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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 multiple 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. *Routing.* 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.

The screenshot shows the GovTrip Training section. At the top, there are links for 'Change Edition', 'Web Accessibility', 'Privacy and Security Notice', and 'Site Map'. The GovTrip logo is on the left, and the Department of Health and Human Services logo is on the right. Below the header, there's a search bar and a 'Go' button. The main content area is titled 'Training' and includes a 'Training Overview' section with an image of three people. A sidebar on the left contains a navigation menu. A right sidebar shows 'System Status' for Production, Training, and SA-OBE servers, and 'Recent Updates' with links to CMS AO Quadfold, CMS Authorization Quadfold, and FDA Voucher.

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 five 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.

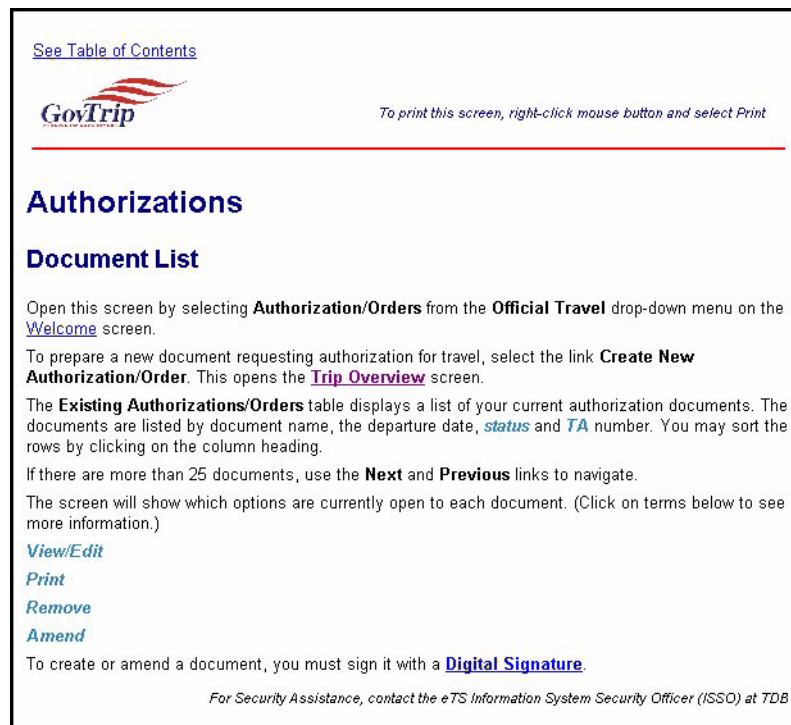


Figure 1-4: GovTrip Help Window

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.

Traveler Name: [Suzanne Dove](#) Document Type: Authorization [Help for this screen](#)

GovTrip
TRAVEL for GOVERNMENT

Please review the status of all your documents.

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> [Create New Authorization/Order](#)

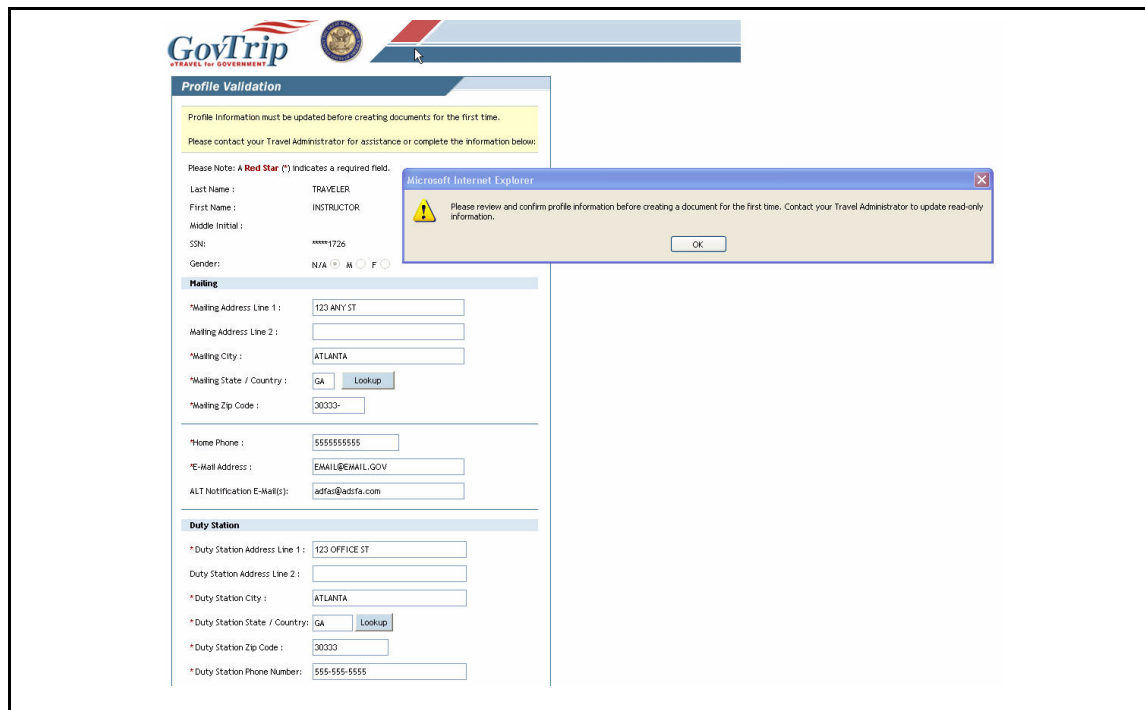
Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
SDSEATTLEWA121106_A01	12/11/06	ADJUSTED	ONX0SL	> view/edit	> print	> remove	
SDDAHLGRENVA112006_A01	11/20/06	CREATED	ONX5JC	> edit	> print	> remove	
SDAJLINTX101606_A01	10/16/06	ADJUSTED	ONX0RU	> view/edit	> print	> remove	
SDROCKVILLEMD101606_A01	10/16/06	ADJUSTED	ONX1B8	> view/edit	> print	> remove	

Figure 2-1: Authorizations/Orders Window

Chapter 2: Authorization

- **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).



The screenshot shows the GovTrip 'Profile Validation' window. At the top, there is a header with the GovTrip logo and the text 'TRAVEL FOR GOVERNMENT'. Below the header, a yellow box contains the message: 'Profile Information must be updated before creating documents for the first time. Please contact your Travel Administrator for assistance or complete the information below:'. A note below this says: 'Please Note: A Red Star (*) indicates a required field.' The form contains several fields: 'Last Name' (TRAVELER), 'First Name' (INSTRUCTOR), 'Middle Initial', 'SSN' (****1726), and 'Gender' (N/A, M, F). There are two sections: 'Mailing' and 'Duty Station'. Each section has fields for 'Address Line 1', 'Address Line 2', 'City', 'State/Country' (with a 'Lookup' button), and 'Zip Code'. The 'Home Phone' and 'E-Mail Address' fields are also present. A pop-up message from Microsoft Internet Explorer is overlaid on the form, stating: 'Please review and confirm profile information before creating a document for the first time. Contact your Travel Administrator to update read-only information.' with an 'OK' button.

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).

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For International Date Line travel, do not adjust your arriving date. Calculation is automatic.

Trip Overview

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

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

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

*Starting Point:

*Departing On: (mm/dd/yyyy)

*Trip Type: Select

*Trip Purpose: Select

Trip Details:

Starting Locations in Profile:

RESIDENCE
DUTY STATION

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

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:

Search Location
County Search
Zipcode Search
TDY Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes No

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)

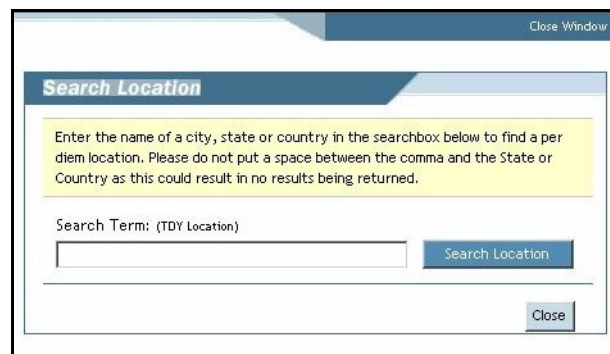


Figure 2-4: Search Location Window

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

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

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

Search Results:

"Miami, FL" produced 7 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

TDY Location(s):

Select	Location	County	State / Country	Conus / Oconus	Seasonal Dates	Lodge Rate	M&IE Rate
<input type="radio"/>	MIAMI	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI BEACH CG ISC	DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI GARDENS	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI LAKES	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI SHORES	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI SPRINGS	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI-DADE COUNTY	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00

Figure 2-5: Search Location Window

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

2.3.1.2.2 Location Tools—County Search Button

- In Section A, select **State and County** from the drop-down list.
- 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.

Find a TDY Location

Select from the list of States. After selecting a State, select from the list of Counties for that State. After selecting a County, the corresponding Locations will be displayed.

A Select State / County of Location

State: County:

Select a location for this trip TDY/TAD location. If the location does not appear in the list, select the first location below, and enter a value in the Specific Place box.

B Select Location

TDY Location(s):

Select	Location	County	State/Country	Conus/Oonus	Seasonal Dates	Lodge Rate	M&IE Rate
<input type="radio"/>	BRISTOL	LIBERTY	FL	C	01/01 - 12/31	60.00	39.00
<input type="radio"/>	HOSFORD	LIBERTY	FL	C	01/01 - 12/31	60.00	39.00
<input type="radio"/>	LIBERTY COUNTY	LIBERTY	FL	C	01/01 - 12/31	60.00	39.00
<input type="radio"/>	SUMATRA	LIBERTY	FL	C	01/01 - 12/31	60.00	39.00
<input type="radio"/>	TELOGIA	LIBERTY	FL	C	01/01 - 12/31	60.00	39.00

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.

Find a TDY Location

Enter a 5-digit zip code, and select the "Search" button. All locations that match the entered zip code will be displayed, and you will be able to select the desired location.

A Enter Zip Code

5 Digit Zip Code

Select a location from the list below.

B Select Location

TDY Location(s):

Select	Location	County	State/ Country	Conus/ Oconus	Seasonal Dates	Lodge Rate	M&IE Rate
<input type="radio"/>	KING GEORGE	KING GEORGE	VA	C	01/01 - 12/31	60.00	39.00
<input type="radio"/>	OWENS	KING GEORGE	VA	C	01/01 - 12/31	60.00	39.00
<input type="radio"/>	SHILOH	KING GEORGE	VA	C	01/01 - 12/31	60.00	39.00

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.

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Find a TDY Location

Select from the list of States and Countries. After selecting from the list the corresponding selection list for Locations will be displayed.

A Selected State / Country of Location

State / Country:

Select a location for this trip TDY/TAD location. If the location does not appear in the list, select "Unlisted".

B Select Location

Location:

C Location Details

- > [View All Locations Linked to Selected Location](#)
- > [View the Per Diem Rates For the Selected Location](#)

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).

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Find a TDY Location

Select from the list of States and Countries. After selecting from the list the corresponding selection list for Locations will be displayed.

A Selected State / Country of Location

State / Country:

Select a location for this trip TDY/TAD location. If the location does not appear in the list, select "Unlisted".

B Select Location

Location:

Enter Unlisted Location Name:

*Select Time Zone for Location:

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?

- 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.

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For International Date Line travel, do not adjust your arriving date. Calculation is automatic.

Trip Overview

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

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

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

*Starting Point: RES: FAIRFAX, VA

*Departing On: 12/11/2006 (mm/dd/yyyy)

*Trip Type: TT-TRIP BY TRIP

*Trip Purpose: TRAINING ATTENDANCE

Trip Details: Attending Training Session.

Starting Locations in Profile:
RESIDENCE
DUTY STATION

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

Location	Arriving On	Departing On	Edit	Delete
Insert 1 MIAMI,FL	12/11/06	12/15/06	Edit	Delete

C I am Returning To:

*Ending Point:

*Returning On: 12/15/2006 (mm/dd/yyyy)

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

Return Locations in Profile:
RESIDENCE
DUTY STATION

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

Air Travel Lodging Car Rental Rail Preview Screen

Save and Proceed

Figure 2-11: Trip Overview Window

- 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.
- 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.
- 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).

The screenshot displays the GovTrip 'Air Travel' window. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a sub-navigation bar highlights 'Air', with other options like 'Lodging', 'Rental Car', 'Rail', and 'Other Trans.'. The main content area is divided into two sections: 'Air Travel' and 'Trip Summary'.

Air Travel Section:

- Instruction: "Use this screen to request your air travel."
- Required Search Criteria:**
 - Note: "Please Note: A Red Star (*) indicates a field is required."
 - Options: One Way, Round Trip
 - *Departure or Arrival: "Departing" (dropdown)
 - Date: 12/11/06 (calendar icon), Time: 09:00 AM (dropdown)
 - Label: "(mm/dd/yyyy)"
 - *Departure Airport (airport code or city name): [Text input field]
 - *Arrival Airport (airport code or city name): [Text input field] with a "Nearby Airports" link.
 - *Return Date: 12/15/06 (calendar icon), Return Time: 09:00 AM (dropdown)
 - Label: "(mm/dd/yyyy)"
 - Checkbox: Show Alternate Airports
 - Fare Class: Government, Business, First
 - Button: "Search Availability"

Trip Summary Section:

- Overall Starting Point:**
 - Leave From: RES: FAIRFAX, VA (Edit)
 - Leave: 11-Dec-06
- Location 1: MIAMI, FL:**
 - Leave From: RES: FAIRFAX, VA (Edit)
 - TDY Loc: MIAMI, FL
 - Arrive: 11-Dec-06
 - Leave: 15-Dec-06
- Overall Ending Point:**
 - Leave From: MIAMI, FL (Edit)
 - Return Loc: RES: FAIRFAX, VA
 - Arrive: 15-Dec-06

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.

- 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**.

The screenshot shows the 'Price Flights' window in GovTrip. It is divided into two main sections: 'Air - Outbound' and 'Air - Return'. Each section has a header with 'Select up to 10 flight(s) to price.' and a summary of the route: 'DCA - Washington, Dc (Usa) (National Apt) to MIA - Miami, Fl (Usa) (Miami Int L. Apt)' for outbound and 'MIA - Miami, Fl (Usa) (Miami Int L. Apt) to DCA - Washington, Dc (Usa) (National Apt)' for return. Below the headers are buttons for 'Price Flight(s)' and 'Return To Search'. There are also 'Sort By' options for 'Government Policy', 'Non-Stop & Direct', 'Departure Time', 'Arrival Time', and 'Elapsed Time'. A green bar indicates the total price: '\$404.00 -> GSA City Pair'. The flight listings are as follows:

Outbound Flight	Return Flight
AA 8:50AM Depart DCA - Washington, Dc (Usa) (National Apt) 10:00AM Arrive LGA - New York, Ny (Usa) (La Guardia Apt) Flying Time 1h 10min Equipment ER3 Ticket Type ETR DEPART Time Window: 10 Sequence Number 025	AA 9:05AM Depart MIA - Miami, Fl (Usa) (Miami Int L. Apt) 11:15AM Arrive DFW - Dallas / Ft. Worth, Tx (Usa) (Int L. Apt) Flying Time 3h 10min Equipment 738 Ticket Type ETR OPERATED BY AA RETURN Time Window: 5 Sequence Number 017
AA 11:30AM Depart LGA - New York, Ny (Usa) (La Guardia Apt) 2:35PM Arrive MIA - Miami, Fl (Usa) (Miami Int L. Apt) Flying Time 3h 05min Equipment 757 Ticket Type ETR OPERATED BY AA DEPART Time Window: 10 Sequence Number 025	AA 12:40PM Depart DFW - Dallas / Ft. Worth, Tx (Usa) (Int L. Apt) 4:25PM Arrive DCA - Washington, Dc (Usa) (National Apt) Flying Time 2h 45min Equipment 580 Ticket Type ETR OPERATED BY AA RETURN Time Window: 5 Sequence Number 017

Figure 2-13: Price Flights Window

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

- 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).

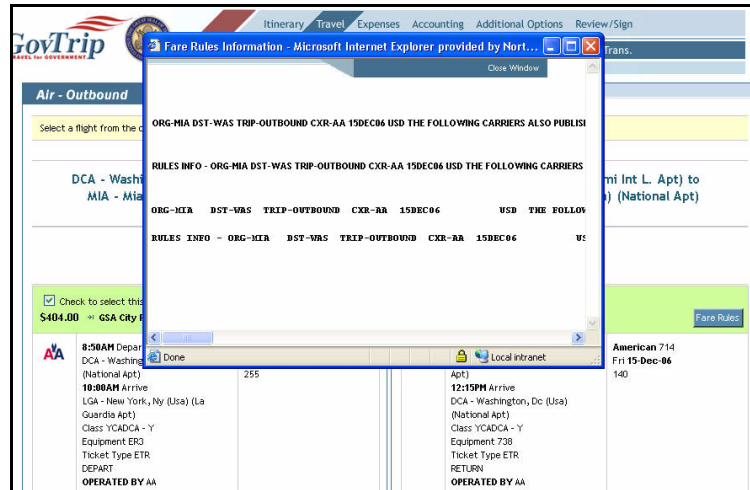


Figure 2-14: Fare Rules Window

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

2.4.1.1 Seat Assignments

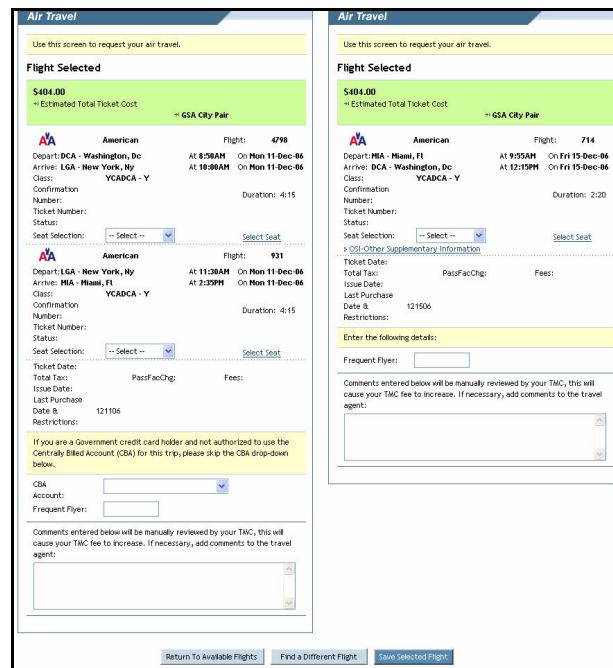


Figure 2-15: Flight Selection Window

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

- Traveler may select a seat by clicking the drop down **Seat Selection** menu and selecting Aisle or Window.
- 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.

