

Traveler Instructions to Create an Authorization/Order



A Step-by-Step Guide

Login

- From an Internet Explorer browser go to the website portal www.govtrip.com
- Set and save your GovTrip Edition to the Department of Agriculture by selecting the **Change Edition** link at the top of the screen.
- 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 an Authorization



- From the user’s Personal Welcome Page, go to **Official Travel** on the Navigation bar.
- Select **Authorizations/Orders** from the menu selection.
- Select **Create a New Authorization/Order** link.



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Travel Itinerary



- Enter Starting Point by double-clicking the starting location from the **Starting Locations in Profile box** or by typing a location in the field.
- In the **Arrival Date** field enter the date you will be arriving at your official travel location.
- Select **Trip Type** and **Trip Purpose** by using the pull down menus. (“Trip-By-Trip” is the most common trip type.)
- Click the **Search Location** button in the Location Tools box on the right to enter TDY location.
- In the search location window, enter city/town. Click **Search Location** button.
- If destination is not found click the **TDY/TAD Location Lookup Tool** link. Select state from drop down menu, then select a location for that state in next drop down menu. If location does not exist select **Unlisted**, (click the linked locations link to see like rates).
- You may use another method of searching for the location by selecting Zip Code or County Search Option.
- In the **Departing Date** field enter the date you will be departing from your TDY/TAD location.
- Select **Yes** or **No** to Traveling to another TDY Location. If Yes, enter in Location and dates on next screen.
- Enter Return Location from **Return Locations in Profile box** or by typing a location into the field.
- To make air reservations, select “Air Travel” and then click the **Save and Proceed** button.

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Air Travel



- Type in name of airport city or airport code for departure and arrival locations.
- Select One Way/Round Trip, Arrival/Departure time and click the **Search Availability** button.

- From the results screen, click the **Select and Continue** button. Click the **Request Assistance Booking Flight** button for help from Travel Agent. (Note: Comments will result in higher TMC fee.)
- Click **Select Seat** from live seat map or select window or aisle from the drop down menu.
- Click the **Save Selected Flight** button.
- Click the **Find Next Flight** button and use same steps above to find a returning flight reservation.

3

Lodging



- Click on **Lodging** in the **Travel** sub menu of the navigation bar.
- Select the appropriate radio button next to search: By hotel name, Near City or Near an Airport.
- Fill in the appropriate fields to search (e.g. hotel name, city, state)
- Click the **Search Accommodations** button.
- Select the **Hotel info & Pricing** button next to the lodging location you desire from the search results screen.
- Select the radio button next to the room type/rate and then select the **Save Accommodations** button.
- If no rooms are available with the selected hotel, select **Find Different Accommodations** button. If no hotels appear in the search results screen select the **Request Assistance Booking Lodging** button. (Note: Comments will result in higher TMC fee.)

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Rental Car



- Select **Rental Car** on top navigation bar or **Continue** on page bottom.
- Change default information if necessary then select **Rental Car Availability** button.
- Select the **Select and Continue** button next to rental Car Company desired.
- Select the **Save Selected Car** button.

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Expenses



- Click on **Expenses** in the top navigation bar or select the **Continue** button at bottom of page.
- Use the drop down menu to select a non-mileage expense. If the expense is other than is listed in the menu then enter it in the **Or** field.
- Place in the amount of the expense and the date the expense occurred.
- Enter up to five expenses on this screen and select **Save Expenses** at bottom of screen. (For more than five, the user may enter additional expenses individually under Add Expense.)
- Select **Mileage Expense** from the sub-menu of the navigation bar to enter any mileage expenses for private vehicle travel.
- Select **Receipts** to scan or fax receipts to documents.

6

Lines of Accounting



- Select **Accounting** in the top navigation bar or select **Continue** on the bottom of page.
- Select the appropriate Line of Accounting (LOA) from drop down menu if a default LOA has not been provided.
- If multiple lines of accounting are necessary then select them one at a time and an **Allocate** button will appear to distribute the expenses by date, expense category, percent, or dollar amount.

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Additional Options



- Profile Information** – Where changes or additions can be made to your personal information.
- Per Diem Entitlements** – Where adjustments to your entitlements can be made.
- Partial Payments** – Not to be used by USDA.
- Advances** – Where cash advance can be requested if permitted.

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Review / Sign



- Select **Preview** from the top navigation bar to review all details of the trip for accuracy and to add any comments necessary to the Approving Official and Travel Agent. Click on the **Save and Proceed to Pre-Audit** button.
- In the **Pre-Audit** screen, enter in any justifications necessary in the comment boxes. Fields must be populated before moving to signature screen. Click the **Save and Proceed to Digital Signature**.
- Other Auths** -- Click **Add Additional Authorizations for this trip** link to select from a master list of all other authorizations.
- Once in the **Signature** screen, stamp the document **Signed**. And click the **Submit Completed Document** button.

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 **Authorization/Orders** 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 Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
EEELPA50TK062203_A01	06/22/03	REJECT	0MTD-0P	> 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.
- On Preview screen click the **Edit** link next to the areas needing amendment. Make changes.
- Click the **Signature** link under **Review/Sign** and stamp the document **Signed**.