<u>**E-GOV TRAVEL POLICY PROVISIONS FOR DOI TRAVELERS**</u>

A.   MANDATORY USE OF E-GOV TRAVEL SERVICE

Effective January 1, 2001, Chapter 301-73.102 of the Federal Travel Regulations (FTR) required mandatory use of a Travel Management System for all common carrier, lodging, and car rental arrangements. This was necessary in order to fully implement the portion of the Hotel and Motel Fire Safety Act of 1990 that requires travelers to stay ninety percent (90%) of their lodging time in establishments that are "fire-safe facilities".

Airline and other transportation tickets are to be obtained from Sato Travel and Northrop Grumman's GovTrip, which provides services under contract with the General Services Administration (GSA). Government-wide regulations prohibit the use of travel agents not under contract to GSA. Travelers can not use other web-based systems such as Travelocity, Expedia, etc. Travelers should build a profile and book all travel on www.govtrip.com.

DOI has provided lodging exemptions to the mandatory use of GovTrip when making **lodging** accommodations for the following situations:

■ Pre-arranged lodging accommodations – such as a block of rooms for a conference
■ Overseas lodging accommodations
■ Lodging accommodations for unplanned travel
■ Lodging accommodations at establishments exempted by the Hotel and Motel Fire Safety Act
■ Lodging not found in www.govtrip.com

Please remember that these waivers only apply to lodging arrangements and not to common carrier transportation or rental cars.

It is expected that travel arrangements will be made through www.govtrip.com to the maximum extent possible, but if you have complex, multi-leg domestic or international travel you should call an agent.

B. CITY-PAIR CONTRACT FLIGHTS

GSA has contracted with airline carriers for special rates for selected city-pairs – website is http://www.fedtravel.com. These fares are not to be confused with a fare referred to as a "government fare" which is explained below. It is mandatory that contract carrier flights be used except when:

(1)   Space is not available on a scheduled flight to accomplish the purpose of the travel, or use of contract service would require

traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip;

(2)   The contractor's flight schedule is inconsistent with Government policies, where applicable, to schedule travel during normal duty hours; or

(3)   Based on a cost comparison, a non-contract carrier offers a fare available to the general public that is lower than the contract fare, providing that all other costs being equal. Cost comparison of the total trip cost to the Government, must include the combined costs of transportation, lodging, meals, and related expenses.

Justifications for the use of non- contract carriers should be attached to the travel voucher. If there is no city-pair fare in the market, no justification is required.

C. SUPER SAVER AND OTHER RESTRICTED FARES

The use of special lower fares under these provisions does not take precedence over the mandatory use of contract airfares between selected city-pairs. Airline companies who do not have a contract with GSA for the contract carrier fare can establish what they call a "Government rate". These rates will many times be comparable to the contract carrier fare -- EXCEPT – there may be penalties associated with them and the price quoted at the time the reservation is made is not guaranteed beyond that time. **Government fare rates are subject to change daily, therefore, Sato should issue these tickets at the time the reservations are made**.

(1)   **Reduced Rates -**   Through-fares, special fares, excursion fares, and reduced-rate round-trip fares can be used for official travel when it can be determined before the start of a trip that this type of service is practical and economical to the Government.

(2)   **Non-Refundable Tickets –** Round-trip tickets for special lower fares, which are restricted or have specific eligibility requirements will be secured only when, on the basis of the trip planned, it is known or can be reasonably anticipated that these tickets will be used. Each situation must be carefully examined to see what is in the best interest of the Government. Travelers should be 99.9% sure the trip will not be changed or canceled before risking a non-refundable ticket.

(3)   **Free or Reduced Cost Promotional Tickets -**
The Comptroller General has affirmed the position that tickets obtained free or on a reduced cost basis belong to the Government and may not be used for travel other then official Government travel.

(4)   **Oversold/Denied Boarding –**
Any traveler who has been denied confirmed reserved space must ensure that any compensation received is forwarded to the Government to be used for official travel.

(5)   **Voluntary Vacating Reserved Seating -**

Travelers who voluntarily give up their seats may retain any compensation received only under the following conditions:

> - delay will not interfere with the performance of official duties;
> - additional travel expenses are not incurred; and
> - annual leave must be taken if there is a delay during   normal

working hours.

