Committee Management Use Case Report: View NIH-1715 (Voucher) Report

Version 1.4

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REVISION HISTORY

Date	Version	Description of Change	Author
01/24/02	1.0	Initial Version	Bharat Patel
4/26/02 – 4/30/02	1.1	Added description, added flow of events section, updated data specifications, algorithms, added screen images. Added report cover and end sheet requirements.	C Blizard
5/2/02	1.2	Updated param form with new header/footer	C Blizard
5/9/02	1.3	Updated based on comments from Krishna Collie. Updated Flow of Events with new report stereotype. Updated based on Carl's comments.	C Blizard
6/19/02	1.4	Updated based on comments from CDR	K Collie

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1. Brief Description

The NIH-1715 (Voucher) Report use case specification describes the NIH-1715 report and how to generate it.   A voucher form is a standard document that has been incorporated into Committee Management.   This report is an official form and requires approval from the NIH Forms Officer to make changes. There are sentences within this report that output elements stored in the database. Those sentences are found in the algorithms section. Other relevant data elements that are stored in the database are also output on this report. The report name is CM6150.RDF.

This use case goes beyond simple requirements for the following reasons:

1. The system is a migration effort from Oracle Forms and as a result the underlying physical design will be used to the fullest extend possible.
2. The user has come to accept many GUI characteristics of the existing system.

2. Pre-Conditions

Use Case Specification: Logon to Committee Management.

3. Flow of Events

3.1 Activity Diagram

Actor	System

<<Report>>
NIH 1715 Form
Report
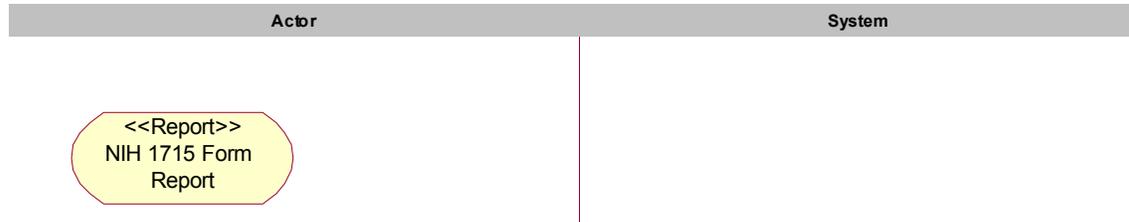
3.2 Textual Flow

<<Report>> Stereotype. See NIH-1715 Parameters Elements.

3.3 Alternative Flows

None.

4. Data Specifications

4.1   NIH-1715 Parameter Elements

The following parameters allow a user to display all vouchers for a selected meeting or a single voucher from a selected meeting.

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Acronym	Committee acronym	Char(6)	Required	N/A
	Cmtes_t.nih_abbr_code			
Flex code	Flex code	Char(1)	Display Only	N/A
	cmtes_t.flex_code			
SRA Designator Code	This code is used to identify the SRA/study section holding the meeting under the SEP.	Char(4)	Optional	N/A
	Appls_t.sra_designator_code			
SRA Flex	This code is used to identify the SRA/study section holding the meeting under the SEP.	Char(1)	Optional	N/A
	Appls_t.sra_flex			
Federal Staff	Federal staff person Last name, First name, Middle name	Char(90)	Required	N/A
	cfs_prsn.last_name || cfs_prsn.first_name || cfs_prsn.mi_name			
Meeting Start Date	Meeting Start Date	Date(MM/DD/YYYY)	Required	N/A
	meeting_agendas_t.start_date			
Voucher #:	Voucher number	Number(10)	Optional.	N/A
	meeting_expenses_t.meeting_roster_id			
Voucher Name	Voucher Name	VARCHAR2(60)	Optional.	N/A
	meeting_expenses_search.last_name, meeting_expenses_search.first_name, meeting_expenses_search.mi_name			

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Print Cover and End Sheets	Indicates whether to display the report cover and end sheets.	Char (1)	Required. 'Y' or 'N'. Default to 'N'.	N/A
	See Common Use Case Components, Other Requirements, Report Cover and End Sheets.			

