

For: State and County Office Employees

State and County Office GovTrip Implementation

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

GovTrip is only used for temporary duty (TDY) travel. Local travel and relocation will continue to be processed through NFC Travel. OCFO has determined that the GovTrip Document Processing Manual is the official USDA manual on how to complete travel documents in GovTrip.

Note: See Notice FI-2840 for information previously provided on GovTrip.

B Purpose

This notice informs employees about:

- GovTrip implementation at FSA
- GovTrip Document Processing Manual’s step-by-step instructions for using GovTrip.

C GovTrip Web Site

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

Step	Action
1	Ensure that “TLS 1.0” is checked. Do the following: <ul style="list-style-type: none"> • open the Internet Explorer browser, CLICK “Tools”, and CLICK “Internet Options” • click the “Advanced” tab • scroll down to “Use TLS 1.0”. <p>Note: If a check “✓” is not displayed next to “Use TLS 1.0”, click the box to display “✓”.</p>

Disposal Date	Distribution
July 1, 2009	All State and County Office employees; State Offices relay to County Offices

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1 Overview (Continued)

C GovTrip Web Site (Continued)

Step	Action
2	Go to http://govtrip.com .
3	On the GovTrip Home Page, CLICK “ Change Edition ” at the top of the page.
4	A dialog box will be displayed. Use the drop-down arrow to select “ Department of Agriculture ”, check the “ Remember My Agency Selection ” box, and CLICK “ Set Version ”. Department of Agriculture will be displayed at the top right of the page.
5	Click the green “ Log In ” button under “ Login to GovTrip ” to be directed to the USDA eAuthentication page. Note: Do not click the “Learn More” button under “First Time Users”.

Note: If “Error 90” is displayed, contact the Federal Agency Travel Administrator (FATA) because the Employer’s Identification Number (EIN) is missing or the employee’s profile is **not** in the GovTrip system.

Employees shall use the GovTrip Document Processing Manual for GovTrip instructions. Access the GovTrip Document Processing Manual according to the following:

- CLICK “Training”, which is the fourth item in the column on the left side of the screen
- CLICK “Training Manuals”
- CLICK “Document Processing Manual”.

Note: The trifold pamphlets under “Training” and “Handouts” are very helpful. It is recommended to print and keep on hand.

2 Roles and Activities

A Initial Login

Upon initial login, FSA travelers, travel preparers, and travel approvers shall review their profiles on GovTrip. GovTrip is the travel authorization system, travel reservation system, and travel payment system. Therefore, all elements of the profiles of the travelers, travel preparers, and travel approvers should be accurate to ensure that travelers are reimbursed for travel. Special care should be given to ensure that the e-mail address and the government-provided travel charge card number and expiration date are accurate. See subparagraphs B through E for the roles and activities.

2 Roles and Activities (Continued)

B FATA Roles and Activities

FATA is an employee designated as the first State contact for GovTrip issues beyond the GovTrip Document Processing Manual. This employee has been trained on certain aspects of GovTrip. FATA is able to:

- perform maintenance functions with GovTrip for their State
- establish document routing based on organization and type of action
- track the obligation and expenditure of travel funds
- automatically verify compliance with travel policy
- electronically approve travel claims
- perform all administrative setup functions, such as adding new employees to GovTrip.

C Traveler Roles and Activities

A traveler in GovTrip is the individual who is traveling TDY (beyond 12 hours). A traveler is able to:

- input and update travel documents at their workstations
- update travel preferences in a personal profile
- use GovTrip information to prepare a voucher
- input and digitally sign actual trip information
- determine the status of an authorization or voucher from the authorization at anytime.

Employees with an eAuth ID are strongly encouraged to prepare and complete their own travel documents.

Note: Employees without an eAuth ID will have to use a travel preparer.

D Travel Preparer Roles and Activities

A travel preparer is the individual that is **not** traveling, but can assist the traveler with travel arrangements. A travel preparer is able to:

- initiate and complete the travel authorization for a traveler
- input and update travel documents at their workstations
- update travel preferences in a personal profile
- use GovTrip information to prepare a voucher
- input and digitally sign actual trip information
- determine the status of an authorization or voucher from the authorization at anytime.

2 Roles and Activities (Continued)

D Travel Preparer Roles and Activities (Continued)

Travel preparers:

- shall access other employees' authorizations/vouchers by using the "Official Traver - Others" tab on the Welcome Page
- are responsible for entering and completing travel documents for STC's, COC's, or any other traveler that may **not** have an eAuth ID
- will create travel authorizations, make reservations, print out travel authorizations, and have the **travel approver sign the hardcopy printed travel authorization** when the travel approver agrees with the travel authorization.

The travel preparer and/or travel approver will digitally sign the travel authorization to make the travel authorization final. The travel preparer shall provide a copy of the travel authorization with the itinerary to the traveler **before travel begins**.

Note: If the travel preparer needs to complete an authorization for an employee with an eAuth ID, the travel preparer shall **not** digitally sign the authorization. The traveler shall log into GovTrip and sign the authorization.

E Approving Official/Certifying Official Roles and Activities

An approving official/certifying official is able to:

- preview, review, and approve authorizations and vouchers
- cancel an authorization
- return a travel document to a traveler for changes or corrections
- delegate and revoke signature authority
- certify funds available.

F Upon Return From Travel

Upon return from travel, the traveler will communicate with the travel preparer and provide receipts so that the travel voucher can be prepared. The travel preparer shall print out the travel voucher and **have the traveler sign the hardcopy travel voucher**. The **travel approver will sign the hardcopy travel voucher** when the travel approver agrees with the travel voucher. The travel preparer and/or travel approver will digitally sign the travel voucher to make the travel voucher final. The travel preparer shall provide a copy of the travel voucher with accompanying receipts to the traveler.

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2 Roles and Activities (Continued)

F Upon Return From Travel (Continued)

Notes: Keep a copy of the signed travel authorization and travel voucher with accompanying receipts in the processing office for no less than 6 years, 3 months according to Federal retention policy.

Travelers shall also keep a copy of these records because it is the traveler's responsibility to provide these documents if a travel audit is performed.

3 Additional GovTrip Information

A Transportation Ticketed on July 3, 2008, in FedTraveler

Travelers may request reimbursement for transportation ticketed on July 3, 2008, for travel in August 2008 by providing a copy of their travel card statement that shows the transportation cost to their travel preparer so that the copy of the travel charge card statement can be provided to the travel approver along with the travel voucher when submitted for signature. Black out the travel card number before providing the copy of the travel card statement. The travel preparer shall prepare a travel voucher in the NFC OnLine Travel System for the cost of the transportation as shown on the statement. The travel preparer shall ensure that the travel voucher will **not** be marked "F" for final. After the traveler returns from travel in August 2008, a final travel voucher will be prepared, minus the cost of transportation already reimbursed.

For transportation ticketed on July 3, 2008, and there is no travel authorization in the NFC OnLine Travel System, a travel authorization will have to be created in GovTrip.

See:

- Exhibit 1 for details on how to create a travel authorization for travel that was booked and ticketed in FedTraveler using the employee's government-provided travel charge card
- Exhibit 2 for details on how to create a travel authorization for travel that was booked and ticketed in FedTraveler using the FSA Government Transportation System (GVTS) account.

B Travel System Changes

The following are travel system changes:

- AD-202's and AD-616's will **not** be used for TDY travel in GovTrip
- travel authorization numbers will be automatically computer-generated in a new format
- types of travel authorizations have changed

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3 Additional GovTrip Information (Continued)

B Travel System Changes (Continued)

- trip purpose numbers are no longer available
- receipts must be either FAXed or scanned into GovTrip.

Note: The following are in the GovTrip Document Processing Manual:

- trip type definitions
- trip purpose definitions
- guidance on FAXing or scanning receipts.

C Travel System Similarities

The following are travel system similarities:

- FSA will continue to follow travel regulations as stated by the Federal Travel Regulation, the Agriculture Travel Regulation, and 118-FI
- FSA employees shall ensure that their USDA eAuthentication is active by accessing a system only accessible through USDA eAuthentication, such as AgLearn or NFC's Employee Personal Page.

Note: If an employee is **not** sure their USDA eAuthentication is active, contact the USDA ITS Service Desk Support Center by either of the following:

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

D 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.

