Creating An Authorization

You are logged on as the traveler so under **Official Travel** click **Authorizations/Orders**

Help for this screen

GovTrip
eTRAVEL for GOVERNMENT

Logoff

Official Travel | Official Travel - Others | Traveler Setu | Administrative

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group Authorizations/Orders

TRAVELER50

ARCTTRAINING

Org Access:

Group Access:

Permission:

Message Center

WELCOME TO GOVTRIP

My Signed Documents

Document Name	Current Status	Departure Date	Type
CTSANFRANCISC061305_A01	AUTH 24 HOUR PASSED	06/13/05	AUTH
CTSANFRANCISC061305_V01	ADJUSTED	06/13/05	VCH
CTDENVERCO062005_A01	AUTH 24 HOUR PASSED	06/20/05	AUTH
CTDENVERCO062005_V01	ADJUSTED	06/20/05	VCH
CTMIAMIFL062705_A01	AUTH 24 HOUR PASSED	06/27/05	AUTH
CTMIAMIFL062705_V01	ADJUSTED	06/27/05	VCH
CTMIAMIFL071805_A01	AUTH 24 HOUR PASSED	07/18/05	AUTH

Logged In As: CHRIS TRAVELER50 Screen ID: 1001.1 Close Window

Traveler Name: CHRIS TRAVELER50 Document Type: Authorizatio ...een

GovTrip eTRAVEL for GOVERNMENT

A new window will appear. This is your authorization screen showing you a listing of existing auths and ability to create a new auth.

Please review the status of all your documents.

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

› Create New Authorization/Order

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTMIAMIFL082205_A01	08/22/05	AUTH 24 HOUR PASSED	0NUANB	› view	› print		
CTLOSANGELESC080105_A01	08/01/05	AUTH 24 HOUR PASSED	0NU8I1	› view	› print		
CTDALLASTX072505_A01	07/25/05	AUTH 24 HOUR PASSED	0NU8B9	› view	› print		
CTMIAMIFL071805_A01	07/18/05	AUTH 24 HOUR PASSED	0NU84X	› view	› print		

Logged In As: CHRIS TRAVELER50 Screen ID: 1001.1 Close Window

Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

To create a new auth, simply click Create New Authorization/Order

Please review the status of all your documents.

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

› Create New Authorization/Order

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTMIAMIFL082205_A01	08/22/05	AUTH 24 HOUR PASSED	0NUANB	› view	› print		
CTLOSANGELESC080105_A01	08/01/05	AUTH 24 HOUR PASSED	0NU8I1	› view	› print		
CTDALLASTX072505_A01	07/25/05	AUTH 24 HOUR PASSED	0NU8B9	› view	› print		
CTMIAMIFL071805_A01	07/18/05	AUTH 24 HOUR PASSED	0NU84X	› view	› print		

Logged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window
Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

This is your initial itinerary. First, you will need to select a starting point – either Residence or Duty Station

For International Date Line travel, do not adjust your arriving

Trip Overview

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.

A I am Leaving From - (Select From List or Enter Below):

*Starting Point:

*Departing On: (mm/dd/yyyy)

*Trip Type: Select

*Trip Purpose: Select

Starting Locations in Profile:
RESIDENCE
DUTY STATION

B My TDY Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:
Search Location - OR -
TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes No

Logged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window
Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Now enter a departing date by either manually typing the date in or using the calendar tool.

For International Date Line travel, do not adjust your arriving

Trip Overview

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.

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: (mm/dd/yyyy)

*Trip Type: Select

*Trip Purpose: Select

Starting Locations in Profile:
RESIDENCE
DUTY STATION

B My TDY Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:
Search Location - OR -
TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes No

Logged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window
Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

When the calendar tool window opens, just click on the date you wish.

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

Trip Overview

Booking Travel using GovTrip requires that you first provide in usually your home or duty station) and your TDY Locations for per diem purposes. Y (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red St

Beginning Date - Micr...

‹ September 2005 ›						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

[close] [clear]

A I am Leaving From - (Select From List o

*Starting Point: RES: WASHINGTON, DC

*Departing On: (mm/dd/yyyy)

*Trip Type: Select

ions in Profile:

ON

B My TDY Location is - (Where I Will be W

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:

Search Location - OR -

TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes No

Logged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window
Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Now you will need to select a Trip Type by clicking the drop down menu.

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

Trip Overview

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.

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: Select

*Trip Purpose: Select

Starting Locations in Profile:
RESIDENCE
DUTY STATION

B My TDY Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:
Search Location - OR -
TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes No

Logged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window
Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

You will always select "Single Trip".

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

Trip Overview

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.

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: Select

Select
SINGLE TRIP
SP-SPONSORED

*Trip Purpose: Select

Starting Locations in Profile:
RESIDENCE
DUTY STATION

B My TDY Location (Working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:
Search Location - OR -
TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes No

gged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window
aveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip
AVEL for GOVERNMENT

Now you will need to select a Trip Purpose.

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

Trip Overview

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.

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: SINGLE TRIP

*Trip Purpose: Select

Starting Locations in Profile:
- RESIDENCE
- DUTY STATION

Select
- CONFERENCE ATTENDANCE
- HEARING
- INFORMATION MEETING
- INVESTIGATION
- NON-FEDERAL SOURCE
- OTHER TRAVEL PURPOSE
- SITE VISIT
- SPEECH OR PRESENTATION
- TRAINING ATTENDANCE

B My TDY Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

OR -

up

C Will You Be Traveling to Another TDY Location?

Yes No

Logged In As: CHRIS TRAVELER50 | Document Name: CTUNK140705 | Screen ID: 1151.1 | Close Window
Traveler Name: CHRIS TRAVELER50 | Document Type: Authorization | Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Now you will need to select or manually type in the dates when you are arriving at your per diem location & when you are leaving your per diem location.

For International Date Line travel, do not adjust your arriving date. Calcu

Trip Overview

Booking Travel using GovTrip requires that you first provide informat
duty station) and your TDY Locations for per diem purposes. You will
lodging after these initial steps are complete.

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

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: SINGLE TRIP

*Trip Purpose: SITE VISIT

Starting Locations in Profile:
RESIDENCE
DUTY STATION

B My TDY Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:
Search Location - OR -
TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes | No

Logged In As: CHRIS TRAVELER50 | Document Name: CTUNK140705 | Screen ID: 1151.1 | Close Window
Traveler Name: CHRIS TRAVELER50 | Document Type: Authorization | Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Now you will need to select your per diem location.

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

Trip Overview

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.

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: SINGLE TRIP

*Trip Purpose: SITE VISIT

Starting Locations in Profile:
- RESIDENCE
- DUTY STATION

B My TDY Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On: 09/19/2005 (mm/dd/yyyy)

*Departing On: 09/23/2005 (mm/dd/yyyy)

Location Tools:
Search Location - OR -
TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes | No

Per Diem - Microsoft Internet Explorer

Close Window

Search Location

Enter the name of a city, state or country in the searchbox below to find a per diem location. Please do not put a space between the comma and the State or Country as this could result in no results being returned.

Search Term: (TDY Location)

Search Location

Close

Done

Internet

ID: 1151.1

Close Window

Search Location

- OR -

TDY/TAD Location Lookup

Search for the location you will be traveling to by typing the first 3 or 4 letters of the city.

In this example, you will be traveling to Atlanta, GA. So type in “ATL” and click *Search Location*.

Per Diem - Microsoft Internet Explorer

Close Window

Search Location

Enter the name of a city, state or country in the searchbox below to find a per diem location. Please do not put a space between the comma and the State or Country as this could result in no results being returned.

Search Term: (TDY Location)

atl

Search Location

Search Results:

"**atl**" produced **3** results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find your location select Unlisted Location below and close this window or select the "TDY Location Lookup Tool" below.

TDY Location(s):

◉	ATLANTA,GA
○	ATLANTIC BEACH,NC
○	ATLANTIC CITY,NJ

Select and Close

Done

Internet

ID: 1151.1

Close Window

Any per diem city beginning with "ATL" will pull in from the search.

Simply click the radio button beside the appropriate city and click *Select and Close*.

Location Tools:

Search Location - OR -

TDY/TAD Location Lookup

Logged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window
Traveler Name: CHRIS TRAVELER50 Document Type: Auth screen

Your document will now have a per diem location selected.

GovTrip eTRAVEL for GOVERNMENT

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

Trip Overview

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.

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: SINGLE TRIP

*Trip Purpose: SITE VISIT

Starting Locations in Profile:
- RESIDENCE
- DUTY STATION

B My TDY Location is - (Where I Will be Working):

*Location 1: ATLANTA,GA

*Arriving On: 09/19/2005 (mm/dd/yyyy)

*Departing On: 09/23/2005 (mm/dd/yyyy)

Location Tools:

Search Location - OR -

TDY/TAD Location Lookup

C Will You Be Traveling to Another TDY Location?

Yes No

If you needed to select another location you could answer yes to item "C". For this example, you will just be going to one per diem location then returning home, so you will select No.

Logged In As: CHRIS TRAVELER50 Document Name: CTUNK140705 Screen ID: 1151.1 Close Window

Traveler Name: CHRIS TRAVELER50 Document screen

GovTrip eTRAVEL for GOVERNMENT

For International Date Line travel, do not adjust your a

Trip Overview

Booking Travel using GovTrip requires that you firs duty station) and your TDY Locations for per diem and lodging after these initial steps are complete.

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

A **I am Leaving From** - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: SINGLE TRIP

*Trip Purpose: SITE VISIT

Starting Locations in Profile:

RESIDENCE

DUTY STATION

B **My TDY Location is** - (Where I Will be Working):

*Location 1: ATLANTA,GA

*Arriving On: 09/19/2005 (mm/dd/yyyy)

*Departing On: 09/23/2005 (mm/dd/yyyy)

Location Tools:

Search Location - OR -

TDY/TAD Location Lookup

C **Will You Be Traveling to Another TDY Location?**

Yes No

The screen will refresh and you will need to populate the Ending Point by clicking on Residence or Duty Station

Trip Overview

Booking Travel using GovTrip requires that you firs
duty station) and your TDY Locations for per diem) and
lodging after these initial steps are complete.

Please Note

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: WASHINGTON, DC

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: SINGLE TRIP

*Trip Purpose: SITE VISIT

Starting Locations in Profile:
RESIDENCE
DUTY STATION

B My TDY Location is - (Where I Will be Working):

Add New Per Diem Location

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	ATLANTA,GA	09/19/05	09/23/05	Edit	Delete

C I am Returning To:

*Ending Point:

*Returning On: 09/23/2005 (mm/dd/yyyy)

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

Retur Locations in Profile:
RESIDENCE
DUTY STATION

D Where would you like to go next? - (Click One):

Air Travel | Lodging | Car Rental | Preview Screen

Save and Proceed

Under Item 'D' are links to the reservation module or to a preview screen. You will make air reservations so you need to select Air Travel and Click *Save and Proceed*.

Trip Overview

Booking Travel using GovTrip requires that you first ... duty station) and your TDY Locations for per diem ...) and lodging after these initial steps are complete.

Please Note ...

A **I am Leaving From** - (Select Fr...

*Starting Point: RES: WASHINGT...

*Departing On: 09/19/2005 (mm/dd/yyyy)

*Trip Type: SINGLE TRIP

*Trip Purpose: SITE VISIT

B **My TDY Location is** - (Where I will be Working): Add New Per Diem Location

Location		Arriving On	Departing On	Edit	Delete
Insert 1	ATLANTA,GA	09/19/05	09/23/05	Edit	Delete

C **I am Returning To:**

*Ending Point: RES: WASHINGTON, DC

*Returning On: 09/23/2005 (mm/dd/yyyy)

Return Locations in Profile:
- RESIDENCE
- DUTY STATION

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

D **Where would you like to go next?** - (Click One):

Air Travel | Lodging | Car Rental | Preview Screen

Save and Proceed

Logged In As: CHRIS TRAVELER50 Document Name: CTATLANTAGA091905_A01 Screen ID: 1070.1 Close Window

Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required S

Please Note

*Departure

*Arrival Airp

*Arrival or D

Departing

Show Al

Search Availability

Trip Summary

Overall Starting Point

WASHINGTON, DC Edit

o-05

,GA

WASHINGTON, DC Edit

NTA,GA

o-05

o-05

NTA,GA Edit

WASHINGTON, DC

o-05

After you have completed your initial itinerary, your authorization will basically open and you will be able to move anywhere in the document using the Navigation Toolbar.

Each tab that you click on in the Toolbar has another set of subcategories. For example, the Travel tab has Air, Lodging, Rental Car, Rail, and Other Trans.

Proceed to the following page: Travel - Lodging Continue

Logged In As: CHRIS TRAVELER50 | Document Name: CTATLANTAGA091905_A01 | Screen ID: 1070.1 | Close Window
Traveler Name: CHRIS TRAVELER50 | Document Type: Authorization | Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

The Document Name is a system generated item.
How that doc name is derived is as follows:

*Departure Airport (airport code or city name):

*Arrival Airport (airport code or city name):

*Arrival or Departure:

Departing | 09/19/05 (mm/dd/yyyy) | 09:00 AM

☐ Show Alternate Airports

Search Availability

Trip Summary

Overall Starting Point

	WASHINGTON, DC	Edit
	05	

	,GA	
Leave From:	RES: WASHINGTON, DC	Edit
TDY Loc:	ATLANTA,GA	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	

Overall Ending Point

Leave From:	ATLANTA,GA	Edit
Return Loc:	RES: WASHINGTON, DC	
Arrive:	23-Sep-05	

Proceed to the following page: Travel - Lodging | Continue

Logged In As: CHRIS TRAVI
Traveler Name: CHRIS TRAVI

Close Window
Help for this screen

CTATLANTAGA091905_A01

GovTrip eTRAVEL for GOVERNMENT

onal Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Show Alternate Airports

Search Availability

Trip Summary

Overall Starting Point

WASHINGTON, DC — Edit

WASHINGTON, DC — Edit

WASHINGTON, DC — Edit

The Document Name is a system generated item.
How that doc name is derived is as follows:

First two characters:	Traveler's initials
Next characters:	Per Diem Location
Next characters:	Begin trip date
Next character:	A (for Authorization)
Next characters:	01 (Just system generated #)

Proceed to the following page: Travel - Lodging | Continue

Logged In As: CHRIS TRAVELER50 | Document Name: CTATLANTAGA091905_A01 | Screen ID: 1070.1 | Close Window
Traveler Name: CHRIS TRAVELER50 | Document Type: Authorization | Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

washington

*Arrival Airport (airport code or city name):

atlanta

*Arrival or Departure:

Departing | 09/19/05 (mm/dd/yyyy) | 09:00 AM

Show Alternate Airports

Search Availability

GovTrip will search for flights in six hour blocks. Three hours prior & three hours after the time displayed.

