

MARS User Guide Foreign Travel

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

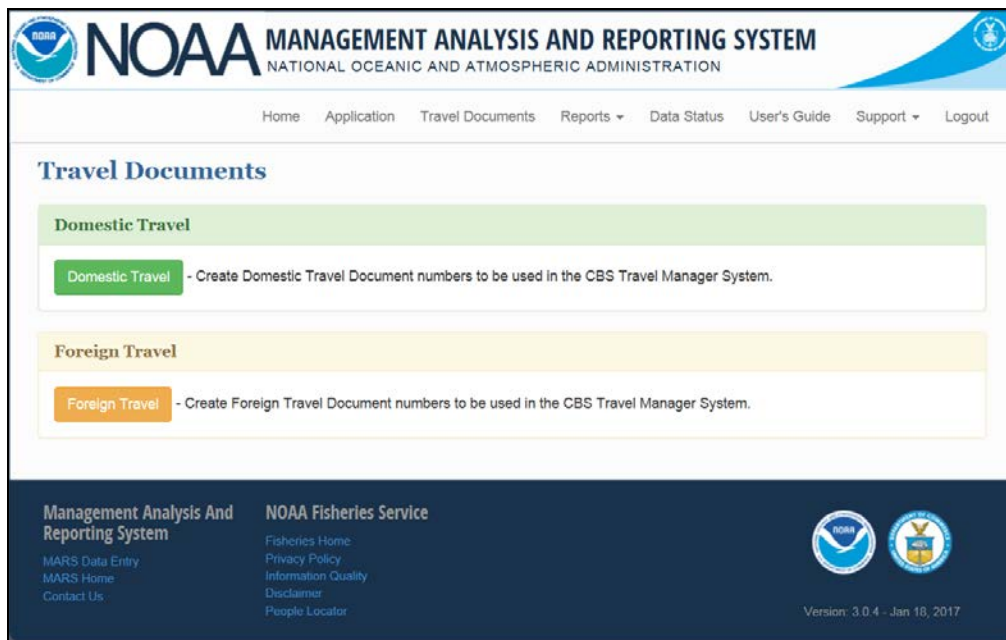


Foreign Travel Numbering Process

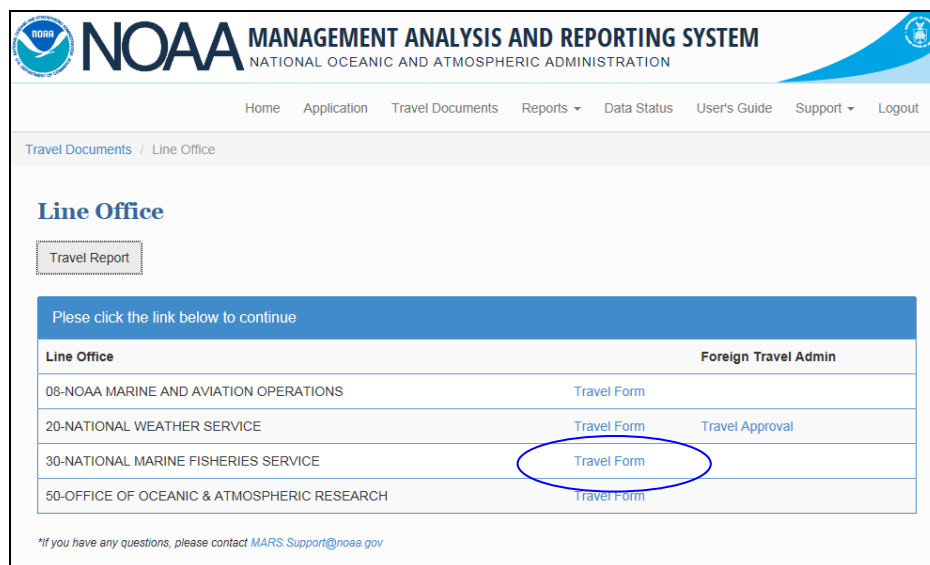
The MARS Foreign Travel Numbering System will assign travel numbers in proper format and sequence for use in the CBS TRAVEL MANAGER SYSTEM. You need Foreign Travel Access rights to use this system.

