

Modifying a Reservation/Document That Has Been Ticketed

Once a reservation has been ticketed, you may not make changes to flights online in GovTrip. Please call SATO at **866-486-6135** to make any necessary flight changes. If however, you are modifying the document to add a car or lodging, you can do that on-line without contacting an agent. It is strongly suggested that you review your invoice from Sato Travel before you begin your travel to verify the reservation was received and confirmed.

Modifying an UNSIGNED Reservation/Document without previous Adjustments

Step 1: Log into Gov Trip at www.govtrip.com.

Step 2: Click “Official Travel”

Step 3: Click “Authorizations/Orders” to bring up existing authorizations/orders.

NOTE: If the Sort by Status field displays “Adjusted” and the View/Edit field displays “View/Edit,” you need to go to “Modifying an UNSIGNED Document that has been previously ADJUSTED” on page 5 of these instructions.

Step 4: Click “edit” in the “View/Edit” box.

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order

[Create New Authorization/Order](#)

Existing Authorizations/Orders

<u>Sort by</u> Document Name	<u>Sorted by</u> Departure Date	<u>Sort by</u> Status	<u>Document</u> Approved?	<u>Sort by</u> TA Number	<u>View/Edit</u>	<u>Print</u>	<u>Remove</u>
CZHONOLULUH1010708_A01	01/07/08	CREATED	No	ONLIQ29	edit	print	remove

Step 5: Edit details of the trip (such as starting/ending locations, dates, Per Diem locations etc., by clicking on “Edit” (two examples are shown in the following screen).

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

Overall Starting Point Time Zone: MST (08)

Itinerary: Leave From: RES: LITTLETON, CO
[Edit](#) Leave: 07-Jan-08

Trip Details & Comments
to the Approving Official:

Location 1 - HONOLULU,HI Time Zone: HST (11)

Itinerary: Leave From: RES: LITTLETON, CO
[Edit](#) TDY Location: HONOLULU,HI
Arrive: 07-Jan-08
Leave: 11-Jan-08

Step 6: Click "Travel" in the Preview Trip Screen. Then select the kind of reservation you want to make. (Air, Lodging, Rental Car)

[Return to Document List](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

Overall Starting Point Time Zone: MST (08)

Itinerary: Leave From: RES: LITTLETON, CO
[Edit](#) Leave: 07-Jan-08

Trip Details & Comments
to the Approving Official:

Location 1 - HONOLULU,HI Time Zone: HST (11)

Itinerary: Leave From: RES: LITTLETON, CO
[Edit](#) TDY Location: HONOLULU,HI
Arrive: 07-Jan-08

For this example, we are going to add air. Click "Air"

Step 7: Do the following:

- Complete all necessary fields
- Search for available flights
- Price flights
- Select and save flights (a Booking Status screen will appear reminding you to sign your document)
- Click “Review/Sign” to review your trip for accuracy
- Click “Save and Proceed to Pre-Audit”
- Click “Save and Proceed to Digital Signature” where “Signed” should appear as the default in the “Submit this document as” field
 - This field is required in order to book reservations—if not signed prior to four days before ticketing (for city pair fares) or immediately on all other ticketing, reservations will be cancelled
- Adjust Advanced Ticketing Date if needed
- Click “Submit Completed Document”
- Click “Save and Continue”

Note: If you need detailed step by step instructions including screen prints, go to Step 23 of the ‘GovTrip Training Guide’ located at: <http://www.doi.gov/pfm/etravel.html>.

Modifying an UNSIGNED Reservation/Document that has been previously ADJUSTED

Step 1: Log into Gov Trip at www.govtrip.com.

