



## Creating a Local Voucher

Log in to GovTrip.

- Go to [www.hhs.gov/travel](http://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 Local Voucher.



- Click the Local Voucher Tab.
- Click the Create a Local Voucher Button.
- Enter the Date of your first expense in the Expense Date field and click OK.

### Step 2. To Add Non-Mileage Expenses.



- 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).
- Enter the Cost, Date, Method of Reimbursement and click the Save Expense button.
- When you have finished entering Non-Mileage Expenses, click the Next Section button.

### Step 3. To Add Mileage Expenses.



- 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).
- Enter the Date, Method of Reimbursement, number of miles and click the Save Expense button.
- When you have finished entering Mileage Expenses, click the Next Section button.

### Step 4. To Add Accounting.



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

### Step 5. To Add Receipts.



- Add your Documentation/ Receipts using the FAX in method or by Uploading your Documentation/ Receipts. Follow the instruction on the page to add your Documentation/ Receipts. NOTE: There is a limit of 20 pages per fax and a maximum of 2MB per file upload.. The file formats accepted for uploading are .jpg, .jpeg, .pdf, .bmp, and .tif files.
- When you have added all your receipts, click the Next Section button.

### Step 6. To Preview the Local Trip Page.



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

### Step 7. To Review Pre Audits.



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

### Step 8. To Add Your Digital Signature.



- Ensure that the SIGNED stamp is populated in the Submit this document as: drop down.
- Enter any remarks in the Additional Remarks box you want included with your signature.
- Click the Submit Completed Document button.
- 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).



U.S. Department of **Health & Human Services**

## **E-Gov Travel Office**

[www.hhs.gov/travel](http://www.hhs.gov/travel)