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CHAPTER 1: OVERVIEW/GETTING STARTED

This chapter:

- Explains the purpose of the Document Processing Manual
- Provides an overview of the GovTrip system
- Describes the GovTrip Training Materials and Media
- Introduces the GovTrip Help Desk Information
- Explains how to gain access to the GovTrip Website

1.1 What is the Purpose of this Manual?

This manual provides a “how to” approach to training on GovTrip. Updates to this manual will be available on the GovTrip Web Portal:

www.GovTrip.com

1.2 Who Should Use This Manual?

This manual provides Federal Travelers (FTs), Federal Travel Preparers (FTPs), Approving Officials (AOs), and Federal Financial Travel Approvers (FFTAs) with step-by-step training instructions for using GovTrip.

1.3 What is the GovTrip System?

1.3.1 Introduction

GovTrip is a large, complex, distributed computing system that provides federal travelers with completely automated travel planning and reimbursement capabilities. Federal travelers using GovTrip are able to generate travel authorizations, make trip reservations, and route travel requests for approval, all from their desktop workstations. The system is paperless and allows for the electronic submission of documents. When the trip is complete, the federal traveler files a voucher that is electronically routed for approval and sent to the Agency’s Finance and Accounting Department. An electronic funds transfer or a check from that Finance and Accounting Department to the traveler completes the process.

GovTrip consists of travel software that has added interfaces to many other systems, which allow the federal traveler to make airline, lodging, rail, and rental car reservations. Federal Travelers can access the application through the GovTrip Web Portal located at www.GovTrip.com (Figure 1-1). All of the acronyms and appendices referenced in this document are available on the GovTrip Web Portal under Training and Training Manuals.

Figure 1-1: GovTrip Web Portal Window

When fully deployed, GovTrip will serve approximately 3 million Federal Travelers.

1.3.2 Features

GovTrip software provides full functionality, accessibility, scalability, supportability, and security when processing trip requests and travel vouchers. Federal travelers using GovTrip can easily check for information on airline, hotel, car rental, and rail availability, and gain all the details necessary to plan a trip.

Real-time availability for air, lodging, and rental cars is built into GovTrip to provide easy accessibility to commercial travel service information. GovTrip meets the major functional requirements of the federal government and serves the needs of all users, including FTs, FTPs, AOs, FFTAs, the Travel Management Center (TMC), Transportation Officers (TOs), and Disbursing Officers (DOs).

1.4 Benefits of GovTrip to the Federal Travelers—Quicker/Easier/Better

1.4.1 Federal Travelers (FT) and Federal Travel Preparers (FTP) are able to:

- Input and update travel documents at their workstations
- Update travel preferences in a personal profile
- Use GovTrip information to prepare a voucher
- Input and digitally sign actual trip information
- Determine the status of an authorization or voucher from authorization at anytime
- Receive travel reimbursements faster

1.4.2 Approving Officials/Certifying Officials are able to:

- Preview, review, and approve authorizations and vouchers
- Cancel an authorization
- Return a travel document to a traveler for changes/corrections
- Edit travel documents for a traveler
- Delegate and revoke signature authority
- Certify funds available

1.4.3 FATAs (Federal Agency Travel Administrators) are able to:

- Establish document routing based on organization and type of action
- Track the obligation and expenditure of travel funds
- Automatically verify compliance with travel policy
- Electronically approve travel claims
- Perform all administrative setup functions necessary to use GovTrip

1.5 GovTrip Overall Architecture

GovTrip overall architecture provides for:

- Establishment of the Central Data Center (CDC) to manage and operate GovTrip and provide access seven days a week, 24 hours a day. This center is based in Fairfax, Virginia.
- Use of the existing Federal Government communication infrastructure, the internet. The travelers, approving officials and GovTrip TA personnel will gain access into GovTrip via the internet through their local area networks.
- Interfacing with several other Federal Government systems, such as Federal Government Archive and the Federal Government Accounting and Disbursing Systems.
- Use of multipe Travel Management Centers (TMC).

1.6 GovTrip Architecture

The various components of the GovTrip architecture and how they are integrated is as follows:

- GovTrip is an enterprise-level solution based on the most widely used COTS software in Government today. The GovTrip solution is proven, functional, accessible, COTS-based, plug and play, scalable, secure, deployable and supportable.
- To handle the high volume of Federal Government travel transactions and query requirements, the CDC runs on dual, redundant Sun 4800 cluster servers with an Oracle database.
- The Passenger Name Record (PNR) Gateway provides a fully automated interface with each of the Global Distribution Systems (GDS) so travel agents can receive and work the federal traveler's trip request in their current airline reservation system.
- The GDS connection also gives federal travelers the opportunity to use the GovTrip to obtain live air, hotel, and rental car information from the GDS.
- GovTrip has multimode interaction. The system is designed to run from a web browser using existing LAN and internet connections.
- GovTrip is protected by redundant secure gateways that control all access to GovTrip resources and data. All GovTrip federal travelers must identify and authenticate themselves to the system using a username and password combination before the secure gateway will grant them access to any system resources. The secure gateways also establish an encrypted tunnel to the user's/traveler's workstation for each federal traveler session, ensuring that sensitive federal traveler information is protected as it transits the network. The secure gateways also provide the capability to validate signatures on digitally signed travel documents, ensuring their authenticity and integrity.

1.7 Federal Traveler's Process

1.7.1 Connected Federal Traveler

Trip Planning: The Federal Traveler (FT)/Federal Travel Preparer (FTP) having internet access logs on to the GovTrip system using a strong user ID and password. The Federal Traveler completes a trip itinerary, which builds the travel authorization request for routing to his assigned AO for approval.To make specific arrangements, the federal traveler selects the Reservation Module; then selects air/hotel/rental/rail arrangements; enters the departure and arrival information for the itinerary; and enters the specific arrangement request in the comments window.The major steps for this process, after login and initiation of a new document, are:

1. *Search Availability*. Govtrip is a live booking system. Federal traveler searches for one-way or round-trip airfare. Flight availability is based on arrival and departure airports, one-way or round trip flights, times, and dates. Traveler selects flights and the reservations are placed on hold. Following similar procedures for other flight segments, hotel, rail, and rental car, the federal traveler completes the estimated "should cost" of the authorization.
2. *Federal Traveler Submits.* The federal traveler routes the request with trip "estimated cost" by stamping the document SIGNED.
3. *Routing*. GovTrip automatically routes the request to the servicing TMC via the Passenger Name Record (PNR)-Gateway. The PNR-Gateway converts the information from GovTrip format to the PNR-Gateway format for the TMC's GDS and places the PNR in the TMC's inbound queue.
4. *TMC Processing*. The travel agent accesses the PNR in the GDS, makes reservations, performs quality checks, and thereby completes an accurate reservation based on "should costs".
5. The travel agent places the PNR with "should cost" data in the outbound GDS queue for continued routing.

6. *Routing*. After TMC processing, the PNR-Gateway automatically retrieves the TMC data from the GDS.
7. R*outing*. GovTrip routes the request to the appropriate routing official.
8. *Approval*. The AO reviews and approves the authorization by stamping the document APPROVED.
9. *Routing*. GovTrip automatically updates the status of the document so the federal traveler is informed of the approval and routes the authorization through the PNR-Gateway to the TMC's inbound queue for ticketing in accordance with TMC time lines and procedures.
10. *TMC Processing* continued. The TMC tickets the itinerary, as required.
11. *Obligation*. After approval, GovTrip will route the authorization with the trip cost to the Agency Financial System, where an obligation is made.

1.7.2 Unconnected Federal Traveler

The typical trip planning process for the federal traveler not having internet access can be initiated by a travel preparer. Federal travelers call (or fax) the travel preparer with their travel information. The travel preparer will complete the travel authorization for the federal traveler as outlined in the process for connected federal travelers.

Note: A FTP with group access will have the ability to create and sign authorizations/orders using the SIGNED stamp. FTPs can create but not sign vouchers for federal travelers. The Federal Travel Preparer (FTP) is an optional role in GovTrip. FTPs with Non-GovTrip Entry Agent (NGEA) status have the ability to sign vouchers on behalf of the traveler using the T-ENTERED stamp.

If federal travelers cannot contact their travel preparer (e.g., after duty hours, traveling, etc.) they will contact the TMC by phone/fax to make their travel arrangements and enter the information into the GovTrip system upon completion of their travel. An agency's TMC personnel can be trained to use GovTrip on behalf of the traveler. This allows the TMC Analyst to enter the reservation information into the GovTrip Authorization for the traveler. The traveler can then log in to GovTrip and finish that authorization when they get to a computer.

1.8 Training Resources

1.8.1 Classroom Training Materials

The GovTrip Classroom training materials are provided at www.GovTrip.com, the GovTrip Web Portal. They are located on the left navigation bar of the web portal under the menu **Training** and submenu **Training Manuals** (See Figure 1-1).

Note: This site should be monitored regularly for current and updated Training Manuals.

1.8.1.1 Document Processing Manual

This manual provides an overview of document processing functions and instructions on advanced topics (e.g., Scheduled Partial Payments (SPP), Sponsored Travel, Advances, and Group Authorizations) for the federal traveler, and AO using GovTrip. It is also intended for use in the Train-the-Trainer (TTT) classes for federal travelers and AOs. It provides instruction on performing the necessary functions to create authorizations, vouchers from authorization, local vouchers, and amendments to travel documents.

1.8.1.2 GovTrip User's Manuals

1.8.1.2.1 GovTrip Federal Agency Travel Administration (FATA) User's Manual

This manual is used in the FATA training classes and provides the FATA with instructions on the GovTrip System Administration functions needed to administer electronic document processing and budget setup. The manual includes information on the FATA Setup Client Tool (used for the initial introduction of site information into GovTrip) and information to perform routine maintenance and updates to the system.

1.8.1.2.2 Implementation Guide for Using the Setup Client Tool

This manual provides instruction on the Setup Client Tool, a stand-alone Access Database used when a site is initially set up in GovTrip. This manual focuses on the lead FATA and what he/she must do to successfully set up a site using this tool.

1.8.1.3 Practical Exercises

Practical exercises unique to specific situations will be used in GovTrip training classes to reinforce the training objectives.

1.8.2 GovTrip Web Portal—Training

To access the GovTrip Web Portal (Figure 1-2), enter the GovTrip URL www.govtrip.com into your web browser. Follow the link to the **Training** section on the left frame.

Figure 1-2: GovTrip Training Section Window

1.8.3 GovTrip Web Portal Training Section Information

1. **Training Manuals—**Updates for the training manuals. Users should check this site periodically for the latest updates. Users have the capability to download the entire training manual to their computer. This will provide them with an electronic version. **Note:** Adobe Acrobat Reader is needed to view the downloaded material. A link to download a free copy of Adobe Acrobat Reader is located in this section.
2. **Handouts—**Handouts are available for downloading/printing in this section.
3. **Demonstration Clips**- Robo Clips or interactive demonstration clips can be posted in this section at an agency's request.

1.8.4 Web-Based Training

The Web-Based Training (WBT) course is designed as a self-paced instructional tool for the successful use of the GovTrip software by GovTrip users. It is available on the GovTrip homepage at www.GovTrip.com. The course provides training on GovTrip functionality for those who have not attended formal training classes, or for those who need assistance with the less intuitive federal travel procedures (Figure 1-3).

Figure 1-3: GovTrip WBT Home Page

This web-based training application contains give sections, arranged in a series of tabs. Each tab allows the user to access that particular section. The sections consist of:

- Tab one, “Basics,” provides an overview of the GovTrip web-based system and briefly describes how the document process works from start to finish. Training content and format is presented, along with information on status codes and stamps. The end of this section describes the login procedure to access GovTrip via the Internet.
- Tab two, “Traveler,” provides an overview of travel document processing using GovTrip, and gives in-depth information on advanced topics (e.g., Group Travel/SPP/Advances).
- Tab three, “Preparers,” provides an overview for the Federal Travel Preparer on how to perform GovTrip functions on behalf of the traveler.
- Tab four, “ AO,” describes and demonstrates the steps for documents processed in the Route and Review module of GovTrip by the Federal Supervisory Travel Approver.
- Tab five, “FATA,” provides the Federal Agency Travel Administrator with a description of the various FATA Maintenance Tool functions and procedures that they will have to perform.

These tabs may be accessed by clicking the top of the menu bar in the web-based training application.

1.8.5 GovTrip Implementation Process

Documents covering the GovTrip Implementation Process and detailed functional information can be provided by the agency's account management or implementation team.

1.8.6 Help in GovTrip

Assistance is provided by clicking the **Help for This Screen** link in the upper right corner of any screen in GovTrip. A window appears with all related help material for the current window (Figure 1-4). Clicking on the help topic in each new window displays additional information pertaining to that topic. The **See Table of Contents** link, located on the upper left of the pop up window allows you to search the entire Help database for documentation related to any topic in GovTrip.

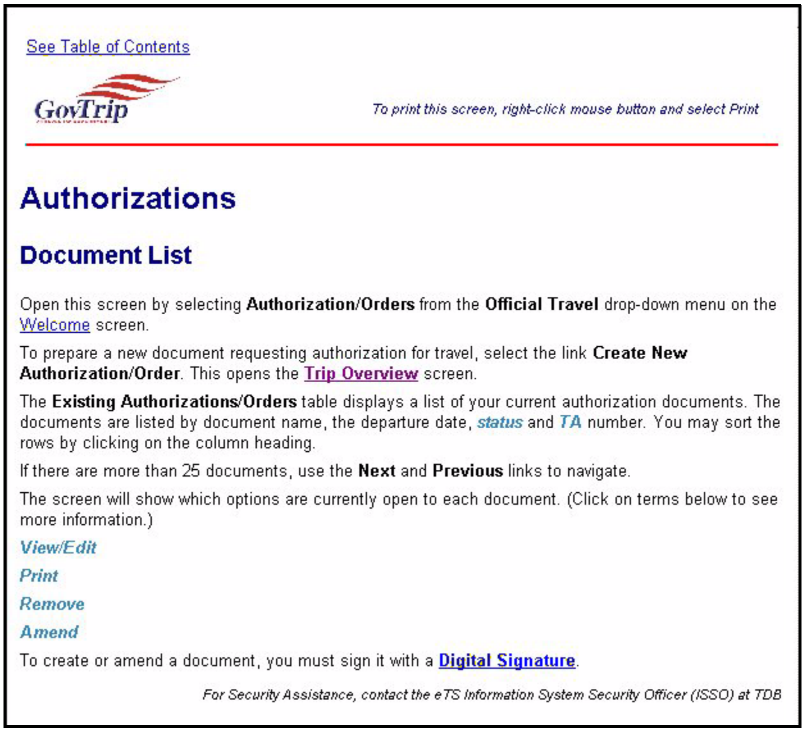


Figure 1-4: GovTrip Help Window

1.8.7 GovTrip Help Desk

1.8.7.1 Help Desk Capabilities

The GovTrip help desk will provide technical, functional, and troubleshooting assistance to all agency personnel and their supporting Travel Management Center (TMC). In addition to assisting travelers and users with system problems, the help desk team is also responsible for receiving, monitoring, and delivering requests for custom and ad hoc reports. There is an online knowledge base that is readily available to all system users and contains sections on FAQs (Frequently Asked Questions), manuals, handouts and contact information for travelers.

1.8.7.2 Hours of Operation

Emergency travel arrangement support is available 24x7x365, toll-free to agencies using GovTrip.

The Help Desk is available to agencies from 8:00 a.m. to 9:00 p.m. EST, Monday through Friday (excluding Federal holidays), and after hours by pager.

Travelers requiring after-hours assistance can call the GovTrip Help Desk and be connected automatically by the GovTrip Automatic Call Distribution system (ACD) to the TMC.

Periodic GovTrip scheduled maintenance support will be conducted on weekends. The GovTrip web site will be updated with release contents. Subscribers to the Email Updates may get automatic notifications when the system is updated.

1.8.7.3 Help Desk Structure

Many federal agencies are implementing a three-tiered structure for providing their users assistance with GovTrip. This structure is as follows:

1. Tier I—User/Travelers use supplementary materials to help answer basic questions. Those materials include:
   - Local tri-folds/quick reference guides
   - Web-Based Training
   - Manuals/User Guides
   - Online help desk (notifications, bulletins, and FAQs)

2. Tier II—Local (Agency) System Administrators provide help by answering questions that users cannot answer using Tier I resources. Local help desk may consist of the:
   - LFATA—Lead Federal Agency Travel Administrator
   - FATA—Federal Agency Travel Administrator
   - OFATA—Organizational Federal Agency Travel Administrator
   - IT—Information Technology Personnel
   - Travel Office

Tier III—Helps with problems that cannot be solved at the Tier II level. Tier III is located at Northrop Grumman Mission Systems. Only authorized users from the Tier II level may usually access the Tier III Help Desk.

1.8.7.4 Contact Information

The GovTrip Help Desk is completely end-to-end throughout the GovTrip system. At any point in time while logged in to the application, a user may request support should it be needed. The communication can occur as follows:

- by e-mail (GovTripHelp@ngc.com);
- by telephone; or
- by creating a trouble ticket with online trouble ticket software via the self-support link found on the Govtrip portal under the Help Desk Link.

CHAPTER 2: AUTHORIZATION

An authorization document contains more than the basic travel request information. The process is automated, electronic, and paperless. It utilizes a combination of a traveler's personal profile and current federal travel policies to create an order and expedite the travel and reimbursement process. An authorization document can capture accurate “should cost” information about a Temporary Duty (TDY) trip to include any conceivable travel-related expense before travel starts. The word authorization is synonymous with a travel order.

2.1 Login

1. Users/Federal Travelers may create Travel Documents by entering the GovTrip Public Web portal: www.govtrip.com.
2. Click the **LOG IN** button located in the Login to GovTrip box.
3. Enter GovTrip User ID and Password.
4. Click the **Accept** button on the Privacy and Ethics Policy dialog box.

2.2 Creating an Authorization

1. From the GovTrip private page, select **Authorizations/Orders** from **Official Travel** drop-down list.
2. Existing authorizations/orders will appear in the window if they exist as shown in Figure 2-1

The Authorizations/Orders window has several other options that allow the user to manipulate authorizations that are already created (Figure 2-1). The user/traveler can sort the existing documents by Document Name, Departure Date, Status, or TA Number.

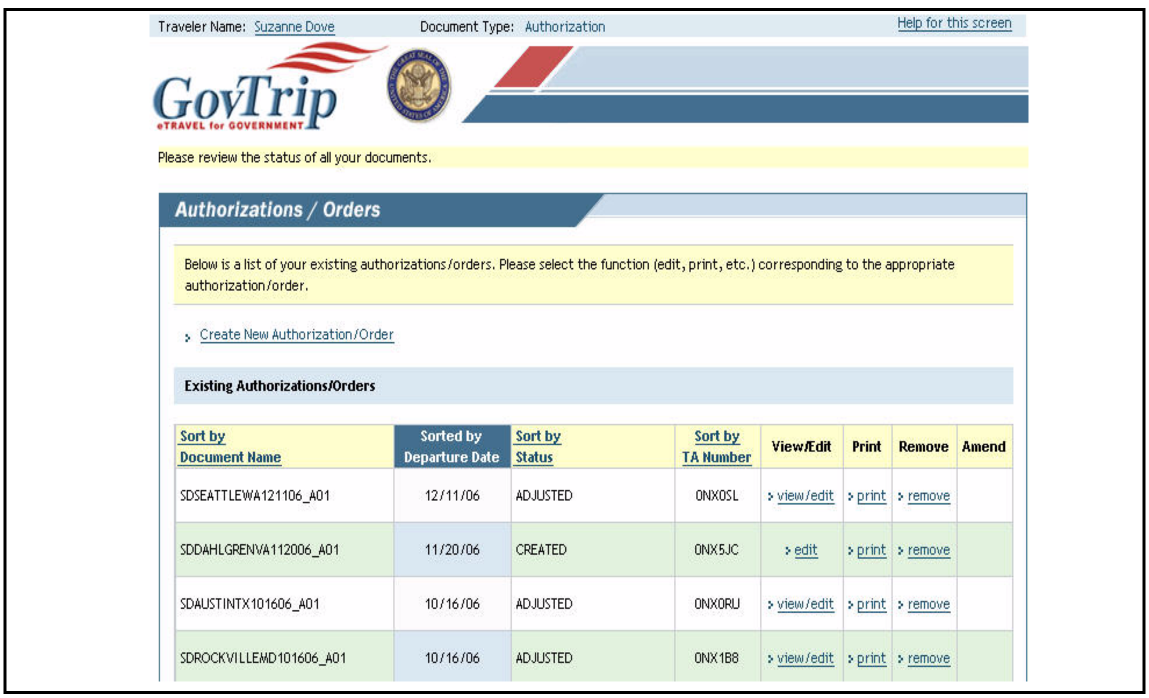


Figure 2-1: Authorizations/Orders Window

- **Edit**—This will allow you to edit the information in an authorization that has already been created. **Note**: This option changes to view/edit after the authorization has been signed.
- **Print**—This will print an overview of the itinerary, including per diem rates and entitlements. It will also provide an accurate “should cost” for the trip. The authorization will be displayed in a new browser window, where it can then be printed.
- **Remove**—This will delete an authorization from GovTrip that is in the CREATED, but not yet SIGNED, status. After selecting this, the user will be prompted to confirm the deletion. **Note:** The authorization must be in the CREATED status.
- **Amend**—This link will only be available AFTER an authorization has been APPROVED. This will allow the user to make the necessary changes, thereby creating a new document that will have to go through the entire routing process again.

3. If there are no authorizations/orders created previously, click the **Create New Authorization/Order** link. **Note:** If this is the first time a traveler is creating a document, the following message is displayed and the traveler then has to update his/her profile and fill out the required fields.
4. Click **OK** to the pop-up message and fill out the required fields (red asterisk) (Figure 2-2).

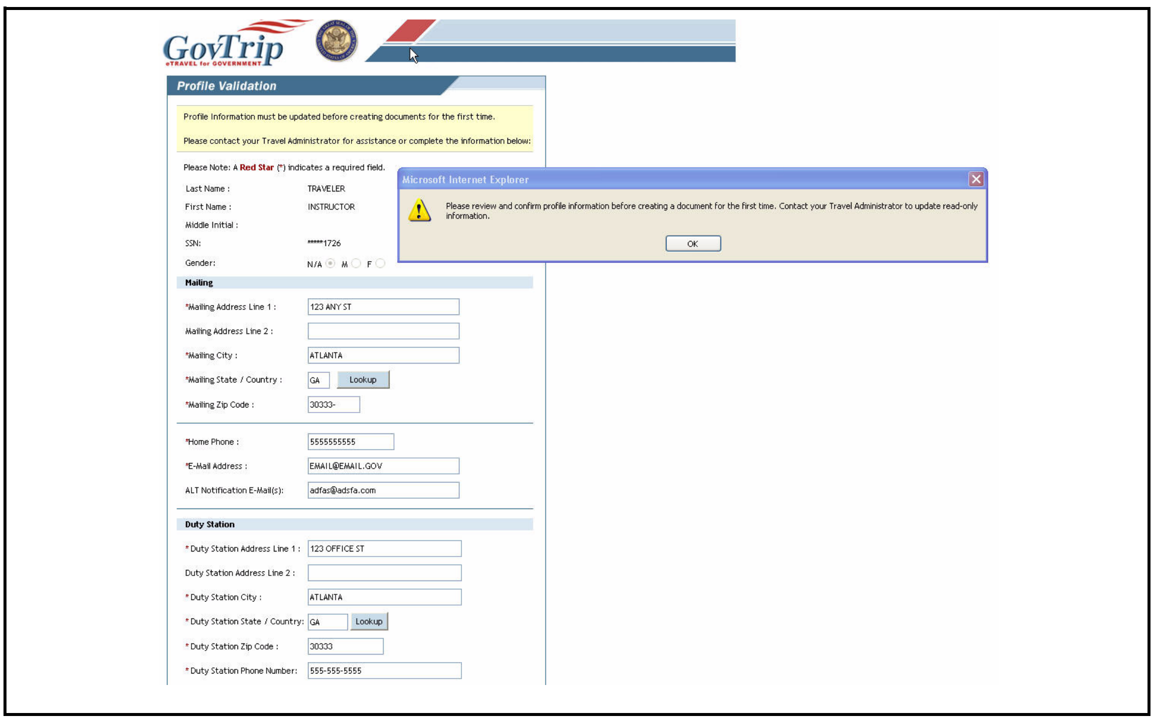


Figure 2-2: Update Profile Window

5. Click the **Update Personal Information** button, which is located after the emergency contact field.
6. Pop-up message displays stating: “Profile Information is being updated. Contact your FATA to update read-only information.”
7. Click **OK** on the pop-up message.

2.3 Preparing an Itinerary

GovTrip requires information be provided about the Starting and Ending Points Locations and the TDY Locations for per diem purposes. After these initial steps are completed, requesting bookings for transportation, lodging, and/or rental car are enabled.

Note: The steps outlined in this paragraph apply to a multiple day, single location TDY trip.

2.3.1 Entering Basic Itinerary Information

The Trip Overview window is the first window that appears when creating a new authorization/order. It is the first step in creating the authorization document (Figure 2-3).

Figure 2-3: Trip Overview Window

Note: The information in the drop-down list is populated from the traveler information profile. These fields can be edited when creating the itinerary.

2.3.1.1 Trip Overview—Section A

1. In Section A (Figure 2-3), select **Residence** or **Duty Station** from the **Starting Locations in the Profile** box or manually type **Starting Point** in the **Starting Point** field.
2. Enter **Departing On** date by using the pop-up calendar or typing date manually. (Arriving On date fills automatically in Section B). **Note: These dates will be the same unless a traveler is crossing the International Date Line or arriving at a TDY location on a different date than departing Starting Point.**
3. Select **Trip Type** from the drop-down list.
4. Select **Trip Purpose** from the drop-down list.
5. Type any additional information necessary into the **Trip Details** field.

2.3.1.2 Trip Overview—Section B

1. In Section B (Figure 2-3), the **Arriving On** date has been filled automatically, which is the same as the Departing On date in Section A.
2. Enter **Departing On** date by using the pop-up calendar or manually typing the date. This is the date that the traveler is leaving the selected TDY location.
3. If the specific per diem location is known, select the **Search Location** button from the Location Tools box (Section B, Figure 2-3). See Section 2.3.1.2.1, Location Tools—Search Location Button.
4. If the specific per diem location is not known, select the **TDY/TAD Location Lookup** button in the Location Tools box (Section B, Figure 2-3). See Section 2.3.1.2.2, Location Tools—TDY/TAD Location Lookup Button

2.3.1.2.1 Location Tools—Search Location Button

1. Enter the **Location Name** of the city or town, e.g., Miami. (State is not necessary, but may be included to further narrow the search.) **Note: If the full city name is not entered, GovTrip will conduct a stem search.** (Figure 2-4)

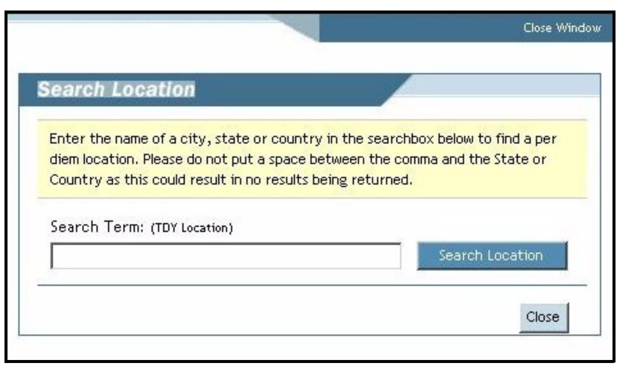


Figure 2-4: Search Location Window

2. Click the **Search Location** button.

3. All possible matches to the per diem location display. Choose the desired location from the list (Figure 2-5).

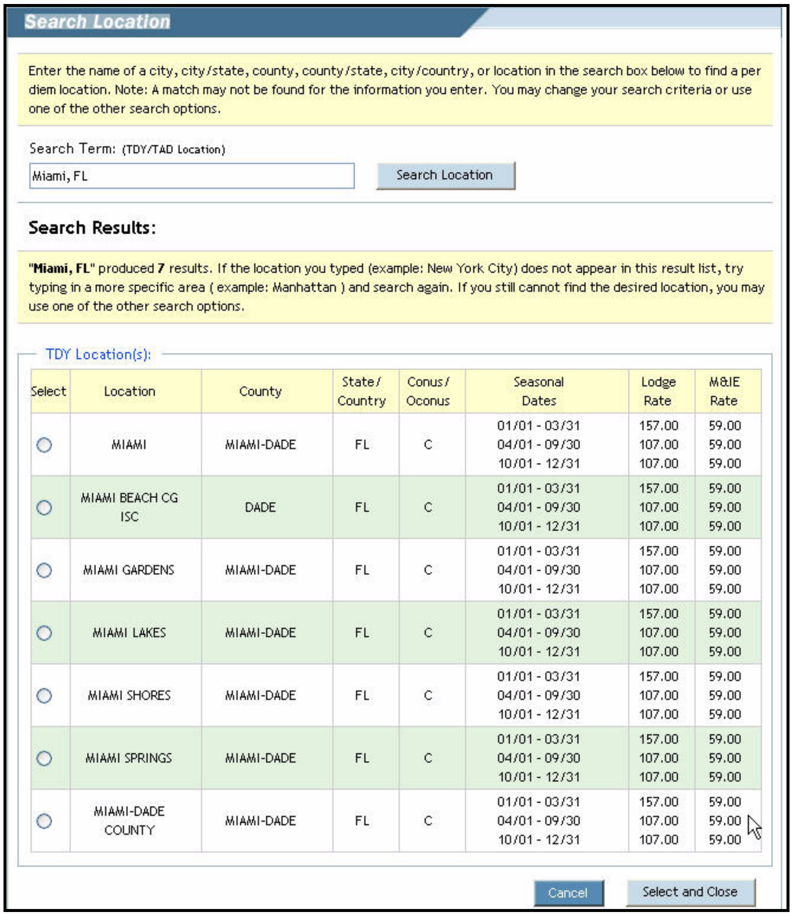


Figure 2-5: Search Location Window

4. Click the **Select and Close** button.

2.3.1.2.2 Location Tools—County Search Button

1. In Section A, select **State and County** from the drop-down list.
2. Once the state and county are selected, a list will appear with all of the per diem locations in that county. Select the location by clicking on the radio button to the left.

3. Click the **Select and Close** button.

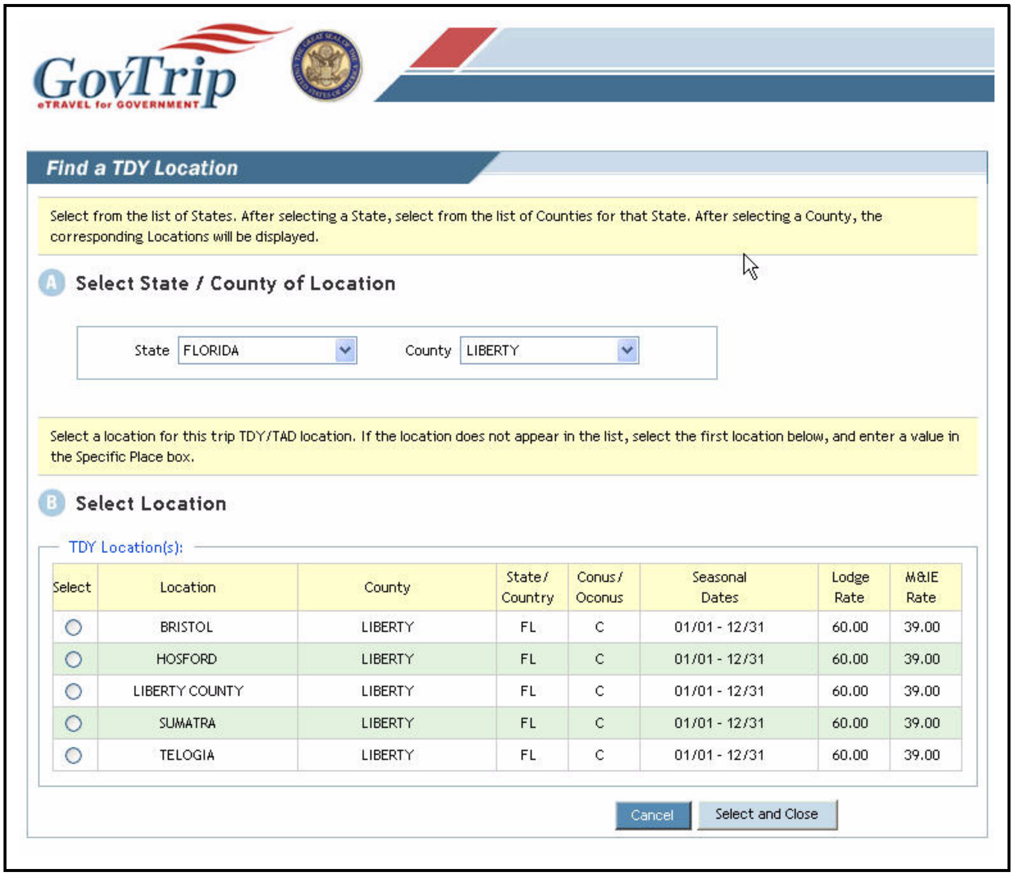


Figure 2-6: County Search Window

2.3.1.2.3 Location Tools—Zip Code Search Button

1. When the Find a TDY Location window appears, input the zip code in the **Zip Code** field.
2. Click **Search.**
3. Select the appropriate location by clicking on the radio button to the left of the location.

4. Click the **Select and Close** button.

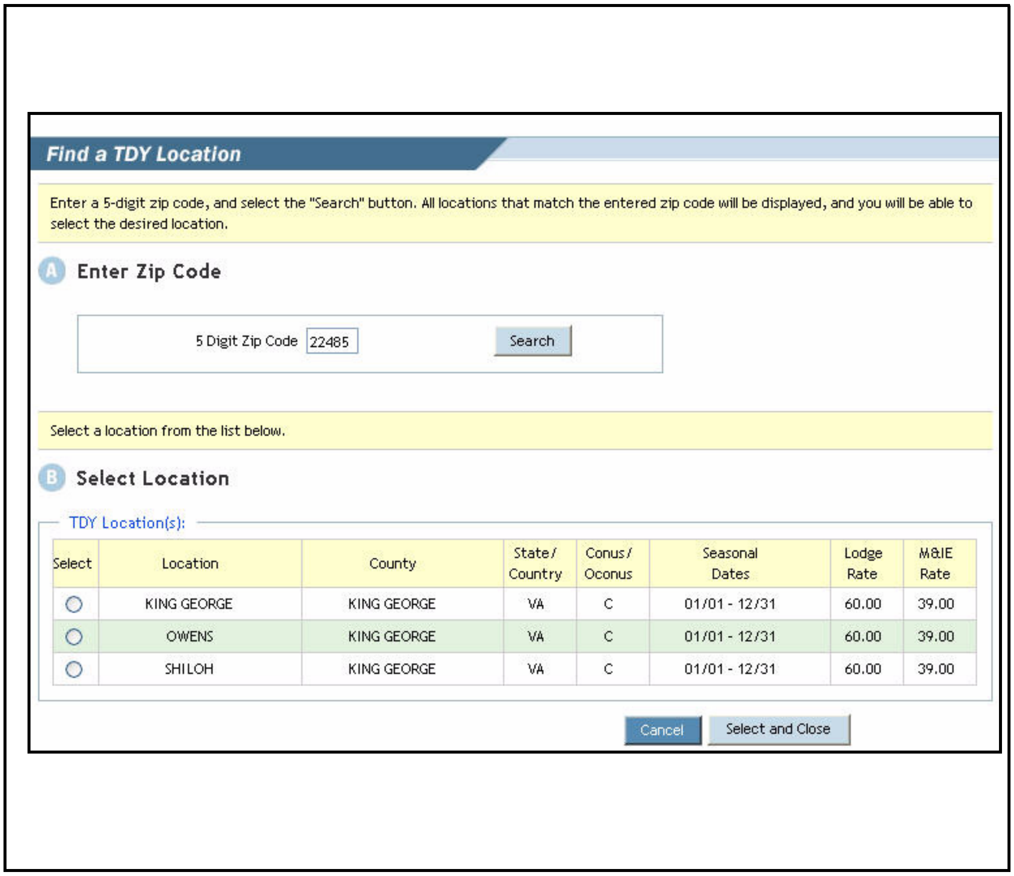


Figure 2-7: Zip Code Search Window

2.3.1.2.4 Tools—TDY/TAD Location Lookup Button

1. When the **Find a TDY Location** window appears (Figure 2-8), select the **State/Country** drop-down list arrow (Section A, Figure 2-8) to choose a state or country. The first letter of the state or country can be typed to go directly to the first entry that begins with that letter.
2. Once the state or country is selected, the Select Location list becomes available to select a city, installation, or other location.
3. If the TDY Location is listed, see Section 2.3.1.2.3, TDY/TAD Location Lookup Button—When Location is Listed.

4. If the TDY Location is unlisted, see Section 2.3.1.2.4, TDY/TAD Location Lookup Button—When Location is Unlisted.

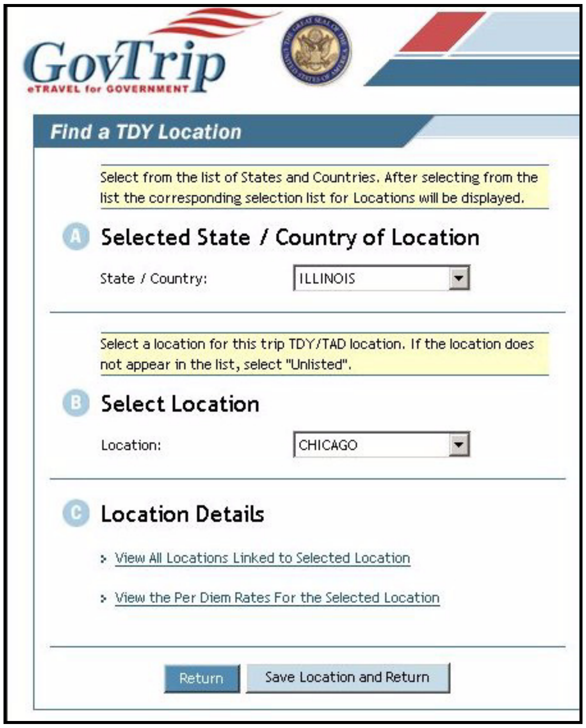


Figure 2-8: Find a TDY Location Window (Location Listed)

2.3.1.2.5 TDY/TAD Location Lookup Button—When Location is Listed

1. Use the **Location** drop-down list arrow (Section B, Figure 2-8) and choose a location from the list.
2. Location Details only appear when the location is listed. To view Location Details (Section C, Figure 2-8), select the following links:

View all locations linked to Selected Locations—This link lists other locations near or associated with the selected location in the drop-down list

View the Per Diem rates for the Selected Locations—This link displays the dates, seasonal rates, rate amounts, M&IE breakout, and any comments about the site/location.

3. Select the **Save Locations and Return** button to return to the Trip Overview window (Figure 2-3).

2.3.1.2.6 TDY/TAD Location Lookup Button—When Location is Unlisted

1. If a location is not in the Location drop-down list in Section B, select **UNLISTED** from the Location drop-down list (Section B, Figure 2-9).

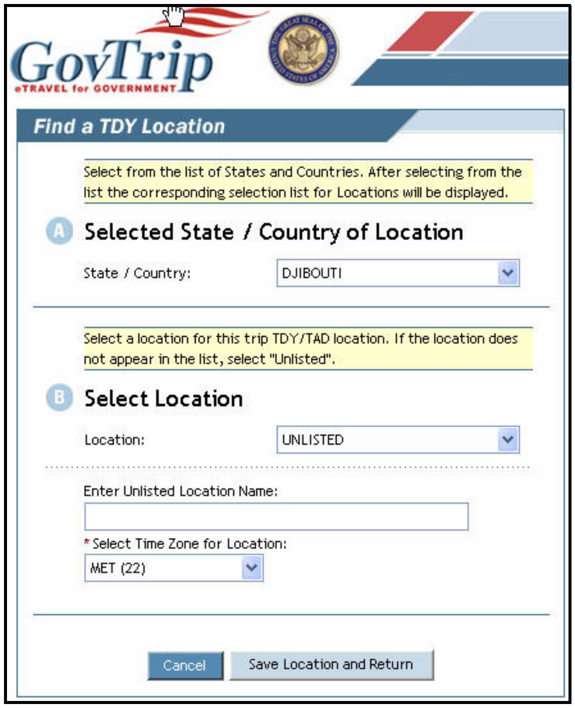


Figure 2-9: Find a TDY Location Window (Location Unlisted)

2. The location must be entered manually in the **Enter Unlisted Location Name** field.
3. Select the appropriate time zone from the **Select Time Zone for Location** drop-down list (Section B, Figure 2-9).

4. Select the **Save Location and Return** button to return to the Trip Overview window (Figure 2-10). **Note:** The standard per diem rate for an unlisted location will appear in the document.

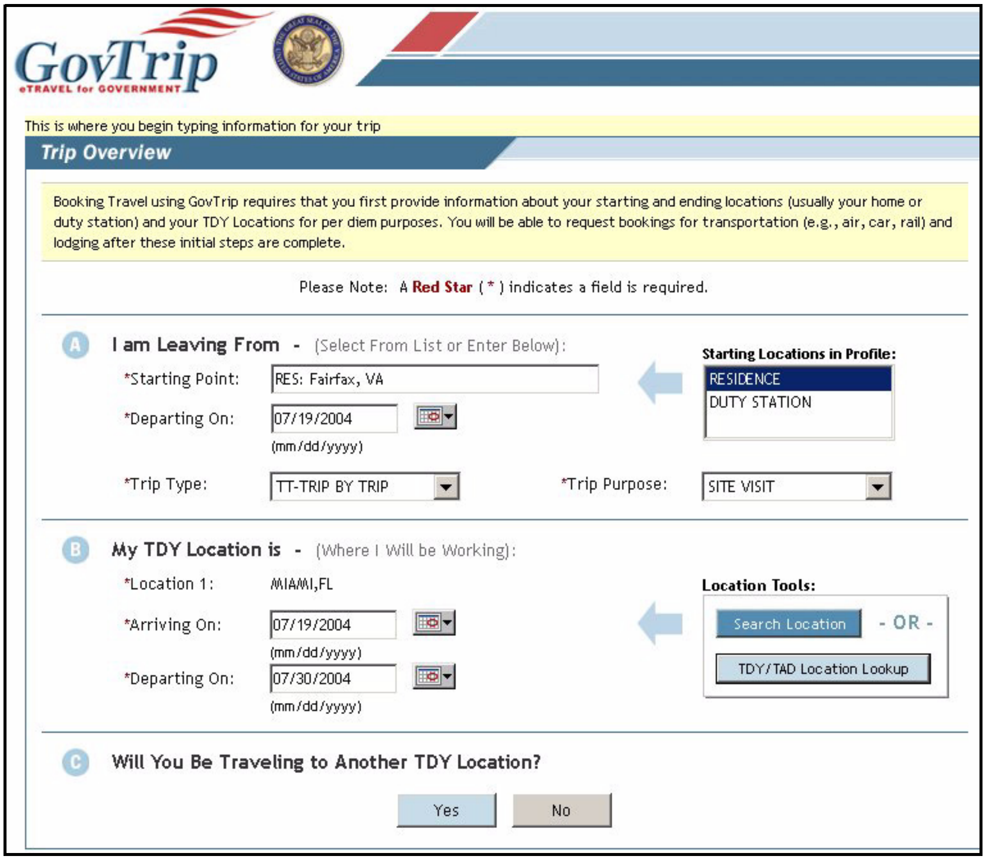


Figure 2-10: Trip Overview Window

2.3.1.3 Trip Overview—Section C

1. If the traveler will be traveling to another TDY location, click **Yes** in Section C (Figure 2-10) to the question: Will you be traveling to another TDY location? and proceed.
2. If the traveler is not traveling to another TDY location, click **No** in Section C (Figure 2-10) to the question: Will you be traveling to another TDY location?

3. After the page refreshes, select the Return Location choice from the "Return Locations in Profile" box on right (Figure 2-11). (The Return date should be automatically filled based on previous data).

Note: An Insert link will now be available in Section B. Select this link if you wish to add multiple locations on this same date in the order visited.

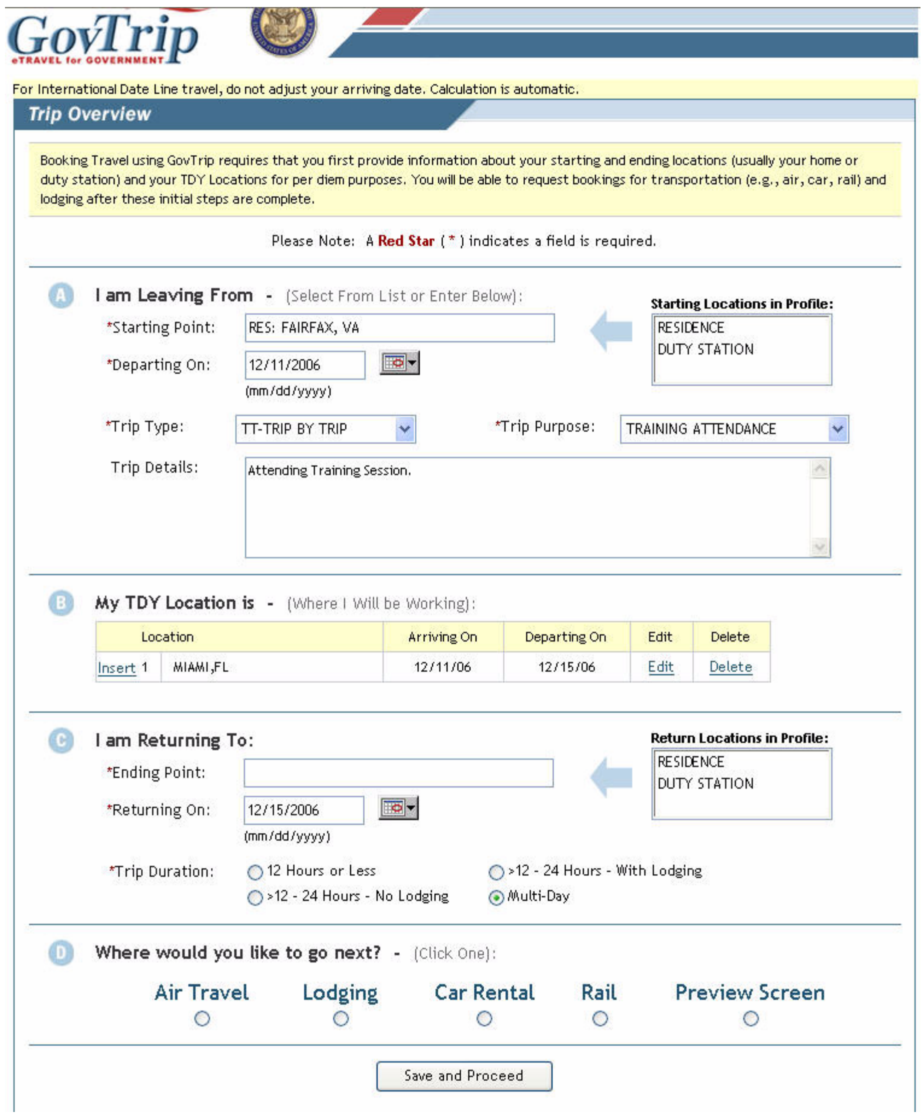


Figure 2-11: Trip Overview Window

4. The Trip Duration defaults to Multi-Day if the trip exceeds one day. However, three other options are available, depending on the length and details of the trip.
5. In Section D, the traveler may select the appropriate radio button for whichever reservations need to be made (air, hotel, rental car, rail), or Preview Screen if no reservations need to be made.
6. Click the **Save and Proceed** button.

2.4 Travel

Select **Travel** in the main navigation bar.

2.4.1 Add Air Travel

1. In order to book commercial air transportation in GovTrip, select **Air** from the sub-navigation bar (Figure 2-12).

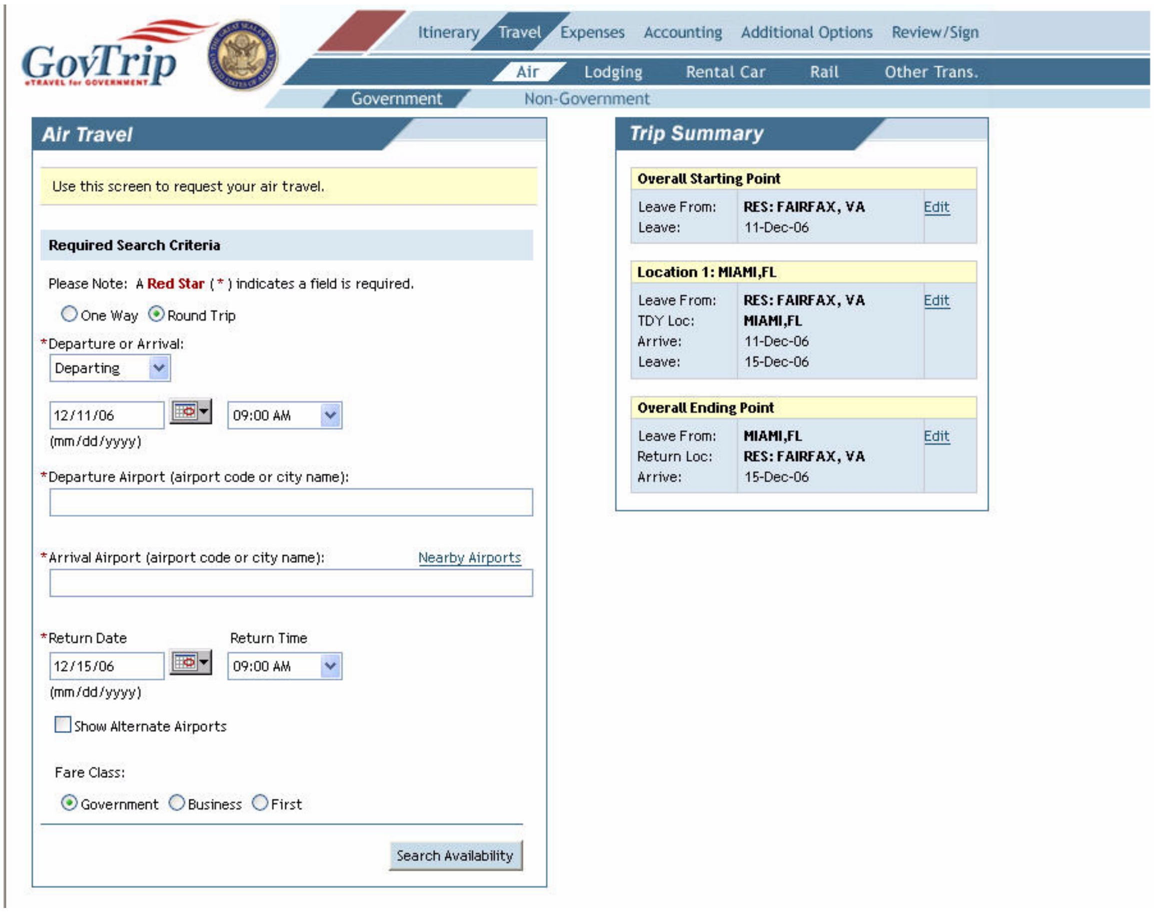


Figure 2-12: Air Travel Window

2. Select search by **One-Way** or **Round Trip** flights. If no choice is made, the button will default to Round Trip.
3. Enter **Departure Airport**. Type airport city, if airport code is not known. Select the correct airport if multiple airports are listed within city.
4. Enter **Arrival Airport**. Type airport city if airport code not known. Select correct airport if multiple airports are listed within city. Click corresponding checkbox to include alternate airport airfares in search results. **Note:** ***Nearby Airports*** link will provide a listing of all the airports near the specified city.
5. Enter the desired **Departure** or **Arrival** times.
6. Click **Search Availability**. When this button is selected, a query is made to the Global Distribution System (GDS) for available flight information on the selected date and time combination. **Note:** If

the **Show Alternate Airports** box is selected, search results will list alternate airport airfares, sorted by City Pair flights.

7. A listing of scheduled flights will appear divided in two columns. The left column gives the outbound flights and the right column gives the return flights. Traveler may select up to 10 flights by clicking on the checkmark box **Check to Price this Flight**. When flights are selected, click **Price Flights.**

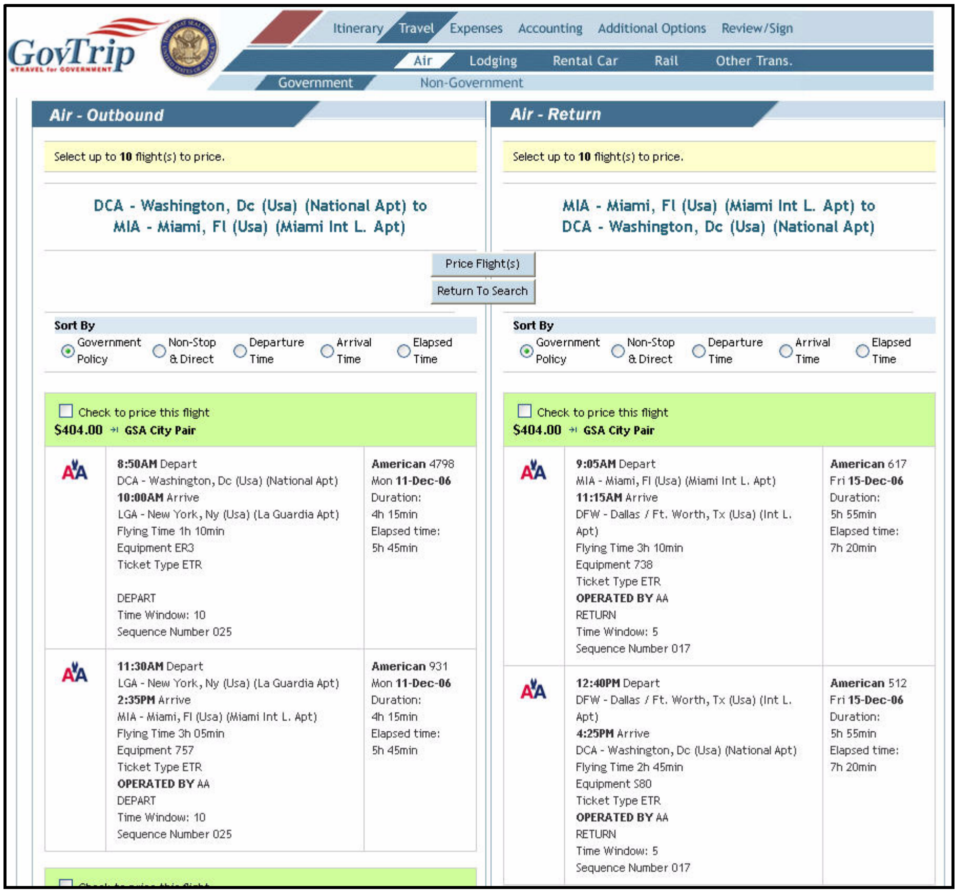


Figure 2-13: Price Flights Window

8. A listing of the available flights and their prices will appear.

9. Click **Fare Rules**. When this button is selected, fare rules regarding this flight will be displayed. Any penalties, restrictions, blackout dates, and/or discounts will be displayed (Figure 2-14).

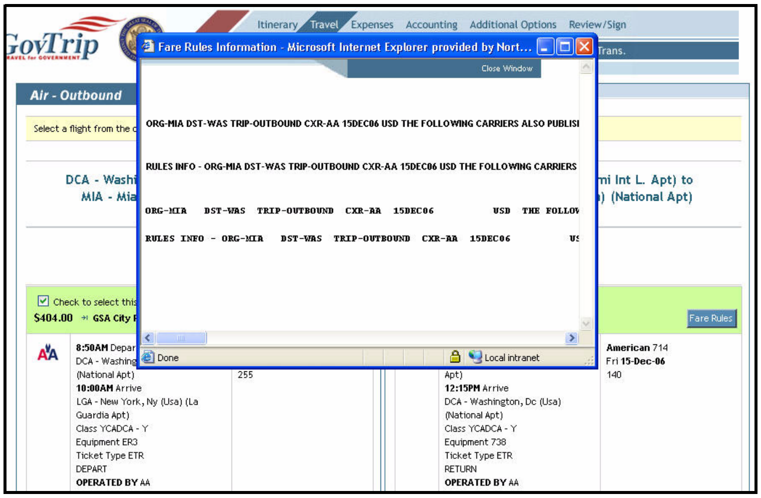


Figure 2-14: Fare Rules Window

10. Select the Outbound and Return flight by selecting the checkmark box next to **Check to Select this Flight.**
11. Click the **Select Flights** button.

2.4.1.1 Seat Assignments

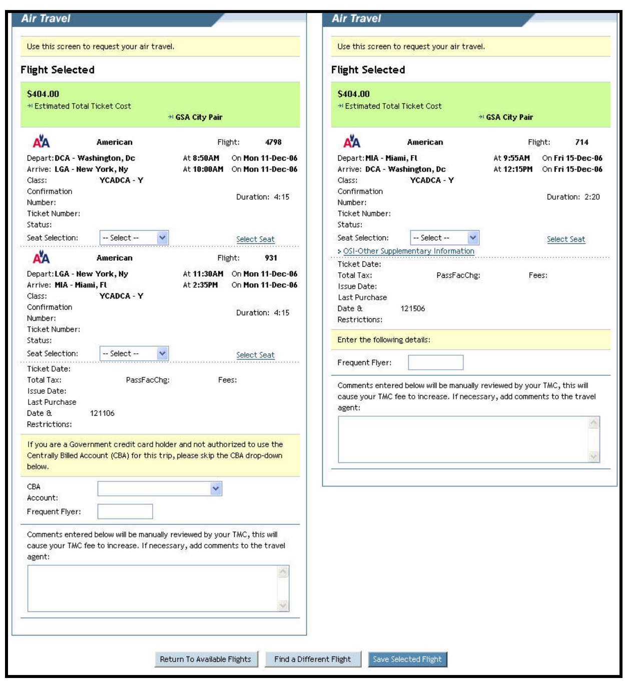


Figure 2-15: Flight Selection Window

1. Flights are displayed with Outbound Flight appearing on left and Return Flight appearing on right**.**

2. Traveler may select a seat by clicking the drop down **Seat Selection** menu and selecting Aisle or Window.
3. The **Select Seat** button will provide the traveler with a Seat Map, when available, allowing the traveler to select a specific seat on the flight.

