



Obtain Travel Pre-Authorization

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>

Search this site...

EMERGENCY OPERATIONS TRAINING ACADEMY
EOTA

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****WARNING****

General Information **Log In**

About Emergency Operations Training Academy

General Information and Training

The Emergency Operations Training Academy (EOTA) has established this SharePoint portal allowing users/customers to access information, request enrollment into specific areas, print materials, view schedules/calendars and more resources.

2 Username:
Password:

3 **Sign In**

Important Links

- Domestic Nuclear Detection Office
- Emergency Operations Training Academy (EOTA)

Site Actions Browse Page

Search this site...

EOTA Home **EOTA Operations** **Communities of Interest** **Team Sites** **DNDO Home** **First Responder Home** **Help** **EOTA Training Compliance**

EMERGENCY OPERATIONS TRAINING ACADEMY
EOTA

Directories
Staff Directory

Site Content
Sandbox Documents
Virtual University

Travel Forms
Travel Authorization & Expense Report

Important Contacts

EOTA SharePoint Coordinator
Jennifer Nachor at jennifer.nachor@nnsa.doe.gov
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Online Learning Support Specialist
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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 TestDOE@nnsa.doe.gov
[Change Password](#) | [Log Out](#)

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

Training... it's what we do.

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Step #5: Click the document icon

The screenshot shows a SharePoint site with a navigation bar at the top containing links like 'EOTA Home', 'EOTA Operations', 'Communities of Interest', 'Team Sites', 'DND0 Home', 'First Responder Home', and 'Help'. Below the navigation bar is a search box and a 'Browse' button. The main content area is titled 'Instructor-SME Toolbox' and features a 'My Travel' list with columns for 'Name', 'Name Of Event', 'Depart Date', and 'Total Expenses'. A document icon is highlighted with a red circle and the number 5. Below the list, there are links for 'Guide for completing the EOTA Travel Request and Expense Report', 'EOTA Travel Policy', and 'GSA Per Diem Calculator'. On the left side, there is a 'Lists' menu with various administrative and EOTA-related items.

Step #6: Enter Requestor's Full Name

Step #7: Enter Name and Location of Event

Step #8: Enter Event Start and End Dates

The screenshot shows the 'Pre-Travel Approval and Expense Report' form. The form is divided into sections: 'REQUESTOR INFORMATION' and 'ACTIVITY INFORMATION'. In the 'REQUESTOR INFORMATION' section, the 'Full Name' field is highlighted with a red circle and the number 6, and the 'Request Date' field is set to '7/15/2014'. In the 'ACTIVITY INFORMATION' section, the 'Name Of Event' field is highlighted with a red circle and the number 7, and the 'Event Start Date' and 'Event End Date' fields are highlighted with a red circle and the number 8. The form also includes a calendar icon for selecting dates.

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 ?

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

Insert item

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\$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.

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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

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

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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

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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

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

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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

\$0.00

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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

Uncategorized Expenses		
Date	Description	Amount
<input type="checkbox"/> 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.

Attach any additional documentation here such as a participation request

Description	Attachment
<input type="text"/>	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.



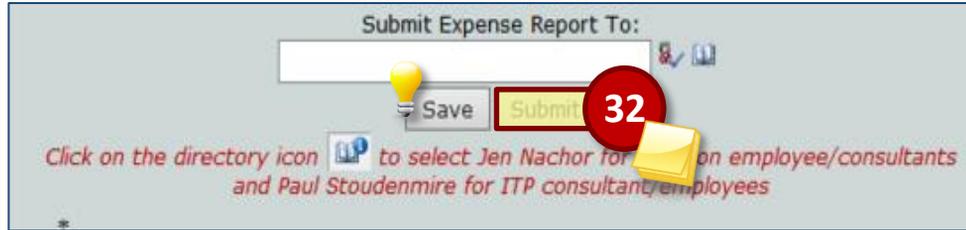
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Step #32: Click **Submit**, to initiate the approval process

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.



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



For SharePoint help: Scott Stoudenmire

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