C. Rental Cars

DOI Travelers are authorized to rent a compact size car, unless transporting a large amount of Government property that requires a larger car or providing transportation to more than two other employees who are on official travel.

As a reminder in order to be absolutely sure that you are using the program that is government insured please:
- Book Only Through The TMC (via telephone or online)
- Pay using your Gov't Travel Card
- Make sure the Rental Agreement refers to the Gov't Rate.
- Follow the rules of the agreement, (such as not taking off-road if the agreement states that). If you cannot rent within the rules of a rental agreement contact your fleet department.

Final Reminders:
- The Gov-Trip website is www.govtrip.com
- Please call your Federal Agency Travel Administrator (FATA) if you have trouble with your account, or do not receive the email with your account token after following the instructions below.
  All DOMESTIC reservations should be made online, however if you do need to make telephone reservations please call **866-486-6135** and select the appropriate prompt.
- For other help with travel arrangements, or using the online system, please call: **866-486-6135** and select the appropriate prompt.
  If you are on travel status and you need to make changes to your existing reservations please call: **866-486-6135** and select the appropriate prompt.

Training Guide for Stand-Alone Booking Engine

STAND ALONE BOOKING ENGINE INSTRUCTIONS

Step 1: Go to website: www.govtrip.com. Check which version of GovTrip you are in at the top right hand corner. If it does not say Department of the Interior, you will need to click *Change Edition* and select *Department of the Interior*.

Step 2: Click the green box that says "STAND-ALONE ONLINE BOOKING ENGINE"

Step 3: Click *Accept* after reviewing the Privacy and Ethics Policy.

Privacy and Ethics Policy

Please read the following government Privacy & Ethics Policy concerning the GovTrip website, travel, and usage. By signing in to the GovTrip System, you agree to the terms and conditions of use.

```
WARNING
This is a U.S. Federal Government information system that
is "FOR OFFICIAL USE ONLY". Unauthorized access is a violation
of U.S. Law and may result in criminal or administrative
penalties. Users shall not access other users' or system files
without proper authority. Absence of access controls IS NOT
authorization for access! Information systems and equipment
related to the eTravel Service are intended for communication,
transmission, processing, and storage of U.S. Government
information. These systems and equipment are subject to
monitoring by law enforcement and authorized officials.
Monitoring may result in the acquisition, recording, and
analysis of all data being communicated, transmitted,
```

Accept   Decline

Step 4: If you are a first time user, click *Create an Account*.

GovTrip
eTRAVEL for GOVERNMENT

eTravel Login

UserName: [   ]

Password: [   ]

Log In

→| First Time User? Create an Account

→| Current User? Change your Password

Step 5: Enter your official Travel Name.

Step 6: Enter your desired user name and password. It is recommended that you choose a user id that you will remember. Choose an id that you commonly use to get into other systems so that you can easily remember. (Such as windows log-in, email address, current travel system id, or timekeeper system id etc.) You will need to use this in the future each time you log in to make reservations. When selecting your password, please follow the criteria explained on the screen.

Step 7: Enter your government assigned internet email address.

Step 8: Click the magnifying glass to get a dropdown menu of organizations.

Create New User

Please enter your first name, last name, and desired login ID into the appropriate fields below. The User Login ID is the name you wish to log into GovTrip with. This name must be unique and you may need to re-enter it if the name you choose has already been selected by someone else. Example: JSmith1234, JPSmith, JohnPSmith.

First Name:	John
Middle Initial: (optional)	P
Last Name:	Doe
User Login ID:	jdoe777

Please enter your desired password below. Your password must be at least 8 characters long, have one upper case and two lower case letters, have at least one number, and at least one of the following characters (! @ # $ % ^ & *).

Password:	••••••••
Retype Password:	••••••••

Please enter your e-mail address and organization in the fields below. The organization field is a value already created in GovTrip that helps your administrator view your Account Token. To enter your organization, click on the "magnifying glass" icon. Select your agency from the drop down list, and choose the appropriate organization from those displayed.