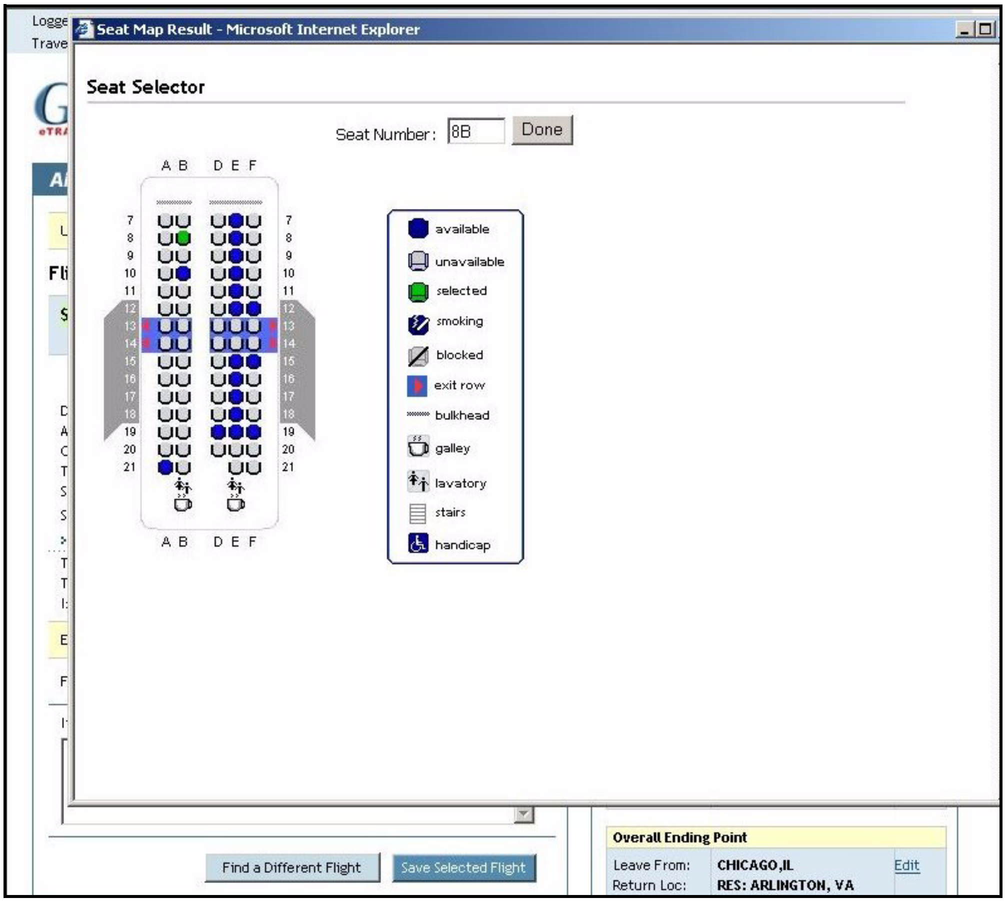


Figure 2-16: Seat Selector Window

12. In Seat Selector window, select desired **Seat Number** from available inventory. Click **Done** when complete.

2.4.1.2 Other Supplementary Information

1. Select the **OSI** (Other Supplementary Information) link for the desired flight segment. (**Note**: **Entries made in the OSI screen are optional. Traveler may bypass this screen if no special requests are needed.**) A pop-up window appears and displays customizable requests for each

flight segment. Options available will vary based on the GDS (Global Distribution System) servicing the individual traveler.

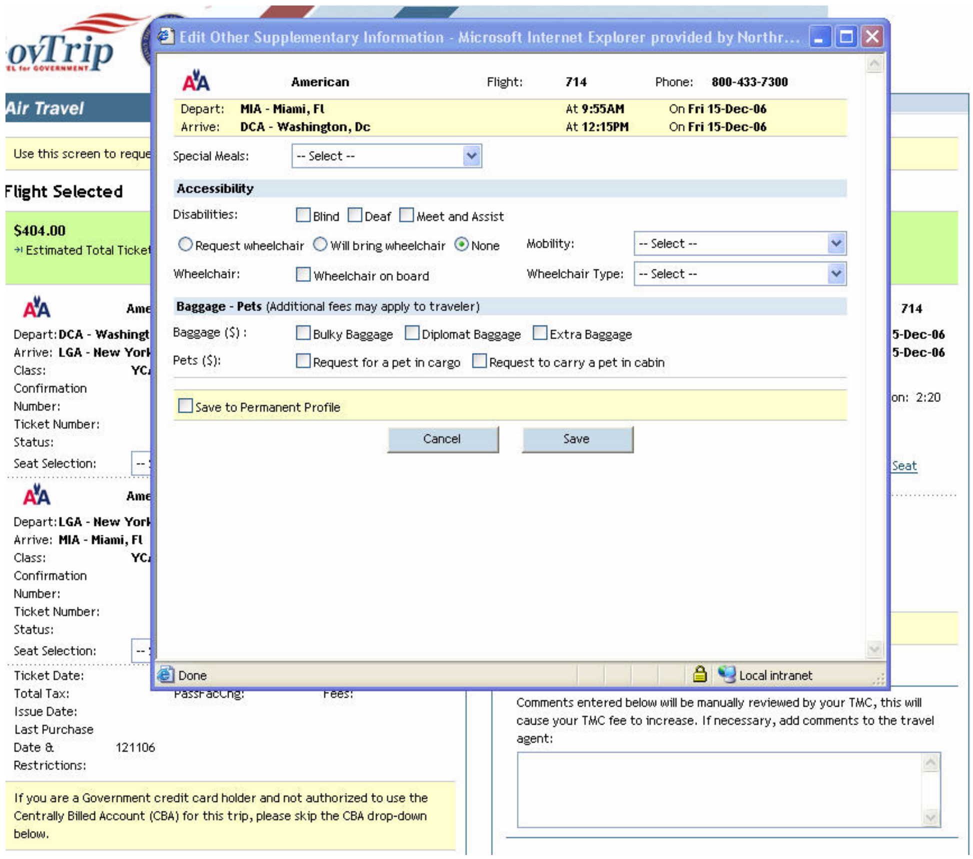


Figure 2-17: Seat Selector Window

2. Select the Special Meals drop-down list arrow and select the desired meal type.
3. Select all applicable check boxes and radio buttons in the Accessibility section. If there is more than one flight segment for the current trip, place a check in the **Copy above Requests to all air segments on current trip** check box.
4. Place a check in the **Save to Permanent Profile** checkbox to save Special Meals and Disabilities options only to the travelers' permanent profile

2.4.1.3 Other Flight Information

1. Traveler can enter Frequent Flyer Numbers in the Field labeled **Frequent Flyer**. If the traveler's Frequent Flyer number is stored in the permanent profile, the number will automatically populate when the corresponding airline is selected.
2. If airfare will be billed to a CBA (Centrally Billed Account), the traveler can select the correct CBA Label from the drop down menu marked **CBA Account**.
3. If necessary, the traveler may enter comments to the TMC in the **Comments to the Travel Agent** box. If comments are entered in the window, additional fees may apply.
4. Click **Save Selected Flight**.

5. A Book-as-you-go screen will appear alerting the traveler that the reservations have been booked pending confirmation. **Note: The document must be stamped SIGNED at least 4 days prior to departure or the reservations will be auto-cancelled**.
6. Click **Proceed**.

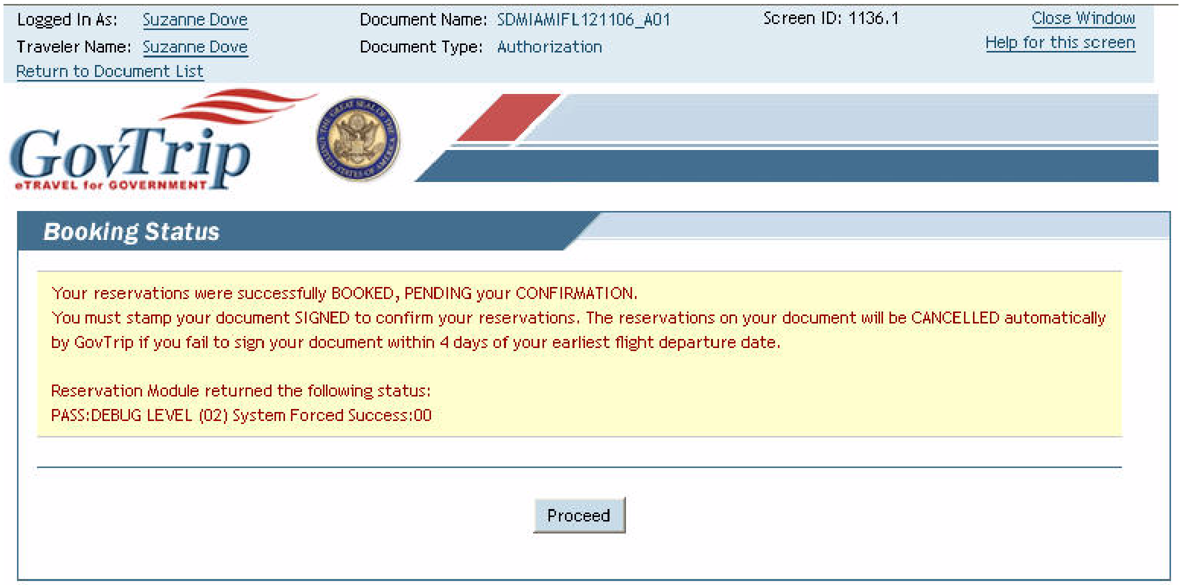


Figure 2-18: Book-as-you-go Alert

Note: If a flight cannot be found, the **Request Assistance in Booking Flight** button can be selected when in the results screen. If necessary, add comments to the Travel Agent. Comments entered will require additional TMC Assistance therefore, additional fees may apply.

2.4.2 Add Lodging

1. Select **Lodging**. The **Check-In Date** and **Check-Out Date** are populated from the itinerary.
2. Select the radio button for Search Criteria: By Hotel Name, Near an Airport, or Near a City.

Note: If TDY is a military installation, the city needs to be changed to the city of the TDY to find commercial lodging.

Note: If searching by city and no results are returned, make sure only the city name is listed and not the city and the county.

Figure 2-19: Lodging Window

3. After selecting **Required Search Criteria** (e.g., Select by hotel name, Near an airport, or Near a city), click the **Search Accommodations** button (Figure 2-20).

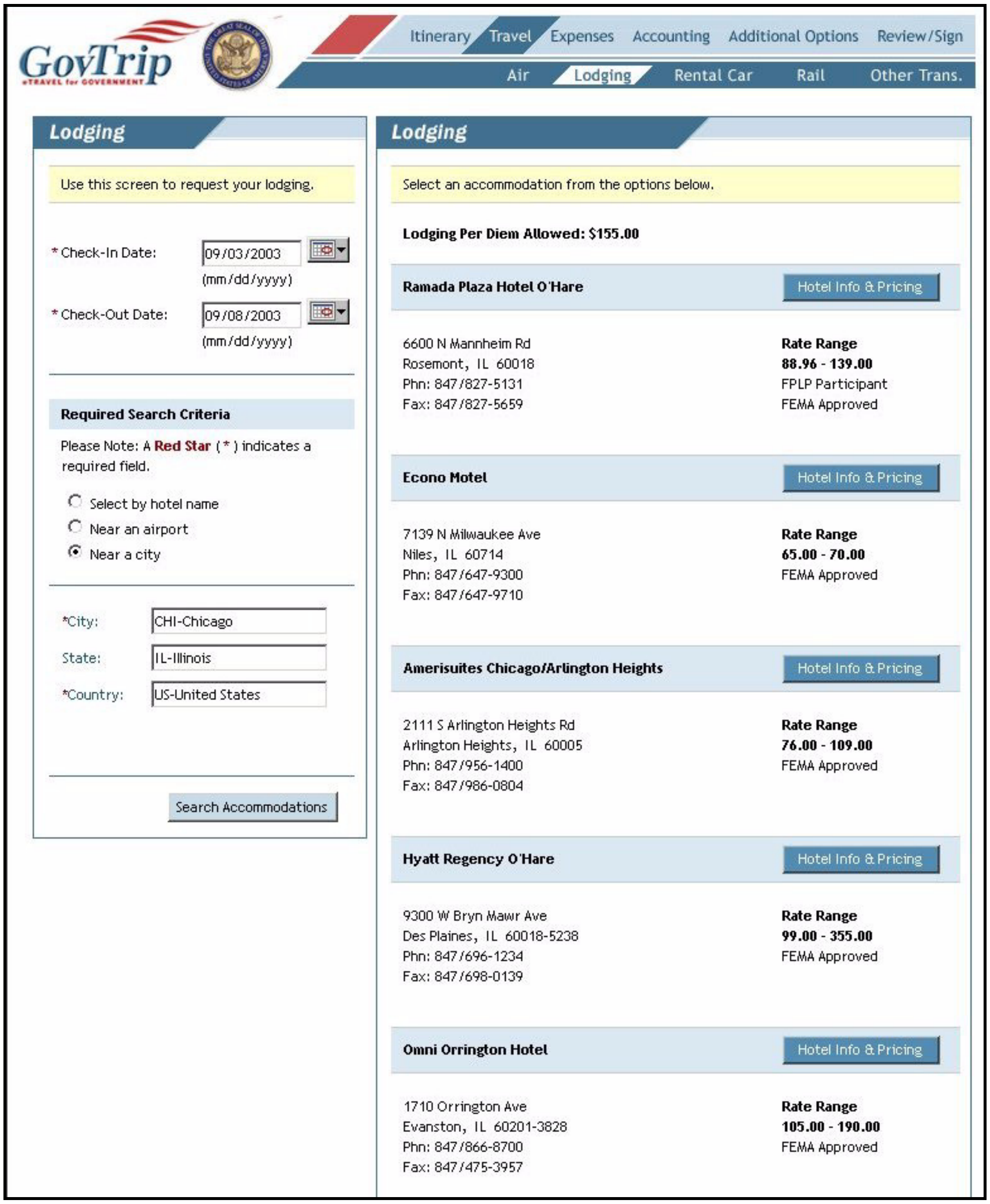


Figure 2-20: Lodging Selection Window

4. A list of hotels will appear on the right hand side of the window in the Lodging dialog box. The **Check-In Time** and **Check-Out Time** are automatically filled out according to flight times or hotel policy. Details of the rooms available will appear.

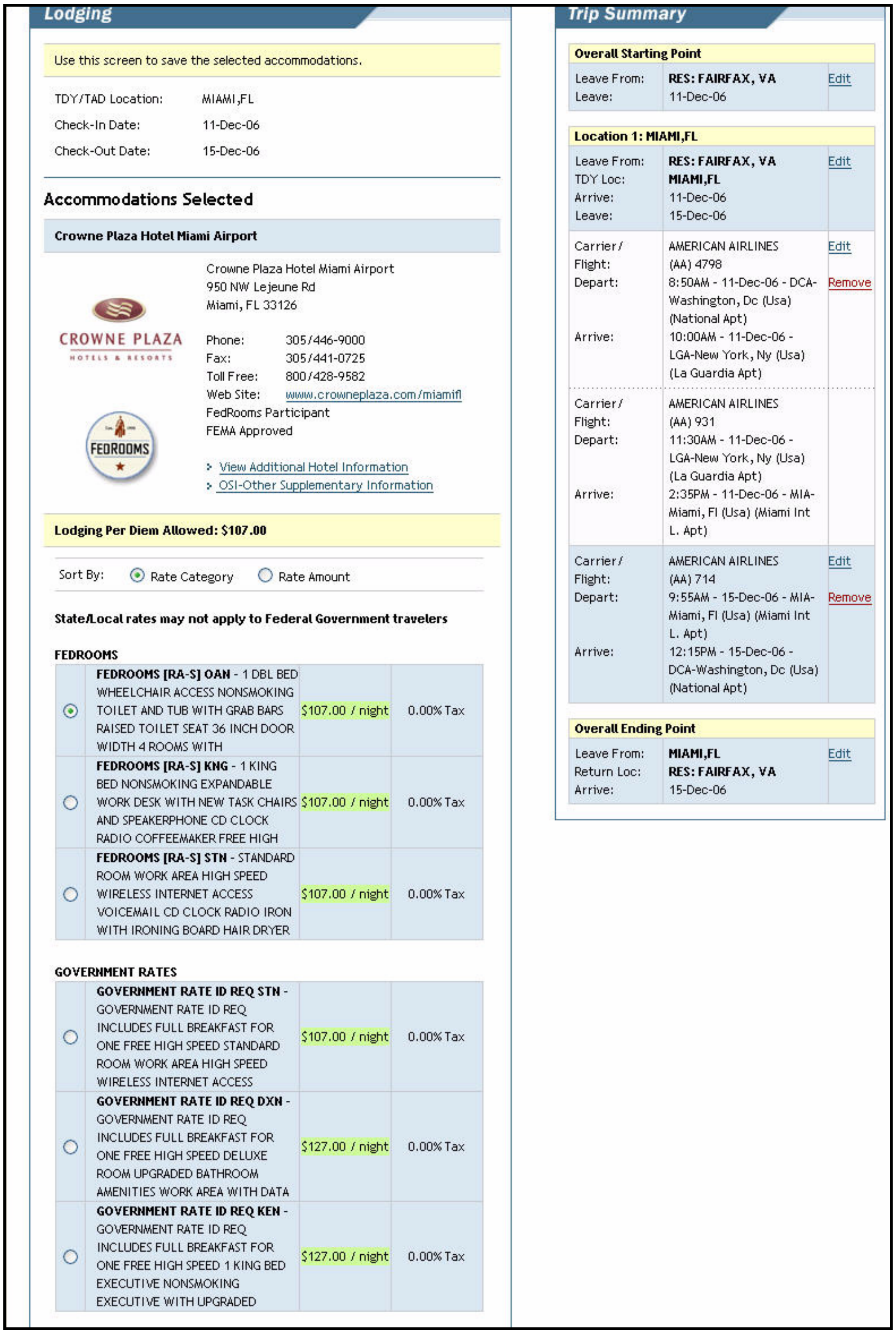


Figure 2-21: Lodging Details Window

5. Click on **Hotel Info & Pricing** button next to the hotel of choice. GovTrip will search for room availability.
6. Traveler may choose to click the **View Additional Hotel Information** link. A pop-up window appears and displays with hotel policies, amenities, services, and other related information. Close the box when done viewing (Figure 2-22).

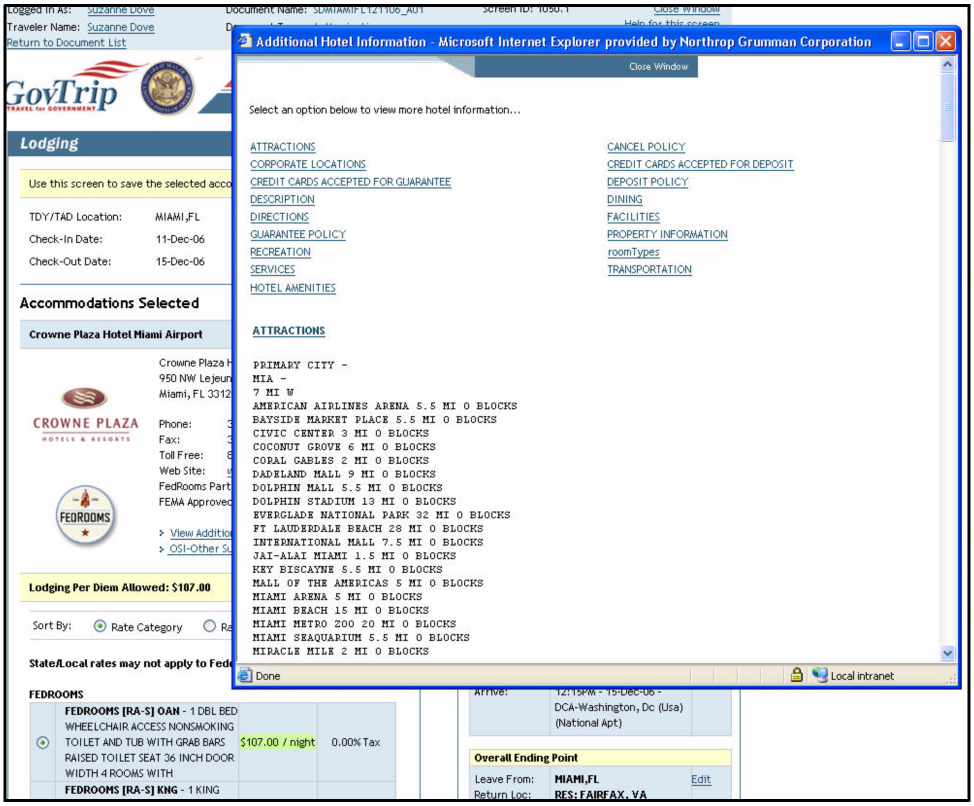


Figure 2-22: Additional Hotel Information Window

7. Click the **OSI** (Other Supplementary Information) link. A pop-up window appears and displays customizable request for the selected hotel. Options available will vary based on the GDS (Global Distribution System) servicing the individual traveler (Figure 2-23).
8. Select all applicable check boxes and radio buttons to request special accommodations. Accessibility and Smoking preference are defaulted from the traveler profile if previously populated. If there is more than one hotel for the current trip, place a check in the **Copy above request to all hotel segments on current trip** checkbox.
9. Enter the selected hotel's program number in the Awards Program # field.
10. Click on the radio button for the desired type of room, and click **Save Selected Accommodations**, or **Find Different Accommodations** if change is desired.
11. Click **Save**.

Note: If the traveler's Hotel Reward Number is stored in his or her permanent profile, the number will automatically populate when the corresponding hotel chain is selected.

Note: If the rate for the hotel is *greater than* the lodging allowed for the selected per diem location, a pop-up window will appear alerting the user that "You have selected a hotel with a rate exceeding your

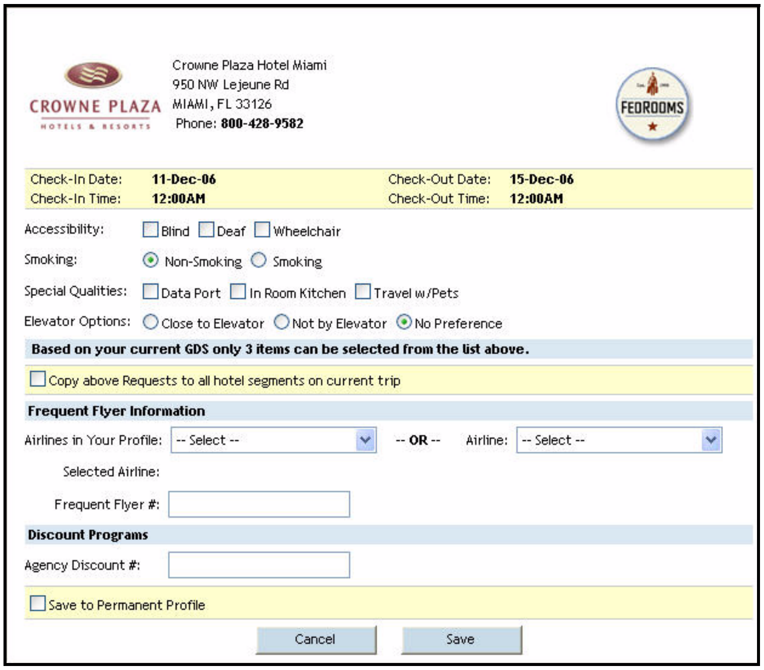


Figure 2-23: Edit Other Supplementary Information Window

per diem allowance. Do you want to continue with the selection?" Select **OK** the mission requires the user to exceed the allowed rate. Otherwise, search for another hotel within per diem.

Note: If proper lodging cannot be found, click on the button **Request Assistance in Booking Lodging** without selecting an accommodation from the list. If assistance is requested, additional fees may apply.

12. If **Save Selected Accommodations** is selected, a confirmation section appears on the left side. The trip summary will be building basic information of the trip on the right side of the screen.
13. A Booking Status screen will appear. **Click Proceed.**

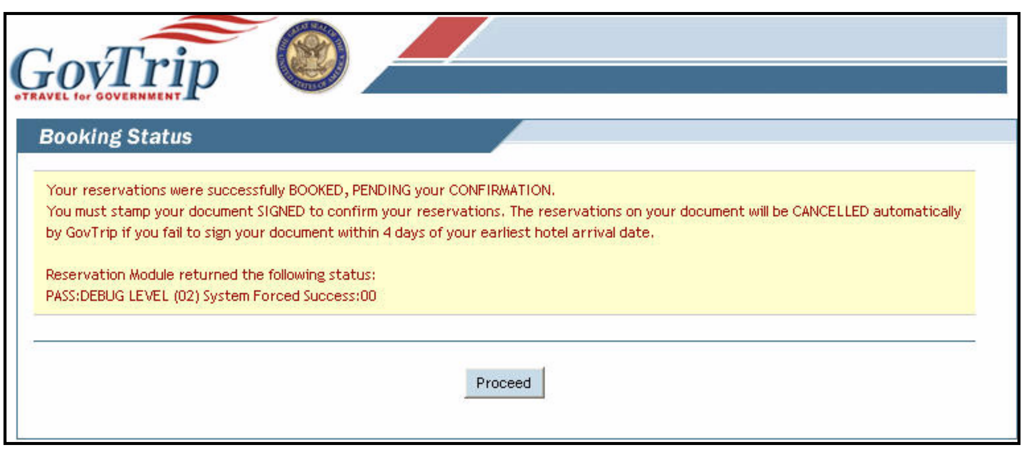


Figure 2-24: Lodging Book-As-You-Go Window

2.4.3 Rental Car

The steps for making a rental car reservation are listed below (Figure 2-25).

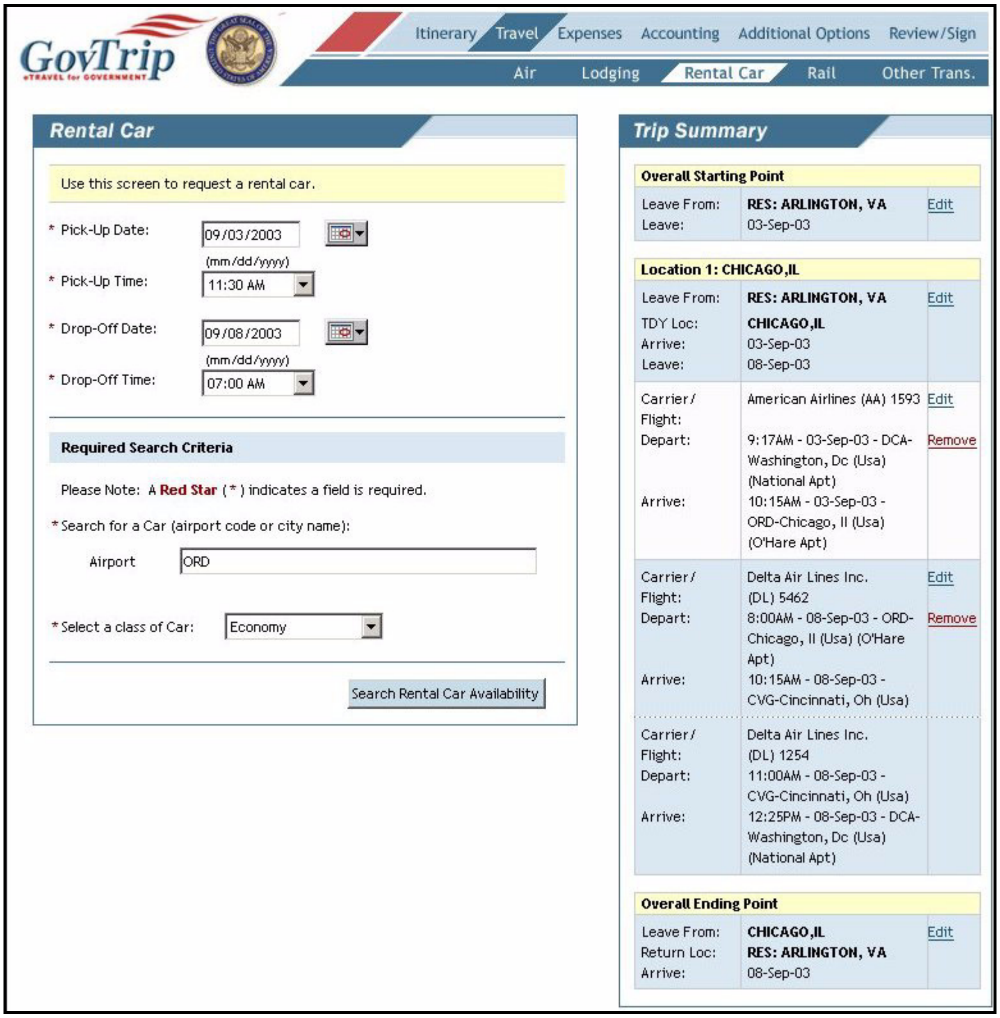


Figure 2-25: Rental Car Window

1. Select **Travel** on the main navigation bar and **Rental Car** on the sub-navigation bar (Figure 2-26).

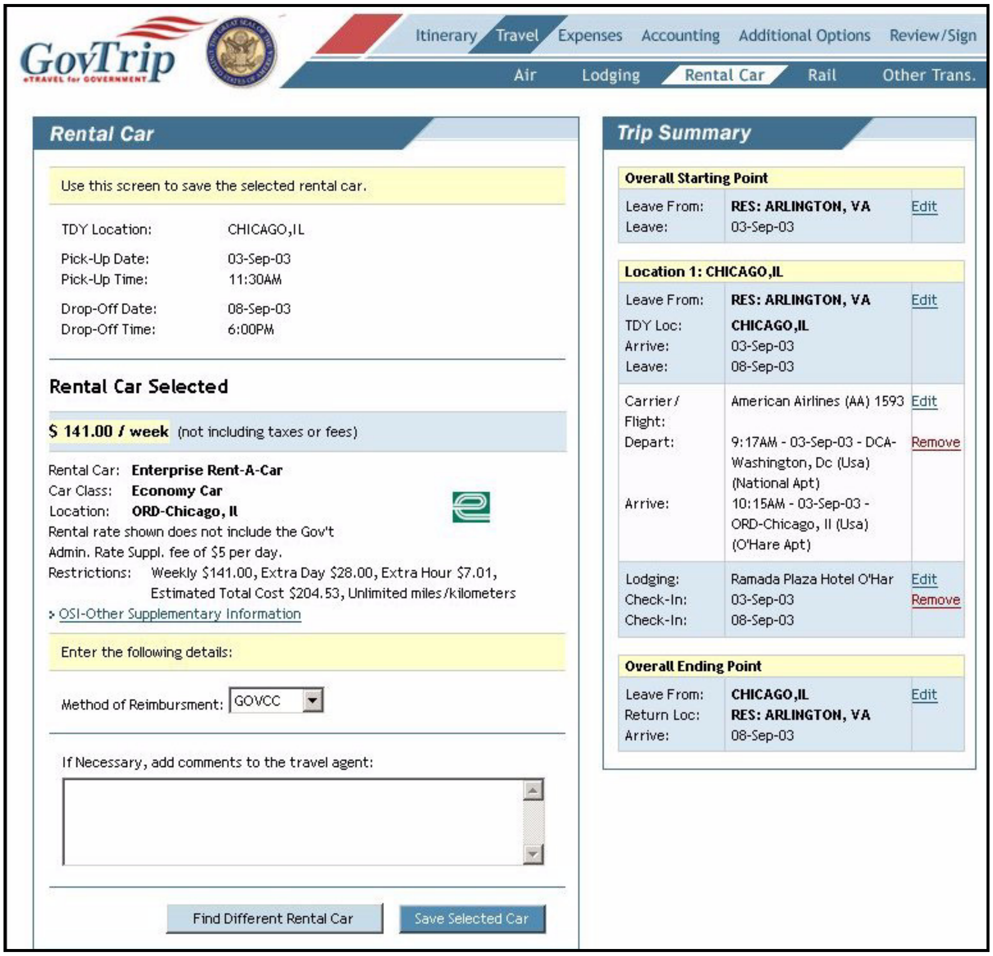


Figure 2-26: Rental Car Window

2. The default pick-up and drop-off dates are populated based on air arrival time; use the default or enter the appropriate dates. Use pop-up calendars if necessary.
3. In the **Search for a Car** (airport code) field, type in the airport code where the car will be picked up.
4. Select class of rental car. **Note: If an unauthorized class of car is selected, the traveler will be required to justify that selection on the Pre-Audit screen.**
5. Click on **Search Rental Car Availability**.
6. Click **Select and Continue** to add the desired rental car to the current trip.

7. Click the **OSI-Other Supplementary Information** link. A pop-up window appears and displays customizable request for the selected rental car. Options available will vary based on the GDS (Global Distribution System) servicing the individual traveler (Figure 2-27).

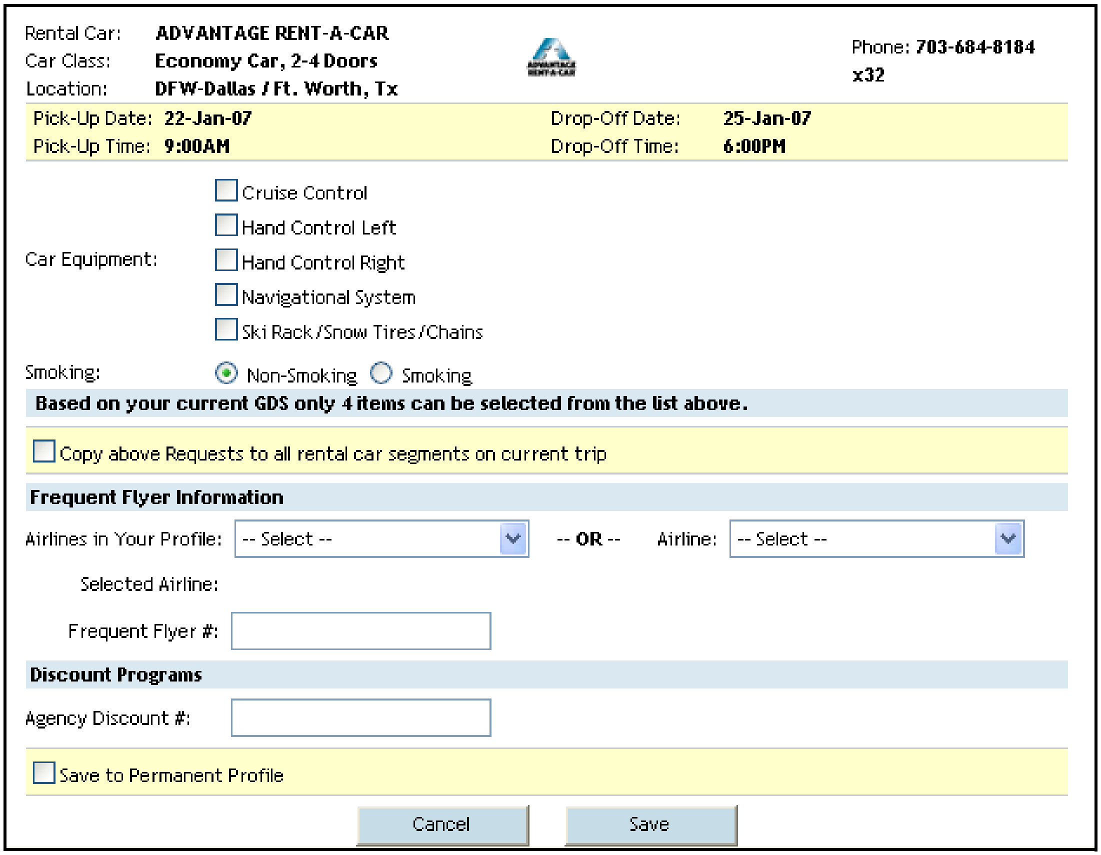


Figure 2-27: Edit Other Supplementary Information Window

8. Select all applicable check boxes and radio buttons to request special equipment and accommodations. If there is more than one rental car for the current trip, place a check in the **Copy above request to all rental car segments on current trip** checkbox.
9. Click the **Airlines in Your Profile** drop down list to associate an existing frequent flyer program with the selected rental car vendor or select an airline from the **Airline** drop down list and enter the selected airline's program number in the **Frequent Flyer #** field. Note: If the Rental Car Reward Number is stored in the traveler's profile, the number will automatically populate when the corresponding rental car company is selected.
10. Enter the selected rental car's program number in the Awards Program # field.
11. Place a check in the **Save to Permanent Profile** checkbox to save accessibility, smoking preference (when applicable) and frequent flyer information to the traveler profile and permanent profile.
12. Click the **Save** button.
13. Click **OK** when the Disclaimer pop-up window appears, to acknowledge the advisement for the selected options for the selected rental car.
14. Enter **Comments to Travel Agent** (optional). Note the pick-up and drop-off time. Comments to the travel agent may incur additional fees.

15. Click **Save Selected Car** after confirming the information. **Note:** You can change your method of reimbursement if necessary from GOVCC to Personal using the drop-down.

16. A Book-As-You-Go Alert Screen will populate stating that the document must be signed a minimum of 4 days prior to the earliest rental car pickup date or the reservations will auto-cancel. Read the message and click **Proceed**.

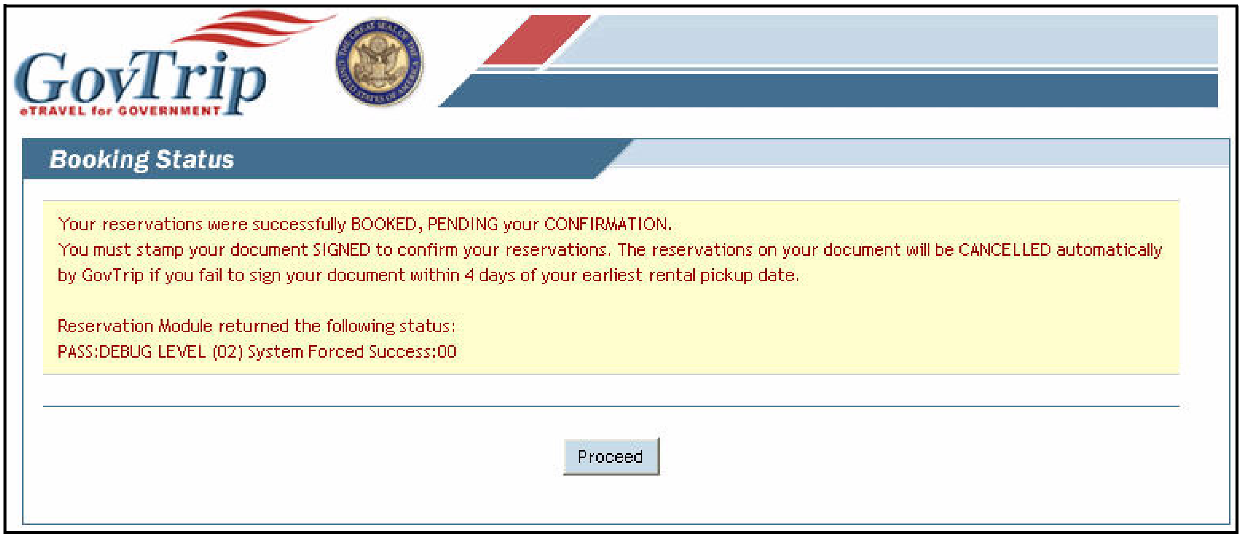


Figure 2-28: Rental Car Book-as-you-Go Window

2.4.4 Rail Travel

The following steps will allow you to view a static list of train schedules (Figure 2-29) Note: Currently Amtrak does not subscribe to the GDS (Global Distribution System), therefore all Rail reservations must be handled by a TMC agent. As a result, additional service fees may apply.

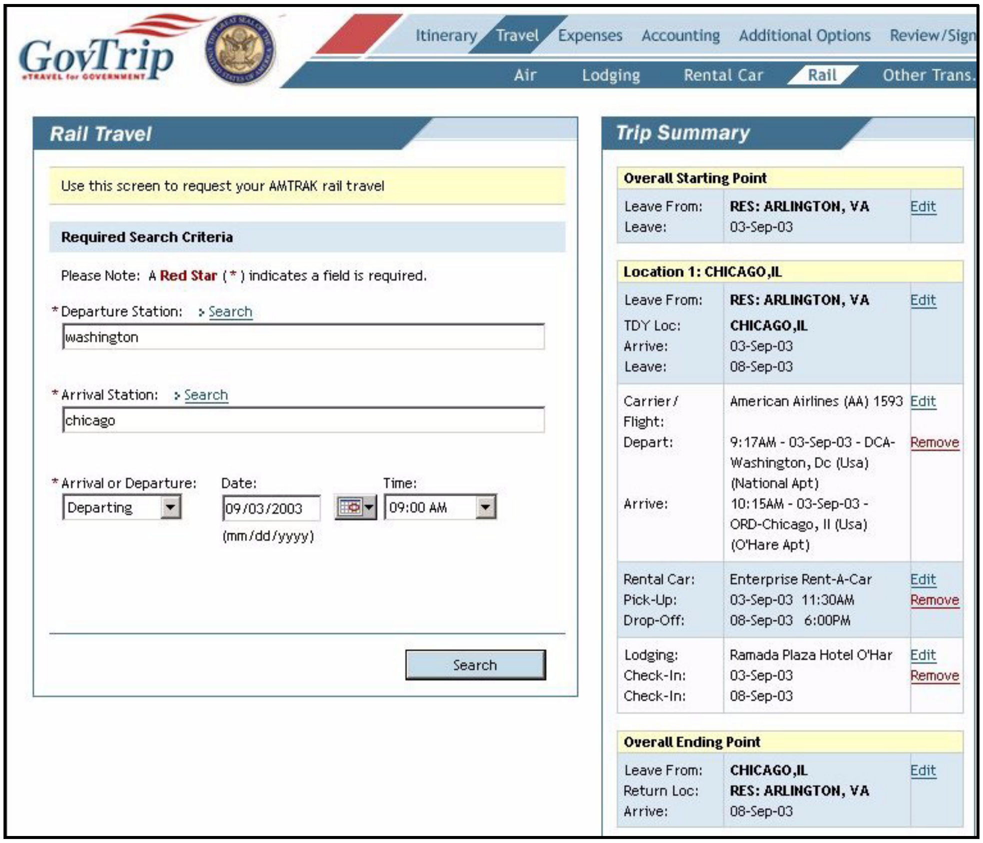


Figure 2-29: Rail Travel Window

1. Select **Travel** on the main navigation bar and **Rail** from the sub-navigation bar.
2. Enter city of **Departure Station**. Type in a city and click Search link if you do not know the station code, etc.
3. Enter city of **Arrival Station**. Type in a city and click Search link if you do not know the station code, etc.
4. Enter the desired **Departure** or **Arrival** time.
5. Click **Search**.
6. Find the desired train and click the corresponding **Select and Continue**.
7. Enter **Comments to Travel Agent** (optional).
8. Click **Save Selected Train**.
9. Click **Find Next Train**.
10. Repeat steps 1-8 until all appropriate trains are selected.
11. If you need to change any ticket data such as Type, Description, Ticket No., Ticket Value, Departure Date, Ticket Date, or CBA Account, click on the **Change Ticket Data** link and make the necessary changes.

Note: If a train cannot be found, the **Request Assistance in Booking Train** button can be clicked when in the results screen.

2.4.5 Other Ticketed Transportation

Any ticketed transportation (air or rail) booked within the GovTrip reservation system can be edited by selecting **Edit** on the right hand side under Trip Summary and then changing the ticket data. In addition, other ticketed transportation arrangements made outside of the GovTrip reservation system can be entered here.

1. Select **Type of Travel** from the Type menu. The description will automatically populate.
2. Enter **Ticket Value**.
3. Enter **Ticket Cost** (if different from ticket value).
4. Enter **Departure Date**.
5. Enter **Issue Date** (if known).
6. Enter **Ticket Date** (if not already filled in).
7. Click the **CBA Accounts** link to search for a CBA account if applicable.
8. To change the reimbursement method, currency, etc., click on the view/edit expense details link and make the appropriate changes.
9. Click **Save**.
10. Confirm the information in the **Ticketed Transportation Saved** box.
11. If additional ticketed transportation entries exist, click on the **Create a New Ticketed Transportation Entry** button and enter details(Figure 2-30).

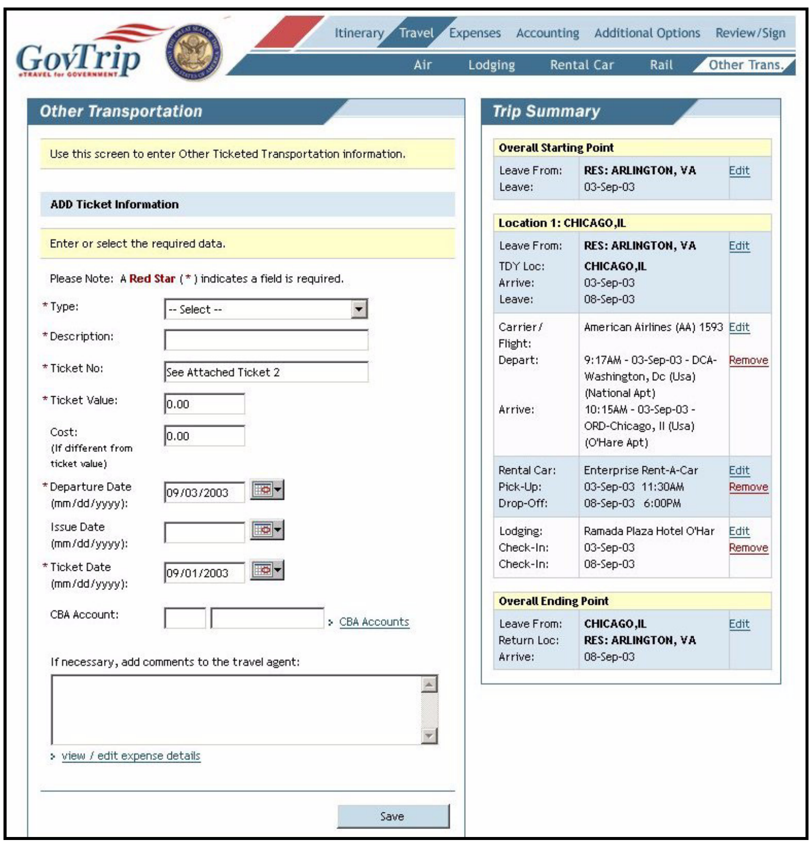


Figure 2-30: Other Ticketed Trans. Window

2.5 Expenses

GovTrip allows both non-mileage and mileage expenses to be reported. In the non-mileage section, expenses can be chosen from a list or input manually. In the mileage section, different forms of transportation and related mileage rates can be chosen, with the expense costs calculated automatically. The following two sections instruct a user on entering those expenses.

Note: Trip expenses are added, updated, and deleted in the Expenses Table. There is an extensive list of federal-approved reimbursable expenses in the Expenses Table. Before travel, expenses are estimated and entered by date to get an accurate “should cost” for the trip. After travel, expenses are updated with the actual costs if changes are needed.

2.5.1 Non-Mileage Expenses

1. Select **Expenses** from the main navigation bar. GovTrip will bring you to the **Non-Mileage** expenses screen.
2. Select the **Expense Type** from the menu box or type the expense type into the **Or:** field. Observe that the Method of Reimbursement field auto-populates based on the chosen Expense Type. If needed, changes can be made using the drop-down list.
3. Enter the **Cost** of the expense.
4. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
5. Select the **Method of Reimbursement**.
6. Repeat Steps 1-4 until all expenses are entered or until all expense boxes are full. **Note**: If more than 5 expenses need to be included on the authorization, click Save, and any additional expenses must be manually entered individually.
7. Click **Save Expenses**.

8. If additional expenses need to be entered, enter each one individually and then click **Save Expense** (Figure 2-31).

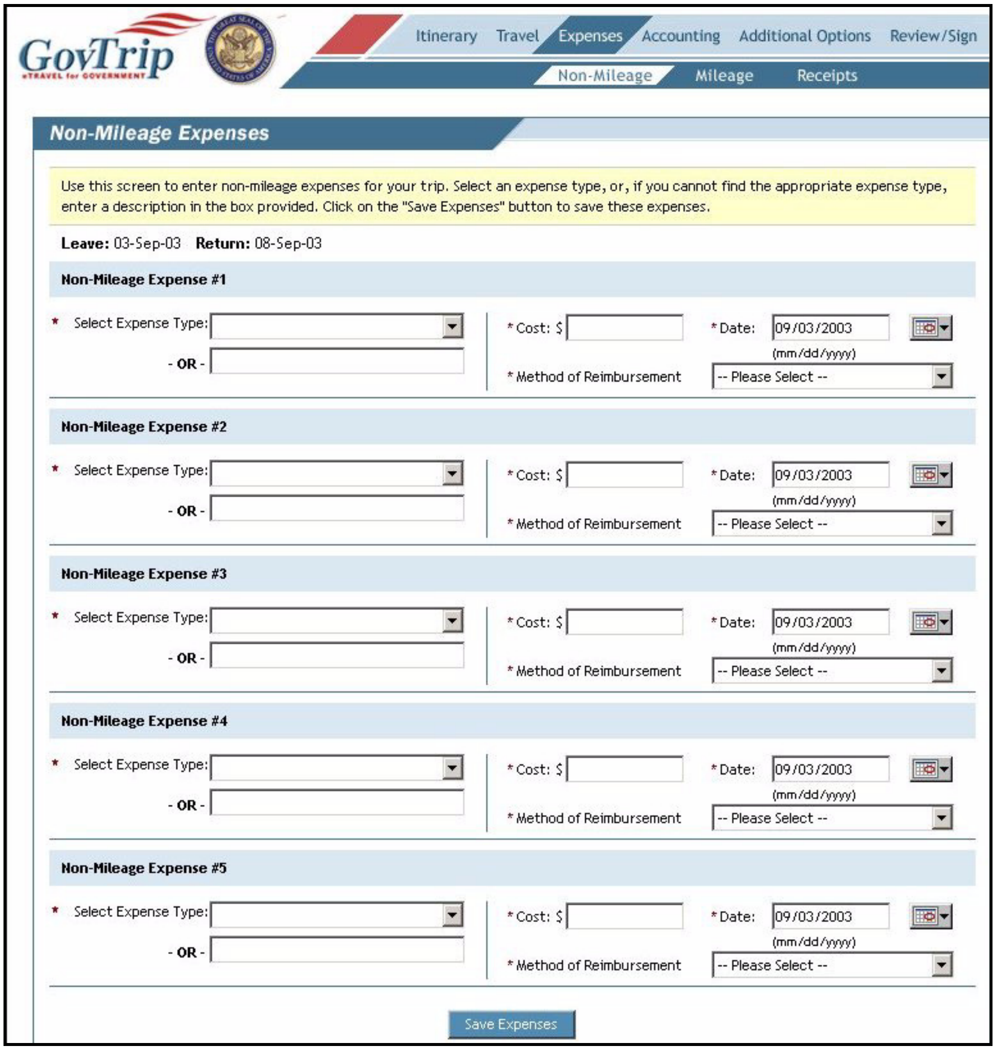


Figure 2-31: Non-Mileage Expenses Window

2.5.2 Mileage Expenses

1. Select **Expenses** from the main navigation bar and **Mileage** from the sub-navigation bar.
2. Select the **Expense Type** from the menu box.
3. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
4. Select the **Method of Reimbursement**.
5. Using the Table of Official Distances (TOD) (described in section 2.6), get the mileage for the expense. Click on the **Table of Distances** link to calculate mileage to expense (ONLY TDY travel—not local travel).
6. Repeat steps 1-4 until all mileage expenses are entered.
7. Click **Save Expenses**.
8. If additional expenses need to be entered, enter each one individually and then click **Save Expense** (Figure 2-32).

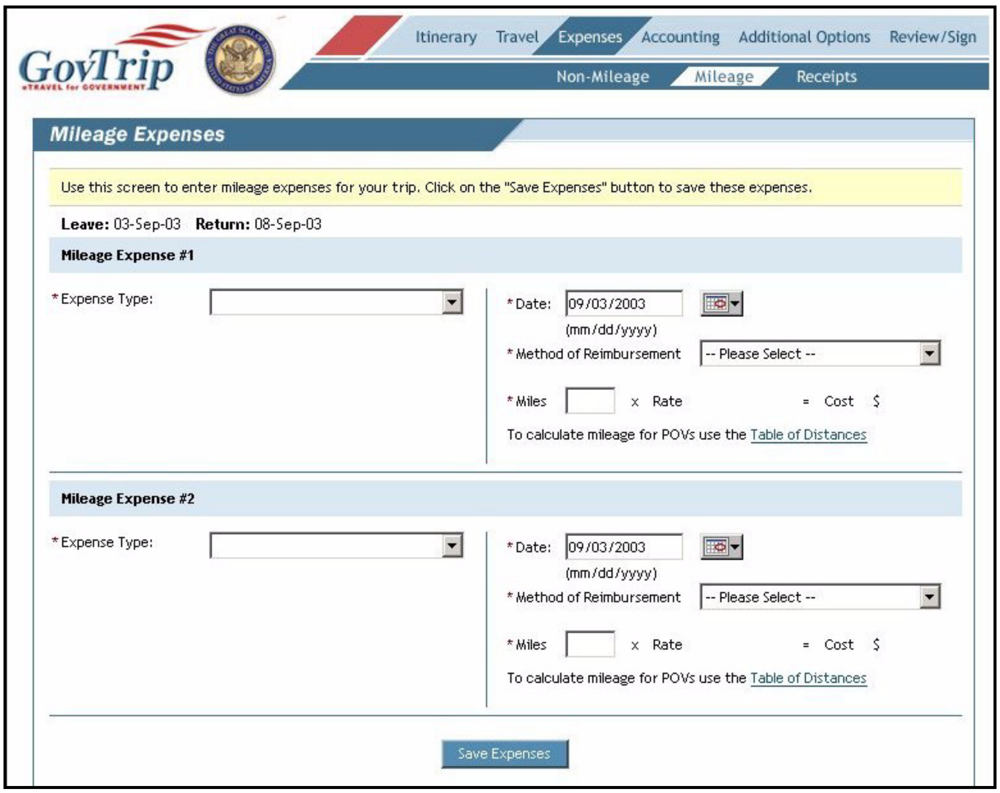


Figure 2-32: Mileage Expenses Window

2.6 Table of Official Distances (TOD)

The Table of Official Distances should be used when driving to a TDY location, driving to a PCS, or during other travel outside of a duty area. It is not used for local travel or miscellaneous travel (personal travel on duty).

1. Access TOD by clicking on the **Table of Distances** link below the mileage calculation fields in the mileage expense screen.
2. Enter the **City Traveling From**.
3. Enter the **State/Country**, and **County Traveling From** (optional). Click on the **Lookup State and Country Codes** link if you need assistance.
4. Click **Search** to see all locations associated with the City Traveling From.
5. Click on the **Select** link next to the desired location.
6. Enter the **City Traveling To**.
7. Enter the **State/Country**, and **County Traveling To** (optional).
8. Click **Search** to see all locations associated with the City Traveling To.
9. Click on the **Select** link next to the desired location.
10. Click **Calculate Mileage**.
11. Click **Save Total and Continue**.
12. If using the TOD for a mileage expense, remember to click **Save Expense** to save the changes.

2.7 Receipts Imaging

Receipts are an important part of trip records and serve as evidence that official travel actually took place. GovTrip allows travelers the option of storing receipts for official travel digitally in addition to existing local retention methods.

Receipts along with other supporting documentation can be loaded into GovTrip and attached to the trip record by using the scan and upload or fax method. Although the Receipts Imaging function is available in the Authorization, it is likely that most receipts will not be available until after travel and during the voucher creation process. The same procedures should be followed for digitally storing receipts on the voucher.

To load receipts into GovTrip, use one of the following methods.

Using the Fax method:

1. Gather all necessary receipts (see local policy) and other supporting documentation that need to be faxed. **Note:** It is not advisable to place small receipts in a fax machine. It is suggested that smaller receipts be taped to standard size paper and photo copied prior to faxing.
2. Click **Expenses** from the main navigation bar.
3. Click **Receipts** from the Expenses navigation bar.

4. Click the **Print Fax Cover Sheet** link (Figure 2-33).

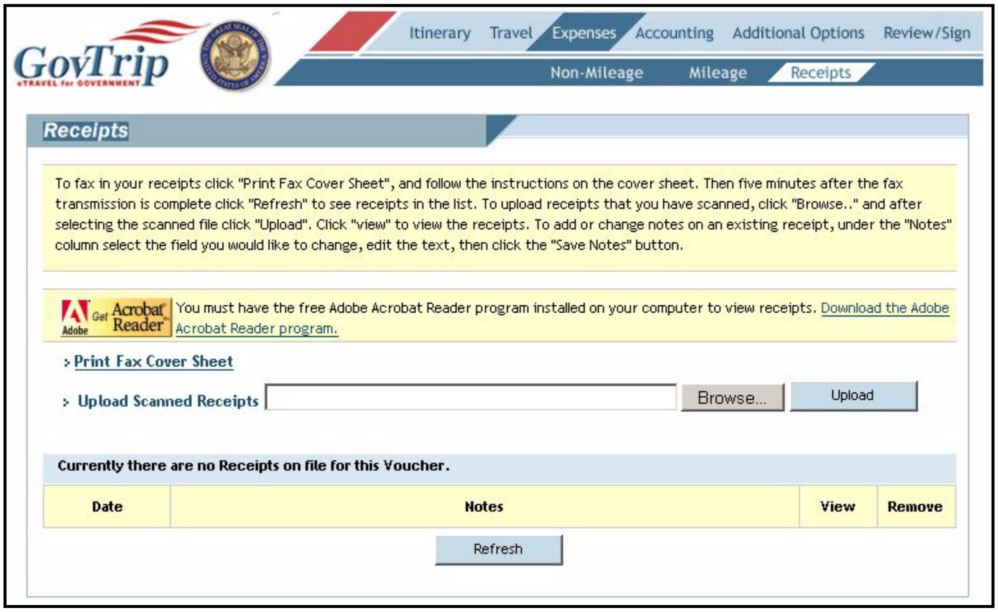


Figure 2-33: Receipts Window

5. Click the **Print** button when the Print Dialog window appears to get a hardcopy of the fax cover sheet (Figure 2-34).

Figure 2-34: eTravel Receipts Cover Page (Fax Cover Sheet)

Note: The fax cover sheet has a bar code that is unique to the selected document and identifies which document in the GovTrip database the receipts are to be associated with. *Optional*: The **Notes** section of the fax cover sheet (Figure 2-34) can be used to indicate which receipts are attached and are going to be loaded via the current fax. This will be displayed in the current fax only. **It is important to print a new Fax Cover Sheet for each fax submission in GovTrip. The bar code located on the fax cover sheet denotes which document the receipts are to accompany in Govtrip**.

6. Send receipts to the fax number on the fax cover sheet. **Note:** There is a wait time of about 5 minutes for the imaging engines to receive, convert and load the faxed pages into the document identified by the bar code. The wait time does not impact the user's ability to continue to complete their document.
7. Once the fax has been loaded into the document, it will be displayed in the lower portion of the Receipts window and sorted by date.
8. Enter a description of the receipts contained in the fax in the **Notes** field and click the **Save Notes** button (Figure 2-35).