4.2   Report Cover and End Sheets

See Common Use Case Components, Data Specifications, Report Cover and End Sheets.

4.3   NIH-1715 Data Elements

Meeting information is currently stored in the meeting_agendas_t table. The unique identifier for a meeting is agenda_seq_num.

Meeting attendee information is currently stored in the meeting_rosters_t table.   The unique identifier for a meeting attendee is meeting_roster_id.   To find meeting attendees use the agenda_seq_num as a foreign key to meeting_agendas_t.

Voucher expenses are currently stored in the meeting_expenses_t table. To find expenses for a meeting attendee use the meeting_roster_id as a foreign key to meeting_rosters_t.   The unique identifier for a voucher is the meeting_roster_id and the supplement_id_seq_num.

Lodging expenses can be entered for each day traveled.   Lodging expenses are currently stored in the perdiems_t table.   To find the lodging expenses for a selected voucher use the meeting_roster_id and supplement_id_seq num as foreign keys to meeting_expenses_t.

Committee information is currently stored in the cmtes_t table. The unique identifier for a committee is cmte_id. This key is found in most CM tables.

Person information is currently stored in the persons_t table. The unique identifier for a person is person_id. To find person information for a meeting attendee use person_id as the foreign key in meeting_rosters_t.

Person address information is currently stored in the person_addresses_t table. Person addresses are unique by the person_id, addr_type_code and preferred_addr_code. To find address information for a meeting attendee use the person_id as a foreign key to the meeting_rosters_t table. Select the preferred address types as appropriate ('RES' and 'VCH' for the NIH-1715 report).   The preferred address type is determined by the preferred_addr_code equal to 'Y'.

Committee Staff information is currently stored in the cmte_fed_staffs_t table. The unique identifier for a committee staff person is fed_staff_num. To find the committee staff person assigned to a meeting use the fed_staff_num as a foreign key to meeting_agendas_t. To get the name or other person information for a committee staff person, use the cmte_fed_Staffs_t.person_id column as a foreign key to persons_t or person_addresses_t.

Committee appointment and nominee (also known as consultants) information is currently stored in the cmte_members_t table.   The unique identifier for an appointee or nominee is appointment_num.   Use appointment_num as a foreign key to meeting_rosters_t to retrieve nominee or appointee information.

Element/Label Name	Description	Formatting	Edits	Data Conversion
Table/Column Name Source or Value				
Consultant	The consultant this voucher is for.	Char(200)	Display Only. See the sample report layout for exact placement.	N/A
	The label 'Consultant: ' is printed above the 'Department of Health and Human Services' heading. The consultants name follows this label. Persons_t.last_name, persons_t.first_name, persons_t.mi_name See Common Components Use Case, Algorithms, Name Formatting.			
SRA	The SRA that ran the meeting that this voucher is reimbursing the consultant.	Char(200)	Display Only. See the sample report layout for exact placement.	N/A
	The label 'SRA: ' is output below the 'Consultant: ' label. The SRA's name follows this label. Persons_t.last_name, persons_t.first_name, persons_t.mi_name (foreign key from cmte_fed_staffs_t.person_id) See Common Components Use Case, Algorithms, Name Formatting.			
Voucher Number	The unique voucher number assigned to this voucher.	Number(10)	Display Only. See the sample report layout for exact placement.	N/A
	The voucher number is output in the upper right hand corner. Meeting_rosters_t.meeting_roster_id + "-" + meeting_expenses_t.supplement_id_seq_num (foreign key perdiems_t.meeting_roster_id)			
Name of Chairman	The name of the chairperson responsible for the chair grant that pays for this committee.	Char(30)	Display Only. See the sample report layout for exact placement.	N/A
	See Algorithms, Name of Chairman.			
Study Section, Review Group or Committee	The complete committee acronym.	Char(25)	Display Only. See the sample report layout for exact placement.	N/A
	See Common Use Case Components, Algorithms, Acronym.			
PLACES AND DATES OF ASSIGNMENT SECTION				
Hotel/Organization Name	Name of hotel organization	Char(50)	Display Only.	N/A
	Meeting_agendas_t.hotel_organization_name (proposed column name)			
Building Name	Name of building.	Char(50)	Display Only	N/A
	meeting_agendas_t.building_name (proposed column name)			

