

Division of Travel & Transportation Services

GOVTRIP PREPARER TRAINING WORKBOOK



PSC
PROGRAM SUPPORT CENTER

Purpose of This Workbook:

The purpose of this workbook is to provide GovTrip preparers with a step-by-step approach to creating travel documents in GovTrip. It utilized screenshots to walk the learner through each step of creating an Authorization, Voucher, and Local Voucher. This should be used in conjunction with the Northrop Grumman user manual, the HHS 2012 Travel Policy Manual, and the Federal Travel Regulation located on the E-Gov website: <http://www.hhs.gov/travel/policies/index.html>. Although policy is discussed throughout this workbook, it is not intended to be a comprehensive representation of travel policy. It is the responsibility of the traveler, preparer, and Approving Official to understand and adhere to the HHS travel policy.

Please note that parts of this presentation, specifically the 'screen shots' of GovTrip, are the intellectual property of Northrop Grumman Mission Systems and are provided for training purposes only, and may not be disseminated outside of HHS.

Who Should Use This Workbook?

All authorized travelers and preparers who require a step-by-step guide to GovTrip.

Learning Objectives:

Upon successful completion of this course, the learner will be able to:

1. Understand and apply the HHS Travel Policy.
2. Understand the process flow of GovTrip.
3. Create accurate Authorizations that comply with the travel policy and budgets.
4. Create accurate and timely Vouchers for reimbursement.
5. Cancel/edit/amend an Authorization.

What is GovTrip?

GovTrip is a paperless end to end travel service that allows federal employees to electronically generate travel orders and complete reimbursement requests. GovTrip gives travelers and preparers the ability to create Authorizations, make reservations, and route travel requests for approval. Upon completion of travel, travelers can create a Voucher that is routed to the agency's financial system for reimbursement. GovTrip is accessible via the internet at www.govtrip.com.

Who uses GovTrip?

All HHS employees are required to use GovTrip when booking travel. Any travel that is booked outside of GovTrip may be in violation of policy and is not guaranteed to be fully reimbursed.

Process Flow of GovTrip:

- 1) Traveler/Preparer creates an Authorization.
- 2) GovTrip routes request to TMC (Travel Management Center-Omega) for reservations.
- 3) Authorization is routed to agency's Certifier for verification of funds.
- 4) Authorization is routed to Approving Official (AO) for approval of travel orders and funds.
- 5) Financial system obligated funds.
- 6) Upon approval, TMC completes ticketing and sends itinerary to traveler.
- 7) Upon completion of travel, traveler/preparer completes a Voucher for reimbursement of travel costs.
- 8) GovTrip routes Voucher to Approving Official for approval.
- 9) Funds are reimbursed to traveler or agency depending on method of reimbursement.

Lesson 1: Logging into GovTrip:

In order to use GovTrip for travel orders, a profile for each traveler must first be created in GovTrip by their local Federal Agency Travel Administrator (FATA). Check with your local FATA regarding the process for adding a profile to GovTrip.

Log in to GovTrip using your username and password. Your Password should be easy to remember as a high number of calls to the help desk are password related.

If this is your first time logging into GovTrip, click on "Create an account" to access GovTrip.

The screenshot shows the GovTrip login interface. At the top, there is a navigation bar with links for Home, About GovTrip, Latest News, Help Desk, Links, and Calendar. Below this is a yellow banner with an 'HHS Update' message. The main content area is titled 'Login to GovTrip' and includes a dropdown menu for 'Select your Agency:' set to 'Department of Health & Human Services'. There are input fields for 'Username:' and 'Password:', with a 'Forgot' link and a 'need to change my password.' link below the password field. A 'Sign in to GovTrip' button is positioned below the form. A checkbox option for 'Sign in to Training Server' is also present. At the bottom of the login section, there is a 'WELCOME to Patients GOVTRIP' logo and a 'First time user?' section with a 'Create an account' link. The footer contains several help and support links, including 'GovTrip Help', 'TMC Help', 'About GovTrip', 'Privacy and Security Notice', 'Site Map', 'Web Accessibility', 'System Status', and 'Download Adobe Reader'. A disclaimer at the very bottom states: 'This image of GovTrip is the intellectual property of Northrop Grumman Mission Systems. It is provided for training purposes only and may not be disseminated outside of HHS.'

First time users will be asked to update their personal information on the Profile Validation screen.

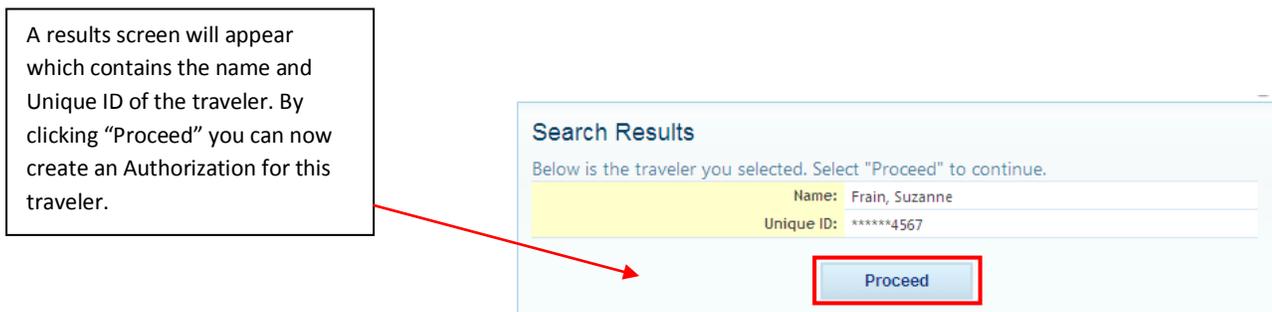
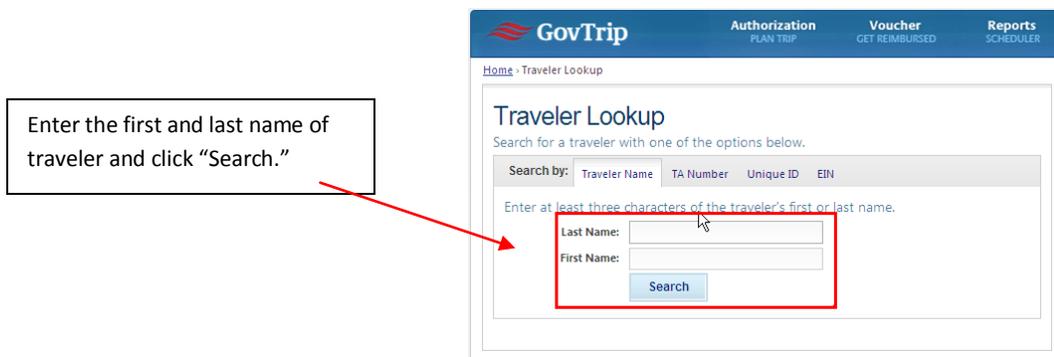
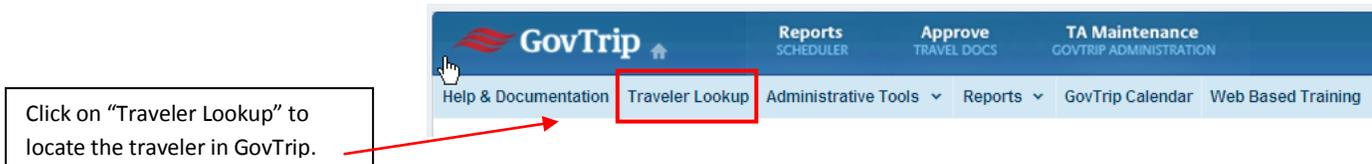
Notes:

Lesson 2: Authorizations

An Authorization is a travel document that captures the “should cost” information about a Temporary Duty (TDY) trip and is used by the Approving Official and agency’s financial system to approve and appropriate funds for travel. It is also routed to the TMC for booking reservations.

Step 1: Traveler Lookup

If you are preparing an Authorization for someone other than yourself, you will need to locate the traveler in GovTrip first. Once the traveler is located any travel documents will be associated with the traveler. Skip this step if you are preparing a document for yourself.



Step 2: Create New Authorization

Once you have identified the traveler, you can begin the Authorization.

Logged in user: **HHS Traveler** - Traveler: **HHS Traveler** Screen ID: 1001.1 - Help Close Window

GovTrip Plan ITINERARY Authorize TRAVEL COSTS Voucher GET REIMBURSED

PROFILE [G] PRINT THIS SCREEN VIEW HELP

Document List Authorization Voucher Local Voucher Group Authorization

Create New Authorization

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Document Cancelled?	Sort by TA Number	View/Edit	Print	Copy	Remove	Amend	Voucher
> HTATLANTAFULT080910_A01	08/09/10	AUTH 24 HOUR PASSED	Yes	No	DNUTDU	> view	print	copy			
> HTATLANTAFULT090310_A01	05/03/10	ADJUSTED	No	No	DNUT6U	> view/edit	print	copy			
> HTATLANTAFULT041910_A01	04/19/10	SIGNED	No	No	DNUTKJ	> view/edit	print	copy			
> HTATLANTAFULT041210_A01	04/12/10	ADJUSTED	No	No	DNURAG	> view/edit	print	copy			
> HTCLEVELANDOH040510_A01	04/05/10	SIGNED	No	No	DNURK3	> view/edit	print	copy			
> HTATLANTAFULLI002910_A01	03/29/10	ADJUSTED	No	No	DNUS85	> view/edit	print	copy			
> HTREWOODDFALL032910_A01	03/29/10	SIGNED	No	No	DNURB1	> view/edit	print	copy			

Items per page: 10

GovTrip Help
Password resets, document problems, site help

Travel Service (ETS) HelpDesk at 1-888-ONE-DHHS (1-888-663-3443)
egotravelhelpdesk@hhs.gov
[Full GovTrip Help Info and Links](#)

TMC Help
Help with changing reservations while on your trip, international travel

Omega World Travel Wk Days: 7:30 a.m. to 7 p.m. EST at 1-877-452-1162
Omega World Travel - all other times at 1-866-892-0810
[Full TMC Help Info and Links](#)

[About GovTrip](#)
[Privacy and Security Notice](#)
[Site Map](#)
[Web Accessibility](#)
To view PDF files:
[Download Adobe Reader](#)

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Subscribe

To begin an Authorization, click on "Create New Authorization"

This list of documents represents Authorizations that have already been created for this traveler.

Note the number for the GovTrip Help Desk and direct number for the TMC.

Notes: _____

Step 3: Enter Basic Itinerary Information

The Authorization begins with the basic trip information including dates, trip purpose, and any details that explain the reason for the trip.

The screenshot shows the GovTrip 'Where are you departing from?' form. It includes fields for departure and return dates, departure location, trip type, and trip purpose. A text area is provided for trip details. A 'Next Section' button is at the bottom right. Several callout boxes with red arrows point to specific form elements:

- Top left: "Enter the date that you will begin travel. Click on the calendar icon to locate the date. Use the drop down box to identify your departure location." (points to the 'Departing On' field)
- Middle left: "Repeat the above step for your return date." (points to the 'Returning On' field)
- Below middle left: "Click on the drop down box and choose the appropriate Trip Type." (points to the 'Trip Type' dropdown)
- Below that: "Click on the drop down box and choose the appropriate Trip Purpose." (points to the 'Trip Purpose' dropdown)
- Right side: "Type in any detailed information regarding your travel orders that will assist in the approval process. This information will be visible to all routing officials." (points to the 'Trip Details' text area)
- Bottom right: "When finished, click 'Next Section.'" (points to the 'Next Section' button)

When choosing a Trip Type and Trip Purpose, it is important to select the correct entry. Choosing the incorrect type can negatively affect reporting. If "Conference Attendance" is chosen, you will be prompted to select the approved conference. If the conference is not in the drop down box, please see your FATA to have it entered into the system. It is HHS policy to select the correct trip type and purpose so that all travel can be accounted for appropriately.

Notes: _____

Step 4: Determine your Temporary Duty Location(s) and Per Diem:

This screen allows you to identify the location of your trip. The dates are pre-populated from the previous page. When traveling to more than one TDY location, be sure to adjust the dates before beginning your search. Note that this screen also identifies your Per Diem for both the lodging and meals for this location.

Search for your TDY by using any of the 4 tabs. Enter the information and click "Search Location".

The results from your search will populate here. Click on the radio button next to the location to choose your actual TDY. Then click on "Add Selected Location".

The Per Diem for any TDY location is established by county and may be seasonal. This chart tells you the Per Diem for your TDY by date.

When finished, click "Next Section."

GovTrip needs to know where your Temporary Duty Locations (TDY) are to correctly calculate per diem rates for your travel.

My TDY Locations

When you are finished selecting TDY Locations, proceed to the next section.

* Arriving On (mm/dd/yyyy): 09/19/2011
 * Departing On (mm/dd/yyyy): 09/23/2011

Keyword Search County ZIP Code Select by TDY Location

Enter the name of a city, county, state, code, or location in the search box below to find a per diem location.