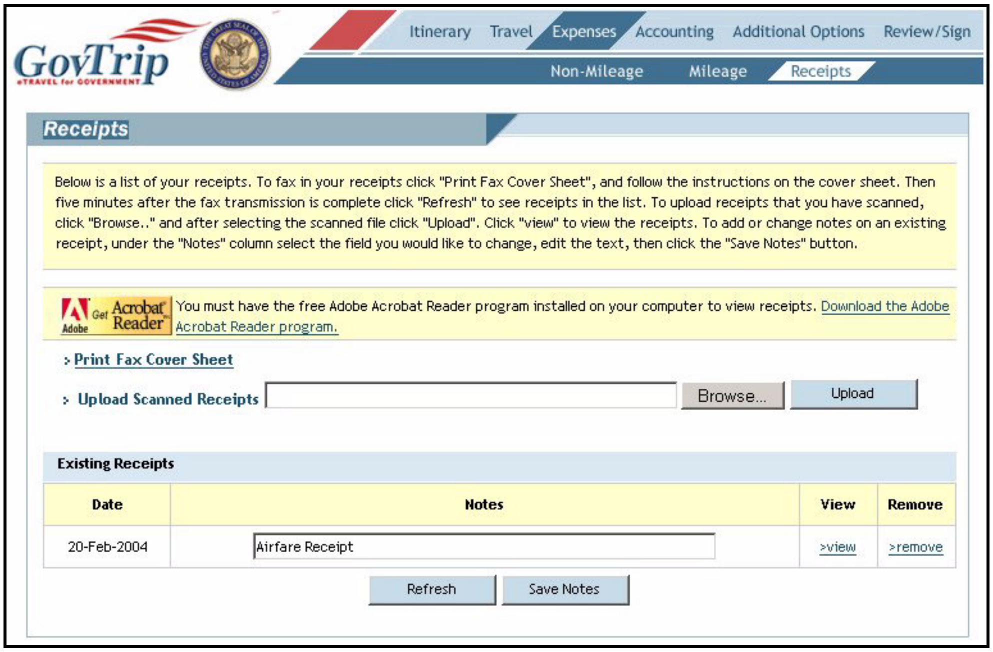


Figure 2-35: Receipts Window

9. Click **View** to review receipts contained in the fax.
10. If necessary, click **Remove** to remove the desired fax from the current document.

Using the Scan/Upload method:

1. Gather all necessary receipts (see local policy) and other supporting documentation that needs to be scanned. Acceptable file types include:.bmp,.gif,.jpg,.pdf,.png, and.tif. The maximum file size is 2MB per file. **Note:** Multiple files can be uploaded. However, each file must be uploaded individually by repeating steps 4-6 below.
2. Click **Expenses** from the main navigation bar.
3. Click **Receipts** from the Expenses navigation bar (See Figure 2-33).
4. Click the **Browse** button and locate the scanned file to be uploaded.

5. Click the **Open** button once the desired file is selected (Figure 2-36).

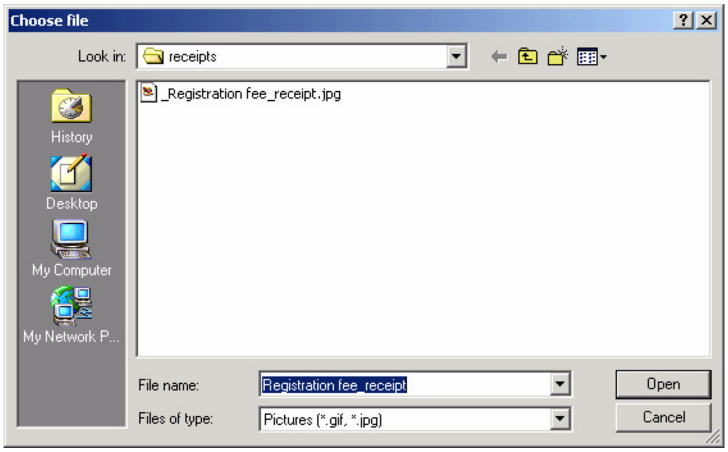


Figure 2-36: Browse Window

6. Click the **Upload** button (Figure 2-37).

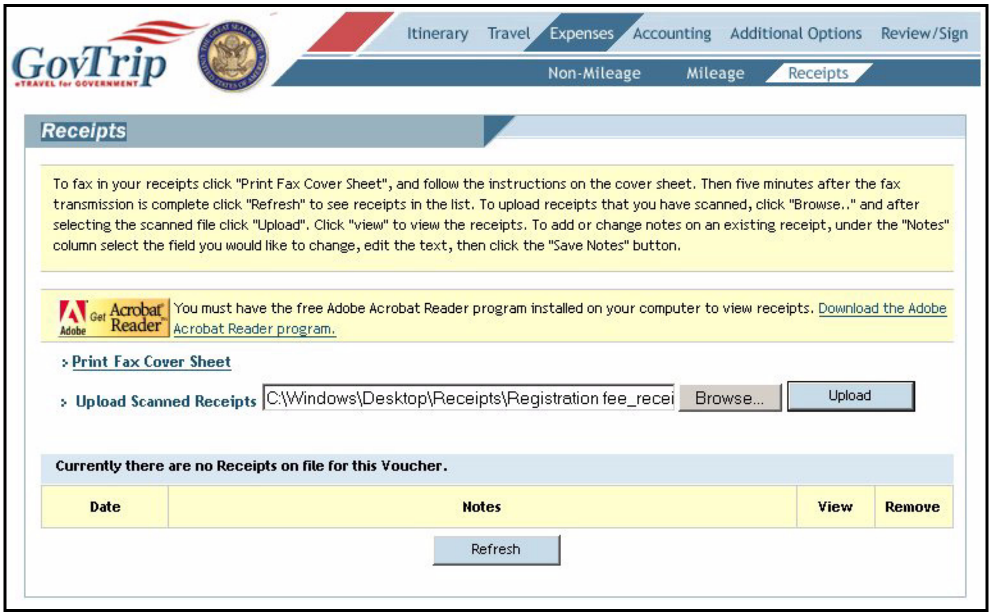


Figure 2-37: Receipts Window

7. Once the file has been loaded into the document, it will be displayed in the lower portion of the Receipts window and sorted by date.

8. Enter a description of the receipts contained in the uploaded file in the **Notes** field and click the **Save Notes** button (Figure 2-38).

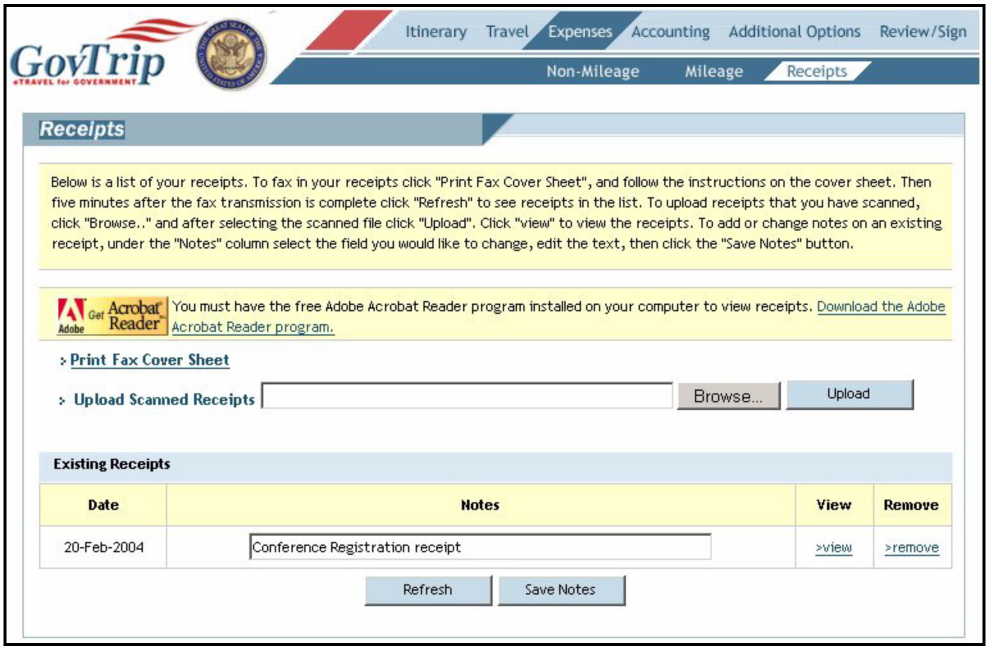


Figure 2-38: Receipts Window

9. Click **View** to review receipts contained in the fax.
10. Click **Remove** to remove the desired fax from the current document.

2.8 Selecting Accounting Codes

Federal personnel traveling on orders must have an accounting code(s) that authorizes funds for travel. Travelers may be required to provide this information when they fill out an **Authorization**. In some cases the traveler will have a default accounting code already set up in the traveler profile that will be used for travel (Figure 2-39).

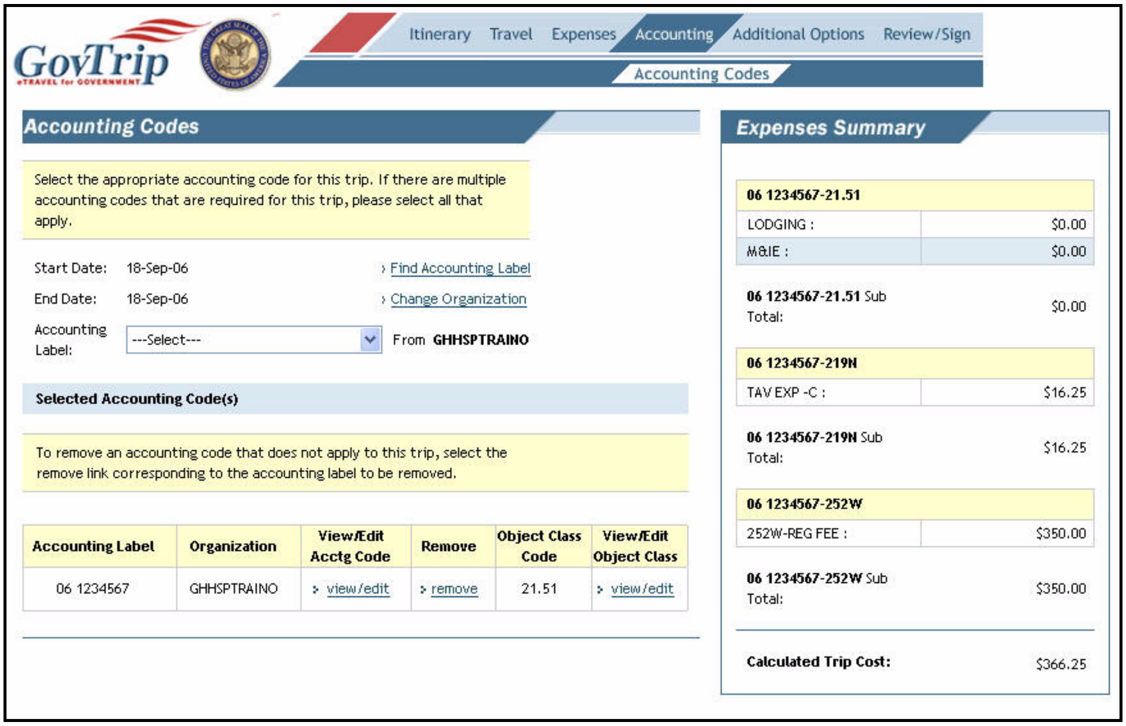


Figure 2-39: Accounting Codes Window

1. Select **Accounting** from the navigation bar.
2. Select the appropriate **Accounting Label** from the drop-down list.
3. If only using one accounting code, navigate to **Additional Options** (if necessary), or **Review/Sign** if document is complete.

2.8.1 Selecting Multiple Accounting Codes

1. If there are multiple accounting codes that are required for this trip, select all that apply.
2. Select **How To Allocate** (By Expense Category, Percent, Date, Dollar Amount) from the drop-down list located at the bottom of the page.
3. Click **Allocate Expenses**.
4. Select the accounting code to use for each allocation.
5. Select **Save Allocations**.(Figure 2-40).

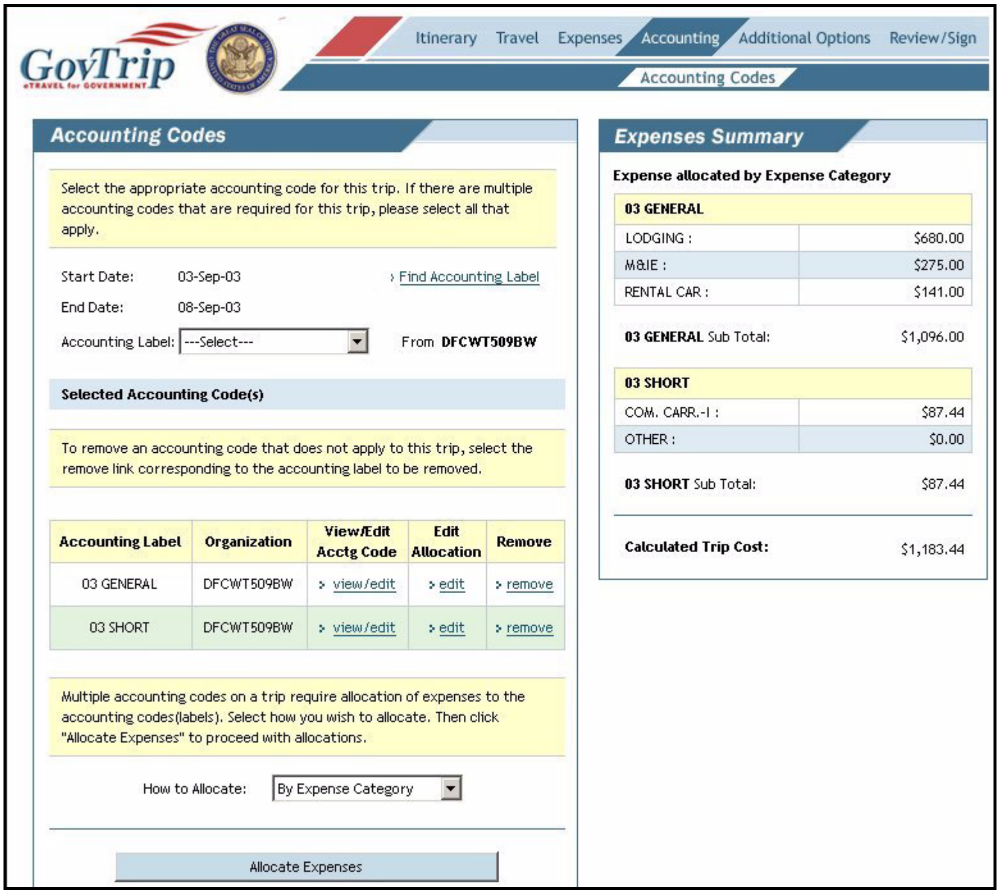


Figure 2-40: Multiple Accounting Codes Window

2.9 Additional Options

Select **Additional Options** from the main navigation bar.

2.9.1 Profile

Select **Profile** from the sub-navigation bar.

The profile link under additional options allows the user/traveler to view and update personal information based on their permission levels. There are four parts of the user/traveler profile accessible from an authorization. At the bottom of each screen the user/traveler must click the **Update Personal Information** button to save changes only on the current document. If permanent changes are required click the **Save changes to permanent traveler information** check box. On the My Profile screen is the My Profile information along with the links to three other sections of the profile. The sections contain the following information.

Select **Profile** from the sub-navigation bar.

My Profile—This gives the user/traveler the ability to view and edit name, address, and other general information.

My Preferences—This section is divided into six areas: Air Travel Preferences, Miles to Airport, Lodging Preferences, Car Rental Preferences, Passport Information, and Travel Rewards. The PNR button will display what GDS is used as well as the traveler's Personal Charge Card information. The Frequent Flyer, Hotel Rewards, and Car Rental Club Rewards buttons at the bottom will allow Frequent Patron numbers to be entered into the system. **Note:** If preferred airline, lodging, or rental car brands are chosen, the results will only display that brand, narrowing the search when a search is performed.

My Additional Information—This section is divided into four areas. The user/Federal Traveler will have the ability to update information pertaining to their routing list, charge card status, address, clearance, payment address, travel approver, and additional information.

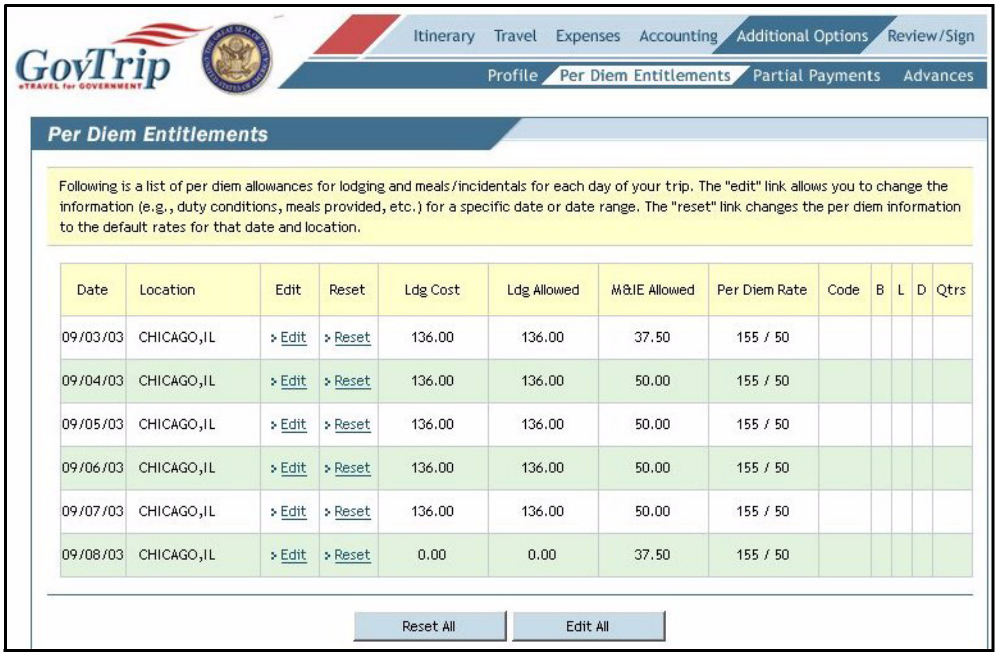
My Account Information—This section is used for financial information such as setting a Default Accounting Code, or viewing EFT and Credit Card Account information (Figure 2-41).

Figure 2-41: My Profile Window

2.9.2 Per Diem Entitlements

The information provided to the traveler on the **Per Diem Entitlement** window is populated automatically when the traveler builds the Itinerary (Figure 2-42).

Select **Additional Options** from the main navigation bar.



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/03/03	CHICAGO,IL	Edit	Reset	136.00	136.00	37.50	155 / 50					
09/04/03	CHICAGO,IL	Edit	Reset	136.00	136.00	50.00	155 / 50					
09/05/03	CHICAGO,IL	Edit	Reset	136.00	136.00	50.00	155 / 50					
09/06/03	CHICAGO,IL	Edit	Reset	136.00	136.00	50.00	155 / 50					
09/07/03	CHICAGO,IL	Edit	Reset	136.00	136.00	50.00	155 / 50					
09/08/03	CHICAGO,IL	Edit	Reset	0.00	0.00	37.50	155 / 50					

Figure 2-42: Per Diem Entitlements Window

The lodging cost entry is updated to match the selected hotel in the reservations but any change in the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range must be input by the user.

2.9.2.1 Update Per Diem Entitlements

1. Select **Per Diem Entitlements** from the sub-navigation bar.
2. Select **Edit** next to the date to be modified.

3. Enter date in **Values Apply Through**, if changes are for multiple consecutive days (Figure 2-43).

Figure 2-43: Per Diem Entitlements Window

4. Enter lodging cost in the **Lodging** field, if different than per diem.
5. Select **Conference Rate** if applicable.
6. Select appropriate meal code and applicable meal(s) for this date or date range, if applicable.
7. Select **Leave** if appropriate. Government employees can choose either **Annual** or **Other**. Government employees may enter the number of hours to be taken.
8. Select **Actual Lodging. Note:** Additional lodging costs must authorized by an Approving Official. The **Actual Costs Limited** field will display the maximum actual lodging amount authorized.
9. Click **Save These Entitlements** when complete.

2.9.3 Scheduled Partial Payments

Scheduled Partial Payment (SPP) is an option in the Additional Options section of an authorization that allows a traveler to be reimbursed periodically for travel expenses. This function is allowed for trips in duration of 45 days or more (Exceptions can be made if an agency's policy is other than 45 days. Please refer to agency policy expert for details.). When selected, a partial payment schedule is set up to pay the traveler every 30 days. However, the traveler is not required to request an SPP. The steps below set up SPP (Figure 2-44).

Figure 2-44: Scheduled Partial Payments Window

1. Select **Partial Payments** on the sub-navigation bar.
2. Click **Schedule Partial Payments**. The payments are now set up.
3. Click **View Details** to view a breakdown of expenses, date ranges, and pay dates, or click **Cancel Scheduled Partial Payments** to cancel the disbursing of Partial Payments.

2.9.4 Advances

Advances are designed to provide travelers with the necessary funds before trip departure. Use of advances are typically limited to those travelers who do not have a Government Travel Charge Card. Advances are divided into two categories, ADVANCE AUTH (80% of reimbursable cost) and FULL ADVANCE (100% of reimbursable cost). The Approver must approve the request in the Travel Authorization prior to electronic disbursement. Note: An agency may elect to set advance amounts to a different percentage. In order for a traveler to be eligible to receive an advance, it must be indicated in the traveler's permanent profile.

1. Select **Advances** on the sub-navigation bar.
2. Select the **Accounting Labels(s)** that are associated with the Non-ATM Advance(s). On the right side of the screen, the amount of the advance authorized will appear.
3. Click the **Edit** link under View/Edit if changes need to be made to the authorized advance.
4. Enter in the new amount. **Note:** The traveler can decrease the advance amount as needed, but may not increase the amount above the maximum advance allowed.
5. Click **Save**.

6. Navigate to **Review/Sign.**

2.10 Review/Sign

Select **Review/Sign** from the main navigation bar.

2.10.1 Preview Trip

The Preview Trip window allows the traveler to view an overview of the trip. The traveler can confirm and edit data, as well as provide comments to an Approving Official or the TMC. (Figure 2-45).

Select **Preview** from the sub-navigation bar.

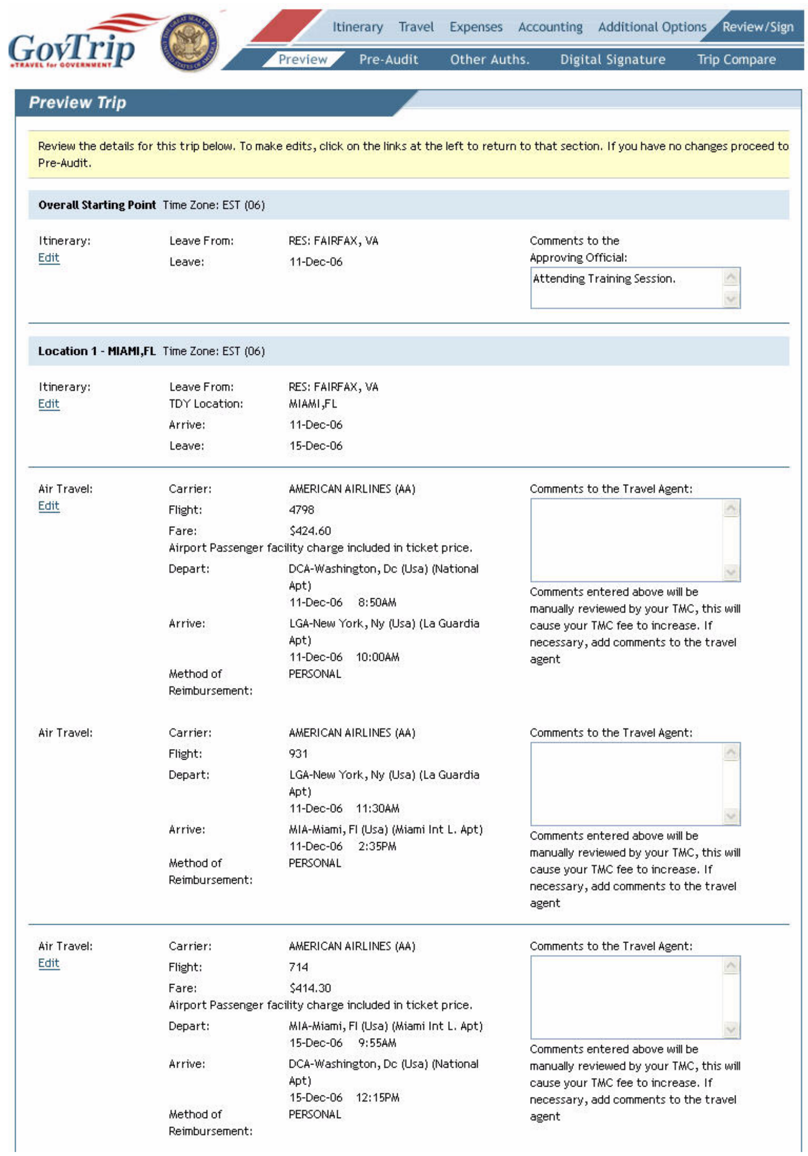


Figure 2-45: Preview Trip Window

1. Enter **Comments to the Approving Official/Travel Agent** as needed (optional). Note: Any additional comments entered in the Comments to the Travel Agent box may incur an additional TMC fee.

2. Confirm all data.
3. Click **Save and Proceed to Pre-Audit**.

2.10.2 Pre-Audit Trip

Pre-auditing an Authorization allows the user to screen his/her document for missing items or possible problems before signing and routing. The user can conduct a Pre-Audit anytime during the creation of the Authorization. An automatic Pre-Audit will occur when the traveler attempts to stamp the document. To manually Pre-Audit the current document, select the **Pre-Audit** tab from the sub-navigation toolbar. The overall status of the document is identified in the top portion of the Pre-Audit results window. Individual audits are displayed in the lower section of the window. If any **ONE** of the individual audits has been flagged, the overall document status will be flagged. The user must justify why the pre-audit has the flagged status.

Note: A flagged item does not mean the traveler cannot travel, request a certain expense, or stay at a lodging facility that is not within the per diem rate. A flagged item means Federal or Agency standards have been exceeded for normal government travel and the traveler is required to provide an explanation in the Comments field before the Authorization will be approved by the Approving Officials, or considered for approval.

Select **Pre-Audit** from the sub-navigation bar.

1. Any items that appear on this window are “flagged” for this trip. The traveler must complete **Justification to the Approving Official** to explain any request out of the norm.
2. Click **Save and Proceed to Digital Signature** once all justifications are completed (Figure 2-46).

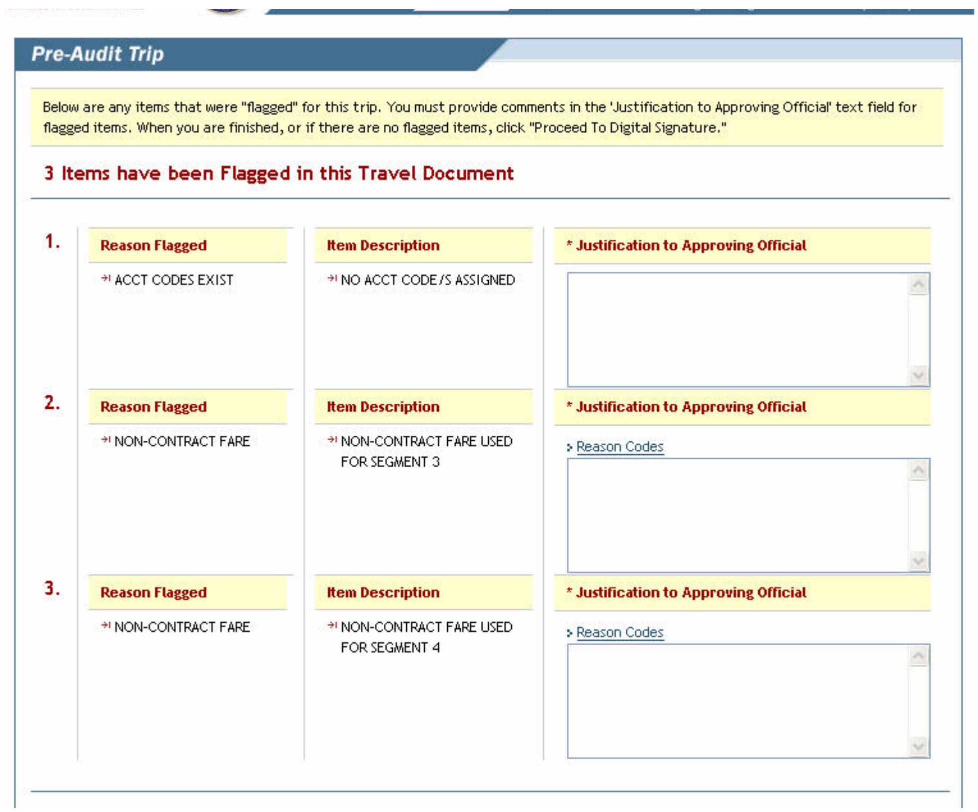


Figure 2-46: Pre-Audit Trip Window

Note: Use of a non-contract flight requires the user/Federal Traveler to select from a list of Reason Codes.(Figure 2-48)

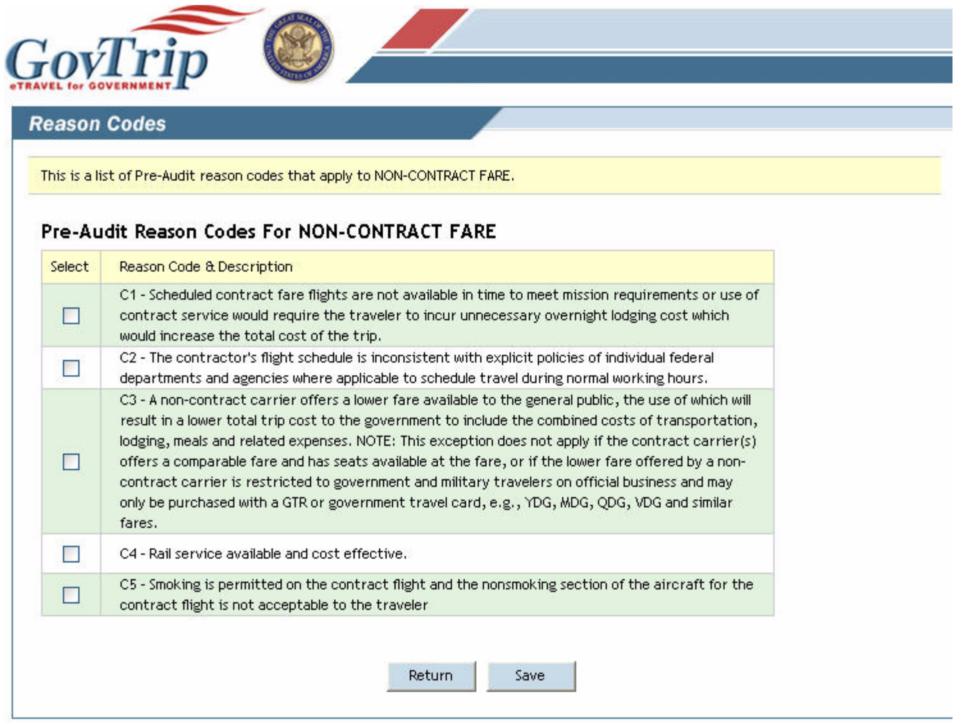


Figure 2-47: Non-Contract Fare Justification Window

2.10.3 Other Authorizations

Other Authorizations are used in conjunction with Authorizations. They are used to display and print remarks on travel documents. When the traveler selects a duty condition or expense item that is considered something outside the normal business travel (e.g., leave in conjunction with TDY, rental car other than compact, meals provided, etc.), GovTrip will automatically flag it as an Other Authorization.

Select **Other Auths** from the sub-navigation bar.

1. Based on trip details, additional authorizations are sited. Enter any Remarks to the Approving Officials as needed.
2. Select **Add Additional Authorizations For This Trip** to add any other authorizations or special circumstances for this trip.
3. Click on the checkboxes to select any additional authorizations as appropriate.
4. Click the **Add** button. All authorizations should show up in the **Other Authorizations** window.
5. Add any remarks as needed.
6. Click on the **Remove** link if you need to remove any of the Other Authorizations.

7. Click **Save** when complete (Figure 2-48).

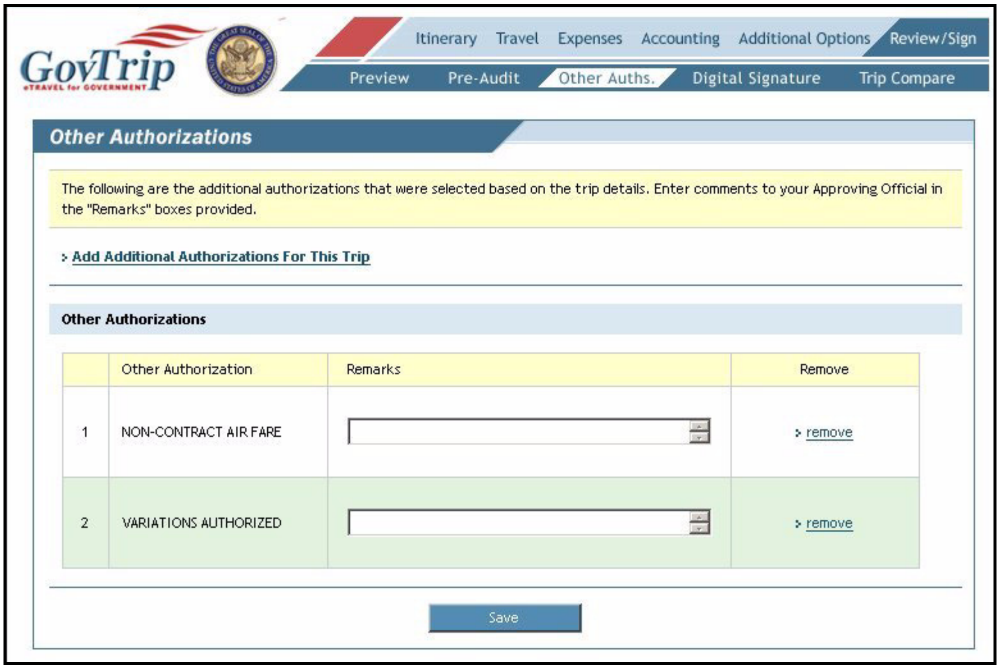


Figure 2-48: Other Authorizations Window

2.10.4 Digital Signature

The final step in an authorization is to digitally sign the document to begin its routing process. Select **Digital Signature** from the sub-navigation bar (Figure 2-49).

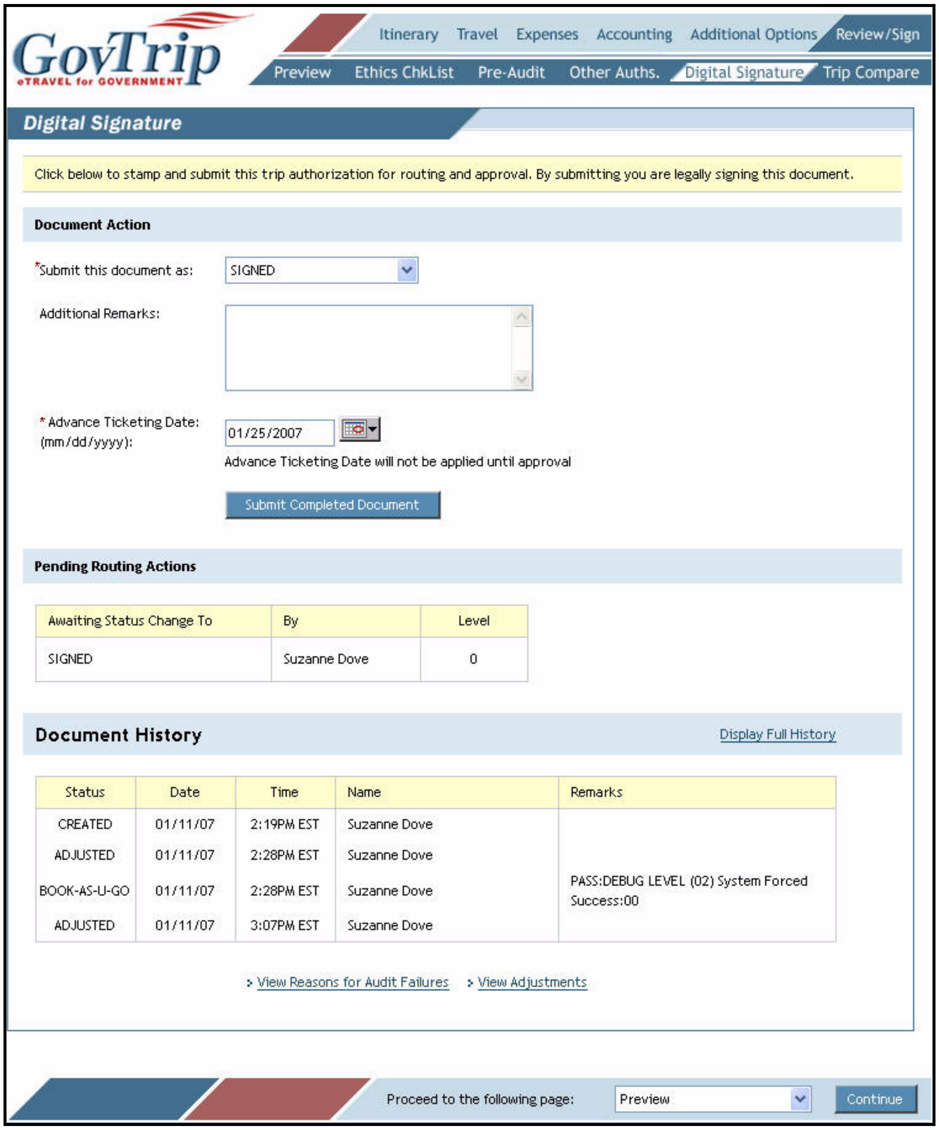
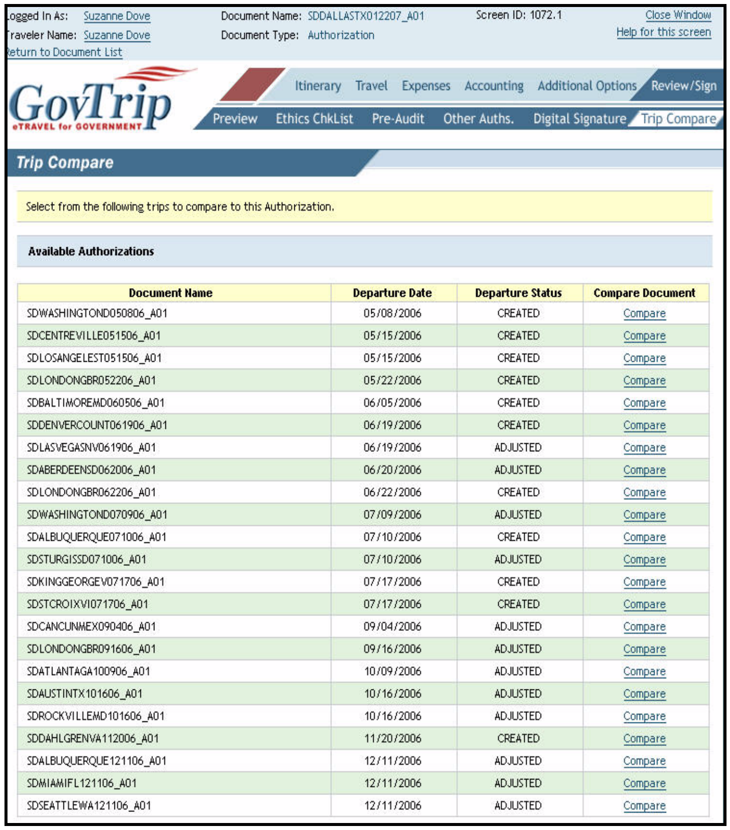


Figure 2-49: Digital Signature Window

1. Select **Signed** from the “Submit this document as” field.
2. Enter any additional remarks (optional).
3. After all information has been confirmed, click **Submit Completed Document**.
4. The document is now signed.

2.10.5 Trip Compare

The trip compare feature allows the user to compare two documents side-by-side. In order to utilize trip compare, the user must have two created documents. To access trip compare from within a document, select Review/Sign on the top navigation bar and Trip Compare on the sub-navigation bar. This will bring the user to a list of active documents (Figure 2-50). Select the document for comparison to the current authorization. This will bring up the information for both documents side-by-side and comparison can occur.(Figure 2-51)



Document Name	Departure Date	Departure Status	Compare Document
SDWASHINGTOND050806_A01	05/08/2006	CREATED	Compare
SDCENTREVILLE051506_A01	05/15/2006	CREATED	Compare
SDLOSANGELEST051506_A01	05/15/2006	CREATED	Compare
SDLONDONGBR052206_A01	05/22/2006	CREATED	Compare
SDBALTIMOREMD060506_A01	06/05/2006	CREATED	Compare
SDDENVERCOUNT061906_A01	06/19/2006	CREATED	Compare
SDLASVEGASNV061906_A01	06/19/2006	ADJUSTED	Compare
SDABERDEENSD062006_A01	06/20/2006	ADJUSTED	Compare
SDLONDONGBR062206_A01	06/22/2006	CREATED	Compare
SDWASHINGTOND070906_A01	07/09/2006	ADJUSTED	Compare
SDALBUQUERQUE071006_A01	07/10/2006	CREATED	Compare
SDSTURGISSD071006_A01	07/10/2006	ADJUSTED	Compare
SDKINGGEORGEV071706_A01	07/17/2006	CREATED	Compare
SDSTCROIXVI071706_A01	07/17/2006	CREATED	Compare
SDCANCUNMEX090406_A01	09/04/2006	ADJUSTED	Compare
SDLONDONGBR091606_A01	09/16/2006	ADJUSTED	Compare
SDATLANTAGA100906_A01	10/09/2006	ADJUSTED	Compare
SDAUSTINTX101606_A01	10/16/2006	ADJUSTED	Compare
SDROCKVILLEMD101606_A01	10/16/2006	ADJUSTED	Compare
SDDAHLGRENVA112006_A01	11/20/2006	CREATED	Compare
SDALBUQUERQUE121106_A01	12/11/2006	ADJUSTED	Compare
SDMIAMIFL121106_A01	12/11/2006	ADJUSTED	Compare
SDSEATTLEWA121106_A01	12/11/2006	ADJUSTED	Compare

Figure 2-50: Trip Compare Document List

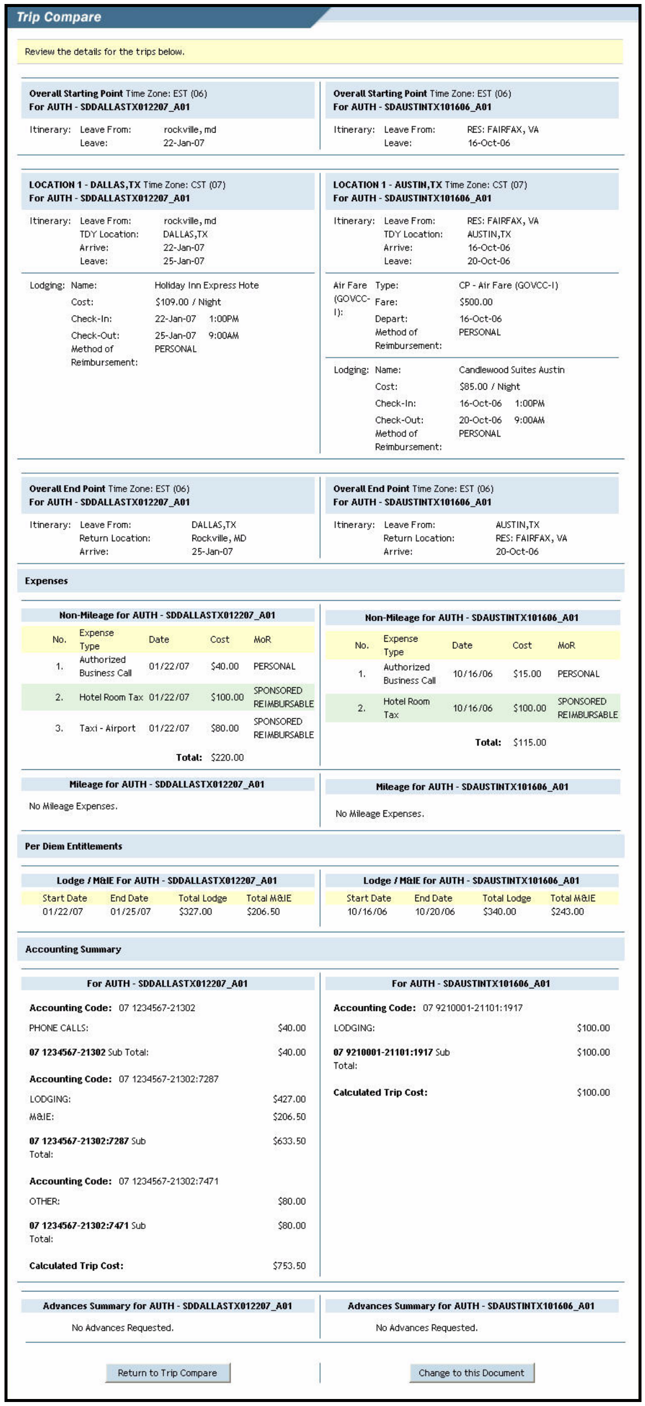


Figure 2-51: Trip Compare Side-by-Side

2.10.6 Adjusting an Authorization

Occasionally, the traveler may need to edit a travel Authorization. In the event a date is changed or an expense was omitted, the traveler can easily make changes by using the **Adjust** feature. An adjustment is made to an authorization before the APPROVED stamp is applied to the document. (After approval, an Amendment to the document is required.) To make an adjustment after reviewing the document:

1. After logging into GovTrip, click on Official Travel>Authorizations/Orders.
2. When the list of documents displays, click the **View/Edit** link under the View/Edit column for the document that needs to be adjusted.
3. Check the status of the document.
4. Click on the **View/Edit** link of the current status of the document. You will not be able to edit previous versions of the document (View only).

Note: While a document is in the status CTO SUBMIT, the user cannot make a change to the document. At this time the TMC is holding the document to confirm the reservations and will send it back with a status of CTO BOOKED. Once the document comes back CTO BOOKDED, the traveler will be able to make a change to the document.

5. Unclick the check from the "Open Document VIEW-ONLY" box (Figure 2-52).

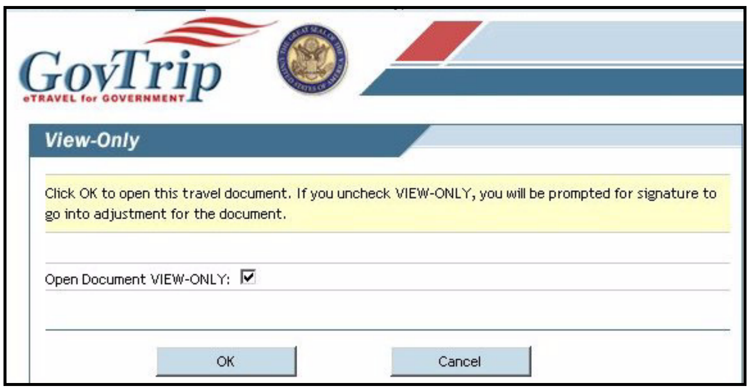


Figure 2-52: View-Only Window

6. Click **OK**.
7. A confirmation message will appear. Click **accept** to proceed with the Adjustment.
8. The user is taken to the Preview tab and the Preview Trip screen opens. Go through the page and see which changes need to be made.
9. Click on any of the **edit** links to edit details concerning those expenses/reservations/accounting codes, etc.
10. If you need to create any new modifications (reservations, expenses, change LOAs, etc.), then click on the specific tabs where those changes can be made: Travel, Expenses, Accounting, Additional Options, or Review/Sign.
11. Proceed to the Pre-Audit tab to justify any items that may have been flagged by your edits.
12. Click **Save And Proceed to Digital Signature**. Click on the drop-down list next to the field "**Submit this document as"** and select the Signed stamp.
13. Put any comments needed into the **Additional Remarks** section.
14. Click **Submit Completed Document**.
15. The **Authorizations/Orders** screen appears. Make sure the status of your document (under the Sort by Status column) is now SIGNED.
16. Exit the window if done adjusting all documents as needed.

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CHAPTER 3: GROUP AUTHORIZATION

The user/traveler may create a Group Authorization (GAUTH) when there are two or more Travelers traveling as a group. The group must have a designated Primary Traveler whose itinerary the other Travelers in the group follow. A Primary Traveler must have group access to author a GAUTH. If the Primary Traveler does not have Group Access, the Group Authorization can be created and signed by a travel preparer with the appropriate Group Access. Reservation needs for the Group Authorization must be procured outside of the GovTrip system. The travel preparer or primary traveler must contact the TMC to book the reservations. Once the reservations are booked, the cost can be manually entered into GovTrip.

If there are ten or more Travelers associated with the GAUTH, the document will be signed by the Primary Traveler and routed to the TO (Transportation Officer) based on the conditional routing parameter in the assigned routing list. To view the flow of a GAUTH, please refer to the Group Travel Process Flow diagram at the end of this chapter.

3.1 Creating a GAUTH/Travel Order Document

1. Place the mouse over **Official Travel** on the menu bar from the GovTrip Private Page. If the Group Auth is created by a travel preparer, select the Official Travel-Others tab.
2. Select **Group Authorizations/Orders** from the drop-down list. A new browser window will open providing a list of previously created GAUTHs. (User/traveler will have the option to view/edit or print GAUTHs). Previously created GAUTHs will be displayed. The primary traveler will have the capability to sort the documents by Name, Departure Date, Status, and/or TA Number.
3. Click the **Create New Group Authorization/Order** link or the view/edit link corresponding to the document to view or edit. A pop-up box is displayed indicating that a GAUTH is being created for the primary traveler (Figure 3-1).

Figure 3-1: Group Authorizations/Travel Orders Window

4. Click **OK**. **Note:** If the primary Traveler has never created a travel document, he/she will be prompted to update his/her profile information. Click **OK** in the pop-up box and fill in the required data in the profile and click **Update Personal Information**. Click **OK** in the confirmation pop-up box (Figure 3-2).

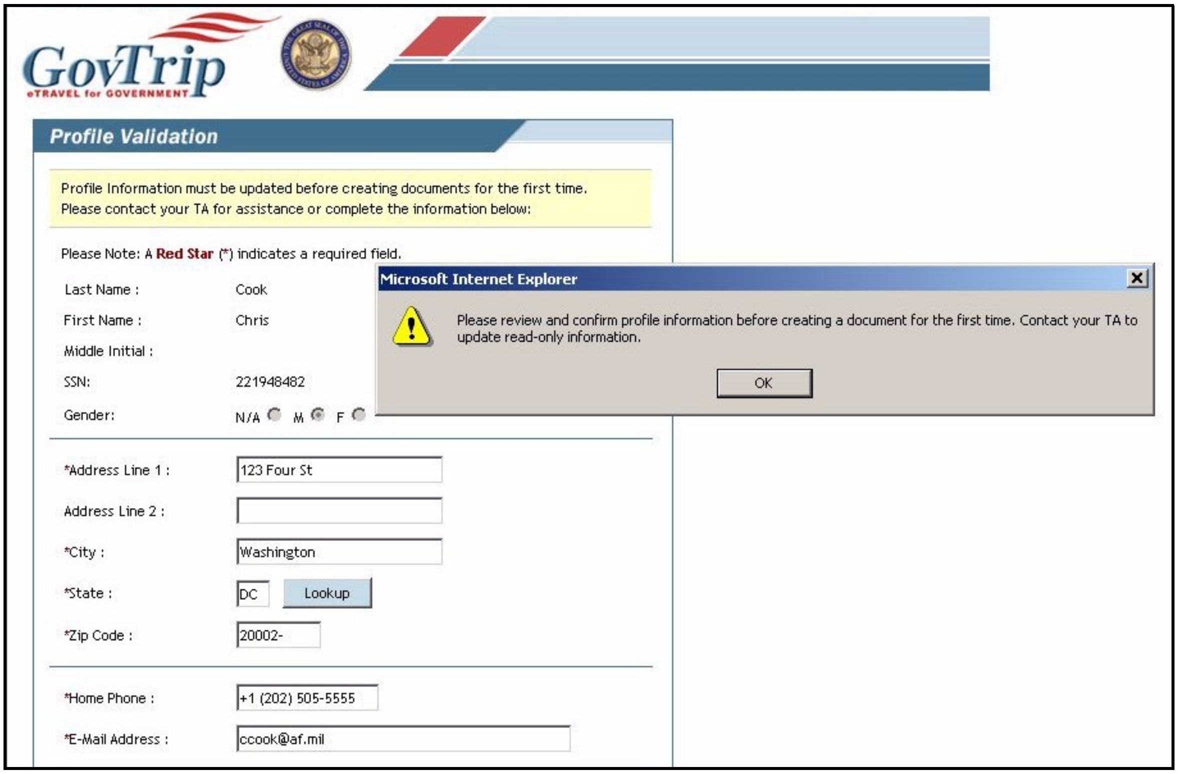


Figure 3-2: Profile Validation Window

5. Display the travelers for the GAUTH in the **Group Travel Selection** box on the left (Figure 3-3) by either entering the last name of the Travelers and clicking **Search** or by clicking on the **View All Available Travelers** link. The buttons/links on the bottom may also be used (Prev, Next, First, Last).

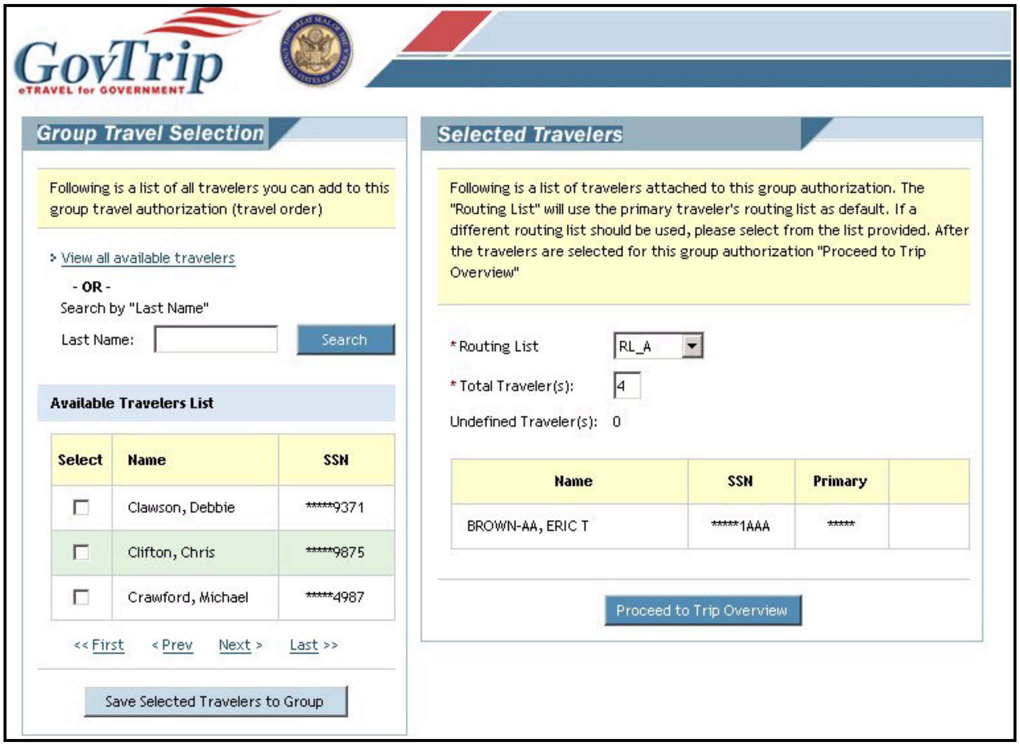


Figure 3-3: Group Travel Selection Window

6. Click the checkbox in the **Select** column next to the Travelers to be included in the GAUTH.
7. Click **Save the Selected Travelers to Group** in Group Travel Selection box. (If this is the first time any of the travelers have created a travel document, a profile box will prompt the Primary Traveler to update their profile. Select **OK**.) The selected Travelers will appear in the Selected Travelers box on the right.
8. Select the appropriate routing list for this GAUTH in the Selected Travelers box.
9. Type in the number of total Travelers in the Total Traveler's box. **Note:** This field may have been automatically populated. If you have six Travelers selected, but eight Travelers are going on the TDY, enter eight in the Total Travelers box. Two will appear as unidentified travelers once the primary user/Traveler clicks **Proceed to Trip Overview**.
10. Any one of the selected Travelers can be selected as the Primary Traveler by selecting the appropriate radio button.
11. Click **Proceed to Trip Overview**

3.2 Entering Group Itinerary Information

The Itinerary window is the first window that appears when creating a new authorization/order. It is the first step in creating the authorization document (Figure 3-4).

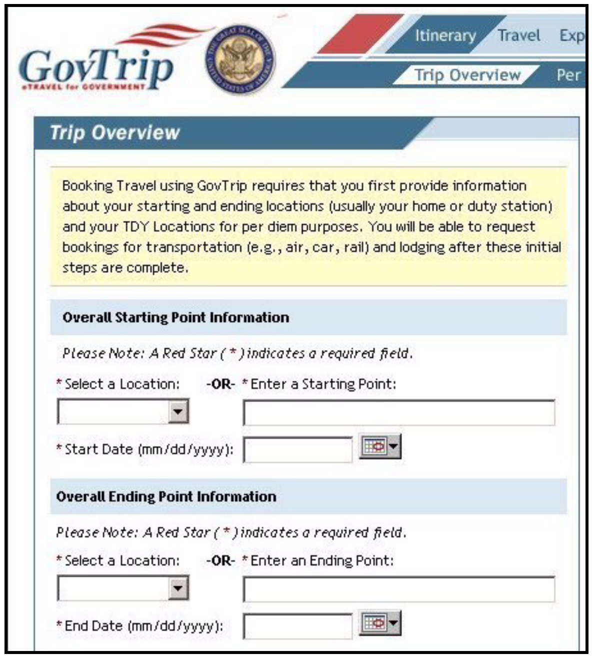


Figure 3-4: Trip Overview Window

1. Select the overall starting point from the drop-down list or type it in if not available. The overall ending point should automatically populate.
2. If the **Starting Point** is different from the departure location, select or enter the **Ending Point** to change the default entry.
3. Enter **Start Travel Date**. Use pop-up calendar if necessary.
4. Enter **End Travel Date**. Use pop-up calendar if necessary.

5. Select **Trip Type** from drop-down list (Figure 3-5).

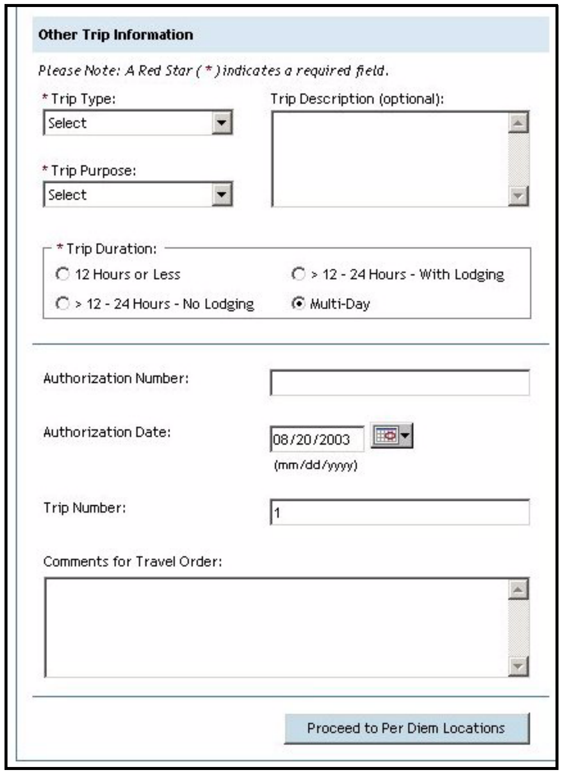


Figure 3-5: Trip Overview Window (Continued)

6. Select **Trip Purpos**e from drop-down list.
7. Type a short description of the trip in the **Trip Description** field. (Optional)
8. **Trip Duration** radio button should already be populated to correct length.
9. The **Authorization Number** is assigned upon creation of the document and is used as the identifier for the Group Authorization. **Authorization Date** is the date in which the Authorization is made. The **Trip Number** is the iteration of the trip. It always starts at 1.
10. Type **Comments for Travel Order** (optional).
11. Select **Proceed to Per Diem Locations** once completed. Click **OK** in the confirmation box.

