

## Per Diem Entitlement

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- Ensure the per diem entitlements are correct. You may update individual days by selecting the **Edit** buttons or all days by using the **Edit All** button.
- When done, click the **Next Section** button.

## Non-Mileage Expenses

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- From the "Expense Type" drop down, select the expense you would like to add, cost, date, and Method of Reimbursement, and click the **Save Expense** button. You may enter up to 5 expenses at a time.
- If you need to enter an expense not in the drop down, select the **Enter expense not listed** link and manually type the expense.
- When done, click the **Next Section** button.

## Mileage Expenses

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- From the "Expense Type" drop down, select the expense you would like to add, date, Method of Reimbursement, and total miles, and click the **Save Expense** button. You may enter up to 5 expenses at a time.
- When done, click the **Next Section** button.

## Accounting

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- Select the appropriate Line of Accounting from the drop down. If multiple LOAs are necessary, after all have been added, select the desired allocation type from the "How to Allocate" drop down and click **Allocate Expenses**. Follow the necessary steps and click the **Save Allocated Expenses** button.
- When done click the **Next Section** button.

## Preview Trip

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- Review all your trip information. Correct/update any information or reservations necessary then click **Next Section**.

## Pre Audit

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- If any items on your Authorization have been flagged, you must enter a "Justification to Approving Official" in the text box next to the entry. When done click the **Next Section** button.

## Digital Signature

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- Ensure that the "SIGNED" stamp is populated in the "Submit this document as:" drop down. You may add any additional remarks that will appear in the remarks section of this page. When done click the **Submit Completed Document** button.  
\*If you need your tickets issued early, you may change the "Advance Ticketing" date; the default is 3 days prior to the start of your trip.
- On the "Stamp Process" page, read the information and click the **Save and Continue** button. Click **Cancel** if you do not want to stamp your document SIGNED at this point.



## Creating an Authorization

### Log into GovTrip

- Navigate to the website [www.govtrip.com](http://www.govtrip.com)
- Ensure the correct agency 'Department of Agriculture' is selected from the "Agency" drop down.
- Select the **Sign in to GovTrip** button
- Read and select **'I Agree'** to the "USDA eAuthentication Warning" message.
- When redirected to the USDA eAuthentication Login screen, enter your credentials and select the **Login** button. You will be taken to your GovTrip Welcome page.

### Creating a New Authorization

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- If you are creating an Authorization for yourself navigate to the bottom section of your GovTrip home screen and on the Authorization tab click **Create New Authorization**.
- If you are creating an Authorization for someone else, select the **Traveler Lookup** tab at the top of your home screen and use one of the lookup methods to find the person for whom you are creating travel. After selecting the correct person, you will be brought to your home screen with that traveler's document list below; select the **Create New Authorization** button from their Authorization tab.

## Itinerary Creation

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### Step 1:

- In the "Departing From" section, enter your **Departing On** date, as well as the location you will be departing from Residence, Duty Station, or Other.
- In the "Returning To" section, enter your **Returning On** date, as well as the location you will be returning to; Residence, Duty Station, or Other.
- Select your **Trip Type** and **Trip Purpose** from the drop downs.
- In the **Trip Details** text box enter any pertinent trip information you would like your approving officials to see . This information will be displayed on the Preview Trip page of your Authorization.
- When complete, go to the next STEP by clicking **Proceed to Next Section**.

### Step 2:

- Ensure that the dates populated in the **Arriving On** and **Departing On** fields are correct and select a TDY Location search method from the tabs **Keyword Search, County, Zipcode, and Select by TDY Location**.
- After searching for and finding the correct TDY Location, select the "Radio" button next to that location (not applicable for Select by TDY Location), and click the **Add Selected Location** button.
- If you will be traveling to another TDY Location, at the "Additional TDY Locations?" prompt, select the **Yes** button and repeat steps **e** and **f**; otherwise select the **No** button.

### Step 3:

If your trip is two calendar days or less, proceed with step **i**; if you trip is greater than two calendar days, proceed to step **j**.

- Select the appropriate duration for your trip by using the "Radio Buttons" and then click the **Continue** button.
- Select the appropriate reservations you would like to add to your trip by selecting the "Check Boxes" next to each section. This will load up your guided navigation for the remainder of your document.
- When done click the **Save and Proceed** button.

## Air Reservations

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If you do not need air proceed to section **4**.

- Select the type of search you like to do, **Round Trip** or **One Way**, then type name of airport city or airport code for departure and arrival locations.
- Ensure that **Arrival/Departure** times are correct in the dropdown menu and click the **Search Availability** button.
- From the results screen, click the **Add to Price List** button for the flights you would like to price, up to 10. You may select from the "GSA Contract", "Non-Contract Government Fare", and "Restricted" tabs. When complete, click the **Price Flights** button. If the desired flight is not present you may click the **Request Assistance in Booking Flights** button, which will send your request to your TMC to book your flight outside of GovTrip. **\*\*You may not select a combination of Government and Restricted Fares to price.**
- From the priced flights list, select the flights you would like to save by clicking the **Select** button; then click the **Select Flight(s)** button.
- You may at this point use the **Select Seat** link to indicate a seating preference or use the **Seat Selection** drop down. Ensure the payment method for the flight and the Method of Reimbursement are correct and click **Save Selected Flight**.
- On the "Booking Status" screen, you may either book another flight by clicking **Return to Available Flights** and complete steps **a** through **e**, or go to the next Authorization section by clicking **Proceed to Next Section**.

## Hotel Reservations

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If you do not need lodging proceed to section **5**.

- Ensure that the "Check-In" and "Check-Out" dates are correct and select the appropriate search tab from **Near TDY Location, Near Airport, By Zipcode, By Hotel Name**.
- Fill in the appropriate fields and click the **Search Accommodations** button.
- Click the **Select Hotel Info & Rates** button next to the lodging location you desire.
- Select the "Radio" button next to the room type/rate, "Payment" and "Reimbursement Method"

and click the **Save Selected Accommodations** button, or this room reservation will not be saved.

- If no rooms are available with the selected hotel, or if a specified room type does not appear, then there is no availability at this hotel. Select **Choose Another Hotel**. If the desired hotel does not appear in the search results screen, you may select **Request Assistance Booking Lodging** button, which will send your request to your TMC to book your hotel outside of GovTrip.
- On the "Booking Status" screen, you may either book another hotel by clicking **Book Additional Hotel**, and complete steps **a** through **e**, or go to the next Authorization section by clicking **Proceed to Next Section**.

## Rental Car Reservations

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If you do not need a rental car proceed to section **6**.

- Fill in the appropriate search information and click the **Search Rental Car Availability** button.
- Select the **Select and Continue** button next to the desired rental car company. If the desired rental car does not appear in the search results screen you may select **Request Assistance Booking Rental Car** button, which will send your request to your TMC to book your car outside of GovTrip.
- Select the Method of Reimbursement and click the **Save Selected Car** button.
- On the "Booking Status" screen, you may either book another car by clicking **Book Additional Rental Car** and complete steps **a** through **c**, or go to the next Authorization section by clicking **Proceed to next Section**.