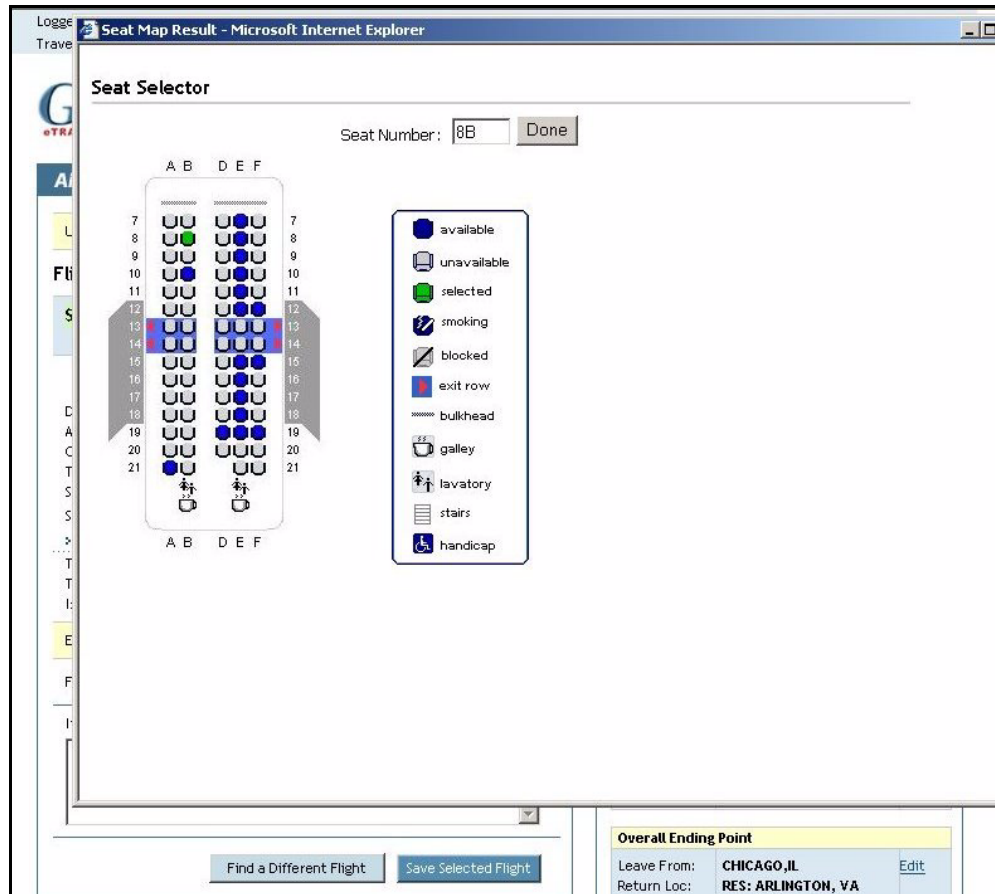


Figure 2-16: Seat Selector Window

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

2.4.1.2 Other Supplementary Information

- 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.

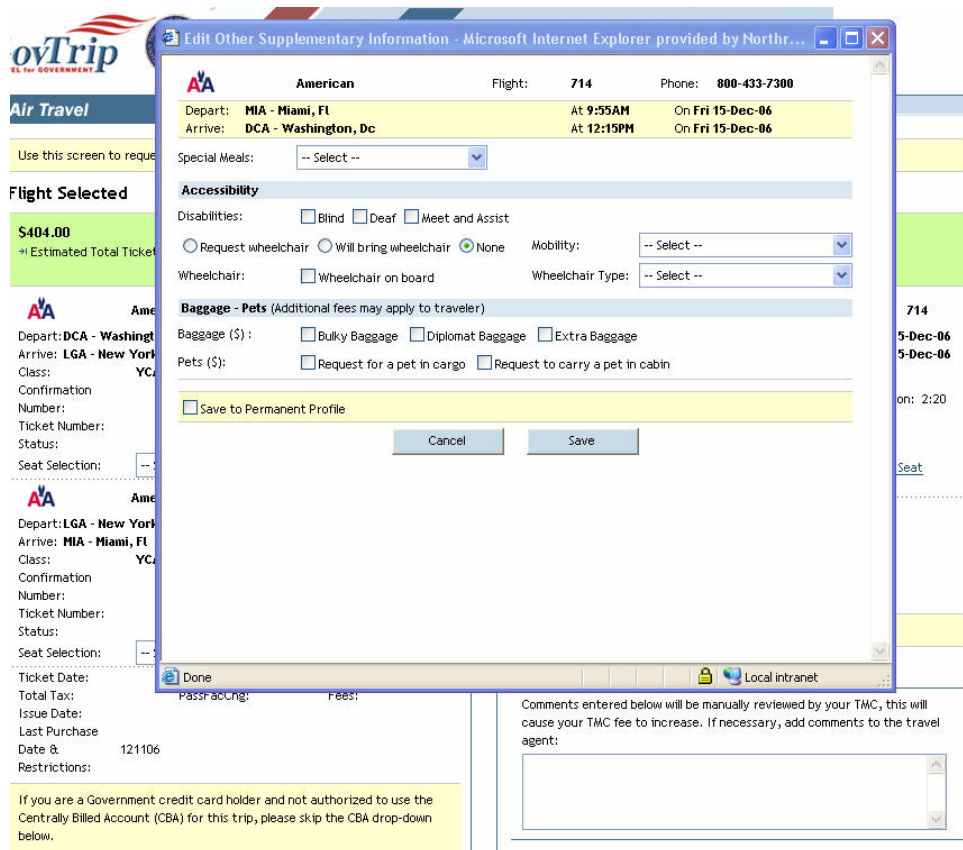


Figure 2-17: Seat Selector Window

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**.

Logged In As: [Suzanne Dove](#) Document Name: SDMIAMIFL121106_A01 Screen ID: 1136.1 [Close Window](#)

Traveler Name: [Suzanne Dove](#) Document Type: Authorization [Help for this screen](#)

[Return to Document List](#)

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Booking Status

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

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

[Proceed](#)

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.

The screenshot displays the GovTrip Lodging window. At the top, there is a navigation bar with tabs for Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this, there are sub-tabs for Air, Lodging (selected), Rental Car, Rail, and Other Trans. The main content is divided into two panels: Lodging and Trip Summary.

Lodging Panel:

- Instruction: "Use this screen to request your lodging."
- * Check-In Date: 12/11/2006 (mm/dd/yyyy)
- * Check-Out Date: 12/15/2006 (mm/dd/yyyy)
- Required Search Criteria:**
 - Please Note: A Red Star (*) indicates a required field.
 - Radio buttons: Select by hotel name, Near an airport, Near a city (selected).
 - *City: MIAMI
 - State: FL
 - *Country: United States
 - *Distance: 10 (miles)
 - Search Accommodations button

Trip Summary Panel:

- Overall Starting Point:**
 - Leave From: RES: FAIRFAX, VA
 - Leave: 11-Dec-06
- Location 1: MIAMI, FL:**
 - Leave From: RES: FAIRFAX, VA
 - TDY Loc: MIAMI, FL
 - Arrive: 11-Dec-06
 - Leave: 15-Dec-06
 - Carrier/Flight: AMERICAN AIRLINES (AA) 4798
 - Depart: 8:50AM - 11-Dec-06 - DCA-Washington, Dc (Usa) (National Apt)
 - Arrive: 10:00AM - 11-Dec-06 - LGA-New York, Ny (Usa) (La Guardia Apt)
 - Carrier/Flight: AMERICAN AIRLINES (AA) 931
 - Depart: 11:30AM - 11-Dec-06 - LGA-New York, Ny (Usa) (La Guardia Apt)
 - Arrive: 2:35PM - 11-Dec-06 - MIA-Miami, Fl (Usa) (Miami Int L. Apt)
 - Carrier/Flight: AMERICAN AIRLINES (AA) 714
 - Depart: 9:55AM - 15-Dec-06 - MIA-Miami, Fl (Usa) (Miami Int L. Apt)
 - Arrive: 12:15PM - 15-Dec-06 - DCA-Washington, Dc (Usa) (National Apt)
- Overall Ending Point:**
 - Leave From: MIAMI, FL
 - Return Loc: RES: FAIRFAX, VA
 - Arrive: 15-Dec-06

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).

GovTrip TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air **Lodging** Rental Car Rail Other Trans.

Lodging

Use this screen to request your lodging.

* Check-In Date: 09/03/2003 (mm/dd/yyyy)

* Check-Out Date: 09/08/2003 (mm/dd/yyyy)

Required Search Criteria

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

Select by hotel name

Near an airport

Near a city

*City: CHI-Chicago

State: IL-Illinois

*Country: US-United States

Search Accommodations

Lodging

Select an accommodation from the options below.

Lodging Per Diem Allowed: \$155.00

Ramada Plaza Hotel O'Hare Hotel Info & Pricing

6600 N Mannheim Rd
Rosemont, IL 60018
Phn: 847/827-5131
Fax: 847/827-5659

Rate Range
88.96 - 139.00
FPLP Participant
FEMA Approved

Econo Motel Hotel Info & Pricing

7139 N Milwaukee Ave
Niles, IL 60714
Phn: 847/647-9300
Fax: 847/647-9710

Rate Range
65.00 - 70.00
FEMA Approved

Amerisuites Chicago/Arlington Heights Hotel Info & Pricing

2111 S Arlington Heights Rd
Arlington Heights, IL 60005
Phn: 847/956-1400
Fax: 847/986-0804

Rate Range
76.00 - 109.00
FEMA Approved

Hyatt Regency O'Hare Hotel Info & Pricing

9300 W Bryn Mawr Ave
Des Plaines, IL 60018-5238
Phn: 847/696-1234
Fax: 847/698-0139

Rate Range
99.00 - 355.00
FEMA Approved

Omni Orrington Hotel Hotel Info & Pricing

1710 Orrington Ave
Evanston, IL 60201-3828
Phn: 847/866-8700
Fax: 847/475-3957

Rate Range
105.00 - 190.00
FEMA Approved

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.

Lodging

Use this screen to save the selected accommodations.

TDY/TAD Location: MIAMI,FL
 Check-In Date: 11-Dec-06
 Check-Out Date: 15-Dec-06

Accommodations Selected

Crowne Plaza Hotel Miami Airport

Crowne Plaza Hotel Miami Airport
 950 NW Lejeune Rd
 Miami, FL 33126

Phone: 305/446-9000
 Fax: 305/441-0725
 Toll Free: 800/428-9582
 Web Site: www.crowneplaza.com/miamifl

FedRooms Participant
 FEMA Approved

[View Additional Hotel Information](#)
[OSI-Other Supplementary Information](#)

Lodging Per Diem Allowed: \$107.00

Sort By: Rate Category Rate Amount

State/Local rates may not apply to Federal Government travelers

FEDROOMS

<input checked="" type="radio"/>	FEDROOMS [RA-S] OAM - 1 DBL BED WHEELCHAIR ACCESS NONSMOKING TOILET AND TUB WITH GRAB BARS RAISED TOILET SEAT 36 INCH DOOR WIDTH 4 ROOMS WITH	\$107.00 / night	0.00% Tax
<input type="radio"/>	FEDROOMS [RA-S] KNG - 1 KING BED NONSMOKING EXPANDABLE WORK DESK WITH NEW TASK CHAIRS AND SPEAKERPHONE CD CLOCK RADIO COFFEE/MAKER FREE HIGH	\$107.00 / night	0.00% Tax
<input type="radio"/>	FEDROOMS [RA-S] STN - STANDARD ROOM WORK AREA HIGH SPEED WIRELESS INTERNET ACCESS VOICEMAIL CD CLOCK RADIO IRON WITH IRONING BOARD HAIR DRYER	\$107.00 / night	0.00% Tax

GOVERNMENT RATES

<input type="radio"/>	GOVERNMENT RATE ID REQ STN - GOVERNMENT RATE ID REQ INCLUDES FULL BREAKFAST FOR ONE FREE HIGH SPEED STANDARD ROOM WORK AREA HIGH SPEED WIRELESS INTERNET ACCESS	\$107.00 / night	0.00% Tax
<input type="radio"/>	GOVERNMENT RATE ID REQ DXN - GOVERNMENT RATE ID REQ INCLUDES FULL BREAKFAST FOR ONE FREE HIGH SPEED DELUXE ROOM UPGRADED BATHROOM AMENITIES WORK AREA WITH DATA	\$127.00 / night	0.00% Tax
<input type="radio"/>	GOVERNMENT RATE ID REQ KEN - GOVERNMENT RATE ID REQ INCLUDES FULL BREAKFAST FOR ONE FREE HIGH SPEED 1 KING BED EXECUTIVE NONSMOKING EXECUTIVE WITH UPGRADED	\$127.00 / night	0.00% Tax

Trip Summary

Overall Starting Point

Leave From: **RES: FAIRFAX, VA** [Edit](#)
 Leave: 11-Dec-06

Location 1: MIAMI,FL

Leave From: **RES: FAIRFAX, VA** [Edit](#)
 TDY Loc: **MIAMI,FL**
 Arrive: 11-Dec-06
 Leave: 15-Dec-06

Carrier/Flight: AMERICAN AIRLINES (AA) 4798 [Edit](#)
 Depart: 8:50AM - 11-Dec-06 - DCA-Washington, Dc (Usa) (National Apt) [Remove](#)
 Arrive: 10:00AM - 11-Dec-06 - LGA-New York, Ny (Usa) (La Guardia Apt)

Carrier/Flight: AMERICAN AIRLINES (AA) 931 [Edit](#)
 Depart: 11:30AM - 11-Dec-06 - LGA-New York, Ny (Usa) (La Guardia Apt)
 Arrive: 2:35PM - 11-Dec-06 - MIA-Miami, Fl (Usa) (Miami Int L. Apt)

Carrier/Flight: AMERICAN AIRLINES (AA) 714 [Edit](#)
 Depart: 9:55AM - 15-Dec-06 - MIA-Miami, Fl (Usa) (Miami Int L. Apt) [Remove](#)
 Arrive: 12:15PM - 15-Dec-06 - DCA-Washington, Dc (Usa) (National Apt)

Overall Ending Point

Leave From: **MIAMI,FL** [Edit](#)
 Return Loc: **RES: FAIRFAX, VA**
 Arrive: 15-Dec-06

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).

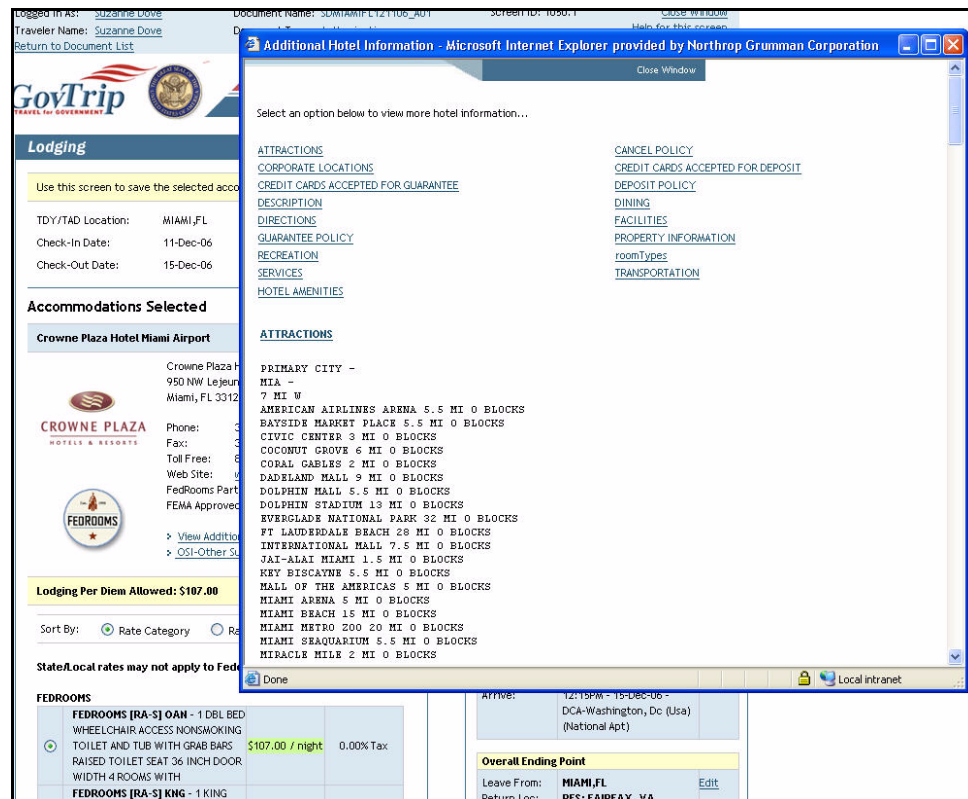


Figure 2-22: Additional Hotel Information Window

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

Crowne Plaza Hotel Miami
 950 NW Lejeune Rd
 MIAMI, FL 33126
 Phone: 800-428-9582

Check-In Date: **11-Dec-06** Check-Out Date: **15-Dec-06**
 Check-In Time: **12:00AM** Check-Out Time: **12:00AM**

Accessibility: Blind Deaf Wheelchair
 Smoking: Non-Smoking Smoking
 Special Qualities: Data Port In Room Kitchen Travel w/Pets
 Elevator Options: Close to Elevator Not by Elevator No Preference

Based on your current GDS only 3 items can be selected from the list above.

Copy above Requests to all hotel segments on current trip

Frequent Flyer Information
 Airlines in Your Profile: -- Select -- -- OR -- Airline: -- Select --
 Selected Airline:
 Frequent Flyer #:

Discount Programs
 Agency Discount #:

Save to Permanent Profile

Cancel Save

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.**

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Booking Status

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

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

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).

