

Automatic TDY Travel Authorization Requests, or “AutoTANUMs”

PURPOSE:

This job aid provides employees with information about the E-government Travel System’s “Automatic Temporary Duty Travel Authorization Request” functionality –more commonly known as “AutoTANUMs”-- and how the functionality is properly used.

TOOLS for SUCCESS:

- E-government Travel System User Profile
- Travel Management Center (TMC)

BACKGROUND INFORMATION:

The Federal Travel Regulation, which as regulation has the force and effect of law, requires that Government employees use E-gov Travel Services for all of their travel reservation needs. E-gov Travel Services consists of a travel management Information Technology system referred to as the “E-government Travel System” (ETS) and a Travel Management Center (TMC). The combination of the ETS and TMC comprise the primary tool by which an Agency’s employees are enabled to travel.

As a general rule, employees are required to arrange their own travel using the ETS. The TMC is reserved for employees who cannot make their own reservations --which should mostly be Invitational Travelers-- and those employees whose trips are so complicated that they require a travel agent to arrange. Most business travelers worldwide want control of their own travel planning, so the ETS enables both the common preference and the regulation-based travel funding and approval requirements to be met: an employee can arrange their own travel and prepare their own TDY authorization request.

For those who require assistance, the E-government Travel System (ETS) has a special functionality that’s designed to advance efficiency and enable regulatory requirements to be met: when the TMC agent arranges the travel, the system automatically creates a travel authorization request.

HOW TO USE:

When an employee has not created a TDY authorization request in the ETS, and then has their travel arranged by the TMC, the reservation automatically creates an electronic travel authorization request document in the ETS. The employee only has to open it, add any additional travel expenses that are anticipated, and then stamp it “Submit” for the authorization request to route to be funded and then considered by the Designated Approving Official.