MARS User Guide
Foreign Travel

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

Foreign Travel Numbering Process

The MARS Foreign Travel Numbering System will assign travel numbers in proper format and sequence for use in the CBS TRAVEL MANAGER SYSTEM. You need Foreign Travel Access rights to use this system.
Please note that although a Travel Order number has been assigned, the Travel Order is not approved until it signed and processed by your Line Office Foreign Travel Office.

First, click on the 'Travel Documents' in the MARS application menu, then click on the 'Foreign Travel' button.
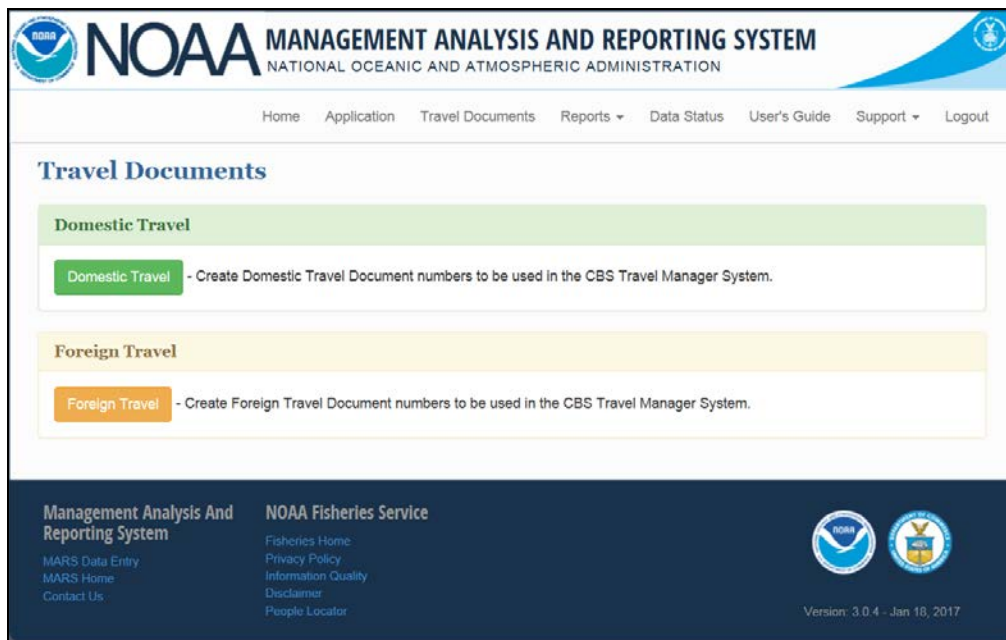
Then choose the Line Office that the traveling employee is associated with and click on the 'Travel Form' button.
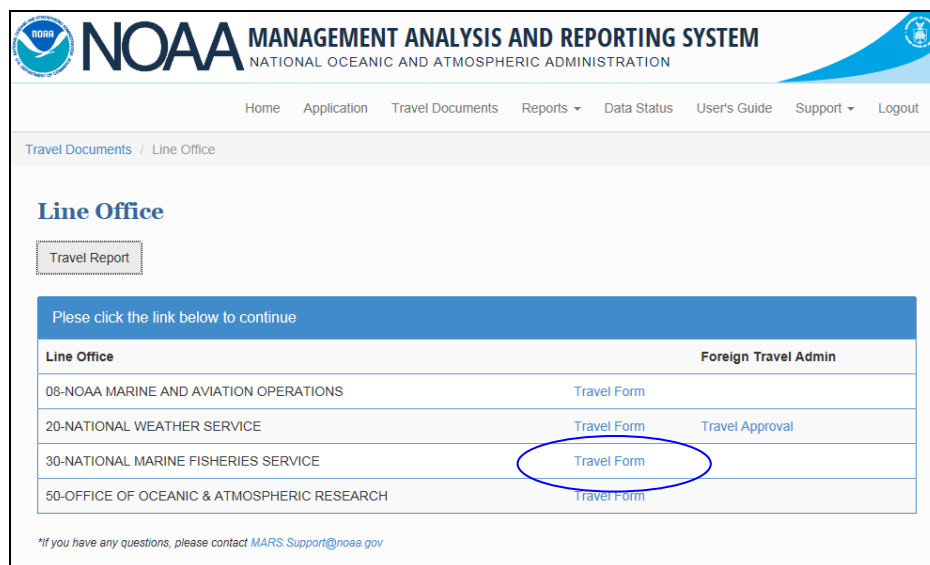
Then to obtain a Foreign Travel Order number, provide the following information in the spaces provided and press the 'Submit Travel' button.

After the system validates entered information, Foreign Travel Order # will be provided to you. You should then use this number as the Affected Reference Number within the MARS Commitment process.

Travel Documents / Line Office / New Travel Order / Confirmation

NMFS Foreign Travel Order Number Request Form

New Travel Order   Search Travel Documents   Travel Report

Travel order number RFFFF0001 has been assigned to this Foreign Travel request.

Please forward the Travel Order to the NMFS Travel Office for processing once it has been approved by your office.

This is a reminder that the Travel Order has not yet been approved. If you have any questions, please contact Ann Kebeck at (301) 713-0155. Thank You.

Foreign Travel Request Confirmation	
Travelers Name	Richard Test
Office	CIO
Country	BRUSSELS
Departure Date	02/24/2017
Return Date	03/03/2017
Purpose	BILLFISH RESEARCH
Travel Contact Person	Test

Return

Foreign Travel Numbering/Approval Process - NWS

To obtain a **Single Foreign Travel Order** number, provide the following information in the spaces provided and press the 'Submit Travel' button.

To enter more than one Destination, first submit travel information to obtain the Travel Order number and then add more lines.
To save the Travel Order all fields have to be populated. The system will validate Project Code against MARS Project Code Table.

When the entered data is successfully validated, Foreign Travel Order # will be provided.

After that, if you need to add more Destination Lines or make changes to the entered information, use 'Update RWWWF0001' link or use 'New Travel Order' button to add another Travel Order.

You can also review the list of existing Travel Orders and Update/Add Destination (until it approved) by choosing 'My Travel Order' button on the top of the Foreign Travel page. To view the list, first enter your selection criteria (Fiscal Year, FMC).

Click on the Travel Order Number to go to the Edit Travel Order Screen for the selected Travel Order to make changes.

To create a new **Blanket Travel Order**, click on the 'Blanket Travel Request' button. The users can either create a travel order under existing Blanket Series or create new Series of numbers first.

To create Blanket Series, the users will need to enter requested data in the provided fields.

The system will reserve a series with 50 travel order numbers (end in 00 to 49 or 50 to 99). The 00 or 50 numbers in the series are not used as travel order numbers (placeholders for the series).

The series are created for one FY/FMC/Traveler.

To create a Travel Order under existing Blanket Series, click on the 'Blanket Travel Request' button, and then click on the 'Create a Blanket Trip under an Existing Series' link.

After that, you will need to select a Series that you will use to create your trip and click on the 'Create Trip' link.

After the system validates data provided by the user, the new Blanket Travel Order will be created in the selected Series (designated with a K in the travel order number).

Foreign Travel Approval Process – NWS

Users need Foreign Travel Administrator Access rights to be able to access Approval Options.

To go to the Approval Module Select a Line Office and click on the 'Travel Approval' link on the first Foreign Travel Screen.

To view Travel Orders, first choose FY and FMC.

On the Travel rder Listing page, use Approve, Un-approve or Cancel buttons to change the status of travel requests.

Click on the Travel Order Number to go to the Edit Travel Order Screen for the selected Travel Order to make changes or click on Approve to approve the order.