3.2.1 Itinerary—Per Diem Locations

In order to have a valid authorization in GovTrip, a per diem location(s) must be selected.

1. Click one of the four search options (Search Location, County Search, Zipcode Search, or TDY/ Location Lookup)
2. A list of relevant per diem locations will appear in a new window if found. Select the radio button to left of destination. Click **Select and Close**.
3. If the desired location does not appear, click on the **TDY Location Lookup** link and select the desired state/country. The **Find a TDY Location** pop-up window displays.
4. If you cannot find your TDY city in the Select Location drop-down list, select **Unlisted** and enter the Unlisted location's name in the field.
5. Click **Save Location and Return**.

6. Once back to the **Per Diem Location** page (for unlisted or listed TDY locations), click **Save This Location** if satisfied with the selection. This will update the per diem location information on the document with the new per diem locations selected.
7. A pop-up message will appear stating that the per diem entitlements for this document have been updated. **Click OK**.

Note: To change a per diem location using the same starting and ending dates, click **Edit** in Trip Summary next to the location to change. Click **Search Location** or **TDY Location Lookup Command** button to change the location.

3.2.2 Group Ticketed Transportation

1. At this point, the preparer or primary traveler will need to contact the TMC to get transportation costs that will be entered manually into GovTrip.
2. Click **Travel** on the main navigation bar. By default the **Ticketed Transportation** window displays (Figure 3-6).

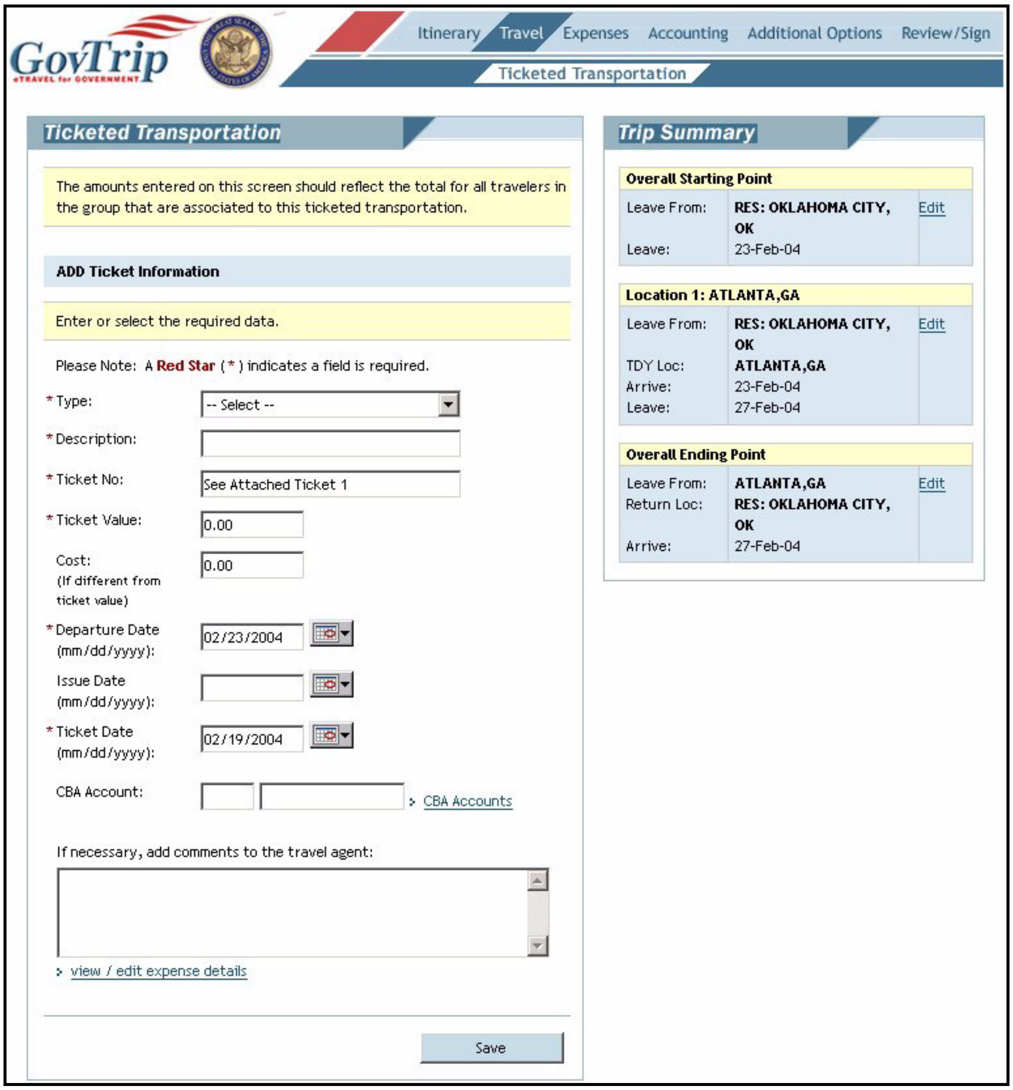


Figure 3-6: Ticketed Transportation Window

3. Select the desired type of transportation from the Type drop-down. The **Description** field will automatically populate based on the type of transportation selected.
4. The Ticket No. field will automatically populate with "See Attached Ticket 1." The traveler will not be issued a ticket number until after the Approving Official has approved the document and the traveler's TMC has ticketed the traveler's reservation requests.
5. Enter total cost of the tickets (obtained from TMC) in the **Ticket Value** field for the entire trip. **Note:** Enter the cost only if it is different from the ticketed value obtained by the TMC.
6. Enter the issue date (provided by the TMC) in the **Issue Date** field. The **Ticket Date** field is automatically populated with the date that is three days prior to departure. Departure Date is automatically populated based on the itinerary departure date.
7. The CBA account number will not be used unless Transportation Type was GOVCC-C. If CBA is needed, click on the **CBA Accounts** link and select an account.
8. Click **Save**.

3.3 Adding/Updating Expenses

Expenses will be divided into three categories: Non-Mileage, Mileage, and Receipts. Non-Mileage is the default expense window; it will automatically appear when window is refreshed.

3.3.1 Non-Mileage Expenses

1. Select **Expenses** from the main navigation bar. The **Non-Mileage** expenses will default. To switch to Mileage Expenses, select **Mileage** from the sub-navigation bar (Figure 3-7). The traveler has the ability to enter up to five expenses initially, after which the screen will refresh and additional expenses may be entered one at a time.

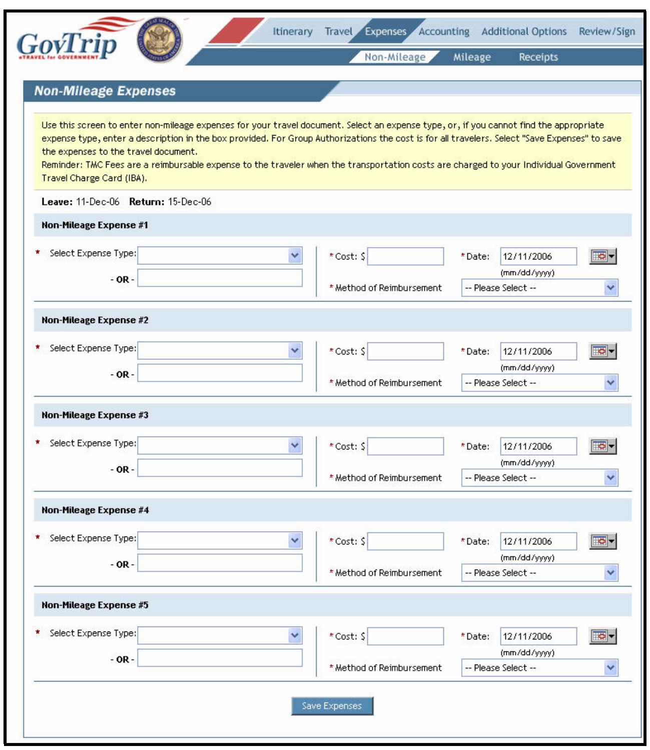


Figure 3-7: Non-Mileage Expenses Window

2. Select an Expense Type from the drop-down list, or type an expense in the OR field if it does not appear on the list.
3. Enter Cost.
4. Enter Date (use pop-up calendar if desired).
5. Select Method of Reimbursement from drop-down list. This field will automatically populate with the default method based on the expense type. Make changes if necessary.
6. Click **Save Expenses**.

3.3.2 Mileage Expenses

1. Select Expense from the main navigation bar, then Mileage from the sub-navigation bar.
2. Select an Expense Type from the drop-down list. The rate will automatically populate based on the expense type selected and the current mileage rate for that type (Figure 3-8).

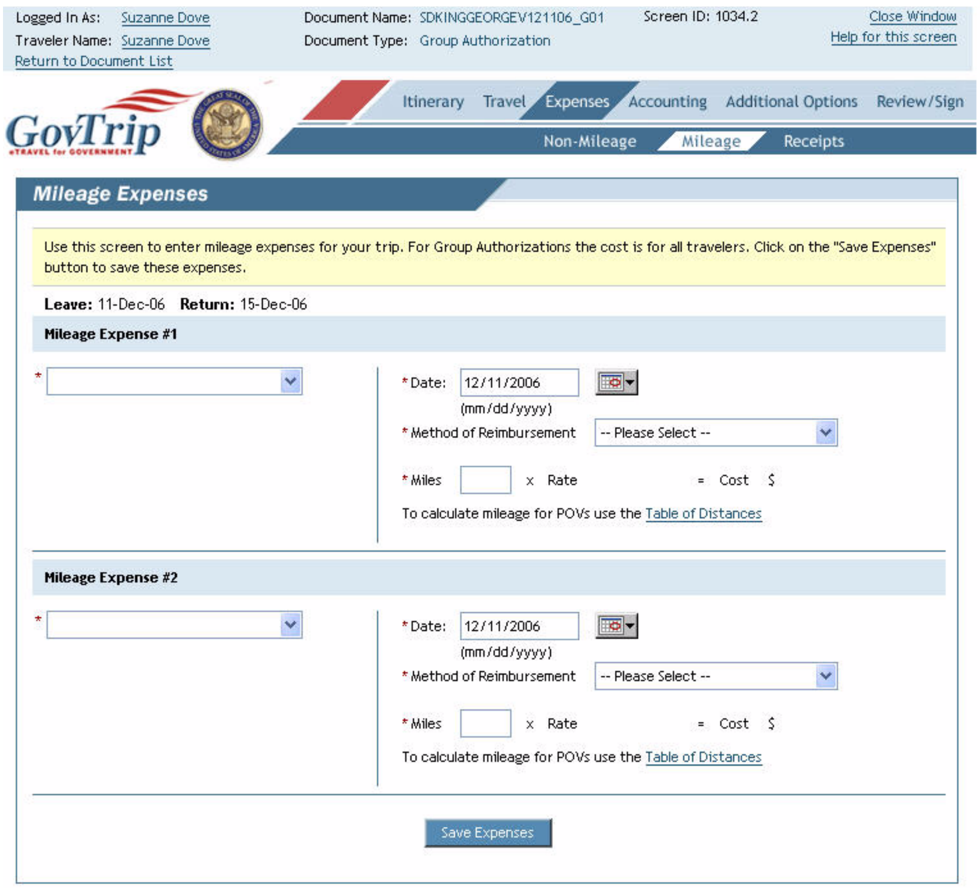


Figure 3-8: Mileage Expenses Window

3. Enter Date (use pop-up calendar if desired).
4. Select Method of Reimbursement from drop-down list.
5. Enter Odometer Miles. Cost will be calculated based on the expense type and rate.
6. Repeat above steps until all “Should Cost” expenses are completed.
7. Click **Save Expenses**.

GovTrip will automatically calculate mileage reimbursement costs. After selecting the Save Expenses button, the window will refresh and the current Mileage expense(s) will be listed on the right side of the window. Travelers will have the option to edit or remove individual expenses. In addition Travelers also can add any additional expenses at this window individually.

3.4 Receipts Imaging

Receipts are an important part of trip records and serve as evidence certain expenses were incurred on TDY. GovTrip allows travelers the option of storing receipts for official travel digitally in addition to existing local retention methods.

Receipts along with other supporting documentation can be loaded into GovTrip and attached to the trip record by using the scan and upload or fax method. Faxing is the preferred and easiest method of digitally storing receipts but both methods will be explained in detail. Although the Receipts Imaging function is available in the Authorization, it is likely that most receipts will not be available until after travel and during the voucher creation process. The same procedures should be followed for digitally storing receipts on the voucher/local voucher.

To load receipts into GovTrip, see Chapter 2, Section 2.7 “Receipts Imaging” for a complete explanation of procedures.

3.5 Selecting Accounting Codes

Federal personnel traveling on orders must have an accounting code(s) that authorizes funds for travel. Travelers may be required to provide this information when they fill out an **Authorization**. Adding an accounting code(s) to the **Authorization** requires a discussion between the Traveler and FSTA before the **Authorization** is created for the trip. In some cases the Traveler will have a default accounting code already set up in the system.

1. Select **Accounting** from the main navigation bar. By default, the Accounting Codes window displays (Figure 3-9).
2. Select the appropriate **Accounting Label** from the drop-down list.

Note: Agencies may elect to add additional procedures for the Accounting menu. Please contact a local travel administrator for instruction on additional accounting information. (Examples include: Object Class Codes, Validation of Accounting Codes, etc.)

3.5.1 Selecting Multiple Accounting Codes

1. If multiple accounting codes are required for the trip, select all that apply.
2. Select the **How To Allocate** (By Expense Category, Percent, Date, Dollar Amount) drop-down list and choose the method by which to allocate the funds.
3. Navigate to **Additional Options**, if necessary, or **Review/Sign**, if complete.

3.6 Additional Options

Select **Additional Options** from the main navigation bar.

Group Travelers—Allows the traveler to view a list of travelers who have been selected for the GAUTH. The traveler has the ability to add travelers, change the routing list, edit total travelers, and remove selected travelers.

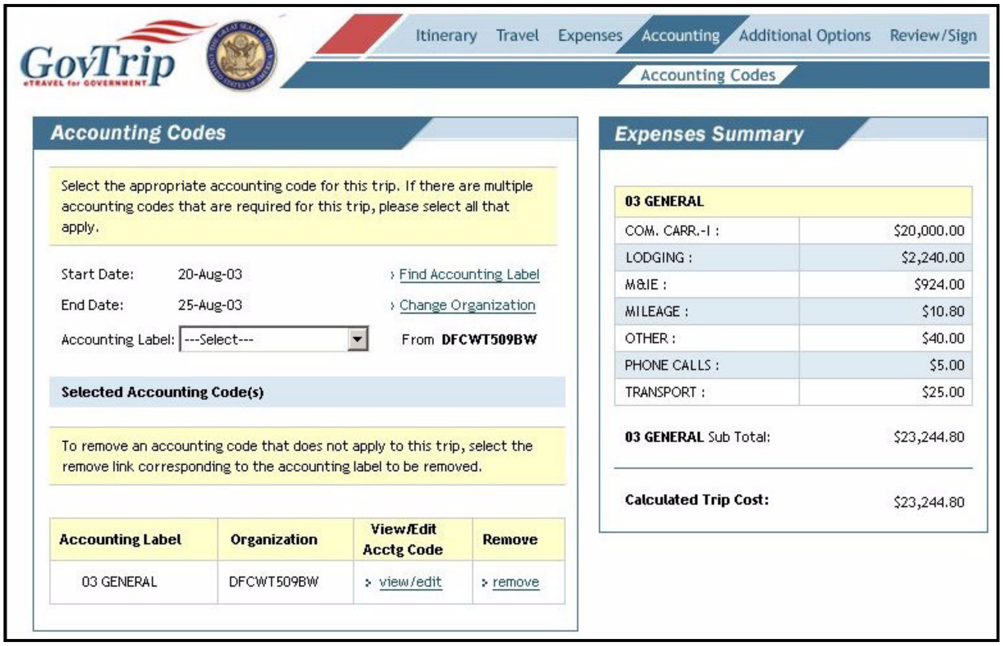


Figure 3-9: Accounting Codes Window

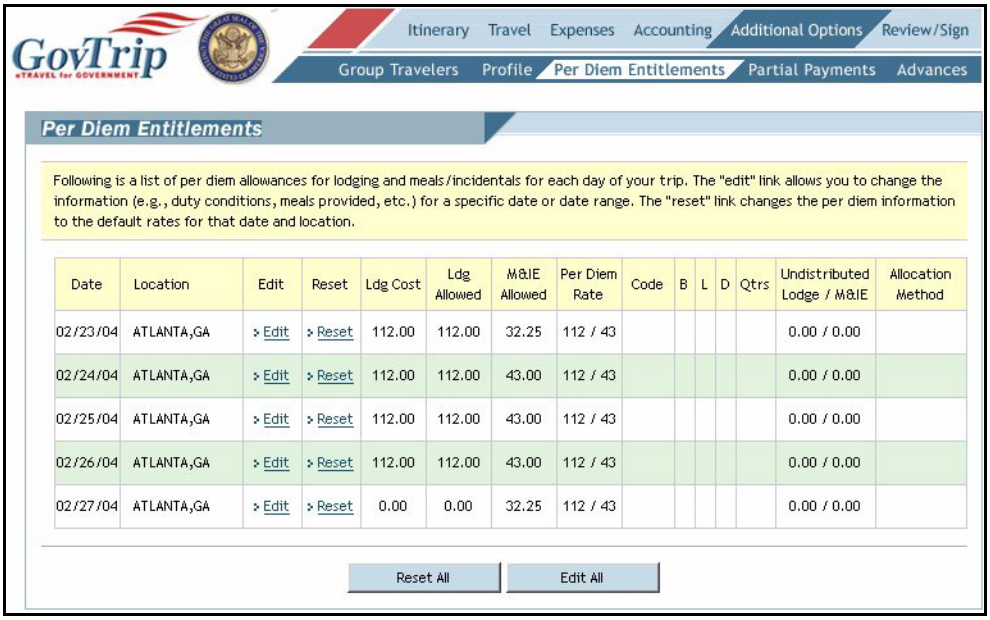
Profile—The profile tab allows the traveler to save his/her personal profile information for the current document, as well as permanently. Click on the checkbox for **Save changes to permanent traveler information** on any of the profile windows.

- **My Profile**—User has ability to update personal information, including: address, city, state, zip, home phone, email, and emergency contact info.
- **My Preferences**—User can update Air, Lodging, Rental Car, and Miscellaneous preferences.
- **My Additional Information**—Edit Duty Station information, including address, city, state, zip, phone, fax.
- **My Account Information**—User will be able to view but not edit accounting information that includes Default Accounting Code Label, EFT, and Credit Card Accounts.

When finished updating the profile, click the **Update Personal Information** button.

3.7 Per Diem Entitlements

The information provided to the traveler on the **Per Diem Entitlement** window is populated automatically when the traveler builds the Itinerary (Figure 3-10).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs	Undistributed Lodge / M&IE	Allocation Method
02/23/04	ATLANTA,GA	Edit	Reset	112.00	112.00	32.25	112 / 43						0.00 / 0.00	
02/24/04	ATLANTA,GA	Edit	Reset	112.00	112.00	43.00	112 / 43						0.00 / 0.00	
02/25/04	ATLANTA,GA	Edit	Reset	112.00	112.00	43.00	112 / 43						0.00 / 0.00	
02/26/04	ATLANTA,GA	Edit	Reset	112.00	112.00	43.00	112 / 43						0.00 / 0.00	
02/27/04	ATLANTA,GA	Edit	Reset	0.00	0.00	32.25	112 / 43						0.00 / 0.00	

Figure 3-10: Per Diem Entitlements Window

The lodging cost entry needs to be updated to match the selected hotel in the reservations and any change in the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range.

Note: Lodging and M&IE are always dispersed equally in a GAUTH by the system. This cannot be changed.

3.7.1 Update Per Diem Entitlements

1. Select **Edit** next to the date to be modified.
2. Enter date in **Values Apply Through**, if changes are for multiple consecutive days (Figure 3-11).

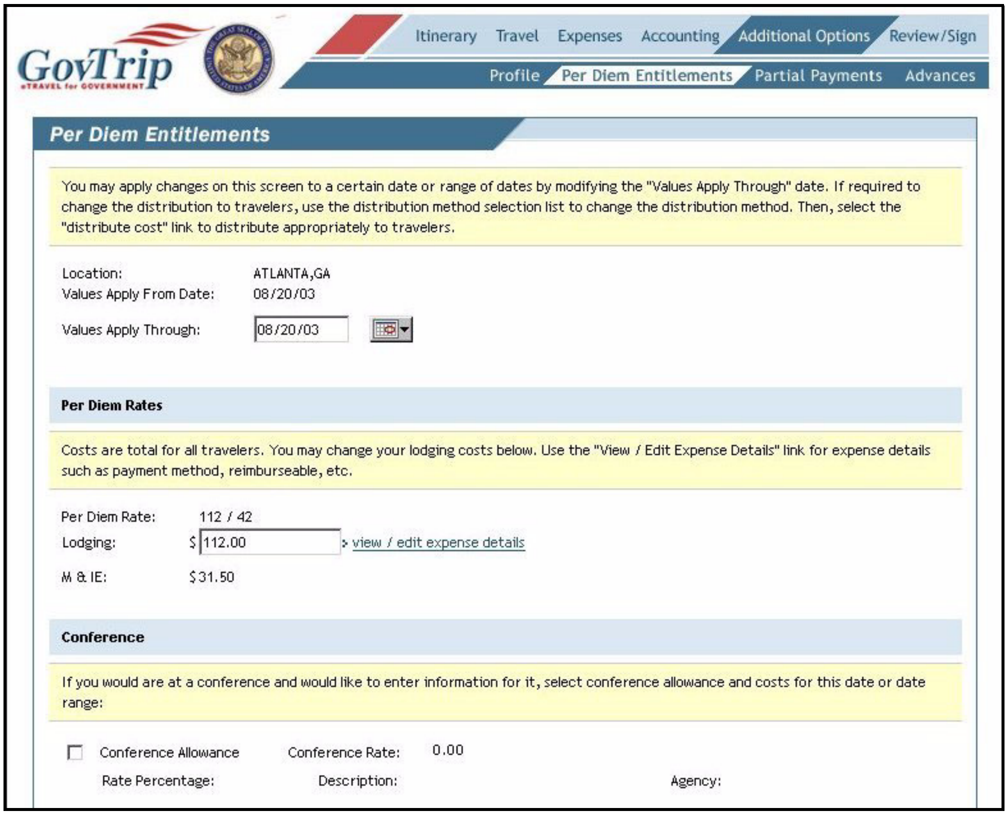


Figure 3-11: Per Diem Entitlements Window

3. Enter lodging cost in the **Lodging** field, if different than per diem.
4. Select **Conference** to enter information for conference allowance and cost, if applicable.

5. Select the applicable meal(s) provided for the date or date range (Figure 3-12).

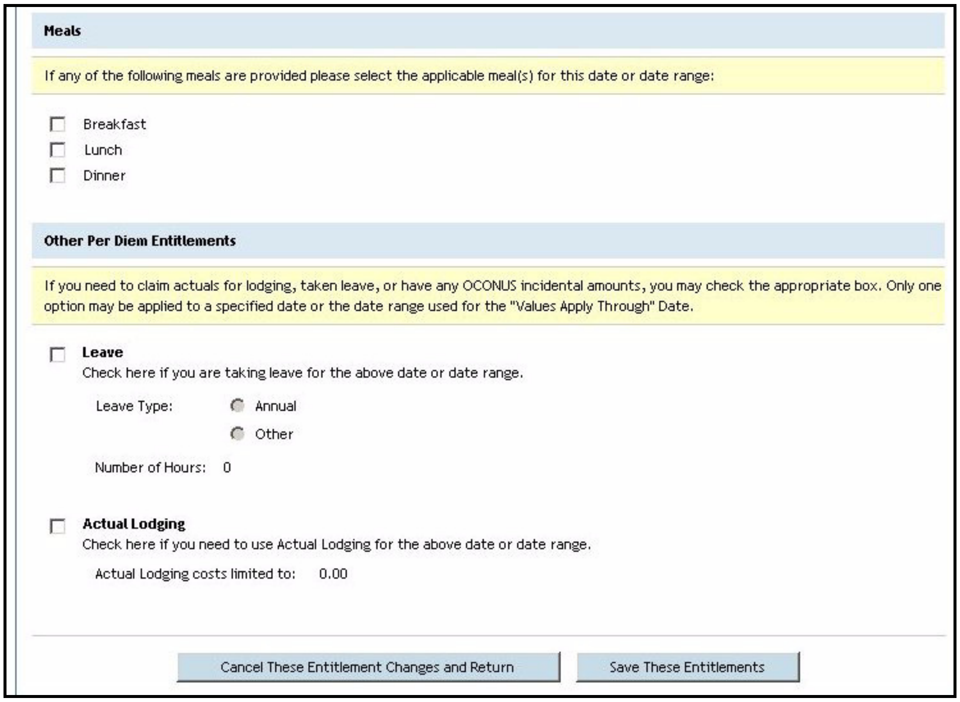


Figure 3-12: Per Diem Entitlements Window (Continued)

6. Select **Leave** if appropriate. Government employees can choose either **Annual** or **Other**. Government employees may enter the number of hours they wish to use.
7. Select **Actual Lodging** if authorized by the Approving Official. The **Actual Costs Limited** field will display the maximum actual lodging amount authorized.

3.8 Scheduled Partial Payments

Scheduled Partial Payments (SPP) is an option in the Additional Options section of an authorization that allows a Traveler to be reimbursed periodically for travel expenses. This function is only allowed for trips in duration of 45 days or more. (Note: The trip duration may differ depending on agency policy.) When selected, a partial payment schedule is set up to pay the Traveler every 30 days. However, the Traveler is not required to request an SPP in GovTrip. The steps below set up an SPP (Figure 3-13).

Partial Payments scheduled on a GAUTH will only affect the primary Traveler. If any of the other Travelers require partial payments, they must wait until the Approving Official has approved the document. Travelers can then amend the document and schedule partial payments for the individual documents.

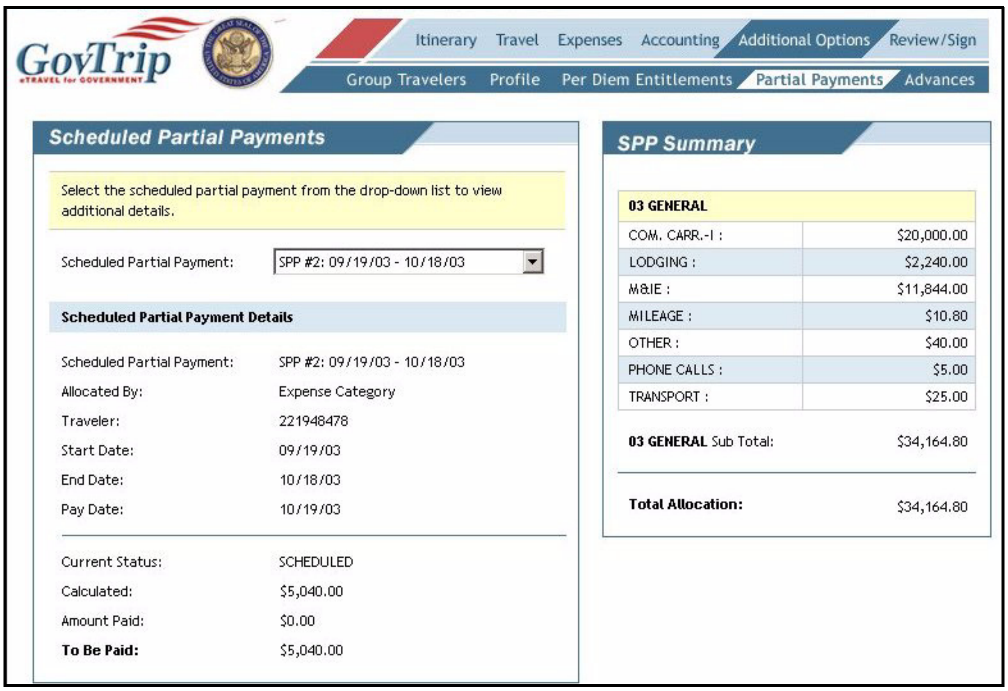


Figure 3-13: Scheduled Partial Payments Window

1. Click on **Partial Payments** on the sub-navigation bar.
2. Click **Schedule Partial Payments**. The payments are now set up.
3. Click **View Details** to view a breakdown of expenses, date ranges, and pay dates, or click **Cancel Scheduled Partial Payments** to cancel the disbursing of Partial Payments.

3.9 Advances

Advances cannot be used on a Group Authorization.

3.10 Review/Sign

3.10.1 Distributions

The Distributions tab is used for the cost distribution of the entered Expenses (Mileage & Non-Mileage), Travel (Ticketed Transportation), and Lodging and M&IE. All expense items on the group authorization that has a dollar amount must be distributed for proper processing of the group authorization.

The Distributions window is divided into 2 sections: Cost Distribution (Selected Travelers) and Expense Summary. In Cost distribution, there are four methods by which expenses can be distributed: Equal, Amount Percent, and Single Traveler. Initially, screen descriptions are displayed in this section. Select Edit to distribute individual expenses. The Expense Summary lists both distributed and undistributed expenses and the distribution method used.

The **Expense Summary** has controls to display desired data elements. The user may elect to display Travel related expenses, Mileage & Non-Mileage Expenses, and Lodging / M&IE expenses for the trip. By default, only undistributed expenses are displayed in the **Undistributed Expenses** section of the Expense Summary window. There is also an option to display expenses that have already been distributed.

Once the expense has been distributed, it will automatically be moved to the **Distributed Expenses** section of the window or removed from the page.

Select the **Edit** or **View** link next to the item in the results list to edit the distributions or review the distribution (Figure 3-14).

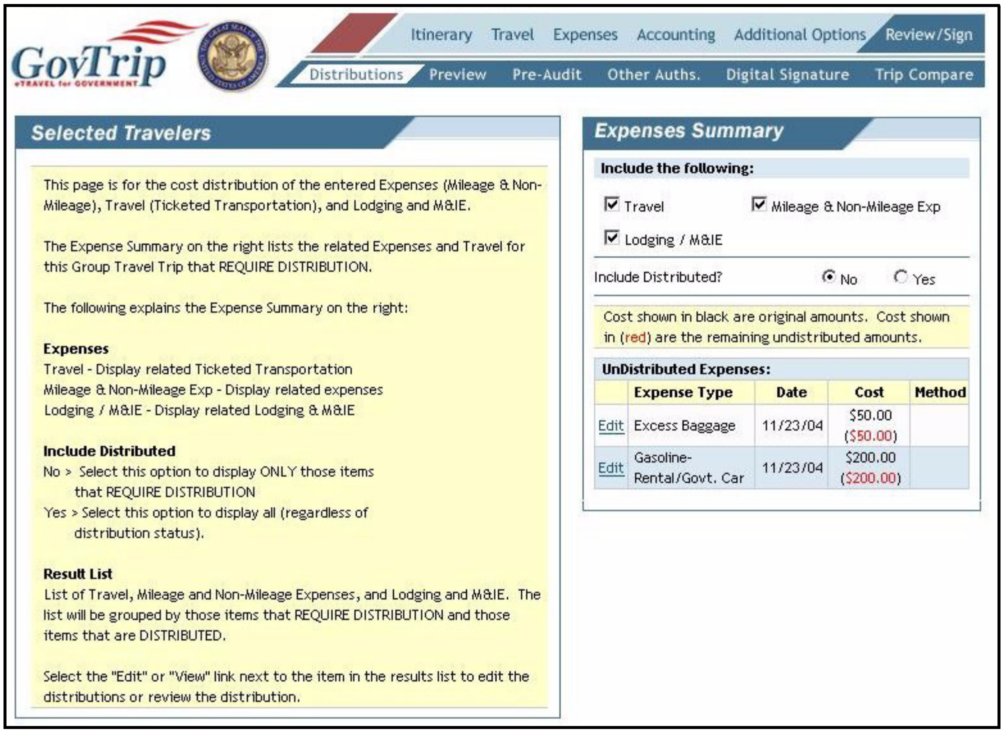


Figure 3-14: Selected Travelers/Expenses Summary Window

To distribute expenses:

1. Click the **Edit** link to the left of expense name.
2. Select the desired distribution method from the **Distribution Method** drop-down.
3. Click the checkbox to the left of each Traveler that is responsible for the selected expense to distribute by the **Equal** or by **Single Traveler** method; or
4. Enter the dollar amount in the **Cost** field for each Traveler that the selected expense is to be distributed; or
5. Enter the percentage each Traveler is responsible for in the **Percent** field to distribute the selected expense.
6. Click **Save Distribution**.

3.10.2 Preview Trip

The Preview Trip window allows the traveler/preparer to view a general overview of the trip, confirm data, edit data, and give comments to the Approving Official (Figure 3-15).

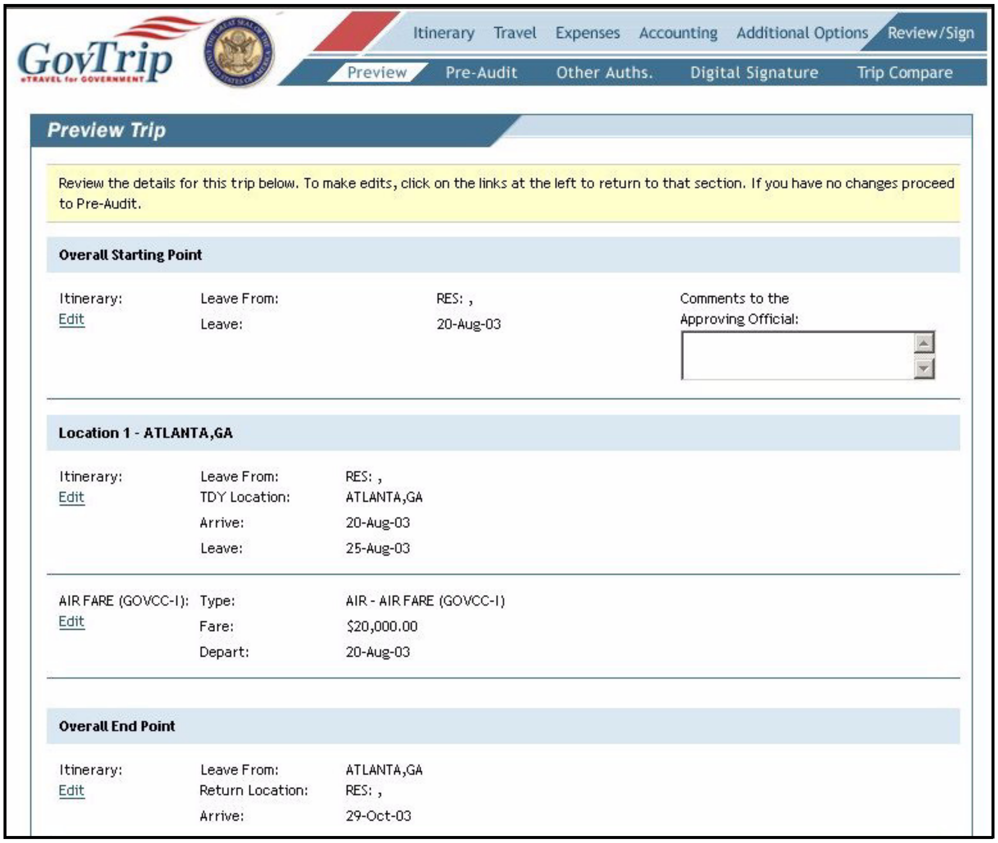


Figure 3-15: Preview Trip Window

1. Enter **Comments to the Approving Official** as needed (optional).
2. Confirm all data.
3. Click **Save and Proceed to Pre-Audit**.

3.10.3 Pre-Audit Trip

Pre-auditing an **Authorization** allows the traveler to screen his/her document for missing items or possible problems before signing and routing. An automatic **Pre-Audit** will always occur when the traveler signs the document for signature and routing.

1. Any items that appear on this window are "flagged" for this trip. The traveler must complete **Justification to the Approving Official** to explain any request out of the norm (Figure 3-16).

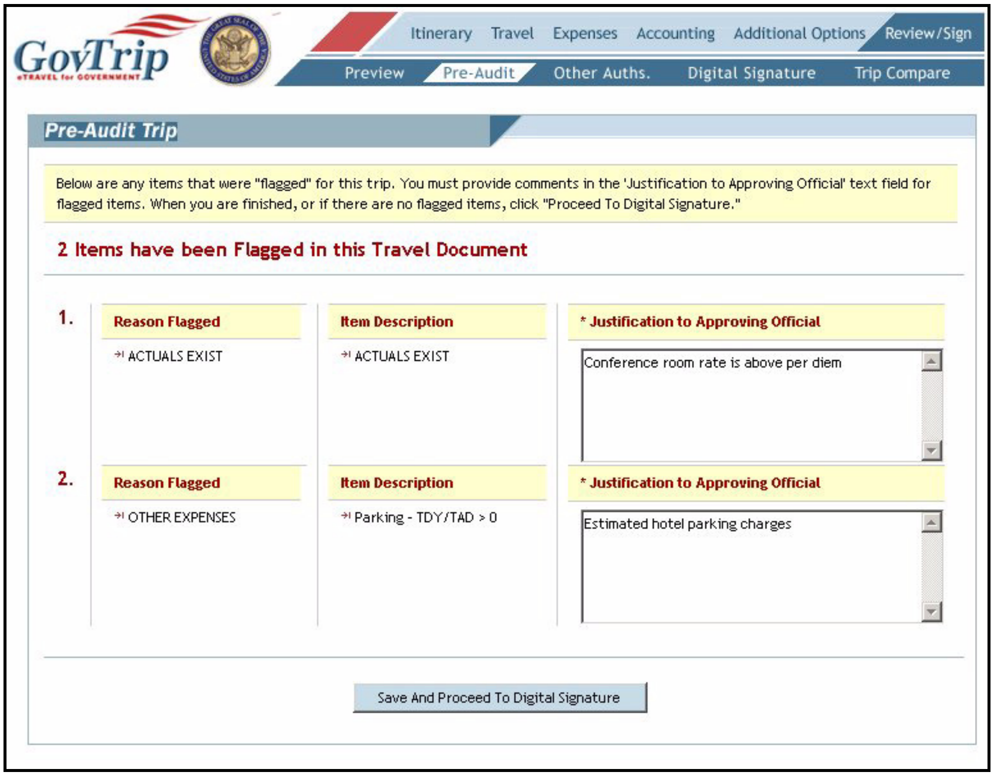


Figure 3-16: Pre-Audit Trip Window

2. Click **Save and Proceed to Digital Signature** once all justifications are completed.

3.10.4 Other Authorizations

1. Click on **Other Auths**. from the sub-navigation bar. Based on the trip details, additional authorizations may be cited (Figure 3-17).

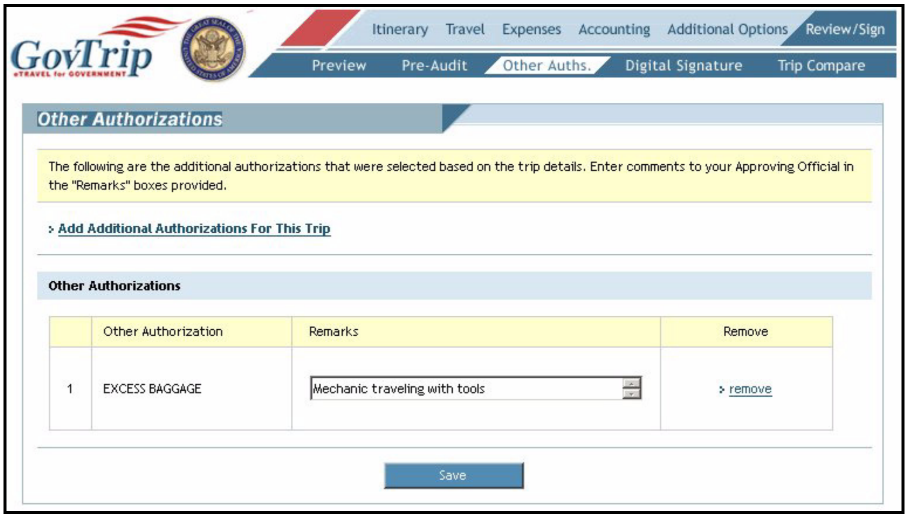


Figure 3-17: Other Authorizations Window

2. Enter any **Remarks** for the Approving Official to view.
3. Click on the **Add Additional Authorizations For This Trip** link to add any other authorizations or special conditions for this trip (Figure 3-18).

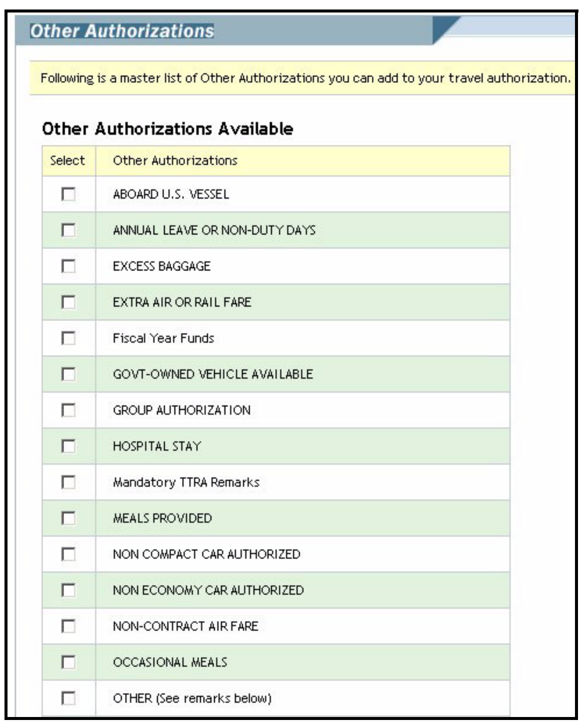


Figure 3-18: Other Authorizations Window

4. Select any Additional Authorizations by clicking on the checkboxes next to each.
5. Click **Add**.
6. Enter any **Remarks** as needed.
7. Click **Save** when complete.
8. To remove any of the additional authorizations, click the **Remove** link next to the appropriate one.

3.10.5 Digital Signature

The final step in an authorization is to digitally sign the document to begin its routing process. This is done by clicking Review/Sign on the main navigation bar, then Digital Signature on the sub-navigation bar. The process for signing an authorization is below.

1. Select **Signed** from the "Submit this document as" field.
2. Enter any additional remarks (optional) (Figure 3-19).

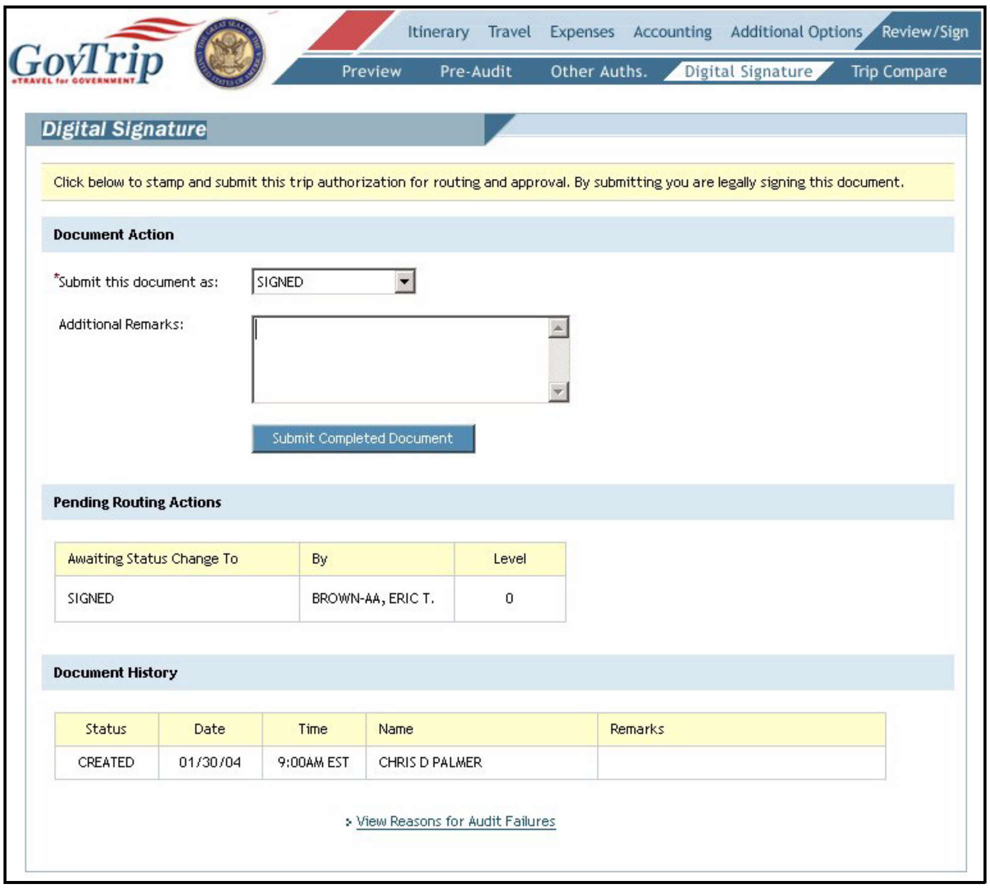


Figure 3-19: Digital Signature Window

3. After all information has been confirmed, click **Submit Completed Document**.
4. The document is now signed. You will be taken back to the main authorization window.

3.10.6 Trip Compare

For details about Trip Compare, please refer to Chapter 2, Section 2.10.5.

CHAPTER 4: VOUCHER

A voucher is a travel document that contains "actual expenses" incurred during the trip. Vouchers are pre-populated with information that was entered into the authorization. Necessary corrections or additions can be made in the Itinerary, Travel, Expense, and Additional Options modules. Travelers may create and submit a voucher once the Authorization has fully routed through the approval chain and also the agency's financial system. Agencies use various stamps to denote an approved and obligated authorization. Please contact a local travel administrator for agency-specific details. It is recommended that the users/travelers submit the Voucher within five days of returning from travel.

4.1 Login

1. Travelers may create Travel Documents by entering the GovTrip Public Web portal: www.govtrip.com
2. Click the **LOG IN** button located in the Login to GovTrip box.
3. Click the **Accept** button on the Privacy and Ethics Policy dialog box.
4. Enter User ID and Password.
5. Click **Log In**.

4.2 Creating a Voucher from Authorization

1. From the GovTrip Welcome Page, select **Vouchers** from the Official Travel drop-down list.
2. Previously created vouchers will be displayed in the Existing Vouchers section as described in section 4.4 below.
3. If there are no previously created vouchers, click the **Create New Voucher from Authorization/ Order** link.
4. The **Voucher from Authorization/Order** page displays a list of authorizations that are ready to be vouchered.
5. Click the **Create** link under the Create column for the authorization for which you would like to create a voucher.

4.3 Other Options in the Voucher from Authorization Window

Previously created Vouchers from Authorizations will be displayed under the Existing Vouchers section in the Vouchers window (Figure 4-1). Travelers can sort existing vouchers by document name, departure date, status, and TA number. The existing vouchers can be edited, printed, removed and amended.

Figure 4-1: Vouchers Window

- **Edit**—Travelers can edit information in a voucher from authorization that has already been created. **Note:** This option changes to view/edit after the voucher from authorization has been signed. Travelers will have the option to uncheck the VIEW-ONLY check box after clicking the view/edit link under the view/edit column.
- **Print**— Allows the user to print an overview of the itinerary, including per diem rates and entitlements. The voucher from authorization will be displayed in a new browser window, where it can be printed.
- **Remove**—This allows a document with the status of CREATED to be deleted, therefore giving the traveler the ability to start the voucher process over. The remove link disappears after the traveler SIGNS the voucher.
- **Amend**—This link will appear after a voucher has been approved by the Approving Official. Travelers can make necessary changes to the voucher. A new document will be created and signed causing it to go through the entire routing process again.

4.4 Review/Update Itinerary

The travel dates for a traveler may have been extended, shortened, or changed while on travel. When this happens, updates to the Itinerary may be made while creating a voucher.

Note: The steps outlined in this paragraph apply to a multiple day, single location TDY trip.

4.4.1 Updating Itinerary Information

The Itinerary window is the first window to appear when creating a new voucher (Figure 4-2).

Select **Itinerary** from the Navigation Bar and click **Trip Overview** from the sub-navigation bar.

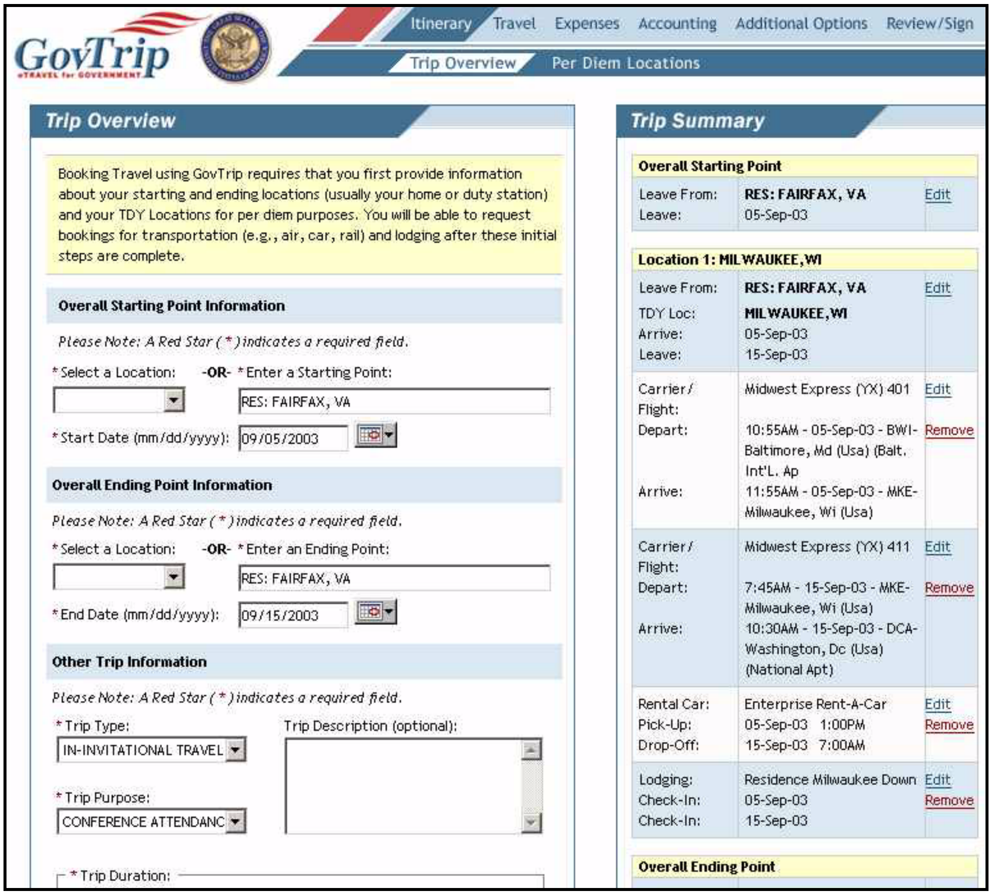


Figure 4-2: Trip Overview Window

Note: Only use this procedure if trip dates have changed.

1. Select **Itinerary** on the navigation bar.
2. Adjust the **Start Date** or **End Date** field in the Trip Overview window.
3. Click **Proceed to Per Diem Location** button.
4. Click **OK** to the entitlements update prompt.
5. Click **OK** to the warning.
6. Dates in fields are now populated with a question mark. Click the **Edit** link under **Location** in the Trip Summary box.
7. In the Per Diem Location (left box), change your dates accordingly.
8. Click **Save Changes** and then click **OK** to the entitlements update message prompt.
9. If applicable, click **Remove** next to the air segment that says, “Items not Associated to TDY stop”.
10. Under Travel on the navigation bar click **Other Trans.** to add changed flight ticket data.
11. Click **Remove** next to Lodging and Car Rental (see respective sections to make changes).
12. The **Authorization Number**, **Authorization Date**, and **Trip Number** should automatically be populated based on the original authorization (Figure 4-3).
13. Type any **Comments for the Travel Order** that you’d like the Reviewing Official/Approving Official to review(Optional).

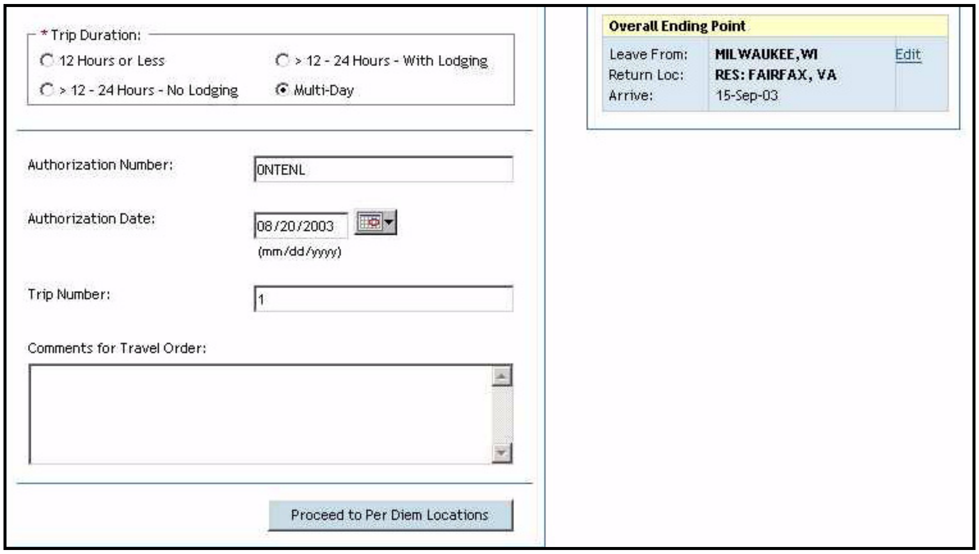


Figure 4-3: Trip Overview Window (Continued)

14. Click the **Proceed to Per Diem Locations** button once complete.

4.4.2 Itinerary—Per Diem Locations

In order to have a valid voucher in GovTrip, a per diem location(s) must be selected (Figure 4-4).

Note: Only use this procedure if the location was changed.

Select **Itinerary** from the main navigation bar, then **Per Diem Locations** from the sub-navigation bar.

1. Per Diem Location(s) and Arrival and Departure Dates are shown in the top left side window. If there was a change to the Per Diem location in between TDY locations, click the **Click Here** link and make necessary changes.
2. Click **Search Location** if the user/Federal Traveler went to an additional location.
3. In the Search location window, type in the city, state, or country of the TDY and click **Search Location**. If the desired city and state displays, click on its radio button and click **Select and Close**.
4. If desired location does not appear, click the **TDY Location Lookup Tool** link at the bottom of the page.
5. Choose the State/Country for the TDY and click **Return**.
6. Click the drop-down list for **Location** and choose the desired location. If you do not see the desired location, select **Unlisted**. When the window refreshes, type in the name of the unlisted location in the empty field.
7. Click **Save Location and Return** to save the location.
8. Select the **Arriving** and **Departing Dates** for the new TDY location on the Per Diem Locations page.
9. Click **Save This Location** when complete.

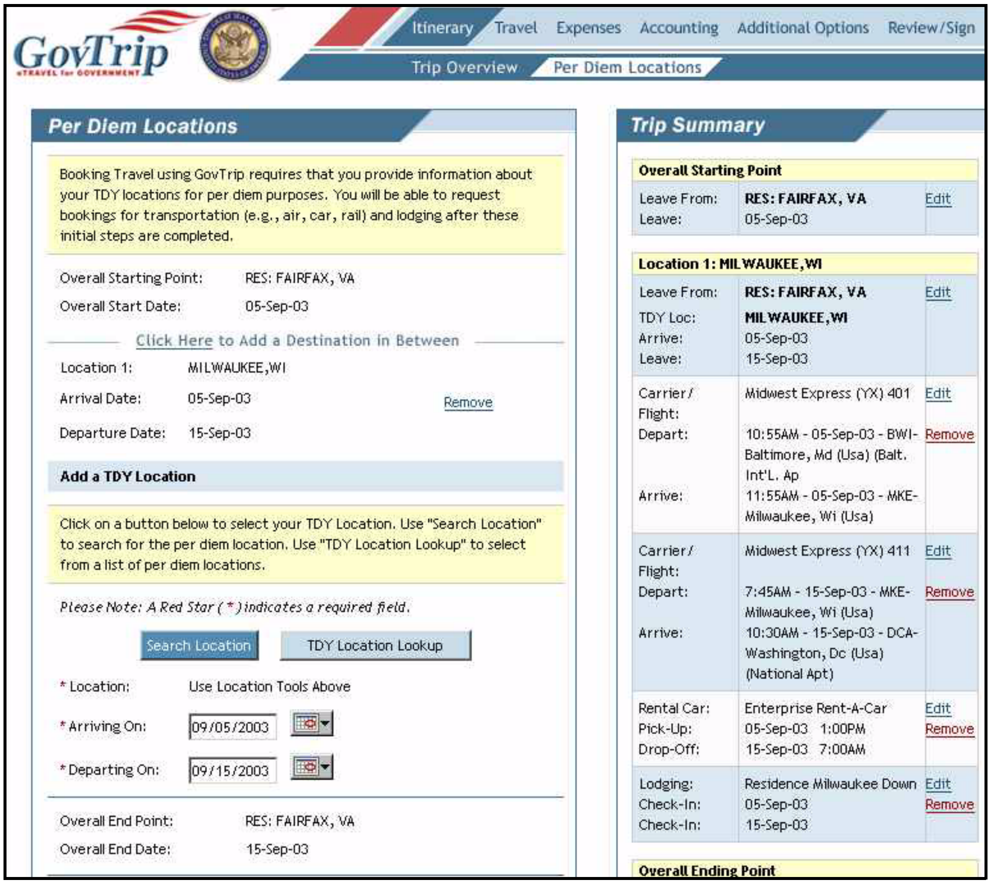


Figure 4-4: Per Diem Locations Window

4.5 Travel

The Travel tab is not used to make reservations, but simply to update some of the costs of travel that were reserved.

4.5.1 Update Air Travel

The following steps will guide you to update commercial air transportation changes in GovTrip (Figure 4-5).

