

Open Authorization White Paper

The Open Authorization allows travelers to establish a travel order with a pre-designated amount (master budget) from which travel authorizations and vouchers will be established. All Open Authorizations will be routed through the normal routing chain for approval. Once APPROVED, the travelers will be able to create individual authorizations from the Open Authorization. As long as the traveler is within the constraints set forth in the Open Authorization, the individual authorization will Auto-Approve.

The Open Authorization is just a shell that establishes constraints/limitations for the individual authorizations that are created from it. The Open Authorization does not send an obligation to the agency's financial system. The Open Authorization will have a specific TANUM that can be used to track which individual authorizations have been created from it.

Travel Dates

Booking Travel using GovTrip requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Note: Due to your Agency's policies you may not change from or to foreign travel on a trip once it has been approved

Creation Date: 08/12/2010 TA Number: 000PES
OA Number: 0NY212

Trip Duration: 12 Hours or Less > 12 - 24 Hours - With Lodging > 12 - 24 Hours - No Lodging Multi-Day

* Trip Type: Trip Details: Trip Purpose Description (optional):

Elements that can be Limited on the Open Authorization:

- **Start and End Date:** Dates for which a traveler can create individual authorizations from the Open Authorization. Can be used for a quarter or an entire fiscal year.
- **Maximum Open Authorization Cost:** Sets a budget for the date range for which the traveler's individual authorizations will auto-approve. If the master budget amount is exceeded the individual authorization will no longer auto approve, but will manually route for additional approval since the budget was exceeded.
- **Individual Authorization Cost:** Sets an individual dollar cost for each individual authorization. If exceeded, the individual authorization will manually route for additional approval. If no amount is established, the traveler has been left open to any individual amount as long as it is within the established master budget amount.
- **Trip Type:** If selected it will be the only trip type available to the traveler in the drop down when creating the individual authorization. If left open, the traveler will have the full range of the drop down to choose from on the individual authorization.

- **Trip Purpose:** If selected it will be the only trip purpose available to the traveler in the drop down when creating the individual authorization. If left open, the traveler will have the full range of the drop down to choose from on the individual authorization.
- **TDY Locations:** Limitations can be established for specific TDY locations. If left open the traveler can travel to any TDY location. If limited, the traveler will have to pick a TDY location that falls into those parameters; otherwise the itinerary will not save due to the constraints set on the Open Authorization.
 - Oconus or Conus:
 - Specific TDY locations
 - Specific state or countries
- **Accounting Codes:** Selecting an accounting code limits the traveler to which code they can use when creating their individual authorizations. Not associating an accounting code gives the traveler the ability to choose any code on the individual authorization. The traveler still has the ability to make changes to the codes on the individual authorization.

GovTrip Authorization PLAN TRIP Voucher GET REIMBURSED Reports SCHEDULER PROFILE [E] PRINT THIS SCREEN [P] VIEW HELP [H]

Constraints

OAUTH Booking Travel using GovTrip requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

Authorization Type: Open Authorization

* Routing List: NGMS TEST

* Starting On (mm/dd/yyyy): 06/03/2010

* Ending On (mm/dd/yyyy): 09/30/2010

Description: OPENAUTH

Full Doc Name: MDOPENAUTH060310_001

Maximum Open Authorization Costs (\$):

Limited Open Restrictions

Trip Purpose: Select

Trip Type: Select

Conus/Oconus Limits:

- CONUS only
- OCONUS only
- No OCONUS/CONUS Restrictions

Use Location Tools at Right

Specific Locations Allowed: [Allow Location](#)

Search Location by:

- [Keyword Search](#)
- [Select by TDY Location](#)

Specific States/Countries Allowed (Hold Ctrl to select multiple):

- ALABAMA
- ALASKA
- AMERICAN SAMOA
- ARIZONA
- ARKANSAS
- CALIFORNIA
- COLORADO

[Allow Location](#)

