

## Login to GovTrip

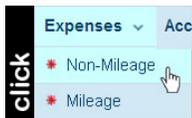
1. Go to <http://www.govtrip.com>
2. For Agency, select **DOE**.
3. Type your **Username** and **Password**.
4. Click **Log-In to GovTrip**.
5. **Accept** at the Warning and Privacy Act Statement.

## Create Local Voucher (LV)



1. Click on **Local Voucher** tab.
2. Click **Create a Local Voucher**.
3. On the Local Voucher Date page, enter **date the first expense occurred**.
4. Click **OK**.

## Add Non-Mileage Expenses



1. Designate **Number of Expenses** to add.
2. Select **Expense Type**. *To type an expense description, click on 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

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5. Accept **PERSONAL** as the Method of Payment.
6. Click **Save Expenses**.
7. After all expenses are added, Click **Next Section**.

**LOCAL VOUCHER ALERT**

When adding an expense for more than a single day in a local voucher, the following alert will appear:

Verify the dates entered are correct and click on OK to continue.

## Add Mileage Expenses

1. Designate the **Number of Expenses** to add.
2. Select **Expense Type**.
3. In the section *Add Non-Mileage Expenses*, **follow steps 4-5**.
4. Enter the number of **Miles** driven.
5. Click **Save Expenses**.  
After all mileage expenses are added, click **Next Section**.

## Review Accounting Code(s)



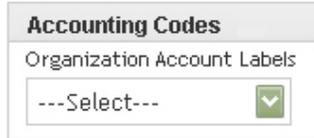
Note funding codes under Selected Accounting Code(s)

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

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*If an accounting code is not selected or the code is incorrect:*

1. Click **remove** beside incorrect accounting codes.
2. **Select correct accounting code.**



The image shows a dropdown menu titled "Accounting Codes" with the label "Organization Account Labels". The dropdown list is open, showing "--Select--" as the selected option.

3. Click **Select LOA.**
4. Click **Next Section.**

## Attach Receipt(s)

Legible receipts are required for all expenses over \$75.



1. Click **Print Fax Cover Sheet.**
2. In the Print dialog box, click on **Print.**
3. **Compile trip receipts.**
4. **Fax the cover sheet and receipts.**
5. Click **Refresh This Page** to see receipts file under *Existing Documentation* list.
6. Click **Next Section.**

## Provide Explanation

Local vouchers require explanation for each day of travel and justification for not using public transportation.



1. On the navigation bar, click **Review & Sign.**
2. Click **Add Comments** under *Comments for the Approving Official.*
3. **Specify explanations for expenses by date** – include purpose for local travel and justification for not using public transportation.
4. Click **Save Comments and Proceed...**

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## Review Document Details

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

## Provide Pre-Audit Justification

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

## Submit Completed Document

1. Accept **SIGNED** for *Submit this document as:*
2. Click **Submit Completed Document** to **initiate funds validation process and route authorization for approval.**
3. 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.

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