

Post Trip Authorization

In the event the GovTrip online booking is unavailable USDA staff may contact the Travel Management Center (TMC) help desk to arrange airline travel using your Government Issue Credit Card. Transportation purchased through this method will be charged a **\$28.25** TMC service fee. The following steps are a demonstration of how to record the cost of transportation when booked outside of the GovTrip system:

EXAMPLE:

Traveler: **Travis T.**
 Airline Ticket cost: **\$500.00** (purchased outside of GovTrip)
 TMC: Fee: **\$28.25** (Full Service Fee)
 Method of Payment: **Government Issue Credit Card (GOVCC-I)**
 Travel Dates: **October 1-7, 2010**
 Today's Date: **October 8, 2010**

Step 1 – Create a new Authorization for the TDY location, following below standard authorization procedures. From the navigation bar, select **Authorization**. Under authorization select the **Create New Authorization** option.

Welcome, Travis T Traveler
 Organization: GUSDAGT2.0_TEST - Permission: 0

Document List for Travis T Traveler

Authorization Voucher Open Authorization Group Authorization

[Create New Authorization >>](#) [Create Authorization from Open Authorization >>](#)

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Document Cancelled?	Sort by TA Number	View/Edit	Print	Copy	Remove	Amend	Voucher
TTHONGKONGHRG092810_A01	09/28/10	AUTH 24 HOUR PASSED	Yes	No	ONUVIH	view	print	copy			view
TTRALEIGHNC092610_A01	09/26/10	AUTH 24 HOUR PASSED	Yes	No	ONLUXMD	view	print	copy			view
TTCHICAGOIL081610_A01	08/16/10	ADJUSTED	No	No	ONUZY	view/edit	print	copy			
TTSANANTONIOC081610_A01	08/16/10	ADJUSTED	No	No	ONUZY9	view/edit	print	copy			
TTWASHINGTOND080210_A01	08/02/10	AUTH 24 HOUR PASSED	Yes	No	ONUSFS	view	print	copy			view
TTWASHINGTOND080210_A02	08/02/10	ADJUSTED	No	No	ONUTSO	view/edit	print	copy			
TTALBUQUERQUE080110_A01	08/01/10	AUTH 24 HOUR PASSED	Yes	No	ONLXTI	view	print	copy			view
TTBUFFALONY080110_A01	08/01/10	ADJUSTED	No	No	ONUJJI	view/edit	print	copy			
TTATLANTACBB072710_A01	07/27/10	SIGNED	No	No	ONLWVD	view/edit	print	copy			
TTBRUSSELSBEL072610_A01	07/26/10	ADJUSTED	No	No	ONUUK	view/edit	print	copy			

Items per page: 10 [NEXT 10 >](#)

The below screen appears after selecting the “Create New Authorization”. Enter starting point TDY location, ending point location, and remaining applicable information.

Where are you departing from?

GovTrip needs to know some basic trip information to ensure you are fully reimbursed for mileage and other expenses incurred for your travel. Please fill in the information below.

Most likely you will select your home (residence) or office location (duty station) as your travel base.

Residence:
11121 Brandywine Road
Waldorf, MD 20601
[\(Update Residence\)](#)

Duty Station:
MRPBS, FMD
4700 River Road
Rm. 3
Riverdale, MD 20772
[\(Update Duty Station\)](#)

Departing From:

* Departing On (mm/dd/yyyy):

Residence (11121 Brandywine Road Waldorf, MD 20601)

Duty Station (MRPBS, FMD 4700 River Road Rm. 3 Riverdale, MD 20772)

Other:

Returning To:

* Returning On (mm/dd/yyyy):

Residence (11121 Brandywine Road Waldorf, MD 20601)

Duty Station (MRPBS, FMD 4700 River Road Rm. 3 Riverdale, MD 20772)

Other:

* Trip Type:

* Trip Purpose:

Trip Details:
(Do not enter sensitive information, such as SSN, charge card and banking information, etc. in this field)

Trip Summary

	Location	Purpose	Arriving On	Departing On
Insert	1 Gold Hill, OR	MISSION (OPERATIONAL)	10/01/10	10/08/10

Click "Next section."

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

What are your Temporary Duty Locations?

