GO.gov® Quick Reference Guide

Creating a Travel Request After Booking Airfare, Rental Car, and Hotel Directly with Vendor

This Quick Reference Guide (QRG) provides step-by-step instructions for creating a travel request in GO.gov after booking a reservation directly through an airfare, car, or hotel vendor. This guide is intended to streamline the end-to-end booking travel process and reduce errors in travel authorization. Even if travel is booked outside of GO.gov, travelers are still **required** to create a travel request in GO.gov and have it approved by their designated approver to be compliant. The request in GO.gov

- captures airfare, hotel, rental car, and additional expected travel expenses in one request, and
- reduces delays by ensuring travel allowances and accounting allocations are completed before submission.

Note: All travel should be booked through GO.gov or your agency's Travel Management Company (TMC) unless there is a special, approved justification.

How to Create a Request after Booking

- When you log into GO.gov, travel requests can be created after reservations are booked directly with the vendor.
- Airfare, hotel, rental car, and other travel expenses booked outside GO.gov must be entered manually into a GO.gov travel request.
- Travel Allowances are not automatically generated for reservations booked outside GO.gov and must be added before submission.
- All expenses must be allocated to a line of accounting (LOA) before the request can be submitted.

Adding Estimated Expenses and Travel Allowances

1. Select **+ Add**.
2. Select the appropriate expense type from the menu.
3. Complete all required **Expense Fields** and select **Save.**
4. Repeat the process to add additional travel expenses as needed.
5. Select **Manage Travel Allowance**, then select **Add Travel Allowance**.
6. Review the travel locations and select **Next**.
7. Select any provided meals and select **Finish**.

Submitting the Request

1. Review and resolve any system warnings.
2. Select **Allocate**.
3. Select **+ Add**, complete all required allocation fields, and select **Save**.
4. Select **Submit** to route the request for approval.