A Search by TDY/TAD Location

Chicago Search Location

B Search Results

* Chicago produced 5 results. If the location entered (ex: New York City) does not return results, try a more specific area (ex: Manhattan) and search again. If the desired location still cannot be found, try one of the other search options.

Select	Location	County	State/Country	Conus/ Oconus	Seasonal Dates	Lodge Rate	Per Diem Rate
<input type="radio"/>	Chicago Heights	Cook County	IL	C	01/01 - 03/31 04/01 - 06/30 07/01 - 08/31 09/01 - 09/30 10/01 - 11/30 12/01 - 12/31	128.00 166.00 146.00 173.00 173.00 128.00	71.00 71.00 71.00 71.00 71.00 71.00
<input type="radio"/>	Chicago Lawn	Cook County	IL	C	01/01 - 03/31 04/01 - 06/30 07/01 - 08/31 09/01 - 09/30 10/01 - 11/30 12/01 - 12/31	128.00 166.00 146.00 173.00 173.00 128.00	71.00 71.00 71.00 71.00 71.00 71.00
<input type="radio"/>	Chicago Park	Nevada County	CA	C	01/01 - 02/29 03/01 - 09/30 10/01 - 11/30 12/01 - 12/31	113.00 96.00 96.00 113.00	71.00 71.00 71.00 71.00
<input type="radio"/>	Chicago Ridge	Cook County	IL	C	01/01 - 03/31 04/01 - 06/30 07/01 - 08/31 09/01 - 09/30 10/01 - 11/30 12/01 - 12/31	128.00 166.00 146.00 173.00 173.00 128.00	71.00 71.00 71.00 71.00 71.00 71.00
<input checked="" type="radio"/>	Chicago	Cook County	IL	C	01/01 - 03/31 04/01 - 06/30 07/01 - 08/31 09/01 - 09/30 10/01 - 11/30 12/01 - 12/31	128.00 166.00 146.00 173.00 173.00 128.00	71.00 71.00 71.00 71.00 71.00 71.00

Add Selected Location

Previous Section Next Section

If there is a second TDY location, adjust the dates above the search field and search for the second TDY. Both locations will be added to the Trip Summary in the right corner of the screen.

If a TDY location is not found in GovTrip, use the "Select by TDY Location" tab and use the drop down to select the state and location. The Per Diem will be set to a standard national rate.

Step 5: Select the Types of Reservations You Require

GovTrip gives you the option to see only the pages you need to complete your Authorization. Checking the correct boxes will cause GovTrip to skip over the unnecessary pages.

The screenshot shows the GovTrip interface. At the top, there is a navigation bar with tabs for 'Authorization', 'Voucher', 'Reports', and 'TA Maintenance'. Below this is a yellow banner with a message: 'For International Date Line travel, do not adjust your arriving date. Calculation is automatic.' The main heading is 'What kinds of reservations do you need?'. Below the heading is a list of options with checkboxes: 'Air Travel', 'Lodging', 'Car Rental', 'Rail', 'I need to enter an Other Transportation cost', and 'I do not require any reservations'. A red box highlights this list. To the right is a 'Trip Summary' table with columns for 'Location', 'Arriving On', and 'Departing On'. A red arrow points from the 'Save and Proceed' button at the bottom to the 'Trip Summary' table. Another red arrow points from the 'Save and Proceed' button to a callout box. A third red arrow points from the 'Save and Proceed' button to the 'Save and Proceed' button itself.

Check the boxes next to each type of reservation you need for this authorization.

What kinds of reservations do you need?

Please select the types of reservations you need for this trip. GovTrip will queue up required screens in the trip creation path. You can always add reservations not requested here by selecting the reservation section needed using the navigation menu at the top of the page.

* Please select at least one of these options:

- Air Travel
- Lodging
- Car Rental
- Rail
- I need to enter an Other Transportation cost
This applies to tickets or travel arrangements obtained outside of GovTrip (air, bus, ship, etc...). Do not enter outside hotel or rental car expenses here. [\(More Info\)](#)
- I do not require any reservations
This option will skip all the reservations sections. You can easily add them later if needed.

Save and Proceed

Save and Proceed

Save and Proceed

When finished, click "Next Section."

Trip Summary						
	Location	Arriving On	Departing On	Edit	Delete	
Insert	1	Chicago, IL	09/19/11	09/23/11	Edit	Delete

Note that your selections will begin to populate in the Trip Summary.

Once the preparer clicks on "Save and Proceed", a document has now been created in GovTrip. It will be assigned a document name based on the traveler's initials, TDY location and departure date. GovTrip will also generate a TA (Travel Authorization) number for the document which can be used to search for the document at a later date. Both of these will appear at the top of the screen above the navigation bar.

Notes: _____

Step 6: Search and Select Flights

If a flight is required for this trip enter the appropriate departure and arrival airports and conduct a search for the best times and rates. Airport selection should be based on best value, not necessarily the location to the traveler’s home or office. A cost comparison may be requested by the AO to verify that the best value is chosen.

If only one TDY was entered, GovTrip will default to roundtrip. If there is more than one TDY location, be sure to enter the correct dates below for each “one way” leg.

Enter your departure and arrival locations by city or airport code. Verify departure and return dates.

Click “Search Availability” to search for a list of flights.

All federal government employees are required to fly coach with the following exceptions:

- 1) No coach class seats are available in a reasonable timeframe that allows the traveler to complete her/his mission.
- 2) The traveler has specific medical requirements that have been pre-approved and are reflected on his/her profile.
- 3) You are booking an international flight of more than 14 hours including layovers and your mission begins less than 24 hours after arrival.
- 4) Your agency has determined that exceptional security circumstances require other-than-coach-class.
- 5) Other exceptions as listed in the Federal Travel Regulation 301-10.123.

Government employees are expected to be prudent with regards to travel expenses and should consider the lowest class of travel that meets their needs.

Notes:

Step 7: Price Flights

The results of the search will populate with the flights from the chosen airports. However, this screen will give the preparer the option to identify the fares for all airports within the duty station and TDY. This screen also allows the preparer to search for fares from non contracted carriers if applicable.

A list of alternative airports and the corresponding prices will populate. Please verify that you have chosen the most cost effective route. This cost does not include taxes and fees.

GovTrip defaults to the GSA Contracted Fares tab. Click on the Non-Contracted Government Fare tab to see alternative choices. Choose the flight(s) that you want to price by clicking "Add to Price List." You may price up to 10 flights.

Search Criteria

Search & Select Flights [Show Search Options](#) [Cancel Current Search](#) [Show Trip Summary](#)

Do you have the lowest fare? Alternate GSA City Pair fares from nearby airports: [Hide](#)

Select Alternate Fare	Carrier	Price (Round Trip)	Departure City	Arrival City
DCA - ORD		\$262	Washington, DC	Chicago, IL
BWI - ORD		\$262	Baltimore, MD	Chicago, IL
IAD - ORD		\$510	Washington, DC	Chicago, IL
IAD - MDW		\$990	Washington, DC	Chicago, IL
DCA - MDW		\$990	Washington, DC	Chicago, IL
BWI - MDW		\$990	Baltimore, MD	Chicago, IL

Search Availability → Price Flights → Select Flights to be Saved → Book Flights

GSA Contract Fare: \$262 (RoundTrip) Non-Contract Government Fare [Price Flights](#)

Departing Flights on 09/19/11 from BWI to ORD

Return Flights on 09/23/11 from ORD to BWI

Price	Carrier	Flight Details	Action
\$131.00	American Airlines 3991	Depart BWI 8:40AM Mon 19-Sep-11, Arrive ORD 10:40AM Mon 19-Sep-11, Flight Length: 2h 00min	<input checked="" type="checkbox"/> Remove from Price List
\$131.00	American Airlines 4260	Depart BWI 6:00AM Mon 19-Sep-11, Arrive ORD 7:10AM Mon 19-Sep-11, Flight Length: 2h 10min	<input type="checkbox"/> Add to Price List
\$131.00	American Airlines 4208	Depart BWI 12:10PM Mon 19-Sep-11, Arrive ORD 1:15PM Mon 19-Sep-11, Flight Length: 2h 05min	<input type="checkbox"/> Add to Price List
\$131.00	American Airlines 4318	Depart ORD 2:20PM Fri 23-Sep-11, Arrive BWI 5:15PM Fri 23-Sep-11, Flight Length: 1h 55min	<input type="checkbox"/> Add to Price List
\$131.00	American Airlines 4196	Depart ORD 8:15PM Fri 23-Sep-11, Arrive BWI 11:10PM Fri 23-Sep-11, Flight Length: 1h 55min	<input checked="" type="checkbox"/> Remove from Price List
\$131.00	American Airlines 3996	Depart ORD 11:05AM Fri 23-Sep-11, Arrive BWI 2:00PM Fri 23-Sep-11, Flight Length: 1h 55min	<input type="checkbox"/> Add to Price List

Click "Price Flights" to proceed.

All federal employees are required to use the GSA contracted City Pair fares. City Pair fares are a negotiated rate between the federal government and specific carriers that can be booked at any time, incur no cancellation or change fees, and are not capacity controlled. Non-contract government fares must be pre-approved and can only be used in the following cases:

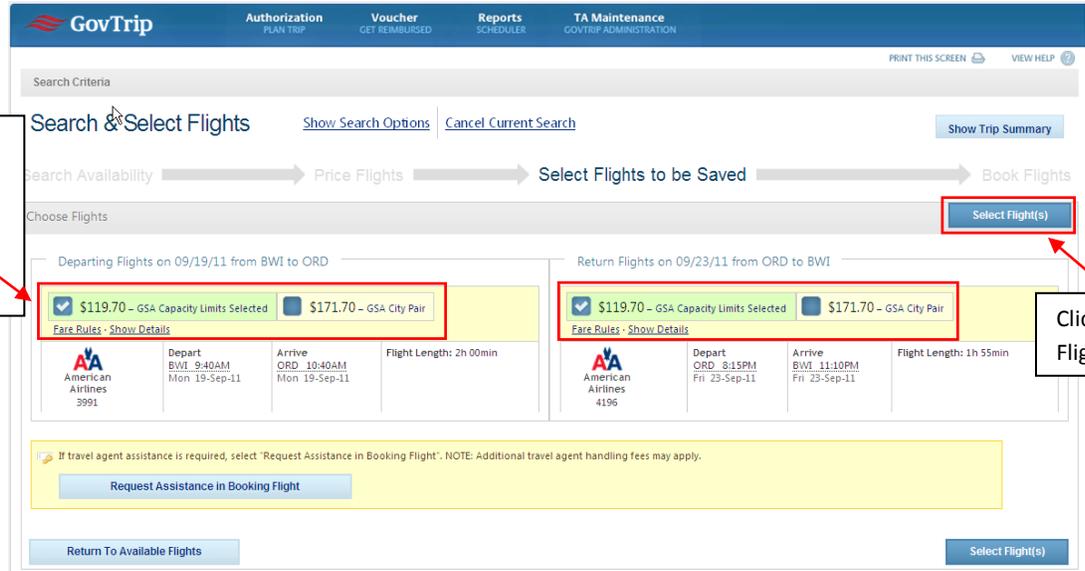
- 1) Space on a contracted flight is not available in time for the traveler to complete his/her mission or the contracted flight would require an extra night lodging thereby increasing the total cost of the trip.
- 2) The contract carrier's flight times are inconsistent with your agencies policies regarding scheduling travel during normal working hours.

- 3) A non-contracted carrier offers a fare that would result in a 40% total cost savings over the contracted fare.

Step 8: Select Flight

Once you have identified the best value based on time and cost, this screen allows you to select the flight.

Click on the blue button to make your flight selection. This price includes taxes and fees and may also give you a choice of a discounted capacity-limited seat.



Click "Select Flight(s)".

As part of the City Pair program, contract carriers often offer a special lower fare called GSA Capacity Limits. These seats follow the same rules as the City Pair fares and do not have any restrictions. GSA Capacity Limits should be chosen whenever possible. However, should a change be required, there is no guarantee that a Capacity Limit seat will be available on another flight.

Notes:

Step 9: Book Flight

Once you have selected the flight, you can make a seat selection request and enter the Method of Payment (MOP) and the Method of Reimbursement (MOR). Throughout the Authorization you will be asked to enter the MOP and MOR for each expense. These 2 items should always match.

The screenshot shows the 'Save and Book Flights' page in GovTrip. It is divided into two main sections: 'Departing Flight' and 'Return Flight'. Both sections show flight details for American Airlines flights 3991 and 4196, respectively, including departure/arrival times, class (GCA - G), and estimated total ticket cost (\$119.70). Key elements highlighted with callout boxes include:

- Choose your seat selection.**: Points to the 'Seat Selection' dropdown menu where 'Aisle' is selected.
- Select the Method of Payment and the Method of Reimbursement.**: Points to the 'Method of Reimbursement' dropdown menu.
- Enter the traveler frequent flyer number if available.**: Points to the 'Frequent Flyer' input field.
- Click "Save Selected Flight."**: Points to the 'Save Selected Flight' button at the bottom right.

