

Existing GovTrip Reports			
Report Type	Report Name or Type	Report Sub-Name	Report Description
Document Summary Reports			
	Traveler Report	N/A	Provides a summary of documents (e.g. authorizations) by specific traveler
	Accounting Code Report	N/A	Provides a summary of accounting activity by organization
	Travel Authorization Number (TANUM) Report	N/A	Provides information on authorizations by organization or authorization
	Location Report	N/A	Provides a summary of per diem locations visited by organization
	Trip Purpose Report	N/A	Provides a summary of trip purposes codes by organization
Electronic Processing (EP) Reports			
	Authorization Reports	Unsubmitted Voucher	Provides a list of authorizations for which vouchers have not been submitted
	Voucher Reports	Outstanding Cash Advance	Provides a list of travelers having non-Automated Teller Machine (ATM) cash advances that have not been settled on a voucher
		Paid Voucher	Provides a list of all vouchers by organization
	Other EP Reports	Audit Failure	Provides a list of documents that have failed an audit based on audit tests established in GovTrip
		Routing Status	Identifies current documents routing status. Also identifies next stamp in each document's routing list, and number of days since document was last stamped, well as number of days since it was created. Indicated which Approving/Reviewing Officials have documents routed to them
		Payment Method	Lists total dollar value associated with an expense category by organization for given date range

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Report Type	Report Name or Type	Report Sub-Name	Report Description
	Travel Reports	First Class Travel Reports	Provides document information on any used airfare base that is not Discounted Government (DG) or City Pair Fare (CA) for air reservations by organization
		Exception Reports	Provides information on any Other Authorization that is selected on documents
		Tracking Funds Report	List travelers and documents that have been approved or cancelled, as well as expense amounts on documents
		Inside Tickets Are Waiting (TAW) Window Report	Provides information on any trip that contains reservations inside TAW date by organization
	Other Reports	Document Totals Report	Provides history of travelers' documents that have not been completed or acted upon by organization
		Traveler Status Report	Provides list of travelers and their TDY status for a given date range
		FedRooms/Federal Emergency Management Agency (FEMA) Report	Provides a list of travel documents where traveler has selected FedRooms participating properties and/or FEMA-Approved properties
		Trip Status Report	Provides comprehensive list of travel documents and status
		Statistical Sampling Report	Provides a randomly selected list of travel vouchers by organization or group
		Ad Hoc Reports	
	Voucher (TAV) Fee Report	N/A	Provides information on vouchers that have had TAV Fee applied
	Centrally-Billed Account (CBA) Expense Report	N/A	Provides list of vouchers on which traveler claimed expense associated with Centrally Billed Account (CBA)
	Rejects Report	N/A	Provides list of rejected documents
	Advances with Government Credit Card (GOVCC) Report	N/A	Lists documents with advances requested where traveler has valid GOVCC
	DUE US Report	N/A	Lists all documents in DUE US status

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Report Scheduler			
	Status Reports	Signed Status Report	Provides information by organization and document type where Signed Stamp has been applied by date range
		Depart Status Report	Provides Authorization or Group Authorization information on documents with specified departure dates by organization and date range
		Return Status Report	Provides Authorization information on documents with applied Returned Stamp by organization and date range
		Approved/Cancelled Status Report	Provides information by organization and document type where Approved or Cancelled Stamp has been applied by date range
		Traveler Status Report	Provides list of travel documents based on date of departure by date range
	Routing Reports	Adjustments Report	Provides list of documents modified (adjusted/ edited) during routing process by date range
		Routing Status Report	Provides list of documents currently awaiting signature for processing
		Stamped Status Report	Provides list of documents with specified stamped status by date range
	Individual Reports	Positive Acknowledgement (Posack) Delinquency Report	Lists all transactions for selected criteria waiting response from associated accounting system. Lists all transactions in status of Obligation Submitted or Advance Submitted when Report Type is Obligation and Payment Submitted for Report Type Payment
		Unsubmitted Voucher Report	Provides list of authorizations for which vouchers have not been submitted

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Report Type	Report Name or Type	Report Sub-Name	Report Description
	TMC/Travel Related Status	FedRoom/Federal Emergency Management Agency (FEMA)	Provides list of all travel documents by organization with FedRooms or FEMA hotel reservations
		Reason Code Report	Provides listing of all trips using GSA City Pair contract flights, along with Reason Codes
		TMC Fee Report	Provides TMC expense amount for all Authorizations ticketed by date range
		Unused Ticket Report	Provides list of documents where ticket amount on Authorization and Voucher do not match or where Authorization which includes airfare does not have signed
	Travel Report	Inside TAW Window Report	Provides information on trips that contain reservations inside TAW date by organization
		Tracking Funds Report	Provides list of travelers with documents approved or cancelled, as well as expense amounts