ETS vendors, and any travel that has occurred outside ETS vendors. The report is for summary data only. Detailed transactional data to support the summary will not be collected. The data may be obtained through reports from your ETS or TMC providers.

Overall Summary of Instructions:

The report (TRIP) Travel Cost Summary Report-NASA is run in CGE. The report has been created by AAO in accordance with GSA's requirements. This data is to be entered into the GSA Travel Tool by **November 30** following the closing of the Fiscal Year (ending on September 30).

STEP 1. **NSSC Travel (Service Provider (SP)** – Obtain access necessary to run TRIP report(s).
   A. CGE Reporting Access (Request to have Travel Reporting Access for CGE from current CGE POC)
   B. GSA Travel Tool: https://gsa.inl.gov/travel/ (Current POC cheryl.mcclain@gsa.gov at GSA for access)

STEP 2. **NSSC Travel (Service Provider (SP)** – Save Report to Shared Drive
   A. Go to NSSC shared drive at N:\TRAVEL\AGENCY TRAVEL REPORTING\TRIP Report and make a new folder for current fiscal year (FY) (ex. FY20XX).
   B. Save down the master template located at N:\TRAVEL\AGENCY TRAVEL REPORTING\TRIP Report\TRIP TEMPLATE to the current fiscal year folder.
   C. Go to prior FY Folder and open the files below and rename using current FY:
      1. Open the "FYXX-Trip Report-data for ppt" excel spreadsheet. save as, renaming the file with new current FY (ex. for FY20-Trip Report-data for ppt) and save to new created FY folder.
      2. Open the PowerPoint Presentation File: "FYXX-Travel Reporting Information Profile (TRIP) Report-Final" save as, renaming the file with new current FY (ex. for FY20: FY20-Travel Reporting Information Profile (TRIP) Report-Final) and save to the new created FY folder.

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STEP 3.   NSSC Travel (Service Provider (SP) – TRIP Data Fields and Explanation

A. Travel Reporting Information Profile (TRIP) displays what data is needed for entering into the GSA Travel Tool – found under TRIP Menu at: https://www.gsa.gov/policy-regulations/policy/travel-management-policy/travel-reporting/travel-reporting-information-profile-trip.

GSA Summary TDY Trip Report with detail - NASA

Purpose	Number of Trips	Average Trip Duration	Lodging Cost	Travel Cost
CONFERENCE				
Employee Emergency				
Mission (Operational)				
Special Mission				
Training				
Overall Total	0	intentionally left blank	$0.00	$0.00

Travel Modes	Number of Instances	Transportation Cost	
Air			0
Bus (Common Carrier)			0
Innovative Mobile Technology Companies(IMTC)			0
POV			0
Public Transportation(TDY Local Transportation)			0
Rental Car			0
Ship (Common Carrier)			0
Taxi			0
Train			0
Transportation Network Companies(TNC)			0

Note: TNC (Transportation Network Companies) and IMTC (Innovative Mobile Technology Companies)

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B. New Relocation requirement:

Report data by authorization FY	All obligated FY17 relocations (Report Obligated number and costs)		All obligated FY15 relocations (Report actual number and costs)	
	Total Number	Total Cost	Total Number	Total Cost
Total of All Relocations				
Enroute Travel				
House hunting Trip (HHT)				
Direct Residence Sales				
Vendor Residence Sales				
Residence Purchases				
Household Goods (HHG) Shipment				
Household Goods (HHG) Storage in Transit (SIT)				
Household Goods (HHG) Extended Storage				
Temporary Quarters Subsistence Expenses (TQSE)				
Miscellaneous Expenses Allowance				
Relocation Income Tax Allowance (RITA) Payments				

C. Data Elements:

1. All information that needs to be input comes from pages 3 and 4 of PowerPoint Presentation.
   a) Organization (determined by form context): The organization for which travel data is being reported. This value is not explicitly specified by the user but is determined by the system based on the context of the form.
   b) Number of Trips (integer): Number of trips being reported by the organization for the corresponding fiscal year for the selected purpose (see corresponding element below). A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.
   c) Median Trip Duration (integer): Number of days required to perform TDY, calculated as the median number of TDY days for each trip, for the selected purpose.
   d) Total Travel Cost (integer): Total cost of the travel being reported in US dollars. Costs include all transportation, lodging, M&IE, and all other associated costs such as fees, taxes,

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currency exchange costs, etc., for all travel for the corresponding purpose. Does not include travel program overhead costs.

e) <u>Lodging Cost</u> (integer): Total cost paid for lodging for travel for the corresponding purpose.

f) <u>Travel Purpose</u> (determined by form context): The purpose of the reported travel broken down by the categories "Employee Emergency", "Mission (Operation)," "Special Agency Mission," "Conference (Other Than Training)," "Training".

STEP 4.   <u>**NSSC Travel (Service Provider (SP)**</u> – Run the TRIP report in CGE

A. Log into CGE https://cge.concursolutions.com/portal.asp
Once in CGE click on Reporting > Intelligence.

Note: If CGE updates the expense type descriptions, a CRQ will need to be created with AAO, so the GSA Summary TDY Trip Report with detail can be changed to pull in those new expense types.
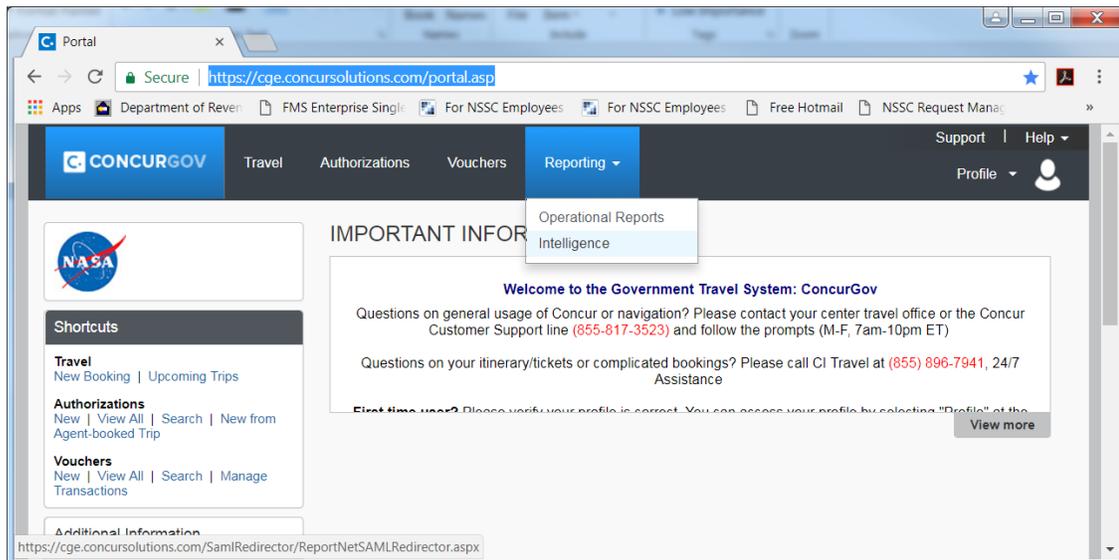
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B. Under <u>Public Folders</u> > <u>NASA</u>
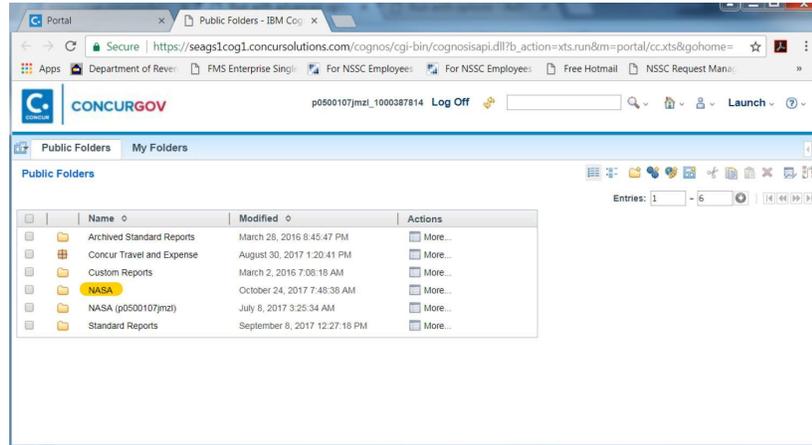
C. Select the report called "GSA Summary TDY Trip report with detail - NASA."

D. Make sure to select the blue arrow (on the right-hand side) to run the report with options.

E. Select format as Excel 2007, then select advanced options.
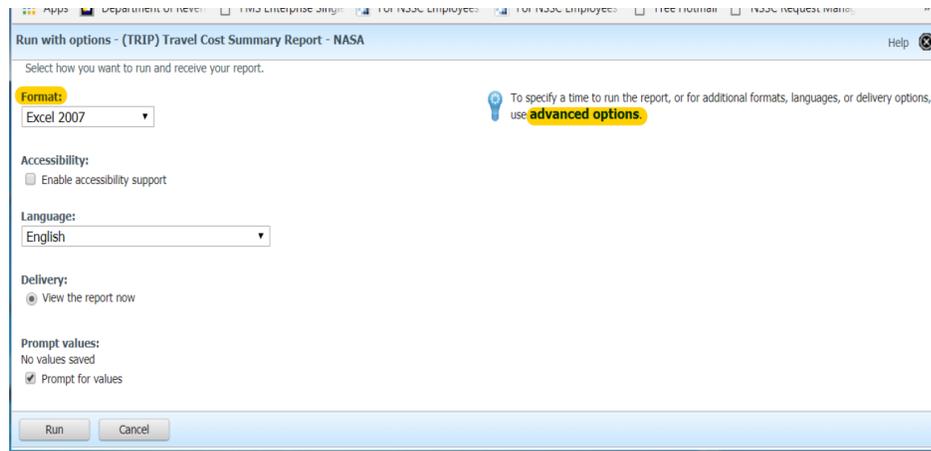
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F. Select Run in the background and check send the report by email. Select Edit the options.

G. Send the report to yourself by email then click ok then run.

H. The prompt selection should be entered as follows and currently needs to be run for all 11 centers (one at a time):

1. Report should be ran based on Return Date (box 1).
2. Then custom date range (box 2) you are running for the previous fiscal year (ex. October 1, 2018 – September 30, 2019).
3. Box 3 would be selecting one center at a time
4. Box 4 is defaulted no action
5. Boxes 5 – 16 should default as needed. However, if expense categories change AAO will need to update the selection criteria.

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GSA Summary TDY Trip Report with detail - NASA

Report Prompt Selection Page, Report Run On Nov 5, 2019 7:15:11 AM PST

The purpose of this report is to assist agencies in researching and submitting their annual Travel Reporting Information Profile(TRIP) regulatory report.

Prompt Selections

#		
1	Report Date Prompt	Trip Return Date
2	Date Range Prompt	Custom Date Range Between Oct 1, 2018 and Sep 30, 2019
3	Organization	NASA_HQ
4	TDY Voucher Document Type	Local Voucher, PreTrip Voucher, Voucher
5	Air Expense Types	Com. Carrier / Airline Flight, Com. Carrier / Commercial Airfare, OTHER / Airline Flight
6	Innovative Mobile Technology Companies(IMTC)	Transportation / IMTC Fare Rideshare, Bikeshare, Carshare, Transportation / Shared bike/car (partial hr. rental)
7	Lodging Expense Type	Lodging / Dual Lodging, Lodging / Lodging, Lodging / Lodging Tax, Lodging / Lodging/Hotel Charge, Lodging / Lodging/Hotel Fees, Lodging / Lodging/Hotel Taxes, Lodging / Other, Misc Expense / Lodging, OTHER / Lodging
8	Personally Owned Vehicles(POV)	Mileage / Mileage - Privately Owned Aircraft, Mileage / Mileage - Privately Owned Automobile, Mileage / Mileage - Privately Owned Motorcycle, Mileage / POV Used When Govt Vhcle Avail, Mileage / POV When Govt Vhcle Avail, Mileage / Private Plane, Mileage / Private Vehicle, Mileage / Privately Owned Motorcycle
9	Public Transportation(TDY Local Transportation)	Misc Expense / Gas-Rental/Govt Car, Misc Expense / Parking, OTHER / Gas-Rental/Govt Car, Transportation / Fuel Expense, Transportation / Gas-Rental/Govt Car, Transportation / Government Vehicle, Transportation / Highway/Bridge Tolls, Transportation / Limousine, Transportation / Parking, Transportation / Parking Expense, Transportation / Public Transportation Fare on TDY, Transportation / Shuttle, Transportation / Shuttle Fare, Transportation / Subway Metro Bus, Transportation / Subway/Metro/Bus, Transportation / Tip - Transportation
10	Rental Car	OTHER / Rental Car, Rental Car / Rental Car, Rental Car / Rental Car Charge
11	Taxi	Transportation / Taxi, Transportation / Taxi Fare
12	Train	Com. Carrier / Rail Fare, Com. Carrier / Train
13	Transportation Network Companies(TNC)	Transportation / TNC Fare (e.g., Uber, Lyft), Transportation / Uber, Lyft, etc.
14	Bus (Common Carrier)	Com. Carrier / Bus, Com. Carrier / Commercial Bus Fare
15	Ship (Common Carrier)	Com. Carrier / Ship, Com. Carrier / Ship / Boat Fare
16	Fund Type	All Fund Types

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I. Click finish > then ok

J. This is the results of the report.

GSA Summary TDY Trip Report with detail - NASA-HQ

Purpose	Number of Trips	Average Trip Duration	Lodging Cost	Travel Cost
CONFERENCE	504	7	$417,084.00	$1,384,554.28
Employee Emergency	0	0	$0.00	$0.00
Mission (Operational)	6,138	11	$3,680,017.09	$9,980,953.58
Special Mission	58	7	$25,978.77	$82,795.80
Training	489	9	$236,965.91	$589,917.64
Overall Total	7,189	intentionally left blank	$4,360,045.77	$12,038,221.30

Travel Modes	Number of Instances	Transportation Cost
Air	5,577	$3,941,309.77
Bus (Common Carrier)	13	$281.02
Innovative Mobile Technology Companies(IMTC)	36	$1,116.44
POV	5,561	$207,779.29
Public Transportation(TDY Local Transportation)	12,102	$309,486.98
Rental Car	3,452	$682,524.43
Ship (Common Carrier)	0	$0.00
Taxi	5,151	$186,145.04
Train	170	$16,517.23
Transportation Network Companies(TNC)	2,429	$75,135.13
	34,491	$5,420,295.33

K. Save the report down by clicking on the HTML icon dropdown menu and the select View in Excel Options > View in Excel 2007 Format.

L. Save report to the current FY folder under Center Summary Reports and name it "GSA Summary TDY Trip Report with detail – NASA - ARC" or another applicable center abbreviation
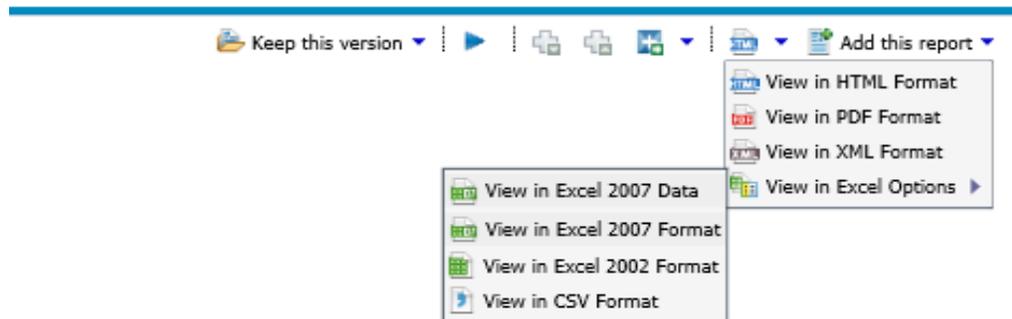
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M. Auto sum the data in columns "Number of Instances" and "Transportation Cost"

GSA Summary TDY Trip Report with detail - NASA-AFRC

Purpose	Number of Trips	Average Trip Duration	Lodging Cost	Travel Cost
CONFERENCE	51	5	$32,394.83	$81,416.81
Employee Emergency	0	0	$0.00	$0.00
Mission (Operational)	1,497	14	$1,273,114.29	$3,325,623.72
Special Mission	17	10	$11,491.89	$26,769.27
Training	26	6	$15,600.61	$36,401.31
Overall Total	1,591	intentionally left blank	$1,332,601.62	$3,470,211.11

Travel Modes	Number of Instances	Transportation Cost
Air	1,051	$800,704.05
Bus (Common Carrier)	2	$1,817.83
Innovative Mobile Technology Companies(IMTC)	0	$0.00
POV	1,044	$110,110.60
Public Transportation(TDY Local Transportation)	3,382	$98,477.37
Rental Car	1,207	$281,765.60
Ship (Common Carrier)	0	$0.00
Taxi	661	$20,972.16
Train	0	$0.00
Transportation Network Companies(TNC)	15	$384.86
	7,362	1,314,232

N. Check for any travel by ship and verify those were actually travel by ship and not something erroneously coded as ship (such as a water taxi). If they were erroneously coded this should be noted on the master report as such:

GSA Summary TDY Trip Report with detail - NASA-GSFC

Purpose	Number of Trips	Average Trip Duration	Lodging Cost	Travel Cost
CONFERENCE	1,434	8	$1,183,529.84	$3,543,798.63
Employee Emergency	0	0	$0.00	$0.00
Mission (Operational)	7,993	10	$3,826,737.68	$12,645,951.72
Special Mission	48	5	$22,222.50	$63,915.07
Training	251	6	$79,712.63	$191,877.75
Overall Total	9,726	intentionally left blank	$5,112,202.65	$16,445,543.17

Travel Modes	Number of Instances	Transportation Cost			
Air	7,066	$5,760,191.21	5760.2		
Bus (Common Carrier)	42	$492.43	0.5		
Innovative Mobile Technology Companies(IMTC)	10	$236.65	0.2		
POV	12,328	$329,087.25	329.1		
Public Transportation(TDY Local Transportation)	20,085	$493,124.36	493.1		
Rental Car	4,818	$1,021,586.29	1021.6		
Ship (Common Carrier)	3	$224.50	0.2	TA51000073282 Kelsey Young	Comments: boat from Catalina island	$74.50
Taxi	3,771	$167,487.03			Mr. Holben paid for airfare to the Tiputini Biodiversity Station and additional surface transportation expenses, which included 2	
			167.5	TA51000068128 Brent Holben	boats and a SUV.	150
Train	425	$39,754.92	39.8		
Transportation Network Companies(TNC)	2,976	$106,441.93	106.4		

Total Cost		
CONFERENCE	$3,543,798.63	3543.8
Employee Emergency	$0.00	0
Mission (Operational)	$12,645,951.72	12646
Special Mission	$63,915.07	63.9
Training	$191,877.75	191.9
		16445.6

Lodging Cost		
CONFERENCE	$1,183,529.84	1183.5
Employee Emergency	$0.00	0
Mission (Operational)	$3,826,737.68	3826.7
Special Mission	$22,222.50	22.2

Agency Totals | AFRC | ARC | GRC | **GSFC** | HQ | JSC | KSC | LARC | MSFC | NSSC | SSC

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O. Similarly, any "Bus (Common Carrier)" costs should be researched in CGE and removed from the master compilation Bus Travel Mode on the applicable Center's tab, with a brief explanation to the side. Instead, include Bus costs with "Public Transportation (TDY Local Transportation)" costs, unless research shows a bus expense should've been coded as another Travel Mode type (such as airfare – if so, this would be moved to the alternate Travel Mode category). Even legit Common Carrier buses such as Greyhounds between cities should be moved to Public Transportation, as GSA includes all bus fares within the public transportation classification. Be sure to update the Number of Instances column as well as the Transportation Cost column.

