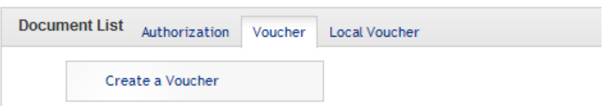
GovTrip 2.0 — Creating a Voucher

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. Creating a New Voucher.



a. Click the Voucher tab.
b. Click the Create New Voucher button.
c. Click the Create button next to the Authorization you wish to create your Voucher from.

Step 2. Review Your Itinerary.

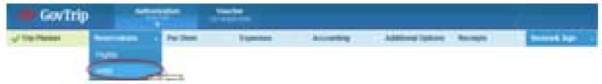
a. From the Trip Overview page, verify your trip start and end dates are correct. If your trip dates have changed, modify the Start Date or End Date. If you modify your trip dates, you will need to adjust your per diem dates as well; see step c.
b. Verify the per diem locations are correct.
c. Verify your per diem location dates are still correct. If your per diem location dates have changed, use the calendar lookup to put in the correct dates.
d. Click the Next Section button.

Step 3. Review Air Reservation Information.

If you did not have an Air Reservation, proceed to section 4.

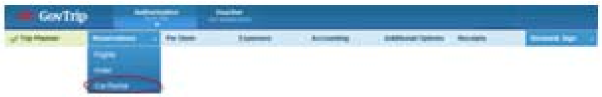
a. Review your Air Reservation information.
b. Click the Next Section button.

Step 4. Review Hotel Reservation Information.



All lodging changes made on a voucher will be made on the Per Diem Entitlements page, see Section 7.

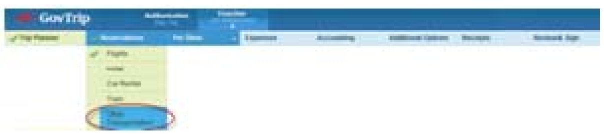
Step 5. Review Rental Car Reservations.



If you did not have a rental car, proceed to section 6.

a. Review your Rental Car Reservation information.
b. Click the Next Section button.

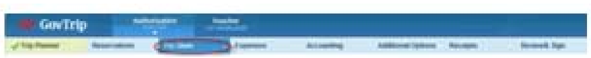
Step 6. Review Other Transportation.



From the Other Transportation page, you may add any additional ticketed transportation, (i.e. flight, rail, ship or bus transportation) that were not on your Authorization, but need to be added to your voucher.

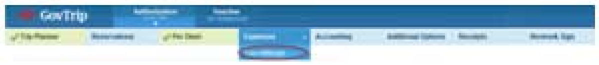
a. Click the Type drop down and select the Other Transportation you want to add.
b. Enter the Cost, Date, Method of Reimbursement and click the Save button
c. When you have finished entering your Other Transportation expenses, click the Next Section button.

Step 7. Review Per Diem Entitlements



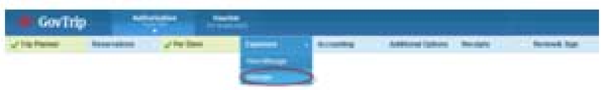
a. Verify the per diem entitlements are correct. Click the Edit button next to the days you would like to update.
b. Click Save These Entitlements.
c. Click the Next Section button.

Step 8. Review Non-Mileage Expenses.



a. To “Edit” an existing expense, click the Edit link next to the expense you would like to update.
b. Click the Save Expenses button.
c. To Add a new expense, 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)
d. Enter the Cost, Date, Method of Reimbursement and click the Save Expenses button
e. When you have finished entering Non-Mileage Expenses, click the Next Section button.

Step 9. Review Mileage Expenses.



a. To “Edit” an existing expense, click the Edit link next to the expense you would like to update.
b. Click the Save Expenses button.
c. To “Add” a new expense, 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)
d. Enter the Date, Method of Reimbursement, Number of Miles and click the Save Expenses button
e. When you have finished entering Mileage Expenses, click the Next Section button.

Step 10. Review Accounting.

If your line of accounting does not need to be modified or additional lines of accounting do not need to be added, click Next Section.

a. Review the Lines of Accounting.
b. Click the Next Section button.

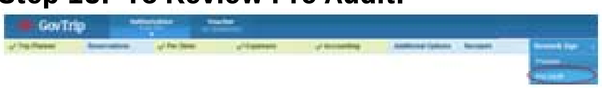
Step 11. Add Receipts.

a. 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.
a. 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.
b. When you have added all your receipts, click the Next Section button.

Step 12. To Preview Trip.

a. Review all your trip information. Update any incorrect information or add any missing information.
b. When you are done, click the Next Section button.

Step 13. To Review Pre Audit.



a. Review the Pre-Audit Justifications and add any additional information needed.
b. When you have entered all your justifications, click the Next Section button.

Step 14. 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.

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