

➔ 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 Voucher from Authorization

Before the voucher can be created, the authorization must be stamped POSACK Obligation.



1. Click on **Voucher** tab.
2. Click **Create a Voucher**.
3. Click **Create** beside the trip TA Number.

Confirm Travel Details

1. Click on **Trip Planner** on the menu bar.
2. On the Travel Dates page, review the following:
 - a. Trip Details
 - b. Trip Purpose Description
 - c. Per Diem Locations
 - d. Arrival and Departure Dates
3. After changes are complete, click **Save Changes**.



If per diem locations need to be added, the voucher needs to be deleted to amend the authorization and add new locations.

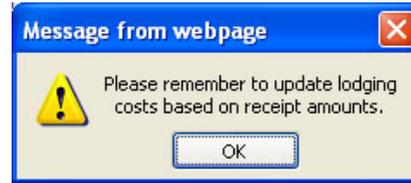
Confirm Transportations Costs



1. Click **Review & Sign** on the menu bar.

①

2. Click **OK** on update lodging prompt.



3. Under the **Reservations** section of the page, **verify online booking reservations costs** for Flight, Rail, and Rental Car.

If Flight/Rail cost is incorrect, complete the following:

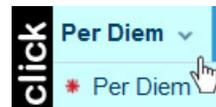
- a. Delete the online booking reservation.
- b. Enter and save correct cost under Reservations/Other Transportation.

If Rental Car cost is incorrect, complete the following:

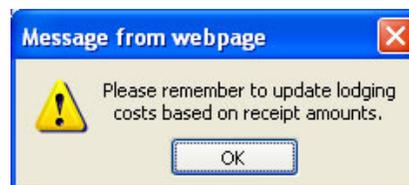
- a. Delete the online booking reservation.
- b. Enter and save correct cost under Expenses/Non-Mileage.

4. Under **Other Transportation**, **verify cost for air/rail** reservations booked by phone. If the cost is incorrect, use the **Edit** link to correct and save the correct cost.
5. After all transportation costs are corrected, click **Review & Sign** to confirm changes are accurate.

Enter Lodging Costs



1. Click **Per Diem** on the menu bar.
2. 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.

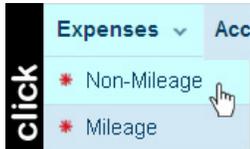
②

- Click **Edit** beside the first travel date.
- Enter last date at location in **Values Apply Through**.

NOTE: If Actuals were approved in the authorization, check Actual Lodging.

- Click **Save These Entitlements**.
- Click **OK** by-pass the lodging prompt.

Review Non-Mileage Expenses



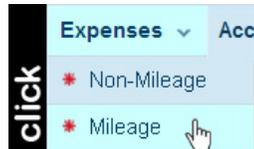
- Click **Expenses/Non-Mileage** on the menu bar.
- Review **Expense Summary**.
- Use **Edit** | **Remove** to adjust expenses as necessary.

Expense Summary				
Expense Type	Meth. of Reimb.	Date	Cost	Edit/Remove
Rental Car	PERSONAL	04/05/10	\$100.00	Edit Remove
Baggage Fee	PERSONAL	04/05/10	\$50.00	Edit Remove
TAV Fee -I	PERSONAL	04/09/10	\$13.50	
Total Expenses:			\$194.50	

- For incurred costs not listed, **add non-mileage expenses** using form on left panel form.
- After expense types and costs are entered, click **Save**.

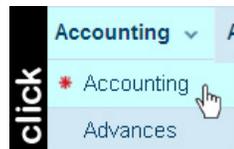
Review Mileage Expenses

- Click **Expenses/Mileage** on the menu bar.
- Review **Expense Summary**.
- Use **Edit** | **Remove** to adjust mileage expenses if necessary.
- For incurred costs not listed, **add mileage expenses** using form on left panel form.
- After expense types/costs are entered, click **Save**.



Review Accounting Code(s)

- Click **Accounting** on the menu bar.
- Note codes under **Selected Accounting Code(s)**.



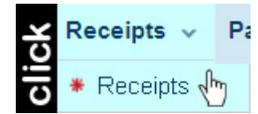
If the accounting code is incorrect, delete the voucher and amend the authorization to correct the accounting code.

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Attach Receipt(s)

Legible receipts must be attached to vouchers for airfare, rental car, lodging, and any other expense over \$75.

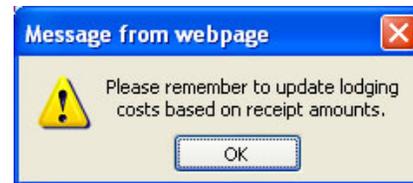
- Click **Receipts** on the menu bar.
- Click **Print Fax Cover Sheet**.
- In the Print dialog box, click on **Print**.
- Compile trip receipts.**
- Fax the cover sheet and receipts.**
- Click **Refresh This Page** to see receipts file under *Existing Documentation* list.



Review All Trip Details



- Click **Review & Sign** on the menu bar.
- Click **OK** by-pass the lodging prompt.



- At the Preview Trip page, **review all trip details**.
- If necessary, use **edit** links to make corrections.
- When complete, click **Next Section**.

Provide Pre-Audit Justification

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

Submit Completed Document

- Accept **SIGNED** for *Submit this document as:*
- Click **Submit Completed Document**

④