P. Once report information is reviewed the data needs to be transferred to the TRIP template for each center (N:\TRAVEL\AGENCY TRAVEL REPORTING\TRIP Report\TRIP TEMPLATE). Copy and paste each row on the center report to the template for the Purpose and Travel Modes sections (dark blue column headers). The template is used to combine all center's data and Agency Totals rather than just by center. The agency totals are what is necessary to input into the GSA reporting tool. This is currently a process improvement that AAO is working on.

Q. If any expense categories are missing from the GSA Summary report this means, there was $0 cost for this category. Put $0.00 on the master report, don't leave it blank.

R. Make sure to carry over any ship comments onto the master report (not highlighted).

S. Ensure you format the cells as currency. Save file.

Taxi	2,744	$91,597.34
Train	109	$10,197.58
Transportation Network Companies(TNC)	1,692	$54,229.95
Total Cost		
CONFERENCE	$528,269.90	$528.30
Employee Emergency	$4,754.67	$4.80
Mission (Operational)	$5,583,141.03	$5,583.10
Special Mission	$70,246.26	$70.20
Training	$138,571.62	$138.60
		$6,325.00
Lodging Cost		
CONFERENCE	$200,728.29	$200.70
Employee Emergency	$2,597.29	$2.60
Mission (Operational)	$2,129,965.90	$2,130.00
Special Mission	$21,860.03	$21.90
Training	$52,932.52	$52.90
		$2,408.10

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STEP 5. **NSSC Travel (Service Provider (SP)** – TRIP Report data for the PowerPoint Presentation

    A. Open the previous year's data N:\TRAVEL\AGENCY TRAVEL REPORTING\TRIP Report\FY20XX\ FYXX-Trip Report-data for ppt.

    B. All three tabs need to be updated with current year's data. This information is used to update the PowerPoint Presentation.

      1. Tab "Slides 6-9" – Copy cells B9:M9 and paste in blank row 12. Use the Total Cost (C24:28) on each center's tab to fill in the data on the "data for ppt" report to fill in all totals for conference, employee emergency, mission operational, special agency mission and training. Update FY to current FY in cell B9. Cut and paste row 12 data into row 10 (B10:M10).

	ARC	AFRC	GRC	GSFC	HQ	JSC	KSC	LARC	MSFC	NSSC	SSC	Total
CONFERENCE	$ 837.9	$ 81.4	$ 872.2	$ 3,543.8	$ 1,384.6	$ 1,051.9	$ 348.7	$ 1,300.3	$ 811.1	$ 6.2	$ 43.5	$ 10,281.6
EMPLOYEE EMERGENCY	$ -	$ -	$ 2.1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2.1
MISSION OPERATIONAL	$ 5,435.3	$ 3,325.6	$ 6,179.6	$ 12,646.0	$ 9,981.0	$ 14,811.3	$ 6,022.8	$ 8,402.8	$ 8,729.1	$ 400.1	$ 738.6	$ 76,672.2
SPECIAL AGENCY MISSIO	$ 64.8	$ 26.8	$ 27.3	$ 63.9	$ 82.8	$ 19.7	$ 4.6	$ 46.2	$ 48.1	$ 5.1	$ 9.3	$ 398.6
TRAINING	$ 117.3	$ 36.4	$ 51.5	$ 191.9	$ 589.9	$ 1,753.2	$ 316.0	$ 249.9	$ 157.3	$ 9.2	$ 66.2	$ 3,538.8
FY19-TOTAL TRAVEL	$ 6,455.3	$ 3,470.2	$ 7,132.7	$ 16,445.6	$ 12,038.3	$ 17,636.1	$ 6,692.1	$ 9,999.2	$ 9,745.6	$ 420.6	$ 857.6	$ 90,893.3
FY18-TOTAL TRAVEL	$ 6,875.8	$ 3,487.6	$ 7,789.5	$ 16,604.8	$ 10,701.0	$ 17,127.8	$ 7,800.8	$ 10,147.9	$ 10,118.9	$ 378.6	$ 908.0	$ 91,940.7

      2. Open master template from 2 years ago to get the total travel amount.

	ARC	AFRC	GRC	GSFC	HQ	JSC	KSC	LARC	MSFC	NSSC	SSC	Total
CONFERENCE	$ 837.9	$ 81.4	$ 872.2	$ 3,543.8	$ 1,384.6	$ 1,051.9	$ 348.7	$ 1,300.3	$ 811.1	$ 6.2	$ 43.5	$ 10,281.6
EMPLOYEE EMERGENCY	$ -	$ -	$ 2.1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2.1
MISSION OPERATIONAL	$ 5,435.3	$ 3,325.6	$ 6,179.6	$ 12,646.0	$ 9,981.0	$ 14,811.3	$ 6,022.8	$ 8,402.8	$ 8,729.1	$ 400.1	$ 738.6	$ 76,672.2
SPECIAL AGENCY MISSIO	$ 64.8	$ 26.8	$ 27.3	$ 63.9	$ 82.8	$ 19.7	$ 4.6	$ 46.2	$ 48.1	$ 5.1	$ 9.3	$ 398.6
TRAINING	$ 117.3	$ 36.4	$ 51.5	$ 191.9	$ 589.9	$ 1,753.2	$ 316.0	$ 249.9	$ 157.3	$ 9.2	$ 66.2	$ 3,538.8
FY19-TOTAL TRAVEL	$ 6,455.3	$ 3,470.2	$ 7,132.7	$ 16,445.6	$ 12,038.3	$ 17,636.1	$ 6,692.1	$ 9,745.6	$ 9,745.6	$ 420.6	$ 857.6	$ 90,893.3
FY18-TOTAL TRAVEL	$ 6,875.8	$ 3,487.6	$ 7,789.5	$ 16,604.8	$ 10,701.0	$ 17,127.8	$ 7,800.8	$ 10,147.9	$ 10,118.9	$ 378.6	$ 908.0	$ 91,940.7

      3. The total airfare information is located on the master template under the Travel Modes section D10 on each center's tab. Copy cells B41:M41 and paste in row 44 until current FY data is entered. Then, cut and paste row 14 data into row 42 (B42:M42). Update FY to current FY in cell B41. Will also need to obtain previous years totals from previous years report. This amount will be added to the "data for ppt" report in the second block for total airfare.

Travel Modes	Number of Instances	Transportation Cost	
Air	3,079	$1,898,007.79	1898
Bus (Common Carrier)	9	$3,568.65	3.6
Innovative Mobile Technology Companies(IMTC)	0	$0.00	0
POV	2,284	$77,911.71	77.9
Public Transportation(TDY Local Transportation)	5,965	$139,485.27	139.5
Rental Car	1,734	$368,903.54	368.9
Ship (Common Carrier)	0	$0.00	0
Taxi	5,460	$331,488.04	331.5
Train	27	$1,906.88	1.9
Transportation Network Companies(TNC)	548	$19,397.48	19.4

      4. The total rental car information is located on the master template under the Travel Modes section D15 on each center's tab. Will also need to obtain previous years totals from previous years report.

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This amount will be added to the data for ppt report in the third block for total rental car. Update cell B80 with current FY.

Travel Modes	Number of Instances	Transportation Cost	
Air	3,079	$1,898,007.79	1898
Bus (Common Carrier)	9	$3,568.65	3.6
Innovative Mobile Technology Companies(IMTC)	0	$0.00	0
POV	2,284	$77,911.71	77.9
Public Transportation(TDY Local Transportation)	5,965	$139,485.27	139.5
Rental Car	1,734	$368,903.54	368.9
Ship (Common Carrier)	0	$0.00	0
Taxi	5,460	$331,488.04	331.5
Train	27	$1,906.88	1.9
Transportation Network Companies(TNC)	548	$19,397.48	19.4

5. Use the Lodging Cost (C32:36) on each center's tab to fill in the data on the "data for ppt" report fourth block to fill in all totals for conference, employee emergency, mission operational, special agency mission and training.

6. On second tab (Summary-Slide2) of the "data for ppt" report, use the following guide from the master template to obtain the data for current FY column:

Category	Notes	FY19	FY18	
Total # of Trips		53,084	54,867	from master template overall total row 8B
Total Travel cost		$90,893,095	$91,940,490	from master template overall total row 8E (no cents)
Lodging Cost		$30,703,112	$31,905,947	from master template overall total row 8D (no cents)
Transportation Cost/#				
Air		41,180	41,883	from master template Travel Modes Number of Instances section row 10B
Train		1,219	1,312	from master template Travel Modes Number of Instances section row 18B
POV		60,568	65,074	from master template Travel Modes Number of Instances section row 13B
Rental Car		27,067	28,638	from master template Travel Modes Number of Instances section row 15B
Misc	expenses for TNC, TAXI, Public Transporation and IMTC were being included in the Misc. category		137,733	
TNC		11,744	5,350	from master template Travel Modes Number of Instances section row 19B
Taxi		23,289	29,267	from master template Travel Modes Number of Instances section row 16B+17B (ship is included with taxi)
Public Transportation		101,400	114,330	from master template Travel Modes Number of Instances section row 11B+14B (bus is included with public transportation)
IMTC		158	11	from master template Travel Modes Number of Instances section row 12B
Air		$29,931,301	$29,306,735	from master template Travel Modes Transportation Cost section row 10C (no cents)
Train		$92,432	$97,468	from master template Travel Modes Transportation Cost section row 18C (no cents)
POV		$2,269,225	$2,240,371	from master template Travel Modes Transportation Cost section row 13C (no cents)
Rental Car		$5,588,703	$5,963,905	from master template Travel Modes Transportation Cost section row 15C (no cents)
Misc	expenses for TNC, TAXI, Public Transporation and IMTC were being			
TNC		$370,205	$165,363	from master template Travel Modes Transportation Cost section row 19C (no cents)
Taxi		$974,779	$1,217,990	from master template Travel Modes Transportation Cost section row 16C+17C (rounded up, no cents)
Public Transportation		$2,549,046	$2,678,095	from master template Travel Modes Transportation Cost section row 14C+11C (rounded up, no cents)
IMTC		$2,606	$92	from master template Travel Modes Transportation Cost section row 12C (no cents)

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7. For the third tab (Slide2-5) of the "data for ppt" report you will need three years' worth of past reports. Use the following guide from the master template to obtain the data:

1. Travel by Purpose

Number of Total Trips

	FY19	FY18	YtY Var.	FY17	YtY Var.	
Employee Emergency	1	3	(2)	8	(5)	from master template Number of Trips row 4B
Mission (Operational)	46,095	44,522	1,573	43,043	1,479	from master template Number of Trips row 5B
Special Agency Mission	269	374	(105)	296	78	from master template Number of Trips row 6B
Conference (Other Than Training)	4,578	8,030	(3,452)	7,713	317	from master template Number of Trips row 3B
Training	2,141	1,938	203	2,007	(69)	from master template Number of Trips row 7B
Totals	53,084	54,867	(1,783)	53,067	1,800	
			-3.2%		3.4%	

Average/Median Trip Duration (# of Days) - changed to Avg for FY18

	FY19	FY18	YtY Var.	FY17	YtY Var.	
Employee Emergency	1	10	(9)	5	5	from master template Average Trip Duration row 4B
Mission (Operational)	11	11	0	4	7	from master template Number of Trips row 5B
Special Agency Mission	7	31	(24)	7	24	from master template Number of Trips row 6B
Conference (Other Than Training)	7	6	1	5	1	from master template Number of Trips row 3B
Training	7	7	0	5	2	from master template Number of Trips row 7B
Totals	7	14	(7)	4	10	
			-50.0%		250.0%	

Total Travel Cost

	FY19	FY18	YtY Var.	FY17	YtY Var.	
Employee Emergency	$2,051	$9,230	($7,179)	$11,532	($2,302)	from master template Travel Cost row 4B (rounded, no cents)
Mission (Operational)	$76,672,138	$71,279,499	$5,392,640	$66,854,481	$4,425,017	from master template Travel Cost row 5B (rounded, no cents)
Special Agency Mission	$398,619	$1,263,313	($864,694)	$416,892	$846,421	from master template Travel Cost row 6B (rounded, no cents)
Conference (Other Than Training)	$10,281,470	$16,193,582	($5,912,112)	$14,892,387	$1,301,194	from master template Travel Cost row 3B (rounded, no cents)
Training	$3,538,817	$3,194,868	$343,949	$3,298,738	($103,870)	from master template Travel Cost row 7B (rounded, no cents)
Totals	$90,893,095	$91,940,490	($1,047,395)	$85,474,030	$6,466,460	
			-1.1%		7.6%	

2. Lodging Cost by Purpose

Lodging Cost

	FY19	FY18	YtY Var.	FY17	YtY Var.	
Employee Emergency	$1,258	$3,319	($2,062)	$2,162	$1,157	from master template Lodging Cost row 33B (rounded, no cents)
Mission (Operational)	$26,089,823	$24,497,456	$1,592,367	$22,963,527	$1,533,930	from master template Lodging Cost row 34B (rounded, no cents)
Special Agency Mission	$132,844	$552,216	($419,372)	$148,255	$403,961	from master template Lodging Cost row 35B (rounded, no cents)
Conference (Other Than Training)	$3,443,459	$5,917,647	($2,474,188)	$5,435,976	$481,672	from master template Lodging Cost row 32B (rounded, no cents)
Training	$1,035,727	$935,308	$100,420	$955,724	($20,416)	from master template Lodging Cost row 36B (rounded, no cents)
Totals	$30,703,112	$31,905,947	($1,202,835)	$29,505,645	$2,400,303	
			-3.8%		8.1%	

3. Transportation by Mode

Number of Instances

	FY19	FY18	YtY Var.	FY17	YtY Var.	
Air	41,180	41,883	(703)	39,735	2,148	from master template Travel Modes Number of Instances section row 10B
Train	1,219	1,312	(93)	1,053	259	from master template Travel Modes Number of Instances section row 18B
POV	60,568	65,074	(4,506)	65,041	33	from master template Travel Modes Number of Instances section row 13B
Rental Car	27,067	28,638	(1,571)	27,538	1,100	from master template Travel Modes Number of Instances section row 15B
Misc.		0	0	137,733	(137,733)	
TNC	11,744	5,350	6,394	0	5,350	from master template Travel Modes Number of Instances section row 19B
Taxi	23,289	29,267	(5,978)	0	29,267	from master template Travel Modes Number of Instances section row 16B+17B (ship is included with taxi)
Public Transportation	101,400	114,330	(12,930)	0	114,330	from master template Travel Modes Number of Instances section row 11B+14B (bus is included with public transportation)
IMTC	158	11	147	0	11	from master template Travel Modes Number of Instances section row 12B
Totals	266,625	285,865	(19,240)	271,100	14,765	
			-6.7%		5.4%	

Transportation Cost

	FY19	FY18	YtY Var.	FY17	YtY Var.	
Air	$29,931,301.35	$29,306,735.00	$624,566.35	$27,801,376.45	$1,505,358.55	from master template Travel Modes Transportation Cost section row 10C (include cents)
Train	$92,432.24	$97,468.36	($5,036.12)	$83,446.57	$14,021.79	from master template Travel Modes Transportation Cost section row 18C (include cents)
POV	$2,269,225.14	$2,240,371.38	$28,853.76	$2,201,525.35	$38,846.03	from master template Travel Modes Transportation Cost section row 13C (include cents)
Rental Car	$5,588,703.15	$5,963,904.82	($375,201.67)	$5,225,920.61	$737,984.21	from master template Travel Modes Transportation Cost section row 15C (include cents)
Misc.		$0.00	$0.00	$3,679,738.56	($3,679,738.56)	
TNC	$370,204.57	$165,362.51	$204,842.06	$0.00	$165,362.51	from master template Travel Modes Transportation Cost section row 19C (include cents)
Taxi	$974,778.91	$1,217,989.89	($243,210.98)	$0.00	$1,217,989.89	from master template Travel Modes Transportation Cost section row 16C+17C (include cents)
Public Transportation	$2,549,045.62	$2,678,094.92	($129,049.30)	$0.00	$2,678,094.92	from master template Travel Modes Transportation Cost section row 14C+11C (include cents)
IMTC	$2,606.49	$92.15	$2,514.34	$0.00	$92.15	from master template Travel Modes Transportation Cost section row 12C (include cents)
Totals	$41,778,297.47	$41,670,019.03	$108,278.44	$38,992,007.54	($1,383,527.98)	
			0.26%		-3.5%	

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C. Use "data for ppt" file to enter (copy/paste) into power point file. Page 2 of PowerPoint data can be found on tab 3 of "data for ppt" report. Remaining pages are copied from tab 3 and tab 1. Ensure the FY is updated on every slide to current FY, and update date on slide 1 to current date. Ensure negative amounts and percentages appear red.

