



Obtain Travel Pre-Authorization

EOTA SharePoint Quick Guide

Obtaining a **travel pre-authorization** is the first step in the EOTA two-step travel process and requires 10 business days for processing. You will be liable for all travel costs incurred without pre-approval in accordance with the EOTA & Federal Travel Regulations.

Step #1: Enter <https://sp.eota.energy.gov> into your browser URL bar, then press **↵** Enter key on your keyboard

Step #2: Enter current Username and Password

Step #3: Click Sign In

Step #4: Click Travel Authorization & Expense Report, under Travel Forms

1 <https://sp.eota.energy.gov/login/registration/home.aspx>

Search this site...

EMERGENCY OPERATIONS TRAINING ACADEMY
EOTA

WARNING

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WARNING

General Information

About Emergency Operations Training Academy

Log In

Username:

Password:

Sign In

Forgot Password | Register

<https://sp.eota.energy.gov/default.aspx>

Site Actions | Browse | Page

Search this site...

EMERGENCY OPERATIONS TRAINING ACADEMY
EOTA

Welcome to the SharePoint Site for Emergency Operations Training Academy

For help using SharePoint at any time, select the **Help** tab above for tutorials and quick tips on a variety of site components and features. For additional help, please contact the EOTA SharePoint Coordinator (see *Important Contacts*).

Important Contacts

EOTA SharePoint Coordinator - Jennifer Nachor at jennifer.nachor@nnsa.doe.gov or 505-845-6630

Online Learning Support Specialist - Janet Lee at janet.lee@nnsa.doe.gov or 505-845-6617

The SharePoint Sites

Emergency Operations Training Academy (EOTA)

This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

Domestic Nuclear Detection Office (DNDO)

The Domestic Nuclear Detection Office (DNDO) is a jointly staffed agency within the Department of Homeland Security. DNDO is the primary entity in the U.S. government for implementing domestic nuclear detection efforts for a managed and coordinated response to radiological and nuclear threats, as well as integration of federal nuclear forensics programs. Additionally, DNDO is charged with coordinating the development of the global nuclear detection and reporting architecture, with partners from federal, state, local, and international governments and the private sector.

Radiological Assistance Program (First Responders)

The First Responder's mission is to support our citizens and other first responders to ensure that as a nation we work together to build, sustain, and improve our

Log In/Change Password

Welcome jennifer.hutchins@nnsa.doe.gov

[Change Password](#) | [Log Out](#)

About Team Sites

The **Team Sites** tab is a collection of sub-sites managed by EOTA SharePoint members and are restricted access only. For more information about team sites, or to inquire about adding a team site to the collection, please contact the EOTA SharePoint Coordinator (see *Important Contacts*).

Training... it's what we do.

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Step #5: Click the document icon

Site Actions | Browse | Page | Jennifer "Jenn" Hutchins

Search this site... | EOTA Home | EOTA Operations | Communities of Interest | Team Sites | DNDO Home | First Responder Home | Help

Instructor-SME Toolbox

5 [Document Icon] Create a travel req

My Travel

Name	Name Of Event	Depart Date	Total Expenses

[Guide for completing the EOTA Travel Request and Expense Report](#)
[EOTA Travel Policy](#)
[GSA Per Diem Calculator](#)

Lists
 Administrative
 BMSystem
 --BMS Review
 --CAR/PAR/IO
 --External Audit
 --Inactive
 --Internal Audit
 --ISO Certification
 --Non-conformance
 --Obsolete
 --Post Travel Summ.
 --Process Deviation
 IG Meetings
EOTA Libraries
 Document Drop-off
 Pictures
 Videos
EOTA Lists
 Travel Expense Reports **Toolbox**
 Code of Conduct
 Governance
 IS Maintenance Log
EOTA Reports

Step #6: Enter Requestor's Full Name

Step #7: Enter Name and Location of Event

Step #8: Enter Event Start and End Dates

Pre-Travel Approval and Expense Report

REQUESTOR INFORMATION

6 Full Name: * Request Date: 7/15/2014

ACTIVITY INFORMATION

7 Name Of Event: *
Location Of Event:

8 Event Start Date: *
Event End Date: *

Quick Tip: Click the calendar icons to select Event Start & End Dates.



