

Traveler Instructions to Create a Voucher From Authorization



A Step-by-Step Guide

After travel, a Voucher from Authorization is created to update the traveler's Authorization with the actual costs incurred during the trip.

Login

- From an Internet Explorer browser go to the website portal www.govtrip.com
- Ensure that your GovTrip Edition is set to the Department of Agriculture.
- Select the green **Log In** button under "Login to GovTrip."
- Read and select **Accept** to the Privacy and Ethics Policy Statement.
- When redirected to the USDA eAuthentication Login screen, enter your credentials and select the **Login** button.

Creating a Voucher



- From the Personal Welcome page, select **Vouchers** from the **Official Travel** drop-down menu.
- Previously created vouchers will be displayed in the **Existing Vouchers** section. Click the **Create New Voucher from Authorization/Order** link.
- Click the **Create** link next to the Authorization for which you would like to create a Voucher.

1 Travel Itinerary



- If trip dates changed, select **Itinerary** on the top navigation bar.
- Adjust the Start Date or End Date field in the Trip Overview screen.
- Click the **Proceed to Per Diem Location** button.
- Click **OK** to the entitlements update prompt.
- Then click **OK** to the warning stating that per diem dates fall outside of trip dates.
- Dates in fields are now populated with a question mark. Click the **Edit** link under **Location** in the Trip Summary box.
- Again, click **OK** to the warning message.
- In the Per Diem Location (left box), change your dates accordingly.
- Click the **Save Changes** button and then click **OK** to the entitlements update message prompt.
- Click the **Remove** link next to the air segment that says, "Items not Associated to TDY stop."
- Under **Travel** on the navigation bar click **Other Trans.** to add changed flight ticket data.
- Click the **Remove** link next to Lodging and Car Rental (see respective sections to make changes).

2 Air Travel



- Select **Travel** from the top navigation bar.
- Under the **Air** Trip Summary column, click the **Edit** link on the specific flight that requires changes.
- Click on **Change Ticket Data** link to update air travel changes. Under **Edit Ticket Information**,
 - Click the **Save** button when complete.

3 Lodging



The traveler has the ability to adjust the Lodging and M&IE if necessary. The **Per Diem Entitlements** screen (where updates/changes to lodging should be made) allows the traveler to change one individual day or a range of days. (Do NOT add hotel sales taxes or room taxes in the Lodging section. These should be entered in the Expenses section.)

- Select **Travel** from the main navigation bar then, select **Lodging** from the sub-navigation bar.
- Under Trip Summary column click on **Edit** link on the specific lodging that requires changes.
- The **Lodging** box displays specific lodging information from the authorization.
- Change dates as necessary in the **Lodging** box.
- If lodging costs require updating, click on **Update Actual Lodging Cost** link. This will refresh the page to the Per Diem Entitlements page.
- Click the **Edit** link on the specific date where changes are necessary or click the **Remove** link to delete the specific lodging entry.

4 Rental Car



Any updates/changes made to *EXISTING* Rental Car information (if rental car was included as part of the authorization) should be made in the **Rental Car** section. *If rental car was booked offline and/or was not included in the authorization, the traveler must input the rental car costs in the **Expenses** section.*

- Select **Travel** from the main navigation bar then, choose **Rental Car** from the sub-navigation bar.
- Click the **Edit** link next to the specific car rental that requires changes, or the **Remove** link to delete the specific car rental entry.
- From the **Car Rental** box, changes can be made to the Dates, Times, Cost and Method of Reimbursement.

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Expenses



- Click on **Expenses** in the top navigation bar.
- After travel, trip expenses can be added, updated, or deleted in the **Expenses** section to reflect actual costs. For example, any *ATM* fees that the traveler had to expense while on official travel and/or hotel taxes should be added to the last night of lodging in this section.

6

Lines of Accounting



- Select **Accounting** in the top navigation bar or select **Continue** on the bottom of page.
- To remove a line of accounting, click the Remove link next to the LOA.
- To add a new line of accounting, select the LOA from the drop-down menu **Account Label**.
- If there are multiple lines of accounting, the user must allocate between those lines of accounting.
- Select the **Accounting Code** to use for each allocation.
- Select **Save Allocations** button. The Expense Summary box will display a breakdown of the expenses pertaining to each accounting code.

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Additional Options



- Profile Information** – For changes or additions to your personal information.
- Per Diem Entitlements** – For adjustments to your per diem entitlements.

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Review / Sign



- Select **Review/Sign** from the main navigation bar. When the Preview window opens review the Voucher for missing items or possible problems before signing. Add comments for the Authorizing Official.
- Click the **Save and Proceed to Pre-Audit** button. The Pre-Audit screen flags anything in the document that is inconsistent with the Govtrip defaults. Enter justifications into the comment boxes of any newly flagged items.
- Click **Save and Proceed To Digital Signature**.
- If other authorizations or special circumstances occurred for this trip need to be added click on **Other Auths.** in the sub-navigation bar.
- Select **Add Additional Authorizations For This Trip** link and place a check in the box of any additional authorizations appropriate.
- Click **Add**. Add any **Remarks** for justification.
- After all information has been confirmed, click **Submit Completed Document**.
- Enter any additional remarks (optional).

The document is now signed. You will be taken back to the main voucher from authorization window. From the time the voucher is approved the traveler will be paid in 48-72 hours.

ADJUSTING/AMENDING DOCUMENTS

The traveler can easily make changes/edits to a document once it has been signed. An adjustment is a change made to an authorization/voucher before the **Approved** stamp is applied to the document. An Amendment is a change made to an authorization /voucher after the **Approved** stamp is applied to the document.

Creating an Adjustment

Open Document VIEW-ONLY:

- Select **Vouchers** from the Official Travel drop-down menu.
- Click the **view/edit** link next to the document that you want to adjust.
- Deselect the view-only box to make changes to the document.
- View the Preview screen and select the **Edit** links next to the areas that need adjustment.
- Select the **Pre-Audit** link on the sub-menu to add justifications for any changes made.
- Click the **Save and Proceed** to Digital Signature and stamp the document Signed.

Creating An Amendment

Existing Authorizations/Orders							
Sort by	Sort by	Sort by	Sort by	View/Edit	Print	Remove	Amend
Document Name	Departure Date	Status	TA Number				
ERE1PA50TV062203_A01	06/22/03	REJECT	0NMD4P	> view	> print		> amend

- Select **Authorization/Orders** from the Official Travel drop-down menu.
- Click the **Amend** link next to desired document.
- Type justification for changes in comment box.
- Click **ACCEPT**, pop up notification will appear to accept that you are amending the document.
- On Preview screen click the **Edit** link next to the areas needing amendment. Make changes.
- Click the **Digital Signature** link under **Review/Sign** and stamp the document **Signed**.