The screenshot shows the GovTrip Rental Car reservation interface. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a secondary bar lists 'Air', 'Lodging', 'Rental Car', 'Rail', and 'Other Trans.'. The 'Rental Car' section contains a form with the following fields:

- Pick-Up Date:** 09/03/2003 (calendar icon)
- Pick-Up Time:** 11:30 AM
- Drop-Off Date:** 09/08/2003 (calendar icon)
- Drop-Off Time:** 07:00 AM

Required Search Criteria

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

* Search for a Car (airport code or city name):
 Airport:

* Select a class of Car:

The **Trip Summary** section provides a detailed overview of the reservation:

- Overall Starting Point:** Leave From: RES: ARLINGTON, VA; Leave: 03-Sep-03
- Location 1: CHICAGO,IL:** Leave From: RES: ARLINGTON, VA; TDY Loc: CHICAGO,IL; Arrive: 03-Sep-03; Leave: 08-Sep-03
- Flight 1:** Carrier/Flight: American Airlines (AA) 1593; Depart: 9:17AM - 03-Sep-03 - DCA-Washington, Dc (Usa) (National Apt); Arrive: 10:15AM - 03-Sep-03 - ORD-Chicago, Il (Usa) (O'Hare Apt)
- Flight 2:** Carrier/Flight: Delta Air Lines Inc. (DL) 5462; Depart: 8:00AM - 08-Sep-03 - ORD-Chicago, Il (Usa) (O'Hare Apt); Arrive: 10:15AM - 08-Sep-03 - CVG-Cincinnati, Oh (Usa)
- Flight 3:** Carrier/Flight: Delta Air Lines Inc. (DL) 1254; Depart: 11:00AM - 08-Sep-03 - CVG-Cincinnati, Oh (Usa); Arrive: 12:25PM - 08-Sep-03 - DCA-Washington, Dc (Usa) (National Apt)
- Overall Ending Point:** Leave From: CHICAGO,IL; Return Loc: RES: ARLINGTON, VA; Arrive: 08-Sep-03

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).

The screenshot shows the GovTrip Rental Car window. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. The sub-navigation bar includes 'Air', 'Lodging', 'Rental Car', 'Rail', and 'Other Trans.'. The 'Rental Car' section displays the following information:

- Use this screen to save the selected rental car.
- TDY Location: CHICAGO,IL
- Pick-Up Date: 03-Sep-03
- Pick-Up Time: 11:30AM
- Drop-Off Date: 08-Sep-03
- Drop-Off Time: 6:00PM
- Rental Car Selected**
- \$ 141.00 / week** (not including taxes or fees)
- Rental Car: **Enterprise Rent-A-Car**
- Car Class: **Economy Car**
- Location: **ORD-Chicago, IL**
- Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of \$5 per day.
- Restrictions: Weekly \$141.00, Extra Day \$28.00, Extra Hour \$7.01, Estimated Total Cost \$204.53, Unlimited miles/kilometers
- > [OSI-Other Supplementary Information](#)
- Enter the following details:
- Method of Reimbursement: **GOVCC**
- If Necessary, add comments to the travel agent:
- Buttons: **Find Different Rental Car** and **Save Selected Car**

The 'Trip Summary' section displays the following information:

- Overall Starting Point**
- Leave From: **RES: ARLINGTON, VA** (Edit)
- Leave: 03-Sep-03
- Location 1: CHICAGO,IL**
- Leave From: **RES: ARLINGTON, VA** (Edit)
- TDY Loc: **CHICAGO,IL**
- Arrive: 03-Sep-03
- Leave: 08-Sep-03
- Carrier / Flight: American Airlines (AA) 1593 (Edit)
- Depart: 9:17AM - 03-Sep-03 - DCA-Washington, Dc (Usa) (National Apt.) (Remove)
- Arrive: 10:15AM - 03-Sep-03 - ORD-Chicago, Il (Usa) (O'Hare Apt.)
- Lodging: Ramada Plaza Hotel O'Har (Edit)
- Check-In: 03-Sep-03 (Remove)
- Check-In: 08-Sep-03
- Overall Ending Point**
- Leave From: **CHICAGO,IL** (Edit)
- Return Loc: **RES: ARLINGTON, VA**
- Arrive: 08-Sep-03

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.

- 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).


Rental Car:	ADVANTAGE RENT-A-CAR		Phone: 703-684-8184
Car Class:	Economy Car, 2-4 Doors		x32
Location:	DFW-Dallas / Ft. Worth, Tx		
Pick-Up Date:	22-Jan-07	Drop-Off Date:	25-Jan-07
Pick-Up Time:	9:00AM	Drop-Off Time:	6:00PM
Car Equipment:	<input type="checkbox"/> Cruise Control <input type="checkbox"/> Hand Control Left <input type="checkbox"/> Hand Control Right <input type="checkbox"/> Navigational System <input type="checkbox"/> Ski Rack/Snow Tires/Chains		
Smoking:	<input checked="" type="radio"/> Non-Smoking <input type="radio"/> Smoking		
Based on your current GDS only 4 items can be selected from the list above.			
<input type="checkbox"/> Copy above Requests to all rental car segments on current trip			
Frequent Flyer Information			
Airlines in Your Profile:	-- Select --	-- OR --	Airline: -- Select --
Selected Airline:			
Frequent Flyer #:	<input type="text"/>		
Discount Programs			
Agency Discount #:	<input type="text"/>		
<input type="checkbox"/> Save to Permanent Profile			
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>	

Figure 2-27: Edit Other Supplementary Information Window

- 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.
- 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.
- Enter the selected rental car's program number in the Awards Program # field.
- 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.
- Click the **Save** button.
- Click **OK** when the Disclaimer pop-up window appears, to acknowledge the advisement for the selected options for the selected rental car.
- Enter **Comments to Travel Agent** (optional). Note the pick-up and drop-off time. Comments to the travel agent may incur additional fees.

Chapter 2: Authorization

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**.

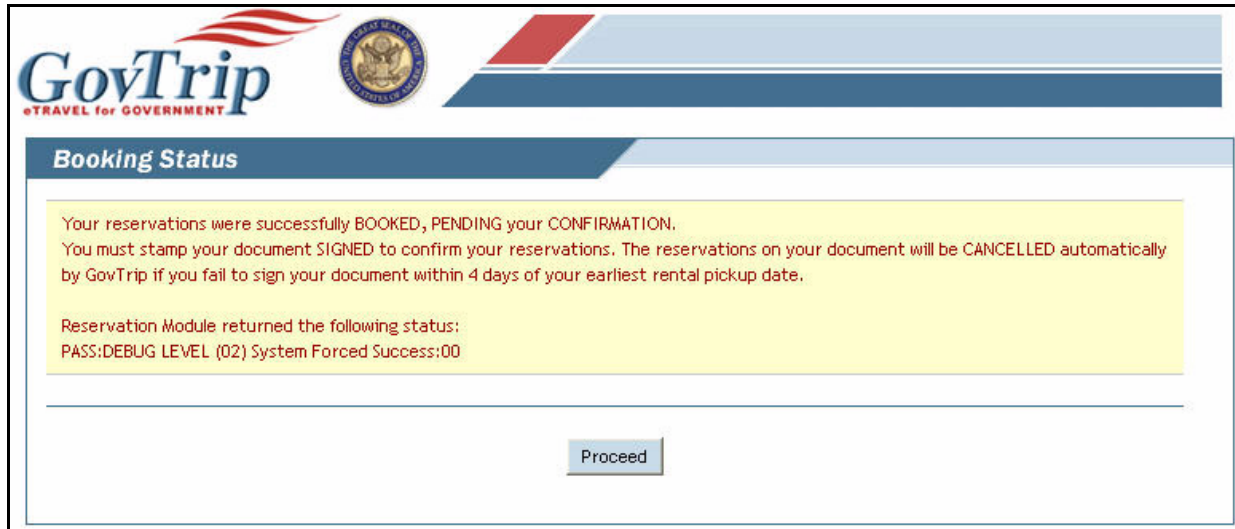


Figure 2-28: Rental Car Book-as-you-Go Window

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.

The screenshot displays the GovTrip Rail Travel interface. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a sub-navigation bar highlights 'Rail' among other options like 'Air', 'Lodging', 'Rental Car', and 'Other Trans.'. The main content area is split into two panels: 'Rail Travel' on the left and 'Trip Summary' on the right.

Rail Travel Panel:

- Instruction: "Use this screen to request your AMTRAK rail travel"
- Required Search Criteria:**
 - Note: "Please Note: A Red Star (*) indicates a field is required."
 - * Departure Station: Search (washington)
 - * Arrival Station: Search (chicago)
 - * Arrival or Departure: Date: 09/03/2003, Time: 09:00 AM (Departing)
- Search button

Trip Summary Panel:

- Overall Starting Point:** Leave From: RES: ARLINGTON, VA; Leave: 03-Sep-03
- Location 1: CHICAGO, IL:**
 - Leave From: RES: ARLINGTON, VA; TDY Loc: CHICAGO, IL; Arrive: 03-Sep-03; Leave: 08-Sep-03
 - Carrier/Flight: American Airlines (AA) 1593
 - Depart: 9:17AM - 03-Sep-03 - DCA-Washington, Dc (Usa) (National Apt); Arrive: 10:15AM - 03-Sep-03 - ORD-Chicago, Il (Usa) (O'Hare Apt)
- Rental Car:** Enterprise Rent-A-Car; Pick-Up: 03-Sep-03 11:30AM; Drop-Off: 08-Sep-03 6:00PM
- Lodging:** Ramada Plaza Hotel O'Har; Check-In: 03-Sep-03; Check-In: 08-Sep-03
- Overall Ending Point:** Leave From: CHICAGO, IL; Return Loc: RES: ARLINGTON, VA; Arrive: 08-Sep-03

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).

The screenshot shows the 'Other Transportation' window in the GovTrip system. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, there are tabs for 'Air', 'Lodging', 'Rental Car', 'Rail', and 'Other Trans.'. The main content area is divided into two panels:

- Other Transportation:** This panel contains a form for entering transportation details. It includes a 'Please Note' section stating that a red star (*) indicates a required field. The form fields are:
 - * Type: A dropdown menu currently set to '-- Select --'.
 - * Description: A text input field.
 - * Ticket No: A text input field containing 'See Attached Ticket 2'.
 - * Ticket Value: A text input field containing '0.00'.
 - Cost: (If different from ticket value) A text input field containing '0.00'.
 - * Departure Date (mm/dd/yyyy): A date picker set to '09/03/2003'.
 - Issue Date (mm/dd/yyyy): A date picker.
 - * Ticket Date (mm/dd/yyyy): A date picker set to '09/01/2003'.
 - CBA Account: A dropdown menu with a link to '> CBA Accounts'.
- Trip Summary:** This panel displays a table of travel details:
 - Overall Starting Point:** Leave From: RES: ARLINGTON, VA; Leave: 03-Sep-03; Edit link.
 - Location 1: CHICAGO, IL:**
 - TDY Loc: CHICAGO, IL
 - Arrive: 03-Sep-03; Leave: 08-Sep-03; Edit link.
 - Carrier/Flight: American Airlines (AA) 1593; Edit link.
 - Depart: 9:17AM - 03-Sep-03 - DCA-Washington, Dc (Usa) (National Apt); Remove link.
 - Arrive: 10:15AM - 03-Sep-03 - ORD-Chicago, Il (Usa) (O'Hare Apt); Edit link.
 - Rental Car: Enterprise Rent-A-Car; Edit link.
 - Pick-Up: 03-Sep-03 11:30AM; Remove link.
 - Drop-Off: 08-Sep-03 6:00PM; Edit link.
 - Lodging: Ramada Plaza Hotel O'Har; Edit link.
 - Check-In: 03-Sep-03; Remove link.
 - Check-In: 08-Sep-03; Edit link.
 - Overall Ending Point:** Leave From: CHICAGO, IL; Return Loc: RES: ARLINGTON, VA; Arrive: 08-Sep-03; Edit link.

At the bottom of the 'Other Transportation' panel, there is a text area for comments and a 'view / edit expense details' link. A 'Save' button is located at the bottom right of the window.

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).

GovTrip TRAVEL for GOVERNMENT

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

Non-Mileage Mileage Receipts

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your trip. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.

Leave: 03-Sep-03 Return: 08-Sep-03

Non-Mileage Expense #1

* Select Expense Type: * Cost: \$ * Date: 09/03/2003
- OR - * Method of Reimbursement: -- Please Select --
(mm/dd/yyyy)

Non-Mileage Expense #2

* Select Expense Type: * Cost: \$ * Date: 09/03/2003
- OR - * Method of Reimbursement: -- Please Select --
(mm/dd/yyyy)

Non-Mileage Expense #3

* Select Expense Type: * Cost: \$ * Date: 09/03/2003
- OR - * Method of Reimbursement: -- Please Select --
(mm/dd/yyyy)

Non-Mileage Expense #4

* Select Expense Type: * Cost: \$ * Date: 09/03/2003
- OR - * Method of Reimbursement: -- Please Select --
(mm/dd/yyyy)

Non-Mileage Expense #5

* Select Expense Type: * Cost: \$ * Date: 09/03/2003
- OR - * Method of Reimbursement: -- Please Select --
(mm/dd/yyyy)

Save Expenses

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.

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

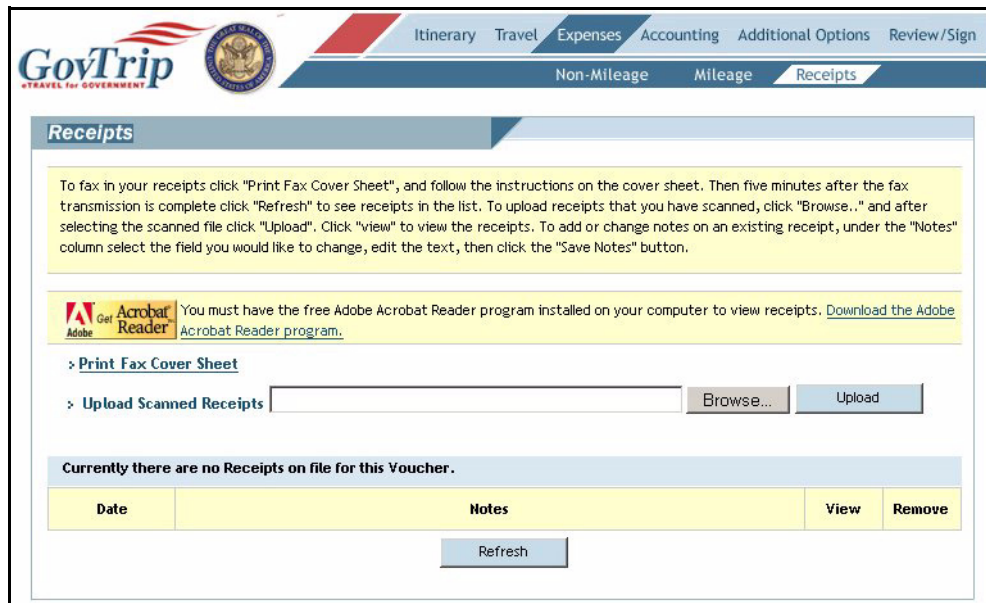


Figure 2-33: Receipts Window

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

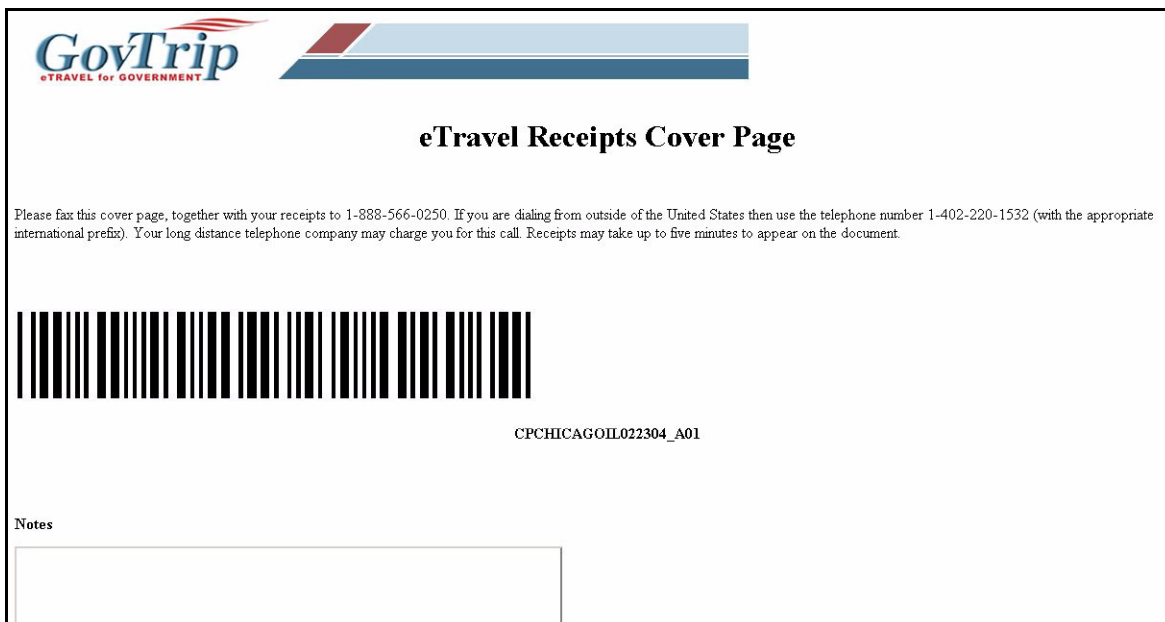


Figure 2-34: eTravel Receipts Cover Page (Fax Cover Sheet)

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).

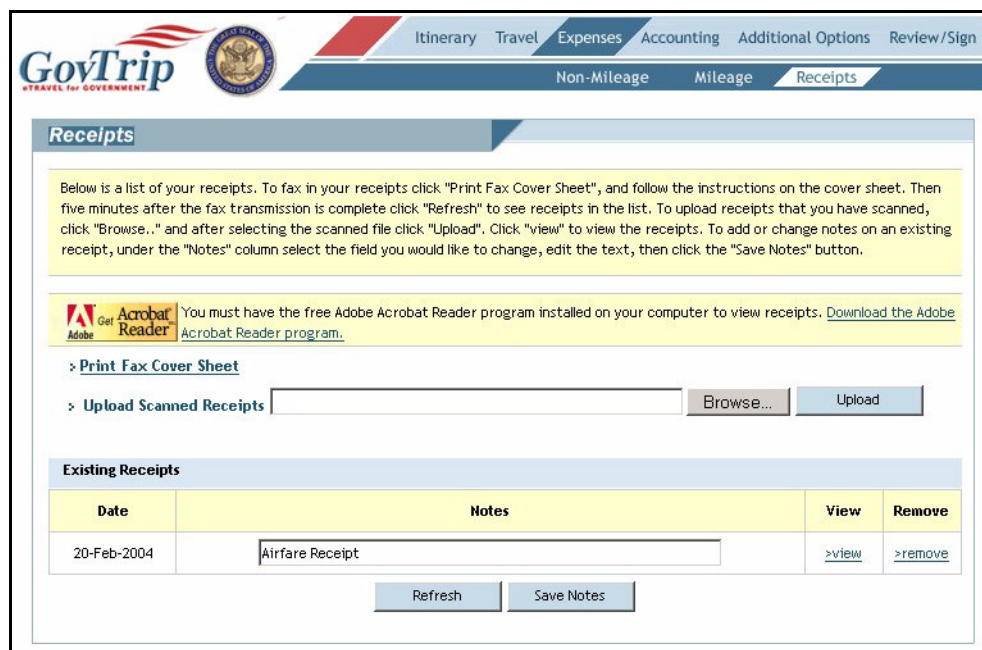


Figure 2-35: Receipts Window

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.

