

Quick-Start Guide for Department of the Interior Travelers Travel Authorization & Vouchering System

The new Travel Authorization and Vouchering System is Northrop Grumann's Full-GovTrip. The Travel Management Center is Sato Travel. To make reservations by telephone, to get help with navigational issues and/or password resets please call: 1-866-486-6135. For other problems please call your FATA/System Administrator.

Logging In for the First Time-

1. Go to www.govtrip.com, at the top of the screen, just below your tool bar, click "Change Edition" and Select Department of Interior – Full GovTrip.

2. Click Green "LOG IN"



3. Next to First time users click "Create an Account"

4. 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.)

5. Enter all information being careful to correctly select your organization and enter your name and correct email address. This information must match what was entered in your profile in order to receive your log-in token. If you have trouble please contact your FATA/System Administrator.

6. After receiving the confirmation email with your log-in token, go back and log in using your user id and password. You will be asked to provide your Unique ID and the token provided. This ID is not the log-in id used before, this is only to be used once, and is derived by the formula below.

Unique ID Formula: Bureau Indicator (BIA, BLM, BOR, FWS, GS, NPS, OS, SOL) Followed by- First initial of first name, followed by first 4 letters of last name, followed by last 4 numbers of your Social Security Number. If your last name is only 2 or 3 letters, just use those letters, do not add spaces.

Note: FBMS agencies will use their FBMS Master Vendor Record Number.

Example: John Doe at USGS- GJSJDOE1234



7. Before you create your first authorization you should **verify and complete all required information on the profile**. Click Traveler Setup/Traveler Profile to access all profile information.

8. Enter your charge card number in the "My Account Information Tab".



First click "Edit EFT and Credit Cards". **Note:** You would not enter any EFT information into GovTrip that information is in your financial system. Enter your charge card number in the box labeled Account Number. Do not enter anything in the Routing Number box. Using the calendar, enter the charge card expiration date using the last day of the month. Then select GOVCC from the drop down box next to EFT type.

9. To update frequent flyer, hotel rewards, seat selection etc., Go to "My Preferences" Tab.

Creating an Authorization/Reservation

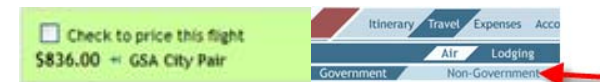
1. After logging in, click *Official Travel* and then click *Authorization/Orders*.



2. Click *Create New Authorization/Order*

3. Click the *Itinerary* tab to complete the travel itinerary and answer if you will be traveling to an additional location.

4. Under the *Travel* Tab. You can book Air, Lodging and Rental Car reservations. When you get to the airline selection, The GSA City Pair Fares (YCA and -CA) are indicated in Green Boxes. The blue boxes indicate other fully-refundable government fares. In order to see penalty and restricted fares, you will need to click on the Non-Government Tab.



The GSA Government Fares are presented automatically as per-segment (each-way) options. In the Non-Gov't fares they are presented as round trip, including a round-trip price unless you specifically request one-way fares. These penalty fares will be indicated in red.

5. Click on the *Expenses* tab to add any other estimated expenses on the authorization. They are broken into two areas, one for mileage expenses and one for non-mileage expenses.

6. Click the *Accounting* tab to select your line of accounting from the dropdown box. You can edit the accounting fields if necessary if you cannot locate an exact match.

7. To adjust any lodging or M&IE entitlements, click *Additional Options/Per Diem Entitlements*.

8. When you have completed all of your authorization/reservations, Click *Review/Sign*: to confirm.



9. Review the details of the trip. If you have changes, click "Edit". Otherwise, Click *Save And Proceed To Pre-audit*. **Note any comments in the Comments to Travel Agent box will result in the higher TMC fee.

10. If you have any items that were reserved out of policy you may be required to provide justification. Click "Submit Completed Document". This will forward your reservation for ticketing. Non-city pair fares will be purchased immediately, all others will be ticketed two business days prior to travel.

Creating a Voucher

1. After Returning from Travel: Click *Official Travel* and then click *Vouchers*.

2. Click "Create New Voucher from Authorization/Order"

3. Click *Expenses* and edit/remove/add any expenses that have changed from the authorization.

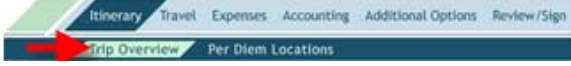
4. Repeat steps 8-10 from creating the authorization.

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For more details on expenses, account codes, or other information please click [Training/Training Manuals](#) at www.govtrip.com.