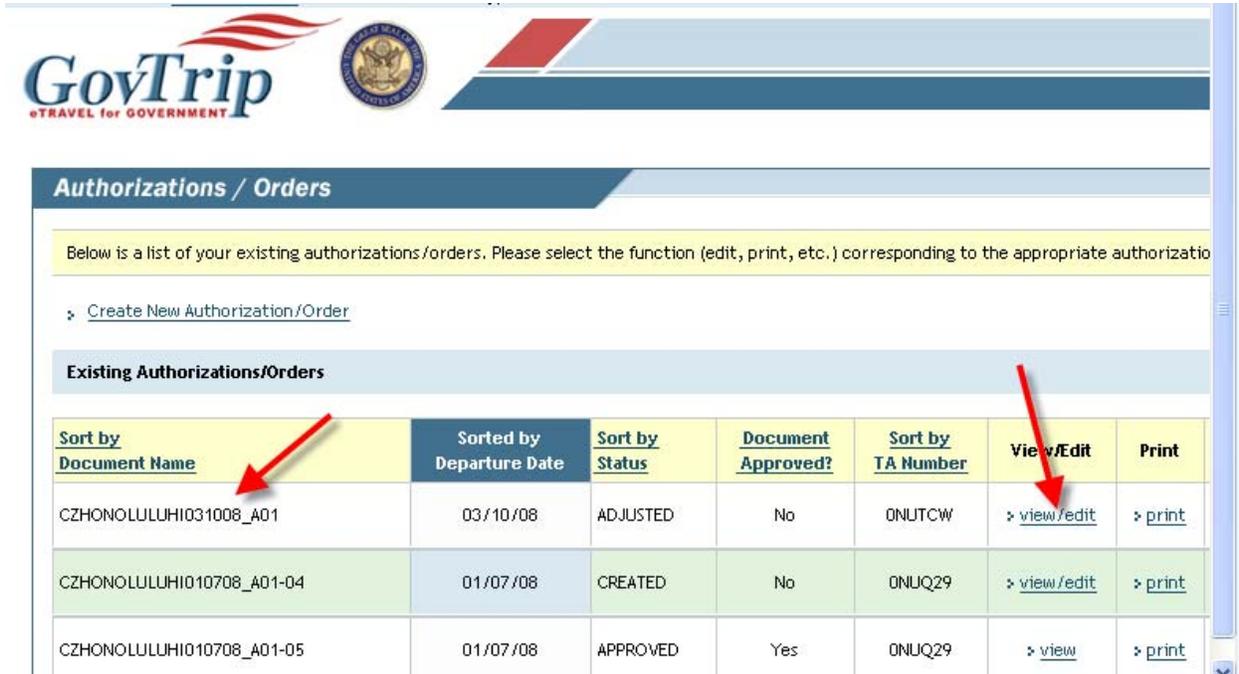
Step 2: Click “Official Travel”

Step 3: Click “Authorizations/Orders” to bring up existing authorizations/orders.

NOTE: If the Sort by Status field displays “Created” and the View/Edit field displays “Edit,” you need to go to “Modifying an UNSIGNED Document without previous Adjustments” on page 1 of these instructions.

Step 4: Click “View/Edit.”

Note: There are two open trips to Honolulu displayed. Both are able to be modified as they have not been ticketed. Be sure to verify you are modifying the correct trip by looking at the authorization number and the departure date. For this example, we are modifying the trip departing in March.



GovTrip
TRAVEL for GOVERNMENT

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization.

> [Create New Authorization/Order](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print
CZHONOLULUHI031008_A01	03/10/08	ADJUSTED	No	ONUTCW	> view/edit	> print
CZHONOLULUHI010708_A01-04	01/07/08	CREATED	No	ONUQ29	> view/edit	> print
CZHONOLULUHI010708_A01-05	01/07/08	APPROVED	Yes	ONUQ29	> view	> print

Step 5: Click “View/Edit.”

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Adjustments

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by **) may be further adjusted or routed. All other document versions are only "VIEW".

View/Edit	Print	Type	Level	Date	Time	Adjustor
view/edit	print	ADJUSTMENT	2	12/06/07	5:57PM	CAROLE L ZIDAN **
view	print	ORIGINAL	1	12/06/07	5:53PM EST	CAROLE L ZIDAN

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Step 6: Click the box next to “Open Document View-Only” to uncheck the document so you can go into the adjusted document.

Step 6B: Click “OK.”



