



# Financial Management LoB

## The NBC's eTravel

*"From Reservations to Reimbursement"*

### *True End to End eTravel Services and Solutions*

The NBC has supported eTravel initiatives for over 15 years — our expertise is known and respected throughout the government. Choosing the NBC for eTravel provides your agency with:

- Extensive experience with electronic travel conversions
- Efficient processing of eTravel vouchers
- 25+ satisfied Government eTravel customers
- Capability to Support all GSA approved systems: GovTrip, E<sup>2</sup> Solutions, and FedTraveler.

**Improve the efficiency and effectiveness of your agency with NBC's eTravel Services**

### *From the Beginning:*

#### **eTravel System Services**

- Migration Planning
- Relationship/coordination with GSA, customer agencies, and eTravel vendor(s)
- eTravel vendor selection and task order management
- Travel system solution selection and integration
- Online booking tool
- Coordination for making travel reservations
- Configuration and implementation of eTravel system for authorization and vouchering
- Financial system integration
- Change management and business practice re-engineering
- Determining training requirements and providing training
- 3-Tier customer service Help Desk
- System administration and life-cycle management

### *To the End:*

#### **Accounting Operations Services**

- Voucher examination and payment preparation (CONUS and Foreign)
- Advance payments
- Travel voucher preparation
- Travel voucher pre- or post- audits

### *And All Things in Between:*

#### **Other Related Travel Services**

- Traveler counseling/relocation coordinators
- Preparation of relocation handbooks
- Household goods coordination
- Travel authorization preparation
- Travel voucher preparation
- Travel vouchers pre- and post- audits
- Travel voucher payments
- Government Bill of Lading payments
- Taxable income calculations
- Withholding tax allowance
- Taxable withholding processing
- Relocation income tax allowance calculations

### *Contact Information*

#### **National Business Center**

**For more information, contact Susan Montenegro: 303-969-5579 or Susan\_J\_Montenegro@nbc.gov.**

### *Web Address*

**<http://www.nbc.gov/finance/>**