Element/Label Name	Description	Formatting	Edits	Data Conversion
	Table/Column Name Source or Value			
Street Name	Street Name	Varchar2(50)	Display Only	N/A
	meeting_agendas_t.street_name (proposed column name)			
Room Number	Room Number	Varchar2(50)	Display Only	N/A
	meeting_agendas_t.room_num (proposed column name)			
City, State, Zip Code	The city, state and zip code of the meeting location.	Char(50)	Display Only	N/A
	See Common Use Case Components, Algorithms, Formatting the City, State and Zip. Meeting_agendas_t.city_name, meeting_agendas_t.state_code and meeting_agendas_t.zip_code (proposed column names)			
Country	Name of country, if applicable	Char(50)	Display Only	N/A
	Countries_t.country_name (foreign key to meeting_agendas_t.country_seq_num)			
Date of Meeting	The meeting dates.	Char(25)	Display Only	N/A
	See Algorithms, Meeting Dates.			
	TRAVEL ITINERARY			
LEFT (City, date, hour)	The departure date and time.	Char (240). Mm/dd/yyyy – HH:MM AM	Display Only	N/A
	Meeting_expenses_t.depart_date, meeting_expenses_t.depart_time, meeting_expenses_t.depart_meridian_code			
DATE OF MEETING(S) OR SITE VISIT(S)	The date(s) of the meeting.	Char(25)	Display Only	N/A
	Meeting_agendas_t.start_date, meeting_agendas_t.end_date. See Algorithms, Meeting Dates.			
Teleconference	Displays the word 'Teleconference' if the attendee participated in the meeting via a teleconference.	Char(14)	Display Only	N/A
	See Algorithms, Teleconference Indicator.			
RETURNED (City, date, hour)	The return date and time.	Char (240). Mm/dd/yyyy – HH:MM AM	Display Only	N/A
	Meeting_expenses_t.return_date, meeting_expenses_t.return_time, meeting_expenses_t.return_meridian_code			
	TRAVEL EXPENSES			
Travel Expenses, Section A, Sentence 3	This sentence explains the amount a consultant is reimbursed for air travel and private motorcycle.	Char(200)	Display Only	N/A
	See Algorithm Section, Travel Expenses, Section A, 3rd Sentence.			

Element/Label Name	Description	Formatting	Edits	Data Conversion
	Table/Column Name Source or Value			
Travel Expenses, Section A, Sentence 4	This sentence explains the amount a consultant is reimbursed for private auto travel.	Char(200)	Display Only	N/A
	See Algorithm Section, Travel Expenses, Section A, 4th Sentence.			
Amount of Advance	The total amount of advance funds that a consultant received.	Number (9,2), 9,999,999.99	Display Only	N/A
	Meeting_expenses_t.advance_amt			
(A) Cost of Transportation	The total cost of out of pocket transportation.	Number (9,2), 9,999,999.99	Display Only	N/A
	Meeting_expenses_t.total_oop_transportation_amt			
(B) Taxi or limo	Total amount of taxi or limo fares for a consultant.	Number (7,2), 99,999.99	Display Only	N/A
	Meeting_expenses_t.total_taxi_fare_amt			
(C) Other	The total of other expenses for a consultant.	Number (7,2), 99,999.99	Display Only	N/A
	Meeting_expenses_t.other_travel_expenses_amt			
(D) Total Travel Expenses	The total travel reimbursement amount for a consultant.	Number (9,2), 9,999,999.99	Display Only	N/A
	Meeting_expenses_t.total_travel_reimbursement_amt			
Remarks	Any remarks entered regarding this voucher.	Char (2000)	Display Only	N/A
	Meeting_expenses_t.nih_1715_remarks_text			
Travel, Expenses, (E) Lodging Repeating Elements				
Date	The date a lodging expense was incurred.	Date, mm/dd/yyyy	Display Only	N/A
	Perdiems_t.perdiem_date (foreign key meeting_roster_id and supplement_id_seq_num to meeting_expenses_t)			
Lodging	The amount of the lodging expense for a selected day.	Number (6,2), 9,999.99	Display Only	N/A
	Perdiems_t.lodging_expense_amt (foreign key meeting_roster_id and supplement_id_seq_num to meeting_expenses_t)			
Meals and Incidental	The amount of meals and incidentals for a selected day.	Number (6,2), 9,999.99	Display Only	N/A
	Perdiems_t.mie_expense_amt (foreign key meeting_roster_id and supplement_id_seq_num to meeting_expenses_t)			

