Trip Report

Quick Reference Guide

| Trip Report Access	**Create a Trip Report:** COR, CO, CS, QAPOC, ACO and Manager **Edit a Trip Report:** COR, CO, CS, QAPOC, ACO and Manager **View a Trip Report:** COR, CO, CS, QAPOC, ACO, Manager and DPAP Admin **Reviewer:** COR, CO, CS, QAPOC, ACO, DPAP Admin, and Manager (Cannot be the Creator)
Trip Report Workflow	1) User with a Creator role creates, and a system generated email is sent to the Reviewers. 2) User with a Reviewer role approves or rejects the Trip Report. The Reviewer will find the Approve/Reject buttons in the COR Documents section of the contract in SPM. Please see the screenshot below. 3) A system generated email is sent to the Creator once an approval or rejection is indicated by the Reviewer. 　　a. Approval: Trip Report is filed in SPM. 　　b. Rejection: Trip Report is sent back to the Creator with comments for resubmission until it is approved by the Reviewer. Rejected: If the COR Trip Report was rejected the COR can now see the rejected document in their COR Documents list. Click on the Edit button and make the necessary changes.

If there are comments with the rejection, they can be found after clicking View and scrolling to the History section. Click on the View Comments button to see the notes on the rejection.

Date	Action By	Email	Phone	Role	Status	Signature	Comments
			History				
2020-05-19 11:21:57	Lee, Ruta	midnightsky097+ckspmcor@gmail.com	6666666666	Contracting Officer Representative	Submitted	Lee, Ruta	
2020-05-19 11:27:57	Newmar, Julie	midnightsky097+ckspmco@gmail.com	8888888888	Contracting Officer	Rejected	Newmar, Julie	👁 View Comments

The COR can click Edit and make any relevant changes and click on Resubmit to send the COR Trip Report through the approval process again.

[← Back] [☑ Update] [☑ Resubmit] [ℹ Help]

Steps to Smart Form Access
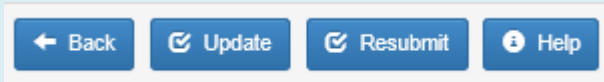
Step 1: After selecting COR Surveillance and Oversight from the Menu the following page will display. After entering in search criteria, the user will click the Search button. Search results will be restricted by role, agency and DoDAAC.

🔍 COR Surveillance and Oversight - Search Criteria

Search As	Contract Number	Delivery / Task Order Number	Pre Award Number
Contracting Officer Representative ▾	Equal To ▾	Equal To ▾	Equal To ▾

COR First Name	COR Last Name	Nomination / Appointment Status	COR Type
Equal To ▾	Equal To ▾	- Select - ▾	- Select - ▾

Contract Officer First Name	Contract Officer Last Name	Contract Specialist First Name	Contract Specialist Last Name
Equal To ▾	Equal To ▾	Equal To ▾	Equal To ▾

Supervisor / Commander First Name	Supervisor / Commander Last Name	QA POC First Name	QA POC Last Name
Equal To ▾	Equal To ▾	Equal To ▾	Equal To ▾

ACO First Name	ACO Last Name	Issuing Office DoDAAC	Home Organization DoDAAC
Equal To ▾	Equal To ▾	Equal To ▾	Equal To ▾

🔍 Search   ↻ Reset   ℹ Help

Step 2: A list of relevant contracts will be returned.

COR Name	COR Home Dodaac	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC	Reports in Review
Mitchell, William	FU4417	Primary	Active COR		FA303019D3303		Officer, Oliver			2019/03/14	FU4417	YES
Mitchell, William	FU4417	Primary	Active COR		W15P7T11DG402	3333	Officer, Oliver			2019/03/08	FU4417	YES
Mitchell, William	FU4417	N/A	Active COR		W91QVN14D0035	W91QVN14D00350029	Officer, Oliver			2017/03/15	FU4417	NO

Showing 1 to 3 of 3 items
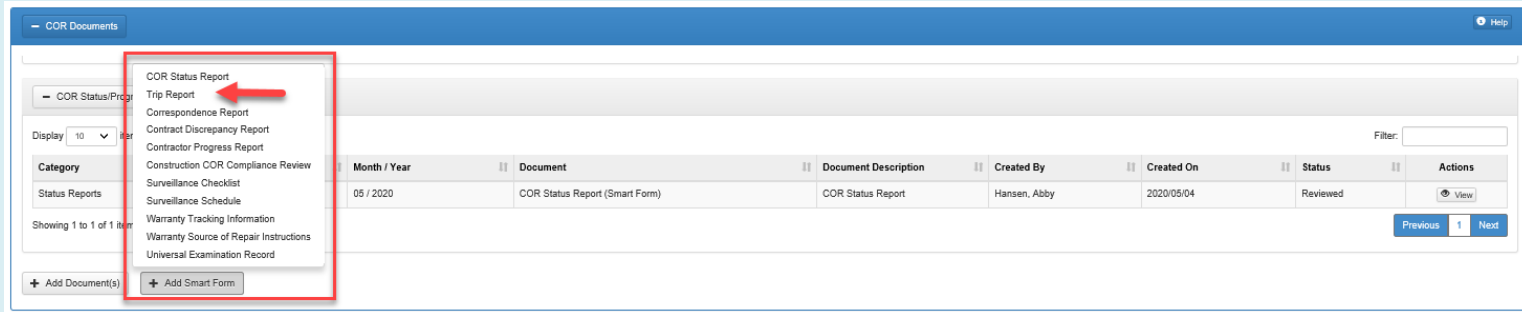
Step 3: After selecting the Contract Number link, the following page will be displayed. Each contract will have the following sections of information: Contracting Information, Contractor Information, Period of Performance Monitoring, Contract Place of Performance, QA Surveillance Plan/Waiver, COR information, Supervisor/Commander Information, COR Certifications, Supervisor/Commander Certifications, Contracting Officer Certifications, Designation Letter, Termination Letter, Workflow History, and COR Documents.

