

## Revoking Signature Authority

When the Routing Official decides to revoke the signature override authority from the delegated authority, they should:

- a. Click the **Setup** link on the top navigation bar
- b. Click the **Remove** link to the right of the name from the Delegate Authority list.
- c. Select the **OK** button to warning asking you if you want to revoke delegation of signature authority.
- d. When all delegation activity is completed, click the **Close** button to exit Delegate Authority window.

## Checklist for Use by the Routing Official

### *Travel Authorization:*

1. Is this official travel necessary?
2. Is the Line of Accounting correct?
3. Are the total costs correct?
4. Are funds available?
5. Is the traveler using a contract carrier airline?
6. Is the mode of travel most advantageous to the government?
7. Is a rental car needed?
8. Is this a reasonable travel time?
9. Is Actual Expense Allowance authorized?
10. Are there any registration fees and what is provided in the fee?
11. Is any leave taken during the trip?

### **Actions that occur upon Approved status:**

Travel order number is permanently assigned; PNR is built for travel agent in reservations system; document is stamped with name and date of signers; document is made read only and an email is sent to traveler; transactions are sent to FFIS.

## Routing Official Instructions



### *A Step-by-Step Guide*

#### **Introduction**

The Routing Officials determine that the travel is in the best interests of USDA policies. The routing official has the authority to determine if official travel is necessary, authorize travel, obligate funds, approve trip arrangements and authorize disbursements for travel expenses incurred in connection with that travel.

#### **Process**

GovTrip routes the document. Authorizations that require reservations to be made are routed to the Travel Agent after which they will route the document to the specified routing official.

#### **Login**

- a. From an Internet Explorer browser navigate to [www.govtrip.com](http://www.govtrip.com)
- b. Set and save your GovTrip Edition to the Department of Agriculture by selecting the **Change Edition** link at the top of the screen.
- c. Select the green **Log In** button under "Login to GovTrip."
- d. When redirected to the USDA eAuthentication Login screen, enter your credentials and select the **Login** button.

# 1

## AO Reviewing Documents

Documents Awaiting Your Approval --> [Click Here](#)

- a. To view documents that need to be approved by the Routing Official, select the **Click Here** link next to “Documents Awaiting your Approval” on the right corner of the Welcome Page or the Routing Official can go to the **Administrative** tab and select **Route & Review** from the drop down.
- b. When the Route & Review window opens, the **Awaiting Status** column sorts the documents. The list of documents can be sorted differently by clicking a column header.
- c. Select the **Review** link next to the appropriate document.



- d. Click the **Document Details** link on the main navigation bar to view the Trip Overview, Routing Status, and Expense Summary.
- e. The **Preview** screen displays the traveler’s



itinerary.

- f. Select **Pre-Audit** to view justifications for any



flagged items on the Authorization.



- g. Once a document has been determined to be valid and no changes need to be made, the routing official should select **Digital Signature**.
- h. The default stamp to be applied will be populated. Click the **Submit Completed Document** button.

# 2

## Returning Documents to Travelers



- a. To return a document, the Routing Official stamps it **Returned** in the Digital Signature screen of Route & Review. GovTrip routes the document to the individual (i.e. traveler/preparer) who created the document. They will then make adjustments to the document and sign the document again to reinitiate the routing process.

# 3

## Adjusting (Changing) Documents before Approval

- a. Occasionally the Routing Official may need to edit a travel document for a traveler. If changes need to be made to the document, the Routing Official must select the **Adjustments** tab in the top navigation bar.

View/Edit	Type	Level
<a href="#">view/edit</a>	ADJUSTMENT	3

- b. Select the **view/edit** link next to the document where the adjustments are necessary.
- c. Uncheck the view-only checkbox.
- d. The Routing Official is now in the Authorization where the traveler created the trip reservations and should follow the same instructions as you would in an Authorization.
- e. If the itinerary dates require change, ensure that dates are changed on both the **Trip Overview** screen and the **Per Diem Location** screen. Then in the Trip Summary box, click the **Remove** link next to reservation to be changed and then search for a new reservation. If a change is made to the reservations by the Routing Official, the Routing Official must stamp the document **Signed** in the Digital Signature screen of the document to reroute the document to the Travel Agent. For other changes, the Routing Official can simply apply the appropriate stamp.

## Print Documents

Documents can be printed by clicking **Print** on main navigation bar.

## Delegate Signature Authority

A Routing Official may delegate signature to another individual who has the proper permission levels (0, 1, 2). Delegation of signature authority allows the designee to stamp the document in place of the normal routing official. To designate signature authority:

- a. Click the **Traveler Setup** link on the AO’s Welcome Screen.
- b. Click the **Delegate Authority** tab.
- c. Click **Select** next to the person to whom authority is being delegated.
- d. The Assign Authority box will populate and let the user know what permission levels the individual has. Click **OK**.
- d. When all delegation activity is completed, click the **Close** button to exit Delegate Authority window.