Arrive:	19-Sep-05	
Leave:	23-Sep-05	

Overall Ending Point

Leave From:	**ATLANTA,GA**	Edit
Return Loc:	**RES: WASHINGTON, DC**	
Arrive:	23-Sep-05	

GovTrip queries air tickets by airport codes. If you do not know the airport codes, simply type in the city.

Proceed to the following page: Travel - Lodging | Continue

Logged In As: CHRIS TRAVELER50 | Document Name: CTATLANTAGA091905_A01 | Screen ID: 1070.1 | Close Window
Traveler Name: CHRIS TRAVELER50 | Document Type: Authorization | Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

washington

*Arrival Airport (airport code or city name):

atlanta

*Arrival or Departure:

Departing | 09/19/05 (mm/dd/yyyy) | 09:00 AM

☐ Show Alternate Airports

Search Availability

Once you enter the city names or airport codes, click *Search Availability*

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	

Overall Ending Point

Leave From:	**ATLANTA,GA**	Edit
Return Loc:	**RES: WASHINGTON, DC**	
Arrive:	23-Sep-05	

Proceed to the following page: Travel - Lodging | Continue

Logged In As: CHRIS TRAVELER50 Document Name: CTATLANTAGA091905_A01 Screen ID: 1070.1 Close Window

Traveler Name: CHRIS TRAVELER50 Document Type: Authorizatio screen

This window will pop-up letting you know that your request is being processed.

GovTrip eTRAVEL for GOVERNMENT

Itinerary Trav w/Sign

Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

Please Note: A **Red Star** (*) indic

*Departure Airport (airport code o

washington

*Arrival Airport (airport code or cit

atlanta

*Arrival or Departure:

Departing 09/19/0

(mm/dd/

Show Alternate Airports

Search Availability

Overall Starting Point

: **RES: WASHINGTON, DC** Edit
19-Sep-05

: **ATLANTA,GA**

: **RES: WASHINGTON, DC** Edit
ATLANTA,GA
19-Sep-05
23-Sep-05

ling Point

: **ATLANTA,GA** Edit
RES: WASHINGTON, DC
23-Sep-05

Processing ... - Microsoft Internet Explorer

GovTrip eTRAVEL for GOVERNMENT

Please be patient
Processing your request

Proceed to the following page: Travel - Lodging Continue

Logged In As: CHRIS TRAVELER50 | Document Name: CTATLANTAGA091905_A01 | Screen ID: 1070.1 | Close Window
Traveler Name: CHRIS TRAVELER50 | Document Type: Authorization | Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

DCA - Washington, Dc (Usa) (National Apt)

Invalid departure airport, please try again, or select from the list.

IAD - Washington, Dc (Usa) (Dulles Apt)
DCA - Washington, Dc (Usa) (National Apt)

*Arrival Airport (airport code or city name):

ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)

*Arrival or Departure:

Departing | 09/19/05 (mm/dd/yyyy) | 09:00 AM

☐ Show Alternate Airports

Search Availability

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	

Overall Ending Point

Leave From:	**ATLANTA,GA**	Edit
Return Loc:	**RES: WASHINGTON, DC**	
Arrive:	23-Sep-05	

If more than one airport exists in the city, you will need to select the correct airport & click *Search Availability*

Logged In As: CHRIS TRAVELER50 Document Name: CTATLANTAGA091905_A01 Screen ID: 1070.1 Close Window

Traveler Name: CHRIS TRAVELER50 Document Type: Authorization Help for this screen

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your

Required Search Criteria

Please Note: A **Red Star** (*) indic

*Departure Airport (airport code c

DCA - Washington, Dc (Usa) (Nat

Invalid departure airport, please

IAD - Washington, Dc (Usa)

DCA - Washington, Dc (Use

*Arrival Airport (airport code or ci

ATL - Atlanta, Ga (Usa) (Hartsfiel

*Arrival or Departure:

Departing | 09/19/05 | 09:00 AM

(mm/dd/yyyy)

☐ Show Alternate Airports

Search Availability

Trip Summary

arting Point

m: RES: WASHINGTON, DC 19-Sep-05 Edit

1: ATLANTA,GA

m: RES: WASHINGTON, DC ATLANTA,GA 19-Sep-05 23-Sep-05 Edit

ding Point

m: ATLANTA,GA Edit

:: RES: WASHINGTON, DC 23-Sep-05

Processing ... - Microsoft Internet Explorer

GovTrip eTRAVEL for GOVERNMENT

Please be patient

Processing your request

Once again, this window will pop-up letting you know that your request is being processed.

GovTrip

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):
DCA - Washington, Dc (Usa) (National Apt)

*Arrival Airport (airport code or city name):
ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Ap

*Arrival or Departure:
Departing

A long listing of flights will appear. You will need to place a check in the box next to the flights you would like to price.

Air Travel

Select up to 10 flight(s) to price.

DCA - Washington, Dc (Usa) (National Apt) to
ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)

Price Flight(s)

Sort By: Government Policy | Departure Time | Arrival Time | Elapsed Time

Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

06:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
07:46AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 41min
Equipment CRJ
Ticket Type ETR
OPERATED BY EV
Sequence Number 010

Delta 4273
Wed 21-Sep-05
1h 41min

Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

07:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
09:05AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 2h 00min
Equipment 738
Ticket Type ETR

Sequence Number 011

Delta 433
Wed 21-Sep-05
2h 00min

Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

GovTrip

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):
DCA - Washington, Dc (Usa) (National Apt)

*Arrival Airport (airport code or city name):
ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Ap

*Arrival or Departure:
Departing

A long listing of flights will appear. You will need to place a check in the box next to the flights you would like to price as you scroll down the page.

Air Travel

Select up to 10 flight(s) to price.

DCA - Washington, Dc (Usa) (National Apt) to
ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)

Price Flight(s)

Sort By: Government Policy | Departure Time | Arrival Time | Elapsed Time

☑ Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

06:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
07:46AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 41min
Equipment CRJ
Ticket Type ETR
OPERATED BY EV
Sequence Number 010

Delta 4273
Wed 21-Sep-05
1h 41min

☐ Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

07:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
09:05AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 2h 00min
Equipment 738
Ticket Type ETR

Sequence Number 011

Delta 433
Wed 21-Sep-05
2h 00min

☐ Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Scrolling down the page, continue to check all flights you wish to price.

Check to price this flight
$295.00 GSA City Pair

06:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
07:46AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 41min
Equipment CRJ
Ticket Type ETR
OPERATED BY EV
Sequence Number 024

Delta 4273
Wed 21-Sep-05
1h 41min

Check to price this flight
$295.00 GSA City Pair

07:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
09:05AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 2h 00min
Equipment 738
Ticket Type ETR

Sequence Number 025

Delta 433
Wed 21-Sep-05
2h 00min

Check to price this flight
$295.00 GSA City Pair

08:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
09:50AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 45min
Equipment M80
Ticket Type ETR

Sequence Number 026

Delta 781
Wed 21-Sep-05
1h 45min

Check to price this flight
$295.00 GSA City Pair

09:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
10:54AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 49min
Equipment 757
Ticket Type ETR

Delta 320
Wed 21-Sep-05
1h 49min

Scrolling down the page, continue to check all flights you wish to price.

☑ Check to price this flight

08:05PM Depart DCA - Washington, Dc (Usa) (National Apt)
09:53PM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 48min
Equipment M80
Ticket Type ETR

Sequence Number 059

Delta 1883
Wed 21-Sep-05
1h 48min

☐ Check to price this flight

06:30AM Depart DCA - Washington, Dc (Usa) (National Apt)
08:20AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 50min
Equipment 717
Ticket Type PAP

Sequence Number 060

Airtran Airways
183
Wed 21-Sep-05
1h 50min

☐ Check to price this flight

07:55AM Depart DCA - Washington, Dc (Usa) (National Apt)
09:40AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 45min
Equipment E70
Ticket Type ETR

Sequence Number 061

US Airways 1801
Wed 21-Sep-05
1h 45min

☐ Check to price this flight

11:35AM Depart DCA - Washington, Dc (Usa) (National Apt)
01:19PM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Flying Time 1h 44min
Equipment E70
Ticket Type ETR

Sequence Number 062

US Airways 1803
Wed 21-Sep-05
1h 44min

Scrolling down to the bottom of the page, you will need to click *Price Flight(s)*

Processing ... - Microsoft Internet Explorer

GovTrip
eTRAVEL for GOVERNMENT

Please be patient
Processing your request

Ticket Type PAP

Sequence Number 074

Check to price this flight

07:15PM Depart DCA - Wa
(National Apt)
09:01PM Arrive ATL - Atlant
Int'L. Apt)
Flying Time 1h 46min
Equipment E70
Ticket Type ETR

Sequence Number 075

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

Price Flight(s) | Request Assistance in Booking Flight

Once again, this window will pop-up letting you know that your request is being processed.

Note: You can select up to ten flights at a time to price.

GovTrip

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

Please Note: A **Red Star** (*) indicates a

r city

onal Apt)

y name):

Int'L. Ap

bility

Air Travel

Select a flight from the options below.

DCA - Washington, Dc (Usa) (National Apt) to
ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)

Sort By: Government Policy | Departure Time | Arrival Time | Airline

$209.30 **GSA City Pair w/ Capacity Limits** — Fare Rules | Select & Continue

Additional booking and ticketing restrictions may apply

09:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
10:54AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Class QCADCA - Q
Equipment 757
Ticket Type ETR

Delta 454
Mon **19-Sep-05**

$274.42 **GSA City Pair** — Fare Rules | Select & Continue

09:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
10:54AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Class YCADCA - Y
Equipment 757
Ticket Type ETR

Delta 454
Mon **19-Sep-05**

$137.67 — Fare Rules | Select & Continue

08:30AM Depart DCA - Washington, Dc (Usa) (National Apt)

American 4640
Mon **19-Sep-05**

The three tickets we selected to price will appear on the right of the screen.

There will be three different ticket types you can select from…

TICKET TYPES.

1. GSA City Pair w/Capacity Limits (Price will be highlighted in Yellow)
   - These are simply government contracted fares at a discounted price (these fares are limited in supply and not all markets offer these discounted government fares). Tickets are fully refundable and no penalty fees for cancellations or changes.

2. GSA City Pair (Price will be highlighted in Green)
   - These are the standard government contracted fares (unrestricted coach fares). Tickets are fully refundable and no penalty fees for cancellations or changes.

   Note: Unless you meet one of the FTR exceptions, you are required to use either the GSA City Pair w/Capacity Limits or GSA City Pair tickets.

3. Me Too Fares (Price will not be highlighted)
   - These are non-government contracted fares in which an airline did not win the contract route, but matches the GSA City Pair contract fare. These tickets may or may not be refundable and could carry penalty fees for cancellations or changes. (By selecting one of these tickets, you will be required to provide a justification later on in this authorization - before electronically signing.)

AA (National Apt) Mon 19-Sep-05

GovTrip

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

DCA - Washington, Dc (Usa) (National Apt)

*Arrival Airport (airport code or city name):

ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Ap

*Arrival or Departure:

Air Travel

Select a flight from the options below.

DCA - Washington, Dc (Usa) (National Apt) to
ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)

Sort By: Government Policy | Departure Time | Arrival Time | Airline

$209.30 GSA City Pair w/ Capacity Limits — Fare Rules | Select & Continue

Additional booking and ticketing restrictions may apply

09:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
10:54AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Class QCADCA - Q
Equipment 757
Ticket Type ETR

Delta 454
Mon **19-Sep-05**

$274.42 GSA City Pair — Fare Rules | Select & Continue

09:05AM Depart DCA - Washington, Dc (Usa) (National Apt)
10:54AM Arrive ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
Class YCADCA - Y
Equipment 757
Ticket Type ETR

Delta 454
Mon **19-Sep-05**

$137.67 — Fare Rules | Select & Continue

08:30AM Depart DCA - Washington, Dc (Usa) (National Apt)

American 4640
Mon **19-Sep-05**

You will select the GSA City Pair w/Capacity Limits ticket for the first leg of the trip.

Click on *Select & Continue*.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Selected

$209.30 — Estimated Total Ticket Cost
GSA City Pair with Capacity Limits

Delta — Flight: 320

Depart: DCA - Washington, Dc — At 09:05AM — On Mon 19-Sep-05
Arrive: ATL - Atlanta, Ga — At 10:54AM — On Mon 19-Sep-05
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information
Ticket Date:
Total Tax: PassFacChg: Fees:
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find a Different Flight | Save Selected Flight

Trip Summary

Overall Starting Point

Leave From:	RES: WASHINGTON, DC	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	RES: WASHINGTON, DC	Edit
TDY Loc:	ATLANTA,GA	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	

Overall Ending Point

Leave From:	ATLANTA,GA	Edit
Return Loc:	RES: WASHINGTON, DC	
Arrive:	23-Sep-05	

The ticket will open up and appear on the left side of the screen. You will have some options with each ticket.

You can select a window or aisle seat by simply clicking the dropdown.

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Car | Rail | Other Trans.