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

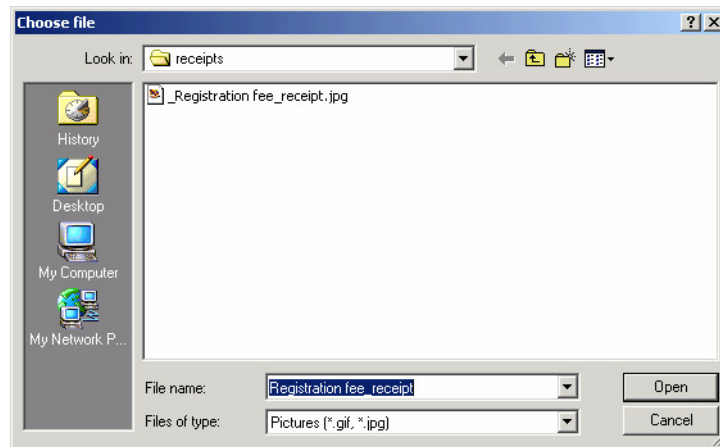


Figure 2-36: Browse Window

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

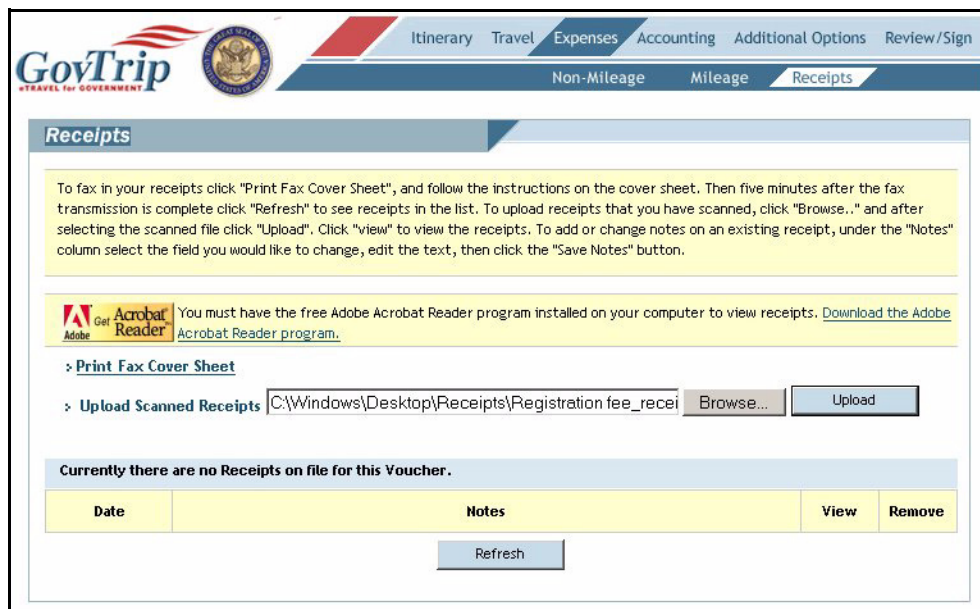


Figure 2-37: Receipts Window

- 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.

Chapter 2: Authorization

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).

GovTrip TRAVEL FOR GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Receipts

Receipts

Below is a list of your receipts. To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse," and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> [Print Fax Cover Sheet](#)

> **Upload Scanned Receipts**

Existing Receipts

Date	Notes	View	Remove
20-Feb-2004	<input type="text" value="Conference Registration receipt"/>	>view	>remove

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).

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 18-Sep-06 [Find Accounting Label](#)
 End Date: 18-Sep-06 [Change Organization](#)

Accounting Label: From **GHHSPTAINO**

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	Remove	Object Class Code	View/Edit Object Class
06 1234567	GHHSPTAINO	view/edit	remove	21.51	view/edit

Expenses Summary

06 1234567-21.51	
LODGING :	\$0.00
M&IE :	\$0.00
06 1234567-21.51 Sub Total:	\$0.00
06 1234567-219H	
TAV EXP -C :	\$16.25
06 1234567-219H Sub Total:	\$16.25
06 1234567-252W	
252W-REG FEE :	\$350.00
06 1234567-252W Sub Total:	\$350.00
Calculated Trip Cost:	\$366.25

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).

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 03-Sep-03 [Find Accounting Label](#)
 End Date: 08-Sep-03
 Accounting Label: From **DFCWT509BW**

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
03 GENERAL	DFCWT509BW	view/edit	edit	remove
03 SHORT	DFCWT509BW	view/edit	edit	remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

Expenses Summary

Expense allocated by Expense Category

03 GENERAL	
LODGING :	\$680.00
M&IE :	\$275.00
RENTAL CAR :	\$141.00
03 GENERAL Sub Total:	\$1,096.00
03 SHORT	
COM. CARR.-I :	\$87.44
OTHER :	\$0.00
03 SHORT Sub Total:	\$87.44
Calculated Trip Cost:	\$1,183.44

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).

My Profile

> [My Preferences](#) > [My Additional Information](#) > [My Account Information](#)

Complete the information below.

* Last Name :

* First Name :

MI:

* Gender: N/A M F

SSN: *****9429

Employee ID:

Mailing

* Mailing Address Line 1 :

Mailing Address Line 2 :

* Mailing City :

* Mailing State / Country :

* Mailing Zip Code :

* Home Phone:

Mobile Phone:

* Email Address:

* Alternate Notification Email(s):

Residence

Residence Address Line 1 :

Residence Address Line 2 :

Residence City :

Residence State / Country :

Residence Zip Code :

Billing

* Billing Address Line 1 :

Billing Address Line 2 :

* Billing City :

* Billing State / Country :

* Billing Zip Code :

Emergency Contact

* Emergency Contact :

* Emergency Phone :

Save changes to permanent traveler information

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.

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

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					

Reset All Edit All

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 be 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).

Traveler	Start Date	End Date	Status	Payment Date	Calculated	Amount Paid	To Be Paid
221938482	09/16/03	10/15/03	SCHEDULED	10/16/03	\$3,230.73	\$0.00	\$3,230.73
221938482	10/16/03	11/14/03	SCHEDULED	11/15/03	\$3,090.00	\$0.00	\$3,090.00
221938482	11/15/03	12/14/03	SCHEDULED	12/15/03	\$3,090.00	\$0.00	\$3,090.00

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.

GovTrip TRAVEL for GOVERNMENT

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

Preview Pre-Audit Other Auths. Digital Signature Trip Compare

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

Overall Starting Point Time Zone: EST (06)

Itinerary: [Edit](#) Leave From: RES: FAIRFAX, VA
 Leave: 11-Dec-06
 Comments to the Approving Official:
 Attending Training Session.

Location 1 - MIAMI, FL Time Zone: EST (06)

Itinerary: [Edit](#) Leave From: RES: FAIRFAX, VA
 TDY Location: MIAMI, FL
 Arrive: 11-Dec-06
 Leave: 15-Dec-06

Air Travel: [Edit](#) Carrier: AMERICAN AIRLINES (AA)
 Flight: 4798
 Fare: \$424.60
 Airport Passenger facility charge included in ticket price.
 Depart: DCA-Washington, Dc (Usa) (National Apt)
 11-Dec-06 8:50AM
 Arrive: LGA-New York, Ny (Usa) (La Guardia Apt)
 11-Dec-06 10:00AM
 Method of Reimbursement: PERSONAL
 Comments to the Travel Agent:
 Comments entered above will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent

Air Travel: Carrier: AMERICAN AIRLINES (AA)
 Flight: 931
 Depart: LGA-New York, Ny (Usa) (La Guardia Apt)
 11-Dec-06 11:30AM
 Arrive: MIA-Miami, Fl (Usa) (Miami Int L. Apt)
 11-Dec-06 2:35PM
 Method of Reimbursement: PERSONAL
 Comments to the Travel Agent:
 Comments entered above will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent

Air Travel: [Edit](#) Carrier: AMERICAN AIRLINES (AA)
 Flight: 714
 Fare: \$414.30
 Airport Passenger facility charge included in ticket price.
 Depart: MIA-Miami, Fl (Usa) (Miami Int L. Apt)
 15-Dec-06 9:55AM
 Arrive: DCA-Washington, Dc (Usa) (National Apt)
 15-Dec-06 12:15PM
 Method of Reimbursement: PERSONAL
 Comments to the Travel Agent:
 Comments entered above will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent

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).

The screenshot shows a web application window titled "Pre-Audit Trip". At the top, a yellow box contains the following text: "Below are any items that were 'flagged' for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click 'Proceed To Digital Signature.'" Below this, a red heading states "3 Items have been Flagged in this Travel Document". The main content area is a table with three rows, each representing a flagged item. Each row has three columns: "Reason Flagged", "Item Description", and "* Justification to Approving Official".

	Reason Flagged	Item Description	* Justification to Approving Official
1.	*1 ACCT CODES EXIST	*1 NO ACCT CODE/S ASSIGNED	
2.	*1 NON-CONTRACT FARE	*1 NON-CONTRACT FARE USED FOR SEGMENT 3	Reason Codes <input type="text"/>
3.	*1 NON-CONTRACT FARE	*1 NON-CONTRACT FARE USED FOR SEGMENT 4	Reason Codes <input type="text"/>

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)

The screenshot shows the GovTrip interface for selecting reason codes. At the top left is the GovTrip logo with the tagline 'TRAVEL for GOVERNMENT' and the Department of Defense seal. The page title is 'Reason Codes'. A yellow banner states: 'This is a list of Pre-Audit reason codes that apply to NON-CONTRACT FARE.' Below this is a table titled 'Pre-Audit Reason Codes For NON-CONTRACT FARE'.

Select	Reason Code & Description
<input type="checkbox"/>	C1 - Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging cost which would increase the total cost of the trip.
<input type="checkbox"/>	C2 - The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies where applicable to schedule travel during normal working hours.
<input type="checkbox"/>	C3 - A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG and similar fares.
<input type="checkbox"/>	C4 - Rail service available and cost effective.
<input type="checkbox"/>	C5 - Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler

At the bottom of the window are two buttons: 'Return' and 'Save'.

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).

The screenshot shows the 'Other Authorizations' window in the GovTrip system. At the top, there is a navigation bar with the following tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Preview, Pre-Audit, Other Auths. (selected), Digital Signature, and Trip Compare. The main heading is 'Other Authorizations'. Below the heading, there is a yellow box with the text: 'The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.' Below this, there is a link: '> Add Additional Authorizations For This Trip'. The main content area is a table with the following structure:

	Other Authorization	Remarks	Remove
1	NON-CONTRACT AIR FARE	<input type="text"/>	> remove
2	VARIATIONS AUTHORIZED	<input type="text"/>	> remove

At the bottom of the window, there is a blue 'Save' button.

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).

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

Additional Remarks:

* Advance Ticketing Date: (mm/dd/yyyy):

Advance Ticketing Date will not be applied until approval

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Suzanne Dove	0

Document History [Display Full History](#)

Status	Date	Time	Name	Remarks
CREATED	01/11/07	2:19PM EST	Suzanne Dove	
ADJUSTED	01/11/07	2:28PM EST	Suzanne Dove	
BOOK-AS-U-GO	01/11/07	2:28PM EST	Suzanne Dove	PASS:DEBUG LEVEL (02) System Forced Success:00
ADJUSTED	01/11/07	3:07PM EST	Suzanne Dove	

[View Reasons for Audit Failures](#) [View Adjustments](#)

Proceed to the following page:

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)

logged in As: [Suzanne Dove](#) Document Name: SDDALLASTX012207_A01 Screen ID: 1072.1 [Close Window](#)
 Traveler Name: [Suzanne Dove](#) Document Type: Authorization [Help for this screen](#)
[Return to Document List](#)

GovTrip
 TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**
 Preview Ethics ChkList Pre-Audit Other Auths. Digital Signature **Trip Compare**

Trip Compare

Select from the following trips to compare to this Authorization.

Available Authorizations

Document Name	Departure Date	Departure Status	Compare Document
SDWASHINGTON050806_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
SDABERDEENS062006_A01	06/20/2006	ADJUSTED	Compare
SDLONDONGBR062206_A01	06/22/2006	CREATED	Compare
SDWASHINGTON070906_A01	07/09/2006	ADJUSTED	Compare
SDALBUQUERQUE071006_A01	07/10/2006	CREATED	Compare
SDSTURGISS071006_A01	07/10/2006	ADJUSTED	Compare
SDKINGGEORGEV071706_A01	07/17/2006	CREATED	Compare
SDSTCROIXV071706_A01	07/17/2006	CREATED	Compare
SDCANCLINMEX090406_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
SDMIAMI121106_A01	12/11/2006	ADJUSTED	Compare
SDSEATTLEWA121106_A01	12/11/2006	ADJUSTED	Compare

Figure 2-50: Trip Compare Document List

Trip Compare																																																								
Review the details for the trips below.																																																								
Overall Starting Point Time Zone: EST (06) For AUTH - SDDALLASTX012207_A01 Itinerary: Leave From: rockville, md Leave: 22-Jan-07	Overall Starting Point Time Zone: EST (06) For AUTH - SDAUSTINTX101606_A01 Itinerary: Leave From: RES: FAIRFAX, VA Leave: 16-Oct-06																																																							
LOCATION 1 - DALLAS, TX Time Zone: CST (07) For AUTH - SDDALLASTX012207_A01 Itinerary: Leave From: rockville, md TDY Location: DALLAS, TX Arrive: 22-Jan-07 Leave: 25-Jan-07 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	LOCATION 1 - AUSTIN, TX Time Zone: CST (07) For AUTH - SDAUSTINTX101606_A01 Itinerary: Leave From: RES: FAIRFAX, VA TDY Location: AUSTIN, TX Arrive: 16-Oct-06 Leave: 20-Oct-06 Air Fare Type: CP - Air Fare (GOVCC-1) (GOVCC- Fare: \$500.00 I): 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 Itinerary: Leave From: DALLAS, TX Return Location: Rockville, MD Arrive: 25-Jan-07	Overall End Point Time Zone: EST (06) For AUTH - SDAUSTINTX101606_A01 Itinerary: Leave From: AUSTIN, TX Return Location: RES: FAIRFAX, VA Arrive: 20-Oct-06																																																							
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Return to Trip Compare	Change to this Document																																																							

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. Uncheck the check from the “Open Document VIEW-ONLY” box (Figure 2-52).

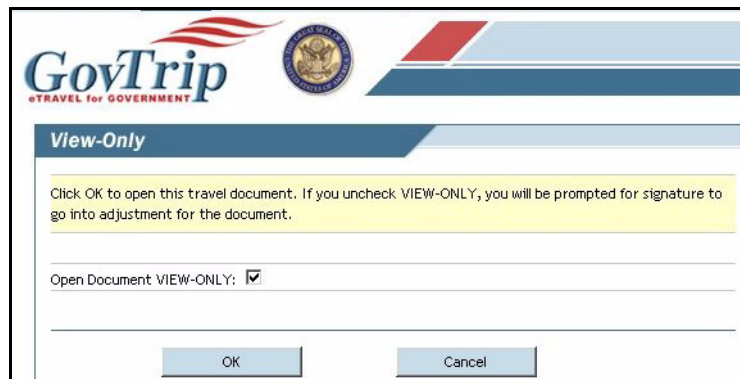


Figure 2-52: View-Only Window

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

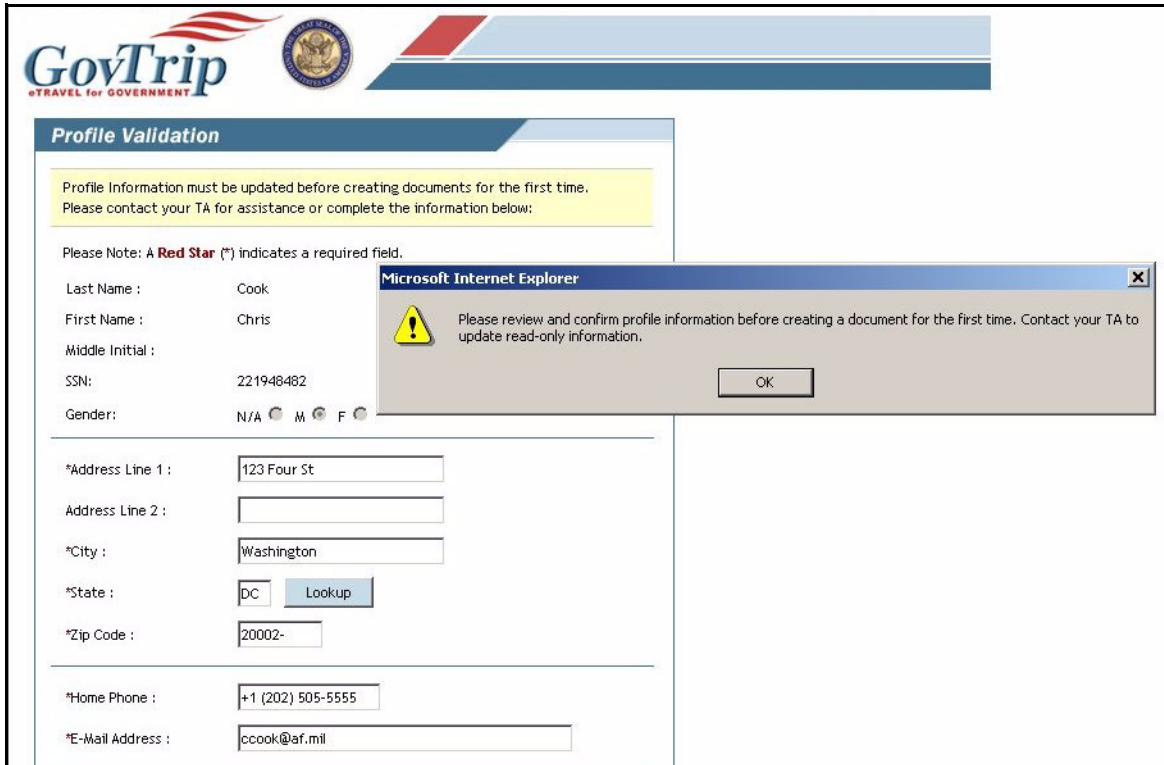
1. Place the mouse over **Official Travel** on the menu bar from the GovTrip Private Page. If the Group Auth is created by a travel preparer, select the Official Travel-Others tab.
2. Select **Group Authorizations/Orders** from the drop-down list. A new browser window will open providing a list of previously 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

Chapter 3: Group Authorization

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).