E-Mail:	john_doe@doi.gov
Organization:	🔍

Step 9: Highlight Department of Interior and Click *Search*. Then find your organization and click Select. The selection of your correct organization will be critical to gaining access to the system. It must match what was entered into your profile. Please choose carefully.

Organization Search

Agency Name:

```
BONNEVILLE POWER ADMINISTRATION
DEPARTMENT OF AGRICULTURE
DEPARTMENT OF ENERGY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF THE INTERIOR
```
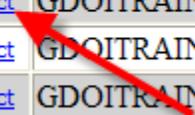
Organization Code: [   ]

Search

_____

Close window

Select	GDOI	GDOI
Select	GDOIDEMO	Department of Interior
Select	GDOITRAIN	TRAINING ORG FOR DOI
Select	GDOITRAINAA	DOI FATA TRAINING ORG
Select	GDOITRAINAB	DOI FATA TRAINING ORG
Select	GDOITRAINABFP	Office of Financial Policy
Select	GDOITRAINABIT	Office of Information Technology

Step 10: Enter a challenge question that you will easily remember the response. This will be used later if you forget your password. The response is case sensitive and is limited to 8 characters. Then click *Submit*.

Please enter a challenge question and response in the appropriate fields below. The challenge question should be specific with no one else able to guess the answer. In the future, should you forget your password, you will be asked to answer this question with the response you provide below. IMPORTANT: The response you provide is case sensitive and is limited to eight characters.

Challenge Question: What is the name of the city you were born in?

Response: ••••••••

Retype Response: ••••••••

Submit   Reset

Step 11: You will receive the following success message, and an email indicating your Account Token. If you do not receive the email with the token, please contact your Federal Agency Travel Administrator. (FATA)

Creating New User Successful

Congratulations! Your identity has been successfully created, but you are not activated yet.

A profile has already been created for you in the GovTrip application. You shall receive an e-mail with your Account Token. Please use this Account Token to log into GovTrip with your new User ID, Password, and SSN or Identification Number. If you do not receive an e-mail, please contact your Travel Administrator.

Close window

Sample Email:
Original Message-----

From: GovTrip.eTravel.System@etslabext01.govtrip.com
[mailto:GovTrip.eTravel.System@etslabext01.govtrip.com]

Sent: Thursday, November 02, 2006 4:30 PM

To: John Doe

Subject: GovTrip User Token

Dear John Doe

This is to confirm that you have successfully created your user ID/Password for accessing the GovTrip application.

The following is your key token: _8r4nxIBT_03

Please use your user ID/password to log onto GovTrip. Then use this Key Token, along with your SSN or Identification Number, to complete the authentication process into GovTrip.

If you have any questions, please contact your agency help desk.

Thank you for your continued support and use of GovTrip.

Step 12: After you receive your Token via email, go back to www.govtrip.com and click *Stand-Alone Booking Engine*. (See steps 1 &2)

Step 13: Enter your user id and Password, and click *Log In*. This will be the user id and password you created in step 6.

Step 14:
A) Enter your unique identifier.   This is a one-time verification process similar to having to call in when you receive your travel card and have to activate it, only this will be done online. This is not the user id that you used in step 13. This will be used only one time.

   For FBMS agencies, you will enter your FBMS master record employee id that has been communicated to you. For all other Bureaus please use the following formula:

   The Bureau abbreviation (BIA, BLM, BOR, FWS, GS, NPS, OS, SOL), followed by the first initial of your first name, followed by the first 4 letters of your last name, followed by the last 4 digits of your Social Security Number. If your last name is only 2 or 3 letters, just use those letters, do not add spaces.

   Example: John Doe from USGS would be: GSJDOE1234

B) Enter the token number you received via email. You should be able to cut and paste this from your email.

C) Click *Submit*.

User Activation

Your user account needs to be activated.

If you would like your account activated, complete the form below. The form requires that you enter your Unique ID twice, plus the Account Token you got from your administrator.

A. Enter Unique ID: [   ]

Re-Enter Unique ID: [   ]

Enter Account Token: [   ]

B.

[Submit]   [Reset]   [Cancel]

C.