Processing ... - Microsoft Internet Explorer

GovTrip eTRAVEL for GOVERNMENT

Please be patient
Processing your request

Air Travel

Use this screen to request

Flight Selected

$209.30 Estimate
GSA City

Delta

Depart: DCA - Washington
Arrive: ATL - Atlanta, Ga
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information
Ticket Date:
Total Tax: PassFacChg: Fees
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find a Different Flight | Save Selected Flight

Point
RES: WASHINGTON
19-Sep-05

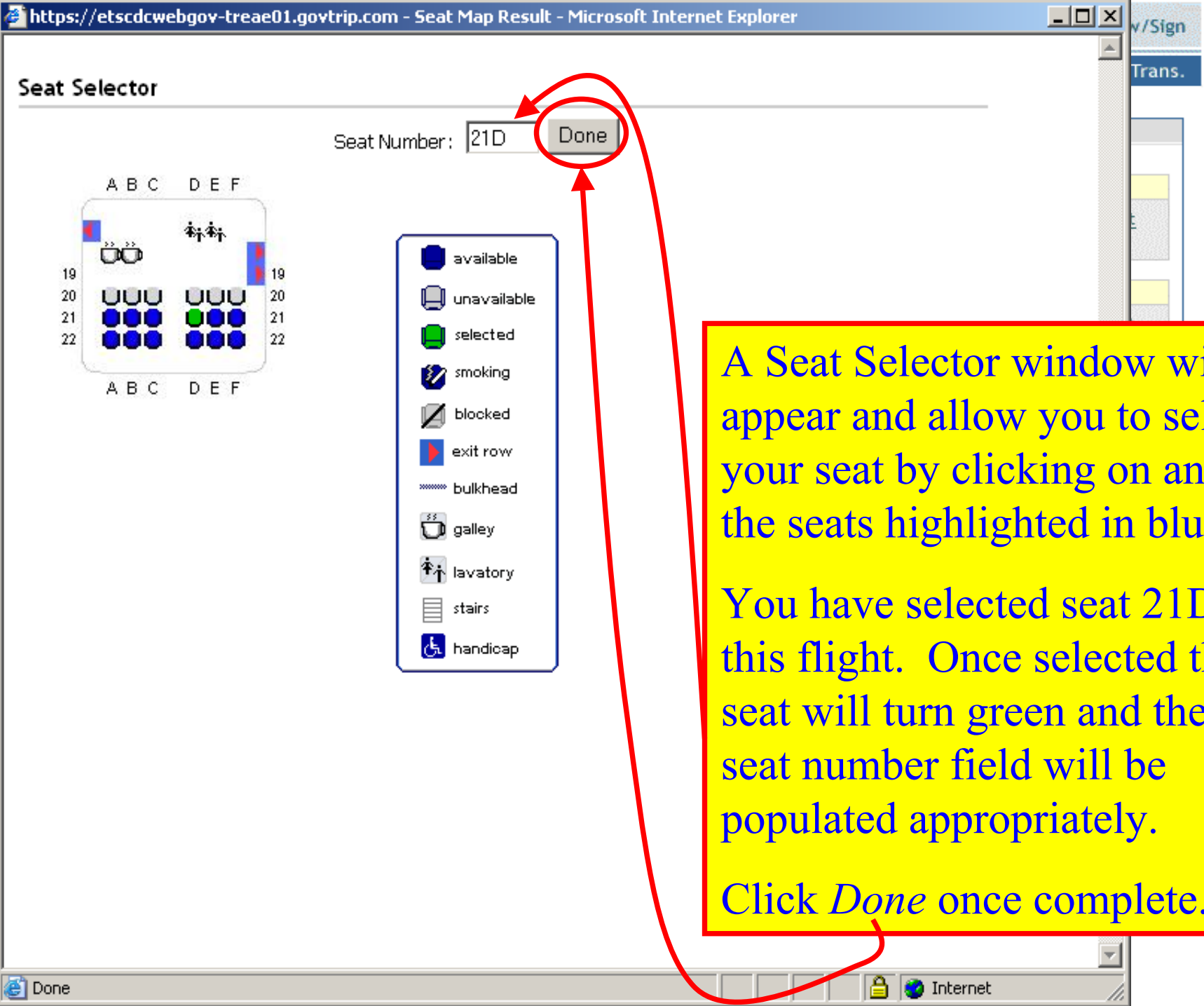
LANTA,GA
RES: WASHINGTON
ATLANTA,GA
19-Sep-05
23-Sep-05

Point
ATLANTA,GA Edit
RES: WASHINGTON, DC
Arrive: 23-Sep-05

Again, this window will pop-up letting you know that your request is being processed.

Some airlines will give you the option of selecting a specific seat.

You can do this by clicking on *Select Seat*.



A Seat Selector window will appear and allow you to select your seat by clicking on any of the seats highlighted in blue.

You have selected seat 21D for this flight. Once selected the seat will turn green and the seat number field will be populated appropriately.

Click *Done* once complete.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Selected

$209.30 — Estimated Total Ticket Cost
GSA City Pair with Capacity Limits

Delta Flight: **320**

Depart: **DCA - Washington, Dc** At **09:05AM** On **Mon 19-Sep-05**
Arrive: **ATL - Atlanta, Ga** At **10:54AM** On **Mon 19-Sep-05**
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information
Ticket Date:
Total Tax: PassFacChg: Fees:
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find a Different Flight | Save Selected Flight

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	

Overall Ending Point

Leave From:	**ATLANTA,GA**	Edit
Return Loc:	**RES: WASHINGTON, DC**	
Arrive:	23-Sep-05	

By clicking the *OSI – Other Supplementary Information* link, you are provided with additional choices for the ticket.

https://etscdcwebgov-treae01.govtrip.com - Edit Other Supplementary Information - Microsoft Inte...

Delta Flight: 320 Phone: 800-221-1212

Depart: DCA - Washington, Dc At 09:05AM On Mon 19-Sep-05
Arrive: ATL - Atlanta, Ga At 10:54AM On Mon 19-Sep-05

Special Meals: -- Select --

Accessibility

Disabilities: Blind Deaf Meet and Assist

Request wheelchair Will bring wheelchair None Mobility: -- Select --

Wheelchair: Wheelchair on board Wheelchair Type: -- Select --

Baggage - Pets (Additional fees may apply to traveler)

Baggage ($) : Bulky Baggage Diplomat Baggage Extra Baggage

Pets ($): Request for a pet in cargo Request to carry a pet in cabin

Copy above Requests to all air segments on current trip

Save to Permanent Profile

Cancel Save

Done Internet

dditional Options Review/Sign

ar Rail Other Trans.

int

: WASHINGTON, DC Edit
Sep-05

TA,GA

: WASHINGTON, DC Edit
LANTA,GA
Sep-05
Sep-05

The OSI screen will appear and allow you to request items such as a special meal request (if the flight offers a meal)

https://etscdcwebgov-treae01.govtrip.com - Edit Other Supplementary Information - Microsoft Inte...

Delta Flight: 320 Phone: 800-221-1212

Depart: DCA - Washington, Dc At 09:05AM On Mon 19-Sep-05
Arrive: ATL - Atlanta, Ga At 10:54AM On Mon 19-Sep-05

Special Meals: -- Select --

-- Select --
Asian Veg.
Diabetic
Fruit Plate
Hindu - Non-vegetarian
Kosher
Low Calorie
Low Carbohydrate
Low Cholesterol/Fat
Low Sodium
Muslim

Accessibility

Disabilities: ssist

Request wheelcha one Mobility: -- Select --

Wheelchair: Wheelchair Type: -- Select --

Baggage - Pets (Add

Baggage ($) : aggage Extra Baggage

Pets ($): Request to carry a pet in cabin

Copy above Requests to all air segments on current trip

Save to Permanent Profile

Cancel Save

Done Internet

dditional Options Review/Sign

ar Rail Other Trans.

int
S: WASHINGTON, DC Edit
Sep-05

TA,GA
S: WASHINGTON, DC Edit
LANTA,GA
Sep-05
Sep-05

nt
LA
S: W
Sep

The OSI screen will appear and allow you to request items such as a special meal request (if the flight offers a meal)

https://etscdcwebgov-treae01.govtrip.com - Edit Other Supplementary Information - Microsoft Inte...

Delta Flight: 320 Phone: 800-221-1212

Depart: DCA - Washington, Dc At 09:05AM On Mon 19-Sep-05
Arrive: ATL - Atlanta, Ga At 10:54AM On Mon 19-Sep-05

Special Meals: -- Select --

Accessibility

Disabilities: Blind Deaf Meet and Assist

Request wheelchair Will bring wheelchair None Mobility: -- Select --

Wheelchair: Wheelchair on board Wheelchair Type: -- Select --

Baggage - Pets (Additional fees may apply to traveler)

Baggage ($) : Bulky Baggage Diplomat Baggage Extra Baggage

Pets ($): Request for a pet in cargo Request to carry a pet in cabin

Copy above Requests to all air segments on current trip

Save to Permanent Profile

Cancel Save

Done Internet

Accessibility needs and/or excess baggage are other examples for the type of items found under the OSI screen.

You also have the ability to save the choices made on this screen to the other legs on this trip or you could also save this to your permanent profile information (then this would apply to every trip).

https://etscdcwebgov-treae01.govtrip.com - Edit Other Supplementary Information - Microsoft Inte...

Delta Flight: 320 Phone: 800-221-1212

Depart: DCA - Washington, Dc At 09:05AM On Mon 19-Sep-05
Arrive: ATL - Atlanta, Ga At 10:54AM On Mon 19-Sep-05

Special Meals: -- Select --

Accessibility

Disabilities: Blind Deaf Meet and Assist

Request wheelchair Will bring wheelchair None Mobility: -- Select --

Wheelchair: Wheelchair on board Wheelchair Type: -- Select --

Baggage - Pets (Additional fees may apply to traveler)

Baggage ($) : Bulky Baggage Diplomat Baggage Extra Baggage

Pets ($): Request for a pet in cargo Request to carry a pet in cabin

Copy above Requests to all air segments on current trip

Save to Permanent Profile

Cancel Save

Done Internet

dditional Options Review/Sign

ar Rail Other Trans.

int
: WASHINGTON, DC Edit
Sep-05

TA,GA
: WASHINGTON, DC Edit
LANTA,GA
Sep-05
Sep-05

nt
LANTA,GA Edit
: WASHINGTON, DC
Sep-05

Once finished with selections click *Save*

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Selected

$209.30 — Estimated Total Ticket Cost
GSA City Pair with Capacity Limits

Delta — Flight: 320

Depart: DCA - Washington, Dc — At 09:05AM — On Mon 19-Sep-05
Arrive: ATL - Atlanta, Ga — At 10:54AM — On Mon 19-Sep-05
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information
Ticket Date:
Total Tax: PassFacChg: Fees:
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find a Different Flight | Save Selected Flight

Trip Summary

Each ticket will give you the opportunity to add a Frequent Flyer #. You can also save Frequent Flyer #'s to your permanent profile information (this way the #'s automatically pull into the appropriate tickets).

Note: You have the opportunity to edit your profile information in every type of document you create in GovTrip (Your profile is under the *Additional Options* tab)

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expens
Air | Lo

Air Travel

Use this screen to request your air travel.

Flight Selected

$209.30 — Estimated Total Ticket Cost
GSA City Pair with Capacity Limits

Delta Flight: **320**

Depart: **DCA - Washington, Dc** At **09:05AM** On **Mon 19-Sep-05**
Arrive: **ATL - Atlanta, Ga** At **10:54AM** On **Mon 19-Sep-05**
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information
Ticket Date:
Total Tax: PassFacChg: Fees:
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find a Different Flight | Save Selected Flight

This comment box is provided to allow you to make comments to the TMC (travel agent) if necessary.

Please note that typing in this comments box will result in the TMC having to manually review the document. Because of this manual review, the TMC will consider this a "*Touched Transaction*" and charge your agency a higher fee.

Fees:
(Currently Being Negotiated)

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Selected

$209.30 — Estimated Total Ticket Cost
GSA City Pair with Capacity Limits

Delta — Flight: 320

Depart: DCA - Washington, Dc — At 09:05AM — On Mon 19-Sep-05
Arrive: ATL - Atlanta, Ga — At 10:54AM — On Mon 19-Sep-05
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information
Ticket Date:
Total Tax: PassFacChg: Fees:
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find a Different Flight | Save Selected Flight

Trip Summary

Overall Starting Point

Leave From:	RES: WASHINGTON, DC	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	RES: WASHINGTON, DC	Edit
TDY Loc:	ATLANTA,GA	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	

Overall Ending Point

Leave From:	ATLANTA,GA	Edit
Return Loc:	RES: WASHINGTON, DC	
Arrive:	23-Sep-05	

Once you have finished with your ticket, just click Save Selected Flight

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Once you save the flight, the ticket information will show up on the right hand side of the screen – the ticket is saved at this point. As you can see, you are starting to build your itinerary.

Rule of thumb for the GovTrip software:

If the information is listed on the right side of the screen, it is saved. If you only see the information on the left side of the screen and not on the right side, the information is probably not saved.

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/	Delta Air Lines Inc.	Edit
Flight:	(DL) 320	
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	

Overall Ending Point

Leave From:	**ATLANTA,GA**	Edit
Return Loc:	**RES: WASHINGTON, DC**	
Arrive:	23-Sep-05	

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Saved

$209.30 Estimated Total Ticket Cost
GSA City Pair with Capacity Limits

Delta Air Lines Inc. (DL) Flight: **320**

Depart: **DCA-Washington, Dc** At **9:05 AM** On **Mon 19-Sep-05**
Arrive: **ATL-Atlanta, Ga** At **10:54 AM** On **Mon 19-Sep-05**
Confirmation Number:
Ticket Number: See Attached Ticket 1
Status: REQUEST
Seat Selection:
OSI-Other Supplementary Information

Ticket Date: 14-Sep-05
Total Tax: $0.00 PassFacChg: $0.00 Fees: $0.00
Issue Date:

Flight Details Entered:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments to the Travel Agent:

Change Ticket Data

Edit this Flight | Find Next Flight

Trip Summary

Overall Starting Point		
Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA		
Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/	Delta Air Lines Inc.	Edit
Flight:	(DL) 320	
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove

ALL tickets are one-way.

To get back home from Atlanta, you will need to select another ticket. Simple click *Find Next Flight*.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.

*Arrival Airport (airport code or city name):

*Arrival or Departure:

Departing | 09/23/05 (mm/dd/yyyy) | 09:00 AM

☐ Show Alternate Airports

Search Availability

TDY Loc:	ATLANTA,GA	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/ Flight:	Delta Air Lines Inc. (DL) 320	Edit
Depart:	9:05AM - 19-Sep-05 - DCA- Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL- Atlanta, Ga (Usa) (Hartsfield Int'L.	

Your departure airport will automatically be populated with the airport in which you arrived -- GovTrip assumes that you will depart from the airport at which you arrived.