GovTrip needs to know where your Temporary Duty Locations (TDY) are to correctly calculate per diem rates for your travel.

My TDY Locations

* Arriving On (mm/dd/yyyy):

* Departing On (mm/dd/yyyy):

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

Trip Summary

Please select travel bases for your trip.

Search for TDY Location. When found, click "Add selected location."

Once complete, select **Save and Proceed**.

Previous Section Step 3 of 3 Save and Proceed

What kinds of reservations do you need?

Please select the types of reservations you need for this trip. GovTrip will queue up required screens in the trip creation path. You can always add reservations not requested here by selecting the reservation section needed using the navigation menu at the top of the page.

* Please select at least one of these options:

- Air Travel
- Lodging
- Car Rental
- Rail
- I need to enter an Other Transportation cost
This applies to tickets or travel arrangements obtained outside of GovTrip (air, bus, ship, etc...). Do not enter outside hotel or rental car expenses here. ([More Info](#))
- I do not require any reservations
This option will skip all the reservations sections. You can easily add them later if needed.

Previous Section Save and Proceed

Trip Summary

	Location	Purpose	Arriving On	Departing On	Edit	Delete
Insert	1 Gold Hill, OR	MISSION (OPERATIONAL)	10/01/10	10/08/10	Edit	Delete
Insert	2 Gold Hill, OR	MISSION (OPERATIONAL)	10/08/10	10/08/10	Edit	Delete

Step 2 - Select Reservations from the main navigation bar, and then select **Other Transportation** from the drop box. **Do not** attempt to book a flight from the Air option on the drop box this step is not required.

GovTrip Authorization Voucher Reports
PLAY TRIP GET REIMBURSED SCHEDULER

Trip Planner Reservations Per Diem Expenses Accounting Additional Options Receipts Review & Sign

Home Authorization Flights
Previous Section Hotel
Per Diem Car Rental
Train
Other Transportation

Following is a list of per diem rates for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, range). The "reset" link changes the per diem information to the default rates for that date and location.

Date	Location	View/Edit	Reset	Ldg Cost	Ldg Allowed	Mile Allowed	Per Diem Rate	Code	B	L	D	Qtrs
10/01/10	GOLD HILL,OR	Edit	Reset	88.00	88.00	42.00	88 / 56					
10/02/10	GOLD HILL,OR	Edit	Reset	88.00	88.00	56.00	88 / 56					
10/03/10	GOLD HILL,OR	Edit	Reset	88.00	88.00	56.00	88 / 56					
10/04/10	GOLD HILL,OR	Edit	Reset	88.00	88.00	56.00	88 / 56					
10/05/10	GOLD HILL,OR	Edit	Reset	88.00	88.00	56.00	88 / 56					
10/06/10	GOLD HILL,OR	Edit	Reset	88.00	88.00	56.00	88 / 56					
10/07/10	GOLD HILL,OR	Edit	Reset	88.00	88.00	56.00	88 / 56					
10/08/10	GOLD HILL,OR	Edit	Reset	0.00	0.00	42.00	88 / 56					

Edit All Reset All

Step 3 – Under the Type: field, select the correct purchase/reimbursement method option used. In this example the airfare was purchased using Government Issue Credit Card, CP-Air Fare (GOVCC-I).

Other Transportation

Use this screen to enter Other Ticketed Transportation Information.

Ticket Information

Enter or select the required data.

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

Type:	-- Select --
Description:	-- Select --
Ticket No:	CP - Air Fare (GOVCC-I)
Ticket Value:	CP-C - Air Fare (GOVCC-C)
Cost: (If different from ticket value)	CR - Train Fare (GOVCC-I)
Departure Date (mm/dd/yyyy):	CR-C - Train Fare (GOVCC-C)
Issue Date (mm/dd/yyyy):	CV - Boat Fare
Ticket Date (mm/dd/yyyy):	PV - Private Vessel
CBA Account:	

Trip Summary

Overall:	Starting Point	Edit
Leave From:	MRPBS, FMD	
Leave:	01-Oct-10	
Location 1:	GOLD HILL,OR	Edit
Leave From:	MRPBS, FMD	
TDY Location:	GOLD HILL,OR	
Purpose:	MISSION (OPERATIONAL)	
Arrive:	01-Oct-10	
Leave:	08-Oct-10	
Overall:	Ending Point	Edit
Leave From:	GOLD HILL,OR	
Return Loc:	MRPBS, FMD	
Arrive:	08-Oct-10	

Complete all of the remaining self-explanatory fields with *

Step 4 - Review data entered and save.

