

Advance Ticket Purchase Authorization Procedures

1. Create a travel authorization as usual. In Block A enter the **starting point**, **departing date**, **trip type**, **trip purpose**, and **trip details**.

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

*Starting Point: RES: WASHINGTON, DC

Starting Locations in Profile:
RESIDENCE
DUTY STATION

*Departing On: 08/10/2008 (mm/dd/yyyy)

*Trip Type: TT-TRIP BY TRIP

*Trip Purpose: MISSION

*Trip Details: Site visit

2. In Block B verify the **arriving on** date, and then enter the **departing on** date making this date the same as the arriving on date, and select the TDY location using the **Location Tools**.

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

These dates must match!

*Arriving On: 08/10/2008 (mm/dd/yyyy)

*Departing On: 08/10/2008 (mm/dd/yyyy)

*Location 1: DENVER COUNTY,CO

Location Tools:
Search Location
County Search
Zipcode Search
TDY Location Lookup

- In Block C select **Yes** if an additional TDY location is required, otherwise select **No**.

C Will You Be Traveling to Another TDY Location?

Yes

No

- When all TDY location have been entered, the trip overview screen will refresh. Verify all information in the trip overview screen Blocks A & B (see above).

- In Block C enter the **ending point**, enter the same date for **returning date**, and verify that the trip duration is **12 hours or less**.

C I am Returning To:

Ending Point: RES: WASHINGTON, DC

*Returning On: 08/10/2008

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

Return Locations in Profile:
RESIDENCE
DUTY STATION

These dates must match!

- In Block D select **Air Travel** and then select **Save and Proceed**.

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

Air Travel

Lodging

Car Rental

Rail

Preview Screen

Save and Proceed

7. Make air reservations by following regular procedures and using the **actual travel dates** and remembering to select the CBA if necessary.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

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

One Way Round Trip

Departure or Arrival:
Departing

08/10/2008 0900
(mm/dd/yyyy)

* Departure Airport (airport code or city name):
bwi

* Arrival Airport (airport code or city name):
den

Return Date Return Time
08/14/2008 0900
(mm/dd/yyyy)

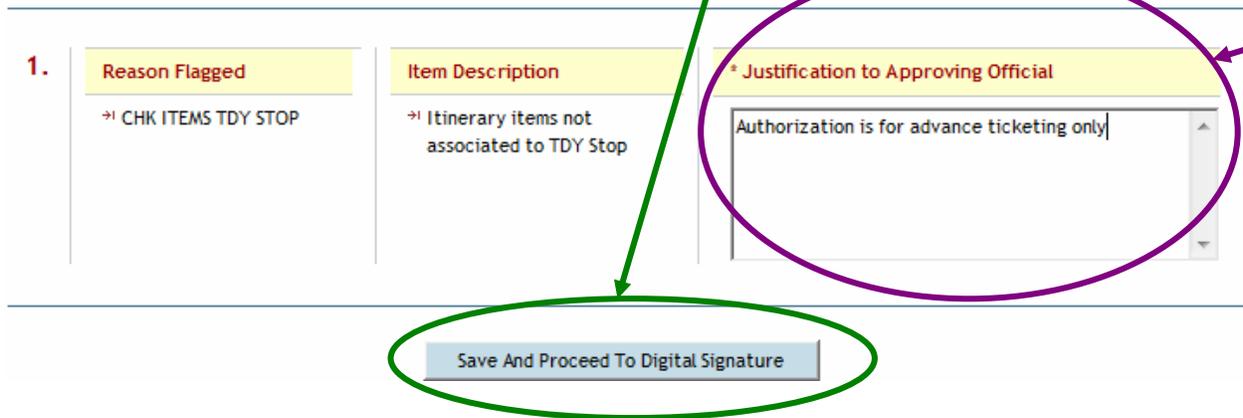
8. After the flights have been selected and saved you may see a block in the Trip Summary window stating **Items Not Associated to TDY Stop**. Ignore this warning.