You will need to select an arrival airport.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.

*Arrival Airport (airport code or city name):

DCA

*Arrival or Departure:

Departing | 09/23/05 (mm/dd/yyyy) | 09:00 AM

☐ Show Alternate Airports

Search Availability

Trip Summary

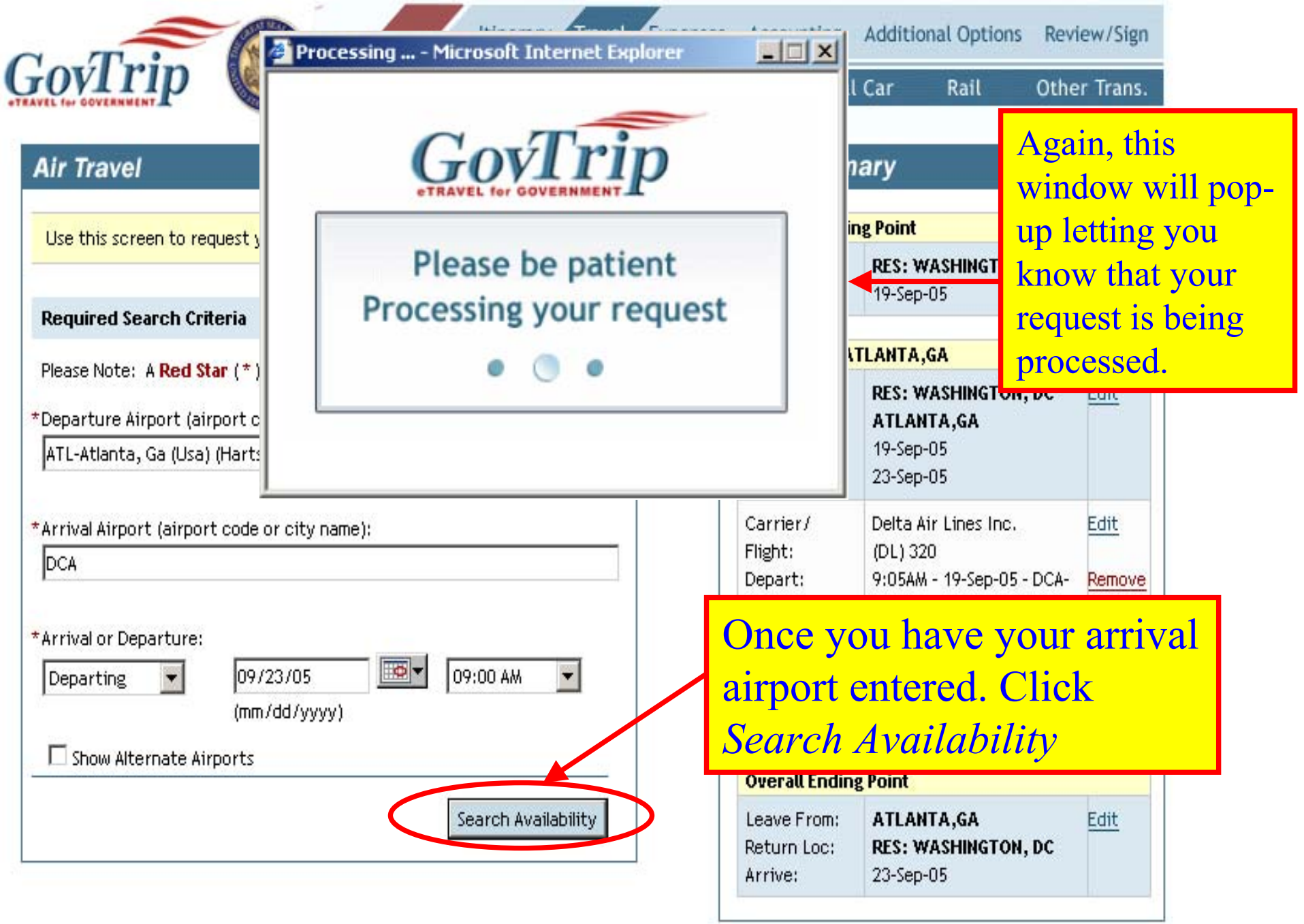
Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/	Delta Air Lines Inc.	Edit
Flight:	(DL) 320	
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	

You will need to select an arrival airport.


GovTrip
eTRAVEL for GOVERNMENT
Additional Options
Review/Sign
Car
Rail
Other Trans.
Air Travel
Processing ... - Microsoft Internet Explorer
GovTrip
eTRAVEL for GOVERNMENT
Please be patient
Processing your request
Required Search Criteria
Please Note: A Red Star (*)
*Departure Airport (airport c
ATL-Atlanta, Ga (Usa) (Harts
*Arrival Airport (airport code or city name):
DCA
*Arrival or Departure:
Departing
09/23/05
(mm/dd/yyyy)
09:00 AM
Show Alternate Airports
Search Availability
RES: WASHINGT
19-Sep-05
ATLANTA,GA
RES: WASHINGTON, DC
ATLANTA,GA
19-Sep-05
23-Sep-05
Carrier/
Flight:
Depart:
Delta Air Lines Inc.
(DL) 320
9:05AM - 19-Sep-05 - DCA-
Edit
Remove
Overall Ending Point
Leave From:
Return Loc:
Arrive:
ATLANTA,GA
RES: WASHINGTON, DC
23-Sep-05
Edit
Again, this window will pop-up letting you know that your request is being processed.
Once you have your arrival airport entered. Click Search Availability

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

A long listing of flights will appear. You will need to place a check in the box next to the flights you would like to price.

Air Travel

Select up to 10 flight(s) to price.

ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt) to DCA - Washington, Dc (Usa) (National Apt)

Price Flight(s)

Sort By: Government Policy | Departure Time | Arrival Time | Elapsed Time

☐ Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

06:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
07:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 757
Ticket Type ETR

Sequence Number 010

Delta 1464
Fri 23-Sep-05
1h 29min

☐ Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

07:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
08:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 738
Ticket Type ETR

Sequence Number 011

Delta 1874
Fri 23-Sep-05
1h 29min

GovTrip
TRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

*Departure Airport (airport code or city name):

ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Ap

*Arrival Airport (airport code or city name):

DCA - Washington, Dc (Usa) (National Apt)

*Arrival or Departure:

A long listing of flights will appear. You will need to place a check in the box next to the flights you would like to price.

Air Travel

Select up to 10 flight(s) to price.

ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt) to DCA - Washington, Dc (Usa) (National Apt)

Price Flight(s)

Sort By: Government Policy | Departure Time | Arrival Time | Elapsed Time

Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

06:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
07:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 757
Ticket Type ETR

Sequence Number 010

Delta 1464
Fri 23-Sep-05
1h 29min

Check to price this flight
$225.00 GSA City Pair w/ Capacity Limits

Additional booking and ticketing restrictions may apply

07:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
08:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 738
Ticket Type ETR

Sequence Number 011

Delta 1874
Fri 23-Sep-05
1h 29min

Scrolling down the page, continue to check all flights you wish to price.

Check to price this flight
295.00 GSA City Pair

06:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
07:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 757
Ticket Type ETR

Sequence Number 024

Delta 1464
Fri 23-Sep-05
1h 29min

Check to price this flight
$295.00 GSA City Pair

07:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
08:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 738
Ticket Type ETR

Sequence Number 025

Delta 1874
Fri 23-Sep-05
1h 29min

Check to price this flight
$295.00 GSA City Pair

08:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
10:10AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 40min
Equipment 738
Ticket Type ETR

Sequence Number 026

Delta 690
Fri 23-Sep-05
1h 40min

Check to price this flight
$295.00 GSA City Pair

09:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
11:09AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 39min
Equipment M80
Ticket Type ETR

Sequence Number 027

Delta 580
Fri 23-Sep-05
1h 39min

Scrolling down the page, continue to check all flights you wish to price.

☑ Check to price this flight

06:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
07:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 757
Ticket Type ETR

Sequence Number 038

Delta 1464
Fri 23-Sep-05
1h 29min

☐ Check to price this flight

07:15AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
08:55AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 40min
Equipment E70
Ticket Type ETR

Sequence Number 039

US Airways 1816
Fri 23-Sep-05
1h 40min

☐ Check to price this flight

07:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
08:59AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 29min
Equipment 738
Ticket Type ETR

Sequence Number 040

Delta 1874
Fri 23-Sep-05
1h 29min

☐ Check to price this flight

08:30AM Depart ATL - Atlanta, Ga (Usa) (Hartsfield Int'L. Apt)
10:10AM Arrive DCA - Washington, Dc (Usa) (National Apt)
Flying Time 1h 40min
Equipment 738
Ticket Type ETR

Sequence Number 041

Delta 690
Fri 23-Sep-05
1h 40min

Scrolling down to the bottom of the page, you will need to click *Price Flight(s)*

Once again, this window will pop-up letting you know that your request is being processed.

Processing ... - Microsoft Internet Explorer

GovTrip
eTRAVEL for GOVERNMENT

Please be patient
Processing your request

03:29PM Arrive DCA - Washington, Dc (Usa) (National Apt)
1h 39min

Equipment 717
Ticket Type PAP

Sequence Number 071

Check to price this flight

AirTran

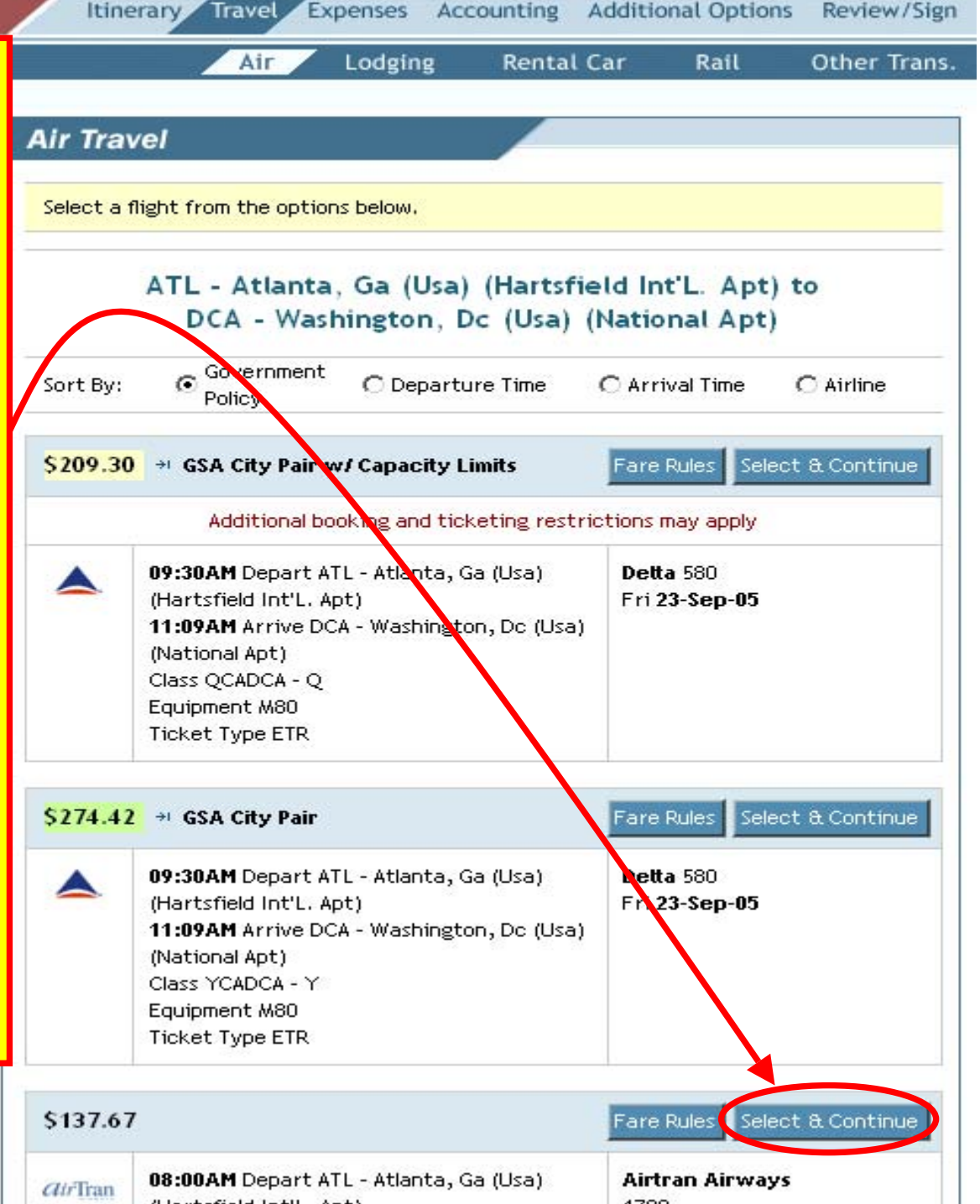
10:45PM Depart ATL - Atlanta, Int'L. Apt)
12:27AM Arrive DCA - Washing Apt)
Flying Time 1h 42min
Equipment 717
Ticket Type PAP

Sequence Number 072

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

Price Flight(s) | Request Assistance in Booking Flight

Again you select a flight by clicking *Select & Continue* by the ticket of your preference. This time you will select a non-contract carrier so you can see the audit fail that will be generated by selecting this type of ticket (you will see the audit fail at the end of this doc prep process – right before you electronically sign the auth)



Air Travel

Use this screen to request your air travel.

Flight Selected

$137.67 Estimated Total Ticket Cost

AirTran **Airtran Airways** Flight: **1790**

Depart: **ATL - Atlanta, Ga** At **08:00AM** On **Fri 23-Sep-05**
Arrive: **RDU - Raleigh / Durham, Nc** At **09:15AM** On **Fri 23-Sep-05**
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information

AA **American** Flight: **4631**

Depart: **RDU - Raleigh / Durham, Nc** At **11:05AM** On **Fri 23-Sep-05**
Arrive: **DCA - Washington, Dc** At **12:00PM** On **Fri 23-Sep-05**
Confirmation Number:
Ticket Number:
Status:
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information

Ticket Date:
Total Tax: PassFacChg: Fees:
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find a Different Flight | Save Selected Flight

Trip Summary

Overall Starting Point		
Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA		
Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/	Delta Air Lines Inc.	Edit
Flight:	(DL) 320	
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	

Just as before the ticket will open up on the left side of the screen providing you the opportunity to enter seating preference, accessing OSI, etc.