Element/Label Name	Description	Formatting	Edits	Data Conversion
Table/Column Name Source or Value				
Total	The total amount of reimbursable per diem for a selected day.	Number (7,2), 99,999.99	Display Only	N/A
	Perdiems_t.perdiem_total_amt (foreign key meeting_roster_id and supplement_id_deq_num to meeting_expenses_t)			
Statement of Personal Services				
Home Address	The preferred residential address.	Char (50) for each line of the address	Display Only	N/A
	See Common Use Case Components, Person Address Data Elements. The preferred 'RES' (residential address is displayed in this box.			
Alternate Address	The preferred Voucher address.	Char (50) for each line of the address	Display Only	N/A
	See Common Use Case Components, Person Address Data Elements. The preferred 'VCH' (voucher address is displayed in this box.			
Social Security Number	The social security number for a meeting attendee.	Char (9), 999-99-9999	Display Only	N/A
	Persons_t.ssn (foreign key person_id to meeting_rosters_t)			
Full Name	The full name of the consultant.	Char (90)	Display Only	N/A
	Persons_t.last_name, persons_t.first_name, persons_t.mi_name (foreign key person_id to meeting_rosters_t) See Common Use Case Components, Algorithms, Name Formatting.			
THIS SECTION FOR NIH USE ONLY				
NIH Use Only Section, Item 1	This sentence certifies the number of days a consultant was present and the fee per day the consultant can receive.	Char(200)	Display Only	N/A
	See Algorithm Section, NIH Only Section, Item 1.			
Consultant Fee Amount	The total consultant fee.	Number (9,2), 9,999,999.99	Display Only	N/A
	Meeting_expenses_t.total_consultant_fee_amt			
NIH Use Only Section, Item 2	This sentence explains the per diem, lodging and M&IE rates.	Char(200)	Display Only	N/A
	See Algorithm Section, NIH Only Section, Item 2.			
2. Standard Conus	The total per diem a consultant will receive.	Number (9,2), 9,999,999.99	Display Only	N/A

Element/Label Name	Description	Formatting	Edits	Data Conversion
	Table/Column Name Source or Value			
	Meeting_expenses_t.total_perdiem_expense_amt			
3. Travel	The total travel expenses the consultant will receive. This is the same figure as in Travel Expenses, Section D.	Number (9,2), 9,999,999.99	Display Only	N/A
	Meeting_expenses_t.total_travel_reimbursement_amt			
Advance deducted	The amount of advance funds the consultant received. This is the same figure as reported in Travel Expenses, section A.	Number (9,2), 9,999,999.99	Display Only	N/A
	Meeting_expenses_t.advance_amt			
4. Total to be Paid	The total amount due to the consultant.	Number (9,2), 9,999,999.99	Display Only	N/A
	Meeting_expenses_t.total_due_consultant_amt			

4.4   Post – Conditions

The NIH-1715 Report is generated.

