UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: FSA Employees

Announcing GovTrip

Approved by: Associate Administrator for Operations and Management

[signature: Thomas B Hofeller]

1 Overview

A Background

USDA contracted with Northrop Grumman Mission Systems' eGovernment travel solution to implement their eTravel software within all of USDA. The travel system is called GovTrip. GovTrip replaces the following:

- FedTraveler
- elements of NFC OnLine Travel System (OnLine)
- Government Transportation System (GVTS) for official USDA Temporary Duty travel.

Note: Local travel and relocation travel will continue to be processed through OnLine.

GovTrip provides for:

- booking trips online

- creating temporary duty (TDY) travel authorizations and vouchers electronically

- routing TDY travel documents through the FSA approval processes

- reimbursing both the traveler and the government provided travel card provider, Bank of America (BOA), simultaneously.

    Notes: Simultaneous reimbursement is an unprecedented new feature available to USDA.

Important: **No SSN's** will be used in GovTrip. USDA employees will access GovTrip through USDA eAuthentication.

Disposal Date	Distribution
June 1, 2009	All FSA Employees; State Offices relay to County Offices

1 Overview (Continued)

B Purpose

This notice informs employees about moving TDY travel document processing to GovTrip. Implementation has been tentatively scheduled for July 7, 2008. A future FI notice will provide additional information as provided by USDA, Office of Chief Financial Officer (OCFO). Where appropriate, 118-FI will be modified to remove OnLine procedures no longer used and add new GovTrip procedures.

C Accessing GovTrip Through USDA eAuthentication

FSA employees shall ensure their USDA eAuthentication is active by accessing 1 of the systems only accessible through USDA eAuthentication, such as AgLearn or NFC's Employee Personal Page. If an employee is not sure their USDA eAuthentication is active, contact ITS Help Desk by either of the following:

- **e-mail to eauthentication@ftc.usda.gov**
- **telephone at 800-457-3642.**

D Finalizing Old Travel Documents and Booked Transportation

FSA will begin making all travel arrangements either online through GovTrip.com or by calling the GovTrip call center. The toll free offline reservation number as well as the international collect call number will be provided at a later date before implementation, once received from OCFO.

All reservations booked through FedTraveler.com **before** July 7, 2008, will be fulfilled and supported through the current FedTraveler.com travel agents. As of COB June 27, 2008, OnLine for TDY travel will be blocked for FSA. For travel reservations made through FedTraveler.com, FSA travelers will submit their vouchers through OnLine to ensure reimbursement and closeout. For vouchers to be processed, a travel authorization must be signed and released into OnLine by **COB June 27, 2008,** for travel scheduled for June, July, and August 2008.

Travelers who are required to book travel after June 27, 2008, through July 6, 2008, can use FedTraveler.com up to 6 p.m. e.t. on July 3, 2008. For emergency travel after 6 p.m. e.t. July 3 through July 6, 2008, reservations **must** be made by calling the FedTravler.com emergency call center at 866-876-8020. Regardless of either situation, travelers will **not** be able to process their authorizations or vouchers in OnLine, but will be **required** to prepare a post trip authorization and voucher in GovTrip.

2   Travel Authorizations and Fees

A   Open and Limited Open Travel Authorizations

Travel authorization numbers will be automatically generated in GovTrip. Travel types "A", "B", "C", "L", and "N" do **not** exist in GovTrip. GovTrip has only 2 types of travel as follows:

- open
- limited open.

Open travel is defined as travel where authorization is given on a trip-by-trip basis.

Limited open travel is defined as travel where an authorization is established to authorize and approve travel for a set period of time. The initial amount of travel funds approved will be recorded in GovTrip, but **not** obligated. At the time of travel, an individual travel authorization will be created identifying date and location of travel and travel funds will be obligated **without** additional approval by the approving official.

B   GovTrip Fees

GovTrip fees will automatically be added to travel authorizations and vouchers. The current GovTrip fees are as follows.

	Online Booking (Domestic And International Travel)	**Call-In Booking (Domestic Travel)**	**Call-In Booking (International Travel)**
Travel Management Center Fee	$4.60	$27.75	$36.25
Voucher Processing Fee	$13.50	$13.50	$13.50
Total	$18.10	$41.25	$49.75

In some situations, using certain noncontract carriers, such as Southwest or JetBlue, will trigger 2 travel management company fees, but only 1 voucher processing fee.

Note: Employees **shall not** add a question, comment, any keystroke in the "Message to Agent" field in GovTrip because the traveler will be **automatically** charged a **call-in fee**. A GovTrip agent must manually access the record to address any question, comment, any keystroke. A pop-up warning will be displayed indicating the fee trigger when a question/comment is entered into the "Message to Agent" field in GovTrip.

Important: State and County Offices will now be charged GovTrip fees within their Federal or county budget.

3   Reimbursement

A   Reimbursement Documentation

GovTrip only supports using the employee's salary address bank account for electronic funds transfer for deposits of travel payments. Employees will **no** longer be able to specify a separate address or bank account for travel reimbursements.

Employees will be notified of travel voucher reimbursement through e-mail.

Travel reimbursement information will **no** longer post to NFC's Employee Personal Page.

B   Split Disbursements

GovTrip will determine the cost of common carrier tickets, rental car, and lodging, and pay that portion of the employee's BOA monthly account balance. The employee will be responsible for paying the remaining balance on BOA account each month. Unless approved on the authorization, any expense in excess of the approved lodging rate will **not** be reimbursed.

4   GovTrip

A   Travel Arrangers

Travel arrangers will be used in GovTrip. Within GovTrip, travel arrangers will create travel authorizations and vouchers for other employees. Travel arranger will be able to sign authorizations and vouchers on behalf of travelers online **after** the traveler has signed the hardcopy printed travel authorization.

B   GovTrip Web Site

The following steps **shall** be preformed to **correctly** access GovTrip.

Step	Action
1	Go to **http://govtrip.com**.
2	On GovTrip Home Page, CLICK "**Change Edition**" at the top of the page.
3	A dialog box will be displayed. Use the drop-down arrow to select "**Department of Agriculture**" and CLICK **"Remember My Agency Selection"** and CLICK "**Set Version**". Department of Agriculture will be displayed at the top right of the page.

Now when users CLICK "**Login**" on GovTrip they will be directed to the USDA eAuthentication page. If USDA eAuthentication is not displayed, employees are **not** at the correct location.

4   GovTrip (Continued)

B   GovTrip Web Site (Continued)

Employees may view travel handouts according to the following:

- CLICK "Training"
- CLICK "Handouts" and the following 4 handouts will be available:

  - "Creating an Authorization/Order"
  - "Creating a Voucher From Authorization/Order"
  - "Authorizing Official Instructions"
  - "USDA Tri-Fold Limited Open (Blanket Travel) Order".

C   Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

D   Contacts

If there are questions about this notice, contact the appropriate office as follows.

Office	Contact
County	State Office.
Kansas City and St. Louis	Terry Luehrs at 816-926-1142.
State, National, and APFO	FMD, Debt Management and Travel Policy Staff by e-mail at **poc_travel@wdc.usda.gov**.