E Contacts

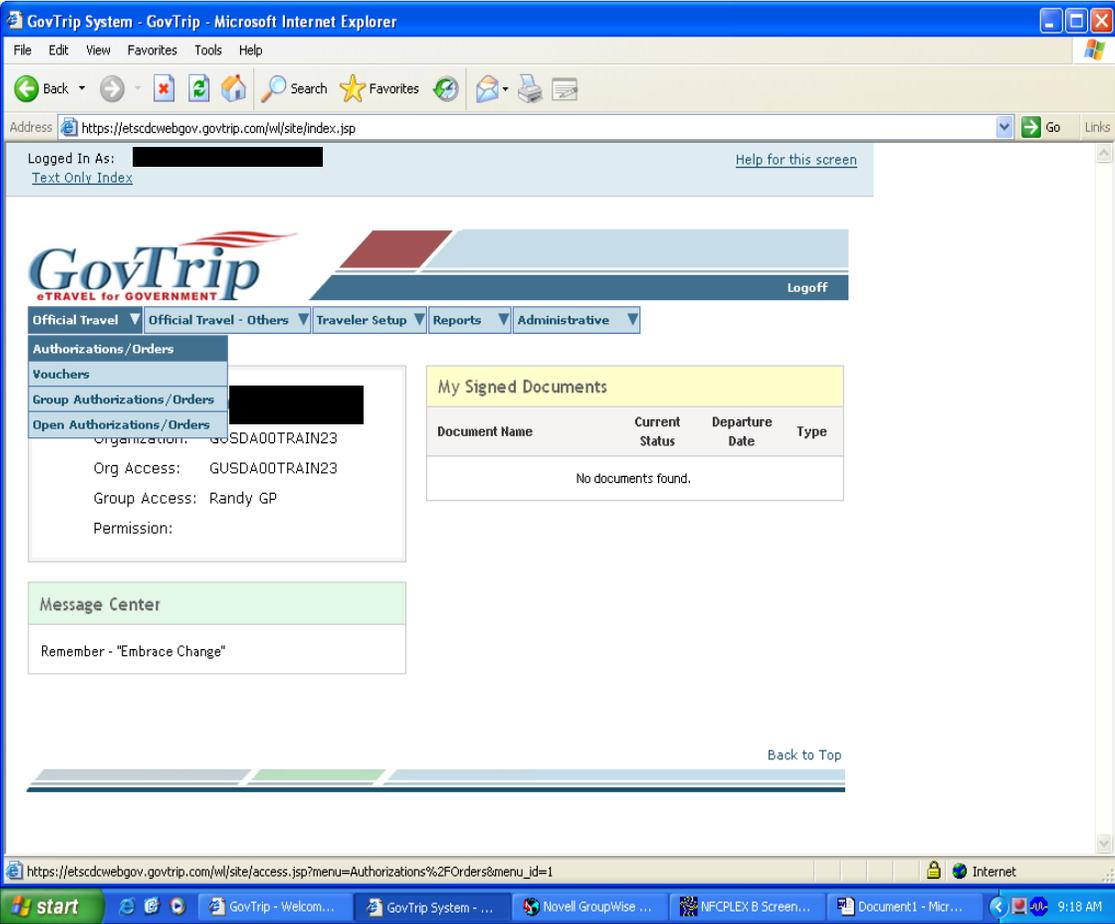
If there are questions about this notice, contact the appropriate office as follows.

Office	Contact
State and County Offices	State FATA
State FATA	FMD, Debt Management and Travel Policy Staff by e-mail at poc_travel@wdc.usda.gov .

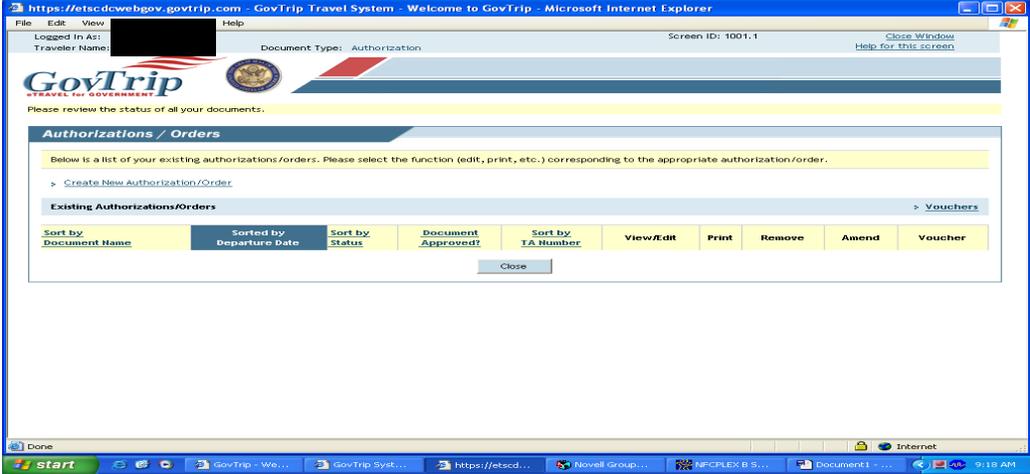
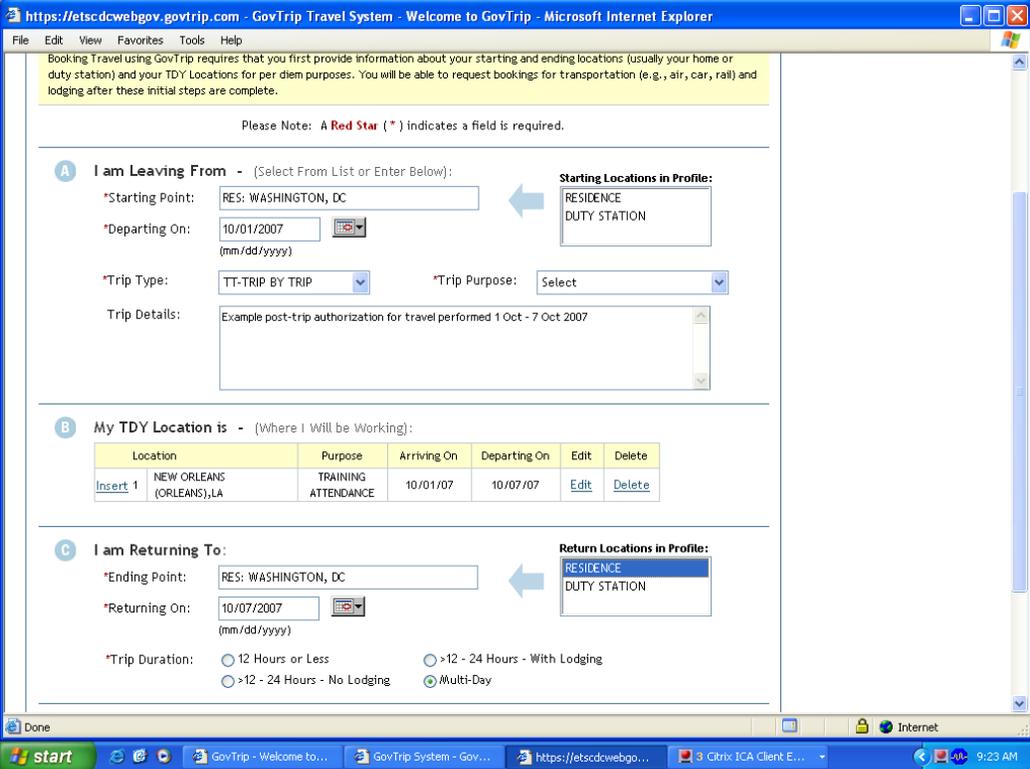
Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card

The following steps are a demonstration of how to record the cost of transportation tickets purchased outside of the GovTrip system using the employee’s government-provided travel charge card. Follow these procedures if an airline ticket was purchased in FedTraveler before FSA converts to the new GovTrip system.

Example: Traveler: ██████████ (traveler’s name)
 Airline Ticket cost: \$500.00 (purchased outside of GovTrip)
 TMC: Fee: \$10.03 (self-service fee)
 Method of Payment: Government Issue Credit Card (GOVCC-I)
 Travel Dates: October 1-7, 2007
 Today’s Date: October 8, 2007

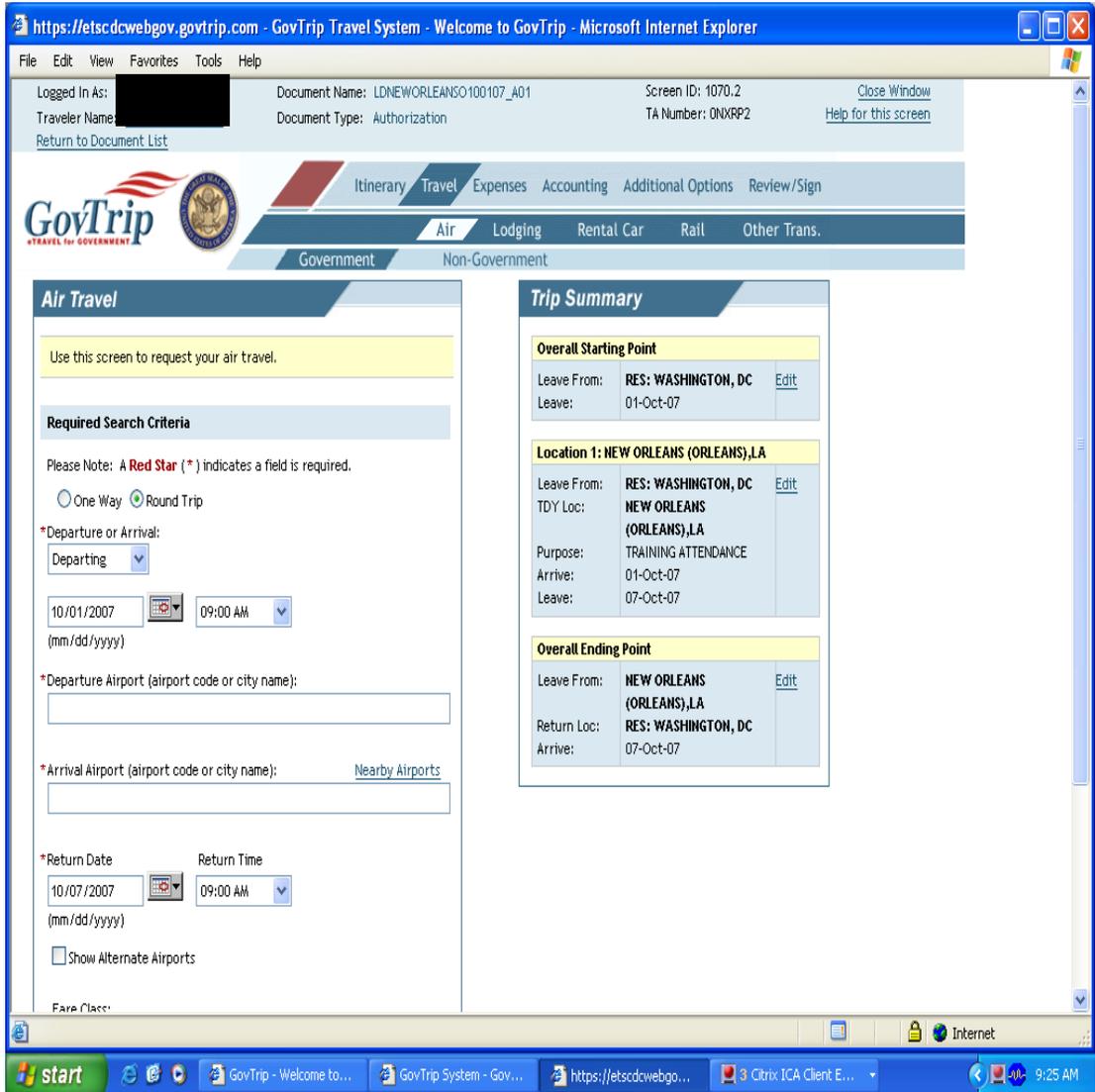
Step	Action
1	<p>Follow these standard authorization procedures to create a new authorization for the TDY location. From the navigation bar, CLICK “Official Travel” and then CLICK “Authorizations/Orders”.</p> 

Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

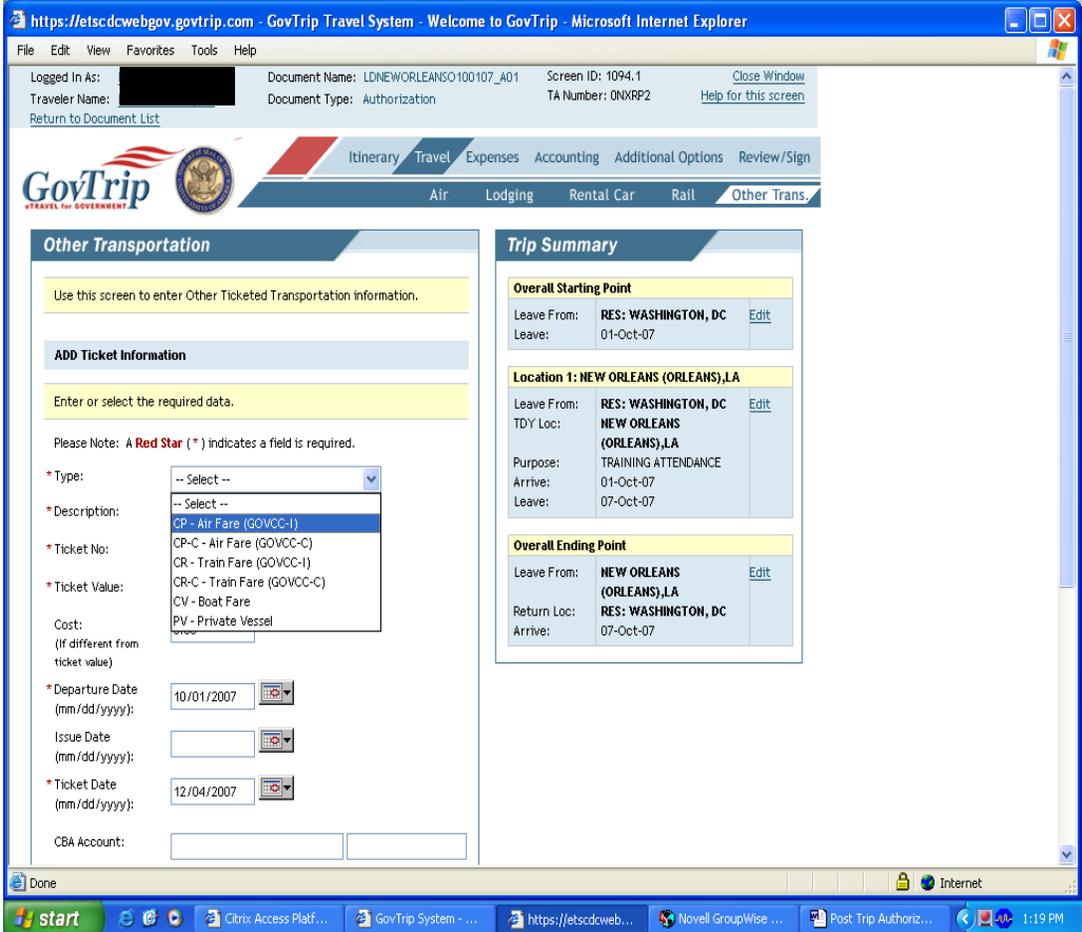
Step	Action
1 (Cntd)	<p>The Authorizations / Orders Screen will be displayed.</p>  <p>CLICK “Create New Authorization/Order” to display the following screen. Enter the starting point TDY location, ending point location, and remaining applicable information. Once complete, CLICK “Save” to proceed.</p> 

Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

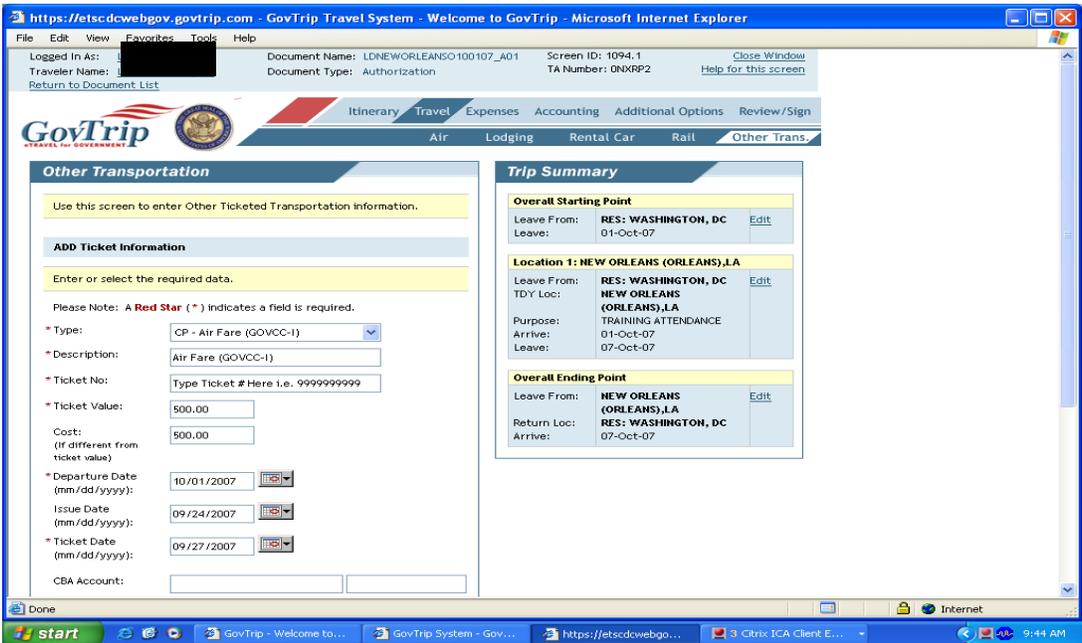
Step	Action
2	<p>CLICK “Travel” from the main navigation bar, and then CLICK “Other Trans.” from the sub-navigation bar. Do not attempt to book a flight from the “Air” option on the sub-navigation bar because this step is not required.</p>



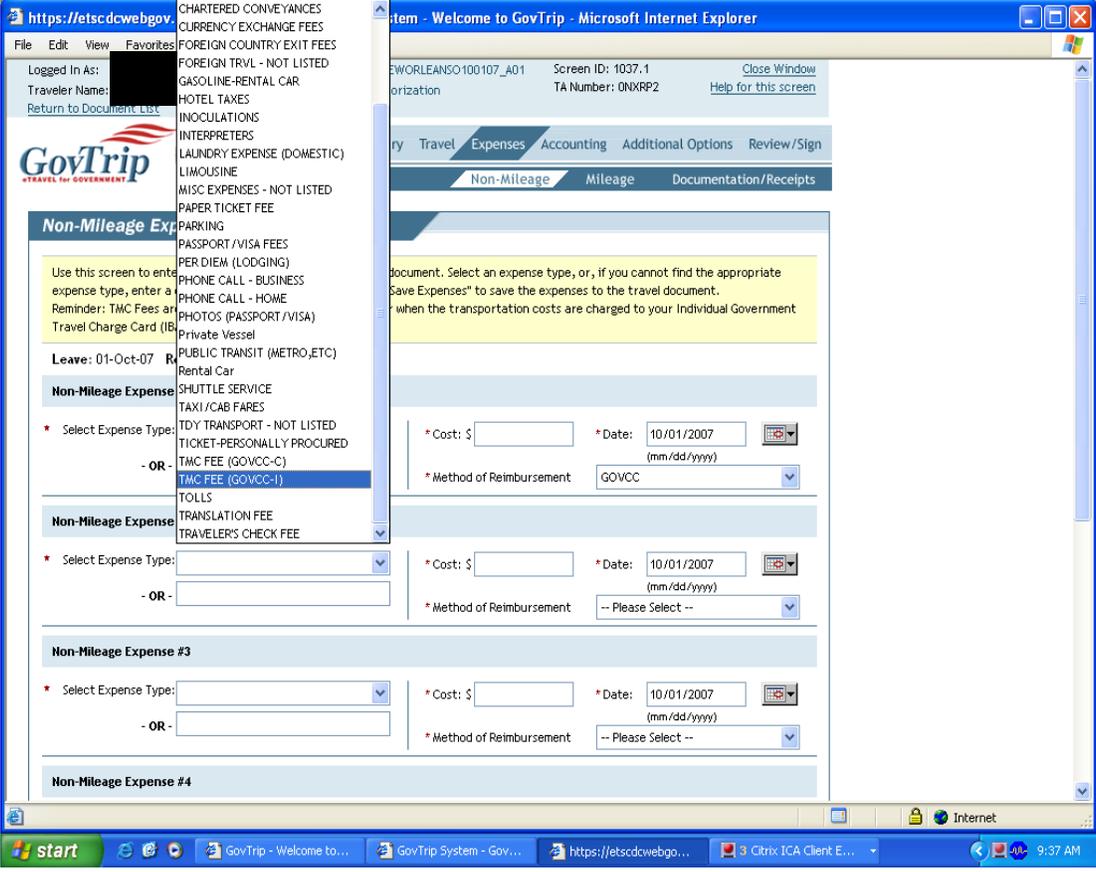
Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