If the values entered match an account in GovTrip , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

NOTE: You are now logged into the Stand-Alone Booking Engine of GovTrip. You are not creating a Travel Authorization here. This is only to make online Travel Reservations. You will need to continue using your old method of creating travel authorizations until your agency moves to the full version of GovTrip.

Step 15: Click on *Official Travel* and then *Authorizations/Orders*. This takes you to the Reservation Tool. You will be required to update your traveler profile before making reservations for the first time. **Note to Travel Arrangers, you will do the same steps, only you will start by clicking *Official Travel-Others*, and do a search for the traveler you will make arrangements for.

Step 16: Click on *Create New Authorization/Order*

Step 17: You will get a pop-up window reminding you to update your traveler profile information. Click *OK.*
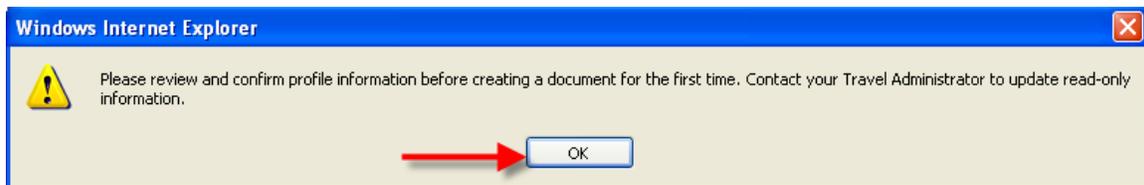
Step 18: Verify and complete all information on the profile. At a minimum you must fill in the red asterisk required fields. This is very important as it feeds into your travel reservations. When you are done make sure you click *Update Personal Information*.

NOTE: Please pay special attention when completing this step. Some of the info that is pre-populated is generic and does not represent your correct information. Be sure to look closely at your address and phone number. The emergency contact is not a personal emergency contact, but rather the person at your agency that can help with ticketing issues.

Duty Station

* Duty Station Address Line 1 :	123 Any City Duty
Duty Station Address Line 2 :	
* Duty Station City :	Lakewood
* Duty Station State / Country :	CO Lookup
* Duty Station Zip Code :	80228
* Duty Station Phone :	555-1212
* Time Zone :	MST (08)

Billing Address (This is the address for your GOVCC)

Billing Address Line 1 :	
Billing Address Line 2 :	
Billing City :	
Billing State / Country :	Lookup
Billing Zip Code :	

Residence

Residence Address Line 1 :	
Residence Address Line 2 :	
Residence City :	
Residence State / Country :	Lookup
Residence Zip Code :	

Emergency Contact

* Emergency Contact :	
* Emergency Phone :	

Cancel   Update Personal Information

Step 19: Your traveler profile was not loaded with your Travel Card Information. Therefore it is required that you go in and enter it before continuing to make reservations. To do so, click *Traveler Setup,* then *Traveler Profile.* From there you will see three links. Click *My Account Information.* At the bottom of that screen you will need to click, *Edit EFT and Credit Cards.*

Step 20: Enter your travel card number in the Account Number Field. Enter the expiration date in the expiration date field. Select GOVCC in the dropdown and then click *Save Permanent*.

Update Account Information

Use this screen to enter EFT and Credit Card Accounts for this traveler. Click on the "Save" button to save this EFT or Credit Card number.

Account Number:	55**************
Routing Number:	
Expiration Date:	10/30/2007
EFT Type:	GOVCC
	GOVCC

Return   Save Permanent

NOTE: To update your travel "preferences" (frequent flyer numbers, seat preferences, hotel rewards etc.) you must do that in My Preferences. Go to *Traveler Setup, Travel Profile, My Preferences* and make any updates necessary or desired..

Logged In As: John Doe
Text Only Index

GovTrip eTRAVEL for GOVERNMENT

Official Travel ▼ | Traveler Setup ▼ | Reports ▼ | Administrative ▼

Form Preferences
Available Routing Lists
User Preferences
Rates Lookup
Travel Profile

Organi...   AL
Org Access:
Group Access:

My Sig...

Docume...

My Profile

▸ My Preferences ▸ My Additional Information ▸ My Account Information

Complete the information below.

Step 21: You are now ready to begin making a Travel Reservation. Fill in the areas indicated by the arrows.

