

Authorization Employee Quick Check List

1. www.govtrip.com – Check edition, make sure you are in The Department of the Interior – Full Gov Trip
2. Log in
3. If you have not entered your Government Credit Card Number in your Profile, be sure to do so. Go to Traveler Setup, Travel Profile, and My Account Information. Enter your Government Credit Card number, Expiration Date, and GOVCC for the type.
4. Click on Official Travel – Enter Starting Point (Residence, Duty Station etc.) when done be sure and click on **“Save and Proceed”** at bottom of every page or you will have to repeat the process.
5. Enter TDT (for Trip-by-Trip)
6. Enter Departure/Return dates
7. Enter travel destination
8. Enter end point from drop down (residence, duty station etc.)
9. Select Mode of travel (Airline, Government Rig, Train, POV, etc.)
10. Select Lodging (over per diem requires a memo signed by Associate State Director Prior to travel)
11. Select Rental Car (must be authorized)
12. List estimated expenses (including POV to and from Airport, Gas, Taxi, Shuttle, etc)
13. Print Fax Cover sheet only if you need to fax supporting documentation.
14. Add cost code/Accounting code
15. Review/Sign
16. Pre-audit
17. Justify flagged Items
18. Digital Signature
19. Change Advance Ticket Date for “Me Too Fares”
20. Must Sign Document, click on save and continue
21. Your document should say “SIGNED”
22. Note the Blue Box. Please read and click on Save and Continue. By doing this you have signed your authorization and started the Routing Process. If you do not Save and continue here, you have not yet signed the document.
23. Your authorization is now being routed for approval.

24. The Authorizations/Orders screen will appear. Your authorization should now appear with the SIGNED stamp. If you want to exit GovTrip, then click on Close Window in the top right hand corner of the screen.
25. Click Logoff. When the GovTrip home page appears, close the website window.

Voucher Employee Quick Check List

1. www.govtrip.com – Check edition – Make sure you are in the Department of the Interior – Full Gov Trip.
2. Log in
3. Authorizations that need to have a voucher created will show under My Signed Documents with a current status of AUTH 24 HOUR PASSED
4. Click on Official Travel Tab
5. **NOTE:** Make changes to the Authorization, i.e., dates changed or location changed, **prior** to beginning your Voucher. This will need to be resigned by your supervisor prior to working on the voucher. Once the voucher is created, you cannot revise the Authorization.
6. Click on Voucher tab
7. Create new Voucher from Authorization/Order
8. Click on Final
9. Go to tool bar and click on Expenses
10. Select Other Transportation to enter mode of transportation--must be listed or voucher will be returned
11. Expenses can be removed or modified by clicking the appropriate tab next to the item
12. Edit expenses and enter actual costs and dates incurred. This includes lodging, lodging tax (separate line item), POV mileage, gas, ATM fees, taxi, shuttle etc. **All lodging MUST be claimed even if centrally billed.**
13. Print Fax Cover sheet – You must fax in **All Trip Receipts**, Airline, lodging, rental car, gas, ATM, Taxi, Shuttle, etc. They must be faxed even if they are centrally billed or your voucher will be returned delaying payment
14. Make a copy of all trip receipts – make sure they are readable. Tape smaller receipts to an 8.5x11 piece of paper before coping
15. Preparers must get traveler to sign cover sheet before faxing documents
16. Fax Coversheet and trip receipts in, wait 5 minutes and click refresh button
17. Change the file name to something related to the trip (i.e. Denver 7-10-08)
18. To change charge code, click on Accounting Tab and then view/edit
19. Click on Additional Options - Per Diem Entitlements – adjust to reflect the actual lodging cost without tax.
20. When done, click Review/Sign tab
21. Review entire voucher – check for duplicate entries, missing information

and make sure all receipts are accounted for.

22. Click Save and Proceed to Pre Audit
23. Justify Flagged Items click Save and Proceed to Digital Signature
24. Scroll down to view Document History.
25. Enter remarks to the Approver in box provided and click Submit Completed Document
26. Note Blue Box – READ – Click Save and Continue to sign document and start routing process. If you do not Save and Continue, you have not yet signed the document and it will not route to the appropriate personnel.
27. Voucher Screen will appear – your voucher should appear with SIGNED stamp.
28. To exit GovTrip, click on Close Window in the top right hand corner of the screen
29. Click Logoff. When the GovTrip home page appears, close the website window.
30. You can check the status of your voucher by clicking on the view button, **DO Not** click on edit, it will pull your voucher out of the queue and your voucher will go back to the end of the line holding up payment.