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FY17 – Travel Disbursements - GSA TRIP Reporting

1. Travel by Purpose

Number of Total Trips						
	FY17	FY16	YtY Var.	FY15	YtY Var.	FY14	YtY Var.
Employee Emergency	8	6	2	4	2	1	3
Mission (Operational)	43,018	38,635	4,383	38,477	158	38,404	73
Special Agency Mission	295	196	99	386	(190)	449	(63)
Conference (Other Than Training)	7,706	6,811	895	6,097	714	5,050	1,047
Training	2,006	2,253	(247)	2,050	203	2,479	(429)
Totals	53,033	47,901	5,132	47,014	887	46,383	631
			11%		1.9%		1.4%

Average/Median Trip Duration (# of Days) - changed to Ave for FY17						
	FY17	FY16	YtY Var.	FY15	YtY Var.	FY14	YtY Var.
Employee Emergency	5	6	(1)	4	2	3	1
Mission (Operational)	4	3	1	3	0	3	0
Special Agency Mission	7	3	4	3	0	4	(1)
Conference (Other Than Training)	5	4	1	5	(1)	4	1
Training	5	4	1	4	0	5	(1)
Totals	4	4	0	3	1	4	(1)
			0%		33.3%		-25.0%

Total Travel Cost						
	FY17	FY16	YtY Var.	FY15	YtY Var.	FY14	YtY Var.
Employee Emergency	$11,532	$10,377	$1,154	$4,335	$6,042	$0	$4,335
Mission (Operational)	$66,806,135	$59,356,590	$7,449,545	$61,974,542	($2,617,952)	$54,041,698	$7,932,844
Special Agency Mission	$416,668	$265,147	$151,521	$931,029	($665,882)	$746,105	$184,924
Conference (Other Than Training)	$14,878,291	$13,056,971	$1,821,320	$12,653,623	$403,348	$8,704,062	$3,949,561
Training	$3,297,822	$3,494,825	($197,003)	$3,450,879	$43,947	$3,698,870	($247,991)
Totals	$85,410,447	$76,183,911	$9,226,537	$79,014,408	($2,830,497)	$67,190,735	$11,823,673
			12.1%		-3.6%		17.6%

Criteria Data Pulled from CGE Report:
* Voucher End Dates: 10/01/2016 to 09/30/2017
* Excludes Reimbursable Fund Types

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FY17 – Travel Disbursements - GSA TRIP Reporting (cont.)

2. Lodging Cost by Purpose

Lodging Cost						
	FY17	FY16	YtY Var.	FY15	YtY Var.	FY14	YtY Var.
Employee Emergency	$2,162	$1,603	$559	$534	$1,069	$0	$534
Mission (Operational)	$22,933,613	$14,458,977	$8,474,636	$13,997,280	$461,697	$11,906,003	$2,091,277
Special Agency Mission	$148,255	$64,048	$84,207	$212,854	($148,806)	$296,797	($83,943)
Conference (Other Than Training)	$5,431,424	$3,879,700	$1,551,724	$3,421,360	$458,340	$2,242,427	$1,178,933
Training	$955,724	$834,261	$121,463	$794,826	$39,435	$777,531	$17,295
Totals	$29,471,179	$19,238,590	$10,232,590	$18,426,854	$811,736	$15,222,758	$3,204,096
			53.2%		4%		21.0%

3. Transportation by Mode

Number of Instances						
	FY17	FY16	YtY Var.	FY15	YtY Var.	FY14	YtY Var.
Air	39,716	29,263	10,453	30,815	(1,552)	29,529	1,286
Train	1,053	0	1,053	0	0	0	0
POV	65,006	0	65,006	0	0	0	0
Rental Car	27,531	1,608	25,923	1,097	511	919	178
Misc.	137,650	0	137,650	0	0	0	0
Totals	270,956	30,871	240,085	31,912	(1,041)	30,448	1,464
			777.7%		-3.3%		4.8%

Transportation Cost						
	FY17	FY16	YtY Var.	FY15	YtY Var.	FY14	YtY Var.
Air	$27,789,361.83	$19,115,742.00	$8,673,619.83	$21,383,531.00	($2,267,789.00)	$22,221,866.00	($838,335.00)
Train	$83,446.57	$0.00	$83,446.57	$0.00	$0.00	$0.00	$0.00
POV	$2,200,312.67	$0.00	$2,200,312.67	$0.00	$0.00	$0.00	$0.00
Rental Car	$5,224,677.12	$331,410.00	$4,893,267.12	$245,894.00	$85,516.00	$206,410.00	$39,484.00
Misc.	$3,677,646.42	$0.00	$3,677,646.42	$0.00	$0.00	$0.00	$0.00
Totals	$38,975,444.61	$19,447,152.00	$19,528,292.61	$21,629,425.00	($2,182,273.00)	$22,428,276.00	($798,851.00)
			100.42%		-10.1%		-3.6%

Criteria Data Pulled from CGE Report:
* Voucher End Dates: 10/01/2016 to 09/30/2017
* Excludes Reimbursable Fund Types

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FY17 - Total Travel ($K)

	ARC	AFRC	GRC	GSFC	HQ	JSC	KSC	LRC	MSFC	NSSC	SSC	Total
CONFERENCE	$ 1,628.7	$ 291.2	$ 1,154.2	$ 3,656.8	$ 1,824.3	$ 1,850.3	$ 516.4	$ 2,630.3	$ 1,125.6	$ 97.5	$ 103.1	$ 14,878.4
EMPLOYEE EMERGENCY	$ -	$ -	$ 1.7	$ 3.8	$ -	$ 1.5	$ -	$ 4.5	$ -	$ -	$ -	$ 11.5
MISSION OPERATIONS	$ 4,522.5	$ 2,558.5	$ 5,397.8	$ 13,040.8	$ 8,020.5	$ 12,136.7	$ 5,093.5	$ 6,990.5	$ 7,981.6	$ 402.1	$ 661.7	$ 66,806.1
SPECIAL AGENCY MISSION	$ 61.0	$ 55.1	$ 40.8	$ 75.3	$ 85.2	$ 13.2	$ 6.9	$ 22.9	$ 56.2	$ -	$ 0.1	$ 416.7
TRAINING	$ 164.7	$ 117.5	$ 88.9	$ 202.8	$ 261.5	$ 1,474.5	$ 308.6	$ 341.7	$ 170.7	$ 78.2	$ 88.7	$ 3,297.8
FY17-TOTAL TRAVEL	$ 6,377.0	$ 3,022.3	$ 6,683.4	$ 16,979.4	$ 10,191.4	$ 15,476.3	$ 5,925.4	$ 9,989.9	$ 9,334.1	$ 577.8	$ 853.5	$ 85,410.6
FY16-TOTAL TRAVEL	$ 5,223.9	$ 2,389.6	$ 6,021.2	$ 12,585.4	$ 15,955.1	$ 12,521.3	$ 4,937.3	$ 7,762.5	$ 8,092.2	$ -	$ 695.5	$ 76,183.9
	22%	26%	11%	35%	-36%	24%	20%	29%	15%	-	23%	12%

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FY17- Total Airfare Transportation ($K)

	ARC	AFRC	GRC	GSFC	HQ	JSC	KSC	LRC	MSFC	NSSC	SSC	Total
FY17-TOTAL AIRFARE	$ 2,000.0	$ 648.4	$ 2,398.0	$ 5,453.7	$ 3,224.6	$ 6,600.7	$ 1,655.9	$ 2,495.5	$ 2,926.6	$ 154.5	$ 231.4	$ 27,789.3
FY16-TOTAL AIRFARE	$ 1,380.8	$ 421.6	$ 1,786.1	$ 3,209.4	$ 3,487.9	$ 3,716.9	$ 1,177.6	$ 1,566.8	$ 2,201.1	$ -	$ 167.5	$ 19,115.7
	45%	54%	34%	70%	-8%	78%	41%	59%	33%	-	38%	45%

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FY17 – Total Rental Car Transportation ($K)
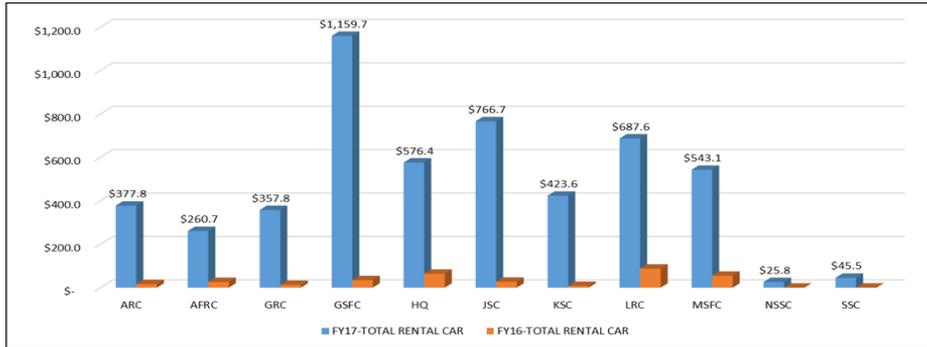
	ARC	AFRC	GRC	GSFC	HQ	JSC	KSC	LRC	MSFC	NSSC	SSC	Total
FY17-TOTAL RENTAL CAR	$ 377.8	$ 260.7	$ 357.8	$ 1,159.7	$ 576.4	$ 766.7	$ 423.6	$ 687.6	$ 543.1	$ 25.8	$ 45.5	$ 5,224.7
FY16-TOTAL RENTAL CAR	$ 16.1	$ 26.2	$ 12.6	$ 34.4	$ 63.9	$ 27.3	$ 8.0	$ 87.7	$ 54.7	$ -	$ 0.5	$ 331.4
	2245%	896%	2737%	3273%	802%	2706%	5197%	684%	893%	-	9657%	1477%

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FY17 – Total Lodging ($K)
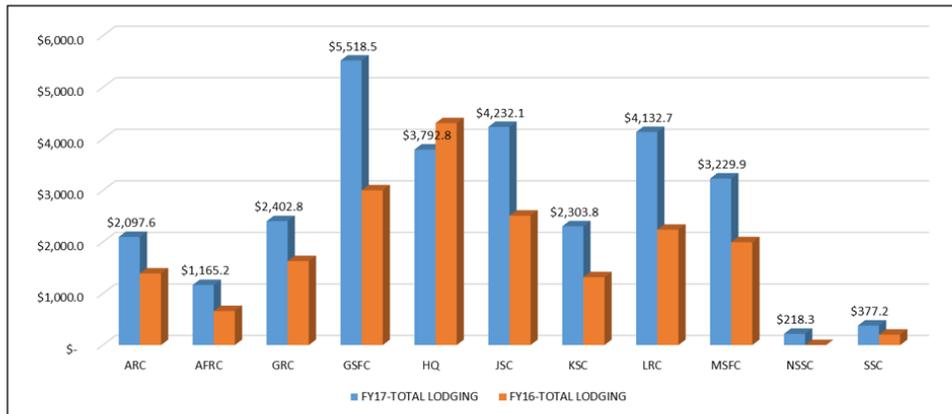
	ARC	AFRC	GRC	GSFC	HQ	JSC	KSC	LRC	MSFC	NSSC	SSC	Total
CONFERENCE	$ 574.4	$ 124.4	$ 444.4	$ 1,320.0	$ 650.7	$ 624.4	$ 183.6	$ 1,036.9	$ 396.2	$ 35.8	$ 40.5	$ 5,431.3
EMPLOYEE EMERGENCY	$ -	$ -	$ 0.5	$ -	$ -	$ 0.3	$ -	$ 1.4	$ -	$ -	$ -	$ 2.2
MISSION OPERATIONS	$ 1,445.2	$ 963.1	$ 1,917.4	$ 4,086.9	$ 3,010.5	$ 3,358.9	$ 2,022.3	$ 2,916.5	$ 2,759.7	$ 149.3	$ 304.0	$ 22,933.6
SPECIAL AGENCY MISSION	$ 18.7	$ 30.4	$ 12.6	$ 23.0	$ 27.9	$ 3.5	$ 2.2	$ 9.4	$ 20.4	$ -	$ -	$ 148.3
TRAINING	$ 59.3	$ 47.3	$ 27.9	$ 88.6	$ 103.8	$ 245.0	$ 95.8	$ 168.6	$ 53.6	$ 33.2	$ 32.8	$ 955.7
FY17-TOTAL LODGING	$ 2,097.6	$ 1,165.2	$ 2,402.8	$ 5,518.5	$ 3,792.8	$ 4,232.1	$ 2,303.8	$ 4,132.7	$ 3,229.9	$ 218.3	$ 377.2	$ 29,471.1
FY16-TOTAL LODGING	$ 1,388.3	$ 660.0	$ 1,629.1	$ 3,000.5	$ 4,304.1	$ 2,509.9	$ 1,316.2	$ 2,236.1	$ 1,993.9	$ -	$ 200.5	$ 19,238.6
	51%	77%	47%	84%	-12%	69%	75%	85%	62%	-	88%	53%

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STEP 6.   **NSSC Travel (Service Provider (SP)** – Create the Relocation piece of the TRIP report (this is completed by the COS team and they upload the information directly to GSA entirely separately, unrelated to your GSA report submission).

A. Log into MLINQS as a user with administrative permissions
B. From the main menu, select Admin>Run Utility
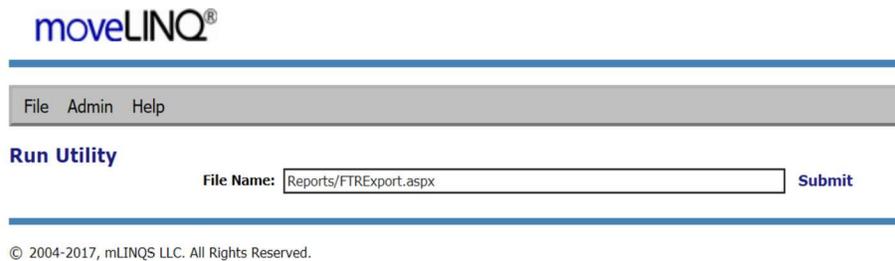
C. In the File Name, enter Reports/FTRExport.aspx and select the Submit link

D. From the Organization list, select all the required organizations names
E. In Export File Name, enter a name for the outputted XLS report (e.g., GSA2017.XLS)

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F. Select the Export Data link
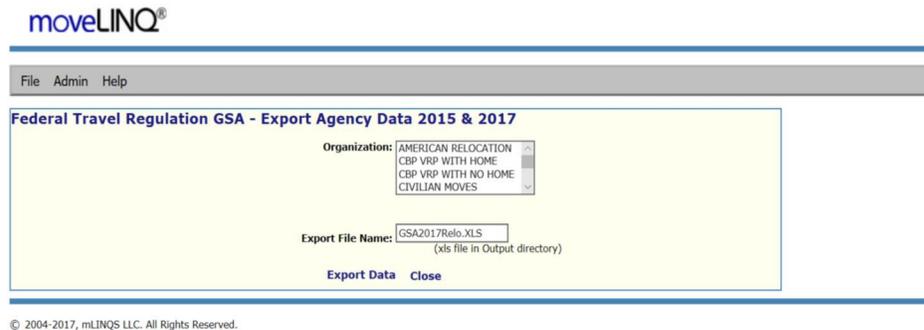
G. When prompted, select the option to Open or Save the report to view the results. Results should include the following information.

2017 GSA Relocation Cost Report Details:

- Count and cost totals are based on the Relocation Report Date falling within the given fiscal year (FY)
- Count and costs totals include all Relocation records in the application (i.e., Active and Closed)
- FY 2015 totals are based on Voucher documents (i.e., actual payments)
- FY 2017 totals are based on Authorization documents (i.e., obligated amounts)

STEP 7. **NSSC Travel (Service Provider (SP)** – Review data

A. Look over TRIP report and Power Presentation. Once report is complete, one WMS ticket is created with two tasks. Attach all 3 working files (2 Excel + 1 PPT) to the WMS ticket.

1. One task is sent to the SP Travel Supervisor for review. Once the Travel Supervisor has completed their review, the task will be sent to the CS (L3) for review and approval.

2. The other task is sent to the FM Service Office Manager

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STEP 8. <u>**NSSC Travel (Civil Servant (CS)**</u> – Receive task in WMS to review TRIP report data. Select task and open the attached PowerPoint and the Excel workbook files.

    A. Verify the following on the PowerPoint document:

        1. Cover page reflects the applicable fiscal year for the reporting period.

        2. On page 2, verify the following:

            a) Applicable fiscal year (e.g. 2016) and appropriate dates (e.g. 10/01/2015 to 09/30/2016) are present.

            b) Total Travel Cost is supported by data in "Reporting" worksheet (see example below).

               ✓ Total Travel Cost (Disbursements) decreased from $79.0M in FY15 to $76.2M in FY16, a **$2.8M or 4% decrease**.

            c) Total Number of Total Trips is supported by data in "Reporting" worksheet (see example below).

               ✓ Total Number of Total Trips increased from 47,014 in FY15 to 47,901 in FY16, a **887 or 2% increase**

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✓ Total Number of Travel Mode Instances - Transportation Cost (Air), decreased from 30,815 in FY15 to 29,263 in FY16, a **decrease** of **1,552 or 5%** and $21.4M in FY15 to $19.1M in FY16 , a **$2.3M or 11% decrease.**

✓ Total Number of Travel Mode Instances - Transportation Cost (Rental Car) increased from 1,097 in FY15 to 1,608 in FY16, a **511 or 47% increase** and $246K in FY15 to $331K in FY16 , a **$86K or 35% increase**

			Number of Instances					
	FY16	FY15	YtY Var.	FY14	YtY Var.		FY13	YtY Var.
Air	29,263	30,815	(1,552)	29,529	$	1,286	28,734	2,081
Train					$	-		
POV					$	-		
Rental Car	1,608	1,097	511	919	$	178	913	184
Misc.					$	-		
Totals	30,871	31,912	(1,041)	30,448	$	1,464	29,647	2,265
			-3.3%		4.8%			7.6%

3. On pages 3-5, verify the tables presented are the tables in the Reporting worksheet.
4. On page 6, verify that the values given in the table are correctly reported in the text. Validate all calculations.
5. Verify that pages 7-10 reflect the graphs and charts from the Reporting 2 worksheet.
6. If report validation fails, send the WMS ticket back to the SP requesting corrections to be made to the worksheets and/or PowerPoint.

STEP 9. **NSSC Travel (Civil Servant (CS)** – NSSC CS Travel Team Lead – Sends report to Travel Process Champion for approval.

STEP 10. **NSSC Travel (Civil Servant (CS)** – Once Travel Process Champion approval is received, send task back to NSSC SP to input into GSA Travel Tool as the data entry operator to submit to L3.

    A. The L3 CS will submit in the GSA Tool as level 1.
    B. The Chief, ATSB or designee approves in the GSA Travel Tool as the Senior Agency approver no later than November 30 of each year.

STEP 11. **NSSC Travel (Service Provider (SP)** – Report is ready for upload to the GSA reporting tool.
    A. Log in to the GSA Reporting tool using your PIV card option:
       https://www.travel.reporting.gov/TRAVEL/TRAVELLogin

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B. Click on Data Entry > select TRIP report and the Fiscal Year you are inputting

○ PCTR ○ Relocation ○ SFTR ● TRIP

Fiscal Year
2019 ▼

C. Then select the notepad with a pencil on the right-hand side.

D. The data entry information comes from the Agency Totals tab of the current FY report spreadsheet that is being worked, found at N:\TRAVEL\AGENCY TRAVELREPORTING\TRIP Report\FY20XX\TRAVEL REPORTING INFORMATION PROFILE REPORT (TRIP) – NASA-GSA SUMMARY-FYXX.

