

User Roles in GovTrip

Below is an explanation of the various roles and responsibilities in GovTrip

Traveler

A Traveler is defined as an individual performing official business at a temporary duty location (TDY). A frequent traveler is defined as an individual who performs official travel more than five times a year.

In GovTrip, travelers will:

- Access the GovTrip system through eAuthentication
- Input and update their own travel authorizations
- Update their own travel preferences in a personal profile
- Use GovTrip information to prepare their own travel vouchers
- Digitally sign and submit authorizations and vouchers to an approving official
- Determine the status of their own authorization or voucher at anytime

Travel Arrangers or Travel Preparers

A Travel Arranger is also known in the GovTrip environment as a Travel Preparer" – use of either term is acceptable. A Travel Arranger is someone who prepares authorizations, books travel arrangements, and files travel vouchers on behalf of a traveler or a group of travelers for a designated organization.

In GovTrip, Travel Arrangers will:

- Input and update travel authorizations on behalf of travelers
- Use GovTrip information to prepare travel vouchers on behalf of travelers
- Determine the status of an authorization or voucher at anytime

Invitational Travelers

Invitational Travelers are individuals not employed or employed intermittently in the Government service. Examples of invitational travelers include: guest speakers, non-agency individuals traveling on behalf of your agency, consultants, and experts. **In GovTrip, Invitational Travelers will:**

- Utilize travel arrangers for authorizations, booking travel, and processing vouchers
- Be required to sign hard copy documents which will be uploaded to GovTrip by the travel arranger

Approving Official

An Approving Official is an employee in the chain of command who has been designated to approve travel authorizations and vouchers in the GovTrip System. Approving Officials will not have the authority to review and approve their own travel documents.

In GovTrip, Approving Officials will have the ability to:

- Preview, review, and approve authorizations and vouchers
- Cancel an authorization
- Return travel documents to a traveler for changes/corrections
- Edit travel documents for a traveler

Federal Agency Travel Administrators (FATAs)

Federal Agency Travel Administrators (FATAs) are those responsible for the overall management of GovTrip at organization level.

- Responsible for loading, updating and maintaining all GovTrip tables (such as: organizational, group, permission, and accounting)
- Provide GovTrip Help Desk Support
- Establish and maintain document routing lists (Routing table)
- Establish profiles and conduct profile maintenance (TPerson table)
- Produce reports

Additional Notes

- All USDA employees are encouraged to learn and use the GovTrip system to create authorizations, book travel arrangements (air, lodging, etc.) and file travel vouchers.
- All employees have the option of booking their travel arrangements online or by calling the COD Helpdesk for personal assistance.
- All employees will use their eAuthentication user id and password to access the system.
- Travelers will not be permitted to approve their own travel documents
- Travel authorizations and vouchers are routed electronically based on agency established, organization routing lists.
- Travel Arrangers and Approving Officials can also be considered travelers for the purpose of arranging their own travel
- Employees, with GovTrip access, will be required to digitally sign their travel documents.