Step 22: Add your return destination. Choose your trip duration. Select the radio button of which reservation you would like to make next. You will select these one at a time. Click *Save and Proceed.*

Trip Overview

Booking Travel using GovTrip requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A **I am Leaving From** - (Select From List or Enter Below):

Starting Locations in Profile:
RESIDENCE
DUTY STATION

*Starting Point: Denver, CO

*Departing On: 11/05/2007
(mm/dd/yyyy)

*Trip Type: TT-TRIP BY TRIP

*Trip Purpose: SITE VISIT

Trip Details: Going to view......

B **My TDY Location is** - (Where I Will be Working):

Location	Arriving On	Departing On	Edit	Delete
Insert 1 HONOLULU,HI	11/05/07	11/09/07	Edit	Delete

C **I am Returning To:**

Return Locations in Profile:
RESIDENCE
DUTY STATION

*Ending Point: Denver, CO

Returning On: 11/09/2007
(mm/dd/yyyy)

*Trip Duration:
○ 12 Hours or Less   ○ >12 - 24 Hours - With Lodging
○ >12 - 24 Hours - No Lodging   ● Multi-Day

D **Where would you like to go next?** - (Click One):

Air Travel   Lodging   Car Rental   Rail   Preview Screen
   ●   ○   ○   ○   ○

Save and Proceed

Step 23: Complete the fields. Click *Search Availability*. The default search is for Government and fully refundable fares only. (See Note after Step 30 for information on non-Government and penalty fares.)

Step 24: Select Flights you are interested in for final availability and pricing. Click *Price Flights.*

Air - Outbound

Select up to 10 flight(s) to price.

DEN - Denver, Co (Usa) (Denver Int L. Apt) to HNL - Honolulu, Hi (Usa)

Price Flight(s)

Return To Search

Sort By
- ⦿ Government Policy
- ○ Non-Stop & Direct
- ○ Departure Time
- ○ Arrival Time
- ○ Elapsed Time

☑ Check to price this flight
$836.00 ⇥ GSA City Pair

Note: City Pair Fares are always displayed in a green shaded box with the GSA city-pair verbiage and the dollar amount of the one-way fare. So in this example a traveler going to Honolulu on a round-trip City Pair Fare would pay a rate of $1672.

	11:55AM Depart DEN - Denver, Co (Usa) (Den\ 4:29PM Arrive HNL - Honolulu, Hi (Usa) Flying Time 8h 34min Equipment 763 Ticket Type ETR OPERATED BY UA DEPART Time Window: 175 Sequence Number 024	

☑ Check to price this flight
$836.00 ⇥ GSA City Pair

	8:35AM Depart DEN - Denver, Co (Usa) (Denver Int L. Apt) 10:05AM Arrive LAX - Los Angeles International (Usa) Flying Time 2h 30min Equipment 752 Ticket Type ETR	United 1235 Mon 05-Nov-07 Duration: 9h 21min Elapsed time: 13h 16min

Air - Return

Select up to 10 flight(s) to price.

HNL - Honolulu, Hi (Usa) to DEN - Denver, Co (Usa) (Denver Int L. Apt)

Sort By
- ⦿ Government Policy
- ○ Non-Stop & Direct
- ○ Departure Time
- ○ Arrival Time
- ○ Elapsed Time

☑ Check to price this flight
$836.00 ⇥ GSA City Pair

	7:30AM Depart HNL - Honolulu, Hi (Usa) 2:33PM Arrive SFO - San Francisco / Oakland, Ca (Usa) Flying Time 4h 03min Equipment 763 Ticket Type ETR OPERATED BY UA RETURN Time Window: 90 Sequence Number 017	United 72 Fri 09-Nov-07 Duration: 6h 34min Elapsed time: 7h 30min
	3:29PM Depart SFO - San Francisco / Oakland, Ca (Usa) 7:00PM Arrive DEN - Denver, Co (Usa) (Denver Int L. Apt) Flying Time 2h 31min Equipment 733 Ticket Type ETR OPERATED BY UA RETURN Time Window: 90 Sequence Number 017	United 318 Fri 09-Nov-07 Duration: 6h 34min Elapsed time: 7h 30min