E. Input the first section of the TRIP report which is Travel Purpose, the following categories are required. Round total travel costs for each entry to the nearest whole dollar.

Travel Purpose

Employee Emergency Number of Trips	8	Conference Number of Trips	7,713
Employee Emergency Average Trip Duration	5	Conference Average Trip Duration	5
Employee Emergency Total Travel Cost	$11,532	Conference Total Travel Cost	$14,892,387
Operational Mission Number of Trips	43,043	Training Number of Trips	2,007
Operational Mission Ave. Trip Duration	4	Training Average Trip Duration	5
Operational Mission Total Travel Cost	$66,854,481	Training Total Travel Cost	$3,298,738
SA Mission Number of Trips	296		
SA Mission Average Trip Duration	7		
SA Mission Total Travel Cost	$416,892		

Trip Purpose Totals	Emergency (P1)	Mission (Operational) (P2)	Special Agency Mission (P3)	Conference (P4)	Training (P5)	Totals
No. of Trips	8	43,043	296	7,713	2,007	**53,067**
Median Trip Duration	5	4	7	5	5	**4**
Total Purpose Cost	11531.92	$66,854,481.40	$416,891.84	$14,892,387.11	$3,298,737.86	**$85,474,030.13**

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F. Input the second section of the TRIP report, which is Total Lodging Cost by Purpose, the following categories are required. Round total travel costs for each entry to the nearest whole dollar.

Total Lodging Cost by Purpose

Employee Emergency Lodging Cost	$2,162	Conference Lodging Cost	$5,435,976
Operational Mission Lodging Cost	$22,963,527	Training Lodging Cost	$955,724
SA Mission Lodging Cost	$148,255		

Trip Purpose Lodging	Emergency (P1)	Mission (Operational) (P2)	Special Agency Mission (P3)	Conference (P4)	Training (P5)	Totals
Lodging Cost	2162.46	$22,963,526.60	$148,255.49	$5,435,975.78	$955,724.24	$29,505,644.57

G. Input the third section of the TRIP report, which is Transportation by Mode, the following categories are required.

Transportation by Mode

Air Number of Instances	39,735	Air Transportation Cost	$27,801,376
Train Number of Instances	1,053	Train Transportation Cost	$83,447
POV Number of Instances	65,041	POV Transportation Cost	$2,201,525
Rental Car Number of Instances	27,538	Rental Car Transportation Cost	$5,225,921
TNC Number of Instances		TNC Transportation Cost	
Taxi Number of Instances	68,867	Taxi Transportation Cost	$1,839,869
Public Transportation Number of Instances	68,866	Public Transportation Cost	$1,839,869
IMTC Number of Instances		IMTC Transportation Cost	

Transportation Costs	Air	Train	POV	Rental Car	Miscellaneous Transportation	Totals
No. of Instances by Mode	39,735	1,053	65,041	27,538	137,733	271,100
Transportation Cost	$27,801,376.45	$83,446.57	$2,201,525.35	$5,225,920.61	$3,679,738.56	$38,992,007.54

H. The fourth section of the TRIP report is the Agency Travel Cost Summary section. This section will automatically populate; verify numbers are correct. (Note: The summary totals in the GSA tool may vary by a couple dollars from your Agency Totals tab of the working spreadsheet, due to whole dollar rounding in the tool. This is acceptable).

Agency Travel Cost Summary

Total Travel Cost	$85,474,030	Equals Miscellaneous & M&IE	$16,976,379
Total Lodging Cost	$29,505,644	Total Number of Trips	53,067
Total Transportation Cost	$38,992,007		

Note* formula for section 4	
Total Travel Cost	$85,474,030.13
Less Lodging Cost	-$29,505,644.57
LessTransportation Cost	-$38,992,007.54
Equals Misc. & M&IE	$16,976,378.02
	$16,976,378.02

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I. Once all data has been input, save data. To mark the TRIP report as complete, click on the middle icon of the Data Entry tab (calendar with clock), then click "Edit" and choose "Complete" from the drop-down options, then click Save. Go back to the Data Entry tab to verify the calendar/clock icon is now green instead of gray.

J. Next, click the gray house icon. Click Edit, then Submit for Approval. Enter NASA as the organization, and search for the L3 POC approver's name in the system for the next approval submission (CS Travel Lead or Branch Chief). This will notify the CS that they have a report to approve.

STEP 12.   **NSSC Travel (Civil Servant (CS)** – Approves and submits the report.

A. Receive notification of TRIP Report being ready for approval.

B. Log in to the GSA Reporting tool using your PIV card option: https://www.travel.reporting.gov/TRAVEL/TRAVELLogin

C. Click on the gray house icon to update the Agency Data Status to complete, upon approval. This will turn the icon green, confirming that the report is finalized, approved, and fully reported to GSA.

> Organization Data Status   Complete

Note: *Senior Agency Certification Approval Process*

1. Senior Agency Certification Users, which have been identified by the Travel team in cooperation with the agencies, will now be the highest level of approval.

2. Level 1 Approver User(s) will now be required to update both the Agency Data Status to 'Complete' or 'No Data to Report' and submit the agency totals to the predetermined Senior Agency Certification User for approval using the system.

3. Once submitted, the Senior Agency Certification User will then approve or reject the data submission via email. Upon approval or rejection, the Level 1 Approver User will be notified by email.

4. Upon approval by the Senior Agency Certification User, the data entry process would be considered complete for the agency.

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D. Example of Relocation piece in the GSA reporting tool:

TD-00139430

Househunting Trip Total # Employees	8	Househunting Trip Total Cost	$12,685
Direct Residence Sales Total # Employee	20	Direct Residence Sales Total Cost	$492,823
Vendor Res Sales Total # Employees	0	Vendor Residence Sales Total Cost	$0
Residence Purchases Total # Employees	19	Residence Purchases Total Cost	$216,245
HHG Shipment Total # Employees	73	HHG Shipment Total Cost	$830,360
HHG Storage in Transit Total # Employees	56	HHG Storage in Transit Total Cost	$219,746
HHG Extended Storage Total # Employees	1	HHG Extended Storage Total Cost	$20,800
TQSE Total # Employees	27	TQSE Total Cost	$371,453
Misc Expenses Allowance Total # Employee	31	Misc Expenses Allowance Total Cost	$35,100

Due annually by November 30

Note: Due date can change, and notified from GSA should be received. Due Date should be posted on GSA site https://www.gsa.gov/policy-regulations/policy/travel-management-policy/travel-reporting/travel-reporting-information-profile-trip

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PROCESS 6 – OFFICIALS-IN-CHARGE (OIC) ANNUAL TRAVEL REPORT

Agency Travel Reporting Flowchart – Officals-in-Charge (OIC) Report

Notes

Note 1 – Abbreviations

CGE = Concur Government Edition
BOBJ= Business Object System
PPT=PowerPoint Presentation
WMS = Work Management System

NSSC Civil Servant

NSSC Service Provider

Start → Save down previous year's report and PPT → Email OA POC for the current OIC list → Run BOBJ Report and add to "OIC Master data Analysis" report. → Run CGE Travel Authorizaiton Report and add to "OIC Master data Analysis" report. → Validate data entered and update graphs and PPT (B) → Have Travel Supervisor review files → A

NASA OCFO

CTO

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Agency Travel Reporting Flowchart – Officals-in-Charge (OIC) Report
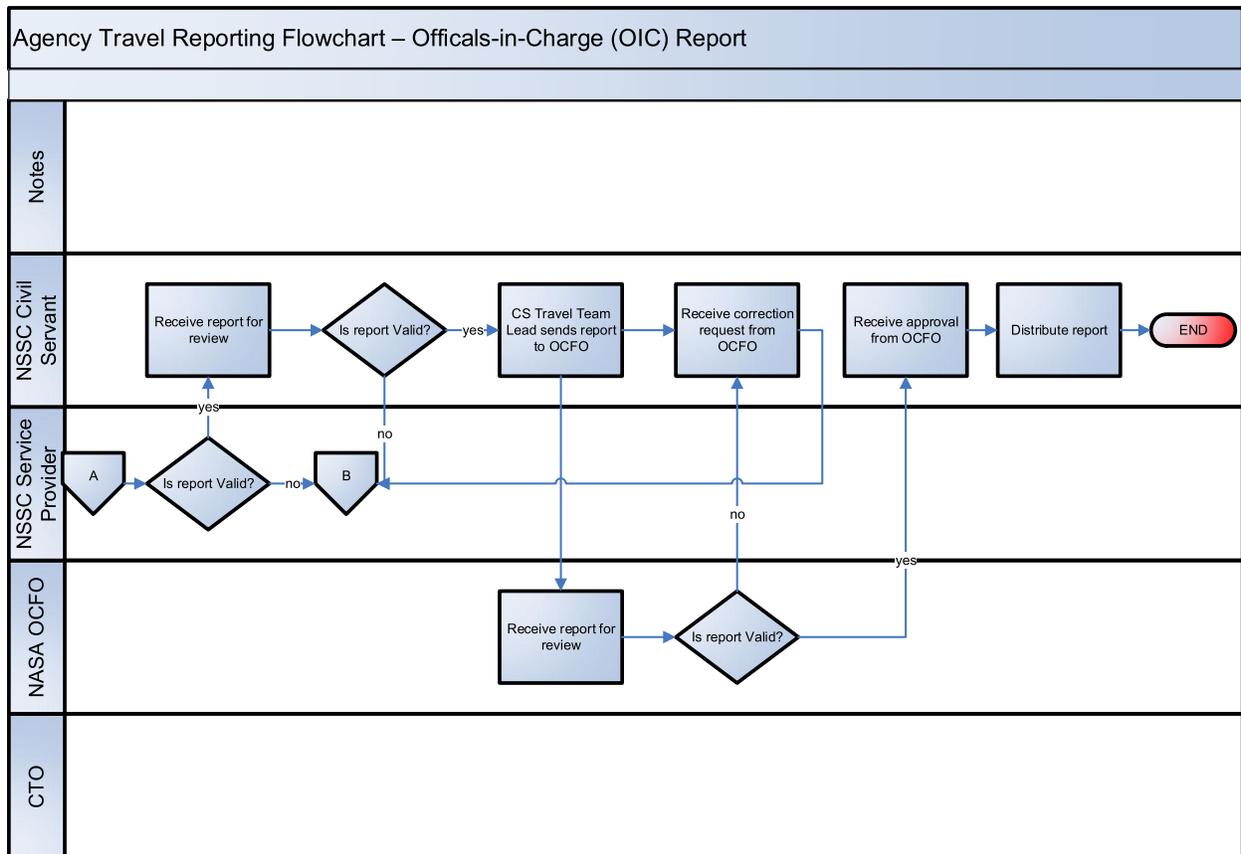
Summary:

This guide provides instructions for the NASA Shared Services Center (NSSC) in creating the annual Officials-in-Charge (OIC) Travel Report.

What is OIC Travel Report?

The OIC Travel Report reports all Travel Costs and Number of Travel Authorizations for Officials-in-Charge for the current reporting period (fiscal year). This report is populated annually and is due by January 31 of the year following the reporting period. All data is pulled from Business Objects (BOBJ – reporting data warehouse for SAP).

Overall Summary of Instructions:

The OIC Travel Report is due to the Office of Chief Financial Officer (OCFO) within 4 months after the reporting period ends (January 31). The report is due to the Civil

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Servant by January 7th (this date can vary from year to year), or the last business day before that date. The current list of OICs is retrieved from the Office of the Administrator. The NSSC will send the list of OIC individuals to the AAO Travel team. The file will contain dates each individual was an OIC, UUPIC, and name. All travel data for the reporting period is pulled from BOBJ based on specific fields. An additional report from Web Intelligence (WEBI) reports on the Variances for the Top OICs comparing the last 2 FYs, as well as the Top 10 Highest Traveled Cities by Disbursements and the Top 10 Highest Traveled Cities by a count of Travel Authorizations (TA). A listing of OIC travelers and disbursements for the reported FY (for domestic and foreign travel) will be provided by the NSSC to AAO. A listing of OIC travelers and disbursements for the last 4 FYs for total domestic and foreign travel will be provided by the NSSC to AAO, including a separate listing with the counts. A graph will also be provided to AAO for the Total OIC Disbursements by Center for the last 4 FYs, as well as a separate graph for Foreign OIC Disbursements by Center.

The report is then pulled from BOBJ for all Travel data for the reporting period by specific fields of data. All travel document data is extracted from the download from BOBJ for the OIC's only. The total disbursements and total number of Travel Authorizations are reported by each OIC and reported against prior fiscal year data. The final report is sent to OCFO Mgmt. for review.

PROCEDURE A: NEW AUTOMATED VERSION USING BOBJ WEBI

STEP 1. **NSSC Travel (Service Provider (SP)** – Run OIC report in BOBJ WEBI – New Version
　　　　A. Create a WMS ticket in ServiceNow. Follow example FMC0276967:

　　　　B. Access to BOBJ is required to run this report and is obtained through a NAMS request this would also have to include the WEBI (Web

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Intelligence) a component of BOBJ. AAO can assist with making sure the access is correct.

C. Log into BOBJPRD.NASA.GOV (go through bReady, click on Systems then Information Delivery.

D. Click the icon "Analysis edition for OLAP"

E. Click the BW – Authorization to View Queries folder
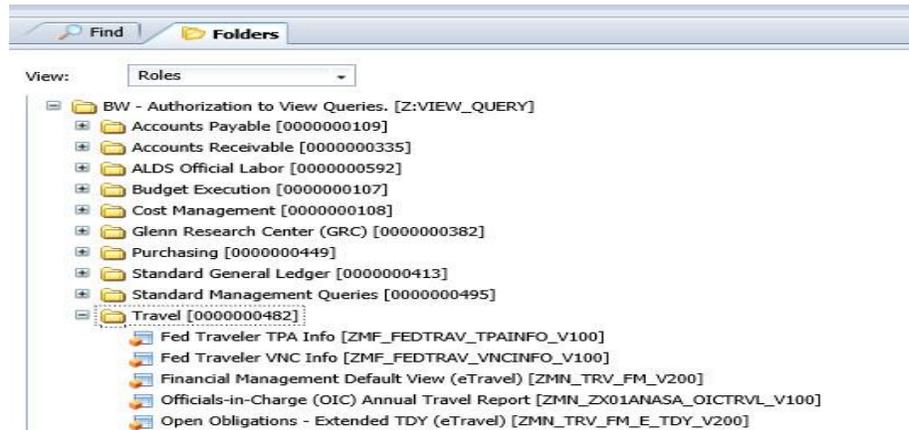
F. Click the Travel Folder

G. Click the Officials-in-Charge (OIC) Annual Travel Report [ZMN_ZC01ANASA_OICTRVL_V100]

  1. Click on the Fiscal Year drop down, enter the last 4 Fiscal Years being reported (ex. If current FY ending is FY20 then you would pull FY2017 – FY2020).

  2. The OIC Trvl Flag should contain a X (this is pre-filled so no change necessary)

  3. Click the OK button

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4. In the Data box on the left drag the following 4 prompts into the report (will have to click on them and then drag it).
    i. VENDOR
    ii. Posting Date
    iii. FI Document Number
    iv. Cost Center
5. After the report is generated and the 4 prompts are added, export the data to excel by clicking Export Data to Excel icon
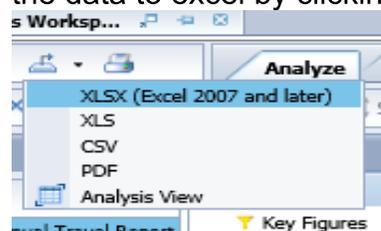
6. Save it to Agency Travel Reporting folder under the Fiscal Year folder that has just ended that is being reported (ex- N:\TRAVEL\AGENCY TRAVEL REPORTING\Officials in Charge (OIC) Report\FY 2020\OIC BACK UP DATA FY20)**.**

H. Go back to BOBJPRD.NASA.GOV and click on the Web Intelligence icon .

I. Next to the Home tab is the Documents tab, click the Documents tab

J. Click the Folders link located at the bottom left portion of the screen.

K. Double Click the eTravel folder link

L. Double Click the OIC Travel Report link

M. Ensure the correct Fiscal Years are being pulled in the prompt box on the left.

N. To change them click on Advanced under the User Prompt box
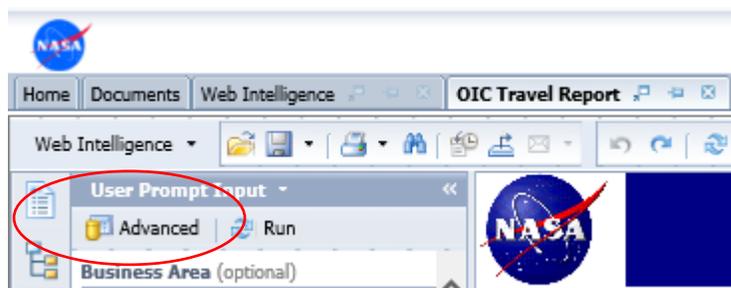
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then click on Fiscal Year and use the arrows to remove from the years listed. To add a FY, enter the year in the value box and click on the arrow to add it to the list
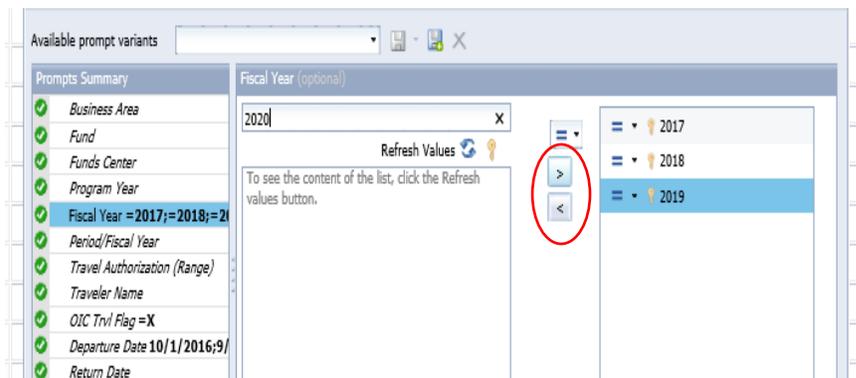
O. If it pulls a departure and return date ensure you delete this before running.