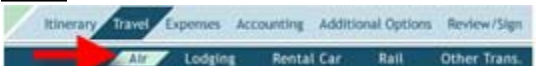
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Travel Itinerary

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- Enter Starting Point by clicking on a location in the **Starting Locations in Profile** box or by typing a location in the field.
 - In the **Departing On** field, enter the date you will be leaving for your official travel location, or use the calendar button to select a date.
 - Select **Trip Type** and **Trip Purpose** by using the pull down menus. Enter comments in the **Trip Details** box if necessary.
 - In section B, ensure the “Arriving On” date is correct for your arrival date at the TDY location. Enter the date you will be departing from your TDY location in the **Departing On** field.
 - In the Location Tools box on the right, click the **Search Location** button to enter TDY location.
 - In the search location window, enter city/town. Click **Search Location** button.
 - If destination is not found, click the **TDY/TAD Location Lookup Tool** link. Select state from drop down menu, then select a location for that state in next drop down menu. If location does not exist select **Unlisted**.
 - You may use another method of searching for the location by selecting Zip Code or County Search Option.
 - Select **Yes** or **No** to “Will You Be Traveling to another TDY Location?” If Yes, enter in location and dates on next screen.
 - Enter Return Location by choosing from **Return Locations in Profile** box (under section C), or by typing a location into the field.
 - To make air reservations, select “Air Travel” and then click the **Save and Proceed** button.

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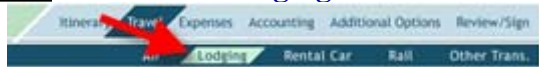
Air Travel

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- Type in name of airport city or airport code for departure and arrival locations.

- Airfare is separated by Government and Non-Government.
- Ensure that **Arrival/Departure** times are correct, and click the **Search Availability** button.
- From the results screen, choose at least one flight for each trip leg by clicking the checkmark box next to each flight. Click the **Price Flights** button when finished. You may click the **Request Assistance Booking Flight** button for help from Travel Agent. (Note: This will result in a higher TMC fee.)
- Select the checkmark boxes of the Outbound and Return flights you would prefer, and click the **Select Flights** button.
- Choose Window or Aisle seat from the **Select Seat** drop-down menu for each flight leg, or click the **Select Seat** link to the right to choose a seat from the seat map (if one is available).
- Click the **Save Selected Flight** button at the bottom of the screen.


3

Lodging

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- Click on **Lodging** in the **Travel** sub menu of the navigation bar.
 - Lodging is separated by Government Preferred and Other Lodging.
 - Select the appropriate radio button next to search: By hotel name, Near City or Near an Airport. (see diagram on next page)
 - Alter the City, State, Country, and Distance fields if necessary.
 - Click the **Search Accommodations** button.
 - Select the **Hotel Info & Pricing** button next to the lodging location you desire from the search results screen.
 - Select the radio button next to the room type/rate and then select the **Save Accommodations** button.
 - If no rooms are available with the selected hotel, select **Find Different Accommodations** button. If no hotels appear in the search results screen select the **Request Assistance Booking Lodging** button. (Note: This will result in a higher TMC fee.)


4

Rental Car

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- Select **Rental Car** on top navigation bar.
 - Change default information if necessary, then select **Rental Car Availability** button.
 - Select the **Select and Continue** button next to rental car company desired.
 - Select the **Save Selected Car** button

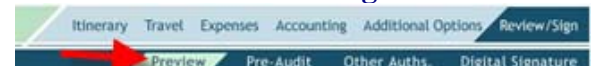
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Additional Options

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- Profile Information** – If you wish to make changes to your personal travel information (e.g. Frequent Flyer, Car Club, Hotel Rewards, etc.) you may do so here.
 - Per Diem Entitlements** - If you need to alter Lodging or M&IE information, including increased per diem, reduced per diem, meals provided, or leave, you may do so here.

6

Review / Sign

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- Select **Preview** from the top navigation bar to review all details of the trip for accuracy and to add any comments necessary to the Approving Official and Travel Agent. (Note: Any comments entered in Travel Agent field, other than those already pre-populated by GovTrip for seat selection, will result in a higher TMC fee.) Click on the **Save and Proceed to Pre-Audit** button.
 - In the **Pre-Audit** screen, if Pre-Audit Flags are present, enter justifications in comment boxes. Fields must be populated before moving to signature screen. Click the **Save and Proceed to Digital Signature** button.
 - Enter your Travel Authorization (TA) number in the appropriate field.
 - Select the **Signed** option from the drop-down menu in signature screen to stamp the document signed. Click the **Submit Completed Document** button.