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☑ Check to price this flight

A**A	8:50AM Depart DEN - Denver, Co (Usa) (Denver Int L. Apt) 11:45AM Arrive DFW - Dallas / Ft. Worth, Tx (Usa) (Int L. Apt) Flying Time 1h 55min Equipment S80 Ticket Type ETR **OPERATED BY AA** **DEPART** Time Window: 10 Sequence Number 044	American 1032 Mon 05-Nov-07 Duration: 11h 15min Elapsed time: 12h 15min

Note: The Blue Shaded Box indicates a fully refundable fare, but one that is not the City-Pair Fare. These are often referred to as gov't rates, or "Me Too Fares". Also the flights on the left-hand side are generally outbound, and the right side are return flights.

OPERATED BY UA
RETURN
Time Window: 90
Sequence Number 035

A**A	12:45PM Depart DFW - Dallas / Ft. Worth, Tx (Usa) (Int L. Apt) 5:05PM Arrive HNL - Honolulu, Hi (Usa) Flying Time 9h 20min Equipment 763 Ticket Type ETR **OPERATED BY AA** **DEPART** Time Window: 10 Sequence Number 044	American 5 Mon 05-Nov-07 Duration: 11h 15min Elapsed time: 12h 15min

☐ Check to price this flight

US AIRWAYS	7:30AM Depart HNL - Honolulu, Hi (Usa) 2:33PM Arrive SFO - San Francisco / Oakland, Ca (Usa) Flying Time 4h 03min Equipment 763 Ticket Type ETR **OPERATED BY UA** RETURN	US Airways 6482 Fri 09-Nov-07 Duration: 6h 27min Elapsed time: 11h 09min

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

[Price Flight(s)]   [Return To Search]   [Request Assistance in Booking Flight]

Step 25: After viewing the prices of all of your desired flights, choose the flights you want and click *Select Flights.* **You will receive a confirmation screen; then click** *Proceed.*

Logged In As: John Doe	Document Name: JDHONOLULUHI110507_A01	Screen ID: 1070.2	Close Window
Traveler Name: John Doe	Document Type: Authorization	TA Number: 0NXMF7	Help for this screen
Return to Document List			

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Itinerary / Travel / Expenses / Accounting / Additional Options / Review/Sign

Air   Lodging   Rental Car   Rail   Other Trans.

Government   Non-Government

Air - Outbound

Select a flight from the options below.

DEN - Denver, Co (Usa) (Denver Int L. Apt) to HNL - Honolulu, Hi (Usa)

Air - Return

Select a flight from the options below.

HNL - Honolulu, Hi (Usa) to DEN - Denver, Co (Usa) (Denver Int L. Apt)

[Select Flight(s)]
[Return To Available Flights]

☑ Check to select this flight
$836.00 ⁕ GSA City Pair   Fare Rules

U	0600 Depart DEN - Denver, Co (Usa) (Denver Int L. Apt) 0747 Arrive SFO - San Francisco / Oakland, Ca (Usa) Class YCA - Y Equipment 319 Ticket Type ETR DEPART	United 739 Mon 05-Nov-07 550
U	0900 Depart SFO - San Francisco / Oakland, Ca (Usa) 1223 Arrive HNL - Honolulu, Hi (Usa) Class YCA - Y Equipment 777 Ticket Type ETR DEPART	United 073 Mon 05-Nov-07 550

☑ Check to select this flight
$836.00 ⁕ GSA City Pair   Fare Rules

U	0700 Depart HNL - Honolulu, Hi (Usa) 1422 Arrive LAX - Los Angeles International (Usa) Class YCA - Y Equipment 763 Ticket Type ETR RETURN OPERATED BY UA	United 934 Fri 09-Nov-07 403
U	1655 Depart LAX - Los Angeles International (Usa) 2016 Arrive DEN - Denver, Co (Usa) (Denver Int L. Apt) Class YCA - Y Equipment 733 Ticket Type ETR RETURN OPERATED BY UA	United 268 Fri 09-Nov-07 403

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Step 26: Verify that you have selected the correct flights and click *Save Selected Flight.* **NOTE: Any comments placed in the Comments to Travel Agent box will result in the higher TMC fee. Also, you may use the** *Select Seat* **tab to reserve seats, however if you are a premium member of an airline program, those seats are not able to be reserved here, you will need to contact the airline or ask at the check-in counter.**

Step 27: You will get a Booking Status screen indicating that your airline reservations are complete. You will receive this message for each portion of reservations you make. (i.e. after hotel, and after rental car etc.) Click *Proceed*.