Items Not Associated to TDY Stop		
Leave From: TDY Loc:	Not Associated to TDY Stop	
Purpose: Arrive: Leave:		
Carrier/ Flight: Depart:	UNITED AIRLINES INC. (UA) 1192 1029 - 14-Aug-08 - DEN- Denver, Co (Usa) (Denver Int L. Apt)	Edit Remove
Purpose: Arrive:	1558 - 14-Aug-08 - BWI- Baltimore, Md (Usa) (Balt. Int L. Ap	

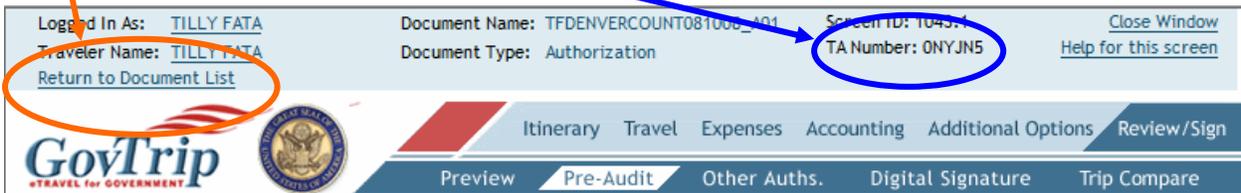
9. Select **Review/Sign**, and then **Pre-Audit** from the toolbar.



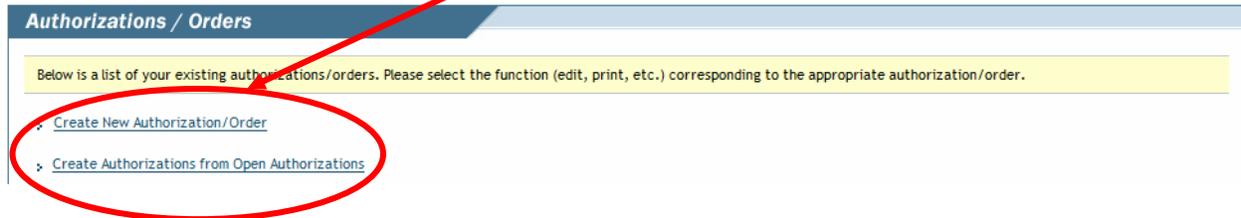
10. In the Pre-Audit **Justification to Approving Official** box enter "Authorization is for advance ticketing only", then select **Save and Proceed to Digital Signature**.



11. Select the **Return to Document List** link in the upper left corner of the screen, making note of the **TA Number**.



12. Select the link to **Create a New Authorization/Order** (or **Create Authorization from Open Authorizations** if necessary).

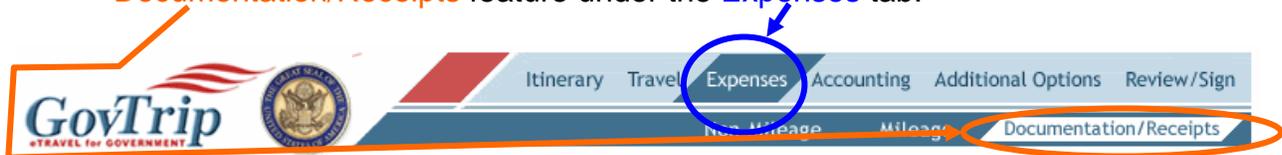


13. Create the new authorization as usual but do NOT book an airline reservation.

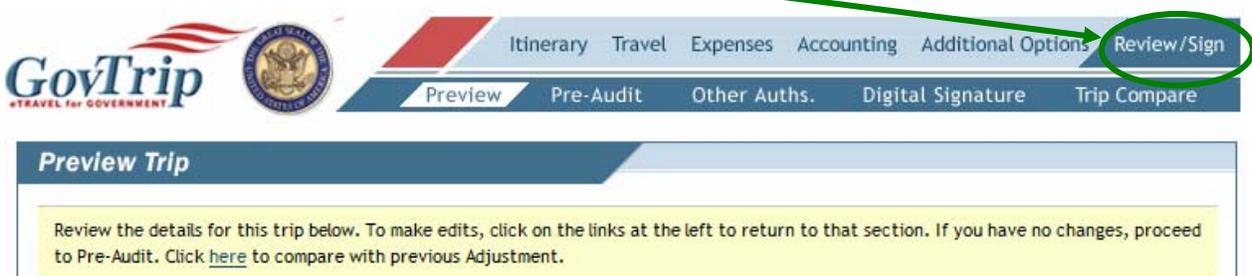
14. Complete all other needed reservations including lodging and rental car.

