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"

Step How To 1. Gather start up information > Ask your supervisor/manager or Agency FATA • For the name of routing list that includes your "Approving Officials" (who will approve your travel authorizations and vouchers) 0 For the name of routing list that includes your "Approving Officials" (who will approve your travel authorizations and vouchers) 0 For the name of routing your owhich your expenses will usually apply 0 If you don't need/have a Travel Card (called "GovCC-1" in GovTrip) and how to apply 2. Establish your e- Authentication user Ask your supervisor/manager, Agency FATA, Or call : 360-473-3642 3. Have your GovTrip account created She for how to's specific to your agency / Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Document Processing Manuals Click for GovTrip System Training or GovTrip Training - Traveler Setup", "Travel Profile" "Person	GETTING STARTED			
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Travel Card on time regardless of the date you receive your travel expense reimbursement	Travel Card on time	Ĺ	regardless of the date you receive your travel expense reimbursement	

Helpful Resources			
For Self Service Travel:	<u>http://govtrip.com</u> - USDA's official Web site for travel planning, authorizations, and		
	travel vouchering/expense reimbursement		
For Agencies'/Offices	Travel Policy Users Group Points of Contact (http://cod.nfc.usda.gov/GovTrip/TPUG-		
Travel Staff	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	> FAS is the lead Agency on international travel and handles the passport and visa		
International Travel	requirements. Please contact your agency FATA to determine if you should work		
requirements (e.g.,	directly with your travel coordinator to facilitate international travel		
Passports and Visas)	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	➢ www.gsa.gov		
Regulations	Federal Travel Regulations (FTR)		
	Per Diem Rates		
	POV Mileage Reimbursement		
	Airfares (City Pair Search)		
Agriculture Travel	Agriculture Travel Regulations (ATR;		
Regulations (ATR)	http://www.ocio.usda.gov/directives/doc/DR2300-002.htm)		
For more info on	USDA GovTrip Improvement Team (http://cod.nfc.usda.gov/GovTrip/GovTrip.html)		
USDA's Efforts To			
Improve GovTrip			