

Travel Arrangers

Make sure you are in the “Department of the Interior Full GovTrip” Version. After logging on to www.govtrip.com, look at the top of the web page. Please be sure the banner at the top of the page says “Gov Trip” on the left and “Department of the Interior” on the right. If it says “General Version”, you must click the Change Edition link located at the top of the page. Once you click Change Edition, choose Department of the Interior Full GovTrip from the Select Agency Name drop-down box, check the Remember my Agency checkbox, and click the Set Version button.

Arranging Travel for others

Contact your local system administrator and request to be set up as a travel arranger.

When in GovTrip, go to the tab “Official Travel – Other”

From this screen you can create authorizations and vouchers for others. You can also sign an authorization on their behalf.

Voucher Expenses

Note: if you have made your reservations in GovTrip, all air, car, hotel and TMC expenses will populate the voucher. If for any reason, you have made the reservation by calling the agent, you will need to include the following in an authorization:

- Enter Air/Rail cost, click Travel and then “Other Trans”
- Enter Rental Car cost in “Expenses”
- Enter Lodging Tax in “Expenses”
- Update Lodging cost and MIE alterations, click Additional Options and then “Per Diem Entitlements”
- Add any Conference Registration Fees not on the charge card in “Expenses”
- Enter SATO fee of \$27.75 in “Expenses” if they have called the agent

Sign and Submit

Voucher is ready for approval

Adding Account Codes

You must have accounting information to approve a travel voucher.

In the authorization screen, you will see “Accounting Label” if your bureau has added them, using the drop down box, scroll to your account code and select the correct one.

You can also search the account by typing * and any known element of the accounting code.

If the account is not available, select the closest match and edit it or you will need to contact a System Administrator to have the account number permanently added.

Attaching documents

Two methods of attaching documents or receipts:

- Fax – print out cover page found under the “Expenses” tab, under “Documentation/Receipts” and fax to the toll free number 1-888-566-0250. Information should be uploaded within 10 minutes
- Scan, Browse & Upload (2 MD per upload) .jpg, .jpeg, .PDF, .bmp, .tif (note – no word documents).
- Verify either fax or scanned documents are uploaded successfully, are readable and include all pages