

- 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.
- 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 for the Approving Official.
- b. When you have entered all your justifications, click the Next Section button.

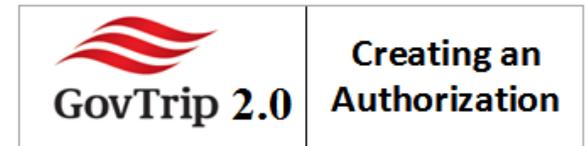
Step 12. To Add Your Digital Signature.



- 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



Log in to GovTrip

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

Step 1. To Create a New Authorization.



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

Step 2. Create Your Itinerary.

Step 1: Where are you Departing From?

- a. In the Departing From section, enter your Departing On date
- b. Select where you will be departing from: Residence, Duty Station, or Other.
- c. In the Returning To section, enter your Returning On date
- d. Select where you will be returning to; Residence, Duty Station, or Other.
- e. Select your Trip Type
- f. Select your Trip Purpose
- g. 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.
- h. Click the Next Section button.

Step 2: What are your Temporary Duty (TDY) Locations?

- a. Verify the arrival and departure dates for your TDY. Be sure to adjust the dates for multiple TDYs.

- b. Select your TDY Location using one of the available search methods; Keyword Search, County, Zip Code or Select by TDY Location.
- c. Click the radio button next to the TDY location (not applicable for Select by TDY Location search) and click Add Selected Location.
- d. If you are traveling to another TDY location, repeat steps a through c.

Step 3: What Kinds of Reservations Do You Need?

- a. Select the reservations you will be adding to your Authorization by clicking the "Check Box" next to each reservation type.
- b. 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.

- a. Select Round Trip or One Way
- b. Enter the name of the airport city or airport code where you will be departing.
- c. Enter the name of the airport city or airport code where you will be arriving.
- d. Click the Search Availability button.
- e. 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.
- f. Click the Price Flights button.
- g. From the priced flights list, select the flights you would like to save by clicking the Select button.
- h. Click the Select Flight(s) button.
- i. Use the Select Seat link to indicate a seating preference or use the Seat Selection drop down. (Seat maps are not always available)
- j. Ensure the Payment Method and the Method of Reimbursement for the flight are correct and click Save Selected Flight.
- k. 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.

- a. Confirm the Check-In and Check-Out dates are correct. Adjust the dates if you have multiple TDYs.
- b. Select the search tab for your preferred search method, Near TDY Location, Near Airport, By Zip Code, or By Hotel Name.
- c. Click the Search Accommodations button.
- d. Click the Check Availability button next to the hotel you would like to select.
- e. If no rooms are available or your preferred room type does not appear, select Choose Another Hotel.
- f. Select the radio button next to the room type/rate, Always select the FedRooms rate when available.
- g. Ensure the Payment Method and Method of Reimbursement are correct.
- h. Click the Save Selected Hotel button.
- i. On the "Booking Status" screen, click Book Additional Hotel to add another hotel and complete steps a through h, 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.

- a. Verify the dates, times, and locations for pick-up and drop-off.
- b. Click the Search Rental Car Availability button.
- c. Click the Select and Continue button next to the rental car company you would like to use.
- d. Select the Method of Reimbursement.
- e. Click the Save Selected Car button.
- f. 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 Book Rail Travel.



If you do not need to book Rail Travel, proceed to section 7.

- a. Enter the departure and arrival stations.
- b. Click Search.
- c. Click Select Amtrak xxxx next to your preferred train.
- d. Select the Method of Reimbursement.
- e. If Method of Payment is GOVCC, enter the security information from the card.
- f. Add delivery information in the comment box.
- g. Click Save Selected Train.
- h. Click Change Ticket Data.
- i. Enter the ticket value (see Amtrak.com) and Method of Reimbursement.
- j. Click Save.
- k. Repeat steps a through j for a return trip.

Step 7. 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 8. To Add Non-Mileage Expenses.



- a. Click the Expense Type drop down and select the expense you want to add. (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.

