



Creating an Authorization

Log in to GovTrip.

- Go to www.hhs.gov/travel.
- Click on the GovTrip logo on the right side of the page to access GovTrip.
- For Agency, select HHS.
- Enter your user name and password and click the Login to GovTrip button.
- Read and Accept the Warning and Privacy Act Statement.

Step 1. To Create a New Authorization.



- Click the Authorization Tab.
- Click the Create an Authorization Button.

Step 2. Create Your Itinerary.

Step 1: Where are you Departing From?

- In the Departing From section, enter your Departing On date.
- Select where you will be departing from: Residence, Duty Station, or Other.
- In the Returning To section, enter your Returning On date.
- Select where you will be returning to; Residence, Duty Station, or Other.
- Select your Trip Type.
- Select your Trip Purpose.
- In the Trip Details text box, enter any trip information you would like your approving official to see. This information will be displayed on the Preview Trip page of your Authorization.
- Click the Next Section button.

Step 2: What are your Temporary Duty Locations?

- In the Arriving On field, enter the date you will arrive at your TDY location.

- In the Departing On field, enter the date you will depart your TDY location.
- Select your TDY Location using one of the available search methods; Keyword Search, County, Zip Code or Select by TDY Location.
- Click the radio button next to the TDY location (not applicable for Select by TDY Location search) and click Add Selected Location.
- If you are traveling to another TDY Location, at the Additional TDY Locations? prompt, select the Yes button and repeat steps e and f; otherwise select the No button.

Step 3: What Kinds of Reservations Do You Need?

- Select the reservations you will be adding to your Authorization by clicking the "Check Box" next to each reservation type.
- Click the Save and Proceed button.

Step 3. To Book an Air Reservation.



If you do not need to book an Air Reservation, proceed to section 4.

- Select Round Trip or One Way.
- Enter the name of the airport city or airport code where you will be departing.
- Enter the name of the airport city or airport code where you will be arriving.
- Click the Search Availability button.
- From the results screen, click the Add to Price List button for the flights you would like to price. You may price up to 10 flights.
- Click the Price Flights button.
- From the priced flights list, select the flights you would like to save by clicking the Select button.
- Click the Select Flight(s) button.
- Use the Select Seat link to indicate a seating preference or use the Seat Selection drop down. (Seat maps are not always available).
- Ensure the Payment Method and the Method of Reimbursement for the flight are correct and click Save Selected Flight.
- On the "Booking Status" screen, click Return to Available Flights to book another flight and complete steps a through j, or click Proceed to Next Section to continue with your Authorization.

Step 4. To Book a Hotel Reservation.



If you do not need to book a Lodging Reservation, proceed to section 5.

- Confirm the Check-In and Check-Out dates are correct.
- Select the search tab for your preferred search method, Near TDY Location, Near Airport, By Zip Code, or By Hotel Name.
- Click the Search Accommodations button.
- Click the Select Hotel Info & Rates button next to the hotel you would like to select.
- (If no rooms are available or your preferred room type does not appear, select Choose Another Hotel)
- Select the radio button next to the room type/rate, Always select the FedRooms rate when available.
- Ensure the Payment Method and Method of Reimbursement are correct.
- Click the Save Selected Hotel button.
- On the "Booking Status" screen, click Book Additional Hotel to add another hotel and complete steps a through g, or click Proceed to Next Section.

Step 5. To Book a Rental Car Reservation.



If you do not need a rental car, proceed to section 6.

- Fill in the search information and select your Pick-up Location and Drop-off Location.
- Click the Search Rental Car Availability button.
- Click the Select and Continue button next to the rental car company you would like to use.
- Select the Method of Reimbursement.
- Click the Save Selected Car button.
- On the "Booking Status" screen, you may book another car by clicking the Book Additional Rental Car button and complete steps a through e, or click Proceed to Next Section.

Step 6. To Edit Your Per Diem Entitlements.



- a. Verify the per diem entitlements are correct. Click the Edit button next to the days you would like to update.
- b. Click Save These Entitlements.
- c. Click the Next Section button.

Step 7. To Add Non-Mileage Expenses.



- a. Click the Expense Type drop down and select the expense you want to add.
- a. (If you need to enter an expense not in the drop down, select the Enter expense not listed link and manually type the expense name).
- b. Enter the Cost, Date, Method of Reimbursement and click the Save Expense button.
- c. When you have finished entering Non-Mileage Expenses, click the Next Section button.

Step 8. To Add Mileage Expenses.



- a. Click the Expense Type drop down and select the Expense you want to add.
- a. (If you need to enter an expense not in the drop down, select the Enter expense not listed link and manually type the expense name).
- b. Enter the Date, Method of Reimbursement, number of miles and click the Save Expense button.
- c. When you have finished entering Mileage Expenses, click the Next Section button.

Step 9. To Add Accounting.



- a. Select the Line(s) of Accounting from the drop down.
- b. Under Selected Accounting Codes, click on the View/Edit link under View/Edit Object Class.
- c. Click on the drop down next to Object Class Description and select your Object Class Description.
- d. Click on the Select link next to the correct Object Class.
- e. Click the Next Section button.

Step 10. To Preview Trip.



- a. Review all your trip information. Update any incorrect information or add any missing information.
- b. Click the Next Section button.

Step 11. To Review Your Pre Audits.



- a. If any items on your Authorization have been flagged, you must enter a Justification to Approving Official.
- b. When you have entered all your justifications, click the Next Section button.

Step 12. To Add Your Digital Signature.



- a. Ensure that the "SIGNED" stamp is populated in the "Submit this document as:" drop down.
- b. Enter any remarks in the Additional Remarks box you want included with your signature.
- c. Click the Submit Completed Document button.
- d. On the "Stamp Process" page, read the information and click the Save and Continue button. (Click Cancel if you want to return to your document without stamping your document SIGNED).



E-Gov Travel Office
www.hhs.gov/travel