

## ➔ 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.

## Create Authorization



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

## Build Trip Itinerary

1. Enter **Departing On** date and select **Departing From** location (Residence, Duty Station, or Other).
2. Enter **Returning On** date and select **Returning To** location.
3. Designate **Single Trip** as **Trip Type**.
4. Select appropriate **Trip Purpose**.
5. Type **Trip Details**.
6. Click **Next Section** ➔

## Select TDY Location

1. Verify **Arriving On** and **Departing On** dates.
2. Under *Keyword Search* tab, **type in city name**.
3. Click **Search Location**.
4. Check **Select** beside TDY location.
5. Click **Add Selected Location**.
6. To add additional locations, repeat steps 2-5.
7. After completed, click **Next Section**.

## Enter Airfare

1. At *What kinds of reservations do you need?* prompt, click **I need to enter an Other Transportation Cost** box.
2. Click **Save and Proceed**.
3. On the Other Transportation form, Select Type:
  - Air Fare (GovCC - **I**) for ticket purchase with the **traveler's Government Charge Card**.
  - Air Fare (GovCC - **C**) for ticket purchase on the **DOE house account**.
4. Enter the **Ticket Value**.
5. Click on **Save**.
6. Click on **Next Section**.

①

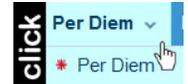
## Enter Rental Car Costs

Under Non-Mileage Expenses, enter rental car costs with the following Expense Type descriptions:

- Rental Car
- Gas-Rental Car/Gov Vehicle

## Lodging and M&IE

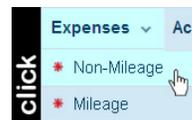
On the Per Diem Entitlements page, listed are lodging and M&IE provided by day.



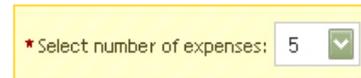
If adjustments for Actuals, meals provided, or other special circumstances are required, visit <https://in-gotravel.doe.gov/govtrip/pd.html> for detailed instructions.

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

## Add Non-Mileage Expenses



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



2. Select **Expense Type**. *To type an expense description*, click **Enter expense not listed**.
3. Enter **Cost**.
4. At Multiple Days, accept the default **Single Day** or to copy an expense over more than one day, complete the following:
  - a. Select **Apply Through Date**.
  - b. Designate **Date** to start listing the expense.
  - c. Designate **Values Apply Through** for the last day to list the expense.
  - d. **If appropriate**, check **Include weekends and holidays**.

Multiple days: **Apply Through Date** ▼

\* Date: (mm/dd/yyyy)

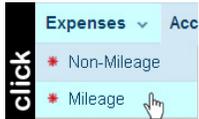
\* Values Apply Through:

Include weekends and holidays

5. Select **PERSONAL** as the Method of Payment.
6. Click **Save Expenses**.
7. After all non-mileage expenses are added, click **Next Section**.

②

## Add Mileage Expenses



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

\* Select number of expenses:

2. 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.
3. At Multiple Days, accept the default **Single Day** or to copy an expense over more than one day, complete the following:
  - a) Select **Apply Through Date**.
  - b) Designate **Date** to start listing the expense.
  - c) Designate **Values Apply Through** for the last day to list the expense.
  - d) **If appropriate**, check **Include weekends and holidays**.

Multiple days:

\* Date: (mm/dd/yyyy)

\* Values Apply Through:

Include weekends and holidays

4. Select **PERSONAL** as the Method of Payment.
5. Enter the number of **Miles** driven.
6. Click **Save Expenses**.
7. After all mileage expenses are added, **Next Section**.

## Review Accounting Code(s)

Note funding codes under **Selected Accounting Code(s)**

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

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

③

## Review Trip Details

1. Click **Review & Sign** on the menu bar.
2. At the Preview Trip page, **review all trip details**.
3. If necessary, use edit links to make corrections.
4. When verified all trip details are correct, click **Next Section**.



## Submit Completed Document

1. On the Pre-Audit page, type **Justifications** for each flag.
2. Click **Next Section**.
3. Accept **SIGNED** for *Submit this document as:*
4. Click **Submit Completed Document** to **initiate funds validation process and route authorization for approval**.
5. **If the accounting code is valid and funds are available, the Stamp Process page will load.** Click **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

**Travel documents cannot be stamped SIGNED until funding issues are resolved.**

1. **Print** authorization 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.

④