Logged In As: John Doe	Document Name: JDHONOLULUHI110507_A01	Screen ID: 1136.1	Close Window
Traveler Name: John Doe	Document Type: Authorization	TA Number: 0NXMF7	Help for this screen
Return to Document List			

GovTrip
eTRAVEL for GOVERNMENT

Booking Status

Your reservations were successfully BOOKED, PENDING your CONFIRMATION.
You must stamp your document SIGNED to confirm your reservations. The reservations on your document will be CANCELLED automatically by GovTrip if you fail to sign your document within 4 days of your earliest flight departure date.

Reservation Module returned the following status:
PASS:DEBUG LEVEL (02) System Forced Success:00

[Proceed]

Step 28:
A) Review your summary and proceed to book Lodging and Rental Car by clicking the links indicated.

NOTE: When booking hotel rooms, the hotels will populate based on criteria only. It does not necessarily mean that a room is available. You will not know actual rates or availability until you click Hotel Info and Rates. You may be asked to provide justification for any items selected outside of policy.

Doubletree Alana Hotel Waikiki   [Hotel Info & Rates]

1956 Ala Moana Blvd   Distance: 1.66 Miles
Honolulu, HI 96815   FEMA Approved
Phn: 808/941-7275
Fax: 808/941-7423

B) When you have completed all of your reservations, click *Review/Sign* to confirm your reservations.

Logged In As: John Doe	Document Name: JDHONOLULUHI110507_A01	Screen ID: 1070.2	Close Window
Traveler Name: John Doe	Document Type: Authorization	TA Number: 0NXMF7	Help for this screen
Return to Document List			

Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

Air　Lodging　Rental Car　Rail　Other Trans

Government　Non-Government

Air Travel

Use this screen to request your air travel.

Required Search Criteria

Please Note: A Red Star (*) indicates a field is required.

○ One Way　● Round Trip

* Departure or Arrival:
Departing

11/09/2007　0900
(mm/dd/yyyy)

* Departure Airport (airport code or city name):
DEN-Denver, Co (Usa) (Denver Int L. Apt)

* Arrival Airport (airport code or city name):

* Return Date　Return Time
11/09/2007　0900
(mm/dd/yyyy)

☐ Show Alternate Airports

Fare Class:
● Government ○ Business ○ First

Search Availability

Trip Summary

Overall Starting Point

| Leave From: | Denver, CO | Edit |
| Leave: | 05-Nov-07 | |

Location 1: HONOLULU,HI

Leave From:	Denver, CO	Edit
TDY Loc:	HONOLULU,HI	
Arrive:	05-Nov-07	
Leave:	09-Nov-07	

Carrier/	UNITED AIRLINES INC.	Edit
Flight:	(UA) 739	
Depart:	0600 - 05-Nov-07 - DEN-	Remove
	Denver, Co (Usa) (Denver	
	Int L. Apt)	
Arrive:	0747 - 05-Nov-07 - SFO-San	
	Francisco / Oakland, Ca	
	(Usa)	

Carrier/	UNITED AIRLINES INC.	
Flight:	(UA) 073	
Depart:	0900 - 05-Nov-07 - SFO-San	
	Francisco / Oakland, Ca	
	(Usa)	
Arrive:	1223 - 05-Nov-07 - HNL-	
	Honolulu, Hi (Usa)	

Carrier/	UNITED AIRLINES INC.	Edit
Flight:	(UA) 934	
Depart:	0700 - 09-Nov-07 - HNL-	Remove
	Honolulu, Hi (Usa)	
Arrive:	1422 - 09-Nov-07 - LAX-Los	
	Angeles International (Usa)	

Carrier/	UNITED AIRLINES INC.	
Flight:	(UA) 268	
Depart:	1655 - 09-Nov-07 - LAX-Los	
	Angeles International (Usa)	
Arrive:	2016 - 09-Nov-07 - DEN-	
	Denver, Co (Usa) (Denver	
	Int L. Apt)	

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Step 29: Review all details of the trip. If you have changes, click *Edit*. Otherwise click *Save and Proceed to Pre-Audit*. NOTE: Any comments placed in the Comments to Travel Agent box will result in the higher TMC fee.