Other visible elements include a navigation bar with 'Authorization', 'Voucher', 'Reports', and 'TA Maintenance' tabs, and a progress bar at the top indicating the current step in the booking process.

The Method of Payment for airfare defaults to the government travel charge card. Any employee who travels 5 or more times per year is required to apply for a GOVCC. If the traveler does not have a GOVCC then airfare must be charged to the agency’s Centrally Billed Account (CBA). At no time can a traveler use their own personal credit card to book airfare.

Notes:

Step 10: Verify Booking Status

Once you have completed your flight arrangements, the Booking Status screen will inform you that your reservations have either been booked successfully or that you have entered something incorrectly and need to go back to make the correction.

The flight selection will now be placed in a queue for booking once the document is signed.

Click "Proceed to Next Section."

Verify your itinerary. Click "edit" if changes need to be made.

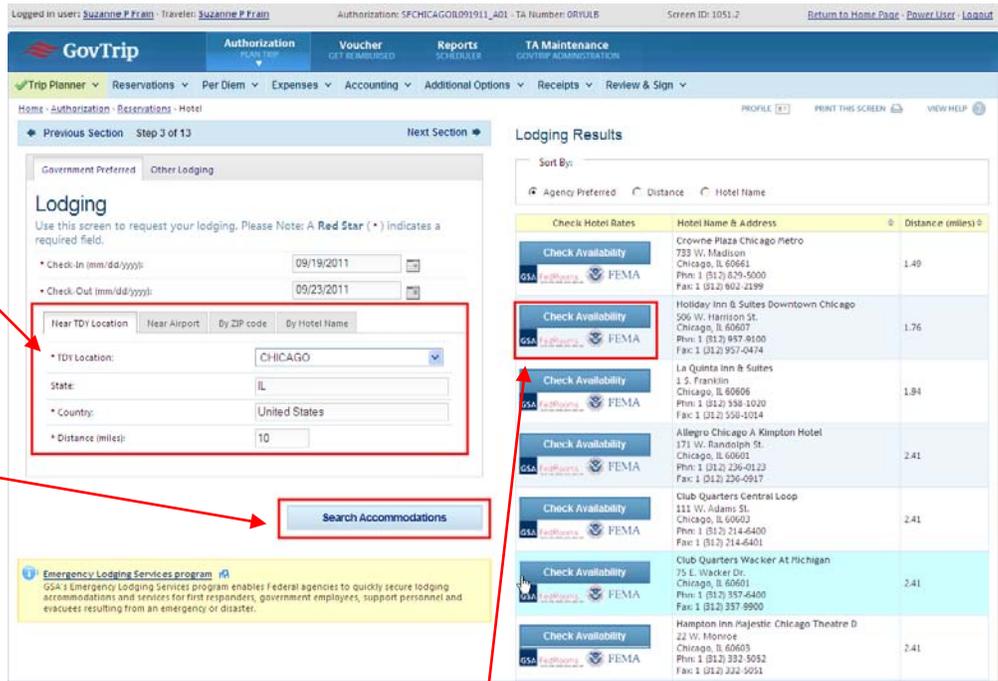
Note:

Step 11: Search for Lodging

If lodging is required for the trip, enter the TDY location in the search screen and locate the Government Preferred hotels for that location. If there is more than one TDY, be sure to adjust the dates before each search.

To search for lodging, enter the TDY location. For the best choices, it is recommended that you know the location of the temporary duty station and enter the ZIP code.

Click "Search Accommodations."
The hotel choices will appear on the right.



Click "Check Availability" to view rates.

The Government Preferred hotels have an agreement with GSA to offer "FedRooms" rates. FedRooms hotels are FEMA compliant, are always offered at Per Diem or less, and can be cancelled up until 4pm the day of arrival. FedRooms are not the same as Government Rates as these may incur a cancellation fee. FedRooms should always be the first consideration when travelling.

Non-Government Preferred hotels can be searched under the "Other Lodging" tab. These can only be used in the event that no government preferred hotels are available or a specific hotel is not listed under Government Preferred.

Notes:

Step 12: Select Lodging

Once you have chosen a hotel, this screen will identify the types of rooms and rates that are available for that time period. If there are no Fedrooms available, you will need to check other hotels before choosing a different type of rate. This screen will also allow you to enter the MOP and MOR.

The screenshot shows the GovTrip interface for selecting a room at the Holiday Inn & Suites Downtown Chicago. The page includes a navigation menu, a header with user information, and a main content area with a 'Trip Summary' sidebar. The main content area displays hotel details, a 'Lodging Per Diem Allowed' section, a list of room types and rates, and a 'Please select a payment method' section. Several callout boxes are overlaid on the page, providing instructions on how to use the interface.

Callout 1: Enter the traveler's hotel reward number if applicable. (Points to the 'Reward Number' field)

Callout 2: Note the Per Diem allowed for lodging is listed for the TDY location. (Points to the 'Lodging Per Diem Allowed' section)

Callout 3: Click the radio button next to the desired room type. (Points to the 'FEDROOMS RATE' radio button)

Callout 4: Method of Payment should be GOVCC if available. (Points to the 'GOVCC' radio button)

Callout 5: Method of Reimbursement should always match the Method of Payment. (Points to the 'Method of Reimbursement' dropdown menu)

Callout 6: Click "Save Selected Hotels" to add this to the itinerary. (Points to the 'Save Selected Hotel' button)

Federal employees are required to choose rates at or below Per Diem. If no Per Diem room rate is available in any hotel at the TDY location, the traveler may request a higher rate. These “Actual Expense” rates cannot exceed 300% of Per Diem and must be pre-approved by the traveler’s Approving Official.

Notes:

Step 13: Reserve a Rental Car

If a car is required for this trip, the Rental Car screen will search for approved vendors within that TDY. The pickup and drop off dates and times will default to coincide with your flight.

The screenshot shows the GovTrip 'Rental Car' search interface. The left pane contains a form for entering search criteria, and the right pane displays search results for three car rental agencies: Thrifty, Dollar, and Advantage Rent-A-Car. Red callout boxes with arrows provide instructions on how to use the interface.

Callout 1: Verify the dates and times of vehicle pick up and drop off. (Points to the date and time fields in the form.)

Callout 2: Click on “Same as Pick-Up Location” unless you are returning the car to another location. (Points to the “same as Pick-Up Location” checkbox.)

Callout 3: Click on “Search Rental Car Availability”. The list of rental car agencies will appear on the right. (Points to the “Search Rental Car Availability” button.)

Callout 4: Click on “Select and Continue” to select car. (Points to the “Select and Continue” button for the Thrifty rental option.)

Agency	Rate (includes taxes and fees)	Restrictions
Thrifty	\$201.91	Daily \$29.00, Extra Hour \$10.00, Extra Day \$29.00, Estimated Total Cost \$201.91, Unlimited miles/kilometers
Dollar	\$210.11	Daily \$29.00, Extra Hour \$10.00, Extra Day \$29.00, Estimated Total Cost \$210.11, Unlimited miles/kilometers
Advantage Rent-A-Car	\$259.34	Daily \$48.00, Extra Hour \$12.00, Extra Day \$0.00, Estimated Total Cost \$259.34, Unlimited miles/kilometers

When booking a rental car in GovTrip, the Method of Payment will default to the charge card reflected in the traveler's profile. Make sure the Method of Reimbursement matches the Method of Payment. Federal employees should use an economy class car and share cars whenever possible.

A Government Administrative Rate Supplemental (GARS) of \$5 should be added to every rental car which provides insurance for the traveler. There is no need for the traveler to purchase additional insurance on the rental car. However, it is the responsibility of the traveler to ensure that the GARS was added to the agreement upon pickup.

Notes:

Step 14: Book Rail Travel

Booking rail in GovTrip is slightly different than the other reservations as GovTrip does not interface with the rail system. Reservations will only be held for a short time and the tickets will be mailed directly to the traveler prior to departure. There are no prices listed in GovTrip so you will need to go to Amtrak.com to identify the cost of the trip. There are no contracted or government rates for rail.

The screenshot shows the GovTrip 'Rail Travel' booking page. The interface includes a navigation bar with tabs for 'Authorization', 'Voucher', 'Reports', 'Approve', and 'TA Maintenance'. Below the navigation bar, there are breadcrumb links: 'Home > Authorization > Reservations > Train'. The main heading is 'Rail Travel' with a sub-heading 'Use this screen to request your AMTRAK rail travel.' The 'Required Search Criteria' section contains the following fields:

- Departure Station (Enter the city name or rail station code): BWI - BALTIMORE, MD (I)
- Arrival Station (Enter the city name or rail station code): NYP - NEW YORK, NY (F)
- Arrival or Departure: Departing
- Date (mm/dd/yyyy): 09/23/2011
- Time: 2359

Search buttons are provided for 'Search By City' and 'Search Station Codes' for both departure and arrival stations. A 'Search' button is located at the bottom of the criteria section. On the right side, the 'List Trains By:' section shows a table of train options:

Carrier	Depart BWI	Arrive NYP	Select
AMTRAK	2230 Fri 23-Sep-11	0149 Sat 24-Sep-11	Select Amtrak 0066

Below the table, there is a 'Reservation Hold Time' link and a 'Request Assistance in Booking Train' button. A yellow warning box states: 'Peak Fare M-F for departures before 9:00am and between 2:00pm and 6:00pm. If travel agent assistance is required, select "Request Assistance in Booking Train". Additional travel agent handling fees may apply.'

Instructional callouts are provided in boxes with arrows pointing to specific elements:

- Enter the departure and arrival cities or stations. Note that this is one-way only. You will need to repeat this process for the return trip.
- Enter the departure date and time.
- Click "Search." The available train times will appear on the right.
- Amtrak tickets are only held for a limited time. Click on "Reservation Hold Time" to view.
- Click on "Select Amtrak xxxx" to choose time.

Reservation Hold Time

Acela Express
 On July 2, 2007, Amtrak implemented a hold limit policy to Acela Express reservations. Under the policy, all Acela Express bookings will be assigned a hold limit in the same manner as is done for all other Amtrak reservations. This means Acela Express customers will be required to pay for their reservations within seven days of the reservation being made. Shorter hold limits are assigned the closer the booking is to the departure date. Hold limits are assigned as shown in the table below.

Days before departure that PNR is created:	Hold limit in PNR will be:
000-001	Day of departure
002-006	1 day after reserving
007-029	3 days after reserving
030-335	7 days after reserving

GovTrip Authorization PLAN TRIP | Voucher GET REIMBURSED | Reports SCHEDULER

Trip Planner | Reservations | Per Diem | Expenses | Accounting | Additional Options

Home > Authorization > Reservations > Train

Previous Section | Step 5 of 13 | Next Section

Selected Train

Use this screen to save the selected train.

Departing From: RES: manassas, VA
 Traveling To: CHICAGO, IL

AMTRAK AMTRAK 0066

Depart: BWI - BALTIMORE, MD (BWI Thurgood Marshall Airport) At 2230 On 19-Sep-11
 Arrive: NYP - NEW YORK, NY (Penn Station) At 0149 On 20-Sep-11

NOTE: The carrier you have selected requires travel agency assistance in order to generate a ticket. You will be charged a full service fee when booking this carrier.

Enter the following details:

Method of Reimbursement: GOVCC
 CVN: 123 How to find CVN?
 CC Zip code: 20901

If necessary, add comments to the travel agent:
 TMC, please assist traveler with rail request from BWI - BALTIMORE, MD (BWI Thurgood Marshall Airport) at 2230 on 19-Sep-11 to NYP - NEW YORK, NY (Penn Station) at 0149 on 20-Sep-11 taking AMTRAK on train number: 0066.
 Add Delivery information here. Ticket will be mailed to traveler.

Find a Different Train | Save Selected Train

Add the Method of Reimbursement for the rail ticket. If the GOVCC is used to purchase the ticket, enter the CVN number from the back of the card as well as the Zip Code of the traveler.

Delivery information must be added to the comments. A hard copy of the ticket will be mailed to the traveler.

Click "Save Selected Train" to book reservation.

Rail tickets must be purchased with the CBA or GOVCC. They cannot be purchased with a personal credit card. Travelers should book the lowest class of service available. Higher service fares and the use of Acela require pre-approval by the AO. Rail tickets must be purchased within 7 days of the reservation date. A hard copy of the ticket will be mailed to the traveler.

Notes: _____

Step 15: Book Other Transportation

In the rare event that transportation must be booked outside of GovTrip, the fare must still be accounted for on the Authorization. In addition to bus fare, air and rail fares booked outside of GovTrip should be added to the “Other Transportation” section of the Authorization. Booking air and rail outside of GovTrip should only be used in cases of emergency travel as requested by your AO. The rate for rail booked in GovTrip can also be added to this screen so that the traveler’s Authorization reflects the full price of the trip.