Step	Action
3	<p>Under the “Type” field, select the correct purchase/reimbursement method option used. In this example, the airfare was purchased using “CP - Air Fare (GOVCC-I)”.</p> <p>Complete all of the remaining self-explanatory fields with a red star “*”.</p> 

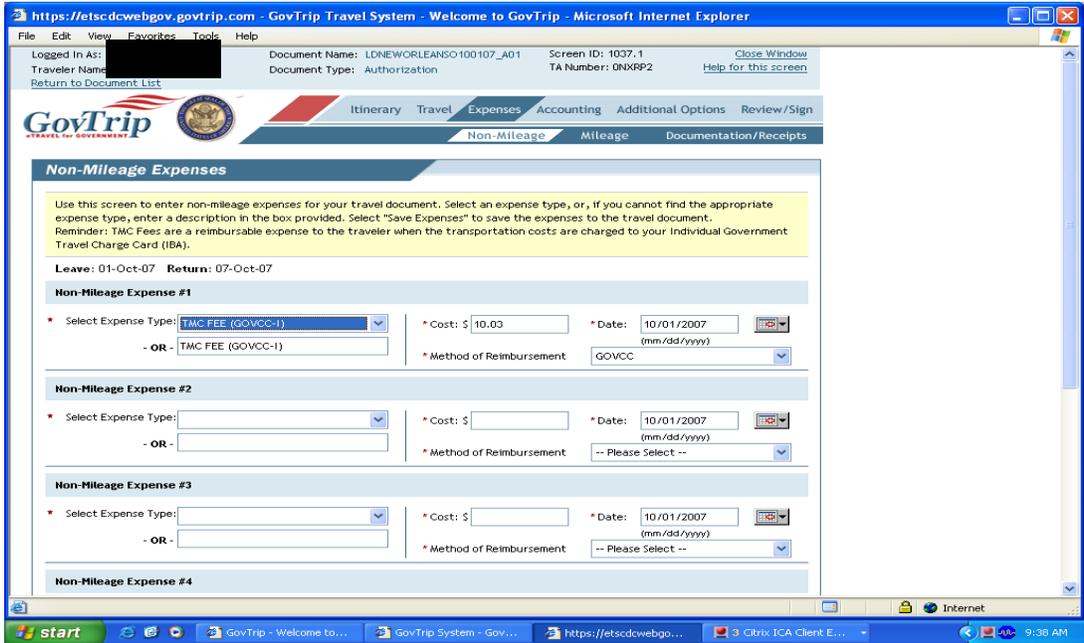
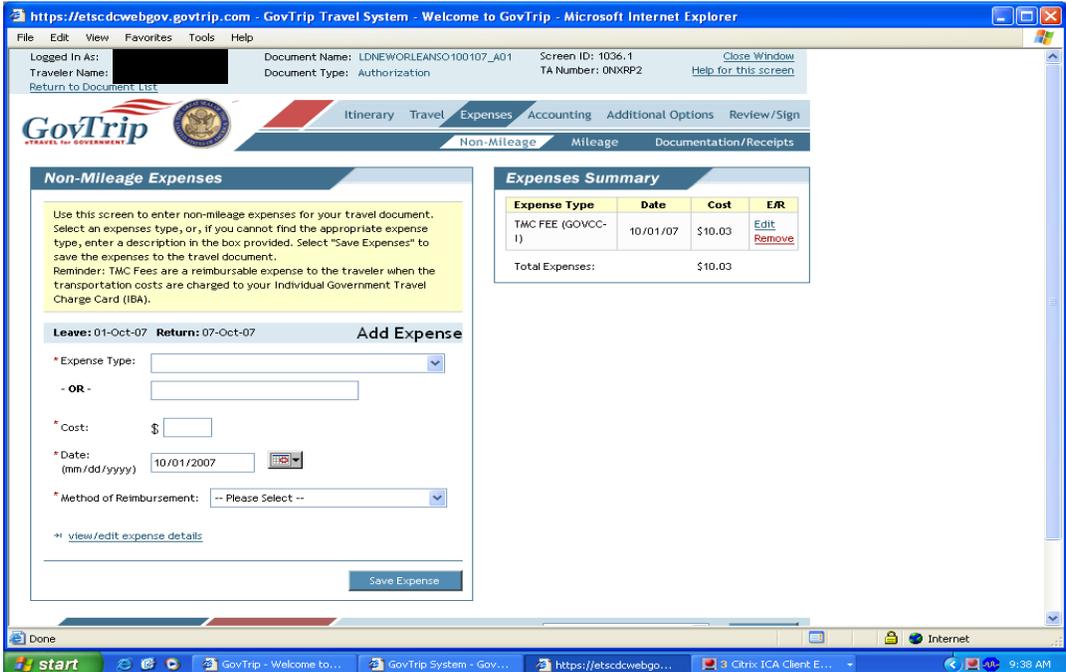
Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

Step	Action
4	Review data entered and CLICK “Save”.
	
	Employees will see that the transportation was added under the “Trip Summary” block.
	

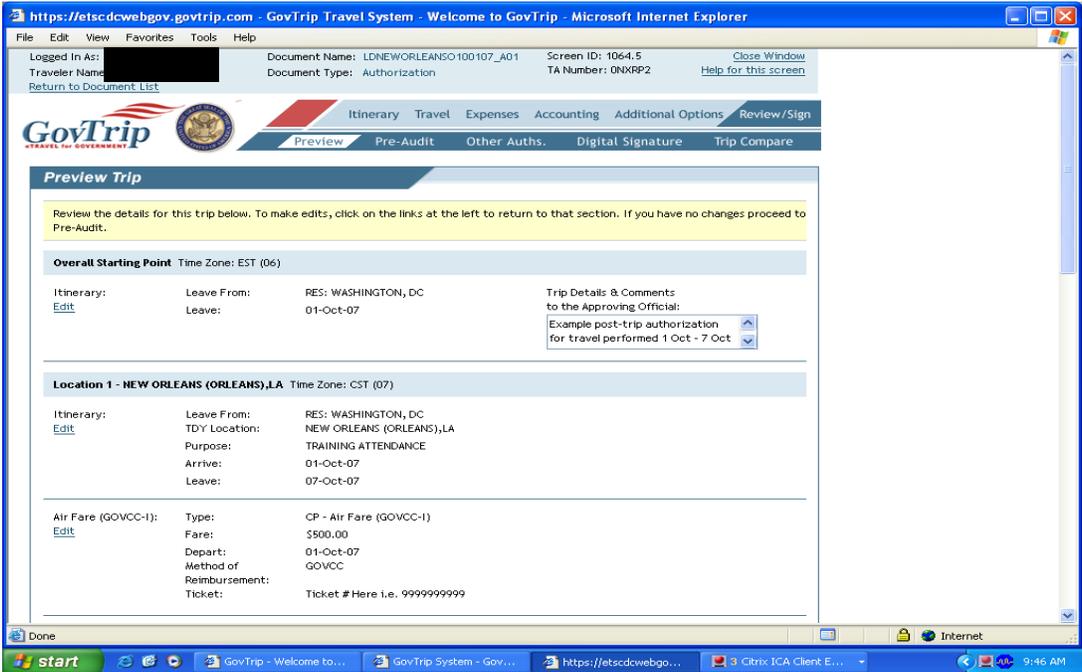
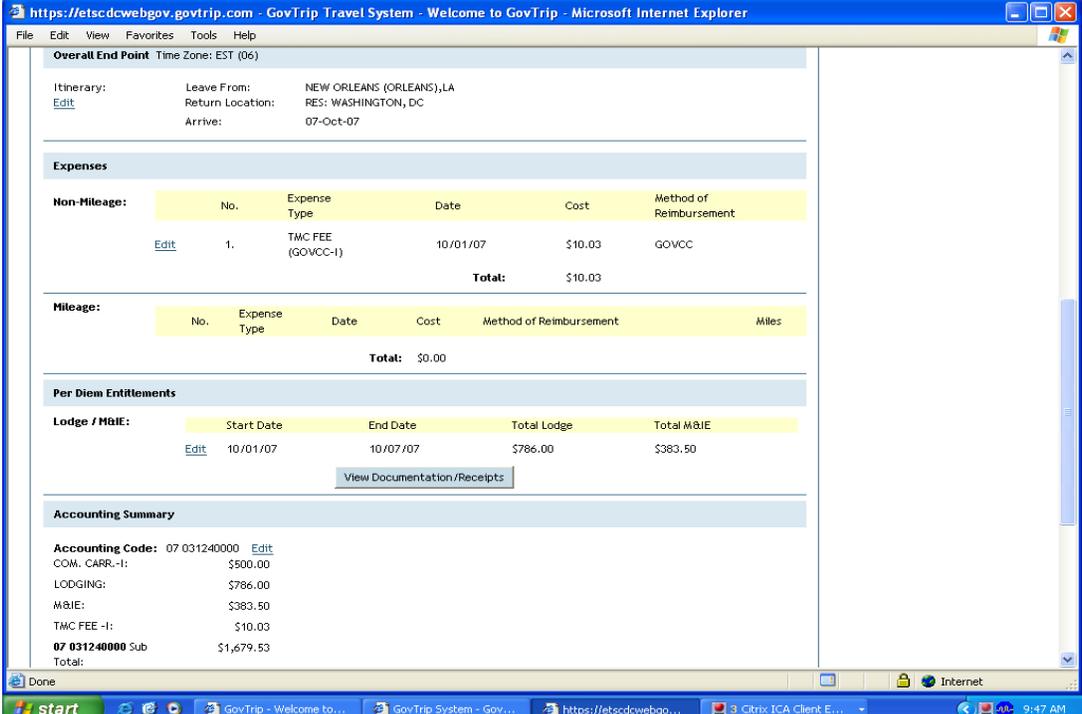
Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