4.5   Special Requirements

4.5.1 Data Validation

None.

4.5.2 Algorithms

4.5.2.1 Name of Chairman Formula

The name of the chairman is the PI assigned to the chairmans grant that pays for the meetings held by a committee. To retrieve the name of the chairman, do the following:

1. Retrieve the appl_id from the meeting_agendas_t table for the selected meeting.
2. Retrieve the person_id from person_involvements_t where the person_involvements.appl_id equals the meeting_agendas_t.appl_id and the person_involvements_t.role_type_code = 'PI.
3. Retrieve the first_name, mi_name and last_name from persons_t where the person_id equals the person_involvements_t.person_id.
4. Format the name as described in Common Use Case Components, Algorithms, Name Formatting.

4.5.2.2 Study Section, Review Group or Committee Formula

See Common Use Case Components, Algorithms, Acronym.

4.5.2.3 Teleconference Indicator

If the attendee classification code is 'T' (teleconference) then output the word 'TELECONFERENCE' in the "Date of Meeting(s) or Site Visit(s)" box, next to the date(s) of the meeting.

4.5.2.4 Travel Expenses Algorithm, Section A, 3rd Sentence

The sentence should be derived as follows:

1. Begin with "plane, "
2. Append meeting_expenses_t.gsa_rate_air_amt * 100
3. Append "¢ an air mile is allowed; or by private motorcycle, "
4. Append meeting_expenses_t.gsa_rate_motorcycle_amt * 100
5. Append "¢ a mile is allowed; "

For example,

   "plane, 32¢ an air mile is allowed; or by private motorcycle, 27¢ a mile is allowed; "

Note that the amounts displayed above do not reflect the current GSA rates. They are for illustration purposes only.

4.5.2.5 Travel Expenses Algorithm, 4th sentence

The sentence should be derived as follows:

1. Begin with 'or by private auto, '
2. Append meeting_expenses_t.gsa_rate_auto_amt * 100
3. Append '¢ a mile (not to exceed cost by common carrier) will be allowed.'

For example,

   "or by private auto, 32¢ a mile (not to exceed cost by common carrier) will be allowed."

Note that the amounts displayed above do not reflect the current GSA rates. They are for illustration purposes only.

4.5.2.6 NIH Use Only Section, Item 1

If the days present is greater than 0, the sentence should be derived as follows:

1. If meeting_expenses_t.days_present_num is null or zero, begin with meeting_expenses_t.days_present_num, else begin with '   '
2. Append ' days at $'
3. If meeting_expenses_t.consultant_fee_amt is not null append meeting_expenses_t.consultant_fee_amt else append '   '

For example,

"1 days at $200"

Note that the amounts displayed above do not reflect the current GSA rates. They are for illustration purposes only.

4.5.2.7 NIH Use Only Section, Item 2

The sentence should be derived as follows:

1. Begin with '/Per Diem Locality Rate $'
2. Append gsa_max_lodging_amt + :gsa_max_mie_amt
3. Append ' = $'
4. Append gsa_max_lodging_amt
5. Append ' Lodging; $'
6. Append gsa_max_mie_amt
7. Append ' M&IE'

For example,
        "/Per Diem Locality Rate $150 = $150 Lodging; $25 M&IE"

4.5.2.8 NIH Use Only Section, Item 4, Total to be paid

The total to be paid is a calculation of several fields from the meeting_expenses_t table. The calculation is below.

    total_consultant_fee_amt +
    perdiem_expense_amt +
    oop_travel_fares_amt +
    total_taxi_fare_amt +
    other_travel_expenses_amt –
    total_advance_amt

4.5.2.9 Meeting Dates

If the meeting start date and end date are the same, display only the meeting start date (meeting_agendas_t.meeting_start_date). If the meeting start date and end date are different, display the start date (meeting_agendas_t.meeting_start_date) then a dash (-) then the end date (meeting_agendas_t.meeting_end_date).