P. Click on the Run icon at the top left under the prompts column
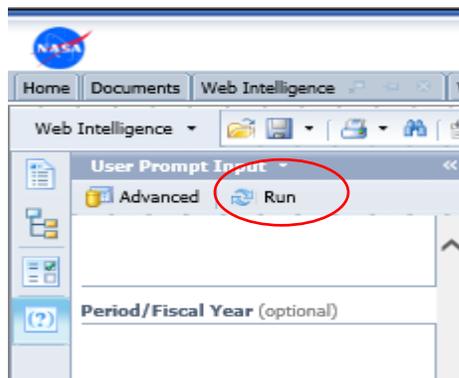
Q. After the report is generated, export the data to PDF by clicking Export icon then click OK

R. Save this report to the same location as OIC Travel Report FYXX.

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Example of the OIC report – excluding the names from BOBJ WEBI

FY 2018 Domestic and Foreign OIC Travel Disbursements & Trips

Domestic		Foreign	
Disbursement	Trips	Disbursement	Trips
$3,960	2	$4,215	1
	0		0
$24,643	32		
	0		0
$23,389	25	$2,562	1
$4,220	2	$13,301	3
$3,717	5	$10,951	3
$7,375	10	$907	1
$6,491	13	$7,482	1
$8,399	7		
	0		0
	0		
	0		
$21,547	23	$55,626	13
$13,738	18		

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Domestic and Foreign OIC Travel Trips by Fiscal Year

2015 Domestic	2015 Foreign	2015 Total	2016 Domestic	2016 Foreign	2016 Total	2017 Domestic	2017 Foreign	2017 Total	2018 Domestic	2018 Foreign	2018 Total
						1		1	2	1	3
48	10	58	42	9	51	7	3	10			
2		2	33		33	35		35	32		32
11	1	12	1		1						
26		26	25	1	26	30		30	25	1	26
						3	3	6	2	3	5
1		1	6	2	8	2	3	5	5	3	8
18	1	19	23	1	24	14		14	10	1	11
									13	1	14
									7		7
52	3	55	7		7						
8		8									
11		11									
27	12	39	30	14	44	31	11	42	23	13	36

Domestic and Foreign OIC Travel Disbursements by Fiscal Year

2015 Domestic	2015 Foreign	2015 Total	2016 Domestic	2016 Foreign	2016 Total	2017 Domestic	2017 Foreign	2017 Total	2018 Domestic	2018 Foreign	2018 Total
						$0		$0	$3,960	$4,215	$8,175
$32,103	$63,851	$95,954	$23,258	$77,573	$100,831	$6,719	$3,327	$10,046			
$0		$0	$39,637		$39,637	$34,787		$34,787	$24,643		$24,643
$12,129	$15	$12,144	$0		$0						
$20,217		$20,217	$21,965	$4,628	$26,592	$24,923		$24,923	$23,389	$2,562	$25,951
						$4,290	$21,052	$25,343	$4,220	$13,301	$17,521
$0		$0	$6,665	$0	$6,665	$776	$8,571	$9,347	$3,717	$10,951	$14,668
$15,244	$5,394	$20,638	$22,767	$15	$22,782	$19,455		$19,455	$7,375	$907	$8,282
									$6,491	$7,482	$13,973
									$8,399		$8,399
$44,573	$9,275	$53,848	$3,483		$3,483						
$5,830		$5,830									
$11,586		$11,586									
$35,964	$27,235	$63,199	$28,382	$57,852	$86,235	$30,065	$40,005	$70,070	$21,547	$55,626	$77,173

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OIC Travel Disbursements by Center
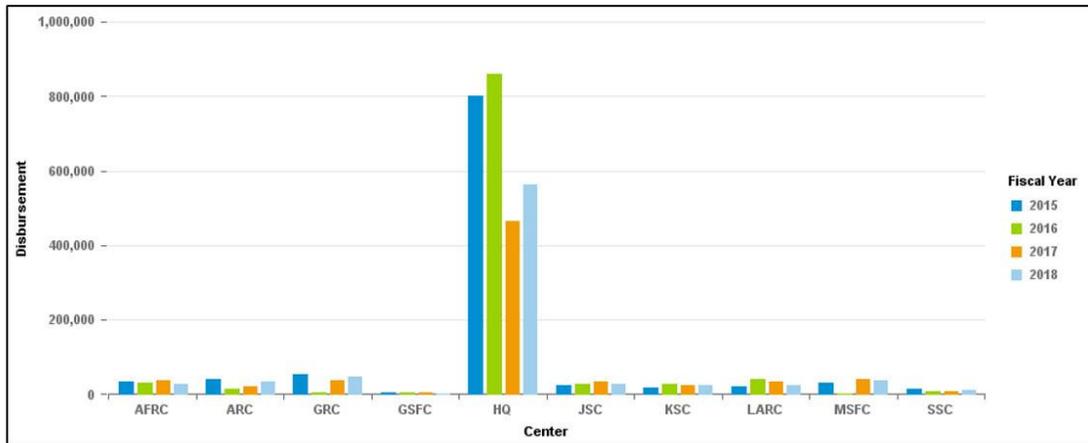
	AFRC	ARC	GRC	GSFC	HQ	JSC	KSC	LARC	MSFC	SSC
2015	$34,697	$41,797	$53,848	$5,715	$800,383	$24,651	$19,161	$20,593	$30,056	$15,197
2016	$30,905	$13,429	$4,073	$5,633	$858,221	$26,335	$26,592	$39,637	$155	$9,194
2017	$38,856	$21,937	$38,545	$5,506	$464,619	$34,482	$23,467	$34,787	$41,354	$9,033
2018	$27,530	$33,020	$46,852	$1,870	$562,534	$25,998	$24,720	$24,643	$37,926	$11,690

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Foreign OIC Travel Disbursements by Center
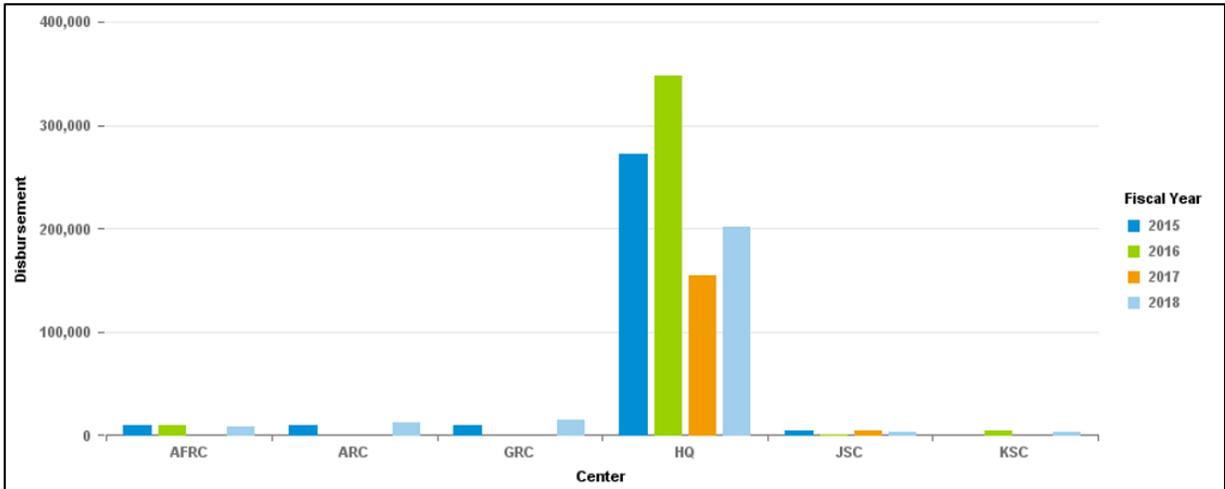
	AFRC	ARC	GRC	HQ	JSC	KSC
2015	$9,143	$9,732	$9,275	$272,258	$4,019	
2016	$9,063			$347,443	$813	$4,628
2017			$0	$154,381	$4,861	
2018	$8,855	$11,734	$14,258	$201,970	$3,385	$2,562

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OIC Top 10 Traveler

Travel Disbursement Variances Current vs. Prior Year

Prior Year Disbursement	Current Year Disbursement	Disbursement Variance
	$29,766	$29,766
	$23,015	$23,015
$38,817	$58,276	$19,458
$33,497	$49,691	$16,194
$0	$14,388	$14,388
	$13,973	$13,973
$0	$13,131	$13,131
$0	$11,198	$11,198
$21,903	$33,020	$11,117
	$11,002	$11,002

Travel Disbursement by Fiscal Year

2015	2016	2017	2018
$63,199	$86,235	$70,070	$77,173
$79,668	$77,430	$33,497	$49,691
$95,954	$100,831	$10,046	
$50,065	$54,632	$38,817	$58,276
$27,144	$41,805	$43,902	$45,374
$10,176	$107,262	$17,023	
$34,697	$30,905	$38,856	$27,530
$19,391	$26,434	$47,231	$27,511
$55,123	$59,085	$1,673	
$43,714	$28,946	$20,526	$21,083

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Top Ten Locations by Total Disbursements and Total Travel Authorization (TA) Counts

Location - Prior vs Current Year - Rank by Disbursement Variance

Travel Location	Prior Year Disbursement	Current Year Disbursement	Disbursement Var
TOKYO CITY , JPN		$35,597	$35,597
DISTRICT OF COLUMBIA , DC , US	$117,781	$138,394	$20,613
LONDON , GBR	$0	$20,217	$20,217
TEL AVIV , ISR		$19,216	$19,216
COLORADO SPRINGS , CO , US	$15,452	$32,012	$16,560
LAS CRUCES , NM , US	$1,180	$14,867	$13,688
MADRID , ESP	$3,485	$13,328	$9,843
PRETORIA , ZAF		$9,442	$9,442
CAMP H M SMITH , HI , US	$0	$8,245	$8,245
BARCELONA , ESP		$8,021	$8,021

Location by Disbursements By Fiscal Year

Travel Location	2015	2016	2017	2018
DISTRICT OF COLUMBIA , DC , US	$73,575	$84,632	$117,781	$138,394
WASHINGTON , DC , US	$134,313	$52,727	$56,620	$48,743
HOUSTON , TX , US	$62,490	$54,415	$57,550	$62,053
PASADENA , CA , US	$105,228	$71,660	$14,193	$16,628
MOSCOW , RUS	$33,840	$27,322	$54,650	$14,487
HUNTSVILLE , AL , US	$25,069	$56,110	$15,774	$19,943
PARIS , FRA	$61,386	$12,279	$36,049	$3,268
CLEVELAND , OH , US	$15,287	$55,243	$11,823	$15,524
COCOA BEACH , FL , US	$50,010	$15,020	$14,402	$12,698
LONDON , GBR	$18,247	$34,505	$0	$20,217

Location Prior vs Current Year - Rank by TA Count Variance

Travel Location	Prior Year No of TA	Current Year No of TA	TA Count Var
BREVARD COUNTY , FL , US	19	31	12
DISTRICT OF COLUMBIA , DC , US	95	107	12
COLORADO SPRINGS , CO , US	6	15	9
HOUSTON , TX , US	50	57	7
LAS CRUCES , NM , US	3	10	7
WALLOPS ISLAND , VA , US	5	11	6
TOKYO CITY , JPN	0	6	6
CLEVELAND , OH , US	19	23	4
MOUNTAIN VIEW , CA , US	9	13	4
DENVER , CO , US	3	6	3
HANCOCK COUNTY , MS , US	5	8	3
HONOLULU , HI , US	0	3	3
HUNTSVILLE , AL , US	18	21	3
KISSIMMEE , FL , US	0	3	3

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Location by TA Count By Fiscal Year

Travel Location	2015	2016	2017	2018
DISTRICT OF COLUMBIA , DC , US	61	72	95	107
WASHINGTON , DC , US	125	67	55	38
HOUSTON , TX , US	54	59	50	57
HAMPTON , VA , US	32	27	43	28
HUNTSVILLE , AL , US	44	46	18	21
CLEVELAND , OH , US	20	51	19	23
BREVARD COUNTY , FL , US	22	17	19	31
COCOA BEACH , FL , US	41	15	17	11
PASADENA , CA , US	29	24	17	11
WALLOPS ISLAND , VA , US	18	11	5	11

R. Using the Cost Center column data insert a column and enter the center abbreviation for each line.

	A	B	C	D	E	F	G	
	Center	Travel Authori	TV: LOCATION	Traveler Name	Business Area	Mission	GSA Trip Purpose Code	TV
	HQ	10000016705	PASADENA , CA , US	WATKINS MARCUS A	10	SSMS : Safety Sec. Mis. Ser	MISSION (OPERATIONAL	CC
	HQ	10000017962	PASADENA , CA , US	MARTIN PAUL K	10	OIGM : Inspector General	MISSION (OPERATIONAL	CC
	HQ							
	HQ	10000019770	SYDNEY , AUS	RADZANOWSKI DAVID P	10	SSMS : Safety Sec. Mis. Ser	MISSION (OPERATIONAL	FC
	HQ	10000019928	CLEVELAND , OH , US	JURCZYK STEPHEN G.	10	STMD : Space Technology	MISSION (OPERATIONAL	CC
	HQ							

S. Create a PIVOT showing the total cost per center and total cost per traveler (select Center and Disbursement, and then next one select Traveler Name and Disbursement).
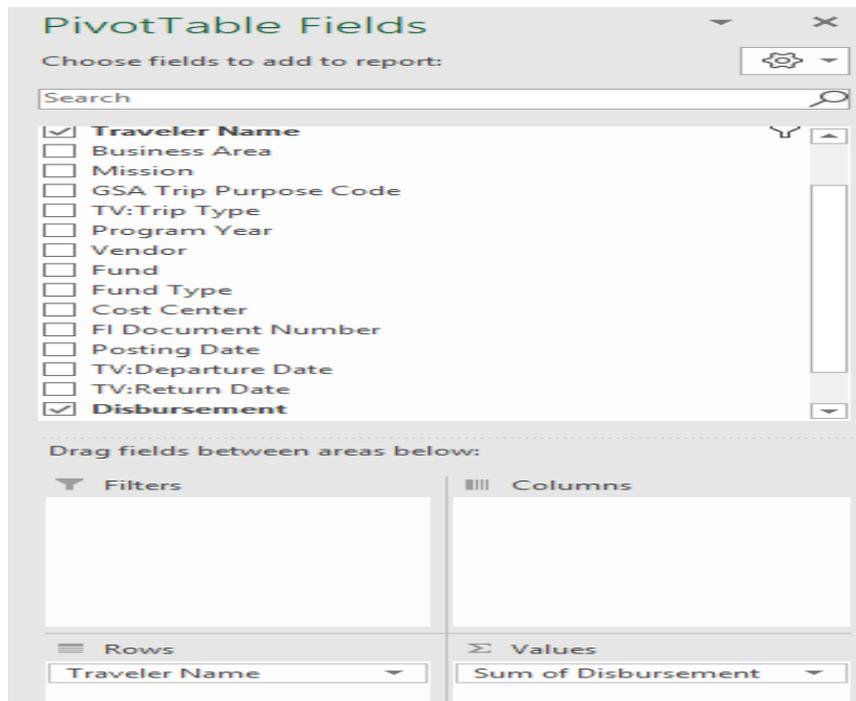
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T. Verify that all employees are or have been an OIC (use most recent report sent to AAO) between the four Fiscal Years being reported are listed on the BOBJ and WEBI report and that their names are not duplicated with various spellings.

U. If an employee is not listed, you will need to work with AAO to get them added on. However, ensure that the OIC effective date is correct on the list sent to AAO and that the effective date is within the dates of your report. Once AAO updates the information it will not show till the next day in most cases.

V. Select a few employees and try to verify that all vouchers with trips that occurred during the 4 Fiscal Years are on the report (local trips and trips funded by reimbursable funds will not be on the report). Example if the employee became an OIC in October 2018 but have travel in August and September 2018 those trips should not be on the BOBJ report.

W. Verify that the totals (total cost per center, traveler and overall cost) from the BOBJ match the WEBI report.

X. In the WMS ticket, send the TASK to SP Travel Supervisor for review, attaching both BOBJ and WEBI reports. Supervisor will send to Travel L3 (CS POC) once reviewed. (See FMC0276967 as an example.)

Y. Create another TASK from the same CASE and send it to the SP Travel Service Office Manager (SP SOM).

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PROCEDURE B: MANUAL VERSION

STEP 1. <u>**NSSC Travel (Service Provider (SP)**</u> – Request current list of Officials-in-Charge

    A. Contact the Office of the Administrator POC by email to retrieve the current list of OICs.

    B. Update the tab in the new "OIC Master Data Analysis" Excel spreadsheet with the current FY OICs. The current OICs are the individuals that the data is being pulled.

STEP 2. <u>**NSSC Travel (Service Provider (SP)**</u> – Access to BOBJ

    A. Access to BOBJ is required in order to run the OIC report. This is achieved by creating a NAMS request.

STEP 3. <u>**NSSC Travel (Service Provider (SP)**</u> – Create and run the first BOBJ report

    A. The first BOBJ report is the BERPT2 – Full Cost Status Report under the Budget Execution menu in the BOBJ Folders. This report is used to verify total travel cost at a summary level for the past 4 fiscal years to verify you are pulling the correct data. Go to BOBJ through the BREADY website https://bobjprd.ndc.nasa.gov/BOE/BI.