Step	Action
5	<p>Add the \$10.03 TMC fee to this authorization. CLICK “Expenses” from the main navigation bar, and then CLICK “Non-Mileage” from the sub-navigation bar. Add any other expenses that may apply to this trip at this time.</p>
	<p>Note: In the event the employee called TMC to book the flight, the employee will be charged the full service fee, which is at a higher rate of \$29.95. Enter the fee that applies.</p>
	 <p>The screenshot displays the GovTrip web application interface. On the left, a navigation menu lists various expense categories, with 'TMC FEE (GOVCC-1)' selected under the 'Non-Mileage Expense' section. The main content area shows a form for adding a new expense. It includes a dropdown for 'Select Expense Type', a text field for '* Cost: \$', a date field for '* Date: 10/01/2007', and a dropdown for '* Method of Reimbursement' set to 'GOVCC'. The interface also features a 'Non-Mileage Expense' header and several empty form sections for additional entries.</p>

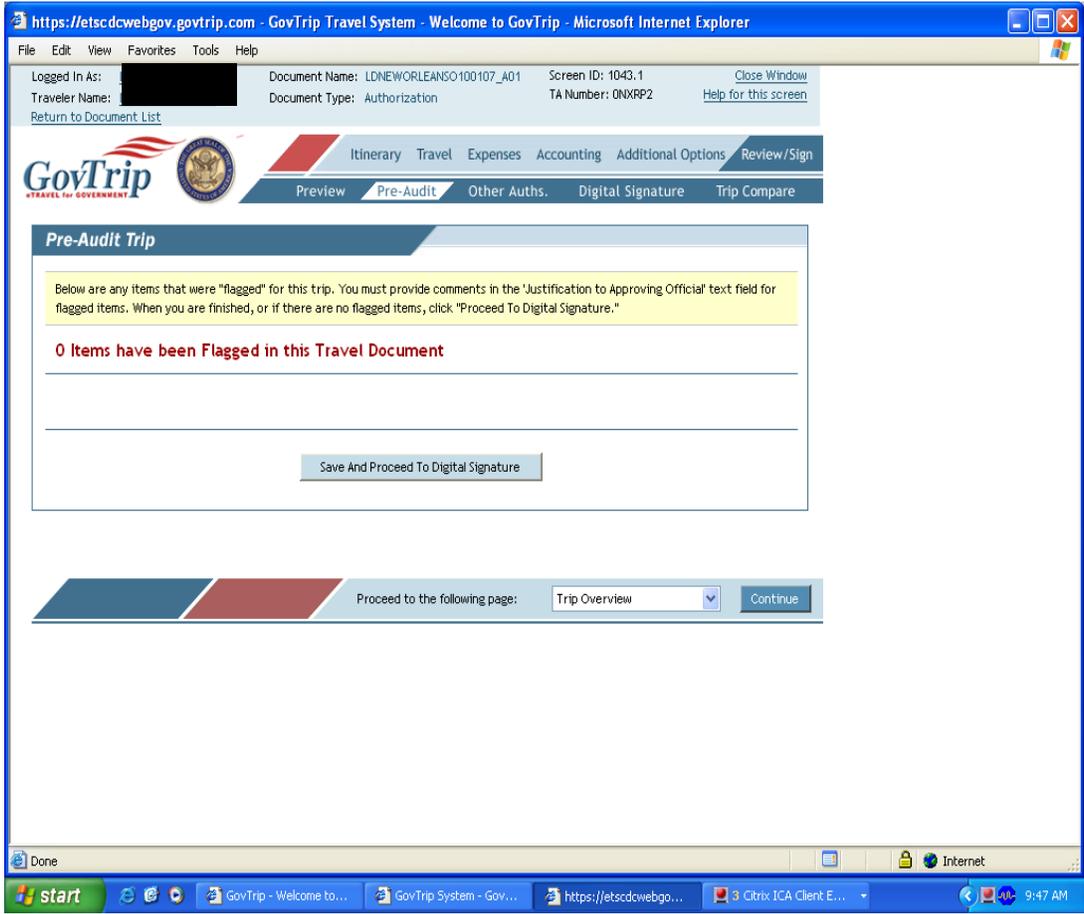
Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

Step	Action
6	<p>Review data entered and CLICK “Save”.</p>  <p>Employees will see the TMC fee under the “Expenses Summary” block.</p> 

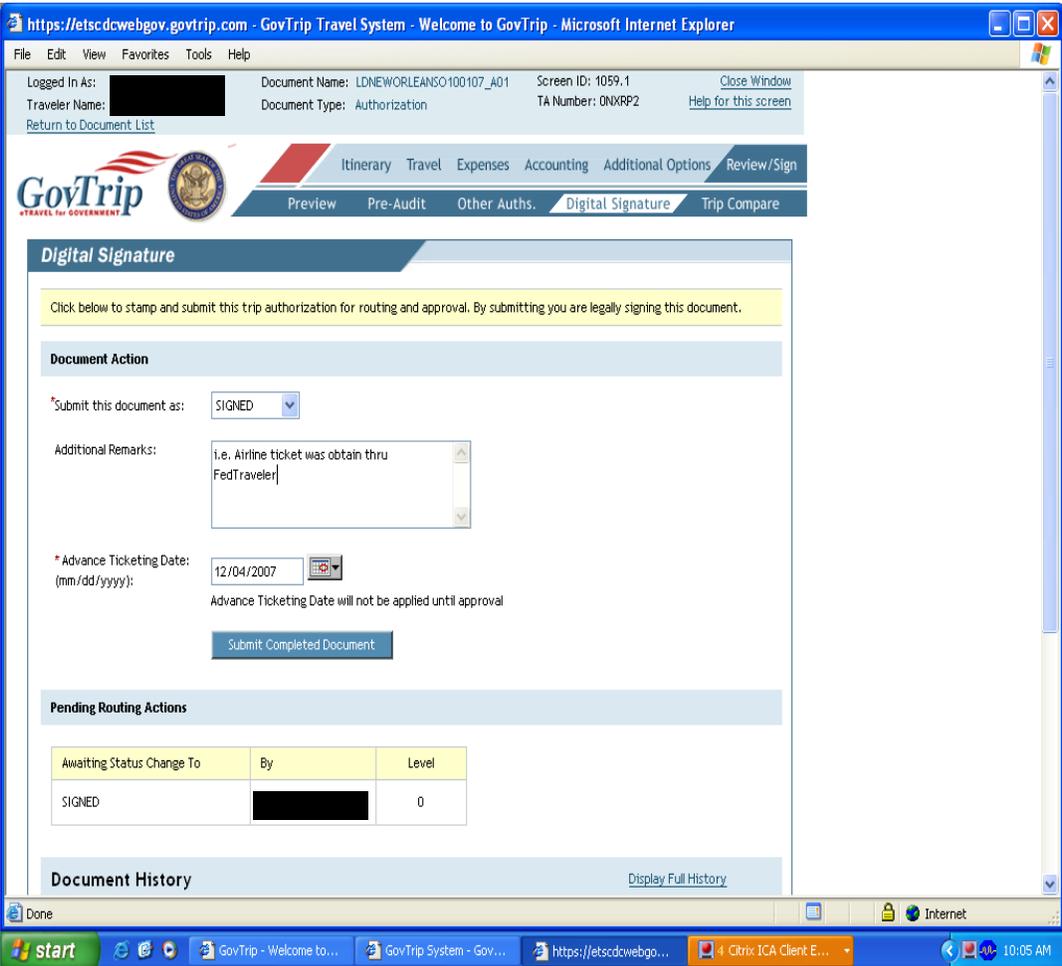
Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