View-Only

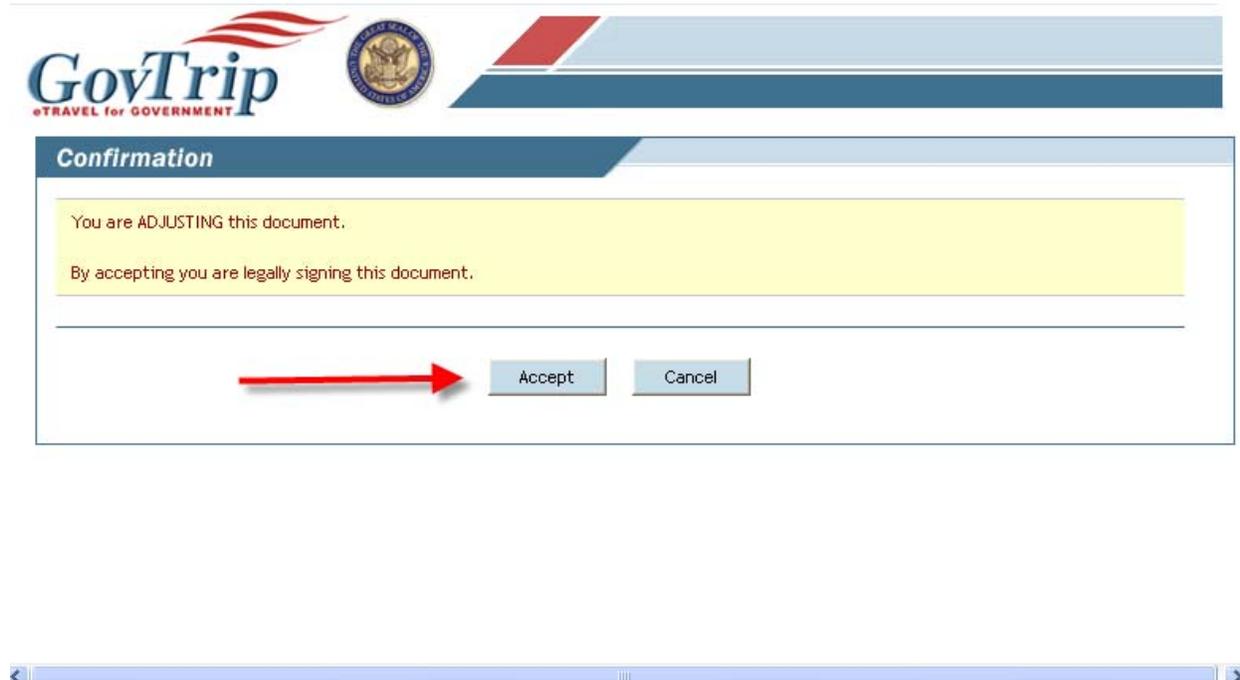
Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

Open Document VIEW-ONLY:

6A →

6B → [OK](#) [Cancel](#)

STEP 7: Click "ACCEPT"



Step 8: Do the following:

- Select the reservation module (Rental Car, Travel, Lodging) you desire and complete all necessary fields
- Select and save reservations (a Booking Status screen will appear reminding you to sign your document)
- Click "Review/Sign" to review your trip for accuracy
- Click "Save and Proceed to Pre-Audit"
- Click "Save and Proceed to Digital Signature" where "Signed" should appear as the default in the "Submit this document as" field
 - This field is required in order to book reservations—if not signed prior to four days before ticketing (for city pair fares) or immediately on all other ticketing, reservations will be cancelled
- Adjust Advanced Ticketing Date if needed
- Click "Submit Completed Document"
- Click "Save and Continue"

Note: If you need detailed step by step instructions including screen prints, go to Step 23 of the 'GovTrip Training Guide' located at: <http://www.doi.gov/pfm/etravel.html>.

Modifying a SIGNED Reservation/Document

Step 1: Log into Gov Trip at www.govtrip.com.

Step 2: Click “Official Travel”

Step 3: Click “Authorizations/Orders” to bring up Existing Authorizations/Orders

Step 4: Verify that the Sort by Status field displays “Approved”

Note: If the status displays “CTO Submit,” you will need to wait at least 15 minutes until the system updates the document to “Approved.”