The screenshot shows the 'Other Transportation' form in the GovTrip system. The form is titled 'Other Transportation' and includes instructions: 'Use this screen to enter Other Ticketed Transportation information.' and 'Add Ticket Information'. A note states: 'Enter or select the required data. Please Note: A Red Star (*) indicates a field is required.' The form fields are as follows:

- * Type: CB - BUS FARE (dropdown menu, highlighted with a red box)
- * Description: CB - BUS FARE (text field)
- * Ticket No: See Attached Ticket 4 (text field)
- * Ticket Value: 45.00 (text field, highlighted with a red box)
- Cost: (If different from ticket value) 45.00 (text field, highlighted with a red box)
- * Departure Date (mm/dd/yyyy): 09/20/2011 (calendar field, highlighted with a red box)
- Issue Date (mm/dd/yyyy): 09/20/2011 (calendar field, highlighted with a red box)
- * Ticket Date (mm/dd/yyyy): 09/15/2011 (calendar field, highlighted with a red box)
- CBA Account: (dropdown menu)
- Method of Reimbursement: PERSONAL (dropdown menu, highlighted with a red box)
- Comments sent to your TPLC: (To modify, view the Preview Trip screen) No comments found. (text area)

Callout boxes with red arrows point to the following fields:

- 'Select the type of transportation the traveler requires, i.e. bus, ship.' points to the Type dropdown.
- 'Enter the cost of the ticket.' points to the Ticket Value field.
- 'Enter the date of departure, the date the ticket was/will be issued, and the date it was ticketed.' points to the Departure Date, Issue Date, and Ticket Date fields.
- 'Enter the Method of Reimbursement.' points to the Method of Reimbursement dropdown.
- 'Click "Save".' points to the Save button.

Notes: _____

Step 16: Per Diem Entitlements

The Per Diem Entitlements screen provides a breakdown of the Per Diem allotted to the traveler for each day of the trip. Note that the Meals and Incidental Expenses (M&IE) are reduced to 75% on the first and last day of travel. Additionally, any meals provided by the TDY event should be eliminated from the Per Diem Entitlements by clicking “Edit All” and editing the next screen.

Date	Location	View/Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/19/11	CHICAGO,IL	> Edit	> Reset	173.00	173.00	53.25	173 / 71					
09/20/11	CHICAGO,IL	> Edit	> Reset	173.00	173.00	71.00	173 / 71					
09/21/11	CHICAGO,IL	> Edit	> Reset	173.00	173.00	71.00	173 / 71					
09/22/11	CHICAGO,IL	> Edit	> Reset	173.00	173.00	71.00	173 / 71					
09/23/11	CHICAGO,IL	> Edit	> Reset	0.00	0.00	53.25	173 / 71					

Enter the MOR for each type of Per Diem. Lodging should always be on a GOVCC if available.

If lodging cost is above or below Per Diem, check the “Lodging” box and enter the amount here.

Any meals that are provided should be deducted from the Per Diem by placing an X in the box.

Per Diem should also be adjusted if any leave is taken during this time or if lodging expenses are above the Per Diem. Check the appropriate box to edit the Per Diem.

Click “Save These Entitlements” to make the changes.

When leave is taken during a traveler’s TDY trip, it must be accounted for on the Authorization. No Per Diem will be allotted during leave. Any expense incurred during leave days are the sole responsibility of the traveler. Check with your OPDIV to verify the policy regarding taking leave during official travel.

Notes:

Step 17: Enter Non-Mileage Expenses

Travelers may expense non-mileage items such as parking, taxis, business phone calls, etc. These are a “best estimate” expense for budgeting purposes. The actual expense will be added after the completion of travel. The TMC fee from Omega and the TAV fee from GovTrip are automatically added to this screen.

The screenshot shows the 'Non-Mileage Expenses' form in the GovTrip system. The form includes a navigation bar at the top with tabs for 'Authorization', 'Voucher', 'Reports', 'Approve', and 'TA Maintenance'. Below the navigation bar, there are several dropdown menus for 'Trip Planner', 'Reservations', 'Per Diem', 'Expenses', 'Accounting', 'Additional Options', 'Receipts', and 'Review & Sign'. The main heading is 'Non-Mileage Expenses' with a sub-heading 'Step 8 of 13'. The form contains a 'Select number of expenses' dropdown set to '1', a 'Trip Duration' field showing '19-Sep-11 through 23-Sep-11', and a form for 'Expense #1' with fields for 'Expense Type' (set to 'Parking - Airport'), 'Amount' (48.00), 'Date' (09/23/2011), and 'Method of Reimbursement' (PERSONAL). A 'Save Expenses' button is at the bottom. To the right, an 'Expense Summary' table is shown, circled in red, with the following data:

Expense Type	Meth. of Reimb.	Date	Cost	Edit	Remove
Taxi - TDY	PERSONAL	09/19/11	\$18.00	Edit	Remove
TAV Fee -C	CENTRAL BILL	09/23/11	\$15.00		
Total Expenses:			\$33.00		

Callout boxes provide instructions: 'Enter the number of expenses.' points to the dropdown; 'Enter the type, amount, date, and MOR (which should match the MOP.)' points to the expense form fields; 'The non-mileage expenses will populate here.' points to the Expense Summary table; and 'When all of the expenses have been added, click "Save Expense."' points to the Save Expenses button.

Step 18: Entering Mileage Expenses

Travelers may expense mileage costs during their trip. This includes mileage to and from the airport as well as mileage to the TDY if the traveler chooses to drive. This does not include mileage from a rental car as that is included in the rental car expense.

GovTrip | Authorization (PLAN TRIP) | Voucher (GET REIMBURSED) | Reports (SCHEDULER) | Approve (TRAVEL DOCS) | TA Maintenance (GOVTRIP ADMINISTRATION)

Home > Authorization > Expenses > Mileage

Previous Section Step 9 of 13 Next Section

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

* Select number of expenses: 1

Add Expense #1: Leave: 19-Sep-11 Return: 23-Sep-11

* Expense Type: PVT AUTO

* Date (mm/dd/yyyy): 09/23/2011

* Method of Reimbursement: PERSONAL

* Miles: 15 x Rate .51 = Cost \$ 7.65

To calculate mileage for POVs use the [Table of Distances](#)

Save Expenses

Expense Summary

Expense Type	Meth. of Reimb.	Date	Cost	Edit	Remove
PVT AUTO	PERSONAL	09/19/11	\$7.65	Edit	Remove
Total Expenses:			\$7.65		

Notes: _____

Step 19: Add Accounting Codes

All organizations within the federal government have accounting codes known as Lines of Accounting (LOA) or Common Account Numbers (CANs). Many organizations have more than one. Travelers must have an LOA that authorizes funds for travel. Check with your FATA if you are unsure as to which LOA to use. Additionally, each LOA must be associated with an Object Class that identifies the trip purpose. More than one Accounting Code can be assigned to a trip and the funds can be divided between them.

Click on the drop down box and choose the Line of Accounting (LOA) for your OPDIV. Click "Select LOA."

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Accounting Codes

Start Date: 19-Sep-11 End Date: 23-Sep-11

[Find Account Label](#) [Change Organization](#)

[Find Project/Task/CAN](#)

Non-Project CANs:

11 Test for Sponsor

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the account label to be removed.

Accounting Label	Organization	View/Edit Acctg Code	Remove	Object Class	View/Edit Object Class	Project CAN
11 Test for Sponsor	GHHSGETEST	view/edit	remove	xxxxx	view/edit	

Click on view/edit under the Object Class and the screen below will appear.

Find Object Class

Please select an object class description from the menu or enter the complete or partial object code to search for the associated Line of Accounting.

Object Class Code: Object Class Description:

Select	Object Class	Description
select	21100	SITE VISIT
select	21101	PROG DOM
select	21102	PROG FRGN
select	21103	ADMIN & MGMT DOM
select	21104	ADMIN & MGMT FRGN
select	21105	AUDIT INVEST & INSP DOM
select	21106	AUDIT INVEST & INSP FRGN
select	21107	LIT DOM
select	21108	LIT FRGN
select	21109	TRN PR/DM EMP & FAM FRGN

Click on "select" next to the appropriate Object Class.

Click on the drop down box to choose the description.

If an additional LOA is added, click on "Allocate Expenses" and select a percentage for each LOA.

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the account label to be removed.

Account Label	Organization	Action
05 TD TEST	HD_DEMO	view/edit remove
05 YELLOW	HD_DEMO	view/edit remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate: **Allocate Expenses**

Step 20: Non-ATM Advances

A traveler may have a need for a cash advance in order to cover the cost of travel. An advance is usually limited to travelers without a GOVCC or travelers who have specific travel circumstances. Advances must be pre-authorized. Advances are usually in the amount of 60% of the total reimbursable expense but agencies may set different amounts. An Authorization that contains a request for an advance should be submitted at least 30 days in advance of travel. Not all OPDIVs offer advances to their employees and advances will not be approved for travelers who refuse to apply for or have shown past misuse of a GOVCC.

Non-ATM Advances

Select the Accounting Label(s) for the Non-ATM Advance(s) for this trip.

Start Date: 19-Sep-11 [Max Advance Detail](#)

End Date: 23-Sep-11

Accounting Label:

Accounting Label	View/Edit Acctg Code	View/Edit Advance	Remove
11 Test for Sponsor-21101	view/edit	edit	remove

Advances Summary

11 Test for Sponsor-21101	
Traveler Unique ID:	*****0000
Date:	08-Sep-11
Type:	EFT
Advance Requested:	\$722.82
Organization:	GHHSGETEST

Click on the drop down box to select the Accounting Label for this advance.

Note the maximum amount of the advance.

Notes: _____

Step 21: Fax or Upload Receipts and Documents

Receipts and other types of documentation can be uploaded into GovTrip and attached to the Authorization by using the scan and upload or fax methods. Although most receipts will not be available until after travel, any attached documents will automatically carry over to the Voucher for reimbursement. Check with your local FATA to find out if there is specific documentation that is required by your agency.

The screenshot shows the GovTrip web interface. The top navigation bar includes 'GovTrip', 'Authorization', 'Voucher', 'Reports', 'Approve', and 'TA Maintenance'. Below this is a secondary navigation bar with 'Trip Planner', 'Reservations', 'Per Diem', 'Expenses', 'Accounting', 'Additional Options', 'Receipts', and 'Review & Sign'. The main content area is titled 'Documentation & Receipts' and contains two primary sections: 'To fax in your documentation:' and 'To upload documentation that you have scanned:'. The 'To fax' section includes a numbered list of instructions and a 'Print Fax Cover Sheet' button. The 'To upload' section includes a numbered list of instructions and an 'Upload Scanned Documentation' form with 'Browse...' and 'Upload' buttons. A status bar at the bottom indicates 'Currently there is no documentation on file.' and a 'Refresh This Page' button. Three callout boxes with red arrows provide additional instructions: one pointing to the 'Print Fax Cover Sheet' button, one pointing to the bottom of the page, and one pointing to the 'Browse...' button.

To fax documents to GovTrip, click on "Print Fax Cover Sheet" and print the page as shown below.

Fax the cover sheet and documents to the number on the cover sheet. The document will appear at the bottom of the screen.

To upload documents, scan them to your hard drive, click on "Browse" and locate the document. Click "Upload." The file will appear at the bottom on the screen.

The bar code on the fax cover sheet is specific to the attached documents. Be sure to print a different cover sheet for each fax submission.

The screenshot shows a web browser window displaying the GovTrip logo and the title "eTravel Documentation/Receipts Cover Page". Below the title, there is a paragraph of text: "Please fax this cover page, together with your documentation/receipts to the United States then use the telephone number 1-402-220-1532 (with the telephone company may charge you for this call. Documentation/Receipts document." Below the text is a barcode and the alphanumeric string "JRCHICAGOIL091". A "Print" dialog box is overlaid on the right side of the browser window. The dialog box has a "General" tab selected and shows a list of printers including "Microsoft XPS Document Writer". It also includes options for "Page Range" (All, Selection, Current Page, Pages) and "Number of copies" (1). A red arrow points from the text box on the left to the barcode area.

Step 22: Preview Trip

The Preview Trip screen allows the traveler or preparer to view the entire Authorization before signing. The traveler can confirm and edit data, as well as provide comments for the AO or the TMC.

Any part of the travel order can be changed by clicking "edit."

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes, proceed to Pre-Audit.