The screenshot shows the GovTrip 'Profile Validation' window. At the top left is the GovTrip logo with the tagline 'TRAVEL for GOVERNMENT' and the Department of Defense seal. A yellow warning box states: 'Profile Information must be updated before creating documents for the first time. Please contact your TA for assistance or complete the information below:'. Below this, a note says: 'Please Note: A Red Star (*) indicates a required field.' The form contains the following fields: Last Name: Cook; First Name: Chris; Middle Initial: (empty); SSN: 221948482; Gender: N/A (selected), M, F; *Address Line 1: 123 Four St; Address Line 2: (empty); *City: Washington; *State: DC (selected), with a 'Lookup' button; *Zip Code: 20002-; *Home Phone: +1 (202) 505-5555; *E-Mail Address: ccook@af.mil. A 'Microsoft Internet Explorer' pop-up window is overlaid on the form, containing a yellow warning icon and the text: 'Please review and confirm profile information before creating a document for the first time. Contact your TA to update read-only information.' with an 'OK' button.

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).

Group Travel Selection

Following is a list of all travelers you can add to this group travel authorization (travel order)

> [View all available travelers](#)

- OR -
Search by "Last Name"

Last Name:

Available Travelers List

Select	Name	SSN
<input type="checkbox"/>	Clawson, Debbie	*****9371
<input type="checkbox"/>	Clifton, Chris	*****9875
<input type="checkbox"/>	Crawford, Michael	*****4987

<< [First](#) < [Prev](#) [Next](#) > [Last](#) >>

Selected Travelers

Following is a list of travelers attached to this group authorization. The "Routing List" will use the primary traveler's routing list as default. If a different routing list should be used, please select from the list provided. After the travelers are selected for this group authorization "Proceed to Trip Overview"

* Routing List:

* Total Traveler(s):

Undefined Traveler(s): 0

Name	SSN	Primary
BROWN-AA, ERIC T	*****1AAA	****

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).

The screenshot shows the 'Trip Overview' window in the GovTrip system. At the top, there is a navigation bar with 'Itinerary', 'Travel', and 'Exp' tabs, and a sub-bar with 'Trip Overview' and 'Per'. Below this is a yellow box with text explaining that booking travel requires providing starting and ending locations and TDY locations for per diem purposes. The main content area is divided into two sections: 'Overall Starting Point Information' and 'Overall Ending Point Information'. Each section includes a note: 'Please Note: A Red Star (*) indicates a required field.' Below the note, there are two options: '* Select a Location:' followed by a drop-down menu, and '* Enter a Starting Point:' followed by a text input field. Below these are two date fields: '* Start Date (mm/dd/yyyy):' and '* End Date (mm/dd/yyyy):', each with a calendar icon.

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).

Other Trip Information

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

* Trip Type: Trip Description (optional):

* Trip Purpose:

* Trip Duration:

12 Hours or Less > 12 - 24 Hours - With Lodging

> 12 - 24 Hours - No Lodging Multi-Day

Authorization Number:

Authorization Date: (mm/dd/yyyy)

Trip Number:

Comments for Travel Order:

Figure 3-5: Trip Overview Window (Continued)

6. Select **Trip Purpose** 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**.

- 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.
- 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

- 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.
- 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.

The screenshot shows the 'GovTrip' web application interface for entering non-mileage expenses. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, there are sub-navigation tabs for 'Non-Mileage', 'Mileage', and 'Receipts'. The main content area is titled 'Non-Mileage Expenses' and contains a yellow instruction box with the following text: 'Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. For Group Authorizations the cost is for all travelers. Select "Save Expenses" to save the expenses to the travel document. Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA)'. Below the instruction box, there is a 'Leave: 11-Dec-06 Return: 15-Dec-06' section. The main form area contains five 'Non-Mileage Expense' sections, each with the following fields: 'Select Expense Type' (a dropdown menu), 'Cost' (a text input field with a dollar sign), 'Date' (a date picker set to 12/11/2006), and 'Method of Reimbursement' (a dropdown menu). Each section also has an '- OR -' field. At the bottom of the form area, there is a 'Save Expenses' button.

Figure 3-7: Non-Mileage Expenses Window

Chapter 3: Group Authorization

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).

Logged In As: [Suzanne Dove](#) Document Name: SDKINGGEORGEV121106_G01 Screen ID: 1034.2 [Close Window](#)
Traveler Name: [Suzanne Dove](#) Document Type: Group Authorization [Help for this screen](#)
[Return to Document List](#)

GovTrip Itinerary Travel Expenses Accounting Additional Options Review/Sign
Non-Mileage Mileage Receipts

Mileage Expenses

Use this screen to enter mileage expenses for your trip. For Group Authorizations the cost is for all travelers. Click on the "Save Expenses" button to save these expenses.

Leave: 11-Dec-06 Return: 15-Dec-06

Mileage Expense #1

* * Date: 12/11/2006 (mm/dd/yyyy) * Method of Reimbursement: -- Please Select --
* Miles x Rate = Cost \$
To calculate mileage for POVs use the [Table of Distances](#)

Mileage Expense #2

* * Date: 12/11/2006 (mm/dd/yyyy) * Method of Reimbursement: -- Please Select --
* Miles x Rate = Cost \$
To calculate mileage for POVs use the [Table of Distances](#)

[Save Expenses](#)

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.

The screenshot shows the 'Accounting Codes' window in the GovTrip system. The window has a navigation bar with tabs for 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. The 'Accounting' tab is active, and the sub-tab 'Accounting Codes' is selected. The main content area is divided into two sections: 'Accounting Codes' and 'Expenses Summary'.

Accounting Codes Section:

- Instruction: "Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply."
- Start Date: 20-Aug-03 (with a link to 'Find Accounting Label')
- End Date: 25-Aug-03 (with a link to 'Change Organization')
- Accounting Label: ---Select--- (dropdown menu) From DFCWT509BW
- Selected Accounting Code(s)**
- Instruction: "To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed."
- Table with columns: Accounting Label, Organization, View/Edit Acctg Code, Remove. One row is shown: 03 GENERAL, DFCWT509BW, view/edit, remove.

Expenses Summary Section:

03 GENERAL	
COM. CARR.-1 :	\$20,000.00
LODGING :	\$2,240.00
M&IE :	\$924.00
MILEAGE :	\$10.80
OTHER :	\$40.00
PHONE CALLS :	\$5.00
TRANSPORT :	\$25.00
03 GENERAL Sub Total:	\$23,244.80
Calculated Trip Cost:	\$23,244.80

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).

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

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).

GovTrip TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Profile **Per Diem Entitlements** Partial Payments Advances

Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers.

Location: ATLANTA,GA
Values Apply From Date: 08/20/03
Values Apply Through: 08/20/03

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View / Edit Expense Details" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 112 / 42
Lodging: \$ 112.00 > view / edit expense details
M & IE: \$ 31.50

Conference

If you would be at a conference and would like to enter information for it, select conference allowance and costs for this date or date range:

Conference Allowance Conference Rate: 0.00
Rate Percentage: Description: Agency:

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).

Meals

If any of the following meals are provided please select the applicable meal(s) for this date or date range:

Breakfast
 Lunch
 Dinner

Other Per Diem Entitlements

If you need to claim actuals for lodging, taken leave, or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

Leave
 Check here if you are taking leave for the above date or date range.
 Leave Type: Annual
 Other
 Number of Hours: 0

Actual Lodging
 Check here if you need to use Actual Lodging for the above date or date range.
 Actual Lodging costs limited to: 0.00

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.

Scheduled Partial Payments

Select the scheduled partial payment from the drop-down list to view additional details.

Scheduled Partial Payment:

Scheduled Partial Payment Details

Scheduled Partial Payment:	SPP #2: 09/19/03 - 10/18/03
Allocated By:	Expense Category
Traveler:	221948478
Start Date:	09/19/03
End Date:	10/18/03
Pay Date:	10/19/03
Current Status:	SCHEDULED
Calculated:	\$5,040.00
Amount Paid:	\$0.00
To Be Paid:	\$5,040.00

SPP Summary

03 GENERAL	
COM. CARR.-1 :	\$20,000.00
LODGING :	\$2,240.00
M&IE :	\$11,844.00
MILEAGE :	\$10.80
OTHER :	\$40.00
PHONE CALLS :	\$5.00
TRANSPORT :	\$25.00
03 GENERAL Sub Total:	\$34,164.80
Total Allocation:	\$34,164.80

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).

GovTrip
TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Distributions Preview Pre-Audit Other Auths. Digital Signature Trip Compare

Selected Travelers

This page is for the cost distribution of the entered Expenses (Mileage & Non-Mileage), Travel (Ticketed Transportation), and Lodging and M&IE.

The Expense Summary on the right lists the related Expenses and Travel for this Group Travel Trip that REQUIRE DISTRIBUTION.

The following explains the Expense Summary on the right:

Expenses
Travel - Display related Ticketed Transportation
Mileage & Non-Mileage Exp - Display related expenses
Lodging / M&IE - Display related Lodging & M&IE

Include Distributed
No > Select this option to display ONLY those items that REQUIRE DISTRIBUTION
Yes > Select this option to display all (regardless of distribution status).

Result List
List of Travel, Mileage and Non-Mileage Expenses, and Lodging and M&IE. The list will be grouped by those items that REQUIRE DISTRIBUTION and those items that are DISTRIBUTED.
Select the "Edit" or "View" link next to the item in the results list to edit the distributions or review the distribution.

Expenses Summary

Include the following:

Travel Mileage & Non-Mileage Exp
 Lodging / M&IE

Include Distributed? No Yes

Cost shown in black are original amounts. Cost shown in (red) are the remaining undistributed amounts.

Undistributed Expenses:

	Expense Type	Date	Cost	Method
Edit	Excess Baggage	11/23/04	\$50.00 (\$50.00)	
Edit	Gasoline-Rental/Govt. Car	11/23/04	\$200.00 (\$200.00)	

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).

GovTrip TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Pre-Audit Other Auths. Digital Signature Trip Compare

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

Overall Starting Point

Itinerary: Leave From: RES: ,
[Edit](#) Leave: 20-Aug-03
 Comments to the Approving Official:

Location 1 - ATLANTA,GA

Itinerary: Leave From: RES: ,
[Edit](#) TDY Location: ATLANTA,GA
 Arrive: 20-Aug-03
 Leave: 25-Aug-03

AIR FARE (GOVCC-1): Type: AIR - AIR FARE (GOVCC-1)
[Edit](#) Fare: \$20,000.00
 Depart: 20-Aug-03

Overall End Point

Itinerary: Leave From: ATLANTA,GA
[Edit](#) Return Location: RES: ,
 Arrive: 29-Oct-03

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).

Pre-Audit Trip			
Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."			
2 Items have been Flagged in this Travel Document			
1.	Reason Flagged → ACTUALS EXIST	Item Description → ACTUALS EXIST	* Justification to Approving Official Conference room rate is above per diem
2.	Reason Flagged → OTHER EXPENSES	Item Description → Parking - TDY/TAD > 0	* Justification to Approving Official Estimated hotel parking charges
Save And Proceed To Digital Signature			

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).

The screenshot shows the 'Other Authorizations' window. At the top, there is a navigation bar with links: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Preview, Pre-Audit, Other Auths., Digital Signature, and Trip Compare. Below the navigation bar, the window title is 'Other Authorizations'. A yellow box contains the text: 'The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.' Below this is a link: '> Add Additional Authorizations For This Trip'. The main content area has a table with the following data:

Other Authorization	Remarks	Remove
1 EXCESS BAGGAGE	Mechanic traveling with tools	> remove

At the bottom of the window is a 'Save' button.

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).

The screenshot shows the 'Other Authorizations Available' window. It contains a yellow box with the text: 'Following is a master list of Other Authorizations you can add to your travel authorization.' Below this is a table with the following data:

Select	Other Authorizations
<input type="checkbox"/>	ABOARD U.S. VESSEL
<input type="checkbox"/>	ANNUAL LEAVE OR NON-DUTY DAYS
<input type="checkbox"/>	EXCESS BAGGAGE
<input type="checkbox"/>	EXTRA AIR OR RAIL FARE
<input type="checkbox"/>	Fiscal Year Funds
<input type="checkbox"/>	GOVT-OWNED VEHICLE AVAILABLE
<input type="checkbox"/>	GROUP AUTHORIZATION
<input type="checkbox"/>	HOSPITAL STAY
<input type="checkbox"/>	Mandatory TTRA Remarks
<input type="checkbox"/>	MEALS PROVIDED
<input type="checkbox"/>	NON COMPACT CAR AUTHORIZED
<input type="checkbox"/>	NON ECONOMY CAR AUTHORIZED
<input type="checkbox"/>	NON-CONTRACT AIR FARE
<input type="checkbox"/>	OCCASIONAL MEALS
<input type="checkbox"/>	OTHER (See remarks below)

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).

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

Additional Remarks:

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	BROWN-AA, ERIC T.	0

Document History

Status	Date	Time	Name	Remarks
CREATED	01/30/04	9:00AM EST	CHRIS D PALMER	

[View Reasons for Audit Failures](#)

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.

GovTrip
TRAVEL FOR GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Trip Overview Per Diem Locations

Trip Overview

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

Overall Starting Point Information

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

* Select a Location: -OR- * Enter a Starting Point:

* Start Date (mm/dd/yyyy):

Overall Ending Point Information

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

* Select a Location: -OR- * Enter an Ending Point:

* End Date (mm/dd/yyyy):

Other Trip Information

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

* Trip Type: Trip Description (optional):

* Trip Purpose:

* Trip Duration:

Trip Summary

Overall Starting Point

Leave From: **RES: FAIRFAX, VA** [Edit](#)
 Leave: 05-Sep-03

Location 1: MILWAUKEE, WI

Leave From: **RES: FAIRFAX, VA** [Edit](#)
 TDY Loc: **MILWAUKEE, WI**
 Arrive: 05-Sep-03
 Leave: 15-Sep-03

Carrier/Flight: Midwest Express (YX) 401 [Edit](#)
 Depart: 10:55AM - 05-Sep-03 - BWI-Baltimore, Md (Usa) (Balt. Int'L. Ap) [Remove](#)
 Arrive: 11:55AM - 05-Sep-03 - MKE-Milwaukee, WI (Usa)

Carrier/Flight: Midwest Express (YX) 411 [Edit](#)
 Depart: 7:45AM - 15-Sep-03 - MKE-Milwaukee, WI (Usa) [Remove](#)
 Arrive: 10:30AM - 15-Sep-03 - DCA-Washington, Dc (Usa) (National Apt)

Rental Car: Enterprise Rent-A-Car [Edit](#)
 Pick-Up: 05-Sep-03 1:00PM [Remove](#)
 Drop-Off: 15-Sep-03 7:00AM

Lodging: Residence Milwaukee Down [Edit](#)
 Check-In: 05-Sep-03 [Remove](#)
 Check-In: 15-Sep-03

Overall Ending Point

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).

The screenshot displays a web form for trip management. On the left, there are radio buttons for trip duration: '12 Hours or Less', '> 12 - 24 Hours - With Lodging', '> 12 - 24 Hours - No Lodging', and 'Multi-Day'. Below these are input fields for 'Authorization Number' (containing '0NTENL'), 'Authorization Date' (08/20/2003), and 'Trip Number' (1). A large text area is labeled 'Comments for Travel Order:'. At the bottom of this section is a button labeled 'Proceed to Per Diem Locations'. On the right, a yellow header box titled 'Overall Ending Point' contains a table with the following data: 'Leave From: MILWAUKEE, WI', 'Return Loc: RES: FAIRFAX, VA', and 'Arrive: 15-Sep-03'. An 'Edit' link is visible next to the 'Return Loc' entry.

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.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Trip Overview Per Diem Locations

Per Diem Locations

Booking Travel using GovTrip requires that you provide information about your TDY locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are completed.

Overall Starting Point: RES: FAIRFAX, VA
Overall Start Date: 05-Sep-03

[Click Here to Add a Destination in Between](#)

Location 1: MILWAUKEE, WI
Arrival Date: 05-Sep-03 [Remove](#)
Departure Date: 15-Sep-03

Add a TDY Location

Click on a button below to select your TDY Location. Use "Search Location" to search for the per diem location. Use "TDY Location Lookup" to select from a list of per diem locations.

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

[Search Location](#) [TDY Location Lookup](#)

* Location: Use Location Tools Above

* Arriving On: 09/05/2003

* Departing On: 09/15/2003

Overall End Point: RES: FAIRFAX, VA
Overall End Date: 15-Sep-03

Trip Summary

Overall Starting Point

Leave From:	RES: FAIRFAX, VA	Edit
Leave:	05-Sep-03	

Location 1: MILWAUKEE, WI

Leave From:	RES: FAIRFAX, VA	Edit
TDY Loc:	MILWAUKEE, WI	
Arrive:	05-Sep-03	
Leave:	15-Sep-03	
Carrier / Flight:	Midwest Express (YX) 401	Edit
Depart:	10:55AM - 05-Sep-03 - BWI - Baltimore, Md (Usa) (Balt. Int'L. Ap	Remove
Arrive:	11:55AM - 05-Sep-03 - MKE - Milwaukee, Wi (Usa)	
Carrier / Flight:	Midwest Express (YX) 411	Edit
Depart:	7:45AM - 15-Sep-03 - MKE - Milwaukee, Wi (Usa)	Remove
Arrive:	10:30AM - 15-Sep-03 - DCA - Washington, Dc (Usa) (National Apt)	
Rental Car:	Enterprise Rent-A-Car	Edit
Pick-Up:	05-Sep-03 1:00PM	Remove
Drop-Off:	15-Sep-03 7:00AM	
Lodging:	Residence Milwaukee Down	Edit
Check-In:	05-Sep-03	Remove
Check-In:	15-Sep-03	

Overall Ending Point

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).