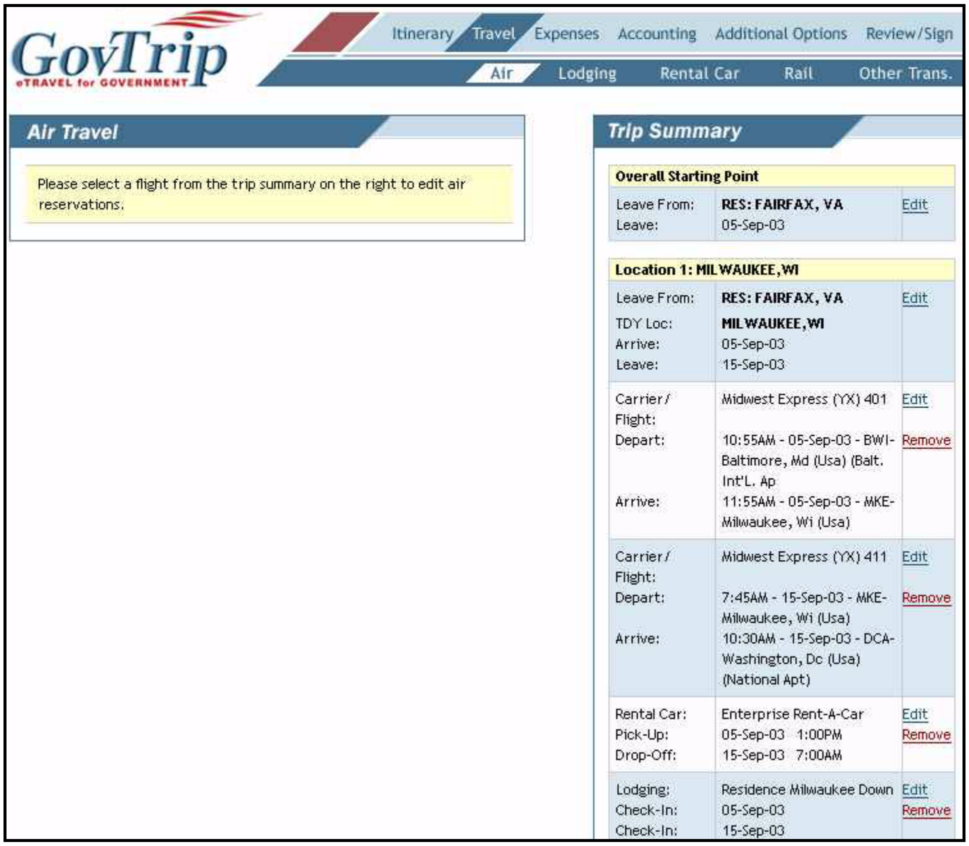


Figure 4-5: Air Travel Window

1. Select **Travel** from the main navigation bar.
2. Select **Air** from sub-navigation bar.
3. Under Trip Summary column, click the **Edit** link on the specific flight that requires changes.
4. The Air Travel box displays specific flight information from the authorization.
5. Click on **Change Ticket Data** link to update air travel changes.
6. The page refreshes to the Other Trans. Page. Under Edit Ticket Information, change the necessary fields. Click the **Save** button when complete. **Note:** Ticket type cannot be changed during this process.
7. Additional changes to any form of transportation can be entered by clicking on the **Create a New Transportation Entry** button.
8. If any portion of air travel needs to be removed, click on the **Remove** link next to the specific flight.

4.5.2 Update Lodging

The traveler has the ability to adjust the Lodging and M&IE if necessary. The **Per Diem Entitlements** screen (where updates/changes to lodging should be made) lists each day individually so changes can be made to one individual day or to a range of days. Do not add hotel sales taxes or room taxes in the Lodging section. These should be entered in the Expenses section. Refer to Section 4.8 for more information.

The following steps will guide you in updating lodging changes in GovTrip (Figure 4-6).

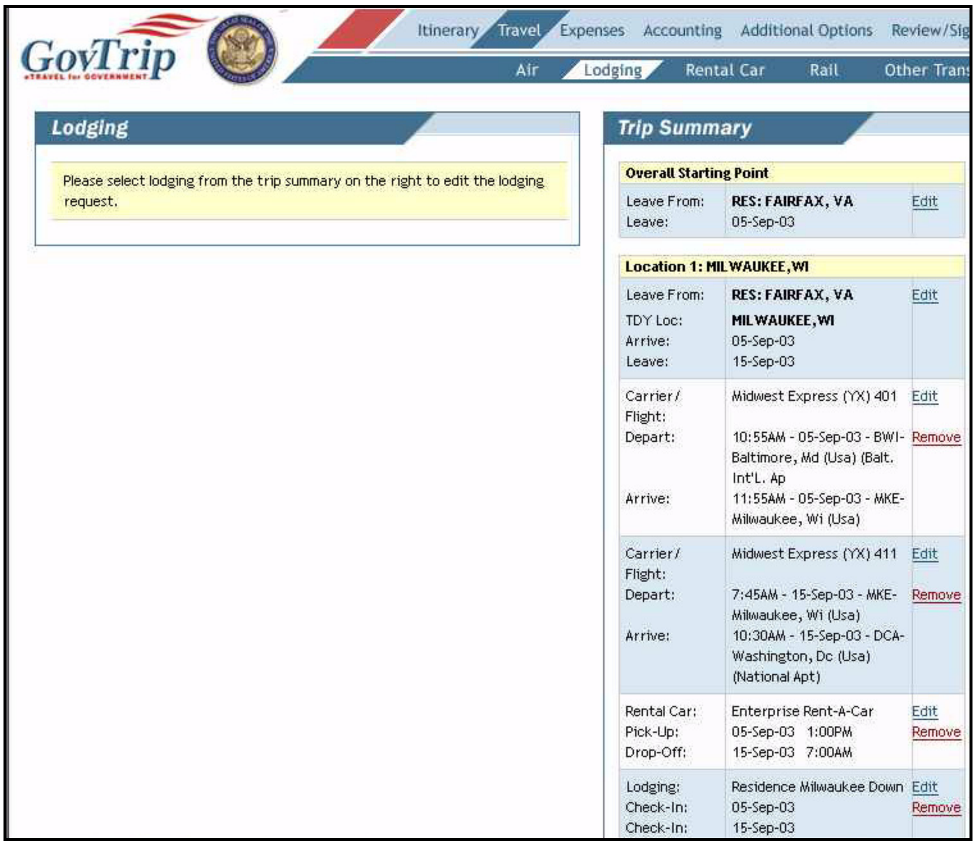


Figure 4-6: Lodging Window

1. Select **Travel** from the main navigation bar then, select **Lodging** from the sub-navigation bar.
2. Under the Trip Summary column, click on the **Edit** link on the specific lodging that requires changes.
3. The **Lodging** box displays specific lodging information from the authorization.
4. Change dates as necessary in the **Lodging** box.
5. If lodging costs require updating, click on **Update Actual Lodging Cost** link. This will refresh the page to the Per Diem Entitlements page.
6. Click the **Edit** link on the specific date where changes are necessary or click the **Remove** link to delete the specific lodging entry.
7. On the Per Diem Entitlements page, the traveler has the ability to change Dates, Per Diem Rates, Conference Allowances, Meals, and other Per Diem Entitlements. Click on **Save These Entitlements** button when complete. If no changes are necessary on this page, click on the **Cancel These Entitlement Changes and Return** button.

4.5.3 Update Rental Car

Any updates/changes made to *Existing* Rental Car information (if rental car was included as part of the authorization) should be made in the **Rental Car** section. If rental car was booked offline and/or was not included in the authorization, the Federal Traveler must input the rental car (commercial auto) costs in the Expenses section (section 4.8).

The following steps will guide you in updating rental car changes in GovTrip (Figure 4-7).

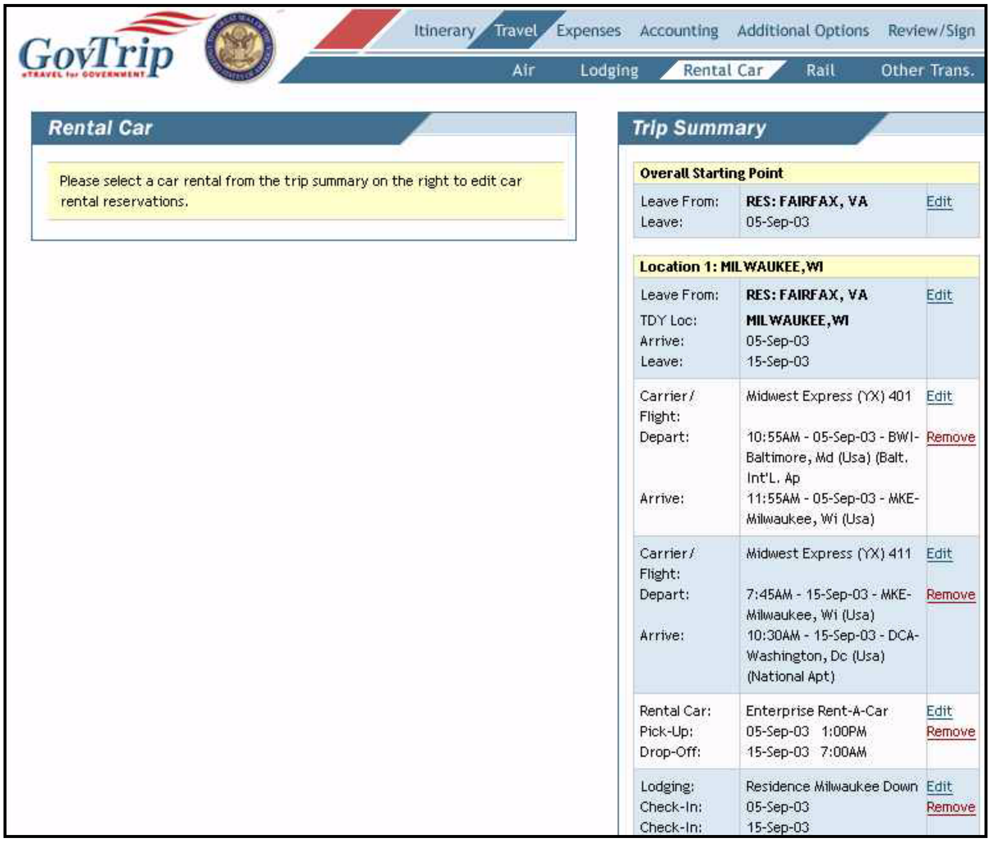


Figure 4-7: Rental Car Window

1. Select **Travel** from the main navigation bar then, choose **Rental Car** from the sub-navigation bar.
2. Click the **Edit** link next to the specific car rental that requires changes, or the **Remove** link to delete the specific car rental entry.
3. From the **Car Rental** box, changes can be made to the Dates, Times, Cost and Method of Reimbursement.
4. Click the **Save Selected Car** button to apply the updates.

4.5.4 Update Rail Travel

The following steps will guide you in updating the rail travel changes in GovTrip (Figure 4-8).

1. Select **Travel** from the main navigation bar then, select **Rail** from the sub-navigation bar.
2. Click the **Edit** link next to the specific rail travel that requires changes, or the **Remove** link to delete the specific rail travel entry.

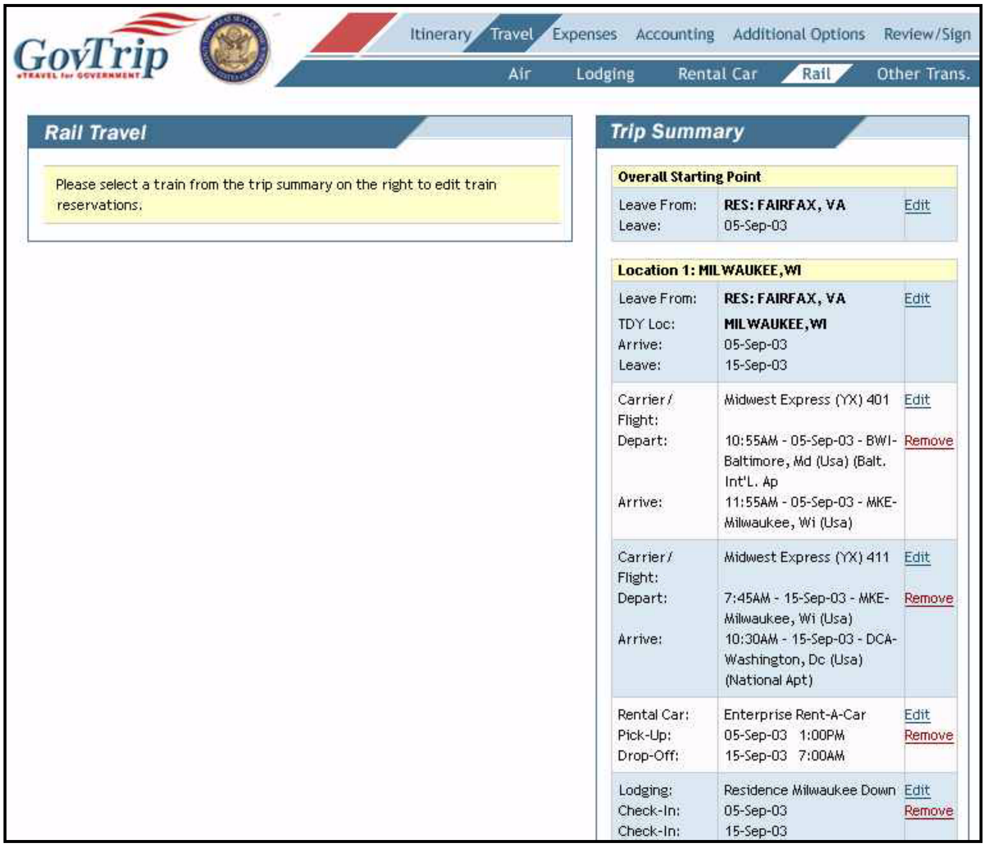


Figure 4-8: Rail Travel Window

3. The page refreshes to the Other Trans. Page. Under Edit Ticket Information, change the necessary fields. Click the **Save** button when complete.

4.6 Update Other Ticketed Transportation

Any ticketed transportation (air or rail) that was booked using the GovTrip reservation module can be edited by clicking on **Travel-Other Trans**. In addition, other ticketed transportation arrangements made outside of the GovTrip reservation system can be entered here (Figure 4-9).

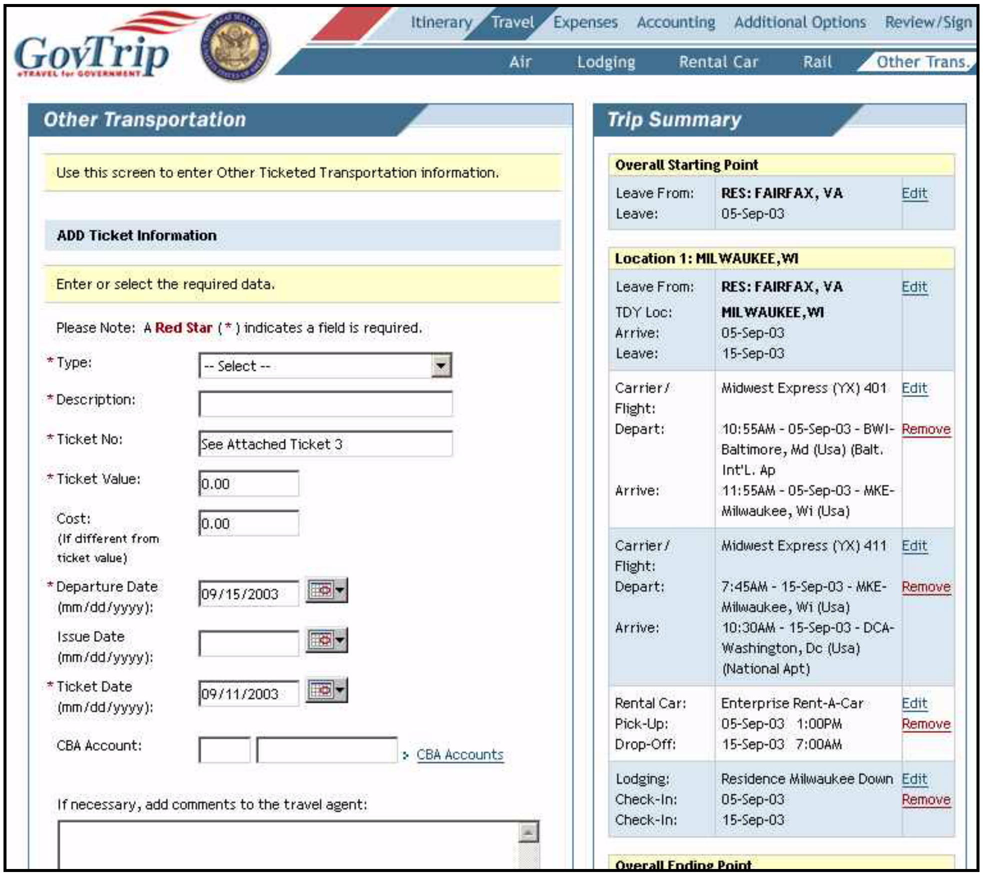


Figure 4-9: Other Ticketed Transportation Window

1. Select **Travel** from the main navigation bar then, select **Other Trans.** from the sub-navigation bar.
2. Select type of travel from the **Type** menu. The description will automatically populate.
3. Enter **Ticket Value**.
4. Enter **Ticket Cost** (if different from ticket value).
5. Enter **Departure Date**.
6. Enter **Issue Date** (if known).
7. Click on **CBA Accounts** link to choose account. Only use this option if CP-C or CR-C is selected in the type field.
8. Click **Save** button.
9. Confirm the information in the **Ticketed Transportation Saved** box. The information will also update and show up in the Trip Summary column and if necessary can be edited or removed.

4.7 Update Expenses

Trip Expenses can be added, updated, or deleted in the **Expenses** section. After travel, expenses are updated with the actual costs from the trip if needed.

GovTrip allows both non-mileage and mileage expenses to be reported. In the non-mileage section, expenses can be chosen from a list or entered manually. In the mileage section, different forms of transportation and rated mileage can be chosen, with the expense costs calculated automatically. The following two sections will allow a user to enter both.

4.7.1 Update Non-Mileage Expenses

1. Select **Expenses** from the main navigation bar. The screen will default to the Non-Mileage page (Figure 4-10).

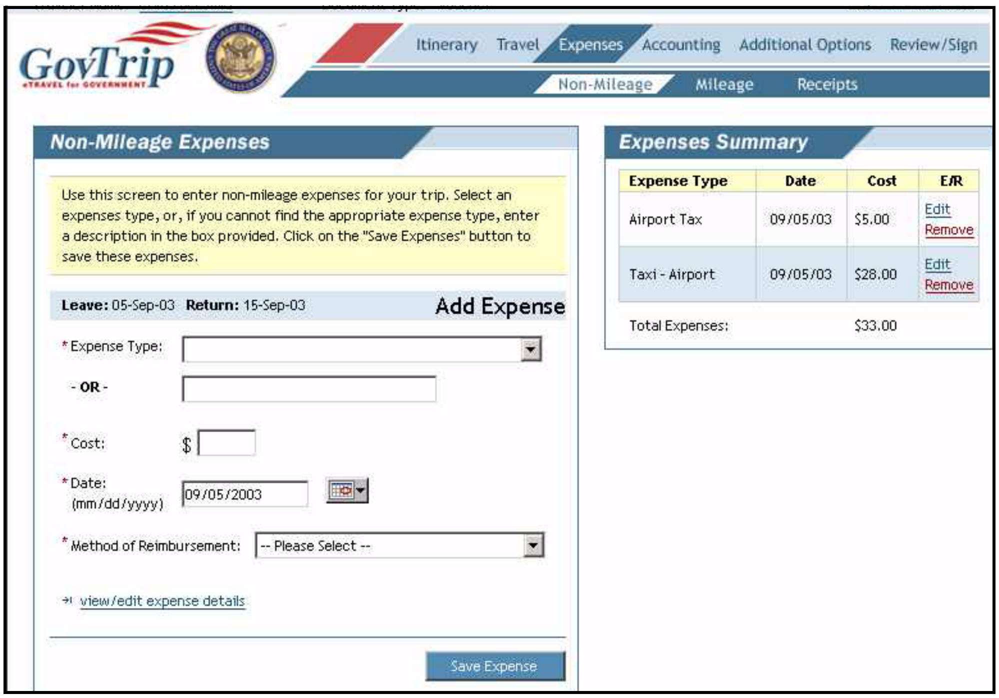


Figure 4-10: Non-Mileage Expenses Window

2. To edit expenses, click **Edit** to the right of the appropriate expense in the Expenses Summary.
3. For expenses not on the authorization, select the **Expense Type** from the drop-down list or type the expense into the field labeled **OR**.
4. Enter the **Cost** of the expense.
5. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
6. Select the **Method of Reimbursement**.
7. Click the **Save Expenses** button.
8. Repeat steps 2 through 7 until all non-mileage expenses are updated.

4.7.2 Update Mileage Expenses

1. Select **Expenses** from the main navigation bar then, select **Mileage** from the sub-navigation bar (Figure 4-11).

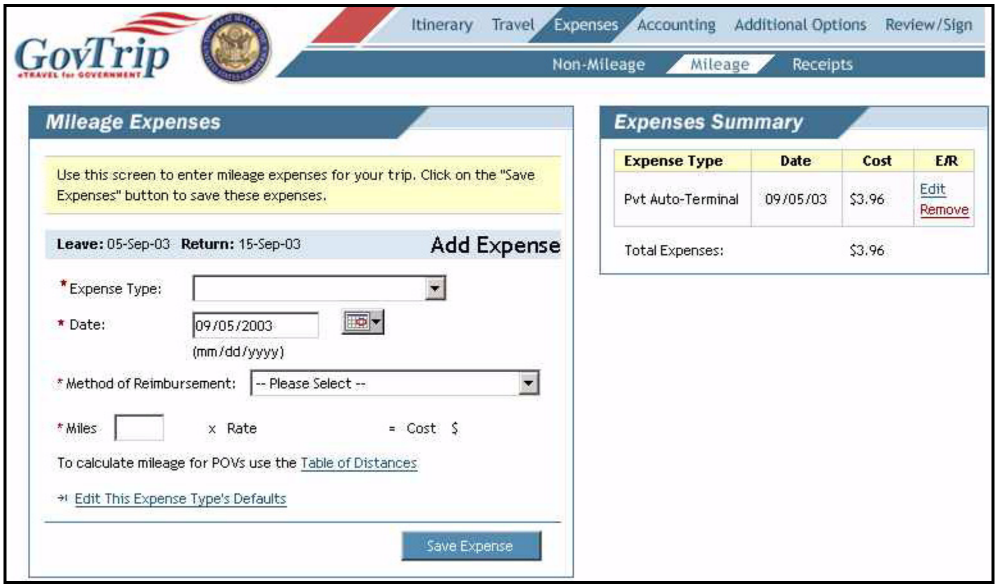


Figure 4-11: Mileage Expenses Window

2. To edit expenses, click Edit to the right of the appropriate expenses in the Expenses Summary
3. For expenses not on the summary, select the **Expense Type** from the drop-down list.
4. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
5. Select the **Method of Reimbursement**.
6. For the Miles field, enter mileage from odometer for "in and around" travel or use the Table of Distances link for TDY travel.
7. Click the **Save Expenses** button.
8. Repeat steps 2 through 7 until all mileage expenses are updated.

4.7.3 Table of Official Distances (TOD)

The Table of Official Distances (TOD) should be used when driving to a TDY location, driving to a Permanent Change of Station (PCS), or during other travel outside of a duty area.

1. Access TOD by clicking on the **Table of Distances** link below the mileage calculation fields in the mileage expense window (an expense type must be selected).
2. Enter **City** in the Traveling From section.
3. Enter **State/Country** or click the **Lookup State and Country Codes** link if state and country are unknown.
4. Enter **County** (Optional).
5. Click **Search** to see all locations associated with the City Traveling From.
6. Click the **Select** link next to the desired location, in the Search Results column.
7. Enter **City** in the Traveling To section.
8. Enter the **State/Country** or click the **Lookup State and Country Codes** link if state and country are unknown.
9. Enter **County** (Optional).

10. Click **Search** to see all locations associated with the City Traveling To.
11. Click **Calculate Mileage** button to display Total Miles.
12. Click **Save Total and Continue** button.

4.8 Receipts Imaging

Receipts are an important part of trip records and serve as evidence that official travel actually took place. GovTrip allows travelers the option of storing receipts for official travel digitally in addition to existing local retention methods.

Receipts along with other supporting documentation can be loaded into GovTrip and attached to the trip record by using the scan and upload or fax method. Faxing is the preferred and easiest method of digitally storing receipts but both methods will be explained in detail. Although the Receipts Imaging function is available in the Authorization, it is likely that most receipts will not be available until after travel and during the voucher creation process. The same procedures should be followed for digitally storing receipts on the voucher.

To load receipts into GovTrip, see Chapter 2, Section 2.7 "Receipts Imaging" for a complete explanation of procedures.

4.9 Updating Accounting Codes

Note: The ability to change an LOA on a voucher is dependent on the agency's accounting system. Please contact the local travel administrator for detailed procedures.

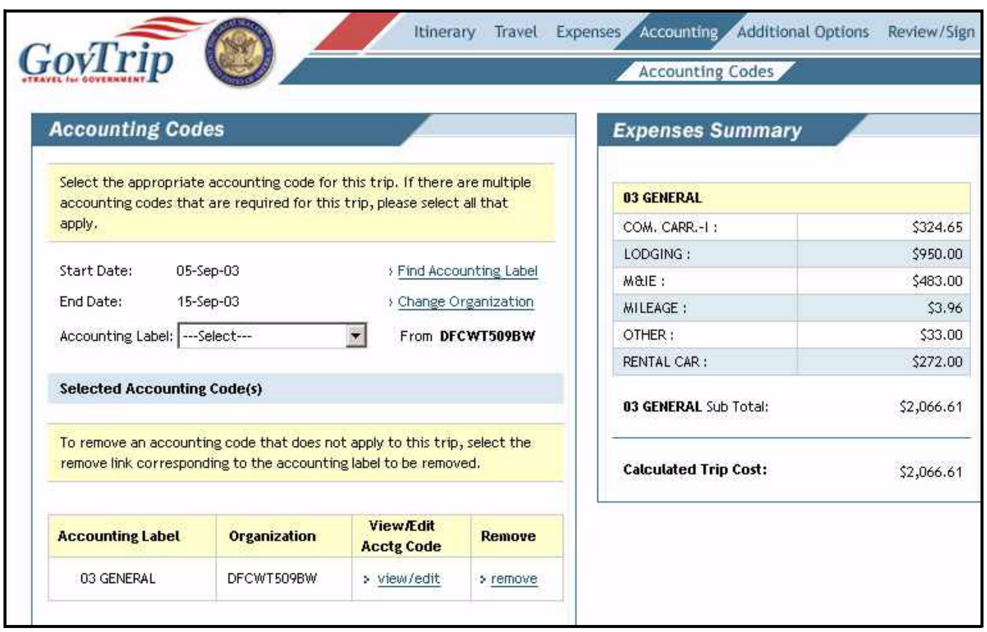


Figure 4-12: Accounting Codes Window

1. Select **Accounting** from the main navigation bar.
2. Select the appropriate Accounting Label from the drop-down list.
3. Navigate to Additional Options, if necessary, or Review/Sign on the main navigation bar if complete

4.9.1 Changing Accounting Code on Voucher (if applicable)

1. To remove an accounting code, click on the **remove** link to the right of the appropriate accounting code.
2. To add an additional accounting code, click on the **Accounting Label** drop-down list, and select the correct accounting code. Note: Remember, if multiple accounting codes are added to the authorization, the traveler will need to re-allocate.

4.9.2 Update Multiple Accounting Codes

1. If there are multiple accounting codes that are required for this trip, select all that apply.
2. Select **How To Allocate** (By Expense Category, Percent, Date, Dollar Amount) with the drop-down list located at the bottom of the page.
3. Click **Allocate Expenses**.
4. Select the **Accounting Code** to use for each allocation.
5. Select **Save Allocations** button.
6. The Expense Summary box will display a breakdown of the expenses pertaining to each LOA.

4.10 Additional Options

Select **Additional Options** from the main navigation bar then, select **Profile** from the sub-navigation bar.

Profile—The **Profile** link under **Additional Options** allows the user/Federal Traveler to view and update their personal information based on their permission levels. There are four parts of the user/Federal Traveler profile accessible from a voucher from authorization. At the bottom of each window there is an **Update Personal Information** button to update information for the current document only. To save changes to the profile permanently, click on **Save changes to permanent Traveler information** checkbox. On the My Profile window is the My Profile information along with the links to three other sections of the profile. The sections control the following information.

My Profile—This gives the user/Federal Traveler the ability to view and edit name, address, employee ID, emergency contact information, and other general information.

My Preferences—This section is divided into five areas of preference, including Air Travel preferences, Miles To Airport, Lodging preferences, Rental Car preferences and Passport Information. The four information buttons at the bottom lead to the selection of even more preferences, where a traveler can add frequent traveler numbers for Air, Hotel, and Rental Car. **Note:** If Preferred Airline, Lodging or Rental Car brands are chosen, when a search is performed the results will ONLY display that brand, narrowing the search.

My Additional Information—This section is divided into three areas. These sections deal mostly with duty station information and information related to Approving Officials. This section will only need to be updated if the traveler's duty station or routing list change.

My Account Information—This section is used for financial information such as: Default Accounting Code Label, EFT, and Credit Card Accounts (Figure 4-13).

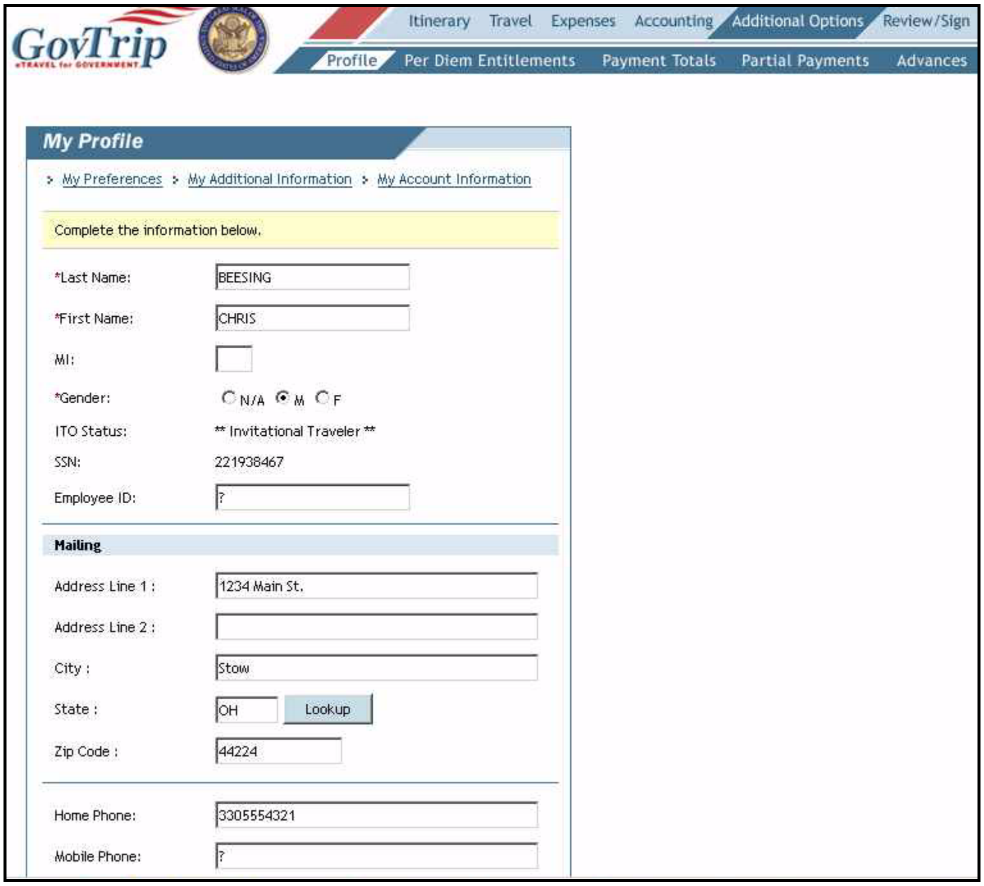
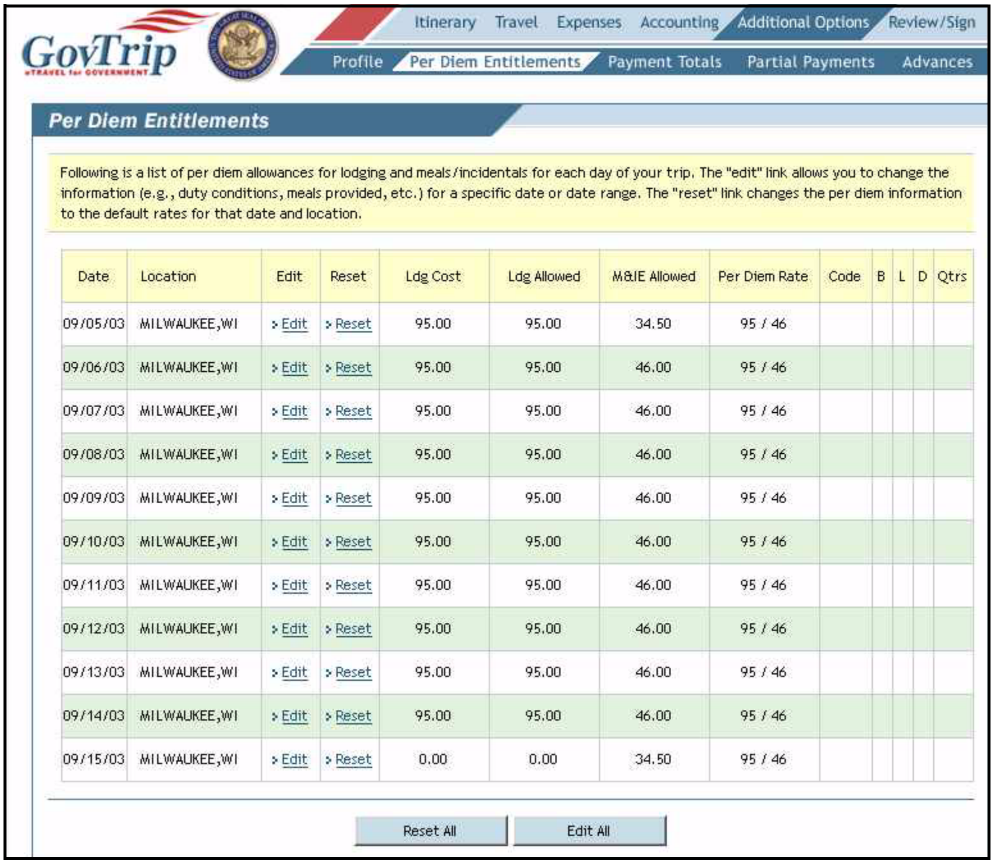


Figure 4-13: My Profile Window

4.11 Per Diem Entitlements

Select **Additional Options** from the main navigation bar then, **Per Diem Entitlements** from the sub-navigation bar.

The information provided to the traveler on the **Per Diem Entitlement** window was populated automatically when the traveler built the Itinerary (Figure 4-14).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/05/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	34.50	95 / 46					
09/06/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/07/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/08/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/09/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/10/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/11/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/12/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/13/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/14/03	MILWAUKEE,WI	Edit	Reset	95.00	95.00	46.00	95 / 46					
09/15/03	MILWAUKEE,WI	Edit	Reset	0.00	0.00	34.50	95 / 46					

Figure 4-14: Per Diem Entitlements Window

The lodging cost section will only need to be updated if the lodging costs changed while on TDY. If a hotel was selected using GovTrip, the per diem entitlements page is automatically updated.

4.11.1 Update Per Diem Entitlements

1. Select **Additional Options** from the main navigation bar then, **Per Diem Entitlements** from the sub-navigation bar.
2. Select **Edit** next to the date and location to be modified.
3. Enter date in **Values Apply Through**, if changes are for multiple consecutive days (Figure 4-15).

Note: Edit All button located at the bottom of the page allows the user/traveler to edit all of the dates at once.

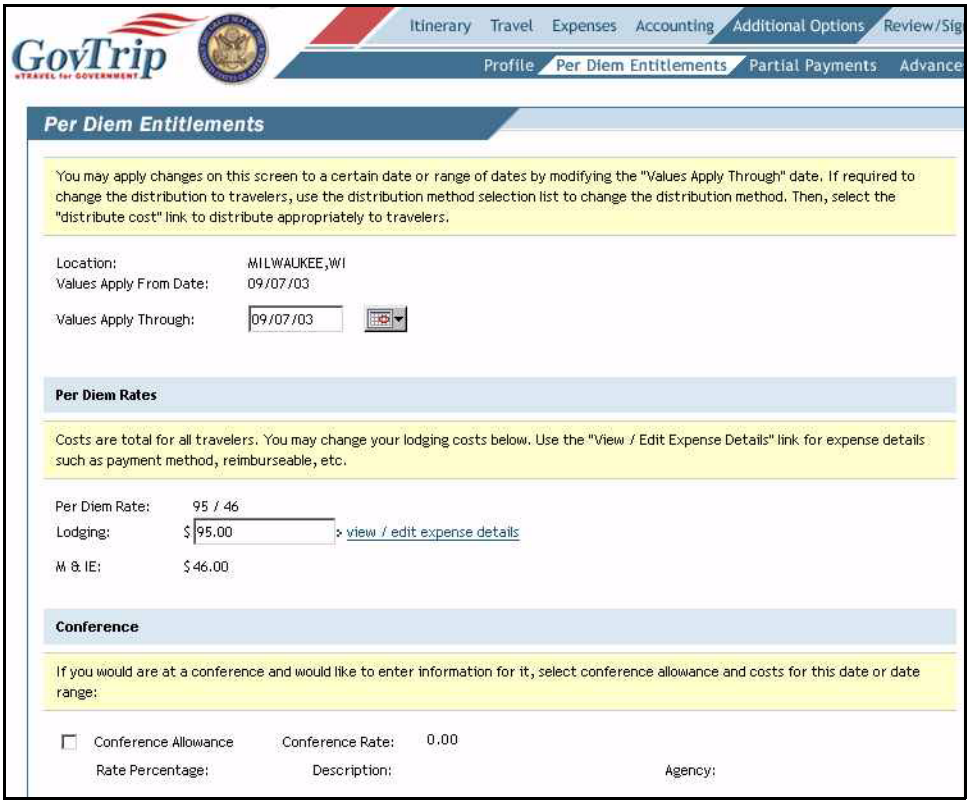


Figure 4-15: Per Diem Entitlements Window

4. Enter lodging cost in the **Lodging** field, if different than per diem. Click **View/Edit Expense** details to change the Payment Method.
5. Select **Conference Allowance** and conference rate, if applicable.
6. Select appropriate meals provided, if applicable (Figure 4-16).

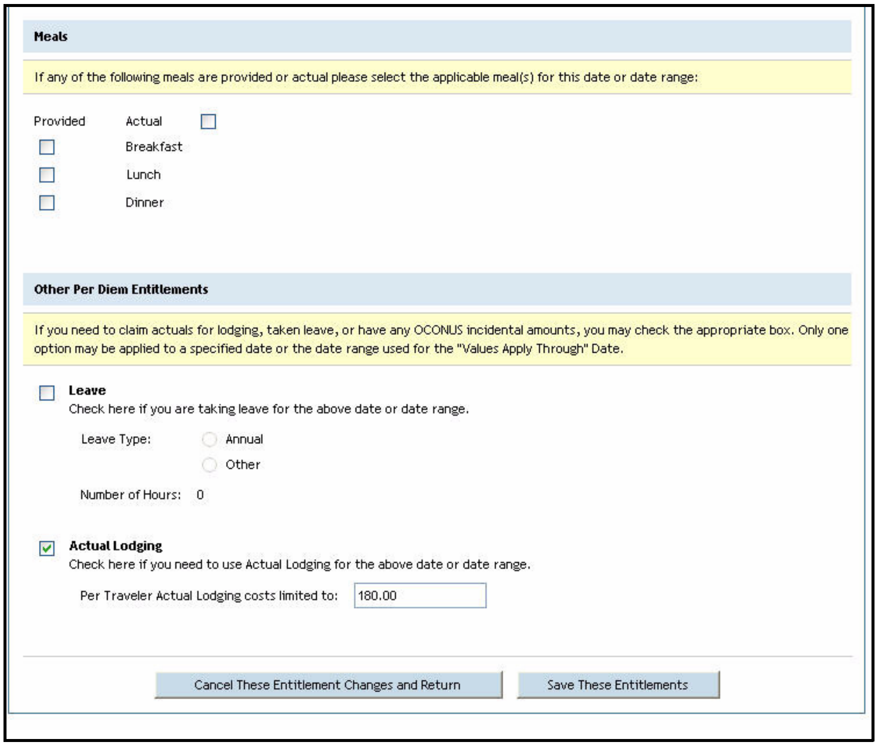


Figure 4-16: Other Per Diem Entitlements Window

7. Select **Leave** if appropriate. Select **Annual** or **Other** as appropriate as well as number of hours of leave taken.
8. Select **Actual Lodging** if appropriate. **Note:** Additional lodging costs must be authorized by the AO. The **Actual Costs Limited** field will display the maximum actual lodging amount that can be authorized.

4.12 Payment Totals

The **Payment Totals** feature allows the traveler to review calculated trip expenses and enter charge card advances taken at ATM facilities during the trip. The traveler also has the option to make an additional payment to the **GOVCC** account. Any amount entered into the **Gov't Charge Card ATM Advance** or **Add'l Gov't Charge Card Payment** fields will decrement the **Pay to Federal Traveler** field by the entered amount (Figure 4-17).

Note: The ability to split disburse money to a traveler's GOVCC is dependent on the agency's financial system. Please contact a travel administrator to determine specific agency policies regarding split disbursement.

Select **Additional Options** from the main navigation bar, then **Payment Totals** from the sub-navigation bar.

There are four sections on the Payment Totals window: Amount Claimed, Advance Information, Government Charge Card Amount, and Payment Distribution.

To add a **GOVCC ATM Advance**:

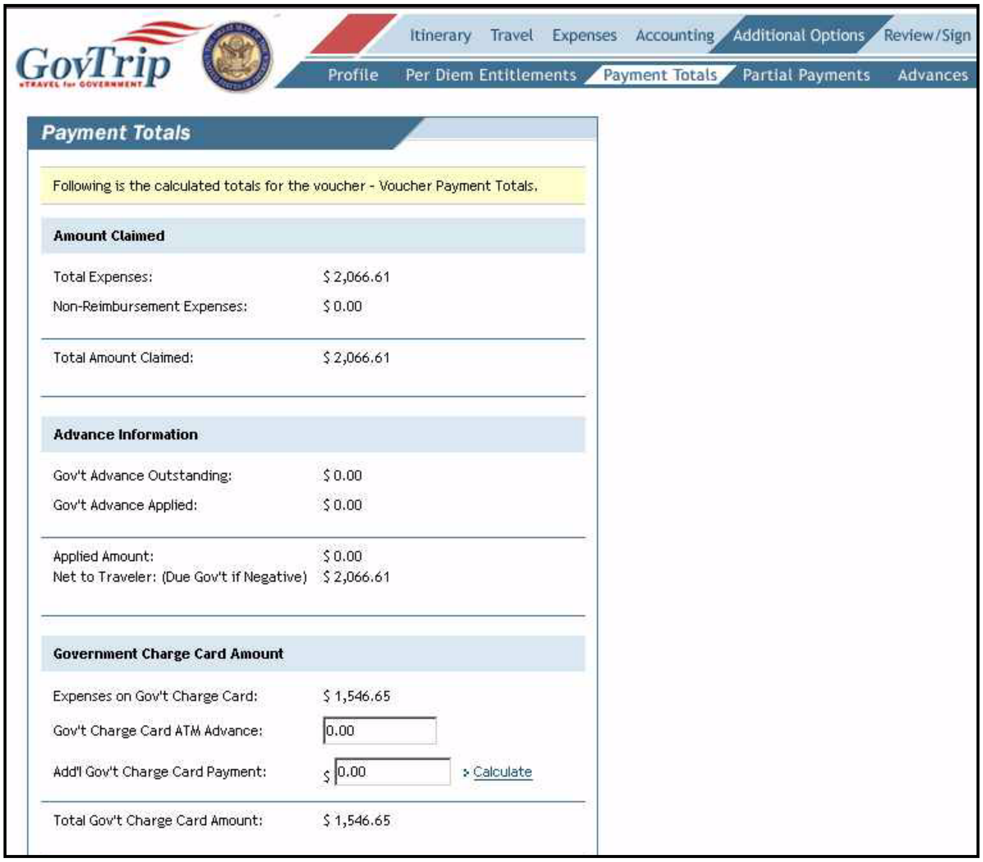


Figure 4-17: Payment Totals Window

1. Enter the total amount of the advance(s) into the Gov't Charge Card ATM Advance field.
2. Click the **Calculate** link next to the **Add'l Gov't Charge Card Payment** field. The specified amount will be decremented from the **Pay to Federal Traveler** field.

To add an additional payment to the GOVCC:

1. Enter the total amount of the additional payment to the GOVCC into the **Add'l Gov't Charge Card Payment** field.
2. Click the **Calculate** link next to the **Add'l Gov't Charge Card Payment** field. The specified amount will be decremented from the **Pay to Federal Traveler** field.

Note: Any ATM processing fees associated with the gov't charge card will need to be entered in the **Expenses** section. Do **not** add them in the Payment Totals section.

4.13 Schedule Partial Payments and Advances

A request for a Scheduled Partial Payment and/or Advances is NOT allowed for travel already completed.

4.14 Review/Sign

Select Review/Sign from the main navigation bar.

4.14.1 Preview Trip

The Preview Trip window allows the traveler to view a general overview of the trip. A traveler can review or edit data.

Select **Preview** from the sub-navigation bar (Figure 4-18).

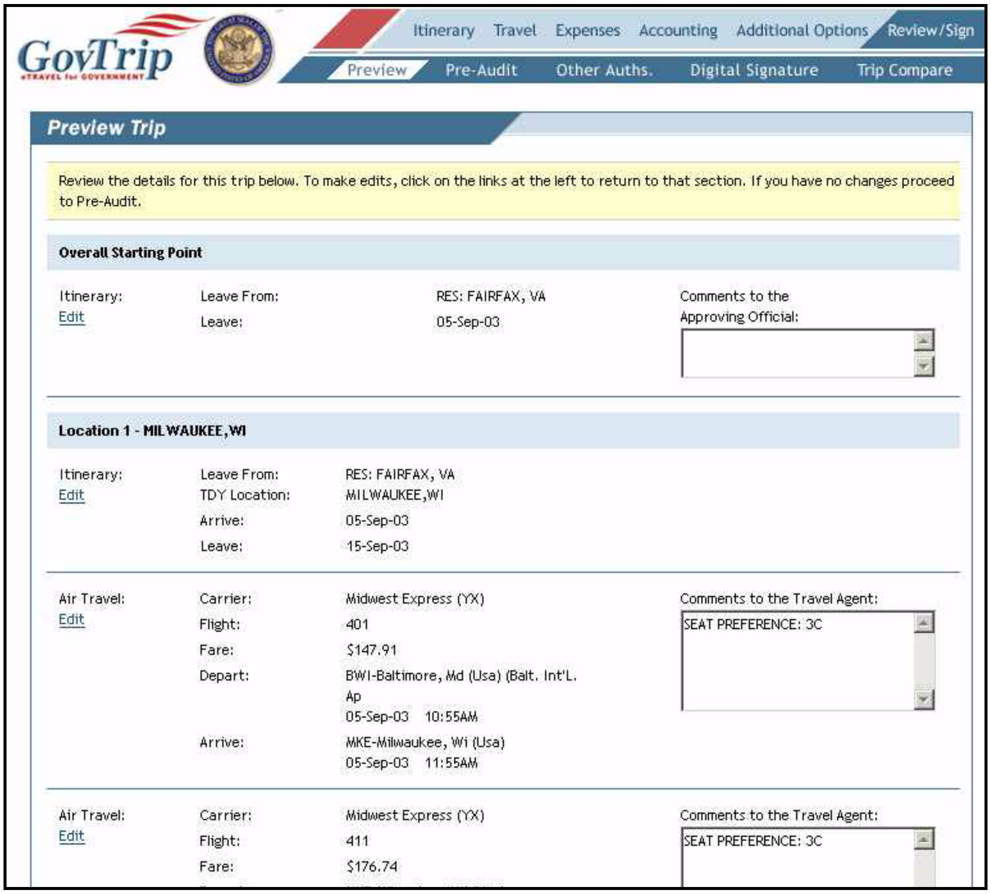


Figure 4-18: Preview Trip Window

1. Review all data.
2. Click the **Edit** link next to each section if changes are necessary.
3. Click **Save and Proceed to Pre-Audit** button.

4.14.2 Pre-Audit Trip

Pre-Auditing a Voucher from Authorization allows the traveler to screen the document for missing items or possible problems before signing and routing.

An automatic Pre-Audit will always occur when the traveler attempts to sign the document for signature and routing.

Select **Pre-Audit** from the sub-navigation bar (Figure 4-19).

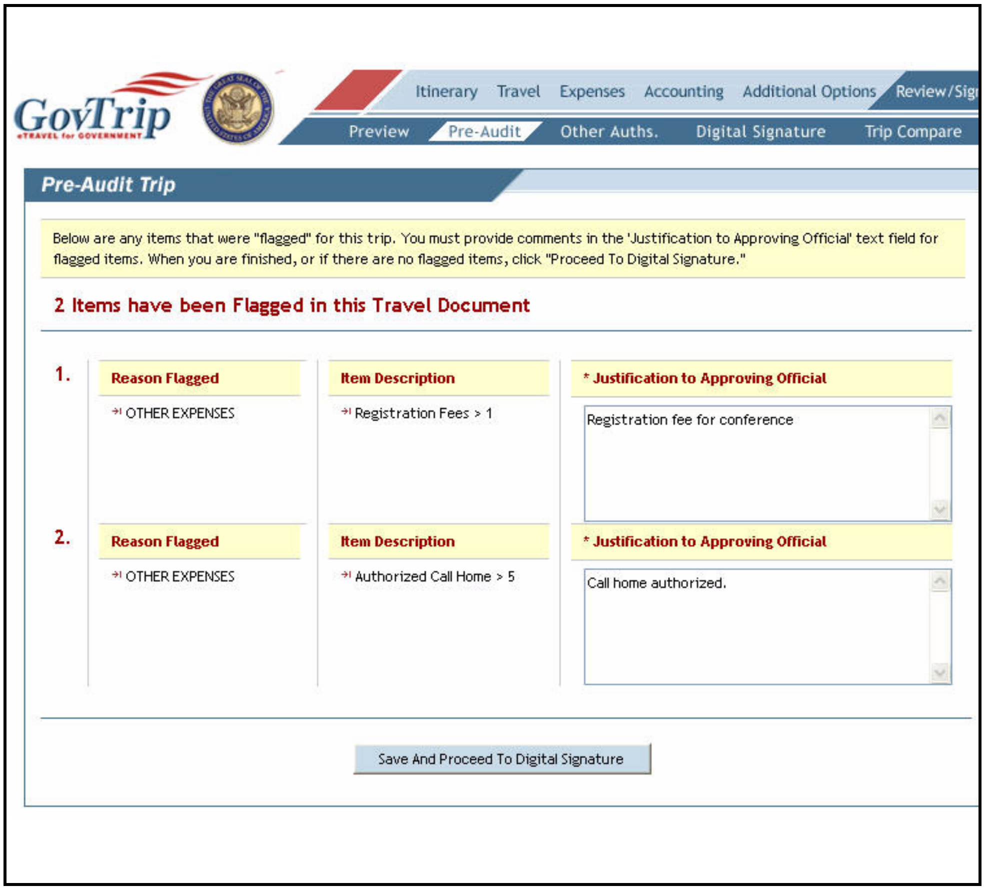


Figure 4-19: Pre-Audit Trip Window

1. Any items that appear on this window are "flagged" for this trip. The traveler must complete **Justification to the Approving Official** to explain any request out of the norm. **Note:** A "flagged" item indicates that Agency standards have been exceeded for normal government travel and the traveler is required to provide an explanation in the comments field before the voucher can be approved by the Approving Official or considered for approval.
2. Click **Save and Proceed To Digital Signature** button once all justifications are completed. **Note:** Traveler will not be able to sign the document until all justifications are made.

4.14.3 Other Authorizations

Select Other Auths. from the sub-navigation bar.

1. Based on trip details, additional authorizations are cited. Enter **Remarks** to the Approving Official.
2. Select **Add Additional Authorizations For This Trip** link to add any other authorizations or special circumstances for this trip.
3. Select any additional authorizations appropriate by clicking on the checkbox.
4. Click **Add**.
5. Add any **Remarks** for justification.

6. Click **Save** button when complete.
7. Click the **Remove** link on the right to remove any of the Other Auths.

4.14.4 Digital Signature

The final step in a **Voucher from Authorization** is to digitally sign the document to begin its routing process. This is done by clicking on **Digital Signature** on the sub-navigation bar. The process for signing a voucher from authorization is below (Figure 4-20).

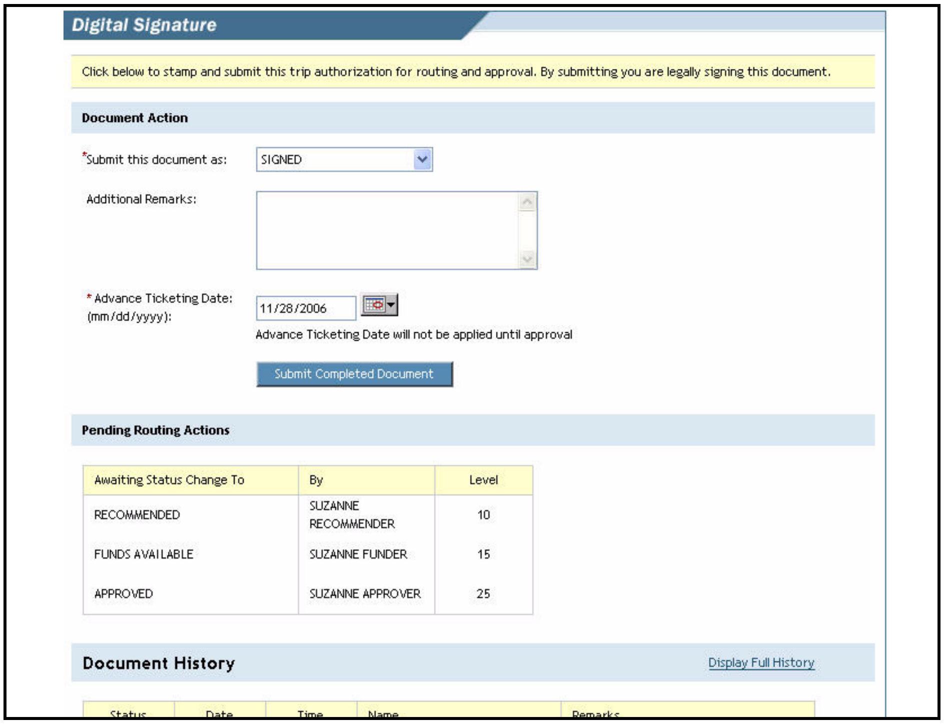
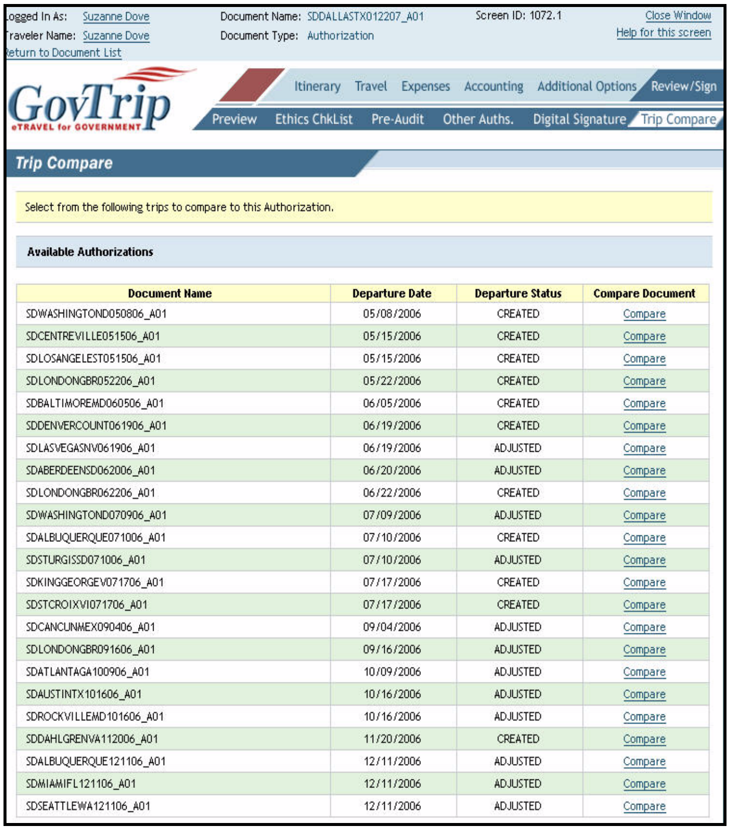


Figure 4-20: Digital Signature Window

1. Select **Signed** from the “Submit this document as” field.
2. Enter any additional remarks (optional).
3. After all information has been confirmed, click **Submit Completed Document**.
4. The document is now signed, and the traveler will be returned to the main voucher from authorization window.