Trip Details

Trip Type: TD-TEMP DUTY TRAVEL
 Trip Purpose: SITE VISIT
 Trip Purpose Description: (Attending meeting with _____ in Chicago)

Itinerary

Tool	Location Type	Location	Time Zone	Arrival Date	Departure Date
Edit	Overall Starting Point	RES: manassas, VA	EST (06)	--	19-Sep-11
Edit	TUV Location 1	CHICAGO, IL	EST (07)	19-Sep-11	21-Sep-11
Edit	Overall End Point	RES: manassas, VA	EST (06)	23-Sep-11	--

Reservations

Flights

Carrier & Flight No.	Takeoff	Landing	Method of Reimbursement	(Optional) Comments to the Travel Agent
American Airlines (AA) 3991	BWI-Baltimore, MD 19-Sep-11 0940	ORD-Chicago, IL 19-Sep-11 1040	GOVCC	Add comments for the travel agent
American Airlines (AA) 3970	ORD-Chicago, IL 23-Sep-11 0915	BWI-Baltimore, MD 23-Sep-11 1100	GOVCC	Add comments for the travel agent

Lodging

Tools	Hotel Name	Check-In	Check-Out	Cost	Tax	Total Room & Tax	Method of Reimbursement	Confirmation	(Optional) Comments to the Travel Agent
Edit	HOLIDAY INN & SUITES DOW	19-Sep-11 1300	23-Sep-11 0800	\$139.00 / Night			PERSONAL		Add comments for the travel agent

Rental Car

Tools	Rental Company	Cost	Tax	Pick-Up	Drop-Off	Method of Reimbursement	Confirmation	(Optional) Comments to the Travel Agent
Edit	THRIFTY RENT-A-CAR Economy Car	\$201.91		ORD - Chicago, IL 19-Sep-11 1130	ORD - Chicago, IL 23-Sep-11 0800	GOVCC		Add comments for the travel agent

Rail

Tools	Carrier	Train	Cost	Depart	Arrive	Method of Reimbursement	Confirmation	Ticket	Comments to the Travel Agent
Edit	AMTRAK	0066	\$0.00	BALTIMORE, MD (BWI Thurgood Marshall Airport (BWI)) 19-Sep-11 2230	NEW YORK, NY (Penn Station) 20-Sep-11 0149	GOVCC			Edit TMC, please advise traveler with rail request from BWI. BALTIMORE, MD (BWI Thurgood Marshall Airport) at 2230 on 19-Sep-11 to FXP - NEW YORK, NY (Penn Station) at 0149 on 20-Sep-11 taking AMTRAK on train number 0066. Add Delivery information here. Ticket will be mailed to traveler. CNY 125 CC Zip 20903

Other Transportation

Tools	Type	Fare	Fare Class	DEPART	Method of Reimbursement	Confirmation	Ticket
Edit	CB BUS FARE (CB BUS FARE)	\$15.00		19-Sep-11	PERSONAL		

Expenses

Non-Mileage Expenses

Tools	No.	Non-Mileage Expense Type	Date	Cost	Method of Reimbursement
Edit	1	Tax - TDV	09/19/11	\$10.00	PERSONAL
Edit	2	Taxi Fee - C	09/23/11	\$15.00	PERSONAL
Edit	3	Meeting - support	09/23/11	\$46.00	PERSONAL
				TOTAL:	\$71.00

Mileage Expenses

Tools	No.	Mileage Expense Type	Date	Miles	Cost	Method of Reimbursement
Edit	1	PVT AUTO	09/19/11	15	\$7.50	PERSONAL
Edit	2	PVT AUTO	09/25/11	15	\$7.50	PERSONAL
				TOTAL:	\$15.00	

Per Diem Entitlements (Lodging / M&IE)

Tools	Start Date	End Date	Total Lodging	Total M&IE
Edit	09/19/11	09/23/11	\$692.00	\$229.50

Accounting Summary

Accounting Code	Account Name	Amount
11 Test for Sponsor-21101	CDM CARB - B	\$284.40
	LODGING	\$692.00
	M&IE	\$229.50
	MILEAGE	\$15.00
	OTHER	\$66.00
	RENTAL CAR	\$201.91
	11 Test for Sponsor-21101 Sub Total	\$1,488.81
11 Test for Sponsor-21923	TAV EXP - C	\$15.00
	11 Test for Sponsor-21923 Sub Total	\$15.00
	Calculated Trip Cost	\$1,504.11

Advances Summary

Tools	Date	Type	Organization	Account	Remarks	Amount
Edit	09/06/11	PT	CH2211917	11 Test for Sponsor-21101		\$722.82
						Total:
						\$722.82

Other Authorizations

Tools	Description	Remarks
Edit	MEALS PROVIDED	Lunch will be provided each day during the meeting.
Edit	TRAVEL CASH ADVANCE	Type in your justification for an advance so that your AO can approve.

Step 23: Pre-Audit Trip

Any items that are considered outside the normal travel standards will be flagged and the traveler or preparer is required to provide a justification for the AO.

The screenshot shows the GovTrip web application interface. The top navigation bar includes 'Authorization', 'Voucher', 'Reports', 'Approve', and 'TA Maintenance'. Below this is a breadcrumb trail: 'Home > Authorization > Review & Sign > Pre-Audit'. The main heading is 'Pre-Audit Trip'. A message states: '2 items have been flagged in this Travel Document'. Below this is a table with two rows of flagged items. Each row has a 'Justification to Approving Official' text box. A callout box with an arrow points to these text boxes, containing the text: 'Enter any justification for the AO.'

Item #	Reason Flagged	Item Description	* Justification to Approving Official
1.	OTHER AUTH USED	Other Authorization Exists: TRAVEL CASH ADVANCE.	Enter your justification for an advance.
2.	TRAVEL MODES	RENTAL CAR Exceeds Threshold - \$201.91.	Enter your justification for a rental car. Some agencies require a justification regardless of the cost.

Notes:

Step 24: Digital Signature

The final step in creating an Authorization is to digitally sign the document to begin its routing process. The Digital Signature page also provides anytime access to see the status of the document.

Use the drop down box to choose "Signed" to finalize the document.

Add any additional remarks that your AO requires to approve the document.

Click on "Submit Completed Document" to begin the routing process.

Document Action

* Submit this document as: **SIGNED**

Additional Remarks:

* Ticketing Date (mm/dd/yyyy): 09/15/2011

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Redder, Jake L.	0

Document Information | Current History | Full History | Reasons for Audit Failures | View Adjustments

Current History

Status	Date	Time	Name	Remarks
CREATED	09/08/11	00:43	Jake L Redder	
ADJUSTED	09/08/11	00:49	Jake L Redder	
BOOK-AS-U-GO	09/08/11	00:49	Jake L Redder	PASS-DEBUG LEVEL (02) Your organization is set to show a successful book-as-you-go transaction, this transaction was NOT booked in the GDS. This setting is normally used for training purposes..00
ADJUSTED	09/08/11	00:52	Jake L Redder	
BOOK-AS-U-GO	09/08/11	00:52	Jake L Redder	PASS-DEBUG LEVEL (02) Your organization is set to show a successful book-as-you-go transaction, this transaction was NOT booked in the GDS. This setting is normally used for training purposes..00
BOOK-AS-U-GO	09/08/11	09:02	Jake L Redder	PASS-DEBUG LEVEL (02) Your organization is set to show a successful book-as-you-go transaction, this transaction was NOT booked in the GDS. This setting is normally used for training purposes..00

Notes:

Step 25: Stamp Process

By clicking "Save and Continue", the traveler or preparer is acknowledging that this is a legally signed document.

GovTrip Authorization PLAN TRIP Voucher GET REIMBURSED Reports SCHEDULER Approve TRAVEL DOCS TA Maintenance GOVTRIP ADMINISTRATION

PROFILE PRINT THIS SCREEN VIEW HELP

Stamp Process

You are Stamping this document SIGNED
By accepting you are legally signing this document.

If your authorization contains reservations, a transaction fee will be added at the time the reservations are booked.
You will receive an itinerary from the Travel Management Center (TMC) confirming your reservations via email. Please review your itinerary carefully. If reservations do not appear correct on the itinerary, contact your TMC or travel administrator.

Govtrip (GT) TAV fees may be added to your authorization document.

Cancel Save and Continue

Click "Save and Continue"

Notes:

Congratulations! You have successfully created an Authorization.

Lesson 3: Vouchers

A Voucher is a travel document that contains the “actual expenses” incurred during the trip. Vouchers are pre-populated with information that was entered into the Authorization. Any changes to the dates or expenses

associated with a trip must be updated on the Voucher. It is from the Voucher that the traveler and/or the GOVCC will be reimbursed for expenses. The Voucher must be submitted within 5 days of return from travel.

Step 1: Create a new Voucher

As with the Authorization, if you are preparing a Voucher for someone other than yourself, be sure to use the Traveler Lookup tool to identify the correct traveler before you begin. See page 4 for instructions. Once you have identified the traveler, you can begin to create a Voucher.

The screenshot shows the 'Voucher' tab in the 'Document List for Jake L Redder' interface. A 'Create a Voucher' button is highlighted with a red box. A table below lists existing vouchers with columns for Document Name, Departure Date, Status, Document Approved?, TA Number, and various action links (edit, print, remove, view). Callout boxes provide instructions: 'From the home screen in GovTrip, click on the Voucher tab.' points to the 'Voucher' tab; 'To begin a new Voucher, click "Create a Voucher."' points to the 'Create a Voucher' button; and 'This list of documents represents Vouchers that have already been created for this traveler.' points to the table.

Organization: GHHS TEST - Org Access: GHHS - Group Access: HHS - Permission: 0,1,2,3,4,5,6,7

Document List for Jake L Redder Authorization **Voucher** Local Voucher

[Create a Voucher »](#)

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print	Remove	Amend	Authorization
> JRATLANTAGA031709_V01	03/17/09	CREATED	No	ONZ1M0	> edit	print	> remove		view
> JRATLANTAGA080607_V01	08/06/07	CREATED	No	ONXGQE	> edit	print	> remove		view
> JRATLANTAGA051407_V04	05/14/07	CREATED	No	ONVDFU	> edit	print	> remove		view
> JRATLANTAGA032107_V02	03/21/07	CREATED	No	ONV9M1	> edit	print	> remove		view
> JRMINEAPOLIS032007_V01	03/20/07	CREATED	No	ONX7PG	> edit	print	> remove		view
> JRATLANTAGA021907_V02	02/19/07	CREATED	No	ONX7PF	> edit	print	> remove		view
> JRATLANTAGA020607_V01	02/06/07	CREATED	No	ONX76A	> edit	print	> remove		view
> JRDALLASDALLA012907_V01	01/29/07	CREATED	No	ONX65E	> edit	print	> remove		view
> JRWASHINGTON012907_V02	01/29/07	ADJUSTED	No	ONX65T	> view/edit	print	> remove		view
> JRHOUSTONTX111606_V02	11/16/06	CREATED	No	ONX54Y	> edit	print	> remove		view

Items per page: 10 [NEXT 10 >](#)

A list of Authorizations will populate. Choose the appropriate Authorization for which the traveler will be reimbursed and click "Create"

GovTrip Authorization Voucher Reports Approve TA Maintenance
 PLAN TRIP GET REIMBURSED SCHEDULERS TRAVEL DOCS GOVTRIP ADMINISTRATION

PROFILE | PRINT THIS SCREEN | VIEW HELP

Voucher from Authorization / Order

Below is a list of your authorizations. Select "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
JRATLANTAGA011007_A01	01/10/07	AUTH 24 HOUR PASSED	ONX5X6	Create
JRCHICAGOILL10104_A01	11/01/04	AUTH 24 HOUR PASSED	ONUBUV	Create
JRDETROITMILL10104_A01	11/01/04	AUTH 24 HOUR PASSED	ONUBUW	Create
JRMEMPHSTN110104_A01	11/01/04	AUTH 24 HOUR PASSED	ONURP	Create

Return to Document List

Step 2: Trip Overview

If a trip was shortened or extended from the original dates on the Authorization, use the Trip Overview screen to update the dates.

Verify that the dates are still accurate. If changes need to be made, click on the calendar icons to change the dates.

If the traveler added a second TDY location to the trip, click on "Add Per Diem Location" to add the location and associated Per Diems.

Travel Dates

Booking Travel using GovTrip requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g.air,rail) and lodging after these initial steps are complete.

Creation Date: 09/14/2011 TA Number: ONURP

Trip Duration:
 12 Hours or Less > 12 - 24 Hours - With Lodging > 12 - 24 Hours - No Lodging Multi-Day

Trip Type: SINGLE TRIP * Trip Details: Trip Purpose Description (optional):

Per Diem Locations

Per diem location dates may not overlap other added locations or the trip Start and End dates. To update location dates for a specific per diem location you must first either update the Start and End trip dates, or update the other per diem location dates so that no date overlap occurs.

Add Per Diem Locations

Remove	Arrival Date	Departure Date	TDY Location	Trip Purpose
		11/01/2004	MEMPHIS, TN	
	11/01/2004	11/05/2004		
	11/05/2004			

MEMPHIS, TN
 Change Location: Keyword Search | County | ZIP Code | Select by TDY Location

Save Changes Cancel

If changes have been made, click "Save Changes."

Notes:

Step 3: Update Flight info

Any changes to a traveler’s flight during their trip should be arranged through the TMC. TMC will update the Authorization which will automatically pre-populate on the Voucher. In the event that an extra air charge of any type needs to be accounted for, enter the information in “Other Transportation.” Use the blue navigation bar to access Other Transportation.

