



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



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Memorandum

To: Service Directorate

From: Assistant Director – Business Management and Operations

Subject: GovTrip Travel Authorization and Vouchering System Implementation

On July 28, 2008, the Service completed its transition to the new GovTrip Travel Authorization and Vouchering System (TAVS). With TAVS, employees use a web-based interface to create travel reservations, authorizations, and vouchers for all temporary duty (TDY) travel, and to route these documents for approval using a web-based interface. As a result, travel paperwork is reduced and employees receive more timely reimbursement of their out-of-pocket travel expenses.

In order to fully realize the benefits of this new system, Service travelers and travel arrangers must now use GovTrip TAVS for all travel vouchers related to temporary duty travel. The National Business Center (NBC) will no longer accept or process travel documents.

Travelers with questions regarding the use of TAVS may contact the TAVS Helpdesk, operated by the NBC, at (303) 969-5100 between 8 am and 8 pm Eastern Time. Also, a GovTrip Step-by-Step User Guides and additional training resources may be accessed at any time on the Division of Financial Management's eTravel website (<http://dfm.fws.gov/etravel.html>).

Please ensure this guidance is distributed to all travelers and travel arrangers within your organization. If you need additional information, please contact George Keller, Chief, Division of Financial Management, at (703) 358-1742.

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