[Previous Section](#)
[Next Section](#)

Other Transportation

Use this screen to enter Other Ticketed Transportation information.

Ticket Information

Enter or select the required data.

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

* Type: CP - Air Fare (GOVCC-I)

* Description: Air Fare (GOVCC-I)

* Ticket No: UA 45687283078

* Ticket Value: 500.00

Cost: (If different from ticket value) 500.00 [foreign currency calculator](#)

* Departure Date (mm/dd/yyyy): 10/01/2010

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy): 09/29/2010

CBA Account:

Method of Reimbursement: PERSONAL

Comments:

[Save](#)

Trip Summary

Overall:	Starting Point	Edit
Leave From:	MRPBS, FMD	
Leave:	01-Oct-10	
Location 1:	GOLD HILL,OR	Edit
Leave From:	MRPBS, FMD	
TDY Location:	GOLD HILL,OR	
Purpose:	MISSION (OPERATIONAL)	
Arrive:	01-Oct-10	
Leave:	08-Oct-10	
Location 2:	GOLD HILL,OR	Edit
Leave From:	GOLD HILL,OR	
TDY Location:	GOLD HILL,OR	
Purpose:	MISSION (OPERATIONAL)	
Arrive:	08-Oct-10	
Leave:	08-Oct-10	
Overall:	Ending Point	Edit
Leave From:	GOLD HILL,OR	
Return Loc:	MRPBS, FMD	
Arrive:	08-Oct-10	

You will see that the airfare was added under the **Trip Summary** block.

[Previous Section](#)
[Next Section](#)

Other Transportation

The amount on this screen is the total for all travelers that are associated to this ticketed transportation.

Ticket Information

* Type:	CP-Air Fare (GOVCC-I)
* Description:	Air Fare (GOVCC-I)
* Ticket No:	UA 45687283078
* Ticket Value:	500.00
Cost: (If different from ticket value)	500.00
* Dep Date:	10/01/2010
Issue Date:	
* Ticket Date:	09/29/2010
CBA Account:	
Method of Reimbursement:	PERSONAL
Reimbursable:	yes

[Create a New Ticketed Transportation Entry](#)

Trip Summary

Overall:	Starting Point	Edit
Leave From:	MRPBS, FMD	
Leave:	01-Oct-10	
Location 1:	GOLD HILL,OR	Edit
Leave From:	MRPBS, FMD	
TDY Location:	GOLD HILL,OR	
Purpose:	MISSION (OPERATIONAL)	
Arrive:	01-Oct-10	
Leave:	08-Oct-10	
Other:	Air Fare (GOVCC-I)	Edit Remove
Type:	CP - Air Fare (GOVCC-I)	
Depart:	01-Oct-10	
Location 2:	GOLD HILL,OR	Edit
Leave From:	GOLD HILL,OR	
TDY Location:	GOLD HILL,OR	
Purpose:	MISSION (OPERATIONAL)	
Arrive:	08-Oct-10	
Leave:	08-Oct-10	
Overall:	Ending Point	Edit
Leave From:	GOLD HILL,OR	
Return Loc:	MRPBS, FMD	
Arrive:	08-Oct-10	

Step 5 – Add the **\$28.25** TMC fee to this authorization. Select **Expenses** from main navigation bar, and then select **Non-Mileage** from the drop box. From the Expense Type drop box select TMC Fee (GOVCC-I) since in this example the traveler has a Individual government credit card. Add any other expenses that may apply to this trip at this time.

