

*Environmental Management Consolidated Business Center
Office of Financial Management Procedure*

GovTrip

Procedure #

OFM AC.002

Revision Date

08/31/07

What's this procedure about?

To provide instructions for management of the GovTrip operations within the office of the Environmental Management Consolidated Business Center (EMCBC).

Who's responsible for this?

Accounting Team GovTrip administrator

Where can I get more information?

GovTrip online reference: <https://n-gotravel.doe.gov>

What's the process?

1. Human Resources (HR) will notify the GovTrip administrator when new employees are hired. Based on this notification, the administrator will establish a new employee profile in GovTrip.
2. Before going on temporary duty (TDY) travel, the traveler is responsible for inputting his/her travel authorization (TA) into GovTrip. The GovTrip administrator reviews/verifies all TAs after the employee submits his/her TA in GovTrip. The authorization is then electronically sent to management for approval before the obligation is processed in STARS. Upon return from TDY, the traveler processes voucher in GovTrip and electronically sends to management for approval.
3. The GovTrip administrator is responsible for interfacing travel authorization files into STARS twice daily.
4. GovTrip requires that all employees who have a valid government issued credit card keep the GovTrip administrator apprised of the expiration date. The GovTrip administrator is responsible for inputting and updating this information in the employee's GovTrip profile.
5. The GovTrip administrator is responsible for inputting, updating and ensuring the accounting code tables are accurate and complete for the EMCBC and supported sites.
6. The GovTrip administrator provides substantial support to employees with the processing of their travel authorizations; however, the administrator has no

direct responsibilities in the processing of travel vouchers. The GovTrip administrator assists users as necessary with travel payment issues.

7. The GovTrip administrator serves as the focal point for all GovTrip related travel for the EMCBC and supported sites.