Now that GovTrip, the Department's eTravel Service, has been fully deployed, travelers are required to submit and store travel receipts electronically.

Requirements for Obtaining and Retaining Receipts

The requirements for obtaining and retaining receipts can be found in the DOE Travel Manual (DOE M 552.1-1A, section DOE 301-11.25). In summary, receipts are required for lodging of any dollar amount and other travel-related expenses greater than $75. When using GovTrip, required receipts must be electronically submitted with the travel voucher.

(Note: For travel vouchers created in Travel Manager, hard copy receipts still must be retained by the traveler or approving official for 6 years and 3 months from the end date of travel.)

Detailed Instructions for Electronic Submission of Travel Receipts can be found at: http://in-gotravel.doe.gov/GovTrip/ReceiptRequirementsAndNotes.html

Additional Guidance for Using GovTrip

a. After electronically submitting receipts, open the document to make sure that the receipts attached successfully and are legible.
b. The hard copy must be retained by the traveler or approving official for 6 years and 3 months when the electronic receipt is not legible (due to poor image quality).
c. Receipts for unusual expenses (i.e. an expense description not included in the GovTrip dropdown list) can also be submitted electronically to provide additional explanation for the approving official or an audit.

References

DOE Travel Policy Order:
http://www.directives.doe.gov/pdfs/doe/doetext/neword/552/o5521a.pdf
DOE Travel Manual: http://www.directives.doe.gov/pdfs/doe/doetext/neword/552/m5521-1a.pdf

If you have any questions or need assistance with this guidance, please contact:

DOE GovTrip Help Desk:
Phone: 301-903-2500, Option 4, then option 2,

Email: TravelSystemSupport@hq.doe.gov