If you find system-generated comments in the Travel Agent box (usually seat assignment), don't erase them or the ticketing agent may miss important information. Also these system-generated comments will not result in the higher TMC fee.

Step 30: Click *Submit Completed Document*. You will receive an email with your itinerary in it. You will then receive an email when actual ticketing takes place.

Congratulations! You have completed a travel reservation in GovTrip.

SPECIAL NOTE ON PENALTY FARE TICKETS:

In order to book penalty fare tickets you must go into a separate portion of GovTrip to have access to those fares. Below are the instructions to do that.

Complete Steps 1-22 as above. Before clicking Search and Availability in Step 23, Select the Non-Government tab. This will take you to the penalty-fare portion of GovTrip. You will get a message warning you that you are proceeding to look at flight options with restricted fares. Click *OK*. Then you will see the same screen as in step 23, only there will be a red box indicating that you are now in the Restricted Fare portion of GovTrip.

GovTrip

Windows Internet Explorer

⚠ You are about to view flight options that contain restricted fares.
Restricted fares usually have an advance purchase requirement, do not allow changes, and are almost always non-refundable.

Please familiarize yourself with the fare rules associated with your selection.

[OK]

Non-Government Travel(Restricted).
Additional fees, penalties and restrictions may apply.

At this point you will then click *Search Availability*. GovTrip will then bring back round trip options at penalty fares. NOTE: These are not one-way options and they have to be selected as an entire Itinerary. In other words you will not be able to select a Gov't fare one way, and a penalty fare for the other. The City-Pair Rate will be listed at the top in a yellow shaded box. If you decide there is an option you'd like, click *Select & Continue*. Continue as you would in Step 26.

City-Pair Rate: $720

| $258.80 | Fare Rules | Select & Continue |

	3:52PM Depart	United 1462
	DEN - Denver, Co (Usa) (Denver Int L. Apt)	Sat 01-Dec-07
	9:33PM Arrive	Duration:
	MIA - Miami, Fl (Usa) (Miami Int L. Apt)	8h 06min
	Flying Time 3h 41min	Elapsed time:
	Equipment 32S	188h 13min
	Ticket Type ETR	
	DEPART	
	Time Window: 412	
	Sequence Number 038	

Note that this is a round trip itinerary.

	9:40AM Depart	United 1683
	MIA - Miami, Fl (Usa) (Miami Int L. Apt)	Sun 09-Dec-07
	12:05PM Arrive	Duration:
	DEN - Denver, Co (Usa) (Denver Int L. Apt)	8h 06min
	Flying Time 4h 25min	Elapsed time:
	Equipment 32S	188h 13min
	Ticket Type ETR	
	DEPART	
	Time Window: 412	
	Sequence Number 038	

| $265.60 | Fare Rules | Select & Continue |

	1:35PM Depart	American 1112
	DEN - Denver, Co (Usa) (Denver Int L. Apt)	Sat 01-Dec-07
	8:55PM Arrive	Duration:
	MIA - Miami, Fl (Usa) (Miami Int L. Apt)	11h 20min
	Flying Time 5h 20min	Elapsed time:
	Equipment 738	191h 20min
	Ticket Type ETR	
	DEPART	
	Time Window: 275	
	Sequence Number 037	

	8:55AM Depart	American 1847
	MIA - Miami, Fl (Usa) (Miami Int L. Apt)	Sun 09-Dec-07
	12:55PM Arrive	Duration:
	DEN - Denver, Co (Usa) (Denver Int L. Apt)	11h 20min
	Flying Time 6h 00min	Elapsed time:
	Equipment 738	191h 20min
	Ticket Type ETR	
	DEPART	
	Time Window: 275	