    B. Click on My Applications
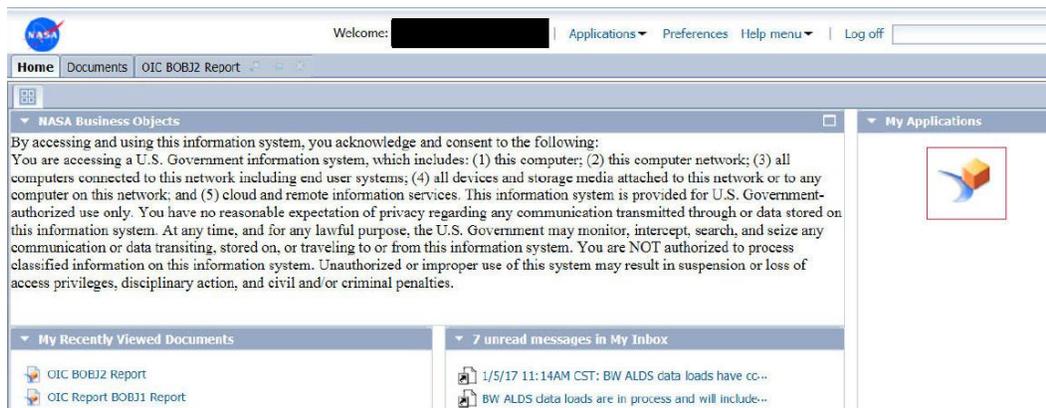
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C. The current folders in BOBJ will open. Click on the BW-Authorization to view queries folder.
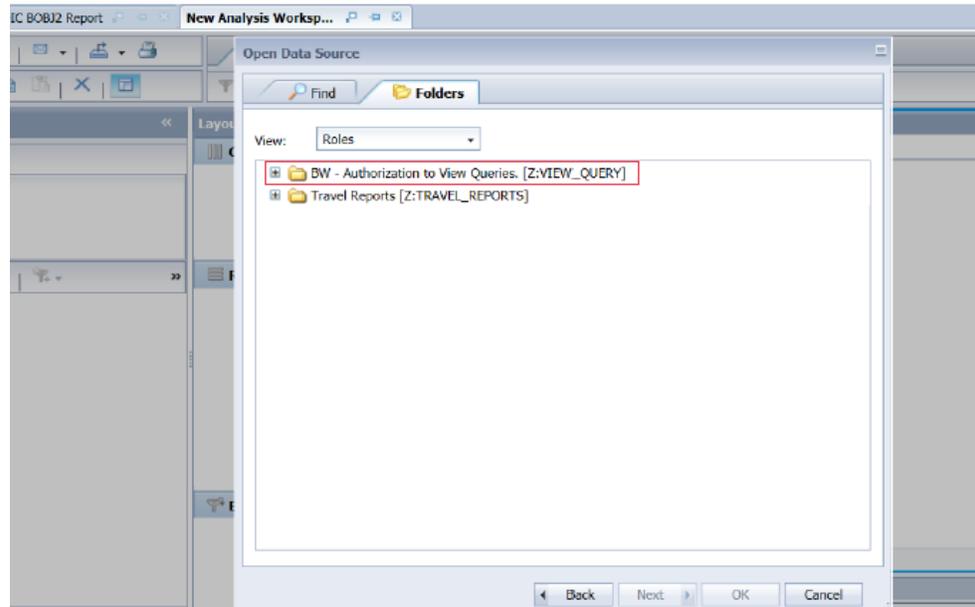
D. Click on BERPT2 – Full Cost Status Report. After you click on the report, the OK button will be available. Click the ok button to access the search criteria.
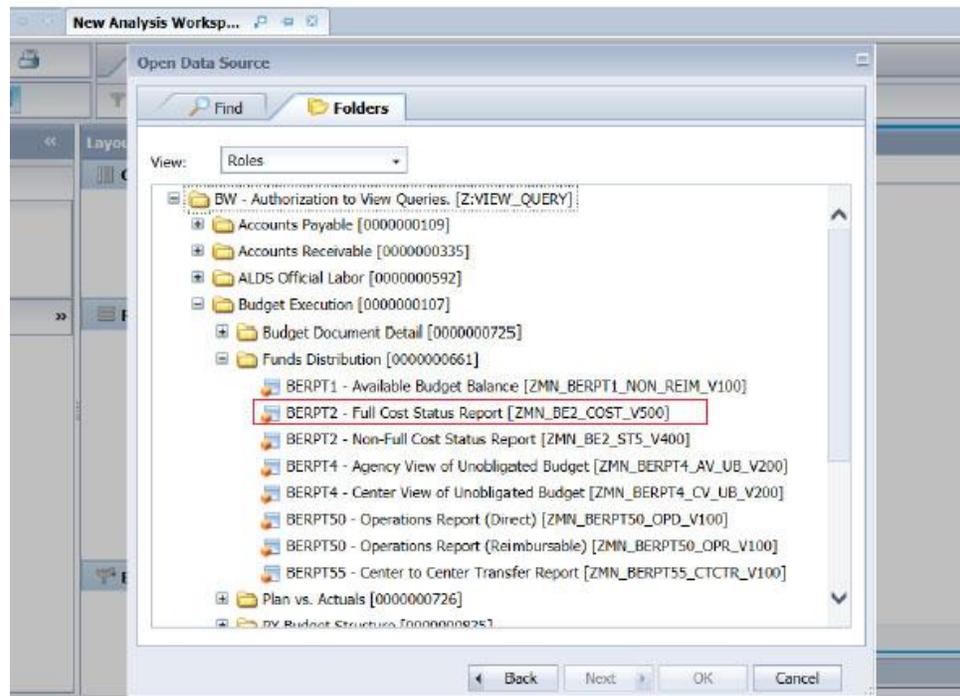
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E. The prompt search criteria screen will be displayed. Click on Fiscal
year and click on the radio button that states "Equal" and change to
"Between". Enter the current and prior fiscal years (ex. if running FY
15 data, enter 2012 to 2015) and click ok.

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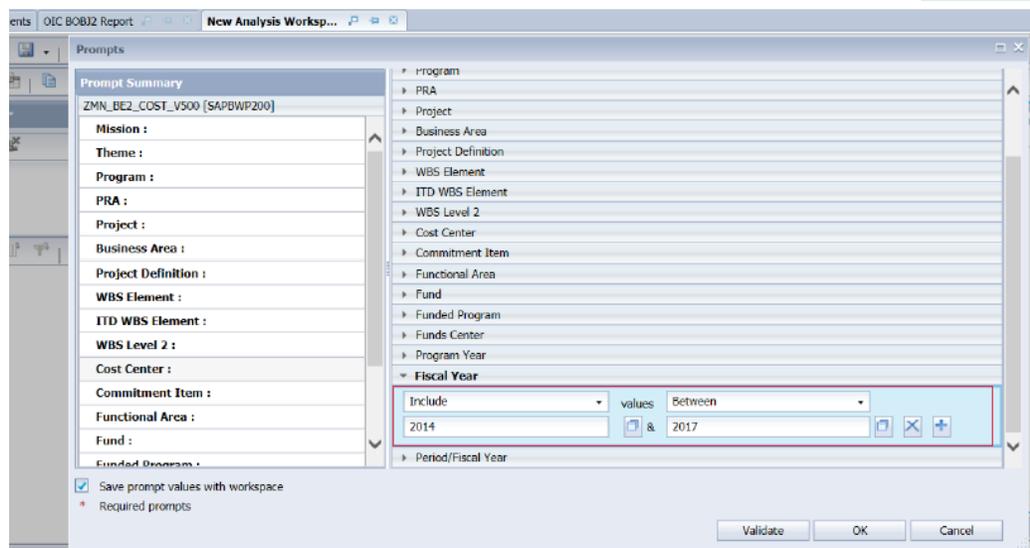
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F. The below screen will be displayed. Click on Fund Type (to highlight) then click on the filter button.
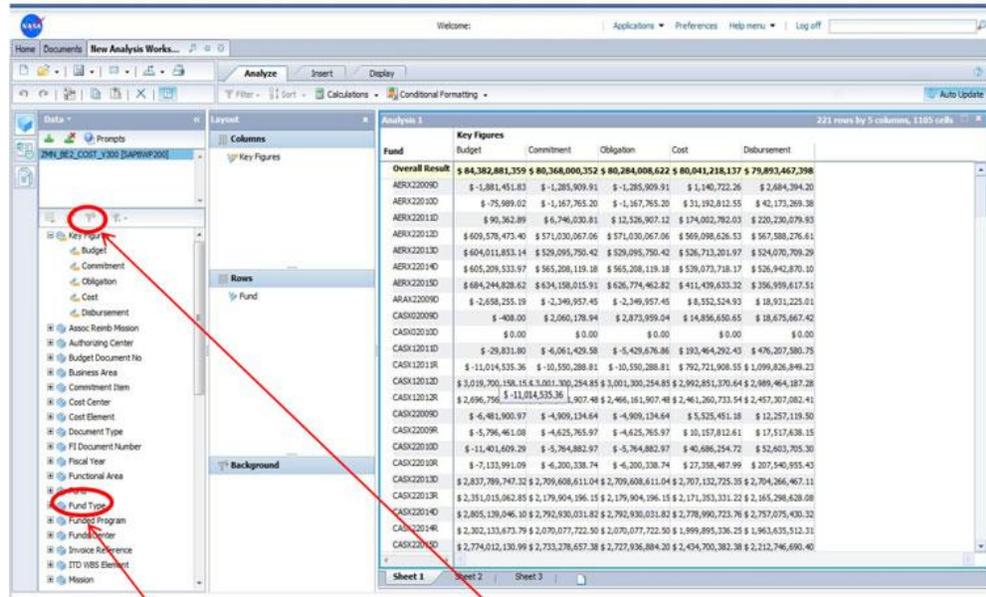
1. Click on Fund Type (to highlight)

2. Click on "Filter" button

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G. The filter data will open, unselect everything and then just select "Direct Fund" to only show direct funds only. See screen shot below.
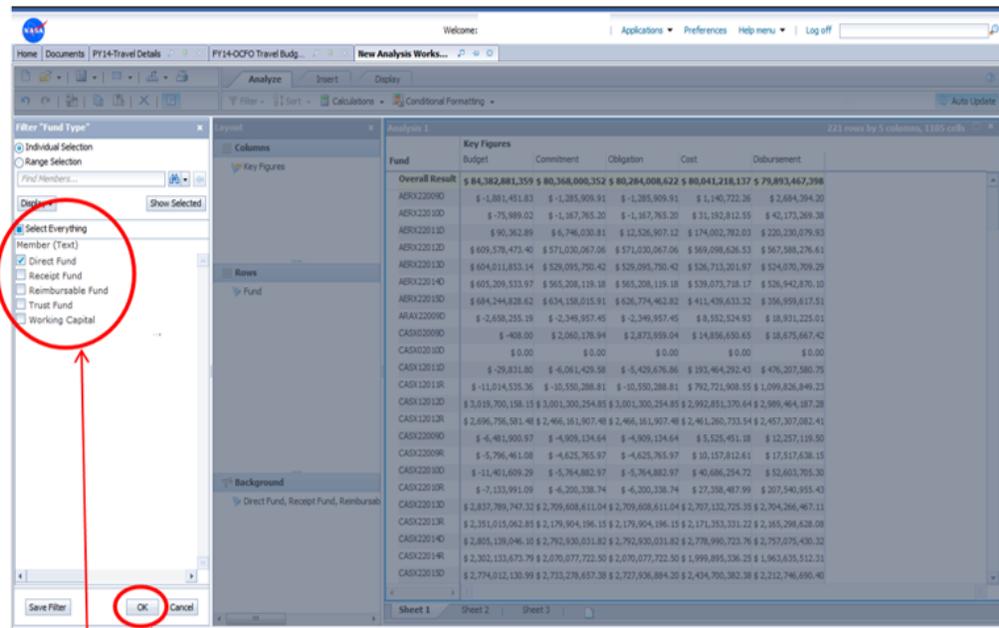
1. Unselect all Member Data
2. Just select "Direct Fund" only
3. Click "OK"

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H. The screen below will be displayed. Click on commitment item (to highlight) then click on the filter button.
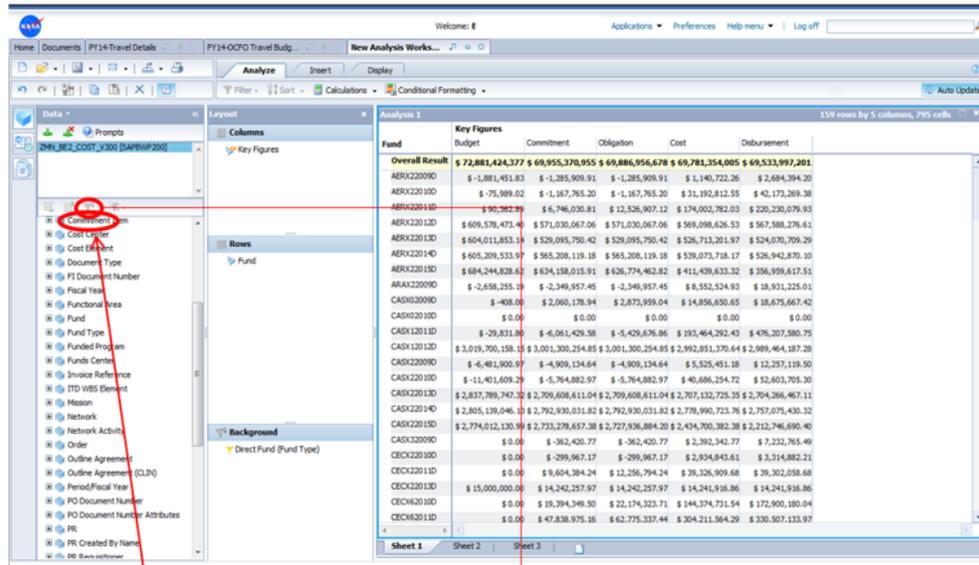
1. Click on Commitment Item (to highlight)

2. Click on "Filter" button

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I. The filter data will open, unselect everything and then just select "2100: Trvl & Transport Program" to only show travel budget details only.

J. The below screen will be displayed. Click and move Fiscal Year to Fund, under "Rows" replacing Fund with Fiscal Year.

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K. The below screen will be displayed.

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L. Export this report to Excel. Click on the export button and select xlsx (Excel 2007 and later).

1. Click on the Export Button
2. Click on the XLSX (Excel 2007 and later) to export to Excel

M. The below screens will be displayed. No changes need to be made just click ok.

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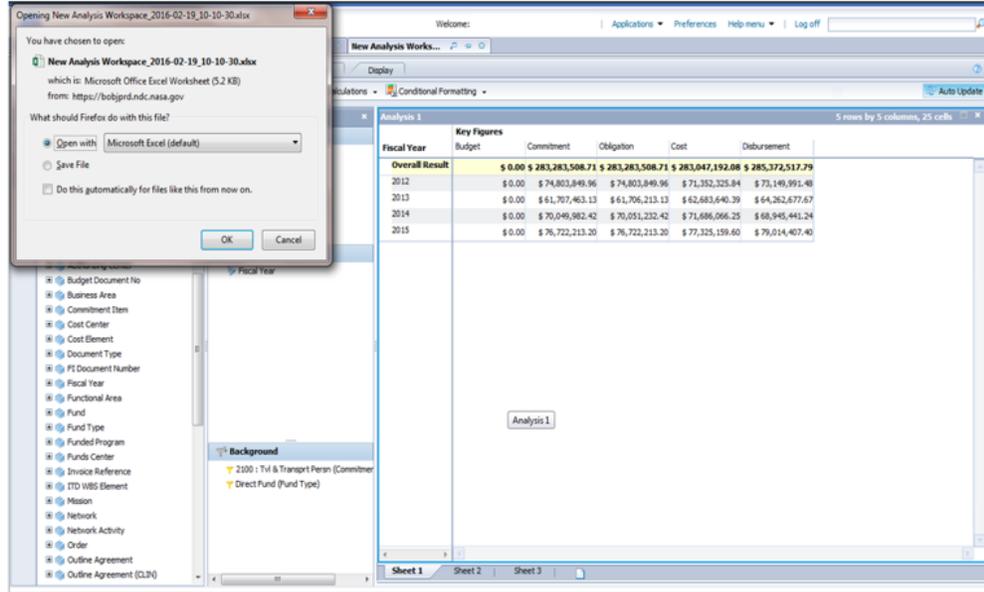
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N. The data will be exported and open in Excel. Copy this tab (Analysis 1) to the OIC Master Data Analysis" report. This is to verify at a summary level the total amount of Travel Cost by Fiscal Year. (Ex. for FY 15 the total disbursement is $79,014,407.40, you will verify this # matches the detail data from Report 2). You can delete the other tab and spreadsheet once you copy the tab to the Master Report.

This summary amount is the Total Travel Disbursement Cost for FY15 (The prior Fiscal Years should be verified from prior Costs)

STEP 4. **NSSC Travel (Service Provider (SP)** – Run the second BOBJ report.

A. This report is the detail travel data for the Fiscal Year. After downloaded to Excel the total cost are verified with the first BOBJ summary report.

B. Click on the Travel Query report under BW-Authorizations to View Queries Travel Folder. After you click on the report, the ok button will be available, click on the ok button to access the search criteria.

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header
<table>
<tr><td rowspan="5">NSSC
Service Delivery Guide</td><td>NSSDG-9700-0004   Revision 6.0</td></tr>
<tr><td>Number</td></tr>
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</table>

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C. The prompt search criteria will be displayed. The business area will be displayed by default. Click the radio button that states "Equal" and change to "Between" enter the beginning and ending Business Areas which is "#" to "99". Then click on the blue link. "View hidden optional prompts".
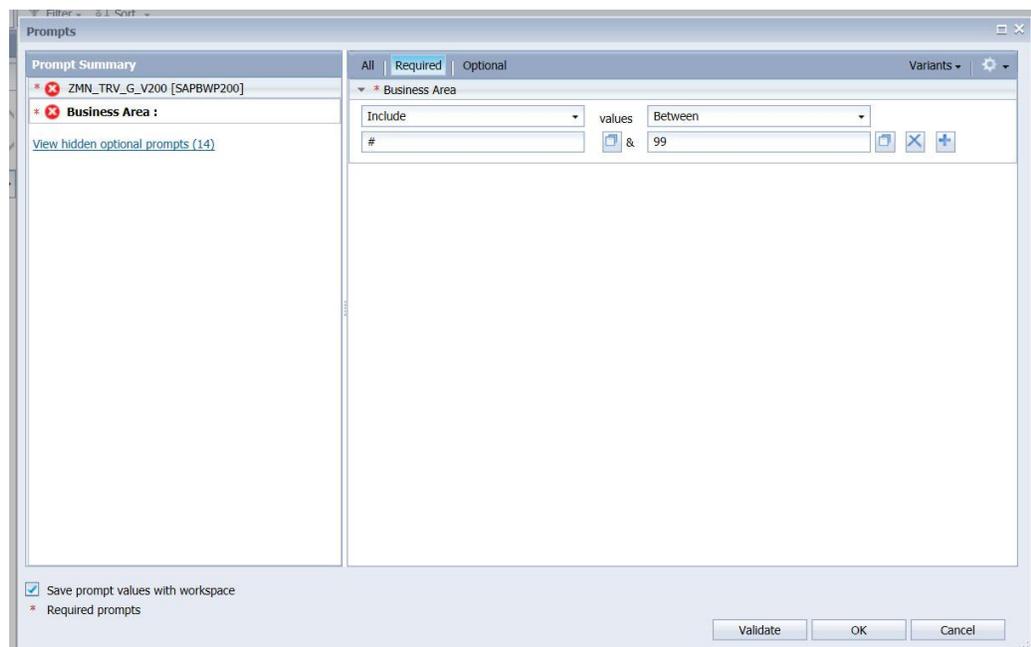
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D. Under the optional search criteria click on Fiscal Year include values Equal the current reporting period then click ok.
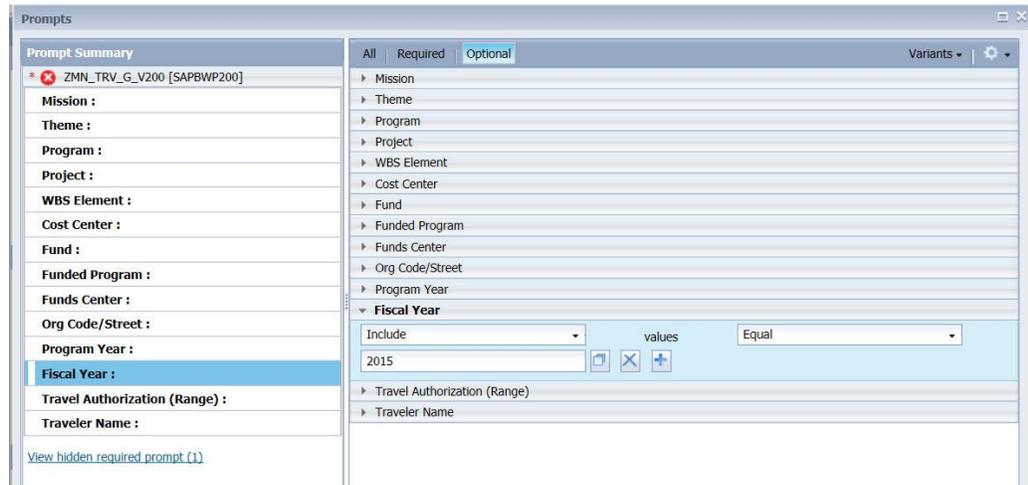
E. The below screen will be displayed. Move the mouse pointer over the 'Traveler Name" and right click. A sub menu will appear, go to "Totals" and click on "Hide Totals". This will close all the sub-totals within the report so less rows will be added into the Excel Report. This will need to be done on each header.