4.5.3 Other Requirements

4.5.3.1 Consultant Name and SSN

Display the consultant name and SSN that is displayed in the upper right hand margin as large as possible. This document is sent via FAX and that information becomes difficult to read.

4.5.3.2 Meeting Travel Type Code

A meeting attendee must have a meeting_rosters_t.meeting_travel_type_code equal to 'V' in order to receive a voucher.

4.5.3.3 Grant Applications Agenda Code

If the meeting_agendas_t.agenda_code = '01' (grant applications), the voucher(s) cannot be printed for the meeting if no applications are attached to the meeting.

4.5.4 Sample Report Layout

Please read carefully, including information on the attachment.	Consultant: Bir, Jean SRA: V. Blizard 10343398 - 00

DATE

Department of Health and Human Services
Public Health Services, National Institutes of Health

Claim for Reimbursement of Travel Cost, Per Diem, and Consultant Fee

NAME OF CHAIRMAN
EVANS, MARY E

STUDY SECTION, REVIEW GROUP, OR COMMITTEE
CIRG

PLACES AND DATES OF ASSIGNMENT
1250 South Hayes Street   10/10/2002

Arlington, VA 22202

TRAVEL ITINERARY

Note: In cases of combined personal and official business during the same trip, show departure and return time that could have been followed for the sole purpose of this assignment. Take this into account in itemizing expenses below.

LEFT (City, date, hour)

DATE OF MEETING(S) OR SITE VISIT(S)

RETURNED (City, date, hour)   -

TRAVEL EXPENSES

(A) Cost of transportation (receipts required). If mixed mode of travel, indirect routing or stopovers for personal reasons are involved, claim only cost of usual direct-route round-trip fare. If travel is by privately owned plane, 97.5¢ an air mile is allowed; or by private motorcycle, 28¢ a mile is allowed; or by private auto, 36.5¢ a mile (not to exceed cost by common carrier) will be allowed.

Speedometer Readings: Amount of Advance (when applicable): $ $

(B) Taxi or limousine used for official business, including up to 15% for tips. (Receipt required over $75.) $

(C) Other (Examples - Road and bridge tolls, lodging tax, parking, telegram and telephone calls for official business, conference room rentals.) A receipt is required for any amount more than $75 for all examples except road or bridge tolls in which case a receipt is not required. Flight or other travel insurance is considered a personal expense and is not reimbursable.
Identify claims: $

(D) TOTAL TRAVEL EXPENSES $

(E) Lodging: Itemize each day's lodging costs (excluding tax). This information is needed to determine the appropriate per diem allowance under the Standard Conus system, and the Per Diem Locality Rate method.

REMARKS: If unusual circumstances regarding an assignment affect your claim, explain here or on an attached page.

DAY	DATE	LODGING	MEALS AND INCIDENTAL EXPENSES	TOTAL
1st		$	$	$
2nd				
3rd				
4th				
5th				

STATEMENT OF PERSONAL SERVICES

I certify that the above itemization reflects costs incurred for official business and that I provided consultant services in connection with this assignment on the dates indicated.

HOME ADDRESS

ADDRESS (where check is to be mailed if other than home)

SOCIAL SECURITY NO.
(See Privacy Act statement on attachment)

NAME (typed)
Bir, Jean

SIGNATURE OF CONSULTANT   DATE

THIS SECTION FOR NIH USE ONLY

1. I certify that the above Consultant is entitled to a consultant fee for   days at $200 per day. $

Signature of Scientific Review Administrator:

2. Standard Conus $ /Per Diem Locality Rate $ 165.00 = $ 119.00 Lodging; $ 46.00 M&IE $
3. Travel (from Item D, above) $
    ADVANCE DEDUCTED (when applicable)

4. TOTAL TO BE PAID $

Pre-audited by   Approved by   Code

NIH 1715-2 (IMPAC II Rev. 2/98)

4.5.5 Sample Parameter Form