Just click *Save Selected Flight* to save the ticket to your itinerary.

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Once again by saving the flight, the ticket information will show up on the right hand side of the screen – the ticket is saved at this point and your itinerary continues to grow.

Seat Selection: -- Select -- Select Seat

OSI-Other Supplementary Information

American Airlines (AA) Flight: 4631

Depart: RDU-Raleigh / Durham, Nc At 11:05 AM On Fri 23-Sep-05
Arrive: DCA-Washington, Dc At 12:00 PM On Fri 23-Sep-05
Confirmation Number:
Ticket Number: See Attached Ticket 2
Status: REQUEST
Seat Selection: -- Select -- Select Seat

OSI-Other Supplementary Information

Ticket Date: 14-Sep-05
Total Tax: $0.00 PassFacChg: $0.00 Fees: $0.00
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/ Flight:	Delta Air Lines Inc. (DL) 320	Edit
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	
Carrier/ Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Carrier/ Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Arrive:	12:00PM - 23-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Air Travel

Use this screen to request your air travel.

Flight Selected to Edit

$137.67 Estimated Total Ticket Cost

AirTran **Airtran Airlines (FL)** Flight: **1790**

Depart: **ATL-Atlanta, Ga** At **8:00 AM** On **Fri 23-Sep-05**
Arrive: **RDU-Raleigh / Durham, Nc** At **9:15 AM** On **Fri 23-Sep-05**
Confirmation Number:
Ticket Number: See Attached Ticket 2
Status: REQUEST
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information

AA **American Airlines (AA)** Flight: **4631**

Depart: **RDU-Raleigh / Durham, Nc** At **11:05 AM** On **Fri 23-Sep-05**
Arrive: **DCA-Washington, Dc** At **12:00 PM** On **Fri 23-Sep-05**
Confirmation Number:
Ticket Number: See Attached Ticket 2
Status: REQUEST
Seat Selection: -- Select -- Select Seat
OSI-Other Supplementary Information

Ticket Date: 14-Sep-05
Total Tax: $0.00 PassFacChg: $0.00 Fees: $0.00
Issue Date:

Enter the following details:

Frequent Flyer: Method of Reimbursement: GOVCC

Comments entered below will be manually reviewed by your TMC, this will

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc	**ATLANTA,GA**	

Now that you have the flights selected, you can move onto reserving your lodging accommodations. Simply go to the Navigation Toolbar at the top of the screen and click *Lodging*.

Arrive:	Atlanta, Ga (Usa) (Hartsfield Int'L. 9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)
Carrier/ Flight:	American Airlines (AA) 4631
Depart:	11:05AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)
Arrive:	12:00PM - 23-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Lodging

Use this screen to request your lodging.

* Check-In Date: 09/19/2005 (mm/dd/yyyy)

* Check-Out Date: 09/23/2005 (mm/dd/yyyy)

Required Search Criteria

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

- (•) Select by hotel name
- ( ) Near an airport
- ( ) Near a city

*Hotel Name:

*City: ATLANTA

State: GA

*Country: United States

*Distance: 10 (miles)

Search Accommodations

The lodging screen will appear.

Overall Starting Point		
Leave From:	RES: WASHINGTON, DC	Edit

The check-in & check-out dates will correspond with your itinerary.

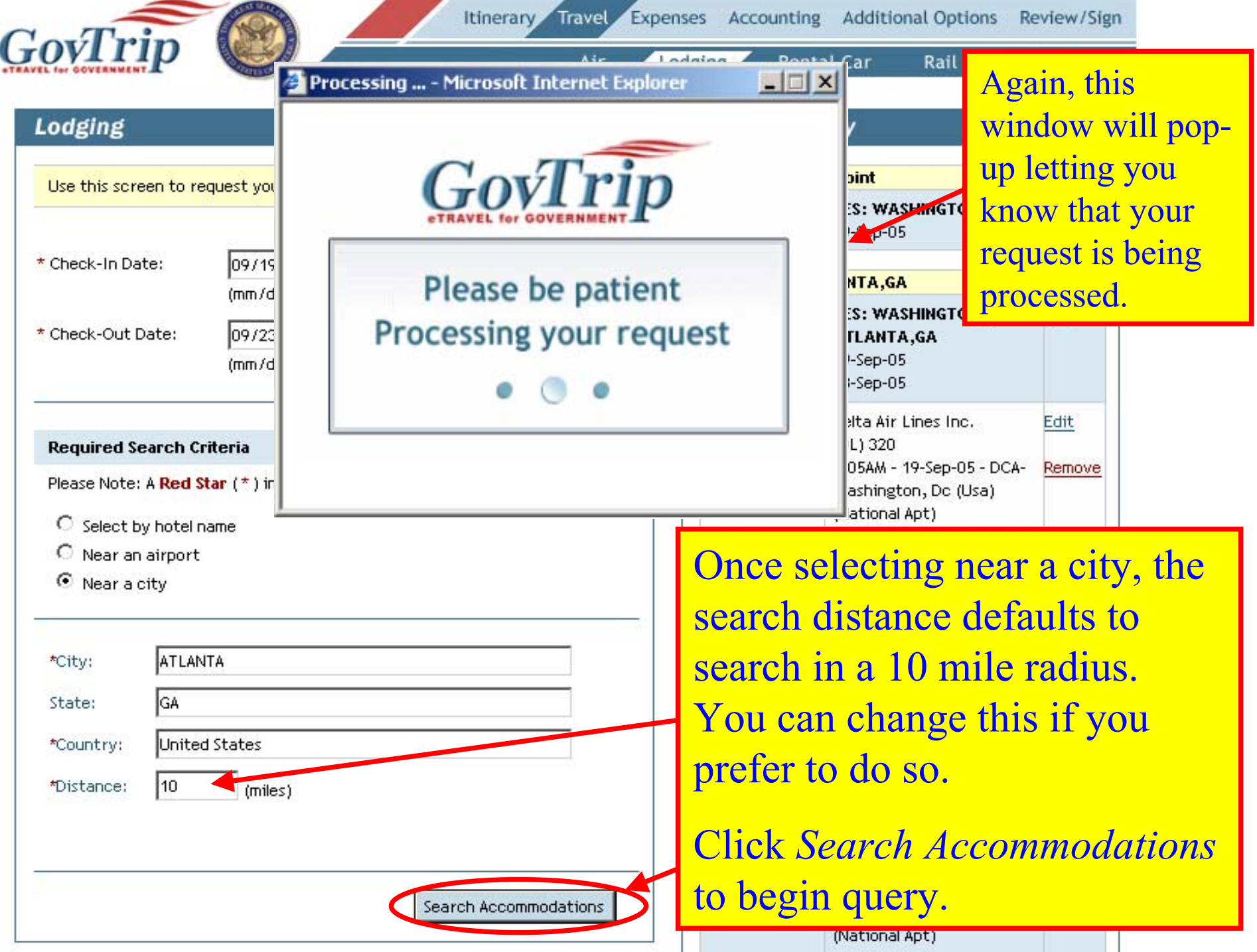
Carrier/ Flight:	Delta Air Lines Inc. (DL) 320	Edit

The software can search for hotels using three different methods:

- By Hotel Name
- Near An Airport
- Near A City.

Choose near a city.

Arrive:	Raleigh / Durham, Nc (Usa) 12:00PM - 23-Sep-05 - DCA- Washington, Dc (Usa) (National Apt)	



Again, this window will pop-up letting you know that your request is being processed.

Once selecting near a city, the search distance defaults to search in a 10 mile radius. You can change this if you prefer to do so.

Click *Search Accommodations* to begin query.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Lodging

A listing of hotels will appear on the right side of the screen that you can select from. The government per diem allowed is also displayed. As you look at the hotels, you can look for one that offers rates within your per diem.

*Distance: 10 (miles)

Search Accommodations

Lodging

Select an accommodation from the options below.

Lodging Per Diem Allowed: $113.00

Holiday Inn Atlanta/Downtown/Intl Blvd — Hotel Info & Pricing

101 Andrew Young Intl Blvd
Atlanta, GA 30303
Phn: 404/524-5555
Fax: 404/221-0702

Rate Range
98.00 - 114.00
FPLP Participant
FEMA Approved

Crowne Plaza Hotel Atlanta/Airport — Hotel Info & Pricing

1325 Virginia Ave
Atlanta, GA 30344
Phn: 404/768-6660
Fax: 404/766-6121

Rate Range
113.00 - 179.99
FPLP Participant
FEMA Approved

Renaissance Concourse Hotel — Hotel Info & Pricing

One Hartsfield Centre Pkwy
Atlanta, GA 30354
Phn: 404/209-9999
Fax: 404/209-7031

Rate Range
113.00 - 209.00
FPLP Participant
FEMA Approved

Microtel Inn & Suites Atlanta/Union City/Airport Area — Hotel Info & Pricing

GovTrip eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Lodging

To select a hotel, click *Hotel Info & Pricing*

(mm/dd/yyyy)

* Check-Out Date: 09/23/2

(mm/dd/

Required Search Criteria

Please Note: A **Red Star** (*) inc
required field.

- Select by hotel name
- Near an airport
- Near a city

*City: ATL-Atlanta

State: GA-Georgia

*Country: US-United States

*Distance: 10 (miles)

Search Accommodations

Lodging

Select an accommodation from the options below.

Lodging Per Diem Allowed: $113.00

Holiday Inn Atlanta/Downtown/Intl Blvd — Hotel Info & Pricing

Rate Range
98.00 - 114.00
FPLP Participant
FEMA Approved

Hotel I

Rate Ran
113.00 -
FPLP Par
FEMA App

Hotel I

Atlanta, GA 30354
Phn: 404/209-9999
Fax: 404/209-7031

Rate Range
113.00 - 209.00
FPLP Participant
FEMA Approved

Microtel Inn & Suites Atlanta/Union City/Airport Area — Hotel Info & Pricing

Processing ... - Microsoft Internet Explorer

GovTrip eTRAVEL for GOVERNMENT

Please be patient
Processing your request

Again, this window will pop-up letting you know that your request is being processed.

Lodging

Trip Summary

The per diem allowed is once again displayed for your convenience.

Check-Out Date: 23-Sep-05

Accommodations Selected

Holiday Inn Atlanta Downtown/Intl Blvd

Holiday Inn Atlanta/Downtown/Intl Blvd
101 Andrew Young Intl Blvd
Atlanta, GA 30303

Phone: 404/524-5555
Fax: 404/221-0702
Toll Free: 800/535-0707
Web Site: www.holiday-inn.com/atldowntown

FPLP Participant
FEMA Approved

- View Additional Hotel Information
- OSI-Other Supplementary Information

Lodging Per Diem Allowed: $113.00

Sort By: Rate Category Rate Amount

State/Local rates may not apply to Federal Government travelers

This property participates in the Federal Premier Lodging Program (FPLP). However, all room rates displayed below are Government rates.

GOVERNMENT RATES

◉	**STATE GOVERNMENT ID REQ -** STANDARD ROOM	$113.00 / night	0.00% Tax
	GOVERNMENT RATE ID REQ - RATE		

The information for that hotel will appear on the left side of the screen. The information will generally include the address, phone number, and web site.

There is a link for additional hotel information which will provide greater detail regarding the hotel i.e. facilities, cancellation policy, etc.

As there was for the air tickets, an *OSI-Other Supplementary Information* link exists for lodging as well.

Return Loc:	**RES: WASHINGTON, DC**
Arrive:	23-Sep-05

GOVERNMENT RATES

◉	**STATE GOVERNMENT ID REQ** - STANDARD ROOM	$113.00 / night	0.00% Tax
○	**GOVERNMENT RATE ID REQ** - RATE INCLUDES BREAKFAST FOR ONE AND 2 DOUBLE BEDS SMOKING	$113.00 / night	0.00% Tax
○	**STATE GOVERNMENT ID REQ** - 2 DOUBLE BEDS SMOKING	$113.00 / night	0.00% Tax
○	**GOVERNMENT RATE ID REQ** - RATE INCLUDES BREAKFAST FOR ONE AND 1 QUEEN BED NONSMOKING	$113.00 / night	0.00% Tax
○	**GOVERNMENT RATE ID REQ** - RATE INCLUDES BREAKFAST FOR ONE AND STANDARD ROOM	$113.00 / night	0.00% Tax
○	**STATE GOVERNMENT ID REQ** - 1 QUEEN BED NONSMOKING	$113.00 / night	0.00% Tax

ADVANCE PURCHASE NO REFUNDS

○	**ADVANCE PURCHASE NO REFUNDS** - 1 QUEEN BED NONSMOKING	$98.00 / night	0.00% Tax
○	**ADVANCE PURCHASE NO REFUNDS** - STANDARD ROOM	$107.00 / night	0.00% Tax
○	**ADVANCE PURCHASE NO REFUNDS** - 2 DOUBLE BEDS SMOKING	$107.00 / night	0.00% Tax

DISCOUNT RATE CXL FEE APPLIES

○	**DISCOUNT RATE CXL FEE APPLIES** - 1 QUEEN BED NONSMOKING	$104.00 / night	0.00% Tax
○	**DISCOUNT RATE CXL FEE APPLIES** - 2 DOUBLE BEDS SMOKING	$114.00 / night	0.00% Tax
○	**DISCOUNT RATE CXL FEE APPLIES** - STANDARD ROOM	$114.00 / night	0.00% Tax

A Guarantee must be selected to ensure Autobooking

Please select a method from those provided below:

◉ GOVCC ○ Personal CC ○ Neither

Check-In Time: 1300

Check-Out Time: 0900

As you scroll down the page, there will be a listing of rooms offered. Just click the radio button beside the room you would prefer (at or under the government rate)

○	QUEEN BED NONSMOKING	$113.00 / night	0.00% Tax

ADVANCE PURCHASE NO REFUNDS

○	**ADVANCE PURCHASE NO REFUNDS** - 1 QUEEN BED NONSMOKING	$98.00 / night	0.00% Tax
○	**ADVANCE PURCHASE NO REFUNDS** - STANDARD ROOM	$107.00 / night	0.00% Tax
○	**ADVANCE PURCHASE NO REFUNDS** - 2 DOUBLE BEDS SMOKING	$107.00 / night	0.00% Tax

DISCOUNT RATE CXL FEE APPLIES

○	**DISCOUNT RATE CXL FEE APPLIES** - 1 QUEEN BED NONSMOKING	$104.00 / night	0.00% Tax
○	**DISCOUNT RATE CXL FEE APPLIES** - 2 DOUBLE BEDS SMOKING	$114.00 / night	0.00% Tax
○	**DISCOUNT RATE CXL FEE APPLIES** - STANDARD ROOM	$114.00 / night	0.00% Tax

A Guarantee must be selected to ensure Autobooking

Please select a method from those provided below:

◉ GOVCC ○ Personal CC ○ Neither

Check-In Time: 1300

Check-Out Time: 0900

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find Different Accommodations | Save Selected Accommodations

Scrolling on down the page, you will see a comments box. As specified in the description above this comment box, anything typed will be manually reviewed by the TMC (resulting in the higher fee)

Click *Save Selected Accommodations* to save this selection.