Step 5: Click “Amend”

Note: Once you click Amend, even if you decide you do not want to change a thing (maybe you couldn't find better flights, you will need to SIGN your document again, or you will NOT be ticketed and may lose all of your reservations. See step 10.

The screenshot shows the Gov Trip website interface. At the top, there is a header with the Gov Trip logo and a seal. Below the header, there is a navigation bar with "Authorizations / Orders" selected. A yellow banner contains the text: "of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order." Below this, there is a table titled "Authorizations/Orders". The table has the following columns: Name, Sorted by Departure Date, Sort by Status, Document Approved?, Sort by TA Number, View/Edit, Print, Remove, and Amend. The first row of data shows: Name: 11010708_A01, Sorted by Departure Date: 01/07/08, Sort by Status: APPROVED, Document Approved?: Yes, Sort by TA Number: 0NUQ29, View/Edit: > view, Print: > print, Remove: (empty), and Amend: > amend. Two red arrows point to the 'Sort by Status' and 'Amend' columns.

Name	Sorted by Departure Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print	Remove	Amend
11010708_A01	01/07/08	APPROVED	Yes	0NUQ29	> view	> print		> amend

Step 6: Type the reason for the amendment in the “Comments” field.

Step 7: Click "OK."

[Return to Document List](#)



Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: ZIDAN,CAROLEL
Traveler SSN: ****IDA1
Amendment Name: CZHONOLULUHI010708_A01-04

Comments:

Add Rental Car

OK Cancel

Step 8: Click "Travel" in the Preview Trip Screen.

[Return to Document List](#)



Itinerary **Travel** Expenses Accounting Additional Options Review/Sign

Preview Pre-Audit Other Auths. Digital Signature Trip Compare

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

Overall Starting Point Time Zone: MST (08)

Itinerary:	Leave From:	RES: LITTLETON, CO	Trip Details & Comments to the Approving Official:
Edit	Leave:	07-Jan-08	

Location 1 - HONOLULU,HI Time Zone: HST (11)

Itinerary:	Leave From:	RES: LITTLETON, CO
Edit	TDY Location:	HONOLULU,HI
	Arrive:	07-Jan-08

Step 9A: In the following Trip Summary screen print, each reservation segment that you made is displayed (air, lodging, rental car). Click “Remove” to remove that segment. Click “Edit” to change requests for that particular reservation. Note: Clicking Remove will actually cancel that segment, so be sure you are willing to do that. You may not be able to easily rebook that if it turns out you cannot find a suitable alternate.

Step 9B: If you wish to add a new segment, go to the menu at the top of the page and click on the segment you wish to add. Note: In the following screen print, we are going to be adding a rental car to the reservation. Click “Rental Car.”

The screenshot shows the GovTrip interface. At the top, there is a navigation bar with tabs for 'Air', 'Lodging', 'Rental Car', 'Rail', and 'Other Trans.'. Below this, there are sub-tabs for 'Government' and 'Non-Government'. The 'Rental Car' tab is highlighted with a red circle and arrow labeled 'B'. The main content area is split into two panels: 'Air Travel' on the left and 'Trip Summary' on the right. The 'Trip Summary' panel contains a table of reservation segments. One segment, 'XD TMC FEE (GOVCC-I)', has its 'Remove' button circled in red with a red arrow labeled 'A' pointing to it. The 'Remove' button is also labeled 'Edit' above it.

Step 10: Do the following:

- Select your rental car (a Booking Status screen will appear reminding you to sign your document)
- Click “Review/Sign” to review your trip for accuracy
- Click “Save and Proceed to Pre-Audit”
- ***** Click “Save and Proceed to Digital Signature” where “Signed” should appear as the default in the “Submit this document as” field
 - This field is required in order to book reservations—if not signed prior to four days before ticketing (for city pair fares) or immediately on all other ticketing, reservations will be cancelled
- Adjust Advanced Ticketing Date if needed
- Click “Submit Completed Document”
- Click “Save and Continue”

Note: If you need detailed step by step instructions including screen prints, go to Step 23 of the 'GovTrip Training Guide' located at: <http://www.doi.gov/pfm/etravel.html>.