The screenshot shows the GovTrip web interface. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this is a sub-navigation bar with 'Air', 'Lodging', 'Rental Car', 'Rail', and 'Other Trans.'. The main content area is split into two columns. The left column, titled 'Air Travel', contains a yellow box with the text: 'Please select a flight from the trip summary on the right to edit air reservations.' The right column, titled 'Trip Summary', contains a table with the following data:

Overall Starting Point		
Leave From:	RES: FAIRFAX, VA	Edit
Leave:	05-Sep-03	
Location 1: MILWAUKEE, WI		
Leave From:	RES: FAIRFAX, VA	Edit
TDY Loc:	MILWAUKEE, WI	
Arrive:	05-Sep-03	
Leave:	15-Sep-03	
Carrier / Flight:	Midwest Express (YX) 401	Edit
Depart:	10:55AM - 05-Sep-03 - BWI-Baltimore, Md (Usa) (Balt. Int'l. Ap	Remove
Arrive:	11:55AM - 05-Sep-03 - MKE-Milwaukee, Wi (Usa)	
Carrier / Flight:	Midwest Express (YX) 411	Edit
Depart:	7:45AM - 15-Sep-03 - MKE-Milwaukee, Wi (Usa)	Remove
Arrive:	10:30AM - 15-Sep-03 - DCA-Washington, Dc (Usa) (National Apt)	
Rental Car:	Enterprise Rent-A-Car	Edit
Pick-Up:	05-Sep-03 1:00PM	Remove
Drop-Off:	15-Sep-03 7:00AM	
Lodging:	Residence Milwaukee Down	Edit
Check-In:	05-Sep-03	Remove
Check-In:	15-Sep-03	

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).

Overall Starting Point		
Leave From:	RES: FAIRFAX, VA	Edit
Leave:	05-Sep-03	
Location 1: MILWAUKEE, WI		
Leave From:	RES: FAIRFAX, VA	Edit
TDY Loc:	MILWAUKEE, WI	
Arrive:	05-Sep-03	
Leave:	15-Sep-03	
Carrier/Flight:	Midwest Express (YX) 401	Edit
Depart:	10:55AM - 05-Sep-03 - BWI-Baltimore, Md (Usa) (Balt. Int'L. Ap)	Remove
Arrive:	11:55AM - 05-Sep-03 - MKE-Milwaukee, WI (Usa)	
Carrier/Flight:	Midwest Express (YX) 411	Edit
Depart:	7:45AM - 15-Sep-03 - MKE-Milwaukee, WI (Usa)	Remove
Arrive:	10:30AM - 15-Sep-03 - DCA-Washington, Dc (Usa) (National Apt.)	
Rental Car:	Enterprise Rent-A-Car	Edit
Pick-Up:	05-Sep-03 1:00PM	Remove
Drop-Off:	15-Sep-03 7:00AM	
Lodging:	Residence Milwaukee Down	Edit
Check-In:	05-Sep-03	Remove
Check-In:	15-Sep-03	

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).

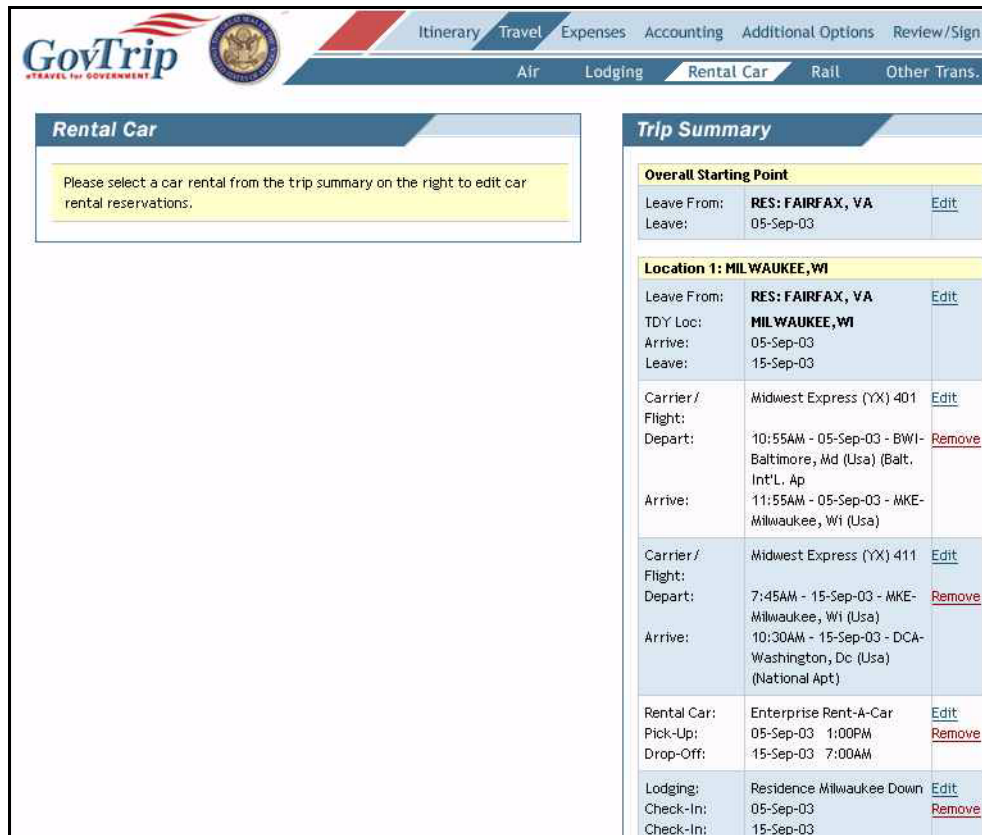


Figure 4-7: Rental Car Window

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.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Lodging Rental Car **Rail** Other Trans.

Rail Travel

Please select a train from the trip summary on the right to edit train reservations.

Trip Summary

Overall Starting Point

Leave From:	RES: FAIRFAX, VA	Edit
Leave:	05-Sep-03	

Location 1: MILWAUKEE, WI

Leave From:	RES: FAIRFAX, VA	Edit
TDY Loc:	MILWAUKEE, WI	
Arrive:	05-Sep-03	
Leave:	15-Sep-03	
Carrier / Flight:	Midwest Express (YX) 401	Edit
Depart:	10:55AM - 05-Sep-03 - BWI-Baltimore, Md (Usa) (Balt. Int'L. Ap	Remove
Arrive:	11:55AM - 05-Sep-03 - MKE-Milwaukee, WI (Usa)	
Carrier / Flight:	Midwest Express (YX) 411	Edit
Depart:	7:45AM - 15-Sep-03 - MKE-Milwaukee, WI (Usa)	Remove
Arrive:	10:30AM - 15-Sep-03 - DCA-Washington, Dc. (Usa) (National Apt)	
Rental Car:	Enterprise Rent-A-Car	Edit
Pick-Up:	05-Sep-03 1:00PM	Remove
Drop-Off:	15-Sep-03 7:00AM	
Lodging:	Residence Milwaukee Down	Edit
Check-In:	05-Sep-03	Remove
Check-In:	15-Sep-03	

Figure 4-8: Rail Travel Window

- 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).

The screenshot shows the GovTrip 'Other Transportation' window. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a sub-navigation bar has 'Air', 'Lodging', 'Rental Car', 'Rail', and 'Other Trans.'. The main content area is divided into two panels. The left panel, titled 'Other Transportation', contains a form with the following fields: 'Type' (dropdown menu), 'Description' (text input), 'Ticket No' (text input with 'See Attached Ticket 3'), 'Ticket Value' (text input with '0.00'), 'Cost' (text input with '0.00'), 'Departure Date' (calendar picker with '09/15/2003'), 'Issue Date' (calendar picker), 'Ticket Date' (calendar picker with '09/11/2003'), and 'CBA Account' (text input with a 'CBA Accounts' link). The right panel, titled 'Trip Summary', displays a table of travel details. It includes sections for 'Overall Starting Point', 'Location 1: MILWAUKEE, WI', and 'Overall Ending Point'. The table lists flight details for two segments, a rental car, and lodging. Each row in the table has an 'Edit' or 'Remove' link.

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).

The screenshot shows the 'Non-Mileage Expenses' window in the GovTrip system. The window has a navigation bar at the top with 'Expenses' selected. Below the navigation bar, there are tabs for 'Non-Mileage', 'Mileage', and 'Receipts'. The main content area is divided into two sections: 'Non-Mileage Expenses' and 'Expenses Summary'.

The 'Non-Mileage Expenses' section contains a yellow instruction box: "Use this screen to enter non-mileage expenses for your trip. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the 'Save Expenses' button to save these expenses." Below this, there are fields for 'Leave: 05-Sep-03', 'Return: 15-Sep-03', and an 'Add Expense' button. The form includes:

- * Expense Type: A drop-down menu.
- OR - A text input field.
- * Cost: A text input field with a dollar sign.
- * Date: A text input field with a calendar icon, showing '09/05/2003'.
- * Method of Reimbursement: A drop-down menu with '-- Please Select --'.

 At the bottom of the form is a 'Save Expense' button and a link to 'view/edit expense details'.

The 'Expenses Summary' section contains a table with the following data:

Expense Type	Date	Cost	E/R
Airport Tax	09/05/03	\$5.00	Edit Remove
Taxi - Airport	09/05/03	\$28.00	Edit Remove
Total Expenses:		\$33.00	

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).

The screenshot shows the 'Mileage Expenses' window in the GovTrip system. The window has a header with the GovTrip logo and navigation tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below the header, there are sub-navigation tabs: Non-Mileage, Mileage, and Receipts. The main content area is divided into two sections: 'Mileage Expenses' and 'Expenses Summary'.

The 'Mileage Expenses' section contains a yellow instruction box: "Use this screen to enter mileage expenses for your trip. Click on the 'Save Expenses' button to save these expenses." Below this, there are fields for 'Leave: 05-Sep-03' and 'Return: 15-Sep-03', and an 'Add Expense' button. The form includes:

- * Expense Type: A dropdown menu.
- * Date: A text field with '09/05/2003' and a calendar icon, with '(mm/dd/yyyy)' below it.
- * Method of Reimbursement: A dropdown menu with '-- Please Select --'.
- * Miles: A text field, followed by 'x Rate = Cost \$'.

 A link for 'Table of Distances' is provided below the Miles field. At the bottom of the form is a 'Save Expense' button.

The 'Expenses Summary' section contains a table with the following data:

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	09/05/03	\$3.96	Edit Remove
Total Expenses:		\$3.96	

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.

Accounting Label	Organization	View/Edit Acctg Code	Remove
03 GENERAL	DFCWT509BW	> view/edit	> remove

Expenses Summary	
03 GENERAL	
COM. CARR.-I :	\$324.65
LODGING :	\$950.00
M&IE :	\$483.00
MILEAGE :	\$3.96
OTHER :	\$33.00
RENTAL CAR :	\$272.00
03 GENERAL Sub Total:	\$2,066.61
Calculated Trip Cost:	\$2,066.61

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).

The screenshot displays the 'My Profile' window in the GovTrip system. The window has a blue header with the GovTrip logo and navigation tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Profile, Per Diem Entitlements, Payment Totals, Partial Payments, and Advances. The 'Profile' tab is active. Below the header, there are breadcrumb links: > My Preferences > My Additional Information > My Account Information. A yellow box contains the instruction 'Complete the information below.' The form fields are as follows:

- *Last Name: BEEISING
- *First Name: CHRIS
- MI: (empty)
- *Gender: N/A M F
- ITO Status: ** Invitational Traveler **
- SSN: 221938467
- Employee ID: ? (empty)

Below this is a 'Mailing' section with the following fields:

- Address Line 1: 1234 Main St.
- Address Line 2: (empty)
- City: Stow
- State: OH (with a 'Lookup' button)
- Zip Code: 44224
- Home Phone: 3305554321
- Mobile Phone: ? (empty)

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.

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Itinerary Travel Expenses Accounting Additional Options Review/Sig
 Profile Per Diem Entitlements Partial Payments Advance

Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers.

Location: MILWAUKEE,WI
 Values Apply From Date: 09/07/03
 Values Apply Through: 09/07/03

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View / Edit Expense Details" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 95 / 46
 Lodging: \$95.00 [view / edit expense details](#)
 M & IE: \$46.00

Conference

If you would be at a conference and would like to enter information for it, select conference allowance and costs for this date or date range:

Conference Allowance Conference Rate: 0.00
 Rate Percentage: Description: Agency:

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**:

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Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Profile Per Diem Entitlements **Payment Totals** Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses:	\$ 2,066.61
Non-Reimbursement Expenses:	\$ 0.00
Total Amount Claimed:	\$ 2,066.61

Advance Information

Gov't Advance Outstanding:	\$ 0.00
Gov't Advance Applied:	\$ 0.00
Applied Amount:	\$ 0.00
Net to Traveler: (Due Gov't if Negative)	\$ 2,066.61

Government Charge Card Amount

Expenses on Gov't Charge Card:	\$ 1,546.65
Gov't Charge Card ATM Advance:	<input type="text" value="0.00"/>
Add'l Gov't Charge Card Payment:	<input type="text" value="\$ 0.00"/> Calculate
Total Gov't Charge Card Amount:	\$ 1,546.65

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).

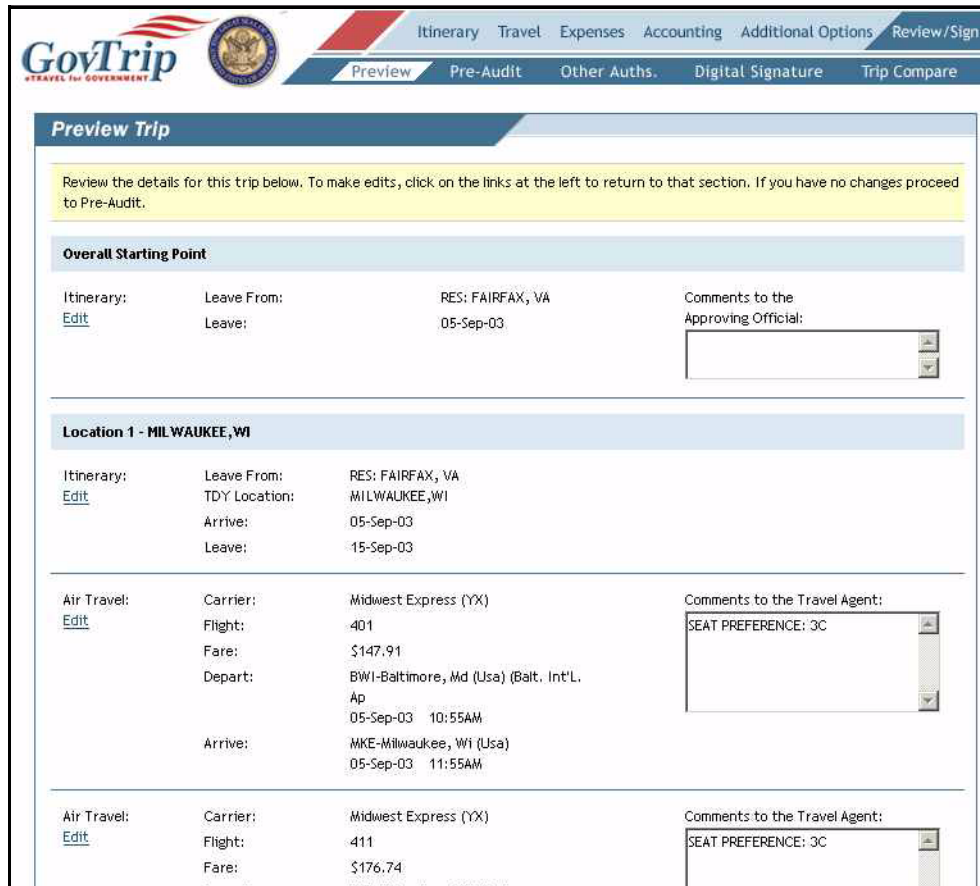


Figure 4-18: Preview Trip Window

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).

GovTrip TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Preview **Pre-Audit** Other Auths. Digital Signature Trip Compare

Pre-Audit Trip

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official
	OTHER EXPENSES	Registration Fees > 1	Registration fee for conference
2.	OTHER EXPENSES	Authorized Call Home > 5	Call home authorized.

Save And Proceed To Digital Signature

Figure 4-19: Pre-Audit Trip Window

- 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.
- 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.

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

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Additional Remarks:

* Advance Ticketing Date:

(mm/dd/yyyy): Advance Ticketing Date will not be applied until approval

Pending Routing Actions

Awaiting Status Change To	By	Level
RECOMMENDED	SUZANNE RECOMMENDER	10
FUNDS AVAILABLE	SUZANNE FUNDER	15
APPROVED	SUZANNE APPROVER	25

Document History [Display Full History](#)

Status	Date	Time	Name	Remarks
--------	------	------	------	---------

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)

Logged In As: [Suzanne Dove](#) Document Name: SDDALASTX012207_A01 Screen ID: 1072.1 [Close Window](#)
 Traveler Name: [Suzanne Dove](#) Document Type: Authorization [Help for this screen](#)
[Return to Document List](#)

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 Preview Ethics ChkList Pre-Audit Other Auths. Digital Signature [Trip Compare](#)

Trip Compare

Select from the following trips to compare to this Authorization.