Lodging

Use this screen to view the saved accommodations.

TDY/TAD Location:	ATLANTA,GA
Check-In Date:	19-Sep-05
Check-Out Date:	23-Sep-05

Accommodations Saved

Holiday Inn Atlanta/Downtown/Intl Blvd

Holiday Inn Atlanta/Downtown/Intl Blvd
101 Andrew Young Intl Blvd
Atlanta, GA 30303

Phone:	404/524-5555
Fax:	404/221-0702
Toll Free:	800/535-0707
Web Site:	www.holiday-

The lodging selection is now saved and placed on the right side of the screen.

- Room Type: STANDARD ROOM
- Room Rates: $113.00 / night 0.00% Tax
- Total Room & Tax $113.00 / night excluding additional fees.

A Guarantee must be selected to ensure Autobooking
Please select a method from those provided below:

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/ Flight:	Delta Air Lines Inc. (DL) 320	Edit
Depart:	9:05AM - 19-Sep-05 - DCA- Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL- Atlanta, Ga (Usa) (Hartsfield Int'L.	
Carrier/ Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL- Atlanta, Ga (Usa) (Hartsfield Int'L.	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU- Raleigh / Durham, Nc (Usa)	
Carrier/ Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU- Raleigh / Durham, Nc (Usa)	
Arrive:	12:00PM - 23-Sep-05 - DCA- Washington, Dc (Usa) (National Apt)	
Lodging:	Holiday Inn Atlanta/Down	Edit
Check-In:	19-Sep-05	Remove
Check-Out:	23-Sep-05	

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Please call CJ with any problems.

Lodging

Use this screen to edit the saved accommodations.

TDY/TAD Location:	ATLANTA,GA
Check-In Date:	19-Sep-05
Check-Out Date:	23-Sep-05

Accommodations Selected to Edit

Holiday Inn Atlanta/Down

Holiday Inn Atlanta/Down

You will now select a rental vehicle. On the Navigation Toolbar click *Rental Car*.

FPLP Participant
FEMA Approved

- View Additional Hotel Information
- OSI-Other Supplementary Information

Lodging Per Diem Allowed: $113.00

Room Type: STANDARD ROOM

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/ Flight:	Delta Air Lines Inc. (DL) 320	Edit
Depart:	9:05AM - 19-Sep-05 - DCA- Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL- Atlanta, Ga (Usa) (Hartsfield Int'L.	
Carrier/ Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL- Atlanta, Ga (Usa) (Hartsfield Int'L.	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU- Raleigh / Durham, Nc (Usa)	
Carrier/ Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU-	

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Rental Car

Use this screen to request a rental car.

* Pick-Up Date: 09/19/2005 (mm/dd/yyyy)

* Pick-Up Time: 12:00 PM

* Drop-Off Date: 09/23/2005 (mm/dd/yyyy)

* Drop-Off Time: 07:00 AM

Required Search Criteria

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

* Search for a Car (airport code or city name):

Airport: ATL

* Select a class of Car: Mid Size

Search Rental Car Availability

Trip Summary

Arrive:	9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)
Carrier/ Flight:	American Airlines (AA) 4631

The Rental Car screen will appear.

The Pick-up / Drop-off dates & times default in based on the flights you selected.

GovTrip searches for rental car agencies in proximity to the airport you fly into.

You can change the class of car (for this example you can search for Mid Size)

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Rental Car

Use this screen to reques

* Pick-Up Date: 09/
(mm
* Pick-Up Time: 12:
* Drop-Off Date: 09/
(mm
* Drop-Off Time: 07:

Required Search Criteri

Please Note: A **Red Star** (

* Search for a Car (airport code or city name):

Airport ATL

* Select a class of Car: Mid Size

Search Rental Car Availability

Processing ... - Microsoft Internet Explorer

GovTrip
eTRAVEL for GOVERNMENT

Please be patient
Processing your request

Trip Summary

ting Point

RES: WASI
19-Sep-05

ATLANTA,GA

RES: WASI
ATLANTA,GA
19-Sep-05
23-Sep-05

Delta Air Lines Inc.
(DL) 320
9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)
10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.

Edit
Remove

Arrive: 9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)

Carrier/ Flight: American Airlines (AA) 4631

Again, this window will pop-up letting you know that your request is being processed.

Click Search *Rental Car Availability*

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Rental Car

The query will bring back several selections. To select one click *Select and Continue*

Required Search Criteria

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

* Search for a Car (airport code or city name):

Airport: ATL - Atlanta, Ga (Usa) (H

* Select a class of Car: Mid Size

Search Rental Car Availability

Rental Car

Select a rental car from the options below.

$30.00 / day (not including taxes or fees) — Select and Continue

Alamo
In Terminal/Shuttle to Car
Mid Size Car
Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of $5 per day.

Restrictions: Daily $30.00, Extra Day $30.00, Extra Hour $10.00, Estimated Total Cost $176.96, Unlimited miles/kilometers

$36.00 / day (not including taxes or fees) — Select and Continue

Dollar Rent-A-Car
In Terminal/Shuttle to Car
Mid Size Car
Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of $5 per day.

Restrictions: Daily $36.00, Extra Day $36.00, Extra Hour $12.00, Estimated Total Cost $202.72, Unlimited miles/kilometers

$36.00 / day (not including taxes or fees) — Select and Continue

Thrifty Rent-A-Car
In Terminal/Shuttle to Car
Mid Size Car
Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of $5 per day.

Restrictions: Daily $36.00, Extra Day $0.00, Extra Hour $0.00, Estimated Total Cost $207.24, Unlimited miles/kilometers

$37.00 / day (not including taxes or fees) — Select and Continue

Enterprise Rent-A-Car
In Terminal

Restrictions: Daily $37.00, Extra Day $37.00, Extra Hour

Rental Car

Use this screen to save the selected rental car.

TDY Location:	ATLANTA,GA
Pick-Up Date:	19-Sep-05
Pick-Up Time:	11:00AM
Drop-Off Date:	23-Sep-05
Drop-Off Time:	6:00AM

Rental Car Selected

$ 30.00 / day (not including taxes or fees)

Rental Car: **Alamo**
Car Class: **Mid Size Car**
Location: **ATL-Atlanta, Ga**

Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of $5 per day.

Restrictions: Daily $30.00, Extra Day $30.00, Extra Hour $10.00, Estimated Total Cost $176.96, Unlimited miles/kilometers

OSI-Other Supplementary Information

Enter the following details:

Method of Reimbursment: GOVCC

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Find Different Rental Car | Save Selected Car

The selected rental car will appear on the left side of the screen.

Please Note that these rental car reservations do not include taxes or fees (you will need to add these additional costs to the voucher).

As with the air tickets and lodging, an *OSI-Other Supplementary Information* link exists for rental cars.

The comment box going to the TMC is also found here (typing in this box will result in a higher TMC fee)

Click *Save Selected Car* to save the selection.

Leave From: **ATLANTA,GA** Edit

Rental Car

Use this screen to save the selected rental car.

TDY Location:	ATLANTA,GA
Pick-Up Date:	19-Sep-05
Pick-Up Time:	11:00AM
Drop-Off Date:	23-Sep-05
Drop-Off Time:	6:00AM

Rental Car Selected

$ 30.00 / day (not including taxes or fees)

Rental Car: **Alamo**
Car Class: **Mid Size Car**
Loca
Rent
Admi
Rest

Alamo

hour $10.00, Estimated
meters

Ent

Co

Find Different Rental Car

The rental car selection is now saved and placed on the right side of the screen.

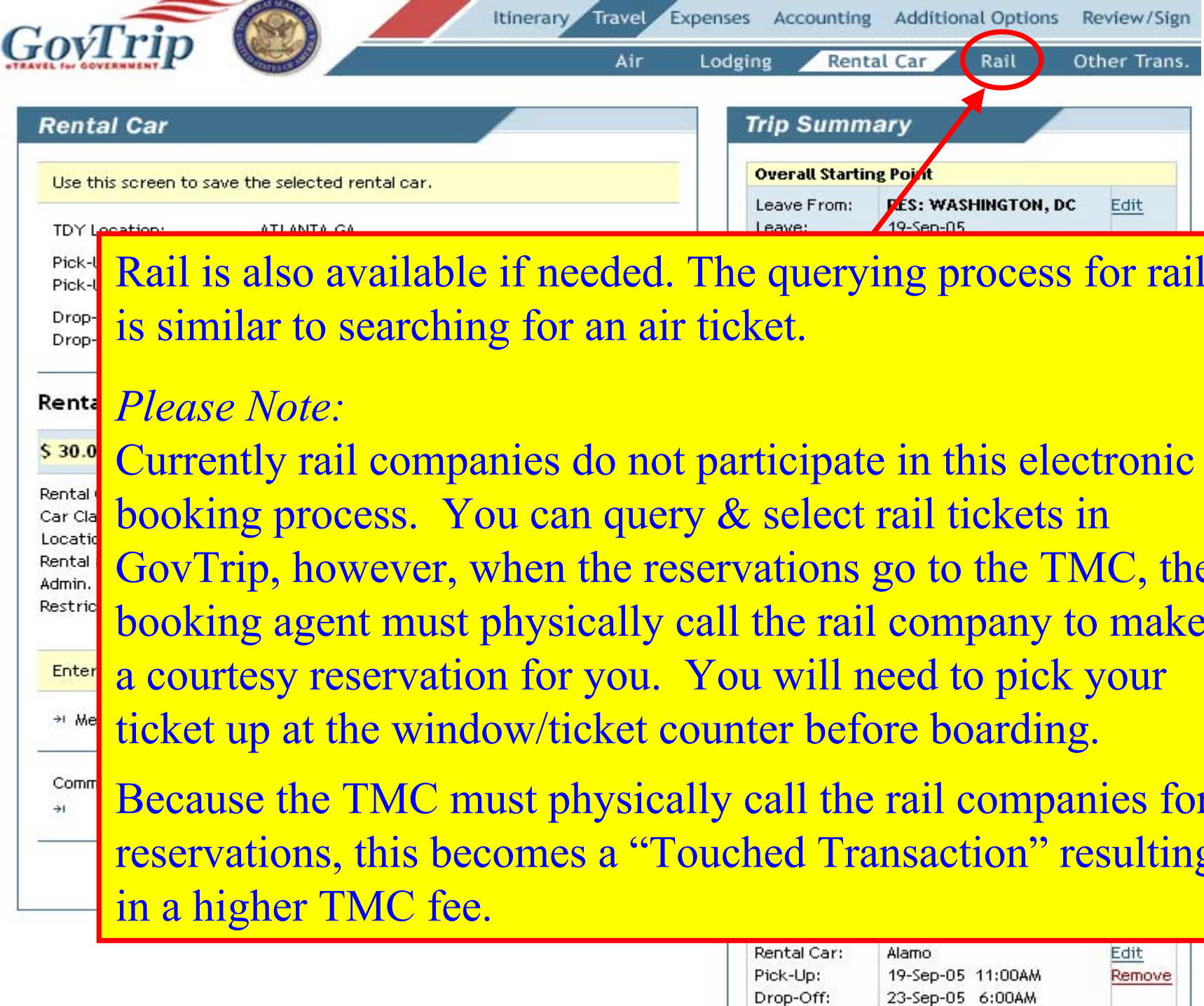
Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Location 1: ATLANTA,GA

Leave From:	**RES: WASHINGTON, DC**	Edit
TDY Loc:	**ATLANTA,GA**	
Arrive:	19-Sep-05	
Leave:	23-Sep-05	
Carrier/ Flight:	Delta Air Lines Inc. (DL) 320	Edit
Depart:	9:05AM - 19-Sep-05 - DCA- Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL- Atlanta, Ga (Usa) (Hartsfield Int'L.	
Carrier/ Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL- Atlanta, Ga (Usa) (Hartsfield Int'L.	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU- Raleigh / Durham, Nc (Usa)	
Carrier/ Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU- Raleigh / Durham, Nc (Usa)	
Arrive:	12:00PM - 23-Sep-05 - DCA- Washington, Dc (Usa) (National Apt)	
Rental Car:	Alamo	Edit
Pick-Up:	19-Sep-05 11:00AM	Remove
Drop-Off:	23-Sep-05 6:00AM	
Lodging:	Holiday Inn Atlanta/Down	Edit
Check-In:	19-Sep-05	Remove
Check-Out:	23-Sep-05	



Rail is also available if needed. The querying process for rail is similar to searching for an air ticket.

Please Note:
Currently rail companies do not participate in this electronic booking process. You can query & select rail tickets in GovTrip, however, when the reservations go to the TMC, the booking agent must physically call the rail company to make a courtesy reservation for you. You will need to pick your ticket up at the window/ticket counter before boarding.

Because the TMC must physically call the rail companies for reservations, this becomes a "Touched Transaction" resulting in a higher TMC fee.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Rental Car

Use this screen to save the selected rental car.

