

Funds Validation

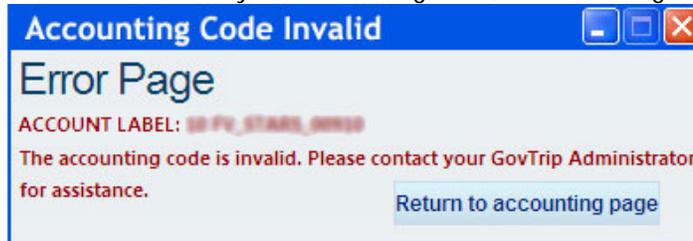
HTTP://GOTRAVEL.DOE.GOV

When authorizations or local vouchers are stamped SIGNED and APPROVED, GovTrip checks the DOE accounting system, STARS, to verify the document accounting code is correct and funds are available. After this information is verified, the authorization will be stamped and processed as normal.

Error Alerts

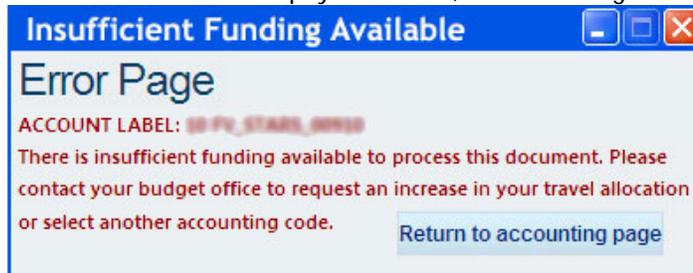
Accounting Code Invalid

If there is an issue with your accounting code, the following message will appear:



Insufficient Funds Available

If there is insufficient funds pay for travel, the following message will appear:



Resolve Accounting Code Issues

1. Print travel form with accounting code details.
 - a. Click on the Red X close Window button.
 - b. Click on Return to Home Page in the top right corner of the page.
 - c. Click print.
 - d. Right click on pdf form.
 - e. Click on Print from the drop menu.
2. Contact your GovTrip Administrator and/or your budget office to ensure the accounting code is available and funds are available.

If the printed travel document does NOT include the designated accounting code, use the following ONE TIME procedures to change the form print defaults:

1. Go to the GovTrip Home/Welcome page.
2. Highlight Administrative Tool.
3. Click on Form Preferences from the drop menu.
4. Scroll down to Attachments.
5. Check Accounting Detail.
6. Scroll to bottom of the page.
7. Click on Save Form Defaults.
8. Click on Return.