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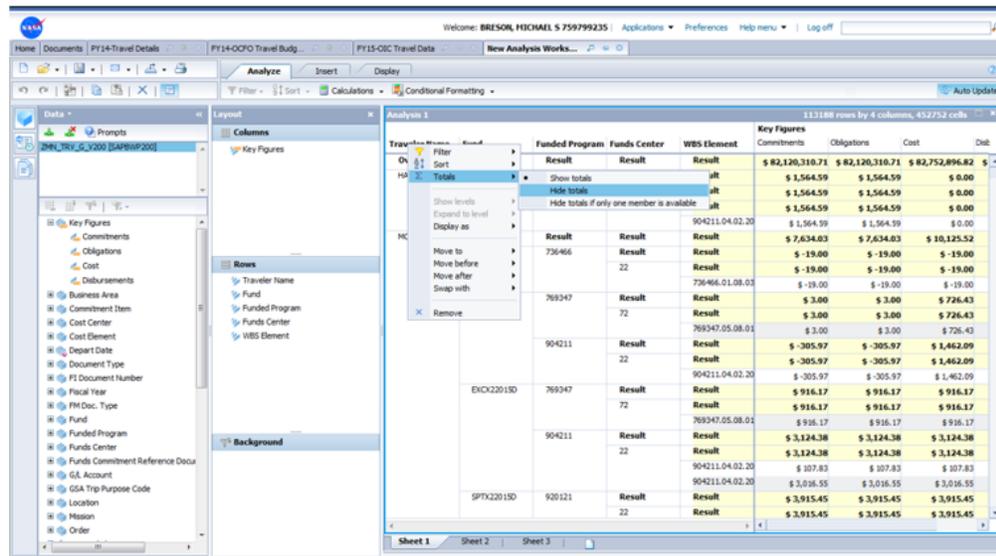
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F. Replace all the default fields with the fields below by grabbing the fields under "Data" area and drag them under "Layout" are, in the "Rows" section.
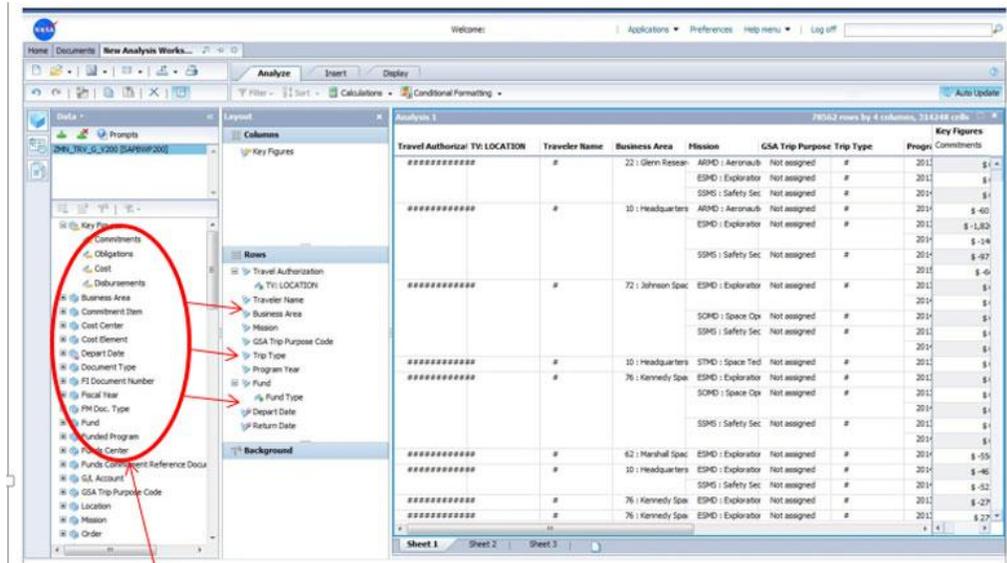
Grab and drag the following fields to the "Rows" section:
1. Travel Authorization
   1-1. Under the TA attributes – grab and drag over Tv: LOCATION
2. Traveler Name
3. Business Area
4. Mission
5. GSA Trip Purpose Code
6. Trip Type
7. Program Year
8. Fund
   8-1. Under the Fund attributes – grab and drag over Fund Type
9. Depart Date
10. Return Date

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G. Export this report to Excel. Click on the export button and select xlsx (Excel 2007 and later). Click ok on the next screen (no changes to be made). Click ok to open with Excel.
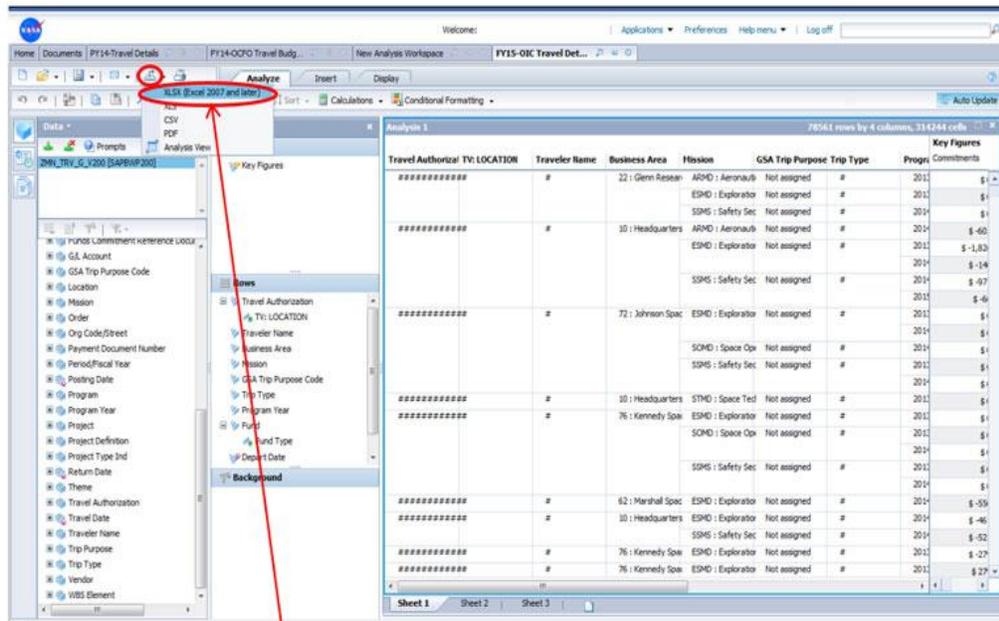
1. Click on the Export Button
2. Click on the XLSX (Excel 2007 and later) to export to Excel

H. Click the top option box, "Repeat outer header members" to fill in all cells in the worksheet

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I. The data will be exported and open in Excel. Copy this Tab (Analysis 1) to the "OIC Master Data Analysis" Report. This is the Detail Trip Data for all travels for the current reporting period. (You can delete the other Tab and spreadsheet once you copy tab to Master Report).
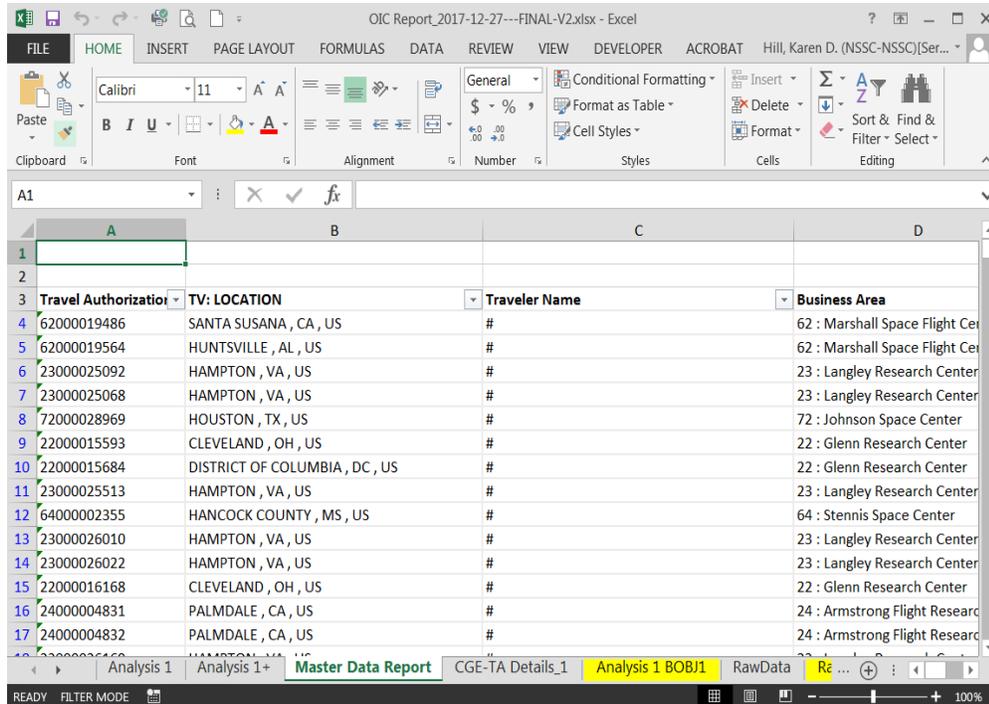
STEP 5.   **NSSC Travel (Service Provider (SP)** – Create the Final OIC Master Data Report for current reporting period

A. Copy that tab to a new tab called "Raw Data"
B. Obtain a total count and amount by fund type, by using the following formula:
1. =COUNTIF (J4:J76964,"Direct Fund")
2. =SUMIF (J4:J76964,"Direct Fund", P4:P76964)
3. =COUNTIF (J4:J76964,"Reimbursable Fund")
4. =SUMIF (J4:J76964,"Reimbursable Fund", P4:P76964)

			$ 86,033,593.49
Direct Trips	72239	$ 80,863,984.55	
Reimb Trips	4721	$ 5,169,608.94	
Total Trips	76960	$ 86,033,593.49	

C. Create a copy of this Tab, the original tab is your "Raw Data Tab" and the new Tab will be your "Master Data Report" Tab
D. Use the Filter and choose Departure and Return Dates = "#"

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1. Copy them to a new tab called "To Remove", and label that section "Dates with #"

ALL ITEMS REMOVED FROM MAIN REPORT - In sections by Reason for removal

Dates with #

Travel Authorization	TV: LOCATION	Traveler Name	Business Area	Mission
############0523	#	#	51 : Goddard Space Flight Center	SCMD : Science
############0523	#	#	51 : Goddard Space Flight Center	SCMD : Science
############0523	#	#	51 : Goddard Space Flight Center	SSMS : Safety Sec. M
############3631	#	#	10 : Headquarters	SSMS : Safety Sec. M
############3631	#	#	21 : Ames Research Center	SSMS : Safety Sec. M

E. Subtotal the number of trips removed that had "#" in the date fields

F. Filter on Departure Date and move all dates that are not within the current Fiscal Year (Ex. During FY15, only Departure Travel Dates 10/01/14 to 09/30/15) to the "To Remove" tab.

#	#	#	76 : Kennedy Space Ce
#	#	#	76 : Kennedy Space Ce

****

Depart Dates outside of FY17

Travel Authorization	TV: LOCATION	Traveler Name	Business Area
64-SSC0630097	LOS ANGELES,C	#	64 : Stennis Space Cen
21D00000002786	HOUSTON , TX ,		21 : Ames Research Ce
72OE1110006637	HOUSTON , TX ,		72 : Johnson Space Ce
10AA0000000380	WASHINGTON ,		10 : Headquarters
62EM4200009319	PASADENA , CA		10 : Headquarters

G. Subtotal the number of trips removed that were outside the Fiscal year being reported

H. Filter and remove all the "Non-OIC" travelers, and move them to the "To Remove" tab

****

Remove Non-OIC

Travel Authorization	TV: LOCATION	Traveler Name	Business Area
62000019486	SANTA SUSANA	#	62 : Marshall Space Flight Center
62000019564	HUNTSVILLE , A	#	62 : Marshall Space Flight Center
23000025092	HAMPTON , VA	#	23 : Langley Research Center
23000025068	HAMPTON , VA	#	23 : Langley Research Center
72000028969	HOUSTON , TX ,	#	72 : Johnson Space Center
22000015593	CLEVELAND , OI	#	22 : Glenn Research Center
22000015684	DISTRICT OF CC	#	22 : Glenn Research Center

I.   Subtotal the number of trips removed that were Non-OIC travelers

STEP 6.   NSSC Travel (Service Provider (SP) – Run the Concur Government Edition (CGE) Travel Authorization Report

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A. Under the Menu - Reporting > Intelligence (opens the CGE Reporting Module)

B. Under Public Folders > NASA

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C. Click the Travel Authorizations Report Link

Click – **Travel Authorizations**
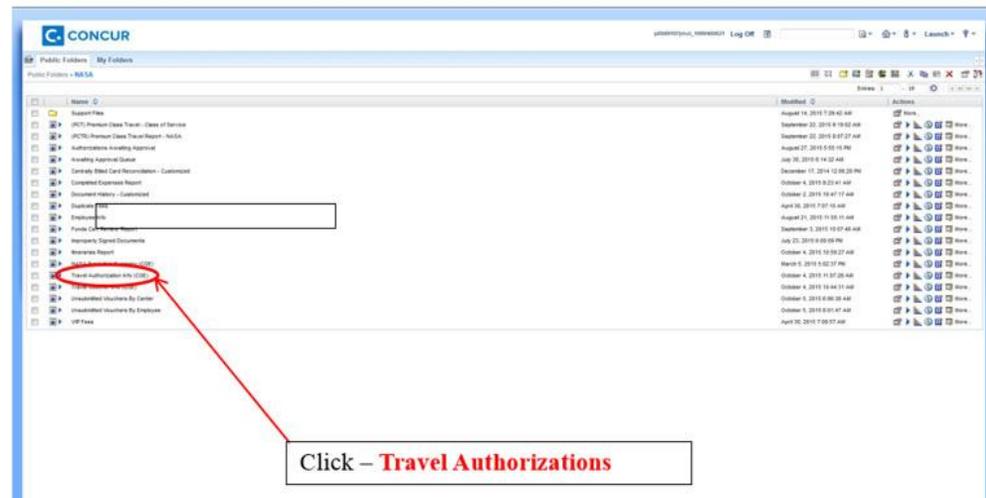
D. The parameter screen will open for the Travel Authorizations, the following default parameters are to be changed
E. Departure Dates (depending on which Fiscal Year you're working on for FY15 (Oct 1, 2014 to Sep 31,2015)
F. Authorization Status (select ALL)
G. Accounting Codes (select NO)

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H. Note: All other parameters stay at their default settings

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I. After the report runs and processes, the following results will appear on the screen

J. On the same screen, on the far right, click the Icon with the planet in it, then click View in Excel Options and then click View in Excel 2007 Format (this will download to Excel and open the document)

K. Move the Excel file to your Master OIC Report

L. Add a new blank column after the Travel Authorization column (Column A) in the new modified OIC Excel Tab (The Tab that was created with only the OIC Travel Document data)

M. In this new column (Column B) do a VLOOKUP using the Excel's Function Code by pulling in the Travel Authorization from the CGE Travel Authorization Tab.

   1. First, because the CGE TA Report does not have the exact spelling of each TA (column B) the TAs in the CGE report start with "TA" and the BOBJ report does not, a new column (column C) will need to be added after the TA column in the CGE report.

   2. After the new column is added, copy the whole TA column (column B) into the new column (column C).

   3. Highlight the new TA column (column C), click CTRL-F (find), click on the "replace" tab, in the "find what" type in "TA" and leave the "replace with" blank and click "replace all". Click "close" (this TA

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will match the BOBJ report so you can now do a VLOOKUP from this new column).
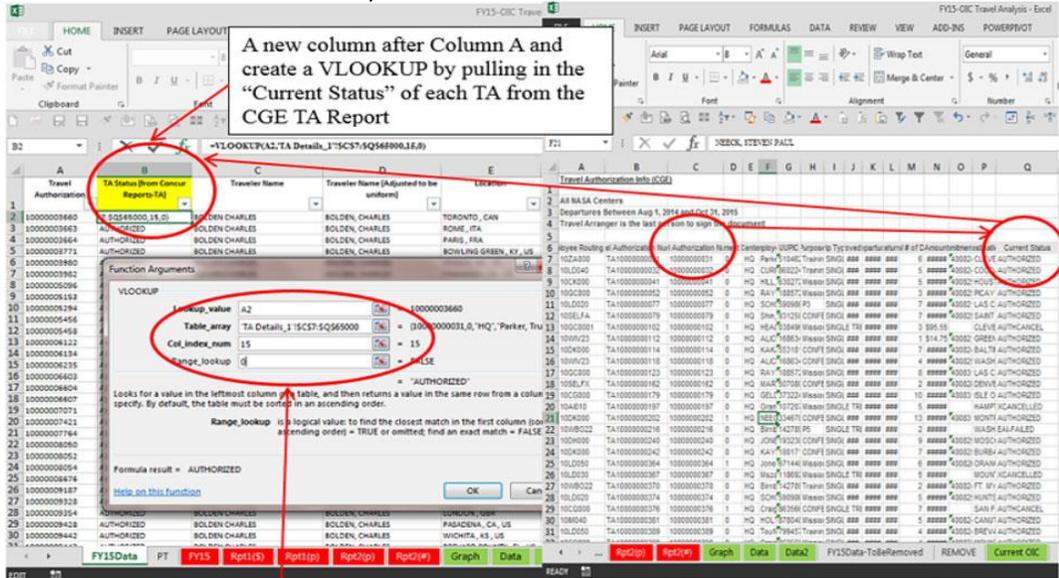
VLOOKUP Function to bring in the Current Status of each Travel Authorization for the OICs

N. In the "Master Data Report" Tab (listing just OIC Travelers) add a blank column after Column A (Travel Authorization). In this new column do the Excel Function VLOOKUP by pulling in the "Current Status" column data from the CGE Report (Column Q).