The screenshot shows the 'Other Transportation' form with the following fields and annotations:

- Navigation:** Home > Voucher > Reservations > Flights. Buttons for 'Previous Section' and 'Next Section' are visible.
- Section Header:** Other Transportation. Subtext: Use this screen to enter Other Ticketed Transportation information.
- Form Fields:**
 - * Type: -- Select -- (Annotated with a box: 'Select the "Other Transportation" type.') and a red arrow pointing to the dropdown.
 - * Description: AIR FARE (GOVCC-I)
 - * Ticket No: See Attached Ticket 2
 - * Ticket Value: 0.00
 - Cost: (If different from ticket value) 213.95 (Annotated with a box: 'Enter the cost, dates, and MOR.' and a red arrow pointing to the field. A '+ foreign currency calculator' link is next to it.)
 - * Departure Date (mm/dd/yyyy): 11/05/2004
 - Issue Date (mm/dd/yyyy):
 - * Ticket Date (mm/dd/yyyy): 10/27/2004
 - CBA Account:
 - Method of Reimbursement: (Annotated with a box and a red arrow pointing to the dropdown.)
 - Reimbursable: yes
 - Comments sent to your TMC: (To modify, view the Preview Trip screen) No comments found.
- Action:** A 'Save' button is located at the bottom right, annotated with a box: 'Click "Save."' and a red arrow pointing to it.

Notes:

Step 4: Update Lodging and M&IE

The preparer can update both the Lodging and the Meals & Incidental Expenses on the Per Diem Entitlements screen which can be accessed by using the blue navigation bar. Do not add hotels taxes to this screen. Those will be added to the Non-Mileage Expenses page.

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

Date	Location	View/Edit	Reset	Ldg Cost	Ldg Allowed	MBIE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/26/06	LOS ANGELES, CA	> Edit	> Reset	67.99	67.99	48.00	104 / 64					
06/27/06	LOS ANGELES, CA	> Edit	> Reset	59.00	59.00	64.00	104 / 64					
06/28/06	LOS ANGELES, CA	> Edit	> Reset	59.00	59.00	64.00	104 / 64					
06/29/06	LOS ANGELES, CA	> Edit	> Reset	59.00	59.00	64.00	104 / 64					
06/30/06	LOS ANGELES, CA	> Edit	> Reset	0.00	0.00	48.00	104 / 64					

[Edit All](#) [Reset All](#)

Note the current expenses as reflected in the Authorization. One or all of these dates can be changed.

To make changes to all of the dates click "Edit All." For just one date, click "Edit" next to the appropriate date.

Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply From Date" and "Values Apply Through" dates. Then, select the "distribute cost" button.

Location: LOS ANGELES, CA
 Values Apply From Date: 06/26/06
 Values Apply Through: 06/30/2006

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below.

Per Diem Rate: 104.00 / 64.00
 Lodging (\$): 67.99
 Method of Reimbursement: PERSONAL

M & IE (\$): 48.00 \$ 48.00

Reimbursable: YES

Conference

If you are attending a conference and would like to enter information for it, select conference allowance.

Conference Allowance

Meals

If any of the following meals are provided or actual please select the applicable meal(s) for this date or date range.

Meals Provided or Actual Expenses?

Provided? Default 75% No M&IE Specify Actual Cost

Breakfast
 Lunch
 Dinner

Other Per Diem Entitlements

If you need to claim actuals for lodging, taken leave, or have any OCONUS incidental amounts, you may check the appropriate box below.

Leave
 Check here if you are taking leave for the above date or date range.

Actual Lodging
 Check here if you need to use Actual Lodging for the above date or date range.

Cancel These Entitlement Changes and Return | Save These Entitlements

Update the lodging cost if needed.

If any meals were provided during the trip, place an x in the box next to the meal type.

If lodging charges were different than the Per Diem, check the "Actual Lodging" box.

Be sure that the MOR for the lodging matches the MOP. The MOR for M&IE should always be Personal.

Click "Save These Entitlements."

The traveler will be reimbursed for only the amount listed in the Per Diem Entitlements for lodging. If lodging charges were different from the Per Diem, check the "Actual Lodging" box. Charges cannot exceed 300% of Per Diem. Request for Actual Expenses to exceed the Per Diem amount must be approved in advance and will only be approved in limited circumstances.

If the traveler chooses to take annual leave during the trip this must be accounted for by checking the "Leave" box above. The page will refresh to show no Per Diem for days of leave.

Notes:

Step 5: Update Rental Car

Car rentals that were part of the original Authorization will be pre-populated on the Voucher. Changes should be made in the Rental Car screen. If for some reason the traveler rented a car during the trip it can be added to the Non-Mileage Expenses screen.

The screenshot shows the 'Review & complete your booking' page for a Budget Economy Car. The page includes a navigation bar with 'Previous Section' and 'Next Section' buttons. The main content area displays the rental details: pick-up and drop-off dates and times, rental rate of \$211.00, and restrictions. Below these details are input fields for pick-up and drop-off dates and times, a 'Cost' field containing '211.00', a 'Car Rental Club #' field, and a 'Method of Reimbursement' dropdown menu set to 'GOVCC'. A 'Save Selected Car' button is located at the bottom right. Annotations include a callout box pointing to the 'Cost' and 'Method of Reimbursement' fields with the text 'Update the cost and MOR.', and another callout box pointing to the 'Save Selected Car' button with the text 'Click "Save Selected Car."'

Home > Voucher > Reservations > Car Rental

Previous Section Step 4 of 14 Next Section

Rental Car Selected

Budget Review & complete your booking

Rental Car: BUDGET - Economy Car

Pick-Up: 26-Dec-11 - 11:00AM at MDW - Chicago, IL

Drop-Off: 31-Dec-11 - 5:00PM at MDW - Chicago, IL

Rental rate: \$ 211.00 (includes taxes and fees)
Rental rate does not include the Government Administrative Rate Supplement fee of \$5 per day.

Restrictions: Weekly \$91.00, Extra Hour \$12.00, Extra Day \$13.00, Estimated Total Cost \$198.00, Unlimited miles/kilometers

Enter the following details:

Pick-Up Date: 12/26/2011

Pick-Up Time: 11:00 AM

Drop-Off Date: 12/31/2011

Drop-Off Time: 05:00 PM

Cost: 211.00

Car Rental Club #:

Method of Reimbursement: GOVCC

Comments to the Travel Agent:

Save Selected Car

Update the cost and MOR.

Click "Save Selected Car."

Notes:

Step 6: Update Train Travel

Any changes to a traveler's rail ticket during their trip should be arranged through the TMC. The TMC will update the Authorization which will automatically pre-populate on the Voucher. In the event that an extra rail charge of any type needs to be accounted for, enter the information in "Other Transportation." Use the blue navigation bar to access Other Transportation.

The screenshot shows the 'Other Transportation' form with the following fields and annotations:

- Navigation:** Previous Section (left), Step 2 of 10 (center), Next Section (right).
- Title:** Other Transportation
- Instruction:** Use this screen to enter Other Ticketed Transportation information.
- Section Header:** Edit Ticket Information
- Text:** Enter or select the required data.
- Note:** Please Note: A Red Star (*) indicates a field is required.
- * Type:** CR - TRAIN FARE (GOVCC-I) (dropdown menu, highlighted with a red box and an arrow from the annotation 'Select the Expense Type.')
- * Description:** TRAIN FARE (GOVCC-I)
- * Ticket No:** See Attached Ticket 2
- * Ticket Value:** 0.00 (text input, highlighted with a red box and an arrow from the annotation 'Enter the ticket value, departure date, ticket date, and MOR.')
- * Ticket Value (If different from ticket value):** 0.00 (text input, highlighted with a red box and an arrow from the annotation 'Enter the ticket value, departure date, ticket date, and MOR.')
- * Departure Date (mm/dd/yyyy):** 10/13/2011 (calendar icon, highlighted with a red box and an arrow from the annotation 'Enter the ticket value, departure date, ticket date, and MOR.')
- Issue Date (mm/dd/yyyy):** (calendar icon, highlighted with a red box and an arrow from the annotation 'Enter the ticket value, departure date, ticket date, and MOR.')
- * Ticket Date (mm/dd/yyyy):** 10/11/2011 (calendar icon, highlighted with a red box and an arrow from the annotation 'Enter the ticket value, departure date, ticket date, and MOR.')
- CBA Account:** (dropdown menu, highlighted with a red box and an arrow from the annotation 'Enter the ticket value, departure date, ticket date, and MOR.')
- Method of Reimbursement:** GOVCC (dropdown menu, highlighted with a red box and an arrow from the annotation 'Enter the ticket value, departure date, ticket date, and MOR.')
- Reimbursable:** yes
- Comments sent to your TMC:** No comments found. (To modify, view the Preview Trip screen)
- Save Button:** Save (button, highlighted with a red box and an arrow from the annotation 'Click "Save."')

Step 7: Update Other Transportation

Any additional transportation that was booked outside of GovTrip must be entered in the Other Transportation screen for reimbursement.

Other Transportation

Use this screen to enter Other Ticketed Transportation information.

Add Ticket Information

Enter or select the required data.

Note: A Red Star (*) indicates a field is required.

Add the type of transportation.	* Type: -- Select --
Add the cost of transportation.	* Ticket Value: 0.00
Add the dates of transportation.	* Ticket Date (mm/dd/yyyy): 06/26/2006
Add the appropriate MOR.	* Method of Reimbursement: ▼

Save

Click "Save."

Notes:

Step 8: Update Non-Mileage Expenses

The traveler is entitled to expense any miles traveled in their personal vehicle during their trip. This includes mileage from their residence to the airport or TDY location. They do not need to subtract out their mileage traveled during their normal commute.

Choose the Expense Type, date, and MOR.

Enter the number of miles. The system will calculate the cost.

Click "Save Expenses."

Expenses that were included in the Authorization appear here and can be changed by clicking "Edit" or "Remove."

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 26-Jun-06 Return: 30-Jun-06

Expense Type: PVT AUTO-LOCAL

Date (mm/dd/yyyy): 06/26/2006

Method of Reimbursement: PERSONAL

Miles: 22, Rate: .445 = Cost \$ 9.79

Reimbursable: yes

Save Expenses

Expense Summary

Expense Type	Meth. of Reimb.	Date	Cost	Edit	Remove
PVT AUTO-LOCAL	PERSONAL	06/26/06	\$9.79	Edit	Remove
PVT AUTO-LOCAL	PERSONAL	06/30/06	\$9.79	Edit	Remove
Total Expenses:			\$19.58		

Notes:

Step 10: Verify/Correct Accounting Codes

The Accounting Code that was used in the Authorization is reflected here. It is rare that the preparer will need to change the LOA on the Voucher. If a change needs to be made, contact your local FATA.

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

If an additional Line of Accounting is needed, use the drop down box to select the LOA. Click "Select LOA."

Accounting Codes

Start Date: 29-Jan-07 End Date: 01-Feb-07
[Add Account Label](#) [Change Organization](#)

Organization Account Labels (HD_DEMO):

--Select--

If you need to change the LOA that was chosen in the Authorization, click "view/edit > remove."

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the account label to be removed.

Account Label	Organization	Action
05 YELLOW	HD_DEMO	view/edit remove

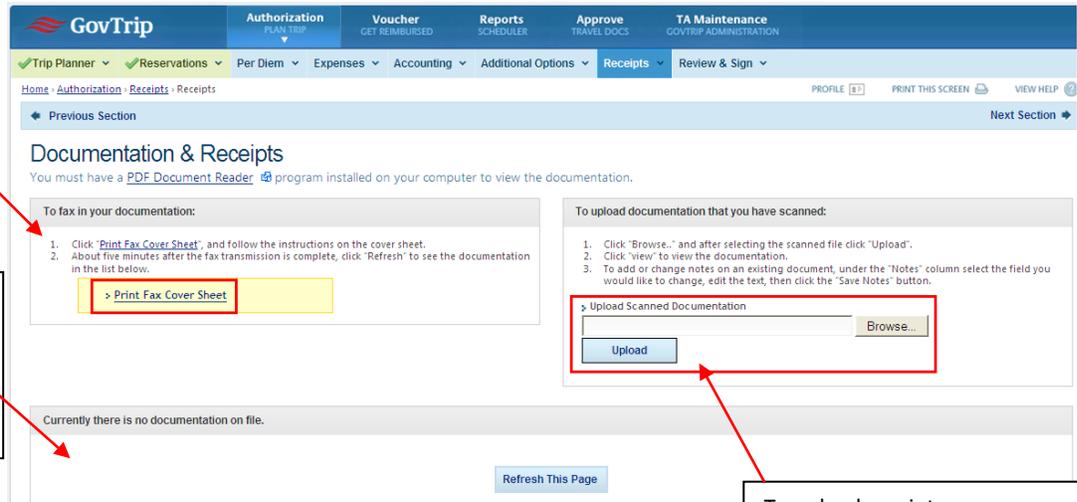
Notes:

Step 11: Add Documents and Receipts

Receipts and other types of documentation must be uploaded into GovTrip and attached to the Voucher by using the scan and upload or fax methods. Some documents may have been uploaded to the Authorization and have carried over. At a minimum, all airline, hotel, rail, personal or business phone calls, laundry, dry cleaning and receipts of \$75 or more must be attached. Check with your local FATA to find out if there is specific documentation that is required by your agency.