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.



Management Analysis and Reporting System

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

The screenshot displays the NOAA Management Analysis and Reporting System (MARS) interface. At the top, the NOAA logo and the system name are visible. A navigation bar includes links for Home, Application, Travel Documents, Reports, Data Status, User's Guide, Support, and Logout. The 'Travel Documents' link is circled in blue, and a breadcrumb trail shows 'Travel Documents / Line Office / New Travel Order'. Below this, the title 'NMFS Foreign Travel Order Number Request Form' is displayed. Three buttons are present: 'New Travel Order', 'Search Travel Documents', and 'Travel Report'. A paragraph explains the purpose of the form and the submission process. A note mentions that travel is not approved until signed by the Deputy Assistant Administrator (DAA). The form itself is titled 'Foreign Travel Order Request Form' and contains several fields: 'Travelers First Name *', 'Travelers Last Name *', 'Office Code *' (a dropdown menu), 'Country (Destination) *' (a dropdown menu), 'Departure Date *', 'Return Date *', 'Estimated Cost *', 'Purpose *' (a dropdown menu), and 'Travel Contact Person (Your Name) *'. At the bottom of the form are 'Submit Travel' and 'Reset' buttons. A footer note states: 'Fields marked with red asterisks (*) are required.'

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

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

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.


NOAA MANAGEMENT ANALYSIS AND REPORTING SYSTEM
 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

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NWS Foreign Travel Order Number Request Form

In order to obtain a Foreign Travel Order number, please provide the following information and press the Submit Travel button when finished. A Foreign Travel Order Number will be provided to you.

Please note that although a Travel Order number has been assigned, the travel is not approved.

Foreign Travel Order Request Form

Travelers First Name *	Jeff		
Travelers Last Name *	Tester		
FMC Code *	20-10		
Departure Date *	03/06/2017		
Return Date *	02/17/2017		
Type of Trip *	CONFERENCE ATTENDANCE		
Travel Contact Person (Your Name) *	tester		
Travel Category *	Not Assigned		
Purpose *	test		
Destination (Country) *	Estimated Cost *	Project Code *	Gift Estimate
Select One			

*-Numbers only... Do not enter commas or \$
To enter Additional Destination Lines, Submit Travel first and then add more lines

Fields marked with red asterisks () are required. If you have any questions, please contact NWS Foreign Travel Admin. If you need a COUNTRY or PURPOSE added to the Drop Down Boxes, please contact MARS.Support@noaa.gov

Management Analysis and Reporting System

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.

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Travel Documents / Line Office / New Travel Order / Confirmation

NWS Foreign Travel Order Number Request Form

New Travel Order Blanket Travel Request My Travel Order Travel Report

Travel order number **RWWWF0001** has been assigned to this Foreign Travel request.

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

Foreign Travel Request Confirmation	
Travelers Name	Jeff Tester
FMC	20-10
Departure Date	03/06/2017
Return Date	03/20/2017
Purpose	CONFERENCE ATTENDANCE
Travel Contact Person	tester

Update RWWWF0001 Return

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).

Search Foreign Travel Documents

New Travel Order Blanket Travel Request My Travel Order Travel Report Add Destination Add Type

Please enter selection criteria or leave blank to return all records.

Foreign Travel Order Listing By FMC	
Fiscal Year	2017
FMC Code *	20-10
Entered By	bbeckutsky

Search

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

Search Results

[New Travel Order](#) [Blanket Travel Request](#) [My Travel Order](#) [Travel Report](#)

Travel#	FMC	Destination	Traveler	Contact	Status
RWWWF0001	20-10	Brazil, Gramado	Tester, Jeff	bbechutsky	Submit

Travel Line(s)

Destination (Country)	Estimated Cost	Project Code	Gift Estimate	Delete
Brazil, Gramado	550	N8MAN00	0	Delete

To enter Additional Destination Lines, Enter Information in the Form below and press the "Add" button.