O. In the "Master Data Report" Tab Filter on the new column created (the current Travel Authorization Status) move all TAs that do not state "Authorized" into the "To Remove" tab.

Remove TAs not authorized

Travel Authorization	Auth Status	TV: LOCATION
10000032218	CREATED	ORLANDO , FL , US
10000024513	AUTHCANCEL	BREVARD COUNTY , FL , US
10000031854	AUTHCANCEL	CORK , IRL
10000032932	AUTHCANCEL	SLIDELL , LA , US
10000027862	AUTHCANCEL	EL PASO , TX , US

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P. Subtotal the number of trips removed that were not in Authorized Status

Q. Create a "Recon for OCFO" Tab
1. Recap items removed from the report, to show the amount to be reported

BOBJ2		
Original Total	**$ 86,033,593.49**	See Raw Data Tab
Remove Reimbursable Funds	$ 5,169,608.94	See Raw Data Tab
Direct Funds	**$ 80,863,984.55**	Check: matches BOBJ1 report
Remove Departure Dates with #	$ (979,719.02)	See "To Remove tab"
Remove Departure Dates outside of FY17	$ 8,934,909.44	See "To Remove tab"
Remove Non-OIC	$ 72,026,369.16	See "To Remove tab"
Remove OIC TA's not in Authorized Status	$ 15,157.31	See "To Remove tab"
Total OIC Travel	**$ 867,267.66**	See "OIC Only-Master Data" tab

From "Analysis 1 BOBJ1" Tab

Background Filter: Fund Type {Direct Fund} Commitment Item {2100 : Tvl & Transprt Persn}

	Key Figures				
Fiscal Year	Budget	Commitment	Obligation	Cost	Disbursement
Overall Result	$ 0.00	$ 306,376,514.10	$ 306,373,264.10	$ 307,133,632.46	$ 305,007,743.81
2014	$ 0.00	$ 70,049,982.42	$ 70,051,232.42	$ 71,686,066.25	$ 68,945,441.24
2015	$ 0.00	$ 76,722,213.20	$ 76,722,213.20	$ 77,325,159.60	$ 79,014,407.40
2016	$ 0.00	$ 78,235,093.39	$ 78,235,093.39	$ 76,681,156.89	$ 76,183,910.62
2017	$ 0.00	$ 81,369,225.09	$ 81,364,725.09	$ 81,441,249.72	**$ 80,863,984.55**

R. Create a pivot table from the "Master Data Report" tab. This pivot table will be used to get all data analysis for the OICs.

STEP 7. **NSSC Travel (Service Provider (SP)** – Create OIC Analysis Data
A. Replace the OIC data in the following tabs: "FY15-Rpt1", "FY 15-Rpt2($)" and "Rpt3(#)". FY 15-Rpt1" tab is the current Fiscal Year OIC data broken by Domestic and Foreign $ and # of trips. "Rpt2($)" tab is

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prior to OIC Travel Disbursement Cost, update with current FY.
"Rpt3(#)" tab is prior FY OIC # of trips, update with current FY.
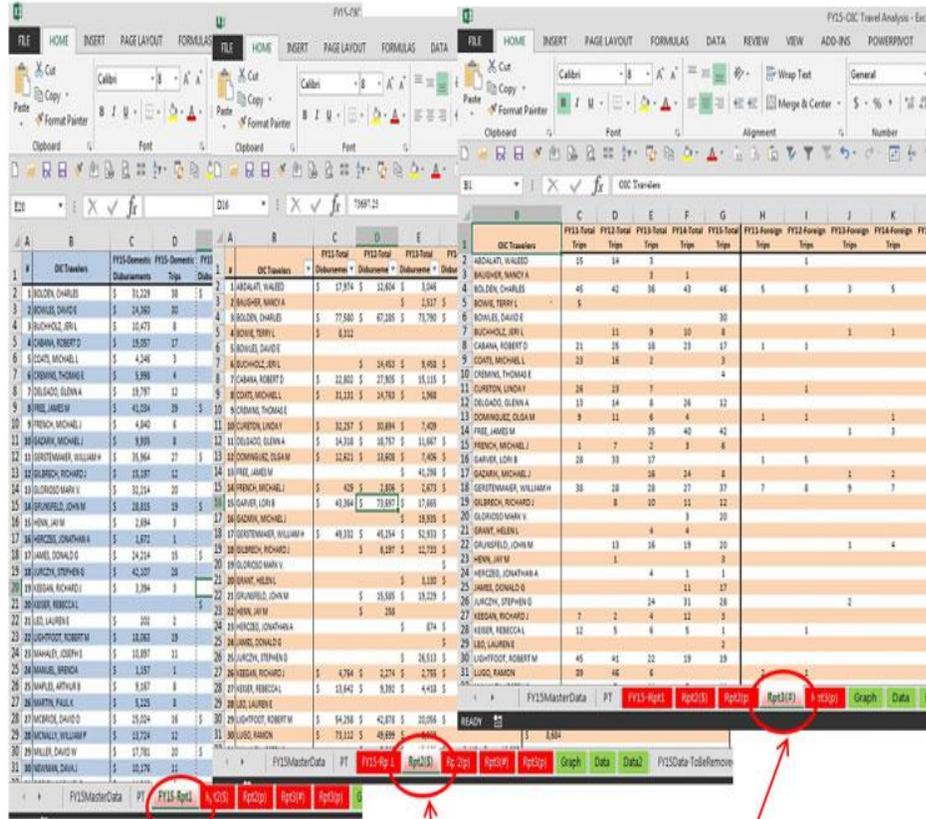
The 3 Tabs that need to be updated with current Fiscal year OIC Data

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STEP 8. <u>**NSSC Travel (Service Provider (SP)**</u> – Update the "Graph" Tab:

    A. Update the "graph" tab with current FY data – Total Foreign $ and Total Disbursements.
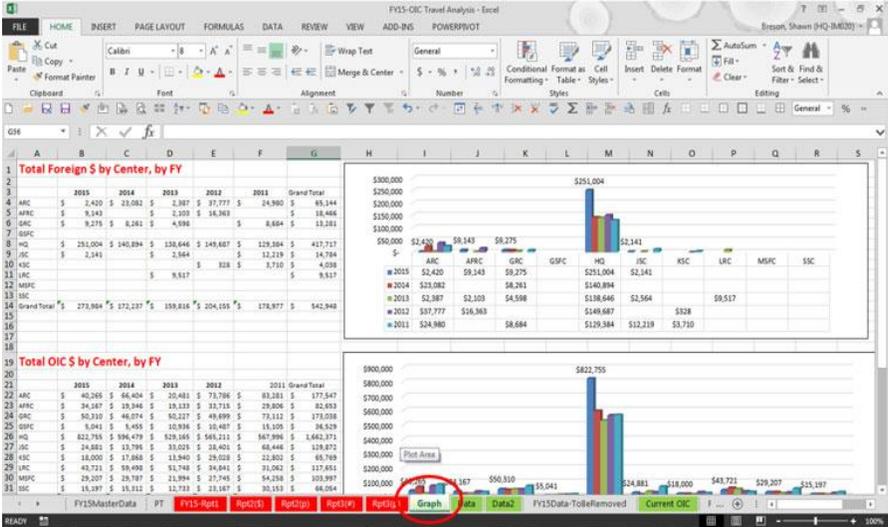
STEP 9. <u>**NSSC Travel (Service Provider (SP)**</u> – Update the "Data" Tabs: Update the 2 Data Tabs: "Data" and "Data2":
    A. "Data" Tab – Total OIC Disbursements/Trip count and Total Agency/OIC Disbursements.

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B. "Data2" Tab – Notable OIC Disbursement changes from prior FY.
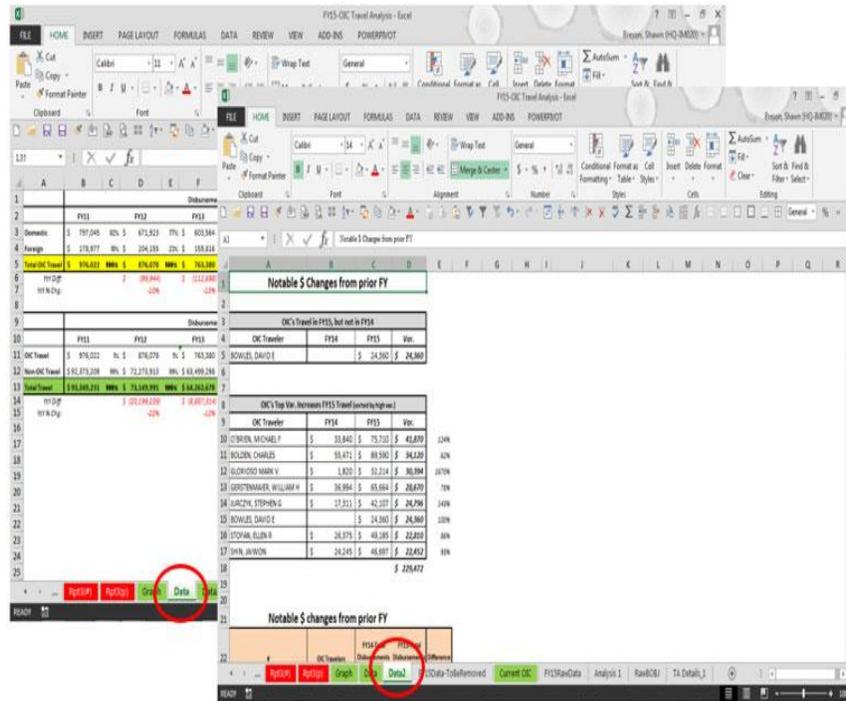
C. "Data3" Tab – Top 10 Locations by Amount and by Count.

Top 10 Locations by Amount

City	FY16-Sum of Disbursements		City	FY17-Sum of Disbursements	Variance from FY16		Prior year Amounts for Current year Top 10
WASHINGTON , DC , US	$ 144,091		WASHINGTON , DC , US	$ 278,720	$ 134,629		$ 144,091
HOUSTON , TX , US	$ 64,677		HOUSTON , TX , US	$ 75,865	$ 11,188		$ 64,677
CLEVELAND , OH , US	$ 55,801		MOSCOW , RUS	$ 52,529	$ 23,342		$ 29,187
HUNTSVILLE , AL , US	$ 54,665		PARIS , FRA	$ 43,613	$ 31,349		$ 12,264
LONDON , GBR	$ 50,137		COCOA , FL , US	$ 42,548	$ 2,371		$ 40,177
COCOA , FL , US	$ 40,177		HAMPTON , VA , US	$ 28,592	$ 24,657		$ 3,935
PASADENA , CA , US	$ 38,016		COLORADO SPRINGS , CO , US	$ 22,166	$ 1,131		$ 21,035
TEL AVIV, ISRAEL	$ 37,759		NEW ORLEANS , LA , US	$ 19,665	$ (70)		$ 19,736
MOSCOW , RUS	$ 29,187		HUNTSVILLE , AL , US	$ 17,248	$ (37,417)		$ 54,665
JERUSALEM, JER	$ 25,762		PASADENA , CA , US	$ 15,715	$ (22,301)		$ 38,016

Top 10 Locations by TA Count

City	FY16-Number of Travel Authorization		City	FY17- Number of Travel Authorization	Variance from FY16		Prior year Counts for Current year Top 10
WASHINGTON , DC , US	128		WASHINGTON , DC , US	194	66		128
HOUSTON , TX , US	54		HOUSTON , TX , US	60	6		54
CLEVELAND , OH , US	50		HAMPTON , VA , US	42	24		18
HUNTSVILLE , AL , US	43		COCOA , FL , US	35	2		33
COCOA , FL , US	33		HUNTSVILLE , AL , US	19	(24)		43
HAMPTON , VA , US	18		NEW ORLEANS , LA , US	18	4		14
PASADENA , CA, US	16		MOSCOW , RUS	14	8		6
NEW ORLEANS , LA , US	14		CLEVELAND , OH , US	13	(37)		50
COLORADO SPRINGS, CO, US	13		PASADENA , CA, US	12	(4)		16
MOUNTAIN VIEW, CA, US	13		COLORADO SPRINGS, CO, US	11	(2)		13

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STEP 10.   **NSSC Travel (Service Provider (SP)** – Data Verification/Changes:
    A. Review all OIC data for current Fiscal Year once more to verify data is correct and all totals are correct.

STEP 11.   **NSSC Travel (Service Provider (SP)** – Send Final Data to CS for review.

STEP 12.   **NSSC Travel (Civil Servant (CS)** – Receive task in WMS to review report. Select task and open the attachments.
    A. At a minimum, verify the following:
        1. Report contains the applicable fiscal year and time period for the report.
        2. Traveler data reported supports Center totals.
    B. If report validation fails, send the WMS ticket back to the SP requesting corrections to be made to the report.

STEP 13.   **NSSC Travel (Civil Servant (CS)** – Travel Team Lead– Send report to Travel Process Champion for approval.

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METRICS

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NSSC	DRD 3.1-17 Quarterly China Report	Agency OCFO	Due 15 days after the close of the Fiscal Quarter end.
NSSC	DRD 3.1-15 Self-Approver Report	Agency OCFO	Ad hoc, as needed.
NSSC	DRD 3.1-14 Premium Class Travel Report	GSA	Quarterly due to centers for review / input 15 days after the close of the Fiscal Quarter end. Annually due to CS by 11/15 and to GSA by 11/30 after the reporting period (Oct-Sep) ends.
NSSC	DRD 3.1-12 OGE: Form 1353 – Semi Annual Non-Federal Source Payment Report	Office of Government Ethics	Semi-Annually due to centers for review during the month following the close of the period. Due to CS by 45 days after the close of the period. Due to GSA by 60 days after the close of the period.
NSSC	DRD 3.1-16 Travel Reporting	GSA	Annual report due to CS by 11/15, and to

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Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
	Information Profile (TRIP)		be uploaded to GSA by 11/30.
NSSC	DRD 3.1-13 Officials in Charge (OIC) Report	Agency OCFO	Annual report due to CS by 1/7. Final report is due by 1/31 each year.

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SYSTEM COMPONENTS (EXISTING SYSTEMS)

IT System Title	IT System Description	**Access** Requirements
eTravel System		NSSC Reports
Business Object (BOBJ)		Reporting

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CUSTOMER CONTACT CENTER STRATEGY

The NSSC Customer Contact Center Service Delivery Guide provides details regarding menu positioning, routing, and escalation of inquiries for this activity.

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APPENDIX A - ACRONYM LIST

AAO	Agency Applications Office
BOBJ	Business Object
CGE	Concur Government Edition
CTO	Center Travel Office
FY	Fiscal Year
GSA	U.S. General Services Administration
NASA	National Aeronautics Space and Administration
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OGE	Office of Government Ethics
OIC	Official in Charge
OIG	Office of Inspector General
PCTR	Premium Class Travel Report
QAD	Quality Assurance Division
SOM	Service Office Manager
TA	Travel Authorization
TRIP	Travel Reporting Information Profile
WEBI	Web Intelligence
WMS	Work Management System

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APPENDIX B – AGENCY REPORT DUE DATES

Report Title	Report Type	SP Due Date to CS	Send to Center for Review by:	Center Review due by:	CS Due Date to Office of the Chief Financial Officer (OCFO)		NSSC Travel Submits to Process Champion	Approval Due from OCFO by: (Note: Chief, ATSB or designee is delegate for OCFO)		Notes
China Authorizations Report	Quarterly Report	Qtr1 Wed 01/12/22 Qtr2 Fri 04/15/22 Qtr3 Fri 07/15/22 Qtr4 Fri 10/14/22	N/A	N/A	Qtr1 Fri 01/21/22 Qtr2 Fri 04/22/22 Qtr3 Fri 07/22/22 Qtr4 Fri 10/21/22		Mary D. Kerwin cc: Farzana Moreno	N/A		Final Submissions are on a quarterly basis.
Travel Reporting Information Profile (TRIP) Report	Annual Report	Thu 11/03/22	N/A	N/A	Tue 11/15/22	Sat 01/07/00	Farzana Moreno	Wed 11/23/22		Presentation must have management concurrence and approval. **Final Submission due in GSA Tool by November 30.**
Officials-in-Charge (OIC) Travel Report	Annual Report	Wed 01/05/22	N/A	N/A	Thu 01/20/22	Sat 01/07/00	Farzana Moreno	Fri 01/28/22		Send presentation to OCFO management for approval/adjustments **Final Report due January 31**
Premium Class Travel Report	Quarterly Report	N/A	Qtr1 Mon 01/10/22 Qtr2 Fri 04/15/22 Qtr3 Fri 07/15/22 Qtr4 Mon 10/03/22	Qtr1 Thu 02/10/22 Qtr2 Tue 05/17/22 Qtr3 Wed 08/17/22 Qtr4 Fri 10/28/22	N/A		N/A	N/A		N/A
Premium Class Travel Report	Annual Report (Consolidation of Quarterly Reports)	Mon 11/07/22	Thu 11/10/22	Tue 11/15/22	Fri 11/18/22		Farzana Moreno	Fri 11/25/22		OCFO Systems Div, NASA CTOs, and Sr. Mgmt Concurrence **Final Submission due in GSA Tool by November 30**
OGE (Form 1353)	Semi-Annual Report	Oct-Mar of FY22 Fri 05/06/22 Apr-Sep of FY22 Fri 11/04/22	N/A N/A	N/A N/A	Oct-Mar of FY22 Fri 05/13/22 Apr-Sep of FY22 Fri 11/11/22		Farzana Moreno	Oct-Mar of FY22 Fri 05/20/22 Apr-Sep of FY22 Fri 11/18/22		OCFO Systems Mgmt and Agency Legal will review / approve then upon finalization the Master report is sent to OGE. **Final Submission Due November 30 and May 31**
Self-Approvers Travel Report	Quarterly Report	Qtr1 Qtr2 Qtr3 Qtr4	Qtr1 Qtr2 Qtr3 Qtr4	Qtr1 Qtr2 Qtr3 Qtr4	Qtr1 Qtr2 Qtr3 Qtr4			Qtr1 Qtr2 Qtr3 Qtr4		Final Submission to OCFO Management is on quarterly basis.

NOTE: Self-Approvers Travel Report is completed on an ad-hoc basis, upon request, rather than on a quarterly basis.