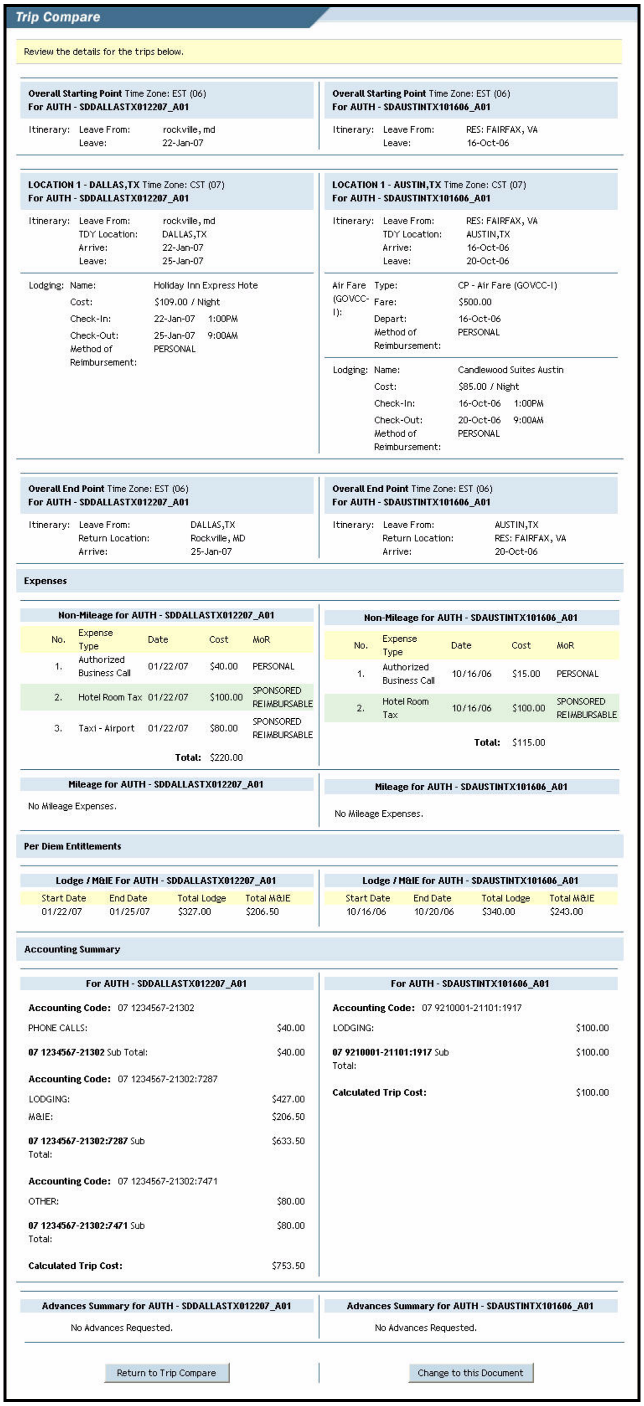
4.14.5 Trip Compare

The trip compare feature allows the user to compare two documents side-by-side. In order to utilize trip compare, the user must have two created documents. To access trip compare from within a document, select Review/Sign on the top navigation bar and Trip Compare on the sub-navigation bar. This will bring the user to a list of active documents (Figure 2-21). Select the document for comparison to the current authorization. This will bring up the information for both documents side-by-side and comparison can occur.(Figure 2-22)



Document Name	Departure Date	Departure Status	Compare Document
SDWASHINGTOND050806_A01	05/08/2006	CREATED	Compare
SDCENTREVILLE051506_A01	05/15/2006	CREATED	Compare
SDLOSANGELEST051506_A01	05/15/2006	CREATED	Compare
SDLONDONGBR052206_A01	05/22/2006	CREATED	Compare
SDBALTIMOREMD060506_A01	06/05/2006	CREATED	Compare
SDDENVERCOUNT061906_A01	06/19/2006	CREATED	Compare
SDLASVEGASNV061906_A01	06/19/2006	ADJUSTED	Compare
SDABERDEENSD062006_A01	06/20/2006	ADJUSTED	Compare
SDLONDONGBR062206_A01	06/22/2006	CREATED	Compare
SDWASHINGTOND070906_A01	07/09/2006	ADJUSTED	Compare
SDALBUQUERQUE071006_A01	07/10/2006	CREATED	Compare
SDSTURGISSD071006_A01	07/10/2006	ADJUSTED	Compare
SDKINGGEORGEV071706_A01	07/17/2006	CREATED	Compare
SDSTCROIXVI071706_A01	07/17/2006	CREATED	Compare
SDCANCUNMEX090406_A01	09/04/2006	ADJUSTED	Compare
SDLONDONGBR091606_A01	09/16/2006	ADJUSTED	Compare
SDATLANTAGA100906_A01	10/09/2006	ADJUSTED	Compare
SDAUSTINTX101606_A01	10/16/2006	ADJUSTED	Compare
SDROCKVILLEMD101606_A01	10/16/2006	ADJUSTED	Compare
SDDAHLGRENVA112006_A01	11/20/2006	CREATED	Compare
SDALBUQUERQUE121106_A01	12/11/2006	ADJUSTED	Compare
SDMIAMIFL121106_A01	12/11/2006	ADJUSTED	Compare
SDSEATTLEWA121106_A01	12/11/2006	ADJUSTED	Compare

Figure 2-21: Trip Compare Document List


Trip Compare

Review the details for the trips below.

Overall Starting Point Time Zone: EST (06) For AUTH - SDDALLASTX012207_A01	Overall Starting Point Time Zone: EST (06) For AUTH - SDAUSTINTX101606_A01
Itinerary: Leave From: rockville, md; Leave: 22-Jan-07	Itinerary: Leave From: RES: FAIRFAX, VA; Leave: 16-Oct-06
LOCATION 1 - DALLAS,TX Time Zone: CST (07) For AUTH - SDDALLASTX012207_A01	**LOCATION 1 - AUSTIN,TX** Time Zone: CST (07) For AUTH - SDAUSTINTX101606_A01
Itinerary: Leave From: rockville, md; TDY Location: DALLAS,TX; Arrive: 22-Jan-07; Leave: 25-Jan-07	Itinerary: Leave From: RES: FAIRFAX, VA; TDY Location: AUSTIN,TX; Arrive: 16-Oct-06; Leave: 20-Oct-06
Lodging: Name: Holiday Inn Express Hote; Cost: $109.00 / Night; Check-In: 22-Jan-07 1:00PM; Check-Out: 25-Jan-07 9:00AM; Method of Reimbursement: PERSONAL	Air Fare (GOVCC-I): Type: CP - Air Fare (GOVCC-I); Fare: $500.00; Depart: 16-Oct-06; Method of Reimbursement: PERSONAL
	Lodging: Name: Candlewood Suites Austin; Cost: $85.00 / Night; Check-In: 16-Oct-06 1:00PM; Check-Out: 20-Oct-06 9:00AM; Method of Reimbursement: PERSONAL
Overall End Point Time Zone: EST (06) For AUTH - SDDALLASTX012207_A01	**Overall End Point** Time Zone: EST (06) For AUTH - SDAUSTINTX101606_A01
Itinerary: Leave From: DALLAS,TX; Return Location: Rockville, MD; Arrive: 25-Jan-07	Itinerary: Leave From: AUSTIN,TX; Return Location: RES: FAIRFAX, VA; Arrive: 20-Oct-06

Expenses

Non-Mileage for AUTH - SDDALLASTX012207_A01

No.	Expense Type	Date	Cost	MoR
1.	Authorized Business Call	01/22/07	$40.00	PERSONAL
2.	Hotel Room Tax	01/22/07	$100.00	SPONSORED REIMBURSABLE
3.	Taxi - Airport	01/22/07	$80.00	SPONSORED REIMBURSABLE
		Total:	$220.00	

Non-Mileage for AUTH - SDAUSTINTX101606_A01

No.	Expense Type	Date	Cost	MoR
1.	Authorized Business Call	10/16/06	$15.00	PERSONAL
2.	Hotel Room Tax	10/16/06	$100.00	SPONSORED REIMBURSABLE
		Total:	$115.00	

Mileage for AUTH - SDDALLASTX012207_A01

No Mileage Expenses.

Mileage for AUTH - SDAUSTINTX101606_A01

No Mileage Expenses.

Per Diem Entitlements

Lodge / M&IE For AUTH - SDDALLASTX012207_A01

Start Date	End Date	Total Lodge	Total M&IE
01/22/07	01/25/07	$327.00	$206.50

Lodge / M&IE for AUTH - SDAUSTINTX101606_A01

Start Date	End Date	Total Lodge	Total M&IE
10/16/06	10/20/06	$340.00	$243.00

Accounting Summary

For AUTH - SDDALLASTX012207_A01

Accounting Code: 07 1234567-21302	
PHONE CALLS:	$40.00
07 1234567-21302 Sub Total:	$40.00
Accounting Code: 07 1234567-21302:7287	
LODGING:	$427.00
M&IE:	$206.50
07 1234567-21302:7287 Sub Total:	$633.50
Accounting Code: 07 1234567-21302:7471	
OTHER:	$80.00
07 1234567-21302:7471 Sub Total:	$80.00
Calculated Trip Cost:	$753.50

For AUTH - SDAUSTINTX101606_A01

Accounting Code: 07 9210001-21101:1917	
LODGING:	$100.00
07 9210001-21101:1917 Sub Total:	$100.00
Calculated Trip Cost:	$100.00

Advances Summary for AUTH - SDDALLASTX012207_A01

No Advances Requested.

Advances Summary for AUTH - SDAUSTINTX101606_A01

No Advances Requested.

Return to Trip Compare | Change to this Document

Figure 2-22: Trip Compare Side-by-Side

4.15 Interim Vouchers

Interim Voucher functionality provides the user with the ability to create vouchers for expenses that have already been incurred prior to the end of the trip.

4.15.1 Create an Interim Voucher

1. To create an interim voucher from the user's Welcome Screen, select **Voucher from Authorization** beneath the Official Travel heading.
2. From the Vouchers main page, select **Create New Voucher from an Authorization**.
3. A list of the authorizations available from which to create a voucher appears. An interim voucher link will only appear for documents where expenses have previously been incurred and where the expense date for the expense on the authorization has already passed. Click **Interim** to create an interim voucher or **Final** to create a final voucher.

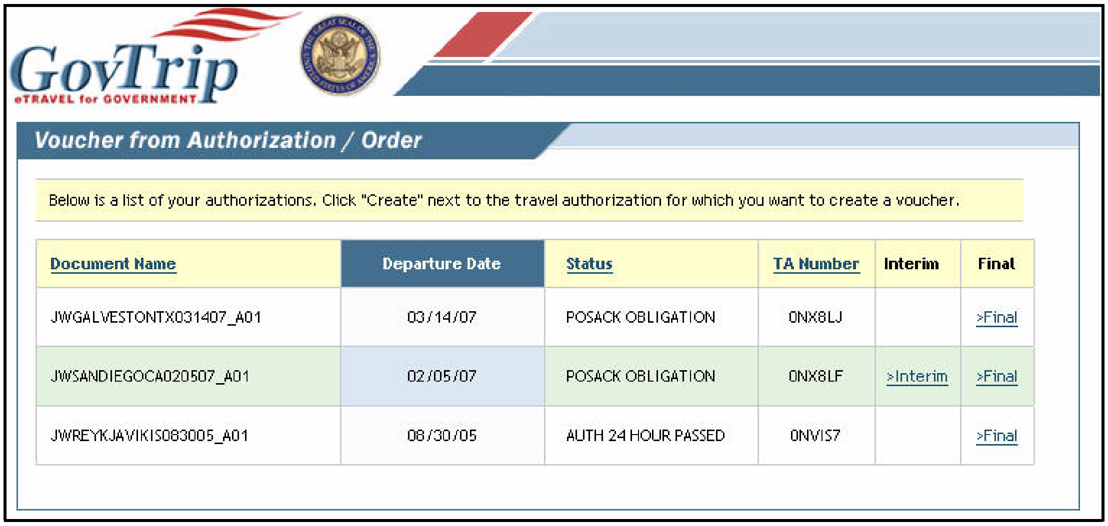


Figure 4-23: Voucher Selection Page

4. A pop-up box will appear asking for the ending date of the expenses for the interim voucher. Enter the ending dates of the expenses in the format MM/DD/YYYY.

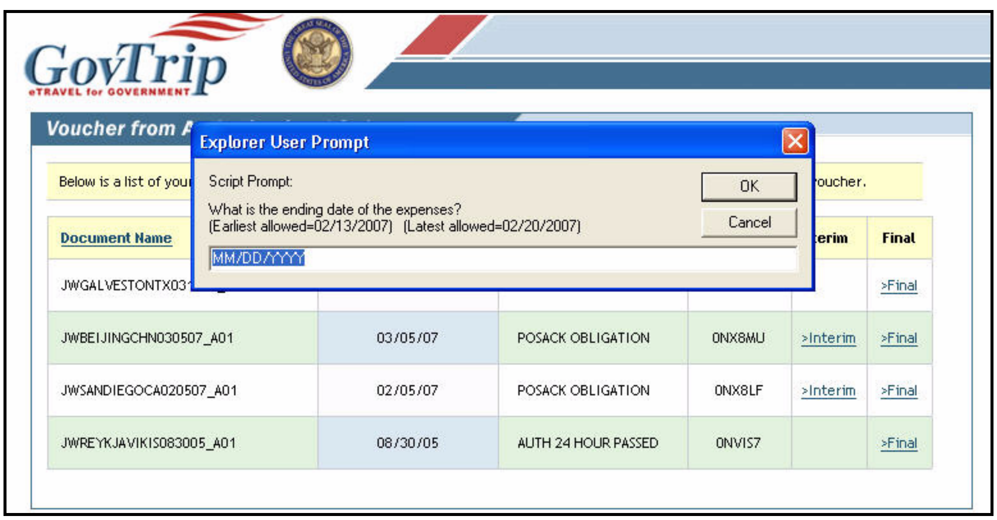


Figure 4-24: Ending Date Pop-Up

5. The traveler will be brought into the voucher. Expenses with expense dates that have already passed will appear in the interim voucher. Expenses whose expense dates have not already passed will not be included (example: lodging and m&ie for dates that have not yet passed).

6. The traveler completes the voucher following the voucher process indicated in Section 4.2.
7. The trip preview page will show a breakdown of the entire trip. At the bottom of the page, there is a section marked Prior Vouchers Summary. In this section, the traveler can view the amounts claimed on previous interim vouchers, as well as a total combined amount claimed thus far on interim vouchers.

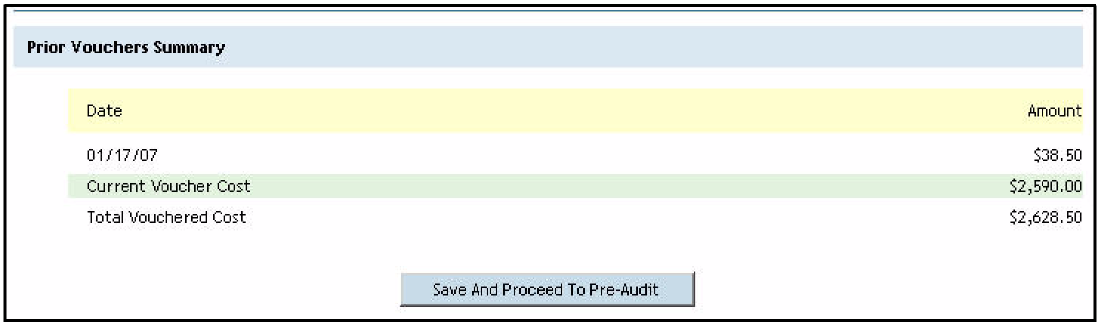


Figure 4-25: Prior Vouchers Summary

CHAPTER 5: LOCAL VOUCHER

A Local Voucher is a document used to claim reimbursement for miscellaneous expenses incurred by a traveler who travels within a 12-hour period within the local area.

5.1 Creating a Local Voucher (LV) Document

1. Mouse over **Official Travel** in the menu bar.
2. Select **Local Vouchers** from the drop-down list.

A new browser window will open providing a list of previously created LVs. (Depending on the status of the document, the user/traveler will have the option to view/edit, print, or remove LVs.)

3. If no previously created local vouchers need to be revised, click the **Create New Local Voucher** link. **Note:** If creating a document for the first time, the user/traveler will need to update his/her profile information. A pop-up window will display. Click **OK**. The Update Profile page displays. Fill in all required information as needed.

5.2 Local Voucher Date

1. Enter **Expense Date**. Use pop-up calendar if necessary.
2. Click **OK**.

5.3 Adding/Updating Expenses

Expenses will be divided into two categories, Non-Mileage and Mileage. Non-Mileage is the default expense window and will be the first part of the Expenses Section

5.3.1 Adding a Non-Mileage Expense

1. Select an expense from the **Expense Type** drop-down list.
2. Enter **Cost.**
3. Enter **Date.** Use pop-up calendar if necessary.
4. Select **Method of Reimbursement** from drop-down list.
5. Enter as many as five expenses on this screen.
6. Click **Save Expenses**.

The Non-Mileage window will update and a summary of expenses will be listed on the right side of the window. Also, users/travelers can add any additional expenses in this window, although they will only be able to add one expense at a time. Users/traveler will also have the option to edit or remove individual expenses (Figure 5-1).

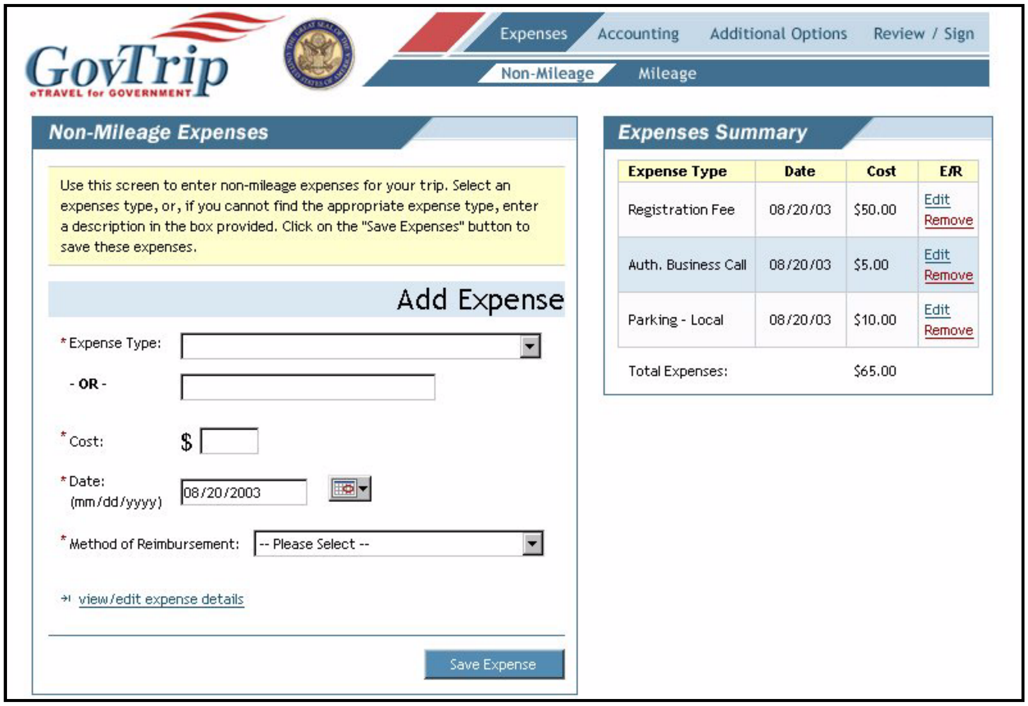


Figure 5-1: Non-Mileage Expenses Window

5.3.2 Adding a Mileage Expense

1. Select **Mileage** from the sub-navigation bar.
2. Select an expense from the **Select an Expense Type** drop-down list.
3. Enter **Date**. Use pop-up calendar if necessary.
4. Select **Method of Reimbursement** from drop-down list.
5. Enter miles from odometer reading.
6. GovTrip will automatically calculate mileage reimbursement costs.
7. Click **Save Expenses**.

The Mileage window will update and a summary of expenses will be listed on the right side of the window. Users/travelers can add any additional expenses at this window one expense at a time. Users/travelers will have the option to edit or remove individual expenses (Figure 5-2).

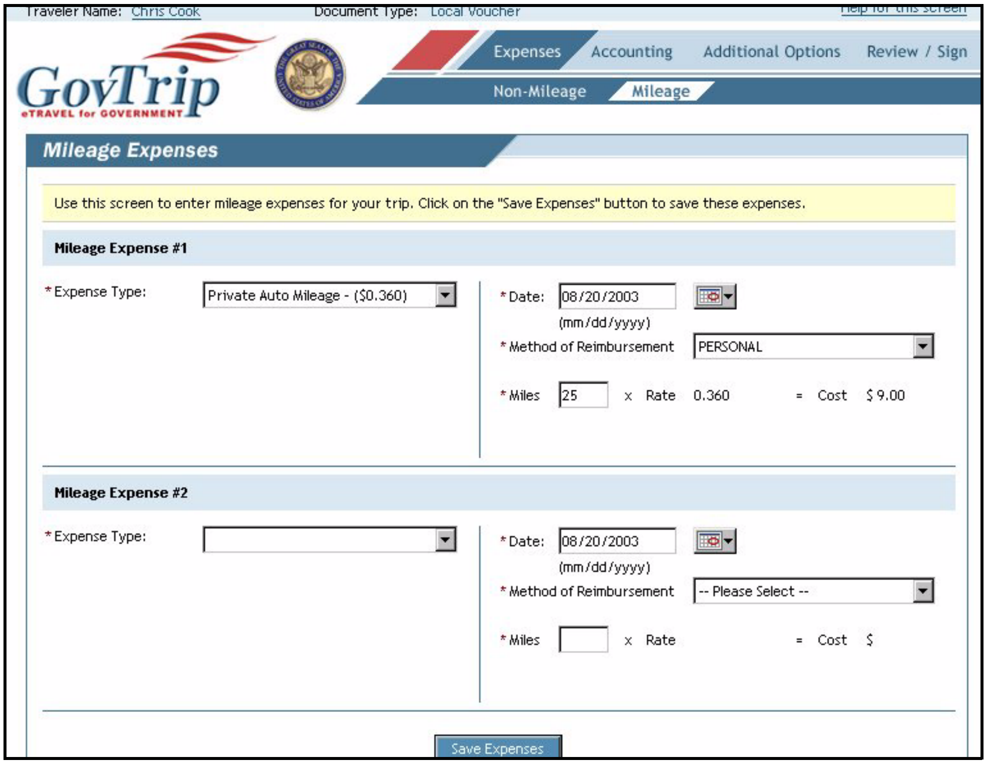


Figure 5-2: Mileage Expenses Window

5.4 Receipts Imaging

Receipts are an important part of trip records and serve as evidence that official travel took place. GovTrip allows travelers the option of storing receipts for official travel digitally in addition to existing local retention methods.

Receipts along with other supporting documentation can be loaded into GovTrip and attached to the trip record by using the scan and upload or fax method. Although the Receipts Imaging function is available in the Authorization, it is likely that most receipts will not be available until after travel and during the voucher creation process. The same procedures should be followed for digitally storing receipts on the voucher.

To load receipts into GovTrip, see Chapter 2, Section 2.7 "Receipts Imaging" for a complete explanation of procedures.

5.5 Adding an Accounting Code

1. Select **Accounting** from the main navigation bar.
2. Select the appropriate **Accounting Label** from the drop-down list:

- Only Lines of Accounting (LOAs) that are in the user/traveler's organization will be displayed.
- The selected LOA will appear below with options to view/edit or remove. An Expense Summary will be displayed on the right side of the window including the LOA, the expense breakout, subtotals, and calculated trip costs (Figure 5-3)

Note: Each agency's accounting functionality may differ to include additional steps. Contact the local travel administrator to find additional information on agency specific accounting procedures.

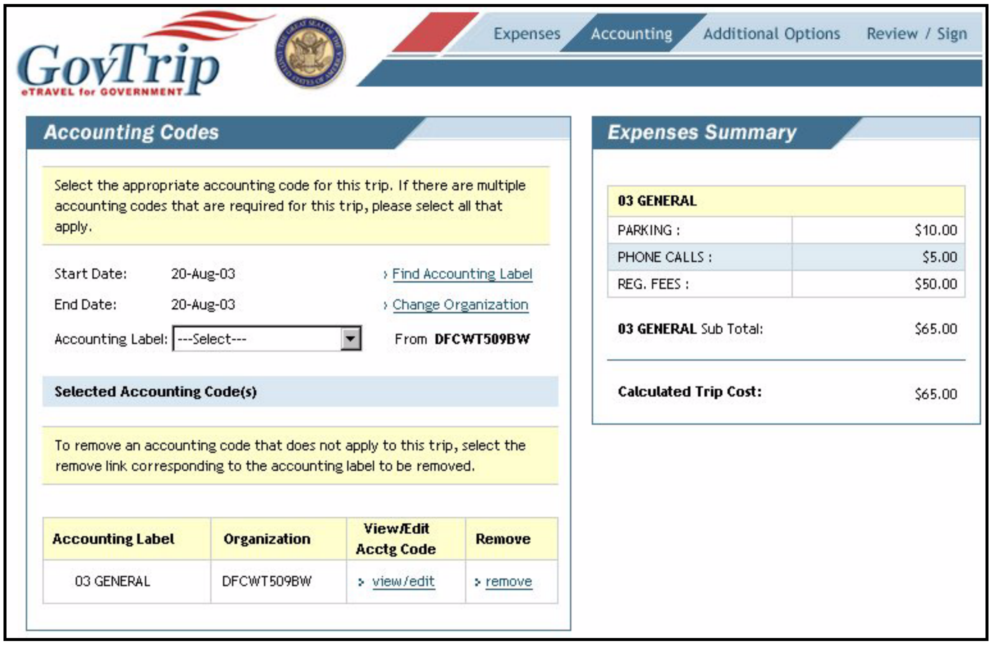


Figure 5-3: Accounting Codes Window

5.5.1 Selecting Multiple Accounting Codes

1. Select an additional LOA from the Accounting Label drop-down list:
   - Multiple LOAs will now appear underneath the previous LOA selected.

5.6 Allocate Expenses

Expenses can be allocated by Percentage, Date Range, Dollar Amount and Expense Category when multiple LOAs are used. The user/traveler can assign a percent to the appropriate LOA to allocate expenses for their trip. The percentages must equal 100%. The user/traveler can also charge different expense categories to the appropriate LOAs.

1. Select **By Expense Category, Date Range, Dollar Amount** or **Percentage** from the **How to Allocate** drop-down list.
2. Click **Allocate Expenses**.
3. Allocate to correct account code or percentage totaling 100%.

The Accounting codes window will update and a summary of expenses will be listed on the right side of the window (Figure 5-4).

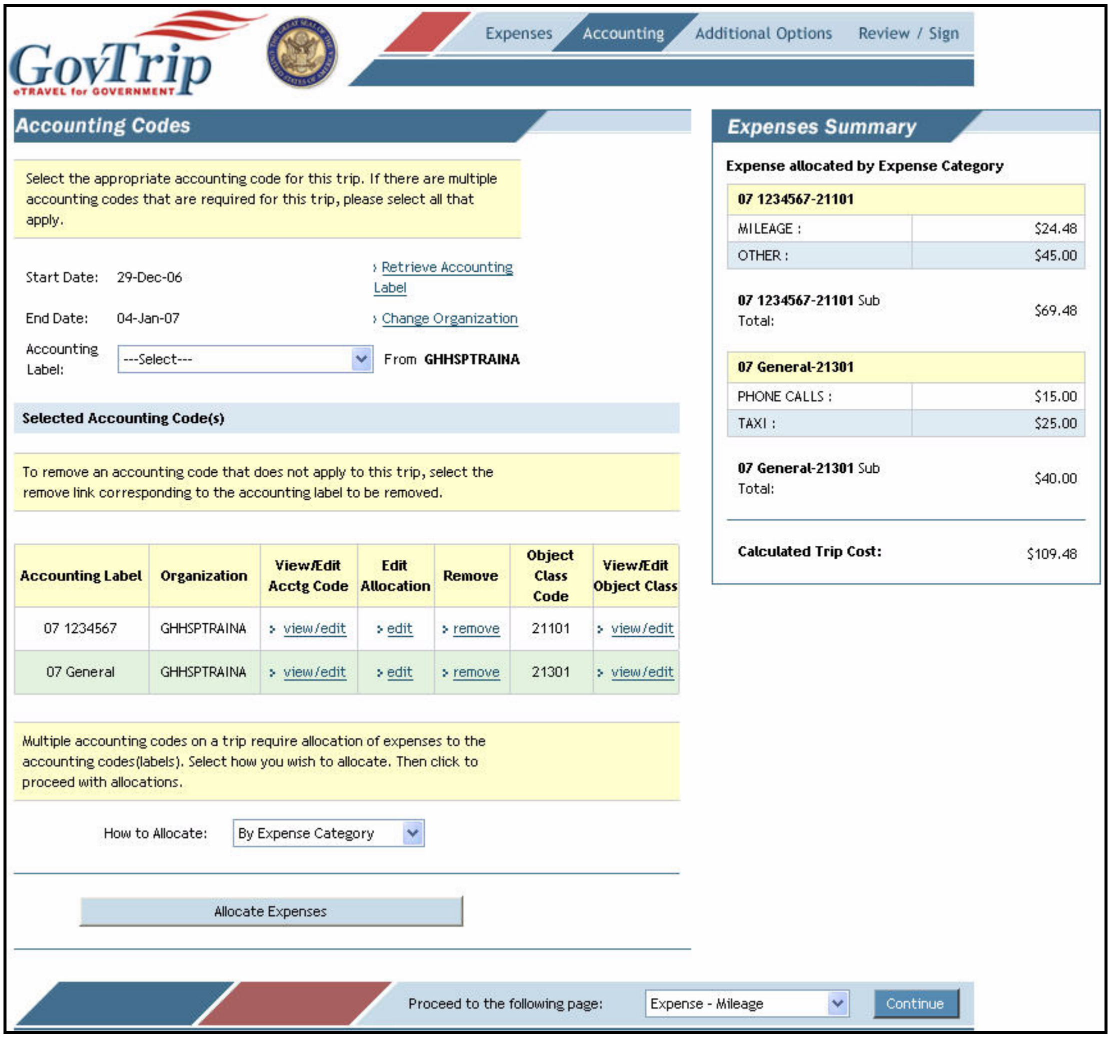


Figure 5-4: Accounting Codes Window

5.7 Additional Options

Select **Additional Options** from the main navigation bar.

5.7.1 Comments

Select **Comments** from the sub-navigation bar.

1. If necessary, enter **Comments to Approving Official**.
2. Click **Save Comments and Proceed to Payment Totals**

5.7.2 Payment Totals

Select **Payment Totals** from the sub-navigation bar.

The Payment Totals section allows the user/traveler to review total amount claimed and to enter additional charge card expenses taken during the trip. The traveler also has the option to increase a payment to the GOVCC account.

5.7.3 Profile

Select **Profile** from the sub-navigation bar.

There are four parts of the user/traveler profile accessible from a Local Voucher. If changes are made, the user/traveler must click the **Update Personal Information** button at the bottom of each screen to save changes for this Local Voucher only. If permanent changes are required click the **Save changes to permanent traveler information** check box. There are also three links located at the top of the My Profile box. These links are *My Preferences, My Additional Information*, and *My Account information*.

My Profile—This gives the user/traveler the ability to view and edit name, address, and other general information.

My Preferences—This section is divided into six areas of preference, including air travel, lodging, passport, rental car, and miscellaneous. The frequent flyer, hotel rewards, and rental car club buttons at the bottom lead to the option of inputting frequent traveler membership numbers.

My Additional Information—This section is divided into five areas. These sections outline information related to the traveler's duty station.

My Account Information—This section has two areas: Financial information such as Default Accounting Code Label and EFT and Credit Card Accounts.

5.8 Review/Sign

Select **Review/Sign** from the main navigation bar.

The Review/Sign link gives users/travelers the ability to review/edit trip details, type comments to the Routing Officials, and stamp the document SIGNED. Placing the SIGNED stamp on the document will initiate the routing process.

5.8.1 Preview

Select **Preview** from the sub-navigation bar.

The Preview section gives the user/traveler the ability to review/edit trip details and comments to the Routing Officials.

5.8.2 Pre-Audit

Select **Pre-Audit** from the sub-navigation bar.

Pre-Auditing a document allows the traveler to screen his/her document for missing information or possible policy concerns before signing and routing. The traveler must provide justifications for each of the items that were flagged on the Pre-Audit screen BEFORE signing the document. If the traveler does not provide a justification for each flagged item, he/she will not be able to sign the document.

1. Type a comment in **Justification to the Approving Official** field.
2. Click **Save** once all justifications are completed.

5.8.3 Digital Signature

Select **Digital Signature** from the sub-navigation bar.

The traveler can stamp the document SIGNED, and can also type any additional comments into the Additional Remarks field. The window also displays the Pending Routing Actions, and the Document History (Figure 5-5).

Figure 5-5: Digital Signature Window

1. Click **Submit Completed Document**.

The document will now be forwarded to the routing officials in the routing list.

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CHAPTER 6: ROUTE & REVIEW

The Route & Review module allows for the electronic routing of documents to Routing Officials. From here, routing officials are able to determine whether the TDY travel is necessary for the mission. Routing Officials can also see if the estimated cost of the TDY is documented and within the constraints of the budget. The Pre-Audit feature helps the Routing Official in his/her duties by flagging items that are out of regulations or norms. This module plays a key role in the electronic processing of travel documents.

6.1 Process

In GovTrip, Federal Travelers create Authorizations as well as Vouchers from Authorization, and Local Vouchers for reimbursement after completing the trip. Documents created in GovTrip must be signed by the Traveler/Preparer to initiate the routing process. Authorizations containing reservation information will trigger the system to route the document to the Travel Management Center (TMC) for initial processing before it is released to the Approving Officials for review and processing. Additional steps in the routing scheme (i.e., Reviewers or Certifiers) must occur after routing to the TMC, and before approval.

6.2 Document List

Once logged into GovTrip as an Approving Official, there are two ways to view the documents awaiting review and stamping. One way is to mouse over the Administrative tab and select Route & Review. The alternative way is to click the **Click Here** link in the **Documents Awaiting Your Approval** box. The documents waiting to be stamped are displayed. Using the hyperlinks on the column headers, the Approving Official has the ability to sort using five different methods: **Sort by Type**, **Sort by Document**, **Sort by Awaiting Status**, **Sort by Departure Date**, or **Sort by Traveler**. To view documents that have previously been approved, click on the **Complete Documents** tab (top right).

To review a document, select the **Review** link to the left of the document name (Figure 6-1).

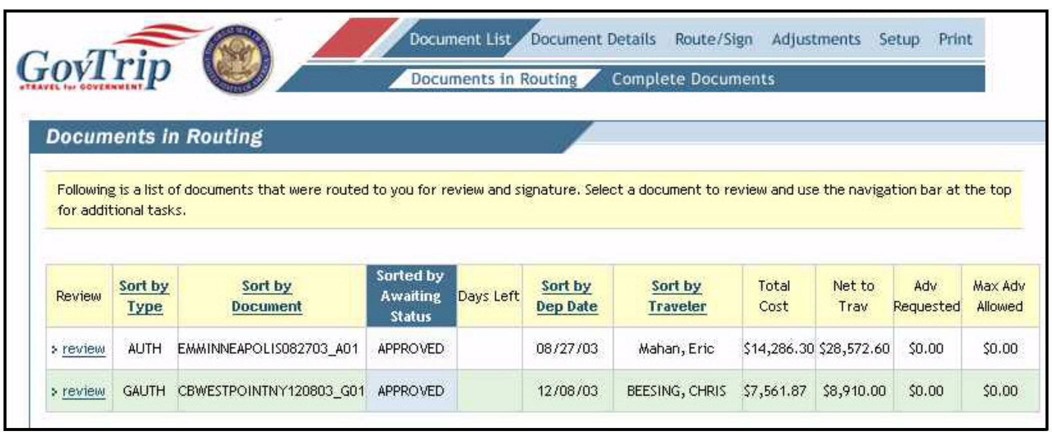

Figure 6-1: Documents in Routing Window

6.3 Route/Sign

The Approving Official may navigate to different areas of the document by clicking on Review/Sign and a sub-navigation bar heading at the top of the screen. The different headings are listed below:

Preview—Shows the Approving Official a general overview of the trip and comments entered by the traveler. The trip preview window is displayed after clicking the review link.

Pre-Audit—Allows the Approving Official to view flagged items on an Authorization and provide justification for these items.

Other Authorizations—Displays a list of supplementary authorizations that are considered to be beyond the scope of a normal trip. An example would be if the traveler has excess baggage. The Approving Official can also view the traveler's comments.

Digital Signature—The Approving Official now has enough information about the document to enter the necessary stamp to move the document along on the routing list. The Digital Signature section is where the user applies their stamp and allows the document to be routed as needed.

6.4 Document Details

Trip Overview—The user can view departure and return dates, per diem location, status of the document, the total estimated cost of the trip, and the total advances. The right side of the page will display the trip summary.

Document Route Status—Allows the user to view the current status of the document and comments entered into the remarks field before the traveler signed the document. Adjustment comments are displayed in this view.

Expense Summary—Displays a breakdown of expense by categories including cost and Accounting Codes.

Note: The FATA may use the above tabs to find out additional information about the document. To continue processing the document, the Approving Official must return to Route/Sign.

6.5 Adjustments

The adjustments link can be used as a quick and easy way to go into documents and make changes to those that have NOT yet been approved. Since the document has already been signed, the next stamp in the routing process should be applied.

1. To view or edit the current document, click on **Adjustments** tab.
2. A View-Only pop-up window displays.
3. To **view** the document, click **OK**. To **adjust (make changes to)** the document, uncheck the checkbox for "Open Document VIEW-ONLY" then click **OK**.
4. The Preview window of the traveler's document opens. Make the necessary changes to the document.
5. When finished with the changes (and saved any expenses if needed), DO NOT SIGN the document with any stamp.
6. Close out the traveler's document.

7. Go back to the Approving Official's private page and click on Administrative → Route & Review or click on "Documents Awaiting Your Approval" **Click Here** (Figure 6-2).

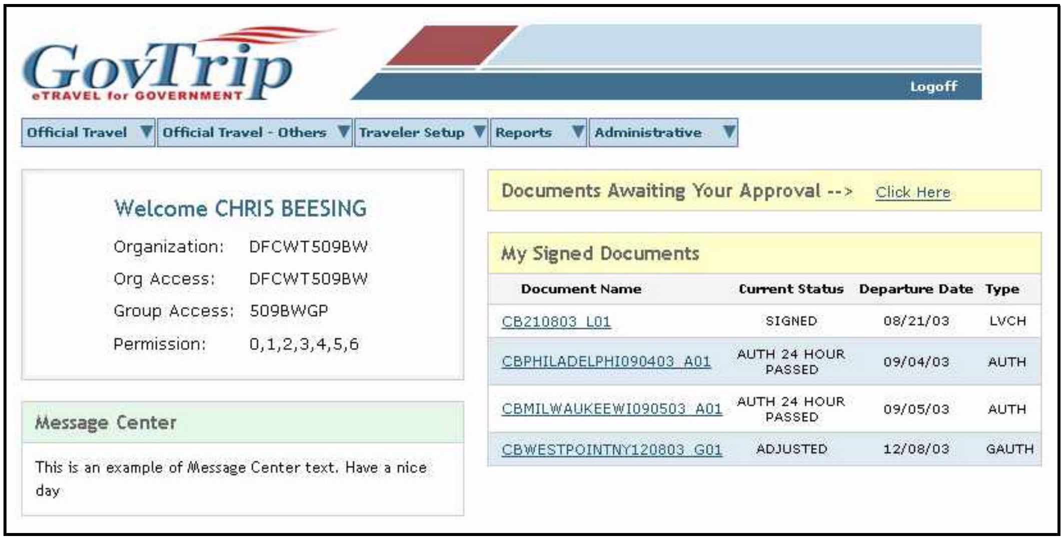

Figure 6-2: Private Page

8. The **Documents In Routing** page displays. Click on the **Review** link next to the document you just adjusted.
9. You are taken back to the Preview window once again. Verify all information is appropriate.

6.6 Digital Signature

The Approving Official now has enough information about the travel authorization to make an intelligent decision about approving the document. If information in the document is correct and within policy (local and government), the Approving Official can apply the APPROVED stamp to the document. If, however, changes need to be made to the authorization, the Approving Official has two options: stamp the document RETURNED and return the document to the Federal Traveler with instructions about what needs to be done OR make the necessary changes to the document and then stamp the document APPROVED. Any change to the authorization prior to approval is called an Adjustment. If the authorization has already been stamped APPROVED and a change needs to be made to the document, an Amendment would be necessary.

Note: If the traveler requested an advance, and the date is more than the agency's default number of days from the departure date, a box will appear asking the Approving Official if they wish to submit advance immediately.

To stamp a document RETURNED:

1. Select the desired document (if it is not already selected) and click on **Review/Sign** from the main navigation bar.
2. Select the **Submit this document as** drop-down list arrow and scroll down to find the status RETURNED. Enter instructions to the Federal Traveler about what needs to be done to the document in the Additional Remarks section.
3. Select **Submit Completed Document**.
4. Select **OK**.

6.7 Route & Review of a Group Authorization

Route and Review of a Group Authorization follows the same procedure as an individual authorization. The Group Authorization Route and Review screens will also include screens to view and edit the group members included on the authorization.

6.8 Setup

The Setup option gives the user the ability to view Routing Lists, view Reports, Delegate Authority, change User Preferences, view/change Form Defaults, and view the Rates Lookup Menu.

6.8.1 Delegate Authority

GovTrip allows Routing Officials to delegate signature authority to another person in accordance with local policy. When Delegate Authority is selected, the screen will display a list of officials who have the proper permissions to perform the role in GovTrip. A user can delegate to only one person at a time.

Use the following steps to Delegate Authority:

1. From the User's Welcome Page, click **Traveler Setup** on the navigation bar.
2. Click **Delegate Authority (**Figure 6-3**)**.

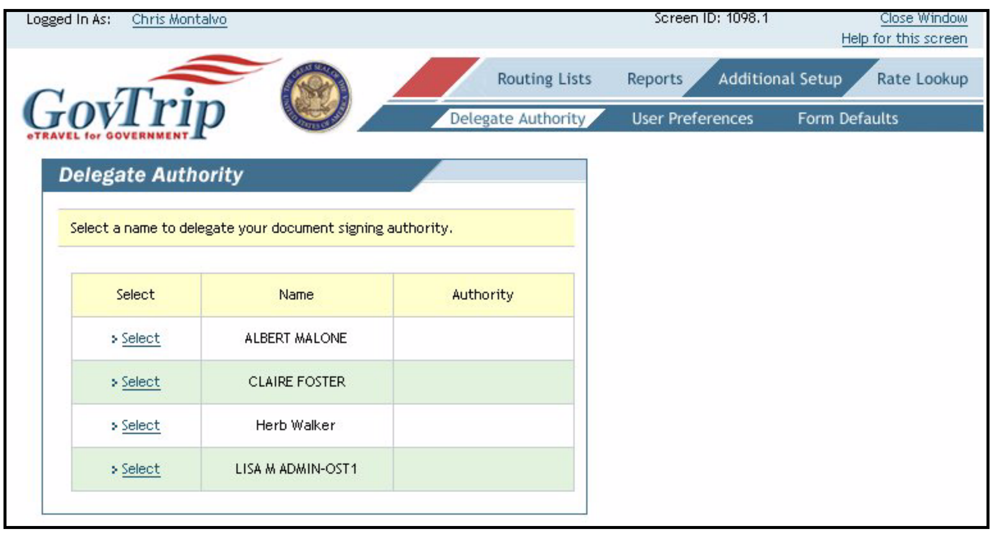

Figure 6-3: Delegate Authority Screen

3. Review the list of officials who may receive delegate signature authority.
4. Click **Select** to the left of the name of the official to receive the delegated authority.
5. Click **OK** to confirm that the correct person has been selected.
6. When the Confirmation screen appears, select the **Accept** button.

7. Click **OK**. The Delegate Authority screen appears showing the authority assigned (Figure 6-4).

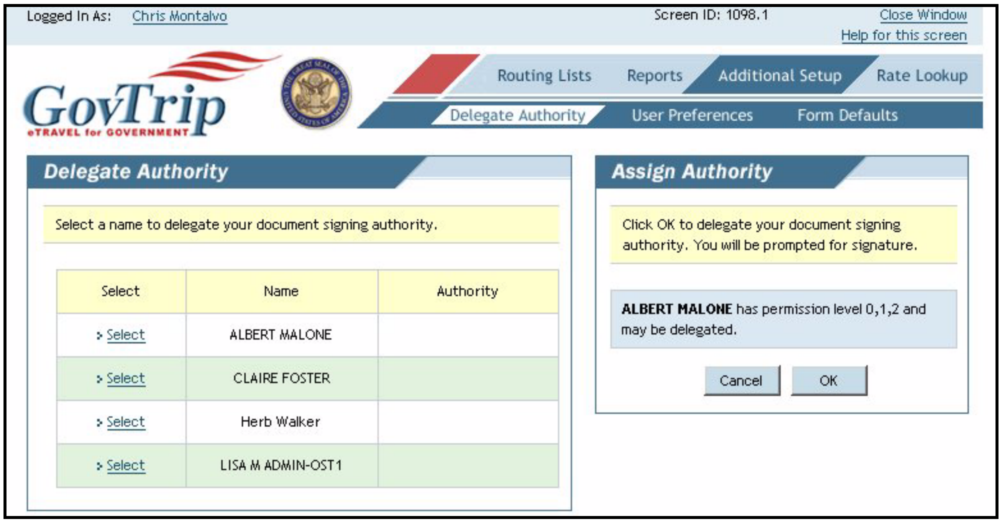

Figure 6-4: Delegate Authority Screen—Authority Assigned

When authority has been delegated, the following events occur:

- The delegate official's name displays in the travel documents Pending Routing Actions list.
- Documents that normally route to the RO now route to the RO and the delegate official.
- E-mails normally sent to the RO are now sent to the delegate official.
- Travel documents are removed from the RO's Route & Review screen and delegate official's screen after they are stamped.

Use the following steps to remove signature authority:

1. Click **Delegate Authority**.
2. Browse the list of names.
3. Click **Remove**. A window opens for you to confirm revocation of the delegated signature authority (Figure 6-5).

Figure 6-5: Revocation of Delegated Signature Authority Confirmation Window

Click **OK**.

6.9 Print

The **Print** tab allows to Approving Official to print an overview of the itinerary including per diem rates and entitlements. The authorization will be shown in a new browser window.

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CHAPTER 7: AMENDING AN AUTHORIZATION AFTER APPROVAL

Amendments are made by the traveler/preparer AFTER the Approver has approved the document. Amendments are made to documents when: the itinerary changes prior to the trip; lodging arrangements have been changed; significant additional expenses have been identified; or the accounting codes have been changed.

Note: After the Approver has approved a document, users/travelers can make amendments.

Note: At any point during the amendment process, the user/traveler can click Review/Sign, and then click Digital Signature to stamp the document SIGNED.

7.1 Creating an Authorization Amendment

1. Mouse over **Official Travel** in the menu bar.
2. Select **Authorizations/Orders** from the drop-down list.
3. A new browser window will open and display a list of existing Authorizations (user/traveler will have the option to view/edit, print, remove, or amend).
4. Click **Amend** next to the authorization users/travelers wish to amend from the document list.
5. A Create Amendments box will appear giving the users/travelers the ability to give an optional remark about why this amendment is being created. Select **OK**
6. When the window refreshes, users/travelers will be brought to the Preview Trip window.

7.2 Amending Itinerary

Select **Itinerary** from the main navigation bar or select **Edit** under overall starting point on Preview Trip window. Here the users/travelers can make changes to:

- Locations Or Starting/Ending Points
- Start/End Dates
- Trip Type
- Trip Purpose
- Trip Duration
- Authorization Date

Note: When making an amendment to itinerary dates, be sure to also change the necessary reservations and expense dates.

Note: In order to **save the changes** made to the itinerary, the user **MUST** select Proceed to Per Diem Locations before continuing using the navigation bar.

7.3 Per Diem Locations

When the window refreshes, the users/travelers will be brought to the Per Diem Locations. Here the users/travelers can make changes to:

- Add or delete TDY locations.
- Edit arrival or departure dates

After making any necessary changes, click **Travel** in the navigation bar and click **Continue**.

7.4 Air Travel

When the window refreshes, users/travelers will be brought to Air Travel. Here the users/travelers can make changes to:

- Arrival or Departure Airport
- Arrival or Departure Date and Times

After saving any necessary changes by clicking **Save Selected Flight**. The screen will refresh and take the user back to the Flight Search Screen. The user may then navigate to the next section using the navigation bar.

7.5 Lodging

When the window refreshes, users/travelers will be brought to Lodging. Here the users/travelers can make changes to:

- Check-In Date
- Check-Out Date

The users/travelers may select a specific Lodging Area:

- By Hotel Name
- Near an Airport
- Near a City

After saving any necessary changes by clicking Save Selected Accommodations. The screen will refresh and take the user back to the Lodging Search Screen. The user may then navigate to the next section using the navigation bar.

7.6 Rental Car

When the window refreshes, users/travelers will be brought to Rental Car. Here the users/travelers can make changes to:

- Pick-Up Date
- Pick-Up Time
- Drop-Off Date
- Drop-Off Time
- Search Criteria: Airport
- Class of Car

After making any necessary changes, click **Save Selected Car** to save the changes. The screen will refresh and take the user back to the **Lodging Search Screen**. The user may then navigate to the next section using the navigation bar.

7.7 Rail

When the window refreshes, users/travelers will be brought to Rail. Here users/travelers can make changes to:

- Departure Station
- Arrival Station
- Arrival or Departure

- Date
- Time

After making any necessary changes, click **Save Selected Train**. The screen will refresh and the user may navigate to the next section using the navigation bar.

7.8 Ticketed Transportation

When the window refreshes, users/travelers will be brought to Ticketed Transportation.

Any ticketed transportation (air or rail) booked within the GovTrip reservation system can be edited by clicking on Other Trans. In addition, other ticketed transportation arrangements made outside of the GovTrip reservation system can be entered here.

Here the users/travelers can make changes to:

- Type
- Description
- Ticket No.
- Ticket Value
- Cost (if different from ticket value)
- Departure Date
- Issue Date
- Ticket Date
- CBA Account

After making any necessary changes, click **Save**. The user may then navigate to the next section using the navigation bar.

7.9 Expenses

When the window refreshes, users/travelers will be brought to **Expenses**. The default window will be set to Non-Mileage Expenses.

GovTrip allows both non-mileage and mileage expenses to be reported. In the non-mileage section, expenses can be chosen from a list or input manually. In the mileage section, different forms of transportation and related mileage can be chosen, with the costs calculated automatically.

7.9.1 Non-Mileage

Here the users/travelers can make changes to:

- Expense Type
- Cost
- Date
- Method of Reimbursement

7.9.2 Mileage

By selecting Mileage Expense in the navigation bar, the users/travelers will be able to make necessary changes to:

- Expense Type
- Date
- Method of Reimbursement

After making any necessary changes, click Save Expenses. The user may then navigate to the next section using the navigation bar.

7.10 Accounting

When the window refreshes, users/travelers will be brought to Accounting. Here the users/travelers can:

- Add Accounting Codes
- Remove Accounting Codes
- View and Change Accounting Codes

After making any necessary changes, the user may then navigate to the next section using the navigation bar.

7.11 Additional Options

When the window refreshes, users/travelers will be brought to Additional Options. Users/travelers can make changes to:

- Profile
- Per Diem Entitlements
- Partial Payments
- Advances

After saving any necessary changes, use the toolbar to navigate to the next section.

7.12 Review/Sign

When the window refreshes, users/travelers will be brought to Preview. Users/travelers will be able to:

- Preview document
- Type Comments to Approving Officials

By selecting **Pre-Audit** in the navigation bar, or by selecting **Continue**, users/travelers will be able to:

- See a list of items that have been flagged
- Type justification to Approving Officials

By selecting **Other Auths.** in the navigation bar, users/travelers will be able to:

- Add additional authorizations
- Type comments to Approving Officials

By selecting **Digital Signature** in the navigation bar, users/travelers will be able to:

- Place the SIGNED Stamp onto document
- Type any additional comments to the Approving Officials
- Submit Completed Document
- View any Audits or Adjustments

CANCELLATION PROCEDURES

Federal Traveler/FTP Actions

Cancellations With or Without Reservations

Follow the directions for section A if no expense(s) have been incurred. Follow the directions for section B if expense(s) incurred included a paid non-ATM Advance.

Section A: No Expenses Incurred

Note: Traveler should confirm with the Government Charge Card Vendor (and/or their personal charge card vendor) that no expenses have been charged against the trip. If a ticket has been issued (typically 72 hours prior to scheduled departure), the traveler should check the document to see if a TMC fee has been charged.

1. From the user's GovTrip Welcome Screen, select the **Official Travel** tab and click on **Authorizations/ Orders**. (If the user (FTP) is canceling the Authorization for another traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders**. Type in either the traveler's **Social Security Number**, **Employee Identification Number (EIN)** or **Last Name** and then click on the **Search** button. The names of the travelers to which the user has access will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)

   a. ***Creating an Adjustment:*** If the Authorization has not been stamped APPROVED, click on **View/Edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Select the **Accept** button to confirmthe adjustment of the document.
   b. ***Creating an Amendment:*** If the document has been stamped APPROVED, click on **Amend** next to the document to create an amendment. Type in reasons for the amendment in the comments field "Trip was cancelled – no expenses incurred". Click on the **OK** button. Select the **Accept** button to the amendment to the document.
      1. In the Preview Trip screen, type in "Trip was cancelled — no expenses incurred" in the Comments to the Approving Official field. Comments added in the field can be used as an audit trail. Authorizations stamped CANCELLED by a traveler or a FTP will not route back to the Approving Official. Scroll down and click on the **Save and Proceed to Pre-Audit** button.
      2. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
      3. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **CANCELLED** stamp. Click on **Submit Completed Document.**

4. At the Confirmation Screen, select the **Accept** button.

When an approved Authorization is stamped CANCELLED, funds are de-obligated.

When the traveler stamps the document CANCELLED, reservations are automatically cancelled when routed to the TMC.

Section B: Expenses Incurred including a Paid non-ATM Advance

If expenses have been incurred the document cannot be cancelled using the CANCELLED stamp; an Authorization and Voucher must be submitted for payment. The itinerary must be changed to reflect a one-day trip of less than 12 hours in order for GovTrip to zero out Per Diem allowances.

Note: Travelers should consult their FATA for instructions on use of Debt-related expense codes if a non-ATM advance was paid prior to trip cancellation. The Federal Traveler must include an "Overpayment" expense equal to the amount of the paid non-ATM advance. This will allow for processing of the settlement voucher. Manual procedures (outside of GovTrip) must be followed to record the debt and collect the overpayment.

Authorization Process

1. From the user's GovTrip Welcome Screen, select the **Official Travel** tab and click on **Authorizations/Orders**. (If the user (FTP) is canceling the Authorization for another traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders**. Type in either the traveler's **Social Security Number**, **Employee Identification Number (EIN)** or **Last Name** and then click on the **Search** button. The names of the travelers to which the user has access will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)

2. If reservations were made, click on **Travel** on the top navigation bar. On the right hand side under Trip Summary, click **Remove** for all the reservations (Air, Lodging, and Rental Car) that had been previously selected (select **OK** to confirm the removal of each segment).

   NOTE: Check to see if all the reservations have been deleted under Trip Summary.

3. Click on the **Expense** tab at the top of the page. Under the **Expense Summary** location on the right hand side of the screen, select **Remove** from each expense that was not incurred. Be sure to delete both non-mileage and mileage expenses which have not been incurred.

   NOTE: Leave-only expense(s) and cost(s) of items that have been incurred. Examples include TMC Fees, Registration Fees, and Cancellation Fees.

4. If an advance has been paid to the traveler, do not make an adjustment to the **Advance** screen.
5. Click on the **Itinerary** tab. Click **Edit** in the "Location 1" box and change the departing date to equal the arriving date. Click on **Save Changes**. Click **OK** to update Per Diem Locations. Next click on **Edit** in the "Overall Ending Point" box and change the end date to equal the start date. The Trip Duration must also be changed to **12 Hours or Less**. This is to ensure no Per Diem allowances are paid to the traveler. Click **OK** to update Per Diem Locations. Click on **Proceed to Per Diem Locations**. Next click on the **Additional Options** tab and the **Per Diem Entitlements** sub-tab to ensure the lodging and/or M&IE allowed is equal to zero.
6. Click on the **Review/Sign** tab on the top of the page. In the **Preview Trip** screen, type in "Trip was canceled but expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre-Audit** button.
7. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
8. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click on **Submit Completed Document.**

9. At the Confirmation Screen, select the **Accept** button.

When the Federal Traveler/FTP stamps the document SIGNED, reservations are automatically cancelled when routed to the TMC. After the Authorization is stamped APPROVED by the Approving Official, a status stamp of POSACK Obligation or Auth 24 Hour Pass is required before processing a Voucher. Once GovTrip applies the AUTH 24 HOUR PASS or POSACK Obligation stamp, a Voucher must be created for the Federal Traveler to be reimbursed.

Voucher Process

1. From the traveler's GovTrip Welcome Page, select the **Official Travel** tab and click on **Voucher**. (If the user is creating a Voucher for another Federal Traveler, select the **Official Travel – Others** tab and click on the **Voucher** tab. Type in either the Federal Traveler's **Unique ID Number** or **Last Name** and then click on the **Search** button. The names of the Federal Travelers to which the FTP has access will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.).
2. Click on **Create New Voucher from Authorization**. Only Authorizations that are ready for a Voucher to be created will appear (Authorization must have AUTH 24 HOUR PASS or POSACK Obligation). Click on **Create** next to the Authorization.
3. Click on the **Review/Sign** tab on the top of the page. Scroll down and check the **Accounting Summary** section to insure that Calculated Trip Cost is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
4. In the Pre-Audit Trip screen**,** click on the **Save and Proceed to Digital Signature** button.
5. In the Digital Signature screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp (FTPs select the **T-ENTERED** stamp). Click on **Submit Completed Document.**
6. At the Confirmation Screen, select the **Accept** button.

The Voucher will route to the Approving Official for approval.

