GO.gov® Quick Reference Guide

Creating a Request for Travel Booked with a TMC

This Quick Reference Guide (QRG) provides step-by-step instructions for creating a travel request in GO.gov when booking a reservation directly through the Travel Management Company (TMC). This guide is intended to streamline the end-to-end booking travel process and reduce errors in travel authorization.

Before Booking with a TMC

- Create a travel request before contacting the TMC for reservation assistance to meet travel authorization requirements.
- Obtain a Request ID that must be given to the TMC when making reservations.
- Ensure travel allowance, POV mileage, and other expected travel expenses are captured in the travel request.
- Ensure accounting allocations and required approvals are completed before travel.

Creating a Travel Request, Adding Expenses and Travel Allowances

1. Select **Create** on the GO.gov homepage
2. Select **Start a Request**.
3. On the Request Header screen, complete all **Required Fields**.
4. Select **Yes** for the prompt “I will contact the TMC for assistance with my reservations.”
5. When all required fields are complete, select **Create Request**.
6. When the request page opens, note the Request ID for use with the TMC.
7. Add any additional request details, such as Travel Allowance.

Submitting the Request

1. Review the request details for accuracy.
2. Select **Allocate** and assign the appropriate Line of Accounting (LOA).
3. Select **Submit** to route the request for approval.
4. To view the request status, return to the Requests module.

Approvals Tracker

Publication Date/Send Date/Event Date: August 3, 2026

Initial Draft Created by: Paige Bowling

Name	Action/Purpose	Due Date/Time	Status	Approval Date & Time
Jenn Miller	General review	Date	Feedback SAB Approved	7/20/26
Jen Ware	General review	Date		
Robert Wuhrman	General review	Date		
Teresa Claxton Comms PMO	Comms review	Date	approved	7/22/26 10:02am ET
Stephanie Bingham	Final approval	Date	Approved	7/21/26 11:06 AM ET

How to use this table