# GO.gov® Quick Reference Guide

## Local Travel

This Quick Reference Guide (QRG) provides step-by-step instructions for creating and submitting a Local Travel Expense Report in GO.gov. It covers key tasks including entering expense details, using the mileage calculator, uploading receipts, allocating expenses, and reviewing report information to ensure accurate and compliant reimbursement.

## How is a Local Travel Expense Report different from a TDY Report?

- Local travel uses a different policy than TDY travel.
- Local travel does not require an approved travel request.
- Local travel may not include per diem travel allowance.
- Local travel can use a personally owned vehicle.
- Local travel does not generally include airfare, rental car, or hotel.

## Creating a Local Travel Expense Report

1. From the **Home** drop-down, select **Expense**.
2. Select **Create Expense Report**.
3. Select **Local Travel Policy** for the **Expense Report Type**.
4. Enter a **Report Name**.
5. Enter the **Trip Start Date** and **Trip End Date**.
6. Select a **Travel Purpose** from each drop-down: **Level 1**, **Level 2**, and **Level 3** (if needed). Add any comments.
7. Use the radio buttons to indicate whether you require **Travel Allowance**.
8. Select **Next**.

## Adding Expenses

1. Select **Add Expense.**
2. Select **Manually Create Expense**.
3. Search for and select the **Expense Type**.

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### Using the Mileage Calculator

1. Select **POV Mileage** as the **Expense Type**.
2. Select **Mileage Calculator**.
3. Confirm or update the **Waypoints**. This information is automatically populated from your personal profile.
4. Enter your **Destination** and select **Select Calculate Route**.
5. Check the **Personal** check box if any leg of your trip should not be reimbursed.
6. Select **Make Round Trip** if you should be reimbursed for a round trip.
7. Choose **Avoid Tolls** or **Avoid Highways** if you prefer.
8. Check the box for **Deduct Commute**, if applicable.
9. Select **Add Mileage to Expense**.
10. Select the **Date** of travel.
11. Confirm your **Vehicle ID**. Details about your vehicle must be added to your profile to populate on this page.
12. Update the **Number of Passengers**, if applicable.
13. Add any **Comments**, if applicable.
14. Select **Save Expense**.

### Allocating Expenses in a Report

1. On the right, select the **Allocate** link.
2. In the pop-up, select **+Add.**
3. Fill in all required **Allocation Fields.**
4. Select **Save**.

### Managing and Viewing Receipts

1. Select **Manage Receipts**.
2. Select **View Available Receipts** on the toolbar (right).
3. Select **Upload** to add a new receipt.

### Submitting a Completed Expense Report

1. Select **Submit Report**.
2. Select **Submit Report** again.
3. Select **Accept and Continue**.
4. Select **Close**.

### Reviewing Report Details and Printing a Summary (Optional)

1. From the **Report Details** drop-down:
   a. Select **Report Header**
   b. Select **Report Totals**
   c. Select **Report Timeline**
2. Select **Report Details** again.
3. Choose **Allocation Summary**.
4. From the Print/Share menu:
   a. Select options like **Show Expenses** and/or **Show Itemizations**
   b. Select **Print Request**, if desired.
   c. Select **Close**

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How to use this table