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APPENDIX A: ACRONYMS

ACOR. . . . . Alternative Contracting Officer Representative
ACD . . . . Automatic Call Distribution
ADP . . . . Automated Data Processing
AEA . . . . Actual Expense Allowance
AFTD . . . . Authorized Federal Travel Directory
AIS . . . . Automated Information System
AMEX . . . . American Express
AO . . . . Authorizing Official
APC . . . . Agency Program Coordinator
Apollo. . . . . United Airlines CRS
ATM . . . . Automated Teller Machine

CA. . . . . Certification Authority
CBA . . . . Centrally Billed Account
CBT . . . . Computer Based Training
CDC . . . . Central Data Center
CGI. . . . . Common Gateway Interface
CMDS. . . . . Computer Misuse Detection System
CN. . . . . Common Name
CO . . . . Certifying Official
COI. . . . . Critical Operational Issues
Comp Gen . . . . Comptroller General of the United States
CONOPS . . . . Concepts of Operations
CONUS . . . . Continental United States
COR . . . . Contracting Officer Representative
COTR. . . . . Contracting Officer's Technical Representative
COTS . . . . Commercial Off the Self
CRL . . . . Certificate Revocation List
CRS . . . . Commercial Reservation System
CSV . . . . Comma Separated Value
CTD . . . . Civilian Travel Determination
CTO . . . . Commercial Travel Office
CUI. . . . . Common User Interface

DAC . . . . Discretionary Access Control
DGC . . . . Data General Corporation
DITY . . . . Do-It-Yourself Move (Household Goods)
DLA . . . . Dislocation Allowance
DN. . . . . Distinguished Name
DO . . . . Disbursing Officer
DS . . . . Directory Server

EAI . . . . Enterprise Application Interface
EDI . . . . Electronic Data Interchange
EFT. . . . . Electronic Funds Transfer

EIN . . . . Employee Identification Number
EP . . . . Electronic Processing
EWTS. . . . . Enterprise Web Training System

FATA . . . . Federal Agency Travel Administrator
FAQ . . . . Frequently Asked Questions
FDDI. . . . . Fiber Distributed Data Interface
FFTA . . . . Federal Financial Travel Approver
FICA . . . . Federal Insurance Contribution Act
FIPS . . . . Federal Information Processing Standard
FITW . . . . Federal Income Tax Withholding
FMR. . . . . Financial Management Regulation (Vol 5 Disbursements, Vol 9 Travel)
FPLP . . . . Federal Premier Lodging Program
FSO. . . . . Financial Services Officer
FSTA . . . . Federal Supervisory Travel Approver
FTA. . . . . Federal Travel Arranger
ftp . . . . File Transfer Protocol
FTR . . . . Federal Travel Regulation
FY. . . . . Fiscal Year

GAO . . . . Government Accounting Office
GAUTH . . . . Group Authorization
GBL . . . . Government Bill of Lading
GDS . . . . Global Distribution System
GGMR . . . . Global Group Membership Rule
GOVCC . . . . Government Charge Card
GSA . . . . General Services Administration
GSA-PMO . . . . General Services Administration Project Management Office
GTA . . . . Government Transportation Account
GTN . . . . Global Transportation Network
GTR . . . . Government Transportation Request

HHG . . . . Household Goods
HTML . . . . Hypertext Markup Language
http . . . . Hypertext Transfer Protocol
httpd. . . . . Hypertext Transfer Protocol Daemon

I&A. . . . . Identification and Authentication
IAW . . . . In Accordance With
IBA . . . . Individually Billed Account
IBOP. . . . . In Balance of Payment
IBT . . . . Internet-Based Training
IBT/CBT . . . . Internet-Based Training and Computer-Based Training
ID . . . . Identification
IDL . . . . International Date Line
IE . . . . Incidental Expenses
IP . . . . Internet Protocol
ITO . . . . Invitational Travel Orders

JD .... Joint Determination
JITC .... Joint Interoperability Test Command
JON .... Job Order Number

LAN .... Local Area Network
LES .... Leave and Earnings Statement
LFATA .... Lead Federal Agency Travel Administrator
LOA .... Line of Accounting

M&IE .... Meals and Incidental Expenses
MIS .... Management Information System
MTMC .... Military Traffic Management Command

NIPRNET .... Non-secure Internet Protocol Routing Network
NSA .... National Security Agency

OCONUS .... Outside Continental United States
OPM .... Office of Personnel Management
OSI .... Other Supplementary Information
OTP .... One Time Password

PCC .... Pseudo-City Code
PCS .... Permanent Change of Station
PD .... Per Diem Determination
PDS .... Permanent Duty Station
PDTATAC .... Per Diem, Travel and Transportation Allowance Committee
PDQ .... Pre-travel Data Query
PDT .... Permanent Duty Travel
PIN .... Personnel ID Number
PKI .... Public Key Infrastructure
PMO .... Program Management Office
PNR .... Passenger Name Record
POC .... Privately Owned Conveyance
POD .... Port of Debarkation
POE .... Port of Embarkation
POV .... Privately Owned Vehicle

QAE .... Quality Assurance Evaluator

RAM .... Random Access Memory
RDC .... Regional Data Center
RITA .... Relocation Income Tax Allowance
RO .... Routing Official

S/A .... Service/Agency
SA .... System Administrator
SABRE .... American Airline CRS
SCT .... Setup Client Tool
SMTP .... Simple Mail Transfer Protocol

SPP . . . . Scheduled Partial Payments
SSL . . . . Secure Sockets Layer
SSN . . . . Social Security Account Number

TA . . . . Travel Authorization
TANUM . . . . Travel Authorization Number
TAW . . . . Tickets Are Waiting
TCP/IP . . . . Transport Control Protocol/Internet Protocol
TCSEC . . . . Trusted Computer System Evaluation Criteria
TDY . . . . Temporary Duty
TMC . . . . Travel Management Center
TMO . . . . Traffic Management Office
TMS . . . . Travel Management System
TMSC . . . . Travel Management Service Contractor
TO . . . . Transportation Officer
TOD . . . . Table of Distances
TQSE . . . . Temporary Quarters Subsistence Expense
TR . . . . Trip Request
Travel Counselor . . . Travel Agent
TTRA . . . . Travel and Transportation Reform Act Status
TTT . . . . Train-the-Trainer

UDF . . . . User Defined File
UIN . . . . Unique Identification Number
URL . . . . Uniform Resource Locator

VAN . . . . Valuated Add Network
VPN . . . . Virtual Private Network

WAN . . . . Wide Area Network
WBT . . . . Web Based Training
WTA . . . . Withholding Tax Allowance
WWW . . . . World Wide Web

APPENDIX B: DEFINITIONS

Accountable Official	Refers to all personnel to whom public funds are entrusted. This includes the disbursing officer as well as the deputies, agents cashiers, and imprest fund cashiers to whom the disbursing officer advances public funds for the purpose of making disbursements.
Actual Expenses Allowance	An amount for actual and necessary expenses when the per diem allowance for a particular area is inadequate.
Actual Travel Time	Travel time from physical departure to arrival.
Adjustments	A change to a document prior to approval.
Airport List	The Airport List builds the lookup table available in the **Depart** and **Arrive** fields of the Ticketed Transportation window.
Allowable Travel Time	The number of days allowed for official travel.
Amendments	A change to a document after approval.
Annual Leave	When annual leave is taken during TDY, the per diem estimate should be reduced: no lodging and M&IE allowance is paid for annual leave days.
Approved	Stamp used to signify that a travel document has been accepted. This stamp triggers funding.
Archive	The Agency-Specific location where documents are stored after they are purged from the system.
Archive Documents	This function allows the user to store travel documents on disk and optionally delete the archived documents from the database.
Audit Failure Report	The Audit Failure report produces a list of documents that have failed the audit and can also produce letters to be sent to the traveler(s) noting the reasons for the failure. To run this report, select Reports, Audit Failures. Enter the report selection criteria in the Audit Failure Report window.
Auditor	Conducts audits and statistical sampling associated with GovTrip.
Authenticate	To verify the identity of a user, device, or other entity in a computer system, often as a prerequisite to allowing access to resources in a system.
Authorization	An Authorization is the request and form used for TDY of Government Personnel.
Authorization Number	The Authorization number is globally assigned after authorizing officials approve the document.

Authorization Reconciliation Report	Allows you to reconcile group and open trip type authorizations with their respective vouchers.
Authorized	Stamp used to indicate a document has been reviewed for accuracy and content.
Authorized Travel Time	The maximum allowable travel time determined before travel begins and based on the mode of travel authorized in the orders.
Authorizing Official	These officials are individuals in the chain of command that have been designated specifically in writing to approve TDY travel orders, and approve travel claims.
Autoload	This feature automates the loading of new rates data into other GovTrip databases ensuring special agency rates and new mileage rates are installed in all GovTrip databases.
Blanket Travel	Allows users to create travel authorizations during a Fiscal Year. When the traveler creates travel authorizations against the approved blanket authorization, prior approval for each travel plan is not required.
Booking	Selecting Bookings in the Process menu of the Reservations Menu will process only those authorizations that have reservation requests and are waiting to be submitted to the travel office. When Bookings is selected, a filename will automatically be entered in the Processing field and the Booking field. The Ticketing field will be dithered.
Business Travel	Conducting business at a location other than Permanent Duty Station (PDS).
Calculation Defaults	This Calculation Defaults table is used to set actual M&IE and lodging reimbursement limits and the cash advance increments, minimums, maximums, and multipliers. First and last day quarters calculations are also defined in the Calculation Defaults window.
Cardholder	Personnel designed to use the government travel card in their performance of official travel.
Centrally Billed Accounts (CBA)	Travel card account numbers issued to an agency for which the government guarantees payment.
Certifying Official	Individual in an organization who has been authorized specifically in writing to certify claims for payment.
Charge Card Code	This table contains the choices listed in the drop-down list for the Charge Card filed in the Traveler Information window. Charge Card code rules work with Expense Categories and Calculation Defaults to calculate the travel advance authorized for a traveler's estimated expenses.

City Pairs	Government contracted fares/flights between two destinations; always available, not necessarily the least expensive, no penalty incurred if cancelled.
Clerk/Travel Specialist	Creates unit travel and group travel documents. Can also create documents for travelers who do not have access to the system.
Comments Button	Select the Comments button to enter any additional text or comments that have not already been entered elsewhere in the document. You can also select present comments from this window.
Common Carrier Segment	Contracted airline that provides reduced ticket costs.
Common User Interface (CUI)	The collection of hardware and software provided by the GovTrip contractor that provides GovTrip users with access to the functionality provided by the system.
Component Program Managers	The designated headquarters program manager for each agency using the GSA Travel and Transportation Management Contract. CPMs are responsible for establishing the hierarchies for their agency and distributing program management information from the Agency's Finance and Accounting System.
CONUS	The 48 contiguous states and the District of Columbia. Excludes Hawaii and Alaska.
Default Accounting Code	Default categories can be set up for each organization. The default setting of Default Accounting Code (None) indicates a blank organization and will automatically have the categories Lodging, M&IE, and other displayed in the Lodging, M&IE, and Misc. fields.
Delegate Authority	A user may delegate signature authority to another authorizing official. When you delegate your signature authority to another approving official, GovTrip routes travel documents to both you and your authorized signer. Once the document is signed (by either you or the authorized signer), it is removed from both review lists.
Digital Signature	An electronic "signature" used to indicate that a specific individual has processed and submitted a document.
Disbursing Office	An activity, or that organizational unit of an activity, whose principal function consists of the disbursement and collection of official funds for the government.
Document History Report	This feature allows you to create reports sorted by document type, start and end dates, and status code.
Document Number	The number that is automatically generated by GovTrip when a Travel Authorization is created.

Document Prep Module	The Document Preparation Module (DOC PREP) (DP) provides the basic traveler functions. It is used to create, sign and review Authorizations, Vouchers, Local Vouchers and Amendments to travel documents. It also includes the Rates, Reports, abbreviated Setup and Utilities menus. *Users: Traveler/user
Dump/Load	This function is used to transfer all of the data in an existing Travel Manager database to GovTrip.
e-authentication	Government initiative to provide a common sign on capability for use with multiple systems.
e-tickets	Electronic tickets allowing a traveler to travel without a hard copy ticket
Expense List	This list contains items that appear as selections in the Expenses window. Non-Common Carrier travel modes also appear as selections in this window. Adding items to the Expense List table makes it easier for the user to itemize expenses. If using the audit feature, you should add all normal expenses to the Expense List table to reduce the number of items flagged by the Audit. Expenses are defined by a name and an Expense Category for subtotaling costs.
Expenses Category	Expense categories help your agency determine how much travel money is spent on a particular type of travel expense. All expenses itemized on a document are automatically subtotaled into expense categories, which usually represent object class codes.
External Application Interface (EAI)	Performs bank transfer functions; translates Lines of Accounting (LOA) from GovTrip and “maps” them to the Agency’s designated Accounting and Disbursing system.
Federal Agency Travel Administrator (FATA)	Individual responsible for the overall management of GovTrip at organization level. A FATA may serve as a systems administrator, a resource manager, or an administrator responsible for loading, updating and maintaining all the tables including: personnel tables, organizational tables, group tables, permission tables, routing tables, lines of accounting, budgets, production of reports and acting as help desk for Users and Authorizing Officials.
Fedrooms	Formerly known as the Federal Premier Lodging Program (FPLP): GSA lodging program that addresses room safety and availability at the best value.
Frequent Flyer Miles	Airlines reward their frequent flyer club members with incentives.
Government Travel Card	A plastic card issued to personnel under the guidelines of the government travel card program.
Gov’t Advance Applied	The traveler may enter the amount of the cash advance used for this voucher.

Gov't Advance Outstanding	When a voucher is created from an authorization, this field displays the total requested cash advance amount on the authorization. When a voucher is created, this field defaults to $0.00. The default may be overridden by entering the requested cash advance amount.
Gov't + Form	The actual government forms used to complete an authorization.
Group	A group is generally composed of travelers who have something in common, such as the same project, department or administrative support person.
Group Access	The group of travelers to which the user has access. Group access determines whose documents and traveler information the user can view and edit. Group members are defined in the Groups table.
Group Authorization	A group authorization creates one travel document for multiple travelers. If the travelers are to receive cash advances, these are generated separately. A cash advance can be printed out for each traveler. After the trip has been completed, travelers can create individual vouchers from the group authorization.
Hierarchical Organizations	Organizations may be arranged hierarchically further segmenting data by "sub-organizations". The hierarchical arrangement of organizations allows table-editing privileges for many sub-organizations to be assigned to a single system administrator. Hierarchically arranged Organizations do not affect the drop-down lists that are displayed during document preparation—data elements are displayed only for the organization to which the traveler belongs.
Incidental Expenses	Allowance for miscellaneous expenses such as laundry costs incurred while traveling.
Infrequent Traveler	A traveler who does not travel much, as a minimum once a year.
Individually Billed Account (IBA)	Government charge card given to government employees to pay for official travel expenses such as airline tickets, lodging, rental car, and meals.
Federal Travel Regulation	The document which lists the requirements and policies for travel by federal civilian employees and others authorized to travel at the governmnent's expense.
Line of Accounting (LOA)	A data entity representing an agency account which may be used to finance travel.
Local Voucher	A document used to claim reimbursement for miscellaneous expenses incurred by a government employee. Local vouchers do not include per diem allowances and are normally associated with a local trip.
Lodging/M&IE Button	This button, found under Rates Lookup, which allows the user to review the rates allowed for Lodging and M&IE.

Meal & Incidental Expenses	The M&IE rate is a fixed allowance, by locality, for the meals and incidental portion of the per diem rate.
Mileage Rate	The amount paid to a traveler based upon the mileage driven by the traveler.
Miscellaneous Expenses	Represent any expense that is entered into an authorization or voucher that have not been previously assigned a category. The default text is OTHER.
Net To Traveler	The total amount claimed, less the amount entered in the Gov't Advance Applied field. If a negative amount is displayed, the traveler owes the government.
Non-Repudiation	A digitally signed document is considered valid and cannot be disavowed by the person who has digitally signed it (*Repudiation*—refusal to acknowledge a debt or contract).
Organization	The name of the organization to which the traveler belongs. This field is used with the Organization data maintenance feature, and determines what items are available for selection (in drop-down selection lists) during document preparation.
Organization Access	This determines which data elements (items in data tables) a user may access or edit during table editing. The valid values are (All), (None), or a specific, user-defined organization.
Organizational FATA	Locally manages day to day features of GovTrip.
Other Authorizations Button	Select the Other Authorizations button to record special circumstances. This field is used to display or print information only.
Outstanding Cash Advance Report	The Outstanding Advances report provides a list of travelers who have outstanding cash advances and sends letters to those travelers notifying them of the outstanding advances. The report looks at the date the advance was prepared and determines if there is a balance that has not been applied to vouchers. You can specify the number of days that the cash advance has been outstanding. To run this report, select Reports, Outstanding Advances. Enter the report selection criteria in the Outstanding Cash Advance Report window.
Partial Payment	Electronic Fund Transfer paid to a traveler every 30 days, when TDY exceeds 45 days; ensures traveler is paid in about the same time Government Travel Charge Card bill is received; must be approved prior to TDY travel.
Password	Alphanumeric phrase used to log into GovTrip. Each user sets up his/her own password.
Pecuniary	Relating to money; requiring the payment of money.
Per Diem Location	The amount of dollars allowed for M&IE for a specific city and/or county.

Per Diem Rate	The maximum amount of dollars allowed for lodging, meals and incidental expenses for one day.
Printed Organization	The name of the organization to be printed on an agency's form
Process Name	A process, or routing test, that determines whether the given authorizing official must sign the document. GovTrip runs the routing test before it includes the authorizing official in the document's routing list. This feature is referred to as "conditional routing", since a given condition (test) must be valid for the routing list entry to be used.
Proportional Meal Rate	Average of the locality meal rate and the government mess meal rate to which is added the appropriate incidental expense.
Reimbursable Expenses	Expenses authorized for travel at the TDY location, i.e., transportation from terminal to lodging and back.
Rest Stop	Rest period, not to exceed 24 hours; given to a traveler not authorized premium/business class, and whose flight time, including stopovers, exceeds 24 hours.
Reservations Module	The Reservations Module (Reservations) allows you to exchange reservation information between GovTrip and external reservation systems. New and enhanced functions allow the automatic booking of flight, hotel and rental car reservations and the ticketing of flight reservations. *Users: Basic traveler/user and AO
Route & Review Module	The Route & Review Module (Route & Review) allows you to sign, adjust, or audit documents; review audit checklists, status codes and routing lists; and generate document history reports. Provides electronic processing of GovTrip documents. This includes electronic audits on all document types and interfaces to external programs. Various audit reports may be generated from within this module. *Users: AO/Auditors or higher levels
Routing Status Report	The Routing Status report indicates where there are bottlenecks in the routing of documents. The report shows which reviewing/approving officials have had documents waiting for their signature for more than a user specified number of days.
Signature Verify	Checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. Verifies that the document has not been adjusted since it was signed.
Split Disbursement	When traveler elects to have part of entitlement go directly to their Government Travel Charge Card for payment on their account, and the remainder sent to their checking/savings account; must be approved prior to TDY travel.

Surface Deployment and Distribution Command (SDDC) Negotiated Agreements	A negotiated agreement between the Surface Deployment and Distribution Command (SDDC) and rental car companies.
System Security Policy	The combination of the Organizational Security Policy governing the operation of an automated information system (AIS) and the related AIS Security Policy.
Temporary Duty (TDY) Travel	Travel necessary to complete the mission.
Ticketing	Selecting Tickets in the Process menu of the Reservations Menu will display only those authorizations that have been submitted to the travel office for bookings and have been status stamped CTO BOOKED by the travel office. When Ticketing is selected, a filename will automatically be entered in the Processing field and the Ticketing field. The Booking field will be dithered.
Time Zone	A alphabetic value that represents the time zone of the traveler's permanent duty location. This value is used to determine whether the traveler has crossed the International Date Line (IDL).
Transportation Classes	Coach class, premium/business class, first class.
Travelers	Anyone who travels on official business for the Government.
Travel Advances	Money the traveler is authorized to receive prior to travel.
Travel Authorization	The approved trip request, which provides the data for the obligation of funds.
Traveler Information Table	A table which contains information about the traveler. For example, items such as their name, social security to emergency contacts.
Travel Management Center (TMC)	An office owned, staffed, and operated by a private contractor. It may be located on or off a government installation.
Travel Modes	Travel modes are used to claim transportation expenses incurred during TDY travel.
Travel Order	Authorization for official travel authenticated by the Authorizing Official; Temporary Duty (TDY) orders.
Travel Status	Individual travel performed away from a permanent duty station on official business under competent travel orders. Delays for the purpose of qualifying for reduced travel fares, and other necessary delays enroute incident to the mode of travel and periods of necessary TDY are included.

Travel Voucher — Expense report completed by traveler at the conclusion of a TDY, in which the traveler records actual costs and itemizes any other reimbursable expenses incurred during travel. This becomes the source document for payment.

Trip Purposes — Trip purposes entered into this table build the drop-down list on the Purpose field in the Itinerary window. Trip purpose codes are defined by a name, a document restriction (restricting the availability of Trip Purpose code to authorizations or vouchers), and an Expense Category to assign to costs claimed with this Trip Purposes code. The default codes represent the standard GSA trip purposes.

Trip Record — This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the Travel Management Center (TMC) (only for unconnected travelers) it is the single trip document that includes the travel authorization and fund cite, the should cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Trip Request — Request for travel authorization; provides initial "should cost" estimate, which reflects the known travel costs based on transportation, lodging, and rental car, if applicable.

Trip Types — The trip type determines how GovTrip calculates allowances for M&IE and lodging.

Unsubmitted Voucher Report — The Unsubmitted Vouchers report provides a list of authorizations for which vouchers have not been submitted. GovTrip checks each authorization to determine when travel should have ended and displays documents in the order of number of days since trip completion. To run this report, select Reports, Unsubmitted Vouchers. Enter the report selection criteria in the Unsubmitted Voucher Report window.

User — Any person who interacts directly with GovTrip. This person may have any role, including traveler, AO, or system administrator. However, when the context is clear, the term may be used to refer only to a standard user.

Voucher from Authorization — A voucher created from an existing travel authorization. GovTrip reduces redundant data entry by allowing the generation of a TDY voucher from an authorization.

Voucher — Temporary duty travel reimbursement voucher is used to claim reimbursement for various travel expenses. This voucher is completed when travel has concluded.

Wild Card — Uses *'s in the routing lists and other areas.

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APPENDIX C: SPONSORED TRAVEL

When part or all of a government employee's travel expenses are to be paid by a non-federal government entity, a Sponsored Travel Authorization (TA) must be created. This document processing guide was developed to assist a traveler or arranger in creating a Sponsored TA. It specifically concentrates on Sponsored Travel Functionality and assumes that the user has already been trained or previously used GovTrip to make travel reservations and/or create an authorization.

I. Creating a Sponsored Travel Authorization

1. Create a New Authorization.
2. Enter all required information on the Trip Overview page.
3. From the Trip Type drop down list, select "SP-SPONSORED" (Figure C-1).

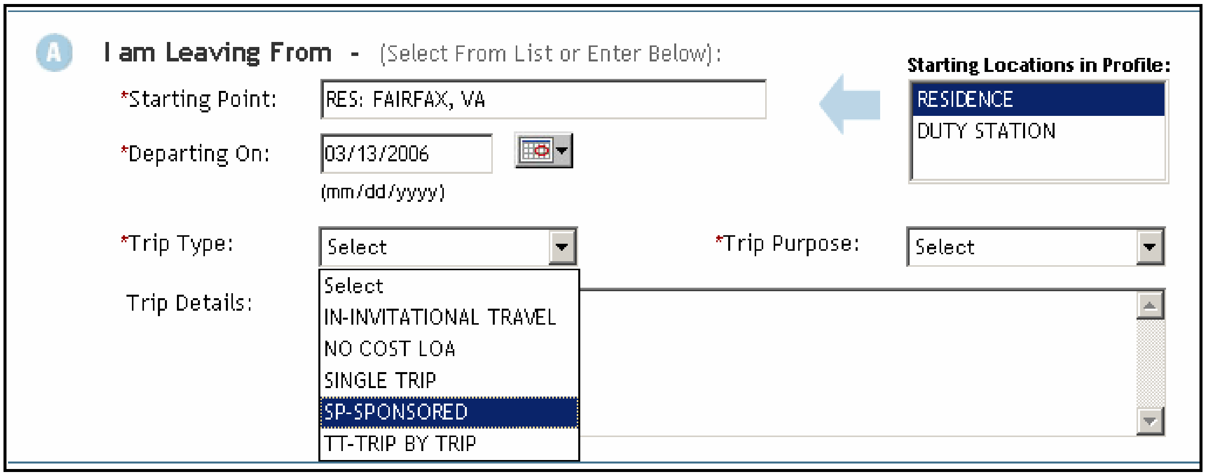


Figure C-1: Trip Type Drop Down

4. The system will prompt the user with the following message: "Sponsored Travel Requires Additional Information, Proceed?" (Figure C-2).
5. Select "OK" to proceed..

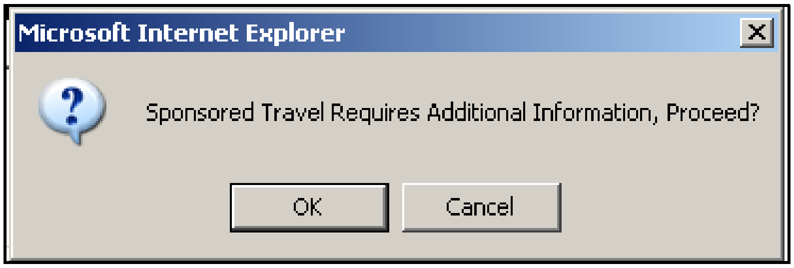


Figure C-2: Sponsored Travel Message

Once the screen refreshes, a new section titled "Sponsor Information" will appear in Section A. The traveler/arranger will need to add the appropriate Sponsors to their Authorization. To add a Sponsor, the traveler/arranger can use either the "Sponsor Search" button or the "Sponsor Lookup" button.

6. Select the "Sponsor Lookup" button (Figure C-3).
7. The system will bring up the "Find a Sponsor" search window...

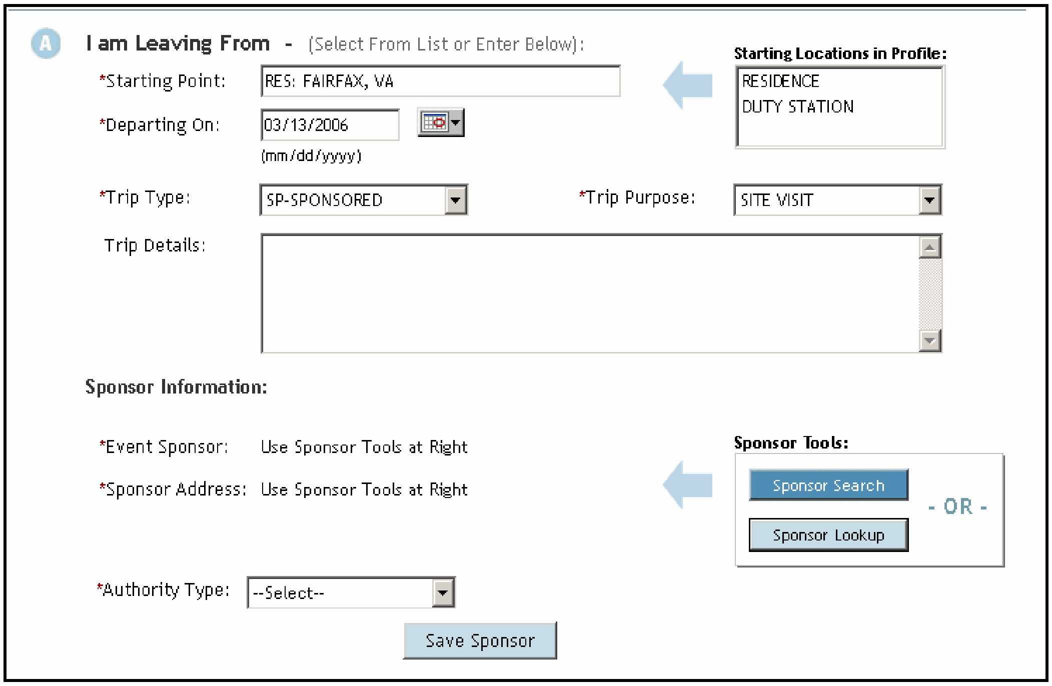


Figure C-3: Sponsor Information

8. In Section A, Selected Sponsor, select the Sponsor drop down box (Figure C-4) to select from the list of available Sponsors (Figure C-5)..

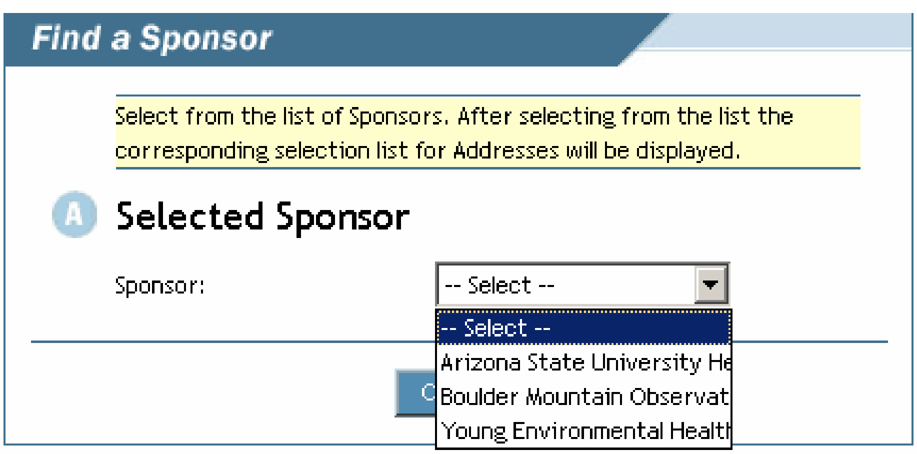


Figure C-4: Sponsor Drop Down List

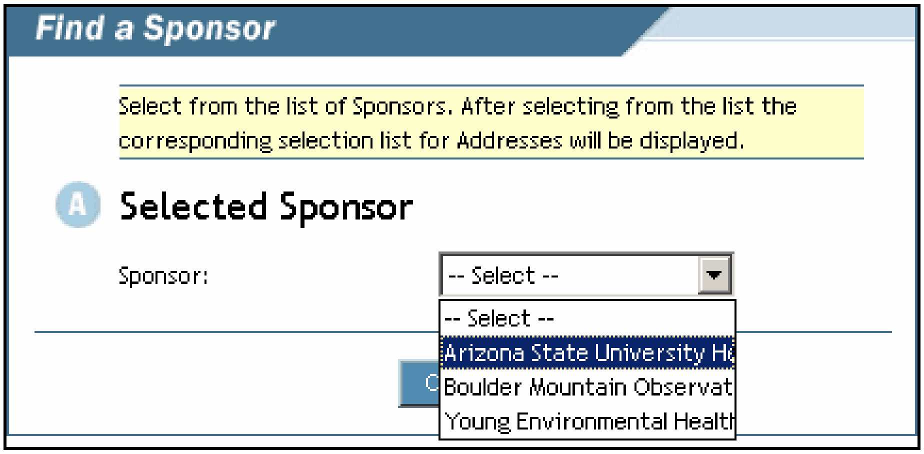


Figure C-5: Select Sponsor

9. Once the screen refreshes, select the Sponsor Location from the drop down list in Section B (Figure C-6).

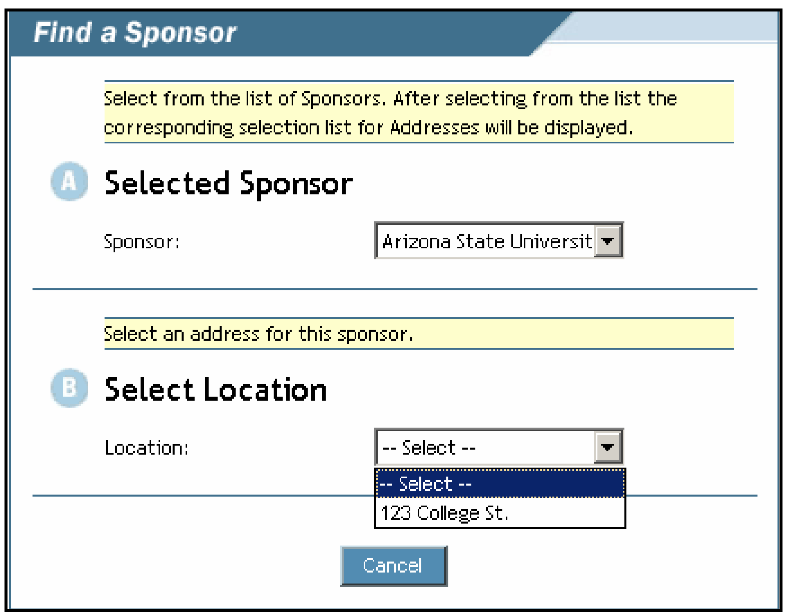


Figure C-6: Sponsor Location

10. Select the "Save Sponsor and Return" button (Figure C-7).

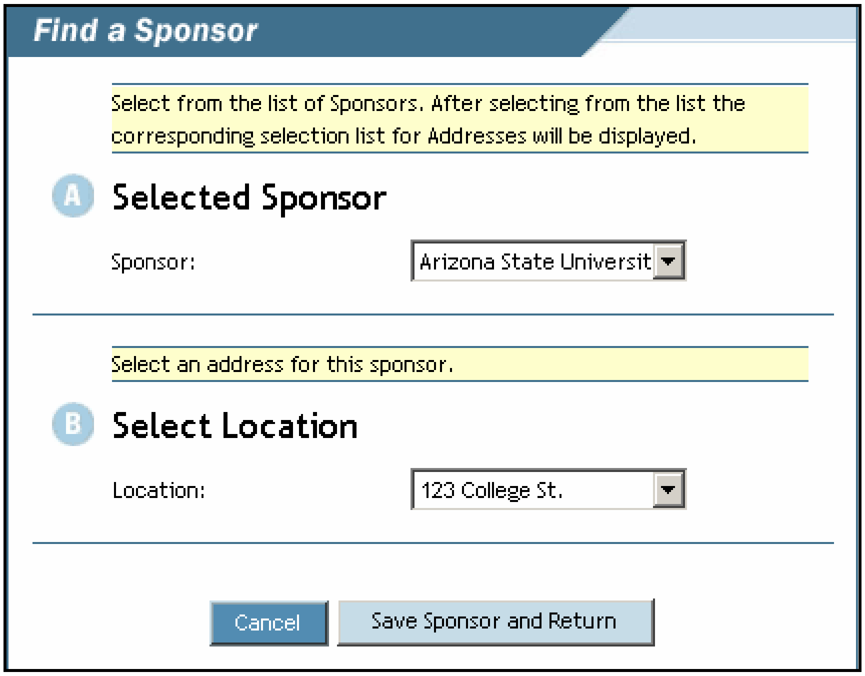


Figure C-7: Save Sponsor Information

Even though the traveler/arranger has selected the Sponsor, it has still not been saved to the document. The traveler/arranger must indicate the Authority Type for the Sponsor (Figure C-8).

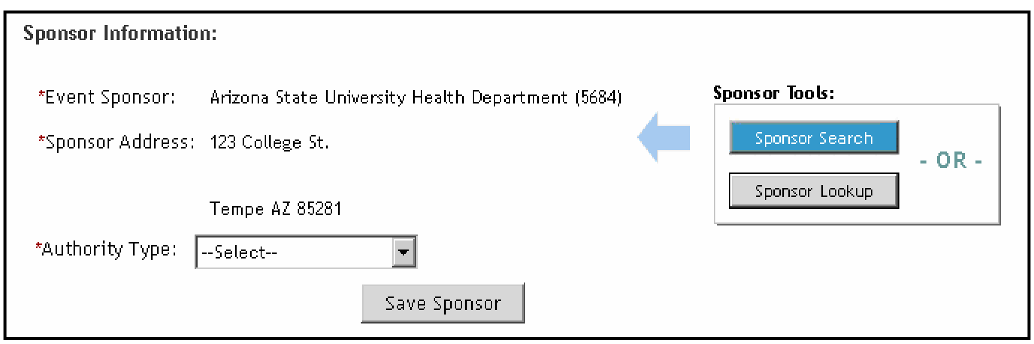


Figure C-8: Authority Type Drop Down

11. Select the appropriate "Authority Type" from the drop down list and click "Save Sponsor" (Figure C-9).

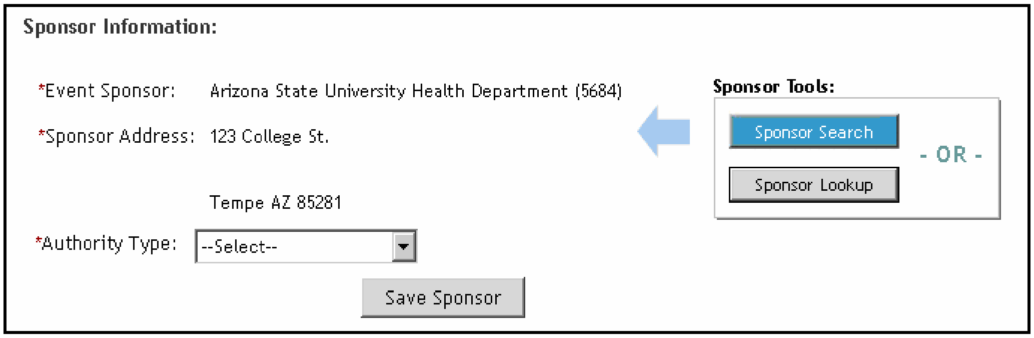


Figure C-9: Select Authority Type

Once the Sponsor is saved to the document, it will appear in the document as shown in Figure 10. The traveler/arranger has the ability to delete the Sponsor if it was added erroneously. The traveler/arranger can now add another Sponsor or continue forward to process the document.

12. To add another Sponsor, select the "Sponsor Search" button (Figure C-10)

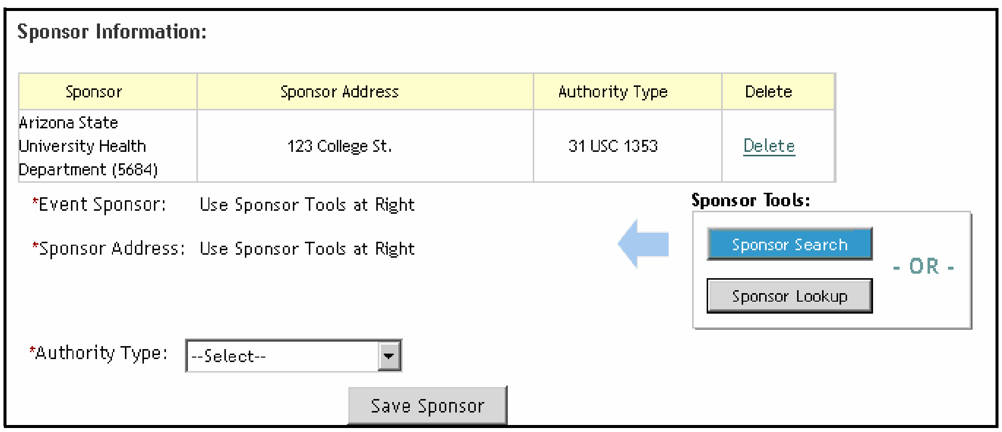


Figure C-10: Sponsor Search

13. Type in the Sponsor Name. **Note:** If the correct spelling of the sponsor is unknown, enter the first letter followed by an asterisk, then select the "Search Sponsor" button (Figure C-11)

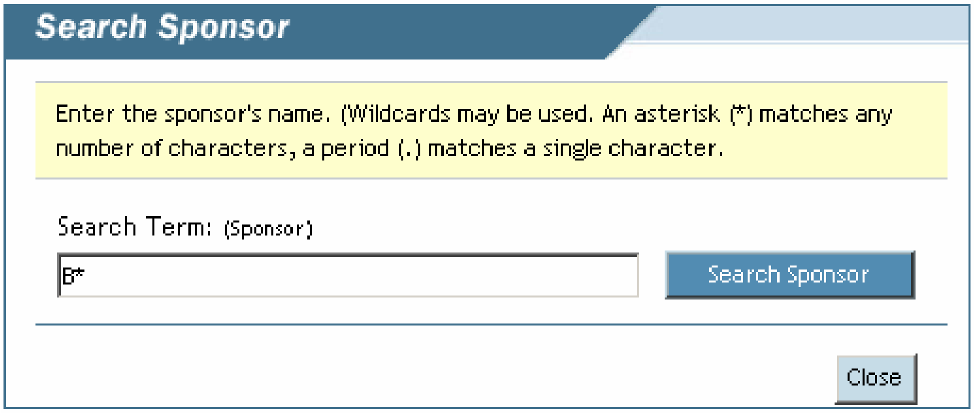


Figure C-11: Search Sponsor Function

14. After the search results are returned, select the appropriate Sponsor by checking the radio button (Figure C-12).

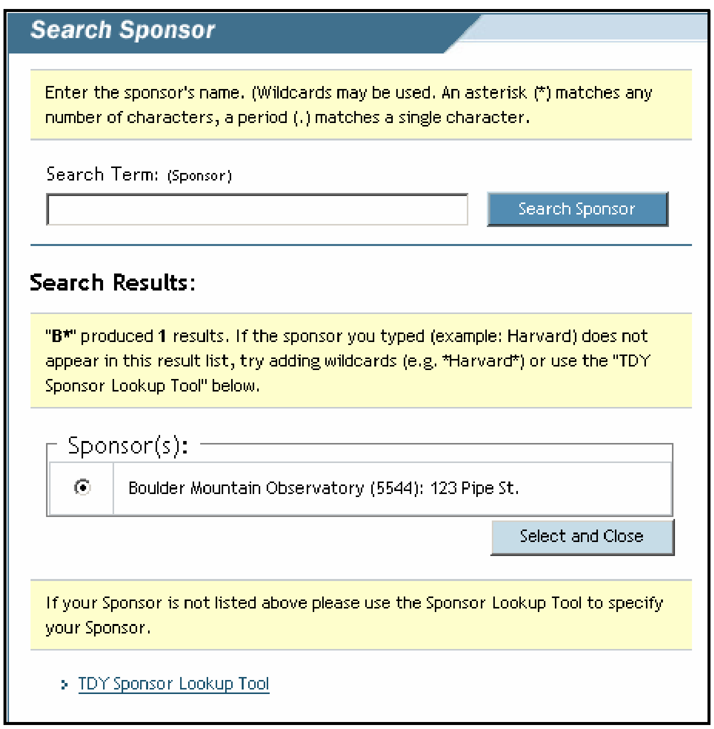


Figure C-12: Search and Select Sponsor

15. Click "Select and Close" to add the Sponsor to the Authorization (Figure C-12).

16. Select the appropriate "Authority Type" for the second Sponsor from the drop down list, and then select the "Save Sponsor" button.(Figure C-13)

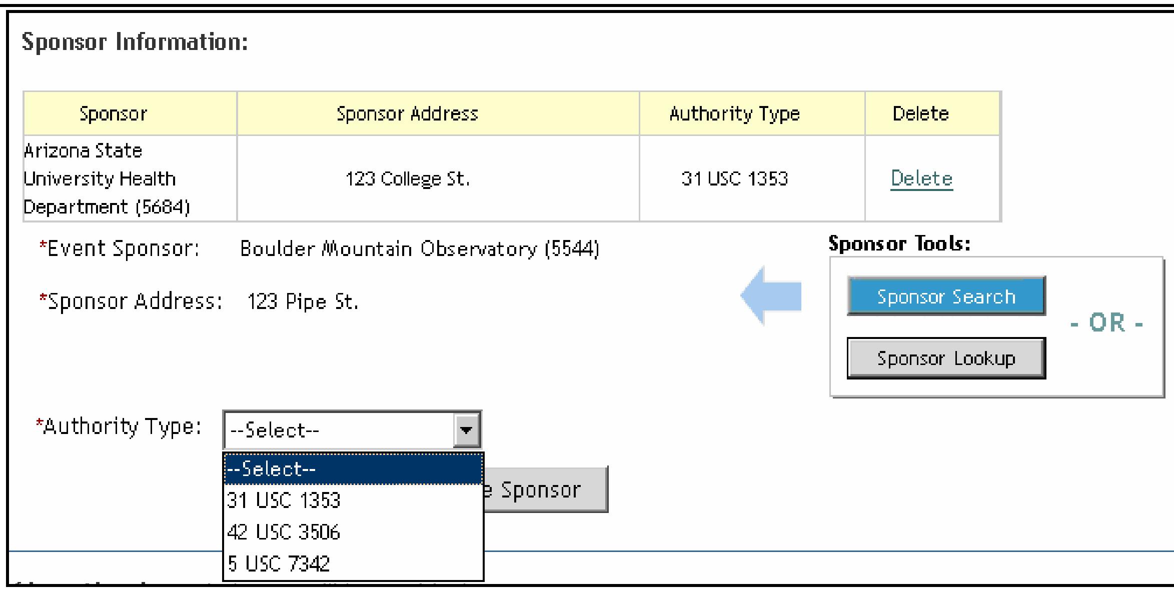


Figure C-13: Authority Type

17. When all Sponsors have been added to the Authorization, review all Sponsor Information to ensure accuracy (Figure C-14). If a Sponsor is ever deleted, then all associated Lines of Accounting and ethics checklist will also be removed from the authorization.

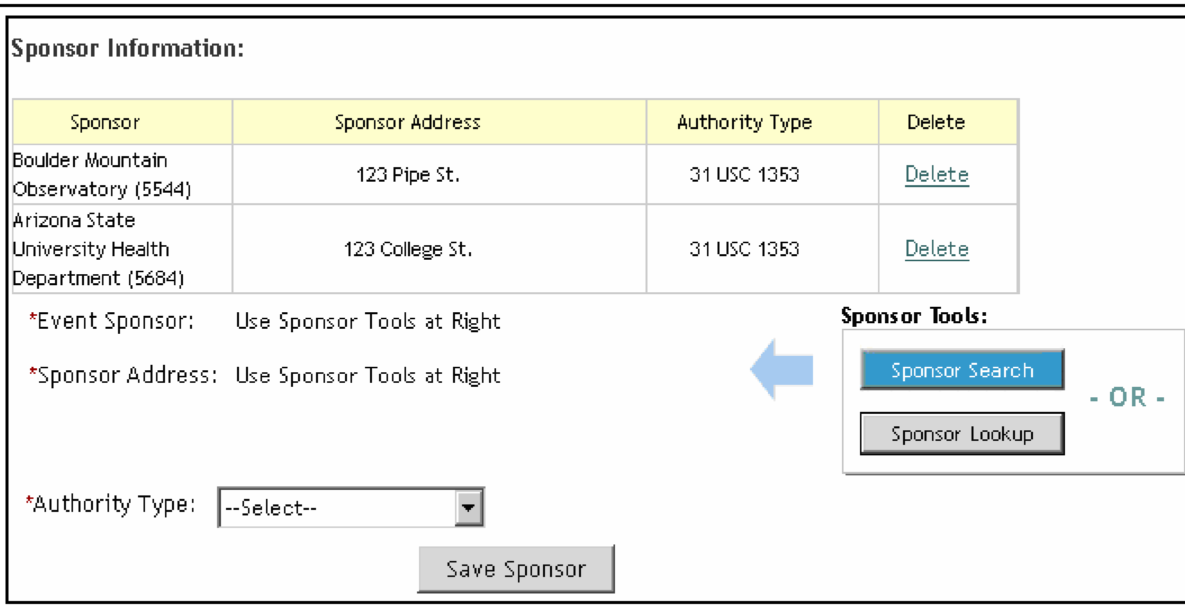


Figure C-14: Sponsor Information Review

18. Select and save the TDY location(s) and Departing on Date in section B (Figure C-15).

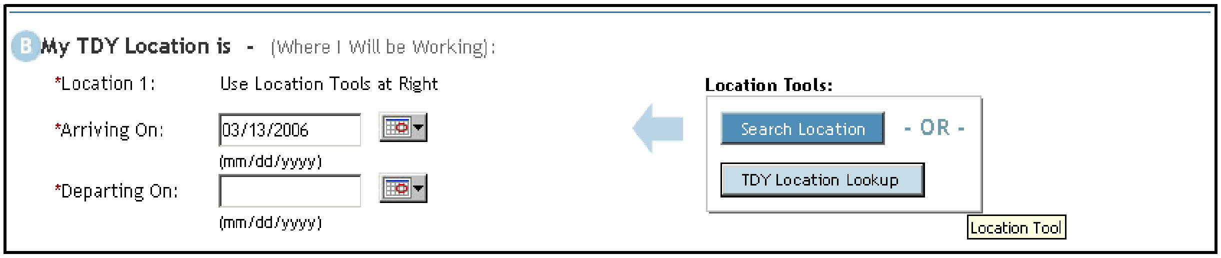


Figure C-15: My TDY Location

19. Enter all remaining information for Section C, "I am Returning To" (Figure C-16).

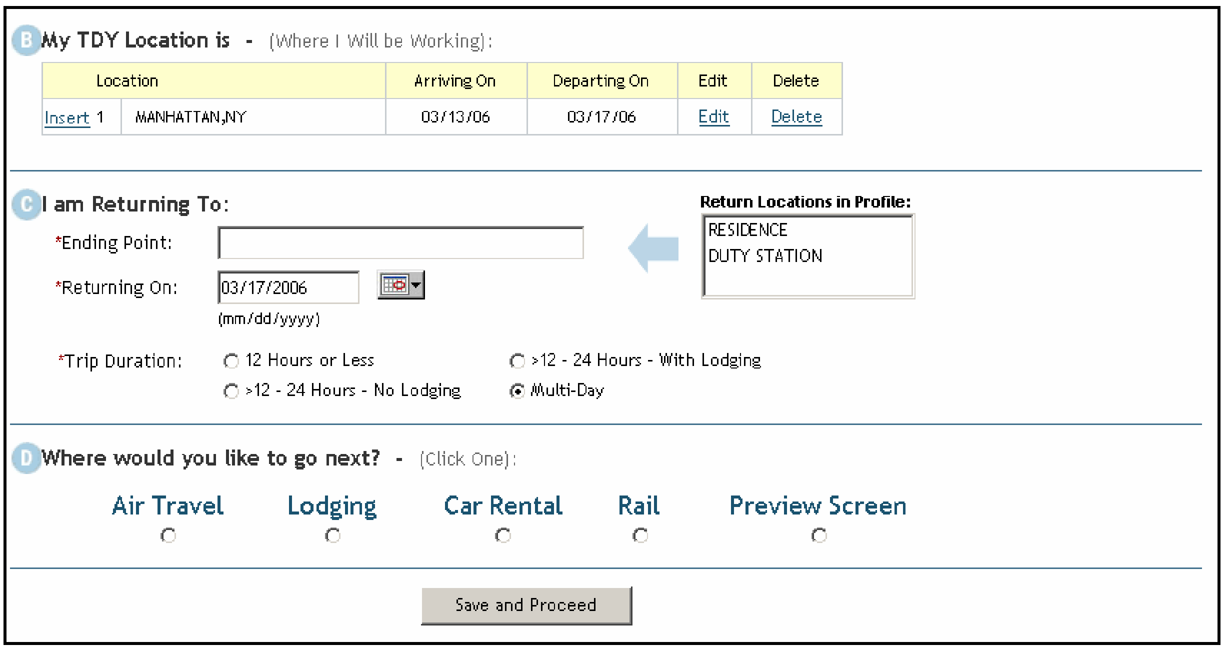


Figure C-16: Returning Location

20. Using the reservation module, search and save all reservations to include Air, Lodging, Rental Car, and/or Rail (Figure C-17)..

Figure C-17: Reservation Module

II. Adding Sponsor Expenses

For the document example in this guide, we will assume that the traveler has made Air and Rental Car reservations in GovTrip with their Government Charge Card. The Sponsors have agreed to reimburse the agency for the traveler's Airfare, Rental Car, and Gas. Additionally, the Sponsors have provided the traveler's lodging In-Kind.

1. Search and Save Air Reservations.
2. Search and Save Rental Car Reservations.
3. Navigate to the Expense window from the menu bar (Figure C-18). .

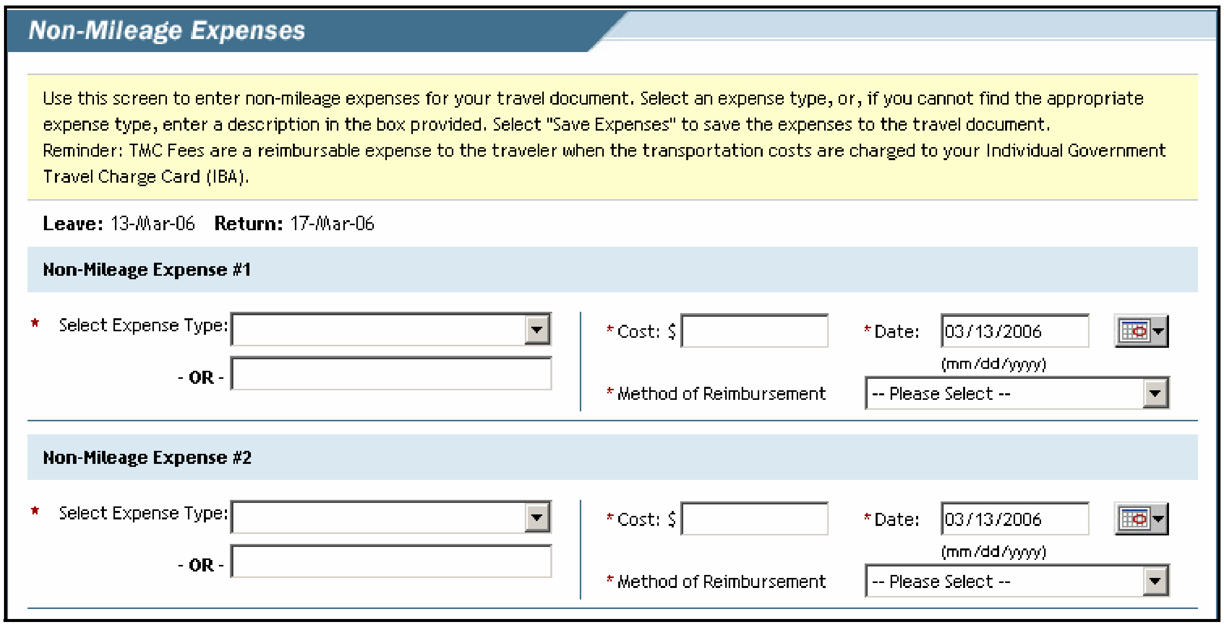


Figure C-18: Non-Mileage Expenses

When adding Sponsor expenses in the Expense window, the traveler/arranger must identify the Method of Reimbursement. The traveler/arranger can choose from the following reimbursement methods (Figure C-19):

- **GOVCC** = The traveler is paying for this expense on their Government Charge Card (GOVCC) and it is NOT reimbursable by the Sponsor.
- **PERSONAL** = The traveler is paying for this expense, but not using their GOVCC and it is NOT reimbursable by the Sponsor.
- **SPONSORED CBA** = The traveler is paying for this expense using the agency's Centrally Billed Account (CBA) and the Sponsor IS going to reimburse the agency.
- **SPONSORED IN-KIND** = The traveler is not paying for this expense. The Sponsor is providing the expense to the traveler and will not reimburse the agency for this cost.
- **SPONSORED REIMBURSABLE** = The traveler is paying for this expense either with their GOVCC or another means of payment and the Sponsor IS going to reimburse the agency for this cost.

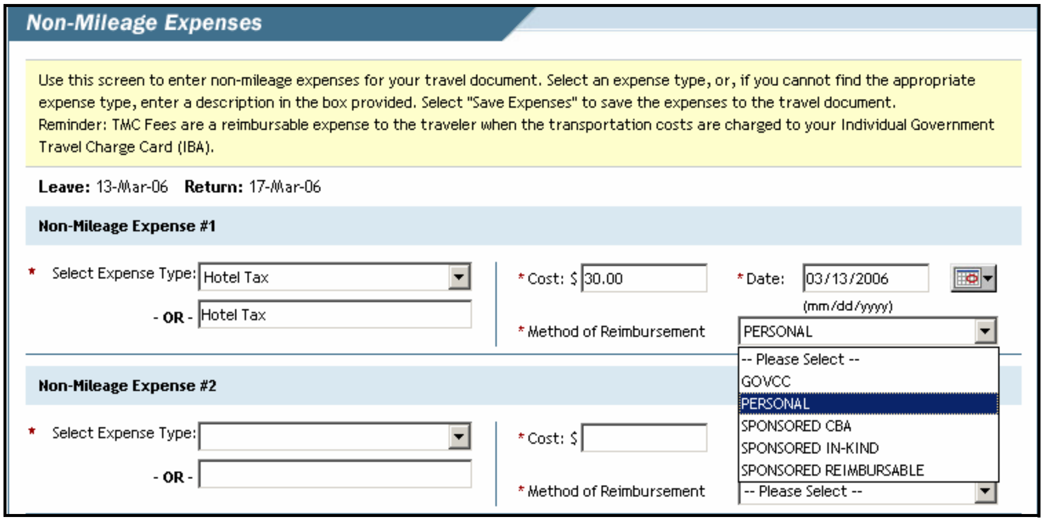


Figure C-19: Methods of Reimbursement

4. Enter up to five expenses with the estimated cost and appropriate method of reimbursement (Figure C-20).
5. After saving, enter any additional expenses as necessary.

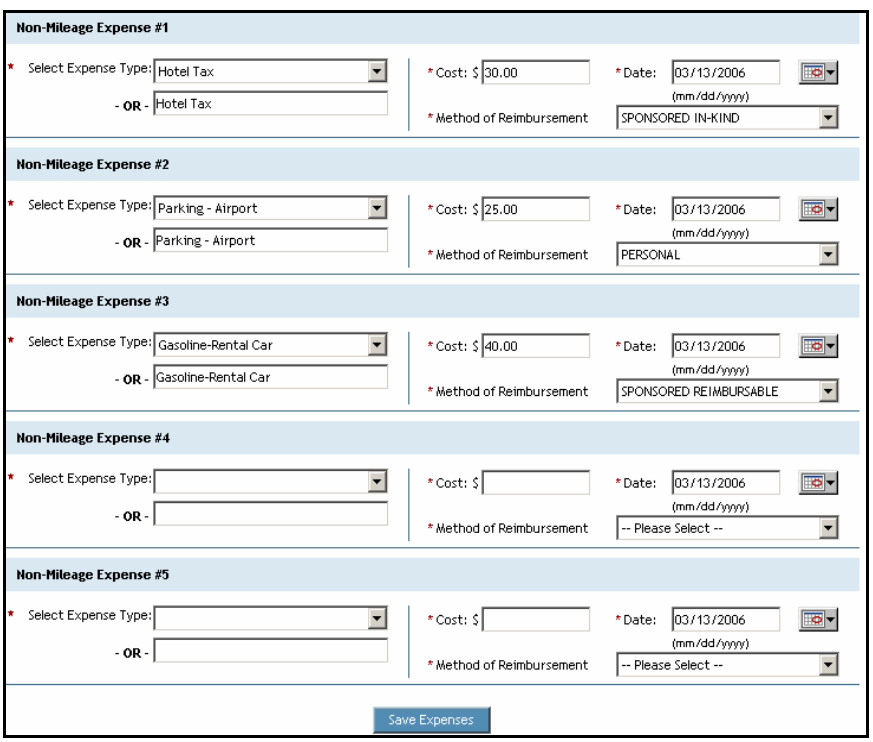


Figure C-20: Non-Mileage Expenses

6. Navigate to the mileage expense window and add all mileage expenses as necessary (Figure C-21).

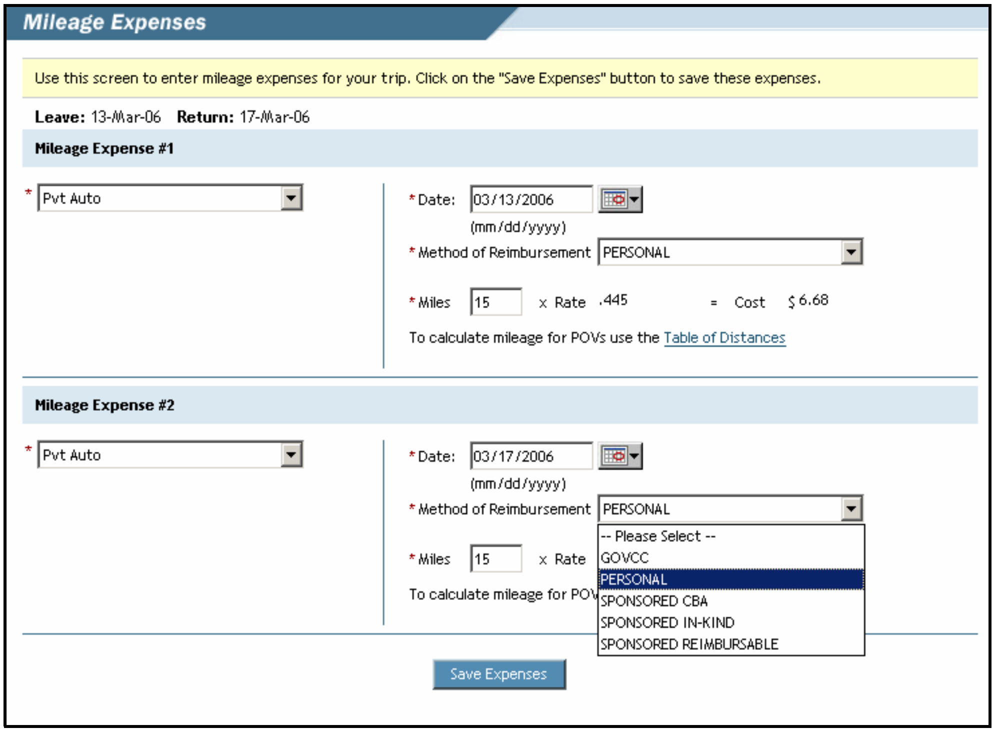


Figure C-21: Mileage Expenses

III.Identifying the Payment Method for Each Expense

Next, the traveler/arranger must ensure that all reservation expenses, lodging, and meals and incidental expenses (M&IE) have the appropriate reimbursement method. This is done in the "Payment Methods" window under "Accounting" (Figure C-22).

