



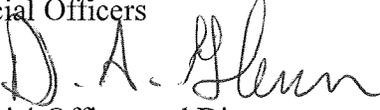
United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDUM 2012-025 (Vol. X.M)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn 
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Usage of T-Enter Stamp on ETS - Travel Vouchers, and ETS System
Administration Requirements

In an effort to strengthen Interior's internal controls, the Office of Financial Management is issuing a policy on the use of T-Enter in the Electronic Travel System (ETS) for employees who do not have access to computers. Employees who perform travel for the Department are granted access to ETS for the reimbursement of travel expenses that were incurred in conjunction with official duty travel.

All employees may not have access to a computer terminal. However, employees, whether full time, part time, or seasonal, are still required to certify travel expense claims by signing their own travel voucher.

In instances where an employee is not able to sign their own ETS travel voucher document, the use of T-Enter must be approved by the Bureau or Office ETS Lead Travel Administrator. The approved T-Enter request must be attached to all T-Entered vouchers in ETS. Also, hard copy travel voucher documentation must be created, signed by the traveling employee, and attached to the T-Entered voucher in GovTrip.

Interior policy prohibits unauthorized modification of the employee profile information in ETS. Bureau Finance Offices have the responsibility of ensuring proper controls are in place to mitigate unauthorized changes to employee profiles in ETS. These controls include, but are not limited to, tracking profile data by ETS reports, profile changes that grant "above normal" user access in ETS, and defining and enforcing administrative actions to take against employees who violate Interior policies.

If you have any questions in regards to this change please contact James Herring, Travel Financial Specialist in the Office of Financial Management at (202) 208-5677 or via e-mail at James_Herring@ios.doi.gov.

cc: Finance Officers Partnership.