

Travel Approvers

Once logged into GovTrip, there are two ways to view documents awaiting approval

- Click the **Click Here** link in the “Documents Awaiting your Approval” box

Select the **Review** link to the left of the document name.

If you know the voucher has been reviewed prior to routing to you for approval, you can go straight to Digital Signature

- Apply the **Approved** stamp to the document
- Submit Completed Document
- Click Save and Continue

You 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. Different areas are

- Preview – shows a general overview of the trip
- Pre-Audit – view flagged items with justifications
- Other Authorizations – displays a list of supplementary authorizations that are considered to be beyond the scope of a normal trip (e.g. excess baggage).
- Digital Signature – approve the voucher

If changes are needed

- Stamp the document **Returned**
- Or make changes and then stamp **Approved**

Delegate Authority

You can choose to have a person designated as your backup for approving vouchers. This person will receive all email notifications of pending approvers.

Another option is to delegate the authority when necessary:

- From User’s Welcome Page, click Traveler Setup
- Click Delegate Authority
- Select to the left of the appropriate name
- Click OK
- Select Accept
- Click OK

To remove a person from delegated authority

- Click Delegate Authority
- Click Remove next to the appropriate name
- Click OK