Destination (Country) *	Estimated Cost *	Project Code *	Gift Estimate	Add
<input type="text" value="Brazil, Distrito Federal, Brasilia"/>	<input type="text" value="220"/>	<input type="text" value="N8MAN00"/>	<input type="text"/>	Add

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).

[Travel Documents](#) / [Line Office](#) / [New Travel Order](#) / [Blanket Order](#)

NWS Blanket Foreign Travel Request

[New Travel Order](#) [Blanket Travel Request](#) [My Travel Order](#) [Travel Report](#)

Please click the link below to continue:

- [1. Create a New Blanket Travel Authorization Series](#)
- [2. Create a Blanket Trip Under an Existing Series](#)

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

The screenshot displays the NOAA MARS web application. At the top, the NOAA logo and the title 'MANAGEMENT ANALYSIS AND REPORTING SYSTEM' are visible, along with the subtitle 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. A user login bar shows 'Marina Rubina - Last Login: 06/28/2010 09:40AM' and navigation links: 'MARS Home', 'Support', 'CCR Console', 'My Profile', and 'Logout'. Below this is a horizontal menu with tabs: 'Home', 'Application', 'Travel Documents', 'Reports', 'Business Rules', 'User's Guide', and 'Data Status'. The main content area shows the breadcrumb trail: 'Current Location: Travel Documents > Line Office > New Travel Order > Blanket Order > New Blanket Order > Confirmation'. The title 'Foreign Travel Blanket Series Request Confirmation' is prominently displayed. Below the title are four buttons: 'New Travel Order', 'Blanket Travel Request', 'My Travel Order', and 'Travel Report'. A message states: 'Travel Series Numbers 0WWWK0150 - 200 have been assigned to this Foreign Travel request.' A box titled 'Blanket Series Request Confirmation' contains the following details: 'Travelers Name: testnumb testscott', 'FMC: 20-01', 'Departure Date: 06/29/2010', 'Return Date: 09/30/2010', and 'Description: Test series'. At the bottom of the box are two links: 'Edit Blanket Order' and 'Create Another Blanket Order'.

NOAA MANAGEMENT ANALYSIS AND REPORTING SYSTEM
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Marina Rubina - Last Login: 06/28/2010 09:40AM MARS Home Support CCR Console My Profile Logout

Home Application Travel Documents Reports Business Rules User's Guide Data Status

Current Location: Travel Documents > Line Office > New Travel Order > Blanket Order > New Blanket Order > Confirmation

Foreign Travel Blanket Series Request Confirmation

New Travel Order Blanket Travel Request My Travel Order Travel Report

Travel Series Numbers 0WWWK0150 - 200 have been assigned to this Foreign Travel request.

Blanket Series Request Confirmation


Travelers Name	testnumb testscott
FMC	20-01
Departure Date	06/29/2010
Return Date	09/30/2010
Description	Test series

[Edit Blanket Order](#)
[Create Another Blanket Order](#)


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.



NOAA MANAGEMENT ANALYSIS AND REPORTING SYSTEM
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Travel Documents / Line Office / New Travel Order / Blanket Order / Order List



Foreign Travel Blanket order List

New Travel OrderBlanket Travel RequestMy Travel OrderTravel Report

Please Select the Travel Series that you will use to create your trip and click on the Create Trip button.

Foreign Travel Blanket Orders				
Travel Order #	FY Series	Description	FMC	Name
OWWWK0150	(FY2010) 150 - 199	Test series	20-01	testnumb testscott
OWWWK0050	(FY2010) 50 - 99	Test Series for John Traveler	20-01	JOHN TRAVELER
OWWWK0000	(FY2010) 0 - 49	Site inspection	20-01	KENNETH ENG

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

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NWS Foreign Travel Blanket Order Number Request Form

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In order to obtain a Foreign Travel Order number, please provide the following information and press the Submit Travel button when finished. A Foreign Travel Order Number will be provided to you.