Previous Section Step 4 of 9 Next Section

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
 Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

* Select number of expenses: 1

Add Expense #1: Trip Duration: 01-Oct-10 through 08-Oct-10

*Expense Type: TMC FEE (GOVCC-I) [Enter expense not listed](#)

*Cost: (\$) 28.25 [foreign currency calculator](#)

*Date: (mm/dd/yyyy) 10/01/2010

*Method of Reimbursement: PERSONAL

Save Expenses

Expense Summary

Expense Type	Meth. of Reimb.	Date	Cost	Edit	Remove
TAV Fee -I	PERSONAL	10/08/10	\$13.50		
Total Expenses:			\$13.50		

Step 6 - Review data entered and save.

You will see TMC Fee under the **Expense Summary** block.

Previous Section Step 4 of 9 Next Section

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
 Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

* Select number of expenses: 1

Add Expense #1: Trip Duration: 01-Oct-10 through 08-Oct-10

*Expense Type: [Enter expense not listed](#)

*Cost: (\$) 0.00 [foreign currency calculator](#)

*Date: (mm/dd/yyyy) 10/01/2010

*Method of Reimbursement: PERSONAL

Save Expenses

Expense Summary

Expense Type	Meth. of Reimb.	Date	Cost	Edit	Remove
TMC FEE (GOVCC-I)	PERSONAL	10/01/10	\$28.25	Edit	Remove
TAV Fee -I	PERSONAL	10/08/10	\$13.50		
Total Expenses:			\$41.75		

Step 7 - Select Review/Sign under the main navigation bar. Then select **Preview** from the drop box. Review your document.

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes, proceed to Pre-Audit.

[Previous Section](#) Step 7 of 9 Trip Details
[Next Section](#)

Trip Type: TT-TRIP BY TRIP

Trip Details:

Trip Purpose Description:

Itinerary

Tools	Location Type	Location	Time Zone	Departure Date	Return Date	Comments
Edit	Overall Starting Point	MRPBS, FMD	EST (06)	01-Oct-10	--	
Edit	TDY Location 1	GOLD HILL,OR	PST (09)	01-Oct-10	08-Oct-10	Purpose: MISSION (OPERATIONAL)
Edit	TDY Location 2	GOLD HILL,OR	PST (09)	08-Oct-10	08-Oct-10	Purpose: MISSION (OPERATIONAL)
Edit	Overall End Point	MRPBS, FMD	EST (06)	--	08-Oct-10	

Reservations [View All](#) [Flights](#) [Lodging](#) [Rental Car](#) [Rail](#) [Other Transportation](#)

No flights selected. [Add Flight Reservations](#)

No lodging selected. [Add Lodging/Hotel Reservations](#)

No rental car selected. [Add Rental Car Reservations](#)

No rail selected. [Add Train/Rail Reservations](#)

Step 8 – Select Pre-Audit from the drop box under **Review& Sign** or click on **Next Section**, complete any justifications and then click **Digital Signature** under **Review& Sign** drop box or **Next Section**.

Pre-Audit Trip

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Save and Proceed To Digital Signature."

2 items have been flagged in this Travel Document

Item #	Reason Flagged	Item Description	* Justification to Approving Official
1.	TRAVEL DATE OVERLAP	Trip Overlaps With TTHONGKONGHK092810_A01.	<input style="width: 100%; height: 40px;" type="text" value="original trip canceled"/>
2.	TRAVEL DATE OVERLAP	Trip Overlaps With TTRALEIGHNC092610_A01.	<input style="width: 100%; height: 40px;" type="text" value="original trip canceled"/>

[Previous Section](#)

[Next Section](#)

Step 9 – After reviewing and a pre-audit of your authorization, select **Digital Signature** from the drop box or **Next Section** . Within the **Additional Remarks:** state why the ticket was purchased outside of GovTrip. i.e. **“Airline ticket was obtained thru TMC due to GovTrip not available for online booking”**.

Once complete, select **Signed**, and click **Submit Completed Document**.

[Previous Section](#) Step 9 of 9

Digital Signature

Click below to stamp and submit this travel authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Additional Remarks:

* Advance Ticketing Date:(mm/dd/yyyy): 09/29/2010

Advance Ticketing Date will not be applied until approval

[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Traveler, Travis T.	0

Document Information [Current History](#) [Full History](#) [Reasons for Audit Failures](#)

Current History

Status	Date	Time	Name	Remarks
CREATED	05/05/10	14:59	Travis T Traveler	

Done!.....the authorization will now be routed to your approver.