GovTrip - New Employee Quick Tips for Getting Started

ADVICE FROM USDA TRAVEL PROS:
"Set up your profile & start your authorization for travel early to reduce travel costs and stress"

GETTING STARTED	
Step	**How To**

1. **Gather start up information**	➢ Ask your supervisor/manager or Agency FATA . . .
	  o For the name of routing list that includes your "Approving Officials" (who will approve your travel authorizations and vouchers)
	  o For the accounting code to which your expenses will usually apply
	  o Whether you need a US Bank Travel Card (called "GovCC-I" in GovTrip) and how to apply
	  o If you don't need/have a Travel Card, and need to make airline reservations , obtain your agency's Centrally Billed Account # (called "GovCC-C" in GovTrip)

2. **Establish your e-Authentication user ID**	➢ Ask your supervisor/manager, Agency FATA, or click here: http://www.eauth.egov.usda.gov/index.html ➢ Or call 1-800-457-3642
3. **Have your GovTrip account created**	➢ Creation of your profile and access is usually done by your Agency FATAs -- contact s/he for how to's specific to your agency
4. **Get training**	➢ Click for USDA GovTrip Training via AgLearn ➢ Click for GovTrip System Training or GovTrip Training - Document Processing Manuals ➢ Click for Travel Dos and Don'ts
5. **Login**	➢ Use your eAuth password to log into the system at http://govtrip.com. Be sure to select the **Department of Agriculture version** and the **green** log in button. *Please note GovTrip is generally available on the Internet 24/7, although it is occasionally down for maintenance/outages*
6. **Update Your "Personal Profile"**	➢ After logging into GovTrip the first time, update your profile under "Traveler Setup", "Travel Profile". Be sure to provide requested information under the tabs "My Preferences", "My Additional Information", and "My Account Information". See section 2.1 of the GovTrip Training - Document Processing Manuals
7. **Select approval "Routing List"**	➢ In GovTrip, select "Traveler Setup", "Travel Profile", "My Additional Information", and "Routing List", then select your routing List
8. **Create Your "Travel Authorization"**	➢ For information on how to create your "Travel Authorization" please see GovTrip Travel Authorization Instructions: Tri-Fold *Remember that you are required to use your US Bank Travel Card (called GovCC-I in GovTrip) if you have one, or your agency/office's Centrally Billed Account (called GovCC-C in GovTrip) if you do not have a US Bank Travel Card – Travelers are not authorized to use their personal credit cards for airfare purchases.*
9. **Get Your "Travel Authorization" request approved, and tickets issued**	➢ Verify your authorization has been approved by opening your authorization, selecting "Digital Signature Page", and "Display Full History", and scrolling to the bottom. Check for status of "CTO Ticketed". *Please note that ticketing status can also be verified at: Virtuallythere.com* ➢ Obtain your e-tickets via e-mail from your Travel Management Center (TMC) *Please note: If your authorization isn't approved, your tickets cannot be issued*
10. **Travel**	➢ Bring a hotel tax federal exemption form, if the hotel requires/accepts them ➢ Remember to keep receipts required by your agency for expense reimbursement
11. **Create your "Travel Voucher" to request expense reimbursement**	➢ For information on how to create your "Travel Voucher" please see: GovTrip Travel Voucher Instructions: Tri-Fold ➢ Remember to submit your travel voucher *within five days of your return*, as required by Federal Travel Regulations (FTR)
12. **Get your Travel Voucher approved**	➢ *Please note: If your voucher is not approved, you will not be reimbursed* ➢ Verify your voucher has been approved by opening your authorization, select "Digital Signature Page", and "Display Full History", and scroll to the bottom. Check for status of "Payment Submit and/or Paid"
13. **Pay your US Bank Travel Card on time**	➢ Remember you are personally liable for paying your US Bank Travel Card on time, regardless of the date you receive your travel expense reimbursement

Helpful Resources	
For Self Service Travel:	➢ http://govtrip.com **-** USDA's official Web site for travel planning, authorizations, and travel vouchering/expense reimbursement
For Agencies'/Offices Travel Staff	➢ Travel Policy Users Group Points of Contact (http://cod.nfc.usda.gov/GovTrip/TPUG-POC.pdf)
For Individual Service	➢ **Travel Management Centers (TMC): 866-569-5334 (24 hour service available)** Follow the prompts to your agency's/office's TMC *Please note that your US Bank Travel Card (GovCC-I) or Centrally Billed Account (GovCC-C) will be billed a fee for this call – please call only when necessary*
For info on USDA International Travel requirements (e.g., Passports and Visas)	➢ FAS is the lead Agency on international travel and handles the passport and visa requirements. Please contact your agency FATA to determine if you should work directly with your travel coordinator to facilitate international travel ➢ http://www.fas.usda.gov/admin/visa_requirements/default.asp ➢ http://www.fas.usda.gov/admin/visa_requirements/visa_requirements_search.asp
For Federal Travel Regulations	➢ www.gsa.gov ➢ Federal Travel Regulations (FTR) ➢ Per Diem Rates ➢ POV Mileage Reimbursement ➢ Airfares (City Pair Search)
Agriculture Travel Regulations (ATR)	➢ Agriculture Travel Regulations (ATR; http://www.ocio.usda.gov/directives/doc/DR2300-002.htm)
For more info on USDA's Efforts To Improve GovTrip	➢ USDA GovTrip Improvement Team (http://cod.nfc.usda.gov/GovTrip/GovTrip.html)