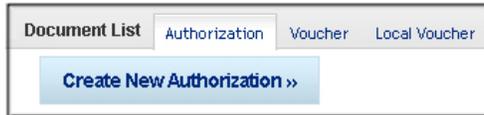


## Login to GovTrip

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**.

## Online Booking

**WARNING: Do NOT use online booking to purchase on the DOE House account, book international flights, or within 5 days of departure date.**

1. At *What kinds of reservations do you need?* Prompt, **check reservation type needed**.
2. Click **Save and Proceed**.



## Air Reservations

1. At Flight Legs, select **Round Trip** or **One Way**.
2. Type in **Departure Airport** code.
3. **Use the Airports near TDY Location** tool to select Arrival Airport code.

①

4. Verify **Departure and Return Dates**.
5. Designate preferred **Departure and Return Times**.
6. Click **Search Availability**.
7. Check **Add to Price List** for possible flights.
8. Click **Price Flights**.
9. Check **\$425.70 - GSA City Pair** to select desired flights.
10. Click **Select Flight(s)**.
11. **Select seat** with either the *Select Selection* drop list or the *Select Seat* link to pick a specific seat.
12. Click on **Save Selected Flight**.
13. At the Booking Status- *Your reservations were successfully BOOKED*, click **Proceed to Next Section**.

## Hotel Reservations

1. Verify **Check-In and Check-Out** dates.
2. On the **Near TDY Location** tab, verify the TDY location is correct.
3. Click **Search Accommodations**.
4. Click **Check Availability** beside preferred hotel.
5. Note **Lodging Per Diem Allowed: \$150.00**  
If hotel rate is over per diem, click **Choose Another Hotel** at the bottom of the page.
6. **Accept payment method defaults:**  
Please select a payment method... GOVCC  
Method of Reimbursement: **PERSONAL** ▼
7. Click **Save Selected Hotel**.  
If this button does not exist, no rooms are available. Click **Choose Another Hotel**.
8. At the Booking Status- *Your reservations were successfully BOOKED*, click **Proceed to Next Section**.

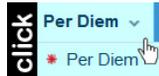
## Car Rental Reservations

1. Designate **Pick-up Date and Time**.
2. Designate **Drop-off Date and Time**.
3. **Accept Class of Car default:** Intermediate.
4. Designate desired **Pick-up Location**.
5. **Accept Drop-off Location default:** same as Pick-Up Location.
6. Click **Search Rental Car Availability**.
7. Beside the preferred car rental, click **Select and Continue**.
8. **Verify details**.
9. **Accept Method of Reimbursement default:** PERSONAL.
10. Click **Save Selected Car**.
11. After all reservations required are booked, click **Proceed to Next Section**.

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## Lodging and M&IE

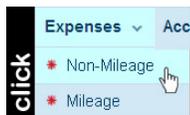
On the Per Diem Entitlements page, listed are lodging and M&IE provided by day.



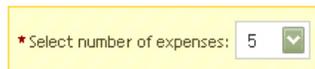
If adjustments for Actuals, meals provided, or other special circumstances are required, visit <https://in-gotravel.doe.gov/govtrip/pd.html> for detailed instructions.

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:

- Select **Apply Through Date**.
- Designate **Date** to start listing the expense.
- Designate

**Values Apply Through** for the last day to list the expense.

- **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**.

## Add Mileage Expenses

1. In yellow block, designate the **Number of Expenses** to add.
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. In the section *Add Non-Mileage Expenses*, follow steps 4-5.
4. Enter the number of **Miles** driven.
5. Click **Save Expenses**.
6. After all mileage expenses are added, click **Next Section**.

③

## 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**.*

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



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