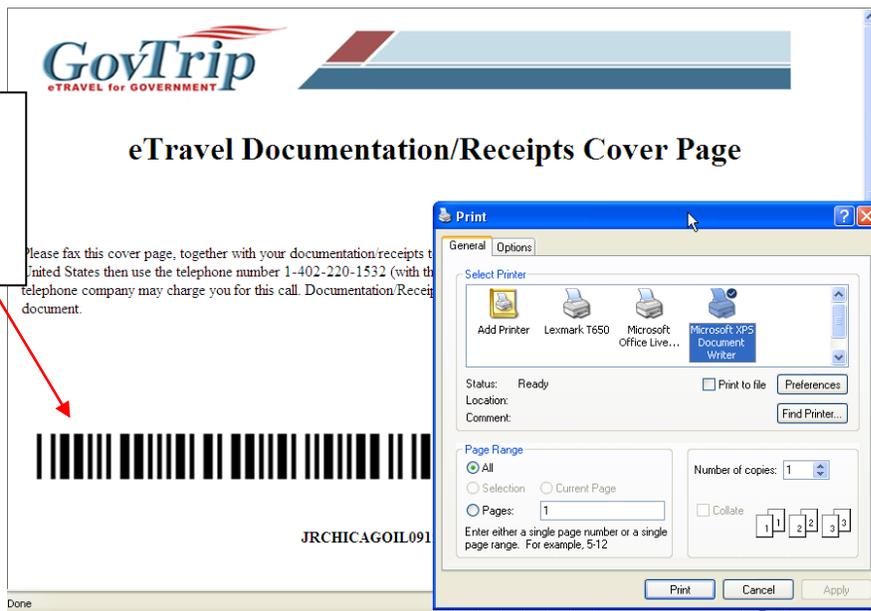
To fax receipts, click on "Print Fax Cover Sheet" and print the page as shown below.

Fax the cover sheet and receipts to the number on the cover sheet. The document will appear at the bottom of the screen.



To upload receipts, scan receipts to your hard drive, click on "Browse" and located receipts. Click "Upload." The file will appear at the bottom on the screen.

The bar code on the fax cover sheet is specific to the attached receipts. Be sure to print a different cover sheet for each fax submission.



Step 12: Preview Trip

The Preview Trip screen allows the traveler or preparer to view the entire Voucher before signing. The traveler can confirm and edit data, as well as provide comments for the AO. This page also shows the total reimbursement to both the traveler and the GOVCC.

Preview Trip
Review the details for this trip below. When you have finished, proceed to Pre-Audit.

Previous Section Step 7 of 9 Trip Details Next Section

Trip Type: TT TRIP BY TRIP Trip Purpose: CONFERENCE ATTENDANCE
Trip Details: Trip Purpose Description:

Itinerary

Tools	Location Type	Location	Time Zone	Arrival Date	Departure Date
Edit	Overall Starting Point	RES: ARLINGTON, VA	EST (06)	—	10-Oct-06
Edit	TOTY Location 1	ORLANDO-ORLANDO, FL	EST (06)	10-Oct-06	13-Oct-06
Edit	Overall End Point	RES: ARLINGTON, VA	EST (06)	13-Oct-06	—

Reservations View All Flights Lodging Rental Car Rail Other Transportation

Flights

[Edit](#) \$225.30 - 10-Oct-06: IAD-Washington, Dc (Usa) (Dulles Apt) To MCO-Orlando, Fl (Usa) (Int L. Apt)

Carrier & Flight No.	Takeoff	Landing	Method of Reimbursement	(Optional) Comments to the Travel Agent
UNITED AIRLINES INC. (UA) 1569	IAD-Washington, Dc (Usa) (Dulles Apt) 10-Oct-06 2143	MCO-Orlando, Fl (Usa) (Int L. Apt) 10-Oct-06 2331	PERSONAL	SEAT PREFERENCE: 18F

[Edit](#) \$233.00 - 13-Oct-06: MCO-Orlando, Fl (Usa) (Int L. Apt) To IAD-Washington, Dc (Usa) (Dulles Apt)

Carrier & Flight No.	Takeoff	Landing	Method of Reimbursement	(Optional) Comments to the Travel Agent
UNITED AIRLINES INC. (UA) 1635	MCO-Orlando, Fl (Usa) (Int L. Apt) 13-Oct-06 0600	IAD-Washington, Dc (Usa) (Dulles Apt) 13-Oct-06 0804	PERSONAL	SEAT PREFERENCE: 18F

Lodging

Tools	Hotel Name	Check-In	Check-Out	Cost	Tax	Total Room & Tax	Method of Reimbursement	Confirmation	(Optional) Comments to the Travel Agent
Edit	Hampton Inn Orlando/Orlando	10-Oct-06 1300	13-Oct-06 0900	\$80.00 / Night	10%	\$88.00 / Night excluding additional fees	PERSONAL		Comments to the Travel Agent:

Rental Car

Tools	Rental Company	Cost	Tax	Pick-Up	Drop-Off	Method of Reimbursement	Confirmation	(Optional) Comments to the Travel Agent
Edit	THRIFTY RENT-A-CAR - Economy Car	\$45.00		MCO-Orlando, Fl 10-Oct-06 0000	13-Oct-06 0400	PERSONAL		

No rail selected.
No other transportation selected. [Add Other Transportation Reservations](#)

Expenses View All Non-Mileage Mileage Documentation & Receipts

Non-Mileage Expenses [Add Non-Mileage Expense](#)

Tools	No.	Non-Mileage Expense Type	Date	Cost	Method of Reimbursement
Edit	1.	Baggage tips	10/10/06	\$0.00	PERSONAL
Edit	2.	Excess Baggage	10/10/06	\$400.00	PERSONAL
Edit	3.	TAV FEE 4	10/13/06	\$13.30	PERSONAL
				Total:	\$421.30

No Mileage Expenses entered. [Add Mileage Expense](#)
No Documentation/Receipts currently loaded. [Add/Edit Documentation & Receipts](#)

Per Diem Entitlements (Lodging & M&IE)

Tools	Start Date	End Date	Total Lodge	Total M&IE
Edit	10/10/06	10/13/06	\$39.00	\$171.30

Accounting Summary

[Edit](#) Accounting Code: 05 TD TEST

TAV EXP 3	\$13.30
05 TD TEST Sub Total:	\$13.30

[Edit](#) Accounting Code: 05 YELLOW

COM. CARR-E	\$449.10
LODGING	\$399.00
M&IE	\$171.30
OTHER	\$408.00
RENTAL CAR	\$45.00
05 YELLOW Sub Total:	\$1,482.40
Calculated Trip Cost:	\$1,446.10

Advances Summary
No advances requested.

Payment Information

Pay to Gov't Charge Card:	\$ 0.00	View Payment Totals
Pay to Traveler (Due Gov't if Negative):	\$ 1,446.10	
Total Payment (Due Gov't if Negative):	\$ 1,446.10	
From Reimbursable:	\$ 0.00	

Other Authorizations
No other authorizations selected. [Add Other Authorizations](#)

Prior Vouchers Summary

Date	Amount
Current Voucher Cost	\$ 1,446.10
Total Voucher Cost	\$ 1,446.10

To view a breakdown of the payment reimbursements, click "View Payment Totals."

Step 13: Payment Totals

The Payment Totals screen allows the traveler to view the disbursement of funds.

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed			
Total Expenses:	\$ 1,096.86		
Non Reimbursable Expenses:	\$ 0.00		
Total Amount Claimed:	\$ 1,096.86		
Advance Information			
Advance Paid:	\$ 0.00		
Government Charge Card Amount			
Expenses on Gov't Charge Card:	\$ 46.26		
Payment Information			
Previous Payments:			
Total Expenses:	\$ 1,096.86		
Payment Distribution			
Document	Personal	GOVCC	Non Reimbursable Expenses
Current	\$ 550.60	\$ 546.26	\$ 0.00
Total Payment: (Due Gov't if Negative)		\$ 1,096.86	

Step 13: Pre-Audit Flags

Any items that are considered outside the normal travel standards will be flagged and the traveler or preparer is required to provide a justification for the AO.

The screenshot shows the GovTrip interface for the 'Pre-Audit Trip' step. It displays a table of flagged items with the following data:

Item #	Reason Flagged	Item Description	* Justification to Approving Official
1.	OTHER AUTH USED	Other Authorization Exists: TRAVEL CASH ADVANCE.	Enter your justification for an advance.
2.	TRAVEL MODES	RENTAL CAR Exceeds Threshold - \$201.91.	Enter your justification for a rental car. Some agencies require a justification regardless of the cost.

A callout box points to the justification text boxes with the text: "Enter any justification for the AO."

Step 14: Digital Signature

Unlike the Authorization, a Preparer cannot sign the Voucher for the Traveler. The Traveler must review the Voucher and digitally sign the document.

Choose "Signed" from the drop down box. If you are a preparer choose "Voucher Prepared" and the document will be routed to the traveler for signature.

Add any additional remarks that your AO requires to approve the document.

Click "Submit Completed Document" to begin the routing process.

Digital Signature

Please review the information below to stamp and submit this travel voucher for routing and approval. By submitting you are legally signing this document.

Document Action

Submit this document as: SIGNED

Additional Remarks:

Ticketing Date: 09/15/2011

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Redder, Jake	0

Document Information | Current History | Full History | Reasons for Audit Failures

Current History

Status	Date	Time	Name	Remarks
CREATED	05/20/10	15:18	Jake Redder	

Congratulations! You have successfully completed a Voucher!

Lesson 4: Local Vouchers

A local voucher is a document used to claim reimbursement for miscellaneous expenses incurred by a traveler within the local travel area. Local travel is considered anything within 50 miles of the traveler's residence or office. Per Diem cannot be claimed on a local voucher as no overnight stay is required. There is no Authorization associated with a Local Voucher. Local Vouchers can contain multiple expenses and should not be submitted more than once per month.

Travelers within the local area (within 50 miles) may request Per Diem if all of the following criteria are met:

- 1) The agency had no input into the site selection.
- 2) The assignment will last at least 4 consecutive days and will require at least 9 ½ hours work each day.
- 3) It is clearly within the Government's interest and its mission to permit the employee to stay overnight.
- 4) The employee would be required to drive at least 80 miles each way from his/her residence to the TDY.
- 5) Significant safety issues are raised by the amount of work and amount of driving required of the employee.

Step 1: Create a Local Voucher

As with the Authorization, if you are preparing a Local Voucher for someone other than yourself, use the Traveler Lookup tool first. See page 4 for instructions. Once you have identified the traveler, you may create a Local Voucher.

From the GovTrip home page, click on "Local Voucher."

To begin, click on "Create a Local Voucher."

This list of documents represents Local Vouchers that have already been created for this traveler.

Welcome, Jake L Redder
Organization: GHHSGETEST - Org Access: GHHS - Group Access: HHS - Permission: 0,1,2,3,4,5,6,7

Document List for Jake L Redder: Authorization Voucher **Local Voucher**

264 Documents Awaiting Approval

[Create a Local Voucher »](#)

Sort by Document Name	Sorted by Begin Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print	Remove
> JR240811_L01	08/24/11	CREATED	No	000ZAS	> edit	print	> remove
> JB100610_L01	06/10/10	CREATED	No	000LQW	> edit	print	> remove
> JR260410_L01	04/26/10	SIGNED	No	000H92	> view/edit	print	> remove
> JR260410_L02	04/26/10	CREATED	No	000HLI	> edit	print	> remove
> JR260410_L03	04/26/10	CREATED	No	000HLJ	> edit	print	> remove
> JB090410_L01	04/09/10	CREATED	No	000GHB	> edit	print	> remove
> JB080410_L01	04/08/10	CREATED	No	000GHC	> edit	print	> remove
> JB080410_L02	04/08/10	CREATED	No	000GHC	> edit	print	> remove
> JR250310_L01	03/25/10	CREATED	No	000FWS	> edit	print	> remove
> JR220310_L01	03/22/10	CREATED	No	000FMR	> edit	print	> remove

Items per page: 10 [NEXT 10 >](#)

Step 2: Enter the Local Voucher Date

The date of the Local Voucher must reflect the day the first expense was incurred.

Local Voucher Date

Enter the expense date and select "OK", or "Return to Document List" to cancel.

Expense Date (mm/dd/yyyy): 

Use the drop down box to select the date and click "OK."