Step	Action
7	<p>CLICK “Review/Sign” under the main navigation bar, and then CLICK “Preview” from the sub-navigation bar. Review the document.</p>  

Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

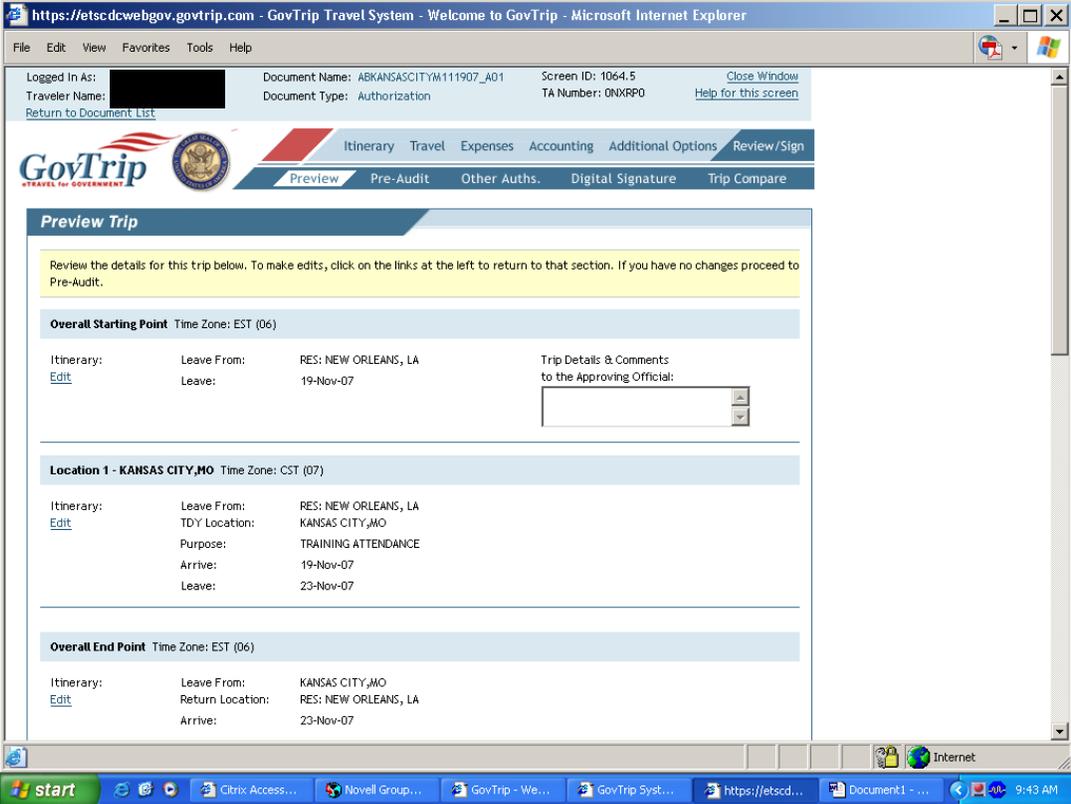
Step	Action
8	<p>CLICK “Pre-Audit” from the sub-navigation bar. If applicable, complete any justifications, and then CLICK “Save And Proceed To Digital Signature”.</p> 

Procedure for Processing Authorization and Expenses in GovTrip When Travel Was Booked in FedTraveler Using the Employee’s Government-Provided Travel Charge Card (Continued)

Step	Action
9	<p>After reviewing and pre-auditing the authorization, CLICK “Digital Signature” from the sub-navigation bar. In the “Additional Remarks” block, type in the remark for the approver review stating that the ticket was purchased outside of GovTrip, such as “Airline ticket was obtained thru FedTraveler”.</p> <p>Once complete, select “Signed” and CLICK “Submit Completed Document”.</p> 
10	The authorization is done and will now be routed to the approver.

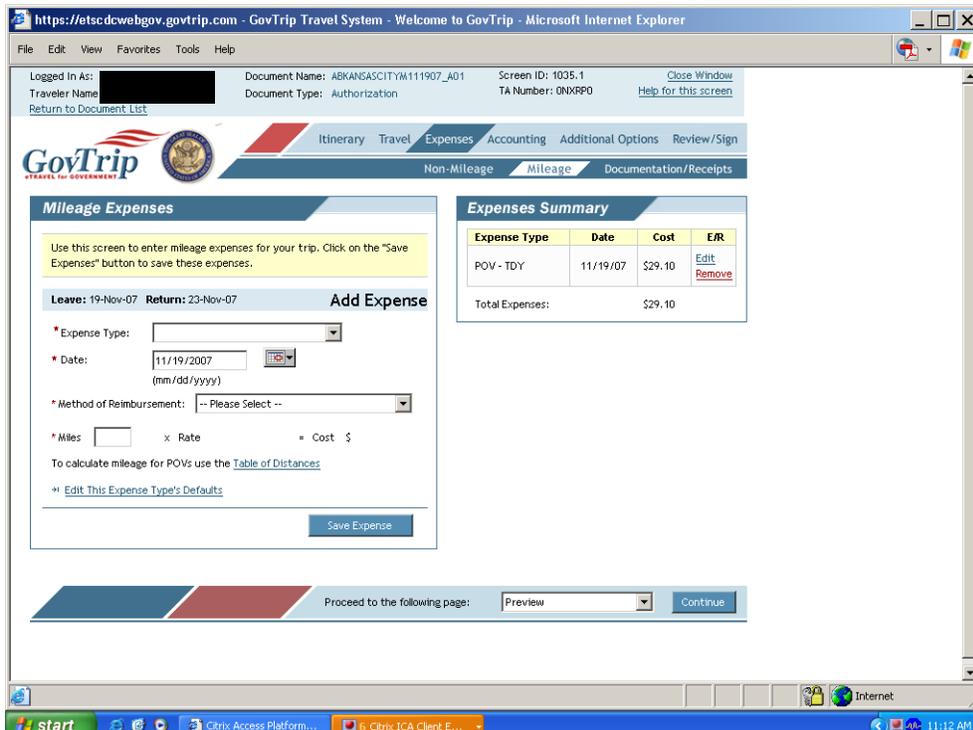
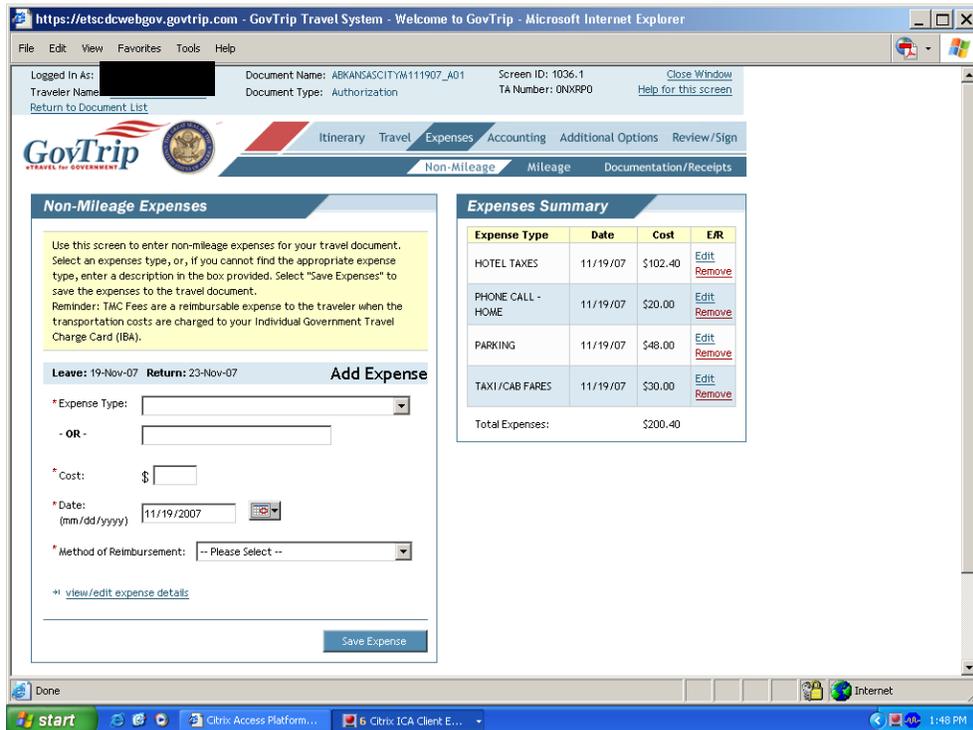
Procedure for Creating a Post-Trip Travel Authorization When FSA’s Centrally Billed Account (CBA) Is Used

The following are procedures for creating a post-trip travel authorization when FSA’s CBA was used to book transportation in FedTraveler and paid through GVTS.