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Step #9: Enter **brief statement** to identify **Purpose/Justification** for your need to travel

Step #10: Select **Depart Date** and **Departing Location**

Step #11: Select **Arrival Date** and **Arrival Location**

Step #12: Enter **Transportation Dates**

Step #13: Click on the **Category** drop-down menu, select **type of transportation**

Step #14: Enter **estimated dollar amount**

9 Purpose / Justification:

10 Depart Date* Depart From

11 Arrival Date Arrive At

Insert item

**Include at least two entries, when you depart from home and when you depart from your final destination to return home.*

Quick Tip: After you've entered the date/time you depart from home and arrive at your destination, click **Insert Item** to enter the date/time you depart from your destination and when you arrive home.

Questions? Click the question mark icons throughout for help.

12 EXPENSE INFORMATION

Transportation Expenses ?

14

Date	Category	Amount
	Taxi	
	Select...	
	Airfare	
	Taxi	
	Car rental	
	Fuel for rental	
	Bus/Subway	
	Train	

Insert item

13

: \$0.00



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Step #15: Enter **Lodging Date** for each night

Step #16: Enter the **maximum allowable dollar amount** for each night

Step #17: Enter **M&IE Date** for each day

Step #18: Enter **maximum allowable dollar amount** for each day

Step #19: Enter **Personal Vehicle Mileage Dates**

Step #20: Enter short **From/To** description

Step #21: Enter **number of miles**

Step #22: Enter **Other Expense Dates**

Step #23: Click on the **Description** drop-down menu, select **type of other expense**

Step #24: Enter **estimated dollar amount**

Quick Tip: Click **Insert Item** to account for each day and night of travel.

Lodging Expenses - room rate only. Insert an entry for each night. ?

Date	Amount
<input type="text"/>	<input type="text"/>

Insert item

Total Lodging: \$0.00

Quick Tip: Visit <http://www.gsa.gov/portal/category/104711> to identify allowable Lodging and M&IE amounts.

Meals and Incidental Expenses (M&IE)- Travel days are 75% of allowable. Insert an entry for each day.

Date	Amount
<input type="text"/>	<input type="text"/>

Insert item

Total M&IE: \$0.00

Personal Vehicle Mileage - \$.56/mile

Date	From/To	Miles	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Total Mileage: \$0.00

Quick Tip: **From/To** examples include travel to and from residence/office to airport, driving to offsite meeting/conference, etc.

Other Expenses ?

Date	Description	Amount
<input type="text"/>	Select...	<input type="text"/>

Insert item

- Room Tax
- Conference Fee
- Phone/Internet
- Parking
- Checked Bag Fee
- Meal
- Copying
- Laundry and Cleaning
- Give Aways
- Other Tax



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Step #25: Enter anticipated Uncategorized Expense Dates

Step #26: Enter short description

Step #27: Enter estimated dollar amount

Step #28: If needed, enter **additional comments/justifications**

Step #29: If needed, enter **appropriate document file name**

Step #30: If needed, click the **Click here to attach a file** button

Date	Description	Amount
Insert item		
Total Uncategorized Expenses: \$0.00		
Total Expenses: \$0.00		

 **Quick Tip:** Examples of *Uncategorized Expenses* may include hotel resort fee or any other expense that has not been previously categorized.

Additional Comments/Justifications - if needed:

 **Quick Tip:** Examples of *Additional C/J* may include conference hotel higher than allowed, van needed for team's gear, driving POV was \$450 less than airfare, etc.

Description	Attachment
	Click here to attach a file

Save
Submit Pre-Travel Authorization
Submit

 **Quick Tip:** If needed, attach approval letters supporting exceptions to the FTRs or travel requests from clients.



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Step #32: Click **Submit**, to initiate the approval process

 **Please Note:**
You'll receive **email notifications** from the system when:

1. Your pre-authorization has been approved
2. You need to resolve any issues that are preventing your pre-travel authorization approval.

Submit Expense Report To:

 Save  **32** 

Click on the directory icon  to select Jen Nachor for  on employee/consultants and Paul Stoudenmire for ITP consultant/employees

 **Quick Tip:** You can click **Save** any time to save any incomplete expense reports.



Questions?

For questions or assistance please email **Jennifer Nachor** at jennifer.nachor@nnsa.doe.gov or call (505)-845-6630