Please note that although a Travel Order number has been assigned, the travel is not approved.

Foreign Travel Order Request Form	
Series	0WWWK0050
FMC Code	20-01
Travelers First Name	JOHN
Travelers Last Name	TRAVELER
Departure Date *	03/16/2017
Return Date *	03/22/2017
Type of Trip *	INFORMATION MEETING
Travel Contact Person (Your Name) *	Rich Garmach
Travel Category *	Not Assigned
Purpose *	test

Destination (Country) *	Estimated Cost *	Project Code *	Gift Estimate
Canada, Ontario, Ottawa	400	N8MWLXG	

*-Numbers only... Do not enter commas or \$
To enter Additional Destination Lines, Submit Travel first and then add more lines

[Submit Travel](#)
[Reset](#)

Fields marked with red asterisks () are required. If you have any questions, please contact NWS Foreign Travel Admin. If you need a COUNTRY or PURPOSE added to the Drop Down Boxes, please contact MARS.Support@noaa.gov

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.

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Travel Documents / Line Office

Line Office

Travel Report

Please click the link below to continue

Line Office	Foreign Travel Admin
08-NOAA MARINE AND AVIATION OPERATIONS	Travel Form
20-NATIONAL WEATHER SERVICE	Travel Form Travel Approval
30-NATIONAL MARINE FISHERIES SERVICE	Travel Form
50-OFFICE OF OCEANIC & ATMOSPHERIC RESEARCH	Travel Form

To view Travel Orders, first choose FY and FMC.

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Travel Documents / Line Office / Admin Search

Search Foreign Travel Documents

New Travel Order Blanket Travel Request My Travel Order Travel Report Add Destination Add Type

Please enter selection criteria or leave blank to return all records.

Foreign Travel Order Listing By FMC

Fiscal Year	2017
FMC Code *	20-10
Status	<input checked="" type="checkbox"/> Submit <input type="checkbox"/> Approved <input type="checkbox"/> Unapproved <input type="checkbox"/> Canceled
Entered By	Select One

Search

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

Management Analysis and Reporting System

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.

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Search Results

Search Results


New Travel Order

Blanket Travel Request

My Travel Order

Travel Report

Travel#	FMC	Destination	Traveler	Entry Date	Cost Estimate	Contact	Status	
RWWWF0002	20-10	Austria, Vienna	Shiraza, Thomas	03/01/2017	1250	bbechutsky	Submit	<div>Approve</div> <div>Unapprove</div> <div>Cancel</div>
RWWWF0001	20-10	Brazil, Gramado	Tester, Jeff	02/13/2017	550	bbechutsky	Submit	<div>Approve</div> <div>Unapprove</div> <div>Cancel</div>


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Foreign Travel Order - RWWWF0001

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Make the required changes to the Travel record then press the "Update Trip" button to save the changes.

Foreign Travel Order

FMC Code	20-10
Status *	Submit <input type="button" value="v"/>
Travelers First Name *	<input type="text" value="Jeff"/>
Travelers Last Name *	<input type="text" value="Tester"/>
Departure Date *	<input type="text" value="03/06/2017"/>
Return Date *	<input type="text" value="03/20/2017"/>
Purpose *	<input type="text" value="test"/>
Type of Trip *	<input type="text" value="CONFERENCE ATTENDANCE"/> <input type="button" value="v"/>
Travel Category *	<input type="text" value="Not Assigned"/> <input type="button" value="v"/>
Update Trip	

Travel Line(s)

Destination (Country)	Estimated Cost	Project Code	Gift Estimate	Delete
Brazil, Gramado	550	N8MAN00	0	Delete

To enter Additional Destination Lines, Enter Information in the Form below and press the "Add" button.

Destination (Country) *	Estimated Cost *	Project Code *	Gift Estimate	Add
<input type="text" value="Select One"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Fields marked with red asterisks () are required. If you have any questions/problems, please contact NWS Foreign Travel Admin. If you need a COUNTRY or PURPOSE added to the Drop Down Boxes, please contact MARS.Support@noaa.gov

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