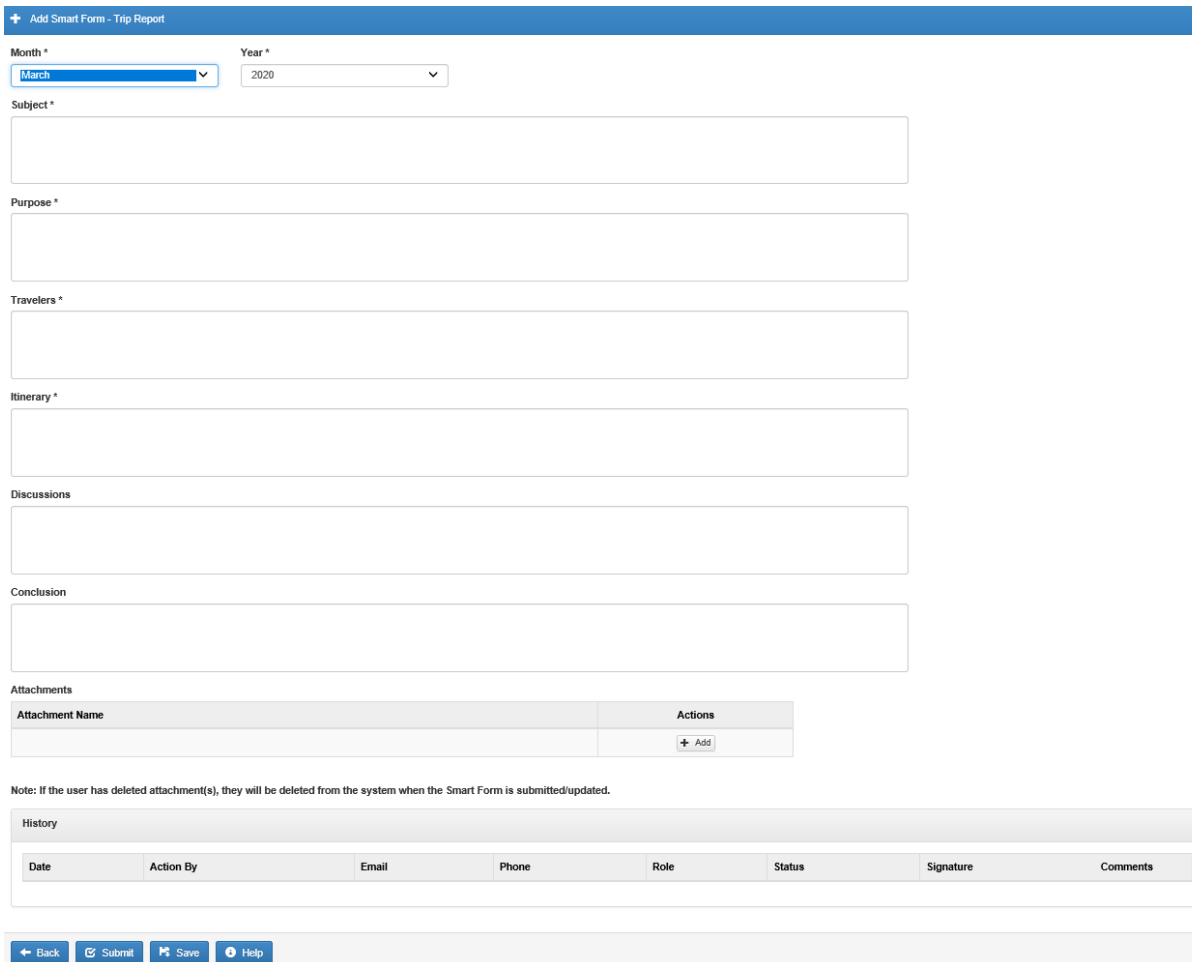|	
Smart Form Selection	To create, edit or view Smart forms, the user will navigate to the COR Documents section. The user will click on Add Smart Forms and select the appropriate Smart form.
Trip Report Smart Form	The required fields are: Month, Year, Subject, Purpose, Travelers, Itinerary, Discussions, Conclusion and Signature.