TDY Location: ATLANTA GA

Pick-U
Pick-U

Drop-
Drop-

Renta

$ 30.00 / day (not including taxes or fees)

Rental Car: **Alamo**
Car Class: **Mid Size Car**
Location: **ATL-Atlanta, Ga**

Alamo

Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of $5 per day.
Restrictions: Daily $30.00, Extra Day $30.00, Extra Hour $10.00, Estimated Total Cost $176.96, Unlimited miles/kilometers

Enter the following details:

Method of Reimbursment: GOVCC

Comments to the Travel Agent:

Find Different Rental Car

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	
Flight:	(DL) 320	
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	
Carrier/ Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Carrier/ Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Arrive:	12:00PM - 23-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	
Rental Car:	Alamo	Edit
Pick-Up:	19-Sep-05 11:00AM	Remove
Drop-Off:	23-Sep-05 6:00AM	

The *Other Trans* tab is used to enter cost of any air ticket booked outside of the GovTrip software i.e. when calling AMEX to book your reservations.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Lodging | Rental Car | Rail | Other Trans.

Rental Car

Use this screen to save the selected rental car.

TDY Location: ATLANTA GA

Pick-U
Pick-U

Drop-
Drop-

Renta

$ 30.00 / day (not including taxes or fees)

Rental Car: **Alamo**
Car Class: **Mid Size Car**
Location: **ATL-Atlanta, Ga**
Rental rate shown does not include the Gov't Admin. Rate Suppl. fee of $5 per day.
Restrictions: Daily $30.00, Extra Day $30.00, Extra Hour $10.00, Estimated Total Cost $176.96, Unlimited miles/kilometers

Enter the following details:

Method of Reimbursment: GOVCC

Comments to the Travel Agent:

Find Different Rental Car

Trip Summary

Overall Starting Point

Leave From:	**RES: WASHINGTON, DC**	Edit
Leave:	19-Sep-05	

Flight:	(DL) 320	
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	
Carrier/ Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Carrier/ Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Arrive:	12:00PM - 23-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	
Rental Car:	Alamo	Edit
Pick-Up:	19-Sep-05 11:00AM	Remove
Drop-Off:	23-Sep-05 6:00AM	

Next, you need to enter estimated expenses under the *Expenses* tab. Just click on *Expenses* on the Navigation Toolbar.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Non-Mileage | Mileage | Receipts

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select ... iate expense type, enter a description in the box provided. Select "Save Expenses" to ... Reminder: TMC Fees are a reimbursable expense to the traveler when the transp ... rnment Travel Charge Card (IBA).

Leave: 19-Sep-05 **Return:** 23-Sep-05

Non-Mileage Expense #1

* Select Expense Type: - OR - * Cost: $ * Method o

Non-Mileage Expense #2

* Select Expense Type: - OR - * Cost: $ * Method o

Non-Mileage Expense #3

* Select Expense Type: - OR - * Cost: $ * Date: 09/19/2005 (mm/dd/yyyy) * Method of Reimbursement -- Please Select --

Non-Mileage Expense #4

* Select Expense Type: - OR - * Cost: $ * Date: 09/19/2005 (mm/dd/yyyy) * Method of Reimbursement -- Please Select --

Non-Mileage Expense #5

The Expenses screen will appear. Expenses are categorized under *Non-Mileage* and *Mileage*.

You are currently in the *Non-Mileage* section

Leave: 19-Sep-05 **Return:** 23-Sep-05

Scrolling down the page, you can see there are five blank expense line items.

Non-Mileage Expense #1

* Select Expense Type:

- OR -

(mm/dd/yyyy)

* Method of Reimbursement -- Please Select --

Non-Mileage Expense #2

* Select Expense Type:

- OR -

* Cost: $

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursement -- Please Select --

Non-Mileage Expense #3

* Select Expense Type:

- OR -

* Cost: $

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursement -- Please Select --

Non-Mileage Expense #4

* Select Expense Type:

- OR -

* Cost: $

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursement -- Please Select --

Non-Mileage Expense #5

* Select Expense Type:

- OR -

* Cost: $

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursement -- Please Select --

Save Expenses

Leave: 19-Sep-05 **Return:** 23-Sep-05

Non-Mileage Expense #1

* Select Expense Type: - OR - * Cost: $ * Date: 09/19/200 (mm/dd/yyy * Method of Reimbursement -- Please Select --

ATM FEE
AUTHORIZED CALL HOME
BUSINESS CALL/INTERNET
DEPARTURE TAX/CONVERSION
EXCESS BAGGAGE
GAS-RENTAL/GOVMT VEHICLE
Government Auto
HOTEL FEE-ENERGY/FACILITY
LAUNDRY-DOMESTIC ONLY
OTHER TRANS-BIKE/BOAT/ETC

Non-Mileage Expense

* Select Expense Type: - OR - * Cost: $ * Date: 09/19/200 (mm/dd/yyy * Method of Reimbursement -- Please Select --

Non-Mileage Expense #3

* Select Expense Type: - OR - * Cost: $ * Date: 09/19/200 (mm/dd/yyy * Method of Reimbursement -- Please Select --

Non-Mileage Expense #4

* Select Expense Type: - OR - * Cost: $ * Date: 09/19/2005 (mm/dd/yyyy) * Method of Reimbursement -- Please Select --

Non-Mileage Expense #5

* Select Expense Type: - OR - * Cost: $ * Date: 09/19/2005 (mm/dd/yyyy) * Method of Reimbursement -- Please Select --

Save Expenses

By clicking the drop down, you can select the appropriate expense and enter an estimated amount in the *Cost* field.

Leave: 19-Sep-05 **Return:** 23-Sep-05

Non-Mileage Expense #1

* Select Expense Type: TAXES: LODGING-DOMESTIC
- OR - TAXES: LODGING-DOMESTIC

* Cost: $ 50.00
* Date: 09/19/2005 (mm/dd/yyyy)
* Method of Reimbursement TRAVELER

Non-Mileage Expense #2

* Select Expense Type: PARKING/TOLLS
- OR - PARKING/TOLLS

* Cost: $ 40.00
* Date: 09/19/2005 (mm/dd/yyyy)
* Method of Reimbursement TRAVELER

Non-Mileage Expense #3

* Select Expense Type: GAS-RENTAL/GOVMT VEHICLE
- OR - GAS-RENTAL/GOVMT VEHICLE

* Cost: $ 35.00
* Date: 09/19/2005 (mm/dd/yyyy)
* Method of Reimbursement TRAVELER

Non-Mileage Expense #4

* Select Expense Type: ATM FEE
- OR - ATM FEE

* Cost: $ 2.00
* Date: 09/19/2005 (mm/dd/yyyy)
* Method of Reimbursement TRAVELER

Non-Mileage Expense #5

* Select Expense Type: BUSINESS CALL/INTERNET
- OR - BUSINESS CALL/INTERNET

* Cost: $ 20.00
* Date: 09/19/2005 (mm/dd/yyyy)
* Method of Reimbursement TRAVELER

Save Expenses

Once you have your expenses entered, click *Save Expenses* at the bottom of the screen.

The expenses will be listed on the right side of the screen – saved at this point.

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Non-Mileage | Mileage | Receipts

or 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).

Leave: 19-Sep-05 **Return:** 23-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: $

* Date: (mm/dd/yyyy) 09/19/2005

* Method of Reimbursement: -- Please Select --

view/edit expense details

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/19/05	$50.00	Edit Remove
PARKING/TOLLS	09/19/05	$40.00	Edit Remove
GAS-RENTAL/GOVMT VEHICLE	09/19/05	$35.00	Edit Remove
ATM FEE	09/19/05	$2.00	Edit Remove
BUSINESS CALL/INTERNET	09/19/05	$20.00	Edit Remove
Total Expenses:		$147.00	

You can add more expenses by using the Add Expense tool on the left. Expenses must be entered one at a time at this point.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Non-Mileage | Mileage | Receipts

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 19-Sep-05 **Return:** 23-Sep-05

Mileage Expense #1

* Expense Type:

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursement -- Please Select --

* Miles x Rate = Cost $

To calculate mileage for POVs use the Table of Distances

Mileage Expense #2

* Expense Type:

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursemen

* Miles x Ra

To calculate mileage for POVs use the Table of Distances

Save Expenses

The Mileage tab gives you the opportunity to add Privately Owned Vehicle (POV) mileage.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Non-Mileage | Mileage | Receipts

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 19-Sep-05 **Return:** 23-Sep-05

Mileage Expense #1

* Expense Type: POV

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursement TRAVELER

* Miles 100 x Rate .405 = Cost $ 40.50

To calculate mileage for POVs use the Table of Distances

Mileage Expense #2

* Expense Type:

After selecting POV under the *Expense Type*, enter the number of miles you anticipate to drive in the *Miles* field. Then GovTrip will automatically calculate the cost.

Click *Save Expenses* when complete.

Save Expenses

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Non-Mileage | Mileage | Receipts

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 19-Sep-05 **Return:** 23-Sep-05

Add Expense

* Expense Type:

* Date: 09/19/2005 (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

* Miles x Rate = Cost $

To calculate mileage for POVs use the Table of Distances

Edit This Expense Type's Defaults

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
POV	09/19/05	$40.50	Edit Remove
Total Expenses:		$40.50	

The expense will be saved on the right side of the screen.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Non-Mileage | Mileage | Receipts

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 19-Sep-05 **Return:** 23-Sep-05 Add Expense

* Expense Type:

* Date: 09/1

(mm/

* Method of Reimbursement

* Miles x

To calculate mileage for POVs use the Table of Distances

Edit This Expense Type's Defaults

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
POV	09/19/05	$40.50	Edit Remove
Total Expenses:		$40.50	

The Receipts tab is used to electronically attach hard copy documents (most of the time its used for attaching receipts). This tab will be discussed when completing the voucher for this trip.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expense | Accounting | Additional Options | Review/Sign

Non-Mileage | Mileage | Receipts

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 19-Sep-05 **Return:** 23-Sep-05

Add Expense

* Expense Type:

* Date: 09/1

(mm/

* Method of Reimbursement: -- Please Select --

* Miles x Rate = Cost $

To calculate mileage for POVs use the Table of Distances

Edit This Expense Type's Defaults

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
POV	09/19/05	$40.50	Edit Remove
Total Expenses:		$40.50	

The accounting should be selected next. Click on the *Accounting* tab on the Navigation Toolbar.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Accounting Codes

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 19-Sep-05

End Date: 23-Sep-05

› Find Accounting Label

Accounting Label: ---Select--- From **GTARCTTRAINING**

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Expenses Summary

No Accounting Information Available.

To find your appropriate accounting, you click on the *Find Accounting Label* or just use the drop down and click on the appropriate accounting.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Accounting Codes

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 19-Sep-05 › Find Accounting Label

End Date: 23-Sep-05

Accounting Label: ---Select--- From **GTARCTTRAINING**

---Select---
05 1100000 F12
05 1100000 MGMT
05 1100000 ROLL
05 1200000 EEO
05 1200000 F13
05 1200000 F14
05 1300000 F27

Selected Accou

There are no acco trip, please select from the above list of labels

Expenses Summary

No Accounting Information Available.

Once you click the drop down, simply click on the accounting you need.

Once you select an accounting, it will appear at the bottom of the screen and your costs will be broken down by the expense category to the right of the screen.

nses | Accounting | Additional Options | Review/Sign

Accounting Codes

apply.

Start Date: 19-Sep-05 › Find Accounting Label

End Date: 23-Sep-05

Accounting Label: ---Select--- From **GTARCTTRAINING**

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.

Accounting Label	Organization	View/Edit Acctg Code	Remove
05 1100000 MGMT	GTARCTTRAINING	› view	› remove

Expenses Summary

05 1100000 MGMT	
COM. CARR.-I :	$346.97
LOCAL TRANS :	$40.00
LODGING :	$452.00
M&IE :	$193.50
MILEAGE :	$40.50
OTHER :	$72.00
RENT CAR GAS :	$35.00
RENTAL CAR :	$120.00

05 1100000 MGMT Sub Total: $1,299.97

Calculated Trip Cost: $1,299.97

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Accounting Codes

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 19-Sep-05 › Find Accounting Label

End Date: 23-Sep-05

Accounting Label: ---Select--- From **GTARCTTRAINING**

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.

Accounting Label	Organization	View/Edit Acctg Code	Remove
05 1100000 MGMT	GTARCTTRAINING	› view	› remove

Expenses Summary

05 1100000 MGMT	
COM. CARR.-I :	$346.97
LOCAL TRANS :	$40.00
LODGING :	$452.00
M&IE :	$193.50
MILEAGE :	$40.50
OTHER :	$72.00
RENT CAR GAS :	$35.00
RENTAL CAR :	$120.00

05 1100000 MGMT Sub Total: $1,299.97

The next item to look at is the *Additional Options* tab.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

My Profile

My Preferences | My Additional Information | My Account Information

Complete the information below

* Last Name : TRAVELER50
* First Name : CHRIS
MI:
* Gender: N/A M F
SSN: *****2250
Employee ID:

Mailing

* Mailing Address Line 1 : 1200
Mailing Address Line 2 :
* Mailing City : WASHINGTON
* Mailing State / Country : DC Lookup
* Mailing Zip Code : 20419

Under *Additional Options*, the first item you will see is your profile.

Through this *Profile* you have access to change or modify almost anything in your profile.

The profile also has sub-categories:

- *My Account Information*
- *My Additional Information*
- *My Preferences*

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

My Profile

My Preferences | My Additional Information | My Account Information

Complete the information below.

* Last Name : TRAVELER50

* First Name : CHRIS

MI:

* Gender: N/A M F

SSN: *****2250

Employee ID:

Mailing

* Mailing Address Line 1 : 1200

Mailing Address Line 2 :

* Mailing City : WASHINGTON

* Mailing State / Country : DC Lookup

* Mailing Zip Code : 20419

Per Diem Entitlements is the next item you will look at.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

Per Diem Entitlements

Follow
inform
to th

The *Per Diem Entitlements* screen displays the lodging reimbursements along with the M&IE reimbursements.

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/19/05	ATLANTA,GA	Edit	Reset	113.00	113.00	32.25	113 / 43					
09/20/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/21/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/22/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/23/05	ATLANTA,GA	Edit	Reset	0.00	0.00	32.25	113 / 43					

Reset All | Edit All

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

Per Diem Entit

To modify these costs, you will need to click *Edit* beside the date you want to modify. (You will edit 9/20 for this example)

Following is a list of p ge the information (e.g., du rmation to the default rates

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/19/05	ATLANTA,GA	Edit	Reset	113.00	113.00	32.25	113 / 43					
09/20/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/21/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/22/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/23/05	ATLANTA,GA	Edit	Reset	0.00	0.00	32.25	113 / 43					

Reset All | Edit All

Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by m
change the distribution to travelers, use the distribution method selection list
"distribute cost" link to distribute appropriately to travelers.

