APPROVE TRAVEL DOCUMENTS

Reviewing and approving travel documents requires following travel policy established by the traveler's organization, the Department of Energy (DOE), and the Federal Government.

DOE Travel Manual	https://www.directives.doe.gov
Federal Travel Regulation	http://www.gsa.gov/ftr

Use the abridged policy checklist below as a *basic* guide for reviewing travel documents.

Travel Policy Checklist

- ☐ Clear description of trip purpose.
- ☐ Accurate trip dates and per diem location(s).
- ☐ Justification for renting a car rather than using public transportation.
- ☐ Justification for Actuals – lodging over per diem.
- ☐ No lodging tax for international travel.
- ☐ Phone expenses for domestic travel less than $4/day or $12/week.
- ☐ Phone expenses for international travel less than $8/day or $24/week.
- ☐ Laundry/dry cleaning expenses only for domestic travel of 4-30 days not to exceed $5/day.
- ☐ For vouchers and local vouchers, receipts attached for lodging and/or all expenses incurred over $75.
- ☐ For vouchers and local vouchers, no expenses listed as "miscellaneous."
- ☐ For local vouchers, verify normal commuting costs/mileage is not included.

➲ Login to GovTrip ➲

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

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Review Document

Open Document

1. Click on **Documents Awaiting Approval**.

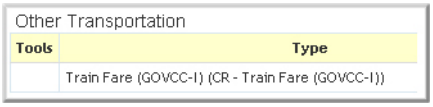
2. To open document, click on **review** in the Approval Travel Documents list.

Review Trip Details and Expenses

Review the following on the *Preview Trip* page:

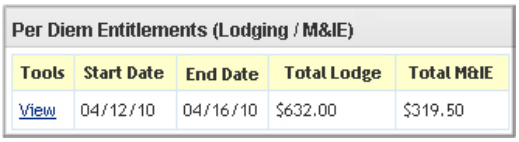
- ☐ Itinerary dates and locations
- ☐ Online booking reservations costs

- ☐ Other Transportation costs



- ☐ Expenses

- ☐ Per Diem Entitlements



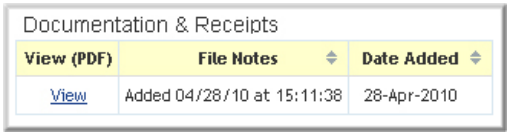
- ☐ Account Summary

- ☐ Other Authorizations

View Trip Receipts

VOUCHERS & LOCAL VOUCHERS ONLY

Under Documentation & Receipts, click on **View**.



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APPROVE TRAVEL DOCUMENTS

Decide How to Proceed

If **expenses are questionable, NOT reimbursable, or incorrect**, do one of the following:

- ➲ Make adjustments to correct issues.
- ⏻ Return the document.

If the **accounting code in a voucher is incorrect**, the voucher needs to be removed and the accounting code must be corrected in an amendment to the authorization. **Do NOT approve the voucher**. Contact the traveler or document preparer to make the correction in the authorization amendment.

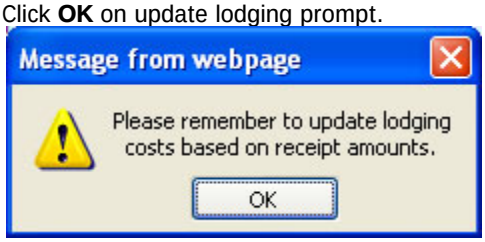
If the **accounting code is incorrect in an authorization or local voucher**, do one of the following:

- ➲ Make adjustments to correct code issue.
- ⏻ Return the document.

If **expenses are legitimate, the travel document meets all travel policy requirements**, and the accounting code is correct, ⓘ approve the document.

➲ Make Adjustments to correct issues

1. On navigation tabs, Click on **Make Adjustment**.
2. Click on **view/edit** beside the current version (marked by **) of the document.
3. **Uncheck Open Document VIEW-ONLY** box.
4. Click **Accept** to confirm adjusting.
5. Click **OK** on update lodging prompt.



NOTE: This alert will display EVERY TIME the Per Diem Entitlements or the Preview Trip page is viewed, even after lodging costs is entered.

6. **Make required changes**.
7. When changes are completed, click on **Approve Travel Docs**.
8. Click on **review** to open the document.
9. Go to ⓘ **Approve Document**.

⏻ Return Document

1. On navigation tabs, Click on **Review & Sign**.
2. On the Preview Trip page, click on **Next Section**.
3. On the Pre-Audit Trip page, click on **Next Section**.
4. Use drop menu beside Submit this Document as: to c**hange status stamp to RETURNED**.
5. In Additional Remarks, **indicate reason the document cannot be APPROVED**.
6. Click on **Submit Completed Document.**
7. Click the **Save and Continue** to complete.

Approve Document

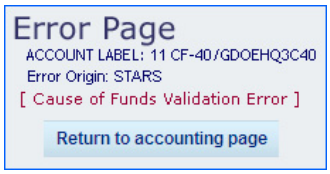
1. On navigation tabs, Click

2. After reviewing document details and expenses on the Preview Trip page, click on **Next Section**.
3. Review **Pre-Audit Descriptions and Justifications**.
4. Click on **Next Section**.
5. **Accept status stamp selected** in *Submit this Document as:*.

   NOTE: Do not change default stamp.
6. Click on

7. If the accounting code is valid and funds are available, the Stamp Process page will load.
   Click the **Save and Continue.**

If there is an issue with an authorization accounting code or funding is not available, an Error Alert will load when Submit Completed Document is clicked.



To Resolve Funding Issues

Documents cannot be stamped APPROVED until funding issues are resolved.

1. **Print** document 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.