

Using the Copy Function in GovTrip

The copy function in GovTrip can be an extremely useful tool. The instructions below will explain how the copy function works and what information will transfer when using this function. These techniques will enable you to teach your customers how to effectively use this timesaving tool.

Items that will not transfer from the original authorization:

1. Any attached documentation or receipts.
2. Anything relating to air fare, rental car or hotel reservations. The traveler/travel arranger must rebook travel reservations in the copied authorization.
3. The “starting” and “ending” locations. Instead of using the locations entered in the original authorization, GovTrip pulls this information from traveler’s permanent profile (residence or duty station).
4. Pre-audit flag justifications.
5. The document history information.

Things to know and watch for:

1. Quite often, job codes do not copy over correctly. To verify the job code is listed correctly, review the pre-audit flags screen. If there is a flag that reads “ACCT CODES EXIST” (see below), the document will reject, if processed without clearing this pre-audit flag. To clear the flag, you must remove and re-add the job code that is currently reflected in the document. The traveler/travel arranger must ensure the pre-audit flag is cleared on the copied authorizations before submitting the authorization for approval.

Reason Flagged	Item Description
→ ACCT CODES EXIST	→ The accounting code entered on this document is not in the GovTrip Accounting Tables.

2. A policy issue arises when a trip-by-trip authorization is created from an open authorization and is copied to a traveler that does not have a limited open authorization established. When this is done, the copied authorization will auto approve even if the target traveler does not have a limited open authorization to allow this auto approval. Since the traveler or travel arranger will not receive any sort of warning that the authorization has been created from an open authorization, it is important to ensure one of the following is used when using the copy function:
 - a. Only create copies of trip-by-trip authorizations that will route for approval if the target traveler does not have a limited open authorization established.
 - b. Verify all of the travelers involved have an approved limited open authorization with the same constraints established.

3. If an authorization is copied and the traveler has a cancelled authorization in their exiting authorization list with the same document name, the copy will attach itself to the cancelled authorization (see below). The copy now appears to be cancelled but it is not. Although it only shows a view option you may edit the document and submit it for approval by clicking the view link.

› JGPORTLANDMUL051109_A01-01	05/11/09	CANCELLED	No	OPF8GQ	› view
† › JGPORTLANDMUL051109_A01		CREATED			› view

To demonstrate the steps of using the copy function with a hotshot crew, see below:

1. Verify the “Present Station” fields in the GovTrip profiles are the same for all the crew members. The traveler/travel arranger can choose “Duty Station” for the starting/ending locations in the template authorization, and the same information will carry over in the copied authorizations.
2. Verify all crew members have approved limited open authorization for incident travel with the exact same constraints.
3. Build the first crew member’s authorization with the correct itinerary dates, locations, meals provided, expenses, job code(s), and allocations. Then sign the authorization.
4. Select copy next to the completed authorization and search for a crew member. Verify if the job code copied correctly. If it copied correctly, stamp the authorization signed and repeat the copying process for the other crew members.
5. If the job code did not copy correctly, remove the job code(s), reallocate if necessary, and digitally sign the document. Continue with step 4 for all subsequent travelers.

The copy function can save several minutes compared to building from scratch. Multiplied by a 15-person crew, this translates to several hours of the travel arranger’s time.