Notes:

Step 3: Add Non-Mileage Expenses

Non-mileage expenses for local travel can include a rental car, taxis, parking, tolls, etc. As the GOVCC cannot be used while on local travel, the MOP and MOR should always be Personal.

The screenshot shows the 'Non-Mileage Expenses' form on the left and the 'Expense Summary' table on the right. Red boxes and arrows highlight key elements:

- Form Annotations:**
 - A box labeled "Enter the number of expense items." points to the "Select number of expenses" dropdown, which is set to 1.
 - A box labeled "Enter the expense type, description, cost, dates and MOR." points to the "Expense Type" dropdown (set to PUBLIC TRANSIT), "Expense Description" field, "Cost" field (set to 5.75), "Date" field (set to 01/12/2012), and "Method of Reimbursement" dropdown (set to PERSONAL).
 - A box labeled "Click 'Save Expenses.'" points to the "Save Expenses" button.
- Expense Summary Table:**

Expense Type	Meth. of Reimb.	Date	Cost	Description	Edit	Remove	Remove Selected
PARKING - LOCAL	PERSONAL	01/04/12	\$12.00		Edit	Remove	<input type="checkbox"/>
TAV FEE -C	CENTRAL BILL	01/04/12	\$8.00				<input type="checkbox"/>
RENTAL CAR	PERSONAL	01/08/12	\$67.00		Edit	Remove	<input type="checkbox"/>
TOLLS (HIGHWAY BRIDGE ETC)	PERSONAL	01/08/12	\$5.00		Edit	Remove	<input type="checkbox"/>
GASOLINE - RENTAL/GOV CAR	PERSONAL	01/08/12	\$97.00		Edit	Remove	<input type="checkbox"/>
Total Expenses:			\$189.00				

Notes

Step 4: Add Mileage Expenses

Travelers will be reimbursed for the number of miles traveled in their personal vehicle minus their normal daily commute.

The screenshot shows the 'Mileage Expenses' form in the GovTrip system. The form is titled 'Mileage Expenses' and includes instructions: 'Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.' The form has several fields: 'Select number of expense' (set to 1), 'Expense Type' (set to PRIVATE AUTO MILEAGE), 'Date' (set to 09/16/2011), 'Method of Reimbursement' (set to PERSONAL), and 'Miles' (set to 34). A calculation shows 'Miles: 34 x Rate: .51 = Cost \$ 17.34'. A 'Save Expenses' button is at the bottom. To the right, an 'Expense Summary' table is shown, which lists the entered expense and a total of \$28.56. Red boxes and arrows highlight key fields and the 'Save Expenses' button. Callout boxes provide instructions for each field.

Enter the number of expense items.

Enter the expense type, cost, and MOR.

Enter the number of miles traveled minus the normal commute. GovTrip will calculate the cost.

Click "Save Expenses."

Expense Type	Meth. of Reimb.	Date	Cost	Edit	Remove
PRIVATE AUTO MILEAGE	PERSONAL	09/16/11	\$17.34	Edit	Remove
PRIVATE AUTO MILEAGE	PERSONAL	09/19/11	\$11.22	Edit	Remove
Total Expenses:			\$28.56		

Notes

Step 5: Add Accounting Codes

It is important that the Accounting Codes are correct so that funds can be charged appropriately. More than one Accounting Code can be assigned to local travel and the funds can be divided between them. Check with your budget office, FATA, or AO if you are unsure which code to use.

Home > Voucher > Accounting > Accounting

Previous Section Step 3 of 7 Next Section

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Accounting Codes

Start Date: 16-Sep-11 End Date: 16-Sep-11

> Find Account Label > Change Organization

> Find Project/Task/CAN

Non-Project CANs:

11 Test for Sponsor

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the account label to be removed.

Accounting Label	Organization	View/Edit Acctg Code	Remove	Object Class Code	View/Edit Object Class	Project CAN
11 Test for Sponsor	GHHSGETEST	> view/edit	> remove	21401	> view/edit	

Click on the drop down box and select the Line of Accounting (LOA) for your OPDIV.

Click on view/edit under the Object Class and the screen below will appear.

GovTrip

Authorization PLAN TRIP Voucher GET REIMBURSED Reports SCHEDULER Approve TRAVEL DOCS TA Maintenance GOVTRIP ADMINISTRATION

Find Object Class

Select an object class description from the menu or enter the complete or partial object code to search for the associated Line of Accounting.

Object Class Code: Search

Object Class Description:

Object Class	Description
21100	SITE VISIT
21101	PROG DOM
21102	PROG FRGN
21103	ADMIN & MGMT DOM
21104	ADMIN & MGMT FRGN
21105	AUDIT INVEST & INSP DOM
21106	AUDIT INVEST & INSP FRGN
21107	LIT DOM
21108	LIT FRGN
21109	TRN PR/DM EMP & FAM FRGN

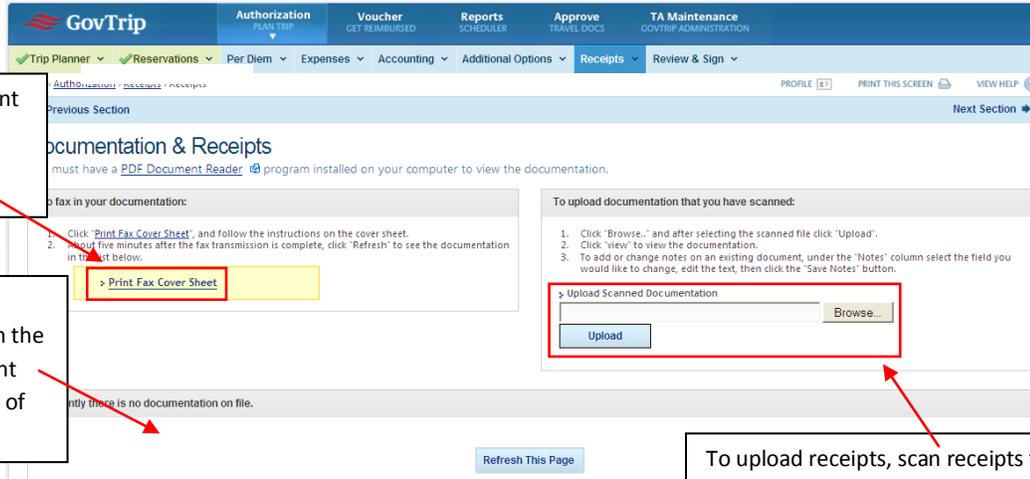
Close

Click on "select" next to the appropriate Object Class.

Click on the drop down box to choose the description.

Step 6: Add Document and Receipts

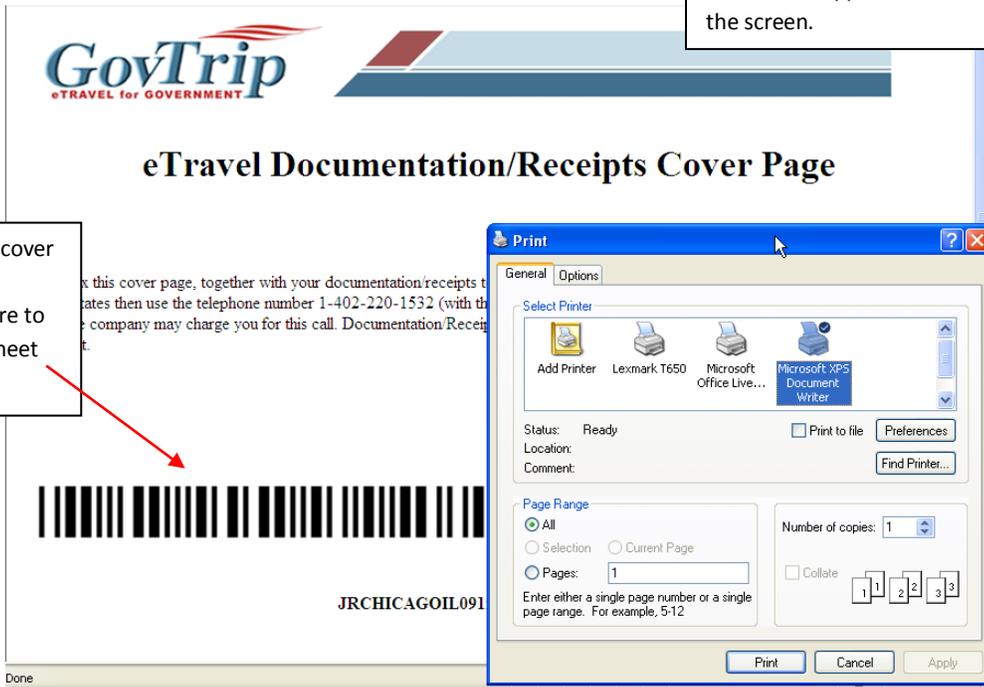
Receipts and other types of documentation must be uploaded into GovTrip and attached to the Local Voucher by using the scan and upload or fax methods. At a minimum, all rental car, taxis, and receipts of \$75 or more must be attached to the Local Voucher. Check with your local FATA to find out if there is specific documentation that is required by your agency.



To fax receipts, click on "Print Fax Cover Sheet" and print the page as shown below.

Fax the cover sheet and receipts to the number on the cover sheet. The document will appear at the bottom of the screen.

To upload receipts, scan receipts to your hard drive, click on "Browse" and located receipts. Click "Upload." The file will appear at the bottom on the screen.



The bar code on the fax cover sheet is specific to the attached receipts. Be sure to print a different cover sheet for each fax submission.

Step 7: Add Comments for the Approving Official

The Preview Trip screen allows the traveler or preparer to view the entire Local Voucher before signing. The traveler can confirm and edit data, as well as provide comments for the AO.

Preview Local Trip

Review the details for this trip below. When you have finished, proceed to Pre-Audit.

◀ Previous Section Step 5 of 7 ▶

Comments for the Approving Official

[Add Comments](#)

Expenses View All Non-Mileage Mileage Documentation/Receipts

Non-Mileage:

No.	Expense Type	Date	Cost	Method of Reimbursement	Description
Edit 1.	PARKING - LOCAL	01/04/12	\$12.00	PERSONAL	
2.	TAV FEE -C	01/04/12	\$8.00	CENTRAL BILL	
3.	RENTAL CAR	01/08/12	\$67.00	PERSONAL	
Edit 4.	TOLLS (HIGHWAY BRIDGE ETC)	01/08/12	\$5.00	PERSONAL	
Edit 5.	GASOLINE - RENTAL/GOV CAR	01/08/12	\$97.00	PERSONAL	

[Add Non-Mileage Expense](#)

Total: \$189.00

Mileage:

No.	Expense Type	Date	Miles	Cost	Method of Reimbursement	Description
Edit 1.	PRIVATE AUTO MILEAGE	01/04/12	30	\$15.30	PERSONAL	
Edit 2.	PRIVATE AUTO MILEAGE	01/18/12	32	\$16.32	PERSONAL	

[Add Mileage Expense](#)

Total: \$31.62

No Documentation/Receipts currently loaded.

[Add/Edit Documentation & Receipts](#)

Accounting Summary

Accounting Code: 11 TEST-21.11 [Edit](#)

MILEAGE:	\$31.62
PARKING:	\$12.00
RENTAL CAR:	\$67.00
RENTAL GAS:	\$97.00
TRANSPORT:	\$5.00
11 TEST-21.11 Sub Total:	\$212.62

Accounting Code: 11 TEST-21923 [Edit](#)

TAV EXP -C:	\$8.00
11 TEST-21923 Sub Total:	\$8.00
Calculated Trip Cost:	\$220.62

Payment Distribution

Pay to Govt Charge Card:	\$ 0.00	View Payment Totals
Pay to Traveler: (Due Govt if Negative)	\$ 212.62	
Total Payment: (Due Govt if Negative)	\$ 212.62	
Non Reimbursable:	\$ 0.00	

Add comments for the Approving Official here.

Click here to edit any of the expenses.

The full reimbursement for the local voucher should go to traveler as the GOVCC cannot be used for local travel.

Step 9: Pre Audit Trip

Any items that are considered outside the normal travel standards will be flagged and the traveler or preparer is required to provide a justification for the AO.

Pre-Audit Trip

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Next Section."

0 items have been flagged in this Travel Document

Item #	Reason Flagged	Item Description	* Justification to Approving Official
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Step 11: Digital Signature

Unlike the Authorization, a preparer cannot sign the Local Voucher for the traveler. The traveler must review and digitally sign the document.

Choose "signed" from the drop down box. If you are a preparer choose "Voucher Prepared" which will route the document to the traveler for signature.

Add any additional remarks that your AO requires to approve the document.

Click "Submit Completed Document" to begin the routing process.

Signature

to stamp and submit this local voucher for routing and approval. By submitting you are legally signing this document.

Submit Action

This document as: SIGNED

Additional Remarks:

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Redder, Jake L.	0

Document Information | Current History | Full History | Reasons for Audit Failures

Document History

Status	Date	Time	Name	Remarks
CREATED	09/16/11	13:55	Jake L Redder	