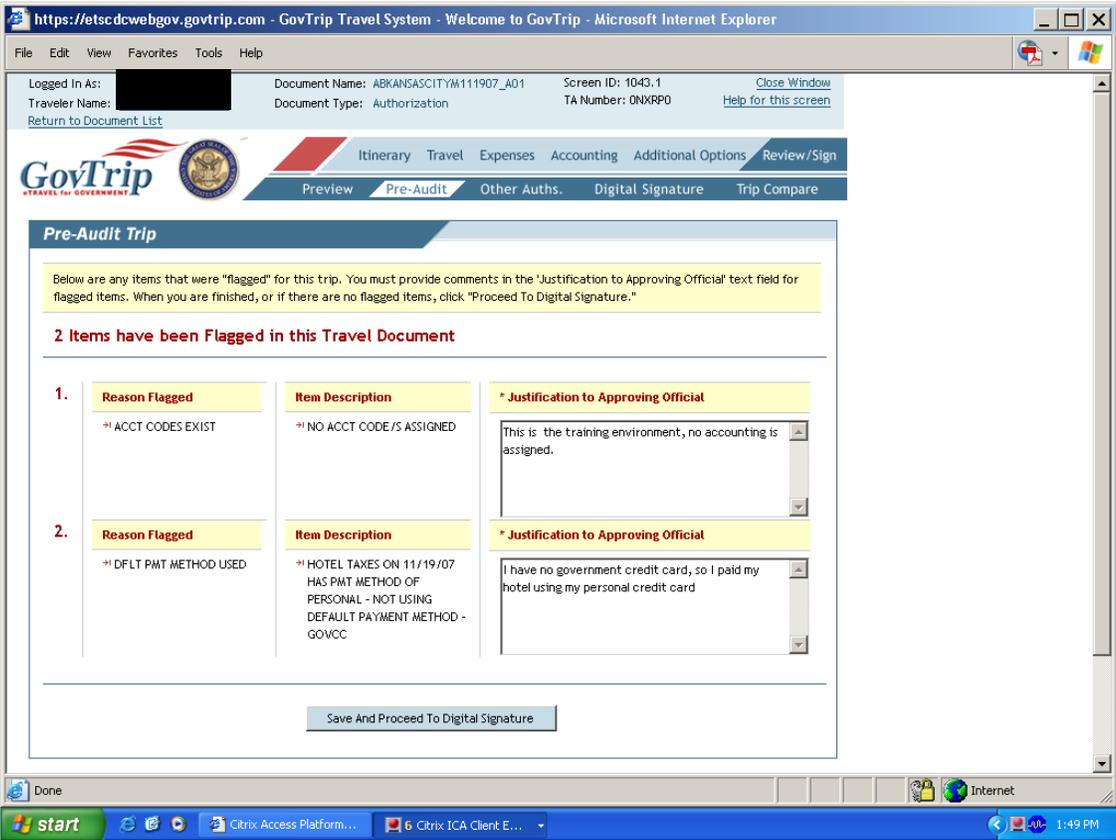
Step	Action
1	<p>Create a new authorization by selecting the starting point, TDY location, and ending point.</p> 

Procedure for Creating a Post-Trip Travel Authorization When FSA's Centrally Billed Account (CBA) Is Used (Continued)

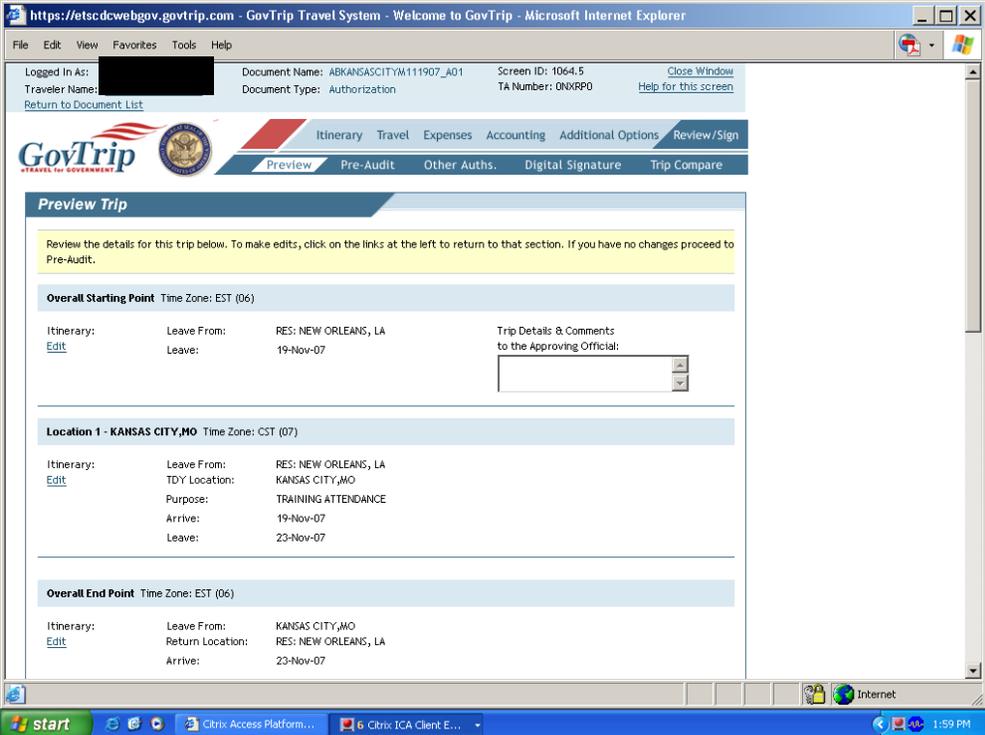
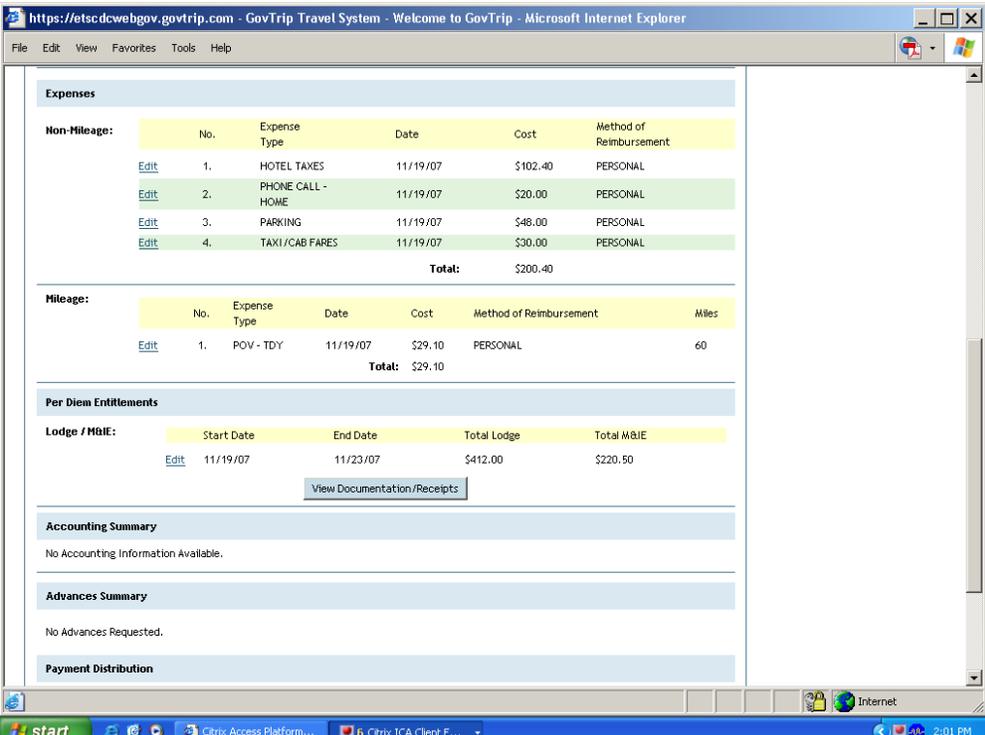
Step	Action
2	<p>CLICK "Expenses" and enter the non-mileage and mileage expenses. Select "Personal" as the method of reimbursement.</p>



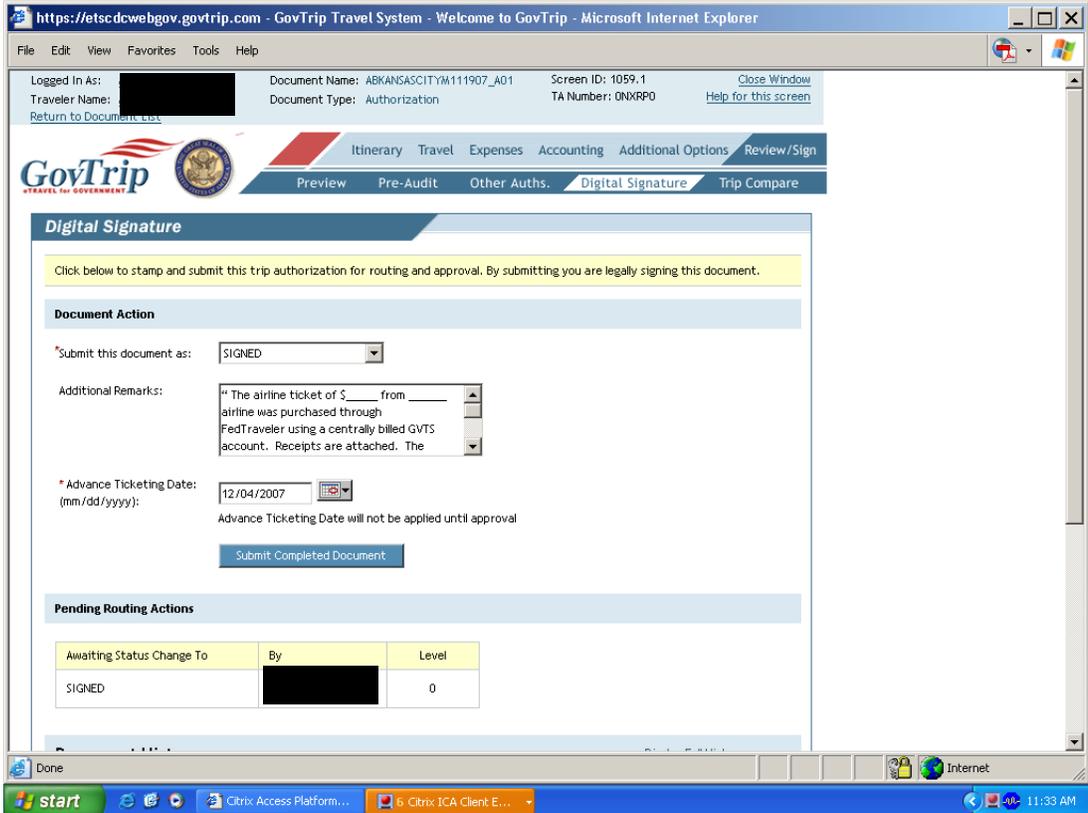
Procedure for Creating a Post-Trip Travel Authorization When FSA’s Centrally Billed Account (CBA) Is Used (Continued)

