



MARS User Guide

Domestic Travel

Document Revision 3.0

May, 2017



United States Department of Commerce
National Oceanic and Atmospheric Administration
National Marine Fisheries Service
Office of the CIO



Domestic Travel Process

The MARS Domestic Travel Numbering System will assign travel numbers in proper format and sequence for use in the CBS TRAVEL MANAGER SYSTEM. You need Domestic Travel Access rights to use this system. First, click on the 'Travel Documents' in the MARS application menu, then click on the 'Domestic Travel' button.

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Travel Documents

Domestic Travel

Domestic Travel - Create Domestic Travel Document numbers to be used in the CBS Travel Manager System.

Foreign Travel

Foreign Travel - Create Foreign Travel Document numbers to be used in the CBS Travel Manager System.

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Then choose the Organizational Code that the traveling employee is associated with and click on the 'Go to the Travel Form' button.

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Travel Documents / Domestic Travel Order

Domestic Travel Order

New Travel Order My Travel Order Search Travel Order

Organizational Code

Select Organizational Code you have access to and press the 'Go to Travel Form' button to create Domestic Travel Order.

Select One

Go To Travel Form

**If you have any questions, please contact MARS.Support@noaa.gov*

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After that, to obtain a Domestic Travel Order number, provide the following information in the spaces provided and press the '**Submit Travel**' button. A Domestic Travel Order # will then be provided to you. You should use this number as the Affected Reference Number within the MARS Commitment process.

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[Travel Documents](#) / Domestic Travel Order

Domestic Travel Order

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In order to obtain a Domestic Travel Order number, please provide the following information and press the 'Submit Travel' button when finished. A Domestic Travel Order # will be provided to you. You should then use this number as the Affected Reference Number within the MARS Commitment process.

Please note that although a Travel Order number has been assigned, the travel is not approved until it has been signed by your Approving Official.

To select another Organizational Code for Domestic Travel Order [Click here](#).

Domestic Travel Order Request Form

Office Code *	Select One
Traveler's First Name *	
Traveler's Last Name *	
Org Code *	
Destination *	
Departure Date *	
Return Date *	
<div>Submit Travel Reset</div>	

Fields marked with red asterisks () are required. If you have any questions, please contact MARS.Support@noaa.gov

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Travel Documents / Domestic Travel Order / Confirmation

Confirmation

The Domestic Travel Order RFKAS8006 has been assigned to this Domestic Travel request.

**This is a reminder that the Travel Order has not yet been approved. If you have any questions, please contact MARS Support@noaa.gov. Thank You.*

Domestic Travel Order: RFKAS8006	
Travelers Name	Richeard Test
Office	OCIO
Org Code	30110009
Destination	Baltimore
Departure Date	03/20/2017
Return Date	03/24/2017

[Return to Domestic Travel Order](#)

To create another Travel Order, click on the 'Return to Domestic Travel Order' button.

Domestic Travel buttons:

- New Travel Order
- 'My Travel Order' to View/Update existing Travel Orders
- 'Search Travel Order' Tab to view/update (FMC Admins) all Travel Orders for the user's Org Code

Click on the 'My Travel Order' button.

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Travel Documents / Domestic Travel Order / [My Travel Order](#)

My Travel Order(s)

[New Travel Order](#) [My Travel Order](#) [Search Travel Order](#)

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Travel Orders								
Travel#	FY	Office	ORG	FMC	Name	Destination	Departure	
RFKAS8007	2017	OCIO	30110009	3011	Traveler, Victor	Boston	02/27/2017	Update Cancel
RFKAS8006	2017	OCIO	30110009	3011	Test, Richeard	Baltimore	03/20/2017	Update Cancel
RFKAS1001	2017	FX3	30120006	3011	Strecher, Henry	Wilmington	04/03/2017	Update Cancel

**If you have any questions, please contact MARS Support@noaa.gov*

Management Analysis and Reporting System

The existing Domestic Travel order could be updated by clicking on “Update” link next to the order. The system will bring up the selected order. After fields are modified, click on ‘Save’ button.

Order also could be canceled by clicking on “Cancel” link next to the order. The system will ask to confirm the action, and give the message about cancelation.

Cancel Confirmation

Domestic Travel Order: RFKAS8006

The Domestic Travel Number RFKAS8006 has been canceled.

[Return to My Travel Order](#)

All changes will appear on the ‘My Travel Order(s)’ screen.

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My Travel Order(s)

[New Travel Order](#) [My Travel Order](#) [Search Travel Order](#)

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Travel Orders								
Travel#	FY	Office	ORG	FMC	Name	Destination	Departure	
RFKAS8007	2017	OCIO	30110009	3011	Traveler, Victor	Boston	02/24/2017	Update Cancel
RFKAS8006	2017	OCIO	30110009	3011	Test, Richeard	Baltimore	03/20/2017	Activate
RFKAS1001	2017	FX3	30120006	3011	Streicher, Henry	Wilmington	04/03/2017	Update Cancel

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