15. Remember to include any non-mileage or mileage expenses.

16. Upload a copy of the Airline Ticket Authorization using the **Documentation/Receipts** feature under the **Expenses** tab.



17. Select the **Review/Sign** tab and verify the information contained on the Preview Trip page.



18. Save and Proceed to the **Pre-Audit** page and justify any pre-audit flags.

GovTrip TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign

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

Pre-Audit Trip

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."

19. After all pre-audit flags have been justified Save and Proceed to the **Digital Signature** page.

GovTrip TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign

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

Digital Signature

20. In the **Additional Remarks** box enter “Air reservation is under TA Number (enter TA number of Advanced Ticketing Authorization). A copy of the Advance Ticketing Authorization is attached”, then stamp the document SIGNED and **Submit Completed Document**.

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Additional Remarks: Air reservation is under TA Number ONYJN5. A copy of the Advance Ticketing Authorization is attached.

* Advance Ticketing Date: 08/07/2008
(mm/dd/yyyy): Advance Ticketing Date will not be applied until approval

Submit Completed Document

21. Select the **Return to Document List** link in the upper left corner of the screen, making note of the **TA Number**.

Logged In As: TILLY FATA
Traveler Name: TILLY FATA
Return to Document List

Document Name: TFDENVERCOUNT081006_001
Document Type: Authorization

Screen ID: 1043-1
TA Number: ONYJN5

Close Window
Help for this screen

GovTrip TRAVEL for GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Pre-Audit Other Auths. Digital Signature Trip Compare

22. From the Authorizations/Orders list select the Advanced Ticketing Authorization.

Authorizations / Orders

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

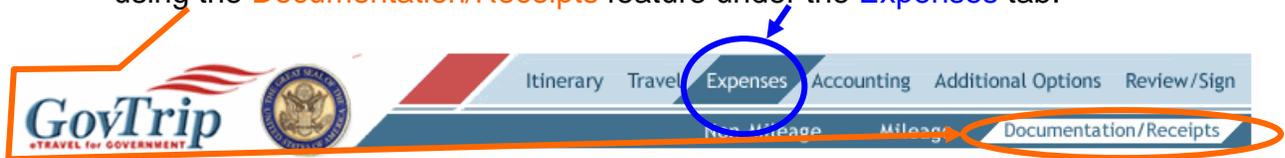
> [Create New Authorization/Order](#)

> [Create Authorizations from Open Authorizations](#)

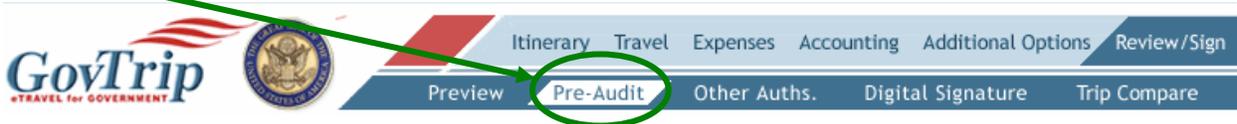
Existing Authorizations/Orders > [Vouchers](#)

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print	Remove	Amend	Voucher
TFDENVERCOUNT081008_A01	08/10/08	AUTH 24 HOUR PASSED	Yes	0NYJN5	> view	> print	> remove	> amend	
TFDENVERCOUNT081708_A01	08/10/08	ADJUSTED	No	0NYJN6	> view/edit	> print			

23. Edit the document, and then upload a copy of the actual trip TDY Authorization using the **Documentation/Receipts** feature under the **Expenses** tab.



24. Select **Pre-Audit** from the toolbar under Review/Sign, and then Save and proceed to Digital Signature.



25. In the **Additional Remarks** box enter “Actual trip TDY authorization is under TA Number (enter TA number of the actual trip TDY authorization). A copy of the actual trip TDY Authorization is attached”. Change the date in the **Advance Ticketing Date** box to the required advanced ticketing date, and then stamp the document **SIGNED** and **Submit Completed Document**.

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

Additional Remarks:

* Advance Ticketing Date:
(mm/dd/yyyy):
Advance Ticketing Date will not be applied until approval

26. After the Advanced Ticketing Authorization has been stamped Approved and the ticket has been issued by the CTO, voucher against the Advanced Ticketing Authorization as usual.