Step	Action												
3	<p>After all expenses have been added, CLICK “Review/Sign”, CLICK “Pre-Audit”, and type in the justifications, where applicable.</p>  <p>The screenshot shows the 'Pre-Audit Trip' interface in a Microsoft Internet Explorer browser window. The address bar shows 'https://etscdcwebgov.govtrip.com'. The page header includes the GovTrip logo and navigation tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Preview, Pre-Audit, Other Auths., Digital Signature, and Trip Compare. The main content area is titled 'Pre-Audit Trip' and contains a warning message: 'Below are any items that were "flagged" for this trip. You must provide comments in the "Justification to Approving Official" text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."' Below this, a red heading states '2 Items have been Flagged in this Travel Document'. Two items are listed in a table:</p> <table border="1"> <thead> <tr> <th>1.</th> <th>Reason Flagged</th> <th>Item Description</th> <th>* Justification to Approving Official</th> </tr> </thead> <tbody> <tr> <td></td> <td>*1 ACCT CODES EXIST</td> <td>*1 NO ACCT CODE/S ASSIGNED</td> <td>This is the training environment, no accounting is assigned.</td> </tr> <tr> <td>2.</td> <td>*1 DFLT PMT METHOD USED</td> <td>*1 HOTEL TAXES ON 11/19/07 HAS PMT METHOD OF PERSONAL - NOT USING DEFAULT PAYMENT METHOD - GOVCC</td> <td>I have no government credit card, so I paid my hotel using my personal credit card</td> </tr> </tbody> </table> <p>At the bottom of the table is a button labeled 'Save And Proceed To Digital Signature'.</p>	1.	Reason Flagged	Item Description	* Justification to Approving Official		*1 ACCT CODES EXIST	*1 NO ACCT CODE/S ASSIGNED	This is the training environment, no accounting is assigned.	2.	*1 DFLT PMT METHOD USED	*1 HOTEL TAXES ON 11/19/07 HAS PMT METHOD OF PERSONAL - NOT USING DEFAULT PAYMENT METHOD - GOVCC	I have no government credit card, so I paid my hotel using my personal credit card
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Procedure for Creating a Post-Trip Travel Authorization When FSA's Centrally Billed Account (CBA) Is Used (Continued)

Step	Action																																																																																																																																																										
4	<p>CLICK "Preview" to verify the trip cost.</p>  <p>The screenshot shows the 'Preview Trip' page in the GovTrip system. It displays the following details:</p> <ul style="list-style-type: none"> Overall Starting Point: Time Zone: EST (06). Itinerary: Leave From: RES: NEW ORLEANS, LA; Leave: 19-Nov-07. Location 1 - KANSAS CITY, MO: Time Zone: CST (07). Itinerary: Leave From: RES: NEW ORLEANS, LA; TDY Location: KANSAS CITY, MO; Purpose: TRAINING ATTENDANCE; Arrive: 19-Nov-07; Leave: 23-Nov-07. Overall End Point: Time Zone: EST (06). Itinerary: Leave From: KANSAS CITY, MO; Return Location: RES: NEW ORLEANS, LA; Arrive: 23-Nov-07.  <p>The screenshot shows the 'Expenses' page with the following data:</p> <table border="1"> <thead> <tr> <th colspan="7">Expenses</th> </tr> <tr> <th colspan="7">Non-Mileage:</th> </tr> <tr> <th>No.</th> <th>Expense Type</th> <th>Date</th> <th>Cost</th> <th>Method of Reimbursement</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>HOTEL TAXES</td> <td>11/19/07</td> <td>\$102.40</td> <td>PERSONAL</td> <td colspan="2"></td> </tr> <tr> <td>2.</td> <td>PHONE CALL - HOME</td> <td>11/19/07</td> <td>\$20.00</td> <td>PERSONAL</td> <td colspan="2"></td> </tr> <tr> <td>3.</td> <td>PARKING</td> <td>11/19/07</td> <td>\$48.00</td> <td>PERSONAL</td> <td colspan="2"></td> </tr> <tr> <td>4.</td> <td>TAXI/CAB FARES</td> <td>11/19/07</td> <td>\$30.00</td> <td>PERSONAL</td> <td colspan="2"></td> </tr> <tr> <td colspan="3"></td> <td>Total:</td> <td>\$200.40</td> <td colspan="2"></td> </tr> <tr> <th colspan="7">Mileage:</th> </tr> <tr> <th>No.</th> <th>Expense Type</th> <th>Date</th> <th>Cost</th> <th>Method of Reimbursement</th> <th>Miles</th> <th></th> </tr> <tr> <td>1.</td> <td>POV - TDY</td> <td>11/19/07</td> <td>\$29.10</td> <td>PERSONAL</td> <td>60</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Total:</td> <td>\$29.10</td> <td colspan="2"></td> </tr> <tr> <th colspan="7">Per Diem Entitlements</th> </tr> <tr> <th colspan="7">Lodge / M&IE:</th> </tr> <tr> <th></th> <th>Start Date</th> <th>End Date</th> <th>Total Lodge</th> <th>Total M&IE</th> <th colspan="2"></th> </tr> <tr> <td></td> <td>11/19/07</td> <td>11/23/07</td> <td>\$412.00</td> <td>\$220.50</td> <td colspan="2"></td> </tr> <tr> <td colspan="7" style="text-align: center;">View Documentation/Receipts</td> </tr> <tr> <th colspan="7">Accounting Summary</th> </tr> <tr> <td colspan="7">No Accounting Information Available.</td> </tr> <tr> <th colspan="7">Advances Summary</th> </tr> <tr> <td colspan="7">No Advances Requested.</td> </tr> <tr> <th colspan="7">Payment Distribution</th> </tr> </tbody> </table>	Expenses							Non-Mileage:							No.	Expense Type	Date	Cost	Method of Reimbursement			1.	HOTEL TAXES	11/19/07	\$102.40	PERSONAL			2.	PHONE CALL - HOME	11/19/07	\$20.00	PERSONAL			3.	PARKING	11/19/07	\$48.00	PERSONAL			4.	TAXI/CAB FARES	11/19/07	\$30.00	PERSONAL						Total:	\$200.40			Mileage:							No.	Expense Type	Date	Cost	Method of Reimbursement	Miles		1.	POV - TDY	11/19/07	\$29.10	PERSONAL	60					Total:	\$29.10			Per Diem Entitlements							Lodge / M&IE:								Start Date	End Date	Total Lodge	Total M&IE				11/19/07	11/23/07	\$412.00	\$220.50			View Documentation/Receipts							Accounting Summary							No Accounting Information Available.							Advances Summary							No Advances Requested.							Payment Distribution						
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4.	TAXI/CAB FARES	11/19/07	\$30.00	PERSONAL																																																																																																																																																							
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Procedure for Creating a Post-Trip Travel Authorization When FSA’s Centrally Billed Account (CBA) Is Used (Continued)

Step	Action						
5	<p>CLICK “Digital Signature” and enter the following in the “Additional Remarks” block before signing the document.</p> <p>“The airline ticket of \$_____ from _____ airline was purchased through FedTraveler using a centrally billed GVTS account. Receipts are attached. The ticket was not itemized on this authorization/voucher to prevent double payment of an expense already paid through GVTS.”</p>  <p>The screenshot shows the GovTrip web application interface. At the top, there is a navigation menu with options: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Preview, Pre-Audit, Other Auths., Digital Signature (selected), and Trip Compare. The main content area is titled 'Digital Signature' and contains a yellow instruction box: 'Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.' Below this is the 'Document Action' section, which includes a dropdown menu for 'Submit this document as:' set to 'SIGNED'. The 'Additional Remarks' text area contains the text: 'The airline ticket of \$_____ from _____ airline was purchased through FedTraveler using a centrally billed GVTS account. Receipts are attached. The'. There is also an 'Advance Ticketing Date' field set to '12/04/2007'. At the bottom, there is a 'Submit Completed Document' button and a 'Pending Routing Actions' table.</p> <table border="1" data-bbox="397 1255 820 1327"> <thead> <tr> <th>Awaiting Status Change To</th> <th>By</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>SIGNED</td> <td>[Redacted]</td> <td>0</td> </tr> </tbody> </table>	Awaiting Status Change To	By	Level	SIGNED	[Redacted]	0
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SIGNED	[Redacted]	0					