Available Authorizations

Document Name	Departure Date	Departure Status	Compare Document
SDWASHINGTON050806_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
SDWASHINGTON070906_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
SDSTCROIXI071706_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
SDROCKVILLEM0101606_A01	10/16/2006	ADJUSTED	Compare
SDAHLGRENVA112006_A01	11/20/2006	CREATED	Compare
SDALBUQUERQUE121106_A01	12/11/2006	ADJUSTED	Compare
SDMIAMI121106_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 Itinerary: Leave From: rockville, md Leave: 22-Jan-07	Overall Starting Point Time Zone: EST (06) For AUTH - SDAUSTINTX101606_A01 Itinerary: Leave From: RES: FAIRFAX, VA Leave: 16-Oct-06																																																							
LOCATION 1 - DALLAS, TX Time Zone: CST (07) For AUTH - SDDALLASTX012207_A01 Itinerary: Leave From: rockville, md TDY Location: DALLAS, TX Arrive: 22-Jan-07 Leave: 25-Jan-07 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	LOCATION 1 - AUSTIN, TX Time Zone: CST (07) For AUTH - SDAUSTINTX101606_A01 Itinerary: Leave From: RES: FAIRFAX, VA TDY Location: AUSTIN, TX Arrive: 16-Oct-06 Leave: 20-Oct-06 Air Fare Type: CP - Air Fare (GOVCC-1) (GOVCC- Fare: \$500.00 I): 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 Itinerary: Leave From: DALLAS, TX Return Location: Rockville, MD Arrive: 25-Jan-07	Overall End Point Time Zone: EST (06) For AUTH - SDAUSTINTX101606_A01 Itinerary: Leave From: AUSTIN, TX Return Location: RES: FAIRFAX, VA Arrive: 20-Oct-06																																																							
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<p style="text-align: center;"> Return to Trip Compare Change to this Document </p>																																																								

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.

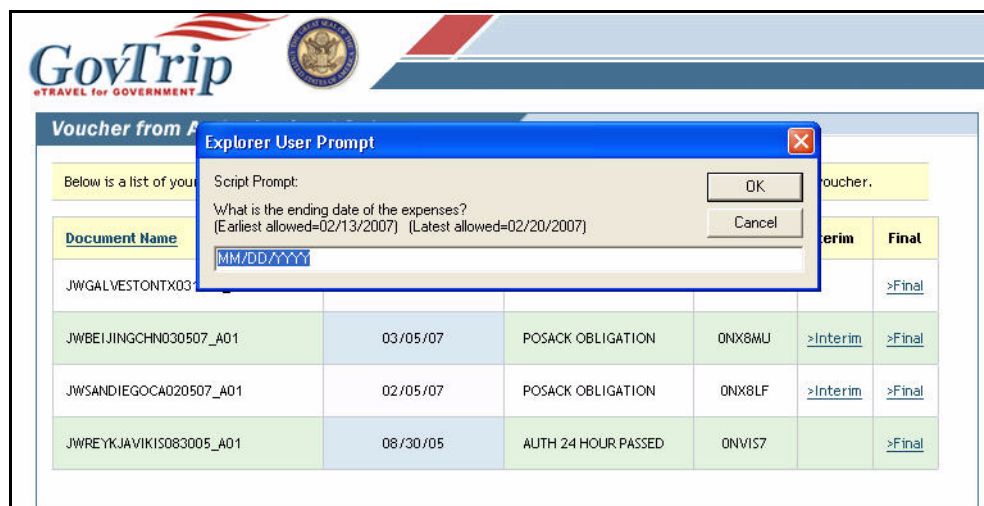


Figure 4-24: Ending Date Pop-Up

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.

Prior Vouchers Summary	
Date	Amount
01/17/07	\$38.50
Current Voucher Cost	\$2,590.00
Total Vouchered Cost	\$2,628.50

[Save And Proceed To Pre-Audit](#)

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).

GovTrip
TRAVEL for GOVERNMENT

Expenses Accounting Additional Options Review / Sign

Non-Mileage Mileage

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your trip. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date:

* Method of Reimbursement:

[view/edit expense details](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Registration Fee	08/20/03	\$50.00	Edit Remove
Auth. Business Call	08/20/03	\$5.00	Edit Remove
Parking - Local	08/20/03	\$10.00	Edit Remove
Total Expenses:		\$65.00	

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).

Traveler Name: Chris Cook Document Type: Local Voucher help for this screen

GovTrip TRAVEL for GOVERNMENT

Expenses Accounting Additional Options Review / Sign

Non-Mileage Mileage

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Mileage Expense #1

* Expense Type: Private Auto Mileage - (\$0.360) * Date: 08/20/2003 (mm/dd/yyyy)

* Method of Reimbursement: PERSONAL

* Miles: 25 x Rate: 0.360 = Cost: \$ 9.00

Mileage Expense #2

* Expense Type: * Date: 08/20/2003 (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

* Miles: x Rate: = Cost: \$

Save Expenses

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).

GovTrip
eTRAVEL for GOVERNMENT

Expenses Accounting Additional Options Review / Sign

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 29-Dec-06 [Retrieve Accounting Label](#)

End Date: 04-Jan-07 [Change Organization](#)

Accounting Label: From **GHHSPTAINA**

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
07 1234567	GHHSPTAINA	view/edit	edit	remove	21101	view/edit
07 General	GHHSPTAINA	view/edit	edit	remove	21301	view/edit

Multiple accounting codes on a trip require allocation of expenses to the accounting codes (labels). Select how you wish to allocate. Then click to proceed with allocations.

How to Allocate:

Proceed to the following page:

Expenses Summary

Expense allocated by Expense Category

07 1234567-21101	
MILEAGE :	\$24.48
OTHER :	\$45.00
07 1234567-21101 Sub Total:	\$69.48
07 General-21301	
PHONE CALLS :	\$15.00
TAXI :	\$25.00
07 General-21301 Sub Total:	\$40.00
Calculated Trip Cost:	\$109.48

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).

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

Additional Remarks:

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Cook, Chris	0

Document History

Status	Date	Time	Name	Remarks
CREATED	08/20/03	12:50PM EDT	Chris Cook	

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).

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
> review	AUTH	EMMINNEAPOLIS082703_A01	APPROVED		08/27/03	Mahan, Eric	\$14,286.30	\$28,572.60	\$0.00	\$0.00
> review	GAUTH	CBWESTPOINTNY120803_G01	APPROVED		12/08/03	BEEISING, CHRIS	\$7,561.87	\$8,910.00	\$0.00	\$0.00

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).

The screenshot shows the GovTrip private page for user CHRIS BEESING. The page includes a navigation bar with 'Administrative' selected, a welcome message, user details, a message center, and a table of 'My Signed Documents'.

Document Name	Current Status	Departure Date	Type
CBZ10803_L01	SIGNED	08/21/03	LVCH
CBPHILADELPHI090403_A01	AUTH 24 HOUR PASSED	09/04/03	AUTH
CBMILWAUKEEWI090503_A01	AUTH 24 HOUR PASSED	09/05/03	AUTH
CBWESTPOINTNY120803_G01	ADJUSTED	12/08/03	GAUTH

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).

Select	Name	Authority
> Select	ALBERT MALONE	
> Select	CLAIRE FOSTER	
> Select	Herb Walker	
> Select	LISA M ADMIN-OST1	

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).

Logged In As: Chris Montalvo Screen ID: 1098.1 Close Window Help for this screen

GovTrip TRAVEL for GOVERNMENT

Routing Lists Reports Additional Setup Rate Lookup

Delegate Authority User Preferences Form Defaults

Delegate Authority

Select a name to delegate your document signing authority.

Select	Name	Authority
> Select	ALBERT MALONE	
> Select	CLAIRE FOSTER	
> Select	Herb Walker	
> Select	LISA M ADMIN-OST1	

Assign Authority

Click OK to delegate your document signing authority. You will be prompted for signature.

ALBERT MALONE has permission level 0,1,2 and may be delegated.

Cancel OK

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).

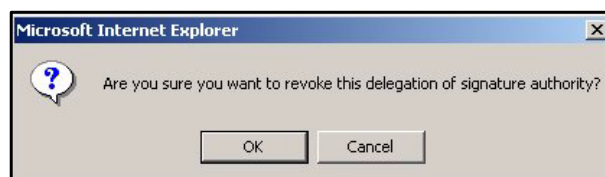


Figure 6-5: Revocation of Delegated Signature Authority Confirmation Window

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:

Chapter 7: Amendments

- 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 confirm the 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**.

- 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

- 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.)
- 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.
- 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.
- In the Pre-Audit Trip screen, click on the **Save and Proceed to Digital Signature** button.
- 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**.
- 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 Shelf
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

Appendix A: Acronyms

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

Appendix A: Acronyms

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.

Appendix B: Definitions

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.

Appendix B: Definitions

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 subtotalling 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 government'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.

Appendix B: Definitions

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 (<i>Repudiation</i> —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.

Appendix B: Definitions

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.

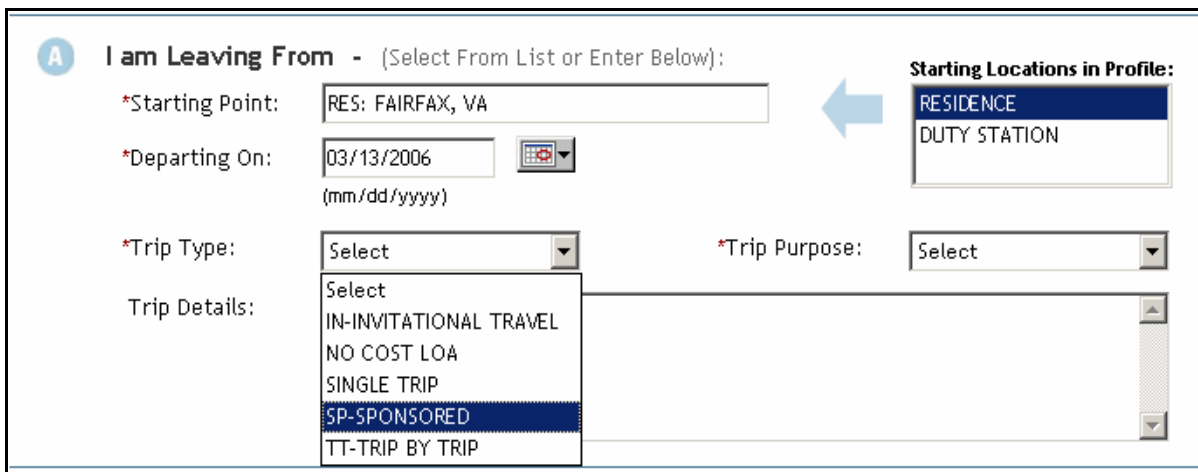
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APPENDIX C: SPONSORED TRAVEL

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).



The screenshot shows a web form titled "I am Leaving From - (Select From List or Enter Below):". It includes several input fields: "Starting Point" with the value "RES: FAIRFAX, VA", "Departing On" with the date "03/13/2006", "Trip Type" with a dropdown menu open showing options like "IN-INVITATIONAL TRAVEL", "NO COST LOA", "SINGLE TRIP", "SP-SPONSORED" (highlighted), and "TT-TRIP BY TRIP". To the right, there is a "Starting Locations in Profile:" box with "RESIDENCE" and "DUTY STATION" options. A blue arrow points from the "Starting Locations in Profile:" box to the "Starting Point" field.

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..

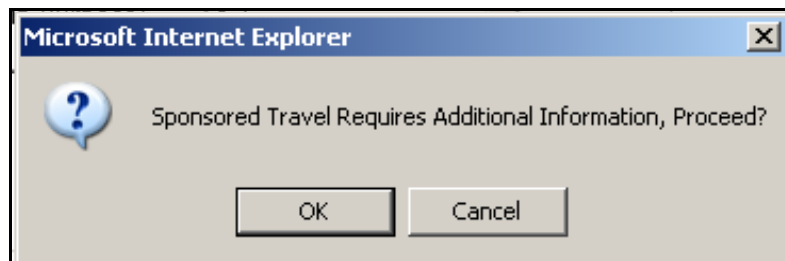


Figure C-2: Sponsored Travel Message

Appendix C: Sponsored Travel Document Processing Guide

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

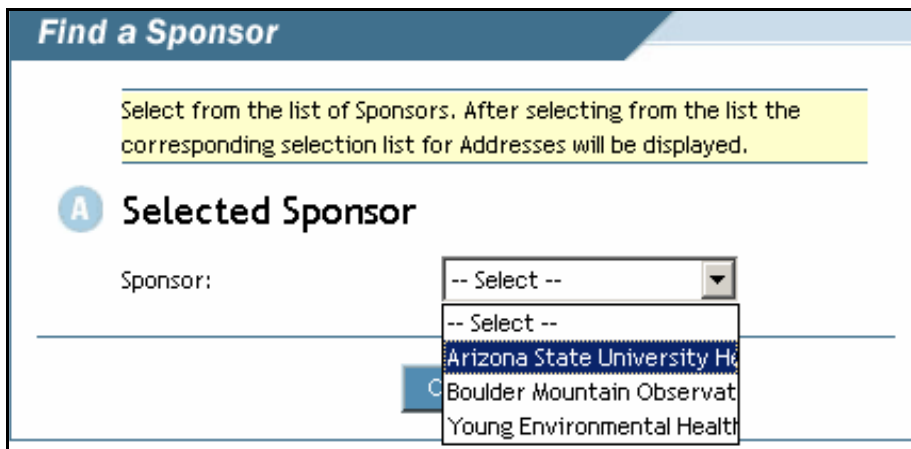


Figure C-5: Select Sponsor

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

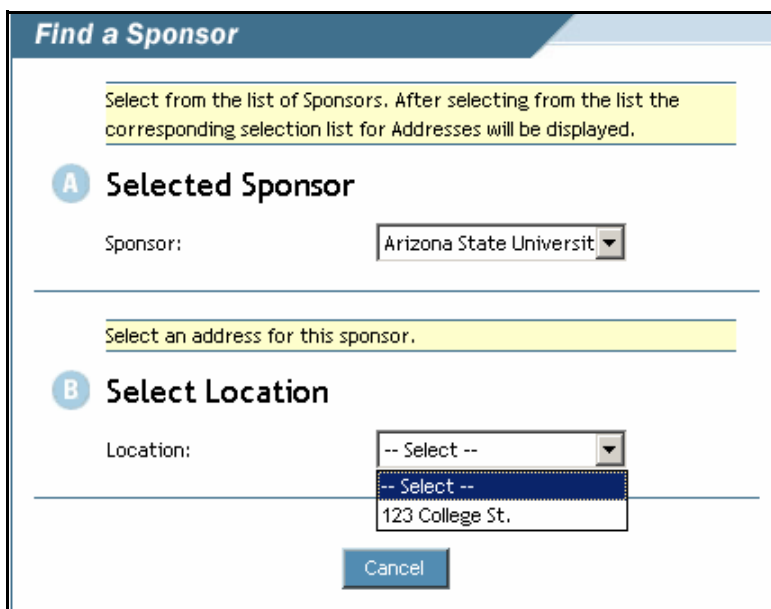


Figure C-6: Sponsor Location

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

Find a Sponsor

Select from the list of Sponsors. After selecting from the list the corresponding selection list for Addresses will be displayed.

A Selected Sponsor

Sponsor: Arizona State Universit

Select an address for this sponsor.

B Select Location

Location: 123 College St.

Cancel Save Sponsor and Return

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).

Sponsor Information:

*Event Sponsor: Arizona State University Health Department (5684)

*Sponsor Address: 123 College St.
Tempe AZ 85281

*Authority Type: --Select--

Save Sponsor

Sponsor Tools:

Sponsor Search - OR - Sponsor Lookup

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).

Sponsor Information:

*Event Sponsor: Arizona State University Health Department (5684)

*Sponsor Address: 123 College St.
Tempe AZ 85281

*Authority Type: --Select--

Save Sponsor

Sponsor Tools:

Sponsor Search - OR - Sponsor Lookup

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)

Sponsor Information:

Sponsor	Sponsor Address	Authority Type	Delete
Arizona State University Health Department (5684)	123 College St.	31 USC 1353	Delete

*Event Sponsor: Use Sponsor Tools at Right

*Sponsor Address: Use Sponsor Tools at Right

*Authority Type: --Select--

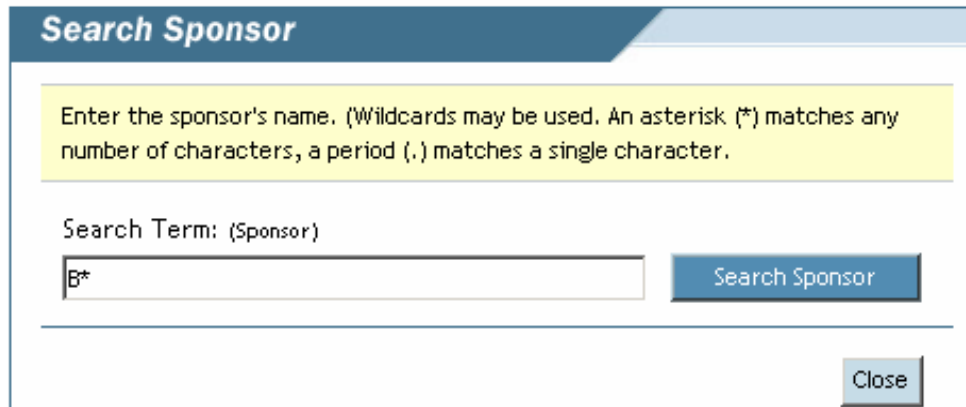
Save Sponsor

Sponsor Tools:

Sponsor Search - OR - Sponsor Lookup

Figure C-10: Sponsor Search

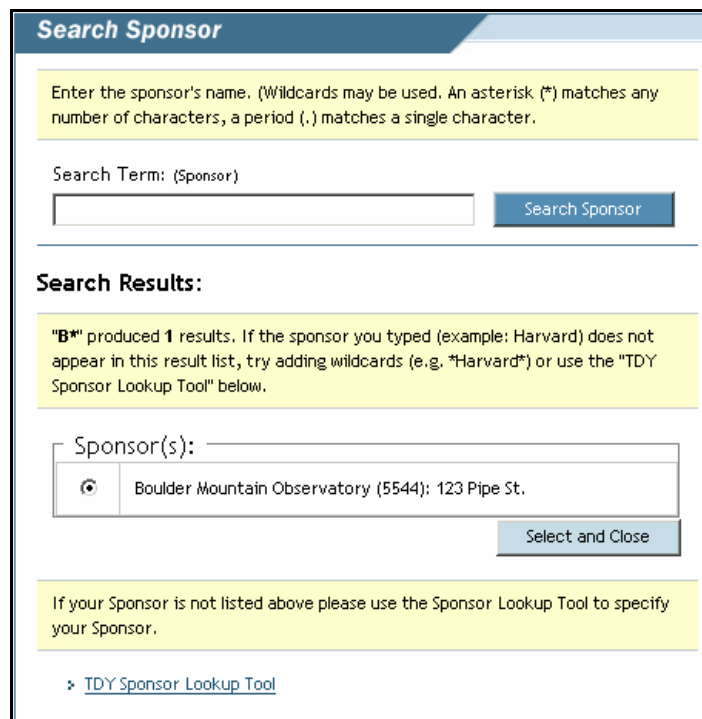
13. Type in the Sponsor Name. **Note:** If the correct spelling of the sponsor is unknown, enter the first letter followed by an asterisk, then select the “Search Sponsor” button (Figure C-11)



The screenshot shows a web interface titled "Search Sponsor". At the top, there is a blue header with the title. Below the header is a yellow instruction box: "Enter the sponsor's name. (Wildcards may be used. An asterisk (*) matches any number of characters, a period (.) matches a single character.)". Underneath is a form with the label "Search Term: (Sponsor)" and a text input field containing "B*". To the right of the input field is a blue button labeled "Search Sponsor". At the bottom right of the form is a grey button labeled "Close".