Figure C-22: Payment Methods Module

7. The traveler/arranger has the option to allocate the payment methods for all expenses by either "Individual Expense" or "Expense Category" (Figure C-23).
8. Check the "Individual Expense" radio button to assign the payment method to each expense individually (Figure C-23).

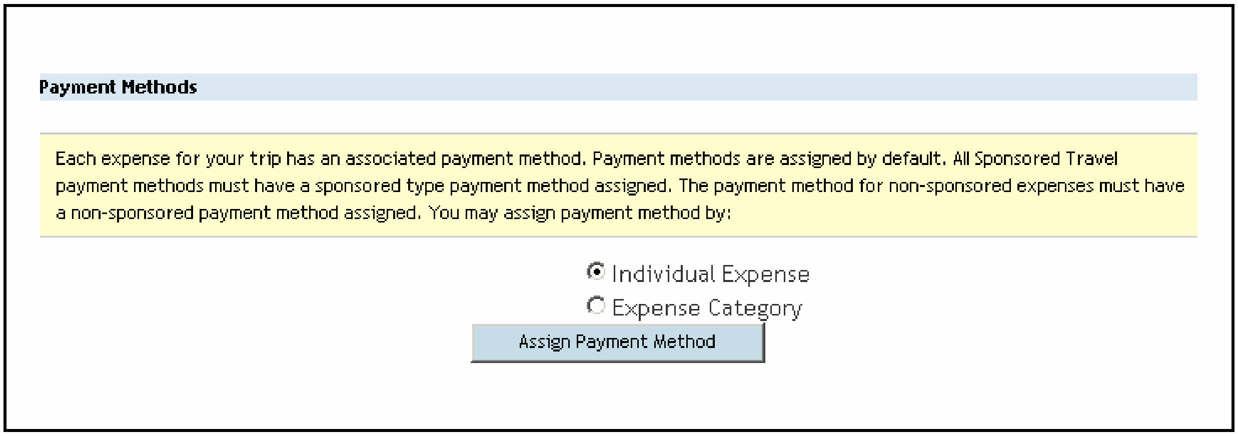


Figure C-23: Assign Payment Method--Individual Expense

Note: When assigning payment methods by "Individual Expense", the traveler/arranger can identify the payment method for each day of lodging and/or M&IE. A traveler/arranger has the following options when assigning a payment method for each expense:

- GOVCC = The traveler is paying for this expense on their GOVCC and it is NOT reimbursable by the Sponsor.
- PERSONAL = The traveler is paying for this expense, but not using their GOVCC and it is NOT reimbursable by the Sponsor.
- SPONSORED CBA = The traveler is paying for this expense using the Agency's CBA and the Sponsor IS going to reimburse the Agency.
- SPONSORED IN-KIND = The traveler is not paying for this expense. The Sponsor is providing the expense to the traveler and will not reimburse the Agency for this cost.
- SPONSORED REIMBURSABLE = The traveler is paying for this expense either with their GOVCC or another means of payment and the Sponsor IS going to reimburse the agency for this cost.

9. Using the drop down list next to each expense, select the appropriate "Payment Method" (Figure C-24) .

Date	Category	Amount	Payment Method
03/13/06	Air Fare (GOVCC-I)	$259.30	PERSONAL
03/13/06	Gasoline-Rental Car	$40.00	SPONSORED REIMBURSABLE
03/13/06	Hotel Tax	$30.00	SPONSORED IN-KIND
03/13/06	LODGING	$201.00	PERSONAL
03/13/06	M&IE	$48.00	PERSONAL
03/13/06	Parking - Airport	$25.00	PERSONAL
03/13/06	Pvt Auto	$6.68	PERSONAL
03/13/06	Rental Car	$160.00	PERSONAL
03/14/06	LODGING	$201.00	PERSONAL
03/14/06	M&IE	$64.00	PERSONAL
03/15/06	LODGING	$201.00	PERSONAL
03/15/06	M&IE	$64.00	PERSONAL
03/16/06	LODGING	$201.00	PERSONAL
03/16/06	M&IE	$64.00	PERSONAL
03/17/06	Air Fare (GOVCC-I)	$257.80	PERSONAL
03/17/06	M&IE	$48.00	PERSONAL
03/17/06	Pvt Auto	$6.68	PERSONAL

Figure C-24: Select Payment Method

Note: For this document example, lodging and hotel tax will be assigned a payment method of "SPONSORED IN-KIND." Airfare, Rental Car, and Gas will be assigned a payment of "SPONSORED REIMBURSABLE." All other expenses will be assigned a payment method of "GOVCC" or "PERSONAL."

If the traveler/arranger does not want to assign payment methods individually, they can select the "Expense Category" radio button (Figure C-25).

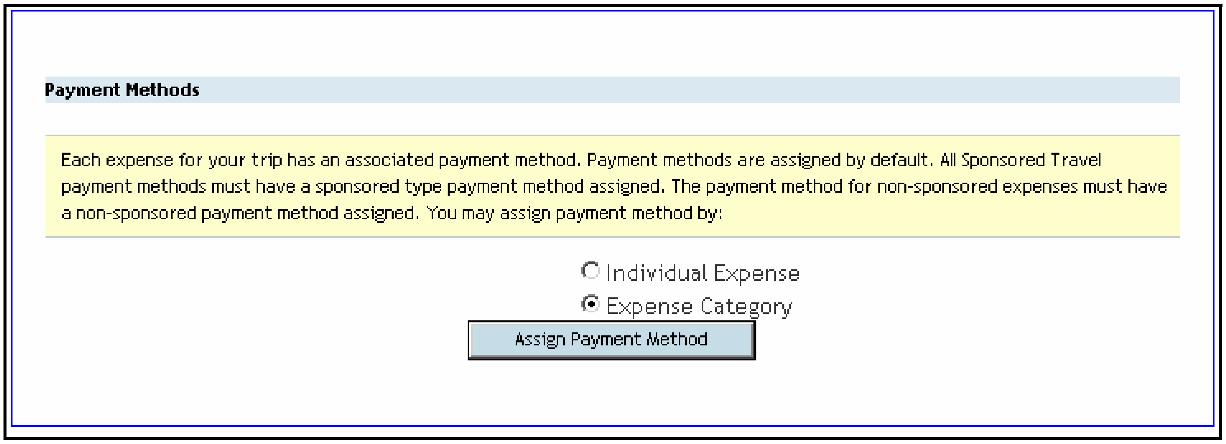


Figure C-25: Assign Payment Method-Expense Category

The expenses are grouped together by expense category. The traveler/arranger can assign the appropriate payment method for each expense category.

10. For each expense category, select the correct "Payment Method" (Figure C-26).
11. Once complete, select "Save Payment Methods.".

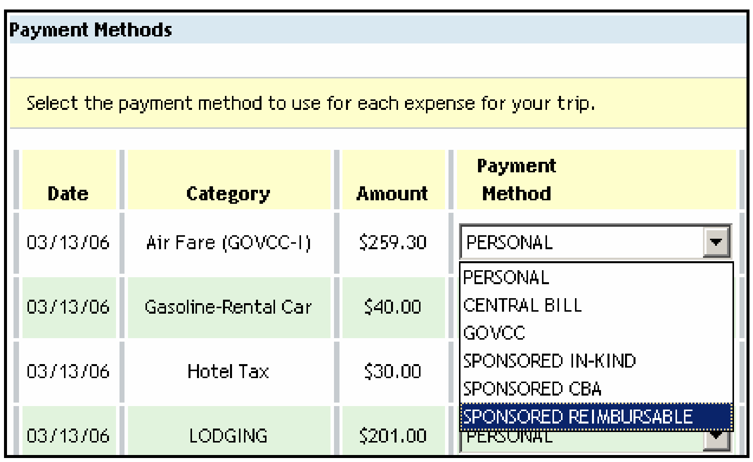


Figure C-26: Selecting Payment Method

IV.Associating a Sponsor to a Line of Accounting

Before associating a Sponsor to a Line of Accounting (LOA), the traveler/arranger must first identify the correct accounting information for this TA.

1. Select the appropriate LOA from the "Accounting Label" drop down list (Figure C-27).

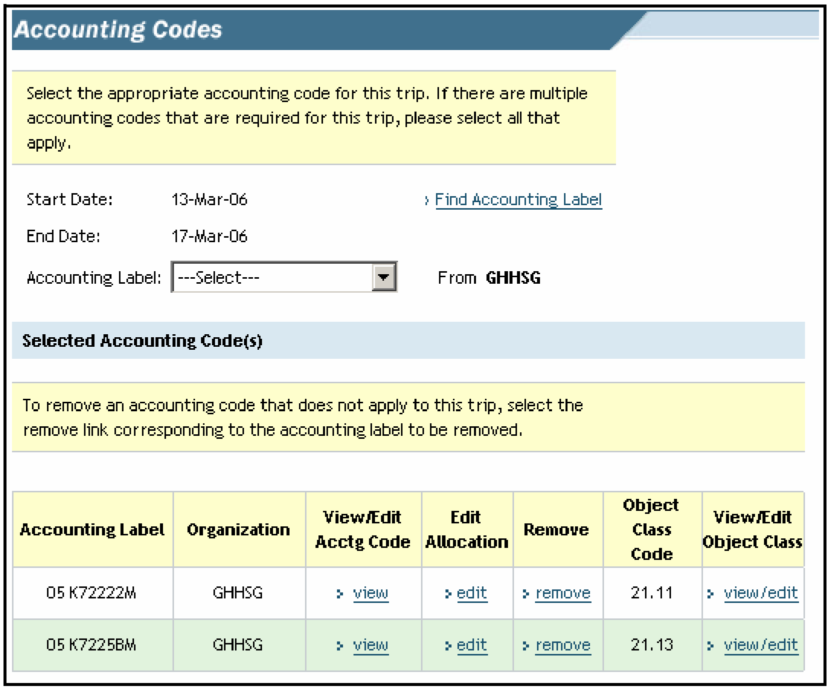


Figure C-27: Lines of Accounting

2. To associate a Sponsor to a LOA, navigate to "Sponsored Travel" under "Accounting" (Figure C-28)

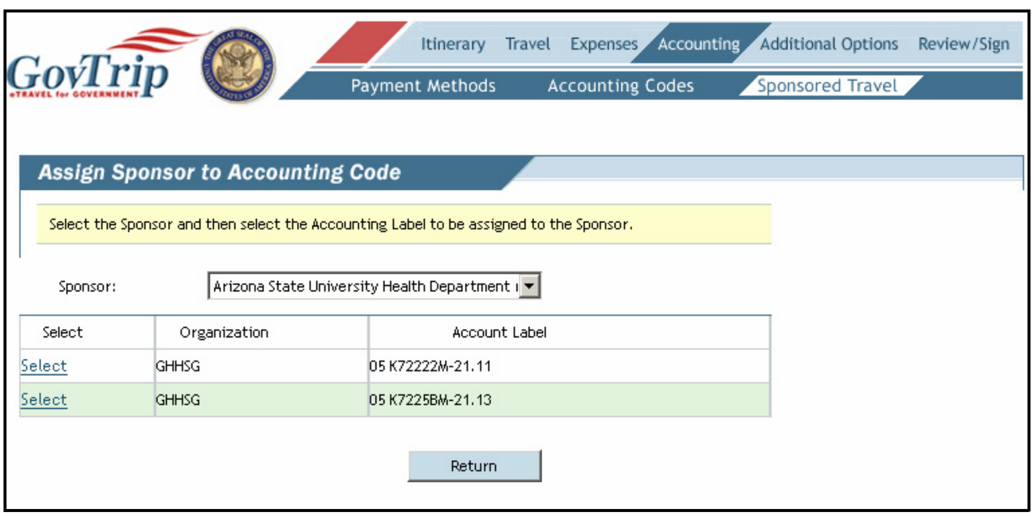


Figure C-28: Sponsored Travel

3. From the "Sponsor" drop down list, select a Sponsor (Figure C-29).

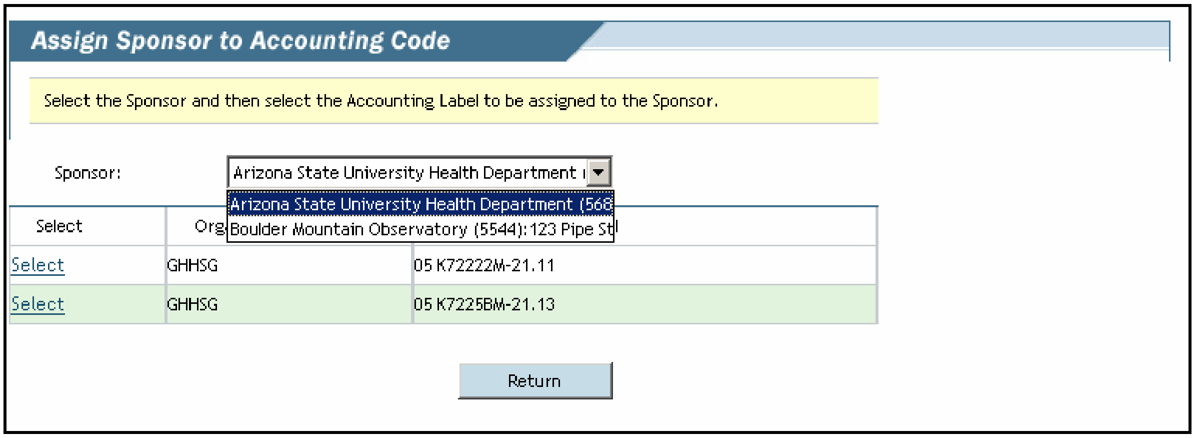


Figure C-29: Select Sponsor

4. Assign the Sponsor to a LOA by clicking the "Select" hyperlink next to the appropriate accounting line (Figure C-29)
5. Repeat these steps until all Sponsors have been associated to at least one LOA (Figure C-30, Figure C-31) . .

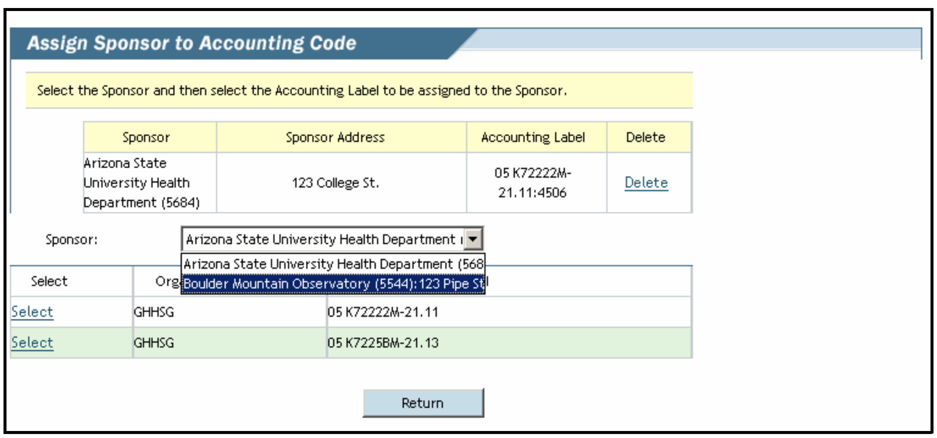
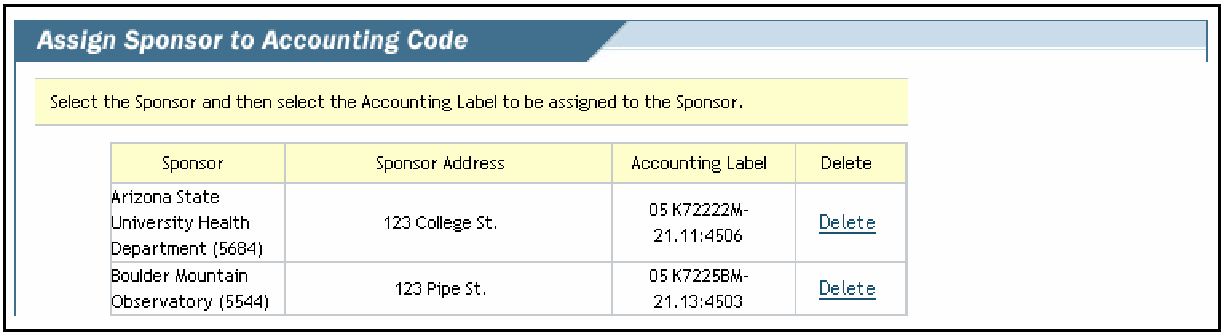


Figure C-30: Select Additional Sponsor



Assign Sponsor to Accounting Code

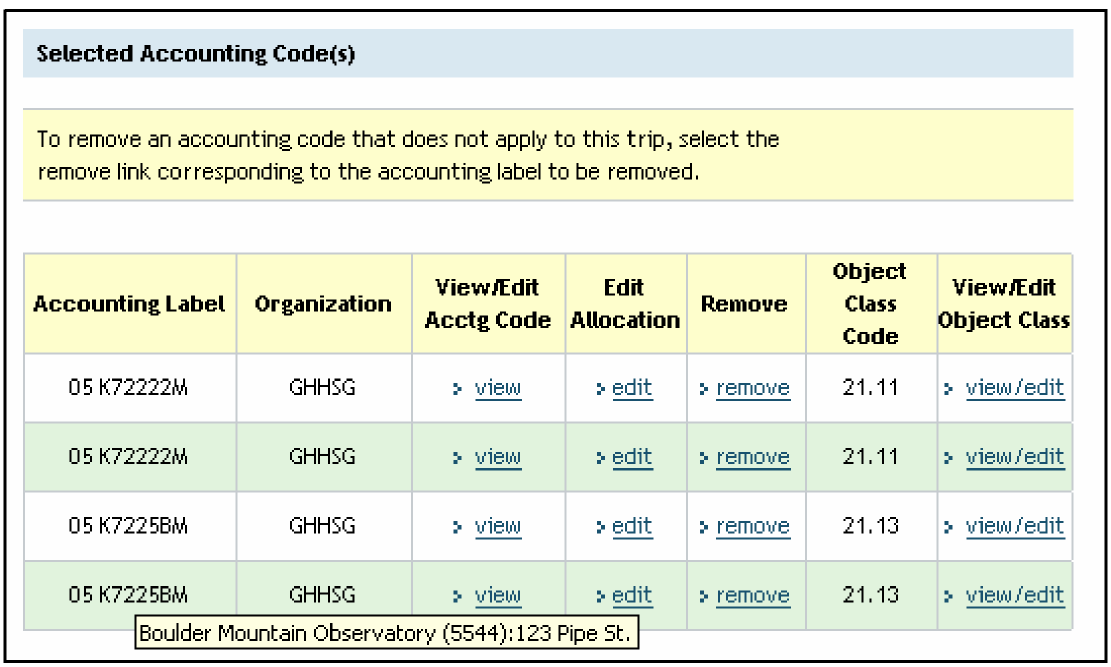
Select the Sponsor and then select the Accounting Label to be assigned to the Sponsor.

Sponsor	Sponsor Address	Accounting Label	Delete
Arizona State University Health Department (5684)	123 College St.	05 K72222M-21.11:4506	Delete
Boulder Mountain Observatory (5544)	123 Pipe St.	05 K7225BM-21.13:4503	Delete

Figure C-31: Assign Sponsor to Accounting Code

6. Once complete, select the “Return” button to return to the “Accounting Codes” window.

When returning to the “Accounting Codes” window, the traveler/arranger will now see multiple LOAs. The number of Sponsors the traveler/arranger has selected and associated to a LOA will determine the number of accounting lines seen on this screen. The traveler can see which LOA is for a Sponsor by mousing over the “Accounting Label” (Figure C-32). .



Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove	Object Class Code	View/Edit Object Class
05 K72222M	GHHSG	view	edit	remove	21.11	view/edit
05 K72222M	GHHSG	view	edit	remove	21.11	view/edit
05 K7225BM	GHHSG	view	edit	remove	21.13	view/edit
05 K7225BM	GHHSG	view	edit	remove	21.13	view/edit

Figure C-32: Accounting Codes Screen

V. Allocating Sponsored Travel Expenses to Sponsored Lines of Accounting

Once all Sponsors have been associated to a LOA, the traveler/arranger must allocate the Sponsored Expenses between the Sponsored LOAs.

1. Select the appropriate allocation method from the "How to Allocate" drop down list. For this document we will use "Expense Category."
2. Select the "Allocate Sponsored Expenses" button (Figure C-33). .

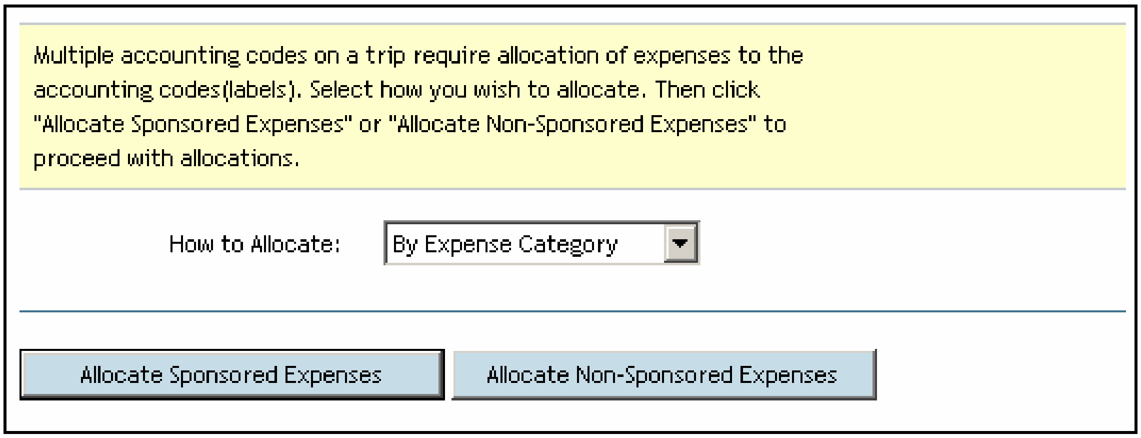


Figure C-33: Allocate Sponsored Expenses

When allocating Sponsored expenses, the system shows the traveler/arranger only those expenses that have been assigned a Sponsored payment method or method of reimbursement. All other expenses will be allocated using the "Allocate Non-Sponsored Expenses" button. Using the radio buttons for each expense category, the traveler/arranger can allocate the Sponsored Travel expenses. If the traveler/

arranger needs to know which LOA is associated to which sponsor, they can mouse over the Accounting Code label (Figure C-34)..

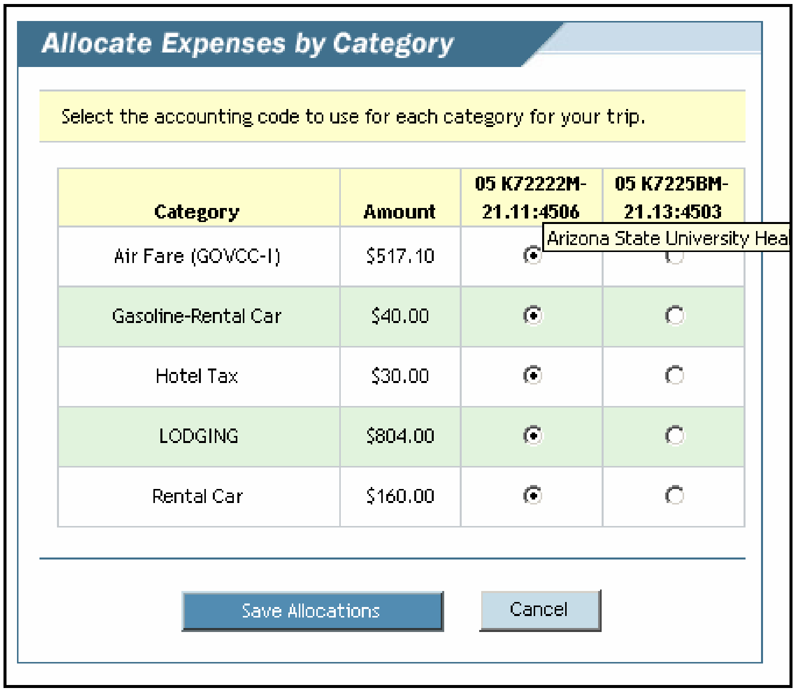


Figure C-34: Allocate Expenses

3. Check the radio button for each expense category under the appropriate Sponsored LOA and click “Save Allocations” when complete (Figure C-35).

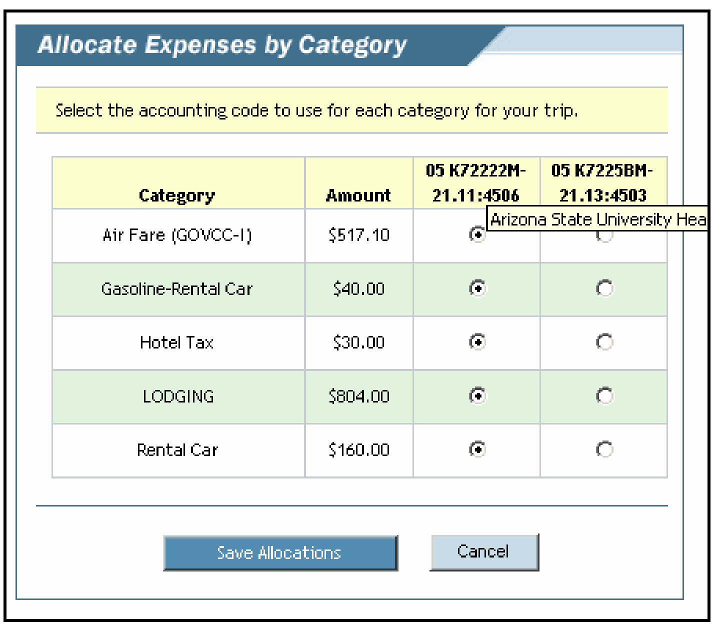


Figure C-35: Allocate Expenses by Category

Once the allocation is complete and saved, the traveler/arranger can see the updated Accounting Expense Summary (Figure C-36).

Note: If the traveler/arranger changes the payment method of any expense, they must return to the "Accounting" module and reallocate their expenses.

Expenses Summary

Expense allocated by Expense Category

05 K72222M-21.11	
M&IE :	$288.00
MILEAGE :	$13.36
OTHER :	$25.00

05 K72222M-21.11 Sub Total:	$326.36

05 K72222M-21.11:4506 Arizona State University Health Department (5684): 123 College St.	
COM. CARR.-I :	$517.10
LODGING :	$30.00
OTHER :	$40.00
RENTAL CAR :	$160.00

05 K72222M-21.11:4506 Sub Total:	$747.10

05 K7225BM-21.13:4503 Boulder Mountain Observatory (5544): 123 Pipe St.	
LODGING :	$804.00

05 K7225BM-21.13:4503 Sub Total:	$804.00
Calculated Trip Cost:	$1,877.46

Figure C-36: Expense Summarys

VI.Allocating Non-Sponsored Travel Expenses to Lines of Accounting

Next, the traveler/arranger can allocate all other expense to non-sponsored LOAs.

1. Select the appropriate allocation method from the “How to Allocate” drop down list. For this document we will use “Percent.”
2. Select the “Allocate Non-Sponsored Expenses” button (Figure C-37)..

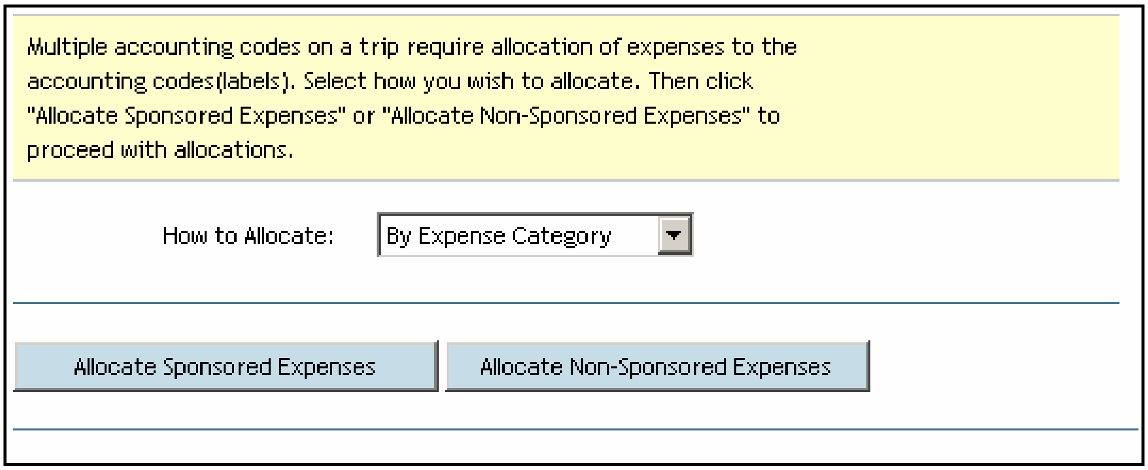


Figure C-37: Allocate Non-Sponsored Expenses

3. Enter the appropriate percentage for each LOA and select the “Save Allocated Expenses” button (Figure C-38).

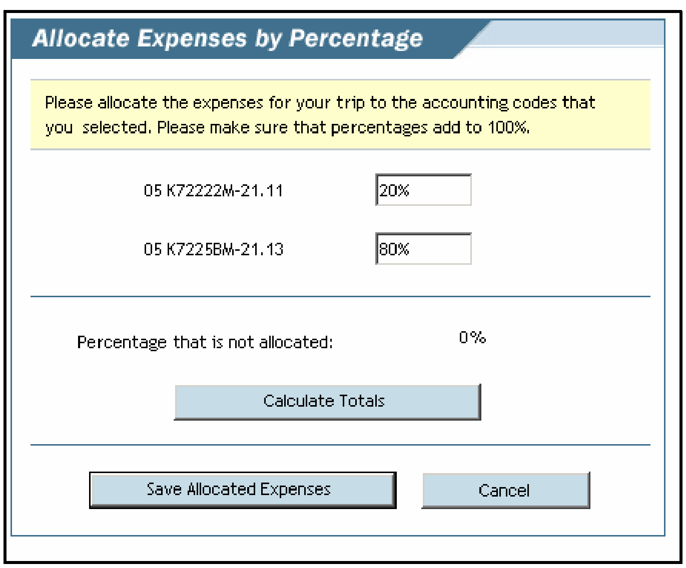
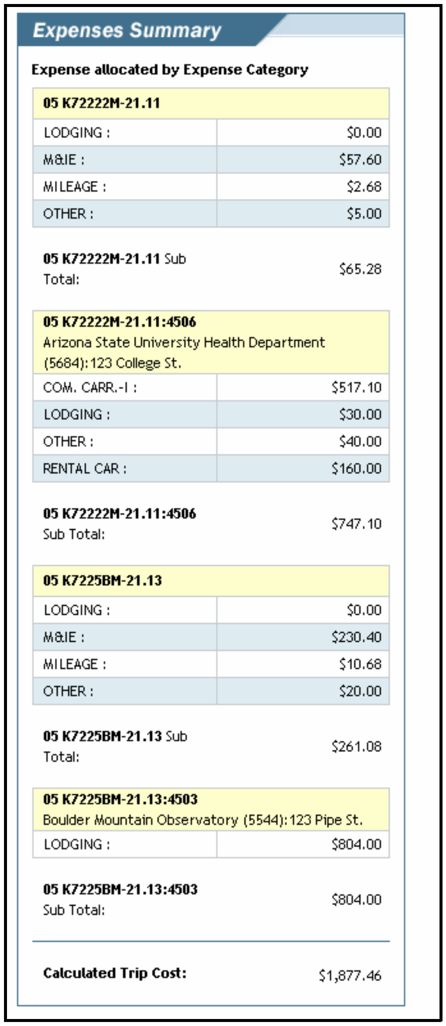


Figure C-38: Allocate Expenses by Percentage

Once complete, the traveler/arranger can view the updated Accounting Expense Summary (Figure C-39)..



05 K72222M-21.11	
LODGING :	$0.00
M&IE :	$57.60
MILEAGE :	$2.68
OTHER :	$5.00
05 K72222M-21.11 Sub Total:	$65.28
05 K72222M-21.11:4506 Arizona State University Health Department (5684):123 College St.	
COM. CARR.-I :	$517.10
LODGING :	$30.00
OTHER :	$40.00
RENTAL CAR :	$160.00
05 K72222M-21.11:4506 Sub Total:	$747.10
05 K7225BM-21.13	
LODGING :	$0.00
M&IE :	$230.40
MILEAGE :	$10.68
OTHER :	$20.00
05 K7225BM-21.13 Sub Total:	$261.08
05 K7225BM-21.13:4503 Boulder Mountain Observatory (5544):123 Pipe St.	
LODGING :	$804.00
05 K7225BM-21.13:4503 Sub Total:	$804.00
Calculated Trip Cost:	$1,877.46

Figure C-39: Expenses Summary

VII.Ethics Checklist

The next step for the traveler is to fill out the Ethics Checklist. **Note: If an arranger is creating the Sponsored Travel document, they will be unable to fill out the Ethics Checklist.** The arranger must stamp the Sponsored TA "AUTH PREPARED." This will notify the traveler by email that they have a

Sponsored TA ready to sign. From the “Preview Trip” page, the traveler will select the “Save and Proceed to Ethics Checklist” button (Figure C-40)..

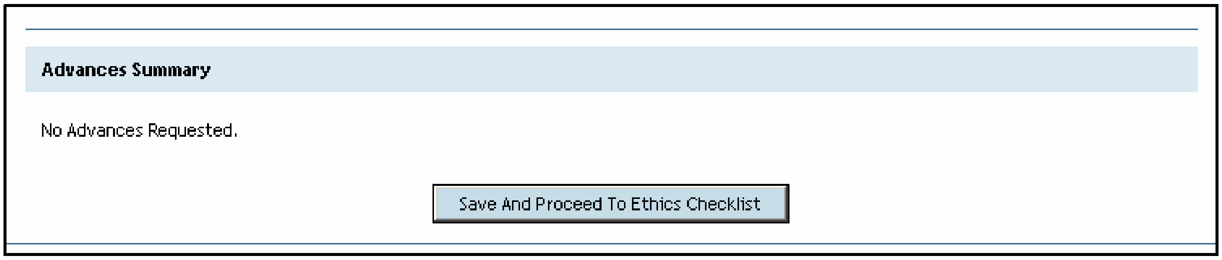


Figure C-40: Save and Proceed to Ethics Checklist

If an Amendment is created to the Sponsored Travel Authorization, but the Sponsor information does not change, then the Travel Preparer will be able to stamp the document “Signed”. They do not have to have the traveler resign the Sponsored Travel Authorization.

For each Sponsor listed on the Travel Authorization, the traveler will be required to fill out an Ethics Checklist.

1. Click the “Select” hyperlink next to the first Sponsor (Figure C-41).
2. Once complete, save the Ethics Checklist.
3. Repeat this step for all Sponsors.

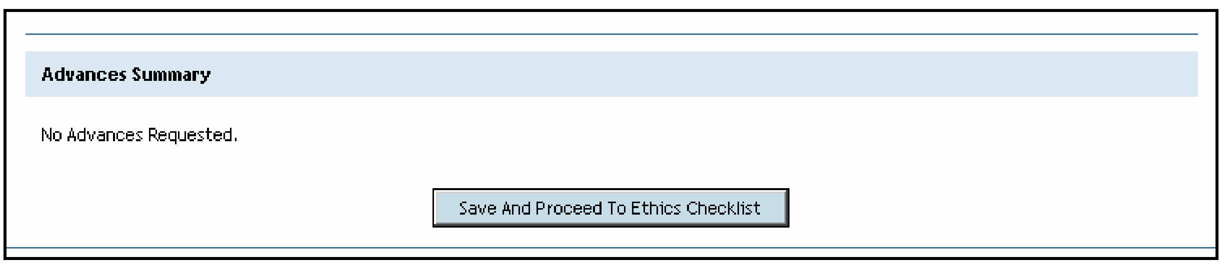


Figure C-41: Select Sponsor

4. Stamp the Authorization “Signed.”

VIII.Sponsored Travel Print Forms

Once the Sponsored Travel document has been completed and signed, the traveler/arranger can view the Sponsored Travel print forms at the end of the traveler Authorization print out.

1. Select “Print” next to the Sponsored TA from the “Authorizations/Orders” page.

2. View the Sponsored Travel print outs at the end of the printed document (Figure C-42). .

REQUEST FOR APPROVAL TO ACCEPT PAYMENT OF TRAVEL EXPENSES FROM A NON FEDERAL SOURCE

(date)

Use this form to request approve, and report acceptence of payments as provided in DHHS Travel Manuel Chapter 1-70. Submit request to recommending official as soon as possible, but no later than 15 days before scheduled departure.

1. NAME AND TITLE OF TRAVELER
Ken Carley
BANDA

2. NAME AND ADDRESS OF SPONSORING ORGANIZATION
Boulder Mountain Observatory (5544)
123 Pipe St.
Boulder, CO 80301

3. TRAVELER'S ORGANIZATION
GHHSG

4. PURPOSE OF TRIP
SITE VISIT

5. AUTHORITY FOR TRAVEL

[X] 31 USC 1353 [ ] 42 USC 3506 [ ] 5 USC 7342

(See DHHS Travel manual Chapter 1-70):

METHOD OF PAYMENT:

[ ] DIRECT REIMBURSEMENT TO APPROPRIATION

Appropriation No.

[X] IN KIND $804.00

[ ] SPONSORED CBA

*Note: Cash may only be accepted under 42 U.S.C. 3506 Authority

INDICATE VALUE OF PAYMENT

TRAVEL	$0.00
LODGING	$804.00
MEALS	$0.00
OTHER	$0.00

6. PAYMENT TO BE USED FOR TRAVEL

[ ] ROUND [ ] ONE WAY (see itinerary below)

STARTING DATE	ENDING DATE	FROM	TO
03/13/2006	03/17/2006	RES: FAIRFAX, VA	MANHATTAN
03/17/2006	03/17/2006	MANHATTAN	RES: FAIRFAX

Figure C-42: Printed Form

APPENDIX D: TROUBLESHOOTING GUIDE

Pop Up Blocker:

- Pop-up blocker must be disabled to use GovTrip. The most common pop-up blocker is Windows based. If Windows blocks a pop-up, a yellow toolbar will appear at the top underneath the address bar that will say ‘A pop-up has been blocked”. To disable it from GovTrip, click on the bar and select “Always allow pop ups from this site”. There are many other types of pop-blocker. Google Toolbar automatically installs a pop-up blocker, Norton can provide pop-up blocking as well. One way to bypass pop-up blocker and open a page is to hold down the control key and then click on the link that was blocked again. This is a temporary fix. A user may contact the local IT office if unable to disable pop-up blocker.

Document Status:

- If a user would like to check the document status or all stamps previously applied to a particular document, follow these steps:
- Log into GovTrip
- Select the appropriate document type (i.e. – Authorization, Voucher, and Group Authorization)
- Click the ‘View’ link next to the appropriate document (It is important to go into the document in a View-only mode when there is no need to make a change)
- From the menu bar select – Review/Sign then Digital Signature
- This page displays all stamps applied to a document

Book as You Go:

- Book as You Go allows the traveler to make real-time reservations using the GovTrip system.
- In order to not hold up the available reservations, without the intention of later utilizing the reservations, GovTrip will auto-cancel reservations 4 days prior to the earliest departure date if the document is not SIGNED.
- If the document is created within the 4 day window, it MUST be signed by midnight on the night of creation to prevent the reservations from auto-cancelling.

Travel Preparers:

- Travel Preparers MUST have group access to the group that includes the travelers for whom they create travel.
- If a travel preparer does not have the Official Travel-Others tab, this travel preparer does not have Group Access.

Pre-Audit:

- ALL pre-audit flag must be justified before the document can be signed.
- If a traveler tries to sign the document but keeps being pulled back to the pre-audit screen, check to make sure that all flags have been justified.
- Some justifications require the user to select from a pre-formatted list of justifications (i.e.-Non-Contract Airfares). For these types of pre-audits, the traveler must click on the link to go to the list of justifications and then select the pre-formatted justification that applies to the document.

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APPENDIX E: EMAIL NOTIFICATIONS

Table E-1: EMAIL NOTIFICATIONS

EMAIL NAME	DESCRIPTION OF EMAIL NOTIFICATION
SAMPLING	This email is generated when running the Statistical Sampling Report in the Electronic Reports module. It is sent to travelers when one or more of their documents are randomly selected for auditing. If the agency does not use the Statistical Sampling Report in GovTrip, then this email can be turned off.
CASHADV	This email is generated when running the Outstanding Cash Advance Report in the Electronic Reports module. It is sent to a traveler to inform them that they have an outstanding cash advance because no voucher has been submitted for that authorization when an advance exists. If the agency does not use this report, this email can be turned off.
NOVCH	This email is generated when running the Unsubmitted Voucher Report in the Electronic Reports module. It is sent to inform the traveler that a voucher needs to be submitted for one or more authorizations. The number of days after travel the email is sent is organization configurable. Contact your area administrator for the exact number of days. If the agency does not use this report then this email can be turned off.
PNRSTAT	This email is only used during the document routing process of an authorization. It is sent to the traveler when their authorization is stamped by a TMC status code. The TMC status codes are: CTO Booked, CTO Ticketed, and CTO Cancelled. The reservation data from the PNR is displayed in this email.

Table E-1: EMAIL NOTIFICATIONS

FOREIGNTRIP	This email is used during the document routing process of an authorization. It is sent to the traveler when they have a foreign travel document that has been stamped CTO Booked.
NOTICKETNUM	This email is used during the document routing process of an authorization. It is sent to the traveler when their authorization is stamped CTO Ticketed and their reservations are on an IBA, but the ticket number is missing from the PNR (Passenger Name Record).
TMNOTIFY	This email is used during the document routing process. It is sent to the traveler when his/her document is stamped with a status code that has the action code of "EMAILTRAV" assigned to it. The following status stamps have the action code "EMAILTRAV": "AUTH PREPARED", "CANCELLED", "RETURNED", "SIGNED", "VOUCHER PREPARED", "CTO BOOKED", "CTO SUBMIT", and "APPROVED".
TMESNOTIFY	This email is used during the document routing process of a Sponsored Travel document. It is sent to the traveler when they have a Sponsored Travel authorization that has been stamped "Auth Prepared".
TMINFORM	This email is used during the document routing process. It is sent to the next person in the routing list to inform them that they have a document in their route and review queue awaiting their attention.
PROFILECHG	This email is sent when the permanent profile for a traveler is updated. It is sent to the traveler when any data element changes in their profile with the exception of frequent flyer numbers, hotel rewards numbers, and rental car reward numbers.

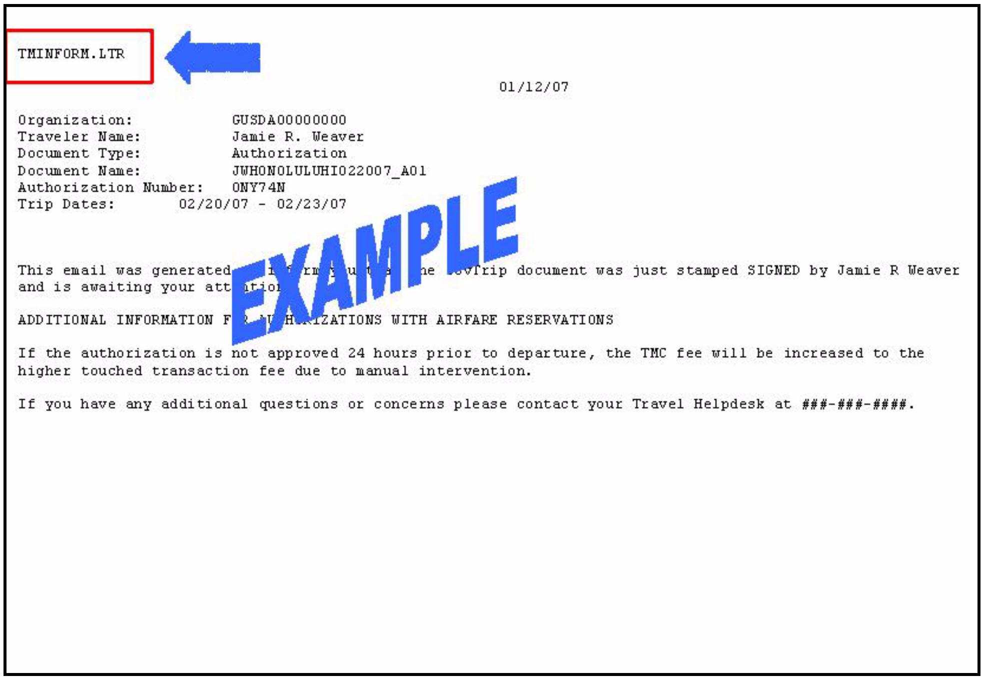
Table E-1: EMAIL NOTIFICATIONS

PAID	This email is used during the document routing process. It is sent to the traveler when his/her document is stamped "PAID". Please note that once GovTrip is stamped PAID, it make take a few days for the agency's financial system to submit the payment to the traveler. Contact your agency administrator if additional details are needed.
REJECT	This email is used during the document routing process. It is sent to the traveler when his/her document is stamped "REJECT". The traveler should read the message associated with the REJECT stamp to correct the problem on the document. If additional assistance is necessary the traveler may contact their agency administrator or the local travel help desk.
PAYPROCESSIGNORE	This email is used during the document routing process for an amended or supplemental voucher. It is sent to the traveler when they try to amend and re-submit a voucher that was previously rejected from the payment module and stamped "PAY PROCESS IGNORE".
NEGATIVEDISBURSEMENT	This email is generated and sent to the traveler when a supplemental voucher is submitted with changes to the method of reimbursement that results in a negative payment to either the EFT (electronic funds transfer) or GOVCC (government charge card).
PROFILECHANGE	This email is generated when there is an update to the frequent flyer numbers, hotel reward numbers, and/or rental car reward numbers in the traveler's permanent profile. The email is sent to the traveler.

Table E-1: EMAIL NOTIFICATIONS

DELINQUENTADVANCE	This email is used after an authorization with an advance has been approved. It is sent to the traveler when they have an approved authorization with an advance that has not been vouchered from after a certain amount of days. The number of days is organization configurable system. The current default setting for this system preference is 10 days but an agency may elect to change that number.
RESTRCANCEL	This email is generated and sent to the traveler when the traveler's authorization has reservations with a "Restricted or Penalty" fare. It notifies the traveler that their document must be ticketed by a certain time or the document will be cancelled.
UNRESTRCANCEL	This email is generated and sent to the traveler when the traveler's authorization has reservations on it, but none of those reservations involve a "Restricted or Penalty" fare. It notifies the traveler that their document must be stamped "SIGNED" by a certain time or the document will be cancelled.
PNRALERT	This email is used during the document process of an authorization. It is sent to the traveler when a document has been stamped CTO Submit, but has not been stamp CTO Booked after a certain amount of days. The number of days is organization configurable. The current default setting for this system preference is 1 day.

Note: The email notifications sent to users from GovTrip are organization configurable. If a particular email notification is not sent to traveler’s in the organization, it may be due to the organizational settings set forth by agency administrators.



```
TMINFORM.LTR
                                                   01/12/07

Organization:            GUSDA00000000
Traveler Name:           Jamie R. Weaver
Document Type:           Authorization
Document Name:           JWHONOLULUHI022007_A01
Authorization Number:    0NY74N
Trip Dates:        02/20/07 - 02/23/07


This email was generated [illegible] the GovTrip document was just stamped SIGNED by Jamie R Weaver
and is awaiting your att[illegible]

ADDITIONAL INFORMATION F[illegible]IZATIONS WITH AIRFARE RESERVATIONS

If the authorization is not approved 24 hours prior to departure, the TMC fee will be increased to the
higher touched transaction fee due to manual intervention.

If you have any additional questions or concerns please contact your Travel Helpdesk at ###-###-####.
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Figure E-1: Identification of Email Type

IDENTIFICATION OF EMAIL TYPE: Every GovTrip email is labeled with the email type in the top left corner as shown in Figure E-1 (indicated by a blue arrow). To identify the type of email, refer to the email label and reference the description provided in Table E-1

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APPENDIX F: GOVTRIP STAMPS AND DEFINITIONS

Table F-1: GovTrip Stamps and Definitions

ACTUALS APPROVED	Used to indicate that a document has been conditionally routed and approved for actual lodging expenses
ACCOUNT REVIEWED	Stamp used for ** Account Conditional Routing by Line of Accounting
ADJUSTED	A document has been edited, but no new stamp has been applied to the document.
ADVANCE REQUESTED	HHS Specific Stamp used for conditional routing of advances.
APPROVED	Indicates that the Approving Official has approved the travel document. For an Authorization, Voucher, or Local Voucher, the Travel Authorization Number (TANUM) is applied. Approved is the last stamp applied in the routing list.
ARCHIVE ACCEPTED	The document has been accepted by the Archive
ARCHIVE REJECTED	The document has been rejected by the Archive
ARCHIVE SUBMITTED	For use with a Business Data Warehouse (BDW). Although files for submission are created and stored, they are not forwarded. This stamp is applied when an authorization is cancelled or when a voucher is PAID.
ARCHIVED	Transaction has been archived.
ASSIGN ACCOUNTING	HHS Specific Status Stamp used for the assignment of accounting codes.
AUDIT FAIL	Indicates that Electronic Processing (EP) has failed the document from processing into the payment module based on designated audits.
AUDIT PASS	Indicates that Electronic Processing (EP) has passed the document based on designated audits.
AUTH 24 HOUR PASSED	Assumed positive acknowledgement from agency's financial system for authorizations. Prevents the creation of vouchers from authorizations until this stamp is applied.

Table F-1: GovTrip Stamps and Definitions (Continued)

AUTHORIZED	Used to indicate that a document has been reviewed for accuracy and content
AUTH PREPARED	Stamp used by Travel Preparers to signify that the document is complete and ready for the traveler to sign. This stamp generates an email to the traveler, letting them know that a document has been created on their behalf.
CANCELLED	Applied to an authorization to cancel a trip. This stamp locks the document, cancels reservations, and de-obligates funds.
CERTIFIED	Used to indicate that funds are available prior to applying the approved stamp.
COMPLETED	Manual stamp to lock document and prevent further amendments or adjustments to the document.
CREATED	Generated at the time a new document is opened.
CTO AMENDMENT	Used to show an amendment has been made to record reservations that have been ticketed after approval.
CTO BOOKED	Auto-generated stamp which indicates TMC processed the booked reservations back into the authorization.
CTO CANCELLED	Indicates the TMC sends cancelled reservations back into the authorization.
CTO SUBMIT	Auto generated stamp indicating that reservation information has been sent to the TMC. The document will be locked to the user while in this status.
CTO TICKETED	Indicates the TMC is issuing a ticket.
ETHICS APPROVED	Stamp used to indicate a conditional route as a result of sponsored travel
FOREIGN TRVL APPROVE	Stamp used to indicate a conditional route as a result of Foreign Travel
FSTA-REJECT	Stamp applied by a routing official that will cancel further routing and return the trip request back to the individual who applied to the SIGNED stamp.

Table F-1: GovTrip Stamps and Definitions (Continued)

FUNDS AVAILABLE	Used to indicate that funds are available for travel prior to the approved stamp.
OBLIGATION SUBMITTED	This stamp occurs after the document is stamped APPROVED and indicates a document is being processed into the agency financial system. The document cannot be edited while in this status.
PAID	Applied to a voucher or local voucher based on an advice of payment received from the agency's financial system indicating that payment was transmitted.
PAY LINK	Indicates a document being processed into the payment module.
PAY PROCESS IGNORE	Indicates transaction processing unnecessary by the payment module.
PAYMENT SUBMITTED	Indicates a transaction has been generated by the payment module and staged for EAI processing.
POSACK OBLIGATION	Indicates document has successfully posted in the agency's accounting system.
PREMIUM AIR APPROVED	Used for Conditional Routing on Business and First Class Travel
RANDOM AUDIT	Document has been chosen for a random audit
RECOMMENDED	Used to indicate that a document has been reviewed for accuracy and content.
REJECT	Used to indicate a processing failure by Electronic Processing, EAI translation failure, or the agency's financial system. When a document rejects, an email is sent to the traveler.
RETURNED	Can be applied by routing officials to cancel pending routing and return the document to the individual who applied the SIGNED stamp.
REVIEWED	Indicates a document has been reviewed for accuracy and content.
SIGNED	Stamp used to submit a completed document. This stamp initiates the document down the routing list..
SIGNED TAV	System Generated stamp letting the user know a TAV fee will be applied to the document.
STAT SAMPLING	System Generated when a document has been randomly chosen for statistical sampling
T-ENTERED	Stamp used to submit a voucher or local voucher on behalf of another traveler.

Table F-1: GovTrip Stamps and Definitions (Continued)

TA AUDITOR REVIEWED	Used to indicate that a document has been reviewed by the Travel Authorization Auditor
TV AUDITOR REVIEWED	Used to indicate that a document has been reviewed by the Travel Voucher Auditor
TO REVIEWED FORN TVL	Also used for conditional routing foreign travel.
TO REVIEWED	Agency defined status stamp

APPENDIX G: PRE-AUDIT FLAGS

Pre-Audit Flag	Description
ABOVE MTMC RATE	Verifies that the rental car does not go above the standard MTMC rate as designated by the government.
ACCT COES AUTHRZED	Accounting Codes Authorized. Verifies that the voucher was submitted with the same accounting code(s) that were used for the authorization.
ACCT CODES EXIST	Verifies that the accounting codes entered on the document are valid codes in the master list of accounting codes for the agency.
ACTUALS EXIST	This flag is triggered when the user requests Actual Lodging and/or M&IE
ADVANCE AUTHORIZED	Verifies that the non-ATM Advance was approved on the Authorization when a voucher is submitted.
BUS OR 1ST CLASS AIR	This flag is triggered if a user selects business or first class airfare.
COMMENTS	Check for any comments in the comments area.
COST LESS COM. CARR	This flag is triggered if an agency sets a dollar amount parameter for total cost on a document minus the airfare. The audit will sum all expense categories except those that begin “COM” and compare them to the parameter dollar amount. If this audit fails it sends an e-mail to the traveler.
CUSTOM LOCATION USED	This flag is triggered if a user selects a custom per diem location loaded at the request of the agency.
DAILY EXPENSE THRESH	Compares transportation expense amounts against the Daily Threshold value and non-transportation expenses against the Daily Threshold value set by the agency.
DFLT PMT METHOD USED	Checks to see if the default payment method for an expense was changed.
DUAL LODGING COSTS	This flag is triggered when a traveler has multiple lodging expenses on the same day.
EMPTY GOVCC ACCOUNT	Checks to see if the traveler indicated a payment method of GOVCC for any expenses and does not have a GOVCC listed in their profile.
EXPENSE CATEGORIES	Verifies that the total expenses for any expense category do not exceed the threshold value set by the agency.
EXPENSE WITH LEAVE	Checks to see if an expense was claimed on the same day leave was taken.
FLY AMERICA ACT VIOL	Checks to see if the traveler's selected reservations violate the Fly America Act when going on foreign travel.
FOREIGN LAUNDRY	Checks to see if the traveler has claimed a laundry expense while on foreign travel.
FOREIGN TRAVEL	Checks for any travel outside the U.S.
GAS/MILEAGE EXPENSE	Checks to see if a mileage expense was claimed the same day a gas expense was claimed.
GROUP AUTHORIZATION	This flag is triggered when the document type is a Group Authorization
GRP TRV OVERLAP	Checks to see if existing travel dates overlap those with a Group Authorization.
LAUNDRY/DRY CLEANING	Checks the document for the existence of laundry/dry cleaning expense.

LEAVE EXISTS	Checks the document for the existence of annual or non-duty leave.
LIMITED OPEN COST	If the limited open trip type is used, the system checks to verify the traveler has not exceeded the threshold for limited open cost.
LOCAL TRAVEL EXPENSE	Verifies that all expenses entered on the document match a valid entry in the Local Travel Expenses table.
LODGE OVER PERDIEM	Checks to see if the traveler is claiming lodging costs over per diem.
MEALS AVAILABLE	Checks the per diem locations on the document to see if meals are available.
NON COMPL VEHICLE	Checks to see if the traveler selected a rental car size other then the agency's indicated default
NON FEMA APPROVED	Verifies that the traveler has selected a FEMA approved hotel.
NON-CONTRACT FARE	Checks to see if a non-contract fare was used.
OTHER AUTH USED	This flag is triggered if the traveler selects an "other authorization". The criterion that triggers the flag is available for justification under the "Other Auths" section of the document.
OTHER AUTHORIZATIONS	This flag is triggered when the traveler selects an option from the "Other Auths" section on the document.
OTHER EXPENSES	Verifies that each expense entered does not exceed the single threshold value set for the expense type by the agency.
OVERRIDE	Checks the document to see if overrides exist for M&IE
PER DIEM EXPIRED	Used to indicate the per diem location on the document has expired. The user should remove and re-add the per diem location.
PER DIEM RATES	This flag is triggered when a per diem location is selected that is not currently loaded in the per diem table. These locations are also known as unlisted per diem locations.
PERSONAL INFO - ALL	This flag is triggered when the traveler's information entered in the document is different than what was stored in the traveler's permanent profile.
PERSONAL INFO - KEY	This flag is triggered when the first name, last name, middle initial, charge card, work hours, and routing list in the traveler's information entered in the document is different than what was stored in the traveler's permanent profile.
SIGNATURE VERIFY	Two tests: 1. Checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. 2. Verifies that the document has not been adjusted since it was signed.
SPECIAL MEAL RATE	Checks to see if a special meal rate was used in lodging cost.
TRAVEL DATE OVERLAP	Checks all of the travel documents for a given traveler to see if more than one voucher had been submitted for the same time period.
TRAVEL MODES	Verifies that all travel modes entered on a document match a valid entry set by the agency.
TRIP DURATION 180	Checks to see if the trip length is longer than 180 days.
TRIP DURATION 45	Checks to see if the trip length is longer than 45 days.
TRIP TYPES	Verifies that the trip type information entered in the document matches a valid entry in the Trip Type table (by traveler's organization).

VESSEL TRAVEL	Checks to see if a Transportation mode of "Ship or Vessel" is indicated on the "Other Trans" section.
INVITATIONAL TRAVEL	Checks to see if the invitational trip type is specified on the document.
NON-FED SPONSORED	Checks to see if the Sponsored Travel trip type is specified on the document.

NOTE: Pre-Audit Flags are organization configurable and each flag may be turned on or off for the agency. The above list is a general list of flags that may be triggered by certain actions in the GovTrip application. If a certain criteria are met but the flag is not turned on for the agency, the flag will not appear on the traveler's document.

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