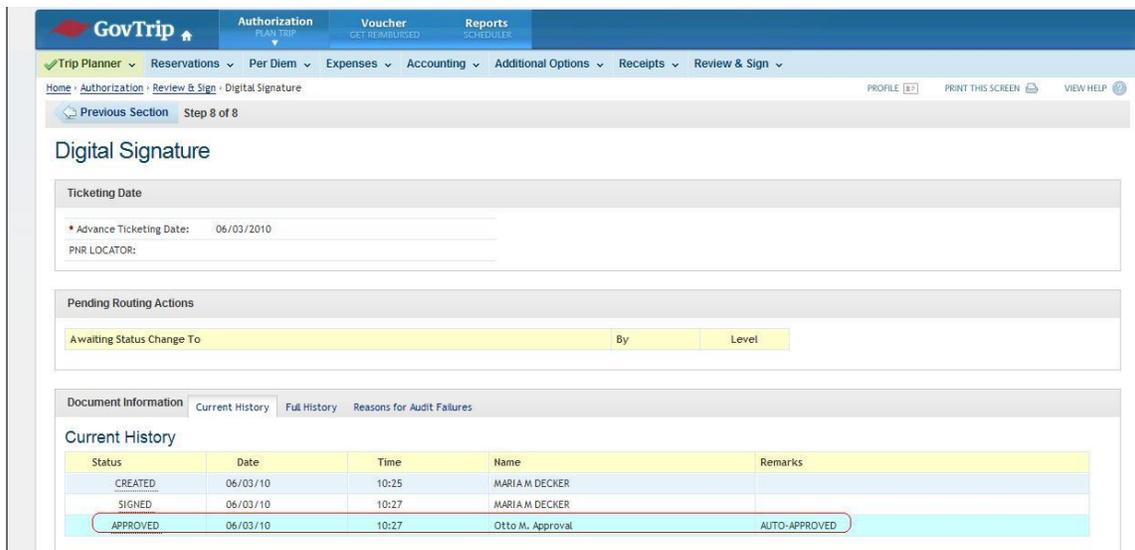
Maximum Single Authorization Cost (\$):

[Save and Proceed](#) [Cancel](#)

When the Open Authorization has been APPROVED, the traveler will have a new link under the Official Authorizations/Orders tab: Create an authorization/order from an Open Authorization.



Authorizations created from the Open Authorization, as long as they are within the constraints specified, will auto approve after they have been SIGNED and processed through the TMC for booking reservations.



If the document meets any conditional routes, it will then first route for approval of that specific condition (i.e. foreign travel, CBA, advance). Once the condition has been approved manually by one of the specified routing officials on the routing list, if no other conditions exist the document will then auto approve. Each individual authorization will have its own TANUM that will send an obligation into the financial system when it auto approves.

If the maximum budget or individual authorization budget are exceeded the traveler will first receive a pre-audit flag. This gives the traveler the opportunity to correct the authorization if they made an error and still allow the individual authorization to auto approve.

Item #	Reason Flagged	Item Description	* Justification to Approving Official
1.	OAUTH MAX EXCEEDED	Authorizations for the Open Authorization Exceed the Maximum Amount Total of \$10,000.00 set on the Open Authorization by \$565.50. Please Correct or Sign Your Document to Be Routed to Your Approving Official.	

If the traveler does not make any changes before attempting to stamp the authorization SIGNED, they will receive one final warning to let them know if the authorization is stamped SIGNED it will not auto approve but have to manually route for approval.



If the traveler stamps the authorization SIGNED, then wishes to make changes to the authorization to reduce the cost and be under the specified budget amount, the document will still not auto approve. Once the manual process has been started the individual authorizations will no longer auto approve.

If any individual authorizations are CANCELLED, the funds will be put back onto the remaining balance of the Open Authorization.

When the voucher is processed, the actual amount paid to the traveler for the authorization/voucher combination is used to identify what amount is decreased from the Open Authorization. Funds will be put back or taken away from the remaining balance depending on the amount.

When the authorization from the Open Authorization is established, the traveler must be in the same organization/routing list they were associated to when the Open Authorization was established or the individual authorization will not auto approve. The Open Authorization was not designed to function across organizations.

An Open Authorization should not be amended to increase the budget amount or change the dates. A new Open Authorization should be created to reflect new dates or new amounts as the Open Authorization does not obligate funds.

SPR 12248 will be implemented into the system in a future release and will prevent users from amending authorizations. At that time if an Open Authorization needs to be cancelled please work with the Agency Lead FATA who will work with the USDA Core Team and Northrop Grumman to get the Open Authorization Cancelled.