

Traveler Instructions to Create an Open 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 **Open Authorization/Orders** from the menu selection.
- Select **Create a New Open Authorization/Order** link. A pop-up will appear confirming choice.



1

Constraints

For International Date Line travel, do not adjust your arriving date. Calculation is automatic.

Constraints

- Traveler can change the **Routing List** in a dropdown if they have access to more than one routing list.
- In the **Starting On** field enter the date you will have the Open Authorization start on.
- In the **Ending On** field enter the Limited Open can be used.
- In the **Description** textbox a traveler can modify the name of the document – this updates to the right of the textbox preceded by the traveler’s initials.

- Maximum Open Authorization Costs textbox a figure can be typed in that will serve as a master budget from which the other authorizations will decrement from.
- Select **Trip Type** and **Trip Purpose** by using the pull down menus. (“Trip-By-Trip” is the most common trip type.) Please note these are constraints, which cannot be modified on authorizations created from the Blanket/Open Authorization if selected.
- Conus/Oconus limits are selected by clicking in one of the radio buttons.

- Specific Locations Allowed is utilized by clicking on the **Search Location** and/or **TDY/TAD Location Lookup Tool** link. Select state from drop down menu, and then select a location for that state in next drop down menu.
- Specific States/Countries Allowed are utilized by selecting from the menu by scrolling.
- Maximum Single Authorization cost is an optional field that a traveler can use to type in a dollar amount that will limit how much an individual authorization can go up to.
- When ready click on **Save and Proceed** to move on to the **Preview** screen.

2

Preview Trip



- Review any constraints typed in from the Constraints page.
- To add in Lines of Accounting that a traveler is restricted to use, click on **Accounting** on the top menu bar.

3

Lines of Accounting

Constraints Preview **Accounting** Digital Signature

- Click on **Accounting** in the navigation bar.
- Select the appropriate Line of Accounting (LOA) in the dropdown menu.
- Follow procedures mentioned above if additional LOAs are required.

4

Digital Signature

Constraints Preview Accounting **Digital Signature**

- Select **Signature** on top navigation bar.
- Once on the Signature screen select **Signed** from the dropdown menu and add any additional remarks if necessary.
- Click **Submit Completed Document** when ready to sign the document.

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 **Open 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
EBELPASOTX062203_A01	06/22/03	REJECT	DN2D-4P	> view	> print		> amend

- Select **Open 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 **Signature** and stamp the document **Signed**.

CREATING AUTHORIZATION FROM THE LIMITED OPEN AUTHORIZATION

The traveler can make an authorization from the Limited Open/Blanket authorization that was created. In order to create a travel order off the Limited Open Authorization it must first be stamped **Approved** by the Approving Official.

- On the **Welcome** screen, the traveler will navigate to **Official Traveler – Authorizations/Orders**.
- If the Open Authorization has been **Approved** there will now be two links available for the traveler, easily identifying the types of authorizations available for creation.
- To create an authorization from the Open Authorization, click on **Create Authorizations from Open Authorizations**.
- For additional info on creating a regular Authorization please refer to the document processing manual or the Traveler Instructions to Create an Authorization/Order tri-fold available from the www.govtrip.com portal.