

## Use Online Booking (continued)

### Hotel

1. Verify **Check-In and Check-Out dates**.
2. On the **Near TDY Location** tab, verify the TDY location is correct.
3. Click on **Search Accommodations**.
4. Click on **Select Hotel Info & Rates** beside preferred hotel.
5. Note **Lodging Per Diem Allowed**.
6. **Select lodging rate** at or under per diem. If hotel does not have rates at or under per diem, scroll to the bottom of the page and click on **Choose Another Hotel**.
7. Verify response to *Please select a method of payment* is **GOVCC**.
8. Verify response to *How do you want to be reimbursed?* is **PERSONAL**.
9. Click **Save Selected Accommodations**.
10. At the Booking Status-*Your reservations were successfully BOOKED*, click on **Proceed to Next Section**.

### Rental Car

1. Designate **Pick-up Date and Time**.
2. Designate **Drop-off Date and Time**.
3. **Select Class of Car** from drop menu.
4. Designate **Pick-up Location**.
5. For *Drop-off Location*, check **same as Pick-Up Location**.
6. Click on **Search Rental Car Availability**.
7. Beside the preferred car rental, click on **Select and Continue**.
8. **Verify details**.
9. Verify Method of Reimbursement is **PERSONAL**.
10. Click on **Save Selected Car**.
11. At the Booking Status-*Your reservations were successfully BOOKED*, click on **Proceed to Next Section**.

Return to  **Lodging & M&IE** section to complete.



## Travel System Support

[travelsystemsupport@hq.doe.gov](mailto:travelsystemsupport@hq.doe.gov)

<http://gotravel.doe.gov>

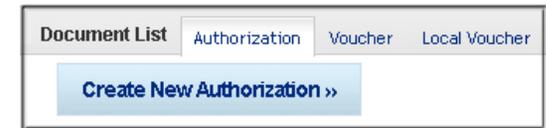


## Creating an Authorization

### Login to GovTrip

1. Go to <http://www.govtrip.com>
2. For Agency, select **DOE**.
3. Type your **Username** and **Password**.
4. Click on **Log-In to GovTrip**.
5. **Accept** at the Warning and Privacy Act Statement.

### Create New Authorization



1. Click on the **Authorization** tab.
2. Click on the **Create New Authorization** button.

### Establish Trip Itinerary

1. Enter **Departing On** date.
2. Select **Departing From** location (Residence, Duty Station, or Other).
3. Enter **Returning On** date.
4. Select **Returning To** location.
5. Select **Trip Type** (Single Trip).
6. Select **Trip Purpose**.
7. Enter **Trip Details**. This information displays on the Preview Trip page of the Authorization.
8. Click on **Next Section**.

### Select TDY Location

1. Verify **Arriving On** and **Departing On** dates.
2. Click on the **Select by TDY Location** tab.
3. Select **State/Country of Location**.
4. Click on **Select State/County**.
5. Select **Location**.
6. Click on **Select Location**.
7. **Scroll down to Location Details** to view per diem rate details.

- Click on **Add Selected Location** at the bottom of the page.
- At the "Will you be traveling to another TDY Location?" prompt...
  - Click **Yes** to add another location and repeat steps 3-5.
  - Click **No** if all TDY locations are added.

## What kinds of reservations needed?

### To use the GovTrip online booking tool...

- Click on the **reservation type(s)** required.
- Click on **Save and Proceed**.
- Go to the **Using Online Booking** section.

Do NOT use online booking to purchase airfare on the DOE House account, book international reservations, or within 5 days of departure date.

### To enter travel reservations booked by phone...

- Click on **I need to enter an Other Transportation cost** box.
- Click on **Save and Proceed**.
- Add airfare** as Other Ticketed Transportation.
  - Select **Type...**
    - Air Fare (GOVCC-I)** for ticket purchase with the traveler's Government Charge Card.
    - Air Fare (GOVCC-C)** for ticket purchase on DOE's house account; select CBA Account.
  - Enter the **Ticket Value**.
  - Click on **Save**.
  - Click on **Next Section**.

## Lodging & M&IE

Lodging and M&IE expenses are automatically added to an authorization when the per diem location is selected.

After reviewing Per Diem Entitlements, click on **Next Section**.

For instructions to adjust per diem amounts, visit <https://in-gotravel.doe.gov/govtrip/pd.html>.

## Add Non-Mileage Expenses

### Add Rental Car and Gas-Rental expenses here.

- In yellow block, designate the **Number of Expenses** to add.
 

\*Select number of expenses:
- Select the **Expense Type**. To type an expense description, click on Enter expense not listed.
- Enter **Cost**.
- Enter the **Date** of the expense.
- Select **PERSONAL** as the Method of Payment.
- Repeat step 2-5** until fields are complete.
- Click on **Save Expenses**.
- When all expenses are added, click on **Next Section**.

## Add Mileage Expenses

- In yellow block, designate the **Number of Expenses** to add.
- Select **Expense Type**.
  - Use **Pvt Auto-Terminal** for driving to and from airport.
  - Use **Pvt Auto-TDY/TAD** for driving to and at the TDY location.
- Enter the **Date** of the expense.
- Select **PERSONAL** as the Method of Payment.
- Enter the number of **Miles** driven.
- Repeat step 2-5** until fields are complete.
- Click on **Save Expenses**.
- Click on **Next Section**.

## Review Selected Accounting Code(s)

Note funding codes under...

Selected Accounting Code(s)

If funding accounting code(s) is correct, click on **Next Section**.

If funding accounting code is incorrect, (1) click remove beside the incorrect accounting code and (2)

select the correct accounting code.

**Accounting Codes**

Organization Account Labels

---Select---

## Complete & Submit Authorization

### Review Authorization Information

- At the Preview Trip page, **review trip details**.
- If necessary, **add or correct entries** using edit links on the page.
- When verified all trip details are correct, click on **Next Section** at the bottom of the page.

### Provide Pre-Audit Flag Justifications

- Type **Justification** for Pre-Audit Flags.
- Click on **Next Section**.

### Submit Completed Authorization for Approvals

- Select **SIGNED** for *Submit this document as:*.
- Click on **Submit Completed Document**.

## Use Online Booking

### Air

- At Flight Legs, select **Round Trip** or **One Way**.
- Type in **Departure Airport**.
- Type in **Arrival Airport** or use the Airports near TDY Location tool.
- Verify **Departure and Return Dates**.
- Designate preferred **Departure and Return Times**.
- Click on **Search Availability**.
- Click on **Add to Price List** for possible flights. Click on **Price Flights**.
- Click **GSA City Pair** to choose desired flights.

\$2 – GSA City Pair



\$2 – GSA City Pair Selected

- Click on **Select Flight(s)**.
- To select seat, do either of the following:
  - Designate **Aisle or Window** from drop menu.
  - Click on the **Select Seat** to pick a specific seat on the plane. After selecting, click on Done.
- Click on **Save Selected Flight**.
- At the Booking Status- *Your reservations were successfully BOOKED*, click on **Proceed to Next Section**.