Location: ATLANTA,GA
Values Apply From Date: 09/20/05
Values Apply Through: 09/20/05

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use
such as payment method, reimburseable, etc.

Per Diem Rate: 113.00 / 43.00
Lodging: $ 113.00 view / edit expense details
M & IE: $ 43.00

Conference

If you would are at a conference and would like to enter information for it, select confe
range:

☐ Conference Allowance Conference Rate: 0.00 per traveler
Rate Percentage: Description: Agency:

Meals

If any of the following meals are provided or actual please select the applicable meal(s) for this date or date range:

Provided		Actual ☐
☐	Breakfast	
☑	Lunch	
☐	Dinner	

At this screen, you will have the ability to claim actual lodging, adjust for meals provided, or adjust for personal time taken while on travel.

To adjust for a meal provided, check the box for the meal provided. (Lunch for this example)

Per Diem Entitlements

You may apply changes on this screen to a certain date or range of dates by mod
change the distribution to travelers, use the distribution method selection list to
"distribute cost" link to distribute appropriately to travelers.

If you needed to claim actual lodging cost, simply enter the cost here

Then scroll to the bottom of the page…

Location: ATLANTA,GA
Values Apply From Date: 09/20/05

Values Apply Through: 09/20/05

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View / Edit Expense Details" link
such as payment method, reimburseable, etc.

Per Diem Rate: 113.00 / 43.00
Lodging: $ 113.00 view / edit expense details
M & IE: $ 43.00

Conference

If you would are at a conference and would like to enter information for it, select conference allowance and costs for this date or date range:

☐ Conference Allowance Conference Rate: 0.00 per traveler
Rate Percentage: Description: Agency:

Meals

If any of the following meals are provided or actual please select the applicable meal(s) for this date or date range:

Provided	Actual	☐
☐	Breakfast	
☑	Lunch	
☐	Dinner	

Meals

If any of the following mea e meal(s) for this date or date range:

Provided	Actual
☐	Breakfast
☑	Lunch
☐	Dinner

If you used a personal day and had to remove the lodging & M&IE, click the *Leave* box

…and click the *Actual Lodging* box

Other Per Diem Entitlements

If you need to claim actuals for lodging, taken leave, or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

☐ **Leave**

Check here if you are taking leave for the above date or date range.

Leave Type: ○ Annual

○ Other

Number of Hours: 0

☐ **Actual Lodging**

Check here if you need to use Actual Lodging for the above date or date range.

Per Taveler Actual Lodging costs limited to: 0.00

Click *Save These Entitlements* when finished.

Cancel These Entitlement Changes and Return | Save These Entitlements

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

Per Diem Entitlements

The only item changed for this example was the lunch provided on 9/20. As displayed the M&IE amount for 9/20 was reduced appropriately.

Fo... change the
inf... m information
to...

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/19/05	ATLANTA,GA	Edit	Reset	113.00	113.00	32.25	113 / 43					
09/20/05	ATLANTA,GA	Edit	Reset	113.00	113.00	34.00	113 / 43			X		
09/21/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/22/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/23/05	ATLANTA,GA	Edit	Reset	0.00	0.00	32.25	113 / 43					

Reset All | Edit All

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

Per Diem Entitlements

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

Date	Location											
09/19/05	ATLANTA											
09/20/05	ATLANTA											
09/21/05	ATLANTA											
09/22/05	ATLANTA											
09/23/05	ATLANTA,GA	Edit	Reset	0.00	0.00	32.25	113 / 43					

Reset All | Edit All

The *Partial Payments* tab is a feature used by individuals on extended travel.

The *Advance* tab can only be used by software administrators. If you have a need for an advance, please contact Travel Services by phone or e-mail (304-480-8000 or travel@bpd.treas.gov)

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

Per Diem Entitlements

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

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Dier					
09/19/05	ATLANTA,GA	Edit	Reset	113.00	113.00	32.25	113 /					
09/20/05	ATLANTA,GA	Edit	Reset	113.00	113.00	34.00	113 / 43			X		
09/21/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/22/05	ATLANTA,GA	Edit	Reset	113.00	113.00	43.00	113 / 43					
09/23/05	ATLANTA,GA	Edit	Reset	0.00	0.00	32.25	113 / 43					

Reset All | Edit All

The final step in this process is the *Review/Sign* tab.

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Preview | Pre-Audit | Other Auths. | Digital Signature | Trip Compare

The first screen you come to under *Review/Sign* is a *Preview* Screen

This first comment box is where you need to place any comments you want to pass onto a reviewer, approving official, etc. (No charge will occur for using this box)

Please note this next box states that this is comments to the Travel Agent. (Typing in this box will result in the higher TMC fee)

As you scroll down this page…

he links at the left to return to that section. If you have no changes proceed to

Comments to the Approving Official:

Leave: 23-Sep-05

Comments to the Travel Agent:

ice.

Arrive: ATL-Atlanta, Ga (Usa) (Hartsfield

Air Travel: Edit	Carrier:	Airtran Airlines (FL)	Comments to the Travel Agent:
	Flight:	1790	
	Fare:	$137.67	
	Airport Passenger facility charge included in ticket price.		
	Depart:	ATL-Atlanta, Ga (Usa) (Hartsfield Int'L. 23-Sep-05 8:00AM	
	Arrive:	RDU-Raleigh / Durham, Nc (Usa) 23-Sep-05 9:15AM	
	Method of Reimbursement:	GOVCC	
Air Travel:	Carrier:	American Airlines (AA)	
	Flight:	4631	
	Depart:	RDU-Raleigh / Durham, Nc (Usa) 23-Sep-05 11:05AM	
	Arrive:	DCA-Washington, Dc (Usa) (National Apt) 23-Sep-05 12:00PM	
	Method of Reimbursement:	GOVCC	
Rental Car: Edit	Company:	Alamo	Comments to the Travel Agent:
	Cost:	$120.00	
	Location:	ATL-Atlanta, Ga	
	Pick-Up:	19-Sep-05 11:00AM	
	Drop-Off:	23-Sep-05 6:00AM	
	Method of Reimbursement:	GOVCC	
Lodging: Edit	Name:	Holiday Inn Atlanta/Down	Comments to the Travel Agent:
	Cost:	$113.00 / Night	
	Check-In:	19-Sep-05 1:00PM	
	Check-Out:	23-Sep-05 9:00AM	
	Method of Reimbursement:	GOVCC	

…you can review all of your reservations and the costs you estimated for this trip.

Overall End Point Time Zone: EST (06)

Itinerary:	Leave From:	ATLANTA,GA
Edit	Return Location:	RES: WASHINGTON, DC
	Arrive:	23-Sep-05

Expenses

Non-Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement
Edit	1.	TAXES: LODGING-DOMESTIC	09/19/05	$50.00	TRAVELER
Edit	2.	PARKING/TOLLS	09/19/05	$40.00	TRAVELER
Edit	3.	GAS-RENTAL/GOVMT VEHICLE	09/19/05	$35.00	TRAVELER
Edit	4.	ATM FEE	09/19/05	$2.00	TRAVELER
Edit	5.	BUSINESS CALL/INTERNET	09/19/05	$20.00	TRAVELER
			Total:	$147.00	

Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement	Miles
Edit	1.	POV	09/19/05	$40.50	TRAVELER	100
			Total:	$40.50		

Per Diem Entitlements

Lodge / M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	09/19/05	09/23/05	$452.00	$184.50

View Receipts

Accounting Summary

Accounting Code: 05 1100000 MGMT Edit

COM. CARR.-I:	$346.97
LOCAL TRANS:	$40.00
LODGING:	$452.00
M&IE:	$184.50
MILEAGE:	$40.50
OTHER:	$72.00
RENT CAR GAS:	$35.00
RENTAL CAR:	$120.00
05 1100000 MGMT Sub Total:	$1,290.97
Calculated Trip Cost:	$1,290.97

Click *Save and Proceed To Pre-Audit* to continue

Advances Summary

No Advances Requested.

Save And Proceed To Pre-Audit

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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Preview | Pre-Audit | Other Auths. | Digital Signature | Trip Compare

A couple of audit flags for non-contract fare appear that require a justification. There are two flags because you selected a flight with two segments.

Pre-Audit Trip

Below are any items that were
flagged items. When you are fi

2 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official
1.	NON-CONTRACT FARE	NON-CONTRACT FARE USED FOR SEGMENT 2	Reason Codes
2.	Reason Flagged	Item Description	* Justification to Approving Official
		USED	Reason Codes

You cannot type a justification, you will need to select one from a list by clicking Reason Codes

Save And Proceed To Digital Signature

The reason codes screen will appear. Simply place a check by the one or ones that apply. (You will use C3 for this example). Click *Save* (not shown here) at the bottom of the screen when finished.

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Reason Codes

This is a list of Pre-Audit re

Pre-Audit Reason Codes For NON-CONTRACT FARE

Select	Reason Code & Description
☐	C0 - Contract fare used.
☐	C1 - Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging cost which would increase the total cost of the trip.
☐	C10 - Rail service available and cost effective.
☐	C11 - Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptible to the traveler
☐	C12 - There is no contract City Pair for the market
☐	C2 - The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies where applicable to schedule travel during normal working hours.
☑	C3 - A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comprable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG and similar fares.
☐	C4 - Seat not available on contract air carrier.
☐	C5 - Used contract fare for portion of trip, but not entire trip.
☐	C6 - Non-contract fare used on contract carrier.

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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Preview | Pre-Audit | Other Auths. | Digital Signature | Trip Compare

Pre-Audit Trip

The first flag now has a justification. Now repeat the process for the second flag.

Below are any ... fficial' text field for flagged items.

2 Items have been flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official
1.	NON-CONTRACT FARE	NON-CONTRACT FARE USED FOR SEGMENT 3	Reason Codes (C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This
2.	NON-CONTRACT FARE	NON-CONTRACT FARE USED FOR SEGMENT 2	Reason Codes

Save And Proceed To Digital Signature

GovTrip
eTRAVEL for GOVERNMENT

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Preview | Pre-Audit | Other Auths. | Digital Signature | Trip Compare

Pre-Audit Trip

Click *Save And Proceed To Digital Signature* when finished.

Below are any items that were "flagge ... xt field for flagged items. When you are finished,

2 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official
1.	NON-CONTRACT FARE	NON-CONTRACT FARE USED FOR SEGMENT 3	Reason Codes (C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This
2.	NON-CONTRACT FARE	NON-CONTRACT FARE USED FOR SEGMENT 2	Reason Codes (C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This

Save And Proceed To Digital Signature

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The SIGNED stamp will be defaulted in the field. Simply click *Submit Completed Document*

Digital Signature

Click below to stamp and submit this trip authorization for routing an

Document Action

*Submit this document as: SIGNED

Additional Remarks:

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	CHRIS TRAVELER50	0

Document History

Status	Date	Time	Name	Remarks
CREATED	07/14/05	0739	CHRIS TRAVELER50	

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You are Stamping this document SIGNED.

By accepting you are legally signing this document.

Accept Cancel

Click *Accept*

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If your authorization contains reservations, a transaction fee will be added at the time the reservations are booked.

A TAV fee will be added to your authorization document.

Cancel | Save and Continue

Upon clicking *Save and Continue*, the document will be immediately routed to the TMC for booking –the reservations are made at this time.

Also a TAV (Travel Authorization & Voucher) fee will be added to the document. This TAV fee goes to Northrop Grumman (the vendor of GovTrip) and also a portion of the fee goes to GSA. The TAV fee is charged at the time the voucher is approved. TAV fees are as follows:

- TDY Voucher $16.25
- Local Voucher $12.50

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Please review the status of all your documents.

Upon submitting the document, you will be taken back to your authorization home page. The auth you just created is currently in a SIGNED Status.

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

› Create New Authorization/Order

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTATLANTAGA091905_A01	09/19/05	SIGNED	0NUDW5	› view/edit	› print		
CTMIAMIFL082205_A01	08/22/05	AUTH 24 HOUR PASSED	0NUANB	› view	› print		
CTLOSANGELESC080105_A01	08/01/05	AUTH 24 HOUR PASSED	0NU8I1	› view	› print		
CTDALLASTX072505_A01	07/25/05	AUTH 24 HOUR PASSED	0NU8B9	› view	› print		
CTMIAMIFL071805_A01	07/18/05	AUTH 24 HOUR PASSED	0NU84X	› view	› print		

In production, the status at this time would change to CTO SUBMIT (meaning it has been submitted to the TMC to book the reservations). It will stay in that status for approximately 20 minutes before returning from the TMC. Upon returning from the TMC, the document will be stamped CTO BOOKED and continue on through the normal routing to the Approving Official. (This document is in the Training Database – so it will not go to the TMC to be stamped CTO SUBMIT or CTO BOOKED)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTATLANTAGA091905_A01	09/19/05	SIGNED	0NUDW5	view/edit	print		
CTMIAMIFL082205_A01	08/22/05	AUTH 24 HOUR PASSED	0NUANB	view	print		
CTLOSANGELESC080105_A01	08/01/05	AUTH 24 HOUR PASSED	0NU8I1	view	print		
CTDALLASTX072505_A01	07/25/05	AUTH 24 HOUR PASSED	0NU8B9	view	print		
CTMIAMIFL071805_A01	07/18/05	AUTH 24 HOUR PASSED	0NU84X	view	print		

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Please review the status of all your documents.

Authorizations / Orders

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authorization/order.

To print a hardcopy of this authorization simply click the Print link and the hardcopy will open in Adobe Acrobat.

In order to change something in the document, simply click View/Edit.

› Create New Authorization/Order

Existing Authorizations/Orders

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CTLOSANGELESC080105_A01	08/01/05	AUTH 24 HOUR PASSED	0NU8I1	› view	› print		
CTDALLASTX072505_A01	07/25/05	AUTH 24 HOUR PASSED	0NU8B9	› view	› print		
CTMIAMIFL071805_A01	07/18/05	AUTH 24 HOUR PASSED	0NU84X	› view	› print		