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).



The screenshot shows the "Search Sponsor" interface after a search. The search term field is empty. Below the search area is a section titled "Search Results:". A yellow box contains the text: "“B*” produced 1 results. If the sponsor you typed (example: Harvard) does not appear in this result list, try adding wildcards (e.g. *Harvard*) or use the "TDY Sponsor Lookup Tool" below." Below this is a list of results under the heading "Sponsor(s):". The first result is "Boulder Mountain Observatory (5544): 123 Pipe St." with a radio button next to it. To the right of the list is a blue button labeled "Select and Close". At the bottom, a yellow box contains the text: "If your Sponsor is not listed above please use the Sponsor Lookup Tool to specify your Sponsor." Below this is a blue link: "TDY Sponsor Lookup Tool".

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)

Sponsor Information:

Sponsor	Sponsor Address	Authority Type	Delete
Arizona State University Health Department (5684)	123 College St.	31 USC 1353	Delete

*Event Sponsor: Boulder Mountain Observatory (5544)

*Sponsor Address: 123 Pipe St.

*Authority Type: --Select--

--Select--
31 USC 1353
42 USC 3506
5 USC 7342

Save Sponsor

Sponsor Tools:

Sponsor Search
- OR -
Sponsor Lookup

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.

Sponsor Information:

Sponsor	Sponsor Address	Authority Type	Delete
Boulder Mountain Observatory (5544)	123 Pipe St.	31 USC 1353	Delete
Arizona State University Health Department (5684)	123 College St.	31 USC 1353	Delete

*Event Sponsor: Use Sponsor Tools at Right

*Sponsor Address: Use Sponsor Tools at Right

*Authority Type: --Select--

Save Sponsor

Sponsor Tools:

Sponsor Search
- OR -
Sponsor Lookup

Figure C-14: Sponsor Information Review

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

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

*Location 1: Use Location Tools at Right

*Arriving On: 03/13/2006 (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:

Search Location - OR - TDY Location Lookup

Location Tool

Figure C-15: My TDY Location

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

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

Location	Arriving On	Departing On	Edit	Delete
Insert 1 MANHATTAN,NY	03/13/06	03/17/06	Edit	Delete

C I am Returning To:

*Ending Point:

*Returning On: 03/17/2006 (mm/dd/yyyy)

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

Return Locations in Profile:

RESIDENCE
DUTY STATION

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

Air Travel Lodging Car Rental Rail Preview Screen

Save and Proceed

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)..

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Lodging Rental Car Rail Other Trans.

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).

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
 Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 13-Mar-06 **Return:** 17-Mar-06

Non-Mileage Expense #1

<p>* Select Expense Type: <input style="width: 90%;" type="text"/></p> <p style="text-align: center;">- OR - <input style="width: 90%;" type="text"/></p>	<p>* Cost: \$ <input style="width: 80%;" type="text"/></p> <p>* Method of Reimbursement <input style="width: 95%;" type="text"/></p>	<p>* Date: <input style="width: 80%;" type="text"/> </p> <p style="text-align: center; font-size: small;">(mm/dd/yyyy)</p> <p>* Method of Reimbursement <input style="width: 95%;" type="text"/></p>
---	--	--

Non-Mileage Expense #2

<p>* Select Expense Type: <input style="width: 90%;" type="text"/></p> <p style="text-align: center;">- OR - <input style="width: 90%;" type="text"/></p>	<p>* Cost: \$ <input style="width: 80%;" type="text"/></p> <p>* Method of Reimbursement <input style="width: 95%;" type="text"/></p>	<p>* Date: <input style="width: 80%;" type="text"/> </p> <p style="text-align: center; font-size: small;">(mm/dd/yyyy)</p> <p>* Method of Reimbursement <input style="width: 95%;" type="text"/></p>
---	--	--

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.

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
 Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 13-Mar-06 **Return:** 17-Mar-06

Non-Mileage Expense #1

* Select Expense Type: * Cost: \$ * Date:
 - OR - * Method of Reimbursement:

Non-Mileage Expense #2

* Select Expense Type: * Cost: \$ * Date:
 - OR - * Method of Reimbursement:

(Note: A dropdown menu for Method of Reimbursement is shown with options: PERSONAL, -- Please Select --, GOVCC, SPONSORED CBA, SPONSORED IN-KIND, SPONSORED REIMBURSABLE, -- Please Select --)

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.

Non-Mileage Expense #1

* Select Expense Type: * Cost: \$ * Date:
 - OR - * Method of Reimbursement:

Non-Mileage Expense #2

* Select Expense Type: * Cost: \$ * Date:
 - OR - * Method of Reimbursement:

Non-Mileage Expense #3

* Select Expense Type: * Cost: \$ * Date:
 - OR - * Method of Reimbursement:

Non-Mileage Expense #4

* Select Expense Type: * Cost: \$ * Date:
 - OR - * Method of Reimbursement:

Non-Mileage Expense #5

* Select Expense Type: * Cost: \$ * Date:
 - OR - * Method of Reimbursement:

Figure C-20: Non-Mileage Expenses

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

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 13-Mar-06 Return: 17-Mar-06

Mileage Expense #1

* Vehicle: Pvt Auto

* Date: 03/13/2006 (mm/dd/yyyy)

* Method of Reimbursement: PERSONAL

* Miles: 15 x Rate .445 = Cost \$ 6.68

To calculate mileage for POVs use the [Table of Distances](#)

Mileage Expense #2

* Vehicle: Pvt Auto

* Date: 03/17/2006 (mm/dd/yyyy)

* Method of Reimbursement: PERSONAL

* Miles: 15 x Rate .445 = Cost \$ 6.68

To calculate mileage for POVs use the [Table of Distances](#)

Save Expenses

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).

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

Payment Methods Accounting Codes Sponsored Travel

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).

The screenshot shows a web interface titled "Payment Methods". At the top, there is a light blue header bar with the text "Payment Methods". Below this is a yellow highlighted box containing the following text: "Each expense for your trip has an associated payment method. Payment methods are assigned by default. All Sponsored Travel payment methods must have a sponsored type payment method assigned. The payment method for non-sponsored expenses must have a non-sponsored payment method assigned. You may assign payment method by:". Below the yellow box are two radio button options: "Individual Expense" (which is selected) and "Expense Category". At the bottom of the interface is a blue button labeled "Assign Payment Method".

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).

Payment Methods

Each expense for your trip has an associated payment method. Payment methods are assigned by default. All Sponsored Travel payment methods must have a sponsored type payment method assigned. The payment method for non-sponsored expenses must have a non-sponsored payment method assigned. You may assign payment method by:

Individual Expense
 Expense Category

Assign Payment Method

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.”

Date	Category	Amount	Payment Method
03/13/06	Air Fare (GOVCC-I)	\$259.30	PERSONAL
03/13/06	Gasoline-Rental Car	\$40.00	PERSONAL CENTRAL BILL GOVCC
03/13/06	Hotel Tax	\$30.00	SPONSORED IN-KIND SPONSORED CBA
03/13/06	LODGING	\$201.00	SPONSORED REIMBURSABLE PERSONAL

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).

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 13-Mar-06 [Find Accounting Label](#)

End Date: 17-Mar-06

Accounting Label: From **GHHS**

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	GHHS	view	edit	remove	21.11	view/edit
05 K7225BM	GHHS	view	edit	remove	21.13	view/edit

Figure C-27: Lines of Accounting

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

Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

Payment Methods
Accounting Codes
Sponsored Travel

Assign Sponsor to Accounting Code

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

Sponsor:

Select	Organization	Account Label
Select	GHHS	05 K72222M-21.11
Select	GHHS	05 K7225BM-21.13

Figure C-28: Sponsored Travel

Appendix C: Sponsored Travel Document Processing Guide

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

Assign Sponsor to Accounting Code

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

Sponsor: Arizona State University Health Department

Select	Org	Accounting Label
Select	GHHSG	05 K72222M-21.11
Select	GHHSG	05 K7225BM-21.13

[Return](#)

Figure C-29: Select Sponsor

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

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

Sponsor: Arizona State University Health Department

Select	Org	Accounting Label
Select	GHHSG	05 K72222M-21.11
Select	GHHSG	05 K7225BM-21.13

[Return](#)

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	GHHS	view	edit	remove	21.11	view/edit
05 K72222M	GHHS	view	edit	remove	21.11	view/edit
05 K7225BM	GHHS	view	edit	remove	21.13	view/edit
05 K7225BM	GHHS	view	edit	remove	21.13	view/edit
Boulder Mountain Observatory (5544):123 Pipe St.						

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).

Multiple accounting codes on a trip require allocation of expenses to the accounting codes (labels). Select how you wish to allocate. Then click "Allocate Sponsored Expenses" or "Allocate Non-Sponsored Expenses" to proceed with allocations.

How to Allocate:

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)..

Select the accounting code to use for each category for your trip.

Category	Amount	05 K72222M- 21.11:4506	05 K7225BM- 21.13:4503
Air Fare (GOVCC-I)	\$517.10	<input checked="" type="radio"/>	<input type="radio"/>
Gasoline-Rental Car	\$40.00	<input checked="" type="radio"/>	<input type="radio"/>
Hotel Tax	\$30.00	<input checked="" type="radio"/>	<input type="radio"/>
LODGING	\$804.00	<input checked="" type="radio"/>	<input type="radio"/>
Rental Car	\$160.00	<input checked="" type="radio"/>	<input type="radio"/>

Save Allocations Cancel

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).

Select the accounting code to use for each category for your trip.

Category	Amount	05 K72222M- 21.11:4506	05 K7225BM- 21.13:4503
Air Fare (GOVCC-I)	\$517.10	<input checked="" type="radio"/>	<input type="radio"/>
Gasoline-Rental Car	\$40.00	<input checked="" type="radio"/>	<input type="radio"/>
Hotel Tax	\$30.00	<input checked="" type="radio"/>	<input type="radio"/>
LODGING	\$804.00	<input checked="" type="radio"/>	<input type="radio"/>
Rental Car	\$160.00	<input checked="" type="radio"/>	<input type="radio"/>

Save Allocations Cancel

Figure C-35: Allocate Expenses by Category

Appendix C: Sponsored Travel Document Processing Guide

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	\$326.36
Total:	
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	\$747.10
Sub Total:	
05 K7225BM-21.13:4503	
Boulder Mountain Observatory (5544): 123 Pipe St.	
LODGING :	\$804.00
05 K7225BM-21.13:4503	\$804.00
Sub Total:	
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)..

Multiple accounting codes on a trip require allocation of expenses to the accounting codes (labels). Select how you wish to allocate. Then click "Allocate Sponsored Expenses" or "Allocate Non-Sponsored Expenses" to proceed with allocations.

How to Allocate:

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).

Allocate Expenses by Percentage

Please allocate the expenses for your trip to the accounting codes that you selected. Please make sure that percentages add to 100%.

05 K72222M-21.11	<input type="text" value="20%"/>
05 K7225BM-21.13	<input type="text" value="80%"/>

Percentage that is not allocated:

Figure C-38: Allocate Expenses by Percentage

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

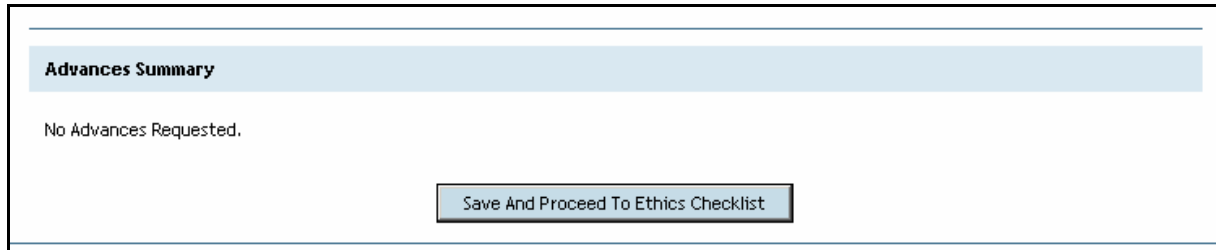
Expenses Summary	
Expense allocated by Expense Category	
05 K72222M-21.11	
LODGING :	\$0.00
M&IE :	\$57.60
MILEAGE :	\$2.68
OTHER :	\$5.00
05 K72222M-21.11 Sub	\$65.28
Total:	
05 K72222M-21.11:4506	
Arizona State University Health Department (5684);123 College St.	
COM. CARR.-I :	\$517.10
LODGING :	\$30.00
OTHER :	\$40.00
RENTAL CAR :	\$160.00
05 K72222M-21.11:4506	\$747.10
Sub Total:	
05 K7225BM-21.13	
LODGING :	\$0.00
M&IE :	\$230.40
MILEAGE :	\$10.68
OTHER :	\$20.00
05 K7225BM-21.13 Sub	\$261.08
Total:	
05 K7225BM-21.13:4503	
Boulder Mountain Observatory (5544);123 Pipe St.	
LODGING :	\$804.00
05 K7225BM-21.13:4503	\$804.00
Sub Total:	
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)..



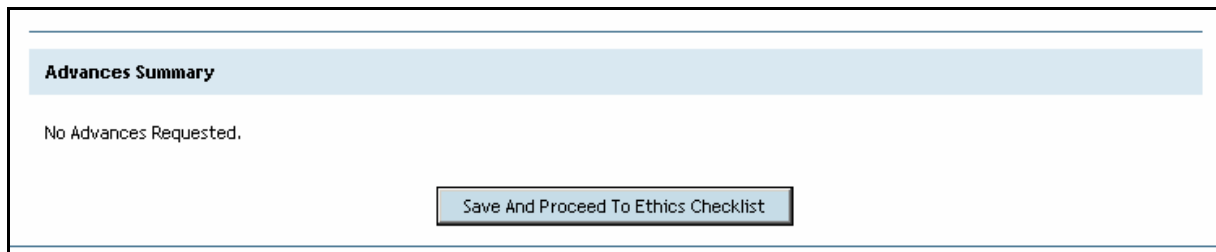
The screenshot shows a web interface with a light blue header bar containing the text "Advances Summary". Below the header, the text "No Advances Requested." is displayed. At the bottom center of the interface is a rectangular button with the text "Save And Proceed To Ethics Checklist".

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.



This screenshot is identical to Figure C-40, showing the "Advances Summary" header, the text "No Advances Requested.", and the "Save And Proceed To Ethics Checklist" button.

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.

Appendix C: Sponsored Travel Document Processing Guide

- 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 acceptance of payments as provided in DHHS Travel Manual 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 GHHS			
4. PURPOSE OF TRIP SITE VISIT			
5. AUTHORITY FOR TRAVEL <input checked="" type="checkbox"/> 31 USC 1353 <input type="checkbox"/> 42 USC 3506 <input type="checkbox"/> 5 USC 7342 <i>(See DHHS Travel manual Chapter 1-70):</i> METHOD OF PAYMENT: <input type="checkbox"/> DIRECT REIMBURSEMENT TO APPROPRIATION _____ Appropriation No. _____ <input checked="" type="checkbox"/> IN KIND _____ \$804.00 <input type="checkbox"/> SPONSORED CBA _____ <i>*Note: Cash may only be accepted under 42 U.S.C. 3506 Authority</i>		INDICATE VALUE OF PAYMENT TRAVEL _____ \$0.00 LODGING _____ \$804.00 MEALS _____ \$0.00 OTHER _____ \$0.00	
6. PAYMENT TO BE USED FOR TRAVEL <input type="checkbox"/> ROUND <input type="checkbox"/> 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.

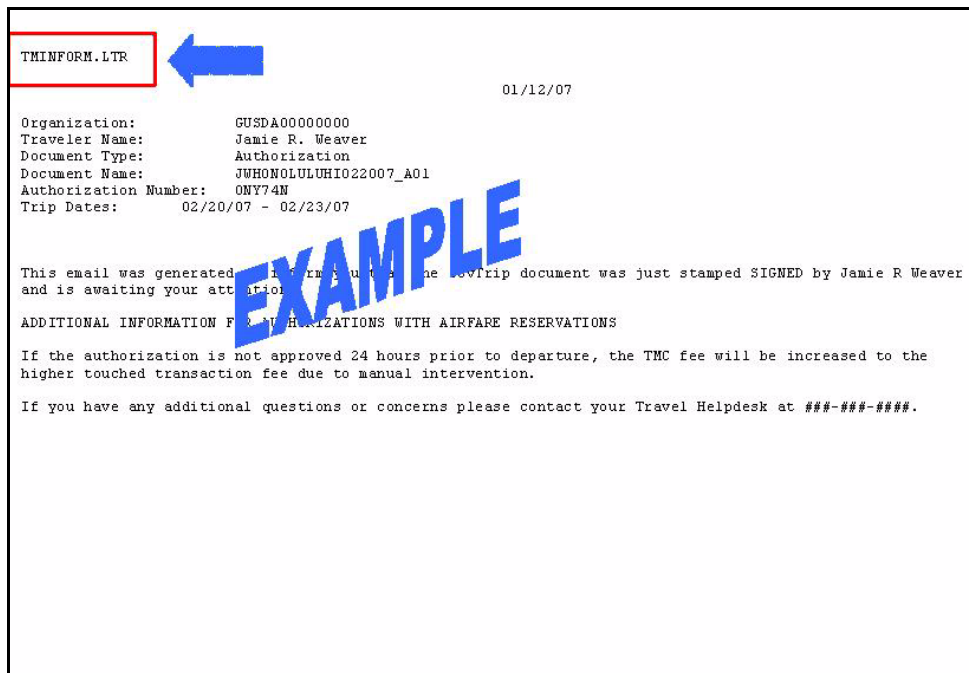


Figure E-1: Identification of Email Type

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.

Appendix F: Document Status Stamps

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.

Appendix F: Document Status Stamps

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.

Appendix G: Pre-Audit Flags

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 than 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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